

Budget by Department

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CITY OF ELLENSBURG 2019/2020 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
- Art Acquisition Fund

Library Department

- General Fund – Library/Hal Holmes
- Library Trust Fund
- CATV Fund

Police

- General Fund - Police
- Criminal Justice Fund
- Drug Fund

Community Development Department

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

Parks & Recreation

- General Fund - Parks & Recreation
- Parks Acquisition Fund

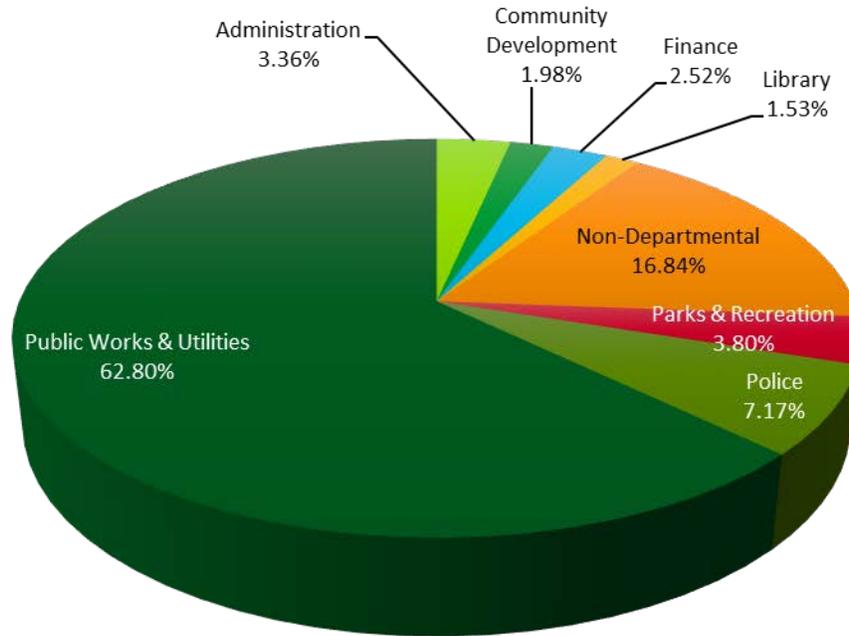
Public Works & Utilities Department

- 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

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Total Summary by Department 2019 & 2020

2019/2020 Expenditures/Expenses by Department

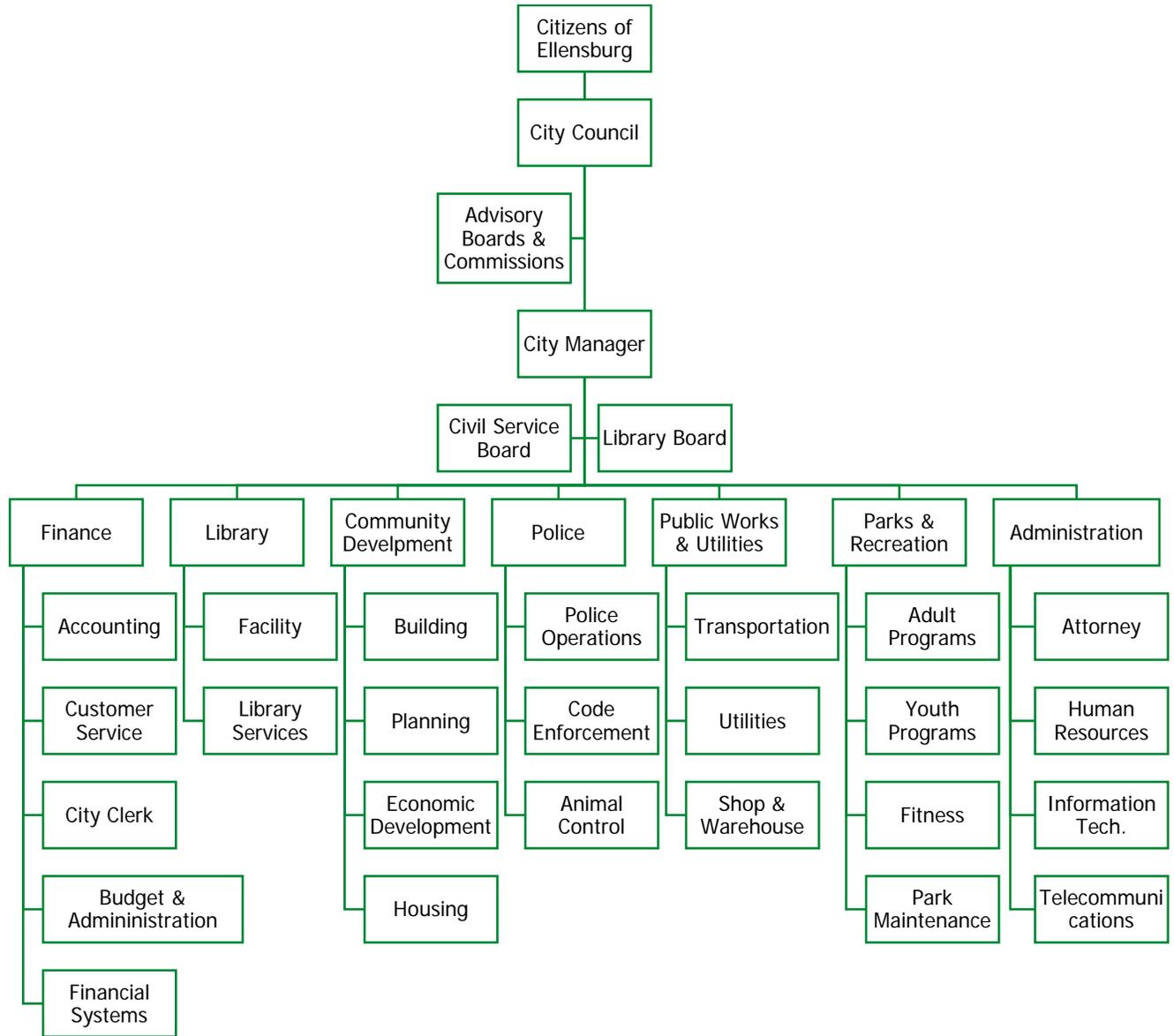


2019/2020 Expenditures/ Expenses by Department

Department	2019	2020	Total Biennial	% of Total
Administration	\$2,857,932	\$2,629,366	\$5,487,298	3.36%
Community Development	1,606,877	1,628,923	3,235,800	1.98%
Finance	2,060,726	2,058,538	4,119,264	2.52%
Library	1,248,472	1,259,222	2,507,694	1.53%
Non-Departmental	14,461,598	13,077,458	27,539,056	16.84%
Parks & Recreation	3,612,794	2,596,040	6,208,834	3.80%
Police	5,820,934	5,906,796	11,727,730	7.17%
Public Works & Utilities	53,597,656	49,068,670	102,666,326	62.80%
Total Biennial	\$85,266,989	\$78,225,013	\$163,492,001	100.00%

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2019/2020 City of Ellensburg Organizational Chart



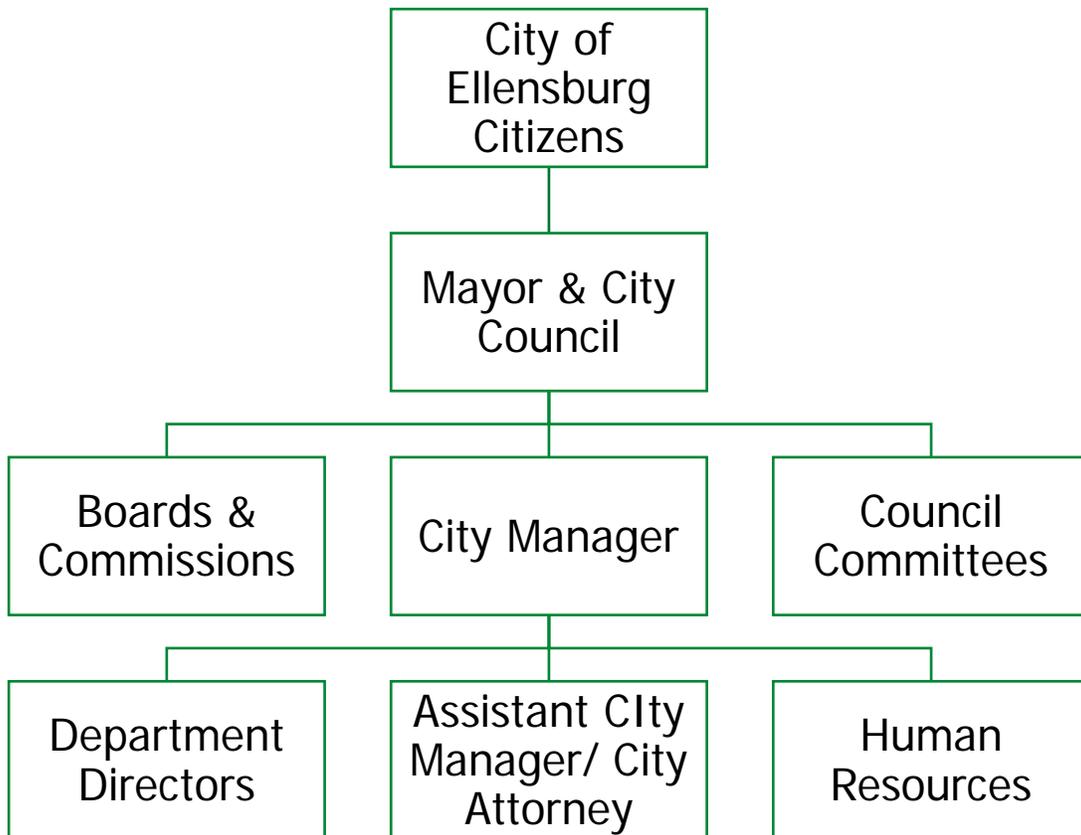
CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental

The City General department covers both the City Council and other functions that are not the responsibility of other departments.

The City Council consists of the Mayor and six other council members. The Council is the legislative arm of the city government. It is responsible for all the legislative actions and setting policy for administration of the city government by setting policies to protect the rights of citizens of the City of Ellensburg and adopting policies that set the rates and fees to fund the services that are provided. The Council gives general direction to the City Manager, and the City Manager performs the day-to-day general administration of the City.

The City's general taxes like the property tax, utility tax, and leasehold excise tax are reported in the non-departmental department of the General Fund.



You can reach your City Council via

- Postal mail - 501 N. Anderson Street
- Email - citycouncil@ci.ellensburg.wa.us
- Message phone - (509) 962-7221

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

City Non-Departmental Revenue Summary

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

	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Taxes					
Admission Tax	\$102,307	\$101,075	\$94,000	\$100,000	\$100,000
Criminal Justice	400,803	435,107	343,490	392,685	373,050
Gambling Tax	78,526	94,250	71,625	71,625	71,625
Leasehold Excise Tax	18,451	15,751	22,000	16,000	16,000
Property Taxes	2,780,681	2,845,497	3,007,752	2,966,265	2,995,927
Utility Taxes	2,737,337	3,029,806	2,897,383	3,054,837	3,248,661
Taxes Total	6,118,105	6,521,486	6,436,249	6,601,412	6,805,263
Charges for Services					
Data/Word Processing	0	26	0	0	0
Interfund Assessments	247,791	313,797	288,989	318,948	323,907
Photocopy Sales	837	441	100	100	100
Charges for Services Total	248,628	314,265	289,089	319,048	324,007
Fines & Forfeits					
Gambling Tax Penalty	50	1,122	0	0	0
Fines & Forfeits Total	50	1,122	0	0	0
Intergovt. Rev.					
Criminal Justice	24,371	25,485	26,068	27,917	27,917
Forest Excise Tax	0	0	0	0	0
Liquor Excise Tax	89,508	94,145	90,178	101,052	101,052
Liquor Profit Allocation	162,035	163,032	163,170	160,426	160,426
PUD Privledge Tax	0	4,366	0	0	0
State Assistance	115,505	116,997	100,000	116,000	116,000
Intergovt. Rev. Total	391,418	404,026	379,416	405,395	405,395
Licenses & Permits					
Franchise Fee	0	0	500	0	0
Licenses & Permits Total	0	0	500	0	0
Miscellaneous					
Cellular Site Lease	88,670	68,175	81,534	66,534	66,534
Judgments & Settlements	0	40	0	0	0
Miscellaneous	83,932	45,187	20,000	30,000	30,000
Sale of Surplus	234	1,425	1,000	1,000	1,000
Miscellaneous Total	172,836	114,827	102,534	97,534	97,534
Transfers In					
Transfers In	1,844,520	2,007,403	2,065,000	2,440,000	3,073,317
Transfers In Total	1,844,520	2,007,403	2,065,000	2,440,000	3,073,317
Total Revenues	\$8,775,557	\$9,363,127	\$9,272,788	\$9,863,389	\$10,705,516

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental - City General Summary

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.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Expenditures					
Salaries	\$70,270	\$73,524	\$83,759	\$87,201	\$91,990
Benefits	\$112,000	\$113,502	\$161,268	\$159,446	\$161,165
Services	\$598,097	\$538,815	\$562,149	\$590,736	\$513,661
Supplies	\$16,926	\$19,432	\$33,250	\$33,250	\$33,250
Intergovernmental	\$184,026	\$194,622	\$205,999	\$206,834	\$206,834
Debt Service	\$18,347	\$15,597	\$317,697	\$329,647	\$341,447
Interfund	\$187,230	\$198,348	\$188,460	\$188,460	\$188,460
Total Expenditures	\$1,186,896	\$1,153,839	\$1,552,582	\$1,595,574	\$1,536,807
FTE	1.25	1.25	1.25	1.25	1.25

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 programs including Hope Source, 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 2019/2020 BIENNIAL BUDGET

