

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.

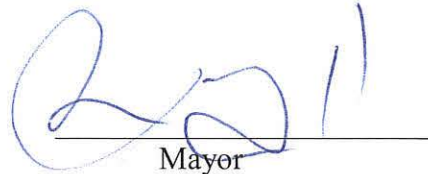
Section 2. Copies of the biennial budget to be filed. The City Clerk is directed to keep a complete copy of the final 2019-2020 biennial budget, as adopted, together with a copy of the adopting ordinance, on file in the City Clerk's office, and a copy shall be transmitted by the City Clerk to the Division 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

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Department/ Position	FTE '19	FTE '20
General Governmental		
Mayor	0.04	0.04
Council Member	0.21	0.21
Plant Maintenance (Public Works Dept.)	1.00	1.00
Total FTE	1.25	1.25

Finance Department		
Accountant II	1.00	1.00
Accounting Manager	1.00	1.00
City Clerk	1.00	1.00
Executive Assistant/Assistant City Clerk	0.44	0.44
Finance Director	1.00	1.00
Senior Financial Analyst/Budget Officer	1.00	1.00
Utility Services Supervisor	1.00	1.00
Account Clerk 1/RPZ	2.00	2.00
Account Clerk II	3.00	3.00
Accounting Specialist	1.00	1.00
Accounting Specialist/AP	1.00	1.00
Payroll/ Accounting Specialist	1.00	1.00
Payroll/Benefits Technician	0.50	0.50
Sr. Meter Reader	1.00	1.00
Sr. Utility Account Clerk	1.00	1.00
Finance Applications Specialist	1.00	1.00
Total FTE	17.94	17.94

City Administration		
Assistant City Manager/ City Attorney	0.90	0.90
City Manager	1.00	1.00
Communications/ Govt. Relations Officer	1.00	1.00
Executive Assistant - Manager	1.00	1.00
Executive Assistant/Deputy City Clerk	0.46	0.46
Construction Projects Manager	1.00	1.00
HR Director	1.00	1.00
HR Specialist	1.00	1.00
Total FTE	7.36	7.36

Department/ Position	FTE '19	FTE '20
Police Department		
Animal Shelter Manager	1.00	1.00
Police Captain	1.00	1.00
Police Chief	1.00	1.00
Police Records Supervisor	1.00	1.00
Animal Control Officer	1.50	1.50
Code Enforcement Officer - RPZ	2.50	2.50
Secretary/Records Clerk	3.00	3.00
Officer First Class	10.00	10.00
Officer Second class	-	1.00
Officer Third class	1.00	3.00
Corporal	2.00	2.00
Probationary	3.00	-
Sergeant	5.00	5.00
Total FTE	32.00	32.00

Criminal Justice Fund (Police Department)		
Police Captain	1.00	1.00
Animal Control Officer	0.50	0.50
Animal Shelter Aide	0.90	0.90
Secretary/Records Clerk	0.75	0.75
Officer First Class	3.00	3.00
Corporal	2.00	2.00
Total FTE	8.15	8.15

Community Development Department		
Building Inspector II	1.00	1.00
Building Official	1.00	1.00
Planning Secretary	1.00	1.00
Community Development Director	1.00	1.00
Associate Planner	1.00	1.00
Economic Development Manager	0.63	0.63
Planning/Permit Tech	1.00	1.00
Senior Planner	3.00	3.00
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
Parks & Recreation Department		
Aquatic & Rec Supervisor	1.00	1.00
Custodian I	0.36	0.36
Custodian II	0.22	0.22
E.R.R.C. Rec Aide II	1.24	1.24
Lifeguard III	0.58	0.58
Lifeguard I	2.65	2.65
Lifeguard II	0.58	0.58
Parks & Rec Director	1.00	1.00
Rec Aide IV	0.62	0.62
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
Sports Official IV	0.07	0.07
Sports Official VI	0.47	0.47
Swim Instructor I	0.07	0.07
Swim Instructor II	0.63	0.63
Swim Instructor III	0.53	0.53
Adult Activity Coordinator	1.00	1.00
Adult Activity Rec Leader III	0.45	0.45
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
Parks & Rec Administrative Secretary	1.00	1.00
SBYC Rec Leader	0.40	0.40
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

Department/ Position	FTE '19	FTE '20
Library/ Hal Holmes Department		
Library Director	1.00	1.00
Youth Services Librarian	1.00	1.00
Facilities Assistant	0.45	0.45
Facilities Coordinator	1.00	1.00
Library Aide	0.38	0.38
Library Assistant	3.15	3.15
Library Associate	3.75	3.75
Office Specialist	0.45	0.45
Library Specialist	0.75	0.75
Total FTE	11.93	11.93
Info. Technology		
Assistant City Manager/ City Attorney	0.05	0.05
IT & Telecommunications Manager	0.90	0.90
IT System Administrator	1.00	1.00
IT Systems Administrator - SQL	1.00	1.00
Executive Assistant/Deputy City Clerk	0.05	0.05
GIS Coordinator	1.00	1.00
GIS Specialist	1.00	1.00
Total FTE	5.00	5.00
Telecommunications Utility		
Assistant City Manager/ City Attorney	0.05	0.05
IT & Telecommunications Manager	0.10	0.10
Executive Assistant/Deputy City Clerk	0.05	0.05
Total FTE	0.20	0.20

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

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Department/ Position	FTE '19	FTE '20
Public Works Admin/ Engineering (Public Works & Utilities)		
Assistant City Engineer	1.00	1.00
City Engineering Manager	1.00	1.00
Public Works & Utilities Director	1.00	1.00
Sr. Operations Analyst	1.00	1.00
Administrative Secretary	1.00	1.00
Development Coordinator	1.00	1.00
Engineer Tech II	1.00	1.00
Engineer Tech I	1.00	1.00
Total FTE	8.00	8.00
Street		
Assistant Public Works Director	0.25	0.25
Operations Analyst	0.25	0.25
Foreperson	1	1
Heavy Equipment Operator	7	7
Summer Temp Laborer	1	1
Temp Crackfill Laborer	0.48	0.48
Temp General Laborer	0.46	0.46
Total FTE	10.44	10.44
Ellensburg Public Transit		
Transit Manager	1.00	1.00
Total FTE	1.00	1.00
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	3.16

Department/ Position	FTE '19	FTE '20
Electric Light Utility		
Foreman	1.00	1.00
Lineman	6.00	6.00
Serviceman	1.00	1.00
Assistant Utilities Director	0.45	0.45
Light Operations Supervisor	1.00	1.00
Operations Analyst - ES	0.67	0.67
Power & Gas Manager	0.45	0.45
Project Engineer	1.00	1.00
Rate Analyst	0.45	0.45
Senior Electrical Engineer	1.00	1.00
Engineering Specialist - Light	1.00	1.00
Total FTE	14.02	14.02
Water Utility		
Assistant Public Works Director	0.25	0.25
Civil Engineer	0.50	0.50
Operations Analyst	0.25	0.25
Temporary Labor	1.50	1.50
Cross Connection	1.00	1.00
Foreperson	1.00	1.00
Plant Maintenance	1.00	1.00
Senior Pipeman	4.00	4.00
Total FTE	9.50	9.50

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