

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> |

Interim City Manager

Kevin Fuhr

Department Directors

| | |
|-----------------------|----------------------------------|
| <i>Kris Robbins</i> | <i>Community Development</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>Dave Sands</i> | <i>Interim-Police Department</i> |
| <i>Carlos Salazar</i> | <i>Human Resources</i> |

2020 Preliminary Budget

CITY OF MOSES LAKE 2020 PRELIMINARY BUDGET

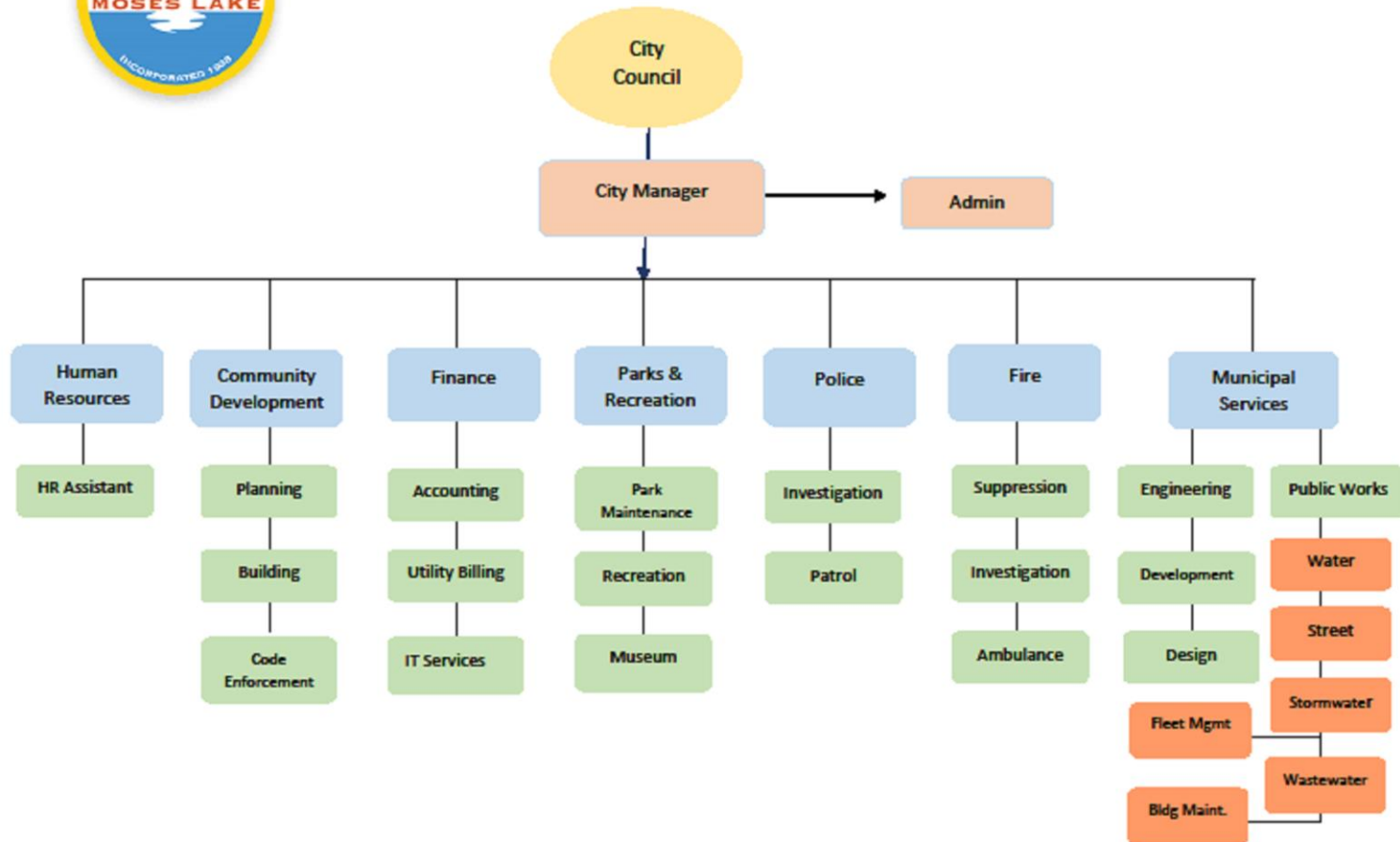
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City of Moses Lake Organizational Chart 2020



MEMORANDUM

To: Honorable Mayor and Members of the Moses Lake City Council

From: Kevin Fuhr, Interim City Manager
Cindy Jensen, Finance Director

Date: October 31, 2019

Subject: 2020 Proposed Preliminary Budget Summary

We are pleased to submit for City Council review and consideration the 2020 Preliminary Budget for the City of Moses Lake. A summary of the City Manager's proposed budget was presented to Council at the October 8, 2019 regular meeting, 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 2020 is currently \$92.0 million, which is \$14.9 million or 19.3% more than the 2019 expenditure budget of \$77.1 million. The major increase is budgeting for the building project to replace the Larson Recreation Center, estimated at \$11.5 million.

- The Preliminary General Fund (i.e. tax supported) budget for 2020 is \$27.9 million, which is \$1.8 million or 7.1% more than the 2019 budget of \$26.1 million.
- Citywide revenues are projected to be \$81.3 million, an increase of \$13.4 million or 19.7% over the 2019 revenue budget of \$67.9 million.

Overall, the Proposed 2020 Budget is balanced within available resources, and is prudent and responsive to Council and community core priorities. It addresses the City's public safety challenges, economic development efforts, infrastructure maintenance, and quality of life considerations. The Larson Recreation Center project is proposed to be funded by issuing debt of \$11.5 million. Other than that major project, 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 2019. 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 2019 with \$5.5 million which is 21.1% of the 2019 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% (or two months of operations). Even though Council has not formally adopted the higher reserve policy, the General Fund balance appears to be adequate. This fund balance includes one-time revenue of about \$700,000 from the sale of surplus property in 2018. It also increased permanently as a function of application of an accounting pronouncement that requires us to record tax revenue based on the timing of the underlying transaction. Since there is a two-month lag in sales tax from the point of sale to when we collect the revenue, our fund balance was increased by about \$1.1 million. (Note: the GFOA recommendation takes this accounting change into consideration.)

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 1.75% of new construction, for a total of 2.75% above the 2019 estimate. It should be noted that the 2020 budget 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 are trending to receive about \$7.0 million by year-end (compared to a budget of \$6.55 million), but we are using a conservative estimate of the same \$7.0 million for this major revenue source in 2020.

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 seven staff positions as follows:

- 3 Firefighter/Paramedics – 2 in General Fund, 1 in Ambulance, partially offset by a new federal SAFER grant
- 1 Water Quality Assistant (in 411-Water Fund)
- 1 Vehicle/Equipment Technician (in 519-Fleet Management Fund)
- 1 Building Maintenance Worker (in 528-Building Maintenance Fund)
- 1 Street Maintenance Worker (in 116-Street Fund, supported by a transfer from General Fund)

Payroll estimates include the implementation of the Condrey pay and compensation study for non-represented personnel. To cover the increase in General Fund, the unreimbursed portion of the Engineering budget was allocated out to the “users” of the service (primarily Streets, Water, and Wastewater) in proportion to the direct costs charged to projects. Both the Police and Firefighter bargaining units were settled in 2019 with the contracts going through 2021—all changes are included in

the 2020 budget. The AFSCME bargaining unit is currently in mediation—an estimate is included in this preliminary budget. State retirement system rates are continuing to increase, but fortunately, the current medical insurance plan is remaining flat.

Capital Projects 2020

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

| Parks & Recreation – 020 (General Fund) | Projected Cost |
|--|-----------------------|
| Dano Park- Paving Parking Lot | \$50,000 |
| Dog Park- Paving Parking Lot | \$50,000 |
| Vista #1 Park- Paving Parking Lot | \$50,000 |
| Total | \$150,000 |

| Parks & Recreation - 314 | Projected Cost |
|-------------------------------------|-----------------------|
| Replace Larson Recreation Center | \$11,500,000 |
| Total | \$11,500,000 |

The Larson Recreation Center replacement is funded from borrowing either through the State's Local Option Capital Asset Lending (LOCAL) Program or issuing Councilmanic General Obligation Bonds, paid out of Parks & Recreation Improvement Capital Fund.

| Street – 119 | Projected Cost |
|--|-----------------------|
| Stratford Road Pavement (Carryforward)- TBD funds | \$1,350,000 |
| Pioneer Curb & Sidewalk (Carryforward and new) – TBD funds | \$500,000 |
| Crack Seal/Chip Seal - Annual program - REET | \$1,000,000 |
| ADA Ramp Improvements – Annual program - TBD | \$100,000 |
| Total | \$2,950,000 |

| Water - 477 | Projected Cost |
|--|-----------------------|
| Water SCADA System Update (Carryforward) | \$1,000,000 |
| Develop Well 34 (Carryforward) | \$1,000,000 |
| Milwaukee Main Extension | \$100,000 |
| Up Sizing and Replacing Mains (Ongoing) | \$1,000,000 |
| Misc. (< \$100k each) | \$145,000 |
| Total | \$3,245,000 |

| Building Maintenance - 528 | Projected Cost |
|-----------------------------------|-----------------------|
| Generator at Fire Station 2 | \$30,000 |
| Operations Complex Fencing | \$15,000 |
| Vehicle Wash | \$650,000 |
| Police/Storage Facility | \$500,000 |
| Total | \$1,195,000 |

| Wastewater -477 | Projected Cost |
|---|-----------------------|
| Upgrade Wheeler Lift Station & extend force main to 6th & Beech | \$500,000 |
| Finish parallel force main from Carnation Lift Station | \$150,000 |
| Extend Division Lift Station force main to LS at 6th & Beech | \$100,000 |
| Main Lift Station upgrade, pumps and controls | \$300,000 |
| Omni force Main (w/ Stratford Rd project) | \$50,000 |
| Winona Lift Station fence project | \$50,000 |
| Collection System repair & maint. (Ongoing) | \$500,000 |
| Bio-Solids site prep and removal | \$300,000 |
| Sewer Line ext. at Five Corners and spot repairs | \$50,000 |
| Longview Sewer hook-ups | \$100,000 |
| Developer Projects | \$700,000 |
| Sage Bay | \$400,000 |
| Design of future projects | \$30,000 |
| Total | \$3,230,000 |

| Fleet Management - 519 | Projected Cost |
|--|-----------------------|
| Small Extended Cab 4x4 Pickup (CD) | \$30,000 |
| 2 Small Extended Cab Pickup (ENG) | \$60,000 |
| Trim Mower (PR) | \$33,000 |
| Turf Sweeper (PR) | \$50,000 |
| 4x4 4-Door Truck (Street) | \$80,000 |
| Slide in Sander Boxes w/ wet kits (Street) | \$80,000 |
| Street Sweeper (Stormwater) | \$355,000 |
| Street Flush Truck/tanker (Stormwater) | \$248,000 |
| Service Truck (Stormwater) | \$100,000 |
| SSV Truck #1 (Fire) | \$80,000 |
| SSV Truck #2 (Fire) | \$75,000 |
| Replacement Ambulance (Fire) | \$225,000 |
| TRT Response Vehicle (Police) | \$235,000 |
| 2 Interceptor SUV (Police) | \$150,000 |
| 3/4 ton Pickup (Build. Maint) | \$60,000 |
| 3/4 ton Truck (Build. Maint) | \$46,000 |
| Hydro Excavator (Water) | \$550,000 |
| Equip donated Fire tender | \$20,000 |
| Total | \$2,477,000 |

Technology

The City is continuing its quest to improve its technology systems. This budget includes the change to subscribing to Office 365 (instead of buying individual Microsoft licenses), estimated at \$64,800. This project is in the Information Technology budget and will be spread over all operating budgets. Fire is implementing an inventory tracking system to better manage the cost of medical supplies at a cost of \$29,000 (paid primarily by the Ambulance Utility.) Police is adding equipment and software which will allow detectives to extract and decode information from digital devices, estimated to cost \$15,000. Engineering is implementing an asset management system—this cost (\$205,000) will be spread primarily among the utilities.

Next Steps

Staff received direction from Council at their October 26 budget retreat, which will be incorporated in the Final Budget. Changes include:

- Removing the General Fund transfer to the Ambulance fund, since Ambulance is balancing with the GEMT Medicaid reimbursements - (74,340)
- Add contribution to the Grant County Conservation District - \$48,000 - General Fund
- Increase the contribution to Grant County Economic Development from \$20,000 to \$30,000 – General Fund
- Increase the contribution to the Moses Lake Senior Center from \$10,750 to \$17,000
- Add an Accounting Technician position that will be shared between Finance and Fire departments - \$75,000 split 50% Finance, 25% Fire and 25% Ambulance
- Add switch-out of traffic controllers at 5 intersections to radar detection and option for left turn flashing yellow display - \$330,000 - Street Repair (TBD funds)
- Order the replacement of 2 fire apparatus, to arrive and be financed in 2021 – about \$2 million with a 10 year debt service repayment of about \$235,000 annually starting in 2022.
- Adjustment of Solid Waste expenses to reflect reduction in contractor hauling contract, and a corresponding reduction in Solid Waste rates charged by the City.

Staff would request direction for any additional changes to the final budget at the November 12 meeting. The Public Hearing for the Property Tax Levy is set for November 12, with adoption of the levy at that meeting. The budget requires two public hearings, and these are set for November 12, and November 26. Budget adoption could come for Council action after the public hearing on November 26, or it can be forwarded for action at the December 10 meeting. Once Council has approved the budget ordinance, we will prepare a Final Budget document for distribution in mid-January.

Conclusion

The 2020 budget is balanced within available resources. Since the fund balance levels have stabilized, the current budget forecast includes a market adjustment for non-represented employees, the addition of seven needed positions, and the continuation of capital investment.

CITY OF MOSES LAKE

Four-Year Budget Comparison By City Functional Grouping 2017-2020

| | 2017 Actual Expenditures | 2017 Actual Revenues | 2018 Actual Expenditures | 2018 Actual Revenues | 2019 Amended Budget | 2019 Amended Revenue | 2020 Preliminary Budget | 2020 Estimate Revenue |
|---|---|-------------------------------------|---|-------------------------------------|------------------------------------|-------------------------------------|--|--------------------------------------|
| General Fund | | | | | | | | |
| Legislative | \$ 400,533 | | \$ 406,453 | | \$ 361,809 | | \$ 382,308 | |
| Executive | 846,194 | | 950,116 | | 1,213,100 | | 1,087,306 | |
| Finance | 1,047,278 | | 1,069,902 | | 1,158,282 | | 1,175,593 | |
| Community Development | 1,288,779 | | 1,317,201 | | 1,561,578 | | 1,646,631 | |
| Legal | 153,222 | | 137,943 | | 193,800 | | 192,800 | |
| Misc. Services | 2,468,357 | | 2,422,045 | | 1,824,340 | | 1,920,580 | |
| Library | 122,613 | | 121,665 | | 80,200 | | 82,100 | |
| Engineering | 1,724,583 | | 1,819,812 | | 2,004,305 | | 2,289,531 | |
| Parks & Recreation | 5,250,325 | | 5,374,003 | | 6,122,855 | | 6,467,411 | |
| Police | 6,086,148 | | 6,807,748 | | 7,627,504 | | 8,155,366 | |
| Fire | 3,362,452 | | 3,511,347 | | 3,727,427 | | 4,540,105 | |
| Total General Government Funds | 22,750,484 | \$ 22,923,231 | 23,938,235 | \$ 24,788,191 | 25,875,200 | \$ 23,358,039 | 27,939,731 | \$ 25,943,060 |
| Other Operating/Enterprise | | | | | | | | |
| Tourism Activities -102 | 251,422 | 685,833 | 863,269 | 713,763 | 1,311,864 | 720,000 | 685,400 | 765,000 |
| Grants & Donations -103 | 249,005 | 378,685 | 196,693 | 422,887 | 363,688 | 191,104 | 348,300 | 202,600 |
| Paths & Trails - 114 | - | 2,807 | 369 | 2,347 | 31,000 | 2,000 | 26,000 | 2,000 |
| Streets - 116 | 2,083,897 | 2,197,223 | 2,394,989 | 2,336,446 | 2,634,151 | 2,416,500 | 2,721,860 | 2,518,000 |
| Transportation Benefit District - 170 | - | 51,215 | 900,000 | 1,363,890 | 1,650,000 | 1,451,000 | 1,650,000 | 1,601,000 |
| Water/Wastewater Operating - 410 | 13,169,224 | 13,077,566 | 12,846,652 | 13,647,343 | 14,883,230 | 12,886,300 | 13,081,697 | 12,984,300 |
| Sanitation -490 | 4,178,471 | 4,023,662 | 4,529,472 | 4,451,906 | 4,715,610 | 4,790,000 | 4,525,000 | 4,670,000 |
| Stormwater - 493 | 781,897 | 907,820 | 921,480 | 897,961 | 1,176,917 | 922,000 | 1,306,622 | 940,000 |
| Airport - 495 | 25,733 | 26,935 | 76,901 | 84,842 | 59,009 | 27,000 | 54,059 | 27,000 |
| Ambulance - 498 | 2,418,597 | 2,317,180 | 2,537,711 | 2,494,823 | 3,025,570 | 2,878,140 | 3,339,685 | 2,902,640 |
| Central Svc - 517 | 544,964 | 534,027 | 635,774 | 654,177 | 1,684,616 | 1,543,000 | 1,676,482 | 1,673,600 |
| Equipment Rental -519 | 2,307,878 | 3,154,878 | 2,843,642 | 3,062,403 | 3,107,088 | 3,598,409 | 4,953,123 | 3,795,309 |
| Build Maint -528 | 3,026,103 | 2,757,702 | 3,377,233 | 4,207,204 | 4,813,309 | 3,227,400 | 4,877,099 | 3,862,200 |
| Total Other Operating/Enterprise | 29,037,191 | 30,115,533 | 32,124,185 | 34,339,992 | 39,456,052 | 34,652,853 | 39,245,327 | 35,943,649 |

CITY OF MOSES LAKE

Four-Year Budget Comparison By City Functional Grouping 2017-2020

| | 2017 Actual Expenditures | 2017 Actual Revenues | 2018 Actual Expenditures | 2018 Actual Revenues | 2019 Amended Budget | 2019 Amended Revenue | 2020 Preliminary Budget | 2020 Estimate Revenue |
|--|---|-------------------------------------|---|-------------------------------------|------------------------------------|-------------------------------------|--|--------------------------------------|
| Capital Improvement | | | | | | | | |
| Street Repair/reconst -119 | 1,316,624 | 1,688,062 | 2,000,385 | 1,982,430 | 3,730,000 | 3,449,600 | 2,950,000 | 2,315,600 |
| Parks & Recreation Improvement-314 | - | - | 889,361 | 804,932 | 631,000 | 965,000 | 11,500,000 | 12,480,000 |
| Park Mitigation Capital Proj-315 | - | 90,890 | - | 189,809 | - | 6,000 | 680,000 | - |
| Water Rights - 471 | - | - | - | 152,982 | - | - | - | - |
| Water/Sewer Construction-477 | 2,120,403 | 4,650,000 | 850,540 | 2,800,000 | 7,070,000 | 3,300,000 | 6,475,000 | 1,550,000 |
| Total Capital Improvement | 3,437,027 | 6,428,952 | 3,740,286 | 5,930,152 | 11,431,000 | 7,720,600 | 21,605,000 | 16,345,600 |
| Risk Mgmt/Employee Benefit Reserves | | | | | | | | |
| Unemployment Compensation - 501 | 28,387 | 779 | 38,434 | 625 | 31,500 | 30,000 | 41,500 | 30,000 |
| Risk Management -503 | 524,076 | 428,628 | 561,715 | 542,448 | 637,500 | 583,200 | 830,000 | 727,000 |
| Firemen's Relief & Pension - 611 | 21,347 | 34,192 | 21,049 | 35,742 | 50,500 | 37,000 | 50,500 | 33,000 |
| Total Employee Benefit Reserves | 573,810 | 463,599 | 621,198 | 578,815 | 719,500 | 650,200 | 922,000 | 790,000 |
| Debt Service | | | | | | | | |
| Equip Leases-275 | 482 | - | - | - | - | - | - | - |
| GOB 2006-281 | - | - | - | - | - | - | - | - |
| GOB 2016 Refunding-286 | 235,888 | 235,600 | 377,083 | 377,300 | 381,334 | 381,334 | 381,442 | 381,217 |
| Water-Sewer 2011 Bond-450 | 564,475 | 564,800 | 562,850 | 562,850 | 564,100 | 565,000 | 565,538 | 565,000 |
| Bond Reserve-2011 451 | - | - | - | - | - | - | - | - |
| Water-Sewer 2004 Bond-452 | 672,350 | 672,800 | 671,000 | 670,000 | 674,250 | 674,250 | 676,850 | 676,250 |
| Water-Sewer 2004 Bond Reserve-453 | - | - | - | - | - | - | - | - |
| Water-Sewer Leases-483 | - | - | - | - | - | - | - | - |
| PWTF W/S Debt Serv - 485 | 578,381 | 579,000 | 575,573 | 576,000 | 572,765 | 572,765 | 569,930 | 569,930 |
| GOB 2006 Redemption Parks - 486 | - | - | - | - | - | - | - | - |
| 2015 GO Bond Redempt- 487 | 47,177 | 47,200 | 75,416 | 75,600 | 76,266 | 76,400 | 76,359 | 76,400 |
| Total Debt Service | 2,098,753 | 2,099,400 | 2,261,922 | 2,261,750 | 2,268,715 | 2,269,749 | 2,270,119 | 2,268,797 |
| Total City Budget | \$ 57,897,265 | \$ 62,030,715 | \$ 62,685,826 | \$ 67,898,901 | \$ 79,750,467 | \$ 68,651,441 | \$ 91,982,177 | \$ 81,291,106 |

