



# Central Transit Fixed Route and Paratransit ADA Policy

## ADA Policy

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA is civil rights legislation which requires, in this context, that persons with disabilities receive transportation services equal to those available on the fixed route bus system.

It is the policy of Central Transit that, when viewed in their entirety, services, programs, facilities, and communications provided by Central Transit, directly or by a contracted service provider, are readily accessible and usable to individuals with disabilities to the maximum extent possible. 49 CFR 37.105

### **1. Fare**

Central Transit does not currently charge fares for Fixed Route or Paratransit transportation.

### **2. Holiday Closures**

Central Transit will not provide Fixed Route service on the following nationally recognized holidays: New Year's Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Thanksgiving Day, and Christmas Day.

The Paratransit contractor will not provide service on the following nationally recognized holidays: New Year's Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Thanksgiving Day and Christmas Day.

### **3. Approved Mobility Device**

Passengers will be transported provided the lift and vehicle can physically accommodate them, unless doing so is inconsistent with legitimate safety requirements (e.g. the combined weight of the wheelchair/occupant exceeds that of the lift specifications). Additionally, Central Transit can accommodate mobility devices that meet following minimum standards:

- **Wheelchair** means a mobility aid belonging to any class of three or more wheels, usable indoors, designed or modified for and use by individuals with mobility impairments, whether manually operated or powered
- Walkers must be collapsible and able to be stored between seats.
- The mobility device must be in good working order; with batteries charged, tires inflated, footrests attached, and all parts secure. (49 CFR 37.3)

#### **4. Mobility Device Boarding or Exiting**

When occupying a lift or securement area, it is recommended that passengers apply the brakes on their mobility devices; however, they are not required to do so. With power chairs or scooters, it is highly recommended, but not mandatory to turn the power switch to the “off” position.

#### **5. Portable Oxygen Use**

Individuals with disabilities who use portable oxygen devices are allowed to travel with respirators and properly secured portable oxygen supplies. Oxygen supplies must not obstruct the aisle. (49 CFR 37.167(h))

#### **6. Securement Policy**

Operators will use front and rear tie-downs to secure mobility devices. Operators will secure mobility devices at the strongest parts of the device; however, the passenger can indicate the most optimal tie-down spot. The mobility device will be secured front facing unless otherwise requested by the passenger. Drivers will assist passengers with securement systems, ramps, and seatbelts; however, drivers cannot assist riders using power chairs or scooters with the operation of their equipment. Central Transit cannot refuse to transport someone if the passenger does not want their mobility device secured or whose mobility device cannot be satisfactorily restrained provided that mobility device fits within the definition described in Section 3. (49 CFR 37.165)

#### **7. Stop Announcements**

Stops at major intersections, transfer points, and destination points will be announced on fixed route buses. Transit operators will announce other stops upon request. (49 CFR 37.167 (a-c))

#### **8. Personal Care Attendants**

A Personal Care Attendant (PCA) may ride with the passenger at no charge. A PCA is someone who travels with, and helps, a rider who is not able to travel alone. The passenger must provide their own PCA if one is needed. Please include on your Paratransit eligibility application form whether or not a PCA is needed. This information will guarantee a place for him or her to ride with the passenger.

Guests and companions may ride on an available space basis only; please be aware that a determination of available space may not be available until the evening prior to the scheduled trip. A companion is anyone who rides with the passenger who is not designated as a PCA. (49 CFR 37 (d))

#### **9. Service Animals**

A service animal is any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability. In order to ride Central Transit fixed route or Paratransit buses:

- The animal must be on a leash or in a carrier, remain under control of the owner, and behave appropriately.
- Birds, reptiles, amphibians, rodents, and cats must be kept in an enclosed carrier/container.
- The animal must remain at your feet or on your lap. It may not sit on a vehicle seat.
- The animal must not be aggressive toward people or other animals. (49 CFR 37.167 (d))

#### **10. Boarding Assistance**

Operators shall position the bus to make boarding and exiting as easy as possible for everyone and minimize the slope of the ramp. Bus operators shall provide assistance to passengers upon request. Passengers with disabilities shall be allowed adequate time to board and disembark the vehicle.

#### **11. Maintenance of Lifts or Ramps**

Bus operators must test the lift or ramp during the pre-trip inspection. Break down of accessibility equipment must be reported immediately to dispatch. A vehicle with an inoperable lift or ramp must be removed from service as soon as possible and cannot be returned to service until repaired. If there is a lift or ramp failure, a replacement vehicle must be dispatched if the next trip to the destination of any passenger using a mobility device is scheduled in more than 30 minutes. If the next trip to the destination of any passenger using a mobility device is scheduled in 30 minutes or less, a replacement vehicle may be dispatched if available. (49.CFR 37.163)

#### **12. Priority Seating**

Upon request, bus operators shall ask, but not require, passengers to yield priority seating at the front of the bus to seniors and persons with disabilities. Drivers are not required to enforce the priority seating designation beyond making such a request.

#### **13. Reserved Seating**

Mobility device securement areas on buses are reserved. Passengers using common mobility aids shall be boarded if the securement areas are not otherwise occupied by a mobility device, regardless of the number of passengers on the bus. Bus operators are required to ask passengers sitting in the securement areas to move to other available seats or to stand.

#### **14. Suspension of Service**

A rider's privileges may be suspended for any of the following infractions on any Central Transit or its contractor's property, including vehicles, bus stops, or stations:

- Smoking, vaping or carrying a lit pipe, cigar, or cigarette (unless in a designated smoking area).
- Discarding or dumping litter in places other than the recognized receptacles.
- Consuming alcoholic beverages or in possession of alcoholic beverages.
- Loud, raucous, unruly, harmful, or harassing behavior.
- Engaging in other conduct that is inconsistent with the intended purpose of the transit facility, station, or vehicle. (RCW 9.91.025)
- Drinking from an uncovered container or eating on board a bus.

## **15. Notification of Policy**

Central Transit will notify the public of the ADA policy on the website and in the rider's guide.

## **16. Paratransit**

- a. **Eligibility Requirements:*** A person may access Paratransit service if they have a disability or disabling health condition that prevents them from independently using the Central Transit fixed route service some or all of the time. 49 CFR 37.123

Presence of a disability or a disabling health condition by itself does not automatically make a person eligible for paratransit service. The ability to ride our fixed route buses is the basis for eligibility.

Applications will be reviewed by an eligibility specialist based on the following eligibility qualifications. A passenger is eligible for Paratransit service if they:

- are unable to board, ride, or exit a lift-equipped bus without assistance,  
OR
- need to use a lift but it cannot be deployed safely at your bus stop,  
OR
- have a disability that prevents travel to and from your bus stop under certain conditions,  
AND
- are certified to use Paratransit services.

The Paratransit service provider, or their agent, will respond to applicants in writing within 14 days of receiving the application. If the applicant does not receive an answer within 21 days, the applicant shall be treated as eligible and provided services until an answer is received.

- b. **Categories of Eligibility:** A Central Transit applicant's eligibility may be classified as conditional, unconditional, or temporary. These categories are defined and mandated by the Americans with Disabilities Act (ADA) regulation.

Category Type	Description	Type of eligibility
Category 1	A person with a disability who cannot independently ride transit	Unconditional
Category 2	Prevented by disability or combination of disability and architectural barriers from getting to the boarding area	Conditional
Category 3	Prevented from using fixed route during a certain amount of time	Temporary

- c. **Service Area:** Paratransit service is provided within 3/4 of a mile of Central Transit fixed-route service and within Ellensburg city limits except for commuter routes. 49 CFR 37.131 (a)
- d. **Origin to Destination Service:** Central Transit's ADA Paratransit service is Door to Door. The customer is taken from door of pickup point to door of destination. 49.CFR 37.129
- e. **Trip Scheduling:** Paratransit trips can be scheduled up to 14 days prior to the trip; reservations will be accepted from 8:00 am to 4:30 pm the day before the trip. No trip reservations will be accepted the day of the trip. Rides will be curb-to-curb unless previously arranged
- f. **Trip Cancellation:** Paratransit trips must be canceled by 2:00 pm on the day prior to the scheduled trip to avoid a late cancellation.
- g. **Missed/ Late Cancels:** Customers may be suspended from paratransit service when they show a "pattern and practice" of No Shows, which occurs when: a. A customer has five or more No Shows in a rolling 30-day period; AND b. The number of No Shows represents more than 15% of the trips booked by the customer in a rolling 30-day period.
- h. **Paratransit Trip Denials:** Trip denials are trips that are late or canceled by the service provider due to no fault of the passenger. The paratransit service provider will count all denials for service and will report them to the City representative. One denial of a multi-legged (multiple scheduled stops) trip will count as a denial for each leg of the trip. Upon missing one of trips, dispatch will contact the passenger to determine if they still want the later trips. If not, they will be canceled with no penalty to the passenger.

