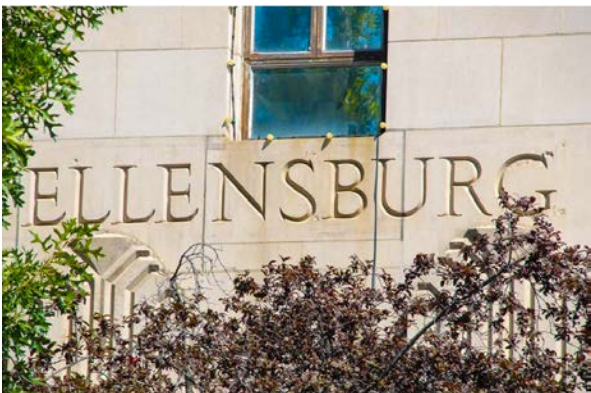


2019 - 2020 Biennial Budget



City of
Ellensburg
WASHINGTON



2019 – 2020 Biennial Budget City of Ellensburg, Washington

City Council:

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Front Cover Images: Ellensburg's green neighborhoods and Central Washington University campus;
Community Softball; vibrant and historic downtown; National Night Out at the Public Safety Building.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

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CITY OF ELLENSBURG
501 North Anderson Street
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Telephone: (509) 962-7221 Fax: (509) 962-7143

November 1, 2018

The Honorable Mayor,
City Council, and
Citizens of Ellensburg, Washington

We are pleased to present to you the proposed 2019-2020 Biennial Budget for the City of Ellensburg. The purpose of this transmittal letter is to provide the Council and public a summary of the general issues addressed in the budget and to highlight significant changes in projected revenues and expenditures. This document as presented represents a continued commitment to provide effective fiscal management and professional service delivery, while maintaining a high quality of life for our citizens. The budget reflects a financial plan to move us forward toward achieving the goals identified in the City's Comprehensive Plan and priorities established by the City Council. It allocates resources to a variety of programs necessary to protect the community, maintain the city's infrastructure, and continue to provide a level of service that our community has come to expect.

Budget Development

The Biennial Budget preparation takes a significant amount of time and commitment on behalf of all departments every other year beginning in June of even years. As noted below, staff develops the budget with City Council's goals and objectives in mind as the foundation of the budget development. This budget serves as a policy document, an operations guide, a financial plan, and a communications device for the coming biennium. It helps guide our decisions and discussions about operations and capital programs throughout each year of the biennium. This budget maintains current levels of service, programs, and required reserve balances. The budget also includes modest increases to address Council priorities, and to the extent possible, addresses individual department requests.

Financial Challenges

The Ellensburg economy appears to have stabilized. While the revenue picture has improved, and while we remain cautious we have included initiatives addressed by Council in the annual Council Retreat. The City's targeted General Fund reserve is set by resolution at 20% of ongoing operating expense, and by resolution is not to fall below 15%. For 2019 and 2020, reserve levels are at 18.7% and 18.1% respectfully when including the sales tax reserve. While the projected fund balance in 2020 is below the 20 % reserve target, it is anticipated that prudent management of the General Fund will result in a larger cash balance than budget and these expenditures will be closely monitored to ensure a healthy bottom line at the end of 2020.

One component of our general fund revenue that continues to decrease is the tax revenue associated with land line telephone and cable television. As options become available for other ways to obtain these services the resulting revenue has diminished and this trend is expected to continue.

Budget Summary

The 2019-2020 Biennial Budget totals \$85,137,989 for 2019 and \$78,224,013 for 2020 excluding fund balance. The City's General Fund revenues are projected to increase slightly. The projected revenue for fiscal years 2019/2020 are \$14,904,686 and \$15,712,355 respectively. Combined with the projected carryover from 2018 the total available resources in the General Fund are \$15,721,046 for 2019 and \$15,809,690 for 2020.

Total projected tax revenue (property taxes, sales taxes, business and occupation tax and utility taxes) in the General Fund are \$11,267,086 for 2019 and \$11,509,011 for 2020. Regular property tax receipts incorporate a 1.0% property tax increase as allowed under current law. This increase produces approximately \$29,369. Retail sales tax activity projection for most sectors anticipates taxable sales growth of 3% in 2018 and 2% in 2019 available for funding City operations. Taxable sales in the Construction sector are more volatile and are conservatively projected lower based on 2018 experience to date. The 2019-2020 Biennial Budget also includes a rate adjustments in the electric utility of 6.5%, the water utility of 7% per year, the sanitary sewer utility of 6.5% per year, the gas utility of 3%, and an increase of 2\$ in 2019 and 1\$ in 2020 per equivalent residential unit in the stormwater utility to address increased operational cost of the various utilities.

Budget Highlights

The 2019-2020 Biennial Budget includes a number of expanded programs and capital projects, and we continue to make progress in meeting and enhancing capital investment needs. Utility expansions included in this budget are focused upon preservation of existing systems and expansions to improve existing service and ensure redundancy in the event of outages or service interruptions on the various utility systems.

The personnel portion of the budget includes salary increases governed by the various labor contracts. Non-represented personnel are scheduled to receive a 2% market adjustment in 2019 and 2020 and those employees who have not reached the top of the pay scale for their position(s) will receive step increases within the allowable pay range subject to satisfactory performance and available revenue. The budget also funds anticipated health insurance increases in 2019 and 2020 of 5% each year. Included in the proposed budget is a request for additional personnel in the Community Development Department and the Finance Department.

The position in Community Development provides for one added full time equivalent (FTE) with the hiring of a planning secretary. This position will be tasked with clerical work that is currently being performed by Planners in the department. Much of the priority work identified by Council in the annual retreat discussion is focused in the Community Development Department, and additional staffing will allow existing staff to direct focus on the Council priorities and redirect

clerical work previously performed by all the planning staff to a position that will be tasked with the clerical function in the department.

The position in the Finance Department is a one-half FTE Payroll/Benefits Technician. Currently the City compensation and benefits structure is managed by a single employee. The individual in the full time position is scheduled to retire and the training of a part time technician will provide for efficient transition of the payroll function, allow backup coverage for the full time position, and address significant changes in the regulatory structure of public compensation.

Following is a summary of major projects included in the budget. A tabular list of all proposed programs and capital requests can be found in Table 1 of the proposed budget.

Major Projects, Programs, and Issues

- The proposed budget provides funding for construction of the Public Safety Building Renovation Project. This project is planned for a January bid letting with construction to be completed in December of 2019.
- The budget incorporates Council priorities identified in Council's review of the comprehensive plan during the annual Council retreat.
- The following General Fund, Street, Pedestrian, and Storm Drainage improvement projects are proposed for the biennium:
 - University Way/Wildcat Way Intersection reconstruction and re-channelization.
 - Main Street Extension to 15th Avenue w/ 15th Avenue signalization.
 - Willow Street pedestrian and roadway improvements Mt. View Avenue to Capital Avenue.
 - University Way Gateway Stormwater and Gateway Enhancement Project Wenas Street to Whiskey Creek.
 - Non-Motorized System Plan Update.
 - West Ellensburg Flood Control Phase II
 - John Wayne Pioneer Trail Reconnection 14th Avenue to 18th Avenue.
 - Wayfinding Signage Implementation.
 - Central Park Property Acquisition and Development.
- The following major projects are proposed in the various utility budgets:
 - Bull Road/I-90 Utility Crossing – Water, Sanitary Sewer, Electricity, Natural Gas, and Telecommunications.
 - Illinois Street Well Drilling and Equipment.
 - Umptanum Road/Anderson Road Utility Extension – Sanitary Sewer

Acknowledgments

The proposed 2019-2020 Biennial Budget is formulated with the thought that we will continue to deliver City services at the same level. In preparation of the proposed utility budgets staff relied upon the guidance provided in the contracted Cost of Service Analysis completed in 2018 which identified needed rate increases and some adjustment within customer classes in each utility. Every effort has been made to assure consistency with the leadership direction of the City Council. As the City of Ellensburg moves forward, our focus will continue to be on fiscal stability,

effectiveness, efficiency, transparency, and accountability. I wish to express my sincere appreciation for the teamwork and support provided by department directors, and their staff. A special note of thanks is given to Jerica Pascoe, Finance Director, Keith Bassett, Senior Financial Analyst/Budget Officer and Finance staff who have served as the main budget preparers and coordinators.

A special thanks to the City Council for input and priority setting that forms the framework of the budget. Council's direction and policy insight enabled staff to bring forward sound budget proposals, resulting in a sound financial plan for operations of the City in the next biennium and for the long term future of the City and its citizens.

Respectfully,



John Akers
City Manager

City Overview

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Introduction

Historic Ellensburg is located in central Washington, about halfway between Spokane in eastern Washington and Seattle in western Washington on Interstate 90. Citizens and visitors enjoy the four-season weather with easy access to the mountains for snow skiing and hiking, and river rafting and fishing on the Yakima River.



Long before Ellensburg existed, the Yakama Indians roamed the Kittitas Valley, enjoying its beauty, bounty, and serenity. Kittitas means "plenty of food" and the Yakama Indians looked to the valley for berries, grains, and game to sustain them through the winter.

Settlers began moving into the valley in the early 1860s. By the early 1870s, a trading post was established near the present corner of Third and Main Streets. John Shoudy

bought the store, known as Robbers' Roost, along with a 160-acre claim, and plotted the future town site of Ellensburg, named for his wife Mary Ellen.

With the arrival of the Northern Pacific Railroad in 1886, there was speculation that Ellensburg would become the "Pittsburgh of the West" because of readily available sources of iron ore and coal.

Ellensburg was the site of the State Admissions Convention in 1889, called by citizens of the territory for petitioning Congress for statehood. There were high hopes that Ellensburg would be named the state capital due to its central location. Plans were even drawn up for the capitol site on the northwest edge of town and a mansion to house the Governor was built across town. That building, known locally as "The Castle" may be seen today at the corner of Third and Chestnut.



Courtesy of Douglas MacArthur

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Whether it was disaster or politics that changed the course of history is open to debate. On the evening of July 5, 1889, a fire, fanned by Ellensburg's famous northwest wind destroyed most of the business district and many homes. Although the rebuilding of the city began in a matter of days, this time with brick construction, Olympia was chosen as the state capital.



The only major business building to survive the fire was the Lynch Block. It is still alive and well today at the corner of Fifth and Pearl Avenue, and represents the city rising from the ashes.

Ellensburg was soon chosen as the site for the State Normal School for the preparation of teachers. The original building, Barge Hall, now a part of Central Washington University, serves as a familiar landmark on University Way.

Economic Outlook

In 2009 the region's nonfarm economy was hit hard by the nationwide recession. Total nonfarm employment remained level from 2010 through 2013. In 2015, Kittitas County's total nonfarm employment provided approximately 730 new jobs. This was a 4.8 percent average annual increase above the 15,220 nonfarm jobs tallied in 2014 and is higher than the state nonfarm job increases of 2.8 percent. Hence, 2016 is likely to be the year in which total nonfarm employment will meet or exceed the pre-recession peak employment figure recorded in 2008 – a process that took seven years. Washington State Employment Security Department projections indicate that three industries are likely to show the highest increases in their payrolls:

- State and local government education (which includes student employment at CWU) rose by 420 jobs in 2015.
- Construction expanded another 80 jobs in 2015.
- Leisure and hospitality had a growth of 130 jobs.
- The only sector that showed a decrease in 2015 was Manufacturing with a decrease of 20 jobs.

Although these statistics are for the entire county, employment within the city is a major component of these figures.¹

In terms of wages generated in the Kittitas County economy, state and local governments are the dominate sources. In 2015, state and local government accounted for 38.6 percent, or almost four out of every ten dollars of wages earned in Kittitas County. Ellensburg is the largest city in Kittitas County, with 19,310 residents in 2016 and 44 percent of the county's total population of 43,710.

¹ <https://fortress.wa.gov/esd/employmentdata/reports-publications/regional-reports/county-profiles/kittitas-county-profile>

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According to the Economic Development Group of Kittitas County, four of the top five employers in Ellensburg are government organizations: Central Washington University (CWU), Kittitas Valley Hospital (KVH), Kittitas County government, the Ellensburg School District and Anderson Hay & Grain.

A comparison of the top five sectors that provided the most jobs in Kittitas County in 2015 with the sectors that produced the highest payrolls follows:

- Accommodation and food services (primarily hotels and restaurants) provided 18.2 percent of all jobs countywide, but only 8.7 percent of all payrolls (see Wages and income section). This is due to the part-time status of most positions in hotels and restaurants within the county.
- Local government had 15.4 percent of all jobs, but 18.3 percent of payrolls.
- State government provided 10.6 percent of all jobs countywide, but 20.3 percent of total payrolls.
- Retail trade provided 11.9 percent of all covered employment, but only 7.9 percent of payrolls. There are at least two reasons for the relatively high percentage of local jobs in the retail trade and in the accommodation and food services sectors:
 - A high proportion of jobs in the county are tourism related.
 - Kittitas County has an ample supply of labor (primarily CWU students working part-time jobs at hotels, restaurants and retail trade stores, etc.).
- Private health services tallied 8.7 percent of total covered employment but accounted but failed to appear in the top of sectors for wage. This sector only includes jobs with private health services firms. Jobs with public health care facilities (i.e., at KVH, etc.) are included in local government.

The two largest jobholder age groups in Kittitas County were the 55-years and over and the 25-34 year old categories. These two categories accounted for 22.8 percent and 20.4 percent of employment in 2015. A close third was the 45-54 year old group, at 19.8 percent.

In 2015, women held 50.2 percent of all jobs in Kittitas County. However, there were substantial differences in gender dominance by industry.

- Male-dominated industries included transportation and warehousing (86.1 percent), construction (83.7 percent) and utilities (73.9 percent)
- Female-dominated industries included healthcare and social assistance (76.4 percent), finance and insurance (71.7 percent) and educational services (61.6 percent).

According to the U.S. Census Bureau FactFinder, the median household income in Ellensburg was \$36,016 in the period 2013 to 2017. This was less the statewide median household income of \$66,174 and the national median income of \$57,652 during the same period.

The Ellensburg poverty rate of 34.1 percent in the period 2013 to 2017 was much higher than the state's rate of 12.2 percent and the nation's rate of 14.6 percent, according to U.S Census Bureau FactFinder. Relatively low student wages often increase poverty statistics and depress median household income in college-dominant cities such as Ellensburg (where a major employer is Central Washing University or CWU).

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Cultural Activities

Ellensburg is the home to the famous “Ellensburg Rodeo”. The event is on Labor Day and the old west really comes alive. The third full weekend in May is the “Western Art Show”, and for the music lovers “Jazz in the Valley” is a three-day music extravaganza during the last weekend of July. The Yakima River is also an ideal place for fly-fishing for trout, or just a place to get some peace and quiet on the water. A weekly Farmers Market provides the best vegetables and garden products our rich soil has to offer. Ellensburg’s greatest asset is its people who love their community and their dedication to keeping it a great place.



The City, because of its location, receives an average of 300 days of sunshine per year. This makes it an ideal place for summer sports like soccer, biking, hiking, or just soaking in the sun. It is also close to winter sport recreational areas like Mission Ridge in Wenatchee, and Snoqualmie Pass on I-90 for downhill skiing. The various federal and state forestlands around the area are also ideal for snowmobiling, snowshoeing, or cross-country skiing throughout Kittitas County.

Awards

Tree City USA award: The City of Ellensburg holds the longest running “Tree City USA” award of any city in Washington State. It is also the first city in the State of Washington to receive the “Tree City USA” honor. The City of Ellensburg has received the award every year for the past 35 years. The Tree City USA Award is provided by the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, to recognize the following:

- establishment of a community forestry program that is supported by an annual budget of at least \$2.00 per capita
- issuance of a tree care ordinance that designates the establishment of a tree board or department and charge the department with the responsibility of writing and implementing an annual community forestry work plan
- issuance of an Arbor Day proclamation

Education

Ellensburg School District

The Ellensburg School District’s 3,109 students attend Valley View, Mount Stuart, and Lincoln Elementary Schools (K-5); Morgan Middle School (6-8); Excel High School program (9-12); Ellensburg High School (9-12) and the Parent Partner Program (1-12).

The district has a strong tradition of providing a solid educational program that prepares students for adult life. The basic education offerings of the district are augmented by a Career and Technical Education (CTE) program, alternative programs, on-line credit retrieval, remediation programs, a Highly Capable program, and a special services department.

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Ellensburg School District also offers a full range of co-curricular programs including athletics, music, drama, and academic competitions. The Ellensburg community has demonstrated strong support for its schools through the regular passage of maintenance and operation levies and approval of bond measures to support excellent educational facilities.

Outstanding parent groups, an Education Foundation, and an exemplary community are part of the support base for Ellensburg School District.

Post-Secondary Education

Central Washington University (CWU) celebrated its 125-year presence in the community in 2016. From its beginning as a state normal school to prepare public school teachers in 1891, CWU has grown to an institution that serves over 11,376 resident and commuter students on the Ellensburg campus, and at extended degree centers in Yakima, Kent, Lynnwood, Des Moines, Moses Lake, Pierce County, and Wenatchee. Over 8,000 of the students attend the Ellensburg campus, and about 2,800 students are on-campus residents at any given time.



One of the state's three comprehensive regional universities, CWU educates students for bachelor and master degrees in arts, sciences, business and economics, and professional studies. CWU's continuing education department works with area businesses, schools, and interest groups to design workshops.

Many Washington high school students who attend one of the many competitions, clinics, and camps for music, academics, or sports throughout the year choose to return to Central Washington University for their college education.

CWU music, art, and drama departments provide a rich variety of entertainment throughout the year. The university features nationally recognized speakers on thought-provoking topics at its activities and events which are also available to the entire community.

Around 2,000 students graduate from CWU every year in more than 135 majors. An average class size is about 20 students with a 49/51 male/female ratio.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Other Information

Form of Government:	Council/Manager
Date Incorporated:	November 26, 1883
Area:	7.00 Square miles
Population (2018 Estimate):	19,660
Governing Body:	City Council

The seven council members are elected in non-partisan, at-large elections to four-year overlapping terms. The City Council elects a Mayor and the Mayor Pro-Tem from its members to serve a two-year term.

City Services:	Full service including police, street maintenance, library services, planning & zoning, electric, gas, stormwater, telecommunications, water, wastewater collection & treatment, animal control, and parks & recreation.
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Services Provided to Areas Outside City:	Animal control & shelter, electric, gas, stormwater, water, wastewater collection & treatment, library, and parks & recreation.
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Police Protection:	One Station 29 full-time Commissioned Officers 8 patrol vehicles 666 citizens per officer
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Number of Parks:	17 parks totaling over 250 acres Approximately 77 citizens per acre of park
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Public Works	80.1 miles of paved streets 1003.32 miles of Sidewalks
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Library Service:	1 main building 80,000 items in collection 45,000 electronic items in collection 12,350 Sq. Ft 400 youth and adult programs annually 14,000 program attendance annually Open 52 hours a week
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City Government Organization

Structure: The City of Ellensburg, incorporated on November 26, 1883, is a Council/City Manager form of government.

Ordinances enacted by the City Council govern the City. The Council may change an ordinance at any time or the voters of the City of Ellensburg can initiate an ordinance change. The City Council is composed of seven council members elected to four-year terms on a non-partisan ballot. The Council's authority extends over all the City's powers and sets the policies by which the City serves its citizens. The Council takes official action at regular Council meetings, which are open to the public. The Mayor may call a special meeting, if the public is given a 24-hour notice. The Council elects a Mayor among its members for a term of two years, selects a City Manager to serve as the chief administrative officer of the City, and appoints citizens to serve on various advisory boards established by the Council. The Mayor is the formal representative of the City, and presides over Council meetings.

The City Manager is responsible for the general management of the business operations of the City of Ellensburg that includes the appointment and supervision of staff, enforcement of the City Code, presentation of the City's annual budget, and the coordination of the issues that come before the Council. As the chief administrator, the City Manager has no vote in the Council, but may take part in discussions of matters before the Council.

The City Council appoints several citizens to serve on its advisory boards and commissions. The following is information on some of the commissions. For additional information on the commissions and the advisory boards, contact the City Manager's Office at (509) 962-7221.

Affordable Housing Commission

The purpose of the Affordable Housing Commission is to support the development of safe and affordable housing and related services in the City, by assisting the City in determining gaps in affordable housing, and by making recommendations to the City Council for addressing the identified affordable housing needs of city residents. Seven members, five are required to be city residents.

Meetings:	First Wednesday of each month; third Wednesday of each month, as needed
Time & Place:	4:30p.m., Council Conference Room, 501 North Anderson Street
Staff Contact:	Angela San Filippo, (509) 925-8653
Authority:	Chapter 1.86 of the City Code

Arts Commission

The Arts Commission was created to advise Council on matters concerning performing and visual arts; encourage and promote art activities of individuals, organizations and government agencies in the city; and formulate and recommend to Council an arts advancement program for the City. Seven members (not required to be city residents).

Meetings:	Second Thursday of each month
Time & Place:	4:00p.m., Council Conference Room, 501 North Anderson Street
Staff Contact:	Carolyn Honeycutt, (509) 962-7146
Authority:	Chapter 1.33 of the City Code

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Finance/ Budget Advisory Committee

The Finance/Budget Advisory Committee was created for purpose of providing an avenue for the Council to have detailed involvement in the finance and budget administration of the City. The committee consists of 4 members (2 Councilmembers, City Manager, and Finance Director.)

Meetings: Third Wednesday of January, April, July, October and as needed
Time & Place: 4:00 p.m., Council Conference Room, 501 North Anderson Street
Staff Contact: Jerica Pascoe, (509) 962-7205
Authority: Chapter 2.20.080 of the City Code

Building Appeals Board

The Building Appeals Board hears appeals of decisions or interpretations of the building official concerning alternate materials and types of construction as required in the International Building Code adopted by the City, and provides for reasonable interpretations of the provisions of the code. The Board may recommend to Council such new legislation as is consistent with its interpretations. Five members (not required to be city residents).

Meetings: At the call of the Chair
Time & Place: Council Chambers, 501 North Anderson Street
Staff Contact: Kim Caulkins, (509) 962-7239
Authority: Chapter 3.2 of the City Code

Ellensburg Business Development Authority

The Ellensburg Business Development Group of Kittitas County Authority Board governs the affairs and manages the assets of the Ellensburg Business Development Authority to strategically recruit and support businesses, and connects businesses to resources so they can start, grow, and prosper. Nine members (not required to be city residents)

Meetings: Second Wednesday of each month
Time & Place: 4:00 p.m., Ellensburg City Hall
Staff Contact: Carolyn Honeycutt, (509) 962-7146
Authority: Chapter 1.62.16 City Code

Civil Service Commission

The City Manager appoints Civil Service Commission members. Applicants must be city residents for at least three years preceding appointment. Commission duties include making rules and regulations regarding the manner in which police examinations may be held and in which appointments, promotions, transfers, reinstatements, demotions, suspensions and discharges shall be made; hearing and determining appeals or complaints regarding the administrative work of the personnel department, appeals of the allocation of positions, the rejection of the examination, and other such matters as may be referred; providing for, formulating and holding competitive tests to determine the relative qualifications of persons seeking appointment; and establishing and maintaining eligibility lists for various classes of positions. Three members (required to be city residents, governed by RCW 41.12.030)

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

(Civil Service Commission – Continued)

Meetings: First Tuesday of each month
Time & Place: 4:00 p.m., Council Conference Room, 501 N. Anderson Street
Staff Contact: Cindy Smith, Chief Examiner, (509) 962-7222
Authority: Chapter 1.28 of the City Code

Environmental Commission

The Environmental Commission was created to advise Council on environmental matters with the mission of maintaining and enhancing the uniquely livable and sustainable environment enjoyed by city residents. The commission has 9 members, 3 members may be non-residents, and 2 members may be under 18 years of age. President of the Ellensburg Environmental Club is an ex-officio member.

Meetings: Third Wednesday of each month
Time & Place: 5:15 p.m., Council Conference Room, 501 North Anderson Street
Staff Contact: Laura Wilson, (509) 962-7231
Authority: Chapter 1.60 of the City Code

Landmarks and Design Commission

The role of the Landmarks and Design Commission is to identify, evaluate, designate, protect, enhance and perpetuate historic places within the City of Ellensburg; perform design review of all new commercial, industrial and multi-family construction projects and associated landscape and parking plans within the City of Ellensburg. Seven members (Majority of members (4) must be city residents. Board shall include: 2 property owners within the Downtown or Residential Historic Districts, 3 professionals, and 1 member at-large.)

Meetings: First & third Tuesdays of each month
Time & Place: 5:45 p.m., Council Conference Room, 501 North Anderson Street
Staff Contact: Jonathan Kesler, (509) 925-8608
Authority: Chapter 1.45.08.12 of the City Code

Library Board

Library Board members are appointed by the City Manager. The Board provides citizen input to the City Manager, City Council, and the Library Director. The Board considers and recommends policy to govern operations and programs of the library. It gives recommendations on Director appointment, participates in efforts to secure library funds, advises the Director during budget preparations, assists the Director in developing policies including collection development, and supports and participates in public relations and marketing programs. Five-Seven members (majority of members must be city residents).

Meetings: Second Tuesday of each month
Time & Place: 4:30 p.m., Puget Sound Energy Conference Room, 207 North Pearl Street
Staff Contact: Josephine Camarillo, (509) 962-7252
Authority: City Ordinance No. 3937

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Lodging Tax Advisory Committee

The Lodging Tax Advisory Committee reviews proposed changes to the lodging tax rate, exemptions and use. Tax proceeds may be used for tourism promotion, the acquisition and operation of tourism-related facilities, and other uses as authorized by state law. Five members (2 members must be from the lodging industry, 2 from organizations involving activities authorized to receive tax proceeds, and 1 council member).

Meetings: First Wednesday of each month
Time & Place: 3:00 p.m., Council Conference Room, 501 North Anderson Street
Staff Contact: Beth Leader, (509) 962-7124
Authority: City Ordinance No. 4111

Parks & Recreation Commission

The role of the Parks & Recreation Commission is to make recommendations to Council pertaining to recreation programs and parks development and operation, encourage and promote all forms of recreation programs and activities that employ residents' leisure time in a constructive and wholesome manner, and periodically review and make recommendations for revisions to the Parks and Recreation Comprehensive Plan. The commission has 7 members (4 members must be city residents).

Meetings: Second Wednesday of each month
Time & Place: 5:30 p.m., Council Conference Room, 501 N. Anderson Street
Staff Contact: Brad Case, (509) 925-8639
Authority: Chapter 1.16 of the City Code

Planning Commission

The Planning Commission reviews and makes recommendations to Council pertaining to the long-term Comprehensive Land Use Plan and the zoning ordinance. It conducts hearings and makes decisions and/or recommendations on a variety of land-use applications including permits, conditional uses, annexations, rezones and subdivisions, and hears appeals of administrative decisions related to zoning. The commission has 7 members, at least five members must be city residents, and all members must live in Kittitas County.

Meetings: Second Thursday of each month
Time & Place: 5:30 p.m., Council Chambers, 501 North Anderson Street
Staff Contact: Shannon Johnson, (509) 962-7108
Authority: Chapter 1.14 of the City Code

Public Transit Advisory Committee

The role of the Public Transit Advisory Committee is to advise and make recommendations to Council pertaining to the maintenance and operation of public transit within the City, develop and implement a community outreach program, provide advice and recommendations to city's transit provider, Council and staff concerning the public transit system, and report at least annually to Council on matters as they pertain to the city's public transit system. The committee has five members, including one Councilmember, two representatives from CWU and to members at large.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

(Public Transit Commission – Continued)

Meetings: Third Tuesday of the Month
Time & Place: 3:30 p.m., Council Conference Room, 501 North Anderson Street
Staff Contact: Bruce Sackron, (509) 925-8620
Authority: Chapter 1.84 of the City Code

Senior Citizens Advisory Commission

The Senior Citizens Advisory Commission makes recommendations to Council on matters pertaining to senior citizen participation in programs and use of facilities provided by the City. The Commission encourages and promotes activities to meet the needs of seniors as well as formulating and articulating to Council the long-term needs and goals of senior citizens. The Commission has 7 members, members must be at least 55 years of age and the Commission includes representatives of agencies or organizations interested primarily in senior citizen issues.

Meetings: Second Tuesday of each month
Time & Place: 1:00 p.m., Adult Activity Center, 506 South Pine Street
Staff Contact: Katrina Douglas, (509) 962-7242
Authority: Chapter 1.48 of the City Code

Utility Advisory Committee

The Utility Advisory Committee was created to provide a mechanism for the City Council to obtain benefits of recommendations, advice, and opinions on those matters affecting City's energy policy and operations. The Committee may devote the resources necessary for careful consideration of such matters and which will increase citizen participation and input to local government. The 7 members include 2 Council members, 1 CWU representative, 1 KITTCOM representative, 1 telecommunications utility customer, and 2 customers of one or more city utility systems.

Meetings: Third Tuesday of each month
Time & Place: 3:30 p.m. Council Conference Room, 501 North Anderson Street
Staff Contact: Ryan Lyyski, (509) 962-7226
Authority: Chapter 1.50 of the City Code

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Council

(As of 12/31/2018)



Bruce Tabb, Mayor



Nancy Lillquist



Stacy Bankston Engel



Mary Morgan



Nicole Klauss



David Miller



Nancy Goodloe

Vision and Purpose

The City of Ellensburg is committed to providing the citizens of Ellensburg with government services in the most efficient and effective way. We are dedicated and committed to providing QUALITY SERVICE within the fiscal constraints of our city. We take pride in the history and heritage of our community and are very excited about its future.

Goals for the City of Ellensburg

Budget preparation allows the City the opportunity to reassess goals and objectives and the means for accomplishing them. The budget document is the method of presenting, in financial terms the overall plan for the 2019/2020 fiscal years. This plan sets the direction of activity for the various departments during the year.

The Mayor and City Council goals are listed below. These goals set the overall direction for the City and focus on program development rather than provide a comprehensive list of ongoing City programs. It is intended that the ongoing programs be continued at a high level of quality.

Vision Statement

To enhance the quality of life of the citizens of the City of Ellensburg. We envision a city that protects its citizens and provides services for their well-being at a reasonable and equitable cost; that promotes a healthy economy and responsible stewardship of our natural beauty; that respects and encourages diversity; and that engages our citizens as partners in making the City of Ellensburg a great place to live, work and play.

GOAL: FINANCIAL STABILITY

Provide consistent and quality municipal services through adequate utilization, and development of appropriate financial resources that maximize return on investment, and leverage outside and local resources in an equitable and fair manner to the local taxpayers.

Objectives

- Update and improve long-range financial projections, data analysis, and trend profiles to facilitate strategic forecasting.
- Balance the need for increased tax, fee, and utility rates with review of staff effectiveness, ratio and efficient operations to maximize the benefits to the citizens per dollar spent.
- Diversify revenue sources to the greatest extent possible by pursuing outside grants, loans, and funding partnerships whenever feasible.
- Resolve litigation and minimize financial impact on the City through a proactive risk management strategy.
- Increase efficiencies through support efforts to decrease the negative impacts of state imposed mandates and program responsibilities.
- Review privatization, technology enhancements, and other effective cost-saving methods to provide quality municipal services.

GOAL: INTERGOVERNMENTAL RELATIONS

Promote communications, legislative influence, and agency cooperation with other public entities in Kittitas County, as well as State, and Federal agencies that impact our community and environment.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Objectives

- Work with other public agencies and their staffs in a productive, professional, and participatory way that enables cooperation, better fiscal management, economy of scale, and effective results that will positively impact our community.
- Coordinate major capital projects, financial resources, and strategic goals to promote a commonly shared vision for future benefits to our community and region.
- Strengthen partnerships and communications through joint strategy and planning sessions with other local agencies and community stakeholders.

GOAL: QUALITY MUNICIPAL SERVICES

Organize, coordinate and provide municipal services that meet the needs of our citizens, and improve the quality of life of our citizens by effectively utilizing available resources.

Objectives

- Assure that community support services are provided, within available resources to aid those segments of our community most in need such as the elderly, disabled, children, and others needing assistance.
- Strategically plan municipal services to maximize their efficiency and effectiveness.
- Update, modify, and enforce local regulations and codes which reduce nuisances, improve permit processing, and orient regulations in a more user-friendly and proactive direction.
- Protect and preserve the community's quality of life through public safety services conducted with the highest level of professionalism and integrity.
- Assure that the community is served by safe and effective utility and transportation infrastructure.
- Provide programs, facilities, and services that enhance recreational, cultural, and social opportunities for enjoyment by the community.
- Establish a regular maintenance and replacement program for City facilities.

GOAL: EMPLOYEE EXCELLENCE

Develop policies that enhance the work environment, stimulate employee performance, and promote good customer service to assure the provision of quality municipal services and prepare our employees for the future challenges in municipal government.

Objectives

- Provide leadership training and development for employees to assure that the City hires and retains the best work force possible.
- Incorporate Customer Commitment and Employee Values into the workplace.
- Integrate employees and work divisions with cohesive teamwork and organization.
- Emphasize service to the customer with a *"can-do"* attitude that concentrates efforts toward proactive results.
- Develop employee training to provide a viable succession strategy for our leadership positions.

GOAL: COMMUNITY DEVELOPMENT

Develop policies and promote implementation measures that enact our Comprehensive Plan, preserve the character of our community, and provide the necessary public facilities and infrastructure consistent with our vision for the future.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Objectives

- Maintain, replace, expand, and improve necessary public facilities and infrastructure to serve and protect the community's needs within available resources of the Capital Facilities Plan.
- Update and prepare comprehensive plans and strategies to guide our future capacity, quality, design, and capitalization of public facilities and infrastructure.
- Comply with government regulations and goals that impact our provision and operation of public utilities.
- Develop a property management plan for all land and facilities that provides an inventory and information suitable for proactive decision-making.
- Evaluate the options and impacts of expanding the UGA and corresponding annexation plan.
- Promote citizen and business involvement and responsibility in neighborhood maintenance, safety, and improvement programs.

GOAL: ECONOMIC DEVELOPMENT

Stimulate the community's economy through a combination of policies and programs which diversify the economic base, support the community and resource-based activities, provide adequate infrastructure and support, promote the opportunities for high technology and innovative applications for our business and industrial base, and establish the community's prominence as a service and activity center of Kittitas County.

Objectives

- Recommend and implement economic development strategies and projects, as well as informational reports on local economic activity.
- Support efforts of Ellensburg Business Development Authority, Ellensburg Downtown Association, Chamber of Commerce, and other community agencies to create a positive business climate that stimulates private investment.
- Revitalize the downtown core and create an economic partnership with local business that encourages economic vitality, encourages pedestrian interaction, and incorporates the objectives of the "Main Street" model.
- Explore opportunities to support and promote the economic diversification of our community, especially in the areas of advanced technology, agriculture, telecommunications, and other potential businesses that can expand our local economy.
- Promote participation in public/private partnerships in order to leverage opportunities for outside capital investment, consolidate resources, and seek financing that are sound and creative.
- Regularly meet and visit with community businesses.

GOAL: COMMUNITY LIVABILITY

Protect, preserve, and enhance the quality of living within our community, which fosters a commitment toward excellence in environmental, cultural, social, and physical recreations to our citizens.

Objectives

- Promote responsible efforts of stormwater, transportation management, parks and recreation programs that preserve, protect, and balance our community's livability with our natural environment while stimulating economic activity and family wage jobs.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Research and adopt as necessary new ordinances that improve community aesthetics and welfare through responsible enforcement and regulations as well as incentives and heightened community awareness.
- Acknowledge citizens and businesses for civic contributions, community improvements, and public service in all forms of community participation.

GOAL: COMMUNITY RELATIONS

Enhance citizen - government communication in order to promote a more responsive and accountable municipal organization, which functions with understanding and support for its constituency.

Objectives

- Encourage community participation and interaction in local government affairs.
- Develop performance measures to gauge the effectiveness of municipal services and customer satisfaction.
- Utilize technology to improve informational exchange and communications between the City and our customers.

Administrative Staff



Terry Weiner
Assistant City Manager / City Attorney



John Akers
City Manager



Ryan Lyyski
Director of Public Works and Utilities



Kirsten Sackett
Director of Community Development



Ken Wade
Police Chief



Jerica Pascoe
Director of Finance



Cindy Smith
Director of Human Resources



Brad Case
Director of Parks and Recreation



Josephine Camarillo
Director of Library Services

Budget Process Overview

The 2019-2020 Biennial Budget is a policy document, an operations guide, a financial plan, and a communications device. It includes the financial planning and legal authority to obligate public funds. An adequate budget document must answer what, why, and how questions.

What?

The budget includes the financial planning and legal authority to obligate public funds. Additionally, the budget provides significant policy direction by the City Council to the staff and the community. As a result, the City Council, staff, and public are involved in establishing the budget for the City of Ellensburg. The budget allocates of scarce resources for the purpose of financing competing interests.

The budget provides four functions:

1. A Policy Document

The budget functions as a policy document because decisions made within the budget will “reflect the general principles or plans that guide the actions taken for the future.” As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities and expenditures of the City staff.

2. An Operational Tool

The budget of the City reflects its operation. Activities of each city function and organization have been planned, debated, formalized, and described in the following sections. This process will help to maintain an understanding of the various operations of the City, how they relate to each other, and attain the policy issues and goals of the City Council. In this effort, the budget addresses areas that may not be traditional budget document topics but inclusion of the topics make the activities of the City more understandable.

These include current and future debt management, staffing levels, long-range planning, capital spending plans, and the tax base and its relationship to the provision of services. A statistical section is added to provide additional information. The City's long-range plan will affect the future capital spending, staff level, and debt plan of the City.

3. A Link with the General Public

The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

4. A Legally Required Financial Planning Tool

Traditionally a financial planning tool, the budget is also a requirement of all cities as stated in the Revised Code of Washington Title 35A. The budget must be adopted as a balanced budget and must be in place prior to the spending of any city funds. The budget is the legal authority to expend public monies and controls those expenditures by limiting the amount of the appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to indicate funds available. The staff requests for appropriations comprise the disbursement side of the budget. In this budget, the general fund and the non-general funds appropriation levels are set at the fund level.

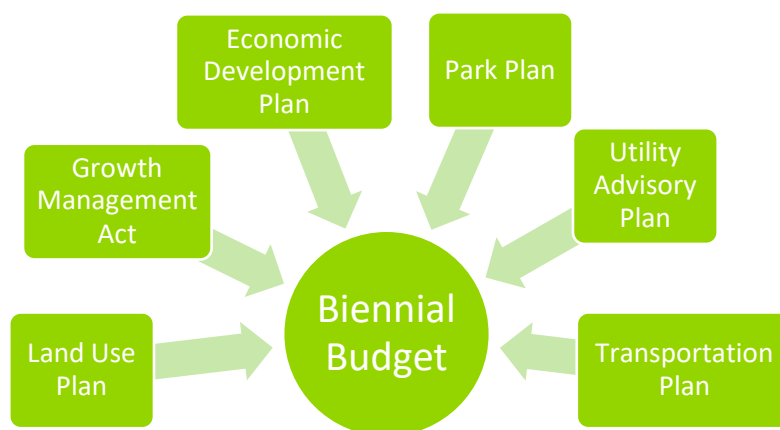
How Does the Budget Compare to the Annual Report?

The City prepares an annual financial report in conformance with the requirements of the Washington State Auditor's Office. The budget is prepared using a similar basis of accounting, however it cannot in all cases be compared to information depicted in the annual report.

Why?

The budget and budget process are required by State law. The budget, as adopted, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level except the General Fund that is adopted at the department level, so expenditures may not legally exceed appropriations at that level. The City's budget is amended at least once a year. All appropriations, except operating grants and capital projects, lapse at year-end. Unexpended resources must be re-appropriated in the subsequent period.

In addition, the budget process affords both an interesting and challenging opportunity to reassess plans, overall goals, and the means for accomplishing them. It is through this effort that the budget is the single most important policy document produced each year. Much effort is expended to ensure the budget plan will achieve the goals and objectives of the City Council.



How?

The Budget Process

Determining Policies and Goals: The Budget process for the City of Ellensburg is, in some respects, an ongoing, year-round activity. The formal budget planning begins in the summer with discussions between the City Manager, departments, and City Council about the status of ongoing programs, new goals, and objectives for the future. Many city planning, policy, and goal setting documents are reflected in the budget.

Reporting and Monitoring: The budget and its policies are implemented through the individual departments and the accounting controls of the Finance Department. The budget is monitored by a reporting system consisting of monthly reports to department heads and divisional managers. Financial reports are issued by the Finance Department comparing actual expenditures and revenues with the budget. In these reports, financial data is presented at a more detailed level than the final budget. Financial reports are submitted to the City Council on a quarterly basis. The budget may be amended by Council action at any time during the year.

Staff Planning and Preparation: Budget preparation begins in July with the budget message to the departments and the projection of city reserves, revenues, expenditures, and financial capacity. It is with this background information and guidelines that departments develop their expenditure requests that are subsequently reviewed.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Components of the Budget: There are two components of the budget: the base operation budget and capital improvements.

Base Budget Approach: The base operation budget consists of budget proposals that will be sufficient to maintain the operation of programs that have been authorized in earlier budgets.

Capital Improvements: The budget includes capital projects scheduled for construction. The City's approach to capital budgeting is financial in character. The budget authorizes a series of potential projects to be considered for funding. The Council works with city staff to approve specific projects up to the funding approved in the budget. If more funds become available, or third party funding can be arranged, a budget amendment is considered. The City's capital program is funded primarily through the issuance of general obligation bonds, revenue bonds, real estate excise tax funds, sales tax funds, federal and state loan and grant programs.

Preliminary Budget: The budget is ready for the City Manager's review in September. The Council reviews the preliminary budget in October. The proposed budget is also available for citizen review in October. The Council conducts a series of workshops to examine the budget in detail and then conducts a preliminary budget hearing before acting formally on the budget as modified during its workshop meetings. Final action on the budget usually occurs in November.

Final Budget: The final budget is issued as a formal published document in summarized format from the preliminary budget, but as modified by the City Council. The actual appropriations implementing and amending the budget are contained in the budget ordinance adopted by the City Council. Public hearings are scheduled for City Council meetings in October and November, with the final budget adoption typically scheduled in December.

Amending the Budget: The City Manager is authorized to transfer budgeted line item amounts within appropriated funds. However, any revisions that alter the total expenditures and fund balance of a fund, total expenditures of departments within the General Fund, or that change the number of permanently authorized employee positions, salary ranges, or other conditions of employment, must be approved by the City Council.

The City Council may determine what is in the best interest of the City to increase or decrease the appropriation of a particular department or fund. This can be accomplished by adoption of a supplemental budget ordinance.

