

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

City Council
Agenda
August 13, 2024
6:00 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

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

CITY ATTORNEY
ALEXANDRA KENYON

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

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

 Receive city text alert notifications: text CLEELUM to 91896

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

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

- a. [August 13, 2024 Sign In Sheet](#)

2. Public Comment – Limited to 5 Minutes

3. Announcements, Appointments, Awards & Recognition

- a. [International Overdose Awareness Day August 31, 2024 - Megan Clausen Kittitas County Health Network](#)

4. Approval of Meeting Agenda

5. Consent Agenda

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

- a. [Approve the City Council Special Meeting Minutes Dated July 23, 2024](#)
b. [Approve the City Council Meeting Minutes Dated July 23, 2024](#)

6. Staff Reports

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

- a. [July Budget Position](#)
b. [Planning - Colleda Monick](#)
c. [Public Works - Aaron Barr](#)

City Council Agenda

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- d. Police - Chief Albo
 - e. Fire Department - Chief Mills
 - f. Veolia - William LaRue
7. **Public Appearances – 15-Minute Limit**
- a. Flock Camera Presentation - Mack Larkin
 - b. Bullfrog Flats Update - Colleda Monick HLA
8. **Business Requiring Public Hearings**
9. **Unfinished Business**
10. **New Business**
- a. Approve the Payables Dated August 13, 2024 \$279,435.25
 - b. Approve the Payroll Vouchers Dated August 5, 2024 \$320,505.79
 - c. Veolia Contract Discussion - Mayor Lundh
 - d. Engage Yakima Air Compressor & Equipment to Repair the Quincy Q5 Duplex Air Compressor \$6,436.54 - William LaRue Veolia
 - e. 2024-021 Resolution Documenting the City of Cle Elum's Organizational Commitment to Zero Roadway Fatalities and Serious Injuries - Joseph Calhoun HLA
 - f. Climate Element Public Engagement Plan - Joseph Calhoun HLA
 - g. 2024-022 Resolution Water Reserve Rate -Ben Annen HLA
 - h. Progress Estimate No. 1 McCann Trucking Second Street Pathway \$34,065.10
 - i. Progress Estimate No. 9 designated as final Ascent Foundation and More - Second Street & Rossetti Way Water Main Improvements \$36,580.51 - Ben Annen HLA
 - j. Progress Estimate No. 5 \$361,660.73 Active Construction First Street Improvements Phase 3 Downtown Revitalization - Ben Annen HLA
 - k. Ordinance 1676 Sign Code (Flag Pole Park) - Colleda Monick HLA
 - l. Ordinance 1675 Clifton ROW Vacate - Colleda Monick HLA
 - m. Kittitas County Conservation District Fire Mitigation Airport Task Order No. 1 - Chief Mills
 - n. Downtown Parking Discussion/Handicap Parking - Mayor Lundh
 - o. No. 7 Hills City Park - Mayor Lundh
11. **Report of Committees**
- a. Lodging Tax & Events Committee
12. **Councilmember Comments - Limited to 5 Minutes**
13. **Mayor's Report**
14. **Adjournment by Motion**

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August 13, 2024

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Upcoming Meetings:

Regular Council Meeting: August 27, 2024 @ 6:00 p.m.

Planning Commission Meeting: August 20, 2024 @ 6:00 p.m.

General Government Committee Meeting: August 28, 2024 @ 8:30 a.m.

Lodging Tax & Events Committee Meeting: September 9, 2024 @ 8:30 a.m.

Public Safety & Health Committee Meeting: August 20, 2024 @ 1:00 p.m.

Public Works & Community Development Committee Meeting: September 5, 2024 @ 12:00 p.m.

Coal Mines Trail Commission Meeting: September 9, 2024 @ 6:00 p.m.

City of Cle Elum Regular Council Meeting

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

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

Please sign in:

Name	Address
Joye Simister	113 E 2nd St CE
JEANNE BRIERE	171 W. LAKEALE, RONALD 98940 (PO BOX 1375)
Brian Beunne	631 Prouse Rd Cle Elum, WA 98922
Barb Brunner	631 Palouse Rd Cle Elum WA 98922
Larry Stauffer	2661 Lower Tech Pt Rd Cle Elum
Jan Loveluis	1013 Denny Ave, Cle Elum
Li Vimont	
Cheri Marcus	PO Box 433 So Cle Elum, WA 98943
Liz Wilson	PO Box 388 Roslyn WA 98941
Gree Goshman	2131 Lower Pook Pt Rd Cle Elum
KANTWIL	239 Seabrook Lane

International Overdose Awareness Day

August 31, 2024

Whereas, The City of Cle Elum does affirm and acknowledge the harm and hardship caused by drug overdose; and

Whereas, We recognize the purpose of International Overdose Awareness Day as remembering loved ones lost to overdose and ending the stigma of drug-related deaths; and

Whereas, We resolve to play our part in reducing the toll of overdose in our community, which claimed the lives of nearly 1700 Washington State residents in the year 2023 with countless more affected forever; and

Whereas, We recognize that in this past year, Kittitas County has lost 7 individuals to overdose; and

Whereas, We recognize that First Responders in Kittitas County have responded to an increased number of substance use related calls in this past year; and

Whereas, We affirm that the people affected by overdose are our sons and daughters, our mothers and fathers, our brothers and sisters and deserving of our love, compassion and support; and

Whereas, More people die from overdoses than from gun violence and vehicle accidents combined; and

Whereas, Death from overdose is preventable

Whereas, There continue to be deaths from stimulant use; and

Whereas, Overdose continues to increase both medical and other economic costs greatly impacting our society; and

Whereas, Substance Use Disorder is a treatable disease and the stigma and shame often are a barrier to seeking help; and

THEREFORE, The City of Cle Elum does hereby proclaim August 31st, 2024, as International Overdose Awareness Day which will be honored with an event on August 28th at Hal Holmes Community Center 1:00 p.m. to 4:00 pm.

CLE ELUM SPECIAL MEETING

MINUTES

JULY 23, 2024

5:00 PM

119 W FIRST STREET
CLE ELUM, WA 98922

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

John Glondo - Councilmember present
Ken Ratliff - Councilmember present
Beth Williams - Councilmember present
Steven Harper - Councilmember present
Jerred Weis - Councilmember present arrived at 5:20 p.m.
Steven Cook - Councilmember present
Audrey Malek - Councilmember absent

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

MOTION: Councilmember Cook made a motion to approve the absence of Councilmember's Weis and Malek; seconded by Councilmember Glondo.

MOTION CARRIED: 5 yes 0 no.

2. Unfinished Business

3. New Business

a. 2nd Quarter Budget Reports - Finance Director Robin Newcomb

Finance Director Newcomb reported on the budget position of all funds, loans, expenses, and revenues.

Discussion was had regarding the \$1.5 that was awarded to the City during the budget appropriations session and how HLA and the City are trying to re-appropriate the funds to be used for the Railroad Street/Truck Route Project which were originally earmarked for the Downtown Revitalization Project. That project has since been funded. These funds can only be used for street projects.

The Council had questions about the intergovernmental revenues and why they are only at

Special Meeting Agenda

July 23, 2024

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33.6%, Finance Director Newcomb explained that the City has not received the PUD Privilege Tax and only received 1/4 of the library agreement.

The property tax is split 80% towards the general fund and 20% towards the street fund. The sales tax revenue is split 90% towards the general fund and 10% towards the street fund.

Mayor Lundh stated that the water fund has had a couple of tough years.

Councilmember Ratliff would like to see some smaller sewer line replacement projects happen with the problematic sewer lines.

Councilmember Harper would like to see some of the smaller debts like the office printers and the police cameras being paid off during the 2025 budget.

4. Other Committee Comments

5. Adjourn

The meeting adjourned at 5:32 p.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CLE ELUM CITY COUNCIL

MINUTES

JULY 23, 2024

6:00 PM

119 W FIRST STREET
CLE ELUM, WA 98922

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

John Glondo - Councilmember present
Ken Ratliff - Councilmember present
Beth Williams - Councilmember present
Steven Harper - Councilmember present
Jerred Weis - Councilmember present
Steven Cook - Councilmember present
Audrey Malek - Councilmember present via zoom

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Rich Albo - Police Chief
Dean Smith - HLA

a. [July 23, 2024, Sign In Sheet](#)

2. **Executive Session RCW 42.30.110(i) Potential Litigation**

a. [Executive Session under the authority of RCW 42.30.110\(i\) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence for the agency.](#)

The Council went into executive session to discuss ongoing litigation RCW 42.30.110(i) at 6:04 p.m. and will return in 30 minutes at 6:34 p.m. The Council is not expected to make a decision.

b. [Executive Session Script](#)

3. **Public Comment – Limited to 5 Minutes**

Frances Gonzalez has been a property owner for 16 years and has issues with the City vacating

City Council Agenda

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Grant Street Alley.

Larry Stauffer attended the Hanson Ponds presentation earlier in the day. He has concerns about the hydraulic modules and the conceptual aspects of the plan.

4. Announcements, Appointments, Awards & Recognition

5. Approval of Meeting Agenda

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

MOTION CARRIED: 7 yes 0 no.

6. Consent Agenda

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

MOTION CARRIED: 7 yes 0 no.

a. [Approve the City Council Meeting Minutes Dated July 9, 2024](#)

b. [Approve the Payables Dated July 23, 2024 \\$787,810.76](#)

c. [Letter of Agreement Teamster Local 760 Police Department PEER Program](#)

7. Staff Reports

a. [City Administrator - Rob Omans](#)

City Administrator Omans reported that the Second Street Pathway Project is slowly starting. The contractor will be keeping the current block that they are working on closed during the weekend as it takes a lot of work to cover and uncover the trenches. This will save time. The contractor is also seeing if they are able to work on Saturday. Discussion was had about the progress on the Second Street Pathway. The Council was informed that a notice was sent to the contractor putting them on notice.

Administrator Omans mentioned that the City of Cle Elum was not affected by the recent IT Crowd Strike outage. The City has a data share agreement in place with PISCES. See

City Council Agenda

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attached report.

The City has hired a new Cemetery Worker, Beau Kretschman. He will start tomorrow.

b. [Public Works - Aaron Barr](#)

See attached report.

c. [Police Chief - Rich Albo](#)

See attached report.

The Council inquired if any current officers have their FAA license to fly drones. Chief Albo stated that two officers have their licenses.

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

a. [Cle Elum Downtown Association - Jordan Peterson](#)

See attached report.

Jordan Peterson reported that the Cle Elum Downtown Association is a non-profit that works with the local municipality and there are two people that run day-to-day operations. Jordan reported that recently they have been receiving negative comments.

9. **Business Requiring Public Hearings**

10. **Unfinished Business**

11. **New Business**

a. [Storm Water Inspection List - Dean Smith HLA](#)

Dean Smith of HLA is asking the Council if they will approve the request for an additional \$330,000 for the Storm Water Inspection List. You have to put in the request to the Department of Ecology first and then see if the funding is 50% grant, 50% loan or entirely a loan. The City does not have to accept the full amount but, it is best to ask for the complete amount and see what happens.

There was discussion with the Council about why Public Works could not do the work as

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previously planned and use the camera system the City purchased. It was explained that this was suggested by the previous Public Works Director. Public Works is busy with all the tasks that they normally do. Also, it will take time to camera all the lines, record, inspect and monitor the video and document problem areas. It takes a crew of at least 4-5 people.

The Council also inquired about submitting the plan now. Dean Smith of HLA stated that it would be an incomplete plan and the main core of the system needs to be looked at. The City will need to ask for a possible extension. This plan is due in January 2025.

Dean Smith of HLA also stated that the City is looking at possibly creating a storm water fund to help cover these types of expenses in the future.

MOTION: Councilmember Harper made a motion to approve asking for \$330,000 from the Department of Ecology; seconded by Councilmember Cook.

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

b. [Noise Waiver Application - Cle Elum Roundup - Julie Cloninger](#)

MOTION: Councilmember Ratliff made a motion to approve the Roundup Noise Variance Request; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

c. [City of Cle Elum Official Paper - Northern Kittitas County Tribune](#)

MOTION: Councilmember Ratliff made a motion to approve Resolution 2024-017 accepting the Northern Kittitas County Tribune as the Official Newspaper; seconded by Councilmember Weis.

MOTION CARRIED: 7 yes 0 no.

d. [Washington Auto Theft Prevention Authority WATPA Flock Camera Grant Contract - Chief Albo](#)

Chief Albo reported to the Council that the Police Department was awarded a \$36,000 grant for Flock Cameras. These cameras have a license plate reader that could help solve stolen vehicle crimes, small property crimes, etc. The information is put into a database that other agencies can use as well. Chief Albo stated they would be getting 5 cameras for 2 years. The grant would cover 2 years and by then the department should know if this is a worthwhile program.

At an upcoming meeting, Flock Cameras will come give a presentation to the Council.

The Council had concerns regarding privacy, civil liberties and that a policy should be in place regarding who has control of the feed, who has access and how long it is stored. They also discussed the different locations of the cameras.

MOTION: Councilmember Harper made a motion to approve Chief Albo to sign the

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Grant Agreement; seconded by Councilmember Cook.
MOTION CARRIED: 7 yes 0 no.

e. [Non-Union Employee Contracts - City Administrator Rob Omans](#)

The General Government Committee had a special meeting to discuss the Employment Agreements for the Department Heads. The Union bowed out as long as the Department Heads felt protected by the Employment Agreements. The General Government Committee recommends the Council to approve these contracts.

The Librarian and Rob worked on the job description and were able to get it completed.

Some of the highlights are:

100% medical coverage by the City.

VEBA increased.

Exempt employees have no overtime.

There is a no-fault termination clause with a severance package.

There is a provision in the contract to waive the requirement that the City Administrator must live in the city limits.

Discussion was had about creating a new position in the 2025 budget to request an additional employee at City Hall.

MOTION: Councilmember Harper made a motion to authorize the Mayor to sign the Employment Agreements; seconded by Councilmember Cook.
MOTION CARRIED: 7 yes 0 no.

[Finance Director](#)

[Fire Chief](#)

[Police Chief](#)

[Librarian](#)

[City Administrator](#)

f. [Ordinance 1674 Salary Ordinance - Mayor Lundh](#)

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Mayor Lundh reported that this update is due to the Collective Bargaining Unit and Employment Contracts being passed. The Bargaining Unit had a Christie Agreement that allows for retroactive pay from January hours to present. The Employment Contracts are non-inclusive and state law prohibits retro pay. The Department Heads will receive a 10% increase effective in July. They also will not be able to accumulate over time.

Discussion was had regarding the library assistant and bumping her wage to the same as the Cemetery Caretaker, which is \$22.46.

MOTION: Councilmember Ratliff made a motion to approve Ordinance 1674; seconded by Councilmember Glondo.

MOTION CARRIED: 7 yes 0 no.

g. [Cle Elum Employee Handbook - Update - City Administrator Rob Omans](#)

[2024-018 Resolution Employee Handbook July 2024](#)

The Employee Handbook has been updated due to the Union Contract language.

The General Government Committee recommends the Council to approve Resolution 2024-018.

MOTION: Councilmember Harper made a motion to approve Resolution 2024-018; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

h. [2024-019 Resolution One-Time Compensatory Time Buy-Out Program - Mayor Lundh](#)

Mayor Lundh explained that this is a one-time buy out for compensatory pay due to non-exempt staff not being able to accrue overtime. They could also use it for time off if they choose not to take the one-time buy out.

MOTION: Councilmember Williams made a motion to approve Resolution 2024-019; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

i. [2024-020 Resolution Banning Signage at Flagpole Park - Councilmember Harper](#)

Councilmember Harper read a statement regarding Flagpole Park and how it has political signs, advertisement signs etc. He feels this is a special park that should not allow this type of signage.

Discussion was had regarding how the City currently handles political signs. It was explained they are issued a permit and on the application it states that after the campaign signs are to be removed. If someone has applied for an Event Application, signage is approved for that event.

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Council would like to see the banning of all signs at Flagpole Park.

MOTION: Councilmember Harper made a motion to approve Resolution 2024-020 striking the work sacred and replacing with solemn and fixing the one scribners error; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

12. Report of Committees

a. Public Safety & Health Committee

Cle Elum Municipal Code - Camping

Public Safety & Health Chair Glondo reported to the Council that they met and recommended the Flock Camera grant to be approved. The Committee also discussed the Camping Ordinance and Chief Albo spoke regarding that. He told the Council that there was a Supreme Court decision that bans camping in public places. Chief Albo would like to have the attorney draft a code for the City of Cle Elum that closely mirrors the City of Ellensburg and Kittitas County's current codes, so the County can be uniform. The Council agreed this would be good. This will be enforced first by education and conversations.

Discussion was had regarding the legality of camping in public spaces and in private spaces. It is against the city code to camp in private spaces, but not criminal. There is a lot of confusion regarding camping. The Council also discussed the address issues and Councilmember Williams would like to see it kept the way the addresses currently read. Chief Mills is taking the lead on this.

Councilmember Harper stated that the General Government Committee meeting scheduled for tomorrow is canceled due to them having a special meeting a couple of days ago.

Councilmember Williams said that Kittcom is interviewing 2-3 people for the manager position.

The COG meeting was canceled due to not having a quorum. They will be having CWU do a presentation on grants from the economic development plan.

13. Councilmember Comments - Limited to 5 Minutes

Councilmember Ratliff stated that he would like to see some sewer lines that are jetted regularly be repaired before the winter.

Councilmember Cook wanted to thank Larry Stauffer for his time giving him a tour of Hanson

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Ponds. He stated it was beneficial.

Councilmember Ratliff said that the tour of the sewer plant was interesting.

14. **Mayor's Report**

Mayor Lundh wanted to remind the Council to be mindful of things that are said in public.

The Public Works Lead position should be ready to be posted next week. Mayor Lundh wanted to thank the City of Ellensburg for all of their help with the process.

The tour of WWTP was informative, and he learned a lot and encouraged the Council to tour the plant.

Mayor Lunh also did a ride along with the Police Department during the graveyard shift. Mayor Lundh encouraged the Council or public to do a ride along if they have never done one before.

On August 13, 2024, the potential new owners of Bullfrog Flats will come before the Council and give a presentation.

15. **Adjournment by Motion**

MOTION: Councilmember Glondo made a motion to adjournat 8:34 p.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

2024 BUDGET POSITION TOTALS

City Of Cle Elum

Months: 01 To: 07

Time: 14:02:09

Date: 08/05/2024

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense/General Fund	3,968,220.36	2,298,812.45	57.9%	3,968,220.36	2,538,790.53	64%
002 UKC Recreation Center	200.00	844.22	422.1%	1,720,200.00	793,423.34	46%
004 City Heights WCIA Settlement Agr	0.00	0.00	0.0%	100,000.00	739,628.30	740%
101 Street Fund	7,856,983.00	1,671,179.05	21.3%	7,896,633.00	1,691,322.31	21%
102 TIB Complete Streets Grant	791,799.00	219,276.96	27.7%	941,799.00	255,058.15	27%
104 Police 3/10's Sales Tax Fund	220,600.00	119,931.33	54.4%	270,900.00	156,825.86	58%
106 Tourist/Lodging Tax Fund	180,300.00	88,450.79	49.1%	205,300.00	20,781.87	10%
110 Coal Mine Trail Fund	4,040.00	12,115.35	299.9%	4,040.00	1,462.74	36%
120 Central Cascades/Weis Land CRA :	2,209.00	24.25	1.1%	2,209.00	0.00	0%
121 Cle Elum Pines West Devel. Fund	1,585.75	169.50	10.7%	2,000.00	210.00	11%
123 Sun Communities CRA 2018-01 De	260,015.00	261,363.42	100.5%	260,000.00	266,053.75	102%
124 MVOLLC/Prum CRA 2005-02 Dev	5,004.00	9.78	0.2%	5,000.00	0.00	0%
125 Whispering Pines Devel. Fund	20,000.00	102.00	0.5%	20,000.00	0.00	0%
127 City Heights CRA 2020-01 Devel. F	300,000.00	0.00	0.0%	300,000.00	11,887.64	4%
128 Fowler Creek Trails Deneen Develc	20,000.00	196.25	1.0%	20,000.00	196.25	1%
131 Blue Fern Development 2024-01	0.00	0.00	0.0%	0.00	34,589.98	0%
132 Wildwood Ranch Devel. #2024-00	0.00	5,000.00	0.0%	0.00	0.00	0%
300 American Rescue Plant Act of 202:	0.00	0.00	0.0%	319,179.00	0.00	0%
305 Trendwest/New Suncadia CRA 20C	15.00	53.85	359.0%	1,500.00	18,255.44	1217%
309 REET Excise Tax/Capital Projects Fi	200,450.00	85,068.49	42.4%	251,730.00	134,259.65	53%
401 Water Fund	1,012,525.00	588,158.65	58.1%	1,012,525.00	586,382.70	58%
402 Garbage Fund	946,340.00	594,431.13	62.8%	951,340.00	645,890.45	68%
403 Airport Fund	36,672.00	36,586.52	99.8%	36,072.00	15,794.38	44%
404 Water Regional Fund	931,850.00	585,468.10	62.8%	931,850.00	535,520.39	57%
406 Water Capital Reserve Fund	2,650,400.00	1,146,374.21	43.3%	2,805,400.00	1,436,043.13	51%
408 Stormwater Fund	0.00	500.00	0.0%	0.00	0.00	0%
409 Sewer Fund	738,000.00	420,857.30	57.0%	748,000.00	453,865.67	61%
410 Sewer Regional Fund	867,400.00	620,203.10	71.5%	847,400.00	509,220.00	60%
413 Sewer Capital Reserve Fund	374,450.00	91,372.76	24.4%	374,450.00	74,547.82	20%
630 Pangrazi Memorial Fund	10.00	42.66	426.6%	1,300.00	0.00	0%
699 State Agency Fund 380/580	25,000.00	14,093.07	56.4%	25,000.00	16,349.59	65%
	21,414,068.11	8,860,685.19	41.4%	24,022,047.36	10,936,359.94	45.5%

FUND 001 - GENERAL FUND - PLANNING, ENGINEERING, ATTORNEY FEES OVER BUDGET; INSURANCE AND RAILROAD LEASES PAID FOR THE ENTIRE YEAR

FUND 004 - CITY HEIGHTS SETTLEMENT - 7/31/24 ENDING BALANCE \$2,769,465

FUND 305 - SUNCADIA - REFUNDED THE DEVELOPER

FUND 408 - STORMWATER - 7/31/24 ENDING BALANCE \$49,250

CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE: August 13, 2024

ACTION REQUESTED: None, Current Planning Update: July 1, 2024 – August 7, 2024

BACKGROUND:

Current Planning Permits:

1. **BLA (boundary line adjustment):**
 - a. BLA-2024-001: Mid Cascade Investment [on hold]
2. **ROW (right-of-way) Vacation:**
 - a. VAC-2023-003: Clifton – Ordinance 1676 before council 8/13/24
3. **SEPA/PMU:**
 - a. Upper Kittitas County Rec Center, in process
 - b. Kittitas County Search and Rescue, public hearing 8/7/24
4. **Conditional Use Permit:**
 - a. Dallman, Garage in General Commercial, public hearing scheduled for 9/4/24
5. **Pre-Application:**
 - a. Snowy River, scheduling and review in process
6. **Franchise Agreement:** for lighting in City Heights, in progress, waiting for payment
7. **PLP (preliminary long plat) Wildwood Ranch Subdivision:** Preliminary Plat and Development Agreement submitted for review. Development Agreement is back to applicant for updating.
8. **Washington State Horse Park:** Ongoing discussions regarding processing requirements.
9. **Permits**
 - a. Sign Permit (S-2024-004) Urban Interiors, decision issued
 - b. Mid Cascade Investments, Restaurant
 - c. Residential building review (decks, additions, development in flood plain)
10. 47 North: applications paused

Code Enforcement:

Provided ongoing support to city staff regarding complex cases and ensuring compliance with city regulations and upholding community standards. Cases this month included:

- a. **Mobile Salon:** Provided continued staff support regarding a mobile salon operating without a current business license, land use review, and in need of a fire code inspection. HLA drafted and issued three letters notifying the business of non-compliance; and prepared a Notice of Violation.

General Planning Support:

1. Business License Review
2. Planning support to developers, general public, mayor and staff
3. Onsite Support; walk-ins; staff meetings; site visits. This last month, support encompassed addressing a wide array of planning and development inquiries, including further coordination with 1st and Penn Market; discussions regarding locating a drive-thru pharmacy in city limits; discussion regarding the possibility of rezoning a property for commercial development; utility location for a possible mixed use building; discussions regarding exceeding height limitations for a 5-story multi-

use building; assisting a developer with Critical Areas reporting; and discussion regarding a possibly Boundary Line Adjustment and Subdivision.

4. Planning Commission. Provided ongoing support to the City's Planning Commission and City staff in facilitating key initiatives and ensuring effective coordination between various stakeholders for regulatory compliance, and facilitating transparent communication with City staff, the public, and various agencies. Below is an overview of HLA contributions during the last month:

Planning Commission Meetings: HLA leads all Planning Commission meetings, and during the last month, HLA conducted a meeting with commissioners, necessitating thorough preparation. This entailed agenda creation, packet formalization, minute-taking, and conducting meeting. Additionally, HLA coordinated with staff for document input into City systems and website updates, ensuring seamless communication and transparency.

Code Amendment Facilitation: HLA continues to work through code amendments with the commission; currently addressing Old Town Commercial and Multi-Family Residential (17.24 and 17.20).

Table of Permitted Uses: HLA continues to draft table of permitted uses. Follow up coordination with a volunteer to discuss ongoing work.

5. Council Presentations

Special Projects:

1. Airport Layout Plan, submitted to FAA for review, follow up w/ FAA rep.
2. Climate Policy Comp Plan Amendments
3. Columbia Ave. Railroad Crossing Feasibility Study
4. Ordinances/Code Amendments: Salary Schedule; Update to Temporary Signs: Flag Pole Park
5. Airport Hanager Development

RECOMMENDATION:

None

HANDLING:

City Clerk, Council

ATTACHMENTS:

None

LEAD STAFF:

Colleda Monick, HLA

PUBLIC WORKS STAFF REPORT AUGUST 2024

Public works has spent a good number of days helping at the library replacing outdoor faucets, drinking fountains and some plumbing. The plumbing is old and brittle so everything that was worked on produced leaks in other areas.

It has been a busy time at the cemetery this last week, lots of cremains and full burials. Beau has been doing a good job keeping up with his maintenance.

Dave has started getting the graders ready for winter.

Ascent has removed the last part of the second street water main project, they suspended the old main over Crystal Creek at Second and Stafford.

We have been having quite a bit of vandalism at the Second Street bathrooms at the park, lots of trying to remove the doors and spray paint. Public Works is working on a solution with the PD to get this taken care of.

Public works along with William is working with WSDOT to help with the sewer meter issues at the rest area.

The Second Street pathway project is progressing. They have now entered the block between Harris and Penn, we did some camera truck in the storm trying to figure out the old concrete storm line. Last Tuesday public works assisted them with getting the storm line under the new water line tie in at 2nd and Stafford.

The First Street project is trucking right along.

We are still working on our vac truck issues, they don't know what is going on with it, we have asked the next question, what if they can't figure it out and they said they would get back to us. We are also questioning the loaner truck, that if parts start wearing out who is going to be responsible for replacing those parts.

More dura patching is being done along with cold mixing trying to keep up on the potholes.

Council Meetings

Honorable Mayor and council,

- Helped the school district make an instructional video for police response during an emergency
 - The goal is to educate the staff on what a police response would actually look
 - We had uniformed officers act out some scenarios that the staff might see during a response so they wouldn't be surprised by how police will be operating during a major incident
- I applied for approximately 26K in re-imbursement from CJTC and we received roughly 20K from CJTC
 - This replaced 84% of OT accrued while we had officer actively in the academy
- One of the two new trucks will be in service soon
 - Just need to put markings on it, and it will be out on patrol soon
 - I will get some pictures to show everyone once it is all completed
- We had National Night Out last week
 - It is hard to estimate how many people attended, but approximately 220 hot dogs and hamburgers were eaten
 - One of the most attended NNO's we have had and I intend to continue growing the event
 - A special thanks to all who attended, participated, and planned the event
 - CEPD, KCSO, KCSO SAR, WSP, Fish and Wildlife, CEFD, RFD, FD7, FD6, Medic One, VEOLIA, Kittcom, CASA, PSE, and The Shop

Council Meeting 8-13-2024

Your honorable Mayor and city council,

1. Report of calls in the month of July we had 51 calls 2 fires 36 Ems, 10 other and 3 false alarms.

Fire reports break down. breakdown of two fire calls both vehicle one was a smoking semi stacks with extreme smoke driver proceeded west bound Unable to locate. Second was a dodge pickup eastbound alongside Hanson's ponds on I90. This was a team response, with auto aid established with district 7 on any I-90 call. Engines from both fire agencies were on scene quickly and fire was handled with portable water cans only.

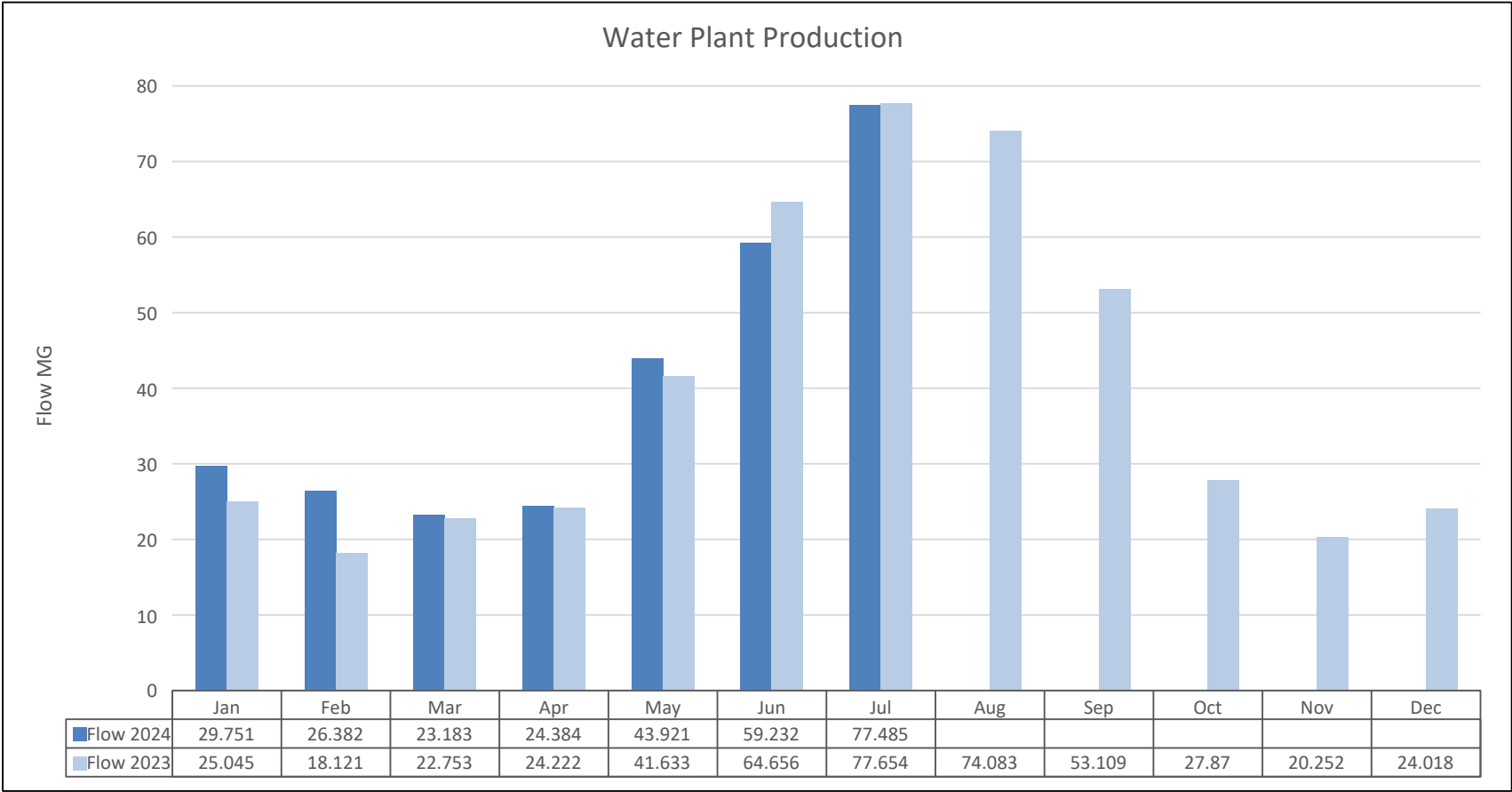
2. Aid car #3 went out for action we recouped \$3700. We have put newly received donated aid#4 into full service again a huge thank you to our partners in EMS hospital district 2.
3. Fire and life safety plans for all business owners. Three ring binder.
4. At the Cle Elum Round up we did have a few near misses, one cooking equipment near fire. Life and safety plans with some pre-education helped keep the scene safe. Vender quickly called and said that her equipment was acting up and oil was about to catch fire. They had unit separated from propane tank. Had it removed out from under the canopy with a class K extinguisher in hand. We were able to cover the smoking grease and keep the crowd safe without interrupting the area.
5. Work to begin soon with many years of ongoing efforts to get more fuel mitigations underway here in the city I have great news the horse park and area outside of the horse park are scheduled to begin this fall. The airport is also scheduled to begin very soon. They both are in or near the bid process.
6. Like to show you some of the work that we have already completed. The water tank property up on sixth street. Done with help from DNR and contractors. This work was completed last fall with remote masticators.

Before and after pics. Trees being limbed up 6 to 10 helps keep fire on the ground and not in the crown.

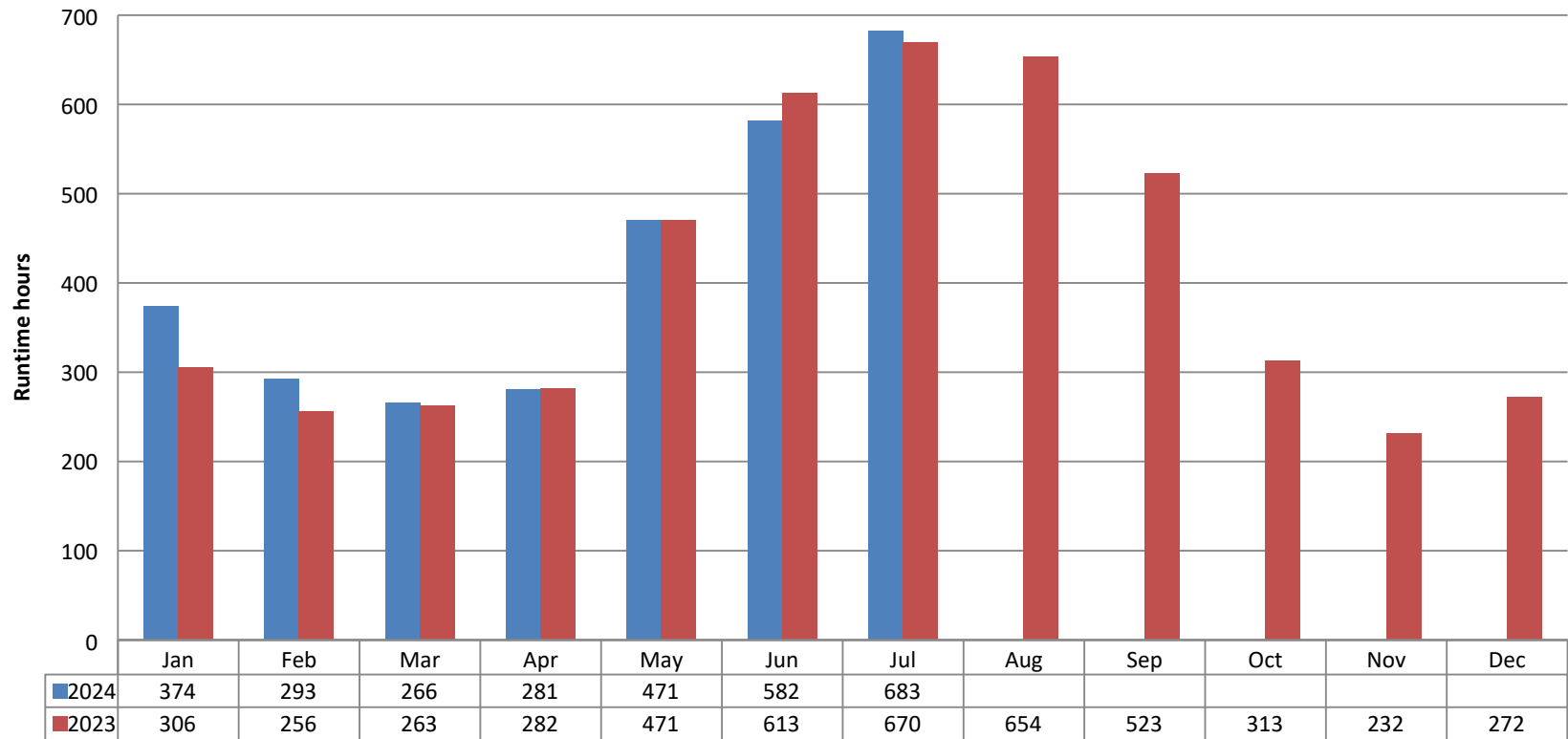
7. Any questions for me currently

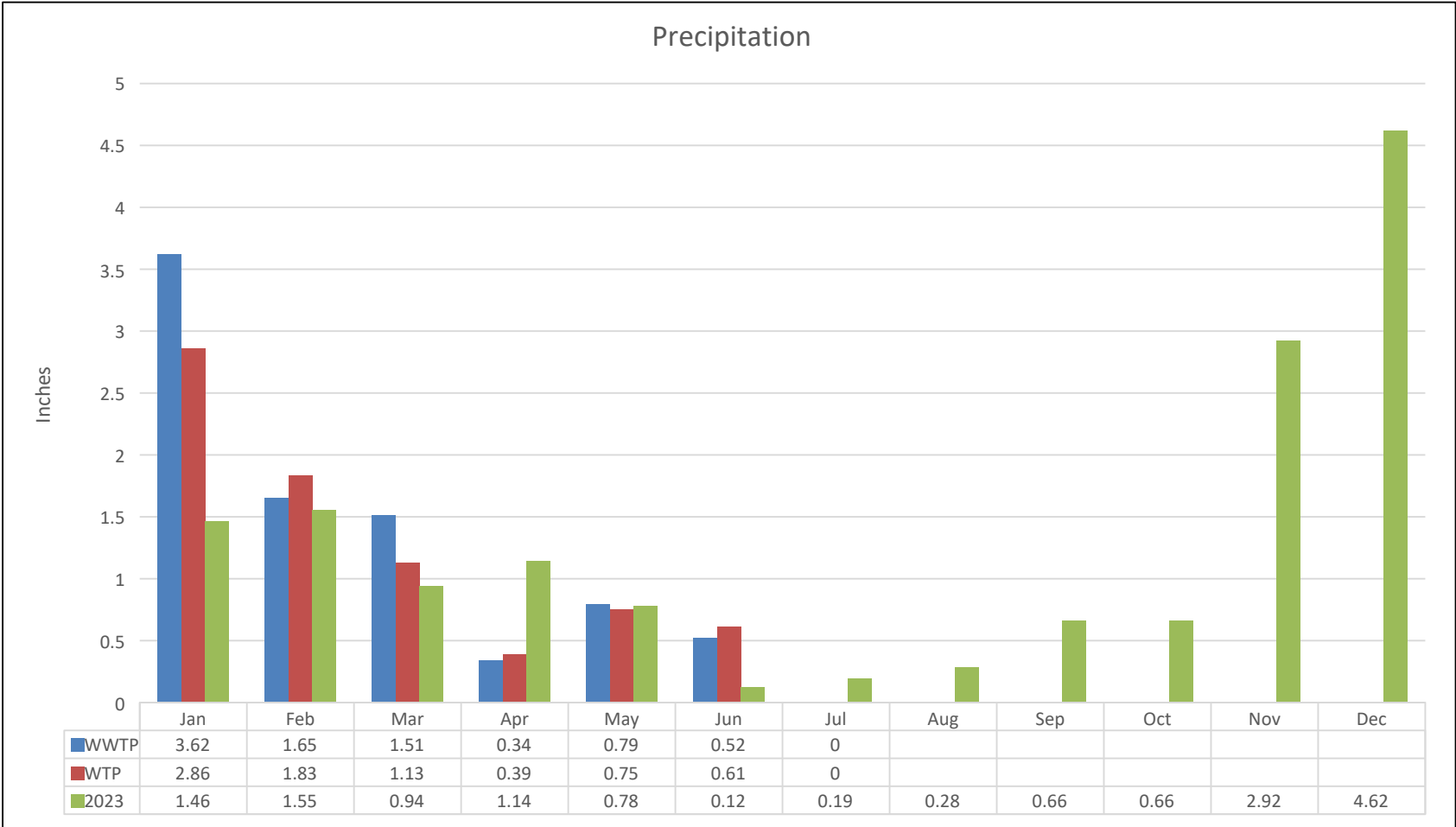
August 13, 2024 Council Meeting

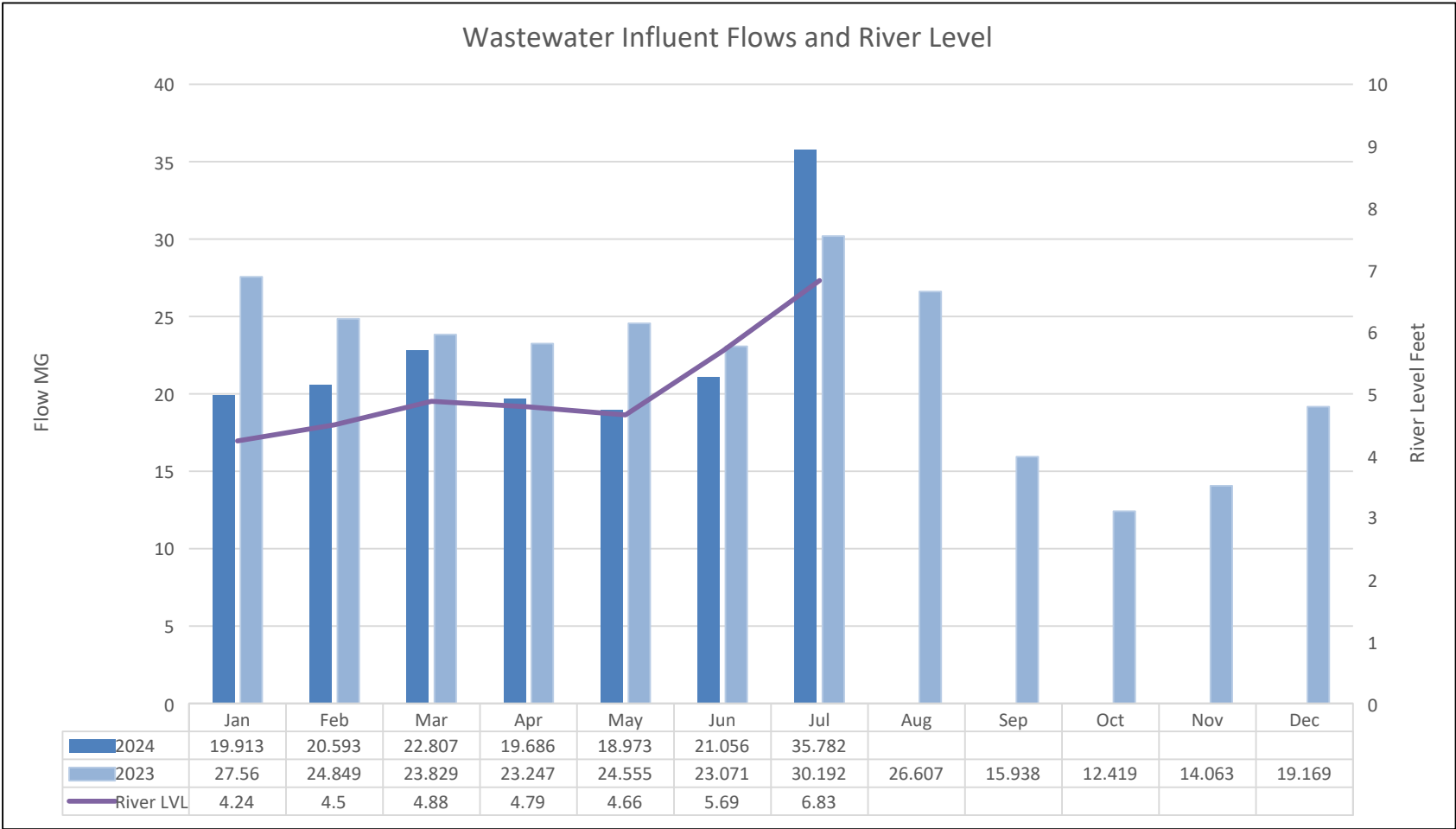
- Good evening Honorable Mayor and members of the Council.
 - My usual graphs are enclosed in your council packet, I would be happy to answer any questions you may have about them.
 - July was a busy month at the water plant, we produced an average 2.5mgd for the entire month for a total production of 77.4 MG. Maximum daily production was 2.9 mg.
 - Our new plant operator, Daniel Alcaraz started on July 1st, he is progressing very well.
 - The wastewater plant has been running well, flows have increased there as well, daily average flow for July was 1.154 mgd (river avg 6.83')

