

**Budget by
Department**

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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CITY OF ELLensburg 2021/2022 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

Library Department

- General Fund – Library/Hal Holmes
- Library Trust Fund
- ECTV Fund
- Art Acquisition Fund

Police

- General Fund - Police
- Criminal Justice Fund
- Drug 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

Community Development Department

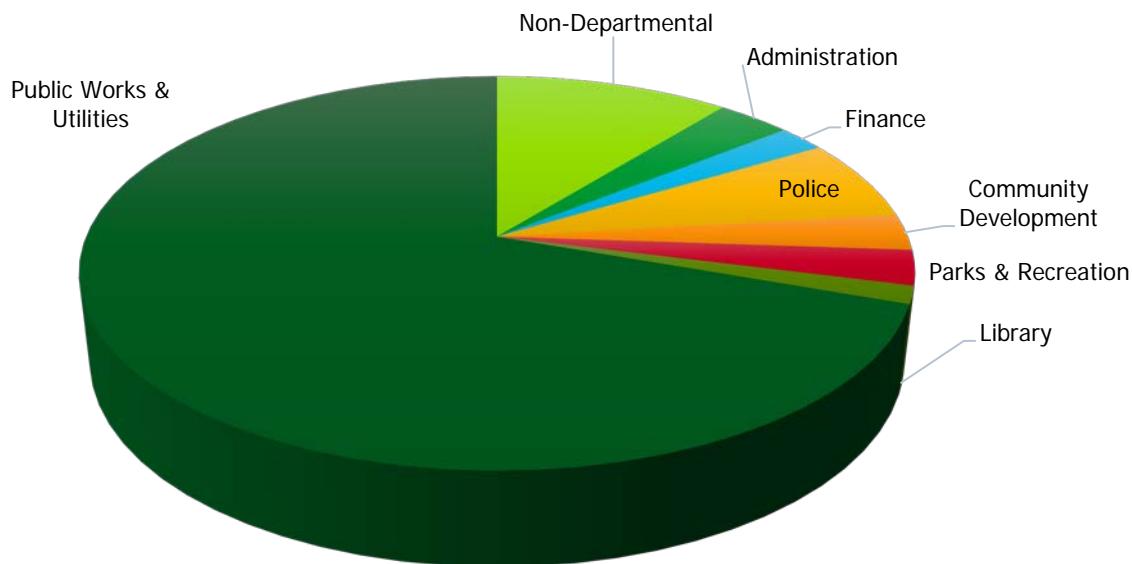
- General Fund - Community Development
- Housing & Related Services Fund

Parks & Recreation

- General Fund - Parks & Recreation
- Parks Acquisition Fund

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

City Total Summary by Department 2021 & 2022

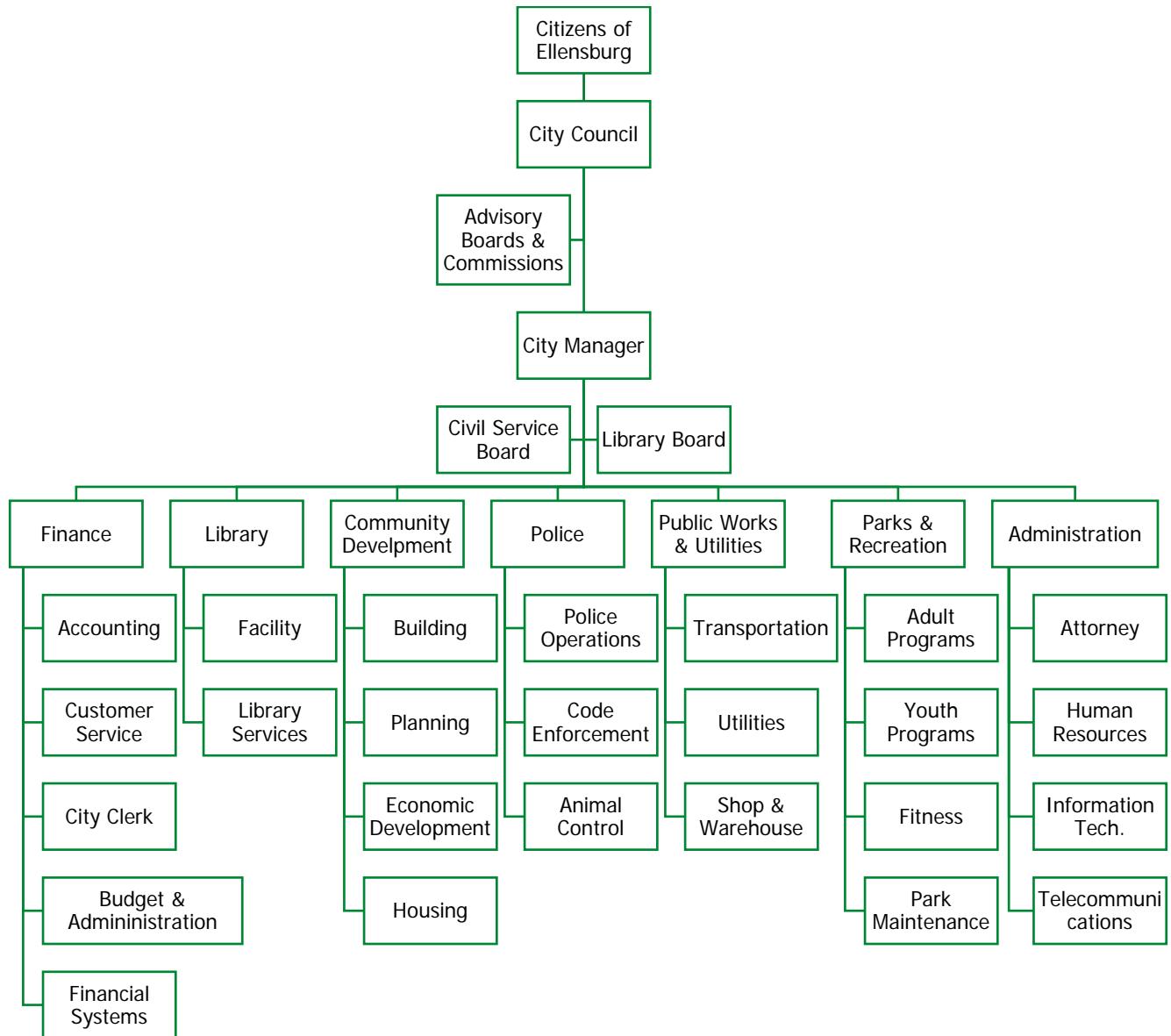


2021/2022 Budgeted Expenditures by Department

Department	2021 Budget	2022 Budget	Total Biennial	% of Total
Non-Departmental	\$10,324,880	\$10,437,263	\$20,762,143	10.82%
Administration	3,480,321	3,079,295	\$6,559,615	3.42%
Finance	2,077,666	2,108,998	\$4,186,663	2.18%
Police	6,390,614	6,532,938	\$12,923,552	6.74%
Community Development	3,339,801	2,307,296	\$5,647,097	2.94%
Parks & Recreation	2,713,485	2,784,567	\$5,498,052	2.87%
Library	1,384,227	1,405,270	\$2,789,497	1.45%
Public Works & Utilities	75,565,295	57,917,829	\$133,483,124	69.58%
Total	\$105,276,289	\$86,573,456	\$191,849,745	100.00%

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

2021/2022 City of Ellensburg Organizational Chart

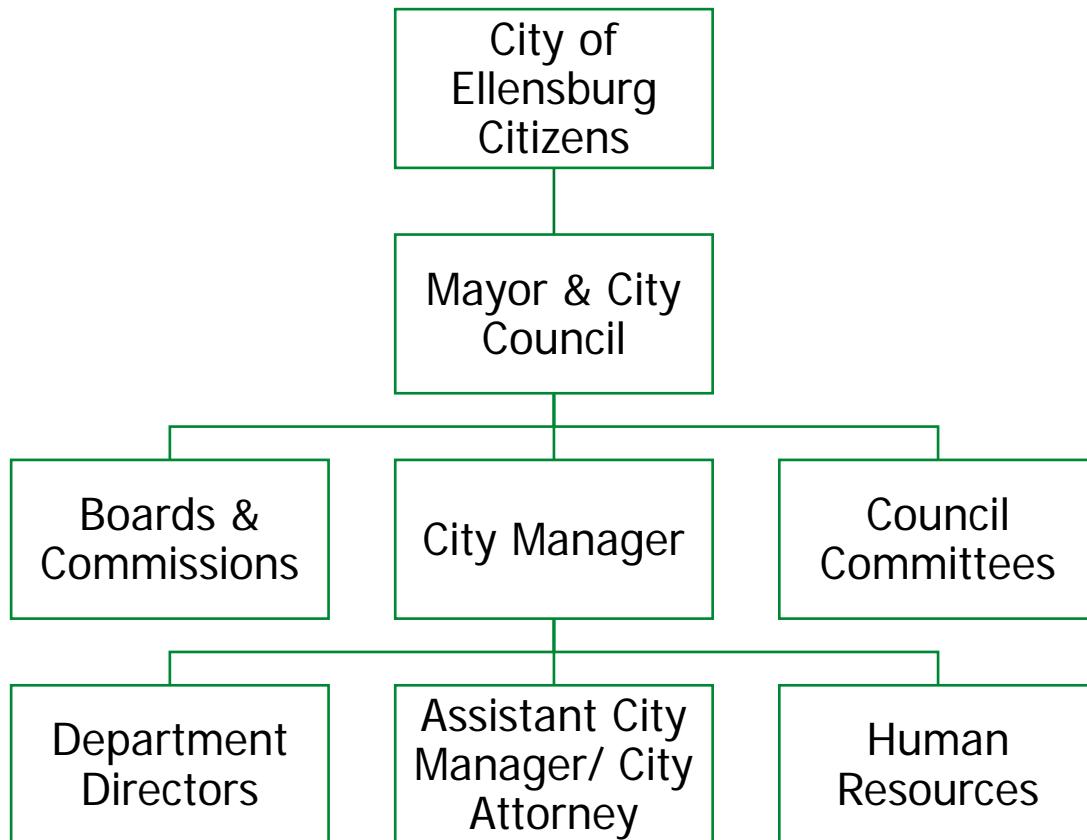


Non-Departmental

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 2021/2022 BIENNIAL BUDGET

City General Non-Departmental Summary

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$6,560,355	\$6,974,027	\$6,951,295	\$7,188,151	\$7,259,166
Licenses and Permits	25	5,475	50	0	0
Intergovernmental Revenues	393,111	409,286	405,501	403,907	403,907
Charges for Goods & Services	98,038	212,161	297,489	212,887	212,887
Miscellaneous Revenues	155,865	206,406	156,264	97,534	97,534
Other Financing Sources	2,040,000	2,452,749	3,073,317	1,645,677	1,775,677
Other Increases in Fund Resources	0	160,711	0	0	0
Total Revenues	9,247,394	10,420,815	10,883,915	9,548,156	9,749,171
Expenditures by Object					
Salaries	83,819	79,306	122,723	111,008	111,985
Benefits	121,401	128,505	164,234	206,451	141,585
Supplies	25,380	23,215	33,250	33,250	33,250
Services	696,500	942,693	815,351	777,691	764,012
Interfund Expenditures	207,422	199,641	199,936	204,951	204,951
Debt Service	317,697	329,647	341,447	312,754	0
Total Expenditures	1,452,218	1,703,007	1,676,941	1,646,104	1,255,784
Expenditures by Program					
Building Maintenance	120,957	119,769	154,231	141,986	144,126
City Hall Facilities	412,040	439,868	469,132	439,404	126,650
Community Grants	7,600	22,576	16,400	21,880	20,390
General Expenditures	420,785	611,983	434,141	450,649	364,149
Legislative Services	61,845	82,586	149,452	137,706	137,965
Public Safety	428,992	426,225	453,586	454,480	462,504
Total Expenditures	1,452,218	1,703,007	1,676,941	1,646,104	1,255,784
Contribution to/(from) fund balance	\$7,795,175	\$8,717,808	\$9,206,973	\$7,902,052	\$8,493,387

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. 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 community programs including Ellensburg Community Radio, 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 2021/2022 BIENNIAL BUDGET

Non-Departmental Summary - Sales Tax

Department: Non-Departmental **Fund:** Sales Taxes Fund **Account #:** 100-140

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$4,435,942	\$5,105,787	\$4,850,497	\$4,850,497	\$4,850,497
Miscellaneous Revenues	23,633	28,404	5,000	5,000	5,000
Total Revenues	4,459,574	5,134,191	4,855,497	4,855,497	4,855,497
Expenditures by Object					
Transfers Out	4,418,922	4,168,000	6,104,317	4,715,073	4,786,871
Total Expenditures	4,418,922	4,168,000	6,104,317	4,715,073	4,786,871
Expenditures by Program					
Transfer to Art Acquisition Fund	50,000	50,000	50,000	50,000	50,000
Transfer to Arterial Street	420,000		808,000	1,011,000	468,000
Transfer to Debt Service	232,700	257,700	752,700	420,884	775,127
Transfer to General Fund	2,040,000	2,440,000	3,073,317	1,645,677	1,775,677
Transfer to Capital Improvements	300,000				
Transfer to Police Vehicles	55,922				
Transfer to Street	1,320,300	1,420,300	1,420,300	1,587,512	1,718,067
Total Expenditures	4,418,922	4,168,000	6,104,317	4,715,073	4,786,871
Contribution to/(from) fund balance	\$40,652	\$966,191	(\$1,248,820)	\$140,424	\$68,626

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

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary-Lodging Tax

Department: Non-Departmental **Fund:** Lodging Tax **Account #:** 100-165

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$530,136	\$578,016	\$341,029	\$360,000	\$400,000
Miscellaneous Revenues	10,948	12,885	1,000	1,000	1,000
Total Revenues	541,084	590,901	342,029	361,000	401,000
Expenditures by Object					
Services	464,040	500,598	412,000	302,351	320,313
Capital	14,626	399,945	60,000	0	0
Total Expenditures	478,666	900,543	472,000	302,351	320,313
Contribution to/(from) fund balance	<u>\$62,417</u>	<u>(\$309,643)</u>	<u>(\$129,971)</u>	<u>\$58,649</u>	<u>\$80,687</u>

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 2021/2022 BIENNIAL BUDGET

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

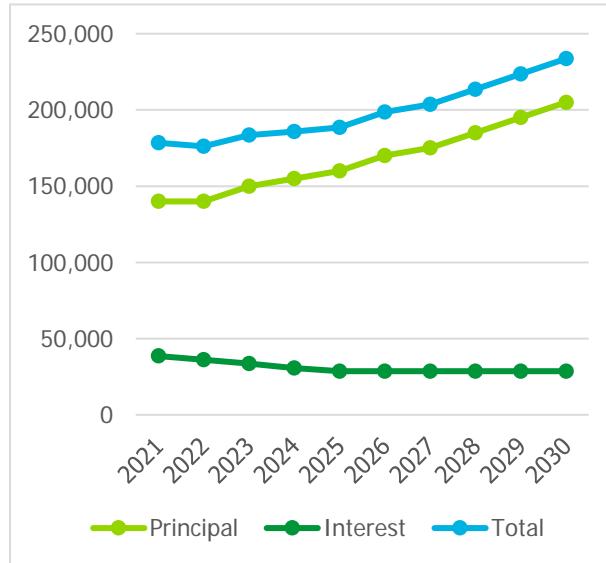
Department: Non-Departmental Fund: 2010 GO Debt Fund Account #: 200-225

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Other Financing Sources	\$212,700	\$212,700	\$212,700	\$217,700	\$212,800
Total Revenues	212,700	212,700	212,700	217,700	212,800
Expenditures by Object					
Debt Service	212,250	213,370	212,900	217,700	212,800
Total Expenditures	212,250	213,370	212,900	217,700	212,800
Contribution to/(from) fund balance	\$450	(\$670)	(\$200)	\$0	\$0

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 as of December 2020.

