

ORDINANCE NO. 4900

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, ADOPTING THE 2023-2024 BIENNIAL BUDGET FOR THE CITY OF ELLENSBURG, WASHINGTON.

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

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

WHEREAS, a public hearing on the general fund revenue estimates for 2023 was advertised and held on October 3, 2022 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 2023-2024 was advertised and held on November 7, 2022 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 2023-2024 was advertised and held on November 21, 2022 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 5, 2022 for the purpose of adopting a final budget for the two-year fiscal biennium 2023-2024, 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. 2023-2024 Biennial Budget Adoption.** The 2023-2024 Biennial Budget for the City of Ellensburg for the period January 1, 2023 through December 31, 2024, as determined in Exhibits A, B, and C, is hereby adopted.

**Section 2. Copies of the biennial budget to be filed.** The City Clerk is directed to keep a complete copy of the final 2023-2024 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.

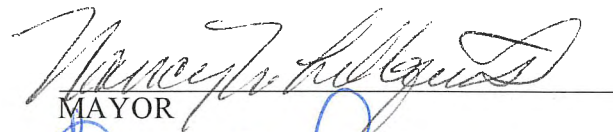
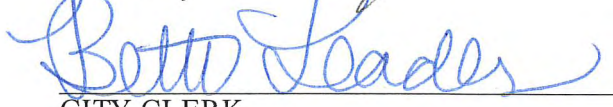
**Section 3. Severability.** If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

**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, 2023 after passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 5<sup>th</sup> day of December, 2022.

ATTEST:

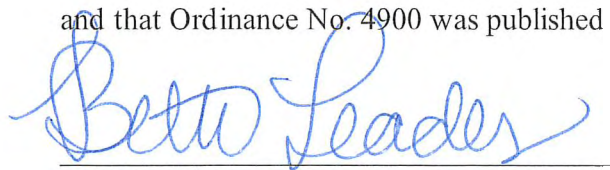
  
MAYOR  
  
CITY CLERK

Approved as to form:

  
CITY ATTORNEY

Publish: 12-8-22

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4900 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4900 was published as required by law.

  
BETH LEADER

**Ordinance No. 4900 - Exhibit A (2023-2024 Biennial Budget Ordinance)**  
**City of Ellensburg**  
**2023 Budget Table - All Funds**