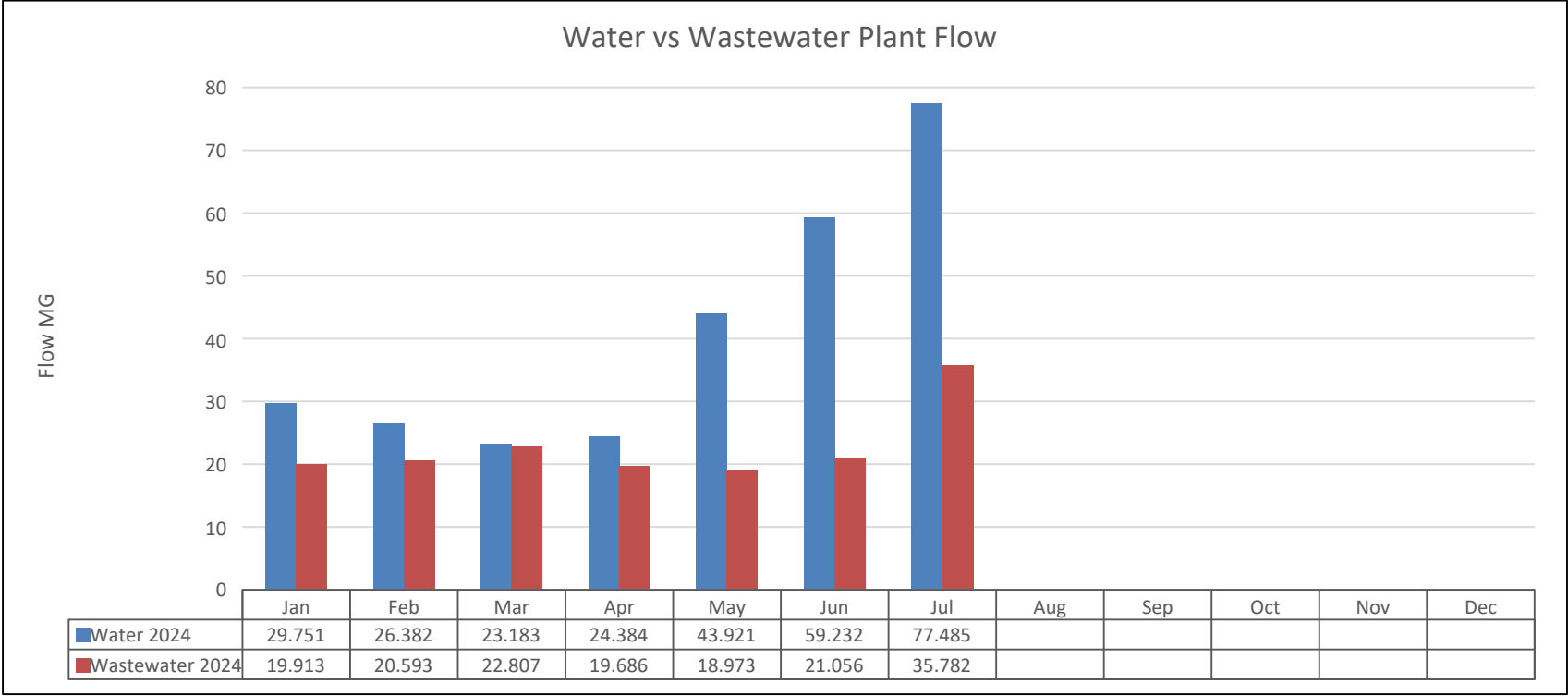


Water Plant Run Time

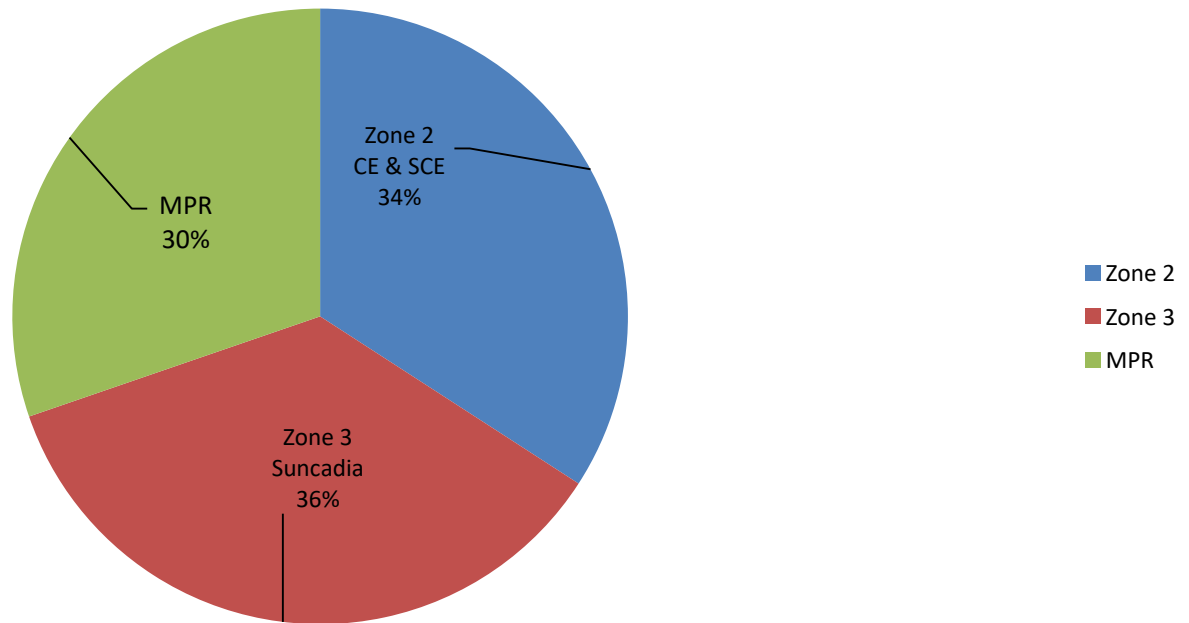








Percent of Flow - July



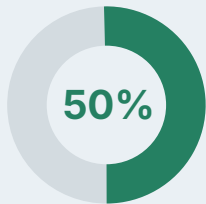
flock safety

Shape a safer future, together

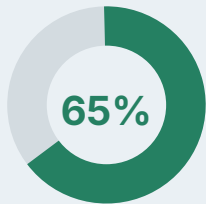
2024 | CLE ELUM, WA



The policing paradox: fewer resources, higher stakes



Agencies reporting more resignations in 2022 than 2019¹



Agencies report having too few sworn officer candidates²



Motor Vehicle Thefts are up YoY (2022-2023)³



Violent crime clearance rates down since 2019⁴

flock safety

What we observe

The current reality

- Limited police resources
- Crime continues to hurt communities
- Trust is needed more than ever

What we believe

The opportunity

- Technology multiplies the force
- Protect first responders and the community using technology
- Collect and distribute objective evidence to the right user
- Engage community to support and grow

The Flock Safety Platform

Detect



• Falcon®



• Raven®



• Condor



• Wing®

Capture evidence with Flock Safety devices and third-party infrastructure

Decode

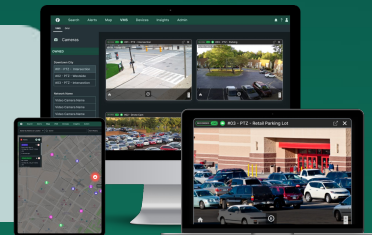
- Real-Time Routing
- Visual Search
- Multi-Geo Search
- Vehicle Fingerprint® Search
- Gunshot Localization
- Convoy Analysis
- Fireworks

Make sense of mountains of evidence instantly with AI

Deliver

- Search
- Map
- Mobile App
- Real-time Alerts
- Actionable Insights
- License Plate Lookup
- Situational Awareness

Get the right evidence into the right hands at the right time with FlockOS®



Capture more evidence. Solve more crime.

LPR

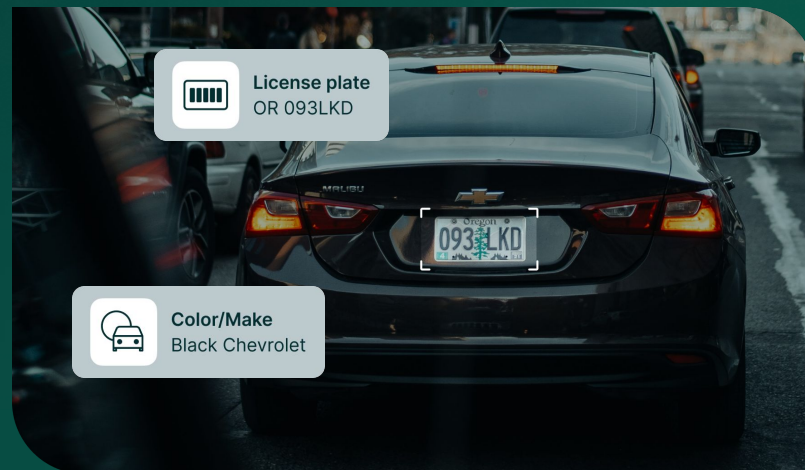
Falcon



flock safety

With Flock Safety, you get:

Flock Safety provides your police department with indiscriminate evidence from fixed locations. We provide all of the maintenance so that your police department and city staff can focus on keeping your city safe and prosperous.



INFRASTRUCTURE-FREE

Reduce time to value and utility costs with full-service deployment.



24/7 COVERAGE

Capture objective vehicle data around the clock to multiply your force.



REAL-TIME ALERTS

- NCIC
- NCMEC (Amber Alert)
- Custom Hot Lists



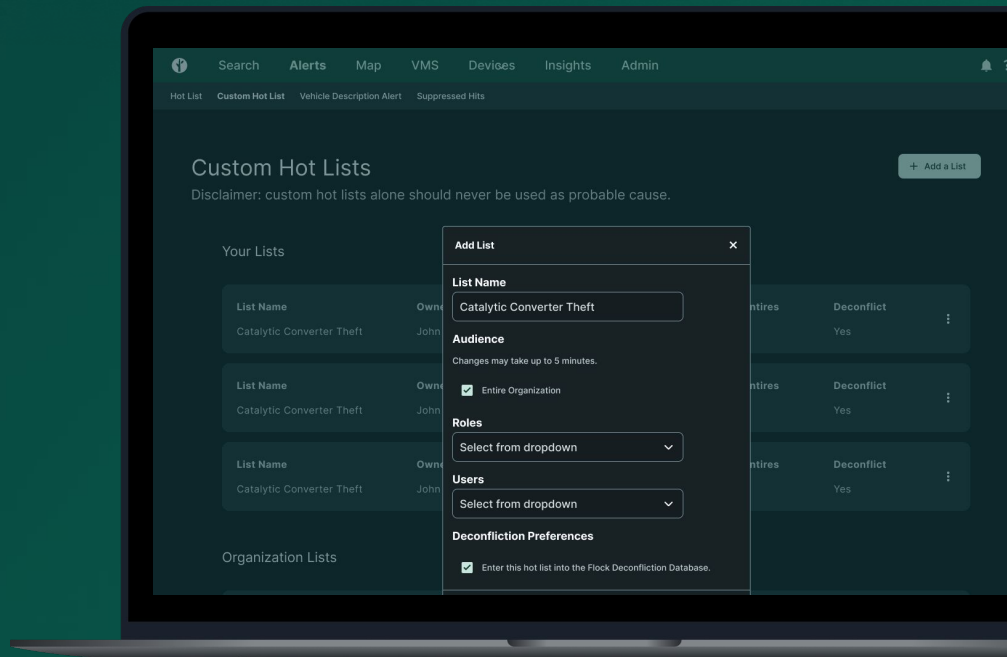
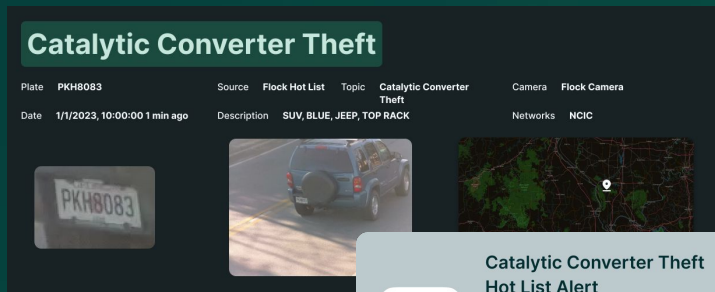
ETHICALLY BUILT

- No people
- No facial recognition
- No speed tracking
- Indiscriminate evidence

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Proactive policing with real-time alerts

Your police officers can receive SMS, email, and in-app alerts when vehicles entered into the FBI's NCIC, NCMEC (Amber Alerts), or custom Hot Lists pass by a Flock Safety camera in your community.



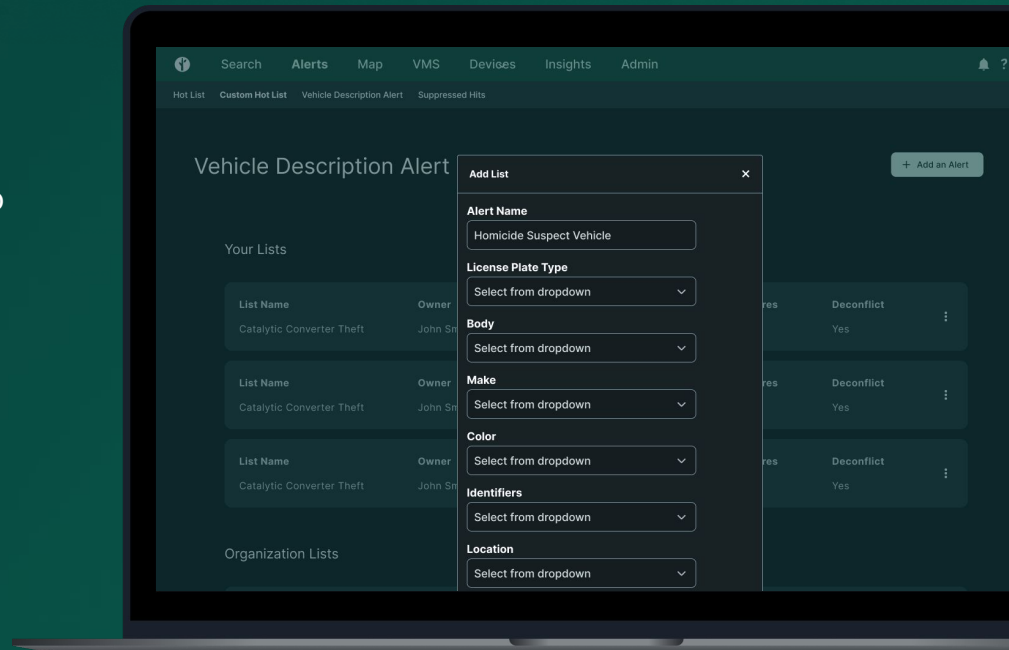
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What Vehicle Fingerprint® technology identifies

Flock's machine learning technology allows officers to search vehicles based on unique vehicle criteria, time, and location — objective, investigative evidence.

INCLUDING

- Vehicle make
- Body type
- Color
- Back racks
- Top racks
- License plates
 - Temporary tags
 - State recognition



What this is:

- License Plate Recognition (LPR)
- Gathers objective evidence and facts about vehicles, not people
- Alerts police of wanted vehicles
- Used to solve crime
- Adheres to all state laws

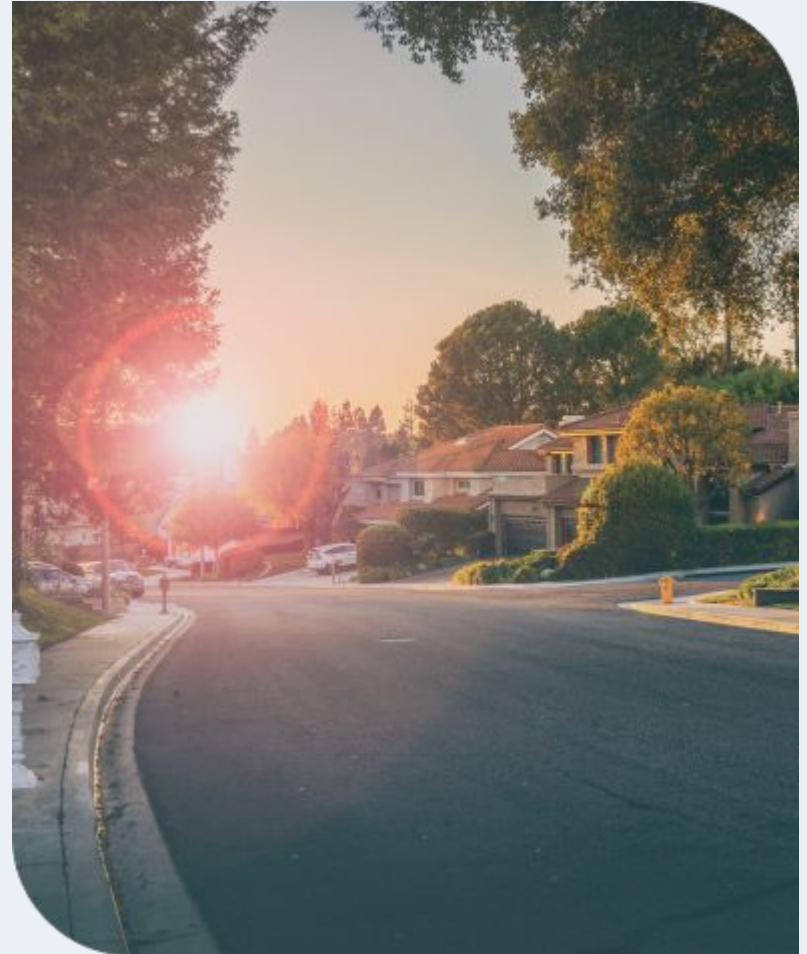
What this is not:

- Not facial recognition
- Not collection of biometric or sensitive information
- Not used for tracking speed or parking violations
- Data automatically deletes every 30 days

How does this technology deter and eliminate crime?

- **Proactive:** Real-Time Alerts when stolen or wanted vehicles enter your city
- **Investigative:** As clearance rates increase, overall crime often decreases
- Flock cameras serve as a **deterrent**

flock safety



A Trusted Partner

flock safety

Protecting privacy

- Footage owned by Agency/City and will never be sold to private third parties by Flock
- 30-day data retention, then automatically hard deleted
- Takes human bias out of crime-solving by detecting only objective data
- All data is stored securely with end to end encryption of all data

Accountability mechanisms

- Search reason and user number saved in indefinitely-available audit trail
- NOT facial recognition software, NOT collecting biometric information
- NOT used for parking enforcement or tolls
- Not connected to registration data or 3rd party databases (Carfax, DMV)
- Transparency Portal (free and optional)

flock safety

Transparency & Insights

Measure ROI and promote the ethical use of public safety technology

Transparency Portal

- Customizable for each agency
- Display technology policies
- Publish usage metrics

Insights Dashboard

- Measure crime patterns and ROI
- Audit Search history

Examples

- [Morgan Hill PD](#)
- [Vallejo PD](#)

Puyallup WA PD

Transparency Portal

Last Updated: Mon Jul 01 2024

Overview

The Puyallup Police Department uses Flock Safety technology to capture objective evidence without compromising individual privacy. Puyallup PD utilizes retroactive search tools to solve crimes after they've occurred. Additionally, Puyallup PD utilizes real time alerting of stolen vehicles, wanted criminals and missing persons to address crime and to serve our community. In an effort to ensure proper usage of this technology, PPD has made the below policies and usage statistics available to the public.

Policies



What's Detected

License Plates, Vehicles



What's Not Detected

Facial recognition, People, Gender, Race



Acceptable Use Policy

Data is used for law enforcement purposes only. Data is owned by Puyallup PD and is never sold to 3rd parties.



Prohibited Uses

Immigration enforcement, traffic enforcement, harassment or intimidation, usage based solely on a protected class (i.e. race, sex, religion), personal use.



Access Policy

All system access requires a valid reason and is stored indefinitely.



Hotlist Policy

Hotlists are license plates entered into the system due to being: stolen, stolen plate, missing person, violent person, arrest warrants. Hotlist hits are required to be human verified prior to action.

Usage



Data retention (in days)

30 days



Number of owned cameras

2

External organizations with access

Aberdeen WA PD, Airway Heights WA PD, Altoona IA PD, Amberley Village OH PD, Ankeny IA PD, Anna TX PD, Arlington PD (WA), Auburn WA PD, Avon CO PD, AZ - Department of Public Safety, Bellingham WA PD, Benton County WA SO, Black Diamond WA PD, Bloomfield NM PD, Boise ID PD, Branson MO PD, Buncombe County NC SO, Butler County OH SO, Butler Township OH PD, Byron GA PD, Carmel CA PD, Centralia PD (WA), Chanute KS PD, Chehalis WA PD, Chesterfield County VA PD, Chesterton IN PD, Clinton Township NJ PD, Clyde Hill WA PD, Coffeyville KS PD, Cookeville TN PD, Danville KY PD, De Pere WI PD, Dearborn MI PD, Des Moines WA PD, Dubuque IA PD, Durango CO PD, Eatonville WA PD, El Cajon CA PD, Elizabethton TN PD, Elizabethtown KY PD, Everett WA PD, Floyd County IN SO, Fort Wayne IN PD, Franklin Township PA PD, Grand Island NE PD, Grandview WA PD, Grant County IN SO, Griffith IN PD, Hanover Park IL PD, Hoquiam WA PD, Houston Arson Bureau TX, Huntsville AL PD, Indian Hill OH PD, Indiana State Police IN PD, Jackson County OR SO, Jefferson County MO SO, Junction City KS PD, Kennewick WA PD, Kent WA PD, Klickitat County WA SO, Lakeland FL PD, Lakewood WA PD, Liberty Lake WA PD, Lubbock County TX SO, Mabton WA PD, Mackinaw IL PD, Marion AR PD, Marysville OH PD, Marysville WA PD, Medford OR PD, Medina WA PD, Mendocino County SO-CA, Middleburg Heights OH PD, Missouri State Highway Patrol, Mohave County AZ SO, Moses Lake WA PD, Moxee WA PD, Nags Head NC PD, Napavine WA PD, Neosho County KS SO, New York State Police NY, Newcastle WA PD, North Charleston SC PD, O'Fallon MO PD, Oklahoma State Bureau of Investigations, Olympia WA PD, Omak WA PD, Ontario CA PD, OR - Josephine County SO, Othello WA PD, Ottawa IL PD, Overland Park KS PD, Pacific WA PD, Palm Springs CA PD, Pasco PD -

Solve crime, we'll handle the rest

Our dedicated team provides rapid, full-service deployment. Your police officers focus on solving crime and protecting the community.

Within the Flock Safety annual subscription:

- Solar power
- Installation + Ongoing Maintenance
- Hardware Procurement + Permitting
- User Training
- Data storage
- Software Updates



Already solving and preventing crime

flock safety

Flock Safety In Washington State

70+ law enforcement agencies,
including:

- Spokane County SO
- Yakima PD
- Centralia PD
- Tukwila PD

**Two Centralia residents accused
of tampering with propane tanks
before starting a fire on Nov. 12**

**Man and woman charged with arson in Lewis County Superior
Court**

3 Arrests, 3 Vehicles Recovered in 1 Day

 Tukwila PD - Tukwila, WA

- Tukwila officers received an alert that a stolen vehicle was in the area. Officers located the vehicle and as they approached, another suspect in separate stolen vehicle attempted to flee. This vehicle was recovered a short time later.
- Officers continued with their original traffic stop, arresting a suspect in possession of fentanyl and meth and recovering the stolen car.
- Later that same day another Flock LPR alert led officers to the same parking lot, where they recovered a third stolen vehicle.



Hundreds of Vehicle Recoveries In <1 Year

 Yakima PD - Yakima, WA

From April to January, Yakima PD's Flock LPR cameras resulted in:

- ◆ 596 Stolen Vehicle Alerts
- ◆ 276 Stolen License Plates
- ◆ 190 Violent Persons Alerts
- ◆ 133 Wanted People
- ◆ 78 Sex Offenders
- ◆ 33 Missing Persons

“Flock Cameras have also become **our number one intelligence-sharing tool**. We have **assisted nine other Yakima county agencies** with their cases. Perhaps the most interesting was when we received a call from an investigator in California who saw a Flock hit in Yakima for a vehicle they were watching. Through a combined effort (led by the Department of Homeland Security), a warrant was served, resulting in the **recovery of thirty-eight guns, narcotics, and cash**.

– Yakima PD Chief Matt Murray

Case Study - LPRs and Public Parks

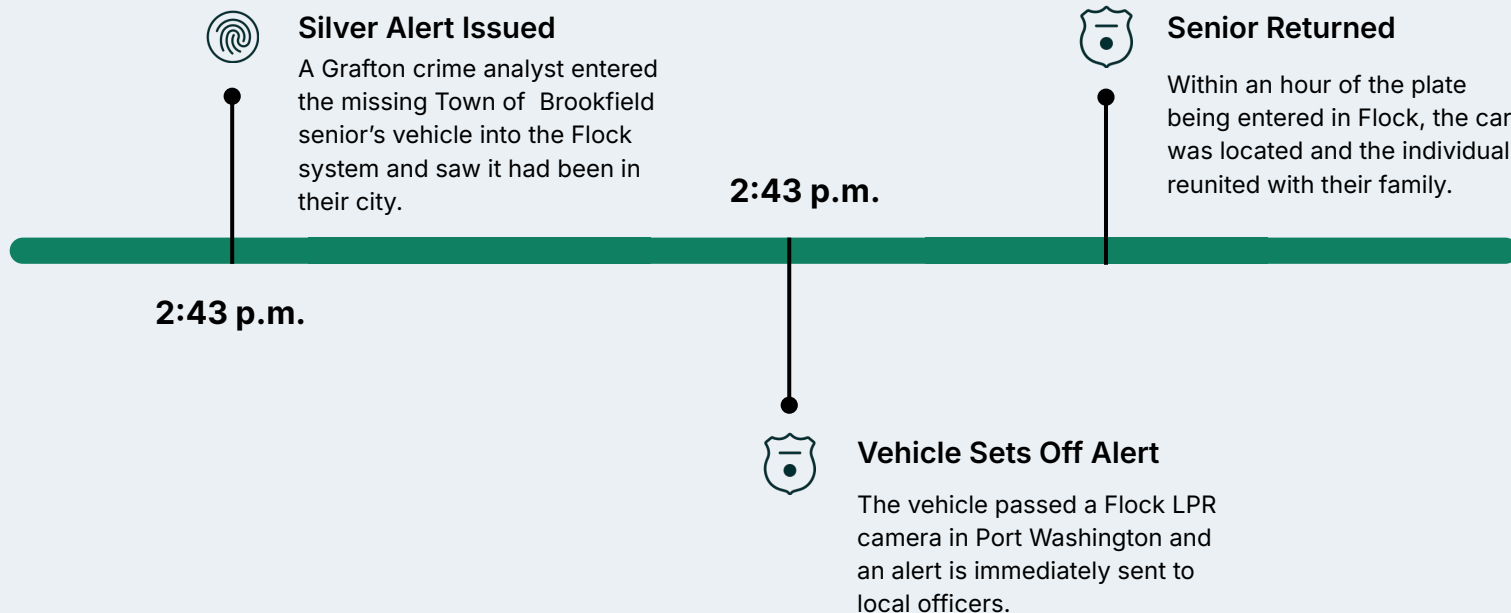
 Spokane County Sheriff's Office - Liberty Lake, WA

- Liberty Lake officers and Spokane County deputies responded to reports of an assault that occurred on a local hiking trail.
- The female victim told authorities that an unidentified male suspect attacked her before fleeing in his vehicle.
- Authorities checked a nearby Flock Safety LPR and identified a suspect vehicle, whose registered owner matched the suspect's description provided by the victim.
- Deputies located the vehicle the following day and arrested the suspect on foot nearby.
- He is charged with 2nd Degree Assault.



Missing, Endangered Senior Found in 15 Minutes

 Port Washington PD - Port Washington, WI

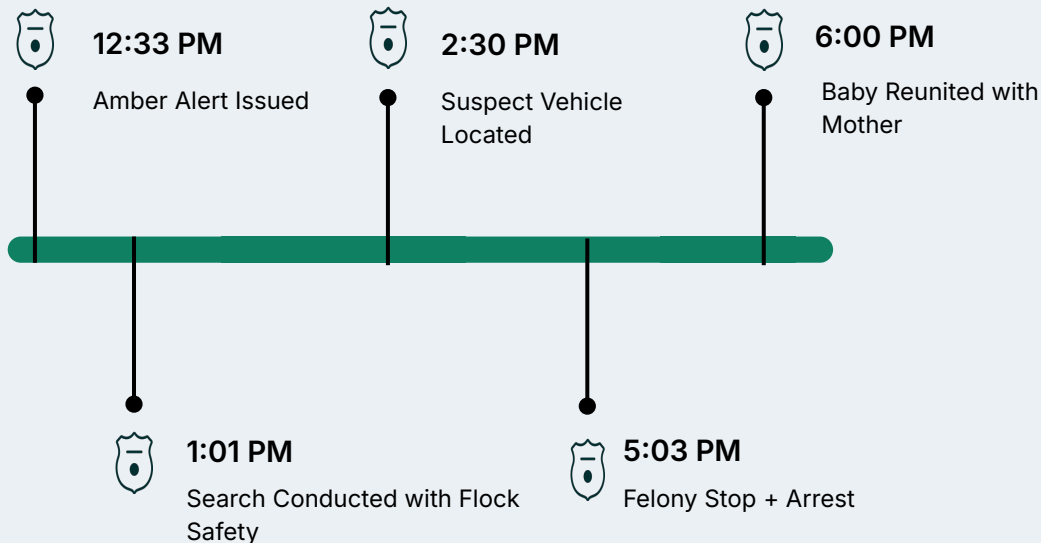


When Every Second Matters: Child Abduction

📍 Chamblee PD - Chamblee, GA



Stranger on Stranger Abduction
August 28, 2020



About Flock Safety

Frequently Asked Questions

1

WHAT IS LPR?

License Plate Readers (LPR) have long helped law enforcement solve crimes. LPRs capture computer-readable images of license plates, allowing law enforcement agencies to compare plate numbers against those of stolen cars or cars driven by people suspected of being involved in criminal activities.

The information by LPR cameras can help determine whether a vehicle was at the crime scene and discover cars that may be associated with each other. Law enforcement agencies can choose to share their information with other agencies. The cameras can also integrate data from national or state crime databases to provide realtime alerts when a vehicle associated with a known suspect or a stolen vehicle passes the camera.

According to the National Conference of State Legislatures, when employed ethically and objectively, LPRs are an effective force-multiplying tool for law enforcement. A 2011 study by the Police Executive Research Forum concluded that LPRs used by Mesa, Ariz., Police resulted in “nearly three times as many ‘hits’ for stolen vehicles, and twice as many vehicle recoveries.”

Flock Safety communities have reported overall crime reductions of over 70 percent after a period of time utilizing the LPR system. In some areas, that included a 60 percent-plus reduction in non-residential burglaries, an 80 percent reduction in residential burglary, and a 40 percent-plus reduction in robberies.

2

WHAT IS FLOCK SAFETY?

Flock Safety is an all-in-one technology solution to eliminate crime and keep your community safe. Our intelligent platform combines the power of communities at scale – including cities, businesses, schools, and law enforcement agencies – to shape a safer future together. Our full-service, maintenance-free technology solution is trusted by more than 3,700 communities across the country to help solve and deter crime in the pursuit of safer communities for everyone. Visit www.flocksafety.com for more info.



3

WHO DOES FLOCK SAFETY SERVE?

Flock Safety serves HOAs, neighborhood associations, businesses, law enforcement agencies, schools, cities, counties, and states to provide them with the tools they need to increase the effectiveness of their public safety efforts, target crime efficiently and objectively, and help provide the information police need to stop crime.

4

WHERE IS FLOCK SAFETY LOCATED?

There are thousands of Flock Safety communities across the U.S. We can service customers almost anywhere across the U.S. with our local teams strategically located in cities across the country. Flock Safety is headquartered in Atlanta and has over 700 employees across the U.S.

5

WHAT IS THE FLOCK SAFETY FALCON®?

The Flock Safety Falcon® is a solar-powered, motion-activated, and infrastructure-free camera that leverages Flock's proprietary Vehicle Fingerprint® technology to identify and take a snapshot of the critical details of a vehicle that passes by it. The Flock Safety Falcon® captures the make, vehicle type, color, license plate (full, partial, or missing), state of the license plate, and the vehicle's unique features, including damage and after-market alterations. They are connected to the cloud through LTE, like a mobile phone, and perform 24/7 in any weather.

Flock Safety LPR cameras leverage the FBI's National Crime Information Center (NCIC) federal and state hotlist, which are updated at least every 24 hours, to send real-time alerts to nearby law enforcement officers when a wanted or stolen vehicle is detected. Officers can then verify that information with their dispatch to safely make arrests and recover stolen property. They also integrate with the National Center for Missing and Exploited Children's AMBER Alert database to help locate missing individuals, and can be used in the event of a Silver Alert in the same capacity.





6

WHAT MAKES FLOCK SAFETY LPR UNIQUE?

While traditional automated license plate reading (LPR) cameras are an effective crimefighting option, they are also extremely expensive. The \$10,000-\$40,000 price tag is unrealistic for many of Flock Safety's customers.

As a more affordable option, Flock Safety cameras employ best-in-class LPR and machine learning technology. Flock cameras have an intentionally short shutter speed, which allows the camera to start taking pictures in less than a tenth of a second following vehicle motion sensing and to capture multiple frames of a car traveling up to 75 MPH.

The camera's infrared captures highly-accurate, clear images day or night. The machine learning allows the camera to capture vehicle information beyond the license plate — valuable evidence like vehicle make, type, color, and unusual characteristics.

In side-by-side tests, Flock Safety technology consistently performs above competitors. In a study conducted by a neutral law enforcement agency, Flock Safety produced 30% more accurate reads than the competition.

Additionally, Flock Safety LPR is infrastructure-free, powered by solar and connected through LTE. The flat annual fee covers installation, maintenance, data, security, and customer service.

Lastly, Flock Safety is in the top echelon of the industry for privacy, transparency, and security. Flock Safety data will never be shared without permission, sold to third parties, or used for unpaid fines, unauthorized viewing outside of a legitimate crime-related event, or kept in a library. The footage is fully encrypted and stored in the cloud. All footage is deleted after 30 days on a rolling basis, unless a democratically-elected governing body or official legislates a different retention period.

7

HOW DOES FLOCK SAFETY'S LPR HELP PROMOTE TRANSPARENCY AND OBJECTIVITY IN POLICING?

Flock Safety technology is purpose-built to remove human bias from crime-solving. The LPR cameras and machine learning technology are engineered to capture vehicle characteristics, types, and license plates, which are then checked against state and federal records to ensure accuracy and minimize errors.

Because license plate readers do not collect information on who is driving or riding in the vehicle, it is not considered Personally Identifiable Information (PII). The LPR cameras take still images of cars passing through the lens (not video) and cannot follow or track vehicles once they leave the camera's view.



Flock Safety will never record names, phone numbers, or addresses and doesn't mark specific locations where people have been. There is no capability in the system to mark or annotate the locations of passersby.

Finally, Flock Safety is built to enable and encourage transparency, with several features that create robust audit capability. Both private and law enforcement customers must enter a reason for each search made through the Flock Safety system. That search history can be easily displayed for a community or law enforcement leadership to see what the Flock system has been used for.

Flock Safety has also created the first free, optional LPR Transparency Portal to serve as a hub for a police agency's LPR usage, data retention, and search policies. Any law enforcement customer can access the LPR Transparency Portal.

Flock Safety is committed to building technology, tools, and a team that treats all people equitably, regardless of race, ethnicity, class, background, and orientation. We believe that everyone has a right to public safety.

8

WHAT IS THE FLOCK SAFETY RAVEN® AUDIO SENSOR?

The Flock Safety Raven® is an audio detection device that pairs with the Flock Safety Falcon® LPR camera for law enforcement who want to decrease response times and increase case clearance.

Unlike single-point gunshot detection and traditional LPR, which segment evidence into silos, the Flock Safety Raven® recognizes the sound of gunshots, immediately calls 911, and consolidates actionable LPR and audio evidence into one streamlined system so first responders can save lives and collect crucial evidence that solves crime.

9

HOW DOES THE FLOCK SAFETY RAVEN® WORK?

The Flock Safety Raven® provides law enforcement agencies an affordable, infrastructure-light option for gunshot detection. It wakes when it detects a gunshot and is connected to a Flock Safety Falcon® LPR camera, activating the camera when it detects a crime in progress to capture the vehicle(s) on scene, and helping police build a more robust case.

The Flock Safety Raven® is solar and LTE-powered and can be deployed to mirror the structure of your community.

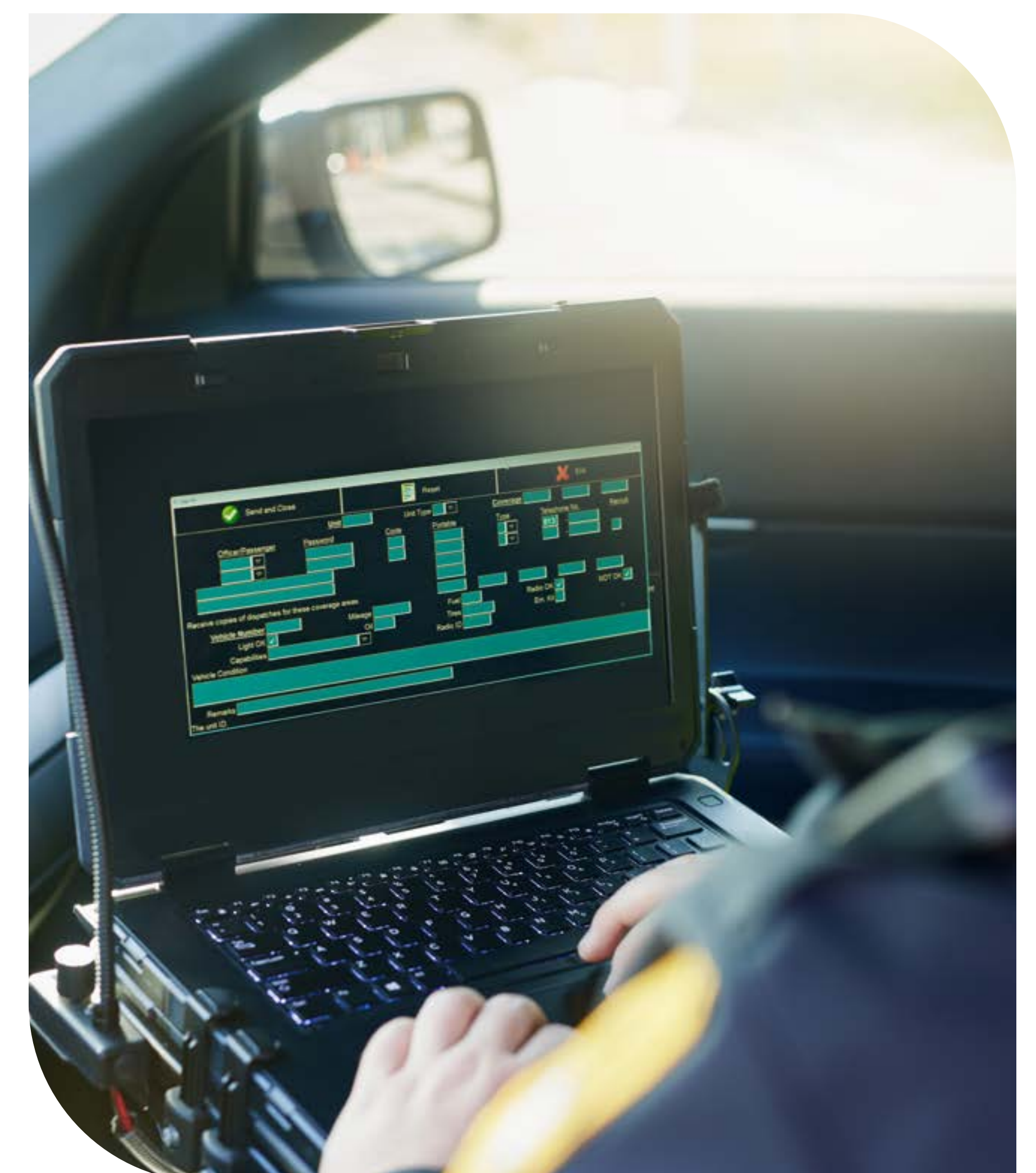
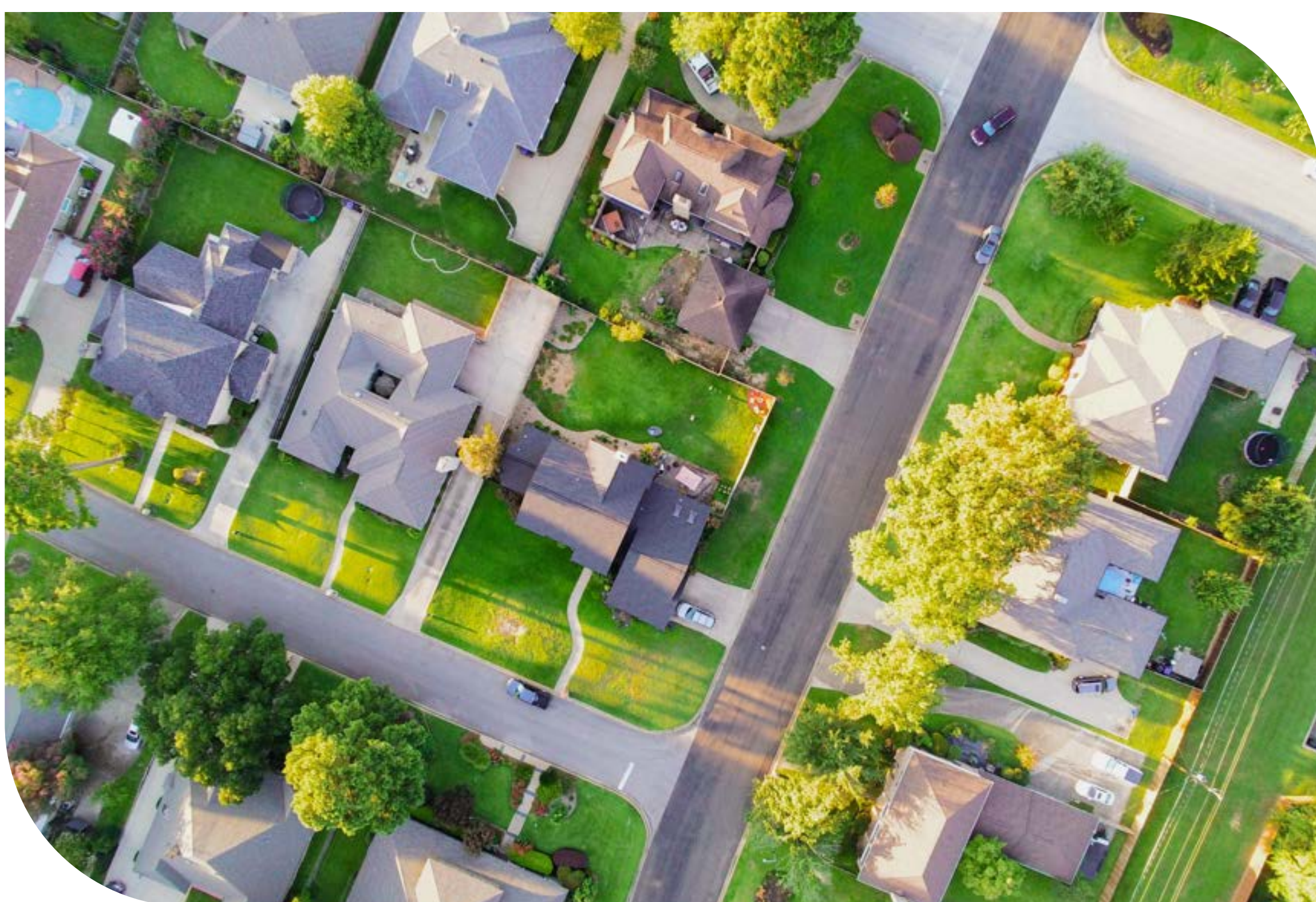
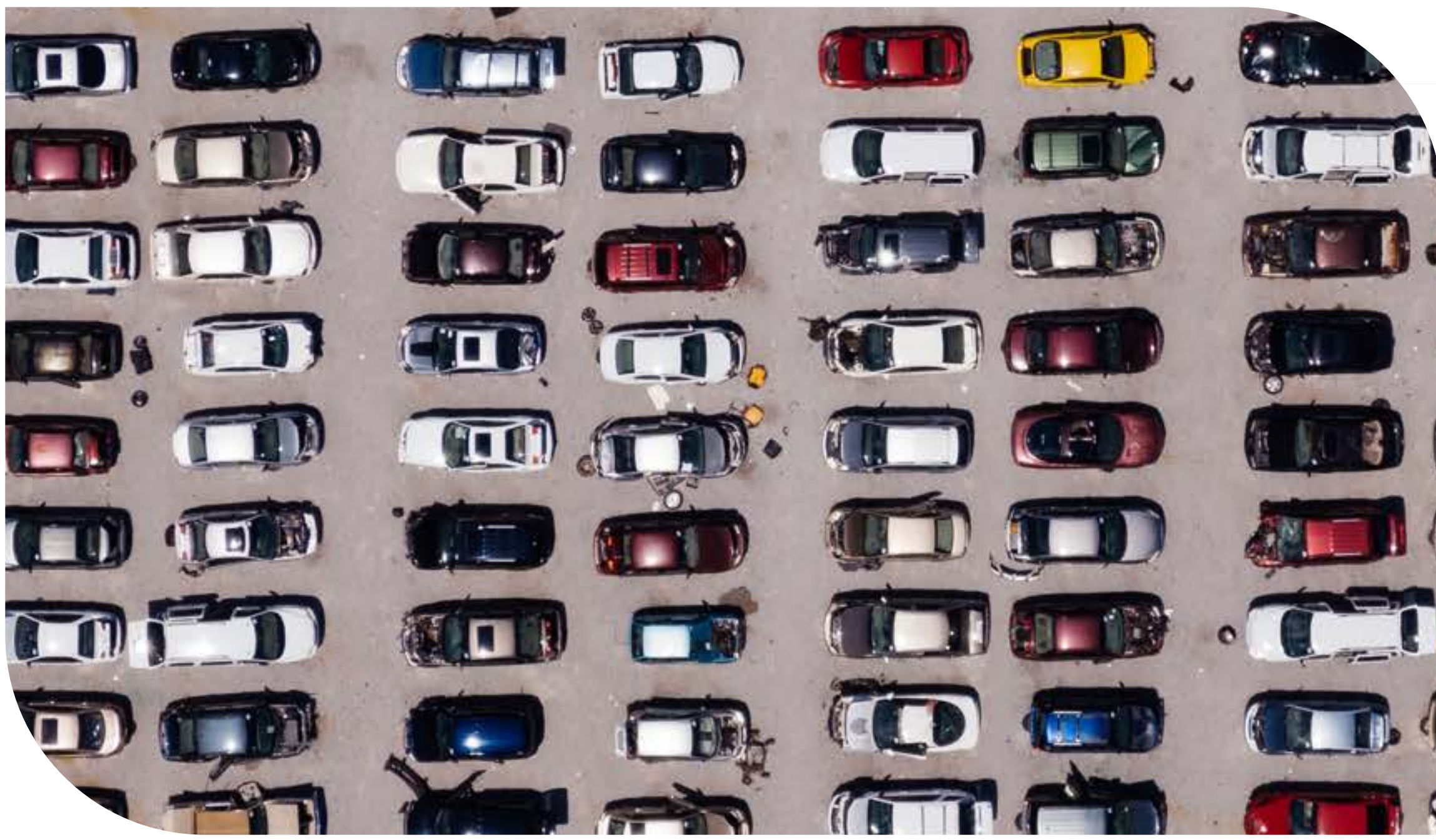


10

DOES THE FLOCK SAFETY RAVEN® CAPTURE PERSONAL INFORMATION?