CITY OF MOSES LAKE

2020 Budget and Fund Balances by City Functional Grouping

| | 2019 Amended Budget | 2019 Amended Revenue | 2020 Preliminary Budget | Exp % Chg 2020 vs 2019 Amended | 2020 Estimate Revenue | Rev % Chg 2020 vs 2019 Amended | 2020 Use of Fund Balance | 2020 Est Begin Fund Balance | 2020 Est Ending Fund Balance |
|---|------------------------------------|-------------------------------------|--|---|--------------------------------------|---|---|--|---|
| General Fund | | | | | | | | | |
| Legislative | \$ 361,809 | | \$ 382,308 | 5.7% | | | | | |
| Executive | 1,213,100 | | 1,087,306 | -10.4% | | | | | |
| Finance | 1,158,282 | | 1,175,593 | 1.5% | | | | | |
| Community Development | 1,561,578 | | 1,646,631 | 5.4% | | | | | |
| Legal | 193,800 | | 192,800 | -0.5% | | | | | |
| Misc. Services | 1,824,340 | | 1,920,580 | 5.3% | | | | | |
| Library | 80,200 | | 82,100 | 2.4% | | | | | |
| Engineering | 2,004,305 | | 2,289,531 | 14.2% | | | | | |
| Parks & Recreation | 6,122,855 | | 6,467,411 | 5.6% | | | | | |
| Police | 7,627,504 | | 8,155,366 | 6.9% | | | | | |
| Fire | 3,727,427 | | 4,540,105 | 21.8% | | | | | |
| Total General Government Funds | 25,875,200 | \$ 23,358,039 | 27,939,731 | 8.0% | \$ 25,943,060 | 11.1% | (1,996,671) | \$ 5,500,000 | \$ 3,503,329 |
| Other Operating/Enterprise | | | | | | | | | |
| Tourism Activities -102 | 1,311,864 | 720,000 | 685,400 | -47.8% | 765,000 | 6.3% | 79,600 | 300,000 | 379,600 |
| Grants & Donations -103 | 363,688 | 191,104 | 348,300 | -4.2% | 202,600 | 6.0% | (145,700) | 700,000 | 554,300 |
| Paths & Trails - 114 | 31,000 | 2,000 | 26,000 | -16.1% | 2,000 | 0.0% | (24,000) | 100,000 | 76,000 |
| Streets - 116 | 2,634,151 | 2,416,500 | 2,721,860 | 3.3% | 2,518,000 | 4.2% | (203,860) | 475,000 | 271,140 |
| Transportation Benefit District - 170 | 1,650,000 | 1,451,000 | 1,650,000 | 0.0% | 1,601,000 | 10.3% | (49,000) | 250,000 | 201,000 |
| Water/Wastewater Operating - 410 | 14,883,230 | 12,886,300 | 13,081,697 | -12.1% | 12,984,300 | 0.8% | (97,397) | 2,000,000 | 1,902,603 |
| Sanitation -490 | 4,715,610 | 4,790,000 | 4,525,000 | -4.0% | 4,670,000 | -2.5% | 145,000 | 150,000 | 295,000 |
| Stormwater - 493 | 1,176,917 | 922,000 | 1,306,622 | 11.0% | 940,000 | 2.0% | (366,622) | 410,000 | 43,378 |
| Airport - 495 | 59,009 | 27,000 | 54,059 | -8.4% | 27,000 | 0.0% | (27,059) | 90,000 | 62,941 |
| Ambulance - 498 | 3,025,570 | 2,878,140 | 3,339,685 | 10.4% | 2,902,640 | 0.9% | (437,045) | 600,000 | 162,955 |
| Central Svc - 517 | 1,684,616 | 1,543,000 | 1,676,482 | -0.5% | 1,673,600 | 8.5% | (2,882) | 150,000 | 147,118 |
| Equipment Rental -519 | 3,107,088 | 3,598,409 | 4,953,123 | 59.4% | 3,795,309 | 5.5% | (1,157,814) | 2,000,000 | 842,186 |
| Build Maint -528 | 4,813,309 | 3,227,400 | 4,877,099 | 1.3% | 3,862,200 | 19.7% | (1,014,899) | 1,300,000 | 285,101 |
| Total Other Operating/Enterprise | 39,456,052 | 34,652,853 | 39,245,327 | -0.5% | 35,943,649 | 3.7% | (3,301,678) | 8,525,000 | 5,223,322 |

CITY OF MOSES LAKE

2020 Budget and Fund Balances by City Functional Grouping

| | 2019 Amended Budget | 2019 Amended Revenue | 2020 Preliminary Budget | Exp % Chg 2020 vs 2019 Amended | 2020 Estimate Revenue | Rev % Chg 2020 vs 2019 Amended | 2020 Use of Fund Balance | 2020 Est Begin Fund Balance | 2020 Est Ending Fund Balance |
|--|---------------------------|----------------------------|-------------------------------|--------------------------------------|-----------------------------|--------------------------------------|--------------------------------|-----------------------------------|------------------------------------|
| Capital Improvement | | | | | | | | | |
| Street Repair/reconst -119 | 3,730,000 | 3,449,600 | 2,950,000 | -20.9% | 2,315,600 | -32.9% | (634,400) | 1,100,000 | 465,600 |
| Parks & Recreation Improvement-314 | 631,000 | 965,000 | 11,500,000 | 1722.5% | 12,480,000 | 1193.3% | 980,000 | - | 980,000 |
| Park Mitigation Capital Proj-315 | - | 6,000 | 680,000 | | - | | (680,000) | 680,000 | - |
| Water Rights - 471 | - | | - | | | | - | 1,920,000 | 1,920,000 |
| Water/Sewer Construction-477 | 7,070,000 | 3,300,000 | 6,475,000 | -8.4% | 1,550,000 | -53.0% | (4,925,000) | 8,100,000 | 3,175,000 |
| Total Capital Improvement | 11,431,000 | 7,720,600 | 21,605,000 | 89.0% | 16,345,600 | 111.7% | (5,259,400) | 11,800,000 | 6,540,600 |
| Risk Mgmt/Employee Benefit Reserves | | | | | | | | | |
| Unemployment Compensation - 501 | 31,500 | 30,000 | 41,500 | 31.7% | 30,000 | 0.0% | (11,500) | 15,000 | 3,500 |
| Risk Management -503 | 637,500 | 583,200 | 830,000 | 30.2% | 727,000 | 24.7% | (103,000) | 550,000 | 447,000 |
| Firemen's Relief & Pension - 611 | 50,500 | 37,000 | 50,500 | 0.0% | 33,000 | -10.8% | (17,500) | 320,000 | 302,500 |
| Total Employee Benefit Reserves | 719,500 | 650,200 | 922,000 | 28.1% | 790,000 | 21.5% | (132,000) | 885,000 | 753,000 |
| Debt Service | | | | | | | | | |
| Equip Leases-275 | - | | - | | | | | | |
| GOB 2006-281 | - | | - | | | | | | |
| GOB 2016 Refunding-286 | 381,334 | 381,334 | 381,442 | 0.0% | 381,217 | | (225) | 184,000 | 183,775 |
| Water-Sewer 2011 Bond-450 | 564,100 | 565,000 | 565,538 | 0.3% | 565,000 | | (538) | 8,000 | 7,462 |
| Bond Reserve-2011 451 | - | - | - | | - | | - | 567,600 | 567,600 |
| Water-Sewer 2004 Bond-452 | 674,250 | 674,250 | 676,850 | 0.4% | 676,250 | | (600) | 7,000 | 6,400 |
| Water-Sewer 2004 Bond Reserve-453 | | | | | | | - | 701,500 | 701,500 |
| Water-Sewer Leases-483 | - | | - | | | | - | | - |
| PWTF W/S Debt Serv - 485 | 572,765 | 572,765 | 569,930 | -0.5% | 569,930 | | - | 20,000 | 20,000 |
| GOB 2006 Redemption Parks - 486 | | | | | | | - | | - |
| 2015 GO Bond Redempt- 487 | 76,266 | 76,400 | 76,359 | 0.1% | 76,400 | | 41 | 7,000 | 7,041 |
| Total Debt Service | 2,268,715 | 2,269,749 | 2,270,119 | 0.1% | 2,268,797 | 0.0% | (1,322) | 1,495,100 | 1,493,778 |
| Total City Budget | \$ 79,750,467 | \$ 68,651,441 | \$ 91,982,177 | 15.3% | \$ 81,291,106 | 18.4% | \$ (10,691,071) | \$ 28,205,100 | \$ 17,514,029 |

CITY OF MOSES LAKE
2020 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, and Parks & Recreation, General Fund revenue is summarized and analyzed separately from operational divisions.

For 2020, total General Fund revenues are budgeted to be \$25,943,060; \$2,700,021 or 11.6% more than the 2019 budget of \$23,243,039, but still just \$1.2 million more than 2018 Actual.

| | 2018 | 2019 | 2019 | 2020 | 19 vs 20 | 2020 |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|------------------|
| | Actual | Amended Budget | Actual 9/30/2019 | Proposed Budget | Percent Change | Percent of Total |
| Revenue Summary by Type | | | | | | |
| 310 Taxes | | | | | | |
| Property Tax | \$ 6,916,925 | \$ 6,665,000 | \$ 4,235,828 | \$ 7,205,000 | 8.1% | 27.8% |
| Sales Tax | 6,632,831 | 6,550,000 | 5,263,148 | 7,000,000 | 6.9% | 27.0% |
| Utility Tax | 3,417,548 | 3,258,600 | 2,612,694 | 3,278,000 | 0.6% | 12.6% |
| Gambling Tax | 291,498 | 264,000 | 210,906 | 251,400 | -4.8% | 1.0% |
| Other Taxes | 92,961 | 83,000 | 66,194 | 88,000 | 6.0% | 0.3% |
| Subtotal-Taxes | 17,351,763 | 16,820,600 | 12,388,770 | 17,822,400 | 6.0% | 68.7% |
| 320 Licenses & Permits | 751,919 | 635,500 | 572,187 | 651,500 | 2.5% | 2.5% |
| 330 Intergovernmental Revenues | 803,282 | 748,470 | 715,956 | 1,114,510 | 48.9% | 4.3% |
| 340 Charges for Goods & Service | 3,283,861 | 3,379,814 | 2,950,567 | 4,430,600 | 31.1% | 17.1% |
| 350 Fines and Penalties | 807,553 | 809,000 | 790,636 | 966,300 | 19.4% | 3.7% |
| 360 Miscellaneous Revenues | 535,989 | 349,655 | 661,994 | 457,750 | 30.9% | 1.8% |
| 390 Other Financing Resources | 1,209,871 | 500,000 | - | 500,000 | 0.0% | 1.9% |
| Total General Fund Revenues | \$24,744,238 | \$23,243,039 | \$18,080,110 | \$25,943,060 | 11.6% | 100.0% |

Property Tax is the largest single General Fund revenue, and is estimated to bring in \$7,205,000 in 2020. This includes the levy limit increase of 1%, plus new construction, currently estimated to add another 1.75%, for a total of 2.75% growth. The 2018 levy was over \$6.9 million, and the 2019 levy was over \$7.4 million. The 2020 levy could be about \$7.7 million, but we are doing a conservative estimate for potential uncollectible amounts.

Sales Tax follows with an estimate of \$7.0 million for 2020. Year to date through September, sales tax is experiencing a growth rate of 8.6% over 2018 actual—2019 actual is estimated to be \$7.0 million, so the 2020 budget is proposing sales tax to remain flat. 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 2020 budget is conservatively estimated because new construction may not be as robust.

Utility Tax is estimated to bring in \$3,278,000 in 2020, up 0.6% from \$3,258,600 in the 2019 budget. The CPI increase in the utility fees affect these amounts, but some of the increases are being tempered by the closing of the REC plant. 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 2019 budget. 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 2018 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 \$25,000, and Admissions Tax is estimated generate about \$63,000.

Licenses and Permits are generated by the development community, and are budgeted to exceed the 2019 budget but still below 2018 actual.

Intergovernmental Revenue consists primarily of State-Shared Revenue, and is a per capita estimate based on our population of 24,220. Other additions include the 2nd year of the COPS grant and 1st year of a SAFER grant to add 3 firefighters.

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 allocating Engineering administrative expenses out to the utilities to reduce General Fund support of the Engineering function. Parks and Recreation also are continuing to raise fees to cover the increased minimum wage from \$12.00 to \$13.50 in 2020 (a 12.5% increase).

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 2019 year to date amount is more than both the 2018 actual 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, 2017, and 2018. This category also contains the sale of property. About \$700,000 was deposited into General Fund from the sale of the three properties sold in 2018. In researching the “ownership” of the Penn Street property, we found that the Building Maintenance Fund purchased half of the property originally, so half of the proceeds (about \$500,000) went back into the Building Maintenance Fund, and is being used to construct a facility to replace the storage capacity lost by the sale.

Overall, General Fund revenue is conservatively estimated for 2019.

City of Moses Lake
Property Tax Limitation Calculation

| | 2019 Assessed Values (Dollars in Thousands) | Tax Rate Applied | 2020 Levy Dollars (estimate) |
|---|---|---------------------------------|--|
| Prior Year (2019) = Base | \$ 2,189,215.750 | \$ 3.40804 | \$ 7,460,933 |
| Levy Limit-1.0% increase from 2011 levy -\$10,222,955 | | | <u>102,230</u> |
| Base-101% | | | 7,563,163 |
| Valuation Change -- (3.5%) | 76,558.87 | | 0 |
| New Construction (1.75%) | 38,564.404 | 3.40804 | 131,429 |
| State Assessed Value- (still unknown) | | | |
| Tax Limit Before Annexation | <u>2,304,339.025</u> | 3.33918 | <u>7,694,592</u> |
| Add for Annexation | 0 | 3.33918 | - |
| Limit for Subsequent Year | <u>2,304,339.025</u> | 3.33918 | <u>7,694,592</u> |
| Plus: Refunds (estimate) | | | 65,320 |
| Plus: Contingency | | | <u>190,000</u> |
| Total Ordinance | | | \$ 7,949,912 |

State of Washington Constitutional Limit

| | | | |
|---|------------------|------------|------------------|
| Assessed Valuation | \$ 2,304,339.025 | \$ 3.82500 | \$ 8,814,097 |
| Less: Library Levy (Estimate) | | 0.375 | 864,127 |
| Maximum 20119 Levy for Collection in 2020(Estimate) | | \$ 3.450 | <u>7,949,970</u> |

Budget Estimate

| | |
|---|---------------------|
| Total Levy Calculation | \$ 7,759,912 |
| Less: Potential uncollectible levy (estimate) | 500,000 |
| Estimate to collect | <u>\$ 7,259,912</u> |
| Budget Estimate (Basically 2019 Actual) | \$ 7,205,000 |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

CITY COUNCIL (Legislative) - 001
GENERAL FUND

2019 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

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

| | Position Title | 2018 Actual | 2018 Amended Budget | 2019 Proposed Budget |
|--|------------------------|------------------------|------------------------------------|-------------------------------------|
| | Mayor | 1.00 | 1.00 | 1.00 |
| | Deputy Mayor | 1.00 | 1.00 | 1.00 |
| | City Council Member | 5.00 | 5.00 | 5.00 |
| | Total Personnel | 7.00 | 7.00 | 7.00 |

BUDGET SUMMARY

001 – Legislative

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|--------|-------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Exp Summary By Function | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 51130 Official Publication Services | \$ 2,875 | \$ 8,000 | \$ 1,609 | \$ 8,000 | 0% | 2% |
| 51160 Legislative | 403,502 | 353,809 | 252,876 | 374,308 | 6% | 98% |
| 51430 Recording Services | 75 | | | | 0% | 0% |
| Total Expenditures | <u>\$ 406,452</u> | <u>\$ 361,809</u> | <u>\$ 254,485</u> | <u>\$ 382,308</u> | 6% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|-------------------|-------------------|-------------------|-------------------|--------|-------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Expense Summary By Type | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 100 Salaries & Wages | \$ 100,258 | \$ 58,500 | \$ 38,068 | \$ 58,800 | 54% | 16% |
| 200 Personnel Benefits | 25,167 | 4,509 | 3,043 | 4,508 | 48% | 1% |
| <i>Sub-Total - Salaries & Benefits</i> | 125,425 | 63,009 | 41,111 | 63,308 | 54% | 17% |
| 300 Operating Supplies | 2,910 | | 2,289 | 7,000 | 206% | 0% |
| 400 Professional Services & Charge | 278,112 | 298,500 | 211,081 | 312,000 | 48% | 83% |
| Total Expenditures | <u>\$ 406,447</u> | <u>\$ 361,509</u> | <u>\$ 254,481</u> | <u>\$ 382,308</u> | 6% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

CITY ADMINISTRATION (Executive) - 002

GENERAL FUND

City Manager

Human Resource Director

Human Resource Generalist

City Clerk

Executive Assistant

Kevin Fuhr

Carlos Salazar

Kerri Fenner

Debbie Burke

Lia Gunderson

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.

2020 PROJECTS / WORK PLAN

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.

Human Resource Software

Look at the new finance software to see if the HR component would work for our needs. If not, look at HR software that would integrate with the new finance software for a more user-friendly software package.

Council Chambers Update

Install updated TV monitors or a projection style monitor that would benefit both the council and the citizens during council and community meetings. Purchase a new microphone stand.

BUDGET DECISION REQUESTS

- Human Resources Software – Purchasing a new Human Resource Software System if the HR function of the new finance software is deficient in our needs.

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|------------------------|--------------------------------|----------------|---------------------------|----------------------------|
| | City Manager | 1.00 | 1.00 | 1.00 |
| | Human Resource Director | 1.00 | 1.00 | 1.00 |
| | Executive Assistant | 1.00 | 1.00 | 1.00 |
| | Administrative Secretary (1) | 1.00 | 0.00 | 0.00 |
| | City Clerk | 1.00 | 1.00 | 1.00 |
| | Human Resource Generalist (1) | 0.00 | 1.00 | 1.00 |
| | Public Information Officer (2) | 0.00 | 1.00 | 0.00 |
| Total Personnel | | 5.00 | 6.00 | 5.00 |

(1) The Administrative Secretary position was replaced with a Human Resources Generalist position in mid-2019.

(2) The Public Information Officer position was added to the 2019 budget, 100% in the Executive Department with Lodging Tax (LT) reimbursing 25% (recorded as General Fund revenue. In 2019, this position was transferred to Parks and Recreation, as the focus was primarily marketing Parks facilities and programs (still to be partially reimbursed by LT.)

| | (1) 2018 Actual | (2) 2019 Amended Budget | (3) 2019 Actual 9/30/2019 | (4) 2020 Projected Budget | (5) % Change from 2 to 4 | (6) % of Total |
|--------------------------------|-----------------------|----------------------------------|------------------------------------|------------------------------------|--------------------------------------|-------------------------|
| Exp Summary By Function | | | | | | |
| 51310 Executive | \$ 847,356 | \$ 913,984 | \$ 657,850 | \$ 803,420 | -12% | 74% |
| 51810 Personnel Services | 102,760 | 299,116 | 243,922 | 283,886 | -5% | 26% |
| Total Expenditures | \$ 950,116 | \$ 1,213,100 | \$ 901,772 | \$ 1,087,306 | -10% | 100% |

| | (1) 2018 Actual | (2) 2019 Amended Budget | (3) 2019 Actual 9/30/2019 | (4) 2020 Projected Budget | (5) % Change from 2 to 4 | (6) % of Total |
|--|-----------------------|----------------------------------|------------------------------------|------------------------------------|--------------------------------------|-------------------------|
| Expense Summary By Type | | | | | | |
| 100 Salaries & Wages | \$ 430,227 | \$ 587,343 | \$ 426,582 | \$ 504,575 | -14% | 46% |
| 200 Personnel Benefits | 159,414 | 220,357 | 128,450 | 180,824 | -18% | 17% |
| <i>Sub-Total - Salaries & Benefits</i> | <i>589,641</i> | <i>807,700</i> | <i>555,032</i> | <i>793,280</i> | <i>43%</i> | <i>64%</i> |
| 300 Operating Supplies | 9,285 | 4,700 | 14,967 | 8,000 | -47% | 0% |
| 400 Professional Services & Charge: | 351,177 | 400,700 | 331,751 | 393,900 | 19% | 36% |
| Total Expenditures | \$ 950,103 | \$ 1,213,100 | \$ 901,750 | \$ 1,087,299 | -10% | 100% |

CITY OF MOSES LAKE
2020 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 well as 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) |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------|--------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Exp Summary By Function | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 51250 Municipal Court | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | 0% | 3% |
| 51530 Legal | 131,943 | 187,800 | 138,954 | 186,800 | -1% | 97% |
| Total Expenditures | \$ 137,943 | \$ 193,800 | \$ 144,954 | \$ 192,800 | -1% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Expense Summary By Type | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 300 Operating Supplies | | \$ 100 | | \$ 100 | 0.0% | 0.1% |
| 400 Professional Services & Charge: | 137,191 | 193,700 | 144,954 | 192,700 | 32.9% | 99.9% |
| 600 Capital Outlay | 750 | | | | -100.0% | |
| Total Expenditures | \$ 137,941 | \$ 193,800 | \$ 144,954 | \$ 192,800 | -0.5% | 100.0% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

SELF-INSURANCE/ RISK MANAGEMENT
INTERNAL SERVICE FUND 503

Interim City Manager

Kevin Fuhr

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 three year comparison of the contributions made by each of the operating units follows.

Contributions from Operating Funds

| Operating Division | 2018 Budget | 2019 Budget | 2020 Budget |
|---------------------------|--------------------|--------------------|--------------------|
| Legislative | \$ 3,900 | \$ 4,800 | \$ 4,900 |
| Executive | 11,200 | 10,200 | 13,700 |
| Finance | 15,300 | 14,000 | 17,900 |
| Community Development | 25,700 | 22,200 | 28,600 |
| Library | 1,600 | 1,600 | 1,600 |
| Streets | 20,800 | 20,300 | 24,100 |
| Engineering | 35,300 | 33,800 | 37,100 |
| Police | 94,100 | 86,600 | 107,400 |
| Fire | 46,500 | 44,000 | 54,800 |
| Parks & Recreation | 106,600 | 80,900 | 105,700 |
| SolidWaste | 3,900 | 1,100 | 0 |
| Fleet Management | 9,100 | 20,400 | 25,700 |
| Central Services | 5,300 | 5,200 | 18,600 |
| Building Maintenance | 20,300 | 20,800 | 24,200 |
| Water | 32,700 | 61,300 | 72,600 |
| Wastewater | 30,500 | 113,500 | 144,000 |
| Water Billing | 6,100 | 0 | 0 |
| Wastewater Billing | 7,100 | 0 | 0 |
| Airport | 200 | 200 | 200 |
| Storm Water | 12,600 | 8,500 | 10,000 |
| Ambulance Services | 39,800 | 27,800 | 35,900 |
| Total | <u>\$ 528,600</u> | <u>\$ 577,200</u> | <u>\$ 727,000</u> |

Budget Summary

503 Self-Insurance (Risk Management)

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 51866 Risk Transfer Paym | \$ 483,072 | \$ 567,500 | \$ 566,691 | \$ 630,000 | 11% | 88% |
| 51868 Payments To Claim | 78,643 | 70,000 | 101,607 | 200,000 | 186% | 12% |
| Total Expenditures | <u>\$ 561,715</u> | <u>\$ 637,500</u> | <u>\$ 668,298</u> | <u>\$ 830,000</u> | 30% | 100% |

Revenue Summary By Type

| | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-----|------|
| 340 Chargs for Goods/Serv | \$ 528,600 | \$ 577,200 | \$ 432,900 | \$ 727,000 | 26% | 99% |
| 360 Miscellaneous Revenu | 13,848 | 6,000 | 0 | 0 | 0% | 1% |
| Total Revenues | <u>\$ 542,448</u> | <u>\$ 583,200</u> | <u>\$ 432,900</u> | <u>\$ 727,000</u> | 25% | 100% |

Fund Balance

| | | | | |
|--------------------------|-------------------|-------------------|-------------------|-------------------|
| Beginning Balance | \$ 586,101 | \$ 560,000 | \$ 566,834 | \$ 550,000 |
| Revenues less Expenditui | (19,267) | (54,300) | (235,398) | (103,000) |
| Ending Balance | <u>\$ 566,834</u> | <u>\$ 633,600</u> | <u>\$ 331,436</u> | <u>\$ 447,000</u> |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 400 Professional Services | \$ 561,715 | \$ 637,500 | \$ 668,298 | \$ 830,000 | 30% | 100% |
| Total Expenditures | <u>\$ 561,715</u> | <u>\$ 637,500</u> | <u>\$ 668,298</u> | <u>\$ 830,000</u> | 30% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

COMMUNITY DEVELOPMENT - 004

GENERAL FUND

Community Development Director
Building Official

Kris Robbins
Kevin Myre

DEFINITION

The Community Development Department encompasses the Planning, Building, and Code Enforcement functions of the City.

The Planning Division supports all current and long-range planning and land use responsibilities for private and public entities within the City of Moses Lake and Moses Lake Urban Growth Area. This included monitoring and managing portions of the Municipal Code like the Zoning Code, Subdivision Code, State Environment Policy Act – SEPA and Critical Areas. Our Shoreline Master Program falls within these criteria and we are always here for support to our Council, Planning Commission and citizens.

The Building Division supports and administers the Building Code as adopted by the Washington State Legislature and City Council. As part of the administration of the Building Code, staff reviews, issues and perform inspections for Residential, Commercial and Industrial permits as well as reviewing business licenses. Their division also attends, hosts and serves on the local IBC Chapter providing educational opportunities.

Code Enforcement is another component of the Department and assist in emergency response to on-site water/sewer utility main interruptions. They manage the city code provisions regarding nuisance abatement, abatement of hazards to public health, safety and welfare and monitor the Washington State Accessibility Code Enforcement.

2020 PROJECTS / WORK PLAN

2020 brings a new era to the Community Development Department. The Department is working hard on the reorganization and getting the department back into the customer service focus and focusing on our community's future.

