

2012

ANNUAL BUDGET



CITY OF EPHRATA

CITY OF EPHRATA
DIRECTORY OF OFFICIALS

COUNCIL - MAYOR FORM OF GOVERNMENT

<u>ELECTIVE:</u>		<u>TERM</u>	<u>EXPIRES</u>
MAYOR	CHRIS JACOBSON	4	DEC. 2013
PRO-TEM	BRUCE REIM	4	DEC. 2013
	STEPHANIE KNITTER	4	DEC. 2013
	MARK WANKE	4	DEC. 2013
	VALLI MILLARD	2	DEC. 2013
	KATHLEEN ALLSTOT	4	DEC. 2015
	TONY MORA	4	DEC. 2015
	WILLIAM COE	4	DEC. 2015

APPOINTIVE:

CITY ADMINISTRATOR	WES CRAGO
CITY ATTORNEY	KATHERINE KENISON
CITY CLERK/FINANCE DIRECTOR	LESLIE TRACHSLER
POLICE CHIEF	MIKE WARREN
COMMUNITY DEVELOPMENT DIRECTOR	RON SELL
PUBLIC WORKS DIRECTOR	BILL SANGSTER
FIRE CHIEF	JEREMY BURNS
RECREATION DIRECTOR	RAY TOWRY
BUILDING OFFICIAL	BILL COX
MUNICIPAL COURT COMMISSIONER	WHITENER-MOBERG/ FITTERER

MAILING ADDRESSES:

CITY HALL
121 ALDER ST SW
EPHRATA, WA 98823
(509)754-4601

CITY ATTORNEY
P.O. BOX 965
EPHRATA, WA 98823
(509)754-2493

ORDINANCE NO 11-22

An Ordinance of the City of Ephrata, adopting the final Budget for the City of Ephrata, Washington for the year ending December 31, 2012.

THE CITY COUNCIL OF THE CITY OF EPHRATA DO ORDAIN AS FOLLOWS:

Section 1: BASIS

- A) The City Administrator of the City of Ephrata, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the city for the year ending December 31, 2012 and a notice was published and posted that the Council of the city would meet on the 7th and 21st of December, 2011 at the hour of 7:00 p.m. in the Council Chambers in the City Hall of the city for the purpose of making and adopting a budget for the fiscal year and giving taxpayers within the limits of the city an opportunity to be heard upon the budget; and
- B) The City Council did meet at the stated time and place did then consider the matter of the proposed budget; and
- C) The proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Ephrata for the purpose set forth in budget being all necessary to carry out the government of the city for the year 2012 and being sufficient to meet the various needs of the city during said period.

Section 2: The required appropriation and expenditures for the various funds and departments and needs for the operation of government for the City of Ephrata for the year ending December 31, 2012 as set forth in the budget and which is hereby adopted, are fixed in the following amounts:

001	CURRENT EXPENSE	\$ 3,488,183.00
014	LIBRARY	199,100.00
016	PARK	654,200.00
054	FIRE EQUIPMENT RESERVE	78,060.00
057	POLICE RESERVE	1,000.00
112	STREET	1,236,375.00
115	CEMETERY	119,800.00
120	CONVENTION CENTER	80,000.00
153	PARK DEVELOPMENT	1,500.00
155	CAPITAL IMPROVEMENT	197,000.00
299	GO SWIMMING POOL REDEMPTION	94,055.00

Ordinance 11-22

422	SANITATION	1,097,500.00
424	WATER-SEWER	3,198,780.00
425	WATER-SEWER CONSTRUCTION	4,040,650.00
426	PUBLIC WORKS TRUST FUND	574,180.00
428	SRF REDEMPTION FUND	274,650.00
523	EQUIPMENT RENTAL	467,860.00
702	CEMETERY CARE FUND	2,000.00

GRAND TOTAL ALL FUNDS \$15,804,893.00

Section 3: That document entitled "Proposed Budget for the year beginning January 1, 2012" copies of which are on file in the office of the City Administrator, is hereby adopted as the budget for the City of Ephrata for the year ending December 31, 2012.

