

# City of Moses Lake Washington

## City Council Members

	Position	Term Expiration
<i>Karen Liebrecht/Mayor</i>	<i>#2</i>	<i>12/31/21</i>
<i>David Curnel/Deputy Mayor</i>	<i>#5</i>	<i>12/31/21</i>
<i>Mike Riggs</i>	<i>#1</i>	<i>12/31/21</i>
<i>Don Myers</i>	<i>#3</i>	<i>12/31/19</i>
<i>Daryl M. Jackson</i>	<i>#4</i>	<i>12/31/21</i>
<i>Ryann Leonard</i>	<i>#6</i>	<i>12/31/19</i>
<i>Dean Hankins</i>	<i>#7</i>	<i>11/30/18*</i>

*\* Appointed 4/10/18 until next election is certified*

## City Manager *John Williams*

## Department Directors

<i>Cindy Jensen</i>	<i>Finance</i>
<i>Gilbert Alvarado</i>	<i>Community Development</i>
<i>Fred Snoderly</i>	<i>Municipal Services</i>
<i>Spencer Grigg</i>	<i>Parks and Recreation</i>
<i>Brett Bastian</i>	<i>Fire Department</i>
<i>Kevin Fuhr</i>	<i>Police Department</i>

# 2018 Adopted Budget

## CITY OF MOSES LAKE 2018 ADOPTED BUDGET

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## MEMORANDUM

To: Honorable Mayor and Members of the Moses Lake City Council  
From: John Williams, City Manager  
Date: January 23, 2018  
Subject: 2018 Adopted Budget Summary

We are pleased to submit the 2018 Adopted Budget for the City of Moses Lake. Since the City Manager's proposed budget was first presented to Council at the October 10 Council meeting, City Council gave direction on changes which were incorporated into the budget system to produce this final budget that was adopted by City Council at their November 28 meeting. The Total Adopted City Budget for 2018 is \$66.1 million, which is \$4.7 million or 7.6% more than the amended 2017 expenditure budget of \$61.4 million.

- The Adopted General Fund (i.e. tax supported) budget for 2018 is \$23.6 million, which is \$0.6 million or 2.6% more than the 2017 budget of \$23.0 million.
- Citywide revenues are projected to be \$60.8 million, an increase of \$4.4 million or 7.9% over the amended 2017 revenue budget of \$56.4 million.

Overall, the Proposed 2018 Budget is balanced within available resources, and is prudent and responsive to Council and community core priorities. It addresses the City's public safety challenges, economic development efforts, infrastructure maintenance, and quality of life considerations. The budget is balanced without the need to borrow any new debt.

Producing a fiscally responsible budget with an adequate ending fund balance continues to be a challenge. After weathering the worst recession in recent history, the economic recovery was sluggish, and there was pressure on revenues from a reduction in state-shared revenue while the State Legislature was grappling with how to fund basic education. During this same time-frame, the City issued debt to build the new Civic Center, planning to make debt service payments with property tax from a major expansion of a manufacturing facility. Unfortunately, this company appealed the assessed valuation, so the additional property tax did not materialize, and other expenditures needed to be reduced to remain within available resources.

### **Fund Balance**

It appears that we have adapted to the "new normal", and in most funds are breaking even or slightly building cash balance through the end of 2017. Even though many of the funds are budgeted to use beginning fund balance, it should be noted that both revenues and expenditures are estimated conservatively (i.e. revenues are likely low, while expenditures are set at the maximum). Typically, by year end actual revenues exceed the estimate in total, while some expenditures remain unspent, ultimately bringing actual results back to "break even". The General Fund started 2017 with \$3,678,000, which is 16.0% of the 2017 budget. The Government Finance Officers Association (GFOA) recommends maintaining a fund balance of 16.7% (or two months of operations). Even though City Council has not

formally adopted a General Fund Reserve policy, this balance is within informal guidelines indicated in recent discussions. Reserves are necessary so we can weather economic downturns, timing of cash flow, and emergency expenditures.

### **General Fund Revenue**

Assumptions for revenue growth in General Fund include:

- Property tax is estimated to increase by the 1% inflation adjustment and 2.5% of new construction, for a total of 3.5%. It should be noted that the estimate is less than the proposed levy to conservatively estimate collection results.
- Sales tax has experienced growth in the past couple of years, shored up by a rebound in construction activity. We received almost \$6.8 million by year-end, but we are using a conservative estimate of \$6.0 million for this major revenue source.

Most other taxes are estimated to either be flat, or growing in line with the Consumer Price Index (CPI).

### **Staffing**

Because fund balances have stabilized in all funds, along with a COPS grant award, the final budget includes the addition of seven staff positions as follows:

- |   |                           |
|---|---------------------------|
| ➤ City Clerk  | General Fund              |
| ➤ Reinstate a Police Officer that was previously unfunded | General Fund              |
| ➤ Add two (2) Police Officers                             | General Fund (COPS Grant) |
| ➤ Medical Services Officer                                | Ambulance Fund            |
| ➤ Streets Maintenance Worker                              | Streets Fund              |
| ➤ Building Maintenance Worker                             | Building Maintenance Fund |

Payroll estimates included the results of bargained agreements—Fire included 2% on January 1, and 2% on October 1, Police was 3% on January 1. The remainder of the unrepresented staff is budgeted to receive a Cost of Living Adjustment (COLA) of 3% on January 1.

State retirement system rates are continuing to increase, however, the current medical insurance plan is being discontinued, so the City is going to a slightly less expensive plan which gave us a one year break from the increase in health care insurance costs.

### **Capital Projects**

The City is continuing to maintain its investment in capital assets including infrastructure. The following is a list of major projects by category:

#### **Streets:**

- |  |             |
|--|-------------|
| ➤ Lakeshore Drive Pavement Project   | \$1,700,000 |
| (Note: The preliminary budget included \$570,000. The increase of \$1,130,000 is due to the award of a TIB grant to complete the project.) |             |
| ➤ Chip Seal Project – Gas tax and TBD  | \$800,000   |
| ➤ Crack Seal Project – Gas tax and TBD   | \$250,000   |
| ➤ ADA Sidewalk Access Projects   | \$100,000   |
| ➤ Additional TBD projects (such as Kittleson Road improvements)—<br>Added for final budget since the voted sales tax was approved          | \$600,000   |

**Water:**

- Purchase of new SCADA water operating software system \$821,600
- Develop Well 31B to Production \$1,000,000

**Wastewater:**

- Add a new Bay to Building #5 \$500,000
- Bio-solids: Site Preparation and Removal \$300,000
- Upgrade Westlake Pumps Lift Station and Modify Controls \$250,000

**Fleet Maintenance:**

- SUV for Municipal Services - Replacement \$42,000
- Two Police Patrol SUVs - Replacement \$108,000
- Large Area Mower - Replacement \$125,000
- Sand Pro - Replacement \$27,000
- Utility Vehicle - Replacement \$10,000
- Ambulance Remount - Replacement \$131,000
- Ambulance Staff Vehicle - Addition \$50,000
- Fire Command Unit – Addition \$61,800
- Street Crafcro Mastic II Patcher – Addition \$70,000
- Water Front End Wheel Loader – Addition \$180,000
- Water Hydro Excavator – Addition \$300,000
- Wastewater Half-ton Pickup – Addition \$35,000

**Building Maintenance:**

- Construct a building to house equipment (Water, Stormwater, Streets) \$425,000
- Install a carport cover on north side of Water Shop \$100,000
- Replace/upgrade Fire Station #2 HVAC \$50,000
- Replace Generator in Police/Parks Building \$40,000

**Other Revenue Adjustments**

Since the Preliminary Budget was presented, we were notified of two grant awards. One was a COPS grant that will reimburse 50% of the cost of 2 additional Police Officers, estimated to add \$83,300 in revenue. The other was a TIB grant to complete Lakeshore Drive improvements in the amount of \$1,130,000. Additionally, Council authorized increases in the commercial ambulance rates and collection rules to balance that fund and eliminate the need for new interfund loans—these actions are estimated to generate an additional \$185,000 in the Ambulance fund. Voters also approved adding a 0.2% sales tax to fund the Transportation Benefit District, raising the local sales tax rate from 7.9% to 8.1% effective April 1, 2018. We estimate that an additional \$640,000 will be collected in the first year of this tax.

**Conclusion**

The 2018 budget is balanced within available resources. Since the fund balance levels have stabilized and we have been awarded a grant to hire 2 additional Police Officers, the current budget forecast includes the addition of 7 needed positions, and the continuation of capital investment.

**CITY OF MOSES LAKE**  
**Four-Year Budget Comparison By City Functional Grouping 2015-2018**

	2015 Actual Expenditures	2015 Actual Revenues	2016 Actual Expenditures	2016 Actual Revenues	2017 Amended Budget	2017 Amended Revenues	2018 Adopted Budget	2018 Projected Revenue
<b>General Fund</b>								
Legislative	\$ 333,737		\$ 392,014		\$ 412,100		\$ 404,352	
Executive	728,427		943,252		814,300		965,296	
Finance	744,984		873,725		1,093,000		1,072,190	
Community Development	1,240,610		1,300,623		1,313,800		1,373,741	
Legal	184,752		190,137		178,100		187,500	
Misc. Services	1,486,002		1,869,681		2,482,700		2,437,790	
Library	109,264		130,311		122,000		122,600	
Engineering	1,800,331		1,704,435		1,924,000		1,828,798	
Parks & Recreation	4,833,108		5,040,131		5,420,200		5,341,572	
Police	5,680,333		5,859,000		6,120,500		6,495,137	
Fire	3,020,143		3,125,830		3,087,600		3,364,623	
<b>Total General Fund</b>	20,161,691	\$ 21,216,558	21,429,139	\$ 22,020,733	22,968,300	\$ 21,056,900	\$ 23,593,599	\$ 21,845,470
<b>Other Operating/Enterprise</b>								
Tourism Activities -102	372,393	540,328	210,910	552,050	250,700	510,000	363,200	565,000
Grants & Donations -103	197,171	347,179	285,093	384,558	334,100	345,500	121,100	314,492
Paths & Trails - 114	5,342	133,794	-	2,317	38,000	2,000	31,000	2,000
Streets - 116	1,720,590	1,806,857	1,862,793	2,148,556	1,962,800	1,922,600	2,379,718	1,993,688
Transportation Benefit District - 170							900,000	940,000
Water/Wastewater Operating - 410	10,948,509	11,249,663	11,990,056	13,041,576	13,220,200	12,671,900	12,904,729	12,275,900
Sanitation -490	3,600,211	3,650,613	3,719,164	3,784,387	3,994,500	3,970,000	4,350,013	4,340,000
Stormwater - 493	870,050	816,944	799,452	839,682	1,022,400	820,000	1,203,016	840,000
Airport - 495	20,626	28,104	19,707	25,979	22,100	27,000	23,400	27,000
Ambulance - 498	2,799,368	2,627,738	2,752,265	2,531,893	2,605,900	2,596,700	2,866,099	2,819,610
Central Svc - 517	381,429	304,504	454,282	504,075	544,000	530,400	652,092	545,610
Equipment Rental -519	2,005,104	2,158,800	2,778,095	2,635,480	2,347,900	2,775,700	2,966,007	2,513,200
Build Maint -528	1,944,756	2,254,767	2,877,767	2,710,217	3,424,400	2,703,600	3,971,404	3,137,600
<b>Total Other Operating/Enterprise</b>	24,865,549	25,919,291	27,749,584	29,160,770	29,767,000	28,875,400	32,731,778	30,314,100



**CITY OF MOSES LAKE**  
**Four-Year Budget Comparison By City Functional Grouping 2015-2018**

	2015 Actual Expenditures	2015 Actual Revenues	2016 Actual Expenditures	2016 Actual Revenues	2017 Amended Budget	2017 Amended Revenues	2018 Adopted Budget	2018 Projected Revenue
<b>Capital Improvement</b>								
Street Repair/reconst - 119	610,892	532,035	894,310	472,907	1,530,000	1,190,000	2,980,000	2,780,000
Parks & Recreation Improvement-314	-	-	-	-	-	-	-	250,000
Park Mitigation Capital Proj-315	-	-	-	-	-	153,900	-	-
Water Rights - 471	350	255,480	-	273,335	800,000	50,000	-	-
Water/Sewer Construction-477	2,771,036	2,275,000	2,359,618	3,380,000	3,680,000	2,500,000	3,880,000	2,800,000
<b>Total Capital Improvement</b>	<b>3,382,278</b>	<b>3,062,515</b>	<b>3,253,928</b>	<b>4,126,242</b>	<b>6,010,000</b>	<b>3,893,900</b>	<b>6,860,000</b>	<b>5,830,000</b>
<b>Risk Mgmt/Employee Benefit Reserves</b>								
Unemployment Compensation - 501	59,955	-	28,493	-	36,500	-	41,500	-
Risk Management -503	500,517	461,544	457,719	521,385	515,000	423,100	545,000	528,600
Firemen's Relief & Pension - 611	14,414	29,271	16,732	28,585	22,000	28,000	22,000	30,000
<b>Total Employee Benefit Reserves</b>	<b>574,886</b>	<b>490,815</b>	<b>502,944</b>	<b>549,970</b>	<b>573,500</b>	<b>451,100</b>	<b>608,500</b>	<b>558,600</b>
<b>Debt Service</b>								
Equip Leases-275	5,713	6,000	19,427	5,300	-	-	-	-
GOB 2006-281	382,007	382,300	410,743	260,500	-	-	-	-
GOB 2016 Refunding-286	3,143,155	3,168,573	110,961	270,298	235,600	235,600	383,500	377,300
Water-Sewer 2011 Bond-450	564,500	566,000	564,675	520,000	564,800	564,800	563,250	562,850
Bond Reserve-2011 451	-	-	-	-	-	-	-	-
Water-Sewer 2004 Bond-452	590,175	592,000	667,550	580,000	672,800	672,800	671,400	670,000
Water-Sewer 2004 Bond Reserve-453	-	-	-	-	-	-	-	-
Water-Sewer Leases-483	-	-	16,310	-	-	-	-	-
PWTF W/S Debt Serv - 485	659,856	662,400	581,190	582,000	579,000	579,000	576,000	576,000
GOB 2006 Redemption Parks - 486	76,450	682,689	52,389	51,400	-	-	-	-
2015 GO Bond Redempt- 487	16,965	588,297	22,192	24,390	47,100	47,200	75,500	75,600
<b>Total Debt Service</b>	<b>5,438,821</b>	<b>6,648,259</b>	<b>2,445,437</b>	<b>2,293,888</b>	<b>2,099,300</b>	<b>2,099,400</b>	<b>2,269,650</b>	<b>2,261,750</b>
<b>Total City Budget</b>	<b>\$ 54,423,225</b>	<b>\$ 57,337,438</b>	<b>\$ 55,381,032</b>	<b>\$ 58,151,603</b>	<b>\$ 61,418,100</b>	<b>\$ 56,376,700</b>	<b>\$ 66,063,527</b>	<b>\$ 60,809,920</b>

**CITY OF MOSES LAKE**

**2018 Budget and Fund Balance by City Functional Grouping**

	2017	2018	2018	2018	2018	2018	2018
	Amended	Adopted	Vs 2017	Projected	(Use) Gain of	Est Begin	Est Ending
	Budget	Budget	Amended	Revenue	Fund Balance	Fund Balance	Fund Balance
<b>General Fund</b>							
Legislative	\$ 412,100	\$ 404,352	-1.9%				
Executive	814,300	965,296	18.5%				
Finance	1,093,000	1,072,190	-1.9%				
Community Development	1,313,800	1,373,741	4.6%				
Legal	178,100	187,500	5.3%				
Misc. Services	2,482,700	2,437,790	-1.8%				
Library	122,000	122,600	0.5%				
Engineering	1,924,000	1,828,798	-4.9%				
Parks & Recreation	5,420,200	5,341,572	-1.5%				
Police	6,120,500	6,495,137	6.1%				
Fire	3,087,600	3,364,623	9.0%				
<b>Total General Fund</b>	22,968,300	23,593,599	2.7%	\$ 21,845,470	\$ (1,748,129)	\$ 3,100,000	\$ 1,351,871
<b>Other Operating/Enterprise</b>							
Tourism Activities - 102	250,700	363,200	44.9%	565,000	201,800	800,000	1,001,800
Grants & Donations - 103	334,100	121,100	-63.8%	314,492	193,392	400,000	593,392
Paths & Trails - 114	38,000	31,000	-18.4%	2,000	(29,000)	63,000	34,000
Streets - 116	1,962,800	2,379,718	21.2%	1,993,688	(386,030)	475,000	88,970
Transportation Benefit District - 170		900,000		940,000	40,000	30,000	70,000
Water/Wastewater Operating - 410	13,220,200	12,904,729	-2.4%	12,275,900	(628,829)	2,000,000	1,371,171
Sanitation -490	3,994,500	4,350,013	8.9%	4,340,000	(10,013)	60,000	49,987
Stormwater - 493	1,022,400	1,203,016	17.7%	840,000	(363,016)	420,000	56,984
Airport - 495	22,100	23,400	5.9%	27,000	3,600	86,000	89,600
Ambulance - 498	2,605,900	2,866,099	10.0%	2,819,610	(46,489)	50,000	3,511
Central Svc - 517	544,000	652,092	19.9%	545,610	(106,482)	250,000	143,518
Equipment Rental -519	2,347,900	2,966,007	26.3%	2,513,200	(452,807)	800,000	347,193
Build Maint -528	3,424,400	3,971,404	16.0%	3,137,600	(833,804)	1,200,000	366,196
<b>Total Other Operating/Enterprise</b>	29,767,000	32,731,778	10.0%	30,314,100	(2,417,678)	6,634,000	4,216,322

**CITY OF MOSES LAKE**

**2018 Budget and Fund Balance by City Functional Grouping**

	2017 Amended Budget	2018 Adopted Budget	2018 Vs 2017 Amended	2018 Projected Revenue	2018 (Use) Gain of Fund Balance	2018 Est Begin Fund Balance	2018 Est Ending Fund Balance
<b>Capital Improvement</b>							
Street Repair/reconst -119	1,530,000	2,980,000	94.8%	2,780,000	(200,000)	300,000	100,000
Parks & Recreation Improvement-314	-	-	n/a	2,50,000	250,000	105,700	355,700
Park Mitigation Capital Proj-315	-	-	n/a	-	-	400,000	400,000
Water Rights - 471	800,000	-	n/a	-	-	1,650,000	1,650,000
Water/Sewer Construction-477	3,680,000	3,880,000	5.4%	2,800,000	(1,080,000)	3,500,000	2,420,000
<b>Total Capital Improvement</b>	6,010,000	6,860,000	14.1%	5,830,000	(1,030,000)	5,955,700	4,925,700
<b>Risk Mgmt/Employee Benefit Reserves</b>							
Unemployment Compensation - 501	36,500	41,500	13.7%	-	(41,500)	45,000	3,500
Risk Management -503	515,000	545,000	5.8%	528,600	(16,400)	650,000	633,600
Firemen's Relief & Pension - 611	22,000	22,000	0.0%	30,000	8,000	340,000	348,000
<b>Total Employee Benefit Reserves</b>	573,500	608,500	6.1%	558,600	(49,900)	1,035,000	985,100
<b>Debt Service</b>							
Equip Leases-275	-	-	-	-	-	-	-
GOB 2006-281	-	-	-	-	-	-	-
GOB 2016 Refunding-286	235,600	383,500	62.8%	377,300	(6,200)	184,000	177,800
Water-Sewer 2011 Bond-450	564,800	563,250	-0.3%	562,850	(400)	7,000	6,600
Bond Reserve-2011 451	-	-	-	-	-	567,600	567,600
Water-Sewer 2004 Bond-452	672,800	671,400	-0.2%	670,000	(1,400)	8,000	6,600
Water-Sewer 2004 Bond Reserve-453	-	-	-	-	-	701,500	701,500
Water-Sewer Leases-483	-	-	-	-	-	-	-
PWTF W/S Debt Serv - 485	579,000	576,000	-0.5%	576,000	-	19,000	19,000
GOB 2006 Redemption Parks - 486	-	-	-	-	-	-	-
2015 GO Bond Redempt- 487	47,100	75,500	60.3%	75,600	100	7,000	7,100
<b>Total Debt Service</b>	2,099,300	2,269,650	8.1%	2,261,750	(7,900)	1,494,100	1,486,200
<b>Total City Budget</b>	\$ 61,418,100	\$ 66,063,527	7.6%	\$ 60,809,920	\$ (5,253,607)	\$ 18,218,800	\$ 12,965,193

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

**GENERAL FUND REVENUE**

Finance Director

Cindy Jensen

The City receives revenue from many different sources; some revenue is available for any government purpose, while some revenue is restricted in use to a specific fund (s) and/or a specific purpose. The sources of revenue that are available for use within the General Fund (for general purposes) are listed in the following charts, along with a three-year comparison of the amount of revenue received from each source. Because most General Fund operations are supported primarily by taxes, including Police, Fire, Parks & Recreation, and Streets, General Fund revenue is summarized and analyzed separately from operational divisions.

For 2018, total General Fund revenues are budgeted to be \$21,845,470; \$788,570 or 3.7% more than the 2017 budget of \$21,056,900, but still below 2016 Actual.

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	of Total
<b>Revenue Summary By Type</b>						
310 Taxes	16,445,308	15,183,200	11,888,702	16,370,000	7.8%	75.2%
320 Licenses & Permits	873,328	517,200	538,721	611,000	18.1%	2.8%
330 Intergovernmental Revenues	319,451	195,000	250,300	402,000	106.2%	1.8%
340 Charges for Goods/Services	3,042,024	3,040,200	2,556,167	3,172,370	4.3%	14.5%
350 Fines & Penalties	445,815	467,000	196,615	466,000	-0.2%	2.1%
360 Miscellaneous Revenues	345,846	304,300	351,013	324,100	6.5%	1.5%
390 Other Financing Resources	548,930	1,350,000	482	500,000	-63.0%	2.3%
<b>Total Revenues</b>	<b>\$22,020,702</b>	<b>\$21,056,900</b>	<b>\$15,782,000</b>	<b>\$21,845,470</b>	<b>3.7%</b>	<b>100.0%</b>

Property Tax is the largest single General Fund revenue, and is estimated to bring in \$6,535,000 in 2018. This includes the levy limit increase of 1%, plus new construction, currently estimated to add another 2.5%, for a total of 3.5% growth. The approved levy is \$6.919 million, but we are doing a conservative estimate for potential uncollectible amounts.

Sales Tax follows with an estimate of \$6.0 million for 2018. 2016 Actual was almost this amount at \$5,982,989, and 2017 is experiencing growth over that amount. Through December the year-to-date is \$6,780,787--up 13% over 2016 actual for the year. However, these past few years were shored up by construction projects, so the 2018 budget is conservatively estimated because new construction may not be as robust.

Utility Tax is estimated to bring in \$3,507,000 in 2018, up from \$3,161,553 actual in 2016. Most of this increase came about as a result of increasing the basic utility tax rate charged for internal (i.e. City) utilities, including Water, Wastewater, Solid Waste, and Stormwater from 8% to 10% at the beginning of 2017. As of mid-January, the year-to-date actual for this category is almost \$3.665 million. The increase in the utility fees affect these amounts in 2018. Taxes that are tied more to the price of raw energy (i.e.

Electric and Natural Gas) have seen some fluctuation with the underlying energy prices. These are estimated slightly higher than 2016 actual, although their year to date numbers in 2017 are indicating growth. The telephone communications tax is actually estimated to fall, as more households are abandoning their land lines, and phone plans emphasize the purchase of data versus phone, thus driving down the taxable portion of those bills.

Other components of taxes include gambling taxes, which are estimated to fall by about \$45,000 because of a recent Council commitment to reduce the card game tax rate over the next five years. Leasehold excise tax is holding steady at about \$16,000, and Admissions Tax is estimated to meet the 2017 budget of \$60,000. In 2016, a portion of Real Estate Excise Tax (about \$356,000) was recorded in General Fund. As far as we have been able to determine, that is no longer needed in General Fund, so the entire amount of REET is recorded in the Street Repair fund.

Licenses and Permits are generated by the development community, and are budgeted to exceed the 2017 budget but still below 2016 actual.

Intergovernmental Revenue consists primarily of State-Shared Revenue, and the legislature has restored the Liquor Excise Tax distribution that was greatly reduced in 2014. This estimate came from MRSC, and is a per capita estimate based on our population of 22,720.

Charges for Goods and Services are primarily made up of:

- The City Administrative fee charged to all funds for the services provided by the executive branch and Finance;
- Engineering services charged to internal projects and outside developers;
- Fees charged for Parks and Recreation programs;
- School Resource Officers reimbursed by Moses Lake School District

Fines and Penalties consist almost entirely of fines generated by the red-light camera program.

Miscellaneous Revenues include interest earnings on investments and facility rentals.

Other Financing Resources includes an estimate of a transfer from the Water utility to General Fund, should General Fund require it. RCW 35.23.535 allows the transfer of “excess income” from the utility to General Fund, up to 4% of the cost of the system. City-owned utilities do not pay property taxes, which would not be the case if the systems were privately owned. The \$500,000 budget in 2018 matches the actual transfers made in 2015 and 2016.

Overall, General Fund revenue is conservatively estimated for 2018.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF MOSES LAKE,  
WASHINGTON FOR THE YEAR OF 2018; AND MAKING APPROPRIATIONS  
FOR ESTIMATED EXPENDITURES.

WHEREAS, on or before the 2<sup>nd</sup> day of November, 2017, a proposed budget and estimate of the amount of moneys required to meet the public expenses, and retirement and interest, reserve funds, and expenses of government of the City for the year 2018 was duly filed with the Finance Director of the City of Moses Lake and submitted to the City of Moses Lake City Council, all in accordance with applicable laws, and

WHEREAS, subsequent to November 2, 2017, the City Council held hearings on the budget and on November 14 and November 28, 2017 the City Council held its formal public hearing on the budget all in accordance with applicable laws, and

WHEREAS, subsequent to its formal public hearing, the City Council made adjustments and changes to the budget as the Council deemed necessary or proper and determined the allowance in each item, department, classification and fund, all as set forth in the final budget document attached hereto, all in accordance with applicable laws, and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of the City for fiscal year 2018 and being sufficient to meet the various needs of the City during that period; now, therefore,

THE CITY COUNCIL OF THE CITY OF MOSES LAKE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. The budget for the City of Moses Lake, Washington for the year 2018 is hereby adopted at the fund level in its final form and content as set forth in the budget document, "City of Moses Lake, Annual Budget-2018", which is attached hereto as Schedule A.

Section 2. Estimated resources for each separate fund of the City of Moses Lake, and aggregate expenditures for all such funds for the year 2018 are set forth in summary form entitled "City of Moses Lake, Annual Budget – 2018" which is attached hereto as Schedule A, and are hereby appropriated for expenditure at the fund level during the year 2018. Pursuant to RCW 35A.13.080 the City Manager shall administer the expenditure of all funds appropriated herein, and the City Manager is authorized to take all necessary and prudent actions to implement the City Council's expenditure directives and budget appropriations.

Section 3. The budget for the 2017 fiscal year is inclusive of the 2017 fee schedule as approved and accepted by Council and is adopted by reference.

Section 4. The Clerk for City Council is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 5. This ordinance shall take effect and be in force five (5) days after its passage and publication of its summary as provided by law

Passed by the City Council and signed by its Mayor on \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Karen Liebrecht, Mayor

\_\_\_\_\_  
Cindy Jensen, Finance Director

APPROVED AS TO FORM:

\_\_\_\_\_  
Katherine L. Kenison, City Attorney

City of Moses Lake, Washington  
Annual Budget - 2018

Schedule A  
Summary of Available Resources and Appropriations by Fund

Fund	Description	2018 Projected Resources	2018 Expenditure Appropriation	% of budget
000	General Fund	\$ 24,862,170	\$ 23,386,909	36.8%
102	Tourism Activities	1,365,000	363,200	0.6%
103	Grants and Donations	714,492	121,100	0.2%
114	Paths and Trails	65,000	31,000	0.0%
116	Street Maintenance	2,468,688	2,379,718	3.7%
119	Street Repair/Reconstruction	1,350,000	1,250,000	2.0%
170	Transportation Benefit District	330,000	300,000	0.5%
286	Gen Obligation Bond 2016 Refunding	561,300	383,500	0.6%
314	Park and Recreation Improvement	355,700	-	
315	Park Mitigation Capital Project	400,000	-	
410	Water/Wastewater	14,275,900	12,904,729	20.3%
450/1	Water/Wastewater 2011 Bond and Reserves	1,137,450	563,250	0.9%
452/3	Water/Wastewater 2004 Bond and Reserves	1,379,500	671,400	1.1%
471	Water Rights	1,650,000	-	
477	Water/Wastewater Construction	6,300,000	3,880,000	6.1%
485	Water/WW Public Works Trust Fund loan D/S	595,000	576,000	0.9%
487	2015 Bond	82,600	75,500	0.1%
490	Sanitation--Solid Waste	4,400,000	4,350,013	6.8%
493	Stormwater	1,260,000	1,203,016	1.9%
495	Airport	113,000	23,400	0.0%
498	Ambulance Utility	2,684,610	2,866,099	4.5%
501	Unemployment Compensation Ins.	45,000	41,500	0.1%
503	Self-Insurance -- Risk Management	1,178,600	545,000	0.9%
517	Central Services -- Information Technology	795,610	652,092	1.0%
519	Equipment Rental -- Fleet Maintenance	3,313,200	2,966,007	4.7%
528	Building Maintenance	4,337,600	3,971,404	6.3%
611	Firemen's Pension	370,000	22,000	0.0%
	Citywide Total	<u>\$ 76,390,420</u>	<u>\$ 63,526,837</u>	



## RESOLUTION NO.

A Resolution Fixing and Levying the amount of ad valorem taxes necessary to discharge the expected expenses and obligations for the 2018 Budget for the City of Moses Lake

**Whereas**, RCW 84.52 requires the governing body of the City of Moses Lake to fix the estimated amount to be raised by taxation on assessed valuation on property within the City of Moses Lake; and

**Whereas**, The City of Moses Lake's highest actual levy amount occurred in 2011 and was \$10,222,995; and

**Whereas**, The City is allowed by law to increase its tax levy by 1% over the highest levy amount it has ever received since 1985, which would establish a limit of \$10,325,185; and

**Whereas**, The City of Moses Lake's actual levy amount from the previous year, 2017, was \$6,796,274, which was reduced from the anticipated levy in 2016, because of an appeal of a taxpayer's assessment before the Grant County Board of Equalization (BOE). The BOE's decision has been appealed to the State of Washington's Board of Tax Appeals. The reduction in levy amount will probably remain in place until a resolution of the appeal; and

**Whereas**, the City of Moses Lake has a population of more than 10,000; and

**Whereas**, Public hearings were held, with notice duly provided, to consider the City's current expense budget for the 2018 calendar year pursuant to RCW 84.55.120; and

**Whereas**, the City Council of the City of Moses Lake, after hearing and duly considering all relevant evidence and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year, resulting from the limit factor, along with the addition of new construction and improvements to property and any increase in the value of state-assessed property and any increase due to the annexation of new territory and refunds made, in order to discharge the expected expenses and obligations of the City; now, therefore

### **BE IT RESOLVED BY THE CITY OF MOSES LAKE:**

**Section 1.** The following increases in the regular property tax levy, over the amount of the previous year's levy, are hereby authorized to be cumulatively levied for collection in 2018:

- A. A discretionary increase of \$102,230, attributable to the inflation factor with is a percentage increase of 1.0% over the highest amount levied for collection since 1985 which was \$10,222,955 in 2011; plus
- B. An estimated increase of \$0 for recent annexations; plus
- C. An estimated increase of \$170,914 for new construction and improvements to property; plus
- D. An estimated increase of \$8,000 for a refund levy; plus
- E. An increase authorized by state law for state-assessed property values.