<b>Fund</b>	<b>Budgeted Beg. Fund Balance</b>	<b>2023 Revenues</b>	<b>2023 Expenditures</b>	<b>Budgeted Ending Fund Balance</b>
<b>General Fund</b>	\$4,557,003	\$17,327,891	\$19,254,735	\$2,630,160
<b>Budgeted General Sub Funds</b>				
Sales Tax Reserve Fund	\$4,227,079	\$6,296,280	\$6,953,007	\$3,570,352
Art Acquisition	\$16,851	\$51,000	\$59,000	\$8,851
COVID-19 Grants	\$587,533	\$0	\$587,533	\$0
Library Trust	\$320,705	\$4,900	\$8,800	\$316,805
Hal Holmes Trust	\$136,431	\$10,500	\$10,000	\$136,931
Fire Relief and Pension	\$692,757	\$199,737	\$141,909	\$750,585
<b>Total Budgeted General Sub Funds</b>	<b>\$5,981,357</b>	<b>\$6,562,417</b>	<b>\$7,760,249</b>	<b>\$4,783,525</b>
<b>Special Revenue Funds</b>				
Street	\$1,119,564	\$2,556,563	\$3,410,417	\$265,711
Arterial Street	\$1,941,904	\$6,511,116	\$7,459,633	\$993,387
Traffic Impact Fees	\$294,429	\$379,387	\$172,500	\$501,317
Public Transit	\$3,006,532	\$2,550,929	\$2,671,837	\$2,885,623
Criminal Justice	\$2,336,095	\$1,532,560	\$2,139,736	\$1,728,919
Drug Investigation	\$12,570	\$3,100	\$5,000	\$10,670
ECTV Operations	\$109,712	\$101,998	\$103,587	\$108,123
Park Acquisition	\$587,378	\$122,661	\$420,000	\$290,039
Lodging Tax	\$912,486	\$690,000	\$330,313	\$1,272,173
Affordable Housing	\$1,687,778	\$792,160	\$717,500	\$1,762,438
<b>Total Special Revenue Funds</b>	<b>\$12,008,448</b>	<b>\$15,240,474</b>	<b>\$17,430,523</b>	<b>\$9,818,399</b>
<b>Debt Service Funds</b>				
Capital Improvements Bond Debt Ser	\$362,378	\$562,327	\$562,326	\$362,379
2010 GO Bond Debt Service	\$60,818	\$187,003	\$187,003	\$60,818
2003 Library Bond Debt Service	\$79,806	\$0	\$0	\$79,806
<b>Total Debt Service Funds</b>	<b>\$503,002</b>	<b>\$749,330</b>	<b>\$749,329</b>	<b>\$503,003</b>
<b>Capital Project Funds</b>				
Sidewalk Fund	\$838,647	\$448,000	\$768,712	\$517,935
Recreation Facilities	\$0	\$380,000	\$0	\$380,000
<b>Total Capital Project Funds</b>	<b>\$838,647</b>	<b>\$828,000</b>	<b>\$768,712</b>	<b>\$897,935</b>
<b>Enterprise Funds</b>				
Stormwater Utility	\$869,714	\$2,900,819	\$2,902,664	\$867,869
Stormwater Bond Construction	\$719,433	\$0	\$719,433	\$0
Telecommunications Utility	\$256,154	\$355,901	\$368,539	\$243,516
Natural Gas Utility	\$2,842,378	\$12,432,141	\$12,767,868	\$2,506,652
Electric Utility	\$10,483,048	\$21,656,195	\$25,125,915	\$7,013,329
Water Utility	\$4,682,092	\$6,530,244	\$7,699,650	\$3,512,686
Water Bond Construction	\$3,306,615	\$0	\$1,750,000	\$1,556,615
Wastewater Utility	\$5,423,712	\$8,320,059	\$10,541,588	\$3,202,183
<b>Total Enterprise Funds</b>	<b>\$28,583,147</b>	<b>\$52,195,359</b>	<b>\$61,875,656</b>	<b>\$18,902,850</b>
<b>Internal Service Funds</b>				
Shop/Warehouse	\$10,460,738	\$2,658,820	\$2,589,923	\$10,529,635
General Facilities	\$0	\$628,554	\$587,129	\$41,425
Employee Health & Benefits	\$1,106,073	\$2,423,824	\$2,688,003	\$841,894
Risk Management	\$1,357,068	\$688,102	\$937,098	\$1,108,072
Info. Tech.	\$938,207	\$1,967,181	\$2,006,693	\$898,695
Geo. Info. Systems	\$314,822	\$294,244	\$562,433	\$46,633
<b>Total Internal Service Funds</b>	<b>\$14,176,908</b>	<b>\$8,660,725</b>	<b>\$9,371,279</b>	<b>\$13,466,355</b>
<b>Grand Total</b>	<b>\$66,648,513</b>	<b>\$101,564,197</b>	<b>\$117,210,483</b>	<b>\$51,002,227</b>

**Ordinance No. 4900 - Exhibit B (2023-2024 Biennial Budget Ordinance)**  
**City of Ellensburg**  
**2024 Budget Table - All Funds**

