



## CHAPTER 4 CAPITAL FACILITIES AND UTILITIES

### WHAT YOU WILL FIND IN THIS CHAPTER

- Inventory of public facilities including locations and capacities.
- Forecasts of future needs for public facilities and utilities.
- Goals, policies, and programs that will help to ensure safety, efficiency, and affordability of city facilities and utilities.

### OVERVIEW

The City of Ellensburg is a full-service municipality, offering water, wastewater, natural gas, electric and telecommunications utilities, storm water drainage, a street transportation system, law enforcement, a public library, a parks and recreation system, and administrative services that keep it all running.

In addition, the Ellensburg School District, Kittitas Valley Healthcare, Fairpoint Communications, Charter Communications, Waste Management, Puget Sound Energy, Kittitas County Public Utility District, and Kittitas County also provide services to Ellensburg residents and to land within Ellensburg's Urban Growth Area (UGA).

Ellensburg is served by an extensive system of publicly funded and operated facilities, from schools and parks to utility systems and transportation facilities. Many of these facilities, such as water towers and roads, help meet the basic needs of residents. Others, such as fire stations, make the community safer. Community resources like schools and libraries foster learning and educational development, which make the city a better place.

The community benefits from these investments on a daily basis. In order to sustain and improve on the benefits the community currently enjoys, the City must identify how it can best maintain existing facilities and create new facilities to serve the needs and desires of local residents and future development.

## BACKGROUND & CONTEXT

This section addresses existing capital facilities and utilities owned and largely managed by the City of Ellensburg, including water, wastewater, stormwater, electric, natural gas, telecommunications, library services, and police.

Demand for Ellensburg's capital facilities is likely to grow over the next 20 years. New demand can be accommodated through new capacity and through managing demand.

Demand management can be accomplished in a variety of ways, depending on the service or facility. For example, encouraging consumers to use less electricity during peak hours can decrease the need for future investments to meet peak demands.

Each capital facility system has its own functional plan, which includes a list of needed capital facilities. Facility needs are determined through Level of Service standards, operating criteria, or performance standards.

A key feature of the capital facilities planning process is asset management, which continually monitors the condition of existing facilities and infrastructure, identifies levels of maintenance needed, and determines when facilities need to be replaced. The City's capital facilities policies ensure that the city plans in advance for maintenance and infrastructure replacement to maintain Levels of Service. These policies also tie capital facilities planning to land use, making sure that assumptions about future growth are consistent.

### Capital Facilities Inventory

Most city-owned and operated capital facility systems are governed by a dedicated functional plan. These plans contain detailed inventories of existing facilities and infrastructure as well as planned improvements. In addition to the facilities covered by functional plans, the City of Ellensburg maintains and uses a number of other facilities to perform administrative functions. *Table 18* contains a list of both types of facilities, a description, and a reference to the functional plan, if applicable.

### WHY CAPITAL FACILITY PLANNING?

The Growth Management Act gives jurisdictions direction on capital facilities through its Public Facilities Goal:

*“Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.”*

Kittitas County Countywide Planning Policies ensure jurisdictions' plans for growth are consistent with their Capital Improvement Program, and that urban areas have adequate public facilities and services to meet growth targets.

The Ellensburg Capital Facilities Chapter demonstrates how the City will provide adequate facilities to anticipate growth needs, achieve acceptable levels of service, efficiently use fiscal resources, and meet realistic timelines.

A list of capital facility improvements and projected costs for the next six years is included in Appendix A: Capital Improvement Program, and is updated annually. The functional plans listed in *Table 18* identify facility inventories, potential funding sources, and implementation strategies. For each relevant utility functional plan there are specific strategies that proactively address energy efficiency and water conservation.

**Table 18. Inventory of City-Owned Capital Facilities**

Facility Type	Description	Functional Plan
Ellensburg City Hall	City departments, council chambers, and city shop facilities	N/A
Ellensburg City Shop and Warehouse	Building, vehicle, and equipment maintenance, and storage	N/A
Ellensburg Library and Hal Holmes Center	Public library and meeting space	2009 Level of Service Standards and Library Goals and Objectives
Parks and Recreation	Parks and community facilities, including 26 parks, adult activity center, Memorial pool, youth center, and Racquet Center	Parks, Recreation, and Open Space Plan
Ellensburg Police Department	Police headquarters	Annual reports
Water	Infrastructure for providing potable and fire response water including water storage tanks	Water System Plan
Wastewater	Facilities that convey wastewater to the city treatment plant	Wastewater Treatment Facility Report
Stormwater	Infrastructure that conveys and manages storm and surface water	Stormwater Management Plan
Electric	Infrastructure for meeting community electricity needs	Electric System Plan
Natural Gas	Infrastructure for the natural gas distribution system	Natural Gas System Plan
Telecommunications	Infrastructure providing a fiber optic network to 50 locations throughout Ellensburg	Telecommunications Strategic Plan

## Water

The City updated its Water System Plan in 2014. The plan examines water source, storage, delivery, and quality and is the strategic plan for the management and operations of Ellensburg's water system. This chapter will provide a summary of the City's water system, and establish a general policy context within which the water system plan will operate.