**Section 2.** There is hereby fixed to be raised by general property taxes upon real and personal property within the City of Moses Lake the amount of \$7,187,419 for general municipal purposes, including Firemen's Relief and Pension.

**Section 3.** The City Clerk is directed to transmit and file a certified copy of this resolution with the Board of Grant County Commissioners and the Grant County Assessor on or before November 30, 2017.

**Section 4.** This resolution shall take effect

**ADOPTED BY THE CITY COUNCIL**, and signed and approved this 14<sup>th</sup> day of November, 2017.

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Karen Leibrecht, Mayor

ATTEST:

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Cindy Jensen, Finance Director

APPROVED AS TO FORM:

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Katherine L. Kenison, City Attorney

**City of Moses Lake**  
Property Tax Limitation Calculation

	2017 Assessed Values (Dollars in Thousands)	Tax Rate Applied	2018 Levy Dollars (estimate)
Prior Year (2017) = Base	\$ 2,068,181.390	\$ 3.28611	\$ 6,796,274
Levy Limit-1.0% increase from 2011 levy -\$10,222,955			<u>102,230</u>
Base-101%			6,898,504
Valuation Change --	(39,471.31)		0
New Construction	52,011.084	3.28611	170,914
State Assessed Value			
Tax Limit Before Annexation	2,080,721.160	3.39758	<u>\$ 7,069,419</u>
Add for Annexation	0	3.39758	\$ -
Limit for Subsequent Year	2,080,721.160	3.39758	\$ 7,069,419
Plus: Refunds (estimate)			8,000
Plus: Contingency			\$ 110,000
Total Ordinance			<u>\$ 7,187,419</u>

State of Washington Constitutional Limit

Assessed Valuation	\$ 2,080,721.160	\$ 3.82500	\$ 7,958,758
Less: Library Levy (Estimate)		0.375	\$ 780,270
Maximum 2017 Levy for Collection in 2018 (Estimate)		\$ 3.45	<u>\$ 7,178,488</u>

Budget Estimate

Total Levy Calculation	\$ 7,077,419
Less: REC levy in the 2018 (estimate)	\$ 497,000
Estimate to collect	<u>\$ 6,580,419</u>
Budget Estimate (Basically 2016 Actual)	\$ 6,535,000

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**CITY COUNCIL (Legislative) - 001**  
GENERAL FUND

2017 Council Members

*Mayor, Karen Liebrecht – Position No. 2*  
*Don Myers – Position No. 3*  
*Dr. David Curnel – Position No. 5*  
*Dr. Ryann Leonard – Position No. 6*  
*Mike Norman – Position No. 7*  
*Position No. 1 & 4 - Vacant*

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**DEFINITION**

Moses Lake has a council-manager form of government. Council members are elected by the voters and represent the entire community. Seven councilmembers, elected at-large, serve staggered four-year terms. The councilmembers, in turn, select a mayor and deputy mayor from among themselves.

The City Council approves all ordinances, resolutions and contracts of the City. With the advice and assistance of the appointed City Manager, the Council analyzes proposals to meet community needs, initiates action for new programs and determines the ability of the City to provide financing for City operations. The Council reviews, modifies and adopts the annual municipal budget presented by the City Manager.

**AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2017 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Mayor	1.00	1.00	1.00
	Deputy Mayor	1.00	1.00	1.00
	City Council Member	5.00	5.00	5.00
<b>Total Personnel</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

# BUDGET SUMMARY

## 001 – Legislative

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>						
51130 Official Publication Services	\$7,106	\$5,000	\$7,682	\$7,000	40.0%	1.7%
51160 Legislative	384,908	407,100	316,278	397,352	-2.3%	98.3%
<b>Total Expenditures</b>	<b>\$392,014</b>	<b>\$412,100</b>	<b>\$323,960</b>	<b>\$404,352</b>	<b>-1.8%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	% of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$99,406	\$106,600	\$74,508	\$103,695	-2.7%	25.6%
200 - Benefits	25,337	26,000	19,852	23,757	-8.6%	5.9%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>124,743</i>	<i>132,600</i>	<i>94,360</i>	<i>127,452</i>	<i>-3.9%</i>	<i>31.5%</i>
300 - Operating Supplies	2,372	1,500	728	1,500	0.0%	0.4%
400 - Professional Svcs & Charges	264,892	278,000	228,865	275,400	-0.9%	68.1%
<b>Total Expenditures</b>	<b>\$392,014</b>	<b>\$412,100</b>	<b>\$323,960</b>	<b>\$404,352</b>	<b>-1.9%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**CITY ADMINISTRATION (Executive) - 002**

GENERAL FUND

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City Manager	<i>John Williams</i>
Deputy City Manager*	<i>Gilbert Alvarado</i>
Human Resource Director	<i>Vacant</i>
Executive Secretary	<i>Sophia Guerrero</i>
Administrative Secretary	<i>Jynnifer Tarver</i>

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## DEFINITION

The City of Moses Lake is a Council-Manager form of government. The City Manager is appointed by the City Council. The City Manager is responsible for general administrative oversight of the city government consistent with City Council policy and directives. The City Manager also oversees the budget adopted by the City Council and all personnel matters.

## 2018 PROJECTS / WORK PLAN

### Records Retention

Creating an effective records management program that would benefit the agency. Timely access to accurate information is central to an agency being able to fulfill its mission.

### Revise Employee Review Process

Allow the employer and the employee an opportunity to see how things are going, determine if there are problems that can be fixed, and set out goals for the upcoming year (or months).

### Update Administration Policy Book

Policies serve as a general guide to the City's current employment practices and procedures. With growth and changes to local, state and federal laws, amendments to policies must be made to the benefit of the employee and the employer.

## BUDGET DECISION REQUESTS

- **City Clerk** – the City Clerk's office is responsible for maintaining the City's official documents, including ordinances and resolutions, preparation of Council agendas and keeping the minutes of City Council meetings. The City Clerk will also serve as the City's designated Public Records Officer, Records Retention Officer, and Risk Management Agent for claims. This position is responsible for providing transparency in local government.

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	City Manager	1.00	1.00	1.00
	Human Resource Director	1.00	1.00	1.00
	Executive Secretary	1.00	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00
	City Clerk			1.00
	<b>Total Personnel</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>

\*Deputy City Manager/ Community Development Director (dual role) – listed in Comm Dev. Department

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2017</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
51310 Executive	\$821,661	\$687,300	\$540,478	\$826,297	20.2%	85.6%
51810 Personnel Services	121,591	127,000	126,116	138,999	9.4%	14.4%
<b>Total Expenditures</b>	<b>\$943,252</b>	<b>\$814,300</b>	<b>\$666,594</b>	<b>\$965,296</b>	<b>18.5%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2017</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
100 - Salaries & Wages	\$445,614	\$367,900	\$296,568	\$457,953	24.5%	47.4%
200 - Benefits	169,154	134,100	115,382	174,443	30.1%	18.1%
<i>Sub-Total - Salaries &amp; Benefits</i>	614,768	502,000	411,950	632,396	26.0%	65.5%
300 - Operating Supplies	2,901	3,700	2,411	3,700	0.0%	0.4%
400 - Professional Svcs & Charges	325,575	308,600	252,224	329,200	6.7%	34.1%
<b>Total Expenditures</b>	<b>\$943,252</b>	<b>\$814,300</b>	<b>\$666,594</b>	<b>\$965,296</b>	<b>18.5%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

**LEGAL (Executive) - 005**  
GENERAL FUND

City Attorney (contract)

Katherine Kenison

**DEFINITION**

The City Attorney serves as the legal advisor to the Mayor, City Council, and all other City officials, as was all City boards and commissions. The City Attorney is appointed by the City Manager and confirmed by the City Council. The City Attorney represents the City in civil litigation and advises City officials as they develop programs projects, policies, ordinances torts (claims), governmental affairs, land use, environmental protection, labor and employment, and contracts/utilities.

This set of accounts also includes District Court expenses. The City pays Grant County District Court \$1,500/quarter, and court interpreter services as required.

**AUTHORIZED PERSONNEL**

		2016 Actual	2017 Amended Budget	2018 Proposed Budget
	Position Title			
	City Attorney (contract)	1.00	1.00	1.00
	<b>Total Personnel</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**BUDGET SUMMARY**

**005 Legal/Judicial**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
51530 Legal	\$190,137	\$178,100	\$119,395	\$187,500	5.2%	100.0%
<b>Total Expenditures</b>	<b>\$190,137</b>	<b>\$178,100</b>	<b>\$119,395</b>	<b>\$187,500</b>	<b>5.2%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
300 - Operating Supplies	\$82	\$10,600	\$0	\$100	-99.1%	0.1%
400 - Professional Srvcs & Charges	190,054	167,500	119,395	187,400	11.9%	99.9%
<b>Total Expenditures</b>	<b>\$190,136</b>	<b>\$178,100</b>	<b>\$119,395</b>	<b>\$187,500</b>	<b>5.3%</b>	<b>100.0%</b>



CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

**SELF-INSURANCE**  
INTERNAL SERVICE FUND 503

City Manager  
Deputy City Manager

John Williams  
Gilbert Alvarado

**DEFINITION**

The Self-Insurance Fund is maintained to separately account for various risk management costs. The City is a member of the Washington Cities Insurance Authority risk pool. This budget provides for:

- Administration of the program
- Legal expense and claims adjustment
- The purchase of liability, property and other miscellaneous insurance coverages
- Dependable Financial Stability
- Underwriting Services
- Broad Deductible Selections
- Comprehensive Claims Administration
- Risk Management Services
- Exclusive Training and Education

As an internal service fund, all operating divisions pay a “premium” to cover the total program. The allocation is based on intrinsic risk (i.e. number of employees, value of capital assets, etc.), and a factor for historical claim payments.

**BUDGET SUMMARY**

**503 Self-Insurance (Risk Management)**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	% of Total
51866 RISK TRANSFER PAYMENTS	\$431,715	\$455,000	\$452,628	\$475,000	4.3%	87.2%
51868 PAYMENTS TO CLAIMANTS/E	26,004	60,000	50,183	70,000	16.6%	12.8%
Total Expenditures	<u>\$457,719</u>	<u>\$515,000</u>	<u>\$972,719</u>	<u>\$545,000</u>	1.1%	100.0%
<b>Revenue Summary By Type</b>						
340 Chargs for Goods/Services	505,000	423,100	346,172	528,600	24.9%	100.0%
370 Other Rev. & Capital Contrib.	16,385	0	0	0	0.0%	0.0%
Total Revenues	<u>\$521,385</u>	<u>\$423,100</u>	<u>\$346,172</u>	<u>\$528,600</u>	24.9%	100.0%
<b>Fund Balance</b>						
Beginning Balance	683,513	748,400	747,179	650,000		
Revenues less Expenditures	63,666	(91,900)	(626,547)	(16,400)		
Ending Balance	<u>\$747,179</u>	<u>\$656,500</u>	<u>\$120,632</u>	<u>\$633,600</u>		

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**COMMUNITY DEVELOPMENT - 004**

GENERAL FUND

Community Dev. Director/Deputy City Manager  
Building Official  
Senior Planner

*Gil Alvarado*  
*Kevin Myre*  
*Vacant*

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The Planning Division supports all current and long-range planning responsibilities for private and public entities within the City of Moses Lake and Moses Lake Urban Growth Area, including the following:

- Title 18 – Zoning Code
- Title 17 – Subdivision Code
- State Environment Policy Act - SEPA
- Shoreline Master Program
- Pre-Application consultation and review
- Land Use Permit Administration
- Comprehensive Plan Administration and Maintenance
- Moses Lake Urban Growth Area Administration and Maintenance
- Maintain community profile data and inventory
- Establish Population Estimates through the Office of Financial Management
- US Decennial Census Administration
- Staff support to Planning Commission
- Staff support to Hearing Examiner
- Staff support City Manager
- Staff support to City Council through City Manager's Office

The Building Division supports and administers the Building Code as adopted by the Washington State Legislature and City Council. Code Enforcement is also a component of the Division. The Division administers the following:

- Review and Issue Residential, Commercial and Industrial permits
- Perform inspections services for Residential, Commercial and Industrial permits
- Review and Issue demolition permits
- Review business licenses – renewals/new
- Washington State Energy Code Enforcement
- Washington State Accessibility Code Enforcement
- Public water and sewer service inspections
- Emergency response to on-site water/sewer utility main interruptions
- Nuisance abatement
- Abatement of hazards to public health, safety and welfare
- Perform educational classes to local IBC Chapter

## 2018 PROJECTS / WORK PLAN

With the recent resignations of the Senior Planner and Assistant Planner, discussions with the City Manager regarding re-organization of the Department are in process. In part this comes with forty percent (40%) of the Community Development Director's time dedicated as Deputy City Manager handling Risk Management duties and special projects under the City Manager's direction.

The 2018 work plan for the Department will be to focus on re-organization to promote efficiency.

## BUDGET DECISION REQUESTS

As part of the re-organization work plan, Community Development is requesting the change of status of the Senior Planner position to a Planning Manager. The duties will expand to include more of the Code Enforcement support of the Department.

A full-time position providing Planning Division and Building Division support. This position would be an entry level Tech position. Currently we Budget \$20,000 for a part-time position along with \$25,000 for Professional Services.

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Director/Deputy City Manager	1.00	1.00	1.00
	Building Official	1.00	1.00	1.00
	Planning Manager (previously titled Senior Planner)	1.00	1.00	1.00
	Associate Planner	1.00	1.00	1.00
	Building Inspector	1.00	2.00	2.00
	Assistant Planner	1.00	1.00	1.00
	Code Enforcement Officer	2.00	2.00	2.00
	Planning and Building Tech	1.00	1.00	1.00
	Department Secretary	1.00	1.00	1.00
	Community Dev. Tech Part-time	1.00	1.00	
	Community Dev. Tech Full-time			1.00
<b>Total Personnel</b>		<b>11.00</b>	<b>12.00</b>	<b>12.00</b>

## BUDGET SUMMARY

Dept 004 Community Development

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>						
52420 Inspect. Permits, Cert. & Lic	\$315,685	\$268,400	\$212,953	\$280,552	4.5%	20.4%
55850 Building Permits & Plan Revi	270,341	341,100	228,941	350,375	2.7%	25.5%
55860 Planning	714,596	704,300	531,640	742,814	5.4%	54.1%
<b>Total Expenditures</b>	<b>\$1,300,622</b>	<b>\$1,313,800</b>	<b>\$973,534</b>	<b>\$1,373,741</b>	<b>4.5%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	% of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	698,511	717,900	540,183	778,905	8.5%	56.7%
200 - Benefits	373,198	383,900	275,076	396,036	3.2%	28.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>1,071,709</i>	<i>1,101,800</i>	<i>815,259</i>	<i>1,174,941</i>	<i>6.6%</i>	<i>85.5%</i>
300 - Operating Supplies	5,397	5,000	3,868	5,000	0.0%	0.4%
400 - Professional Svcs & Charges	223,517	207,000	154,398	193,800	-6.4%	14.1%
<b>Total Expenditures</b>	<b>\$1,300,623</b>	<b>\$1,313,800</b>	<b>\$973,534</b>	<b>\$1,373,741</b>	<b>4.6%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**FINANCIAL SERVICES - 003**

GENERAL FUND

Finance Director  
Accounting Manager

*Cindy Jensen*  
*vacant*

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The Financial Services Division supports all City departments and is responsible for:

- Financial compliance and internal control oversight
- Accounting and reporting for all expenditure and revenue transactions
- Financial Statement preparation and distribution
- Design, preparation and administration of the operating and capital budgets
- Financial analysis of operating, financial, legislative and economic development proposals
- Investment portfolio administration
- Debt portfolio administration including ongoing legal and fiscal reporting and compliance
- Capital financing research and preparation of regulatory financial and legal documents with Underwriters and Bond Counsel
- Receiving and recording of all City receipts (cash, electronic funds, etc.)
- Payment of all invoices (Accounts Payable)
- Payroll processing and administration
- Administration and budget responsibilities for Solid Waste fund; Debt Service funds; various contingency/reserve funds; and operating fund transfers.
- Working with State Auditor's Office (SAO) for annual audit

The overarching goal of the Finance Department is to maintain compliance with the many critical fiscal and fiduciary responsibilities held relative to our regulatory agencies, funding agencies, employees and the citizens we serve. This operation is included in the Administrative Charge calculation which generates revenue from non-General Fund operating funds, because of our support role.

**2018 PROJECTS / WORK PLAN**

With the retirement of the Finance Director, the Accounting Manager and the Senior Accounting Clerk who processes Accounts Payable in 2017, 2018 will be a year of rebuilding "institutional knowledge". Half of our staff will be here for less than a year as we go into 2018 -- the longest tenured employee now in Finance started in mid-2015. The Human Resources Director also interfaces with Finance to accurately process Payroll, so that loss directly affects Finance as well. Even though there may be some concern with things "falling through the cracks" with new personnel, the upside of all of this turnover is fresh sets of eyes looking at the processes.

In addition to the day to day work done to account for every financial transaction, the work plan for 2018 will also include:

- A review and update of financial policies for the City;
- An analysis of alternatives to replace our Financial Management System (FMS);

- The design of financial reports that better meet the oversight needs of City Council;
- Conducting a cost of service study for the Solid Waste utility;
- Reviewing operational needs and filling vacant positions.

In the preliminary budget we discussed potentially moving to a cash basis reporting model. However, with further review the Finance staff thinks it would be best to stick with what we know, and continue preparing the Comprehensive Annual Financial Report (CAFR).

## BUDGET DECISION REQUESTS

Finance's one request is for a Professional Service contract for Information Technology expertise to provide specifications for and assist in the implementation of a new Financial Management System (FMS). An estimate of \$20,000 is in the 2018 budget. We have had discussions with our current software provider to see if an upgrade is available.

## PERFORMANCE STATISTICS

<b>Impact</b>	<b>2016 Actual</b>	<b>2017 Prelim</b>	<b>2018 Proposed Budget</b>
Investment income (1)	228	220	180
Average total portfolio managed (1)	16,619	19,399	20,000

<b>Accounting Functions</b>	<b>2016 Actual</b>	<b>2017 Prelim</b>	<b>2018 Proposed Budget</b>
Capital projects (1)	\$3,685	\$6,010	\$5,130
Number of grants administered	20	19	19
Payroll checks issued and direct deposits made	7,576	7,400	7,530
Payroll and benefits paid (1)	\$18,727	\$18,150	\$18,400
Employees paid (perm and part-time) average per pay period	291	293	298
Checks issued and EFT's paid	3,566	3,500	3,600
Dollar amount of claims paid (1)	\$32,666	\$32,000	\$33,000
Number of funds	35	36	36

<b>Treasury Functions</b>	<b>2016 Actual</b>	<b>2017 Prelim</b>	<b>2018 Proposed Budget</b>
GO and revenue debt issued administered	6	5	5
Intergovernmental loans administered	1	1	1
Debt service principal payments made (1)	\$3,146	\$3,017	\$3,104

(1) Numbers in thousands.

## AUTHORIZED PERSONNEL

	Position Title	2016 Actual	2017 Amended Budget	2018 Proposed Budget
	Director	1.00	1.00	1.00
	Accounting Manager	1.00	1.00	1.00
	Accountant	2.00	2.00	2.00
	Senior Accounting Clerk	2.00	2.00	2.00
<b>Total Personnel</b>		<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

## BUDGET SUMMARY

### Dept 003 Financial Services

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
51420 Financial Svc	\$385,110	\$451,400	\$326,994	\$419,334	-7.1%	39.1%
51422 Fiduciary Services (Treasure	698	1,400	0	1,400	0.0%	0.1%
51423 Budtng, Acctng, Audtng, & Fi	487,436	640,200	439,922	651,456	170.0%	60.8%
51430 Rercording Services	379	0	305	0	0.0%	0.0%
58910 Refunds of Deposits	100	0	0	0	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$873,725</b>	<b>\$1,093,000</b>	<b>\$767,221</b>	<b>\$1,072,190</b>	<b>-1.9%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
000 Interfund Transfer	\$100	\$0	\$0	\$0	0.0%	0.0%
100 - Salaries & Wages	377,477	510,900	329,252	497,100	-2.7%	46.4%
200 - Benefits	156,576	246,800	165,579	229,990	-6.8%	21.5%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>534,053</i>	<i>757,700</i>	<i>494,831</i>	<i>727,090</i>	<i>-4.0%</i>	<i>67.8%</i>
300 - Operating Supplies	2,938	3,500	4,605	3,600	2.9%	0.3%
400 - Professional Srvcs & Charges	336,634	331,800	267,776	341,500	2.9%	31.9%
<b>Total Expenditures</b>	<b>\$873,725</b>	<b>\$1,093,000</b>	<b>\$767,221</b>	<b>\$1,072,190</b>	<b>-1.9%</b>	<b>100.0%</b>

Even though there was an overall increase in base wages of 3%, the Salaries & Wages and Benefits budgets are falling because of the accrued leave cashouts of 3 long-term employees in 2017.

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**UTILITY SERVICE**  
WATER/WASTEWATER FUND

Finance Director  
Utility Service Supervisor

*Cindy Jensen*  
*Jessica Cole*

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**DEFINITION**

The Utility Service Division provides business services to utility customers and the utility operating divisions, including:

- Customer service and account administration and maintenance
- Utility billing (including water meter reading)
- Customer account adjustments
- Administration of delinquent accounts and collections, including water service turn-on/shut-off
- Utility customer communications and notifications
- Phone support to customers, including online payment options
- Manage the Solid Waste hauling contracts
- Support for some City Treasury functions, including receipting all revenues, preparing bank deposits and cash management
- Processing of Business Licenses

The overarching goal of the Utility Service is to accurately bill our customers for their utility usage, collect what is owed from those billings, and record all revenue coming into the City. This operation is primarily included in Water/Wastewater Fund, with some expenses allocated to Solid Waste, Stormwater, and Ambulance Utilities.

**2018 PROJECTS / WORK PLAN**

In addition to the day to day operations of the divisions, the work plan for 2018 will also include:

- A review and update (if warranted) of the ordinances that govern utility billing;
- Participate in the analysis of alternatives to replace our Financial Management System (FMS) (see the Finance Division Budget Decision request);
- Implement an electronic application named “Recycle Coach” that will include the Solid Waste pick-up calendars and answer questions about recycling material (i.e. what is recyclable vs. trash). We will start this process this fall, but hope to have it fully operational and advertised to our customers by the first of 2018.



- Participate in the State Department of Licensing creation of model business license legislation. The State has been trying to combine local business licensing with their taxation processes, to facilitate a true “one-stop shop” for businesses. While this is a noble goal, we will be monitoring the development, to ensure that our City needs will be met in the end-product.
- Review Solid Waste rates for adequacy and customer class equity

## BUDGET DECISION REQUESTS

Utility Services is requesting electronic tablets for the meter readers to improve efficiency by accessing ArcGIS online when out in the field. We estimate that the start-up cost will be about \$3,000, and ongoing annual licensing will cost about \$2,000 annually.

## PERFORMANCE STATISTICS

<b>Utility Services</b>	<b>2016 Actual</b>	<b>2017 Prelim *</b>	<b>2018 Proposed Budget</b>
New Accounts Started	882	1,189	1,250
Meters Read	9,122	9,139	9,150
Bills Issued	107,568	83,764	110,000
Turn Off Notifications Issued (phone/door)	9,895	6,536	8,500
Accounts Turned Off Delinquent	1,544	1,110	1,300
Total Business Licenses Issued	1,779	1,806	1,825
New Business License Applications Received	295	338	300
Ambulance Utility	9,720	9,964	10,000

\*2017 Prelim are through September

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Utility Service Supervisor	1.00	1.00	1.00
	Meter Reader	2.00	2.00	2.00
	Utility Billing Specialist	1.00	1.00	1.00
	Utility Clerk	2.00	2.00	2.00
	Business License Clerk (1)	0.00	1.00	1.00
<b>Total Personnel</b>		<b>6.00</b>	<b>7.00</b>	<b>7.00</b>

(1) One Business License Clerk position was added in the 2017 budget process.

## BUDGET SUMMARY

### 413 and 414 – Water and Sewer Billing

**Note:** As well as costs relating to Utility Billing, 413 (Water Administration) and 414 (Wastewater Administration) both include payments for City Administrative charges, Building Maintenance, Information Technology, and transfers to Debt Service and Capital funds.

#### 413 Water Billing

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
53410 Administration-General	\$32,117	\$0	\$35,711	\$12,379	100.0%	0.6%
53450 Maintenance	193	0	0	0	0.0%	0.0%
53470 Operations-Cust. Svc	785,350	815,600	570,951	979,146	20.0%	45.6%
59700 Transfers Out	1,687,100	1,992,400	529,890	1,154,225	-42.0%	53.8%
<b>Total Expenditures</b>	<b>\$2,504,760</b>	<b>\$2,808,000</b>	<b>\$1,136,552</b>	<b>\$2,145,750</b>	<b>0.8%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$133,791	\$123,500	\$106,357	\$154,052	24.7%	7.2%
200 - Benefits	62,162	56,600	52,493	72,373	27.9%	3.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>195,953</i>	<i>180,100</i>	<i>158,850</i>	<i>226,425</i>	<i>25.7%</i>	<i>10.6%</i>
300 - Operating Supplies	809	2,000	599	2,000	0.0%	0.1%
400 - Professional Services & Charge	620,890	633,500	447,361	763,100	20.5%	35.6%
700 - Debt Service (Principal)	600,000	0	0	0	0.0%	0.0%
Transfers Out	1,087,100	1,992,400	529,890	1,154,225	-42.1%	53.8%
<b>Total Expenditures</b>	<b>\$2,504,760</b>	<b>\$2,808,000</b>	<b>\$1,136,706</b>	<b>\$2,145,750</b>	<b>-23.6%</b>	<b>100.0%</b>

#### 414 Sewer Billing

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
53510 Administration-General	\$31,173	\$0	\$35,128	\$12,379	100.0%	0.6%
53560 Operations - Contracted Process	50,000	50,000	50,000	50,000	0.0%	2.5%
53570 Operations-Customer Services	611,744	643,200	483,299	715,836	11.2%	35.6%
59700 Transfers Out	1,169,100	1,221,400	1,108,890	1,230,225	70.0%	61.3%
<b>Total Expenditures</b>	<b>\$1,862,017</b>	<b>\$1,914,600</b>	<b>\$1,677,317</b>	<b>\$2,008,440</b>	<b>4.9%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
100 - Salaries & Wages	\$135,931	\$124,800	\$113,167	\$157,420	26.1%	7.8%
200 - Benefits	83,016	82,100	68,405	94,295	14.9%	4.7%
<i>Sub-Total - Salaries &amp; Benefits</i>	218,947	206,900	181,572	251,715	21.7%	12.5%
300 - Operating Supplies	195	500	163	500	0.0%	0.0%
400 - Professional Services & Charge	423,775	435,800	336,685	476,000	9.2%	23.7%
500 - Intergovernmental	50,000	50,000	50,000	50,000	0.0%	2.5%
Transfers Out	1,169,100	1,221,400	1,108,890	1,230,225	0.7%	61.3%
<b>Total Expenditures</b>	<b>\$1,862,017</b>	<b>\$1,914,600</b>	<b>\$1,677,317</b>	<b>\$2,008,440</b>	<b>4.9%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**INFORMATION TECHNOLOGY**  
CENTRAL SERVICES FUND 517

Finance Director

*Cindy Jensen*

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**DEFINITION**

The Information Technology (IT) Division provides support for computers and other forms of communication throughout the City. Primary functions of IT includes:

- Security and operations of the City's Information Technology infrastructure (e.g. databases; operating systems; firewalls; anti-virus; anti-spam; communications networks; etc.)
- Maintenance, enhancement and support of:
  - Existing software applications
  - Existing computer hardware (e.g. computers; printers; copiers; mobile data terminals; wireless data communications devices; etc.)
- Assist in implementation of new software application systems
- Support of Web-based applications and services
- Voice communications equipment maintenance including radio, vehicular communications and emergency operations equipment, telephone and personal mobile communications devices
- Manage records retention of computer related information

The overarching goal of Information Technology is to ensure the operability and security of the City's underlying data, which is primarily developed and stored in computers. This operation is accounted for in an internal service fund, which then allocates its total expenses to the operating funds using its services. The two Network Technicians report directly to the Finance Director.

**2018 PROJECTS / WORK PLAN**

In addition to the day to day operations of the divisions, the work plan for 2018 will also include:

- A replacement of the phone system;
- Participate in the analysis of alternatives to replace our Financial Management System (FMS) (see the Finance Division Budget Decision Request);
- Participate in the implementation of a computerized work order system (see the Municipal Services Budget Decision Request)
- Support all operating divisions' requests for mobile computing devices

## BUDGET DECISION REQUESTS

Information Technology has one major request, which is the replacement of the city-wide telephone system. Our existing telephone system is based on an old technology, and it has been getting more difficult to obtain parts to keep it in working order. We have a quote for a replacement system that will cost approximately \$165,000. The company has indicated that they will let us make payments over 3 years without charging interest, so the first year budget includes \$55,000 for the phone replacement.