Debt Service:

Year	Principal	Interest	Total
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 2021/2022 BIENNIAL BUDGET

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

Department: Non-Departmental **Fund:** Library Constr. Refund Debt **Account #:** 200-230

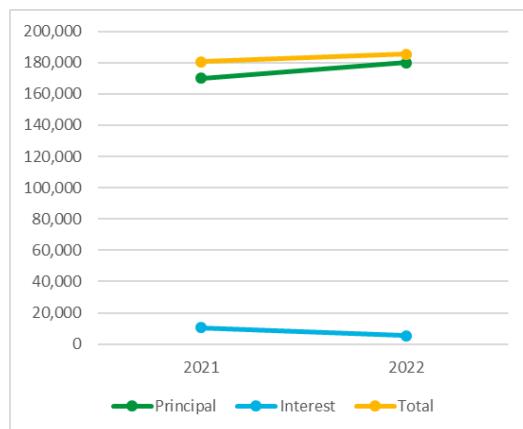
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$175,720	\$176,107	\$175,000	\$175,000	\$175,000
Total Revenues	175,720	176,107	175,000	175,000	175,000
Expenditures by Object					
Debt Service	164,150	170,100	175,900	181,100	186,000
Total Expenditures	164,150	170,100	175,900	181,100	186,000
Contribution to/(from) fund balance	\$11,570	\$6,007	(\$900)	(\$6,100)	(\$11,000)

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
2021	170,000	10,500	180,500
2022	180,000	5,400	185,400
Total	<u>\$660,000</u>	<u>\$55,500</u>	<u>\$715,500</u>



CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Health & Benefits Fund Financial Summary

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Miscellaneous Revenues	\$1,972,582	\$1,954,358	\$2,064,803	\$2,299,280	\$2,409,441
Other Financing Sources	291,289	380,128	236,340	200,000	200,000
Total Revenues	2,263,871	2,334,485	2,301,143	2,499,280	2,609,441
 Expenditures by Object					
Salaries	1,907	2,532	1,425	2,500	2,500
Supplies	2,994	41	0	0	0
Services	2,475,671	2,437,521	2,813,196	2,375,108	2,375,108
Total Expenditures	2,480,571	2,440,094	2,814,621	2,377,608	2,377,608
 Expenditures by Program					
Administration	106,745	134,079	176,187	163,985	163,985
Claims Processing	2,010,008	1,789,454	1,968,919	1,655,637	1,655,637
Employee Wellness	6,021	4,839	3,625	4,700	4,700
Other Benefits	425	2,931	5,000	5,000	5,000
Stop Loss Insurance	357,373	508,792	660,890	548,286	548,286
Total Expenditures	2,480,571	2,440,094	2,814,621	2,377,608	2,377,608
 Contribution to/(from) fund balance	(\$216,700)	(\$105,609)	(\$513,478)	\$121,672	\$231,833

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 \$90,000 in claims for an individual employee and up to \$1.00 million for the entire group. Once the maximum amount is exceeded then the insurance company takes over.

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Risk Management Fund Financial Summary

Department:	Non-Departmental	Fund:	Risk Management Fund	Account #:	500-545	
		2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues						
Charges for Goods & Services		\$670,013	\$690,044	\$683,102	\$683,102	\$683,102
Miscellaneous Revenues		12,706	22,461	3,800	3,800	3,800
Total Revenues		682,719	712,505	686,902	686,902	686,902
Expenditures by Object						
Benefits		5,160	3,414	20,000	0	0
Services		447,110	426,031	758,842	543,816	592,939
Interfund Expenditures		0	0	20,000	0	0
Total Expenditures		452,270	429,445	798,842	543,816	592,939
Contribution to/(from) fund balance		\$230,448	\$283,061	(\$111,940)	\$143,086	\$93,963

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.

Hal Holmes Trust Fund Financial Summary

Department:	Non-Departmental	Fund:	Hal Holmes	Account #:	600-621	
		2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues						
Miscellaneous Revenues		\$15,077	\$17,544	\$10,000	\$10,000	\$10,000
Total Revenues		15,077	17,544	10,000	10,000	10,000
Expenditures by Object						
Services		15,077	0	10,000	10,000	10,000
Total Expenditures		15,077	0	10,000	10,000	10,000
Contribution to/(from) fund balance		\$0	\$17,544	\$0	\$0	\$0

The Hal Holmes Trust Fund receives disbursements from a trust bequeathed to the City by Hal Holmes, long time Kittitas Valley resident and congressional representative. Funds are available, at Council discretion, to finance public facilities.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Fire Relief & Pension Fund Financial Summary

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Intergovernmental Revenues	\$21,279	\$21,436	\$21,088	\$21,088	\$21,088
Miscellaneous Revenues	146,887	153,056	144,081	144,081	144,081
Total Revenues	168,166	174,493	165,169	165,169	165,169
 Expenditures by Object					
Salaries	39,081	39,432	43,087	45,241	47,503
Benefits	74,924	92,419	87,989	71,428	73,844
Services	3,200	10,553	11,275	11,275	11,275
Total Expenditures	117,205	142,403	142,351	127,944	132,622
 Contribution to/(from) fund balance	\$50,961	\$32,089	\$22,818	\$37,225	\$32,547

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, 2019 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, 2019. As of this date, the assets valued at market were \$ 0.513 million and the actuarial present value of future benefits was \$ 0.790 million with unfunded actuarial accrued liabilities of \$ 0.277 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 2021/2022 budget, the City Council authorized allocating \$.141 million of 2021 and 2022 property tax receipts to the Fire Relief and Pension fund.

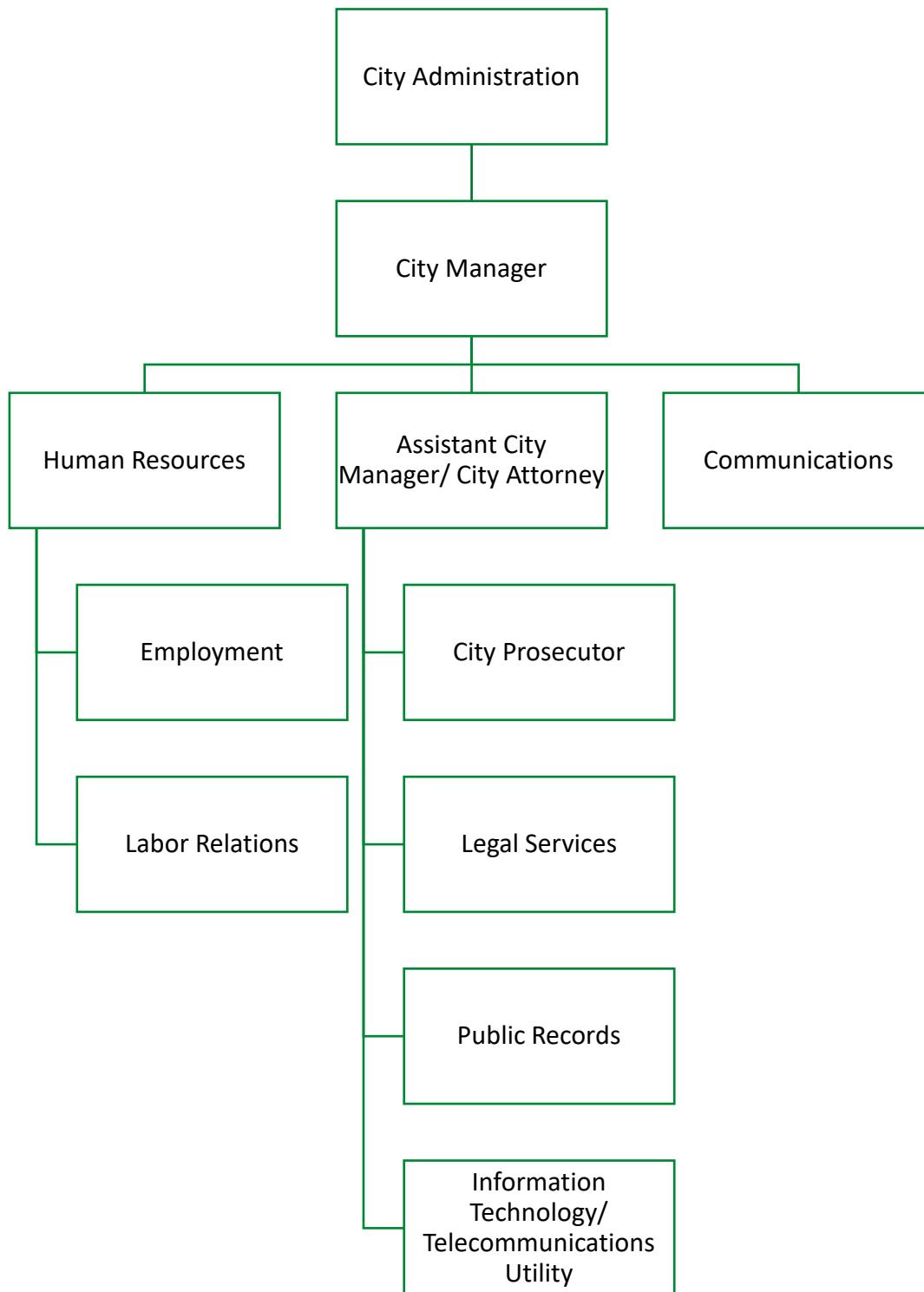
CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 2021/2022 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 and social media 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 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, Public Information 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.
- Provide administrative support to the Diversity, Equity, and Inclusion Commission, and implement programs proposed by the Commission and authorized by the City Council.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Ongoing Commitments:

- To maintain open communication with staff and the public to provide transparent government services.
- Purchase and implement a new customer accounting software system.

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, and to prosecute criminal violations within the City in a fair and just manner.

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 2021/2022 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

- Prioritize diversity, equity and inclusion
- Strategize with leadership to reduce turnover rates
- Provide leadership guidance in succession planning of short and long-term personnel goals
- Continue to increase educational and awareness efforts through training programs offered by WCIA, WAPELRA and AWC
- Introduce breakthrough benefits. 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
- Continue to 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 2021/2022 BIENNIAL BUDGET

2019/2020 Accomplishments:

- Assisted the City Manager on the planning of the COVID-19 Shutdown
- Developed the return to work COVID-19 Plan
- Updated comprehensive safety program
- Updated the Gas Pipeline Drug and Alcohol Program
- Assist City Attorney in preparation for union negotiations
- Hiring of Assistant City Attorney, Planning Manager, Transit Manager, Engineer Techs, IT Systems Admin, Application Specialist, Police Officers, along with many hourly and temporary employees

Workload Measures:

	2013	2014	2015	2016	2017	2018	2019	2020
Regular Full & Part time	159	158	164	167	170	172.5	172	172
Positions opened & processed	28	44	59	43	77	75	96	37
Compensation study (positions)	53	5	7	56	8	12	4	1
Safety meetings held	12	12	12	11	12	12	12	12
Wellness meetings	12	12	12	12	13	13	13	5
Turnover Rate	—	8.88%	6.87%	9.07%	7.05%	8.11%	11.60%	11.07%

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

City Administration – Financial Summary

Department: City Administration

Fund: General Fund

Account #: 001-013

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$551,572	\$489,970	\$670,002	\$666,744	\$689,654
Miscellaneous Revenues	2,551	5,213	613	2,500	2,500
Total Revenues	554,122	495,183	670,615	669,244	692,154
Expenditure by Object					
Salaries	638,758	662,554	798,440	780,436	783,459
Benefits	214,341	231,755	270,769	291,738	298,672
Supplies	11,111	14,548	20,295	17,843	17,843
Services	155,400	150,579	160,059	97,117	97,117
Interfund Expenditures	21,825	26,643	26,041	30,172	28,866
Total Expenditures	1,041,435	1,086,079	1,275,604	1,217,306	1,225,957
Expenditures by Program					
City Manager's Office	509,501	580,870	623,374	587,797	592,860
City Attorney	280,685	239,974	381,628	359,070	361,963
Personnel Services	251,249	265,235	270,602	270,439	271,134
Total Expenditures	1,041,435	1,086,079	1,275,604	1,217,306	1,225,957
Contribution to/(from) fund balance	(\$487,313)	(\$590,895)	(\$604,988)	(\$548,062)	(\$533,803)

The City Administration Department includes City Manager's Office which consists of one (1) City Manager, one (1) Communications/Government Relations Officer, and one (1) Executive Assistant. The City Attorney's Office consists of one (1) Assistant City Attorney, one (1) Assistant City Manager/ City Attorney allocated between operational areas, 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 2021/2022 BIENNIAL BUDGET

Telecommunications Utility

The Telecommunications Utility Division was established by the City in 2014. The City's broadband fiber optics network provides telecommunication services to about 47 public agency sites and 20 businesses with over 30 miles of 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), Centerfuse, Fish & Wildlife, Kittitas Reclamation District, (KRD), and some local businesses.

Financial Summary – Telecommunications

Department: Administration **Fund:** Telecommunications **Account #:** 400-451

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Intergovernmental Revenues	\$0	\$102,527	\$48,909	\$0	\$0
Charges for Goods & Services	212,539	259,496	291,148	355,214	355,214
Miscellaneous Revenues	1,694	3,291	687	687	687
Total Revenues	214,233	365,314	340,744	355,901	355,901
 Expenditure by Object					
Salaries	18,016	15,798	20,582	21,021	21,115
Benefits	5,486	4,939	9,017	9,363	9,628
Supplies	1,663	2,056	200	200	200
Services	112,079	129,186	119,787	119,787	119,787
Interfund Expenditures	6,937	21,949	21,663	54,049	125,094
Debt Service	19,072	19,072	19,073	19,073	19,073
Capital	28,735	89,276	98,909	90,000	50,000
Total Expenditures	191,988	282,277	289,231	313,493	344,897
 Contribution to/(from) fund balance					
	\$22,245	\$83,037	\$51,513	\$42,408	\$11,004

CITY OF ELLensburg 2021/2022 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, Ellensburg Community Television, and information technology support services. The Division also supports approximately 317 computer systems, 35 mobile devices, 58 Servers, 30 managed switches, 54 network printers, 45 desktop printers for both the City and Kittitas County Fire and Rescue and the broadcasting system for the Ellensburg Community Television channel.

