

# 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>Don Myers</i>	<i>#3</i>	<i>12/31/19</i>
<i>Ryann Leonard</i>	<i>#6</i>	<i>12/31/19</i>
<i>H. Dean Hankins</i>	<i>#7</i>	<i>11/30/19</i>
<i>Daryl M. Jackson</i>	<i>#4</i>	<i>12/31/21</i>
<i>Michael Riggs</i>	<i>#1</i>	<i>12/31/21</i>

## City Manager

*John Williams*

## Department Directors

<i>Gilbert Alvarado</i>	<i>Comm. Dev./Deputy City Manager</i>
<i>Cindy Jensen</i>	<i>Finance</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>
<i>Carlos Salazar</i>	<i>Human Resources</i>

# 2019 Preliminary Budget

## CITY OF MOSES LAKE 2019 PRELIMINARY BUDGET

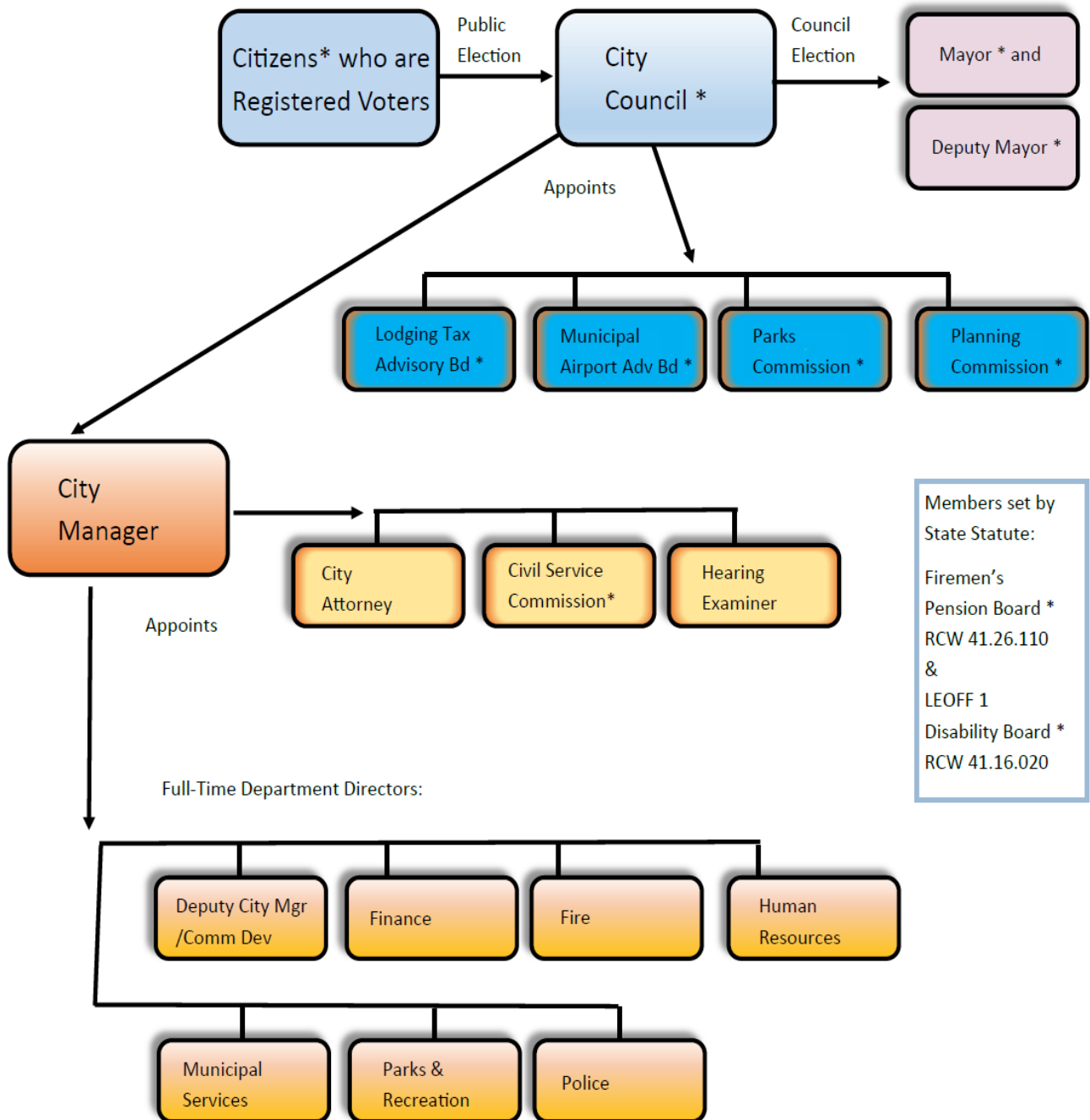
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## Organizational Chart 2018



\* Volunteers—no hourly or salary rate

## MEMORANDUM

To: Honorable Mayor and Members of the Moses Lake City Council  
From: John Williams, City Manager  
Date: November 2, 2018  
Subject: 2019 Proposed Preliminary Budget Summary

We are pleased to submit for City Council review and consideration the 2019 Preliminary Budget for the City of Moses Lake. The City Manager's proposed budget was presented to Council at a regular meeting held on October 9, with the understanding that it was still a work in process. Since then, staff has continued to make modifications, either to make corrections or revise estimates based on Council direction.

The Total Preliminary City Budget for 2019 is currently \$76.7 million, which is \$10.7 million or 16.1% more than the 2018 expenditure budget of \$66.0 million.

- The Preliminary General Fund (i.e. tax supported) budget for 2019 is \$25.6 million, which is \$2.0 million or 8.7% more than the 2018 budget of \$23.6 million.
- Citywide revenues are projected to be \$67.9 million, an increase of \$7.1 million or 11.7% over the 2018 revenue budget of \$60.8 million.

Overall, the Proposed 2019 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. At this point in time, 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 we are breaking even or slightly building cash balance through the end of the third quarter in 2018. 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 2018 with \$3.65 million which is 15.5% of the 2018 budget, which is above the Council adopted

General Fund Reserve policy of 10%. The Government Finance Officers Association (GFOA) recommends maintaining a fund balance of 16.7%. Even though Council has not formally adopted the higher reserve policy, the General Fund balance appears to be adequate. 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 1.0% of new construction, for a total of 2.0%. It should be noted that the budget 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 and the changes in state and federal laws that expand taxation of internet sales. We will likely receive over \$6.7 million by year-end, but we are using a conservative estimate of \$6.55 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**

In response to new revenue and stabilized fund balances, we did entertain the addition of nine staff positions as follows:

- 1 Public Information Officer included in the Executive Department in General Fund—the marketing component of this job warrants a reimbursement by lodging taxes (estimated to be 25%);
- 2 Police Officers—School Resource Officer (SRO) contract (approved in fall 2018), partially offset by additional revenue from Moses Lake School District;
- 1 Police Officer – K9 Program (budgeted for 6 months-starting in July 2019);
- 3 Firefighter/Paramedics – 2 in General Fund, 1 in Ambulance, partially offset by overtime reduction;
- 1 Parks Maintenance Technician (in General Fund); and
- 1 Wastewater Collection Foreman—a new position as the result of restructuring

Some operations also received additional part-time help. The Museum added 2 regular part-time guest service positions and Municipal Services added 2 Streets seasonal employees.

Payroll estimates include the unrepresented staff receiving a Cost of Living Adjustment (COLA) of 3% on January 1. Both the Police and Firefighter bargaining units are in negotiations. A contingency amount for potential settlement was included in the Miscellaneous Services section of the General Fund budget. State retirement system rates are continuing to increase, and the current medical insurance plan is estimated to increase by 3.3%.

### **Capital Projects**

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

#### **Streets:**

- Lakeshore Drive Pavement Project (Carryforward-Street portion only) \$1,430,000  
Funded by TIB Grant, \$1,130,000; Local (TBD) \$ 300,000
- Stratford Road Pavement Project – TBD Funds \$1,350,000

➤ Pioneer Curb and Sidewalk – TBD Funds	\$ 200,000
➤ Crack Seal/Chip Seal Program – REET	\$ 650,000
➤ ADA ramp improvements – REET	<u>\$ 100,000</u>
<i>Total Street Capital Fund 119</i>	<i>\$3,730,000</i>

Water:

➤ Lakeshore Water Main Replacement (Carryforward-see Streets)	\$ 270,000
➤ Water SCADA System Update (Carryforward)	\$ 800,000
➤ Develop Well 34 (Carryforward)	\$1,000,000
➤ Road L Water Main Extension	\$ 450,000
➤ Material Storage Area	\$ 550,000
➤ Alder Street Booster Station	\$ 150,000
➤ Milwaukee Main Extension	\$ 100,000
➤ Ongoing program—Replacement of AC Mains	\$ 500,000
➤ Ongoing program—Up Sizing Mains	\$ 500,000
➤ Misc (less than \$100k each)	<u>\$ 145,000</u>
<i>Total Water Capital Projects-Fund 477</i>	<i>\$4,465,000</i>

Wastewater:

➤ Wastewater SCADA System Update (Carryforward)	\$ 250,000
➤ Upgrade Wheeler Lift Station & extend force main to 6 <sup>th</sup> & Beech	\$ 500,000
➤ Finish parallel force main from Carnation Lift Station	\$ 150,000
➤ Extend Division Lift Station force main to L.S. at 6 <sup>th</sup> & Beech	\$ 100,000
➤ Main Lift Station upgrade, pumps and controls	\$ 300,000
➤ Omni force main (with Stratford Road project above)	\$ 50,000
➤ Winona Lift Station fence project	\$ 50,000
➤ Ongoing Collection System repair & maintenance	\$ 500,000
➤ Bio-Solids site preparation and removal	\$ 300,000
➤ Sewer Line extension at Five Corners and spot repairs	\$ 50,000
➤ Longview sewer hook-ups	\$ 100,000
➤ Developer Projects	\$ 100,000
➤ Design of future projects	<u>\$ 30,000</u>
<i>Total Wastewater Capital Projects-Fund 477</i>	<i>\$2,480,000</i>

Fleet Management:

➤ Wastewater Combination Vacuum/Rodder Truck-Replacement	\$ 475,000
➤ Wastewater Truck with Crane-Replacement	\$ 95,000
➤ Wastewater Pickup with Liftgate-Replacement	\$ 50,000
➤ Wastewater Utility Vehicle-Replacement	\$ 30,000
➤ 3 Police Patrol Vehicles (with new equipment)-2 New, 1 Replacement	\$ 216,000
➤ Streets-4X4 4-door flatbed truck with message board-New	\$ 85,000
➤ Streets-Flat Bed Trailer-New	\$ 9,000
➤ Community Development-Full Size SUV-Replacement	\$ 31,800
➤ Parks-Utility Vehicle-Replacement	\$ 15,000
➤ Parks-Snow Blower-Replacement	\$ 55,000
➤ Parks-Trim Mower-Replacement	\$ 55,000

➤ Fleet-4x4 Pickup with Tools and Equipment-New	\$ 42,000
➤ <u>Water ¾ ton pickup with lift gate – new</u>	<u>\$ 50,000</u>
<i>Total Fleet Management Vehicles-Fund 519</i>	<i>\$1,208,800</i>

#### Building Maintenance:

➤ Replace HVAC & Control System-Fire Station 1	\$140,000
➤ Replace soffit/gutter on Civic Center Annex	\$ 20,000
➤ Install safety walls and glazing in Civic Center/Annex customer service areas	\$ 75,000
➤ Cover the salt storage pad	\$ 50,000
➤ Continue installation of proximity locks	<u>\$ 22,000</u>
<i>Total Building Maintenance-Fund 528 (most go back to GF)</i>	<i>\$307,000</i>

#### Parks & Recreation:

➤ Resurface the six (6) multi-use sports courts at McCosh Park	\$ 42,000
➤ Pave Yonezawa Park parking area	\$ 50,000
➤ Replace Westlake restroom at Blue Heron Park	<u>\$175,000</u>
<i>Total Parks &amp; Recreation Improvements-General Fund 020</i>	<i>\$267,000</i>

➤ Architect work for Larson Rec Center replacement – Funded by City's Lodging Tax, paid out of Parks & Recreation Improvement Capital Fund	\$500,000
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#### Technology

The City is continuing its quest to improve its technology systems. This budget includes the upgrade of the Financial Management System, including General Ledger, Cash Receipting, Human Resource and Payroll, and Utility Billing modules, estimated at \$63,000. The phone system being installed this month will add an annual cost of about \$40,000. Both of these projects are in the Information Technology budget and will be spread over all operating budgets. Fire is upgrading its billing software at a cost of \$44,000 (split between General Fund and the Ambulance Utility.) Engineering is updating some of the mapping software—this cost will be spread among the utilities.

#### Next Steps

Staff incorporated Council direction from the October 20 budget retreat, to create this Preliminary Budget, which will be posted on our website prior to the public hearings. Staff would request direction for any changes to the final budget at the November 13 meeting. (The Solid Waste Utility was not balanced within available resources, and Council gave direction on a rate increase to bring that fund into balance.) The Public Hearing for the Property Tax Levy is set for November 13, with adoption of the levy at that meeting. The budget requires two public hearings, and these are set for November 13, and November 27. Budget adoption could come for Council action after the public hearing on November 27, or it can be forwarded for action at the December 11 meeting.

#### Conclusion

The 2019 budget is balanced within available resources. Since the fund balance levels have stabilized, the current budget forecast includes the addition of 9 needed positions, and the continuation of capital investment.



**CITY OF MOSES LAKE**  
**Four-Year Budget Comparison By City Functional Grouping 2016-2019**

	2016 Actual Expenditures	2016 Actual Revenues	2017 Actual Expenditures	2017 Actual Revenues	2018 Amended Budget	2018 Amended Revenues	2019 Preliminary Budget	2019 Projected Revenue
<b>General Fund</b>								
Legislative	\$ 392,014		\$ 400,533		\$ 404,352		\$ 361,809	
Executive	943,252		846,194		965,296		1,198,680	
Finance	873,725		1,047,278		1,072,190		1,136,682	
Community Development	1,300,623		1,288,779		1,373,741		1,561,578	
Legal	190,137		153,222		187,500		193,800	
Misc. Services	1,869,681		2,468,357		2,437,790		2,071,740	
Library	130,311		122,613		122,600		80,200	
Engineering	1,704,435		1,724,583		1,828,798		2,004,305	
Parks & Recreation	5,040,131		5,250,325		5,341,572		5,950,555	
Police	5,859,000		6,086,148		6,495,137		7,445,004	
Fire	3,125,830		3,362,452		3,364,623		3,647,427	
<b>Total General Government Funds</b>	21,429,139	\$ 22,020,733	22,750,484	\$ 22,923,231	23,593,599	\$ 21,845,470	25,651,780	\$ 23,243,039
<b>Other Operating/Enterprise</b>								
Tourism Activities -102	210,910	552,050	251,422	685,833	363,200	565,000	946,864	720,000
Grants & Donations -103	285,093	384,558	249,005	378,685	121,100	314,492	195,688	176,104
Paths & Trails - 114	-	2,317	-	2,807	31,000	2,000	31,000	2,000
Streets - 116	1,862,793	2,148,556	2,083,897	2,197,223	2,379,718	1,993,688	2,574,151	2,416,500
Transportation Benefit District - 170			-	51,215	900,000	940,000	1,650,000	1,451,000
Water/Wastewater Operating - 410	11,990,056	13,041,576	13,169,224	13,077,566	12,904,729	12,275,900	14,383,230	12,886,300
Sanitation -490	3,719,164	3,784,387	4,178,471	4,023,662	4,350,013	4,340,000	4,715,610	4,790,000
Stormwater - 493	799,452	839,682	781,897	907,820	1,203,016	840,000	1,176,917	922,000
Airport - 495	19,707	25,979	25,733	26,935	23,400	27,000	59,009	27,000
Ambulance - 498	2,752,265	2,531,893	2,418,597	2,317,180	2,866,099	2,819,610	2,980,570	2,878,140
Central Svc - 517	454,282	504,075	544,964	534,027	652,092	545,610	1,624,616	1,543,000
Equipment Rental -519	2,778,095	2,635,480	2,307,878	3,154,878	2,966,007	2,513,200	2,954,988	3,453,409
Build Maint -528	2,877,767	2,710,217	3,026,103	2,757,702	3,971,404	3,137,600	3,629,309	3,227,400
<b>Total Other Operating/Enterprise</b>	27,749,584	29,160,770	29,037,191	30,115,533	32,731,778	30,314,100	36,921,952	34,492,853

**CITY OF MOSES LAKE**  
**Four-Year Budget Comparison By City Functional Grouping 2016-2019**

	2016 Actual Expenditures	2016 Actual Revenues	2017 Actual Expenditures	2017 Actual Revenues	2018 Amended Budget	2018 Amended Revenues	2019 Preliminary Budget	2019 Projected Revenue
<b>Capital Improvement</b>								
Street Repair/reconst - 119	894,310	472,907	1,316,624	1,688,062	2,980,000	2,780,000	3,730,000	3,449,600
Parks & Rec Improvement-314	-	-	-	-	-	250,000	500,000	500,000
Park Mitigation Capital Proj-315	-	-	-	90,890	-	-	-	6,000
Water Rights - 471	-	273,335	-	-	-	-	-	-
Water/Sewer Construction-477	2,359,618	3,380,000	2,120,403	4,650,000	3,880,000	2,800,000	6,945,000	3,300,000
<b>Total Capital Improvement</b>	3,253,928	4,126,242	3,437,027	6,428,952	6,860,000	5,830,000	11,175,000	7,255,600
<b>Risk Mgmt/Employee Benefit Reserves</b>								
Unemployment Compensation - 501	28,493	-	28,387	779	41,500	-	31,500	30,000
Risk Management - 503	457,719	521,385	524,076	428,628	545,000	528,600	577,500	583,200
Firemen's Relief & Pension - 611	16,732	28,585	21,347	34,192	22,000	30,000	50,500	37,000
<b>Total Employee Benefit Reserves</b>	502,944	549,970	573,810	463,599	608,500	558,600	659,500	650,200
<b>Debt Service</b>								
Equip Leases-275	19,427	5,300	482	-	-	-	-	-
GOB 2006-281	410,743	260,500	-	-	-	-	-	-
GOB 2016 Refunding-286	110,961	270,298	235,888	235,600	383,500	377,300	381,334	381,334
Water-Sewer 2011 Bond-450	564,675	520,000	564,475	564,800	563,250	562,850	564,100	565,000
Bond Reserve-2011 451	-	-	-	-	-	-	-	-
Water-Sewer 2004 Bond-452	667,550	580,000	672,350	672,800	671,400	670,000	674,250	674,250
Water-Sewer 2004 Bond Reserve-453	-	-	-	-	-	-	-	-
Water-Sewer Leases-483	16,310	-	-	-	-	-	-	-
PWTF W/S Debt Serv - 485	581,190	582,000	578,381	579,000	576,000	576,000	572,765	572,765
GOB 2006 Redemption Parks - 486	52,389	51,400	-	-	-	-	-	-
2015 GO Bond Redempt- 487	22,192	24,390	47,177	47,200	75,500	75,600	76,266	76,400
<b>Total Debt Service</b>	2,445,437	2,293,888	2,098,753	2,099,400	2,269,650	2,261,750	2,268,715	2,269,749
<b>Total City Budget</b>	\$ 55,381,032	\$ 58,151,603	\$ 57,897,265	\$ 62,030,715	\$ 66,063,527	\$ 60,809,920	\$ 76,676,947	\$ 67,911,441

**CITY OF MOSES LAKE**

**2019 Budget and Fund Balance by City Functional Grouping**

	2018 Amended Budget	2019 Preliminary Budget	2019 vs 2018 Amended	2019 Projected Revenue	2019 (Use) Gain of Fund Balance	2019 Est Begin Fund Balance	2019 Est. Ending Fund Balance
<b>General Fund</b>							
Legislative	\$ 404,352	\$ 361,809	(10.5%)				
Executive	965,296	1,198,680	24.2%				
Finance	1,072,190	1,136,682	6.0%				
Community Development	1,373,741	1,561,578	13.7%				
Legal	187,500	193,800	3.4%				
Misc. Services	2,437,790	2,071,740	(15.0%)				
Library	122,600	80,200	(34.6%)				
Engineering	1,828,798	2,004,305	9.6%				
Parks & Recreation	5,341,572	5,950,555	11.4%				
Police	6,495,137	7,445,004	14.6%				
Fire	3,364,623	3,647,427	8.4%				
<b>Total General Fund</b>	<b>\$ 23,593,599</b>	<b>25,651,780</b>	<b>8.7%</b>	<b>\$ 23,243,039</b>	<b>\$(2,408,741)</b>	<b>\$ 3,500,000</b>	<b>1,091,259</b>
<b>Other Operating/Enterprise</b>							
Tourism Activities -102	363,200	946,864	160.7%	720,000	(226,864)	900,000	673,136
Grants & Donations -103	121,100	195,688	61.6%	176,104	(19,584)	500,000	480,416
Paths & Trails - 114	31,000	31,000	0.0%	2,000	(29,000)	68,000	39,000
Streets - 116	2,379,718	2,574,151	8.2%	2,416,500	(157,651)	475,000	317,349
Transportation Benefit District - 17	900,000	1,650,000	83.3%	1,451,000	(199,000)	220,000	21,000
Water/Wastewater Operating - 410	12,904,729	14,383,230	11.5%	12,886,300	(1,496,930)	2,200,000	703,070
Sanitation -490	4,350,013	4,715,610	8.4%	4,790,000	74,390	-	74,390
Stormwater - 493	1,203,016	1,176,917	(2.2%)	922,000	(254,917)	430,000	175,083
Airport - 495	23,400	59,009	152.2%	27,000	(32,009)	75,000	42,991
Ambulance - 498	2,866,099	2,980,570	4.0%	2,878,140	(102,430)	200,000	97,570
Central Svc - 517	652,092	1,624,616	149.1%	1,543,000	(81,616)	150,000	68,384
Equipment Rental -519	2,966,007	2,954,988	(0.4%)	3,453,409	498,421	500,000	998,421
Build Maint -528	3,971,404	3,629,309	(8.6%)	3,227,400	(401,909)	700,000	298,091
<b>Total Other Operating/Enterprise</b>	<b>32,731,778</b>	<b>36,921,952</b>	<b>12.8%</b>	<b>34,492,853</b>	<b>(2,429,099)</b>	<b>6,418,000</b>	<b>3,988,901</b>

**CITY OF MOSES LAKE**  
**2019 Budget and Fund Balance by City Functional Grouping**

	2018 Amended Budget	2019 Preliminary Budget	2019 vs 2018 Amended	2019 Projected Revenue	2019 (Use) Gain of Fund Balance	2019 Est Begin Fund Balance	2019 Est. Ending Fund Balance
<b>Capital Improvement</b>							
Street Repair/reconst -119	2,980,000	3,730,000	25.2%	3,449,600	(280,400)	400,000	119,600
Parks & Recreation Improvement-31	-	500,000	n/a	500,000	-	96,800	96,800
Park Mitigation Capital Proj-315	-	-	n/a	6,000	6,000	550,000	556,000
Water Rights - 471	-	-	n/a	-	-	1,750,000	1,750,000
Water/Sewer Construction-477	3,880,000	6,945,000	79.0%	3,300,000	(3,645,000)	7,000,000	3,355,000
<b>Total Capital Improvement</b>	6,860,000	11,175,000	1.2%	7,255,600	(3,919,400)	9,796,800	5,877,400
<b>Risk Mgmt/Employee Benefit Reserves</b>							
Unemployment Compensation - 501	41,500	31,500	(24.1%)	30,000	(1,500)	15,000	13,500
Risk Management -503	545,000	577,500	6.0%	583,200	5,700	560,000	565,700
Firemen's Relief & Pension - 611	22,000	50,500	129.5%	37,000	(13,500)	320,000	306,500
<b>Total Employee Benefit Reserves</b>	608,500	659,500	8.4%	650,200	(9,300)	895,000	885,700
<b>Debt Service</b>							
GOB 2016 Refunding-286	383,500	381,334	(0.6%)	381,334	-	184,000	184,000
Water-Sewer 2011 Bond-450	563,250	564,100	0.2%	565,000	900	7,000	7,900
Bond Reserve-2011 451	-	-	-	-	-	567,600	567,600
Water-Sewer 2004 Bond-452	671,400	674,250	0.4%	674,250	-	8,000	8,000
Water-Sewer 2004 Bond Reserve-453						701,500	701,500
PWTF W/S Debt Serv - 485	576,000	572,765	(0.6%)	572,765	-	19,000	19,000
2015 GO Bond Redempt- 487	75,500	76,266	1.0%	76,400	134	7,000	7,134
<b>Total Debt Service</b>	2,269,650	2,268,715	(0.0%)	2,269,749	1,034	1,494,100	1,495,134
<b>Total City Budget</b>	\$ 66,063,527	\$ 76,676,947	16.1%	\$ 67,911,441	\$ (8,765,506)	\$ 22,103,900	\$ 13,338,394

CITY OF MOSES LAKE  
2019 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 chart, 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 2019, total General Fund revenues are budgeted to be \$23,243,039; \$1,397,569 or 6.4% more than the 2018 budget of \$21,845,470, but still just slightly more than 2017 Actual.