Non-Departmental Summary - Sales Tax

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

	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Taxes	\$4,365,540	\$4,895,235	\$4,824,158	\$4,665,674	\$4,703,748
Miscellaneous	7,646	7,070	5,000	5,000	5,000
Revenues Total	4,373,185	4,902,305	4,829,158	4,670,674	4,708,748
Transfers Out					
General Fund	1,844,520	2,000,000	2,040,000	2,440,000	3,073,317
Street	1,190,000	1,578,259	1,320,300	1,420,300	1,420,300
Arterial Street	350,000	175,000	420,000		
Public Transit	57,500				
Police Equipment	51,188	75,920	55,922		
Maintenance Bond Debt Service	215,653	217,500	212,700	212,700	212,700
Capital Improvement Capital Fund			300,000		
General Capital		590,000			
Stormwater	40,500				
Art Acquisition	50,000	50,000	50,000	50,000	50,000
Capital Improvement Debt Service			20,000	20,000	20,000
Transfers Out Total	3,799,361	4,686,679	4,418,922	4,143,000	4,776,317
Contribution To(From) Fund Balance	\$573,824	\$215,626	\$410,236	\$527,674	-\$67,569

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

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental – Art Acquisition

Department: Non-Departmental **Fund:** Art Acquisition **Account #:** 100-162

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$1,055	\$1,005	\$1,000	\$1,000	\$1,000
Miscellaneous	103	434	50	50	50
Transfers In	50,000	50,000	50,000	50,000	50,000
Revenues Total	51,158	51,439	51,050	51,050	51,050
Expenditures					
Salaries			11,740	12,079	12,319
Benefits			2,569	2,519	2,581
Supplies	75	319			
Services	23,670	25,329	35,691	35,691	35,691
Capital Outlay	10,766	4,974			
Expenditures Total	34,511	30,622	50,000	50,289	50,591
Grand Total	\$16,647	\$20,817	\$1,050	\$1,211	\$909

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.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary-Lodging Tax

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$511,145	\$551,890	\$520,000	\$589,000	\$618,000
Miscellaneous	3,806	15,280	1,000	1,000	1,000
Revenues Total	514,951	567,170	521,000	590,000	619,000
Expenditures					
Supplies	13,888	21,109	37,960		
Services	17,841	5,645	1,040	449,430	444,660
Capital Outlay	0		110,000	510,000	60,000
Intergovt	460,526	448,650	481,000	89,570	93,340
Expenditures Total	492,254	475,403	630,000	1,049,000	598,000
Grand Total	\$22,697	\$91,767	-\$109,000	-\$459,000	\$21,000

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 2019/2020 BIENNIAL BUDGET

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

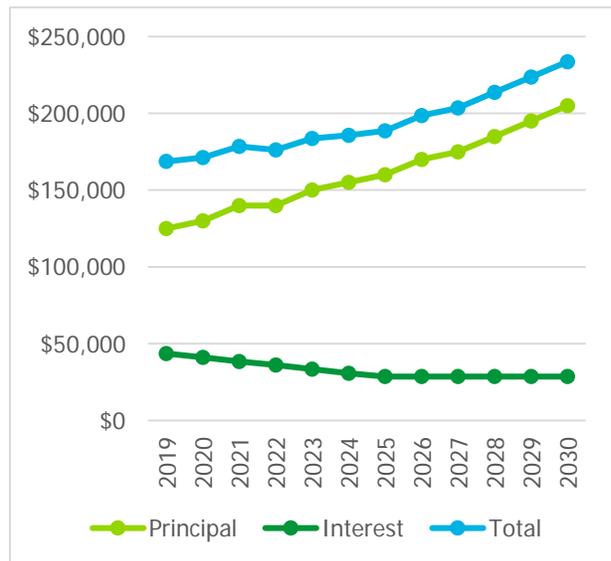
Department: Non-Departmental **Fund:** 2010 GO Debt Fund **Account #:** 200-225

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Transfers In	\$215,653	\$217,500	\$212,700	\$212,700	\$212,700
Revenues Total	215,653	217,500	212,700	212,700	212,700
Expenditures					
Debt Service					
Principal Paid	115,000	120,000	120,000	125,000	130,000
Interest Paid	100,350	96,900	92,100	87,300	82,300
Other Fees	303	297	600	600	600
Debt Service Total	215,653	217,197	212,700	212,900	212,900
Expenditures Total	215,653	217,197	212,700	212,900	212,900
Revenues/ Expenditures	\$0	\$303	\$0	-\$200	-\$200

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 in December 2020.

Debt Service:

Year	Principal	Interest	Total
2019	\$125,000	\$43,650	\$168,650
2020	130,000	41,150	171,150
2021	140,000	38,550	178,550
2022	140,000	36,100	176,100
2023	150,000	33,562	183,562
2024	155,000	30,750	185,750
2025	160,000	28,625	188,625
2026	170,000	28,625	198,625
2027	175,000	28,625	203,625
2028	185,000	28,625	213,625
2029	195,000	28,625	223,625
2030	205,000	28,625	233,625
Total	\$1,930,000	\$395,512	\$2,325,512



The bonds are secured with the full faith and credit of the City and are payable from any legally available funds of the City.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

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

Department: Non-Departmental

Fund: Library Constr.
Refund Debt

Account #: 200-230

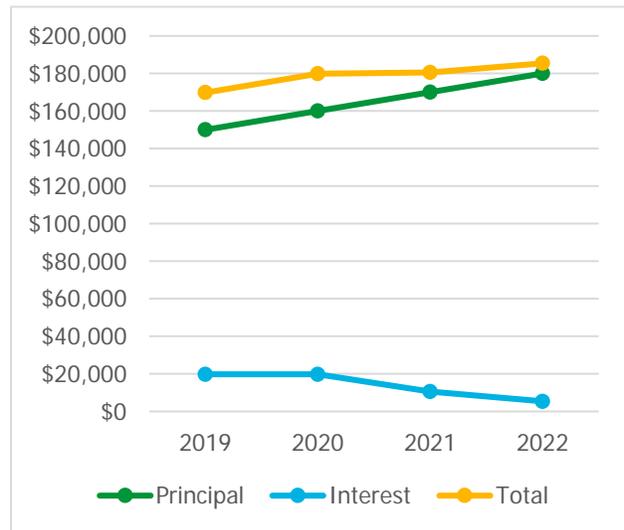
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$171,092	\$173,840	\$175,000	\$175,000	\$175,000
Revenues Total	171,092	173,840	175,000	175,000	175,000
Expenditures					
Debt Service					
Principal Paid	125,000	135,000	140,000	150,000	160,000
Interest Paid	31,800	28,050	24,000	19,800	15,300
Other Fees	302	298	600	600	600
Debt Service Total	157,102	163,348	164,600	170,400	175,900
Expenditures Total	157,102	163,348	164,600	170,400	175,900
Revenues/ Expenditures	\$13,990	\$10,492	\$10,400	\$4,600	-\$900

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
2019	\$150,000	\$19,800	\$169,800
2020	160,000	19,800	179,800
2021	170,000	10,500	180,500
2022	180,000	5,400	185,400
Total	\$660,000	\$55,500	\$715,500



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Departmental Summary – Capital Facilities Improvement Program Debt Fund

Department: Non- Departmental **Fund:** Cap. Imp. Debt **Account #:** 200-240

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Transfer in- Sales Tax	\$0	\$0	\$20,000	\$20,000	\$20,000
Revenues Total	0	0	20,000	20,000	20,000
Expenditures					
Debt Service- Principal			10,000		10,000
Debt Service- Interest			10,000	20,000	10,000
Expenditures Total	0	0	20,000	20,000	20,000
Revenues/ Expenditures	\$0	\$0	\$0	\$0	\$0

Ordinance 4783 authorizes the issuance and sale of a not to exceed amount of \$7,200,000 Limited Tax General Obligation Bonds for the construction of renovations to the City's Public Safety Building and a portion of other city capital facilities improvements. Final debt service figures will be available when the final draw occurs in the 2019/2020 biennium.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Non-Department– Capital Improvement Project

Department: Non-Departmental

Fund: Capital
Improvement Fund

Account #: 300-340

The Capital Improvement Project Fund is used to account for the renovation of the public safety building and other capital facility improvements financed with the 2017 Capital Facilities Improvement Bond.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Long-Term Debt Issuance	\$0	\$121,200	\$7,078,800	\$7,078,800	\$0
Transfers In			800,000		
Revenues Total	0	121,200	7,878,800	7,078,800	0
Expenditures					
Salaries			122,135	124,236	126,720
Benefits			49,978	51,902	53,901
Services				318,680	
Capital Outlay			7,156,772	3,319,840	2,653,214
Transfers Out			600,000	600,000	
Expenditures Total	0	0	7,928,885	4,414,658	2,833,835
Revenues/ Expenditures	\$0	\$121,200	-\$50,085	\$2,664,142	-\$2,833,835

Project expenditures were originally budgeted in 2018. The project timeline has evolved to anticipate completion of the projects in 2020. The updated construction timeline is reflected in the 2019 and 2020 budgets.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Health & Benefits

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$2,038,372	\$2,044,194	\$2,682,536	\$2,152,744	\$2,251,631
Revenues Total	2,038,372	2,044,194	2,682,536	2,152,744	2,251,631
Expenditures					
Administration Fees	82,325	72,726	136,077	125,232	125,232
Claims Processing	1,538,908	1,349,955	2,135,587	1,635,587	1,635,587
Dental Insurance Premium	16,477	16,168	18,100	18,100	18,100
Stop Loss Premium	331,677	369,609	413,000	413,000	413,000
Federal Taxes	872	468	796	796	796
Health Insurance Services	7,539	6,416	8,000	8,000	8,000
Employee Wellness	7,567	9,168	11,200	11,200	11,200
Expenditures Total	1,985,365	1,824,509	2,722,760	2,211,915	2,211,915
Revenues/ Expenditures	\$53,007	\$219,685	-\$40,224	-\$59,171	\$39,716

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 \$75,000 in claims for an individual employee and up to \$1.63 million for the entire group. Once the maximum amount is exceeded then the insurance company takes over.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Risk Management

Department: Non-Departmental **Fund:** Risk Management Fund **Account #:** 500-545

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$670,013	\$670,013	\$670,013	\$665,924	\$665,924
Miscellaneous	23,413	10,421	800	3,800	3,800
Interfund	0	0	19,474	0	0
Revenues Total	<u>693,426</u>	<u>680,434</u>	<u>690,287</u>	<u>669,724</u>	<u>669,724</u>
Expenditures					
Benefits			20,000		
Services	528,827	547,591	541,054	446,653	508,842
Expenditures Total	<u>528,827</u>	<u>547,591</u>	<u>561,054</u>	<u>446,653</u>	<u>508,842</u>
Revenues/ Expenditures	<u>\$164,599</u>	<u>\$132,844</u>	<u>\$129,233</u>	<u>\$223,071</u>	<u>\$160,882</u>

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.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Fire Relief & Pension Fund

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$142,936	\$144,481	\$142,581	\$144,081	\$144,081
Intergovt. Rev.	20,418	20,821	21,088	21,088	21,088
Revenues Total	<u>163,354</u>	<u>165,301</u>	<u>163,669</u>	<u>165,169</u>	<u>165,169</u>
Expenditures					
Salaries	38,805	39,521	57,590	41,035	43,087
Benefits	57,028	55,883	68,941	61,799	64,889
Services	3,000	11,725	11,275	11,275	11,275
Supplies	11,946	13,891	23,100	23,100	23,100
Expenditures Total	<u>110,779</u>	<u>121,021</u>	<u>160,906</u>	<u>137,209</u>	<u>142,351</u>
Revenues/ Expenditures	<u>\$52,576</u>	<u>\$44,281</u>	<u>\$2,763</u>	<u>\$27,960</u>	<u>\$22,818</u>

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, 2018 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, 2017. As of this date, the assets valued at market were \$ 0.430 million and the actuarial present value of future benefits was \$ 0.828 million with unfunded actuarial accrued liabilities of \$ 0.398 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 2019/2020 budget, the City Council authorized allocating \$.141 million of 2019 and 2020 property tax receipts to the Fire Relief and Pension fund.

