

ORDINANCE NO. 4950

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, ADOPTING THE 2025-2026 BIENNIAL BUDGET FOR THE CITY OF ELLENSBURG, WASHINGTON.

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

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

WHEREAS, a workshop to discuss and review the general fund revenue estimates for 2025 was held with City Council at its October 7, 2024 meeting for the purpose of providing information to the public regarding the revenue estimates to be included in the proposed budget; and

WHEREAS, a public hearing on the general fund revenue estimates for 2025 was advertised and held at the November 4, 2024 Ellensburg City Council meeting for the purpose of providing information to the public regarding the revenue estimates to be included in the proposed budget and at which hearing all taxpayers were heard who appeared for or against; and

WHEREAS, a public hearing on the preliminary biennial budget for the two-year fiscal biennium 2025-2026 was advertised and held at the November 4, 2024 Ellensburg City Council meeting for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, a public hearing on the proposed biennial budget for the two-year fiscal biennium 2025-2026 was advertised and held at the November 18, 2024 Ellensburg City Council meeting for the purpose of providing information to the public regarding the estimates and programs contained in the proposed budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget, following which the City Council for the City of Ellensburg conducted first reading of Ordinance 4950; and

WHEREAS, the City Council met regarding the proposed budget on December 2, 2024 for the purpose of adopting a final budget for the two-year fiscal biennium 2025-2026, and at which meeting the City Council made such changes as it deemed necessary and proper, and at which time it conducted second reading and adoption of Ordinance 4950;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1. 2025-2026 Biennial Budget Adoption.** The 2025-2026 Biennial Budget for the City of Ellensburg for the period January 1, 2025 through December 31, 2026, as determined in Exhibits A, B, and C, is hereby adopted.

**Section 2. Copies of the biennial budget to be filed.** The City Clerk is directed to keep a complete copy of the final 2025-2026 biennial budget, as adopted, together with a copy of the adopting ordinance, on file in the City Clerk's office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

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

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

**Section 5. Effective Date.** This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect January 1, 2025 after passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 2nd day of December, 2024.

  
\_\_\_\_\_  
Mayor

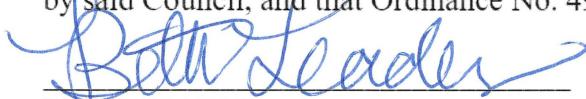
Attest:   
\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

Publish: December 5, 2024

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4950 is a true and correct copy of said Ordinance of like number of said City as the same was passed by said Council, and that Ordinance No. 4950 was published as required by law.