The water division of the City of Ellensburg operates and maintains 108 miles of underground water distribution piping, two above ground reservoirs, eight groundwater wells, one booster, and one transfer station. This extensive piping system serves over 4,800 residential and 700 non-residential customers by distributing safe, clean, and reliable water.

The water division provides constant monitoring, testing, and system maintenance to ensure the highest quality of clean water is delivered to the community.

The City has sufficient water rights to accommodate the projected 20-year growth. These water rights will allow for additional municipal wells to be added to the system as the City's water users increase.

The City will continue to verify that all capital and private development projects are designed and constructed to ensure all appropriate fire flows are met for each prospective project.

The Capital Improvement Plan for the water utility is anticipated to be primarily funded through a combination of ending fund balance, revenue generated through rates, and revenue bonds. Grants are not typically available for water utility capital improvements. At the end of 2016, the ending fund balance available for the water utility capital improvement plan was approximately \$3.2 million.

The debt to total assets ratio can be used to assess the utility's leverage for bonding. At the end of 2016, debt as a percentage of total assets for the water utility was 31.8%. Based on industry standards and accepted debt ratios in the current market, the water utility indicates sufficient leverage to bond for capital improvement projects that will accommodate the projected 20 year growth.





## Wastewater

The City of Ellensburg operates a wastewater division that includes operation and maintenance of 79 miles of underground sewer pipe. This extensive piping system serves approximately 5,100 residential and almost 500 non-residential customers by managing wastewater flows from sinks, showers, bathing, dish and clothes washers, toilets, and industrial processes. Wastewater flows from homes and businesses through sewer pipes that lead to the Wastewater Treatment Plant. The Wastewater Treatment Plan processes an average of 3.85 million gallons of wastewater each day.

In 2015 Ellensburg completed a 20-year plan for upgrading the City's Wastewater Treatment Facility and collection system. This chapter adopts the Wastewater Treatment Facility Engineering Report by reference, using general system information in this document to outline a policy context for the more detailed sewer plan.

The 2015 report projects the Ellensburg population to grow at 1.8% per year during the next 20 years. This is under the 2.0% growth rate projected through this comprehensive planning process. However, the existing design has a maximum treatment capacity that is greater than the growth prediction and any improvements identified for the Wastewater Treatment Facility are recommended in the 2015 report to be designed to provide a capacity equal to or greater than the existing design capacity of a population of 31,000. This recommendation is consistent to meet the 2.0% population growth and projected Ellensburg population of 32,540 by 2037.

The Capital Improvement Plan for the wastewater utility is anticipated to be primarily funded through a combination of ending fund balance, revenue generated through rates, and revenue bonds. Grants are not typically available for water utility capital improvements. At the end of 2016, the ending fund balance available for the wastewater utility capital improvement plan was approximately \$2.6 million.

The debt to total assets ratio can be used to assess the utility's leverage for bonding. At the end of 2016, debt as a percentage of total assets for the wastewater utility was 28.3%. Based on industry standards and accepted debt ratios in the current market, the wastewater utility indicates sufficient leverage to bond for capital improvement projects that will accommodate the projected 20 year growth.

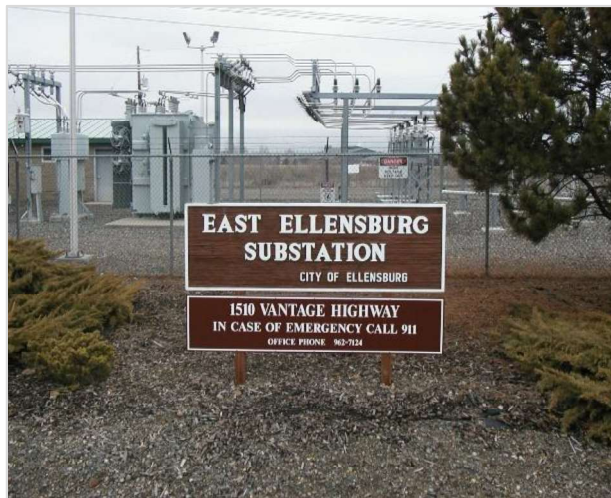


## Stormwater

The City of Ellensburg stormwater division maintains approximately 2,500 catch basins and manholes in the public right-of-way, is comprised of 50 miles of underground pipe, and discharges to ninety outfalls in local streams. In newer parts of the city bio-swales capture, slow velocity of, and treat stormwater prior to discharging into the city's stormwater system. The City of Ellensburg operates a stormwater utility whose revenues are used to comply with the stormwater permit, including such activities as the Illicit Discharge Elimination Program, and providing public education on the effects of stormwater on water in our rivers and streams.

Refer to Environmental chapter for goals, policies, and program related to the stormwater system.

