

2013

# 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 12-20

An Ordinance of the City of Ephrata, adopting the final Budget for the City of Ephrata, Washington for the year ending December 31, 2013.

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, 2013 and a notice was published and posted that the Council of the city would meet on the 5<sup>th</sup> and 19<sup>st</sup> of December, 2012 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 2013 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, 2013 as set forth in the budget and which is hereby adopted, are fixed in the following amounts:

001	CURRENT EXPENSE	\$ 3,685,218.00
014	LIBRARY	230,550.00
016	PARK	741,755.00
054	FIRE EQUIPMENT RESERVE	78,100.00
057	POLICE RESERVE	1,000.00
112	STREET	400,000.00
115	CEMETERY	94,100.00
120	CONVENTION CENTER	76,200.00
153	PARK DEVELOPMENT	51,500.00
155	CAPITAL IMPROVEMENT	140,000.00
299	GO SWIMMING POOL REDEMPTION	96,400.00

Ordinance 12-20

422	SANITATION	1,230,000.00
424	WATER-SEWER	3,097,300.00
425	WATER-SEWER CONSTRUCTION	1,143,650.00
426	PUBLIC WORKS TRUST FUND	619,000.00
428	SRF REDEMPTION FUND	274,650.00
523	EQUIPMENT RENTAL	480,250.00
702	CEMETERY CARE FUND	2,000.00

GRAND TOTAL ALL FUNDS \$12,441,673.00

Section 3: That document entitled "Proposed Budget for the year beginning January 1, 2013" 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, 2013.

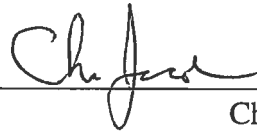
Section 4: Previously, by Ordinance 12-19 adopted November 7, 2012, by the Council of the City of Ephrata, has fixed the amount of Ad Valorem taxes to be levied upon real and personal property within the corporate limits the estimated sum of \$1,099,764.00.

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	\$ 78,100.00
	Transfer to 299 - Swimming Pool Bond Fund	\$ 96,400.00
155 – Capital Improvements Fund		
	Transfer to 001 – Current Expense Fund	\$125,000.00
424 - Water/Sewer Fund		
	Transfer to 425 - Water/Sewer Construction	\$893,650.00
425 - Water/Sewer Construction Fund		
	Transfer to 426 - Public Works Trust Fund	\$601,300.00
	Transfer to 428 - SRF Redemption Fund	\$274,650.00

Section 6: This Ordinance shall be in force and take effect January 1, 2013.

PASSED by the City Council of the City of Ephrata this 19<sup>th</sup> day of December, 2012.



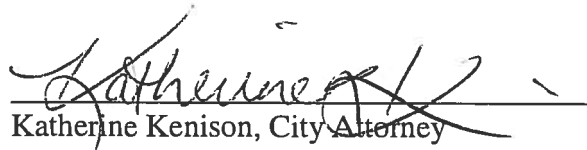
Chris Jacobson, Mayor

ATTEST:



Leslie Trachsler, City Clerk

APPROVED AS TO FORM:



Katherine Kenison, City Attorney

Passed the 19<sup>th</sup> day of December, 2012  
Approved the 19<sup>th</sup> day of December, 2012  
Published the 20<sup>th</sup> day of December, 2012

## ORDINANCE 12-19

AN ORDINANCE OF THE CITY OF EPHRATA, GRANT COUNTY, WASHINGTON FIXING OF THE AMOUNT OF REVENUES FOR THE 2013 BUDGET TO BE RAISED BY AD VALOREM TAXES TO BE LEVIED UPON REAL AND PERSONAL PROPERTY WITHIN THE CORPORATE LIMITS AND AUTHORIZING THE CITY CLERK TO CERTIFY SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS

WHEREAS, the City Council of the City of Ephrata, Washington has met and considered its budget for the calendar year 2013; and,


WHEREAS, the City's actual levy amount from the previous year was \$1,088,876; and,

WHEREAS, the population of the city is less than 10,000; and,

NOW THEREFORE, the City Council of the City of Ephrata do ordain that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2013 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$10,888 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

This ordinance shall take effect 5 days after its passage, approval and publication as required by law.

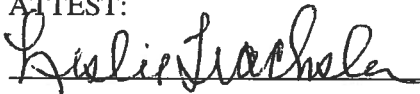
Passed by the City Council of the City of Ephrata, Washington, this 7<sup>th</sup> day of November, 2012.