The large scale projects for 2020 include: Comprehensive Plan Update; Updated Development & Subdivision Regulations; Affordable Housing Support; and other important projects of the Council.

BUDGET DECISION REQUESTS

In the past years, the department has been minimally funded for adequate training and supplies therefore the 2020 Budget requests have increased. One vehicle has been requested for the Building Division as a direct replacement of a vehicle that is scheduled for replacement.

The City of Moses Lake Comprehensive Plan has been somewhat neglected over that last few years and the direction of development has put additional impact to the land use analysis. We are starting the

process to do a comprehensive update, and the 2020 budget includes \$50,000 in professional services to contract to assist with this major project.

Reorganization within the Community Development Department has resulted in the personnel staffing noted below. The request for 2020 is to include one new building inspector as the Building Official is preparing for retirement and the replacement will need some oversight and guidance in his transition. (This was not budgeted because of the uncertainty surrounding the length of time the “double budgeting” needs to occur.) Additionally Municipal Services and Community Development Directors are proposing to share a Department Secretary. This will be the front personnel assisting customers to the appropriate department as well as provide administrative services to both the Department Directors.

AUTHORIZED PERSONNEL

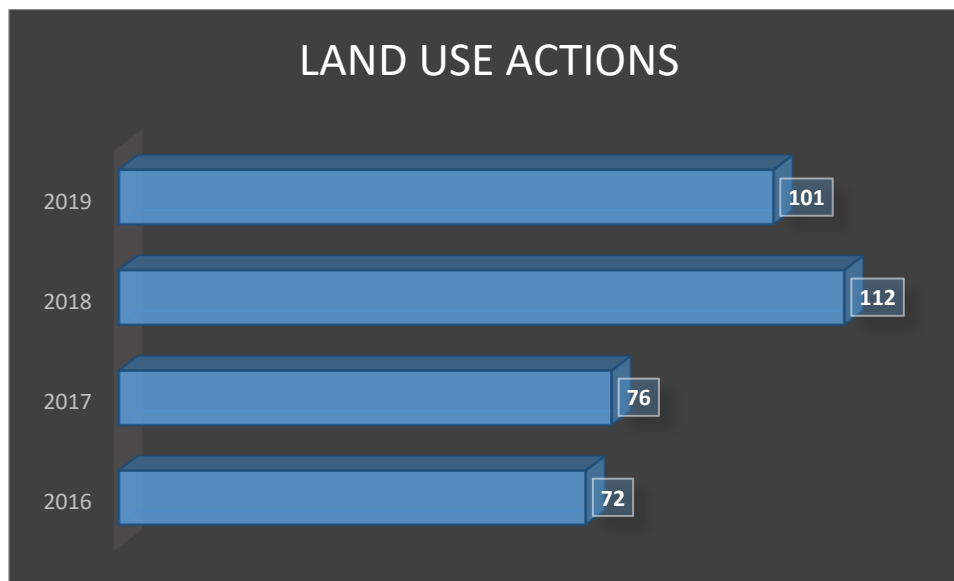
| | Position Title | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|--|---|------------------------|------------------------------------|-------------------------------------|
| | Community Development Director | 1.00 | 1.00 | 1.00 |
| | Building Official | 1.00 | 1.00 | 1.00 |
| | Planning Manager* | 0.00 | 1.00 | 1.00 |
| | Associate Planner | 2.00 | 2.00 | 2.00 |
| | Plans Examiner | 0.00 | 1.00 | 1.00 |
| | Building Inspector | 2.00 | 2.00 | 2.00 |
| | Community Development Technician | 1.00 | 0.00 | 0.00 |
| | Code Enforcement Officer | 2.00 | 2.00 | 2.00 |
| | Permit Technician | 1.00 | 1.00 | 1.00 |
| | Administrative Assistant | 1.00 | 1.00 | 1.00 |
| | Total Regular Full-Time Personnel ** | 11.00 | 12.00 | 12.00 |
| | Seasonal Code Enforcement | 1.00 | 1.00 | 1.00 |

*The recruiting effort for a Planning Manager was unsuccessful-the position was under filled with a Planner in October 2019.

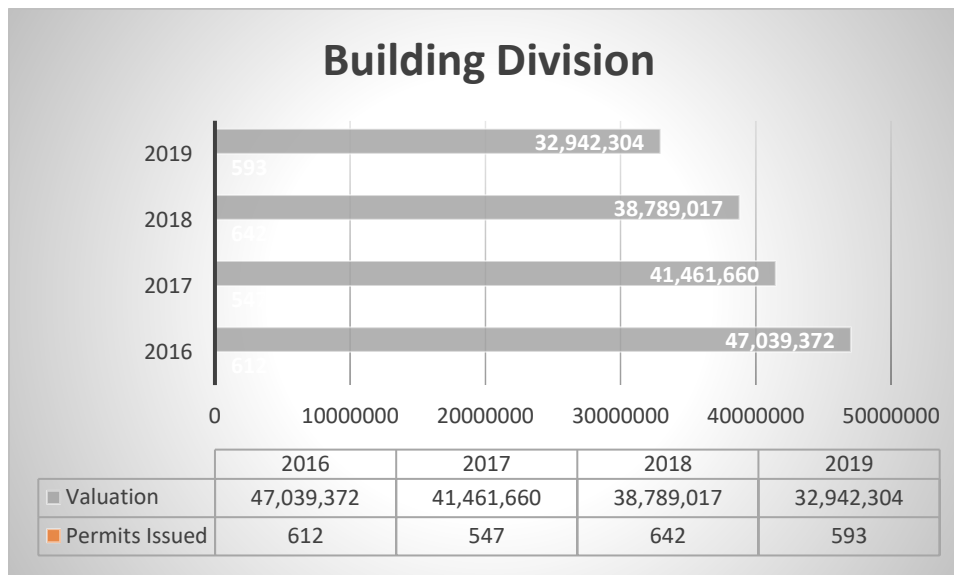
**The Administrative Assistant is funded 50% by Engineering Department.

***The 2020 budget is also funding 25% of a surveyor position.

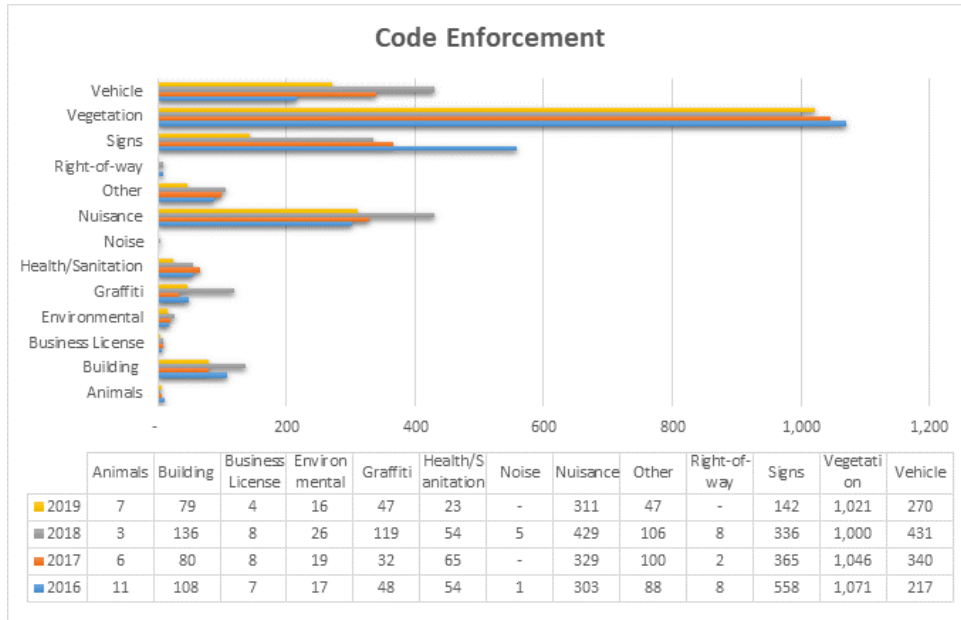
PERFORMANCE STATISTICS



The plan for 2020 is to focus on updating our Comprehensive Plan providing a better guide for local decisions as we build toward our future; enhancing our protection of our Critical Areas by code amendments and educating our community about the importance of critical areas; and being forward thinking to improve our codes to provide growth and development within our wonderful community to attract business and provide residential needs that are important to our economy.



There has been many conversations about the many things to come in 2020. This will continue to build our growth and needs in the building department that will be working hand in hand with our planning department. Big projects are in our future and our staff will be here to provide accurate and efficient support to our community and leaders.



BUDGET SUMMARY

Dept. 004 Community Development

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------------------------|--------------|----------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 52420 Inspect. Permits, Cert. & Lic | \$ 293,547 | \$ 290,021 | \$ 225,009 | \$ 297,863 | 3% | 19% |
| 55850 Building Permits & Plan Review | 331,309 | 376,638 | 248,830 | 484,794 | 29% | 24% |
| 55860 Planning | 692,344 | 894,919 | 513,060 | 863,973 | -3% | 57% |
| Total Expenditures | \$ 1,317,200 | \$ 1,561,578 | \$ 986,899 | \$ 1,646,630 | 5% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|--------------|----------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 100 Salaries & Wages | \$ 705,491 | \$ 880,168 | \$ 541,281 | \$ 887,058 | 1% | 56% |
| 200 Personnel Benefits | 329,587 | 427,010 | 240,610 | 431,364 | 1% | 27% |
| Sub-Total - Salaries & Benefits | 1,035,078 | 1,307,178 | 781,891 | 1,318,422 | 1% | 84% |
| 300 Operating Supplies | 6,468 | 6,000 | 5,770 | 22,000 | 267% | 0% |
| 400 Professional Services & Charge | 275,643 | 248,400 | 199,222 | 306,200 | 23% | 16% |
| Total Expenditures | \$ 1,317,189 | \$ 1,561,578 | \$ 986,883 | \$ 1,646,622 | 5% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

FINANCIAL SERVICES - 003

GENERAL FUND

Finance Director

Cindy Jensen

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.

2019 ACCOMPLISHMENTS

- Filled several positions, including the Payroll Specialist, Accounts Payable Technician, and Accounting Manager positions—conducted job searches, completed the hiring, and are now training the new employees;
- We are in the process of replacing our antiquated Financial Management System (FMS). Implementation has begun, and we are seeing the normal “growing pains” associated with a switchover of this magnitude;
- Completed the transition to contract with the State for Business Licensing; and
- Analyzed the 2017 Audit Findings presented by SAO and made good progress in correcting the conditions

2020 PROJECTS / WORK PLAN

In addition to the day to day work done to account for every financial transaction, the work plan for 2020 will also include:

- Implementing the Classification and Compensation study into the payroll system.
- 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 as the implementation and training of a new FMS will go into 2020.
- Work with Community Development to prepare a Capital Facilities Plan in conjunction with the Comprehensive Plan update.
- Complete the financing for the Larson Recreation Center (and possibly Fire apparatus replacements).
- 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. Note, this was on the work plan for 2019, but is something that a new City Manager will likely want to influence.

BUDGET DECISION REQUESTS

Finance requested to add an Accounting Technician position to our authorized personnel. The rationale is to free up the Accountants to do the higher level work that isn't being accomplished because of the day-to-day work that could be done by a bookkeeper, such as various reconciliations, routine tax returns, etc. The projects that need to be done by the Accountants include preparation of a Capital Facilities Plan that complies with Growth Management Act requirements; a Five-Year Forecast for major funds; development of finance-related policies; review of business processes (which is important with the new Financial Management System coming on-line); researching and implementing new accounting pronouncements; and generally keeping Finance more pro-active. Because of other priorities in the 2020 budget, this request remains unbudgeted. It is possible that the new FMS will change daily tasks significantly enough to free up some time for current employees, so we will continue to monitor this need for the 2021 budget.

Note: At their budget retreat, Council authorized the addition of this position to be shared with the Fire Department, who is also asking for administrative support. The final budget will include an additional \$75,000, split 50% to Finance, 25% to Fire, and 25% to the Ambulance fund.

PERFORMANCE STATISTICS

| | 2018 Actual | 2019 Prelim | 2020 Proposed Budget |
|-------------------------------------|----------------|----------------|----------------------------|
| Impact | | | |
| Investment income (1) | \$460 | \$550 | \$334 |
| Average total portfolio managed (1) | \$25,828 | \$29,100 | \$21,000 |

| | 2018 Actual | 2019 Prelim | 2020 Proposed Budget |
|--|----------------|----------------|----------------------------|
| Accounting Functions | | | |
| Capital projects (1) | \$3,740 | \$11,175 | \$21,605 |
| Number of grants administered | 20 | 25 | 21 |
| Payroll checks issued and direct deposits made | 7,605 | 7,760 | 7,800 |
| Payroll and benefits paid (1) | \$19,819 | \$21,680 | \$22,764 |
| Employees paid (perm and part-time) average per pay period | 292 | 327 | 330 |
| Checks issued and EFT's paid | 3,771 | 3,850 | 3,900 |
| Dollar amount of claims paid (1) | \$28,990 | \$34,000 | \$36,000 |
| Number of funds | 33 | 33 | 33 |

| | 2018 Actual | 2019 Budget | 2020 Proposed Budget |
|--|----------------|----------------|----------------------------|
| Treasury Functions | | | |
| GO and revenue debt issued administered | 5 | 5 | 5 |
| Intergovernmental loans administered | 1 | 1 | 1 |
| Debt service principal payments made (1) | \$4,067 | \$4,292 | \$4,170 |

(1) Numbers in thousands.

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Amended Budget | 2020 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 |
| | Total Personnel * | 6.00 | 6.00 | 6.00 |

* 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) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|--------------|--------------|------------|--------------|--------|-------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Exp Summary By Function | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 51420 Financial Srvc | \$ 431,257 | \$ 441,751 | \$ 326,968 | \$ 447,990 | 1% | 39% |
| 51422 Fiduciary Services (Treasurer | 671 | 1,400 | 711 | 1,400 | 0% | 0% |
| 51423 Budtng, Acctng, Audtng, & Fin | 637,940 | 715,131 | 398,771 | 726,203 | 2% | 61% |
| 51430 Recording Services | 34 | | | | 0% | 0% |
| Total Expenditures | \$ 1,069,902 | \$ 1,158,282 | \$ 726,450 | \$ 1,175,593 | 1% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|--------------|--------------|------------|--------------|--------|-------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Expense Summary By Type | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 100 Salaries & Wages | \$ 474,973 | \$ 516,514 | \$ 325,044 | \$ 537,508 | 4% | 45% |
| 200 Personnel Benefits | 218,782 | 235,148 | 143,117 | 237,400 | 1% | 21% |
| Sub-Total - Salaries & Benefits | 693,755 | 751,662 | 468,161 | 774,908 | 3% | 66% |
| 300 Operating Supplies | 7,577 | 8,000 | 6,554 | 17,850 | 123% | 1% |
| 400 Professional Services & Charges | 368,558 | 398,620 | 251,723 | 382,830 | -4% | 33% |
| Total Expenditures | \$ 1,069,890 | \$ 1,158,282 | \$ 726,438 | \$ 1,175,588 | 1% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

UTILITY SERVICE
CENTRAL SERVICES FUND (517, DEPARTMENT 514)

Finance Director
Utility Service Supervisor

Cindy Jensen
Jessica Cole

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). 2020 is the second year in this ramp up.

2019 ACCOMPLISHMENTS

- Coordinated the Solid Waste contractor proposals;
- Worked with Legal Counsel to update the Business License ordinances to be in compliance with model business license legislation. The State Department of Licensing combined local business licensing with their taxation processes, to facilitate a true “one-stop shop” for businesses. The City of Moses Lake was fully transferred to the state process in late spring of 2019;
- Worked with the Grant County Solid Waste Programs Coordinator to continue the grant from the Department of Ecology to fund the City’s effort to conduct a campaign to educate City residents to reduce contamination in its curbside yard waste program.
- Participated in the implementation of the replacement of our Financial Management System (FMS) (see further discussion in the Finance Division Budget);

2020 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, especially when considering the functionality of the new Utility Billing system we are implementing;
- We implemented an electronic application named “Recycle Coach” that includes the Solid Waste pick-up calendars and answer questions about recycling material (i.e. what is recyclable vs. trash). We have been testing it, but haven’t really advertised it to our customers. We hope to have it fully operational and introduced to our customers by the first of 2020.
- Complete the implementation of the replacement of our Financial Management System (FMS) (see further discussion in the Finance Division Budget) – review business processes pertaining to Utility Billing in conjunction with new system requirements;

BUDGET DECISION REQUESTS

Utility Service does not have any formal requests, although we would like to start exploring the possibility of another Utility Billing Technician to keep up with the growth and changes in the City.

PERFORMANCE STATISTICS

| Utility Services | 2018 Actual | 2019 Prelim | 2020 Proposed Budget |
|--|------------------------|------------------------|-------------------------------------|
| New Accounts Started | 1,205 | 1,092 | 1,250 |
| Meters Read | 9,300 | 9,491 | 9,500 |
| Bills Issued | 110,792 | 112,780 | 112,800 |
| Turn Off Notifications Issued (phone/door) | 7,660 | 9,150 | 8,500 |
| Accounts Turned Off Delinquent | 1,300 | 1,400 | 1,350 |
| Total Business Licenses Issued | 2,175 | 2,217 | 2,200 |
| New Business License Applications Received | 380 | 571 | 300 |

| Accounts Billed | 2018 Actual | 2019 Prelim | 2020 Proposed Budget |
|-------------------------|------------------------|------------------------|-------------------------------------|
| Water- Residential | 7,361 | 7,543 | 7,400 |
| Water-Commercial | 1,501 | 1,500 | 1,550 |
| Wastewater-Residential | 7,360 | 7,547 | 7,400 |
| Wastewater-Commercial | 1,000 | 1,019 | 1,050 |
| Stormwater-Residential | 6,251 | 6,479 | 6,275 |
| Stormwater-Commercial | 946 | 884 | 950 |
| Solid Waste-Residential | 6,778 | 6,422 | 6,800 |
| Solid Waste-Commercial | 1,111 | 1,023 | 1,115 |
| Ambulance-Residential | 6,216 | 6,217 | 6,220 |
| Ambulance-Commercial | 1,117 | 1,097 | 1,120 |

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|--|----------------------------|----------------|---------------------------|----------------------------|
| | 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 |
| | Total Personnel | 7.00 | 7.00 | 7.00 |

(1) One Business License Clerk position 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

| | (1) 2018 Actual | (2) 2019 Amended Budget | (3) 2019 Actual 9/30/2019 | (4) 2020 Projected Budget | (5) % Change from 2 to 4 | (6) % of Total |
|--------------------------------|-----------------------|----------------------------------|------------------------------------|------------------------------------|--------------------------------------|-------------------------|
| Exp Summary By Function | | | | | | |
| 51420 Financial Svc | \$ 12,688 | \$ 897,980 | \$ 657,994 | \$ 900,287 | 0% | 100% |
| Total Expenditures | \$ 12,688 | \$ 897,980 | \$ 657,994 | \$ 900,287 | 0% | 100% |

| | (1) 2018 Actual | (2) 2019 Amended Budget | (3) 2019 Actual 9/30/2019 | (4) 2020 Projected Budget | (5) % Change from 2 to 4 | (6) % of Total |
|-----------------------------------|-----------------------|----------------------------------|------------------------------------|------------------------------------|--------------------------------------|-------------------------|
| Expense Summary By Type | | | | | | |
| 100 - Salaries & Wages | \$ 6,926 | \$ 325,283 | \$ 225,522 | \$ 341,618 | 0% | 36% |
| 200 - Benefits | \$ 1,487 | \$ 168,397 | \$ 128,224 | \$ 173,052 | 0% | 19% |
| Sub-Total - Salaries & Benefits | \$ 8,413 | \$ 493,680 | \$ 353,746 | \$ 514,670 | 0% | 55% |
| 300 - Operating Supplies | | \$ 2,500 | \$ 1,992 | \$ 3,000 | 0% | 0% |
| 400 - Professional Svcs & Charges | \$ 4,273 | \$ 401,800 | \$ 302,282 | \$ 382,614 | 0% | 45% |
| Total Expenditures | \$ 12,686 | \$ 897,980 | \$ 658,020 | \$ 900,284 | 0% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

INFORMATION TECHNOLOGY
CENTRAL SERVICES FUND 517

Finance Director

Cindy Jensen

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.

2019 ACCOMPLISHMENTS

- Strengthened the City's defenses against cyber-attacks:
 - Implemented a more sophisticated firewall (Sophos);
 - Implemented a "phish" threat training program for all City employees;
 - Installed ransomware protection on individual computers;
 - Started an "offline" system backup rotation;
- Supported technological upgrade requests for smart phones, tablets, etc.;
- Upgraded network switches and eliminated outdated servers; and
- Assisted in implementation of software, including Laserfiche (records management), Target Solutions (to document employee training), and HIPAA privacy encryption for the Fire Department

2020 PROJECTS / WORK PLAN

In addition to the day to day operations of the divisions, the work plan for 2020 will also include:

- Rolling out Office 365 across the City;
- Continue to assist in implementing the replacement of our Financial Management System (FMS);
- Support all operating divisions' requests for mobile computing devices.

BUDGET DECISION REQUESTS

Information Technology is requesting that the City migrate to Office 365, which is a subscription service for the Microsoft Office suite which provides an increase in service availability, security, and consistency among all users who will have the most recent versions of all Office products, and will allow editing of Office documents on tablets and phones. This differs from our current practice of buying licenses for upgrades. As a subscription service, we will be paying \$20/month for 250 licenses which includes the full Office suite and Microsoft Exchange hosting and additional online services. In addition we will require 50 licenses at \$8/month for just Exchange hosting for email use only. This brings the total annual cost to \$64,800. This has been included in the 2020 budget.