Once the new phone system is in place, we will have the capacity to establish phone trees that will allow citizens/customers to select who they want to talk to

## PERFORMANCE STATISTICS

	2016 Actual	2017 Prelim	2018 Proposed Budget
<b>Information Technology-Inventory</b>			
Desktop Computers	141	141	143
Laptop Computers	18	18	19
Printers (includes label and receipt printers)	61	61	62
Servers	20	20	20
Network Appliances	7	7	7

## AUTHORIZED PERSONNEL

	2016 Actual	2017 Amended Budget	2018 Proposed Budget
<b>Position Title</b>			
Network Technician	2.00	2.00	2.00
<b>Total Personnel</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## BUDGET SUMMARY

### 517 Central Services

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>						
51870 Printing Svcs	\$41,322	\$36,000	\$29,645	\$45,600	26.6%	7.0%
51888 Operations-General	378,451	437,000	352,372	469,074	7.3%	71.9%
51890 Other Centralized Svcs	34,508	32,000	24,072	99,660	211.4%	15.3%
59118 LT Debt/ Centralized Service	12,807	16,000	11,783	16,800	5.0%	2.6%
59218 Interest/ Centralized Service	2,852	2,800	2,130	1,900	-32.1%	0.3%
59418 Centralized Services	0	13,000	27,532	19,058	46.6%	2.9%
<b>Total Expenditures</b>	<b>\$469,940</b>	<b>\$536,800</b>	<b>\$447,534</b>	<b>\$652,092</b>	<b>1.2%</b>	<b>100.0%</b>

### Revenue Summary By Type

340 Charges for Goods/Services	421,867	530,400	434,439	545,610	2.9%	100.0%
390 Other Financing Resources	82,207	0	0	0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$504,074</b>	<b>\$530,400</b>	<b>\$434,439</b>	<b>\$545,610</b>	<b>2.9%</b>	<b>100.0%</b>

### Fund Balance

Beginning Balance	249,090	232,000	283,223	250,000
Revenues less Expenditures	34,134	(6,400)	(13,095)	(106,482)
<b>Ending Balance</b>	<b>\$283,224</b>	<b>\$225,600</b>	<b>\$270,128</b>	<b>\$143,518</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	% of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$100,418	\$115,500	\$84,132	\$119,805	3.7%	18.4%
200 - Benefits	65,782	67,500	52,637	67,069	-0.6%	10.3%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>166,200</i>	<i>183,000</i>	<i>136,769</i>	<i>186,874</i>	<i>2.1%</i>	<i>28.7%</i>
300 - Operating Supplies	137,445	143,000	82,884	151,800	6.2%	23.3%
400 - Professional Services & Charges	150,636	179,000	186,427	275,660	54.0%	42.3%
600 - Capital Outlays	0	13,000	27,532	19,058	46.6%	2.9%
700 - Debt Service (Principal)	12,807	16,000	11,783	16,800	5.0%	2.6%
800 - Debt Service (Interest & Issuance)	2,852	2,800	2,130	1,900	-32.1%	0.3%
<b>Total Expenditures</b>	<b>\$469,940</b>	<b>\$536,800</b>	<b>\$447,534</b>	<b>\$652,092</b>	<b>21.5%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MISCELLANEOUS SERVICES**  
GENERAL FUND 006

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Finance Director

*Cindy Jensen*

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**DEFINITION**

This set of accounts in General Fund is used to account for payments made to Outside Agencies (e.g. Grant County Auditor for election costs; the local Chamber of Commerce; the Grant County Health District; the Moses Lake Senior Opportunity and Services; etc.) This is also where the interfund support by General Fund resides. These operating transfers are made either to fund obligated debt service payments, or to allocate tax revenues to other operations. Expenses that are General Fund in nature, but not allocable to any specific operation are also included in this section. Examples would include miscellaneous taxes and assessments.

The following is a table of activity in this section of General Fund:

Description	2016 Actual	2017 Budget	2018 Prelim.
Wellness Program	\$22,998	\$19,100	\$18,100
Election Costs	0	13,000	0
Chamber of Commerce	5,500	5,500	5,500
AWC Dues	15,500	15,525	15,600
Grant Co Economic Development	20,000	20,000	20,000
Public Health District <sup>(1)</sup>	22,080	22,800	28,500
2% Liquor taxes for Alcoholism Program	4,911	4,000	4,000
Senior Center	10,750	10,750	10,750
Interfund Loan Repayment	280,000	277,700	525,200
Transfer to Streets Operating	1,173,200	1,356,800	1,500,000
Transfer to Streets Capital	225,000	630,000	205,000
Transfer to Ambulance	74,340	74,340	74,340
Other Miscellaneous	26,477	33,185	30,800
<b>Fund Total</b>	<b>\$1,880,756</b>	<b>\$2,482,700</b>	<b>\$2,437,790</b>

- (1) At the November 14 meeting, Council approved increasing the Health District assessment from \$1.00 per capita to \$1.25 per capita, adding \$5,700 to the final budget.

**BUDGET SUMMARY**  
**006 Miscellaneous Services**

<b>Exp Summary By Function</b>	<b>(1) 2016 Actual</b>	<b>(2) 2017 Amended Budget</b>	<b>(3) 2017 Actual 9/30/2017</b>	<b>(4) 2018 Projected Budget</b>	<b>(5) Change from 2 to 4</b>	<b>(6) % of Total</b>
51160 Legislative	\$1,752	\$1,700	\$1,252	\$1,800	5.8%	0.1%
51310 Executive	2,500	1,600	900	1,600	0.0%	0.1%
51440 Election Services	0	13,000	0	0	0.0%	0.0%
51790 Othr Empl Benefit	22,998	19,100	8,918	18,100	-5.2%	0.7%
51820 Prop Mgmt Svc - Auditorim	2,932	2,500	1,148	2,500	0.0%	0.1%
51890 Other Centralized Svcs	49,106	66,500	49,281	64,500	-3.0%	2.6%
52560 Disaster Preparedness	0	1,600	0	1,500	-6.2%	0.1%
56200 Public Health	22,080	22,800	22,800	28,500	0.0%	1.2%
56600 Chemical Dependency	4,911	4,000	1,065	4,000	0.0%	0.2%
56900 Aging and Adult Services	10,750	11,000	10,750	10,750	-2.2%	0.4%
57546 Operations-Contracted	110	0	0	0	0.0%	0.0%
58120 Interfund Loan Repayment-S	250,000	250,000	250,000	500,000	100.0%	20.5%
59219 Interest /Misc General Gove	30,000	27,700	27,614	25,200	-9.0%	1.0%
59700 Transfers Out	1,472,540	2,061,200	1,705,564	1,779,340	-13.6%	73.0%
<b>Total Expenditures</b>	<b>\$1,869,679</b>	<b>\$2,482,700</b>	<b>\$2,079,292</b>	<b>\$2,437,790</b>	<b>-3.3%</b>	<b>100.0%</b>

<b>Expense Summary By Type</b>	<b>(1) 2016 Actual</b>	<b>(2) 2017 Amended Budget</b>	<b>(3) 2017 Actual 9/30/2017</b>	<b>(4) 2018 Projected Budget</b>	<b>(5) % Change from 2 to 4</b>	<b>(6) % of Total</b>
300 - Operating Supplies	\$6,121	\$8,500	\$2,181	\$7,000	-17.6%	0.3%
400 - Professional Svcs & Charges	84,024	93,900	70,066	92,250	-1.8%	3.8%
500 - Invergovernmental	26,991	41,400	23,865	34,000	-17.9%	1.4%
700 - Debt Service (Principal)	250,000	250,000	250,000	500,000	100.0%	20.5%
800 - Debt Service (Interest)	30,000	27,700	27,614	25,200	-9.0%	1.0%
Transfers Out	1,472,540	2,061,200	1,705,564	1,779,340	-13.7%	73.0%
<b>Total Expenditures</b>	<b>\$1,869,679</b>	<b>\$2,482,700</b>	<b>\$2,079,292</b>	<b>\$2,437,790</b>	<b>-1.8%</b>	<b>100.0%</b>



CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

**LIBRARY - 007**  
GENERAL FUND

Finance Director  
Municipal Services Director

Cindy Jensen  
Fred Snoderly

**DEFINITION**

The City owns the building that houses the Moses Lake Library. The Library is part of the North Central Intercounty Rural Library system. The City performs maintenance, insures, and pays the utilities for the facility, and the Library District pays us about \$38,000 each year as a maintenance agreement, but we are spending about \$122,000 each year on their behalf. The City is using about \$84,000 of its General Fund resources on the Library facility.

The most recent Financial Statement audit posted on the Washington State Auditor's Office website showed that in 2015, the Library District had a "Net Increase in Cash and Investments" of \$1.2 million, while their operating expenses are \$11.1 million. Their "Unreserved Cash and Investments" is about \$19.4 million as of December 31, 2015. Since Moses Lake citizens pay about \$775,000 directly to the Library District annually, we should research ways to recoup the full cost of the facility from the District, so our citizens aren't paying even more for their library services.

**BUDGET SUMMARY**

**007 Library**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
57250 Facilities	\$130,311	\$122,000	\$99,197	\$122,600	0.4%	100.0%
Total Expenditures	\$130,311	\$122,000	\$99,197	\$122,600	0.4%	100.0%

	(1)	(2)	(3)	(4)	(5)	(7)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
400 - Professional Svcs & Charges	\$130,311	\$122,000	\$99,197	\$122,600	0.5%	100.0%
Total Expenditures	\$130,311	\$122,000	\$99,197	\$122,600	0.5%	100.0%

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**FIREMEN'S RELIEF AND PENSION**  
**FUND 611**

Finance Director

*Cindy Jensen*

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**DEFINITION**

This fund provides for a single-employer, defined benefit pension plan to retired firefighters employed prior to 3/1/1970 as governed by Washington State Law RCW 41.16 and 41.18. Pension benefits for firefighters that were hired after March 1, 1970 are covered by the Washington Law Enforcement Officers and Firefighters' Retirement System (LEOFF). Under governing law, the City pension member is entitled to payment from the City's pension plan for those benefits in excess of those calculated under the LEOFF plan.

There are 5 retirees and/or dependents (out of 6 eligible) who are currently receiving this pension benefit.

The revenue source for this fund is a state-shared revenue distribution of Fire Insurance Premium Tax calculated based on the ratio of paid firefighters in the state. Currently this annual distribution is exceeding the pension payments. However, recent discussion at the state legislature included discontinuing this distribution to cities. The fund balance can be maintained for pension benefits until that obligation is completely fulfilled. At that time any excess can be transferred to General Fund.

If firefighters were active in the period from 3/1/1970 to 9/30/1977, they are considered members of the LEOFF 1 retirement plan. LEOFF 1 members are also eligible for 100% reimbursement of necessary medical expenses. These benefits are being paid out of the Fire budget in General Fund.

**BUDGET SUMMARY**  
**611 Fireman's Pension**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	of Total
Pension Benefits	\$16,731	\$16,500	\$16,294	\$22,000	1.3%	100.0%
<b>Revenue Summary By Type</b>						
330 Intergovernmental Revenues	28,585	28,000	30,190	30,000	7.1%	100.0%
Total Revenues	\$28,585	\$28,000	\$30,190	\$30,000	7.1%	100.0%
<b>Fund Balance</b>						
Beginning Balance	318,516	311,300	330,370	340,000		
Revenues less Expenditures	11,854	11,500	13,896	8,000		
Ending Balance	\$330,370	\$322,800	\$344,266	\$348,000		

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

**TOURISM ACTIVITIES**  
LODGING TAXES – FUND 102

Finance Director  
Parks & Recreation Director

Cindy Jensen  
Spencer Grigg

**DEFINITION**

In accordance with RCW 67.28.180, the City imposes a 2% tax on all charges for furnishing lodging at hotels, motels, and similar establishments. This tax is taken as a credit against the 6.5% state sales tax—in other words it does not add to the sales tax charged for lodging. The City has called this the “first” 2%” lodging tax. We also levy a local option 2% tax in accordance with RCW 67.28.181, the “second 2%” which brings the total received by the City to 4% of the lodging charges.

The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. State law requires that all requests to use hotel/motel tax be vetted by a Lodging Tax Advisory Committee (LTAC), that is made up of generators (i.e. hoteliers), and users of the tax in the same ratio.

Historically, the City through the Parks Department has used the first 2% of the tax, and are using it for debt service for recent improvements for the water park. We have also pledged \$250,000 as match for a state RCO grant to light Larson Field. We have received a few requests for use of the “second 2%”, and the LTAC will be convened to review the proposals.

**BUDGET SUMMARY**

**102 Tourism Activities**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>		Budget	9/30/2017	Budget	from	Total
57528 Operations - General	\$709	\$0	\$61,254	\$0	0.0%	0.0%
59700 Transfers Out	210,200	70,700	70,700	363,200	413.7%	100.0%
Total Expenditures	<u>\$210,909</u>	<u>\$70,700</u>	<u>\$131,954</u>	<u>\$363,200</u>	5.1%	100.0%
<b>Revenue Summary By Type</b>						
310 Taxes	552,050	510,000	486,539	565,000	10.8%	100.0%
Total Revenues	<u>\$552,050</u>	<u>\$510,000</u>	<u>\$486,539</u>	<u>\$565,000</u>	10.8%	100.0%
<b>Fund Balance</b>						
Beginning Balance	200,752	412,200	541,892	800,000		
Revenues less Expenditures	341,141	439,300	354,585	201,800		
Ending Balance	<u>\$541,893</u>	<u>\$851,500</u>	<u>\$896,477</u>	<u>\$1,001,800</u>		

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	of Total
400 - Professional Services & Charge	\$709	\$0	\$61,254	\$0	0.0%	0.0%
Transfers Out	210,200	70,700	70,700	363,200	413.7%	100.0%
<b>Total Expenditures</b>	<b>\$210,909</b>	<b>\$70,700</b>	<b>\$131,954</b>	<b>\$363,200</b>	<b>413.7%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

**GRANTS AND DONATIONS**

Fund 103

Finance Director

Cindy Jensen

**DEFINITION**

This is a special revenue fund used to account for grants and donations that have restricted uses. Another way to think of this fund is that is used to account for revenues that would otherwise be General Fund, but with use restrictions that make it easier for the City to prove the proper use in a separate accounting.

The largest category consists of grants and state-shared revenue for Police operations. This includes forfeitures and emphasis patrols.

The other ongoing program in this fund is Museum memberships and donations.

**BUDGET SUMMARY**

**103 Grants and Donations**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2017	Budget	from	Total
					2 to 4	
51790 Other Employee Benefits	\$1,000	\$1,000	\$0	\$1,000	0.0%	0.8%
52110 Administration	11,479	500	13,976	10,000	900.0%	8.3%
52121 Investigation	64,895	1,000	3,581	1,500	50.0%	1.2%
52122 Patrol	8,684	3,100	20,916	7,400	138.7%	6.1%
52123 Special Units	38,348	17,000	36,339	32,300	90.0%	26.7%
52130 Crime Prevention	457	5,000	11,686	8,400	68.0%	6.9%
52170 Traffic Policing	101,579	0	67,239	41,000	100.0%	33.9%
52210 Administration	7,041	3,000	7,627	0	0.0%	0.0%
52220 Fire Supression / EMS	3,111	0	2,449	1,000	100.0%	0.8%
57530 Museums and Art Galleries	31,000	13,000	22,590	18,500	42.3%	15.3%
57680 General Parks	430	31,000	6,637	0	0.0%	0.0%
59418 Centralized Services	14,941	0	0	0	0.0%	0.0%
59421 Law Enforcement	0	0	17,695	0	0.0%	0.0%
59476 Park Facilities	2,122	0	0	0	0.0%	0.0%
Total Expenditures	\$285,087	\$74,600	\$210,735	\$121,100	1.6%	100.0%

**Revenue Summary By Type**

330 Intergovernmental Revenues	\$278,364	\$180,000	\$205,511	\$218,492	21.4%	69.5%
340 Chargs for Goods/Services	1,186	0	1,202	0	0.0%	0.0%
360 Miscellaneous Revenues	105,004	31,500	70,688	92,300	193.0%	29.3%
390 Other Financing Resources	0	0	2,153	3,700	0.0%	1.2%
<b>Total Revenues</b>	<b>\$384,554</b>	<b>\$211,500</b>	<b>\$279,554</b>	<b>\$314,492</b>	<b>48.7%</b>	<b>100.0%</b>

**Fund Balance**

Beginning Balance	301,998	228,900	401,463	400,000
Revenues less Expenditures	99,467	136,900	68,819	193,392
<b>Ending Balance</b>	<b>\$401,465</b>	<b>\$365,800</b>	<b>\$470,282</b>	<b>\$593,392</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2017</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
100 - Salaries & Wages	\$51,802	\$0	\$5,226	\$5,000	0.0%	4.1%
200 - Benefits	19,944	0	869	0	0.0%	0.0%
<i>Sub-Total - Salaries &amp; Benefits</i>	71,746	0	6,095	5,000	0.0%	4.1%
300 - Operating Supplies	163,827	68,600	130,253	84,200	22.7%	69.5%
400 - Professional Services & Charge	32,448	6,000	56,688	31,900	431.7%	26.3%
600 - Capital Outlays	17,064	0	17,695	0	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$285,087</b>	<b>\$74,600</b>	<b>\$210,735</b>	<b>\$121,100</b>	<b>62.3%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

**UNEMPLOYMENT COMPENSATION**  
INTERNAL SERVICE FUND 501

Finance Director

Cindy Jensen

**DEFINITION**

The Unemployment Compensation Fund is maintained to cover unemployment claims filed by former employees. The City is self-insured for this function, and pays the cost of claims plus some administration to the State instead of paying premiums. Equifax is our third party claims administrator.

Historically, the balance in this fund had been built up, so the program has been operating without any "premiums" from the operating divisions to cover the total program. There should be enough fund balance to cover the program in 2018, but premiums will need to be reinstated in the 2019 budget.

**BUDGET SUMMARY**

**501 Unemployment Compensation**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2017	Budget	from	Total
51776 Risk Transfer Pymts	\$1,500	\$1,500	\$1,125	\$1,500	0.0%	3.6%
51778 Pymts to Claimants	26,992	35,000	21,120	40,000	14.3%	96.4%
Total Expenditures	\$28,492	\$36,500	\$22,245	\$41,500	1.1%	100.0%

**Fund Balance**

Beginning Balance	112,952	88,800	84,459	45,000
Revenues less Expenditures	(28,492)	(36,500)	(22,245)	(41,500)
Ending Balance	\$84,460	\$52,300	\$62,214	\$3,500

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2017	Budget	from	Total
400 - Professional Services & Charges	\$28,492	\$36,500	\$22,245	\$41,500	13.7%	11.4%
Total Expenditures	\$28,492	\$36,500	\$22,245	\$41,500	13.7%	100.0%



CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**DEBT SERVICE**  
VARIOUS FUNDS

Finance Director

*Cindy Jensen*

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**DEFINITION**

In order to pay for capital improvements, the City of Moses Lake has issued debt from time to time when appropriate. Debt service payments act as “depreciation” over a portion of the useful life of the asset, so it is an appropriate match to have future citizens pay for future use of the facility.

The following is a description of the different types of outstanding debt used by the City:

- General Obligation Bonds are backed by the “full faith and credit” of the City, and are used for governmental type capital improvements.
- Revenue Bonds are backed by the revenue stream (i.e. rates) in the applicable utility.
- Equipment leases are a form of General Obligation Debt. Historically, the City has used Equipment leases to purchase replacement vehicles through the Equipment Rental and Replacement Fund. Even though we have received good interest rates on our recent leases, it is management’s intent to fund the replacement vehicles as we go to avoid the debt transactions in the future.
- Interfund loans are typically used for shorter term needs, and in most agencies are used to bridge timing/cash flow needs. The State Auditor’s Office (SAO) recommends that loans are repaid in three years. The theory behind this requirement is that a longer term borrowing can result in a more permanent diversion of capital from the loaning fund, which is a violation of the basic fund concept (i.e. one fund can’t benefit another fund. General Fund is the only exception to this rule as it can benefit any fund). The recent interfund loans to the Solid Waste and Ambulance Utilities indicate a troublesome trend of having utility rates insufficient to fund operations. As we go forward to review financial policies, this is an area that will need to be addressed.

State law sets a maximum amount of General Obligation debt that can be outstanding at any given time. The City Council has the authority to bond up to 1.5% of the assessed property value in our jurisdiction. For the year ended December 31, 2016, the 1.5% of the assessed valuation of \$2,144 million was \$32.1 million. The net GO debt outstanding was \$10.0 million, leaving \$22.1 million or 69% of our capacity for potential future debt issuance. This is a relatively good ratio of debt to capacity. The use of debt capacity is another topic for inclusion in a comprehensive financial policy.

A table of Outstanding Debt by type follows:

Type / Fund	Description	Date of Issue	Final Maturity	Original Amount	Principal	2018 Interest	Balance
<b>GO BONDS</b>							
000	Ice Rink/Flow Rider/Sinkuse	7/14/2015	8/1/2026	\$ 2,970,833	\$ 275,000	\$ 102,083	\$ 2,566,667
487	Parks Maint. Building	7/14/2015	8/1/2026	594,167	55,000	20,417	513,334
528	Civic Center	9/7/2010	12/1/2020	5,925,000	625,000	59,713	1,310,000
528	Firestation #1	12/12/2012	9/1/2023	1,650,000	160,000	28,850	855,000
<b>GO Bonds Totals</b>				<u>\$ 11,140,000</u>	<u>\$ 1,115,000</u>	<u>\$ 211,063</u>	<u>\$ 5,245,001</u>
<b>REVENUE BONDS</b>							
450	W/S System Improvements	8/23/2011	8/23/2021	\$ 4,905,000	\$ 500,000	\$ 62,850	\$ 1,590,000
452	Operations Complex	9/1/2004	9/1/2024	7,015,000	435,000	236,000	4,285,000
<b>Revenue Bonds Totals</b>				<u>\$ 11,920,000</u>	<u>\$ 935,000</u>	<u>\$ 298,850</u>	<u>\$ 5,875,000</u>
<b>INTERGOVERNMENTAL LOANS</b>							
485	Waste Water Treatment Plant	7/1/2001	6/1/2021	\$ 750,000	\$ 32,280	\$ 646	\$ 96,841
485	Waste Water Treatment Plant	7/1/2002	6/1/2022	10,000,000	529,412	13,235	2,117,647
				<u>\$ 10,750,000</u>	<u>\$ 561,692</u>	<u>\$ 13,881</u>	<u>\$ 2,214,488</u>
<b>EQUIPMENT LEASES</b>							
519	Equipment Purchase	2/25/2014	2/25/2018	\$ 554,038	\$ 113,483	\$ 1,787	\$ -
528	Building Maintenance	2/25/2014	2/25/2018	6,192	1,268	20	-
519	Equipment Purchase	2/18/2015	2/19/2019	330,000	65,980	2,357	67,148
519	Equipment Purchase	5/20/2016	7/1/2020	1,009,000	197,043	15,553	409,376
030	Police Electronics	4/11/2016	4/1/2020	74,206	16,734	1,818	23,189
519	Equipment Purchase	4/15/2017	4/15/2022	505,400	97,992	9,082	343,315
<b>Equipment Leases Totals</b>				<u>\$ 2,478,836</u>	<u>\$ 492,500</u>	<u>\$ 30,617</u>	<u>\$ 843,028</u>
<b>INTERFUND LOANS (1)</b>							
000	General Fund	3/26/2015	4/1/2018	\$ 1,000,000	\$ 500,000	\$ 25,110	\$ -
490	Solid Waste Utility	12/22/2015	12/22/2018	300,000	150,000	1,500	150,000
490	Solid Waste Utility	12/22/2016	12/22/2019	300,000	75,000	2,250	-
498	Ambulance Utility	12/22/2015	12/22/2018	100,000	33,666	670	-
498	Ambulance Utility	12/22/2016	12/22/2019	300,000	75,000	2,250	150,000
528	Building Maintenance	7/28/2010	7/28/2021	4,000,000	659,721	54,382	2,059,390
528	Building Maintenance	10/25/2011	11/8/2021	1,500,000	247,395	20,393	772,271
<b>Interfund Loans Totals</b>				<u>\$ 7,500,000</u>	<u>\$ 1,740,782</u>	<u>\$ 106,555</u>	<u>\$ 3,131,661</u>

(1) The Water/Wastewater fund has been the lender for all interfund loans.

**Fund Legend**

000 General Fund  
030 Police - General Fund  
450 Water/Wastewater Debt Service  
452 Water/Wastewater Debt Service  
485 Wastewater Debt Service  
487 Water/Wastewater Debt Service  
490 Solid Waste Utility  
498 Ambulance Utility  
519 Equipment Rental & Replacement  
528 Building Maintenance

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**SOLID WASTE**  
SANITATION FUND 490

Finance Director  
Utility Service Supervisor

*Cindy Jensen*  
*Jessica Cole*

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**DEFINITION**

The overarching goal of the Solid Waste utility is to protect the public health and safety of all residents of the City by providing quality solid waste services that are efficient, cost effective and environmentally responsible. This is accomplished through a contract with Lakeside Disposal, which collects and disposes of all garbage, yard waste and recyclable material within the City of Moses Lake.

Because the Utility Billing Department manages the waste hauling contract; interfaces with the contractor to produce accurate bills; and develops the rates to bill our customers, this operation is included with Finance, and not Municipal Services. The only City staff in this fund is a small allocation of utility billing personnel.

This fund has required interfund loans in each of the past 4 years to fund basic operations. This indicates the basic rate structure is not recouping all operational costs. In reviewing the fund balance trends, it appears that this fund purposefully grew its fund balance up until the time when recycling was implemented in 2010. (This fund had reserves of \$3.7 million at the end of 2009.) When recycling was started the residential rates for 1) the small cart of garbage, 2) a yard waste cart, and 3) a recycling cart was actually set below the contractor cost of providing the service, presumably to incentivize recycling by reducing and size of the garbage cart and assuming that there would be enough revenue from selling the recycled material to bring that category back to “break even”. It did work to incentivize recycling, as a large majority of the customers transitioned to the smallest cart for garbage, but the revenue from recycled material did not come in. So the City had a majority of its residential customers paying a rate that didn’t even cover the contracted rate to pick up the material, let alone paying for landfill tipping fees, state excise taxes and administrative costs (i.e. utility billing fees). This resulted in a rapid use of the fund balance—it went from \$3.7 million to \$0 in 6 years.

Recent rate adjustments in the fall of 2016 and 2017 have seen this category increased to the point of paying for the contractor collection, and just covering all of the additional costs. We have not seen much return on the recycled material, and have recently been notified that we may actually have to pay to dispose of the materials because of a worldwide drop in demand. Additionally, Royal Organic Products has notified us that the company is changing ownership, and the new owners are not willing to keep accepting City of Moses Lake yard waste after the end of our yard waste season. We are searching for a new provider to accept our yard waste next spring. Although the budget as presented is balanced, neither the downturn in recycling prices nor a change in the yard waste program have been costed or included in this budget estimate. This utility still is not on stable footing, and we will continue to monitor this budget for

Solid waste service has a 10 year lag after annexation of a property into the City. The REC annexation is at that 10 year mark this fall (i.e. effective November 1, 2017), and we have been in discussions with Lakeside to establish billing rates for this very specialized waste.

## PERFORMANCE STATISTICS

	2016 Actual	2017 Prelim	2018 Proposed Budget
<b>Solid Waste Operations</b>			
Residential # of containers billed	6,500	6,626	6,700
Commercial # of containers billed	7,082	7,194	7,500
Tons of garbage collected	15,622	13,055	15,000
Tons of yard waste collected	2,255	3,207	3,200
Tons of recycled material collected	946	880	900

## BUDGET SUMMARY

### Sanitation 490

	(1) 2016 Actual	(2) 2017 Amended Budget	(3) 2017 Actual 9/30/17	(4) 2018 Projected Budget	(5) % Change from 2 to 4	(6) % of Total
<b>Exp Summary By Function</b>						
53710 Administration-General	\$12,695	\$13,200	\$11,421	\$13,205	1.0%	0.3%
53760 Operations-Contract Proc.	556,952	485,000	410,297	705,000	45.3%	16.2%
53770 Operations-Cust. Svcs	2,996,530	2,960,500	2,167,527	3,392,808	14.6%	78.0%
53780 Operations-General	6,980	8,000	10,654	10,000	25.0%	0.2%
58120 Interfund Loan Repayment-S	141,664	141,800	0	225,000	58.6%	5.2%
59232 Invalid Interest / Engineering	4,339	3,000	0	4,000	33.3%	0.1%
Total Expenditures	<u>\$3,719,160</u>	<u>\$3,611,500</u>	<u>\$2,599,899</u>	<u>\$4,350,013</u>	1.2%	100.0%

### Revenue Summary By Type

340 Charges for Goods/Services	3,448,390	3,620,000	2,977,780	4,340,000	19.9%	100.0%
360 Miscellaneous Revenues	3,116	0	673	0	0.0%	0.0%
380 Other Increases in Resources	332,880	0	0	0	0.0%	0.0%
Total Revenues	<u>\$3,784,386</u>	<u>\$3,620,000</u>	<u>\$2,978,453</u>	<u>\$4,340,000</u>	19.9%	100.0%

### Fund Balance

Beginning Balance	43,320	17,800	63,013	60,000
Revenues less Expenditures	65,226	8,500	378,554	(10,013)
Ending Balance	<u>\$108,546</u>	<u>\$26,300</u>	<u>\$441,567</u>	<u>\$49,987</u>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages	\$28,681	\$71,400	\$22,367	\$30,152	-57.8%	0.7%
200 - Benefits	19,732	41,500	13,516	16,261	-60.8%	0.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	48,413	112,900	35,883	46,413	-58.9%	1.1%
300 - Operating Supplies	43,614	20,000	27,948	30,000	50.0%	0.7%
400 - Professional Services & Charges	3,394,214	2,848,800	2,387,190	3,339,600	17.2%	76.8%
500 - Intergovernmental	86,908	485,000	148,873	705,000	45.4%	16.2%
700 - Debt Service (Principal)	141,664	141,800	0	225,000	58.7%	5.2%
800 - Debt Service (Interest & Issuance)	4,339	3,000	0	4,000	33.3%	0.1%
<b>Total Expenditures</b>	<b>\$3,719,160</b>	<b>\$3,611,500</b>	<b>\$2,599,899</b>	<b>\$4,350,013</b>	<b>20.4%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**POLICE DEPARTMENT 030**  
GENERAL FUND

Police Chief

*Kevin Fuhr*

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**DEFINITION**

We, the members of the Moses Lake Police Department, are dedicated to preserving our citizen's integrity and safety by providing timely, professional, and effective police service. We recognize this mission can only be accomplished by working in partnership with our citizens to problem solve with innovative solutions.

**2018 PROJECTS / WORK PLAN**

To increase our manning to the levels needed to continue to keep the community safe and be able to meet our Mission's goal of providing timely, professional and effective police service.

To increase our number of cell phones so that each officer is issued a smart phone for use while on duty. This request will assist in our technology needs and will reduce our need to respond to the office to make phone calls.

Continue to fund technology that assists in apprehension of criminals, gathering of evidence and promoting crime prevention/awareness in the community.

**BUDGET DECISION REQUESTS**

- Addition of two police officers – unbudgeted for preliminary budget. Budgeted in the final budget upon receipt of the COPS hiring grant.
- Increase the number of cell phones from 21 to 36.
- Funding of programs such as Nixle, Crime Reports, Axon BW cameras, Coban in-car cameras and Security Lines portable camera system.
- Fund vehicle equipment for the K9 program (transport cage, remote door control, etc)

**PERFORMANCE STATISTICS**

See attached call volumes, population statistics, officer per thousand statistics and NIBRS statistics.

## AUTHORIZED PERSONNEL

	Position Title	2016 Actual	2017 Amended Budget	2018 Proposed Budget
	Police Chief	1.00	1.00	1.00
	Captains	2.00	2.00	2.00
	Sergeants	5.00	5.00	5.00
	Detectives	3.00	3.00	3.00
	Police Officers*	21.00	22.00	24.00
	Community Services Officers	2.00	2.00	2.00
	Police Clerks	3.00	3.00	3.00
	Department Secretary	1.00	1.00	1.00
	Clerical Supervisor	1.00	1.00	1.00
	Police Specialist	1.00	1.00	1.00
	<b>Total Personnel</b>	<b>40.00</b>	<b>41.00</b>	<b>43.00</b>

\*MLPD has applied for a DOJ COPS grant for two additional police officer positions. The City received notification of the grant award between the preliminary and final budgets.