<b>Fund</b>	<b>Budgeted Beg. Fund Balance</b>	<b>2024 Revenues</b>	<b>2024 Expenditures</b>	<b>Budgeted Ending Fund Balance</b>
<b>General Fund</b>	\$2,630,160	\$17,491,610	\$19,368,990	\$752,780
<b>Budgeted General Sub Funds</b>				
Sales Tax Reserve Fund	\$3,570,352	\$6,515,811	\$6,825,007	\$3,261,156
Art Acquisition	\$8,851	\$51,000	\$59,000	\$851
COVID-19 Grants	\$0	\$0	\$0	\$0
Library Trust	\$316,805	\$7,500	\$8,800	\$315,505
Hal Holmes Trust	\$136,931	\$10,500	\$10,000	\$137,431
Fire Relief and Pension	\$750,585	\$190,737	\$147,594	\$793,728
<b>Total Budgeted General Sub Funds</b>	<b>\$4,783,525</b>	<b>\$6,775,548</b>	<b>\$7,050,401</b>	<b>\$4,508,673</b>
<b>Special Revenue Funds</b>				
Street	\$265,711	\$2,816,103	\$3,057,360	\$24,454
Arterial Street	\$993,387	\$3,210,151	\$3,655,000	\$548,538
Traffic Impact Fees	\$501,317	\$372,387	\$797,500	\$76,204
Public Transit	\$2,885,623	\$2,467,505	\$2,482,106	\$2,871,023
Criminal Justice	\$1,728,919	\$1,556,822	\$1,716,760	\$1,568,981
Drug Investigation	\$10,670	\$3,100	\$5,000	\$8,770
ECTV Operations	\$108,123	\$100,198	\$98,646	\$109,675
Park Acquisition	\$290,039	\$102,261	\$0	\$392,300
Lodging Tax	\$1,272,173	\$687,000	\$330,313	\$1,628,860
Affordable Housing	\$1,762,438	\$820,406	\$682,500	\$1,900,344
<b>Total Special Revenue Funds</b>	<b>\$9,818,399</b>	<b>\$12,135,934</b>	<b>\$12,825,185</b>	<b>\$9,129,148</b>
<b>Debt Service Funds</b>				
Capital Improvements Bond Debt Ser	\$362,379	\$562,327	\$562,326	\$362,380
2010 GO Bond Debt Service	\$60,818	\$187,003	\$187,003	\$60,818
2003 Library Bond Debt Service	\$79,806	\$0	\$0	\$79,806
<b>Total Debt Service Funds</b>	<b>\$503,003</b>	<b>\$749,330</b>	<b>\$749,329</b>	<b>\$503,004</b>
<b>Capital Project Funds</b>				
Sidewalk Fund	\$517,935	\$406,000	\$586,000	\$337,935
Recreation Facilities	\$380,000	\$380,000	\$760,000	\$0
<b>Total Capital Project Funds</b>	<b>\$897,935</b>	<b>\$786,000</b>	<b>\$1,346,000</b>	<b>\$337,935</b>
<b>Enterprise Funds</b>				
Stormwater Utility	\$867,869	\$2,099,924	\$2,069,506	\$898,287
Stormwater Bond Construction	\$0	\$0	\$0	\$0
Telecommunications Utility	\$243,516	\$355,901	\$368,013	\$231,404
Natural Gas Utility	\$2,506,652	\$12,656,533	\$13,224,241	\$1,938,944
Electric Utility	\$7,013,329	\$21,752,965	\$23,355,697	\$5,410,597
Water Utility	\$3,512,686	\$6,555,464	\$7,378,390	\$2,689,760
Water Bond Construction	\$1,556,615	\$0	\$1,210,000	\$346,615
Wastewater Utility	\$3,202,183	\$6,912,817	\$7,104,576	\$3,010,424
<b>Total Enterprise Funds</b>	<b>\$18,902,850</b>	<b>\$50,333,604</b>	<b>\$54,710,423</b>	<b>\$14,526,031</b>
<b>Internal Service Funds</b>				
Shop/Warehouse	\$10,529,635	\$2,846,320	\$2,534,407	\$10,841,548
General Facilities	\$41,425	\$628,554	\$550,383	\$119,596
Employee Health & Benefits	\$841,894	\$2,533,915	\$2,703,393	\$672,416
Risk Management	\$1,108,072	\$688,102	\$937,098	\$859,076
Info. Tech.	\$898,695	\$2,775,361	\$2,879,734	\$794,322
Geo. Info. Systems	\$46,633	\$309,244	\$352,137	\$3,740
<b>Total Internal Service Funds</b>	<b>\$13,466,355</b>	<b>\$9,781,496</b>	<b>\$9,957,153</b>	<b>\$13,290,698</b>
<b>Grand Total</b>	<b>\$51,002,227</b>	<b>\$98,053,523</b>	<b>\$106,007,479</b>	<b>\$43,048,270</b>