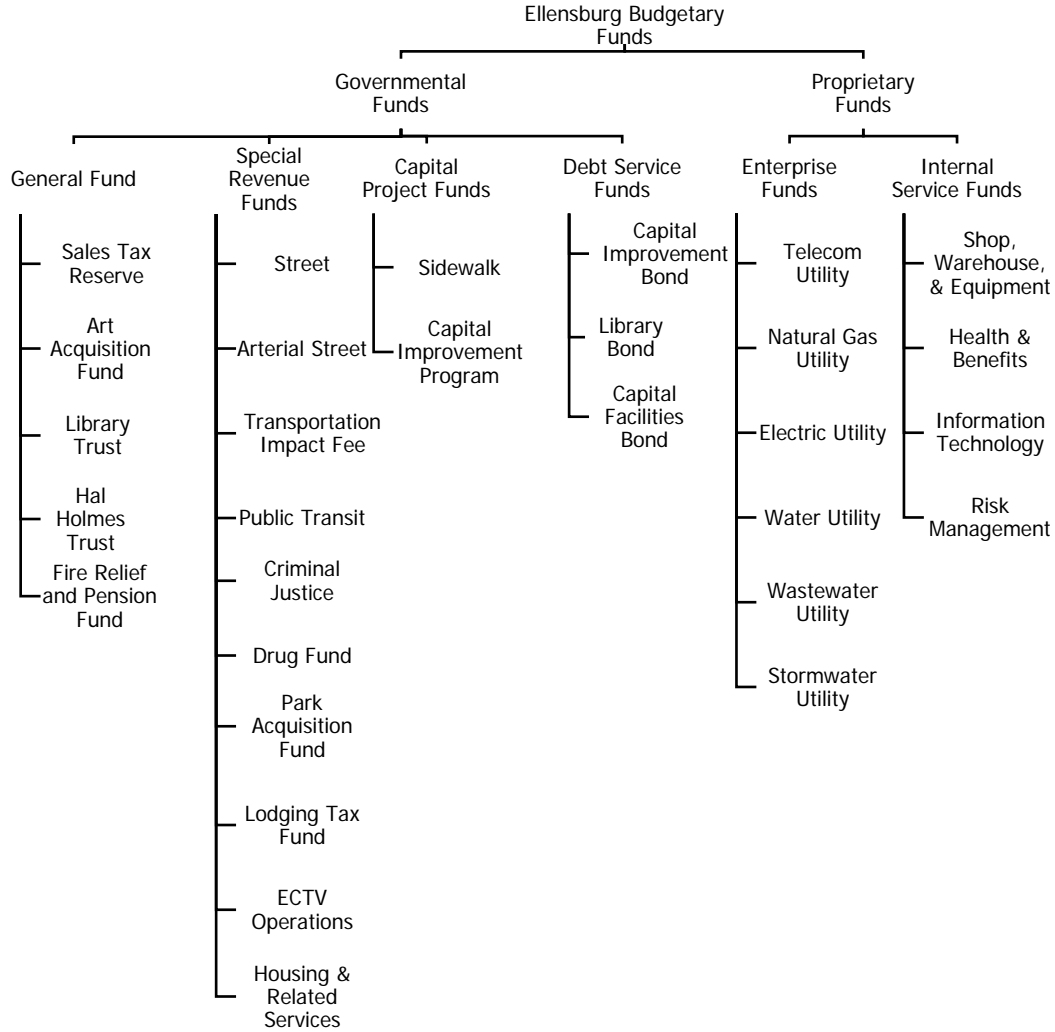
The status of the budget is comprehensively reviewed in November to identify any needed adjustments. All requests for amendments are filed with the Finance Director. The Finance Director and City Manager, after careful review of the process, make a recommendation to the City Council for budget amendments.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City of Ellensburg Budget Process Schedule 2019/2020 Biennium Budget Preparation		
Budget Item	City Deadline	Statutory Deadline
2019-2020 Budget Initiation		
Council Retreat	2/23/2018	
Update Budget Policies (Finance Department)	5/11/2018	
Finalize Budgeting Expectations/ Objectives (Finance/City Manager)	6/15/2018	
2019-2020 Budget Preliminary Preparation		
Personnel Worksheets to Departments (Finance)	5/9/2018	
Internal Service Fund Worksheets to Departments (Finance)	5/9/2018	
Personnel Worksheets back to Finance (All Departments)	6/1/2018	
Internal Service Fund Worksheets back to Finance (Internal Service Funds)	6/13/2018	
2019-2020 Departmental Budget Preparation		
Budget Kickoff Meeting; budget instructions released (Finance/ All Departments)	6/28/2018	9/10/2018
Budget worksheets released to Departments (Finance)	6/28/2018	9/10/2018
Department submit current service level budget and proposal packages to Finance (All Departments)	7/27/2018	9/24/2018
Non-departmental revenue estimates prepared by Finance Department	7/27/2018	
2019-2020 City Manager's Preliminary Budget Preparation		
Finance and Department Work-sessions / Questions and Answers (All Departments)	7/27 - 8/31	
Departmental estimates provided to City Manager; complete financial program (Finance Department)	8/31/2018	10/1/2018
City Manager/Department Budget Review Sessions (All Departments)	9/10 - 9/14	
Manager provides Council with estimates of revenues from all sources (Finance Department)	9/17/2018	10/1/2018
Preparation of Manager's Preliminary budget (Finance Department)	10/15/2018	11/2/2018
Manager's preliminary budget & budget message to Council & Clerk (Finance Department & City Manager)	10/31/2018	11/2/2018
2019-2020 Council Budget Review & Adoption		
Copies of budget available to public (Finance Department)	10/31/2018	11/19/2018
Council- Public hearing(s) on preliminary budget	11/5/2018	
Publication notice of preliminary budget and final hearing (Finance Department)	11/6/2018	11/20/2018
Council- Public hearing revenues for levy setting	11/5/2018	11/29/2018
Council- Property Tax Levy Ordinance first reading	11/5/2018	
Council- Property Tax Levy Ordinance second reading & Adoption	11/19/2018	11/30/2018
Council- Public Hearing , Budget Ordinance first reading	11/19/2018	12/3/2018
Council- Budget Ordinance second reading & Adoption	12/3/2018	12/31/2018
2019-2020 Budget Post-Adoption		
Adopted budget filed with AWC, MRSC, SAO, and Chase bond-holder	1/1/2019	
Publication of Budget Worksheet to City Staff	1/1/2019	
Publication of Budget Book to website, Dept. Heads and Council Members	1/18/2019	

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Structure



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

The City of Ellensburg's accounting and budgeting systems are organized and operated on a department and fund basis. Departments and funds are accounting entities used to record revenues and expenditures. The City of Ellensburg's funds are grouped into eight categories: General, Special Revenue, Debt Service, Governmental Capital Projects, Enterprise, and Internal Service Funds.

The City of Ellensburg budgets its funds according to the State Auditor's Office Cash Basis requirements.

The following are budgeted funds:

- General Fund
 - Sales Tax Reserve Fund
 - Art Acquisition Fund
 - Library Trust Fund
 - Hal Holmes Trust Fund
 - Fire Relief & Pension Fund
- Special Revenue Funds
 - Street
 - Arterial Street
 - Transportation Impact Fee
 - Public Transit
 - Criminal Justice
 - Drug Fund
 - Park Acquisition Fund
 - Lodging Tax Fund
 - ECTV Operations
 - Housing & Related Services
- Debt Service Funds
- Capital Improvements Funds
- Enterprise Funds
 - Telecommunications
 - Stormwater
 - Gas
 - Light
 - Water
 - Sewer
- Internal Service Funds
 - Shop
 - Information Technology
 - Risk Management
 - Health and Benefit



Definition of Major Funds

Major funds represent the significant activities of the City, and include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 5% of the revenues or expenditures of the appropriated budget, or are of high community interest. The City

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

reports General, Gas, Water, Sewer, Sales Tax, Street, Arterial Street, and Electric funds as major funds. Detailed information is provided on these funds under their respective categories.

Major Governmental Funds Summary

The financial outlook for 2019 and 2020 is positive. However, the long-term financial outlook includes moderate expenditure growth, such as escalating state retirement contributions, and slower growth in projected retail sales tax revenue than was seen in 2017 and 2018. Reduced projections for taxes have been offset by increases in utility taxes and charges for services.

The General Fund is the principal operating fund of the City. It accounts for the financial resources of the City that are not accounted for in any other fund. Principal sources of revenue are property tax, sales tax, utility tax, licenses and permits, state-shared revenues, charges for services, and interest income. Primary expenditures are for general city administration, police, engineering, planning services, parks, library, and cultural and recreational services. The General Fund “buys” services from Internal Service funds as follows: fuel and rental of vehicles from the Shop Fund, health insurance from the Health & Benefits Fund, insurance coverage from the Risk Management Fund, and information technology hardware and software support services from the Information Technology Fund (IT).

Cost allocations from the General Fund are provided to all funds in an effort to distribute accounting, budgeting, auditing, personnel, legal, city management, and public information services.

Separately budgeted sub-funds within the general fund support specified city activities. Several are set up with ongoing council-allocated revenue streams, and two hold donated and bequeathed funds.

The Sales Tax Reserve Fund accumulates general sales tax revenues to be transferred to other funds in support of city programs. Major support in the 2019/2020 biennium will be directed to General Fund and Street Fund activities.

The Fire Relief and Pension Fund is used to provide pension benefits to former City firefighters hired before 1965. The major source of the revenue for this fund is the support (transfer-in) of a portion of the City's property tax revenues.

The Art Acquisition Fund was created by Council in 2016 to fund public art acquisition and promotion. Funded by a dedicated portion of the City's construction related sales tax; annual revenues are set in city code between a ceiling of \$50,000 a year and a floor of \$25,000 per year.

For 2019/2020, two permanent funds are budgeted: (a) Library Trust, and (b) Hal Holmes Trust.

The General Fund includes most tax revenues and such services as public safety, parks & recreation, engineering, planning, library, and general administration of the city government. In accordance with City ordinance, the City's targeted General Fund reserve is set by resolution not to fall below 15%. The City is using \$651,360 in 2019 and \$53,944 in 2020 of its fund balance to balance the General Fund budget, with fund balance expected within target reserve levels.

The Street Fund is designed for street operations and maintenance. It is funded mostly from sales tax revenue and is not designed to carry much of a fund balance. The level of Street Fund

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

budgeted appropriations spends down a majority of the fund balance by the end of 2020. Street Fund maintenance and operations is mostly supported by transfers-in from the Sales Tax Fund.

The Arterial Street Fund is responsible for the construction of streets, bridges, signals, and trails. The City accumulates these funds in order to finance projects as it sees fit.

Major Proprietary Funds

Enterprise Funds: Enterprise funds are used to account for the financing of services provided to the general public where all or most of the costs involved are paid for by user charges. Operations financed as enterprise funds are operated in a manner similar to private business enterprises.

Enterprise funds “buy” services from the Shop Fund for equipment rental and gasoline, and from the Information Technology Fund for data processing and computer maintenance. The enterprise funds also reimburse the General Fund for cost allocations for budgeting, auditing, accounting, personnel, utility billings and collections, legal, and engineering costs that relate to enterprise funds. Other funds purchase utilities at the same rate as the public.

The Natural Gas Fund accounts for the activities of the City's gas distribution operations. The major source of revenue is the charges for the sale of gas, and the bulk of expenses are the purchase of gas for resale. The gas activities will be affected by the weather, the unit cost of gas the City pays, and the rate the City charges for the units sold. The expected decrease in the volume will be determined by weather and not by the number of customers. More than 41% of the department budget is spent on the gas inventory purchased for resale. The salary and benefit costs account for just about 23.5% of the total department budget. Central Washington University and Twin City Foods account for a large share of the department's annual sale. The price of gas has generally decreased leading into the 2019/2020 biennium, which is affecting the price we charge our customers and thusly the municipal utility tax paid into the city's General Fund.

Electric Fund accounts for the activities of the city's electric distribution operations. The major source of revenue is the same of electricity and major expense is the purchase of power from entities such as Bonneville Power Administration. Central Washington University and Twin Foods account for 14.42% of the department's annual sale. Electricity purchased accounts for over 52% of total operating expense budget in 2019/2020. Salary and benefit costs account for approximately 14% of the utility budget.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

The Water Fund accounts for the activities of the city's water pumping and distribution operations. In 2019/2020 the Water Fund spends a plurality of its budget on capital construction including drilling a commissioning a new well, with the remainder spent on salaries, benefits, contractual services, and intergovernmental payments to maintain its wells and water lines.

The Sewer Fund accounts for the activities of the city's wastewater treatment plant, sewer pumping station, and collection system, providing a system to collect and treat wastewater produced within the service area. The fund spends a large portion of its budget on salaries, benefits, contractual services, and intergovernmental services. There is also substantial capital spending budgeted for 2019-2020 for upgrades to the wastewater treatment plant. The wastewater activities are supported through service charges.

Non-major Funds represent the activities of the City that are not significant in terms of the amount of revenue or expenditures in the fund. In other words, activities whose revenues or expenditures, excluding other financing sources and uses constitute less than 10% of the revenues or expenditures of the City's appropriated budget.

Non-major Special Revenue Funds account for the proceeds of special revenue sources that are legally restricted to expenditures for specific purposes. Non-major special revenue funds include the Traffic Impact Fees, Ellensburg Public Transit, Criminal Justice, Drug, ECTV Operations & Maintenance, Park Acquisition, Lodging Tax, and Housing & Related Services Funds.

Non-major Debt Service Funds: Debt service funds are used to account for the accumulation of resources to be used for the retirement of general, long-term debt. Sources of revenue to fund the retirement of general obligation long-term debt are property taxes and transfers from other funds that are responsible for debt.

The city has two groups of general obligation debts: (a) voter approved unlimited debt, and (b) limited obligation debt. Limited obligation debts are funded by a transfer out of the Sales Tax Fund. Unlimited debt obligations are funded directly through the excess tax approved by the voters.

Funds included in the non-major debt service funds are (a) Library Construction Debt Fund, (b) Maintenance Bond, and (c) initial payments thru the Capital Facilities Improvement Debt Fund.

Non-major Capital Improvement Funds: Capital project funds account for the financing of major capital projects other than those financed by proprietary funds. Sources of revenue include proceeds of debt issuance, grants, and transfers from other funds (generally from special revenue funds). Funds in this category for 2019/2020 are the Capital Facilities Improvement Program and Sidewalk Construction Funds.

Internal Service Funds account for the financing of specific services provided to departments within the City by other departments within the City. These funds provide centrally administered services that generate revenue by billing other funds at cost plus a reserve for future needs. These funds include the Shop, Information Technology, Health and Benefits, and Risk Management Funds.

Budget Summary

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CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Summary

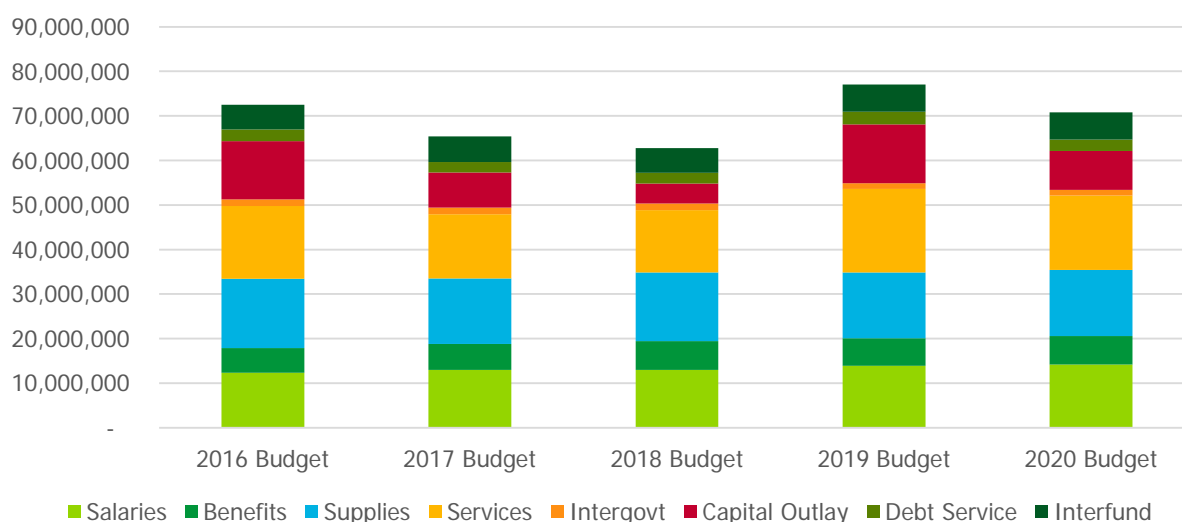
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$ 11,719,406	\$ 13,326,176	\$ 13,759,629	\$ 14,500,127	\$ 14,771,052
Licences & Permits	380,750	688,750	688,750	709,845	709,845
Intergovt. Rev.	5,050,772	4,097,161	1,236,582	4,207,681	1,603,177
Charges for Services	38,688,360	37,944,492	38,706,782	42,939,357	43,971,403
Fines & Forfeits	289,400	285,900	286,500	292,500	292,500
Miscellaneous	4,111,922	4,346,519	4,548,426	4,556,011	4,690,608
Total Revenues	60,240,610	60,688,998	59,226,670	67,205,521	66,038,585

Expenditures					
Salaries	12,306,402	12,965,398	12,987,846	13,891,730	14,199,841
Benefits	5,575,896	5,837,422	6,418,614	6,166,117	6,389,519
Supplies	15,548,902	14,665,543	15,423,714	14,784,480	14,814,548
Services	16,358,863	14,433,293	13,992,134	18,792,174	16,697,755
Intergovt	1,481,497	1,488,773	1,523,537	1,259,217	1,263,987
Capital Outlay	13,056,786	7,884,206	4,444,885	13,209,617	8,736,432
Debt Service	2,641,042	2,404,538	2,413,399	2,865,156	2,595,904
Interfund	5,565,857	5,737,609	5,593,040	6,101,260	6,114,471
Total Expenditures	72,535,245	65,416,782	62,797,169	77,069,751	70,812,458

Revenue Less Exp.	(12,294,635)	(4,727,784)	(3,570,499)	(9,864,230)	(4,773,873)
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Other Sources (Uses)					
Transfers In	6,581,638	5,587,420	6,910,583	8,197,238	7,412,555
Transfers Out	(6,581,638)	(5,587,420)	(6,910,583)	(8,197,238)	(7,412,555)
Long-Term Debt Issue	1,299,258		540,000	7,078,800	
Other Receipts	409,500	424,700	429,900	648,092	730,591
Interfund Loan Payment	275,000	275,000	275,000	275,000	275,000
Total Other Sources (Uses)	1,983,758	699,700	1,244,900	8,001,892	1,005,591

Total Sources less Uses	(10,310,877)	(4,028,084)	(2,325,599)	(1,862,338)	(3,768,281)
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CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Budget by Fund

2019 Budget by Fund							
Fund	Beginning Fund	Revenues	Other Sources	Expenditures	Other Uses	Ending Fund Balance	Total Requirement
General Fund	\$816,360	\$12,464,686	\$2,440,000	\$15,624,711	\$0	\$96,335	\$15,721,046
Street	926,753	399,826	1,672,538	2,534,141	-	464,977	2,999,118
Arterial Street	903,414	2,942,141	2,702,000	5,716,480	-	831,075	6,547,555
Traffic Impact Fee	1,483,085	385,486	-	30,000	1,368,000	470,571	1,868,571
Public Transit	1,198,998	1,054,934	-	1,481,576	-	772,355	2,253,932
Criminal Justice	957,110	979,741	-	841,451	-	1,095,400	1,936,851
Drug Fund	4,933	1,600	-	6,500	-	33	6,533
Sales Tax	2,606,993	4,670,674	-	-	4,143,000	3,134,667	7,277,667
CATV Operations	123,630	107,045	-	103,349	-	127,326	230,675
Parks Acquisition	848,593	266,711	-	1,025,000	-	90,304	1,115,304
Art Acquisition	23,269	1,500	50,000	50,289	-	24,480	74,769
Lodging Tax	482,286	590,000	-	1,049,000	-	23,286	1,072,286
Housing Fund	5,000	350,000	-	332,500	-	22,500	355,000
Cap Improvement Debt	-	-	20,000	20,000	-	-	20,000
Maintenance Bond	79,804	-	212,700	212,900	-	79,604	292,504
Library Bond	101,564	175,000	-	170,400	-	106,164	276,564
LID Gurantee Fund	131,377	-	-	-	-	131,377	131,377
Cap Improvement	169,693	-	7,078,800	3,814,658	600,000	2,833,835	7,248,493
Sidewalk	449,979	285,000	-	170,000	534,000	30,979	734,979
Stormwater	617,167	1,199,869	-	1,176,010	252,238	388,789	1,817,037
Telecom	132,430	202,360	-	144,255	-	190,535	334,790
Natural Gas	2,177,579	6,584,270	-	6,674,376	-	2,087,473	8,761,849
Light	4,749,871	18,582,911	275,000	17,450,803	-	6,156,978	23,607,781
Water	3,808,693	5,252,839	1,522,395	6,548,766	1,300,000	2,735,161	10,583,927
Wastewater	2,287,638	4,344,600	225,697	5,626,296	-	1,231,639	6,857,935
Shop/Warehouse	5,298,375	2,137,775	-	1,933,829	-	5,502,321	7,436,150
Health & Benefits	1,012,850	2,152,744	-	2,211,915	-	953,679	3,165,594
Risk Management	774,023	669,724	-	446,653	-	997,094	1,443,747
Info. Tech.	573,086	1,221,414	-	1,517,883	-	276,617	1,794,500
Library Trust	297,846	7,500	-	8,800	-	296,546	305,346
Hal Holmes Trust	456,599	10,000	-	10,000	-	456,599	466,599
Fire Relief	417,603	165,169	-	137,209	-	445,563	582,772
Total	\$33,916,601	\$67,205,521	\$16,199,130	\$77,069,751	\$8,197,238	\$32,054,263	\$117,321,251

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2020 Budget by Fund							
Fund	Beginning Fund	Revenues	Other Sources	Expenditures	Other Uses	Ending Fund Balance	Total Requirement
General Fund	\$96,335	\$12,639,038	\$3,073,317	\$15,719,731	\$0	\$88,959	\$15,808,690
Street	464,977	399,826	1,676,538	2,455,796	-	85,545	2,541,341
Arterial Street	831,075	845,226	730,000	2,307,000	-	99,301	2,406,301
Traffic Impact Fee	470,571	420,986	-	30,000	600,000	261,558	891,558
Public Transit	772,355	848,700	-	1,341,080	-	279,975	1,621,055
Criminal Justice	1,095,400	979,741	-	854,889	-	1,220,252	2,075,141
Drug Fund	33	1,600	-	1,600	-	33	1,633
Sales Tax	3,134,667	4,708,748	-	-	4,776,317	3,067,098	7,843,415
CATV Operations	127,326	107,045	-	103,473	-	130,898	234,371
Parks Acquisition	90,304	266,711	-	-	-	357,015	357,015
Art Acquisition	24,480	1,500	50,000	50,591	-	25,389	75,980
Lodging Tax	23,286	619,000	-	598,000	-	44,286	642,286
Housing Fund	22,500	350,000	-	332,500	-	40,000	372,500
Cap Improvement Debt	-	-	20,000	20,000	-	-	20,000
Maintenance Bond	79,604	-	212,700	212,900	-	79,404	292,304
Library Bond	106,164	175,000	-	175,900	-	105,264	281,164
LID Guarantee Fund	131,377	-	-	-	-	131,377	131,377
Cap Improvement	2,833,835	-	-	2,833,835	-	-	2,833,835
Sidewalk	30,979	285,000	-	170,000	130,000	15,979	315,979
Stormwater	388,789	1,320,790	-	943,693	256,238	509,649	1,709,579
Telecom	190,535	200,924	-	143,614	-	247,844	391,458
Natural Gas	2,087,473	6,620,729	-	6,557,793	-	2,150,409	8,708,202
Light	6,156,978	18,798,396	275,000	17,808,640	-	7,421,734	25,230,374
Water	2,735,161	5,337,350	2,137,153	6,876,661	1,650,000	1,683,002	10,209,664
Wastewater	1,231,639	4,623,978	243,439	5,487,797	-	611,259	6,099,056
Shop/Warehouse	5,502,321	2,173,524	-	1,642,326	-	6,033,520	7,675,845
Health & Benefits	953,679	2,251,631	-	2,211,915	-	993,395	3,205,310
Risk Management	997,094	669,724	-	508,842	-	1,157,976	1,666,818
Info. Tech.	276,617	1,210,749	-	1,262,731	-	224,635	1,487,366
Library Trust	296,546	7,500	-	8,800	-	295,246	304,046
Hal Holmes Trust	456,599	10,000	-	10,000	-	456,599	466,599
Fire Relief	445,563	165,169	-	142,351	-	468,381	610,732
Total	\$32,054,263	\$66,038,585	\$8,418,146	\$70,812,458	\$7,412,555	\$28,285,981	\$106,510,994

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Fund Balance Summary

Beginning Fund Balance is the estimate of funds remaining unspent at the end of the previous budget year that may be available for use in the following budget year. This amount will fluctuate annually depending on the amount of reserves, under and over collection of revenues, and under and over expenditure of appropriations. Fund balance is made up of nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance.

- Nonspendable fund balance - portion of net resources that is not spendable because of their form i.e. equipment, receivables, or investment, or legally or contractually required to be maintained intact.
- Restricted fund balance - portion of the net resources with limitations externally imposed by creditors, grantors, or law or regulations of other governments.
- Committed fund balance – portion of the net resources with limitations set by the City Council prior to the end of the year. It will require the action of the same Council to use the resources i.e. cashflow reserve, emergency reserve established by Council's resolution. The City Council approved maintaining a 20% cash flow reserve for General Fund, Enterprise funds and Internal Service funds.
- Assigned fund balance – portion of the net resources with limitation resulting from intended use established by the Ellensburg's City Council but do not meet the criteria to be classified as restricted or committed. i.e. portion intended to use to fund City's new park.
- Unassigned fund balance – residual of the net resources after all the others (nonspendable, restricted, committed, and assigned fund balances) have been subtracted from the total fund balance. This is often referred to as budgetable or spendable fund balance.

The classification outlined above is more critical in the Enterprise funds where the City of Ellensburg has major investments in fixed assets, outside legally enforceable restrictions on the cash through the bond agreements, investments, large average account receivable balances, and high dollar amount of product purchases like gas purchases for resale or electric purchases.

It is essential that the City maintain adequate levels of unreserved fund balance to mitigate current and future risks and ensure stable rates. As such, unreserved fund balances excluding contingency and cumulative reserve funds for the operating funds (all funds except the sales tax and proprietary funds) will be required to have a minimum of 15% of operating expenditures in unreserved fund balance.

Proprietary funds, such as utility funds and internal service funds will be required to a 20% minimum unreserved fund balance.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

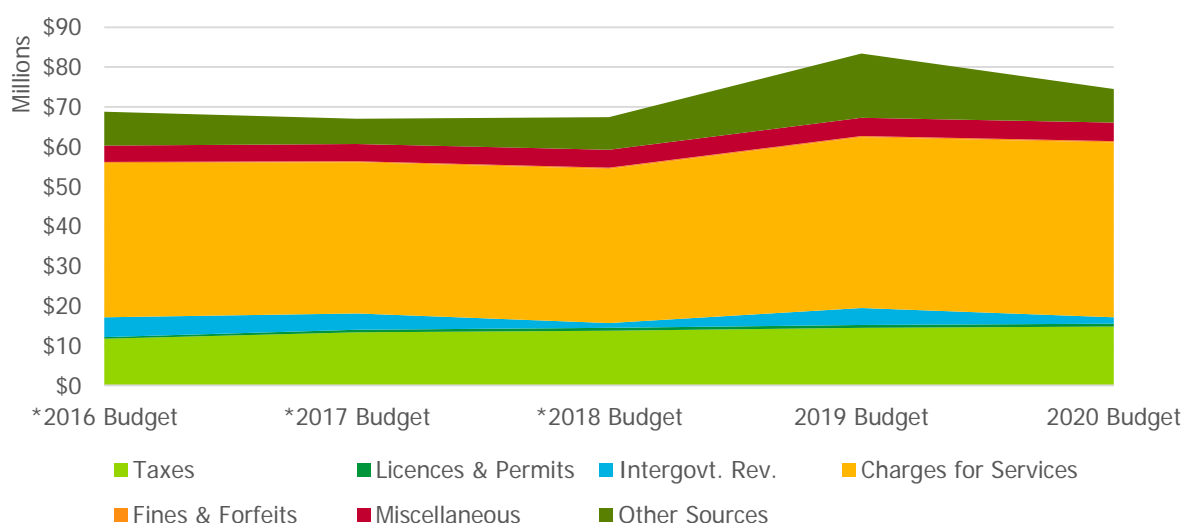
Revenues Summary

The total 2019 available resources for the City is **\$117,321,251**, and **\$106,510,994** for 2020. When the Beginning Fund Balance and Other Sources are omitted, the Net **Revenue** Budget is \$67,205,521 for 2019 and \$66,038,585 for 2020. The major decrease is in the "Intergovernmental" category, from 2019 to 2020. This is due to the decrease in grant funded projects. Grants for 2020 projects have not been awarded and therefore are not budgeted at this time. "Taxes" is budgeted with a 2.81% increase in 2019 and 1.87% increase in 2020. This includes a 1% increase for property tax and a conservative increase for sales and utility taxes over the 2018 forecast. Actual non-construction 2018 sales tax has exceeded the budget, and the anticipated 2019 revenues include the 1/10% sales tax for housing and related services. "Licenses & Permits" increases in 2019 based on expected building permit projects on the horizon. "Charges for Services" increase between the 2019 and 2020 budgets because of budgeted utility rate increases, while energy costs have moderated the impact to revenues. "Fines and Forfeits" are expected to remain stable. "Other Sources" include anticipated one-time proceeds for the capital improvement bond issue in 2019.

Summary of Total City Revenues by Sources

	*2016 Budget	*2017 Budget	*2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$11,719,406	\$13,326,176	\$13,759,629	\$14,500,127	\$14,771,052
Licences & Permits	380,750	688,750	688,750	709,845	709,845
Intergovt. Rev.	5,050,772	4,097,161	1,236,582	4,207,681	1,603,177
Charges for Services	38,688,360	37,944,492	38,706,782	42,939,357	43,971,403
Fines & Forfeits	289,400	285,900	286,500	292,500	292,500
Miscellaneous	4,111,922	4,346,519	4,548,426	4,556,011	4,690,608
Other Sources	8,565,396	6,287,120	8,155,483	16,199,130	8,418,146
Grand Total	\$68,806,006	\$66,976,118	\$67,382,153	\$83,404,650	\$74,456,731

* Budget as originally adopted



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2017 Revenue Source by Fund and Category:

Taxes	Licences & Permits	Intergovt. Revenue	Charges for Services	Fines & Forfeits	Misc. Revenue	Total Operating Revenue	Other Sources	Total
\$6,601,412	\$691,050	\$467,895	\$4,213,208	\$290,900	\$200,222	\$12,464,686	\$2,440,000	\$14,904,686
General Fund	-	318,926	71,400	-	9,500	399,826	1,672,538	2,072,364
Street	4,250	2,930,391	-	-	7,500	2,942,141	2,702,000	5,644,141
Arterial Street	-	-	373,986	-	11,500	385,486	-	385,486
Traffic Impact Fee	-	206,234	75,000	-	7,200	1,054,934	-	1,054,934
Public Transit	-	-	-	-	400	979,741	-	979,741
Criminal Justice	-	-	-	1,600	-	1,600	-	1,600
Drug Fund	-	-	-	-	5,000	4,670,674	-	4,670,674
Sales Tax	13,845	-	-	-	-	107,045	-	107,045
CATV Operations	-	1,711	265,000	-	-	266,711	-	266,711
Parks Acquisition	-	-	1,000	-	500	1,500	50,000	51,500
Art Acquisition	-	-	-	-	1,000	590,000	-	590,000
Lodging Tax	-	-	-	-	-	350,000	-	350,000
Housing Fund	-	-	-	-	-	-	20,000	20,000
Cap Improvement Debt	-	-	-	-	-	-	212,700	212,700
Maintenance Bond	-	-	-	-	-	175,000	-	175,000
Library Bond	-	-	-	-	-	-	7,078,800	7,078,800
Cap Improvement	-	-	-	-	-	285,000	-	285,000
Sidewalk	-	-	1,194,869	-	5,000	1,199,869	-	1,199,869
Stormwater	-	1,436	200,237	-	5,000	202,360	-	202,360
Telecom	-	-	6,580,770	-	687	6,584,270	-	6,584,270
Natural Gas	-	-	18,519,102	-	3,500	18,582,911	275,000	18,857,911
Light	700	260,000	4,940,746	-	63,809	5,252,839	1,522,395	6,775,234
Water	-	-	4,306,000	-	51,393	4,344,600	225,697	4,570,297
Wastewater	-	-	310,700	-	38,600	2,137,775	-	2,137,775
Shop/Warehouse	-	-	-	-	1,827,075	2,152,744	-	2,152,744
Health & Benefits	-	-	665,924	-	2,152,744	669,724	-	669,724
Risk Management	-	-	1,221,414	-	3,800	1,221,414	-	1,221,414
Info. Tech.	-	-	-	-	-	7,500	-	7,500
Library Trust	-	-	-	-	7,500	10,000	-	10,000
Hal Holmes Trust	-	-	-	-	10,000	165,169	-	165,169
Fire Relief	-	21,088	-	-	144,081	-	-	-
Total		\$4,207,681	\$42,939,357	\$292,500	\$4,556,011	\$67,205,521	\$16,199,130	\$83,404,650

Other Funding Sources includes interfund transfers.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Revenue Source by Fund and Category:

Taxes	Licences & Permits	Intergovt. Revenue	Charges for Services	Fines & Forfeits	Misc. Revenue	Total Operating Revenue	Other Sources	Total
\$6,805,263	\$691,050	\$427,975	\$4,223,628	\$290,900	\$200,222	\$12,639,038	\$3,073,317	\$15,712,355
-	-	318,926	71,400	-	9,500	399,826	1,676,538	2,076,364
-	4,250	833,476	-	-	7,500	845,226	730,000	1,575,226
-	-	-	409,486	-	11,500	420,986	-	420,986
766,500	-	-	75,000	-	7,200	848,700	-	848,700
979,341	-	-	-	-	400	979,741	-	979,741
-	-	-	-	1,600	-	1,600	-	1,600
4,703,748	-	-	-	-	5,000	4,708,748	-	4,708,748
93,200	13,845	-	-	-	-	107,045	-	107,045
-	-	1,711	265,000	-	-	266,711	-	266,711
-	-	-	1,000	-	500	1,500	50,000	51,500
618,000	-	-	-	-	1,000	619,000	-	619,000
350,000	-	-	-	-	-	350,000	-	350,000
-	-	-	-	-	-	-	20,000	20,000
-	-	-	-	-	-	-	212,700	212,700
175,000	-	-	-	-	-	175,000	-	175,000
-	-	-	-	-	-	-	-	-
280,000	-	-	-	-	5,000	285,000	-	285,000
-	-	-	1,315,790	-	5,000	1,320,790	-	1,320,790
-	-	-	200,237	-	687	200,924	-	200,924
-	-	-	6,617,229	-	3,500	6,620,729	-	6,620,729
-	-	-	18,733,625	-	64,770	18,798,396	275,000	19,073,396
-	700	-	5,285,257	-	51,393	5,337,350	2,137,153	7,474,503
-	-	-	4,586,378	-	37,600	4,623,978	243,439	4,867,417
-	-	-	310,700	-	1,862,824	2,173,524	-	2,173,524
-	-	-	-	-	2,251,631	2,251,631	-	2,251,631
-	-	-	665,924	-	3,800	669,724	-	669,724
-	-	-	1,210,749	-	-	1,210,749	-	1,210,749
-	-	-	-	-	7,500	7,500	-	7,500
-	-	-	-	-	10,000	10,000	-	10,000
-	-	21,088	-	-	144,081	165,169	-	165,169

Total

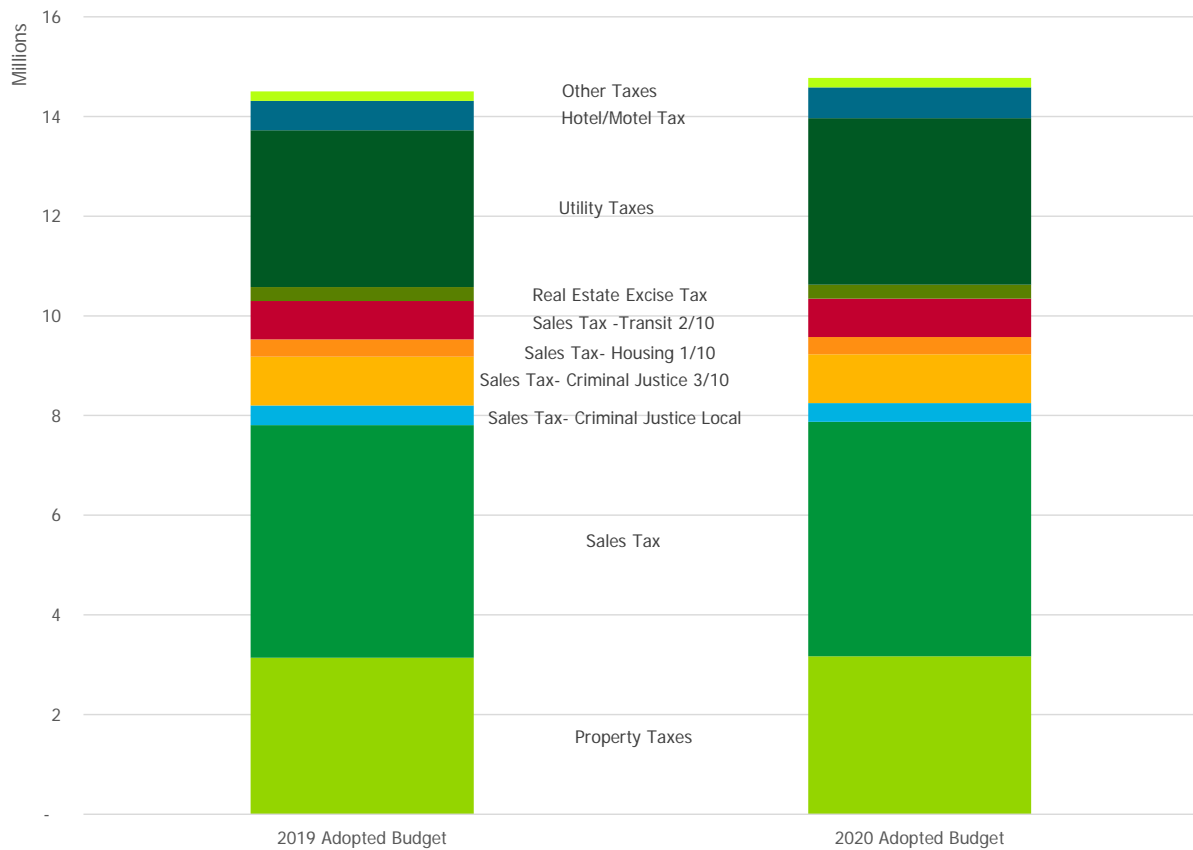
2020
General Fund
Street
Arterial Street
Traffic Impact Fee
Public Transit
Criminal Justice
Drug Fund
Sales Tax
CATV Operations
Parks Acquisition
Art Acquisition
Lodging Tax
Housing Fund
Cap Improvement Debt
Maintenance Bond
Library Bond
Cap Improvement
Sidewalk
Stormwater
Telecom
Natural Gas
Light
Water
Wastewater
Shop/Warehouse
Health & Benefits
Risk Management
Info. Tech.
Library Trust
Hal Holmes Trust
Fire Relief

Other Financing Sources includes interfund transfers.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Taxes

Taxes	2018 Adopted Budget	2018 % of Total	2019 Adopted Budget	2019 % of Total	2020 Adopted Budget	2020 % of Total
Property Taxes	3,182,752	22.6%	3,141,265	21.7%	3,170,927	21.5%
Sales Tax	4,824,158	34.2%	4,665,674	32.2%	4,703,748	31.8%
Sales Tax- Criminal Justice Local	343,490	2.4%	392,685	2.7%	373,050	2.5%
Sales Tax- Criminal Justice 3/10	979,341	6.9%	979,341	6.8%	979,341	6.6%
Sales Tax- Housing 1/10	100,000	0.7%	350,000	2.4%	350,000	2.4%
Sales Tax -Transit 2/10	766,500	5.4%	766,500	5.3%	766,500	5.2%
Real Estate Excise Tax	210,000	1.5%	280,000	1.9%	280,000	1.9%
Utility Taxes	2,990,583	21.2%	3,148,037	21.7%	3,341,861	22.6%
Hotel/Motel Tax	520,000	3.7%	589,000	4.1%	618,000	4.2%
Other Taxes	187,625	1.3%	187,625	1.3%	187,625	1.3%
Total Taxes	\$ 14,104,448	100%	\$ 14,500,127	100%	\$ 14,771,052	100%

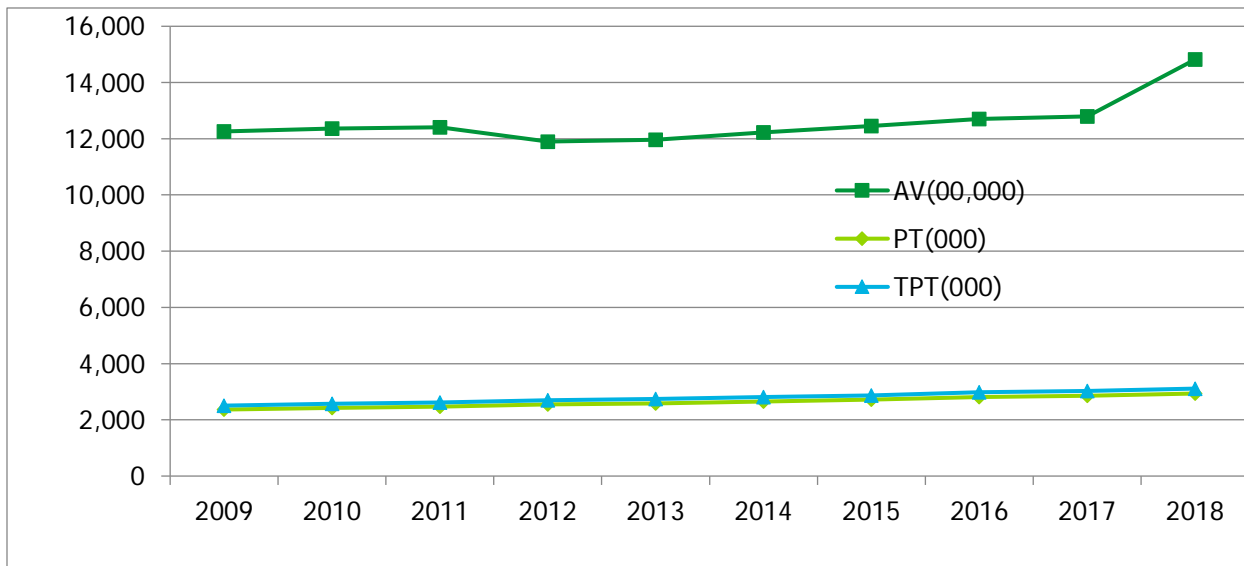


Property tax

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Property tax accounts for 21.7% of tax revenue in 2019 and 21.5% in 2020. Property tax revenue base is expected to gradually increase through 2020. The real estate market in Ellensburg seems to be consistent with regional trends. The price of real estate has recovered from the economic downturn of the last decade, with several residential developments under way. The City's properties are valued every four years by the County Assessor and was last valued in 2018 for 2019 collection. The Total Property Tax (TPT) includes the tax levied for the City Library upgrade in 2004. Also, as indicated in 2018, the City's property tax levy did not increase at the same proportion as the property assessed value.