Financial Summary - Information Services

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$1,047,974	\$1,223,489	\$1,210,749	\$1,948,438	\$1,539,046
Miscellaneous Revenues	14,801	20,532			
Total Revenues	1,062,775	1,244,021	1,210,749	1,948,438	1,539,046
 Expenditure by Object					
Salaries	448,348	375,941	434,964	410,092	416,558
Benefits	143,858	141,536	189,170	185,205	191,755
Supplies	30,539	81,689	419,660	154,230	143,590
Services	328,666	374,162	496,426	541,495	533,038
Capital	88,057	0	169,312	658,500	223,500
Total Expenditures	1,039,468	973,328	1,709,532	1,949,522	1,508,441
 Expenditures					
Desktop Operations	114,724	98,305	149,494	149,467	151,095
Enterprise Applications	344,794	438,793	209,028	748,015	340,952
Geographic Information Systems	218,880	191,349	264,960	376,857	373,352
IT Admin	53,547	40,203	194,813	157,680	159,267
Network Resources	307,524	165,558	487,127	380,823	357,735
Pre-Funded Replacements	0	39,120	404,110	136,680	126,040
Total Expenditures	1,039,468	973,328	1,709,532	1,949,522	1,508,441
 Contribution to/(from) fund balance	\$23,306	\$270,693	(\$498,783)	(\$1,084)	\$30,605

CITY OF ELLensburg 2021/2022 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

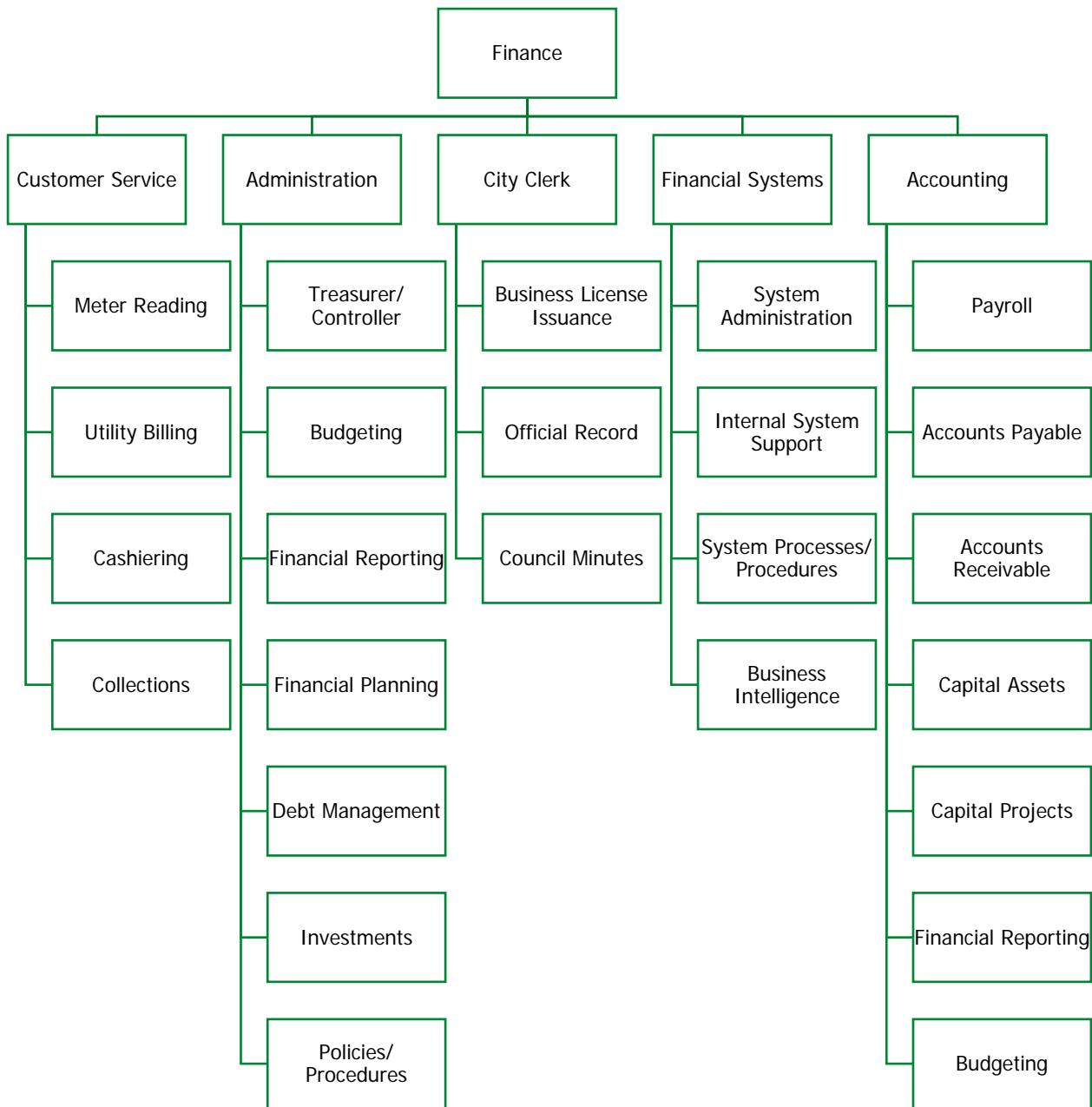
CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- Make government open and available to individuals via technology and personal assistance
- 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.

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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, and KITTCOM including: maintaining general accounting system, payroll, accounts payable/receivable, capital project accounting, capital assets accounting, cash management, and financial reporting.

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

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

2019/20 Accomplishments:

- Received State Auditor's Stewardship Award
- Received an unmodified opinion on the fair presentation of the financial statements
- Completed LEAN project with State Auditor's Office for Agenda Process; Implemented new agenda software

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- Completed multiple GASB implementations
- 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
- Increased the number of clerk's records available online to the employees and public
- Presented timely monthly management reports to the departments
- Provided assistance to departments on various topics
- Secured Revenue Bond for Stormwater Utility
- Setup and implemented part-time leave accrual software for automatic calculations
- Assisted the City Manager in developing and presenting a balanced budget to the Council
- Completed inventory of all the City's capital assets
- Completed and implemented Procurement Policies

Workload Measures	2013	2014	2015	2016	2017	2018	2019	2020
Quarterly Financial Report by 3rd meeting following the end of the quarter	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Timely Utility Billing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Annual Review of Financial Management Policy	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Active Business License Accounts	1,328	1,340	1,397	1,432	1,435	1019*	1,321	1,455
Average # of items on council agenda			39	37	36	35	20	19
Number of 90 day Past due accounts with balances exceeding \$100	75	80	60	60	40	32	23	390
Number of Utility Accounts Billed				118,813	122,453	120,854	127,504	129,629
Number of Final Accounts Billed				4,867	4,497	5,144	4,657	4,815
Payroll checks / Direct Deposits processed						5,702	5,832	5,193
* Measurement methodology changed beginning 2018								

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary- Finance

Department: Finance	Fund: General Fund		Account: 001-012		
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Licenses and Permits	\$59,186	\$62,950	\$58,325	\$61,950	\$61,950
Charges for Goods & Services	1,697,370	1,509,616	1,620,907	1,728,201	1,746,307
Fines & Penalties	150,748	165,559	59,617	82,500	165,000
Miscellaneous Revenues	7,452	8,150	6,324	7,350	7,350
Total Revenues	1,914,756	1,746,274	1,745,173	1,880,001	1,980,607
Expenditures by Object					
Salaries	1,074,814	1,119,196	1,193,665	1,181,243	1,199,517
Benefits	468,163	475,387	508,628	519,078	536,290
Supplies	38,648	36,536	39,987	47,287	47,287
Services	141,075	145,552	189,801	248,444	248,444
Interfund Expenditures	97,011	79,807	81,388	81,613	77,460
Total Expenditures	1,819,711	1,856,478	2,013,469	2,077,666	2,108,998
Expenditures by Program					
Accounting	647,831	697,915	741,044	742,905	750,516
City Clerk	177,256	160,509	166,462	176,329	178,168
Customer Services	715,547	725,495	747,842	761,423	778,499
Finance Administration	158,918	168,064	174,503	208,526	209,356
Financial Applications	120,159	104,493	183,618	188,483	192,460
Total Expenditures	1,819,711	1,856,478	2,013,469	2,077,666	2,108,998
Contribution to/(from) fund balance	\$95,044	(\$110,203)	(\$268,295)	(\$197,665)	(\$128,391)

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.

Police Department

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, 10 full-time and 3 part-time civilian and/or limited commissioned personnel.

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:

The Ellensburg Police Department's mission is to provide our community with efficient, effective and ethical police services through relationships with our public, business and educational communities, and law enforcement partners.

VISION:

Our vision is to protect our citizens and improve the quality of life for all of those in our community by providing excellence in professional law enforcement through our commitment to transparency, compassion and honor of our service.

VALUES:

As a member of the Ellensburg Police Department, we demand:

- Moral, Ethical and Compassionate service to our community.
- Personal Accountability.
- Respect for human life.
- Transparency in our practices.
- Commitment to all that we serve.

MOTTO:

Serving with Pride, Compassion and Excellence.

STRATEGIC GOALS:

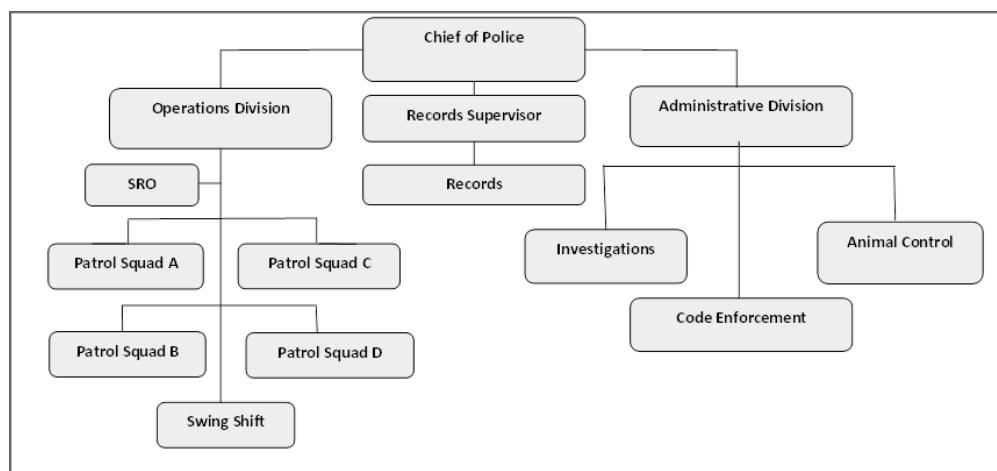
1. Reduce crime and improve traffic safety within our community.
2. Provide quality community services.
3. Provide leadership and resources.
4. Build trust within our community.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

General Overview

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 programs to better connect 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.



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 generalized detectives, two anti-crimes detectives and one detective sergeant. These individuals are tasked with a variety of in-depth and often times labor intensive investigations. The two anti-crime detectives 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 Records Supervisor. This division is charged with overall control and oversight of the department and deals specifically 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

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 three limited commissioned officers whose primary duties are parking enforcement and nuisance properties. The Records Division consists of four full-time Secretary/Records Clerks, 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.

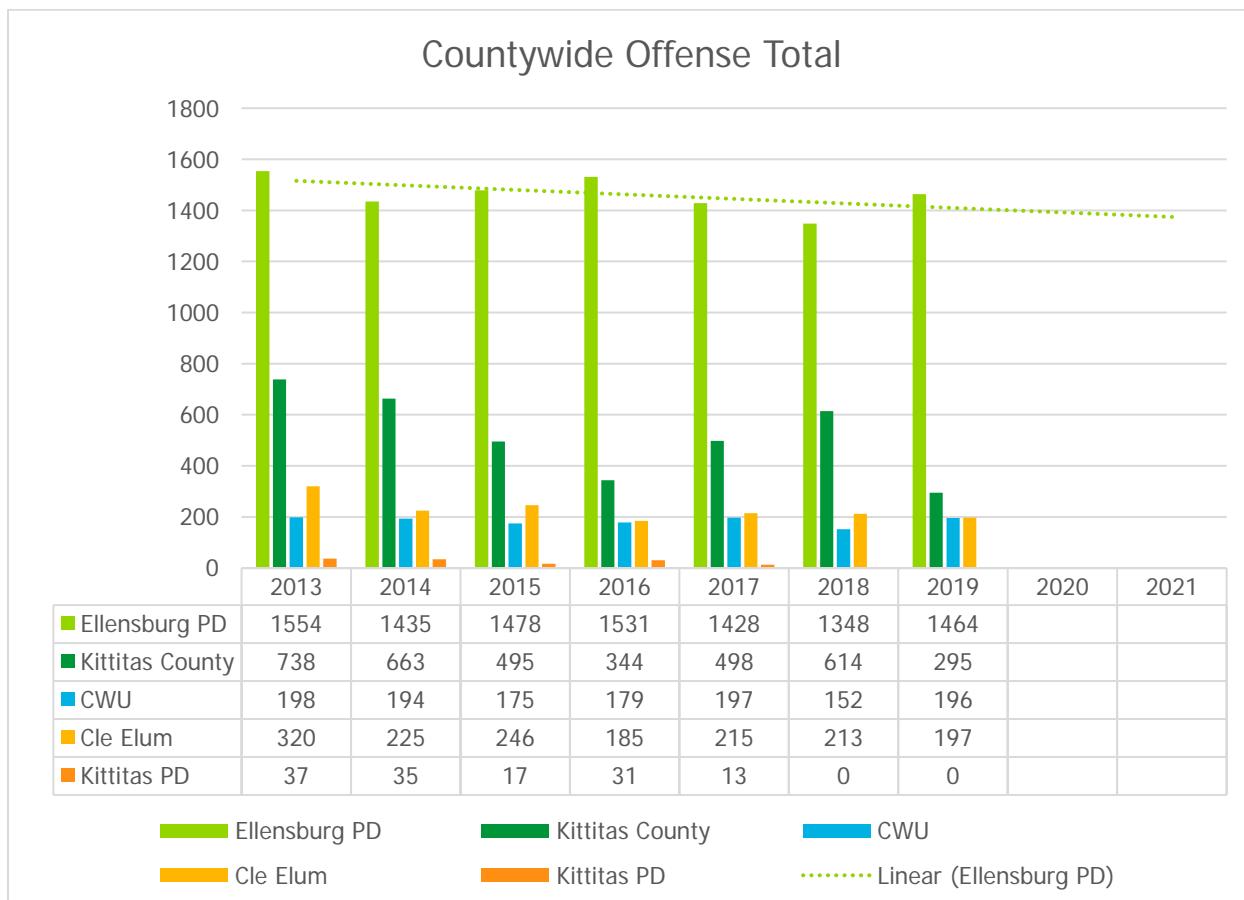
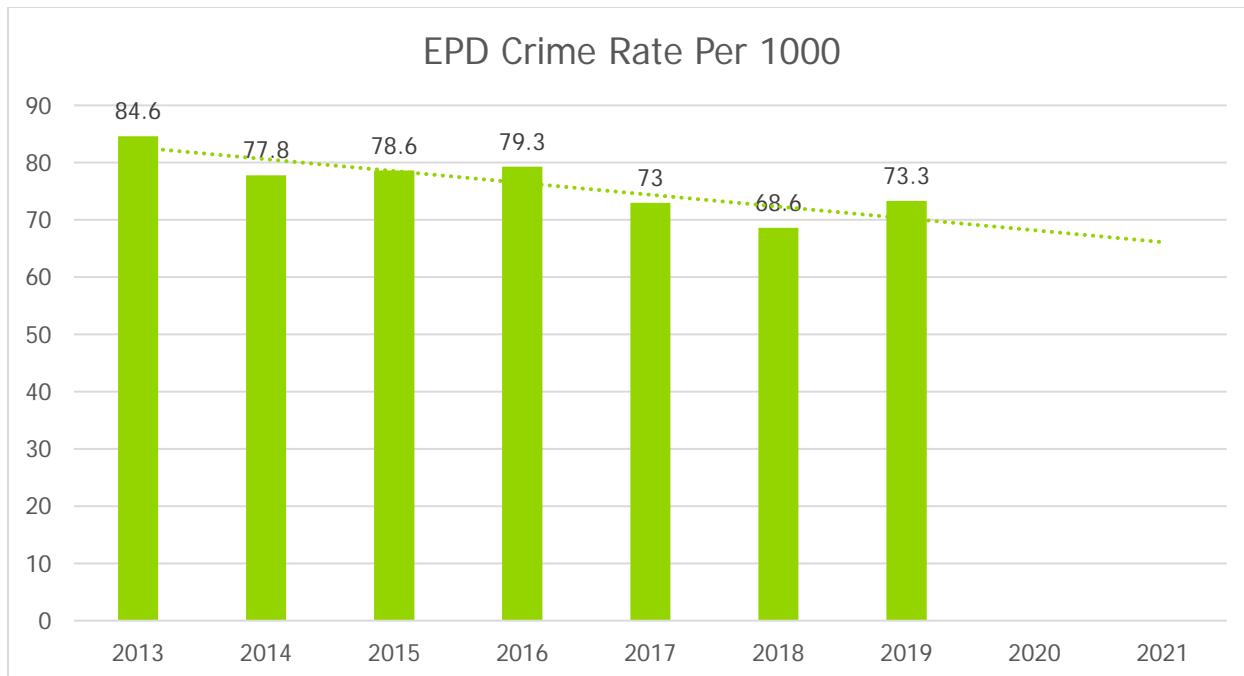
The Animal Control and Shelter is a division of the Ellensburg Police Department. The Animal Control and Shelter consists of one full-time Animal Shelter Manager, two full-time Animal Control Officers, and two part-time Shelter Aides. The Shelter Manager and Animal Control Officers respond to various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

