

# **HANDBOOK**

FOR COUNCILMEMBERS AND BOARD,  
COMMISSION & COMMITTEE MEMBERS



**UPDATED JANUARY 2008**

# CITY OF ELLENSBURG

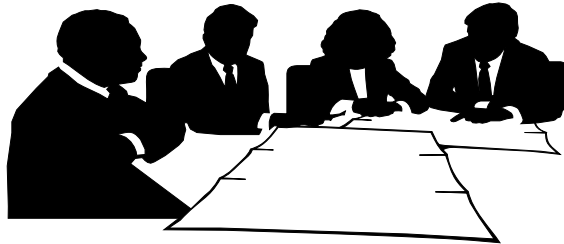
501 North Anderson Street  
Ellensburg, Washington 98926

## CITY COUNCIL

January 2008

Stan Bassett  
Nancy Lillquist – Mayor  
Jani Niner – Mayor Pro Tem  
Bruce Tabb

George Bottcher  
Fennelle Miller  
Obie O'Brien



## ADMINISTRATIVE STAFF

Ted Barkley, City Manager

City Attorney  
City Clerk  
Director of Community Development  
Director of Energy Services  
Director of Finance  
Library Director  
Manager's Executive Assistant  
Director of Parks and Recreation  
Personnel Manager  
Police Chief  
Director of Public Works

Jim Pidduck  
Coreen Reno  
Bob Witkowski  
Bob Titus  
Ade' Ariwoola  
Debby DeSoer  
Laurie Gigstead  
Brad Case  
Judy Hawley  
Dale Miller  
John Akers

# HANDBOOK

## FOR COUNCILMEMBERS AND BOARD, COMMISSION & COMMITTEE MEMBERS

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# INTRODUCTION

Your decision to participate in the local government of the City of Ellensburg is very much appreciated. The City would not be the exceptional community it is without the time, energy, knowledge, and talent of its many diverse and widely experienced citizens, like you.

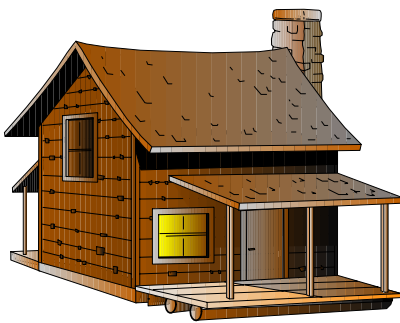
Participation in city government requires work and commitment but offers many rewards in the areas of shaping city policy decisions and working with interesting and varied people.

Participation also carries responsibilities, and this handbook attempts to provide background information, policies, and guidelines which will help you in assuming the responsibilities of your new commitment. The handbook is also designed to make it as easy as possible for you to enjoy your participation and the experience of serving in city government.



## HISTORICAL BACKGROUND

Past events often influence why and how things are done today. Here in Ellensburg this is especially true. From early days, the pattern for the Kittitas Valley has been one of fewer permanent residents contrasted with proportionately greater numbers passing through. Early native inhabitants chose the area for its abundant shelter and food supply made possible by the valley's fertile soil. Today, agriculture is an important part of the local economy as are enterprises related to those passing through, which include not only tourists reaching us on the freeways but also university students who come and stay for a short while. Tourism and university activities contribute greatly to the local economy and, with agriculture, provide an expanded basis for economic stability. Even beyond this, these three economic activities greatly influence and mold our environment and life styles.



In 1868 the first families entered the Ellensburg area. However, in 1871 a man arrived in the Kittitas Valley who may be called the father of Ellensburg - John Alden Shoudy. From his wife, Mary Ellen Stewart of California, our city received its name, and a considerable part of the town was laid out on land belonging to Mr. Shoudy. He came to the Pacific coast from Illinois, a veteran of the Civil War, and was engaged in business with his brother-in-law, Dexter Horton, one of the most prominent of Seattle's capitalists and founder of one of the greatest banking houses of that city. In 1871 a proposition developed to construct an improved road between Seattle and the Yakima country.

As a representative of this movement, Mr. Shoudy came to the valley in 1871. This visit resulted in his permanent residence and in the founding of our town. Between 1878 and 1883, Ellensburg grew dramatically with 1883 an especially prosperous year. The First National Bank was established and the Ellensburg Hook & Ladder Company No. 1 organized. The town was also made the county seat of Kittitas County, newly-created that year. The population at the time was 2,768.

The City of Ellensburg was first incorporated on November 26, 1883, under a territorial act which did not come into effect until January 1, 1884. Records of this period are not available and may have been destroyed.

A second Charter of Incorporation was enacted by the Legislative Assembly of the Territory of Washington on January 29, 1886. Following this incorporation, City government was officially formed with the first Council meeting held March 2, 1886 in the office of the Mayor-elect, Austin Mires which was a little wooden shack on Main Street between Third and Fourth Avenues. The appointment of officials to oversee the business of the City was the first order of business with the drafting of a set of ordinances or rules for the city to follow, next.

At the second meeting of the Council, the City Clerk was ordered to procure a City Seal with the words, *The City of Ellensburg* around the edge and the Washington Territory coat of arms in the center. The seal has since been changed and the “h” dropped by the Post Office in 1894.

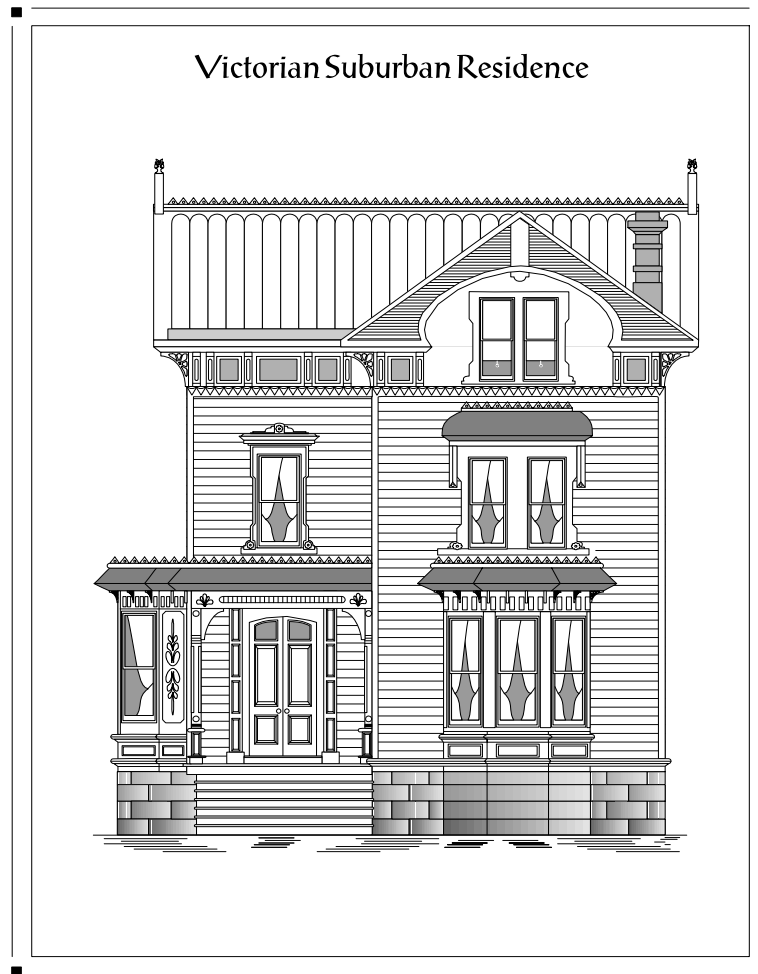
One great ambition of the early founders of Ellensburg was a rail connection with the world. This was achieved on February 26, 1886 with the arrival of the first passenger train from Yakima to Ellensburg over the Northern Pacific Railway lines. Regular passenger service began some months later. The Northern Pacific Railway Company had things its own way until 1909 when the Chicago, Milwaukee, and St. Paul Railroad entered Ellensburg with its first train.



During 1888 and 1889 with statehood pending, the City was a serious contender for status as the capitol of the new State of Washington. The unique building currently located on the corner of Third and Chestnut Avenues was built in anticipation of being the Governor's mansion. It was constructed by the brothers Britton and Samuel Craig for whom Craig Hill is named. However, with the fire of early July 1889, hopes of being the state capitol were dashed. The City government and its residents were totally consumed with organizing the rebuilding of many blocks in the downtown area which had been destroyed by the fire. A tent city existed for many months and eventually new buildings sprang up - many made of brick rather than wood.

With statehood, many towns incorporated in prior years, including Ellensburg, requested reincorporation under the new state laws. On January 24, 1893, Ellensburg requested reincorporation as a third class city in the newly formed State of Washington by surrendering its Charter. Until 1991 Ellensburg operated as a municipal corporation under a code and was classified as a third class city based on its population. By Resolution 1990-24 - adopted on October 15, 1990 - the City Council declared its intention to adopt Noncharter Code City classification in lieu of Third Class City classification and maintain the Council/Manager form of government. During the ninety day referendum period following publication of the resolution of intent, the inhabitants of the city filed a petition referring the resolution of intent to the voters for approval or disapproval. An election was held May 28, 1991 in which the voters supported the change to Noncharter Code City classification. On June 3, 1991 the City Council adopted Resolution 1991-20 declaring the inhabitants had decided to adopt reclassification and directed the City Clerk to forward a certified copy of the resolution to the Secretary of State. Noncharter Code City classification became effective for the City of Ellensburg on June 5, 1991.