## Electric



The City of Ellensburg was the first municipality in Washington State to have its own electrical distribution system, which was installed in 1891. The city's electric utility serves approximately 9,200 customers using over 50 miles of overhead conductor and 38 miles of underground cable. All new growth within the system is built with long-life, underground cable in conduit, and includes loop-feed capability wherever possible. The existing aerial facilities are in excellent condition due to continuous maintenance work over the years.

The electric utility offers a variety of services to the public. These services include assistance with applying or altering a service, as well as advising developers so they know what is required when applying for an electrical system for a sub-division, plat, or multi-family project. All requirements are based on existing city policies and standards, as well as national, state, and local electrical codes. The City's electric utility has an enviable safety record and has been recognized by the Northwest Public Power Association for its commitment to safety for many years.

The electric utility currently purchases the majority of its power from Bonneville Power Administration which delivers power to the city's four electrical substations. The 2015 Fuel Mix Disclosure showed that the City is about 97% carbon free (87% hydropower and 10% nuclear) for the fuel that was used to generate the power.

The current capacity of the electrical distribution system is such that the city is able to almost double existing peak loads. The newest substation on the north end of town was energized

December of 2015 to meet growing demand, assist loop-feed capability, and to continue the high level of reliability city electrical customers have enjoyed. The 6-year Electric System Plan (2017-2022) incorporated the 2% population growth and projected Ellensburg population of 32,540 by 2037 into its system model, and another substation at the south end of the City will be needed within the next 20-years to meet this projected demand.

The utility has a renewable energy park that hosts solar generation facilities that were constructed between 2006 and 2013 with the most recent expansion in 2016. The utility has a long history of promoting energy conservation and encourages our customers to take advantage of all the programs the City offers to assist them in using energy efficiently.

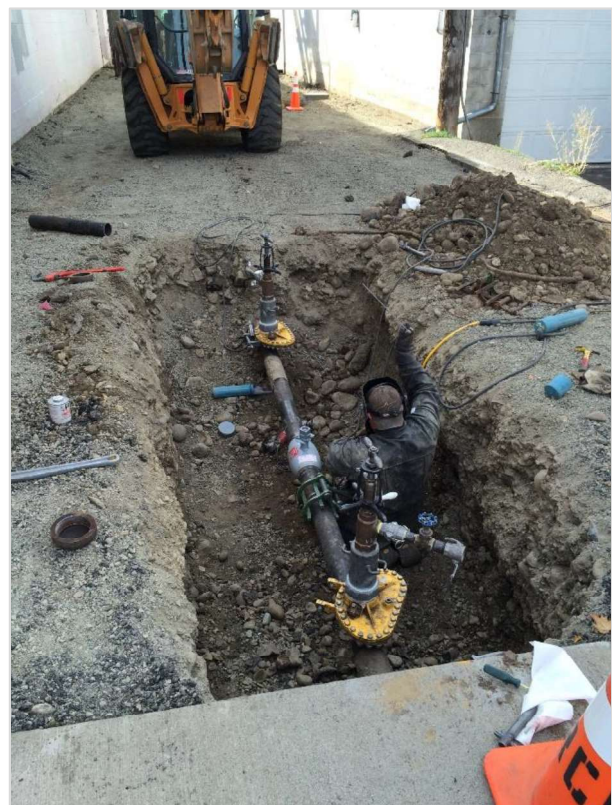
The Capital Improvement Plan for the electric utility is anticipated to be primarily funded through a combination of ending fund balance, revenue generated through rates, and revenue bonds. Grants are not typically available for electric utility capital improvements. At the end of 2016, the ending fund balance available for the electric utility capital improvement plan was approximately \$2.7 million.

The debt to total assets ratio can be used to assess the utility's leverage for bonding. At the end of 2016, debt as a percentage of total assets for the electric utility was 42%. Based on industry standards and accepted debt ratios in the current market, the electric utility indicates sufficient leverage to bond for capital improvement projects that will accommodate the projected 20 year growth.

### **Natural gas**

The City of Ellensburg was the first municipality west of the Mississippi River to have its own natural gas distribution system, installed in 1956/1957. Today, the City has over 115 miles of distribution mains and over 5,000 customers both in the City and Kittitas County. Unlike other City utilities, the natural gas utility has a service territory defined by the Washington Utility and Transportation Commission that is not confined to the City or Urban Growth Area.

The City receives all of its natural gas from the Williams Pipeline which feeds a single measuring station from which it distributes natural gas to customers. The natural gas utility installs and maintains all of its distribution system with its own City employees. The City's natural gas utility also has an enviable safety record and has been





recognized by the American Public Gas Association for its commitment to safety for many years. The natural gas utility issues safety-related information throughout the year for the general public.

The natural gas utility offers a variety of services to the public, including assistance with applying for a service, with altering a service, or for developers so that they know what information is required when applying for a natural gas system for a subdivision or plat.

In an effort to mitigate higher wholesale electricity rates, the natural gas utility provides many incentives for adding gas service lines and switching to natural gas appliances for both homeowners and developers.