- i. ***Paratransit Service Hours:*** Paratransit service operates the same hours as the Central Transit Fixed Route system:

Monday – Sunday 7 AM – 8 PM

**17. Visitor Certification**

Visitors, defined as those eligible for ADA Complementary Paratransit at their normal place of residence, which is not within Central Transit’s service area, are eligible for 21 days of service in a 365-day period beginning on the first day the service is used by the visitor. For additional days of service, the individual is expected to register using the local eligibility procedures. For individuals who reside outside the Central Transit service jurisdictions, the paratransit service provider shall certify an individual with a disability as a visitor when providing documentation of residence and a statement that because of their disability they are unable to access the fixed route. (49 CFR 37.121)

**18. Complaint Process**

Central Transit and its contracted service provider are committed to providing safe, reliable, and accessible transportation options for the community. Customers wishing to file a complaint may contact:

HopeSource  
700 E. Mt. View, #501  
Ellensburg, WA 98926  
PH: (509- 933-2287)  
Fax: (509-925-1204)

Central Transit fixed route buses and many of the paratransit buses have on-board video recording systems. These systems will be used, when applicable, to answer and resolve rider inquiries and concerns. (RCW 46.07b)

**19. Reasonable Modification**

Requests for modifications of Central Transit paratransit policies, practices, or procedures to accommodate an individual with a disability may be made either in advance or at the time of the transportation service. Central Transit and its service provider are best able to address and accommodate a request when passengers make their requests before the trip. Contact the HopeSource customer service personnel at 509- 933-2287 with any questions or concerns.

## 20. Direct Threat

If a person is violent, seriously disruptive, or engaging in illegal conduct Central Transit and its service provider may, consistent with established procedures for all riders, refuse to carry the passenger. A person who poses a significant risk to others may be excluded from any bus service if reasonable modifications to the public accommodation's policies, practices, or procedures will not eliminate that risk. (49CFR 37.5 App. D/ 29 CFR 36.208)

Behaviors that may cause immediate exclusion from the system include:

- Destruction of public property (the vehicle, and/or its furnishings)
- Doing violence to others or to oneself
- Behavior that is seriously unruly, seriously disruptive, threatening, or frightening to others
- Behavior that interferes with the safe operation of the vehicle
- Violations of service animal policy by failing to control one's service animal
- Violations of operating rules governing the provision of transportation system-wide
- Engaging in illegal conduct.
- Other conduct judged by Central Transit or its contractor to represent an actual or potential threat to the health, safety or well-being of oneself, the operator, other passengers, and/or transit personnel.

Passengers who are excluded from the system, have the ability to request an administrative appeal by contacting the City of Ellensburg Transit Manager at 509-925-8680 or [dunbarb@ci.ellensburg.wa.us](mailto:dunbarb@ci.ellensburg.wa.us) .



## City of Ellensburg Code of Ethics

Ellensburg Central Transit maintains this written code or standards of conduct that shall govern the performance of its officers, employees, board members, or agents engaged in the award and administration of contracts supported by Federal or State assistance.

This code provides that Central Transit's officers, employees, board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential contractor or subrecipient. Central Transit's officers, employees, board members, or agents may accept gifts where the financial interest is not substantial, and the gift is an unsolicited item of nominal intrinsic value. Items with a value of over \$50 will not be accepted under any circumstances.

This Code of Ethics prohibits Central Transit officers, employees, board members, or agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. As permitted by State or local law or regulations, violation of this code by a Central Transit officer, employee, board member or agent, or by subcontractors or subrecipients or their agents shall result in penalties, sanctions, or other disciplinary actions, up to and including discharge.

**1. Personal Conflict of Interest.** This Code of Ethics prohibits Central Transit's employees, officers, board members or agents from participating in the selection, award, or administration of a contract supported by Federal or State funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:

- a. The employee, officer, board member, or agent;
- b. Any member of his or her immediate family;
- c. His or her partner: or
- d. An organization that employs, or is about to employ, any of the above.

**2. Organization Conflict of Interest.** Central Transit has adopted the procedure shown below for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or impair its objectivity in performing the contract work.

**3. Identification and Prevention.** Upon acceptance of a position with Central Transit as an employee, officer, board member or agent, it is the responsibility of the individual to immediately disclose any potential, real or apparent conflicts of interest. It is the policy of Central Transit that all employees, officers, board members, or agents, during the course of their affiliation with Central Transit, take steps to avoid the appearance of a conflict of interest and report any potential conflict immediately to the Executive Director for appropriate action. It is the responsibility of all associated with central Transit to report any activity that is suspected to be in violation of the basic principles of this code of Ethics.





## Ellensburg Central Transit Customer Complaint Policy

Ellensburg Central Transit is committed to providing safe, reliable transportation services for our community and its residents. The Central Transit Customer Complaint Policy has been established to ensure riders of the system have an easy and accessible way to provide feedback to the agency. Central Transit is open to hearing all customer feedback including complaints, comments, suggestions or concerns.

### **Contacting Ellensburg Central Transit**

Customers can contact Ellensburg Central Transit in the following ways:

- US Mail: Please mail your feedback to
  - HopeSource at 700 E Mountain View Ave. #501 Ellensburg, WA 98926
  - City of Ellensburg Transit Dept at 501 N Anderson St, Ellensburg, WA 98926
- Phone: Please call
  - HopeSource at 509-933-2287
  - Ellensburg Transit Department at 509-925-8680
- Website: <https://ci.ellensburg.wa.us/1051/Ellensburg-Central-Transit>
- Comment Card: There are comment cards on every Central Transit vehicle. A comment box is located at the Ellensburg City Hall, or cards may be dropped off or mailed to HopeSource.

### **Feedback Review Process**

All feedback from customers is valued and will be reviewed in a timely manner.

- All concerns, complaints, or recommendations will be reviewed and forwarded to the appropriate manager.

### **Feedback Acknowledgement**

All persons who submit a comment, complaint or service suggestion to Central Transit will receive a response provided they give legible contact information.

- Feedback sent via mail will receive a response within seven business days.
- Email, phone or web originated messages will be returned within 72 hours.

### **Customer Appeals Process**

Any person dissatisfied with the response they receive from Central Transit is welcome to appeal the decision. A review team, as well as a rider representative, will review customer appeals.

## **Information about Policy**

Information about Customer Complaint Policy, including how to submit a complaint will be made available:

- When approved for ADA paratransit service
- When re-evaluated for ADA paratransit services
- On comments cards available on all Central Transit vehicles
- At the HopeSource Office.
- On the Central Transit website

## **Reporting**

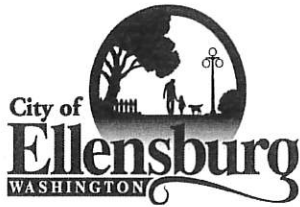
The Transit Manager will compile a summary of rider responses for the Public Transit Action Committee for use in reviewing and evaluating service.

## **Tracking**

Central Transit will maintain a tracking system for all feedback from customers which allows for ready access to information on the status of a comment at any time.

## **Protection from Retribution**

Customers of Central Transit should be able to submit feedback without fear of retribution from the agency. If a rider feels they are being treated unfairly in response to the feedback they provided, they should contact the City of Ellensburg's Transit Manager at 509-925-8680.



## Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **City of Ellensburg**. The City of Ellensburg's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than thirty (30) calendar days after the alleged violation to:

City of Ellensburg  
Human Resources Director  
501 N. Anderson Street  
Ellensburg, WA 98926  
509-962-7222

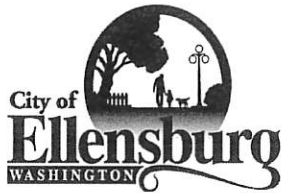
With a copy to the City Clerk at the same address.

Within thirty (30) calendar days after receipt of the complaint, a City of Ellensburg designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the City of Ellensburg will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of City of Ellensburg and offer options for substantive resolution of the complaint.

If the response by the City of Ellensburg staff does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the City of Ellensburg's City Manager or his/her designee.