## BUDGET SUMMARY

### Dept 030 Police

	(1) 2016 Actual	(2) 2017 Amended Budget	(3) 2017 Actual 9/30/17	(4) 2018 Projected Budget	(5) % Change from 2 to 4	(6) % of Total
<b>Exp Summary By Function</b>						
52110 Administration	\$1,287,319	\$1,347,400	\$1,020,045	\$1,367,819	1.5%	21.1%
52121 Investigation	501,711	621,000	379,645	553,960	-10.7%	8.5%
52122 Patrol	2,348,362	2,480,400	1,962,655	3,305,016	25.1%	50.9%
52123 Special Units	25,212	4,500	25,469	4,500	0.0%	0.1%
52126 Enhanced 911	504,918	491,200	353,474	490,000	-0.2%	7.5%
52130 Crime Prevention	85,479	81,000	63,943	82,596	1.9%	1.3%
52140 Training	142,876	0	99,104	0	0.0%	0.0%
52150 Facilities	162,901	129,700	107,533	150,100	15.7%	2.3%
52170 Traffic Policing	607,906	729,000	307,007	295,000	-59.5%	4.5%
55430 Animal Control	176,512	236,300	151,282	242,446	2.6%	3.7%
59700 Transfers Out	15,800	0	2,153	3,700	100.0%	0.1%
<b>Total Expenditures</b>	<b>\$5,859,000</b>	<b>\$6,120,500</b>	<b>\$4,472,310</b>	<b>\$6,495,137</b>	<b>2.8%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/17	Budget	from	Total
					2 to 4	
100 - Salaries & Wages	\$2,974,735	\$3,165,400	\$2,336,511	\$3,414,980	7.9%	52.6%
200 - Benefits	1,319,028	1,317,300	986,607	1,370,147	4.0%	21.1%
<i>Sub-Total - Salaries &amp; Benefits</i>	4,293,763	4,482,700	3,323,118	4,785,127	6.7%	73.7%
300 - Operating Supplies	88,865	92,500	53,222	97,500	5.4%	1.5%
400 - Professional Services & Charges	1,460,572	1,545,300	1,093,799	1,608,810	4.1%	24.8%
Transfers Out	15,800	0	2,153	3,700	0.0%	0.1%
<b>Total Expenditures</b>	<b>\$5,859,000</b>	<b>\$6,120,500</b>	<b>\$4,472,310</b>	<b>\$6,495,137</b>	<b>6.1%</b>	<b>100.0%</b>



NIBRS Historical Statistics

YEAR	POPULATION	FULL TIME OFFICERS	CALLS FOR SERVICE	CRIME RATE PER 1000	TOTAL OFFENSES	GROUP A ARRESTS	GROUP B ARRESTS	CLEARANCE RATE	INFRACTIONS	CITATIONS
2017	22,730	33								
2016	22,250	32	17620	126	2803	1176	390	48.3%	993	465
2015	22,080	32	18270	133.8	2954	1328	562	56.9%	1146	485
2014	21,600	33	16723	138.1	2983	1392	633	49.2%	1610	347
2013	21,250	33	16739	142	3017	1572	724	46.6%	1714	336
2012	20,950	34	14313	143.4	3004	1230	373	46.6%	2230	638

### Comparisons Based on Population and Crime Statistics

	Population	Commissioned	Total Offenses	Group A Arrests	Group B Arrests	Clearance Rate
Centralia	16820	27	1911	443	926	27.8%
Des Moines	30570	32	2236	469	124	22.2%
Edmonds	40900	54	2671	713	286	35.5%
Issaquah	34590	33	2082	391	315	21.4%
Lacey	47540	50	3342	1152	832	37.6%
Lake Stevens	30900	27	1335	435	102	37.5%
Mount Vernon	33730	42	3445	1009	506	34.4%
Richland	53410	62	2958	1034	559	44.0%
Average	36058	41	2498	706	456	32.6%
Moses Lake	22250	33	2803	1176	390	48.3%

**Moses Lake Police Department Full-Time Law Enforcement Employees by Year, County, and Agency**

Year	County	Agency	Population	Commissioned Total	Commissioned Rate/1,000 Pop.
1980	GRANT	Moses Lake Police Department	10,617	17	1.60
1981	GRANT	Moses Lake Police Department	10,872	17	1.56
1982	GRANT	Moses Lake Police Department	10,310	17	1.65
1983	GRANT	Moses Lake Police Department	10,300	17	1.65
1984	GRANT	Moses Lake Police Department	10,350	17	1.64
1985	GRANT	Moses Lake Police Department	10,370	17	1.64
1986	GRANT	Moses Lake Police Department	10,390	18	1.73
1987	GRANT	Moses Lake Police Department	10,600	16	1.51
1988	GRANT	Moses Lake Police Department	10,650	18	1.69
1989	GRANT	Moses Lake Police Department	10,810	19	1.76
1990	GRANT	Moses Lake Police Department	10,960	22	2.01
1991	GRANT	Moses Lake Police Department	11,420	22	1.93
1992	GRANT	Moses Lake Police Department	11,530	22	1.91
1993	GRANT	Moses Lake Police Department	11,700	22	1.88
1994	GRANT	Moses Lake Police Department	12,190	22	1.80
1995	GRANT	Moses Lake Police Department	12,490	25	2.00
1996	GRANT	Moses Lake Police Department	13,130	25	1.90
1997	GRANT	Moses Lake Police Department	13,330	25	1.88
1998	GRANT	Moses Lake Police Department	13,710	26	1.90
1999	GRANT	Moses Lake Police Department	14,190	26	1.83
2000	GRANT	Moses Lake Police Department	14,290	26	1.82
2001	GRANT	Moses Lake Police Department	15,210	27	1.78
2002	GRANT	Moses Lake Police Department	15,420	27	1.75
2003	GRANT	Moses Lake Police Department	15,730	25	1.59
2004	GRANT	Moses Lake Police Department	16,110	27	1.68
2005	GRANT	Moses Lake Police Department	16,340	27	1.65
2006	GRANT	Moses Lake Police Department	16,830	29	1.72
2007	GRANT	Moses Lake Police Department	17,440	30	1.72
2008	GRANT	Moses Lake Police Department	18,310	31	1.69
2009	GRANT	Moses Lake Police Department	18,930	32	1.69
2010	GRANT	Moses Lake Police Department	19,460	34	1.75
2011	GRANT	Moses Lake Police Department	20,640	34	1.65
2012	GRANT	Moses Lake Police Department	20,950	34	1.62
2013	GRANT	Moses Lake Police Department	21,250	33	1.55
2014	GRANT	Moses Lake Police Department	21,600	33	1.53
2015	GRANT	Moses Lake Police Department	22,080	32	1.45
2016	GRANT	Moses Lake Police Department	22,250	32	1.44
2017	GRANT	Moses Lake Police Department	22,750	33	1.45

Average

1.76

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**FIRE DEPARTMENT**

GENERAL FUND - 040 and AMBULANCE UTILITY FUND - 498

Fire Chief

*Brett Bastian*

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**MISSION STATEMENT:**

Providing a safer community through preparation, prevention, and effective emergency response.

Emergency Services Provided:

- Fire Suppression: Structural, industrial, motor vehicle, aircraft, & wildland.
- Hazardous materials: Operations level with some Technical level capability.
- Technical Rescue: High angle, low angle, confined space, water & ice.
- Emergency Medical: Hospital transport advanced life support. Advanced cardiac life support, pre-hospital trauma life support, and basic life support.

Non-Emergency Services Provided:

- Fire cause and origin investigation.
- Risk management: New construction plan review, fire protection system plan review, new construction and existing building inspection, and pre-incident planning.
- Public education: Child, adult, and senior. All hazards approach including fire prevention and mitigation, fall prevention, poison / overdose prevention, child car seat, CPR, and automatic external defibrillation.
- Hose test and inspection
- Apparatus pump test
- Hydrant inspection
- Maintenance of specialized fire fighting, rescue, and EMS equipment.
- Continuing training to meet federal /state requirements, and applicable standards.
- Working with local, regional, state, and federal agencies for mutual aid / mobilization needs.
- Liaison with local emergency planning committee for response to industrial incidents.

**2018 PROJECTS / WORK PLAN**

- Fill Medical Services Officer position with a full time employee.
- Adjust shift staffing to accommodate minimum staffing coverage more efficiently.
- Re-mount ambulance 381 with a new chassis and upgrade interior patient care compartment.
- Replace vehicle 170 with a new command vehicle that meets industry standards for command vehicles.
- Initiate a quick response unit plan to assist with peak hour EMS response.
- Continue replacement of Self Contained Breathing Apparatus
- Continue replacement of structural fire protective equipment and technical rescue equipment.

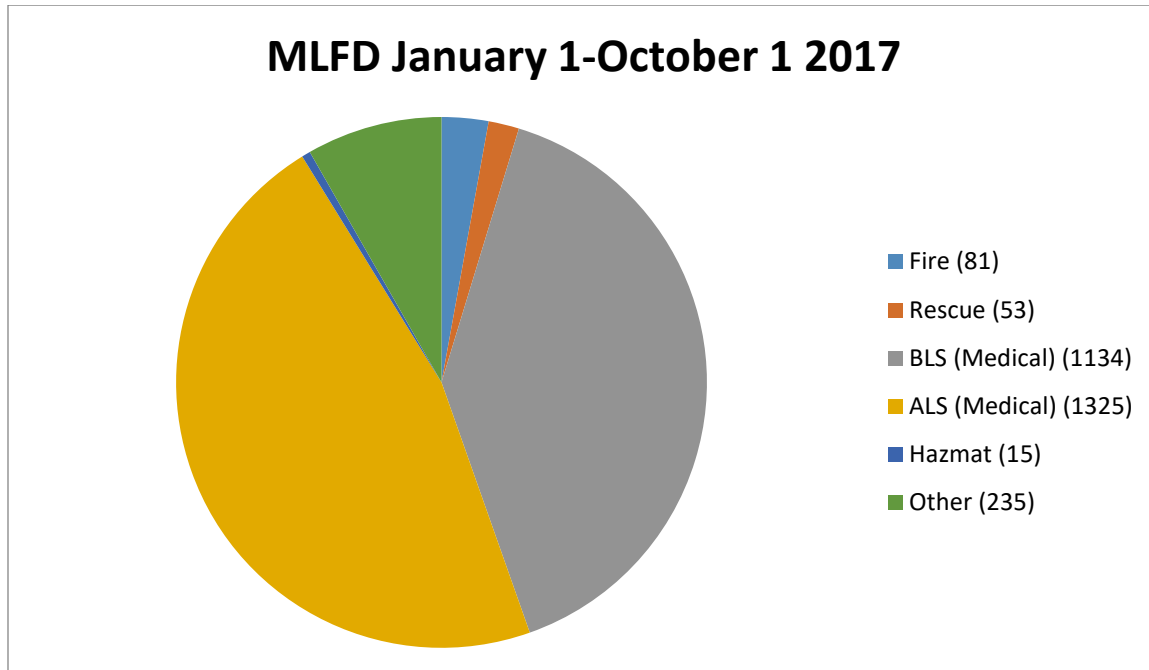
## BUDGET DECISION REQUESTS

- Three operations division personnel, (one per shift.) (Unbudgeted)
- Full time Medical Services Officer (Budgeted)

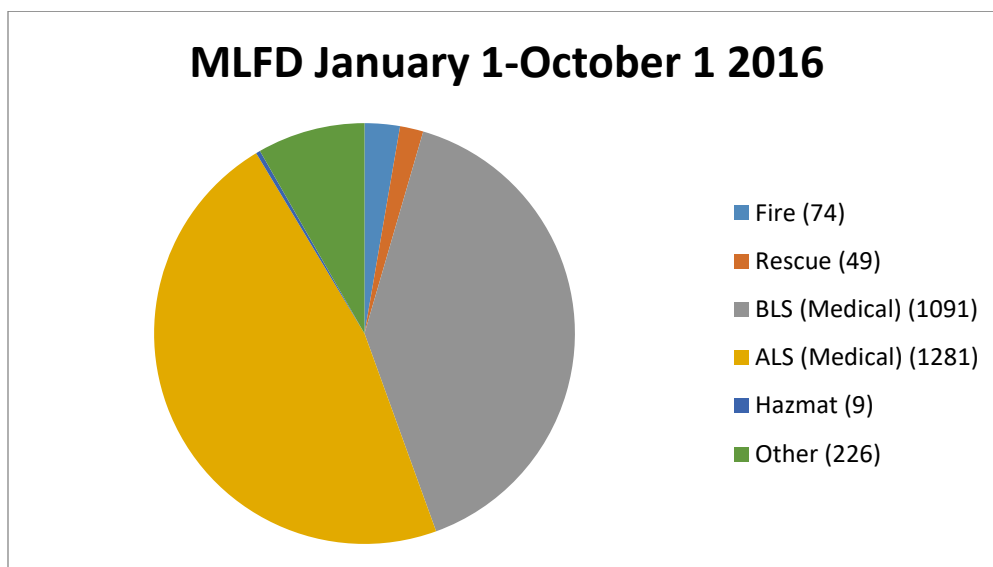
Additional details related to this (these) request(s) follow this summary.

## PERFORMANCE STATISTICS

YTD 2017 Incident Response:



1 year comparison:



In the one year comparison we can see that while ratios of call types have remained consistent, the overall call volume has gone up.

For fire / rescue / hazmat / other call types: 41 more incidents were responded to in the period January to October 2017 than in the January to October 2016 period, this equates to a little over a 10% call volume increase for fire related responses. This is an 8.5% higher call volume increase than the national average.

For EMS: 87 more incidents were responded to in the period January to October 2017 than in the January to October 2016 period, this equates to a little over a 4% call volume increase in EMS.

### **Significant Factors:**

**New building construction:** In the period 1 January 2016 to 2 October 2017 more than 40 structures of significant size (above 5,000 square feet) were added in the jurisdiction, including a hotel, numerous apartment buildings, and some industrial property additions. Every single structure added to the jurisdiction provides an added risk for fire protection. Annexations and new construction have been significant factors in increasing risk to the jurisdiction and additional availability infrastructure is needed.

### **AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Fire Chief	1.00	1.00	1.00
	Assistant Fire Chief	1.00	1.00	1.00
	Fire Marshal	1.00	1.00	1.00
	Fire Inspector	1.00	1.00	1.00
	Medical Services Officer	0.50 <sup>1</sup>	0.50	1.00 <sup>1</sup>
	Fire Captain	3.00	3.00	3.00
	Fire Lieutenant	0.00	3.00 <sup>2</sup>	3.00
	Firefighter / Paramedic	13.00	12.00 <sup>2</sup>	12.00
	Firefighter / EMT	11.00	9.00 <sup>2</sup>	9.00 <sup>3</sup>
	Secretary	1.00	1.00	1.00
	<b>Total Personnel</b>	<b>32.50</b>	<b>32.50</b>	<b>33.00</b>

(1) While the Medical Services Officer is shown as a part time position, this position is currently being filled by a full time Firefighter Paramedic and is funded with up to 1,300 hours of overtime per year in the current configuration.

(2) The 3 Fire Lieutenant positions were promoted from within the department resulting in an increase in 3 Lieutenant's, but an equal decrease in Firefighter Paramedic and Firefighter EMT positions.

(3) The recent cost of service study recommended an increase of 3 Firefighter/EMT positions to accommodate minimum manning/BLS requirements. These 3 positions have not yet been added to the 2018 budget.

## BUDGET SUMMARY

Dept 040 Fire

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>						
52210 Administration	\$389,902	\$544,400	\$383,908	\$586,994	7.8%	17.4%
52220 Fire Suppression/ EMS	1,973,848	2,031,400	1,710,264	2,258,094	11.1%	67.1%
52230 Fire Prevention and Investig	161,783	106,700	131,313	135,635	27.1%	4.0%
52245 Training Obtained by Employ	50,214	0	25,102	0	0.0%	0.0%
52250 Facilities	327,817	318,100	255,929	323,900	1.8%	9.6%
52261 Ambulance Maintenance	6,701	0	476	0	0.0%	0.0%
52270 Amulance Services	125,306	0	223,522	0	0.0%	0.0%
59422 Fire and EMS Activity	90,255	87,000	76,610	60,000	-31.0%	1.8%
<b>Total Expenditures</b>	<b>\$3,125,830</b>	<b>\$3,087,600</b>	<b>\$2,807,124</b>	<b>\$3,364,623</b>	<b>8.9%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	% of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$1,479,714	\$1,553,400	\$1,288,135	\$1,744,423	12.3%	51.8%
200 - Benefits	632,970	482,600	495,626	591,710	22.6%	17.6%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>2,112,684</i>	<i>2,036,000</i>	<i>1,783,761</i>	<i>2,336,133</i>	<i>14.7%</i>	<i>69.4%</i>
300 - Operating Supplies	117,393	160,900	72,411	140,150	-12.9%	4.2%
400 - Professional Services & Charge	805,499	803,700	874,324	828,340	3.1%	24.6%
600 - Capital Outlays	90,254	87,000	76,610	60,000	-31.0%	1.8%
<b>Total Expenditures</b>	<b>\$3,125,830</b>	<b>\$3,087,600</b>	<b>\$2,807,124</b>	<b>\$3,364,623</b>	<b>9.0%</b>	<b>100.0%</b>

#### 498 Ambulance

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
52210 Administration	\$298,908	\$424,900	\$329,155	\$504,200	18.6%	17.6%
52220 Fire Suppression/ EMS	197,779	0	66,320	0	0.0%	0.0%
52230 Fire Prevention and Investig	141,132	0	242,901	0	0.0%	0.0%
52245 Training Obtained by Employ	163,962	0	35,865	0	0.0%	0.0%
52250 Facilities	60,481	0	10,448	0	0.0%	0.0%
52261 Ambulance Maintenance	32,563	0	4,748	0	0.0%	0.0%
52270 Ambulance Services	1,411,837	2,108,800	1,190,801	2,211,599	4.8%	77.2%
58120 Interfund Loan Rrepayment	167,664	33,500	0	108,700	224.4%	3.8%
59222 Interest / Fire & EMS	2,346	1,000	0	2,700	170.0%	0.1%
59422 Fire and EMS Activity	15,211	37,700	17,561	38,900	3.1%	1.4%
<b>Total Expenditures</b>	<b>\$2,491,883</b>	<b>\$2,605,900</b>	<b>\$1,897,799</b>	<b>\$2,866,099</b>	<b>1.1%</b>	<b>100.0%</b>

#### Revenue Summary By Type

330 Intergovernmental Revenues	1,290	1,300	1,270	261,270	19997.7%	9.3%
340 Charges for Goods/Services	2,156,011	1,721,000	1,800,505	2,484,000	44.3%	88.1%
350 Fines & Penalties	250	0	0	0	0.0%	0.0%
380 Other Increases in Resources	300,000	800,000	0	0	-100.0%	0.0%
390 Other Financing Resources	74,340	74,400	0	74,340	-0.1%	2.6%
<b>Total Revenues</b>	<b>\$2,531,891</b>	<b>\$2,596,700</b>	<b>\$1,801,775</b>	<b>\$2,819,610</b>	<b>8.6%</b>	<b>100.0%</b>

#### Fund Balance

Beginning Balance	66,697	10,000	260,378	50,000
Revenues less Expenditures	40,008	(9,200)	(96,024)	(46,489)
<b>Ending Balance</b>	<b>\$106,705</b>	<b>\$800</b>	<b>\$164,354</b>	<b>\$3,511</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$1,089,269	\$1,282,600	\$846,819	\$1,292,489	0.8%	45.1%
200 - Benefits	415,627	410,800	278,997	419,910	2.2%	14.7%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>1,504,896</i>	<i>1,693,400</i>	<i>1,125,816</i>	<i>1,712,399</i>	<i>1.1%</i>	<i>59.7%</i>
300 - Operating Supplies	96,973	108,600	84,797	121,300	11.7%	4.2%
400 - Professional Services & Charge	704,782	731,700	669,614	882,100	20.6%	30.8%
600 - Capital Outlays	15,211	37,700	17,561	38,900	3.2%	1.4%
700 - Debt Service (Principal)	167,664	33,500	0	108,700	224.5%	3.8%
800 - Debt Service (Interest)	2,346	1,000	0	2,700	170.0%	0.1%
<b>Total Expenditures</b>	<b>\$2,491,883</b>	<b>\$2,605,900</b>	<b>\$1,897,799</b>	<b>\$2,866,099</b>	<b>10.0%</b>	<b>100.0%</b>



CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**PARKS & RECREATION 020**

GENERAL FUND

Parks & Recreation Director  
Parks Superintendent  
Recreation Superintendent

*Spencer Grigg  
Roland Gonzales  
Susan Schwiesow*

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**DEFINITION**

The Moses Lake Parks & Recreation Department provides and maintains leisure services and park facilities for the community. Our mission is to plan, develop and maintain safe recreational facilities and programs for the health, pleasure and educational use of the community and its visitors. This is accomplished through professional staff who provide recreational programs and activities and who maintain facility standards making them aesthetic and desirable for use. Through our services we strive to enhance the quality of life for our patrons and that helps make Moses Lake a great place to live, work and play.

**2017 Accomplishments/Highlights**

***Parks Maintenance Division***

- Maintained and operated 5 regional park sites, 13 neighborhood park sites, & 9 mini park sites (total of 198 acres).
- Maintained, inspected and operated 16 community playgrounds.
- Maintained and operated 191 individual irrigation systems.
- Maintained and operated 22 restroom facilities.
- Maintained and operated an ice rink, a water park, a Japanese Garden, 7 picnic shelters, a soccer complex, 2 ballfield complexes, a dog park, a community garden, 3 lighted tennis courts, a BMX track, an RC track, 2 performing art stages, 4 boat launches with docks, 1 fishing pier, 8 short-term moorage docks, a campground, 2 disc golf courses and the Learning Center (TLC).
- Provide weed control on city street right-of-ways, boulevards, round-a-bouts, undeveloped park sites, municipal tracts property, and Sewer Treatment Plants (total of 363 acres).

***Recreation Division***

**Community Recreation**

- Our free community events such as Hot Spot, Punt, Pass and Kick, and Soccer Challenge were well attended in 2017. Over 100 local youth participated in Punt, Pass and Kick & Soccer Challenge this year. Hot Spot attracted 73 participants this year.
- Our youth and adult cultural/education classes and programs maintained their registrations from 2016 to 2017.
- Youth Day parade and opening ceremonies were successful events in Spring of 2017.
- We partnered with BuDu Racing to provide triathlons and fun runs that were very successful.

### Adult & Youth Sports

- Programmed weekends at Larson Playfield and Paul Lauzier Athletic Complex with baseball and softball tournaments.
- Hosted Moses Lake High School, Endeavor, Frontier and Chief Moses Middle schools for their Fastpitch home games.
- Hosted Moses Lake High School for their Baseball home games.
- Hosted school district and regional fastpitch softball and baseball tournaments.
- Adult Coed Softball teams showed an increase of five teams in 2017.
- Adult Volleyball, Dodgeball and Flag Football maintained participation levels from previous years.
- Beginner Soccer maintained participation levels from 2016.
- T-ball showed an increase in number of participants from 2016.

### Aquatics

- Added a new swim lesson program, “Mermaid University”. 51 patrons participated this summer.

### New Goals

- Researching opportunities for starting a summer day camp program for 2018.
- Creating an educational/tour program for the Moses Lake Museum to work with the school district in promoting facility tours and education in their classroom as it relates to our current exhibits.

### **Administration Division**

- Upgraded to a new online registration & reservation program – Active Net for 2017.
- Delivered Spring, Summer and Fall/Winter programs guides to over 5,000 students in the Moses Lake School district.
- Administered background checks on seasonal staff, coaches, volunteers, & instructors.
- Processed all Special Event applications.

## **Parks, Facilities and Undeveloped Property Inventory**

1. **Basin Homes Park** - 1201 N Paxson Dr. *(1.5 acres with 8.5 undeveloped)* – Future neighborhood park site and native walking trail.
  - 1a. **Basin Homes Dog Park** - Corner of Central & Paxson *(1.5 acres)* - Fenced, off-leash dog park with separate areas for small and large dogs. Includes grassy area, dog play equipment, benches and tables.
2. **Barrington Point Park** - Paxson Drive & Rambler Street *(.5 acres undeveloped)* - Future neighborhood park site.
3. **Blue Heron Park** – 111 Westshore Drive *(24 acres with 54 acres undeveloped)* - Waterfront park with shoreline access. Picnic shelter rental, restrooms, boat launch, and fishing bridge. Playground area, unsupervised swim area, additional picnic areas with BBQ Grills, and a Nine Hole Disc Golf Course. Native walking trails, trail system for walking and biking, wetland areas, wildlife habitat and viewing.
4. **Carl T. Ahlers Park** - 500 W. 3rd Avenue *(.5 acres)* - Park picnic area.
5. **Carpenter Park** - 1522 Lee Street *(1.5 acres)* - Youth baseball/soccer practice fields, playground area, basketball court, and picnic area with BBQ Grill.
6. **Cascade Park** - 2001 Valley Road - *(30 acres)* - Waterfront park with shoreline access. Boat launch, boat day moorage docks, fishing, restrooms and swimming area. Day use area, campground, soccer

fields and seasonal T-ball fields. Picnic shelter rentals, playground areas, and additional picnic areas with BBQ Grills.

6a. **Cascade Campground** - 2001 Valley Road (30 acres) - Waterfront campground with on-site caretaker. 41 RV sites (water/ electricity), 32 tent sites (water) and one ADA tent site. RV dump station, bathhouse/restrooms, and overnight boat moorage.

6b. **Levi Kvamme Soccer Complex** - 2001 Valley Road - Youth and adult competitive soccer fields. 1 regulation size and 5 modified fields.

7. **Civic Center Park** - 411 S. Balsam Street (9 acres) - Open park area with picnic tables, benches and restrooms. WSU Grant/ Adams Master Gardeners Drought Tolerant Demonstration Garden area. Moses Lake Civic Center building, City Hall Administration, Finance and Utilities. Moses Lake Parks & Recreation Office, Moses Lake Museum & Art Center, Police Department, Engineering and Community Development offices. The Moses Lake Public Library and Chamber of Commerce building.

8. **Community Garden** - 317 Alder Street - (1 acre) - 65 raised garden plots. Greenhouse, tool shed, portable restrooms and water system on site.

9. **Crossroads Park** - 1600 Truman Drive (3.65 acres) - Neighborhood park site.

10. **Gillette Park** - 205 E. 11th Avenue (1 acre) - Playground and picnic area.

11. **Golden Gate Park** - Marina Drive & Holm Street (9 acres undeveloped) A wetland area. Natural wildlife habitat.

12. **Harrison K. Dano Park** - 501 S. Paxson Drive (4.75 acres) - Two modified size soccer fields, picnic area and portable restrooms.

13. **Hayden Park** - 1108 St. Helens Avenue (.5 acres) - Playground and picnic area.

14. **Japanese Peace Garden and Park** - 800 Alder Street (4 acres) - Open park area with picnic tables and restrooms. As you stroll through the garden, the Torii Gate, Bamboo Tea Hut and landscape give visitors a tranquil place to meditate and enjoy the sights and sounds of the garden. Its ponds, stream and waterfall are home to colorful Koi. The Japanese lanterns, granite pagoda and stone walking path add to the Peace Garden's natural beauty. This facility is seasonal.

15. **John E. Calbom Island Park** - Lewis Horn and Parker Horn (5 acres) - Natural wildlife habitat with wildlife viewing.

16. **Juniper Park** - 902 Juniper Drive (.5 acres) - Playground and picnic area.

17. **Knolls Vista Park** - 444 Knolls Vista Drive (4 acres) - Youth baseball field, restrooms, and basketball court. Playground and picnic area.

18. **Laguna Park** - Sage & Laguna (.5 acres developed and 6.5 acres undeveloped) - Neighborhood park site.

19. **Lakeview Park** - 802 S. Clover Drive (5 acres) - Youth baseball field, restrooms, playground and picnic area.

20. **Larson Playfield** - 2501 W. Broadway Avenue (18 acres) - Lighted baseball and softball complex. Playground and picnic area. Restrooms and batting cage. Home of the 2000, 2009 & 2013 Babe Ruth World Series.

21. **Seasonal Ice Rink/Roller Rink** - 610 Yakima Avenue - Open November through February. Ice skating lessons, hockey program and skate rentals.

21a. **ML BMX Track** - 610 Yakima Avenue - Sanctioned 1200' track, three turns, automatic start gate and portable restrooms.

21b. **RC Track** - 610 Yakima Avenue - (1 acre) - The 760' Off Road Track features a remote control operators area to power up and perform maintenance and repairs. Built with a rock crawler area that adds different challenges for drivers, who can view their runs from the drivers area.

22. **Longview Park** - Longview Street & Sunny Drive (5 acres undeveloped) - Future neighborhood park site.
23. **Lower Peninsula Park** - 3919 Peninsula Drive (9 acres with 13 acres undeveloped) - Waterfront park with shoreline access. Boat launch, fishing, picnic areas, and restrooms. Natural trails, wildlife habitat and wildlife viewing. A 9 hole disc golf course.
24. **Marina Park** - 1414 Marina Drive (.5 acres) - Waterfront park with shoreline access. Picnic areas and fishing.
25. **McCosh Park** - 401 W. 4th Avenue - (22 acres) - Waterfront park with shoreline access. Water Park, Amphitheater, lighted tennis courts, basketball courts and picnic areas. Picnic shelter rental, playground areas, restrooms and walking paths. Special events - Moses Lake Spring Festival, Farmers Market, Manta Ray swim meet.
- 25a. **Surf 'n Slide Water Park** - 401 4th Avenue - Olympic size pool with zero-depth area. Water slides, water features, sand volleyball courts and playground area. Surf the Flowrider, play in the youth splash pad and float around the Lazy River. Bathhouse, restrooms, aquatic sales area, concessions and shelter rental available. Grassy picnic areas with chairs and lounge chairs on site. Open Memorial Day weekend - Labor Day weekend.
- 25b. **Centennial Amphitheater** - 999 Dogwood Street - Performing Arts stage. Home to the Free Summer Concert Series and Movies in the Park which is temporarily on hold. Concerts feature a variety of music and styles. Features a casual grass bowl seating area. Spectators enjoy the view, performances and shows, with the lake serving as a beautiful backdrop.
26. **Montlake Park** - 401 Linden Avenue (10 acres) - Waterfront park with shoreline access. Boat launch, day moorage, fishing, picnic areas, and restrooms. Picnic Shelter rental, playground area, natural trails, wildlife habitat and wildlife viewing.
27. **Moses Lake Museum & Art Center** - 401 S. Balsam Avenue - The museum features long term and traveling historical exhibits, museum store, art gallery and the prestigious Adam East Collection of Native American artifacts. Special events and classes as scheduled.
28. **Neppel Landing** - 104 S. Alder Street (2.5 acres) - Waterfront park with shoreline access. Kayak and Canoe rack. Boat day moorage dock, fishing and picnic shelter. Trail system walking and biking path.
29. **Paul Lauzier Athletic Complex** - 933 Central Drive (34 acres) - Lighted multi-use facility which includes baseball, softball, and soccer fields. Playground, restrooms, concessions, basketball court and picnic areas.
30. **Peninsula Park** - Texas Street & Russell Street (1 acre) - Playground area. Basketball court and picnic areas.
31. **Power Pointe Park** - 1647 Beaumont Street (2.65 acres) - Open neighborhood park area.
32. **Sinkiuuse Square** - 306 Ash Street (.5 acres) - Performing Arts Stage with annual special events scheduled. A casual grassy seating area, game tables, restrooms and fountain give the downtown area a place for people to enjoy the outdoors. Enjoy the two (2) new electric vehicle charging stations.
33. **Moses Lake Skate Park** - 414 W. 4th Avenue (.5 acres) - 1,900 Square Feet of Hard Surface area. Combo Half Pipe, Quarter Pipe, Bank Ramp, Hump Ramp, Fly Box, Slider Rails and portable restroom.
34. **The Learning Center** - 701 Penn Street (1 acre) - The 6,000 sq. ft. building provides space for a variety of youth and adult programs. The facility features the ability to program cultural and recreational activities.
35. **Three Ponds Wetland Park** - 800 Alder Street (12 acres) - A wetland area. Natural wildlife habitat with viewing areas from the Japanese Peace Garden and deck located on Seventh Avenue and Division Street.