The 6-year Natural Gas System Plan (2015-2020) estimated that the current contractual natural gas supply limit of the natural gas distribution system was such that the City would increase existing peak loads by 20%. Although there is a relationship between population growth and peak loads, the increase to peak load will depend on the future natural gas appliances that are installed (e.g. water heaters and stoves/ranges that have daily loads, compared to furnaces and fireplaces that contribute to peak loads). The City anticipates that incorporating the 2.0% population growth and projected Ellensburg population of 32,540 by 2037 into its next system model to be completed in 2021 will result in the current contractual natural gas supply limit could be reached within the next 20 years. The City will seek additional pipeline capacity as the natural gas utility approaches the current contractual natural gas supply limit.

The Capital Improvement Plan for the natural gas utility is anticipated to be primarily funded through a combination of ending fund balance, revenue generated through rates and revenue bonds. Grants are not typically available for natural gas utility capital improvements. At the end of 2016 the ending fund balance for the natural gas capital improvement plan was approximately \$2.3 million.

The debt to total assets ratio can be used to assess the utility's leverage for bonding. At the end of 2016, debt as a percentage of total assets for the natural gas utility was 26.3%. Based on industry standards and accepted debt ratios in the current market, the natural gas utility indicates sufficient leverage to bond for capital improvement projects that will accommodate the projected 20 year growth.

## **Telecommunications**

The City of Ellensburg is the most recent municipality in Washington State to have a City-owned telecommunications system, which was constructed in 2015. The City created a telecommunications utility in 2014 that currently services 50 locations with over 25 miles of overhead fiber optic cable and two miles of underground fiber optic cable. There is currently excess capacity in the telecommunications system, and if all fiber optic strands are eventually utilized the city would be able to replace the network hardware as necessary to gain additional capacity. The City lights the network with City-owned equipment. Operation and management

of the network has been ongoing since 1999 under prior lease arrangements. In 2016 the City began to contract with Northwest Open Access Network for wholesale telecommunications services.

The City provides telecommunications services to customers, the municipality, public agencies, and telecommunications service companies. The City provides network services, internet access services, dark fiber services, and others.

Unlike other City owned and operated utilities that serve residents and businesses, the telecommunications utility has no obligation to serve all City customers. The 3-year Telecommunications Strategic Plan (2015-2017) evaluated the costs, benefits, competitive risks, and community support to expand the City's 27 mile fiber optic network to reach all residents and businesses. Based on the outcome of the strategic plan and to minimize competitive risks, City Council decided to extend the network to reach customers that are willing to pay for their costs for service extensions. The City Council considered, but did not choose to proceed with a citywide fiber to the premise project due to the projected \$22 million capital investment, unrealistic high customer rates that would need to be achieved to remain solvent, competitive risks with other service providers, and a lack of community support at that time.

The Capital Improvement Plan for the telecommunications utility is anticipated to be primarily funded through a combination of revenue generated through rates, grants, and revenue bonds. Typically the telecommunications utility has been successful at receiving grants for telecommunications utility capital improvements that focus on economic development. The 2016 grant revenue for the telecommunications facility was approximately \$343,000. As a relatively new utility the City has used general obligation funds to bond telecommunication capital improvements.

## Library

The City of Ellensburg operates a public library, founded in 1907 in partnership with Andrew Carnegie by the Women's Municipal Movement Society of Ellensburg. The Society donated two lots on the corner of 3<sup>rd</sup> Avenue and Ruby Street and opened the library in 1910. The library has maintained a historically and socially important location in Ellensburg's downtown core, and continues to serve as the heart of the city, providing services to residents throughout the region.





The library's mission is:

*"...to provide a safe and welcoming place where patrons can develop an appreciation for reading and learning; find information about their community and its opportunities; and investigate or explore a wide range of topics relevant to their work, school, and personal lives."*



All Kittitas County residents are welcome to use the Ellensburg Public Library and the Hal Holmes Community Center. Kittitas County annually contributes general tax funds in support of the Ellensburg Library operations and the City maintains reciprocal agreements with all other Kittitas County municipalities' libraries. The Hal Holmes Community Center was completed in 1982 and is the City's multipurpose facility providing space for community events and activities that

contribute to the public good; such as performing and visual arts, and educational events. The Hal Holmes Center's public meeting spaces benefits the programming space needs of both the library and the greater community.

The library contains a large local history collection that represents the community's great interest in the City's past. The collection is partially housed in the main library and is accessible to the public, but much of the collection is inaccessible in basement archives. An adequate ventilation system and an elevator are necessary improvements to be made to the Hal Holmes basement area in order to allow public use of the archives. These improvements would allow space for public research and exploration of local history documents and photographs, as well as provide workspace to maintain and organize the collection as it grows over time.

The 2003 expansion of library facilities, and purchase of property on the east side of Pine Street between 1<sup>st</sup> and 2<sup>nd</sup> Avenues, was intended to serve Ellensburg and the region well into the future. The expansion resulted in an additional 2,350 square feet and greatly expanded the children's staff and circulation areas of the library. The expansion brought the Library and Hal Holmes Center under one roof with a shared lobby, public, and staff restrooms, and resulted in additional off-street parking located across the street from Hal



Holmes Center. However, the projected countywide growth, upward trends in library visits, and increased circulation of materials indicate there will be increased demand for space, services, and materials beyond what the current facility can provide.

