

# 2021-2022 Biennial Budget



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**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**



# **2021 – 2022 Biennial Budget**

## **City of Ellensburg, Washington**

**City Council:**

**Bruce Tabb, Mayor**

**Nancy Lillquist**

**David Miller**

**Mary Morgan**

**Nancy Goodloe**

**Stacey Engel**

**Tristen Lamb**

**John Akers, City Manager**  
**Jerica Pascoe, Finance Director**

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Front Cover Images: Ellensburg's athletic fields; autumn streetscape in Ellensburg; Central Washington University campus and verdant Ellensburg neighborhoods; a Central Transit vehicle.

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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**CITY OF ELLENSBURG**  
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December 7, 2020

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

We are pleased to present to you the 2021/2022 Biennial Budget for the City of Ellensburg. The purpose of this transmittal letter is to provide the Council and public a summary of the general issues addressed in the budget and to highlight significant changes in projected revenues and expenditures. This document as presented represents a continued commitment to provide effective fiscal management and professional service delivery, while maintaining a high quality of life for our citizens. The budget reflects a financial plan to move us forward toward achieving the goals identified in the City's Comprehensive Plan and priorities established by the City Council. It allocates resources to a variety of programs necessary to protect the community, maintain the city's infrastructure, and continue to provide a level of service that our community has come to expect.

### **COVID-19**

The budget before you reflects the realities and uncertainties the global COVID-19 pandemic has brought to the City of Ellensburg. 2020 has been challenging for residents, business, and employees of the city, requiring changes to the way the City operates and services are delivered. Many of these modifications will continue into 2021. However, the budget provides for full resumption of in-person city services when it is permitted by public health guidance at the state and county levels.

The economic impact of COVID-19 will drag on the city for some time. Even once economic activity resumes at pre-pandemic levels, lost business income and individual earnings will blunt the rebound and economic stress continues for many.

### **Budget Development**

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

### **Financial Opportunities**

The long-term revenue picture remains positive, and while we remain cautious of the impacts of COVID-19 we have included an ambitious program of capital investment in this budget.

Historically low interest rates allow for necessary enhancements to utility infrastructure to be completed at bargain rates, with a combined \$11.92 million in utility revenue bond financed capital projects in 2021 and 2022, funding construction of the Reecer Creek flood control project, Bull Road utility loop project, and necessary investments in wellhouse infrastructure, water distribution system, and wastewater collection system.

The City's targeted General Fund reserve is set by resolution at 20% of ongoing operating expense, and by resolution is not to fall below 15%. For 2021 and 2022, reserve levels are at 25.81% and 17.74% respectfully when including the sales tax reserve. While the projected fund balance in 2022 is below the 20 % reserve target, it is anticipated that prudent management of the General Fund will result in a larger cash balance than budget and these expenditures will be closely monitored to ensure a healthy bottom line at the end of 2022.

### **Budget Summary**

The 2021/2022 Biennial Budget totals \$105,276,289 for 2021 and \$86,573,456 for 2022 excluding ending fund balance. The City's General Fund operating revenues are projected below the adopted 2020 level, and increase slightly between 2021 and 2022. The projected revenue for fiscal years 2021 and 2022 are \$19,674,560 and \$20,119,006 respectively. Combined with the projected carryover from 2020 the total available resources in the General Fund are \$26,220,012 for 2021 and \$24,866,149 for 2022.

Total projected tax revenue (property taxes, sales taxes, business and occupation tax and utility taxes) in the General Fund are \$12,038,648 for 2021 and \$12,109,660 for 2022. Regular property tax receipts incorporate a 1.0% property tax increase as allowed under current law. This increase produces approximately \$31,315. Retail sales tax activity projection for most sectors anticipates weak taxable sales growth. Taxable sales in the Construction sector are more volatile and are conservatively projected lower based on 2020 experience to date. The 2021/2022 Biennial Budget does not include changes to customer utility rates.

### **Budget Highlights**

The 2021/2022 Biennial Budget includes a number of capital projects, and we continue to make progress in meeting and enhancing capital investment needs. Utility expansions included in this budget are focused upon preservation of existing systems and expansions to improve existing service and ensure redundancy in the event of outages or service interruptions on the various utility systems.

The personnel portion of the budget includes salary increases governed by the various labor contracts. Non-represented personnel are not scheduled to receive a market adjustment in either year. However, I encourage the Council and administration to closely monitor revenue during the biennium, and if the economic picture improves it would be advisable to provide some level of increase for non-represented employees. Represented groups receive regular increases and have outpaced the advancement of the non-represented group. Employees who have not reached the top of the pay scale for their position(s) will receive step increases within the allowable pay range subject to satisfactory performance and available revenue. The budget also funds anticipated health insurance increases in 2021 and 2022 of 5% each year. Included in the budget are requests for additional staff hours in the Police Department Records unit, to meet anticipated workload related to records requests, and restructuring of hours in the Street,

Stormwater, and Sewer funds to consolidate several seasonal positions into two full time positions which will streamline delivery of Stormwater Utility funded operations.

Following is a summary of major projects included in the budget. A tabular list of all budget enhancements and capital projects can be found on page 178.

### **Major Projects, Programs, and Issues**

- Maintains service levels for Police, Parks, Library, Transportation, Community Development, and Utilities.
- Anticipates replacement of the City's 17-year-old utility billing software.
- Purchase of body-worn and in-car camera system for the Police Department.
- Extensive transportation & utility investments, including:
  - Gateway Project (University Way).
  - Gateway II Project (Vantage Highway).
  - Several traffic signal projects, including new signals and signal enhancements.
  - Helena Avenue Complete Streets improvements.
  - West Ellensburg Flood Control Phase II.
  - Continue to complete John Wayne Trail reconnection route.
  - Sidewalk repair programs.
  - Redundancy and reliability investments for utility systems.
  - System expansions as needed.
  - Substation investments for the Electric Utility.
  - Well construction and inspection for the Water Utility.
- Care and expansion of Community Spaces
  - Continued investment in the Downtown Park.
  - Rotary Park and Irene Rinehart Riverfront Park parking lot chip sealing.
- Additional bus shelters for Public Transit.

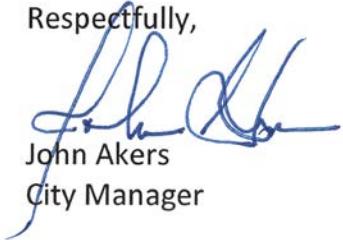
### **Acknowledgments**

The proposed 2021/2022 Biennial Budget is formulated with the thought that we will resume delivering City services at the pre-pandemic level. Every effort has been made to assure consistency with the leadership direction of the City Council. As the City of Ellensburg moves forward, our focus will continue to be on fiscal stability, effectiveness, efficiency, transparency, and accountability. I wish to express my sincere appreciation for the teamwork and support provided by department directors, and their staff. A special note of thanks is given to Jerica Pascoe, Finance Director, Keith Bassett, Senior Financial Analyst/Budget Officer and Finance staff who have served as the main budget preparers and coordinators.

A special thanks to the City Council for input and priority setting that forms the framework of the budget. Council's direction and policy insight enabled staff to bring forward sound budget proposals, resulting in a sound financial plan for operations of the City in the next biennium and for the long term future of the City and its citizens. This is my last biennial budget as your City Manager, and it is my extreme pleasure to have been given the opportunity to serve you, our employees, and the citizens of Ellensburg. Best wishes for continued success and keep doing the

hard work of governing. Being a City Councilperson is a thankless endeavor and you should be commended for your dedication to the City and the residents you serve.

Respectfully,

A handwritten signature in blue ink, appearing to read "John Akers".

John Akers  
City Manager

# City Overview

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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## Introduction

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



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

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

along with a 160-acre claim, and plotted the future town site of Ellensburg, named for his wife Mary Ellen.

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

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



Courtesy of Douglas MacArthur

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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



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

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

### Economic Outlook

Kittitas County's nonfarm

economy has expanded in each of the past six years (2014 through 2019). In fact, from 2014 through 2018, the local economy grew at, or above, a 2.5 percent clip annually. In 2019, the county's labor market averaged 17,570 jobs, a modest 200 job and 1.2 percent upturn since 2018. However, since the onset of COVID-19-related layoffs in April 2020, the local economy has watched nonfarm employment shrink substantially (in the -12 to -17 percent range) during each of April through October 2020. In October 2020, employment totaled 15,180, down by 2,770 jobs and 15.4 percent from the 17,950 jobs tallied in October 2019.

How long this economic downturn will last is uncertain. Much depends on how soon the COVID-19 virus can be contained and/or eradicated. This makes preparing an outlook during these COVID-19 times difficult. Nevertheless, official long-term, (i.e., ten-year) industry employment projections produced by the Employment Security Department are for a 1.1 percent average annual nonfarm growth rate from 2017 to 2027 for the four-county (Kittitas, Klickitat, Skamania and Yakima) South Central Workforce Development Area (WDA), and for a 1.5 percent growth rate for Washington state. These targets are likely to be exceeded in the periods immediately following COVID-19 containment.

In 2019, the accommodation and food services sector (primarily hotels and restaurants) provided 17.4 percent of all jobs countywide, but only 9.0 percent of total payroll or wages – indicating that many of these jobs are part time and/or seasonal. The percent of total covered employment in Kittitas County in accommodation and food services is high when compared with other counties. This indicates both the importance of tourism to the Kittitas County economy and the availability of workers (i.e., relatively large numbers of CWU students) seeking part-time and/or seasonal jobs.

Local government had 15.6 percent of all jobs, but 19.1 percent of wages during 2019. This category includes Kittitas Valley Hospital (KVH), local public schools, police and fire departments, libraries, city and county government administrative offices, etc.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

State government provided just 10.2 percent of all jobs countywide, but 20.1 percent of total payroll or wages across Kittitas County in 2019. Hence, more than one in every five dollars of earned wage income countywide comes from state government employment (in which CWU is a major employer).

Average annual wages in 2019 were highest in government (\$66,084), information (\$56,576), and construction (\$56,247). Conversely, average annual wages were lowest in arts, entertainment and recreation (\$19,083), accommodation and food services (\$22,425) and in other services (\$28,140).

Inflation adjusted per capita income in Kittitas County was estimated at \$43,562 in 2019, 67.3 percent of the state average (\$64,758) and 77.1 percent of the U.S. average (\$56,490). Kittitas County ranks 29th in the state (out of 39 counties) for per capita income.

In 2019, a slightly larger portion (16.8 percent) of Kittitas County's population was 65 years and older compared to the state (15.9 percent). The county had a lower proportion of its residents under the age of 18 (16.8 percent) in 2019 than the state (21.8 percent). Females in 2019 made up 49.5 percent of the population, just below that of the state at 49.9 percent. In 2019, 91.6 percent of Kittitas County's residents were white, higher than the state (78.5 percent) and the nation (76.5 percent).

Slightly more Kittitas County residents age 25 and older (92.1 percent) were high school graduates compared to the state (91.1 percent) and the nation (87.7 percent) over the period of 2014 to 2018. From 2014 to 2018, those with a bachelor's degree or higher comprised 34.8 percent of Kittitas County residents age 25 and older, which roughly compares with 35.3 percent of state residents.

### Cultural Activities

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



Courtesy of Douglas MacArthur

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

### **Awards**

Tree City USA award: The City of Ellensburg holds the longest running "Tree City USA" award of any city in Washington State. It is also the first city in the State of Washington to receive the "Tree City USA" honor. The City of Ellensburg has received the award every year for the past 38 years. The Tree City USA Award is provided by the National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, to recognize the following:

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

State Auditor's Stewardship Award: State Auditor's Office recognized the City of Ellensburg with the award in October 2019. The State Auditor cited the City's active use of available resources, as shown by its use of the SAO HelpDesk and participating in process improvement trainings through the Center for Government Innovation.

### **Education**

#### Ellensburg School District

The Ellensburg School District's 3,451 students attend Valley View, Mount Stuart, and Lincoln Elementary Schools (K-5); Morgan Middle School (6-8); Excel High School program (9-12); Ellensburg High School (9-12) and the Parent Partner Program (1-12).

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

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

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

#### Post-Secondary Education

## CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET

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

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

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

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

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



Courtesy of Central Washington University

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Other Information

Form of Government: Council/Manager  
Date Incorporated: November 26, 1883  
Area: 7.706 Square miles  
Population (2020 Estimate): 20,640  
Governing Body: City Council

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

City Services: Full service including police, street maintenance, library services, planning & zoning, electric, gas, stormwater, telecommunications, water, wastewater collection & treatment, animal control, and parks & recreation.

Services Provided to Areas Outside City: Animal control & shelter, electric, gas, stormwater, water, wastewater collection & treatment, telecommunications, library, and parks & recreation.

Police Protection: One Station  
29 full-time Commissioned Officers  
8 patrol vehicles  
712 citizens per officer

Number of Parks: 17 parks totaling over 250 acres  
Approximately 83 citizens per acre of park

Public Works 84.7 miles of paved streets  
1014.47 miles of Sidewalks

Library Service: 1 main building  
80,000 items in collection  
45,000 electronic items in collection  
12,350 Sq. Ft  
400 youth and adult programs annually  
14,000 program attendance annually  
Open 52 hours a week

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### City Government Organization

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

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

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

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

### Affordable Housing Commission

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

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

### Arts Commission

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

**Meetings:** Second Thursday of each month  
**Time & Place:** 4:00p.m., Council Conference Room, 501 North Anderson Street  
**Staff Contact:** Josephine Camarillo, (509) 962-7252  
**Authority:** Chapter 1.33 of the City Code

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Finance/ Budget Advisory Committee

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

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

### Building Appeals Board

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

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

### Civil Service Commission

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

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

### Environmental Commission

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### *(Environmental Commission – Continued)*

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

### **Landmarks and Design Commission**

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

**Meetings:** First Tuesday of each month; Third Tuesday of each month as needed  
**Time & Place:** 5:45 p.m., Council Conference Room, 501 North Anderson Street  
**Staff Contact:** Stacey Henderson, (509) 925-8608  
**Authority:** Chapter 1.45.08.12 of the City Code

### **Library Board**

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

**Meetings:** Second Tuesday of each month  
**Time & Place:** 4:30 p.m., Council Conference Room, 501 North Anderson Street  
**Staff Contact:** Josephine Camarillo, (509) 962-7252  
**Authority:** City Ordinance No. 3937

### **Lodging Tax Advisory Committee**

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

**Meetings:** First Wednesday of each month  
**Time & Place:** 2:00 p.m., Council Conference Room, 501 North Anderson Street  
**Staff Contact:** Laurie Gigstead, (509) 962-7221  
**Authority:** City Ordinance No. 4111

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Parks & Recreation Commission

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

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

### Planning Commission

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

**Meetings:** Second Thursday of each month; the fourth Thursday of each month as needed  
**Time & Place:** 5:45 p.m., Council Chambers, 501 North Anderson Street  
**Staff Contact:** Jamey Ayling, (509) 925-8653  
**Authority:** Chapter 1.14 of the City Code

### Public Transit Advisory Committee

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

**Meetings:** Third Tuesday of the Month  
**Time & Place:** 3:30 p.m., Council Conference Room, 501 North Anderson Street  
**Staff Contact:** Betsy Dunbar, (509) 962-7230  
**Authority:** Chapter 1.84 of the City Code

### Senior Citizens Advisory Commission

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

*(Senior Citizens Advisory Commission – Continued)*

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

### **Utility Advisory Committee**

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

**Meetings:** Third Tuesday of each month  
**Time & Place:** 3:30 p.m. Council Conference Room, 501 North Anderson Street  
**Staff Contact:** Darren Larsen, (509) 962-7124  
**Authority:** Chapter 1.50 of the City Code

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### City Council

*(As of 12/31/2020)*



Bruce Tabb, Mayor



Nancy Lillquist



Stacy Bankston Engel



Mary Morgan



Tristan Lamb



David Miller



Nancy Goodloe

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Administrative Staff



Terry Weiner  
*Assistant City Manager / City  
Attorney*



John Akers  
*City Manager*



Ryan Lyyski  
*Director of Public Works and  
Utilities*



Kirsten Sackett  
*Director of Community  
Development*



Ken Wade  
*Police Chief*



Jerica Pascoe  
*Director of Finance*



Cindy Smith  
*Director of Human Resources*



Brad Case  
*Director of Parks and Recreation*



Josephine Camarillo  
*Director of Library Services*

## Budget Process Overview

The 2021/2022 Biennial Budget is a policy document, an operations guide, a financial plan, and a communications device. It includes the financial planning and legal authority to obligate public funds. An adequate budget document must answer what, why, and how questions.

### What?

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

The budget provides four functions:

#### 1. A Policy Document

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

#### 2. An Operational Tool

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

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

#### 3. A Link with the General Public

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

#### 4. A Legally Required Financial Planning Tool

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

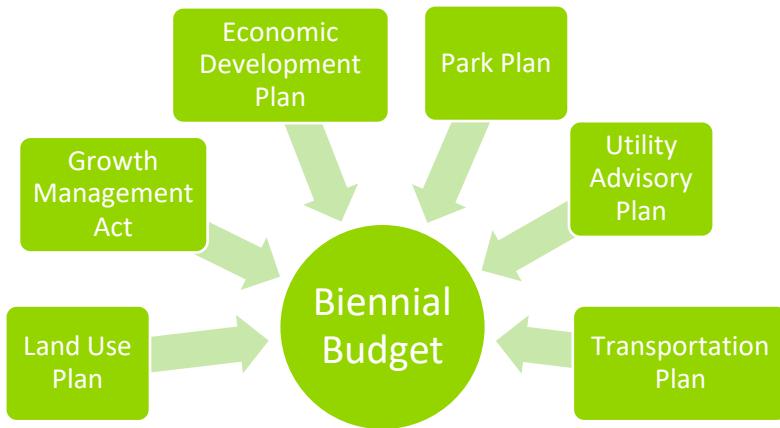
### How Does the Budget Compare to the Annual Report?

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

### Why?

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

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



### How?

#### The Budget Process

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

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

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

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

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

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

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

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

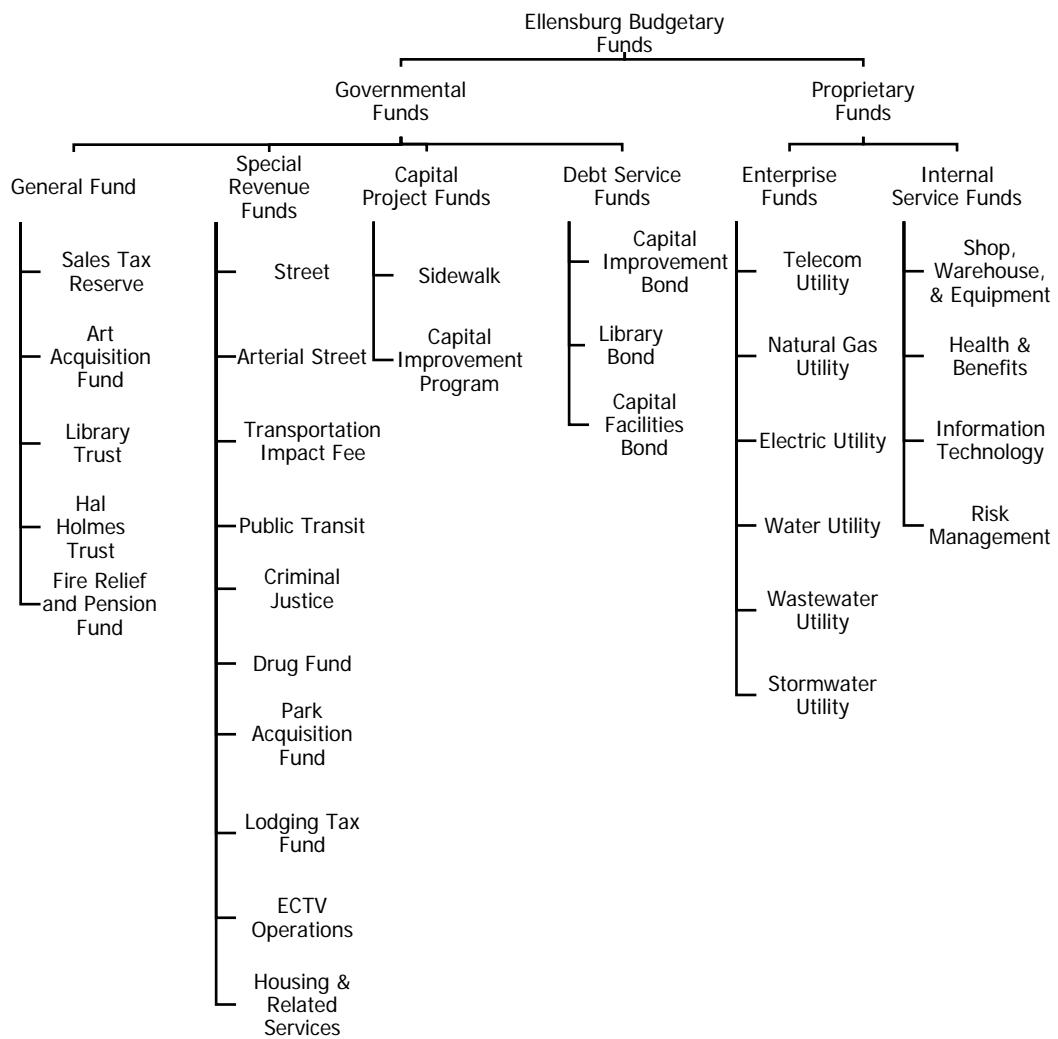
The status of the budget is comprehensively reviewed in November to identify any needed adjustments. All requests for amendments are filed with the Finance Director. The Finance Director and City Manager, after careful review of the process, make a recommendation to the City Council for budget amendments.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

<b>City of Ellensburg</b> Budget Adoption Schedule 2021/2022 Biennium Budget Preparation		
Budget Item	City Deadline	Statutory Deadline
<b>2021-2022 Budget Initiation</b>		
Council Retreat	3/13/2020	
Update Budget Policies (Finance Department)	5/1/2020	
Finalize Budgeting Expectations/ Objectives (Finance/City Manager)	6/12/2020	
<b>2021-2022 Budget Preliminary Preparation</b>		
Personnel Worksheets to Departments (Finance)	5/1/2020	
Internal Service Fund Worksheets to Departments (Finance)	5/1/2020	
Personnel Worksheets back to Finance (All Departments)	6/5/2020	
Internal Service Fund Worksheets back to Finance (Internal Service Funds)	6/5/2020	
<b>2021-2022 Departmental Budget Preparation</b>		
Budget Kickoff Meeting; budget instructions released (Finance/ All Departments)	7/28/2020	9/14/2020
Budget worksheets released to Departments (Finance)	7/28/2020	9/14/2020
Department submit current service level budget and proposal packages to Finance (All Departments)	8/27/2020	9/28/2020
Non-departmental revenue estimates prepared by Finance Department	8/27/2020	9/28/2020
<b>2021-2022 City Manager's Preliminary Budget Preparation</b>		
Finance and Department Work-sessions / Questions and Answers (All Departments)	8/27 - 9/14	
Departmental estimates provided to City Manager; complete financial program (Finance Department)	9/11/2020	10/1/2020
City Manager/Department Budget Review Sessions (All Departments)	9/14 - 9/24	
Manager provides <b>Council</b> with estimates of revenues from all sources (Finance Department)	10/5/2020	10/5/2020
Preparation of Manager's Preliminary budget (Finance Department)	10/7/2020	11/2/2020
Manager's preliminary budget & budget message to <b>Council</b> & Clerk (Finance Department & City Manager)	10/19/2020	11/2/2020
Publication notice of preliminary budget and final hearing (Finance Department)	10/20/2020	11/3/2020
<b>2021-2022 Council Budget Review &amp; Adoption</b>		
Copies of budget available to public (Finance Department)	10/19/2020	11/23/2020
<b>Council- Public hearing(s)</b> on preliminary budget	11/2/2020	
<b>Council- Public hearing</b> revenues for levy setting	11/2/2020	11/27/2020
Council- Property Tax Levy Ordinance first reading	11/2/2020	
Council- Property Tax Levy Ordinance second reading & Adoption	11/16/2020	11/30/2020
<b>Council- Public Hearing</b> , Budget Ordinance first reading	11/16/2020	12/7/2020
Council- Budget Ordinance second reading & Adoption	12/7/2020	12/31/2020

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Financial Structure



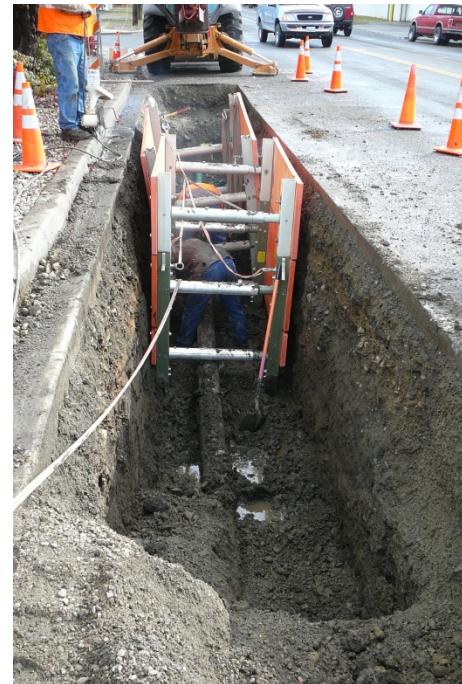
## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

The following are budgeted funds:

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



### **Governmental Funds Summary**

The General Fund is the principal operating fund of the City. It accounts for the financial resources of the City that are not accounted for in any other fund. Principal sources of revenue are property tax, sales tax, utility tax, licenses and permits, state-shared revenues, charges for services, and interest income. Primary expenditures are for general city administration, police, engineering,

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

planning and development services, parks, library, and cultural and recreational services. The General Fund "buys" services from Internal Service funds as follows: fuel and rental of vehicles from the Shop Fund, health insurance from the Health & Benefits Fund, insurance coverage from the Risk Management Fund, and information technology hardware and software support services from the Information Technology Fund (IT).

Cost allocations from the General Fund are provided to equitably distribute costs of accounting, budgeting, auditing, personnel, legal, city management, and public information services.

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

The Sales Tax Reserve Fund accumulates general sales tax revenues to be transferred to other funds in support of city programs. Major support in the 2021/2022 biennium will be directed to General Fund and Street Fund activities.

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

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

For 2021/2022, two permanent funds are budgeted: (a) Library Trust, and (b) Hal Holmes Trust.

The General Fund includes most tax revenues and such services as public safety, parks & recreation, engineering, planning, library, and general administration of the city government.

In accordance with City ordinance, the City's targeted General Fund reserve is set by resolution not to fall below 15%. The City is using \$1,798,309 in 2021 and \$1,418,980 in 2022 of its fund balance to balance the General Fund budget, with fund balance expected within target reserve levels.

The City's Special Revenue Funds account for governmental activities with principal funding from revenues designated for specific purposes.

The Street Fund is designed for street operations and maintenance. It is funded mostly from sales tax revenue and is not designed to carry much of a fund balance. The level of Street Fund budgeted appropriations spends down a majority of the fund balance by the end of 2020. Street Fund maintenance and operations is mostly supported by transfers-in from the Sales Tax Fund.

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

Other budgeted special revenue funds are the Traffic Impact Fees, Ellensburg Public Transit, Criminal Justice, Drug, ECTV Operations & Maintenance, Park Acquisition, Lodging Tax, and Housing & Related Services Funds.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Governmental Debt Service funds are used to account for the accumulation of resources to be used for the retirement of general, long-term debt. Sources of revenue to fund the retirement of general obligation long-term debt are property taxes and occasionally transfers from special revenue or proprietary funds that are responsible for repaying the debt.

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

Budgeted debt service funds are (a) Library Construction Debt Fund, (b) Maintenance Bond Debt Fund, and (c) Capital Facilities Improvement Debt Fund.

Governmental Capital Project Funds account for the financing of major capital projects other than those financed by proprietary funds. Sources of revenue include proceeds of debt issuance, grants, and transfers from other funds (generally from special revenue funds). The only fund in this category for 2021/2022 is the Sidewalk Construction Fund.

### **Proprietary Funds Summary**

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

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

The Natural Gas Fund accounts for the activities of the City's gas distribution operations. The major source of revenue is the charges for the sale of gas, and the bulk of expenses are the purchase of gas for resale. The gas activities will be affected by the weather, the unit cost of gas the City pays, and the rate the City charges for the units sold. The expected decrease in the volume will be determined by weather and not by the number of customers. Central Washington University and Twin City Foods account for a large share of the department's annual sale. The price of gas has generally decreased leading into the 2021/2022 biennium, which is affecting the price we charge our customers and thusly the municipal utility tax paid into the city's General Fund.

The Electric Fund accounts for the activities of the city's electric distribution operations. The major source of revenue is the same of electricity and major expense is the purchase of power from entities such as Bonneville Power Administration. Central Washington University and Twin Foods are key customers.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

The Water Fund accounts for the activities of the city's water pumping and distribution operations. In 2021/2022 the Water Fund spends a plurality of its budget on capital construction, including commissioning a new well, with the remainder spent on salaries, benefits, contractual services, and intergovernmental payments to maintain its wells and water lines. The Water Capital Fund accumulates funds for infrastructure construction and major maintenance.

The Sewer Fund accounts for the activities of the city's wastewater treatment plant, sewer pumping station, and collection system, providing a system to collect and treat wastewater produced within the service area. The fund spends a large portion of its budget on salaries, benefits, contracted services, and intergovernmental services.

The Stormwater Fund accounts for the activities of the City's surface water utility, including intergovernmental payments to the Street and Sewer Funds for stormwater management activities.

The Telecommunications Fund accounts for the activities of the city's municipal area fiber-optic network utility, which provides telecommunications services including internet, fast Ethernet, and dark fiber to government entities and city departments, with limited public service offerings.