36. **Vista Park** - 1101 Evelyn Drive (2.65 acres) - Neighborhood park with open park area.
37. **Vista Park II** - Central & Evelyn (5 acres undeveloped) - Future neighborhood park site.
38. **Yonezawa Park** - 300 W. Yonezawa Boulevard. (5 acres) - Regulation size soccer field, picnic area, playground, fitness stations and portable restrooms.

## CONCLUSION

As a result of your support as a City Council and staff here in our department and others, we have a healthy Parks and Recreation system that includes a variety of quality recreational facilities and programs. The past few years have presented significant financial challenges to all departments here at the City of Moses Lake. Just as water, sewer, and public safety are considered essential public services, parks and recreational programs are vitally important in establishing and maintaining the quality of life in the community, ensuring the health of families and individuals, and contributing to the economic and environmental well-being of the community and our region. There are no communities that pride themselves on their quality of life, promote themselves as a desirable location for businesses to relocate, or maintain that they are environmental stewards of their natural resources, without such communities having a robust, active system of parks and recreation programs for public use and enjoyment.

## PERFORMANCE STATISTICS

	2015	2016	2017 (YTD)
<b><i>Moses Lake Museum &amp; Art Center</i></b>			
Total days open	299	299	299 (projected)
Number of temporary exhibits	6	6	6
Number of onsite programs	30	41	43
Total patronage	7,943	10,327	8,594

<b><i>Surf 'n Slide Water Park</i></b>			
Annual attendance	88,081	82,237	82,358
Total days open	100	87	84
Total Lesson Sessions	4***	3***	3***

<b><i>Cascade Campground</i></b>			
Total days open	185	185*	185
Total campsite rentals	2,388	1,028	2,316

<b><i>Larson Playfield</i></b>			
Total BB/SB Tournaments	9	13	14
Total Games	169**	207**	205**

<b>Paul Lauzier Athletic Complex</b>			
Total BB/SB Tournaments	8	12	11
Total Games	385**	488**	453**

<b>Municipal Ice Rink</b>			
Total Days Open	51	102	57
Total Lesson Sessions	4	3	3
Total Hockey Tournaments	2	2	3

\* In 2016 a major sewer connection construction project made many campsites unavailable for a significant amount of our regular season. Unfortunately, the summer camping season and the summer construction season occurred during the same window of time. As a result, we had to cancel numerous reservations and saw a major decline in occupancy during the project.

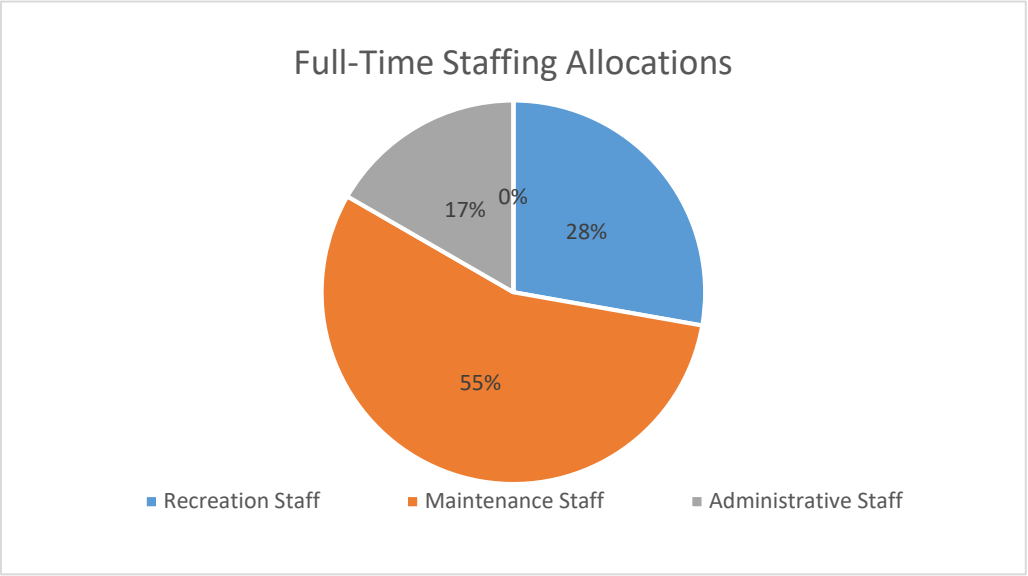
\*\* Listed games do not include tournament or practice games. These are pre-scheduled “stand alone” games only.

\*\*\* Each session of lessons includes approximately 50 broken out group lesson “classes”. We typically provide swim lessons to approximately 900 patrons per summer season.

#### AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Director	1.00	1.00	1.00
	Parks Superintendent	1.00	1.00	1.00
	Recreation Superintendent	1.00	1.00	1.00
	Department Secretary	1.00	1.00	1.00
	Customer Service Representative	1.00	1.00	1.00
	Recreation Supervisor	2.00	2.00	2.00
	Museum & Art Center Manager	1.00	1.00	1.00
	Museum & Art Center Curator	1.00	1.00	1.00
	Parks Foreman	1.00	1.00	1.00
	Parks Maintenance Technician*	6.00	6.00	6.00
	Parks Maintenance Worker	2.00	2.00	2.00
	<b>Total Personnel</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>

\* During 2015, we lost 2 Parks Maintenance Technicians who transferred to public works. At the time, there was a hiring freeze and we have never been authorized to replace those 2 positions.



# BUDGET SUMMARY

## Dept 020 Parks and Recreation

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/17	Budget	from	Total
					2 to 4	
57110 Admin	\$150,348	\$168,600	\$114,929	\$155,605	-7.7%	2.9%
57120 Education & Rec Svcs	585,316	657,600	448,921	681,251	3.5%	12.8%
57525 Maintenance-Ampitheater	2,196	4,500	6,234	5,200	15.5%	0.1%
57528 Operations-General	723	1,100	349	1,008	-8.3%	0.0%
57530 Museums & Art Galleries	1,100,349	1,107,400	882,793	1,119,559	1.0%	21.0%
57620 Swim Pools	413,008	479,800	433,603	491,204	2.3%	9.2%
57621 Surf N Slide Maint	345,234	331,100	371,722	351,294	6.0%	6.6%
57622 Surf N Slide Concession	90,828	113,400	71	0	0.0%	0.0%
57623 Surf & Slide Merchandise	7,112	10,000	9,356	10,000	0.0%	0.2%
57630 Campgrounds	31,125	39,500	25,937	39,533	1.0%	0.7%
57680 General Parks	2,166,305	2,358,700	1,634,707	2,313,218	-1.9%	43.3%
57681 Larson Concession	1,398	1,000	1,190	1,500	50.0%	0.0%
57682 Lauzier Playfield Concession	373	0	0	0	0.0%	0.0%
57683 Larson Rec Complex	857	9,300	158	1,000	-89.2%	0.0%
57685 LRC Bldg Maint	11,325	24,500	11,402	16,000	-34.6%	0.3%
57686 General Bldg Maint	51,917	43,000	37,763	42,000	-2.3%	0.8%
58120 Interfund Loan Repayment-5	32,880	0	0	0	0.0%	0.0%
59271 Interest-Culture & Recreatio	1,726	0	0	0	0.0%	0.0%
59700 Transfers Out	47,100	70,700	70,700	113,200	60.1%	2.1%
Total Expenditures	\$5,040,131	\$5,420,200	\$4,049,835	\$5,341,572	-1.4%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/17	Budget	from	Total
					2 to 4	
100 - Salaries & Wages	\$1,648,606	\$1,836,500	\$1,287,907	\$1,823,346	-0.7%	34.1%
200 - Benefits	708,009	804,300	530,468	780,076	-3.0%	14.6%
Sub-Total - Salaries & Benefits	2,356,615	2,640,800	1,818,375	2,603,422	-1.4%	48.7%
300 - Operating Supplies	418,320	416,000	309,174	358,300	-13.9%	6.7%
400 - Professional Services & Charge	2,183,490	2,292,700	1,851,570	2,266,650	-1.1%	42.4%
700 - Debt Service (Principal)	32,880	0	0	0	0.0%	0.0%
800 - Debt Service (Interest & Issuar	1,726	0	0	0	0.0%	0.0%
Transfers Out	47,100	70,700	70,700	113,200	60.1%	2.1%
Total Expenditures	\$5,040,131	\$5,420,200	\$4,049,835	\$5,341,572	-1.5%	100.0%



### 314 Park & Recreation Improvements

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
Total Expenditures	\$0	\$0	\$0	\$0	0.0%	0.0%
<b>Revenue Summary By Type</b>						
390 Other Financing Resources	0	0	0	250,000	0.0%	100.0%
Total Revenues	\$0	\$0	\$0	\$250,000	0.0%	100.0%
<b>Fund Balance</b>						
Beginning Balance	105,768	105,700	105,768	105,700		
Revenues less Expenditures	0	0	0	250,000		
Ending Balance	\$105,768	\$105,700	\$105,768	\$355,700		

### 315 Park Mitigation Capital Projects

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
Total Expenditures	\$0	\$0	\$0	\$0	0.0%	0.0%
<b>Revenue Summary By Type</b>						
340 Chargs for Goods/Services	322,474	0	86,400	0	0.0%	0.0%
Total Revenues	\$322,474	\$0	\$86,400	\$0	0.0%	0.0%
<b>Fund Balance</b>						
Beginning Balance	0	153,900	322,474	400,000		
Revenues less Expenditures	322,474	0	86,400	0		
Ending Balance	\$322,474	\$153,900	\$408,874	\$400,000		

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES**  
DIRECTOR OVERVIEW

Director

*Fred Snoderly*

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**DEFINITION:** Municipal Services provides services in the following areas; engineering, development engineering, water, wastewater, streets, storm water, fleet maintenance, building maintenance, and administration

The Municipal Services Department supports all City departments and includes the following divisions:

**ENGINEERING Mission:** To provide necessary engineering services for infrastructure improvements, development oversight/inspections, designs, plans, specifications, and grants for state and federally funded projects, local improvement districts, and private development projects.

- Project design and contract development, inspection, and oversight
- Long term development of system and infrastructure upgrades, GIS and mapping needs
- Administration and preparation of reports, plans, specifications and grant applications
- Determination and acquisition of right-of-way needs for public infrastructure projects
- Provide survey and inspection services for city construction projects, private development
- Provide plat review and community standard reviews for developers
- Total staff: 15
- Vacancies: 1 Project Engineer; 2018 request 1 Engineer Tech 1

**FLEET MANAGEMENT Mission:** To provide economical, safe, and properly maintained vehicles and equipment by;

- Providing repair and maintenance services to the cities 271 pieces of equipment and vehicles
- Repair and maintenance of 644 pieces of two-way communication radio equipment.
- Establishing and maintaining a pro-active preventive service schedule for all vehicles and equipment.
- Provide preparation and administration capital equipment quotes, bids, and purchases
- Maintain inventory, receive and process daily invoices for maintenance and repair items
- Track individual maintenance cost of all equipment and vehicles, recommend timeline for replacement.
- Total Staff: 6
- Vacancies: 0

**Water Division Mission:** To provide safe quality potable water to the public by maintaining a robust delivery system through long term planning, maintenance, repair, and upgrades while staying proficient with ever changing technology and regulatory requirements by:

- Operating 18 wells, 2016 production 3,700,000,000 gallons

- Two Booster Stations
- Nine Storage Stand Pipes with usable storage of 13.8 million gallons
- 185 miles of water main piping ranging from 4" to 16 "diameter.
- 4463 valves
- 1575 Fire Hydrants
- 9215 water meters
- 16 sampling stations, and 5 chlorine residual monitoring station.
- Total Staff: 10
- Vacancies: 1 and 1 planned retirement in November 2017.

**STREETS/STORM WATER Mission:** To maintain the cities driving infrastructure in the best possible condition by means of maintenance and repair activities. This involves pothole patching, painting/stripping, snow and ice control, maintaining traffic signs and signals, grading alleys, spraying roadside foliage, and paver repair.

- Manufacture and install necessary signs according to the Manual on Uniform Traffic Control Devices (MUTCD).
- Maintain and repair 200 lane miles of paved roads.
- Painted 100 miles of paved roads
- 812 Potholes filled
- 5 miles of Alleys maintained/graded
- 6 Miles of Gravel roads maintained/graded
- Maintained 16 Traffic Signals
- 45.8 miles of road shoulders maintained and sprayed
- Maintained 25,000 sq/ft of concrete pavers
- Total Staff: 7 plus 1 seasonal
- Vacancies: 1, 2018 request: 1 full time, 2 seasonal

**BUILDING MAINTENANCE MISSION:** To keep facilities safe, operational, and clean for employees and citizens. To repair and maintain city facilities and equipment and to provide small construction projects as necessary.

- Provide technical assistance for building upgrades and improvements to all departments
- Perform recurring maintenance on all HVAC equipment
- Maintain recycling program for hazardous items such as light bulbs and batteries
- Replace/update aging or outdated/non-supported lighting and equipment
- Develop long-term upgrade/modification projects requested by customers
- Maintain high level custodial services for all city buildings
- Total Staff: 3 maintenance, 7 custodial
- Vacancies 0, 2018 request: 1 Maintenance worker

**Wastewater Division Mission:** To encourage integrity, communication, and excellence in customer service, while supplying an environmentally friendly solution to the city's wastewater needs. Maintain high standards of treatment and meet or exceed all federal, and state regulations and requirements. Create a high quality final product that can be used as fertilizer and an effluent water that can be used to water and grow crops.

- Operate and maintain approximately 120 miles of sewer mains and force mains.
- Flush and perform video inspections of new sewer mains prior to city acceptance
- Operate and maintain two treatment facilities; Dunes plant treats 64.7 million gallons per month, and Larson treats 9.6 million gallons per month
- Repair and maintain 30 lift stations and 1 booster station
- Total Staff: 9 and 1 current vacancy

## **2018 PROJECTS / WORK PLAN**

- **Engineering-** Crack Sealing, Chip Sealing, and Seal Coat projects, Traffic Counts/Analysis, Sidewalk Safety Projects, Various Grant applications, Utility Rehabilitation, Pavement Management.
- **Water-** Develop Well 31B, Upgrade Juniper Drive Booster Station, Water main Installation on Gumwood, Lakeshore Water Main Improvement, SCADA System Upgrade, Meter Testing, Valve Exercising, Water Main Leak survey
- **Streets and Storm Water-** Paint 100 Miles of streets, Pothole Patching, Maintain numerous miles of alleys and gravel roads, Snow and Ice removal, Road Shoulder Spraying, Clean and inspect numerous miles of the storm water system, Street sweeping
- **Waste water-** SCADA system upgrades, Manhole Lining, Bio Solids Management, Upgrade Westlake lift station, Maintain gravity mains and lift stations, continue high standard of compliance with State and Federal requirements
- **Building Maintenance-** Replace out dated power lever lock with new card reader locks, Replace old lighting fixtures, Modify electrical system in Fire Station 1, New offices in the annex, Demo the old dias at the Parks/ Police building, Implement new asset management software to track labor, work orders and recurring maintenance needs, Provide custodial services, and perform maintenance and repair services to all facilities

## BUDGET DECISION REQUESTS

- Locator/GIS position
- Maintenance position-Streets
- Stand-by positions of water, wastewater, streets
- Move temp position to full-time in Public Works
- Maintenance position- Building Maintenance
- Signal Cabinet Replacement-Streets
- SCADA Software- Water
- Water Meters
- Chlorine Monitors-Water
- Copier/scanner-Water
- Curb, Sidewalk, and Fence for Winona Lift station-Wastewater
- Additional Bay for Building #5- Wastewater
- Upgrade SCADA system-Wastewater
- Purchase I-Pads-Water, Wastewater, and Engineering
- Front-end Loader, Hydro Excavator, Soil Screen Shaker-Water, Mastic Patcher-Streets, Pick-up-Wastewater
- Construct Storage building, Concrete pads, and Carport cover-Streets, Water, Storm water
- Purchase Asset management Software- Various Divisions

## AUTHORIZED PERSONNEL

Position	2017 Amended Budget	2018 Proposed Budget
Director	1	1
City Engineer	1	1
Project Engineer	0	1
Engineer Techs I, II, III	9	7
Secretary	1	1
Clerk	1	1
Design Engineer	1	1
Storm Water Manager	1	1
GIS/Locator	0	1
<b>Total</b>	<b>15</b>	<b>15</b>

<b>Position</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
Public Works Superintendent	1	1
Division Supervisors	5	5
Division Foremen	5	5
Water Operators	8	8
Waste Water Operators	8	8
Streets	6 +1 seasonal	7 +3 seasonal
Mechanics	3	3
Maintenance/Custodial	8	9
Department Secretary	1	1
Department Clerk	1/2	1
<b>Total</b>	<b>46.5</b>	<b>51</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**ENGINEERING 010**

GENERAL FUND

Director  
City Engineer

*Fred Snoderly*  
*Richard Law*

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**DEFINITION**

The Engineering Division is responsible for the administration and preparation of reports, designs, plans, specifications, grant applications, construction inspection, and cost estimates for state, federal, and locally funded construction projects, local improvement districts and private development projects.

The projects are funded by a number of different mechanisms. These include street fund, water sewer fund, stormwater fund, as well as building maintenance and the parks and recreation fund.

Other services provided by this division include determining and acquiring right-of-way needs for public infrastructure projects, coordinating and supervising work of private developers, providing survey and inspection services on public works projects such as sewers, domestic water, stormwater and streets, providing utility connection information and other information concerning City facilities, administering the permitting of all work in the City right of way including franchise permitting with utility companies, and providing administrative and technical engineering assistance to other divisions within the City.

**NARRATIVE**

The department is financed by the General Fund. However, staff time is charged to numerous public and private projects. Private developers pay design review and inspection fees that benefit the General Fund.

Significant staff time is also charged to public projects. Public project funds can be used for staff time that is directly related to the planning, design and construction management of the project.

## 2018 PROJECTS / WORK PLAN

Work planned for 2018 is expected to include the following types of projects:

- Utility Rehabilitation
- Sidewalk Safety Projects
- Annual Crack Seal Project
- Annual Seal Coat Project
- Citizen, City Manager and Council Requests
- Maintain and Update Maps and Records
- Legal Descriptions
- Stormwater Analysis and Review
- Traffic Counts and Analysis
- Six Year Transportation Improvement Program
- Grant Applications for TIB, Safe Routes to School, etc.
- Budget Preparation
- Utility Installation/Upgrades
- Assistance to other City Departments
- Pavement Management

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	City Engineer	1.00	1.00	1.00
	Project Engineer	1.00	1.00	1.00
	Design Engineer	0.00	1.00	1.00
	Development Engineer	0.00	0.00	0.00
	Engineering Tech III / Development Engineering Manager	1.00	1.00	1.00
	Engineering Tech III / City Surveyor	1.00	1.00	0.00
	Engineering Tech II / Mapping & GIS Specialist	1.00	1.00	1.00
	Engineering Tech II / Inspector/CAAD Technician	5.00	5.00	5.00
	Engineering Tech II / Survey Technician	1.00	1.00	1.00
	Engineering Tech II / Development Engineering Tech	2.00	1.00	1.00
	Engineering Tech I / Locator/GIS Technician	0.00	0.00	1.00
	Department Secretary	1.00	1.00	1.00
	Department Clerk	1.00	1.00	1.00
	<b>Total Personnel</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>



## BUDGET SUMMARY

### Dept 010 Engineering

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>						
53810 Admin Engineer Srvc	\$737,013	\$803,500	\$585,996	\$704,798	-12.2%	38.5%
53820 Plans & Services	885,490	962,500	625,381	1,011,297	5.0%	55.3%
53840 Training	10,965	40,300	2,944	35,903	-10.9%	2.0%
53850 Facilities	65,666	66,700	52,606	76,800	15.1%	4.2%
59510 Engineering	0	51,000	24,999	0	0.0%	0.0%
59700 Transfers Out	5,300	0	0	0	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$1,704,434</b>	<b>\$1,924,000</b>	<b>\$1,291,926</b>	<b>\$1,828,798</b>	<b>-4.9%</b>	<b>100.0%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/2017	Projected Budget	Change from 2 to 4	% of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$943,632	\$1,039,700	\$699,811	\$1,036,200	-0.3%	56.7%
200 - Benefits	501,062	540,100	364,294	472,298	-12.6%	25.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>1,444,694</i>	<i>1,579,800</i>	<i>1,064,105</i>	<i>1,508,498</i>	<i>-4.5%</i>	<i>82.5%</i>
300 - Operating Supplies	5,697	14,600	5,117	14,000	-4.1%	0.8%
400 - Professional Svcs & Charges	248,744	278,600	197,696	296,300	6.4%	16.2%
600 - Capital Outlays	0	51,000	24,999	10,000	-80.4%	0.5%
Transfers Out	5,300	0	0	0	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$1,704,435</b>	<b>\$1,924,000</b>	<b>\$1,291,926</b>	<b>\$1,828,798</b>	<b>-4.9%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**DEVELOPMENT ENGINEERING 010**  
GENERAL FUND

Development Engineering Manager

*David L. Thompson*

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**DEFINITION**

Development Engineering is a sub unit of the Engineering Division and provides support for the Municipal Services Director and Community Development:

Engineering support for Community Development;

- Attend pre-application or pre-plat meetings to provide street and utility information and requirements for new projects/plats.
- Provide preliminary and final plat reviews for all plats.
- Provide construction plan review for all public improvements and onsite water/sewer improvements as they pertain to platting, binding site plans, and commercial/industrial development.
- Review requests for occupancy for new residences and buildings to insure issues within the right of way or other public/private water/sewer/street improvements are completed.
- Provide cursory reviews for binding site plans.
- Verify construction costs provided by contractors for subdivision performance bonds and maintenance bonds.
- Reviewing and preparing legal descriptions for easements and deeds to be granted to the City or abandon by the City in relation to platting or other developer activities.
- Work with property owners to repair hazardous sidewalks when under enforcement by Community Development.

Engineering support to the Municipal Services Director;

- Provide confirmation for approval of construction plans.
- Provide confirmation of completion of plat or other improvements to formally accept the improvements by resolution.
- Design, preparation and administration of the operating and capital budgets
- Provide confirmation that Engineering issues are resolved for approval of plats.
- Provide information or conformation for resolutions or other items to be presented to City Council regarding developer projects (requests for services outside city limits, requests to waive or defer improvements, etc).
- Other duties as assigned.

Other general duties include;

- Provide inspections for all street and utility construction within the right of way, easements, and private onsite water/sewer mains to insure compliance with the Community Standards.

- Addressing all newly developed properties within the City limits and providing assistance to the public for existing addressing.
- Research utility requests and provide utility information (user fees, reimbursements, permit information) to developers, real estate companies, property owners, and private individuals.
- Issue and maintain records for Street and Utility Construction Permits for all construction within City right of way or easements.
- Maintain Street and Utility Construction Bonds for contractors that work in the City.
- Complete end of year fixed asset inventory for developer projects and provide them to Finance.
- Be on call for the front end counter. This includes street and utility construction permits, utility requests, and assisting the public for various issues that may be presented.
- Maintain reimbursement costs, system development charges, and water user fees and provide cost updates yearly per the CPI.

## BUDGET DECISION REQUESTS

- New ½ ton full size pickup. Equipment #108 used by Engineer Tech. II, Jerod Bradford, is showing signs of wear and has over 150,000 miles. This vehicle should be considered and put into the rotation for replacement.

## AUTHORIZED PERSONNEL

	Position Title	2016 Actual	2017 Amended Budget	2018 Proposed Budget
	Development Engineering Manager	1.00	1.00	1.00
	Engineer Tech. II	1.00	1.00	1.00
<b>Total Personnel</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – STREETS 116**

Municipal Services Director  
Superintendent

*Fred Snoderly  
Brian Baltzell*

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**DEFINITION**

The City of Moses Lake Street Division is responsible for maintaining the city road surface including painting city cross walks, parking zones, long lining city streets, snow and ice control, spraying road sides and alleys, grading alleys, maintain traffic signals, maintain traffic signs, maintain pavers, installing thermo plastic, preparing for events that include parades and local activities that include traffic control and other duties that may arrive. The Street Division strives to keep the cities roads and infrastructure maintained at a high quality to provide the best service we can to the citizens of Moses Lake.

This division is also responsible for the repair and maintenance of approximately 29 miles of storm water piping, 200 lane miles of street sweeping, 1865 catch basins and 1485 other support structures.

The Street Division activities include regular planned maintenance as well as emergency repairs and specialty projects that may come up from other divisions or departments. During Snow and ice conditions the Street Division has 3 5-yard and 2 10-yard trucks that we use to put down product to control snow and ice. This year we will be utilizing our liquid product more to help with the division being more proactive to winter weather. In the case of a larger snow event the city has 1 grader that is used to remove snow from city roads. The Division will call out local contractors in the event of a large snow to have the residential roads plowed.

The sign shop consists of 1 full time employee who maintains and designs all traffic signs as well as maintaining and repairing damaged and graffiti. The operator also builds and installs new signs per traffic engineers or as appointed by management. The sign shop is a key piece of traffic efficiency that is provided for motorists and tourists.

**BUDGET DECISION REQUESTS**

The Street Department is looking to hire more full time employees to keep up with the work load that has continued to build over the past years. With more full time employees we can keep up with the demand that we are continuing to see build as our department seems to be falling behind on regular daily maintenance. We are in need of more people to provide service as we have more lane miles in streets, signs and daily activities to maintain.

In 2018, we propose to purchase a mastic patch machine that will enable our crew to make road repairs in the middle of winter, and to make on the spot repairs as needed throughout the year. The mastic patch machine will require additional staff.

## PERFORMANCE STATISTICS

### *Street Maintenance*

	<b>Amount of material used</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed budget</b>
Potholes filled	16,800 pounds cold mix.	No data	812	1000
Lane miles painted		100 miles	100 Miles	100 miles
Gravel roads		6 miles	6 miles	6 miles
Alleys maintained		5 miles	5 miles	5 miles
Alleys Sprayed		5.2 miles	5.2 miles	5.2 miles
Signals maintained		16	16	16
Four way flashing beacon		1	1	1
Road shoulder spraying		45.8 miles	45.8miles	45.8 miles
Road Shoulders maintained		45.8 miles	45.8 miles	45.8 miles
Lane miles maintained		200 miles	200 miles	200 miles
Concrete brick pavers		25,000sqft	25,000sqft	25,000sqft

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Superintendent	1.00	1.00	1.00
	Foreman	1.00	1.00	1.00
	Street Maintenance Worker/Sign Tech	1.00	1.00	1.00
	Street Maintenance Worker <sup>(1)</sup>	1.00	1.00	2.00
	Storm Water Maintenance Worker	3.00	3.00	3.00
	Seasonal Maintenance Worker <sup>(1)</sup>	1.00	1.00	3.00
<b>Total Personnel</b>		<b>8.00</b>	<b>8.00</b>	<b>11.00</b>

(1) One Full-time and 2 Seasonal Street Maintenance Workers were added in the 2018 budget.

