

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 attached Exhibits A, B, and C, is hereby adopted.

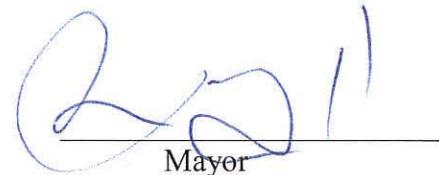
Section 2. Copies of the biennial budget to be filed. The City Clerk is directed to keep a complete copy of the final 2019-2020 biennial budget, as adopted, together with a copy of the adopting ordinance, on file in the City Clerk's office, and a copy shall be transmitted by the City Clerk to the Division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

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

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

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

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	Animal Shelter Manager	1.00	1.00			
Council Member	0.21	0.21	Police Captain	1.00	1.00			
Plant Maintenance (Public Works Dept.)	1.00	1.00	Police Chief	1.00	1.00			
Total FTE	1.25	1.25	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	2.00	2.00	Probationary	3.00	-			
Account Clerk II	3.00	3.00	Sergeant	5.00	5.00			
Accounting Specialist	1.00	1.00	Total FTE	32.00	32.00			
Accounting Specialist/AP	1.00	1.00	Criminal Justice Fund (Police Department)					
Payroll/ Accounting Specialist	1.00	1.00	Police Captain	1.00	1.00			
Payroll/Benefits Technician	0.50	0.50	Animal Control Officer	0.50	0.50			
Sr. Meter Reader	1.00	1.00	Animal Shelter Aide	0.90	0.90			
Sr. Utility Account Clerk	1.00	1.00	Secretary/Records Clerk	0.75	0.75			
Finance Applications Specialist	1.00	1.00	Officer First Class	3.00	3.00			
Total FTE	17.94	17.94	Corporal	2.00	2.00			
City Administration								
Assistant City Manager/ City Attorney	0.90	0.90	Building Inspector II	1.00	1.00			
City Manager	1.00	1.00	Building Official	1.00	1.00			
Communications/ Govt. Relations Officer	1.00	1.00	Planning Secretary	1.00	1.00			
Executive Assistant - Manager	1.00	1.00	Community Development Director	1.00	1.00			
Executive Assistant/Deputy City Clerk	0.46	0.46	Associate Planner	1.00	1.00			
Construction Projects Manager	1.00	1.00	Economic Development Manager	0.63	0.63			
HR Director	1.00	1.00	Planning/Permit Tech	1.00	1.00			
HR Specialist	1.00	1.00	Senior Planner	3.00	3.00			
Total FTE	7.36	7.36	Total FTE	9.63	9.63			

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
Parks & Recreation Department					
Aquatic & Rec Supervisor	1.00	1.00	Library Director	1.00	1.00
Custodian I	0.36	0.36	Youth Services Librarian	1.00	1.00
Custodian II	0.22	0.22	Facilities Assistant	0.45	0.45
E.R.R.C. Rec Aide II	1.24	1.24	Facilities Coordinator	1.00	1.00
Lifeguard III	0.58	0.58	Library Aide	0.38	0.38
Lifeguard I	2.65	2.65	Library Assistant	3.15	3.15
Lifeguard II	0.58	0.58	Library Associate	3.75	3.75
Parks & Rec Director	1.00	1.00	Office Specialist	0.45	0.45
Rec Aide IV	0.62	0.62	Library Specialist	0.75	0.75
Rec. Leader II	0.10	0.10			
Sports Official I	0.23	0.23			
Sports Official II	0.38	0.38			
Sports Official III	0.28	0.28	Info. Technology		
Sports Official IV	0.07	0.07	Assistant City Manager/ City Attorney	0.05	0.05
Sports Official VI	0.47	0.47	IT & Telecommunications Manager	0.90	0.90
Swim Instructor I	0.07	0.07	IT System Administrator	1.00	1.00
Swim Instructor II	0.63	0.63	IT Systems Administrator - SQL	1.00	1.00
Swim Instructor III	0.53	0.53	Executive Assistant/Deputy City Clerk	0.05	0.05
Adult Activity Coordinator	1.00	1.00	GIS Coordinator	1.00	1.00
Adult Activity Rec Leader III	0.45	0.45	GIS Specialist	1.00	1.00
E.R.R.C. Coordinator.	1.00	1.00			
Front Desk Admin - Recreation Lead	0.40	0.40			
Mechanical - Recreation Lead	0.40	0.40	Telecommunications Utility		
Parks & Rec Administrative Secretary	1.00	1.00	Assistant City Manager/ City Attorney	0.05	0.05
SBYC Rec Leader	0.40	0.40	IT & Telecommunications Manager	0.10	0.10
Special Events - Recreation Lead	0.40	0.40	Executive Assistant/Deputy City Clerk	0.05	0.05
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			

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	Foreman	1.00	1.00			
City Engineering Manager	1.00	1.00	Lineman	6.00	6.00			
Public Works & Utilities Director	1.00	1.00	Serviceman	1.00	1.00			
Sr. Operations Analyst	1.00	1.00	Assistant Utilities Director	0.45	0.45			
Administrative Secretary	1.00	1.00	Light Operations Supervisor	1.00	1.00			
Development Coordinator	1.00	1.00	Operations Analyst - ES	0.67	0.67			
Engineer Tech II	1.00	1.00	Power & Gas Manager	0.45	0.45			
Engineer Tech I	1.00	1.00	Project Engineer	1.00	1.00			
	Total FTE	8.00	Rate Analyst	0.45	0.45			
			Senior Electrical Engineer	1.00	1.00			
			Engineering Specialist - Light	1.00	1.00			
Street								
Assistant Public Works Director	0.25	0.25		Total FTE	14.02			
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	Cross Connection	1.00	1.00			
			Foreperson	1.00	1.00			
Ellensburg Public Transit			Plant Maintenance	1.00	1.00			
Transit Manager	1.00	1.00	Senior Pipeman	4.00	4.00			
	Total FTE	1.00		Total FTE	9.50			
Stormwater Utility								
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						

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

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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