

**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Tuesday, January 19, 2016
7:00 p.m. - Regular Meeting**

	Pledge of Allegiance	
1.	Call to Order & Roll Call	
2.	Proclamations	
3.	Awards and Recognitions - Officer of the Year	
	Chief's Award	
	Highest DUI Arrests	
	Highest Street Drug Arrests	
	Squad of the Year	
4.	Approval of Agenda	
5.	CONSENT AGENDA	
	Items listed below have been distributed to Councilmembers in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember or at the request of a member of the public with concurrence of a Councilmember. Requests to remove items should be made under Item 4 Approval of Agenda.	
	A. Approve Minutes – January 4, 2016, Regular Meeting	1
	B. Acknowledge Minutes of Boards and Commissions	
	(1) Landmarks & Design Commission – December 15, 2015	5
	(2) Library Board – November 10, 2015	8
	C. Accept Bid Call 2015-34 – Tree Pruning Contract with Basin Tree Services and Pest Control Inc. as Complete	10
	D. Approve University Way Banner Request for Wildcat Day from March 28 – April 11, 2016	11
	E. Approve University Way Banner Request for Wildcat Welcome Weekend from September 12-19 2016	12
	F. Adopt Resolution No. 2016-04 Authorizing George Lambson to Remove one Street Tree at 411 N. Sampson Street	13
	G. Accept Bid Call 2015-36 Vista View III Wire and Transformers with Potelco As Complete	17
	H. Approve January 19, 2016 Voucher Listing	18
6.	Petitions, Protests and Communications	
	A. Board and Commission Appointments	19
7.	Citizen Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
	A. Proposed Resolution 2016-03 Calling for Special Election Ballot Proposition to Fund the Ellensburg Transportation Benefit District	22
9.	Introduction and Adoption of Ordinances and Resolutions	
	A. Proposed Resolution – Retiring Police Service Dog “Hondo” from Service with Honor, Declaring “Hondo” and his Kennel Surplus Property and Authorizing Sale to Andrew Houck	28
10.	Unfinished Business	
11.	New Business	
12.	Miscellaneous	
	A. Manager’s Report	31
	B. Councilmembers’ Reports	
13.	Executive Session	
14.	Adjournment	

Next Ord. #4722
Next Res. #2016-05

CITY OF ELLENSBURG **Minutes of Council Meeting, Regular Session**
Date of Meeting **January 4, 2016**
Time of Meeting **7:00 p.m.**
Place of Meeting **Council Chambers, 501 North Anderson Street**

Roll Call Present: Herion, Lillquist, Miller, Morgan, Scheffer, Tabb and Elliott.

Others present were City Manager Akers; City Attorney Weiner; City Clerk Reno; Executive Assistant Gigstead; Energy Services Director Dunbar; Power and Gas Manager Rowbotham; Civil Engineer Mattson; City Engineer Mayo; Project Engineer Hammond; Engineering Tech Yusi; and approximately 10 members of the audience.

Oath of Office for Bruce Tabb, David Miller, and Jill Scheffer

City Clerk Reno administered the Oath of Office for David Miller, Jill Scheffer, and Bruce Tabb.

Elect New Mayor and Mayor Pro Tem

Motion to nominate Rich Elliott for Mayor. Scheffer

Motion to nominate David Miller for Mayor. Lillquist

City Clerk Reno read the ballots as follows: Councilmembers Herion, Morgan, Scheffer, and Mayor Elliott voted for Rich Elliott; Councilmembers Lillquist, Miller, and Tabb voted for David Miller.

Motion to nominate David Miller for Mayor Pro Tem. Lillquist

Motion to nominate Jill Scheffer for Mayor Pro Tem. Elliott

City Clerk Reno read the ballots as follows: Councilmembers Herion, Miller, Morgan, Scheffer, and Mayor Elliott voted for Jill Scheffer; Councilmembers Lillquist and Tabb voted for David Miller.

Awards and Recognitions

Energy Services Director Dunbar introduced Tom Hammond, Project Engineer.

City Engineer Mayo introduced Darin Yusi, Engineering Tech.

Agenda Approval

Motion to approve the agenda. Lillquist
Affirmed

Consent Agenda

Items listed under the Consent Agenda were distributed to Councilmembers in advance for study and were enacted by one motion with separate discussion to the extent any items were removed from the Consent Agenda at the request of a Councilmember.

Motion to approve the Consent Agenda as follows: Tabb

- A. Approve Minutes – December 21, 2015, Regular Meeting
- B. Acknowledge Minutes of Boards and Commissions
 - (1) Environmental Commission – November 18, 2015

-
- (2) Landmarks & Design Commission – November 17, 2015
 - (3) Parks & Recreation Advisory Commission – November 10, 2015
 - C. Authorize the City Manager to Execute Amendment No. 1 to the Contract for Professional Services with Electric Power Systems for Electrical Engineering Consulting Services
 - D. Award Bid Call 2015-31 – Community Renewable Energy Park Expansion to Ellensburg Solar in the Amount of \$442,843
 - E. Authorize the Mayor to Sign the Library Services Agreement with Kittitas County and Authorize a 2016 Supplemental Budget Revenue Increase of \$3,000
 - F. Award Bid Call 2015-40 – Sanders Road Water Main Project to Advantage Dirt Contractors in the Amount of \$263,249.72 and Authorize staff to make Required Budget Adjustment and Carry Forward to Fund the Project
 - G. Authorize City Manager to Sign the Interlocal Cooperation Payment Agreement with Kittitas County Emergency Medical Services and Trauma Care Council
 - H. Approve January 4, 2016 Claims Fund Voucher Numbers 126610 Through 126794 in the Amount of \$546,219.89, ACH Direct Payments in the Amount of \$1,095,965.20, Payroll Fund Check Numbers 91108 Through 91153 in the Total Amount of \$64,794.90, Direct Deposit in the Amount of \$248,202.30, and Electronic Fund Transfer of \$4,075.00.