BETH LEADER

## Ordinance 4950 2025/2026 Biennial Budget

## Exhibit A

## City of Ellensburg

## 2025 Budget Table

	Budgeted Beg Fund Balance	2025 Revenues	2025 Expenditures	Budgeted Ending Fund Balance
<b>General Fund</b>	<b>\$5,007,301</b>	<b>\$21,645,908</b>	<b>\$22,803,634</b>	<b>\$3,849,575</b>
<b>Managerial Funds of the General Fund</b>				
Economic Development Investments Fund	630,412	-	-	630,412
Sales Tax Reserve Fund	1,204,416	6,383,912	7,056,734	531,594
Art Acquisition Fund	58,353	51,000	105,000	4,353
General Grants Fund (CARES/ARPA/CCA)	1,800,881	750,000	2,100,881	450,000
Library Trust Fund	378,188	7,500	8,974	376,714
Hal Holmes Trust Fund	180,193	4,500	1,472	183,221
Fire Relief & Pension Trust Fund	887,553	232,767	163,852	956,468
<b>Managerial Funds of the General Fund</b>	<b>5,139,906</b>	<b>7,429,679</b>	<b>9,436,913</b>	<b>3,132,762</b>
<b>Special Revenue Funds</b>				
Street Fund	985,982	2,658,227	3,112,899	531,310
Arterial Street Fund	4,052,400	4,484,871	5,767,464	2,769,807
Traffic Impact Fees Fund	644,964	389,387	117,750	916,601
Public Transit Fund	5,455,572	2,635,127	3,168,927	4,921,772
Criminal Justice Sales Tax Fund	2,404,314	2,051,226	2,055,166	2,400,374
Drug Fund	27,625	3,100	10,000	20,725
CATV Operations Fund	102,752	81,536	86,109	98,179
CATV Capital Fund	69,451	-	-	69,451
Parks Acquisition Fund	462,455	101,820	-	564,275
Lodging Tax Fund	1,634,549	687,000	550,966	1,770,583
Housing Fund	2,489,916	1,207,406	1,104,870	2,592,452
<b>Total Special Revenue Funds</b>	<b>18,329,980</b>	<b>14,299,700</b>	<b>15,974,151</b>	<b>16,655,529</b>
<b>Debt Service Funds</b>				
Facilities Improvement Debt Service Fund	361,381	562,327	563,326	360,382
2010 Maintenance Bond Debt Service Fund	86,815	186,403	186,403	86,815
LID Guaranty Fund	153,508	5,000	-	158,508
<b>Total Debt Service Funds</b>	<b>601,704</b>	<b>753,730</b>	<b>749,729</b>	<b>605,705</b>
<b>Capital Project Funds</b>				
Fieldhouse Development Fund	6,191,694	572,000	485,232	6,278,462
Capital Improvement Bond Projects Fund	348,384	500,000	848,384	-
General Capital Projects Fund	116,203	-	-	116,203
Sidewalk Fund (REET1)	511,529	376,000	343,000	544,529
Recreational Facilities Fund (REET 2)	563,082	313,431	100,000	776,513
<b>Total Capital Project Funds</b>	<b>7,730,892</b>	<b>1,761,431</b>	<b>1,776,616</b>	<b>7,715,707</b>
<b>Enterprise Funds</b>				
Stormwater Utility Fund	857,796	3,518,351	3,802,605	573,542
Telecommunications Utility Fund	479,857	410,324	542,203	347,978
Gas Utility Fund	2,486,112	15,122,537	14,858,245	2,750,404
Electric Utility Fund	11,977,278	22,634,757	29,224,730	5,387,305
Water Utility Fund	6,998,477	6,978,953	8,657,700	5,319,730
Sewer Utility Fund	6,343,772	8,266,225	10,192,243	4,417,754
<b>Total Enterprise Funds</b>	<b>29,143,292</b>	<b>56,931,147</b>	<b>67,277,726</b>	<b>18,796,713</b>
<b>Internal Service Funds</b>				
Shop & Warehouse Fund	9,833,559	3,806,562	3,140,993	10,499,128
General Facilities Fund	133,918	1,053,744	1,012,752	174,910
Health & Benefits Fund	1,086,219	10,000	1,096,219	-
Risk Management Fund	1,312,181	1,076,102	1,110,829	1,277,454
Information Technology Fund	1,248,914	2,914,571	2,732,003	1,431,482
Geographic Info. Systems Fund	745,542	349,127	538,095	556,574
<b>Internal Service Funds</b>	<b>14,360,333</b>	<b>9,210,106</b>	<b>9,630,891</b>	<b>13,939,548</b>
<b>All Funds</b>	<b>\$80,313,498</b>	<b>\$112,031,701</b>	<b>\$127,649,660</b>	<b>\$64,695,539</b>