PERFORMANCE STATISTICS

| | 2018 Actual | 2019 Prelim | 2020 Proposed Budget |
|--|----------------|----------------|----------------------------|
| Information Technology-Inventory | | | |
| Desktop/Laptop Computers | 163 | 196 | 200 |
| Tablets | 3 | 18 | 20 |
| Copiers/Printers (includes label and receipt printers) | 62 | 65 | 65 |
| Servers | 20 | 20 | 20 |
| Network Appliances | 7 | 7 | 7 |

AUTHORIZED PERSONNEL

| | | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|--|--------------------------------|----------------|---------------------------|----------------------------|
| | Position Title | | | |
| | Network Technician/ IT Analyst | 2.00 | 2.00 | 2.00 |
| | Total Personnel | 2.00 | 2.00 | 2.00 |

Contributions from operating funds

| Operating Division | 2018 Budget | 2019 Budget | 2020 Budget |
|--|-------------------|---------------------|--------------------|
| Legislative | \$ 2,000 | \$ 5,100 | \$ 17,200 |
| Executive | 25,900 | 36,700 | 24,000 |
| Finance | 22,300 | 43,000 | 32,600 |
| Community Development | 41,400 | 52,700 | 48,700 |
| Legal/Judicial | 2,000 | 2,100 | 500 |
| Misc. Services | 1,100 | 1,100 | 0 |
| Streets | 9,900 | 10,200 | 17,100 |
| Engineering | 48,000 | 69,000 | 61,900 |
| Police | 136,210 | 151,300 | 180,000 |
| Fire | 45,200 | 46,600 | 57,500 |
| Parks & Recreation | 70,000 | 77,100 | 110,500 |
| Utility Billing | 7,600 | 0 | 31,600 |
| Fleet Management | 37,400 | 38,500 | 17,100 |
| Building Maintenance | 9,700 | 10,000 | 13,800 |
| Water | 23,500 | 44,200 | 37,600 |
| Wastewater | 21,500 | 44,700 | 30,100 |
| Water Billing | 10,000 | 27,600 | 0 |
| Wastewater Billing | 10,000 | 0 | 0 |
| Airport | 2,000 | 2,100 | 2,800 |
| Storm Water | 6,500 | 6,700 | 17,600 |
| Ambulance Services | 13,400 | 13,800 | 28,700 |
| <i>Subtotal-Information Technology</i> | <u>545,610</u> | <u>682,500</u> | <u>729,300</u> |
| Utility Billing Solid Waste | | 140,100 | 159,300 |
| Utility Billing Water | | 316,100 | 305,000 |
| Utility Billing WasteWater | | 316,100 | 305,000 |
| Utility Billing Storm Water | | 44,100 | 87,500 |
| Utility Billing Ambulance | | 44,100 | 87,500 |
| <i>Subtotal-Utility Billing</i> | | <u>860,500</u> | <u>944,300</u> |
| Total | <u>\$ 545,610</u> | <u>\$ 1,543,000</u> | <u>\$1,673,600</u> |

BUDGET SUMMARY

517 Central Services

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|------------|----------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Exp Summary By Function | | | | | | |
| 51870 Printing Svcs | \$ 39,604 | \$ 46,600 | \$ 32,784 | \$ 47,500 | 2% | 3% |
| 51888 Operations-General | 462,958 | 609,486 | 382,846 | 629,060 | 3% | 38% |
| 51890 Other Centralized Svcs | 78,896 | 92,000 | 57,728 | 82,920 | -10% | 5% |
| 59418 Centralized Services | 23,076 | 20,000 | 35,965 | 12,000 | -40% | 1% |
| Debt Service | 18,551 | 18,550 | 15,536 | 4,715 | -75% | 0% |
| Total IT Expenditures | 623,085 | 786,636 | 524,859 | 776,195 | -1% | 46% |
| Plus: Utility Services Expenditures | 12,688 | 897,980 | 657,994 | 900,287 | 0% | 54% |
| Total Fund Expenditures | \$ 635,773 | \$ 1,684,616 | \$ 1,182,853 | \$ 1,676,482 | 0% | 100% |

Revenue Summary By Type

| | | | | | | |
|----------------------------------|------------|--------------|--------------|--------------|----|------|
| 340 Chargs for Goods/Services-IT | \$ 620,815 | \$ 682,500 | \$ 511,875 | \$ 729,300 | 7% | 100% |
| 340 Chargs for Goods/Services-UB | | 860,500 | 645,375 | 944,300 | | |
| 360 Miscellaneous Revenues | 3,362 | 0 | 345 | 0 | 0% | 0% |
| 370 State Grant-Capital Cont. | 30,000 | | | | | |
| Total Revenues | \$ 654,177 | \$ 1,543,000 | \$ 1,157,595 | \$ 1,673,600 | 8% | 100% |

Fund Balance

| | | | | | | |
|----------------------------|------------|------------|------------|------------|--|--|
| Beginning Balance | \$ 269,510 | \$ 150,000 | \$ 287,914 | \$ 150,000 | | |
| Revenues less Expenditures | 18,404 | (141,616) | (25,258) | (2,882) | | |
| Ending Balance | \$ 287,914 | \$ 8,384 | \$ 262,656 | \$ 147,118 | | |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|------------|----------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Expense Summary By Type | | | | | | |
| 100 Salaries & Wages | \$ 126,225 | \$ 448,675 | \$ 314,411 | \$ 481,132 | 7% | 17% |
| 200 Personnel Benefits | 73,369 | 239,891 | 183,151 | 252,111 | 5% | 10% |
| <i>Sub-Total - Salaries & Benefits</i> | 199,594 | 688,566 | 497,562 | 733,243 | 6% | 28% |
| 300 Operating Supplies | 218,142 | 292,200 | 87,396 | 157,000 | -46% | 32% |
| 400 Professional Services & Charges | 176,401 | 665,300 | 546,410 | 769,520 | 16% | 37% |
| 600 Capital Outlay | 23,076 | 20,000 | 35,965 | 12,000 | -40% | 3% |
| 700 Debt Service - Principal | 16,733 | 17,550 | 14,815 | 4,615 | -74% | 0% |
| 800 Debt Service - Interest | 1,817 | 1,000 | 720 | 100 | -90% | 0% |
| Total Expenditures | \$ 635,763 | \$ 1,684,616 | \$ 1,182,868 | \$ 1,676,478 | 0% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MISCELLANEOUS SERVICES

GENERAL FUND 006

Finance Director

Cindy Jensen

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 labor negotiations was included in the 2019 budget, but since bargaining units in General Fund are settled, the contingency was not repeated in 2020.

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

| Description | 2018 Actual | 2019 Budget | 2020 Prelim. |
|--|--------------------|--------------------|--------------------|
| Wellness Program | 23,500 | 28,100 | \$31,900 |
| Election Costs | 0 | 10,000 | 5,000 |
| Chamber of Commerce | 5,500 | 5,500 | 5,500 |
| AWC Dues | 15,600 | 15,800 | 18,000 |
| Grant Co Economic Development | 20,000 | 20,000 | 20,000 |
| Public Health District | 28,500 | 29,600 | 48,440 |
| 2% Liquor taxes for Alcoholism Program | 4,000 | 4,400 | 6,500 |
| Senior Center | 10,750 | 10,750 | 10,750 |
| Interfund Loan Repayment | 525,110 | 0 | 0 |
| Transfer to Streets Operating | 1,500,000 | 1,600,000 | 1,680,000 |
| Transfer to Streets Capital | 205,000 | 0 | 0 |
| Transfer to Ambulance | 74,340 | 74,340 | 74,340 |
| Contingency | | 250,000 | 0 |
| Other Miscellaneous | 25,490 | 23,250 | 20,150 |
| Fund Total | \$2,427,790 | \$2,071,740 | \$1,920,580 |

Note: An Interfund loan was fully paid in 2018, which freed up over \$500,000 for other General Fund priorities, including some additional staffing. The 2020 budget includes \$5,000 should Council require a special election, and increasing the Health District per capita allocation from the current \$1.25 per capita to their request of \$2.00 per capita.

Council asked for the transfer to Ambulance be discontinued (if possible), and that amount be applied to an increase in Grant County Economic Development of \$10,000, and funding the first year of assessments to Grant County Conservation District of about \$48,000.

BUDGET SUMMARY

006 Miscellaneous 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 |
| 51160 Legislative | \$ 2,677 | \$ 1,800 | \$ 1,932 | \$ 2,000 | 11% | 0% |
| 51310 Executive | 1,100 | 1,100 | 825 | | -100% | 0% |
| 51423 Budtng, Acctng, Audtng, & Fin | | 250,000 | | | 0% | 0% |
| 51440 Election Services | | 10,000 | | 5,000 | 0% | 0% |
| 51790 Othr Empl Benefit | 20,926 | 30,700 | 10,160 | 31,900 | 4% | 2% |
| 51820 Prop Mgmt Srvc - Auditorium | 1,004 | 2,500 | | 2,500 | 0% | 0% |
| 51890 Other Centralized Svcs | 49,617 | 57,500 | 46,327 | 57,500 | 0% | 3% |
| 52560 Disaster Preparedness | | 1,500 | | 1,500 | 0% | 0% |
| 56200 Public Health | 25,457 | 29,600 | 29,575 | 48,440 | 64% | 3% |
| 56600 Chemical Dependency | 6,062 | 4,400 | 6,166 | 6,500 | 48% | 0% |
| 56900 Aging And Adult Services | 10,750 | 10,750 | 10,750 | 10,750 | 0% | 1% |
| 57546 Operations-Contracted | | 150 | | 150 | 0% | 0% |
| 58120 Interfund Loan Repayment | 500,000 | | | | | 0% |
| 59219 Interest /Misc General Gov. | 25,110 | | | | | 0% |
| 59700 Transfers Out | 1,779,340 | 1,674,340 | 1,255,755 | 1,754,340 | 5% | 91% |
| Total Expenditures | \$ 2,422,043 | \$ 2,074,340 | \$ 1,361,490 | \$ 1,920,580 | -7% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|--------------|----------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 000 Interfund Transfer | \$ 1,779,340 | \$ 1,674,340 | \$ 1,255,755 | \$ 1,754,340 | 5% | 91% |
| 300 Operating Supplies | 12,697 | 7,000 | 805 | 10,500 | 50% | 1% |
| 400 Professional Services & Charge | 73,374 | 347,500 | 69,187 | 94,300 | -73% | 5% |
| 500 Intergovernmental Services | 31,519 | 45,500 | 35,741 | 61,440 | 35% | 3% |
| 700 Debt Service - Principal | 500,000 | | | | | 0% |
| 800 Debt Service - Interest | 25,110 | | | | | 0% |
| Total Expenditures | \$ 2,422,040 | \$ 2,074,340 | \$ 1,361,488 | \$ 1,920,580 | -7% | 100% |

CITY OF MOSES LAKE
2020 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 \$82,000 in 2020 on their behalf. The City is using about \$42,000 of its General Fund resources on the Library facility. (We spent \$130,000, \$123,000 and \$122,000 in 2016, 2017, and 2018 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 2017, the Library District had operating expenses are \$12.5 million. Their "Unreserved Cash and Investments" is about \$19.7 million as of December 31, 2017. Since Moses Lake citizens pay about \$788,000 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) |
|--------------------------------|---------------|---------------|------------------|---------------|-------------|--------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Exp Summary By Function | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 57250 Facilities | \$ 121,665 | \$ 80,200 | \$ 58,235 | \$ 82,100 | 2% | 100% |
| Total Expenditures | \$ 121,665 | \$ 80,200 | \$ 58,235 | \$ 82,100 | 2% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|-------------------|------------------|------------------|------------------|-------------|--------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Expense Summary By Type | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 400 Professional Services & Charge | \$ 121,665 | \$ 80,200 | \$ 58,235 | \$ 82,100 | 2% | 100% |
| Total Expenditures | \$ 121,665 | \$ 80,200 | \$ 58,235 | \$ 82,100 | 2% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

FIREMEN'S RELIEF AND PENSION
FUND 611

Finance Director

Cindy Jensen

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. 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) |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 51738 Payments To Claimants & Ber | \$ 21,049 | \$ 50,500 | \$ 19,431 | \$ 50,500 | 0% | 100% |
| Total Expenditures | <u>\$ 21,049</u> | <u>\$ 50,500</u> | <u>\$ 19,431</u> | <u>\$ 50,500</u> | 0% | 100% |
| Revenue Summary By Type | | | | | | |
| 330 Intergovernmental Revenues | \$ 29,791 | \$ 30,000 | \$ 37,513 | \$ 30,000 | 0% | 81% |
| 360 Miscellaneous Revenues | 5,951 | 7,000 | 0 | 3,000 | 0% | 19% |
| Total Revenues | <u>\$ 35,742</u> | <u>\$ 37,000</u> | <u>\$ 37,513</u> | <u>\$ 33,000</u> | -11% | 100% |
| Fund Balance | | | | | | |
| Beginning Balance | \$ 343,215 | \$ 320,000 | \$ 357,908 | \$ 320,000 | | |
| Revenues less Expenditures | 14,693 | (13,500) | 18,082 | (17,500) | | |
| Ending Balance | <u>\$ 357,908</u> | <u>\$ 306,500</u> | <u>\$ 375,990</u> | <u>\$ 302,500</u> | | |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

TOURISM ACTIVITIES
LODGING TAXES – FUND 102

Finance Director
Parks & Recreation Director

Cindy Jensen
Spencer Grigg

DEFINITION

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

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

Historically, the City through the Parks Department has used the first 2% of the tax, and are using it for debt service for recent improvements for the water park. We pledged \$250,000 of the “second 2%” as match for a state RCO grant to light Larson Field, which was started 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. \$300,000 of the estimated 2020 tax collection is also going for this project. The ongoing tax stream could be pledged for debt service on this new facility.

We received requests for use of the “second 2%”, and the LTAC has convened to review the proposals. The budget includes the LTAC recommended amount of \$266,000 allocated for nine proposals. Council has approved the amounts as well.

REVENUE

The Hotel/Motel tax has been strong in the past few years, and was shored up by 2 additional hotels coming online in 2018. The total tax collected went from \$552,050 in 2016 to \$676,594 in 2017, and \$695,939 in 2018 increase of 26.1% in two years. Through September of 2019, the year-to-date collected is 10.6% ahead of last year at this time, so we are continuing to grow this revenue source, which is conservatively estimated to end 2019 at \$745,000. The 2020 tax is estimated to grow to \$760,000 (about 2%) over the 2019 estimate.

BUDGET SUMMARY
102 Tourism Activities

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------------|-------------------|---------------------|-------------------|-------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 57528 Operations-General | \$ 250,069 | \$ 332,464 | \$ 239,186 | \$ 271,000 | -18% | 34% |
| 59700 Transfers Out | 613,200 | 979,400 | 614,400 | 414,400 | -58% | 66% |
| Total Expenditures | <u>\$ 863,269</u> | <u>\$ 1,311,864</u> | <u>\$ 853,586</u> | <u>\$ 685,400</u> | -48% | 100% |

Revenue Summary By Type

| | | | | | | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|----|------|
| 310 Taxes | \$ 695,939 | \$ 710,000 | \$ 534,418 | \$ 760,000 | 7% | 99% |
| 360 Miscellaneous Revenues | 17,824 | 10,000 | 0 | 5,000 | 0% | 1% |
| Total Revenues | <u>\$ 713,763</u> | <u>\$ 720,000</u> | <u>\$ 534,418</u> | <u>\$ 765,000</u> | 6% | 100% |

Fund Balance

| | | | | |
|----------------------------|-------------------|-------------------|-------------------|-------------------|
| Beginning Balance | \$ 1,049,737 | \$ 900,000 | \$ 900,231 | \$ 300,000 |
| Revenues less Expenditures | (149,506) | (591,864) | (319,168) | 79,600 |
| Ending Balance | <u>\$ 900,231</u> | <u>\$ 308,136</u> | <u>\$ 581,063</u> | <u>\$ 379,600</u> |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|---------------------------|-------------------|---------------------|-------------------|-------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 000 Interfund Transfer | \$ 613,200 | \$ 979,400 | \$ 614,400 | \$ 414,400 | -58% | 60% |
| 400 Professional Services | 250,068 | 332,464 | 239,186 | 271,000 | -18% | 40% |
| Total Expenditures | <u>\$ 863,268</u> | <u>\$ 1,311,864</u> | <u>\$ 853,586</u> | <u>\$ 685,400</u> | -48% | 100% |

CITY OF MOSES LAKE
2020 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. Police are replacing the TRT vehicle, and the 2020 budget includes \$235,000 for this purpose. We have received a commitment from the consortium to reimburse us \$60,000 per year for three years (a total of \$180,000), leaving the City a net expense of \$55,000 for this purchase.

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

BUDGET SUMMARY

103 Grants and Donations

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 51790 Othr Empl Benefit | \$ - | \$ 1,000 | \$ - | \$ - | -100% | 1% |
| 52110 Administration | 5,290 | 12,000 | 4,382 | | -100% | 6% |
| 52121 Investigation | 9,674 | | 6,595 | 5,000 | | 0% |
| 52122 Patrol | 35,264 | 162,000 | 18,576 | 274,000 | 69% | 30% |
| 52123 Special Units | 9,348 | 65,000 | 33,347 | 30,000 | -54% | 8% |
| 52130 Crime Prevention | 13,508 | 14,988 | 1,667 | 14,000 | -7% | 8% |
| 52170 Traffic Policing | 40,637 | 5,000 | 7,733 | 3,500 | -30% | 3% |
| 52210 Administration | 5,026 | 1,000 | 1,386 | | 0% | 1% |
| 52220 Fire Suppression/ EMS | 1,161 | 3,000 | | | -100% | 2% |
| 57120 Education & Rec Services | 632 | | 1,026 | 1,300 | | 102% |
| 57530 Museum & Art Galleries | 39,884 | 59,700 | 23,739 | 15,500 | | 23% |
| 57680 General Parks | 4,556 | | 4,565 | 5,000 | 0% | 0% |
| 59421 Law Enforcement | 31,709 | 40,000 | 18,080 | | -100% | 20% |
| Total Expenditures | <u>\$ 196,689</u> | <u>\$ 363,688</u> | <u>\$ 121,096</u> | <u>\$ 348,300</u> | -4% | 100% |
| Revenue Summary By Type | | | | | | |
| 330 Intergovernmental Revenues | \$ 185,298 | \$ 132,104 | \$ 93,454 | \$ 107,600 | -19% | 75% |
| 340 Chargs for Goods/Services | 1,020 | 1,900 | 732 | 0 | 0% | 1% |
| 360 Miscellaneous Revenues | 236,059 | 42,100 | 126,011 | 95,000 | 126% | 24% |
| 390 Other Financing Resources | | | | | | |
| Total Revenues | <u>\$ 422,377</u> | <u>\$ 176,104</u> | <u>\$ 220,197</u> | <u>\$ 202,600</u> | 15% | 100% |
| Fund Balance | | | | | | |
| Beginning Balance | \$ 531,340 | \$ 500,000 | \$ 757,028 | \$ 700,000 | | |
| Revenues less Expenditures | 225,688 | (187,584) | 99,101 | (145,700) | | |
| Ending Balance | <u>\$ 757,028</u> | <u>\$ 312,416</u> | <u>\$ 856,129</u> | <u>\$ 554,300</u> | | |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 100 Salaries & Wages | \$ 6,643 | \$ 5,000 | \$ 5,699 | \$ 3,500 | -30% | 3% |
| 200 Personnel Benefits | 982 | | 2,027 | | 0% | 0% |
| <i>Sub-Total - Salaries & Benefits</i> | <u>7,625</u> | <u>5,000</u> | <u>7,726</u> | <u>3,500</u> | -30% | 3% |
| 300 Operating Supplies | 113,945 | 161,600 | 65,096 | 80,300 | -50% | 55% |
| 400 Professional Services | 43,394 | 157,088 | 30,180 | 264,500 | 68% | 22% |
| 600 Capital Outlay | 31,708 | 40,000 | 18,080 | | -100% | 20% |
| Total Expenditures | <u>\$ 196,672</u> | <u>\$ 363,688</u> | <u>\$ 121,082</u> | <u>\$ 348,300</u> | -4% | 100% |

CITY OF MOSES LAKE
2020 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 both 2019 and 2020, 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) |
|------------------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 51776 Risk Transfer Payments | \$ 1,500 | \$ 1,500 | \$ 1,125 | \$ 1,500 | 0% | 5% |
| 51778 Payments To Claimants | 36,934 | 30,000 | 12,362 | 40,000 | 33% | 95% |
| Total Expenditures | \$ 38,434 | \$ 31,500 | \$ 13,487 | \$ 41,500 | 32% | 100% |

Revenue Summary By Type

| | | | | | | |
|----------------------------|---------------|------------------|-------------|------------------|-----------|-------------|
| 340 Charges for Services | \$ - | \$ 30,000 | \$ - | \$ 30,000 | | 100% |
| 360 Miscellaneous Revenues | 625 | | | | | |
| Total Revenues | \$ 625 | \$ 30,000 | \$ - | \$ 30,000 | 0% | 100% |

Fund Balance

| | | | | | | |
|----------------------------|------------------|------------------|-----------------|-----------------|--|--|
| Beginning Balance | \$ 56,850 | \$ 15,000 | \$ 18,416 | \$ 15,000 | | |
| Revenues less Expenditures | (38,434) | (1,500) | (13,487) | (11,500) | | |
| Ending Balance | \$ 18,416 | \$ 13,500 | \$ 4,929 | \$ 3,500 | | |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 400 Professional Services & Charges | \$ 38,434 | \$ 31,500 | \$ 13,487 | \$ 41,500 | 32% | 100% |
| Total Expenditures | \$ 38,434 | \$ 31,500 | \$ 13,487 | \$ 41,500 | 32% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

DEBT SERVICE
VARIOUS FUNDS

Finance Director

Cindy Jensen

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 interest rates were good on our recent leases, it is management’s intent to fund replacement vehicles as we go to avoid future debt transactions.
- Interfund loans are typically used for shorter term needs 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 their last interfund loan was in 2016, with the last payment being made in 2020.

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, 2018, the 1.5% of the assessed valuation of \$2,189 million was \$32.8 million. The net GO debt outstanding was about \$6.5 million, leaving \$26.3 million or 80% of our capacity for potential future debt issuance. This is a very good ratio of debt to capacity. The use of debt capacity is another topic for inclusion in a comprehensive financial policy.

The only debt related activity in the 2019 budget was the repayment of existing debt. We did not issue new debt in 2019. The 2020 budget does include the issuance of \$11.5 million of general obligation debt to construct the Larson Recreation Center. The debt service wouldn’t begin until 2021, after the Civic Center debt is paid off. We are also proposing to replace two fire apparatus by bonding for approximately \$2.5 million—this isn’t in the current budget—Council will review the proposal and could direct to include this in the Final Budget.

A table of Outstanding Debt by type follows:

| Type / Fund | Description | Date of Issue | Final Maturity | Original Amount | Principal | 2020 Interest | Balance | Annual PMT |
|--------------------------------|-------------------------------|---------------|----------------|----------------------|---------------------|-------------------|---------------------|-------------|
| GO BONDS | | | | | | | | |
| 000 | Ice Rink/Flow Rider/Sinkhouse | 7/14/2015 | 8/1/2026 | \$ 2,970,833 | \$ 295,833 | \$ 85,208 | \$ 1,983,334 | 381,041 |
| 487 | Parks Maint. Building | 7/14/2015 | 8/1/2026 | 594,167 | 59,167 | 17,042 | 396,666 | 76,209 |
| 528 | Civic Center | 9/7/2010 | 12/1/2020 | 5,925,000 | 665,000 | 21,613 | - | 686,613 |
| 528 | Firestation #1 | 12/12/2012 | 9/1/2023 | 1,650,000 | 165,000 | 20,850 | 530,000 | 185,850 |
| GO Bonds Totals | | | | <u>\$ 11,140,000</u> | <u>\$ 1,185,000</u> | <u>\$ 144,713</u> | <u>\$ 2,910,000</u> | 1,329,713 |
| REVENUE BONDS | | | | | | | | |
| 450 | W/S System Improvements | 8/23/2011 | 8/23/2021 | \$ 4,905,000 | \$ 530,000 | \$ 34,938 | \$ 545,000 | 564,938 |
| 452 | Operations Complex | 9/1/2004 | 9/1/2024 | 7,015,000 | 485,000 | 191,250 | 3,340,000 | 676,250 |
| Revenue Bonds Totals | | | | <u>\$ 11,920,000</u> | <u>\$ 1,015,000</u> | <u>\$ 226,188</u> | <u>\$ 3,885,000</u> | 1,241,188 |
| INTERGOVERNMENTAL LOANS | | | | | | | | |
| 485 | Waste Water Treatment Plant | 7/1/2001 | 6/1/2021 | \$ 750,000 | \$ 32,280 | \$ 323 | \$ 32,281 | 32,603 |
| 485 | Waste Water Treatment Plant | 7/1/2002 | 6/1/2022 | 10,000,000 | 529,412 | 7,941 | 1,058,823 | 537,353 |
| | | | | <u>\$ 10,750,000</u> | <u>\$ 561,692</u> | <u>\$ 8,264</u> | <u>\$ 1,091,104</u> | 572,764 |
| EQUIPMENT LEASES | | | | | | | | |
| 519 | Equipment Purchase | 5/20/2016 | 7/1/2020 | 1,009,000 | 207,280 | 10,499 | - | 217,779 |
| 030 | Police Electronics | 4/11/2016 | 4/1/2020 | 74,206 | 4,638 | 775 | - | 5,413 |
| 519 | Equipment Purchase | 4/15/2017 | 4/15/2022 | 505,400 | 102,580 | 6,814 | 243,055 | 109,394 |
| Equipment Leases Totals | | | | <u>\$ 1,588,606</u> | <u>\$ 314,498</u> | <u>\$ 18,088</u> | <u>\$ 243,055</u> | 332,586 |
| INTERFUND LOANS (1) | | | | | | | | |
| 490 | Solid Waste Utility | 12/22/2016 | 12/22/2020 | 300,000 | 150,000 | 1,500 | - | 151,500 |
| 528 | Building Maintenance | 7/28/2010 | 7/28/2021 | 4,000,000 | 686,374 | 27,730 | 700,101 | 714,104 |
| 528 | Building Maintenance | 10/25/2011 | 11/8/2021 | 1,500,000 | 257,390 | 10,399 | 262,538 | 267,789 |
| Interfund Loans Totals | | | | <u>\$ 5,800,000</u> | <u>\$ 1,093,764</u> | <u>\$ 39,629</u> | <u>\$ 962,639</u> | \$1,133,393 |

(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
519 Equipment Rental & Replacement
528 Building Maintenance

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

SOLID WASTE
SANITATION FUND 490

Finance Director
Utility Service Supervisor

Cindy Jensen
Jessica Cole

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.