Section 4: Previously, by Ordinance 11-18 adopted November 2, 2011, by the Council of the City of Ephrata, has fixed the amount of Ad Valorem taxes to be levied upon real and personal property within the corporate limits the estimated sum of \$1,098,846.00.

Section 5: Transfers in the following amounts are hereby authorized in conjunction with the above budget figures.

001 - Current Expense

Transfer to 054 – Fire Equipment Reserve	\$ 53,060.00
Transfer to 299 - Swimming Pool Bond Fund	\$ 94,055.00

155 – Capital Improvements Fund

Transfer to 001 – Current Expense Fund	\$104,700.00
Transfer to 014 – Library Fund	\$ 3,500.00
Transfer to 016 – Park Fund	\$ 26,800.00
Transfer to 112 – Street Fund	\$ 62,000.00

424 - Water/Sewer Fund

Transfer to 425 - Water/Sewer Construction	\$1,150,000.00
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425 - Water/Sewer Construction Fund

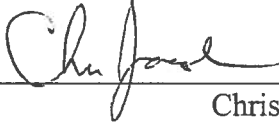
Transfer to 426 - Public Works Trust Fund	\$555,000.00
Transfer to 428 - SRF Redemption Fund	\$274,650.00

523 – Equipment Rental Fund

Transfer to 525 – Equipment Rental Reserve \$ 30,535.00


Section 6: This Ordinance shall be in force and take effect January 1, 2012.

PASSED by the City Council of the City of Ephrata this 21st day of December, 2011.



Chris Jacobson, Mayor

ATTEST:



Leslie Trachsler, City Clerk

APPROVED AS TO FORM:

Katherine Kenison, City Attorney

Passed the 21st day of December, 2011
Approved the 21st day of December, 2011
Published the 22nd day of December, 2011



CITY OF EPHRATA

MAYOR'S 2012 BUDGET MESSAGE

GENERAL

The 2012 budget was influenced by falling State programs, a slightly improving local economy, new water projects, the successful application for grants, and from the historic rate of inflation being higher than our revenue growth.

In terms of comparable dollars (no grants or loans), the City budget is 2% less than 2011. Overall, Ephrata has cut spending over 40% in the last 10-years. Revenues that support Fire, Police, Streets, Parks, and most significantly Streets, are limited. More than any other year, balancing the 2012 Budget was a difficult task.

As a community, Ephrata will need to continue to make difficult decisions regarding taxes and fees for our future.

OBJECTIVES

The City of Ephrata's mission is to build the finest community, with the highest quality of life, in Grant County. Under that overarching goal, and with the input of the public, the City Council set the following objectives for 2012:

1. Continue to work with Other Agencies to Eliminate Gang Impacts upon Community
2. Implement Funding for Infrastructure Upgrades
3. Improve and Maintain a High Quality of Service
4. Pursue Funding for Parks
5. Implement a Storm Water Utility
6. Support Employee Training and Safety Upgrades

PROCESS

Planning for the 2012 budget first began in August with a series of open, public study sessions. The City Council met with the public and staff to develop general goals and objectives to accomplish in 2012. In September, the staff took the Council's direction and began to work on their departmental budgets. The City Council also began a series of bi-monthly hearings on the goals and objectives for 2012, culminating with two sessions in October. The remainder of the month was spent on refining and prioritizing the budget in accordance with the objectives developed in August.

The final budget document was balanced and completed in late-November. Final passage was scheduled for 21 December 2011.

SIGNIFICANT CHANGES

2012 represents extreme efforts just to maintain a "status-quo" budget.

Without the normal State funding, the City has continued to develop new efficiencies, and utilize our existing personnel in new means. However, this strategy is not sustainable, as the cost of materials has continued to rise faster than the City's growth in taxes and utility fees.