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.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET



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

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary-General Fund

Department: Police **Fund:** General Fund

Account #: 001-016

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Licenses and Permits	\$19,042	\$23,344	\$12,401	\$23,000	\$23,000
Intergovernmental Revenues	11,217	64,151	55,072	53,700	53,700
Charges for Goods & Services	83,026	84,730	75,652	86,689	91,832
Fines & Penalties	94,863	94,357	45,700	70,400	91,400
Miscellaneous Revenues	2,537	190	3,610	1,800	1,800
Other Financing Sources	0	2,581	0	0	0
Total Revenues	210,686	269,354	192,435	235,589	261,732
Expenditures by Object					
Salaries	2,320,401	2,407,492	2,411,722	2,498,882	2,554,589
Benefits	943,424	980,981	1,212,684	1,155,852	1,201,750
Supplies	157,179	158,771	45,591	68,829	69,591
Services	1,047,174	1,137,333	998,413	1,322,580	1,317,550
Interfund Expenditures	84,921	98,556	102,229	96,527	90,839
Total Expenditures	4,553,099	4,783,132	4,770,639	5,142,670	5,234,319
Expenditures by Program					
Animal Control	221,656	241,515	255,974	233,018	236,309
Dispatching	359,495	364,703	416,765	497,961	497,961
Investigations	12,311	18,458	17,136	22,155	22,155
Jail	506,805	476,088	284,080	495,080	495,080
LEOFF 1	111,108	107,047	123,084	102,324	106,190
Police Admin	720,430	739,150	773,198	773,439	778,088
Police Facilities	21,441	20,653	27,650	27,650	27,650
Police Operations	2,389,960	2,626,363	2,628,269	2,768,625	2,840,898
Police Reserves	17,793	18,879	28,209	33,670	33,670
Traffic Policing	142,203	127,363	204,096	176,569	184,139
Training	49,895	42,912	12,179	12,179	12,179
Total Expenditures	4,553,099	4,783,132	4,770,639	5,142,670	5,234,319
Contribution to/(from) fund balance	(\$4,342,413)	(\$4,513,779)	(\$4,578,204)	(\$4,907,081)	(\$4,972,587)

CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET

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 2020. The City funded six FTE police officers, .5 FTE animal control officer, .9 FTE Animal Shelter Aid, and 1 Secretary/Records Clerk in 2021/2022.

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$1,043,702	\$1,174,552	\$1,115,824	\$1,169,718	\$1,169,718
Miscellaneous Revenues	18,321	31,333	400	400	400
Total Revenues	1,062,023	1,205,885	1,116,224	1,170,118	1,170,118
Expenditures by Object					
Salaries	535,886	501,055	705,056	686,103	718,244
Benefits	187,055	180,202	258,216	261,775	274,950
Supplies	0	0	173,033	328,543	173,033
Services	0	0	165,633	72,033	78,693
Capital	0	0	0	40,000	42,000
Total Expenditures	722,941	681,257	1,301,938	1,388,454	1,286,920
Expenditures by Program					
Animal Control	58,072	55,258	106,938	114,491	118,313
Jail	0	0	100,000	0	0
Police Admin	13,537	19,956	60,355	77,027	78,580
Police Operations	651,332	606,044	994,845	1,157,036	1,050,127
Police Training	0	0	39,800	39,900	39,900
Total Expenditures	722,941	681,257	1,301,938	1,388,454	1,286,920
Contribution to/(from) fund balance	<u>\$339,082</u>	<u>\$524,628</u>	<u>(\$185,714)</u>	<u>(\$218,336)</u>	<u>(\$116,802)</u>

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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.

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Fines & Penalties	\$9,091	\$9,487	\$7,076	\$3,100	\$3,100
Miscellaneous Revenues	314	618	0	0	0
Total Revenues	9,405	10,105	7,076	3,100	3,100
Expenditures by Object					
Supplies	2,263	4,499	15,000	15,000	11,699
Services	245	238	0	0	0
Total Expenditures	2,508	4,736	15,000	15,000	11,699
Contribution to/(from) fund balance	<u>\$9,160</u>	<u>\$9,867</u>	<u>\$7,076</u>	<u>\$3,100</u>	<u>\$3,100</u>

Community Development Department

Community Development Department consists of Building and Planning services.

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.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- 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, current planning, long-range land use planning, strategic planning, and providing staff support to the City Council and four City Commissions - Planning, Landmarks & Design, Environmental, and Affordable Housing. The department also staffs the Building Appeals Board as needed. 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 land development code standards 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.



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 within the Community Development Department that acted as the Executive Director (ED) for the EBDA. This model was in place through the end of 2020, at which time the City transitioned out of this model. Beginning in January 2021, the City began supporting economic development by allocating funding directly to the EBDA for oversight of their own Executive Director. Staff in the Community Development Department will continue to collaborate with the EBDA Board and the Executive Director to support economic development initiatives in the City of Ellensburg.



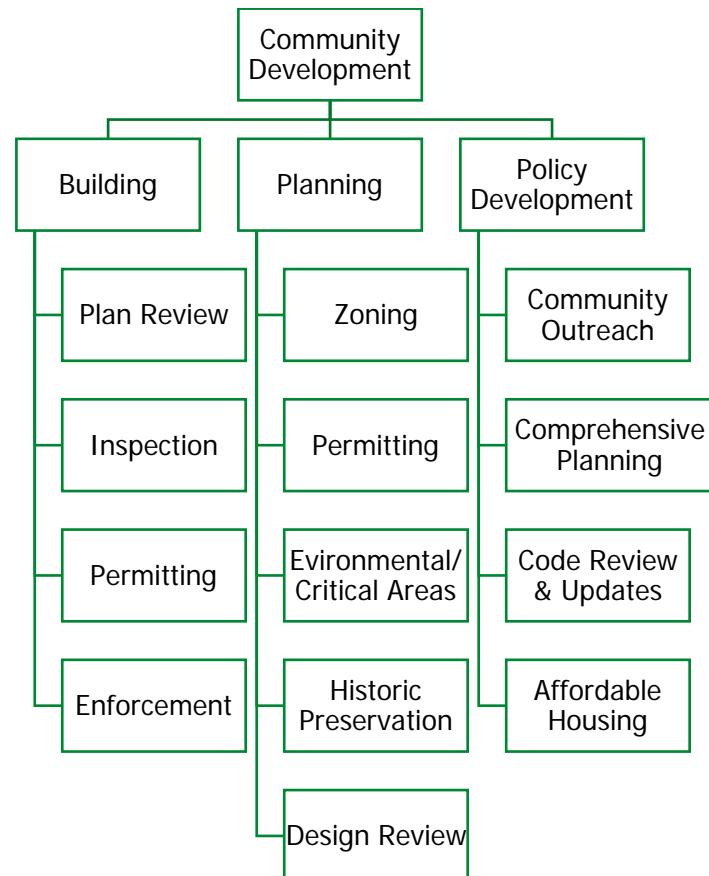
New and Ongoing Initiatives

- Continue to provide support to applicants and the public through online permitting options.
- Development of a Housing Action Plan in 2021, intended to identify and prioritize strategies for increasing the housing stock in Ellensburg, and to identify incentives for construction of affordable housing.
- In 2022, the Department will focus on implementation of the identified strategies in the Housing Action Plan, including identified updates to the Land Development Code.
- Actively research best practices for developing affordable housing policies and grant guidelines for administering the new affordable housing sales and use tax.
- Continuous review and adoption of Land Development Code updates including:
 - Zoning boundary and use chart updates
 - Incentives for construction of Affordable Housing
 - Development of a new demolition ordinance specific to historic structures and landmark districts
- Coordinate with FEMA and the Dept of Ecology to roll out adoption of new flood plain maps which will become effective in September 2021, to include adoption of new flood plain regulations within Division 6 of the Land Development Code.
- Coordinate with the Dept of Ecology for adoption of a Shoreline Master Program
- 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.
- Continue to 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.
- Partner with the EBDA to achieve the goals of the EBDA Strategic Plan, for the benefit of the community.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 Land Development 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 develop new policies in support of affordable housing, in addition to providing ongoing financial assistance through the affordable housing sales tax fund.
- Continue to provide oversight of alterations to historic structures and within the landmarks districts of Ellensburg.
- Continue to work with new and existing businesses, the EBDA, and the Ellensburg Downtown Association to provide support for growing our local economy.



CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

2019/2020 Accomplishments

- In March 2020, the Department quickly transitioned to providing online support to developers, applicants, and community members in response to building closures and telecommuting operations related to the COVID-19 pandemic.
- In response to emerging needs of local restaurants, Department staff developed a new Streatery permit to allow for outdoor dining in the ROW.
 - Issued 5 streatery permits in 2020
- The Department obtained a \$50,000 grant in 2020 to develop a Housing Action Plan for the community.
- Worked extensively with the Planning Commission, over twelve separate work sessions, to review and recommend updates to the zoning boundaries, as well as the addition of two new mixed-use zoning districts, and updates to the permitted use table. This was followed by online surveys to the community and four open houses in 2019.
- Completion of the following annexations:

2019:

Willard Annexation – 1 lot consisting of 5 acres
Sparks Annexation – 3 lots consisting of 44.51 acres

2020:

Weisbeck Annexation – 4 lots consisting of 1.19 acres
Persson Annexation – 1 lot consisting of 2 acres
Currier Creek Annexation – 260 lots

- In February 2020, the Planning Manager position was filled after being vacant for the previous 5 years. The position was opened up after resignation of the Long Range Planner
- A new historic preservation planner was hired in late 2019 to replace the outgoing planner.
- A new position of Community Development Secretary was authorized in the 2019/20 budget cycle and the position was filled early 2019.
- Continued build-out of the SmartGov permitting and tracking software.
- Planning Staff conducted 28 pre-application meetings in 2019, and 34 pre-application meetings in 2020.
- In 2019/2020 the following preliminary plat subdivision approvals were granted:

- Preliminary Plat approvals from City Council
 - 12-lot "French Plat" Subdivision
 - 75-lot "Ellensburg Flats" Subdivision
 - 14-lot "Benjamin's Corner" Subdivision

7 Short Plats received Final Plat approval in 2019/2020

- In 2019 completed plan review and issued building permits for:
 - 43_single-family units Valuation \$7,042,073 —
 - 6 Duplexes Valuation \$1,888,566
 - 1 3-unit Townhouse Valuation \$295,371
 - 1 Multifamily structure (49 units) Valuation \$4,285,301
 - 10 Commercial structures Valuation \$4,255,247

Issued 120 Mechanical Permits & 22 Sign Permits

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- In 2020 completed plan review and issued building permits for:
 - 40 single-family units Valuation \$7,324,900
 - 0 Duplexes Valuation \$0
 - 0 Townhouses Valuation \$0
 - 2 Multifamily structures (36 units) Valuation \$2,636,256
 - 2 Commercial structures Valuation \$6,718,296
- Issued 114 Mechanical Permits & 17 Sign Permits
- Large-scale commercial projects permitted in 2019/2020 included the following:
 - Kittitas County Transfer Station (an essential public facility) and new County Public Works Yard
 - New Elementary School
 - Renovation of Mt. Stuart Elementary School
 - Addition to, and renovation of the Ellensburg Police Station
- Successfully administered the community grant funds, with awards as follows:
 - Environmental Commission
 - 2019 - \$10,000 to fund Adopt-a-Stream clean-up efforts
 - 2020 - \$10,000 to fund Adopt-a-Stream clean-up efforts
 - Landmarks & Design Commission
 - 2019 – \$14,588.12 to fund 4 unique historic preservation projects
 - 2020 - \$14,690.32 to fund 3 unique historic preservation projects
- Entered into a contract with SafeBuilt to provide building inspection and plan review services on an as-needed basis, to support increasing number of submittals in department.
- The Economic Development Manager successfully obtained a \$50,000 grant for the EBDA to fund a broadband study within the City of Ellensburg.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – Community Development

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Licenses and Permits	\$808,447	\$690,403	\$599,449	\$712,800	\$712,300
Intergovernmental Revenues	0	40,000	30,000	0	0
Charges for Goods & Services	44,631	42,719	25,597	29,600	29,600
Miscellaneous Revenues	801	321	0	1	1
Total Revenues	853,878	773,443	655,046	742,401	741,901
Expenditures by Object					
Salaries	627,684	681,714	736,601	800,707	810,244
Benefits	287,143	315,909	399,260	428,568	443,544
Supplies	17,366	19,327	22,671	22,096	22,096
Services	159,137	163,654	233,760	325,726	310,466
Interfund Expenditures	48,945	34,502	32,616	40,204	38,446
Total Expenditures	1,140,275	1,215,106	1,424,908	1,617,301	1,624,796
Expenditures by Program					
Building/ Permitting	619,711	627,805	724,164	641,379	647,283
Comprehensive Planning	151,892	169,789	266,567	350,449	356,761
Economic Development	104,482	140,618	131,527	122,244	110,631
Land Use Permitting	245,905	272,126	273,357	443,011	449,903
Land Use Planning	18,286	4,769	29,293	60,218	60,218
Total Expenditures	1,140,275	1,215,106	1,424,908	1,617,301	1,624,796
Contribution to/(from) fund balance	(\$286,397)	(\$441,663)	(\$769,862)	(\$874,900)	(\$882,895)

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.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – Housing & Related Services Fund

Department: Community Development Fund: Housing Fund Account #: 001-172

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$353,139	\$598,470	\$641,916	\$568,547	\$568,547
Miscellaneous Revenues	1,743	13,164	0	0	0
Total Revenues	354,882	611,634	641,916	568,547	568,547
Expenditures					
Supplies		4	0	17,500	17,500
Services	300	25,381	190,000	1,705,000	490,000
Debt Service			0		175,000
Total Expenditures	300	25,385	190,000	1,722,500	682,500
Contribution to/(from) fund balance	\$354,582	\$586,249	\$451,916	(\$1,153,953)	(\$113,953)

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.

CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET

Public Works and Utilities Department

The Public Works & Utilities Department consists of the Electric, Engineering, Natural Gas, Sewer, Shop and Warehouse, Stormwater, Street, Transit, and Water 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 – 4:30pm, closed 12:00 – 12:30pm for lunch

Natural Gas

607 Industrial Way, Ellensburg
7:00am – 4:30pm, 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, facilities and services through the enforcement and observance of appropriate city codes, ordinances and standards.

Goals:

- Continue to provide excellent customer service to the community
- Continue implementation of the Geographic Information System for mapping and system management.

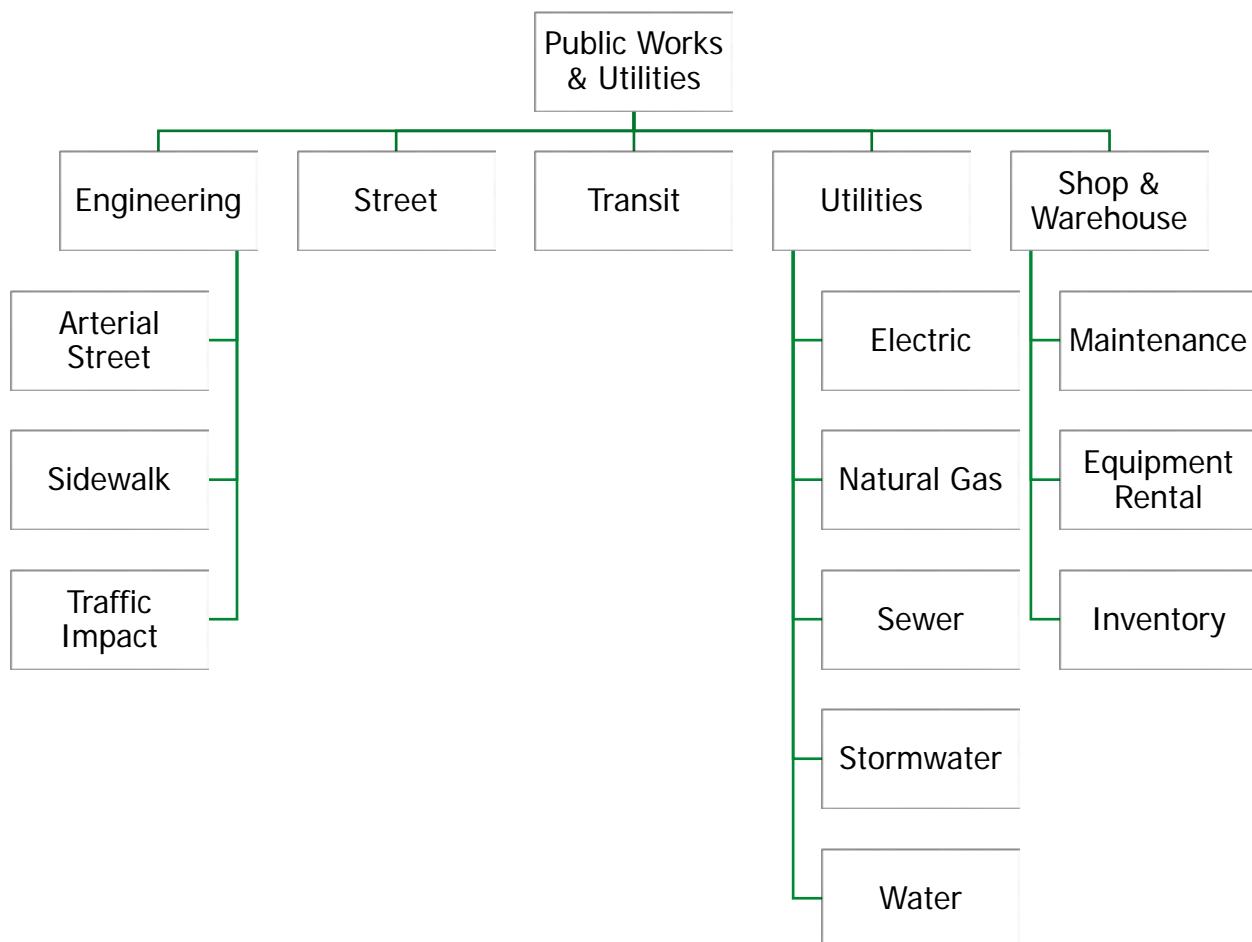
Strategies:

- 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.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

General Overview

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



CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$897,233	\$872,405	\$928,189	\$933,053	\$933,053
Miscellaneous Revenues	463	0	4	0	0
Total Revenues	897,233	872,405	928,194	933,053	933,053
Expenditures by Object					
Salaries	520,567	481,850	536,391	621,571	635,230
Benefits	230,650	220,016	224,272	283,026	294,058
Supplies	11,577	11,791	13,815	16,865	13,815
Services	69,902	47,980	86,220	84,220	84,220
Interfund Expenditures	0	31,059	34,163	38,381	36,620
Capital	0	0	0	0	25,000
Total Expenditures	832,695	792,697	894,861	1,044,063	1,088,943
Contribution to/(from) fund balance					
	\$65,000	\$79,708	\$33,332	(\$111,010)	(\$155,890)

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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
- In conjunction with the Parks Division, continue to maintain the levees to the standards set forth by the US Army Corps of Engineers.
- 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 seven Heavy Equipment Operators. Temporary employees are hired to supplement the work force during the spring and summer months.



CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 10 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

2019 & 2020 Accomplishments

- Increased vegetation control efforts
- Increased street sweeping efforts by utilizing two sweepers; doubled the amount of debris removed from traveled ways.
- 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 flooding
- Purchased a salt brine maker unit.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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.

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Intergovernmental Revenues	\$295,507	\$307,574	\$257,131	\$249,453	\$249,040
Charges for Goods & Services	284,900	369,100	302,638	483,463	484,463
Miscellaneous Revenues	21,213	32,893	11,750	9,600	9,600
Other Financing Sources	1,320,300	1,420,300	1,420,300	1,587,512	1,868,067
Total Revenues	1,921,921	2,129,867	1,991,819	2,330,028	2,611,170
Expenditures by Object					
Salaries	570,741	592,435	666,111	791,589	778,773
Benefits	245,295	252,591	324,710	305,359	307,027
Supplies	323,456	395,633	251,093	623,393	624,443
Services	489,595	640,110	663,630	819,873	823,523
Interfund Expenditures	168,925	247,733	234,409	275,580	279,589
Capital	0	56,531	29,469	50,000	0
Total Expenditures	1,798,012	2,185,033	2,169,422	2,865,794	2,813,355
Expenditures by Program					
Administration	22,587	46,247	54,222	189,308	184,985
Alley Maintenance	24,892	13,961	38,000	38,000	38,000
Ancillary Operations	15,849	20,923	5,500	23,550	23,600
Facilities	98,272	95,682	100,601	98,584	98,584
General Services	527,782	508,102	631,553	405,038	342,372
Groundcover Maintenance	91,895	68,878	155,539	132,439	132,439
Parking Facilities	1,546	33,498	6,000	10,000	10,000
Reimbursable	(0)	61,200	58,060	67,350	67,350
Shoulders	1,663	3,262	3,250	11,750	11,750
Snow & Ice Control	106,663	382,171	337,612	355,236	360,236
Street Administration			916	916	916
Street Cleaning	186,383	231,553	236,238	320,063	320,063
Street Maintenance	178,984	158,676	167,314	243,739	243,739
Street Preservation	336,769	355,786	117,111	634,990	634,990
Traffic Control Devices	194,999	190,056	241,356	315,181	324,181
Training	9,727	15,038	16,150	19,650	20,150
Total Expenditures	1,798,012	2,185,033	2,169,422	2,865,794	2,813,355
Contribution to/(from) fund balance	\$123,909	(\$55,166)	(\$177,603)	(\$535,766)	(\$202,185)

CITY OF ELLensburg 2021/2022 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		
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Licenses and Permits	\$2,308	\$7,129	\$80	\$5,050	\$5,250
Intergovernmental Revenues	682,813	1,765,677	1,937,860	5,891,349	5,389,366
Charges for Goods & Services	10,380	604,041	50	0	0
Miscellaneous Revenues	9,180	24,496	10,500	7,500	7,500
Other Financing Sources	489,282	1,518,770	1,875,198	3,429,640	1,047,000
Total Revenues	1,193,963	3,920,113	3,823,688	9,333,539	6,449,116
Expenditures by Object					
Supplies	7,926	1,397	0	200,000	0
Services	1,373,633	311,546	1,140,357	1,661,000	1,125,000
Interfund Expenditures	6,202	18,219	15,000	15,000	15,000
Capital	195,231	2,374,075	2,956,294	7,568,000	5,730,000
Total Expenditures	1,582,991	2,705,236	4,111,651	9,444,000	6,870,000
Expenditures by Program					
Active Transportation	0	75,475	0	0	0
Base	0	146,676	110,294	69,500	210,000
Bridges	0	0	0	600,000	130,000
Engineering	315,551	111,638	475,824	664,000	475,000
Other Traffic & Ped. Services	0	1,732	0	0	0
Preservation	702,348	61,956	409,381	420,000	455,000
Right of Way	0	599	0	0	0
Roadways	193,261	349,154	273,500	96,500	213,000
Sidewalks	20,171	329,903	277,000	1,934,500	2,165,000
Special Purpose Paths/Trails	0	229,424	0	0	0
Storm Drainage	0	273,441	225,000	3,040,500	1,600,000
Street Lighting	48,084	98,142	66,300	62,500	330,000
Surfacing	0	210,592	561,450	180,000	376,000
Surveying	1,250	28,839	10,000	87,000	85,000
Traffic Control Devices	302,326	756,695	1,661,292	2,220,500	755,000
Utility Adjustments	0	30,970	41,610	69,000	76,000
Total Expenditures	1,582,991	2,705,236	4,111,651	9,444,000	6,870,000
Contribution to/(from) fund balance	(\$389,028)	\$1,214,877	(\$287,963)	(\$110,461)	(\$420,884)

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 \$20.07 per capita in 2021 which is split between street maintenance and street construction.

The following are the projects budgeted for 2021 and 2022:

Department/ Division Item Description	2021 Funded Projects	2022 Funded Projects
5th Avenue and Railroad Avenue Signalization	\$460,000	\$0
CBD Alley Reconstruction Annual	\$65,000	\$65,000
BNSF and Umptanum Signal Upgrades	\$30,000	\$0
Downtown Micro Slurry Seal	\$0	\$450,000
Gateway II Design/Construction	\$400,000	\$4,600,000
Helena Avenue Complete Streets Improvements – Water to Walnut	\$566,500	\$0
Helena Avenue Overlay – Water to Airport	\$495,000	\$0
JWT Reconnect & Signalization of 14th & Alder (14th to Fairgrounds)	\$0	\$1,610,000
Large Scale Wayfinding Project	\$133,000	\$0
Main Street Corridor – Intersection & Signal Enhancements	\$1,145,000	\$0
Reecer Creek Flood Conveyance Project Phase II	\$2,000,000	\$0
Sixth Avenue Paverstone Walk & Angle Parking (N. of City Hall)	\$125,000	\$0
University Way and Reecer Creek Signalization	\$450,000	\$0
University Way Gateway Project - Wenas Street to Red Horse Diner	\$3,027,000	\$0
Total Arterial Street Fund	\$8,896,500	\$6,725,000

2019 and 2020 Accomplishments:

- Completed the design and construction of the N. Campus Signalization project, which installed traffic signals at the intersection of 14th Avenue and Wildcat Way and the intersection of 18th Avenue and Walnut Street.
- Completed the construction of the improvements and widening at the intersection of University Way and Wildcat Way.
- Completed the construction of the Main Street Extension project from 14th Avenue and Main Street to 15th Avenue and Water Street, including the installation of a traffic signal at 15th Avenue and Water Street.
- Secured grant funds and completed the design of the Helena Avenue Complete Streets project that will widen Helena Avenue and install the missing sidewalk segments between Water Street and Walnut Street.
- Completed the Main Street Overlay project from Mountain View Avenue to 3rd Avenue
- Completed the construction of another section of the John Wayne Trail Reconnection Route from 18th Avenue to 14th Avenue.
- Secured grant funding for the signalization of the intersection of 14th Avenue and Alder Street and the extension of the John Wayne Trail Reconnection route from this intersection to the County Fairgrounds.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- Secured grant funds and completed the design of the Main Street Corridor Signal Enhancements Safety project
- Worked with Kittitas County to secure grant funds and complete the design of the signalization of the intersection of University Way and Reecer Creek Road.
- Secured grant funds for the signalization of the intersection of 5th Avenue and Railroad Avenue

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

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Traffic Impact Fees Fund

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$788,951	\$245,680	\$249,486	\$375,118	\$375,118
Miscellaneous Revenues	29,502	36,042	8,000	11,500	11,500
Total Revenues	818,453	281,722	257,486	386,618	386,618
Expenditures by Object					
Transfers	94,855	1,303,928	723,198	267,400	589,000
Interfund Expenditures	1,950	3,137	5,000	5,000	5,000
Total Expenditures	96,805	1,307,065	728,198	272,400	594,000
Contribution to/(from) fund balance	\$721,648	(\$1,025,343)	(\$470,712)	\$114,218	(\$207,382)

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 2020 for the anticipated projects in 2021 and 2022. In 2021, a transfer of \$212,400 to the Arterial Street Budget will be used as a grant match for the 5th Avenue and Railroad Avenue Signal improvements, as well as design of a signal at the 14th Avenue and Alder Street intersection & design of the Palouse to Cascades Trail (PCT) extension. In 2022, a transfer of \$485,673 to the Arterial Street Fund will be used as a grant match for construction of the 14th Avenue and Alder Street signalization and the PCT extension.