Affirmed

Boards and Commissions Applications

Ms. Burrows was unable to attend the meeting.

Council Assignments to Boards and Committees

Council made the following assignments:

Councilmember Herion - Airport Advisory Committee and Law and Justice Council;
Councilmember Lillquist - Lodging Tax Advisory Committee, Utility Advisory Committee, Mental Health & Developmental Disabilities Board, and Yakima Basin Fish and Wildlife Recovery Board;
Councilmember Miller - Finance Committee, Homeless and Affordable Housing Committee, and Kittitas County Community Network Drug Free Coalition;
Councilmember Morgan – KITTCOM Administrative Board, and KCCOG;
Councilmember Scheffer - Chamber of Commerce Liaison, Utility Advisory Committee, South Central Washington R C & D, and Solid Waste Advisory Committee;
Councilmember Tabb - Finance Committee, KCCOG, QUADCO RTPO, Campus and Community Coalition, Public Transit Advisory Committee, ASCWU-BOD Liaison, and Community Center Committee;
Mayor Elliott - EMS and Trauma Care Council, Fire Relief & Pension Board, and Disability Board (LEOFF).

Steve DuPont – 125th Anniversary of CWU Presentation

Steve DuPont gave a presentation on Central Washington University's 125th Anniversary.

Staff will return with a recommendation for the requests for intersection and crosswalk painting and paw print decals at a future meeting.

Memorandum from Environmental Commission Regarding Plastic Bag Ban Recommendation

The Environmental Commission is recommending the phasing out of single use bags with specific components of banning plastic bags.

John Klein discussed the proposed plastic bag ban and stated he prefers an emphasis on recycling plastic bags rather than a ban.

Martha Duskin-Smith, speaking for herself and Our Environment, discussed the proposed ban of single-use plastic bags and submitted a petition in support of the ban.

Art Clark, 2710 Coho Road, stated he supports an emphasis on recycling plastic bags rather than a ban.

Ryan Anderson stated he agrees with the proposed ban.

Motion to direct staff to move forward with the recommendation from the Environmental Commission regarding plastic bags and direct staff to bring information back to a study session at 6:00 p.m. on February 16, 2016. Scheffer Affirmed

Citizen Comment on Non-Agenda Issues

Ryan Anderson, President of ASCWU BOD, thanked the Council for renaming D Street to Wildcat Way.

Public Hearing - Proposed Resolution – Amend the Six Year Transportation Improvement Plan

Mayor Elliott opened the public hearing to consider an amendment to the Six Year Transportation Improvement Plan.

Civil Engineer Mattson summarized the agenda report.

Council asked questions of staff.

There being no further testimony, Mayor Elliott closed the public hearing.

Motion for adoption of Resolution No. 2016-01. Scheffer Affirmed

Motion to authorize Mayor and staff to execute any and all necessary grant paperwork associated with the University Way Overlay and Vantage Highway and Pfenning Road Signalization projects. Scheffer Affirmed

Proposed Resolution – Accepting Donation of \$2,806.31 from Fred Meyer for Stan Bassett Youth Center

The proposed resolution accepts the donation from Fred Meyer for the Stan Bassett Youth Center.

Motion for adoption of Resolution No. 2016-02. Scheffer Affirmed

Manager's Report

Set Public Hearings

Motion to set a public hearing for January 19, 2016 to consider a resolution to place a funding measure on the April special election ballot for the Transportation Benefit District. Tabb Affirmed

Councilmembers' Reports

Motion to approve an excused absence for Councilmember Morgan from the February 16, 2016 meeting. Scheffer Affirmed

Motion to approve an excused absence for Councilmember Herion from the February 16, 2016 meeting. Scheffer Affirmed

Motion to move the previously scheduled Study Session on February 16, 2016 to discuss single use bags from February 16, 2016 to March 7, 2016 at 6:00 p.m. Tabb Affirmed

Mayor Elliott reported on potential flooding.

Adjourn

Motion to adjourn at 8:35 p.m. Scheffer Affirmed

Mayor

ATTEST:

City Clerk



COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson Street, Ellensburg WA 98926

MINUTES OF LANDMARKS & DESIGN COMMISSION

Date and Time: Regular Meeting of December 15, 2015 at 5:45 p.m.

Place of Meeting: Council Conference Room, Ellensburg City Hall

Present: Chairwoman Mollie Edson, Members Fennelle Miller, Dorothy Stanley, Ellen Avitts

Absent: Members, Steve Townsend, Amy McCoy

Others Present: Community Development Director Kirsten Sackett, Senior Planner – Historic Preservation Jonathan Kesler; EDA Representative Carolyn Honeycutt

Note: These are **Summary Minutes** *not* Verbatim Minutes

1. Call to order and roll call of members

Meeting called to order by Chairwoman Mollie Edson at 5:48 pm.

2. Approval of the agenda

a. Ms. Stanley made a motion to approve the agenda as submitted. Ms. Miller seconded. All in favor, motion passed.

3. Approval of the minutes of November 17, 2015

a. Mr. Kesler noted that he went over the minutes with a fine tooth comb, to ensure they included all of the information provided by David Wheeler regarding the mural inventory. Ms. Avitts made the motion to approve the minutes as presented. Ms. Stanley seconded. All in favor, motion passed.

4. Old Business

a. Discussion of Mural Ordinance

Director Sackett presented the information from her staff report regarding communication with the Arts Commission. She explained their concern about the wording of 15.720.020.D (4). Discussion was held and Commissioner Avitts suggested using the wording "Murals shall not be located on any street facing façade." Ms. Sackett also suggested possibly using the wording: "Murals are permitted on the rear of buildings and the side of buildings on interior lots." Ms.