Within thirty (30) calendar days after receipt of the appeal, the City Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the City Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Human Resources Director or his/her designee or appeals to the City Manager or his/her designee and responses from these two offices will be permanently stored by the City of Ellensburg.



## Municipalidad de Ellensburg Procedimiento de quejas según la Ley de Estadounidenses con Incapacidades

El procedimiento de quejas se estableció para cumplir con los requisitos de la Ley de Estadounidenses con Incapacidades de 1990 ("ADA"). Puede ser usado por cualquier persona que desee presentar una queja alegando discriminación por incapacidad en la prestación de servicios, actividades, programas o beneficios de la **Municipalidad de Ellensburg**. Las políticas del personal de la Municipalidad de Ellensburg rigen las quejas sobre discriminación por incapacidad relacionadas con el trabajo.

La queja debe hacerse por escrito y debe contener información acerca de la supuesta discriminación, como por ejemplo el nombre, dirección, número de teléfono del reclamante, y la ubicación, fecha y descripción del problema. Si lo solicitan, las personas con incapacidades tendrán disponibles métodos alternativos para presentar quejas, como por ejemplo, entrevistas personales o una grabación de la queja.

La queja debe ser presentada por el reclamante y/o la persona que este designe, lo antes posible, pero no más de 30 días calendario luego de que haya ocurrido la supuesta violación a:

City of Ellensburg  
Director de Recursos Humanos  
501 N. Anderson Street  
Ellensburg, WA 98926  
509-962-7222

Con copia al Administrador de la Municipalidad a la misma dirección.

En un plazo de 30 días calendario a partir del momento en que se haya recibido la queja, una persona designada por la Municipalidad de Ellensburg se reunirá con el reclamante para discutir la queja y las posibles resoluciones. En un plazo de 15 días calendario a partir de que se realice la reunión, la Municipalidad de Ellensburg responderá, por escrito, y cuando corresponda, en un formato accesible para el reclamante, como por ejemplo en letra grande, braille o en una cinta de audio. La respuesta explicará la posición de la Municipalidad de Ellensburg y ofrecerá opciones para obtener una resolución adecuada de la queja.

Si la respuesta por parte del personal de la Municipalidad de Ellensburg no resuelve satisfactoriamente la cuestión, el reclamante y/o la persona que este designe pueden apelar la decisión en un plazo de 15 días calendario a partir del momento en que se haya recibido la respuesta al Administrador de la Ciudad de la Municipalidad de Ellensburg o la persona que este designe.

En un plazo de 30 días calendario a partir de la recepción de la apelación, el Administrador de la Ciudad o la persona que este designe se reunirán con el reclamante para analizar la queja y las posibles resoluciones. En un plazo de 15 días calendario desde la fecha de la reunión, el Administrador de la Ciudad o la persona que este designe responderán por escrito y cuando corresponda, en un formato accesible para el reclamante, con una resolución definitiva de la queja.

Todas las quejas escritas recibidas por el Director de Recursos Humanos o por la persona que este designe, o las apelaciones al Administrador de la Ciudad o a la persona que este designe, y las respuestas de estas dos oficinas serán almacenadas de forma permanente por la Municipalidad de Ellensburg.

**CENTRAL TRANSIT COMMENT CARD**

Please use this comment card to let us know how we can improve our service or what we are doing well that you'd like to see continued. Comment boxes are located at Ellensburg City Hall, 501 N Anderson. You may also give the comment card to the bus driver or mail them to HopeSource at 700 E Mountain View Ave Ste 501, Ellensburg, WA 98926 or call 509-925-1448.

Comment (s):

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Please include your name, phone number or email if you would like to be contacted.



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### CENTRAL TRANSIT TARJETA DE COMENTARIO

Por favor, utilice esta tarjeta de comentarios para hacernos saber cómo podemos mejorar nuestro servicio o lo que estamos haciendo bien que le gustaría ver continuar. Las cajas de comentarios se encuentran en el ayuntamiento de Ellensburg, 501 N Anderson. También puede entregar la tarjeta de comentario al conductor del autobús o enviarla por correo a HopeSource en 700 E Mountain View Ave #501, Ellensburg, WA 98926 o llamar 509-933-2287.

**Comentarios:**

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**Incluya su nombre, número de teléfono o correo electrónico si desea que se le contacte.**



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# City of Ellensburg Disadvantage Enterprise Plan

## **Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms**

City procurements must use affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Disadvantaged business enterprises will be afforded full opportunity to do business with the City and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. Certain affirmative steps are required for programs or projects that use federal funds and should be uniformly used for all City procurements.

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

## **City of Ellensburg Equal Employment Opportunity**

Personnel Policies Manual Res 2001-17 - 7/02/01 Revised – Council Approval 12/21/15

### **EQUAL EMPLOYMENT OPPORTUNITY**

The City of Ellensburg encourages and expects its work force to reflect the diversity of its citizens. The City of Ellensburg is an equal employment opportunity employer. The City employs, retains, promotes, disciplines and otherwise treats all employees and job applicants strictly on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, creed, religion, national origin, sexual orientation, gender identity, pregnancy, age, marital status, military or veteran status, disability, genetic information or any other characteristic protected by law.





## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Ellensburg will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in **The City of Ellensburg** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the office of:

### **City of Ellensburg**

Human Resources Director  
501 N. Anderson Street  
Ellensburg, WA 98926  
509-962-7222

with a copy to the City Clerk at the same address as soon as possible but no later than five (5) working days before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Send complaints that a program, service, or activity of the City of Ellensburg is not accessible to persons with disabilities to the **Human Resources Director** in writing or accessible format within thirty (30) days of the alleged violation.

**The City of Ellensburg** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



## AVISO CONFORME A LA LEY DE ESTADOUNIDENSES CON INCAPACIDADES

De acuerdo con los requisitos del Título II de la Ley de Estadounidenses con Incapacidades de 1990 ("ADA"), la Municipalidad de Ellensburg no discriminará en sus servicios, programas o actividades, a las personas con incapacidades que reúnen los requisitos para participar en ellos basándose en su incapacidad.

**Empleo:** La Municipalidad no discrimina en sus prácticas de contratación o empleo basándose en incapacidades y cumple con todas las reglamentaciones promulgadas por la Comisión de Igualdad de Oportunidades de Empleo de los EE.UU. de acuerdo con el Título I de la ADA.

**Comunicación eficaz:** Por lo general, a solicitud, la Municipalidad proporcionará ayuda y servicios adecuados que permitan una comunicación eficaz para las personas con incapacidades que califican para que puedan participar de la misma manera en los programas, servicios y actividades de la **Municipalidad**, lo que incluye intérpretes de lenguaje de señas capacitados, documentos en braille y otras formas en que la información y las comunicaciones resulten accesibles para las personas con dificultades en el lenguaje, auditivas o de visión.

**Modificaciones a las políticas y procedimientos:** La Municipalidad hará todas las modificaciones razonables a las políticas y programas para asegurar que las personas con incapacidades tengan la misma posibilidad que los demás de utilizar todos sus programas, servicios y actividades. Por ejemplo, en las oficinas de la **Municipalidad de Ellensburg** las personas con animales de servicio son bienvenidas, incluso cuando, en general, las mascotas están prohibidas.

Cualquier persona que necesite una ayuda o servicio auxiliar para lograr una comunicación eficaz, o una modificación de las políticas o procedimientos para participar en un programa, servicio o actividad de la **Municipalidad** debe ponerse en contacto con la oficina de:

### **City of Ellensburg**

Director de Recursos Humanos  
501 N. Anderson Street  
Ellensburg, WA 98926  
509-962-7222

con copia al Administrador de la Municipalidad a la misma dirección lo antes posible, pero en un plazo de 5 días antes del evento planificado.

La ADA no exige que la Municipalidad tome ninguna medida que altere básicamente la naturaleza de sus programas o servicios, o imponga una carga financiera o administrativa excesiva.

Se deben enviar quejas por escrito, o en un formato accesible, al **Director de Recursos Humanos** en caso de que un programa, servicio o actividad de la Municipalidad de Ellensburg no sea accesible para personas con incapacidades, en un plazo de 30 días desde el momento en que haya ocurrido la supuesta violación.

La **Municipalidad de Ellensburg** no cobrará recargos a personas específicas con incapacidades ni a ningún grupo de personas con incapacidades para cubrir el costo por prestar servicios/ayudas adicionales o por modificaciones razonables a las políticas, como por ejemplo retirar artículos de ubicaciones que son abiertas al público pero que no son accesibles para las personas que usan sillas de ruedas.