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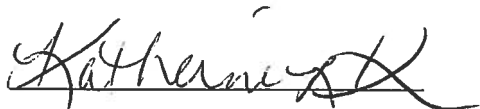
Chris Jacobson, Mayor

ATTEST:



Leslie Trachsler, City Clerk

APPROVED AS TO FORM:



Katherine Kenison, City Attorney

PASSED the 7<sup>th</sup> day of November, 2012

APPROVED the 7<sup>th</sup> day of November, 2012

PUBLISHED the 8<sup>th</sup> day of November, 2012



# CITY OF EPHRATA

## MAYOR'S 2013 BUDGET MESSAGE

### GENERAL

The 2013 budget was influenced by falling State funding, continued improvement in the local economy, new State rules for apportionment, 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 2.61% more than 2012. Overall, Ephrata has cut spending over 26% in the last 11-years. Revenues that support Fire, Police, Parks, and most significantly Streets, are limited. Balancing the budget in small towns like Ephrata continues to be difficult.

As a community, Ephrata will need 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 2013:

- 1) *Build Back Reserves in All Accounts*
- 2) *Continue to Work with Other Agencies to Eliminate Gang Impacts upon Community*
- 3) *Implement Funding Plan for Programs and Projects over the next 10-Years*

### PROCESS

Planning for the 2013 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 2013. 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 2013, 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 mid-November. Final passage is scheduled for 19 December 2012.

### SIGNIFICANT CHANGES

2013 represents extreme efforts just to maintain "status-quo" local services.

Without the normal State funding, the City has continued to develop new efficiencies, downsized our staff, and utilized our remaining personnel in new ways. 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 were 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. Our Waterline Project is now complete. No new projects are scheduled for 2013.

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

### REVENUES

Other than property tax income derived from new construction, the City estimates revenues for 2013 to be \$12,180,673. This figure is overall 2.61% more than 2012. Because each source of revenue has restrictions, some of the City's 35 funds will receive increases, while others were impacted negatively. The 2013 Budget attempts to balance our long-term goals in light of the continued economic recession.

SOURCE OF REVENUE	±% OF TOTAL	± % CHANGE
Property Tax	7%	+2%
Sales Tax	8%	+2%
Fees, Fines, Charges, etc.	13%	+8%
State, Federal, or Other Governments	4%	-22%
Utility Fees	35%	+8%
All Other Revenues	29%	0%

**EXPENSES**

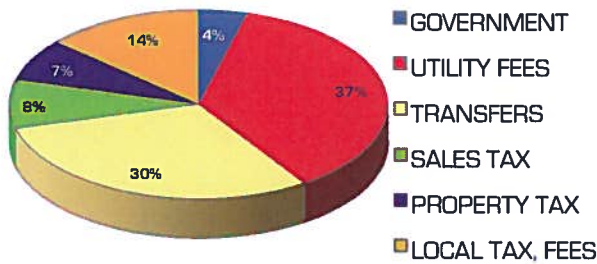
Of the City's 35 funds, 24 are related to bond redemption, capital, mandated reserves, or some other form of debt repayment and are therefore non-discretionary. The remaining 11 funds were adjusted accordingly:

FUND	±% OF TOTAL	± % CHANGE
Current Expense	30 %	-4%
Street	3%	-68%
Library	2%	+13%
Cemetery	1%	-21%
Park	6%	+13%
Tourism/Promotion	1 %	-4%
Street Light	1%	0%
Sanitation	10%	+12%
Water/Sewer	18%	+8%
Water/Sewer Construction	0%	N/A
Equipment Rental	4%	+3%
"Bond" Funds, Mandates	24%	+0%

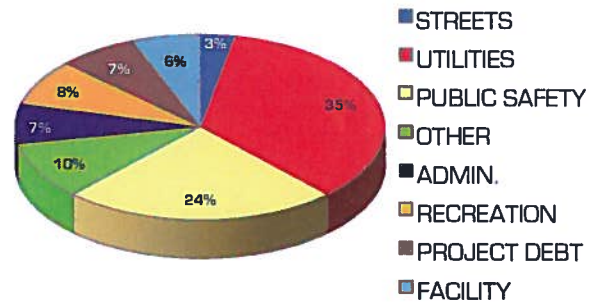
**RESERVES**

The City is expending \$537,148 of our previously saved cash balances for 2013. This represents funds saved in 2009-2012, and is slightly higher than the amount used between 2011 and 2012.