No. The Flock Safety Raven® is intended to capture loud sounds indicative of a crime in progress, not human voices or conversations. The audio clip is only a few seconds long, not long enough for any meaningful portion of identifiable audio to be captured.

Sounds and data collected by the Flock Safety Raven® are subject to the same privacy and security standards as that of Flock Safety LPR devices.





Help your city reduce crime with devices that capture objective evidence 24/7



Flock Safety provides an affordable, infrastructure-light public safety operating system for cities who want to reduce crime within a principled framework. Our license plate recognition (LPR) cameras, audio detection sensors, situational awareness cameras, and FlockOS platform help everyone in a city — law enforcement, public officials, schools, businesses, and community members — work together in pursuit of a safer community.

Infrastructure-Free and Discreet Design

Many of our devices run on solar power and LTE connectivity. They can be installed almost anywhere and blend in with your city's aesthetic.

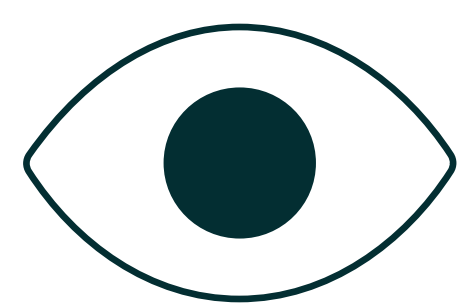
Safety-as-a-Service

We install and maintain the devices, so you can focus on running the city. That means we will support you from procurement, through permitting, and even preparing you to present this project to the City Council.

Vehicle Fingerprint® Technology

Flock Safety's LPR system allows police officers to find vehicle evidence by vehicle type, make, color, and after-market features. It's proven to increase case clearance and solve more crime.

Join thousands of communities using Flock Safety
to eliminate crime and shape a safer future, together.



DETECT

Objective evidence
your police need
to solve crime.



DECODE

footage with machine
learning so your police
can investigate.



DELIVER

real-time to police
if a wanted or stolen
vehicle drives by

Public Safety Technology Built with Principles

YOU OWN THE FOOTAGE

We can't share or sell it to private third parties.

PROTECT PRIVACY

All data automatically deletes by default every 30 days on a rolling basis and is encrypted.

PROMOTE TRANSPARENCY AND ACCOUNTABILITY

Flock provides a transparency portal to share data with your community about how the devices work on an ongoing basis.
Flock requires an investigative reason to search and logs searches in an audit report.

CLEAR PRICING AND INFRASTRUCTURE FREE

All the data is stored in the cloud at no additional fee and there are no hidden costs.

PROTECT THE WHOLE COMMUNITY

It takes all community members working together to eliminate crime, which is why we created a public private partnership that enables businesses, neighborhoods, schools, and others to partner with your city and police department to build your network.

LEARN MORE



"Flock Safety continues to enhance and help our police department capture these vehicles and return the assets to their owners."

JOSH MCCURN
Council Member | Lexington, KY

Privacy Commitment

Let's defeat crime together.

Our commitment to **protecting the whole community**

Flock Safety helps thousands of cities prevent and eliminate crime with technology that captures objective evidence and delivers it into the hands that serve and protect. In our pursuit of a safer society, we place our commitment to protecting individual privacy and mitigating bias at the core of every policy and product we develop.

WE FOCUS ON PROTECTING PRIVACY AND ENABLING ACCOUNTABILITY

- Flock devices only capture objective evidence, whether vehicular, audio, or video. Flock does not enable predictive policing.
- Flock devices do not connect to databases to identify name, identifiers, addresses, or other information about people.
- The system always requires a documented search reason or case number every time a user accesses Flock data, creating a permanent audit trail for every user.
- Customers own 100% of all data captured on our devices. We never share or sell data with third parties.
- All images and metadata are encrypted in the cloud for maximum security compliance.
- Flock has created the first LPR Transparency Portal, provided to customers optionally for free, to document LPR usage, policies, and ROI for their community.



Bullfrog Flats

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3 BULLFROG FLATS

WHO WE ARE

Our Team



DEVELOPMENT TEAM



Benjamin Paulus

CHIEF EXECUTIVE OFFICER



Michelle Branley

CHIEF OPERATING OFFICER



Max Chappron

CHIEF FINANCIAL OFFICER



John Graves

DIRECTOR OF FORWARD PLANNING



Anna Drumheller

ENTITLEMENT MANAGER



PLANNING & ENGINEERING TEAM



Holli Heavrin, P.E.

PRINCIPAL, PROJECT MANAGER
& SENIOR ENGINEER



Quentin Chalmers, P.E.

LEAD PROJECT ENGINEER



Katie Lane, EIT

CIVIL ENGINEER



Lindsey Solorio, P.L.A.

PRINCIPAL, LANDSCAPE ARCHITECT



Robert West, P.L.S.

PRINCIPAL, PROJECT SURVEYOR



Ian Faulds

SENIOR PROJECT PLANNER

Our Expertise

Entrepreneurial, Flexible, Strategic

From identifying land development opportunities to selling homes, the Blue Fern team has robust experience managing every phase of a project — land acquisition, entitlement, development and building with our own in-house general contractor, Teak Construction. Our comprehensive understanding of the project lifecycle allows us to engage in a project at any of these phases.

Experts at Simplifying Complexity

Our team is skilled in navigating complex entitlement processes, which enables us to consistently deliver projects that respond to the context of surrounding communities. We do everything possible to get the details right up front. Quantifying the unique properties of each project from the start enables us to avoid conflict and surprises down the road. We pride ourselves in partnering with well-respected consultant teams who assist with entitling sites through their in-depth knowledge of site and product challenges in the local area.



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Results & Progress

From in-fill townhome and master plan projects to multifamily investment opportunities, our dynamic experience keeps us growing.

30+

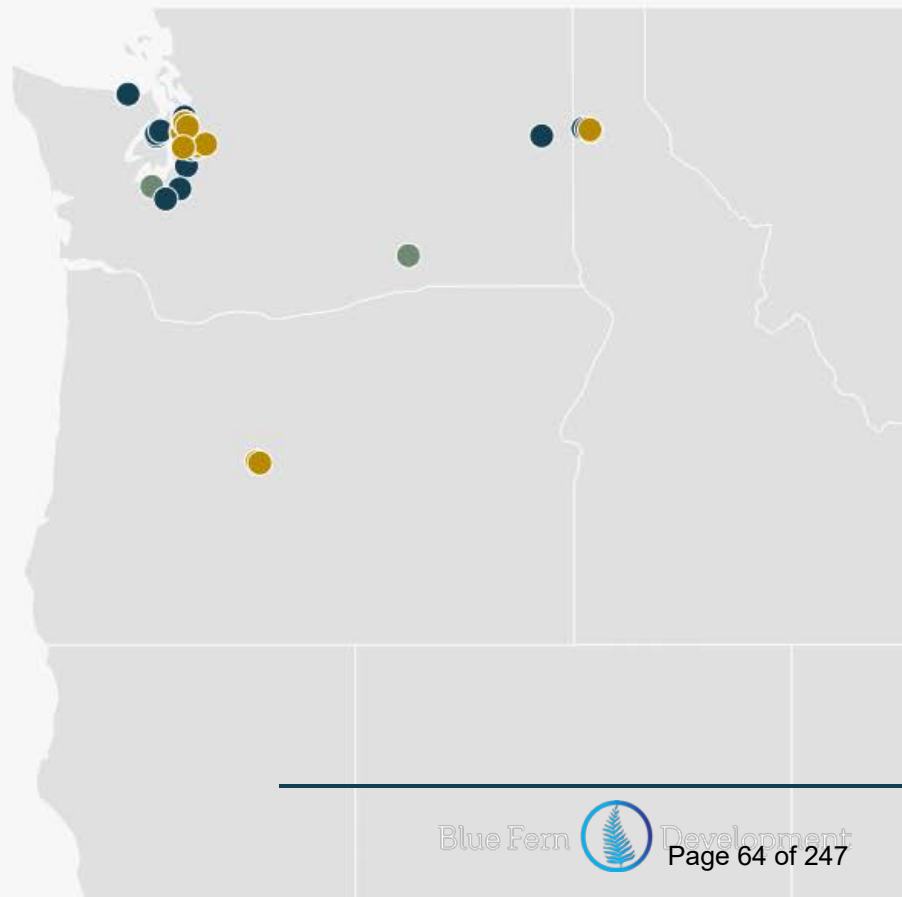
different jurisdictions

10,000+

lots in our pipeline

59

projects completed



Projects

KITSAP COUNTY, WA 36 acres 1,261 units
 SOUTH KING COUNTY, WA 5 acres 486 units
 NORTH KING COUNTY, WA 1 acres 143 units
 THURSTON COUNTY, WA 6 acres 234 units
 SPOKANE COUNTY, WA 52 acres 2,354 units
 OLYMPIC PENINSULA, WA 20 acres 1,149 units
 STATESBORO COUNTY, GA 4 acres 1,800 units
 EFFINGHAM COUNTY, GA 0 acres 350 units
 TULARE, CA 122 acres 555 units
 COACHELLA VALLEY, CA 1 acres 661 units
 COEUR D'ALENE, ID 2.52 acres 230 units
 BEND, OR 10.7 acres 82 units



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2002 APPROVED MASTER SITE PLAN

Housing Type	Gross Acreage (Acres)	Approximate Unit Yield	Density (Dwelling Units Per Acre)
Single Family			
Parcel P-1	30.1	120	2-5 DU/Acre
Parcel P-2	39.3	184	2-5 DU/Acre
Parcel P-3	19.4	118	3-7 DU/Acre
Parcel P-4	31.1	144	3-7 DU/Acre
Parcel S-1	17.7	96	3-7 DU/Acre
Parcel S-2	27.4	148	3-7 DU/Acre
Multi-Family			
Parcel B	17.3	150	8-15 DU/Acre
Parcel J	17.6	184	8-15 DU/Acre
Parcel M	21.1	210	8-15 DU/Acre
Affordable			
Parcel A	7.5	*	5-8 DU/Acre
Total	228.5	1334	2-15 DU/Acre

* 50 Units of Affordable Housing not included in total units



2024 PROPOSED MASTER PLAT

BULLFROG		
PROJECT INFORMATION		
SITE LOCATION:	City of Cle Elum	
PHASES	DWELLING COUNT	ACRES
PHASE P-1	123 Single Family	28.9
PHASE P-2	187 Single Family	42.1
PHASE P-3	118 Single Family	21.2
PHASE P-4	149 Single Family	29.2
PHASE S-1	95 Single Family	18.6
PHASE S-2	138 Single Family	27.5
PHASE B	150 Apartments	15.8
PHASE J	164 Townhomes	20.4
PHASE M	210 Townhomes	25.3
TOTAL:	1,334 Dwellings	229

0' 300' 600' 900' 1200'

SCALE 1" = 300'


NORTH



BULLFROG

PROJECT INFORMATION

SITE LOCATION:

City of Cle Elum

PHASES

PHASES	DWELLING COUNT	ACRES
PHASE P-1	123 Single Family	28.9
PHASE P-2	187 Single Family	42.1
PHASE P-3	118 Single Family	21.2
PHASE P-4	149 Single Family	29.2
PHASE S-1	95 Single Family	18.6
PHASE S-2	138 Single Family	27.5
PHASE B	150 Apartments	15.8
PHASE J	164 Townhomes	20.4
PHASE M	210 Townhomes	25.3
TOTAL:	1,334 Dwellings	229

0' 300' 600' 900' 1200'

SCALE: 1" = 300'



LEGEND

	DETACHED SINGLE FAMILY LOTS
	AFFORDABLE HOUSING
	APARTMENTS
	TOWNHOMES
	BUSINESS PARK
	OPEN SPACE WITHIN PHASES
	GENERAL LANDSCAPE
	PLAZAS, PLAY AREAS, & PATHS
	TRAILS





Thank you

Payroll

CHECK REGISTER

ITEM 5 C

City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3136	07/10/2023	Payroll	1	EFT	Employment Security Dept PFML	-477.55	Credit for 2022 and 2023 on Venera and Anderson -- 2/23 they were paid this back
3224	07/20/2023	Payroll	1	EFT	Jane Agar	1,200.00	
3225	07/20/2023	Payroll	1	EFT	Virgil D Amick	1,500.00	
3226	07/20/2023	Payroll	1	EFT	Cheryl Anderson	1,200.00	
3227	07/20/2023	Payroll	1	EFT	Matthew R Anderson	2,000.00	
3228	07/20/2023	Payroll	1	EFT	Aaron G Barr	1,600.00	
3229	07/20/2023	Payroll	1	EFT	John M Butorac	1,900.00	
3230	07/20/2023	Payroll	1	EFT	Audrey M Casassa	1,300.00	
3231	07/20/2023	Payroll	1	EFT	Brian DeFrang	500.00	
3232	07/20/2023	Payroll	1	EFT	Adam C Fortier	1,200.00	
3233	07/20/2023	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
3234	07/20/2023	Payroll	1	EFT	Kathryn A Heller	750.00	
3235	07/20/2023	Payroll	1	EFT	Debbie Lee	1,100.00	
3236	07/20/2023	Payroll	1	EFT	David Lindseth	1,600.00	
3237	07/20/2023	Payroll	1	EFT	Edwin L Mills	2,500.00	
3238	07/20/2023	Payroll	1	EFT	Cheryl J Montgomery	1,750.00	
3239	07/20/2023	Payroll	1	EFT	Robin L Newcomb	2,500.00	
3240	07/20/2023	Payroll	1	EFT	Robert F Omans	2,000.00	
3241	07/20/2023	Payroll	1	EFT	Whitney Prosek	600.00	
3242	07/20/2023	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
3243	07/20/2023	Payroll	1	EFT	Kathleen S Swanson	2,000.00	
3244	07/20/2023	Payroll	1	EFT	Cornelia J Van Dongen	1,000.00	
3245	07/20/2023	Payroll	1	EFT	Anthony A Venera	2,000.00	
3265	07/18/2023	Payroll	1	EFT	Umpqua Bank	20,000.00	941 Payroll Taxes July Mid Month Draw
3363	07/25/2023	Payroll	1	EFT	Employment Security Dept PFML	2,310.95	QTR 1 and 2 Amendments 2023 -- police union added in
3481	08/04/2023	Payroll	1	EFT	Jane Agar	1,517.07	
3482	08/04/2023	Payroll	1	EFT	Cameron Akana	3,849.39	
3483	08/04/2023	Payroll	1	EFT	Richard D Albo	7,485.25	
3484	08/04/2023	Payroll	1	EFT	Virgil D Amick	2,103.89	
3485	08/04/2023	Payroll	1	EFT	Cheryl Anderson	1,951.06	
3486	08/04/2023	Payroll	1	EFT	Matthew R Anderson	2,834.92	
3487	08/04/2023	Payroll	1	EFT	Aaron G Barr	3,973.66	
3488	08/04/2023	Payroll	1	EFT	Siw Bay-Hansen	227.46	
3489	08/04/2023	Payroll	1	EFT	John M Butorac	1,427.98	
3490	08/04/2023	Payroll	1	EFT	Audrey M Casassa	2,216.94	
3491	08/04/2023	Payroll	1	EFT	Brian DeFrang	4,698.31	
3492	08/04/2023	Payroll	1	EFT	Adam C Fortier	1,898.94	
3493	08/04/2023	Payroll	1	EFT	John J Glondo	227.46	
3494	08/04/2023	Payroll	1	EFT	Mark Goodwin	149.68	
3496	08/04/2023	Payroll	1	EFT	Bradley D Helgeson	4,405.16	
3497	08/04/2023	Payroll	1	EFT	Kathryn A Heller	2,073.09	
3498	08/04/2023	Payroll	1	EFT	Nathan J Henderson	126.77	
3499	08/04/2023	Payroll	1	EFT	Alec Johnson	4,747.69	
3500	08/04/2023	Payroll	1	EFT	Craig D Juris	4,240.97	
3501	08/04/2023	Payroll	1	EFT	Jessica T Korich	3,299.91	
3502	08/04/2023	Payroll	1	EFT	Sarah E Lackey	227.46	
3503	08/04/2023	Payroll	1	EFT	Debbie Lee	3,874.35	
3504	08/04/2023	Payroll	1	EFT	David Lindseth	2,078.36	
3506	08/04/2023	Payroll	1	EFT	Matthew Lundh	227.46	
3507	08/04/2023	Payroll	1	EFT	Mario M Magnotti	4,942.84	
3509	08/04/2023	Payroll	1	EFT	Edwin L Mills	2,334.98	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3510	08/04/2023	Payroll	1	EFT	Cheryl J Montgomery	2,152.67	
3511	08/04/2023	Payroll	1	EFT	Robin L Newcomb	2,893.08	
3512	08/04/2023	Payroll	1	EFT	Robert F Omans	3,985.25	
3513	08/04/2023	Payroll	1	EFT	Casey Orndorff	409.30	
3514	08/04/2023	Payroll	1	EFT	Luanne C Osiadacz	372.56	
3515	08/04/2023	Payroll	1	EFT	Amy E Pridemore	1,295.61	
3516	08/04/2023	Payroll	1	EFT	Whitney Prosek	1,274.67	
3517	08/04/2023	Payroll	1	EFT	Kenneth C Ratliff	227.46	
3518	08/04/2023	Payroll	1	EFT	Jennifer E Rogers	2,016.36	
3519	08/04/2023	Payroll	1	EFT	Kelsey Seiser	3,443.94	
3520	08/04/2023	Payroll	1	EFT	John Storch	1,044.21	
3521	08/04/2023	Payroll	1	EFT	Cody Strohl	3,943.86	
3522	08/04/2023	Payroll	1	EFT	Kathleen S Swanson	2,898.43	
3523	08/04/2023	Payroll	1	EFT	Kaylee M Thompson	50.47	
3524	08/04/2023	Payroll	1	EFT	Cornelia J Van Dongen	614.48	
3525	08/04/2023	Payroll	1	EFT	Anthony A Venera	4,435.22	
3526	08/04/2023	Payroll	1	EFT	Elizabeth M Williams	227.46	
3533	08/04/2023	Payroll	1	EFT	AWC Health Insurance	31,060.77	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Asuris 250 Med/Den/Vis
3534	08/04/2023	Payroll	1	EFT	Colonial Life	826.95	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Colonial Insurance Pre; Pay Cycle(s) 07/06/2023 To 08/04/2023 - Colonial Insurance
3535	08/04/2023	Payroll	1	EFT	HRA VEBA Trust Contributions	6,575.00	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Veba
3536	08/04/2023	Payroll	1	EFT	Northwest Admin Transfer Acct	3,425.50	Pay Cycle(s) 07/06/2023 To 08/04/2023 - NW Admin RWT/Dental
3537	08/04/2023	Payroll	1	EFT	Teamsters Local #760	868.00	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Teamsters Dues
3538	08/04/2023	Payroll	1	EFT	UEBT	12,564.00	Pay Cycle(s) 07/06/2023 To 08/04/2023 - UEBT Medical Vision
3539	08/04/2023	Payroll	1	EFT	Umpqua Bank	30,083.04	941 Deposit for Pay Cycle(s) 08/04/2023 - 08/04/2023
3540	08/04/2023	Payroll	1	EFT	WA State Dept of Retirement Sys.	4,688.00	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Deferred Comp
3541	08/04/2023	Payroll	1	EFT	Washington State Support Registry	126.42	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Child Support
3542	08/04/2023	Payroll	1	EFT	WA State Dept of Retirement Sys.	26,744.62	Pay Cycle(s) 07/06/2023 To 08/04/2023 - PERS2; Pay Cycle(s) 07/06/2023 To 08/04/2023 - LEOFF2; Pay Cycle(s) 07/06/2023 To 08/04/2023 - PERS 3
3495	08/04/2023	Payroll	1	45707	Steven M Harper	217.46	
3505	08/04/2023	Payroll	1	45708	Cole M Lowenstein	1,003.46	
3508	08/04/2023	Payroll	1	45709	Jay McGowan	2,485.49	
3527	08/04/2023	Payroll	1	45710	Bill Rolcik Memorial Fund	130.00	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Bill Rock Mem Fund
3528	08/04/2023	Payroll	1	45711	New York Life Insurance	140.00	Pay Cycle(s) 07/06/2023 To 08/04/2023 - NY Life
3529	08/04/2023	Payroll	1	45712	WCTPTF	4,037.06	Pay Cycle(s) 07/06/2023 To 08/04/2023 - Teamsters Pension Trust
511 Legislative						1,883.91	
512 Judicial						5,834.63	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			513 Executive			11,438.31	
			514 Financial, Recording & Elections			21,086.37	
			521 Police Department			110,744.65	
			522 Fire Department			13,314.48	
			536 Cemetery			7,755.89	
			558 Planning & Community Devel			6,679.31	
			572 Libraries			9,440.75	
			576 Park Facilities			5,577.25	
			580 Non Expenditures			-3,801.00	
		001 Current Expense/General Fund				189,954.55	
			542 Streets - Maintenance			9,033.69	
		101 Street Fund				9,033.69	
			521 Police Department			16,377.16	
			554 Environmental Services			3,667.36	
		104 Police 3/10's Sales Tax Fund				20,044.52	
			534 Water Utilities			31,234.04	
		401 Water Fund				31,234.04	
			537 Garbage & Solid Waste			7,986.75	
		402 Sanitary Fund				7,986.75	
			535 Sewer			13,463.32	
			538 Combined Utilities			7,718.38	
		409 Sewer Fund				21,181.70	
						279,435.25	Payroll: 279,435.25

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

John Glondo

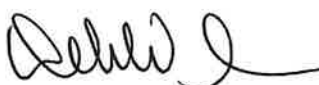
Date _____

Steven Harper

Date _____

Ken Ratliff

Date _____

 8-2-23

Payroll

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3196	07/19/2024	Payroll	1	EFT	Jane Agar	1,200.00	
3197	07/19/2024	Payroll	1	EFT	Virgil D Amick	1,500.00	
3198	07/19/2024	Payroll	1	EFT	Matthew R Anderson	2,000.00	
3199	07/19/2024	Payroll	1	EFT	Aaron G Barr	1,600.00	
3200	07/19/2024	Payroll	1	EFT	John M Butorac	1,900.00	
3201	07/19/2024	Payroll	1	EFT	Audrey M Casassa	1,300.00	
3202	07/19/2024	Payroll	1	EFT	Brian DeFrang	500.00	
3203	07/19/2024	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
3204	07/19/2024	Payroll	1	EFT	Kathryn A Heller	750.00	
3205	07/19/2024	Payroll	1	EFT	Debbie Lee	1,100.00	
3206	07/19/2024	Payroll	1	EFT	David Lindseth	800.00	
3207	07/19/2024	Payroll	1	EFT	Edwin L Mills	2,500.00	
3208	07/19/2024	Payroll	1	EFT	Cheryl J Montgomery	2,000.00	
3209	07/19/2024	Payroll	1	EFT	Robin L Newcomb	3,500.00	
3210	07/19/2024	Payroll	1	EFT	Robert F Omans	2,000.00	
3211	07/19/2024	Payroll	1	EFT	Whitney Prosek	600.00	
3212	07/19/2024	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
3213	07/19/2024	Payroll	1	EFT	Russell M Stefanovich	800.00	
3214	07/19/2024	Payroll	1	EFT	Marshall Stewart	1,600.00	
3215	07/19/2024	Payroll	1	EFT	Cornelia J Van Dongen	1,000.00	
3216	07/19/2024	Payroll	1	EFT	Anthony A Venera	2,000.00	
3217	07/19/2024	Payroll	1	EFT	Levi A Waddell	1,800.00	
3218	07/19/2024	Payroll	1	EFT	Umpqua Bank	20,000.00	941 taxes for 7/19 draws
3474	08/05/2024	Payroll	1	EFT	Jane Agar	2,325.03	
3475	08/05/2024	Payroll	1	EFT	Richard D Albo	14,876.00	
3476	08/05/2024	Payroll	1	EFT	Virgil D Amick	4,127.07	
3477	08/05/2024	Payroll	1	EFT	Matthew R Anderson	3,817.28	
3478	08/05/2024	Payroll	1	EFT	Aaron G Barr	5,626.28	
3479	08/05/2024	Payroll	1	EFT	John M Butorac	3,633.59	
3480	08/05/2024	Payroll	1	EFT	Audrey M Casassa	3,776.10	
3481	08/05/2024	Payroll	1	EFT	Steven Cook	227.56	
3482	08/05/2024	Payroll	1	EFT	Brian DeFrang	5,117.18	
3483	08/05/2024	Payroll	1	EFT	John J Glondo	227.56	
3485	08/05/2024	Payroll	1	EFT	Bradley D Helgeson	5,080.20	
3486	08/05/2024	Payroll	1	EFT	Kathryn A Heller	2,567.84	
3487	08/05/2024	Payroll	1	EFT	Nathan J Henderson	126.69	
3488	08/05/2024	Payroll	1	EFT	Alec Johnson	4,258.53	
3490	08/05/2024	Payroll	1	EFT	Jessica T Korich	4,482.39	
3491	08/05/2024	Payroll	1	EFT	Beau M Kretschman	484.36	
3492	08/05/2024	Payroll	1	EFT	Debbie Lee	6,333.63	
3493	08/05/2024	Payroll	1	EFT	David Lindseth	5,858.12	
3495	08/05/2024	Payroll	1	EFT	Matthew Lundh	2,628.29	
3496	08/05/2024	Payroll	1	EFT	Mario M Magnotti	5,530.08	
3497	08/05/2024	Payroll	1	EFT	Audrey Malek	227.56	
3498	08/05/2024	Payroll	1	EFT	Edwin L Mills	3,708.65	
3499	08/05/2024	Payroll	1	EFT	Cheryl J Montgomery	2,290.50	
3500	08/05/2024	Payroll	1	EFT	Robin L Newcomb	2,635.34	
3501	08/05/2024	Payroll	1	EFT	Robert F Omans	4,352.54	
3502	08/05/2024	Payroll	1	EFT	Casey Orndorff	125.88	
3503	08/05/2024	Payroll	1	EFT	Amy E Pridemore	2,332.86	
3504	08/05/2024	Payroll	1	EFT	Whitney Prosek	2,631.84	
3505	08/05/2024	Payroll	1	EFT	Kenneth C Ratliff	227.56	
3506	08/05/2024	Payroll	1	EFT	Jennifer E Rogers	3,595.93	
3507	08/05/2024	Payroll	1	EFT	Kelsey Seiser	4,400.99	

CHECK REGISTER

City Of Cle Elum

Time: 15:42:35 Date: 08/01/2024

07/08/2024 To: 08/05/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3508	08/05/2024	Payroll	1	EFT	Russell M Stefanovich	520.71	
3509	08/05/2024	Payroll	1	EFT	Marshall Stewart	3,271.44	
3510	08/05/2024	Payroll	1	EFT	John Storch	228.30	
3511	08/05/2024	Payroll	1	EFT	Kaylee M Thompson	49.87	
3512	08/05/2024	Payroll	1	EFT	Cornelia J Van Dongen	1,369.11	
3513	08/05/2024	Payroll	1	EFT	Anthony A Venera	5,363.73	
3514	08/05/2024	Payroll	1	EFT	Levi A Waddell	2,768.42	
3515	08/05/2024	Payroll	1	EFT	Jerred Weis	227.56	
3516	08/05/2024	Payroll	1	EFT	Brian Welch	3,737.93	
3517	08/05/2024	Payroll	1	EFT	Elizabeth M Williams	227.56	
3520	08/05/2024	Payroll	1	EFT	AWC Health Insurance	11,738.57	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Asuris 250 Med/Den/Vis
3521	08/05/2024	Payroll	1	EFT	Colonial Life	604.26	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Colonial Insurance Pre; Pay Cycle(s) 08/05/2024 To 08/05/2024 - Colonial Insurance
3522	08/05/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	7,612.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Veba
3523	08/05/2024	Payroll	1	EFT	Northwest Admin Transfer Acct	4,871.50	Pay Cycle(s) 08/05/2024 To 08/05/2024 - NW Admin RWT/Dental
3524	08/05/2024	Payroll	1	EFT	Teamsters Local #760	975.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Teamsters Dues
3525	08/05/2024	Payroll	1	EFT	UEBT	25,028.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - UEBT Medical Vision
3526	08/05/2024	Payroll	1	EFT	Umpqua Bank	41,127.99	941 Deposit for Pay Cycle(s) 08/05/2024 - 08/05/2024
3527	08/05/2024	Payroll	1	EFT	WA State Dept of Retirement Sys.	4,430.97	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Deferred Comp
3528	08/05/2024	Payroll	1	EFT	Washington State Support Registry	126.42	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Child Support
3539	08/05/2024	Payroll	1	EFT	WA State Dept of Retirement Sys.	32,728.85	Pay Cycle(s) 08/05/2024 To 08/05/2024 - PERS2; Pay Cycle(s) 08/05/2024 To 08/05/2024 - LEOFF2; Pay Cycle(s) 08/05/2024 To 08/05/2024 - PERS 3
3484	08/05/2024	Payroll	1	46786	Steven M Harper	217.56	
3489	08/05/2024	Payroll	1	46787	Craig D Juris	4,137.79	
3494	08/05/2024	Payroll	1	46788	Cole M Lowenstein	1,007.18	
3518	08/05/2024	Payroll	1	46789	Bill Rolcik Memorial Fund	140.00	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Bill Rock Mem Fund
3519	08/05/2024	Payroll	1	46790	WCTPTF	5,911.64	Pay Cycle(s) 08/05/2024 To 08/05/2024 - Teamsters Pension Trust
						511 Legislative	1,883.91
						512 Judicial	5,849.07
						513 Executive	6,115.84
						514 Financial, Recording & Elections	11,090.26
						521 Police Department	126,985.59
						522 Fire Department	14,714.09
						536 Cemetery	7,349.38
						558 Planning & Community Devel	7,061.57
						572 Libraries	12,763.75
						576 Park Facilities	9,400.21
						580 Non Expenditures	-3,780.20
						001 Current Expense/General Fund	199,433.47

CHECK REGISTER

City Of Cle Elum

07/08/2024 To: 08/05/2024

Time: 15:42:35 Date: 08/01/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			542 Streets - Maintenance			18,456.86	
		101 Street Fund				18,456.86	
			521 Police Department			17,826.11	
			554 Environmental Services			5,268.58	
		104 Police 3/10's Sales Tax Fund				23,094.69	
			542 Streets - Maintenance			85.94	
		110 Coal Mine Trail Fund				85.94	
			534 Water Utilities			34,490.43	
		401 Water Fund				34,490.43	
			537 Garbage & Solid Waste			14,801.40	
		402 Garbage Fund				14,801.40	
			535 Sewer			14,911.61	
			538 Combined Utilities			15,231.39	
		409 Sewer Fund				30,143.00	
						320,505.79	Payroll: 320,505.79

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

Jerred Weis

Date _____

Steven Harper

Date _____

Beth Williams

Date _____

 8-1-24

CITY OF CLE ELUM
Water Treatment Plant

AGENDA STAFF
REPORT

AGENDA DATE: August 13, 2024

ACTION REQUESTED: Recommend to the City Council to authorize Veolia Water to engage Yakima Air Compressor & Equipment to repair the Quincy Q5 Duplex Air Compressor

BACKGROUND: At the Water Treatment Plant all of the filter valves (10 per filter) are air actuated, when given the signal to open, air is fed into the top of the actuator while at the same time air is exhausted from the bottom of the actuator which causes the valve to move. Without air, the valves do not open and because of the style of actuator they cannot be operated manually which means if the air compressor fails the filter valves will not operate.

Currently the compressor is beginning to fail, one of the duplex units is unable to build sufficient pressure to reach the shutoff level so it runs continuously and there appears to be either an obstruction in the pressure tank discharge port or the air dryer is beginning to fail. We are unable to achieve the required air pressure to operate the valves under the current piping configuration, there is only one (1) isolation valve in the entire 300 foot piping run which hinders the ability to isolate the system for troubleshooting and unit #2 will not achieve shutoff pressure. There is sufficient air pressure being generated in the tank by unit #1 to operate the valves but air cannot be delivered to the valves at the required pressure level due to a suspect obstruction or component failure within the dryer unit.

We currently have a temporary line installed from the pressure receiver to the filter airline downstream of the dryer which allows us to continue to run the plant. We have been working with Yakima Air Compressor & Equipment to troubleshoot the problem and we believe a solution has been obtained.

Yakima Air Compressor & Equipment has provided a quote in the amount of \$6,436.54 to replace the air dryer, install auto drains, rebuild unit #2 reed valves and head, re-configure the piping to allow for isolation valves and provide a portable air compressor to allow for plant operations while the compressors are taken offline for repair work.

RECOMMENDATION: Recommend to the City Council to authorize Veolia Water to engage Yakima Air Compressor & Equipment to complete the repairs to the plant air compressor.

ATTACHMENTS: Sales quotation #7037 in the amount of \$6,436.54 (includes WSST).

LEAD STAFF: William LaRue, Project Manager II, Veolia Water

YAKIMA AIR COMPRESSOR & EQUIPMENT, INC.2535 SO. 12 AVE.
UNION GAP, WA 98903-1260**SALES ORDER**Sales Order Number: 7037
Sales Order Date: Aug 6, 2024
Ship By: Aug 6, 2024
Page: 1Voice: 509-453-5059
Fax: 509-453-1363**To:**VEOLIA WATER
500 OWENS RD
CLE ELUM, WA 98922**Ship To:**VEOLIA WATER
500 OWENS RD
CLE ELUM, WA 98922

Customer ID	PO Number	Sales Rep Name
VEOLIA WATER	WILLIAM 674-3963	
Customer Contact	Shipping Method	Payment Terms
	UPS Ground	Net 30 Days

Quantity	Item	Description	Unit Price	Amount
1.00	NOTE	NOTE: PARTS/LABOR FOR VALVE AND GASKET REPAIR/REPLACE ON QUINCY QT5 PUMP		
1.00	MISC	VSHOK KIT WITH GASKETS AND VALVES, QUINCY QT5 ROC 200+	525.00	525.00
1.00	FR	FREIGHT CHARGES - GROUND	18.00	18.00
120.00	MILEAGE	MILEAGE	1.25	150.00
3.75	L2	OUTSIDE SERVICE - LABOR - ONSITE AND TRAVEL	135.00	506.25
1.00	RENTAL EQUIPMI	SULIVAN PORTABLE RENTAL COMPRESSOR	560.00	560.00
1.00	MISC	VALVES AND PIPE FITTINGS FOR ISOLATION OF THE SYSTEM	850.00	850.00
1.00	F74H-6AD-ADO	3/4" COALESCING FILTER, NORGREN, HIGH FLOW, AUTO DRAIN, 60 CFM	399.00	399.00
1.00	F74G-6AN-QD3	FILTER, 3/4" NORGREN METAL BOWL W/SIGHT GLASS	92.00	92.00
1.00	3000-10	NORGREN AUTOMATIC DRAIN KIT	49.00	49.00
1.00	ADS50	ADS50, 115V, 50 CFM, NON-CYCLING, REFRIGERATED DRYER	1,575.00	1,575.00
120.00	MILEAGE	MILEAGE	1.25	150.00
8.00	L2	OUTSIDE SERVICE - LABOR	135.00	1,080.00
Subtotal				Continued
Sales Tax				Continued
Freight				Continued
TOTAL ORDER AMOUNT				Continued

Credit Card transactions may be
subject to a 2.5% fee.

2 WEEK LEAD TIME FOR KIT

UNION GAP, WA 98903-1260

Sales Order Number: 7037
Sales Order Date: Aug 6, 2024
Ship By: Aug 6, 2024
Page: 2

Fax: 509-453-1363

To:
VEOLIA WATER
500 OWENS RD
CLE ELUM, WA 98922

Ship To:	
VEOLIA WATER 500 OWENS RD CLE ELUM, WA 98922	

Customer ID	PO Number	Sales Rep Name
VEOLIA WATER	WILLIAM 674-3963	
Customer Contact	Shipping Method	Payment Terms
	UPS Ground	Net 30 Days

[illegible]

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CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2024-

**A RESOLUTION DOCUMENTING THE CITY OF CLE ELUM'S ORGANIZATIONAL
COMMITMENT TO ZERO ROADWAY FATALITIES AND SERIOUS INJURIES**

WHEREAS the City of Cle Elum (City) received a grant from the Safe Streets and Roads for All (SS4A) program to develop a Safety Action Plan and ADA Self Evaluation and Program Access Plan (Project); and

WHEREAS the Project will update the City's existing Transportation Safety Plan to a federally compliant Safety Action Plan and enable to City to apply for future implementation funding; and

WHEREAS the SS4A grant requires an official public commitment by the governing body to an eventual goal of zero roadway fatalities and serious injuries; and

WHEREAS the Washington State Department of Transportation Strategic Highway Safety Plan, Target Zero, includes a goal of zero deaths and serious injuries by 2030.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cle Elum, as follows:

1. The City of Cle Elum is committed to the goal of zero fatalities and serious injuries on its streets and roads by the year 2030, consistent with WA State Target Zero.

Passed by the City Council and approved by the mayor this ____ day or _____ 2024.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Approved as to form:

Alexandra Kenyon, City Attorney



City of Cle Elum Climate Element

Public Engagement Plan

August 2024



Table of Contents

Table of Contents

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Background

The WA Legislature passed House Bill 1181 into law in 2023 which requires Washington Cities to update their Comprehensive Plan to build community resilience and reduce greenhouse gas emissions that contribute to global climate change. This law integrates climate planning into Washington’s Growth Management Act (GMA) by including the following:

- Adds a GMA climate change and resiliency goal to: “ensure that comprehensive plans, development regulations, policies, plans and strategies under RCW 36.70A.201 and chapter 47.80 RCW adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety, and enhance environmental justice.”

The WA State Department of Commerce developed an interim guidance document in December 2023 for cities to follow as they work towards implementation.

The City of Cle Elum received a \$100,000 grant from Commerce in 2023, funded by Washington’s Climate Commitment Act.

The WA Department of Commerce climate planning grant is supported with funding from Washington’s Climate Commitment Act. The CCA supports Washington’s climate action efforts



by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov

Purpose

Early and continuous public engagement is an important component of any long-range planning effort. The purpose of this Public Engagement Plan is to reach a diverse population in equitable and meaningful ways. Through public engagement, the city hopes to better understand how the effects of climate change are felt throughout the community. The plan provides for robust public participation which is vital to creating an inclusive and usable Climate Element.

Climate Policy Advisory Team Roles and Responsibilities

Creating and seating members onto a Climate Policy Advisory Team (CPAT) is the first step toward the creation of a new Climate Element. The group will meet periodically throughout the duration of the project, which is scheduled to run through May 2025. Policy team member responsibilities will include:

- Advising staff on project priorities;
- Assist with development of the public participation plan and vision statement;
- Reviewing and providing feedback on key project deliverables;
- Developing goal and policy recommendations; and,
- Encouraging community members to participate in the public process.

A press release was issued in April 2024 to invite interested residents to apply to join the group. Potential CPAT member applications were reviewed by city staff prior to appointment. The CPAT is composed of the following individuals:

Name	Organization	Interest
Jon Cornelius	Planning Commission	Sustainability
Ingrid Vimont	Hospital District Commissioner	Healthcare
Sharon Stuart	Small Business Owner	FEMA, Coordination
Phil Hess (advisory)	Cle Elum Fire Advisory	Forest Practices

Public Engagement Strategy

The city proposes to engage the public via through several methods. Public comments will assist the CPAT and the city as the plan is developed. All public engagement will be included as an appendix to the final Climate Element.

Project Webpage

The city established a project webpage dedicated to the Climate Element. Draft documents will be available for public review at various points throughout the planning period. Interested stakeholders will be able to sign up to be included in a mailing list to receive regular updates throughout the planning period. Notices of upcoming public meetings will be posted online when scheduled, and linked on the City's Facebook page. <https://cleelum.gov/climate-commitment/>

Public Survey

The city will create and distribute a public survey to understand public opinion and priorities. The survey will be available online and in paper format. It is anticipated that the survey will be available in the fall of 2024.

Public Meetings

The city anticipates a wide variety of public and stakeholder engagement opportunities throughout this process. Members of the public are invited to submit written comment about the Climate Element via email or in writing. Public meetings 2-4, along with the final council adoption, will be advertised in the Northern Kittitas County Tribune. A total of four public meetings are scheduled, in addition to the final adoption at City Council, as follows:

Meeting 1 – Project kickoff

The project kickoff meeting was held on April 9, 2024, at the City Council Business Meeting. A rough outline will be presented including some background information, formation of the CPAT, the importance of meaningful public engagement, necessary steps to complete the Climate Element, and a rough timeline.

Interested stakeholders are encouraged to attend the kickoff meeting to discuss next steps and provide contact information so they can be informed about key timelines and deliverables.

Meeting 2 – Showcase data exhibits

Meeting 2 will include the presentation of a significant amount of climate data. The initial phase of this project includes using a climate mapping tool developed by the University of Washington to identify and explore potential climate hazards. A secondary component of this meeting will be presenting a compilation of existing goals and policies that deal, either directly or indirectly, with climate resilience found in the city's comprehensive plan, shoreline master program, critical areas ordinance, and work completed for the Kittitas County hazard mitigation plan.

Meeting 3 – Review planning process and present new goals and policies

Meeting 3 will outline a review of the planning process to-date and include the presentation of new or modified goals and policies designed to fill climate resiliency gaps. This will be the final public meeting prior to development of the draft plan.

Meeting 4 – Present draft Climate Element and receive final public comment

The final scheduled public meeting is where the draft Climate Element will be presented to the Planning Commission. The draft will include a summary of the previous public engagement meetings along with a list of all comments received. This will be the final meeting to submit public comments prior to presentation of the Climate Element to City Council for adoption.

Final adoption

Once all public comments have been received and implemented into the draft Climate Element, it will be presented to City Council for adoption at an open public meeting.

In order to encourage participation and engage a wide range of stakeholders and interested parties, public meetings will be scheduled in the evening, where practical, and will include light refreshments. Meeting dates and times will be advertised on the City's website as they are scheduled.

Tribal Engagement Strategy

New GMA requirements for Tribal Coordination were established in 2022 by House Bill 1717. RCW 36.70A.040 allows tribes to voluntarily participate in the local comprehensive planning process. The City of Cle Elum currently engages with the Colville Tribe and the Yakama Nation through the environmental review process. Additional engagement during this Climate Update process will occur if requested by affected tribes.



Inclusive Outreach

Demographics

The City of Cle Elum has a population of 2,157 people, 7% of whom are Hispanic or Latino. The city has 1,116 households and an average household size of 2.76 persons. English is the primary language spoken at home at 93.6%, 5.6% of homes speak Spanish.

