

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 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 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 biennium 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 biennium 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.

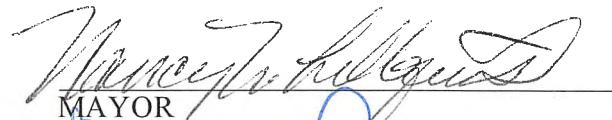
Section 3. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

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 5th day of December, 2022.

ATTEST:



MAYOR


CITY CLERK

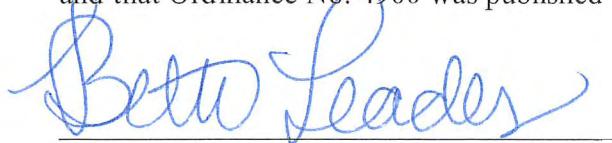
Approved as to form:



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

Fund	Budgeted	2023	2023	Budgeted
	Beg. Fund Balance	Revenues	Expenditures	Ending Fund Balance
General Fund	\$4,557,003	\$17,327,891	\$19,254,735	\$2,630,160
Budgeted General Sub Funds				
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
Total Budgeted General Sub Funds	\$5,981,357	\$6,562,417	\$7,760,249	\$4,783,525
Special Revenue Funds				
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
Total Special Revenue Funds	\$12,008,448	\$15,240,474	\$17,430,523	\$9,818,399
Debt Service Funds				
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
Total Debt Service Funds	\$503,002	\$749,330	\$749,329	\$503,003
Capital Project Funds				
Sidewalk Fund	\$838,647	\$448,000	\$768,712	\$517,935
Recreation Facilities	\$0	\$380,000	\$0	\$380,000
Total Capital Project Funds	\$838,647	\$828,000	\$768,712	\$897,935
Enterprise Funds				
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
Total Enterprise Funds	\$28,583,147	\$52,195,359	\$61,875,656	\$18,902,850
Internal Service Funds				
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
Total Internal Service Funds	\$14,176,908	\$8,660,725	\$9,371,279	\$13,466,355
Grand Total	\$66,648,513	\$101,564,197	\$117,210,483	\$51,002,227

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

Fund	Budgeted Beg. Fund Balance	2024 Revenues	2024 Expenditures	Budgeted Ending Fund Balance
General Fund	\$2,630,160	\$17,491,610	\$19,368,990	\$752,780
Budgeted General Sub Funds				
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
Total Budgeted General Sub Funds	\$4,783,525	\$6,775,548	\$7,050,401	\$4,508,673
Special Revenue Funds				
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
Total Special Revenue Funds	\$9,818,399	\$12,135,934	\$12,825,185	\$9,129,148
Debt Service Funds				
Capital Improvements Bond Debt Serv	\$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
Total Debt Service Funds	\$503,003	\$749,330	\$749,329	\$503,004
Capital Project Funds				
Sidewalk Fund	\$517,935	\$406,000	\$586,000	\$337,935
Recreation Facilities	\$380,000	\$380,000	\$760,000	\$0
Total Capital Project Funds	\$897,935	\$786,000	\$1,346,000	\$337,935
Enterprise Funds				
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
Total Enterprise Funds	\$18,902,850	\$50,333,604	\$54,710,423	\$14,526,031
Internal Service Funds				
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
Total Internal Service Funds	\$13,466,355	\$9,781,496	\$9,957,153	\$13,290,698
Grand Total	\$51,002,227	\$98,053,523	\$106,007,479	\$43,048,270

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

1 of 4

Department/ Position	FTE '23	FTE '24	Department/ Position	FTE '23	FTE '24
General Governmental			Community Development Department		
Mayor	0.04	0.04	Building Inspector II	1.00	1.00
Council Member	0.21	0.21	Building Official	1.00	1.00
	Total FTE	0.25	Community Dev. Director	1.00	1.00
			Housing Coordinator/ Grants Manager	1.00	1.00
			Planner	1.00	1.00
Finance Department			Planning Manager	1.00	1.00
Account Clerk 1/RPZ	2.00	2.00	Planning/Permit Technician	2.00	2.00
Account Clerk II	2.00	2.00	Senior Planner	2.00	2.00
Accountant II	1.00	1.00		Total FTE	10.00
Accounting Manager	1.00	1.00			
Accounting Specialist	2.00	2.00	Library/ Hal Holmes Department		
Application Specialist	1.00	1.00	Facilities Assistant	0.95	0.95
Assistant Finance Director	1.00	1.00	Facilities Coordinator	1.00	1.00
City Clerk	1.00	1.00	Librarian	1.00	1.00
Executive Assistant/Asst. City Clerk	0.44	0.44	Library Aide	0.38	0.38
Finance Director	1.00	1.00	Library Assistant	2.70	2.70
Payroll & Benefits Technician	0.50	0.50	Library Associate	3.75	3.75
Payroll/Accounting Specialist	1.00	1.00	Library Director	1.00	1.00
Senior Meter Reader	1.00	1.00	Library Specialist	0.75	0.75
Senior Utility Account Clerk	1.00	1.00	Office Specialist	0.45	0.45
Sr. Account Clerk	1.00	1.00		Total FTE	11.98
Utility Services Supervisor	1.00	1.00			
Accountant III/Financial Analyst	1.00	1.00	City Administration		
	Total FTE	18.94	Arts & Economic Development Mgr.	1.00	1.00
Info. Technology			Assistant City Attorney	1.00	1.00
Asst. City Manager/City Attorney	0.05	0.05	Asst. City Manager/City Attorney	0.90	0.90
Executive Assistant/Asst. City Clerk	0.05	0.05	City Manager	1.00	1.00
IT & Telecommunications Manager	0.90	0.90	Executive Assistant - City Manager	1.00	1.00
IT Director	1.00	1.00	Executive Assistant/Asst. City Clerk	0.46	0.46
IT Systems Administrator	1.00	1.00	HR Director	1.00	1.00
IT Systems Administrator - SQL	1.00	1.00	HR Specialist	2.00	2.00
Network/Desktop Analyst	1.00	1.00	Public Information Officer	1.00	1.00
	Total FTE	5.00		Total FTE	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
Parks & Recreation Department		
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
Total FTE	33.73	33.73