## **City of Ellensburg Harassment Policies**

Personnel Policies Manual Res 2001-17 - 7/02/01 Revised – Council Approval 12/21/15

### **2.5. HARASSMENT PREVENTION**

It is the City of Ellensburg's policy to foster and maintain a work environment free from discrimination, harassment and intimidation. Toward this end, the City will not tolerate harassment of any kind by an employee toward any co-worker or member of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public. Harassment typically includes slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation (including gender identity), age, disability, marital status, military status or any other legally protected status; however the victim of harassment need not be a member of any protected category in order for harassment to occur. Any conduct having the effect of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment may be considered harassment. Any harassment of a fellow employee or member of the public will be cause for disciplinary action, up to and including termination of employment.

Examples of behaviors which are inappropriate and/or illegal on the job referring to categories above:

Negative or offensive comments; jokes; slang names or labels; talking about or calling attention to another employee's physical or mental capacity in a derogatory or offensive manner; displaying nude or sexual pictures, cartoons or calendars on City property.

(See Discrimination/Harassment Complaint Procedure, Policy 2.7, for guidance on what to do if you or a coworker experience harassment.)

### **2.6. SEXUAL HARASSMENT PROHIBITED**

Sexual harassment is a form of discrimination, is illegal and violates federal and state law and the City's policies. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City of Ellensburg. The City considers sexual harassment a serious offense, and an employee who harasses another employee or member of the public will be disciplined as in any other case of serious employee misconduct.

Sexual harassment is generally defined as requests for sexual favors or other visual, verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with the effectiveness or creating discomfort on the job.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with the effectiveness or creating discomfort on the job.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents resulting in a severe and pervasive hostile working environment can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Likewise, a single incident, if sufficiently egregious, may constitute harassment. Sexual harassment includes harassment based on another person's gender or harassment based upon pregnancy, childbirth or related medical conditions. It also can include harassment of another employee of the same gender as the harasser. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours.

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Verbal examples include derogatory comments, slurs, unwanted sexual comments, suggestions, jokes, pressure for sexual favors or comments about a person's sexuality or sexual experience.
- Visual examples include leering, sexually-oriented gestures, or display of sexually suggestive or derogatory objects, pictures, cartoons, or posters.
- Written examples of sexual harassment include suggestive or obscene letters, emails, notes and invitations.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.

It is the policy of the City of Ellensburg to prevent and/or eliminate sexual harassment in the workplace, as well as to alleviate any effects sexual harassment may have on the working conditions, or work environment, of an employee. In response to reports of sexual harassment, the City will seek to protect all parties involved from retaliation, false accusations, or future harassment and, where appropriate, will take prompt and adequate remedial measures.

Employees engaging in harassment are subject to discipline, up to and including termination. (See following section on Discrimination/Harassment Complaint Procedure, for guidance on what to do if you or a co-worker experience sexual harassment.)

## **2.7. DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE**

Each employee is responsible for creating an atmosphere free of discrimination and harassment in any form. Each employee is responsible for respecting the rights of coworkers and others, including the citizens we serve.

**Employee Procedure:** The following procedure outlines the steps an employee should follow if the employee believes he/she is experiencing harassment or discrimination on the job:

- 1) If comfortable doing so, identify the offensive behavior to the harasser and request that it stop. If such informal direct communication is impractical or the offensive behavior does not immediately cease:
- 2) Report the incident(s) to the immediate non-involved supervisor within the department, the department director, or the Human Resources Director.

Where possible, this should include the specific allegation, date of the occurrence, the individuals involved, and the names of any witnesses. A non-involved supervisor is defined as the first supervisor in an employee's department who is not the object of the complaint and is not otherwise involved in the harassing behavior. In the event that there is no noninvolved supervisor, and the behavior involves the department director and the Human Resources Director, the employee should report the incident to the City Attorney.

No employee will suffer retaliation for reporting a good faith concern. Any employee involved in reporting a concern, or who participates in an investigation, may request that his or her identity be kept confidential. City officials and those involved in the investigation will honor this request to the extent possible under law, business necessity, and the needs of the investigation. Confidentiality, however, cannot be guaranteed.

Employees are encouraged to take all action necessary to correct a workplace problem or harassment, so problems can be identified and corrected. They should not refrain from taking these steps due to a fear of retaliation. If retaliation occurs, promptly report such conduct in the same manner as outlined in this Section. With a prompt complaint from employees, the City will take all appropriate steps to correct a problem of harassment, discrimination or retaliation in the workplace and will assist the employee affected if further problems arise. Thus, employees are encouraged to utilize these procedures to resolve concerns about workplace discrimination before they allow such conduct to interfere with their performance or such conduct affects their satisfaction with the workplace.

**Supervisor Procedure:** Supervisors who are aware of situations involving discrimination or harassment must respond to such situations regardless of whether or not a complaint is received. Supervisors who receive complaints or become aware of such incidents must:

- 1) Take prompt action to ensure the behavior is not repeated pending investigation of the concern; and

2) Promptly notify the appropriate department director and the Human Resources Director of the allegations, including all information known to or received by the supervisor

Supervisors shall be required to take the above steps and may be disciplined if they do not.

**The investigation process:** Employees are prohibited from interfering in any investigation or retaliating against anyone who in good faith has filed a complaint or participated in an investigation of a complaint.

The Human Resources Director, City Attorney or an outside investigator appointed by the City Attorney or City Manager may begin an investigation within a reasonable period of time after the report of alleged harassment is received. In determining whether alleged conduct constitutes harassment, the totality of circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. Confidentiality will be maintained to the extent permitted by law.

The investigation will be directed at determining the facts concerning the allegations. If warranted, a comparison will be made of the treatment of others with that of the employee allegedly affected to see whether others have also been treated in the same manner. If, during the course of investigation, the investigator finds evidence of harassment involving other employees, the investigator may either expand the original investigation to include the new evidence, or recommend that the City initiate a separate investigation.

The investigator shall advise the accused person of the allegations and afford him or her an opportunity to reply. The employee shall also be advised that any retaliation will be subject to disciplinary action, regardless of the outcome of the investigation.

The results of each investigation may be written and a finding made regardless of whether or not there is reasonable cause for disciplinary action. Disciplinary action, if necessary, may range from a verbal warning to termination, depending on the seriousness of the harassment. Nothing shall limit the authority of the City to modify policies or practices to correct any appearance of harassment without finding cause for disciplinary action or taking any disciplinary action. If an investigation determines the accused employee engaged in harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file, or an employee transfer, demotion, suspension or termination. An employee may at his or her request have a statement of rebuttal or correction placed in his/her personnel file. Nothing limits the authority of the City to modify policies or practices to correct any appearance of harassment without finding cause for disciplinary action or taking any disciplinary action.

Employees participating in an investigation shall refrain from discussing the investigation process, interviews or issues under investigation to prevent harmful gossip and to prevent the possibility of tainting the investigation.

It is also the right of all employees to seek redress from the Washington State Human Rights Commission, the Equal Employment Opportunity Commission, or through the courts. However, employees are encouraged to exhaust the administrative remedies outlined by this policy before outside agencies are consulted.

## City Procurement Policies

Policy Adopted: 11/13/2019 Replaces Policy Dated: 9/25/2019

### **Related Requirements**

35A.34.210 RCW – Liabilities incurred in excess of budget

[Chapter 42.23 RCW – CODE OF ETHICS FOR MUNICIPAL OFFICERS—CONTRACT INTERESTS](#)

[Chapter 39.04 RCW – PUBLIC WORKS](#)

Uniform Guidance - 2 CFR 200.321 (federal grant funded projects)

Ellensburg City Code 1.06.040 - Authority to execute agreements, contracts and leases

Resolution No. 2019-24 – Small Works Roster Procurement Process

Resolution No.2019-8 – Establishing City Procurement Policies

### **I. General Purchasing Requirements**

The City may only enter in to contracts or other obligation of resources if the purchase is necessary for the operation of the City and is reasonable in nature and amount.

An open, fair, documented, and competitive process is to be used whenever reasonable and possible.

All contracts or other obligation of resources must be within budget appropriations of the fund(s) benefiting from the product of the contract. Liabilities incurred by any officer or employee of the city in excess of any budget appropriations shall not be a liability of the city.