Total Assessed Value(AV) in Relation to Regular Property Tax Levy(PT) and Total Property Tax (TPT)										
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
AV(00,000)	12,255	12,358	12,408	11,900	11,962	12,227	12,448	12,705	12,799	14,817
PT(000)	2,366	2,421	2,472	2,544	2,587	2,650	2,718	2,808	2,856	2,936
TPT(000)	2,506	2,569	2,620	2,692	2,740	2,812	2,868	2,983	3,031	3,111

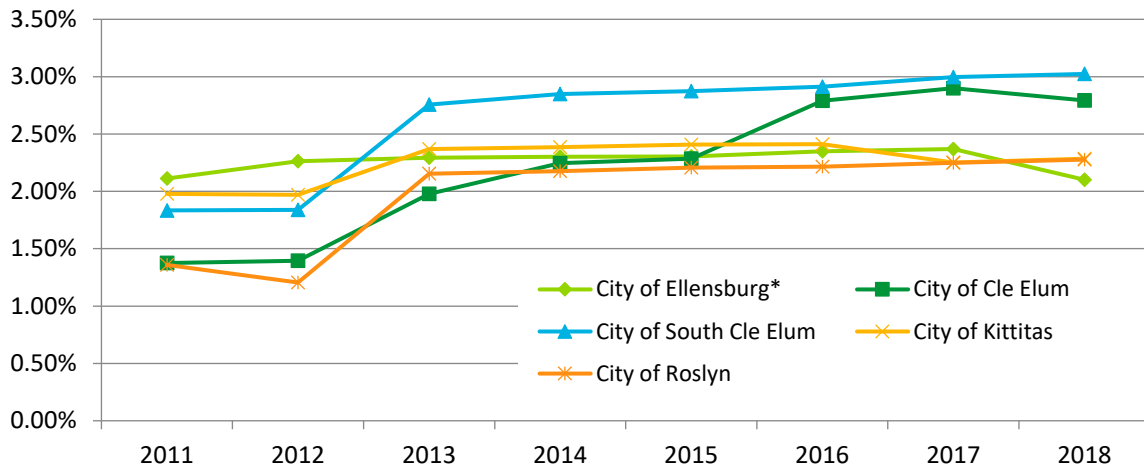


CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Property Tax Rate Comparison with Neighboring Governments

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
City of Ellensburg*								
Regular	1.992511	2.138387	2.16324	2.168009	2.18303	2.210299	2.23129	1.982002
Library Bond/ Timber	0.120657	0.125594	0.129264	0.133807	0.12165	0.13882	0.137978	0.119205
	2.113168	2.263981	2.292504	2.301816	2.30468	2.349119	2.369268	2.101207
City of Cle Elum								
Regular	1.375281	1.396394	1.977578	2.246815	2.285285	2.79	2.899452	2.791662
City of South Cle Elum								
Regular	1.834131	1.839269	2.755139	2.849276	2.874812	2.912425	2.996211	3.023769
City of Kittitas								
Regular	1.978741	1.970009	2.369715	2.384828	2.407001	2.411439	2.252922	2.285044
City of Roslyn								
Regular	1.186814	1.205215	2.15319	2.176433	2.205728	2.214534	2.248069	2.276918
Bond/100% TAV	0.171183	0	0	0	0	0	0	0
	1.357997	1.205215	2.15319	2.176433	2.205728	2.214534	2.248069	2.276918
Kittitas County								
Current Expense	1.012841	1.004078	1.117439	1.206335	1.390351	1.37058	1.404195	1.347118
Community Services	0.024928	0.025	0.025	0.026894	0.025949	0.025	0.025392	0.024358
Veterans	0.011651	0.011243	0.012732	0.007994	0.007785	0.007453	0.007371	0.006993
CO Refund Admin Fees					0.001037			0
Road District 1	0.683274	0.85477	1.071687	1.071687	0.896227	0.888275	0.907016	0.928225
Co. Road Diverted	0.043719	0.041193	0.04694	0.04694	0.048509	0.04619	0.045623	0.044431
County Flood Control	0	0	0.069946	0.07175	0.070054	0.069401	0.0705	0.070209
	1.776413	1.936284	2.343744	2.4316	2.439912	2.406899	2.460097	2.421334

* Properties within the City of Ellensburg are valued by the Assessor every 4 years



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Sales tax

Sales tax revenue accounts for the largest (49.3% in 2019 and 48.6% in 2020) share of the City's tax revenue source. The City uses the regular sales tax revenue mainly to support General Fund operations, road projects, capital projects, and to service the City's unlimited general obligation debts.

Criminal Justice Sales Tax

Kittitas County levied 3/10 of one percent sales tax to support criminal justice programs in 2013 under the authority granted by the State based on the citizens' approval. This optional tax is collected by the State and distributed to the cities within Kittitas County and the county government.

Public Transit Sales Tax

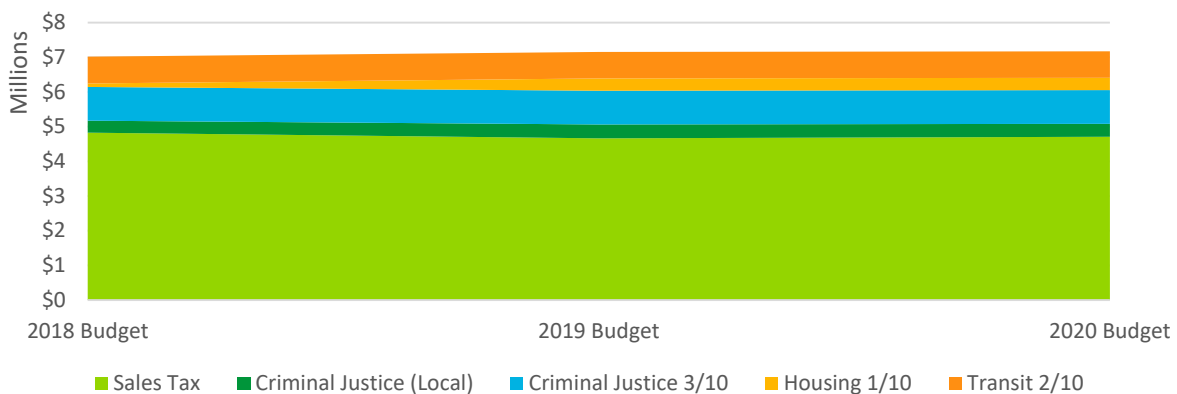
The City of Ellensburg levied 2/10 of one percent sales tax to support public transit programs in 2016 under the Transportation Benefit District authority granted by the State based on the citizens' approval. The levy is in place for ten years, at which point continuation is contingent of another successful ballot measure.

Housing & Related Services Sales Tax

In 2018 the City of Ellensburg voters levied 1/10 of one percent sales tax to fund housing and related services programs.

The table below outlines the sales tax revenue forecast for 2019 and 2020 in comparison with the prior year budget.

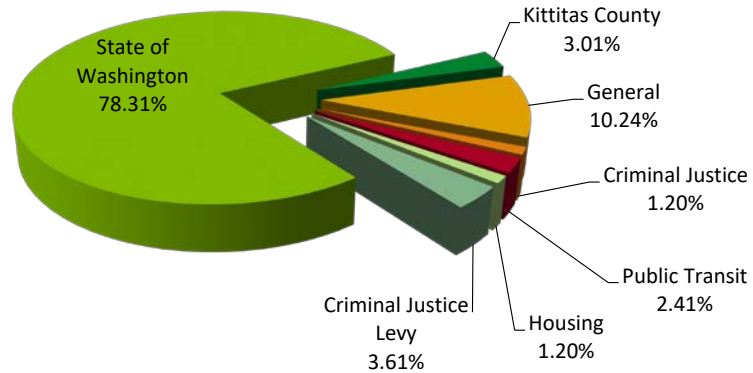
Sales Taxes	2018 Budget	2019 Budget	2020 Budget
Sales Tax	\$4,824,158	\$4,665,674	\$4,703,748
Criminal Justice (Local)	343,490	392,685	373,050
Criminal Justice 3/10	979,341	979,341	979,341
Housing 1/10	100,000	350,000	350,000
Transit 2/10	766,500	766,500	766,500
Total Sales Taxes	\$7,013,489	\$7,154,200	\$7,172,639



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

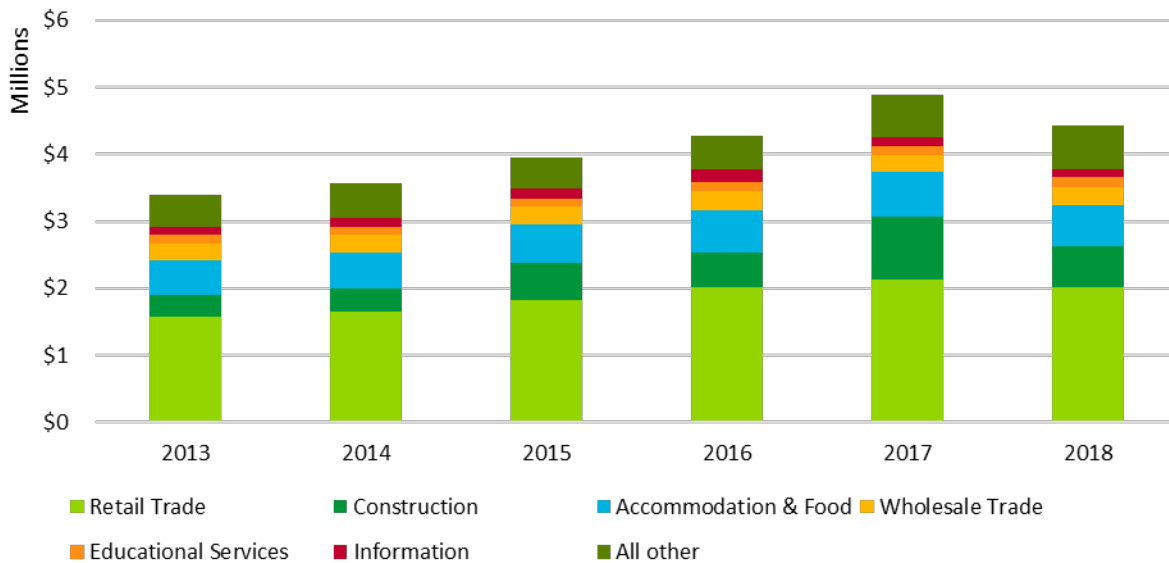
The following is the distribution of the City of Ellensburg sales tax, currently the rate is 8.3%:

Jurisdiction	Tax Rate
State of Washington	6.50%
Kittitas County	0.25%
City of Ellensburg - Total	
General	0.85%
Criminal Justice	0.10%
Public Transit	0.20%
Housing	0.10%
Criminal Justice Levy	0.30%
	8.30%



The following is a breakdown of sales tax revenues by industry category. Retail trade provides the largest sales tax revenue in this category, which includes auto and parts dealers. The figures below are reported on a modified accrual basis for the years 2013 thru 2017 including 12 months of revenue, and including taxable sales from November of the preceding year thru October. 2018 figures include only eleven months of sales, November 2017 thru September 2018

Industry	2013	2014	2015	2016	2017	2018
Retail Trade	\$1,571,881	\$1,650,749	\$1,823,630	\$2,018,420	\$2,130,833	\$2,013,667
Construction	331,405	346,866	550,382	512,515	947,292	612,176
Accommodation & Food	515,546	532,099	580,949	642,719	653,981	622,650
Wholesale Trade	256,192	267,962	268,926	272,375	262,185	268,200
Educational Services	127,414	116,335	123,045	144,290	123,002	152,397
Information	121,866	135,290	138,026	186,134	137,705	115,900
All other	462,159	523,622	457,645	493,571	640,237	650,951
Total	\$3,386,463	\$3,572,923	\$3,942,603	\$4,270,024	\$4,895,235	\$4,435,941



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Utility Taxes

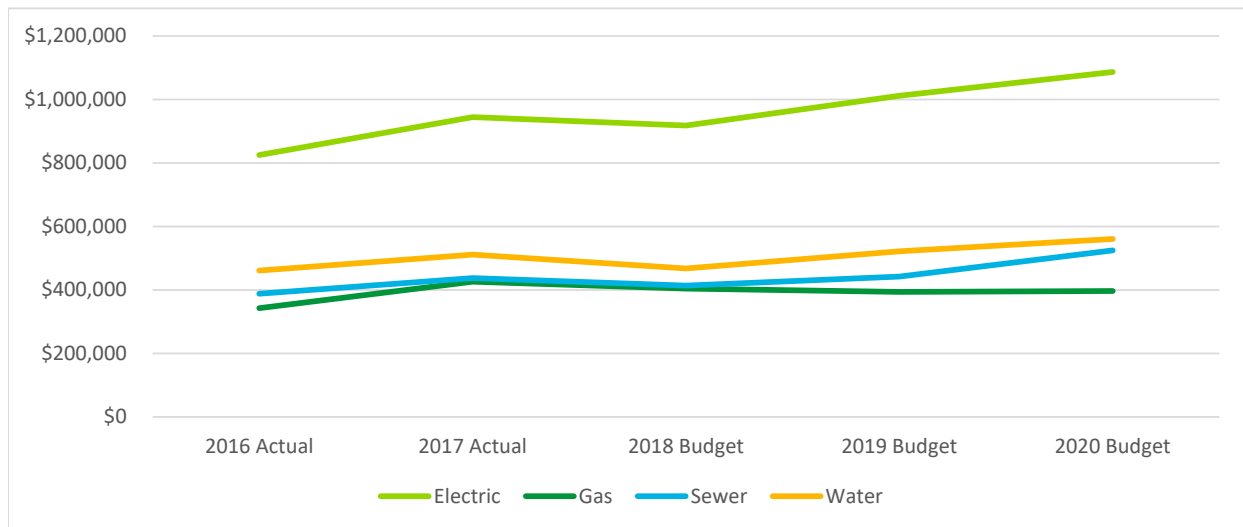
The following are the utility taxes collected by the City. The City owned utilities account for 75.3% in 2019 and 76.8% in 2020 of the budgeted total utility tax receipts.

City utility tax revenues come from 7 major business categories and they are as follows:

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Electric	\$836,854	\$959,378	\$923,947	\$1,023,445	\$1,098,513
Garbage	260,104	277,230	250,000	290,000	290,000
Gas	343,004	425,714	404,617	393,989	396,176
Sewer	387,961	437,604	413,246	442,173	524,822
Telephone	342,363	315,005	335,000	295,000	290,000
Television	202,543	195,994	196,045	182,200	182,200
Water	460,619	511,090	467,728	521,231	560,150
Grand Total	\$2,833,448	\$3,122,014	\$2,990,583	\$3,148,037	\$3,341,861

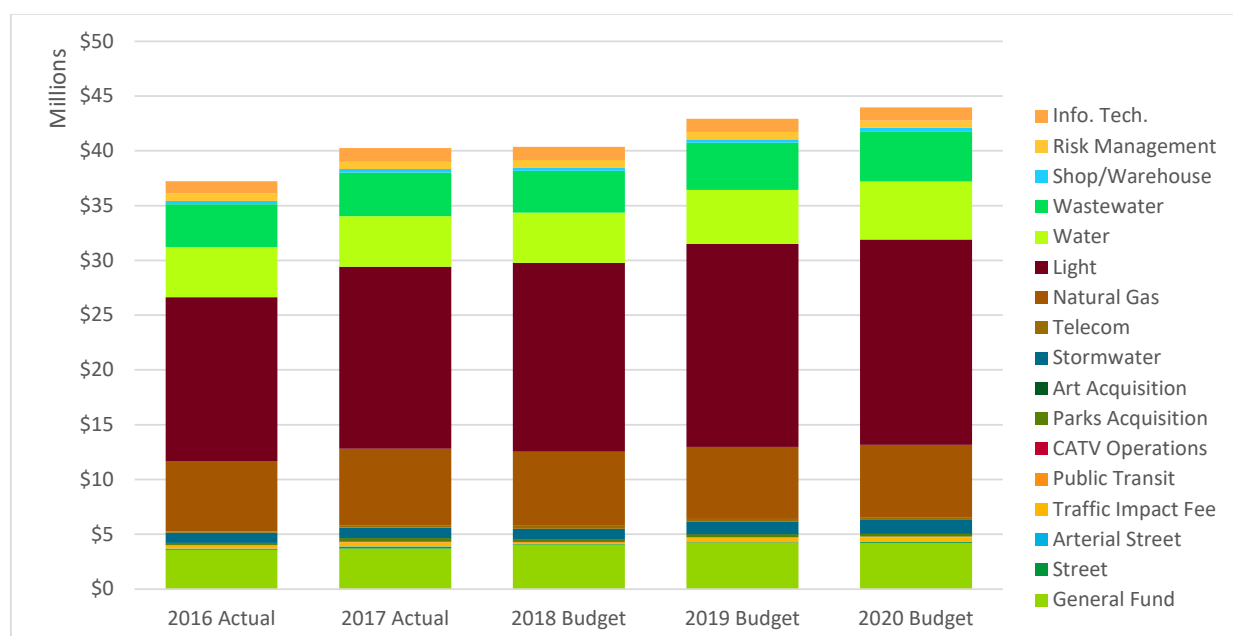
The following is the portion of utility tax revenue generated from the City's Utility departments:

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Electric	\$825,131	\$943,871	\$917,947	\$1,011,445	\$1,086,513
Gas	343,004	425,714	404,617	393,989	396,176
Sewer	387,961	437,604	413,246	442,173	524,822
Water	460,619	511,090	467,728	521,231	560,150
Grand Total	\$2,016,714	\$2,318,279	\$2,203,538	\$2,368,837	\$2,567,661



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Charges for Goods and Services



Charges for Goods and Services

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
General Fund	\$3,604,289	\$3,690,964	\$4,044,632	\$4,213,208	\$4,223,628
Street	69,114	148,013	61,200	71,400	71,400
Arterial Street	29,314	56,664	0	0	0
Traffic Impact Fee	239,779	346,971	107,986	373,986	409,486
Public Transit	79,599	75,000	75,000	75,000	75,000
CATV Operations	111	92	0	0	0
Parks Acquisition	192,815	337,802	265,000	265,000	265,000
Art Acquisition	1,055	1,005	1,000	1,000	1,000
Stormwater	940,425	948,514	955,706	1,194,869	1,315,790
Telecom	101,559	236,985	262,913	200,237	200,237
Natural Gas	6,373,412	6,973,099	6,769,121	6,580,770	6,617,229
Light	15,015,292	16,616,186	17,247,573	18,519,102	18,733,625
Water	4,571,824	4,594,899	4,562,885	4,940,746	5,285,257
Wastewater	3,919,004	3,998,178	3,819,616	4,306,000	4,586,378
Shop/Warehouse	292,511	314,322	310,700	310,700	310,700
Risk Management	670,013	670,013	670,013	665,924	665,924
Info. Tech.	1,121,687	1,238,906	1,219,326	1,221,414	1,210,749
Total	\$37,221,801	\$40,247,614	\$40,372,671	\$42,939,357	\$43,971,403

Charges for Goods and Services account for 51.48% of the total City revenue in 2019 and 59.06% in 2020. Proprietary funds account for 88.36% of the total Charges for Goods and Services revenue in 2019 and 88.53% in 2020. The General Fund accounts for the majority of the remaining charges for services and is mostly comprised of accounting, meter reading, cashing, legal, human resources, and general administrative services provided to the enterprise funds.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Appropriations Summary – 2019

Appropriated Fund	Personal Services	Services & Supplies	Capital Outlay	Debt Service	Transfers Out	Total Expense/Expenditure
General Fund	\$ 10,291,751	\$ 4,914,021	\$ 89,291	\$ 329,647	\$ -	\$ 15,624,711
Street	972,000	1,446,141	116,000			2,534,141
Arterial Street		1,067,480	4,649,000			5,716,480
Traffic Impact Fee		30,000			1,368,000	1,398,000
Public Transit	138,193	1,073,383	270,000			1,481,576
Criminal Justice	825,785	15,666				841,451
Drug Fund		6,500				6,500
Sales Tax					4,143,000	4,143,000
CATV Operations		103,349				103,349
Parks Acquisition			1,025,000			1,025,000
Art Acquisition	14,598	35,691				50,289
Lodging Tax		539,000	510,000			1,049,000
Housing Fund		157,500		175,000		332,500
Cap Improvement Debt				20,000		20,000
Maintenance Bond				212,900		212,900
Library Bond				170,400		170,400
Cap Improvement	176,138	318,680	3,319,840		600,000	4,414,658
Sidewalk		50,000	120,000		534,000	704,000
Stormwater	332,294	743,716	100,000		252,238	1,428,248
Telecom	28,271	95,475	1,436	19,073		144,255
Natural Gas	1,567,239	5,030,022	25,000	52,115		6,674,376
Light	2,407,092	14,195,587	243,600	604,525		17,450,803
Water	836,637	4,213,934	632,000	866,195	1,300,000	7,848,766
Wastewater	1,243,894	2,702,100	1,265,000	415,301		5,626,296
Shop/Warehouse	508,183	813,621	612,025			1,933,829
Health & Benefits	4,000	2,207,915				2,211,915
Risk Management		446,653				446,653
Info. Tech.	608,936	683,922	225,025			1,517,883
Library Trust		2,400	6,400			8,800
Hal Holmes Trust		10,000				10,000
Fire Relief	102,834	34,375				137,209
Total	\$ 20,057,846	\$ 40,937,132	\$ 13,209,617	\$ 2,865,156	\$ 8,197,238	\$ 85,266,989

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Appropriations Summary – 2020

Appropriated Fund	Personal Services	Services & Supplies	Capital Outlay	Debt Service	Transfers Out	Total Expense/Expenditure
General Fund	\$ 10,488,713	\$ 4,800,279	\$ 89,291	\$ 341,447	\$ -	\$ 15,719,731
Street	1,024,877	1,430,919				2,455,796
Arterial Street		770,000	1,537,000			2,307,000
Traffic Impact Fee		30,000			600,000	630,000
Public Transit	144,785	1,036,295	160,000			1,341,080
Criminal Justice	839,223	15,666				854,889
Drug Fund		1,600				1,600
Sales Tax					4,776,317	4,776,317
CATV Operations		103,473				103,473
Parks Acquisition						-
Art Acquisition	14,900	35,691				50,591
Lodging Tax		538,000	60,000			598,000
Housing Fund		157,500		175,000		332,500
Cap Improvement Debt				20,000		20,000
Maintenance Bond				212,900		212,900
Library Bond				175,900		175,900
Cap Improvement	180,621		2,653,214			2,833,835
Sidewalk		50,000	120,000		130,000	300,000
Stormwater	344,162	499,531	100,000		256,238	1,199,931
Telecom	29,206	95,335		19,073		143,614
Natural Gas	1,649,121	4,831,557	25,000	52,115		6,557,793
Light	2,489,776	14,509,119	206,920	602,825		17,808,640
Water	862,783	3,428,842	1,952,000	633,037	1,650,000	8,526,661
Wastewater	1,252,553	2,446,636	1,425,000	363,608		5,487,797
Shop/Warehouse	533,545	759,174	349,607			1,642,326
Health & Benefits	4,000	2,207,915				2,211,915
Risk Management		508,842				508,842
Info. Tech.	623,119	587,612	52,000			1,262,731
Library Trust		2,400	6,400			8,800
Hal Holmes Trust		10,000				10,000
Fire Relief	107,976	34,375				142,351
Total	\$ 20,589,360	\$ 38,890,761	\$ 8,736,432	\$ 2,595,904	\$ 7,412,555	\$ 78,225,013

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2019-2020 Biennial Budget Ordinance

ORDINANCE NO. 4815

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, ADOPTING THE 2019-2020 BIENNIAL BUDGET FOR THE CITY OF ELLENSBURG, WASHINGTON.

WHEREAS, State law, Chapter 35A.34 RCW, provides the legislative body of any code city the authority by ordinance to elect to have a two-year fiscal biennium budget in lieu of an annual budget; and

WHEREAS, Ordinance No. 4592 adopted by the City of Ellensburg on May 16, 2011 established the two-year fiscal biennium budget beginning January 1, 2013 and requires thereafter that a two-year fiscal biennial budget be prepared, considered and adopted under the provisions of Chapter 35A.34 RCW; and

WHEREAS, a public hearing on the general fund revenue estimates for 2019 was advertised and held on October 1, 2018 for the purpose of providing information to the public regarding the revenue estimates to be included in the proposed budget and at which hearing all taxpayers were heard who appeared for or against; and

WHEREAS, a public hearing on the preliminary biennial budget for the two-year fiscal biennium 2019-2020 was advertised and held on November 5, 2018 for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, a public hearing on the proposed biennial budget for the two-year fiscal biennium 2019-2020 was advertised and held on November 19, 2018 for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council met regarding the proposed budget on December 3, 2018 for the purpose of adopting a final budget for the two-year fiscal biennium 2019-2020, and at which meeting the City Council made such changes as it deemed necessary and proper;

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

Section 1. 2019-2020 Biennial Budget Adoption. The 2019-2020 Biennial Budget for the City of Ellensburg for the period January 1, 2019 through December 31, 2020, as determined in Exhibits A, B, and C, is hereby adopted.

Section 2. Copies of the biennial budget to be filed. The City Clerk is directed to keep a complete copy of the final 2019-2020 biennial budget, as adopted, together with a copy of the adopting ordinance, on file in the City Clerk's office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

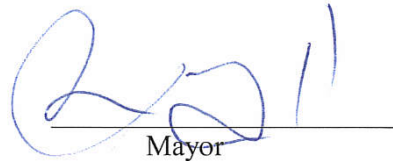
CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect January 1, 2019 after passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 3rd day of December, 2018.




Mayor

Attest: 

City Clerk

Approved as to form:



City Attorney

Publish: December 6, 2018

I, Coreen M. Reno, City Clerk of said City, do hereby certify that Ordinance No. 4815 is a true and correct copy of said Ordinance of like number of said City as the same was passed by said Council, and that Ordinance No. 4815 was published as required by law.



COREEN M. RENO, CMC

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Ordinance 4815 - Exhibit A City of Ellensburg 2019 Budget - All Funds

Fund/Department	Budgeted Beg Fund Balance	2019 Revenues	2019 Expenditures	Budgeted Ending Fund Balance
Total General Fund	\$816,360	\$14,904,686	\$15,624,711	\$96,335
Budgeted General Sub-Funds				
Sales Tax	2,606,993	4,670,674	4,143,000	3,134,667
Lodging Tax	482,286	590,000	1,049,000	23,286
Total Budgeted General Sub-Funds	3,089,280	5,260,674	5,192,000	3,157,954
Special Revenue Funds:				
Street	926,753	2,072,364	2,534,141	464,977
Arterial Street	903,414	5,644,141	5,716,480	831,075
Traffic Impact Fees	1,483,085	385,486	1,398,000	470,571
Ellensburg Public Transit	1,198,998	1,054,934	1,481,576	772,355
Criminal Justice	957,110	979,741	841,451	1,095,400
Drug Fund	4,933	1,600	6,500	33
CATV Ops. and & Maint.	123,630	107,045	103,349	127,326
Park Acquisitions	848,593	266,711	1,025,000	90,304
Art Acquisitions	23,269	51,500	50,289	24,480
Housing & Related Services	5,000	350,000	332,500	22,500
Total Special Revenue Funds	6,474,784	10,913,523	13,489,287	3,899,020
Debt Service Funds				
Capital Imprv. Debt	0	20,000	20,000	0
2010 Maintenance Bond	79,804	212,700	212,900	79,604
Library Bond Debt	101,564	175,000	170,400	106,164
LID Guarantee Fund	131,377	0	0	131,377
Total Debt Service Funds	312,745	407,700	403,300	317,145
Capital Project Funds				
Capital Imprv. Bond Projects	169,693	7,078,800	4,414,658	2,833,835
General Capital Projects	0	0	0	0
Sidewalk Improvements	449,979	285,000	704,000	30,979
Total Capital Project Funds	619,672	7,363,800	5,118,658	2,864,814
Trust & Agency Funds				
Library Trust	297,846	7,500	8,800	296,546
Hal Holmes Trust	456,599	10,000	10,000	456,599
Fire Relief & Pension Trust	417,603	165,169	137,209	445,563
Total Trust & Agency Funds	1,172,048	182,669	156,009	1,198,708
Enterprise Funds				
Stormwater	617,167	1,199,869	1,428,248	388,789
Telecommunications	132,430	202,360	144,255	190,535
Gas	2,177,579	6,584,270	6,674,376	2,087,473
Light	4,749,871	18,857,911	17,450,803	6,156,978
Water	3,805,053	5,675,234	6,748,766	2,731,521
Water Construction	3,640	1,100,000	1,100,000	3,640
Sewer	2,287,638	4,570,297	5,626,296	1,231,639
Total Enterprise Funds	13,773,378	38,189,941	39,172,744	12,790,574
Internal Service Funds				
Shop & Equipment	5,298,375	2,137,775	1,933,829	5,502,321
Health Ins. & Benefits	1,012,850	2,152,744	2,211,915	953,679
Risk Management	774,023	669,724	446,653	997,094
IT Fund	573,086	1,221,414	1,517,883	276,617
Total Internal Service Funds	7,658,335	6,181,657	6,110,280	7,729,712
Grand Total	\$33,916,601	\$83,404,650	\$85,266,989	\$32,054,263

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Ordinance 4815 - Exhibit B

City of Ellensburg 2020 Budget - All Funds

Fund/Department	Budgeted Beg Fund Balance	2020 Revenues	2020 Expenditures	Budgeted Ending Fund Balance
Total General Fund	\$96,335	\$15,712,355	\$15,719,731	\$88,960
Budgeted General Sub-Funds				
Sales Tax	3,134,667	4,708,748	4,776,317	3,067,098
Lodging Tax	23,286	619,000	598,000	44,286
Total Budgeted General Sub-Funds	3,157,954	5,327,748	5,374,317	3,111,385
Special Revenue Funds:				
Street	464,977	2,076,364	2,455,796	85,545
Arterial Street	831,075	1,575,226	2,307,000	99,301
Traffic Impact Fees	470,571	420,986	630,000	261,558
Ellensburg Public Transit	772,355	848,700	1,341,080	279,975
Criminal Justice	1,095,400	979,741	854,889	1,220,252
Drug Fund	33	1,600	1,600	33
CATV Ops. and & Maint.	127,326	107,045	103,473	130,898
Park Acquisitions	90,304	266,711	0	357,015
Art Acquisitions	24,480	51,500	50,591	25,389
Housing & Related Services	22,500	350,000	332,500	40,000
Total Special Revenue Funds	3,899,020	6,677,874	8,076,930	2,499,965
Debt Service Funds				
Capital Imprv. Debt	0	20,000	20,000	0
2010 Maintenance Bond	79,604	212,700	212,900	79,404
Library Bond Debt	106,164	175,000	175,900	105,264
LID Guarantee Fund	131,377	0	0	131,377
Total Debt Service Funds	317,145	407,700	408,800	316,045
Capital Project Funds				
Capital Imprv. Bond Projects	2,833,835	0	2,833,835	0
General Capital Projects	0	0	0	0
Sidewalk Improvements	30,979	285,000	300,000	15,979
Total Capital Project Funds	2,864,814	285,000	3,133,835	15,979
Trust & Agency Funds				
Library Trust	296,546	7,500	8,800	295,246
Hal Holmes Trust	456,599	10,000	10,000	456,599
Fire Relief & Pension Trust	445,563	165,169	142,351	468,381
Total Trust & Agency Funds	1,198,708	182,669	161,151	1,220,226
Enterprise Funds				
Stormwater	388,789	1,320,790	1,199,931	509,649
Telecommunications	190,535	200,924	143,614	247,844
Gas	2,087,473	6,620,729	6,557,793	2,150,409
Light	6,156,978	19,073,396	17,808,640	7,421,734
Water	2,731,521	5,824,503	6,876,661	1,679,362
Water Construction	3,640	1,650,000	1,650,000	3,640
Sewer	1,231,639	4,867,417	5,487,797	611,259
Total Enterprise Funds	12,790,574	39,557,758	39,724,436	12,623,897
Internal Service Funds				
Shop & Equipment	5,502,321	2,173,524	1,642,326	6,033,520
Health Ins. & Benefits	953,679	2,251,631	2,211,915	993,395
Risk Management	997,094	669,724	508,842	1,157,976
IT Fund	276,617	1,210,749	1,262,731	224,635
Total Internal Service Funds	7,729,712	6,305,628	5,625,814	8,409,526
Grand Total	\$32,054,263	\$74,456,731	\$78,225,013	\$28,285,982

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Ordinance No. 4815 - Exhibit C
2019/2020 Biennial Budget - Positions by Department
1 of 4

Department/ Position	FTE '19	FTE '20	Department/ Position	FTE '19	FTE '20
General Governmental					
Mayor	0.04	0.04	Police Department		
Council Member	0.21	0.21	Animal Shelter Manager	1.00	1.00
Plant Maintenance (Public Works Dept.)	1.00	1.00	Police Captain	1.00	1.00
Total FTE	1.25	1.25	Police Chief	1.00	1.00
			Police Records Supervisor	1.00	1.00
Finance Department					
Accountant II	1.00	1.00	Animal Control Officer	1.50	1.50
Accounting Manager	1.00	1.00	Code Enforcement Officer - RPZ	2.50	2.50
City Clerk	1.00	1.00	Secretary/Records Clerk	3.00	3.00
Executive Assistant/Assistant City Clerk	0.44	0.44	Officer First Class	10.00	10.00
Finance Director	1.00	1.00	Officer Second class	-	1.00
Senior Financial Analyst/Budget Officer	1.00	1.00	Officer Third class	1.00	3.00
Utility Services Supervisor	1.00	1.00	Corporal	2.00	2.00
Account Clerk 1/RPZ	1.00	1.00	Probationary	3.00	-
Account Clerk II	2.00	2.00	Sergeant	5.00	5.00
Accounting Specialist	3.00	3.00	Total FTE	32.00	32.00
Accounting Specialist/AP	1.00	1.00			
Payroll/ Accounting Specialist	1.00	1.00	Criminal Justice Fund (Police Department)		
Payroll/Benefits Technician	0.50	0.50	Police Captain	1.00	1.00
Sr. Meter Reader	1.00	1.00	Animal Control Officer	0.50	0.50
Sr. Utility Account Clerk	1.00	1.00	Animal Shelter Aide	0.90	0.90
Finance Applications Specialist	1.00	1.00	Secretary/Records Clerk	0.75	0.75
Total FTE	17.94	17.94	Officer First Class	3.00	3.00
			Corporal	2.00	2.00
			Total FTE	8.15	8.15
City Administration					
Assistant City Manager/ City Attorney	0.90	0.90	Community Development Department		
City Manager	1.00	1.00	Building Inspector II	1.00	1.00
Communications/ Govt. Relations Officer	1.00	1.00	Building Official	1.00	1.00
Executive Assistant - Manager	1.00	1.00	Planning Secretary	1.00	1.00
Executive Assistant/Deputy City Clerk	1.00	1.00	Community Development Director	1.00	1.00
Construction Projects Manager	0.46	0.46	Associate Planner	1.00	1.00
HR Director	1.00	1.00	Economic Development Manager	0.63	0.63
HR Specialist	1.00	1.00	Planning/Permit Tech	1.00	1.00
Total FTE	7.36	7.36	Senior Planner	3.00	3.00
			Total FTE	9.63	9.63

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Ordinance No. 4815 - Exhibit C
2019/2020 Biennial Budget - Positions by Department
2 of 4

Department/ Position	FTE '19	FTE '20	Department/ Position	FTE '19	FTE '20
Parks & Recreation Department					
Aquatic & Rec Supervisor	1.00	1.00	Library/ Hal Holmes Department		
Custodian I	0.36	0.36	Library Director	1.00	1.00
Custodian II	0.22	0.22	Youth Services Librarian	1.00	1.00
E.R.C. Rec Aide II	1.24	1.24	Facilities Assistant	0.45	0.45
Lifeguard III	0.58	0.58	Facilities Coordinator	1.00	1.00
Lifeguard I	2.65	2.65	Library Aide	0.38	0.38
Lifeguard II	0.58	0.58	Library Assistant	3.15	3.15
Parks & Rec Director	1.00	1.00	Library Associate	3.75	3.75
Rec Aide IV	0.62	0.62	Office Specialist	0.45	0.45
Rec. Leader II	0.10	0.10	Library Specialist	0.75	0.75
Sports Official I	0.23	0.23	Total FTE	11.93	11.93
Sports Official II	0.38	0.38	Info. Technology		
Sports Official III	0.28	0.28	Assistant City Manager/ City Attorney	0.05	0.05
Sports Official IV	0.07	0.07	IT & Telecommunications Manager	0.90	0.90
Sports Official VI	0.47	0.47	IT System Administrator	1.00	1.00
Swim Instructor I	0.07	0.07	IT Systems Administrator - SQL	1.00	1.00
Swim Instructor II	0.63	0.63	Executive Assistant/Deputy City Clerk	0.05	0.05
Swim Instructor III	0.53	0.53	GIS Coordinator	1.00	1.00
Adult Activity Coordinator	1.00	1.00	GIS Specialist	1.00	1.00
Adult Activity Rec Leader III	0.45	0.45	Total FTE	5.00	5.00
E.R.C. Coordinator.	1.00	1.00	Telecommunications Utility		
Front Desk Admin - Recreation Lead	0.40	0.40	Assistant City Manager/ City Attorney	0.05	0.05
Mechanical - Recreation Lead	0.40	0.40	IT & Telecommunications Manager	0.10	0.10
Parks & Rec Administrative Secretary	1.00	1.00	Executive Assistant/Deputy City Clerk	0.05	0.05
SBYC Rec Leader	0.40	0.40	Total FTE	0.20	0.20
Special Events - Recreation Lead	0.40	0.40			
Staff Training - Recreation Lead	0.40	0.40			
Swim Lesson Coordinator	0.40	0.40			
Youth Center & Athletic Program Coordinator.	1.00	1.00			
Foreperson	1.00	1.00			
Park Maintenance Tech	7.17	7.17			
Total FTE	26.03	26.03			

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Ordinance No. 4815 - Exhibit C
2019/2020 Biennial Budget - Positions by Department

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Department/ Position	FTE '19	FTE '20	Department/ Position	FTE '19	FTE '20
Public Works Admin/ Engineering (Public Works & Utilities)					
Assistant City Engineer	1.00	1.00	Electric Light Utility		
City Engineering Manager	1.00	1.00	Foreman	1.00	1.00
Public Works & Utilities Director	1.00	1.00	Lineman	6.00	6.00
Sr. Operations Analyst	1.00	1.00	Serviceman	1.00	1.00
Administrative Secretary	1.00	1.00	Assistant Utilities Director	0.45	0.45
Development Coordinator	1.00	1.00	Light Operations Supervisor	1.00	1.00
Engineer Tech II	1.00	1.00	Operations Analyst - ES	0.67	0.67
Engineer Tech I	1.00	1.00	Power & Gas Manager	0.45	0.45
Total FTE	8.00	8.00	Project Engineer	1.00	1.00
Street			Total FTE	14.02	14.02
Assistant Public Works Director	0.25	0.25			
Operations Analyst	0.25	0.25			
Foreperson	1	1	Water Utility		
Heavy Equipment Operator	7	7	Assistant Public Works Director	0.25	0.25
Summer Temp Laborer	1	1	Civil Engineer	0.50	0.50
Temp Crackfill Laborer	0.48	0.48	Operations Analyst	0.25	0.25
Temp General Laborer	0.46	0.46	Temporary Labor	1.50	1.50
Total FTE	10.44	10.44	Cross Connection	1.00	1.00
Ellensburg Public Transit			Foreperson	1.00	1.00
Transit Manager	1.00	1.00	Plant Maintenance	1.00	1.00
Total FTE	1.00	1.00	Senior Pipeman	4.00	4.00
Stormwater Utility			Total FTE	9.50	9.50
Stormwater Utility Manager	1.00	1.00			
Stormwater Tech/Urban Horticulturist	1.00	1.00			
Stormwater Temp (April to Oct)	1.16	1.16			
Total FTE	3.16	3.16			

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Ordinance No. 4815 – Exhibit C
2019/2020 Biennial Budget – Positions by Department

4 of 4

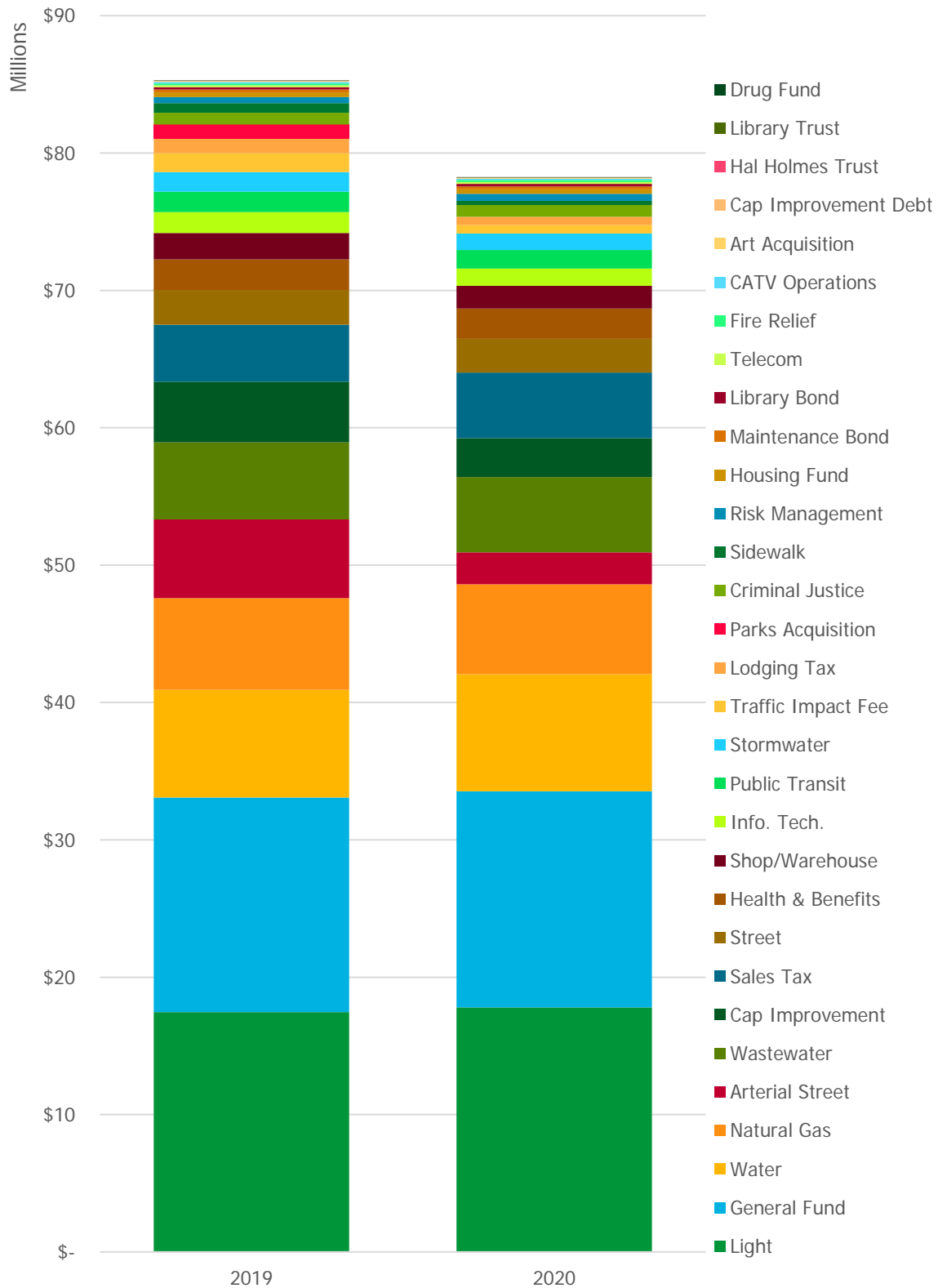
Department/ Position	FTE '19	FTE '20
Wastewater Utility		
Assistant Public Works Director	0.25	0.25
Civil Engineer	0.50	0.50
Operations Analyst	0.25	0.25
Temporary Labor	0.58	0.58
Collection Service	2.00	2.00
Foreperson	1.00	1.00
Lab-Tech. Operator	1.00	1.00
T.P.O.	4.00	4.00
T.P.O. Plant Maintenance/TPO	2.00	2.00
Total FTE	11.58	11.58
Natural Gas Utility		
Assistant Utilities Director	0.40	0.40
Gas Engineer	1.00	1.00
Gas Engineering & Operations Manager	1.00	1.00
Operations Analyst - ES	0.33	0.33
Power & Gas Manager	0.55	0.55
Rate Analyst	0.55	0.55
Engineering Specialist- Gas	1.00	1.00
Gas Foreman	1.00	1.00
Gas Journeyman	4.00	4.00
Gas Journeyman (Apprentice)	1.00	1.00
Gas Serviceman	1.00	1.00
Total FTE	11.83	11.83
Shop/ Warehouse		
Assistant Public Works Director	0.25	0.25
Operations Analyst	0.25	0.25
Equipment Mechanic	2.00	2.00
Sr. Equipment Mechanic	1.00	1.00
Foreman	1.00	1.00
Temporary Labor	0.58	0.58
Warehouseman	1.00	1.00
Total FTE	6.08	6.08

Budget by Fund

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CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Annually Budgeted Resource Use by Fund