However, due to our professional staff, grants and low-interest loans have been secured to complete three major projects in 2012; the final phase of the Citywide Waterline Project, an asphalt overlay of A-Street SE, and a repaving of Division Street East between the railroad and D-Street.

I am particularly proud, that in the face of falling revenues, we are still able to accomplish this important construction work for our community.

REVENUES

Other than property tax income derived from new construction, the City project revenues for 2012 to be \$15,804,893. This figure is overall 23.3% more than 2011 due to winning three competitive grants. Because each source of revenue has restrictions, some of the City's 35 funds will receive increases, while others were impacted negatively. The 2012 Budget attempts to balance our long-term goals in light of the continued economic recession.

SOURCE OF REVENUE	±% OF TOTAL	± % CHANGE
Property Tax	7%	+1%
Sales Tax	7%	+2%
Fees, Fines, Charges, etc.	5%	+2%
State, Federal, or Other Governments	25%	+81%
Utility Fees	27%	+5%
All Other Revenues	29%	-3%

EXPENSES

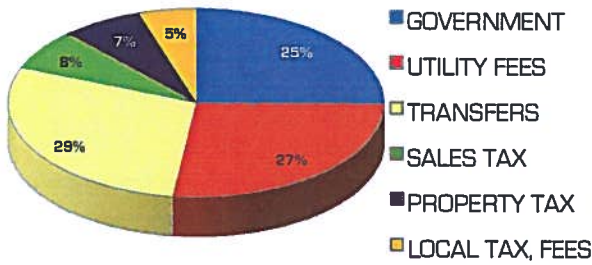
Of the City's 35 funds, 24 are related to bond redemption, capital, mandated reserves, or some other form of debt repayment and are therefore non-discretionary. The remaining 11 funds were adjusted accordingly:

FUND	±% OF TOTAL	± % CHANGE
Current Expense	22 %	-7%
Street	8%	+47%
Library	1%	+3%
Cemetery	1%	+1%
Park	4%	-2%
Tourism/Promotion	1 %	-29%
Street Light	1%	0%
Sanitation	7%	+1%
Water/Sewer	20%	-4%
Water/Sewer Construction	26%	+194%
Equipment Rental	3%	+2%
"Bond" Funds, Mandates	6%	+2%

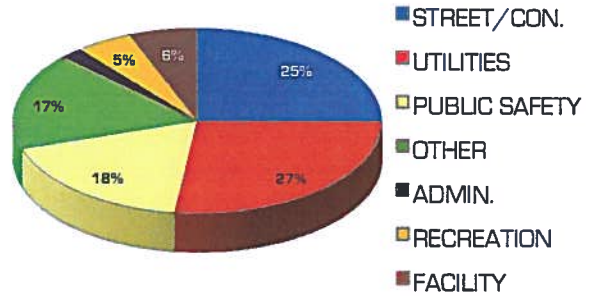
RESERVES

The City is expending \$441,913 of our previously saved cash balances for 2012. This represents funds saved in 2009-2011, and is a much lower amount than was used between 2010 and 2011.