Ellensburg's history has been highly valued by the City's policy shapers, both past and present. The downtown historic district, encompassing most of the downtown business area, was designated in 1980. In 1984 the First Railroad Addition was recognized and designated by the City Council as a residential historic district. This area is located north of Eighth and south of Eleventh between Columbia and D Streets. In 1987 this residential district was placed on the National Register of Historic Places and recognized as a well-preserved collection of architecturally significant houses. Other homes and buildings of equal historical value are located outside these two designated areas and have been identified and in most cases mapped. In 1992 the Design Review Board was established for the purpose of reviewing new construction within a designated design review area and all buildings over 4,000 square feet in gross floor area. One of the purposes of this review, and mandatory compliance with the Board's recommendations, is to protect, preserve, and enhance the desirable qualities and unique character of Ellensburg.



## GOVERNMENTAL ORGANIZATION

The City of Ellensburg is a Noncharter Code City with a Council/Manager form of government. A noncharter code city is one which has not adopted its own local charter, but has, nevertheless, *home rule*. This is the broadest form of home rule authorization available to cities in the State of Washington. The authority of the City Council is limited only by the constitutions of the United States and the State of Washington and specific state legislation which either limits the authority of the city to act in a particular area of concern, or on a particular body of subject matter, of state statutes which prescribe the manner in which the code city is to carry out its authority or action. By contrast, cities which are not code cities must look for state legislation specifically giving them the authorization to act.

The City of Ellensburg adopted a Council/Manager form of government in 1949, being the second city in the State of Washington to adopt such a plan. This Council/Manager form of government was retained when the City adopted Noncharter Code City classification in 1991.



Under the Council/Manager form of government, seven Councilmembers are elected “at large,” meaning they serve the city as a whole rather than representing wards or districts. Councilmembers are the only elected officials and are elected for a four-year term with elections held in odd-numbered years. Four councilmembers are chosen at one election and three at the next odd-numbered-year election. All candidates for Council must file declarations of candidacy with the Kittitas County Auditor not earlier than the fourth Monday of July nor later than the next succeeding Friday in the year in which the regular city election is held. Each term begins with the first regular meeting in January following the election.

Biennially, at the first meeting of the new Council, a mayor is chosen from among the Council membership. The Mayor's salary and that of Councilmembers is set by ordinance and may not be increased or decreased after their election nor during their term of office. In case of the Mayor's absence, a mayor pro tempore is also selected. When there is a vacancy in the Council, the remaining members appoint a person to fill the office until the next general municipal election in an odd-numbered year.

The City Council also hires a trained professional city manager or administrator to be head of the City. This person is called the City Manager. The City Manager chooses and is responsible for the hiring, firing, and replacement of all other City employees (subject in some instances to Civil Service regulations) and department heads. The City Manager is personally responsible and accountable to the City Council for all administrative actions and the performance of employees. Both the line of communication and the line of command or the direction between the City Council and the various city departments and employees must go through the City Manager.

## Councilmember Responsibilities

City councilmembers are not full-time City officials and retain their positions in private industry, business, professions, and personal enterprise. The Mayor presides at Council meetings and is recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law. In times of public danger or emergency - if authorized by a vote of the Council - the Mayor takes command of the police, maintains order, and enforces the law.

Policy making is one of the most important aspects of local government, and this duty rests exclusively with the City Council. Specific powers and duties are enumerated by State law. A brief listing of those duties follows:

1. To organize and regulate its internal affairs (within the provisions of Title 35A RCW);
2. To define the functions, powers, and duties of the City's officers and employees;
3. To fix the compensation and working conditions of the City's officers and employees, and to establish and maintain a civil service or merit system, or retirement and pension systems not in conflict with Title 35A RCW or with existing charter provisions. Any merit or civil service system for police officers and fire fighters must substantially accomplish the same purpose as provided by Chapter 41.08 RCW for fire fighters and Chapter 41.12 RCW for police officers. A pension or retirement system for fire fighters or police officers may not provide different pension and retirement benefits than those provided by general law for those classes;
4. To adopt and enforce ordinances of all kinds relating to and regulating local or municipal affairs and appropriate to the good government of the city. The council may provide penalties for violations of ordinances including a fine not to exceed \$5,000, or imprisonment not to exceed one year, or both. Alternatively, the Council may provide that the violation of an ordinance is a civil violation, subject to a monetary penalty;
5. To exercise all of the powers possible for a city or town to have under the State Constitution not denied by law, including but not limited to the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment, or beautification of public ways, real property of all kinds, water ways, structures, or any other improvement or use of real or personal property;
6. To exercise powers in regard to all aspects of collective bargaining, as provided for and subject to the provisions of Chapter 41.56 RCW;
7. To provide for the rendering of local social, cultural, recreational, educational, governmental, or corporate services including the operating and supplying of utilities and municipal services commonly or conveniently rendered by cities or towns;
8. To exercise the powers of eminent domain, borrowing, taxation and the granting of franchises, in the manner provided by Title 35A RCW or the general law of the state where not inconsistent with Title 35A RCW or the general law of the state where not consistent with Title 35A RCW;

9. To judge the qualifications of its members and determine contested elections of city officers;
10. To accept a gift or grant for any public purpose and to carry out any conditions of the gift or grant not in conflict with state or federal law (by Ordinance 3868 the Finance Director may accept all donations up to and including \$1,000 without Council approval);
11. To participate in the programs set forth in the Economic Opportunity Act of 1964 (Public Law 88-452;78 Stat. 508), as amended;
12. To expend monies and conduct promotion of resources and facilities in the city, or general area, buy advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors and encouraging tourist expansion;
13. To supervise and control streets over tidelands or upon or across tide and shore lands of the first class within the city's corporate limits as provided in RCW 35.21.230, 35.21.240, and 35.21.250. The Council exercises jurisdiction over adjacent waters as provided in RCW35.21.160;
14. To perform, in the manner provided, all the duties of the office which are imposed by state law on officers of every other class of city who occupy a like position and perform a like function, except as otherwise provided by Title 35A RCW;
15. To construct, condemn and purchase, acquire, add to, maintain and operate waterworks, within or without its limits. Such waterworks may include facilities for the generation of electricity as a by-product;
16. To engage in economic development programs and/or contract with nonprofit corporations in furtherance of economic development;
17. To own or operate, individually or collectively with other cities or counties, a professional sports franchise, if the owners of the franchise announce their intention to sell or move the franchise.

## **Powers and Duties of the Mayor**

The Mayor shall be recognized as the head of the City for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, shall take command of the police, maintain law, and enforce order. He or she shall have all the rights, privileges, and immunities of a member of the council. In addition, the Mayor assumes the following responsibilities:

1. Appointing members to all boards and commissions - except the Civil Service Commission and Library Board - subject to confirmation by the Council.
2. Calling special meetings of the Council.
3. Presiding over all meetings of the Council.
4. Reviewing the agenda for meetings before publication.

5. Approving and signing all ordinances and resolutions passed by the Council.
6. Approving and signing the minutes of Council meetings, approved by the Council.
7. Signing all general indebtedness bonds and coupons issued by the City and all conveyances made by the City.

## **Powers and Duties of the City Manager**

The City Manager is the chief executive officer and head of the administrative branch of the city government. The Manager is responsible to the City Council for the proper administration of all affairs of the City. His or her specific duties include the following:

1. To have general supervision over the administrative affairs of the City.
2. To appoint and remove all department heads, officers, and employees of the City, except councilmembers, subject to the provisions of applicable law, rule or civil service regulation. Appointment of the members of the Civil Service Commission and the Library Board is made by the City Manager, subject to confirmation by the City Council.
3. To attend all meetings of the City Council at which attendance is required by the Council.
4. To ensure all laws and ordinances are faithfully executed, subject to the authority to maintain law and order which may be granted to the Mayor by the Council for times of public danger or emergency.
5. To recommend for adoption by the Council such measures as he or she shall deem necessary or expedient.
6. To prepare and submit to the City Council such reports as may be required by the Council or as may be deemed advisable to submit.
7. To keep the Council fully advised of the financial condition of the City and of its future needs.
8. To prepare and submit a prepared budget to the City Council and be responsible for the budget's administration after its adoption.
9. To perform such other duties as the City Council may determine by ordinance or resolution.
10. To recommend to the City Council the creation of such departments, offices, and employments as he or she finds necessary or advisable.
11. To recommend to the City Council how legal counsel should be obtained by the City.

# Council Meetings

All actions taken by the City Council must be taken as a body and then only in the course of regular or special Council meetings. All council meetings must be open to attendance by the general public. The Council may, under limited circumstances listed in the Public Meeting Act, go into an executive session from which the public may be excluded; however, at the conclusion of the executive session the Council must return to open meeting before adjourning the meeting.

The rules for conducting Council meetings have been adopted through Resolution 1993-14 and Resolution 1992-21 and are as follows;

## **1.4.02 REGULAR MEETINGS (a) TIME**

The City Council shall hold regular meetings on the first and third Mondays of each month at 7:00 p.m.; provided, however, that when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday.