Miller suggested that perhaps we indicated that this provision will not apply to non-contributing buildings. Ms. Honeycutt suggested stating that murals are not allowed on corner lots with a zero lot setback. In response to a question, Mr. Kesler indicated that the Blue Rock parcel is one parcel. We will review it at the next meeting. The Commission would like to have an aerial of the downtown district, with an overlay showing which buildings are non-contributing. They think the setbacks might be key to whether or not a mural would be allowed on a corner lot. Ms. Avitts suggested that murals should not be located on either street-facing façade of corner lot buildings, while Ms. Miller suggested not allowing them on a zero-setback street façades and including the definition of "primary street façade" within the ordinance. Ms. Miller suggested also including something to ensure that murals don't go on the street facing façade of a building that has a zero setback. Staff will include a map in the next meeting packets and members can visit the downtown district.

Motion by Ms. Miller to postpone discussion until January 5, 2016 meeting. Ms. Stanley seconded. All in favor, motion passed.

5. New Business

None.

6. Ellensburg Downtown Association Update

Carolyn Honeycutt invited everyone to attend Pint Night to be held on December 29, 2015, to raise money to buy the new bike racks. She reported that during "Girls Night Out", \$32,000 was spent on retail. The EDU put on some great music with a great sound system.

7. Citizen Comment

None

8. Staff Update/Discussion Items

a. New Commission Recruitment

Mr. Kesler noted that we are missing one member on the commission. Steve and Mollie are working to recruit a retired architect. Mollie is also working with another woman. She also says there is a brand new architect at the university she will try to recruit. Ms. Honeycutt had approached a few folks who declined to participate.

b. 2016 Calendar Adoption

Mr. Kesler presented the Staff report regarding a desire to set a calendar for 2016. He noted that there are several times during the year where a Monday holiday bumps City Council from Monday to Tuesday evening, which interferes with the regularly scheduled Landmarks meetings. Ms. Miller noted that she would rather push meetings to Wednesday rather than moving it a week out, because it would require meeting two weeks in a row. She made a motion to move specific Tuesday dates to the day following (Wednesday), which are these dates: 1/20/16, 2/17/16, 7/6/16, and 9/7/16. Commissioner Avitts seconded. All in favor, motion passed. Ms. Miller made a motion to adopt the calendar as amended, Ms. Stanley seconded. All

in favor, motion passed.

c. Upcoming demolition delay strategies discussion in January

Mr. Kesler explained that he has been compiling good information and examples from other jurisdictions regarding demolition strategies. He intends to begin sharing the information with the Landmarks Commission beginning in January, in an effort to work towards adoption of an ordinance appropriate to Ellensburg. Kim Gant of DAHP has been great about providing assistance to him.

[Steve Townsend arrived at 6:28 pm.]

Ms. Stanley questioned whether or not the nuisance ordinance that the City is working on will address demolition in any way. Mr. Kesler noted some of the information shared by CWU when they had their pre-app for the Samuelson building. They intend to document the portion of the building that will be demolished and they will also be hiring an expert to determine if there is a rat problem or not. Ms. Stanley shared her experience in a walk-through on campus regarding the rat situation. Mr. Kesler noted that CWU will be proposing landscaping that is not conducive to rat habitation.

d. Update on Downtown Lighting

Director Sackett asked to add this item to the agenda. She apprised the Commission on the status of the request made at the last meeting to utilize a resolution requesting the downtown lighting situation be rectified. She explained that City Staff is already working to remedy this situation and does not feel that a formal resolution is necessary. She reported that crews in the Utility Services Department are already working on replacing the new cool lights which have been installed in the downtown core with the warm lights. The cool lights will then be moved to the periphery of the downtown area. She stated that any unopened cool lights will be returned to the vendor, and that an additional 56 new warm lights are on order. The warm lights will be utilized to replace the lights in the downtown core. Staff anticipates this work being completed by the end of summer 2016.

9. Commission Representative Updates

None

10. Adjournment

Ms. Miller made a motion to adjourn at 6:40 pm, Ms. Stanley seconded. All in favor, meeting adjourned.

LIBRARY BOARD MEETING
Tuesday, November 10, 2015
Puget Sound Energy Conference Room

PRESENT: Pat Davis, Diane Huckabay, Jane Nurick, Bob Ota, Dick Smith, Lixing Sun,
Nancy Wieking
GUESTS: Mary Morgan, City Council Liaison
STAFF: Deb DeSoer

I. Call to Order: Bob Ota, Board Chair, called the Meeting to order at 4:30.

II. Approval of the Agenda: Dick moved the Agenda be approved as presented.
The Motion was S/A.

III. Approval of the October Minutes: Nancy moved the Minutes be approved as
presented. The Motion was S/A.

IV. Citizen Comment/Suggestions: none.

V. Reports (Reports are accessible for viewing in the Director's Office.)

A. Director's Report: The recently appointed Youth Services assistant has left to begin a new job at Central.** The position will not be immediately filled due to a shortfall of funds.** Deb explained the fund shortage to the Board.** No new library materials will be purchased for the remainder of the year, and full-time employees are filling in when needed in lieu of substitutes.** 500 of the new library cards have been issued. Deb reported that the Library issues an average of 150 new library cards each month.** The City will begin filtering staff computers as well as public computers, enabling more access to federal grants.** The public computer use policy and patron agreement form for computer use have been revised.** Joan and Sue spoke at WALE about the Library's digital literacy projects and were recognized for the Library's local collaborative efforts.**

B. Friends' Report: The one day sale in October was very successful. The next one day sale will be in May on the first day of the Farmers Market.

C. Special Projects Committee: Bob brought drawings to show how a potential addition for an enlarged Children's area would impact the original footprint.** An addition of almost 3,000 sq. ft. presents many possibilities, and the Board identified several priorities.** Mary reported that she had contacted Matt Willard of Town and Country Homes and he had volunteered to do a preliminary CAD.** It was decided not to have another Committee meeting until the CAD can be studied.

VI. Old Business: none.

VII. New Business

A. Goal Review: To maintain a more logical sequence, Deb will be renumbering the Goals following Goal IV.** The Board briefly reviewed, as planned,

Goals II and III and edited Objective 3.1 in Goal III.** Pat questioned the necessity of reviewing Goals annually. Bob suggested she develop a recommendation in reference to the existing annual review process.