	2017	2018	2018	2019	18 vs 19	2019
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Percent Change	% of Total
<b>Revenue Summary by Type</b>						
310 Taxes						
Property Tax	\$ 6,794,194	\$ 6,535,000	\$ 3,896,290	\$ 6,665,000	2.0%	28.7%
Sales Tax	6,780,786	6,000,000	4,845,190	6,550,000	9.2%	28.2%
Utility Tax	3,664,895	3,184,000	2,684,742	3,258,600	2.3%	14.0%
Gambling Tax	304,520	252,000	226,307	264,000	4.8%	1.1%
Other Taxes	87,795	76,000	72,640	83,000	9.2%	0.4%
REET Allocation	28,127	-	-	-		
Subtotal-Taxes	17,660,317	16,047,000	11,725,169	16,820,600	4.8%	72.4%
320 Licenses & Permits	702,343	611,000	565,288	635,500	4.0%	2.7%
330 Intergovernmental Revenues	350,029	725,000	632,189	748,470	3.2%	3.2%
340 Charges for Goods & Services	2,973,363	3,172,370	2,768,296	3,379,814	6.5%	14.5%
350 Fines and Penalties	350,730	466,000	522,434	809,000	73.6%	3.5%
360 Miscellaneous Revenues	385,967	324,100	465,014	349,655	7.9%	1.5%
390 Other Financing Resources	500,482	500,000	107,845	500,000	0.0%	2.2%
Total General Fund Revenues	<u>\$ 22,923,231</u>	<u>\$ 21,845,470</u>	<u>\$ 16,786,235</u>	<u>\$ 23,243,039</u>	6.4%	100.0%

Property Tax is the largest single General Fund revenue, and is estimated to bring in \$6,665,000 in 2019. This includes the levy limit increase of 1%, plus new construction, currently estimated to add another 1.0%, for a total of 2.0% growth. The 2018 levy was over \$6.9 million, and the 2019 levy could be over \$7.0 million, but we are doing a conservative estimate for potential uncollectible amounts.

Sales Tax follows with an estimate of \$6.55 million for 2019. 2017 Actual was slightly higher than this amount at \$6.78 million, but 2018 is running at about the same level as 2017. In reviewing the underlying detail, a local taxpayer was granted a refund from taxes paid several years ago—without this refund the actual results would be about 3.5% ahead of last year. Recent changes in State and Federal laws have increased taxability of the number of eligible internet vendors. However, these past few

years were also shored up by construction projects, so the 2019 budget is conservatively estimated because new construction may not be as robust.

Utility Tax is estimated to bring in \$3,258,600 in 2019, up 2.3% from \$3,184,000 in the 2018 budget. The CPI increase in the utility fees affect these amounts. 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 2018 budget actual. 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 \$40,000 from 2017 actual because of a Council commitment to reduce the card game tax rate over the next five years, although the punchboard and pull-tab component is experiencing growth. Leasehold excise tax is holding steady at about \$18,000, and Admissions Tax is estimated generate about \$65,000.

Licenses and Permits are generated by the development community, and are budgeted to exceed the 2018 budget but still below 2017 actual.

Intergovernmental Revenue consists primarily of State-Shared Revenue, and is a per capita estimate based on our population of 23,660.

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

Most of the increase is tied to the School District agreeing to fund 2 additional school resource officers.

Fines and Penalties consist almost entirely of fines generated by the red-light camera program. This increase is tied to additional red light cameras installed in the fall of 2018.

Miscellaneous Revenues include interest earnings on investments and facility rentals. (It should be noted that all interest earned on the investment portfolio is recorded initially in General Fund, and a distribution of interest earned to various funds is done at year end. This is why the 2018 year to date amount is more than both the 2018 and 2019 budget.) The interest rate environment is improving, so citywide we should see an increase in interest earnings.

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 2019 matches the actual transfers made in 2015, 2016, and 2017. This category also contains the sale of property.

Overall, General Fund revenue is conservatively estimated for 2019.

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

	<b>2018 Assessed Values</b> (Dollars in Thousands)	<b>Tax Rate Applied</b>	<b>2019 Levy Dollars</b> (estimate)
Prior Year (2018) = Base	\$ 2,082,206.538	\$ 3.32278	\$ 6,918,721
Levy Limit-1.0% increase from 2011 levy -\$10,222,955			<u>102,230</u>
Base-101%			7,020,951
Valuation Change -- (2.4%)	50,497.09		0
New Construction (2.0%)	41,553.997	3.32278	138,075
State Assessed Value			
Tax Limit Before Annexation	<u>2,174,257.630</u>	3.29263	<u>7,159,026</u>
Add for Annexation	0	3.29263	-
Limit for Subsequent Year	<u>2,174,257.630</u>	3.29263	<u>7,159,026</u>
Plus: Refunds (estimate)			7,000
Plus: Contingency			110,000
<b>Total Ordinance</b>			<b>\$ 7,276,026</b>

**State of Washington Constitutional Limit**

Assessed Valuation	\$ 2,174,257.630	\$ 3.82500	\$ 8,316,535
Less: Library Levy (Estimate)		0.375	815,347
Maximum 2018 Levy for Collection in 2019 (Estimate)		\$ 3.450	<u>7,501,189</u>

**Budget Estimate**

Total Levy Calculation			\$ 7,166,026
Less: Potential uncollectible levy (estimate)			497,000
Estimate to collect			<u>\$ 6,669,026</u>
Budget Estimate (Basically 2017 Actual)			\$ 6,665,000

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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

*2018 Council Members*

*Mayor, Karen Liebrecht – Position No. 2*  
*Deputy Mayor, David Curnel – Position No. 5*  
*Mike Riggs – Position No. 1*  
*Don Myers – Position No. 3*  
*Daryl Jackson – Position No. 4*  
*Ryann Leonard – Position No. 6*  
*Dean Hankins – Position No. 7*

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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 Council Members, elected at-large, serve staggered four-year terms. The Council Members, in turn, select a Mayor and Deputy Mayor from among themselves.

The City Council approves all ordinances, resolutions and interlocal agreements of the City, as well as all contracts that exceed the authorized spending authority of the City Manager which are outlined in Resolution 3668. 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 balanced annual municipal budget presented by the City Manager.

**AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2018 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 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)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
51130 Official Publication Services	\$ 8,883	\$ 7,000	\$ 1,765	\$ 8,000	14%	2%
51160 Legislative	391,650	402,852	315,843	353,809	-12%	98%
51430 Recording Services			75		0%	0%
<b>Total Expenditures</b>	<b>\$ 400,533</b>	<b>\$ 409,852</b>	<b>\$ 317,683</b>	<b>\$ 361,809</b>	<b>-12%</b>	<b>100%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$ 102,593	\$ 103,695	\$ 78,563	\$ 58,800	-43%	16%
200 - Benefits	28,184	23,757	19,236	4,509	-81%	1%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>130,777</i>	<i>127,452</i>	<i>97,799</i>	<i>63,309</i>	<i>-50%</i>	<i>17%</i>
300 - Operating Supplies	932	1,500	1,211	0	-100%	0%
400 - Professional Svcs & Charges	268,824	280,900	218,673	298,500	6%	83%
<b>Total Expenditures</b>	<b>\$ 400,533</b>	<b>\$ 409,852</b>	<b>\$ 317,683</b>	<b>\$ 361,809</b>	<b>-12%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**CITY ADMINISTRATION (Executive) - 002**

GENERAL FUND

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<i>City Manager</i>	<i>John Williams</i>
<i>Deputy City Manager*</i>	<i>Gilbert Alvarado</i>
<i>Human Resource Director</i>	<i>Carlos Salazar</i>
<i>City Clerk</i>	<i>Debbie Burke</i>
<i>Executive Assistant</i>	<i>Lia Gunderson</i>
<i>Administrative Secretary</i>	<i>Jynnifer Tarver</i>

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

**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 oversees the budget adopted by the City Council and all personnel matters. The City Manager has authority for all day-to-day operations.

**2019 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.

Electronic Content Management Software

A grant was awarded to the City from the Secretary of State in late 2018 to invest in an Electronic Content Management Software. Implementation and design with the vendor took place in 2018. Final development, testing, and deployment of initial workflows will take place in 2019.

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.

Update City Website

Update the website to allow mobile integration.

## BUDGET DECISION REQUESTS

- **Finance and Human Resources Software** – Updating the current Finance software and purchasing a new Human Resource Software System.

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Proposed Budget</b>
	City Manager	1.00	1.00	1.00
	Human Resource Director	1.00	1.00	1.00
	Executive Assistant (1)	1.00	1.00	1.00
	Administrative Secretary (1)	1.00	1.00	1.00
	City Clerk	0.00	1.00	1.00
	Public Information Officer (2)	0.00	0.00	1.00
<b>Total Personnel</b>		<b>4.00</b>	<b>5.00</b>	<b>6.00</b>

- (1) The 2018 budget included 50% of Executive Secretary and 20% of Administrative Secretary in the Legislative Department. However, the BARS manual recommends that the Legislative salary accounts just include elected officials, so the support positions have been transferred to the Executive Department.
- (2) New position added to the 2019 budget. Budgeted 100% in the Executive Department, with Lodging Tax reimbursing 25% (recorded as General Fund revenue).

Note: The Deputy City Manager/Community Development (CD) Director is charged 70% to CD and 30% Executive.

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2018</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
51310 Executive	\$ 720,097	\$ 826,297	\$ 646,478	\$ 912,484	10%	74%
51810 Personnel Services	126,097	138,999	69,607	286,196	106%	26%
<b>Total Expenditures</b>	<b>\$ 846,194</b>	<b>\$ 965,296</b>	<b>\$ 716,085</b>	<b>\$ 1,198,680</b>	<b>24%</b>	<b>100%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2018</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
100 - Salaries & Wages	\$ 382,797	\$ 457,953	\$ 320,640	\$ 572,923	25%	46%
200 - Benefits	148,784	174,443	120,013	220,357	26%	17%
<i>Sub-Total - Salaries &amp; Benefits</i>	531,581	632,396	440,653	793,280	25%	64%
300 - Operating Supplies	5,193	3,700	6,926	4,700	27%	0%
400 - Professional Svcs & Charges	309,420	329,200	268,506	400,700	22%	36%
<b>Total Expenditures</b>	<b>\$ 846,194</b>	<b>\$ 965,296</b>	<b>\$ 716,085</b>	<b>\$ 1,198,680</b>	<b>24%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 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. The City contracts with the law firm of Lemargie Kenison Franz and Whitaker for ongoing legal services.

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.

**BUDGET SUMMARY**

**005 Legal/Judicial**

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
51250 Municipal Court	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0%	3%
51530 Legal	147,222	181,500	84,982	187,800	3%	97%
<b>Total Expenditures</b>	<b>\$ 153,222</b>	<b>\$ 187,500</b>	<b>\$ 90,982</b>	<b>\$ 193,800</b>	<b>3%</b>	<b>100%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
300 - Operating Supplies	\$ -	\$ 100	\$ -	\$ 100	0.0%	0.1%
400 - Professional Srvcs & Charges	153,222	187,400	90,232	193,700	3.4%	99.9%
600 - Capital Outlays	0	0	750	0	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 153,222</b>	<b>\$ 187,500</b>	<b>\$ 90,982</b>	<b>\$ 193,800</b>	<b>3.4%</b>	<b>100.0%</b>

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**SELF-INSURANCE/ RISK MANAGEMENT**  
INTERNAL SERVICE FUND 503

City Manager  
Deputy City Manager

*John Williams*  
*Gilbert Alvarado*

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**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. A two year comparison of the contributions made by each of the operating units follows.

## Contributions From Operating Funds

Operating Division	2018 Budget	2019 Budget
Legislative	\$ 3,900	\$ 4,800
Executive	11,200	10,200
Finance	15,300	14,000
Community Development	25,700	22,200
Library	1,600	1,600
Streets	20,800	20,300
Engineering	35,300	33,800
Police	94,100	86,600
Fire	46,500	44,000
Parks & Recreation	106,600	80,900
SolidWaste	3,900	1,100
Fleet Management	9,100	20,400
Central Services	5,300	5,200
Building Maintenance	20,300	20,800
Water	32,700	61,300
Wastewater	30,500	113,500
Water Billing	6,100	0
Wastewater Billing	7,100	0
Airport	200	200
Storm Water	12,600	8,500
Ambulance Services	39,800	27,800
Total	\$ 528,600	\$ 577,200

# BUDGET SUMMARY

## 503 Self-Insurance (Risk Management)

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
51866 Risk Transfer Payments	\$ 452,628	\$ 475,000	\$ 483,072	\$ 507,500	7%	88%
51868 Payments To Claimants/Bendfic	71,448	70,000	17,687	70,000	0%	12%
Total Expenditures	<u>\$ 524,076</u>	<u>\$ 545,000</u>	<u>\$ 500,759</u>	<u>\$ 577,500</u>	6%	100%

### Revenue Summary By Type

340 Chargs for Goods/Services	\$ 423,100	\$ 528,600	\$ 288,330	\$ 577,200	9%	99%
360 Miscellaneous Revenues	5,528	0	0	6,000	0%	1%
Total Revenues	<u>\$ 428,628</u>	<u>\$ 528,600</u>	<u>\$ 288,330</u>	<u>\$ 583,200</u>	10%	100%

### Fund Balance

Beginning Balance	\$ 747,179	\$ 650,000	\$ 651,731	\$ 560,000
Revenues less Expenditures	(95,448)	(16,400)	(212,429)	5,700
Ending Balance	<u>\$ 651,731</u>	<u>\$ 633,600</u>	<u>\$ 439,302</u>	<u>\$ 565,700</u>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
400 - Professional Srvcs & Charges	\$ 524,076	\$ 545,000	\$ 500,759	\$ 577,500	6%	100%
Total Expenditures	<u>\$ 524,076</u>	<u>\$ 545,000</u>	<u>\$ 500,759</u>	<u>\$ 577,500</u>	6%	100%

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**COMMUNITY DEVELOPMENT - 004**

GENERAL FUND

Community Dev. Director/Deputy City Manager  
Building Official  
Planning Manager

*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



## 2019 PROJECTS / WORK PLAN

With the resignation of the Senior Planner and Assistant Planner in 2017, the Department was re-organized with the addition of a Community Development Technician, which was key in the Department transition.

Also, part of the re-organization was the creation of the Planning Manager position. It has been a difficult recruiting effort due to relocation interests and salary range. Both of these factors will be reviewed are part of the 2019 Work Plan.

The large scale projects for 2019 include: Impact Fees; Comprehensive Plan Re-Write; Cryptocurrency Development Regulations; Homeless community engagement.

## BUDGET DECISION REQUESTS

With the additional staffing resulting from the 2018 Budget, additional training is requested as part of the 2019 Budget requests. Also requested in one additional vehicle for the Building Division and is a direct replacement of a vehicle that is scheduled for replacement.

## AUTHORIZED PERSONNEL

	<b>Position Title</b>	<b>2018 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Proposed Budget</b>
	Community Development Director/Deputy City Manager	1.00	1.00	1.00
	Building Official	1.00	1.00	1.00
	Planning Manager	0.00	1.00	1.00
	Senior Planner (upgraded to Planning Manager in 2018 budget)	1.00	0.00	0.00
	Associate Planner	1.00	2.00	2.00
	Assistant Planner (upgraded to Associate Planner in 2018 budget)	1.00	0.00	0.00
	Building Inspector	2.00	2.00	2.00
	Community Development Technician	0.00	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
	<b>Total Regular Full-Time Personnel *</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>
	Seasonal Code Enforcement	0.00	0.00	1.00

*\* 2019 budget also funding 25% of a surveyor position. The Director is 30% funded in the Executive Department (002).*

## BUDGET SUMMARY

### Dept 004 Community Development

		(1)	(2)	(3)	(4)	(5)	(6)
		2017	2018	2018	2019	%	%
		Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>							
52420 Inspect. Permits, Cert. & Lic	\$	288,533	\$ 280,552	\$ 226,334	\$ 290,021	3%	19%
55850 Building Permits & Plan Review		312,702	350,375	244,655	376,638	7%	24%
55860 Planning		687,544	742,814	489,036	894,919	20%	57%
Total Expenditures	\$	1,288,779	\$ 1,373,741	\$ 960,025	\$ 1,561,578	14%	100%

		(1)	(2)	(3)	(4)	(5)	(6)
		2017	2018	2018	2019	%	%
		Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>							
100 - Salaries & Wages	\$	721,981	\$ 778,905	\$ 546,154	\$ 880,168	13%	56%
200 - Benefits		360,574	396,036	250,130	427,010	8%	27%
<i>Sub-Total - Salaries &amp; Benefits</i>		1,082,555	1,174,941	796,284	1,307,178	11%	84%
300 - Operating Supplies		4,940	5,000	3,979	6,000	20%	0%
400 - Professional Svcs & Charges		201,284	193,800	159,762	248,400	28%	16%
Total Expenditures	\$	1,288,779	\$ 1,373,741	\$ 960,025	\$ 1,561,578	14%	100%

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**FINANCIAL SERVICES - 003**

GENERAL FUND

Finance Director

Cindy Jensen

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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 ACCOMPLISHMENTS**

- Reviewed the operational needs, and decided to underfill the Accounting Manager with an Accountant—conducted the job search, completed the hiring, and are currently in the process of training the new employee;
- Designed and presented budget documents that better explained City operations;
- Created a new format for the quarterly budget reports with information appropriate for citizens and decision makers; and
- Analyzed the 2016 Audit Findings presented by SAO and made good progress in correcting the conditions.

**2019 PROJECTS / WORK PLAN**

In addition to the day to day work done to account for every financial transaction, the work plan for 2019 will also include:

- Continued review and update of financial policies for the City as a whole. This will include reviewing a draft with the Department Directors, and ultimately bringing a document for Council approval;
- Review and update (if needed) Finance-related procedures (such as the use of credit cards, petty cash, on-boarding/off-boarding employees, etc.)
- Continue technology upgrades, including converting our spreadsheet files from Lotus 1-2-3 to Excel and replacing our antiquated Financial Management System (FMS); and
- Complete the transition to contract with the State for Business Licensing.

## BUDGET DECISION REQUESTS

Finance's major request is for an upgrade of our Financial Management System (FMS). We have been in discussions with Harris who owns and supports our current software. They can provide an update for an estimated \$63,558, which is included in the 2019 budget. This includes about \$22,000 for the Human Resources/Payroll module that is fully integrated to the general ledger. Ongoing annual support would be about \$20,000 per year (which is less than the annual support for our current system of about \$35,500).

## PERFORMANCE STATISTICS

<b>Impact</b>	<b>2017 Actual</b>	<b>2018 Prelim</b>	<b>2019 Proposed Budget</b>
Investment income (1)	257	270	277
Average total portfolio managed (1)	20,500	23,100	19,000

<b>Accounting Functions</b>	<b>2017 Actual</b>	<b>2018 Prelim</b>	<b>2019 Proposed Budget</b>
Capital projects (1)	\$3,437	\$6,860	\$11,175
Number of grants administered	20	22	21
Payroll checks issued and direct deposits made	7,204	7,940	8,300
Payroll and benefits paid (1)	\$19,357	\$21,159	\$22,665
Employees paid (perm and part-time) average per pay period	242	283	298
Checks issued and EFT's paid	3,733	3,600	3,700
Dollar amount of claims paid (1)	\$31,488	\$32,000	\$33,000
Number of funds	36	36	36

<b>Treasury Functions</b>	<b>2017 Actual</b>	<b>2018 Prelim</b>	<b>2019 Proposed Budget</b>
GO and revenue debt issued administered	5	5	5
Intergovernmental loans administered	1	1	1
Debt service principal payments made (1)	\$3,843	\$4,067	\$4,006

(1) Numbers in thousands.

## AUTHORIZED PERSONNEL

	Position Title	2017 Actual	2018 Amended Budget	2019 Proposed Budget
	Finance 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>

\* The recruiting effort for an Accounting Manager was unsuccessful—the position was underfilled with an Accountant in April 2018.

\*\* The Business License Clerk position is listed in Utility Services-514 work group, but is funded 100% in Financial Services-003.