2019 Budget by Fund

2019 Budget by Fund

	General Fund		Special Revenue Funds						
			Street	Arterial Street	Traffic Impact Fee	Public Transit	Criminal Justice	Drug Fund	Sales Tax
Available Resources									
Beginning Fund Balance	\$816,360	\$926,753	\$903,414	\$1,483,085	\$1,198,998	\$957,110	\$4,933	\$2,606,993	
Revenues									
Taxes	6,601,412					766,500	979,341		4,665,674
Licenses & Permits	691,050		4,250						
Intergovt. Rev.	467,895	318,926	2,930,391			206,234			
Charges for Services	4,213,208	71,400			373,986	75,000			
Fines & Forfeits	290,900						1,600		
Miscellaneous	200,222	9,500	7,500		11,500	7,200	400		5,000
Revenues Total	12,464,686	399,826	2,942,141	385,486	1,054,934	979,741	1,600	4,670,674	
Other Resources									
Transfers In	2,440,000	1,672,538	2,702,000						
Long-Term Debt Issuance									
Interfund Loan Repayment									
Other Receipts									
Other Resources Total	2,440,000	1,672,538	2,702,000	0	0	0	0	0	0
Total Available Resources	15,721,046	2,999,118	6,547,555	1,868,571	2,253,932	1,936,851	6,533	7,277,667	
Uses of Resources									
Expenditures									
Salaries	7,203,279	652,197				98,756	597,411		
Benefits	3,088,473	319,803				39,437	228,374		
Services	2,687,959	575,888	1,052,480		25,000	889,982	7,833		
Supplies	571,197	537,076				139,460	7,833	6,500	
Intergovt	1,041,947	102,100							
Capital Outlay	89,291	116,000	4,649,000			270,000			
Debt Service	329,647								
Interfund	612,918	231,077	15,000		5,000	43,941			
Expenditures Total	15,624,711	2,534,141	5,716,480	30,000	1,481,576	841,451	6,500	0	
Other Uses									
Transfers Out				1,368,000					4,143,000
Other Uses Total	0	0	0	1,368,000	0	0	0	0	4,143,000
Total Uses of Resources	15,624,711	2,534,141	5,716,480	1,398,000	1,481,576	841,451	6,500	4,143,000	
Change in Fund Balance	-720,025	-461,777	-72,339	-1,012,514	-426,642	138,290	-4,900	527,674	
Ending Fund Balance	\$96,335	\$464,977	\$831,075	\$470,571	\$772,355	\$1,095,400	\$33	\$3,134,667	

2019 Budget by Fund – Continued

2019

	Special Revenue Funds - Continued					Debt Service Funds			
	CATV Operations	Parks Acquisition	Art Acquisition	Lodging Tax	Housing Fund	Cap. Imp. Debt	Maintenance Bond	Library Bond	LID Gurantee
Available Resources									
Beginning Fund Balance	\$123,630	\$848,593	\$23,269	\$482,286	\$5,000	\$0	\$79,804	\$101,564	\$131,377
Revenues									
Taxes	93,200			589,000	350,000			175,000	
Licences & Permits	13,845								
Intergovt. Rev.		1,711							
Charges for Services		265,000	1,000						
Fines & Forfeits									
Miscellaneous			500	1,000					
Revenues Total	107,045	266,711	1,500	590,000	350,000	0	0	175,000	0
Other Resources									
Transfers In			50,000			20,000	212,700		
Long- Term Debt Issuance									
Interfund Loan Repayment									
Other Receipts									
Other Resources Total	0	0	50,000	0	0	20,000	212,700	0	0
Total Available Resources	230,675	1,115,304	74,769	1,072,286	355,000	20,000	292,504	276,564	131,377
Uses of Resources									
Expenditures									
Salaries			12,079						
Benefits			2,519						
Services	80,000		35,691	449,430	140,000				
Supplies					17,500				
Intergovt	5,000			89,570					
Capital Outlay		1,025,000		510,000					
Debt Service					175,000	20,000	212,900	170,400	
Interfund	18,349								
Expenditures Total	103,349	1,025,000	50,289	1,049,000	332,500	20,000	212,900	170,400	0
Other Uses									
Transfers Out									
Other Uses Total	0	0	0	0	0	0	0	0	0
Total Uses of Resources	103,349	1,025,000	50,289	1,049,000	332,500	20,000	212,900	170,400	0
Change in Fund Balance	3,696	-758,289	1,211	-459,000	17,500	0	-200	4,600	0
Ending Fund Balance	\$127,326	\$90,304	\$24,480	\$23,286	\$22,500	\$0	\$79,604	\$106,164	\$131,377

2019 Budget by Fund – Continued

	Capital Funds		Utility Funds					
	Capital Improvement	Sidewalk	Stormwater	Telecom	Natural Gas	Light	Water	Wastewater
Available Resources								
Beginning Fund Balance	\$169,693	\$449,979	\$617,167	\$132,430	\$2,177,579	\$4,749,871	\$3,808,693	\$2,287,638
Revenues								
Taxes		280,000						
Licenses & Permits							700	
Intergovt. Rev.				1,436			260,000	
Charges for Services			1,194,869	200,237	6,580,770	18,519,102	4,940,746	4,306,000
Fines & Forfeits								
Miscellaneous		5,000	5,000	687	3,500	63,809	51,393	38,600
Revenues Total	0	285,000	1,199,869	202,360	6,584,270	18,582,911	5,252,839	4,344,600
Other Resources								
Transfers In							1,100,000	
Long-Term Debt Issuance	7,078,800							
Interfund Loan Repayment						275,000		
Other Receipts							422,395	225,697
Other Resources Total	7,078,800	0	0	0	0	275,000	1,522,395	225,697
Total Available Resources	7,248,493	734,979	1,817,037	334,790	8,761,849	23,607,781	10,583,927	6,857,935
Uses of Resources								
Expenditures								
Salaries	124,236		230,552	19,993	1,109,423	1,704,319	508,900	824,302
Benefits	51,902		101,742	8,278	457,816	702,773	327,737	419,592
Services	318,680	50,000	437,668	73,472	1,140,298	3,038,958	2,873,087	1,516,379
Supplies			35,700	200	2,970,288	9,456,185	258,921	136,100
Intergovt							20,000	600
Capital Outlay	3,319,840	120,000	100,000	1,436	25,000	243,600	632,000	1,265,000
Debt Service				19,073	52,115	604,525	866,195	415,301
Interfund			270,348	21,803	919,436	1,700,444	1,061,926	1,049,021
Expenditures Total	3,814,658	170,000	1,176,010	144,255	6,674,376	17,450,803	6,548,766	5,626,296
Other Uses								
Transfers Out	600,000	534,000	252,238				1,300,000	
Other Uses Total	600,000	534,000	252,238	0	0	0	1,300,000	0
Total Uses of Resources	4,414,658	704,000	1,428,248	144,255	6,674,376	17,450,803	7,848,766	5,626,296
Change in Fund Balance	2,664,142	-419,000	-228,378	58,105	-90,106	1,407,107	-1,073,533	-1,055,999
Ending Fund Balance	\$2,833,835	\$30,979	\$388,789	\$190,535	\$2,087,473	\$6,156,978	\$2,735,161	\$1,231,639

2019 Budget by Fund – Continued

2019

	Internal Service Funds				Fiduciary Funds		
	Shop/ Warehouse	Health & Benefits	Risk Management	Info. Tech.	Library Trust	Hal Holmes Trust	Fire Relief
Available Resources							
Beginning Fund Balance	\$5,298,375	\$1,012,850	\$774,023	\$573,086	\$297,846	\$456,599	\$417,603
Revenues							
Taxes							
Licences & Permits							
Intergovt. Rev.			665,924	1,221,414			21,088
Charges for Services	310,700						
Fines & Forfeits							
Miscellaneous	1,827,075	2,152,744	3,800		7,500	10,000	144,081
Revenues Total	2,137,775	2,152,744	669,724	1,221,414	7,500	10,000	165,169
Other Resources							
Transfers In							
Long-Term Debt Issuance							
Interfund Loan Repayment							
Other Receipts							
Other Resources Total	0	0	0	0	0	0	0
Total Available Resources	7,436,150	3,165,594	1,443,747	1,794,500	305,346	466,599	582,772
Uses of Resources							
Expenditures							
Salaries	337,915			427,333			41,035
Benefits	170,268	4,000		181,603			61,799
Services	313,624	2,207,915	446,653	409,502	400	10,000	11,275
Supplies	348,000			274,420	2,000		23,100
Intergovt							
Capital Outlay	612,025			225,025	6,400		
Debt Service							
Interfund	151,997						
Expenditures Total	1,933,829	2,211,915	446,653	1,517,883	8,800	10,000	137,209
Other Uses							
Transfers Out							
Other Uses Total	0	0	0	0	0	0	0
Total Uses of Resources	1,933,829	2,211,915	446,653	1,517,883	8,800	10,000	137,209
Change in Fund Balance	203,946	-59,171	223,071	-296,469	-1,300	0	27,960
Ending Fund Balance	\$5,502,321	\$953,679	\$997,094	\$276,617	\$296,546	\$456,599	\$445,563

2020 Budget by Fund

2020 Budget by Fund

2020

Available Resources

	General Fund	Special Revenue Funds						
		Street	Arterial Street	Traffic Impact Fee	Public Transit	Criminal Justice	Drug Fund	Sales Tax
Beginning Fund Balance	\$96,335	\$464,977	\$831,075	\$470,571	\$772,355	\$1,095,400	\$33	\$3,134,667
Revenues								
Taxes	6,805,263				766,500	979,341		4,703,748
Licences & Permits	691,050		4,250					
Intergovt. Rev.	427,975	318,926	833,476					
Charges for Services	4,223,628	71,400		409,486	75,000			
Fines & Forfeits	290,900					1,600		
Miscellaneous	200,222	9,500	7,500	11,500	7,200	400		5,000
Revenues Total	12,639,038	399,826	845,226	420,986	848,700	979,741	1,600	4,708,748
Other Resources								
Transfers In	3,073,317	1,676,538	730,000					
Long-Term Debt Issuance								
Interfund Loan Repayment								
Other Receipts								
Other Resources Total	3,073,317	1,676,538	730,000	0	0	0	0	0
Total Available Resources	15,808,690	2,541,341	2,406,301	891,558	1,621,055	2,075,141	1,633	7,843,415
Uses of Resources								
Expenditures								
Salaries	7,310,851	688,477			103,427	603,390		
Benefits	3,177,863	336,400			41,358	235,833		
Services	2,593,010	557,788	755,000	25,000	853,002	7,833		
Supplies	547,841	538,576			139,460	7,833	1,600	
Intergovt	1,041,947	103,100						
Capital Outlay	89,291		1,537,000		160,000			
Debt Service	341,447							
Interfund	617,481	231,455	15,000	5,000	43,833			
Expenditures Total	15,719,731	2,455,796	2,307,000	30,000	1,341,080	854,889	1,600	0
Other Uses								
Transfers Out	0	0	0	600,000				4,776,317
Other Uses Total	0	0	0	600,000	0	0	0	4,776,317
Total Uses of Resources	15,719,731	2,455,796	2,307,000	630,000	1,341,080	854,889	1,600	4,776,317
Change in Fund Balance	-7,376	-379,432	-731,774	-209,014	-492,380	124,852	0	-67,569
Ending Fund Balance	\$88,959	\$85,545	\$99,301	\$261,558	\$279,975	\$1,220,252	\$33	\$3,067,098

2020 Budget by Fund – Continued

	Special Revenue Funds - Continued					Debt Service Funds			
	CATV Operations	Parks Acquisition	Art Acquisition	Lodging Tax	Housing Fund	Cap. Imp. Debt	Maintenance Bond	Library Bond	LID Guarantee
Available Resources									
Beginning Fund Balance	\$127,326	\$90,304	\$24,480	\$23,286	\$22,500	\$0	\$79,604	\$106,164	\$131,377
Revenues									
Taxes	93,200			618,000	350,000			175,000	
Licenses & Permits	13,845								
Intergovt. Rev.		1,711							
Charges for Services		265,000	1,000						
Fines & Forfeits									
Miscellaneous			500	1,000					
Revenues Total	107,045	266,711	1,500	619,000	350,000	0	0	175,000	0
Other Resources									
Transfers In			50,000			20,000	212,700		
Long-Term Debt Issuance									
Interfund Loan Repayment									
Other Receipts									
Other Resources Total	0	0	50,000	0	0	20,000	212,700	0	0
Total Available Resources	234,371	357,015	75,980	642,286	372,500	20,000	292,304	281,164	131,377
Uses of Resources									
Expenditures									
Salaries			12,319						
Benefits			2,581						
Services	80,000		35,691	444,660	140,000				
Supplies					17,500				
Intergovt	5,000			93,340					
Capital Outlay				60,000					
Debt Service					175,000	20,000	212,900	175,900	
Interfund	18,473								
Expenditures Total	103,473	0	50,591	598,000	332,500	20,000	212,900	175,900	0
Other Uses									
Transfers Out									
Other Uses Total	0	0	0	0	0	0	0	0	0
Total Uses of Resources	103,473	0	50,591	598,000	332,500	20,000	212,900	175,900	0
Change in Fund Balance	3,572	266,711	909	21,000	17,500	0	-200	-900	0
Ending Fund Balance	\$130,898	\$357,015	\$25,389	\$44,286	\$40,000	\$0	\$79,404	\$105,264	\$131,377

2020 Budget by Fund – Continued

	Capital Funds		Utility Funds					
	Capital Improvement	Sidewalk	Stormwater	Telecom	Natural Gas	Light	Water	Wastewater
Available Resources								
Beginning Fund Balance	\$2,833,835	\$30,979	\$388,789	\$190,535	\$2,087,473	\$6,156,978	\$2,735,161	\$1,231,639
Revenues								
Taxes		280,000						
Licenses & Permits							700	
Intergovt. Rev.								
Charges for Services			1,315,790	200,237	6,617,229	18,733,625	5,285,257	4,586,378
Fines & Forfeits								
Miscellaneous		5,000	5,000	687	3,500	64,770	51,393	37,600
Revenues Total	0	285,000	1,320,790	200,924	6,620,729	18,798,396	5,337,350	4,623,978
Other Resources								
Transfers In							1,650,000	
Long-Term Debt Issuance								
Interfund Loan Repayment						275,000		
Other Receipts							487,153	243,439
Other Resources Total	0	0	0	0	0	275,000	2,137,153	243,439
Total Available Resources	2,833,835	315,979	1,709,579	391,458	8,708,202	25,230,374	10,209,664	6,099,056
Uses of Resources								
Expenditures								
Salaries	126,720		238,324	20,582	1,167,738	1,760,394	523,450	811,750
Benefits	53,901		105,838	8,624	481,383	729,382	339,333	440,803
Services		50,000	201,640	73,472	1,093,517	3,061,205	2,088,448	1,257,731
Supplies			28,200	200	2,817,691	9,742,616	258,921	136,100
Intergovt							20,000	600
Capital Outlay	2,653,214	120,000	100,000		25,000	206,920	1,952,000	1,425,000
Debt Service				19,073	52,115	602,825	633,037	363,608
Interfund			269,691	21,663	920,349	1,705,298	1,061,473	1,052,205
Expenditures Total	2,833,835	170,000	943,693	143,614	6,557,793	17,808,640	6,876,661	5,487,797
Other Uses								
Transfers Out		130,000	256,238				1,650,000	
Other Uses Total	0	130,000	256,238	0	0	0	1,650,000	0
Total Uses of Resources	2,833,835	300,000	1,199,931	143,614	6,557,793	17,808,640	8,526,661	5,487,797
Change in Fund Balance	-2,833,835	-15,000	120,860	57,309	62,936	1,264,756	-1,052,159	-620,380
Ending Fund Balance	\$0	\$15,979	\$509,649	\$247,844	\$2,150,409	\$7,421,734	\$1,683,002	\$611,259

2020 Budget by Fund – Continued

2020

	Internal Service Funds				Fiduciary Funds			
	Shop/ Warehouse	Health & Benefits	Risk Management	Info. Tech.	Library Trust	Hal Holmes Trust	Fire Relief	
Available Resources								
Beginning Fund Balance	\$5,502,321	\$953,679	\$997,094	\$276,617	\$296,546	\$456,599	\$445,563	
Revenues								
Taxes								
Licences & Permits								
Intergovt. Rev.							21,088	
Charges for Services	310,700		665,924	1,210,749				
Fines & Forfeits								
Miscellaneous	1,862,824	2,251,631	3,800		7,500	10,000	144,081	
Revenues Total	2,173,524	2,251,631	669,724	1,210,749	7,500	10,000	165,169	
Other Resources								
Transfers In								
Long-Term Debt Issuance								
Interfund Loan Repayment								
Other Receipts								
Other Resources Total	0	0	0	0	0	0	0	0
Total Available Resources	7,675,845	3,205,310	1,666,818	1,487,366	304,046	466,599	610,732	
Uses of Resources								
Expenditures								
Salaries	354,368			434,964			43,087	
Benefits	179,177	4,000		188,155			64,889	
Services	253,624	2,207,915	508,842	387,702	400	10,000	11,275	
Supplies	353,000			199,910	2,000		23,100	
Intergovt								
Capital Outlay	349,607			52,000	6,400			
Debt Service								
Interfund	152,550							
Expenditures Total	1,642,326	2,211,915	508,842	1,262,731	8,800	10,000	142,351	
Other Uses								
Transfers Out								
Other Uses Total	0	0	0	0	0	0	0	0
Total Uses of Resources	1,642,326	2,211,915	508,842	1,262,731	8,800	10,000	142,351	
Change in Fund Balance	531,198	39,716	160,882	-51,982	-1,300	0	22,818	
Ending Fund Balance	\$6,033,520	\$993,395	\$1,157,976	\$224,635	\$295,246	\$456,599	\$468,381	

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Budget by Department

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CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Departments

This section presents the budget information by department. A department may have responsibility over multiple funds in order to track expenditures/expenses and revenues properly.

The following are the departments and some of their areas of responsibility:

City Administration Department

- General Fund - City Manager
- General Fund - City Attorney
- General Fund - Human Resources
- Utility Funds - Telecommunications
- Internal Service Funds – Information Tech.

Finance Department

- General Fund – Finance
- General Fund – City Clerk
- General Fund – Customer Service
- General Fund – Financial Applications

City Non-Departmental (Finance Tracks)

- General Fund - City General
- Sales Tax Fund
- Debt Service Funds
- Health Insurance Fund
- Risk Management Fund
- Fire Relief and Pension Fund
- Hal Holmes Trust Fund
- Lodging Tax Fund
- Capital Improvement Fund
- Art Acquisition Fund

Library Department

- General Fund – Library/Hal Holmes
- Library Trust Fund
- CATV Fund

Police

- General Fund - Police
- Criminal Justice Fund
- Drug Fund

Community Development Department

- General Fund - Community Development
- Housing & Related Services Fund

Parks & Recreation

- General Fund - Parks & Recreation
- Parks Acquisition Fund

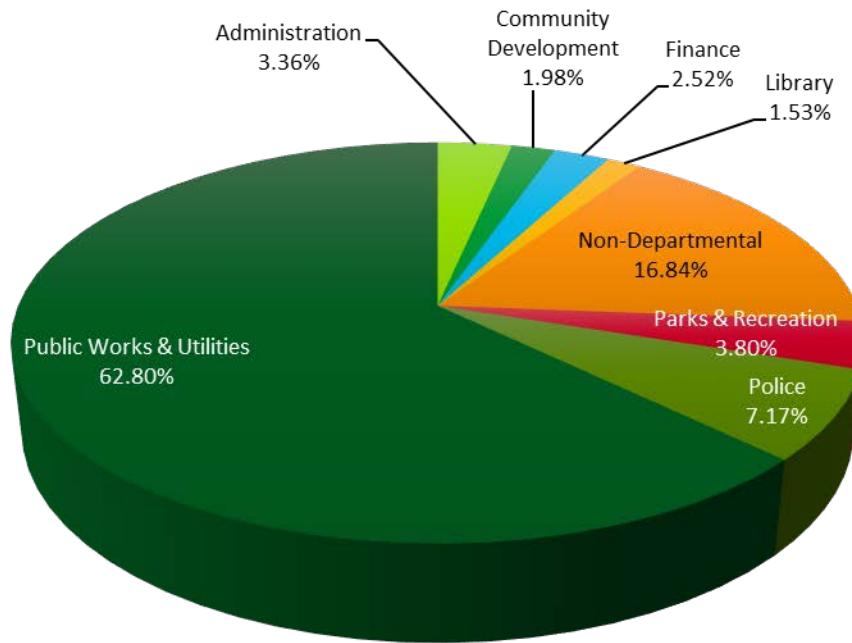
Public Works & Utilities Department

- General Fund - Engineering
- Street Fund
- Arterial Street Fund
- Traffic Impact Fund
- Sidewalk Improvement Fund
- Ellensburg Public Transit
- Stormwater Fund
- Water Fund
- Sewer Fund
- Shop & Equipment Fund
- Natural Gas Fund
- Electric Fund

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Total Summary by Department 2019 & 2020

2019/2020 Expenditures/Expenses by Department

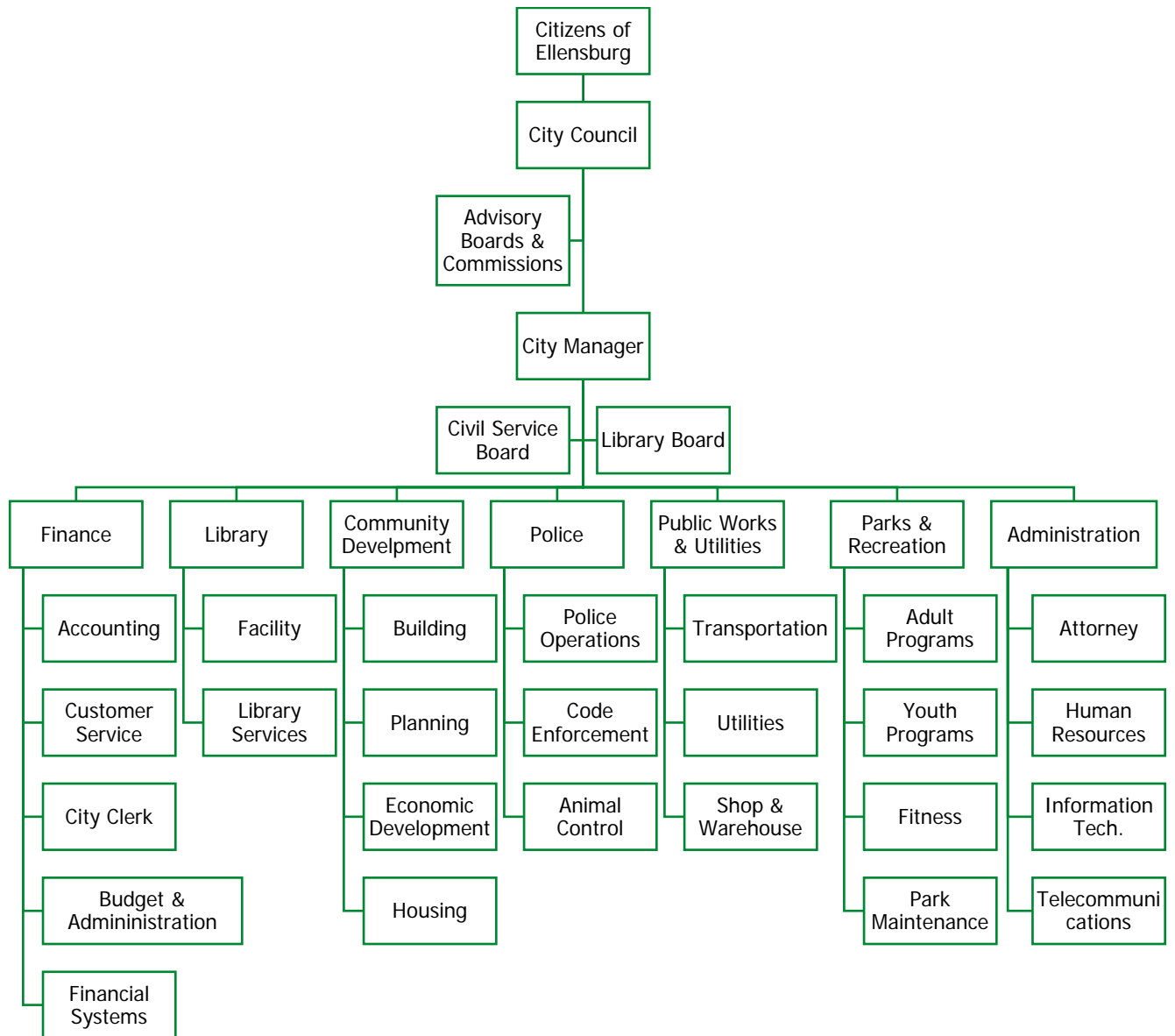


2019/2020 Expenditures/ Expenses by Department

Department	2019	2020	Total Biennial	% of Total
Administration	\$2,857,932	\$2,629,366	\$5,487,298	3.36%
Community Development	1,606,877	1,628,923	3,235,800	1.98%
Finance	2,060,726	2,058,538	4,119,264	2.52%
Library	1,248,472	1,259,222	2,507,694	1.53%
Non-Departmental	14,461,598	13,077,458	27,539,056	16.84%
Parks & Recreation	3,612,794	2,596,040	6,208,834	3.80%
Police	5,820,934	5,906,796	11,727,730	7.17%
Public Works & Utilities	53,597,656	49,068,670	102,666,326	62.80%
Total Biennial	\$85,266,989	\$78,225,013	\$163,492,001	100.00%

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2019/2020 City of Ellensburg Organizational Chart

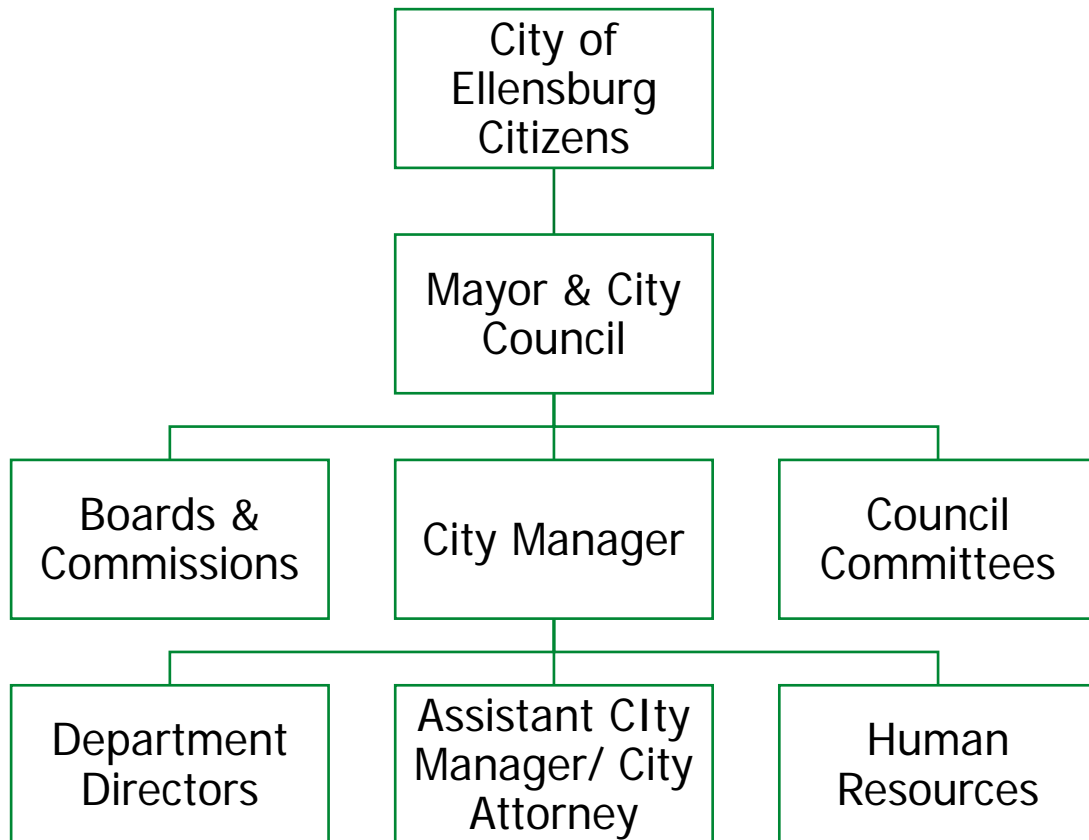


Non-Departmental

The City General department covers both the City Council and other functions that are not the responsibility of other departments.

The City Council consists of the Mayor and six other council members. The Council is the legislative arm of the city government. It is responsible for all the legislative actions and setting policy for administration of the city government by setting policies to protect the rights of citizens of the City of Ellensburg and adopting policies that set the rates and fees to fund the services that are provided. The Council gives general direction to the City Manager, and the City Manager performs the day-to-day general administration of the City.

The City's general taxes like the property tax, utility tax, and leasehold excise tax are reported in the non-departmental department of the General Fund.



You can reach your City Council via

- | | | |
|---------------|---|--|
| Postal mail | - | 501 N. Anderson Street |
| Email | - | citycouncil@ci.ellensburg.wa.us |
| Message phone | - | (509) 962-7221 |

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Non-Departmental Revenue Summary

Department: City Non-Departmental **Fund:** General Fund **Account #:** 001-011

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes					
Admission Tax	\$102,307	\$101,075	\$94,000	\$100,000	\$100,000
Criminal Justice	400,803	435,107	343,490	392,685	373,050
Gambling Tax	78,526	94,250	71,625	71,625	71,625
Leasehold Excise Tax	18,451	15,751	22,000	16,000	16,000
Property Taxes	2,780,681	2,845,497	3,007,752	2,966,265	2,995,927
Utility Taxes	2,737,337	3,029,806	2,897,383	3,054,837	3,248,661
Taxes Total	6,118,105	6,521,486	6,436,249	6,601,412	6,805,263
Charges for Services					
Data/Word Processing	0	26	0	0	0
Interfund Assessments	247,791	313,797	288,989	318,948	323,907
Photocopy Sales	837	441	100	100	100
Charges for Services Total	248,628	314,265	289,089	319,048	324,007
Fines & Forfeits					
Gambling Tax Penalty	50	1,122	0	0	0
Fines & Forfeits Total	50	1,122	0	0	0
Intergovt. Rev.					
Criminal Justice	24,371	25,485	26,068	27,917	27,917
Forest Excise Tax	0	0	0	0	0
Liquor Excise Tax	89,508	94,145	90,178	101,052	101,052
Liquor Profit Allocation	162,035	163,032	163,170	160,426	160,426
PUD Privledge Tax	0	4,366	0	0	0
State Assistance	115,505	116,997	100,000	116,000	116,000
Intergovt. Rev. Total	391,418	404,026	379,416	405,395	405,395
Licenses & Permits					
Franchise Fee	0	0	500	0	0
Licenses & Permits Total	0	0	500	0	0
Miscellaneous					
Cellular Site Lease	88,670	68,175	81,534	66,534	66,534
Judgments & Settlements	0	40	0	0	0
Miscellaneous	83,932	45,187	20,000	30,000	30,000
Sale of Surplus	234	1,425	1,000	1,000	1,000
Miscellaneous Total	172,836	114,827	102,534	97,534	97,534
Transfers In					
Transfers In	1,844,520	2,007,403	2,065,000	2,440,000	3,073,317
Transfers In Total	1,844,520	2,007,403	2,065,000	2,440,000	3,073,317
Total Revenues	\$8,775,557	\$9,363,127	\$9,272,788	\$9,863,389	\$10,705,516

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental - City General Summary

This accounts for the activities of the city that cut across all areas of city operations and those that don't fit within any other organizational unit. Examples of this include direct support for community programs, support for organizational planning, building maintenance, and citywide support.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Expenditures					
Salaries	\$70,270	\$73,524	\$83,759	\$87,201	\$91,990
Benefits	\$112,000	\$113,502	\$161,268	\$159,446	\$161,165
Services	\$598,097	\$538,815	\$562,149	\$590,736	\$513,661
Supplies	\$16,926	\$19,432	\$33,250	\$33,250	\$33,250
Intergovernmental	\$184,026	\$194,622	\$205,999	\$206,834	\$206,834
Debt Service	\$18,347	\$15,597	\$317,697	\$329,647	\$341,447
Interfund	\$187,230	\$198,348	\$188,460	\$188,460	\$188,460
Total Expenditures	\$1,186,896	\$1,153,839	\$1,552,582	\$1,595,574	\$1,536,807
FTE	1.25	1.25	1.25	1.25	1.25

Budgeted FTE are the City Council, including the Mayor, and the City's Building Maintenance position.

The City of Ellensburg prides itself in supporting community activities and events for its citizens. The City Council funds several programs including Hope Source, substance abuse prevention, and Downtown Cleanup for the pleasure and general wellbeing of its citizens. Budgeted figures include interfund debt service for the acquisition and renovation of the current city hall.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental Summary - Sales Tax

Department: Non-Departmental

Fund: Sales Taxes Fund

Account #: 100-140

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$4,365,540	\$4,895,235	\$4,824,158	\$4,665,674	\$4,703,748
Miscellaneous	7,646	7,070	5,000	5,000	5,000
Revenues Total	4,373,185	4,902,305	4,829,158	4,670,674	4,708,748
Transfers Out					
General Fund	1,844,520	2,000,000	2,040,000	2,440,000	3,073,317
Street	1,190,000	1,578,259	1,320,300	1,420,300	1,420,300
Arterial Street	350,000	175,000	420,000		
Public Transit	57,500				
Police Equipment	51,188	75,920	55,922		
Maintenance Bond Debt Service	215,653	217,500	212,700	212,700	212,700
Capital Improvement Capital Fund			300,000		
General Capital		590,000			
Stormwater	40,500				
Art Acquisition	50,000	50,000	50,000	50,000	50,000
Capital Improvement Debt Service			20,000	20,000	20,000
Transfers Out Total	3,799,361	4,686,679	4,418,922	4,143,000	4,776,317
Contribution To(From) Fund Balance	\$573,824	\$215,626	\$410,236	\$527,674	-\$67,569

This acts as the primary reserve of the City's General Fund.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental – Art Acquisition

Department: Non-Departmental **Fund:** Art Acquisition **Account #:** 100-162

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$1,055	\$1,005	\$1,000	\$1,000	\$1,000
Miscellaneous	103	434	50	50	50
Transfers In	50,000	50,000	50,000	50,000	50,000
Revenues Total	51,158	51,439	51,050	51,050	51,050
Expenditures					
Salaries			11,740	12,079	12,319
Benefits			2,569	2,519	2,581
Supplies	75	319			
Services	23,670	25,329	35,691	35,691	35,691
Capital Outlay	10,766	4,974			
Expenditures Total	34,511	30,622	50,000	50,289	50,591
Grand Total	\$16,647	\$20,817	\$1,050	\$1,211	\$909

This fund was created in 2016 to fund public art acquisition and promotion. Funded by a dedicated portion of the City's construction related sales tax, annual revenues are set in city code between a ceiling of \$50,000 a year and a floor of \$25,000 per year.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary-Lodging Tax

Department: Non-Departmental

Fund: Lodging Tax

Account #: 100-165

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$511,145	\$551,890	\$520,000	\$589,000	\$618,000
Miscellaneous	3,806	15,280	1,000	1,000	1,000
Revenues Total	514,951	567,170	521,000	590,000	619,000
Expenditures					
Supplies	13,888	21,109	37,960		
Services	17,841	5,645	1,040	449,430	444,660
Capital Outlay	0		110,000	510,000	60,000
Intergovt	460,526	448,650	481,000	89,570	93,340
Expenditures Total	492,254	475,403	630,000	1,049,000	598,000
Grand Total	\$22,697	\$91,767	-\$109,000	-\$459,000	\$21,000

The Lodging Tax Fund distributes revenues to enhance tourism in the city, and support visitor facilities.

The City charges a 4% Hotel/Motel tax on the hospitality services within the city limits. The fund is disbursed based on the recommendations of the Lodging Tax Advisory Committee. The Committee is made up of one council member who chairs the committee, two members from the lodging industry, and two members from agencies that receive funding from the Lodging Tax Fund.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental Summary – 2010 G.O. Bond Debt Funds

Department: Non-Departmental

Fund: 2010 GO Debt Fund

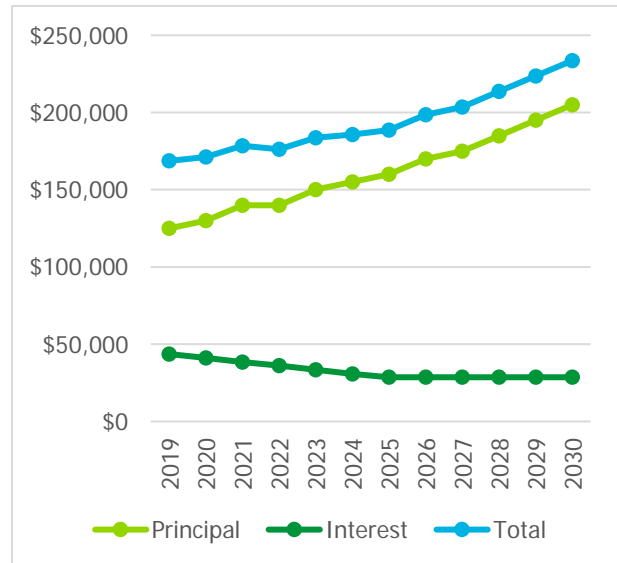
Account #: 200-225

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Transfers In	\$215,653	\$217,500	\$212,700	\$212,700	\$212,700
Revenues Total	215,653	217,500	212,700	212,700	212,700
Expenditures					
Debt Service					
Principal Paid	115,000	120,000	120,000	125,000	130,000
Interest Paid	100,350	96,900	92,100	87,300	82,300
Other Fees	303	297	600	600	600
Debt Service Total	215,653	217,197	212,700	212,900	212,900
Expenditures Total	215,653	217,197	212,700	212,900	212,900
Revenues/ Expenditures	\$0	\$303	\$0	-\$200	-\$200

The City issued bonds to finance various capital projects, including: roof replacement on municipal buildings; renovations at the City's pool facility and other recreational properties and facilities; upgrade of an audio system for the Council chambers; transportation related improvements, including traffic signal and road projects, and parking improvements; and a flood plain improvement project. Rated by Standard & Poor's with an AA, interest rates range from 2.00% to 5.00%. The bond is callable in December 2020.

Debt Service:

Year	Principal	Interest	Total
2019	\$125,000	\$43,650	\$168,650
2020	130,000	41,150	171,150
2021	140,000	38,550	178,550
2022	140,000	36,100	176,100
2023	150,000	33,562	183,562
2024	155,000	30,750	185,750
2025	160,000	28,625	188,625
2026	170,000	28,625	198,625
2027	175,000	28,625	203,625
2028	185,000	28,625	213,625
2029	195,000	28,625	223,625
2030	205,000	28,625	233,625
Total	\$1,930,000	\$395,512	\$2,325,512



The bonds are secured with the full faith and credit of the City and are payable from any legally available funds of the City.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental Summary - G.O. Bond Debt Funds

Department: Non-Departmental

Fund: Library Constr.
Refund Debt

Account #: 200-230

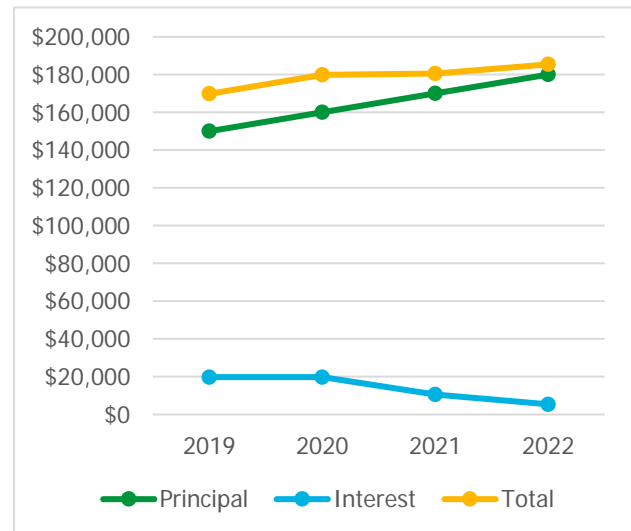
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$171,092	\$173,840	\$175,000	\$175,000	\$175,000
Revenues Total	171,092	173,840	175,000	175,000	175,000
Expenditures					
Debt Service					
Principal Paid	125,000	135,000	140,000	150,000	160,000
Interest Paid	31,800	28,050	24,000	19,800	15,300
Other Fees	302	298	600	600	600
Debt Service Total	157,102	163,348	164,600	170,400	175,900
Expenditures Total	157,102	163,348	164,600	170,400	175,900
Revenues/ Expenditures	\$13,990	\$10,492	\$10,400	\$4,600	-\$900

The citizens of the City of Ellensburg voted to approve an unlimited liability bond to finance the renovation of the City's Library and event center (Hal Holmes) in 2002. The unlimited liability bond was \$1,905,000, issued in March of 2003. The bond was refunded and reissued in 2014 and a lower rate, reducing total costs to the city.

The bonds are secured by the full faith and credit of the City and are payable from special property tax levy and any legally available funds of the City.

Debt Service:

Year	Principal	Interest	Total
2019	\$150,000	\$19,800	\$169,800
2020	160,000	19,800	179,800
2021	170,000	10,500	180,500
2022	180,000	5,400	185,400
Total	\$660,000	\$55,500	\$715,500



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental Summary – Capital Facilities Improvement Program Debt Fund

Department: Non- Departmental **Fund:** Cap. Imp. Debt **Account #:** 200-240

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Transfer in- Sales Tax	\$0	\$0	\$20,000	\$20,000	\$20,000
Revenues Total	0	0	20,000	20,000	20,000
Expenditures					
Debt Service- Principal			10,000		10,000
Debt Service- Interest			10,000	20,000	10,000
Expenditures Total	0	0	20,000	20,000	20,000
Revenues/ Expenditures	\$0	\$0	\$0	\$0	\$0

Ordinance 4783 authorizes the issuance and sale of a not to exceed amount of \$7,200,000 Limited Tax General Obligation Bonds for the construction of renovations to the City's Public Safety Building and a portion of other city capital facilities improvements. Final debt service figures will be available when the final draw occurs in the 2019/2020 biennium.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Department– Capital Improvement Project

Department: Non-Departmental

Fund: Capital
Improvement Fund

Account #: 300-340

The Capital Improvement Project Fund is used to account for the renovation of the public safety building and other capital facility improvements financed with the 2017 Capital Facilities Improvement Bond.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Long-Term Debt Issuance	\$0	\$121,200	\$7,078,800	\$7,078,800	\$0
Transfers In			800,000		
Revenues Total	0	121,200	7,878,800	7,078,800	0
Expenditures					
Salaries			122,135	124,236	126,720
Benefits			49,978	51,902	53,901
Services				318,680	
Capital Outlay			7,156,772	3,319,840	2,653,214
Transfers Out			600,000	600,000	
Expenditures Total	0	0	7,928,885	4,414,658	2,833,835
Revenues/ Expenditures	\$0	\$121,200	-\$50,085	\$2,664,142	-\$2,833,835

Project expenditures were originally budgeted in 2018. The project timeline has evolved to anticipate completion of the projects in 2020. The updated construction timeline is reflected in the 2019 and 2020 budgets.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Health & Benefits

Department: Non-Departmental **Fund:** Health & Benefits Fund **Account #:** 500-540

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$2,038,372	\$2,044,194	\$2,682,536	\$2,152,744	\$2,251,631
Revenues Total	2,038,372	2,044,194	2,682,536	2,152,744	2,251,631
Expenditures					
Administration Fees	82,325	72,726	136,077	125,232	125,232
Claims Processing	1,538,908	1,349,955	2,135,587	1,635,587	1,635,587
Dental Insurance Premium	16,477	16,168	18,100	18,100	18,100
Stop Loss Premium	331,677	369,609	413,000	413,000	413,000
Federal Taxes	872	468	796	796	796
Health Insurance Services	7,539	6,416	8,000	8,000	8,000
Employee Wellness	7,567	9,168	11,200	11,200	11,200
Expenditures Total	1,985,365	1,824,509	2,722,760	2,211,915	2,211,915
Revenues/ Expenditures	\$53,007	\$219,685	-\$40,224	-\$59,171	\$39,716

The Health & Benefits Fund was created in 2010. The City is partially self-insured for its employee health and benefits program. The City purchased individual and aggregate stop loss insurance to limit its risk exposure. The City will pay up to \$75,000 in claims for an individual employee and up to \$1.63 million for the entire group. Once the maximum amount is exceeded then the insurance company takes over.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Risk Management

Department: Non-Departmental **Fund:** Risk Management Fund **Account #:** 500-545

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$670,013	\$670,013	\$670,013	\$665,924	\$665,924
Miscellaneous	23,413	10,421	800	3,800	3,800
Interfund	0	0	19,474	0	0
Revenues Total	693,426	680,434	690,287	669,724	669,724
Expenditures					
Benefits			20,000		
Services	528,827	547,591	541,054	446,653	508,842
Expenditures Total	528,827	547,591	561,054	446,653	508,842
Revenues/ Expenditures	\$164,599	\$132,844	\$129,233	\$223,071	\$160,882

The Risk Management Fund was established in 1984 to pay claims that are self-insured by the City, i.e. the deductibles. In 1998, the City Council expanded the fund's program to include programs that may also reduce the City's liability in terms of employees' health, safety, or injury by sponsoring training and wellness programs for the City employees as well as paying the city's liability insurance premiums. The fund was previously accounted for in 100-171 and was moved to 500-545 in 2011. Beginning in 2018, the city's unemployment insurance responsibilities are accounted for in this fund, with other departments of the city paying fees in to the Risk Management Fund based on unemployment claims history.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Fire Relief & Pension Fund

Department: Non-Departmental **Fund:** FR&P Fund **Account #:** 600-651

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$142,936	\$144,481	\$142,581	\$144,081	\$144,081
Intergovt. Rev.	20,418	20,821	21,088	21,088	21,088
Revenues Total	163,354	165,301	163,669	165,169	165,169
Expenditures					
Salaries	38,805	39,521	57,590	41,035	43,087
Benefits	57,028	55,883	68,941	61,799	64,889
Services	3,000	11,725	11,275	11,275	11,275
Supplies	11,946	13,891	23,100	23,100	23,100
Expenditures Total	110,779	121,021	160,906	137,209	142,351
Revenues/ Expenditures	\$52,576	\$44,281	\$2,763	\$27,960	\$22,818

The City is also the administrator of a pension retirement system called the Fire Relief and Pension Fund, a single employer defined benefit plan. The system provides retirement, disability, and death benefits to members and beneficiaries. The system is closed with no active members.