After several years of requiring interfund loans to fund basic operations, and concern by the State Auditors about the financial stability of this fund, Council commissioned a rate study in the summer of 2018, and developed rates that brought this fund back to paying for itself.

The current hauling contract is scheduled to expire the end of August, 2020. Because of a potentially long lead time required for a changeover in providers, Council asked for proposals from our current providers. Lakeside is the main contract, but solid waste service has a 10 year lag after annexation of a property into the City, so CDSI is serving our areas that were annexed in the past 10 years. Both contractors have presented rates that will result in a rather large reduction in the annual cost, and Council is deciding on which contractor to negotiate a new contract with. The 2020 Preliminary Budget is still “status quo” and does not have any potential contract changes incorporated yet. The final budget will reflect a reduction in professional services for the hauler contract, and corresponding reduction in revenue to reflect a reduction in rates charged to customers.

PERFORMANCE STATISTICS

| | 2018 Actual | 2019 Prelim | 2020 Proposed Budget |
|-------------------------------------|----------------|----------------|----------------------------|
| Solid Waste Operations | | | |
| Residential # of customers billed | 6,778 | 6,941 | 6,950 |
| Commercial # of customers billed | 1,113 | 1,103 | 1,115 |
| Tons of garbage collected | 23,879 | 15,663 | 15,600 |
| Tons of yard waste collected | 3,779 | 6,066 | 6,000 |
| | | | |
| Tons of recycled material collected | 907 | 737 | 900 |

BUDGET SUMMARY

Sanitation /Solid Waste 490

| | (1) | (2) | (3) | (4) | (5) | (6) |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|--------|-------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Exp Summary By Function | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 53710 Administration-General | \$ 12,541 | \$ - | \$ - | \$ - | | 0% |
| 53760 Operations-Contract Proc. | 775,265 | 882,000 | 449,373 | 850,000 | -4% | 19% |
| 53770 Operations-Cust. Svcs & | 3,655,708 | 3,672,110 | 2,498,284 | 3,513,500 | -4% | 78% |
| 53780 Operations-General | 7,206 | 10,000 | 6,422 | 10,000 | 0% | 0% |
| 58120 Interfund Loan Repayment | 75,000 | 150,000 | | 150,000 | 0% | 3% |
| 59232 Interfund Loan Interest | 3,750 | 1,500 | | 1,500 | 0% | 0% |
| Total Expenditures | <u>\$ 4,529,470</u> | <u>\$ 4,715,610</u> | <u>\$ 2,954,079</u> | <u>\$ 4,525,000</u> | -4% | 100% |

Revenue Summary By Type

| | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-----|------|
| 330 Grants | \$ 2,547 | | \$ 11,575 | | | |
| 340 Charges for Goods/Services | 4,466,239 | 4,790,000 | 3,494,650 | 4,670,000 | -3% | 100% |
| 360 Miscellaneous Revenues | 1,301 | 0 | 143,563 | 0 | | 0% |
| Total Revenues | <u>\$ 4,470,087</u> | <u>\$ 4,790,000</u> | <u>\$ 3,649,788</u> | <u>\$ 4,670,000</u> | -3% | 100% |

Fund Balance

| | | | | | | |
|----------------------------|------------------|------------------|-------------------|-------------------|--|--|
| Beginning Balance | \$ 110,243 | \$ - | \$ 50,860 | \$ 150,000 | | |
| Revenues less Expenditures | (59,383) | 74,390 | 695,709 | 145,000 | | |
| Ending Balance | <u>\$ 50,860</u> | <u>\$ 74,390</u> | <u>\$ 746,569</u> | <u>\$ 295,000</u> | | |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|---------------------|---------------------|---------------------|--------|-------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Expense Summary By Type | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 100 Salaries & Wages | \$ 29,745 | \$ - | \$ - | \$ - | 0% | 0% |
| 200 Personnel Benefits | 16,331 | | | | 0% | 0% |
| <i>Sub-Total - Salaries & Benefits</i> | 46,076 | 0 | 0 | 0 | 0% | 0% |
| 300 Operating Supplies | 50,642 | 30,000 | 34,553 | 35,000 | 100% | 1% |
| 400 Professional Services & Charges | 3,863,430 | 4,104,110 | 2,537,243 | 4,338,500 | 81% | 87% |
| 500 Intergovernmental Services | 490,565 | 430,000 | 382,280 | | 164% | 9% |
| 700 Debt Service - Principal | 75,000 | 150,000 | | 150,000 | 150% | 3% |
| 800 Debt Service - Interest | 3,750 | 1,500 | | 1,500 | 267% | 0% |
| Total Expenditures | <u>\$ 4,529,463</u> | <u>\$ 4,715,610</u> | <u>\$ 2,954,076</u> | <u>\$ 4,525,000</u> | 93% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

POLICE DEPARTMENT 030
GENERAL FUND

Police Chief
Captain (Interim Chief)

Kevin Fuhr
Dave Sands

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.

2019 ACCOMPLISHMENTS

Our primary goals in 2019, and onward, is to increase staffing levels to help with increased workload and training requirements. In late spring we trained a second K-9 officer. This allows us to have a K-9 scheduled throughout the week instead of just four days. While we were able to get the new K-9 officer trained early in the year, it did take us until September to hire his replacement for patrol. This additional officer takes us up to 38 funded commissioned positions.

We had also identified some equipment needs for the 2019 budget. With the help of an alternate funding source we were able to replace all of our handguns and upgrade to weapons with high tech optics. Officers had been carrying .45 caliber handguns and we switched over to the 9mm. These weapons will better fit officers of varying sizes and has the added benefit of less expensive ammunition.

2020 PROJECTS / WORK PLAN

Our primary goal remains the same, to increase staffing levels. In 2020 we are requesting one commissioned position to allow for the addition of a major crimes detective. Major crimes detectives handle most of the complex cases for the agency. These tend to be labor and special skill intensive. Currently we have two detectives and a sergeant assigned to major crimes. This request is currently unbudgeted.

There is a "wildcard" regarding personnel in 2020 -- Proposition 1. This proposition, if passed, would increase the sales tax in Grant County by 3/10 of a percent. The current revenue estimate to the City of Moses Lake is around \$1,000,000. If that estimate proves accurate this would allow for the addition of up to six commissioned officers, two of which would be assigned to major crimes investigations, and at least one civilian clerical position. Clearly that would pay for the position that we are requesting.

A secondary goal for the agency in 2020 is technology and equipment. Our major crimes detectives are in need of equipment and computer programs to more effectively investigate crimes involving various media, which is just about every crime they investigate. Currently, investigators are borrowing equipment and capabilities from other agencies or utilizing free versions of programs that do not allow for full functionality.

BUDGET DECISION REQUESTS

- Addition of one police officer to allow for the addition of one major crimes detective (Unbudgeted)
- Purchase computer programs and equipment for more effective criminal investigations (Budgeted)
- Increase budget to purchase and replace uniform jumpsuits (Budgeted)

PERFORMANCE STATISTICS

National Incident-Based Reporting System (NIBRS) Historical Statistics

| | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------|--------|--------|--------|--------|--------|--------|
| Population | 21,250 | 21,600 | 22,080 | 22,250 | 22,730 | 23,660 |
| FT Officers | 33 | 33 | 32 | 32 | 33 | 36 |
| Calls for Service | 16739 | 16723 | 18270 | 17620 | 16,925 | 18,388 |
| Crime Rate Per 1000 | 142 | 138.1 | 133.8 | 126 | 102.6 | 84.2 |
| Total Offenses | 3017 | 2983 | 2954 | 2803 | 2331 | 1993 |
| Group A Arrests | 1572 | 1392 | 1328 | 1176 | 990 | 670 |
| Group B Arrests | 724 | 633 | 562 | 390 | 387 | |
| Clearence Rate | 46.60% | 49.20% | 56.90% | 48.30% | 50.40% | 40.10% |
| Infractions | 1714 | 1610 | 1146 | 993 | | |
| Citations | 336 | 347 | 485 | 465 | | |

2018 Washington NIBRS Submission Agencies

Moses Lake PD

Grant County Population: Months Reported:

23,660

12

Offense Overview

| | |
|----------------------|-------|
| Offense Total | 1,993 |
| # of Cleared Offense | 799 |
| Percent Cleared | 40.1% |

Group A Arrest Overview

| | |
|-----------------------|-----|
| Arrest Total | 670 |
| Adult Arrest Total | 516 |
| Juvenile Arrest Total | 154 |

| Group A Offenses | Reported 2017 | Reported 2018 | % of Change | Crime Rate per 1,000 | Total Arrests | DV Offense Totals |
|----------------------------------|---------------|---------------|---------------|----------------------|---------------|-------------------|
| Murder | 0 | 0 | | 0.0 | 0 | 0 |
| Manslaughter | 0 | 0 | | 0.0 | 0 | 0 |
| Rape | 9 | 8 | -11.1% | 0.3 | 3 | 4 |
| Sodomy | 6 | 3 | -50.0% | 0.1 | 1 | 1 |
| Sexual Assault w/Object | 1 | 0 | -100.0% | 0.0 | 0 | 0 |
| Fondling | 8 | 2 | -75.0% | 0.1 | 2 | 0 |
| Aggravated Assault | 100 | 60 | -40.0% | 2.5 | 19 | 21 |
| Simple Assault | 322 | 244 | -24.2% | 10.3 | 162 | 132 |
| Intimidation | 1 | 0 | -100.0% | 0.0 | 0 | 0 |
| Kidnapping | 13 | 10 | -23.1% | 0.4 | 7 | 9 |
| Incest | 0 | 0 | | 0.0 | 0 | 0 |
| Statutory Rape | 2 | 1 | -50.0% | 0.0 | 1 | 0 |
| Human Trafficking Offenses | 0 | 0 | | 0.0 | 0 | 0 |
| Violation of No Contact/Protect. | 78 | 44 | -43.6% | 1.9 | 21 | 39 |
| Robbery | 18 | 11 | -38.9% | 0.5 | 4 | 2 |
| Burglary | 166 | 178 | 7.2% | 7.5 | 50 | 6 |
| Larceny-Theft Offenses | 845 | 817 | -3.3% | 34.5 | 215 | 7 |
| Motor Vehicle Theft | 90 | 77 | -14.4% | 3.3 | 12 | 7 |
| Arson | 2 | 3 | 50.0% | 0.1 | 1 | 0 |
| Destruction of Property | 198 | 178 | -10.1% | 7.5 | 37 | 0 |
| Counterfeiting/Forgery | 41 | 53 | 29.3% | 2.2 | 7 | 0 |
| Fraud Offenses | 67 | 54 | -19.4% | 2.3 | 3 | 0 |
| Embezzlement | 13 | 2 | -84.6% | 0.1 | 0 | 0 |
| Extortion/Blackmail | 1 | 0 | -100.0% | 0.0 | 0 | 0 |
| Bribery | 0 | 0 | | 0.0 | 0 | 0 |
| Stolen Property Offenses | 30 | 25 | -16.7% | 1.1 | 19 | 0 |
| Animal Cruelty | 0 | 1 | | 0.0 | 0 | 0 |
| Drug/Narcotic Violations | 190 | 129 | -32.1% | 5.5 | 95 | 0 |
| Drug Equipment Violations | 105 | 65 | -38.1% | 2.7 | 1 | 0 |
| Gambling Offenses | 0 | 0 | | 0.0 | 0 | 0 |
| Pornography | 3 | 4 | 33.3% | 0.2 | 2 | 0 |
| Prostitution Offenses | 2 | 0 | -100.0% | 0.0 | 0 | 0 |
| Weapon Law Violations | 29 | 24 | -17.2% | 1.0 | 8 | 0 |
| Grand Total | 2,340 | 1,993 | -14.8% | 84.2 | 670 | 228 |

AUTHORIZED PERSONNEL

| Class Code | Position Title | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|------------------------|-----------------------------|--------------|---------------------|----------------------|
| | 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 | 25.00 | 26.00 | 26.00 |
| | Community Services Officers | 2.00 | 2.00 | 2.00 |
| | Police Records Technician | 3.00 | 3.00 | 3.00 |
| | Administrative Assistant | 1.00 | 1.00 | 1.00 |
| | Police Records Supervisor | 1.00 | 1.00 | 1.00 |
| | Evidence Custodian | 1.00 | 1.00 | 1.00 |
| Total Personnel | | 45.00 | 46.00 | 46.00 |

Note: The number of commissioned officers for 2019 is 38, which is approximately 1.6 officers per thousand population.

BUDGET SUMMARY

Dept. 030 Police

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-----------------------------------|--------------|----------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 52110 Administration | \$ 1,503,541 | \$ 1,577,881 | \$ 1,169,401 | \$ 1,697,139 | 8% | 21% |
| 52121 Investigation | 664,020 | 640,401 | 514,162 | 761,608 | 19% | 9% |
| 52122 Patrol | 2,955,911 | 3,683,003 | 2,680,379 | 3,940,040 | 7% | 49% |
| 52123 Special Units | 22,705 | 24,500 | 22,725 | 27,000 | 10% | 0% |
| 52126 Enhanced 911 | 499,540 | 520,650 | 390,487 | 524,910 | 1% | 7% |
| 52130 Crime Prevention | 89,258 | 82,599 | 64,476 | 99,547 | 21% | 1% |
| 52140 Training | 336,155 | | 179,530 | | 0% | 0% |
| 52150 Facilities | 191,843 | 142,430 | 106,382 | 256,030 | 80% | 2% |
| 52170 Traffic Policing | 357,956 | 540,000 | 313,121 | 575,000 | 6% | 7% |
| 55430 Animal Cntrl | 183,814 | 246,040 | 147,061 | 274,089 | 11% | 3% |
| 58910 Rrefunds of Deposits | 3,000 | | | | 0% | 0% |
| 59421 Capital Outlay-Law Enforce. | | | 7,775 | | | 0% |
| Total Expenditures | \$ 6,807,743 | \$ 7,457,504 | \$ 5,595,499 | \$ 8,155,363 | 9% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|--------------|----------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 000 Interfund Transfer | \$ 3,000 | \$ - | \$ - | \$ - | 0% | 0% |
| 100 Salaries & Wages | 3,522,685 | 3,788,933 | 2,819,843 | 4,124,452 | 9% | 51% |
| 200 Personnel Benefits | 1,404,774 | 1,496,691 | 1,122,281 | 1,591,861 | 6% | 20% |
| Sub-Total - Salaries & Benefits | 4,927,459 | 5,285,624 | 3,942,124 | 5,716,313 | 8% | 71% |
| 300 Operating Supplies | 116,435 | 144,000 | 189,012 | 209,000 | 45% | 2% |
| 400 Professional Services & Charge | 1,760,804 | 2,027,880 | 1,456,532 | 2,230,040 | 10% | 27% |
| 600 - Capital Outlays | | | 7,775 | | | 0% |
| Total Expenditures | \$ 6,807,698 | \$ 7,457,504 | \$ 5,595,443 | \$ 8,155,353 | 9% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

FIRE DEPARTMENT
GENERAL FUND - 040 and AMBULANCE UTILITY FUND - 498

Fire Chief

Brett Bastian

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.

As stated in our Strategic Plan, the goals of the department are:

- Provide excellent emergency services
 - “All Hazards” response including fire suppression, basic and advanced life support medical services, rescue, and special operations
- Invest in our community
 - Provide quality fire prevention and inspection programs.
 - Provide a community based Para medicine program that is proactive in helping those in our community that are least able to help themselves.
- Innovations in the workplace
 - Seeking out new ways to enhance personnel safety.
 - Provide work spaces that enhance employee performance and instill pride in our employees.
 - Work with other city departments, and other local, regional, and state agencies to enhance service delivery.



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 firefighting, 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 ACCOMPLISHMENTS

- Addition of three full time employees (2 Firefighter/Paramedics, 1 Firefighter/EMT).
- Established HIPAA security protocols.
- Added one command unit and replaced one command unit.
- Chassis remount of Vehicle 386 to a new F-550 four wheel drive ambulance.
- Installed an auto load gurney in vehicle 386 (Medic 1).
- Replaced cardiac monitors and automatic external defibrillators.
- Continued replacement of self-contained breathing apparatus.
- Continued replacement of hose, helmets, and structural fire protective equipment.
- Increased the amount of outside training and interaction with other agencies (networking) in multiple disciplines.
- Replaced the incident reporting software used to document EMS and Fire incidents.
- Department members named as board members on several regional and state level boards including the regional fire investigation task force, the regional Emergency Medical Services council, the Grant County Integrated Local Emergency Planning Committee, and the Multi-Agency Communication Center Fire and EMS advisory board.

2020 PROJECTS / WORK PLAN

- Using grant funding from the SAFER Grant and matching City funds, expand each shift with one additional firefighter.
- Increase clerical staffing by one to ensure there is backfill and depth of coverage in administrative and clerical functions for both fire and ambulance.
- Add an auto load system to the Station 2 medic unit. This is a continuation of the program started in FY 2019 with the auto-load gurney in the first out medic unit. The system in place on Medic 1 has proven to be an effective means to help avoid back injuries in our responders and provide a safer lift into and out of the medic units for our patients.
- Add a medical supplies / small equipment / medications inventory management system that includes lockers, dispensing apparatus, and software.
- 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.

- Replace capital fire equipment that are past service life expectancy. (Engine 4 (vehicle 231) and Ladder 2 (Vehicle 229), and Squad 1 (Vehicle 213).
- Replace the 25 plus year old decontamination extractor at Fire Station 1.
- Replace staff vehicles 170, 171. These vehicles are 15 years old and are showing considerable signs of their age, including increased maintenance costs, peeling paint, and based on age and use should no longer be used as primary emergency response vehicles.
- Replace vehicle 157. This is an F-250 pickup that is more than 20 years old and is not equipped to safely respond emergently. This vehicle is called upon often to pull the rescue boat, and trailers such as the hazardous materials trailer, oil spill response trailer, and investigations trailer. The current unit is marginal for launching the rescue boat that was purchased in 2019.
- Begin work on establishing a regional hazardous materials response capability.
- Work with other agencies to establish station space for an Engine at either the Port Fire Department or at District 5 Stations 4 or 8 until such time as a location for a third fire station can be procured.

BUDGET DECISION REQUESTS

- Capital Equipment: Rescue Engine to replace Vehicle 231 and 213 (Engine 4 and Squad 1). Tower ladder to replace Vehicle 229 (Ladder 2). (Not in Preliminary Budget)
- Fund a new employee position split between 040 and 498 budgets to provide depth of coverage for clerical staffing. (Not in Preliminary Budget)
- Replace staff vehicles. (Budgeted)
- Narcotics/medical supplies inventory management system. (Budgeted)

PERFORMANCE STATISTICS

| | Incident Type | 2017 Actual | 2018 Actual | 2019 Estimated** | 2020 Projected |
|--------------|--|-------------|--------------|---------------------|-------------------|
| | Fire | 90 | 99 | 111 | 112 |
| | Tiered EMS Response (Engine response w/ ambulance) | Not tracked | Not Tracked | 550 | 942 |
| | Explosions / Ruptures | 32 | 19 | 16 | 21 |
| | Hazardous Condition | 41 | 56 | 61 | 47 |
| | Service Call | 37 | 48 | 48 | 57 |
| | Good Intent (response to report of fire / other hazardous conditions) | 68 | 63 | 63 | 65 |
| | False Call | 157 | 166 | 193 | 199 |
| | Rescue | 53 | 87 | 90 | 96 |
| | EMS--BLS | 1434 | 1302 | 1325 | 1361 |
| | EMS--ALS | 1855 | 1592 | 1621 | 1655 |
| | Other | 6 | 7 | 10 | 10 |
| Total | | 3773 | 3432* | 4,088 | 4,565 |

*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.

**2019 Estimated data has hard data through Julian Date 273 with an estimate for the remaining 92 days in 2019 based on percentage data per day through day 273. Tiered response data is from June 1 through September 30 for hard data and estimated data for the remaining 92 days in 2019.

PERFORMANCE STATISTICS—Fire Prevention Division

| | Type | 2017 Actual* | 2018 Actual | 2019 Estimated | 2020 Projected |
|--------------|--------------------------------------|--------------|--------------|----------------|----------------|
| | Fire Inspection (existing buildings) | 613 | 1,891 | 2,142 | 2,180 |
| | Fire Inspection (new construction) | 38 | 69 | 84 | 86 |
| | System Inspections | 827 | 1,662 | 2,074 | 2,100 |
| | Operational Permits | 49 | 27 | 66 | 70 |
| | Construction Permits | 42 | 62 | 77 | 80 |
| | Fire Investigations** | 15 | 28 | 30 | 32 |
| Total | | 1,584 | 3,739 | 4,473 | 4,548 |

*2017 Data is from June 2017 forward as this is when we implemented software that was capable of tracking inspection management data.

**Fire Investigations are conducted on all fires where a cause cannot be readily determined, are suspicious in nature (suspected arson), or result in injury or loss of life.

AUTHORIZED PERSONNEL

Fire and Ambulance

| | Position Title | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Proposed |
|------------------------|-------------------------------|--------------|--------------|--------------|---------------|
| | Fire Chief | 1 | 1 | 1 | 1 |
| | Deputy Fire Chief | 1 | 1 | 1 | 1 |
| | Fire Marshal | 1 | 1 | 1 | 1 |
| | Fire Inspector | 1 | 1 | 1 | 1 |
| | Medical Services Officer | 0.50 | 1 | 1 | 1 |
| | Fire Captain | 3 | 3 | 3 | 3 |
| | Fire Lieutenant | 3 | 3 | 3 | 3 |
| | Firefighter / Paramedic | 11 | 11 | 14 | 14 |
| | Firefighter / EMT | 9 | 10 | 10 | 10 |
| | Firefighter/EMT (SAFER Grant) | 0 | 0 | 0 | 3 |
| | Fire Administrative Assistant | 1 | 1 | 1 | 1 |
| Total Personnel | | 32.50 | 33.00 | 36.00 | 39.00 |

Strategic Plan Staffing Goals:

With the implemented personnel additions in 2019, and the acceptance of the SAFER Grant for FY20, we are on target for operational staff members that are consistent with the goals outlined in the fire department strategic plan.

Administrative work load requires attention in the 2020 budget year as the fire department has no depth of coverage for clerical administrative support. With the increases in permits, system inspections, and ambulance billing work load our current administrative support is overwhelmed with work load and there is no backfill available for her position when she is on leave, at training, etc. This position has been identified as a needed position since the 2016 strategic plan update. (The plan is updated annually).