**Ordinance 4950- 2025/2026 Biennial Budget**

**Exhibit B**

**City of Ellensburg**

**2026 Budget Table**

	<b>Budgeted Beg Fund Balance</b>	<b>2026 Revenues</b>	<b>2026 Expenditures</b>	<b>Budgeted Ending Fund Balance</b>
<b>General Fund</b>	<b>\$3,849,575</b>	<b>\$20,725,327</b>	<b>\$23,476,816</b>	<b>\$1,098,086</b>
<b>Managerial Funds of the General Fund</b>				
Economic Development Investments Fund	630,412	-	-	630,412
Sales Tax Reserve Fund	531,594	6,475,071	6,506,164	500,501
Art Acquisition Fund	4,353	51,000	50,000	5,353
General Grants Fund (CARES/ARPA/CCA)	450,000	-	300,000	150,000
Library Trust Fund	376,714	7,500	8,983	375,231
Hal Holmes Trust Fund	183,221	4,000	1,546	185,675
Fire Relief & Pension Trust Fund	956,468	231,888	168,522	1,019,834
<b>Managerial Funds of the General Fund</b>	<b>3,132,762</b>	<b>6,789,459</b>	<b>7,035,215</b>	<b>2,867,006</b>
<b>Special Revenue Funds</b>				
Street Fund	531,310	2,857,106	3,310,869	77,547
Arterial Street Fund	2,769,807	6,807,651	8,090,557	1,486,901
Traffic Impact Fees Fund	916,601	389,387	867,750	438,238
Public Transit Fund	4,921,772	1,716,376	2,775,022	3,863,126
Criminal Justice Sales Tax Fund	2,400,374	2,070,984	2,141,069	2,330,289
Drug Fund	20,725	3,100	5,000	18,825
CATV Operations Fund	98,179	75,954	86,047	88,086
CATV Capital Fund	69,451	-	-	69,451
Parks Acquisition Fund	564,275	101,820	-	666,095
Lodging Tax Fund	1,770,583	687,000	625,975	1,831,608
Housing Fund	2,592,452	805,406	742,770	2,655,088
<b>Total Special Revenue Funds</b>	<b>16,655,529</b>	<b>15,514,784</b>	<b>18,645,059</b>	<b>13,525,254</b>
<b>Debt Service Funds</b>				
Facilities Improvement Debt Service Fund	360,382	562,327	563,326	359,383
2010 Maintenance Bond Debt Service Fund	86,815	186,403	186,403	86,815
LID Guaranty Fund	158,508	4,000	-	162,508
<b>Total Debt Service Funds</b>	<b>605,705</b>	<b>752,730</b>	<b>749,729</b>	<b>608,706</b>
<b>Capital Project Funds</b>				
Fieldhouse Development Fund	6,278,462	-	-	6,278,462
Capital Improvement Bond Projects Fund	-	-	-	-
General Capital Projects Fund	116,203	-	-	116,203
Sidewalk Fund (REET1)	544,529	376,000	343,000	577,529
Recreational Facilities Fund (REET 2)	776,513	313,431	-	1,089,944
<b>Total Capital Project Funds</b>	<b>7,715,707</b>	<b>689,431</b>	<b>343,000</b>	<b>8,062,138</b>
<b>Enterprise Funds</b>				
Stormwater Utility Fund	573,542	2,542,752	2,781,954	334,340
Telecommunications Utility Fund	347,978	410,324	549,521	208,781
Gas Utility Fund	2,750,404	15,177,736	15,343,601	2,584,537
Electric Utility Fund	5,387,305	28,983,598	29,469,264	4,901,639
Water Utility Fund	5,319,730	6,878,953	8,182,362	4,016,321
Sewer Utility Fund	4,417,754	10,241,344	12,298,071	2,361,027
<b>Total Enterprise Funds</b>	<b>18,796,713</b>	<b>64,234,707</b>	<b>68,624,773</b>	<b>14,406,645</b>
<b>Internal Service Funds</b>				
Shop & Warehouse Fund	10,499,128	3,976,056	3,265,564	11,209,620
General Facilities Fund	174,910	1,057,701	1,022,727	209,884
Health & Benefits Fund	-	-	-	-
Risk Management Fund	1,277,454	1,116,798	1,161,525	1,232,727
Information Technology Fund	1,431,482	2,887,368	2,690,361	1,628,489
Geographic Info. Systems Fund	556,574	357,010	546,560	367,024
<b>Internal Service Funds</b>	<b>13,939,548</b>	<b>9,394,933</b>	<b>8,686,737</b>	<b>14,647,744</b>
<b>All Funds</b>	<b>\$64,695,539</b>	<b>\$118,081,371</b>	<b>\$127,561,329</b>	<b>\$55,215,579</b>