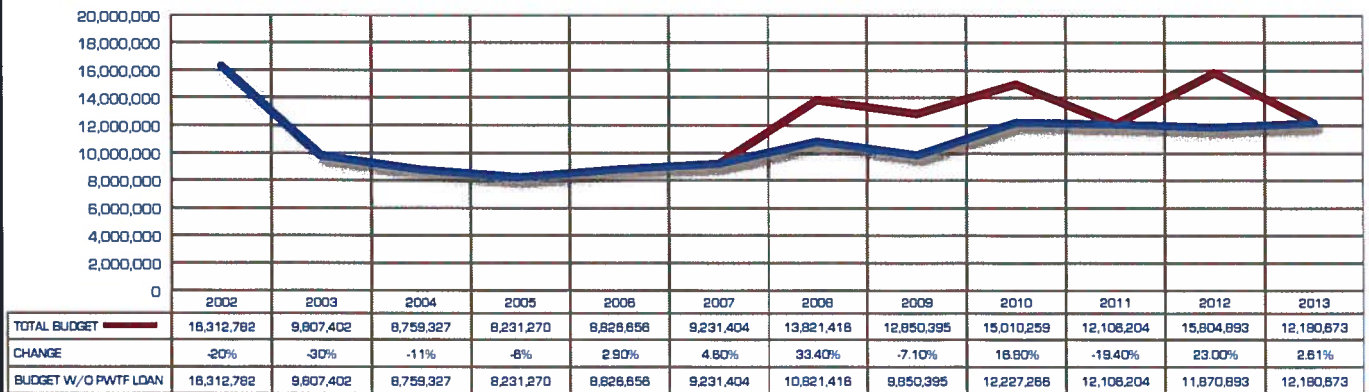
CITY OF EPHRATA REVENUES BY SOURCE



CITY OF EPHRATA EXPENDITURES BY AREA OF BUDGET



CITY OF EPHRATA REVENUE: 2002-2013



RESPECTFULLY SUBMITTED,

*Chris Jacobson*

Chris Jacobson  
MAYOR





# CITY OF EPHRATA

## MAYOR'S 2013 SALARY MEMO

Council,

The 2013 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	\$3304/Month
Finance Administrative Assistant	\$4586/Month
Billing Administrative Assistant	\$3844/Month
Reception Administrative Assistant	\$3313/Month
Recreation Coordinator	\$3151/Month <sup>1</sup>
Records Clerk	\$3934/Month
Technical/Evidence Clerk	\$3934/Month
Building Official	\$4833/Month
Code-Construction-Permit Official	\$4782/Month
Evidence Official	\$3501/Month

### SUPERVISORS (NON-UNION)

Public Works Field Supervisor	\$5461/Month
Public Works Director	\$5775/Month
City Clerk/Finance Director	\$5832/Month
Recreation/PR Director	\$5572/Month
Community Development Director	\$5959/Month
Fire Chief	\$5787/Month
Deputy Fire Chief	\$4560/Month
Police Office Manager	\$4844/Month
Police Chief	\$6786/Month
City Administrator	\$7916/Month

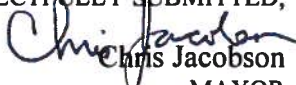
### POLICE (UNION EMPLOYEES)<sup>2</sup>

Police Officer – Base	\$4530/Month
Police Officer – 1-3 Years	\$4817/Month
Police Officer – 4-5 Years	\$5004/Month
Police Officer – 6+ Years	\$5213/Month
Sergeant	\$5618/Month

### PUBLIC WORKS (UNION EMPLOYEES)<sup>3</sup>

Utility Worker I	\$ 3834/Month
Utility Worker II	\$ 3908/Month
Foreman	\$ 4338/Month
Superintendent	\$ 4420/Month
Manager	\$ 4556/Month
Waste Water Manager	\$ 4889/Month

RESPECTFULLY SUBMITTED,

  
Chris Jacobson  
MAYOR

<sup>1</sup> Per agreement, pay is 80% currently. Upon successful evaluations, will move to \$3151/Month on 26 JAN 2013, then to \$3501/Month on 26 JUL 2013.

<sup>2</sup> Per agreement, pay is COLA (1.4%)+ 2%, or a 3.4% raise.

<sup>3</sup> Per agreement, pay is COLA (1.4%) between 2-4%- therefore a 2% raise.