Staffing Goals beyond the 2020 Fiscal Year:

Goal through FY24 as identified in the strategic plan would be to add the following new positions by Fiscal Year 2024 based on current work load / call volume:

3 Battalion Chiefs

1 Assistant Chief (Operations)

1 Fire Prevention Specialist / Inspector

3 Firefighter / Paramedics

Total FTE's by FY24: 48

BUDGET SUMMARY

Dept. 040 Fire

| | (1) | (2) | (3) | (4) | (5) | (6) |
|---|---------------------|---------------------|---------------------|---------------------|--------------------|------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 52210 Administration | \$ 512,889 | \$ 503,210 | \$ 370,061 | \$ 578,537 | 15% | 14% |
| 52220 Fire Suppression/ EMS | 2,254,017 | 2,371,611 | 1,876,824 | 3,211,423 | 35% | 65% |
| 52230 Fire Prevention And Investigation | 226,387 | 263,706 | 187,886 | 280,844 | 6% | 7% |
| 52245 Training Obtained by Employee | 14,671 | | 9,428 | | | 0% |
| 52250 Facilities | 391,231 | 446,900 | 329,481 | 419,300 | -6% | 12% |
| 52270 Ambulance Services | 56,002 | | 537 | | | 0% |
| 59422 Fire And EMS Activity | 56,147 | 62,000 | 29,868 | 50,000 | -19% | 2% |
| Total Expenditures | <u>\$ 3,511,344</u> | <u>\$ 3,647,427</u> | <u>\$ 2,804,085</u> | <u>\$ 4,540,104</u> | 24% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 100 Salaries & Wages | \$ 1,653,170 | \$ 1,825,234 | \$ 1,469,012 | \$ 2,442,701 | 34% | 50% |
| 200 Personnel Benefits | 663,325 | 704,243 | 590,856 | 856,149 | 22% | 19% |
| <i>Sub-Total - Salaries & Benefits</i> | <u>2,316,495</u> | <u>2,529,477</u> | <u>2,059,868</u> | <u>3,298,850</u> | 30% | 69% |
| 300 Operating Supplies | 108,216 | 149,700 | 102,926 | 170,200 | 14% | 4% |
| 400 Professional Services & Charges | 1,030,454 | 906,250 | 611,396 | 1,021,050 | 13% | 25% |
| 600 Capital Outlay | | | | | | 2% |
| Total Expenditures | <u>\$ 3,511,312</u> | <u>\$ 3,647,427</u> | <u>\$ 2,804,058</u> | <u>\$ 4,540,100</u> | 24% | 100% |

498 Ambulance

| | (1) | (2) | (3) | (4) | (5) | (6) |
|---|---------------------|---------------------|---------------------|---------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Exp Summary By Function | | | | | | |
| 52210 Administration | \$ 647,853 | \$ 787,451 | \$ 577,239 | \$ 757,972 | -4% | 28% |
| 52220 Fire Suppression/ EMS | 917 | 22,000 | 10,242 | 9,000 | | 1% |
| 52230 Fire Prevention And Investigation | 167,187 | | 35,966 | | | 0% |
| 52245 Training Obtained by Employee | 15,782 | | 806 | | | 0% |
| 52250 Facilities | | | | | | 0% |
| 52261 Ambulance Maintenance | | | | | | 0% |
| 52270 Ambulance Services | 1,569,888 | 1,964,619 | 1,287,304 | 2,456,713 | 25% | 68% |
| 58120 Interfund Loan Activity | 108,665 | 150,000 | | | -100% | |
| 59422 Fire and EMS Capital | 24,830 | 100,000 | 108,522 | 116,000 | 16% | 4% |
| 59222 Interest/Fire & EMS | 2,586 | 1,500 | | | -100% | 0% |
| Total Expenditures | \$ 2,537,708 | \$ 3,025,570 | \$ 2,020,079 | \$ 3,339,685 | 10% | 100% |

Revenue Summary By Type

| | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-----------|-------------|
| 330 Intergovernmental Revenues | \$ 278,090 | \$ 401,300 | \$ 660,387 | \$ 361,300 | -10% | 14% |
| 340 Chargs for Goods/Services | 2,423,522 | 2,402,500 | 1,954,853 | 2,467,000 | 3% | 83% |
| 360 Miscellaneous Revenues | 14 | 0 | 0 | 0 | | 0% |
| 390 Other Financing Resources | 74,340 | 74,340 | 55,755 | 74,340 | 0% | 3% |
| Total Revenues | \$ 2,775,966 | \$ 2,878,140 | \$ 2,670,995 | \$ 2,902,640 | 1% | 100% |

Fund Balance

| | | | | |
|----------------------------|-------------------|------------------|---------------------|-------------------|
| Beginning Balance | \$ 158,960 | \$ 200,000 | \$ 397,218 | \$ 600,000 |
| Revenues less Expenditures | 238,258 | (147,430) | 650,916 | (437,045) |
| Ending Balance | \$ 397,218 | \$ 52,570 | \$ 1,048,134 | \$ 162,955 |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Expense Summary By Type | | | | | | |
| 100 Salaries & Wages | \$ 1,254,304 | \$ 1,381,522 | \$ 945,814 | \$ 1,554,612 | 13% | 45% |
| 200 Personnel Benefits | 413,110 | 450,948 | 311,071 | 486,770 | 8% | 15% |
| <i>Sub-Total - Salaries & Benefits</i> | <i>1,667,414</i> | <i>1,832,470</i> | <i>1,256,885</i> | <i>2,041,382</i> | <i>11%</i> | <i>60%</i> |
| 300 Operating Supplies | 61,413 | 152,500 | 96,055 | 149,500 | -2% | 5% |
| 400 Professional Services & Charges | 672,679 | 789,100 | 558,592 | 1,032,800 | 31% | 26% |
| 600 Capital Outlay | 24,830 | 100,000 | 108,522 | 116,000 | 16% | 0% |
| 700 Debt Service - Principal | 108,665 | 150,000 | | | 0% | 3% |
| 800 Debt Service - Interest | 2,586 | 1,500 | | | 0% | 5% |
| Total Expenditures | \$ 2,537,587 | \$ 3,025,570 | \$ 2,020,054 | \$ 3,339,682 | 10% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

PARKS & RECREATION 020

GENERAL FUND

Parks & Recreation Director
Parks Superintendent
Recreation Superintendent

*Spencer Grigg
Roland Gonzales
Susan Schwiesow*

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.

2019 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).
- Provided 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 & Kick, and Soccer Challenge were well-attended in 2019. Nearly 119 local youth participated in Punt, Pass & Kick and Soccer challenge this year. Hot Spot attracted 115 participants this year.
- Our youth and adult cultural/education classes and programs maintained their registrations from 2018 to 2019.
- Youth Day parade and opening ceremonies were successful events in Spring 2019.
- We partnered with BuDu Racing to provide triathlons and fun runs that were successful.
- Three lighting systems at Larson Playfield has been replaced and automated. Two scoreboards at Larson Playfield, five scoreboards for Lauzier Athletic complex, and automation of the existing lighting systems were completed in spring of 2019. The automation of the lighting systems has been an excellent addition to the facilities.
- The lighting system at Kvamme Soccer Fields was completed in 2019.

Adult & Youth Sports

- Adult Volleyball, Dodgeball, and Flag Football maintained participation levels from previous years.
- A 3 on 3 Women's Basketball League was successfully developed with 5 teams.
- Developed year round Ultimate Frisbee League.
- Working hard on developing a Middle School age program and starting with an open gym for the winter.
- Beginner Soccer saw a slight increase in participation levels from 2018 with 484 participants for spring and fall seasons.
- Explorer Day Camp continues to be a huge success with fantastic participation that resulted in about \$9,700 in net revenue. The program maintains a great relationship/partnership with Boys and Girls Club for the free food program.
- Youth Golf Lessons were renewed with great success.
- Tiny Tots program for 2-5 year olds with the following sports offered: soccer, baseball, basketball and football. This program has taken off with most classes being full.
- Special Olympics is growing. We participated in twice as many sports this year. Track & Field, Bocce Ball, Softball, Flag Football, Gymnastics, Bowling, Basketball, and Cheerleading.

Larson Playfield and Paul Lauzier Athletic Complex

- Programmed weekends at Larson Playfield and Paul Lauzier Complex with baseball and softball tournaments. New tournaments were added while losing some prior tournaments.
- Hosted Moses Lake High School, Endeavor, Frontier, and Chief Moses Middle Schools for their fast pitch home games.
- Hosted Moses Lake High School varsity state champions for their baseball home games.
- Hosted school district and regional fast pitch softball and baseball tournaments.
- New automated lights on Kvamme, Larson Playfield, and Paul Lauzier Athletic Complex have been able to provide additional practice space for the soccer community. In turn, freeing up lighted field space for new programs like Ultimate Frisbee.
- New automated lights on Kvamme have provided over 50 hours of additional practice time this fall. New automated lights give users the capability to turn the lights off early, as a result our users have saved over 120 hours of light use.

Museum & Art Center

- Added three new half-time positions to Museum (Engagement Coordinator, Communications Coordinator, and Artistic Coordinator) to flush out and increase Museum programs and offerings.
- Creation of new program, Coffee with the Curator, which highlights different collecting topics of the Moses Lake Museum & Art Center.
- Added new classes such as Painting Club, Preschool Art Club, and Brushed Lettering.
- Combined evening lecture series with gallery opening receptions to increase participation to both programs.
- Began internal juried exhibition opportunities for local artists.
- Completed Collection Policy and Collecting Guidelines, as well as Museum Disaster plan.

Surf 'n Slide Waterpark

- The Waterpark sold 2349 season passes, had 26 private rentals, 80,984 attendance over 90 days, and 3 swim sessions with 982 participants.

- Hosted the Manta Rays Swim Meet with 360 participants.
- Manta Rays practiced with 60 swimmers each morning during the months of June and July.
- The Surf 'n Slide Waterpark had 153 staff total with 13 cashiers, 23 groundskeepers and 117 lifeguards
- 16 Lifeguard instructors to provide training, audits and staff in-services
- In-service – various trainings done to ensure that lifeguards know how to respond correctly in any situation
 - Each month, all lifeguards are required to attend 4 hours of training
 - In addition, each lifeguard is audited a minimum of 3 times, once each month
 - In addition, each lifeguard is randomly tested with 3 different scenarios from a collection of scenarios each month, June, July, and August.
 - Silhouette – Over the course of the summer, 96 silhouettes were placed in the water in front of lifeguards to test to make sure they are properly scanning to and to make sure they can effectively respond.

Moses Lake Ice Rink and Roller Rink

Season was 98 days long from open to close last year. We were delayed one week due to weather. 67 days open for public skate.

- 3 Hockey Tournaments – 18U Tournament with 8 teams, Adult Hockey Tournament with 8 teams and Pond Hockey Tournament with 22 teams. Consisted of teams as young as 6U through adult playing a total of 90 20-minute games in 2 days. The ice was divided into 3 sections to accommodate this. It attracted teams from all over the state.
- Beginning Hockey had 70 participants for the program.
- The Ice Rink had 47 participants in Ice Skating Lessons.
- This is the first year since the rink was shut down that we will have a youth hockey team in all of our age categories. 8U, 10U, 12U, 14U & 18U, not including Beginning Hockey, MLYHA currently has 75 kids registered between the 5 teams.
- The Adult Hockey League has 37 registered players.
- Play Hockey like a Girl - 30 girls from ages of 4-60 came out for a skills clinic and play girls-only hockey games.
- We have a staff of 11 people who operate the rink. This does not include maintenance.
- We had 7 non-hockey related rentals such as birthday parties and private rentals for companies and schools.
- 35 season passes sold.
- We had 339 people come roller skating over 13 days that we were open at the roller rink for 2 hours each evening.
- Pickle ball – 77 people come out for drop-in over 9 evenings.
- Hosted Columbia Basin Roller Derby for practices in July.

BMX

- Spring Fever Race Ready Clinic had 11 participants.
- BMX has 77 riders to date. Averaging 22 riders per race in 2019.
- Moses Lake BMX is currently ranked #9 of 14 tracks in Washington.
- Moses Lake BMX hosted Prestigious race for Gold Cup Series in the northwest region (WA, OR, ID, UT, MT States) of US known as a Gold Cup Qualifier. Gold cup Qualifier locations are hand selected

by USABMX every year. Northwest region had 24 total for 2019. They had 140 riders from around the region for this race.

- This same weekend Moses Lake BMX hosted a State cup Qualifier. Washington had 8 total for 2019. Our rider base for this was 160 riders.

Special Events

- We had roughly 40 Special Events this year with not all individually listed here. The ones not listed were either weddings, baptisms, or an event with alcohol. Those events take as much or more time with paper work and approvals. The event itself requires approximately one hour of on-site supervision.
- Events that happened in 2019 includes but is not limited to: Freedomfest, NW Bass Tourney, Battle of the Badges, Duck Derby, Tri State Demo Day, Movies in the Park, Fireshed, Outboard Boat Racing Championships, Confluence Health Employee Picnic, National Night Out, Samaritan Health Care Picnic, Polar Plunge, Adult Hockey Tournament, MLHS Homecoming, Spring Fest, Easter Egg Scramble, Community Egg Hunt, Spring Boat Races Test Session and Nixon Marine Fishing Tourney.

New Goals

- Create a 501 (c) (3) to provide alcohol service at museum art gallery receptions and to increase eligibility for outside funding (grant opportunities).
- Redo Museum's permanent natural history, local history, and Adam East exhibits.
- Create new classes for children such as Art Camp.
- Create a formal fieldtrip program.
- Increase use and tournaments at Larson Playfield and Paul Lauzier Athletic Complex.
- Increase participation at Explorer Day Camp.
- Increase participation in After School Sports.
- Introduce Lacrosse to the community.
- Schedule for ice time at the ice rink.
- Hire and train quality Lead Groundskeepers & assist in their leadership development.
- Recruit more lifeguards at Surf 'n Slide Water Park.

Administration Division

- 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.
- Added Communications Specialist position.
- Provided clerical support to Moses Lake Parks & Recreation Advisory Board.
- Staffed front counter at Parks & Recreation Department.

PERFORMANCE STATISTICS

| | 2017 | 2018 | 2019 (YTD) |
|--|--------|--------|-----------------|
| <i>Moses Lake Museum & Art Ctr.</i> | | | |
| Total days open | 299 | 299 | 299 (projected) |
| Number of temporary exhibits | 5 | 8 | 11 |
| Number of onsite programs | 48 | 50 | 64 |
| Total patronage | 15,817 | 14,641 | 7,509 (YTD) |
| <i>Surf 'n Slide Water Park</i> | | | |
| Annual attendance | 82,358 | 67,805 | 80,993 |
| Total days open | 84 | 82 | 90 |
| Total Lesson Sessions | 3 | 3 | 3 |
| <i>Cascade Campground</i> | | | |
| Total days open | 185 | 185 | 185 |
| Total campsite rentals | 2,316 | 3,477 | 2,9452 |
| <i>Larson Playfield</i> | | | |
| Total BB/SB Tournaments | 14 | 14 | 10 |
| Total Games | 205** | 254** | 203** |
| <i>Paul Lauzier Athletic Complex</i> | | | |
| Total BB/SB Tournaments | 11 | 17 | 10 |
| Total Games | 453** | 536** | 430** |
| <i>Municipal Ice Rink</i> | | | |
| Total Days Open | 56 | 57 | 67 |
| Total Lesson Sessions | 2 | 2 | 2 |
| Total Hockey Tournaments | 2 | 2 | 3 |

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

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|--|--|----------------|---------------------------|----------------------------|
| | Director | 1.00 | 1.00 | 1.00 |
| | Parks Superintendent | 1.00 | 1.00 | 1.00 |
| | Recreation Superintendent | 1.00 | 1.00 | 1.00 |
| | Administrative Assistant | 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 | 7.00 | 7.00 |
| | Parks Maintenance Worker | 2.00 | 2.00 | 2.00 |
| | Communications Specialist** | 0.00 | 0.00 | 1.00 |
| | Total Regular Full-Time Personnel * | 18.0 | 19.00 | 20.00 |
| | Museum Assistant (part-time) | 2.00 | 4.00 | 5.00 |
| | 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.

** The Communications Specialist was a new position originally included in the Executive budget in 2019. It was transferred to Parks & Recreation in mid-2019 because the position is focusing on marketing Parks & Rec. programs.

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.



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. Playground, picnic shelter, soccer field, game slab/basketball hoops.
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 2020 (PARKS AND RECREATION)

| | |
|---|---------------------|
| 1. Pave parking area at Dano Park, Vista II Park & the Dog Park | \$150,000 |
| 2. Design & Construct new Recreation Center (including demolition of old) | \$11,500,000 |
| Total Parks & Recreation Capital Projects- Fund 314 | \$11,500,000 |
| Total Parks & Recreation Capital Projects – General Fund 020 | \$150,000 |

1. Pave parking area at Dano Park, Vista II Park & the Dog Park (\$50,000/ park)
All of these facilities were constructed with a small “staging” area that remained unimproved other than a little bit of gravel. This gave a location for the contractor’s vehicles, equipment and supplies during the construction phase. We now need to comply with City code that requires paved parking space. Our plan has always included hard surface treatment for these areas.
2. Design & Construct new Recreation Center (including demolition of old)
See description below.

Larson Recreation Center Replacement

The Parks & Recreation 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 into. Additionally, as a result of the sale of the Penn Street Property, we no longer own The Learning Center. This would allow us to construct the equivalent of The Learning Center onsite. As a result of the merging of these three facilities, costs have dramatically increased due to the addition of significant square footage.

CONCLUSION

As a result of your support as a City Council and an amazing staff here in our department and others, we have a healthy Parks and Recreation system that includes a variety of quality recreational facilities and programs. The past few years have presented significant financial challenges to all departments here at the City of Moses Lake. As you can see by our budget and associated history, we’re doing our best to be fiscally cautious in our budget approach. Our programs and facilities produce over \$1,000,000 in annual revenue. 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. Thank you for your ongoing support. With that valuable support, we will continue to improve the quality of life for our citizens and visitors!

BUDGET SUMMARY –

Dept 020 Parks and Recreation

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Exp Summary By Function | | | | | | |
| 57110 Admin | \$ 201,258 | \$ 240,726 | \$ 171,474 | \$ 305,397 | 27% | 3% |
| 57120 Education & Rec Svcs | 682,594 | 659,261 | 530,144 | 786,316 | 19% | 11% |
| 57525 Maintenance-Amphitheater | 3,341 | 5,200 | 5,212 | 5,200 | 0% | 0% |
| 57528 Operations-General | 598 | 513 | 1,454 | 583 | 14% | 0% |
| 57530 Museums & Art Galleries | 1,125,634 | 1,182,903 | 828,360 | 1,266,300 | 7% | 20% |
| 57620 Swim Pools | 432,762 | 542,435 | 477,875 | 617,672 | 14% | 9% |
| 57621 Surf N Slide Maint | 340,527 | 422,227 | 426,121 | 401,006 | -5% | 6% |
| 57622 Surf N Slide Concessions | 69 | | 68 | | | 0% |
| 57623 Surf N Slide Merchandise | 4,826 | 10,000 | 4,816 | 10,000 | 0% | 0% |
| 57630 Campgrounds | 37,179 | 34,758 | 24,076 | 35,782 | 3% | 1% |
| 57680 General Parks | 2,367,126 | 2,545,058 | 1,867,433 | 2,670,141 | 5% | 42% |
| 57681 Larson Concession | 1,017 | 1,500 | 617 | 1,500 | 0% | 0% |
| 57683 Larson Rec Complex | 383 | 36,374 | | 38,610 | 6% | 1% |
| 57685 LRC Bldg Maint | 16,954 | 16,000 | 10,415 | 17,000 | 6% | 0% |
| 57686 General Bldg Maint | 46,528 | 44,500 | 76,078 | 47,500 | 7% | 1% |
| 59476 Park Facilities | | 267,000 | | 150,000 | | 4% |
| 59700 Transfers Out (Debt Service) | 113,200 | 114,400 | 114,400 | 114,400 | 0% | 2% |
| Total Expenditures | \$ 5,373,996 | \$ 6,122,855 | \$ 4,538,543 | \$ 6,467,407 | 6% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Expense Summary By Type | | | | | | |
| 000 Interfund Transfer | \$ 113,200 | \$ 114,400 | \$ 114,400 | \$ 114,400 | 0% | |
| 100 Salaries & Wages | 1,727,162 | 1,995,291 | 1,513,214 | 2,287,260 | 15% | 33% |
| 200 Personnel Benefits | 711,996 | 794,701 | 556,932 | 870,199 | 10% | 13% |
| <i>Sub-Total - Salaries & Benefits</i> | 2,439,158 | 2,789,992 | 2,070,146 | 3,157,459 | 13% | 47% |
| 300 Operating Supplies | 380,207 | 426,500 | 464,683 | 459,500 | 8% | 6% |
| 400 Professional Services & Charge: | 2,441,375 | 2,524,950 | 1,889,207 | 2,571,950 | 2% | 41% |
| 600 Capital Outlay | | 267,000 | | 164,000 | | 0% |
| Total Expenditures | \$ 5,373,940 | \$ 6,122,842 | \$ 4,538,436 | \$ 6,467,309 | 6% | 100% |

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) |
|--------------------------------|-------------------|-------------------|-------------------|----------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 59476 Park Facilities | \$ 889,361 | \$ 631,000 | \$ 335,291 | \$ 11,500,000 | 1723% | 100% |
| Total Expenditures | <u>\$ 889,361</u> | <u>\$ 631,000</u> | <u>\$ 335,291</u> | <u>\$ 11,500,000</u> | 1723% | 100% |
| Revenue Summary By Type | | | | | | |
| 330 Grants | \$ 174,932 | \$ - | \$ - | \$ - | | |
| 360 Contributions | 130,000 | | | | | |
| 390 Other Financing Resources | 0 | 0 | 0 | 11,500,000 | | 92% |
| Transfers In | 500,000 | 750,000 | 500,000 | 980,000 | 31% | 8% |
| Total Revenues | <u>\$ 804,932</u> | <u>\$ 750,000</u> | <u>\$ 500,000</u> | <u>\$ 12,480,000</u> | 1564% | 100% |
| Fund Balance | | | | | | |
| Beginning Balance | \$ 105,768 | \$ 96,800 | \$ 21,339 | \$ - | | |
| Revenues less Expenditures | (84,429) | 119,000 | 164,709 | 980,000 | | |
| Ending Balance | <u>\$ 21,339</u> | <u>\$ 215,800</u> | <u>\$ 186,048</u> | <u>\$ 980,000</u> | | |

315 Park Mitigation Capital Projects

Revenue consists of mitigation fees paid by new development.

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------------------|------------|----------------|------------------|------------------|--------------------|------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 59700 Transfers Out (to 314) | \$ - | \$ - | \$ - | \$ 680,000 | 0% | 100% |
| Total Expenditures | \$ - | \$ - | \$ - | \$ 680,000 | 0% | 100% |
| Revenue Summary By Type | | | | | | |
| 340 Charges for Goods/Services | \$ 180,841 | \$ - | \$ 88,950 | \$ - | 0% | 0% |
| 360 Miscellaneous Revenues | 8,967 | 6,000 | 0 | 0 | 0% | |
| Total Revenues | \$ 189,808 | \$ 6,000 | \$ 88,950 | \$ - | 0% | 0% |
| Fund Balance | | | | | | |
| Beginning Balance | \$ 413,364 | \$ 550,000 | \$ 603,172 | \$ 680,000 | | |
| Revenues less Expenditures | 189,808 | 6,000 | 88,950 | (680,000) | | |
| Ending Balance | \$ 603,172 | \$ 556,000 | \$ 692,122 | \$ - | | |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES
DIRECTOR'S OVERVIEW

Director

Fred Snoderly

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, and 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: 0

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

- Providing repair and maintenance services to the cities 324 pieces of equipment and vehicles
- Repair and maintenance of 662 pieces of two-way communication radio equipment
- Establishing and maintaining a pro-active preventive service schedule for all vehicles and equipment
- Provide preparation and administration capital equipment quotes, bids, and purchases
- Maintain inventory, receive and process daily invoices for maintenance and repair items
- Track individual maintenance cost of all equipment and vehicles, recommend timeline for replacement.
- Total Staff: 5, **Requesting 1 mechanic in 2020**
- 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. **Requesting 1 street maintenance position 2020**
- 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, **2020 request 1 Maintenance worker**

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

- Operate and maintain approximately 120 miles of sewer mains and force mains.
- Flush and preform 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 0 current vacancies

2019 MAJOR ACCOMPLISHMENTS

- **Engineering-** Lauzier Athletic Complex lighting upgraded and scoreboard installation on all 5 fields. Larson Ballfield lighting system installation on 3 fields and new scoreboards and controls on 2 fields. Reconstruction of Lakeshore Drive which finishes the Lower Peninsula project started in 2006.
- **Water –** emergency Water Main repair on Division Street and 5th Avenue after break. Constructing waterline replacement in Coolidge Street, Plum Street and Stratford Road.
- **Streets and Storm Water-** Purchased and configured new pavement management software. Developed a digital survey for pavement condition rating with GIS tools. Signal cabinet upgrades at Pioneer and Nelson. Implemented a gravel road program using Mag-Chloride for dust and pothole control.
- **Wastewater-** Coordinated a new cost-effective solution to remove biosolids from the Wastewater treatment plant long-term sludge digestion basins with the Department of Ecology, per our land application permits/contracts. Coordinated the lease and development of under-utilized land at Sand Dunes Sewer Treatment Plant by transforming it to farmable ground. This will decrease the cost of biosolids removal and improve efficiency of plant operations.
- **Building Maintenance-** Completed Salt Storage Canopy. Completed Civic Center safety and glazing project. Installed new HVAC and related control system at Fire Station 1.