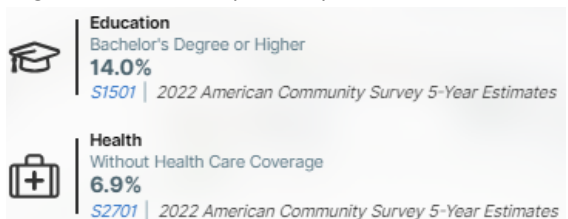
The median age in Cle Elum is 48.6. 16.1% of the population is under 18 years old and 20.9% of the population is over the age of 65.



The median household income in Cle Elum is \$56,645 which is below both Kittitas County (\$66,800) and WA State (\$91,306). Approximately 14% of Cle Elum residents have a bachelor's degree or higher.

The city has a 56.5% employment rate, with the top 3 sectors being Construction (19.2%), Arts,

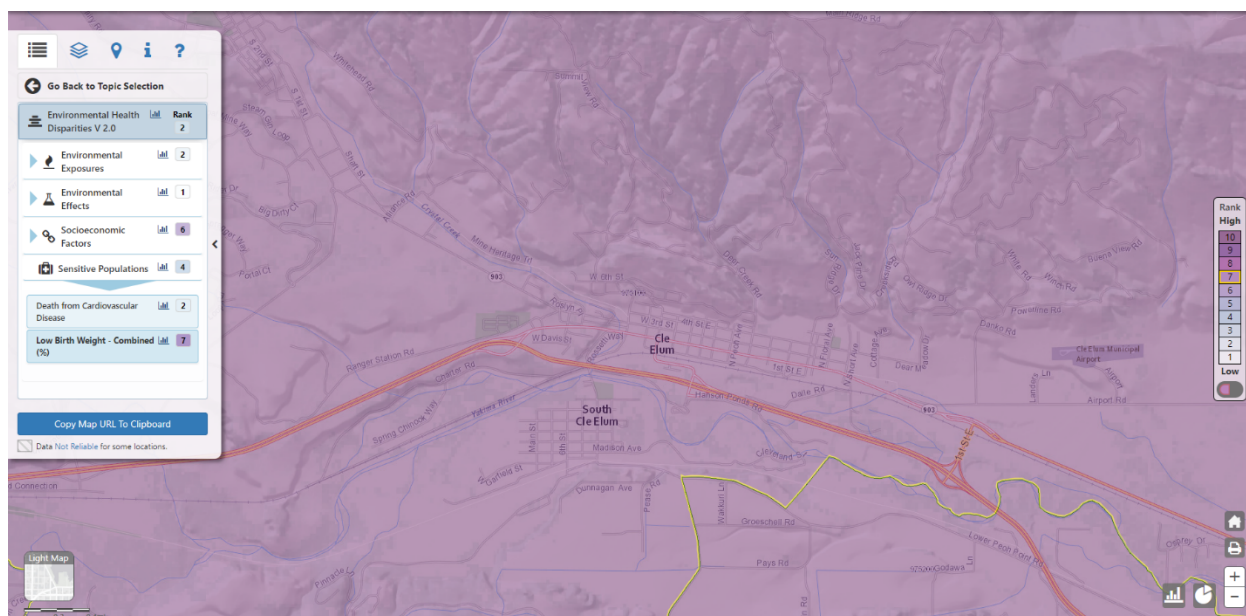
entertainment, recreation, accommodation, and food services (17.9%), and Retail trade (12.1%).



About 59.7% of homes are owned in the city limits. The median gross rent for rental housing is \$1,116 per month. [Cle Elum city, Washington - Census Bureau Profile](#)

WA State Department of Health

The Washington State Department of Health developed a mapping tool for health disparities that displays location-based information to help identify health disparities in a community - [Information by Location | Washington Tracking Network \(WTN\)](#). The mapping tool includes a variety of datasets showing information on health outcomes, social determinants of health, and economic determinants of health. Overall, the City of Cle Elum ranks 2/10 for Environmental Health Disparities. The identified environmental exposures, environmental effects, socioeconomic factors, and sensitive population information will be discussed further in the Climate Element. The City of Cle Elum lies within Census Tract 530379-75100.



Environmental Exposures

For overall Environmental Exposures, the City of Cle Elum ranks 2/10. However, the city ranks 9/10 for Ozone Concentration.

Environmental Effects

The City of Cle Elum ranks 1/10 for Environmental Effects. However, the city ranks 7/10 for Lead Risk from Housing.

Socioeconomic Factors

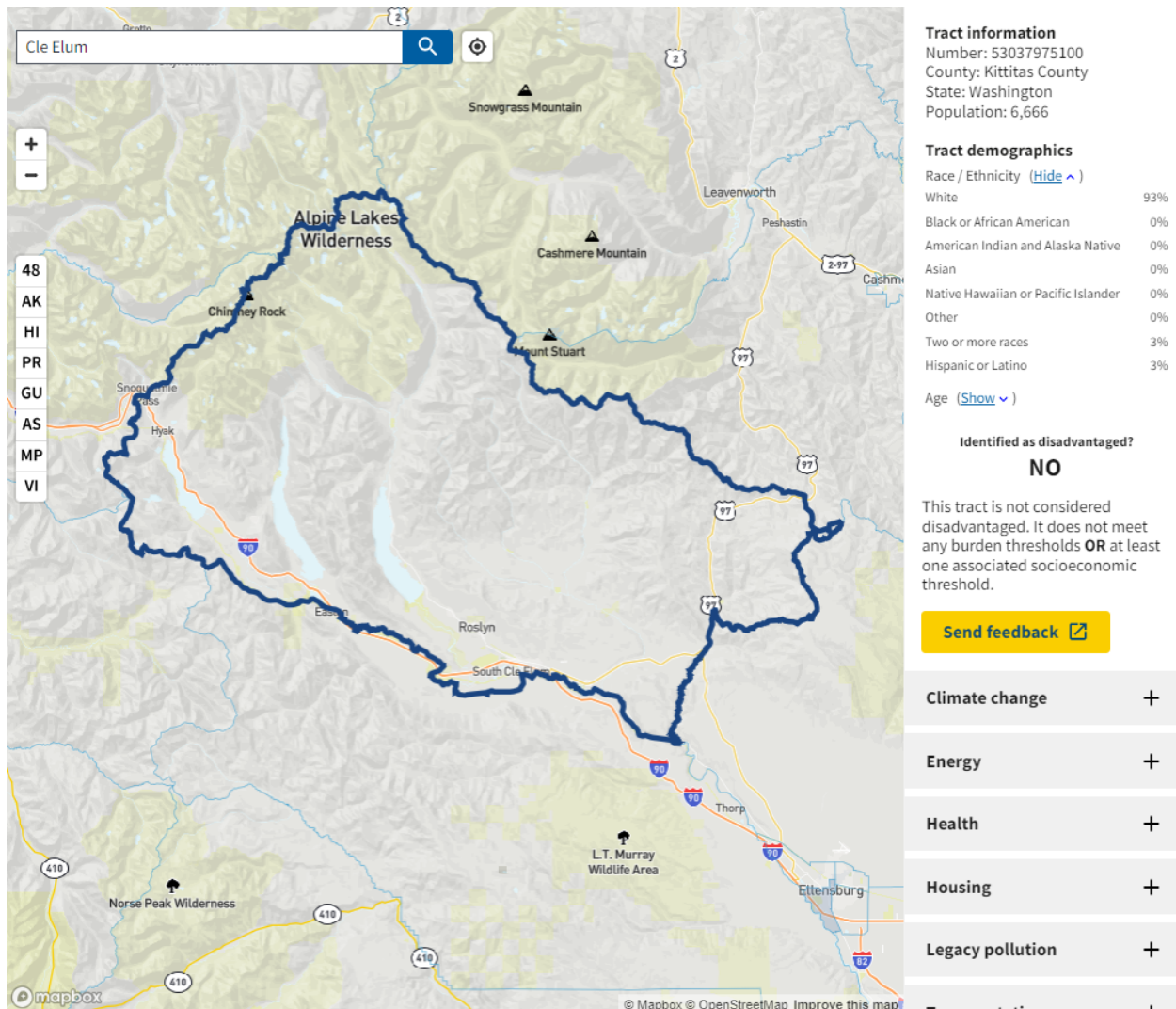
The City of Cle Elum ranks 6/10 for Socioeconomic Factors, including: No High School Diploma (7/10), Population Living in Poverty (8/10), and Transportation Expense (9/10), Unaffordable Housing (6/10) and Unemployed (6/10).

Sensitive Populations

The City of Cle Elum ranks 4/10 for Sensitive Populations. This health disparity metric looks at Low Birth Weight (7/10).

White House Council on Environmental Quality

The White House Council on Environmental Quality developed a [Climate and Economic Justice Screening Tool](#) that examines overburdened and underserved areas at the census tract level. Cle Elum is located in Census Tract 53037975100, which is not identified as disadvantaged.



Based on the Demographics, the Department of Health Information by Location Tool, and the White House Council on Environmental Quality Climate and Economic Justice Screening Tool the City of Cle Elum has developed the following Outreach Goals and Outcomes:

Outreach Goal 1:

Engage the community at-large so that all residents affected by climate change can voice their opinion and contribute to the process.

Outcome 1.1:

Receive a wide variety of comments and opinions from the community.

Outcome 1.2:

Identify alternative methods of outreach and communication, which may change throughout the project timeline, to reach the highest number of residents and interested stakeholders.

Outreach Goal 2:

Through equitable public engagement, identify segments of the community who may be more affected by climate change.

Outcome 2.1:

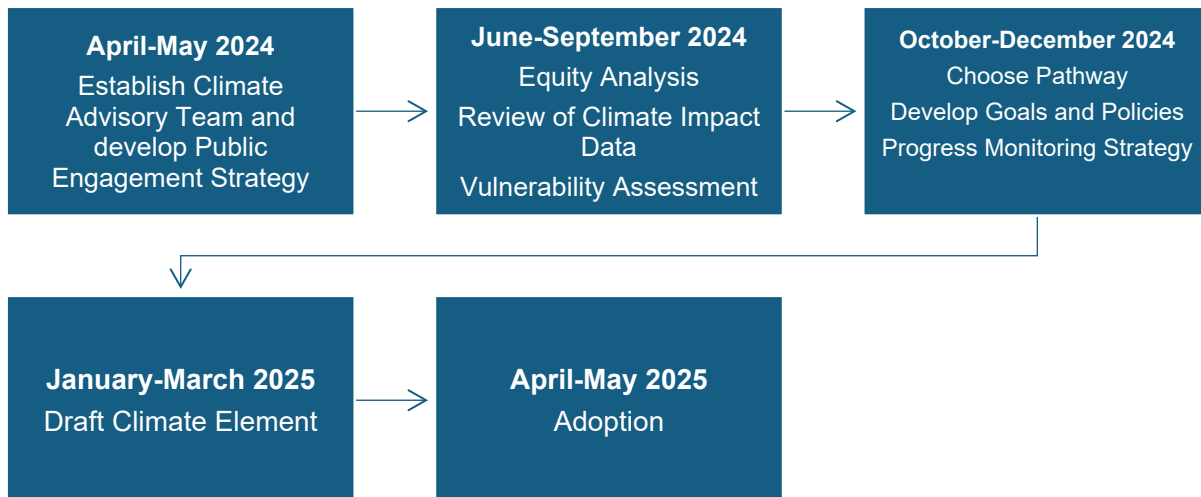
Ensure that any barriers to achieving meaningful outreach to certain segments of the community such as language, internet access, time-of-day (for public meetings), or others are remedied through appropriate accommodations.

Outcome 2.2:

If necessary based on community requests, provide both an in-person and electronic option for public meetings.

Project Schedule

The city anticipates this effort to take around 13 months to complete. The public meetings outlined above will roughly follow the schedule below. Adoption of the completed Climate Element will ensure that the city is compliant with HB 1181.



Contact: Colleda Monick, City Planner, at planning@cleelum.gov

8/1/24 Public Works Meeting

Water Reserve Summary

Current Water Reserve Fee Structure - Fixed Fee

Currently, water reserve fee is fixed amount regardless of meter size and usage, **\$10.56/customer**

Current monthly revenue from 1,258 customers for fixed water reserve at \$10.56/customer =
\$13,284/month

Current monthly payment to regional reserve account is \$4,999, leaving balance of \$8,285/month
to City reserve

Loan monthly payment for Second Street Water Main Replacement project will be \$14,500/month

With reserve revenues of only \$8,285/month, **the deficit is \$6,215/month**

Proposed Water Reserve Fee Structure - ERU-based Fee

Proposed water reserve fee to be **\$10.56/ERU**, to account for usage and associated wear on
system components

- Pumps and Variable Frequency Drives

- Flow meters

- Chemical feed systems

- Valves

- Pipes – Pressure surges, failing weak points

- Filters and media replacement

- HVAC blowers and compressors

- Yakima River and Cle Elum River intakes

Current 1,258 customers equates to 1,800 ERUs

- Single family home equals 1,200 cubic feet per month, Safeway uses 20x usage, Horse Park

- 18x usage, school 25x usage, car washes, laundromats, restaurants

Proposed monthly revenue from 1,800 ERUs at \$10.56/ERU = \$19,008/month

Proposed monthly payment to regional reserve account is \$4,999, leaving balance of
\$14,009/month to City reserve

With reserve revenues of \$14,009/month, **the deficit is \$500/month**

Notes:

Suncadia monthly regional reserve fee is \$5,694

South Cle Elum monthly regional reserve fee is \$1,758

CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2024-022

**A RESOLUTION OF THE CITY OF CLE ELUM,
WASHINGTON, CORRECTING THE 2024 WATER
MONTHLY RATES FEE SCHEDULE**

WHEREAS, CEMC 13.12.100 establishes the monthly water rates and authorizes the city to increase water rates each year; and

WHEREAS, the City desires to correct the fee schedule to reflect a water reserve fee that is consistent with usage; and

WHEREAS, the water reserve fee is applied at a rate of \$10.56 per 1,200 cubic feet (CF) of usage, with a minimum fee of \$10.56 per month.

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

Section 1. 2024 Monthly Water Rates Fee Schedule, Adopted. The “2024 Monthly Water Rates Fee Schedule” attached hereto as Exhibit A is adopted by reference as if fully set forth herein.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____ 2024. .

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Approved as to form:

Alexandra L. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.: 2024-022

Date Posted:

Exhibit A

2024 Monthly Water Rates

Resolution 2024-0##

<u>Description</u>	<u>2023</u>	<u>3% Increase</u>	<u>2024</u>
3/4-inch Single Premises	\$ 58.38	\$1.75	\$ 60.13
3/4-inch Senior Low Income	\$ 43.80	\$1.31	\$ 45.11
3/4-inch Commercial	\$ 58.38	\$1.75	\$ 60.13
3/4-inch Standby Rate	\$ 58.38	\$1.75	\$ 60.13
3/4-inch Senior Standby Rate	\$ 43.80	\$1.31	\$ 45.11
1-inch Single Premises	\$ 106.45	\$3.19	\$ 109.64
1-inch Senior Low Income	\$ 79.85	\$2.40	\$ 82.25
1-inch Commercial	\$ 106.45	\$3.19	\$ 109.64
1-inch Standby Rate	\$ 106.45	\$3.19	\$ 109.64
1-inch Senior Standby Rate	\$ 79.85	\$2.40	\$ 82.25
1 1/2-inch Single Premises	\$ 216.23	\$6.49	\$ 222.72
1 1/2-inch Senior Low Income	\$ 162.17	\$4.87	\$ 167.04
1 1/2-inch Commercial	\$ 216.23	\$6.49	\$ 222.72
1 1/2-inch Standby Rate	\$ 216.23	\$6.49	\$ 222.72
1 1/2-inch Senior Standby	\$ 162.17	\$4.87	\$ 167.04
2-inch Single Premises	\$ 353.52	\$10.61	\$ 364.13
2-inch Senior Low Income	\$ 265.14	\$7.95	\$ 273.09
2-inch Commercial	\$ 353.52	\$10.61	\$ 364.13
2-inch Standby Rate	\$ 353.52	\$10.61	\$ 364.13
2-inch Senior Standby Rate	\$ 265.14	\$7.95	\$ 273.09
3-inch Single Premises	\$ 353.52	\$10.61	\$ 364.13
3-inch Senior Low Income	\$ 265.14	\$7.95	\$ 273.09
3-inch Commercial	\$ 353.52	\$10.61	\$ 364.13
3-inch Standby Rate	\$ 353.52	\$10.61	\$ 364.13
3-inch Senior Standby Rate	\$ 265.14	\$7.95	\$ 273.09
3/4-inch Outside City Limits	\$ 64.08	\$1.92	\$ 66.00
3/4-inch OCL Standby Rates	\$ 64.08	\$1.92	\$ 66.00
Owens Packing Plant	\$ 282.82	\$8.48	\$ 291.30
Outside limits 3/4 Senior	\$ 48.06	\$1.44	\$ 49.50
Outside City limits 1"	\$ 117.09	\$3.51	\$ 120.60
Water Reserve (per 1,200 CF)	\$ 10.25	\$0.31	\$ 10.56

2024 Water Rates (continued)

Additional Usage

	0.015	0.00045	0.15
800 cubic feet to 1999 cubic feet	0.017	0.00051	0.17
2000 cubic feet to 3999 cubic feet	0.019	0.00057	0.19
Any Amount Over 4000 cubic feet			

**CITY OF CLE ELUM
WASHINGTON**

RESOLUTION NO. 2023-026

**A RESOLUTION OF THE CITY OF CLE ELUM,
WASHINGTON, ADOPTING THE 2024 WATER RATES
FEE SCHEDULE**

WHEREAS, CEMC 13.12.100 authorizes the city to increase water rates by 3% each year; and

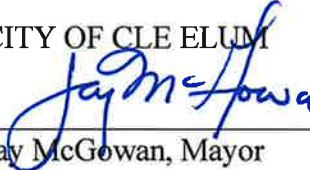
WHEREAS, the city desires to adopt a fee schedule to reflect new water rates for 2024.

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

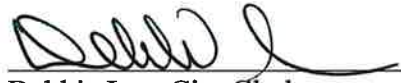
Section 1. 2023 Water Rates Fee Schedule, Adopted. The “2024 Water Rates Fee Schedule” attached hereto as Exhibit A is adopted by reference as if fully set forth herein.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF November 2023.

CITY OF CLE ELUM


Jay McGowan, Mayor

ATTEST/AUTHENTICATED:


Debbie Lee, City Clerk

Approved as to form:

Alexandra L. Kenyon, City Attorney

Filed with the City Clerk: 11-13-23
Passed by the City Council: 11-13-23
Resolution No.: 2023-026
Date Posted: 11-16-23

Exhibit A

2024 Water Rates

Resolution 2023-026

<u>Description</u>	<u>2023</u>	<u>3% Increase</u>	<u>2024</u>
3/4-inch Single Premises	\$ 58.38	\$1.75	\$ 60.13
3/4-inch Senior Low Income	\$ 43.80	\$1.31	\$ 45.11
3/4-inch Commercial	\$ 58.38	\$1.75	\$ 60.13
3/4-inch Standby Rate	\$ 58.38	\$1.75	\$ 60.13
3/4-inch Senior Standby Rate	\$ 43.80	\$1.31	\$ 45.11
1-inch Single Premises	\$ 106.45	\$3.19	\$ 109.64
1-inch Senior Low Income	\$ 79.85	\$2.40	\$ 82.25
1-inch Commercial	\$ 106.45	\$3.19	\$ 109.64
1-inch Standby Rate	\$ 106.45	\$3.19	\$ 109.64
1-inch Senior Standby Rate	\$ 79.85	\$2.40	\$ 82.25
1 1/2-inch Single Premises	\$ 216.23	\$6.49	\$ 222.72
1 1/2-inch Senior Low Income	\$ 162.17	\$4.87	\$ 167.04
1 1/2-inch Commercial	\$ 216.23	\$6.49	\$ 222.72
1 1/2-inch Standby Rate	\$ 216.23	\$6.49	\$ 222.72
1 1/2-inch Senior Standby	\$ 162.17	\$4.87	\$ 167.04
2-inch Single Premises	\$ 353.52	\$10.61	\$ 364.13
2-inch Senior Low Income	\$ 265.14	\$7.95	\$ 273.09
2-inch Commercial	\$ 353.52	\$10.61	\$ 364.13
2-inch Standby Rate	\$ 353.52	\$10.61	\$ 364.13
2-inch Senior Standby Rate	\$ 265.14	\$7.95	\$ 273.09
3-inch Single Premises	\$ 353.52	\$10.61	\$ 364.13
3-inch Senior Low Income	\$ 265.14	\$7.95	\$ 273.09
3-inch Commercial	\$ 353.52	\$10.61	\$ 364.13
3-inch Standby Rate	\$ 353.52	\$10.61	\$ 364.13
3-inch Senior Standby Rate	\$ 265.14	\$7.95	\$ 273.09
3/4-inch Outside City Limits	\$ 64.08	\$1.92	\$ 66.00
3/4-inch OCL Standby Rates	\$ 64.08	\$1.92	\$ 66.00
Owens Packing Plant	\$ 282.82	\$8.48	\$ 291.30
Outside limits 3/4 Senior	\$ 48.06	\$1.44	\$ 49.50
Outside City limits 1"	\$ 117.09	\$3.51	\$ 120.60
Water Reserve	\$ 10.25	\$0.31	\$ 10.56

2024 Water Rates (continued)

Additional Usage

	0.015	0.00045	0.15
800 cubic feet to 1999 cubic feet	0.017	0.00051	0.17
2000 cubic feet to 3999 cubic feet	0.019	0.00057	0.19
Any Amount Over 4000 cubic feet			

Water Reserve Summary

Current Water Reserve Fee Structure - Fixed Fee

Currently, water reserve fee is fixed amount regardless of meter size and usage, \$10.56/customer
Current monthly revenue from 1,258 customers for fixed water reserve at \$10.56/customer = \$13,284/month
Current monthly payment to regional reserve account is \$4,999, leaving balance of \$8,285/month to City reserve

Loan monthly payment for Second Street Water Main Replacement project will be \$14,500/month
With reserve revenues of only \$8,285/month, **the deficit is \$6,215/month**

Proposed Water Reserve Fee Structure - ERU-based Fee

Proposed water reserve fee to be \$10.56/ERU, to account for usage and associated wear on system components
Current 1,258 customers equates to 1,800 ERUs
Proposed monthly revenue from 1,800 ERUs at \$10.56/ERU = \$19,008/month
Proposed monthly payment to regional reserve account is \$4,999, leaving balance of \$14,009/month to City reserve

With reserve revenues of \$14,009/month, **the deficit is \$500/month**

August 7, 2024

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

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
Second Street Pathway Stafford Avenue to Wright Avenue
HLA Project No.: 24056C
Fed Aid No.: P-E-930(P06)-1 and C-E-930(004)-1
Progress Estimate No.: 01

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 01 for work performed by McCann Trucking LLC, through July 25, 2024, in connection with their contract on the above referenced project. The amount due the Contractor of \$34,065.10 is net after retainage, per the contract documents. Submission of Certified Payrolls for McCann Trucking LLC and subcontractors are not required for review. We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

McCann Trucking LLC has provided the required approved "Intent to Pay Prevailing Wages" form to the City of Cle Elum (attached).

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

Sincerely,


Digitally signed by
Benjamin A. Annen
Date: 2024.08.07
14:47:01-07'00'

Benjamin A. Annen, PE

BAA/jdb

Enclosures

Copy: Justin McCann, McCann Trucking LLC
Taylor Denny, Angie Ringer – HLA

CONSTRUCTION PROGRESS ESTIMATE

Second Street Pathway Stafford Avenue to Wright Avenue

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

HLA PROJECT NO.: 24056C

TO: McCann Trucking LLC

TIB PROJECT NO. P-E-930(P06)-1 and C-E-930(004)-1

661 Airport Rd

PROJECT ESTIMATE NO.: 1

Cle Elum, WA 98922

FROM: Jul. 01, 2024 TO: Jul. 31, 2024



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	Minor Change	FA	1	\$ 25,000.00	\$ 25,000.00	0	\$ -			0	\$ -	0%
2	SPCC Plan	LS	1	\$ 500.00	\$ 500.00	1	\$ 500.00			1	\$ 500.00	100%
3	Mobilization	LS	1	\$ 43,300.00	\$ 43,300.00	0	\$ -			0	\$ -	0%
4	Project Temporary Traffic Control	LS	1	\$ 33,000.00	\$ 33,000.00	0.43	\$ 14,190.00			0.43	\$ 14,190.00	43%
5	Clearing and Grubbing	LS	1	\$ 1,500.00	\$ 1,500.00	0.20	\$ 300.00			0.20	\$ 300.00	20%
6	Removal of Structures and Obstructions	LS	1	\$ 45,840.00	\$ 45,840.00	0.16	\$ 7,334.40			0.16	\$ 7,334.40	16%
7	Unclassified Excavation Incl. Haul	CY	990	\$ 22.00	\$ 21,780.00	111.80	\$ 2,459.60			111.80	\$ 2,459.60	11%
8	Crushed Surfacing Base Course	TON	1,350	\$ 28.00	\$ 37,800.00	56	\$ 1,568.00			56	\$ 1,568.00	4%
9	HMA Cl. 3/8-Inch PG 64H-28	TON	920	\$ 250.00	\$ 230,000.00	0	\$ -			0	\$ -	0%
10	Storm Sewer Pipe 12 In. Diam.	LF	2,560	\$ 38.00	\$ 97,280.00	194	\$ 7,372.00			194	\$ 7,372.00	8%
11	Catch Basin Type 1	EA	9	\$ 1,200.00	\$ 10,800.00	0	\$ -			0	\$ -	0%
12	Catch Basin Type 1 With Area Drain	EA	9	\$ 1,600.00	\$ 14,400.00	0	\$ -			0	\$ -	0%
13	Catch Basin Type 2 48 in. Diam.	EA	5	\$ 5,680.00	\$ 28,400.00	0	\$ -			0	\$ -	0%
14	Adjust Manhole	EA	3	\$ 200.00	\$ 600.00	0	\$ -			0	\$ -	0%
15	Shoring or Extra Excavation	LF	2,560	\$ 11.00	\$ 28,160.00	194	\$ 2,134.00			194	\$ 2,134.00	8%
16	Select Backfill, as Directed	CY	800	\$ 40.00	\$ 32,000.00	0	\$ -			0	\$ -	0%
17	Adjust Meter Box	EA	20	\$ 250.00	\$ 5,000.00	0	\$ -			0	\$ -	0%
18	Erosion Control and Water Pollution Prevention	LS	1	\$ 1,500.00	\$ 1,500.00	0	\$ -			0	\$ -	0%
19	Basalt Rock Mulch	CY	40	\$ 60.00	\$ 2,400.00	0	\$ -			0	\$ -	0%
20	Landscape Restoration	FA	1	\$ 4,000.00	\$ 4,000.00	0	\$ -			0	\$ -	0%
21	Bench	EA	5	\$ 1,500.00	\$ 7,500.00	0	\$ -			0	\$ -	0%
22	Cement Conc. Traffic Curb and Gutter	LF	2,400	\$ 37.00	\$ 88,800.00	0	\$ -			0	\$ -	0%
23	Remove and Reset Fence and Gates	LF	28	\$ 86.00	\$ 2,408.00	0	\$ -			0	\$ -	0%
24	Cement Conc. Sidewalk 4-Inch Thick	SY	940	\$ 81.00	\$ 76,140.00	0	\$ -			0	\$ -	0%

CONSTRUCTION PROGRESS ESTIMATE

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: McCann Trucking LLC

661 Airport Rd

Cle Elum, WA 98922

Second Street Pathway Stafford Avenue to Wright Avenue

HLA PROJECT NO.: 24056C

TIB PROJECT NO. P-E-930(P06)-1 and C-E-930(004)-1

PROJECT ESTIMATE NO.: 1

FROM: Jul. 01, 2024 TO: Jul. 31, 2024



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
25	Cement Conc. Sidewalk 6-Inch Thick	SY	15	\$ 190.00	\$ 2,850.00	0	\$ -			0	\$ -	0%
26	Cement Conc. Curb Ramp	EA	18	\$ 3,300.00	\$ 59,400.00	0	\$ -			0	\$ -	0%
27	Cluster Mailbox Unit	EA	4	\$ 2,300.00	\$ 9,200.00	0	\$ -			0	\$ -	0%
28	Permanent Signing	LS	1	\$ 1,900.00	\$ 1,900.00	0	\$ -			0	\$ -	0%
29	Pavement Markings	LS	1	\$ 18,000.00	\$ 18,000.00	0	\$ -			0	\$ -	0%
Subtotal					\$ 929,458.00	\$ 35,858.00	\$ -			\$ 35,858.00		4%
Retainage Withheld 5%						\$ (1,792.90)	\$ -			\$ (1,792.90)		
Amount Due Progress Estimate No. 1						\$ 34,065.10	\$ -			\$ 34,065.10		

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

Benjamin A. Annen

Digitally signed by Benjamin A. Annen
Date: 2024.08.07 14:46:50-07'00'

Benjamin A. Annen, PE

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum

Second Street Pathway Stafford Avenue to Wright Avenue

TO: McCann Trucking LLC
 661 Airport Rd
 Cle Elum, WA 98922

HLA PROJECT NO.: 24056C

TIB PROJECT NO. P-E-930(P06)-1 and C-E-930(004)-1



<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
2	SPCC Plan	100% Complete - Submittal Received and Approved.	1	LS	\$ 500.00	\$ 500.00	100.00%
3	Mobilization	5% Completion = 50% Payment of Mobilization	1	LS	\$ 21,650.00	\$ 21,650.00	0.00%
3	Mobilization	10% Completion = 100% Payment of Mobilization	1	LS	\$ 21,650.00	\$ 21,650.00	0.00%
4	Project Temporary Traffic Control	4.01 - Traffic Control Set Up	1	LS	\$ 11,000.00	\$ 11,000.00	100.00%
4	Project Temporary Traffic Control	4.02 - Daily Traffic Control	45	LS	\$ 244.44	\$ 11,000.00	28.89%
4	Project Temporary Traffic Control	4.03 - Traffic Control Take Down	1	LS	\$ 11,000.00	\$ 11,000.00	0.00%
5	Clearing and Grubbing	100% Complete	1	LS	\$ 1,500.00	\$ 1,500.00	20.00%
6	Removal of Structures and Obstructions	25% Completion = 25% Payment	1	LS	\$ 11,460.00	\$ 11,460.00	62.80%
6	Removal of Structures and Obstructions	50% Completion = 25% Payment	1	LS	\$ 11,460.00	\$ 11,460.00	0.00%
6	Removal of Structures and Obstructions	75% Completion = 25% Payment	1	LS	\$ 11,460.00	\$ 11,460.00	0.00%
6	Removal of Structures and Obstructions	100% Completion = 25% Payment	1	LS	\$ 11,460.00	\$ 11,460.00	0.00%
18	Erosion Control and Water Pollution Prevention	100% Complete	1	LS	\$ 2,500.00	\$ 2,500.00	0.00%
28	Permanent Signing	100% Complete	1	LS	\$ 1,900.00	\$ 1,900.00	0.00%
29	Pavement Markings	100% Complete	1	LS	\$ 18,000.00	\$ 18,000.00	0.00%

State of Washington

Department of Labor & Industries

Prevailing Wage Section - Telephone 360-902-5335

PO Box 44540, Olympia, WA 98504-4540

Statement of Intent to Pay Prevailing Wage

Project Detail - [Project Dashboard](#)

Document Received Date:	Intent ID:	Affidavit ID:	Status: Approved On
7/2/2024	1443012		7/9/2024
Company Details			
Company Name:	McCann Trucking LLC		
Address:	661 Airport Rd. CLE ELUM, WA, 98922		
Contractor Registration No.	MCCANTL811PN		
WA UBI Number	604228787		
Phone Number	509-201-6020		
Industrial Insurance Account ID	67880000		
OMWBE Certifications as of 7/2/2024	No active certifications existed when Intent was submitted		
Email Address	justinmccann2@gmail.com		
Filed By	Justin McCann		
Prime Contractor			
Company Name	McCann Trucking LLC		
Contractor Registration No.	MCCANTL811PN		
WA UBI Number	604228787		
Phone Number	509-201-6020		
Project Information			
Awarding Agency	CLE ELUM, CITY OF 301 PENNSYLVANIA AVE CLE ELUM, WA - 98922		
Awarding Agency Contact	McCann Trucking LLC		

7/10/24, 10:06 AM	about:blank
Awarding Agency Contact Phone Number	509-201-6020
Contract Number	P-E-930(P06-1) ANDC-E-930(004)-1
Project Name	Second Street Pathway Stafford Avenue to Wright Avenue
Project Description	Multi-modal HMA pathway including 800 TONS HMA, 1,200 TONS base rock, 2,400 LF of curb and gutter, 950 SY of sidewalk, storm drain pipe and catch basins, and related improvements.
Contract Amount	\$929,458.00
Contract Type Description	Bid-Build (Traditional)
Bid due date	5/23/2024
Award Date	5/28/2024
Project Site Address or Directions	Second Street Pathway Stafford Avenue to Wright Avenue

Payment Details

Check Number:	
Transaction Id:	110093973

Intent Details

Expected project start date: (MM/DD/YYYY)	7/8/2024
In what county (or counties) will the work be performed?	Kittitas
In what city (or nearest city) will the work be performed?	Cle Elum
What is the estimated contract amount? OR is this a time and materials estimate?	\$929,458.00
Does your company intend to hire ANY subcontractors?	Yes
Will your company have employees perform work on this project?	Yes
Do you intend to use any apprentices? (Apprentices are considered employees.)	No
How many owner/operators performing work on the project own 30% or more of the company?	0

Journey Level Wages

County	Trade	Occupation	Wage	Fringe	# Workers
--------	-------	------------	------	--------	-----------

Kittitas	Flaggers	Journey Level	\$44.82	\$0.00	4
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Public Notes

☐ [Show/Hide Existing Notes](#)

No note exists



August 7, 2024

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

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
Second Street and Rossetti Way Water Main Improvements
HLA Project No.: 22188C
Progress Estimate No.: 09 & Final

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 09, designated as Final, for work performed by Ascent Foundation and More, LLC, through July 31, 2024, in connection with their contract on the above referenced project. The amount due the Contractor is \$36,580.51, per the contract documents.

Our Project Acceptance Recommendation will be forthcoming upon receipt of the remaining administrative punch list items.

Submission of Certified Payrolls for Ascent Foundation and More, LLC and subcontractors are not required for review. We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

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

Very truly yours,

 Digitally signed by
Benjamin A. Annen
Date: 2024.08.07
12:35:05-07'00'

Benjamin A. Annen, PE

BAA/jld

Enclosures

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

CONSTRUCTION PROGRESS ESTIMATE				Second Street and Rossetti Way Water Main Improvements									
CITY OF CLE ELUM													
119 WEST 1ST STREET													
CLE ELUM, WA 98922													
TO: Ascent Foundations and More, LLC													
106 N. Peoh Avenue, Ste. C				HLA PROJECT NO.: 22188C									
Cle Elum, WA 98922				PWB PROJECT NO.: PC23-96103-116									
				PROGRESS ESTIMATE NO.: 9 & Final									
				FROM: May. 26, 2024					TO: Jul. 31, 2024				
BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL <i>(Contract + COs)</i>			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW <i>(Total - Previous)</i>		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	A	Minor Change	FA	1	\$ 100,000.00	\$ 100,000.00	1.53	\$ 153,028.84	1.50	\$ 150,097.30	0.03	\$ 2,931.54	153%
2	A	Mobilization	LS	1	\$ 82,500.00	\$ 82,500.00	1	\$ 82,500.00	1	\$ 82,500.00	0	\$ -	100%
3	A	Project Temporary Traffic Control	LS	1	\$ 34,060.19	\$ 34,060.19	1.00	\$ 34,060.19	0.97	\$ 33,060.19	0.03	\$ 1,000.00	100%
4	A	Clearing and Grubbing	LS	1	\$ 8,095.28	\$ 8,095.28	1.00	\$ 8,095.28	1.00	\$ 8,095.28	0	\$ -	100%
5	A	Crushed Surfacing Base Course	TON	1,680	\$ 30.09	\$ 50,551.20	1,463.05	\$ 44,023.17	1,463.05	\$ 44,023.17	0	\$ -	87%
6	A	Crushed Surfacing Top Course	TON	770	\$ 33.21	\$ 25,571.70	318.43	\$ 10,575.06	318.43	\$ 10,575.06	0	\$ -	41%
7	A	HMA CI. 3/8-Inch PG 64H-28	TON	750	\$ 253.00	\$ 189,750.00	1,048.71	\$ 265,323.63	1,048.71	\$ 265,323.63	0	\$ -	140%
8	A	Select Backfill, as Directed	CY	1,000	\$ 42.85	\$ 42,850.00	1,005.21	\$ 43,073.25	1,005.21	\$ 43,073.25	0	\$ -	101%
9	A	_____ Pipe for Water Main 12 In. Diam.	LF	7,660	\$ 123.22	\$ 943,865.20	8,058.00	\$ 992,906.76	8,058.00	\$ 992,906.76	0	\$ -	105%
10	A	_____ Pipe for Water Main 8 In. Diam.	LF	135	\$ 134.73	\$ 18,188.55	345.65	\$ 46,569.42	345.65	\$ 46,569.42	0	\$ -	256%
11	A	_____ Pipe for Water Main 6 In. Diam.	LF	420	\$ 67.68	\$ 28,425.60	350.65	\$ 23,731.99	350.65	\$ 23,731.99	0	\$ -	83%
12	A	_____ Pipe for Water Main 4 In. Diam.	LF	120	\$ 89.53	\$ 10,743.60	93	\$ 8,326.29	93	\$ 8,326.29	0	\$ -	78%
13	A	_____ Pipe for Water Main 3 In. Diam.	LF	20	\$ 162.52	\$ 3,250.40	0	\$ -	0	\$ -	0	\$ -	0%
14	A	_____ Pipe for Water Main 2 In. Diam.	LF	15	\$ 97.29	\$ 1,459.35	0	\$ -	0	\$ -	0	\$ -	0%
15	A	Gate Valve 12 In.	EA	31	\$ 3,816.32	\$ 118,305.92	31	\$ 118,305.92	31	\$ 118,305.92	0	\$ -	100%
16	A	Gate Valve 8 In.	EA	14	\$ 2,238.70	\$ 31,341.80	14	\$ 31,341.80	14	\$ 31,341.80	0	\$ -	100%
17	A	Gate Valve 4 In.	EA	1	\$ 1,410.72	\$ 1,410.72	0	\$ -	0	\$ -	0	\$ -	0%
18	A	Hydrant Assembly	EA	20	\$ 5,960.76	\$ 119,215.20	19	\$ 113,254.44	19	\$ 113,254.44	0	\$ -	95%
19	A	Bollards	EA	12	\$ 518.53	\$ 6,222.36	0	\$ -	0	\$ -	0	\$ -	0%
20	A	Service Connection 3/4 In. Diam.	EA	128	\$ 1,372.71	\$ 175,706.88	130	\$ 178,452.30	130	\$ 178,452.30	0	\$ -	102%
21	A	Service Connection 3/4 In. Diam. Including Meter Setter	EA	7	\$ 3,126.53	\$ 21,885.71	7	\$ 21,885.71	7	\$ 21,885.71	0	\$ -	100%
22	A	Service Connection 1 1/2 In. Diam.	EA	1	\$ 1,963.19	\$ 1,963.19	0	\$ -	0	\$ -	0	\$ -	0%
23	A	Service Connection 1 1/2 In. Diam. Including Meter Setter	EA	1	\$ 6,198.49	\$ 6,198.49	0	\$ -	0	\$ -	0	\$ -	0%
24	A	Service Connection 2 In. Diam.	EA	4	\$ 2,512.59	\$ 10,050.36	3	\$ 7,537.77	3	\$ 7,537.77	0	\$ -	75%
25	A	Service Connection 3 In. Diam.	EA	1	\$ 1,303.27	\$ 1,303.27	1	\$ 1,303.27	1	\$ 1,303.27	0	\$ -	100%
26	A	Service Connection 4 In. Diam.	EA	1	\$ 1,916.44	\$ 1,916.44	1	\$ 1,916.44	1	\$ 1,916.44	0	\$ -	100%
27	A	Water Casing Pipe, In Place 18 In. Diam.	LF	20	\$ 218.58	\$ 4,371.60	20	\$ 4,371.60	20	\$ 4,371.60	0	\$ -	100%
28	A	Inlet Protection	EA	41	\$ 37.60	\$ 1,541.60	1	\$ 37.60	1	\$ 37.60	0	\$ -	2%
29	A	Silt Fence	LF	780	\$ 5.90	\$ 4,602.00	0	\$ -	0	\$ -	0	\$ -	0%
30	A	Landscape Restoration	FA	1	\$ 10,000.00	\$ 10,000.00	0.21	\$ 2,107.96	0.21	\$ 2,107.96	0	\$ -	21%
31	A	Cement Conc. Traffic Curb and Gutter	LF	33	\$ 97.75	\$ 3,225.75	114	\$ 11,143.50	114	\$ 11,143.50	0	\$ -	345%
32	A	Removing and Resetting Beam Guardrail	LF	22	\$ 300.57	\$ 6,612.54	76.50	\$ 22,993.61	76.50	\$ 22,993.61	0	\$ -	348%
33	A	Cement Conc. Sidewalk 4-Inch Thick	SY	140	\$ 83.46	\$ 11,684.40	535.20	\$ 44,667.79	535.20	\$ 44,667.79	0	\$ -	382%

CONSTRUCTION PROGRESS ESTIMATE

Second Street and Rossetti Way Water Main Improvements

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 9 & Final

FROM: May. 26, 2024

TO: Jul. 31, 2024



TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
34	B	Minor Change	FA	1	\$ 35,000.00	\$ 35,000.00	0.89	\$ 31,107.40	0.88	\$ 30,649.56	0.01	\$ 457.84	89%
35	B	Mobilization	LS	1	\$ 2,615.34	\$ 2,615.34	1	\$ 2,615.34	1	\$ 2,615.34	0	\$ -	100%
36	B	Project Temporary Traffic Control	LS	1	\$ 775.93	\$ 775.93	1	\$ 775.93	0.87	\$ 675.93	0.13	\$ 100.00	100%
37	B	Clearing and Grubbing	LS	1	\$ 4,082.74	\$ 4,082.74	1	\$ 4,082.74	1	\$ 4,082.74	0	\$ -	100%
38	B	Crushed Surfacing Base Course	TON	16	\$ 68.85	\$ 1,101.60	4	\$ 275.40	4	\$ 275.40	0	\$ -	25%
39	B	Crushed Surfacing Top Course	TON	70	\$ 38.07	\$ 2,664.90	0	\$ -	0	\$ -	0	\$ -	0%
40	B	HMA Cl. 3/8-Inch PG 64H-28	TON	8	\$ 243.80	\$ 1,950.40	0	\$ -	0	\$ -	0	\$ -	0%
41	B	Select Backfill, as Directed	CY	8	\$ 68.59	\$ 548.72	4.60	\$ 315.51	4.60	\$ 315.51	0	\$ -	57%
42	B	Pipe for Water Main 12 In. Diam.	LF	780	\$ 91.92	\$ 71,697.60	746.00	\$ 68,572.32	746.00	\$ 68,572.32	0	\$ -	96%
43	B	Pipe for Water Main 8 In. Diam.	LF	20	\$ 78.42	\$ 1,568.40	19	\$ 1,489.98	19	\$ 1,489.98	0	\$ -	95%
44	B	D.I. Pipe for Water Main 6 In. Diam.	LF	5	\$ 165.66	\$ 828.30	5	\$ 828.30	5	\$ 828.30	0	\$ -	100%
45	B	Gate Valve 12 In.	EA	4	\$ 7,692.61	\$ 30,770.44	5	\$ 38,463.05	5	\$ 38,463.05	0	\$ -	125%
46	B	Gate Valve 8 In.	EA	2	\$ 1,959.63	\$ 3,919.26	2	\$ 3,919.26	2	\$ 3,919.26	0	\$ -	100%
47	B	PRV Station Valves	LS	1	\$ 2,236.35	\$ 2,236.35	1	\$ 2,236.35	0	\$ -	1	\$ 2,236.35	100%
48	B	Hydrant Assembly	EA	1	\$ 6,324.44	\$ 6,324.44	1	\$ 6,324.44	1	\$ 6,324.44	0	\$ -	100%
49	B	Service Connection 3/4 In. Diam.	EA	1	\$ 1,102.52	\$ 1,102.52	2	\$ 2,205.04	2	\$ 2,205.04	0	\$ -	200%
50	B	Landscape Restoration	FA	1	\$ 1,000.00	\$ 1,000.00	0	\$ -	0	\$ -	0	\$ -	0%
51	CO 3	Rossetti Way Water Line Ext.	LS	1	\$ 27,113.78	\$ 27,113.78	1	\$ 27,113.78			1	\$ 27,113.78	100%

CONSTRUCTION PROGRESS ESTIMATE

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 9 & Final

FROM: May. 26, 2024

TO: Jul. 31, 2024



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
		Schedule A Subtotal				\$ 2,076,869.30		\$ 2,271,533.57		\$ 2,267,602.03		\$ 3,931.54	109%
		8.1% Sales Tax - Schedule A				\$ 168,226.41		\$ 183,994.22		\$ 183,675.76		\$ 318.45	
		Project Total				\$ 2,245,095.71		\$ 2,455,527.79		\$ 2,451,277.79		\$ 4,249.99	
		Schedule A Materials on Hand						\$ -		\$ -			
		Schedule B Subtotal				\$ 168,186.94		\$ 163,211.06		\$ 160,416.87		\$ 2,794.19	97%
		8.1% Sales Tax - Schedule B				\$ 13,623.14		\$ 13,220.10		\$ 12,993.77		\$ 226.33	
		SCHEDULE B - TOTAL				\$ 181,810.08		\$ 176,431.16		\$ 173,410.64		\$ 3,020.52	
		Schedule B Materials on Hand						\$ -		\$ -			
		Schedule CO 3 Subtotal				\$ 27,113.78		\$ 27,113.78		\$ -		\$ 27,113.78	100%
		8.1% Sales Tax - Schedule CO 3				\$ 2,196.22		\$ 2,196.22		\$ -		\$ 2,196.22	
		SCHEDULE CO 3 - TOTAL				\$ 29,310.00		\$ 29,310.00		\$ -		\$ 29,310.00	
		Project Total (Including Sales Tax)				\$ 2,456,215.79		\$ 2,661,268.95		\$ 2,624,688.43		\$ 36,580.51	108%
		Retainage Bond #100229850 0%						\$ -		\$ -		\$ -	
		Amount Due Progress Estimate No. 9 & Final						\$ 2,661,268.95		\$ 2,624,688.43		\$ 36,580.51	

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



Digitally signed by Benjamin A. Annen
Date: 2024.08.07 12:34:34-07'00'

Benjamin A. Annen, PE

I hereby accept the Final Progress Estimate and Final Contract Voucher Certification, in accordance with Section 1-09.9 of the WSDOT Standard Specifications.