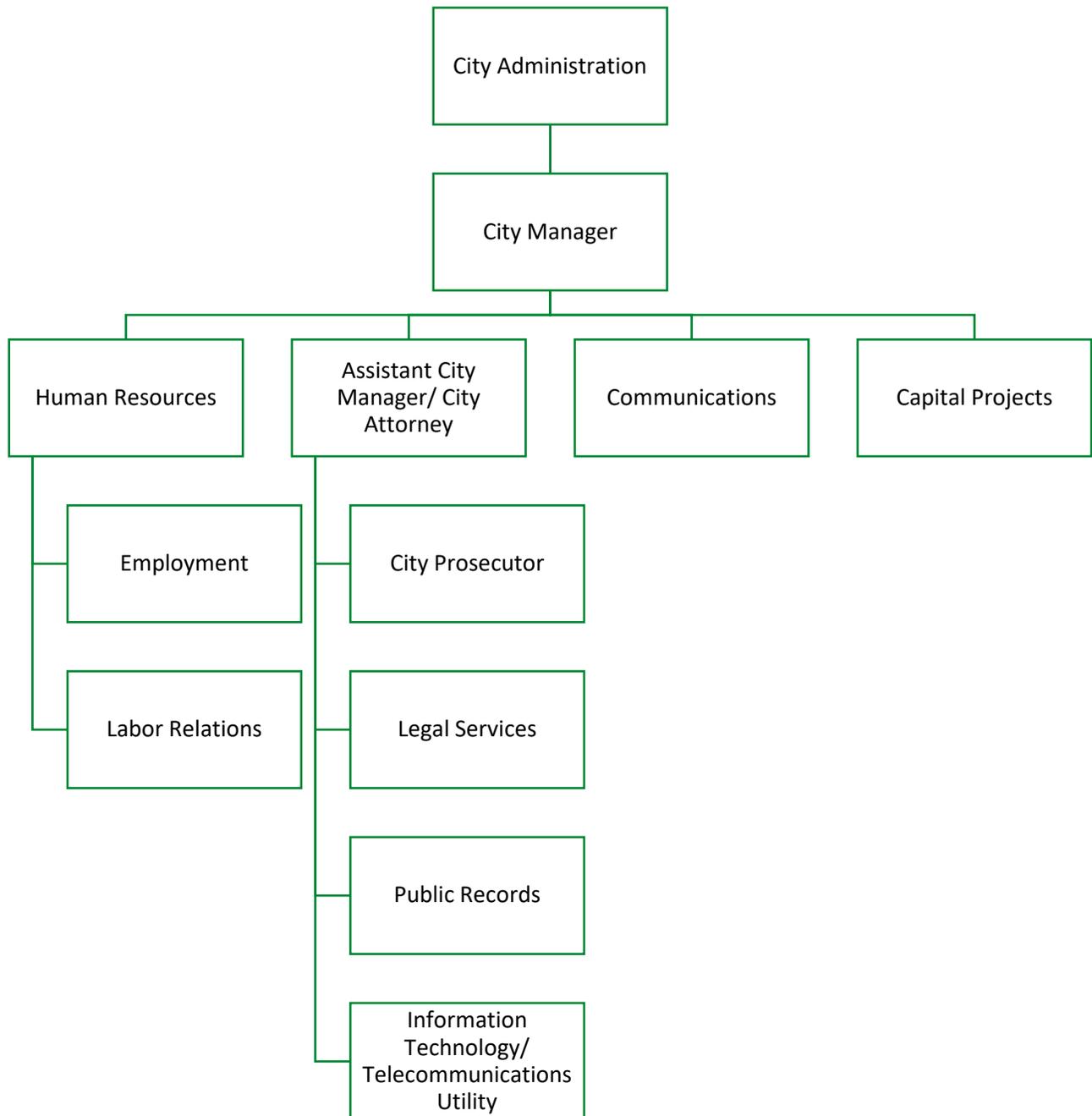
CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

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 2019/2020 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 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 improvements to the City's web presence.
- 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, Communications/Government Relations 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.

Ongoing Commitments:

- To maintain open communication with staff and the public to provide transparent government services.

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- Completion of a strategic plan to review options available to the City for expansion of telecommunications services.
- Review of options for replacement or enhancement of the City's software systems.

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.

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.

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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

- Provide leadership and direction in the development of short and long-term personnel goals
- Continue to increase educational and awareness efforts through training programs offered by WCIA
- 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
- Streamline, simplify and automate processes and procedures
- 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

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2017/2018 Accomplishments:

- Comprehensive safety training programs
- Affordable Care Act requirements
- Assist City Manager with Public Works and Energy Services Re-organization
- Assist City Attorney in preparation for union negotiations
- Hiring of Transit Manager, Project Engineer, Gas Engineer, Construction Project Manager, Economic Development Project Manager, Police Officers, along with many hourly and temporary employees

Workload Measures:

	2011	2012	2013	2014	2015	2016	2017	2018
Regular Full & Part time	157	158	159	158	164	167	173	172
Positions opened & processed	20	39	28	44	59	43	77	75
Compensation study (positions)	4	4	53	5	7	56	8	12
Safety meetings held	12	12	12	12	12	11	12	12
Wellness meetings	12	12	12	12	12	12	13	13
Turnover Rate				8.88%	6.87%	9.07%	7.05%	

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City Administration – Financial Summary

Department: City Administration

Fund: General Fund

Account #: 001-013

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$495,944	\$486,962	\$538,095	\$630,113	\$644,652
Miscellaneous	28,931	300	0	2,500	2,500
Revenues Total	524,875	487,262	538,095	632,613	647,152
Expenditures					
Salaries	548,578	615,320	629,297	645,981	664,315
Benefits	200,591	209,620	247,343	219,592	228,234
Services	118,713	126,029	182,403	286,621	286,588
Supplies	10,270	6,838	12,943	17,843	17,843
Interfund	19,767	18,685	21,825	25,757	26,041
Expenditures Total	897,919	976,492	1,093,811	1,195,794	1,223,021
Expenditures by Program					
Administration	363,105	429,067	520,807	558,004	574,940
City Attorney Services	307,422	315,211	324,815	379,888	384,877
Personnel Services	227,392	232,215	248,189	257,902	263,204
Total Expenditures by Program	897,919	976,492	1,093,811	1,195,794	1,223,021
Contribution to/from Fund Bal	-\$373,044	-\$489,230	-\$555,716	-\$563,181	-\$575,868

The City Administration Department includes City Manager's Office which consists of one (1) City Manager, one (1) Communications/Government Relations Officer, one (1) limited duration Capital Projects Manager and one (1) Executive Assistant. The City Attorney's Office consists of one (1) City Attorney 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.

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Telecommunications Utility

The Telecommunications Utility Division was established by the City in 2014 making it the newest municipal telecommunications utility in Washington State. The City's broadband fiber optics network provides telecommunication services to about 40 public agency sites and five businesses with over 25 miles of overhead fiber optic cable and 2 miles of underground 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) and some local businesses.

Financial Summary – Telecommunications

Department: Energy Services **Fund:** Telecommunications **Account #:** 400-451

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$638	\$665	\$0	\$687	\$687
Intergovt. Rev.	29,754	97,277	160,046	1,436	0
Charges for Services	101,559	244,854	268,386	200,237	200,237
Interfund	0	5,039	0	0	0
Long-Term Debt Issuance	290,243	0	0	0	0
Interfund Loan Received	0	0	165,000	0	0
Revenues Total	<u>422,194</u>	<u>347,834</u>	<u>593,432</u>	<u>202,360</u>	<u>200,924</u>
Expenditures					
Salaries	22,442	19,880	14,918	19,993	20,582
Benefits	5,371	5,555	6,011	8,278	8,624
Services	87,092	98,788	109,857	73,472	73,472
Supplies	3,945	129	85,900	200	200
Capital Outlay	40,854	106,358	181,207	1,436	
Interfund	4,312	4,312	13,719	21,803	21,663
Transfers Out		0	19,073		
Debt Service	2,603	19,724	198,261	19,073	19,073
Expenditures Total	<u>166,620</u>	<u>254,747</u>	<u>628,946</u>	<u>144,255</u>	<u>143,614</u>
Contribution to/from Fund Bal	<u>\$255,574</u>	<u>\$93,087</u>	<u>-\$35,514</u>	<u>\$58,105</u>	<u>\$57,309</u>
FTE	.15	.15	.15	.20	.20

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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, and a help desk. The Division also supports approximately 170 desktops, 77 laptops, 14 Servers, 20 managed switches, 41 network printers, and the electronic data processing system for the Ellensburg Community Television channel.

Financial Summary - Information Services

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Miscellaneous	\$2,146	\$13,254	\$0	\$0	\$0
Charges for Services	1,121,687	1,238,906	1,219,326	1,221,414	1,210,749
Interdept	0	4,937	0	0	0
Revenues Total	<u>1,123,833</u>	<u>1,257,097</u>	<u>1,219,326</u>	<u>1,221,414</u>	<u>1,210,749</u>
Expenditures					
Salaries	480,930	426,406	407,563	427,333	434,964
Benefits	243,319	107,934	190,752	181,603	188,155
Services	325,546	325,904	360,512	409,502	387,702
Supplies	146,377	79,819	30,050	274,420	199,910
Capital Outlay	153,710	80,817	320,254	225,025	52,000
Expenditures Total	<u>1,349,881</u>	<u>1,020,879</u>	<u>1,309,131</u>	<u>1,517,883</u>	<u>1,262,731</u>
Contribution to/from Fund Bal	<u>-\$226,048</u>	<u>\$236,218</u>	<u>-\$89,805</u>	<u>-\$296,469</u>	<u>-\$51,982</u>
FTE	6	5*	5	5	5

*In 2017 the Applications Specialist position was moved from the IT division to the Finance Department.

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

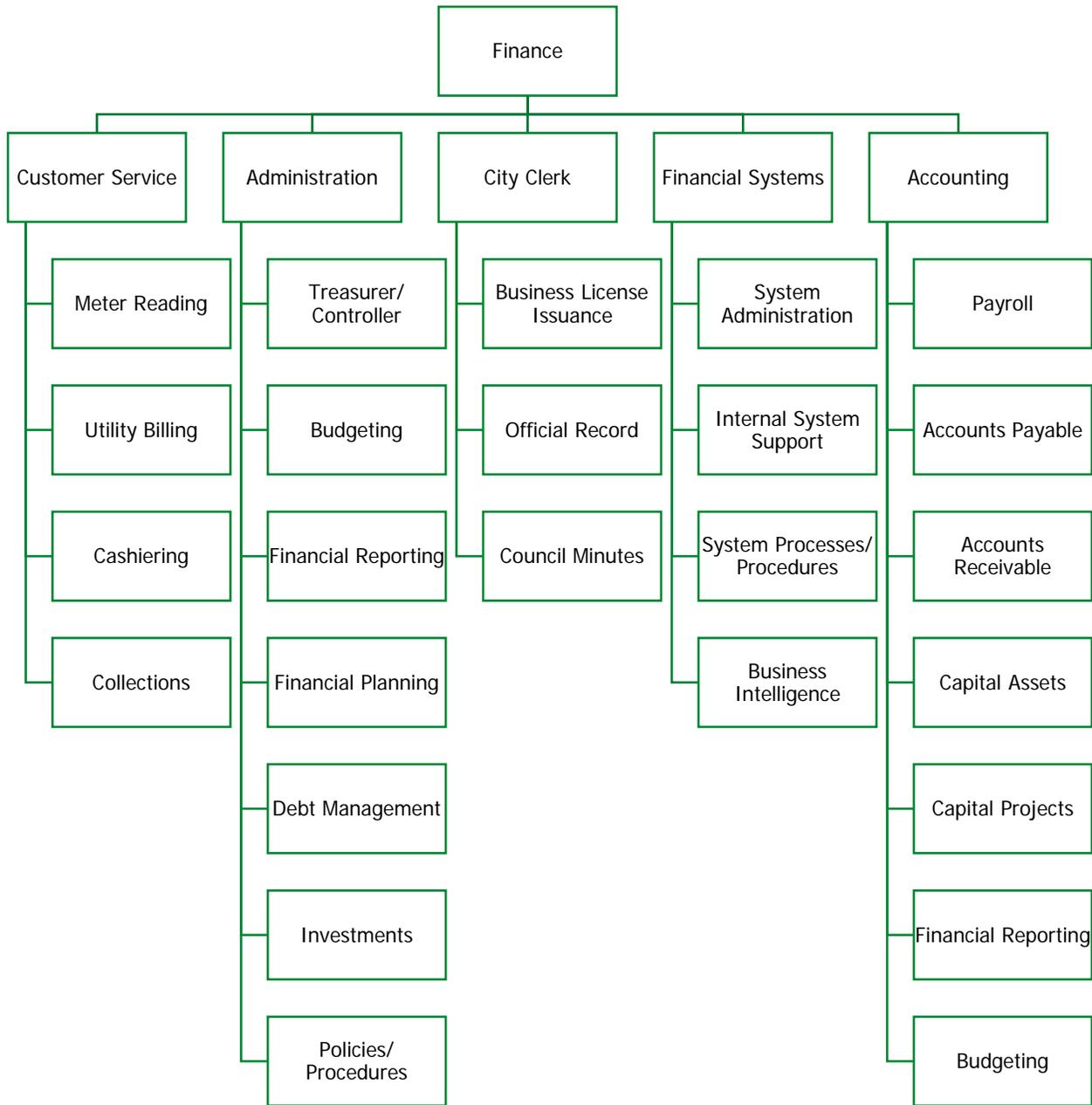
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- Continue to deliver information and services efficiently and accurately to the public, City Council, and City Departments
- Provide accountability
 - Continue to provide regular and timely financial reports
 - Conduct annual department cash audits
 - Continue testing of City finance procedures for compliance with internal control policies
 - Perform compliance and performance audits in accordance with the annual work plan
 - Safeguard all official records of the City of Ellensburg
- Provide excellent customer service
 - Conduct internal operations in a way that emphasizes high quality customer service, provides effective and efficient services, and contributes to a positive community identity
 - Provide assistance to City Departments as requested
 - Provide timely and accurate utility meter reading and billing
 - Maintain EBPP (Electric bill presentment and payment)
 - Continue document imaging of the Clerk's records
 - Continue up-to-date maintenance of the department's web site
 - Offer respectful service to all customers with the highest standards of integrity and professionalism
 - Collaboratively foster a courteous and enjoyable work environment for all

General Overview

The Finance Department provides fiscal management for the City and has oversight responsibility of the financial activities of the City. This includes budget coordination, debt management, day-to-day accounting of the city's financial transactions, investments, financial reporting, utility billing and payments, and maintaining City's official records.

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

Accounting Division provides accounting services to all City departments, Ellensburg Business Development Authority (EBDA), and KITTCOM including: maintaining general accounting system, payroll, accounts payable/receivable, capital project accounting, capital assets accounting, cash management, and financial reporting.