2020 PROJECTS / 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 Improvements, 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
- **Wastewater-** SCADA system upgrades, Manhole Lining, Bio Solids Management, Upgrade Westlake lift station, Install new main and lift station at Sage Bay, Maintain gravity mains and lift stations, continue high standard of compliance with State and Federal requirements
- **Building Maintenance-** 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.

BUDGET DECISION REQUESTS

- Mechanic position in Fleet
- Maintenance position-Streets
- Maintenance position- Building Maintenance
- OIT position in Water
- Signal Cabinet Replacement-Streets
- Capital projects and vehicle replacement (detailed where applicable)

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

ENGINEERING 010

GENERAL FUND

Director
City Engineer

Fred Snoderly
Richard Law

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.

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

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

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.

2020 PROJECTS / WORK PLAN

Work planned for 2020 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
- TBD Projects

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|--|--|----------------|---------------------------|----------------------------|
| | 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 | 1.00 | 0.00 |
| | Engineering Tech III / Development Surveyor | 0.00 | 1.00 | 0.00 |
| | Engineering Tech III / Mapping & GIS Specialist (2) | 1.00 | 1.00 | 1.00 |
| | Engineering Tech II / Inspector/CAAD Technician | 5.00 | 5.00 | 7.00 |
| | Engineering Tech II / Survey Technician | 1.00 | 0.00 | 0.00 |
| | Engineering Tech II / Development Engineering Tech | 2.00 | 1.00 | 1.00 |
| | Engineering Tech II / Locator/GIS Technician (3) | 1.00 | 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 |
| | Total Personnel | 17.00 | 17.00 | 17.00 |

(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) |
|--------------------------------|---------------------|-----------------------|-------------------------|-------------------------|---------------------------|-------------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 53810 Admin Engineer Srvc | \$ 752,383 | \$ 452,823 | \$ 716,510 | \$ 550,168 | 21% | 24% |
| 53820 Plans & Services | 964,681 | 1,454,682 | 765,235 | 1,622,462 | 12% | 71% |
| 53840 Training | 21,749 | | 3,836 | | | 0% |
| 53850 Facilities | 80,998 | 96,800 | 77,387 | 116,900 | 21% | 5% |
| 59510 Engineering | | | | | | 0% |
| Total Expenditures | \$ 1,819,811 | \$ 2,004,305 | \$ 1,562,968 | \$ 2,289,530 | 14% | 100% |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|-----------------------|-------------------------|-------------------------|---------------------------|-------------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 100 Salaries & Wages | \$ 982,040 | \$ 1,114,685 | \$ 832,675 | \$ 1,257,951 | 13% | 55% |
| 200 Personnel Benefits | 484,705 | 559,320 | 423,651 | 621,173 | 11% | 27% |
| <i>Sub-Total - Salaries & Benefits</i> | <i>1,466,745</i> | <i>1,674,005</i> | <i>1,256,326</i> | <i>1,879,124</i> | <i>12%</i> | <i>82%</i> |
| 300 Operating Supplies | 7,269 | 16,700 | 73,283 | 25,700 | 54% | 1% |
| 400 Professional Services & Charge | 345,781 | 313,600 | 233,339 | 384,700 | 23% | 17% |
| Total Expenditures | \$ 1,819,795 | \$ 2,004,305 | \$ 1,562,948 | \$ 2,289,524 | 14% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES – STREETS 116

Municipal Services Director
Public Works Superintendent
Street Division Supervisor

Fred Snoderly
Michael G. Moro, PE
Brian Baltzell

DEFINITION

The City of Moses Lake Street Division is responsible for maintaining the City road surfaces 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 City's 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 three 5-yard and two 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 be more proactive to winter weather. In the case of a larger snow event the City has one 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 signs 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 Division is requesting 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 growth in the demand that we are continuing to see since our Division 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. The 2020 budget includes a new Street Maintenance Worker position.
- The following list of vehicles is budgeted in the Fleet Management Fund:
 - Adding a heavy duty 4-door crew cab 4X4 pickup truck for the Street Supervisor.

- Replacing one slide-in sander box for our 5 yard truck to help reduce the amount of material we are getting on our truck chassis and trying to reduce the amount of repairs we are having to do to our current trucks. (Streets)
 - Replacing our current de-icer/ water truck with an updated truck (Stormwater)
 - Replacing a full size truck based street sweeper (Stormwater)
 - Adding a service truck (Stormwater)
- Note: The 2019 budget included pre-funding half of the more expensive vehicles, so we could make the full purchase in 2020.

PERFORMANCE STATISTICS

Street Maintenance

| | 2018 Actual | 2019 Prelim | 2020 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> | 950 | 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 | 2018 Actual | 2019 Prelim | 2020 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 | 3.00 | 3.00 | 4.00 |
| Total Regular Full-Time Personnel | | 6.00 | 6.00 | 7.00 |
| | Seasonal Maintenance Worker | 2.00 | 3.00 | 3.00 |

Stormwater – Fund 493

| | Position Title | 2018 Actual | 2019 Prelim | 2020 Proposed |
|------------------------|-------------------------------|----------------|----------------|------------------|
| | Stormwater Maintenance Worker | 3.00 | 3.00 | 3.00 |
| | Engineering Tech II | 1.00 | 1.00 | 1.00 |
| Total Personnel | | 4.00 | 4.00 | 4.00 |

BUDGET SUMMARY -- Dept 116 Streets

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Exp Summary By Function | | | | | | |
| 54230 R&M Roadway | \$ 667,961 | \$ 974,510 | \$ 688,508 | \$ 1,009,196 | 4% | 40% |
| 54240 R&M Storm Drainage | 32,106 | 12,946 | 21,181 | 18,012 | 39% | 1% |
| 54261 R&M Sidewalks | | 2,000 | | 2,000 | 0% | 0% |
| 54263 R&M Street Lighting | 459,411 | 470,800 | 308,031 | 460,700 | -2% | 19% |
| 54264 R&M Traffic Control Devices | 278,519 | 254,389 | 147,573 | 281,187 | 11% | 10% |
| 54266 R&M Snow & Ice Control | 152,198 | 236,358 | 111,353 | 233,563 | -1% | 7% |
| 54267 R&M Street Cleaning | 32 | 12,872 | 16 | 13,983 | 9% | 1% |
| 54270 R&M Roadside | 155,808 | 147,100 | 93,363 | 145,600 | -1% | 0% |
| 54310 OH Management | 121,627 | 176,043 | 103,998 | 217,330 | 23% | 7% |
| 54330 OH General Services | 23,468 | 21,800 | 17,181 | 26,770 | 23% | 1% |
| 54350 OH Facilities | 322,200 | 172,800 | 129,600 | 161,100 | -7% | 7% |
| 59564 Traffic Control Devices | 30,753 | | | | | |
| 59700 Transfers Out | 150,900 | 152,533 | 152,533 | 152,417 | 0% | 6% |
| Total Expenditures | \$ 2,394,983 | \$ 2,634,151 | \$ 1,773,337 | \$ 2,721,858 | 3% | 100% |
| Revenue Summary By Type | | | | | | |
| 320 Licenses & Permits | \$ 53,540 | \$ 50,000 | \$ 35,613 | \$ 50,000 | 0% | 2% |
| 330 Intergovernmental Revenues | 735,204 | 748,000 | 636,322 | 770,000 | 3% | 31% |
| 340 Chargs for Goods/Services | 31,864 | 10,000 | 21,162 | 10,000 | | 0% |
| 360 Miscellaneous Revenues | 15,835 | 8,500 | 6,337 | 8,000 | | 0% |
| 390 Other Financing Resources | 1,500,000 | 1,600,000 | 1,200,000 | 1,680,000 | 5% | 66% |
| Total Revenues | \$ 2,336,443 | \$ 2,416,500 | \$ 1,899,434 | \$ 2,518,000 | 4% | 100% |
| Fund Balance | | | | | | |
| Beginning Balance | \$ 671,873 | \$ 613,333 | \$ 613,333 | \$ 475,000 | | |
| Revenues less Expenditures | (58,540) | (217,651) | 126,097 | (203,858) | | |
| Ending Balance | \$ 613,333 | \$ 395,682 | \$ 739,430 | \$ 271,142 | | |
| | (1) | (2) | (3) | (4) | (5) | (6) |
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| Expense Summary By Type | | | | | | |
| 000 Interfund Transfer | \$ 150,900 | \$ 409,882 | \$ 152,533 | \$ 152,417 | -63% | |
| 100 Salaries & Wages | 390,565 | 441,055 | 300,313 | 510,049 | 16% | 19% |
| 200 Personnel Benefits | 173,491 | 190,463 | 135,454 | 238,287 | 25% | 8% |
| <i>Sub-Total - Salaries & Benefits</i> | <i>517,040</i> | <i>626,218</i> | <i>440,427</i> | <i>631,518</i> | <i>1%</i> | <i>28%</i> |
| 300 Operating Supplies | 236,644 | 353,700 | 169,863 | 385,822 | 9% | 13% |
| 400 Professional Services & Charges | 1,412,599 | 1,496,400 | 1,015,142 | 1,433,770 | -4% | 59% |
| 500 Intergovernmental Services | | | | 1,500 | 0% | 0% |
| 600 Capital Outlay | 30,753 | | | | 0% | 0% |
| 700 - Debt Service (Principal) | | | | | 0% | 0% |
| 800 - Debt Service (Interest) | | | | | 0% | 0% |
| Total Expenditures | \$ 2,394,952 | \$ 2,891,500 | \$ 1,773,305 | \$ 2,721,845 | -6% | 100% |

493 Stormwater

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|-------------------|---------------------|-------------------|---------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 54140 Preservation Storm Drainage | \$ 80,941 | | \$ 10,870 | | | 0% |
| 54240 R&M Storm Drainage | 748,856 | 737,736 | 497,888 | 806,588 | 9% | 63% |
| 54290 R&Maintenance Administrati | 91,569 | 139,181 | 101,324 | 200,034 | 44% | 12% |
| 54420 OP Roads/Streets - Engineeri | 112 | | | | 0% | 0% |
| 59431 Storm Drain Utility | | 300,000 | | 300,000 | 0% | 25% |
| Total Expenditures | <u>\$ 921,478</u> | <u>\$ 1,176,917</u> | <u>\$ 610,082</u> | <u>\$ 1,306,622</u> | 11% | 100% |

Revenue Summary By Type

| | | | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|----|------|
| 340 Chargs for Goods/Services | \$ 897,588 | \$ 922,000 | \$ 703,687 | \$ 940,000 | 2% | 100% |
| 360 Miscellaneous Revenues | 1,935 | 0 | 0 | 0 | 0% | 0% |
| 370 Other Rev. & Capital Contrib. | 0 | 0 | 0 | 0 | 0% | 0% |
| Total Revenues | <u>\$ 899,523</u> | <u>\$ 922,000</u> | <u>\$ 703,687</u> | <u>\$ 940,000</u> | 2% | 100% |

Fund Balance

| | | | | | | |
|----------------------------|-------------------|-------------------|-------------------|------------------|--|--|
| Beginning Balance | \$ 433,625 | \$ 430,000 | \$ 411,670 | \$ 410,000 | | |
| Revenues less Expenditures | (21,955) | (254,917) | 93,605 | (366,622) | | |
| Ending Balance | <u>\$ 411,670</u> | <u>\$ 175,083</u> | <u>\$ 505,275</u> | <u>\$ 43,378</u> | | |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|-------------------|---------------------|-------------------|---------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 100 Salaries & Wages | \$ 245,573 | \$ 256,603 | \$ 181,869 | \$ 266,629 | 4% | 22% |
| 200 Personnel Benefits | 137,286 | 139,764 | 104,218 | 147,138 | 5% | 12% |
| <i>Sub-Total - Salaries & Benefits</i> | 361,452 | 372,866 | 291,728 | 396,367 | 6% | 34% |
| 300 Operating Supplies | 4,557 | 12,250 | 8,338 | 20,550 | 68% | 1% |
| 400 Professional Services & Charge | 525,566 | 461,300 | 315,643 | 565,300 | 23% | 39% |
| 500 Intergovernmental Services | 8,478 | 7,000 | | 7,000 | 0% | 1% |
| 600 Capital Outlay | | 300,000 | | 300,000 | 0% | 25% |
| Total Expenditures | <u>\$ 921,460</u> | <u>\$ 1,176,917</u> | <u>\$ 610,068</u> | <u>\$ 1,306,617</u> | 11% | 100% |

114 Paths & Trails

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|---------------|------------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 54162 Preserv Spec'l Purpose Paths | \$ - | \$ 5,000 | \$ - | \$ - | -100% | 16% |
| 54262 R&M Spec'l Purpose Paths | 369 | 26,000 | 0 | 26,000 | 0% | 84% |
| Total Expenditures | <u>\$ 369</u> | <u>\$ 31,000</u> | <u>\$ -</u> | <u>\$ 26,000</u> | -16% | 100% |

Revenue Summary By Type

| | | | | | | |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|----|------|
| 330 Intergovernmental Revenues | \$ 2,347 | \$ 2,000 | \$ 1,721 | \$ 2,000 | 0% | 100% |
| 360 Miscellaneous Revenues | 0 | 0 | 0 | 0 | | 0% |
| Total Revenues | <u>\$ 2,347</u> | <u>\$ 2,000</u> | <u>\$ 1,721</u> | <u>\$ 2,000</u> | 0% | 100% |

Fund Balance

| | | | | |
|----------------------------|------------------|------------------|-------------------|------------------|
| Beginning Balance | \$ 96,964 | \$ 68,000 | \$ 98,942 | \$ 100,000 |
| Revenues less Expenditures | 1,978 | (29,000) | 1,721 | (24,000) |
| Ending Balance | <u>\$ 98,942</u> | <u>\$ 39,000</u> | <u>\$ 100,663</u> | <u>\$ 76,000</u> |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|---------------------------|---------------|------------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 300 Operating Supplies | \$ - | \$ 5,000 | \$ - | \$5,000 | 0% | 16% |
| 400 Professional Services | 369 | 26,000 | | 21,000 | -19% | 84% |
| Total Expenditures | <u>\$ 369</u> | <u>\$ 31,000</u> | <u>\$ -</u> | <u>\$ 26,000</u> | -16% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES – STREET REPAIR/RECONSTRUCTION FUND 119

Municipal Services Director
Public Works Superintendent
Street Division Supervisor

Fred Snoderly
Michael G. Moro, PE
Brian Baltzell

DEFINITION

The street capital program is included in this budget and is funded by Real Estate Excise Tax first and second quarter percent (REET 1 and 2), State Grants, and a transfer from the transportation Benefit District (TBD). These are all part of the City's Transportation Improvement Program (TIP).

2020 CAPITAL PROJECTS

| | | |
|--------------------------------------|------|--------------------|
| Crack Seal Project | TBD | \$250,000 |
| Chip Seal Project | REET | \$750,000 |
| Stratford Road Resurfacing | TBD | \$1,350,000 |
| ADA Ramp/Access Project | TBD | \$ 100,000 |
| Total Street Capital Projects | | \$2,950,000 |

The Street Division is requesting to change out signal cabinets that are outdated and in need of upgraded software packages as well as new microwave radar detection systems. This request was not originally included in the 2020 Preliminary Budget, but it was discussed with Council at their budget retreat. Council agreed to add five signal cabinet replacements to the 2020 Final Budget, estimated to cost \$330,000. This can be funded by growth in the TBD revenues.

BUDGET SUMMARY

119 Street Repair/Reconstruction

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-----------------------------------|---------------------|---------------------|-------------------|---------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| Exp Summary By Function | | | | | | |
| 54130 Preservation Roadway | \$ 1,352,313 | \$ 3,430,000 | \$ 490,929 | \$ 2,350,000 | -31% | 92% |
| 54161 Preservation Sidewalks | 423,852 | 300,000 | 1,397 | 600,000 | 0% | 8% |
| 54162 Preserv Spec'l Purpose Path | 54,061 | | | | 0% | 0% |
| 59530 Roadway | 149,357 | | 446,267 | | 0% | 0% |
| 59590 Construction Administration | 20,801 | | 22,944 | | 0% | 0% |
| Total Expenditures | \$ 2,000,384 | \$ 3,730,000 | \$ 961,537 | \$ 2,950,000 | -21% | 100% |

Revenue Summary By Type

| | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-------------|-------------|
| 310 Taxes | \$ 787,616 | \$ 600,000 | \$ 722,521 | \$ 600,000 | 0% | 17% |
| 330 Intergovernmental Revenues | 31,970 | 1,162,600 | 24,566 | 32,600 | -97% | 34% |
| 360 Miscellaneous Revenues | 57,842 | 37,000 | 45,037 | 33,000 | -11% | 1% |
| 390 Other Financing Resources | 1,105,000 | 1,650,000 | 1,237,500 | 1,650,000 | 0% | 48% |
| Total Revenues | \$ 1,982,428 | \$ 3,449,600 | \$ 2,029,624 | \$ 2,315,600 | -33% | 100% |

Fund Balance

| | | | | |
|----------------------------|-------------------|-------------------|---------------------|-------------------|
| Beginning Balance | \$ 575,675 | \$ 400,000 | \$ 557,719 | \$ 1,100,000 |
| Revenues less Expenditures | (17,956) | (280,400) | 1,068,087 | (634,400) |
| Ending Balance | \$ 557,719 | \$ 119,600 | \$ 1,625,806 | \$ 465,600 |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|---------------------|---------------------|-------------------|---------------------|--------------------|-------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| Expense Summary By Type | | | | | | |
| 400 Professional Services & Charge | \$ 1,903,670 | \$ 3,730,000 | \$ 606,196 | \$ 2,950,000 | -21% | 100% |
| 600 Capital Outlay | 96,710 | | 355,339 | | 0% | 0% |
| Total Expenditures | \$ 2,000,380 | \$ 3,730,000 | \$ 961,535 | \$ 2,950,000 | -21% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES – TRANSPORTATION BENEFIT DISTRICT (TBD) 170

Director

Fred Snoderly

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.

2020 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 11, 2019 meeting. All street projects are budgeted in Fund 119, and this budget just includes a transfer to the Street Capital fund.

LIST OF STREET PROJECTS-2019

1. **Crack Seal and Chip Seal Projects – \$1,000,000** - 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 - \$100,000** – 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** - Complete
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.

BUDGET SUMMARY**170 Transportation Benefit District**

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------------------|---------------------|-----------------------|-------------------------|-------------------------|---------------------------|-------------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 59700 Transfers Out | \$ 900,000 | \$ 1,650,000 | \$ 1,237,500 | \$ 1,650,000 | 0% | 100% |
| Total Expenditures | <u>\$ 900,000</u> | <u>\$ 1,650,000</u> | <u>\$ 1,237,500</u> | <u>\$ 1,650,000</u> | 0% | 100% |
| Revenue Summary By Type | | | | | | |
| 310 Taxes | \$ 1,358,942 | \$ 1,450,000 | \$ 1,225,543 | \$ 1,600,000 | 10% | 50% |
| 360 Miscellaneous Revenues | 4,947 | 1,000 | 0 | 1,000 | 0% | 50% |
| Total Revenues | <u>\$ 1,363,889</u> | <u>\$ 1,451,000</u> | <u>\$ 1,225,543</u> | <u>\$ 1,601,000</u> | 10% | 100% |
| Fund Balance | | | | | | |
| Beginning Balance | \$ 51,215 | \$ 220,000 | \$ 515,104 | \$ 250,000 | | |
| Revenues less Expenditures | 463,889 | (199,000) | (11,957) | (49,000) | | |
| Ending Balance | <u>\$ 515,104</u> | <u>\$ 21,000</u> | <u>\$ 503,147</u> | <u>\$ 201,000</u> | | |

CITY OF MOSES LAKE
2019 BUDGET NARRATIVE

MUNICIPAL SERVICES - WATER DIVISION 411

Director
Public Works Superintendent
Water Division Supervisor

Fred Snoderly
Michael G. Moro, PE
Chad Strevy

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

| | 2018 Actual | 2019 Prelim | 2020 Projected |
|---|------------------------|------------------------|---------------------------|
| Deep well pumps | 18 | 19 | 20 |
| Booster pump stations | 2 | 2 | 3 |
| Gallons in distribution storage | 12.5 million | 13.77 million | 13.77 million |
| Distribution stand pipes | 9 | 9 | 9 |
| Miles of water mains | 185 | 190 | 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 | 4,524 | 4,524 |
| Fire hydrants | 1,582 | 1,582 | 1,582 |
| Metered water services (ranging from ¾" to 12") | 9,215 | 9,275 | 9,300 |
| Water sampling stations | 16 | 18 | 18 |
| Water treatment chlorination systems | 18 | 18 | 18 |
| Chlorine residual monitoring stations | 5 | 5 | 5 |

| MAINTENANCE AND IMPROVEMENTS 2019 | |
|--|--|
| Wells | Well 28 failure. Pump to be pulled and repaired. |
| | Well 18 VFD will be installed this fall. |
| Telemetry | RH2 Engineering to begin complete replacement of the telemetry system. |
| Booster Pump Stations | Stratford Booster Station to begin construction this fall. |
| Distribution Storage | Yearly check of the vents and hatches. |
| Mains | 12" Main in Road L installed improving pressures in Lakeview Zone. |
| | Lakeshore Main Replacement under construction. |
| | Stratford Rd Main Replacement construction beginning in August. |
| | Coolidge Main Replacement construction to begin in September. |
| | 5th & Division Main Replacement completed. |
| | Loop Dr. main break repaired. Replacement in 2020. |
| Valves | Staff to conduct valve exercising September - November. |
| Fire Hydrants | Tested all city maintained fire hydrants. |
| | 100 fire hydrant repairs. |
| Services | Repair/Replace approximately 25 3/4" or 1" services. |
| Water Quality | Arrange testing to satisfy EPA & DOH. |
| | Published Consumer Confidence Report |
| | DOH conducted Sanitary Survey of the entire system. |
| Meters | Contractor tested 80 3" and larger meters. |
| | Replaced several hundred registers and ERTs |

BUDGET DECISION REQUESTS

This request is to create one new position (Water Quality Assistant) and reclassify two existing positions one (Water Quality Specialist) and one (Maintenance II) to (Distribution Operator Lead).

The Water Quality Assistant's duties will consist of field inspections of all backflow assemblies in the water system and backflow assembly testing all city owned backflow assemblies. Currently the Water Division only tracks backflow assemblies installed under Table 9 of the WAC (high hazard). There are thousands of installed backflow assemblies on residential and commercial properties under the UPC that are currently not tracked or tested annually. This poses a threat to the safety of the water system and public.