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

## Budget Summary

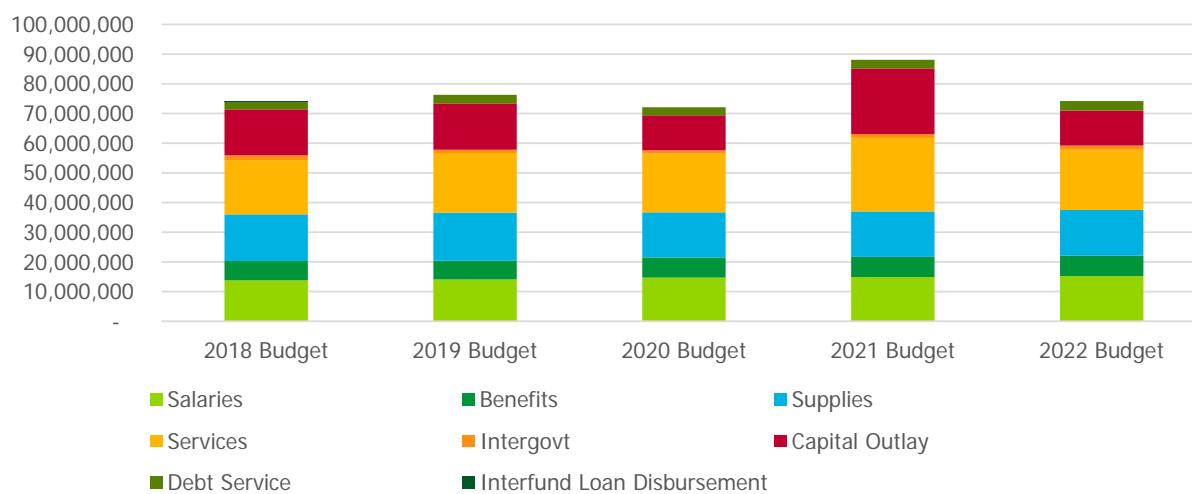
**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Summary

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
<b>Revenues</b>					
Taxes	\$ 14,104,448	\$ 15,714,608	\$ 15,489,264	\$ 15,805,615	\$ 15,916,631
Licences & Permits	688,750	710,078	676,608	809,378	809,078
Interfund	4,869,629	5,438,182	5,562,434	5,895,681	5,967,216
Intergovt. Rev.	2,107,768	5,032,181	4,514,468	7,315,793	6,122,692
Charges for Services	39,670,779	43,620,168	41,732,658	44,526,988	44,475,509
Fines & Forfeits	277,000	280,000	116,182	156,000	259,500
Miscellaneous	1,139,845	1,322,117	1,595,754	1,596,651	1,612,949
Interfund Loan Received	165,000	-	-	-	-
<b>Total Revenues</b>	<b>63,023,220</b>	<b>72,117,334</b>	<b>69,687,368</b>	<b>76,106,105</b>	<b>75,163,577</b>
<b>Expenditures</b>					
Salaries	13,806,147	14,129,000	14,673,167	14,920,920	15,216,011
Benefits	6,469,057	6,238,550	6,769,921	6,746,979	6,896,540
Supplies	15,739,080	16,248,375	15,217,414	15,265,117	15,331,254
Services	18,236,080	20,022,137	19,811,207	24,791,169	20,360,727
Intergovt	1,654,712	1,102,136	1,098,702	1,322,165	1,328,790
Capital Outlay	15,428,927	15,637,061	11,849,664	22,151,516	11,822,291
Debt Service	2,600,852	2,890,656	2,690,479	2,828,944	3,225,855
Interfund	5,929,932	6,433,351	6,435,208	7,572,006	7,016,117
Interfund Loan Disbursement	169,560	-	-	-	-
<b>Total Expenditures</b>	<b>80,034,347</b>	<b>82,701,265</b>	<b>78,545,761</b>	<b>95,598,816</b>	<b>81,197,585</b>
<b>Revenue Less Exp.</b>	<b>(17,011,127)</b>	<b>(10,583,930)</b>	<b>(8,858,393)</b>	<b>(19,492,711)</b>	<b>(6,034,009)</b>
<b>Other Sources (Uses)</b>					
Transfers In	(8,607,309)	(8,482,373)	(7,571,503)	(10,344,460)	(5,592,858)
Transfers Out	8,503,121	8,492,373	7,960,603	9,677,473	5,375,871
Long-Term Debt Issuance	(7,618,800)	(7,078,800)	(3,000,000)	(11,114,612)	(800,000)
Interfund Loan Repayment	(275,000)	(275,000)	(275,000)	(309,657)	-
<b>Total Other Sources (Uses)</b>	<b>(7,997,988)</b>	<b>(7,343,800)</b>	<b>(2,885,900)</b>	<b>(12,091,256)</b>	<b>(1,016,987)</b>
<b>Total Sources less Uses</b>	<b>(25,009,115)</b>	<b>(17,927,730)</b>	<b>(11,744,293)</b>	<b>(31,583,967)</b>	<b>(7,050,996)</b>



## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Budget by Fund

Fund	2021 Budget by Fund						Total Requirement
	Beginning Fund	Revenues	Other Sources	Expenditures	Other Uses	Ending Fund Balance	
General Fund	\$3,847,331	\$12,956,817	\$1,645,677	\$16,567,259	\$0	\$1,882,566	\$18,449,825
Street	1,146,675	742,516	1,587,512	2,865,794	-	610,909	3,476,703
Arterial Street	1,742,772	5,970,139	3,363,400	9,444,000	-	1,632,311	11,076,311
Traffic Impact Fee	511,500	386,618	-	60,000	212,400	625,718	898,118
Public Transit	2,207,602	1,508,690	-	1,838,862	-	1,877,430	3,716,292
Criminal Justice	1,384,779	1,170,118	-	1,232,944	-	1,321,953	2,554,897
Drug Fund	22,175	3,100	-	15,000	-	10,275	25,275
Sales Tax	2,202,699	4,855,497	-		4,715,073	2,343,123	7,058,196
CATV Operations	101,342	80,420	-	104,171	-	77,591	181,762
Parks Acquisition	477,702	546,711	-	100,000	-	924,413	1,024,413
Art Acquisition	47,040	1,400	50,000	62,593	-	35,847	98,440
Lodging Tax	214,043	361,000	-	302,351	-	272,692	575,043
Housing Fund	1,391,269	568,547	-	1,722,500	-	237,316	1,959,816
Cap Improvement Debt	-	-	203,184	203,184	-	-	203,184
Maintenance Bond	39,772	-	217,700	217,700	-	39,772	257,472
Library Bond	96,423	175,000	-	181,100		90,323	271,423
Sidewalk	359,280	306,000	-	273,000	140,000	252,280	665,280
Stormwater	1,004,402	1,589,992	-	1,896,311		698,084	2,594,395
Stormwater Bond	116,388	-	1,283,612		116,388	1,283,612	1,400,000
Telecom	237,329	355,901	-	313,493		279,737	593,229
Natural Gas	1,936,934	7,032,727	800,000	8,493,433	-	1,276,229	9,769,661
Light	8,908,056	19,086,105	309,657	20,809,350	-	7,494,468	28,303,818
Water	5,737,030	5,847,312	8,378,000	11,451,490	-	8,510,851	19,962,342
Wastewater	3,130,696	4,866,417	3,929,987	9,340,593	-	2,586,507	11,927,100
Shop/Warehouse	7,748,130	2,378,390	-	3,095,998	-	7,030,522	10,126,520
Health & Benefits	733,475	2,499,280	-	2,377,608	-	855,148	3,232,756
Risk Management	1,152,332	686,902	-	543,816	-	1,295,418	1,839,234
Info. Tech.	630,435	1,948,438	-	1,949,522	-	629,351	2,578,873
Library Trust	295,246	6,900	-	8,800	-	293,346	302,146
Hal Holmes Trust	456,599	10,000	-		10,000	456,599	466,599
Fire Relief	448,381	165,169	-	127,944	-	485,606	613,550
<b>Total</b>	<b>\$48,327,840</b>	<b>\$76,106,105</b>	<b>\$21,768,729</b>	<b>\$95,598,816</b>	<b>\$5,193,861</b>	<b>\$45,409,997</b>	<b>\$146,202,674</b>

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Fund	2022 Budget by Fund						Total Requirement
	Beginning Fund	Revenues	Other Sources	Expenditures	Other Uses	Ending Fund Balance	
General Fund	\$1,882,566	\$13,271,263	\$1,775,677	\$16,556,260	\$0	\$373,247	\$16,929,507
Street	610,909	743,103	1,868,067	2,813,355	-	408,725	3,222,080
Arterial Street	1,632,311	5,402,116	1,047,000	6,870,000	-	1,211,427	8,081,427
Traffic Impact Fee	625,718	386,618	-	30,000	564,000	418,336	1,012,336
Public Transit	1,877,430	1,234,427	-	1,884,958	-	1,226,899	3,111,857
Criminal Justice	1,321,980	1,170,118	-	1,286,920	-	1,205,178	2,492,098
Drug Fund	10,275	3,100	-	11,699	-	1,676	13,375
Sales Tax	2,343,123	4,855,497	-	-	4,786,871	2,411,749	7,198,620
CATV Operations	77,591	80,421	-	101,340	-	56,672	158,012
Parks Acquisition	924,413	266,711	-	-	-	1,191,124	1,191,124
Art Acquisition	35,847	1,400	50,000	62,234	-	25,013	87,247
Lodging Tax	272,692	401,000	-	320,313	-	353,379	673,692
Housing Fund	237,316	568,547	-	682,500	-	123,363	805,863
Cap Improvement Debt	-	-	562,327	562,327	-	-	562,327
Maintenance Bond	39,772	-	212,800	212,800	-	39,772	252,572
Library Bond	90,323	175,000	-	186,000	-	79,323	265,323
Sidewalk	252,280	306,000	-	258,000	15,000	285,280	558,280
Stormwater	698,084	1,520,790	-	1,888,656	-	330,218	2,218,874
Telecom	279,737	355,901	-	344,897	-	290,741	635,638
Natural Gas	1,276,229	7,048,904	-	7,601,318	-	723,815	8,325,133
Light	7,494,468	19,226,770	-	20,949,732	-	5,771,506	26,721,238
Water	5,360,851	5,847,505	300,000	6,020,439	-	5,487,917	11,508,356
Wastewater	2,586,507	4,866,417	576,987	5,729,482	-	2,300,428	8,029,910
Shop/Warehouse	7,030,522	2,413,910	-	2,203,946	-	7,240,486	9,444,432
Health & Benefits	855,148	2,609,441	-	2,377,608	-	1,086,981	3,464,589
Risk Management	1,295,418	686,902	-	592,939	-	1,389,381	1,982,320
Info. Tech.	629,351	1,539,046	-	1,508,441	-	659,956	2,168,397
Library Trust	293,346	7,500	-	8,800	-	292,046	300,846
Hal Holmes Trust	456,599	10,000	-	-	10,000	456,599	466,599
Fire Relief	485,606	165,169	-	132,622	-	518,154	650,775
<b>Total</b>	<b>\$40,976,412</b>	<b>\$75,163,577</b>	<b>\$6,392,858</b>	<b>\$81,197,585</b>	<b>\$5,375,871</b>	<b>\$35,959,390</b>	<b>\$122,532,847</b>

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Fund Balance Summary

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

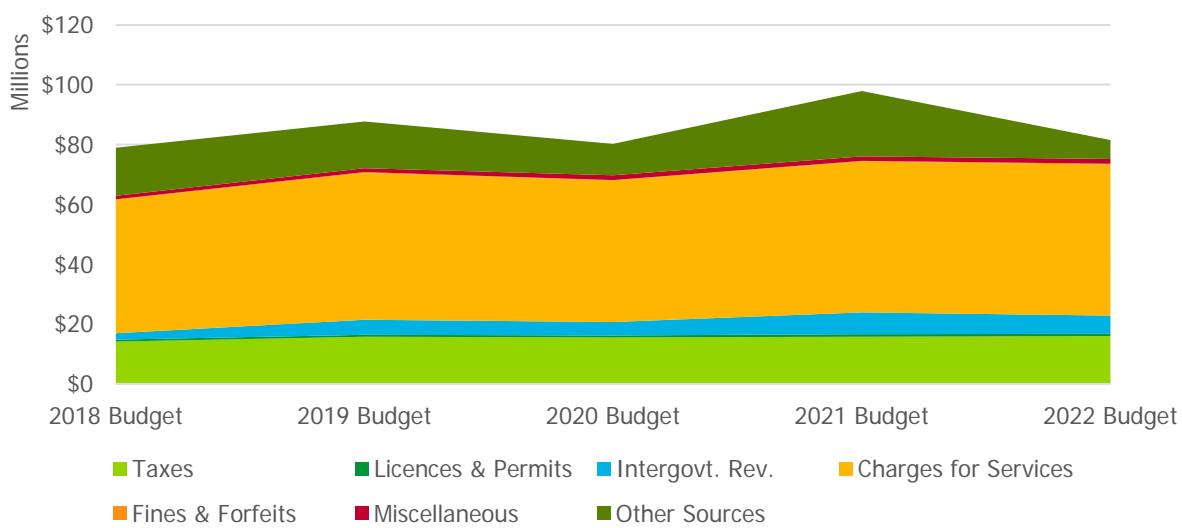
### Revenues Summary

The total 2021 available resources for the City is **\$146,202,674**, and **\$122,532,847** for 2022. When the Beginning Fund Balance and Other Sources are omitted, the Net **Revenue** Budget is \$76,106,105 for 2021 and \$75,163,577 for 2022. The major decrease is in the "Intergovernmental" category, from 2021 to 2022. This is due to the decrease in grant funded projects. Many prospective Grants for 2022 projects have not been awarded and therefore are not budgeted at this time. "Taxes" is budgeted with a 2.04% increase in 2021 and 0.70% increase in 2022. This includes a 1% increase for property tax and a conservative increase for sales and utility taxes reflecting a return to pre-COVID activity levels for most taxable activities by the end of 2021 and level taxable activity in 2022. Travel and tourism related taxes, and admissions tax are forecast to remain below pre-COVID levels through 2022. Actual non-construction 2020 sales tax has slightly exceeded the COVID impacted forecast. "Licenses & Permits" increases in 2021 based on expected building permit projects on the horizon with a slight decrease in anticipated activity in 2022. "Charges for Services" increase slightly between the 2021 and 2022 budgets due to anticipated growth in the number of utility customers. "Fines and Forfeits" are expected to remain impacted by COVID through 2021. "Other Sources" include anticipated one-time proceeds for the utility revenue bond issues in 2021 and 2022.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Summary of Total City Revenues by Sources

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
<b>Revenues</b>					
Taxes	\$14,104,448	\$15,714,608	\$15,489,264	\$15,805,615	\$15,916,631
Licences & Permits	688,750	710,078	676,608	809,378	809,078
Intergovt. Rev.	2,107,768	5,032,181	4,514,468	7,315,793	6,122,692
Charges for Services	44,540,409	49,058,350	47,295,093	50,422,669	50,442,726
Fines & Forfeits	277,000	280,000	116,182	156,000	259,500
Miscellaneous	1,139,845	1,322,117	1,595,754	1,596,651	1,612,949
Other Sources	16,061,109	15,561,173	10,571,503	21,768,729	6,392,858
<b>Grand Total</b>	<b>\$67,382,153</b>	<b>\$87,678,507</b>	<b>\$80,258,871</b>	<b>\$97,874,834</b>	<b>\$81,556,435</b>



**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2021 Revenue Source by Fund and Category:**

Taxes	Licences & Permits	Intergovt. Revenue	Charges for Services	Fines & Forfeits	Misc. Revenue	Total Operating Revenue	Other Sources	Total
\$7,188,151	\$797,983	\$461,487	\$4,164,171	\$152,900	\$192,125	\$12,956,817	\$1,645,677	\$14,602,494
	-	249,453	483,463	-	9,600	742,516	1,587,512	2,330,028
	5,050	5,957,589	-	-	7,500	5,970,139	3,363,400	9,333,539
	-	-	375,118	-	11,500	386,618	-	386,618
Arterial Street	-	275,263	75,000	-	19,200	1,508,690	-	1,508,690
Traffic Impact Fee	-	-	-	-	400	1,170,118	-	1,170,118
Public Transit	-	-	-	-	-	-	-	-
Criminal Justice	-	-	-	-	-	-	-	-
Drug Fund	-	-	-	-	-	-	-	-
Sales Tax	4,850,497	5,945	-	-	5,000	4,855,497	-	4,855,497
CATV Operations	-	281,711	265,000	-	-	80,420	-	80,420
Parks Acquisition	-	-	900	-	500	546,711	-	546,711
Art Acquisition	-	-	-	-	1,000	1,400	50,000	51,400
Lodging Tax	360,000	-	-	-	-	361,000	-	361,000
Housing Fund	568,547	-	-	-	-	568,547	-	568,547
Cap Improvement Debt	-	-	-	-	-	-	-	-
Maintenance Bond	-	-	-	-	-	-	-	-
Library Bond	175,000	-	-	-	-	-	-	-
Sidewalk	280,000	-	-	-	-	-	-	-
Stormwater Bond	-	-	-	-	-	-	-	-
Stormwater Bond	-	-	-	-	-	-	-	-
Telecom	-	-	-	-	-	-	-	-
Natural Gas	-	-	-	-	-	-	-	-
Light	-	-	-	-	-	-	-	-
Water	400	-	-	-	-	-	-	-
Wastewater	-	-	-	-	-	-	-	-
Shop/Warehouse	-	-	-	-	-	-	-	-
Health & Benefits	-	-	-	-	-	-	-	-
Risk Management	-	-	-	-	-	-	-	-
Info. Tech.	-	-	-	-	-	-	-	-
Library Trust	-	-	-	-	-	-	-	-
Hal Holmes Trust	-	-	-	-	-	-	-	-
Fire Relief	-	-	-	-	-	-	-	-
Total	\$15,805,615	\$809,378	\$7,315,793	\$50,422,669	\$156,000	\$1,596,651	\$76,106,105	\$21,768,729
								\$97,874,834

**2021**

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

Other Funding Sources includes interfund transfers.

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2022 Revenue Source by Fund and Category:**

<b>Taxes</b>	<b>Licences &amp; Permits</b>	<b>Intergovt. Revenue</b>	<b>Charges for Services</b>	<b>Fines &amp; Forfeits</b>	<b>Misc. Revenue</b>	<b>Total Operating Revenue</b>	<b>Other Sources</b>	<b>Total</b>
\$7,259,166	\$797,483	\$461,487	\$4,295,854	\$256,400	\$200,873	\$13,271,263	\$1,775,677	\$15,046,940
Street	-	249,040	484,463	-	9,600	743,103	1,868,067	2,611,170
Arterial Street	5,250	5,389,366	-	-	7,500	5,402,116	1,047,000	6,449,116
Traffic Impact Fee	-	-	375,118	-	11,500	386,618	-	386,618
Public Transit	-	-	75,000	-	20,200	1,234,427	-	1,234,427
Criminal Justice	1,139,227	-	-	-	400	1,170,118	-	1,170,118
1,169,718	-	-	-	-	3,100	-	3,100	-
Drug Fund	-	-	-	-	5,000	4,855,497	-	4,855,497
Sales Tax	4,850,497	-	-	-	-	80,421	-	80,421
CATV Operations	74,476	5,945	-	-	-	266,711	-	266,711
Parks Acquisition	-	-	1,711	265,000	-	500	1,400	50,000
Art Acquisition	-	-	-	900	-	401,000	-	401,000
Lodging Tax	400,000	-	-	-	-	568,547	-	568,547
Housing Fund	568,547	-	-	-	-	-	562,327	562,327
Cap Improvement Debt	-	-	-	-	-	-	212,800	212,800
Maintenance Bond	-	-	-	-	-	-	-	-
Library Bond	175,000	-	-	-	-	175,000	-	175,000
Sidewalk	280,000	-	-	-	-	26,000	306,000	306,000
Stormwater	-	-	1,507,790	-	13,000	1,520,790	-	1,520,790
Stormwater Bond	-	-	-	-	-	-	-	-
Telecom	-	-	355,214	-	687	355,901	-	355,901
Natural Gas	-	-	-	7,024,904	-	24,000	7,048,904	-
Light	-	-	19,110,172	-	116,598	19,226,770	-	19,226,770
Water	-	400	5,318,952	-	528,153	5,847,505	300,000	6,147,505
Wastewater	-	-	4,585,378	-	281,039	4,866,417	576,987	5,443,404
Shop/Warehouse	-	-	2,296,310	-	117,600	2,413,910	-	2,413,910
Health & Benefits	-	-	2,384,441	-	225,000	2,609,441	-	2,609,441
Risk Management	-	-	683,102	-	3,800	686,902	-	686,902
Info. Tech.	-	-	1,539,046	-	-	1,539,046	-	1,539,046
Library Trust	-	-	-	-	7,500	7,500	-	7,500
Hal Holmes Trust	-	-	-	-	10,000	10,000	-	10,000
Fire Relief	-	-	21,088	141,081	3,000	165,169	-	165,169
Total	\$15,916,631	\$809,078	\$6,122,692	\$50,442,726	\$259,500	\$1,612,949	\$75,163,577	\$6,392,858
								\$81,556,435

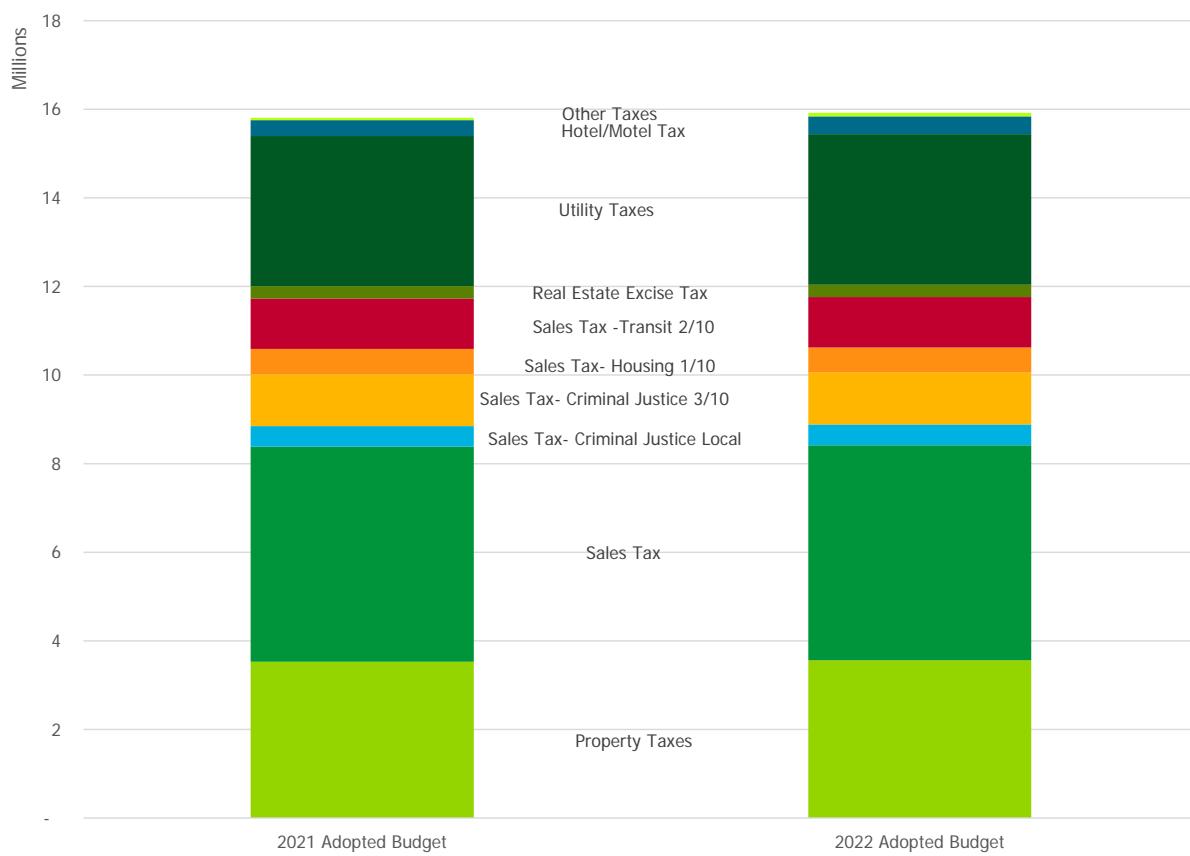
**2022**

Other Financing Sources includes interfund transfers.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Taxes

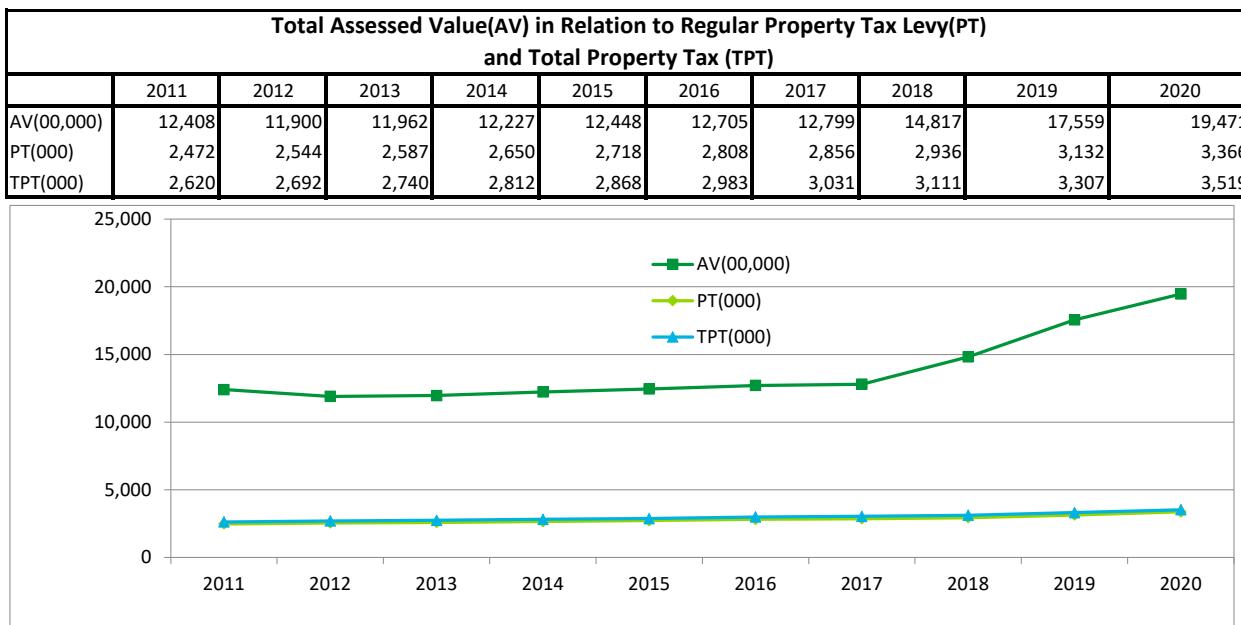
Taxes	2020 Adopted Budget	2020 % of Total	2021 Adopted Budget	2021 % of Total	2022 Adopted Budget	2022 % of Total
Property Taxes	3,272,896	21.2%	3,530,304	22.3%	3,563,857	22.4%
Sales Tax	4,850,497	31.5%	4,850,497	30.7%	4,850,497	30.5%
Sales Tax- Criminal Justice Local	469,032	3.0%	469,032	3.0%	469,032	2.9%
Sales Tax- Criminal Justice 3/10	1,115,824	7.2%	1,169,718	7.4%	1,169,718	7.3%
Sales Tax- Housing 1/10	568,547	3.7%	568,547	3.6%	568,547	3.6%
Sales Tax -Transit 2/10	1,139,227	7.4%	1,139,227	7.2%	1,139,227	7.2%
Real Estate Excise Tax	200,000	1.3%	280,000	1.8%	280,000	1.8%
Utility Taxes	3,339,186	21.7%	3,388,190	21.4%	3,395,653	21.3%
Hotel/Motel Tax	341,029	2.2%	360,000	2.3%	400,000	2.5%
Other Taxes	119,655	0.8%	50,100	0.3%	80,100	0.5%
Total Taxes	\$ 15,415,894	100%	\$ 15,805,615	100%	\$ 15,916,631	100%



## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Property tax

Property tax accounts for 22.3% of tax revenue in 2021 and 22.4% in 2022. Property tax revenue base is expected to gradually increase through 2022. The real estate market in Ellensburg seems to be consistent with regional trends. The price of real estate has recovered from the economic downturn of the last decade, with several residential developments under way. The City's properties are valued every four years by the County Assessor and was last valued in 2018 for 2019 collection. The Total Property Tax (TPT) includes the tax levied for the City Library upgrade in 2004. Also, as indicated by the assed value update in 2018, the City's property tax levy does not increase at the same proportion as the property assessed value.