## **1.4.02 REGULAR MEETINGS (b) PLACE**

All regular meetings of the Council shall be held in the Council Chambers of City Hall, provided, however that if anticipated audience numbers exceed the space available in the Council Chambers or if an alternate meeting location is required, regular meeting may be held at the Hal Holmes Center upon public notice as required by law.

## **1.4.04 SPECIAL MEETINGS**

The City Clerk, upon request of the Mayor or any two (2) Councilmembers, shall call special meetings of the Council. Whenever a special meeting shall be called, a summons or a notice, in writing, signed by the Clerk shall, at least twenty-four (24) hours before the time specified for the proposed meeting, be delivered to each member of the Council either in person or by leaving same at his or her place of residence, stating the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted thereat, except such as is stated in the notice. Such notice of special meeting may also be given by depositing in the U. S. Mail properly addressed to each Councilmember with postage prepaid, at least three (3) days prior to the intended meeting.

## **1.4.06 AGENDA**

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council shall be delivered to the City Manager by noon on Wednesday preceding Council meeting, whereupon the City Manager or his/her designee shall immediately arrange a list of such matters according to the order of business and furnish each member of the Council, the Mayor, City Clerk, and the City Attorney with a copy of the same prior to the Council meeting and as far in advance of the meeting as time for preparation will permit. No matter shall be presented to the Council by an administrative official without the written approval of the City Manager being given before presentation.

## **1.4.08 THE MAYOR: ELECTION AND DUTIES**

The presiding officer of the Council shall be the Mayor who shall be elected biennially at the first meeting of a new Council by the members from their membership. The Mayor shall assume the chair immediately after his or her election. The Mayor shall preserve strict order and decorum at all regular and special meetings of the Council. The Mayor shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order, subject, however, to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such

question of order. The Mayor shall vote on all questions, his or her name being called last. He or she shall sign all ordinances and resolutions adopted by the Council during his or her presence. In the event of the absence of the Mayor, the Mayor pro tempore shall sign ordinances or resolutions as then adopted.

**1.4.10 MAYOR PRO TEMPORE**

The Mayor pro tempore, in the event the position of Mayor shall become vacant or during the Mayor's temporary absence or disability, shall act as Mayor.

**1.4.12 CALL TO ORDER - MAYOR**

The Mayor, or in his or her absence, the Mayor pro tempore, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the Mayor and the Mayor pro tempore, the City Clerk or his or her assistant shall call the Council to order, whereupon a temporary chairperson shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor pro tempore, the temporary chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the council.

**1.4.14 ROLL CALL**

Before proceeding with the business of the Council, the City Clerk or his or her deputy shall call the roll of the members, and the names of those present shall be entered in the minutes.

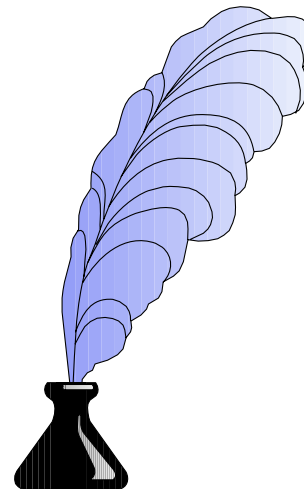
**1.4.16 QUORUM**

A majority of the Council members shall constitute a quorum at any regular or special meeting of the Council. In the absence of a quorum, the Mayor or Mayor pro tempore, at the instance of any three (3) members present, may compel the attendance of absent members.

**1.4.18 ORDER OF BUSINESS AND THE CONSENT AGENDA**

All meetings of the Council shall be open to the public. Promptly at the hour specified herein on the day of each regular meeting, the members of the Council, the City Clerk, City Attorney, and City Manager shall take their regular stations in the Council Chambers, and the business of the Council shall be taken up for consideration and disposition in the following order:

1. Call to Order
2. Roll Call
3. Proclamations
4. Awards and Recognitions
5. Approval of Agenda
6. Consent Agenda
7. Petitions, Protests and Communications
8. Business Requiring Public Hearings
9. Introduction and Adoption of Resolutions & Ordinances
10. Unfinished Business
11. New Business
12. Miscellaneous
13. Executive Session
14. Adjournment



The consent agenda is designed to contain items which are of a routine and non-controversial nature, including, but not limited to the following: minutes from Council, commission, and committee meetings; excused absence requests from Councilmembers; letters of resignation; approval of appropriations; and certain administrative actions, such as consideration of banner requests and such other items as may be directed for inclusion by the Council. Any and all items on the consent agenda, unless either removed by request of a Councilmember or by request of a member of the public and concurred with by Council, are approved by single motion and vote of the City Council.

Because adoption of any item on the consent agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, at the time of Agenda approval or prior to the vote on the motion to adopt the consent agenda, the presiding officer shall inquire if any Councilmember, or any member of the public with concurrence of a Councilmember, wishes an item to be withdrawn from the consent agenda. If an item is withdrawn, it shall be placed at an appropriate place on the agenda for the current or a future meeting.

#### **1.4.20 READING OF MINUTES**

Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the Clerk has previously furnished each member with a synopsis thereof.

#### **1.4.22 RULES OF DEBATE**

##### **(a) PRESIDING OFFICER MAY DEBATE AND VOTE, ETC.**

The Mayor or such other member of the Council as may be presiding may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members. Neither the Mayor nor any Councilmember shall be deprived of any of the rights and privileges of a Councilmember by reason of his/her acting as the presiding officer.

##### **(b) GETTING THE FLOOR-IMPROPER REFERENCES TO BE AVOIDED**

Every member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine his or her comments to the question under debate, avoiding all personalities and indecorous language.

##### **(c) INTERRUPTIONS**

A member, once recognized, shall not be interrupted when speaking unless it be to call him or her to order, or as herein otherwise provided. If a member, while speaking, be called to order, he or she shall cease speaking until the question of order be determined, and, if in order, he or she shall be permitted to proceed.

##### **(d) PRIVILEGE OF CLOSING DEBATE**

The Councilmember making the motion shall have the privilege of closing the debate.

##### **(e) MOTION TO RECONSIDER**

A motion to reconsider any action taken by the Council may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.

(f) **REMARKS OF COUNCILMEMBER-WHEN ENTERED IN MINUTES**

A Councilmember may request, through the presiding officer, the privilege of having an abstract of his or her statement on any subject under consideration by the Council entered in the minutes. If the Council consents to the request, such statement shall be entered in the minutes.

(g) **SYNOPSIS OF DEBATE-WHEN ENTERED IN MINUTES**

The Clerk may be directed by the presiding officer, with consent of the Council, to enter a synopsis of the discussion on any question coming regularly before the Council into the minutes.

**1.4.24 ADDRESSING THE COUNCIL**

Any person desiring to address the Council shall first secure the permission of the presiding officer; provided, however, that under the following headings of business, unless the presiding officer rules otherwise, any qualified person may address the Council without securing prior permission.

(a) **WRITTEN COMMUNICATIONS**

Interested parties or their authorized representatives may address the Council by written communications in regard to matters then under discussion.

(b) **ORAL COMMUNICATIONS**

Persons in attendance may address the Council on any matter concerning the City's business, or over which the Council has control during the communications portion of the Council agenda; provided, however, that preference shall be given to those persons who may have notified the City Clerk in advance of their desire to speak.

**1.4.26 ADDRESSING THE COUNCIL AFTER MOTION MADE**

After a motion is made by the Council, no person may address the Council without first securing the permission of the Council.

**1.4.28 MANNER OF ADDRESSING COUNCIL-TIME LIMIT**

Each person addressing the Council shall stand, approach the microphone if one is available, and shall give his or her name and address, in an audible tone of voice, for the record, and unless further time is granted by the Council, shall limit his or her remarks to five (5) minutes on a matter subject to a hearing or three (3) minutes otherwise. (Resolution 1993-21)



All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the presiding officer. No question shall be asked a Councilperson except through the presiding officer.

**1.4.30 MANNER OF VOTING**

Unless a member of the Council states that he or she is not voting, the member’s silence shall be recorded as an affirmative vote. A roll call vote shall be taken on the adoption of all ordinances and motions to suspend rules. All other matters, except where the law requires a recorded vote, may be decided by a voice vote, except that any Councilmember may require that the vote of each Councilmember be recorded. The order of voting shall be alphabetically according to the surnames of the Council members, except that the Mayor or Mayor pro tempore, if presiding, shall vote last.

**1.4.32 DECORUM**



**(a) BY COUNCILMEMBERS**

While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer, except as otherwise herein provided.

**(b) BY PERSONS**

Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council shall be forthwith, by the presiding officer, barred from further audience before the Council, unless permission to continue be granted by a majority vote of the Council.

**1.4.34 ENFORCEMENT OF DECORUM**

At the request of the Mayor or Mayor pro tempore, the Chief of Police or such member or members of the Police Department as may be designated, shall be Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meetings.

**1.4.36 SPECIAL COMMITTEES**

All special committees shall be appointed by the presiding officer, unless otherwise directed by the council.

**1.4.38 STANDING COMMITTEES**

The only standing committee of the Council shall be the committee of the whole. The Mayor shall be the presiding officer of the committee of the whole, and the rules of proceedings for the Council shall be observed by the committee of the whole insofar as may be applicable.