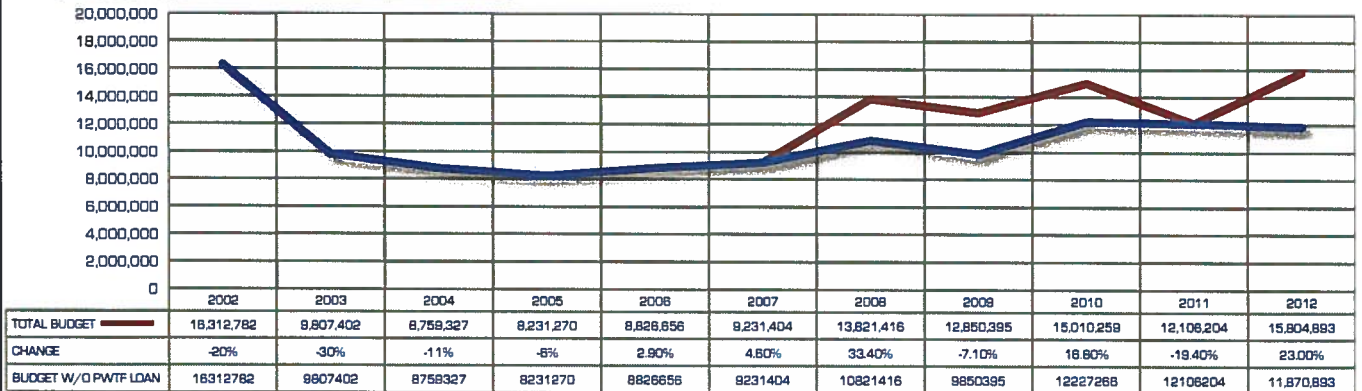
CITY OF EPHRATA REVENUES BY SOURCE



CITY OF EPHRATA EXPENDITURES BY AREA OF BUDGET



CITY OF EPHRATA REVENUE: 2002-2012



RESPECTFULLY SUBMITTED,

Chris Jacobson

Chris Jacobson
MAYOR



CITY OF EPHRATA

MAYOR'S 2012 SALARY MEMO

Council,

The 2012 Budget reflects the following salaries for City of Ephrata employees; based upon performance raises, cost-of-living adjustments, union contracts, and/or changes in duties.

ADMINISTRATION (NON-UNION)

Fire Department Administrative Assistant	\$3192/Month
Finance Administrative Assistant	\$4431/Month
Billing Administrative Assistant	\$3714/Month
Reception Administrative Assistant	\$3201/Month
Permit Technician	\$3088/Month
Recreation Coordinator	\$3383/Month
Records Clerk	\$3478/Month
Technical/Evidence Clerk	\$3801/Month
Building Official	\$4500/Month
Code-Construction Inspector	\$4620/Month
Evidence Official	\$3383/Month

SUPERVISORS (NON-UNION)

Public Works Field Supervisor	\$5276/Month
Public Works Director	\$5580/Month
City Clerk/Finance Director	\$5635/Month
Recreation/PR Director	\$5384/Month
Community Development Director	\$5758/Month
Fire Chief	\$5591/Month
Deputy Fire Chief	\$4060/Month
Police Office Manager	\$4680/Month
Police Chief	\$6557/Month
City Administrator	\$7648/Month

POLICE (UNION EMPLOYEES)

Police Officer – Base	\$4381/Month
Police Officer – 1-3 Years	\$4659/Month
Police Officer – 4-5 Years	\$4839/Month
Police Officer – 6+ Years	\$5042/Month
Sergeant	\$5433/Month

PUBLIC WORKS (UNION EMPLOYEES)

Utility Worker I	\$ 3759/Month
Utility Worker II	\$ 3831/Month
Foreman	\$ 4253/Month
Superintendent	\$ 4333/Month
Manager	\$ 4467/Month
Waste Water Manager	\$ 4793/Month

RESPECTFULLY SUBMITTED,


Chris Jacobson
MAYOR

**PROPERTY TAX DISTRIBUTION
FOR BUDGET YEAR 2012**

<u>FUND</u>	<u>PERCENT</u>	<u>DOLLAR AMOUNT</u>
Current Expense	22.9949	\$248,000.00
Library	16.0037	\$172,600.00
Park	38.0065	\$409,900.00
Street	22.9949	\$248,000.00
TOTAL		<hr/> \$1,078,500.00