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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 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

2017/18 Accomplishments:

- Received an unmodified opinion on the fair presentation of the financial statements

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- 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
- Improved online payment process
- Increased the number of clerk's records available online to the employees and public
- Presented timely monthly management reports to the departments
- Completed several compliance and performance audits of various departments and funds
- Provided assistance to departments on various topics
- Secured private placement bonds for the public safety building remodel
- Assisted the City Manager in developing and presenting a balanced budget to the Council
- Implemented two new computer programs: leave software, and business license reporting with state
- All City records were correctly transferred to the State
- Wrote/Implemented Policies/Procedures for inventory and fuel
- Implemented capital asset management system
- Hired part-time Payroll/Benefits Technician
- Completed inventory of all the City's capital assets
- Implemented accounting/reporting processes/procedures/setup for Ellensburg Business Development Authority (EBDA)

Workload Measures	2013	2014	2015	2016	2017	2018
Quarterly Financial Report by 3rd meeting following the end of the qtr	Yes	No	Yes	Yes	Yes	Yes
Timely Billing	Yes	Yes	Yes	Yes	Yes	Yes
Review Financial Management Policy	No	No	Yes	Yes	Yes	Yes
Active business license accounts	1,328	1,340	1,397	1,432	1,435	1019*
Average # of items on council agendas			39	37	36	35
# of Budget violations (incl. Fund Bal.)	0	0	0	0	0	
Number of 90 Day Past Due Accounts with account balances exceeding \$100	75	80	60	60	40	32
Number of Utility Accounts Billed				118,813	122,453	120,854
Number of Final Accounts Billed				4,867	4,497	5,144
Number of Online Payments				64,931	70,960	76,082
Avg # of Payroll Checks/Direct Deposits Issued per payroll			203	230	237	238
# of Council Agenda Items				446	435	430

*Measurement methodology changed beginning for 2018.

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Financial Summary- Finance

Department: Finance

Fund: General Fund

Account: 001-012

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$1,567,238	\$1,489,391	\$1,677,039	\$1,697,077	\$1,695,351
Fines & Forfeits	163,370	164,020	180,000	165,000	165,000
Licences & Permits	62,797	67,207	61,950	61,950	61,950
Miscellaneous	7,226	7,451	4,965	7,365	7,365
Revenues Total	1,800,630	1,728,069	1,923,954	1,931,392	1,929,666
Expenditures					
Salaries	909,451	1,027,512	1,074,904	1,157,827	1,178,541
Benefits	416,489	457,558	524,280	490,708	508,587
Services	130,561	123,655	188,963	266,843	246,543
Supplies	39,867	33,623	48,240	68,512	47,087
Interfund	80,581	85,152	95,525	76,836	77,780
Expenditures Total	1,576,950	1,727,500	1,931,912	2,060,726	2,058,538
Expenditures by Program					
Accounting	579,498	601,580	668,524	717,926	737,073
Administration	157,783	151,308	190,620	195,966	201,203
City Clerk	161,333	165,508	192,687	186,927	191,047
Customer Service	9,875	395			
Customer Services	668,462	692,334	757,644	749,057	736,810
Financial Applications		116,375	122,437	210,850	192,405
Expenditures Total	1,576,950	1,727,500	1,931,912	2,060,726	2,058,538
Contribution to/from Fund Bal	\$223,680	\$569	-\$7,958	-\$129,334	-\$128,872
FTE	17.04	17.54	17.54	17.94	17.94

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 team is made up of several different component parts, like any good team. Uniformed patrol officers make up the patrol division and are the frontline responders handling everything from crimes in progress to mental health crises. They have a motors unit, reserves, school resource officers and marked patrol units who all act in concert for effective street level policing. For more complicated crimes, the administrative division relies on its Detectives division. They produce detailed and exhaustive investigations into child crimes, major felonies, and electronic crimes to name only a few. This group also focuses on drug and property crimes. Code enforcement covers the parking enforcement, derelict properties, and vehicles to keep town looking great. Animal control is also part of this division, whose long-standing players keep up with licensing, animal compliance, and re-homing the wandering and lost. The strong backbone of all of this is the records division, producing records of our activity and meeting our goals of transparency.



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 Statement:

To maintain peace and order by protecting our community through action, while serving with respect, integrity and innovation.

Vision:

- Enhance public safety and improve the quality of life in Ellensburg by exemplifying Equality, Professionalism and Dedication.
- Remain focused on our core responsibility, which is to aggressively fight crime with the use of partnerships and innovative policing strategies.

Strategies

Communications

- Maintain the department's website and social media presence with an emphasis on transparency.
- Continue the department's social media presence to communicate with the public.
- Increase communication with CWU students through emerging technologies.

Community Outreach

- Increase the number of Crisis Intervention Training hours for the Patrol division.

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- Continue long-term planning for the Public Safety Building remodel and financing.
- Promote community events and departmental programs throughout the year.
- Encourage the initiation of more informal contacts with citizens to build and maintain stronger community connections.

Future Growth

- Fill vacant Police Officer and Code Enforcement Officer positions.
- Complete supervisory promotion assessment center to fill a vacancy.
- Utilize the Police Allocation Modeling (PAM) to determine staffing needs.

Positive Culture

- Recognize achievement and individual successes in a timely manner.
- Maintain officer safety priorities through reinforcement of the Below 100 principles.
- Mentor and provide career development opportunities.
- Continue to collect, preserve and exhibit the department's history.

Technology

- As an agency, recognize and prepare for the next generation of technological advances in our profession.
- Focus on sharing information with different and/or new partners as needed.
- Maintain crime data transparency through the use of multiple mediums.
- Seek and use technology that enhances training for all employees.

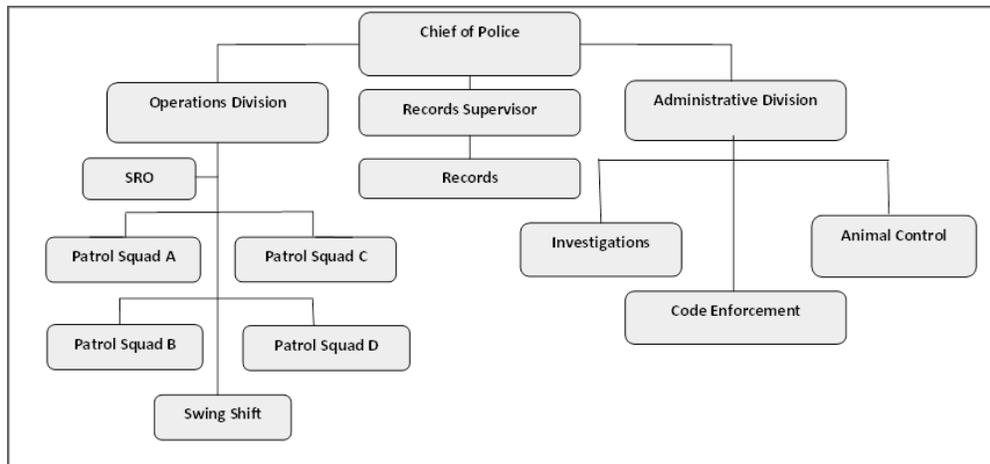
General Overview

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, 9 full-time and 4 part-time civilian and/or limited commissioned personnel.

How things are and how we want them to be.

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 additional officers on the street, an additional animal control officer, a school resource officer and additional investigators, all of which were goals set by the department when we sought community approval of the 3/10ths tax initiative in 2008. Since that time, we have also sought to be better connected 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.

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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 detectives and one detective sergeant. These individuals are tasked with a variety of in-depth and often times labor intensive investigations. The Detective Division also includes two anti-crime detectives; whose 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 Administrative Supervisor. This division is charged 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 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 two limited commissioned officers whose primary duties are parking enforcement and nuisance properties. The Records Division consists of three full-time Secretary/Records Clerks, one part-time Secretary/Records Clerk 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

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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.

Future and new initiatives

The results of feedback we hear from our public partners is also reflected in our plans for future needs. Several areas have been identified that will need new implementation of service or additional resources in the future. They are;

- Traffic—The Department is looking to designate an officer to full time traffic duties to address motor vehicle collisions and a growing number of traffic related problems in the community.
- Facility – Currently, the remodel of the department is moving forward and thanks to the Council's support, construction should begin early in 2019.
- Work with community partners to address the opioid/drug addiction problem.
- Homelessness – This problem requires a set of strong partners to effectively address the issue, and we are fortunate to work in close partnership with HopeSource and Kittitas County Mental Health Services. Our crisis team approach has shown some success in 2018.
- Work on problems affecting all residents in the area by collaborating more closely with ally agencies such as the CWU Police Department and Kittitas County Sheriff's Office.
- Animal Control - Interacting with our customers should not require a waiting line. New technology initiatives will make the process more convenient and quick, all while maintaining some of the lowest fees in Central Washington.

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.

2018 accomplishments

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- New building construction floor plan, design and architectural document development.
- Purchasing of three new badly needed staff vehicles.
- Hiring of two Police Officers to fill current vacancies
- Preliminary development of Traffic Enforcement officer program

Workload Measures

	2010	2011	2012	2013	2014	2015	2016	2017
Person crimes	267	295	238	234	226	239	256	244
Property crimes	1,670	1,392	1,363	1,210	1,005	1,128	1,207	1,192
Traffic accidents	494	442	542	471	479	517	586	596
Calls for service	17,100	16,649	16,132	17,157	17,468	13,773	12,643	13,299
Number of arrests	1,708	1,679	1,666	1,499	1,505	1,411	1,645	1,653
Traffic violation contacts	5,263	4,709	4,472	5,069	4,716	5,671	6,054	6,068
Traffic citations	883	791	911	885	794	967	1,033	1,046
Completed police reports	5,634	5,614	5,250	5,604	5,502	5,078	5,742	5,188
Total animal impounds	799	647	811	578	573	475	530	529
Animal returned/adopted/rescued	733	584	807	574	561	466	467	479

For more detailed information on Ellensburg Police Department statistics, visit the Ellensburg Police Department's Annual Report page at: www.ci.ellensburg.wa.us/pdannualreport

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary-General Fund

Department: Police **Fund:** General Fund

Account #: 001-016

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$72,660	\$69,027	\$70,007	\$74,969	\$76,617
Fines & Forfeits	97,594	73,816	82,900	103,900	103,900
Licences & Permits	15,279	17,828	14,000	17,000	17,000
Intergovt. Rev.	46,107	38,572	20,800	18,700	18,700
Miscellaneous	3,857	3,165	750	700	700
Revenues Total	235,498	202,408	188,457	215,269	216,917
Expenditures					
Salaries	2,162,390	2,220,732	2,492,090	2,400,185	2,408,935
Benefits	919,358	939,531	1,175,357	1,024,927	1,052,458
Supplies	151,181	133,762	186,138	205,291	205,291
Services	208,142	229,764	276,119	407,522	447,301
Interfund	65,283	70,543	87,421	100,964	102,229
Intergovt	652,100	714,578	859,093	834,093	834,093
Transfers Out	15,500				
Expenditures Total	4,173,953	4,308,911	5,076,218	4,972,982	5,050,307
Expenditures by Program					
Police Operations	2,318,812	2,365,305	2,581,948	2,581,616	2,638,531
Investigations	12,106	16,416	22,770	22,138	22,122
Police Admin	622,962	662,821	732,853	751,887	766,199
Police Reserves	13,603	3,254	46,513	46,513	46,513
Dispatching	335,292	337,893	406,765	406,765	406,765
Animal Control	215,073	221,444	251,719	268,231	271,980
Facilities	13,999	20,287	27,650	27,650	27,650
Jail Fees	357,121	434,103	495,080	495,080	495,080
K-9 Special Unit	9,003		151,236		
Traffic Policing	110,535	121,186	176,621	190,039	192,404
Training	42,902	32,174	59,979	59,979	59,979
Transfer to General Fund					
Capital Projects Fund	15,500				
Leoff 1 Retirees	107,045	94,027	123,084	123,084	123,084
Expenditures Total	4,173,953	4,308,911	5,076,218	4,972,982	5,050,307
Contribution to/from Fund Bal	-\$3,938,456	-\$4,106,503	-\$4,887,761	-\$4,757,713	-\$4,833,390
FTE	32.5	33.46	33.46	32.00	32.00

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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 2014. The next voter approval will be sought in 2020. The City funded six FTE police officers, .5 FTE animal control officer, .9 FTE Animal Shelter Aid, and .75 Secretary/Records Clerk in 2019/2020.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$917,447	\$1,003,601	\$979,341	\$979,341	\$979,341
Miscellaneous	3,037	5,445	400	400	400
Revenues Total	920,485	1,009,046	979,741	979,741	979,741
Expenditures					
Salaries	540,294	543,365	599,448	597,411	603,390
Benefits	191,324	190,650	235,220	228,374	235,833
Supplies			7,833	7,833	7,833
Services		7,578	7,833	7,833	7,833
Transfers Out			21,961		
Expenditures Total	731,618	741,593	872,295	841,451	854,889
Expenditures by Program					
Police Operations	653,725	655,927	757,096	721,050	733,152
Police Admin	28,319	25,105	25,893	46,001	46,443
Animal Control	49,574	60,562	67,345	74,401	75,294
Transfer Out			21,961		
Expenditures Total	731,618	741,593	872,295	841,451	854,889
Contribution to/from Fund Bal	\$188,866	\$267,453	\$107,446	\$138,290	\$124,852
FTE	8.15	8.53	8.53	8.15	8.15

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.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Fines & Forfeits	\$3,266	\$2,075	\$1,600	\$1,600	\$1,600
Miscellaneous	77	166	0	0	0
Revenues Total	3,343	2,241	1,600	1,600	1,600
Expenditures					
Supplies	5,655	3,822	8,000	6,500	1,600
Services	620	64			
Expenditures Total	6,275	3,885	8,000	6,500	1,600
Contribution to/from Fund Bal	-\$2,932	-\$1,644	-\$6,400	-\$4,900	\$0

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Community Development Department

Community Development Department consists of Building, Planning, and Economic Development.

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 2019/2020 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, long-range land use planning, strategic planning, economic development, and providing staff support to numerous City Boards, Commissions, and the City Council. 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 various land development codes 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.

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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 that would act as the Executive Director (ED) for the EBDA. In this new dynamic, the ED reports to the City's Community Development Director, but acts under the direction of the EBDA Board of Directors. This position is charged with working with the EBDA board to create and implement Economic Development strategies, as well as manage the Business Incubator and light industrial Buildings, meet with prospects to create new employment opportunities and connect them with available spaces and resources, promote one of two designated state Opportunity Zones, and provide outreach to existing businesses on needs for development and expansion.