Ascent Foundations and More, LLC

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116



BID ITEM NO.	BID ITEM NAME	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	PERCENT OF ITEM COMPLETE
2	Mobilization	50% payment at 5% work schedule completion	1	LS	\$ 41,250.00	\$ 41,250.00	100.00%
2	Mobilization	100% payment at 10% work schedule completion	1	LS	\$ 41,250.00	\$ 41,250.00	100.00%
3	Project Temporary Traffic Control	Traffic Control Set Up	1	LS	\$ 2,000.00	\$ 2,000.00	100.00%
3	Project Temporary Traffic Control	Daily Traffic Control	115	DAY	\$ 270.09	\$ 31,060.19	100.00%
3	Project Temporary Traffic Control	Traffic Control Take Down	1	LS	\$ 1,000.00	\$ 1,000.00	100.00%
4	Clearing and Grubbing	Second Street	1	LS	\$ 8,095.28	\$ 8,095.28	100.00%
35	Mobilization	50% payment at 5% work schedule completion	1	LS	\$ 1,307.67	\$ 1,307.67	100.00%
35	Mobilization	100% payment at 10% work schedule completion	1	LS	\$ 1,307.67	\$ 1,307.67	100.00%
36	Project Temporary Traffic Control	Traffic Control Set Up	1	LS	\$ 100.00	\$ 100.00	100.00%
36	Project Temporary Traffic Control	Daily Traffic Control	115	DAY	\$ 5.01	\$ 575.93	100.00%
36	Project Temporary Traffic Control	Traffic Control Take Down	1	LS	\$ 100.00	\$ 100.00	100.00%
37	Clearing and Grubbing	Rossetti Way	1	LS	\$ 2,041.37	\$ 2,041.37	100.00%
37	Clearing and Grubbing	Schober	1	LS	\$ 2,041.37	\$ 2,041.37	100.00%
47	PRV Station Valves	100% at completion	1	LS	\$ 2,236.35	\$ 2,236.35	100.00%
51	Rossetti Way Water Line Ext.	100% at completion	1	LS	\$ 27,113.78	\$ 27,113.78	100.00%



CITY OF Cle Elum

PROJECT NAME: Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PRIME CONTRACTOR: Ascent Foundation and More, LLC

FORCE ACCOUNT SUMMARY

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

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
12/5/23	\$877.89	\$33,421.49	Ascent	70+40 Ascent broke an unlocated 3/4" water service. The service was pulled out of the main. The City provided a repair band and Ascent repaired the connection.
12/7/23	\$483.44	\$33,904.93	Ascent	68+40 & 67+15 Ascent was looking for the service at 68+40. They found it 8' from the locate. Ascent was also looking for the 2" water service at 67+15 which resulted in a delay.
12/14/23	\$1,258.27	\$35,163.20	Ascent	86+00 Tie In Standby time. The City was working to get the water turned off to make the tie in at Short Ave and Second.
12/18/23	\$614.22	\$35,777.42	Ascent	59+10 Ascent broke and repaired a 3/4" steel water service that was not located.
12/19/23	\$1,959.21	\$37,736.63	Ascent	56+47 Ascent broke and repaired a 6" clay sewer that was 4' off of the locate point.
12/19/23	\$473.03	\$38,209.66	Ascent	56+65 Ascent dug under storm cast-in-place concrete structure that was larger than records indicated.
12/19/23	\$1,087.25	\$39,296.91	Ascent	56+77 Ascent broke and repaired a water service that was 2'-6" off of locate.
12/19/23	\$1,181.86	\$40,478.77	Ascent	61+30 Ascent supplied and placed CDF encasement for storm crossing over new water main.
12/20/23	\$848.15	\$41,326.92	Ascent	55+74 Ascent broke and repaired an unlocated 3/4" water service that was turned off and abandoned. They installed a 6" Romac stainless steel repair band.
12/20/23	\$5,551.74	\$46,878.66	Ascent	56+65 Ascent supplied and placed 20 CY of CDF encasement on new 12" water service due to going under storm and sewer pipes.
1/3/24	\$1,154.90	\$48,033.56	Ascent	51+45 Ascent broke and repaired an abandoned and unlocated water service. They pulled the corp stop out of AC water main. Ascent installed a Romac stainless steel repair band.
1/4/24	\$562.76	\$48,596.32	Ascent	50+60 Ascent repaired water service due to top breaking off of the existing 3/4" water service that was not located.
1/9/24	\$1,096.20	\$49,692.52	Ascent	73+90 LT Ascent was on standby waiting for a locate to install 2 services, discovered to serve homes north on Columbia Avenue. Snow removal for the service installations was performed.
1/10/24	\$153.22	\$49,845.74	Ascent	Ascent saw cut and removed concrete sidewalk panels at water meters.
1/29/24	\$294.00	\$50,139.74	Ascent	55+48 LT At the City's direction, Ascent dug and installed a new 3/4" coil meter setter provided by the City. A meter was not scheduled to go in this location.
1/31/24	\$6,879.77	\$57,019.51	Ascent	305 & 306 Teanaway Ascent ran two new water services to 305 & 306 Teanaway. These were connected at Second. These new services were not shown in plans.
1/31/24	\$840.00	\$57,859.51	Engels	305 & 306 Teanaway Engels Trucking hauled off extra spoils associated with two unknown services.
2/1/24	\$917.78	\$58,777.29	Ascent	45+05 Ascent broke and repaired a 4" PVC drain pipe at 407 Second. This is an unlocated basement drain that is plumbed into the storm pipe.

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
2/5/24	\$2,669.32	\$61,446.61	Ascent	43+98 Ascent broke an old existing 3/4" water service out of 10" A.C. water main. They installed a 10" repair coupling on the A.C. pipe. The service corp. was not located.
2/8/24	\$1,188.73	\$62,635.34	Ascent	39+00 Ascent discovered a 12" clay drain pipe crossing the new water main. Ascent had to break the pipe to get past it and then repaired it.
2/8/24	\$1,420.42	\$64,055.76	Ascent	52+74 Ascent relocated the hydrant from against the fence to the front of the sidewalk, per the City's request.
2/12/24	\$559.32	\$64,615.08	Ascent	54+63 RT Ascent broke and repaired a 12" clay drain pipe that crossed the south leg tie-in. This pipe was not shown in the plans and was not located. The City provided repair Ferncos and PVC pipe for the repair.
2/13/24	\$1,412.37	\$66,027.45	Ascent	54+63 RT. Montgomery & Second St. tie-in. Ascent provided and placed CDF to encase the new 12" water main and to support the 30" and 12" drain lines where water crossed under them.
2/14/24	\$978.69	\$67,006.14	Ascent	37+95 While trenching for the new 12" water main, Ascent broke a 3/4" water service corp. valve out of the existing 10" A.C. water main. They repaired the 10" AC with a Romac stainless steel repair band. The service corp. was not located.
2/15/24	\$1,287.68	\$68,293.82	Ascent	Harris to Pennsylvania Ascent worked with the City vector truck to locate services. When no service was found in utility locate marking zone, the Contractor was paid force account for their efforts.
2/19/24	\$1,631.14	\$69,924.96	Ascent	34+45 During excavation, Ascent hit an unlocated, abandoned 3/4" water service and pulled it from the existing AC water main. A 12" Romac SS repair band was installed to temporarily preserve the water main until the new main is active.
2/20/24	\$2,346.43	\$72,271.39	Ascent	38+90 - 39+30 Ascent exposed the new 12" water main. They provided and placed 9 CY of CDF concrete encasement due to water main below 12" clay storm and 4" clay drain.
2/21/24	\$1,184.82	\$73,456.21	Ascent	Harris to Pennsylvania Ave Ascent worked with the City vector truck to locate services. The City was not able to locate the abandoned services that are still tapped into the existing A.C. water main. Ascent repaired the damaged 12" A.C. water main when the corp. valve pulled out of the A.C. main while cutting it off.
2/26/24	\$961.00	\$74,417.21	Ascent	32+70 Ascent dug under a 12" clay drain that was not located or shown on the plans. They supported in place to dig under it.
2/28/24	\$1,117.52	\$75,534.73	Ascent	31+13 Ascent pulled out an unlocated abandoned 3/4" Service from the 2" AC Main. They placed a 12" Romac SS repair band on the main pipe. The City provided the repair band. The service was discovered as abandoned but the corp at the main was still on, resulting in the break.
2/29/24	\$1,899.58	\$77,434.31	Ascent	35+10 Ascent discovered, broke, and repaired an existing 6" PVC storm pipe that was not shown or located correctly. Ascent used a Kubota mini backhoe to assist in pothole work, looking for services, gas main, and AC pipe alignment.
3/4/24	\$1,725.88	\$79,160.19	Ascent	28+85 Ascent provided and placed CDF around the new 12" water main due to going under a 6" sewer service out of the fire station that was not located.
3/4/24	\$720.75	\$79,880.94	Ascent	27+55 Ascent dug under a 5/8" gas service crossing that was not shown on plans or located in the field.
3/5/24	\$2,516.41	\$82,397.34	Ascent	24+75 (Oakes Intersection) Ascent encountered and struck an unlocated 12" CMP drain pipe that was flowing stormwater. They dewatered the excavation.

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
3/5/24	\$383.04	\$82,780.38	Engels	24+75 (Oakes Intersection) Engels Trucking hauled off saturated spoils from the CMP pipe break.
3/5/24	\$885.36	\$83,665.74	Ascent	30+00 (Pennsylvania), 14+90 (Stafford) Ascent worked with the City to pothole for tie in locations. They identified the condition of existing valves and verified tie in pipe's outside diameter, per the City's request.
3/6/24	\$4,626.27	\$88,292.01	Ascent	24+90 Ascent broke and repaired a 6" water main stub that was not shown or located. They dewatered excavation to repair it.
3/6/24	\$957.60	\$89,249.60	Engels	24+90 Engels Trucking hauled off saturated spoils.
3/7/24	\$1,838.67	\$91,088.27	Ascent	25+50 Ascent removed a temporary 12" PVC pipe and replaced it with a 12" CMP to complete a permanent repair at the stormwater pipe that was encountered.
3/11/24	\$1,185.36	\$92,273.63	Ascent	1+00 - 5+00, 32+06 Though previously tested, Ascent retested waterline flush prior to tie ins, at the City's direction. They also assembled a 12"x12"x12" tee and valve assembly to replace one already installed at STA 30+10. Ascent assembled it above ground at STA 32+06 the day before install.
3/12/24	\$8,883.30	\$101,156.94	Ascent	30+10 Ascent cut out a new 12" X 8" tee and provided and installed a 12" FLG Tee with 1 new 12" gate valve to connect to the 12" AC mainline on Pennsylvania Avenue, per the City's request. All City records indicated this AC main was 8" diameter prior to discovery of 12" diameter. They reinstalled the fitting and backfilled.
3/12/24	\$440.93	\$101,597.87	Ascent	Oakes Avenue Ascent fully potholed the 6" water main that was discovered in the middle of Oakes Ave., that was previously hit and unmarked, to determine if it was a cross or a tee. This provided the City with the information required to decide whether to connect to the new water main or not. It was determined this was a tee with an abandoned stub, and did not need to be connected to the new water main.
3/13/24	\$765.94	\$102,363.81	Ascent	09+28-13+35 Ascent sawcut and removed asphalt in the roadway. They exposed the blowoff and reflushed water mainline. This line was previously flushed and tested. The blowoff was paved over and the City wanted the line flushed and the BacT tested a second time.
3/14/24	\$2,750.56	\$105,114.37	Ascent	Second St. and Harris Avenue, 35+05 The City was unable to shut off water completely due to inoperable existing valves. Ascent set up a submersible pump to pump water out of the trench. They utilized multiple different methods to cap the existing watermain that will not shut off. They raised the existing storm drain manhole top, per HLA direction. At the City's direction, they completed a waterline flush at Oakes due to calls to the City regarding dirty water.
3/18/24	\$2,754.30	\$107,868.67	Ascent	06+20 Ascent completed a 6" water mainline tie in including excavation, exposing, and installing a 6" pipe, fittings, thrust blocks, and backfill. This 6" water main was not located or shown on the plans, and wasn't in City records.
3/18/24	\$1,071.04	\$108,939.71	Ascent	07+46 Ascent excavated down to the existing 8" water main and new 8" gate valves to complete connections to new 12" water main. Ascent previously exposed this line for tie ins and was directed to backfill the trench by the City, until the new 12" water main was in service.
3/18/24	\$7,035.35	\$115,975.06	Ascent	01+14, 00+93 Ascent hit an existing unknown steel line in the trench at Sta. 01+14. Ascent investigated the line and worked around it. They discovered the steel line is capped and the water is from a stormwater ditch nearby. They removed the concrete thrust block at Sta. 00+93 in order to access the water connection.

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
3/19/24	\$3,138.26	\$119,113.32	Ascent	05+65 Ascent excavated and exposed the new 12" C900 water main and a 2" service on the north side of 1st Street. They tied the 2" service into the new 12" mainline and installed a grout plug in the abandoned drain line to prevent washout of material.
3/19/24	\$1,782.69	\$120,896.01	Ascent	09+00 Ascent excavated and exposed an unknown side service supply to a resident at Sta. 09+00. They installed a 3/4" line running parallel to Second Street on the south side.
3/19/24	\$1,813.83	\$122,709.84	Ascent	01+14 Ascent removed existing valves and provided two (2) 12" gate valves to the City based on the new plan sheet dated 07/28/23, as a result of encountering existing pipe alignments that differed from the City records. They had two hours of standby time while City worked to turn on and flush the watermain to prepare for leak tests on the fittings. Ascent was not able to backfill during this time.
3/20/24	\$4,662.69	\$127,372.53	Ascent	24+60 Ascent excavated under the existing water mainline to install two (2) 45 degree fittings to reestablish the new water mainline back to the plan location. They poured two (2) thrust blocks at the 45 degree fittings.
3/20/24	\$630.88	\$128,003.40	Ascent	24+20, 24+05 Ascent exposed 3/4" existing water services at two locations. Once exposed, the water started leaking due to rust on the galvanized lines. Ascent dug to the corp stop, turned the water off for repairs, and then turned the water back on.
3/25/24	\$1,798.49	\$129,801.89	Ascent	20+90 Ascent removed an unknown storm drain catch basin. They installed a new catch basin and 6" sewer pipe, supplied by the City. Ascent will grout the new catch basin pipe and top. They dewatered the trench due to the City's leaking water service and will expose the water service for City to repair.
3/26/24	\$2,322.65	\$132,124.54	Ascent	19+20 Ascent dewatered and exposed a corp on existing side service lines that were leaking. They over-excavated saturated soil and applied two loader buckets full of drain rock. They utilized a loader to import backfill from Ascent's pit.
3/26/24	\$537.60	\$132,662.14	Engels	18+00 - 17+00 Engels trucking hauled suitable import native soil, as an alternative to Select Backfill, to the trench due to unsuitable material.
3/27/24	\$954.66	\$133,616.80	Ascent	17+70 Ascent excavated down to an existing side service due to a water leak. They exposed a section of 3/4" service, cut out a section, and replaced with two compression fittings and a section of 3/4" PEX pipe.
3/28/24	\$3,369.24	\$136,986.04	Ascent	24+90 Ascent placed cold mix along the trench section of WSDOT's Right of Way. If the 12" C900 mainline was at contract location this would not be needed. Due to existing utilities moving the mainline over, Ascent had to place cold mix in the ROW. 60'x2.5'X.175'.
3/28/24	\$403.20	\$137,389.24	Engels	Engels hauled a load of cold mix from the Lakeside pit to the City. 1.8 Tons were used by Ascent and the City utilized the rest of the load.
4/8/24	\$1,813.26	\$139,202.50	Ascent	15+85 - 17+25 Ascent over-excavated unsuitable material and replaced with 1' deep washed rock to make the ground stable to place CSTC for pipe bedding.
4/8/24	\$268.80	\$139,471.30	Engels	Engels hauled in three loads of washed rock to replace unsuitable material.
4/8/24	\$787.37	\$140,258.67	Ascent	17+17 Water service line to 316 W. Second St. Ascent dug to the existing mainline and repaired an existing service waterline.

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
4/9/24	\$1,375.05	\$141,633.73	Ascent	16+50 Water service to 318 W. Second St. Ascent exposed an existing side service that is leaking at the existing main and repaired it with two (2) ranger compression fittings and ¾" Pex. They dewatered the trench due to the leak.
4/10/24	\$2,006.38	\$143,640.11	Ascent	14+72, Stafford Intersection Ascent exposed two (2) separate steel pipes connected to unknown utilities. They removed concrete and steel lines from the trench and hauled materials away.
4/16/24	\$4,141.22	\$147,781.33	Ascent	09+28 Ascent removed asphalt from the roadway, excavated down for 8" and 12" C900 mainline install tie ins, and backfilled. Ascent previously had attempted to tie in this section in the fall, but the City requested to backfill and tie in at end of project.
4/17/24	\$550.31	\$148,331.64	Ascent	20+80 Fire Hydrant Location Ascent dewatered and isolated the new water main and old water main to determine the source of water leaking into the trench. The source was not located.
4/19/24	\$698.19	\$149,029.84	Ascent	20+68 During vactor operations to expose water services, the City hit an existing corp stop, resulting in a leak. Ascent removed the corp stop and installed a City-supplied 12" repair band and dewatered the trench.
5/3/24	\$951.92	\$149,981.75	Ascent	27+00 to 28+20 Ascent removed broken asphalt outside of the project limits due to the City's collapsing storm drain and prep for HMA.
5/6/24	\$115.54	\$150,097.30	Ascent	34+95 (Harris Avenue Intersection) An unknown, unlocated Manhole was discovered during a tie in. Ascent brought the manhole top to grade and grouted it in.
7/29/24	\$2,931.54	\$153,028.84	Ascent	Creek Crossing at Stafford Ascent cut both sides of the existing steel casing pipe, cut inside the DI waterpipe, and removed the abandoned casing and water main from spanning the creek. They loaded it in the City truck for the City to haul to their shop.
BID ITEM 30 - LANDSCAPE RESTORATION				
11/20/23	\$274.30	\$274.30	Ascent	85+00, 85+50 Discovered abandoned 1" PVC irrigation pipe, exposed ends, cut out and capped
3/21/24	\$1,753.85	\$2,028.15	Ascent	86+40 to 55+00 Ascent placed top soil behind the sidewalk, made repairs, raked, and cleaned up lawns at nearby residences.
4/8/24	\$79.81	\$2,107.96	Ascent	417 W. 1st Street Ascent purchased two (2) bags of grass seed and two (2) bags of bark to repair homeowner's yard that was damaged from the water main break.
BID ITEM 34 - MINOR CHANGE				
10/26/23	\$912.07	\$912.07	Ascent	Existing connection at STA #1+00 Existing valve assembly and fittings did not have thrust blocks and were leaking, installed thrust blocking to restore water system.
10/30/23	\$2,101.94	\$3,014.02	Ascent	Utility easement north of First Street; east of Schober Way Discovered unknown and non-located communication fiber optic cables, crew had to carefully dig by hand around cables.
10/31/23	\$11,097.07	\$14,111.09	Ascent	Utility easment north of First St., east of Scober Way Existing 12" water main was not located correctly and Contractor damaged it, causing a major water main break. Crew removed the damaged water main, dewatered, and installed a repair section and fittings.
11/1/23	\$838.44	\$14,949.53	Ascent	Existing Valve at STA 7+43 A large thrust block was discovered along the existing water main. It was sawcut and partially removed to accommodate the new water main.

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
11/7/23	\$1,557.42	\$16,506.94	Ascent	Casing spacers on the new C900 pipe were too large to fit in the existing casing. This payment is for the cost difference between C900 PVC pipe and DI Pipe with restrained gaskets.
11/15/23	\$1,174.50	\$17,681.44	Ascent	9+47 Contractor intended to begin water system shut down for new connection at 8am, but was unable to begin work until 10am when Public Works could find all valves and shut system down.
11/15/23	\$9,043.60	\$26,725.03	Ascent	0+93 Tie In During the water shut down for the new water main connection to the existing system, the City stopped work due to reservoir control issues. Contractor was directed to reinstall the existing water main after it was removed to restore the system until reservoir control issues were resolved.
11/15/23	\$3,205.32	\$29,930.36	Ascent	6 +15 Tie-in Discovered a 6" connection to the existing water main running south. This line was connected to the new water main.
11/16/23	\$719.20	\$30,649.56	Ascent	0+93 - Rossetti Way tie-in area Crew was digging to repair the water service that was damaged yesterday, and hit an unknown and non-located additional water service and damaged the saddle. Crew repaired the service. City provided saddle and corp stop for Contractor's use.
6/4/24	\$457.84	\$31,107.40	Ascent	PRV Station Ascent had to wait for the water shut down. Additionally, existing conditions led to extra time to disassemble and reassemble the 2" brass pipe in order to install the new PRV.



Final Contract
Voucher Certification
City of Cle Elum

PROJECT NAME: Second Street and Rossetti Way Water Main Improvements

PROJECT NUMBER: 22188C

Date Work Physically Completed: July 29, 2024

Final Contract Amount: \$2,661,268.95

All work on the above referenced project has been completed in accordance with the contract documents and the final inspection has been completed, including all required project documentation.

I, the undersigned, certify and declare, under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct: I am authorized to sign for the claimant; that in connection with the work performed and, to the best of my knowledge, no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Cle Elum; nor have I rented or purchased any equipment or materials from any employee of the City of Cle Elum; that the attached final estimate is a true and correct statement showing all the monies due the claimant from the City of Cle Elum for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same and; that I, on behalf of the claimant, hereby release and forever discharge the City of Cle Elum from any and all claims of whatsoever nature which I or the claimant may have, arising out of the performance of said Contract, which are not set forth in said final estimate.

The undersigned, , also hereby certifies that all subcontractors, suppliers, and employees have been paid in accordance with the Contract Documents and all applicable laws, except for Retainage, if any, remaining to be paid.

Contractor: Ascent Foundation and More, LLC

Address: 106 N. Peoh Avenue, Ste. C, Cle Elum, WA 98922

Authorized Official: Vince Glenclo Date: 8-7-24
Contractor Signature

Print Name: Vince Glenclo Title: 8-7-24

August 8, 2024

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

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
First Street Improvements Phase 3 - Downtown Revitalization
HLA Project No.: 23150C
Fed. Aid Project No.: STBG(R)-0903(086)
TIB Project No.: 6-E-930(008)-1
Progress Estimate No.: 05

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 05 for work performed by Active Construction, Inc., through July 31, 2024, in connection with their contract on the above referenced project. The amount due to the Contractor is \$361,660.73. As specified in the federal funding agreement associated with this project, no retainage is being withheld by the City of Cle Elum.

Submission of Certified Payrolls for Active Construction, Inc. and subcontractors are required for review. Our office is completing this task on behalf of the City of Cle Elum. Labor documents will be provided to the City of Cle Elum upon completion of the project.

We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

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

Sincerely,



Digitally signed by
Benjamin A. Annen
Date: 2024.08.08
13:35:53-07'00'

Benjamin A. Annen, PE

BAA/jdb

Enclosures

Copy: Greg Gebhard, Josh Grau, Tommy Pelton, Active Construction, Inc.
Rob Omans, Aaron Barr, Debbie Lee, Robin Newcomb, City of Cle Elum
Taylor Denny, Dennis Perala, HLA

CONSTRUCTION PROGRESS ESTIMATE

First Street Improvements Phase 3 - Downtown Revitalization

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Active Construction, Inc.

PO Box 430

Puyallup, WA 98443

HLA PROJECT NO.: 23150C

TIB Project No.: 6-E-930(008)-1

FEDERAL AID NO. STBG(R)-0903(086)

PROGRESS ESTIMATE NO.: 5

FROM: Jul. 01, 2024 TO: Jul. 31, 2024



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	Minor Change	FA	1	\$ 175,000.00	\$ 175,000.00	0.39	\$ 69,058.20	0.31	\$ 54,986.12	0.08	\$ 14,072.08	39%
2	Training	HR	1,200	\$ 1.00	\$ 1,200.00	572	\$ 572.00	317	\$ 317.00	255	\$ 255.00	48%
3	SPCC Plan	LS	1	\$ 150.00	\$ 150.00	1	\$ 150.00	1	\$ 150.00	0	\$ -	100%
4	Archaeological and Historical Salvage	FA	1	\$ 100.00	\$ 100.00	0	\$ -	0	\$ -	0	\$ -	0%
5	Mobilization	LS	1	\$ 373,354.00	\$ 373,354.00	1	\$ 373,354.00	1	\$ 373,354.00	0	\$ -	100%
6	Project Temporary Traffic Control	LS	1	\$ 270,000.00	\$ 270,000.00	0.37	\$ 100,750.00	0.31	\$ 85,000.00	0.06	\$ 15,750.00	37%
7	Clearing and Grubbing	LS	1	\$ 5,000.00	\$ 5,000.00	0.43	\$ 2,142.86	0.43	\$ 2,142.86	0	\$ -	43%
8	Removal of Structures and Obstructions	LS	1	\$ 177,000.00	\$ 177,000.00	0.43	\$ 75,607.14	0.35	\$ 62,214.29	0.08	\$ 13,392.86	43%
9	Unclassified Excavation Incl. Haul	CY	2,510	\$ 85.00	\$ 213,350.00	1,247.22	\$ 106,013.30	918.08	\$ 78,036.40	329.14	\$ 27,976.90	50%
10	Crushed Surfacing Base Course	TON	970	\$ 38.00	\$ 36,860.00	311.16	\$ 11,824.08	229.18	\$ 8,708.84	81.98	\$ 3,115.24	32%
11	Crushed Surfacing Top Course	TON	130	\$ 58.00	\$ 7,540.00	49.14	\$ 2,850.12	37.82	\$ 2,193.56	11.32	\$ 656.56	38%
12	HMA Cl. 1/2-Inch PG 64H-28	TON	330	\$ 230.00	\$ 75,900.00	146.79	\$ 33,762.20	100.65	\$ 23,150.00	46.14	\$ 10,612.20	44%
13	Storm Sewer Pipe 12 In. Diam.	LF	95	\$ 110.00	\$ 10,450.00	0	\$ -	0	\$ -	0	\$ -	0%
14	Storm Sewer Pipe 6 In. Diam., Incl. Saddle	LF	2	\$ 3,500.00	\$ 7,000.00	0	\$ -	0	\$ -	0	\$ -	0%
15	Catch Basin Type 1	EA	2	\$ 1,800.00	\$ 3,600.00	0	\$ -	0	\$ -	0	\$ -	0%
16	Adjust Catch Basin	EA	32	\$ 350.00	\$ 11,200.00	14	\$ 4,900.00	9	\$ 3,150.00	5	\$ 1,750.00	44%
17	Adjust Monitoring Well	EA	2	\$ 350.00	\$ 700.00	0	\$ -	0	\$ -	0	\$ -	0%
18	Select Backfill, as Directed	CY	50	\$ 75.00	\$ 3,750.00	0	\$ -	0	\$ -	0	\$ -	0%
19	D.I. Pipe for Water Main 6 In. Diam.	LF	6	\$ 190.00	\$ 1,140.00	0	\$ -	0	\$ -	0	\$ -	0%
20	Adjust Valve Box	EA	4	\$ 335.00	\$ 1,340.00	1	\$ 335.00	0	\$ -	1	\$ 335.00	25%
21	Hydrant Assembly with Tapping Valve Assembly	EA	1	\$ 20,000.00	\$ 20,000.00	0	\$ -	0	\$ -	0	\$ -	0%
22	Hydrant Assembly Replacement	EA	1	\$ 8,000.00	\$ 8,000.00	0.97	\$ 7,750.00	0.97	\$ 7,750.00	0	\$ -	97%
23	Adjust Meter Box	EA	25	\$ 400.00	\$ 10,000.00	11	\$ 4,400.00	5	\$ 2,000.00	6	\$ 2,400.00	44%
24	Irrigation System, Complete	LS	1	\$ 265,000.00	\$ 265,000.00	0.41	\$ 109,785.71	0.27	\$ 71,928.57	0.14	\$ 37,857.14	41%
25	ESC Lead	DAY	66	\$ 1.00	\$ 66.00	0	\$ -	0	\$ -	0	\$ -	0%
26	Inlet Protection	EA	54	\$ 115.00	\$ 6,210.00	51	\$ 5,865.00	51	\$ 5,865.00	0	\$ -	94%
27	Plant Selection - Redpointe Maple (2-1/2" Caliper)	EA	21	\$ 675.00	\$ 14,175.00	5	\$ 3,375.00	3	\$ 2,025.00	2	\$ 1,350.00	24%
28	Plant Selection - Metro Gold Maple (2-1/2" Caliper)	EA	40	\$ 555.00	\$ 22,200.00	10	\$ 5,550.00	4	\$ 2,220.00	6	\$ 3,330.00	25%
29	Plant Selection - Kelsey Dogwood (2 Gallon)	EA	412	\$ 55.00	\$ 22,660.00	86	\$ 4,730.00	29	\$ 1,595.00	57	\$ 3,135.00	21%
30	Plant Selection - Dwarf Mugo Pine (2 Gallon)	EA	80	\$ 55.00	\$ 4,400.00	20	\$ 1,100.00	8	\$ 440.00	12	\$ 660.00	25%

CONSTRUCTION PROGRESS ESTIMATE

First Street Improvements Phase 3 - Downtown Revitalization

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Active Construction, Inc.

PO Box 430

Puyallup, WA 98443

HLA PROJECT NO.: 23150C

TIB Project No.: 6-E-930(008)-1

FEDERAL AID NO. STBG(R)-0903(086)

PROGRESS ESTIMATE NO.: 5

FROM: Jul. 01, 2024 TO: Jul. 31, 2024



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
31	Plant Selection - Black Eyed Susan (1 Gallon)	EA	1,035	\$ 20.00	\$ 20,700.00	108	\$ 2,160.00	54	\$ 1,080.00	54	\$ 1,080.00	10%
32	Plant Selection - Woods Compact Kinnikinnick (2 Gallon)	EA	1,795	\$ 40.00	\$ 71,800.00	352	\$ 14,080.00	125	\$ 5,000.00	227	\$ 9,080.00	20%
33	Plant Selection - Golden Nugget Barberry (2 Gallon)	EA	105	\$ 30.00	\$ 3,150.00	37	\$ 1,110.00	37	\$ 1,110.00	0	\$ -	35%
34	Plant Selection - Flower Carpet Pink Rose (2 Gallon)	EA	59	\$ 35.00	\$ 2,065.00	25	\$ 875.00	25	\$ 875.00	0	\$ -	42%
35	Plant Selection - Sun Rose Burgundy Dazzler (1 Gallon)	EA	195	\$ 20.00	\$ 3,900.00	64	\$ 1,280.00	64	\$ 1,280.00	0	\$ -	33%
36	Plant Selection - Moonbeam Coreopsis (1 Gallon)	EA	600	\$ 25.00	\$ 15,000.00	150	\$ 3,750.00	60	\$ 1,500.00	90	\$ 2,250.00	25%
37	Topsoil Type A	CY	580	\$ 130.00	\$ 75,400.00	172.26	\$ 22,394.38	95.67	\$ 12,437.68	76.59	\$ 9,956.70	30%
38	Subgrade Topsoil	CY	975	\$ 110.00	\$ 107,250.00	35.50	\$ 3,905.00	20.35	\$ 2,238.50	15.15	\$ 1,666.50	4%
39	Root Barrier	LF	3,850	\$ 16.00	\$ 61,600.00	608	\$ 9,728.00	280	\$ 4,480.00	328	\$ 5,248.00	16%
40	Root Path	LF	2,275	\$ 20.00	\$ 45,500.00	1,022	\$ 20,440.00	679	\$ 13,580.00	343	\$ 6,860.00	45%
41	Basalt Rock Mulch	CY	100	\$ 110.00	\$ 11,000.00	21.30	\$ 2,343.00	41.28	\$ 4,540.80	(19.98)	\$ (2,197.80)	21%
42	Plant Establishment	FA	1	\$ 10,000.00	\$ 10,000.00	0	\$ -	0	\$ -	0	\$ -	0%
43	Cement Conc. Traffic Curb and Gutter	LF	3,730	\$ 34.00	\$ 126,820.00	1,576	\$ 53,584.00	1,102	\$ 37,468.00	474	\$ 16,116.00	42%
44	Bench	EA	12	\$ 3,000.00	\$ 36,000.00	0	\$ -	0	\$ -	0	\$ -	0%
45	Trash Receptacle	EA	6	\$ 5,100.00	\$ 30,600.00	0	\$ -	0	\$ -	0	\$ -	0%
46	Bike Rack	EA	18	\$ 1,800.00	\$ 32,400.00	0	\$ -	0	\$ -	0	\$ -	0%
47	Bollard	EA	3	\$ 3,500.00	\$ 10,500.00	0	\$ -	0	\$ -	0	\$ -	0%
48	Monument Relocation	FA	1	\$ 2,500.00	\$ 2,500.00	0	\$ -	0	\$ -	0	\$ -	0%
49	Coal Cart Relocation	FA	1	\$ 10,000.00	\$ 10,000.00	0	\$ -	0	\$ -	0	\$ -	0%
50	Trash Compactor Relocation	FA	1	\$ 2,000.00	\$ 2,000.00	0	\$ -	0	\$ -	0	\$ -	0%
51	Cement Conc. Sidewalk 6-Inch Thick	SY	225	\$ 131.00	\$ 29,475.00	50.04	\$ 6,554.77	28.37	\$ 3,716.00	21.67	\$ 2,838.77	22%
52	Cement Conc. Sidewalk 4-Inch Thick	SY	45	\$ 115.00	\$ 5,175.00	38.28	\$ 4,402.20	0	\$ -	38.28	\$ 4,402.20	85%
53	Cement Conc. Sidewalk 4-Inch Thick Patterned	SY	4,990	\$ 115.00	\$ 573,850.00	1,138.83	\$ 130,965.45	581.90	\$ 66,918.50	556.93	\$ 64,046.95	23%
54	Cement Conc. Curb Ramp	EA	28	\$ 3,400.00	\$ 95,200.00	7	\$ 23,800.00	3	\$ 10,200.00	4	\$ 13,600.00	25%
55	Tree Lighting System, Complete	LS	1	\$ 280,000.00	\$ 280,000.00	0.36	\$ 101,500.00	0.22	\$ 60,500.00	0.15	\$ 41,000.00	36%
56	Conduit Installation (PSE Illumination)	LF	2,690	\$ 25.00	\$ 67,250.00	1,142	\$ 28,550.00	1,142	\$ 28,550.00	0	\$ -	42%
57	Furnished Conduit Installation (PSE Power)	LF	1,960	\$ 24.00	\$ 47,040.00	1,724	\$ 41,376.00	1,354	\$ 32,496.00	370	\$ 8,880.00	88%
58	Furnished Conduit Installation (Wholesail Communications)	LF	575	\$ 15.00	\$ 8,625.00	557	\$ 8,355.00	557	\$ 8,355.00	0	\$ -	97%
59	Furnished Conduit Installation (Inland Networks)	LF	1,025	\$ 15.00	\$ 15,375.00	619	\$ 9,285.00	619	\$ 9,285.00	0	\$ -	60%
60	Furnished Conduit Installation (Lumen Technologies)	LF	500	\$ 16.00	\$ 8,000.00	539	\$ 8,624.00	539	\$ 8,624.00	0	\$ -	108%

CONSTRUCTION PROGRESS ESTIMATE

First Street Improvements Phase 3 - Downtown Revitalization

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Active Construction, Inc.

PO Box 430

Puyallup, WA 98443

HLA PROJECT NO.: 23150C

TIB Project No.: 6-E-930(008)-1

FEDERAL AID NO. STBG(R)-0903(086)

PROGRESS ESTIMATE NO.: 5

FROM: Jul. 01, 2024 TO: Jul. 31, 2024



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
61	Electrical Service Connection	EA	11	\$ 4,500.00	\$ 49,500.00	0	\$ -	0	\$ -	0	\$ -	0%
62	Telecommunication Service Connection	EA	13	\$ 3,000.00	\$ 39,000.00	0	\$ -	0	\$ -	0	\$ -	0%
63	Accessible Pedestrian Push Button	EA	16	\$ 2,700.00	\$ 43,200.00	0	\$ -	0	\$ -	0	\$ -	0%
64	Permanent Signing	LS	1	\$ 15,000.00	\$ 15,000.00	0	\$ -	0	\$ -	0	\$ -	0%
65	Pavement Markings	LS	1	\$ 30,000.00	\$ 30,000.00	0	\$ -	0	\$ -	0	\$ -	0%
66	Segmental Block Wall	SF	600	\$ 45.00	\$ 27,000.00	397.88	\$ 17,904.45	389.13	\$ 17,510.70	8.75	\$ 393.75	66%

Subtotal	\$ 3,759,220.00	\$ 1,440,840.88	\$ 1,118,971.83	\$ 321,869.05	38%
Project Total	\$ 3,759,220.00	\$ 1,440,840.88	\$ 1,118,971.83	\$ 321,869.05	38%
Plus Materials on Hand		\$ 39,791.68	\$ -	\$ 39,791.68	
Amount Due Progress Estimate No. 5		\$ 1,480,632.56	\$ 1,118,971.83	\$ 361,660.73	

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

Digitally signed by Benjamin A.

Annen

Date: 2024.08.08 13:35:42-07'00'

Benjamin A. Annen, PE

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum

First Street Improvements Phase 3 - Downtown Revitalization

TO: Active Construction, Inc.
PO Box 430
Puyallup, WA 98443

HLA PROJECT NO.: 23150C
FEDERAL AID NO. STBG(R)-0903(086)



<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
3	SPCC Plan	100% Complete - Submittal Received and Approved.	1	LS	\$ 150.00	\$ 150.00	100%
5	Mobilization	5% Completion = 50% Payment of Mobilization	1	LS	\$ 186,677.00	\$ 186,677.00	100%
5	Mobilization	10% Completion = 100% Payment of Mobilization	1	LS	\$ 186,677.00	\$ 186,677.00	100%
6	Project Temporary Traffic Control	Traffic Control Set Up	1	LS	\$ 25,500.00	\$ 25,500.00	100%
6	Project Temporary Traffic Control	Daily Traffic Control	330	DAY	\$ 700.00	\$ 231,000.00	33%
6	Project Temporary Traffic Control	Traffic Control Take Down	1	LS	\$ 13,500.00	\$ 13,500.00	0%
7	Clearing and Grubbing	7.01 - Peoh to Bullitt - North	1	LS	\$ 714.29	\$ 714.29	100%
7	Clearing and Grubbing	7.02 - Bullitt to Wright - North	1	LS	\$ 714.29	\$ 714.29	100%
7	Clearing and Grubbing	7.03 - Wright to Harris - North	1	LS	\$ 714.29	\$ 714.29	100%
7	Clearing and Grubbing	7.04 - Oakes to Pennsylvania - South	1	LS	\$ 714.29	\$ 714.29	0%
7	Clearing and Grubbing	7.05 - Harris to Wright Ave. South	1	LS	\$ 714.29	\$ 714.29	0%
7	Clearing and Grubbing	7.06 - Wright to Bullitt - South	1	LS	\$ 714.29	\$ 714.29	0%
7	Clearing and Grubbing	7.07 - Bullitt to Peoh - South	1	LS	\$ 714.29	\$ 714.29	0%
8	Removal of Structures and Obstructions	8.01 - Peoh to Bullitt - North	1	LS	\$ 25,285.71	\$ 25,285.71	100%
8	Removal of Structures and Obstructions	8.02 - Bullitt to Wright - North	1	LS	\$ 25,285.71	\$ 25,285.71	100%
8	Removal of Structures and Obstructions	8.03 - Wright to Harris - North	1	LS	\$ 25,285.71	\$ 25,285.71	100%
8	Removal of Structures and Obstructions	8.04 - Oakes to Pennsylvania - South	1	LS	\$ 25,285.71	\$ 25,285.71	0%
8	Removal of Structures and Obstructions	8.05 - Harris to Wright Ave. South	1	LS	\$ 25,285.71	\$ 25,285.71	0%
8	Removal of Structures and Obstructions	8.06 - Wright to Bullitt - South	1	LS	\$ 25,285.71	\$ 25,285.71	0%
8	Removal of Structures and Obstructions	8.07 - Bullitt to Peoh - South	1	LS	\$ 25,285.71	\$ 25,285.71	0%
24	Irrigation System, Complete	24.01 - Peoh to Bullitt - North	1	LS	\$ 37,857.14	\$ 37,857.14	100%
24	Irrigation System, Complete	24.02 - Bullitt to Wright - North	1	LS	\$ 37,857.14	\$ 37,857.14	100%
24	Irrigation System, Complete	24.03 - Wright to Harris - North	1	LS	\$ 37,857.14	\$ 37,857.14	90%
24	Irrigation System, Complete	24.04 - Oakes to Pennsylvania - South	1	LS	\$ 37,857.14	\$ 37,857.14	0%
24	Irrigation System, Complete	24.05 - Harris to Wright Ave. South	1	LS	\$ 37,857.14	\$ 37,857.14	0%
24	Irrigation System, Complete	24.06 - Wright to Bullitt - South	1	LS	\$ 37,857.14	\$ 37,857.14	0%
24	Irrigation System, Complete	24.07 - Bullitt to Peoh - South	1	LS	\$ 37,857.14	\$ 37,857.14	0%
55	Tree Lighting System, Complete	55.01 - Peoh to Bullitt - North	1	LS	\$ 40,000.00	\$ 40,000.00	85%
55	Tree Lighting System, Complete	55.02 - Bullitt to Wright - North	1	LS	\$ 40,000.00	\$ 40,000.00	85%
55	Tree Lighting System, Complete	55.03 - Wright to Harris - North	1	LS	\$ 40,000.00	\$ 40,000.00	85%
55	Tree Lighting System, Complete	55.04 - Oakes to Pennsylvania - South	1	LS	\$ 40,000.00	\$ 40,000.00	0%
55	Tree Lighting System, Complete	55.05 - Harris to Wright Ave. South	1	LS	\$ 40,000.00	\$ 40,000.00	0%
55	Tree Lighting System, Complete	55.06 - Wright to Bullitt - South	1	LS	\$ 40,000.00	\$ 40,000.00	0%
55	Tree Lighting System, Complete	55.07 - Bullitt to Peoh - South	1	LS	\$ 40,000.00	\$ 40,000.00	0%
64	Permanent Signing	Base Installation	1	LS	\$ 9,000.00	\$ 9,000.00	0%
64	Permanent Signing	Signs	1	LS	\$ 6,000.00	\$ 6,000.00	0%
65	Pavement Markings	Paid on percentage of work complete monthly	1	LS	\$ 30,000.00	\$ 30,000.00	0%



CITY OF CLE ELUM

PROJECT NAME: FIRST STREET IMPROVEMENTS PHASE 3 - DOWNTOWN REVITALIZATION

HLA PROJECT NO.: 23150C

PRIME CONTRACTOR: ACTIVE CONSTRUCTION, INC

FORCE ACCOUNT SUMMARY

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
BID ITEM 01 - MINOR CHANGE				
3/25/24	\$2,537.04	\$2,537.04	ACI	425 First Street - Removal of obstructions in City right-of-way in front of Gemini Fish Market.
3/25/24	\$12,375.00	\$14,912.04	Casual Const. Squared Up	425 First Street - Removal of obstructions in City right-of-way in front of Gemini Fish Market.
5/28/24	\$2,537.04	\$17,449.08	ACI	Removal of obstructions in City right-of-way in front of Ash & Pine Boutique, Black Sheep Home Goods and Mountain Elegance on East 1st Street.
5/28/24	\$23,375.00	\$40,824.08	Casual Const. Squared Up	Removal of obstructions in City right-of-way in front of Ash & Pine Boutique, Black Sheep Home Goods and Mountain Elegance on East 1st Street.
5/29/24	\$2,537.04	\$43,361.12	ACI	Removal of obstructions in City right-of-way in front of the Bake House on East 1st Street.
5/29/24	\$12,375.00	\$55,736.12	Casual Const. Squared Up	Removal of obstructions in City right-of-way in front of the Bake House on East 1st Street.
5/31/24	-\$750.00	\$54,986.12	ACI and Casual Construction	Withhold for missing Certified Payroll Reports.
6/12/24	\$874.75	\$55,860.87	ACI	311 First Street - Water service work completed to preserve sidewalk improvements.
6/13/24	\$1,170.51	\$57,031.38	ACI	305, 309 - E. First Street - Water service work completed to preserve sidewalk improvements.
6/19/24	\$1,570.64	\$58,602.02	ACI	Northeast Corner of First Street and Wright Avenue - Decomissioning the abandoned tank.
6/20/24	\$722.23	\$59,324.25	ACI	Northwest corner of First and Bullitt - Decomissioning the abandoned monitoring well.
6/20/24	\$667.01	\$59,991.26	ACI	24+20 LT - Moving light base form tube 6" to gain 48" clearance between the light pole and fire hydrant that is next to it.
6/24/24	\$2,669.80	\$62,661.07	ACI	207 E. First Street - Contractor excavated for new 3/4" water service to be installed by the City.
7/1/24	\$2,940.71	\$65,601.78	ACI	207, 211 First Street - Water service work completed to preserve sidewalk improvements.
7/3/24	\$2,190.15	\$67,791.92	ACI	Wright to Harris on North side - Smoothing out grade and placing a thin layer of gravel for pedestrian foot traffic to accommodate the parade. - NEED INVOICE

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
7/8/24	\$1,266.28	\$69,058.20	ACI	19+60 LT - Supplied and installed 4" PVC from the roof drain to the catch basin under new sidewalk. - NEED CPR
BID ITEM 04 - ARCHAEOLOGICAL AND HISTORICAL SALVAGE				
		\$0.00		
BID ITEM 42 - PLANT ESTABLISHMENT				
		\$0.00		
BID ITEM 48 - MONUMENT RELOCATION				
		\$0.00		
BID ITEM 49 - COAL CART RELOCATION				
		\$0.00		
BID ITEM 50 - TRASH COMPACTOR RELOCATION				
		\$0.00		

**CITY OF CLE ELUM
AGENDA STATEMENT**

AGENDA DATE: August 13, 2024

ACTION REQUESTED: Ordinance 1676, amending Chapter 15.20

BACKGROUND: The City Council passed Resolution No. 2024-020 banning temporary signage in Flag Pole Park and the following Ordinance amends Chapter 15.20, section 15.20.170.