2023/2024 Biennial Budget Ordinance - Exhibit C  
2023/2024 Biennial Budget - Positions by Department

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Department/ Position	FTE '23	FTE '24
<b>General Governmental</b>		
Mayor	0.04	0.04
Council Member	0.21	0.21
Total FTE	0.25	0.25
<b>Finance Department</b>		
Account Clerk 1/RPZ	2.00	2.00
Account Clerk II	2.00	2.00
Accountant II	1.00	1.00
Accounting Manager	1.00	1.00
Accounting Specialist	2.00	2.00
Application Specialist	1.00	1.00
Assistant Finance Director	1.00	1.00
City Clerk	1.00	1.00
Executive Assistant/Asst. City Clerk	0.44	0.44
Finance Director	1.00	1.00
Payroll & Benefits Technician	0.50	0.50
Payroll/Accounting Specialist	1.00	1.00
Senior Meter Reader	1.00	1.00
Senior Utility Account Clerk	1.00	1.00
Sr. Account Clerk	1.00	1.00
Utility Services Supervisor	1.00	1.00
Accountant III/Financial Analyst	1.00	1.00
Total FTE	18.94	18.94
<b>Info. Technology</b>		
Asst.City Manager/City Attorney	0.05	0.05
Executive Assistant/Asst. City Clerk	0.05	0.05
IT & Telecommunications Manager	0.90	0.90
IT Director	1.00	1.00
IT Systems Administrator	1.00	1.00
IT Systems Administrator - SQL	1.00	1.00
Network/Desktop Analyst	1.00	1.00
Total FTE	5.00	5.00

Department/ Position	FTE '23	FTE '24
<b>Community Development Department</b>		
Building Inspector II	1.00	1.00
Building Official	1.00	1.00
Community Dev. Director	1.00	1.00
Housing Coordinator/ Grants Manager	1.00	1.00
Planner	1.00	1.00
Planning Manager	1.00	1.00
Planning/Permit Technician	2.00	2.00
Senior Planner	2.00	2.00
Total FTE	10.00	10.00
<b>Library/ Hal Holmes Department</b>		
Facilities Assistant	0.95	0.95
Facilities Coordinator	1.00	1.00
Librarian	1.00	1.00
Library Aide	0.38	0.38
Library Assistant	2.70	2.70
Library Associate	3.75	3.75
Library Director	1.00	1.00
Library Specialist	0.75	0.75
Office Specialist	0.45	0.45
Total FTE	11.98	11.98
<b>City Administration</b>		
Arts & Economic Development Mgr.	1.00	1.00
Assistant City Attorney	1.00	1.00
Asst.City Manager/City Attorney	0.90	0.90
City Manager	1.00	1.00
Executive Assistant - City Manager	1.00	1.00
Executive Assistant/Asst. City Clerk	0.46	0.46
HR Director	1.00	1.00
HR Specialist	2.00	2.00
Public Information Officer	1.00	1.00
Total FTE	9.36	9.36

2023/2024 Biennial Budget Ordinance - Exhibit C  
2023/2024 Biennial Budget - Positions by Department