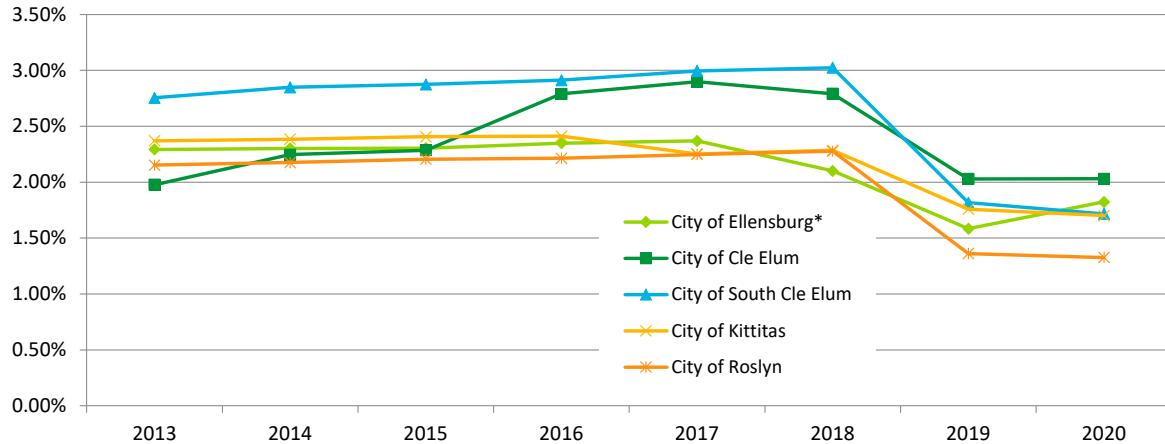


## CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET

### Property Tax Rate Comparison with Neighboring Governments

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City of Ellensburg*								
Regular	2.16324	2.168009	2.18303	2.210299	2.23129	1.982002	1.483401	1.729159
Library Bond/ Timber	0.129264	0.133807	0.12165	0.13882	0.137978	0.119205	0.100454	0.094378
	<b>2.292504</b>	<b>2.301816</b>	<b>2.30468</b>	<b>2.349119</b>	<b>2.369268</b>	<b>2.101207</b>	<b>1.583855</b>	<b>1.823537</b>
City of Cle Elum								
Regular	1.977578	2.246815	2.285285	2.79	2.899452	2.791662	2.02954	2.03
City of South Cle Elum								
Regular	2.755139	2.849276	2.874812	2.912425	2.996211	3.023769	1.81619	1.717162
City of Kittitas								
Regular	2.369715	2.384828	2.407001	2.411439	2.252922	2.285044	1.759409	1.701181
City of Roslyn								
Regular	2.15319	2.176433	2.205728	2.214534	2.248069	2.276918	1.361612	1.162112
	0	0	0	0	0	0	0	0.163847
	<b>2.15319</b>	<b>2.176433</b>	<b>2.205728</b>	<b>2.214534</b>	<b>2.248069</b>	<b>2.276918</b>	<b>1.361612</b>	<b>1.325959</b>
Kittitas County								
Current Expense	1.117439	1.206335	1.390351	1.37058	1.404195	1.347118	0.992632	0.941024
Community Services	0.025	0.026894	0.025949	0.025	0.025392	0.024358	0.024978	0.023615
Veterans	0.012732	0.007994	0.007785	0.007453	0.007371	0.006993	0.005229	0.004759
CO Refund Admin Fees			0.001037			0		
Road District 1	1.071687	1.071687	0.896227	0.888275	0.907016	0.928225	0.994732	1.07857
Co. Road Diverted	0.04694	0.04694	0.048509	0.04619	0.045623	0.044431	0.035876	0.029751
County Flood Control	0.069946	0.07175	0.070054	0.069401	0.0705	0.070209	0.093316	0.088439
	<b>2.343744</b>	<b>2.4316</b>	<b>2.439912</b>	<b>2.406899</b>	<b>2.460097</b>	<b>2.421334</b>	<b>2.146763</b>	<b>2.166158</b>

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



### Sales Tax

Sales tax revenue accounts for the largest (51.9% in 2021 and 51.5% in 2022) share of the City's tax revenue sources. The City uses the regular sales tax revenue mainly to support General Fund operations, road projects, capital projects, and to service the City's unlimited general obligation debts.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Criminal Justice Sales Tax

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

### Public Transit Sales Tax

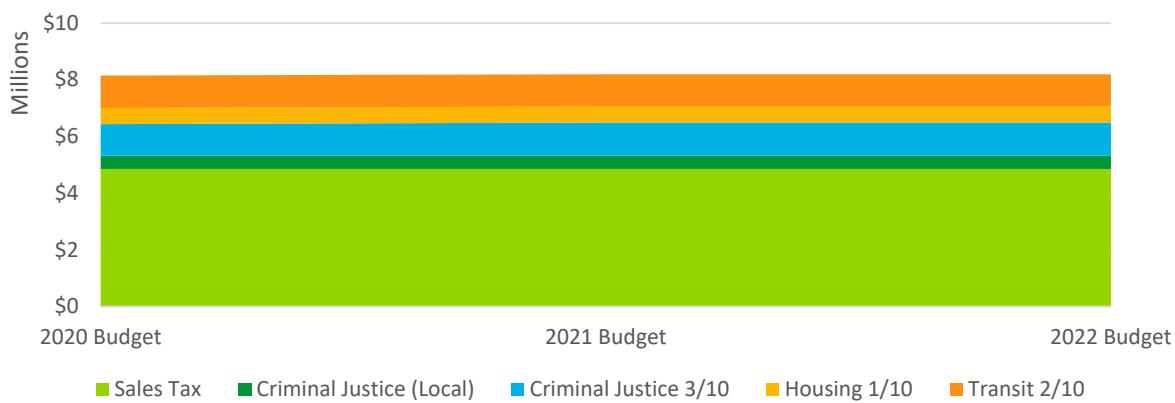
The City of Ellensburg levied 2/10 of one percent sales tax to support public transit programs in 2016 under the Transportation Benefit District authority granted by the State based on the citizens' approval. The levy is in place for ten years, at which point continuation is contingent of another successful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

### Housing & Related Services Sales Tax

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

The table below outlines the sales tax revenue forecast for 2021 and 2022 in comparison with the prior year budget.

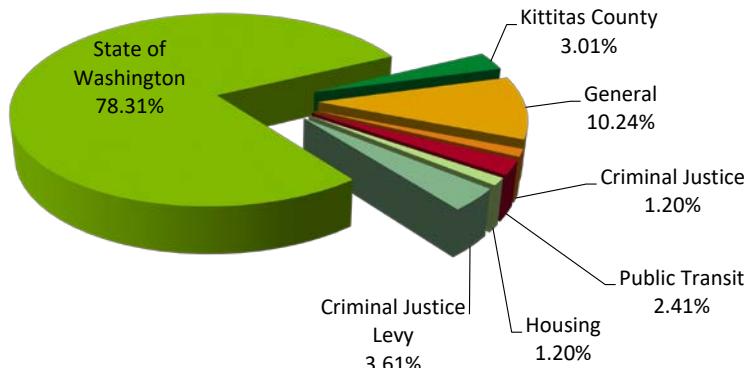
Sales Taxes	2020 Budget	2021 Budget	2022 Budget
Sales Tax	\$4,850,497	\$4,850,497	\$4,850,497
Criminal Justice (Local)	469,032	469,032	469,032
Criminal Justice 3/10	1,115,824	1,169,718	1,169,718
Housing 1/10	568,547	568,547	568,547
Transit 2/10	1,139,227	1,139,227	1,139,227
Total Sales Taxes	\$7,013,489	\$7,154,200	\$7,172,639



## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

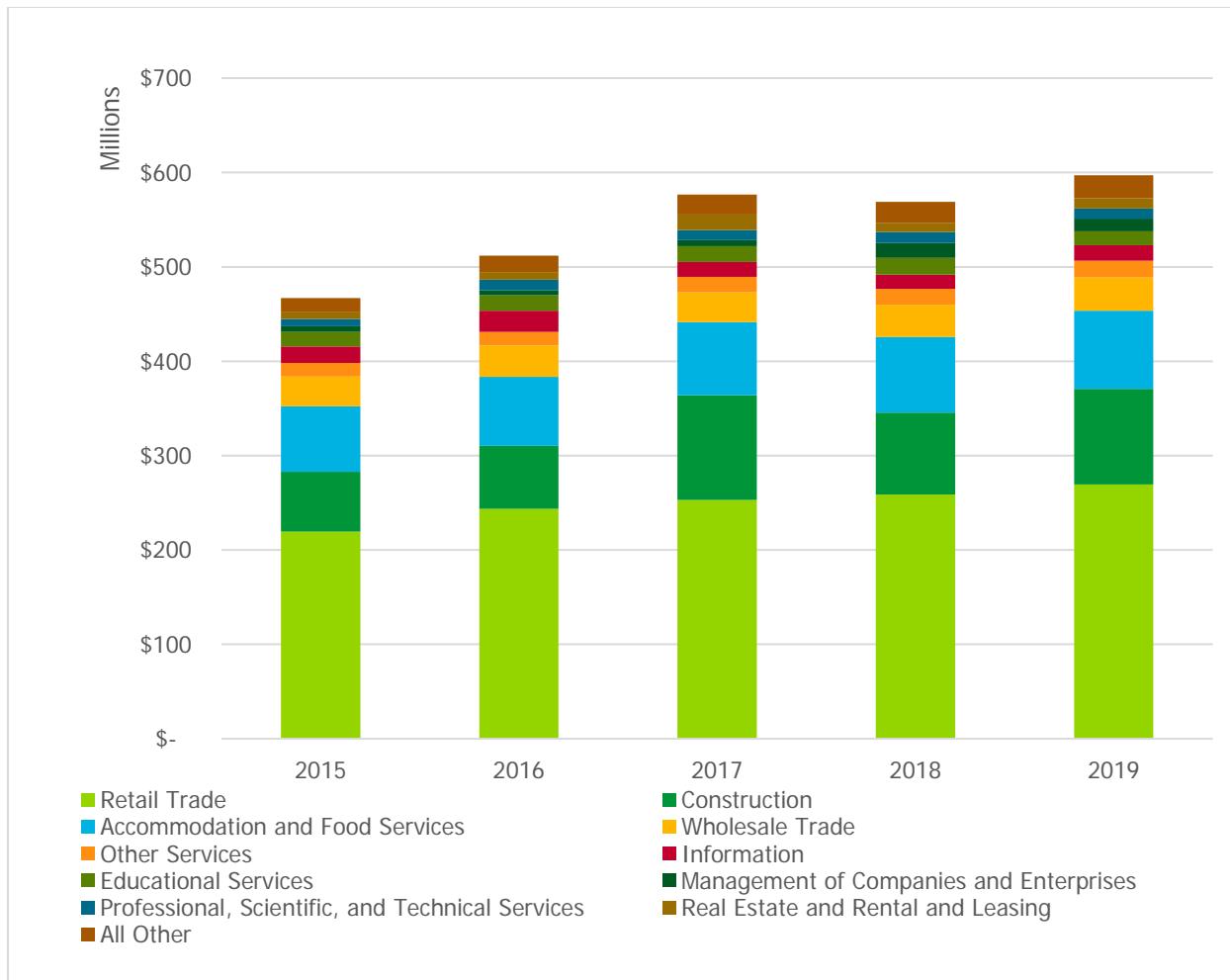


The following is a breakdown of taxable activity by industry category. Retail trade provides the largest sales tax revenue in this category, which includes auto and parts dealers. The city has experienced sustained year-over-year growth across most industries notably retail trade, accommodation and food services, and other services. The impact of COVID19 on the economy, accommodation and food services in particular, has caused a retreat in retail sales. The construction industry accounts for a significant portion of the taxable activity, but is subject to extreme fluctuations depending on project timing and materials costs. On June 21, 2018, The United States Supreme Court ruled 5-4 in South Dakota v. Wayfair that states can mandate that businesses without a physical presence in a state with more than 200 transactions or \$100,000 in-state sales collect and remit sales taxes on transactions in the state. Online transactions are typically considered taxable at the point of delivery, and the City appears benefit from additional sales now subject to out of state retailers collecting and remitting sales tax.

### Taxable Sales & Use Activity by Industry

Industry	2015	2016	2017	2018	2019
Retail Trade	\$219,537,786	\$243,545,240	\$253,161,612	\$258,879,667	\$269,461,279
Construction	63,485,146	66,973,879	110,940,835	86,623,186	101,274,165
Accommodation and Food Services	69,142,696	72,826,412	77,453,238	80,121,437	82,924,860
Wholesale Trade	31,595,549	33,244,103	31,507,122	34,238,114	35,213,590
Other Services	14,315,617	14,649,151	16,224,807	16,735,462	17,839,965
Information	17,759,578	22,211,393	15,939,961	15,351,118	16,373,988
Educational Services	15,364,726	16,415,583	16,626,015	17,676,836	14,804,174
Management of Companies and Enterprises	5,770,875	5,281,084	6,572,251	15,653,286	13,121,082
Professional, Scientific, and Technical Services	7,876,010	11,253,212	10,797,370	11,858,948	10,850,376
Real Estate and Rental and Leasing	7,126,467	8,227,874	16,311,659	9,608,976	10,824,338
All Other	14,996,601	17,345,809	20,972,051	22,296,094	24,380,025
<b>Grand Total</b>	<b>\$466,971,051</b>	<b>\$511,973,740</b>	<b>\$576,506,921</b>	<b>\$569,043,124</b>	<b>\$597,067,842</b>

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET



## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Utility Taxes

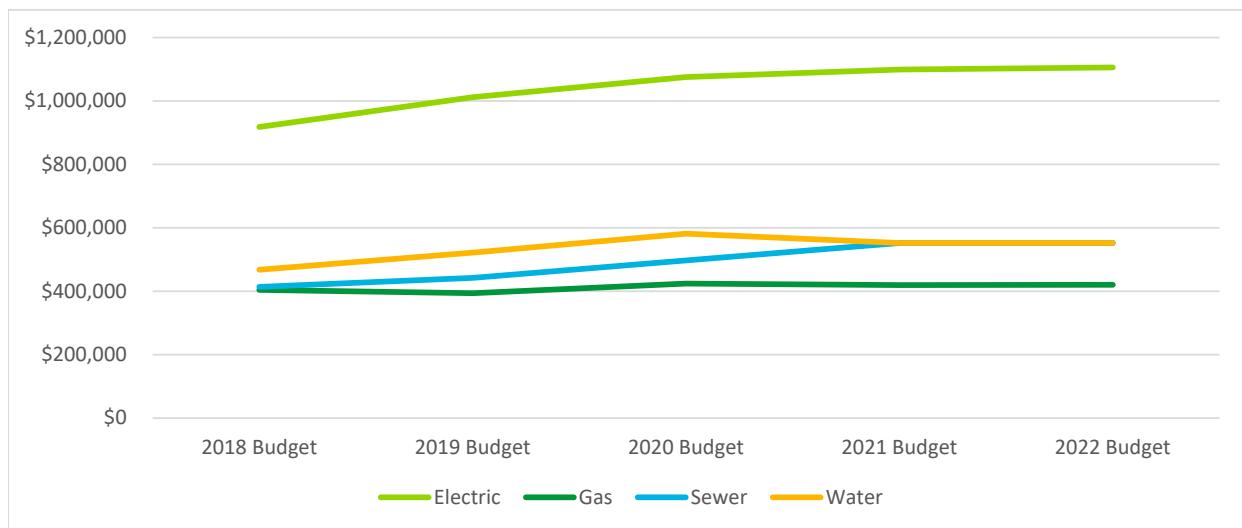
The following are the utility taxes collected by the City. The City owned utilities account for 77.41% in 2021 and 77.46% in 2022 of the budgeted total utility tax receipts.

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

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
<b>Electric</b>	\$923,947	\$1,023,445	\$1,085,489	\$1,111,155	\$1,117,544
<b>Garbage</b>	250,000	290,000	334,331	350,000	350,000
<b>Gas</b>	404,617	393,989	424,566	419,534	420,565
<b>Sewer</b>	413,246	442,173	497,421	552,013	552,034
<b>Telephone</b>	335,000	295,000	252,971	240,000	240,000
<b>Television</b>	196,045	182,200	162,892	163,475	163,476
<b>Water</b>	467,728	521,231	581,516	552,013	552,034
<b>Grand Total</b>	<b>\$2,990,583</b>	<b>\$3,148,037</b>	<b>\$3,339,186</b>	<b>\$3,388,190</b>	<b>\$3,395,653</b>

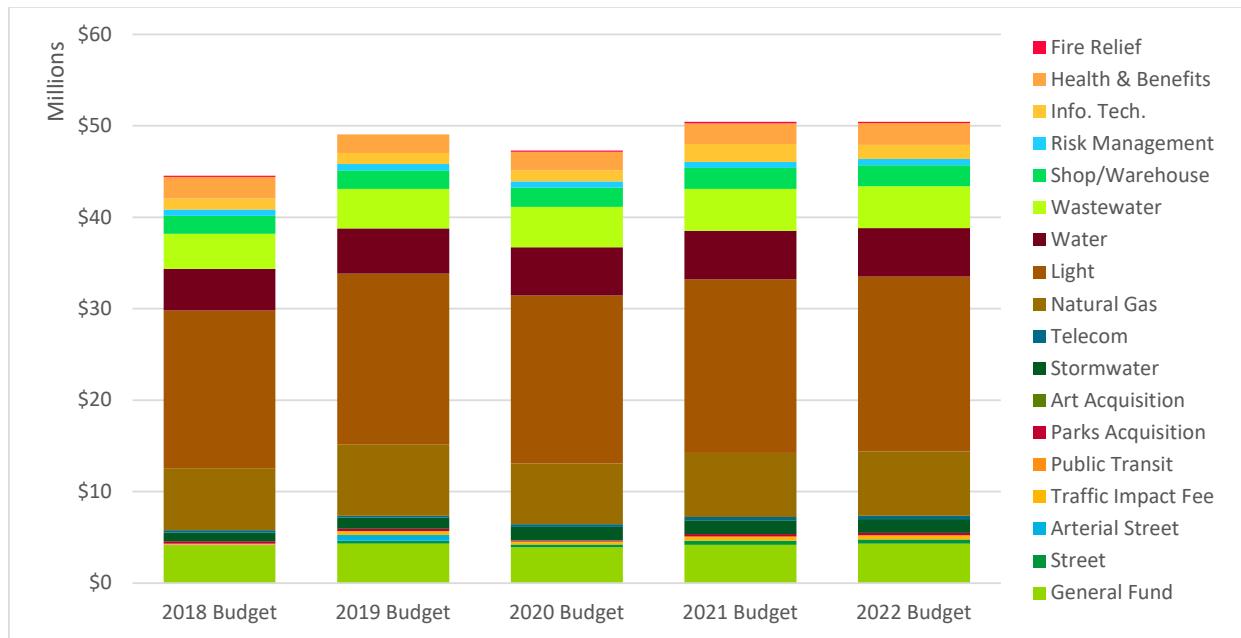
The following is the portion of utility tax revenue generated from the City's Utility departments:

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Electric	\$917,947	\$1,011,445	\$1,074,763	\$1,099,155	\$1,105,544
Gas	404,617	393,989	424,566	419,534	420,565
Sewer	413,246	442,173	497,421	552,013	552,034
Water	467,728	521,231	581,516	552,013	552,034
<b>Grand Total</b>	<b>\$2,203,538</b>	<b>\$2,368,837</b>	<b>\$2,578,266</b>	<b>\$2,622,715</b>	<b>\$2,630,177</b>



## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Charges for Goods and Services



### Charges for Goods and Services

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
General Fund	\$4,054,132	\$4,316,160	\$3,913,776	\$4,164,171	\$4,295,854
Street	61,200	323,638	302,638	483,463	484,463
Arterial Street	0	604,041	50	0	0
Traffic Impact Fee	107,986	373,986	249,486	375,118	375,118
Public Transit	75,000	75,000	62,500	75,000	75,000
Parks Acquisition	265,000	265,000	125,000	265,000	265,000
Art Acquisition	1,000	895	900	900	900
Stormwater	955,706	1,194,869	1,498,790	1,507,790	1,507,790
Telecom	268,386	200,237	291,148	355,214	355,214
Natural Gas	6,769,121	7,826,770	6,635,157	7,008,727	7,024,904
Light	17,247,573	18,657,712	18,369,010	18,972,457	19,110,172
Water	4,562,885	4,940,746	5,277,906	5,318,759	5,318,952
Wastewater	3,819,616	4,306,000	4,421,878	4,585,378	4,585,378
Shop/Warehouse	1,959,878	2,041,035	2,075,784	2,263,790	2,296,310
Risk Management	689,487	683,102	683,102	683,102	683,102
Info. Tech.	1,219,326	1,221,414	1,210,749	1,948,438	1,539,046
Health & Benefits	2,343,031	2,027,744	2,036,138	2,274,280	2,384,441
Fire Relief	141,081	0	141,081	141,081	141,081
Total	\$44,540,409	\$49,058,350	\$47,295,093	\$50,422,669	\$50,442,726

Charges for Goods and Services account for 51.5% of the total City revenue in 2021 and 61.9% in 2022. Proprietary funds account for 89.08% of the total Charges for Goods and Services revenue in 2021 and 88.82% in 2022. The General Fund accounts for the majority of the remaining charges for services and is mostly comprised of accounting, meter reading, cashiering, legal, human resources, and general administrative services provided to the enterprise funds.

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Appropriations Summary – 2021**

<b>Appropriated Fund</b>	<b>Personal Services</b>	<b>Services &amp; Supplies</b>	<b>Capital Outlay</b>	<b>Debt Service</b>	<b>Transfers Out</b>	<b>Total Expense/Expenditure</b>
General Fund	\$ 11,457,159	\$ 4,714,555	\$ 82,791	\$ 312,754	\$ -	\$ 16,567,259
Street	1,101,055	1,714,739	50,000	-	-	2,865,794
Arterial Street	-	1,876,000	7,568,000	-	-	9,444,000
Traffic Impact Fee	-	60,000	-	-	212,400	272,400
Public Transit	171,968	1,590,394	76,500	-	-	1,838,862
Criminal Justice	947,878	245,066	40,000	-	-	1,232,944
Drug Fund	-	15,000	-	-	-	15,000
Sales Tax	-	-	-	-	4,715,073	4,715,073
CATV Operations	-	104,171	-	-	-	104,171
Parks Acquisition	-	-	100,000	-	-	100,000
Art Acquisition	15,578	47,015	-	-	-	62,593
Lodging Tax	-	302,351	-	-	-	302,351
Housing Fund	-	1,722,500	-	-	-	1,722,500
Cap Improvement Debt	-	-	-	203,184	-	203,184
Maintenance Bond	-	-	-	217,700	-	217,700
Library Bond	-	-	-	181,100	-	181,100
Sidewalk	-	63,000	210,000		140,000	413,000
Stormwater	310,444	1,440,374	-	145,493	-	1,896,311
Stormwater Bond	-	-	-		1,400,000	1,400,000
Telecom	30,384	149,036	115,000	19,073	-	313,493
Natural Gas	1,636,927	5,624,776	1,127,500	104,230	-	8,493,433
Light	2,308,672	17,453,053	445,000	602,625	-	20,809,350
Water	955,567	3,874,334	6,013,380	608,209	3,200,000	14,651,490
Wastewater	1,341,277	3,401,740	4,163,000	434,576	-	9,340,593
Shop/Warehouse	699,624	900,929	1,495,445	-	-	3,095,998
Health & Benefits	2,500	2,375,108	-	-	-	2,377,608
Risk Management		543,816	-	-	-	543,816
Info. Tech.	595,297	695,725	658,500	-	-	1,949,522
Library Trust		2,400	6,400	-	-	8,800
Hal Holmes Trust		-	-	-	10,000	10,000
Fire Relief	93,569	34,375	-	-	-	127,944
<b>Total</b>	<b>\$ 21,667,899</b>	<b>\$ 48,950,457</b>	<b>\$ 22,151,516</b>	<b>\$ 2,828,944</b>	<b>\$ 9,677,473</b>	<b>\$ 105,276,289</b>

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Appropriations Summary – 2022**

<b>Appropriated Fund</b>	<b>Personal Services</b>	<b>Services &amp; Supplies</b>	<b>Capital Outlay</b>	<b>Debt Service</b>	<b>Transfers Out</b>	<b>Total Expense/Expenditure</b>
General Fund	\$ 11,721,240	\$ 4,702,029	\$ 132,991	\$ -	\$ -	\$ 16,556,260
Street	1,089,907	1,723,448	-	-	-	2,813,355
Arterial Street	-	1,140,000	5,730,000	-	-	6,870,000
Traffic Impact Fee	-	30,000	-	-	564,000	594,000
Public Transit	173,472	1,611,486	100,000	-	-	1,884,958
Criminal Justice	993,194	251,726	42,000	-	-	1,286,920
Drug Fund	-	11,699	-	-	-	11,699
Sales Tax	-	-	-	-	4,786,871	4,786,871
CATV Operations	-	101,340	-	-	-	101,340
Parks Acquisition	-	-	-	-	-	-
Art Acquisition	15,219	47,015	-	-	-	62,234
Lodging Tax	-	320,313	-	-	-	320,313
Housing Fund	-	507,500	-	175,000	-	682,500
Cap Improvement Debt	-	-	-	562,327	-	562,327
Maintenance Bond	-	-	-	212,800	-	212,800
Library Bond	-	-	-	186,000	-	186,000
Sidewalk	-	63,000	195,000	-	15,000	273,000
Stormwater	317,182	1,210,639	-	360,835	-	1,888,656
Stormwater Bond	-	-	-	-	-	-
Telecom	30,743	145,081	150,000	19,073	-	344,897
Natural Gas	1,696,311	5,471,777	329,000	104,230	-	7,601,318
Light	2,347,697	15,796,510	2,203,400	602,125	-	20,949,732
Water	974,302	3,602,600	835,000	608,537	-	6,020,439
Wastewater	1,349,489	2,830,065	1,155,000	394,928	-	5,729,482
Shop/Warehouse	694,735	789,211	720,000	-	-	2,203,946
Health & Benefits	2,500	2,375,108	-	-	-	2,377,608
Risk Management	-	592,939	-	-	-	592,939
Info. Tech.	608,313	676,628	223,500	-	-	1,508,441
Library Trust	-	2,400	6,400	-	-	8,800
Hal Holmes Trust	-	-	-	-	10,000	10,000
Fire Relief	98,247	34,375	-	-	-	132,622
<b>Total</b>	<b>\$ 22,112,551</b>	<b>\$ 44,036,889</b>	<b>\$ 11,822,291</b>	<b>\$ 3,225,855</b>	<b>\$ 5,375,871</b>	<b>\$ 86,573,456</b>

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### 2021/2022 Biennial Budget Ordinance

ORDINANCE NO. 4864

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLensburg, WASHINGTON, ADOPTING THE 2021-2022 BIENNIAL BUDGET FOR THE CITY OF ELLensburg, WASHINGTON.

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

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

WHEREAS, a public hearing on the general fund revenue estimates for 2021 was advertised and held on November 2, 2020 for the purpose of providing information to the public regarding the revenue estimates to be included in the proposed budget and at which hearing all taxpayers were heard who appeared for or against; and

WHEREAS, a public hearing on the preliminary biennial budget for the two-year fiscal biennium 2021-2022 was advertised and held on November 2, 2020 for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, a public hearing on the proposed biennial budget for the two-year fiscal biennium 2021-2022 was advertised and held on November 16, 2020 for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council met regarding the proposed budget on December 7, 2020 for the purpose of adopting a final budget for the two-year fiscal biennium 2021-2022, and at which meeting the City Council made such changes as it deemed necessary and proper;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

**Section 1. 2021-2022 Biennial Budget Adoption.** The 2021-2022 Biennial Budget for the City of Ellensburg for the period January 1, 2021 through December 31, 2022, as determined in Exhibits A, B, and C, is hereby adopted.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

**Section 2. Copies of the biennial budget to be filed.** The City Clerk is directed to keep a complete copy of the final 2021-2021 biennial budget, as adopted, together with a copy of the adopting ordinance, on file in the City Clerk's office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

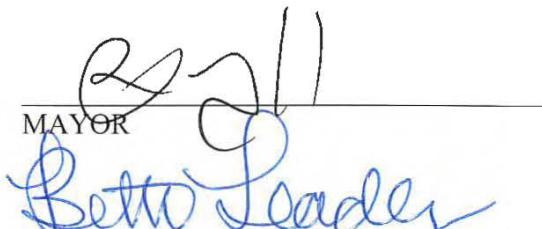
**Section 3. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,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

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

**Section 5. Effective Date.** This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect January 1, 2021 after passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 7<sup>th</sup> day of December, 2020.