New and Ongoing Initiatives

- 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.
- 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.
- Actively research best practices for developing affordable housing policies and grant guidelines for administering the new affordable housing sales and use tax.
- Implement the strategies in the newly-updated EBDA Strategic Plan for the benefit of the community.

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 City 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 work with new and existing businesses to provide support for growing our local economy.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET



2016/2017 Accomplishments

- GMA- required 2017 Comprehensive Plan Update was completed and adopted in December 2017.
- The City received a Governor’s Smart Communities award for the Housing Chapter of the Comp Plan, and also for extensive community outreach efforts used to inform and complete the Comp Plan.
- The addition of a new permanent long-range planner staff position in 2017 (upgraded from being a temporary position for development of the Comprehensive Plan).
- The addition of the Economic Development Staff position to manage the work of the EBDA.
- Build-out of the SmartGov permitting and tracking software, including updates to the Planning Permits and Code Enforcement module.
- Online submittal for over-the-counter permits began in 2017, along with a new system for taking credit card payments in the Community Development office.
- Completed all inspections and issued Certificate of Occupancy for CWU Samuelson Hall remodel and addition (20,000,000 Valuation)
- Completed all inspections and issued Certificate of Occupancy for CWU Lind Hall, Boullion Hall along with a seismic retrofit to the Old Heat Plant (1,500,000 Valuation)
- Completed plan review and issued a building permit for CWU New Residence Hall - (4) Story (402) Bed (9,000,000 Valuation)
- Completed plan review and issued a building permit for 10 Multi Family 3 & 4 Story Apartment Buildings along with recreation center for a total of 288 apartment units (35,000,000 Valuation)
- Completed plan review and issued building permits for several commercial and multifamily projects along with more than 60 new single-family residences.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Adoption of various ordinances to update the Land Development Code, including a comprehensive rewrite of the regional retail design standards, and a “clean-up” of several sections of the code to provide better cohesion and consistency with other adopted codes.
- Long-range Planner presented at the 2017 Washington APA Conference and Department of Commerce Short Course, specific to Affordable Housing.

Financial Summary – Community Development

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$29,445	\$35,670	\$16,400	\$26,900	\$26,900
Licences & Permits	800,413	659,892	607,600	612,100	612,100
Intergovt. Rev.	0	0	0	40,000	0
Miscellaneous	79	707	1	0	0
Revenues Total	829,936	696,269	624,001	679,000	639,000
Expenditures					
Salaries	496,266	560,390	632,832	697,559	709,187
Benefits	230,069	257,777	305,421	299,242	310,252
Supplies	17,593	13,969	19,697	20,720	18,720
Services	161,704	127,459	233,862	224,508	225,648
Interfund	43,914	41,574	48,945	32,348	32,616
Expenditures Total	949,547	1,001,169	1,240,757	1,274,377	1,296,423
Expenditures by Program					
Building/Permitting	573,226	591,985	656,043	653,643	667,105
Comprehensive Planning	134,096	164,593	167,587	156,326	158,685
Economic Development	11,402	13,032	117,000	123,335	125,068
Land Use Permitting	213,160	219,194	230,617	296,345	300,837
Land Use Planning	6,522	3,879	58,370	33,588	33,588
Historic Preservation Grant Program	11,140	8,488	11,140	11,140	11,140
Expenditures Total	949,547	1,001,169	1,240,757	1,274,377	1,296,423
Contribution to/from Fund Bal	-\$119,611	-\$304,900	-\$616,756	-\$595,377	-\$657,423
FTE	8	8	8.63	9.63	9.63

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 2019/2020 BIENNIAL BUDGET

Financial Summary – Housing & Related Services Fund

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$0	\$0	\$100,000	\$350,000	\$350,000
Revenues Total	0	0	100,000	350,000	350,000
Expenditures					
Supplies				17,500	17,500
Services			100,000	140,000	140,000
Debt Service				175,000	175,000
Expenditures Total	0	0	100,000	332,500	332,500
Housing Fund Total	\$0	\$0	\$0	\$17,500	\$17,500

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 2019/2020 BIENNIAL BUDGET

Public Works and Utilities Department

The Public Works & Utilities Department consists of the Engineering, Street, Transit, Water, Sewer, Stormwater, Electric, Natural Gas and Shop & Warehouse, and Transit 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 – 3:30pm, closed 12:00 – 12:30pm for lunch

Natural Gas
607 Industrial Way, Ellensburg
7:00am – 3:30pm, 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 and facilities through the enforcement and observance of appropriate city codes, ordinances and standards.

Goals:

- Continue implementation of the Geographic Information System for mapping and system management.

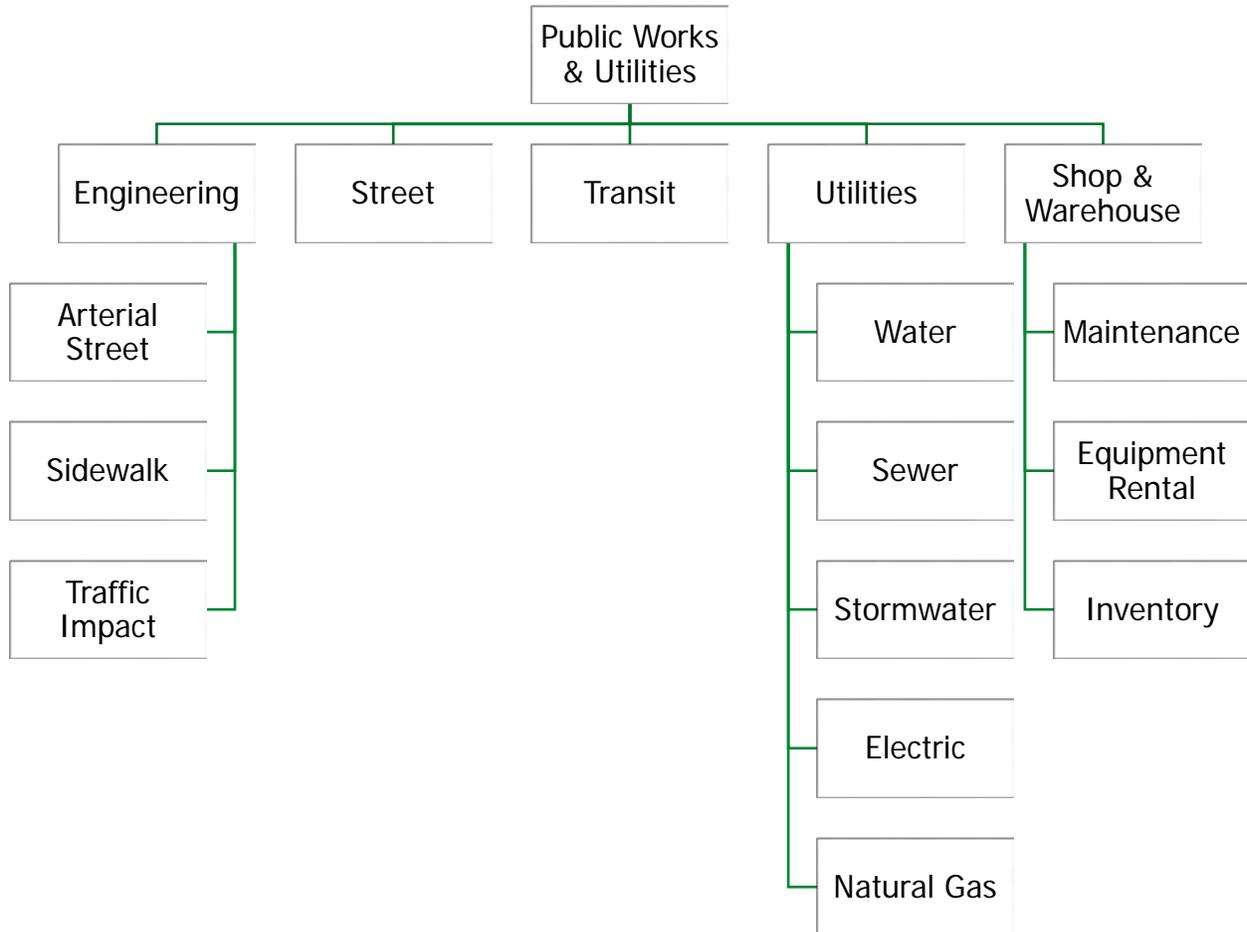
Strategies:

- 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 2019/2020 BIENNIAL BUDGET

General Overview

The Public Works and Utilities Department consists of the City's Engineering, Street, Transit, Water, Sewer, Stormwater, Electric, Natural Gas and Shop & Warehouse 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 2019/2020 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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$734,654	\$797,774	\$893,813	\$887,580	\$888,579
Revenues Total	734,654	797,774	893,813	887,580	888,579
Expenditures					
Salaries	575,036	601,959	642,093	458,568	462,891
Benefits	273,528	277,974	323,567	218,279	224,272
Supplies	11,407	8,897	13,000	13,000	13,000
Services	48,593	45,068	75,234	80,234	80,234
Interfund	17,336	18,506	21,921	31,059	31,249
Expenditures Total	925,900	952,403	1,075,815	801,140	811,646
General Fund Total	-\$191,245	-\$154,629	-\$182,002	\$86,440	\$76,933

FTE 8.00 8.00 8.00 8.00 8.00

CITY OF ELLENSBURG 2019/2020 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 of 7 miles
- Convert existing asphalt patch truck to multiuse swaploader vehicle to include additional deicing equipment
- 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 six Heavy Equipment Operators. Temporary employees are hired to supplement the work force during the spring and summer months.



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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 7 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

2017 & 2018 Accomplishments

- Increased vegetation control efforts
- Increased street sweeping efforts by utilizing two sweepers; doubled the amount of debris removed from traveled ways.
- Completed the annual residential sidewalk repair program
- 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 residential flooding in the Parklane neighborhood (2017)
- Partnered with the Kittitas County Flood Control Zone District to reduce residential flooding in the 1100 blocks of North Water and Main Streets (2018)

CITY OF ELLENSBURG 2019/2020 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.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$69,983	\$148,013	\$61,200	\$71,400	\$71,400
Interdept		140,000			
Intergovt. Rev.	284,338	303,480	322,809	318,926	318,926
Miscellaneous	7,214	14,267	1,500	9,500	9,500
Transfers In	1,320,000	1,578,259	1,470,300	1,672,538	1,676,538
Revenues Total	1,681,535	2,184,019	1,855,809	2,072,364	2,076,364
Expenditures					
Salaries	498,849	544,576	623,794	652,197	688,477
Benefits	248,930	250,723	356,510	319,803	336,400
Supplies	259,164	355,809	811,030	537,076	538,576
Services	446,725	488,135	530,813	575,888	557,788
Interfund	145,537	195,499	211,502	231,077	231,455
Capital Outlay				116,000	
Intergovt	58,292	79,946	98,000	102,100	103,100
Expenditures Total	1,657,497	1,914,687	2,631,649	2,534,141	2,455,796
Expenditures by Program					
Administration	167,762	179,130	235,747	233,562	236,505
Alley Maintenance	32,051	25,996	42,000	36,000	38,000
Ancillary Operations	14,173	16,307	16,575	19,450	20,500
Facilities	84,646	97,302	100,001	100,601	100,601
General Services	286,951	345,686	371,675	380,014	396,276
Ground Cover Maintenance	71,779	59,286	76,200	104,500	119,500
Parking Facilities	4,806	1,223	8,650	27,500	8,500
Roadway Construction				116,000	
Shoulders	5,076	489	12,750	13,250	13,250
Snow & Ice Control	211,435	323,093	274,905	251,400	259,000
Street Cleaning	188,791	189,381	173,638	252,238	256,238
Street Maintenance	162,032	157,423	273,408	226,276	227,276
Street Preservation	265,973	343,192	789,401	533,400	534,400
Traffic Control Devices	148,683	157,696	241,049	221,800	226,600
Training	13,337	18,485	15,650	18,150	19,150
Expenditures Total	1,657,497	1,914,687	2,631,649	2,534,141	2,455,796
Street Total	\$24,039	\$269,332	-\$775,840	-\$461,777	-\$379,432
FTE	8.42	9.42	9.42	10.44	10.44

CITY OF ELLENSBURG 2019/2020 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		
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$29,314	\$56,664	\$0	\$0	\$0
Licences & Permits	4,163	4,257	4,100	4,250	4,250
Intergovt. Rev.	1,373,024	2,099,029	787,402	2,930,391	833,476
Miscellaneous	7,714	101,792	500	7,500	7,500
Transfers In	680,958	733,712	1,618,650	2,702,000	730,000
Revenues Total	2,095,173	2,995,454	2,410,652	5,644,141	1,575,226
Expenditures					
Supplies	2,218	230			
Services	1,619,316	181,340	968,000	1,052,480	755,000
Interfund			15,000	15,000	15,000
Capital Outlay	430,140	2,463,516	2,238,650	4,649,000	1,537,000
Interdept			185,000		
Intergovt		14,520	3,000		
Expenditures Total	2,051,674	2,659,606	3,409,650	5,716,480	2,307,000
Expenditures by Program					
Base		46,846	17,500	214,690	10,000
Bridges			3,000	450,000	
Engineering	125,299	20,961	475,000	617,280	40,000
Other Traffic & Pedestrian				25,000	
Services					
Preservation	1,439,043	26,128	650,000	5,000	632,000
Right of Way	261	87,354			
Road & Street Ops (Planning)	38,196	67,641			
Roadways		16,153	260,000	724,460	12,000
Sidewalks	206,811	228,806	692,650	666,220	217,000
Special Purpose Paths/Trails	12,034	225,109		353,500	
Storm Drainage	78,249	176,419		521,500	
Street Lighting	47,321	950,482		166,400	
Surfacing	64,504	238,297	367,500	499,250	526,000
Surveying	2,500	61,264	20,000	100,000	70,000
Traffic Control Devices	37,456	499,086	924,000	1,330,180	799,000
Utility Adjustments		15,060		43,000	1,000
Expenditures Total	2,051,674	2,659,606	3,409,650	5,716,480	2,307,000
Arterial Street Total	\$43,500	\$335,847	-\$998,998	-\$72,339	-\$731,774