**1.4.40 MEMBERS MAY FILE PROTESTS AGAINST COUNCIL ACTION**

Subject to the provisions of Section 1.4.48 hereof, any member shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Council entered on the minutes.

**1.4.44 ORDINANCES, RESOLUTIONS, MOTIONS AND CONTRACTS**

**(a) PREPARATION OF ORDINANCES**

All ordinances shall either be prepared by the City Attorney or submitted to the Attorney prior to presentation to the Council.

(b) PRIOR APPROVAL BY ADMINISTRATIVE STAFF

All ordinances and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney and shall have been examined and approved for administration by the City Manager or the Manager's authorized representative, where there are substantive matters of administration involved.

(c) INTRODUCING FOR PASSAGE OR APPROVAL

- (1) Ordinances, resolutions, and other matters or subjects requiring action by the Council must be introduced and sponsored by a member of the Council; provided, however, such items may be presented to the Council by the City Manager or City Attorney. Any Councilmember may assume sponsorship of an item of business submitted by the City Manager or City Attorney by moving that it be introduced; otherwise, the item shall not be considered.
- (2) No ordinance shall be put on its final passage on the same day on which it was introduced, unless this rule be waived as provided by Section 1.4.54.
- (3) All ordinances shall have two separate readings, each of which readings may be accomplished by a reading of the title paragraph only; provided, however, any or all of the readings may be required to be accomplished by a reading of the full text of the proposed ordinance, if the rules be waived as provided by Section 1.4.54 to require such readings of the full text. When such a reading of the full text is required, upon a vote of a majority of the Council members present, it shall not be necessary to read excessive detail set forth in a particular ordinance, including but not limited to legal descriptions of land areas, and in lieu thereof an oral statement summarizing the contents so omitted may be made by the Mayor or the presiding Councilmember, or by the City Clerk or other recording secretary if so directed by the Mayor or such presiding Councilmember.
- (4) No ordinance shall relate to more than one subject and that subject shall be clearly summarized in its title paragraph. No ordinance or section thereof, or City Code section, shall be amended unless the title paragraph of the amendatory ordinance indicates that the ordinance, or a part thereof, is amendatory.
- (5) Vote on amendments to a proposed ordinance may occur at any time prior to its final adoption; provided that in the case of any ordinance which under state law cannot be adopted at the same meeting in which it is introduced, the ordinance as amended shall not be finally voted upon until the next regular council meeting.

- (6) All ordinances introduced for the purpose of amending, in whole or in part, any existing City Code title, chapter, section, or subsection, shall state the number of such provisions, together with a reference to the ordinance or ordinances and the sections thereof from which the code provisions were most recently codified., Any such amendatory ordinances shall state how the pertinent City Code provisions shall be amended to read thereafter, and any so stated amended language of any such code provisions shall be deemed and shall constitute sufficient compliance with any other statutory or ordinance requirement that all ordinances, or sections or subsections thereof be set forth in full.

**1.4.46 FORMAL REPORTS OF COMMITTEES**

All committees shall make their formal reports in writing.

**1.4.48 RECORDS OF COUNCIL PROCEEDINGS**

The City Clerk shall record all business transacted at a Council meeting. In recording Council minutes, the Clerk, in addition to the names of the councilmembers in attendance, shall record the names of all city officials or employees in attendance at the Council meeting and all persons who have addressed the Council.

**1.4.50 REPORTS AND RESOLUTIONS TO BE FILED WITH CLERK**

All reports and resolutions shall be filed with the Clerk and entered on the minutes.

**1.4.52 ADJOURNMENT**

A motion to adjourn shall always be in order and decided without debate.

**1.4.54 WAIVER OF RULES**

Except as otherwise provided by law, any rule established by this chapter may be waived upon an affirmative vote of five members of the City Council.



# GUIDELINES FOR PUBLIC PARTICIPATION

## AUDIENCE COMMENTS

### PURPOSE

- Allow the public to address the City Council on subjects that are not scheduled for a public hearing at this particular meeting.

### PROCEDURES FOR PARTICIPATION

- When recognized, approach the microphone provided at the podium on the rig and please state:
  - your name
  - your address
  - whether you are representing only yourself or others
- Please limit your comments to three (3) minutes.
- Submit any written comments to the City Clerk.



## PUBLIC HEARINGS

### PURPOSE

- Allow the public to provide input/testimony to the City Council on a particular subject scheduled for public hearing.
- Council will consider all testimony, respond to any questions, and take action after the public hearing is closed.

### PROCEDURES FOR PARTICIPATION

- When recognized, approach the microphone provided at the podium on the right side of the room and please state:
  - your name
  - your address
  - whether you are representing only yourself or others
- Please limit your comments to five (5) minutes.
- Submit any written comments to the City Clerk.



### CONSENT AGENDA

Members of the audience may request items be removed from the consent agenda by asking for recognition and making the request during Agenda Approval. Items will not be removed from the Consent Agenda unless the request is confirmed by a council member.

### AGENDA ITEMS

If you wish to have an item placed on a Council Agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. If you need assistance in preparing the request, please contact the City Clerk at 962-7204.

### AMERICANS WITH DISABILITIES ACT

*The City of Ellensburg strives to make its services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained at City Hall, located at 501 North Anderson Street, or by calling the City of Ellensburg ADA Coordinator.*

CHART #1

# **BOARDS, COMMISSIONS & COMMITTEES**

The City encourages participation by members of the community on numerous boards, commissions, and committees. All of these boards and commissions operate under a set of general guidelines and some guidelines specifically addressed to individual boards or commissions. The general guidelines applicable to all are set forth first with individual definitions and guidelines for each specific board and commission addressed later.

## **General Guidelines**



### **ROLL, AUTHORITY & STAFFING**

The members of all advisory committees, commissions, and boards with the exception of the Civil Service Commission are appointed by the Mayor, subject to confirmation by the City Council. Members of the Civil Service Commission are appointed by the City Manager.

The primary roll of all advisory groups is to review and make recommendations to the City Council on matters within their scope of responsibility and to promote increased public participation in determining City policies and program implementation.

The specific role of City advisory groups is as a citizen's advisory arm of the City Council. On specific matters referred to it by the City Council, a board or commission serves as a principal reviewing body of the City. Most decisions, however, are advisory with final disposition made by the City Council. Certain commissions such as the Planning Commission may take final action in certain prescribed areas.

Advisory groups should represent the general interests of the City as a whole and not specific program areas or special interest groups.

## **Organization & Officers**



### **THE CHAIRPERSON**

There shall be an annual election of a chairperson and vice-chairperson held by all advisory bodies. The Chairperson is the key to the entire group process and is the hub of the action. The Chairperson must balance being strong enough to make certain that the meeting is run by the rules, but democratic enough to use the power and authority of the position wisely. The Chairperson's ability to handle meetings will have a significant impact on morale, operation, and effectiveness. The Chairperson must make certain that discussions do not get sidetracked on minor issues and must have the ability to see the "whole picture". The most important part of being Chairperson lies in the ability to find a common ground and in achieving a compromise, if appropriate. Last, but far from least, the Chairperson must be able to represent the entire group to the City Council and community groups.

## MINUTES

It shall be the responsibility of the individual commission, or staff if assigned, to record and maintain minutes for all meetings. These minutes shall be “summary” and not “verbatim” which briefly describe the issues and actions taken. Minority opinions of members may also be recorded in the minutes if desired. Comments by all members on every agenda item cannot practicably be included in the minutes. Also, members abstaining for legal conflict of interest requirements are required to state their reason in the minutes. Certain issues may require more detailed minutes as considered necessary by the members. Minutes must be submitted to the City Manager’s Office for inclusion in the City Council agenda.

## QUORUM

A majority of the commission or board membership shall constitute a quorum for conducting business. A regular meeting may not be opened without a quorum present. Study sessions with no decisions made may be conducted without a quorum.

## BUDGET RECOMMENDATIONS

The City of Ellensburg prepares its operating budget on an annual basis. Boards, committees, and commissions are encouraged to annually review and comment on department programs and capital projects that may be related to their scope of interest.

This evaluation is intended to focus attention on the overall program and service priorities and commission objectives, and is not intended to be an evaluation of the administration or operation of City departments.



## ADMINISTRATIVE MATTERS

Commissions should not become involved in the administrative or operational matters of City departments unless specifically provided in their prescribed powers and duties. Members may not direct staff to initiate major programs, conduct large studies, or establish department policy without approval of the City Council. City staff assigned to furnish staff services are available to provide general staff assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources properly rests with the City’s duly elected representatives, the City Council, and cannot be delegated to an outside group, however capable and interested it might be.

### **Communication with the City Council**

Communications to the City Council should be made by memoranda, including all rationale, for inclusion as Council agenda items. All budget recommendations should be accompanied by a recommended funding source. It should be emphasized, additionally, that when a member who is present at a Council meeting is asked to address the Council on a matter, the member should represent the viewpoint of the particular commission as a whole (not a personal opinion), unless a proper qualification is made.

### **Working with other Members**

Members should make every effort to uphold their reputation for honesty, fairness, and openness with the citizens of the community. Each group will undoubtedly consist of diverse personalities; it is important we work together to accomplish common goals.