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Department/ Position	FTE '23	FTE '24
<b>Parks &amp; Recreation Department</b>		
Adult Activity Coordinator	1.00	1.00
Aquatic & Recreation Supervisor	1.00	1.00
Custodian I	0.36	0.36
Custodian II	0.22	0.22
ERRC Coordinator	1.00	1.00
Foreperson (Parks)	1.00	1.00
Lifeguard I	2.65	2.65
Lifeguard II	0.58	0.58
Lifeguard III	0.58	0.58
Park Maintenance Tech	4.00	4.00
Parks & Rec Administrative Secretary	2.00	2.00
Parks & Recreation Director	1.00	1.00
Rec Aid I or II	0.40	0.40
Rec Aide I or II	0.80	0.80
Rec Aide II	1.24	1.24
Rec Aide IV	0.62	0.62
Rec Leader 1 2 or 3	0.85	0.85
Rec.Leader II	0.10	0.10
Recreation Leader - Aquatics	2.00	2.00
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
Temporary Laborer	8.67	8.67
Youth Center & Athletic Program Coordinator	1.00	1.00
<b>Total FTE</b>	<b>33.73</b>	<b>33.73</b>

Department/ Position	FTE '23	FTE '24
<b>Police Department</b>		
Animal Control Officer	0.50	0.50
Anti-Crimes Team	2.00	2.00
Code Enforcement Officer	2.00	2.00
Corporal	2.00	2.00
Detective	2.00	2.00
Detective Sergeant	1.00	1.00
Police Captain	1.00	1.00
Police Chief	1.00	1.00
Police Officer First Class	9.00	9.00
Police Officer First Class/SRO	1.00	1.00
Police Records Supervisor	1.00	1.00
Secretary/Records Clerk	3.00	3.00
Sergeant Regular	4.00	4.00
<b>Total FTE</b>	<b>29.50</b>	<b>29.50</b>

**Criminal Justice Fund (Police Department)**

Animal Control Officer	0.50	0.50
Corporal	2.00	2.00
Detective	1.00	1.00
Police Captain	1.00	1.00
Police Officer First Class	3.00	3.00
Secretary/Records Clerk	1.00	1.00
Sergeant Regular	1.00	1.00
Police Reserve	0.38	0.38
Crime Analyst	1.00	1.00
<b>Total FTE</b>	<b>10.88</b>	<b>10.88</b>

**Telecommunications Utility**

Assistant City Manager/ City Attorney	0.05	0.05
IT & Telecommunications Manager	0.10	0.10
Executive Assistant/Deputy City Clerk	0.05	0.05
<b>Total FTE</b>	<b>0.20</b>	<b>0.20</b>

2023/2024 Biennial Budget Ordinance - Exhibit C  
2023/2024 Biennial Budget - Positions by Department

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Department/ Position	FTE '23	FTE '24
<b>Public Works Admin/ Engineering (Public Works &amp; Utilities)</b>		
Assistant City Engineer/Capital Projects	1.00	1.00
City Engineering Services Manager	0.07	0.07
Civil Engineer	1.00	1.00
Engineering Intern	0.34	0.34
Engineering Technician I	2.00	2.00
Engineering Technician II	1.00	1.00
Public Works & Utilities Director	0.05	0.05
Public Works Administrative Secretary	1.00	1.00
Public Works Development Supervisor	1.00	1.00
Sr. Operations Analyst	1.00	1.00
Total FTE	8.46	8.46
<b>Street</b>		
Assistant Public Works Director	0.25	0.25
Foreperson (Street & Water)	1.00	1.00
Heavy Equipment Operator	7.00	7.00
Shop/Warehouse Manager	0.10	0.10
Temporary Laborer	0.94	0.94
Temporary Student Laborer	1.00	1.00
Total FTE	10.29	10.29
<b>Ellensburg Public Transit</b>		
Public Works & Utilities Director	0.10	0.10
Transit Manager	1.00	1.00
Total FTE	1.10	1.10
<b>Stormwater Utility</b>		
City Engineering Manager	0.10	0.10
Stormwater Utility Manager	1.00	1.00
Public Works & Utilities Director	0.14	0.14
Stormwater Tech/Urban Horticulturist	1.00	1.00
Total FTE	2.24	2.24