As of December 31, 2018 there were a total of seven individuals covered by this system. Six of them are retirees, and one is a widow of a retiree. The most recent actuarial study of the system was done by Milliman Consultants and Actuaries to determine the funding requirements as of December 31, 2017. As of this date, the assets valued at market were \$ 0.430 million and the actuarial present value of future benefits was \$ 0.828 million with unfunded actuarial accrued liabilities of \$ 0.398 million. The assets of the fund, along with future revenues from state fire insurance taxes and investment earnings are not sufficient to pay all future pension benefits, resulting in an actuarial deficiency. Thru the 2019/2020 budget, the City Council authorized allocating \$.141 million of 2019 and 2020 property tax receipts to the Fire Relief and Pension fund.

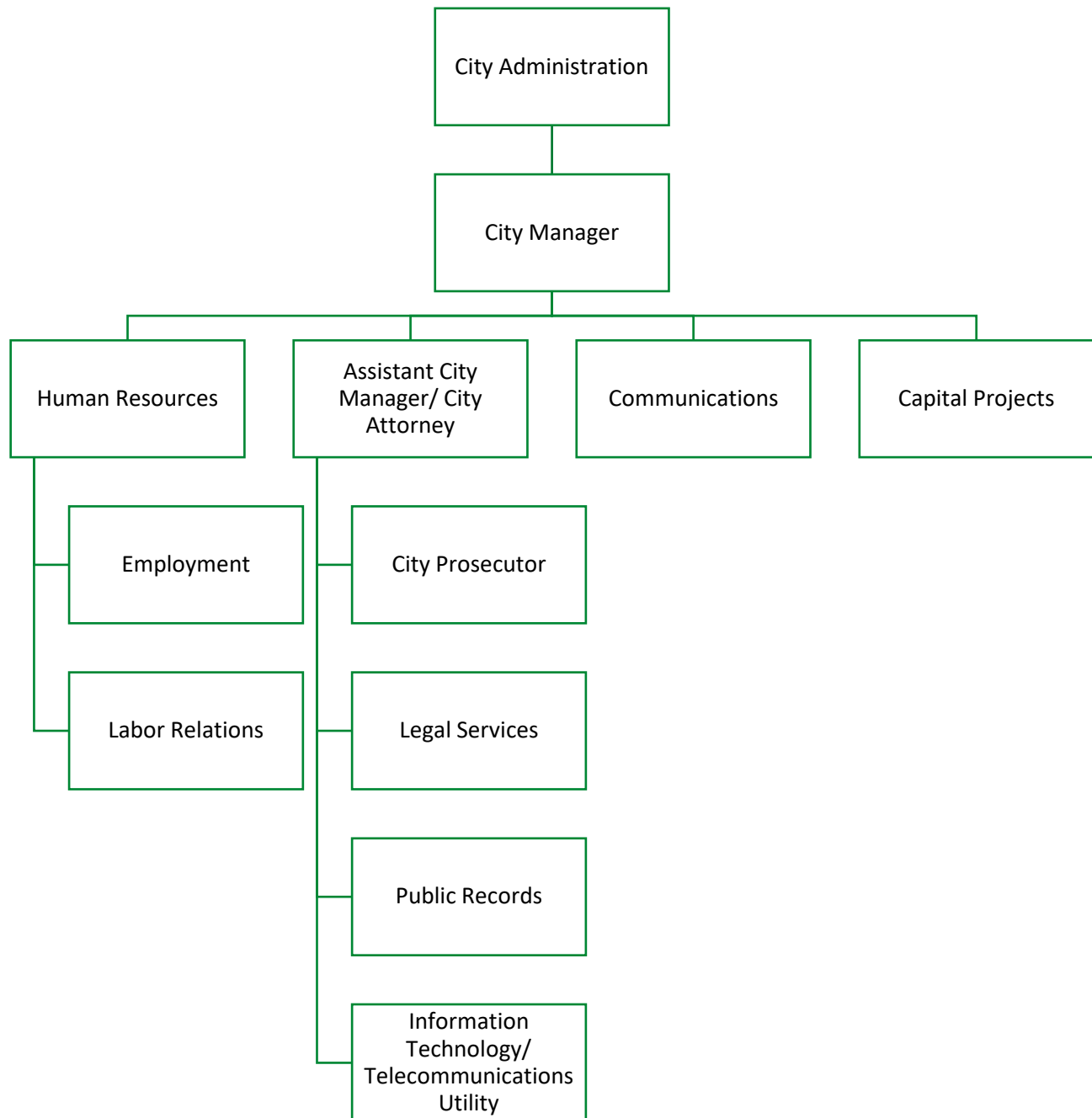
CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Administration

The City Administration consists of the City Manager's Office, City Attorney's Office, and the Human Resources Department. Currently it is staffed by 6.46 FTE.

Location: First floor, City Hall, 501 North Anderson Street, Ellensburg

Business Hours: 8:00 a.m. - 5:00 p.m.



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Manager

Mission Statement:

To provide administrative leadership and support to the City Council in the setting and accomplishment of community goals.

Goals:

- Continue to expand support for a positive business environment.
- Continue improvements to the City's web presence.
- Coordinate and support all the City Boards and Commissions through an effective recruitment, selection process and monitor the work of the appointed officials and staff.

Strategies:

- Coordinate and support all the City departments and boards through an effective recruitment and selection process, and by monitoring the work of the appointed officials and staff.
- Work closely with other local governmental jurisdictions, local civic organizations and agencies to better serve the City.
- Continue improvements to the City's web presence.
- Continue to expand support for a positive business environment.

General Overview:

The City Manager is the chief executive officer of the City. It is the City Manager's responsibility to execute and enforce the policies established by the City Council, provide administrative direction to all City departments, and to expend funds according to the budget approved by the City Council. Major functions include:

- analyzing primary policy and preparing alternative actions;
- coordinating and directing cross departmental activities;
- supervising department directors, City Attorney, Human Resources Director, Communications/Government Relations Officer and Executive Assistant;
- developing and monitoring annual work program;
- providing interface with federal, state and local institutions and agencies;
- developing and providing oversight for major research and analytical studies;
- serving as the public information center for the City; and
- representing the City in negotiations, intergovernmental efforts, and ceremonial activities as requested by Council.

The major task of the City Manager is balancing the community and employees' needs with the resources available to the City of Ellensburg in a manner that does not over-tax the residents of the city.

New Initiatives:

- Develop objective and collaborative ways to measure the activities of our department and allocation of City resources.
- Continue to provide management oversight of City activities.

Ongoing Commitments:

- To maintain open communication with staff and the public to provide transparent government services.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Completion of a strategic plan to review options available to the City for expansion of telecommunications services.
- Review of options for replacement or enhancement of the City's software systems.

Assistant City Manager/City Attorney

Mission Statement:

To provide legal advice and support to the City Council in the setting and accomplishment of community goals.

Goals:

- Enhance preventive law strategies for the City departments.
- Continue to provide timely and quality legal services to the City Council, City Manager, and the City departments in the most cost effective manner for the benefit of the citizens of the City of Ellensburg
- Initiate and defend lawsuits on behalf of the City
- Preparation of ordinances, resolutions, and other related documents required to carry out City policies and City Council's decisions

Strategies:

- Enhance preventive law strategies for the City departments.
- Provide timely and quality legal services to the City Council, City Manager, and the City departments in the most cost effective manner for the benefit of the citizens of the City of Ellensburg.
- Initiate and defend lawsuits on behalf of the City.
- Preparation of ordinances, resolutions, and other related documents required to carry out City policies and City Council's decisions.
- Ensure prosecution of local or state criminal law violations through the use of a contracted city prosecutor.
- Advise city departments on appropriate risk reduction and management strategies.

General Overview:

State law requires that each city have a City Attorney. The City Attorney is appointed by the City Manager with the consent of the City Council.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Human Resources

Mission Statement:

The Human Resources Division serves the City of Ellensburg by focusing efforts on the Department's most valuable asset, its employees. The Department does this through recruiting, hiring, retaining, and developing staff. They provide services that promote an environment characterized by fair treatment of staff, open communications, personal accountability, trust, and mutual respect.

Strategies:

- Optimizing the Organization.
 - Competency models/skills/job descriptions
 - Personnel policies and programs
 - Organization review, planning, succession planning and management development
- Ensuring competitive pay and benefits
 - Conduct Employee Compensation Surveys
 - Conduct benefit package cost every year
- Hiring and retaining people who will make us successful
 - Conduct a process to attract, screen, and select the most qualified candidate
 - Recruit, interview, and assist in the selection of employees
 - Utilize recruitment websites, job search engines, in-house recruitment, trade publishing, and agencies

General Overview:

The Human Resources Division of the City Administration is responsible for labor relations, safety, employee relations and compensation, benefit program administration, employment, training, and individual and organization development.

New Initiatives

- Provide leadership and direction in the development of short and long-term personnel goals
- Continue to increase educational and awareness efforts through training programs offered by WCIA
- Coordinate benefit program and pricing structure for each benefit year with the City Manager and Finance Director for the following year budget
- Continue to heighten awareness on the safety program
- Ensure all City employees receive at least one performance evaluation a year
- Streamline, simplify and automate processes and procedures
- Promote additional wellness programs for employees to encourage participation
- Provide consistent level of services for all employees. Provide general human resources consulting services to department directors, supervisors, and employees regarding legal compliance, performance management, HR policies and procedures, city values and priorities, and conflict resolution

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2017/2018 Accomplishments:

- Comprehensive safety training programs
- Affordable Care Act requirements
- Assist City Manager with Public Works and Energy Services Re-organization
- Assist City Attorney in preparation for union negotiations
- Hiring of Transit Manager, Project Engineer, Gas Engineer, Construction Project Manager, Economic Development Project Manager, Police Officers, along with many hourly and temporary employees

Workload Measures:

	2011	2012	2013	2014	2015	2016	2017	2018
Regular Full & Part time	157	158	159	158	164	167	173	172
Positions opened & processed	20	39	28	44	59	43	77	75
Compensation study (positions)	4	4	53	5	7	56	8	12
Safety meetings held	12	12	12	12	12	11	12	12
Wellness meetings	12	12	12	12	12	12	13	13
Turnover Rate				8.88%	6.87%	9.07%	7.05%	

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Administration – Financial Summary

Department: City
Administration

Fund: General Fund

Account #: 001-013

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$495,944	\$486,962	\$538,095	\$630,113	\$644,652
Miscellaneous	28,931	300	0	2,500	2,500
Revenues Total	524,875	487,262	538,095	632,613	647,152
Expenditures					
Salaries	548,578	615,320	629,297	645,981	664,315
Benefits	200,591	209,620	247,343	219,592	228,234
Services	118,713	126,029	182,403	286,621	286,588
Supplies	10,270	6,838	12,943	17,843	17,843
Interfund	19,767	18,685	21,825	25,757	26,041
Expenditures Total	897,919	976,492	1,093,811	1,195,794	1,223,021
Expenditures by Program					
Administration	363,105	429,067	520,807	558,004	574,940
City Attorney Services	307,422	315,211	324,815	379,888	384,877
Personnel Services	227,392	232,215	248,189	257,902	263,204
Total Expenditures by Program	897,919	976,492	1,093,811	1,195,794	1,223,021
Contribution to/from Fund Bal	-\$373,044	-\$489,230	-\$555,716	-\$563,181	-\$575,868

The City Administration Department includes City Manager's Office which consists of one (1) City Manager, one (1) Communications/Government Relations Officer, one (1) limited duration Capital Projects Manager and one (1) Executive Assistant. The City Attorney's Office consists of one (1) City Attorney and a .46 FTE Executive Assistant. The Human Resources Division consists of one (1) HR Director and one (1) HR Specialist.



The City completed the renovation of the old Washington Elementary School for use as City Hall in 2005. In staying true to our past, the City renovated the building to meet the City's needs without having to tear the building down. The exterior remains intact and on the national historical register.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Telecommunications Utility

The Telecommunications Utility Division was established by the City in 2014 making it the newest municipal telecommunications utility in Washington State. The City's broadband fiber optics network provides telecommunication services to about 40 public agency sites and five businesses with over 25 miles of overhead fiber optic cable and 2 miles of underground fiber optic cable. The service provided to public agencies and businesses is through "dark" and "lit" fiber. The lit fiber provides speeds of up to 10 Gbps through metro Ethernet transport or what is also known as Gigabit Ethernet and Internet access. The City provides telecommunications services to Kittitas County, Central Washington University, Ellensburg School District, Kittitas County PUD, Kittitas County Fire District, Kittitas Valley Community Hospital, Kittitas County's emergency dispatch center (KITTCOM) and some local businesses.

Financial Summary – Telecommunications

Department: Energy Services **Fund:** Telecommunications **Account #:** 400-451

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$638	\$665	\$0	\$687	\$687
Intergovt. Rev.	29,754	97,277	160,046	1,436	0
Charges for Services	101,559	244,854	268,386	200,237	200,237
Interfund	0	5,039	0	0	0
Long-Term Debt Issuance	290,243	0	0	0	0
Interfund Loan Received	0	0	165,000	0	0
Revenues Total	422,194	347,834	593,432	202,360	200,924
Expenditures					
Salaries	22,442	19,880	14,918	19,993	20,582
Benefits	5,371	5,555	6,011	8,278	8,624
Services	87,092	98,788	109,857	73,472	73,472
Supplies	3,945	129	85,900	200	200
Capital Outlay	40,854	106,358	181,207	1,436	
Interfund	4,312	4,312	13,719	21,803	21,663
Transfers Out		0	19,073		
Debt Service	2,603	19,724	198,261	19,073	19,073
Expenditures Total	166,620	254,747	628,946	144,255	143,614
Contribution to/from Fund Bal	\$255,574	\$93,087	-\$35,514	\$58,105	\$57,309
FTE	.15	.15	.15	.20	.20

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Information Technology Division

The Information Technology Division provides services to our internal and external customers. Internal customer services include hardware and software support for financial management, utility billing system, permit tracking system, Internet access, the City's website, and the voice network. The Division is also responsible for the City's Geographic Information System. External customer services include hardware and software support for Kittitas Valley Fire and Rescue. The Division operates and maintains the City's local area networks at 10 City facilities, a wireless workforce mobility network, and a help desk. The Division also supports approximately 170 desktops, 77 laptops, 14 Servers, 20 managed switches, 41 network printers, and the electronic data processing system for the Ellensburg Community Television channel.

Financial Summary - Information Services

Department: Energy Services **Fund:** Information Services **Account #:** 500-550

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$2,146	\$13,254	\$0	\$0	\$0
Charges for Services	1,121,687	1,238,906	1,219,326	1,221,414	1,210,749
Interdept	0	4,937	0	0	0
Revenues Total	1,123,833	1,257,097	1,219,326	1,221,414	1,210,749
Expenditures					
Salaries	480,930	426,406	407,563	427,333	434,964
Benefits	243,319	107,934	190,752	181,603	188,155
Services	325,546	325,904	360,512	409,502	387,702
Supplies	146,377	79,819	30,050	274,420	199,910
Capital Outlay	153,710	80,817	320,254	225,025	52,000
Expenditures Total	1,349,881	1,020,879	1,309,131	1,517,883	1,262,731
Contribution to/from Fund Bal	-\$226,048	\$236,218	-\$89,805	-\$296,469	-\$51,982
FTE	6	5*	5	5	5

*In 2017 the Applications Specialist position was moved from the IT division to the Finance Department.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Finance Department

Finance Department consists of Customer Service, Accounting, City Clerk, Administration, and Financial Systems.

Location: First floor, City Hall, 501 North Anderson Street, Ellensburg.

Business Hours: 8:00 a.m. - 5:00 p.m. The office is open during lunch to accommodate the public.

Mission Statement:

The mission of the Finance Department is to provide the highest quality of fiscal services to the citizens of Ellensburg, the elected officials and city employees. We are committed to providing exceptional stewardship, safeguarding the City's assets, and strengthening our citizens' trust in government.

Goals:

- Support the long-term financial stability and health of the City of Ellensburg
- Protect the City's financial integrity and credibility
- Provide transparency
- Provide accountability
- Provide excellent customer service

Strategies:

- Support the long-term financial stability and health of the City of Ellensburg
 - Recommend responsible financial management practices to Council and Management in order to ensure financial decisions are sustainable
 - Provide timely and accurate financial information to the Council and Management to improve the quality of management decisions
 - Ensure City Departments are properly funded and that operations and projects remain within budgets
 - Continue to develop fiscal policies that ensure a financially strong and effective city government
- Protect the City's financial integrity and credibility
 - Continue to receive unmodified opinions from the State Auditor's Office on the fair presentation of the City's financial statements in accordance with its regulatory basis of accounting.
 - Implement financial policies and procedures that are consistently monitored and reviewed to maintain the financial integrity of the City and its related agencies.
 - Ensure general ledger and reports comply with the Office of the State Auditor.
 - Ensure appropriate internal controls are in place and followed to safeguard City assets.
- Provide transparency
 - Support the City's legislative process
 - Accurately document the legislative actions of the City Council
 - Efficiently organize, safeguard and make records accessible to staff and the public
 - Make government open and available to individuals via technology and personal assistance

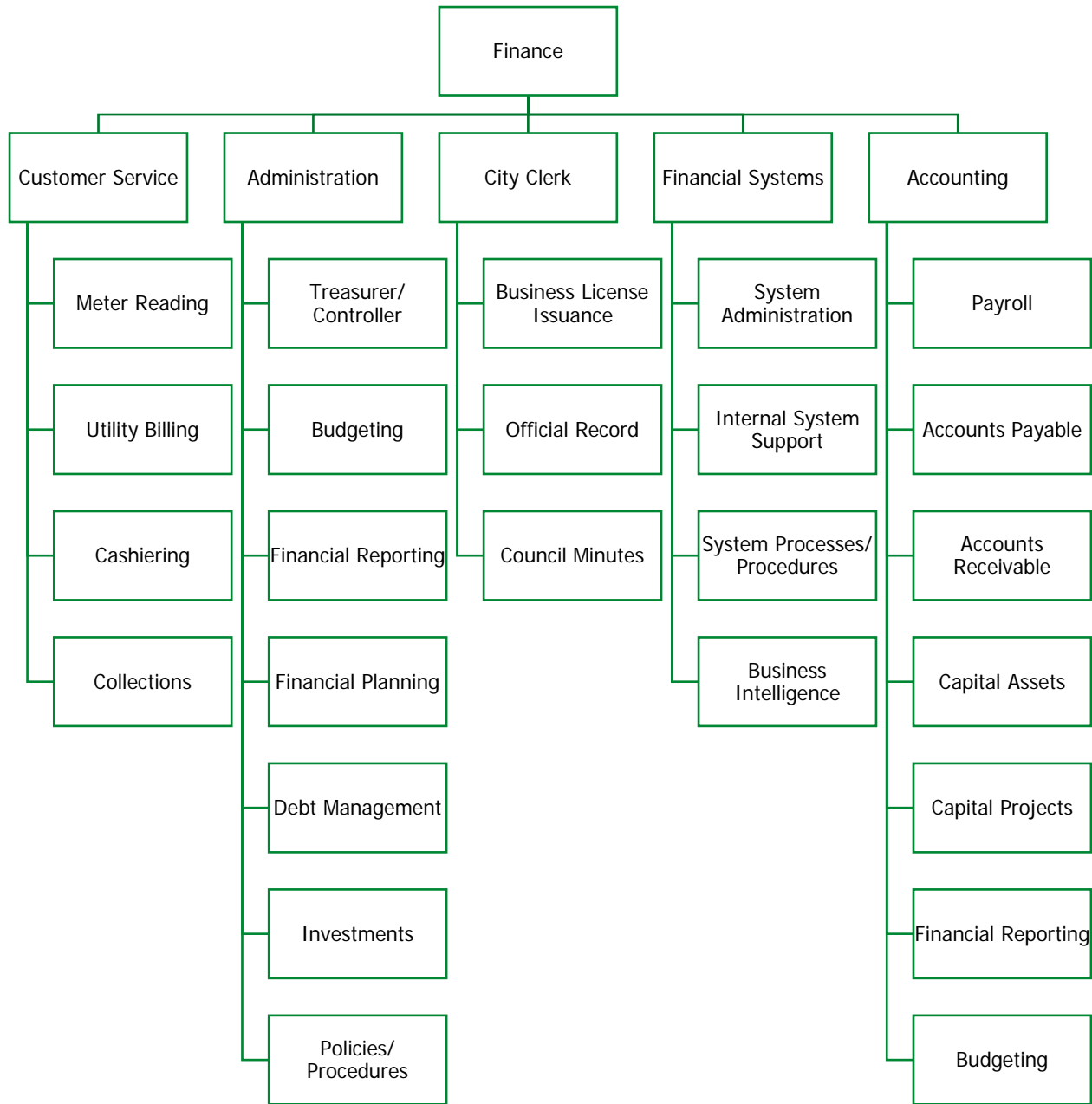
CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Continue to deliver information and services efficiently and accurately to the public, City Council, and City Departments
- Provide accountability
 - Continue to provide regular and timely financial reports
 - Conduct annual department cash audits
 - Continue testing of City finance procedures for compliance with internal control policies
 - Perform compliance and performance audits in accordance with the annual work plan
 - Safeguard all official records of the City of Ellensburg
- Provide excellent customer service
 - Conduct internal operations in a way that emphasizes high quality customer service, provides effective and efficient services, and contributes to a positive community identity
 - Provide assistance to City Departments as requested
 - Provide timely and accurate utility meter reading and billing
 - Maintain EBPP (Electric bill presentment and payment)
 - Continue document imaging of the Clerk's records
 - Continue up-to-date maintenance of the department's web site
 - Offer respectful service to all customers with the highest standards of integrity and professionalism
 - Collaboratively foster a courteous and enjoyable work environment for all

General Overview

The Finance Department provides fiscal management for the City and has oversight responsibility of the financial activities of the City. This includes budget coordination, debt management, day-to-day accounting of the city's financial transactions, investments, financial reporting, utility billing and payments, and maintaining City's official records.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET



Administration performs the duties of treasurer, controller, utility accountant, utility collector and shall study, report, and advise in all matters pertaining to the city budget, finances, and investments.

Accounting Division provides accounting services to all City departments, Ellensburg Business Development Authority (EBDA), and KITTCOM including: maintaining general accounting system, payroll, accounts payable/receivable, capital project accounting, capital assets accounting, cash management, and financial reporting.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Customer Service is responsible for the timely and accurate reading of the utility meters, timely and accurate billing of the customers, and cashiering for payment of utility billings. The centralized cashiering supports the City's six utility services: electric, gas, telecommunications, water, sewer, and stormwater. Additionally, due to its location it serves as the City's information desk.

City Clerk is responsible for maintaining the City's legal documents and receiving official documents on behalf of the City. The Clerk records and maintains the official minutes of the City Council and coordinates issuance of business licenses for businesses operating within the city limits. The Clerk maintains records on gambling taxes.

Financial Systems is responsible for the administration of all enterprise financial, reporting, and billing systems; enterprise wide internal financial system support; financial systems processes and procedures; and business intelligence which includes report/dashboard creation and data mining.

Trends and Major Challenges Affecting the Department:

- Increasing workloads due to the growing number of customers, funds, developments, projects, grants, and other regulatory items

New Initiatives:

- GAAP to Cash reporting change
- LEAN process review for agenda process
- Increase transparency
- Implement policies and procedures needed to comply with the Federal Single Audit and New Uniform Guidance, 2 CFR 200
- Revise travel policies and procedures
- Write/Revise policies and procedures regarding procurement, purchasing, and grant and contract management

Ongoing Commitments:

- Complete employee reviews
- Update city financial policies
- Submit the Financial Statements to the State Auditor's Office by the due date
- Submit the Quarterly Financial Report to the Council by the 3rd Council meeting following the end of the quarter
- Submit the monthly Financial Report to the departments before the end of the second full week following the end of the month
- Provide timely and relevant data to departments for improved budget management
- Ensure access to, and location of, all official files and records
- Provide timely and accurate billing
- Minimize liability exposures and insurance costs

2017/18 Accomplishments:

- Received an unmodified opinion on the fair presentation of the financial statements

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Increased the number of users for the online access portion of our software: allowing utility billing customers to access their account information, make online payments, apply for or terminate service, apply for RPZ permits, apply for discounted rates, and request security pins
- Improved online payment process
- Increased the number of clerk's records available online to the employees and public
- Presented timely monthly management reports to the departments
- Completed several compliance and performance audits of various departments and funds
- Provided assistance to departments on various topics
- Secured private placement bonds for the public safety building remodel
- Assisted the City Manager in developing and presenting a balanced budget to the Council
- Implemented two new computer programs: leave software, and business license reporting with state
- All City records were correctly transferred to the State
- Wrote/Implemented Policies/Procedures for inventory and fuel
- Implemented capital asset management system
- Hired part-time Payroll/Benefits Technician
- Completed inventory of all the City's capital assets
- Implemented accounting/reporting processes/procedures/setup for Ellensburg Business Development Authority (EBDA)

Workload Measures	2013	2014	2015	2016	2017	2018
Quarterly Financial Report by 3rd meeting following the end of the qtr	Yes	No	Yes	Yes	Yes	Yes
Timely Billing	Yes	Yes	Yes	Yes	Yes	Yes
Review Financial Management Policy	No	No	Yes	Yes	Yes	Yes
Active business license accounts	1,328	1,340	1,397	1,432	1,435	1019*
Average # of items on council agendas			39	37	36	35
# of Budget violations (incl. Fund Bal.)	0	0	0	0	0	
Number of 90 Day Past Due Accounts with account balances exceeding \$100	75	80	60	60	40	32
Number of Utility Accounts Billed				118,813	122,453	120,854
Number of Final Accounts Billed				4,867	4,497	5,144
Number of Online Payments				64,931	70,960	76,082
Avg # of Payroll Checks/Direct Deposits Issued per payroll			203	230	237	238
# of Council Agenda Items				446	435	430

*Measurement methodology changed beginning for 2018.

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Financial Summary- Finance

Department: Finance

Fund: General Fund

Account: 001-012

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$1,567,238	\$1,489,391	\$1,677,039	\$1,697,077	\$1,695,351
Fines & Forfeits	163,370	164,020	180,000	165,000	165,000
Licences & Permits	62,797	67,207	61,950	61,950	61,950
Miscellaneous	7,226	7,451	4,965	7,365	7,365
Revenues Total	1,800,630	1,728,069	1,923,954	1,931,392	1,929,666
Expenditures					
Salaries	909,451	1,027,512	1,074,904	1,157,827	1,178,541
Benefits	416,489	457,558	524,280	490,708	508,587
Services	130,561	123,655	188,963	266,843	246,543
Supplies	39,867	33,623	48,240	68,512	47,087
Interfund	80,581	85,152	95,525	76,836	77,780
Expenditures Total	1,576,950	1,727,500	1,931,912	2,060,726	2,058,538
Expenditures by Program					
Accounting	579,498	601,580	668,524	717,926	737,073
Administration	157,783	151,308	190,620	195,966	201,203
City Clerk	161,333	165,508	192,687	186,927	191,047
Customer Service	9,875	395			
Customer Services	668,462	692,334	757,644	749,057	736,810
Financial Applications		116,375	122,437	210,850	192,405
Expenditures Total	1,576,950	1,727,500	1,931,912	2,060,726	2,058,538
Contribution to/from Fund Bal	\$223,680	\$569	-\$7,958	-\$129,334	-\$128,872
FTE	17.04	17.54	17.54	17.94	17.94

A part time (.5 FTE) Payroll/ Benefits Technician was added for the 2019/2020 biennium, and the allocation of the Assistant City Clerk was reduced by .10 FTE as part of the 2018 city reorganization.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Police Department

The Ellensburg Police Department team is made up of several different component parts, like any good team. Uniformed patrol officers make up the patrol division and are the frontline responders handling everything from crimes in progress to mental health crises. They have a motors unit, reserves, school resource officers and marked patrol units who all act in concert for effective street level policing. For more complicated crimes, the administrative division relies on its Detectives division. They produce detailed and exhaustive investigations into child crimes, major felonies, and electronic crimes to name only a few. This group also focuses on drug and property crimes. Code enforcement covers the parking enforcement, derelict properties, and vehicles to keep town looking great. Animal control is also part of this division, whose long-standing players keep up with licensing, animal compliance, and re-homing the wandering and lost. The strong backbone of all of this is the records division, producing records of our activity and meeting our goals of transparency.



Locations:

Police Department – 100 North Pearl Street, Ellensburg
8:00 a.m. – 5:00 p.m.

Animal Shelter – 1007 Industrial Way, Ellensburg
8:00 a.m. – 5:00 p.m.

Mission Statement:

To maintain peace and order by protecting our community through action, while serving with respect, integrity and innovation.

Vision:

- Enhance public safety and improve the quality of life in Ellensburg by exemplifying Equality, Professionalism and Dedication.
- Remain focused on our core responsibility, which is to aggressively fight crime with the use of partnerships and innovative policing strategies.

Strategies

Communications

- Maintain the department's website and social media presence with an emphasis on transparency.
- Continue the department's social media presence to communicate with the public.
- Increase communication with CWU students through emerging technologies.

Community Outreach

- Increase the number of Crisis Intervention Training hours for the Patrol division.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Continue long-term planning for the Public Safety Building remodel and financing.
- Promote community events and departmental programs throughout the year.
- Encourage the initiation of more informal contacts with citizens to build and maintain stronger community connections.

Future Growth

- Fill vacant Police Officer and Code Enforcement Officer positions.
- Complete supervisory promotion assessment center to fill a vacancy.
- Utilize the Police Allocation Modeling (PAM) to determine staffing needs.

Positive Culture

- Recognize achievement and individual successes in a timely manner.
- Maintain officer safety priorities through reinforcement of the Below 100 principles.
- Mentor and provide career development opportunities.
- Continue to collect, preserve and exhibit the department's history.

Technology

- As an agency, recognize and prepare for the next generation of technological advances in our profession.
- Focus on sharing information with different and/or new partners as needed.
- Maintain crime data transparency through the use of multiple mediums.
- Seek and use technology that enhances training for all employees.

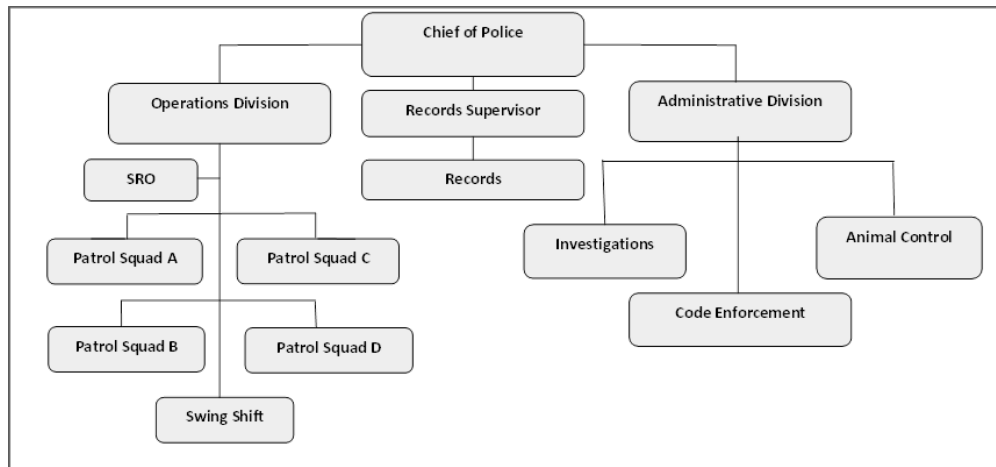
General Overview

The Ellensburg Police Department is the only department within the City that is staffed 24-hours a day, 7-days a week. The department is responsible to our 19,660 plus citizens, as well as thousands of visitors who stop in our valley each day. The department currently has 29 commissioned officers, 9 full-time and 4 part-time civilian and/or limited commissioned personnel.

How things are and how we want them to be.

Efficient, professional and successful law enforcement is no easy task. The Ellensburg Police Department prides itself on keeping these promises to the public it serves by using its resources wisely and keeping Ellensburg a standout community among those in the surrounding area. Ellensburg enjoys a low overall crime rate, a high success rate in prosecution of criminal cases and the Department has continued to address areas of growing need in the community. We have instituted additional officers on the street, an additional animal control officer, a school resource officer and additional investigators, all of which were goals set by the department when we sought community approval of the 3/10ths tax initiative in 2008. Since that time, we have also sought to be better connected to those we serve. Never losing touch with, and listening to the community, is the only way to provide the most relevant and custom tailored law enforcement services. How do we do this? We undertake strategies to address these goals. Throughout the year, the Ellensburg Police Department sponsors a variety of events which are intended to strengthen partnerships with our community and its members. Some of these events include the Citizen's Academy, Coffee with a Cop and National Night Out, which focuses on "Operation Child Identification" for families and children. Additionally, the Department connects with the community by utilizing Facebook, Twitter and CrimeReports.com.

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The Ellensburg Police Department is organized into multiple divisions. The biggest and most recognizable division is Patrol. The Patrol Division handles the initial response for nearly all calls for service including traffic enforcement, traffic collision investigations, and all criminal investigations not referred to the Detective Division.

Patrol is supported by the Detective Division, which includes two detectives and one detective sergeant. These individuals are tasked with a variety of in-depth and often times labor intensive investigations. The Detective Division also includes two anti-crime detectives; whose primary focus is on quality of life issues within the community. These issues typically include illegal narcotics, which many times are tied into burglaries, thefts and vehicle prowls.

The Administrative Division of the Ellensburg Police Department is composed of the Chief, Operations Captain, Administrative Captain and Administrative Supervisor. This division is charged with fiscal, personnel, operational, internal affairs functions and policy management. It also provides both guidance and support to the other divisions within the Police Department; allowing those other divisions to be on the street, taking calls and responding to our citizens' needs. The Ellensburg Police Department shares City Council's goal to reduce the overall crime rate while enhancing the quality of life in our community for all of our citizens.

Other divisions within the Ellensburg Police Department include Code Enforcement Division and Records Division. The Code Enforcement Division consists of two limited commissioned officers whose primary duties are parking enforcement and nuisance properties. The Records Division consists of three full-time Secretary/Records Clerks, one part-time Secretary/Records Clerk and is managed by the Administrative Records Supervisor. Their primary duties include data entry, dissemination and processing of confidential information, handling records requests, as well as call taking and reception of the front counter.

The Animal Control and Shelter is a division of the Ellensburg Police Department. The Animal Control and Shelter consists of one full-time Animal Shelter Manager, two full-time Animal Control Officers, and two part-time Shelter Aides. The Shelter Manager and Animal Control Officers respond to various animal related calls involving animals at large, vicious animals, allegations of

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

cruelty, neglected and/or abused animals just to name a few. They also patrol within the city limits of Ellensburg, do license canvassing and oversee the Animal Shelter Volunteer program.

The Animal Shelter's Volunteer Program is an invaluable resource. Volunteers assist Animal Control Officers with dog walking/socializing, cat socializing and rescue and transport assistance.

The Animal Shelter has 16 dog kennels, 14 cat cages and is the only shelter facility in Kittitas County. The animals at the shelter are a combination of strays, impounds and/or pets that have been released by their owners.

Future and new initiatives

The results of feedback we hear from our public partners is also reflected in our plans for future needs. Several areas have been identified that will need new implementation of service or additional resources in the future. They are;

- Traffic—The Department is looking to designate an officer to full time traffic duties to address motor vehicle collisions and a growing number of traffic related problems in the community.
- Facility – Currently, the remodel of the department is moving forward and thanks to the Council's support, construction should begin early in 2019.
- Work with community partners to address the opioid/drug addiction problem.
- Homelessness – This problem requires a set of strong partners to effectively address the issue, and we are fortunate to work in close partnership with HopeSource and Kittitas County Mental Health Services. Our crisis team approach has shown some success in 2018.
- Work on problems affecting all residents in the area by collaborating more closely with ally agencies such as the CWU Police Department and Kittitas County Sheriff's Office.
- Animal Control - Interacting with our customers should not require a waiting line. New technology initiatives will make the process more convenient and quick, all while maintaining some of the lowest fees in Central Washington.

Ongoing commitments.

- Continuing the high standards we set for ourselves through maintenance of our accreditation standards.
- Continue to provide training in crisis intervention, mental health and core competencies for officers.
- Train our current and future leaders in skills relevant to police leadership and employee development.
- Continue records development with the goal of quickly identifying problems, measuring our efforts and aiding in the transparency.

2018 accomplishments

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- New building construction floor plan, design and architectural document development.
- Purchasing of three new badly needed staff vehicles.
- Hiring of two Police Officers to fill current vacancies
- Preliminary development of Traffic Enforcement officer program

Workload Measures

	2010	2011	2012	2013	2014	2015	2016	2017
Person crimes	267	295	238	234	226	239	256	244
Property crimes	1,670	1,392	1,363	1,210	1,005	1,128	1,207	1,192
Traffic accidents	494	442	542	471	479	517	586	596
Calls for service	17,100	16,649	16,132	17,157	17,468	13,773	12,643	13,299
Number of arrests	1,708	1,679	1,666	1,499	1,505	1,411	1,645	1,653
Traffic violation contacts	5,263	4,709	4,472	5,069	4,716	5,671	6,054	6,068
Traffic citations	883	791	911	885	794	967	1,033	1,046
Completed police reports	5,634	5,614	5,250	5,604	5,502	5,078	5,742	5,188
Total animal impounds	799	647	811	578	573	475	530	529
Animal returned/adopted/rescued	733	584	807	574	561	466	467	479

For more detailed information on Ellensburg Police Department statistics, visit the Ellensburg Police Department's Annual Report page at: www.ci.ellensburg.wa.us/pdannualreport

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Financial Summary-General Fund

Department: Police **Fund:** General Fund

Account #: 001-016

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$72,660	\$69,027	\$70,007	\$74,969	\$76,617
Fines & Forfeits	97,594	73,816	82,900	103,900	103,900
Licences & Permits	15,279	17,828	14,000	17,000	17,000
Intergovt. Rev.	46,107	38,572	20,800	18,700	18,700
Miscellaneous	3,857	3,165	750	700	700
Revenues Total	235,498	202,408	188,457	215,269	216,917
Expenditures					
Salaries	2,162,390	2,220,732	2,492,090	2,400,185	2,408,935
Benefits	919,358	939,531	1,175,357	1,024,927	1,052,458
Supplies	151,181	133,762	186,138	205,291	205,291
Services	208,142	229,764	276,119	407,522	447,301
Interfund	65,283	70,543	87,421	100,964	102,229
Intergovt	652,100	714,578	859,093	834,093	834,093
Transfers Out	15,500				
Expenditures Total	4,173,953	4,308,911	5,076,218	4,972,982	5,050,307
Expenditures by Program					
Police Operations	2,318,812	2,365,305	2,581,948	2,581,616	2,638,531
Investigations	12,106	16,416	22,770	22,138	22,122
Police Admin	622,962	662,821	732,853	751,887	766,199
Police Reserves	13,603	3,254	46,513	46,513	46,513
Dispatching	335,292	337,893	406,765	406,765	406,765
Animal Control	215,073	221,444	251,719	268,231	271,980
Facilities	13,999	20,287	27,650	27,650	27,650
Jail Fees	357,121	434,103	495,080	495,080	495,080
K-9 Special Unit	9,003		151,236		
Traffic Policing	110,535	121,186	176,621	190,039	192,404
Training	42,902	32,174	59,979	59,979	59,979
Transfer to General Fund					
Capital Projects Fund	15,500				
Leoff 1 Retirees	107,045	94,027	123,084	123,084	123,084
Expenditures Total	4,173,953	4,308,911	5,076,218	4,972,982	5,050,307
Contribution to/from Fund Bal	-\$3,938,456	-\$4,106,503	-\$4,887,761	-\$4,757,713	-\$4,833,390
FTE	32.5	33.46	33.46	32.00	32.00

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Financial Summary – Criminal Justice Fund

Department: Police **Fund:** Criminal Justice Fund **Account #:** 100-130

Kittitas County levied a 3/10 of one percent sales tax to be spent on criminal justice activities. The tax went into effect in April of 2008 and was renewed in 2014. The next voter approval will be sought in 2020. The City funded six FTE police officers, .5 FTE animal control officer, .9 FTE Animal Shelter Aid, and .75 Secretary/Records Clerk in 2019/2020.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$917,447	\$1,003,601	\$979,341	\$979,341	\$979,341
Miscellaneous	3,037	5,445	400	400	400
Revenues Total	920,485	1,009,046	979,741	979,741	979,741
Expenditures					
Salaries	540,294	543,365	599,448	597,411	603,390
Benefits	191,324	190,650	235,220	228,374	235,833
Supplies			7,833	7,833	7,833
Services		7,578	7,833	7,833	7,833
Transfers Out			21,961		
Expenditures Total	731,618	741,593	872,295	841,451	854,889
Expenditures by Program					
Police Operations	653,725	655,927	757,096	721,050	733,152
Police Admin	28,319	25,105	25,893	46,001	46,443
Animal Control	49,574	60,562	67,345	74,401	75,294
Transfer Out			21,961		
Expenditures Total	731,618	741,593	872,295	841,451	854,889
Contribution to/from Fund Bal	\$188,866	\$267,453	\$107,446	\$138,290	\$124,852
FTE	8.15	8.53	8.53	8.15	8.15

Financial Summary – Drug Fund

Department: Police **Fund:** Drug Fund **Account #:** 100-137

The Drug Fund is used during undercover investigations to purchase information and evidence. Information is gathered through confidential sources while evidence is purchased from criminal suspects. The majority of the evidence purchases involve the delivery of illegal narcotics and stolen property from suspects. The major source of revenue for this fund is through property seizures, fines and forfeit of property.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Fines & Forfeits	\$3,266	\$2,075	\$1,600	\$1,600	\$1,600
Miscellaneous	77	166	0	0	0
Revenues Total	3,343	2,241	1,600	1,600	1,600
Expenditures					
Supplies	5,655	3,822	8,000	6,500	1,600
Services	620	64			
Expenditures Total	6,275	3,885	8,000	6,500	1,600
Contribution to/from Fund Bal	-\$2,932	-\$1,644	-\$6,400	-\$4,900	\$0

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Community Development Department

Community Development Department consists of Building, Planning, and Economic Development.