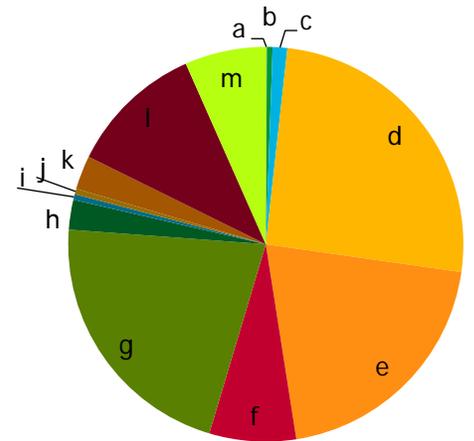
A major part of the funding for the Arterial Street Fund comes from both state and federal grants. Gas tax is distributed to municipalities on a per capita basis. We estimate about \$20.15 per capita in 2017 which is split between street maintenance and street construction.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

The following are the projects planned for 2019 and 2020:

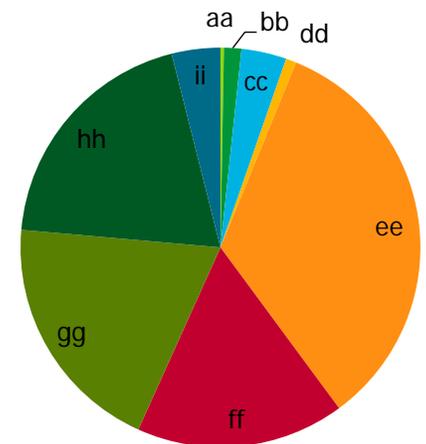
2019 Project Descriptions		Amount
a	Bridge Inspection	\$5,000
b	Signal Optimization	\$25,000
c	Alley Reconstruction Annual	\$65,000
d	University Way and Wildcat Way Intersection/Signal Improvements	\$1,384,000
e	Main Street Extension and Signalization of 15th Ave. and Water Street	\$1,100,000
f	John Wayne Pioneer Trail Reconnection (14th Ave. to 18th Ave.)	\$385,000
g	Willow Street Improvement - Design(Mtn. View Ave. to Capitol Ave.)	\$1,170,000
h	Large Scale Wayfinding Implementation	\$132,480
i	Non-Motorized Transportation Plan (2019 Update)	\$25,000
j	BNSF and Umptanum Signal Upgrades	\$25,000
k	University Way and Reecer Creek Traffic Signal Design	\$150,000
l	Dolarway Bridge Installation (West of Enterprise Way)	\$600,000
m	Gateway Project - Design Wenas to Whiskey Creek	\$360,000

Total \$5,426,480



2020 Project Descriptions		Amount
aa	Bridge Inspection	\$5,000
bb	Signal Optimization	\$25,000
cc	Alley Reconstruction Annual	\$65,000
dd	Engineering Transfer	\$15,000
ee	Helena Ave. Overlay (Water Street to Airport Road))	\$600,000
ff	Canyon Road and Umptanum Road (Signal Modifications) - Design	\$300,000
gg	Helena Ave. Improvements Water St. to Walnut St.	\$350,000
hh	3rd Ave. and Main Street Signal Improvements	\$350,000
ii	Vantage Hwy. to E. CL and Pfenning Road to Radio Rd. - TOPO Survey	\$70,000

Total \$1,780,000



2017 and 2018 Accomplishments:

- Completed the construction of the Vantage Highway and Pfenning Road Signalization project
- Completed the construction of the John Wayne Trail Reconnection Route Project from Greenfield Avenue to 18th Ave.
- Completed the construction of the 7th Ave. Bike Boulevard Project.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

- Participated with WSDOT in the completion of the Roundabout project at the West Interchange.
- Installed left turn arrows/phases on the traffic signal at the intersection of University and Alder Street.
- Completed topographic surveys on Helena Ave., Willow Street, and Industrial Way to allow for the future design for improvements on these street corridors.
- Secured complete streets grant funding and completed missing sidewalk segments on Willow Street, Helena Ave., and Idaho St.
- Secured grant funding and completed the design for intersection and signal improvements at the University Way and Wildcat Way intersection.
- Completed the design for the Main Street Extension project from 14th Ave. and Main St. to 15th Ave. and Water St., including the installation of a traffic signal at 15th Ave. and Water St.
- Secured grant funding and completed the design of another section of the John Wayne Trail Reconnection Route from 18th Ave. to 14th Ave.
- Secured grant funding and completed the replacement of all street illumination lighting from high pressure sodium lighting to more efficient LED lighting.

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 2019/2020 BIENNIAL BUDGET

Traffic Impact Fees Division

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	
	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Charges for Services	\$239,779	\$346,971	\$107,986	\$373,986	\$409,486
Miscellaneous	5,052	9,223	3,500	11,500	11,500
Revenues Total	244,831	356,194	111,486	385,486	420,986
Expenditures					
Services		4,000		25,000	25,000
Interfund	3,433	3,378	5,000	5,000	5,000
Transfers Out		400,000	740,000	1,368,000	600,000
Expenditures Total	3,433	407,378	745,000	1,398,000	630,000
Traffic Impact Fee Total	\$241,398	-\$51,185	-\$633,514	-\$1,012,514	-\$209,014

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 2018 for the anticipated projects in 2019 and 2020. In 2019, a transfer of \$1,368,000 to the Arterial Street Budget will support the University Way and Wildcat Way intersection improvements, as well as the extension of Main Street and signalization of the 15th Avenue and Water Street intersection. In 2020, a transfer of \$600,000 to the Arterial Street will fund the design of intersection improvements at Canyon Road and Umptanum Road and design of Helena Avenue Improvements. The two projects in 2020 are dependent upon future development.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Public Transit Division

Mission Statement:

To ensure safe, clean, efficient public transit that meets most of the public transportation needs of Ellensburg’s citizens while being good stewards of the taxpayers funding.

Financial Summary – Public Transit

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$162,109	\$1,148,119	\$766,500	\$766,500	\$766,500
Charges for Services	79,599	75,000	75,000	75,000	75,000
Intergovt. Rev.			360,406	206,234	
Miscellaneous	303	4,740	200	7,200	7,200
Transfers In	57,500				
Revenues Total	299,510	1,227,859	1,202,106	1,054,934	848,700
Expenditures					
Salaries		87,300	95,645	98,756	103,427
Benefits		33,302	47,019	39,437	41,358
Supplies	609	11,294	66,750	139,460	139,460
Services	86,290	415,042	976,109	889,982	853,002
Interfund		4,882	12,900	43,941	43,833
Capital Outlay	9,768		100,000	270,000	160,000
Intergovt	20,000				
Transfers Out			25,000		
Expenditures Total	116,667	551,820	1,323,423	1,481,576	1,341,080
Expenditures by Program					
Cabulance			35,000	40,000	40,000
Expanded Route		239,983	355,895	180,880	
Fixed Route		228,101	372,355	735,099	892,499
Paratransit		47,553	95,213	95,213	95,213
Public Transit Admin	116,667	16,183	444,960	410,384	293,368
Yakima Transit		20,000	20,000	20,000	20,000
Expenditures Total	116,667	551,820	1,323,423	1,481,576	1,341,080
Public Transit Total	\$182,843	\$676,039	-\$121,317	-\$426,642	-\$492,380
FTE		1.00	1.00	1.00	1.00

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.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Sidewalk Improvement Division

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

2017 and 2018 Accomplishments:

- Completed the annual sidewalk repair programs
- Replaced the deteriorated sidewalk on the N. side of Capitol Ave. from Pine St. to Ruby St.
- Inventoried and evaluated all ADA ramps within the City limits, and established a prioritized ranking for ADA sidewalk improvements.

Financial Summary – Sidewalk Improvement

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Taxes	\$321,575	\$388,732	\$210,000	\$280,000	\$280,000
Intergovt. Rev.	289				
Miscellaneous	3,326	5,354	16,100	5,000	5,000
Revenues Total	325,190	394,086	226,100	285,000	285,000
Expenditures					
Services	127,692	188,235	40,000	50,000	50,000
Capital Outlay			120,000	120,000	120,000
Transfers Out	330,958	96,062	208,650	534,000	130,000
Expenditures Total	458,650	284,297	368,650	704,000	300,000
Sidewalk Total	-\$133,461	\$109,789	-\$142,550	-\$419,000	-\$15,000

Stormwater Division

Mission Statement:

Maintain public infrastructure, create public awareness about stormwater, enhance and improve water quality and our natural resources while providing future development with solutions that meet City, State and Federal requirements.

Goals:

- Comply with the requirements of the National Pollution Discharge Elimination System (NPDES) Stormwater permit
- Provide public awareness about water quality and natural resource protection
- Improve and help maintain public infrastructure



Strategies:

- Require all public and private projects adhere to the Stormwater Management Manual for Eastern Washington, obtain necessary permits and submit required documentation to seek compliance
- Maintain a positive work environment that respects employees and customers
- Comply with the Eastern Washington NPDES Stormwater Permit

General Overview

The Stormwater Utility permits the design and construction of both public and private projects, educates the public about water quality, performs maintenance on the public storm system, eliminates illicit discharges, holds public meetings and meets the requirements of the NPDES Stormwater permit.

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New Initiatives:

- Update the Stormwater Management Plan annually along with a Capital Facilities Plan
- Annually update the GIS storm system map
- Monitor Wilson and Mercer Creeks twice a week for illicit discharges
- Annually inspect all outfalls
- Inspect structural stormwater facilities after construction is completed
- Inspect construction sites and perform plan review to ensure sites meet the minimum technical requirements
- Perform outreach education
- Inspect and clean the storm system annually

Ongoing Commitments

- Expand the current outreach education program
- Clean the storm system in its entirety by 2018
- Complete one capital facilities project a year
- Sweep streets annually
- Complete the catch basin and sweeping comparative study by 2019 to comply with the monitoring section of the permit
- Work with Light Division to update oil handling and spill response plan
- Design and construct the Gateway project on University Way by 2023

2018 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
- Finished cleaning and jetting the citywide system in 2018
- Completed the Annual Report to Ecology
- Updated the stormwater web page
- Obtained funding for the Gateway project
- Obtained funding for the Reecer Creek floodplain project

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – Stormwater

Department: Public Works	Fund: Stormwater		Account #: 400-431		
	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Charges for Services	\$940,425	\$948,514	\$955,706	\$1,194,869	\$1,315,790
Intergovt. Rev.	299,676	73,044	50,000		
Miscellaneous	1,644	4,742	1,000	5,000	5,000
Transfers In	40,500		600,000		
Other Receipts	60,721	73,284			
Revenues Total	1,342,967	1,099,584	1,606,706	1,199,869	1,320,790
Expenditures					
Salaries	164,234	161,828	209,060	230,552	238,324
Benefits	114,696	-4,692	83,363	101,742	105,838
Supplies	7,346	5,571	28,200	35,700	28,200
Services	298,221	221,734	446,802	437,668	201,640
Debt Service	64,582	68,383			
Interfund	207,738	249,595	251,705	270,348	269,691
Capital Outlay	72,727	59,562	850,000	100,000	100,000
Transfers Out	130,000		150,000	252,238	256,238
Expenditures Total	1,059,545	761,981	2,019,129	1,428,248	1,199,931
Expenditures by Program					
Administration	499,281	452,104	605,336	709,503	671,528
Depreciation Expense					
Buildings	11,461	11,461			
Depreciation Expense					
Improvements	53,121	56,921			
General Operations	257,483	130,175	1,112,000	314,000	114,000
Maintenance	108,198	107,320	135,793	136,507	142,165
Transfer Out	130,000		150,000	252,238	256,238
Water Quality Grants		4,000	16,000	16,000	16,000
Expenditures Total	1,059,545	761,981	2,019,129	1,428,248	1,199,931
Stormwater Total	\$283,422	\$337,603	-\$412,424	-\$228,378	\$120,860
FTE	3.16	3.16	3.16	3.16	3.16

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

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 almost 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.

2017/2018 Accomplishments:

- Updated 20-Year Long Range Plan
- Updated PCB Management and Transformer Handling Policies
- Completed LED street light replacement project.
- 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.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary - Electric

Department: Public Works & Utilities **Fund:** Electric Light **Account #:** 400-471 & 475

	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Charges for Services	\$15,015,292	\$16,616,186	\$17,247,573	\$18,519,102	\$18,733,625
Interfund		11,545			
Miscellaneous	87,197	165,661	62,485	63,809	64,770
Interfund Loan Repayment			275,000	275,000	275,000
Other Receipts		8,969			
Revenues Total	15,102,489	16,802,361	17,585,058	18,857,911	19,073,396
Expenditures					
Salaries	1,358,900	1,351,928	1,726,330	1,704,319	1,760,394
Benefits	1,023,876	206,782	612,401	702,773	729,382
Supplies	8,794,365	9,219,138	9,802,885	9,456,185	9,742,616
Services	3,010,907	2,904,868	3,152,724	3,038,958	3,061,205
Debt Service	246,259	559,651	601,025	604,525	602,825
Interfund	1,481,543	1,774,808	1,661,440	1,700,444	1,705,298
Capital Outlay	852,404	125,041	90,000	243,600	206,920
Expenditures Total	16,768,255	16,142,216	17,646,805	17,450,803	17,808,640
Expenditures by Program					
Administration	4,437,123	3,628,778	5,194,837	4,184,271	4,235,901
CREP & Renewables Edu	420	5,820	13,478	5,479	5,479
Debt Service	246,259	559,651	601,025	604,525	602,825
Energy Efficiency & Customer Service	227,354	555,162	587,500	556,000	556,000
Engineering & Operations	252,922	321,507	312,920	387,477	401,952
Inventory Adjustment	-3,252	7,402			
New Line Transformers			45,000	50,000	52,520
New Meters	56,137	44,554	45,000	59,589	59,626
New OH Conductors				120,282	291,132
New Services	51,312	33,683	58,000	47,478	47,552
New Station Equipment	455,388	5,960	20,000		
New Street Lights				55,413	55,425
New UG Conductors				290,153	285,203
New UG Conduits & Vaults				147,685	133,535
Operations & Maintenance	10,097,756	10,681,538	10,273,361	10,936,664	11,075,551
Other Merchandising Services	2,123	16,443			
Primary Distribution Capital	451,903	281,301	494,484		
Public Event Work	1,764	416	1,200	5,787	5,938
Solar Panels	491,046				
Expenditures Total	16,768,255	16,142,216	17,646,805	17,450,803	17,808,640
Contribution to/from fund balance	-\$1,665,765	\$660,145	-\$61,747	\$1,407,107	\$1,264,756
FTE	12.4	14.4	14.4	14.02	14.02

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 130 miles of underground piping. The Utility's service territory was established by the Washington Utilities and Transportation Commission (WUTC) and includes the city limits and surrounding areas. The Utility purchases all of its natural gas supply through Mercuria and uses Williams Pipeline for transportation of the gas. The Utility operates Public Awareness and Operator Qualification programs.