B. Levels of Service Review: Deb asked the Board to review the LOS document before the December meeting.** The Board will also discuss at the next meeting topics for the Annual Retreat in January.** Jane will contact KVH to enquire about space for the Retreat.

C. Computer Policy Update: Deb distributed the updated Library Computer/Internet Policy.

VIII. Announcements

The Annual Spelling Bee will be held Friday, November 20.

Nancy will confirm the interest of a potential candidate for the Dick Smith's Board seat expiring December 31, 2015.

The Meeting was adjourned at 6:00.

The next regular Board Meeting will be held December 8 at 4:30 in the Puget Sound Energy Conference Room.

Respectfully submitted,
Jane Nurick, Secretary



AGENDA REPORT

DATE: January 19, 2016
TO: City Council
THRU: John Akers, City Manager
FROM: Larry Dunbar, Energy Services Director
Richard French, Light Operations Supervisor
RE: Accept Bid Call 2015-34 Tree Pruning Contract with Basin Tree Service & Pest Control Inc. as Complete

SUMMARY: All work for tree pruning services for 2015 has been satisfactorily completed by Basin Tree Service & Pest Control Inc., and the contract is ready to be accepted as complete.

BACKGROUND: Bid Call 2015-34 for tree trimming services was published through the City's small works roster and after being evaluated by staff, and was awarded to Basin Tree Service & Pest Control Inc. by City Council on October 5, 2015. The contract was estimated for 320 hours work and a total cost of \$78,006.40.

ANALYSIS/FINDINGS: The tree trimming work performed by Basin Tree Service & Pest Control Inc. was completed in December of 2015. Basin Tree Service & Pest Control Inc. completed 320 crew hours and invoices totaled \$78,006.40 under this contract.

FISCAL IMPACT: Funding for the tree pruning contract was available within the 2015 budget.

RECOMMENDATION: Staff recommends that the City Council accept Bid Call 2015-34 Tree Pruning Contract with Basin Tree Service & Pest Control Inc. as complete.

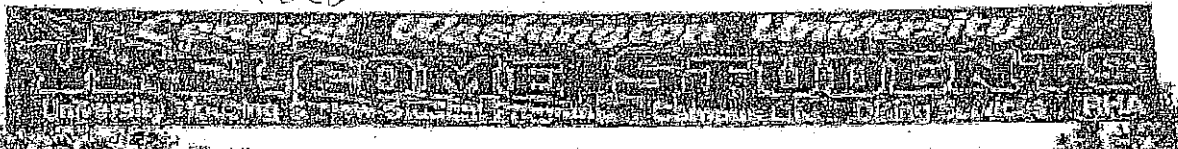
cancel start date

University Way Banner Request Form

Contact Person: John Mowsey Phone Number: 509-963-1323

Name of Event/Program: Wildcat Day

Banner Dates: Hang Banner: April 4th Take Banner Down: April 11th 2016
March 28th 2016



* Example of a correctly made banner.

- This Banner is a maximum of 35' x 52" and a minimum of 24' x 48" with 3" turnback that will allow steel cable to be strung though it, and no grommets. We recommend that wind flaps be cut into the banner to prevent wind damage. (Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).
- I have contacted the City of Ellensburg for approval to hang this banner on the above dates. City of Ellensburg, Phone 509-962-7204, Fax 509-962-7130.
- I have contacted CWU Scheduling Services for a cost estimate and to reserve the banner poles. Phone 509-963-1321, Fax 509-963-1894.

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

*See above example
New Cathedral has been cancelled.*

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

City of Ellensburg approved by: _____ Date: _____

Disapproval/Reasons: _____

CWU Student Union Operations approved by: _____ Date: _____

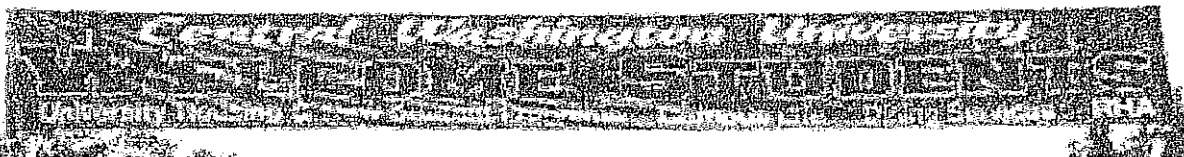
For more information please contact CWU Student Union Operations & Scheduling Services at 509-963-1321
The CWU scheduling center will not be held responsible for any weather related damage that occurs to your banner.

University Way Banner Request Form

Contact Person: John Moursey Phone Number: 509-963-1323

Name of Event/Program: Wildcat Welcome Weekend

Banner Dates: Hang Banner: 9/12/16 Take Banner Down: 9/19/16



* Example of a correctly made banner.

This Banner is a maximum of 35' x 52" and a minimum of 24' x 48" with 3" turnback that will allow steel cable to be strung through it, and no grommets. We recommend that wind flaps be cut into the banner to prevent wind damage. (Additional fees may apply, if CWU provides the services of adding wind flaps to your banner).

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I have contacted CWU Scheduling Services for a cost estimate and to reserve the banner poles. Phone 509-963-1321, Fax 509-963-1894.

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

See example above.
Newcat head has been added.

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

City of Ellensburg approved by: _____ Date: _____

Disapproval/Reasons: _____

CWU Student Union Operations approved by: _____ Date: _____

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

AGENDA REPORT

Date: January 18, 2016
To: City Council
From: Gordon Crane, Stormwater Tech. / Urban Horticulturalist *GC*
Through: Ryan Lyyski, Public Works Director *RL*
Subject: George Lambson tree removal request

Summary:

George Lambson is requesting permission to remove one street tree located at 411 N. Sampson St.

Background:

The tree is a Black Locust, located behind the sidewalk.



Old topping cut, with poorly attached re-growth.
One re-sprout branch broke off in 2015.