The responsible department must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

If the procurement authority, or City Manager for Council purchase authority, determines it is likely to result in economical purchases, consider consolidating or breaking out procurements, analysis of lease versus purchase alternatives, and any other analysis to determine the most economical approach.

The City must maintain records sufficient to detail the history of procurement. These records must include: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Every contract or other obligation of resources is subject to this policy except:

- 1) Acquisition, sale, or lease of real property
- 2) Employment agreements and collective bargaining agreements

- 3) Intergovernmental Contracts  
*Washington's Interlocal Cooperation Act, Ch. 39.34 RCW, authorizes the City to contract with other public agencies via interlocal agreements that enable cooperation among the agencies to perform governmental activities and deliver public services.*
- 4) Official Grant Programs from the City (as they now exist or may hereafter be amended):
  - o Council Grants
  - o Stormwater
  - o Historic Preservation
  - o Parks Partnership
  - o Lodging Tax
  - o Arts Commission Grants
- 5) Art Purchases
- 6) Rewards as authorized by ECC 2.05.040
- 7) Claims against the City as discussed in ECC 2.52
- 8) Employee Suggestion Awards Authorized by ECC 1.40

If an additional lawful method of procurement not included in this policy is available and applicable to a necessary purchase, the alternative method may be used with written permission from the Finance Director.

## II. Authorized Individuals Only

**Only authorized individuals may make purchases or enter into other contracts on behalf of the City.** The City Council retains all authorities not specifically delegated through official Council action or action of the state legislature.

The exercise of delegated authorities is subject to all applicable laws.

To promote efficient purchasing, certain contracting and procurement authorities granted to the City Manager are delegated to Department Heads, and subsequently may be delegated to other employees of the City consistent with Ellensburg City Code section 1.06.040.

Responsibility for authorities may be delegated, accountability for performance of the authorities is retained.

Any delegation of contracting or procurement authority is only valid if it is documented.

Any individual with delegated contracting authority must certify annually to the Finance Department that they have received a copy of the City's procurement policies and acknowledge they will conduct themselves in accordance with the policies.

Authorized travel status provides authority to incur reasonable expenditures, in compliance with City travel policies, while traveling on City business.



### III. Total Purchase Cost – Goods, Equipment, Materials, Supplies, and Services

The anticipated annual need for a good or service when it can reasonably be projected, shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, and other related purchasing requirements apply.

Requirements shall not be divided to come up with a lower total cost to avoid contract approval levels or competitive bid requirements, commonly referred to as “bid splitting”. If one item being purchased requires another item to make a whole, the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which approval level and cost threshold apply, unless the two items are not available from a single supplier.

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in. (Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.)

Requirements for the total quantity of an item and the total annual estimated need when they can reasonably be projected should be considered when determining which cost threshold and related purchasing requirements apply.

Purchases in to city inventory shall be evaluated for estimated annual need in addition to each individual purchase.

### IV. Total Purchase Cost – Public Works

State law prohibits the division of a project into units of work or classes of work to keep costs below the bidding threshold. If a project is to be completed in phases, the total accumulated costs for all phases should be considered when determining which cost threshold and related purchasing requirements apply.

RCW 39.04.050 requires specific procedures to develop estimates for public works projects.

### V. Grants and Other Restricted Funds

Federal funds and grants often come with their own separate and more restrictive bidding requirements. Competitive bidding may be required by federal agencies, even below the state bid limits, and the required competitive process may be more demanding.

If your project uses any federal funding, you must follow both the state and federal competitive requirements, using the more stringent standard of the two. This procurement policy is intended to meet the standard procurement requirements. However, specific grants may have more stringent requirements.

**For all grants, a written description of applicable procurement guidelines must be obtained from the granting agency and provided to the Finance Department.**

All procurements subject to federal procurement standards must follow the City’s documented procurement policies and procedures, applicable state laws, and ensure that the procurements

conform to applicable Federal law and administrative rules. Specific situations where the City's documented procurement policies, and applicable state laws, do not meet the requirements of Federal law and administrative rules are identified at the end of this section.

The city must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. For purchases and projects using federal funds, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. For non-federally funded purchases and programs, consideration is given to factors as specified in the procurement and allowable or prescribed by state law and city policy.

The City is responsible, even when completing a federally funded project or program, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. The City is responsible for contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

City purchasing thresholds for federal awards reflect the changes issued by the Office of Management and Budget in Memorandum M-18-18 dated June 20, 2018.

All procurements funded with federal awards over the Federal "Simplified Acquisition Threshold", currently \$250,000, must first make an independent estimate of procurement cost before receiving bids or proposals, and complete further cost or price analysis as appropriate to ensure the procurement provides adequate value to the city.

Before awarding contracts of \$25,000 or more, funded with federal awards, the city will ensure contractors are not suspended or debarred by either documenting the contractor is not listed in the Excluded Parties List System (EPLS) at [www.sam.gov](http://www.sam.gov), collecting a certification from the contractor (as part of the procurement solicitation, contractor evaluation, or contract award process), or adding a clause or condition to the contract.

For competitive proposals funded with federal awards, such as Requests for Proposals (RFP) and Requests for Qualifications (RFQ) for Architecture & Engineering (A&E) services, the required procurement method is more detailed than the requirements of state law. These procurement solicitations must:

1. identify all evaluation factors and their relative importance;
2. be solicited from an adequate number of contractors to ensure competition;
3. have a written method for conducting technical evaluations and selecting recipients;
4. must be awarded to the most qualified bid responder with price as a factor (unless it is A&E services).

Public works project procurements funded with Federal awards above federal formal bid procurement threshold (\$250,000) may not use the Small Works roster procurement method

and must use a formal sealed bid process. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908

Time and materials or force account contracts funded with federal awards must meet federal requirements for negotiated costs and profit, and may require approval from the grantor agency.

#### VI. Conflict of Interest Contracting Policy

All actions of City employees are subject to the provisions of section 9.1 of the [City Personnel Manual](#) regarding conflicts of interest. This includes, by reference, Chapter 42.23 RCW, the Washington Code of Ethics for Municipal Officers.

No employee, officer, or agent of the City may participate in the selection, award, or administration of a contract or other purchase if he or she has a real or apparent conflict of interest.

Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her state-registered domestic partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the City must not solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, officers, employees, and agents of the City may participate in the selection, award, or administration of a contract or other purchase:

1. If the real or apparent conflict of interest is disclosed to the City Attorney and City Manager in advance of their involvement in the selection, award, or administration of a contract or other purchase; and
2. The financial interest is:
  - a. An exception allowed by 42.23.030 RCW; or
  - b. A “remote interest” defined in 42.23.040 RCW

De minimis gifts, totaling less than \$50 of value from a single source annually, may be accepted from contractors or parties to subcontractors if returning or refusing the gift is impractical, such in the case of perishable items.

Violations of this Conflicts of Interest Policy are grounds for progressive disciplinary action, up to and including termination, in accordance with the Personnel Manual and any applicable collective bargaining agreement.

Any contract made in violation of the provisions of the Washington Code of Ethics for Municipal Officers is void and the performance thereof, in full or in part, by a contracting party shall not be the basis of any claim against the municipality. Any officer violating the provisions of this

chapter is liable to the municipality of which he or she is an officer for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the officer by law.

In addition to all other penalties, civil or criminal, the violation by any officer of the provisions of this chapter may be grounds for forfeiture of his or her office or other adverse employment action.

#### VII. Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

City procurements must use affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Disadvantaged business enterprises will be afforded full opportunity to do business with the City and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

Certain affirmative steps are required for programs or projects that use federal funds, and should be uniformly used for all City procurements.

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### VIII. Environmentally Preferable Procurement Practices

All city departments are responsible for:

1. Continuing to purchase recycled, persistent bioaccumulative toxin (PBT) free and other environmentally preferable products when such an alternative exists that is consistent with specifications and obtainable at a competitive price.
2. Continuing to specify energy efficient equipment and appliances whenever practicable.

3. Continuing to specify alternative fuel or hybrid vehicles when appropriate to the application.
4. Continuing to specify recycled materials requirements as identified in the Standard Specifications.

**IX. Determining Procurement Type and Requirements**

Depending on the type of goods or services being purchased, different purchasing methods are required. First determine the type of purchase you are making, then use the procurement requirement reference table to determine which procedures, and checklist, to follow.

**1. Public Works**

All work, construction, alteration, repairs, or improvements, other than ordinary maintenance, that are paid for by a municipality is considered “public works.” "Ordinary maintenance" means work that is performed by agency personnel to provide regular or preventive maintenance. If the maintenance is done less frequently than once per year, it is likely considered a public work.