The City of Ellensburg's 2003 purchase of the property on the east side of Pine Street between 1<sup>st</sup> and 2<sup>nd</sup> Avenues allows for further expansion of the library on the same block it currently occupies, moving parking to the new property across the street. Presently, the majority of the parking serving the library is on-street parking. The small off-street parking lot on the south side of the Hal Holmes Center may be taken up with any future expansion needs of the library. As the community continues to grow and other conference and meeting spaces are constructed, the Center's meeting room space may be available to meet the expanded need for library functions. This built-in room for expansion will enable the library to maintain its historically and socially important place in the downtown core.

In addition to projected countywide growth, unique factors affect the physical space needs and the services offered at the Ellensburg Public Library. These needs are driven by the need to keep up with changing technology and by the desire to improve library services and programs for all ages, with an emphasis on children and young adult programs and services that meet the needs of an aging population. Foreseeable service and space needs include: increased mobile services, expansion of the library's website and electronic resources, additional meeting space and study rooms, quiet shared reading spaces, and retention of existing off-street parking.

The Ellensburg Public Library goals and objectives and Level of Service Standards are hereby adopted into this Comprehensive Plan by reference. The goals, policies, and programs in this chapter provide the broad overall framework of Ellensburg Public Library services. Please refer to the Library goals and objectives and/or Level of Service Standards for more detail.

## Police

The Ellensburg Police Department provides law enforcement services to the City of Ellensburg with 29 sworn officers working in three divisions: patrol, motors, and investigations. The Department and its personnel are expected to respond to and effectively handle a variety of criminal, societal, technological, and international type events that impact our community. In addition, the Ellensburg Police Department provides many community oriented programs such as: a school resource officer working in partnership with the Ellensburg School District; volunteer reserve officer



program; code enforcement; Serving the Standard program that works with local liquor licensed establishments; National Night Out; Cop on Top fundraising campaign; and the Citizen's Academy. In 2016 the Department went through reaccreditation by the Washington Association of Sheriffs and Police Chiefs. Currently the Ellensburg Police Department is one of 60 accredited state, county, and local agencies in the state. Accreditation topics cover 134 standards that include topics such as: management of personnel, finances, use of force, code of conduct, evidence, and recruitment.



Department offices are located in the public safety building near the Central Business District. The public safety building was constructed in 1955 and remodeled in 1977 and again in 1991. The Police Department is currently moving into space within the public safety building that was vacated by the Kittitas Valley Fire and Rescue in 2016. The expansion of the Department's existing space will offer some relief to its

space limitations. However, it is not a permanent solution. Options for additional space that fits the structural needs of the Police Department will need to be pursued to address existing and future demand for department services.

The goals and policies in this chapter outline the broad framework of the Ellensburg Police Department; strategic planning and annual reports provide more detailed information regarding services offered and department statistics.

## **Animal Shelter**

The Ellensburg Animal Shelter was constructed in 1974. Since its inception, it has become a regional facility providing services to other municipalities and unincorporated areas in Kittitas County. The shelter is open to the public 6 days a week. Care for the animals housed at the shelter require care and maintenance 7 days a week. The shelter takes in stray, neglected, abandoned, law enforcement impounds, and as space allows - owner surrendered animals. The majority of adoptable animals are transferred to organizations that have behavioral and medical resources. Since 2012, education and referrals have led to a steady reduction in the amount of animals needing shelter housing. Other services provided by shelter staff include investigating cases of animal cruelty, looking into a variety of nuisance complaints, working with Kittitas Valley Healthcare and Kittitas County Public Health to address animals that pose a public health risk, and maintaining an active volunteer program. As future City and regional needs increase, a staff and facility needs assessment will be necessary to plan for the expansion and modernization of shelter facilities.

## **Fire/Emergency Management Services**

Ellensburg previously operated a fire department with 20 paid staff and more than 20 volunteer firefighters. Fire and Emergency Medical Service responsibility is now shifted to the Fire Protection District #2 which merged with the City's fire department to become Kittitas Valley Fire and Rescue (KVFR). KVFR now employs 30 career firefighters, 70 volunteers, 12 reserves, and 9 residents. The community has a fire insurance rating of four, one step above the previous rating of five, significantly reducing insurance rates in the city. KVFR also provides emergency medical services at the Advanced Life Support and Basic Life Support providers.

The headquarters station, station 29 is located on Mountain View Avenue, one of the City's main arterials. Station 29 responds to emergency calls in the South and West sections of the district. Station 21 is located on the East side of Ellensburg and covers emergency calls in the North and East sections of the district. Volunteer stations located in the rural areas of the district respond to calls in their areas. All stations can cover one another in times of heavy call volume or larger incidents.

Growth in Ellensburg's population to the north, and the increasing traffic on the community's arterial streets, are increasing pressure to develop a remote fire station to serve the northern areas.