**PROPERTY TAX DISTRIBUTION  
FOR BUDGET YEAR 2013**

<u>FUND</u>	<u>PERCENT</u>	<u>DOLLAR AMOUNT</u>
Current Expense	24.0000	\$267,600.00
Library	19.5000	\$217,425.00
Park	44.0000	\$490,600.00
Street	10.5000	\$117,075.00
Cemetery	2.0000	\$ 22,300.00
<b>TOTAL</b>		<hr/> \$1,115,000.00

2013 BUDGETED REVENUES	
Account Number	2013 Budget
<b>CURRENT EXPENSE</b>	
FUND BALANCE	
	\$ 537,148.00
TAXES	
	\$ 2,691,850.00
LICENSES & PERMITS	
	\$ 104,200.00
INTERGOVERNMENTAL REVENUES	
	\$ 164,820.00
CHARGES FOR SERVICES	
	\$ 25,000.00
FINE & PENALTIES	
	\$ 4,200.00
MISCELLANEOUS	
	\$ 33,000.00
NON REVENUES	
	\$ -
OTHER FINANCING SOURCES	
	\$ -
TRANSFERS	
	\$ 125,000.00
<b>TOTAL CURRENT EXPENSE</b>	
	\$ 3,685,218.00
<b>LIBRARY</b>	
<b>TOTAL LIBRARY</b>	\$ 230,550.00
<b>PARKS</b>	
FUND BALANCE	
	\$ 37,455.00
TAXES	
	\$ 490,600.00
POOL FEES	
	\$ 111,200.00
PROGRAM FEES	
	\$ 82,000.00
MISCELLANEOUS	
	\$ 9,000.00
NON REVENUES	

<b>Account Number</b>	<b>2013 Budget</b>
	\$ 11,500.00
OTHER REVENUE SOURCES	
	\$ -
<b>TOTAL PARK FUND</b>	<b>\$ 741,755.00</b>
<b>FIRE RESERVE</b>	
	\$ 78,100.00
<b>POLICE RESERVE</b>	
	\$ 1,000.00
<b>STREETS</b>	
	\$ 400,000.00
<b>CEMETERY</b>	
<b>TOTAL CEMETERY</b>	<b>\$ 94,100.00</b>
<b>CONVENTION CENTER</b>	
<b>TOTAL CONVENTION CENTER</b>	<b>\$ 76,200.00</b>
<b>PARK DEVELOPMENT</b>	
<b>TOTAL PARK DEVELOPMENT</b>	<b>\$ 51,500.00</b>
<b>CAPITAL IMPROVEMENT</b>	
<b>TOTAL CAPITAL IMPROVEMENT</b>	<b>\$ 140,000.00</b>
<b>SWIMMING POOL BOND</b>	
<b>TOTAL POOL BOND</b>	<b>\$ 96,400.00</b>
<b>CDBG FUND</b>	
	\$ -
<b>DOWNTOWN IMPR</b>	
	\$ -

<b>Account Number</b>	<b>2013 Budget</b>
<b>SANITATION</b>	
	\$ 1,230,000.00
<b>WATER/SEWER</b>	
<b>FUND BALANCE</b>	
	\$ 27,800.00
<b>WATER FEES</b>	
	\$ 1,797,000.00
<b>SEWER FEES</b>	
	\$ 1,272,500.00
<b>OTHER REVENUE SOURCES</b>	
	\$ -
<b>NON REVENUES</b>	
	\$ -
<b>TOTAL WATER/SEWER</b>	\$ 3,097,300.00
<b>WATER/SEWER CONST</b>	
<b>TOTAL WATER/SEWER CONSTRUCTION</b>	\$ 1,143,650.00
<b>PWTF</b>	
<b>TOTAL PUBLIC WORKS TRUST FUND</b>	\$ 619,000.00
<b>SRF RESERVE</b>	
	\$ -
<b>SRF REDEMPTION</b>	
	\$ 274,650.00
<b>EQUIPMENT RENTAL</b>	
<b>TOTAL EQUIPMENT RENTAL</b>	\$ 480,250.00
<b>EQUIPMENT RESERVE FUND</b>	
	\$ -
<b>RETIREMENT RESERVE FUND</b>	
	\$ -
<b>CEMETERY CARE FUND</b>	
<b>TOTAL CEMETERY CARE FUND</b>	\$ 2,000.00

<b>2013 BUDGETED EXPENSES</b>	
	<b>2013 Budget</b>
<b>CURRENT EXPENSE</b>	
LEGISLATIVE	
	\$ 28,150.00
JUDICIAL	
	\$ 6,000.00
EXECUTIVE	
	\$ 6,500.00
FINANCIAL	
	\$ 94,700.00
LEGAL	
	\$ 25,700.00
PERSONNEL	
	\$ 4,000.00
EMPLOYEE BENEFIT PROGRAMS	
	\$ 50,550.00
CENTRAL SERVICES	
	\$ 68,325.00
GENERAL GOV'T SERVICES	
	\$ 8,925.00
LAW ENFORCEMENT	
	\$ 2,170,800.00
FIRE CONTROL	
	\$ 409,150.00
AMBULANCE SERVICES	
	\$ 2,000.00
COMMUNICATIONS	
	\$ 136,238.00
ENGINEERING	
	\$ 29,680.00
ANIMAL CONTROL	
	\$ 2,600.00
STREET LIGHTING	
	\$ 150,500.00
COMMUNITY SERVICES	
	\$ 12,000.00
PLANNING	
	\$ 160,500.00
BUILDING	
	\$ 131,800.00
PUBLIC HEALTH	
	\$ 11,600.00