Tree Condition: The tree is in poor condition. It was topped decades ago, has large dead branches and internal decay at the base of the tree from an even earlier large diameter cut. One of the secondary branches growing from the old topping cuts failed in 2015.

City Infrastructure damage: Several sidewalk panels near the tree were replaced by the City in 1993; since then, several of the sidewalk panels were heaved by the roots and have been ground down by the City Street Department.

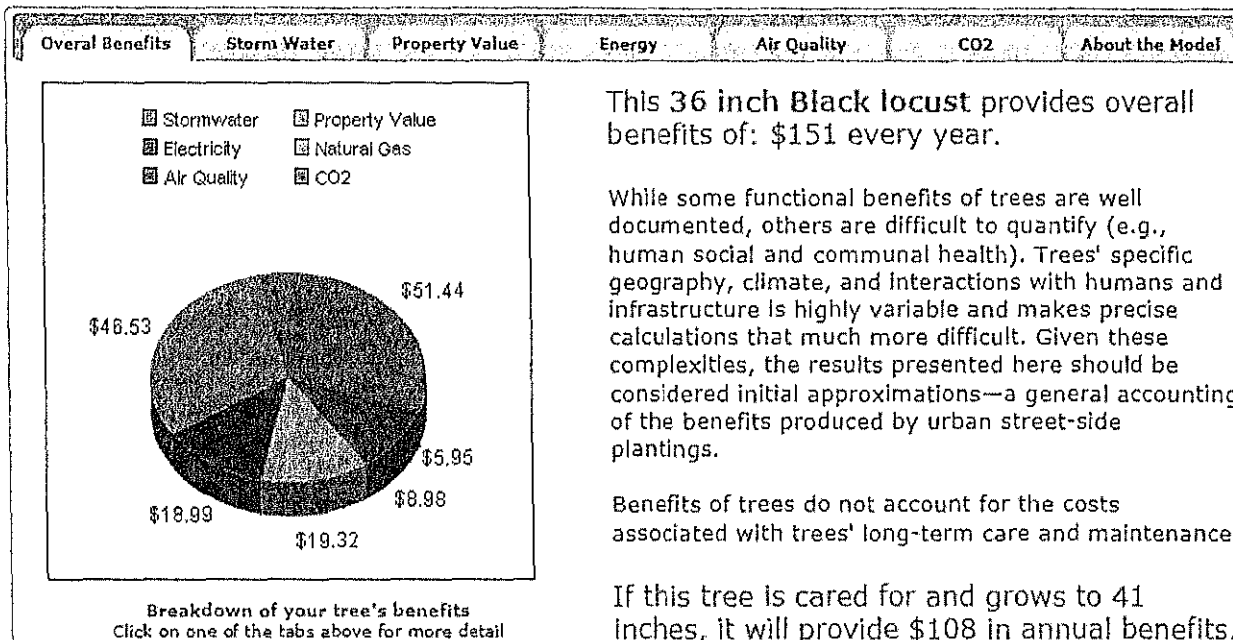
Tree Maintenance activity by City: none known.

Species suitability to location: Black Locust are on the "Do not plant" list.

Private damage claims processed by the City: none known.

National Tree Benefit Calculator

Beta



Findings & analysis: Removal of the tree is appropriate, due to the tree health and poor quality urban tree species.

Recommendation:

Adopting the attached resolution would authorize George Lambson to remove the aforementioned tree.

RESOLUTION NO. 2016-04

A RESOLUTION authorizing George Lambson permission to remove one street tree located at 411 N. Sampson St.:

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

WHEREAS, George Lambson has requested permission to remove one street tree;

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

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

Section 1. George Lambson is authorized to remove one street tree located at 411 N. Sampson St. Approval is subject to George Lambson removing the tree at his expense including removal of the stump, and replanting one replacement tree from the City's Street Tree List in the City right of way in an approved location or pay \$300 into the city's tree fund (the cost of one 1½" diameter replacement tree), within one year.

Section 2. A \$300 refundable deposit shall be posted to assure replacement of the tree.

Section 3. Removal of the stump shall be done within 30 days of the removal of the tree.

ADOPTED by the City Council of the City of Ellensburg on January 19, 2016.

MAYOR

CITY CLERK

CITY ATTORNEY

Lambson
110 W. 6th St. #346
Ellensburg, Wa. 98956

Re: 411 N. Simpson
TREE REMOVAL.
Gordon:

12/21/15

We would like to take
down the tree on
the corner of 5th and
Simpson that you had
checked out previously.

Please move forward with
a permit to do so.

Thanks.

Karen Lambson
Deane Lambson



AGENDA REPORT

DATE: January 19, 2015
TO: City Council
THRU: John Akers, City Manager
FROM: Larry Dunbar, Director of Energy Services
Paul Meyer, Senior Electrical Engineer *PM*
RE: **Accept Bid Call 2015-36, Vista View III Wire and Transformers with Potelco, Inc. as Complete**

SUMMARY: Staff recommends the City Council accepts Bid Call 2015-36, Vista View III Wire and Transformers with Potelco Inc. as complete.

BACKGROUND: The City contracted with Potelco Inc. to install and energize service voltage facilities to all lots at Vista View III. This project was large enough to require the City of Ellensburg to undergo the competitive bidding process and hire a contractor to perform the installation. Potelco Inc. was the apparent low bid and was selected as the successful contractor.

ANALYSIS/FINDINGS: Potelco mobilized on September 28, 2015 and completed construction on October 2, 2015. City staff performed regular inspections throughout the construction process. No outstanding issues or deficiencies currently exist with Potelco's work; City staff considers Bid Call 2015-36, Vista View III Wire and Transformers – Construction Contract and Potelco's work complete.

FISCAL IMPACT: On September 21, 2015, City Council awarded Bid Call 2015-36 in the amount of \$17,163.36 including taxes, the cost of which has been paid to the City by the developer.