Examples: Road construction, roof repair, HVAC upgrades, building remodel, parking meter installation

**Public Works Approval, Process, and Contract Mechanism Requirements**

Estimated Cost	Signing Authority*	Purchase/Bidding Processes	Contract Mechanism
\$0 - \$2500	Delegated Signers*	Informal Public Works process; Not Let by Contract and Small Works Roster processes available; Limited Public Works Process available up to \$50,000	Estimate/Invoice (with Prevailing Wage, Performance/Payment Bond, and Retainage requirements specified)
\$2501- \$25,000	Department Director*		
\$25,001 - \$40,000	City Manager		
\$40,001- \$75,500	City Council	If multiple trades, Informal Public Works process, or Not Let by Contract process available; if single trade or involves street signalization or street lighting, Small Works Roster process or Formal Bid process	Small Works Contract or Formal Bid Contract
\$75,501- \$116,155			
\$116,156 - 350,000		Small Works Roster process or Formal Bid process	
\$350,000 - Greater		Formal Bid process	

\*Standard delegation amounts. Actual signing authority determined by individual delegation.

Resolution No. 2019-24, including amendments, establishes the Small Works Roster method for award of public works contracts, including the Limited Public Works method.

Exceptions: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908. If the public works project is \$10,000 or greater, and is funded in whole or in part with federal funds, the Informal Public Works method cannot be used.

**Comparison between Public Works Methods below bid limits (\$75,500 if single trade, \$116,155 if multiple trades)**

Method	Minimum Competition	Bid Bond	Prevailing Wage Rules	Retainage (Retainage Bond OK)	Performance and Payment Bond
Informal Public Works	No set number of quotes	No	Required	Required	Required, or 10% retainage at contractor option
Limited Public Works	Three written quotes	No	Required	Required (Waivable by City)	Waivable by City; Required, or 10% retainage at contractor option
Small Works Roster	Quotes solicited from all contractors on applicable roster, or at least five written quotes (notice may be required)	No	Required	Required (Waivable by City)	Required, or 10% retainage at contractor option

2. Professional Services

Technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement, **not including professional architecture, engineering, landscape architecture, or surveying services.**

Examples: Meeting facilitation, strategic plan development, economic development study, rate setting study

**Professional Services - Approval, Process, and Contract Mechanism Requirements**

Estimated Cost	Signing Authority*	Purchase/Bidding Processes	Contract Mechanism
\$0 - \$2,500	Delegated Signers*	Informal Quote/Proposal process or Formal Bid/Proposal process	Quote/Proposal or Professional Services Agreement
\$2501 - \$25,000	Department Director*		
\$25,001 - \$40,000	City Manager		
\$40,001 - Greater	City Council		

\*Standard delegation amounts. Actual signing authority determined by individual delegation.

Exception: If the professional services contract is between \$10,000 and \$250,000, and is funded in whole or in part with federal funds, multiple quotes must be documented or a formal sealed competitive proposal process must be used. If the professional services contract exceeds \$250,000, and is funded in whole or in part with federal funds, a formal sealed competitive process must be used. If the professional services contract is funded in whole or in part with federal funds the consultant roster can't be used unless specifically approved by the awarding agency.

3. Architecture, Engineering, and Surveying (A&E) Services

Professional services provided by a consultant that fall under the general statutory definitions of architecture (chapter 18.08 RCW), engineering and land surveying (chapter 18.43 RCW), or landscape architecture (chapter 18.96 RCW).

Examples: Architectural blueprints, road design, sewer and water system design

**Architecture, Engineering, and Surveying Services - Approval, Process, and Contract Mechanism Requirements**

Estimated Cost	Signing Authority*	Purchase/Bidding Processes	Contract Mechanism
\$0 - \$2,500	Delegated Signers*	"Consultant Roster" qualifications-based selection (QBS) process, or Formal QBS process	Negotiated engagement scope, schedule, and budget/Professional Services Agreement
\$2501 - \$25,000	Department Director*		
\$25,001 - \$40,000	City Manager		
\$40,001 - Greater	City Council		

\*Standard delegation amounts. Actual signing authority determined by individual delegation.

Contracts for Architecture, Engineering, and Surveying Services must use a qualifications-based selection (QBS) process which does not take price in to consideration as part of the initial selection criteria.

Exception: If the A&E contract is funded in whole or in part with federal funds the consultant roster can't be used unless specifically approved by the awarding agency.

4. Purchased Services

Services provided by vendors for the routine, necessary, and continuing functions of a local agency, mostly related to physical work. **Certain purchased services are subject to prevailing wage requirements.** Verify the services performed would not be better categorized as a public work.

Examples: Courier service, landscape maintenance, recycling pickup, vehicle maintenance, custom-made software, subscription or maintenance agreement software licenses

**Purchased Services - Approval, Process, and Contract Mechanism Requirements**

Estimated Cost	Signing Authority*	Purchase/Bidding Processes	Contract Mechanism
\$0 - \$2,500	Delegated Signers*	Informal Quote/Proposal process or Formal Bid process	Quote/Proposal or Formal Bid Contract
\$2501 - \$25,000	Department Director*		
\$25,001 - \$40,000	City Manager		
\$40,001 - Greater	City Council		

\*Standard delegation amounts. Actual signing authority determined by individual delegation.

Exception: If the purchased services contract is between \$10,000 and \$250,000, and is funded in whole or in part with federal funds, multiple quotes must be documented or a formal sealed competitive proposal process must be used. If the purchased services contract exceeds \$250,000, and is funded in whole or in part with federal funds, a formal sealed competitive process must be used. If the purchased services contract is funded in whole or in part with federal funds the consultant roster can't be used unless specifically approved by the awarding agency.

5. Supplies & Equipment

Purchasing goods, equipment, supplies, or materials. However, if the purchase is directly connected to construction, alteration, repairs, or improvements, other than ordinary maintenance, it is considered to be part of a public works project and subject to public works contracting requirements.

Examples: Office supplies, fire trucks, copy machines, cell phones, off-the-shelf software

**Supplies and Equipment - Approval, Process, and Contract Mechanism Requirements**

Estimated Cost	Signing Authority*	Purchase/Bidding Processes	Contract Mechanism
\$0 - \$2,500	Delegated Signers*	Informal Purchase process, Vendor List process	Quote Acceptance or Invoice
\$2501 - \$7,500	Department Director*		
\$7501 - \$15,000			
\$15,000 - \$25,000	City Manager	Formal Bid process	Formal Bid contract
\$25,001 - \$40,000		City Council	
\$40,001 - Greater			

\*Standard delegation amounts. Actual signing authority determined by individual delegation.

Alternative processes include [Computer & Telecommunications Systems Alternative Process \(any amount\)](#), [Sole Source](#), [Vendor List Process](#), and [Intergovernmental Cooperative Purchasing Agreement \(Piggybacking\)](#).



Exception: If the purchase exceeds \$10,000 and is funded in whole or in part with federal funds, multiple quotes must be documented as part of the Informal Purchase or Vendor List process or a formal sealed bid process, or applicable alternative, must be used.

#### X. Public Works Project Bid Protest Policy

1. Only bidders that submitted a bid, subcontractors, or others that can show substantial economic interest in the bid award and who are aggrieved, are eligible to protest. After bid opening, protests are limited to issues related to bid opening, evaluation of bids, and intention to award decisions, and are further limited to those items that were not known or could not have been reasonably known prior to bid opening.
2. Within two full business days after the advertised date and time of bid opening, as amended (Saturday, Sunday, and legal holidays excluded), any bidder may request copies of the bids the city received for the project. If copies of bids are timely requests, the city will award the contract no earlier than two days after providing copies of all bids to the bidders.
3. Any party planning to protest must file written notice of such intention with the official named in the bid document for that purpose. If no notice is received by that official within the two business days after bid opening or, two business days after providing copies of the bids if requested by a bidder under subsection 2 of this policy, all eligible protesters will be considered to have waived their right to protest. Notice of intention must stipulate (1) name, address, and phone number of the aggrieved person; (2) the bid number and title for under which the protest is submitted; (3) the grounds for protest.
4. After the two business days have passed from bid opening date/time, the agency will proceed as follows.
  - a. If a timely notice of intent to protest was filed with the City as required by subsection 3 above, the City may, in the City's determination, suspend the award decision to allow consideration of the protest before award is made; or declare its intent to award and wait a minimum of two business days before entering into a contract. Written notice of intent to execute a contract shall be met by either one of the following methods:
    1. Public posting by the City with a named intent to award the bid indicated on the posted tabulation, made public or accessible to the public by telephone and/or posting on the City internet location designated for bid results; or
    2. A City Council memorandum request to authorize award to the apparent successful bidder. The first memorandum request that is submitted to Council for work session consideration shall be considered notice of intention to award.



Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
www.wsdot.wa.gov

**FISCAL YEAR 2019 CERTIFICATION OF NOT EXCEEDING  
SINGLE AUDIT THRESHOLD (\$750,000)**

*(Required of all subrecipients receiving federal assistance and not exceeding single audit threshold)*

Agency name: City of Ellensburg

The Washington State Department of Transportation (WSDOT) intends that the certification of the agency apply to all federal expenditures made during the agency's fiscal year of 2019.

The agency affirms the truthfulness and accuracy of the certification it gives with this document and acknowledges that the agency's federal expenditures do not exceed the \$750,000 threshold requiring an audit in accordance with 2 C.F.R. Subpart F—Audit Requirements § 200.501(a) Audit required.

**§ 200.501 Audit requirements.**

**(a) Audit required.** A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

In signing this document, the undersigned declares that the information made through this certification on behalf of the agency is true and accurate.

Signature: [Handwritten Signature] Date: 10/14/2020

Name and title (print): Holly Conti Accounting Manager



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[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

October 12, 2020

**TRANSMITTED VIA EMAIL**

Re: Response needed for 2019 single audit requirement

To whom it may concern:

Please verify your agency's compliance with federal single audit requirements.

If your agency expended \$750,000 or more in federal funds during fiscal year 2019, your agency/organization is required to:

- Perform a single audit that meets the requirements of Office of Management and Budget 2 CFR Part 200, Appendix XI.
- Submit a copy of that audit report to WSDOT within nine months of the closure of your fiscal year. For example, your agency should have submitted the 2019 single audit report by October 1, 2020, if it operates on the calendar year.

To determine whether the single audit requirement applies to your organization, you must account for all federal expenditures.

If your agency did not expend \$750,000 in federal funds in fiscal year 2019, please use the attached template to make this certification.

Please submit either your 2019 single audit report or certification to [PTDreports@wsdot.wa.gov](mailto:PTDreports@wsdot.wa.gov).

If you have any questions, please contact me at 520-820-5389 or [meyeros@wsdot.wa.gov](mailto:meyeros@wsdot.wa.gov).

Steven Meyeroff  
FTA Compliance Administrator  
Public Transportation Division, WSDOT



## City of Ellensburg Central Transit Complaints of Unfair Competition Procedure

Following are the procedures for handling complaints by a private sector transportation provider that alleges unfair competition due to Central Transit's expanded or current service structure.

1. The Transit Manager shall be responsible for receiving and investigating any complaints of unfair competition.
2. The Public Works & Utilities Director shall be responsible for reviewing and analyzing the findings from the investigation.
3. The Public Works & Utilities Director shall make a recommendation to the City Attorney regarding the merits of the allegation of unfair competition.
4. The City Attorney shall respond to the complaint with a written determination to the Complainant within ten (10) business days of receipt of the complaint. The determination shall include instructions for appeal(s) as stated bellowing steps 5 & 6.
5. Written Appeals to the City Attorney's determination must be received by Central Transit within ten (10) business days of the determination receipt. A mediator or mediation panel that does not include employees of Board Members of Central Transit will hear the appeal.
6. If either Central Transit or the Complainant is not satisfied with the mediator's decision, they may appeal the decision to Washington State Department of Transportation's Public Transportation and Rail Division. Appeals must be filed with the Public Transportation Office Manager within thirty (30) days of the mediator's decision and include the following:
  - An original signature of the chief executive officer of the entity filing the appeal.
  - The grounds under which the appeal is being filed.
  - A copy of the mediator's decision.

A copy of the appeal must be sent by the entity filing the appeal to the other party involved. Once the Public Transportation office receives the appeal, it will review the decision and the procedures followed from the time the initial complaint was received by Central Transit. The Public Transportation office will review the procedures that were followed and issue a determination on the appeal.

7. The determination of the Public Transportation office shall constitute the final appeal and decision.
8. A Complaint of Unfair Competition file or binder shall be maintained by the Transit Manager and include all correspondence regarding any complaints.



## City of Ellensburg Central Transit Complaints of Unfair Competition Policy

Central Transit may receive complaints alleging unfair competition from private sector transportation providers who allege to have experienced a decline of business as a result of your grant funded project.

As per the Federal Transit Administration (FTA) guidelines, Central Transit shall have procedures in place to process and respond to any complaints alleging unfair competition. These procedures should include the following elements:

1. A person(s) assigned with the responsibility of receiving, investigating and responding to these complaints.
2. An appeal process if the individual or organization filing the complaint is not satisfied with Central Transit's response. The appeal process must identify a mediator or mediation panel that does not include employees or board members of Central Transit.
3. Notice to the individual or organization filing the complaint that Central Transit's decision may be appealed to the Washington State Department of Transportation (WSDOT) with instructions for such an appeal.



## **NOTICE TO PUBLIC**

This hereby gives public notice that it is the policy of WSDOT to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related nondiscrimination statutes and regulations in all programs and activities. It is our policy that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs or activities. This includes the entire operations of WSDOT and any sub-recipients.

Any person who believes he or she has been subjected to unlawful discriminatory practice under Title VI has a right to file a formal complaint. Any such complaint must be filed in writing or in person with Washington Department of Transportation, Office Equal Opportunity, 310 Maple Park Ave., P.O. Box 47314, Olympia, WA 98504, within one hundred-eighty (180) days following the date of the alleged discriminatory action.



## AVISO AL PÚBLICO

Esto da aviso público que es la política de WSDOT para asegurar la completa conformidad con el título VI de la ley de derechos civiles de 1964, la ley de restauración de los derechos civiles de 1987 y relacionados con la no discriminación estatutos y reglamentos en todos los programas y actividades. Nuestra política es que ninguna persona en los Estados Unidos de América, por motivos de raza, color, origen nacional, sexo, edad, o discapacidad serán excluidos de la participación en, ser negado los beneficios de, o lo contrario ser objeto de discriminación en cualquiera de nuestros programas o actividades. Esto incluye las operaciones todas de WSDOT y cualquier subreceptores.

Cualquier persona que cree que él o ella ha sido sometida a una práctica discriminatoria ilegal bajo el título VI tiene derecho a presentar una queja formal. Cualquier denuncia debe ser presentada por escrito o en persona con el Departamento de transporte de Washington, oficina de igualdad de oportunidades, 310 Maple Park Ave., P.O. Box 47314, Olympia, WA 98504, dentro de ciento ochenta 180 días siguientes a la fecha de la presunta acción discriminatoria.

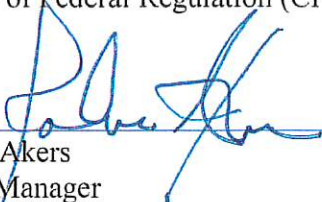


## Policy of Nondiscrimination

The City of Ellensburg assures that no person shall on the grounds of race, color, national origin, creed/religion, disability, sex, sexual orientation, marital status, age, Vietnam era veteran, disabled veteran, or retaliation as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Ellensburg further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event that the City of Ellensburg distributes federal aid funds to another governmental entity, the City of Ellensburg will include Title VI language in all written agreements and will monitor for compliance.

Title VI compliance is a condition of receipt for federal funds. Assurance of compliance, therefore, falls under the proper authority of the City of Ellensburg pursuant to its budgetary authority and responsibility. The City of Ellensburg's coordinator is authorized to ensure compliance with provisions of this policy and with the law, including the requirements of 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21.

  
\_\_\_\_\_  
John Akers  
City Manager

5-17-18  
\_\_\_\_\_  
Date

## Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition to terms "programs or activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S.557] March 22, 1998).

Additional Authorities and Citations Include: Title VI of the Civil Rights Act of 1964, 42 United State Code 2000d to 2000-4; 42 United States Code 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; 28 Code of Federal





## **TITLE VI COMPLAINT PROCESS AND FORM - WSDOT**

### **COMPLAINT OF TITLE VI DISCRIMINATION AGAINST THE CITY OF ELLENSBURG, WASHINGTON**

#### **Who can file a Title VI complaint?**

- Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination by the City of Ellensburg that is prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Ellensburg.
- A complaint may also be filed by a representative on behalf of such a person.