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2017/2018 Accomplishments:

- Completed all required annual maintenance including: Leak survey; valve maintenance; atmospheric corrosion survey, regulator station maintenance; pipeline patrol work.
- Installed new sector valves in the downtown core for improved safety and emergency response.
- Completed the uprating process to increase the system maximum allowable operating pressure (MAOP) for increased capacity and system reliability.
- Installed nearly 140 new services and over 14,000 feet of new gas main
- Continued the Operator Qualification Program
- Continued and expanded the Public Awareness and Distribution Integrity Management Programs
- Successfully completed three Utility and Transportation Commission audits including: Distribution Integrity Management Program; Public Awareness Program, and Pipeline Safety in 2017.

Financial Summary-Natural Gas

	Fund: Gas		Account #: 400-461		
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$6,373,412	\$6,973,099	\$6,769,121	\$6,580,770	\$6,617,229
Long-Term Debt Issuance					
Miscellaneous	8,304	31,099	3,500	3,500	3,500
Debt Issued					
Revenues Total	6,381,717	7,004,198	6,772,621	6,584,270	6,620,729
Expenditures					
Salaries	990,939	909,235	947,658	1,109,423	1,167,738
Benefits	674,404	247,389	460,184	457,816	481,383
Supplies	3,175,969	3,403,973	3,499,548	2,970,288	2,817,691
Services	1,051,621	834,130	1,588,681	1,140,298	1,093,517
Debt Service			52,115	52,115	52,115
Interfund	971,123	1,072,336	873,011	919,436	920,349
Capital Outlay		9,510	10,943	25,000	25,000
Expenditures Total	6,864,057	6,476,574	7,432,140	6,674,376	6,557,793
Expenditures by Program					
Administration	2,710,153	2,264,595	2,740,234	2,402,833	2,429,904
Debt Service			52,115	52,115	52,115
Energy Efficiency & Customer Service	51,727	53,250	100,000	75,000	75,000
Engineering & Operations	182,457	198,549	228,790	147,394	150,449
Inventory Adjustment	14,813	3,246			
Jobbing/Contract Work	2,504	10,394			
New Mains	158,997	30,441	67,206	188,793	175,793
New Meters	50,085	1,792	9,909	104,720	83,720
New Services	98,703	3,752	519,092	154,101	157,101
New Station Equipment		-752			
Operations & Maintenance	3,594,617	3,911,307	3,714,794	3,549,421	3,433,712
Expenditures Total	6,864,057	6,476,574	7,432,140	6,674,376	6,557,793
Contribution to/from fund balance	-\$482,340	\$527,624	-\$659,519	-\$90,106	\$62,936
FTE	11.83	11.83	11.83	11.83	11.83

CITY OF ELLENSBURG 2019/2020 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 4,700 customers delivering over 1.4 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
- Drill and Construct Illinois Well
- Update strategic water system plan
- Extend water main from City Shop to Anderson Rd
- Extend water main along Bull road under I-90 to Berry Rd
- Locate and purchase property for drilling of an additional well
- Extend water main along Water St north of Bender Rd.
- Extend water main along "D" Street

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 construction of a new well house at the airport
- Continue to monitor and test wells according to the Water Quality Monitoring Schedule provided by the Washington State Department of Health.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

2017 & 2018 Accomplishments:

- Assisted Washington State Department of Health with training of their employees on Sanitary System Surveys.
- Participating in the Environmental Protection Agency's (EPA) Unregulated Contaminant Monitoring Rule 4 (UCMR 4) testing program.
- Participating in Water Optimization Coaching program for energy reduction cost savings.
- Relocated Water Main under Wilson Creek between Capitol and Washington Avenues and Sampson and Anderson Streets.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary - Water

Department: Public Works	Fund: Water	Account #: 400-481 & 485			
	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Charges for Services	\$4,571,824	\$4,594,899	\$4,562,885	\$4,940,746	\$5,285,257
Licences & Permits	420	690	600	700	700
Intergovt. Rev.				260,000	
Miscellaneous	37,654	154,549	6,393	51,393	51,393
Transfers In	247,492	202,082	1,674,776	1,100,000	1,650,000
Other Receipts	479,488	533,434	265,000	422,395	487,153
Revenues Total	5,336,878	5,485,655	6,509,654	6,775,234	7,474,503
Expenditures					
Salaries	504,674	521,611	568,203	508,900	523,450
Benefits	390,776	188,714	300,401	327,737	339,333
Supplies	145,692	256,427	277,459	258,921	258,921
Services	1,874,947	1,486,566	1,751,123	2,873,087	2,088,448
Debt Service	216,954	699,818	737,982	866,195	633,037
Interfund	952,506	941,601	982,907	1,061,926	1,061,473
Capital Outlay	254,063	222,654	1,674,102	632,000	1,952,000
Intergovt				20,000	20,000
Transfers Out	247,492	201,879	1,924,776	1,300,000	1,650,000
Expenditures Total	4,587,105	4,519,269	8,216,952	7,848,766	8,526,661
Expenditures by Program					
Administration	2,293,821	2,015,251	2,242,896	2,515,299	2,494,303
Buildings & Structures			1,200,000	150,000	1,350,000
Communications Equipment	12,977				
Cross Connection Control	53,589	48,264	55,680	12,680	12,680
Debt Service	252,514	699,818	737,982	866,195	673,037
Distribution Main	266,020	209,449	386,767	430,000	700,000
Hydrants			12,000	12,000	12,000
Inventory Adjustment	455	8,912			
Maintenance	425,217	508,200	706,227	733,262	723,812
Meters	156,541	85,045	160,000	160,000	160,000
Pumps	45,267		100,000	50,000	50,000
Source Operations	476,173	425,287	555,225	561,130	592,130
Training	12,195	12,740	24,200	25,000	25,500
Transfer Out	247,492	201,879	1,924,776	1,300,000	1,650,000
Transmission Main	35,036	19,519	30,000	30,000	30,000
Treatment	57,246	80,311	81,200	53,200	53,200
Wellhouse Equipment	248,922	182,858			
Wells	3,640	21,739		950,000	
Expenditures Total	4,587,105	4,519,269	8,216,952	7,848,766	8,526,661
Contribution to/from fund balance	\$749,774	\$966,385	-\$1,707,298	-\$1,073,533	-\$1,052,159
FTE	9.5	9.5	9.5	9.5	9.5

The Water Fund 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 2019/2020 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 3,900 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

- Extend sewer main along Bull Rd under I-90 to Berry Rd.
- Design/construct boiler redundancy system

Ongoing Commitments

- Continue phase 2 of the new electrical upgrades
- Select Aeration Basin Option for upgrades
- Obtain field coordinates of system components for input into the City's Geographic Information System

2017 & 2018 Accomplishments

- Awarded Washington State Department of Ecology "Award of Excellence" for no permit violations for the 2017 reporting period.
- Rehabilitated 1300 feet of sewer main
- Began Construction of Phase 2 Electrical Upgrades at the Wastewater Treatment Facility.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary - Wastewater

Department: Public Works **Fund:** Sewer **Account #:** 400-491 & 495

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$3,919,004	\$3,998,178	\$3,819,616	\$4,306,000	\$4,586,378
Miscellaneous	32,807	57,183	12,600	38,600	37,600
Other Receipts	260,452	319,778	164,900	225,697	243,439
Revenues Total	4,212,263	4,375,139	3,997,116	4,570,297	4,867,417
Expenditures					
Salaries	688,231	697,201	743,706	824,302	811,750
Benefits	533,321	214,070	398,555	419,592	440,803
Supplies	73,161	70,112	163,502	136,100	136,100
Services	1,316,220	1,304,410	1,982,053	1,516,379	1,257,731
Debt Service	155,097	276,342	296,472	415,301	363,608
Interfund	915,968	1,035,340	925,847	1,049,021	1,052,205
Capital Outlay	413,246	649,280	718,209	1,265,000	1,425,000
Intergovt	156	142	1,600	600	600
Expenditures Total	4,095,402	4,246,896	5,229,945	5,626,296	5,487,797
Expenditures by Program					
Administration	2,164,473	1,836,579	2,149,716	2,512,507	2,343,125
Buidling & Structure	317,156	480,645	725,601	700,000	500,000
Capital		55,703	500,000	40,000	40,000
Debt Service	155,097	276,342	296,472	415,301	363,608
Heavy Equipment	138,763	73,862			
Inventory Adjustment	-295	750			
Mains	236,131	334,843	336,609	625,000	885,000
Maint of Building/Structure	212,021	169,315	247,442	267,794	272,994
Maint of Sewer Lines	139,518	129,098	150,504	151,370	153,870
Pretreatment Operations Exp		73	500		
Storm Lines	143,002	254,510	165,000	208,500	214,000
Training	7,850	10,314	23,000	23,600	24,100
WwTP Maintenance	581,686	624,862	635,100	682,224	691,100
Expenditures Total	4,095,402	4,246,896	5,229,945	5,626,296	5,487,797
Contribution to/from fund balance	\$116,861	\$128,243	-\$1,232,829	-\$1,055,999	-\$620,380
FTE	11.58	11.58	11.58	11.58	11.58

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 2019/2020 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.
- Secure outside inventory storage area

2017 & 2018 Accomplishments:

- Replaced Main Electrical Service panel in the warehouse facility.
- Purchased and currently implementing new Fleet Management Software.
- Enclosed and Heated existing Decant Building breezeway for winter Vector truck storage.
- Added additional work, office, and storage space at Mechanic Shop facility.
- Constructed new secondary ingress/egress to Shop and Warehouse facility via Railroad Avenue.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – Shop & Equipment

Department: Public Works	Fund: Shop & Equipment Account #: 500-531				
	2016	2017	2018	2019	2020
	Actual	Actual	Budget	Budget	Budget
Revenues					
Charges for Services	\$292,511	\$314,322	\$310,700	\$310,700	\$310,700
Intergovt. Rev.	423,625				
Miscellaneous	1,610,292	1,809,755	1,692,228	1,827,075	1,862,824
Transfers In		134,198			
Revenues Total	2,326,428	2,258,275	2,002,928	2,137,775	2,173,524
Expenditures					
Salaries	282,876	334,234	382,587	337,915	354,368
Benefits	191,273	154,306	154,958	170,268	179,177
Supplies	270,005	293,737	362,211	348,000	353,000
Services	207,391	149,978	333,263	313,624	253,624
Interfund	115,811	129,189	129,831	151,997	152,550
Capital Outlay	659,310	422,472	892,791	612,025	349,607
Interfund Loan Disbursement			169,560		
Expenditures Total	1,726,666	1,483,916	2,425,201	1,933,829	1,642,326
Expenditures by Program					
Equipment Services	44,153	127,564	161,232	62,122	63,273
Facilities	294,804	247,815	590,211	442,219	278,369
Interfund Loan Disbursement			169,560		
Motor Pool & Shop	1,125,720	901,489	1,212,881	1,113,870	1,025,086
Warehousing	261,989	207,048	291,317	315,619	275,598
Expenditures Total	1,726,666	1,483,916	2,425,201	1,933,829	1,642,326
Shop/Warehouse Total	\$599,762	\$774,359	-\$422,273	\$203,946	\$531,198
FTE	5.10	6.10	6.10	6.08	6.08

A new Senior Mechanic position was approved in the 2017/18 budget.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Parks and Recreation Department

Locations:	Memorial Pool 815 E 6 th Avenue	Stan Bassett Youth Center 406 E. Capitol Avenue
	Adult Activity Center 506 S. Pine Street	Ellensburg Racquet & Recreation Center 6061 Vantage Hwy.
	Park Administration Second Floor, 501 N. Anderson Street	

Mission Statement:

To enhance the lives of community residents and visitors of all ages by providing a wide range of quality leisure experience in our parks, recreational facilities, programs, and services. Through our efforts, we will advance the health and wellness of individuals and families, foster greater community spirit, protect and enhance our natural resources and environment, contribute to the vitality of the local economy, and promote a high quality of life in Ellensburg.

Goals:

- Manage Provide safe, clean, and well maintained open spaces for residents and visitors the City parks in an efficient manner
- Design and implement programs that will enhance the quality of life of its residents

Strategies:

- Promote maximum public use and access to all community facilities by those who work or live in Ellensburg
- Provide high quality programs, lessons and leagues to meet the needs of our diverse community in a safe, enjoyable, friendly atmosphere
- Provide for the social, recreational, educational, psychological and physical needs of residents and promote their participation in all aspects of community life
- Develop and maintain the park and open space system with sufficient recreation facilities to meet community needs
- Provide a high level of maintenance for all current park facilities

General Overview

The Parks and Recreation Department is responsible for serving residents of all ages in the Ellensburg community. The department plans, organizes, and manages the City's parks and recreation programs including a park acquisition, development and improvement program, park maintenance and city beautification program, and comprehensive recreation program.