ATTEST:

  
\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
Betty Leader  
\_\_\_\_\_  
CITY CLERK

Approved as to form:

  
\_\_\_\_\_  
CITY ATTORNEY

Publish: 12-10-2020

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Ordinance No. 4864 - Exhibit A (2021-2022 Biennial Budget Ordinance)  
 City of Ellensburg  
 2021 Budget Table - All Funds

Fund	Budgeted Beg. Fund Balance	2021 Revenues	2021 Expenditures	Budgeted Ending Fund Balance
General Fund	\$3,847,331	\$14,602,494	\$16,567,259	\$1,882,566
<b>Budgeted General Sub Funds</b>				
Sales Tax Reserve Fund	\$2,202,699	\$4,855,497	\$4,715,073	\$2,343,123
Art Acquisition Fund	\$47,040	\$51,400	\$62,593	\$35,847
Fire Relief & Pension Trust Fund	\$448,381	\$165,169	\$127,944	\$485,606
<b>Total Budgeted General Sub Funds</b>	<b>\$2,698,121</b>	<b>\$5,072,066</b>	<b>\$4,905,610</b>	<b>\$2,864,577</b>
<b>Special Revenue Funds</b>				
Street Fund	\$1,146,675	\$2,330,028	\$2,865,794	\$610,909
Arterial Street Fund	\$1,742,772	\$9,333,539	\$9,444,000	\$1,632,311
Traffic Impact Fees Fund	\$511,500	\$386,618	\$272,400	\$625,718
Public Transit Fund	\$2,207,602	\$1,508,690	\$1,838,862	\$1,877,430
Criminal Justice Sales Tax Fund	\$1,384,779	\$1,170,118	\$1,232,944	\$1,321,953
Drug Fund	\$22,175	\$3,100	\$15,000	\$10,275
Ellensburg Community TV	\$101,342	\$80,420	\$104,171	\$77,591
Parks Acquisition Fund	\$477,702	\$546,711	\$100,000	\$924,413
Lodging Tax Fund	\$214,043	\$361,000	\$302,351	\$272,692
Housing Fund	\$1,391,269	\$568,547	\$1,722,500	\$237,316
<b>Total Special Revenue Funds</b>	<b>\$9,199,859</b>	<b>\$16,288,771</b>	<b>\$17,898,022</b>	<b>\$7,590,609</b>
<b>Debt Service Funds</b>				
Facilities Improvement Debt Service	\$0	\$203,184	\$203,184	\$0
2010 Maintenance Bond Debt Service	\$39,772	\$217,700	\$217,700	\$39,772
Library Bond Debt	\$96,423	\$175,000	\$181,100	\$90,323
<b>Total Debt Service Funds</b>	<b>\$136,195</b>	<b>\$595,884</b>	<b>\$601,984</b>	<b>\$130,095</b>
<b>Capital Project Funds</b>				
Sidewalk Fund	\$359,280	\$306,000	\$413,000	\$252,280
<b>Total Capital Project Funds</b>	<b>\$359,280</b>	<b>\$306,000</b>	<b>\$413,000</b>	<b>\$252,280</b>
<b>Trust &amp; Agency Funds</b>				
Library Trust Fund	\$295,246	\$6,900	\$8,800	\$293,346
Hal Holmes Trust Fund	\$456,599	\$10,000	\$10,000	\$456,599
<b>Total Trust &amp; Agency Funds</b>	<b>\$751,845</b>	<b>\$16,900</b>	<b>\$18,800</b>	<b>\$749,945</b>
<b>Enterprise Funds</b>				
Stormwater Utility Fund	\$1,004,402	\$1,589,992	\$1,896,311	\$698,084
Stormwater Bond Fund	\$116,388	\$1,283,612	\$1,400,000	\$0
Telecommunications Utility Fund	\$237,329	\$355,901	\$313,493	\$279,737
Gas Utility Fund	\$1,936,934	\$7,832,727	\$8,493,433	\$1,276,229
Electric Utility Fund	\$8,908,056	\$19,395,762	\$20,809,350	\$7,494,468
Water Utility Fund	\$5,337,030	\$11,025,312	\$11,451,490	\$4,910,851
Water Construction Fund	\$400,000	\$3,200,000	\$3,200,000	\$400,000
Sewer Utility Fund	\$3,130,696	\$8,796,404	\$9,340,593	\$2,586,507
<b>Total Enterprise Funds</b>	<b>\$21,070,836</b>	<b>\$53,479,709</b>	<b>\$56,904,670</b>	<b>\$17,645,875</b>
<b>Internal Service Funds</b>				
Shop Fund	\$7,748,130	\$2,378,390	\$3,095,998	\$7,030,522
Health & Benefits Fund	\$733,475	\$2,499,280	\$2,377,608	\$855,148
Risk Management Fund	\$1,152,332	\$686,902	\$543,816	\$1,295,418
Information Technology Fund	\$630,435	\$1,948,438	\$1,949,522	\$629,351
<b>Total Internal Service Funds</b>	<b>\$10,264,372</b>	<b>\$7,513,010</b>	<b>\$7,966,944</b>	<b>\$9,810,439</b>
<b>Grand Total</b>	<b>\$48,327,840</b>	<b>\$97,874,834</b>	<b>\$105,276,289</b>	<b>\$40,926,385</b>

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

**Ordinance No. 4864 - Exhibit B (2021-2022 Biennial Budget Ordinance)**  
**City of Ellensburg**  
**2022 Budget Table - All Funds**

Fund	Budgeted	2022	2022	Budgeted
	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance
<b>General Fund</b>	<b>\$1,882,566</b>	<b>\$15,046,940</b>	<b>\$16,556,260</b>	<b>\$373,247</b>
<b>Budgeted General Sub Funds</b>				
Sales Tax Reserve Fund	\$2,343,123	\$4,855,497	\$4,786,871	\$2,411,749
Art Acquisition Fund	\$35,847	\$51,400	\$62,234	\$25,013
Fire Relief & Pension Trust Fund	\$485,606	\$165,169	\$132,622	\$518,154
<b>Total Budgeted General Sub Funds</b>	<b>\$2,864,577</b>	<b>\$5,072,066</b>	<b>\$4,981,727</b>	<b>\$2,954,916</b>
<b>Special Revenue Funds</b>				
Street Fund	\$610,909	\$2,611,170	\$2,813,355	\$408,725
Arterial Street Fund	\$1,632,311	\$6,449,116	\$6,870,000	\$1,211,427
Traffic Impact Fees Fund	\$625,718	\$386,618	\$594,000	\$418,336
Public Transit Fund	\$1,877,430	\$1,234,427	\$1,884,958	\$1,226,899
Criminal Justice Sales Tax Fund	\$1,321,980	\$1,170,118	\$1,286,920	\$1,205,178
Drug Fund	\$10,275	\$3,100	\$11,699	\$1,676
Ellensburg Community TV	\$77,591	\$80,421	\$101,340	\$56,672
Parks Acquisition Fund	\$924,413	\$266,711	\$0	\$1,191,124
Lodging Tax Fund	\$272,692	\$401,000	\$320,313	\$353,379
Housing Fund	\$237,316	\$568,547	\$682,500	\$123,363
<b>Total Special Revenue Funds</b>	<b>\$7,590,636</b>	<b>\$13,171,229</b>	<b>\$14,565,085</b>	<b>\$6,196,780</b>
<b>Debt Service Funds</b>				
Facilities Improvement Debt Service	\$0	\$562,327	\$562,327	\$0
2010 Maintenance Bond Debt Service	\$39,772	\$212,800	\$212,800	\$39,772
Library Bond Debt	\$90,323	\$175,000	\$186,000	\$79,323
<b>Total Debt Service Funds</b>	<b>\$130,095</b>	<b>\$950,127</b>	<b>\$961,127</b>	<b>\$119,095</b>
<b>Capital Project Funds</b>				
Sidewalk Fund	\$252,280	\$306,000	\$273,000	\$285,280
<b>Total Capital Project Funds</b>	<b>\$252,280</b>	<b>\$306,000</b>	<b>\$273,000</b>	<b>\$285,280</b>
<b>Trust &amp; Agency Funds</b>				
Library Trust Fund	\$293,346	\$7,500	\$8,800	\$292,046
Hal Holmes Trust Fund	\$456,599	\$10,000	\$10,000	\$456,599
<b>Total Trust &amp; Agency Funds</b>	<b>\$749,945</b>	<b>\$17,500</b>	<b>\$18,800</b>	<b>\$748,645</b>
<b>Enterprise Funds</b>				
Stormwater Utility Fund	\$698,084	\$1,520,790	\$1,888,656	\$330,218
Stormwater Bond Fund	\$0	\$0	\$0	\$0
Telecommunications Utility Fund	\$279,737	\$355,901	\$344,897	\$290,741
Gas Utility Fund	\$1,276,229	\$7,048,904	\$7,601,318	\$723,815
Electric Utility Fund	\$7,494,468	\$19,226,770	\$20,949,732	\$5,771,506
Water Utility Fund	\$4,960,851	\$6,147,505	\$6,020,439	\$5,087,917
Water Construction Fund	\$400,000	\$0	\$0	\$400,000
Sewer Utility Fund	\$2,586,507	\$5,443,404	\$5,729,482	\$2,300,428
<b>Total Enterprise Funds</b>	<b>\$17,695,875</b>	<b>\$39,743,273</b>	<b>\$42,534,524</b>	<b>\$14,904,625</b>
<b>Internal Service Funds</b>				
Shop Fund	\$7,030,522	\$2,413,910	\$2,203,946	\$7,240,486
Health & Benefits Fund	\$855,148	\$2,609,441	\$2,377,608	\$1,086,981
Risk Management Fund	\$1,295,418	\$686,902	\$592,939	\$1,389,381
Information Technology Fund	\$629,351	\$1,539,046	\$1,508,441	\$659,956
<b>Total Internal Service Funds</b>	<b>\$9,810,438</b>	<b>\$7,249,299</b>	<b>\$6,682,934</b>	<b>\$10,376,803</b>
<b>Grand Total</b>	<b>\$40,976,412</b>	<b>\$81,556,435</b>	<b>\$86,573,456</b>	<b>\$35,959,390</b>

# CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Ordinance 4864 - 2021/2022 Biennial Budget Ordinance - Exhibit C  
2021/2022 Biennial Budget - Positions by Department

1 of 4

Department/ Position	FTE '21	FTE '22	Department/ Position	FTE '21	FTE '22			
<b>General Governmental</b>								
Mayor	0.04	0.04	Animal Shelter Manager	1.00	1.00			
Council Member	0.21	0.21	Police Captain	1.00	1.00			
Plant Maintenance (Public Works Dept.)	1.00	1.00	Police Chief	1.00	1.00			
Total FTE	1.25	1.25	Police Records Supervisor	1.00	1.00			
<b>Finance Department</b>								
Accountant II	1.00	1.00	Animal Control Officer	1.50	1.50			
Accounting Manager	1.00	1.00	Code Enforcement Officer - RPZ	1.50	1.50			
City Clerk	1.00	1.00	Secretary/Records Clerk	3.00	3.00			
Executive Assistant/Assistant City Clerk	0.44	0.44	Officer First Class	10.00	10.00			
Finance Director	1.00	1.00	Officer Second class	-	1.00			
Senior Financial Analyst/Budget Officer	1.00	1.00	Officer Third class	1.00	3.00			
Utility Services Supervisor	1.00	1.00	Corporal	2.00	2.00			
Account Clerk 1/RPZ	2.00	2.00	Probationary	3.00	-			
Account Clerk II	3.00	3.00	Sergeant	5.00	5.00			
Accounting Specialist	1.00	1.00	Total FTE	31.00	31.00			
Accounting Specialist/AP	1.00	1.00	<b>Criminal Justice Fund (Police Department)</b>					
Payroll/ Accounting Specialist	1.00	1.00	Police Captain	1.00	1.00			
Payroll/Benefits Technician	0.50	0.50	Animal Control Officer	0.50	0.50			
Sr. Meter Reader	1.00	1.00	Animal Shelter Aide	0.90	0.90			
Sr. Utility Account Clerk	1.00	1.00	Secretary/Records Clerk	1.00	1.00			
Finance Applications Specialist	1.00	1.00	Officer First Class	3.00	3.00			
Total FTE	17.94	17.94	Corporal	2.00	2.00			
<b>City Administration</b>								
Assistant City Manager/ City Attorney	0.90	0.90	Total FTE	8.40	8.40			
City Manager	1.00	1.00	<b>Community Development Department</b>					
Assistant City Attorney	1.00	1.00	Building Inspector II	1.00	1.00			
Communications/ Govt. Relations Officer	1.00	1.00	Building Official	1.00	1.00			
Executive Assistant - Manager	1.00	1.00	Planning Secretary	1.00	1.00			
Executive Assistant/Deputy City Clerk	0.46	0.46	Community Development Director	1.00	1.00			
HR Director	1.00	1.00	Associate Planner	1.00	1.00			
HR Specialist	1.00	1.00	Planning Supervisor	1.00	1.00			
Total FTE	7.36	7.36	Planning/Permit Tech	1.00	1.00			
			Senior Planner	2.00	2.00			
			Total FTE	9.00	9.00			

# CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Ordinance 4864 - 2021/2022 Biennial Budget Ordinance - Exhibit C  
 2021/2022 Biennial Budget - Positions by Department

2 of 4

Department/ Position		FTE '21 FTE '22		Department/ Position		FTE '21 FTE '22	
Parks & Recreation Department		Library/ Hal Holmes Department		Library/ Hal Holmes Department		FTE '21 FTE '22	
Aquatic & Rec Supervisor	1.00	1.00	Library Director	1.00	1.00	1.00	1.00
Custodian I	0.36	0.36	Youth Services Librarian	1.00	1.00	1.00	1.00
Custodian II	0.22	0.22	Facilities Assistant	0.95	0.95	0.95	0.95
E.R.R.C. Rec Aide II	1.24	1.24	Facilities Coordinator	1.00	1.00	1.00	1.00
Lifeguard III	0.58	0.58	Library Aide	0.38	0.38	0.38	0.38
Lifeguard I	2.65	2.65	Library Assistant	2.70	2.70	2.70	2.70
Lifeguard II	0.58	0.58	Library Associate	3.75	3.75	3.75	3.75
Parks & Rec Director	1.00	1.00	Office Specialist	0.45	0.45	0.45	0.45
Rec Aide IV	0.62	0.62	Library Specialist	0.75	0.75	0.75	0.75
Rec. Leader II	0.10	0.10	Total FTE	11.98	11.98	11.98	11.98
Sports Official I	0.23	0.23					
Sports Official II	0.38	0.38					
Sports Official III	0.28	0.28					
Sports Official IV	0.07	0.07					
Sports Official VI	0.47	0.47					
Swim Instructor I	0.07	0.07					
Swim Instructor II	0.63	0.63					
Swim Instructor III	0.53	0.53					
Adult Activity Coordinator	1.00	1.00					
Adult Activity Rec Leader III	0.45	0.45					
E.R.R.C. Coordinator.	1.00	1.00					
Front Desk Admin - Recreation Lead	0.40	0.40					
Mechanical - Recreation Lead	0.40	0.40					
Parks & Rec Administrative Secretary	1.00	1.00					
SBYC Rec Leader	0.40	0.40					
Special Events - Recreation Lead	0.40	0.40					
Staff Training - Recreation Lead	0.40	0.40					
Swim Lesson Coordinator	0.40	0.40					
Youth Center & Athletic Program Coordinator.	1.00	1.00					
Foreperson	1.00	1.00					
Park Maintenance Tech	7.17	7.17	Total FTE	26.03	26.03	26.03	26.03

# CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Department/Position	FTE '21		FTE '22		Department/Position	FTE '21		FTE '22	
	Public Works Admin/Engineering (Public Works & Utilities)	FTE '21	Public Works Admin/Engineering (Public Works & Utilities)	FTE '22		Electric Light Utility	FTE '21	Electric Light Utility	FTE '22
Assistant City Engineer	1.00	1.00			Foreman	1.00	1.00		
City Engineering Manager	0.07	0.07			Lineman	5.00	5.00		
Public Works & Utilities Director	0.05	0.05			Serviceman	1.00	1.00		
Civil Engineer 2	1.00	1.00			Meterman	1.00	1.00		
Sr. Operations Analyst	1.00	1.00			Assistant Utilities Director	0.30	0.30		
Administrative Secretary	1.00	1.00			Light Operations Supervisor	1.00	1.00		
Development Coordinator	1.00	1.00			Public Works & Utilities Director	0.14	0.14		
Engineering Intern	0.34	0.34			Operations Analyst - ES	0.67	0.67		
Engineer Tech II	1.00	1.00			City Engineering Manager	0.16	0.16		
Engineer Tech I	2.00	2.00			Power & Gas Manager	0.45	0.45		
	8.46	8.46			Project Engineer	1.00	1.00		
<b>Street</b>					Rate Analyst	0.45	0.45		
Assistant Public Works Director	0.25	0.25			Temporary Lineman	0.50	0.50		
Operations Analyst	0.10	0.10			Senior Electrical Engineer	1.00	1.00		
Foreperson	1.00	1.00			Engineering Tech - Light	2.00	2.00		
Heavy Equipment Operator	7.00	7.00			Total FTE	15.67	15.67		
Temp Crackfill Laborer	0.48	0.48			<b>Water Utility</b>				
Temp General Laborer	0.46	0.46			Assistant Public Works Director	0.25	0.25		
	Total FTE	9.29	9.29		Public Works & Utilities Director	0.14	0.14		
<b>Ellensburg Public Transit</b>					City Engineering Manager	0.28	0.28		
Public Works & Utilities Director	0.10	0.10			Operations Analyst	0.20	0.20		
Transit Manager	1.00	1.00			Temporary Labor	1.50	1.50		
	Total FTE	1.10	1.10		Cross Connection	1.00	1.00		
<b>Stormwater Utility</b>					Foreperson	1.00	1.00		
City Engineering Manager	0.10	0.10			Plant Maintenance	1.00	1.00		
Stormwater Utility Manager	1.00	1.00			Senior Pipeman	4.00	4.00		
Public Works & Utilities Director	0.14	0.14			Total FTE	9.37	9.37		
Stormwater Tech/Urban Horticulturist	1.00	1.00							
	Total FTE	2.24	2.24						

**CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET**

<b>Department/ Position</b>	<b>FTE '21 FTE '22</b>		<b>Department/ Position</b>	<b>FTE '21 FTE '22</b>	
	<b>Shop/ Warehouse</b>	<b>Shop/ Warehouse</b>		<b>Shop/ Warehouse</b>	<b>Shop/ Warehouse</b>
<b>Wastewater Utility</b>					
Assistant Public Works Director	0.25	0.25	Assistant Public Works Director	0.25	0.25
Public Works & Utilities Director	0.14	0.14	Public Works & Utilities Director	0.14	0.14
City Engineering Manager	0.25	0.25	City Engineering Manager	0.01	0.01
Operations Analyst	0.05	0.05	Operations Analyst	0.65	0.65
Collection Service	3.00	3.00	Equipment Mechanic	2.00	2.00
Foreperson	1.00	1.00	Sr. Equipment Mechanic	1.00	1.00
Lab-Tech. Operator	1.00	1.00	Foreman	1.00	1.00
T.P.O.	4.00	4.00	Temporary Labor	0.58	0.58
T.P.O. Plant Maintenance/TPO	3.00	3.00	Warehouseman	1.00	1.00
	Total FTE	12.69		Total FTE	6.63
<b>Natural Gas Utility</b>					
Assistant Utilities Director	0.70	0.70			
Gas Engineer	1.00	1.00			
Public Works & Utilities Director	0.14	0.14			
City Engineering Manager	0.13	0.13			
Operations Analyst - ES	0.33	0.33			
Summer Intern	0.42	0.42			
Power & Gas Manager	0.55	0.55			
Rate Analyst	0.55	0.55			
Engineering Specialist- Gas	1.00	1.00			
Gas Foreman	1.00	1.00			
Gas Journeyman	4.00	4.00			
Gas Meterman	1.00	1.00			
勞工	0.83	0.83			
Gas Serviceman	1.00	1.00			
	Total FTE	12.65			12.65

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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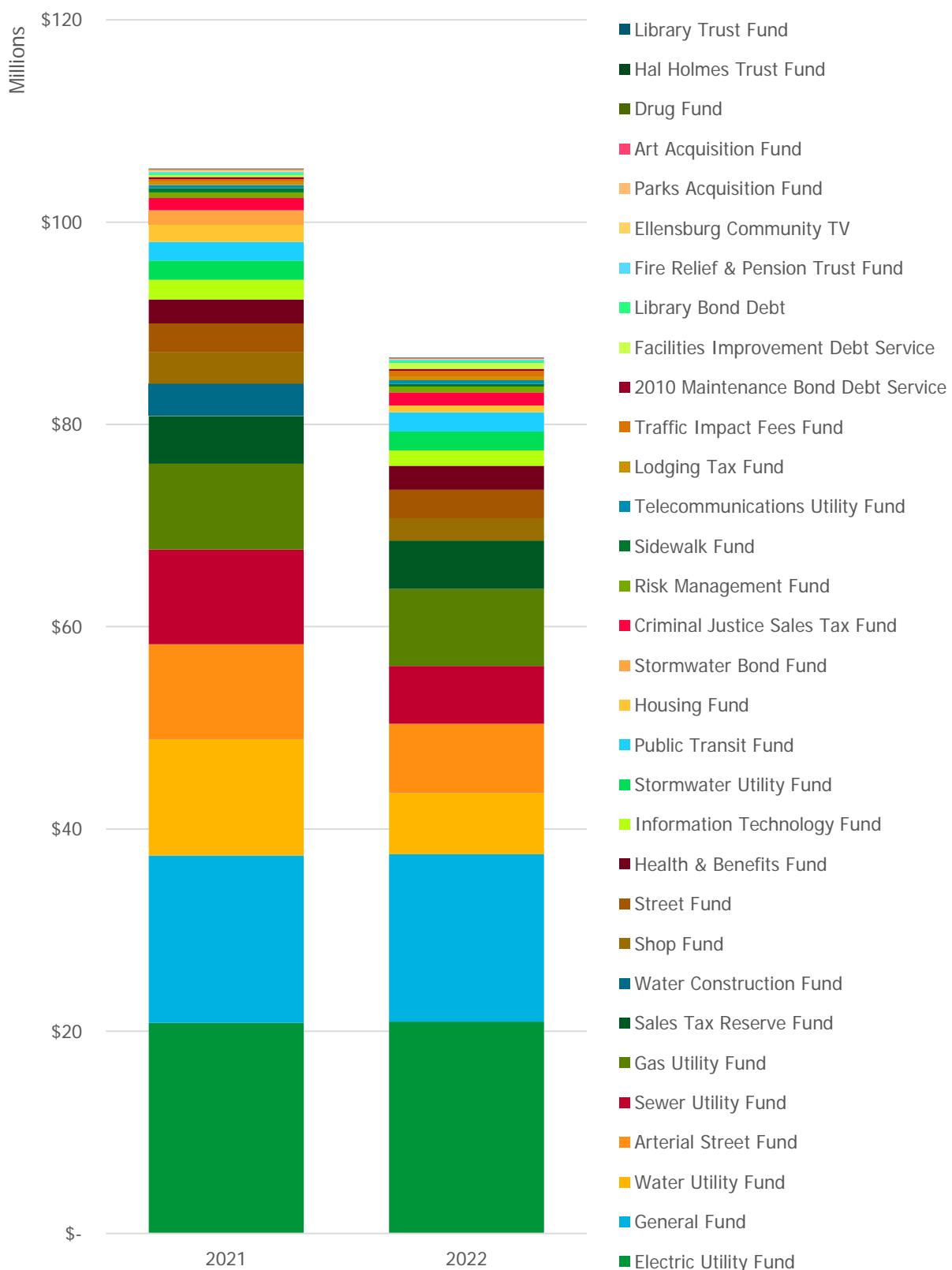
## Budget by Fund

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Annually Budgeted Resource Use by Fund



**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2021 Budget by Fund**

	General Fund	Street	Arterial Street	Traffic Impact Fee	Public Transit	Criminal Justice	Drug Fund	Sales Tax	Special Revenue Funds	
Available Resources										
Beginning Fund Balance	\$3,847,331	\$1,146,675	\$1,742,772	\$511,500	\$2,207,602	\$1,384,779	\$22,175	\$2,202,699		
Revenues										
Taxes	7,188,151	0	0	0	0	1,139,227	1,169,718	0	4,850,497	
Licences & Permits	797,983	0	5,050	0	0	0	0	0	0	0
Intergovt. Rev.	461,487	249,453	5,957,589	0	275,263	0	0	0	0	0
Charges for Services	4,164,171	483,463	0	375,118	75,000	0	0	0	0	0
Fines & Forfeits	152,900	0	0	0	0	0	3,100	0	0	0
Miscellaneous	192,125	9,600	7,500	11,500	19,200	400	0	5,000	0	5,000
Revenues Total	12,956,817	742,516	5,970,139	386,618	1,508,690	1,170,118	3,100	4,855,497		
Other Resources										
Transfers In	1,645,677	1,587,512	3,363,400	0	0	0	0	0	0	0
Long-Term Debt Issuance	0	0	0	0	0	0	0	0	0	0
Interfund Loan Repayment	0	0	0	0	0	0	0	0	0	0
Other Receipts										
Other Resources Total	1,645,677	1,587,512	3,363,400	0	0	0	0	0	0	0
Total Available Resources	18,449,825	3,476,703	11,076,311	898,118	3,716,292	2,554,897	25,275	7,058,196		
Uses of Resources										
Expenditures										
Salaries	7,815,062	773,589	0	0	117,065	686,103	0	0	0	0
Benefits	3,642,097	327,466	0	0	54,903	261,775	0	0	0	0
Services	2,491,783	694,058	1,656,000	55,000	1,362,915	72,033	0	0	0	0
Supplies	415,086	623,393	200,000	0	174,246	173,033	15,000	0	0	0
Intergovt.	1,135,450	125,815	0	0	0	0	0	0	0	0
Capital Outlay	82,791	50,000	7,568,000	0	76,500	40,000	0	0	0	0
Debt Service	312,754	0	0	0	0	0	0	0	0	0
Interfund	672,236	271,473	20,000	5,000	53,233	0	0	0	0	0
Expenditures Total	16,567,259	2,865,794	9,444,000	60,000	1,838,862	1,232,944	15,000	0	0	0
Other Uses										
Transfers Out	0	0	0	212,400	0	0	0	4,715,073		
Other Uses Total	0	0	0	212,400	0	0	0	4,715,073		
Total Uses of Resources	16,567,259	2,865,794	9,444,000	272,400	1,838,862	1,232,944	15,000	4,715,073		
Change in Fund Balance	-1,964,765	-535,766	-110,461	114,218	-330,172	-62,826	-11,900	140,424		
Ending Fund Balance	\$1,882,566	\$610,909	\$1,632,311	\$625,718	\$1,877,430	\$1,321,953	\$10,275	\$2,343,123		

# 2021

## 2021 Budget by Fund – Continued

	CATV Operations	Parks Acquisition	Art Acquisition	Lodging Tax	Housing Fund	Cap. Imp. Debt	Maintenance Bond	Library Bond	Sidewalk	Cap. Imp.
Available Resources										
Beginning Fund Balance	\$101,342	\$477,702	\$47,040	\$214,043	\$1,391,269	\$0	\$39,772	\$96,423	\$359,280	
Revenues										
Taxes	74,475	0	0	360,000	568,547	0	0	175,000	280,000	
Licences & Permits	5,945	0	0	0	0	0	0	0	0	
Intergovt. Rev.	0	281,711	0	0	0	0	0	0	0	
Charges for Services	0	265,000	900	0	0	0	0	0	0	
Fines & Forfeits	0	0	0	0	0	0	0	0	0	
Miscellaneous	0	0	500	1,000	0	0	0	0	26,000	
Revenues Total	80,420	546,711	1,400	361,000	568,547	0	0	175,000	306,000	
Other Resources										
Transfers In										
Long-Term Debt Issuance	0	0	50,000	0	0	203,184	217,700	0	0	
Interfund Loan Repayment	0	0	0	0	0	0	0	0	0	
Other Receipts	0	0	0	0	0	0	0	0	0	
Other Resources Total	0	0	50,000	0	0	203,184	217,700	0	0	
Total Available Resources	181,762	1,024,413	98,440	575,043	1,959,816	203,184	257,472	271,423	665,280	
Uses of Resources										
Expenditures										
Salaries	0	0	12,864	0	0	0	0	0	0	
Benefits	0	0	2,714	0	0	0	0	0	0	
Services	80,000	0	46,495	247,051	1,705,000	0	0	0	60,000	
Supplies	0	0	520	0	17,500	0	0	0	0	
Intergovt	5,000	0	0	55,300	0	0	0	0	0	
Capital Outlay	0	100,000	0	0	0	0	0	0	210,000	
Debt Service	0	0	0	0	0	203,184	217,700	181,100	0	
Interfund	19,171	0	0	0	0	0	0	0	3,000	
Expenditures Total	104,171	100,000	62,593	302,351	1,722,500	203,184	217,700	181,100	273,000	
Other Uses										
Transfers Out	0	0	0	0	0	0	0	0	140,000	
Other Uses Total	0	0	0	0	0	0	0	0	140,000	
Total Uses of Resources	104,171	100,000	62,593	302,351	1,722,500	203,184	217,700	181,100	413,000	
Change in Fund Balance	-23,751	446,711	-11,193	58,649	-1,153,953	0	0	-6,100	-107,000	
Ending Fund Balance	\$77,591	\$924,413	\$35,847	\$272,692	\$237,316	\$0	\$39,772	\$90,323	\$252,280	

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2021**

	Stormwater	Stormwater Bond	Telecom	Natural Gas	Light	Water	Wastewater	Utility Funds
Available Resources								
Beginning Fund Balance	\$1,004,402	\$116,388	\$237,329	\$1,936,934	\$8,908,056	\$5,737,030	\$3,130,696	
Revenues								
Taxes	0	0	0	0	0	0	0	0
Licences & Permits	0	0	0	0	0	0	400	0
Intergovt. Rev.	69,202	0	0	0	0	0	0	0
Charges for Services	1,507,790	0	355,214	7,008,727	18,972,457	5,318,759	4,585,378	
Fines & Forfeits	0	0	0	0	0	0	0	0
Miscellaneous	13,000	0	687	24,000	113,647	528,153	281,039	
Revenues Total	1,589,992	0	355,901	7,032,727	19,086,105	5,847,312	4,866,417	
Other Resources								
Transfers In								
Long-Term Debt Issuance	0	0	0	0	0	3,200,000	76,987	
Interfund Loan Repayment	0	1,283,612	0	800,000	0	5,178,000	3,853,000	
Other Receipts	0	0	0	0	309,657	0	0	0
Other Resources Total	0	1,283,612	0	800,000	309,657	8,378,000	3,929,987	
Total Available Resources	2,594,395	1,400,000	593,229	9,769,661	28,303,818	19,962,342	11,927,100	
Uses of Resources								
Expenditures								
Salaries	208,914	0	21,021	1,167,095	1,645,175	643,768	906,999	
Benefits	101,530	0	9,363	469,832	663,497	311,799	434,278	
Services	296,874	0	119,787	1,365,894	6,325,776	2,423,960	2,006,785	
Supplies	73,752	0	200	3,126,418	9,342,118	267,521	228,000	
Intergovt	0	0	0	0	0	0	600	
Capital Outlay	0	0	115,000	1,127,500	445,000	6,013,380	4,163,000	
Debt Service	145,493	0	19,073	104,230	602,625	608,209	434,576	
Interfund	1,069,748	0	29,049	1,132,464	1,785,159	1,182,853	1,166,355	
Expenditures Total	1,896,311	0	313,493	8,493,433	20,809,350	11,451,490	9,340,593	
Other Uses								
Transfers Out	0	1,400,000	0	0	0	3,200,000	0	
Other Uses Total	0	1,400,000	0	0	0	3,200,000	0	
Total Uses of Resources	1,896,311	313,493	8,493,433	20,809,350	14,651,490	9,340,593		
Change in Fund Balance	-306,319	42,408	-660,706	-1,413,588	-426,179	-544,190		
Ending Fund Balance	\$698,084	\$116,388	\$279,737	\$1,276,229	\$7,494,468	\$5,310,851	\$2,586,507	

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2021 Budget by Fund – Continued**