RECOMMENDATION: Staff recommends the City Council accepts Bid Call 2015-36, Vista View III Wire and Transformers with Potelco, Inc. as complete.

VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT TO THE BEST OF MY KNOWLEDGE THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED ON THE VOUCHERS LISTED ON THE ATTACHED STATEMENT AND THAT THE CLAIMS ARE A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS.


AUDITING OFFICER

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **19TH DAY OF JANUARY 2016**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

CLAIMS FUND VOUCHER NUMBERS - 126795 – 126986
IN THE TOTAL AMOUNT OF \$841,814.76
ACH DIRECT PAYMENTS 1606 - 1621 IN THE AMOUNT OF \$360,579.53

PAYROLL FUND CHECK NUMBERS – 91154 THROUGH 91197
IN THE TOTAL AMOUNT OF \$70,603.68
DIRECT DEPOSIT IN THE AMOUNT OF \$259,395.40
ELECTRONIC FUND TRANSFER \$4,075.00

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



AGENDA REPORT

DATE: January 19, 2016
TO: City Council
THROUGH: John Akers, City Manager *[Signature]*
FROM: Laurie Gigstead, Executive Assistant to the City Manager *[Signature]*
RE: Board and Commission Application

SUMMARY:

One person has recently applied to serve on the City's Senior Citizen Advisory Commission.

BACKGROUND:

As directed by Council, applications are presented to Council for consideration. The attached chart shows all current vacancies and applicants. A copy of the application for appointment is included in Council's agenda packet. Helen Burrows has been invited to tonight's meeting for introductions.

RECOMMENDATION:

Conduct introduction of Helen Burrows and consider appointment.

Boards and Commissions	Arts Commission	Building Appeals Board	Civil Service Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	5	3	9	7	7	7	5	7	7	7	7
Residency Requirements	N	N	Y	N	Y	Y	Y	N	Y	Y	N	Y
Current Members Within City Limits	4	0	3	5	4	6	6	3	6	6	6	5
Current Members Outside City Limits	3	3	0	2	1	0	1	2	1	0	0	1
Current Members Outside but in UGA	0	0	0	0	1	0	0	0	0	0	0	1
VACANCIES	0	2	0	2	1	1	0	0	0	1	1	0
APPLICANTS												
Helen Burrows											1 st	

Application for Appointment

(Please print clearly)

RECEIVED

DEC 23 2015

CITY MANAGER
ELLENSBURG, WA

Name of Board or Commission applying for: Adult Activity Center

Name of Applicant: Debra M. Burrows Date: 12/11/15

Address: 807 E. Seattle Ave. Phone Number: 509-925-1909
Ellensburg, WA 98926

Email Address: _____

Length of Residence in Ellensburg: 67 yrs. Do you live within the city limits? yes

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? yes

Occupation Status and Background: Retired, drove bus, taught school - attended & graduated from Central, have 3 great sons, their wives & families, enjoy working in my yard and helping others!

Organization Affiliations: Eastern Star

* I started taking the quarterly activity brochures to the Ellensburg Library, Kittitas and keep the last year and a half. I will continue to do so!

Why are you seeking appointment? I enjoy Kittitas and the staff and the people who attend the AA Center. The Center has so much to offer seniors. I would like to be part of attracting more seniors to use our facility and activities.

I look forward to working with the other board members and making decisions for the good of our Senior Center.

Will you be able to attend meetings regularly if appointed? yes

If my first choice, as listed above, is not available, I would be interested in service on one of the following boards or commissions:


1. No thank you.
2. _____






AGENDA REPORT

TO: City Council

THRU: John Akers, City Manager 

FROM: Terry Weiner, City Attorney 

SUBJECT: Public hearing for proposed Resolution 2016-03 calling for special election ballot proposition to fund the Ellensburg Transportation Benefit District

DATE: January 19, 2016

SUMMARY: The proposed Resolution 2016-03 would authorize placing a proposition on the April 26, 2016 special election ballot which, if approved by voters, authorizes an additional sales and use tax of up to two-tenths of one percent for a period of not more than ten years to fund the Ellensburg Transportation Benefit District ("TBD").

BACKGROUND: The City has, for the past several years, partnered with the Associated Students of Central Washington University to provide a public transit option to citizens and students in the community. Operation of the system has been provided through a grant contract between the Washington State Department of Transportation and HopeSource to provide the transit service, with funding provided by a combination of state and federal grants with matching funds from the Associated Students of Central Washington University and the City.

Subsequently, a City of Ellensburg Transit Development Plan was completed in June 2013, which resulted in the creation of the Public Transit Advisory Committee ("PTAC") on October 21, 2013, which undertook a discussion of how to fund public transit in Ellensburg. The PTAC recommended that City Council form a transportation benefit district as provided in Ch. 36.73 RCW, which provides that TBD's may use a variety of options to fund public transportation improvements.

The Ellensburg TBD was created by adoption of Ordinance 4707, codified in Chapter 1.82 of the Ellensburg City Code, in July 2015. As a result of subsequent state legislation, Chapter 1.82 was amended in December 2015 to provide that the governing board of the TBD is the Ellensburg City Council.

On January 4, 2016, City Council directed staff to prepare a resolution which, if approved, would place a proposition on the April 26, 2016 special election ballot asking

voters to approve an additional sales and use tax of up to two-tenths of one percent to provide funding for public transportation projects of the TBD.

ANALYSIS AND FINDINGS: The ballot measure requests a sales and use tax of up to a maximum of two-tenths of one percent (.2%). If the ballot measure is approved by voters, the TBD will be required to take further action to establish the actual amount of the sales and use tax up to the .2% limit. The funding will be used for:

1. The provision of public transportation services, including but not limited to, providing the personnel, equipment and maintenance necessary to operate a public transportation system in Ellensburg;
2. The service planning, marketing, and public engagement for the provision of public transportation services;
3. The acquisition and replacement of public transportation vehicles, equipment and facilities, as well as the planning, design, construction and implementation of public transportation capital improvements; and
4. The implementation of transportation demand management programs.