## BUDGET SUMMARY

### Dept 003 Financial Services

	(1) 2017 Actual	(2) 2018 Amended Budget	(3) 2018 Actual 9/30/2018	(4) 2019 Projected Budget	(5) % Change from 2 to 4	(6) % of Total
<b>Exp Summary By Function</b>						
51420 Financial Svc	\$ 445,272	\$ 419,334	\$ 341,455	\$ 441,751	5%	39%
51422 Fiduciary Services (Treasurer	31	1,400	570	1,400	0%	0%
51423 Budtng, Accting, Audtng, & Fin	601,670	651,456	435,318	693,531	6%	61%
51430 Recording Services	305	0	34	0	0%	0%
<b>Total Expenditures</b>	<b>\$ 1,047,278</b>	<b>\$ 1,072,190</b>	<b>\$ 777,377</b>	<b>\$ 1,136,682</b>	<b>6%</b>	<b>100%</b>

	(1) 2017 Actual	(2) 2018 Amended Budget	(3) 2018 Actual 9/30/2018	(4) 2019 Projected Budget	(5) % Change from 2 to 4	(6) % of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$ 478,124	\$ 497,100	\$ 374,227	\$ 512,914	3%	45%
200 - Benefits	232,804	229,990	165,648	235,148	2%	21%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>710,928</i>	<i>727,090</i>	<i>539,875</i>	<i>748,062</i>	<i>3%</i>	<i>66%</i>
300 - Operating Supplies	6,888	3,600	5,974	8,000	122%	1%
400 - Professional Svcs & Charges	329,462	341,500	231,528	380,620	11%	33%
<b>Total Expenditures</b>	<b>\$ 1,047,278</b>	<b>\$ 1,072,190</b>	<b>\$ 777,377</b>	<b>\$ 1,136,682</b>	<b>6%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 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.

Prior to 2019, this operation was primarily included in Water/Wastewater Fund, with some expenses allocated to Solid Waste, Stormwater, and Ambulance Utilities. However, it made managing this operation difficult, as there was not one place that summarized the expenses. There also is a component of the State Auditor's request to better support allocations of administrative expenses. In response to these needs, we created a new Utility Services department in the Central Services Fund 517 to bring all the expenses together in one place. In order to bill out the expenses to the 5 utilities, we will use the ratio of customer accounts. The meter reading expenses (i.e. staff, meter-reading equipment and software, vehicle and gas, etc.) will be split just between Water and Wastewater, since that function only supports the billing of those utilities. The remainder will be spread among all 5 utilities. When this ratable allocation is applied, it resulted in Water and Wastewater charges being lowered by about \$115k each, Solid Waste was pretty close to its ratable share, and Stormwater and Ambulance utilities were under charged by about \$115k each. Because neither of these funds are in a position to assume this increase in one year, we are proposing a 5-year ramp up (i.e. adding \$24,000 per year for 5 years, while Water and Wastewater will be declining by the same amount annually).

## **2018 ACCOMPLISHMENTS**

- Contracted for and supported the development of a Cost of Service Study to review Solid Waste rates for adequacy and customer class equity.
- Worked with Legal Counsel to update the Business License ordinances to be in compliance with model business license legislation. The State Department of Licensing is combining local business licensing with their taxation processes, to facilitate a true “one-stop shop” for businesses. The City of Moses Lake is scheduled to be fully transferred to the state process in late spring of 2019. We anticipate having the interlocal agreement with the state completed later in 2018, and the actual implementation will be conducted in 2019.
- Worked with the Grant County Solid Waste Programs Coordinator to obtain a grant from the Department of Ecology to fund the City’s effort to implement a campaign to educate City residents to reduce contamination in its curbside yard waste program.

## **2019 PROJECTS / WORK PLAN**

In addition to the day to day operations of the divisions, the work plan for 2019 will also include:

- A review and update (if warranted) of the ordinances that govern utility billing;
- Participate in the implementation of the replacement of our Financial Management System (FMS) (see further discussion in the Finance Division Budget);
- 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 started this process earlier in 2017, but hit some implementation snags. We hope to have it fully operational and advertised to our customers by the first of 2019.
- Complete the transition to the State’s collection of our business license fees. (See discussion above)

## **BUDGET DECISION REQUESTS**

Utility Service does not have any stand-alone requests—the FMS upgrade also includes the Utility Billing software module, and implementation will be time-consuming for our staff.

## PERFORMANCE STATISTICS

<b>Utility Services</b>	<b>2017 Actual</b>	<b>2018 Prelim</b>	<b>2019 Proposed Budget</b>
New Accounts Started	1,189	1,205	1,250
Meters Read	9,142	9,300	9,350
Bills Issued	108,878	110,000	112,000
Turn Off Notifications Issued (phone/door)	7,413	7,660	7,900
Accounts Turned Off Delinquent	1,502	1,300	1,300
Total Business Licenses Issued	2,148	2,175	2,200
New Business License Applications Received	369	380	300

<b>Accounts Billed</b>	<b>2017 Actual</b>	<b>2018 Prelim</b>	<b>2019 Proposed Budget</b>
Water- Residential	7,173	7,361	7,400
Water-Commercial	1,270	1,501	1,550
Wastewater-Residential	7,219	7,360	7,400
Wastewater-Commercial	983	1,000	1,050
Stormwater-Residential	6,178	6,251	6,275
Stormwater-Commercial	864	946	950
Solid Waste-Residential	6,631	6,778	6,800
Solid Waste-Commercial	1,082	1,111	1,115
Ambulance-Residential	6,200	6,216	6,220
Ambulance-Commercial	1,110	1,117	1,120

## AUTHORIZED PERSONNEL

<b>Position Title</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 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)	1.00	1.00	1.00
<b>Total Personnel</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

(1) One Business License Clerk position was added in the 2017 budget process, and is funded 100% in the Financial Services-003 Department.

NOTE: Prior to 2019, this staff was allocated among the utilities. In 2019, we pulled all staff together into a new department in the Central Services internal service fund (514-Central Services Administration)



## 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. These will be shown here for comparative purposes until the Utility Billing component is eliminated.

### 514 Central Services

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
51420 Financial Srvc				\$ 897,980	0%	100%
Total Expenditures	\$ -	\$ -	\$ -	\$ 897,980	0%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages				\$ 325,283	0%	36%
200 - Benefits				168,397	0%	19%
<i>Sub-Total - Salaries &amp; Benefits</i>	\$ -	\$ -	\$ -	493,680	0%	55%
300 - Operating Supplies				2,500	0%	0%
400 - Professional Srvc & Charges				401,800	0%	45%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 897,980</b>	<b>0%</b>	<b>100%</b>

#### 413 Water Billing

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
53410 Administration-General	\$ 51,008	\$ 12,379	\$ 35,960	\$ -	0%	0%
53470 Operations-Cust. Srvs &	905,126	979,146	725,858	689,000	-30%	37%
59700 Transfers Out	1,142,400	1,154,225	542,147	1,157,825	0%	63%
<b>Total Expenditures</b>	<b>\$ 2,098,534</b>	<b>\$ 2,145,750</b>	<b>\$ 1,303,965</b>	<b>\$ 1,846,825</b>	<b>-14%</b>	<b>100%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$ 146,583	\$ 154,052	\$ 108,621	\$ -	0%	0%
200 - Benefits	70,727	72,373	51,925	0	0%	0%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>217,310</i>	<i>226,425</i>	<i>160,546</i>	<i>0</i>	<i>0%</i>	<i>0%</i>
300 - Operating Supplies	752	2,000	258	0	0%	0%
400 - Professional Srvcs & Charges	738,072	763,100	601,014	689,000	-10%	37%
000 - Interfund Transfer	1,142,400	1,154,225	542,147	1,157,825	0%	63%
<b>Total Expenditures</b>	<b>\$ 2,098,534</b>	<b>\$ 2,145,750</b>	<b>\$ 1,303,965</b>	<b>\$ 1,846,825</b>	<b>-14%</b>	<b>100%</b>

#### 414 Sewer Billing

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
53510 Administration-General	\$ 50,006	\$ 12,379	\$ 35,176	\$ -	-100%	0%
53560 Operations-Contracted Proce	50,000	50,000	50,000	50,000	0%	3%
53570 Operation-Customer Service	655,806	715,836	533,916	397,000	-45%	24%
59700 Tranfers Out	1,221,400	1,230,225	1,118,147	1,230,590	0%	73%
<b>Total Expenditures</b>	<b>\$ 1,977,212</b>	<b>\$ 2,008,440</b>	<b>\$ 1,737,239</b>	<b>\$ 1,677,590</b>	<b>-16%</b>	<b>100%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	155,143	157,420	116,985	0	-100%	0%
200 - Benefits	93,116	94,295	64,820	0	-100%	0%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>248,259</i>	<i>251,715</i>	<i>181,805</i>	<i>0</i>	<i>-100%</i>	<i>0%</i>
300 - Operating Supplies	315	500	63	0	-100%	0%
400 - Professional Srvcs & Charges	457,238	476,000	387,224	397,000	-17%	24%
500 - Inergovernmental	50,000	50,000	50,000	50,000	0%	3%
000 - Interfund Transfer	1,221,400	1,230,225	1,118,147	1,230,590	0%	73%
<b>Total Expenditures</b>	<b>\$ 1,977,212</b>	<b>\$ 2,008,440</b>	<b>\$ 1,737,239</b>	<b>\$ 1,677,590</b>	<b>-16%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 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 ACCOMPLISHMENTS**

- A replacement of the phone system;
- Participated in the implementation of a computerized work order system for Municipal Services;
- Supported technological upgrade requests for smart phones, tablets, etc.

**2019 PROJECTS / WORK PLAN**

In addition to the day to day operations of the divisions, the work plan for 2019 will also include:

- Assist in implementing the replacement of our Financial Management System (FMS);
- Assist in implementing the document management software
- Support all operating divisions' requests for mobile computing devices

## BUDGET DECISION REQUESTS

Information Technology has no stand-alone requests, although they will support all of the technology requests presented by other divisions.

## PERFORMANCE STATISTICS

2018 as of 9/17/18

	2017 Actual	2018 Prelim	2019 Proposed Budget
<b>Information Technology-Inventory</b>			
Desktop & Laptop Computers	190	196	200
Copiers (including fax/scan capability)	11	11	11
Printers (includes label and receipt printers)	50	50	52
Servers	20	20	20
Network Appliances	7	7	7
Plotters	4	4	4
Tablets	10	18	20
Smart Phones	30	59	60
Cradlepoints/Aircards	30	30	30

## AUTHORIZED PERSONNEL

		2017 Actual	2018 Amended Budget	2019 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>

## Contributions From Operating Funds

<b>Operating Division</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Legislative	\$ 2,000	\$ 5,100
Executive	25,900	36,700
Finance	22,300	43,000
Community Development	41,400	52,700
Legal/Judicial	2,000	2,100
Misc. Services	1,100	1,100
Streets	9,900	10,200
Engineering	48,000	69,000
Police	136,210	151,300
Fire	45,200	46,600
Parks & Recreation	70,000	77,100
Solid Waste	7,600	0
Fleet Management	37,400	38,500
Building Maintenance	9,700	10,000
Water	23,500	44,200
Wastewater	21,500	44,700
Utility Billing	0	27,600
Water Billing	10,000	0
Wastewater Billing	10,000	0
Airport	2,000	2,100
Storm Water	6,500	6,700
Ambulance Services	13,400	13,800
<b>Total-Information Technology</b>	<b>545,610</b>	<b>682,500</b>
Utility Billing Solid Waste		140,100
Utility Billing Water		316,100
Utility Billing WasteWater		316,100
Utility Billing Storm Water		44,100
Utility Billing Ambulance		44,100
<b>Total-Utility Billing</b>		<b>860,500</b>
<b>Total Central Services</b>	<b>\$ 545,610</b>	<b>\$ 1,543,000</b>

## BUDGET SUMMARY

### 517 Central Services

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2018	Budget	from	Total
51870 Printing Svcs	\$ 35,573	\$ 45,600	\$ 26,508	\$ 46,600	2%	3%
51888 Operations-General	420,088	469,074	351,322	549,486	17%	34%
51890 Other Centralized Svcs	36,103	99,660	58,274	92,000	-8%	6%
59418 Centralized Services	36,195	19,058	11,327	20,000	5%	1%
Debt Service	17,005	18,700	15,458	18,550	-1%	0%
Total IT Expenditures	544,964	652,092	462,889	726,636	11%	45%
Plus: Utility Services Expenditures				897,980	0%	55%
Total Fund Expenditures	\$ 544,964	\$ 652,092	\$ 462,889	\$ 1,624,616	149%	100%

#### Revenue Summary By Type

340 Chargs for Goods/Services	\$ 530,879	\$ 545,610	\$ 446,609	\$ 1,543,000	183%	100%
360 Miscellaneous Revenues	3,148	0	0	0	0%	0%
Total Revenues	\$ 534,027	\$ 545,610	\$ 446,609	\$ 1,543,000	183%	100%

#### Fund Balance

Beginning Balance	\$ 283,223	\$ 250,000	\$ 272,286	\$ 150,000
Revenues less Expenditures	(10,937)	(106,482)	(16,280)	(81,616)
Ending Balance	\$ 272,286	\$ 143,518	\$ 256,006	\$ 68,384

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2018	Budget	from	Total
100 - Salaries & Wages	\$ 115,059	\$ 119,805	\$ 91,089	\$ 123,392	3%	17%
200 - Benefits	70,959	67,069	54,120	71,494	7%	10%
Sub-Total - Salaries & Benefits	186,018	186,874	145,209	194,886	4%	28%
300 - Operating Supplies	89,253	151,800	153,948	229,700	51%	32%
400 - Professional Svcs & Charges	216,493	275,660	136,947	263,500	-4%	37%
600 - Capital Outlays	36,195	19,058	11,327	20,000	5%	3%
700 - Debt Service (Principal)	\$ 14,475	\$ 16,800	\$ 13,873	\$ 17,550	4%	0%
800 - Debt Service (Interest)	\$ 2,530	\$ 1,900	\$ 1,585	\$ 1,000	-47%	0%
Total Expenditures	\$ 544,964	\$ 652,092	\$ 462,889	\$ 726,636	11%	100%

CITY OF MOSES LAKE  
2019 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. A contingency for unknown outcomes, including all collective bargaining agreements, is also included here.

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

Description	2017 Actual	2018 Budget	2019 Prelim.
Wellness Program	\$13,640	\$23,500	\$28,100
Election Costs	12,371	0	10,000
Chamber of Commerce	5,500	5,500	5,500
AWC Dues	15,525	15,600	15,800
Grant Co Economic Development	20,000	20,000	20,000
Public Health District	22,800	28,500	29,600
2% Liquor taxes for Alcoholism Program	3,523	4,000	4,400
Senior Center	10,750	10,750	10,750
Interfund Loan Repayment	277,614	525,110	0
Transfer to Streets Operating	1,356,800	1,500,000	1,600,000
Transfer to Streets Capital	630,000	205,000	0
Transfer to Ambulance	74,340	74,340	74,340
Contingency			250,000
Other Miscellaneous	25,494	25,490	23,250
<b>Fund Total</b>	<b>\$2,468,357</b>	<b>\$2,437,790</b>	<b>\$2,071,740</b>

Note: The interfund loan was fully paid in 2018, which freed up over \$500,000 for other general fund priorities, including some additional staffing.

## BUDGET SUMMARY

### 006 Miscellaneous Services

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2018	Budget	from	Total
					2 to 4	
51160 Legislative	\$ 1,691	\$ 1,800	\$ 2,082	\$ 1,800	0%	0%
51310 Executive	1,100	1,600	900	1,100	-31%	0%
51423 Budtng, Acctng, Audtng, & Fir	248	0	0	250,000	0%	12%
51440 Election Services	12,371	0	0	10,000	0%	0%
51790 Othr Empl Benefit	13,640	23,500	8,842	28,100	20%	1%
51820 Prop Mgmt Srvc - Auditorium	2,329	2,500	1,004	2,500	0%	0%
51890 Other Centralized Srvc	61,031	64,500	45,321	57,500	-11%	3%
52560 Disaster Preparedness	0	1,500	0	1,500	0%	0%
56200 Public Health	22,800	28,500	25,457	29,600	4%	1%
56600 Chemical Deependancy	3,523	4,000	3,556	4,400	10%	0%
56900 Aging And Adult Services	10,750	10,750	10,750	10,750	0%	1%
57546 Operations-Contracted	120	0	0	150	0%	0%
58120 Interfund Loan Repayment-S	250,000	500,000	500,000	0	-100%	0%
59219 Interest /Misc General Govern	27,614	25,200	25,110	0	-100%	0%
59700 Transfers Out	2,061,140	1,779,340	1,475,000	1,674,340	-6%	81%
Total Expenditures	\$ 2,468,357	\$ 2,443,190	\$ 2,098,022	\$ 2,071,740	-15%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2018	Budget	from	Total
					2 to 4	
000 - Interfund Transfer	\$ 2,061,140	\$ 1,779,340	\$ 1,475,000	\$ 1,674,340	-6%	81%
300 - Operating Supplies	5,773	7,000	2,323	7,000	0%	0%
400 - Professional Srvc & Charges	85,136	97,650	66,576	344,900	253%	17%
500 - Invergovernmental	38,694	34,000	29,013	45,500	34%	2%
700 - Debt Service (Principal)	250,000	500,000	500,000	0	-100%	0%
800 - Debt Service (Interest)	27,614	25,200	25,110	0	-100%	0%
Total Expenditures	\$ 2,468,357	\$ 2,443,190	\$ 2,098,022	\$ 2,071,740	-15%	100%



CITY OF MOSES LAKE  
2019 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 \$40,000 each year as a maintenance agreement, but we are projected to spend about \$80,000 in 2019 on their behalf. The City is using about \$40,000 of its General Fund resources on the Library facility. (We spent \$130,000 and \$122,000 in 2016 and 2017 respectively for major maintenance projects on the building).

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)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2018</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
57250 Facilities	\$ 122,613	\$ 122,600	\$ 97,600	\$ 80,200	-35%	100%
Total Expenditures	\$ 122,613	\$ 122,600	\$ 97,600	\$ 80,200	-35%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2018</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
400 - Professional Svcs & Charges	\$ 122,613	\$ 122,600	\$ 97,600	\$ 80,200	-35%	100%
Total Expenditures	\$ 122,613	\$ 122,600	\$ 97,600	\$ 80,200	-35%	100%

CITY OF MOSES LAKE  
2019 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). 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. 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.

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, although, \$20,000 was transferred to this fund because the current Fire Insurance Premium Tax distribution exceeds the annual pension payments.

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 will support pension benefits and medical benefits up to the current revenue. Any excess in the fund after all future benefits have been paid can be transferred to General Fund.

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

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>						
51738 Payments To Claimants & Ber	\$ 21,347	\$ 42,000	\$ 15,570	\$ 50,500	20%	100%
Total Expenditures	<u>\$ 21,347</u>	<u>\$ 42,000</u>	<u>\$ 15,570</u>	<u>\$ 50,500</u>	20%	100%
<b>Revenue Summary By Type</b>						
330 Intergovernmental Revenues	\$ 30,190	\$ 30,000	\$ 29,791	\$ 30,000	0%	81%
360 Miscellaneous Revenues	4,001	0	0	7,000	0%	19%
Total Revenues	<u>\$ 34,191</u>	<u>\$ 30,000</u>	<u>\$ 29,791</u>	<u>\$ 37,000</u>	23%	100%
<b>Fund Balance</b>						
Beginning Balance	\$ 330,370	\$ 340,000	\$ 343,214	\$ 320,000		
Revenues less Expenditures	12,844	(12,000)	14,221	(13,500)		
Ending Balance	<u>\$ 343,214</u>	<u>\$ 328,000</u>	<u>\$ 357,435</u>	<u>\$ 306,500</u>		

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**TOURISM ACTIVITIES**  
LODGING TAXES – FUND 102

Finance Director  
Parks & Recreation Director

*Cindy Jensen*  
*Spencer Grigg*

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**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 pledged \$250,000 of the “second 2%” as match for a state RCO grant to light Larson Field, which is under construction in 2018 to be ready for the 2019 season. \$500,000 of the cumulative balance that has been built up in the “first 2%” is being allocated in the 2019 budget to continue the planning and design of a new facility to replace the Larson Recreation Center. The ongoing tax stream could be pledged for debt service on this new facility.

We have received a few requests for use of the “second 2%”, and the LTAC has convened to review the proposals. The budget includes a generic estimate of \$295,000 to allocate for the proposals, although the committee agreed to use some beginning balance, and recommended a total of \$358,000 to be spent. The final budget will be modified to include Council’s final funding decisions.

**REVENUE**

The Hotel/Motel tax has been strong in the past few years, and this is being shored up by 2 additional hotels coming online in 2018. The total tax collected went for \$552,050 in 2016 to \$676,594 in 2017, and increase of 22.6%. Through October of 2018, the year-to-date collected is just slightly above last year at this time, so we should be on target to collect about the same. With the new facilities being operational, the 2019 tax is estimated to grow to \$710,000 (about 5%) over the 2017 actual (and 2018 estimate).

**BUDGET SUMMARY**  
**102 Tourism Activities**

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>						
57528 Operations-General	\$ 180,722	\$ 275,000	\$ 149,779	\$ 332,464	21%	34%
59700 Transfers Out	70,700	363,200	113,200	614,400	69%	66%
<b>Total Expenditures</b>	<u>\$ 251,422</u>	<u>\$ 638,200</u>	<u>\$ 262,979</u>	<u>\$ 946,864</u>	48%	100%

**Revenue Summary By Type**

310 Taxes	\$ 676,594	\$ 565,000	\$ 483,298	\$ 710,000	26%	99%
360 Miscellaneous Revenues	9,238	0	0	10,000	0%	1%
<b>Total Revenues</b>	<u>\$ 685,832</u>	<u>\$ 565,000</u>	<u>\$ 483,298</u>	<u>\$ 720,000</u>	27%	100%

**Fund Balance**

Beginning Balance	\$ 541,892	\$ 800,000	\$ 976,302	\$ 900,000		
Revenues less Expenditures	434,410	(73,200)	220,319	(226,864)		
<b>Ending Balance</b>	<u>\$ 976,302</u>	<u>\$ 726,800</u>	<u>\$ 1,196,621</u>	<u>\$ 673,136</u>		

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	% of Total
<b>Expense Summary By Type</b>						
000 - Interfund Transfer	\$ 70,700	\$ 363,200	\$ 113,200	\$ 614,400	69%	65%
400 - Professional Svcs & Charges	180,722	275,000	149,779	332,464	21%	35%
<b>Total Expenditures</b>	<u>\$ 251,422</u>	<u>\$ 638,200</u>	<u>\$ 262,979</u>	<u>\$ 946,864</u>	48%	100%

*NOTE: Transfers Out include \$500,000 to Parks Capital for Larson Recreation Center, and \$114,400 for Debt Service.*

CITY OF MOSES LAKE  
2019 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)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	% of Total
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2018</b>	<b>Budget</b>	<b>2 to 4</b>	<b>Total</b>
51310 EXECUTIVE	\$ 2,031	\$ -	\$ -	\$ -		
51790 Othr Empl Benefit	0	1,000	0	1,000	0%	1%
52110 Administration	20,391	10,000	0	12,000	20%	6%
52121 Investigation	5,065	1,500	2,252	0	-100%	0%
52122 Patrol	32,386	28,768	29,857	59,000	105%	30%
52123 Special Units	41,222	32,300	7,076	15,000	-54%	8%
52130 Crime Prevention	21,219	8,400	4,321	14,988	78%	8%
52170 Traffic Policing	57,532	41,000	22,349	5,000	-88%	3%
52210 Administration	7,554	0	2,200	1,000	0%	1%
52220 Fire Suppression/ EMS	2,989	1,000	561	3,000	200%	2%
57530 Museum & Art Galleries	34,284	18,500	28,815	44,700	142%	23%
57680 General Parks	6,637	0	0	0	0%	0%
59418 CENTRALIZED SERVICES	0	0	0	0		
59421 Law Enforcement	17,695	8,632	33,605	40,000	363%	20%
59476 Park Facilities	0	0	575,230	0	0%	0%
<b>Total Expenditures</b>	<b>\$ 249,005</b>	<b>\$ 151,100</b>	<b>\$ 706,266</b>	<b>\$ 195,688</b>	<b>30%</b>	<b>100%</b>

**Revenue Summary By Type**

330 Intergovernmental Revenues	\$ 262,850	\$ 218,492	\$ 147,073	\$ 132,104	-40%	75%
340 Chargs for Goods/Services	2,228	0	931	1,900	0%	1%
360 Miscellaneous Revenues	111,445	92,300	239,786	42,100	-54%	24%
390 Other Financing Resources	2,153	3,700	0	0	-100%	0%
<b>Total Revenues</b>	<b>\$ 378,676</b>	<b>\$ 314,492</b>	<b>\$ 387,790</b>	<b>\$ 176,104</b>	<b>-44%</b>	<b>100%</b>

**Fund Balance**

Beginning Balance	\$ 401,463	\$ 400,000	\$ 531,134	\$ 500,000
Revenues less Expenditures	129,671	163,392	(318,476)	(19,584)
<b>Ending Balance</b>	<b>\$ 531,134</b>	<b>\$ 563,392</b>	<b>\$ 212,658</b>	<b>\$ 480,416</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2018</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
100 - Salaries & Wages	\$ 5,943	\$ 5,000	\$ 5,209	\$ 5,000	0%	3%
200 - Benefits	981	0	1,221	0	0%	0%
<i>Sub-Total - Salaries &amp; Benefits</i>	6,924	5,000	6,430	5,000	0%	3%
300 - Operating Supplies	154,658	94,568	72,797	108,600	15%	55%
400 - Professional Srvcs & Charges	69,728	42,900	18,205	42,088	-2%	22%
600 - Capital Outlays	17,695	8,632	608,834	40,000	363%	20%
<b>Total Expenditures</b>	<b>\$ 249,005</b>	<b>\$ 151,100</b>	<b>\$ 706,266</b>	<b>\$ 195,688</b>	<b>30%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 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. Because the fund balance has been depleted, premiums are being reinstated in the 2019 budget. The largest user of unemployment is the Parks seasonal employee program, so Parks will pay the largest share of the estimated benefit. Other users are other seasonal programs in Code Enforcement, Streets, Water, and Fleet Maintenance. In 2019, the budget is set with the actual assumed usage charged back to the applicable operation.