Location: First Floor, City Hall, 501 North Anderson Street, Ellensburg

Business Hours: 8:00 am – 5:00 pm and *closed 12:00pm to 1:00pm for lunch, and from 8:30 am to 9:30 am every Tuesday for weekly Staff meeting.*

Mission Statement:

To promote and support safe and efficient development in the community that is consistent with the City's Comprehensive Plan, Land Development Codes, and Building and Fire Codes.

Goals:

- Ensure that all new structures and major remodel work on existing structures are constructed in accordance with City Building and Fire Codes.
- Implement and further the community's vision for future growth, including development patterns and design.
- Provide timely, accurate, consistent and impartial review of all land development permits including subdivisions, zoning, and environmental/critical areas.

Strategies:

- Ensure that all new structures and major remodel work on existing structures are constructed in accordance with City Building and Fire Codes.
 - Require submittal of a building permit application with appropriate plans for proposed work;
 - Review all submitted permit plans for Code compliance;
 - Inspect and approve all work performed prior to issuance of a Certificate of Occupancy;
 - Perform Code Enforcement activities as needed to identify Code violations and to resolve those violations in a fair and consistent manner.
- Implement and further the community's vision for future growth, including development patterns and design.
 - Review and update all development regulations for consistency with the Comprehensive Plan and to ensure that development options and alternatives exist for accomplishing the Plan's goals.
 - Plan for development and redevelopment of land in a sustainable manner, consistent with community expectations.
 - Utilize design review to ensure design characteristics are consistent with the Comprehensive Plan policy direction.
 - Work to preserve and enhance the historic character of the City.
 - Monitor community expectations and provide City Council with alternatives for new Code language that is consistent with those expectations.
- Provide timely, accurate, consistent and impartial review of all land development permits including subdivisions, zoning, and environmental/critical areas.
 - Establish consistent and easily understood development regulations and processes, and regularly review and update them as needed.
 - Assist the public through the development and regulatory processes.

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- Coordinate timing of review to ensure Code defined timelines for completion of review and issuance of a final decision are met.

General Overview

Department staff members are simultaneously engaged in permit processing, regulatory reviews, long-range land use planning, strategic planning, economic development, and providing staff support to numerous City Boards, Commissions, and the City Council. The work of the staff plays a vital role in ensuring that all sectors of the community receive fair, courteous, timely, and effective services during development project processes - from initial idea – to permit application – to approval – to completion.

Building Division. The Building Division is responsible for ensuring that all new structures and major remodel work on existing structures are built to the nationally recognized standards in the International Building and Fire Code(s). The goal is to have construction in the City designed and completed so that buildings are structurally sound and free of any major life safety hazards. Accomplishing that goal requires that Building Division staff engage in all phases of a building's life cycle – from initial questions at the counter – to approval of occupancy – to major repair and retrofitting projects – to demolitions that start the building life cycle over again.



Planning Division. The Planning Division is responsible for the timely and accurate review of all land development permits including subdivisions, zoning, design review, and



environmental/critical areas review and appeals. This work involves service to the public that starts with initial questions well in advance of any permit application, and continues through the project design phases and the permit review process including any required public hearings, and ends with official City action on the project permit or with appeals of that City action if appeals are made. The Planning Division also is

charged with preserving and enhancing the City's Historic Districts and other historic structures in the City. In addition, the Planning Division is charged with ensuring that the City's various land development codes are complied with, as the land uses on individual properties change over time. More recently, Affordable Housing became a new area of focus for the department, as the voters became the first in the state to pass a sales and use tax for the creation of affordable housing. The Community Development Department is tasked with providing oversight to the new Affordable Housing Commission in their development of tools and strategies for achieving housing that meets the needs of all residents.

Policy Development. Land use policy development duties of the Department involves both the Building and Planning Division staff providing policy support to the City Council, City Planning Commission, City Landmarks and Design Commission, Environmental Commission, and Board of Appeals. Major work consists of providing staff support, guidance and energy in the conception, drafting, and public participation processes needed to develop the major policy directives and ordinances that guide land use decisions in both private and public investments in the City of Ellensburg.

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Economic Development. The City of Ellensburg has always considered economic development to be integral to the success of the community. In past years, the City allocated funding to the Chamber of Commerce to help support the activities of the Ellensburg Business Development Authority (EBDA). In 2017, the City moved in a new direction by creating a City Staff position that would act as the Executive Director (ED) for the EBDA. In this new dynamic, the ED reports to the City's Community Development Director, but acts under the direction of the EBDA Board of Directors. This position is charged with working with the EBDA board to create and implement Economic Development strategies, as well as manage the Business Incubator and light industrial Buildings, meet with prospects to create new employment opportunities and connect them with available spaces and resources, promote one of two designated state Opportunity Zones, and provide outreach to existing businesses on needs for development and expansion.



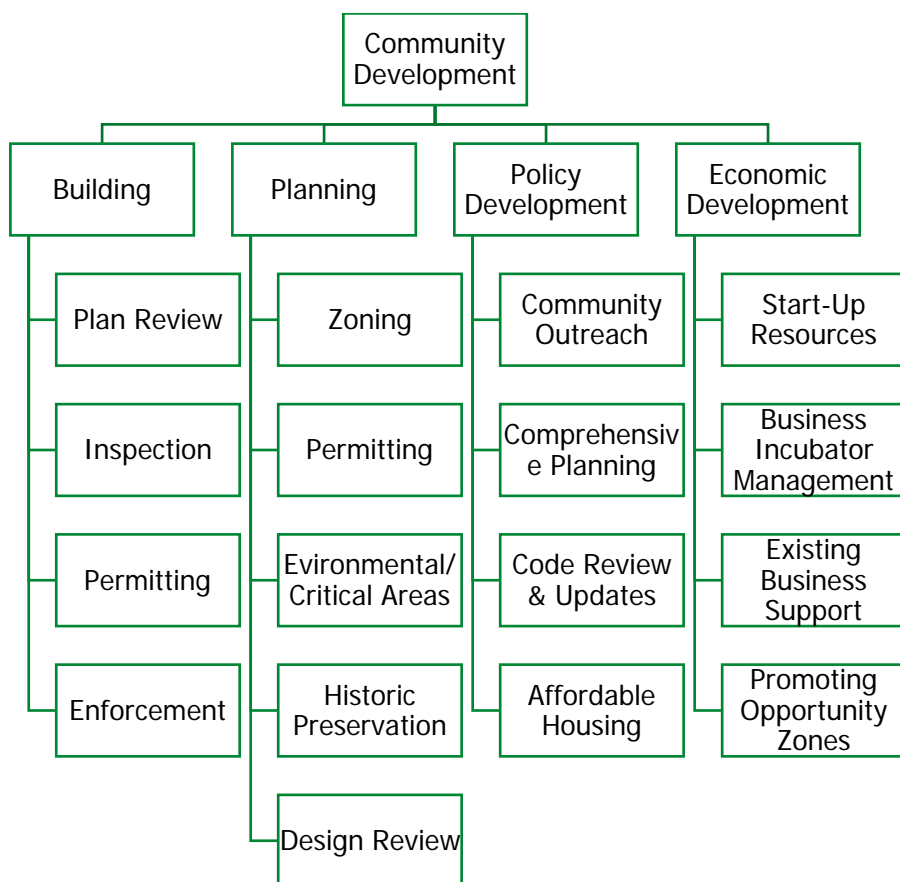
New and Ongoing Initiatives

- Continue expansion of planning permits, building permits, enforcement actions and licenses that will be entered and tracked in the SmartGov tracking system.
- Continued development of the SmartGov online portal for citizen access to apply for building permits, request inspections and check permit status.
- Actively work on policy development to bring the Land Development Code into conformance with the 2017-adopted Comprehensive Plan, with specific attention to the priorities identified by City Council.
- Actively research best practices for developing affordable housing policies and grant guidelines for administering the new affordable housing sales and use tax.
- Implement the strategies in the newly-updated EBDA Strategic Plan for the benefit of the community.

Ongoing commitments

- Provide outstanding customer service
- Review and issue most administrative permits within 30 days
- Update the Comprehensive Plan on an annual basis
- Update the land development code for consistency with the comprehensive plan
- Update the land use maps for consistency with the comprehensive plan
- Bring changes to the City Code to the City Council for review, recommendation, and adoption
- Continue education and training of employees on annual basis
- Provide ongoing refresher course on SmartGov to keep all employees current
- Provide Inspection and Plan Review Services to Kittitas County via Interlocal Agreement
- Develop policies and strategies for providing housing that meet the needs of all community members
- Continue to work with new and existing businesses to provide support for growing our local economy.

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2016/2017 Accomplishments

- GMA- required 2017 Comprehensive Plan Update was completed and adopted in December 2017.
- The City received a Governor's Smart Communities award for the Housing Chapter of the Comp Plan, and also for extensive community outreach efforts used to inform and complete the Comp Plan.
- The addition of a new permanent long-range planner staff position in 2017 (upgraded from being a temporary position for development of the Comprehensive Plan).
- The addition of the Economic Development Staff position to manage the work of the EBDA.
- Build-out of the SmartGov permitting and tracking software, including updates to the Planning Permits and Code Enforcement module.
- Online submittal for over-the-counter permits began in 2017, along with a new system for taking credit card payments in the Community Development office.
- Completed all inspections and issued Certificate of Occupancy for CWU Samuelson Hall remodel and addition (20,000,000 Valuation)
- Completed all inspections and issued Certificate of Occupancy for CWU Lind Hall, Bouillion Hall along with a seismic retrofit to the Old Heat Plant (1,500,000 Valuation)
- Completed plan review and issued a building permit for CWU New Residence Hall - (4) Story (402) Bed (9,000,000 Valuation)
- Completed plan review and issued a building permit for 10 Multi Family 3 & 4 Story Apartment Buildings along with recreation center for a total of 288 apartment units (35,000,000 Valuation)
- Completed plan review and issued building permits for several commercial and multifamily projects along with more than 60 new single-family residences.

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- Adoption of various ordinances to update the Land Development Code, including a comprehensive rewrite of the regional retail design standards, and a “clean-up” of several sections of the code to provide better cohesion and consistency with other adopted codes.
- Long-range Planner presented at the 2017 Washington APA Conference and Department of Commerce Short Course, specific to Affordable Housing.

Financial Summary – Community Development

Department: Community Development **Fund:** General Fund **Account #:** 001-017

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$29,445	\$35,670	\$16,400	\$26,900	\$26,900
Licences & Permits	800,413	659,892	607,600	612,100	612,100
Intergovt. Rev.	0	0	0	40,000	0
Miscellaneous	79	707	1	0	0
Revenues Total	829,936	696,269	624,001	679,000	639,000
Expenditures					
Salaries	496,266	560,390	632,832	697,559	709,187
Benefits	230,069	257,777	305,421	299,242	310,252
Supplies	17,593	13,969	19,697	20,720	18,720
Services	161,704	127,459	233,862	224,508	225,648
Interfund	43,914	41,574	48,945	32,348	32,616
Expenditures Total	949,547	1,001,169	1,240,757	1,274,377	1,296,423
Expenditures by Program					
Building/Permitting	573,226	591,985	656,043	653,643	667,105
Comprehensive Planning	134,096	164,593	167,587	156,326	158,685
Economic Development	11,402	13,032	117,000	123,335	125,068
Land Use Permitting	213,160	219,194	230,617	296,345	300,837
Land Use Planning	6,522	3,879	58,370	33,588	33,588
Historic Preservation Grant Program	11,140	8,488	11,140	11,140	11,140
Expenditures Total	949,547	1,001,169	1,240,757	1,274,377	1,296,423
Contribution to/from Fund Bal	-\$119,611	-\$304,900	-\$616,756	-\$595,377	-\$657,423
FTE	8	8	8.63	9.63	9.63

Fees collected fluctuate depending on the projects active in the community. Construction at the University is highly dependent on state funding and has a significant impact on building and development revenue fluctuations.

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Financial Summary – Housing & Related Services Fund

Department: Community Development **Fund:** Housing Fund

Account #: 001-172

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$0	\$0	\$100,000	\$350,000	\$350,000
Revenues Total	0	0	100,000	350,000	350,000
Expenditures					
Supplies				17,500	17,500
Services			100,000	140,000	140,000
Debt Service				175,000	175,000
Expenditures Total	0	0	100,000	332,500	332,500
Housing Fund Total	\$0	\$0	\$0	\$17,500	\$17,500

Funding Allocation Policy

- 5% of tax revenues offsets City administrative costs.
- 50% of the revenues collected repays general obligation or revenue bonds which creates new affordable housing.
- Up to 40% of revenues collected may fund the operations and maintenance costs of new units of affordable housing and facilities; funds not spent on operation and maintenance costs funds the creation of new affordable housing.
- 5% of the revenues collected kept in reserve.

Policy direction for use of funds:

- Populations identified in RCW with income at or below sixty percent of the area median income of Kittitas County; Prioritize those most in need as defined by a % of the AM

Invest in programs that:

- Retain affordability;
- Create capacity by targeting market sectors with the lowest vacancy rates;
- Demonstrate competitive costs relative to the number of units created;
- Reflect the City's design standards and promote sense of place and community;
- Build equity or assets for people which support overall financial stability;
- Engage all sectors of market –non-profits, housing authorities, and the for-profit private sector;
- Distribute revenue based on the approved framework; and
- Review spending formula annually.

Public Works and Utilities Department

The Public Works & Utilities Department consists of the Engineering, Street, Transit, Water, Sewer, Stormwater, Electric, Natural Gas and Shop & Warehouse, and Transit divisions.

Location: **Engineering, Stormwater & Transit Divisions**
Second Floor, City Hall, 501 North Anderson Street, Ellensburg
8:00am – 5:00pm, closed 12:00 – 1:00pm for lunch

Electric
607 Industrial Way, Ellensburg
7:00am – 3:30pm, closed 12:00 – 12:30pm for lunch

Natural Gas
607 Industrial Way, Ellensburg
7:00am – 3:30pm, closed 12:00 – 12:30pm for lunch

Shop & Warehouse
607 Industrial Way, Ellensburg
7:00am – 3:30pm, closed 12:00 – 12:30pm for lunch

Street
607 Industrial Way, Ellensburg
7:00am – 3:30pm, closed 12:00 – 12:30pm for lunch

Wastewater Treatment Plant
2415 Canyon Road, Ellensburg
6:30am – 3:30pm, closed 12:00 – 12:30pm for lunch

Water
607 Industrial Way, Ellensburg
7:00am – 3:30pm, closed 12:00 – 12:30pm for lunch

Mission Statement:

The City of Ellensburg Public Works and Utilities Department efficiently administers the design, construction and maintenance of public infrastructure and facilities through the enforcement and observance of appropriate city codes, ordinances and standards.

Goals:

- Continue implementation of the Geographic Information System for mapping and system management.

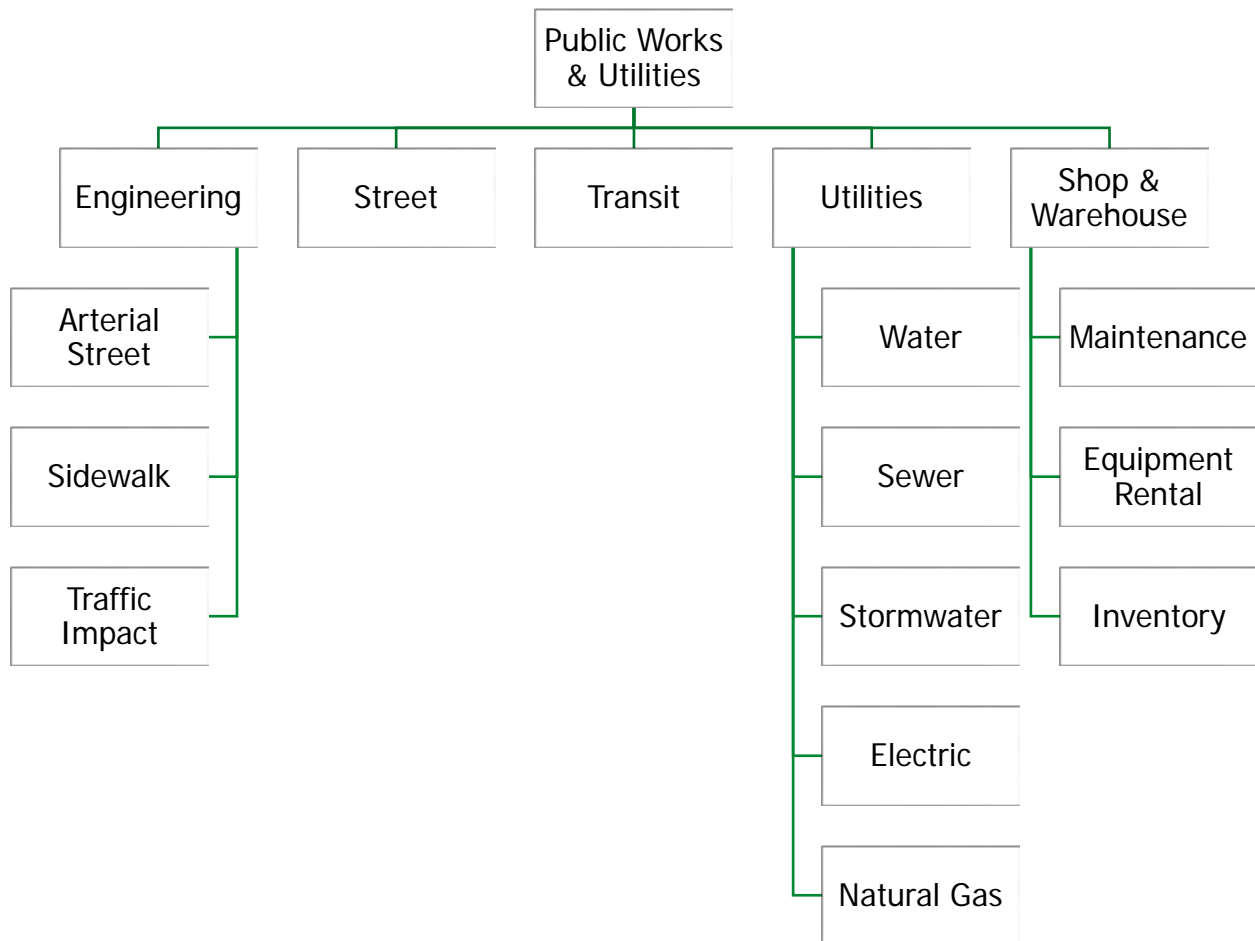
Strategies:

- Provide staff training consistent with the goals of the Department.
- Maintain a positive work environment with a focus on customer service to our citizens and utility clients.

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General Overview

The Public Works and Utilities Department consists of the City's Engineering, Street, Transit, Water, Sewer, Stormwater, Electric, Natural Gas and Shop & Warehouse divisions. The Engineering Division serves as the administrative arm of the Department and as the connection between the citizens, contractors, other departments and outside agencies. The department designs and administers infrastructure and construction contracts, issues public works permits, and provides field inspection of public and private development projects. The Department also administers the transit system for the City of Ellensburg.



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Engineering Division

Mission Statement:

Serve as the liaison between the citizens, contractors, City departments, and other agencies by supplying information, engineering and permit services, constructing capital improvement projects, and responding to customer inquiries. The department issues public works permits and provides inspections.

Strategies:

- Provide training for division staff to ensure consistent and efficient maintenance practices.

General Overview

The Engineering Division provides general oversight of city capital improvement projects including the design and construction phases. Engineering services are provided for several other departments and divisions of the City and for the citizens of Ellensburg.

Financial Summary – Engineering

Department: Public Works **Fund:** General Fund **Account #:** 001-019

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$734,654	\$797,774	\$893,813	\$887,580	\$888,579
Revenues Total	734,654	797,774	893,813	887,580	888,579
Expenditures					
Salaries	575,036	601,959	642,093	458,568	462,891
Benefits	273,528	277,974	323,567	218,279	224,272
Supplies	11,407	8,897	13,000	13,000	13,000
Services	48,593	45,068	75,234	80,234	80,234
Interfund	17,336	18,506	21,921	31,059	31,249
Expenditures Total	925,900	952,403	1,075,815	801,140	811,646
General Fund Total	-\$191,245	-\$154,629	-\$182,002	\$86,440	\$76,933

FTE 8.00 8.00 8.00 8.00 8.00

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Street Division

Mission Statement:

Maintain the public rights of way in the most efficient and cost effective manner possible utilizing appropriate technology and industry standards.

Goals:

- Continue annual chip seal project of 7 miles
- Convert existing asphalt patch truck to multiuse swaploader vehicle to include additional deicing equipment
- Yearly Creek Maintenance/Flood Reduction Projects

Strategies:

- Provide training for division staff to ensure consistent and efficient maintenance practices.
- Research and obtain maintenance equipment when appropriate to implement new practices or change old ones.

General Overview

The Street Division is responsible for maintenance of transportation improvements within the public rights of way. This work includes, but is not limited to, snow removal, pavement repair, pavement preservation, flood response, street striping, tree trimming and weed control. The division includes the Street Foreman and six Heavy Equipment Operators. Temporary employees are hired to supplement the work force during the spring and summer months.



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Ongoing Commitments

- Review the striping plan for all seal coat and overlay areas by June
- Complete seal coat preparation by July
- Complete seal coat project by August (approximately 7 miles)
- Vegetation maintenance (April thru September)
- Maintain signal preventative maintenance program (i.e. lamp and painting plan on a 5 – 7 year cycle)
- Complete striping Phase 1 by June
- Complete annual street sweeping, removing 100 +/- tons of sand/debris by May
- Complete routine annual roadway maintenance (i.e. patching, tree trimming, etc., as dictated by seasons)
- Maintain snow removal response to clear streets
- Continue education and training of employees on annual basis

2017 & 2018 Accomplishments

- Increased vegetation control efforts
- Increased street sweeping efforts by utilizing two sweepers; doubled the amount of debris removed from traveled ways.
- Completed the annual residential sidewalk repair program
- Completed annual crack fill (8+ miles of city streets project)
- Completed annual seal coat (7+ miles of city streets project)
- Partnered with the Kittitas County Flood Control Zone District to reduce residential flooding in the Parklane neighborhood (2017)
- Partnered with the Kittitas County Flood Control Zone District to reduce residential flooding in the 1100 blocks of North Water and Main Streets (2018)

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Financial Summary - Street

Department: Public Works **Fund:** Street

Account #: 100-120

The majority of the funding for the Street Fund (road maintenance) comes from Sales Tax transfer in.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$69,983	\$148,013	\$61,200	\$71,400	\$71,400
Interdept		140,000			
Intergovt. Rev.	284,338	303,480	322,809	318,926	318,926
Miscellaneous	7,214	14,267	1,500	9,500	9,500
Transfers In	1,320,000	1,578,259	1,470,300	1,672,538	1,676,538
Revenues Total	1,681,535	2,184,019	1,855,809	2,072,364	2,076,364
Expenditures					
Salaries	498,849	544,576	623,794	652,197	688,477
Benefits	248,930	250,723	356,510	319,803	336,400
Supplies	259,164	355,809	811,030	537,076	538,576
Services	446,725	488,135	530,813	575,888	557,788
Interfund	145,537	195,499	211,502	231,077	231,455
Capital Outlay				116,000	
Intergovt	58,292	79,946	98,000	102,100	103,100
Expenditures Total	1,657,497	1,914,687	2,631,649	2,534,141	2,455,796
Expenditures by Program					
Administration	167,762	179,130	235,747	233,562	236,505
Alley Maintenance	32,051	25,996	42,000	36,000	38,000
Ancillary Operations	14,173	16,307	16,575	19,450	20,500
Facilities	84,646	97,302	100,001	100,601	100,601
General Services	286,951	345,686	371,675	380,014	396,276
Ground Cover Maintenance	71,779	59,286	76,200	104,500	119,500
Parking Facilities	4,806	1,223	8,650	27,500	8,500
Roadway Construction				116,000	
Shoulders	5,076	489	12,750	13,250	13,250
Snow & Ice Control	211,435	323,093	274,905	251,400	259,000
Street Cleaning	188,791	189,381	173,638	252,238	256,238
Street Maintenance	162,032	157,423	273,408	226,276	227,276
Street Preservation	265,973	343,192	789,401	533,400	534,400
Traffic Control Devices	148,683	157,696	241,049	221,800	226,600
Training	13,337	18,485	15,650	18,150	19,150
Expenditures Total	1,657,497	1,914,687	2,631,649	2,534,141	2,455,796
Street Total	\$24,039	\$269,332	-\$775,840	-\$461,777	-\$379,432
FTE	8.42	9.42	9.42	10.44	10.44

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Arterial Street Division

Mission Statement: **Arterial Street Division** is responsible for the construction of streets, bridges, trails, and traffic signals.

General Overview

The Arterial Street Division is responsible for the construction of complete streets, bridges, signals, and trails.

Financial Summary – Arterial Street

Department: Public Works		Fund: Arterial Street		Account #: 100-123	
	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Charges for Services	\$29,314	\$56,664	\$0	\$0	\$0
Licences & Permits	4,163	4,257	4,100	4,250	4,250
Intergovt. Rev.	1,373,024	2,099,029	787,402	2,930,391	833,476
Miscellaneous	7,714	101,792	500	7,500	7,500
Transfers In	680,958	733,712	1,618,650	2,702,000	730,000
Revenues Total	2,095,173	2,995,454	2,410,652	5,644,141	1,575,226
Expenditures					
Supplies	2,218	230			
Services	1,619,316	181,340	968,000	1,052,480	755,000
Interfund			15,000	15,000	15,000
Capital Outlay	430,140	2,463,516	2,238,650	4,649,000	1,537,000
Interdept			185,000		
Intergovt		14,520	3,000		
Expenditures Total	2,051,674	2,659,606	3,409,650	5,716,480	2,307,000
Expenditures by Program					
Base		46,846	17,500	214,690	10,000
Bridges			3,000	450,000	
Engineering	125,299	20,961	475,000	617,280	40,000
Other Traffic & Pedestrian					
Services				25,000	
Preservation	1,439,043	26,128	650,000	5,000	632,000
Right of Way	261	87,354			
Road & Street Ops (Planning)	38,196	67,641			
Roadways		16,153	260,000	724,460	12,000
Sidewalks	206,811	228,806	692,650	666,220	217,000
Special Purpose Paths/Trails	12,034	225,109		353,500	
Storm Drainage	78,249	176,419		521,500	
Street Lighting	47,321	950,482		166,400	
Surfacing	64,504	238,297	367,500	499,250	526,000
Surveying	2,500	61,264	20,000	100,000	70,000
Traffic Control Devices	37,456	499,086	924,000	1,330,180	799,000
Utility Adjustments		15,060		43,000	1,000
Expenditures Total	2,051,674	2,659,606	3,409,650	5,716,480	2,307,000
Arterial Street Total	\$43,500	\$335,847	-\$998,998	-\$72,339	-\$731,774

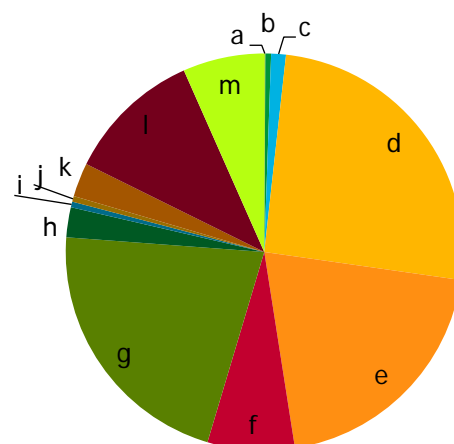
A major part of the funding for the Arterial Street Fund comes from both state and federal grants. Gas tax is distributed to municipalities on a per capita basis. We estimate about \$20.15 per capita in 2017 which is split between street maintenance and street construction.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

The following are the projects planned for 2019 and 2020:

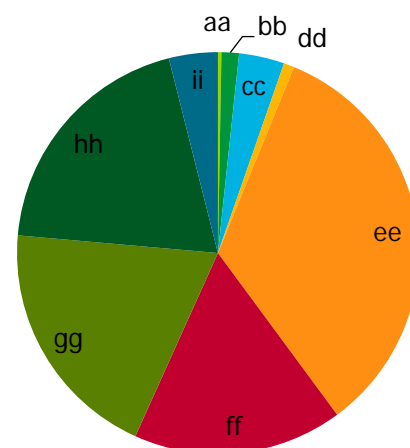
	2019 Project Descriptions	Amount
a	Bridge Inspection	\$5,000
b	Signal Optimization	\$25,000
c	Alley Reconstruction Annual	\$65,000
d	University Way and Wildcat Way Intersection/Signal Improvements	\$1,384,000
e	Main Street Extension and Signalization of 15th Ave. and Water Street	\$1,100,000
f	John Wayne Pioneer Trail Reconnection (14th Ave. to 18th Ave.)	\$385,000
g	Willow Street Improvement - Design(Mtn. View Ave. to Capitol Ave.)	\$1,170,000
h	Large Scale Wayfinding Implementation	\$132,480
i	Non-Motorized Transportation Plan (2019 Update)	\$25,000
j	BNSF and Umptanum Signal Upgrades	\$25,000
k	University Way and Reecer Creek Traffic Signal Design	\$150,000
l	Dolarway Bridge Installation (West of Enterprise Way)	\$600,000
m	Gateway Project - Design Wenas to Whiskey Creek	\$360,000

Total \$5,426,480



	2020 Project Descriptions	Amount
aa	Bridge Inspection	\$5,000
bb	Signal Optimization	\$25,000
cc	Alley Reconstruction Annual	\$65,000
dd	Engineering Transfer	\$15,000
ee	Helena Ave. Overlay (Water Street to Airport Road))	\$600,000
ff	Canyon Road and Umptanum Road (Signal Modifications) - Design	\$300,000
gg	Helena Ave. Improvements Water St. to Walnut St.	\$350,000
hh	3rd Ave. and Main Street Signal Improvements	\$350,000
ii	Vantage Hwy. to E. CL and Pfenning Road to Radio Rd. - TOPO Survey	\$70,000

Total \$1,780,000



2017 and 2018 Accomplishments:

- Completed the construction of the Vantage Highway and Pfenning Road Signalization project
- Completed the construction of the John Wayne Trail Reconnection Route Project from Greenfield Avenue to 18th Ave.
- Completed the construction of the 7th Ave. Bike Boulevard Project.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Participated with WSDOT in the completion of the Roundabout project at the West Interchange.
- Installed left turn arrows/phases on the traffic signal at the intersection of University and Alder Street.
- Completed topographic surveys on Helena Ave., Willow Street, and Industrial Way to allow for the future design for improvements on these street corridors.
- Secured complete streets grant funding and completed missing sidewalk segments on Willow Street, Helena Ave., and Idaho St.
- Secured grant funding and completed the design for intersection and signal improvements at the University Way and Wildcat Way intersection.
- Completed the design for the Main Street Extension project from 14th Ave. and Main St. to 15th Ave. and Water St., including the installation of a traffic signal at 15th Ave. and Water St.
- Secured grant funding and completed the design of another section of the John Wayne Trail Reconnection Route from 18th Ave. to 14th Ave.
- Secured grant funding and completed the replacement of all street illumination lighting from high pressure sodium lighting to more efficient LED lighting.

Ongoing commitments:

- Continue to pursue external funding to support City's capital projects
- Continue to work with contractors to perform quality work and complete their projects on time

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Traffic Impact Fees Division

Traffic Impact Fee Fund is responsible for aiding improvement to transportation system capacity that will reasonably benefit new development.

Financial Summary – Traffic Impact Fees

Department: Public Works		Fund: Traffic Impact Fees		Account #: 100-125	
	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Charges for Services	\$239,779	\$346,971	\$107,986	\$373,986	\$409,486
Miscellaneous	5,052	9,223	3,500	11,500	11,500
Revenues Total	244,831	356,194	111,486	385,486	420,986
Expenditures					
Services		4,000		25,000	25,000
Interfund	3,433	3,378	5,000	5,000	5,000
Transfers Out		400,000	740,000	1,368,000	600,000
Expenditures Total	3,433	407,378	745,000	1,398,000	630,000
Traffic Impact Fee Total	\$241,398	-\$51,185	-\$633,514	-\$1,012,514	-\$209,014

The Traffic Impact Fees Fund was established in 2009 to be used for public facility improvements that will reasonably benefit new development. Impact fees will be spent for improvements listed in the Six Year Transportation Plan and identified as being funded in part by impact fees.

The fund balance was accumulated from 2009 thru 2018 for the anticipated projects in 2019 and 2020. In 2019, a transfer of \$1,368,000 to the Arterial Street Budget will support the University Way and Wildcat Way intersection improvements, as well as the extension of Main Street and signalization of the 15th Avenue and Water Street intersection. In 2020, a transfer of \$600,000 to the Arterial Street will fund the design of intersection improvements at Canyon Road and Umptanum Road and design of Helena Avenue Improvements. The two projects in 2020 are dependent upon future development.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Public Transit Division

Mission Statement:

To ensure safe, clean, efficient public transit that meets most of the public transportation needs of Ellensburg's citizens while being good stewards of the taxpayers funding.

Financial Summary – Public Transit

Department: Public Works **Fund:** Public Transit Fund **Account #:** 100-127

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$162,109	\$1,148,119	\$766,500	\$766,500	\$766,500
Charges for Services	79,599	75,000	75,000	75,000	75,000
Intergovt. Rev.			360,406	206,234	
Miscellaneous	303	4,740	200	7,200	7,200
Transfers In	57,500				
Revenues Total	299,510	1,227,859	1,202,106	1,054,934	848,700
Expenditures					
Salaries		87,300	95,645	98,756	103,427
Benefits		33,302	47,019	39,437	41,358
Supplies	609	11,294	66,750	139,460	139,460
Services	86,290	415,042	976,109	889,982	853,002
Interfund		4,882	12,900	43,941	43,833
Capital Outlay	9,768		100,000	270,000	160,000
Intergovt	20,000				
Transfers Out			25,000		
Expenditures Total	116,667	551,820	1,323,423	1,481,576	1,341,080
Expenditures by Program					
Cabulance			35,000	40,000	40,000
Expanded Route		239,983	355,895	180,880	
Fixed Route		228,101	372,355	735,099	892,499
Paratransit		47,553	95,213	95,213	95,213
Public Transit Admin	116,667	16,183	444,960	410,384	293,368
Yakima Transit		20,000	20,000	20,000	20,000
Expenditures Total	116,667	551,820	1,323,423	1,481,576	1,341,080
Public Transit Total	\$182,843	\$676,039	-\$121,317	-\$426,642	-\$492,380
FTE		1.00	1.00	1.00	1.00

A voter approved 2/10 of a cent retail sales tax was implemented in October 2016 to provide a dedicated funding source for public transit.

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Sidewalk Improvement Division

Sidewalk Improvement is for construction and maintenance of the City's sidewalk.

2017 and 2018 Accomplishments:

- Completed the annual sidewalk repair programs
- Replaced the deteriorated sidewalk on the N. side of Capitol Ave. from Pine St. to Ruby St.
- Inventoried and evaluated all ADA ramps within the City limits, and established a prioritized ranking for ADA sidewalk improvements.

Financial Summary – Sidewalk Improvement

Department: Public Works **Fund:** Sidewalk Improvement Fund **Account #:** 300-366

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$321,575	\$388,732	\$210,000	\$280,000	\$280,000
Intergovt. Rev.	289				
Miscellaneous	3,326	5,354	16,100	5,000	5,000
Revenues Total	325,190	394,086	226,100	285,000	285,000
Expenditures					
Services	127,692	188,235	40,000	50,000	50,000
Capital Outlay			120,000	120,000	120,000
Transfers Out	330,958	96,062	208,650	534,000	130,000
Expenditures Total	458,650	284,297	368,650	704,000	300,000
Sidewalk Total	-\$133,461	\$109,789	-\$142,550	-\$419,000	-\$15,000

Stormwater Division

Mission Statement:

Maintain public infrastructure, create public awareness about stormwater, enhance and improve water quality and our natural resources while providing future development with solutions that meet City, State and Federal requirements.

Goals:

- Comply with the requirements of the National Pollution Discharge Elimination System (NPDES) Stormwater permit
- Provide public awareness about water quality and natural resource protection
- Improve and help maintain public infrastructure



Strategies:

- Require all public and private projects adhere to the Stormwater Management Manual for Eastern Washington, obtain necessary permits and submit required documentation to seek compliance
- Maintain a positive work environment that respects employees and customers
- Comply with the Eastern Washington NPDES Stormwater Permit

General Overview

The Stormwater Utility permits the design and construction of both public and private projects, educates the public about water quality, performs maintenance on the public storm system, eliminates illicit discharges, holds public meetings and meets the requirements of the NPDES Stormwater permit.

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New Initiatives:

- Update the Stormwater Management Plan annually along with a Capital Facilities Plan
- Annually update the GIS storm system map
- Monitor Wilson and Mercer Creeks twice a week for illicit discharges
- Annually inspect all outfalls
- Inspect structural stormwater facilities after construction is completed
- Inspect construction sites and perform plan review to ensure sites meet the minimum technical requirements
- Perform outreach education
- Inspect and clean the storm system annually

Ongoing Commitments

- Expand the current outreach education program
- Clean the storm system in its entirety by 2018
- Complete one capital facilities project a year
- Sweep streets annually
- Complete the catch basin and sweeping comparative study by 2019 to comply with the monitoring section of the permit
- Work with Light Division to update oil handling and spill response plan
- Design and construct the Gateway project on University Way by 2023

2018 Accomplishments

- Educated all public schools about stormwater pollution prevention
- Educated all contractors about technical requirements and erosion control
- Trained all staff on best management practices with regards to stormwater pollution prevention
- Educated the targeted audiences about stormwater pollution prevention
- Completed the Operation and Maintenance Plan Update
- Completed the Stormwater Management Plan Update
- Finished cleaning and jetting the citywide system in 2018
- Completed the Annual Report to Ecology
- Updated the stormwater web page
- Obtained funding for the Gateway project
- Obtained funding for the Reecer Creek floodplain project

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – Stormwater

Department: Public Works Fund: Stormwater Account #: 400-431					
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$940,425	\$948,514	\$955,706	\$1,194,869	\$1,315,790
Intergovt. Rev.	299,676	73,044	50,000		
Miscellaneous	1,644	4,742	1,000	5,000	5,000
Transfers In	40,500		600,000		
Other Receipts	60,721	73,284			
Revenues Total	1,342,967	1,099,584	1,606,706	1,199,869	1,320,790
Expenditures					
Salaries	164,234	161,828	209,060	230,552	238,324
Benefits	114,696	-4,692	83,363	101,742	105,838
Supplies	7,346	5,571	28,200	35,700	28,200
Services	298,221	221,734	446,802	437,668	201,640
Debt Service	64,582	68,383			
Interfund	207,738	249,595	251,705	270,348	269,691
Capital Outlay	72,727	59,562	850,000	100,000	100,000
Transfers Out	130,000		150,000	252,238	256,238
Expenditures Total	1,059,545	761,981	2,019,129	1,428,248	1,199,931
Expenditures by Program					
Administration	499,281	452,104	605,336	709,503	671,528
Depreciation Expense					
Buildings	11,461	11,461			
Depreciation Expense					
Improvements	53,121	56,921			
General Operations	257,483	130,175	1,112,000	314,000	114,000
Maintenance	108,198	107,320	135,793	136,507	142,165
Transfer Out	130,000		150,000	252,238	256,238
Water Quality Grants		4,000	16,000	16,000	16,000
Expenditures Total	1,059,545	761,981	2,019,129	1,428,248	1,199,931
Stormwater Total	\$283,422	\$337,603	-\$412,424	-\$228,378	\$120,860
FTE	3.16	3.16	3.16	3.16	3.16

Electric and Natural Gas Utilities

Mission Statement:

To provide customers affordable, safe, and reliable electric and natural gas services.

Strategies:

- Continue to provide affordable, safe, and reliable electric and natural gas services to our customers.
- Provide our employees with the necessary resources to efficiently and effectively carry out their jobs in a safe manner. Continue education and training of employees on an annual basis.
- Continue to improve, expand and loop distribution systems to increase safety, capacity, and reliability.

General Overview

The Public Works and Utilities Department is responsible for the City's Electric Utility and Natural Gas Utility. Electric and Natural Gas utility staff provides administrative, engineering, operating and maintenance services for utility customers.

Electric Utility

The Electric Utility was formed as a municipal electric utility in 1891 making it the oldest municipal electric utility in Washington State. The Utility serves about 10,000 customers within the city limits delivering approximately 25 aMW's annually over 50 miles of overhead conductor and 38 miles of underground cable. The Utility purchases almost all of its power supply from the Bonneville Power Administration and owns a small community renewable energy generation facility. The Utility offers energy efficiency programs including rebates to its customers.

2017/2018 Accomplishments:

- Updated 20-Year Long Range Plan
- Updated PCB Management and Transformer Handling Policies
- Completed LED street light replacement project.
- GIS Implementation Program
- Installed new duct and vault, and electrical distribution and secondary systems for several new developments and throughout system for future tie-ins and system improvements.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary - Electric

Department: Public Works & Utilities

Fund: Electric Light **Account #:** 400-471 & 475

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$15,015,292	\$16,616,186	\$17,247,573	\$18,519,102	\$18,733,625
Interfund		11,545			
Miscellaneous	87,197	165,661	62,485	63,809	64,770
Interfund Loan Repayment			275,000	275,000	275,000
Other Receipts		8,969			
Revenues Total	15,102,489	16,802,361	17,585,058	18,857,911	19,073,396
Expenditures					
Salaries	1,358,900	1,351,928	1,726,330	1,704,319	1,760,394
Benefits	1,023,876	206,782	612,401	702,773	729,382
Supplies	8,794,365	9,219,138	9,802,885	9,456,185	9,742,616
Services	3,010,907	2,904,868	3,152,724	3,038,958	3,061,205
Debt Service	246,259	559,651	601,025	604,525	602,825
Interfund	1,481,543	1,774,808	1,661,440	1,700,444	1,705,298
Capital Outlay	852,404	125,041	90,000	243,600	206,920
Expenditures Total	16,768,255	16,142,216	17,646,805	17,450,803	17,808,640
Expenditures by Program					
Administration	4,437,123	3,628,778	5,194,837	4,184,271	4,235,901
CREP & Renewables Edu	420	5,820	13,478	5,479	5,479
Debt Service	246,259	559,651	601,025	604,525	602,825
Energy Efficiency & Customer Service	227,354	555,162	587,500	556,000	556,000
Engineering & Operations	252,922	321,507	312,920	387,477	401,952
Inventory Adjustment	-3,252	7,402			
New Line Transformers			45,000	50,000	52,520
New Meters	56,137	44,554	45,000	59,589	59,626
New OH Conductors				120,282	291,132
New Services	51,312	33,683	58,000	47,478	47,552
New Station Equipment	455,388	5,960	20,000		
New Street Lights				55,413	55,425
New UG Conductors				290,153	285,203
New UG Conduits & Vaults				147,685	133,535
Operations & Maintenance	10,097,756	10,681,538	10,273,361	10,936,664	11,075,551
Other Merchandising Services	2,123	16,443			
Primary Distribution Capital	451,903	281,301	494,484		
Public Event Work	1,764	416	1,200	5,787	5,938
Solar Panels	491,046				
Expenditures Total	16,768,255	16,142,216	17,646,805	17,450,803	17,808,640
Contribution to/from fund balance	-\$1,665,765	\$660,145	-\$61,747	\$1,407,107	\$1,264,756
FTE	12.4	14.4	14.4	14.02	14.02

Natural Gas Utility

The Natural Gas Utility was established by the City in 1957 and is the oldest municipal natural gas utility west of the Mississippi river. The Utility serves about 5,000 customers delivering approximately 7.4 million CCF's annually over 130 miles of underground piping. The Utility's service territory was established by the Washington Utilities and Transportation Commission (WUTC) and includes the city limits and surrounding areas. The Utility purchases all of its natural gas supply through Mercuria and uses Williams Pipeline for transportation of the gas. The Utility operates Public Awareness and Operator Qualification programs.