Department/ Position	FTE '25	FTE '26	Department/ Position	FTE '25	FTE '26
<b>General Governmental</b>			<b>Community Development Department</b>		
Mayor	0.04	0.04	Building Inspector	1.00	1.00
Council Member	0.21	0.21	Building Official	1.00	1.00
	Total FTE	0.25	Community Dev. Director	1.00	1.00
			Housing Coordinator/ Grants Manager	1.00	1.00
			Planner	2.00	2.00
<b>City Administration</b>			Planning Manager	1.00	1.00
City Manager	1.00	1.00	Planning/Permit Technician	2.00	2.00
Arts & Economic Development Mgr.	1.00	1.00	Senior Planner	1.00	1.00
City Attorney	1.00	1.00		Total FTE	10.00
Assistant City Attorney	1.00	1.00			10.00
Asst. City Manager/City Attorney	0.25	-			
Executive Assistant	1.00	1.00	<b>Library/ Hal Holmes Department</b>		
Executive Assistant/Asst. City Clerk	0.66	0.66	Hal Holmes Facility Assistant	0.95	0.95
City Attorney	1.00	1.00	Hal Holmes Office Manager	1.00	1.00
HR Director	1.00	1.00	Librarian	1.00	1.00
HR Specialist	2.00	2.00	Library Aide	0.38	0.38
Communications Officer/PIO	1.00	1.00	Library Assistant	2.70	2.70
Legal Intern	0.25	0.25	Library Associate	3.75	3.75
	Total FTE	10.16	Library Director	1.00	1.00
			Library Specialist	0.75	0.75
<b>Department/ Position</b>	<b>FTE '25</b>	<b>FTE '26</b>	Office Specialist	0.45	0.45
<b>Police Department</b>				Total FTE	11.98
Police Chief	1.00	1.00			11.98
Animal Control Officer	1.00	1.00	<b>Telecom/Info. Technology</b>		
Code Enforcement Officer	2.00	2.00	IT Director	1.00	1.00
Corporal	4.00	4.00	IT Manager (Network/Security)	1.00	1.00
Crime Analyst	1.00	1.00	IT Systems Administrator	2.00	2.00
Police Captain	2.00	2.00	Business Analyst	2.00	2.00
Police Officer First Class	18.00	18.00	Service Desk Specialist	1.00	1.00
Police Records Supervisor	1.00	1.00	GIS Supervisor	1.00	1.00
Law Enforcement Records Clerk	4.00	4.00	GIS Specialist	1.00	1.00
Sergeant Regular	6.00	6.00	Student Intern	0.30	0.30
	Total FTE	40.00		Total FTE	9.30
					9.30
<b>Department/ Position</b>	<b>FTE '25</b>	<b>FTE '26</b>	<b>Department/ Position</b>	<b>FTE '25</b>	<b>FTE '26</b>
<b>Finance Department</b>			<b>Parks &amp; Recreation Department</b>		
Account Clerk 1/RPZ	2.00	2.00	Parks & Recreation Director	1.00	1.00
Account Clerk II	3.00	3.00	Aquatic & Recreation Supervisor	1.00	1.00
Accountant II	1.00	1.00	Rec Aide-ERRC	1.24	1.24
Accountant III (Financials)	1.00	1.00	Parks & Recreation Office Assistant	1.00	1.00
Accounting Specialist	2.00	2.00	Adult Activity Coordinator	1.00	1.00
Assistant Finance Director	1.00	1.00	Youth Center and Athletic Program Supervisor	1.00	1.00
Billing Specialist	1.00	1.00	Adult Activity Rec Leader III	0.45	0.45
City Clerk	1.00	1.00	Adult Activity Rec Aid	0.40	0.40
Executive Assistant/Deputy City Clerk	0.44	0.44	Acquatic / Recreation Leader	2.00	2.00
Finance Director	1.00	1.00	Lifeguard	3.81	3.81
Payroll/Accounting Specialist	1.75	1.75	Instructor	1.23	1.23
Senior Meter Reader	1.00	1.00	Custodian I	0.58	0.58
Senior Utility Account Clerk	1.00	1.00	Sports Officials I-V	1.43	1.43
Utility Services Supervisor	1.00	1.00	Recreation Leader- Tiny Tots	0.10	0.10
Accountant III (Budget Officer)	1.00	1.00	SBYC Recreation Leader	0.40	0.40
Contracts & Purchasing Manager	1.00	1.00	SBYC Rec Aid	0.80	0.80
	Total FTE	20.19	Park Attendants	0.62	0.62
			Park Foreman	1.00	1.00
			Park Maintenance Technician	4.00	4.00
			Temporary Laborers-Park	8.67	8.67
				Total FTE	31.73
					31.73