## **General Growth Projections**

According to growth projections, which provide the foundation for the Comprehensive Plan, the city could experience an increase of up to 11,757 additional people or about 5,300 households over the next 20 years. This projection is based on the population target allocated to the City by Kittitas County (see Land Use chapter for additional discussion).

For capital facilities planning purposes, the projected growth expected over the 20-year period was allocated on an average basis, rather than based on a year-by-year projection that tries to factor in anticipated growth cycles. Growth will undoubtedly not occur precisely as projected over the next 6-year or even the 20-year period. For this reason, the GMA requires that the Capital Improvement Plan be updated at least every 6 years. This provides local governments the opportunity to re-evaluate their forecast in light of the actual growth experiences, revise their forecast if necessary, and adjust the number and/or timing of capital facilities that are needed.

The Capital Improvement Plan (Appendix A) is updated annually as part of the City's budget process, thereby ensuring that the plan reflects the most current statistics related to growth in Ellensburg, and that city-managed facilities and utilities are slated for upgrade in accordance with both the level of service standards and concurrency standards.



## Level of Service

Level of Service is a term that describes the amount, type, or quality of facilities that are needed to serve the community at a desired and measured standard. This standard varies, based not only on the type of service that is being provided, but also the quality of services desired by the community. A community can decide to lower, raise, or maintain the existing Levels of Service for each type of capital facility and service. This decision will affect both the quality of service provided, as well as the amount of new investment or facilities that are, or will be needed in the future to serve the community.

Level of service standards state the quality of service the community desires and for which service providers should plan. The adoption of level of service standards indicates that a community will ensure those standards are met, or can be met, at the time development occurs. If such standards cannot be met, the community may decide to decrease the standards, determine how the needed improvements will be paid for, or deny the development. The Growth Management Act requires communities adopt level of service standards for transportation facilities (see Transportation chapter); Ellensburg has also opted to establish service standards for the following City-managed capital facilities.

**Table 19. Level of Service Standards**

Service/Facility	LOS Standard
Fire Protection	Follow the guidelines from the National Fire Protection Association #1720
Emergency	Basic Life Support at 5 minutes/90% of the time
Medical Service	Advanced Life Support at 9 minutes/90% of the time
Water Utility	Provide water meeting all requirements of Federal Safe Drinking Water Act and Washington State Department of Health to all customers desiring service that lies within the City's water service area
Sewer Utility	Provide a collection system capable of conveying all wastewater discharges from residential, commercial, and industrial customers within the City limits and UGA
Stormwater System	Provide a public collection system capable of conveying a storm event with a 25-year return frequency without flooding or damage to structures. Meet the requirements of the City's Stormwater Discharge Permit
Natural Gas Utility	Provide minimum gas pressure of 20 psi at the customer's meter
Solid Waste Management	Weekly curbside refuse collection
Library Service	2009 Level of service document incorporated into Comprehensive Plan by reference
Broadband Internet	150/150Mbps for all residences and businesses, 1/1 Gbps for all anchor institutions (i.e. schools, hospitals, libraries, and government buildings).

## Adequacy and Concurrency

According to the Growth Management Act, public facilities and services shall be adequate to serve the development at the time the development is first occupied, without decreasing the Level of Service described in the Comprehensive Plan. Adequate public facilities and services,



such as water, sewer, power, and surface water management, are required in order to serve development. Additionally, the GMA mandates concurrency for transportation services to ensure that transportation improvements or strategies are in place at the time of development, or that a financial commitment is made to complete the improvement within 6 years.

The City's water, sewer, telecommunications, electric, and gas utilities have the ability to meet the current demand at the service levels established in the Comprehensive Plan. The City uses the most current Department of Ecology stormwater manual to ensure that new development meets the established standards for surface water management and requirements of the National Pollutant Discharge Elimination System permit. If the City determines that any of the facilities or utilities will not be able to meet these city services, the City could choose to:

- Modify the Land Use Map through an amendment to the Comprehensive Plan;
- Modify the Level of Service standards through an amendment to the Comprehensive Plan; or
- Restrict development until service can be provided at the established level of service standards.

Other services such as police, fire, parks, and schools, are extremely important, and may be generally available at the time of occupancy; however, upgrades may be needed to provide services to new development at the same level or rate as other parts of the community. In these situations, it may take a few years for these improvements to come on-line.

## GOALS, POLICIES, & PROGRAMS

The following capital facility and utility goals, policies, and programs are designed to work with the other elements to ensure that capital facilities and utilities are provided in a safe, reliable, and affordable manner, while keeping pace with projected growth in the City of Ellensburg.