	Shop/ Warehouse	Health & Benefits	Risk Management	Info. Tech.	Library Trust	Hal Holmes Trust	Fiduciary Funds
<b>Available Resources</b>							
Beginning Fund Balance	\$7,748,130	\$733,475	\$1,152,332	\$630,435	\$295,246	\$456,599	\$448,381
<b>Revenues</b>							
Taxes	0	0	0	0	0	0	0
Licences & Permits	0	0	0	0	0	0	0
Intergovt. Rev.	0	0	0	0	0	0	21,088
Charges for Services	2,263,790	2,274,280	683,102	1,948,438	0	0	141,081
Fines & Forfeits	0	0	0	0	0	0	0
Miscellaneous	114,600	225,000	3,800	0	6,900	10,000	3,000
<b>Revenues Total</b>	2,378,390	2,499,280	686,902	1,948,438	6,900	10,000	165,169
<b>Other Resources</b>							
<b>Transfers In</b>							
Long-Term Debt Issuance	0	0	0	0	0	0	0
Interfund Loan Repayment	0	0	0	0	0	0	0
Other Receipts	0	0	0	0	0	0	0
<b>Other Resources Total</b>	0	0	0	0	0	0	0
<b>Total Available Resources</b>	10,126,520	3,232,756	1,839,234	2,578,873	302,146	466,599	613,550
<b>Uses of Resources</b>							
<b>Expenditures</b>							
Salaries	467,931	0	0	410,092	0	0	45,241
Benefits	231,693	2,500	0	185,205	0	0	48,328
Services	309,664	2,375,108	543,816	541,495	400	0	11,275
Supplies	429,000	0	0	154,230	2,000	0	23,100
Intergovt	0	0	0	0	0	0	0
Capital Outlay	1,495,445	0	0	658,500	6,400	0	0
Debt Service	0	0	0	0	0	0	0
Interfund	162,265	0	0	0	0	0	0
<b>Expenditures Total</b>	3,095,998	2,377,608	543,816	1,949,522	8,800	0	127,944
<b>Other Uses</b>							
Transfers Out	0	0	0	0	0	10,000	0
<b>Other Uses Total</b>	0	0	0	0	0	10,000	0
<b>Total Uses of Resources</b>	3,095,998	2,377,608	543,816	1,949,522	8,800	10,000	127,944
<b>Change in Fund Balance</b>	-717,608	121,672	143,086	-1,084	-1,900	0	37,225
<b>Ending Fund Balance</b>	\$7,030,522	\$855,148	\$1,295,418	\$629,351	\$293,346	\$456,599	\$485,606

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2022 Budget by Fund**

General Fund	Street	Arterial Street	Traffic Impact Fee	Public Transit	Criminal Justice	Drug Fund	Sales Tax	Special Revenue Funds	
Beginning Fund Balance	\$1,882,566	\$610,909	\$1,632,311	\$625,718	\$1,877,430	\$1,321,980	\$10,275	\$2,343,123	
Revenues									
Taxes	7,259,166	0	0	0	1,139,227	1,169,718	0	4,850,497	
Licences & Permits	797,483	0	5,250	0	0	0	0	0	0
Intergovt. Rev.	461,487	249,040	5,389,366	0	0	0	0	0	0
Charges for Services	4,295,854	484,463	0	375,118	75,000	0	0	0	0
Fines & Forfeits	256,400	0	0	0	0	0	0	0	0
Miscellaneous	200,873	9,600	7,500	11,500	20,200	400	0	3,100	0
Revenues Total	13,271,263	743,103	5,402,116	386,618	1,234,427	1,170,118	3,100	4,855,497	
Other Resources									
Transfers In									
Long-Term Debt Issuance	1,775,677	1,868,067	1,047,000	0	0	0	0	0	0
Interfund Loan Repayment	0	0	0	0	0	0	0	0	0
Other Receipts	0	0	0	0	0	0	0	0	0
Other Resources Total	1,775,677	1,868,067	1,047,000	0	0	0	0	0	0
Total Available Resources	16,929,507	3,222,080	8,081,427	1,012,336	3,111,857	2,492,098	13,375	7,198,620	
Uses of Resources									
Expenditures									
Salaries	8,023,001	760,773	0	0	117,064	718,244	0	0	0
Benefits	3,698,239	329,134	0	0	56,408	274,950	0	0	0
Services	2,493,469	696,708	1,120,000	25,000	1,384,050	78,693	0	0	0
Supplies	422,724	624,443	0	0	174,246	173,033	11,699	0	0
Intergovt	1,135,450	126,815	0	0	0	0	0	0	0
Capital Outlay	132,991	0	5,730,000	0	100,000	42,000	0	0	0
Debt Service	0	0	0	0	0	0	0	0	0
Interfund	650,385	275,482	20,000	5,000	53,190	0	0	0	0
Expenditures Total	16,556,260	2,813,355	6,870,000	30,000	1,884,958	1,286,920	11,699	0	0
Other Uses									
Transfers Out	0	0	0	564,000	0	0	0	0	4,786,871
Other Uses Total	0	0	0	564,000	0	0	0	0	4,786,871
Total Uses of Resources	16,556,260	2,813,355	6,870,000	594,000	1,884,958	1,286,920	11,699	4,786,871	
Change in Fund Balance	-1,509,319	-202,185	-420,884	-207,382	-650,531	-116,802	-8,599	68,626	
Ending Fund Balance	\$373,247	\$408,725	\$1,211,427	\$418,336	\$1,226,899	\$1,205,178	\$1,676	\$2,411,749	

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2022 Budget by Fund – Continued**

	CATV Operations	Parks Acquisition	Art Acquisition	Lodging Tax	Housing Fund	Cap. Imp. Debt	Maintenance Bond	Library Bond	Sidewalk	Cap. Imp.
<b>Available Resources</b>										
Beginning Fund Balance	\$77,591	\$924,413	\$35,847	\$272,692	\$237,316	\$0	\$39,772	\$90,323	\$252,280	
<b>Revenues</b>										
Taxes	74,476	0	0	400,000	568,547	0	0	175,000	280,000	
Licences & Permits	5,945	0	0	0	0	0	0	0	0	0
Intergovt. Rev.	0	1,711	0	0	0	0	0	0	0	0
Charges for Services	0	265,000	900	0	0	0	0	0	0	0
Fines & Forfeits	0	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	500	1,000	0	0	0	0	26,000	
<b>Revenues Total</b>	80,421	266,711	1,400	401,000	568,547	0	0	175,000	306,000	
<b>Other Resources</b>										
<b>Transfers In</b>										
Long-Term Debt Issuance	0	0	50,000	0	0	562,327	212,800	0	0	0
Interfund Loan Repayment	0	0	0	0	0	0	0	0	0	0
Other Receipts	0	0	0	0	0	0	0	0	0	0
<b>Other Resources Total</b>	0	0	50,000	0	0	562,327	212,800	0	0	0
<b>Total Available Resources</b>	158,012	1,191,124	87,247	673,692	805,863	562,327	252,572	265,323	558,280	
<b>Uses of Resources</b>										
<b>Expenditures</b>										
Salaries	0	0	12,566	0	0	0	0	0	0	0
Benefits	0	0	2,653	0	0	0	0	0	0	0
Services	80,000	0	46,495	259,388	490,000	0	0	0	60,000	
Supplies	0	0	520	0	17,500	0	0	0	0	0
Intergovt	5,000	0	0	60,925	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	195,000	
Debt Service	0	0	0	0	175,000	562,327	212,800	186,000	0	
Interfund	16,340	0	0	0	0	0	0	0	3,000	
<b>Expenditures Total</b>	101,340	0	62,234	320,313	682,500	562,327	212,800	186,000	258,000	
<b>Other Uses</b>										
Transfers Out	0	0	0	0	0	0	0	0	15,000	
Other Uses Total	0	0	0	0	0	0	0	0	15,000	
<b>Total Uses of Resources</b>	101,340	0	62,234	320,313	682,500	562,327	212,800	186,000	273,000	
<b>Change in Fund Balance</b>	-20,919	266,711	-10,834	80,687	-113,953	0	0	-11,000	33,000	
<b>Ending Fund Balance</b>	\$56,672	\$1,191,124	\$25,013	\$353,379	\$123,363	\$0	\$39,772	\$79,323	\$285,280	

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2022 Budget by Fund – Continued**

		Utility Funds				
	Stormwater	Telecom	Natural Gas	Light	Water	Wastewater
Available Resources						
Beginning Fund Balance	\$698,084	\$279,737	\$1,276,229	\$7,494,468	\$5,360,851	\$2,586,507
Revenues						
Taxes	0	0	0	0	0	0
Licences & Permits	0	0	0	0	400	0
Intergovt. Rev.	0	0	0	0	0	0
Charges for Services	1,507,790	355,214	7,024,904	19,110,172	5,318,952	4,585,378
Fines & Forfeits	0	0	0	0	0	0
Miscellaneous	13,000	687	24,000	116,598	528,153	281,039
Revenues Total	1,520,790	355,901	7,048,904	19,226,770	5,847,505	4,866,417
Other Resources						
Transfers In						
Long-Term Debt Issuance	0	0	0	0	0	76,987
Interfund Loan Repayment	0	0	0	0	300,000	500,000
Other Receipts	0	0	0	0	0	0
Other Resources Total	0	0	0	0	300,000	576,987
Total Available Resources	2,218,874	635,638	8,325,133	26,721,238	11,508,356	8,029,910
Uses of Resources						
Expenditures						
Salaries	212,123	21,115	1,213,748	1,662,825	652,569	901,664
Benefits	105,059	9,628	482,563	684,872	321,733	447,825
Services	298,474	119,787	1,314,078	4,421,086	2,212,590	1,468,085
Supplies	73,752	200	3,131,624	9,674,602	270,721	233,000
Intergovt	0	0	0	0	0	600
Capital Outlay	0	150,000	329,000	2,203,400	835,000	1,155,000
Debt Service	360,835	19,073	104,230	602,125	608,537	394,928
Interfund	838,413	25,094	1,026,075	1,700,822	1,119,289	1,128,380
Expenditures Total	1,888,656	344,897	7,601,318	20,949,732	6,020,439	5,729,482
Other Uses						
Transfers Out	0	0	0	0	0	0
Other Uses Total	0	0	0	0	0	0
Total Uses of Resources	1,888,656	344,897	7,601,318	20,949,732	6,020,439	5,729,482
Change in Fund Balance	-367,865	11,004	-552,414	-1,722,962	127,065	-286,079
Ending Fund Balance	\$330,218	\$290,741	\$723,815	\$5,771,506	\$5,487,917	\$2,300,428

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2022 Budget by Fund – Continued**

	Shop/ Warehouse	Health & Benefits	Risk Management	Info. Tech.	Library Trust	Fiduciary Funds
Available Resources						
Beginning Fund Balance	\$7,030,522	\$855,148	\$1,295,418	\$629,351	\$293,346	\$456,599
Revenues						\$485,606
Taxes	0	0	0	0	0	0
Licences & Permits	0	0	0	0	0	0
Intergovt. Rev.	0	0	0	0	0	21,088
Charges for Services	2,296,310	2,384,441	683,102	1,539,046	0	141,081
Fines & Forfeits	0	0	0	0	0	0
Miscellaneous	117,600	225,000	3,800	0	7,500	10,000
Revenues Total	2,413,910	2,609,441	686,902	1,539,046	7,500	10,000
Other Resources						165,169
Transfers In						
Long-Term Debt Issuance	0	0	0	0	0	0
Interfund Loan Repayment	0	0	0	0	0	0
Other Receipts	0	0	0	0	0	0
Other Resources Total	0	0	0	0	0	0
Total Available Resources	9,444,432	3,464,589	1,982,320	2,168,397	300,846	466,599
Uses of Resources						
Expenditures						
Salaries	456,258	0	0	416,558	0	0
Benefits	238,477	2,500	0	191,755	0	0
Services	280,064	2,375,108	592,939	533,038	400	0
Supplies	354,500	0	0	143,590	2,000	0
Intergovt	0	0	0	0	0	0
Capital Outlay	720,000	0	0	223,500	6,400	0
Debt Service	0	0	0	0	0	0
Interfund	154,647	0	0	0	0	0
Expenditures Total	2,203,946	2,377,608	592,939	1,508,441	8,800	0
Other Uses						
Transfers Out	0	0	0	0	0	10,000
Other Uses Total	0	0	0	0	0	0
Total Uses of Resources	2,203,946	2,377,608	592,939	1,508,441	8,800	10,000
Change in Fund Balance	209,964	231,833	93,963	30,605	-1,300	0
Ending Fund Balance	\$7,240,486	\$1,086,981	\$1,389,381	\$659,956	\$292,046	\$456,599
						\$518,154

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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**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**

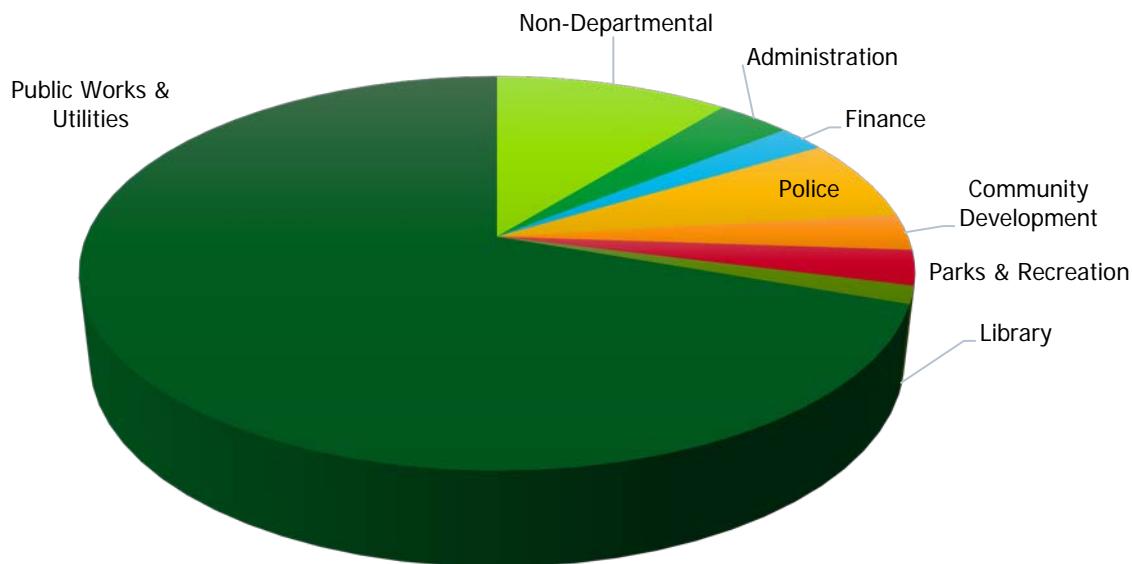
- General Fund - Community Development
- Housing & Related Services Fund

#### **Parks & Recreation**

- General Fund - Parks & Recreation
- Parks Acquisition Fund

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### City Total Summary by Department 2021 & 2022

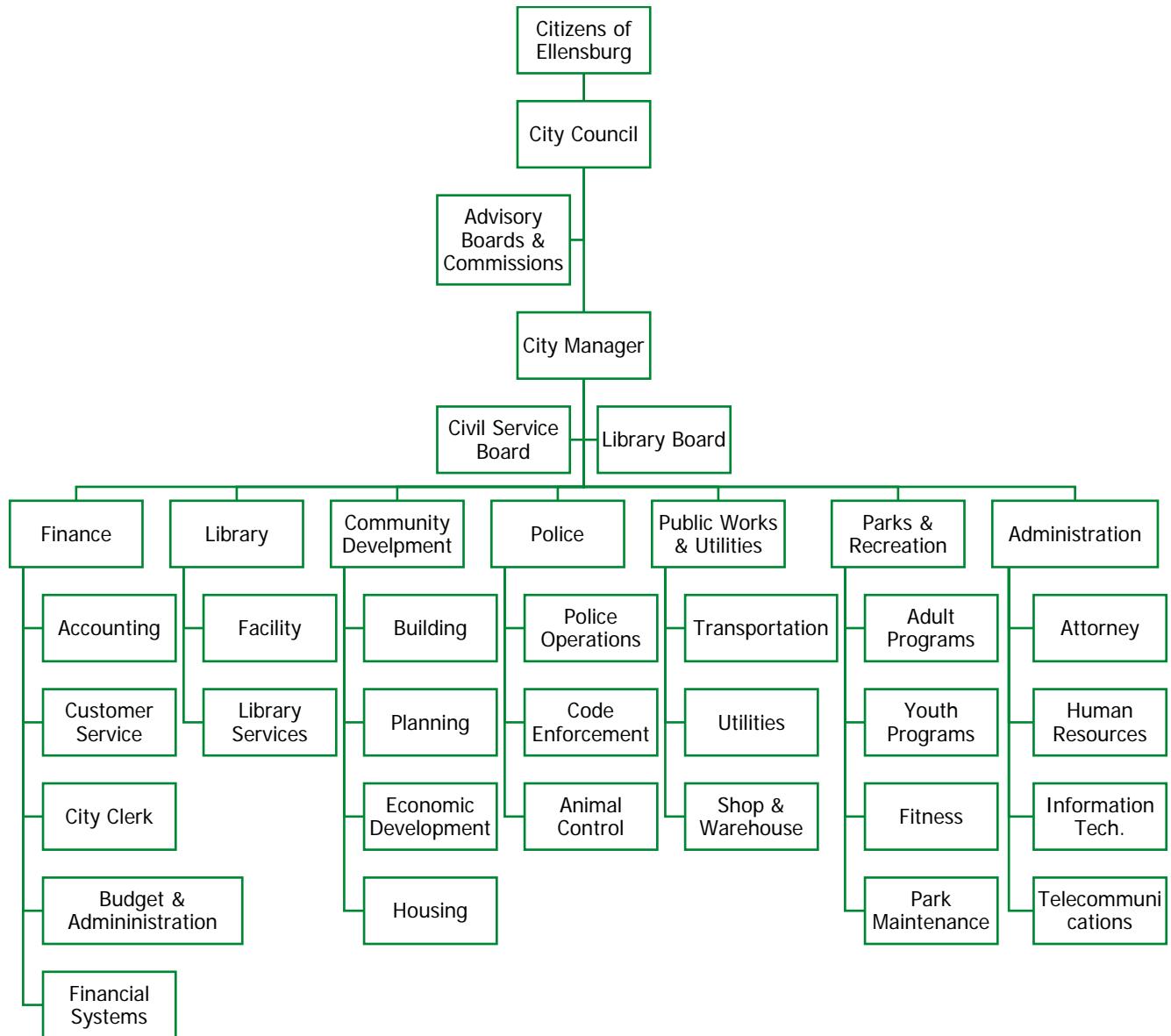


### 2021/2022 Budgeted Expenditures by Department

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

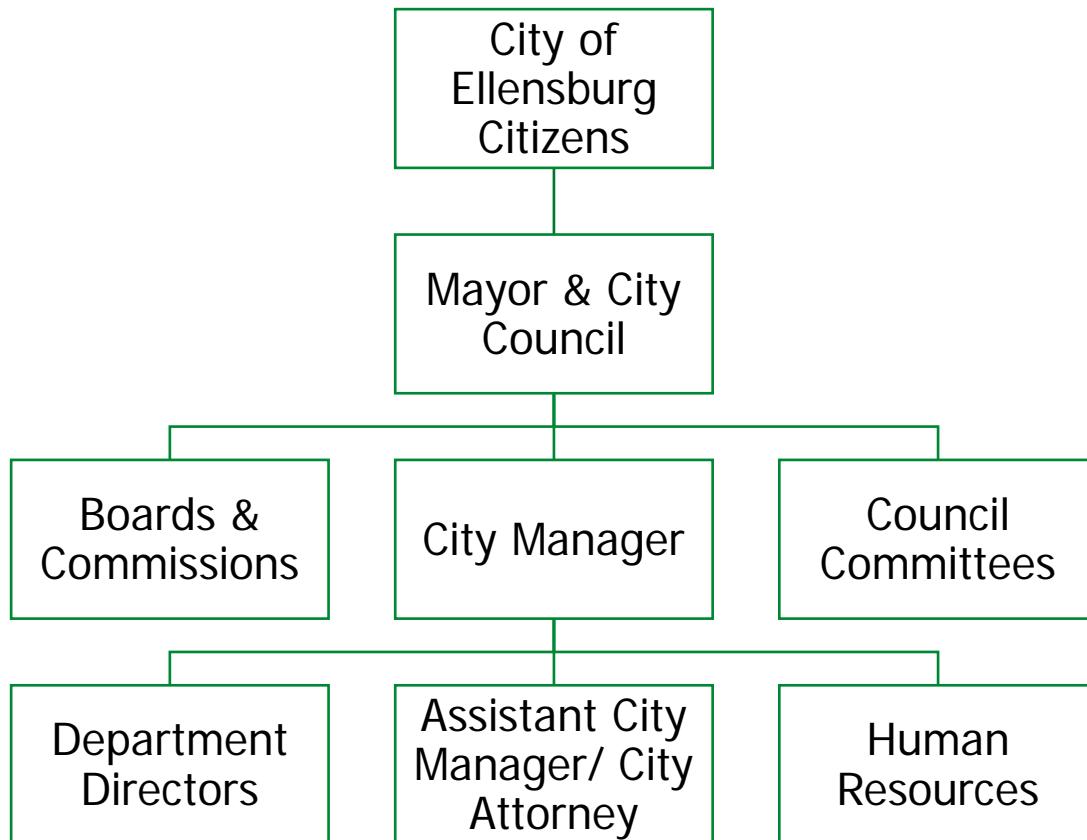


## Non-Departmental

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	-	<a href="mailto:citycouncil@ci.ellensburg.wa.us">citycouncil@ci.ellensburg.wa.us</a>
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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>9,247,394</b>	<b>10,420,815</b>	<b>10,883,915</b>	<b>9,548,156</b>	<b>9,749,171</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,452,218</b>	<b>1,703,007</b>	<b>1,676,941</b>	<b>1,646,104</b>	<b>1,255,784</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,452,218</b>	<b>1,703,007</b>	<b>1,676,941</b>	<b>1,646,104</b>	<b>1,255,784</b>
<b>Contribution to/(from) fund balance</b>	<b>\$7,795,175</b>	<b>\$8,717,808</b>	<b>\$9,206,973</b>	<b>\$7,902,052</b>	<b>\$8,493,387</b>

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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
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

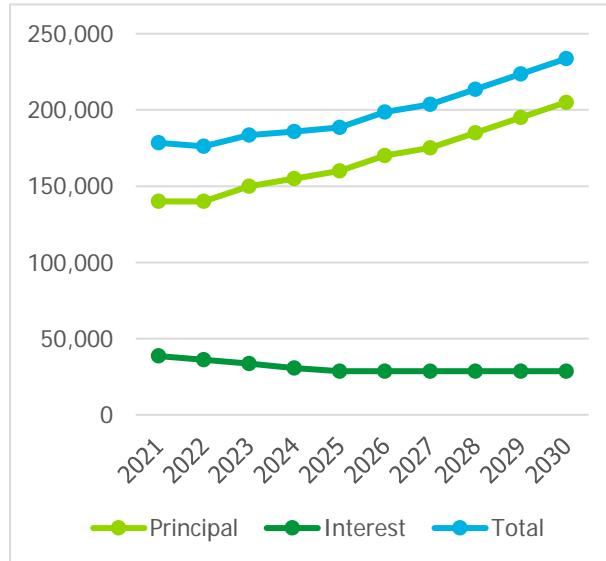
Department: Non-Departmental      Fund: 2010 GO Debt Fund      Account #: 200-225

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
<b>Revenues</b>					
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
<b>Expenditures by Object</b>					
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
<b>Total</b>	<b>\$1,930,000</b>	<b>\$395,512</b>	<b>\$2,325,512</b>



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

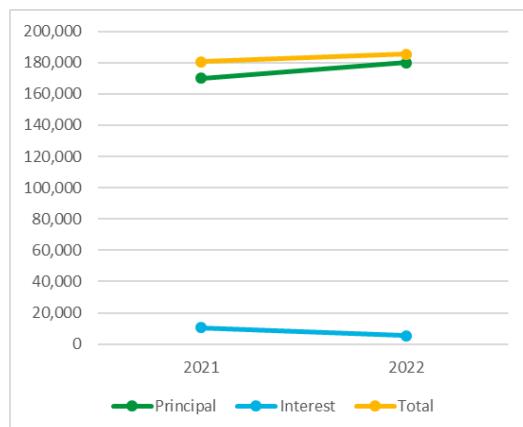
	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxes	\$175,720	\$176,107	\$175,000	\$175,000	\$175,000
Total Revenues	175,720	176,107	175,000	175,000	175,000
Expenditures by Object					
Debt Service	164,150	170,100	175,900	181,100	186,000
Total Expenditures	164,150	170,100	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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>2,263,871</b>	<b>2,334,485</b>	<b>2,301,143</b>	<b>2,499,280</b>	<b>2,609,441</b>
 <b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>2,480,571</b>	<b>2,440,094</b>	<b>2,814,621</b>	<b>2,377,608</b>	<b>2,377,608</b>
 <b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>2,480,571</b>	<b>2,440,094</b>	<b>2,814,621</b>	<b>2,377,608</b>	<b>2,377,608</b>
 <b>Contribution to/(from) fund balance</b>	<b>(\$216,700)</b>	<b>(\$105,609)</b>	<b>(\$513,478)</b>	<b>\$121,672</b>	<b>\$231,833</b>

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.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### 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
<b>Revenues</b>						
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
<b>Total Revenues</b>		<b>682,719</b>	<b>712,505</b>	<b>686,902</b>	<b>686,902</b>	<b>686,902</b>
<b>Expenditures by Object</b>						
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
<b>Total Expenditures</b>		<b>452,270</b>	<b>429,445</b>	<b>798,842</b>	<b>543,816</b>	<b>592,939</b>
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
<b>Revenues</b>						
Miscellaneous Revenues		\$15,077	\$17,544	\$10,000	\$10,000	\$10,000
<b>Total Revenues</b>		<b>15,077</b>	<b>17,544</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenditures by Object</b>						
Services		15,077	0	10,000	10,000	10,000
<b>Total Expenditures</b>		<b>15,077</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
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
<b>Revenues</b>					
Intergovernmental Revenues	\$21,279	\$21,436	\$21,088	\$21,088	\$21,088
Miscellaneous Revenues	146,887	153,056	144,081	144,081	144,081
<b>Total Revenues</b>	<b>168,166</b>	<b>174,493</b>	<b>165,169</b>	<b>165,169</b>	<b>165,169</b>
 <b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>117,205</b>	<b>142,403</b>	<b>142,351</b>	<b>127,944</b>	<b>132,622</b>
 <b>Contribution to/(from) fund balance</b>	<b>\$50,961</b>	<b>\$32,089</b>	<b>\$22,818</b>	<b>\$37,225</b>	<b>\$32,547</b>

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.