Department/ Position	FTE '23	FTE '24
<b>Electric Light Utility</b>		
Assistant Utilities Director	0.50	0.50
City Engineering Services Manager	0.16	0.16
Engineering Tech - Light	2.00	2.00
Groundperson	1.00	1.00
Line Foreperson	1.00	1.00
Lineperson	3.00	3.00
Lineperson (Apprentice)	1.00	1.00
Meterperson	1.00	1.00
Operations Analyst - ES	0.67	0.67
Operations Coordinator- Electric	1.00	1.00
Power and Gas Manager	0.45	0.45
Project Engineer	1.00	1.00
Public Works & Utilities Director	0.14	0.14
Rate Analyst	0.45	0.45
Senior Electrical Engineer	1.00	1.00
Serviceperson	1.00	1.00
Sustainability Coordinator	0.45	0.45
Temporary Lineperson	1.00	1.00
Total FTE	16.82	16.82
<b>Geographic Information Systems (GIS)</b>		
GIS Specialist	1.00	1.00
GIS Supervisor	1.00	1.00
Total FTE	2.00	2.00

2023/2024 Biennial Budget Ordinance - Exhibit C  
2023/2024 Biennial Budget - Positions by Department

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Department/ Position	FTE '23	FTE '24
<b>Wastewater Utility</b>		
Assistant Public Works Director	0.25	0.25
City Engineering Services Manager	0.25	0.25
Collection Serviceperson	3.00	3.00
Lab-Tech., Operator	1.00	1.00
Plant Maintenance Mechanic/Operator	4.00	4.00
Public Works & Utilities Director	0.14	0.14
Shop/Warehouse Manager	0.05	0.05
Temporary Laborer	0.58	0.58
Treatment Plant Operator	2.00	2.00
Wastewater Foreperson	1.00	1.00
Total FTE	12.27	12.27

<b>Natural Gas Utility</b>		
Assistant Utilities Director	0.50	0.50
City Engineering Services Manager	0.13	0.13
Engineering Specialist - Gas	1.00	1.00
Gas Customer Serviceperson	1.00	1.00
Gas Engineer	1.00	1.00
Gas Foreperson	1.00	1.00
Gas Journeyperson	4.00	4.00
Gas Meterperson	1.00	1.00
Operations Analyst - ES	0.33	0.33
Power and Gas Manager	0.55	0.55
Public Works & Utilities Director	0.14	0.14
Rate Analyst	0.55	0.55
Summer Intern	0.50	0.50
Sustainability Coordinator	0.55	0.55
Total FTE	12.25	12.25

Department/ Position	FTE '23	FTE '24
<b>Shop/ Warehouse</b>		
Assistant Public Works Director	0.25	0.25
City Engineering Services Manager	0.01	0.01
Equipment Mechanic	2.00	2.00
Foreperson (Warehouse & Shop)	1.00	1.00
Lead Equipment Mechanic	1.00	1.00
Public Works & Utilities Director	0.14	0.14
Shop/Warehouse Manager	0.65	0.65
Temporary Laborer	0.58	0.58
Warehouse/Plant Maintenance	1.00	1.00
Warehouseperson	1.00	1.00
Total FTE	7.63	7.63

<b>Water Utility</b>		
Assistant Public Works Director	0.25	0.25
City Engineering Services Manager	0.28	0.28
Cross Connection Cont. Spec.	1.00	1.00
Foreperson (Street & Water)	1.00	1.00
Plant Maintenance	1.00	1.00
Public Works & Utilities Director	0.14	0.14
Senior Pipeperson	4.00	4.00
Shop/Warehouse Manager	0.20	0.20
Temporary Laborer	1.50	1.50
Total FTE	9.37	9.37

<b>General Facilities</b>		
Plant Maintenance	1.00	1.00
Total FTE	1.00	1.00