**BUDGET SUMMARY**

**501 Unemployment Compensation**

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
51776 Risk Transfer Payments	\$ 1,500	\$ 1,500	\$ 1,125	\$ 1,500	0%	5%
51778 Payments To Claimants And Be	26,887	40,000	24,265	30,000	-25%	95%
Total Expenditures	<u>\$ 28,387</u>	<u>\$ 41,500</u>	<u>\$ 25,390</u>	<u>\$ 31,500</u>	-24%	100%

**Revenue Summary By Type**

340 Charges for Services	\$ -	\$ -	\$ -	\$ 30,000		100%
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**Fund Balance**

Beginning Balance	\$ 84,459	\$ 45,000	\$ 56,072	\$ 15,000
Revenues less Expenditures	(28,387)	(41,500)	(25,390)	(1,500)
Ending Balance	<u>\$ 56,072</u>	<u>\$ 3,500</u>	<u>\$ 30,682</u>	<u>\$ 13,500</u>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
400 - Professional Svcs & Charges	\$ 28,387	\$ 41,500	\$ 25,390	\$ 31,500	-24%	100%
<b>Total Expenditures</b>	<u>\$ 28,387</u>	<u>\$ 41,500</u>	<u>\$ 25,390</u>	<u>\$ 31,500</u>	-24%	100%



CITY OF MOSES LAKE  
2019 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, prior to 2018 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). Council addressed some rate structures for both the Sanitation and Ambulance funds so they did not need to take out an interfund loan at the end of 2017, and should be able to continue to repay the interfund loans without drawing down a new one.

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, 2017, 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	2019		
					Principal	Interest	Balance
GO BONDS							
000	Ice Rink/Flow Rider/Sinkiuise	7/14/2015	8/1/2026	\$ 2,970,833	\$ 287,500	\$ 93,833	\$ 2,279,167
487	Parks Maint. Building	7/14/2015	8/1/2026	594,167	57,500	18,767	455,833
528	Civic Center	9/7/2010	12/1/2020	5,925,000	645,000	40,963	665,000
528	Firestation #1	12/12/2012	9/1/2023	1,650,000	160,000	25,650	695,000
GO Bonds Totals				\$ 11,140,000	\$ 1,150,000	\$ 179,213	\$ 4,095,000
REVENUE BONDS							
450	W/S System Improvements	8/23/2011	8/23/2021	\$ 4,905,000	\$ 575,000	\$ 49,100	\$ 1,075,000
452	Operations Complex	9/1/2004	9/1/2024	7,015,000	460,000	214,250	3,825,000
Revenue Bonds Totals				\$ 11,920,000	\$ 1,035,000	\$ 263,350	\$ 4,900,000
INTERGOVERNMENTAL LOANS							
485	Waste Water Treatment Plant	7/1/2001	6/1/2021	\$ 750,000	\$ 32,280	\$ 484	\$ 64,561
485	Waste Water Treatment Plant	7/1/2002	6/1/2022	10,000,000	529,412	10,588	1,588,235
				\$ 10,750,000	\$ 561,692	\$ 11,072	\$ 1,652,796
EQUIPMENT LEASES							
519	Equipment Purchase	5/20/2016	7/1/2020	1,009,000	202,096	10,499	207,280
030	Police Electronics	4/11/2016	4/1/2020	74,206	17,776	775	4,638
519	Equipment Purchase	4/15/2017	4/15/2022	505,400	100,260	6,814	243,055
Equipment Leases Totals				\$ 1,588,606	\$ 320,132	\$ 18,088	\$ 454,973
INTERFUND LOANS (1)							
490	Solid Waste Utility	12/22/2016	12/22/2019	300,000	150,000	1,500	-
498	Ambulance Utility	12/22/2016	12/22/2019	300,000	150,000	1,500	-
528	Building Maintenance	7/28/2010	7/28/2021	4,000,000	672,915	41,188	1,386,475
528	Building Maintenance	10/25/2011	11/8/2021	1,500,000	252,343	15,445	519,928
Interfund Loans Totals				\$ 6,100,000	\$ 1,225,258	\$ 59,633	\$ 1,906,403

(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  
2019 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.

This fund has required interfund loans in 4 of the past 5 years to fund basic operations. This indicates the basic rate structure has not been 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. In early 2018 the bottom dropped out of the recycling market, and we are now paying to dispose of the materials because of a worldwide drop in demand. Additionally, in 2018 the yard waste program transitioned to a new processor, at a higher cost per ton than in prior years. Because of all this upheaval, Council approved a cost of service study so we can identify the costs per customer category. The 3% customer rate adjustment approved in September of 2018 only matched the increase in hauling contract, so neither the downturn in recycling prices nor a change in the yard waste program are being covered. Because this fund was out of balance after September’s basic rate increase, Council addressed this issue at their October 23 meeting and approved an additional increase in the 48 gallon cart service to bring this category closer to its cost of service. This change is anticipated to bring the fund into balance in 2019.

Solid waste service has a 10 year lag after annexation of a property into the City. The REC annexation hit that 10 year mark effective November 1, 2017. Some of the increases in hauling expenses are tied to this new major customer.

## BUDGET DECISION REQUEST

The contract for hauling services is expiring August 2020, and Council has expressed an interest in opening the contract up for a competitive bidding process. To be ready by the end of the contract, we need to begin the process. The Council received a proposal to have a consultant perform this complex task, estimated to cost \$31,000. The 2019 budget includes an estimate of this work that would be completed next year -- about \$22,000. The remainder will be included in the 2020 budget.

With the increase in recycling costs, this fund will be adding about \$120,000 to its 2018 budget in the next appropriation to stay in budgetary compliance. This fund is just barely breaking even, without any repayment of interfund loans. Therefore, it is not likely that there will be enough fund balance to cover the higher operating costs and repay the full amount of the interfund loans. Instead of taking out an additional loan, we could modify the repayment terms of the existing loans to extend the final payment into 2020 (2019 was the last scheduled year of repayment).

## PERFORMANCE STATISTICS

	2017 Actual	2018 Prelim	2019 Proposed Budget
<b>Solid Waste Operations</b>			
Residential # of customers billed	6,631	6,778	6,800
Commercial # of customers billed	1,082	1,111	1,140
Tons of garbage collected	15,622	15,500	15,500
Tons of yard waste collected	2,255	2,200	2,300
Tons of recycled material collected	946	920	900

## BUDGET SUMMARY

### Sanitation 490

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	% of Total
53710 Administration-General	\$ 17,889	\$ 13,205	\$ 9,829	\$ -	-100%	0%
53760 Operations-Contract Proc.	647,538	705,000	544,301	882,000	25%	19%
53770 Operations-Cust. Svcs &	3,279,136	3,407,038	2,438,067	3,672,110	8%	78%
53780 Operations-General	10,654	10,000	7,207	10,000	0%	0%
58120 Interfund Loan Repayment - Shc	217,331	225,000	0	150,000	-33%	3%
59232 Interfund Loan Interest	5,923	4,000	0	1,500	-63%	0%
Total Expenditures	<u>\$ 4,178,471</u>	<u>\$ 4,364,243</u>	<u>\$ 2,999,404</u>	<u>\$ 4,715,610</u>	8%	100%

#### Revenue Summary By Type

340 Chargs for Goods/Services	\$ 4,022,637	\$ 4,340,000	\$ 2,948,012	\$ 4,790,000	10%	100%
360 Miscellaneous Revenues	1,024	0	1,188	0		0%
Total Revenues	<u>\$ 4,023,661</u>	<u>\$ 4,340,000</u>	<u>\$ 2,949,200</u>	<u>\$ 4,790,000</u>	10%	100%

#### Fund Balance

Beginning Balance	\$ 63,013	\$ 60,000	\$ (91,795)	\$ -		
Revenues less Expenditures	(154,810)	(24,243)	(50,204)	74,390		
Ending Balance	<u>\$ (91,797)</u>	<u>\$ 35,757</u>	<u>\$ (141,999)</u>	<u>\$ 74,390</u>		

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	% of Total
100 - Salaries & Wages	\$ 32,165	\$ 30,152	\$ 23,312	\$ -	0%	0%
200 - Benefits	19,007	16,261	12,511	0	0%	0%
<i>Sub-Total - Salaries &amp; Benefits</i>	51,172	46,413	35,823	0	0%	0%
300 - Operating Supplies	28,101	30,000	8,859	30,000	100%	1%
400 - Professional Svcs & Charges	3,594,971	3,353,830	2,673,861	4,104,110	81%	87%
500 - Intergovernmental	280,973	705,000	280,861	430,000	164%	9%
700 - Debt Service (Principal)	217,331	225,000	0	150,000	150%	3%
800 - Debt Service (Interest)	5,923	4,000	0	1,500	267%	0%
Total Expenditures	<u>\$ 4,178,471</u>	<u>\$ 4,364,243</u>	<u>\$ 2,999,404</u>	<u>\$ 4,715,610</u>	93%	100%

CITY OF MOSES LAKE  
2019 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.

The City Council has designated public safety as their number one priority as we move forward with the 2019 budget. During the 2018 budget the department's goal was to add 5 police officer positions over the next three years to get our manpower at a level that would continue to keep our community safe while at the same time allow the officers the opportunity to keep up with their duties and assignments. The increased manpower would also allow the department the opportunity to become more proactive in our enforcement of criminal activity.

As stated in our Strategic Plan the departments goals are:

*Goal #1 Reduce criminal activity and the fear of crime.*

*Goal #2 Enhance the work environment.*

*Goal #3 Sustain the community's trust in the agency.*

*Goal #4 Increase the agency's effectiveness and efficiency.*

**2019 PROJECTS / WORK PLAN**

Our primary goals are to increase staffing levels to help with increased workload, increase training requirements to keep up with current case law and best practices and to update equipment and technology needs.

Our request is to increase staffing with one (1) additional officer. The position will be assigned as a K9 officer, which would greatly assist patrol officers. Currently our K9 officer is assigned to a shift on Wednesday-Saturday. A second K9 officer would cover the other weekdays, supporting our patrol officers 7 days a week. We currently have enough donations and grant money to purchase a K9 and a used K9 vehicle. We are only in need of a patrol officer position to complete the program.

The department is in need of several pieces of equipment including; weapons, weapon supplies, Tasers, portable radios, Many of our patrol handguns and rifles are aging and experiencing mechanical issues.

In 2018 the department added two additional School Resource Officers and in doing so is in need of additional vehicles. The MLSD has agreed to pay for two patrol cars over the next three years on top of the one replacement vehicle that is needed.

### **BUDGET DECISION REQUESTS**

- Addition of one police officer
- Additional 3 patrol cars (2 new and 1 replacement) -- The department currently has eleven (11) marked police cars that are used for patrol sergeants, officers and school resource officers. In 2019 our patrol shifts will be set with one sergeant and five officers. On top of that during the day, Monday-Friday, we will also have four school resource officers on duty. That means that on any given week day, with our current vehicles, we would not have any vehicles available for training, travel, maintenance, vehicle damage or any other vehicle related issues. The purchase of three (3) new patrol cars would allow for one of the older vehicles to be removed from patrol to be used in administration, investigations or training while the other two patrol cars would be added to the current fleet.
- Increase budget to replace equipment as listed above in the work plan and to provide start-up equipment for the new personnel.

### **PERFORMANCE STATISTICS**

- See documents following the narrative.

### **AUTHORIZED PERSONNEL**

Over the past two years the police department has been able to add new officers to our staff in order to increase our patrol staffing. In 2017 funding was allocated to fill a vacated officer position that was lost in 2013 due to a budget shortfall. In 2018 the police department received a grant from the Department of Justice to hire two additional police officers. The DOJ grant funds approximately 45% of the two positions while the city funds the remaining 55%. That same year the Moses Lake School District agreed to increase our School Resource Officer program by adding two new SRO positions. The MLSD agreed to fund the positions for 9 months and the city pays the additional 3 months. The MLSD also agreed to pay for 2 additional patrol vehicles in payments over a 3 year period.

In 2019 the police department requests to hire one additional police officer. The position would be assigned as a K9 officer. As you know we started our K9 program in 2018, which has proven to be very successful. The current K9 team works the evening hours of Wednesday-Saturday. Our goal is to have a K9 team working 7 days a week in the evening hours. Through donations and grant funding the department has enough funds to purchase a new K9 and a used vehicle for the team. The only funding requested from the city is a new officer to be assigned to our second K9 team. The position could not be filled with an existing officer due to the fact that it would leave a patrol shift short. The 2019 budget includes 1 K9 officer being added mid-year.

Many of the increases in salaries and related benefits also have an increase in General Fund revenue, including overtime costs which are billed out when officers work events on overtime.

<b>Class Code</b>	<b>Position Title</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Proposed Budget</b>
	Police Chief	1.00	1.00	1.00
	Captains	2.00	2.00	2.00
	Sergeants	5.00	5.00	5.00
	Corporals	0	0	0
	Detectives	4.00	4.00	4.00
	Police Officers (1)	20.00	25.00	26.00
	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>45.00</b>	<b>46.00</b>

*(1) For the 2018 adopted budget, reinstated 1 Police Officer that had previously been unfunded and added 2 in response to a COPS hiring grant. In mid-2018, added 2 School Resource Officers funded 75% by the Moses Lake School District. Added 1 K-9 Officer to start mid-year 2019.*



# BUDGET SUMMARY

## Dept 030 Police

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
52110 Administration	\$ 1,328,477	\$ 1,434,019	\$ 1,167,095	\$ 1,577,881	10%	21%
52121 Investigation	493,790	553,960	502,929	640,401	16%	9%
52122 Patrol	2,737,661	3,305,016	2,256,252	3,670,503	11%	49%
52123 Special Units	25,469	4,500	6,846	24,500	444%	0%
52126 Enhanced 911	524,418	490,000	377,800	520,650	6%	7%
52130 Crime Prevention	92,277	82,596	67,536	82,599	0%	1%
52140 Training	154,738	0	227,214	0	0%	0%
52150 Facilities	131,709	150,100	124,132	142,430	-5%	2%
52170 Traffic Policing	408,070	420,000	186,581	540,000	29%	7%
55430 Animal Cntrl	187,386	242,446	152,766	246,040	1%	3%
58910 Rrefunds of Deposits	0	0	3,000	0	0%	0%
59700 Transfers Out	2,153	3,700	0	0	-100%	0%
Total Expenditures	\$ 6,086,148	\$ 6,686,337	\$ 5,072,151	\$ 7,445,004	11%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages	3,195,987	3,414,980	2,691,857	3,803,933	11%	51%
200 - Benefits	1,310,540	1,415,647	1,043,293	1,481,691	5%	20%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>4,506,527</i>	<i>4,830,627</i>	<i>3,735,150</i>	<i>5,285,624</i>	<i>9%</i>	<i>71%</i>
300 - Operating Supplies	74,243	97,500	73,521	144,000	48%	2%
400 - Professional Svcs & Charges	1,503,225	1,754,510	1,260,480	2,015,380	15%	27%
000 - Interfund Transfers	\$ 2,153	\$ 3,700	\$ 3,000	\$ -	0%	0%
Total Expenditures	\$ 6,086,148	\$ 6,686,337	\$ 5,072,151	\$ 7,445,004	11%	100%

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

## 2017 Washington NIBRS Submission Agencies

**Moses Lake PD**

Grant County

Population: 22,720  
Months Reported: 12

**Offense Overview**

Offense Total 2,331  
# of Cleared Offense 1,175  
Percent Cleared 50.4%

**Group A Arrest Overview**

Arrest Total 990  
Adult Arrest Total 804  
Juvenile Arrest Total 186

Group A Offenses	Reported 2016	Reported 2017	% of Change	Crime Rate per 1,000	Total Arrests	DV Offense Totals
Murder	1	0	-100.0%	0.0	1	0
Manslaughter	0	0		0.0	0	0
Rape	13	9	-30.8%	0.4	8	4
Sodomy	0	6		0.3	2	2
Sexual Assault w/Object	0	1		0.0	1	1
Fondling	8	8	0.0%	0.4	5	4
Aggravated Assault	88	100	13.6%	4.4	44	47
Simple Assault	372	321	-13.7%	14.1	262	224
Intimidation	1	1	0.0%	0.0	0	0
Kidnapping	16	13	-18.8%	0.6	5	11
Incest	0	0		0.0	0	0
Statutory Rape	1	2	100.0%	0.1	2	0
Human Trafficking Offenses	0	0		0.0	0	0
Violation of No Contact/Protect.	92	77	-16.3%	3.4	56	72
Robbery	12	19	58.3%	0.8	22	2
Burglary	262	165	-37.0%	7.3	78	7
Larceny-Theft Offenses	1,010	843	-16.5%	37.1	244	12
Motor Vehicle Theft	107	90	-15.9%	4.0	10	6
Arson	5	2	-60.0%	0.1	1	0
Destruction of Property	302	198	-34.4%	8.7	39	0
Counterfeiting/Forgery	56	39	-30.4%	1.7	14	0
Fraud Offenses	83	67	-19.3%	2.9	7	0
Embezzlement	9	13	44.4%	0.6	3	0
Extortion/Blackmail	1	1	0.0%	0.0	0	0
Bribery	0	0		0.0	0	0
Stolen Property Offenses	49	30	-38.8%	1.3	17	0
Animal Cruelty	0	0		0.0	0	0
Drug/Narcotic Violations	184	187	1.6%	8.2	157	0
Drug Equipment Violations	89	105	18.0%	4.6	2	0
Gambling Offenses	0	0		0.0	0	0
Pornography	1	3	200.0%	0.1	0	0
Prostitution Offenses	1	2	100.0%	0.1	0	0
Weapon Law Violations	49	29	-40.8%	1.3	10	0
<b>Grand Total</b>	<b>2,812</b>	<b>2,331</b>	<b>-17.1%</b>	<b>102.6</b>	<b>990</b>	<b>392</b>

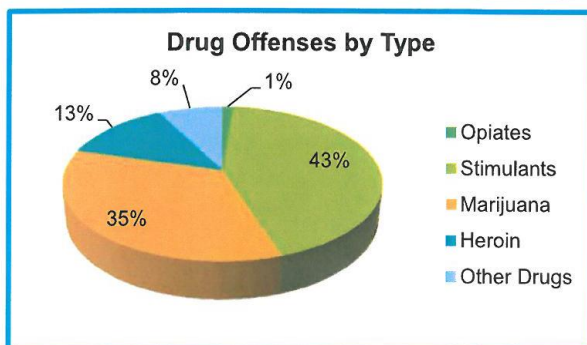
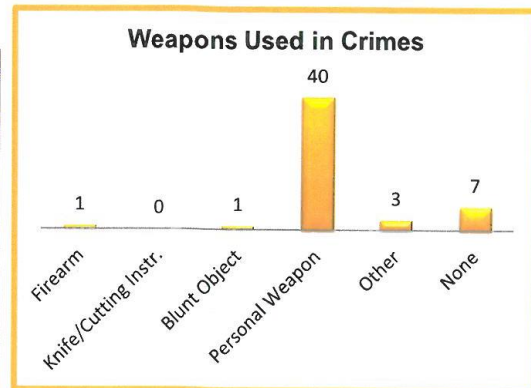
## 2017 Washington NIBRS Submission Agencies

Moses Lake PD

Continued

### 2017 Group B Arrests

Offense	Adult	Juvenile
Bad Checks	0	0
Curfew/Vagrancy	0	0
Disorderly Conduct	20	9
Drunkenness	0	0
DUI	47	0
Family Offenses	0	0
Liquor Law Violations	18	21
Peeping Tom	1	0
Trespass	31	0
All Other Offenses	270	5
<b>Total</b>	<b>387</b>	<b>35</b>



### 2017 Property Values by Type

Type	Value
Seized	\$1,324
Burned	\$520
Counterfeited/Forged	\$1,585
Destroyed/Damaged	\$81,259
Recovered	\$546,466
Stolen	\$1,212,602
<b>Total</b>	<b>\$1,843,756</b>

CITY OF MOSES LAKE  
2019 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.

**DEFINITION:**

The core mission of the Moses Lake Fire Department (MLFD) is the protection of life, property, and the environment through prevention and response / mitigation activities.

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
- 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.

**2019 PROJECTS / WORK PLAN**

- Adjust shift staffing to accommodate minimum staffing coverage more effectively.
- Replace vehicle 171 (out of service 2005 Ford Explorer) with a new unit that meets industry standards for command vehicles.
- Replace cardiac monitors.