When members interact positively, the internal organization runs smoothly and the group is functional. The ideal commission works toward consensus solutions after a good deal of technical study. It should clarify the various positions in order that its recommendations allow a rational decision on the part of Council.

## Working with Staff

City staff assigned to work with the advisory groups report to the City Manager, who, in turn, reports to the City Council. Each group usually is aided by a particular department director or administrator who provides staff support. Staff support also means facilitating operations. Staff is aware of their responsibilities, and commission members should be aware of the time involved on the part of staff in preparing studies and reports requested.



If friction develops, individuals should make every attempt to clarify differences and make certain that clear communication is taking place. The public meeting should not be used to express anger or disagreement. If differences cannot be resolved by this method, the Mayor and/or City Manager should then be consulted in an effort to resolve the matter.

### Staff Reports to Council on Commission Actions

There will be occasions when City staff will be required to prepare an agenda report on either a commission action, or appeal for City Council review. In preparation of such a report, the staff member should present both the staff position and the commission's position. The position of members not voting in the majority on an item should also be presented in the staff report if indicated by the member.

### Public Meeting/Public Hearing – What's the Difference

Public Meeting: In the State of Washington all meetings of governmental bodies, including City Council and all boards and commissions, at which decisions are going to be made, are public meetings. This is the meeting held on a regularly scheduled basis, at a specific time and place, or if held at some other time or some other place, an announcement of the time and place of meeting is given to the public beforehand.

At a public meeting, any and all persons may attend the meeting and observe. There is, however, no right of the public to participate in the course of a public meeting nor to comment on the subject matter being considered by the governmental body. The public body may, if it so chooses, permit such participation, but it is not required to do so. The City Council asks that those individuals recognized by the Mayor to participate in a public meeting limit his/her comments to three (3) minutes and use a microphone, if one is available for public comments.



Public Hearing: At a public hearing as distinguished from a public meeting, any member of the public in attendance who may be affected by the subject matter under consideration, or the decision to be made, has a right to speak and a right to be heard.

The governing body holding the public hearing may establish rules of procedure for the orderly conduct of the hearing. These rules may include limiting the time allowed for public presentation, so long as they are reasonable and fair in operation. The City Council asks that those individuals recognized by the Mayor to participate in a public hearing limit his/her comments to five (5) minutes and use a microphone, if one is available for public comments.

Notice that a public hearing will be held at a certain time and in a certain place, must be given before the actual date of the public hearing, even when the public hearing will be held as part of a regular scheduled public meeting.

The governmental body will not make its actual decision during the course of the public hearing, or public participation phase, but will first close the public hearing and then take up their own decision making as a part

of the public meeting, or at some later public meeting.

It is recommended for a public hearing at which there is an applicant or appellant, this individual be allowed to speak first without a time limit, unless otherwise agreed upon by the members. Following the presentation by the applicant or appellant, additional speakers should be allowed to speak in a random order, depending upon the number of speakers and the degree of interest in the issue. There should be a uniform time limit for each speaker (5 minutes in a City Council public hearing). If a public hearing is required by law, however, relevant, non-repetitive testimony must be accepted. Finally, the applicant or appellant should be provided the opportunity of rebuttal as the last speaker under the same uniform time limit.

### **Legal Assistance**

Some commissions require the assistance of the City Attorney. When there is doubt concerning the legality of an issue, the Attorney may be called upon to advise members as to the legality of the proposed action. In some cases, litigation is required; all records of the proceedings should be carefully kept.



Remember the adage, “Discretion is the better part of valor”, and when in doubt about the legality of a procedure, wait until the legal opinion is rendered. If necessary a hearing may have to be continued until matters can be clarified. Counsel must very often control the circumstances surrounding a particular matter since he/she may be required to defend the action in court. Great care must be taken in the maintenance of records of the proceedings when litigation is a possibility. The direction of the City Attorney should be followed closely.

#### Council Review of Action

Most actions and recommendations of commissions may be appealed to the City Council for review and approval. Certain actions are final with the Commission with no right of appeal.

#### Public Appearances of Members

When a commission member appears in a non-official, non-representative capacity before any public or private body, the member shall not identify or disclose his/her membership on a commission. If a question of membership arises, the member shall indicate that he/she is appealing and speaking only as an individual.

#### Commission Members Running for Elective Office

Members of the City’s commissions shall be permitted to retain membership on appointive bodies while seeking any elective office. Members of appointive bodies shall not, however, use the meetings, functions, or activities of such bodies for purposes of campaigning for elective office.

#### Commission Positions on Ballot Proposals and Legislation

Commissions may review and make recommendations to the City Council on ballot proposals and legislation. The City Council shall review all such recommendations. Commission members shall only represent the majority position of the City Council on such matters unless speaking as an individual or indicating a minority opinion.

## Responsibilities of Commission Members

To be selected as a City commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties of each vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities.

1. Understand the role and scope of responsibility. Be informed of the individual commission's scope of responsibility and operating procedures.
2. Be careful to represent the majority views of your individual commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
3. Members should represent the public interest and not special interest groups.
4. Members are in a unique position of serving as a liaison between the City and its citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and City, presenting City programs and recommendations and providing a channel for citizen expression.
5. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendations.
6. Supportive relationships with the City Council and City staff are basic for successful operation of any commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff person providing staff support for your group.
7. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members, and strive to minimize political action on issues.
8. Council appointments to commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.



## **Attendance Requirements for Members**

An aggregate of five absences for any board or commission member per calendar year will be permitted. An excess of five unexcused absences results in the member automatically forfeiting his or her office.

No more than three consecutive member absences from regularly scheduled meetings will be permitted, with any excess absences resulting in automatic forfeiture of office, unless such consecutive absences are excused by the Board or Commission in an open public meeting.

Letters requesting excused absences from regular meetings should be submitted for inclusion as Board or Commission agenda items, preferably prior to the absence. There shall be no leaves of absence by any members for a period exceeding 90 days.

## **Appointment Policies and Procedures**

The City Council establishes commissions as desired to assist and advise them in the conduct of City business. The following is the Council policy with respect to commission member appointments:

1. All appointments and replacements require formal action of the Council. Every commission shall serve in an advisory capacity to the City Council.
2. Any person desiring to be considered for appointment to any City commission, except incumbent members, shall complete an application form stating the commission on which the person desires to serve. Applications shall be received by the Manager's Office where the originals will be retained and a copy distributed to all members of the City Council.
3. The City Council shall not appoint any person to a commission who would have continually recurring conflicts of interest requiring abstentions in an excessively high percentage of situations.
4. The Mayor makes appointments, subject to confirmation by the City Council, at an open public meeting.
5. Vacant positions to the boards and commissions are advertised in the local paper in order to allow those interested in membership to apply.
6. Applicants are invited to the first regularly scheduled Council meeting of the month in order to provide a statement to the City Council concerning their reasons for wanting to participate. The Mayor makes the appointments at the second regular Council meeting of the month.
7. Those members requesting reappointment are given a full term on the board or commission. Those applicants appointed for the first time are given terms by being placed in alphabetical order on the City's list of board and commission members.
8. The City will keep the applications for those applicants which apply for membership on a City board or commission and are not appointed for a period of one year to be reconsidered should other vacancies occur.



9. The City Council may remove any member of any commission at will by a majority vote of the Council.
10. Members shall serve without compensation for their services as such, provided, however, such member shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the Council.
11. Most commission terms commence June 1 or January 1.
12. Commission members who will be completing their first term will be asked if they desire consideration by the City Council for a second term.



# City Boards and Commissions

## ARTS COMMISSION

Authority: Chapter 1.33 of the City Code

Membership: 7 members (not required to be city residents), 4 year terms.

**Duties & Responsibilities:** The Arts Commission was created for the purpose of advising the City Council on matters concerning performing and visual arts; to encourage and promote art activities of individuals, organizations, and government agencies in the city; and to formulate and recommend to the City Council an arts advancement program for the city. Budget recommendations may be submitted to the City Council prior to July 31 of each year.



## BOARD OF ADJUSTMENT

Authority: Chapter 13.58 of the City Code

Membership: 5 members (not required to be city residents), 2 year terms.

**Duties & Responsibilities:** The Board shall have the power and duty to hear and decide variance appeals in accordance with the procedures set out in the Ellensburg City Code. Appeals of decisions of the Board of Adjustment shall be heard in a Court of Law.

## BUILDING APPEALS BOARD

Authority: Chapter 3.2 of City Code

Membership: 5 members, (not required to be city residents), 2 year terms.

**Duties & Responsibilities:** The Board of Appeals hears appeals of decisions or interpretations of the Building Official concerning alternate materials and types of construction as required in the Building Code of the City and provides for reasonable interpretations of the provisions of the Code. The Board may recommend to the City Council such new legislation as is consistent with its interpretations.



## CABLE TELEVISION COMMISSION

Authority: Chapter 1.52 of the City Code

Membership: 5 members (3 members must be city residents), 5 year terms.