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2017/2018 Accomplishments:

- Completed all required annual maintenance including: Leak survey; valve maintenance; atmospheric corrosion survey, regulator station maintenance; pipeline patrol work.
- Installed new sector valves in the downtown core for improved safety and emergency response.
- Completed the uprating process to increase the system maximum allowable operating pressure (MAOP) for increased capacity and system reliability.
- Installed nearly 140 new services and over 14,000 feet of new gas main
- Continued the Operator Qualification Program
- Continued and expanded the Public Awareness and Distribution Integrity Management Programs
- Successfully completed three Utility and Transportation Commission audits including: Distribution Integrity Management Program; Public Awareness Program, and Pipeline Safety in 2017.

Financial Summary-Natural Gas

Department:	Public Works & Utilities		Fund:	Gas	Account #:	400-461
	2016	2017	2018	2019	2020	
	Actual	Actual	Budget	Budget	Budget	
Revenues						
Charges for Services	\$6,373,412	\$6,973,099	\$6,769,121	\$6,580,770	\$6,617,229	
Long-Term Debt Issuance						
Miscellaneous	8,304	31,099	3,500	3,500	3,500	
Debt Issued						
Revenues Total	6,381,717	7,004,198	6,772,621	6,584,270	6,620,729	
Expenditures						
Salaries	990,939	909,235	947,658	1,109,423	1,167,738	
Benefits	674,404	247,389	460,184	457,816	481,383	
Supplies	3,175,969	3,403,973	3,499,548	2,970,288	2,817,691	
Services	1,051,621	834,130	1,588,681	1,140,298	1,093,517	
Debt Service			52,115	52,115	52,115	
Interfund	971,123	1,072,336	873,011	919,436	920,349	
Capital Outlay		9,510	10,943	25,000	25,000	
Expenditures Total	6,864,057	6,476,574	7,432,140	6,674,376	6,557,793	
Expenditures by Program						
Administration	2,710,153	2,264,595	2,740,234	2,402,833	2,429,904	
Debt Service			52,115	52,115	52,115	
Energy Efficiency & Customer Service	51,727	53,250	100,000	75,000	75,000	
Engineering & Operations	182,457	198,549	228,790	147,394	150,449	
Inventory Adjustment	14,813	3,246				
Jobbing/Contract Work	2,504	10,394				
New Mains	158,997	30,441	67,206	188,793	175,793	
New Meters	50,085	1,792	9,909	104,720	83,720	
New Services	98,703	3,752	519,092	154,101	157,101	
New Station Equipment		-752				
Operations & Maintenance	3,594,617	3,911,307	3,714,794	3,549,421	3,433,712	
Expenditures Total	6,864,057	6,476,574	7,432,140	6,674,376	6,557,793	
Contribution to/from fund balance	-\$482,340	\$527,624	-\$659,519	-\$90,106	\$62,936	
FTE	11.83	11.83	11.83	11.83	11.83	

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Water Division

Mission Statement:

To provide safe, high quality water to the City residents.

Goals:

- Maintain a utility rate structure that supports the expenses of the utility fund and provides adequate retained earnings
- Provide quality water and reliable customer service to our customers

Strategies:

- Maintain a positive work environment that values and respects employees and customers
- Design, operate and maintain our infrastructure to meet community expectations and demands
- Utilize appropriate emerging technology to improve operations
- Continue to pursue training opportunities for division staff

General Overview

Water Utility Division is responsible for monitoring, testing, repairing, and upgrading of the City's water sources and distribution system. The division maintains several wells, pump houses, and reservoirs. Established by the City in 1933, the Water Utility has grown to serve over 4,700 customers delivering over 1.4 billion gallons of water annually.

Water is pumped into the City's system from several deep water wells located throughout the City and surrounding area. The utility has reservoir facilities at Craig's Hill and the Airport. Current capacity and plans for improvements to the system assures the City will be able to accommodate the future water needs of the growing community. Through constant monitoring, testing, repairing, and upgrading of the sources and distribution of the system, the City provides a safe, reliable water supply to its customers.

New Initiatives:

- Replace an existing 24" Water Mainline valve annually
- Drill and Construct Illinois Well
- Update strategic water system plan
- Extend water main from City Shop to Anderson Rd
- Extend water main along Bull road under I-90 to Berry Rd
- Locate and purchase property for drilling of an additional well
- Extend water main along Water St north of Bender Rd.
- Extend water main along "D" Street

Ongoing Commitments:

- Continue Leak Detection of 50% of the distribution/transmission system annually
- Continue education and training of 7 employees on an annual basis
- Continue and expand the valve maintenance program
- Complete construction of a new well house at the airport
- Continue to monitor and test wells according to the Water Quality Monitoring Schedule provided by the Washington State Department of Health.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2017 & 2018 Accomplishments:

- Assisted Washington State Department of Health with training of their employees on Sanitary System Surveys.
- Participating in the Environmental Protection Agency's (EPA) Unregulated Contaminant Monitoring Rule 4 (UCMR 4) testing program.
- Participating in Water Optimization Coaching program for energy reduction cost savings.
- Relocated Water Main under Wilson Creek between Capitol and Washington Avenues and Sampson and Anderson Streets.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary - Water

Department: Public Works	Fund: Water	Account #:	400-481 & 485		
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$4,571,824	\$4,594,899	\$4,562,885	\$4,940,746	\$5,285,257
Licences & Permits	420	690	600	700	700
Intergovt. Rev.				260,000	
Miscellaneous	37,654	154,549	6,393	51,393	51,393
Transfers In	247,492	202,082	1,674,776	1,100,000	1,650,000
Other Receipts	479,488	533,434	265,000	422,395	487,153
Revenues Total	5,336,878	5,485,655	6,509,654	6,775,234	7,474,503
Expenditures					
Salaries	504,674	521,611	568,203	508,900	523,450
Benefits	390,776	188,714	300,401	327,737	339,333
Supplies	145,692	256,427	277,459	258,921	258,921
Services	1,874,947	1,486,566	1,751,123	2,873,087	2,088,448
Debt Service	216,954	699,818	737,982	866,195	633,037
Interfund	952,506	941,601	982,907	1,061,926	1,061,473
Capital Outlay	254,063	222,654	1,674,102	632,000	1,952,000
Intergovt				20,000	20,000
Transfers Out	247,492	201,879	1,924,776	1,300,000	1,650,000
Expenditures Total	4,587,105	4,519,269	8,216,952	7,848,766	8,526,661
Expenditures by Program					
Administration	2,293,821	2,015,251	2,242,896	2,515,299	2,494,303
Buildings & Structures			1,200,000	150,000	1,350,000
Communications Equipment	12,977				
Cross Connection Control	53,589	48,264	55,680	12,680	12,680
Debt Service	252,514	699,818	737,982	866,195	673,037
Distribution Main	266,020	209,449	386,767	430,000	700,000
Hydrants			12,000	12,000	12,000
Inventory Adjustment	455	8,912			
Maintenance	425,217	508,200	706,227	733,262	723,812
Meters	156,541	85,045	160,000	160,000	160,000
Pumps	45,267		100,000	50,000	50,000
Source Operations	476,173	425,287	555,225	561,130	592,130
Training	12,195	12,740	24,200	25,000	25,500
Transfer Out	247,492	201,879	1,924,776	1,300,000	1,650,000
Transmission Main	35,036	19,519	30,000	30,000	30,000
Treatment	57,246	80,311	81,200	53,200	53,200
Wellhouse Equipment	248,922	182,858			
Wells	3,640	21,739		950,000	
Expenditures Total	4,587,105	4,519,269	8,216,952	7,848,766	8,526,661
Contribution to/from fund balance	\$749,774	\$966,385	-\$1,707,298	-\$1,073,533	-\$1,052,159
FTE	9.5	9.5	9.5	9.5	9.5

The Water Fund spends most of its budget on capital construction, with the remainder spent on salaries, benefits, contractual services, and intergovernmental payments to maintain its wells and water lines.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Wastewater Division

Mission Statement:

To provide for efficient, economical sewer collection and treatment.

Goals:

- Meet or exceed permitted discharge standards
- Complete plant upgrade

Strategies:

- Maintain a positive work environment that values and respects employees and customers
- Design, operate and maintain our infrastructure to meet community expectations and demands
- Continue to provide training opportunities for division staff

General Overview

Wastewater Utility Division is responsible for processing, testing and final discharge of wastewater produced within the City of Ellensburg. Established by the City in 1908, the Wastewater Utility serves over 3,900 customers within the Ellensburg city limits. The utility provides an efficient and safe wastewater system for the community through the operation of a Wastewater Treatment Plant and the associated lab, which maintain compliance with all Department of Ecology regulations. Current capacity and future plans for improvements to the system assures the City can accommodate the future needs of local growth.

New Initiatives

- Extend sewer main along Bull Rd under I-90 to Berry Rd.
- Design/construct boiler redundancy system

Ongoing Commitments

- Continue phase 2 of the new electrical upgrades
- Select Aeration Basin Option for upgrades
- Obtain field coordinates of system components for input into the City's Geographic Information System

2017 & 2018 Accomplishments

- Awarded Washington State Department of Ecology "Award of Excellence" for no permit violations for the 2017 reporting period.
- Rehabilitated 1300 feet of sewer main
- Began Construction of Phase 2 Electrical Upgrades at the Wastewater Treatment Facility.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary - Wastewater

Department: Public Works Fund: Sewer Account #: 400-491 & 495

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$3,919,004	\$3,998,178	\$3,819,616	\$4,306,000	\$4,586,378
Miscellaneous	32,807	57,183	12,600	38,600	37,600
Other Receipts	260,452	319,778	164,900	225,697	243,439
Revenues Total	4,212,263	4,375,139	3,997,116	4,570,297	4,867,417
Expenditures					
Salaries	688,231	697,201	743,706	824,302	811,750
Benefits	533,321	214,070	398,555	419,592	440,803
Supplies	73,161	70,112	163,502	136,100	136,100
Services	1,316,220	1,304,410	1,982,053	1,516,379	1,257,731
Debt Service	155,097	276,342	296,472	415,301	363,608
Interfund	915,968	1,035,340	925,847	1,049,021	1,052,205
Capital Outlay	413,246	649,280	718,209	1,265,000	1,425,000
Intergovt	156	142	1,600	600	600
Expenditures Total	4,095,402	4,246,896	5,229,945	5,626,296	5,487,797
Expenditures by Program					
Administration	2,164,473	1,836,579	2,149,716	2,512,507	2,343,125
Building & Structure	317,156	480,645	725,601	700,000	500,000
Capital		55,703	500,000	40,000	40,000
Debt Service	155,097	276,342	296,472	415,301	363,608
Heavy Equipment	138,763	73,862			
Inventory Adjustment	-295	750			
Mains	236,131	334,843	336,609	625,000	885,000
Maint of Building/Structure	212,021	169,315	247,442	267,794	272,994
Maint of Sewer Lines	139,518	129,098	150,504	151,370	153,870
Pretreatment Operations Exp		73	500		
Storm Lines	143,002	254,510	165,000	208,500	214,000
Training	7,850	10,314	23,000	23,600	24,100
WwTP Maintenance	581,686	624,862	635,100	682,224	691,100
Expenditures Total	4,095,402	4,246,896	5,229,945	5,626,296	5,487,797
Contribution to/from fund balance	\$116,861	\$128,243	-\$1,232,829	-\$1,055,999	-\$620,380
FTE	11.58	11.58	11.58	11.58	11.58

The Sewer Fund spends a large portion of its budget on salaries, benefits, contractual services, and intergovernmental services. There is also substantial capital spending for the extension of main lines and upgrades to the wastewater treatment plant.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Shop Division

Mission Statement:

To provide efficient, economical vehicle purchasing, equipment repair and warehousing services for all City departments.

Strategies

- Maintain a positive work environment that values and respects employees and customers
- Provide warehouse and purchasing services for city departments in a timely manner

General Overview

Shop and Warehouse provides other City departments with warehousing, inventory, central purchasing services, and maintenance of city vehicles and equipment.

New Initiatives:

- Implement barcode scanning software for inventory items.
- Begin replacement of the existing aluminum double glazed windows at the Warehouse Facility.
- Secure outside inventory storage area

2017 & 2018 Accomplishments:

- Replaced Main Electrical Service panel in the warehouse facility.
- Purchased and currently implementing new Fleet Management Software.
- Enclosed and Heated existing Decant Building breezeway for winter Vector truck storage.
- Added additional work, office, and storage space at Mechanic Shop facility.
- Constructed new secondary ingress/egress to Shop and Warehouse facility via Railroad Avenue.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – Shop & Equipment

Department: Public Works	Fund: Shop & Equipment Account #: 500-531				
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$292,511	\$314,322	\$310,700	\$310,700	\$310,700
Intergovt. Rev.	423,625				
Miscellaneous	1,610,292	1,809,755	1,692,228	1,827,075	1,862,824
Transfers In		134,198			
Revenues Total	2,326,428	2,258,275	2,002,928	2,137,775	2,173,524
Expenditures					
Salaries	282,876	334,234	382,587	337,915	354,368
Benefits	191,273	154,306	154,958	170,268	179,177
Supplies	270,005	293,737	362,211	348,000	353,000
Services	207,391	149,978	333,263	313,624	253,624
Interfund	115,811	129,189	129,831	151,997	152,550
Capital Outlay	659,310	422,472	892,791	612,025	349,607
Interfund Loan Disbursement			169,560		
Expenditures Total	1,726,666	1,483,916	2,425,201	1,933,829	1,642,326
Expenditures by Program					
Equipment Services	44,153	127,564	161,232	62,122	63,273
Facilities	294,804	247,815	590,211	442,219	278,369
Interfund Loan Disbursement			169,560		
Motor Pool & Shop	1,125,720	901,489	1,212,881	1,113,870	1,025,086
Warehousing	261,989	207,048	291,317	315,619	275,598
Expenditures Total	1,726,666	1,483,916	2,425,201	1,933,829	1,642,326
Shop/Warehouse Total	\$599,762	\$774,359	-\$422,273	\$203,946	\$531,198
FTE	5.10	6.10	6.10	6.08	6.08

A new Senior Mechanic position was approved in the 2017/18 budget.

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Parks and Recreation Department

Locations:	Memorial Pool 815 E 6 th Avenue	Stan Bassett Youth Center 406 E. Capitol Avenue
	Adult Activity Center 506 S. Pine Street	Ellensburg Racquet & Recreation Center 6061 Vantage Hwy.
	Park Administration Second Floor, 501 N. Anderson Street	

Mission Statement:

To enhance the lives of community residents and visitors of all ages by providing a wide range of quality leisure experience in our parks, recreational facilities, programs, and services. Through our efforts, we will advance the health and wellness of individuals and families, foster greater community spirit, protect and enhance our natural resources and environment, contribute to the vitality of the local economy, and promote a high quality of life in Ellensburg.

Goals:

- Manage Provide safe, clean, and well maintained open spaces for residents and visitors the City parks in an efficient manner
- Design and implement programs that will enhance the quality of life of its residents

Strategies:

- Promote maximum public use and access to all community facilities by those who work or live in Ellensburg
- Provide high quality programs, lessons and leagues to meet the needs of our diverse community in a safe, enjoyable, friendly atmosphere
- Provide for the social, recreational, educational, psychological and physical needs of residents and promote their participation in all aspects of community life
- Develop and maintain the park and open space system with sufficient recreation facilities to meet community needs
- Provide a high level of maintenance for all current park facilities

General Overview

The Parks and Recreation Department is responsible for serving residents of all ages in the Ellensburg community. The department plans, organizes, and manages the City's parks and recreation programs including a park acquisition, development and improvement program, park maintenance and city beautification program, and comprehensive recreation program.

The City's Parks and Recreation Department has six program divisions as follows:

Youth Program Division is responsible for the development and maintenance of programs for youth. The City runs most of the programs from the youth center building.

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The Stan Bassett Youth Center (SBYC) opened in February of 2001 after extensive remodeling. Its convenient location is directly across from Morgan Middle School and two blocks from Lincoln Elementary. It is easy to access from any school bus route. This facility is evidence of the City of Ellensburg's dedication to providing on-going youth and community recreational and educational opportunities.



Ellensburg's Youth Program is a non-fee based program available to youth who are in 3rd thru 8th grade, open 3-7 pm Monday through Friday, with extended hours for special events and late night programs. This drop-in program includes a daily schedule of events geared toward youth like homework assistance, small group activities, sports and active games, arts & crafts, multi-cultural activities, guest speakers, field trips, late nights, special events, vacation day trips, T.V. lounge, and computer lab complete with

internet access.

Senior Services Division is responsible for developing adult programs like exercise programs, dancing, trips, and computer workshops. The City runs most of the programs out of the Adult Activity Center.

The following activities are held on a weekly basis: Pine Needle Basketry, Arts & Crafts, Bridge, Pinochle, Pool, Aerobic Exercise, Yoga, and Oil & Water Color Art lessons.

In addition, the Center offers regular classes in driver safety refresher courses, casino trips, women's night out events, lecture series on legal & financial guidance, dinner club, free income tax return preparation, and special Friday socials to include dances, musical entertainment and seasonal celebrations.



Our Wellness Program includes foot care, massage therapy, blood pressure checks, nutrition courses and a lecture series on healthy aspects of aging.

We offer a wide variety of trips and tours to meet the individual interests and budget, from local day sightseeing tours to North American adventures.

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Athletics Division offers a recently expanded sports program. The City offers youth basketball leagues-boys and girls in grades K-8, from December – February at Ellensburg School District facilities. In addition, the City offers youth and adult indoor soccer at the Ellensburg Racquet and Recreation Center throughout the year and youth volleyball for kids in grades 3-8 in the spring. During the summer, the City offers weekly youth sports camp through a partnership with Skyhawks sports. Tiny Tots sports for kids 3-5 years old throughout the school year. In 2019 we will be offering for the first time coed adult volleyball, adult coed dodgeball, and adult 3-on-3 basketball.



Aquatics Division is responsible for the operation of the Kittitas Valley Memorial Pool and Fitness Center (KVMP). The KVMP offers a 25m pool, a 22'x44' kiddie pool with play shower, 1m diving board, hot tub, sauna, men's and women's shower/dressing room, and a well-equipped fitness center with weights and cardio equipment.

Fitness & Recreational Division is responsible for the operation of the Ellensburg Racquet and Recreation Center (ERRC) and recreation events. The ERRC focuses on tennis, racquetball and fitness. The ERRC has two (2) heated indoor tennis courts, three (3) racquetball courts, a 50' x 108' indoor soccer facility, and a fitness/weight room equipped with both Nautilus and free weights. In addition, we have men's & women's showers & locker rooms, both with saunas. The Parks & Recreation Department offers a wide range of recreation events throughout the year for all ages and interests. The popular events include the Daddy Daughter Dinner Dance, summer movies at City Hall, and the Flashlight Egg Hunt.

Park Maintenance Division is responsible for the maintenance of the City's parks for both day and night activities. The City maintains 18 parks with a total of 250 acres.

The City maintains a diverse inventory of parks: Irene Rinehart Riverfront Park sits on 117 acres of land and has a boat landing, lake swimming, sand volleyball, picnic and barbecue facilities, hiking/biking trails, scenic walking paths, small off leash dog park, 9-hole disc golf course, Yakima River access, two ponds and open grass areas.

McElroy Park is a 6.7-acre park with walking trails, a pond, natural areas, picnic tables, large open turf area, and a natural play structure.

Paul Rogers Wildlife Park is a 20-acre park that has improved trails with natural settings.

North Alder Street Park, our newest city park facility, is a 5.5 acre park located ½ mile north of Central Washington University. The park has a picnic shelter, play structure, ¼ mile paved loop



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

trail, full court basketball court, large grass area, bathrooms, and great sledding hills for wintertime activities.

Kiwanis Neighborhood Park is a 4-acre park with a picnic shelter; children's play structure, basketball, youth baseball field, and restrooms.

Veterans' Memorial Park sits on 3.0 acres and has a picnic shelter, children's play structure, basketball court, and large open turf area and is located next to the swimming pool.

Reed Neighborhood Park is on 4.0 acres of land with panoramic views of Ellensburg and Kittitas Valley. It includes turf areas and picnic tables. It is located at the top of Craig's Hill.

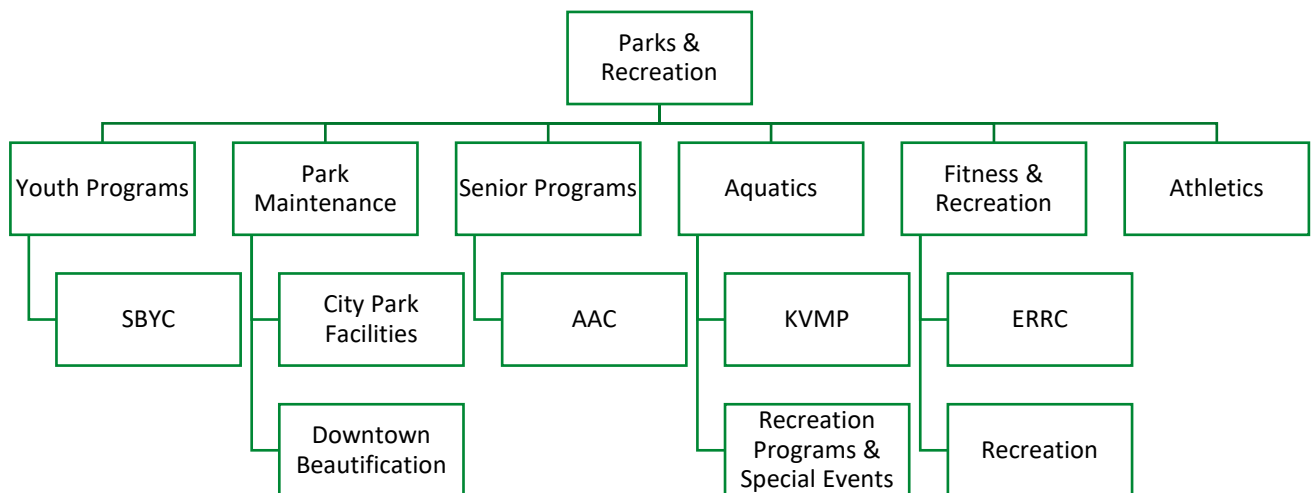


West Ellensburg Neighborhood Park sits on 6.0 acres of land with a picnic shelter, children's play structure, sport court, restrooms, and one full-sized baseball field.

Rotary Park is a 72 acre-master planned sports complex that has 4 youth baseball/softball fields, 2 full sized softball fields, 2 full sized baseball fields, restroom facilities, children's play toy, full court basketball, 18 acres of multi-purpose fields, off leash dog park, mountain bike skills areas, and a walking/bike trail connected to Irene Rinehart Riverfront Park and the city owned 40 acre Reecer Creek Floodplain area .

Lions/Mt. View Community Park is on 8.0 acres of land with two soccer fields, a youth baseball field, roller hockey rink, picnic shelter, barbecues, toddler, and youth play structures, and restrooms.

Skate Park is a 0.66-acre park with ramps and jumps for skateboarders.



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New Initiatives:

- Develop a program that addresses operational and facility deficiencies.
- Work with other agencies to further the vision of a comprehensive community recreation center
- Pursue acquisition of property in the downtown commercial district for a public park/plaza

Ongoing Commitments:

- Maintain all developed parkland grounds, buildings and site amenities in a safe and aesthetically pleasing condition
- Continue to offer a wide variety of quality adult athletic programs at various applicable City properties
- Continue to offer a wide variety of quality recreation programs, lessons, leagues and events to meet the recreational needs of youth and adults in our community
- Continue to offer a wide variety of quality recreation programs, events and exercise programs to meet the needs of our senior citizens
- Provide and promote water safety through a variety of recreational and instructional aquatic programs in a safe, friendly, and enjoyable atmosphere
- Provide the residents with timely and accurate information on programs and services through various communication tools (brochures, newsletters, flyers, website, etc.)
- Continue to develop and maintain partnerships with other agencies and community organizations when appropriate to provide programs and services
- Continue to utilize public support for community projects and programs through donations, financial support, volunteer hours, product/merchandise support, and interns
- Continue to expand non-motorized transportation corridors throughout the City

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – Parks & Recreation

Department: Parks & Recreation **Fund:** General Fund **Account #:** 001-022

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$349,667	\$396,665	\$454,865	\$472,197	\$462,197
Intergovt. Rev.	3,144	3,060	3,880	3,800	3,880
Miscellaneous	57,094	69,257	54,512	51,523	51,523
Revenues Total	409,905	468,982	513,257	527,520	517,600
Expenditures					
Salaries	927,567	1,005,816	1,186,298	1,180,084	1,209,206
Benefits	350,812	360,904	454,564	419,299	436,299
Supplies	163,028	182,283	194,617	190,514	190,583
Services	698,919	730,772	689,929	724,956	686,496
Interfund	56,130	59,434	74,905	72,941	73,456
Expenditures Total	2,196,456	2,339,209	2,600,313	2,587,794	2,596,040
Expenditures by Program					
Adult Activity Center	182,147	180,911	188,259	186,732	187,622
Community Athletics	60,149	47,526	72,519	79,485	79,605
Ellesnburg Racquet & Rec Center	122,763	134,383	161,749	168,017	169,430
Memorial Pool & Fitness Center	455,070	550,903	576,767	566,091	569,177
Park Maintenance	1,009,863	1,039,711	1,154,679	1,139,199	1,135,270
Park Partnership Grants	11,140	12,038	11,140	11,140	11,140
Parks & Recreation Admin	209,662	216,793	250,619	245,836	250,434
Recreation	20,845	24,229	41,414	41,414	41,414
Youth Services	124,816	132,716	143,167	149,880	151,948
Expenditures Total	2,196,456	2,339,209	2,600,313	2,587,794	2,596,040
General Fund Total	<u>\$1,786,551</u>	<u>\$1,870,227</u>	<u>\$2,087,056</u>	<u>\$2,060,274</u>	<u>\$2,078,440</u>
FTE	24.40	26.00	26.00	26.03	26.03

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary-Park Acquisition

Department: Parks & Recreation **Fund:** Park Acquisition **Account #:** 100-160

The Park Acquisition Fund was created for the purpose of park land acquisition and park development.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$192,815	\$337,802	\$265,000	\$265,000	\$265,000
Intergovt. Rev.	2,032	2,093	1,921	1,711	1,711
Miscellaneous	2,233	13,751	0	0	0
Revenues Total	197,080	353,647	266,921	266,711	266,711
Expenditures					
Services			28,149		
Capital Outlay	112,657	98,030	825,000	1,025,000	
Expenditures Total	112,657	98,030	853,149	1,025,000	0
Parks Acquisition Total	\$84,423	\$255,617	-\$586,228	-\$758,289	\$266,711

Library/ Hal Holmes Center Department

Location: 209 North Ruby Street, Ellensburg

Mission Statement:

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

Vision:

The Ellensburg Public Library informs, educates, entertains, enriches and empowers our patrons.

Strategies:

- Stimulating young children's interest in and appreciation of reading
- Encouraging lifelong learning
- Ensuring freedom of access to information
- Providing the space and the opportunity for people and ideas to come together
- Responding to the needs of our diverse community

General Overview

Located in historic downtown Ellensburg, the Ellensburg Public Library serves the community by providing a diverse collection of materials and electronic resources, community space, and educational programming to encourage lifelong learning. The Library protects intellectual freedom and access to information and ideas. It also provides the community with a safe, welcoming environment and skilled assistance.

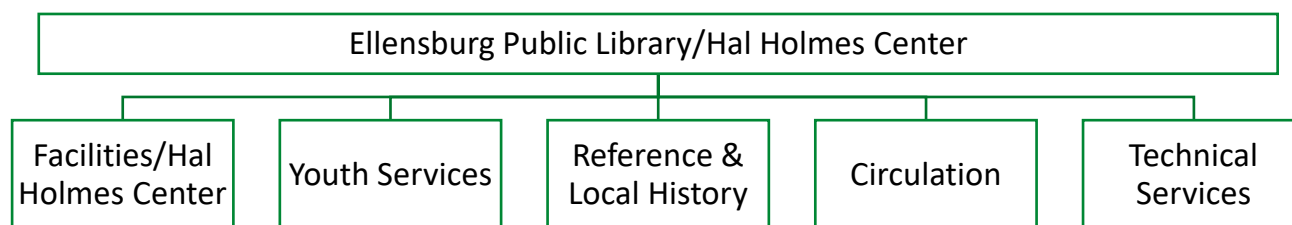
The Library has over 55,000 books, 13,000 audio-visual items, and 145 magazine/newspaper subscriptions, 17 online database subscriptions majority with remote access, 35,000 e-books, 22,000 downloadable audiobooks and digital collections of Local History photographs.



Over 132,000 people visit our library annually to request services, use the public computer workstations, check out materials, and attend programs. Nearly 13,000 library cards are currently active, and the Library circulates about 200,000 books and materials annually. The Library host an average of 450 programs per year for adults and youth with about 16,000 attendees.

The Hal Holmes Community Center is a multipurpose conference facility at the Ellensburg Public Library. Being an integral part of the library, the Hal Homes Community Center has seen a steady increase in use. The Library, community, and statewide groups use the center for trainings, social events, and meetings.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET



New Initiatives:

- Downloadable eBooks
- Digital Literacy classes
- New collections: Video Games and Young Adult Graphic Novels
- Kids Grow Program: a community collaborative garden program for kids and families

Ongoing Commitments:

- Provide free access to information
- Encourage lifelong learning
- Fiscal responsibility and good stewardship of taxpayer resources
- Maintain a safe and well-kept public facility



2017/2018 Accomplishments:

- Awarded three grant projects: Microsoft Imagine Academy, ESL Classes and WA Digital Heritage Grants
- Hosted author Tim O'Brien for One Book One Community program
- Partnered with many agencies and non-profits in the community to offer a diverse range of programming
- New public lab computers and furniture for Children's area

Service Measures

	2013	2014	2015	2016	2017
Items Borrowed	212,236	206,964	194,423	186,974	194,480
Library Visits	151,219	164,598	141,817	131,556	132,917
Library Card Holders	11,235	11,178	12,558	14,024	12,908
Programs	574	397	380	423	451
Program Attendance	17,873	14,482	13,955	16,180	16,326
Hal Holmes Reservations	936	910	944	957	921
Friends of the Library Support	\$11,756	\$11,766	\$9,235	\$12,374	\$6,578

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – General Fund

Department: Library **Fund:** General Fund

Account #: 001-023

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$106,273	\$107,047	\$105,324	\$105,324	\$105,324
Fines & Forfeits	18,690	-15,600	22,000	22,000	22,000
Intergovt. Rev.	6,255				
Miscellaneous	36,070	37,790	40,600	40,600	40,600
Transfers In			18,000		
Revenues Total	167,288	129,237	185,924	167,924	167,924
Expenditures					
Salaries	491,612	486,729	554,498	575,874	585,786
Benefits	231,599	224,771	286,395	256,979	256,596
Supplies	14,927	10,888	22,567	22,067	22,067
Services	98,661	114,294	124,539	106,539	106,539
Capital Outlay	69,732	83,507	91,857	89,291	89,291
Interfund	66,665	71,227	86,840	84,553	85,650
Intergovt	844	1,064	1,020	1,020	1,020
Expenditures Total	974,041	992,480	1,167,716	1,136,323	1,146,949
Expenditures by Program					
Library Admin	121,118	116,509	209,095	125,590	135,063
Library (Public Service)	765,018	772,740	839,588	910,200	911,353
Library (Organization of Materials)	3,232	21,544	19,005	19,005	19,005
Donation Expenditures	275	632	4,608	4,608	4,608
Hal Holmes	19,310	18,501	36,286	18,286	18,286
Library Facilities	54,764	61,788	51,600	51,600	51,600
Library Training	2,642	766	7,034	7,034	7,034
LSTA Grant	7,682				
Health Library			500		
Expenditures Total	974,041	992,480	1,167,716	1,136,323	1,146,949
Contribution to/from Fund Bal	-\$806,753	-\$863,243	-\$981,792	-\$968,399	-\$979,025
FTE	11.73	11.75	11.75	11.93	11.93

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary - Library Trust

Department:	Library	Fund:	Library Trust Fund	Account #:	600-605
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$5	\$0	\$0	\$0	\$0
Miscellaneous	1,924	11,979	7,500	7,500	7,500
Revenues Total	1,929	11,979	7,500	7,500	7,500
Expenditures					
Supplies		1,677	2,000	2,000	2,000
Services	341	300	400	400	400
Capital Outlay	429	2,344	6,400	6,400	6,400
Expenditures Total	770	4,321	8,800	8,800	8,800
Expenditures by Program					
Berg	182	138	250	250	250
Farrell	246	175	600	600	600
Library Acquisitions			3,500	3,500	3,500
Library Auction			100	100	100
Public Service	341	4,009	4,350	4,350	4,350
Expenditures Total	770	4,321	8,800	8,800	8,800
Contribution to/from Fund Bal	\$1,159	\$7,658	-\$1,300	-\$1,300	-\$1,300

The Ellensburg Public Library's Trust Fund frequently receives donations from our citizens to honor friends and relatives, or as memorials and bequests. These funds are held in trust and the interest is budgeted each year for enhancements to improve the library and the library's collection of materials.

Mr. Donald H. **Anderson** bequeathed one half of his estate to the Library and one half to the hospital in 1998.

Mr. Walter L. **Berg's** donation in 1987 in memory of his wife Rosemary has enabled the Library to purchase a dozen mystery books each and every year since that time.

Marcus & Dorothy **Rathbun** bequeathed \$49,892 to the Library in 2003. \$10,000 was used for the millennium public art labyrinth project that was done that year.

Pearl A. **Farrell** donated \$15,000 to the Library in 1985. The fund has made it possible for many purchases of local historical materials over the years.

Mrs. Marguerite **Gustafson** in 2005 bequeathed \$50,000 to the Library for the benefit of its residents.

Rotary Club of Ellensburg donates \$600 per year for the purchase of children's books. In 2007 our community lost two dedicated women who were former teachers in our public schools, Dora **Cissell** and Anna B. **Shuck**. Dora left the library \$23,756 to be used for children's services. Anna B. Shuck bequeathed \$6,360, half of which purchased locally designed and built display cases for the lobby. The other half will continue to grow in the trust fund to be used in future years for other library enhancements.

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In 2009, with the passing of James G. **Nylander**, a fund was established for donations to go toward sponsoring the Nylander Memorial Humanities Speaker Series. A bequest of \$50,000 was accepted from the Patrick **Brown** estate in 2012 enabling a much needed circulation department remodel.



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary-CATV

Department: Library/Hal Holmes

Fund: CATV

Account #: 100-150

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$111	\$92	\$0	\$0	\$0
Licenses & Permits				13,845	13,845
Taxes	96,111	92,209	93,200	93,200	93,200
Miscellaneous	262	764			
Transfers In		19,540			
Revenues Total	96,484	112,606	93,200	107,045	107,045
Expenditures					
Supplies	43				
Services	63,871	72,087	80,000	80,000	80,000
Interfund	11,228	11,228	11,228	18,349	18,473
Intergovt			5,000	5,000	5,000
Expenditures Total	75,142	83,315	96,228	103,349	103,473
Contribution to/from Fund Bal	\$21,342	\$29,290	-\$3,028	\$3,696	\$3,572

The CATV operations and maintenance fund was established to provide funds for the operation and maintenance of public access television. The CATV fund historically received its funding from 40% of a 5% cable franchise fee.

In 2013, a 1.25% utility tax was established on the operation of a cable television system within the city. These taxes are designated to further maintain access channel recording, editing and broadcasting equipment, and the addition of internet video streaming and video on demand services.

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Capital Facility & Improvement Programs

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CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Capital Projects List

Fund#	Department/Fund Item Description	2019 Funded Projects	2020 Funded Projects
General Governmental / General Fund			
011	City Hall Lock/Security Upgrade	\$25,000	\$0
Total		\$25,000	\$0
Parks & Recreation / General Fund			
022	Main Pool Boiler for Kittitas Valley Memorial Pool	\$20,000	\$0
022	Fitness Equipment for Kittitas Valley Memorial Pool	\$15,000	\$15,000
022	Re-Tile Kittitas Valley Memorial Pool Spa	\$41,000	\$0
Total		\$76,000	\$15,000
Street Division/ Multiple Funds			
120	Capital Equipment Purchases	\$116,000	\$0
123	Arterial Street Projects	\$5,769,480	\$2,307,000
366	Sidewalk Projects	\$587,160	\$300,000
Total		\$6,472,640	\$2,607,000
Public Works & Utilities/ Natural Gas Fund			
461	Cogsdale Geolocation Mgt & Mobile Work Projects	\$24,160	\$3,400
461	New Metering Equipment Projects	\$40,000	\$20,000
461	Cathodic Protection System Study Project	\$50,000	
461	New Gas Mains Projects	\$245,500	\$230,000
461	Vactor Truck Rental Projects	\$25,000	\$25,000
Total		\$384,660	\$278,400
Public Works & Utilities/ Electric Fund			
471	Anderson Rd. to Umptanum Tie	\$150,000	\$0
471	D1 Dolarway Substation Improvement	\$117,000	\$117,000
471	Dolarway Bridge	\$20,000	\$0
471	Mountain View Re-conductor	\$0	\$170,000
471	Street Lighting Pole Replacement and Improvements	\$40,000	\$40,000
471	Vactor Truck Rental Projects	\$25,000	\$25,000
471	Willow St. Electrical Relocation	\$50,000	\$0
Total		\$402,000	\$352,000

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Fund#	Department/Fund Item Description	2019 Funded Projects	2020 Funded Projects
Public Works & Utilities/ Water Fund			
481	Water Distribution Main Extensions	\$40,000	\$40,000
481	Water Distribution Main Oversizing	\$40,000	\$40,000
481	Bull Road Water Main Extension	\$100,000	\$0
481	Christy Ave Water Main	\$200,000	\$0
481	Memorial Park Water Main Relocation	\$50,000	\$0
481	Seattle Ave Water Main Loop	\$0	\$320,000
481	Water- Meters & ERTs	\$160,000	\$0
481	Water Fire Hydrants	\$12,000	\$12,000
481	Hayward Hill Well & Rte. 10 Well Pump & Motor Rebuild	\$50,000	\$50,000
481	Drilling Illinois Well	\$950,000	\$0
481	Illinois Well Well House & Motor Control Center	\$150,000	\$1,350,000
481	Main Extension - Illinois Well to High Zone	\$0	\$300,000
Total		\$1,752,000	\$2,112,000
Public Works & Utilities/ Wastewater Fund			
491	Bull Road Main Extension	\$100,000	\$0
491	Sewer Main Extension	\$30,000	\$30,000
491	Sewer Main Oversizing	\$30,000	\$30,000
491	Cured-in-place Sewer Line Rehabilitation	\$125,000	\$120,000
491	Anderson Rd. Sewer Main Extension	\$0	\$700,000
491	Willow St. Sewer Main Extension	\$345,000	\$0
491	Wastewater Treatment Facility Electrical Improvements	\$700,000	\$500,000
Total		\$1,330,000	\$1,380,000
Public Works & Utilities/ Shop/Warehouse Fund			
531	Equipment	\$329,000	\$145,000
Total		\$329,000	\$145,000
Public Works & Utilities/ Stormwater Utility			
431	Utility Capital Outlay	\$100,000	\$100,000
Total		\$100,000	\$100,000
General Capital Projects			
340	Capital Improvement Bond - Facilities Improvements	\$4,414,658	\$2,833,835
Total		\$4,414,658	\$2,833,835

Statistical Information

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CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Personnel

City employees who are eligible under state law to be represented by labor organization are employed under labor contract provisions on such matters as salaries, vacation, sick leave, medical and dental insurance, working conditions, and grievance procedures. City of Ellensburg strives to complete these agreements in a timely manner and promote labor relations policies that are mutually beneficial to the City and the employees.

Employee Groups

Represented:

- Teamster's (39 members)
- Ellensburg Police Teamster's (26 members)
- OPEIU Professional/Technical (37 members)
- OPEIU Library (13 members)
- IBEW Light (9 members)

Non-represented:

- Management and professional (48 members)

Medical Plans

The City provides medical insurance coverage to employees and their dependents and provides for the payment of insurance premiums with a modest contribution from employees per pay period per coverage. Currently the City medical insurance is provided through a partial self-insured program and we are continuing the program in 2019-2020.

Pension Plans

All City full-time and qualifying part-time employees participate in either a Public Employees Retirement System (PERS) or the Law Enforcement Officers and Fire Fighters (LEOFF) Retirement system. PERS and LEOFF are statewide government employees' retirement systems administered by the Washington State Department of Retirement Systems. Both the employees and the employer contribute to fund the plan and the State sets the rate of the contribution.