RECOMMENDATION: Adoption of Ordinance No. 1676

ATTACHMENTS: Ordinance 1676, Exhibit A

LEAD STAFF: Colleda Monick, Planning Consultant

ORD 1676 EXHIBIT A

SECTION 1: AMENDED. Section 15.20.170(I) (“Temporary Signage”) of the Cle Elum Municipal Code is hereby amended to read as follows:

Temporary signs are subject to the following regulations. No review is required for temporary signs. All temporary signs shall conform to the following:

- A. No temporary sign shall be placed in a required parking space, driveway, or clear view triangle.
- B. No temporary sign may be placed on city-owned property (not including a city right-of-way) unless in conjunction with an approved special event permit, temporary use permit or other permission from the city.
- C. No temporary sign shall be placed in the roadway.
- D. Temporary signs on the city right-of-way placed outside the roadway shall comply with the following requirements:
 - 1. *Location.* Allowed only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the pavement. Signs may not be placed on sidewalks, driveways or other paved areas designed for pedestrians or vehicular use.
 - 2. Approval of the abutting landowner is required.
 - 3. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs are prohibited, unless specifically allowed by a right-of-way use permit.
 - 4. Signs are limited to four square feet total and three feet in height, from the ground to the top of the sign.
 - 5. Any temporary sign in the right-of-way that is dilapidated, or a nuisance shall be removed by the person responsible for placement of the sign.
 - 6. The city may allow other signs in a city right-of-way with a right-of-way use permit.
- E. *Residential Zones.* Temporary signs on the city right-of-way placed outside the roadway shall comply with the following requirements:
 - 1. One temporary window sign per residential unit not to exceed four square feet is allowed.
 - 2. Freestanding signs, including post-mounted, stake and portable signs, are allowed as follows:
 - a. In single-family residential zones temporary freestanding signs shall not exceed four square feet in size and five feet in height if the sign is post-mounted on the ground, and not to exceed three feet in height if the sign is stake-mounted or portable.
 - b. In multi-family residential zones temporary freestanding signs shall not exceed six square feet in size and five feet in height if the sign is post-mounted on the ground, and not to exceed three feet in height if the sign is stake-mounted or portable.

- F. *Nonresidential Zones.* Temporary signs are allowed in nonresidential zones in accordance with the requirements of this section and the following:
1. Window signs are limited to fifty percent of the window area.
 2. Freestanding signs, including post-mounted, stake and portable signs, are limited to four square feet and five feet in height if the temporary sign is mounted in the ground, and not to exceed three feet in height if the temporary sign is stake-mounted or portable.
 3. Surface-mounted signs are limited to thirty square feet and must be flatly affixed to walls or to on-site fences either facing the abutting street or facing inward to the subject site.
- G. Temporary signs on large properties, either residential or nonresidential zoned, of more than two acres may be of any type and shall not exceed sixty-four square feet and up to eight feet above ground level. Such a sign allowed herein is in lieu of and shall not be displayed with or be in addition to any other temporary signs allowed by this section.
- H. A temporary sign shall be promptly removed after the event for which it is intended.
- I. Temporary signs are prohibited within Flag Pole Park. This prohibition includes all property within Flag Pole Park and the adjacent rights-of-way surrounding Flag Pole Park. Temporary signs placed illegally in Flag Pole Park shall be removed.

CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1676

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, AMENDING CHAPTER 15.20 OF THE CLE
ELUM MUNICIPAL CODE (“CEMC”) RELATED TO
TEMPORARY SIGNAGE; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE.**

WHEREAS, in July 2024, the City Council passed Resolution No. 2024-020 banning temporary signage in Flag Pole Park; and

WHEREAS, it is in the best interest of the City and community to amend the signage section Chapter 15.20 CEMC related to “Temporary Signage” to reflect the Resolution No. 2024-020; and

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

Section 1. CEMC 15.20.170(I) “Temporary Signs”), Established. Cle Elum Municipal Code Section 15.20.170 (I) is hereby established and to read as follows:

15.20.170 (I) Temporary signs are prohibited within Flag Pole Park. This prohibition includes all property within Flag Pole Park and the adjacent rights-of-way surrounding Flag Pole Park. Temporary signs placed illegally in Flag Pole Park shall be removed.

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

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

ADOPTED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ OF _____ 2024.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

APPROVED AS TO FORM:

Alexandra L. Kenyon, City Attorney

Date of Publication: _____

Effective Date: _____

CITY OF CLE ELUM
Planning Department
AGENDA STATEMENT

Right-of-Way Vacation (VAC-2023-003)

AGENDA DATE: **August 13, 2024**

ACTION REQUESTED: **Ordinance 1675**

BACKGROUND:

On March 26th, 2024, the City passed Resolution 2024-007 setting the date for a public hearing to consider a Right-of-Way Vacation petition to vacate a portion of unimproved City right-of-way in the vicinity of E First Street, Block 31, and bounded by BNSF property to the south

On May 14, 2024, a public hearing was conducted before the city council. Following the public hearing, the city council decided to proceed with the vacation, directing staff to prepare an ordinance to vacate the right-of-way provided that:

1. The legal description of the vacated area is as follows:
That certain alley in Block 31, THIRD ADDITION TO CLE ELUM, in the County of Kittitas, State of Washington, as per plat thereof recorded in Book 2 of Plats, page 29, records of said County, which is bounded on the North by E First St, on the South by the Burlington Northern Santa Fe (BNSF) Railroad right-of-way, on the West by Lots 1 through 5 of said Block 31, and on the East by Lots 6 through 10 of said Block 31
2. The vacated right-of-way shall belong to the owners of the lots abutting each side of the vacated area, one-half to the owners on each side of the vacated area, 323134, 593134, and 643134.
3. The requisite compensation for the vacated area, not to exceed one-half of the full appraised (\$21,960) or assessed value of the area to be vacated as determined by the city in the amount of \$10,980, with one-half of the revenue received by the city as compensation for the area vacated to be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the city.

4. The vacated area shall be zoned General Commercial and shall have a Comprehensive Plan Future Land Use Designation of Commercial.
5. Prior to recording the Ordinance, all outstanding invoicing must be paid in full.
6. An easement shall be recorded to provide access to parcel 593134.

RECOMMENDATION: Adoption of Ordinance No. 1675

ATTACHMENTS: Agenda Statement; Ordinance

LEAD STAFF: Colleda Monick, Planning Consultant

CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1675

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, VACATING A PORTION OF
UNIMPROVED RIGHT-OF-WAY IN THE VICINITY E
FIRST STREET, BLOCK 31, AND BOUNDED BY BNSF
PROPERTY TO THE SOUTH; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, on December 20, 2023, Dan Clifton submitted a petition to vacate a portion of the public right-of-way as shown on Exhibit A attached hereto and incorporated by reference; and

WHEREAS, pursuant to RCW 35.79.010 and CEMC 14.30.200, the City Council passed Resolution No. 2024-007 setting May 14, 2024 as the date for a public hearing to consider the proposed vacation of public right of way ; and

WHEREAS, notice of the public hearing was given in accordance with RCW 35.79.020 and CEMC 14.30.200(C) and the City Council held the public hearing on May 14, 2024, and all persons wishing to be heard were heard; and

WHEREAS, the City Council finds that vacation of the aforesaid right-of-way, as legally described and depicted on Exhibit A to this Ordinance, has no anticipated adverse effect to the public and is consistent with the applicable considerations found in CEMC 14.30.200(E);

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

Section 1. The portion of the right of way to be vacated is located in the vicinity of Block 31 Third Addition between E First Street and Burlington Northern Santa Fe property, more particularly described in Exhibit A, is vacated by the City of Cle Elum.

Section 2. The findings, and conclusions and conditions within the May 14, 2024 Staff Report (VAC-2023-003) regarding this right of way vacation are hereby adopted by the City Council as its findings, conclusions and conditions in support hereof, pursuant to CEMC 14.30.200 and RCW Chapter 35.79, and are incorporated herein by this reference as if fully set forth herein.

Section 3. The right-of-way vacation granted by this ordinance is expressly conditioned on the applicant's satisfaction of the following conditions:

1. The legal description of the vacated area is as follows:

That certain alley in Block 31, THIRD ADDITION TO CLE ELUM, in the County of Kittitas, State of Washington, as per plat thereof recorded in Book 2 of Plats, page 29, records of said County, which is bounded on the North by E First St, on the South by the Burlington Northern Santa Fe (BNSF) Railroad right-of-way, on the West by Lots 1 through 5 of said Block 31, and on the East by Lots 6 through 10 of said Block 31

2. The vacated right-of-way shall belong to the owners of the lots abutting each side of the vacated area, one-half to the owners on each side of the vacated area, 323134, 593134, and 643134.
3. The requisite compensation for the vacated area, not to exceed one-half of the full appraised (\$21,960) or assessed value of the area to be vacated as determined by the city in the amount of \$10,980, with one-half of the revenue received by the city as compensation for the area vacated to be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the city.
4. The vacated area shall be zoned General Commercial and shall have a Comprehensive Plan Future Land Use Designation of Commercial.
5. Prior to recording the Ordinance, all outstanding invoicing must be paid in full.
6. An easement shall be recorded to provide access to parcel 593134.

Section 4. Instruction to City Clerk. The City Clerk shall cause a certified copy of this Ordinance to become effective and be recorded in the records of the Kittitas County Auditor.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to the other persons or circumstances.

Section 6. Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication. If the conditions as listed in Section 3 are not completed, this ordinance shall not be published and shall not be effective.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2024.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Approved as to form:

Alexandra L. Kenyon, City Attorney

Filed with the City Clerk:

Passed by the City Council:

Date of Publication:

Effective Date:



CITY OF CLE ELUM
Cle Elum Fire Chief Administrator

**AGENDA STAFF
REPORT**

Agenda date: August 13, 2024

ACTION REQUESTED: Council to approve the Mayor to sign Task Order 01 Airport

BACKGROUND: In accordance with our KCCD agreement, each project requires a separate task order. This specific project involves fire mitigation at Cle Elum Airport. KCCD has issued a bid for the project, and work will commence once a contractor is selected, and the fire risk hazard is addressed.

RECOMMENDATION: Council to approve the Mayor to sign Task Order 01 Airport

Attachments: Task Order 01

LEAD STAFF: Ed Mills
Fire Chief Administrator

TASK ORDER 01

This Task Order pertains to an Interlocal Agreement by and between Kittitas County Conservation District, (“KCCD”), the City of Cle Elum (“City”), dated June 12, 2024, (“the Agreement”). The City and KCCD shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 01

PROJECT NAME: 2024/2025 Cle Elum Airport

PART 1.0 PROJECT DESCRIPTION:

The KCCD is offering to the Kittitas County landowners and residents an opportunity to enhance defensible space and increase community resiliency to wildfire. The CWDG Program is designed to reduce hazardous conditions along Potential Control line, Potential Operational Delineations, Safety Zone and Evacuation Routes. The Cle Elum Airport is adjacent to a Potential Control and could serve as a safety zone or support Incident Management Operations. The City Land Stewardship Plan recommends the property be thinned and pruned to increase community wildfire resilience.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY THE CITY ON THE PROJECT:

The anticipated task includes:

Task 1 – 2024/2025 Thinning Chipping, Pruning and Mastication.

See Attachment A

PART 3.0 KCCD RESPONSIBILITIES:

KCCD will provide the following:

- Plan a prescription for the property in partnership with the City (see Attachment A)
- Solicit bidders and execute a contract with the selected contractor to complete the work
- Include the City as an additional insured party in the project contract
- Manage grant funds and provide all necessary information as required by the Washington State Department of Natural Resources.

PART 4.0 CITY RESPONSIBILITIES:

CITY will complete the following:

- Grant access to the project site for planning and implementation of the project
- Participate as needed or requested in the contractor solicitation process

PART 5.0 PERIODS OF SERVICE:

This Task Order is effective on the date both parties sign through July 30, 2025.

PART 6.0 PAYMENTS:

No payments will be made between the parties. Payment for work completed will be made by KCCD directly to selected contractor.

This Task Order is executed this _____ day of _____, 20____.

<u>Kittitas County Conservation District</u>	<u>City of Cle Elum</u>
<u>“KCCD”</u>	<u>“City”</u>
BY: _____	BY: _____
NAME: <u>Mark Moore</u>	NAME: <u>Matthew Lundh</u>
TITLE: <u>Chair, Board of Supervisors</u>	TITLE: <u>Mayor</u>
ADDRESS: <u>2211 W Dolarway Rd, Ste. 4</u> <u>Ellensburg, WA 98926</u>	ADDRESS: <u>119 W 1st ST.</u> <u>Cle Elum, WA 98922</u>

ATTACHMENT A

GENERAL PRESCRIPTION/SPECIFICATIONS:

1. Thinning Specifications:
 - a. Trees less than 10 inches Diameter Breast Height (DBH) will be spaced leaving 5-10 feet between crowns, or 5-10 feet between stems in stands of trees less than 10 feet tall.
 - b. All trees less than 8 inches DBH will be removed within 5 feet of the road edge and chipped or masticated as described below, unless leave trees otherwise pre-designated or agreed to in writing by the KCCD Solicitation Coordinator or designee.
 - c. Remove all trees less than 10 inches DBH growing within the driplines of over story conifers, or where tree crowns overlap.
 - d. Trees with poor growth form, and less than 30% live crown ratio should be targeted for removal.
2. Pruning Specifications:
 - a. No pruning is required on trees less than 6 feet tall.
 - b. All live limbs will be pruned by hand up to a height of 10 feet, or 30% of the tree height, whichever is shorter.
 - c. The cut limbs will be chipped or masticated on site.
3. Brush Control Specifications:
 - a. All brush will be cut and chipped or masticated on site unless islands are pre-designated or agreed to in writing by the KCCD Solicitation Coordinator or designee.
4. Slash Disposal Specifications:
 - a. Chips will be dispersed evenly over the site, not to exceed a depth greater than 4 inches, unless the KCCD Solicitation Coordinator or their designee specifically states in writing otherwise.
 - b. Dead and down material up to 8 inches in diameter will be chipped or masticated and the material scattered over the work site.
 - c. The limbs of dead and down trees will be removed and chipped or masticated and the remaining trunk will be left in place unless several trees have created a piled concentration. In this case, the remaining tree trunks will be separated by at least 10 feet from any other logs and left on site.
 - d. Chipping and mastication mean grinding, shredding, chopping, cutting, or breaking of trees, logs, slash, and vegetative material to no greater than 4" x 4" x 12". Ninety percent (90%) of this material must be no larger than the stated dimensions, and 100% must be below 6" x 6" x 24" in size.
5. Standing dead trees that pose a hazard to workers or are within 1.5 tree lengths of roads or structures shall be felled and treated using the slash disposal specifications.
6. Standing dead trees less than 8" DBH shall be felled and treated using the slash disposal specifications.
7. The Contractor will not cut any green trees from the premises that are greater than 8-inch diameter at breast height without prior written approval from the KCCD Solicitation Coordinator or designee.
8. Cut stump heights for all vegetation will be made as close to the ground as possible, not to

extend more than 4 inches above closest terrain. Flat cuts will be made so that it does not create a sharp stump.

9. Ground disturbance from equipment shall not cause ruts or berms greater than 4 inches as measured from the natural ground line. Operator-caused ground disturbance will be smoothed out to original contours before leaving the immediate work area.

















F.C.C. ANTENNA
STRUCTURE REGISTRATION
1235265
US Cellular





ParkMobile™

PART OF EASYPARK GROUP



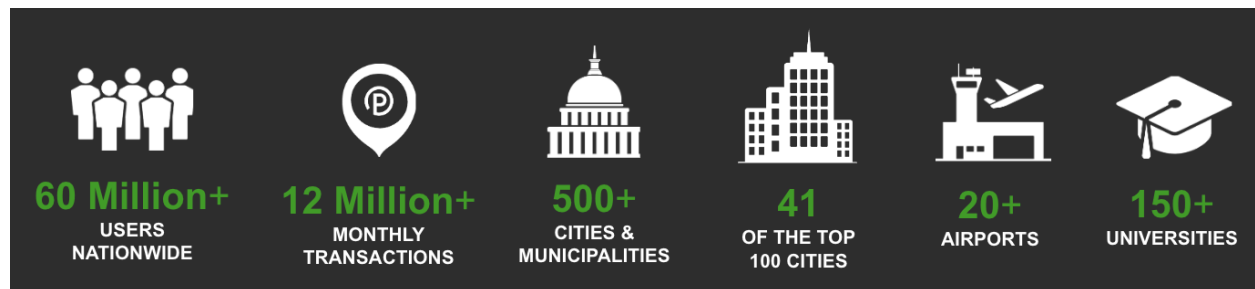
Mobile Parking Payment System & Digital Reservations

Kat Franchuk
Regional Sales Manager
kat.franchuk@parkmobile.io
470-427-0003



ParkMobile: Who We Are

Since our initial launch in 2008, ParkMobile has become the industry leader in mobile parking solutions. We provide efficient and cost-effective products and services to all our clients. We provide services to municipalities, event venues, private operators, college campuses, transit authorities, airports, retail locations and more. Our solutions allow people to pay for parking on their mobile device or reserve a parking space in advance. We are deployed in 8 of the top 10 U.S. cities with 50+ million users.

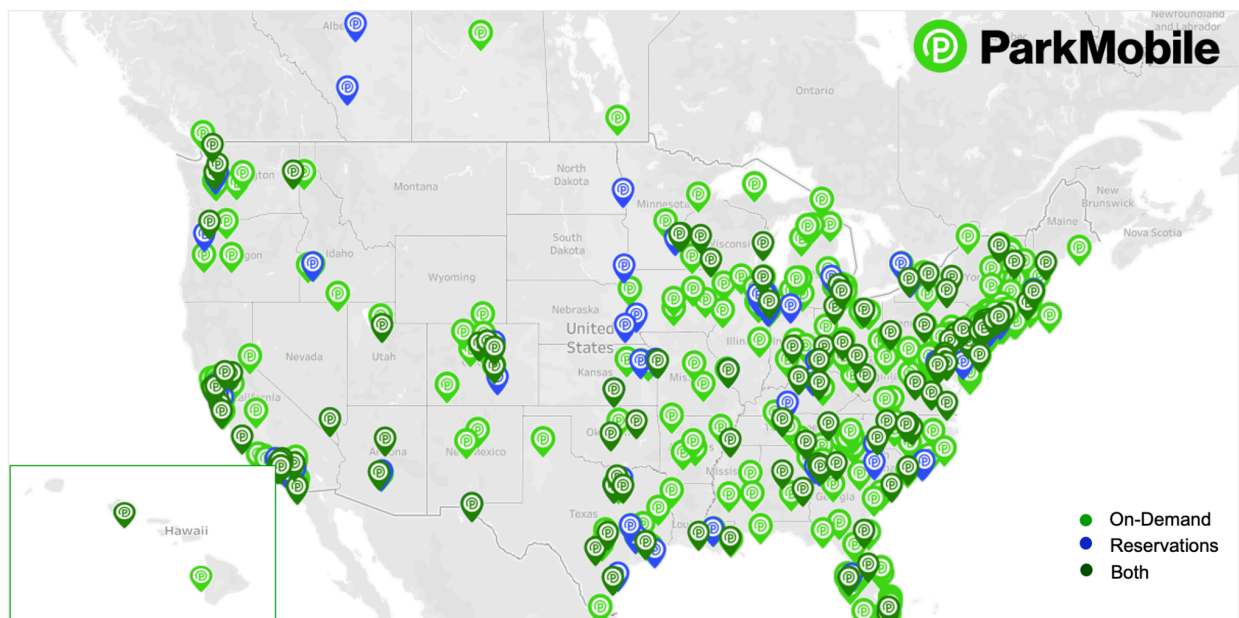


While many industry providers describe themselves as the “#1” or “leading” parking solution, ParkMobile’s position in the market speaks for itself. In the iOS app store, ParkMobile is the #1 ranked parking app in the United States and the #3 ranked Navigation app (behind only Google Maps and Waze).

By partnering with the market leader in consumer parking apps, you can ensure the highest possible adoption rates and the best customer experience for your mobile parking program.

ParkMobile's User Network is the Largest in the US

More cities, campuses, venues, airports, and parking operators choose ParkMobile over any other mobile payment parking platform in the US. The ParkMobile **user base of 60+ million drivers refers to US customers only** and offers exponentially more value to Alameda not only in driving adoption but also in reducing friction in the payment process by allowing people to use the mobile app they are most accustomed to.





Large Municipal Clients Nationwide	
• Washington DC – 16,000+ spaces • Boston, MA – 7,200+ spaces • Philadelphia, PA – 16,000+ spaces • Houston, TX – 27,000+ spaces • Dallas, TX – 4,600+ spaces • Fort Worth, TX – 5,900+ spaces • Phoenix, AZ – 2,100+ spaces	• San Diego, CA – 2,700+ spaces • New Orleans, LA – 4,800+ spaces • Orlando, FL – 2,000+ spaces • Miami Beach, FL – 14,000+ spaces • Hoboken, NJ – 7,000+ spaces • Atlanta, GA – 2,500+ spaces • El Paso, TX – 1,900+ spaces

How ParkMobile Works for Your Customers

ParkMobile is the industry leader in mobile parking payment options because of our commitment to both consumers and cities to provide a consistent, reliable, cost-effective and easy to use system. There are many apps on the market that can complete a basic parking transaction in the simplest context. However, there are many stages to a customer's parking journey prior to standing in front of a meter and many stages after the moment of transaction. ParkMobile is unique in our support for the entire customer parking journey.

Planning Ahead	Navigating	Payment	Post-Parking Value
✓ Event Reservation ✓ Transient Reservation	✓ Wayfinding in-app ✓ Map View ✓ On-street parking availability	✓ On-street or open lot payment ✓ Notifications and extensions ✓ Gated payments ✓ Expanded payment methods	✓ Find my car ✓ Usefulness of app elsewhere ✓ Rewards and perks with ParkMobile Pro ✓ Fleet management



The Solution: ParkMobile offers drivers the convenience of using a single parking app for any parking scenario. Offering a single app that works throughout your operation also enables more focused and effective marketing messaging.

ParkMobile core features include:

- **Extend Time:** Ability to add time to your existing parking session to avoid running back to “feed the meter.”
- **Multiple Payment Options:** ParkMobile offers a variety of payment options, including most major credit cards (Visa, Mastercard, Amex), Google Pay, Apple Pay, and PayPal. While cash payment is not possible in a mobile app, unbanked and underbanked users can load a debit card in PayPal to easily make a payment.



- **IVR Phone Number:** For people without a smartphone, use an IVR number to make parking payments over the phone. Users who call the IVR will go through the flow-through audio prompts.
- **24/7/365 Customer Support:** ParkMobile offers support via phone, email, text, and chat. ParkMobile also has an extensive support site where users can get answers to frequently asked questions and read technical help articles.
- **Map View:** The map view based on location shows the user nearby zones. A user can then touch the zone number to quickly initiate a parking session.
- **Parking Availability:** Predictive and/or sensor data that shows available on-street parking availability on the map.
- **Start a Parking Session:** Quick process to select your zone, confirm your vehicle and payment type, and then start a parking session.
- **Find My Car:** Integration with Apple Maps, Google Maps, and Waze to direct users back to their car.
- **Notifications:** Customizable push, text, and email alerts to notify a user when parking will expire.
- **Manage vehicles:** Easy to add, remove, and update vehicle information.
- **Transient and Event Reservations:** Find and reserve parking ahead of time in area garages and lots. Available for daily parking or events at select venues.

No other vendor offers a more feature-rich system that is solely focused on the total customer experience than the ParkMobile.

Simple Registration and User Account Management

ParkMobile has an easy registration process via app or mobile web experience. Through the native app experience users will download the ParkMobile app on iOS or Android. They will be prompted to enter an email address and create a unique password, or the user can sign up using their Apple or Google accounts. After account creation, the user will be asked to enter a license plate number. The user is now ready to start parking at any ParkMobile location in the United States.

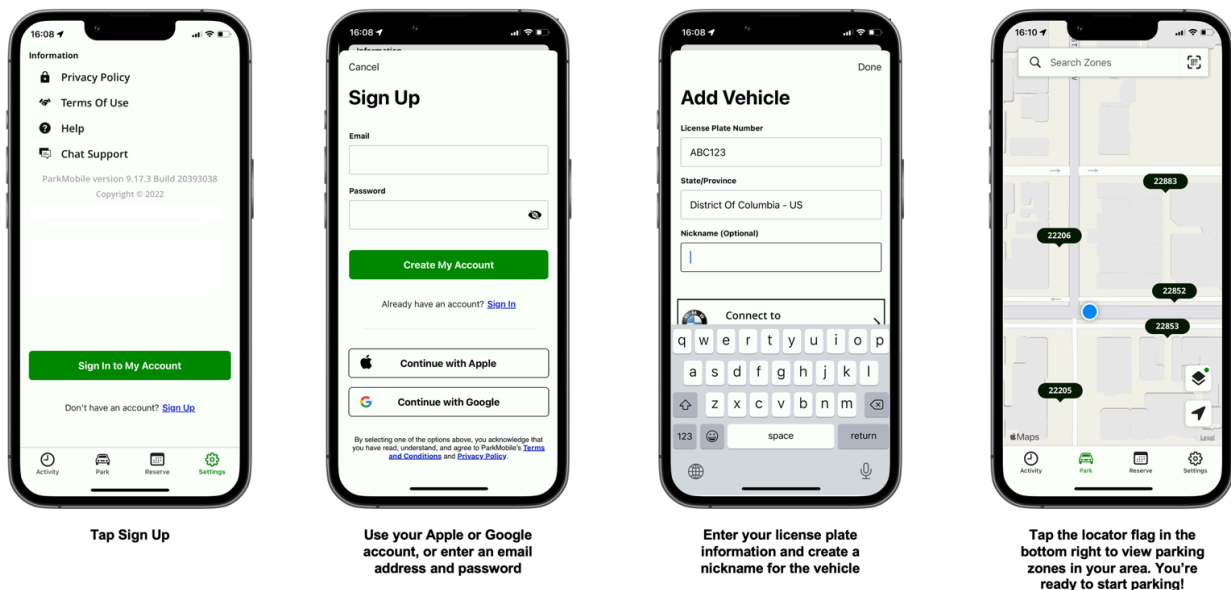


Figure – ParkMobile Registration Process

Users have full control to manage their account through the ParkMobile app or website. They can also contact our Customer Care team to make any changes to their account. Within their ParkMobile account, users are able to do the following:



- **Add and remove payment methods:** Users can easily manage their stored payment methods within the app and web. This includes selecting a default payment method, as well as adding and deleting payment methods.
- **ParkMobile Wallet:** Users can refill their pre-loaded ParkMobile wallet anytime and check the account balance.
- **Manage Promo Codes:** Users can apply the code provided to their account or to an active session and will receive a discount on their transaction. The functionality is fully customizable so that the City can adjust the promo codes number of uses, time frames, zones eligible, and more.
- **Manage vehicles:** Users can easily add, remove, and update vehicle information. Users can select a primary vehicle and nickname each one.
- **Activity History:** Users can see complete details of recent parking transactions including Zone, City, Date/Time, Duration, Vehicle (LPN), Payment Method, Parking Fees, and Total cost. After the parking session ends, the user will also get an email receipt.

ParkMobile Offers the Most “Ways to Pay”

Today’s consumer wants a choice when it comes to parking payments. That’s why ParkMobile now offers more ways to pay than any other mobile parking app. Beyond the flagship ParkMobile app for iOS and Android devices, users can also make parking payments via the web, text, phone, and even Google Maps. Offering more consumer choice drives higher adoption.

Pay by App



Full-featured app

Pay by Web



Lightweight mobile web experience

Pay by Text



Text the number posted on the signs

Wallet Options



ParkMobile Wallet, GPay, Apple Pay, & PayPal

Below are the payment methods available to users:

- **ParkMobile App:** The #1 parking app in the US provides the most robust user experience for iOS and Android devices.
- **Pay By Web at ParkMobile.io:** Lightweight, web-based flow for people who do not want to download the full-featured app
- **Guest Checkout:** Allows users to purchase parking without creating an account.
- **Pay by Text:** When the user parks in a ParkMobile zone, they can text the keyword “Park” to 77223 to receive a short link via SMS to start their session.
- **IVR:** Drivers who don’t own a smartphone can easily pay for parking by calling a toll-free IVR number and making a payment over the phone.



- **Flexible Payment Methods:** In addition to all major credit and debit cards, the ParkMobile system can accept prepaid cards, Google Pay, Apple Pay, PayPal, and our own ParkMobile Wallet. This ensures that there are payment options for underbanked users.

ParkMobile App for iOS and Android

The ParkMobile app provides a quick and easy process to pay for parking. Our Product team is constantly researching the experience and optimizing the flow for users. Once a customer downloads the app and creates an account, there's a simple process to make a payment.

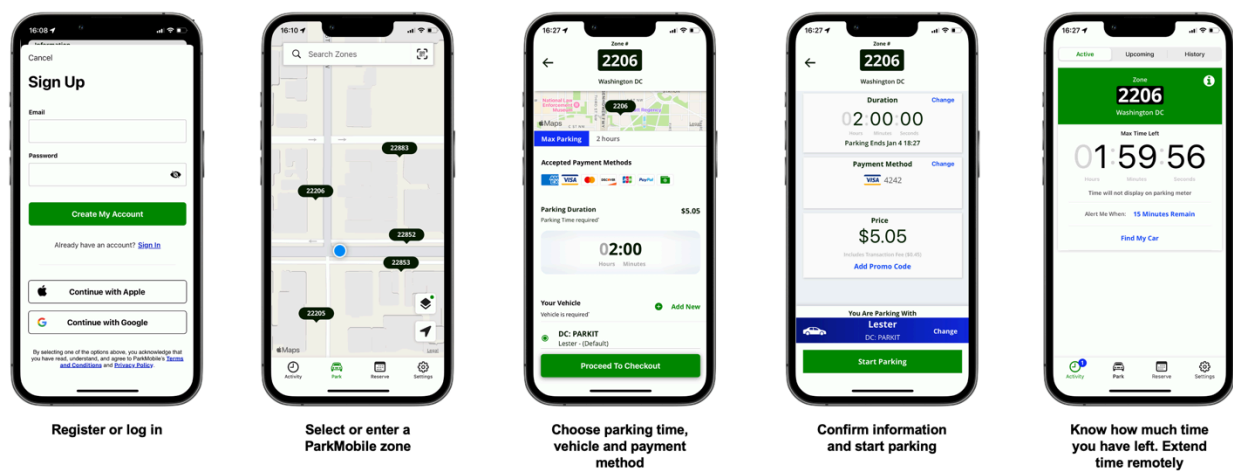


Figure – ParkMobile Zone Parking Process

1. **Enter Zone Number:** The user will enter the zone number posted on the stickers and signs around the meter. To make this process easier, the app uses location-based GPS coordinates to show the nearby zone numbers on the map so a user can easily touch the right zone number and then move to the next step in the process.
2. **Select Duration:** The user will select the duration for the parking session. The duration is based on the rates and policies that are set up for that specific zone number in ParkMobile's backend systems. On this screen, the user will also see the default vehicle selected and will be able to change that vehicle if necessary. The user will then touch "Proceed to Checkout" to go to the next step.
3. **Confirm Information:** On the confirmation page, the user will see all the key details for the parking session: zone number, duration, payment method, and vehicle. The user can edit any of this information before starting the parking session. After the user confirms the information, the user touches "Start Parking" to begin the parking session and will then see a countdown clock with the time remaining.



ParkMobile Web App

ParkMobile's lightweight mobile web application enables a user to pay for parking without having to download the full-featured app.

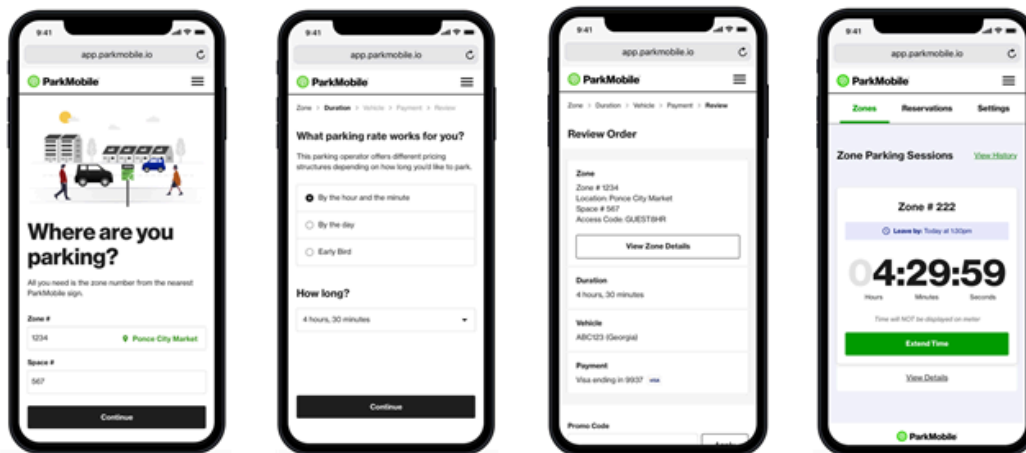


Figure - ParkMobile Mobile Web Checkout Experience

The ParkMobile web app also offers a Guest Checkout option, allowing users to purchase parking without creating an account. This is a good option for the infrequent parker who prefers to make a mobile payment but does not want to go through the process of downloading an app and creating an account.

ParkMobile Wallet

ParkMobile leads the industry in the acceptance of innovative payment methods for parking services and this flexibility underscores our best-in-breed approach. ParkMobile supports both pay-per-transaction and mobile wallet payment models.

The ParkMobile wallet allows the user to add funds, which will be withdrawn over time as they pay for parking. There will be one transaction on their credit card statement when their wallet is loaded, instead of multiple transactions on their credit card statement each time they pay. ParkMobile users will not be able to start a parking transaction with their ParkMobile wallet if there is not enough money in the account. They will be asked to confirm funding of the wallet with more money before completing a transaction. The ParkMobile wallet does not allow users to have a negative balance.

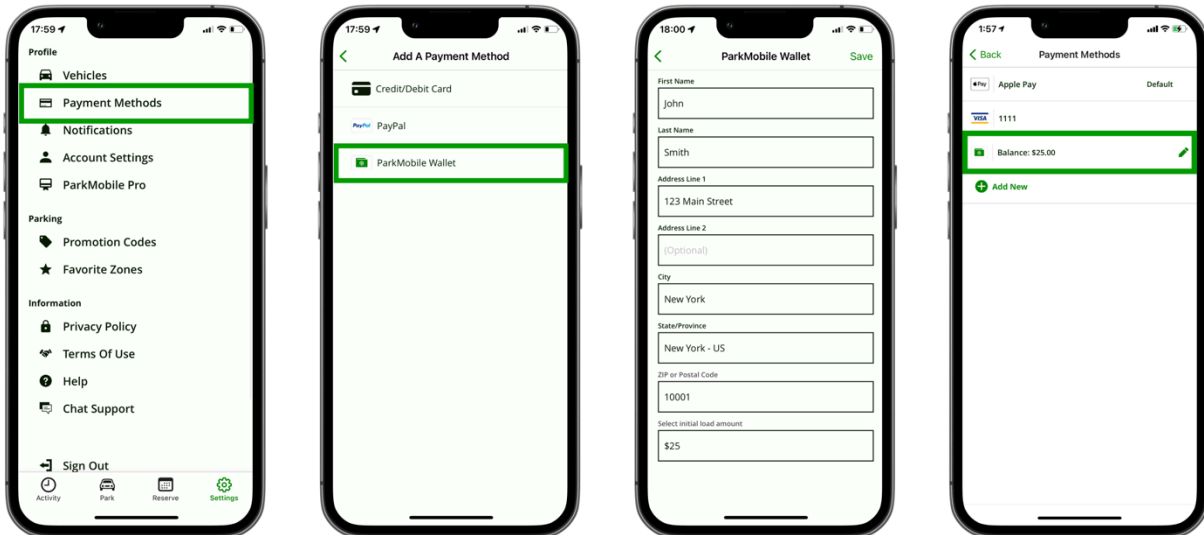


Figure – ParkMobile Wallet User Experience

Value-Added Services

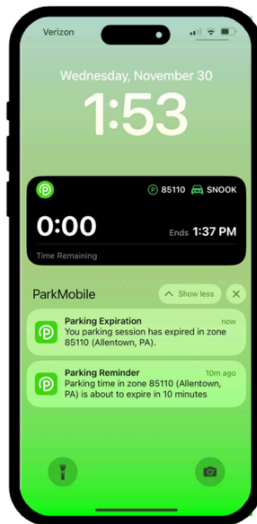
The ParkMobile system offers several value-added features that millions of ParkMobile customers throughout the US already know and have come to expect from their mobile payment provider today:

Customizable Notifications

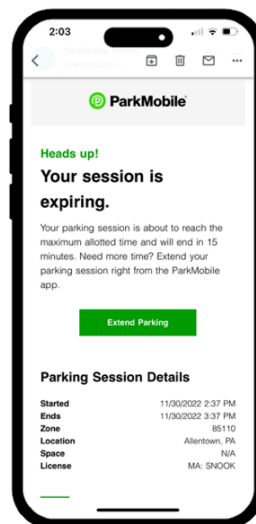
ParkMobile provides automatic real-time alerts via push notification that will notify a customer prior to the expiration of their parking session. The timing of these alerts can be set to a duration of the customer's choosing. Alerts can be configured to be sent via email, SMS, and push notifications. ParkMobile users will receive an in-app message and email alert once their parking session has expired.



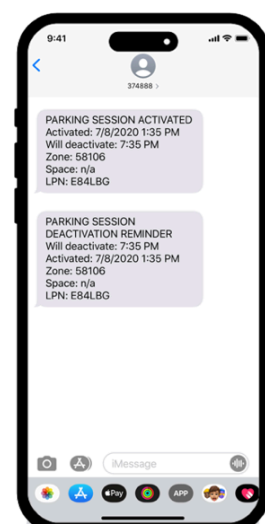
Live Activities



Push Notifications



Email Notifications

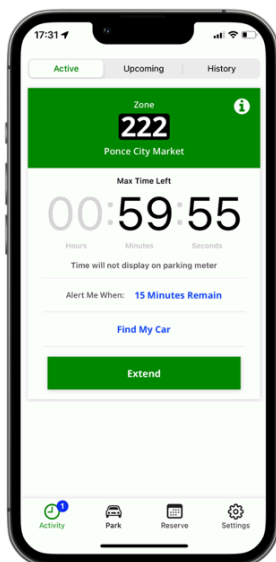


Text Notifications

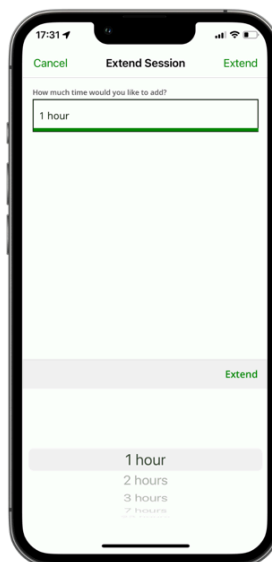
ParkMobile has developed a new feature for the iOS Live Activities capability that allows users to see the remaining time left for their session from their device's lock screen. This is a user convenience option that simplifies the process of checking on how much time is remaining for the current session.

Extend Time

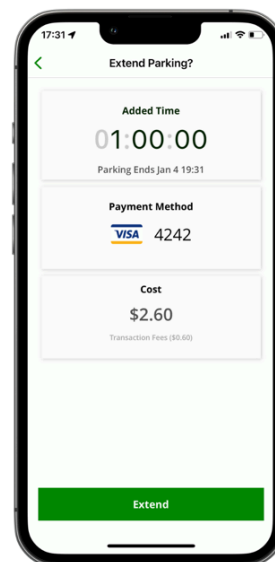
The most popular feature of the ParkMobile app is the ability to extend the time of the parking session remotely. Users can add parking time without having to run back to "feed the meter". A user cannot extend time past the maximum parking time allowed for that location.



1. Select Extend



2. Select the amount of additional time to add

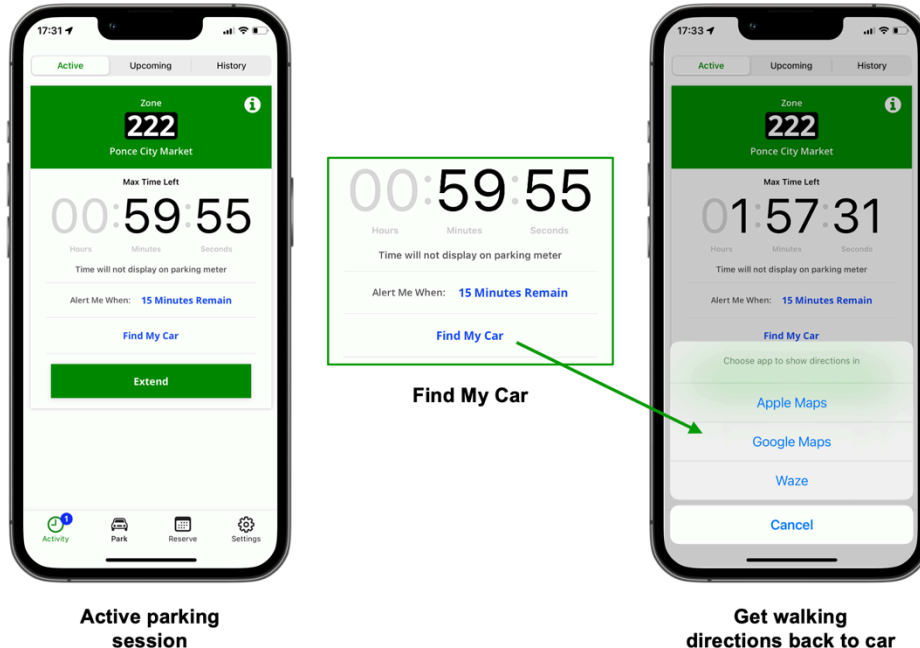


3. Confirm information and start parking



Find My Car

Another popular feature of the ParkMobile app is Find My Car. This enables a user to get walking directions back to the location of her car. The user can select from multiple mapping options to get the directions - Apple Maps, Google Maps, and Waze.



One App for On-Street Parking and Reservations

ParkMobile is the **only** mobile parking solution on the market that combines both on-street (zone parking) with off-street (reservations) functionality in one single app. By offering multiple parking options for consumers, we are increasing the usefulness and overall value of the app, which will help increase adoption over time.



ParkMobile Reservations allow the City or private parking operators to pre-sell parking in lots and garages for special events and daily parking. Reservations can be made on the web at app.parkmobile.io, or in the same ParkMobile app. Having consumers reserve parking in advance can help reduce congestion in cities by eliminating the need for people to circle the block looking for open parking.

Structured, Secured and Privacy-Focused

ParkMobile is compliant with PCI DSS, ISO 9001:2015, and SSAE 18 requirements.