#### **How do I file a complaint?**

Fill out this form completely to help us process your complaint. Submit the completed form to the Human Resources Director within 180 calendar days of:

- the alleged discriminatory act; or
- if there has been a continuing course of conduct, the date on which that conduct was discontinued.

#### **What happens when I file a complaint?**

- Within 10 days, the City will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as WSDOT and USDOT.
- Within 60 days, the City or an appropriate outside party will investigate the allegation and based on the information obtained, will render a recommendation for action in a report of findings.
- Within 90 days, the City will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter.

#### **What if I don't agree with the decision?**

The notification will advise the complainant of his/her appeal rights within WSDOT, or USDOT, if they are dissatisfied with the final decision rendered.



## Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 requires the City of Ellensburg to ensure protection from discrimination on the basis of race, color and national origin. This form may be used by anyone who believes he or she has experienced discrimination. To register your Title VI complaint, please complete the form below.

SECTION I
Name:
Address:
Telephone Numbers Home: Cell:
Email:

SECTION II
Are you filing this complaint on your own behalf? YES NO If you answered YES, go to Section III on the next page. If you answered NO, please indicate the name and relationship of the person for whom you are filing this complaint.
Please explain below why you have filed for a third party.
Please confirm you have obtained permission from the aggrieved party to submit this complaint. <input type="checkbox"/> YES, I have permission to file this claim. <input type="checkbox"/> NO, I don't have permission to file claim.



<b>SECTION III</b>	
I believe the discrimination I experienced was based on (select all that apply):	
<input type="checkbox"/> Race/Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Creed/Religion	<input type="checkbox"/> Disability
<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Age
<input type="checkbox"/> Vietnam era veteran	<input type="checkbox"/> Disabled veteran
<input type="checkbox"/> Retaliation	
Date of alleged discrimination (month, day, year):	
Explain what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. You may attach any written materials or other information relevant to your complaint. (Attach additional sheets if needed.)	
Witnesses or other involved – provide name, address, telephone number(s) and e-mail (if available). (Attach additional sheets if needed.)	



SECTION IV

Have you previously filed a Title VI complaint with the City of Ellensburg?

Yes

No

---

Signature

Date

Return this form to the City of Ellensburg, Human Resources Director 501 N. Anderson Street,  
Ellensburg, WA 98926 - Telephone: 509-962-7222.



**CITY OF ELLENSBURG  
PUBLIC WORKS & UTILITIES DEPARTMENT – TRANSIT DIVISION  
TRANSIT MANAGER  
REPORTS TO: PUBLIC WORKS & UTILITIES DIRECTOR**

**MISSION:**

To effectively manage and administer operations of the transit program.

**SUMMARY:**

The Transit Manager works under the administrative direction of the Public Works and Utilities Director and is the liaison between the City and the Public Transit Advisory Committee (PTAC). Administers transit operating contracts, including direction and supervision of the operations; financial matters; administer and implement transit capital programs; plan, develop, and implement various transit marketing programs; monitor performance of transit system; work with local agencies to provide efficient public transportation services; deliver presentations to the Public Transit Advisory Committee and public groups; demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All of the following are to be performed while adhering to City of Ellensburg operational policies, safety rules, and procedures. This position requires regular and consistent attendance to accomplish the following essential functions:

Under the direction of the Public Works and Utilities Director: write, amend and administer policies and procedures to ensure compliance with established statutes and requirements of regulatory agencies; plan and assess long and short-term goals and objectives for revenue service, revenue service modifications, revenue rate structures and eligibility guidelines; develop and monitor annual operations and capital budgets; review transportation activities and costs of operations; develop reports based upon financial and operating data for the City and the Public Transit Advisory Committee; assess unmet transportation needs; negotiate, administer, and monitor contracts and amendments with agencies and providers.

Seek funding sources; write and submit appropriate grant applications for funding operations and complete all reports as required by funding sources; conduct public meetings as needed; deliver presentations to local officials, the Public Transit Advisory Committee, civic organizations, the media and the public; build and maintain strong relationships with local officials, agency directors and the public; monitor customer service and satisfaction.

Possess a clear comprehension of the operation of the overall system to meet the needs of passengers and sponsoring agencies; plan all routes for the most efficient and effective use of service.

Effectively communicate transportation philosophies and adhere to the policies and standards of the City, Public Transit Advisory Committee, contract agencies and other governmental agencies.

Other duties may be assigned.

**This is a representative sample--not to imply a complete listing of responsibilities and tasks.**

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A.) or equivalent from four-year college in public or business administration, engineering or a related field of study; and four years public or private transit systems management, including experience in transit operations and planning; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid State driver's license and maintain insurable driving record. First Aid and CPR Certification.

**NECESSARY KNOWLEDGE SKILLS AND ABILITIES:**

(A) Thorough knowledge of management principles, experience in transit systems management, grant funding requirements, capital and operations budgeting, and state purchasing processes.

(B) Skill in defining problems, collecting data, establishing facts and drawing valid conclusions; skill in maintaining accurate records; skill in grant writing, producing written documents with clearly organized thoughts and proper sentence construction, punctuation and grammar; skill in communicating with customers, clients and the public in face-to-face, one-on-one settings, in group settings and using a telephone. Evaluate city public transportation needs, barriers and opportunities.

(C) Ability to work cooperatively with staff and clients; ability to prepare/complete paperwork mandated by federal, state and local agencies; ability to function independently.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use aforementioned tools and equipment. The employee is frequently required to remain in a stationary position while performing office work, attending meetings, etc. Frequently required to communicate effective and accurate information to co-workers, committees, City Council, public, consultants, and other cities. The employee is occasionally required to position self to access office equipment, file cabinets, supplies, etc. and move about outside to inspect transit stop locations.

The employee must frequently move and transport up to 10 pounds and occasionally move and transport up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is seldom loud in field settings, and moderately quiet in office settings.

**KEY RELATIONSHIPS:**

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

The employee will provide information to and collect information from other city departments, the City Council, the public, engineers/consultants, and other cities. The employee will coordinate projects, activities, etc., and solve problems with other departments, Kittitas County Public Works, Washington State Department of Transportation, Ellensburg School District, the public, engineers/consultants, and Community Service Organizations. Contact will be made in writing, by telephone, in person, and through teaching or formal instruction.

The employee will negotiate solutions within policy guidelines with other city departments, other local units of government

Date of Action: 1/2020	Effective Date: 1/2020	APPROVAL SIGNATURES	DATE
Department: Public Works & Utilities	Date(s) amended:		
Division: Transit	Department Director:		
FLSA Class: Exempt	Human Resources Director:		
Union: None	City Manager:		

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Director of Human Resources or the City Manager.

### Notice to Employees

As the level of competition for jobs rises, employers are looking for the best talent. To help you stand out, we've put together this guide to help you understand your rights and how to protect them. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### Get Safety and Health Law

As the level of competition for jobs rises, employers are looking for the best talent. To help you stand out, we've put together this guide to help you understand your rights and how to protect them. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### Anti-discrimination

Washington's minimum wage will be \$13.50 per hour beginning Jan. 1, 2020. Workers who are 16 or 15 years old may be paid 85% of the adult minimum wage, or \$11.48 per hour.

### EMPLOYEE RIGHTS

**Employee Protection Act**  
Employees have the right to be treated fairly and to work in a safe environment. This act covers topics like discrimination, harassment, and workplace safety. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### THE LAW

**EEO in the Law: Public Supplement**  
This supplement provides information on the Equal Employment Opportunity Act. It covers topics like discrimination, harassment, and workplace safety. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### Sexual Harassment Law

Sexual harassment is a form of discrimination. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### OSHA Job Safety and Health

OSHA is responsible for enforcing workplace safety and health laws. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### EMPLOYEE RIGHTS

**Employee Protection Act**  
Employees have the right to be treated fairly and to work in a safe environment. This act covers topics like discrimination, harassment, and workplace safety. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### FAMILY & MEDICAL LEAVE ACT (FMLA)

The FMLA allows employees to take unpaid, job-protected leave for certain family and medical reasons. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.

### Everyone deserves a healthy relationship

Everyone deserves a healthy relationship. It's important to know your rights so you can make the most of your job. This guide covers topics like discrimination, harassment, and workplace safety. It's a good idea to read this guide regularly to stay up-to-date on your rights.