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Public Transit Division

Mission Statement:

To ensure safe, reliable, fare-free public transit services which meets the needs of riders while being good stewards of the taxpayers funding.

Financial Summary – Public Transit

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$1,042,159	\$1,199,186	\$1,139,227	\$1,139,227	\$1,139,227
Intergovernmental Revenues	383,576	474,802	1,053,791	275,263	0
Charges for Goods & Services	75,000	75,000	62,500	75,000	75,000
Miscellaneous Revenues	19,230	34,524	28,122	19,200	20,200
Total Revenues	1,519,966	1,783,512	2,283,640	1,508,690	1,234,427
Expenditures by Object					
Salaries	90,960	94,311	103,427	117,065	117,064
Benefits	37,031	39,569	49,171	54,903	56,408
Supplies	28,323	29,177	80,410	55,000	55,000
Services	830,046	1,030,208	1,875,827	1,482,161	1,503,296
Interfund Expenditures	28,654	59,138	44,833	53,233	53,190
Capital	0	0	297,786	76,500	100,000
Total Expenditures	1,015,014	1,252,402	2,451,454	1,838,862	1,884,958
Expenditures by Program					
Cabulance	18,929	40,201	42,246	51,246	51,246
Dial-A-Ride	0	52,545	81,313	82,313	82,313
Expanded Route	338,212	166,582	0	0	0
Fixed Route	350,605	697,552	1,736,728	1,199,669	1,246,052
Paratransit	95,106	44,088	25,766	25,924	26,085
Public Transit	192,161	209,934	502,401	414,710	414,262
Upper County Commuter	0	21,500	43,000	44,000	44,000
Yakima Transit	20,000	20,000	20,000	21,000	21,000
Total Expenditures	1,015,014	1,252,402	2,451,454	1,838,862	1,884,958
Contribution to/(from) fund balance	\$504,952	\$531,110	(\$167,815)	(\$330,172)	(\$650,531)

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. Additional State and Federal grant funding is anticipated to fund operations from July 2021 through 2022, which is not included in the budgeted revenues.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

2019 and 2020 Accomplishments

- The Central Transit bus system received a complete overhaul to its routes and schedules to enhance and better serve the residents of Ellensburg. The old loops were exchanged for a more linear system with 34 stops added. Consideration for the stops came directly from surveys and community input. Many of the routes will improve access for students, commuters and modified service areas to support new ridership. The new routes launched September 16th, 2019.
- Created routes and schedules in both English and Spanish.
- The City partnered with HopeSource in the establishment of a commuter bus service "Kittitas County Connector" between Ellensburg and Upper Kittitas County. This service is in line with and supports the State's "Connecting Washington" program.
- Central Transit offered rodeo and fair fans free bus service during the Labor Day weekend.
- One new bus was added to the existing fixed route fleet, as well as additional operators.
- Fixed Route boardings increased 6% from 2018.
- Paratransit trips increased 16% from 2018.
- The City Council approved a MOU between the City and Prestige Hearthstone to allow their medical staff to request Cabulance rides directly. This allowed Kittitas Valley Fire and Rescue to respond to real emergency calls.
- In 2020, added 10 new bus shelters, which included bike racks, solar lighting, trash cans and signs
- Constructed four new bus pullouts.
- Mobilizations (Fixed)
- Constructed bus stop improvements
- Added driver safety barriers to eight buses
- Updated timetables
- Updated Paratransit brochures in English and Spanish
- Provided safety vests for Central Transit operators.

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Goals:

- Develop a new Central Transit logo
- Develop a new Central Transit website with live updates and alerts
- Implement “Transit” app, which provides real-time predictions of bus arrivals, service alerts when there are delays or detours, smartest and fastest trip plans, and a step-by-step navigator when going to unfamiliar destinations.
- Install new bus stop signs
- Develop/install new Central Transit logo bus wraps
- Develop Paratransit brochures in braille.
- Additional timed stops on Central Transit routes
- Cost differential for five (5) low or zero emissions/electric fixed route buses
- Maintain and improve ADA amenities within the transit system
- Construct two (2) additional bus stop pullouts in both 2021 and 2022
- Multimodal Transit Station contribution

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Sidewalk Improvement Division

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

2019 and 2020 Accomplishments:

- Completed the annual sidewalk repair programs
- Replaced the deteriorated sidewalk on the South side of Capitol Ave. from Pine Street to Ruby Street
- Completed miscellaneous paverstone sidewalk repairs in the Central Business District of downtown Ellensburg
- Repainted 4 historic 3-globe luminaires in the Central Business District of downtown Ellensburg

Goals:

- Design and obtain bids for the annual sidewalk repair program in 2021 and 2022.
- Design and obtain bids for construction of the Central Business District sidewalk repair, tree removal/replacement and period street light painting project in 2021 and 2022.
- Design and obtain bids for replacement of one block of sidewalk along Capitol Avenue between Main Street and Sampson Street.
- Design and obtain bids for replacement of one block of sidewalk along Alder Street between Capitol Avenue and Fourth Street

Financial Summary – Sidewalk Improvement

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$294,838	\$367,244	\$200,000	\$280,000	\$280,000
Intergovernmental Revenues	0	0	77,278	0	0
Miscellaneous Revenues	12,106	21,571	20,000	26,000	26,000
Total Revenues	306,944	388,815	297,278	306,000	306,000
Expenditures by Object					
Supplies	479	1,814	650	0	0
Services	69,556	514,806	601,980	200,000	75,000
Interfund Expenditures	3,115	6,550	1,000	3,000	3,000
Capital	0	0	23,537	210,000	195,000
Total Expenditures	102,150	523,170	627,167	413,000	273,000
Contribution to/(from) fund balance	\$204,794	(\$134,355)	(\$329,889)	(\$107,000)	\$33,000

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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
- Complete phase II of the Reecer Creek Flood Conveyance Project.

Ongoing Commitments

- Expand the current outreach education program
- Clean/jet and inspect half the system annually.
- Complete one capital facilities project a year
- Sweep streets annually
- Complete new effectiveness outreach study already underway with Osborn Consulting by 2023. Design and construct both Gateway projects on University Way and Vantage Highway

2019 and 2020 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
- Completed the Annual Report to Ecology
- Updated the stormwater web page
- Obtained funding for the Vantage Highway Gateway II project

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Financial Summary – Stormwater

Department: Public Works	Fund: Stormwater	Account #: 400-431			
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Intergovernmental Revenues	\$984,403	\$33,636	\$25,798	\$69,202	\$0
Charges for Goods & Services	844,490	1,121,396	1,498,790	1,507,790	1,507,790
Miscellaneous Revenues	12,638	12,827	14,208	13,000	13,000
Total Revenues	1,841,532	1,167,859	1,538,796	1,589,992	1,520,790
Expenditures by Object					
Salaries	175,161	203,647	202,747	208,914	212,123
Benefits	78,089	86,327	101,475	101,530	105,059
Supplies	7,563	10,149	73,752	73,752	73,752
Services	459,247	277,096	541,265	955,924	757,525
Interfund Expenditures	298,467	510,829	269,691	410,698	379,362
Debt Service	947,190	0	64,575	145,493	360,835
Total Expenditures	1,965,716	1,088,047	1,253,505	1,896,311	1,888,656
Expenditures by Program					
Community Grants	9,546		10,000	10,000	10,000
Debt Service	947,190				
Dikes & Levees	108,971	121,467	51,693	75,000	75,000
General Operations	6,499	3,994	14,000	14,000	14,000
Maintenance	284,095	375,315	365,474	768,286	568,287
Stormwater Administration	593,607	587,271	812,338	1,029,025	1,221,369
Total Expenditures	1,949,908	1,088,047	1,253,505	1,896,311	1,888,656
Contribution to/(from) fund balance	(\$108,376)	\$79,811	\$285,291	(\$306,319)	(\$367,865)

Financial Summary – Stormwater Bond Capital Construction (2020)

Department: Public Works	Fund: Stormwater	Account #: 400-439			
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Other Financing Sources	\$0	\$0	\$3,000,000	\$1,283,612	\$0
Total Revenues	0	0	3,000,000	1,283,612	0
Expenditures by Object					
Services	0	0	60,000	0	0
Interfund Expenditures	0	0	0	1,400,000	0
Debt Service	0	0	15,000	0	0
Capital	0	0	2,808,612	0	0
Total Expenditures	0	0	2,883,612	1,400,000	0
Expenditures by Program					
Dikes & Levees	0	0	2,883,612	0	0
Transfers Out	0	0	0	1,400,000	0
Total Expenditures	0	0	2,883,612	1,400,000	0
Contribution to/(from) fund balance	\$0	\$0	\$116,388	(\$116,388)	\$0

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 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.

2019 and 2020 Accomplishments:

- Updated 20-Year Long Range Plan
- Updated PCB Management and Transformer Handling Policies
- 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.
- Line Crew and Service Crew installed 133 new residential services, 36 commercial services, 32 solar meters and completed 92 work requests from engineering.
- Service/Line Crew completed 1,395 assignments

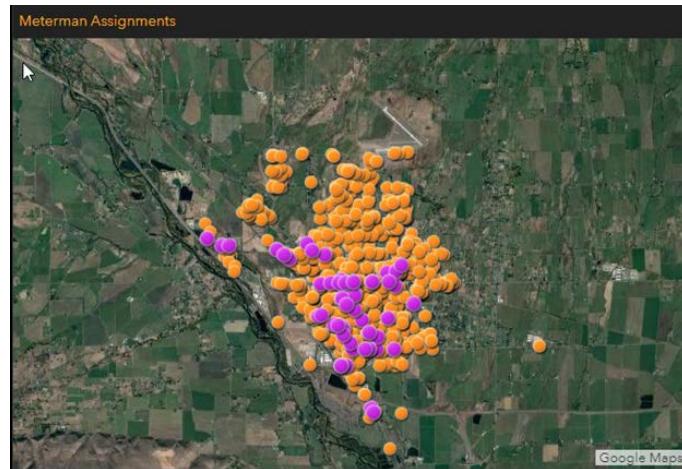


CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- Meter Division completed 493 service orders from the Finance Department, 951 locates and 66 meter audits.

New Initiatives

- Construct the Berry Road re-conductor.
- Construct the Mt. View re-conductor.
- Complete construction of the Bull Road improvements.
- Complete construction of the Canyon Road/I-90 crossing.
- Purchase a conduit camera.
- Design and construct the D1 Dollarway Substation improvements.
- Research options and purchase land for a new pole yard.
- Hire a consultant to perform a South Substation Sighting study and purchase land.
- Purchase CT testing equipment.



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Financial Summary - Electric

Department: Public Works & Utilities **Fund:** Electric Light **Account #:** 400-471

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$15,079,058	\$18,388,577	\$18,369,010	\$18,972,457	\$19,110,172
Miscellaneous Revenues	151,892	206,824	155,149	113,647	116,598
Other Increases in Fund Resources	305,000	320,000	275,100	309,657	0
Other Financing Sources	0	8,527	0	0	0
Total Revenues	15,535,951	18,923,928	18,799,260	19,395,762	19,226,770
Expenditures by Object					
Salaries	1,476,641	1,353,723	1,806,539	1,661,675	1,679,325
Benefits	548,263	501,486	737,657	646,986	668,361
Supplies	9,554,752	9,649,054	9,672,666	9,342,118	9,674,602
Services	2,458,538	2,798,484	2,944,672	6,325,776	4,421,086
Interfund Expenditures	1,730,989	1,459,765	1,710,309	1,785,170	1,700,833
Debt Service	601,175	604,825	602,825	602,625	602,125
Capital	546,346	158,434	657,606	445,000	2,203,400
Total Expenditures	16,916,704	16,525,770	18,132,274	20,809,350	20,949,732
Expenditures by Program					
Administration	2,673,616	2,445,440	2,800,455	3,114,202	2,994,578
Conservation	208,636	205,278	416,114	295,000	305,000
Contracted Operations	167,393	92,603	0		
CREP & Renewables Edu			10,479	6,480	6,480
Debt Service	601,175	604,825	602,825	602,625	602,125
Energy Efficiency & Customer Service	1,736	4,331	1,000	2,500	2,500
Engineering & Operations	349,992	329,935	404,422	321,679	325,624
Land & Land Improvements				60,000	700,000
Maintenance of Underground Lines	30,242	126,406	113,000	341,545	343,477
New Line Transformers		95,749	145,052	160,813	160,833
New Meters	15,499	17,366	60,626	48,541	48,561
New Overhead Conductors		135,708	148,188	255,320	405,436
New Services	136,241	144,482	2,675		
New Station Equipment	497,406			432,000	2,041,262
New Streetlights		35,646	62,235	56,488	56,500
New Traffic Signals		156			
New Underground Conductors		224,219	322,460	1,240,166	240,282
New Underground Conduits & Vaults		141,459	521,373	1,680,716	168,684
Op. & Maint. of Meters	18,247	12,753	96,579	115,372	74,561
Op. & Maint. of Streetlights/Signals	76,152	30,554	67,719	47,062	46,454
Op. & Maint. of Traffic Signals		10,842			
Op. & Maint. of Distribution	607,609	254,191	772,155	571,958	565,904
Op. & Maint. of Line Transformers	2,924	10,119	75,187	63,360	63,259
Op. & Maint. of Substations	56,486	74,761	111,819	141,592	141,484
Op. & Maintenance of Building	2,012	5,994	6,449	10,996	11,427
Operations	9,527,945	9,640,348	9,606,768	9,436,138	9,830,437
Primary Distribution	482,810	0	6,200		
Public Event Work	3,692	1,318	5,938	4,064	4,031
Reimbursable		28,736		14,975	14,564
Taxes	1,456,891	1,852,550	1,772,557	1,785,757	1,796,268
Total Expenditures	16,916,704	16,525,770	18,132,274	20,809,350	20,949,732
Contribution to/(from) fund balance	(\$1,380,753)	\$2,398,158	\$666,986	(\$1,413,588)	(\$1,722,962)

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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 135 miles of underground mainline piping. The Utility's service territory was established by the Washington Utilities and Transportation Commission (UTC) and includes the city limits and surrounding areas. The Utility currently purchases all of its natural gas supply through an Asset Management Agreement with Shell Energy North America and uses Williams Northwest Pipeline for transportation of the gas. The Utility operates Public Awareness and Damage Prevention, Distribution Integrity Management and Operator Qualification programs.