Department/ Position	FTE '25	FTE '26	Department/ Position	FTE '25	FTE '26
<b>Public Works Admin/ Engineering/Energy Services</b>			<b>Energy Services</b>		
Public Works Director	1.00	1.00	Energy Services Director	1.00	1.00
Assistant Public Works Director	1.00	1.00	Telecom Project Manager	1.00	1.00
Assistant City Engineer	1.00	1.00	Senior Electrical Engineer	1.00	1.00
City Engineer/Engineering Services Manager	1.00	1.00	Operations Analyst	1.00	1.00
Civil Engineer	2.00	2.00	Gas Engineer	1.00	1.00
PW Finance Officer	1.00	1.00	Operations Supervisor- Gas	1.00	1.00
Public Transit Manager	1.00	1.00	Operations Supervisor- Light	1.00	1.00
Water Resources Manager/Stormwater Manager	1.00	1.00	Project Engineer	1.00	1.00
Water Resources Program Coordinator	1.00	1.00	Rate Analyst	1.00	1.00
Engineering Intern	0.34	0.34	Sustainability & Energy Coordinator	1.00	1.00
Development Supervisor	1.00	1.00	Energy Resources Manager	1.00	1.00
Engineering Technician I	1.00	1.00	Engineering Tech - Light	1.00	1.00
Engineering Technician II	1.00	1.00	Engineering Specialist - Light	1.00	1.00
Engineering Technician III	1.00	1.00	Engineering Specialist- Gas	1.00	1.00
Development Supervisor	1.00	1.00	Gas Engineering Intern	0.42	0.42
PW Administrative Secretary	1.00	1.00	Gas Foreperson	1.00	1.00
Street Foreperson	1.00	1.00	Gas Journeyperson	5.00	5.00
Water Foreperson	1.00	1.00	Gas Serviceperson	1.00	1.00
WWTP Foreperson	1.00	1.00	Light Foreperson	1.00	1.00
Shop Foreperson	1.00	1.00	Light Serviceperson	2.00	2.00
Heavy Equipment Operator- Street	7.00	7.00	J Journeyman Line Worker	3.00	3.00
Temporary Laborers- Street	1.94	1.94	Meterperson	1.00	1.00
Cross Connection Control Specialist	1.00	1.00	Groundperson	1.00	1.00
Senior Pipeperson- Water	4.00	4.00			
Plant Maintenance Tech- Water	2.00	2.00			
Temporary Laborer- Water	1.50	1.50			
Plant Maintenance Tech- Sewer	4.00	4.00			
Lab Tech Operator	1.00	1.00			
Treatment Plan Operator	2.00	2.00			
Collection Serviceperson	3.00	3.00			
Temporary Laborers- Sewer	0.58	0.58			
<b>Total FTE</b>	<b>48.36</b>	<b>48.36</b>	<b>Total FTE</b>	<b>29.42</b>	<b>29.42</b>
			<b>Department/ Position</b>	<b>FTE '25</b>	<b>FTE '26</b>
			<b>Shop/ Warehouse</b>		
			Fleet and Facilities (Shop & Warehouse) Manager	1.00	1.00
			Equipment Mechanic	2.00	2.00
			Lead Mechanic	1.00	1.00
			Plant Maintenance	1.00	1.00
			Warehouse Person	2.00	2.00
			Warehouse/Plant Maintenance Tech	1.00	1.00
			Temporary Student Laborer- Shop	0.59	0.59
			<b>Total FTE</b>	<b>8.59</b>	<b>8.59</b>