ParkMobile is committed to the proper management of records to retain those that have current or future value and to properly destroy records that do not have such value. Examples of ParkMobile actions taken include but are not limited to the following:

- Card Holder Data (CHD) is not stored on removable media.
- Information on all media is classified, handled and disposed of in a secure manner.
- ParkMobile encourages minimal use and storage of its confidential data to reduce the risk of data compromise.
- At no time after card authorization, under any circumstance, ParkMobile stores any information from the card magnetic track, including CVV/CVC, CVV2/CVC2, and PIN block data.
- Cards that have met and exceeded their expiration by 6 months are deleted from all systems.

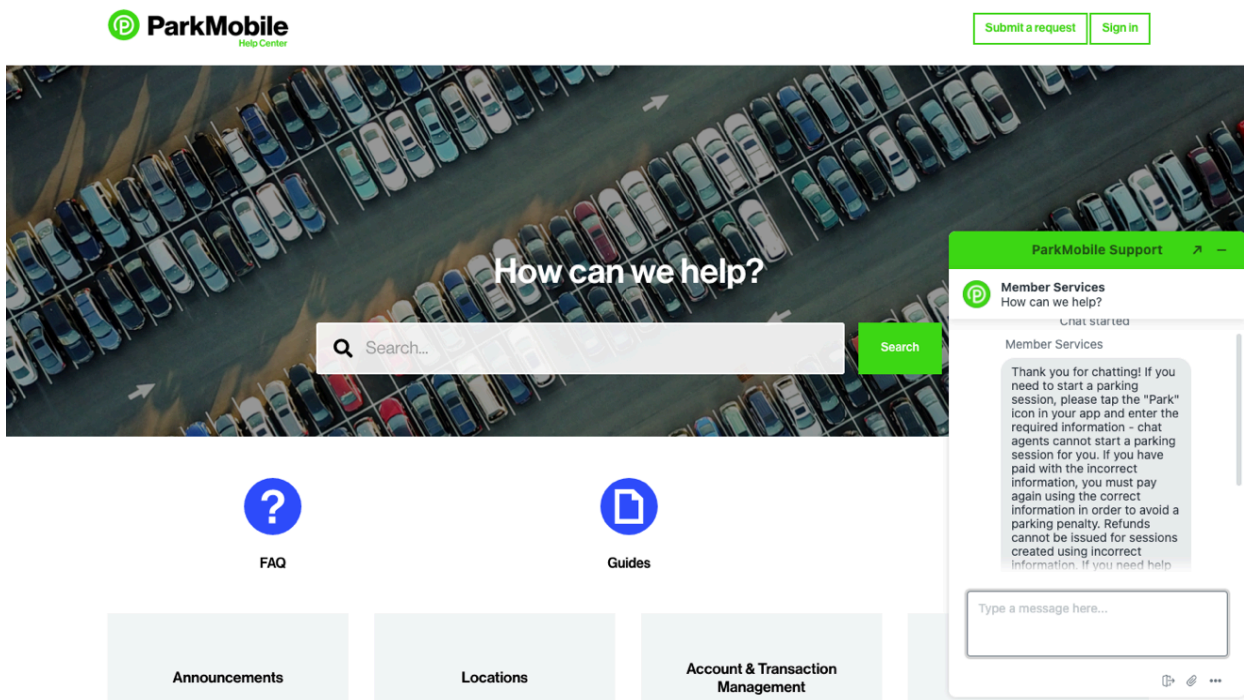


- All cardholder data from deactivated or closed accounts is deleted from all systems after a 6-month waiting period.
- After 18 months of inactivity, a card is categorized as inactive and deleted from all systems.
- A review of cards matching the above criteria is conducted monthly, with quarterly reviews of the reports.
- Personal account numbers (PAN) are masked when displayed.
- Two-factor authentication is implemented to access any cardholder data.
- CHD is encrypted at capture, transit, and at rest.
- PCI DSS-compliant encryption methods, processes, and procedures are implemented.
- ParkMobile has implemented encryption key management plans to ensure the availability of encrypted authoritative information.
- ParkMobile data security policies prohibit direct database access
- Data does not travel over the network unencrypted.

We also prioritize data usage transparency and have our Customer Privacy Policy easily accessible to users via our website. This policy is designed to help customers understand how we collect, use, and share information that is collected through the ParkMobile websites, mobile applications, and other services we operate. The policy can be reviewed here: <https://parkmobile.io/privacy-policy/>.

Multi-Channel Customer Service

ParkMobile offers you and your parking customers a Customer Care Center based in our corporate headquarters in Atlanta, GA along with an additional support team in Monterey, Mexico. We utilize the leading cloud-based customer service software, Zendesk, to handle customer inquiries and to provide consumer education through detailed FAQs, guides, video demos and technical help articles.



ParkMobile's Customer Care team can be reached easily using the customer's preferred method of contact. Users can call, email, text, in-app chat, and use social media to contact a ParkMobile representative. This level of customer support will enable the City to reduce the number of support requests that are directed to



the department. ParkMobile is a first line of defense and will help to ensure users receive the best customer support in the industry.

When customers require further assistance, our Customer Care Specialists provide customizable responses depending on the needs of the customer. Moreover, a unique aspect of ParkMobile's customer support philosophy is our use of social media to maintain real-time contact with our 50+ million members. ParkMobile also utilizes social media to engage and interact with users, including constant monitoring of social media comments to understand their needs and support requests.

Best Customer Support in the Industry

- Our Customer Care team is available 24/7/365 and ready to assist whenever our customers need it.
- Our Level 1 PCI-compliant call center ensures customer data is fully secured.
- ParkMobile maintains a multi-channel call center with in-house phone, email, web and in-app chat, social media & bilingual support.
- Our call center services nearly 25,000 customers per month, answering more than 85% of our calls within 30 seconds with an average of 20 seconds.
- ParkMobile maintains a minimum average Customer Satisfaction score of 90% for all interactions involving our Customer Care team.
- ParkMobile's Net Promoter Score is 57 which is considered "excellent". For comparison, here are other NPS scores for other top brands:
 - Apple's: 47
 - Google: 11
 - Toyota: 33
 - Amazon: 25
 - Microsoft: 33

How ParkMobile Works for the City

With ParkMobile 360, staff will have role-based access to self-administrative rate and policy management tools and a “360” view of the parking program with robust analytics and reports. ParkMobile 360’s self-administration portal provides the following features:

- **Calendar View:** ParkMobile 360 shows you daily, weekly and monthly calendar views of all your parking policies, making it easy to visually see all your parking rates and make the necessary adjustments.
- **Rate Creator:** With ParkMobile 360, you can quickly create and import rates for specific days, weeks, or months. If you have a festival, street cleaning or weather event, you can change and update your rates across different locations.
- **Policy Management Across Locations:** ParkMobile 360 gives you a complete view of rates and policies across multiple locations. You can quickly apply policies from one location to another without having to rebuild a location’s rate structure.
- **Rate Tester:** Before you push out a rate change, ParkMobile 360 gives you the ability to test that rate to make sure it is working properly and avoid any potential customer service issues.



ParkMobile 360 also gives clients the ability to manage rates and policies in real time. City staff will be able to make rate changes and push them out instantly. ParkMobile can support extremely complex rate structures with multiple rates in effect at different times of day and days of the week, in addition to special event rates. ParkMobile 360 also includes a Rate Tester, which allows staff to easily verify what rate customers would be charged on a given date, time, and location. This tool is extremely helpful to ensure rates are being displayed correctly and there are no gaps in the policies when there are multiple, overlapping policies in place.

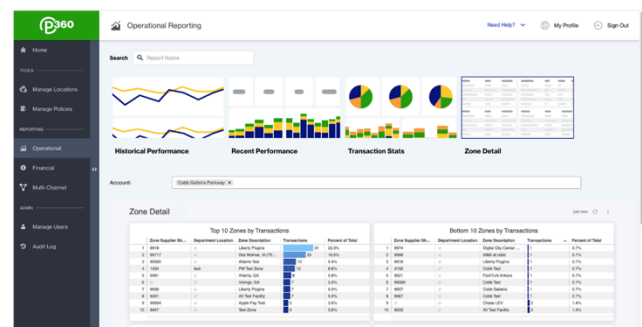
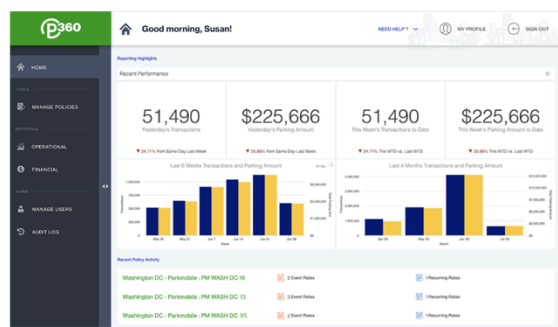
ParkMobile 360 provides two types of reports: operational and financial. Within the operational reports, there is information with regard to total transactions and revenue across varying time frames, as well as transaction



statistics such as the distribution of parking by hour of day, duration, and parking cost. Within the financial reports, there is transaction level information including all pricing information, user information, zone information and payment information. These reports can be scheduled to be delivered to the user's email inbox on whatever cadence they prefer - daily, weekly or monthly.

Below are some of the key features of the ParkMobile 360 reporting portal:

- **Easy-To-Read Dashboard View:** With ParkMobile 360, your data is delivered in an attractive, easy-to-read format with charts and graphs for monitoring trends and drawing insights.
- **Scheduled Reports Delivered to Your Inbox:** ParkMobile 360 gives you the ability to distribute the right information to the right people by scheduling daily, weekly, or monthly reporting emails to select staff members.
- **Filter By Date and Supplier:** ParkMobile 360 gives you the ability to filter data by date range and supplier, making it easy to pull the data you want to see and compare historical trends.
- **Download ParkMobile 360 Reporting Data in Multiple Formats:** With ParkMobile 360, you can quickly and easily download your data in the format that best meets your needs. Downloads are available in .xls, csv, and .pdf formats.



Enforcement with ParkMobile nForce

ParkMobile nForce enables your enforcement team to check that the vehicles parked on-street or in lots have paid for parking. Your enforcement team can use this solution in the field to verify parking payment prior to issuing a citation or other penalty.

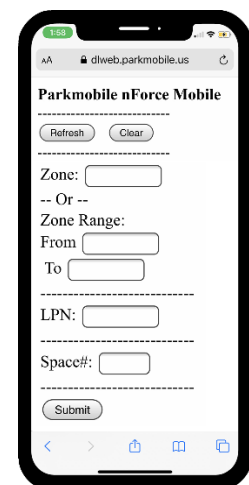
ParkMobile nForce can be accessed via any internet-enabled mobile device. It will show all active ParkMobile parking sessions in real-time.

For areas which also have coin-operated parking meters, an officer would first visually check the meter for payment. If there is not payment displayed on the meter, the officer would then reference ParkMobile nForce to determine whether the vehicle has paid via app. If no payment is viewable on the meter or the nForce portal, the officer would issue a paper citation.

Integration to Enforcement Tools

If you use handheld units and/or license plate recognition (LPR) systems for enforcement, ParkMobile can integrate with those systems to seamlessly connect your operation. Parking session data from ParkMobile's system will be made visible in your enforcement system via our real-time API.

Integrations with Other Parking & Mobility Technologies





The ParkMobile system is purpose-built to integrate with the parking and mobility ecosystem through our unsurpassed integration capabilities and simple, easy-to-use tools.

Through our openly available Application Programming Interfaces (APIs) as well as direct partnerships, we integrate to most major industry providers, enabling our partners to adopt a best of breed approach to their mobility strategy and providing flexibility to move vendors and evolve with the industry. The below graphic shows all of the providers that we are actively integrated with today.





ParkMobile Signage & Marketing

Signage and Decals

ParkMobile provides all operational and promotional graphics, including all signage and decal stickers for parking equipment at no additional charge.

Signage and decal design is a critical aspect of deploying a successful mobile parking program. According to our research, almost 49% of users first learn about our app through the signage at the meter. Our team works directly with our clients to understand the hardware assets in the field and what the pay station/meter looks like to produce the best sign and decal package. We have an in-house graphic design team that creates sign proofs for approval. We can create different shapes and sizes to meet the needs of each individual client. We also recommend refreshing signage on a consistent basis to ensure the highest quality.

Best practices for mobile app signage include:

- Bigger is better. Larger stickers and signs have been proven to drive greater app adoption.
- Minimize the elements on the sign. Less is more.
- Have a large zone number that is easy to read from a distance.
- Simple instructions on how to pay.
- Show that ParkMobile is also accepted to provide more pay

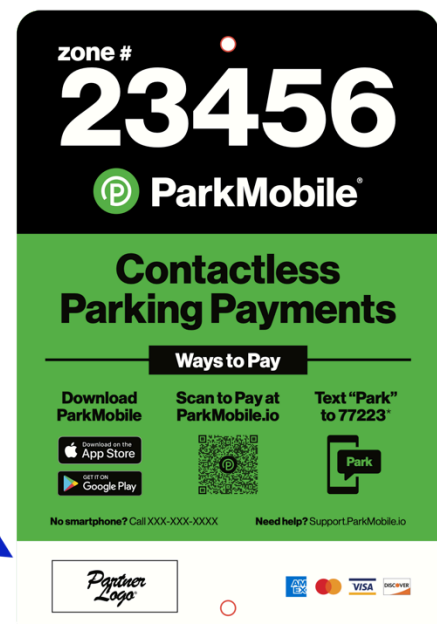
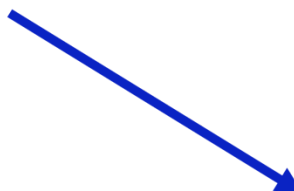
We have recently refreshed our ParkMobile signage to include “Ways to Pay” messaging, showing consumers that they have a wide variety of contactless payment options available to them with ParkMobile.

ParkMobile Standard Signage

12” x 18” Aluminum sign

Your Logo Goes Here

Please provide us with a high quality version to avoid pixilation. EPS or Vector formats are ideal.

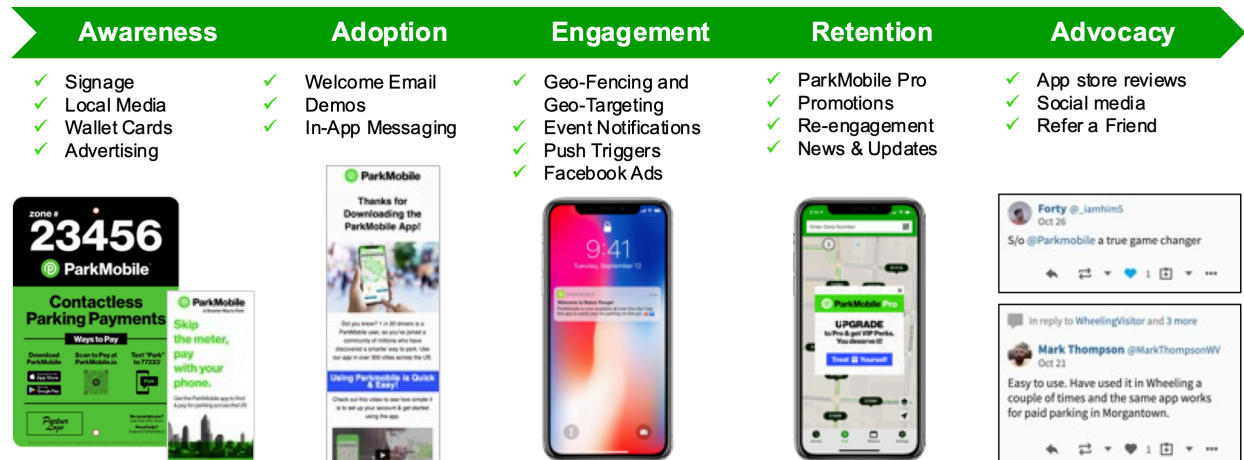


Comprehensive Marketing Services

Over the past 12 years, ParkMobile has launched in over 500 cities. Through that experience, we have learned the key marketing strategies, tactics, and best practices for introducing a mobile parking app in a new market

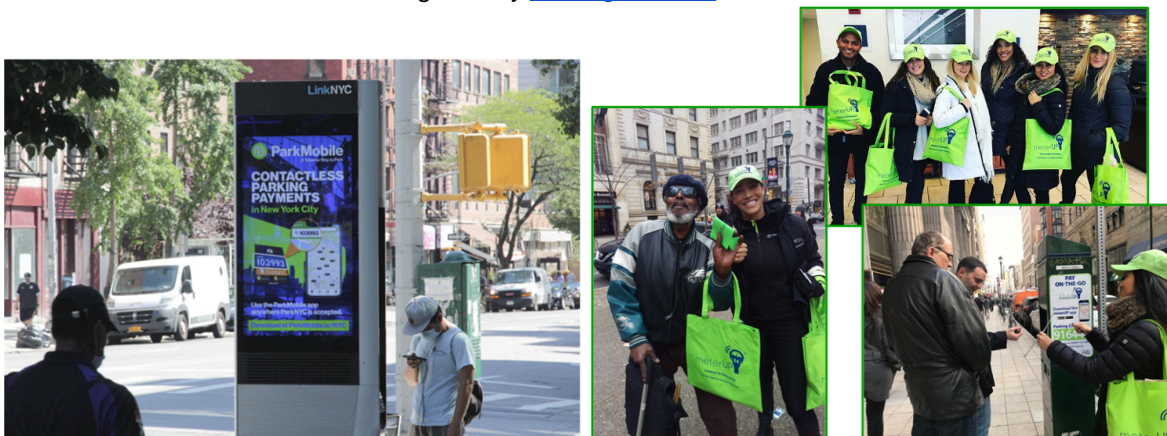
and continually increasing the app utilization post-launch. We even wrote an e-book on the subject that [you can download here](#).

When ParkMobile develops a marketing program for a new launch, one size does NOT fit all. To ensure the program's continued success, ParkMobile will work closely with your staff to develop the right program. ParkMobile builds our marketing programs to focus on five key areas, outlined in the diagram and sections below.



1. Awareness

When launching a new or updated mobile parking app in a market, it is critical to get the word out. The ParkMobile team deploys a variety of tactics to make sure people in the market know about the app. Awareness tactics may include local advertising on TV and radio, press outreach, targeted social media ads, street teams, and more. We will use email, in-app messages, and push notifications to activate existing ParkMobile users. ParkMobile will also look for opportunities to leverage local programming in the market. For example, in Atlanta, we created branded content for integration into a show about local restaurants called "Atlanta Eats." You can see the entire segment by [clicking this link](#).



2. Adoption

Once users have downloaded the app, ParkMobile activates our onboarding program to ensure they know how to get started. We send a welcome email with links to demos on how to use the app. Then follow up to make sure the new users have the information they need. If users download the app and set up an account



but don't complete a transaction, we keep messaging them to encourage usage and educate them about all the locations where they can use the app to pay for parking. As a result of our adoption tactics, almost 90% of users who download the app go on to complete a parking transaction.

Pick How You Pay!

It'd be great if parking was free. But if you have to pay to park, use ParkMobile to make it quick & easy.

You've already downloaded the app, now add a payment method to your account. So, when it's time to park, you're ready to pay.

[Add Payment Method](#)

Adding A Payment Method

Adding your preferred payment method is easy! Choose a credit or debit card, Apple Pay®, PayPal or ParkMobile Wallet.

1. Select "Settings" Tab

2. Tap "Payment Methods"

3. Select "Add New"

Have Questions?

We're here to help! Contact our customer service team, and we'll be in touch ASAP.

[Contact Us](#)

Add a Payment Method In-App Message

ParkMobile

Thanks for Downloading the ParkMobile App!



Did you know? 1 in 20 drivers is a ParkMobile user, so you've joined a community of millions who have discovered a smarter way to park. Use our app in over 350 cities across the US.

Using ParkMobile is Quick & Easy!

Check out this video to see how simple it is to set up your account & get started using the app.



Reserve Your Parking Spot

Choose from 100's of lots and garages across the US and save up to 50% on drive-up rates when you make a parking reservation.

 Reserve Your Spot!

[RESERVE NOW](#)

Join ParkMobile Pro!

For only \$0.99 a month, you can see real-time parking availability, get reduced transaction fees, and discounts on rental cars, oil changes, and more!

Welcome Email






You're Almost Ready to Park!

Pick how you pay - Choose a credit/debit card, PayPal, ParkMobile Wallet, or Apple Pay.

[ADD PAYMENT](#)

Add a Payment Method Reminder Email

3. Engagement

Once people are using the app, we engage them on an ongoing basis with emails, in-app messages, and push notifications. The goal is to keep them engaged with ParkMobile even when they are not actively parking. In addition to the app-based engagement, we retarget users on Facebook and other social platforms to serve up tactical messages and stay top-of-mind.

First Parking Transaction In-app Pop Up and Email





4. Retention

ParkMobile strives to keep users engaged with the app for the long term. We consistently communicate news and updates to members through email, social media posts, and other tactics. ParkMobile also has a re-engagement program for lapsed users who haven't used the app in several months.

Lapsed User Campaign Examples



We Miss You!

It's been awhile. Come back and see us! We're adding new cities every day, from Berkeley to Dallas to Bethesda, so chances are there's always a ParkMobile parking spot near you.

9 Million registered users can't be wrong. There's so much to love!



-  **In a hurry?** Skip the line, pay with the app, and start your parking session in seconds.
-  **Parking expiring?** We'll alert you before your time's up!
-  **Need more time?** Extend your parking session, right from the app!

Technical issues? Questions?
Visit our Knowledge Base to read our FAQs



Why Use ParkMobile?

We're constantly working to make parking easier and smarter. Check out two of our most popular features:

Extend Your Time
Running late? Need more time? Extend your parking session right from the app!



Learn More About "Extend Your Time"



"Find My Car"
Forgot where you parked? Use the app to see exactly where your car is parked, and receive directions back to it.



Learn More About "Find My Car"



Technical issues? Questions?
Visit our Knowledge Base to read our FAQs



We Want to Hear From You!

We noticed that you recently registered for the ParkMobile app but have not yet used it. Help us understand why by taking this short survey.

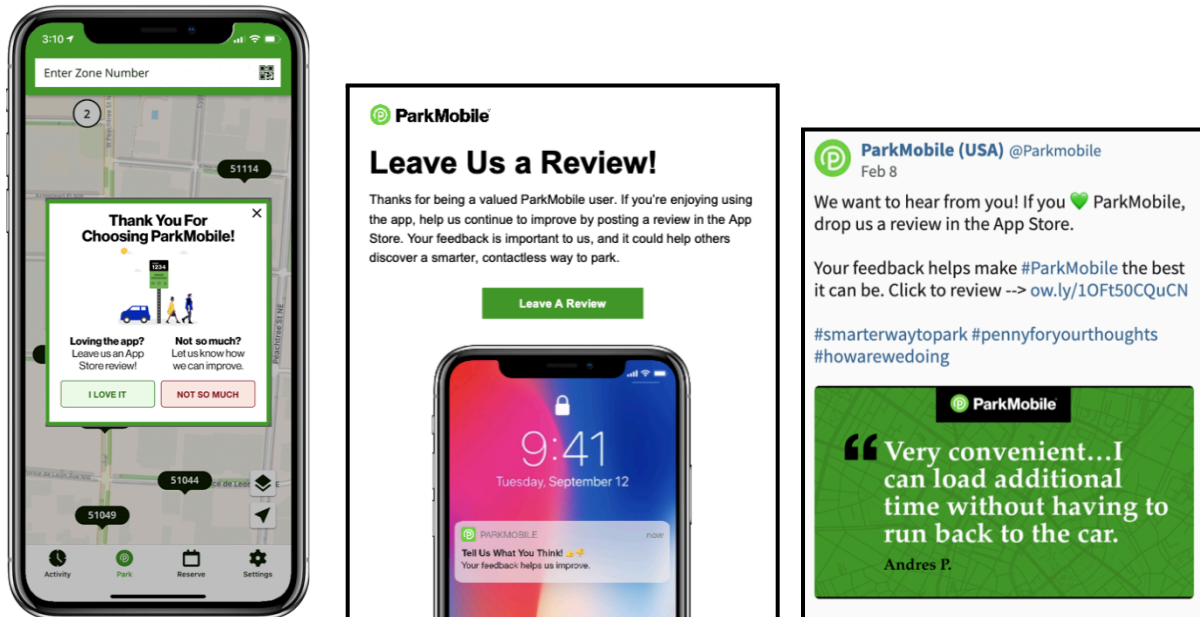
As a thank you for your time, when you complete this survey and provide your email address, you will be entered for a chance to win a \$100 gift card.

[Share Your Thoughts](#)



5. Advocacy

For loyal power users, ParkMobile urges them to become “ambassadors” for the ParkMobile brand through social media and app store reviews.



To help adoption of the City’s mobile parking payment program not only see early success, but also continuously grow, we will deploy a variety of marketing tactics and strategies, including, but not limited to the options listed below as examples.

Instructional Documents and Website Content

ParkMobile can provide the City with helpful one-pagers and wallet cards, as well as content to embed in the City’s website, email, and social media channels.



 **ParkMobile**
A Smarter Way to Park

Always know where you're going to park.

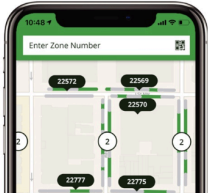
Get the ParkMobile app for contactless parking payments across the U.S.



ParkMobile Perks

- Get expiration reminders
- Extend time remotely when available
- Reserve parking ahead of time
- See available parking spots in select areas

Get the app or visit ParkMobile.io



 **ParkMobile**

Giving you a smarter way to park.

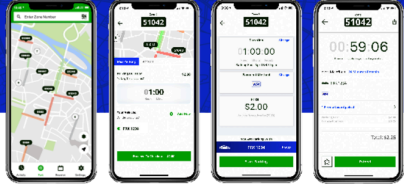
Get the ParkMobile app for contactless parking payments across the U.S.



 **ParkMobile**

Contactless Parking with ParkMobile

When you're parking on-the-go, use the ParkMobile app to avoid the spread of germs through contactless parking payments. Easily find and pay for parking from your phone without having to touch the meter.



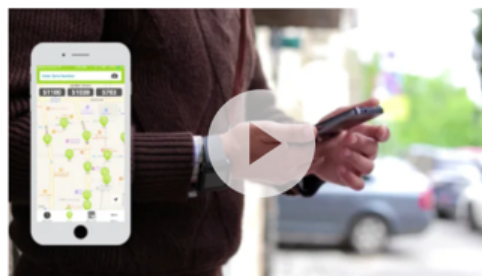
Enter zone number by referring to nearby signage or using the map. | Select the duration of time you want to park. | Confirm your information and start your parking session. | Monitor your session and extend time remotely if needed.

Perks of Using ParkMobile

-  Easily register and start your first session
-  Save "favorite" and recently used parking zones
-  Extend your parking session on-the-go
-  Use the app in thousands of locations nationwide
-  Customize your parking expiration reminders
-  Add up to 5 vehicles to your account

Customized Video Content

ParkMobile has an extensive video library of demos and tutorials that can be embedded on the City's parking website and used in other digital channels. We are also able to produce any custom video asset as needed to support the program. You can see our full video library here: <https://vimeo.com/parkmobile>.



Using ParkMobile for On/Off-street Parking an...

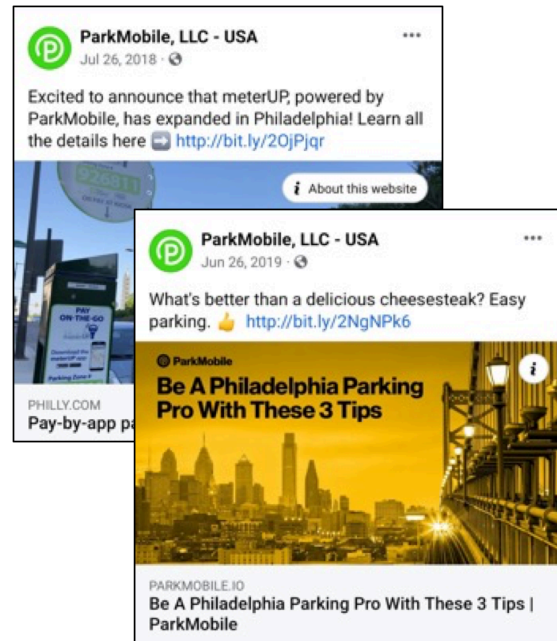
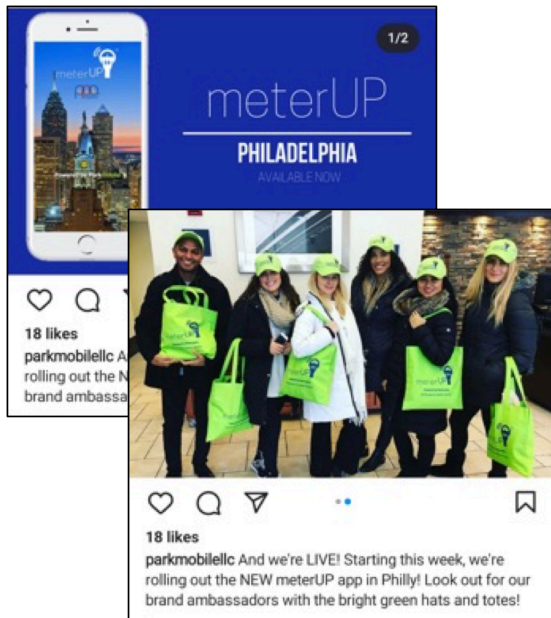


How to Use ParkMobile



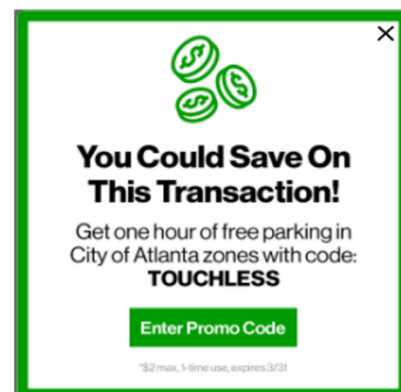
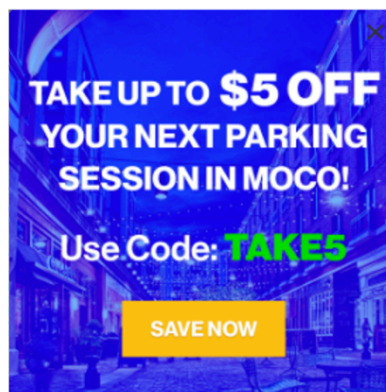
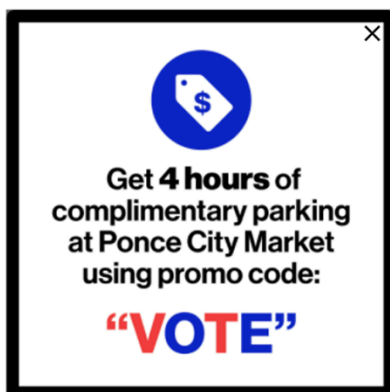
Social Media

ParkMobile has a very strong social media presence with over 31,700 followers on Twitter, 34,500 followers on Facebook, 5,300 on LinkedIn and 1,650 followers on Instagram. We will leverage this industry-leading social network to raise awareness for ParkMobile's products and services across the area. We also engage with local influencers to post about ParkMobile on their social channels.



Special Events and Promotions

ParkMobile can set up special promotions for parking around the municipality. For example, the City can offer "\$1 off", "free parking," or other incentives. The ParkMobile marketing team will work with staff to design and execute a promotion that is right for you.



Branded Swag Kits

We provide our clients with swag kits that include branded items like hats, shirts, water bottles, lip balm, koozies, and more. These items can be distributed at the City's parking office or at other events to help raise awareness of the parking program. We also use these items when we deploy street teams as an incentive to download the app.





Pricing & Information on Getting Started

ParkMobile's services are based on a convenience fee added to each transaction, which is paid for by the end customer. This model allows you to collect your full parking fee amount, and allows you to use our services without any up-front costs or monthly subscription fees.

All ParkMobile's Standard Terms and Conditions Shall Apply to this Pricing Proposal	Fees
Mobile Payment (OnDemand) Transaction Fee paid by end user. Price does not include credit card processing fees. Client or ParkMobile can serve as Merchant of Record (MOR).	\$0.45 per transaction

****If ParkMobile is Merchant of Record (MOR), our processing fees for credit card payments are 3% plus \$0.20 per transaction.***

ParkMobile Services Included At No Cost

- Signage and decal stickers for the initial rollout
- Setup and Implementation
- Call Center, Customer Support, Hosting and Maintenance
- Social media, PR, standard marketing, and advertising for program launch
- Integrations with meter, enforcement and LPR vendors
- As a backup to the integrations, ParkMobile will provide a cloud-based enforcement portal with secure credentials to validate active OnDemand smart parking sessions for each of your location(s) where your smart parking services are made available.
- ParkMobile 360 Customizable Self – Administration Toolset for reporting and setting rates.

Timeline for Getting Started

From the time a contract is finalized, the time to launch is typically 40-60 days. Through our streamlined onboarding process, our implementation team will configure your rates, train your staff on back office systems, collaborate with our marketing team to plan your launch promotion, and create signage.

***All ParkMobile's standard terms & conditions shall apply to this parking proposal
Proposal pricing valid for 30 days***

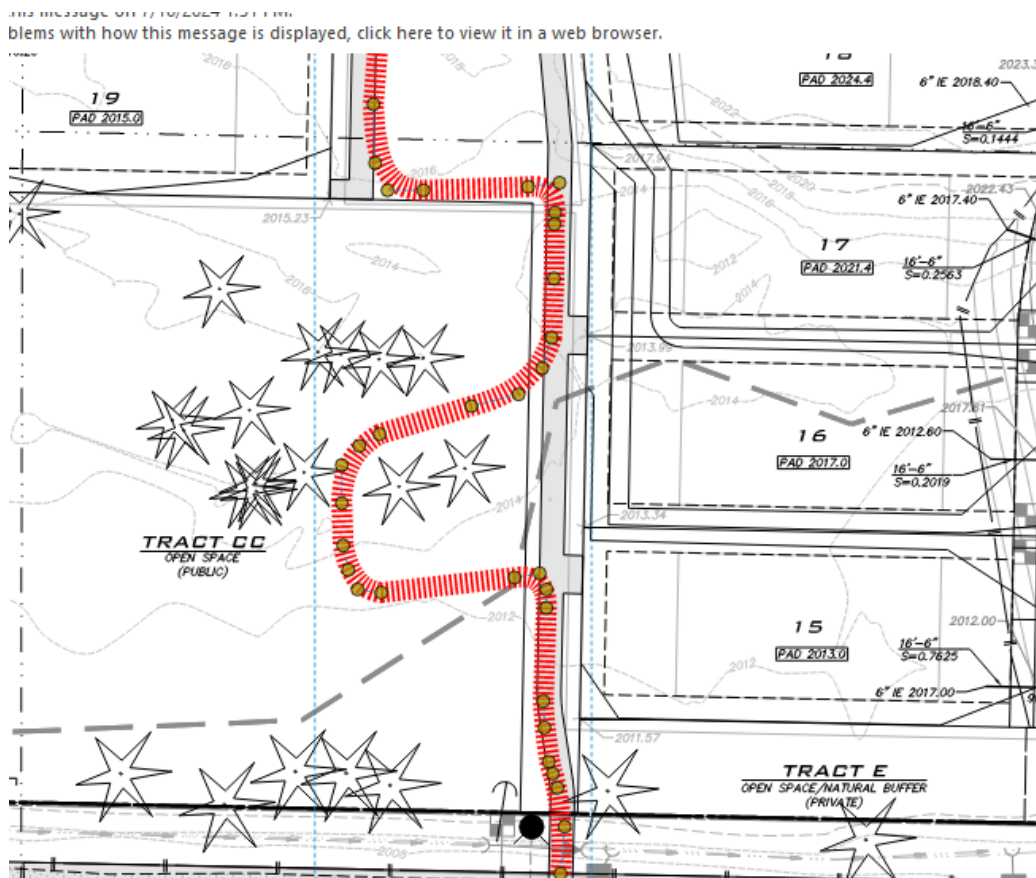
AGENDA STAFF REPORT

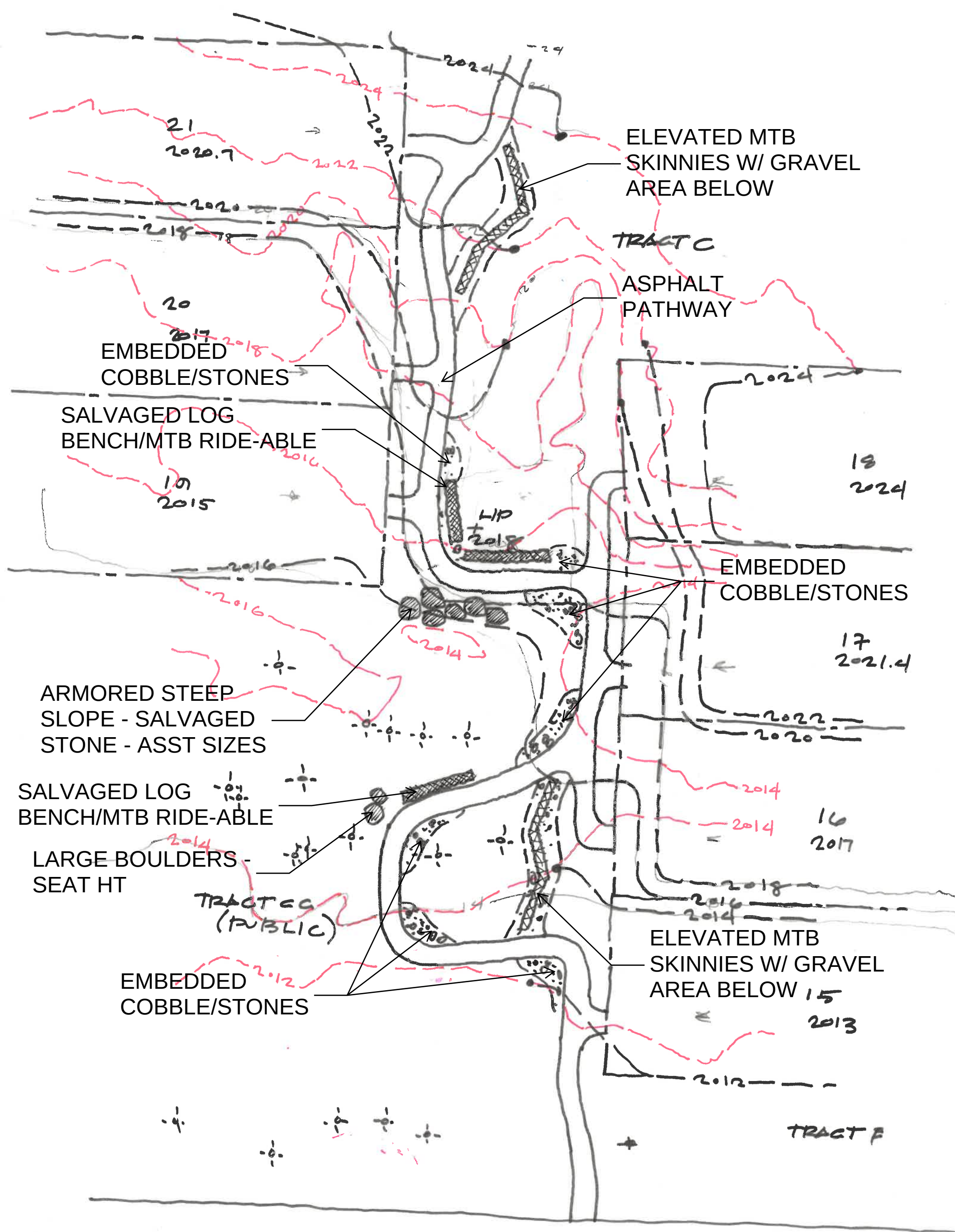
AGENDA DATE: August 1, 2024

ACTION REQUESTED: Look at creating a new City Park

BACKGROUND: I have met with Gary Berndt at the city park in Ederra to chat about some ideas for making it better. He was going to have Gordon Jones call so I could get his take on the piles of concrete rubble in the park, but I have not talked to Gordon yet.

Regardless, it's a city park so I am reaching out to the city with some ideas that Gary and I thought would be helpful. We are going to build a pathway from 6th to Outfitter to connect lots 15-18 and 19-21 to public ROW. We think it would be great to meander the path through the east end of the park and provide a way for future park pathways to connect. This would add a bit to our cost, but should be the city some enhancements at no expense to the tax payer. I expect a plan from the landscape architect soon, but you can get an idea of what I'm on about in the snip below.





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



Telephone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

EVENT PERMIT APPLICATION

NAME OF EVENT: National Nonprofit Day

Received:



This Event permit is to help the event coordinator and the City of Cle Elum build the best possible events for our community. We know how hard you work on your events and want to make sure that you have all the tools you will need to ensure a great event. Please return this application to the City of Cle Elum City Hall at 119 W First Street.

ADDITIONAL CONTACT INFORMATION:

Kittitas County Public Health Department (509) 962-7515
Kittitas County Chamber of Commerce (promotion) (509) 925-2002
Northern Kittitas County Tribune (newspaper) (509) 674-2511
Washington State Liquor Control Board (206) 764-4020

TYPE OF EVENT

Will your Event have OVER 50 Attendees? No ☐ Yes ☒ If yes, continue to "Major Event".

"Minor Event" (50 and Under)

Will you need any Street Closures? No ☐ Yes ☐ If yes, fill out Full Application.

Will you be putting up any Tents? No ☐ Yes ☐ If yes, fill out Full Application.

Will there be Alcohol served or available? No ☐ Yes ☐ If yes, fill out Full Application.

Do you plan on playing Music at the event? No ☐ Yes ☐ If yes, fill out Full Application.

Will you need to exceed the Noise Ordinance? No ☐ Yes ☐ If yes, fill out Full Application.

See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☐ Yes ☐ If yes, Contact the Cle Elum Fire Department.

Cle Elum Fire Department (509) 674-1748 or (509) 656-4062

Fire Chief Comments: _____

Approved: No ☐ Yes ☐

NOTE: During a burn ban you are NOT allowed to use pellets or briquettes.

"Major Event" (Over 50)

Will you need any Street Closures? No ☒ Yes ☐

Will this event require any Traffic Control Devices or Personnel? No ☒ Yes ☐

Will you be putting up any Tents? No ☐ Yes ☒

Will there be Alcohol served or available? No ☒ Yes ☐

Do you plan on playing Music at the event? No ☐ Yes ☒

Will you need to exceed the Noise Ordinance? No ☒ Yes ☐

See Cle Elum Municipal Code Section 8.12

Will you be cooking on site? No ☒ ~~Yes ☒~~

ALL "Major Events" must complete the Full Permit Application.

EVENT 'FULL PERMIT APPLICATION'

***NOTE: This 'Full Permit Application' requires City approval. A meeting between the event coordinator and all department heads may be required. Please plan accordingly with as much advance notice as possible.**

RETURN TO: Cle Elum City Hall
119 W First St
Cle Elum, WA 98922
Office (509) 674-2262
Fax (509) 674-4097

This permit application must be completed, signed, and returned to Cle Elum City Hall along with all pertinent insurance information and diagrams.

Any misrepresentation in this permit application or deviation from the final agreed upon route and /or method of operation described herein, may result in the immediate revocation of the permit.

EVENT DESCRIPTION: Required.

Please attach additional sheets with a COMPLETE description of what the event will be.

Event Name Family Fun in the Park with UKC Nonprofits

Event date(s): 8/17/2024 Day(s) of the Week Saturday

Time: 11:00am - 1:00pm

Event location: Cle Elum City Park

Facilities to be used (check): Park ☒ Street ☐ Sidewalk ☐ Private Property ☐

Set-up: Date 8/17/2024 Time 10:00am am / pm

Take-Down: Date 8/17/2024 Time 2:00pm am / pm

Purpose of Event: Celebrating National Nonprofit Day

Event Crowd Size:

Participants _____ Spectators 200 Volunteers/Personnel 35

Has Event been produced previously? No ☒ Yes ☐

If yes, what were the dates? _____

Any change from previous years? No ☐ Yes ☐ If yes, please list changes on separate sheet.

Please attach a separate sheet listing the schedule and location of events as well as a site map. Site map shall include items such as the location of garbage receptacles, portable bathroom facility, stage, seating, vendors, street closures, etc.

APPLICANT INFORMATION:Organization Name: Upper Kittitas County Senior Center and attached list of participating organizationsMailing Address: Street PO Box 877City Cle Elum State WA Zip: 98922Applicant's Name: Lori Nevin Title: Executive Director

Contact Information: Daytime Phone 509-674-7530
Cell Phone 206-919-5328
Fax _____
E-mail centerdir23@gmail.com

Contact Person During Event: Name Lori Nevin
Daytime Phone _____
Cell Phone 206-919-5328
Fax _____
E-mail centerdir23@gmail.com

FEES AND PROCEEDS:Will you charge an admission fee? No ☒ Yes ☐ If yes, how much? _____Will alcohol be served or available? No ☒ Yes ☐Will alcohol be sold? No ☒ Yes ☐

***Applicant is responsible for obtaining all required permits from the State of Washington regarding alcohol and must abide by these state and local requirements.**

ENTERTAINMENT AND PROMOTIONS:Sound system: Acoustic ☐ Amplified ☒Describe Entertainment: Local musicians under the gazebo

Will there be vendors? No ☒ Yes ☐ If yes, each vendor must fill out the Vendor License Application available at City Hall or approved alternate.