**BUDGET SUMMARY****Dept 116 Streets**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	%
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/17</b>	<b>Budget</b>	<b>from</b>	<b>of</b>
					<b>2 to 4</b>	<b>Total</b>
54230 R&M Roadway	\$174,751	\$374,700	\$214,516	\$779,525	108.0%	32.8%
54240 R&M Storm Drainage	10,966	22,900	4,665	27,759	21.2%	1.2%
54261 R&M Sidewalks	0	2,000	0	2,000	0.0%	0.1%
54263 R&M Street Lighting	458,160	450,600	329,729	470,000	4.3%	19.8%
54264 R&M Traffic Control Devices	406,037	223,900	208,995	249,044	11.2%	10.5%
54266 R&M Snow & Ice Control	377,742	399,000	381,432	210,212	-47.3%	8.8%
54267 R&M Street Cleaning	0	10,600	80	12,471	17.6%	0.5%
54270 R&M Roadside	157,940	132,000	98,483	137,100	1.0%	5.8%
54310 OH Management	115,989	141,400	105,327	146,207	3.3%	6.1%
54330 OH General Services	23,189	18,100	15,617	22,300	23.2%	0.9%
54350 OH Facilities	139,300	143,900	117,736	172,200	19.6%	7.2%
59442 Traffic/Pedestrian Maintenance	6,205	0	0	0	0.0%	0.0%
59564 Traffic Control Devices	2,050	0	0	0	0.0%	0.0%
59700 Transfers Out	148,400	94,200	94,200	150,900	60.1%	6.3%
<b>Total Expenditures</b>	<b>\$2,020,713</b>	<b>\$2,013,300</b>	<b>\$1,570,780</b>	<b>\$2,379,718</b>	<b>1.2%</b>	<b>100.0%</b>

**Revenue Summary By Type**

310 Taxes	0	0	42,035	0	0.0%	0.0%
320 Licenses & Permits	95,103	50,800	54,327	508	-99.0%	0.0%
330 Intergovernmental Revenues	859,519	500,000	351,875	493,000	-1.4%	24.7%
340 Charges for Goods/Services	10,907	15,000	4,420	150	-99.0%	0.0%
360 Miscellaneous Revenues	9,824	0	1,878	30	0.0%	0.0%
390 Other Financing Resources	1,173,200	1,356,800	1,190,110	1,500,000	10.6%	75.2%
<b>Total Revenues</b>	<b>\$2,148,553</b>	<b>\$1,922,600</b>	<b>\$1,644,645</b>	<b>\$1,993,688</b>	<b>3.7%</b>	<b>100.0%</b>

**Fund Balance**

Beginning Balance	364,934	137,300	492,757	475,000
Revenues less Expenditures	127,840	(90,700)	73,865	(386,030)
<b>Ending Balance</b>	<b>492,774</b>	<b>46,600</b>	<b>566,622</b>	<b>88,970</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/17</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
100 - Salaries & Wages	\$311,060	\$325,300	\$259,760	\$426,572	31.1%	17.9%
200 - Benefits	141,194	145,600	127,802	199,646	37.1%	8.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>452,254</i>	<i>470,900</i>	<i>387,562</i>	<i>626,218</i>	<i>33.0%</i>	<i>26.3%</i>
300 - Operating Supplies	210,330	179,700	146,498	244,200	35.9%	10.3%
400 - Professional Services & Charge	1,201,468	1,268,500	942,509	1,358,400	7.1%	57.1%
500 - Intergovernmental	6	0	0	0	0.0%	0.0%
600 - Capital Outlays	8,255	0	0	0	0.0%	0.0%
Transfers Out	148,400	94,200	94,200	150,900	60.2%	6.3%
<b>Total Expenditures</b>	<b>\$2,020,713</b>	<b>\$2,013,300</b>	<b>\$1,570,769</b>	<b>\$2,379,718</b>	<b>18.2%</b>	<b>100.0%</b>

#### 493 Stormwater

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/17</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
54140 Preservation Storm Drainage	\$119,934	\$0	\$33,270	\$0	0.0%	0.0%
54240 R&M Storm Drainage	590,177	595,100	364,855	786,517	32.1%	65.4%
54290 R&Maintenance Administrat	87,153	97,300	64,493	91,499	-5.9%	7.6%
54420 OP Roads/Sreets - Engineeri	390	0	1,177	0	0.0%	0.0%
59431 Storm Drain Utility	1,796	330,000	78,000	325,000	-1.5%	27.0%
59540 Drainage	0	0	144	0	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$799,450</b>	<b>\$1,022,400</b>	<b>\$541,939</b>	<b>\$1,203,016</b>	<b>1.2%</b>	<b>100.0%</b>

#### Revenue Summary By Type

340 Chargs for Goods/Services	839,680	820,000	656,384	840,000	2.4%	100.0%
370 Other Rev. & Capital Contrib.	0	0	25,000	0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$839,680</b>	<b>\$820,000</b>	<b>\$681,384</b>	<b>\$840,000</b>	<b>2.4%</b>	<b>100.0%</b>

#### Fund Balance

Beginning Balance	272,542	240,900	307,703	420,000
Revenues less Expenditures	40,230	(202,400)	139,445	(363,016)
<b>Ending Balance</b>	<b>\$312,772</b>	<b>\$38,500</b>	<b>\$447,148</b>	<b>\$56,984</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages	\$212,701	\$235,700	\$168,571	\$242,513	2.9%	20.2%
200 - Benefits	105,908	128,300	95,283	130,353	1.6%	10.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	318,609	364,000	263,854	372,866	2.4%	31.0%
300 - Operating Supplies	7,001	16,900	1,199	12,250	-27.5%	1.0%
400 - Professional Services & Charges	465,059	305,000	198,733	486,400	59.5%	40.4%
500 - Intergovernmental	6,970	6,500	0	6,500	0.0%	0.5%
600 - Capital Outlays	1,796	330,000	78,144	325,000	-1.5%	27.0%
<b>Total Expenditures</b>	<b>\$799,450</b>	<b>\$1,022,400</b>	<b>\$541,939</b>	<b>\$1,203,016</b>	<b>17.7%</b>	<b>100.0%</b>

#### 114 Paths & Trails

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
54162 Special Purpose Paths	\$0	\$7,000	\$0	\$5,000	-28.5%	16.1%
54262 R&M Special Purpose Paths	0	31,000	0	26,000	-16.1%	83.9%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$38,000</b>	<b>\$0</b>	<b>\$31,000</b>	<b>0.8%</b>	<b>100.0%</b>

#### Revenue Summary By Type

330 Intergovernmental Revenues	2,317	2,000	1,700	2,000	0.0%	100.0%
360 Miscellaneous Revenues	0	0	500	0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$2,317</b>	<b>\$2,000</b>	<b>\$2,200</b>	<b>\$2,000</b>	<b>0.0%</b>	<b>100.0%</b>

#### Fund Balance

Beginning Balance	91,839	75,000	94,157	63,000
Revenues less Expenditures	2,317	(36,000)	2,200	(29,000)
<b>Ending Balance</b>	<b>\$94,156</b>	<b>\$39,000</b>	<b>\$96,357</b>	<b>\$34,000</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
300 - Operating Supplies	\$0	\$5,000	\$0	\$5,000	0.0%	16.1%
400 - Professional Svcs & Charges	0	33,000	0	26,000	-21.2%	83.9%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$38,000</b>	<b>\$0</b>	<b>\$31,000</b>	<b>-18.4%</b>	<b>100.0%</b>



CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – STREET REPAIR/RECONSTRUCTION 119**

Municipal Services Director  
Superintendent

*Fred Snoderly  
Brian Baltzell*

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**DEFINITION**

The street capital program is included in this budget and is funded by REET 1 and 2, State Grants, a transfer from the General Fund and a transfer from the new Transportation Benefit District (TBD). These are all part of the city's Transportation Improvement Program (TIP).

**2018 CAPITAL PROJECTS**

Crack Seal Project	\$250,000	REET
Chip Seal Project	\$800,000	TBD-REET
Lake Shore Drive Project	\$1,830,000 Total Project Cost	\$ 270,000 – Water main \$ 300,000 – TBD Match \$1,130,000 -- State Grant \$130,000 -- REET
ADA Project	\$ 100,000	General Fund Transfer

## BUDGET SUMMARY

### 119 Street Repair/Reconstruction

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
54130 PRESERVATION ROADWAY	\$830,731	\$1,530,000	\$969,478	\$2,980,000	-18.3%	100.0%
54161 PRESERVATION SIDEWALKS	63,577	0	103,683	0	0.0%	0.0%
59530 ROADWAY	0	0	1,500	0	0.0%	0.0%
59561 SIDEWALKS AND PAVERS	0	0	0	0	0.0%	0.0%
Total Expenditures	<u>\$894,308</u>	<u>\$1,530,000</u>	<u>\$1,074,661</u>	<u>\$2,980,000</u>	1.9%	100.0%
<b>Revenue Summary By Type</b>						
310 Taxes	172,983	500,000	471,944	500,000	0.0%	18.0%
330 Intergovernmental Revenues	22,593	0	310,423	1,145,000	0.0%	41.2%
350 Fines & Penalties	143	0	111	0	0.0%	0.0%
360 Miscellaneous Revenues	52,183	60,000	17,852	30,000	-50.0%	1.1%
390 Other Financing Resources	225,000	630,000	515,454	1,105,000	75.4%	39.7%
Total Revenues	<u>\$472,902</u>	<u>\$1,190,000</u>	<u>\$1,315,784</u>	<u>\$2,780,000</u>	133.6%	100.0%
<b>Fund Balance</b>						
Beginning Balance	628,305	421,600	209,523	300,000		
Revenues less Expenditures	(421,406)	(340,000)	241,123	(200,000)		
Ending Balance	<u>\$206,899</u>	<u>\$81,600</u>	<u>\$450,646</u>	<u>\$100,000</u>		
	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
300 - Operating Supplies	\$894,308	\$1,530,000	\$1,073,161	\$2,980,000	94.8%	100.0%
600 - Capital Outlay	0	0	1,500	0	0.0%	0.0%
Total Expenditures	<u>\$894,308</u>	<u>\$1,530,000</u>	<u>\$1,074,661</u>	<u>\$2,980,000</u>	94.8%	100.0%

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – TRANSPORTATION BENEFIT DISTRICT 170**

Municipal Services Director

*Fred Snoderly*

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The Transportation Benefit District (TBD) is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district.

The City Council of Moses Lake is the governing body of the TBD. The governing body must develop a plan that specifies the transportation improvements to be provided or funded by the TBD. The transportation improvement plan shall be updated and advertised annually.

TBD funds do not have to be spent in a specific time frame. The TBD can fund any transportation improvement contained in the existing transportation plan that is necessitated by existing or foreseeable congestion levels. This includes maintenance and improvements to city streets, transportation demand management, and all similar items or issues.

The scope of the projects to be funded by the TBD will depend on the outcome of the November 7 election. Currently, the \$20 vehicle license fee is in place, so the budget is based on the full year collection of this fee or about \$300,000. The ballot included an option to impose a new two-tenths of one percent sales tax, and that estimate is about \$1.4 million for a full 12 months. Because of the timing of when the Department of Revenue would start collecting the tax, (the first of a quarter after 75 days notice, or April 1) coupled with the 2 month lag time of when we receive the tax from when it is collected, the City may only collect about \$750,000 in 2018. Because the budget will be adopted before the election is certified, a budget amendment can be made in early 2018, keeping with the project list as presented to the voters.

**2018 PROJECTS / WORK PLAN**

Projects are listed in the Transportation Improvement Plan. The Six-Year Transportation Improvement Plan (TIP) goes to City Council annually for approval. The TIP that included the projects eligible for TBD funding was approved by City Council at their July 12, 2016 meeting.

## LIST OF DEFERRED STREET PROJECTS

1. **Additional Crack Seal and Chip Seal Projects – \$2,400,000** - Due to three chip seal projects and one crack seal project being dropped from the annual maintenance program in the past five years, additional work needs to be completed to catch up and sustain the quality of the City's existing streets.
2. **ADA Ramp Improvements - \$4,000,000** – The City has over 1,000 ramps that do not meet all of the current criteria necessary for a legal handicap ramp. All of these ramps don't need to be replaced immediately, but the City needs to make steady progress towards compliance.
3. **Virginia Street Construction - \$300,000** – In 2009 Dano Park was platted and improved. The City was granted a 5-year deferral for construction of Virginia Street from Grape Drive to the park. That time has expired and the 600-foot section of road should be built as soon as funds are available.
4. **Lakeshore Drive Reconstruction- \$1,200,000** – This would be the 4<sup>th</sup> and final phase to complete the activity trail and road loop in the Lower Peninsula area.
5. **Wheeler Road Improvements - \$1,000,000** – This project would improve safety by widening Wheeler Road from Hamilton Road to past Road N. The extra width would allow a center turn lane for left turns and sidewalks/activity trail for pedestrians and bicyclists.
6. **Hanson Road and Westlake Drive Reconstruction - \$2,000,000** – This project would improve these streets up to City standards. Mae Valley will experience a large portion of the City's future growth and these improvements will be necessary to serve the area. Private development along these roads will be required to covers some of the costs of these improvements.
7. **Lark Street Construction - \$400,000** – This improvement from Pioneer Way to Kiefer Drive would improve the traffic flow and congestion in the Lakeview area due to the residential, Samaritan Hospital, and Community Health traffic volumes
8. **Luta Street Construction - \$300,000** – This project would eliminate the 600-foot gravel portion of Luta Street between Grape and Paxson Drive.
9. **Longview Street and Kinder Road Reconstruction - \$1,000,000** – This project would bring the final two streets in the Longview Tracts residential area up to City standards. The City owns property along the West side on Longview Street for almost the entire length.
10. **Pioneer Meadows Activity Trail - \$400,000** – This project would provide another link for pedestrians between Pioneer Way and Division Street.
11. **Longview Tracts Sidewalk - \$400,000** – This project would provide sidewalks for the Longview Tracts residential area. The City covered all of the costs to improve the streets and install sewer mains in this residential area. The sidewalks were deferred until the owners connected the lots the sewer system. There are still a large number of lots that have not connected to the sewer system so the sidewalks have not been installed.

## PERFORMANCE STATISTICS

	2016 Actual	2017 Prelim	2018 Proposed Budget
Lakeshore Drive – Pending Grant Approval in Nov.2017			300,000
Kittleson Road – on hold due to DNR Right-away issue		50,000	
Carry-over – Unspent year-end street capital		120,000	

## BUDGET SUMMARY

### 170 Transportation Benefit District

	(1) 2016 Actual	(2) 2017 Amended Budget	(3) 2017 Actual 9/30/17	(4) 2018 Projected Budget	(5) % Change from 2 to 4	(6) % of Total
<b>Exp Summary By Function</b>						
59700 Transfers Out	\$0	\$0	\$0	\$900,000	100.0%	100.0%
Total Expenditures	\$0	\$0	\$0	\$900,000	100.0%	100.0%
<b>Revenue Summary By Type</b>						
310 Taxes	0	0	0	940,000	0.0%	100.0%
Total Revenues	\$0	\$0	\$0	\$940,000	0.0%	100.0%
<b>Fund Balance</b>						
Beginning Balance	0	0	0	30,000		
Revenues less Expenditures	0	0	0	40,000		
Ending Balance	\$0	\$0	\$0	\$70,000		

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES - WATER DIVISION 411**

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Municipal Services Director  
Water Division Supervisor

*Fred Snoderly  
Kent Wilmot*

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**MISSION**

The mission of the Water Division is to provide quality potable water to the customers, residents, and property owners in our service areas in and around the City of Moses Lake. Our goal is to provide fast, friendly, helpful, and efficient service. The water is used for drinking water, bathing, carrying waste in the sewers, irrigation of landscapes, controlling dust at construction sites, processing industrial chemicals, mixing with manufacturing materials in industrial plants, cooling equipment, filling swimming pools, making ice for consumption, food processing, and fighting fires. Revenue to operate the water system primarily comes from metered water consumption of our customers. Therefore, keeping the meters working is a priority that follows keeping the wells pumping and the pipes repaired. Water is the life blood of a community.

<b>CURRENT FACILITIES</b>	
Wells	18 wells with deep well pumps, 125 to 500 horsepower motors, motor controls, and hydraulic pump control valves. Well 23 out of operation, Well 20 waiting on source approval from state and Well 31B perfect the well and install pump and pump house. 2016 water production 3,700,000,000 gallons.
Booster Pump Stations	2 Booster Pump Stations. Juniper Dr. Station out of operation until rebuilt.
Distribution Storage	9 distribution stand pipes in use, with a usable storage of 13.77 million gallons.
Mains	185 miles of water mains. Ranging from 4" to 16".
Valves	4463 total valves. 3113 main line gate valves. 1298 hydrant foot valves. 8 zone break gate valves. 10 automatic pressure reducing valves. 19 automatic pump control valves. 4 automatic altitude valves. 2 electric control valves.
Fire Hydrants	1575 fire hydrants assemblies.

Services	9215 metered water services. Ranging from 3/4" to 12".
Sample Stations	16 water sampling stations.
Water Treatment	19 chlorination systems for sodium hypochlorite injection.
Chlorine Residual Monitoring Stations	5 chlorine residual monitoring stations.

<b>MAINTENANCE AND IMPROVEMENTS 2017</b>	
Wells	Well 20 Pump House Project completed.
Telemetry	Contract with Z Engineers to prepare plans and specifications for SCADA upgrades.
Booster Pump Stations	
Distribution Storage	
Mains	Contracted for a leak survey of the distribution system.
Valves	Exercised 50 system valves.
Fire Hydrants	
Services	Large Meter Vault Replacement Project. Seeking bids in fall and project completion by spring of 2018.
Water Quality	Arranged testing to satisfy EPA and published our Consumer Confidence Report (Drinking Water Quality Report).
Meter Testing	Tested 60 3-inch and larger meters.

## BUDGET DECISION REQUESTS

*Capital Improvements listed in Water/Sewer/Construction Narrative.*

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Water Division Supervisor	1.00	1.00	1.00
	Water Division Foreman	1.00	1.00	1.00
	Water Quality Specialists	2.00	2.00	2.00
	Maintenance II	5.00	5.00	5.00
	Water OIT	1.00	1.00	1.00
	<b>Total Personnel</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

**BUDGET SUMMARY**  
**WATER AND WASTEWATER 410**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/17	Budget	from	Total
<b>Water &amp; Water Billing - 411 / 413</b>						
53410 Administration-General	\$832,937	\$842,800	\$600,343	\$1,135,676	1.3%	8.8%
53450 Maintenance	1,531,614	1,823,600	1,100,126	2,182,977	1.2%	16.9%
53470 Operations-Cust. Svc	819,921	815,600	597,649	979,146	1.2%	7.6%
59434 Water Utilities	63,710	130,600	130,131	115,000	0.9%	0.9%
59700 TRANSFERS OUT	2,387,100	3,270,400	1,807,890	2,454,225	0.8%	19.0%
<b>Sewer &amp; Sewer Billing - 412 / 414</b>						
53510 Administration-General	\$306,164	\$309,100	\$229,869	\$345,889	1.1%	2.7%
53550 Maintenance	1,537,763	1,936,500	1,139,800	2,105,755	8.7%	16.3%
53560 Operations-Contracted Proc	50,000	50,000	50,000	50,000	0.0%	0.4%
53570 Operations-Customer Servic	611,744	643,200	483,299	715,836	11.2%	5.5%
59435 Sewer Utilities	0	0	0	90000	11.2%	0.7%
59700 Transfers Out	3,249,100	2,443,400	2,330,890	2,730,225	1.1%	21.2%
Total Expenditures	<u>\$11,390,053</u>	<u>\$12,265,200</u>	<u>\$8,470,110</u>	<u>\$12,904,729</u>	1.1%	100.0%
<b>Revenue Summary By Type</b>						
320 Licenses & Permits	10,850	0	14,050	0	0.0%	0.0%
340 Chargs for Goods/Services	10,082,667	9,661,000	7,991,699	9,832,500	1.8%	80.1%
360 Miscellaneous Revenues	778,504	591,500	629,090	702,000	18.7%	5.7%
370 Other Rev. & Capital Contrib.	722,018	5,000	331,916	500	-90.0%	0.0%
380 Other Increases in Resources	1,431,220	1,459,400	896,785	1,740,900	19.3%	14.2%
390 Other Financing Resources	16,310	0	0	0	0.0%	0.0%
Total Revenues	<u>\$13,041,569</u>	<u>\$11,716,900</u>	<u>\$9,863,540</u>	<u>\$12,275,900</u>	4.8%	100.0%
<b>Fund Balance</b>						
Beginning Balance	1,140,182	1,405,800	2,137,986	2,000,000		
Revenues less Expenditures	<u>1,651,516</u>	<u>(548,300)</u>	<u>1,393,430</u>	<u>(628,829)</u>		
Ending Balance	<u>\$2,791,698</u>	<u>\$857,500</u>	<u>\$3,531,416</u>	<u>\$1,371,171</u>		



	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/17	Budget	from	Total
					2 to 4	
100 - Salaries & Wages	\$1,694,281	\$1,797,300	\$1,230,506	\$1,953,409	8.7%	15.1%
200 - Benefits	918,538	951,700	682,434	948,700	-0.3%	7.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	2,612,819	2,749,000	1,912,940	2,902,109	5.6%	22.5%
300 - Operating Supplies	438,182	406,500	203,824	411,550	1.2%	3.2%
400 - Professional Svcs & Charges	2,549,040	3,171,000	2,010,857	4,107,320	29.5%	31.8%
500 - Invergovernmental	90,052	94,300	73,578	94,300	0.0%	0.7%
600 - Capital Outlays	63,710	130,600	130,131	205,000	57.0%	1.6%
700 - Debt Service (Principal)	600,000	0	0	0	0.0%	0.0%
Transfers Out	5,636,200	5,713,800	4,138,780	5,184,450	-9.3%	40.2%
<b>Total Expenditures</b>	<b>\$11,990,003</b>	<b>\$12,265,200</b>	<b>\$8,470,110</b>	<b>\$12,904,729</b>	<b>5.2%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – WASTEWATER 412**

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Municipal Services Director  
Wastewater Supervisor

*Fred Snoderly  
Tony Pfluger*

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**MISSION STATEMENT**

It is the wastewater division's mission to continually encourage integrity, communication, and excellence in customer service, while supplying an environmentally friendly solution to the City of Moses Lake's wastewater needs. The priority of the wastewater division is to keep collection lines, lift stations and treatment facilities in top working order to minimize effects on ground water and the environment. The ultimate goal is to create a high quality final product that we can use bio-solids as a fertilizer and the effluent used to water and grow crops.

**CURRENT FACILITIES**

**Larson Wastewater Treatment Plant**

The Larson WWTP is located at 6691 Randolph Road in the Larson Area of Moses Lake. The Larson WWTP is a Biolac Activated Sludge Plant that has the capacity to treat 0.75 million gallons wastewater per day. The Larson WWTP serves a population of about 3,000. The Larson WWTP treats 9.61 MGD on a monthly average.

**Sand Dunes Wastewater Treatment Plant**

The Sand Dunes WWTP is located at 1801 Road K SE, on the south end of Moses Lake. The Sand Dunes is a Biolac Activated Sludge Plant that has the capacity to treat 4.4 million gallons per day. The Sand Dunes WWTP serves a population of about 20,640. The Dunes WWTP treats 64.79 MGD on a monthly average.

**Conveyance System**

The Wastewater Division maintains about 750,000 feet of gravity sewer mains, 90,000 LF of sewer force mains, 22,500 LF of low-pressure effluent main, and 1300 LF of siphon pipe.

The City of Moses Lake has over 3000 existing manholes; the Wastewater Division flushes gravity sewer mains annually, where upstream manholes are accessible to the flush truck. Flushing is accomplished by dumping several hundred gallons of clean water from the flush truck into an upstream manhole. During flushing operations, if the flushing water is draining slowly, rodding of the sewer main will be scheduled, if further issues are noticed, a camera crew will inspect the pipe. To flush the gravity mains on an annual basis requires a flushing crew to flush over 3500 lineal feet of gravity main per workday for 215 working days per year.

### **CCTV (Closed Circuit TV) Inspection Camera**

A video camera is owned and maintained by the Wastewater Division to inspect new and existing sewer mains. All new sewer mains are videotaped (digital) before they are accepted by the City, to verify the sewer pipes are in acceptable condition without major grade changes between manholes. Additionally, the camera is used to inspect problem pipes, to determine what repairs or maintenance may be required. All videos are stored electronically for future reference.

### **Lift Stations**

The sewer division maintains 30 lift stations, 24 discharging to Sand Dunes WWTP and 6 discharging to Larson WWTP.

Lift Stations are installed at low points in the collection system, to collect raw waste from gravity mains and low-pressure effluent lines, and to pump the raw waste downstream to treatment facilities, in addition to three raw waste pumps, head works, solids pumps for grit removal at the COF and the Nelson Booster pump station.

### **Air Release Assemblies**

Air release assemblies are installed at high points on force mains to remove air from the pipe and to reduce air locks. Periodic maintenance of air release assemblies is required to verify they are in good working order. Air release assemblies are inspected, serviced, annually and repaired as needed.

### **Generators**

The Wastewater Division maintains 12 stand-by generators and 2 portable generators to provide emergency power to the lift stations, COF, and WWTPs. Each generator runs, transfers, checked, on a weekly basis, and serviced and load tested bi-annually. Additional services may be required as determined by bi-annual oil and coolant analysis on each generator.

## **MAINTENANCE AND IMPROVEMENTS FOR 2017**

**COF:** Repaired the check valve on the #2 RWWP. Replace pressure switch on RWWP #3, plant new scrubs along north fence and install irrigation, repair high wet well float, replace chlorine pump, replace raw waste #1 pump control board. Built a LC 150 practice station for training. Replace auger gearboxes at head works.

**Dunes WWTP:** Repaired the irrigation drip system, Trim trees, and Run P.E. samples for lab accreditation. Replaced burnt out UV lamps as needed and cleaned the UV troughs bi-weekly. Replaced blower drive belts and check valve as needed. Measured and sampled the bio-solids in the LTSDB's. Cleaned the grit chamber and scum station. Change the oil in the blowers every 2000 hrs. Decanted the water from the LTSDB's. Changed the oil in the rake motors, gearboxes, and the Hycor screen. Installed a new brush on the auger at the head works. Scarified the R/I basins as needed. Replaced motherboard in chart recorder. Cleanup and haul away scrap iron. Replace D.O. sensor in basin#1. Haul grit to land fill in Ephrata. Replace compressor sled for head works sampler. Upgrade head works. Repair signal fail to return and flow meters.

**Bio-solids Management:** Leveling sand dunes for bio-solids application, remove bio-solids from bio-bags haul to storage pad for drying.

**Larson WWTP:** Replaced burnt out UV lamps and cleaned the UV troughs as needed. Replaced the effluent pH probe. Measured and sampled bio-solids in the LTSDB's. Cleaned the grit chamber and scum station. Decanted the water from the LTSDB's. Scarified the R/I basins as needed. Changed the oil in the rake motors, gearboxes, and the Hycor screen. Replace a generator block heater. Replace pH probe in UV trough. Install new AC unit in wall.

**Lift Stations:** Upgrade Winona L.S., Cleaned & lubricated the lift station vent fans and pump motors. Repair the sump pump at Wheeler L.S. Spray for spiders in all of the lift stations, Cleaned lift station wet wells as needed. Measured the level and filled generator fuel tanks. Repaired #1 check valve at LS1 and Main, Installed a new pump wear rings at Sage Bay and Peninsula L.S. Replaced the wet well/dry well fans a Clover, Sage Bay, and Nelson L.S. Inspect and change oil in submersible pumps. Replace the bubbler compressor at Carnation and Carswell L.S. Repaired the Bioxide pumps at Moses Pointe L.S., Replace radio batteries, replace pumps at Moses Pointe and Marina, repair and adjust valve boxes at Moses Pointe. Replace Back Flow Preventer at Hermit.

**Line Maintenance:** Cleaned and inspected 31 air release valves on the force mains. Pigged the force main from Moses Pointe L.S. 16 times, Eka Nobel L.S. once. Inspect 41 problem sewer lines and manholes. Rodded 12 slow or plugged sewer lines, approximately 8,000 feet. Adjusted five manhole rings, replaced five manhole rings, and replaced 17 manhole covers. Cleaned and TV 14,367 feet of sewer mains. TV 9,525.8 feet of new sewer lines. Flushed all of the sewer mains in the City and Larson area two, half times, and 786 troubled lines every month, pumped water to 45 sewer mains.

## **2018 PROJECTS / WORK PLAN**

Flush the City and Larson collection systems. TV problem sewer mains and inspect sewer mains for future repairs, replacement and lining projects. TV and inspect new sewer mains, Remove vacuum prime pumps and install submersible pumps and modify controls for Westlake Lift Station. Upgrade SCADA telemetry system, manhole lining, and additional bay on building five for rodding truck, and fence around Winona lift station. Dunes and Larson WWTP's operation & maintenance. Manage the treatment and application of the bio-solids at the Dunes and Larson WWTP's.

## **MEET THE DEPARTMENT OF ECOLOGY REQUIREMENTS FOR 2018**

<b>LARSON WWTP</b>	
Item No.	Description
1	Annual Assessment of Flow and Waste Load by March 1, 2018.
2	Review and update Operation & Maintenance Manual annually.
3	Manage the Treatment of Bio-solids.
4	Annual Bio solids Report by March 1, 2018.

<b>DUNES WWTP</b>	
Item No.	Description
1	Annual Assessment of Flow and Waste Load by March 1, 2018.
2	Maintain Lab Accreditation, run performance evaluation P.E. samples analysis semi-annually, notify DOE of any significant changes.
3	Review and update Operation & Maintenance Manual annually.
4	Manage the Treatment of Bio-solids.
5	Annual Bio solids Report by March 1, 2018.

## **BUDGET DECISION REQUESTS**

*Capital Improvements listed in Water/Sewer/Construction Narrative.*

## **AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2016 Actual</b>	<b>2017 Amended Budget</b>	<b>2018 Proposed Budget</b>
	Wastewater Supervisor	1.00	1.00	1.00
	Wastewater Foreman	1.00	1.00	1.00
	Lead Operator	1.00	1.00	1.00
	Operator	1.00	1.00	1.00
	Maintenance II	4.00	4.00	4.00
	Maintenance I	1.00	1.00	1.00
	Wastewater OIT	1.00	1.00	1.00
<b>Total Personnel</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

## Budget

### 412 Wastewater

	(1)	(2)	(3)	(4)	%	%
	2016	2017	2017	2018	Change	of
	Actual	Amended	Actual	Projected	from	Total
Exp Summary By Function	Actual	Budget	9/30/17	Budget	2 to 4	
53510 Administration-General	\$274,991	\$309,100	\$194,741	\$333,510	7.8%	8.3%
53550 Maintenance	1,537,763	1,936,500	1,139,800	2,105,755	8.7%	52.3%
59435 SEWER UTILITIES	0	0	0	90,000	100.0%	2.2%
59700 Transfers Out	2,080,000	1,222,000	1,222,000	1,500,000	22.7%	37.2%
Total Expenditures	<u>\$3,892,754</u>	<u>\$3,467,600</u>	<u>\$2,556,541</u>	<u>\$4,029,265</u>	16.1%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/17	Budget	from	Total
100 - Salaries & Wages	\$636,829	\$655,000	\$445,128	\$696,135	6.3%	17.3%
200 - Benefits	351,255	363,300	242,161	329,110	-9.4%	8.2%
<i>Sub-Total - Salaries &amp; Benefits</i>	988,084	1,018,300	687,289	1,025,245	0.7%	25.4%
300 - Operating Supplies	173,852	134,600	76,498	139,600	3.7%	3.5%
400 - Professional Services & Charge	622,711	1,063,900	559,122	1,245,620	17.1%	30.9%
500 - Intergovernmental	28,091	28,800	11,617	28,800	0.0%	0.7%
600 - Capital Outlay	0	0	0	90,000	0.0%	2.2%
Transfers Out	2,080,000	1,222,000	1,222,000	1,500,000	22.7%	37.2%
Total Expenditures	<u>\$3,892,754</u>	<u>\$3,467,600</u>	<u>\$2,556,541</u>	<u>\$4,029,265</u>	16.2%	100.0%

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – WATER/SEWER CONSTRUCTION 477**

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Municipal Services Director

*Fred Snoderly*

**DEFINITION**

The City of Moses Lake Water/Sewer Construction fund is used to account for major capital improvements to the Water and Wastewater infrastructure. Revenues in this fund consist of a transfer from the operating fund, which is intended to approximate depreciation.

**CAPITAL IMPROVEMENTS 2018 (WATER)**

Water SCADA System Upgrade	\$800,000
Lakeshore Dr. Water Main Improvement	\$270,000
Develop Well 31B	\$1,000,000
Juniper Dr. Booster Station Upgrade	\$100,000
Gumwood Water Main Installation	\$75,000
Well 23 Development	\$100,000

1. Water Supervisory Control and Data Acquisition (SCADA) System Upgrade. Upgrade all 30 remote sites with PLC and upgrade the SCADA control software. The existing system was installed in the 90's and is outdated and hard to replace failing parts.
2. Lakeshore Water Main Improvement. Provided the city acquires the grant to repave Lakeshore dr. the water main should be replaced. It is currently undersized and shallow in places.
3. Develop Well 31 B. The GWMA study in 2012 for Moses Lake sited that the current deep aquifers are not a sustainable source of water for the community in the future. Well 31 B is a shallow well drilled in 2015 in the Central Zone. This well once completed will allow water to be moved from the Central Zone to the Lakeview Zone. The Lakeview Zone in the summer is stressed to satisfy current and future demands.
4. Juniper Dr. Booster Station Upgrade. In the early 80's Reservoir 5 was built raising the pressures in the Lakeview Zone. This change made the current configuration of the booster station inoperable. Rebuilding the station will allow water to be moved to the Lakeview Zone satisfying summer demands for the short term.

5. Water Main Installation on Gumwood. The water main is needed to serve the Moses Hole Bar on Gumwood. Currently the service is fed through a lot on Third. There is no easement for this line running through the property on Third.
6. Develop Well #23. In 2014-2015 Well 23 was repaired and lowered due to dropping water levels. In 2016 it was discovered that the well was pumping sand which was plugging water meters and building fixtures in the Job Corps Complex. In order to use the well in the future the sand would have to be removed.

#### **FUTURE CAPITAL IMPROVEMENTS (WATER)**

1. Water Hydraulic Model Upgrade. The current modeling software has limited capabilities which limit its ability to model the entire water system. New software is needed to examine how moving water from areas with surplus to areas of shortfall.
2. Additional Sources of Supply. To meet the water demand of the community, more shallow wells will be needed.
3. Water Main Improvements. As demand increases some of the infrastructure may need to be enlarged to distribute water to the distinct zones.