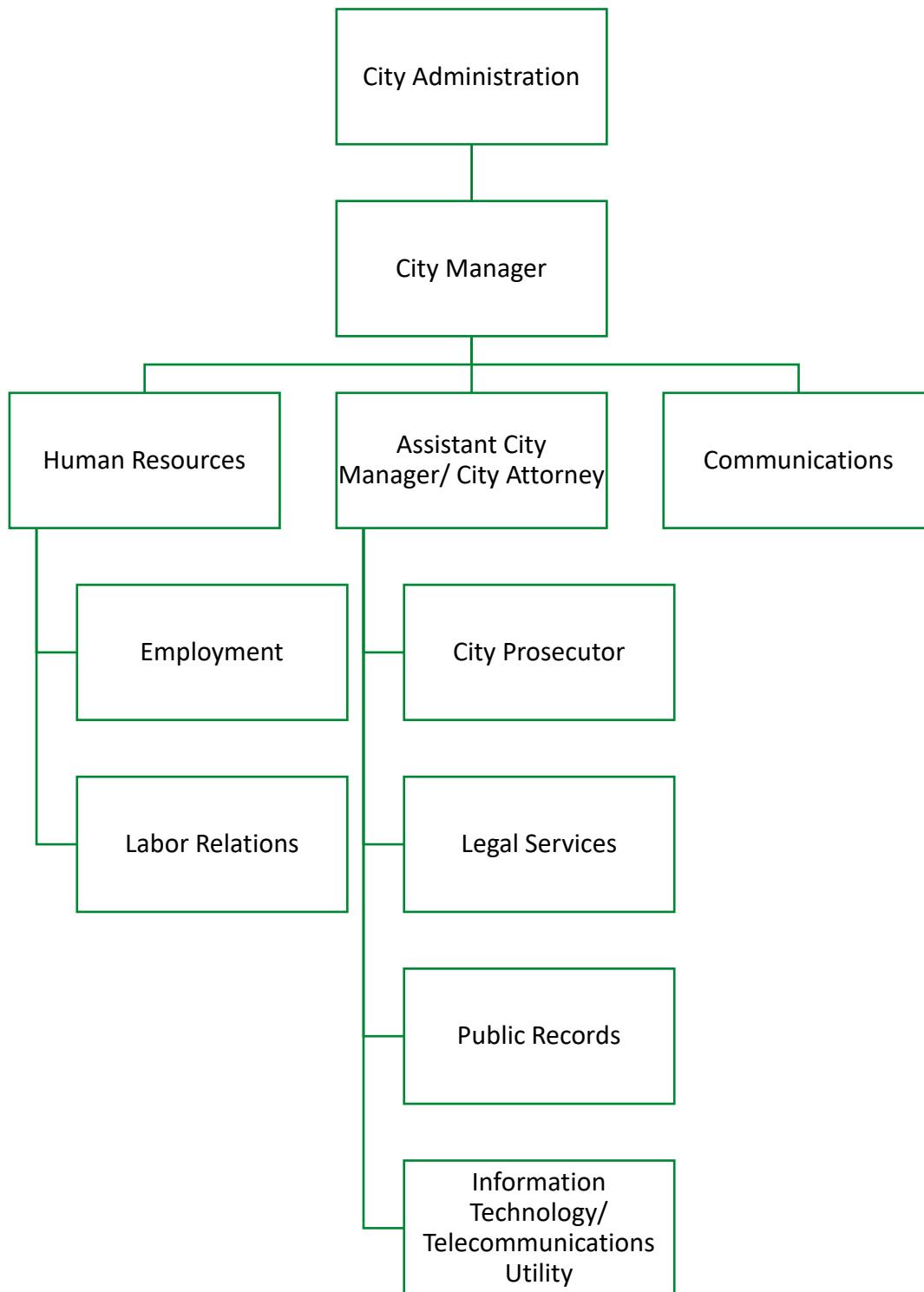
## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>554,122</b>	<b>495,183</b>	<b>670,615</b>	<b>669,244</b>	<b>692,154</b>
<b>Expenditure by Object</b>					
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
<b>Total Expenditures</b>	<b>1,041,435</b>	<b>1,086,079</b>	<b>1,275,604</b>	<b>1,217,306</b>	<b>1,225,957</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,041,435</b>	<b>1,086,079</b>	<b>1,275,604</b>	<b>1,217,306</b>	<b>1,225,957</b>
<b>Contribution to/(from) fund balance</b>	<b>(\$487,313)</b>	<b>(\$590,895)</b>	<b>(\$604,988)</b>	<b>(\$548,062)</b>	<b>(\$533,803)</b>

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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>214,233</b>	<b>365,314</b>	<b>340,744</b>	<b>355,901</b>	<b>355,901</b>
 <b>Expenditure by Object</b>					
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
<b>Total Expenditures</b>	<b>191,988</b>	<b>282,277</b>	<b>289,231</b>	<b>313,493</b>	<b>344,897</b>
 <b>Contribution to/(from) fund balance</b>					
	\$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
<b>Revenues</b>					
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			
<b>Total Revenues</b>	<b>1,062,775</b>	<b>1,244,021</b>	<b>1,210,749</b>	<b>1,948,438</b>	<b>1,539,046</b>
 <b>Expenditure by Object</b>					
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
<b>Total Expenditures</b>	<b>1,039,468</b>	<b>973,328</b>	<b>1,709,532</b>	<b>1,949,522</b>	<b>1,508,441</b>
 <b>Expenditures</b>					
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
<b>Total Expenditures</b>	<b>1,039,468</b>	<b>973,328</b>	<b>1,709,532</b>	<b>1,949,522</b>	<b>1,508,441</b>
 <b>Contribution to/(from) fund balance</b>	<b>\$23,306</b>	<b>\$270,693</b>	<b>(\$498,783)</b>	<b>(\$1,084)</b>	<b>\$30,605</b>

## 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

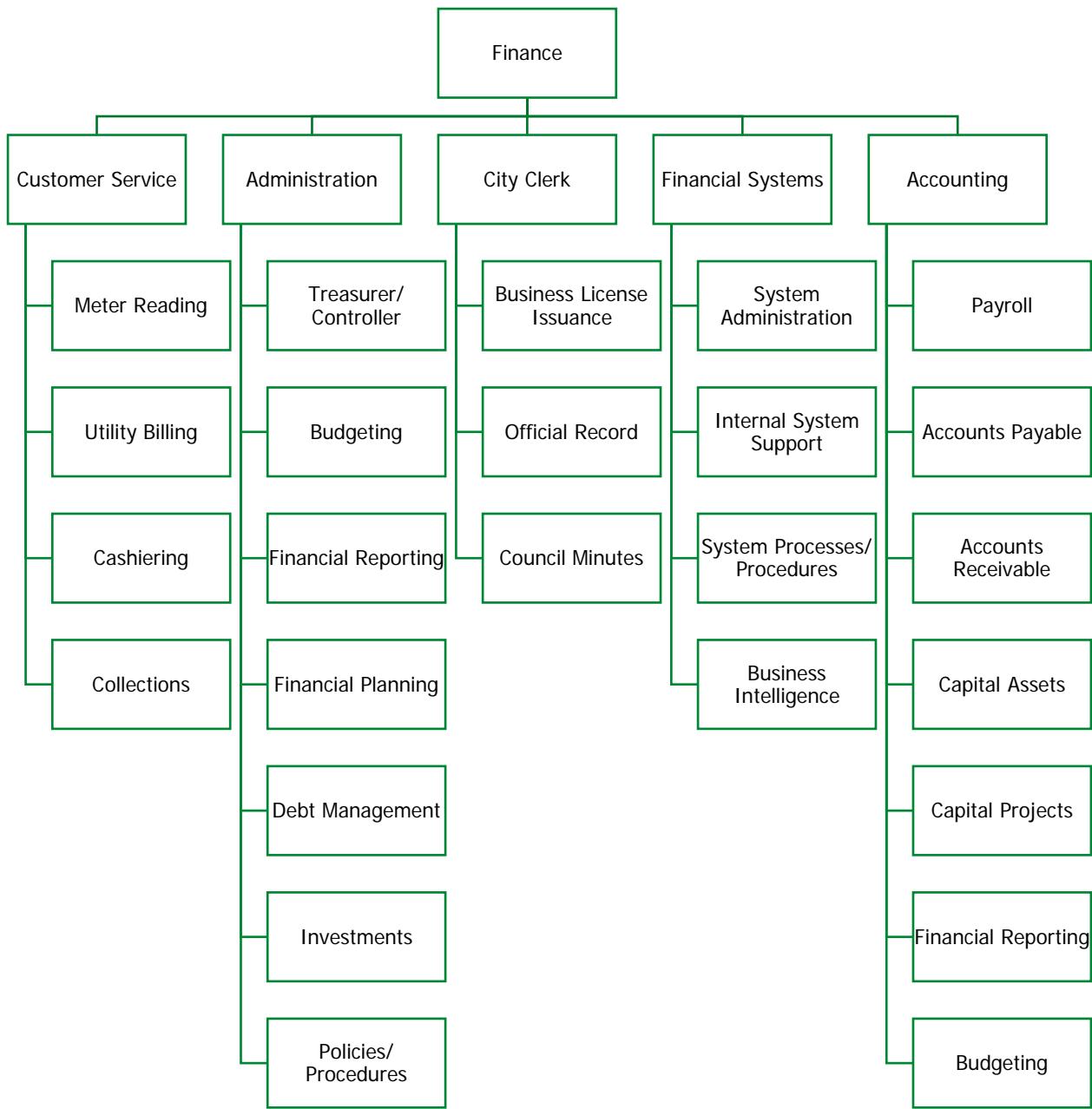
## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- 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.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET



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

**Accounting Division** provides accounting services to all City departments, 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
<b>* Measurement methodology changed beginning 2018</b>								

## 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>1,914,756</b>	<b>1,746,274</b>	<b>1,745,173</b>	<b>1,880,001</b>	<b>1,980,607</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,819,711</b>	<b>1,856,478</b>	<b>2,013,469</b>	<b>2,077,666</b>	<b>2,108,998</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,819,711</b>	<b>1,856,478</b>	<b>2,013,469</b>	<b>2,077,666</b>	<b>2,108,998</b>
<b>Contribution to/(from) fund balance</b>	<b>\$95,044</b>	<b>(\$110,203)</b>	<b>(\$268,295)</b>	<b>(\$197,665)</b>	<b>(\$128,391)</b>

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:

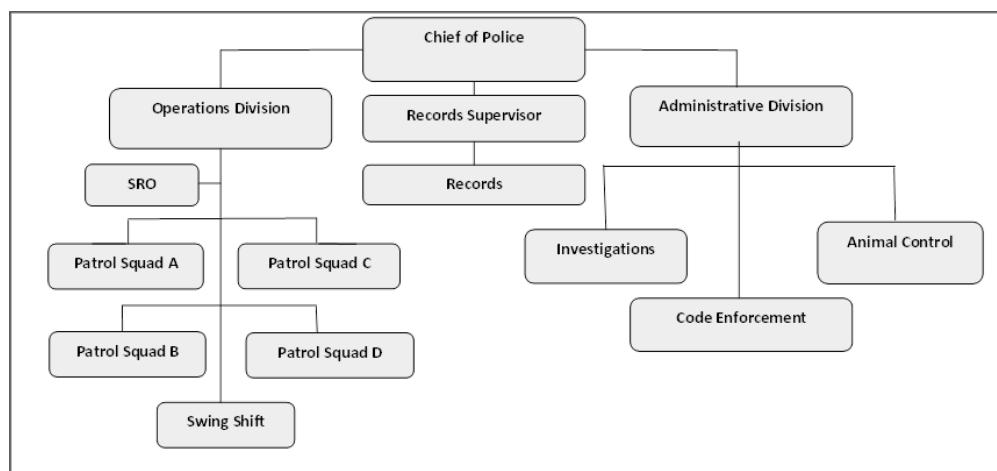
1. Reduce crime and improve traffic safety within our community.
2. Provide quality community services.
3. Provide leadership and resources.
4. Build trust within our community.

## 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.

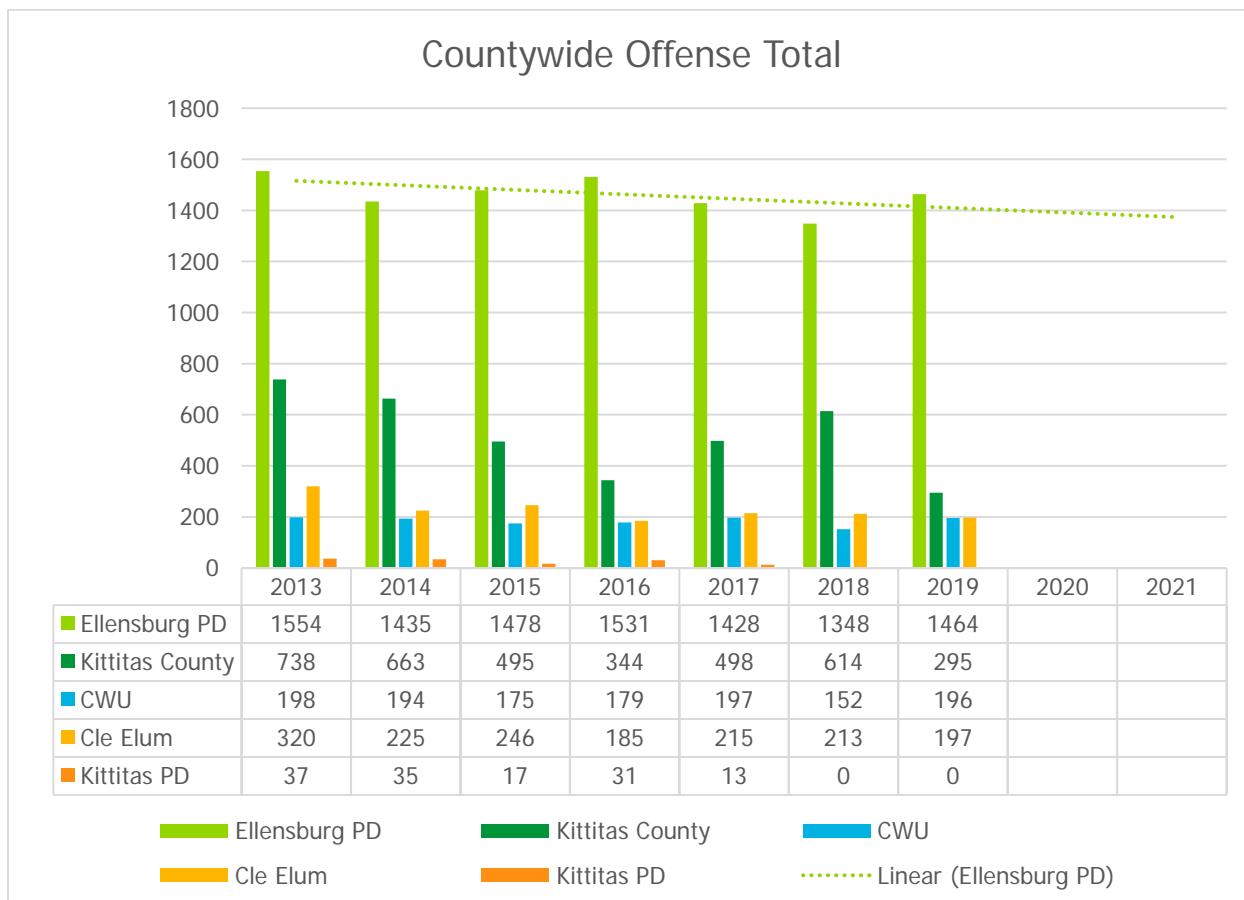
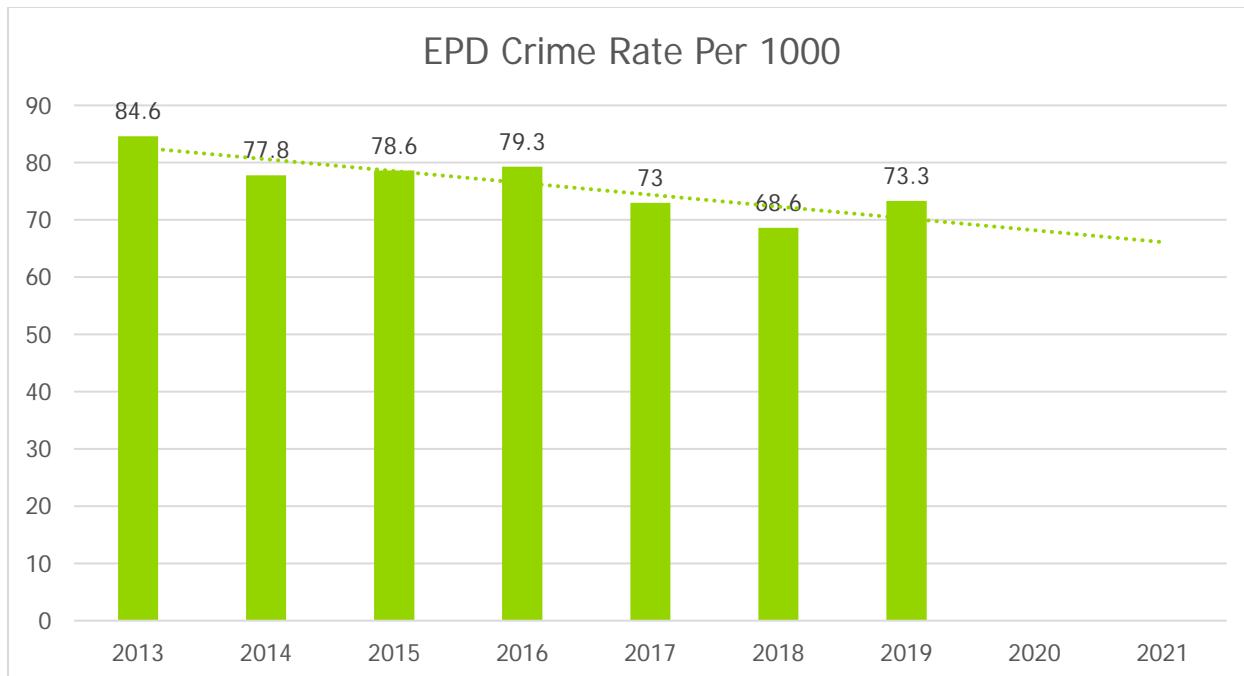
The Animal Control and Shelter is a division of the Ellensburg Police Department. The Animal Control and Shelter consists of one full-time Animal Shelter Manager, two full-time Animal Control Officers, and two part-time Shelter Aides. The Shelter Manager and Animal Control Officers respond to various 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](http://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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>210,686</b>	<b>269,354</b>	<b>192,435</b>	<b>235,589</b>	<b>261,732</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>4,553,099</b>	<b>4,783,132</b>	<b>4,770,639</b>	<b>5,142,670</b>	<b>5,234,319</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>4,553,099</b>	<b>4,783,132</b>	<b>4,770,639</b>	<b>5,142,670</b>	<b>5,234,319</b>
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
<b>Revenues</b>					
Fines & Penalties	\$9,091	\$9,487	\$7,076	\$3,100	\$3,100
Miscellaneous Revenues	314	618	0	0	0
<b>Total Revenues</b>	<b>9,405</b>	<b>10,105</b>	<b>7,076</b>	<b>3,100</b>	<b>3,100</b>
 <b>Expenditures by Object</b>					
Supplies	2,263	4,499	15,000	15,000	11,699
Services	245	238	0	0	0
<b>Total Expenditures</b>	<b>2,508</b>	<b>4,736</b>	<b>15,000</b>	<b>15,000</b>	<b>11,699</b>
 <b>Contribution to/(from) fund balance</b>	 <b>\$9,160</b>	 <b>\$9,867</b>	 <b>\$7,076</b>	 <b>\$3,100</b>	 <b>\$3,100</b>

## 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.



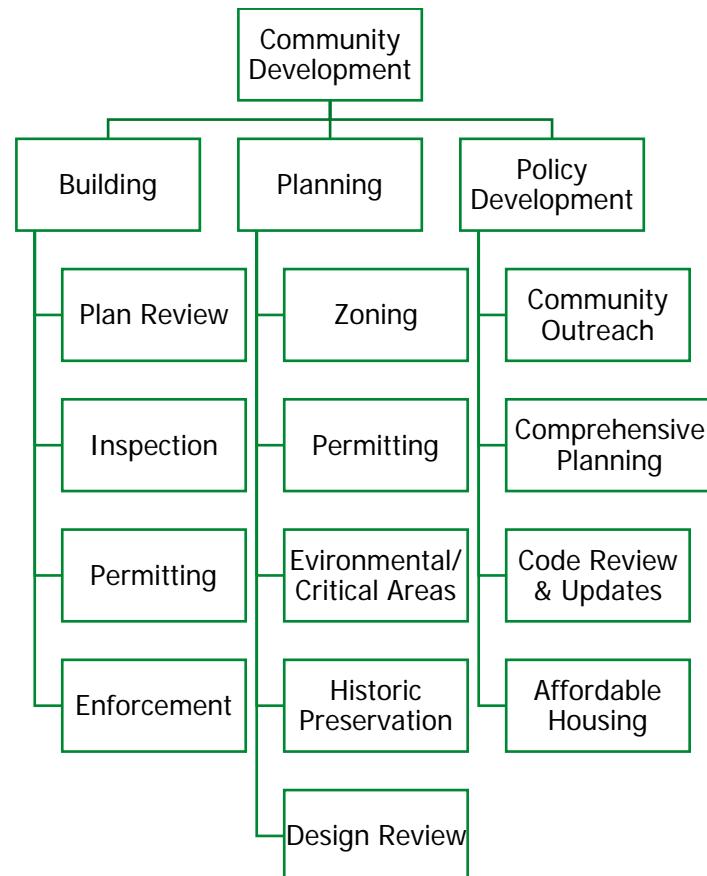
#### New and Ongoing Initiatives

- 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>853,878</b>	<b>773,443</b>	<b>655,046</b>	<b>742,401</b>	<b>741,901</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,140,275</b>	<b>1,215,106</b>	<b>1,424,908</b>	<b>1,617,301</b>	<b>1,624,796</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,140,275</b>	<b>1,215,106</b>	<b>1,424,908</b>	<b>1,617,301</b>	<b>1,624,796</b>
<b>Contribution to/(from) fund balance</b>	<b>(\$286,397)</b>	<b>(\$441,663)</b>	<b>(\$769,862)</b>	<b>(\$874,900)</b>	<b>(\$882,895)</b>

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.

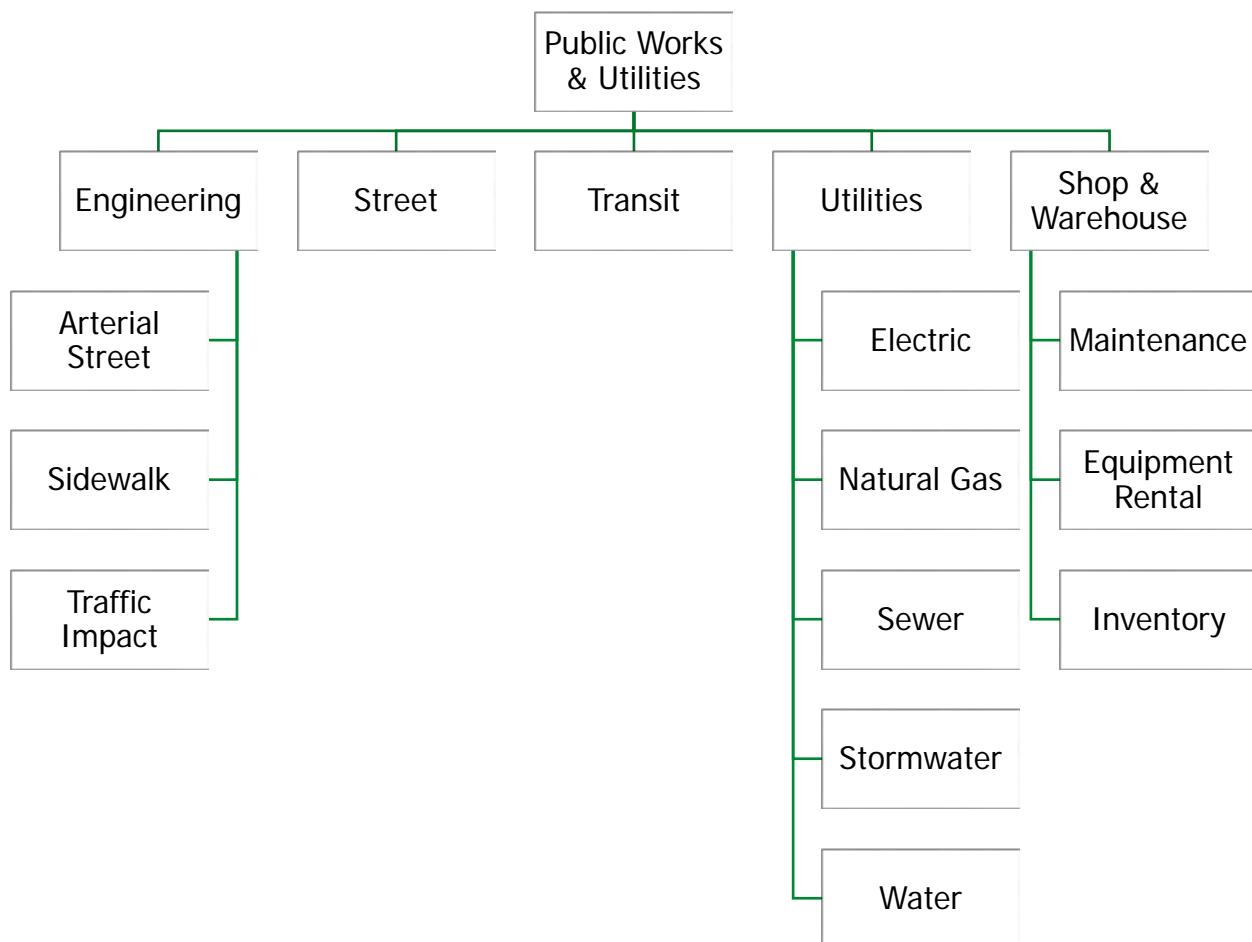
#### **Strategies:**

- 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
<b>Revenues</b>					
Charges for Goods & Services	\$897,233	\$872,405	\$928,189	\$933,053	\$933,053
Miscellaneous Revenues	463	0	4	0	0
<b>Total Revenues</b>	<b>897,233</b>	<b>872,405</b>	<b>928,194</b>	<b>933,053</b>	<b>933,053</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>832,695</b>	<b>792,697</b>	<b>894,861</b>	<b>1,044,063</b>	<b>1,088,943</b>
<b>Contribution to/(from) fund balance</b>					
	\$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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>1,921,921</b>	<b>2,129,867</b>	<b>1,991,819</b>	<b>2,330,028</b>	<b>2,611,170</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,798,012</b>	<b>2,185,033</b>	<b>2,169,422</b>	<b>2,865,794</b>	<b>2,813,355</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,798,012</b>	<b>2,185,033</b>	<b>2,169,422</b>	<b>2,865,794</b>	<b>2,813,355</b>
<b>Contribution to/(from) fund balance</b>	<b>\$123,909</b>	<b>(\$55,166)</b>	<b>(\$177,603)</b>	<b>(\$535,766)</b>	<b>(\$202,185)</b>

## 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>1,193,963</b>	<b>3,920,113</b>	<b>3,823,688</b>	<b>9,333,539</b>	<b>6,449,116</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,582,991</b>	<b>2,705,236</b>	<b>4,111,651</b>	<b>9,444,000</b>	<b>6,870,000</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,582,991</b>	<b>2,705,236</b>	<b>4,111,651</b>	<b>9,444,000</b>	<b>6,870,000</b>
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 14<sup>th</sup> Avenue and Wildcat Way and the intersection of 18<sup>th</sup> 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 14<sup>th</sup> Avenue and Main Street to 15<sup>th</sup> Avenue and Water Street, including the installation of a traffic signal at 15<sup>th</sup> 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 3<sup>rd</sup> Avenue
- Completed the construction of another section of the John Wayne Trail Reconnection Route from 18<sup>th</sup> Avenue to 14<sup>th</sup> Avenue.
- Secured grant funding for the signalization of the intersection of 14<sup>th</sup> 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 5<sup>th</sup> 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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>818,453</b>	<b>281,722</b>	<b>257,486</b>	<b>386,618</b>	<b>386,618</b>
<b>Expenditures by Object</b>					
Transfers	94,855	1,303,928	723,198	267,400	589,000
Interfund Expenditures	1,950	3,137	5,000	5,000	5,000
<b>Total Expenditures</b>	<b>96,805</b>	<b>1,307,065</b>	<b>728,198</b>	<b>272,400</b>	<b>594,000</b>
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 5<sup>th</sup> Avenue and Railroad Avenue Signal improvements, as well as design of a signal at the 14<sup>th</sup> 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 14<sup>th</sup> Avenue and Alder Street signalization and the PCT extension.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>1,519,966</b>	<b>1,783,512</b>	<b>2,283,640</b>	<b>1,508,690</b>	<b>1,234,427</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,015,014</b>	<b>1,252,402</b>	<b>2,451,454</b>	<b>1,838,862</b>	<b>1,884,958</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,015,014</b>	<b>1,252,402</b>	<b>2,451,454</b>	<b>1,838,862</b>	<b>1,884,958</b>
<b>Contribution to/(from) fund balance</b>	<b>\$504,952</b>	<b>\$531,110</b>	<b>(\$167,815)</b>	<b>(\$330,172)</b>	<b>(\$650,531)</b>

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 16<sup>th</sup>, 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.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET



### 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.

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### 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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### 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

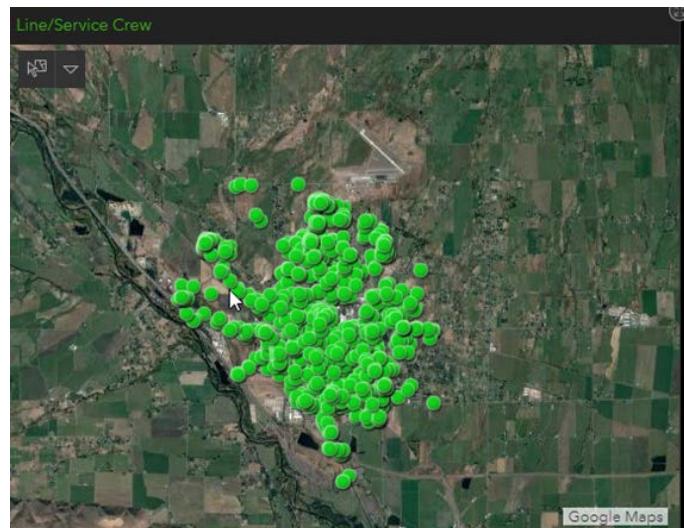
The Public Works and Utilities Department is responsible for the City's Electric Utility and Natural Gas Utility. Electric and Natural Gas utility staff provides administrative, engineering, operating and maintenance services for utility customers.

### 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

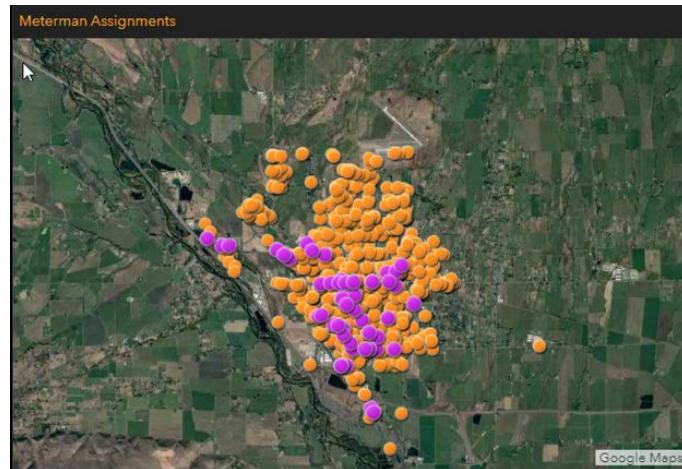


## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

- 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.



## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Financial Summary - Electric

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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>15,535,951</b>	<b>18,923,928</b>	<b>18,799,260</b>	<b>19,395,762</b>	<b>19,226,770</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>16,916,704</b>	<b>16,525,770</b>	<b>18,132,274</b>	<b>20,809,350</b>	<b>20,949,732</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>16,916,704</b>	<b>16,525,770</b>	<b>18,132,274</b>	<b>20,809,350</b>	<b>20,949,732</b>
Contribution to/(from) fund balance	(\$1,380,753)	\$2,398,158	\$666,986	(\$1,413,588)	(\$1,722,962)

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>5,114,640</b>	<b>7,422,083</b>	<b>6,672,157</b>	<b>7,832,727</b>	<b>7,048,904</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>5,890,996</b>	<b>7,211,608</b>	<b>7,172,654</b>	<b>8,493,433</b>	<b>7,601,318</b>
<b>Expenditures by Program</b>					
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			
<b>Total Expenditures</b>	<b>5,890,996</b>	<b>7,211,608</b>	<b>7,172,654</b>	<b>8,493,433</b>	<b>7,601,318</b>
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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>4,833,819</b>	<b>5,788,361</b>	<b>5,679,402</b>	<b>11,025,312</b>	<b>6,147,505</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>4,362,037</b>	<b>5,522,157</b>	<b>6,021,162</b>	<b>11,451,490</b>	<b>6,020,439</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>4,362,037</b>	<b>5,522,157</b>	<b>6,021,162</b>	<b>11,451,490</b>	<b>6,020,439</b>
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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>					
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
<b>Expenditures by Object</b>					
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
<b>Expenditures by Program</b>					
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
<b>Contribution to/(from) fund balance</b>					
	(\$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 2<sup>nd</sup> and Poplar Avenues.
- Completed the Whiskey Creek rehabilitation project at 5<sup>th</sup> 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>3,986,473</b>	<b>4,553,968</b>	<b>4,698,017</b>	<b>8,796,404</b>	<b>5,443,404</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>4,084,853</b>	<b>4,978,271</b>	<b>4,922,345</b>	<b>9,340,593</b>	<b>5,729,482</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>4,076,857</b>	<b>4,978,271</b>	<b>4,922,345</b>	<b>9,340,593</b>	<b>5,729,482</b>
<b>Contribution to/(from) fund balance</b>	<b>(\$90,384)</b>	<b>(\$424,303)</b>	<b>(\$224,328)</b>	<b>(\$544,190)</b>	<b>(\$286,079)</b>

## **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

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>3,210,084</b>	<b>2,442,318</b>	<b>2,192,266</b>	<b>2,378,390</b>	<b>2,413,910</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,809,348</b>	<b>1,683,039</b>	<b>1,709,787</b>	<b>3,095,998</b>	<b>2,203,946</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,809,348</b>	<b>1,683,039</b>	<b>1,709,787</b>	<b>3,095,998</b>	<b>2,203,946</b>
<b>Contribution to/(from) fund balance</b>	<b>\$1,400,736</b>	<b>\$759,279</b>	<b>\$482,479</b>	<b>(\$717,608)</b>	<b>\$209,964</b>

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Parks and Recreation Department

Locations:	Memorial Pool 815 E 6 <sup>th</sup> 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 3<sup>rd</sup> thru 8<sup>th</sup> 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 ½ mile north of Central Washington University. The park has a picnic shelter, play structure, ¼ 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.

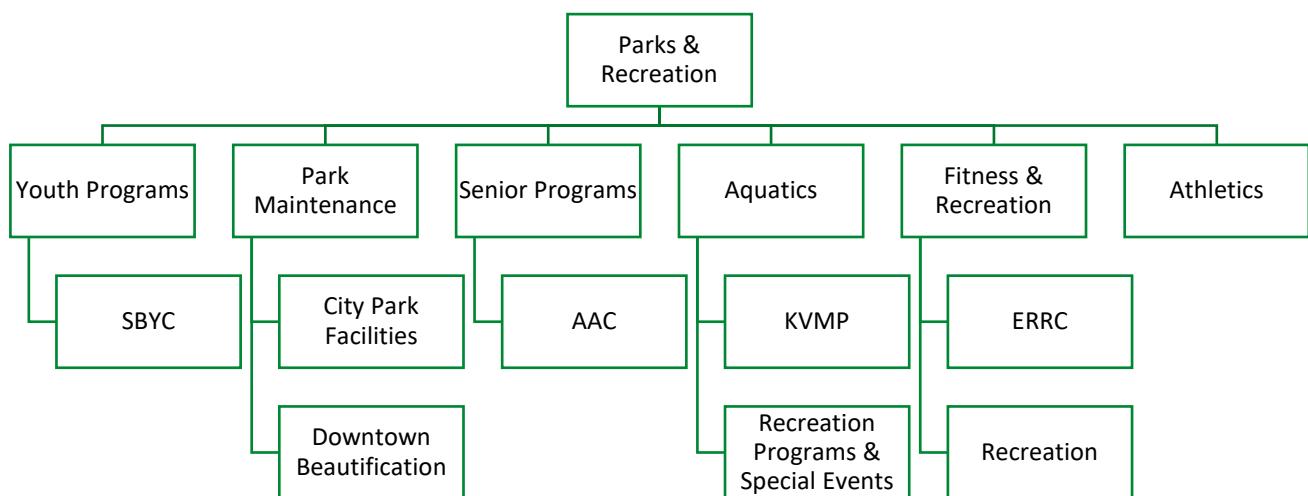
Reed Neighborhood Park is on 4.0 acres of land with panoramic views of Ellensburg and Kittitas Valley. It includes turf areas and picnic tables. It is located at the top of Craig's Hill.

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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>475,902</b>	<b>500,893</b>	<b>195,256</b>	<b>429,325</b>	<b>523,600</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>2,502,014</b>	<b>2,681,181</b>	<b>2,295,877</b>	<b>2,653,495</b>	<b>2,835,567</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>2,502,014</b>	<b>2,681,181</b>	<b>2,295,877</b>	<b>2,653,495</b>	<b>2,835,567</b>
<b>Contribution to/(from) fund balance</b>	<b>(\$2,026,112)</b>	<b>(\$2,180,288)</b>	<b>(\$2,100,621)</b>	<b>(\$2,224,170)</b>	<b>(\$2,311,967)</b>

## 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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>272,445</b>	<b>244,196</b>	<b>126,711</b>	<b>546,711</b>	<b>266,711</b>
<b>Expenditures by Object</b>					
Services	14,700	2,590	0	0	0
Capital	4,446	403,043	458,037	100,000	0
<b>Total Expenditures</b>	<b>19,146</b>	<b>405,633</b>	<b>458,037</b>	<b>100,000</b>	<b>0</b>
<b>Expenditures by Program</b>					
Central Park	14,700	405,633	0	100,000	0
Memorial Park	4,296				
Rotary Park	150	0	458,037	0	0
<b>Total Expenditures</b>	<b>19,146</b>	<b>405,633</b>	<b>458,037</b>	<b>100,000</b>	<b>0</b>
<b>Contribution to/(from) fund balance</b>	<b>\$253,298</b>	<b>(\$161,436)</b>	<b>(\$331,326)</b>	<b>\$446,711</b>	<b>\$266,711</b>

## 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

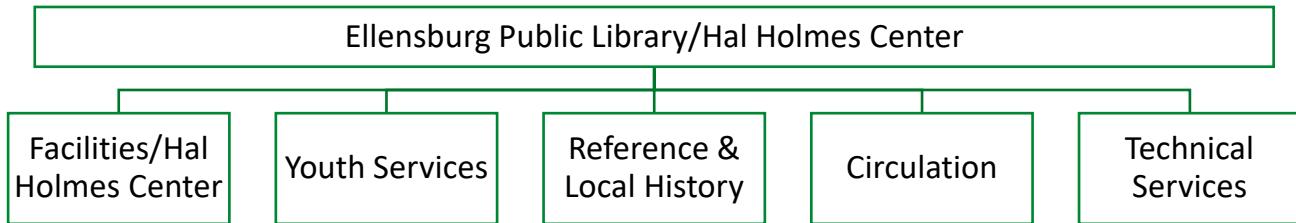
Located in historic downtown Ellensburg, the Ellensburg Public Library serves the community by providing a diverse collection of materials and electronic resources, community space, and educational programming to encourage lifelong learning. The Library protects intellectual freedom and access to information 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	15,457
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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>176,268</b>	<b>161,924</b>	<b>127,601</b>	<b>164,724</b>	<b>164,724</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>1,074,539</b>	<b>1,089,538</b>	<b>1,176,925</b>	<b>1,208,663</b>	<b>1,232,896</b>
<b>Expenditures by Program</b>					
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
<b>Total Expenditures</b>	<b>1,074,539</b>	<b>1,089,538</b>	<b>1,176,925</b>	<b>1,208,663</b>	<b>1,232,896</b>
<b>Contribution to/(from) fund balance</b>					
	<b>(\$898,271)</b>	<b>(\$927,614)</b>	<b>(\$1,049,324)</b>	<b>(\$1,043,939)</b>	<b>(\$1,068,172)</b>

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Financial Summary – Library Trust

Department:	Library	Fund:	Account #:				
			2018	2019	2020	2021	2022
			Actual	Actual	Budget	Budget	Budget
<b>Revenues</b>							
Miscellaneous Revenues			\$5,104	\$6,556	\$7,500	\$6,900	\$7,500
<b>Total Revenues</b>			<b>5,104</b>	<b>6,556</b>	<b>7,500</b>	<b>6,900</b>	<b>7,500</b>
<b>Expenditures by Object</b>							
Supplies			47	483	2,000	2,000	2,000
Services					400	400	400
Capital			204	1,464	6,400	6,400	6,400
<b>Total Expenditures</b>			<b>251</b>	<b>1,947</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
<b>Expenditures by Program</b>							
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
<b>Total Expenditures</b>			<b>251</b>	<b>1,947</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
<b>Contribution to/(from) fund balance</b>			<b>\$4,853</b>	<b>\$4,609</b>	<b>(\$1,300)</b>	<b>(\$1,900)</b>	<b>(\$1,300)</b>

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
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>52,134</b>	<b>51,079</b>	<b>51,400</b>	<b>51,400</b>	<b>51,400</b>
<b>Expenditures by Object</b>					
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
<b>Total Expenditures</b>	<b>14,852</b>	<b>46,330</b>	<b>93,057</b>	<b>62,593</b>	<b>62,234</b>
<b>Contribution to/(from) fund balance</b>	<b>\$37,282</b>	<b>\$4,749</b>	<b>(\$41,657)</b>	<b>(\$11,193)</b>	<b>(\$10,834)</b>

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.

# Capital Facility & Improvement Programs

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Capital Projects List**

Department/ Division Item Description	Fund #	2021 Funded Projects	2022 Funded Projects
<b>Parks &amp; Recreation</b>			
Rotary Park Parking Lot Chip Seal	022	\$40,000	\$0
Irene Rinehart Riverfront Park Parking Lot Chip Seal Project	022	\$0	\$51,000
Downtown Park Drive-Thru Demolition	160	\$100,000	\$0
Total Parks & Rec		\$140,000	\$51,000

<b>Street Division</b>			
5th Avenue and Railroad Avenue Signalization	123	\$460,000	\$0
CBD Alley Reconstruction Annual	123	\$65,000	\$65,000
BNSF and Umptanum Signal Upgrades	123	\$30,000	\$0
Downtown Micro Slurry Seal	123	\$0	\$450,000
Gateway II Design/Construction	123	\$400,000	\$4,600,000
Helena Avenue Complete Streets Improvements – Water to Walnut	123	\$566,500	\$0
Helena Avenue Overlay – Water to Airport	123	\$495,000	\$0
JWT Reconnect & Signalization of 14th & Alder (14th to Fairgrounds)	123	\$0	\$1,610,000
Large Scale Wayfinding Project	123	\$133,000	\$0
Main Street Corridor – Intersection & Signal Enhancements	123	\$1,145,000	\$0
Reecer Creek Flood Conveyance Project Phase II	123	\$2,000,000	\$0
Sixth Avenue Paverstone Walk & Angle Parking (N. of City Hall)	123	\$125,000	\$0
University Way and Reecer Creek Signalization	123	\$450,000	\$0
University Way Gateway Project - Wenas Street to Red Horse Diner	123	\$3,027,000	\$0
Total Arterial Street Fund		\$8,896,500	\$6,725,000

5th Avenue and Railroad Avenue Signalization	125	\$212,400	\$0
Helena Avenue Complete Streets Improvements – Water to Walnut	125	\$26,500	\$0
JWT Reconnect & Signalization of 14th & Alder (14th to Fairgrounds)	125	\$0	\$1,046,000
<b>Total Traffic Impact Fee Fund</b>			
Total Traffic Impact Fee Fund		\$238,900	\$1,046,000

Alder St. Sidewalk (One block between Capitol and 4th)	366	\$0	\$35,000
Capitol Avenue Sidewalk Replacement (Main to Sampson)	366	\$50,000	
CBD Sidewalk Repair / Tree Removal & Replacement	366	\$60,000	\$60,000
Residential Sidewalk Repair Program Annual Project	366	\$160,000	\$160,000
<b>Total Sidewalk Fund</b>			
Total Sidewalk Fund		\$270,000	\$255,000

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

<b>Department/ Division</b>		<b>2021 Funded</b>	<b>2022 Funded</b>
<b>Item Description</b>	<b>Fund #</b>	<b>Projects</b>	<b>Projects</b>
<b>Public Transit</b>			
Bus Shelters	127	\$76,500	\$100,000
	Total Transit	\$76,500	\$100,000

<b>Stormwater Utility</b>			
Stormwater Catch Basin Retrofitting	431	\$75,000	\$75,000
Reecer Creek Flood Conveyance Project Phase II	439	\$400,000	\$0
University Way Gateway Project - Wenas Street to Red Horse Diner	431	\$200,000	\$0
	Total Stormwater	\$675,000	\$75,000

<b>Natural Gas Utility</b>			
Bull Rd. Loop & Misc. Looping/Improvements (Redundancy & Reliability)	461	\$1,094,145	\$374,145
Gateway Project – System Alterations as a Result of Roadway Improvements	461	\$100,000	\$0
New Metering/Telemetry Equipment Projects	461	\$160,000	\$40,000
	Total Natural Gas Utility	\$1,354,145	\$414,145

<b>Electric Utility</b>			
Berry Rd. Re-conductor	471	\$0	\$200,000
Bull Rd. Improvements	471	\$827,119	\$0
Canyon Rd. I-90 Crossing	471	\$0	\$150,000
D1 Dolarway Substation Improvement	471	\$432,000	\$2,041,404
Dolarway Bridge	471	\$20,000	\$0
Mountain View Re-conductor	471	\$0	\$500,000
Pole Yard Land Purchase	471	\$0	\$200,000
South Substation Land Purchase	471	\$0	\$500,000
University Gateway Project	471	\$1,700,000	\$0
	Total Electric Utility	\$2,979,119	\$3,591,404

<b>Telecommunications Utility</b>			
<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>
Telecom Utility Customer Growth	451	\$46,815	\$46,815
Telecom Capital (Customer Extensions, Gateway I & II)	451	\$90,000	\$50,000
Telecom Capital Replacement	451	\$25,000	\$100,000
	Total Telecom	\$161,815	\$196,815

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

<b>Department/ Division</b>		<b>2021 Funded</b>	<b>2022 Funded</b>
<b>Item Description</b>	<b>Fund #</b>	<b>Projects</b>	<b>Projects</b>
<b>Water Utility</b>			
24" Water Main Valve Replacement	481	\$33,000	\$66,000
Airport Reservoir Galvanic Anode	481	\$100,000	\$0
Bull Road Utility Extension	481	\$1,978,000	\$0
Craigs Hill Pressure Zone	481	\$0	\$350,000
Craigs Hill Reservoir Rectifier	481	\$13,000	\$0
Dolarway Bridge – Water Main Relocation	481	\$30,000	\$0
Illinois Well Construction and Inspection	481	\$3,200,000	\$0
Illinois Well Main Extension on Helena Ave.	481	\$350,000	\$0
Memorial Park Water Main Relocation	481	\$50,000	\$0
Miscellaneous Water Main Extensions	481	\$40,000	\$40,000
Miscellaneous Water Main Oversizing	481	\$40,000	\$40,000
Rodeo Well Electrical Analysis and Upgrades 2021	481	\$60,000	\$0
Route 10 & Hayward Well Pump Rebuilds	481	\$0	\$55,000
Seattle Avenue Water Main Extension	481	\$0	\$323,000
University Way/Gateway – Water System Modifications	481	\$25,000	\$0
Total Water Utility		\$5,919,000	\$874,000
<b>Sewer Utility</b>			
<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>
Aeration Process Upgrades at WwTF – Design	491	\$350,000	\$0
Aerators – Purchase	491	\$50,000	\$0
Bull Road Utility Extension	491	\$1,953,000	\$0
Digester/GBT Bldg. Electrical Upgrades	491	\$0	\$510,000
Flood Control Work – Wilson/Mercer Creeks	491	\$30,000	\$30,000
Grit Chamber Rehabilitation	491	\$0	\$100,000
Miscellaneous Sewer Main Extensions	491	\$40,000	\$40,000
Miscellaneous Sewer Main Oversizing	491	\$40,000	\$40,000
Rebuild WwTF Clarifiers	491	\$0	\$375,000
Reroof WwTF Admin. Bldg.	491	\$0	\$60,000
Sewer Line Rehabilitation/Replacement	491	\$100,000	\$150,000
Umptanum/Anderson Road Sewer Extension	491	\$1,900,000	\$0
University Way/Gateway – Sewer Modifications	491	\$50,000	\$0
Total Sewer Utility		\$4,513,000	\$1,305,000

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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# Statistical Information

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

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## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Personnel

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

### Employee Groups

Represented:

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

Non-represented:

- Management and professional (48 positions)

### Medical Plans

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

### Pension Plans

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

**Pension Plans**  
**Rate Contributions**  
(Effective 9/01/2020)

Plan	Contribution Rates		
	City	Employee	Total
LEOFF 1			
LEOFF 2	5.33%	8.59%	13.96%
PERS 1	12.97%	6.00%	18.97%
PERS 2	12.97%	7.9%	21.87%
PERS 3	12.97%	5%-15%	

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

Function/Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>City Council</b>										
Mayor	1	1	1	1	1	1	1	1	1	1
City Council	6	6	6	6	6	6	6	6	6	6
<i>Total City Council</i>	<i>7</i>									
<b>City Manager</b>										
City Manager	1	1	1	1	1	1	1	1	1	1
Assistant City Manager/ City Attorney	0	0	0	0	0	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1
Communications Officer	0	0	0	1	1	1	1	1	1	1
City Attorney	1	1	1	1	1	0	0	0	0	0
Executive Assistant / Asst. City Clerk	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46
Human Resources Director	1	1	1	1	1	1	1	1	1	1
Human Resources Specialist	1	1	1	1	1	1	1	1	1	1
Civil Service / Chief Examiner	0	0	0	0	0	0	0	0	0	0
Capital Project Manager	0	0	0	0	0	1	1	1	0	0
<i>Total City Manager</i>	<i>5.46</i>	<i>5.46</i>	<i>5.46</i>	<i>6.46</i>	<i>6.46</i>	<i>7.46</i>	<i>7.46</i>	<i>7.46</i>	<i>6.46</i>	<i>6.46</i>
<b>Police Department</b>										
Police Chief	1	1	1	1	1	1	1	1	1	1
Police Captain	2	2	2	2	2	2	2	2	2	2
Police Admin. Supervisor	1	1	1	1	1	1	1	1	1	1
Animal Control Supervisor	1	1	1	1	1	1	1	1	1	1
Animal Shelter Aide	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
Animal Control Officer	2	2	2	2	2	2	2	2	2	2
Secretary / Records Clerk	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	4	4
Code Enforcement Officer	2	2	2	2	2	2.5	2.5	2.5	2.5	2.5
Sergeant	5	5	5	5	5	5	5	5	5	5
Corporal	4	4	4	4	4	4	4	4	4	4
Officer First Class	15	15	15	16	16	16	13	16	16	16
Officer Second Class	0	2	1	1	1	1	0	1	0	1
Officer Third Class	2	0	1	1	1	1	1	3	0	2
Probationary Officer	1	1	1	0	0	0	3	0	3	0
<i>Total Police</i>	<i>40.7</i>	<i>40.7</i>	<i>40.7</i>	<i>40.7</i>	<i>40.7</i>	<i>41.2</i>	<i>40.2</i>	<i>43.2</i>	<i>42.4</i>	<i>42.4</i>

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

Function/Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Finance Department</b>										
Finance Director	1	1	1	1	1	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1	1	1	1	1
Assistant City Clerk	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54	0.54
Applications Specialist	0	0	0	0	1	1	1	1	1	1
Utility Services Supervisor	1	1	1	1	1	1	1	1	1	1
Accounting Analyst	0	0	0	0	0	0	0	0	0	0
Accountant II	0	0	1	1	1	1	1	1	1	1
Senior Financial Analyst/Budget Officer	1	1	1	1	1	1	1	1	1	1
Administrative Assistant	0.5	0.5	0	0	0	0	0	0	0	0
Account Clerk I / RPZ	2	2	2	2	2	2	2	2	2	2
Account Clerk II	2	3	3	3	3	3	3	3	3	3
Accounting Specialist	2	2	2	2	2	2	2	2	2	2
Billing Specialist	1	1	1	1	1	1	1	1	1	1
Data Entry / Billing Clerk	1	0	0	0	0	0	0	0	0	0
Meter Reader	1	1	0.5	0.5	0	0	0	0	0	0
Payroll & Benefits Technician	0	0	0	0	0	0.5	0.5	0.5	0.5	0.5
Payroll / Accounting Specialist	1	1	1	1	1	1	1	1	1	1
Senior Utility Account Clerk	0	0	0	0	0	0	0	0	0	0
Senior Meter Reader	1	1	1	1	1	1	1	1	1	1
<i>Total Financial</i>	17	17	17	17	17.5	18	18	18	18	18
<b>Community Development</b>										
Community Development Director	1	1	1	1	1	1	1	1	1	1
Assistant Building Official	1	1	0	0	0	0	0	0	0	0
Building Official	0	0	1	1	1	1	1	1	1	1
Building Inspector	1	1	1	1	0	0	0	0	0	0
Building Inspector II	0	0	0	0	1	1	1	1	1	1
Economic Development Manager	0	0	0	0	0	0.63	0.63	0.63	0	0
Planning Supervisor	1	1	1	0	0	0	0	1	1	1
Associate Planner	0	0	1	1	1	1	1	1	1	1
Planner	0	0	0	0	0	0	0	0	0	0
Planning/Permit Technician	2	2	1	1	1	1	1	1	1	1
Secretary	0	0	0	0	0	0	1	1	1	1
Senior Planner	1	1	2	3	3	3	3	2	2	2
<i>Total Community Development</i>	7	7	8	8	8	8.63	9.63	9.63	9	9

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

Function/Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Public Works &amp; Utilities</b>										
Public Works & Utilities Director	0	0	0	0	0	1	1	1	1	1
Public Works Director	1	1	1	1	1	0	0	0	0	0
Assistant Public Works Director	1	1	1	1	1	1	1	1	1	1
Assistant City Engineer	1	1	1	1	1	1	0	1	1	1
Ast. City Engineer/ Transit Manager	0	0	0	0	0	0	1	0	0	0
Engineering Services Manager	0	0	0	0	0	1	1	1	1	1
City Engineer	1	1	1	1	1	0	0	0	0	0
Civil Engineer 2	0	2	2	2	2	2	1	1	1	1
Operations Analyst	2	2	2	2	2	1	1	1	1	1
Sr. Operations Analyst	0	0	0	0	0	1	1	1	1	1
Public Transit Manager	0	0	0	0	1	1	0	1	1	1
Assistant Transit Manager	0	0	0	0	0	0	1	1	1	1
Stormwater Utility Manager	1	1	1	1	1	1	1	1	1	1
Engineering Aide	1	0	0	0	0	0	0	0	0	0
Engineering Technician I	1	2	2	1	1	1	1	2	2	2
Engineering Technician II	1	0	0	0	0	1	1	1	1	1
Engineering Technician III (Arborist)	1	1	1	1	1	1	1	1	1	1
Development Coordinator	0	0	0	1	1	1	1	1	1	1
PW Administrative Secretary	1	1	1	1	1	1	1	1	1	1
Street Foreperson	1	1	1	1	1	1	1	1	1	1
Water Foreperson	1	1	1	1	1	1	1	1	1	1
Sewer Foreperson	1	1	1	1	1	1	1	1	1	1
Shop Foreperson	1	1	1	1	1	1	1	1	1	1
Heavy Equipment Operator- Street	5	5	5	5	6	6	7	7	8	8
Temporary Laborers- Street	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	0.94	0.94
Cross Connection Control Specialist	1	1	1	1	1	1	1	1	1	1
Senior Pipeman- Water	4	4	4	4	4	4	4	4	4	4
Plant Maintenance Tech- Water	1	1	1	1	1	1	1	1	1	1
Temporary Laborer- Water	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Plant Maintenance Tech- Sewer	1	1	1	1	1	1	1	1	1	1
Lab-Tech Operator	1	1	1	1	1	1	1	1	1	1
Treatment Plant Operator	5	5	5	5	5	5	5	5	5	5
Collection Serviceman	2	2	2	2	2	2	2	2	3	3
Temporary Laborers- Sewer	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.29	0.29
Assistant Utilities Director	0	0	0	0	0	1	1	1	1	1
Energy Services Director	1	1	1	1	1	0	0	0	0	0
Special Projects Manager	0.25	0	0	0	0	0	0	0	0	0

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

Function/Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Sr. Electrical Engineer	1	1	1	1	1	1	1	1	1	1
Energy Services Resource Manager	1	0	0	0	0	0	0	0	0	0
Executive Assistant- Energy Services	1	1	0	0	0	0	0	0	0	0
Operations Analyst	0	0	1	1	1	1	1	1	1	1
Gas Engineer	1	1	1	1	1	1	1	1	1	1
Operations Supervisor- Gas	1	1	1	0	0	0	0	0	0	0
Engineering and Operations Manager - Gas	0	0	0	1	1	0	0	0	0	0
Light Operations Supervisor	1	1	1	1	1	1	1	1	1	1
Project Engineer	0	1	1	1	2	2	2	1	1	1
Rate Analyst	1	0	1	1	1	1	1	1	1	1
Power and Gas Manager	0	1	1	1	1	1	1	1	1	1
Energy Specialist	1	1	1	0	0	0	0	0	0	0
Engineering Specialist- Gas	1	1	1	1	1	1	1	1	1	1
Engineering Specialist- Light	1	1	1	1	1	1	1	2	2	2
Engineering Tech- Gas	0	0	0	0	0	0	0	0	0	0
Energy Auditor- Gas	0.5	0	0	0	0	0	0	0	0	0
Gas Foreman	1	1	1	1	1	1	1	1	1	1
Gas Journeyman	5	5	5	5	5	5	5	5	5	5
Gas Serviceman	1	1	1	1	1	1	1	1	1	1
Temporary Labor- Gas	0	0	0	0	0	0	0	0	0	0
Light Foreman	1	1	1	1	1	1	1	1	1	1
Light Serviceman	1	1	1	1	1	1	1	1	1	1
Lineman	6	5	5	5	6	6	6	6	5	5
Meterman	0	0	0	0	0	0	0	0	1	1
Apprentice	0	1	1	1	1	1	1	1	0	0
Temporary Labor- Light	0.25	0	0	0	0	0	1	1	0.5	0.5
Equipment Mechanic	2	2	2	2	2	2	2	2	2	2
Sr. Mechanic	0	0	0	0	1	1	1	1	1	1
Plant Maintenance- Shop	1	1	1	1	1	1	1	1	1	1
Warehouseperson	1	1	1	1	1	1	1	1	1	1
Temporary Student Laborer- Shop	0.58	0.58	0.59	0.59	0.59	0.59	0.59	0.59	0.58	0.58
Temporary Laborer- Stormwater	1.17	1.17	1.16	1.16	1.16	1.16	1.16	1.16	0	0
Total Public Works & Utilities	72.8	72.8	73.8	72.8	77.8	77.8	79.8	80.8	78.8	78.8

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

Function/Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Parks and Recreation</b>										
Parks and Recreation Director	1	1	1	1	1	1	1	1	1	1
Aquatic and Recreation Supervisor	1	1	1	1	1	1	1	1	1	1
ERRC Coordinator	1	1	1	1	1	1	1	1	1	1
Recreation Aide- ERRC	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24	1.24
Pool Administrative Secretary	1	1	1	1	1	1	1	1	1	1
Senior Services Coordinator	1	1	1	1	1	1	1	1	1	1
Youth Center and Athletic Program Coordinator	1	1	1	1	1	1	1	1	1	1
Adult Activity Rec Leader III	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
Aquatic / Recreation Leader	0.14	0.14	0.14	0.14	0.14	0.14	1.48	1.48	1.48	1.48
Lifeguard	4.87	4.87	4.87	4.87	4.87	4.87	3.81	3.81	3.81	3.81
Instructor	2.03	2.03	2.03	2.03	2.03	2.03	1.23	1.23	1.23	1.23
Recreation Aide	0	0	0	0	0	0	0.62	0.62	0.62	0.62
Custodian	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58
Recreation Leader	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62	0.62
Sports Officials I-V	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43	1.43
Recreation Leader- Tiny Tots	0.1	0.1	0.1	0.1	0.1	0.1	0	0	0	0
SBYC Recreation Leader	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Parks Foreman	1	1	1	1	1	1	1	1	1	1
Park Maintenance Technician	3	3	4	4	4	4	4	4	4	4
Temporary Laborers- Parks	2.53	2.53	3.17	3.17	3.17	3.17	3.17	3.17	3.17	3.17
<i>Total Parks &amp; Recreation</i>	24.4	24.4	26	26	26	26	26	26	26	26
<b>Library</b>										
Library Director	1	1	1	1	1	1	1	1	1	1
Librarian	1	1	1	1	1	1	1	1	1	1
Hal Holmes Facility Assistant	0.9	0.9	0.9	0.9	0.95	0.45	0.45	0.45	0.95	0.95
Facility Coordinator	0	0	0	0	0	1	1	1	1	1
Library Administrative Assistant	1	1	1	1	1	0	0	0	0	0
Library Aide	0.4	0.4	0.4	0.4	0.38	0.38	0.38	0.38	0.38	0.38
Library Associate	3.5	3.5	3.5	3.5	3.5	3.75	3.75	3.75	3.75	3.75
Library Assistant	3.15	3.15	3.15	3.15	3.15	3.15	2.7	2.7	2.7	2.7
Library Specialist	0	0	0	0	0	0.75	0.75	0.75	0.75	0.75
Office Specialist	0.75	0.75	0.75	0.75	0.75	0.45	0.45	0.45	0.45	0.45
<i>Total Library</i>	11.7	11.7	11.7	11.7	11.7	11.9	11.9	11.5	12	12

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

Function/Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Telecom / IT</b>										
IT Manager	0	1	0	0	0	0	0	0	0	0
IT and Telecommunications Manager	0	0	1	1	1	1	1	1	1	1
IT Systems Administrator	1	1	2	2	2	2	2	2	2	2
Network / Desktop Analyst	1	0	0	0	0	0	0	0	0	0
GIS Coordinator	0	0	1	1	1	1	1	1	1	1
GIS Specialist	1	1	1	1	1	1	1	1	1	1
GIS Technician	0	0	1	0	0	0	0	0	0	0
<i>Total Telecom/IT</i>	3	3	6	5	5	5	5	5	5	5