- Continue replacement of Self Contained Breathing Apparatus
- Continue replacement of structural fire protective equipment and technical rescue equipment.
- Increase training in command competency for all officers.
- Work with other city staff and council to initiate impact fees to help facilitate capital equipment replacement.
- Upgrade vehicle 157 (1999 Ford F-250 pickup) to emergency response capability. This vehicle was on the request to be replaced, but in order for equipment in other departments that also have substantial need for replacement we have identified that we could extend the service life of 157 by upgrading emergency lighting and adding a siren and mobile radio.
- Replace the 25 plus year old decontamination extractor at Fire Station 1.
- Begin evaluation of portable radio replacements for inclusion in future budget requests.

## BUDGET DECISION REQUESTS

- Three operations division personnel, (one per shift.) Two were added to the General Fund Fire Budget, and 1 was added to Ambulance Fund

## PERFORMANCE STATISTICS

	Incident Type	2016 Actual	2017 Actual	2018 Estimated	2019 Projected
	Fire	82	90	99	110
	Explosions / Ruptures	19	32	19	20
	Hazardous Condition	42	41	56	45
	Service Call	25	37	48	55
	Good Intent (response to report of fire / other hazardous conditions)	70	68	63	65
	False Call	161	157	166	170
	Rescue	49	53	87	94
	EMS--BLS	1401	1434	1302	1334
	EMS--ALS	1752	1855	1592	1622
	Other	1	6	7	8
<b>Total</b>		<b>3602</b>	<b>3773</b>	<b>3432*</b>	<b>3523</b>

\*Data shown for 2018 reflects a reduction in total EMS call volume. This was due to the elimination of MRI transports and out of city limits interfacility transports, eliminating an estimated 460 responses in 2018. After adjusting for these factors there was a net increase in 9-1-1 responses for EMS, tracking to approximately 2.4% increase for BLS and 1.88% for ALS.

## AUTHORIZED PERSONNEL

### Fire and Ambulance

	Position Title	2017 Actual	2018 Amended Budget	2019 Proposed Budget
	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	1.00	1.00
	Fire Captain	3.00	3.00	3.00
	Fire Lieutenant	3.00	3.00	3.00
	Firefighter / Paramedic	11.00 <sup>1</sup>	11.00	14.00 <sup>2</sup>
	Firefighter / EMT	9.00	10.00	10.00
	Secretary	1.00	1.00	1.00
<b>Total Personnel</b>		<b>32.50</b>	<b>33.00</b>	<b>36.00</b>

(1) Currently A & C shift each have 4 Firefighter / Paramedic positions and B shift has 3 Firefighter / Paramedic positions plus a Lieutenant / Paramedic.

(2) The budget decision package has a request for three additional personnel with funds budgeted for Firefighter / Paramedic. The actual breakdown of personnel hired if approved may be a combination of FF/EMT and FF/Paramedic positions.

Note: General Fund supports the Command Staff (i.e. Chief and Assistant Chief) 80%, with Ambulance supporting 20%. General Fund budgets for 19 other staff, with Ambulance Fund funding 15 positions.

## BUDGET SUMMARY

### Dept 040 Fire

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function		Budget	9/30/2018	Budget	from	Total
					2 to 4	
52210 Administration	\$ 516,485	\$ 629,494	\$ 391,114	\$ 503,210	80%	14%
52220 Fire Suppression/ EMS	1,965,527	2,258,094	1,742,799	2,371,611	105%	65%
52230 Fire Prevention And Investigation	192,295	135,635	170,869	263,706	194%	7%
52245 Training Obtained by Employee	26,319	0	12,526	0		0%
52250 Facilities	314,529	323,900	254,577	446,900	138%	12%
52261 Ambulance Maintenance	476	0	0	0		0%
52270 Ambulance Services	270,211	0	52,766	0		0%
59422 Fire And EMS Activity	76,610	60,000	56,147	62,000	103%	2%
Total Expenditures	\$ 3,362,452	\$ 3,407,123	\$ 2,680,798	\$ 3,647,427	107%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type		Budget	9/30/2018	Budget	from	Total
					2 to 4	
100 - Salaries & Wages	\$ 1,715,421	\$ 1,744,423	\$ 1,271,601	\$ 1,825,234	105%	50%
200 - Benefits	659,168	634,210	501,996	704,243	111%	19%
Sub-Total - Salaries & Benefits	2,374,589	2,378,633	1,773,597	2,529,477	106%	69%
300 - Operating Supplies	87,596	140,150	69,599	149,700	107%	4%
400 - Professional Srvcs & Charges	823,657	828,340	781,455	906,250	109%	25%
600 - Capital Outlays	76,610	60,000	56,147	62,000	103%	2%
Total Expenditures	\$ 3,362,452	\$ 3,407,123	\$ 2,680,798	\$ 3,647,427	107%	100%



## 498 Ambulance

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
52210 Administration	\$ 515,945	\$ 504,200	\$ 497,381	\$ 787,451	56%	28%
52220 Fire Suppression/ EMS	67,361	0	34	22,000		1%
52230 Fire Prevention And Investigation	309,227	0	137,165	0		0%
52245 Training Obtained by Employee	40,883	0	13,621	0		0%
52250 Facilities	10,448	0	0	0		0%
52261 Ambulance Maintenance	4,748	0	0	0		0%
52270 Ambulance Services	1,340,423	2,211,599	1,276,143	1,919,619	-13%	68%
58120 Interfund Loan Activity	108,332	38,900	23,780	100,000	157%	
59422 Fire and EMS Capital	3,669	108,700	0	150,000	38%	4%
59222 Interest/Fire & EMS	17,561	2,700	0	1,500	-44%	0%
<b>Total Expenditures</b>	<b>\$ 2,418,597</b>	<b>\$ 2,866,099</b>	<b>\$ 1,948,124</b>	<b>\$ 2,980,570</b>	<b>4%</b>	<b>100%</b>

### Revenue Summary By Type

330 Intergovernmental Revenues	\$ 1,270	\$ 261,270	\$ 88,666	\$ 401,300	54%	14%
340 Chargs for Goods/Services	2,241,569	2,484,000	1,685,954	2,402,500	-3%	83%
360 Miscellaneous Revenues	0	0	14	0		0%
390 Other Financing Resources	74,340	74,340	0	74,340	0%	3%
<b>Total Revenues</b>	<b>\$ 2,317,179</b>	<b>\$ 2,819,610</b>	<b>\$ 1,774,634</b>	<b>\$ 2,878,140</b>	<b>2%</b>	<b>100%</b>

### Fund Balance

Beginning Balance	\$ 232,372	\$ 50,000	\$ 130,954	\$ 200,000
Revenues less Expenditures	(101,418)	(46,489)	(173,490)	(102,430)
<b>Ending Balance</b>	<b>\$ 130,954</b>	<b>\$ 3,511</b>	<b>\$ (42,536)</b>	<b>\$ 97,570</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$ 1,144,848	\$ 1,292,489	\$ 943,176	\$ 1,336,522	3%	45%
200 - Benefits	368,689	419,910	308,700	450,948	7%	15%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>1,513,537</i>	<i>1,712,399</i>	<i>1,251,876</i>	<i>1,787,470</i>	<i>4%</i>	<i>60%</i>
300 - Operating Supplies	108,751	121,300	73,232	152,500	26%	5%
400 - Professional Srvcs & Charges	666,747	882,100	599,236	789,100	-11%	26%
600 - Capital Outlays	17,561	38,900	23,780	100,000	157%	3%
700 - Debt Service (Principal)	108,332	108,700	0	150,000	38%	5%
800 - Debt Service (Interest)	3,669	2,700	0	1,500	-44%	0%
<b>Total Expenditures</b>	<b>\$ 2,418,597</b>	<b>\$ 2,866,099</b>	<b>\$ 1,948,124</b>	<b>\$ 2,980,570</b>	<b>4%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 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.

**2018 Accomplishments/Highlights**

***Parks Maintenance Division***

- Maintained and operated 5 regional park sites, 13 neighborhood park sites, & 9 mini park sites (198 acres developed).
- 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 Japanese Garden, 7 picnic shelters, a soccer complex, 2 ballfield complexes, a dog park, a community garden, a BMX track, an RC track, two stages, 4 boat launches with docks, 1 fishing pier, 8 short term moorage docks, two 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, 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 2018. Nearly 100 local youth participated in Punt, Pass and Kick & Soccer Challenge this year. Hot Spot attracted 95 participants this year.
- Our youth and adult cultural/education classes and programs maintained their registrations from 2017 to 2018.
- Youth Day parade and opening ceremonies were successful events in spring of 2018.
- We partnered with BuDu Racing to provide triathlons and fun runs that were successful.
- Grant Funding secured to replace three lighting systems at Larson Playfield and automate all lighting systems on site, 2 scoreboards at Larson Playfield, 5 scoreboards for Lauzier Athletic Complex and automation of the existing lighting systems.

#### 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 Volleyball, Dodgeball and Flag Football maintained participation levels from previous years.
- Beginner Soccer saw significant increases in participation levels from 2017 with over 100 participants.
- T-ball showed an increase in number of participants from 2017.
- Our new “Explorer Day Camp” program was a huge success with fantastic participation that resulted in over \$10,000 in net revenue.

#### Aquatics

- Swimming Lessons saw an increase of about 145 participants over the summer season.

#### New Goals

- Researching opportunities for starting additional “After School” activities & programs for 2019.
- 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**

- Our new online registration & reservation program – Active Net has boosted overall registration and participation in 2018 programs. Over 85% of our registrations and reservations are now completed online as a result.
- 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.

#### **PERFORMANCE STATISTICS**

	<b>2016</b>	<b>2017</b>	<b>2018 (YTD)</b>
<b><i>Moses Lake Museum &amp; Art Ctr.</i></b>			
Total days open	299	299	299 (projected)
Number of temporary exhibits	6	5	6 (of 8 Scheduled YTD)
Number of onsite programs	48	48	31 (of 49)
Total patronage	13,931	15,817	11,857 (YTD)
<b><i>Surf 'n Slide Water Park</i></b>			
Annual attendance	82,237	82,358	67,805
Total days open	87	84	82
Total Lesson Sessions	3	3	3

<b><i>Cascade Campground</i></b>			
Total days open	185*	185	185
Total campsite rentals	1,028	2,316	2,269

<b><i>Larson Playfield</i></b>			
Total BB/SB Tournaments	13	14	14
Total Games	207**	205**	254**

<b><i>Paul Lauzier Athletic Complex</i></b>			
Total BB/SB Tournaments	12	11	17
Total Games	488**	453**	536**

<b><i>Municipal Ice Rink</i></b>			
Total Days Open	51	56	57
Total Lesson Sessions	2	2	3
Total Hockey Tournaments	2	2	3

*\* In 2016 we had a major sewer connection construction project that made many of our 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.*

### **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. **Sinkius 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.

#### **CAPITAL IMPROVEMENTS 2019 (PARKS AND RECREATION)**

1. Resurface the six (6) multi-use sports courts at McCosh Park	\$42,000
2. Pave Yonezawa Park parking area	\$50,000
3. Replace Westlake restroom at Blue Heron Park	\$175,000
<b>Total Parks &amp; Recreation Capital Projects – General Fund 020</b>	<b>\$267,000</b>
<b>Larson Recreation Center Replacement</b>	<b>\$500,000</b>
Architect work to be paid out of the Parks & Recreation Improvement Capital Fund and funded by a transfer from the City's Lodging Tax.	

1. Resurface the six (6) multi-use sports courts at McCosh Park  
All six tennis courts at McCosh Park are long overdue for resurfacing. Two of the six courts are now locked, as they are a safety hazard. Some years ago, those courts had Mateflex tiles installed to prolong the timeline for surfacing. The tiles have since failed and the cracks under them continue to grow in size and depth. The other four courts without tiles continue to degrade as well. If we do not take action soon, we will be faced with not operating tennis courts anymore and tearing everything out and starting from scratch at a much higher cost.
2. Pave Yonezawa Park parking area  
When Yonezawa Park was developed, there was an area in the park utilized as a “staging area” for the construction equipment. The plan was that once the park was completed this “staging area” would be paved and would become the official parking lot. We would like to finish this project and get that area paved. Technically, we are in violation of our own regulations as the area used for parking should be paved.
3. Replace Westlake restroom at Blue Heron Park  
The existing Westlake restroom at Blue Heron Park is very old and extremely dilapidated. This is the original restroom for this park that was built decades ago while it was a state park. We have done all that we could to slow the inevitable need to replace this unit. As a result of two stick-built restrooms burning, we no longer recommend this type of structure. We would like to demolish this building and replace it with a concrete pre-fabricated restroom. Cost estimates include demolition of the existing structure, site preparation, purchase and installation of a new pre-fabricated structure.

#### **Larson Recreation Center Replacement**

The Parks Department is requesting a new facility to replace the old Larson Recreation Center. It is more cost effective to build a new building than try and remodel the existing one. Building a new center would also allow offices to be built for the Parks Department leaving the rest of the existing office space for the Police department to expand. The 2019 budget includes only \$500,000 which is the estimate for architect

fees. The complete project is estimated to cost about \$4.0 million. The budget for the full project will be added when the architect's work is complete after Council approval.

## CONCLUSION

The City has 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. As you can see by our budget and associated history, we're doing our best to be fiscally cautious in our budget approach. We are proud of the services, programs and facilities that we are able to provide to residents and visitors of our community. 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. The 2019 budget supports this vital operation.

## AUTHORIZED PERSONNEL

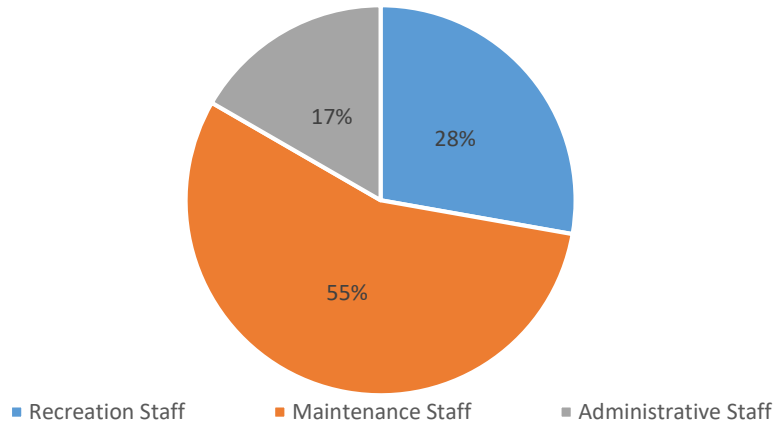
	<b>Position Title</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Proposed Budget</b>
	Director	1.00	1.00	1.00
	Parks Superintendent	1.00	1.00	1.00
	Recreation Superintendent	1.00	1.00	1.00
	Department Secretary	1.00	1.00	1.00
	Customer Service Representative	1.00	1.00	1.00
	Recreation Supervisor	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	7.00
	Parks Maintenance Worker	2.00	2.00	2.00
	<b>Total Regular Full-Time Personnel *</b>	<b>18.0</b>	<b>18.00</b>	<b>19.00</b>
	Museum Assistant (part-time)	2.00	2.00	4.00
	Campground Caretaker (part-time)	1.00	1.00	1.00

*\* During 2015, we lost 2 Parks Maintenance Technicians who transferred to public works. At the time, there was a hiring freeze and we were not authorized to replace those 2 positions. 1 position was reinstated in the 2019 budget.*

*Note: Parks uses many temporary personnel for all their programs. The temporary salary budget is considered to be available funding, not FTEs and temporaries are not counted as part of permanent budgeted positions. The museum went through an assessment program which recommend some additional staffing—2 additional temporary employees were added to the 2019 budget as the result.*



### Full-Time Staffing Allocations



# **BUDGET SUMMARY -- Dept 020 Parks and Recreation**

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2018</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
					<b>2 to 4</b>	
57110 Admin	\$ 157,079	\$ 155,605	\$ 162,303	\$ 190,726	23%	3%
57120 Education & Rec Svcs	620,953	681,251	489,580	635,261	-7%	11%
57525 Maintenance-Amphitheater	6,557	5,200	2,186	5,200	0%	0%
57528 Operations-General	554	1,008	390	513	-49%	0%
57530 Museums & Art Galleries	1,111,475	1,119,559	904,188	1,165,603	4%	20%
57620 Swim Pools	443,561	491,204	430,983	542,435	10%	9%
57621 Surf N Slide Maint	398,799	351,294	296,646	376,227	7%	6%
57622 Surf N Slide Concessions	93	0	65	0		0%
57623 Surf N Slide Merchandise	9,414	10,000	4,826	10,000	0%	0%
57630 Campgrounds	30,756	39,533	32,032	34,758	-12%	1%
57680 General Parks	2,188,693	2,313,218	1,777,663	2,510,058	9%	42%
57681 Larson Concession	1,394	1,500	703	1,500	0%	0%
57683 Larson Rec Complex	746	1,000	285	36,374	3537%	1%
57685 LRC Bldg Maint	18,307	16,000	10,058	16,000	0%	0%
57686 General Bldg Maint	49,807	42,000	31,711	44,500	6%	1%
59476 Park Facilities	141,437	0	0	267,000		4%
59700 Transfers Out	70,700	113,200	113,200	114,400	1%	2%
<b>Total Expenditures</b>	<b>\$ 5,250,325</b>	<b>\$ 5,341,572</b>	<b>\$ 4,256,819</b>	<b>\$ 5,950,555</b>	<b>11%</b>	<b>100%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2018</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
					<b>2 to 4</b>	
100 - Salaries & Wages	\$ 1,604,304	\$ 1,823,346	\$ 1,424,741	\$ 1,977,991	8%	33%
200 - Benefits	693,090	780,076	555,381	794,714	2%	13%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>2,297,394</i>	<i>2,603,422</i>	<i>1,980,122</i>	<i>2,772,705</i>	<i>7%</i>	<i>47%</i>
300 - Operating Supplies	377,262	358,300	324,775	380,500	6%	6%
400 - Professional Svcs & Charges	2,363,532	2,266,650	1,838,722	2,415,950	7%	41%
600 - Capital Outlays	141,437	0	0	267,000		4%
000 - Interfund Transfers	70,700	113,200	113,200	114,400	1%	
<b>Total Expenditures</b>	<b>\$ 5,250,325</b>	<b>\$ 5,341,572</b>	<b>\$ 4,256,819</b>	<b>\$ 5,950,555</b>	<b>11%</b>	<b>100%</b>

### 314 Parks & Recreation Improvements—Capital Fund

*Includes architect costs to develop plans to remodel the Larson Recreation Center funded by a transfer of lodging taxes.*

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
59476 Park Facilities	\$ -	\$ 640,000	\$ 8,936	\$ 500,000	-22%	100%
Total Expenditures	\$ -	\$ 640,000	\$ 8,936	\$ 500,000	-22%	100%
<b>Revenue Summary By Type</b>						
390 Other Financing Resources	\$ -	\$ 890,000	\$ -	\$ 500,000	-44%	100%
Total Revenues	\$ -	\$ 890,000	\$ -	\$ 500,000	-44%	100%
<b>Fund Balance</b>						
Beginning Balance	\$ 105,768	\$ 105,700	\$ 105,768	\$ 96,800		
Revenues less Expenditures	\$ -	\$ 250,000	\$ (8,936)	\$ -		
Ending Balance	\$ 105,768	\$ 355,700	\$ 96,832	\$ 96,800		

### 315 Park Mitigation Capital Projects

*Revenue consists of mitigation fees paid by new development.*

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
59476 Park Facilities	\$ -	\$ -	\$ -	\$ -	0%	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%	0%
<b>Revenue Summary By Type</b>						
340 Chargs for Goods/Services	\$ 86,400	\$ -	\$ 176,641	\$ -	0%	0%
360 Miscellaneous Revenues	4,490	0	0	6,000	0%	100%
Total Revenues	\$ 90,890	\$ -	\$ 176,641	\$ 6,000	0%	100%
<b>Fund Balance</b>						
Beginning Balance	\$ 322,474	\$ 400,000	\$ 413,364	\$ 550,000		
Revenues less Expenditures	90,890	0	176,641	6,000		
Ending Balance	\$ 413,364	\$ 400,000	\$ 590,005	\$ 556,000		

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**MUNICIPAL SERVICES**  
DIRECTOR OVERVIEW / GENERAL FUND

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.

**Goal and Mission of Municipal Services Department:**

The Municipal Services Department provides maintenance, repair, engineering, inspection, and the installation of infrastructure necessary to support and sustain the growth of the community through long-range planning, staffing, responsible use of tax-payer dollars.

**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 Engineer Tech II inspector, 2019 request 1 Engineer Tech III (surveyor shared with Community Development)

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

- Providing repair and maintenance services to the cities 305 pieces of equipment and vehicles
- Repair and maintenance of 653 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. (Asset Management Software-DUDE Solutions)
- Total Staff: 5
- 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: 2020 proposed 2 operator - in -training

**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: 10 includes 2 seasonal staff
- Vacancies: 0

**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: 4 maintenance, 7 custodial
- Vacancies 0, 2019 request: 1 Maintenance worker (unbudgeted)

**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: 10 and 3 current vacancies

#### **2019 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, 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

CITY OF MOSES LAKE  
2019 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, storm water 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, storm water 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.

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.

#### **UNBUDGETED DECISION REQUEST**

- New ½ ton full size pickup. Equipment #103 and Equipment #104 have 79,000 and 76,000 miles respectively and are showing signs of wear. A vehicle should be considered and put into the rotation for replacement.

#### **NARRATIVE**

The Engineering Division 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. Engineering fees recoup between 1/3 and 1/2 of the total expenses.

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.



## 2019 PROJECTS / WORK PLAN

Work planned for 2019 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>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Proposed Budget</b>
	Municipal Services Director	1.00	1.00	1.00
	City Engineer	1.00	1.00	1.00
	Project Engineer	1.00	1.00	1.00
	Design Engineer	1.00	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)	0.00	0.00	1.00
	Engineering Tech III / Development Surveyor	0.00	0.00	1.00
	Engineering Tech III / Mapping & GIS Specialist (2)	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	0.00
	Engineering Tech II / Development Engineering Tech	2.00	2.00	1.00
	Engineering Tech II / Locator/GIS Technician (3)	0.00	1.00	1.00
	Engineering Tech I	0.00	0.00	0.00
	Department Secretary	1.00	1.00	1.00
	Department Clerk	1.00	1.00	1.00
<b>Total Personnel</b>		<b>16.00</b>	<b>17.00</b>	<b>17.00</b>

(1) The Development Surveyor position is also funded 25% by Community Development.

(2) The Mapping & GIS Specialist position is allocated 50% each to Water and Wastewater.

(3) The Locator/GIS Technician position was added in the 2018 budget process, and is allocated 10% to Streets, 10% to Stormwater, and 40% to both Water and Wastewater.