***Goal CFU-1: Ensure that system services are delivered in a safe and reliable manner and are in compliance with regulatory requirements.***

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|------------------|--|
| <b>Policy A</b>  | <b>Ensure that public facilities, utilities, and streets are designed, constructed, and maintained to efficiently and effectively meet the needs of the community and meet applicable state and federal requirements.</b>  |
| <i>Program 1</i> | Coordinate major capital facilities investments to implement the comprehensive plan.   |
| <i>Program 2</i> | Continue to practice co-location of new public and private utility distribution facilities in shared trenches when reasonable and feasible, and coordinate construction timing to minimize construction-related disruptions and reduce the cost of utility delivery. |
| <i>Program 3</i> | Seek co-location opportunities in the UGA and service areas.   |
| <i>Program 4</i> | Purchase land as needed for the location of capital and utility facilities.  |
| <i>Program 5</i> | Maintain capital facility renewals and replacements in consideration of rising rates.  |
| <b>Policy B</b>  | <b>Provide services concurrently with, or in advance of, demand.</b>   |
| <i>Program 1</i> | If probable funding falls short of meeting existing needs the land use element will be reassessed to ensure that the land use element, capital facilities element, and financing plan within the capital facilities element are coordinated and consistent.          |
| <i>Program 2</i> | Continue to collect system development charges for water and sewer services as a financing tool to help fund needed infrastructure for new development.  |
| <i>Program 3</i> | Any changes to electric, water, and sewer service areas should be based on expansion of the UGA.   |
| <i>Program 4</i> | Purchase or produce commodities such as power, natural gas, and water supply concurrently with, or in advance of, demand.  |

- Program 5* In response to future growth, expand the gas utility into the gas service territory as set by the Washington Utilities and Transportation Commission.
- Program 6* Implement low-cost investments, such as conduits, piping, and joint-utility extensions when opportunities with possible delayed benefits present themselves that would be unaffordable or otherwise inaccessible in the future.
- Policy C** **Continue to follow and enforce existing city standards for public facilities and services.**
- Program 1* Continue policy of providing water, sewer, and storm drainage services with highest priority given to improving services in those areas where it already exists, next highest priority to infilling areas surrounded by utility service, and lowest priority to extension of services into unserved areas.
- Program 2* Protect and conserve existing water rights and pursue opportunities for new water rights as necessary to support growth.
- Program 3* Continue to coordinate affordable and reliable collection of solid waste and recycling collection services that meets the needs of city residents.
- Program 4* Facilitate a culture of safety through education and certification programs for utility service workers.

***Goal CFU-2 Maintain cost effective rates for providing utility and capital services while ensuring adequate system maintenance.***

- Policy A** **Emphasize compact growth, including the infill of vacant or undeveloped land to allow for the efficient provision of services.**
- Program 1* Utilize and encourage the use of existing utility systems for new developments.
- Program 2* Encourage and provide City utility services to UGA residents who sign necessary agreements for utility connection.
- Program 3* Use utility extension agreements for the cost of extensions for water, sewer, and electricity, as a financing tool to help fund necessary infrastructure for new development.
- Policy B** **Manage expansion of the electrical utility into the UGA in response to future growth based on the following approaches:**
- Program 1* Purchase existing assets from other utilities, recognizing that the cost will be incurred by customer/developer.

- Program 2* Upon annexation, after the required seven-year period purchase the assets from existing electric providers in the UGA or build new assets.
- Program 3* Upon request and sufficient power supply, develop agreements with existing electric providers in the UGA for shared assets (wheeling) to serve customers/developers.
- Program 4* Continue to require developers to provide assets within developments.
- Policy C** **Maintain affordable rates by continuing to require annexation to the City, or approval of a utility extension agreement with the City to receive any city water, sewer, or electric service.**
- Program 1* Continue to require a standard outside utility agreement concerning provision of water, sewer, and electric services.

***Goal CFU-3 Develop facilities and encourage use of services in an environmentally sensitive manner.***

- Policy A** Promote water and energy efficiency and alternative energy sources.
- Program 1* Promote the use of solar technology within the community.
- Program 2* Assist citizens with upgrading energy efficiency in homes and businesses through weatherization, and improvements to mechanical and lighting systems.
- Program 3* Promote the use of Energy Star and green building practices in new construction.
- Program 4* Promote efficient use of lighting to preserve our night skies.
- Program 5* Continue to comply with City water use efficiency standards.
- Program 6* Continue to support the County's operation of composting and recycling facilities in the City.
- Program 7* Work with state and regional air quality agencies, and Kittitas County Public Health to provide outreach and education to Ellensburg residents on energy efficient wood stoves, incentive programs, and burn bans.
- Policy B** **Design, construct, and maintain facilities to minimize their impact on surrounding neighborhoods and the environment.**
- Program 1* Promote the undergrounding of new and existing utility lines, where physically and financially feasible, as streets are improved and/or areas are redeveloped in coordination with other utilities and capital facility systems.