2019 and 2020 Accomplishments:

- Completed all required annual maintenance including: Leak survey; valve maintenance; atmospheric corrosion survey, regulator station maintenance; pipeline patrol work.
- A Corrosion Control Evaluation was completed by Coffman Engineers.
- Completed the second and final uprating process to increase the system's maximum allowable operating pressure (MAOP) for increased capacity and system reliability.
- Completed the Kittitas Tap Station Odorizer upgrade project.
- Initiated the 6-Year Gas System Plan Evaluation with EN Engineering.
- Installed nearly 112 new services and nearly 14,000 feet of new gas main.
- Responded to 299 leak/co calls.
- Completed over 2,300 locate requests.
- Issued over 100 natural gas rebates with 55 being appliance efficiency upgrading rebates.
- Continued the Operator Qualification, Public Awareness and Damage Prevention, and Distribution Integrity Management Programs.
- Successfully completed seven Utility and Transportation Commission audits including: Annual Review, Operator Qualification Program, Operation and Maintenance Manual in 2019; Annual Review, Distribution Integrity Management Program; Drug and Alcohol Program; Standard Inspection in 2020.
- Relocated and upgraded the system's high/low pressure alarm.
- Achieved Bronze Level for the APGA System Operational Achievement Recognition (SOAR) award

New Initiatives

- Complete construction of new metering/telemetry equipment projects
- Purchase a new tensile machine
- Complete construction of new gas mains along Bull Road
- Complete system alterations in conjunction with the University Way Gateway project
- Complete cathodic protection surveys including initiating replacement of anode bed.
- Complete gas ERTs/ERT programmer/meter proving projects
- Complete all required annual maintenance including: Leak survey; valve maintenance; atmospheric corrosion survey; regulator station maintenance; pipeline patrol.
- Complete and integrate a Pipeline Safety Management System Program
- Finalize the 6-Year Gas System Plan with EN Engineering.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary-Natural Gas

Department:	Fund:	Account #:			
		2018 Actual	2019 Actual	2020 Budget	2021 Budget
Revenues					
Charges for Goods & Services	\$5,061,306	\$7,354,769	\$6,635,157	\$7,008,727	\$7,024,904
Miscellaneous Revenues	53,334	67,314	37,000	24,000	24,000
Other Financing Sources	0	0	0	800,000	0
Total Revenues	5,114,640	7,422,083	6,672,157	7,832,727	7,048,904
Expenditures by Object					
Salaries	916,492	1,026,294	1,226,938	1,168,845	1,215,498
Benefits	439,433	420,737	484,076	467,963	480,694
Supplies	2,652,652	3,742,890	3,359,499	3,126,418	3,131,624
Services	803,252	1,177,893	1,159,174	1,431,733	1,366,193
Interfund Expenditures	937,126	791,679	922,968	1,132,583	1,026,194
Debt Service	52,115	52,115		38,391	52,115
Capital	89,927	0	20,000	1,127,500	329,000
Total Expenditures	5,890,996	7,211,608	7,172,654	8,493,433	7,601,318
Expenditures by Program					
Administration	1,792,575	1,732,397	1,986,880	2,165,907	2,067,338
Conservation	34,480	55,922	55,000	75,000	75,000
Contracted Operations		13,620	43,380		
Debt Service	52,115	52,115	52,115	104,230	104,230
Distribution Operation	2,784,631	3,761,917	3,271,960	3,186,458	3,178,924
Engineering & Operations	176,023	122,653	150,596	125,420	131,383
Maintenance of CP Systems	1,378	6,538	1,200	13,830	52,660
New Mains	91,523	107,289	197,099	1,102,645	376,015
New Meters	0	33,400	106,349	102,685	104,685
New Services	342	65,276	140,101	171,890	173,825
New Station Equipment				180,504	50,504
Operations & Maint. of Mains	154,784	169,169	145,381	187,072	182,173
Operations & Maint. of Meters & Regulators	29,219	25,771	63,281	39,242	40,332
Operations & Maint. of Services	167,881	211,761	188,382	195,939	211,213
Operations & Maint. of Stations	11,746	20,480	26,114	37,292	39,352
Operations & Maint. of Valves	20,394	19,345	40,256	22,092	22,152
Reimbursable		13,208	1,700	10,897	12,000
Taxes	573,905	739,281	647,710	685,745	687,427
Training		8,448	55,150	86,585	92,105
Transfers Out		53,018			
Total Expenditures	5,890,996	7,211,608	7,172,654	8,493,433	7,601,318
Contribution to/(from) fund balance	(\$776,355)	\$210,475	(\$500,497)	(\$660,706)	(\$552,414)

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary-Natural Gas Bond (2016) Construction

Department: Public Works & Utilities **Fund:** Gas **Account #:** 400-469

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Other Financing Sources	\$0	\$53,018	\$0	\$0	\$0
Total Revenues	0	53,018	0	0	0
Expenditures by Object					
Salaries	160,307	34,590	0	0	0
Supplies	33,043	25,075	0	0	0
Services	171,702	44,478	0	0	0
Total Expenditures	365,052	104,143	0	0	0
Expenditures by Program					
New Mains	229,852	69,092	0	0	0
New Meters	25,335	4,906	0	0	0
New Services	108,921	30,037	0	0	0
New Station Equipment	944	108	0	0	0
Total Expenditures	365,052	104,143	0	0	0
Contribution to/(from) fund balance	(\$365,052)	(\$51,126)	\$0	\$0	\$0

CITY OF ELLensburg 2021/2022 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 5,700 customers delivering over 1.45 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
- Construct the Illinois Well Well House & Motor Control Center
- Construct a main extension along Helena Avenue in conjunction with the Illinois Well development.
- Complete the update to the Strategic Water System Plan
- Extend water main along Bull Road under I-90 to Berry Rd
- Locate and purchase property for drilling of an additional well
- Create and implement an annual aquifer level measurement program
- Install a new galvanic anode in the Airport Reservoir
- Complete a Cost of Service Analysis
- Complete a new reservoir siting study
- Extend the water main along Seattle Avenue
- Relocate the water main in Memorial Park
- Complete an electrical analysis and electrical upgrade of Rodeo Well
- Rebuild the Route 10 Well and the Hayward Well pumps

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 an update of the City's Water System Plan
- Continue to monitor and test wells according to the Water Quality Monitoring Schedule provided by the Washington State Department of Health.

2019 and 2020 Accomplishments:

- Assisted Washington State Department of Health with training of their employees on Sanitary System Surveys.
- Participated in the Environmental Protection Agency's (EPA) Unregulated Contaminant Monitoring Rule 4 (UCMR 4) testing program.
- Participated in Water Optimization Coaching program for energy reduction cost savings.
- Upgraded the telemetry system SCADA computer.
- Rebuilt the Whitney Well pump
- Completed the drilling of the new Illinois Well.
- Completed the improvements along Willow Street
- Hired a consultant for the Illinois Well Water Right Certification
- Constructed a 12" water main extension along Cora Street.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – Water

Department: Public Works	Fund: Water	Account #: 400-481			
		2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Licenses and Permits	\$580	\$380	\$300	\$400	\$400
Intergovernmental Revenues	0	260,000	0	0	0
Charges for Goods & Services	4,311,997	4,803,823	5,277,906	5,318,759	5,318,952
Miscellaneous Revenues	521,242	724,159	401,196	528,153	528,153
Other Financing Sources	0	0	0	5,178,000	300,000
Total Revenues	4,833,819	5,788,361	5,679,402	11,025,312	6,147,505
Expenditures by Object					
Salaries	542,189	602,399	683,037	661,218	670,019
Benefits	268,802	273,913	327,656	294,349	304,283
Supplies	201,111	203,572	232,071	267,521	270,721
Services	1,505,523	2,671,478	2,698,538	5,523,960	2,212,590
Interfund Expenditures	1,007,553	1,040,449	1,061,473	1,182,853	1,119,289
Debt Service	722,019	720,055	633,037	608,209	608,537
Capital	114,839	10,291	385,350	2,913,380	835,000
Total Expenditures	4,362,037	5,522,157	6,021,162	11,451,490	6,020,439
Expenditures by Program					
Administration	1,552,106	1,633,885	1,877,069	1,937,046	1,795,079
Capital Hydrants	0	0	12,000	37,000	12,000
Capital Mains	68,267	30,687	320,000	2,468,380	758,000
Capital Meters	144,800	117,491	62,000	214,300	151,300
Capital Pumps	0	0	100,000	100,000	100,000
Capital Reservoirs	0	0	0	280,000	0
Cross Connection Control	50,834	55,407	54,555	54,374	55,262
Debt Service	722,019	720,055	633,037	648,209	608,537
Maint. of Buildings/Structures	53,104	44,238	70,150	84,050	64,550
Maint. of Distribution Mains	142,421	131,850	153,250	202,950	209,050
Maint. of Transmission Lines	14,108	15,399	97,842	123,892	124,442
Maintenance of Hydrants	18,697	14,361	28,250	28,450	28,550
Maintenance of Meters	32,141	35,661	75,390	102,640	102,640
Maintenance of Other Plant	5,731	10,543	16,150	18,400	18,500
Maintenance of Services	136,327	152,579	223,350	223,050	224,050
Maintenance of Source	55,379	62,883	59,430	133,130	131,130
Regulatory Compliance	23,298	21,281	19,900	28,400	31,100
Reimbursable	1,974	41,289	24,656	25,841	25,841
Source Operations	466,772	435,511	580,598	613,248	646,248
Taxes	753,044	796,991	818,347	821,430	821,460
Training	14,626	18,694	12,000	25,500	28,000
Transfers Out	40,940	1,107,033	729,988	3,200,000	0
Treatment Operations	65,448	76,320	53,200	81,200	84,700
Total Expenditures	4,362,037	5,522,157	6,021,162	11,451,490	6,020,439
Contribution to/(from) fund balance	\$471,782	\$266,204	(\$341,761)	(\$426,179)	\$127,065

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – Water Construction

Department: Public Works **Fund:** Water Construction **Account #:** 400-485

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Other Financing Sources	\$40,940	\$1,107,033	\$729,988	\$3,200,000	\$0
Total Revenues	40,940	1,107,033	729,988	3,200,000	0
Expenditures by Object					
Supplies	3,652	21	0	0	0
Services	28,175	205,135	179,988	100,000	0
Interfund Expenditures	12,161	34,805	0	0	0
Capital	0	921,723	150,000	3,100,000	0
Total Expenditures	43,988	1,161,684	329,988	3,200,000	0
Expenditures by Program					
Wells	43,988	1,161,684	329,988	3,200,000	0
Total Expenditures	43,988	1,161,684	329,988	3,200,000	0
Contribution to/(from) fund balance					
	(\$3,048)	(\$54,650)	\$400,000	\$0	\$0

The Water Utility 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 2021/2022 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 6,100 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

- Begin design of new aeration process at plant and develop financing mechanism to construct.
- Complete a Cost of Service Analysis
- Purchase and install four (4) new aerators
- Purchase a new push camera for the inspection of sewer mains.
- Purchase new sandbagging equipment.
- Reroof the WwTF administration building.
- Update the Sewer System Comprehensive Plan and perform an I&I study
- Design/construct boiler redundancy system
- Rehabilitate the WwTF grit chamber.
- Rebuild the WwTF clarifiers.
- Design and construct electrical upgrades in the WwTF's digester/gravity belt thickener building.
- Design and construct the sewer extension on Umptanum Road &Anderson Road.

Ongoing Commitments

- Extend sewer main along Bull Road under I-90 to Berry Road.
- Wilson and Mercer Creek flood control projects.
- Select Aeration Basin Option for upgrades
- Obtain field coordinates of system components for input into the City's Geographic Information System

2019/ and 2020 Accomplishments

- Awarded Washington State Department of Ecology "Award of Excellence" for no permit violations for the 2019 & 2020 reporting periods.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- Rehabilitated feet of sewer main
- Completed Construction of Phase 2 Electrical Upgrades at the Wastewater Treatment Facility.
- Completed the vibration testing of the WwTF's influent pump.
- Completed the sewer main replacement project in the alley between Sampson and Walnut Streets and 2nd and Poplar Avenues.
- Completed the Whiskey Creek rehabilitation project at 5th Avenue.
- Completed the Wilson Creek rehabilitation project in the 1500 block of Brooklane
- Completed the extension of the sewer main along Willow Street.

Financial Summary - Wastewater

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$3,676,949	\$4,138,218	\$4,421,878	\$4,585,378	\$4,585,378
Miscellaneous Revenues	309,524	415,750	276,139	281,039	281,039
Other Financing Sources	0	0	0	3,929,987	576,987
Total Revenues	3,986,473	4,553,968	4,698,017	8,796,404	5,443,404
Expenditures by Object					
Salaries	766,292	843,788	854,435	926,799	921,464
Benefits	362,621	381,049	428,927	413,120	426,667
Supplies	62,229	72,680	198,600	232,000	237,000
Services	1,528,590	1,637,850	1,233,212	2,003,385	1,464,685
Interfund Expenditures	1,008,847	990,104	1,053,563	1,167,713	1,129,738
Debt Service	282,120	280,957	363,608	434,576	394,928
Capital	74,154	771,844	790,000	4,163,000	1,155,000
Total Expenditures	4,084,853	4,978,271	4,922,345	9,340,593	5,729,482
Expenditures by Program					
Administration	1,592,316	1,665,138	1,830,735	2,123,268	1,803,979
Capital Building & Structures	364,914	1,117,059	75,000		10,000
Capital Equipment	39		80,000	430,000	975,000
Capital Mains	814	95,736	635,000	4,083,000	230,000
Debt Service	282,120	280,957	363,608	434,576	394,928
Maint. of Building/Structure	166,581	199,805	305,494	379,894	404,894
Maint. of Sewer Lines	161,372	158,567	144,350	245,974	251,540
Regulatory	24,533	24,126	39,800	39,800	39,800
Reimbursable	0	10,292	17,200	31,500	31,500
Storm Lines	267,609	199,049	194,000	261,500	271,760
Taxes	522,959	539,444	532,458	554,631	554,631
Training	6,127	20,312	13,600	24,600	29,600
WwTP Maintenance	687,473	667,785	691,100	731,850	731,850
Total Expenditures	4,076,857	4,978,271	4,922,345	9,340,593	5,729,482
Contribution to/(from) fund balance	(\$90,384)	(\$424,303)	(\$224,328)	(\$544,190)	(\$286,079)

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 2021/2022 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.
- Install security cameras in the shop yard.
- Construct a concrete pad outside of the mechanics' shop for their use when working on vehicles and equipment.
- Purchase a portable lift system to allow in house maintenance of large vehicles
- Purchase two new mowers and a pickup truck for the Parks' Maintenance Division.
- Purchase a line truck, service truck, meter truck and bucket truck for the Light Division.
- Purchase a new plug-in hybrid electric vehicle for the Community Development Department.
- Install a new electric vehicle charging station at the City Hall parking lot.
- Purchase a new dump truck for use by all divisions.
- Purchase a new vac truck and flatbed pickup for the Sewer Division.
- Purchase a new 4x4 backhoe for the Gas Division.
- Purchase a new patrol vehicle for the Police Department.