**CITY OF EPHRATA
2012 BUDGET**

Budgeted Expenses		
ACCOUNT	DESCRIPTION	2012 PROPOSED
CURRENT EXPENSE FUND		
001-000-000-508-00-00-00	Fund Balance	
LEGISLATIVE		
		\$ 25,770.00
JUDICIAL		
		\$ 6,000.00
EXECUTIVE		
		\$ 6,500.00
FINANCIAL		
		\$ 84,140.00
LEGAL		
		\$ 25,500.00
PERSONNEL		
		\$ 4,500.00
EMPLOYEE BENEFITS PROGRAMS		
		\$ 1,000.00
CITY HALL		
		\$ 60,325.00
GOVERNMENT SERVICES		
		\$ 8,582.00
LAW ENFORCEMENT		
		\$ 2,117,350.00
FIRE CONTROL SERVICES		
		\$ 417,900.00
EMS SERVICES		
		\$ 2,000.00
EMERGENCY COMMUNICATIONS		
		\$ 113,305.00
ENGINEERING		
		\$ 28,180.00
STREET LIGHTING		
		\$ 152,500.00
ANIMAL CONTROL		
		\$ 2,500.00
COMMUNITY SERVICES		
		\$ 10,500.00
PLANNING		
		\$ 166,570.00
BUILDING		
		\$ 95,250.00
MISCELLANEOUS		
		\$ 12,696.00
CAPITAL IMPROVEMENTS		
		\$ -
TRANSFERS		
		\$ 147,115.00
	TOTAL CURRENT EXPENSE	\$ 3,488,183.00
LIBRARY FUND		
	TOTAL LIBRARY FUND	\$ 199,100.00

**CITY OF EPHRATA
2012 BUDGET**

Budgeted Expenses		
ACCOUNT	DESCRIPTION	2012 PROPOSED
PARK FUND		
SENIOR PROGRAMS		
		\$ 2,500.00
RECREATION PROGRAMS		
		\$ 183,450.00
ERC		
		\$ 44,345.00
PARK ADMINISTRATION		
		\$ 166,005.00
SWIMMING POOL		
		\$ 203,200.00
BOLD PROGRAM		
		\$ 39,000.00
PARKS/PLAYGROUNDS/TRAILS		
		\$ 4,200.00
MISCELLANEOUS		
		\$ 11,500.00
	TOTAL PARK FUND	\$ 654,200.00
FIRE RESERVE FUND		
	TOTAL FIRE RESERVE	\$ 78,060.00
POLICE RESERVE FUND		
	TOTAL POLICE RESERVE FUND	\$ 1,000.00
STREET FUND		
	TOTAL STREET FUND	\$ 1,236,375.00
CEMETERY FUND		
	TOTAL CEMETERY FUND	\$ 119,800.00
CONVENTION CENTER FUND		
	TOTAL CONVENTION CENTER FUND	\$ 80,000.00
PARK DEVELOPMENT FUND		
	TOTAL PARK DEVELOPMENT	\$ 1,500.00
CAPITAL IMPROVEMENT FUND		
	TOTAL CAPITAL IMPROVEMENT	\$ 197,000.00
GO SWIMMING POOL REDEMPTION		
	TOTAL GO POOL REDEMPTION	\$ 94,055.00

**CITY OF EPHRATA
2012 BUDGET**

Budgeted Expenses		
ACCOUNT	DESCRIPTION	2012 PROPOSED
SANITATION FUND		
	TOTAL SANITATION FUND	\$ 1,097,500.00
WATER/SEWER FUND		
ADMINISTRATION		\$ 10,000.00
WATER		\$ 1,063,490.00
SEWER		\$ 975,290.00
NON-EXPENDITURES		\$ -
CAPTIAL PROJECTS		\$ -
TRANSFERS		\$ 1,150,000.00
	TOTAL WATER/SEWER FUND	\$ 3,198,780.00
WATER/SEWER CONSTRUCTION FUND		
	TOTAL WATER/SEWER CONSTRUCTION FUND	\$ 4,040,650.00
PUBLIC WORKS TRUST FUND		
	TOTAL PUBLIC WORKS TRUST FUND	\$ 574,180.00
SRF RESERVE FUND		
	TOTAL SRF RESERVE FUND	\$ -
SRF REDEMPTION FUND		
	TOTAL SRF REDEMPTION FUND	\$ 274,650.00
EQUIPMENT RENTAL FUND		
	TOTAL EQUIPMENT RENTAL FUND	\$ 467,860.00
EQUIPMENT RENTAL RESERVE		
	TOTAL EQUIPMENT RESERVE	\$ -
RETIREMENT RESERVE FUND		
	TOTAL RETIREMENT RESERVE	\$ -
CEMETERY CARE FUND		
	TOTAL CEMETERY CARE FUND	\$ 2,000.00