**Duties & Responsibilities:** The Cable Television Commission was created for the purpose of advising the City Council in matters relating to the Cable TV franchise; to establish policy guidelines for the programming content of the broadcasting over the community access channel; and to prepare annual reports, conduct regular reviews, and maintain contact with Central Washington University's administration with regard to operation of the community access channel and the administration of the City's interlocal agreement for the operation of that channel. The Commission may submit project and/or program recommendations to the City Council for the preliminary budget prior to July 31 of each year.

## **CIVIL SERVICE COMMISSION**

Authority: Chapter 1.28 of the City Code; RCW 41.12.030

Membership: 3 members (required to be city residents), 6 year terms.

**Duties & Responsibilities.** The Civil Service Commission is appointed by the City Manager. Applicants must be residents of the city for at least three years preceding appointment. Two members constitute a quorum and the votes of any two members concurring are sufficient for the decision of all matters and the transaction of business. Civil Service Commission duties include:

1. Making rules and regulations regarding the manner in which examinations for fire and police positions may be held and appointments, promotions, transfers, reinstatements, demotions, suspensions, and discharges shall be made.
2. Hear and determine appeals or complaints regarding the administrative work of the personnel department, appeals upon the allocation of positions, the rejection of an examination, and such other matters as may be referred.
3. Provide for, formulate, and hold competitive tests to determine the relative qualifications of persons seeking employment.
4. Establish and maintain eligibility lists for various classes of positions.



## **DOWNTOWN TASK FORCE**

Authority: Chapter 1.44 of the City Code

Membership: 9 members (Majority of members must be tenants or owners of property in the central commercial zone), 4 year terms.

**Duties & Responsibilities.** The Downtown Task Force was created for the purpose of making recommendations to the City Council on matters pertaining to the central business district, to encourage and promote tourism and commerce, and perform design review in the central business district and historical preservation district. One member shall serve on the Landmarks and Design Commission.

## **ENVIRONMENTAL COMMISSION**

Authority: Chapter 1.60 of the City Code

Membership: 9 members (3 members may be non-city residents, 2 members maybe under 18 years of age. President of the Ellensburg Environmental Club is an ex-officio member), 5 year terms.

**Duties & Responsibilities:** The Environmental Commission was created for the purpose of advising the City Council on environmental matters with the mission of maintaining and enhancing the uniquely livable and sustainable environment enjoyed by residents of the city.

## LANDMARKS AND DESIGN COMMISSION

Authority: Chapter 1.45.08.12 of the City Code

Membership: 7 members, 4 year terms (majority (4) must be city residents and shall include 2 property owners within the Downtown or Residential Historic Districts, 1 member from the Downtown Task Force, 3 professionals and 1 member at-large).

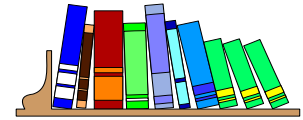
**Duties & Responsibilities:** The Landmarks and Design Commission was created for the purpose of reviewing and approving all public and private construction and remodeling projects within the designated design review districts which require building permits, except single family and residential structures of two units, and building interior remodeling.

## LIBRARY BOARD

Authority: Ordinance No., 3937

Membership: 5-7 members (majority of members must be city residents; appointed by the City Manager), 5 year terms.

**Duties & Responsibilities:** The Library Board provides citizen input to the City Manager, City Council and Library Director. Ellensburg is a Code City; the library is a department of the City and the Board's role is an advisory one. The Board considers and recommends policy to govern library operation and programs. It recommends on Director appointment, participates in efforts to secure library funds, advises the Director in preparation of the budget, assists the Director in developing policies including collection development, and supports and participates in public relations and marketing programs.



## LODGING TAX ADVISORY COMMITTEE

Authority: Ordinance No. 4111

Membership: 5 members (2 members must be from the lodging industry; 2 from organizations involving activities authorized to receive tax proceeds; and 1 elected City official), 2 year terms.

**Duties & Responsibilities:** The Lodging Tax Advisory Committee reviews proposed changes to the lodging tax rate, tax exemptions, and use of the tax. Tax proceeds may be used for tourism promotion, the acquisition and operation of tourism-related facilities, and other uses authorized by state law.

## PARKS & RECREATION COMMISSION

Authority: Chapter 1.16 of the City Code

Membership: 7 members (5 members required to be City residents), 3 year terms.

**Duties & Responsibilities:** The Parks and Recreation Commission has the responsibility of making recommendations to the City Council pertaining to recreation programs and parks development and operation, to encourage and promote all forms of recreational programs and activities that will employ the leisure time of the people in a constructive and wholesome manner; and to periodically review and make recommendations for revisions to the Parks and Recreation Comprehensive Plan. Budget recommendations may be submitted to the City Council prior to July 31 of each year.



## **PHOENIX DEVELOPMENT AUTHORITY BOARD**

Authority: Chapter 1.62.16 of the City Code

Membership: 9 members (not required to be City residents), 3 year terms.

**Duties & Responsibilities:** The Phoenix Development Authority Board (formerly the Ellensburg Business Development Authority) governs the affairs and manages the assets of the Phoenix Development Authority. The Commission may submit project and/or program recommendations to the City Council for preliminary budget prior to July 31 of each year.

## **PLANNING COMMISSION**

Authority: Chapter 1.14 of the City Code; RCW 35.63

Membership: 7 members, (5 members required to be City residents, all members must reside in Kittitas County), 6 year terms.

**Duties & Responsibilities:** The Planning Commission is responsible for reviewing and making revision recommendations to the City Council pertaining to the long-term Comprehensive Land Use Plan and the zoning ordinance. The Commission also conducts hearings and makes decisions and/or recommendations on a variety of land-use applications, including permits, conditional uses, annexations, rezones and subdivisions and hears appeals of administrative decisions relating to zoning.

## **SENIOR CITIZENS ADVISORY COMMISSION**

Authority: Chapter 1.48 of the City Code

Membership: 7 members (Members must be at least 55 years of age and include representatives of agencies or organizations primarily interested in senior citizens), 2 year terms.

**Duties & Responsibilities:** The Senior Citizens= Advisory Commission was created for the purpose of making recommendations to the City Council on matters pertaining to senior citizen participation in programs and use of facilities provided by the City. The Commission also encourages and promotes activities to meet the needs of senior citizens and formulates and recommends to the City Council long-term needs and goals for senior citizens.

## **UTILITY ADVISORY COMMITTEE**

Authority: Chapter 1.50 of the City Code

Membership: 5 members (2 City Council members, 1 CWU representative, 2 City electric or gas utility customers), 3 year terms.

**Duties & Responsibilities:** The Utility Advisory Committee was created for the purpose of providing a mechanism for the City Council of Ellensburg to obtain the benefits of recommendations, advice and opinions on those matters affecting City utility policy and operations.



# Conducting A Public Hearing

## A GUIDE FOR THE NEW CHAIRPERSON

Conducting the public hearing is often the most difficult task for a new chairperson. Often there are two or more sides and the participants are highly motivated and often nervous. The role of the chairperson is to make sure all sides of the issue are treated fairly. Whenever possible, place the most controversial item early on the agenda. The commission should take action promptly enough to avoid holding an item over, if at all possible.

Begin the public hearing with the reading of the prepared opening statement for a public hearing and follow with an explanation of the purpose and what action is requested and what action may be possible. All persons speaking must identify themselves, not only for the record, but also so they can be spoken to by name. They must be recognized by the chairperson before speaking. All public hearings must be tape recorded. This task is accomplished by a staff person.

Set time limits on testimony for the public hearing. The City Council asks participants to limit their comments to five minutes. Don't let it ramble on but do permit all persons who wish to add non-repetitive information to do so. Use the hearing to gather necessary information about the community, neighborhood, and individual desires concerning the proposal. It is recommended that the applicant or appellant be allowed to speak first. Following the presentation by the applicant, all additional speakers may be permitted to speak in a random order. Provide the applicant an opportunity to make a rebuttal if he wishes.

At most public hearings, the commission is trying to understand the citizen's view of the proposal. Be careful not to prejudge. Use the hearing to gather information. Do not get trapped in a dialogue with the speaker over trivial matters. Try to reinforce the speaker. Help him overcome his anxiousness and nervousness. You may want to repeat back to the speaker what you believe his position is. Try to avoid speaker to audience conversation. The purpose of the hearing is to help your commission to act, not to engage in debate.

Sometimes inflammatory comments are made in public hearings. Try not to overreact to these comments. They do not require answers. Most are expressions of frustration. Try to turn this frustration to constructive avenues. Ask questions. Refer to the person by name. If you feel that some comments must be responded to, be calm and informational. Do not return insult for insult. Be a pillar of understanding, forgiveness, and strength.

After all testimony is taken, close the public hearing with the prepared closing statement.

Commission members should not express their views on the proposal until after the public hearing is closed and discussion begun, but they may ask questions during the hearing to clarify the applicant's or neighbor's position. Comments and questions by Commission members during the hearing should not suggest a position one way or another. After the public hearing is closed, each Commission member should be invited to discuss his views on the proposal.

Call for a motion and a second to the motion. Ask if there is further discussion. A voice vote may be taken or a roll call vote if there appears to be a divided vote on the issue. A roll call vote should always be called for in controversial situations. Make the outcome of the vote clear to the applicant.

View the public hearing as democracy in action at the local level. Set your personal goal to make the public hearing work by seeing that everyone is treated fairly and the commission had all the facts to make a fair decision. See that the commission was open in its deliberations, no one person dominated the meeting, and no left the meeting feeling misunderstood or, worse, unable to state his view.