	<b>2013 Budget</b>
SUBSTANCE ABUSE	
	\$ 1,000.00
COMMUNITY EVENTS	
	\$ -
NON REVENUE	
CAPITAL IMPROVEMENTS	\$ -
	\$ -
TRANSFERS	
	\$ 174,500.00
<b>GRAND TOTAL CURRENT EXPENSE</b>	<b>\$ 3,685,218.00</b>
<b>LIBRARY FUND</b>	
<b>TOTAL LIBRARY</b>	<b>\$ 230,550.00</b>
<b>PARK FUND</b>	
ADULT SERVICES	
	\$ 2,500.00
RECREATION PROGRAMS	
	\$ 200,950.00
ERC	
	\$ 51,150.00
PARK ADMINISTRATION	
	\$ 260,055.00
SWIMMING POOL	
	\$ 193,000.00
BOLD PROGRAM	
	\$ 19,000.00
PARK FACILITIES	
	\$ 3,600.00
NON REVENUES	
	\$ 11,500.00
CAPITAL IMPROVEMENTS	
	\$ -
TRANSFERS	
	\$ -
<b>TOTAL PARKS</b>	<b>\$ 741,755.00</b>
<b>FIRE RESERVE FUND</b>	
<b>TOTAL FIRE RESERVE</b>	<b>\$ 78,100.00</b>

	<b>2013 Budget</b>
<b>POLICE RESERVE FUND</b>	
<b>TOTAL POLICE RESERVE</b>	\$ 1,000.00
<b>STREET FUND</b>	
<b>TOTAL STREET FUND</b>	\$ 400,000.00
<b>CEMETERY FUND</b>	
<b>TOTAL CEMETERY FUND</b>	\$ 94,100.00
<b>CONVENTION CENTER FUND</b>	
<b>TOTAL CONVENTION CENTER</b>	\$ 76,200.00
<b>PARK DEVELOPMENT FUND</b>	
<b>TOTAL PARK DEVELOPMENT</b>	\$ 51,500.00
<b>CAPITAL IMPROVEMENT FUND</b>	
<b>TOTAL CAPITAL IMPROVEMENT</b>	\$ 140,000.00
<b>COOPERATIVE GROWTH</b>	
	\$ -
<b>GO SWIMMING POOL</b>	
	\$ 96,400.00
<b>CDBG GRANT</b>	
	\$ -
<b>DOWNTOWN IMPROVEMENT</b>	
	\$ -
<b>SANITATION FUND</b>	
<b>ADMINISTRATIVE</b>	
	\$ 357,800.00
<b>SANITATION SERVICES</b>	
	\$ 872,200.00
<b>CAPITAL IMPROVEMENTS</b>	
<b>TRANSFER</b>	\$ -
	\$ -
<b>TOTAL SANITATION</b>	\$ 1,230,000.00



	<b>2013 Budget</b>
<b>WATER/SEWER FUND</b>	
ADMINISTRATIVE	
	\$ 11,000.00
WATER	
<b>TOTAL WATER</b>	\$ 1,146,750.00
SEWER	
<b>TOTAL SEWER</b>	\$ 1,045,900.00
NON REVENUE	
	\$ -
CAPITAL IMPROVEMENTS	
	\$ -
TRANSFERS	
	\$ 893,650.00
<b>TOTAL WATER/SEWER</b>	\$ 3,097,300.00
<b>WATER/SEWER CONSTRUCTION</b>	
<b>TOTAL WATER/SEWER CONSTRUCTION</b>	\$ 1,143,650.00
<b>PUBLIC WORKS TRUST FUND</b>	
<b>TOTAL PUBLIC WORKS TRUST</b>	\$ 619,000.00
<b>SRF RESERVE</b>	
	\$ -
<b>SRF REDEMPTION</b>	
<b>TOTAL SRF REDEMPTION</b>	\$ 274,650.00
<b>EQUIPMENT RENTAL</b>	
<b>TOTAL EQUIPMENT RENTAL</b>	\$ 480,250.00
<b>EQUIPMENT RENTAL RESERVE</b>	
	\$ -
<b>RETIREMENT RESERVE</b>	
	\$ -
<b>CEMETERY CARE FUND</b>	
<b>TOTAL CEMETERY CARE</b>	\$ 2,000.00