2019 and 2020 Accomplishments:

- Secured outside inventory storage area
- Implemented new Fleet Management Software.
- Purchased a swap loader for use by the Street Division for switching between salt spreading equipment and the brine spray unit, and for use by other divisions and departments for equipment transport.
- Purchased a 4x4 pickup for the Parks' Maintenance Division.
- Purchased a compact excavator and a mini excavator for use by all PW&U divisions and the Parks' Maintenance Division.
- Purchased a transit van for use by Animal Control.
- Purchased a tac-oil tank and a new mower for the Street Division.
- Purchased a plug-in hybrid electric vehicle for use by the Assistant PW&U Director.
- Purchased a pickup truck with utility box for the Gas Division.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – Shop & Equipment

Department: Public Works

Fund: Shop & Equipment **Account #:** 500-531

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$1,276,564	\$1,415,576	\$1,317,699	\$1,388,415	\$1,403,835
Miscellaneous Revenues	888,609	1,025,232	869,467	984,475	1,004,575
Other Financing Sources	1,039,544	1,510	5,100	5,500	5,500
Total Revenues	3,210,084	2,442,318	2,192,266	2,378,390	2,413,910
Expenditures by Object					
Salaries	363,581	419,830	473,750	469,181	457,508
Benefits	175,666	176,296	212,988	230,443	237,227
Supplies	306,825	284,277	275,000	434,000	359,500
Services	430,801	242,666	246,724	304,664	275,064
Interfund Expenditures	126,941	149,694	147,550	162,265	154,647
Capital	405,535	410,276	353,776	1,495,445	720,000
Total Expenditures	1,809,348	1,683,039	1,709,787	3,095,998	2,203,946
Expenditures by Program					
Equipment Services	451,039	451,821	337,157	1,568,094	392,506
Facilities	464,211	244,311	269,678	298,271	613,727
Motor Pool & Shop	667,585	696,325	833,501	861,883	862,513
Warehousing	226,514	290,582	269,452	367,750	335,200
Total Expenditures	1,809,348	1,683,039	1,709,787	3,095,998	2,203,946
Contribution to/(from) fund balance	\$1,400,736	\$759,279	\$482,479	(\$717,608)	\$209,964

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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.



internet access.

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

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.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Athletics Division 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 $\frac{1}{2}$ mile north of Central Washington University. The park has a picnic shelter, play structure, $\frac{1}{4}$ mile paved loop trail, full court basketball court, large grass area, bathrooms, and great sledding hills for wintertime activities.

CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET

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.

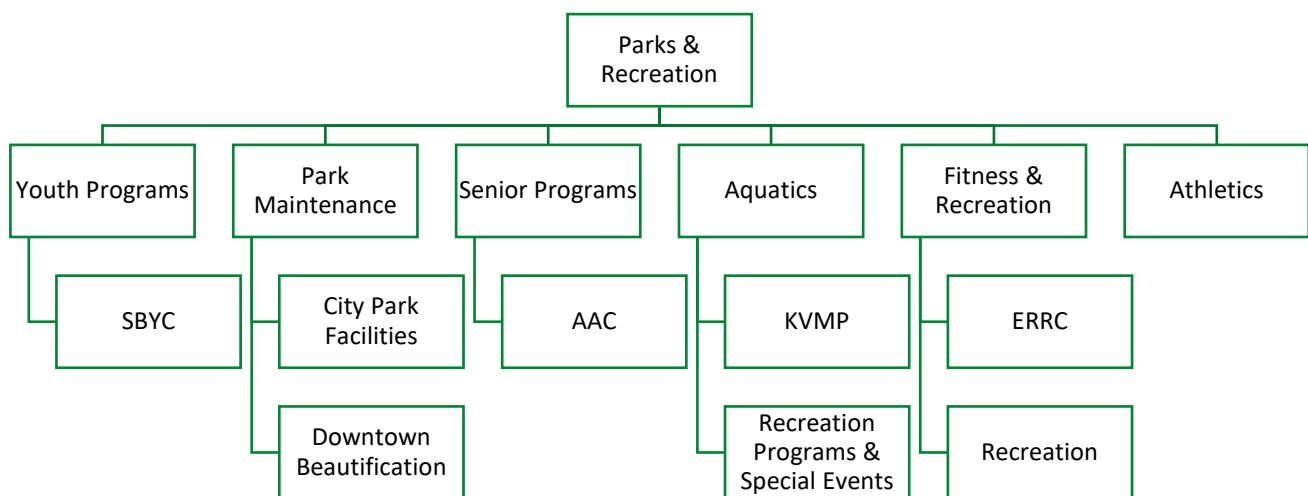
Reed Neighborhood Park is on 4.0 acres of land with panoramic views of Ellensburg and Kittitas Valley. It includes turf areas and picnic tables. It is located at the top of Craig's Hill.

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.



CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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 2021/2022 BIENNIAL BUDGET

Financial Summary – Parks & Recreation

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Licenses and Permits	\$264	\$242	\$58	\$233	\$233
Intergovernmental Revenues	3,415	3,178	1,009	3,880	3,880
Charges for Goods & Services	404,050	437,321	176,365	382,672	468,197
Miscellaneous Revenues	68,173	60,152	17,825	42,540	51,290
Total Revenues	475,902	500,893	195,256	429,325	523,600
Expenditures by Object					
Salaries	1,115,651	1,122,018	970,393	1,195,776	1,284,359
Benefits	368,984	386,970	380,951	470,550	484,749
Supplies	187,057	224,910	137,448	186,849	196,775
Services	743,641	809,728	654,103	653,396	688,951
Interfund Expenditures	86,681	95,627	81,911	140,924	149,533
Capital		41,929	71,071	6,000	31,200
Total Expenditures	2,502,014	2,681,181	2,295,877	2,653,495	2,835,567
Expenditures by Program					
Adult Activity Center	187,307	209,060	192,749	174,236	186,597
Community Athletics	58,211	76,540	24,921	92,213	92,510
Park Maintenance	1,124,864	1,164,050	1,064,983	1,179,021	1,219,034
Parks & Recreation Administration	237,029	236,667	257,205	291,997	293,149
Pool	595,304	677,149	519,024	553,510	667,810
Racquet & Recreation Center	124,338	142,279	47,164	168,277	176,973
Recreation	31,355	29,139	33,483	33,897	36,352
Youth Services	143,607	146,298	156,349	160,344	163,142
Total Expenditures	2,502,014	2,681,181	2,295,877	2,653,495	2,835,567
Contribution to/(from) fund balance	(\$2,026,112)	(\$2,180,288)	(\$2,100,621)	(\$2,224,170)	(\$2,311,967)

CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET

Financial Summary-Park Acquisition

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

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

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Intergovernmental Revenues	\$47,425	\$2,072	\$1,711	\$281,711	\$1,711
Charges for Goods & Services	210,666	224,533	125,000	265,000	265,000
Miscellaneous Revenues	14,354	17,591	0	0	0
Total Revenues	272,445	244,196	126,711	546,711	266,711
Expenditures by Object					
Services	14,700	2,590	0	0	0
Capital	4,446	403,043	458,037	100,000	0
Total Expenditures	19,146	405,633	458,037	100,000	0
Expenditures by Program					
Central Park	14,700	405,633	0	100,000	0
Memorial Park	4,296				
Rotary Park	150	0	458,037	0	0
Total Expenditures	19,146	405,633	458,037	100,000	0
Contribution to/(from) fund balance	\$253,298	(\$161,436)	(\$331,326)	\$446,711	\$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

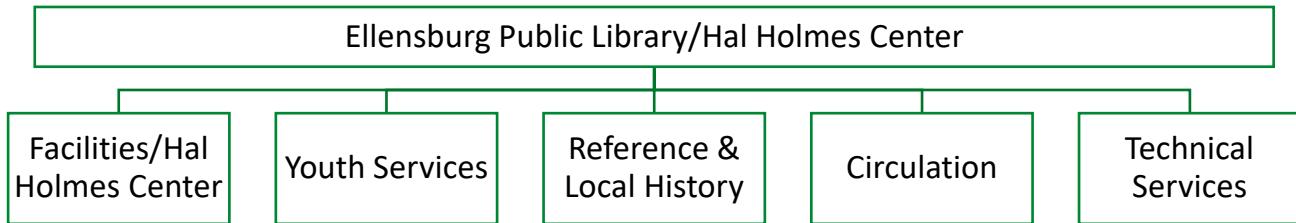
Located in historic downtown Ellensburg, the Ellensburg Public Library serves the community by providing a diverse collection of materials and electronic resources, community space, and educational programming to encourage lifelong learning. The Library protects intellectual freedom and access to information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



The Library has over 50,000 books, 13,000 audio-visual items, and 145 magazine/newspaper subscriptions, 17 online database subscriptions majority with remote access, 40,000 e-books, 30,000 downloadable audiobooks and digital collections of Local History photographs.

On the average, over 132,000 people visit our library annually to request services, use the public computer workstations, check out materials, and attend programs. Nearly 15,500 library cards are currently active, and the library circulates about 200,000 books and materials annually during a normal year. The Library also hosts an average of 450 programs per year for adults and youth with about 16,000 attendees. Since COVID-19, the library closed its doors March 13-June 30, 2020 but reopened in a limited capacity starting July 2020. From July 2020-January 2021, only 11 libraries were open in WA State and we were one of them.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET



New Initiatives:

- Kanopy Film Streaming Services Available
- Removal of Late Fines
- Discover Passes available for check out
- Prime Time Family Reading Program (NEH grant)

Ongoing Commitments:

- Provide free access to information
- Encourage lifelong learning
- Fiscal responsibility and good stewardship of taxpayer resources
- Maintain a safe and clean public facility
- Remain open to in person service as best as possible

2019/2020 Accomplishments:

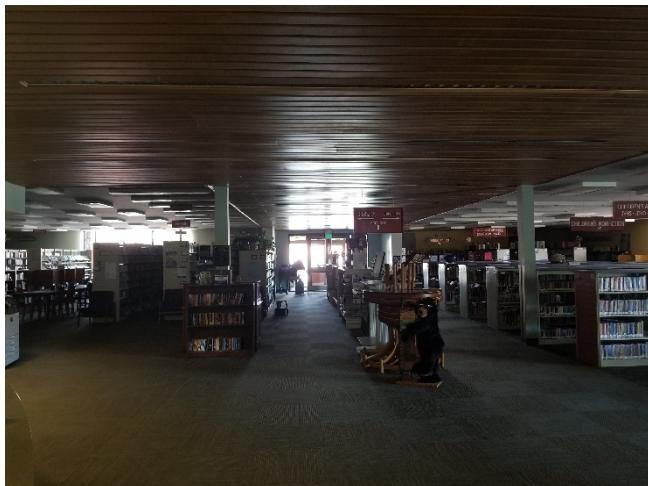
- Awarded 2020 PPE grant from Washington State Library:
- From July 2020, our library was one of 11 libraries in WA to be open for in-person service



Service Measures

	2016	2017	2018	2019	2020
Items Borrowed	186,974	194,480	195,349	193,601	155,636
Library Visits	131,556	132,917	105,664	135,140	49,124
Library Card Holders	14,024	12,908	12,422	14,738	15457
Programs	423	451	427	413	228
Program Attendance	16,180	16,326	13,718	12,164	8,444
Hal Holmes Reservations	957	921	840	729	154
Friends of the Library Support	\$12,374	\$6,578	\$5254	\$7907	\$5000

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET



CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – General Fund

Department: Library	Fund: General Fund	Account #: 001-023			
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Intergovernmental Revenues	\$1,227	\$4,652	\$520	\$0	\$0
Charges for Goods & Services	111,100	115,178	119,024	124,324	124,324
Fines & Penalties	14,583	14,844	3,789	0	0
Other Financing Sources	15,077				
Miscellaneous Revenues	34,281	27,250	4,268	40,400	40,400
Total Revenues	176,268	161,924	127,601	164,724	164,724
Expenditures by Object					
Salaries	520,057	547,585	608,141	625,439	643,618
Benefits	235,052	245,529	260,467	278,165	288,922
Supplies	15,179	16,942	21,817	22,067	22,067
Services	121,973	118,587	111,559	118,059	118,159
Interfund Expenditures	86,740	79,970	85,650	88,142	83,339
Capital	95,538	80,925	89,291	76,791	76,791
Total Expenditures	1,074,539	1,089,538	1,176,925	1,208,663	1,232,896
Expenditures by Program					
Donation Expenditures	0	0	4,608	4,608	4,608
Hal Holmes Center	21,569	18,447	18,286	18,286	18,286
Library Admin	123,862	132,029	135,234	136,243	140,410
Library Training	46,756	56,410	61,384	54,534	54,534
Organization of Materials	42,514	24,900	20,005	21,005	21,105
Public Services	839,839	857,752	937,408	973,987	993,953
Total Expenditures	1,074,539	1,089,538	1,176,925	1,208,663	1,232,896
Contribution to/(from) fund balance	(\$898,271)	(\$927,614)	(\$1,049,324)	(\$1,043,939)	(\$1,068,172)

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – Library Trust

Department:	Library	Fund:	Library Trust Fund	Account #:	600-605	
		2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues						
Miscellaneous Revenues		\$5,104	\$6,556	\$7,500	\$6,900	\$7,500
Total Revenues		5,104	6,556	7,500	6,900	7,500
Expenditures by Object						
Supplies		47	483	2,000	2,000	2,000
Services				400	400	400
Capital		204	1,464	6,400	6,400	6,400
Total Expenditures		251	1,947	8,800	8,800	8,800
Expenditures by Program						
Berg		204	630	250	250	250
Farrell			626	600	600	600
Library Acquisitions				3,500	3,500	3,500
Public Services		47	691	4,450	4,450	4,450
Total Expenditures		251	1,947	8,800	8,800	8,800
Contribution to/(from) fund balance		\$4,853	\$4,609	(\$1,300)	(\$1,900)	(\$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.

CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET

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.

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 2021/2022 BIENNIAL BUDGET

Financial Summary-CATV

Department: Library/Hal Holmes Fund: CATV Account #: 100-150

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$66,633	\$83,760	\$80,420	\$80,420	\$80,421
Charges for Goods & Services	129	139	0	0	0
Miscellaneous Revenues	1,965	2,424	0	0	0
Total Revenues	68,727	86,323	80,420	80,420	80,421
Expenditures by Object					
Services	68,043	72,617	85,000	85,000	85,000
Interfund Expenditures	11,227	18,349	18,473	19,171	16,340
Total Expenditures	79,270	90,966	103,473	104,171	101,340
Contribution to/(from) fund balance	(\$10,543)	(\$4,643)	(\$23,053)	(\$23,751)	(\$20,919)

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.

CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Financial Summary – Art Acquisition

Department: Library

	Fund: Art Acquisition		Account #: 100-162		
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Charges for Goods & Services	\$863	\$968	\$900	\$900	\$900
Miscellaneous Revenues	1,272	111	500	500	500
Other Financing Sources	50,000	50,000	50,000	50,000	50,000
Total Revenues	52,134	51,079	51,400	51,400	51,400
Expenditures by Object					
Salaries	1,157	4,777	4,957	12,864	12,566
Benefits	238	985	1,045	2,714	2,653
Supplies	125	35,340	520	520	520
Services	13,331	5,229	86,535	46,495	46,495
Total Expenditures	14,852	46,330	93,057	62,593	62,234
Contribution to/(from) fund balance	\$37,282	\$4,749	(\$41,657)	(\$11,193)	(\$10,834)

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.