**CITY OF EPHRATA
2012 BUDGET**

Budgeted Revenues

ACCOUNT	DESCRIPTION	2012 PROPOSED
CURRENT EXPENSE		
FUND BALANCE		
		\$ 441,913.00
TAXES		
		\$ 2,582,300.00
LICENSES & PERMITS		
		\$ 75,200.00
INTERGOVERNMENTAL REVENUES		
		\$ 208,070.00
CHARGES FOR SERVICES		
		\$ 26,800.00
FINES & PENALTIES		
		\$ 3,100.00
MISCELLANEOUS REVENUE		
		\$ 46,100.00
NON-REVENUES		
		\$ -
OTHER FINANCING SOURCES		
		\$ 104,700.00
	TOTAL	\$ 3,488,183.00
LIBRARY		
	TOTAL	\$ 199,100.00
PARK		
FUND BALANCE		
		\$ 1,000.00
TAXES		
		\$ 409,900.00
POOL FEES		
		\$ 106,800.00
RECREATION FEES		
		\$ 84,500.00
MISCELLANEOUS FEES		
		\$ 13,700.00
NON-REVENUE		
		\$ 11,500.00
OTHER FINANCING SOURCES		
		\$ 26,800.00
	TOTAL	\$ 654,200.00
FIRE RESERVE		
	TOTAL	\$ 78,060.00
POLICE RESERVE		
	TOTAL	\$ 1,000.00

**CITY OF EPHRATA
2012 BUDGET**

Budgeted Revenues

ACCOUNT	DESCRIPTION	2012 PROPOSED
STREET		
FUND BALANCE		
		\$ 11,375.00
TAXES		
		\$ 248,000.00
INTERGOVERNMENTAL REVENUES		
		\$ 914,000.00
CHARGES FOR SERVICES		
		\$ -
MISCELLANEOUS		
		\$ -
NON-REVENUE		
		\$ -
OTHER REVENUE SOURCES		
		\$ 63,000.00
	TOTAL	\$ 1,236,375.00
CEMETERY		
	TOTAL	\$ 119,800.00
CONVENTION CENTER		
	TOTAL	\$ 80,000.00
PARK DEVELOPMENT		
	TOTAL	\$ 1,500.00
CAPITAL IMPROVMENTS		
	TOTAL	\$ 197,000.00
GO SWIMMING POOL BOND		
	TOTAL	\$ 94,055.00
SANITATION		
	TOTAL	\$ 1,097,500.00
WATER/SEWER		
FUND BALANCE		
		\$ 292,280.00
INTERGOVERNMENTAL REVENUES		
		\$ -
WATER FEES		
		\$ 1,689,000.00
SEWER FEES		
		\$ 1,217,500.00
FINES		
		\$ -
MISCELLANEOUS FEES		
		\$ -
NON-REVENUE		
		\$ -
OTHER FINANCING SOURCES		
		\$ -
	TOTAL	\$ 3,198,780.00

**CITY OF EPHRATA
2012 BUDGET**

Budgeted Revenues

ACCOUNT	DESCRIPTION	2012 PROPOSED
WATER/SEWER CONSTRUCTION		
	TOTAL	\$ 4,040,650.00
PUBLIC WORKS TRUST FUND		
	TOTAL	\$ 574,180.00
SRF RESERVE		
	TOTAL	\$ -
SRF REDEMPTION		
	TOTAL	\$ 274,650.00
EQUIPMENT RENTAL		
	TOTAL	\$ 467,860.00
EQUIP RESERVE		
	TOTAL	\$ -
RETIREMENT RESERVE		
	TOTAL	\$ -
CEMETERY CARE		
	TOTAL	\$ 2,000.00