Department/ Position	FTE '23	FTE '24
Police Department		
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
Total FTE	29.50	29.50
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
Total FTE	10.88	10.88
Telecommunications Utility		
Assistant City Manager/ City Attorney	0.05	0.05
IT & Telecommunications Manager	0.10	0.10
Executive Assistant/Deputy City Clerk	0.05	0.05
Total FTE	0.20	0.20

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

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Department/ Position	FTE '23	FTE '24	Department/ Position	FTE '23	FTE '24
Public Works Admin/ Engineering (Public Works & Utilities)					
Assistant City Engineer/Capital Projects	1.00	1.00	Assistant Utilities Director	0.50	0.50
City Engineering Services Manager	0.07	0.07	City Engineering Services Manager	0.16	0.16
Civil Engineer	1.00	1.00	Engineering Tech - Light	2.00	2.00
Engineering Intern	0.34	0.34	Groundperson	1.00	1.00
Engineering Technician I	2.00	2.00	Line Foreperson	1.00	1.00
Engineering Technician II	1.00	1.00	Lineperson	3.00	3.00
Public Works & Utilities Director	0.05	0.05	Lineperson (Apprentice)	1.00	1.00
Public Works Administrative Secretary	1.00	1.00	Meterperson	1.00	1.00
Public Works Development Supervisor	1.00	1.00	Operations Analyst - ES	0.67	0.67
Sr. Operations Analyst	1.00	1.00	Operations Coordinator- Electric	1.00	1.00
	Total FTE	8.46	Power and Gas Manager	0.45	0.45
Street			Project Engineer	1.00	1.00
Assistant Public Works Director	0.25	0.25	Public Works & Utilities Director	0.14	0.14
Foreperson (Street & Water)	1.00	1.00	Rate Analyst	0.45	0.45
Heavy Equipment Operator	7.00	7.00	Senior Electrical Engineer	1.00	1.00
Shop/Warehouse Manager	0.10	0.10	Serviceperson	1.00	1.00
Temporary Laborer	0.94	0.94	Sustainability Coordinator	0.45	0.45
Temporary Student Laborer	1.00	1.00	Temporary Lineperson	1.00	1.00
	Total FTE	10.29		Total FTE	16.82
Ellensburg Public Transit			Geographic Information Systems (GIS)		
Public Works & Utilities Director	0.10	0.10	GIS Specialist	1.00	1.00
Transit Manager	1.00	1.00	GIS Supervisor	1.00	1.00
	Total FTE	1.10		Total FTE	2.00
Stormwater Utility					
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			

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

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Department/ Position	FTE '23	FTE '24	Department/ Position	FTE '23	FTE '24
Wastewater Utility			Shop/ Warehouse		
Assistant Public Works Director	0.25	0.25	Assistant Public Works Director	0.25	0.25
City Engineering Services Manager	0.25	0.25	City Engineering Services Manager	0.01	0.01
Collection Serviceperson	3.00	3.00	Equipment Mechanic	2.00	2.00
Lab-Tech., Operator	1.00	1.00	Foreperson (Warehouse & Shop)	1.00	1.00
Plant Maintenance Mechanic/Operator	4.00	4.00	Lead Equipment Mechanic	1.00	1.00
Public Works & Utilities Director	0.14	0.14	Public Works & Utilities Director	0.14	0.14
Shop/Warehouse Manager	0.05	0.05	Shop/Warehouse Manager	0.65	0.65
Temporary Laborer	0.58	0.58	Temporary Laborer	0.58	0.58
Treatment Plant Operator	2.00	2.00	Warehouse/Plant Maintenance	1.00	1.00
Wastewater Foreperson	1.00	1.00	Warehouseperson	1.00	1.00
Total FTE	12.27	12.27	Total FTE	7.63	7.63
Natural Gas Utility			Water Utility		
Assistant Utilities Director	0.50	0.50	Assistant Public Works Director	0.25	0.25
City Engineering Services Manager	0.13	0.13	City Engineering Services Manager	0.28	0.28
Engineering Specialist - Gas	1.00	1.00	Cross Connection Cont. Spec.	1.00	1.00
Gas Customer Serviceperson	1.00	1.00	Foreperson (Street & Water)	1.00	1.00
Gas Engineer	1.00	1.00	Plant Maintenance	1.00	1.00
Gas Foreperson	1.00	1.00	Public Works & Utilities Director	0.14	0.14
Gas Journeyperson	4.00	4.00	Senior Pipeperson	4.00	4.00
Gas Meterperson	1.00	1.00	Shop/Warehouse Manager	0.20	0.20
Operations Analyst - ES	0.33	0.33	Temporary Laborer	1.50	1.50
Power and Gas Manager	0.55	0.55	Total FTE	9.37	9.37
Public Works & Utilities Director	0.14	0.14	General Facilities		
Rate Analyst	0.55	0.55	Plant Maintenance	1.00	1.00
Summer Intern	0.50	0.50	Total FTE	1.00	1.00
Sustainability Coordinator	0.55	0.55			
Total FTE	12.25	12.25			