Pension Plans
Rate Contributions
(Effective 9/01/2018)

Plan	Contribution Rates		
	City	Employee	Total
LEOFF 1			
LEOFF 2	8.93%	8.59%	17.52%
PERS 1	12.83%	6.00%	18.83%
PERS 2	12.83%	7.41%	20.24%
PERS 3	12.83%	5%-15%	

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Function/Department	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
City Council												
Mayor	1	1	1	1	1	1	1	1	1	1	1	1
City Council	6	6	6	6	6	6	6	6	6	6	6	6
<i>Total City Council</i>	7	7	7	7	7	7	7	7	7	7	7	7
City Manager												
City Manager	1	1	1	1	1	1	1	1	1	1	1	1
Assistant City Manager/ City Attorney	0	0	0	0	0	0	0	0	0	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1	1
Communications Officer	0	0	0	0	0	0	0	1	1	1	1	1
Land Use Consultant / Project Manager	1	1	0	0	0	0	0	0	0	0	0	0
City Attorney	1	1	1	1	1	1	1	1	1	0	0	0
Executive Assistant / Asst. City Clerk	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46
Human Resources Director	1	1	1	1	1	1	1	1	1	1	1	1
Human Resources Specialist	1	1	1	1	1	1	1	1	1	1	1	1
HR Assistant	0	0	0	0	0	0	0	0	0	0	0	0
Civil Service / Chief Examiner	0	0	0	0	0	0	0	0	0	0	0	0
Capital Project Manager	0	0	0	0	0	0	0	0	0	1	1	1
On-Call	0	0.27	0	0	0	0	0	0	0	0	0	0
<i>Total City Manager</i>	6.46	6.73	5.46	5.46	5.46	5.46	5.46	6.46	6.46	7.46	7.46	7.46
Police Department												
Police Chief	1	1	1	1	1	1	1	1	1	1	1	1
Police Captain	2	2	2	2	2	2	2	2	2	2	2	2
Police Admin. Supervisor	1	1	1	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	1	1	1	1	1	1	1	1	1	1	1	1
Animal Shelter Aide	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
Animal Control Officer	2	2	2	2	2	2	2	2	2	2	2	2
Secretary / Records Clerk	3.45	3.75	3.5	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75
Code Enforcement Officer	2	2	2	2	2	2	2	2	2	2.5	2.5	2.5
Sergeant	5	5	4	5	5	5	5	5	5	5	5	5
Corporal	4	4	4	4	4	4	4	4	4	4	4	4
Officer First Class	7	7	11	13	15	15	15	16	16	16	13	13
Officer Second Class	2	5	3	2	0	2	1	1	1	1	0	1
Officer Third Class	0	3	2	2	2	0	1	1	1	1	1	3
Probationary Officer	8	2	0	0	1	1	1	0	0	0	3	0
<i>Total Police</i>	39.4	39.7	37.4	39.7	40.65	40.65	40.65	40.65	40.65	41.15	40.15	40.15

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Function/Department	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Finance Department												
Finance Director	1	1	1	1	1	1	1	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1	1	1	1	1	1	1
Assistant City Clerk	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54
Applications Specialist	0	0	0	0	0	0	0	0	1	1	1	1
Utility Services Supervisor	1	1	1	1	1	1	1	1	1	1	1	1
Accounting Analyst	1	1	1	1	0	0	0	0	0	0	0	0
Accountant II	0	0	0	0	0	0	1	1	1	1	1	1
Senior Financial Analyst/Budget Officer	0	0	0	0	1	1	1	1	1	1	1	1
Administrative Assistant	0	0	0	0.5	0.5	0.5	0	0	0	0	0	0
Account Clerk I / RPZ	2	2	2	2	2	2	2	2	2	2	2	2
Account Clerk II	1	1	1	1	2	3	3	3	3	3	3	3
Accounting Specialist	2	2	2	2	2	2	2	2	2	2	2	2
Senior Account Clerk	0	0	0	0	0	0	0	0	0	0	0	0
Billing Specialist	1	1	1	1	1	1	1	1	1	1	1	1
Data Entry / Billing Clerk	1	1	1	1	1	0	0	0	0	0	0	0
Meter Reader	1.5	1.5	1.5	1	1	1	0.5	0.5	0	0	0	0
Payroll & Benefits Technician	1	1	0	0	0	0	0	0	0	0.5	0.5	0.5
Payroll / Accounting Specialist	1	1	1	1	1	1	1	1	1	1	1	1
Senior Utility Account Clerk	1	1	1	1	0	0	0	0	0	0	0	0
Senior Meter Reader	1	1	1	1	1	1	1	1	1	1	1	1
<i>Total Financial</i>	18	18	17	17	17	17	17	17	17.5	18.04	18.04	18.04
Community Development												
Community Development Director	1	1	1	1	1	1	1	1	1	1	1	1
Assistant Building Official	1	1	0	0	1	1	0	0	0	0	0	0
Building Official	0	0	0	0	0	0	1	1	1	1	1	1
Building Inspector	2	2	2	2	1	1	1	1	0	0	0	0
Building Inspector II	0	0	0	0	0	0	0	0	1	1	1	1
Building Plans Examiner	0	0	0	0	0	0	0	0	0	0	0	0
Economic Development Manager	0	0	0	0	0	0	0	0	0	0.63	0.63	0.63
Planning Supervisor	1	1	1	1	1	1	1	0	0	0	0	0
Associate Planner	0	0	0	0	0	0	1	1	1	1	1	1
Planner	1	1	1	1	0	0	0	0	0	0	0	0
Planning/Permit Technician	2	2	2	2	2	2	1	1	1	1	1	1
Secretary	0	0	0	0	0	0	0	0	0	0	1	1
Senior Planner	0	0	0	0	1	1	2	3	3	3	3	3
<i>Total Community Development</i>	8	8	7	7	7	7	8	8	8	8.63	9.63	9.63

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Function/Department	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Public Works & Utilities												
Public Works & Utilities Director	0	0	0	0	0	0	0	0	0	1	1	1
Public Works Director	1	1	1	1	1	1	1	1	1	0	0	0
Assistant Public Works Director	1	1	1	1	1	1	1	1	1	1	1	1
Assistant City Engineer	0	0	1	1	1	1	1	1	1	1	0	0
Assistant City Engineer/ Transit Manager	0	0	0	0	0	0	0	0	0	0	1	1
Engineering Services Manager	0	0	0	0	0	0	0	0	0	1	1	1
City Engineer	1	1	1	1	1	1	1	1	1	0	0	0
Civil Engineer	1	1	0	0	0	2	2	2	2	2	2	2
Operations Analyst	2	2	2	2	2	2	2	2	2	1	1	1
Sr. Operations Analyst	0	0	0	0	0	0	0	0	0	1	1	1
Public Transit Manager	0	0	0	0	0	0	0	0	1	1	0	0
Assistant Transit Manager	0	0	0	0	0	0	0	0	0	0	1	1
Stormwater Utility Manager	0	1	1	1	1	1	1	1	1	1	1	1
Engineering Aide	1	1	1	1	1	0	0	0	0	0	0	0
Engineering Technician I	1	1	1	1	1	2	2	1	1	1	1	1
Engineering Technician II	1	1	1	1	1	0	0	0	0	1	1	1
Engineering Technician III (Arborist)	1	1	1	1	1	1	1	1	1	1	1	1
Development Coordinator	0	0	0	0	0	0	0	1	1	1	1	1
PW Administrative Secretary	1	1	1	1	1	1	1	1	1	1	1	1
Temporary Labor- Engineering	0.25	0.32	0	0	0	0	0	0	0	0	0	0
Street Foreperson	1	1	1	1	1	1	1	1	1	1	1	1
Water Foreperson	1	1	1	1	1	1	1	1	1	1	1	1
Sewer Foreperson	1	1	1	1	1	1	1	1	1	1	1	1
Shop Foreperson	1	1	1	1	1	1	1	1	1	1	1	1
Heavy Equipment Operator- Street	5	5	5	5	5	5	5	5	6	6	7	7
Temporary Laborers- Street	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92
Cross Connection Control Specialist	1	1	1	1	1	1	1	1	1	1	1	1
Senior Pipeman- Water	4	4	4	4	4	4	4	4	4	4	4	4
Plant Maintenance Tech- Water	1	1	1	1	1	1	1	1	1	1	1	1
Temporary Laborer- Water	1.42	1.42	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Plant Maintenance Tech- Sewer	1	1	1	1	1	1	1	1	1	1	1	1
Lab-Tech Operator	1	1	1	1	1	1	1	1	1	1	1	1
Treatment Plant Operator	5	5	5	5	5	5	5	5	5	5	5	5
Collection Serviceman	2	2	2	2	2	2	2	2	2	2	2	2
Temporary Laborers- Sewer	0.7	0.84	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58
Assistant Utilities Director	0	0	0	0	0	0	0	0	0	1	1	1
Energy Services Director	1	1	1	1	1	1	1	1	1	0	0	0
Special Projects Manager	0	0	0	0	0.25	0	0	0	0	0	0	0

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Function/Department	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Electrical Engineer	1	1	1	1	1	1	1	1	1	1	1	1
Energy Services Resource Manager	1	1	1	1	1	0	0	0	0	0	0	0
Executive Assistant- Energy Services	1	1	1	1	1	1	0	0	0	0	0	0
Operations Analyst	0	0	0	0	0	0	1	1	1	1	1	1
Field Engineer	0.75	0	0	0	0	0	0	0	0	0	0	0
Gas Engineer	1	1	1	1	1	1	1	1	1	1	1	1
Operations Supervisor- Gas	1	1	1	1	1	1	1	0	0	0	0	0
Engineering and Operations Manager - Gas	0	0	0	0	0	0	0	1	1	0	0	0
Engineering and Operations Manager - Electric	1	1	1	1	1	1	1	1	1	1	1	1
Project Engineer	0	0	0	0	0	1	1	1	2	2	2	2
Rate Analyst	1	1	1	1	1	0	1	1	1	1	1	1
Power and Gas Manager	0	0	0	0	0	1	1	1	1	1	1	1
Energy Specialist	1	1	1	1	1	1	1	0	0	0	0	0
Engineering Specialist- Gas	0	0	0	0	1	1	1	1	1	1	1	1
Engineering Specialist- Light	1	1	1	1	1	1	1	1	1	1	1	1
Engineering Tech- Gas	1	1	1	1	0	0	0	0	0	0	0	0
Mapping / CAD Technician	1	0	0	0	0	0	0	0	0	0	0	0
Energy Auditor- Gas	0	0	0	0	0.5	0	0	0	0	0	0	0
Gas Foreman	1	1	1	1	1	1	1	1	1	1	1	1
Gas Journeyman	5	5	5	5	5	5	5	5	5	5	5	5
Gas Serviceman	1	1	1	1	1	1	1	1	1	1	1	1
Temporary Labor- Gas	0.25	0.25	0	0	0	0	0	0	0	0	0	0
Light Foreman	1	1	1	1	1	1	1	1	1	1	1	1
Light Serviceman	1	1	1	1	1	1	1	1	1	1	1	1
Lineman	5.5	5.5	5	5	6	5	5	5	6	6	6	6
Meterman	2	2	0	0	0	0	0	0	0	0	0	0
Apprentice	0	0	0	0	0	1	1	1	1	1	1	1
Temporary Labor- Light	0.3	0	0	0	0.25	0	0	0	0	0	1	1
Equipment Mechanic	2	2	2	2	2	2	2	2	2	2	2	2
Sr. Mechanic	0	0	0	0	0	0	0	0	1	1	1	1
Plant Maintenance- Shop	1	1	1	1	1	1	1	1	1	1	1	1
Warehouseperson	1	1	1	1	1	1	1	1	1	1	1	1
Temporary Student Laborer- Shop	0.58	0.58	0.58	0.58	0.58	0.58	0.59	0.59	0.59	0.59	0.59	0.59
Temporary Laborer- Stormwater	0	0	0	0	1.17	1.17	1.16	1.16	1.16	1.16	1.16	1.16
<i>Total Public Works & Utilities</i>	<i>73.67</i>	<i>72.83</i>	<i>69.58</i>	<i>69.58</i>	<i>72.75</i>	<i>72.75</i>	<i>73.75</i>	<i>72.75</i>	<i>77.75</i>	<i>77.75</i>	<i>79.75</i>	<i>79.75</i>

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Function/Department	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Parks and Recreation												
Parks and Recreation Director	1	1	1	1	1	1	1	1	1	1	1	1
Aquatic and Recreation Supervisor	1	1	1	1	1	1	1	1	1	1	1	1
ERRC Coordinator	1	1	1	1	1	1	1	1	1	1	1	1
Recreation Aide- ERRC	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24
Pool Administrative Secretary	1	1	1	1	1	1	1	1	1	1	1	1
Senior Services Coordinator	1	1	1	1	1	1	1	1	1	1	1	1
Youth Center and Athletic Program Coordinator	1	1	1	1	1	1	1	1	1	1	1	1
Adult Activity Rec Leader III	0.45	0.45	0	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
Aquatic / Recreation Leader	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	0.14	1.48	1.48
Lifeguard	5.96	5.12	5.96	4.87	4.87	4.87	4.87	4.87	4.87	4.87	3.81	3.81
Instructor	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	1.23	1.23
Recreation Aide	0.75	0.75	0.75	0	0	0	0	0	0	0	0.62	0.62
Custodian	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58
Recreation Leader	1.36	1.36	0.7	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62
Sports Officials I-V	0	0	0	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43
Recreation Leader- Tiny Tots	0	0	0	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0	0
SBYC Recreation Leader	0	0	0	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Parks Foreman	1	1	1	1	1	1	1	1	1	1	1	1
Park Maintenance Technician	3	3	2	3	3	3	4	4	4	4	4	4
Temporary Laborers- Parks	2.53	2.53	2.53	2.53	2.53	2.53	3.17	3.17	3.17	3.17	3.17	3.17
<i>Total Parks & Recreation</i>	25	24.2	22.9	24.4	24.4	24.4	26	26	26	26.03	26.03	26.03
Library												
Library Director	1	1	1	1	1	1	1	1	1	1	1	1
Librarian	1	1	1	1	1	1	1	1	1	1	1	1
Hal Holmes Office Assistant	0.45	0	0	0	0	0	0	0	0	0	0	0
Hal Holmes Facility Assistant	0	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.95	0.45	0.45	0.45
Facility Coordinator	0	0	0	0	0	0	0	0	0	1	1	1
Hal Holmes Office Manager	1	0	0	0	0	0	0	0	0	0	0	0
Library Administrative Assistant	0	1	1	1	1	1	1	1	1	0	0	0
Library Aide	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.38	0.38	0.38	0.38
Library Associate	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.75	3.75	3.75
Library Assistant	3.15	3.15	3.15	3.15	3.15	3.15	3.15	3.15	3.15	3.15	3.15	3.15
Library Specialist	0.75	0	0	0	0	0	0	0	0	0.75	0.75	0.75
Office Specialist	0.45	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.45	0.45	0.45
<i>Total Library</i>	11.7	11.7	11.7	11.7	11.7	11.7	11.7	11.7	11.73	11.93	11.93	11.93

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Function/Department	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Telecom / IT												
IT Manager	0	0	0	0	0	1	0	0	0	0	0	0
IT and Telecommunications Manager	0	0	0	0	0	0	1	1	1	1	1	1
IT Systems Administrator	1	1	1	1	1	1	2	2	2	2	2	2
Network / Desktop Analyst	1	1	1	1	1	0	0	0	0	0	0	0
GIS Coordinator	0	0	0	0	0	0	1	1	1	1	1	1
GIS Specialist	1	1	1	1	1	1	1	1	1	1	1	1
GIS Technician	0	0	0	0	0	0	1	0	0	0	0	0
<i>Total Telecom/IT</i>	3	3	3	3	3	3	6	5	5	5	5	5

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Debt Limit Calculation

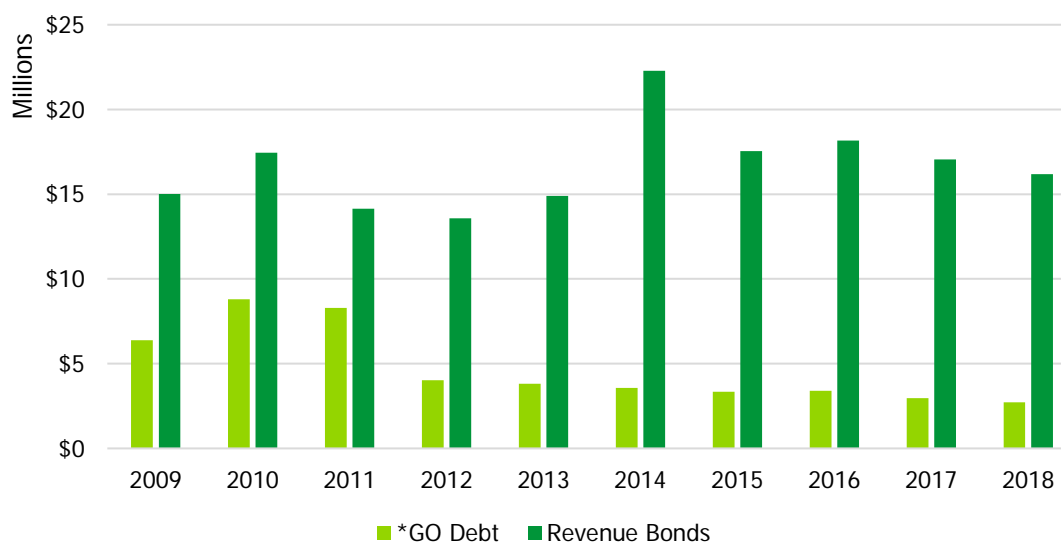
Calculation of Limitation of Indebtedness		
Total Taxable Property Value	\$ 1,554,480,505	Remaining Debt Capacity
2.5% General purpose limit is allocated between:	38,862,013	
Up to 1.5% debt without a vote (RCW 39.36.020)	23,317,208	
Less: Outstanding Debt (non-voted)	2,051,200	
Less: Excess of Debt with a Vote	0	
Add: Available Assets	422,705	
Equals remaining debt capacity without a vote		\$21,688,713
Up to 2.5% debt with a vote (RCW 39.36.020)	37,233,518	
Less: Outstanding Debt (voted)	660,000	
Add: Available Assets	91,316	
Equals remaining debt capacity with a vote		\$36,664,834
2.5% Utility purpose limit, voted (RCW 39.36.020)	38,862,013	
Less: Outstanding Debt	0	
Less: Contracts Payable	0	
Add: Available Assets	0	
Equals remaining debt capacity- Utility purpose, voted		\$38,862,013
2.5% Open Space, park & capital facilities, voted (RCW 39.36.020)	38,862,013	
Less: Outstanding Debt	0	
Less: Contracts Payable	0	
Add: Available Assets	0	
Equals remaining debt capacity - Open space, park & capital facilities, voted		\$38,862,013

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

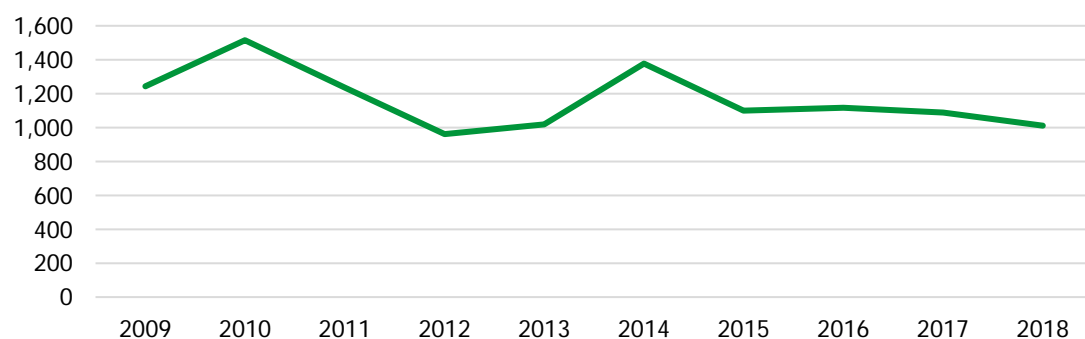
Ratios of Outstanding Debt by Type and Per Capita

Last Ten Fiscal Years

Fiscal Year	GO Debt	Revenue Bonds	Interfund Loan	Total	Population	Per Capita
2009	6,391,947	15,010,585	0	21,402,532	17,230	1,242.17
2010	8,808,474	17,440,000	0	26,248,474	17,326	1,514.98
2011	8,300,000	14,150,000	0	22,450,000	18,174	1,235.28
2012	4,030,000	13,580,000	3,999,657	17,610,000	18,320	961.24
2013	3,820,000	14,898,951	3,754,657	18,718,951	18,363	1,019.38
2014	3,570,000	22,289,816	3,499,657	25,859,816	18,774	1,377.43
2015	3,345,000	17,550,310	2,023,955	20,895,310	19,001	1,099.70
2016	3,395,243	18,159,295	1,559,657	21,554,538	19,310	1,116.24
2017	2,971,200	17,048,706	1,269,657	21,289,563	19,550	1,088.98
2018	2,711,200	16,184,152	964,657	19,860,009	19,660	1,010.17



Per Capita

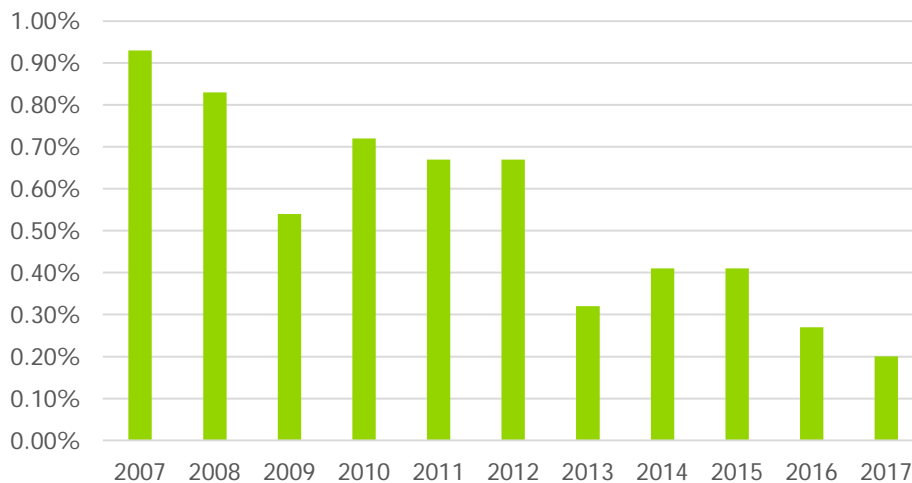


CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Outstanding General Obligation to Assessed Value Last Ten Fiscal Years

Year	GO Debt	Assessed Value	GO as a % of Assessed Value
2009	6,391,947	1,194,400,244	0.54%
2010	8,808,474	1,225,498,404	0.72%
2011	8,300,000	1,240,861,642	0.67%
2012	8,029,657	1,190,097,922	0.67%
2013	3,820,000	1,196,222,885	0.32%
2014	4,958,950	1,222,714,435	0.41%
2015	3,345,000	1,270,554,665	0.41%
2016	3,395,243	1,279,728,737	0.27%
2017	2,971,200	1,481,783,012	0.20%
2018	2,711,200	1,554,480,505	0.17%
2009	6,391,947	1,194,400,244	0.54%

GO Debt as a % of Assessed Value



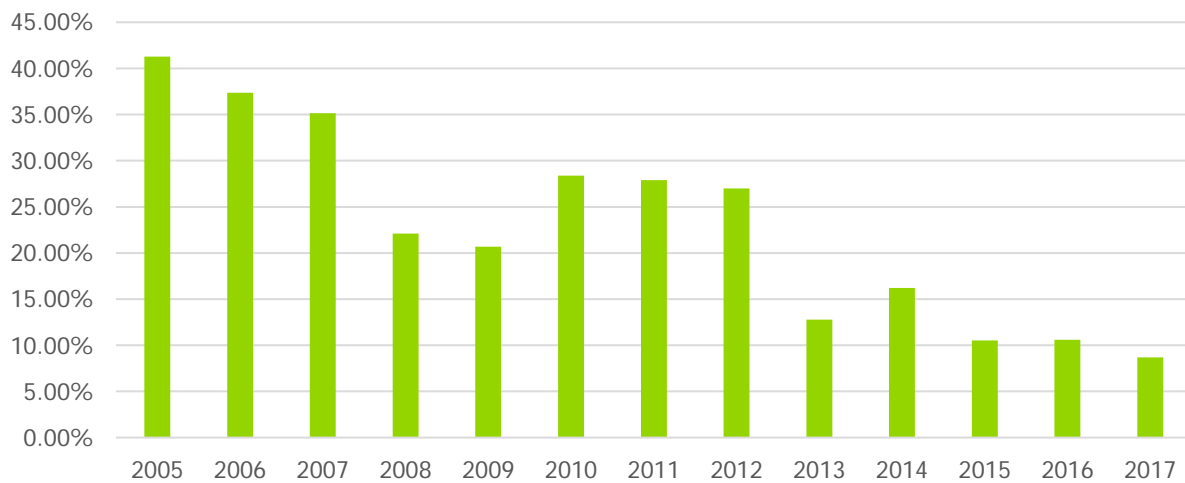
CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Outstanding General Obligation to Debt Limit

Last Ten Fiscal Years

Fiscal Years	GO Debt	Debt Limit	GO as a % of Debt Limit
2008	6,769,986	30,637,460	22.10%
2009	6,391,947	30,894,671	20.69%
2010	8,808,474	31,021,541	28.39%
2011	8,300,000	29,739,385	27.91%
2012	8,029,657	29,752,448	26.99%
2013	3,820,000	29,905,572	12.77%
2014	4,958,950	30,567,861	16.22%
2015	3,345,000	31,764,000	10.53%
2016	3,395,243	31,993,218	10.61%
2017	2,971,200	34,199,536	8.69%
2018	2,711,200	38,862,013	6.98%

GO as a % of Debt Limit



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Top Ten Property Tax Payers

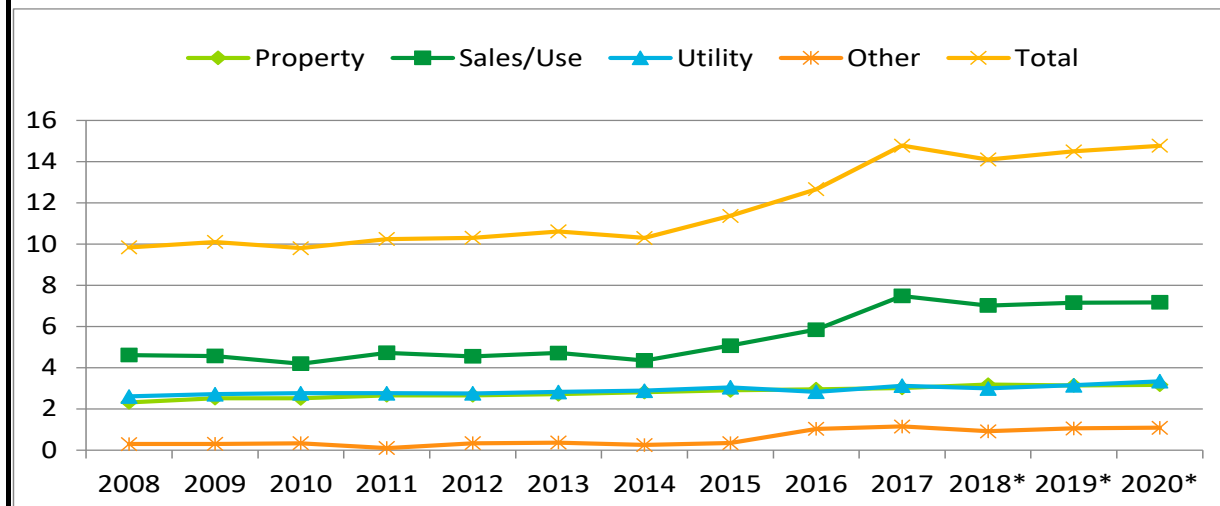
Taxpayer	2018 Assessed Value	% of Total Assessed Value
BARCLAY ELLENSBURG LLC,	\$18,712,160	1.26%
FRED MEYER STORES INC,	16,457,460	1.10%
GREENBAUM FAMILY LIMITED PARTNERSHIP,	14,651,860	0.98%
THE MEADOWS ELLENSBURG LLC ETAL,	14,236,300	0.96%
TIMOTHY PARK LLC,	13,152,350	0.88%
TWIN CITY FOODS INC,	13,120,340	0.88%
RIEXINGER,KEITH D & TAMRA	11,266,190	0.76%
PAUTZKE BAIT CO INC,	11,092,020	0.74%
BOE INVESTMENTS LLC,	8,964,900	0.60%
UNIVERSITY COURT APTS LLC,	8,630,470	0.58%
	\$130,284,050	8.75%

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

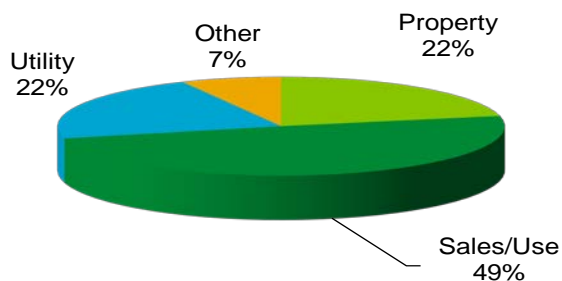
Tax Revenue by Source – Governmental Funds

Last Ten Fiscal Years

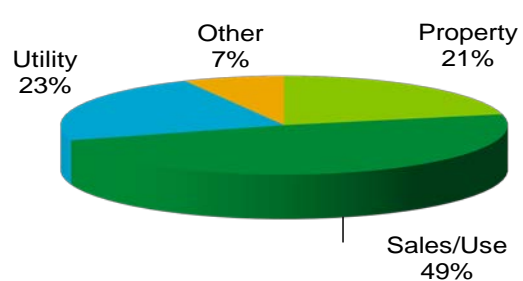
Fiscal Year	Property Tax	Sales/Use Tax	Utility Tax	Other Taxes	Total
2008	2,319,286	4,613,737	2,607,386	295,066	9,835,475
2009	2,524,180	4,565,107	2,713,196	302,300	10,104,783
2010	2,511,511	4,193,191	2,759,717	332,087	9,796,506
2011	2,660,939	4,723,417	2,756,828	102,942	10,244,126
2012	2,661,086	4,553,430	2,752,619	335,611	10,302,746
2013	2,711,754	4,711,490	2,826,293	363,944	10,613,482
2014	2,812,856	4,350,140	2,886,148	249,100	10,298,244
2015	2,900,856	5,072,944	3,050,648	339,160	11,363,608
2016	2,951,773	5,845,898	2,833,448	1,032,004	12,663,123
2017	3,019,337	7,482,063	3,122,014	1,151,698	14,775,112
2018*	3,182,752	7,013,489	2,990,583	917,625	14,104,448
2019*	3,141,265	7,154,200	3,148,037	1,056,625	14,500,127
2020*	3,170,927	7,172,639	3,341,861	1,085,625	14,771,052



2019 Tax Revenue By Source



2020 Tax Revenue By Source



* As Budgeted

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Utility Tax Rates

Current Utility Tax Rates as of 1/1/2019

Utility	Rate	Maximum
Electric	6.0%	6.0%
Gas	6.0%	6.0%
Garbage	8.1%	
Water	10.5%	
Sewer	10.5%	
Telephone	6.0%	
Cable	1.75%	
City Code 6.52.160, and 6.52.480		

2019/2020 Budget Enhancements

General Governmental					
Item #	Item Description	Fund/Dept	2019	2020	Funded?
1	City Hall Lock/Security Upgrade	General	\$25,000	\$0	Yes
Total General Fund			\$25,000	\$0	

Finance Department					
Item #	Item Description	Fund/Dept	2019	2020	Funded?
1	CAFROnline software service Project	012	\$6,500	\$3,000 (Utility Funds)	Yes
2	CIS Replacement Project	012	\$425,000	\$335,000 (Utility Funds)	No
3	Payroll Staffing	012	\$53,815	\$54,669 FTE	Yes
4	GP Hosting Project	012	\$65,652	\$48,852 (Utility Funds)	Yes
5	Itron MC3Lite Drive-by Data Collector	012	\$20,000	\$0 (Utility Funds)	Yes
Total Finance Department			\$570,967	\$441,521	

Police Department					
Item #	Item Description	Fund/Dept	2019	2020	Funded?
1	Line Item Budget Increases (known escalators)				
	• Jail Fees	016	100,000	100,000	Yes
	• Jail Medical Supplies (RX)	016	10,000	10,000	Yes
	• Jail Medical Services	016	15,000	15,000	Yes
	• Admin Professional Services	016	5,100	5,100	Yes
	• Admin Rentals & Leases	016	1,000	2,500	Yes
	• Police Operations Supplies	016	4,153	4,153	Yes
	• Admin Supplies	016	2,000	2,000	Yes
	• Police Operations Prof Services	016	2,000	2,000	Yes
2	Patrol Cars/Staff Cars	016	\$78,025	\$82,007	Yes
3	ACO Software	016	\$6,000	\$6,000	Yes
4	Traffic Enforcement Proposal	016	\$0	\$0	Yes
5	Animal Shelter Fee Increase	016	\$0	\$0	Yes
Total Police Department			\$223,278	\$228,760	

Community Development Department					
Item #	Item Description	Fund/Dept	2019	2020	Funded?
1	Planning Secretary	017	\$70,617	\$72,049 FTE	Yes
Total Community Development Department			\$70,617	\$72,049	

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Engineering						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Engineering Personnel Request	019	\$101,542	\$94,394	FTE (General Fund)	No
Total Engineering			\$101,542	\$94,394		
Parks & Recreation						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Main Pool Boiler for Kittitas Valley Memorial Pool	022	\$20,000	\$0		Yes
2	Fitness Equipment for Kittitas Valley Memorial Pool	022	\$15,000	\$15,000		Yes
3	Re-Tile Kittitas Valley Memorial Pool Spa	022	\$41,000	\$0		Yes
Total Parks & Rec			\$76,000	\$15,000		
Library/ Hal Holmes						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Library Management System-SirsiDynix	023	\$1,000	\$1,000		Yes
2	Library Aide	023	\$9,360	\$9,360	FTE (General Fund)	No
3	Eliminate Late Fees	023	\$7,350	\$7,350	Revenue	No
4	Office Specialist- Additional Hours	023	\$3,029	\$3,029	FTE (General Fund)	Yes
5	YS Assistant-Summer Hours	023	\$1,000	\$1,000		No
Total Library			\$21,739	\$21,739		
Street Division						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Capital Equipment Purchases	120	\$116,000	\$0	Equipment (Rental)	Yes
Total Street Fund			\$116,000	\$0		
2	Arterial Street Projects	123	\$5,769,480	\$2,307,000	Capital	Yes
Total Arterial Street Fund			\$5,769,480	\$2,307,000		
3	Sidewalk Projects	366	\$587,160	\$300,000	Capital	Yes
Total Sidewalk Fund			\$587,160	\$300,000		

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Natural Gas Utility						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Cogsdale Geolocation Mgt & Mobile Work Projects	Gas	\$24,160	\$3,400	Info Tech	Yes
2	New Metering Equipment Projects	Gas	\$40,000	\$20,000	Capital	Yes
3	Catholic Protection System Study Project	Gas	\$50,000			Yes
4	Gas Division Intern Option 2	Gas	\$22,517	\$22,954	FTE	Yes
5	Gas Division Intern Option 1	Gas	\$13,478	\$13,749	FTE	No
6	New Gas Mains Projects	Gas	\$245,500	\$230,000	Capital	Yes
7	Vactor Truck Rental Projects	Gas	\$25,000	\$25,000	Equipment	Yes
Total Natural Gas Utility			\$420,655	\$315,103		

Electric Utility						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Anderson Rd. to Umptanum Tie	Light	\$150,000	\$0	Capital	Yes
2	D1 Dolarway Substation Improvement	Light	\$117,000	\$117,000	Capital	Yes
3	Temporary Lineman /Groundman	Light	\$89,370	\$91,143	FTE	Yes
4	Dolarway Bridge	Light	\$20,000	\$0	Capital	Yes
5	Mountain View Re-conductor	Light	\$0	\$170,000	Capital	Yes
6	Street Lighting Pole Replacement and Improvements	Light	\$40,000	\$40,000	Capital	Yes
7	Vactor Truck Rental Projects	Light	\$25,000	\$25,000	Equipment	Yes
8	Willow St. Electrical Relocation	Light	\$50,000	\$0	Capital	Yes
Total Electric Utility			\$491,370	\$443,143		

Water Utility						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Water Distribution Main Extensions	Water	\$40,000	\$40,000	Capital	Yes
2	Water Distribution Main Oversizing	Water	\$40,000	\$40,000	Capital	Yes
3	Bull Road Water Main Extension	Water	\$100,000	\$0	Capital	Yes
4	Christy Ave Water Main	Water	\$200,000	\$0	Capital	Yes
5	Memorial Park Water Main Relocation	Water	\$50,000	\$0	Capital	Yes
6	Seattle Ave Water Main Loop	Water	\$0	\$320,000	Capital	Yes
7	Water- Meters & ERTs	Water	\$160,000	\$0	Capital	Yes
8	Water Fire Hydrants	Water	\$12,000	\$12,000	Capital	Yes
9	Hayward Hill Well & Rte. 10 Well Pump & Motor Rebuild	Water	\$50,000	\$50,000	Capital	Yes
10	Drilling Illinois Well	Water	\$950,000	\$0	Capital	Yes
11	Illinois Well Well House & Motor Control Center	Water	\$150,000	\$1,350,000	Capital	Yes
12	Main Extension - Illinois Well to High Zone	Water	\$0	\$300,000	Capital	Yes
Total Water Utility			\$602,000	\$412,000		

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Sewer Utility						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Bull Road Main Extension	Sewer	\$100,000	\$0	Capital	Yes
2	Sewer Main Extension	Sewer	\$30,000	\$30,000	Capital	Yes
3	Sewer Main Oversizing	Sewer	\$30,000	\$30,000	Capital	Yes
4	Cured-in-place Sewer Line Rehabilitation	Sewer	\$125,000	\$120,000	Capital	Yes
5	Anderson Rd. Sewer Main Extension	Sewer	\$0	\$700,000	Capital	Yes
6	Willow St. Sewer Main Extension	Sewer	\$345,000	\$0	Capital	Yes
7	Wastewater Treatment Facility Electrical Improvements	Sewer	\$700,000	\$500,000	Capital	Yes
Total Sewer Utility			\$1,330,000	\$1,380,000		

Shop/ Warehouse						
Item #	Item Description	Fund/Dept	2019	2020	Impacts	Funded?
1	Equipment	531	\$329,000	\$145,000	Capital; Rental Rates	Yes
Total Engineering			\$329,000	\$145,000		
Department Requests - All Funds			\$10,163,841	\$5,734,188		

Other major cost increase drivers include mandated increases for Retirement and L&I Insurance and Medical Insurance premiums, and bargained wages.

Budget Glossary

Adopted Budget – Budget adopted by the Ellensburg's City Council that goes into effect on January 1st, including amendments through December 31st, of the current year.

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent. Used in proprietary and non-expendable types of funds.

Agency Fund - A governmental accounting classification used to describe those situations where one jurisdiction is acting on behalf of another.

Appropriation - The legal spending level authorized by an ordinance of the City Council. Spending should not exceed this level without approval by the Council.

Assessed Valuation - The value assigned to properties within the City, which is used in computing the property taxes to be paid by property owners.

Asset - Resources owned or held by a government, which have monetary value.

Available (Undesignated Fund Balance) - Refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balanced Budget - A budget wherein revenues equal expenditures.

BARS - The State of Washington Budgeting, Accounting and Reporting System required for all governmental entities in the State.

Benefits - Benefits provided for employees, such as Social Security, retirement, worker's compensation, life insurance, and medical insurance.

Bond - A written promise to pay a sum of money at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation, revenue bonds, and special improvement district bonds. These are most frequently used to finance capital projects.

Bond Refinancing - The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

Budget - The financial plan for the operation of a program or organization for the year (or other fiscal period).

Budgetary Basis - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar - The schedule of key dates, which a government follows in the preparation, and adoption of the budget.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Facilities Plan (CFP) - The six-year plan or schedule of project expenditures for public facilities, equipment, and infrastructure.

Capital Improvement Program (CIP) - The one-year plan or schedule of project expenditures for public facilities, equipment, and infrastructure, which is incorporated into the Budget.

Capital Outlay/Expenditure - Expenditures for furnishings, equipment, vehicles, or machinery that result in the acquisition of assets with a useful life of more than one year.

Capital Project - The one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures, and improvements thereon. Capital project budgets are adopted at the time the project is authorized and continue until completion.

Cash Basis - A basis of accounting in which transactions are recognized only when cash increased or decreased.

Contingency - The appropriation of reserve funds for future allocation in the event specific budget allotments have expired and additional funds are needed.

COSA - Cost of Service Analysis. An analysis of costs associated with providing services, in an effort to determine revenue requirements to recover those costs.

Cost Allocation - Assignment of applicable costs and charges from one fund to another required by treating each fund as an independent entity.

Cost-of-Living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

Coverage - Percent of revenues, which covers expenditures.

Debt Service - The annual payment of principal and interest on the City's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as utility facilities and expansion.

Debt Service Funds - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general obligation bonds.

Department - The basic organizational unit of government, which is functionally unique in its delivery of services.

Division - A group of homogeneous cost centers within a department, i.e. Accounting Division within the Finance Department.

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Employee Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Encumbrances - The amount of funds committed to vendors for goods or services received or to be received by the City as specified in a City purchase order.

Enterprise Fund - An accounting entity of the City used to record and report transactions for business-type activities of the City. Examples include the utility funds.

Estimated Revenue - The amount of projected revenue to be collected during the fiscal year.

Expenditure - Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fees - A general term for any charge levied by the City associated with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business licenses, fines, and user charges.

Fiduciary Funds - Fiduciary Funds are used to account for assets held by the City as trustee or agent for individuals, private organizations, or other governmental units.

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a fulltime position based on 2,080 hours per year. For example, a part-time typist working 20 hours per week would be the equivalent to .5 of a full-time position.

Fund - A fiscal entity with revenues and expenses, which are segregated for carrying out a specific purpose or activity.

Fund Balance - The excess of the assets of a fund over its liabilities, reserves, and carry-over.

GAAP - Generally Accepted Accounting Principles are standards used for accounting and reporting for both private industry and governments. Government GAAP is currently set by the Governmental Accounting Standards Board.

GASB - Governmental Accountant Standards Board established in 1985 is the current standards-setting board for governmental GAAP.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

General Fund - The General Fund is the general operating fund of the City used to account for all financial resources and expenditures of the City that are not accounted for in other funds.

General Obligation (G. O.) Bond - This type of bond is backed by the full faith, credit and taxing power of the City of Ellensburg government.

GFOA - Government Finance Officers Association of the United States and Canada. A professional association of state/provincial and local finance officers in the United States and Canada founded 1906. This association plays a major role in the development and promotion of GAAP for state and local governments.

Goal - A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

Growth Management Act (GMA) Passed in 1990 by the Washington State Legislature and later amended in 1991, 1993, and 1995. The Act provides a growth strategy that protects property rights and the environment, encourages economic development, and gives local cities and counties experiencing rapid population growth, the tools to better manage the development that accompanies it.

Implicit Price Deflector (IPD) - An index of inflation for personal consumption expenditures for the previous 12 months, as published in September of each year by the Bureau of Economic Analysis.

Interfund Transfers - The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue - Revenue from other governments, primarily shared State revenue from auto excise tax, and liquor profits and tax.

Internal Control - The system of controls established by the City to protect the assets from misappropriation and ensure accurate reporting of financial transactions.

Internal Service Fund - Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a basis of cost-reimbursement.

LEOFF - Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

Levy Rate - The rate of tax to be imposed on the assessed value of real property for the computation of property tax revenues.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Licenses and Permits - Revenue category that includes building permits, business licenses, and any other miscellaneous licenses.

LID - Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

LTGO - Limited Tax General Obligation Bond. Non-voted debt payable from regular tax levies or general revenues.

Miscellaneous Revenue - The account, which provides for accumulation of revenues not specifically identified in other accounts. This includes interest, rents, and incidentals.

Modified Accrual - Basis of accounting according to which revenues are recognized when available and measurable and expenditures are recognized when the underlying liability is incurred.

Non-Operating Expense - Expenses of enterprise funds that are incidental to the main purpose of the fund.

Objective - A strategy that when carried out results in the accomplishment of a goal. An objective is specific, measurable, achievable, realistic, and time bound.

Operating Budget - An operation plan, expressed in financial terms, by which a program is funded. It should include: (1) the mission; (2) the services provided; (3) impact on future years; and (4) current year operations.

Operating Expense - Those costs including expenditures for salaries and wages, benefits, supplies, services, and charges, which are necessary to support the primary services of the organization.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

PERS - Public Employees Retirement System provided for employees other than police and fire personnel in the State of Washington.

Permanent Funds - Permanent Funds account for resources that are legally restricted to only earnings, not principal; may be used to support the reporting government's programs for the benefit of the government or its citizens.

Personal Services - Expenditures for salaries, wages, and fringe benefits of a government's employees.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Preliminary Budget - The recommended and unapproved City budget submitted to the City Council and the public.

PWTF - Public Works Trust Fund. Used in reference to low interest loans issued to the City by the Washington State Department of Community, Trade and Economic Development to finance public infrastructure improvements.

RCW - Revised Code of Washington. The compilation of all permanent laws now in force in the State of Washington.

Refunded Bonds - General obligation or revenue bonds where the outstanding balance was defeased by the issuance of new general obligation or revenue bonds.

Refunding Bonds - General obligation or revenue bonds issued to provide funds with which to defease outstanding debt.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue - Sources of income financing the operations of government.

Revenue Bonds - A municipal bond issued to provide funding for utility or other projects that serve the public. Future revenues from the projects are pledged for payment of debt service on the bonds.

Service Level - Services or products that comprise actual or expected output of a given program. Focus is on results, not measures of work load.

Source of Revenue - Revenues are classified according to their source or point of origin.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditures for specific purposes.

Standard Work Year - 2080 hours or 260 working days.

Tax Levy - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes - Compulsory charges levied by a government for financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

TIP - Transportation Improvement Program. A six-year specific program of transportation improvements for roadways, transit, and other transportation infrastructure, including non-motorized improvements.

Transfers In/Out - See Interfund Transfers.

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

UTGO - Unlimited Tax General Obligation Bond. Voter approved debt payable from a specific excess bond levy.

WFOA - Washington Finance Officers Association. A Washington State nonprofit association of public finance professionals and governmental officials founded in 1956, whose mission is "To promote excellence in governmental finance through leadership, education and communication for the public benefit."

Working Capital - The year-end balance of current assets less current liabilities in the Enterprise and Internal Service Funds. The unencumbered balance at year-end is available for appropriation in the next year's budget.

Working Cash - Excess of readily available assets over current liabilities. Alternatively, cash on hand equivalents, which may be used to satisfy cash flow needs.



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