CHART #2

## SOME ADDITIONAL FACTS

Ellensburg is one of very few cities in Washington operating four utilities: light, gas, water, and sewer. Our electric distribution system is one of the oldest in the State. The City purchased an electric production and distribution system from private interests in 1890 and from that date to the present has operated a very successful system. In the beginning, electric energy was produced by steam power and then later by a small hydro-electric plant using water diverted from the Yakima River. The electrical use within the city continued to grow to the point where, in 1952, the City abandoned production of electricity by local means and entered the first of several agreements with Bonneville Power Administration for supplying Ellensburg with its entire needs of electrical energy.



In 1913 Ellensburg as a municipality entered the water production and distribution business. Today this system consists of a large well facility approximately seven miles northwest of the city, three operating wells within the city limits, plus two new wells - one completed in 1987 and a second completed in 1988. The City maintains ownership of a gravity watershed system, too, which was a primary source of water in earlier years but is currently not used. The watershed is approximately nine miles north of the city limits. The distribution system has been brought up to date and improved by an annual program of replacing the old wooden water lines with cast iron mains. Today none of the original wooden mains exist in the in-town distribution system.



The City has been in the sewage collection and disposal business since at least the early 1930's. The City constructed a wastewater treatment plant in 1939 which operated until 1974 when it was replaced with a new wastewater treatment plant at a new site off South Canyon Road. The new plant was then modified and improved in 1982 for the handling of sludge. In 1993 an ambitious program was initiated to upgrade the facility to meet State and Federal requirements and to handle the needs of our community for many years into the future.

In 1956 the City began constructing a natural gas distribution system with the first customer (the Antler's Hotel) being turned on in January 1947. Gas is purchased from the Northwest Pipeline at its transcontinental line approximately three miles east of the city. The gas is received under considerable pressure and brought into the city through two pressure reducing and regulating stations and then distributed to an ever increasing number of users throughout the city.

Pride in our downtown area and a desire to keep it viable and prosperous has inspired several plans for downtown renovation. In 1974 an ambitious program was completed for enhancing the downtown area with paver brick sidewalks, traffic nodes, parking patterns to provide additional spaces, and tree plantings. In recent years, sidewalk flower box and node plantings have been encouraged to beautify the downtown area; the paver sidewalks have been renewed and the area expanded. In 1981 the Rotary Pavilion and park area were dedicated, providing yet another downtown beautification project. All encourage use of our downtown businesses by both local patrons and tourists passing through our area.



# ADMINISTRATIVE ORGANIZATION

To acquaint you with the administrative workings of city government, a brief description of each of the City departments follows. There are nine departments in the City's organizational structure: City Manager, Energy Services, Finance, Fire, Police, Planning and Community Development, Parks and Recreation, Library, and Public Works. The responsibility for the operation of each department is assigned to a Department Director appointed by the City Manager.

You should become familiar with the City's organizational chart and develop a working knowledge of City departments and their operations.

## CITY MANAGER

The City Manager is appointed by and serves at the pleasure of the City Council. The Manager is responsible for the efficient administration of City resources and City-wide department operation in accordance with Council policy. The City Manager provides overall planning, supervision, direction, and control of all City programs and services and is empowered by State law to appoint and remove all department heads, officers, and employees of the City. The Manager also appoints the Civil Service Commission and Library Board members. Personnel and Civil Service activities relating to City employment opportunities and testing are also provided by this department. The department provides staff services for the City Council through agenda preparation and Councilmember travel arrangements, and also provides staff services for the Civil Service Commission.

## THE CITY ATTORNEY



This individual is appointed by the City Manager and advises the Council and all departments and boards and commissions in all legal matters pertaining to City business. The City Attorney conducts, on behalf of the people, prosecutions for violations of the City Code, represents the City in litigation to which it may be a party, drafts legal and official documents for presentation to the City Council. The City Attorney is also responsible for staff support to the Safety Committee.

## ENERGY SERVICES DEPARTMENT

The Energy Services Director oversees both the Light and Natural Gas operations which provide electric services and gas services to an ever increasing number of customers. Weatherization measures are also provided through this department including audits and funds for energy efficiency measures for residential and commercial buildings. The department provides staff services to the Arts Commission, Cable TV Commission, Lodging Tax Advisory Committee, and the Utility Advisory Committee.



## FINANCE DEPARTMENT

The Finance Department provides a wide range of services including accounting controls and procedures to efficiently and effectively meet the financial information and reporting needs of the City in accordance with the Council's fiscal policy. These responsibilities include accounting and cash management services, billing and collection services for all City operations, and data processing services. Meter reading services are provided for all City utilities including gas, electric, and water.



The functions of the City Clerk also fall in this department providing City Council minutes, agenda

preparation assistance, records management, oaths of office, Municipal Code in-house updating, bid openings, public notices, ordinances and resolutions, public information, and business license processing. The Finance Department provides staff services for the City Council and the Fire Relief and Pension Board.

### **FIRE DEPARTMENT**

The Fire Department serves to contribute to Ellensburg's quality of life through the prevention and suppression of fires, the protection of life and property from numerous hazardous conditions, and education of the public regarding a variety of personal and community safety topics. Emergency incident response activities include extinguishing fires, and controlling hazardous and toxic materials. Emergency medical services include ambulance operation and in-house billing, rescue and basic and advanced life support activities through the Department's paramedic program. Fire prevention activities include code enforcement, safety inspections, and public education programs.



### **POLICE DEPARTMENT**

The Police Department is responsible for law enforcement and crime prevention. Among its responsibilities are enforcing federal, state and local laws, protection of citizens and property, and crime prevention, investigation, apprehension, and consulting services. The Animal Control Center also operates under the Police Department and provides a shelter for lost and abandoned animals, providing for adoption in some cases, responds to animal nuisance situations, and provides public information.

### **PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

The Planning and Community Development Department provides review and evaluation of all current private development projects in accordance with State requirements, the City's Comprehensive Plan, the Zoning Ordinance, and other land use standards. The Department prepares staff reports for the Planning Commission and City Council on annexations, subdivisions, re-zoning, use permits, variances, and flood-plain issues. Building inspection services are contained in this department providing enforcement services of the health and safety codes of the City as they relate to buildings. Plans are checked for code compliance and various inspections are performed to insure that structures are in conformity with the plans. The department provides staff services for the Planning Commission, Board of Adjustment, Building Appeals Board, Downtown Task Force, and Landmarks and Design Commission.

### **PARKS AND RECREATION DEPARTMENT**

The Parks and Recreation Department provides the direction and coordination necessary to ensure that recreational needs of the community are met. It fulfills these obligations through operation and maintenance of the City Swimming pool, the Ellensburg Racquet and Recreation Center, scheduling park and recreation activities, and providing staff and scheduling services to the Youth and Community Center and the Adult Activity Center. The Recreation Department provides staff services for the Parks and Recreation Commission and the Senior Citizens Advisory Commission.

## **LIBRARY**

The City Library provides not only reading and book services for children and adults but also is responsible for scheduling and providing the community with a variety of cultural, special events, and performing arts programs. The department director also supervise staff who market and schedule use of the Hal Holmes Center. The Library provides staff support for the Library Board of Trustees.



## **PUBLIC WORKS DEPARTMENT**

The Public Works Department encompasses several functions important to the needs of the City, including: engineering services, street maintenance, signing and marking, street cleaning, storm drainage maintenance, street light and traffic signals, well and water line maintenance, sewage treatment plant operation, park maintenance, and generally overseeing the beautification of Ellensburg. City Shop operations are included in this department providing maintenance of City equipment and vehicles, warehousing, and centralized purchasing. The department provides staff support to the Environmental Commission.



## **CITY FACILITIES AND PARKS**

The City owns, operates, and maintains a number of facilities and parks that are available for use by the public either free of charge or for established fees.

### **Municipal Buildings**

#### **ANIMAL SHELTER**

The City operates an animal shelter on Industrial Way for the purpose of impounding and caring for animals. Animals are also released for adoption from this facility.

#### **BUSINESS INCUBATOR BUILDING**

The Business Incubator Building, located on Dolarway, was constructed in 1988 with private and municipal funds and a grant from E.D.A. The building provides small businesses with a start-up environment conducive to success so they may move out into the local sector providing an increasing number of jobs for the community.

#### **ADULT ACTIVITY CENTER**

This is a recreational facility operated by the City located at 506 South Pine where anyone 50 years of age and older can meet together, receive services, and participate in group activities. A variety of recreational, educational, social, nutrition and health services are provided.

#### **CITY HALL**

This two-story building, located at 501 North Anderson Street, provides office space for the administrative and office staff of the City Attorney, City Manager, Finance Department, Energy Services Department, Parks and Recreation, Personnel, Planning/Community Development and Public Works.

#### **CITY SHOP**

The Shop facility is located at 607 Industrial Way. Housed in the facility are warehousing space for storage and central purchasing supplies and shop facilities for vehicle maintenance and refueling. Office space and vehicle storage are also provided for all City crew members and their equipment, with the exception of Sewer Department employees.