**BUDGET SUMMARY -- Dept 010 Engineering**

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
53810 Admin Engineer Srvc	\$ 792,001	\$ 704,798	\$ 554,132	\$ 452,823	-36%	23%
53820 Plans & Services	813,098	1,011,297	707,169	1,454,682	44%	73%
53840 Training	9,197	35,903	17,507	0	-100%	0%
53850 Facilities	64,476	76,800	65,076	96,800	26%	5%
59510 Engineering	45,811	0	0	0		0%
<b>Total Expenditures</b>	<b>\$ 1,724,583</b>	<b>\$ 1,828,798</b>	<b>\$ 1,343,884</b>	<b>\$ 2,004,305</b>	<b>10%</b>	<b>100%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages	\$ 936,009	\$ 1,036,200	\$ 745,175	\$ 1,114,685	8%	56%
200 - Benefits	485,746	472,298	365,265	559,320	18%	28%
<i>Sub-Total - Salaries &amp; Benefits</i>	1,421,755	1,508,498	1,110,440	1,674,005	11%	84%
300 - Operating Supplies	6,417	14,000	5,058	16,700	19%	1%
400 - Professional Svcs & Charges	250,600	296,300	227,857	303,600	2%	15%
600 - Capital Outlays	45,811	10,000	529	10,000	0%	0%
<b>Total Expenditures</b>	<b>\$ 1,724,583</b>	<b>\$ 1,828,798</b>	<b>\$ 1,343,884</b>	<b>\$ 2,004,305</b>	<b>10%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – STREETS 116 AND STORMWATER 493**

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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. This is an unbudgeted request, although funding for an additional temporary position was added.

\*The street division is looking to changing out signal cabinets that are out dated and in need of upgraded software packages as well as new microwave radar detection systems.

\* Vehicle purchases include a flat bed truck with a message board, along with a trailer that will be equipped for road closures and traffic control for emergencies. (These are additions to the fleet).

\* Streets will be in need of vehicles and equipment in the future. The Reserve vehicle fund is a must for our division.

## PERFORMANCE STATISTICS

### Street Maintenance

	2017 Actual	2018 Prelim	2019 Projected
Potholes filled with 7,800 pounds of cold mix material using Mastic machine. <i>Mastic machine purchased in 2018. Prior to that, used hot mix asphalt (HMA).</i>	812 (HMA)	950	950
Lane miles painted - center yellow and white fog lanes	100	100	100
Miles of gravel roads maintained	6	6	6
Miles of gravel and asphalt alleys maintained	6	6	6
Miles of gravel alleys sprayed	5.2	5.2	5.2
Signalized intersections maintained (including crosswalks and flashing 4-way intersections)	16	16	16
4-way flashing intersection maintained	1	1	1
Miles of road shoulders maintained and sprayed	45.8	45.8	45.8
Lane miles maintained (road surface and snow removal)	200	200	200
Square feet of concrete brick pavers maintained (in the Central Business District)	25,000	25,000	25,000

## AUTHORIZED PERSONNEL

### Streets – Fund 116

	Position Title	2017 Actual	2018 Actual	2019 Proposed
	Street Division Supervisor	1.00	1.00	1.00
	Street Division Foreman	1.00	1.00	1.00
	Street Maintenance Worker/Sign Tech	1.00	1.00	1.00
	Street Maintenance Worker	2.00	3.00	3.00
<b>Total Regular Full-Time Personnel *</b>		<b>5.00</b>	<b>6.00</b>	<b>6.00</b>
	Seasonal Maintenance Worker	1.00	2.00	3.00

### Stormwater – Fund 493

	Position Title	2017 Actual	2018 Actual	2019 Proposed
	Stormwater Maintenance Worker	3.00	3.00	3.00
	Engineering Tech II	1.00	1.00	1.00
<b>Total Personnel</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**BUDGET SUMMARY -- Dept 116 Streets**

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2018</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
					<b>2 to 4</b>	
54230 R&M Roadway	\$ 347,395	\$ 812,525	\$ 485,208	\$ 974,510	20%	40%
54240 R&M Storm Drainage	6,159	27,759	24,348	12,946	-53%	1%
54261 R&M Sidewalks	0	2,000	0	2,000	0%	0%
54263 R&M Street Lighting	480,833	470,000	308,102	470,800	0%	19%
54264 R&M Traffic Control Devices	255,177	249,044	244,199	254,389	2%	10%
54266 R&M Snow & Ice Control	463,875	210,212	105,351	176,358	-16%	7%
54267 R&M Street Cleaning	80	12,471	32	12,872	3%	1%
54270 R&M Roadside	132,297	1,500	167	1,500	0%	0%
54310 OH Management	140,457	146,207	84,346	176,043	20%	7%
54330 OH General Services	19,524	22,300	18,884	21,800	-2%	1%
54350 OH Facilities	143,900	172,200	140,890	172,800	0%	7%
59700 Transfers Out	94,200	150,900	150,900	152,533	1%	6%
<b>Total Expenditures</b>	<b>\$ 2,083,897</b>	<b>\$ 2,277,118</b>	<b>\$ 1,562,427</b>	<b>\$ 2,428,551</b>	<b>7%</b>	<b>100%</b>

**Revenue Summary By Type**

320 Licenses & Permits	\$ 77,328	\$ 508	\$ 42,977	\$ 50,000	9743%	2%
330 Intergovernmental Revenues	719,025	493,000	317,818	748,000	52%	31%
340 Chargs for Goods/Services	5,881	150	20,263	10,000		0%
360 Miscellaneous Revenues	16,054	30	2,459	8,500		0%
390 Other Financing Resources	1,378,934	1,500,000	1,018,180	1,600,000	7%	66%
<b>Total Revenues</b>	<b>\$ 2,197,222</b>	<b>\$ 1,993,688</b>	<b>\$ 1,401,697</b>	<b>\$ 2,416,500</b>	<b>21%</b>	<b>100%</b>

**Fund Balance**

Beginning Balance	\$ 492,757	\$ 606,082	\$ 606,082	\$ 475,000
Revenues less Expenditures	113,325	(283,430)	(160,730)	(12,051)
<b>Ending Balance</b>	<b>\$ 606,082</b>	<b>\$ 322,652</b>	<b>\$ 445,352</b>	<b>\$ 462,949</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Budget</b>	<b>9/30/2018</b>	<b>Budget</b>	<b>from</b>	<b>Total</b>
					<b>2 to 4</b>	
100 - Salaries & Wages	\$ 347,877	\$ 426,572	\$ 307,180	\$ 441,055	3%	19%
200 - Benefits	169,163	199,646	133,247	190,463	-5%	8%
<i>Sub-Total - Salaries &amp; Benefits</i>	517,040	626,218	440,427	631,518	1%	28%
300 - Operating Supplies	177,218	262,200	171,555	303,700	16%	13%
400 - Professional Srvcs & Charges	1,295,439	1,237,800	799,545	1,340,800	8%	59%
000 - Interfund Transfers	94,200	150,900	150,900	152,533	1%	
<b>Total Expenditures</b>	<b>\$ 2,083,897</b>	<b>\$ 2,277,118</b>	<b>\$ 1,562,427</b>	<b>\$ 2,428,551</b>	<b>7%</b>	<b>100%</b>

#### 493 Stormwater

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
54140 Preservation Storm Drainage	\$ 45,025	\$ -	\$ 74,734	\$ -		0%
54240 R&M Storm Drainage	548,793	786,517	583,828	737,736	-6%	63%
54290 R&Maintenance Administrati	91,124	91,499	69,497	139,181	52%	12%
54420 OP Roads/Streets - Engineeri	1,177	0	0	0	0%	0%
59431 Storm Drain Utility	95,778	325,000	0	300,000	-8%	25%
<b>Total Expenditures</b>	<b>\$ 781,897</b>	<b>\$ 1,203,016</b>	<b>\$ 728,059</b>	<b>\$ 1,176,917</b>	<b>-2%</b>	<b>100%</b>

#### Revenue Summary By Type

340 Chargs for Goods/Services	\$ 882,820	\$ 840,000	\$ 597,260	\$ 922,000	10%	100%
360 Miscellaneous Revenues	0	0	640	0	0%	0%
370 Other Rev. & Capital Contrib.	25,000	0	0	0	0%	0%
<b>Total Revenues</b>	<b>\$ 907,820</b>	<b>\$ 840,000</b>	<b>\$ 597,900</b>	<b>\$ 922,000</b>	<b>10%</b>	<b>100%</b>

#### Fund Balance

Beginning Balance	\$ 307,703	\$ 420,000	\$ 433,626	\$ 430,000
Revenues less Expenditures	125,923	(363,016)	(130,159)	(254,917)
<b>Ending Balance</b>	<b>\$ 433,626</b>	<b>\$ 56,984</b>	<b>\$ 303,467</b>	<b>\$ 175,083</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$ 231,687	\$ 242,513	\$ 188,051	\$ 256,603	6%	22%
200 - Benefits	129,765	130,353	103,677	139,764	7%	12%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>361,452</i>	<i>372,866</i>	<i>291,728</i>	<i>396,367</i>	<i>6%</i>	<i>34%</i>
300 - Operating Supplies	6,356	12,250	3,218	12,250	0%	1%
400 - Professional Srvcs & Charges	310,197	486,400	424,635	461,300	-5%	39%
500 - Invergovernmental	8,115	6,500	8,478	7,000	8%	1%
600 - Capital Outlays	95,777	325,000	0	300,000	-8%	25%
<b>Total Expenditures</b>	<b>\$ 781,897</b>	<b>\$ 1,203,016</b>	<b>\$ 728,059</b>	<b>\$ 1,176,917</b>	<b>-2%</b>	<b>100%</b>

## 114 Paths & Trails

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
54162 Preserv Spec'l Purpose Paths	\$ -	\$ 5,000	\$ -	\$ 5,000	0%	16%
54262 R&M Spec'l Purpose Paths	0	26,000	0	26,000	0%	84%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>0%</b>	<b>100%</b>

### Revenue Summary By Type

330 Intergovernmental Revenues	\$ 2,307	\$ 2,000	\$ 1,737	\$ 2,000	0%	100%
360 Miscellaneous Revenues	500	0	0	0		0%
<b>Total Revenues</b>	<b>\$ 2,807</b>	<b>\$ 2,000</b>	<b>\$ 1,737</b>	<b>\$ 2,000</b>	<b>0%</b>	<b>100%</b>

### Fund Balance

Beginning Balance	\$ 94,157	\$ 63,000	\$ 96,964	\$ 68,000
Revenues less Expenditures	2,807	(29,000)	1,737	(29,000)
<b>Ending Balance</b>	<b>\$ 96,964</b>	<b>\$ 34,000</b>	<b>\$ 98,701</b>	<b>\$ 39,000</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
300 - Operating Supplies	\$ -	\$ 5,000	\$ -	\$ 5,000	0%	16%
400 - Professional Svcs & Charges	0	26,000	0	26,000	0%	84%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>0%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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

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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, and a transfer from the new Transportation Benefit District (TBD). These are all part of the city's Transportation Improvement Program (TIP).

**2019 CAPITAL PROJECTS**

		Street Capital
Crack Seal/Chip Seal Project		\$650,000
Pioneer Curb & Sidewalk Project		\$200,000
Lakeshore Drive Project (carry forward) \$ 270,000 – Water main \$1,130,000 – State Grant \$300,000 -- TBD	\$1,700,000 Total Project Cost	\$1,430,000
ADA Ramp/Access Project		\$100,000
Stratford Road Project \$250,000 Water \$100,000 Wastewater \$1,350,000 -- TBD	\$1,700,000 Total Project Cost	\$1,350,000
<b>Total Capital Project Costs</b>		<b>\$3,730,000</b>



**BUDGET SUMMARY     119 Street Repair/Reconstruction**

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
54130 Preservation Roadway	\$ 1,011,811	\$ 2,980,000	\$ 1,088,358	\$ 3,430,000	15%	92%
54161 Preservation Sidewalks	304,813	0	423,853	300,000	0%	8%
54162 Preserv Spec'l Purpose Path	0	0	2,433	0	0%	0%
59530 Roadway	0	0	73,992	0	0%	0%
59590 Construction Administration	0	0	15,560	0	0%	0%
<b>Total Expenditures</b>	<b>\$ 1,316,624</b>	<b>\$ 2,980,000</b>	<b>\$ 1,604,196</b>	<b>\$ 3,730,000</b>	<b>25%</b>	<b>100%</b>

**Revenue Summary By Type**

310 Taxes	\$ 707,071	\$ 500,000	\$ 478,210	\$ 600,000	20%	17%
330 Intergovernmental Revenues	318,392	1,145,000	15,986	1,162,600	2%	34%
350 Fines & Penalties	255	0	0	0	0%	0%
360 Miscellaneous Revenues	26,886	30,000	32,846	37,000	23%	1%
390 Other Financing Resources	630,000	1,105,000	611,820	1,650,000	49%	48%
<b>Total Revenues</b>	<b>\$ 1,682,604</b>	<b>\$ 2,780,000</b>	<b>\$ 1,138,862</b>	<b>\$ 3,449,600</b>	<b>24%</b>	<b>100%</b>

**Fund Balance**

Beginning Balance	\$ 209,523	\$ 300,000	\$ 575,503	\$ 400,000
Revenues less Expenditures	365,980	(200,000)	(465,334)	(280,400)
<b>Ending Balance</b>	<b>\$ 575,503</b>	<b>\$ 100,000</b>	<b>\$ 110,169</b>	<b>\$ 119,600</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
400 - Professional Svcs & Charges	\$ 1,316,624	\$ 2,980,000	\$ 1,554,765	\$ 3,730,000	25%	100%
600 - Capital Outlays	0	0	49,431	0	0%	0%
<b>Total Expenditures</b>	<b>\$ 1,316,624</b>	<b>\$ 2,980,000</b>	<b>\$ 1,604,196</b>	<b>\$ 3,730,000</b>	<b>25%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – TRANSPORTATION BENEFIT DISTRICT 170**

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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 collections generated by the new two-tenths of one percent sales tax, and that estimate is about \$1.45 million for a full 12 months.

**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 June 12, 2018 meeting. All street projects are budgeted in Fund 119, and this budget just includes a transfer to the Street capital fund.

## 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

	2017 Actual	2018 Prelim	2019 Proposed Budget
Lakeshore Drive – With TIB grant funding and Water Funds			300,000
Kittleson Road – Completed		50,000	
Stratford Road – With Water and Wastewater funds			1,350,000
Grand Drive – With Water funds		170,000	
Crack Seal/Chip Seal Program		680,000	
<b>Transfer to 119 – Street Capital</b>		<b>\$900,000</b>	<b>\$1,650,000</b>

## BUDGET SUMMARY

### 170 Transportation Benefit District

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2018	Budget	from	Total
59700 Transfers Out	\$ -	\$ 900,000	\$ 500,000	\$ 1,650,000	83%	100%
Total Expenditures	\$ -	\$ 900,000	\$ 500,000	\$ 1,650,000	83%	100%
<b>Revenue Summary By Type</b>						
310 Taxes	\$ 51,118	\$ 940,000	\$ 538,962	\$ 1,450,000	54%	50%
360 Miscellaneous Revenues	97	0	0	1,000	0%	50%
Total Revenues	\$ 51,215	\$ 940,000	\$ 538,962	\$ 1,451,000	54%	100%
<b>Fund Balance</b>						
Beginning Balance	\$ -	\$ 30,000	\$ 51,215	\$ 220,000		
Revenues less Expenditures	51,215	40,000	38,962	(199,000)		
Ending Balance	\$ 51,215	\$ 70,000	\$ 90,177	\$ 21,000		

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**MUNICIPAL SERVICES - WATER DIVISION 411**

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Director  
Water Division Supervisor

*Fred Snoderly  
Chad Strevy*

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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, fighting fires, irrigation, dust control at construction sites, industrial processing, cooling equipment, filling swimming pools, and food processing. Revenue to operate the water system primarily comes from metered water consumption of our customers. The following is a list of priorities in order of importance for the reliability of the water system.

- 1- Operational Wells and Reservoirs
- 2- Distribution System Repairs
- 3- Operational Fire Hydrants
- 4- Accurate Water Meters

**PERFORMANCE STATISTICS**

	<b>2017 Actual</b>	<b>2018 Prelim</b>	<b>2019 Projected</b>
Deep well pumps	18	18	18
Booster pump stations	2	2	2
Gallons in distribution storage	12.5 million	13.77 million	13.77 million
Distribution stand pipes	9	9	9
Miles of water mains	185	185	185
Valves (includes main line gate valves, hydrant foot valves, zone break gate valves, automatic pressure reducing valves, automatic pump control valves, automatic altitude valves, and electric control valves)	4,478	4,495	4,495
Fire hydrants	1,582	1,582	1,582
Metered water services (ranging from ¾" to 12")	9,300	9,354	9,500
Water sampling stations	16	16	16
Water treatment chlorination systems	18	18	18
Chlorine residual monitoring stations	5	5	5

<b>MAINTENANCE AND IMPROVEMENTS 2019</b>	
Wells	Well 23 sand filter was installed and well is operational. Well 34 possibly begin construction of well house in fall, perfect the well and install pump and pump house. Well 20 is waiting on source approval from state.
Telemetry	Z Engineers begin to prepare plans and specifications for SCADA upgrades in the fall.
Booster Pump Stations	Juniper Dr. Booster Station is in the process of being rehabilitated and the upgrade to station should be finished by late fall.
Distribution Storage	Yearly check of vent screens and hatches.
Mains	Contracted for a leak survey of the distribution system. Lakeshore Dr. water main replacement should be finished by the end of year.
Valves	Unable to perform valve exercising due to increased work load from higher priority maintenance.
Fire Hydrants	Water Division took over hydrant testing from the Fire Dept. the crew tested all city owned hydrants conducted repairs to 84 hydrants.
Services	Large Meter Vault Replacement Project began in the spring and will be completed by the end of the year.
Water Quality	Arranged testing to satisfy EPA and DOH and published our Consumer Confidence Report (Drinking Water Quality Report).
Meter Testing	Tested 60 3-inch and larger meters.
Water System Modeling	Engineering is using the model to begin developing a plan for future improvements to the distribution system.

## **BUDGET DECISION REQUESTS**

The Water Division is requesting two additional full time maintenance employees. In 2018 the Water Division began inspecting and flushing fire hydrants. Per NFPA all hydrants shall be inspected annually and flow tested once every five years. We were not able to complete the inspection process this year due to a lack of staff and equipment.

*NOTE: Because of competing pressure for capital needs, new positions were not added to the 2019 budget.*

**AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Proposed Budget</b>
	Public Works Superintendent	1.00	1.00	1.00
	Department Secretary	1.00	1.00	1.00
	Public Works Clerk	0.00	1.00	1.00
	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>12.00</b>	<b>13.00</b>	<b>13.00</b>

*The hydrant testing program utilizes temporary employees. (Temps are not included in the authorized position listing.)*

# BUDGET SUMMARY -- WATER AND WASTEWATER 410

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
<b>Water &amp; Water Billing - 411/413</b>						
53410 Administration - General	\$ 817,051	\$ 1,135,676	\$ 900,154	\$ 1,337,442	18%	9%
53450 Maintenance	1,675,214	2,182,977	1,637,492	2,246,789	3%	15%
53470 Operations-Cust. Srv &	940,116	979,146	736,387	689,000	-30%	5%
59434 Water Utilities	53,722	115,000	110,145	125,000	9%	1%
59700 Transfers Out	3,920,400	2,454,225	1,842,147	2,957,825	21%	21%
Subtotal Water	7,406,503	6,867,024	5,226,325	7,356,056		
<b>Sewer &amp; Sewer Billing - 412/414</b>						
53410 Administration - General	308,433	345,889	254,539	717,516	107%	5%
53550 Maintenance	1,655,083	2,105,755	1,436,370	3,090,068	47%	22%
59435 Sewer Utilities	0	90,000	0	42,000	-53%	0%
59700 Transfers Out	3,093,400	2,730,225	2,618,147	2,730,590	0%	19%
53560 Operations - Contracted	50,000	50,000	50,000	50,000	0%	0%
53570 Operations-Customer Serv	655,806	715,836	533,915	397,000	-45%	3%
Subtotal Wastewater	5,762,722	6,037,705	4,892,971	7,027,174		
Total Expenditures	\$ 13,169,225	\$ 12,904,729	\$ 10,119,296	\$ 14,383,230	11%	100%
<b>Revenue Summary By Type</b>						
320 Licenses & Permits	\$ 14,050	\$ -	\$ 14,300	\$ 14,000	0%	0%
330 Intergovernmental Revenues	0	0	8,109	0	0%	0%
340 Chargs for Goods/Services	10,377,735	9,832,500	7,153,375	10,674,000	9%	83%
360 Miscellaneous Revenues	790,036	702,000	436,705	673,100	-4%	5%
370 Other Rev. & Capital Contrib.	430,747	500	356,335	300,000		2%
Total Revenues	\$ 13,077,561	\$ 12,275,900	\$ 9,128,685	\$ 12,886,300	5%	100%
<b>Fund Balance</b>						
Beginning Balance	\$ 2,137,986	\$ 2,000,000	\$ 2,046,322	\$ 2,200,000		
Revenues less Expenditures	(91,664)	(628,829)	(990,611)	(1,496,930)		
Ending Balance	\$ 2,046,322	\$ 1,371,171	\$ 1,055,711	\$ 703,070		

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$ 1,668,924	\$ 1,953,409	\$ 1,388,178	\$ 1,756,121	-10%	20%
200 - Benefits	913,518	948,700	738,597	912,352	-4%	11%
Sub-Total - Salaries & Benefits	2,582,442	2,902,109	2,126,775	2,668,473	-8%	31%
300 - Operating Supplies	395,106	411,550	360,428	499,500	21%	6%
400 - Professional Srvcs & Charges	3,033,250	4,107,320	2,976,179	5,266,042	28%	60%
500 - Ingergovernmental	90,905	94,300	85,475	93,800	-1%	1%
600 - Capital Outlays	53,722	205,000	110,145	167,000	-19%	2%
000 - Interfund Transfer	7,013,800	5,184,450	4,460,294	5,688,415	10%	40%
Total Expenditures	\$ 13,169,225	\$ 12,904,729	\$ 10,119,296	\$ 14,383,230	11%	100%



CITY OF MOSES LAKE  
2019 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; 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 9.65 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 22,250. The Dunes WWTP treats 67.08 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.

**Video 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 2018**

**COF:** Replace hour meter on degritter, Replace E-Stop button on generator. Replace pump rails in pump station. Adjust impeller clearances on COF lift station pumps. Repair leak in degritter piping.

**Dunes WWTP:** Repaired the irrigation drip system, Trim trees, and Run P.E. samples for lab accreditation. Replaced UV lamps and shields cleaned the UV troughs as needed. Replaced blower drive belts 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. Scarified the R/I basins as needed. Haul grit to land fill in Ephrata. Replace compressor sled for head works sampler. Upgrade head works. Repair Fire pump for sprinkler system. Install fencing and signage around Long Term Storage Digestion Basins and life preservers stations per L&I inspection. Replace both D. O. interfaces and probes on aeration basins. Replace pressure switch on irrigation well. Sample m-wells, drain clarifiers for maintenance and cleaning. Replace drive cable on skimmer #3. Replace smoke detector in control room. Replace air chain actuator on basin 1. Replace 2" Back Flow Preventer. Repair diffusers as needed. Update SOP for Dunes lab operations.

**Bio-solids Management:** Leveling sand dunes for bio-solids application, remove bio-solids from bio-bags haul to storage pad for drying. Contract out bio-solids removal from basin 1A at Dunes. Sample bio-solids for metals and % solids for application rates.