#### **CAPITAL IMPROVEMENTS 2018 (WASTEWATER)**

Westlake Lift Sta. Submersible Pumps & Modify Controls	\$250,000
SCADA System Upgrade	\$250,000
Collection System: Manhole Lining	\$500,000
Bio Solids Management: Dunes and Larson WWTP	\$300,000

#### **FUTURE CAPITAL IMPROVEMENTS (WASTEWATER)**

Westlake Lift Sta. Submersible Pumps & Modify Controls	\$250,000
SCADA System Upgrade	\$250,000
Carswell, Patton, Castle, Lift Sta. 1 and Knolls- Vista Submersible Pumps, larger wet wells, move controls above round.	\$250,000/year
Sewer Line Extension at Five Corners, Spot Repairs on Pioneer Way	\$200,000
Bio Solids Management Dunes, Larson WWTP	\$300,000/year
Winona Fence Project	\$50,000



Collection System: Manhole Lining	\$500,000/year
Reroute Parker Horn Siphon to Sage Bay L.S.	\$300,000
Longview Sewer Hook-ups	\$300,000
Install new force main from Division L.S. to 16" force main at Main L.S.	\$200,000
Finish parallel force main from Carnation	\$200,000
Finish 20" parallel force main from COF to James St.	\$700,000
Replace 25,000 LF 20-inch AC force main from COF to Sand Dunes Treatment Plant	\$3,000,000

1. Replace the existing vacuum prime lift station with submersible pumps and modify control panel.
2. Upgrade Wastewater SCADA system software to a more user-friendly software, so we can to make changes ourselves and do not need to call a system programmer.
3. Replace pumps with submersible pumps and move controls above ground and increase wet well size. They are part of the old Larson AFB and have been in service since the late fifties early sixties and have been previously rebuilt numerous times.
4. Disposing of bio solids from Dunes STP and Larson STP.
5. Install curb, sidewalk and fence around Winona L.S.
6. Manhole repairs and lining. Portions of the sewer collection system are more than 50 years old. The concrete manholes are deteriorating. They need to be inspected, repaired or replaced in the City and at Larson.
7. Lining, Lateral and manhole repair. Portions of the sewer collection system are more than 50 years old. The concrete sewer lines and manholes are deteriorating. They need to be inspected, repaired or replaced in the City and at Larson.
8. Abandon all septic systems and hook-up all homes to new gravity sewer system in the Longview Tracts area.
9. Replace existing 6-inch force main with 10-inch force main down stream of Division L.S. to the 16-inch force main at Main L.S.
10. Finish the parallel force main project from the Carnation lift station to help transport the increased flow from the Wheeler Rd. corridor.
11. Install remaining 20-inch parallel force main from the COF across the lake to James St. to finish the previous project and provide a backup line for maintenance and emergency relief. Add parallel 20-inch force main from the grit chamber to the flow meter at Dunes.

12. Replace 25,000 lineal feet of 20-inch asbestos cement pipe from Eastlake and Division Street to Dunes treatment plant.

## BUDGET SUMMARY

### Dept 477 Water/Sewer/Construction

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2017	Budget	from	Total
53490 Other Operating Expense	129	0	0	0	0.0%	0.0%
59434 Water Utilities	576,925	2,000,000	428,278	2,500,000	25.0%	64.4%
59435 Sewer Utilities	1,782,562	1,680,000	886,177	1,380,000	-17.8%	35.6%
Total Expenditures	<u>\$2,359,616</u>	<u>\$3,680,000</u>	<u>\$1,314,455</u>	<u>\$3,880,000</u>	-17.2%	100.0%

### Revenue Summary By Type

390 Other Financing Resources	3,380,000	2,500,000	2,500,000	2,800,000	12.0%	100.0%
Total Revenues	<u>\$3,380,000</u>	<u>\$2,500,000</u>	<u>\$2,500,000</u>	<u>\$2,800,000</u>	12.0%	100.0%

### Fund Balance

Beginning Balance	2,872,804	2,187,700	3,893,186	3,500,000		
Revenues less Expenditures	1,020,384	(1,180,000)	1,185,545	(1,080,000)		
Ending Balance	<u>\$3,893,188</u>	<u>\$1,007,700</u>	<u>\$5,078,731</u>	<u>\$2,420,000</u>		

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2017	Budget	from	Total
600 - Capital Outlays	<u>\$2,359,616</u>	<u>\$3,680,000</u>	<u>\$1,314,455</u>	<u>\$3,880,000</u>	5.4%	100.0%
Total Expenditures	<u>\$2,359,616</u>	<u>\$3,680,000</u>	<u>\$1,314,455</u>	<u>\$3,880,000</u>	5.4%	100.0%

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**FLEET MANAGEMENT 519**  
**EQUIPMENT RENTAL DIVISION**

Municipal Services Director  
Public Works Superintendent  
Fleet Manager

*Fred Snoderly*  
*Michael G. Moro, PE*  
*Steve Hibbs*

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**DEFINITION**

The primary goal for Fleet Management, previously known as the Equipment Rental Division, is to provide economical, safe and properly maintained vehicles, equipment and two-way communication radios to all departments of the City.

Fleet Management supports the transportation and communication radio needs for all City departments and is responsible for:

- Annual budget preparation for the Fleet Management Division
- Annual inventory of vehicles and equipment owned by the City of Moses Lake
- Periodic inventory of two-way communication radio equipment owned by the City of Moses Lake
- Receiving, recording and processing daily invoices for the maintenance and repair supply inventory for the Fleet Management Division
- Annual inventory of the repair and maintenance supplies owned by the City of Moses Lake
- Repair and maintenance of the 271 vehicles and equipment owned by the City of Moses Lake
- Repair and maintenance of the 644 pieces of two-way communication radio equipment owned by the City of Moses Lake
- Liaison with City staff, outside vehicle and equipment repair vendors and radio equipment repair vendors
- Design, preparation and administration of the annual capital equipment quotes, bids and purchases
- Working with Washington State Enterprise Services Office for capital purchases
- Working with various contract administrators for Fleet Management Division capital purchases
- Providing on-demand reports and information concerning the vehicles, equipment and communication radios for management

**2018 PROJECTS / WORK PLAN**

**Fleet Management (Equipment Rental Division) 519**

In addition to providing scheduled maintenance and repair to the fleet of vehicles and equipment, we propose the following annual capital equipment purchases and projects for 2018:

- The purchase and implementation of a new fleet management software program to provide fleet management and inventory reporting, supply inventory, labor tracking and preventive maintenance scheduling (519)
- One replacement vehicle for the Municipal Services Director, SUV size for the Engineering Division (519/010)
- One replacement vehicle for the Police Chief, SUV size for the Police Department (519/030)
- One replacement Police Patrol Vehicle, SUV size for the Police Department (519/030)
  - Fleet Management staff will up-fit the police equipment into the two Police Department vehicles
- One replacement large area mower, 16 foot cutting width size for the Parks and Recreation Department (519/020)
- One replacement ballpark infield groomer, Sand Pro three wheel size for the Parks and Recreation Department (519/020)
- One replacement utility vehicle, Kawasaki Mule size for the Parks and Recreation Department (519/020)
  - Fleet Management staff will up-fit warning lights and equipment onto the three Parks and Recreation Department units
- One ambulance remount E-450 van or F-450 cab chassis size, Fire Department/Ambulance Division (519/040/498)
- One new and additional staff vehicle, SUV size for the Fire Department/Ambulance Division (519/040/498)
  - Fleet Management staff will up-fit the Fire Department equipment into the vehicle for the Fire Department/Ambulance Division
- One new and additional Command Unit ½ ton pickup size for the Fire Department (519/040)
  - Fleet Management staff will up-fit the Fire Department equipment into the vehicle for the Fire Department
- One new and additional Crafcro Mastic II Patcher for the Street Division (519/116)
- One new and additional front end wheel loader for the Water Division (519/411)
- One new and additional ½ ton pickup for the Wastewater Division (519/412)
- Fleet Management requests a fluid transfer system for the diesel engine powered trucks with Diesel Exhaust Fluid (DEF) systems, 55 gallon drum size with electric or pneumatic drive for the Fleet Management Division (519)
- Fleet Management requests a one ton truck from the Fire Department we saved from the 2017 Auction. Equipment #225, a 1991 GMC 3500 service truck was replaced by the purchase of another brush fire truck for the Fire Department in 2017. The Fire Department letters were painted on the vehicle. Therefore, we request painting over the areas and outfitting the truck with service tools from another vehicle. Our goal for equipment #225, is utilize it for approximately five years or until a better vehicle is slated for auction. (519)

## **2018 BUDGET DECISION REQUESTS**

### **Fleet Management (Equipment Rental Division) 519**

- Staff. Fleet Management proposes a staff development strategy for the division. Currently, there is no long term method for the development of staff for the next level of responsibility. Our proposal provides a ladder for staff to climb to the next level. (519)
- Software. Fleet Management requests new fleet management software program to provide fleet management and inventory reporting, supply inventory, labor tracking and preventive maintenance scheduling. The 2018 budget request is based on price estimates from the computer software vendor PubWorks. (519)
- One replacement vehicle for the Municipal Services Director. The Engineering Division operates two vans. Equipment #008 is a 1999 Dodge Caravan (18 years old) and #002 is a 2006 Dodge Gran Caravan (11 years old). Fleet Management staff will up-fit the emergency lights onto the vehicle. The request will provide the director a new vehicle and move equipment #008 to the 2018 auction line. (519/010)
- One replacement police patrol vehicle. We request the replacement of one Police Patrol Vehicle in 2018. The budget request is based on Washington State Contract price and up-fitted as requested by the Police Department. Equipment pieces that are still serviceable and will fit the new vehicle will be transferred from the old one. Vehicle specific and worn out items must be replaced. Fleet Management staff will up-fit the emergency lights onto the vehicle for the Police Department. The vehicle we request be replaced is #097, 2013 Chevrolet Caprice. (519/030)
- One replacement vehicle for the Police Chief. The request is for the replacement of equipment #015, an eleven year-old, 2006 Toyota Prius, assigned to the Police Department. Equipment #015 has been declared surplus because the hybrid battery unit is in fail mode. The repair cost exceeded the vehicle value. The vehicle has been utilized by the Police Department as a travel car for officer training. The vehicle has approximately 105,365 miles on the odometer. The amount requested is for a "line car". The vehicle utilized by the Police Chief as an administrative vehicle is equipment #041, a nine year-old, 2008 Ford Crown Victoria. Equipment #041 will replace equipment #015 above. The 2018 budget request is based on Washington State Contract prices. The vehicle will be ordered as a police vehicle so that it may be fully outfitted as a "line car". Fleet Management staff will up-fit the emergency lights onto the vehicle for the Police Department. If the request is not approved, the Police Department will not have use of equipment #015, the 2006 Toyota Prius as it has been declared surplus. (519/030)
- One replacement large area mower. Fleet Management requests the replacement of Equipment #319, a 1999 a Jacobsen, 16 foot width of cut, large area mower assigned to the Parks and Recreation Department. The 12 year old mower has 3,593 hours on the hour meter. The mower is out of service with a bad head gasket due to a poor cooling system design. The cost of repair exceeded the equipment value. Fleet Management shall upfit the new equipment with emergency lights and equipment. (519/020)
- One replacement Sand Pro (ballpark infield groomer). A replacement Sand Pro for the Parks and Recreation Department. Fleet Management requests replacement of the 22 year old equipment #520, a 1995 Toro Sand Pro 5000. (519/020)

- One replacement utility vehicle. One of the four utility vehicles assigned to the Parks and Recreation Department has experienced a transmission failure after years of hard use. Fleet Management staff will up-fit the emergency lights onto the equipment for the Parks and Recreation Department. Fleet Management requests replacement of the nine year old equipment #531, a 2008 Kawasaki Mule 3010. (519/020)
- One Ambulance Remount. The ambulance remount is accomplished by sending the old vehicle, equipment #377, a 2002 Ford E-450/Wheeled Coach ambulance, back to the original manufacturer for removal and refurbishment of the ambulance body. They replace worn components and reinstall the ambulance body onto a new cab and chassis. (519/040/498)
- Additional Staff Vehicle. The Fire Department requests a new and additional vehicle for the Ambulance Division. Fleet Management staff will up-fit the emergency equipment into the vehicle for the Fire Department. The Fire Department will provide the 2018 Budget Decision Package for the item. (519/040/498)
- Auto-nozzle. Installation of an auto-nozzle system on equipment #214, the Ford L8000 Brush Fire Truck with a Task Force Tips system. Fleet Management staff will up-fit the equipment into the vehicle for the Fire Department. The Fire Department will provide the 2018 Budget Decision Package for the item. (519/040)
- Command Unit. One new and additional Command Unit ½ ton pickup size for the Fire Department. Fleet Management staff will up-fit the Fire Department equipment into the vehicle for the Fire Department (519/040)
- One new Crafcro Mastic II Patcher for the Street Division (519/116)
- One new and additional front end wheel loader for the Water Division (519/411)
- One new and additional ½ ton pickup for the Wastewater Division (519/412)
- Fleet Management requests a fluid transfer system for the diesel engine powered trucks with Diesel Exhaust Fluid (DEF) systems, 55 gallon drum size with electric or pneumatic drive for the Fleet Management Division (519)
- Fleet Management requests a one ton truck from the Fire Department we saved from the 2017 Auction. Equipment #225, a 1991 GMC 3500 service truck was replaced by the purchase of another brush fire truck for the Fire Department in 2017. The Fire Department letters were painted on the vehicle. Therefore, we request painting over the areas and outfitting the truck with service tools from another vehicle. Our goal for equipment #225, is utilize it for approximately five years or until a better vehicle is slated for auction. (519)

**AUTHORIZED PERSONNEL****Fleet Management (Equipment Rental Division) 519**

	Position Title	2016 Actual	2017 Amended Budget	2018 Proposed Budget
	Fleet Manager (ER Supervisor)	1.00	1.00	1.00
	Fleet Management Foreman (ER Foreman)	1.00	1.00	1.00
	Fleet Management Technician III (ER Mechanic)	0.00	0.00	1.00
	Fleet Management Technician II (ER Mechanic)	2.00	2.00	1.00
	Fleet Management Technician I (ER Lube Mechanic)	0.00	1.00	1.00
	Fleet Management Temporary Technician (ER Summer Helper)	0.25	0.00	0.00
<b>Total Staff</b>		<b>4.25</b>	<b>5.00</b>	<b>5.00</b>
<b>2018</b> Fleet Management proposes the adjustment of position titles to current widely accepted titles for our staff. We propose a stair step ladder system to develop staff for the future with the same number of staff.				

**BUDGET SUMMARY****Fleet Management (Equipment Rental Division) 519**

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/17</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
54868 Operations-General	\$988,232	\$1,199,000	\$811,605	\$1,257,407	4.8%	42.4%
59148 LT Debt/ Centralized Service	650,380	613,000	527,497	530,000	-13.5%	17.9%
59248 Interest/ Public Wroks	18,827	50,500	37,592	29,300	-41.9%	1.0%
59448 Public Works-Centralized Se	1,120,655	485,400	492,270	1,149,300	136.7%	38.7%
<b>Total Expenditures</b>	<b>\$2,778,094</b>	<b>\$2,347,900</b>	<b>\$1,868,964</b>	<b>\$2,966,007</b>	<b>1.3%</b>	<b>100.0%</b>

**Revenue Summary By Type**

340 Chargs for Goods/Services	1,867,293	2,135,700	1,748,191	2,513,200	17.7%	100.0%
360 Miscellaneous Revenues	124	0	1	0	0.0%	0.0%
370 Other Rev. & Capital Contrib.	2,421	0	4,301	0	0.0%	0.0%
390 Other Financing Resources	765,639	640,000	610,829	0	-100.0%	0.0%
<b>Total Revenues</b>	<b>\$2,635,477</b>	<b>\$2,775,700</b>	<b>\$2,363,322</b>	<b>\$2,513,200</b>	<b>-9.5%</b>	<b>100.0%</b>

**Fund Balance**

Beginning Balance	1,254,556	855,800	1,087,006	800,000
Revenues less Expenditures	(142,617)	427,800	494,358	(452,807)
<b>Ending Balance</b>	<b>\$1,111,939</b>	<b>\$1,283,600</b>	<b>\$1,581,364</b>	<b>\$347,193</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	% of Total
100 - Salaries & Wages	\$233,117	\$291,800	\$194,202	\$309,742	6.1%	10.4%
200 - Benefits	107,245	148,700	95,407	142,465	-4.2%	4.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	340,362	440,500	289,609	452,207	2.7%	15.2%
300 - Operating Supplies	298,982	383,800	258,544	392,800	2.3%	13.2%
400 - Professional Services	348,876	373,500	263,440	408,800	9.5%	13.8%
500 - Intergovernmental	0	1,200	0	3,600	200.0%	0.1%
600 - Capital Outlays	1,120,654	485,400	492,270	1,149,300	136.8%	38.7%
700 - Debt Service (Principal)	650,380	613,000	527,497	530,000	-13.5%	17.9%
800 - Debt Service (Interest)	18,827	50,500	37,592	29,300	-42.0%	1.0%
<b>Total Expenditures</b>	<b>\$2,778,094</b>	<b>\$2,347,900</b>	<b>\$1,868,964</b>	<b>\$2,966,007</b>	<b>26.3%</b>	<b>100.0%</b>

#### **MINOR EQUIPMENT & SMALL PROJECT REQUESTS (315, 351)**

##### **Fleet Management (Equipment Rental Division) 519**

A summary of the Fleet Management Minor Equipment Budget Request for 315 (Repair & Maintenance Supplies) and 351 (Minor Equipment) items are provided below. The Minor Equipment budget includes of items with an individual cost of more than \$1,000, but less than \$5,000.

- Laptop or Tablet Computers for the Equipment Rental Shop
  - Fire Truck Emergency Light Upgrade Project
  - State & Federal Surplus Tools & Equipment
  - Confined Space Rescue Equipment
  - Backup Cameras for Trucks with Limited Rear Vision
  - Division Vehicle Request
- Laptop or Tablet Computers for the Fleet Management Shop. We request laptop or tablet computers for use in our shop. We are using personal "smart phones" to access the internet for vehicle diagnostic and repair information in the shop. The proposed computers will provide a way for staff to access the internet and the requested fleet maintenance software program. The Water Division has two laptop or tablet computers that do not provide the level of operation they need. We discussed transferring the items to Fleet with them. If approved by management, we will make use of the computers in the shop. The computers should have software to access the internet, a simple word processor, spreadsheet and, an Adobe file reader. The 2018 budget request was based on a price provided by the IT Division.
  - Fire Truck Emergency Light Upgrade Project. The Fire Chief requested two Roto-Ray Lights for two of the fire trucks in 2018. If approved by management, Fleet Management staff will complete the installation in-house. The request is for two lights to be mounted on two Fire



Department Pumper Fire Trucks; equipment #231, a 1998 E-One Cyclone Pumper Fire Truck and equipment #241, 2001 E-One Typhoon Pumper Fire Truck.

- State & Federal Surplus Tools & Equipment. We request the ability to participate in the purchase of State & Federal Surplus tools and equipment. The request for any surplus equipment purchase shall be subject to management pre-approval.
- Confined Space Rescue Equipment. We request Confined Space Rescue Equipment as directed by management.
- Backup Camera Project for trucks with limited rear vision. Fleet Management identified 70 trucks and equipment with limited rear vision. We propose the installation of eight to ten rear vision camera systems per year for vehicles with limited rear vision. We request Fleet Management staff be permitted to install the systems during 2018. A list of vehicles with limited rear vision is attached.
- We request the addition of a 26 year old service truck from the auction line to Fleet Management. The truck we request is equipment #225, a 1991 GMC 3500 service truck. It was replaced by a newer brush truck purchased from Grant County Fire District Five for the Fire Department during 2017.

We removed the brush fire pump, foam pump, auxiliary engine and the two-way radio equipment from the old truck. The two-way radio equipment was installed in the replacement brush truck for the Fire Department. If the transfer of the old truck is approved, we could utilize the service body for field repair tools.

Over the years, we have requested various vehicles from the auction line. We repurpose the vehicles and utilize them for about five years before they are finally sent to auction.

The need for an additional vehicle arose in 2017. Management approved the addition of another staff member in Fleet Management bringing our total to five in the division. Today we have three vehicles for the five staff members:

Equipment #	Description	Previous Assignment
076	2009 Ford Crown Victoria	Police Department Patrol Vehicle
124	1995 Ford F250	Fire Department Pickup
194	2009 Chevrolet Colorado	Police Animal Control Pickup

We use equipment #194 in our check oil program. We leave it at the Civic Center and various other parking lots around the city when we pickup vehicles for service.

The additional vehicle requested is:

Equipment #	Description	Previous Assignment
225	1991 GMC 3500 Truck	Fire Department Brush Fire Truck

Our goal for equipment #225 is to utilize it for approximately five years or until a better vehicle is slated for auction. If our request is approved, we should repaint the body doors and the sides of the truck. In the old days, the Fire Department logo was painted on the vehicle. We should install material in the bed to cover holes. Our estimate to convert the vehicle is approximately \$2,500 in the 315 (miscellaneous materials) and 482 (outside labor) to repaint the body budgets.

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – BUILDING MAINTENANCE 528**

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Municipal Services Director  
Supervisor

*Fred Snoderly  
Bruce Strait*

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**DEFINITION**

The primary function of the Building Maintenance Division is to repair and maintain the City buildings and equipment. Our secondary function is small construction projects. Our main objective is to keep the facilities safe, operational, and clean, for employees and citizens.

The Building Maintenance Department consists of following ten full time employees.

The following buildings are maintained by the Building Maintenance Division: Civic Center, Operations Buildings #1, #2, and #3, Annex Building, Fire Station #1, Fire Station #2, Police and Parks Building, Library, Wastewater Treatment Facility, Larson Treatment Plant, Central Operations Facility, The Learning Center, Larson Recreation Center, Firing Range Training Facility, and Firing Range Barracks, all the old shop buildings at the Penn Street complex. In addition we perform the annual maintenance on all fire extinguishers in all buildings.

**2018 PROJECTS / WORK PLAN**

The following are legislative or other impacts:

We are running into many issues regarding products that are being phased out or have already been discontinued.

- Our existing power lever combination locks and parts used throughout the facility have been discontinued. We have run out of replacement parts for the old combination locks and would like to begin upgrading to a new proximity system with an audit trail. This requires us to install the new type of combination lock and software, at approximately \$1100 each. We have approximately 50 old locks to exchange out. The total cost will be approximately \$23,000 a year over the next 3 years.
- The use of R-22 refrigerant is being phased out now. In 2020, R-22 will no longer be made. They are no longer making R-22 equipment for commercial applications. We presently have approximately 29 HVAC units that run on R-22 refrigerant. The R-22 phase out has increased our repair costs. All new equipment will need to use 410-A refrigerant. The two refrigerants do not interchange.

- Fluorescent T-12 light bulbs are no longer manufactured. We are in the process of replacing these fixtures. This phase out will cost approximately \$10,000 over the next two years. The phase out of T-12 bulbs is going smoothly. We are also phasing out incandescent bulbs as well. The new LED bulbs are making it easier to change over. We are approximately four years into our lighting retrofit project. Next year we would like to replace the lighting in the “The Learning Center.”
- The track lighting bulbs in the Civic Center have been discontinued. There are approximately 160 light fixtures that use a halogen light bulb that we cannot purchase anymore. The cost of the discontinued bulb was approximately \$6. The cost of a replacement bulb is approximately \$14-\$16. The new bulb is not as powerful as the old bulb which may change how the paintings look. All these bulbs are tied into the dimming panels. Fluorescent or LED bulbs will not work with our dimming panels. Our dimming panels are designed for incandescent bulbs only.
- Disposal of light bulbs is now regulated. Landfills are no longer accepting fluorescent and high intensity bulbs. We are continuing with our recycling program for light bulbs and batteries.
- The addition of the Civic Center has had a major impact on both the maintenance and janitorial sides of Building Maintenance. The Civic Center is a high maintenance building. There are areas that need cleaning we are not sure how we are going to access. We have budget for a special ladder that works on stairwells and is adjustable. We are struggling to find time to clean the exterior of the building. We are struggling with the shade systems at the Civic Center. The installer and manufacture of the shade systems is no longer in business.
- Globally Harmonized System (GHS): This is a new system developed for making, filing, and reading a new (HMSDA) Hazardous Material Safety Data Sheets. June 2014, employers must train their employees on how to read GHS-formatted safety data sheets and labels. June 1, 2015, manufactures and distributors must reclassify their chemicals based on GHS criteria. June 1, 2016, employers must be fully compliant with OSHA’s adoption of GHS. This year we updated our files for HMSDS. We found that many companies are not compliant yet.
- New Washington State regulations regarding Building Codes is going to have a huge impact regarding our buildings and equipment. We do not fully understand how the new building codes are going to affect us. It is my understanding that we can no longer replace equipment with like equipment; everything must be updated to the new energy efficient standards. HVAC systems may be required to be updated as a unit. Example, the gas furnaces at Fire 1 are getting old and will need replacement. The new energy code may require that we replace all the equipment and install a control system for whole building. We may not be able to just replace one failed unit.

- New requirements state that certain jobs must have two people working on them instead of one. Some examples are: If you are working high voltage there must be two people on site. If you are working on a roof you must have a spotter to watch your back. The state has expanded the definition of confined spaces to include attics and crawl spaces, requiring at least 2 workers for safe entry. If you have an object that weighs more than 50 pounds, two people must lift it.

## BUDGET DECISION REQUESTS

We have been receiving a lot of request for services for larger projects. The following are a few projects that take a lot of time: Building new offices in the Annex Building. Modifying the electrical system at Fire #1 to adapt for new equipment. Modifying the air system at Fire 1 for new equipment layout. Rebuilding the shades over the skylights at the Civic Center. Replacing the stove and vent hood at Fire 1. Demolition work at the Library which required additional floor repairs. Demolition of the Dais at the Police and Parks Building. Installing new pass through windows at the Batting Cages. All this construction work has overridden our primary function of repair and maintenance and has cut deeply into our planned preventive maintenance program, lighting retrofit program, and general maintenance. We only have a two man crew which does not allow us to work both construction and maintenance at the same time. We can only do one or the other. Trying to do both has cut into our efficiency in both fields.

We are requesting an additional maintenance worker to help with the normal maintenance of the buildings that we are not able to attend too.

## AUTHORIZED PERSONNEL

	Position Title	2016 Actual	2017 Amended Budget	2018 Proposed Budget
	Director	1.00	1.00	1.00
	Supervisor	1.00	1.00	1.00
	Foreman	1.00	1.00	1.00
	Maintenance Worker <sup>(1)</sup>	1.00	1.00	2.00
	Lead Janitor	1.00	1.00	1.00
	Janitor	6.00	6.00	6.00
	<b>Total Personnel</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>

(1) One Maintenance Worker position was added in the 2018 Budget.

## BUDGET SUMMARY

### Dept 528 Building Maintenance

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
51830 Maint/Secur./Janitor	\$1,011,411	\$1,279,000	\$796,618	\$1,457,484	13.9%	36.7%
54161 Preservation Sidewalks	0	0	2,670	0	0.0%	0.0%
58120 Interfund Loan Repayment	871,891	890,000	646,785	907,200	1.9%	22.8%
59118 LT Debt	751,176	766,300	156,248	786,300	2.6%	19.8%
59218 Interest/ Centralized Service	235,231	203,800	138,750	164,920	0.8%	4.2%
59418 Centralized Services	8,054	285,300	36,272	655,500	129.7%	16.5%
<b>Total Expenditures</b>	<b>\$2,877,763</b>	<b>\$3,424,400</b>	<b>\$1,777,343</b>	<b>\$3,971,404</b>	<b>1.2%</b>	<b>100.0%</b>

### Revenue Summary By Type

330 Intergovernmental Revenues	1,111	0	900	0	0.0%	0.0%
340 Charges for Goods/Services	2,693,342	2,702,700	2,216,130	3,136,100	16.0%	100.0%
360 Miscellaneous Revenues	1,800	900	4,931	1,500	66.7%	0.0%
370 Other Rev. & Capital Contrib.	13,962	0	0	0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$2,710,215</b>	<b>\$2,703,600</b>	<b>\$2,221,961</b>	<b>\$3,137,600</b>	<b>16.1%</b>	<b>100.0%</b>

### Fund Balance

Beginning Balance	1,254,556	855,800	1,087,006	1,200,000
Revenues less Expenditures	(167,548)	(720,800)	444,618	(833,804)
<b>Ending Balance</b>	<b>\$1,087,008</b>	<b>\$135,000</b>	<b>\$1,531,624</b>	<b>\$366,196</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/17	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages	\$394,050	\$451,500	\$294,320	\$519,909	15.2%	13.1%
200 - Benefits	247,795	272,800	187,544	310,175	13.7%	7.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>641,845</i>	<i>724,300</i>	<i>481,864</i>	<i>830,084</i>	<i>14.6%</i>	<i>20.9%</i>
300 - Operating Supplies	80,726	103,300	66,948	128,100	24.0%	3.2%
400 - Professional Svcs & Charges	288,505	449,500	250,288	497,400	10.7%	12.5%
500 - Intergovernmental	318	1,900	173	1,900	0.0%	0.0%
600 - Capital Outlays	8,054	285,300	36,271	655,500	129.8%	16.5%
700 - Debt Service (Principal)	1,623,067	1,656,300	803,033	1,693,500	2.2%	42.6%
800 - Debt Service (Interest)	235,231	203,800	138,749	164,920	-19.1%	4.2%
<b>Total Expenditures</b>	<b>\$2,877,763</b>	<b>\$3,424,400</b>	<b>\$1,777,343</b>	<b>\$3,971,404</b>	<b>16.0%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2018 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – AIRPORT 495**

Municipal Services Director

*Fred Snoderly*

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**DEFINITION**

The Moses Lake Airport is classified as a General Aviation Airport. The 54.5 acre site serves general aviation aircraft and commercial crop spraying operations. The runway is 2,500 feet by 50 feet. All aircraft using this airport have an aircraft approach speed of less than 121 knots, a wingspan less than 49 feet, and weigh less than 12,500 pounds. The airport property was purchased by the City in 1947 from Northern Pacific Railroad. Since 1994, operations at the Municipal Airport have been overseen by the Airport Commission.

The Airport Commission consists of five members who are citizens that reside within the corporate limits of the city, who rent property from the city at the Moses Lake Municipal Airport, or who are associated with a business or operation who rents property from the city at the airport. Members shall be appointed by the Mayor and confirmed by the City Council, pursuant to MLMC 23.08.040.

The purpose and intent of the Airport Commission is to advise and make recommendations to the City Council for the development, operation, and maintenance of the Moses Lake Municipal Airport, adopt an airport budget and the expenditures or any monies related to the airport.

The revenue that supports the Airport budget is comprised of the rents from airport hangers.