Check type of promotion you plan to use to attract participants:

TV ☐ Radio ☒ Paper ☒ Flyers ☒ Posters ☒ Other ☐ Specify _____

STREET CLOSURES:

Is this event going to require any street closures? No ☒ Yes ☐

If Yes, please list streets requested to be closed and attach map, highlighting streets.

List Street(s) _____

INSURANCE INFORMATION:

☒ A Certificate of Liability Insurance MUST be attached to this Event Application. "City of Cle Elum" at 119 W First St., Cle Elum, WA 98922 must be named as "Additional Insured" to all coverage.

TRAFFIC CONTROL AND SECURITY:

Some activities may require traffic control and security. Please attach a separate sheet of paper detailed how your organization will deal with these issues. ☐ See Attached Pages

HOLD HARMLESS AGREEMENT(S):

Hold Harmless Agreement attached: ☒ MUST accompany this Event Permit Application
Parade Hold Harmless Agreement: ☐ *Not included in this application; Each Parade Entrant must sign and return to the event coordinator. The event coordinator is responsible for retaining all agreements.

CITY DEPARTMENT COMMENT PAGE:

☒ The following page lists the city departments that will need to be contacted. It is the responsibility of the event planner / applicant to take this form to each department for comments.

I certify under penalty of perjury that the information above is correct to my best knowledge.

Lori Nevin

Applicant's Signature

Lori Nevin (and attached)

Applicant's Printed Name

5/20/2024

Date

Executive Director

Title

7/8/24 (Jm)



HOLD HARMLESS AGREEMENT

This Agreement made this 20th day of May, 2024, between the City of
Cle Elum, referred to as "CITY" herein, and UKCSC and participants listed on the attached at,
PO Box 877, Cle Elum, WA, 98922 referred to as "USER" herein.
Mailing Address City State Zip

For the good and valuable consideration, receipt of which is acknowledged, is hereby agreed:

SECTION I

USER undertakes to indemnify CITY from any liability, loss or damage USER may suffer as a result of claims, demands, costs, or judgments against it arising out of the acts, failure to act, or activities that USER conducts under the CITY'S license or permit whether liability, loss or damage is caused by, or arises out of the negligence of USER or its officers, agents, employees or otherwise.

SECTION II

This Agreement shall commence on the date that the CITY issues its license or permit to USER and shall continue in full force until the permit and license expire. Renewal of the permit and/or associated license(s), if any, automatically renews this Agreement. The duty to indemnify the CITY for claims, demands, costs or judgments against it that arise during the Agreement survives the expiration of the Agreement.

SECTION III

CITY agrees to notify USER in writing, within 30 days, by certified mail, at USER'S address as stated in this Agreement, of any claim made against CITY on the obligations indemnified against.

SECTION IV

USER agrees to defend against any claims brought or actions filed against CITY with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the subject indemnity herein, USER agrees the CITY may employ an attorney of its own selection to appear and defend the claim or action on behalf of CITY, at the expense of USER. CITY, at its option, shall have the sole authority for the direction of the defense, and shall be the sole judge of the acceptability of any compromiser or settlement of any claims or actions against CITY.

SECTION V

Vouchers or other similar, property evidence showing payment by CITY of any loss, damage, or in expense covered under this Agreement shall be conclusive evidence, (except fraud) against USER as to fact and amount of USER'S liability hereunder.

SECTION VI

USER consents that it shall not institute any action or suit at law or in equity against CITY, nor institute, prosecute or in any way aid in the institution or prosecution of any claim, demand action, or cause of action for damages, costs, loss of services, expenses, or compensation for any damage for any damage, loss or injury either to person or property, or both, whether developed or underdeveloped, resulting or is result, known or unknown, past, present, or future, arising out of activities that USER conducts under a license/permit issued to USER by CITY.

Lori Nevin
"USER" Signature

Lori Nevin (and attached)
Print Name

Executive Director
Title



KITTITAS COUNTY RECOVERY
COMMUNITY ORGANIZATION

<https://kittitascountyrco.org/> | info@kittitascountyrco.org | 509-968-5224

Date: 05/20/2024

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

To Whom It May Concern,

The Kittitas County Recovery Community Organization will be participating in the National Nonprofit Day celebration on August 17th, 2024. As an authorized representative, I agree to the terms of the application being submitted for our participation in this event.

Thank you,

Brandi Amundson

Brandi Amundson, CPC
Executive Director
Cell: (509) 312-8041
Office: (509) 968-5224
brandi@kittitascountyrco.org
www.kittitascountyrco.org

Re: * * Tonight * * National Nonprofit Day Planning

1 message

Kevin Eichhorn <director@campkoinonia.org>
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Mon, May 20, 2024 at 1:35 PM

*Camp Koinonia will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From Kevin Eichhorn, Executive Director of Camp Koinonia.
I hope to make it tonight as well but will need to leave around 6pm.*

On Mon, May 20, 2024 at 8:38 AM Upper Kittitas County Senior Center <centerdir23@gmail.com> wrote:
Reminder we'll have a planning meeting tonight at UKC Senior Center 5:00pm.

If your organization will be participating on August 17, please email me a note include your name, title, phone number in a signature line, and with this statement or something like it so I can complete the City of Cle Elum Event Application.

"[name of NPO] will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From [name of representative]"

Lori Nevin
Executive Director
Upper Kittitas County Senior Center (UKCSC) at Centennial Center
Mobile: 206-919-5328
Office: 509-674-7530

In Christ,
Kevin Eichhorn
Director of Camp Koinonia
Cell: 509.304.9541
director@campkoinonia.org
www.campkoinonia.org

RE: * * Tonight * * National Nonprofit Day Planning

1 message

Ann Leichter <Ann@bngclub.org>
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Mon, May 20, 2024 at 3:25 PM

Boys and Girls Club of the Columbia Basin – Kittitas County will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From, Ann Leichter

Program Director, Kittitas County, 509-793-5177, ann@bngclub.org



From: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Sent: Monday, May 20, 2024 8:39 AM

To: MARIA ADAMS <monroe_adams@comcast.net>; nkcmuseums@gmail.com;
president@cleelumroundup.com; Dawn Bass <dawn_zierke@hotmail.com>; Sarah Day <days@cersd.org>;
contact@swaukteanawaygrange.com; kaylene@uwcw.org; BBunch109@yahoo.com; Barbara Becker
<barbarabecker23@gmail.com>; executivedirector@cleelumdowntown.org; info@roslyndowntown.org; Katie
<katie@kittitascountychamber.com>; director@wahorsepark.org; mapndug@gmail.com;
foe649@gmail.com; mlong@kittitasconservationtrust.org; nicky.pasi@mtsgreenway.org;
brandi@kittitascountyrco.org; cmaras@inlandnet.com; valeriemarielunn@gmail.com;
rosenberry2@gmail.com; dandgcarollo@gmail.com; spuntenney@hopesource.us; razzilenz@gmail.com;
Ann Leichter <Ann@bngclub.org>; Jordan Peterson <jordan@cleelumdowntown.org>; Robin Read
<robin@healthierkittitas.org>; Jessica Cranefield <jessica.cranefield@esd105.org>; Ashlynn Ford
<ashlynnford@hotmail.com>; rcernick@gmail.com; Barbara Kinmark <Barbara@uwcw.org>;
theroslynriders@gmail.com; Bonnie Hawk <hawk_bonnie@yahoo.com>; Justin Peterson
<justin@kittitascountyrco.org>; Megan Clausen <megan@kittitascountyrco.org>; Kevin Eichhorn
<director@campkoinonia.org>; thebartonsclan@gmail.com; rcarey770@yahoo.com; Friends of the Roslyn
Library <friendsoftheroslynlibrary@gmail.com>

Subject: * * Tonight * * National Nonprofit Day Planning

Reminder we'll have a planning meeting tonight at UKC Senior Center 5:00pm.

If your organization will be participating on August 17, please email me a note include your name, title, phone number in a signature line, and with this statement or something like it so I can complete the City of Cle Elum Event Application.

"[name of NPO] will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From [name of representative]"

RE: 4/30/2024 UPDATE: National Nonprofit Day Planning

1 message

Robin Read <robin@healthierkittitas.org>

Tue, Apr 30, 2024 at 3:54 PM

To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

"The Kittitas County Health Network will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From Robin Read"

Robin Read, BA, MPH (she/her/hers)

Executive Director

Cell: 509-607-1375

Email: robin@healthierkittitas.org

Mailing Address: 110 W. 6th Avenue PMB #393, Ellensburg WA 98926

Physical Location: 107 E. Mountain View Avenue, Ellensburg WA 98926

Office: 509-933-7544 Fax: 509-933-7548

www.healthierkittitas.org

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>**Sent:** Tuesday, April 30, 2024 3:51 PM**To:** Robin Read <robin@healthierkittitas.org>**Subject:** Re: 4/30/2024 UPDATE: National Nonprofit Day Planning

That's great you'll be represented! Most plans are firmed up. I'll just need the statement from you to attach to the City of Cle Elum event application.

Lori

On Tue, Apr 30, 2024 at 1:50 PM Robin Read <robin@healthierkittitas.org> wrote:

RE: National Nonprofit Day - August 17th

1 message

Sandra Martinez <sandra.martinez@casaprogram.org>
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Cc: Debbie Cernick <dcernick@casaprogram.org>

Tue, May 21, 2024 at 9:45 AM

Thank you for clarifying, Lori.

As an authorized representative, I agree to the terms of this application.

Best regards,

Sandy

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Sent: Tuesday, May 21, 2024 9:04 AM
To: Sandra Martinez <sandra.martinez@casaprogram.org>
Cc: Debbie Cernick <dcernick@casaprogram.org>
Subject: Re: National Nonprofit Day - August 17th

Hi Sandy,

Thank you to Debbie for bringing this opportunity to your team! Yes, the event application for the City of Cle Elum includes all terms (day, time, venue, etc.) including the Hold Harmless.

Please let me know if you have other questions.

Lori

On Tue, May 21, 2024 at 8:58 AM Sandra Martinez <sandra.martinez@casaprogram.org> wrote:

Hello Ms. Nevin,

Court Advocates for Children for Kittitas County will be participating in the National Nonprofit Day celebration. To what terms am I agreeing? Is the Hold Harmless Agreement in the event application? Please confirm.

Thank you,

Sandy



May 22, 2024

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

Re: National Nonprofit Day

Dear City of Cle Elum,

The Roslyn Downtown Association will participate in the National Nonprofit Day celebration on August 17, 2024, and as an authorized representative, I agree to the terms of this application. A copy of the RDA's Certificate of Insurance is forthcoming as our renewal date is June 1, 2024.

Sincerely,

Cheri Marusa, President
Roslyn Downtown Association

Cc: RDA Board

Re: * * Tonight * * National Nonprofit Day Planning

1 message

MARIA ADAMS <monroe_adams@comcast.net>

Tue, May 28, 2024 at 4:48 PM

To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Hi Lori,

Our Board agreed to be part of this. I will be out of town but here is the verbiage:

"Roslyn Ronald Cle Elum Heritage Club will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From Maria Adams"

Maria Adams

President

Roslyn Ronald Cle Elum Heritage Club

<https://rrchc.com>

(206) 755-3525

On 05/20/2024 8:38 AM PDT Upper Kittitas County Senior Center <centerdir23@gmail.com> wrote:

Reminder we'll have a planning meeting tonight at UKC Senior Center 5:00pm.

If your organization will be participating on August 17, please email me a note include your name, title, phone number in a signature line, and with this statement or something like it so I can complete the City of Cle Elum Event Application.

"[name of NPO] will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application. From [name of representative]"

Lori Nevin

Executive Director

Upper Kittitas County Senior Center (UKCSC) at Centennial Center

Mobile: 206-919-5328

Office: 509-674-7530

Fwd: National Nonprofit Day involvement

1 message

Lori Nevin <lorinevin8@hotmail.com>
To: Lori Nevin <centerdir23@gmail.com>

Wed, May 29, 2024 at 8:17 AM

Begin forwarded message:

From: Stephanie Haag <stephanie@kaleidoscopecs.org>
Date: May 28, 2024 at 12:34:38 PM PDT
To: Lori Nevin <lorinevin8@hotmail.com>
Subject: National Nonprofit Day Involvement

Lori,

Kaleidoscope will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

Thank you,

Stephanie Haag
Executive Director

509-593-3876
www.kaleidoscopecs.org



Re: National Nonprofit Day celebration

1 message

Sam Puntenney (she/her) <spuntenney@hopesource.us>
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Wed, May 29, 2024 at 9:36 AM

Thanks Lori!

HopeSource will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.



Sam Puntenney (she/her)
Communications Manager
Tel: 509-925-1448
606 W. 3rd Ave.
Ellensburg WA 98926

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Sent: Wednesday, May 29, 2024 11:32 AM
To: Sam Puntenney (she/her) <spuntenney@hopesource.us>
Subject: Re: National Nonprofit Day celebration

And now here's the attachment, the City's application.

Lori

On Wed, May 29, 2024 at 9:30 AM Upper Kittitas County Senior Center <centerdir23@gmail.com> wrote:
Hi Sam,
Let me know if you have any questions about this. The application referenced below is the City of Cle Elum Event application. I will fill it out for all the NPOs participating.

Lori

On Wed, May 29, 2024 at 8:17 AM Lori Nevin <lorinevin8@hotmail.com> wrote:

Begin forwarded message:

From: Stephanie Haag <stephanie@kaleidoscopecs.org>
Date: May 28, 2024 at 12:36:31 PM PDT
To: Sam Puntenney <spuntenney@hopesource.us>, Bob Bunch <bbunch109@yahoo.com>
Cc: Lori Nevin <lorinevin8@hotmail.com>
Subject: National Nonprofit Day celebration

Hi Sam and Bob,

In order to participate in the National Nonprofit Day celebration, you need to send a statement like this to Lori at the Senior Center (she is cc'd on this email). That will officially lock you in as a participant.

RE: * * Tonight * * National Nonprofit Day Planning

1 message

Nicky Pasi <nicky.pasi@mtsgreenway.org>

Tue, May 21, 2024 at 10:39 AM

To: Upper Kittitas County Senior Center <centerdir23@gmail.com>

Hello Lori,

The Mountains to Sound Greenway Trust will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

From,

Nicky Pasi (she/her)

Kittitas Programs Senior Manager

Mountains to Sound Greenway Trust
(509) 656-4073

Check out our blog to stay up to date on everything happening across the Mountains to Sound Greenway National Heritage Area.

Follow us: Instagram | Facebook | Twitter

From: Upper Kittitas County Senior Center <centerdir23@gmail.com>**Sent:** Monday, May 20, 2024 8:39 AM

To: MARIA ADAMS <monroe_adams@comcast.net>; nkcmuseums@gmail.com; president@cleelumroundup.com; Dawn Bass <dawn_zierke@hotmail.com>; Sarah Day <days@cersd.org>; contact@swaukteanawaygrange.com; kaylene@uwcw.org; BBunch109@yahoo.com; Barbara Becker <barbarabecker23@gmail.com>; executivedirector@cleelumdowntown.org; info@roslyndowntown.org; Katie <katie@kittitascountychamber.com>; director@wahorsepark.org; mapndug@gmail.com; foe649@gmail.com; Mitchell Long <mlong@kittitasconservationtrust.org>; Nicky Pasi <nicky.pasi@mtsgreenway.org>; brandi@kittitascountyrco.org; cmaras@inlandnet.com; valeriemarielunn@gmail.com; rosenberry2@gmail.com; dandgcarollo@gmail.com; spuntenney@hopesource.us; razzilenz@gmail.com; Ann Leichter <ann@bngclub.org>; Jordan Peterson <jordan@cleelumdowntown.org>; Robin Read <robin@healthierkittitas.org>; Jessica Crane

Fwd: Nonprofit Day

1 message

Upper Kittitas County Senior Center <centerdir23@gmail.com>
To: Lori Nevin <centerdir23@gmail.com>

Mon, Jun 3, 2024 at 1:02 PM

Begin forwarded message:

From: Stephanie Haag <stephanie@kaleidoscopecs.org>
Date: June 3, 2024 at 12:53:41 PM PDT
To: Upper Kittitas County Senior Center <centerdir23@gmail.com>
Subject: Fwd: Nonprofit Day

Stephanie Haag
Executive Director

509-593-3876
www.kaleidoscopecs.org



----- Forwarded message -----

From: Bob Bunch <bbunch109@yahoo.com>
Date: Mon, Jun 3, 2024 at 12:43 PM
Subject: Nonprofit Day
To: Lori Nevin <lorinevin8@hotmail.com>
Cc: stephanie@kaleidoscopecs.org <stephanie@kaleidoscopecs.org>

Hi Lori,

COAL will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

COAL will be sharing a table with Kaleidoscope at this event.

*Best regards,
Bob Bunch
The COAL Center*

Yahoo Mail: Search, Organize, Conquer

(no subject)

1 message

Ashlynn Ford <ashlynnford@hotmail.com>

Mon, Jun 24, 2024 at 1:47 PM

To: "centerdir23@gmail.com" <centerdir23@gmail.com>

Community Builders will be participating in the National Nonprofit Day celebration and as an authorized representative, I agree to the terms of this application.

Ashlynn Ford

Director of Youth Programs

Get Outlook for iOS



2024 Lodging Tax Fund Application

Name of Applicant: Northern Kittitas County Historical Society

Name of Event: Carpenter House Painting & Plumbing

Date Received: _____

Received By: _____

City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

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

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

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

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

Date-specific is an event or project which occurs over less than one month.

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

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

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

Project Management:

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

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

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

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

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

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

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

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:**Branding**

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2024

Name of Organization: Northern Kittitas County Historical Society

Organization mailing address: 302 W. 3rd

Cle Elum, WA 98922

Organization contact person & title: Charlene Kauzlarich

Treasurer

Organization/contact phone: (509) 929-0996

Email: nkcmuseums@gmail.com

Organization Website: www.nkcmuseums.org

Federal Tax ID Number: 94-3091028 UBI Number: 601820533

Organization is a (select one):

- | | |
|-------------------------------------|-------------------|
| ☐ | Government Entity |
| ☒ | 501(c)3 |
| ☐ | 501(c)6 |
| ☐ | Other _____ |

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

Project/Event Name: Carpenter House Painting & Plumbing

Project/Event Date: July 2024

Project/Event Location: 302 W. 3rd, Cle Elum WA 98922

Amount of Funding Requested: \$ 25,000

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

☒ New Project/Event ☐ Ongoing Project/Event Support

Estimated # of overnight stays: 92 (32 motel, 60 camping)

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

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

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?
Yes ☐ No ☒

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

A.	Prior Year	Projected
How many participants and spectators attended last year's activity and/or will attend this year?	<u>733</u>	<u>788</u>

B. How many days did/will your event occur? _____ 4 months

C. How many room nights were and /or will be booked as a result of your project/event?

(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)

_____ 92 (32 motel/60 camping)

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:

(signature)

Charlene Kauzlarich

Or sign here: _____

(print name)

Charlene Kauzlarich

Title: NKCHS Treasurer

Date: July 26, 2024

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Applicant Checklist

For applicant use prior to submission

- ☐ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☐ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☐ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☐ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☐ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☐ I have attached a project budget, properly formatted according to item 8 in the application.
- ☐ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☐ The application certification in item 10 is signed and dated by the proper authority.
- ☐ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☐ My application is being delivered to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Submission Checklist

For office use only

Please mark “yes” or “no” to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☐

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: _____

Organization: _____

Activity Name: _____

Activity Type: Event/Festival ☐ Marketing ☐ Facility ☐

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.

Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).

Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date: _____

End Date: _____

Funds Requested: _____

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE:

*Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: _____

Actual: _____

*Method: _____

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: _____

Actual: _____

*Method: _____

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).*

***Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

REQUEST FOR PROPOSALS, LODGING TAX FUND 2024 – NARRATIVE

- 1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.***

NKCHS is seeking \$25,000 for two essential maintenance projects at the historic Carpenter House Museum.

The first project is painting the front of the building and the fence, for a total cost of \$10,000 (see attached painting bid). The cost to paint the whole house (\$35,000) is too far out of our reach at this time, so our attention will concentrate on the front and fence which are the primary focus points to our visitors. Sprucing up the peeling and dirty paint will show visitors that our community takes pride in maintaining this historic residence.

The second project needing immediate attention is replacement of the water line from the city meter to the house and installation of an irrigation system for the lawn – the cost of which is estimated at \$25,000 (see attached estimate). The current water line is very old, rusty, and too small to provide adequate water pressure. The one functioning water faucet in the yard is not enough to keep the lawn and flowerbeds watered efficiently. This plumbing project will provide the home with good clean water and enough water pressure and faucets to enable efficient lawn irrigation.

The Carpenter House Museum has brought thousands of visitors to Cle Elum since it opened in 1989. It was visited by 733 people in 2023 and, based on current visitorship, we predict our 2024 count to reach 788 people (a 7.5% increase). Although its regular visitor season runs from April through September, it is used year-round for monthly meetings of the historical society and High Country Artists as well as for special events, workshops, and group tours. In addition to providing a glimpse into how the Carpenter Family lived there over 100 years ago, it offers a number of special activities each month to attract visitors, including:

- New Art Exhibits

- Receptions with refreshments

- Lawn activities (rock painting, musical jam session, ice cream social)

- History lectures

- Workshops (painting, card making, macramé)

- Meeting Space for Various Groups

Itemized List of how grant funds will be utilized:

\$20,000 paid toward plumbing updates

\$ 5,000 paid toward painting project

2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:

I. Away from their place of residence or business and staying overnight in paid accommodations;

32 motel nights and 60 camp nights

II. To a place fifty miles or more away from their place of residence of business for the day or staying overnight; or

172 traveling fifty miles or more from their residence

III. From another country or state outside of their place of residence or business.

27 from another country or state outside their residence

The above figures are derived from the actual count from our museum's GUEST BOOK (see sample attached) from 2023 and multiplied by a projected 7.5% increase for 2024. .

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:

I. Is your project/event year-round or is it seasonal or date specific?

Our project is year-round.

II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?

Offer an aesthetically pleasing exterior to our visitors

Offer art exhibits, workshops, lectures, events, and meeting space

Advertise through Facebook

Provide timeline of activities/events being offered on our website

Publish regular newsletters of NKCHS activities

Cross promote our activities through visits with CAMAH, Rotary, Kiwanis, Heritage Club, etc.

III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?

NKCHS is a member of the Cascade Association of Museums, Art, and History (CAMAHA) which is a cooperative organization with 22 different organizations that promote tourism in Kittitas County. In addition to cross-promoting our individual organization activities, we promote our activities on our websites, brochures, and social media advertising.

We will continue to promote our museum activities online through Facebook and website posts in addition to posting event brochures around the county as well as in the Tri-Cities and Wenatchee areas.

The tool that we use to measure our impact on tourism is a museum GUEST BOOK (copy attached) which provides us with number of visitors, how many miles traveled, where they're from, and where they're staying while here.

- 4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?**

We have applied for \$5,000 from the Cle Elum Downtown Façade Improvement Fund, but have not yet received a response on that application. We are hopeful these two Cle Elum funding agencies will support our requests for funding, as we hope to keep the Carpenter House a major draw for tourists. NKCHS has funds of \$10,000 on hand to provide a match for this grant. If our funding requests are not approved, we will still proceed with the project but postpone the plumbing request until other funding sources are explored.

- 5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?**

NKCHS has partnered with several organizations over the years, starting with the High Country Artists in 2000. This partnership, formed 24 years ago, was arranged for HCA to maintain and operate the Carpenter House in lieu of paying a rental fee. Our Memorandum of Agreement with HCA provides non-profit

501c3 coverage, requires HCA to staff the house with museum docents and pay its utility bills while at the same time allows them to provide art workshops and exhibit their art in the home. Income is derived from membership dues, donations, workshop fees, and art sale commissions of 25-30% - all of which goes towards maintenance and operation of the Carpenter House.

NKCHS spearheaded the efforts in 2011 to create the Cascade Association of Museums, Art and History (CAMAHA) to collaborate and partner with other organizations (22 currently) in order to cross-promote our historic sites in an effort to encourage county-wide tourism. The Memorandum of Agreement between NKCHS and CAMAHA which provides CAMAHA with non-profit 501c3 coverage has been in effect since inception in 2011. We are actively involved in CAMAHA and attend quarterly meetings to update each other on what's happening at each of our sites so that we can pass that information on to our visitors by way of the CAMAHA brochure, website, and personal invitation. Our collaboration with CAMAHA has had a very positive impact on our operations, most notably, through shared resources we were able to create 360° videos of both the Telephone and Carpenter House Museums to add to our website as well as convert old movie reel films of our local area into dvd formats for use in presenting our local history talks – all of which are used to attract more visitors to our museums.

NKCHS has collaborated with the Cle Elum Downtown Association on projects such as providing historic information for their website and a proposed walking history tour of Cle Elum, and is currently working with the Kittitas County Chamber to produce a mural for the wall of the Farm and Home building.

6. *Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.*

We are sharing our need for funding assistance to our membership and inviting those who can to help us with their donations. We will also continue our current fund raising endeavors which include annual membership drives, donations, workshops, and grants applications.

7. *Additional information: Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.*

Our mission at NKCHS since inception in 1965 is to preserve and disseminate Northern Kittitas County history by such means deemed appropriate by the Board of Directors, including cooperation with other societies and organizations with like interests and goals. We are committed to taking whatever steps necessary to preserve our two museums which connect our visitors to the community's cultural heritage. Cultural heritage is central to protecting our sense of who we are. It gives us an irrefutable connection to the past – to certain social values, beliefs, customs and traditions that allows us to identify ourselves with others and deepen our sense of unity, belonging and community pride. The Carpenter House has attracted visitors from around the world since 1989. Maintaining it is crucial to attracting visitors for many decades to come.

- 8. *Project budget: Please attach a copy of the complete budget for this project/proposal.***

CARPENTER HOUSE PAINTING & PLUMBING BUDGET

REVENUES:

NKCHS Cash	\$10,000	
Cle Elum Lodging Fund Grant	<u>\$25,000</u>	
TOTAL REVENUES:		\$35,000

EXPENSES:

Painting	\$10,000	
Plumbing	<u>\$25,000</u>	
TOTAL EXPENSES:		<u>\$35,000</u>

PROFIT/LOSS: -0-

4 Painting Interior- Exterior- Residential-Commercial Licensed-Bonded-Insured Drywall repair E-Mail: 4painting2533941346@gmail.com Baltazar Juarez cell: 253-394-1346 License #4PAINP*860RD	DATE: 7 / 02 / 2024
	NKCHS
	302-W 3 rd St Cle Elum WA 98922
	To Company Name:
	Phone Number Historical Home
Propostal	
1. Scope of work for exterior painting 2. Wood fens on the right side of the house the fans get scraping & pressure wash prime spray back roll (2) coats of paint coast for this fen for all the preparation & painting including labor 3. materials -----\$2,220.00 4. Main front of the house only this include scraping the paint is flaking send all areas is Nassery 5. Pressure wash the front of the house & prime all the areas the need oil primer 6. Spray back roll (2) coats of Sherwin Williams super paint Low Luster 7. Coast for painting all this front of the hose include labor materials -----\$7,200.00	
Notes:	
Any other adicional work be extra chage The taxes will charge on the final invoice	
Total Amount	\$

Thank you for visiting our Museum!

We very much appreciate you signing our GUEST BOOK. Information obtained here is very important to us in applying for needed grant funds to keep our Museum doors open.

Date	Name	Zip Code	Miles Traveled to Get Here	# of Nights Staying in Town	Lodging: M = Motel C = Camping P = Private
6/11	Lisa Benson	98422	1.5		
6/11	Nancy Barber	06209	900	5	children KS
6/11	^{Marge &} Duane Skeen	98926	36	—	
6/11	Sarah Pennington	98926	22.5	8	
6/11	Joanne Ferry	98922	7	—	—
6/11	Kathy Craig	98922	8	—	—
6-16	Shun Pan	98922	6		
6-16	Jackie Seung				
6-17	Jerome Edwards	89509			NV
6-17	Octavia Harte	98199	100	2	P WA
6-17	Heidi Oertel	98199	100	2	P WA
6-17	Eric Harte	98199	100	2	P WA
6-22 (B.H.)	Gretchen Bell	12901	3000	—	P NY
6-24	Matthew Aoudy	1—	13	—	P NY
6/25	Jess Vachon	98922		—	
6-25	Take Knapp	98922			
6/25	Dora Carol Wehner	98926			
6/25	Jane Culham	98941	4		
6/25	Luca Thomaselli	98941	3	N/A	P

McGuire's Landscaping & Winter Services LLC
P.O. box 21
South Cle Elum, WA 98943
509-304-4161
mcguires.landscaping@yahoo.com

Estimate



ADDRESS

Carpenter House Museum
302 W. 3rd Street
Cle Elum, WA 98922

SHIP TO

Carpenter House Museum
302 W. 3rd Street
Cle Elum, WA 98922

ESTIMATE #	DATE	
1342	03/22/2024	

ACTIVITY	QTY	RATE	AMOUNT
Manual Labor installing new water main to house installing full irrigation system with drip lines and double check valves installing 2 frost free hydrants backfilling all ditches and spreading grass seed in all areas worked	1	6,500.00	6,500.00T
Equipment Use TOOL CAT 5600 , E35 MINI, TRENCHER , DUMP TRUCK	1	5,500.00	5,500.00T
materials all materials for new water main poly pipe and fitting brass ford fittings and brass shut off valves main shut off and irrigation shut off	1	1,200.00	1,200.00T
Local Topsoil Local topsoil mixed 3-1 landscape mounds and grass areas also for some leveling in low areas	10	55.00	550.00T
Lawn Grass Seed reseed areas that have been trenched for irrigation and water line replacement	1	150.00	150.00T
Irrigation materials all materials for full irrigation system and drip system to planting beds time clock with modules 1" schedule 40 PVC and fittings hunter valves and heads valve boxes and under mats wire for zones swing pipe and fittings blue stripe and fittings drip system heads and fittings double check valve and pipe fittings with shut offs	1	8,700.00	8,700.00T

SUBTOTAL	22,600.00
TAX	1,830.60
TOTAL	\$24,430.60

Accepted By

Accepted Date

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: January 22, 2003

Northern Kittitas County Historical Society
P.O. Box 462
South Cle Elum, WA 98943

Person to Contact:

Ms. Smith #31-07262
Contact Representative

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

94-3091028

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on July 3, 2000. We have updated our records to reflect the name and address change as indicated above.

Our records indicate that a determination letter issued in May 1989 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Northern Kittitas County Historical Society
94-3091028

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

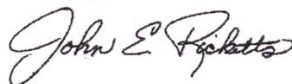
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services



2024 Lodging Tax Fund Application

Name of Applicant: Cyndi Crawford
Sassytrashmarket@gmail.com

Name of Event: 2024 Sassy Trash Market

Date Received: 7-29-24

Received By: [Signature]

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922
509-674-2262**

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

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

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

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

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

Date-specific is an event or project which occurs over less than one month.

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

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

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

Project Management:

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

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

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

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

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

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

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

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:**Branding**

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2024
Name of Organization: Serendipity Crafts & Vintage Collectibles
Organization mailing address: 7181 Upper Pesh Point Rd.
Cle Elum, WA 98922
Organization contact person & title: Cyndi Crawford
owner + coordinator
Organization/contact phone: (509) 961-3033
Email: sassyTrashMarket@gmail.com
Organization Website: facebook.com/SassyTrashMarket
Federal Tax ID Number: — UBI Number: 604-255-778

Organization is a (select one):

☐
☐
☐
☒

Government Entity

501(c)3

501(c)6

Other

Sole proprietor

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

Project/Event Name: 2024 Sassy Trash Market
Project/Event Date: July 6-7, 2024 Sat. + Sun.
Project/Event Location: Wright Ave, between 1st St. + Railroad St.,
Cle Elum, WA 98922
Amount of Funding Requested: \$ 5,245⁰⁰

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

☐

New Project/Event

☒

Ongoing Project/Event Support

Estimated # of overnight stays: 30-50

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

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

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?

Yes ☒

No ☐

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

A.	How many participants and spectators attended last year's activity and/or will attend this year?	Prior Year	Projected
		2023/2024	4,000

- B. How many days did/will your event occur? 2 days 2 days
- C. How many room nights were and /or will be booked as a result of your project/event? (+2 more for setup+teardown)
- (You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)
- 30-50 35

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:

(signature)

(print name)

Title:

Date:

Or sign here:

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Applicant Checklist

For applicant use prior to submission

- ☒ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☒ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☐ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☒ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☒ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☒ I have attached a project budget, properly formatted according to item 8 in the application.
- ☒ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☒ The application certification in item 10 is signed and dated by the proper authority.
- ☒ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☒ My application is being delivered to:

Handed to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Submission Checklist

For office use only

Please mark "yes" or "no" to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☒

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:Year: 2024Organization: Serendipity Crafts + Vintage Collectibles
Sassy Trash Market, LLCActivity Name: 2024 Sassy Trash Market Activity Type: Event/Festival ☒ Marketing ☐ Facility ☐**Event/Festival**- encompasses specific activities such as fairs, festivals, celebrations, etc.**Marketing**- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).**Facility**- encompasses activities related to facility acquisition, upkeep, renovation, etc.Start Date: July 6, 2024End Date: July 7, 2024Funds Requested: \$5,245⁰⁰

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE:

*Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: 3500

Actual: _____

*Method: Indirect Count

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).***ATTENDANCE 50+ MILES:** *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*Predicted: 500

Actual: _____

*Method: Informal surveys and indirect count.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

2024 pg. 2/2

Please Explain: Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: (number of people)

Predicted: 300 **Actual:** _____

***Method:** Informal surveys and indirect count

Please Explain: Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: 30 people **Actual:** _____

***Method:** Indirect Count, Informal Count

Please Explain: Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: 18 **Actual:** _____

***Method:** Informal surveys and indirect count

Please Explain: Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).

***Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.



March 19, 2024

Request

2024 City of Cle Elum Lodging Tax FUND

Sassy Trash Market

**Description of Event, Supplemental Information, Budget
New Project/Events Category**

“Calling ALL Vintage & Artisans, Market Tourists, Explorers, & Shoppers!”

Sassy Trash Market is requesting **\$5,245.00** for 2024 Lodging Tax Funds.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.

The request is for the **Sassy Trash Market** to again be an **ANNUAL** ONE-OF-A-KIND 2-day tourist event as a part of the Cle Elum Pioneer Days, July 6-7, 2024. The event will draw tourists, vendors, workers, and shoppers from all over the state, as well as far away as Wyoming. This event is part of the Cle Elum’s Pioneer Days event 80+ vendor booths to sell their projects, artwork, crafts, and vintage & collectible items, and others finds or creations in a FULL-BLOCK MARKET.

2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:

I. Away from their place of residence or business and staying overnight in paid accommodations;

II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or

III. From another country or state outside of their place of residence or business.

The tourist we draw in will be spending tourist \$ for lodging, restaurants, meals, entertainment, shopping local businesses, shop the events. The “Sassy Trash Market” is the second year of what will **be an ANNUAL** Event. We will start set-up on Thursday, July 4, “Open for Business” on July 6-7, tear-down on Sunday, July 7, 2024, in downtown Cle Elum. We are taking over a FULL BLOCK, N. Wright Ave, between E. 1st Street & E. Railroad Street. The market is open both days from 10:00 am to 5:00 pm. Our goal is to bring in over 3,000+ tourists and guests from all over the Pacific Northwest, and further. The goal also includes giving tourists a reason to come to the Cle Elum area for the 4th of July weekend and many times after.

The Sassy Trash Market event, downtown Cle Elum in July, will give incredibly talented local & distant artisans, crafters, and collectors a venue for many locals and tourists to shop, relax, & enjoy the celebration.

This event is scheduled during the high tourist season to provide an incentive for greater tourism and visitors to Cle Elum during this event, before & return trips. Marketing plans to be delivered through social media, television, radio, print media, and printed flyers, posters, and postcards to be mailed out all over the Pacific Northwest. Interest has already been shown from Cle Elum, Washington to Montana, as well as Missouri, plus.

We are very excited to bring this event to downtown Cle Elum! We are going to draw a lot of visitors to our event which will allow them to fall in love with this beautiful city and surrounding area. Just as it was for us, tourists will make this their future home or vacation tourist location.



3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:

I. Is your project/event year-round or is it seasonal or date-specific?

II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?

III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?

Results / Measurements:

Sassy Trash Market is projected to be an annual event so we will collect informal data and reactions through our online tools, volunteer support, public reaction, zip code tracking and through traffic to our event and social media platforms. We will have a guestbook out at the Selfie Photo Booth set-up in order to track as many visitor zip codes as possible. The vendors are also invited to track zip codes. With the privacy laws these days, acquiring actual lodging stays, we will do our very best to survey our vendors, their workers, & guests to see how they stayed during the market. We will find all creative means to gather this information.

Vendors have been asked to and have been advertising in their areas all over Washington State, Idaho, Montana, Oregon, Wyoming, Canada, & further. Part of their registration requirements is to advertise in their local cities & towns. Each year will be bigger & bigger!

4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching

fund determination may be determined. What changes would occur if the project couldn't be funded?

Additional Funding:

We have collected registration fees from Vendors. Some vendors traded their event fees for helping with the market itself. If funding is not approved, then we will need to remove items not reimbursable and sadly lessen the quality of the event. Search for grants and donations to off-set the event costs.

5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?

Partnerships:

Yes, we have been working with organizers of other event & small businesses, i.e. Shelleigh@ No Rhyme or No Reason Market (organizes 4 markets a year). Christeen@ Pickets Vintage Shop, Kalispell, Montana, Little Red Cottage Market, Missoula, Montana. We have worked with, are working with, and will continue to work with the Cle Elum Downtown Association, multiple vendors and community members to make this, and future events, even more successful.

6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.

Self-Sustaining Plans:

Sassy Trash Market and the Cle Elum Downtown Association will coordinate resources and fill the market to the brim! We have also worked with the City of Cle Elum to provide a shopping experience in a safe and secure environment. This being the third year of this event, we kept the fees seriously low. Keeping it low enough to draw in the vendors as well as helping with the market expenses. Each of the first 3 years will purchase equipment, supplies, banners & such to be self-sustaining the fourth year +.

The interest in our market this year was so great we could have filled up the other half of N. Wright Ave. We turned many vendors away but will re-invite them for next year.

This year we had all the expenses of establishing the event. Next year, and after, we will have purchased or made much of what we need to continue at lower cost. Next year on, there will be a greater profit, though event provide isn't the goal. The goal is that the vendors have amazing sales which supports us all. It is a win-win!

7. Additional information:

Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.

Sassy Trash Market is requesting **\$5,245.00** for 2024 Lodging Tax Funds.

The Sassy Trash Market is an event that we plan to bring back every year in the future to increase tourism in the beautiful City of Cle Elum. It is planned to be bigger each year. We appreciate your help with the large expenses to make this annual event self-sustaining. The Event isn't projecting much profit, if any, this being the first year. The goal is for the vendors to be successful and want to return next year. They will talk up the event and we will grow even quicker than this year.

Thank you for considering our request to make the third year of the Sassy Trash Market **SUCCESSFUL** for our tourists, as well as the locals here in Cle Elum.



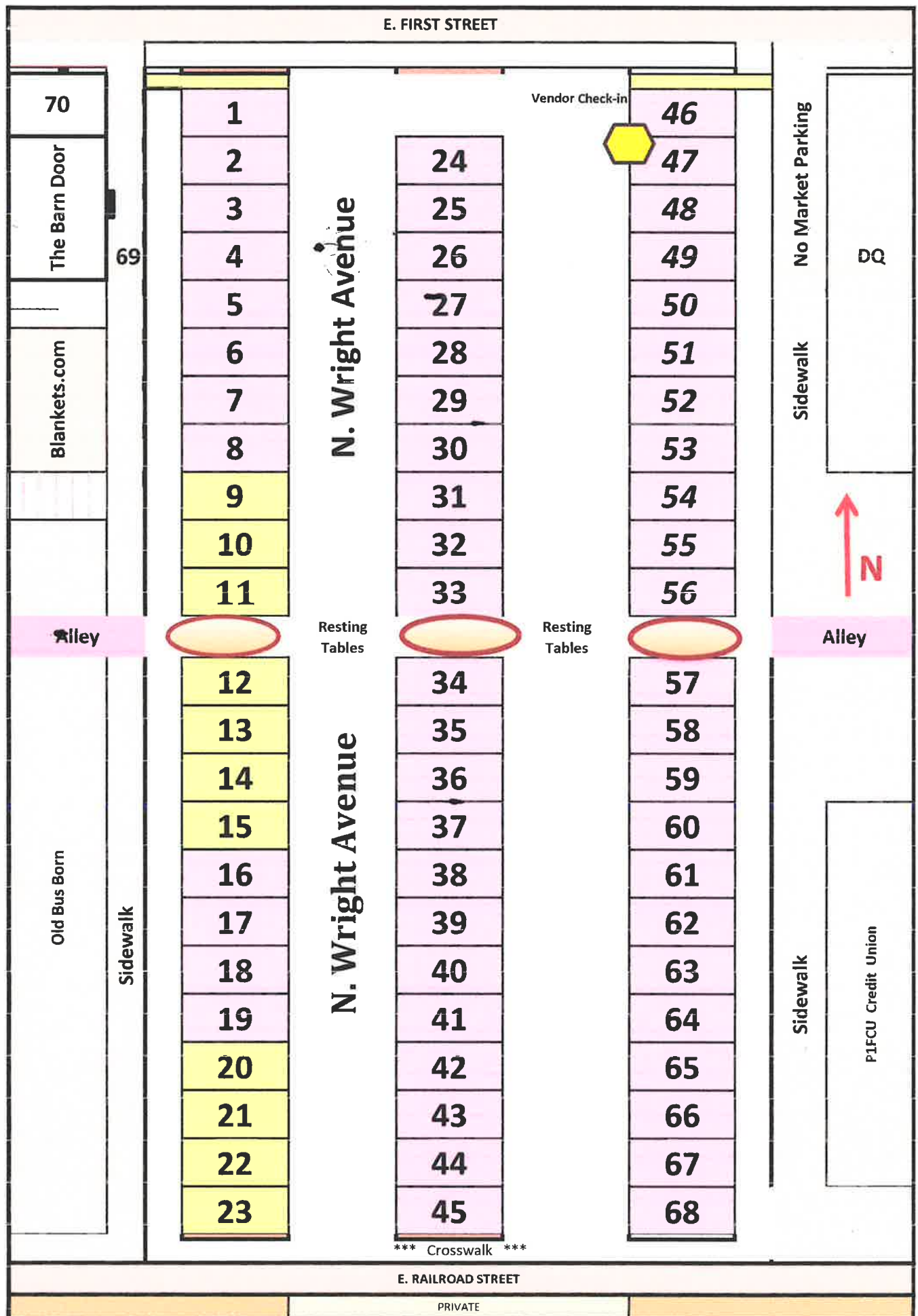
8. Project Budget:

Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application, it may not be necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

(See attached)

Sassy Trash Market, 2024				
Event Dates: JULY 6 + 7, 2024 (FULL dates, July 4-July 6, including set-up, tear-down)				
Revenue:	2024	2023	2022	Notes
Paid Vendor Registration	\$5,000.00	\$5,000.00	\$3,250.00	
NKC Tribune Matching	\$0.00	\$0.00	\$387.00	Sponsorship
Revenue Total	\$5,000.00	\$5,000.00	\$3,637.00	
Expenses:				
Portable Toilets + Wash/Hand Sanitizer Station	\$690.00	\$650.00	\$580.00	Rental
Protective Canopies/Tents	\$0.00	\$425.00	\$2,867.09	Safety for shoppers
Newspaper Ads	\$300.00	\$0.00	\$774.00	Event Advertising
Dumpster Rental	\$100.00	\$55.00	\$55.00	Rental
Promotion Advertising (Media, shirts, vendor bags, & Print)	\$500.00	\$789.00	\$1,897.10	additional ads, plus other advertising.
Local parking lot, rented	\$500.00	\$0.00	\$389.00	
Volunteers	\$1,550.00	\$1,250.00	\$1,125.00	75 hours
Workers	\$1,250.00	\$1,500.00	\$1,500.00	100 hours
Event Signage & Decor	\$400.00	\$524.00	\$820.00	Decor
Postage & postcards x150 + @stamp \$.60 + production \$1.26= \$1.86 ea +	\$380.00	\$300.00	\$167.50	Sending, Vintage Shops, Chambers, groups, possible vendors, more.
Security (2-3 people x 5 nights)	\$4,500.00	\$3,500.00	\$2,500.00	5 nights/days
Pioneer Days Selfie Booth	\$75.00	\$120.00	\$388.00	
Total Project Cost	\$10,245.00	\$9,113.00	\$13,062.69	
Total BALANCE Request	\$5,245.00	\$4,113.00	\$9,425.69	
In Kind - Serendipity Crafts & Vintage Collectibles				
Trailer Rentals (Private)	\$1,200.00	\$1,000.00	\$1,000.00	So far, 2x \$500 ea
Folding tables	\$582.00	\$110.00	\$1,189.00	
Workers & Helpers	\$1,000.00	\$500.00	\$1,000.00	Plus, Gas & meals



XBP Confirmation Number: 206065410

**Receipt for Payment to:
City of Cle Elum**

Date/Time: 07/29/2024 10:40:51 AM
Transaction #: 223482415
Payment Method: Visa
Transaction Status: Successful

Items

TEMPORARY DUMPSTERS	2797 55.08
2797	

Total: 55.08

**Cynthia Crawford
519 4th Ave East
Kalispell, MT 59901**

**Payment Service Provided By
www.xpressbillpay.com**