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Debt Limit Calculation**

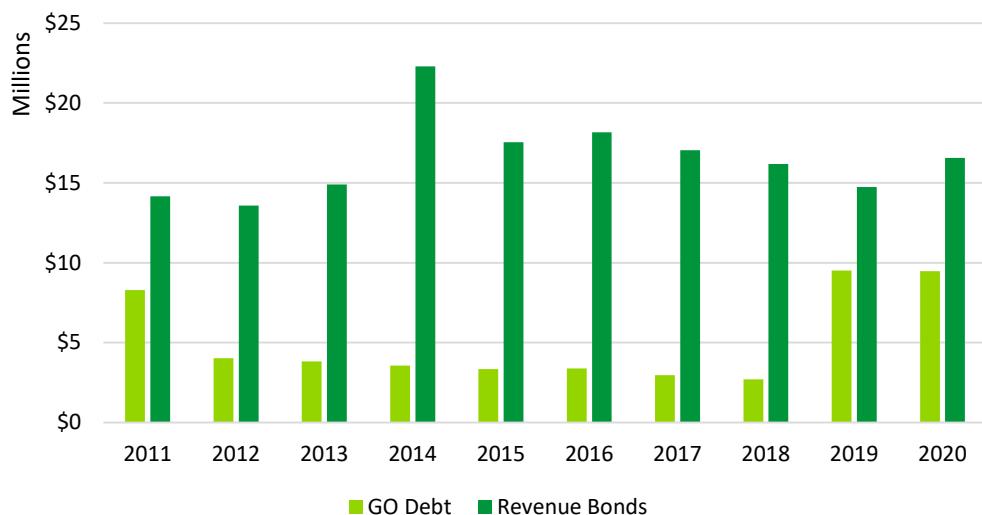
<b>Calculation of Limitation of Indebtedness</b>		<b>Remaining Debt Capacity</b>
<b>Total Taxable Property Value</b>	<b>\$1,947,143,644</b>	
2.5% General purpose limit is allocated between:		48,678,591
Up to 1.5% debt without a vote ( <i>RCW 39.36.020</i> )		29,207,155
Less: Outstanding Debt (non-voted)	9,119,604	
Less: Excess of Debt with a Vote	0	
Add: Available Assets	39,772	
Equals remaining debt capacity without a vote		\$20,127,323
Up to 2.5% debt with a vote ( <i>RCW 39.36.020</i> )		39,598,759
Less: Outstanding Debt (voted)	350,000	
Add: Available Assets	95,848	
Equals remaining debt capacity with a vote		\$39,344,607
2.5% Utility purpose limit, voted ( <i>RCW 39.36.020</i> )		48,678,591
Less: Outstanding Debt	0	
Less: Contracts Payable	0	
Add: Available Assets	0	
Equals remaining debt capacity- Utility purpose, voted		\$48,678,591
2.5% Open Space, park & capital facilities, voted ( <i>RCW 39.36.020</i> )		48,678,591
Less: Outstanding Debt	0	
Less: Contracts Payable	0	
Add: Available Assets	0	
Equals remaining debt capacity - Open space, park & capital facilities, voted		\$48,678,591

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

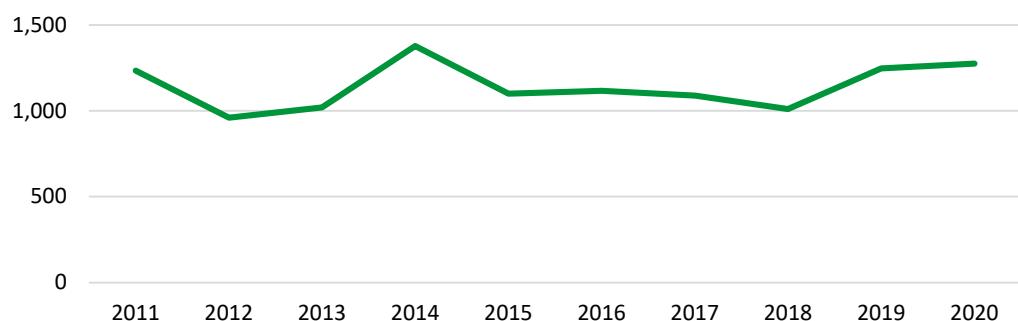
### Ratios of Outstanding Debt by Type and Per Capita

#### Last Ten Fiscal Years

Fiscal Year	GO Debt	Revenue Bonds	Interfund Loan	Total	Population	Per Capita
2011	8,300,000	14,150,000	0	22,450,000	18,174	1,235.28
2012	4,030,000	13,580,000	3,999,657	17,610,000	18,320	961.24
2013	3,820,000	14,898,951	3,754,657	18,718,951	18,363	1,019.38
2014	3,570,000	22,289,816	3,499,657	25,859,816	18,774	1,377.43
2015	3,345,000	17,550,310	2,023,955	20,895,310	19,001	1,099.70
2016	3,395,243	18,159,295	1,559,657	21,554,538	19,310	1,116.24
2017	2,971,200	17,048,706	1,269,657	21,289,563	19,550	1,088.98
2018	2,711,200	16,184,152	964,657	19,860,009	19,660	1,010.17
2019	9,515,000	14,746,445	644,657	24,906,102	19,960	1,247.80
2020	9,469,604	16,565,053	309,657	26,344,314	20,640	1,276.37



#### Per Capita

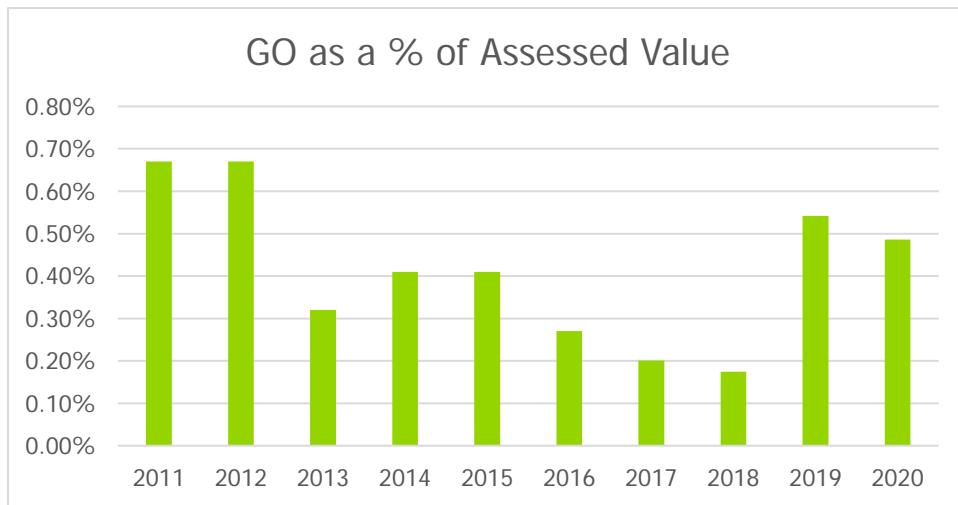


**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Outstanding General Obligation to Assessed Value**

**Last Ten Fiscal Years**

Fiscal Year	GO Debt	Assessed Valuation	GO as a % of Assessed Value
2011	8,300,000	1,240,861,642	0.67%
2012	8,029,657	1,190,097,922	0.67%
2013	3,820,000	1,196,222,885	0.32%
2014	4,958,950	1,222,714,435	0.41%
2015	3,345,000	1,270,554,665	0.41%
2016	3,395,243	1,279,728,737	0.27%
2017	2,971,200	1,481,783,012	0.20%
2018	2,711,200	1,554,480,505	0.17%
2019	9,515,000	1,755,932,713	0.54%
2020	9,469,604	1,947,143,644	0.49%

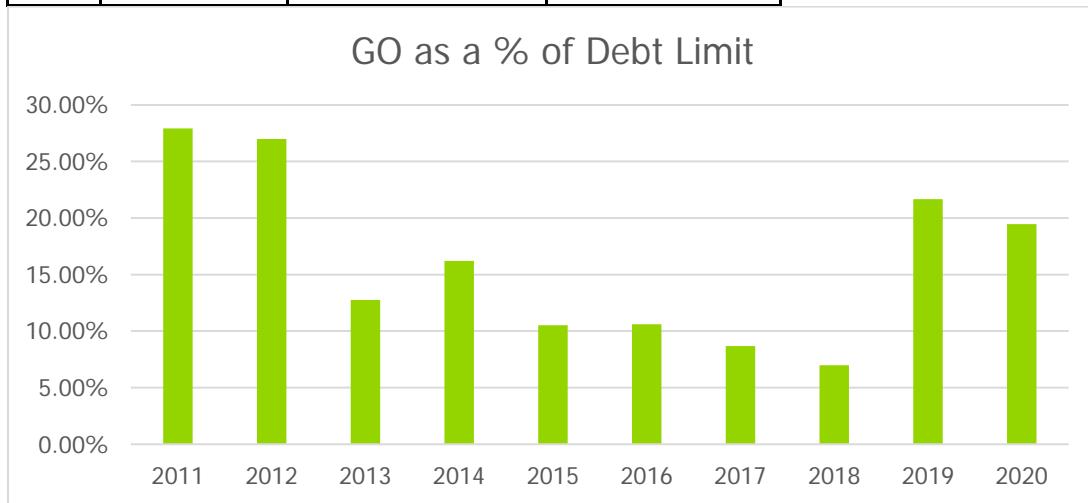


## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Outstanding General Obligation to Debt Limit

Last Ten Fiscal Years

Year	GO Debt	Debt Limit	GO as a % of Debt Limit
2011	8,300,000	29,739,385	27.91%
2012	8,029,657	29,752,448	26.99%
2013	3,820,000	29,905,572	12.77%
2014	4,958,950	30,567,861	16.22%
2015	3,345,000	31,764,000	10.53%
2016	3,395,243	31,993,218	10.61%
2017	2,971,200	34,199,536	8.69%
2018	2,711,200	38,862,013	6.98%
2019	9,515,000	43,898,318	21.68%
2020	9,469,604	48,678,591	19.45%



**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Top Ten Property Tax Payers**

Taxpayer	2020 Assessed Value	% of Total Assessed Value
CENTRAL PARK APARTMENTS ON HELENA LLC	\$36,569,570	2.01%
BARCLAY ELLensburg LLC	22,560,010	1.24%
FRED MEYER STORES INC	17,369,390	0.95%
THE MEADOWS ELLensburg LLC ETAL	16,755,640	0.92%
GREENBAUM FAMILY LIMITED PARTNERSHIP	15,695,950	0.86%
TIMOTHY PARK LLC	14,064,460	0.77%
TWIN CITY FOODS INC	13,900,690	0.76%
RIEXINGER, KEITH D & TAMRA	13,796,510	0.76%
PAUTZKE BAIT CO INC	11,444,200	0.63%
UNIVERSITY COURT APTS LLC	10,481,710	0.58%
	<b>\$172,638,130</b>	<b>9.47%</b>

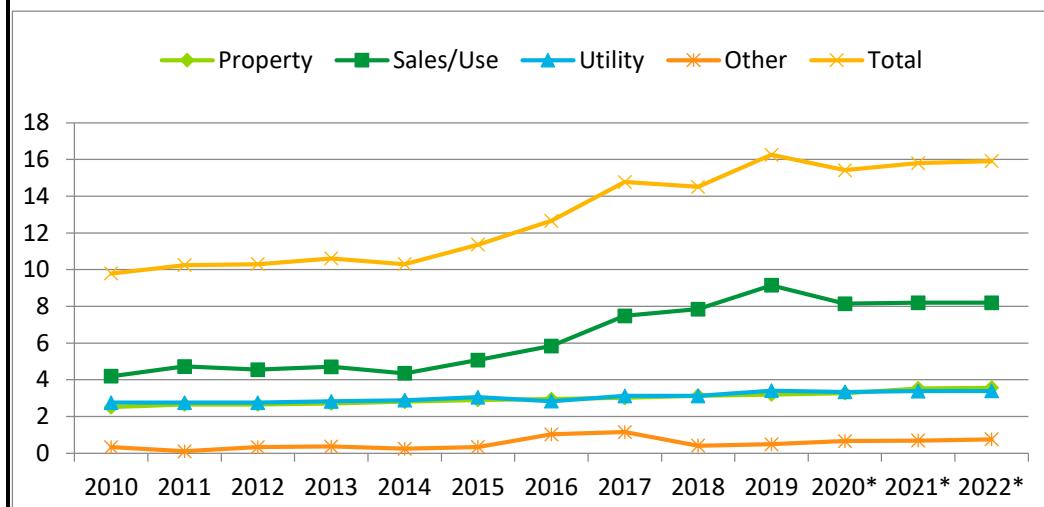
Source: Kittitas County Assessor's Office

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

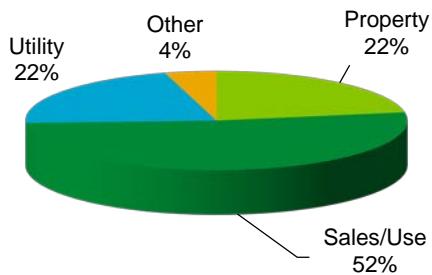
### Tax Revenue by Source – Governmental Funds

Last Ten Fiscal Years

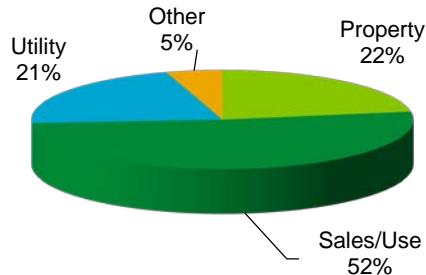
Fiscal Year	Property Tax	Sales/Use Tax	Utility Tax	Other Taxes	Total
2010	2,511,511	4,193,191	2,759,717	332,087	9,796,506
2011	2,660,939	4,723,417	2,756,828	102,942	10,244,126
2012	2,661,086	4,553,430	2,752,619	335,611	10,302,746
2013	2,711,754	4,711,490	2,826,293	363,944	10,613,482
2014	2,812,856	4,350,140	2,886,148	249,100	10,298,244
2015	2,900,856	5,072,944	3,050,648	339,160	11,363,608
2016	2,951,773	5,845,898	2,833,448	1,032,004	12,663,123
2017	3,019,337	7,482,063	3,122,014	1,151,698	14,775,112
2018	3,129,660	7,849,867	3,120,454	411,491	14,511,472
2019	3,205,383	9,149,729	3,408,972	493,065	16,257,149
2020*	3,272,896	8,143,127	3,339,186	660,685	15,415,894
2021*	3,530,304	8,197,021	3,388,190	690,100	15,805,615
2022*	3,563,857	8,197,021	3,395,653	760,100	15,916,631



#### 2021 Tax Revenue By Source



#### 2022 Tax Revenue By Source



\* As Budgeted

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

### Utility Tax Rates

#### Current Utility Tax Rates as of 1/1/2021

Utility	Rate	Maximum
Electric	6.0%	6.0%
Gas	6.0%	6.0%
Garbage	8.1%	
Water	10.5%	
Sewer	10.5%	
Telephone	6.0%	
Cable	1.75%	

City Code 6.52.160, and 6.52.480

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**2021/2022 Budget Enhancements**

**Table 1 - 2021/2022 Biennial Budget Enhancements**

<b>Police Department</b>		<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
<b>1</b>	Line Item Budget Increases (known escalators)					
	· Jail Fees	016		\$0	\$44,920	Outside City Control
	· Facilities- Utilities	016	\$10,000	\$10,000	\$10,000	Outside City Control
	· Admin Prof Services	016	\$5,000	\$5,000	\$5,000	Outside City Control
	· Dispatching	016	\$91,195	\$91,195	\$91,195	Outside City Control
<b>2</b>	Patrol Cars/Staff Cars	130	\$46,300	\$54,960	Shop Fund	
<b>3</b>	Body-worn In Car Camera System	016	-\$6,360	-\$12,240	Shop Fund	
<b>4</b>	Records Clerk .25 FTE Increase	130	\$155,510	\$0		
	Total Police Department	\$321,213	\$19,568	\$19,898	FTE	

<b>Engineering</b>		<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
<b>1</b>	Engineering iPads	019		\$3,050	\$0	
<b>2</b>	Surveying Equipment	019			\$25,000	
	Total Engineering		\$3,050	\$25,000		

<b>Parks &amp; Recreation</b>		<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
<b>1</b>	Sod Cutter and Turf Aerator	022	\$6,000	\$38,700	Shop Equipment	
<b>2</b>	Rotary Park Parking Lot Chip Seal	022	\$40,000	\$0		
<b>3</b>	Irene Rinehart Riverfront Park Parking Lot Chip Seal Project	022		\$51,000		
<b>4</b>	Downtown Park Drive-Thru Demolition	160	\$100,000	\$0	\$50k Grant	
	Total Parks & Rec		\$146,000	\$89,700		

<b>Library/ Hall Holmes</b>		<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
<b>1</b>	Elimination of Late Fees on Materials	023	\$22,000	\$22,000	Revenue	
<b>2</b>	Youth Services Assistant- Summer Hours	023	\$1,000	\$1,000	FTE (General Fund)	
<b>3</b>	Library Management System-SirsDynix	023	\$1,000	\$1,000		
	Total Library		\$24,000	\$24,000		

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

**Table 1 - 2021/2022 Biennial Budget Enhancements**

<b>Street Division</b>		<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
Item #						
<b>2</b>	Additional HEO FTE – Street		120	\$93,974	\$93,974	Stormwater payment
<b>3</b>	Additional Temporary Laborers – Street		120	\$62,242	\$62,242	Partially offset by cutting student temps
<b>6</b>	Assistant Public Works & Utilities Director		120	\$23,065		
<b>25</b>	Street Division Capital Equipment Purchases		120	\$50,900	\$900	
		Total Street Fund		\$230,181	\$157,116	
<b>1</b>	5th Avenue and Railroad Avenue Signalization		123	\$460,000		\$0
<b>5</b>	CBD Alley Reconstruction Annual		123	\$65,000	\$65,000	
<b>7</b>	BNSF and Umtanum Signal Upgrades		123	\$30,000		
<b>8</b>	Bridge Inspection		123	\$5,000	\$5,000	
<b>11</b>	Downtown Micro Slurry Seal		123		\$450,000	Sales tax funded
<b>12</b>	Engineering Payments		123	\$15,000	\$15,000	
<b>13</b>	Gateway II Design/Construction		123	\$400,000	\$4,600,000	Grant & sales tax funded
<b>14</b>	Helena Avenue Complete Streets Improvements – Water to Walnut		123	\$566,500	\$0	\$500k grant
<b>15</b>	Helena Avenue Overlay – Water to Airport		123	\$495,000		Sales tax funded
<b>16</b>	JWT Reconnect & Signalization of 14th & Alder (14th to Fairgrounds)		123		\$1,610,000	\$564k grant; remainder TIF
<b>17</b>	Large Scale Wayfinding Project		123	\$133,000		Lodging tax grant requested
<b>18</b>	Main Street Corridor – Intersection & Signal Enhancements		123	\$1,145,000		100% grant funded
<b>19</b>	Reecer Creek Flood Conveyance Project Phase II		123	\$2,000,000		
<b>21</b>	Signal Optimization		123	\$25,000	\$25,000	
<b>22</b>	Sixth Avenue Paverstone Walk & Angle Parking (N. of City Hall)		123	\$125,000		100% Sidewalk fund
<b>23</b>	University Way and Reecer Creek Signalization		123	\$450,000		100% County funded
<b>24</b>	University Way Gateway Project - Wenås Street to Red Horse Diner		123	\$3,027,000	\$2,543k grant funded	
		Total Arterial Street Fund		\$8,941,500	\$6,770,000	
<b>1</b>	5th Avenue and Railroad Avenue Signalization		125	\$212,400	\$0	
<b>14</b>	Helena Avenue Complete Streets Improvements – Water to Walnut		125	\$26,500		
<b>16</b>	JWT Reconnect & Signalization of 14th & Alder (14th to Fairgrounds)		125		\$1,046,000	
		Total Traffic Impact Fee Fund		\$238,900	\$1,046,000	

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Table 1 - 2021/2022 Biennial Budget Enhancements**

<i>Street Division - Continued</i>					
<b>4</b>	Alder St. Sidewalk (One block between Capitol and 4th)		366	\$0	\$35,000
<b>5</b>	CBD Alley Reconstruction Annual		366	\$15,000	\$15,000 Arterial st. project
<b>9</b>	Capitol Avenue Sidewalk Replacement (Main to Sampson)		366	\$50,000	
<b>10</b>	CBD Sidewalk Repair / Tree Removal & Replacement		366	\$60,000	\$60,000
<b>20</b>	Residential Sidewalk Repair Program Annual Project		366	\$160,000	\$160,000
	Sixth Avenue Paverstone Walk & Angle Parking (N. of City Hall)		366	\$125,000	Arterial st. project
		Total Sidewalk Fund	\$410,000	\$270,000	
<i>Public Transit</i>					
Item #	Item Description	Fund	2021	2022	Impacts
<b>1</b>	Bus Shelters	127	\$76,500	\$100,000	
<b>2</b>	Dial-A-Ride	127	\$81,313	\$81,313	
<b>3</b>	Transit – Professional Services	127	\$30,000	\$28,091	
		Total Transit	\$187,813	\$209,404	
<i>Stormwater Utility</i>					
Item #	Item Description	Fund	2021	2022	Impacts
<b>1</b>	Stormwater Catch Basin Retrofitting	431	\$75,000	\$75,000	
<b>2</b>	Additional HEO FTE – Street	431	\$46,988	\$46,988 Street FTE	
<b>3</b>	New Collection Service Position	431	\$46,987	\$46,987 Sewer FTE	
<b>4</b>	Reecer Creek Flood Conveyance Project Phase II	439	\$400,000		Arterial Street project
<b>5</b>	University Way Gateway Project - Wenas Street to Red Horse Diner	431	\$200,000		Arterial Street project
		Total Stormwater	\$768,975	\$168,975	
<i>Natural Gas Utility</i>					
Item #	Item Description	Fund	2021	2022	Impacts
<b>1</b>	Cathodic Protection Surveys	461	\$0	\$35,000	
<b>2</b>	Gas ERTs/ERT Programmer/Meter Proving Projects	461	\$26,000	\$32,000	
<b>3</b>	GIS Intern- Gas	461	\$24,382	\$24,382 Gas FTE	
<b>4</b>	Bull Rd. Loop & Misc Looping/Improvements (Redundancy & Reliability)	461	\$1,094,145	\$374,145 Bond financed	
<b>5</b>	Gateway Project – System Alterations as a Result of Roadway Improvements	461	\$100,000	\$0	
<b>6</b>	New Metering/Telemetry Equipment Projects	461	\$160,000	\$40,000	
<b>7</b>	Tensile Machine	461	\$9,000	\$0	
		Total Natural Gas Utility	\$1,413,527	\$505,527	

**CITY OF ELLENSBURG 2021/2022 BIENNIAL BUDGET**

**Table 1 - 2021/2022 Biennial Budget Enhancements**

<b>Electric Utility</b>		<b>Item Description</b>		<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
1	Berry Rd. Re-conductor			471		\$200,000	
2	Bull Rd. Improvements			471	\$827,119		
3	Canyon Rd. I-90 Crossing			471		\$150,000	
4	Conduit Camera			471	\$15,000		
5	D1 Dolarway Substation Improvement			471	\$432,000	\$2,041,404	
6	Dolarway Bridge			471	\$20,000		
7	Mountain View Re-conductor			471		\$500,000	
8	Pole Yard Land Purchase			471	\$200,000		
9	South Substation Land Purchase			471		\$500,000	
10	South Substation Sighting Study			471	\$60,000		
11	University/Gateway Project			471	\$1,700,000		
12	Temporary Lineman /Groundman			471	\$92,967	\$95,540 Electric FTE	
13	CT Test Equipment			471	\$35,000		
		Total Electric Utility		471	\$3,182,086	\$3,686,944	

<b>Water Utility</b>		<b>Item Description</b>		<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
1	24" Water Main Valve Replacement			481	\$33,000	\$66,000	
2	Airport Reservoir Galvanic Anode			481	\$100,000		
3	Annual Leak Detection of Water System			481	\$35,000	\$35,000	
4	Bull Road Utility Extension			481	\$1,978,000		Bond financed
5	Cost of Service Analysis (COSA) – Water			481	\$30,000		
6	Craigs Hill Pressure Zone			481		\$350,000	\$300k bond financed
7	Craigs Hill Reservoir Rectifier			481	\$13,000		
8	Dolarway Bridge – Water Main Relocation			481	\$30,000		
9	Illinois Well Construction and Inspection			481	\$3,200,000		Bond financed
10	Illinois Well Main Extension on Helena Ave.			481	\$350,000		
11	Inspect 24" Transmission Main			481	\$25,000		
12	Inspection of Reservoirs			481	\$20,000		
13	Memorial Park Water Main Relocation			481	\$50,000		
14	Miscellaneous Water Main Extensions			481	\$40,000	\$40,000	
15	Miscellaneous Water Main Oversizing			481	\$40,000	\$40,000	
16	New Reservoir Siting Study			481	\$40,000		
17	Rodeo Well Electrical Analysis and Upgrades 2021			481	\$60,000		
18	Route 10 & Hayward Well Pump Rebuilds			481		\$55,000	
19	Seattle Avenue Water Main Extension			481		\$323,000	

**CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET**

**Table 1 - 2021/2022 Biennial Budget Enhancements**

<i>Water Utility - Continued</i>					
<b>22</b>	University Way/Gateway – Water System Modifications	481	\$25,000		
<b>23</b>	Assistant Public Works & Utilities Director	481	\$23,235		
<b>Total Water Utility</b>		<b>\$6,092,235</b>	<b>\$909,000</b>		
<b>Sewer Utility</b>					
<b>Item #</b>	<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
1	Aeration Process Upgrades at WwTF – Design	491	\$350,000		
2	Aerators – Purchase	491	\$50,000		
3	Bull Road Utility Extension	491	\$1,953,000		Bond financed
4	Cost of Service Analysis - Sewer	491	\$30,000		
5	Digester/GBT Bldg. Electrical Upgrades	491		\$510,000	Bond financed
6	Flood Control Work – Wilson/Mercer Creeks	491	\$30,000		\$30,000
7	Grit Chamber Rehabilitation	491		\$100,000	
8	Miscellaneous Sewer Main Extensions	491	\$40,000		\$40,000
9	Miscellaneous Sewer Main Oversizing	491	\$40,000		\$40,000
10	New Collection Service Position	491	\$93,974	\$93,974	50% funded from Stormwater
11	Push Camera – Purchase	491	\$15,000		
12	Rebuild WwTF Clarifiers	491		\$375,000	
13	Reroof WwTF Admin. Bldg.	491		\$60,000	
14	Sandbagging Equipment	491	\$15,000		
15	Sewer Line Rehabilitation/Replacement	491	\$100,000	\$150,000	
16	Sewer System Comprehensive Plan Update and I&I Study	491	\$250,000		
17	Umptanum/Anderson Road Sewer Extension	491	\$1,900,000		Bond financed
18	University Way/Gateway – Sewer Modifications	491	\$50,000		
	Assistant Public Works & Utilities Director	491	\$22,770		
<b>Total Sewer Utility</b>		<b>\$4,939,744</b>	<b>\$1,398,974</b>		
<b>Telecommunications Utility</b>					
<b>Item #</b>	<b>Item Description</b>	<b>Fund</b>	<b>2021</b>	<b>2022</b>	<b>Impacts</b>
2 & 3	Telecom Utility Customer Growth	451	\$46,815	\$46,815	Revenue offset
4 & 5	Telecom Capital (Customer Extensions, Gateway I & II)	451	\$90,000	\$50,000	Extension Revenue
6 & 7	Telecom Capital Replacement	451	\$25,000	\$100,000	(Pre-funded)
<b>Total Telecom</b>		<b>\$161,815</b>	<b>\$196,815</b>		

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

Table 1 - 2021/2022 Biennial Budget Enhancements

IT Fund		Item Description	Fund	2021	2022	Impacts
Item #						
<b>A</b>	GIS - Asset Management System	550	\$93,500	\$83,500	(Multiple Funds)	
<b>B</b>	Website Update and Modernization	550	\$15,000	\$0	(Multiple Funds)	
<b>C</b>	CLS/Utility Billing Replacement	550	\$550,000	\$150,000	(Multiple Funds)	
<b>1 &amp; 3</b>	Prefunded Computer Replacement	550	\$26,680	\$0	(Pre-funded)	
<b>2 &amp; 4</b>	Software "Maintenance" Cost Increases	550	\$16,040	\$20,612		
<b>5 &amp; 6</b>	Prefunded Network Equipment Replacement	550	\$60,000	\$35,000	(Pre-funded)	
		Total IT	\$761,220	\$289,112		

Shop/ Warehouse		Item Description	Fund	2021	2022	Impacts
Item #						
<b>1</b>	Equipment	531	\$1,495,445	\$325,000	Capital; Rental Rates	
<b>2</b>	Assistant Public Works & Utilities Director	531	\$23,032	\$0		
		Total Engineering	\$1,518,477	\$325,000		

Department Requests - All Funds      \$29,340,736      \$16,185,300  
*Other cost increase drivers include mandated increases for Retirement and L&I Insurance and Medical Insurance premiums, and bargained wages.*

## Budget Glossary

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

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

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

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

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

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

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

**Balanced Budget** - A budget wherein revenues equal expenditures.

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

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

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

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

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

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

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

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

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

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

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

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

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

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

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

**Coverage** - Percent of revenues, which covers expenditures.

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

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

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

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

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

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

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

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

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

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

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

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

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

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

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

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

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

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

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

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

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

**Revenue** - Sources of income financing the operations of government.

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

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

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

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

**Standard Work Year** - 2080 hours or 260 working days.

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

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

## CITY OF ELLensburg 2021/2022 BIENNIAL BUDGET

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

**Transfers In/Out** - See Interfund Transfers.

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

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

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

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

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



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