**Larson WWTP:** Replaced UV lamps and shields 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. Install fencing and signage around Long Term Storage Digestion Basins and life preservers stations per L&I inspection. Replace interface and pH probe in aeration basin. Drain clarifiers for maintenance and cleaning. Replace compressor sled for effluent sampler. Repair broken cables on airline cables. Replace Blower #1 with new one not rebuilt. Replace #2 rake motor and gear box. Replace 4" Back Flow Preventer.

**Lift Stations:** Cleaned & lubricated the lift station vent fans and pump motors. Service and lubricate all submersible pumps and motors. Replace telemetry radio at Lakeland L.S., Repair R.P. at Peninsula L.S., Check and replace telemetry batteries as needed. Remove graffiti from Division L.S. fence. Repair the threads on pump volutes at Main, Knolls-vista 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. Repair broken check valve at Peninsula and Nelson. Replace E-Stop button at Wheeler generator. Repair check valve arm on pump #2 at Knolls-vista. Replace generator batteries at Main and Wheeler L.S. Installed a new pump wear rings at Wheeler L.S. Replace battery backup at Main. Replaced the wet well/dry well fans at Wheeler, Sun Terrace, and L.S. Replace pressure tank valve Peninsula. Pressure wash check valve vaults, containment areas and buildings at lift stations. Replace Gem switch at Wheeler.

**Line Maintenance:** Cleaned and inspected air release valves on the force mains. Pigged the force main from Moses Pointe L.S. 6 times, Eka Nobel L.S. once. Inspect 38 problem sewer lines and manholes. Rodded 23 slow or plugged sewer lines, approximately 6,800 feet. Adjusted two manhole rings, replaced three manhole rings, and replaced three manhole covers. Cleaned and TV 6111 feet of sewer mains. TV 2,623 feet of new sewer lines and 3,488 feet for maintenance inspection. Flushed all of the sewer mains in the City and Larson area two times, and inspected 802 manholes, pumped water to 45 sewer mains. Answered 38 calls for possible plugged sewers.

## **2019 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. Extend Wheeler and Division Lift Stations force mains to 6<sup>th</sup> and Beech. Wheeler Lift Sta. Submersible Pumps & Modify Controls above Ground and Wet Well Mod. Update Main lift station pumps and controls. Upgrade force main from Omni across Stratford Rd. before overlay.

## DEPARTMENT OF ECOLOGY REQUIREMENTS FOR 2019

<b>LARSON WWTP</b>	
Item No.	Description
1	Annual Assessment of Flow and Waste Load by March 1, 2019.
2	Review and update Operation & Maintenance Manual annually.
3	Manage the Treatment of Bio-solids.
4	Annual Bio solids Report by March 1, 2019.

<b>DUNES WWTP</b>	
Item No.	Description
1	Annual Assessment of Flow and Waste Load by March 1, 2019.
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, 2019.
6	Annual Lab Accreditation Renewal by October 31, 2019

## BUDGET DECISION REQUESTS

Sewer line and manhole improvements:

- 1) Manhole lining
- 2) Reroute Parker Horn Siphon to Sage Bay.

## AUTHORIZED PERSONNEL

	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Proposed Budget</b>
<b>Position Title</b>			
Wastewater Supervisor	1.00	1.00	1.00
Wastewater Foreman	1.00	1.00	0.00
Wastewater Foreman – Collection	0.00	0.00	0.00
Lead Operator	1.00	1.00	0.00
Operator	1.00	1.00	0.00
Maintenance II	4.00	4.00	0.00
Maintenance I	1.00	1.00	0.00
Wastewater OIT	1.00	1.00	0.00
Wastewater Foreman – Treatment	0.00	0.00	1.00
Wastewater Operator III – Treatment	0.00	0.00	1.00
Wastewater Operator I – Treatment	0.00	0.00	2.00
Wastewater Foreman – Collection	0.00	0.00	1.00
Wastewater Maintenance II – Collection	0.00	0.00	3.00
Wastewater Maintenance I – Collection	0.00	0.00	2.00
<b>Total Personnel</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>

The Wastewater Division is proposing a restructuring to better define the workplace into collections and treatment. There are different skillsets and certifications required for the different areas. The division currently has several vacancies, and it is necessary to compensate the positions in line with market values of the required certifications in order to attract qualified applicants. The restructuring added one foreman, so there is a supervisor for each of the operational segments.

CITY OF MOSES LAKE  
2019 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 2019 (WATER)**

1. Lakeshore Water Main Replacement (carryforward – see Streets)	\$270,000
2. Water SCADA System Update (Carryforward)	\$800,000
3. Develop Well 34 (Carryforward)	\$1,000,000
4. Road L Water Main Extension	\$450,000
5. Material Storage Area	\$550,000
6. Alder Street Booster Station	\$150,000
7. Milwaukee Main Extension	\$100,000
8. Ongoing program—Replacement of AC Mains	\$500,000
9. Ongoing program—Up Sizing Mains	\$500,000
10. Misc (less than \$100k each)	\$145,000
<b>Total Water Capital Projects – Fund 477</b>	<b>\$4,465,000</b>

1. Lakeshore Water Main Replacement. Since the city acquired the grant to repave Lakeshore Dr. the water main should be replaced. It is currently undersized and shallow in places.
2. Water Supervisory Control and Data Acquisition (SCADA) System Update. 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.
3. Develop Well 34. 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 34 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. Road L Water Main Extension. Extending water main on Rd L for system improvement.

5. Material Storage Area (carryover). Storage to be used for various Public Works equipment.
6. Alder Street Booster Station. Water system improvement.
7. Milwaukee Main Extension. Extending water main on Milwaukee for system improvement.
8. Ongoing program – Replacement of Water Mains: Replace/Upgrade various water mains. Various water mains within the city are asbestos cement, old cast iron, or undersized and must be addressed due to deterioration and pressure loss.
9. Ongoing program – Up Sizing Mains. Ongoing system improvements.
10. Misc (less than 100K each). Additional miscellaneous water system improvements.

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

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.

Long term plans include the following improvements to meet system demands.

1. New Source Supplies	\$1,000,000 per site
2. New Booster Stations	\$500,000 per site
3. Up Sizing of Mains	\$500,000 per year
4. Replacement of AC Mains	\$500,000 per year
5. Rebuilding Existing Well Buildings	\$500,000 per site

1. Additional Sources of Supply. To meet the water demand of the community, and as current wells begin to decline in production more shallow wells will be needed.
2. Additional Booster Stations. To meet the water demands in certain zones booster stations will need to be constructed to move water.
3. Up Sizing of Mains. As demand increases some of the infrastructure will need to be enlarged to distribute water to the distinct zones.
4. Replacement of AC Mains. As streets are repaved, ageing infrastructure should be replaced eliminating the need to excavate newly paved streets for water main repairs.
5. Rebuilding Existing Well Buildings. Wells 8, 12, 21, 28 & 29 will need to be rebuilt.

## CAPITAL IMPROVEMENTS 2019 (WASTEWATER)

The following list of projects are included in fund 477 for Wastewater improvements:

1. Wastewater SCADA System Update (Carryforward)	\$250,000
2. Upgrade Wheeler Lift Station & extend force main to 6 <sup>th</sup> & Beech	\$500,000
3. Finish parallel force main from Carnation Lift Station	\$150,000
4. Extend Division Lift Station force main to L.S. at 6 <sup>th</sup> & Beech	\$100,000
5. Main Lift Station upgrade, pumps and controls	\$300,000
6. Omni force main (with Stratford Road project above)	\$50,000
7. Winona Lift Station fence project	\$50,000
8. Ongoing Collection System repair & maintenance	\$500,000
9. Bio-Solids site preparation and removal	\$300,000
10. Sewer Line extension at Five Corners and spot repairs	\$50,000
11. Longview sewer hook-ups	\$100,000
12. Developer Projects	\$100,000
13. Design of future projects	\$30,000
<b>Total Wastewater Capital Projects – Fund 477</b>	<b>\$2,480,000</b>

## FUTURE CAPITAL IMPROVEMENTS (WASTEWATER)

Long term plans include the following improvements to meet system demands.

1. Westlake Lift Sta. Submersible Pumps & Modify Controls	\$250,000
2. Carswell, Patton, Castle, Lift Sta. 1 and Knolls- Vista Submersible Pumps, larger wet wells, move controls above ground.	\$250,000/year
3. Bio Solids Management Dunes, Larson WWTP	\$300,000/year
4. Collection System: Manhole Lining	\$500,000/year
5. Reroute Parker Horn Siphon to Sage Bay L.S.	\$300,000
6. Finish 20" parallel force main from COF to James St.	\$700,000
7. 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. 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.



3. Disposing of bio solids from Dunes STP and Larson STP.
4. 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.
5. Reroute Parker Horn Siphon to Sage Bay L.S.
6. 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.
7. 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)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
59418 Centralized Services	\$ -	\$ -	\$ 15,986	\$ -	0%	0%
59434 Water Utilities	448,815	2,500,000	299,726	4,465,000	79%	64%
59435 Sewer Utilities	1,671,498	1,380,000	39,017	2,480,000	80%	36%
Total Expenditures	<u>\$ 2,120,313</u>	<u>\$ 3,880,000</u>	<u>\$ 354,729</u>	<u>\$ 6,945,000</u>	79%	100%

### Revenue Summary By Type

390 Other Financing Resources	\$ 4,650,000	\$ 2,800,000	\$ 2,100,000	\$ 3,300,000	18%	100%
Total Revenues	<u>\$ 4,650,000</u>	<u>\$ 2,800,000</u>	<u>\$ 2,100,000</u>	<u>\$ 3,300,000</u>	18%	100%

### Fund Balance

Beginning Balance	\$ 3,893,186	\$ 3,500,000	\$ 6,422,873	\$ 7,000,000
Revenues less Expenditures	2,529,687	(1,080,000)	1,745,271	(3,645,000)
Ending Balance	<u>\$ 6,422,873</u>	<u>\$ 2,420,000</u>	<u>\$ 8,168,144</u>	<u>\$ 3,355,000</u>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
600 - Capital Outlays	\$ 2,120,313	\$ 3,880,000	\$ 354,729	\$ 6,945,000	79%	100%
Total Expenditures	<u>\$ 2,120,313</u>	<u>\$ 3,880,000</u>	<u>\$ 354,729</u>	<u>\$ 6,945,000</u>	79%	100%

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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

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Municipal Services Director  
Public Works Superintendent  
Fleet Manager

*Fred Snoderly*  
*Michael G. Moro, PE*  
*Steven W. Hibbs*

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**FLEET MANAGEMENT MISSION:** To provide economical, safe, and properly maintained vehicles, equipment, and two-way radio communication equipment by;

- Providing repair and maintenance services to the cities 305 pieces of equipment and vehicles
- Repair and maintenance of 653 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 of 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.
- The continued implementation of the fleet management software program to provide fleet management through labor tracking and preventive maintenance scheduling
- Total Staff: 5
- Vacancies: 0

**2019 PROJECTS & WORK PLAN**

In addition to providing scheduled maintenance and repair to the fleet of vehicles and equipment, the following annual capital equipment requests and projects are from Fleet Management and the various departments and divisions of the city for 2019:

**CAPITAL IMPROVEMENTS 2019 (FLEET MANAGEMENT/EQUIPMENT RENTAL)**

1. Wastewater Combination Vacuum/Rodder Truck-Replacement	\$475,000
2. Wastewater Truck with Crane-Replacement	\$95,000
3. Wastewater Pickup with Liftgate-Replacement	\$50,000
4. Wastewater Utility Vehicle-Replacement	\$30,000
5. Police-3 Police Patrol Vehicles (with new equipment)-2 New, 1 Replacement	\$216,000
6. Streets-4X4 4-door flatbed truck with message board-New	\$85,000
7. Streets-Flat Bed Trailer-New	\$9,000
8. Community Development-Full Size SUV-Replacement	\$31,800
9. Parks-Utility Vehicle-Replacement	\$15,000
10. Parks-Snow Blower-Replacement	\$55,000

11. Parks-Trim Mower-Replacement	\$55,000
12. Fleet-4x4 Pickup with Tools and Equipment-New	\$42,000
13. Water ¾ ton pickup with lift gate – new	\$50,000
<b>Total Fleet Management/Equip Rental Capital Projects – Fund 519</b>	<b>\$1,208,800</b>

#### FLEET MANAGEMENT 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. We propose adjustments to the position titles and an upgrade from the Lube Technician to a Fleet Management Technician I. The Lube Technician is currently performing work at the Fleet Management Technician I level daily. We are pressured to return the vehicles faster and at a lower cost. To accomplish the tasks we ask the lube technician to perform brake, engine, suspension and, transmission maintenance. Fleet staff is working at or above their job classification daily.

#### AUTHORIZED PERSONNEL

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

Class Code	Position Title	2017 Actual	2018 Budget	2019 Proposed Budget
519-01	Fleet Manager <i>(The position title was adjusted in 2017)</i>	1.00	1.00	1.00
519-02	Fleet Management Foreman <i>(The position title was adjusted in 2017)</i>	1.00	1.00	1.00
519-03	Fleet Management Technician III Emergency Vehicle Upfitter <i>(Proposed Title for one Equipment Mechanic)</i>	0.00	0.00	1.00
519-03	Fleet Management Technician II Heavy Duty Vehicles <i>(Proposed Title for one Equipment Mechanic)</i>	2.00	2.00	1.00
519-04	Fleet Management Technician I Light Duty Vehicles <i>(Proposed Title for one Equipment Lube Technician)</i>	1.00	1.00	1.00
519-XX	Fleet Management Lube Technician Light Duty Vehicles <i>(We Propose upgrading one Equipment Lube Technician to Fleet Management Technician)</i>	0.00	0.00	0.00
<b>Total Staff</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

#### 2019 Fleet Management Staff

We request an adjustment from the existing position titles to modern and industry accepted titles for fleet staff. The change would be from the term mechanic to technician.  
Due to fleet size increase we need to upgrade our Lube Technician to an Equipment Mechanic.  
We request a stair step ladder system to develop fleet staff for future advancement within the division.  
We continue to monitor fleet expansion each year and determine the need for a formal request to increase fleet staff.

### Contributions From Operating Funds

Operating Division	2018 Budget	2019 Budget
Legislative	\$ 2,400	\$ -
Executive	2,400	2,500
Finance	2,400	2,500
Community Development	60,900	80,000
Streets	340,000	477,000
Engineering	120,000	91,600
Police	368,500	460,500
Fire	253,600	225,000
Parks & Recreation	400,000	412,000
Solid Waste	1,400	0
Central Services	700	2,500
Building Maintenance	38,500	28,000
Water	499,300	606,000
Wastewater	229,700	847,500
Water Billing	16,900	0
Airport	300	309
Storm Water	95,000	150,000
Ambulance Services	81,200	60,000
Total	\$ 2,513,200	\$ 3,445,409

## BUDGET SUMMARY --

### Fleet Management (Equipment Rental Division) 519

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Exp Summary By Function</b>						
54868 Operations-General	\$ 1,125,452	\$ 1,257,407	\$ 992,264	\$ 1,349,985	7%	46%
59448 Public Works-Centralized Ser	590,570	1,149,300	503,760	1,208,800	5%	40%
59148 LT Debt/ Centralized Services	551,692	530,000	385,797	376,506	-29%	13%
59248 Interest/Public Works	40,164	29,300	22,515	19,697	-33%	1%
<b>Total Expenditures</b>	<b>\$ 2,307,878</b>	<b>\$ 2,966,007</b>	<b>\$ 1,904,336</b>	<b>\$ 2,954,988</b>	<b>0%</b>	<b>100%</b>

### Revenue Summary By Type

340 Chargs for Goods/Services	\$ 2,449,003	\$ 2,513,200	\$ 1,374,130	\$ 3,395,409	35%	100%
360 Miscellaneous Revenues	7,782	0	806	8,000	0%	0%
370 Other Rev. & Capital Contrib.	87,262	0	13,461	0	0%	0%
390 Other Financing Resources	610,829	0	55,126	0	0%	0%
<b>Total Revenues</b>	<b>\$ 3,154,876</b>	<b>\$ 2,513,200</b>	<b>\$ 1,443,523</b>	<b>\$ 3,403,409</b>	<b>35%</b>	<b>100%</b>

### Fund Balance

Beginning Balance	\$ 482,833	\$ 1,200,000	\$ 1,329,831	\$ 500,000
Revenues less Expenditures	846,998	(452,807)	(460,813)	448,421
<b>Ending Balance</b>	<b>\$ 1,329,831</b>	<b>\$ 747,193</b>	<b>\$ 869,018</b>	<b>\$ 948,421</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
<b>Expense Summary By Type</b>						
100 - Salaries & Wages	\$ 267,805	\$ 309,742	\$ 227,686	\$ 311,372	1%	11%
200 - Benefits	129,910	142,465	104,118	144,213	1%	5%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>397,715</i>	<i>452,207</i>	<i>331,804</i>	<i>455,585</i>	<i>1%</i>	<i>16%</i>
300 - Operating Supplies	377,979	392,800	297,246	417,700	6%	14%
400 - Professional Srvcs & Charges	349,759	408,800	363,214	473,100	16%	16%
500 - Invergovernmental	0	3,600	0	3,600	0%	0%
600 - Capital Outlays	590,569	1,149,300	503,760	1,208,800	5%	40%
700 - Debt Service (Principal)	551,692	530,000	385,797	376,506	-29%	13%
800 - Debt Service (Interest)	40,164	29,300	22,515	19,697	-33%	1%
<b>Total Expenditures</b>	<b>\$ 2,307,878</b>	<b>\$ 2,966,007</b>	<b>\$ 1,904,336</b>	<b>\$ 2,954,988</b>	<b>0%</b>	<b>100%</b>

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – BUILDING MAINTENANCE 528**

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Municipal Services Director  
Supervisor

*Fred Snoderly  
Tony Massa*

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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 eleven 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.

**2019 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.

- Changing over to our proximity style locks is in progress and is going well. By the end of 2018 we will have the Annex building, Civic Center, and Police and Parks buildings outfitted with the new locks. We will be installing more locks over the next two years. We are still estimating this to cost around \$23,000 per year.
- The phase out of R22 refrigerant has increased our costs to maintain HVAC equipment. We are budgeting to replace our old failing R22 units every year starting with the worst ones. This year we replaced Fire Station 2 and next year we hope to have all of the units at Fire Station 1 replaced.
- Our lighting retrofit project is ever nearing completion with the vast majority of our buildings updated to more efficient T8 and LED lighting. We are continuing to update what areas are left and should see almost full completion by next year. The availability of LED bulbs is making the transition much easier for replacing CFLs and incandescent bulbs.

- 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.
- Washing the windows in the Civic Center on a quarterly basis has had an impact on maintenance and janitorial schedules but we are adjusting to insure the building windows stay clean. The maintenance crew is currently assisting the janitorial crew by cleaning the exterior of the building as well as some of the inside windows that require a Genie lift or new specialized ladders and tie off systems.
- New Washington State regulations regarding Building Energy Codes are going to have a huge impact regarding our buildings and equipment. We do not yet know the full extent of how the new codes will affect us. 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 will require that we replace the entire HVAC system and controls. We will no longer be able to just replace the failed component.
- 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.
- During a flooring project we discovered VCT tile containing asbestos that was previously unknown and will be requesting a full asbestos survey of all our buildings built before 1980. With the full survey we will have a complete file on any and all material that may contain asbestos and be better prepared for future projects. In addition to the survey we will be enhancing our asbestos training and awareness.

#### **CAPITAL IMPROVEMENTS 2019 (BUILDING MAINTENANCE)**

1. Replace HVAC & Control System-Fire Station 1	\$140,000
2. Replace soffit/gutter on Civic Center Annex	\$20,000
3. Install safety walls and glazing in Civic Center/Annex customer service areas	\$75,000
4. Cover the salt storage pad	\$50,000
5. Continue installation of proximity locks	\$22,000
<b>Total Building Maintenance Capital Projects – Fund 528</b>	<b>\$307,000</b>

##### **1. Replacing HVAC and Control system at Fire Station 1**

We are requesting to replace the HVAC units and the controls system at Fire Station 1. The entire system is over 20 years old and past its life expectancy. We expect heating and air conditions units to start failing in the very near future. It would be funded out of 528-622.

2. Replacing soffit/gutter on Civic Center Annex

We are requesting to replace the soffit/gutter on the Civic Center Annex due to water infiltrating the footings and leaking into the basement.

3. Safety walls and glazing

We are putting in our budget at the request of department heads to install additional safety walls and glazing in customer service areas within the Civic Center and the Civic Center Annex to better protect our employees. This project would be funded out of 528-622.

4. Covered Salt Storage

The Street Department is requesting a new cover over their salt storage pad. This new cover would allow them to move their salt from its existing storage in the old facility to the Operations Complex.

5. Proximity Locks

We are requesting to continue with the Proximity Lock project, the 2019 phase will include Fire Station 1 and Fire Station 2. This project will be completed from the operating supplies budget.

**AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Proposed</b>
	Supervisor	1.00	1.00	1.00
	Foreman	1.00	1.00	1.00
	Maintenance Worker	1.00	2.00	2.00
	Lead Janitor	1.00	1.00	1.00
	Janitor	6.00	6.00	6.00
	<b>Total Personnel</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>



## Contributions From Operating Funds

Operating Division	2018 Budget	2019 Budget
Legislative	\$ 34,000	\$ 45,600
Executive	16,600	27,300
Finance	19,500	30,400
Community Development	25,000	40,400
Legal/Judicial	1,700	1,800
Misc. Services	6,800	11,400
Library	103,500	60,600
Streets	55,800	56,400
Engineering	38,000	58,000
Police	56,000	54,100
Fire	236,700	360,700
Parks & Recreation	234,500	353,600
Solid Waste	4,500	0
Fleet Management	50,300	56,400
Central Services-IT	17,000	26,800
Central Services-Util Billing	0	59,700
Water	286,600	52,600
Wastewater	25,500	39,100
Water Billing	4,500	0
Wastewater Billing	4,500	0
Airport	1,500	0
Storm Water	142,700	27,900
Ambulance Services	102,500	174,400
<b>Total Operating Transfers</b>	<b>1,467,700</b>	<b>1,537,200</b>
<b>Debt Service</b>		
Legislative	217,400	217,400
Executive	238,000	238,000
Finance	199,200	199,200
Legal/Judicial	12,500	12,500
Parks & Recreation	845,000	845,000
Water Billing	52,100	0
Wastewater Billing	52,100	0
Solid Waste	52,100	0
Central Services-Util Billing	0	156,300
<b>Total Debt Service</b>	<b>1,668,400</b>	<b>1,668,400</b>
<b>Total</b>	<b>\$ 3,136,100</b>	<b>\$ 3,205,600</b>

## BUDGET SUMMARY

### Dept 528 Building Maintenance

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
51830 Maint/Secur./Janitor	\$ 1,129,140	\$ 1,457,484	\$ 894,412	\$ 1,468,696	1%	41%
54161 Preservation Sidewalks	2,875	0	15,307	0	0%	0%
58120 Interfund Loan Repayment-Sl	889,329	907,200	659,721	925,300	2%	25%
59218 Interest/ Centralized Services	92,562	74,800	54,382	56,700	-24%	2%
59418 Centralized Services	36,272	655,500	2,622	307,000	-53%	8%
59118 LT Debt/ Centralized Services	766,248	786,300	161,268	805,000	2%	22%
59218 Interest/ Centralized Services	109,677	90,120	44,301	66,613	-26%	2%
Total Expenditures	\$ 3,026,103	\$ 3,971,404	\$ 1,832,013	\$ 3,629,309	-9%	100%

### Revenue Summary By Type

330 Intergovernmental Revenues	\$ 900	\$ -	\$ -	\$ -	0%	0%
340 Chargs for Goods/Services	2,707,827	3,136,100	2,569,641	3,205,600	2%	99%
360 Miscellaneous Revenues	22,051	1,500	1,970	21,800	1353%	1%
370 Other Rev. & Capital Contrib.	26,921	0	0	0	0%	0%
Total Revenues	\$ 2,757,699	\$ 3,137,600	\$ 2,571,611	\$ 3,227,400	3%	100%

### Fund Balance

Beginning Balance	\$ 1,087,006	\$ 1,200,000	\$ 818,602	\$ 700,000
Revenues less Expenditures	(268,404)	(833,804)	739,598	(401,909)
Ending Balance	\$ 818,602	\$ 366,196	\$ 1,558,200	\$ 298,091

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2018	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages	\$ 409,296	\$ 519,909	\$ 363,125	\$ 535,592	3%	15%
200 - Benefits	254,327	310,175	213,820	304,804	-2%	8%
<i>Sub-Total - Salaries &amp; Benefits</i>	663,623	830,084	576,945	840,396	1%	23%
300 - Operating Supplies	85,755	128,100	79,246	130,500	2%	4%
400 - Professional Srvcs & Charges	382,397	497,400	234,867	495,900	0%	14%
500 - Inergovernmental	242	1,900	791	1,900	0%	0%
600 - Capital Outlays	36,271	655,500	20,493	307,000	-53%	8%
700 - Debt Service (Principal)	1,655,577	1,693,500	820,989	1,730,300	2%	48%
800 - Debt Service (Interest)	202,238	164,920	98,682	123,313	-25%	3%
Total Expenditures	\$ 3,026,103	\$ 3,971,404	\$ 1,832,013	\$ 3,629,309	-9%	100%

CITY OF MOSES LAKE  
2019 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – AIRPORT 495**

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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 deeded to the City in 1947 by Northern Pacific Railroad. Since 1994, operations at the Municipal Airport have been overseen by the Airport Commission.

This year the city commission changed the structure of the Airport Commission to an Airport Advisory Board and assigned the management of the airport to the Municipal Services Director.

The Airport Advisory Board 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 Advisory Board is to advise and make recommendations to the Municipal Services Director 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. Other city departments also provide in-kind support.

**BUDGET SUMMARY**

Dept 495 Airport

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
<b>Exp Summary By Function</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2018</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
54680 Operations-General	\$ 25,733	\$ 23,400	\$ 16,593	\$ 48,009	105%	81%
59446 Airports, Ports & Terminals	0	0	45,987	11,000	0%	19%
<b>Total Expenditures</b>	<b>\$ 25,733</b>	<b>\$ 23,400</b>	<b>\$ 62,580</b>	<b>\$ 59,009</b>	<b>152%</b>	<b>100%</b>

**Revenue Summary By Type**

360 Miscellaneous Revenues	\$ 26,934	\$ 27,000	\$ 26,524	\$ 27,000	0%	100%
<b>Total Revenues</b>	<b>\$ 26,934</b>	<b>\$ 27,000</b>	<b>\$ 26,524</b>	<b>\$ 27,000</b>	<b>0%</b>	<b>100%</b>

**Fund Balance**

Beginning Balance	\$ 86,414	\$ 86,000	\$ 87,615	\$ 75,000
Revenues less Expenditures	1,201	3,600	(36,056)	(32,009)
<b>Ending Balance</b>	<b>\$ 87,615</b>	<b>\$ 89,600</b>	<b>\$ 51,559</b>	<b>\$ 42,991</b>

	(1)	(2)	(3)	(4)	(5)	(6)
	2017	2018	2018	2019	%	%
<b>Expense Summary By Type</b>	<b>Actual</b>	<b>Amended Budget</b>	<b>Actual 9/30/2018</b>	<b>Projected Budget</b>	<b>Change from 2 to 4</b>	<b>% of Total</b>
300 - Operating Supplies	1,386	2,100	108	2,600	24%	4%
400 - Professional Svcs & Charges	24,347	21,300	16,485	45,409	113%	77%
600 - Capital Outlays	0	0	45,987	11,000	0%	19%
<b>Total Expenditures</b>	<b>\$ 25,733</b>	<b>\$ 23,400</b>	<b>\$ 62,580</b>	<b>\$ 59,009</b>	<b>152%</b>	<b>100%</b>

**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		Contract	1
Community Development 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	8,236	1
Police Captain	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	7,086	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

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
Lube Technician	3,214	4,017	1
Lead Janitor	2,894	3,617	1
Janitor	2,531	3,164	6
<b>TOTAL</b>			<b>54</b>

<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</b>						
	1/1/2018		10/1/2018			
	Entry (E)	A	Entry (E)	A		
Captain/MSO	5,654	7,068	5,767	7,209		4
Fire Marshal	5,654	7,068	5,767	7,209		1
Paramedic/Firefighter	5,183	6,479	5,287	6,608		13
Fire Inspector	5,183	6,479	5,287	6,608		1
Firefighter/EMT	4,712	5,890	4,806	6,007		11
	TOTAL					30
	GRAND TOTAL					188

*Note: This table presents the 2018 salary information. 2019 salaries are subject to final approval by City Council and potential labor negotiation settlements.*

**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>192.0</b>	<b>196.0</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.



# City of Moses Lake 2019 Fee Schedule

Revised 8/28/18

DEPART	FEE TYPE	FEE DESCRIPTION	2019 FEE
Citywide	Administrative	Copy charge	\$0.15/page
Citywide	Administrative	Scan to electronic format (8-1/2 x 11 one side)	\$0.10/page
Citywide	Administrative	Every 4 files or attachments provided by electronic delivery	\$0.05
Citywide	Administrative	Each gigabyte of electronic records transmission	\$0.10
Citywide	Administrative	Storage media, container, envelope; postage/delivery charge	Actual cost
Citywide	Administrative	Maps and oversized document scanning or printing	\$5.00/page
Citywide	Administrative	Custom data requests	\$50.00/hour
Citywide	Administrative	CD/DVD copy	\$1.00/media
Citywide	Administrative	Return check charge	\$35.00

Police	Administrative	Officer Reports	\$0.15/page
Police	Administrative	Traffic Collision Reports	\$10.00
Police	Administrative	Photos	\$0.15/each
Police	Administrative	DVD/CD copy	\$1.00/media
Police	Administrative	Criminal History	\$20.00
Police	Administrative	Fingerprinting	\$15.00
Police	Administrative	Dog License - annual	\$10.00
Police	Administrative	Dog License - replacement	\$5.00
Police	Administrative	Potentially Dangerous Dog License	\$100.00
Police	Administrative	Dangerous Dog License	\$300.00
Police	Administrative	Bike License	No fee
Police	Administrative	Concealed Pistol License	\$48.00
Police	Administrative	Concealed Pistol License - renewal	\$32.00
Police	Administrative	Concealed Pistol License - late renewal	\$42.00
Police	Administrative	Chicken License	\$10.00
Police	Administrative	WATCH Background Checks (requested thru WSP)	\$12.00

Fire	Administrative	Conference room use - 1/2 room (up to 50 occupants)	\$20.00/hour
Fire	Administrative	Conference room use - full room	\$40.00/hour
Fire	Administrative	Local, State, Federal Government fee for cleaning/maintenance	\$25.00
Fire	Administrative	City of Moses Lake sponsored events	No fee
Fire	Administrative	Ambulance Report	\$6.50
Fire	Permit (Hazardous Material)	1 class	\$125.00
Fire	Permit (Hazardous Material)	2 classes	\$225.00
Fire	Permit (Hazardous Material)	3 classes	\$350.00
Fire	Permit (Hazardous Material)	4 classes 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

# City of Moses Lake 2019 Fee Schedule

Revised 8/28/18

DEPART	FEE TYPE	FEE DESCRIPTION	2019 FEE
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	\$625.00/response
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	\$300.00/event
Ambulance	MRI Transport	Transport from hospital to MRI with standby time	\$600.00/transport
Ambulance	Utility Rate Indexing	CPI adjustment for ambulance utility per utility account (rounded to closest \$.05)	\$12.20
Ambulance	Non-residential Utility Fees	Square foot fee for non-residential structures	1 additional utility fee per 5,000 square feet or portion thereof to a maximum of 25
Ambulance	Lodging Utility Fees	Utility fee structure for hotels/motels	1/2 of total room count shall be charged a per room utility fee
Ambulance	Committed EMS Standby	Standby time for non-profit events	No fee
Ambulance	Committed EMS Standby	Standby time for profit events	\$150.00/hour

# City of Moses Lake 2019 Fee Schedule

Revised 8/28/18

DEPART	FEE TYPE	FEE DESCRIPTION	2019 FEE
Ambulance	Healthcare Education	CPR/AED training--layperson	Cost Recovery for course material
Ambulance	Healthcare Education	CPR/AED training--professional rescuer /healthcare provider	\$50.00/student
Parks	Recreation	Youth (baseball/softball/soccer)	\$6.00/player
Parks	Recreation	Adult (baseball/softball/soccer)	\$20.00/player
Parks	Maintenance	Picnic table/bench (applicable to special events)	\$20.00/each
Parks	Maintenance	Garbage can (applicable to special events)	\$10.00/each
Parks	Maintenance	Porta Potty (applicable to special events)	\$65.00/each
Parks	Maintenance	Porta Potty - additional service	\$15.00/usage time
Parks	Maintenance	Bleachers - 5 row	\$70.00/event
Parks	Maintenance	Bleachers - 10 row	\$140.00/event
Parks	Recreation	Surf 'n Slide daily admission	\$13.00-\$15.00/person
Parks	Recreation	Surf 'n Slide 10-punch card	\$120.00-\$140.00/person
Parks	Recreation	Surf 'n Slide picnic shelter	\$20.00/hour
Parks	Recreation	Surf 'n Slide season pass	\$50-\$70/person
Parks	Recreation	Group swim lessons - all levels	\$35.00/person
Parks	Recreation	Surf 'n Slide body boarding lessons - Flowrider	\$50.00/person
Parks	Recreation	Surf 'n Slide flowboarding lessons - standup	\$50.00/person
Parks	Recreation	Surf 'n Slide private rental	\$750.00-\$1,310.00/hour
Parks	Recreation	Surf 'n Slide - semi-private lessons - all levels	\$70.00/person
Parks	Recreation	Lifeguard certification class	\$155.00/person
Parks	Admin	Picnic shelter rental - 4 hours	\$50.00-60.00
Parks	Admin	Picnic shelter rental - 8 hours	\$70.00
Parks	Admin	Special event application fee	\$75.00
Parks	Admin	Special event application late fee (less than 60 days or less than 30 days)	\$50.00-\$75.00
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	\$3.00-\$4.00/person
Parks	Recreation	Ice skating admission punch card	\$25.00-\$35.00
Parks	Recreation	Ice skate rental	\$6.00/person
Parks	Recreation	Ice skating admission punch card with skates	\$60.00-\$90.00
Parks	Recreation	Ice skating season pass (individual) no skates	\$35.00-\$65.00
Parks	Recreation	Ice skating season pass (individual) with skates	\$65.00-\$95.00
Parks	Recreation	Winter ice program	To be determined by class size and supplies
Parks	Recreation	Group Broomball party	\$6.00/person
Parks	Recreation	Ice rink private rental	\$105.00-\$205.00/hour
Parks	Maintenance	Softball field use	\$22 Youth/\$27 Adult/\$40 non-local/per game
Parks	Maintenance	Baseball field use	\$27 Youth/\$37 Adult/per game
Parks	Maintenance	Softball field lighting	\$15.00/hour
Parks	Maintenance	Baseball field lighting	\$18.00/hour
Parks	Recreation	Baseball/Softball tournament application fee	\$100.00
Parks	Maintenance	Baseball/Softball crowd fencing	\$140.00/event
Parks	Maintenance	Baseball pitcher's mounds	\$50.00/event
Parks	Maintenance	Baseball/Softball temporary field fencing	\$70.00
Parks	Administrative	Excessive BB/SB schedule modifications or lateness	\$5.00-\$25.00

# City of Moses Lake 2019 Fee Schedule

Revised 8/28/18

DEPART	FEE TYPE	FEE DESCRIPTION	2019 FEE
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	Cancellation processing fee (campsite/picnic shelter)	\$15.00
Parks	Administrative	Amphitheater rental	\$75.00/day
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)	\$20.00-\$30.00
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 Renewal	Annual renewal fee	\$85.00
Finance	Business License Application Fee	Payable between Jan 1 and March 31 (prorated by quarter)	\$85.00
Finance	Business License Application Fee	Payable between April 1 and June 30 (prorated by quarter)	\$63.75
Finance	Business License Application Fee	Payable between July 1 and September 30 (prorated by quarter)	\$42.50
Finance	Business License Application Fee	Payable between October 1 and December 31 (prorated by qtr)	\$21.25
Finance	Business License Application Fee	Business License temporary location	\$210.00
Finance	Application Fee (Vendor)	Mobile and street food vendors application fee	\$155.00
Finance	Screening Fee	Screening/background check fee	\$110.00
Finance	Business License (Carnival)	Business License fee - Carnival 1st day	\$155.00
Finance	Business License (Carnival)	- Carnival 2nd day	\$75.00
Finance	Business License (Carnival)	- Carnival 3rd day plus	\$50.00
Finance	Business License (Circus)	Business License fee - Circus 1st day	\$155.00
Finance	Business License (Circus)	- Circus 2nd day plus	\$75.00
Finance	Business License (Road Show)	Business License fee - Road show 1st day	\$65.00
Finance	Business License (Road Show)	- Road show 2nd day plus	\$35.00
Finance	Application Fee (Pawnbrokers)	Application fee Pawnbrokers/2nd Hand Dealer	\$110.00
Finance	Application Fee (Solicitors)	Application fee Solicitors	\$85.00
Finance	Application Fee (Taxicabs)	Application fee Taxicabs	\$85.00
Finance	Business License (Telecom)	Telecommunication License	\$1,100.00
Finance	Business License Renewal (Telecom)	Telecommunication License - renewal	\$550.00
Finance	Business License (Telecom)	Telecommunication Franchise	\$3,300.00
Finance	Business License Renewal (Telecom)	Telecommunication Franchise - renewal	\$1,650.00
Finance	Business License (Cable)	Cable Franchise	\$4,400.00
Finance	Business License Renewal (Cable)	Cable Franchise - renewal	\$2,200.00

2.7% CPI added below

Utility	Sanitation/Garbage Rates	Attachment A (based on contractor fees on Sept 1)	
Utility	Water Rates	Residential basic (0-500 cubic feet) 3/4" meter	\$24.61
Utility	Water Rates	Residential over 500 (per 100 cubic feet or portion thereof)	\$0.91
Utility	Water Rates	Residential basic (0-1,000 cubic feet) 1"	\$29.24
Utility	Water Rates	Residential basic (0-2,500 cubic feet) 1.5"	\$42.99
Utility	Water Rates	Residential basic (0-10,000 cubic feet) 2"	\$111.85
Utility	Water Rates	Dwelling with 2 living units (0-1000 cubic feet)	\$49.22
Utility	Water Rates	Dwelling over 1000 (per 100 cubic feet or portion thereof)	\$0.91
Utility	Water Rates	Dwelling with 2 living units (0-2,000 cubic feet) 1"	\$58.48

# City of Moses Lake 2019 Fee Schedule

Revised 8/28/18

DEPART	FEE TYPE	FEE DESCRIPTION	2019 FEE
Utility	Water Rates	Dwelling with 2 living units (0-5,000 cubic feet) 1.5"	\$85.98
Utility	Water Rates	Dwelling with 2 living units (0-20,000 cubic feet) 2"	\$223.70
Utility	Water Rates	Commercial 500 cubic feet 3/4"	\$41.57
Utility	Water Rates	Commercial over 500 cubic feet	\$0.91/100 cf or portion thereof
Utility	Water Rates	Commercial (0-1,000 cubic feet) 1"	\$46.15
Utility	Water Rates	Commercial (0-2,500 cubic feet) 1.5"	\$59.90
Utility	Water Rates	Commercial (0-10,000 cubic feet) 2"	\$128.77
Utility	Water Rates	Commercial (0-20,000 cubic feet) 3"	\$220.54
Utility	Water Rates	Commercial (0-35,000 cubic feet) 4"	\$358.26
Utility	Water Rates	Commercial (0- 50,000 cubic feet) 6"	\$495.93
Utility	Water Rates	Commercial (0- 90,000 cubic feet) 8"	\$863.14
Utility	Water Rates	Commercial (0- 150,000 cubic feet) 10"	\$1,413.91
Utility	Sewer	Residential sewer rates -flat rate	\$36.04
Utility	Sewer	Duplex sewer rates - flat rate	\$72.08
Utility	Sewer	Commercial sewer (0-1,000 cubic feet)	\$37.82
Utility	Sewer	Commercial sewer over 1,000 cubic feet	\$1.48/100 cf
Utility	Stormwater	Stormwater rates residential	\$5.91
Utility	Stormwater	Stormwater rates non-residential 0- 6,000 square feet impervious ground cover	\$5.91
Utility	Stormwater	Stormwater rates non-residential 6,001 - 15,000 square feet impervious ground cover	\$9.96
Utility	Stormwater	Stormwater rates non-residential 15,001 - 30,000 square feet impervious ground cover	\$14.54
Utility	Stormwater	Stormwater rates non-residential 30,001 - 60,000 square feet impervious ground cover	\$28.98
Utility	Stormwater	Stormwater rates non-residential 60,001 - 120,000 square feet impervious ground cover	\$57.74
Utility	Stormwater	Stormwater rates non-residential 120,001 - 240,000 square feet impervious ground cover	\$115.54
Utility	Stormwater	Stormwater rates non-residential over 240,000 square feet impervious ground cover	\$173.29
Utility	Stormwater	Stormwater utility appeal fee	\$50.00
Utility	Administrative	Service charge for turn offs/ons after 4:00 pm on weekdays, and any time on weekends and holidays	\$80.00
Utility	Administrative	Delinquent service charge	\$30.00
Utility	Administrative	Sign-in fee	\$15.00

Municipal Svc	Water Main Tapping Fee	3/4" - 2" tap	\$149.00
Municipal Svc	Water Main Tapping Fee	4" - 6" tap	\$334.00
Municipal Svc	Water Main Tapping Fee	8" tap	\$406.00
Municipal Svc	Water Main Tapping Fee	10" tap	\$514.00
Municipal Svc	Water Main Tapping Fee	12" tap	\$596.00
Municipal Svc	Water Sample	Purity test per sample	\$103.00
Municipal Svc	Filling and Flushing	Newly constructed water mains	\$24.00/100 ft of line
Municipal Svc	Water Meter	3/4" meter	\$360.00
Municipal Svc	Water Meter	1" meter	\$452.00
Municipal Svc	Water Meter	1-1/2" meter	\$874.00
Municipal Svc	Water Meter	2" meter	\$925.00
Municipal Svc	Previously Installed Water Service	3/4" service	\$2,056.00
Municipal Svc	Previously Installed Water Service	1" service	\$3,084.00
Municipal Svc	Previously Installed Water Service	1-1/2" to 2" service	\$4,112.00
Municipal Svc	Connect to Existing Main	Any size (up to 4 hours)	\$375.00
Municipal Svc	Connect to Existing Main	After 4 hours (ea. additional hr w/ service truck & 2 workers)	\$ 200.00/hour
Municipal Svc	City Inspector Overtime	Charge for working outside of normal hours	\$60.00/hour
Municipal Svc	Water System Development Charge	3/4" water meter	\$1,362.00
Municipal Svc	Water System Development Charge	1" water meter	\$2,314.00

# City of Moses Lake 2019 Fee Schedule

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DEPART	FEE TYPE	FEE DESCRIPTION	2019 FEE
Municipal Svc	Water System Development Charge	1-1/2" water meter	\$4,609.00
Municipal Svc	Water System Development Charge	2" water meter	\$7,401.00
Municipal Svc	Water System Development Charge	3" water meter	\$13,960.00
Municipal Svc	Water System Development Charge	4" water meter	\$27,914.00
Municipal Svc	Water System Development Charge	6" water meter	\$58,393.00
Municipal Svc	Water System Development Charge	8" water meter	\$110,383.00
Municipal Svc	Water System Development Charge	10" water meter	\$168,878.00
Municipal Svc	Sewer System Development Charge	3/4" water meter	\$812.00
Municipal Svc	Sewer System Development Charge	1" water meter	\$1,381.00
Municipal Svc	Sewer System Development Charge	1-1/2" water meter	\$2,737.00
Municipal Svc	Sewer System Development Charge	2" water meter	\$4,327.00
Municipal Svc	Sewer System Development Charge	3" water meter	\$8,286.00
Municipal Svc	Sewer System Development Charge	4" water meter	\$16,567.00
Municipal Svc	Sewer System Development Charge	6" water meter	\$34,536.00
Municipal Svc	Sewer System Development Charge	8" water meter	\$65,505.00
Municipal Svc	Sewer System Development Charge	10" water meter	\$100,272.00
Municipal Svc	Engineering Plan Review	Engineering plan review	\$300 minimum (includes up to 4 sheets) \$75 for each additional sheet
Municipal Svc	Street Obstruction Permit	Inspection fee	2.5% of construction costs, \$50 minimum fee
Municipal Svc	Sewer Discharge Permit	New discharge permit application	\$3,500.00
Municipal Svc	Sewer Discharge Permit	Discharge permit renewal	\$1,700.00
Municipal Svc	Sewer Discharge Permit	Annual discharge permit fee	\$850.00
Municipal Svc	Stormwater Appeal Fee		\$55.00
Municipal Svc	Hydrant Rental	Backflow preventer	\$5.00/day
Municipal Svc	Hydrant Rental	Fire hydrant meter rental	\$5.00/day
Municipal Svc	Hydrant Rental	Fire hydrant usage	\$0.91/100 cubic feet
Municipal Svc	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	\$200.00+
Comm Dev	Land Use	Exemption - no additional fee required	N/A
Comm Dev	Land Use	Variance	\$100.00+
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

# City of Moses Lake 2019 Fee Schedule

Revised 8/28/18

DEPART	FEE TYPE	FEE DESCRIPTION	2019 FEE
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/publication/Hearing Examiner fee)	\$100 + actual costs
Comm Dev	Building Permit	Single family residential	\$112.65/foot
Comm Dev	Building Permit	Mercantile	\$102.99/foot
Comm Dev	Building Permit	Storage	\$72.62/foot