The City's Parks and Recreation Department has six program divisions as follows:

Youth Program Division is responsible for the development and maintenance of programs for youth. The City runs most of the programs from the youth center building.

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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.



Ellensburg's Youth Program is a non-fee based program available to youth who are in 3rd thru 8th grade, open 3-7 pm Monday through Friday, with extended hours for special events and late night programs. This drop-in program includes a daily schedule of events geared toward youth like homework assistance, small group activities, sports and active games, arts & crafts, multi-cultural activities, guest speakers, field trips, late nights, special events, vacation day trips, T.V. lounge, and computer lab complete with

internet access.

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.

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Athletics Division offers a recently expanded sports program. 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



CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

trail, full court basketball court, large grass area, bathrooms, and great sledding hills for wintertime activities.

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.

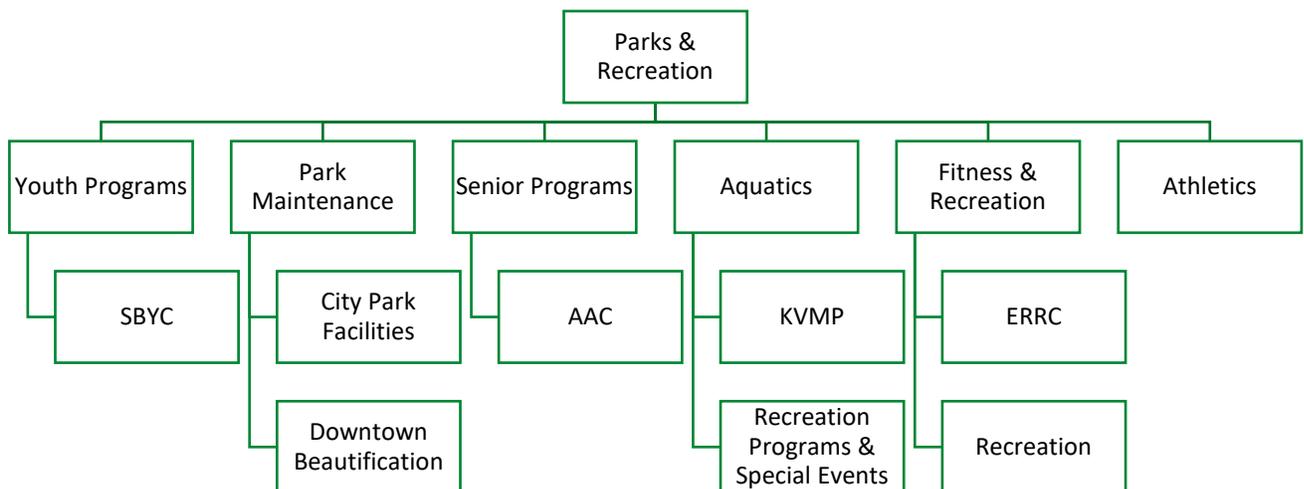


West Ellensburg Neighborhood Park sits on 6.0 acres of land with a picnic shelter, children's play structure, sport court, restrooms, and one full-sized baseball field.

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.



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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 2019/2020 BIENNIAL BUDGET

Financial Summary – Parks & Recreation

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$349,667	\$396,665	\$454,865	\$472,197	\$462,197
Intergovt. Rev.	3,144	3,060	3,880	3,800	3,880
Miscellaneous	57,094	69,257	54,512	51,523	51,523
Revenues Total	409,905	468,982	513,257	527,520	517,600
Expenditures					
Salaries	927,567	1,005,816	1,186,298	1,180,084	1,209,206
Benefits	350,812	360,904	454,564	419,299	436,299
Supplies	163,028	182,283	194,617	190,514	190,583
Services	698,919	730,772	689,929	724,956	686,496
Interfund	56,130	59,434	74,905	72,941	73,456
Expenditures Total	2,196,456	2,339,209	2,600,313	2,587,794	2,596,040
Expenditures by Program					
Adult Activity Center	182,147	180,911	188,259	186,732	187,622
Community Athletics	60,149	47,526	72,519	79,485	79,605
Ellesburg Racquet & Rec Center	122,763	134,383	161,749	168,017	169,430
Memorial Pool & Fitness Center	455,070	550,903	576,767	566,091	569,177
Park Maintenance	1,009,863	1,039,711	1,154,679	1,139,199	1,135,270
Park Partnership Grants	11,140	12,038	11,140	11,140	11,140
Parks & Recreation Admin Recreation	209,662	216,793	250,619	245,836	250,434
	20,845	24,229	41,414	41,414	41,414
Youth Services	124,816	132,716	143,167	149,880	151,948
Expenditures Total	2,196,456	2,339,209	2,600,313	2,587,794	2,596,040
General Fund Total	\$1,786,551	\$1,870,227	\$2,087,056	\$2,060,274	\$2,078,440
 FTE	 24.40	 26.00	 26.00	 26.03	 26.03

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary-Park Acquisition

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

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$192,815	\$337,802	\$265,000	\$265,000	\$265,000
Intergovt. Rev.	2,032	2,093	1,921	1,711	1,711
Miscellaneous	2,233	13,751	0	0	0
Revenues Total	197,080	353,647	266,921	266,711	266,711
Expenditures					
Services			28,149		
Capital Outlay	112,657	98,030	825,000	1,025,000	
Expenditures Total	112,657	98,030	853,149	1,025,000	0
Parks Acquisition Total	\$84,423	\$255,617	-\$586,228	-\$758,289	\$266,711

Library/ Hal Holmes Center Department

Location: 209 North Ruby Street, Ellensburg

Mission Statement:

To provide a safe and welcoming place where patrons can develop an appreciation for reading and learning, find information about their community and its opportunities, and investigate or explore a wide range of topics relevant to their work, school and personal lives.

Vision:

The Ellensburg Public Library informs, educates, entertains, enriches and empowers our patrons.

Strategies:

- Stimulating young children's interest in and appreciation of reading
- Encouraging lifelong learning
- Ensuring freedom of access to information
- Providing the space and the opportunity for people and ideas to come together
- Responding to the needs of our diverse community

General Overview

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

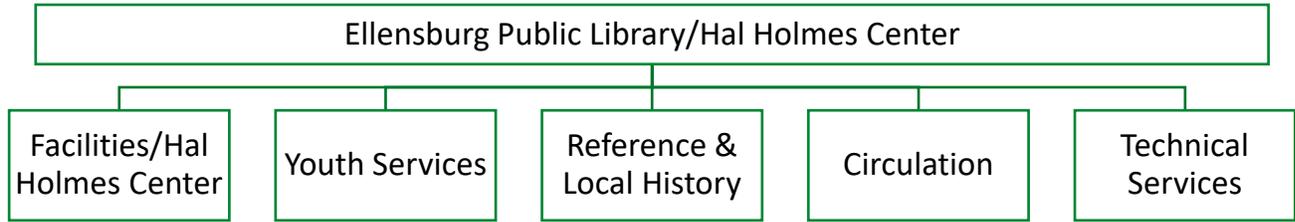
The Library has over 55,000 books, 13,000 audio-visual items, and 145 magazine/newspaper subscriptions, 17 online database subscriptions majority with remote access, 35,000 e-books, 22,000 downloadable audiobooks and digital collections of Local History photographs.

Over 132,000 people visit our library annually to request services, use the public computer workstations, check out materials, and attend programs. Nearly 13,000 library cards are currently active, and the Library circulates about 200,000 books and materials annually. The Library host an average of 450 programs per year for adults and youth with about 16,000 attendees.

The Hal Holmes Community Center is a multipurpose conference facility at the Ellensburg Public Library. Being an integral part of the library, the Hal Homes Community Center has seen a steady increase in use. The Library, community, and statewide groups use the center for trainings, social events, and meetings.



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New Initiatives:

- Downloadable eBooks
- Digital Literacy classes
- New collections: Video Games and Young Adult Graphic Novels
- Kids Grow Program: a community collaborative garden program for kids and families



Ongoing Commitments:

- Provide free access to information
- Encourage lifelong learning
- Fiscal responsibility and good stewardship of taxpayer resources
- Maintain a safe and well-kept public facility

2017/2018 Accomplishments:

- Awarded three grant projects: Microsoft Imagine Academy, ESL Classes and WA Digital Heritage Grants
- Hosted author Tim O'Brien for One Book One Community program
- Partnered with many agencies and non-profits in the community to offer a diverse range of programming
- New public lab computers and furniture for Children's area

Service Measures

	2013	2014	2015	2016	2017
Items Borrowed	212,236	206,964	194,423	186,974	194,480
Library Visits	151,219	164,598	141,817	131,556	132,917
Library Card Holders	11,235	11,178	12,558	14,024	12,908
Programs	574	397	380	423	451
Program Attendance	17,873	14,482	13,955	16,180	16,326
Hal Holmes Reservations	936	910	944	957	921
Friends of the Library Support	\$11,756	\$11,766	\$9,235	\$12,374	\$6,578

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – General Fund

Department: Library **Fund:** General Fund **Account #:** 001-023

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$106,273	\$107,047	\$105,324	\$105,324	\$105,324
Fines & Forfeits	18,690	-15,600	22,000	22,000	22,000
Intergovt. Rev.	6,255				
Miscellaneous	36,070	37,790	40,600	40,600	40,600
Transfers In			18,000		
Revenues Total	167,288	129,237	185,924	167,924	167,924
Expenditures					
Salaries	491,612	486,729	554,498	575,874	585,786
Benefits	231,599	224,771	286,395	256,979	256,596
Supplies	14,927	10,888	22,567	22,067	22,067
Services	98,661	114,294	124,539	106,539	106,539
Capital Outlay	69,732	83,507	91,857	89,291	89,291
Interfund	66,665	71,227	86,840	84,553	85,650
Intergovt	844	1,064	1,020	1,020	1,020
Expenditures Total	974,041	992,480	1,167,716	1,136,323	1,146,949
Expenditures by Program					
Library Admin	121,118	116,509	209,095	125,590	135,063
Library (Public Service)	765,018	772,740	839,588	910,200	911,353
Library (Organization of Materials)	3,232	21,544	19,005	19,005	19,005
Donation Expenditures	275	632	4,608	4,608	4,608
Hal Holmes	19,310	18,501	36,286	18,286	18,286
Library Facilities	54,764	61,788	51,600	51,600	51,600
Library Training	2,642	766	7,034	7,034	7,034
LSTA Grant	7,682				
Health Library			500		
Expenditures Total	974,041	992,480	1,167,716	1,136,323	1,146,949
Contribution to/from Fund Bal	-\$806,753	-\$863,243	-\$981,792	-\$968,399	-\$979,025
FTE	11.73	11.75	11.75	11.93	11.93

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

Financial Summary – Library Trust

Department:	Library	Fund: Library Trust Fund	Account #:	600-605			
			2016	2017	2018	2019	2020
			Actual	Actual	Budget	Budget	Budget
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Revenues							
Charges for Services			\$5	\$0	\$0	\$0	\$0
Miscellaneous			1,924	11,979	7,500	7,500	7,500
Revenues Total			1,929	11,979	7,500	7,500	7,500
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Expenditures							
Supplies				1,677	2,000	2,000	2,000
Services			341	300	400	400	400
Capital Outlay			429	2,344	6,400	6,400	6,400
Expenditures Total			770	4,321	8,800	8,800	8,800
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Expenditures by Program							
Berg			182	138	250	250	250
Farrell			246	175	600	600	600
Library Acquisitions					3,500	3,500	3,500
Library Auction					100	100	100
Public Service			341	4,009	4,350	4,350	4,350
Expenditures Total			770	4,321	8,800	8,800	8,800
Contribution to/from Fund Bal			\$1,159	\$7,658	-\$1,300	-\$1,300	-\$1,300

The Ellensburg Public Library's Trust Fund frequently receives donations from our citizens to honor friends and relatives, or as memorials and bequests. These funds are held in trust and the interest is budgeted each year for enhancements to improve the library and the library's collection of materials.

Mr. Donald H. **Anderson** bequeathed one half of his estate to the Library and one half to the hospital in 1998.

Mr. Walter L. **Berg's** donation in 1987 in memory of his wife Rosemary has enabled the Library to purchase a dozen mystery books each and every year since that time.

Marcus & Dorothy **Rathbun** bequeathed \$49,892 to the Library in 2003. \$10,000 was used for the millennium public art labyrinth project that was done that year.

Pearl A. **Farrell** donated \$15,000 to the Library in 1985. The fund has made it possible for many purchases of local historical materials over the years.

Mrs. Marguerite **Gustafson** in 2005 bequeathed \$50,000 to the Library for the benefit of its residents.

Rotary Club of Ellensburg donates \$600 per year for the purchase of children's books. 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.

CITY OF ELLENSBURG 2019/2020 BIENNIAL BUDGET

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 2019/2020 BIENNIAL BUDGET

Financial Summary-CATV

Department: Library/Hal Holmes

Fund: CATV

Account #: 100-150

	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget
Revenues					
Charges for Services	\$111	\$92	\$0	\$0	\$0
Licenses & Permits				13,845	13,845
Taxes	96,111	92,209	93,200	93,200	93,200
Miscellaneous	262	764			
Transfers In		19,540			
Revenues Total	96,484	112,606	93,200	107,045	107,045
Expenditures					
Supplies	43				
Services	63,871	72,087	80,000	80,000	80,000
Interfund	11,228	11,228	11,228	18,349	18,473
Intergovt			5,000	5,000	5,000
Expenditures Total	75,142	83,315	96,228	103,349	103,473
Contribution to/from Fund Bal	\$21,342	\$29,290	-\$3,028	\$3,696	\$3,572

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.