Based on sale tax revenue collected for 2012-14, staff estimates that a .2% increase as proposed would generate an additional \$791,812 in 2017, with annual increases for inflation, retail sales growth, etc. If the ballot measure is approved, tax collection could not begin until October 1, 2016 at the earliest, due to notification requirements of the Washington State Department of Revenue.

Voter education will be provided through fact sheets prepared by City staff and distributed to Ellensburg voters and residents. A citizen committee supporting the measure may also be formed. It is also possible a citizen committee opposing the measure could be formed; regardless, the City is under required RCW 29A.32.280 to appoint a committee to prepare arguments advocating voter approval of the measure and a committee advocating voter rejection of the measure. The appointments must be made by February 26.

FISCAL IMPACT: Funding for the special election in the amount of \$25,000 is provided for in the 2016 budget.

RECOMMENDATION(S): 1. Conduct public hearing regarding the proposed resolution; and 2. Adopt proposed resolution placing the TBD funding proposition on the April 26, 2016 special election ballot.

Attachment: Proposed Resolution 2016-03

**ELLENSBURG TRANSPORTATION BENEFIT
DISTRICT RESOLUTION NO. 2016-03**

A RESOLUTION of the Ellensburg Transportation Benefit District ("TBD" or "District"), providing for a ballot proposition to be submitted to the qualified voters of the District at a special election to be held on April 26, 2016, authorizing an additional sales and use tax within the district to be levied in an amount of up to two-tenths of one percent for a period of not more than ten years, commencing not earlier than October 1, 2016, for the purpose of paying for or financing the cost of public transportation improvements.

WHEREAS, the City of Ellensburg has established through Ordinance No. 4707, codified as Chapter 1.82 of the Ellensburg City Code ("ECC"), a Transportation Benefit District pursuant to Chapter 36.73 RCW; and

WHEREAS, Ordinance 4719 amended Chapter 1.82 ECC to provide that the City Council would thereafter assume the rights, powers, immunities, functions, and obligations of the governing board of the governing board of the TBD, thereby abolishing the board; and

WHEREAS, Central Transit, provides public transportation services operated by HopeSource through a combination of funding provided by the State of Washington, the City and the Associated Students of Central Washington University, provides bus transportation and paratransit services for persons with disabilities throughout the City; and

WHEREAS, the City of Ellensburg desires to support public transportation through a local sustainable funding source; and

WHEREAS, RCW 35.95.2721 provides that municipalities are authorized to acquire, construct, operate, and maintain public transportation systems in Washington; and

WHEREAS, with voter approval, the District may impose a sales and use tax upon the occurrence of any taxable event within the boundaries of the District to fund transportation improvements; and

WHEREAS, under RCW 36.73.015(6) and Chapter 1.82 of the Ellensburg City Code, transportation improvement funds may be used for public transportation improvements that preserve, maintain, operate, construct and reconstruct the existing public transportation system and infrastructure of the city; and

WHEREAS, the Ellensburg City Council now desires to fund the TBD and implement the public transportation improvements through the imposition by the District of a sales and use tax to be levied in an amount of up to two-tenths of one percent in

accordance with RCW 82.14.0455, consistent with Chapter 36.73 RCW, upon voter approval thereof;

WHEREAS, it is the intent of the TBD to allocate funds from the voter approved sales and use tax in a manner that supports sustainable funding and potential expansion of public transportation services and operations during the ten (10) year period of the levy; and

WHEREAS, the City provided notice of and conducted the public hearing on January 19, 2016 regarding the proposed resolution placing a measure on the April 26, 2016 special election ballot to fund the Transportation Benefit District;

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

Section 1. Tax submittal to voters. To provide the necessary funding for the transportation projects identified in Section 2 of this resolution, the City Council shall submit to the qualified electors of the district a proposition authorizing the TBD to fix and impose, for a period of not more than ten years, a sales and use tax to be levied in an amount of up to two-tenths of one percent (0.2%), commencing not earlier than October 1, 2016, pursuant to RCW 36.73.040(3)(a) and RCW 82.14.0455.

Section 2. Use of revenues and description of transportation improvements.

A. The sales and use tax revenue shall be used by the district consistent with Chapter 36.73 RCW and this resolution to fund public transportation improvements permitted by Chapter 36.73 RCW, including but not limited to, the acquisition, construction, operation, improvement, provision, maintenance, and preservation of public transportation facilities, equipment, services and programs.

B. Specifically, the transportation improvements carried out with the sales and use tax revenues must be projects or programs contained in the City of Ellensburg Public Transportation Development Plan, including:

1. The provision of public transportation services, including but not limited to, providing the personnel, equipment and maintenance necessary to operate a public transportation system in Ellensburg;

2. The service planning, marketing and public engagement for the provision of public transportation services;

3. The acquisition and replacement of public transportation vehicles, equipment and facilities, as well as the planning, design, construction and implementation of public transportation capital improvements; and

4. The implementation of transportation demand management programs.

Section 3. Ballot Proposition. The City Council hereby finds and declares that the best interests of the TBD require the submission to the qualified voters of the District a proposition of whether the TBD shall impose a sales and use tax within the limitations established in RCW 82.14.0455 for their approval or rejection. The Kittitas County Auditor as *ex officio* supervisor of elections in Kittitas County, Washington is hereby requested to call and conduct such special election to be held within the District on April 26, 2016, and to submit to the qualified electors of the District for their approval or rejection a proposition to impose a sales and use tax to be levied in the amount of up to two-tenths of one percent (0.2%) of the selling price in the case of a sales tax or value of the article used in the case of the use tax. The sales and use tax authorized by this section is in addition to any other taxes authorized by law shall be collected from those persons who are taxable by the State of Washington under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the boundaries of the District and shall be imposed for a period of not more than ten years from its first date of collection. Upon approval of the voters of the proposition hereinafter set forth the District may use proceeds of such sales and use tax for the purposes described in this resolution. The City Clerk is hereby authorized and directed to certify, no later than February 26, 2016, to the Director of Elections, a copy of this resolution and the following proposition to be submitted to the qualified electors at that election, in substantially the following form:

**ELLENSBURG TRANSPORTATION BENEFIT DISTRICT
ELLENSBURG, WASHINGTON
PROPOSITION 1
SALES AND USE TAX FOR
TRANSPORTATION IMPROVEMENTS**

The City Council of Ellensburg, Washington adopted Resolution No. 2016-03 concerning a sales and use tax to fund public transportation improvements within the Ellensburg Transportation Benefit District. This proposition would authorize collection of a sales and use tax at a rate of up to 0.2% of all taxable retail sales within the Ellensburg Transportation Benefit District, in accordance with RCW 82.14.0455, for a period of not more than ten years, for the purpose of paying for or financing the costs of public transportation maintenance, operation and improvement projects identified in Resolution No. 2016-03.

Should this proposition be approved?

YES.....
NO

For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the City Council hereby designates: (a) the City Clerk; and (b) the

City Attorney, as the individuals to whom such notice should be provided. The City Attorney and City Clerk are each authorized individually to approve changes to the ballot title, if any, deemed necessary by the Director of Elections.

The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's or clerical errors, references, resolution numbering, section/subsection numbers, and any reference thereto.

The proper TBD officials are authorized to perform such duties as are necessary or required by law to submit the question of whether the sales and use tax shall be imposed, as provided in this resolution, to the electors of the District at the April 26, 2016, special election.

Section 4. Severability. If any provision of this resolution shall be declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be separable from the remaining provisions and shall in no way affect the validity of the other provisions, or of the imposition or collection of the tax authorized herein.

ADOPTED by the City Council of the City of Ellensburg this 19th day of January, 2016.

Mayor


Attest:


City Clerk

Agenda Report

Date: January 19, 2016

To: City Council

Thru: John Akers, City Manager 

From: Dale Miller, Police Chief 

Subject: Resolution retiring Police Service Dog "Hondo" from service with honor, declaring PSD Hondo and his kennel surplus property and authorizing sale to Andrew Houck

Summary: Attached is a Resolution declaring Police Service Dog "Hondo" and his kennel as surplus property and authorizing his sale to K-9 handler Andrew Houck, for the total sum of \$1.00.

Background: The Ellensburg Police Department's K-9 program was adopted in 1989. Per Ellensburg Police Department policy, upon retirement of a Police Service Dog the program allows for the sale of the animal to its handler for the sum of \$1.00. Hondo's kennel, located at Officer Houck's residence, is also surplus property and should be sold to his handler as well.

Police Service Dog (PSD) "Hondo" joined the Ellensburg Police Department in February of 2011, where he has faithfully served the Ellensburg Community. Hondo will be 7 years old in February and has recently been diagnosed with Degenerative Myelopathy (DM) resulting in gait changes and lameness issues. Hondo has been receiving care from Mt. Stuart Animal Hospital and Dr. Valarie Hedrick. Doctor Hedrick reports DM is an irreversible, progressive condition of the spinal cord that eventually leads to complete paralysis. Hondo has missed patrol shifts and training sessions in the past month due to this condition.

Findings and Analysis: This resolution authorizes Hondo's transfer of ownership to Officer Houck; a separate transfer agreement will be prepared to protect the City from any future liability as a result of the transfer. A police Service Dog is not a suitable candidate for adoption by another family, and should remain in familiar surroundings.

Fiscal Impact: There is no direct financial impact from the transfer of ownership. The future of the Ellensburg Police Department's K-9 program will be discussed during the preparation of the 2017-2018 biennium budget process.

Recommendation:

1. Adopt the attached Resolution recognizing the official retirement of Police Service Dog "Hondo" from service with honor and declaring Police Service Dog "Hondo", as well as his kennel, surplus property of the City and authorize sale to Officer Andrew Houck for the sum of \$1.00.

2. Authorize the Police Chief to execute an agreement transferring Honda to Officer Houck on such terms as may be agreed to by the parties.

RESOLUTION NO. 2016-

A RESOLUTION RECOGNIZING THE FAITHFUL SERVICE OF POLICE SERVICE DOG (PSD) "HONDO" AND DECLARING "HONDO" SURPLUS TO THE NEEDS OF THE CITY OF ELLENSBURG.

WHEREAS, the Ellensburg Police Department's K-9 program was adopted in 1989;
and

WHEREAS, upon retirement of a Police Service Dog (PSD), the program allows for the sale of the Police Service Dog as well as the Police Service Dog's kennel to its handler for the sum of \$1.00; and

WHEREAS, Police Service Dog "Hondo" joined the Ellensburg Police Department in February of 2011, where he faithfully served the Ellensburg community until his retirement due to age, time of service and diagnosis of Degenerative Myelopathy resulting in physical limitations,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby recognizes the faithful service of Police Service Dog "Hondo" to the Ellensburg community over the past six years, whereupon he will now enjoy retirement.

Section 2. The City Council declares Police Service Dog "Hondo", including "Hondo's" kennel, to be surplus to the City's needs, and hereby authorizes his sale to K-9 Handler, Andrew Houck, for \$1.00.

ADOPTED by the City Council of the City of Ellensburg this 19th day of January, 2016.

Mayor

Attest:

City Clerk



MANAGER'S REPORT

DATE: January 19, 2016
TO: Ellensburg City Council
FROM: John Akers, City Manager

-
- 1. Library Director Retirement:** Library Director Debby DeSoer has done the math and determined she is eligible for retirement. She provided notice that her last day of work for the City will be February 29, 2016. Debby has been a valuable and respected member of the City's management team for many years and she will be missed. The Human Resources Department is in the process of recruitment for Debby's replacement and we are hopeful the position can be filled in time to make a seamless transition for a new Director. However, in anticipation that may not be the case I will be appointing Josephine Camarillo to serve as interim director until the position is filled.