#### **ELLENSBURG PUBLIC LIBRARY**

The City's Library facility is located at Third and Ruby. It contains thousands of volumes for both children and adults; provides a variety of public cultural, educational, informational, and performing arts programs; and has a variety of equipment for public use, including a personal computer, projectors, a copy machine, puppets, etc.

#### **ELLENSBURG YOUTH AND COMMUNITY CENTER**

The Ellensburg Youth and Community Center located at 406 East Capitol Avenue opened in February of 2001 after extensive remodeling. It houses the Youth Unlimited Program.

#### **HAL HOLMES COMMUNITY CENTER**

This center is a multi-purpose cultural and performing arts facility located next to the Library at Second and Ruby. A wide variety of activities may be accommodated here, including film programs, lectures/panel discussions, dramatic productions, chamber concerts, dance performances, group meetings, art exhibits, trade shows, conferences, and seminars. The auditorium is capable of seating 250 people and can be divided into four separate rooms including a stage area. Scheduling is handled by staff at the Hal Holmes Center.

### **KITTITAS VALLEY MEMORIAL POOL**

The pool facility provides not only swimming facilities for the public but also an exercise room, sauna, and therapy pools. It is located at Memorial Park on Sixth, east of Chestnut. Swimming lessons, open swim periods, fitness instruction as well as competitive training and technique programs are available. The pool may also be rented by the hour by private groups.

### **PUBLIC SAFETY BUILDING**

Located at 100 North Pearl Street, the Public Safety Building houses the Fire Department and Police Department. The Kittitas County Communications Center (KITTCOM), a centralized City/County communications center providing emergency communications for the entire county is located on Airport Road.

### **WASTEWATER TREATMENT PLANT**

The treatment plant is located south of Ellensburg off Canyon Road. It was constructed in 1974 and modified and improved in 1982 and provides for a more than adequate network of collection, treatment, and disposal of the City's sewage.

## **City Parks**

### **BMX TRACK**

The 1,100 foot track was constructed in the fall of 1996 and is located at the north end of Ellensburg on 15<sup>th</sup> Avenue. It is adjacent to Mt. Stuart Elementary School.



### **CATHERINE PARK**

This is a small, essentially undeveloped, park of .74 acres located north of the Vantage Highway and west of KXLE radio station.

### **CWU/COMMUNITY BALLFIELDS**

Located at the corner of Alder Street and 18<sup>th</sup> Avenue, this 6-acre park is a joint venture between the City and Central Washington University. It features two softball or two soccer fields, restrooms, and off-street parking.

### **IRENE RINEHART RIVERFRONT PARK**

This large recreational area contains approximately 124 acres and is located along the Yakima River west of Ellensburg. It provides two lake areas, one developed for swimming and non-motorized water sports, sand volleyball court, expanses of grass, trails for hiking, biking, and horseback riding, and picnic and restroom facilities.

### **KIWANIS PARK**

This is a neighborhood park of approximately 3 acres located on A Street and 15<sup>th</sup>. A children's play-ground area is located here and baseball facilities in addition to picnic and restroom facilities.



### **KLEINBERG PARK**

At the west end of Third Avenue by the railroad depot is located Ellensburg's first official park. The land was donated to the City for use as a park in 1910 by Henry and Amelia Kleinberg. In 1976, Northern Pacific Railroad donated a caboose to the City to place in this park. The bricked area located immediately east of the historic railroad depot is located is now know as *Railroad Square*.



### **LIONS/MOUNTAIN VIEW PARK**

This 7.76 acre park is located on Maple Street between Manitoba and Seattle Streets. It contains baseball and soccer fields, a children's playground area, basketball hoop, inline hockey rink, picnic shelter with restrooms.

### **McELROY PARK**

This park property was purchased and annexed to the City in 1991. It consists of 6.77 acres located between Brick Road and Brook Court. This park offers a large open grass area, paved walking path, picnic tables, children's play area and a pond.

### **MEMORIAL PARK**

This park surrounds the City's indoor pool between Sixth and Seventh Avenues, just west of the Rodeo grounds. It consists of approximately 5 acres with a children's playground, covered picnic facilities, basketball court, a large expanse of grass, and horseshoe pits.

### **PAUL ROGERS WILDLIFE REFUGE**

This park consists of 19.8 acres and is being developed as a wildlife refuge and natural habitat with trails and paths. The park is located on Judge Ronald Road east of town.

### **NANEUM CREEK**

As part of its watershed, the City owns 1260 acres of undeveloped land in the county at the end of Naneum Road. The property can be accessed by the public for hiking and enjoying nature.

### **REED PARK**

Located at the top of Craig Hill above the Rodeo Grounds, this park is approximately 6 acres in size. The Memorial Tree Grove is located here as well as a large open grassy area.

### **ROTARY PAVILION**

The Pavilion area located on Pearl in the downtown provides a nice area for resting with benches and trees. The Pavilion building provides an area for performances and, of course, The Bull sculpture sits serenely on one of the benches.

### **SAGEBRUSH TRAIL**

This trail provides a developed walkway from Fourth and Poplar to upper Craig Hill. The habitat here is maintained in a natural state.

### **SKATEPARK**

This innovative park is one of Ellensburg's most popular attractions. It has a series of ramps designed to challenge both skateboarders and in-line skaters. It is located at the corner of Pearl Street and 2<sup>nd</sup> Avenue, directly across from the Public Safety Building.

### **SOUTH MAIN ENTRY PARK**

This small (.25 acres) tourist-oriented park is located at Canyon Road and Mountain View Avenue. A reader board with tourist information and picnic tables are found here.

### **WEST ELLENSBURG PARK**

This neighborhood park and community playfield consists of 5.66 acres located west of Lincoln Street between First and Third Avenues. A number of facilities are available, including: a baseball diamond with dugouts and bleachers, restrooms, children's play complex, picnic shelters, tennis court with basketball hoop.

### **WEST ELLENSBURG PARK EXPANSION**

The 78-acre West Ellensburg Park Expansion is located west off the end of 5<sup>th</sup> Avenue. Facilities include: one full-sized baseball diamond with bleachers, two full-sized softball diamonds with bleachers, four youth baseball fields, combination restrooms/storage/concession building, and paved walking trail. Future park amenities include five soccer fields, two additional softball fields, one additional baseball field, children's play area, skate park, in-line hockey rink, multi-purpose turf area and trail system.

### **WHITNEY PARK**

This park consists of 8 acres located at Capitol Avenue and Willow Street. Facilities include: one mercury lighted baseball diamond with bleachers, two mercury lighted softball diamonds with bleachers, one combination baseball/softball diamond with bleachers, combination restrooms/storage shelter, and children's playground.

### **WHIPPEL PARK**

A small lot of .27 acres, this park is located at Railroad Avenue and West Fourth and offers barbeque pits, picnic tables, basketball court and grass area.

## **Parking Lots**

The City maintains several parking lots for both employee parking and public parking at small or no rental fees:

### **LIBERTY THEATER LOT**

This lot is located on Fifth Avenue across from the old City Hall building and next to the Liberty Theater. It was previously used for employee parking but is currently available for public parking at no cost.

### **THIRD AND MAIN LOT**

The City owns and maintains this corner parking lot. The City is in the process of installing a public restroom facility at this location.

### **SECOND AND PEARL LOT**

The City owns and maintains this lot which is located directly across Pearl Street from the Public Safety Building. The lot may be used by the public for parking at no cost and provides parking for tourist buses needing parking facilities. Free public parking is also available in the Public Safety Building parking lot which is directly north of the building.

## **LOCATION ADDRESSES AND TELEPHONE NUMBERS**

**ANIMAL CONTROL.....901 INDUSTRIAL WAY**  
General Information..... 962-7246

**CITY HALL .....501 NORTH ANDERSON STREET**  
City Attorney ..... 962-7259  
City Clerk..... 962-7204  
City Manager ..... 962-7221  
Community Development..... 962-7231  
Energy Services Department..... 962-7224  
Finance Department ..... 962-7201  
Personnel Services ..... 962-7222  
Public Works..... 962-7230

**ELLENSBURG PUBLIC LIBRARY .....209 NORTH RUBY STREET**  
Information/Circulation ..... 962-7250

**ELLENSBURG YOUTH & COMMUNITY CENTER ..... 406 E. CAPITOL AVE.**  
Parks and Recreation Department..... 925-8638

**HAL HOLMES CENTER.....201 NORTH RUBY STREET**  
Hal Holmes Scheduling and Information ..... 962-7240  
Energy Conservation..... 962-7225

**INCUBATOR BUILDING..... 1000 PROSPECT**  
Phoenix Development Authority Board..... 962-7244

**MEMORIAL SWIMMING POOL ..... 815 EAST 6<sup>TH</sup> AVENUE**  
General Information..... 962-7211

**PUBLIC SAFETY BUILDING .....100 NORTH PEARL STREET**  
Fire Department ..... 962-7299  
Police Department..... 962-7280

**ADULT ACTIVITY CENTER..... 506 SOUTH PINE STREET**  
Senior Center Activities..... 962-7242  
Youth Unlimited Programs ..... 925-8604

**SHOP AND WAREHOUSE.....607 INDUSTRIAL WAY**  
General Information..... 962-7265

**WASTEWATER TREATMENT PLANT..... 2415 CANYON ROAD**  
General Information..... 962-7269