***Goal CFU-4 Support the use of data and technology to meet residents' needs and improve efficiency of services.***

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| <b>Policy A</b>  | <b>Support information and communication technology that allows city officials to interact directly with the community and the city's infrastructure.</b>  |
| <i>Program 1</i> | Consider metering technology migration from the City's legacy automatic meter reading (AMR) to advance metering infrastructure (AMI) for electric, natural gas, and water utilities.   |
| <i>Program 2</i> | Use information and communication technology to monitor infrastructure and efficiency of services.   |
| <b>Policy B</b>  | <b>Encourage new and cost-effective information and telecommunications technologies that would benefit residents and improve services.</b>   |
| <i>Program 1</i> | Facilitate communication technology deployments for next generation wireless services, such as the use of City utility poles, streetlight poles, traffic signals, and other City assets for small cell deployment.   |
| <i>Program 2</i> | Encourage public-private partnerships to take advantage of the city's fiber optic network to facilitate innovation, and expand service delivery.   |
| <i>Program 3</i> | Leverage existing city telecommunications assets and utility service experience to deliver the fiber optic broadband service to businesses and residents that provide a similar level of customer service and reliability as the City's other utilities, in a manner that meets the state and federal goals for speed and equitable deployment, and is supported to address business concerns with service outage restoration. |

***Goal CFU-5 Maintain consistent countywide planning policies for siting of essential public facilities.***

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| <b>Policy A</b>  | <b>Continue to support and work with the Kittitas County Conference of Governments (COG) to establish a process for siting essential public facilities that are of a countywide or statewide nature as set forth in the countywide planning policies.</b>                        |
| <i>Program 1</i> | Maintain an inventory of existing essential public facilities in the City of Ellensburg and its UGA.   |
| <i>Program 2</i> | Apply the siting process outlined by the Kittitas County Countywide Planning Policies to all essential public facilities identified by the City, the County, regional agreement, or by State or federal government when such facilities are proposed within the City or the UGA. |



- Program 3* Maintain regulations that ensure essential public facility siting is consistent with all adopted City ordinances and the adopted City comprehensive plan.
- Program 4* Coordinate with Kittitas County and other public entities to establish an official map identifying precise arterial corridors, public parks and open spaces, and other public facility locations for current and future dedication and/or acquisition.
- Program 5* Assist in coordinating the construction of a public safety broadband network, utilizing City telecommunications utility assets if necessary and appropriate.

***Goal CFU-6 Provide quality library materials and services to fulfill the current and projected educational, information, cultural, and recreational needs of the entire community in a location and environment that is welcoming and accessible.***

- Policy A** Maintain and enhance the library collection to meet the lifelong learning needs and recreational interests of the entire community.
- Policy B** Seek funding to meet and maintain the Level of Service Standards for our growing population.
- Policy C** Maintain sufficient facilities to provide a range of library services that meet current and projected community needs.
- Policy D** Maintain current programming and community space at the Hal Holmes Center for Library and community use.

***Goal CFU-7 Uphold law and order while maintaining peace and safety for citizens and police officers by providing the best in public safety services.***

- Policy A** Maintain accreditation through the Washington Association of Sheriffs and Police Chiefs.
- Policy B** Maintain sufficient facilities to provide public safety services that meet current and projected community needs.
- Policy C** Continue to seek and provide innovative training opportunities for staff and volunteers.
- Policy D** Use social networking and other data sharing opportunities, as appropriate, to provide information and education to create better citizen understanding of Ellensburg Police Department services.

- Policy E** Continue to provide citizen engagement opportunities and events that enable community interaction with the Ellensburg Police Department.
- Policy F** Seek proactive approaches to address public safety issues.

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## ACTION ITEMS

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### **Annual Updates of Facility Plans**

Annually update facility plans within projected funding capacities and provide summary of probable funding sources.

### **Establish Official Map of Public Facility Locations**

Coordinate with Kittitas County and other public entities to establish an official map identifying precise arterial corridors, public parks and open spaces, and other public facility locations for current and future dedication and/or acquisition.

### **Inventory of Essential Public Facilities**

Update and maintain an inventory of essential public facilities in the City of Ellensburg and its UGA.

### **Update Telecommunications Utility System Plan**

Ensure a Functional Plan is regularly updated to identify facility inventories, potential funding sources, and implementation strategies for the Telecommunications Utility.

### **Reduce barriers and costs to telecommunications utility infrastructure extension**

Coordinate with stakeholders and pursue “Dig Once” or pavement moratorium policies to encourage cost effective utility infrastructure development and extend the service life of city transportation assets, and One Touch Make Ready (OTMR) or “Climb Once” policies to simplify telecommunications infrastructure deployment.

### **Develop Digital Inclusion Plan**

Convene partners to develop a digital inclusion plan to guide decision-making on telecommunications infrastructure and measure progress toward digital equity.

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## POLICY CONNECTIONS

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Utilities and capital facilities must keep pace with growth, the **Land Use** chapter includes policies and information about Ellensburg’s projected growth.

The **Economic Development** chapter includes guidance on telecommunications utility infrastructure to support economic development.

The **Transportation** chapter provides information for Ellensburg’s transportation system including streets, non-motorized facilities, and public transit facilities.

The **Parks and Recreation** chapter includes goals that create a framework for future parks, recreation, and open space decisions. More specific guidance is provided in the 2016 Parks, Recreation, and Open Space Plan.

The **Environment** chapter addresses the stewardship of natural resources including ground and surface water.