## BUDGET SUMMARY

Dept 495 Airport

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2017	Budget	from	Total
54680 OPERATIONS-GENERAL	\$19,706	\$22,100	\$17,219	\$23,400	5.8%	100.0%
Total Expenditures	\$19,706	\$22,100	\$17,219	\$23,400	5.8%	100.0%

### Revenue Summary By Type

360 Miscellaneous Revenues	25,978	27,000	26,884	27,000	0.00%	100.00%
Total Revenues	\$25,978	\$27,000	\$26,884	\$27,000	0.00%	100.00%

### Fund Balance

Beginning Balance	80,142	79,400	86,414	86,000
Revenues less Expenditures	6,272	4,900	9,665	3,600
Ending Balance	\$86,414	\$84,300	\$96,079	\$89,600

	(1)	(2)	(3)	(4)	(5)	(6)
	2016	2017	2017	2018	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2017	Budget	from	Total
200 - Benefits	\$0	\$0	\$2	\$0	0.0%	0.0%
Sub-Total - Salaries & Benefits	0	0	2	0	0.0%	0.0%
300 - Operating Supplies	476	2,100	43	2,100	0.0%	9.0%
400 - Professional Svcs & Charges	19,225	20,000	17,171	21,300	6.5%	91.0%
Total Expenditures	\$19,706	\$22,100	\$17,219	\$23,400	5.9%	100.0%



# City of Moses Lake 2018 Fee Schedule

Effective January 1,  
2018

Revised 11/7/2017

DEPT	FEE TYPE	FEE DESCRIPTION	2018 Fee
Citywide	Administrative	Copy charge-per page	\$ 0.15
Citywide	Administrative	CD/DVD copy - per media	\$ 1.00
Citywide	Administrative	Return check charge	\$ 35.00
Citywide	Administrative	Notary	\$ 10.00
POLICE		Reports (incl accident)	\$.15/page
POLICE		accident	\$ 10.00
POLICE		Photos	\$ .15/per
POLICE		DVD/CD copy per media	\$ 1.00/per
POLICE		Criminal History	\$ 20.00
POLICE		Fingerprinting	\$ 15.00
POLICE		Dog Lic. Annual	\$ 10.00
POLICE		Dog Lic. Replacement	\$ 5.00
POLICE		Potentially dangerous Dog Lic.	\$ 100.00
POLICE		Dangerous Dog License	\$ 300.00
POLICE		Bike License	no fee
POLICE		Notary fee	\$ 10.00
POLICE		Concealed pistol license	\$ 48.00
POLICE		CPL Fingerprinting	\$ 32.00
POLICE		CPL late renewal	\$ 42.00
POLICE		Chicken License	\$ 10.00
POLICE		WATCH background checks (requested thru WSP)	\$ 12.00
Fire	Administrative	conference room use 1/2 room (up to 50 occupants)	\$ 20/hr
Fire	Administrative	conference room use Full room	\$ 40/hr
Fire	Administrative	Local, State, Federal Government fee for cleaning / maintenance	\$ 25.00
Fire	Administrative	City of Moses Lake sponsored events No Fee	no fee
Fire	Permit (Hazardous material)	Class 1	\$ 125.00
Fire	Permit (Hazardous material)	Class 2	\$ 225.00
Fire	Permit (Hazardous material)	Class 3	\$ 350.00

Fire	Permit (Hazardous material)	Class 4 or more than 4,000 gallons, 19,000 cubic feet, or 249,000 pounds of any single class	\$ 500.00
Fire	Permit (Hazardous material)	5 Classes or more than 5,000 gallons, 25,000 cubic feet, or 280,000 pounds of any single class	\$ 628.00
Fire	Permit (Hazardous material)	Extremely Hazardous Substances, highly toxic, toxic, & pyrophoric materials of any amount	\$ 500.00
Fire	Operational Permit	Aviation Facilities	\$ 225.00
Fire	Operational Permit	Carnivals and Fairs	\$ 125.00
Fire	Operational Permit	Combustible Dust producing operations	\$ 125.00
Fire	Operational Permit	Dry Cleaning Plants using flammable solvents	\$ 125.00
Fire	Operational Permit	Exhibits/ Trade Shows	\$ 125.00
Fire	Operational Permit	High Piled Combustible Storage:	\$ 225.00
Fire	Operational Permit	Hot work operations	\$ 100.00
Fire	Operational Permit	Hot work program	\$ 150.00
Fire	Operational Permit	Industrial Oven:	\$ 550.00
Fire	Operational Permit	Lumber Yards exceeding 100,000 board feet of storage	\$ 125.00
Fire	Operational Permit	Marijuana Extraction Systems/ Facilities:	\$ 625.00
Fire	Operational Permit	Fire Department Radio Coverage System:	\$ 225.00
Fire	Operational Permit	Temporary membrane structures and tents exceeding 400 square feet	\$ 100.00
Fire	Operational Permit	Battery systems having a liquid capacity of more than 50 gallons	\$ 225.00
Fire	Permit	Fire protection systems, industrial process equipment regulated by the fire code, LPG, Natural gas, flammable and combustible liquid dispensing/distribution system and installation of private fire hydrant	
Fire	Permit	\$1 to \$500:	\$ 62.00
Fire	Permit	\$501 to \$2,000: \$30 for the first \$500	\$ 62.00
Fire	Permit	Plus for each additional \$100 or fraction thereof, to and including \$2,000	\$ 4.00
Fire	Permit	\$2,001 to \$25,000: for the first \$2,000	\$ 110.00
Fire	Permit	Plus for each additional \$1000 or fraction thereof, to and including \$25,000	\$ 16.50
Fire	Permit	\$25,001 to \$50,000: for the first \$25,000	\$ 453.00
Fire	Permit	Plus for each additional \$1,000 or fraction thereof , to and including \$50,000	\$ 12.50
Fire	Permit	\$50,001 to \$100,000: for the first \$50,000	\$ 723.00
Fire	Permit	Plus for each additional \$1,000 or fraction thereof to and including \$100,000	\$ 9.50
Fire	Permit	\$100,001 to \$500,000: for the first \$100,000	\$ 1,090.00

Fire	Permit	Plus for each additional \$1,000 or fraction thereof to and including \$500,000	\$ 7.50
Fire	Permit	\$500,001 to \$1,000,000 for the first \$500,000	\$ 3,473.00
Fire	Permit	Plus for each additional \$1,000 or fraction thereof to and including \$1,000,000	\$ 6.50
Fire	Permit	\$1,000,001 and up: for the first \$1,000,000	\$ 5,995.00
Fire	Permit	Plus each additional \$1,000 or fraction thereof	\$ 4.00
Fire	Permit - Special Event	Fireworks / pyrotechnic displays:	\$ 175.00
Fire	Permit - Demolition	Demolition of required Fire Protection System or Fire Alarm System:	\$ 150.00
Fire	Permit	UST/AGT Decommissioning of flammable / combustible liquid tanks:	\$ 150.00
Fire	Plan Check	Plan review fees	65% of total permit fee
Fire	Plan Check	3rd Party Review	Cost Recovery actual costs
Fire	Special Inspections	Special / Technical Inspections	Cost Recovery actual costs
Fire	False Alarms	3 False Alarms in any 3 month period:	no fee
Fire	False Alarms	4 or more false alarms in 3 months (per response)	\$ 625.00
Fire	MVA / Hazmat	Supply recovery for foam, absorbents, or other materials utilized to mitigate hazards	Cost Recovery actual costs
Ambulance	School Dist. Athletic Standby	Ambulance Standby for scheduled School District Athletic Events (per event)	\$ 300.00
Ambulance	MRI Transport	Transport from hospital to MRI w/ standby time (per transport)	\$ 600.00
Ambulance	Utility Rate Indexing	CPI Adjustment for Ambulance Utility per Utility account (rounded to closest \$.05)	\$ 11.85
Ambulance	Non-Residential Utility Fee	Square Foot Fee for non-residential structures	1 Additional Utility Fee per 5,000 sq. ft. or portion thereof to a max of 25
Ambulance	Lodging Utility Fee	Utility Fee Structure for Hotels/Motels	½ of total room count charged a per room fee
Ambulance	Committed EMS Standby	Standby time for non-profit events	no fee
Ambulance	Committed EMS Standby	Standby time for profit events: cost per hour	\$ 150.00
Ambulance	Healthcare Education	CPR / AED training--layperson	Cost Recovery for course material
Ambulance	Healthcare Education	CPR / AED training--professional rescuer /healthcare provider	\$ 50.00 per student

Parks	Recreation	Youth -Per player fee (baseball/softball/soccer)	\$ 6.00
Parks	Recreation	Adult - Per player fee (baseball/softball/soccer)	\$ 20.00
Parks	Maintenance	Picnic Table/Bench (each-applicable to Special Events)	\$ 20.00
Parks	Maintenance	Garbage Can (each-applicable to Special Events)	\$ 10.00
Parks	Maintenance	Porta Potty (each-applicable to Special Events)	\$ 65.00
Parks	Maintenance	Porta-Potty - Additional Service (per time)	\$ 15.00
Parks	Maintenance	Bleachers - 5 Row (per event)	\$ 70.00
Parks	Maintenance	Bleachers - 10 Row (per event)	\$ 140.00
Parks	Recreation	Surf 'n Slide Daily Admission (per person)	\$ 12-\$13
Parks	Recreation	Surf 'n Slide 10 Punch Card (per person)	\$ 115-\$ 125
Parks	Recreation	Surf 'n Slide Picnic Shelter (per hour)	\$ 15-\$ 20
Parks	Recreation	Surf 'n Slide Season Pass	\$ 45-\$ 70 per person
Parks	Recreation	Group Swim Lessons - All Levels	\$ 35.00
Parks	Recreation	Surf 'n Slide Body Boarding Lessons - Flowrider	\$ 50.00
Parks	Recreation	Surf 'n Slide Flowboarding Lessons - Standup	\$ 50.00
Parks	Recreation	Surf 'n Slide Private Rental (per hour)	\$ 715-\$ 1,260
Parks	Recreation	Surf 'n Slide - Semi-private Lessons - All Levels	\$ 70.00
Parks	Recreation	Lifeguard Certification Class	\$ 155.00
Parks	Admin	Picnic Shelter Rental - 4 Hours	\$ 50-\$ 60
Parks	Admin	Picnic Shelter Rental - 8 Hours	\$ 70-\$ 80
Parks	Admin	Special Event Application Fee	\$ 50-\$ 60
Parks	Recreation/Museum	Classes and programs	to be determined by class size and supplies
Parks	Recreation	Parks/Recreation Programs	to be determined by class size and supplies
Parks	Recreation	Recreational sports leagues	to be determined by class size and supplies
Parks	Recreation	Ice Skating Admission (per person)	\$ 2-\$ 3
Parks	Recreation	Ice Skating Admission Punch card	\$ 15Y/\$ 25A
Parks	Recreation	Ice Skate Rental (per person)	\$ 5.00
Parks	Recreation	Ice Skating Admission Punch card with Skates	\$ 45Y/\$ 55A
Parks	Recreation	Ice Skating Season Pass (Individual) no Skates	\$ 35Y/\$ 45A
Parks	Recreation	Ice Skating Season Pass (Individual) with Skates	\$ 65Y/\$ 75A
Parks	Recreation	Winter ice program	to be determined by class size and supplies
Parks	Recreation	Group Broomball Party (per person)	\$ 5.00
Parks	Recreation	Ice Rink Private Rental (per hour)	\$ 125-\$ 200

Parks	Maintenance	Softball Field Use (per game)	\$ 22Y/\$ 27A/\$40 non-local
Parks	Maintenance	Baseball Field Use (per game)	\$ 27Y/\$ 37A
Parks	Maintenance	Softball Field Lighting (per hour)	\$ 15.00
Parks	Maintenance	Baseball Field Lighting (per hour)	\$ 18.00
Parks	Recreation	Baseball/Softball Tournament Application Fee	\$ 100.00
Parks	Maintenance	Baseball/Softball Crowd Fencing (per event)	\$ 140.00
Parks	Maintenance	Baseball Pitcher's Mounds (each per event)	\$ 50.00
Parks	Maintenance	Baseball/Softball Temporary Field Fencing	\$ 70.00
Parks	Administrative	Cascade Campground Tent Site	\$ 32.00
Parks	Administrative	Cascade Campground Tent Site Processing Fee	\$ 5.00
Parks	Administrative	Cascade Campground RV Site	\$ 37.00
Parks	Administrative	Cascade Campground RV Site Processing Fee	\$ 5.00
Parks	Administrative	Cascade Campground Group Site	\$ 195.00
Parks	Administrative	Cascade Campground Group Site Processing Fee	\$ 50.00
Parks	Administrative	Amphitheater Rental (Daily)	\$ 75.00
Parks	Recreation	Community Garden Plot Rental (16-80 sq. ft.)	\$ 11.00
Parks	Recreation	Community Garden Plot Rental (81-160 sq. ft.)	\$ 22.00
Parks	Recreation	Community Garden Plot Rental (161-280 sq. ft.)	\$ 27.00
Parks	Recreation	Community Garden Plot Rental (281-512 sq. ft.)	\$ 32.00
Parks	Recreation/Museum	Museum & Art Center Membership (Individual)	\$ 20-\$ 30
Parks	Recreation/Museum	Museum & Art Center Membership (Family)	\$ 40.00
Parks	Recreation/Museum	Museum & Art Center Membership (Associate)	\$ 55.00
Parks	Recreation/Museum	Museum & Art Center Membership (Booster)	\$ 100.00
Parks	Recreation/Museum	Museum & Art Center Membership (Sponsor)	\$ 250.00
Parks	Recreation/Museum	Museum & Art Center Membership (Patron)	\$ 500.00
Parks	Recreation/Museum	Museum & Art Center Membership (Benefactor)	\$ 1,000.00
Parks	Maintenance	Roto-tilling garden plots (per lot size)	\$11/\$22/\$27/ \$32
Finance	Business License	Bus lic. annual fee (prorated by qtr)	\$ 85.00
		payable between April 1 and June 30	\$ 63.75
		payable between July 1 and September 30	\$ 42.50
		payable between October 1 and December 31	\$ 21.25
Finance	Business License	Bus. Lic Temporary local, transient	\$ 210.00
Finance	application fee	Mobile and street vendors application fee	\$ 155.00
Finance	Fees	Screening fee	\$ 110.00
Finance	Business License	Bus. license fee - carnival 1st day	\$ 155.00
Finance	Business License	- carnival 2nd day	\$ 75.00
Finance	Business License	- carnival 3rd plus	\$ 50.00
Finance	Business License	Bus. license fee - Circus 1st day	\$ 155.00

Finance	Business License	- Circus 2nd day plus	\$ 75.00
Finance	Business License	Bus license fee - Road show 1st day	\$ 65.00
Finance	Business License	- Road show 2nd day plus	\$ 35.00
Finance	application fee	Application fee pawnbrokers/2nd hand dealer	\$ 110.00
Finance	application fee	Application review fee Solicitors	\$ 110.00
Finance	application fee	Application review fee Taxicabs	\$ 85.00
Finance	Business License	telecommunication license	\$ 1,100.00
Finance	Business License	telecommunication license - renewal	\$ 550.00
Finance	Business License	telecommunication franchise	\$ 3,300.00
Finance	Business License	telecommunication franchise - renewal	\$ 1,650.00
Finance	Business License	Cable Franchise	\$ 4,400.00
Finance	Business License	Cable Franchise - renewal	\$ 2,200.00
Utility	Solid Waste/garbage rates	Attachment A (based on contractor fees on Sept 1)	
Utility	Water Rates	residential basic (0-500 cubic feet) 3/4 inch meter	\$ 23.96
Utility	Water Rates	Resid. over 500 (per 100 cf or portion thereof)	\$ 0.89
Utility	Water Rates	residential basic (0-1,000 cf) 1 inch (nearest 5 cents)	\$ 28.47
Utility	Water Rates	residential basic (0-2,500 cf) 1.5 inch	\$ 41.86
Utility	Water Rates	residential basic (0-10,000 cf) 2 inch	\$ 108.91
Utility	Water Rates	dwelling with 2 living units (0-1000 cf)	\$ 47.91
Utility	Water Rates	dwelling over 1000 (per 100 cf or portion thereof)	\$ 0.89
Utility	Water Rates	dwelling with 2 living units (0-2,000 cf) 1 inch	\$ 56.94
Utility	Water Rates	dwelling with 2 living units (0-5,000 cf) 1.5 inch	\$ 83.72
Utility	Water Rates	dwelling with 2 living units (0-20,000 cf) 2 inch	\$ 217.82
Utility	Water Rates	Commercial 500 cf 3/4 in.	\$ 40.48
Utility	Water Rates	commercial over 500 (per 100 cf or portion thereof)	\$ 0.89
Utility	Water Rates	commercial (0-1,000 cf) 1 in.	\$ 44.94
Utility	Water Rates	commercial (0-2,500 cf) 1.5 in.	\$ 58.33
Utility	Water Rates	commercial (0-10,000 cf) 2 in.	\$ 125.38
Utility	Water Rates	commercial (0-20,000 cf) 3 in.	\$ 214.74
Utility	Water Rates	commercial (0-35,000 cf) 4 in.	\$ 348.84
Utility	Water Rates	commercial (0- 50,000 cf) 6 in.	\$ 482.89
Utility	Water Rates	commercial (0- 90,000 cf) 8 in.	\$ 840.45
Utility	Water Rates	commercial (0- 150,000 cf) 10 in.	\$ 1,376.74
Utility	Wastewater	residential sewer rates -flat rate	\$ 35.09
Utility	Wastewater	Duplex sewer rates - flat rate	\$ 70.18

Utility	Wastewater	commercial sewer (0-1,000 cf)	\$ 36.83
Utility	Wastewater	commercial sewer over 1,000 cf (per 100 cf)	\$ 1.44
Utility	Stormwater	stormwater rates residential	\$ 5.75
Utility	Stormwater	stormwater rates non-residential 0- 6,000 square feet	\$ 5.75
Utility	Stormwater	strmwtr rates non-residential 6,001 - 15,000 sf impervious grnd cover	\$ 9.70
Utility	Stormwater	strmwtr rates non-residential 15,001 - 30,000 sf impervious grnd cover	\$ 14.16
Utility	Stormwater	strmwtr rates non-residential 30,001 -60,000 sf impervious grnd cover	\$ 28.22
Utility	Stormwater	strmwtr rates non-residential 60,001 - 120,000 sf impervious grnd cover	\$ 56.22
Utility	Stormwater	strmwtr rates non-residential 120,001 - 240,000 sf impervious grnd cover	\$ 112.50
Utility	Stormwater	strmwtr rates non-residential over 240,000 sf impervious grnd cover	\$ 168.73
Utility	Stormwater	Stormwater utility Appeal Fee	\$ 50.00
Utility	Administrative	service charge for turn offs/ons after 4:00 pm	\$ 80.00
Utility	Administrative	delinquent service charge	\$ 30.00
Utility	Administrative	Sign-in fee	\$ 15.00
Mun. Svc.	Water main tapping fee	3/4" - 2" tap	\$ 145.00
Mun. Svc.	Water main tapping fee	4" - 6" tap	\$ 325.00
Mun. Svc.	Water main tapping fee	8" tap	\$ 395.00
Mun. Svc.	Water main tapping fee	10" tap	\$ 500.00
Mun. Svc.	Water main tapping fee	12" tap	\$ 580.00
Mun. Svc.	Water sample	Purity test per sample	\$ 100.00
Mun. Svc.	Filling and flushing	Newly constructed water mains Per 100 ft of line	\$ 23.00
Mun. Svc.	water meter	3/4" meter	\$ 350.00
Mun. Svc.	water meter	1" meter	\$ 440.00
Mun. Svc.	water meter	1-1/2" meter	\$ 850.00
Mun. Svc.	water meter	2" meter	\$ 900.00
Mun. Svc.	Previously installed water svc	3/4" service	\$ 2,000.00
Mun. Svc.	Previously installed water svc	1" service	\$ 3,000.00
Mun. Svc.	Previously installed water svc	1-1/2" to 2" service	\$ 4,000.00

Mun. Svc.	Connect to existing main	Any size (up to 4 hours)	\$ 365.00
Mun. Svc.	Connect to existing main	After 4 hours (ea. additional hr w/ service truck & 2 workers)	\$ 200/hour
Mun. Svc.	City inspector overtime	Charge for working outside of normal hours (per hr)	\$ 60.00
Mun. Svc.	Water System Devlpmnt Chrg	3/4" water meter	\$ 1,325.00
Mun. Svc.	Water System Devlpmnt Chrg	1" water meter	\$ 2,251.00
Mun. Svc.	Water System Devlpmnt Chrg	1-1/2" water meter	\$ 4,483.00
Mun. Svc.	Water System Devlpmnt Chrg	2" water meter	\$ 7,199.00
Mun. Svc.	Water System Devlpmnt Chrg	3" water meter	\$ 13,580.00
Mun. Svc.	Water System Devlpmnt Chrg	4" water meter	\$ 27,154.00
Mun. Svc.	Water System Devlpmnt Chrg	6" water meter	\$ 56,803.00
Mun. Svc.	Water System Devlpmnt Chrg	8" water meter	\$ 107,376.00
Mun. Svc.	Water System Devlpmnt Chrg	10" water meter	\$ 164,278.00
Mun. Svc.	Sewer System Devlpmnt Chrg	3/4" water meter	\$ 790.00
Mun. Svc.	Sewer System Devlpmnt Chrg	1" water meter	\$ 1,343.00
Mun. Svc.	Sewer System Devlpmnt Chrg	1-1/2" water meter	\$ 2,662.00
Mun. Svc.	Sewer System Devlpmnt Chrg	2" water meter	\$ 4,209.00
Mun. Svc.	Sewer System Devlpmnt Chrg	3" water meter	\$ 8,060.00
Mun. Svc.	Sewer System Devlpmnt Chrg	4" water meter	\$ 16,116.00
Mun. Svc.	Sewer System Devlpmnt Chrg	6" water meter	\$ 33,595.00
Mun. Svc.	Sewer System Devlpmnt Chrg	8" water meter	\$ 63,721.00
Mun. Svc.	Sewer System Devlpmnt Chrg	10" water meter	\$ 97,541.00
Mun. Svc.	Engineering plan review	Engineering plan review	\$ 300 min. (includes up to 4 sheets) \$ 75 for each add'l sheet



Mun. Srv.	Street obstruction permit	Inspection fee	2.5% of construction costs, \$ 50 minimum fee
Mun. Srv.	Sewer Discharge Permit	New discharge permit application	\$ 3,500.00
	Sewer Discharge Permit	Discharge permit renewal	\$ 1,700.00
	Sewer Discharge Permit	Annual Discharge permit fee	\$ 850.00
	Stormwater Appeal Fee		\$ 55.00
	hydrant rental	Backflow Preventer (per day)	\$ 5.00
	hydrant rental	fire hydrant meter rental per day	\$ 5.00
	hydrant rental	fire hydrant usage (per 100 cf)	\$ 0.89
	hydrant rental	fire hydrant rental with no city meter available	\$ 8.00 + estimated usage
Comm Dev	Land Use	Annexation	\$ 400.00
Comm Dev	Land Use	Appeals	\$ 350.00
Comm Dev	Land Use	Admin Appeals	\$ 500.00
Comm Dev	Land Use	Binding Site Plan	\$ 1,000.00
Comm Dev	Land Use	Boundary Line Adjustment	\$ 250.00
Comm Dev	Land Use	Environmental Checklist	\$ 250.00
Comm Dev	Land Use	Environmental Impact Statement	\$ 500.00
Comm Dev	Land Use	Comp Plan Amendment - Text	\$ 800.00
Comm Dev	Land Use	Comp Plan Amendment - Map	\$ 1,000.00
Comm Dev	Land Use	Conditional Use Permit	\$ 1,000.00
Comm Dev	Land Use	Development Agreement	\$ 1,500.00
Comm Dev	Land Use	Planned Unit Development	\$ 1,000.00
Comm Dev	Land Use	Public Hearing Not Otherwise Specified	\$ 60.00
Comm Dev	Land Use	Right Of Way Vacation	\$ 200.00
Comm Dev	Land Use	Shoreline Management Application	\$ 100.00
Comm Dev	Land Use	Substantial Development and/or CUP	+ \$ 200
Comm Dev	Land Use	Exemption - No additional fee required	n/a
Comm Dev	Land Use	Variance	+ \$ 100
Comm Dev	Land Use	Subdivision Application-Preliminary Short Subdivision 1-4 lots	\$ 300.00
Comm Dev	Land Use	Subdivision Application-Preliminary Short Subdivision 5-9 lots	\$ 500.00
Comm Dev	Land Use	Subdivision Application-Preliminary Major Subdivision	\$ 500.00
Comm Dev	Land Use	Subdivision Application-Final Short Subdivision	\$ 200.00
Comm Dev	Land Use	Subdivision Application-Final Major Subdivision	\$ 400.00
Comm Dev	Land Use	Zone Change	\$ 1,000.00

Comm Dev	Land Use	Zoning Variance (+cost of notification/pub/H.E. fee)	\$ 100 + actual costs
Comm Dev	Building Permit	Single Family Residential (per foot)	\$ 112.65
Comm Dev	Building Permit	Mercantile per foot	\$ 102.99
Comm Dev	Building Permit	Storage per foot	\$ 72.62

**CITY OF MOSES LAKE**  
**JANUARY 1, 2018 SALARY SCHEDULE**  
**Information Updated as of January 2018**

	Salary Range		QTY
	E	A	
EXEMPT AND EXECUTIVE STAFF			
Exempt/Overtime			
City Manager		Per Contract	1
Deputy City Manager/Community Dev. Director	7,855	9,819	1
Municipal Services Director	7,420	9,275	1
Police Chief	7,218	9,023	1
Finance Director	6,887	8,609	1
Fire Chief	6,784	8,480	1
Parks and Recreation Director	6,660	8,325	1
Human Resources Director	6,591	8,239	1
City Engineer	6,589	8,239	1
Police Captains	6,367	7,959	2
Public Works Superintendent	6,143	7,679	1
Assistant Fire Chief	5,740	7,175	1
Park Maintenance Superintendent	5,392	6,740	1
Recreation Superintendent	5,392	6,740	1
TOTAL			15
Executive, Professional and Clerical			
Accounting Division Manager	5,933	7,416	1
Planning Manager	5,933	7,416	1
Project Engineer	5,669	7,068	1
Building Official	5,597	6,997	1
City Clerk	5,142	6,427	1
Design Engineer	5,019	6,274	1
Engineering Tech III	5,019	6,274	2
Accountant	4,780	5,975	2
Building Inspector II	4,638	5,797	2
Associate Planner	4,548	5,684	2
Museum & Art Center Manager	4,535	5,668	1
Recreation Supervisor	4,535	5,668	2
Engineering Tech II	4,405	5,506	9
Utility Service Supervisor	4,309	5,386	1
Administrative Secretary	4,036	5,045	1
Executive Secretary	4,036	5,045	1
Network Technician	3,936	4,920	2
Engineering Tech I	3,872	4,840	1
Code Enforcement Officer I	3,792	4,740	1
Code Enforcement Officer II	3,792	4,740	1
Clerical Supervisor - Police Department	3,773	4,717	1

	Salary Range		QTY
	E	A	
Community Services Officer	3,741	4,676	2
Building and Planning Technician	3,698	4,622	1
Senior Accounting Clerk	3,675	4,594	2
Department Secretary	3,612	4,515	6
Meter Reader	3,476	4,345	1
Utility Billing Specialist	3,458	4,322	1
Meter Reader I	3,318	4,147	1
Business License Clerk	3,211	4,013	1
Municipal Services Clerk	3,211	4,013	1
Police Clerk	3,211	4,013	3
Police Specialist	3,211	4,013	1
Utility Clerk	3,211	4,013	2
Customer Service Representative	2,965	3,706	1
Museum Curator	2,965	3,706	1
<b>TOTAL</b>			<b>59</b>
<b>UNREPRESENTED</b>			
<b>(Parks &amp; Public Works Maintenance)</b>			
Wastewater Division Supervisor	5,167	6,459	1
Water Division Supervisor	5,167	6,459	1
Street Division Supervisor	5,070	6,338	1
Equipment Rental Supervisor	4,662	5,827	1
Building Maintenance Supervisor	4,515	5,643	1
Wastewater Division Foreman	4,508	5,634	1
Water Division Foreman	4,508	5,634	1
Street Division Foreman	4,413	5,517	1
Parks Maintenance Foreman	4,349	5,436	1
Wastewater Treatment Plant Lead Operator	4,278	5,347	1
Equipment Rental Foreman	4,268	5,335	1
Building Maintenance Foreman	4,089	5,111	1
Wastewater Treatment Plant Operator	4,016	5,020	2
Water Quality Specialist	4,016	5,020	2
Equipment Mechanic	3,936	4,920	2
Maintenance Worker II (Water & Sewer)	3,872	4,840	10
Parks Maintenance Technician	3,872	4,840	6
Street Maintenance Worker	3,872	4,840	4
Storm Water Maintenance Worker	3,872	4,840	3
Building Maintenance Worker	3,589	4,487	2
Maintenance Worker I (Sewer)	3,366	4,208	1
Parks Maintenance Worker	3,366	4,208	2

					Salary Range		QTY
					E	A	
Lube Technician					3,214	4,017	1
Lead Janitor					2,894	3,617	1
Janitor					2,531	3,164	6
TOTAL							54
<b>POLICE UNION</b>							
Sergeant						6,850	6
Corporal						6,479	0
Police Officer	Entry (E)	Step 2	Step 3	Step 4			
	5,086	5,402	5,724	6,045	6,358		24
TOTAL							30
<b>FIRE UNION (as of 1/1/2018—Per Contract the pay rates go up 2% on 10/1/18)</b>							
Captain/MSO					5,654	7,068	4
Fire Marshal					5,654	7,068	1
Fire Inspector					5,183	6,479	1
Paramedic/Firefighter					5,183	6,479	13
Firefighter/EMT					4,712	5,890	11
TOTAL							30
GRAND TOTAL							188

**CITY OF MOSES LAKE**  
**Annual Budget**  
**Staffing Level Comparisons**

Department	<----- Budgeted ----->				Increase or (Decrease)
	2015	2016	2017	2018	
Legislative	0.8	0.8	0.8	0.7	(0.1)
Executive	3.2	3.2	3.5	4.6	1.1
Finance	5.5	6.5	6.5	6.5	-
Central Services	2.0	2.0	2.0	2.0	-
Community Development	10.0	11.0	10.7	10.7	-
Engineering	16.0	17.0	16.0	16.0	-
Sanitation	1.2	1.2	1.2	0.5	(0.7)
Building Maintenance	10.0	10.0	10.0	11.0	1.0
Street	5.0	5.0	5.0	6.0	1.0
Water	13.7	15.7	16.1	15.9	(0.2)
Sewer	13.7	13.7	13.3	14.1	0.8
Equipment Rental	4.0	4.0	5.0	5.0	-
Parks	21.0	21.0	18.0	17.0	(1.0)
Police	41.0	42.0	40.0	41.0	1.0
Fire	17.0	17.0	20.0	20.0	-
Ambulance Service	17.0	15.0	12.0	13.0	1.0
Storm Water	4.0	4.0	4.0	4.0	-
<b>TOTAL</b>	<b>185.0</b>	<b>189.0</b>	<b>184.0</b>	<b>188.0</b>	<b>4.0</b>

Note: This table shows staff in departments which have the salaries budgeted in and may be different than the supervisory department.