The Distribution Operator Lead's duties will consist of leading the work crew on the job site, all well house maintenance, all filling and flushing of new mains and representing the Water Division on construction jobs involving tying into the water system

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Amended Budget | 2020 Proposed Budget |
|--------------------------|------------------------------|------------------------|------------------------------------|-------------------------------------|
| | Public Works Superintendent | 1.00 | 1.00 | 1.00 |
| | Department Secretary | 1.00 | 1.00 | 1.00 |
| | Public Works Clerk | 1.00 | 1.00 | 1.00 |
| | Water Division Supervisor | 1.00 | 1.00 | 1.00 |
| | Water Division Foreman | 1.00 | 1.00 | 1.00 |
| | Water Quality Specialist** | 2.00 | 2.00 | 1.00 |
| | Water Quality Assistant* | 0.00 | 0.00 | 1.00 |
| | Distribution Operator Lead** | 0.00 | 0.00 | 2.00 |
| | Maintenance II** | 5.00 | 5.00 | 4.00 |
| | Water OIT | 1.00 | 1.00 | 1.00 |
| Total Personnel * | | 13.00 | 13.00 | 14.00 |
| | Hydrant Painter | 1.00 | 1.00 | 1.00 |
| | Temp. Water Worker | 2.00 | 3.00 | 3.00 |

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

*2020 Proposed new position of Water Quality Assistant

**1 Water Quality Specialist and 1 Maintenance Worker II reclassified as Distribution Operator Lead

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|--------------|--------------|--------------|--------------|--------|-------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Exp Summary By Function | Actual | Budget | 9/30/2019 | Budget | from | Total |
| | | | | | 2 to 4 | |
| Water & Water Billing - 411/413 | | | | | | |
| 53410 Administration - General | \$ 1,153,479 | \$ 1,337,442 | \$ 921,073 | \$ 1,741,671 | 30% | 9% |
| 53450 Maintenance | 2,338,973 | 2,246,789 | 1,509,108 | 2,569,169 | 14% | 15% |
| 53470 Operations-Cust. Svc & | 970,537 | 689,000 | 503,626 | 372,000 | -46% | 5% |
| 59434 Water Utilities | 55,976 | 125,000 | 125,590 | 396,800 | 217% | 1% |
| 59700 Transfers Out | 2,454,225 | 2,957,825 | 2,007,825 | 1,958,825 | -34% | 21% |
| Subtotal-Water | \$ 6,973,190 | \$ 7,356,056 | \$ 5,067,222 | \$ 7,038,465 | -4% | 51% |
| Wastewater & WW Billing - 412/414 | | | | | | |
| 53510 Administration - General | \$ 344,695 | \$ 717,516 | \$ 936,225 | \$ 990,439 | 38% | 5% |
| 53550 Maintenance | 2,060,299 | 3,090,068 | 1,793,176 | 2,593,037 | -16% | 22% |
| 53560 Operations - Contracted | 50,000 | 50,000 | 50,000 | 0 | -100% | 0% |
| 53570 Operations-Customer Serv | 688,239 | 397,000 | 285,477 | 481,000 | 21% | 19% |
| 59435 Sewer Utilities | | 542,000 | 6,249 | | -100% | 0% |
| 59700 Transfers Out | 2,730,225 | 2,730,590 | 2,355,590 | 1,978,755 | -28% | 3% |
| Subtotal-Wastewater | \$ 5,873,458 | \$ 7,527,174 | \$ 5,426,717 | \$ 6,043,231 | -20% | 0% |
| Total Expenditures | \$12,846,648 | \$14,883,230 | \$10,493,939 | \$13,081,696 | -12% | 100% |
| Revenue Summary By Type | | | | | | |
| 320 Licenses & Permits | \$ 22,300 | \$ 14,000 | \$ 5,411 | \$ 14,000 | 0% | 0% |
| 330 Intergovernmental Revenues | 8,109 | 0 | 0 | 0 | 0% | 0% |
| 340 Charges for Goods/Services | 10,784,391 | 10,674,000 | 8,411,724 | 10,884,500 | 2% | 83% |
| 360 Miscellaneous Revenues | 754,785 | 673,100 | 523,850 | 652,500 | -3% | 5% |
| 370 Other Rev. & Capital Contrib. | 514,682 | 300,000 | 394,898 | 300,000 | 0% | 2% |
| 380 Other Increases in Resources | 1,590,921 | 1,225,200 | 672,915 | 1,133,300 | -8% | 10% |
| Total Revenues | \$13,675,188 | \$12,886,300 | \$10,008,798 | \$12,984,300 | 1% | 100% |
| Fund Balance | | | | | | |
| Beginning Balance | \$ 2,796,142 | \$ 2,200,000 | \$ 3,624,682 | \$ 2,000,000 | | |
| Revenues less Expenditures | 828,540 | (1,996,930) | (485,141) | (97,396) | | |
| Ending Balance | \$ 3,624,682 | \$ 203,070 | \$ 3,139,541 | \$ 1,902,604 | | |
| | | | | | (5) | (6) |
| | (1) | (2) | (3) | (4) | % | % |
| | 2017 | 2018 | 2018 | 2019 | Change | of |
| Expense Summary By Type | Actual | Amended | Actual | Projected | from | Total |
| | | Budget | 9/30/2018 | Budget | 2 to 4 | |
| 000 Interfund Transfer | \$ 5,184,450 | \$ 2,200,000 | \$ 976,384 | \$ 2,000,000 | -9% | 18% |
| 100 Salaries & Wages | 1,785,937 | 2,072,221 | 1,394,440 | 2,209,953 | 7% | 20% |
| 200 Personnel Benefits | 976,384 | 912,352 | 653,358 | 1,029,252 | 13% | 11% |
| Sub-Total - Salaries & Benefits | 2,762,321 | 2,984,573 | 2,047,798 | 3,239,205 | 9% | 31% |
| 300 Operating Supplies | 522,934 | 499,500 | 310,222 | 603,700 | 21% | 6% |
| 400 Professional Services & Charges | 4,229,123 | 4,949,942 | 3,536,805 | 4,809,800 | -3% | 60% |
| 500 Intergovernmental Services | 91,778 | 93,800 | 74,047 | 44,600 | -52% | 1% |
| 600 Capital Outlay | 55,976 | 667,000 | 161,601 | 446,800 | -33% | 2% |
| Total Expenditures | \$12,846,582 | \$11,394,815 | \$ 7,106,857 | \$11,144,105 | -2% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES – WASTEWATER 412

Municipal Services Director
Public Works Superintendent
Wastewater Supervisor

Fred Snoderly
Michael G. Moro, PE
Tony Pfluger

DEFINITION

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

CURRENT FACILITIES

Larson Wastewater Treatment Plant

The Larson WWTP is located at 6691 Randolph Road in the Larson Area of Moses Lake. The Larson WWTP is a Biolac Activated Sludge Plant that has the capacity to treat 0.75 million gallons wastewater per day. The Larson WWTP serves a population of about 3,000. The Larson WWTP treats 0.308 MGD on a monthly average for a total of 112.608 MG a year.

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 2.142 MGD on a monthly average for a total of 773.645 MG a year.

Conveyance System

The Wastewater Division maintains about 750,000 feet of gravity sewer mains, 90,000 Lineal Feet (LF) of sewer force mains, 22,500 LF of low-pressure effluent main, and 1,300 LF of siphon pipe.

The City of Moses Lake has over 3,000 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 3,500 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 the treatment facilities head works comprised of raw waste pumps and solids pumps for grit removal.

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 14 stand-by generators and a portable generator 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 2020

Combined Operation Facility (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. Replaced Influent pH and Conductivity probes. Raw Waste pump #2 pulled and replaced impeller, Repair irrigation leak.

Dunes WWTP: Repaired the irrigation drip system, trim trees, and run Performance Evaluations (P.E.) samples for lab accreditation. Replaced Ultra Violet (UV) lamps and shields cleaned the UV troughs as needed, Upgrade UV Human Machine Interface (HMI) and UV module controller, replaced three blower motors and replaced blower drive belts as needed. Measured and sampled the bio-solids in the Long-Term Sludge Digestion Basins (LTSDBs). Cleaned the grit chamber and scum station. Change the oil in the blowers every 2,000 hrs. Decanted the water from the LTSDBs. Changed the oil in the rake motors, gearboxes, and the Hycor (This is a brand) screen. Scarified the Rapid Infiltration (R/I) basins as needed. Haul grit to land fill in Ephrata. Sample Monitoring Wells (m-wells), drain clarifiers for maintenance and cleaning. Replace air chain actuator on basin 1. Replace 2" Back Flow Preventer. Repair diffusers as needed. Update Standard Operation Procedures (SOP) for Dunes lab operations. Replace auto samplers at head works and effluent channel. Replaced Skimmer drive and gear box Clarifier 2C (#6), Replaced

analyzer and Probe for Effluent Dissolved Oxygen (D.O.), Replaced Influent pH and Conductivity probes, repairing headworks channel rates, Replaced Air Chain Actuator #8 basin 2.

Bio-solids Management: Leveling sand dunes for bio-solids application, Drill 2 irrigation wells at Dunes for farm fields, Contract out bio-solids removal at Dunes. Sample bio-solids for metals and % solids for application rates. Rent a Trommel separator to remove rock and debris from dried biosolids for land application. Rent tractor and spreader to spread dry biosolids.

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 LTSDBs. Cleaned the grit chamber and scum station. Decanted the water from the LTSDBs. Scarified the R/I basins as needed. Changed the oil in the rake motors, gearboxes, and the Hycor screen. Drain clarifiers for maintenance and cleaning. Replace #1 Blower motor. Replace #2 rake motor and gear box. Replace 4" Back Flow Preventer. Replace auto samplers at head works and effluent channel. Replace generator battery. Installed check valve for Blower 2.

Lift Stations (L.S.): 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., Check and replace telemetry batteries as needed. 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, Hermit and Nelson. Install new trimmed and coated impeller at Nelson, Replace generator batteries at Main, Carnation 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.1, Replace check valve at Hermit. Replace both Hermit pumps with the pumps from Gateway lift station and trim impellers to match pumping rates; Pressure washed check valve vaults, containment areas and buildings at lift stations. Knolls-Vista, replacing leaking mechanical seal and paint volute, replaced both check valves at Sun Terrace lift, Nelson lift installed new impeller, Repair sump pump at Carswell, Install 2 new pump impellers at Knolls-vista, Repaired coolant leak on Sun Terrace generator, removing media from sand filters at the Water Park with VacCon, Repair water leak at Hallmark lift. Moses Point painted front trim board and installed bird deterrent wires on crossbeams. Castle lift flooded, cleanup, drying out equipment. Station is being bypass pumped with our Godwin 4X4 pump on floats. Install new radio at Laguna Lift. Hermit replaced high wet well float. Replace Transducer and CMX card at Wheeler. Replaced generator emergency stop at Wheeler. Spraying weeds at lift stations. Cleaned gem switches at Westlake and Tana on vacuum system. Replaced lifting chain coupler on pump 2 at Winona, replace mechanical seal have impeller rebuilt and new wear rings at Peninsula

Line Maintenance: Cleaned and inspected 31 air release valves on the force mains. Inspect 18 problem sewer lines and manholes. Rodded 21 slow or plugged sewer lines, approximately 9,244 feet. Cleaned and TVed 6,111 feet of sewer mains. TV 4,992 feet of lines and 2,580 feet for maintenance inspection. Flushed all of the sewer mains in the City and Larson area two times, and inspected 410 manholes, pumped water to 45 sewer mains. Answered 26 calls for possible plugged sewers.

2020 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 6th 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.

2020 CONTRACTED PROJECTS

Annual crane inspections with contractor, Annual Service of Generators

MEET THE DEPARTMENT OF ECOLOGY REQUIREMENTS FOR 2020

| LARSON WWTP | |
|-------------|--|
| Item No. | Description |
| 1 | Annual Assessment of Flow and Waste Load by March 1, 2020. |
| 2 | Review and update Operation & Maintenance Manual annually. |
| 3 | Manage the Treatment of Bio-solids. |
| 4 | Annual Bio solids Report by March 1, 2020. |

| DUNES WWTP | |
|------------|--|
| Item No. | Description |
| 1 | Annual Assessment of Flow and Waste Load by March 1, 2020. |
| 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, 2020. |
| 6 | Annual Lab Accreditation Renewal by October 31, 2019 |

BUDGET DECISION REQUESTS

There are no requests for Wastewater Operations.

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Prelim | 2020 Proposed Budget |
|--|--|----------------|----------------|----------------------------|
| | Wastewater Supervisor | 1.00 | 1.00 | 1.00 |
| | Wastewater Foreman | 1.00 | 0.00 | 0.00 |
| | Lead Operator | 1.00 | 0.00 | 0.00 |
| | Operator | 1.00 | 0.00 | 0.00 |
| | Maintenance II | 4.00 | 0.00 | 0.00 |
| | Maintenance I | 1.00 | 0.00 | 0.00 |
| | Wastewater OIT | 1.00 | 0.00 | 3.00 |
| | Wastewater Foreman – Treatment | 0.00 | 1.00 | 1.00 |
| | Wastewater Operator III – Treatment | 0.00 | 1.00 | 2.00 |
| | Wastewater Operator II – Treatment | 0.00 | 2.00 | 1.00 |
| | Wastewater Foreman – Collection | 0.00 | 1.00 | 1.00 |
| | Wastewater Maintenance II – Collection | 0.00 | 3.00 | 1.00 |
| | Wastewater Maintenance I – Collection | 0.00 | 2.00 | 2.00 |
| | Total Personnel * | 10.00 | 11.00 | 11.00 |

** In 2019 the Wastewater Division proposed 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.*

***Collection workers rotate to treatment subdivision for training weekly to achieve hours for operator certification and gain hours to maintain wastewater operator certification with the Department of Ecology.*

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES – WATER/SEWER CONSTRUCTION 477

Municipal Services Director
Public Works Superintendent

Fred Snoderly
Michael G. Moro, PE

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.

There is also another capital fund to purchase water rights (Fund 471). This fund has no standing budget, but has accumulated \$1,920,000 available for this purpose when opportunities arise.

CAPITAL IMPROVEMENTS 2020 (WATER)

| | |
|--|--------------------|
| 1-Water SCADA System Upgrade | \$1,000,000 |
| 2-Alder St. Booster Station | \$150,000 |
| 3-Milwaukee Main Ext. | \$100,000 |
| 4-Well 22 Abandonment | \$50,000 |
| 5-Develop Well 34 | \$1,000,000 |
| 6-Water Model Development | \$250,000 |
| 7-Loop Dr. Main Replacement | \$150,000 |
| 8-Knolls Vista Dr. Main Replacement | \$150,000 |
| 9-Reservoir Painting | \$110,000 |
| 10-Beacon AMA | \$310,000 |
| TOTAL WATER CAPITAL PROJECTS-Fund 477 | \$3,270,000 |

- (1) Water SCADA System Upgrade. Upgrade all 30 remote sites with PLC and upgrade the SCADA control software. The existing system was installed in the 90's and is outdated and hard to replace failing parts. (carryforward from 2019 budget)
- (2) Alder St Booster Station. Construct a new booster station to move water from the Central zone to the Knolls Vista zone. The Knolls Vista zone currently has three wells that are unable to keep up with summer demands.
- (3) Milwaukee Water Main Extension. This water main will replace an existing main that has a bury depth of over 10 feet. Currently, if this main breaks the Water Division is not equipped to excavate and repair this main which is an important part of the distribution system feeding the downtown area of town.
- (4) Well 22 Abandonment. The well was abandoned over 20 years ago and only the building remains. The Water Div. has no use for the building and would prefer it to be demolished.

- (5) 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 and Knolls Vista zones which during the summer months are stressed to satisfy current and future demands.
- (6) Water Model Development. We are currently interviewing firms that will build, calibrate and train staff of the new model.
- (7) Loop Dr. Main Replacement. The water main on Loop Dr. is cast iron and has had several large failures and is in need of replacement.
- (8) Knolls Vista Dr. Main Replacement. The water main on Knolls Vista is cast iron and has had several large failures and is in need of replacement.
- (9) Reservoir Painting. The exterior paint on all 9 reservoirs is between 10 to 40 years old. Most of the reservoirs are in need of fresh paint to protect the reservoir from the elements. There are also several different city logos on them depending on when they were painted. We propose to paint one per year for the next 9 years and update them all to the same logo.
- (10) Beacon AMA. Begin a six year (2020-2025) change out of the existing Automated Meter Reading (AMR) Itron endpoint to a new Advanced Metering Infrastructure (AMI) Badger endpoint on every service meter. The benefits allow customers more detailed information on their water use habits and consumption, would increase data collection from services and a reduction in operating costs collecting meter readings. Fiscal Impacts– \$300,000 (per year 2020-2025) capital costs. The yearly cost to collect AMR meter reading is \$17.44 per meter, while the yearly cost to collect AMI meter reading \$8.52. Switching to the AMI system would reduce both time spent collecting meter reads and reduce the cost to collect meter reads, but the most valuable end result would be real-time leak detection.

FUTURE CAPITAL IMPROVEMENTS (WATER)

| | |
|--|-------------|
| Reservoir Painting | \$110,000 |
| Beacon AMA 2021-2025 | \$310,000 |
| 1-New Source Supplies (Per Site) | \$1,000,000 |
| 2-New Booster Stations (Per Site) | \$500,000 |
| 3-Up Sizing Mains (Per Year) | \$500,000 |
| 4-Main Replacements (Per Year) | \$500,000 |
| 5-Rebuilding Aging Well Buildings (Per Site) | \$500,000 |

- (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 (WASTEWATER)

| | |
|---|--------------------|
| Lift Stations: Upgrade Wheeler Pumps, Controls. Wet Well and Extend Force Main to 6 th and Beech | \$500,000 |
| Finish Parallel Force Main from Carnation L.S. | \$150,000 |
| Extend Division L.S. Force Main to Main L.S. at 6 th and Beech | \$100,000 |
| Main Lift Sta. Upgrade, Pumps, and Controls | \$300,000 |
| Omni Force Main with Stratford Rd. Overlay | \$50,000 |
| Winona Lift Sta. Fence Project | \$50,000 |
| Collection System: Lining, Lateral and Manhole Repairs | \$500,000 |
| Biosolids: Site Prep and Removal | \$300,000 |
| Sewer Line Extension at Five Corners/Spot Repairs | \$50,000 |
| Longview Sewer Hook-ups | \$100,000 |
| Sage Bay | \$400,000 |
| Developer Projects | \$700,000 |
| 2020 Project Design | \$30,000 |
| TOTAL WASTEWATER CAPITAL PROJECTS – Fund 477 | \$3,230,000 |

FUTURE CAPITAL IMPROVEMENTS (WASTEWATER)

| | |
|--|----------------|
| 1-Carswell,Patton, Castle, Lift Station 1 and Knolls Vista Submersible Pumps, Large Wet Wells, Move Controls 2021-2024 | \$250,000/year |
| 2-Collection System: Manhole Lining (per year) | \$500,000/year |
| 3-Biosolids Management Dunes, Larson WWTP (per year) | \$300,000/year |
| 4-Reroute Parker Horn Siphon to Sage Bay L.S. | \$300,000 |
| 5-Longview Sewer Hook-ups 2021 | \$300,000 |
| 6-Finish 20" Parallel Force Main from COF to James St. 2021 | \$1,000,000 |
| 7-Replace 25,000 LF 20-inch AC Force Main 2022 | \$3,000,000 |

- (1) 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.
- (2) Lining, Lateral and manhole repair. Portions of the sewer collection system are more than 50 years old. The concrete sewer lines and manholes are deteriorating. They need to be inspected, repaired or replaced in the City and at Larson.

- (3) Disposing of bio-solids from Dunes STP and Larson STP.
- (4) Reroute Parker Horn Siphon to Sage Bay L.S.
- (5) Abandon all septic systems and hook-up all homes to new gravity sewer system in the Longview Tracts area.
- (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.

| CITY OF MOSES LAKE Six Year Capital Improvement Programs | | | | | | | | | | | |
|---|-------|--------------------------------------|--------------------|-------------------|-------------------|-------------------------------------|---------|---------|---------|-----------|-----------|
| FUND OR DEPARTMENT: 477 Sewer | | | | | | Date: June 11, 2019 | | | | | |
| Project Name/Item Description | Funds | Acquisition New/Replace Continuation | Priority (by year) | Source of Funding | Total Cost (cash) | Estimated Cost Per Year of Projects | | | | | |
| | | | | | | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
| 1. Lift Station Upgrades: | | | | | | | | | | | |
| Wheeler Lift Sta. Submersible Pumps & Modify Controls Above Ground, Wet Well Mod. | Sewer | Replacement | 2020 | W/S Fund | 250,000 | 250,000 | | | | | |
| Wheeler Lift Sta., Extend Force Main to 6 th and Beech At Main Lift Sta. | Sewer | Replacement | 2020 | W/S Fund | 250,000 | 250,000 | | | | | |
| Install new force main from Division L.S. to 6 th and Beech at Main Lift Sta. | Sewer | Replacement | 2020 | W/S Fund | 100,000 | 100,000 | | | | | |
| Main Lift Sta. Upgrade pumps and controls | Sewer | Replacement | 2020 | W/S Fund | 300,000 | 300,000 | | | | | |
| Finish parallel force main from Carnation Lift Sta. on Wheeler Rd | Sewer | New | 2020 | W/S Fund | 150,000 | | 150,000 | | | | |
| Winona Lift Sta. Fence Project | Sewer | New | 2020 | W/S Fund | 50,000 | 50,000 | | | | | |
| Carswell, Patton, Castle, Lift Sta. 1 and Knolls- Vista Submersible Pumps, larger wet wells, move controls. | Sewer | Replacement | 2020-2025 | W/S Fund | 1,500,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| 2. Sewer Line Extension at Five Corners, Spot Repairs on Pioneer Way | Sewer | Replacement | 2020 | W/S Fund | 200,000 | 200,000 | | | | | |
| 3. Collection System: Manhole Lining | Sewer | Replacement | 2020-2025 | W/S Fund | 3,000,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| 4. Bio Solids Management Dunes, Larson WWTP | Sewer | New | 2020-2025 | W/S Fund | 1,000,000 | 300,000 | 300,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| 5. Reroute Parker Horn Siphon to Sage Bay L.S. | Sewer | New | 2021 | W/S Fund | 300,000 | 300,000 | | | | | |
| 6. Longveiw Sewer Hook-ups | Sewer | New | 2022 | W/S Fund | 300,000 | | | | | | |
| 7. Finish 20" parallel force main from COF to James St. | Sewer | New | 2024 | W/S Fund | 1,000,000 | | | | | 1,000,000 | |
| 8. Replace 25,000 LF 20-inch AC force main | Sewer | New | 2025 | W/S Fund | 3,000,000 | | | | | | 3,000,000 |
| | | | | | | | | | | | |

CITY OF MOSES LAKE
MUNICIPAL SERVICES/ WATER DIVISION
SIX YEAR CAPITAL IMPROVEMENT PROJECT

| WATER CAPITAL | New/ Replacement | Fund | Total Cost | Year | | | | | |
|----------------------------|---------------------|------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | | | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Water SCADA System Update | Replacement | W/S | \$ 800,000 | \$ 800,000 | | | | | |
| Lakeshore Main Replacement | Replacement | W/S | \$ 270,000 | \$ 270,000 | | | | | |
| Adjustable Rock Bar Screen | New | W/S | \$ 20,000 | \$ 20,000 | | | | | |
| Alder St. Booster Station | New | W/S | \$ 150,000 | \$ 150,000 | | | | | |
| Develop Well 34 | New | W/S | \$ 1,000,000 | \$ 1,000,000 | | | | | |
| Road L Water Main Ext. | New | W/S | \$ 450,000 | \$ 450,000 | | | | | |
| Milwaukee Main Ext. | Replacement | W/S | \$ 100,000 | \$ 100,000 | | | | | |
| Material Storage Area | New | W/S | \$ 550,000 | \$ 550,000 | | | | | |
| Replacement of AC Mains | Replacement | W/S | \$ 20,000,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| Well 22 Abandonment | Replacement | W/S | \$ 50,000 | \$ 50,000 | | | | | |
| Well 18 VFD Install | Replacement | W/S | \$ 75,000 | \$ 75,000 | | | | | |
| New Source Central Zone | New | W/S | \$ 1,000,000 | | \$ 1,000,000 | | | | |
| New Booster Stations | New | W/S | \$ 500,000 | | \$ 500,000 | | | | |
| Up Sizing Mains | Replacement | W/S | \$ 3,000,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| Rebuild Well 12 | Replacement | W/S | \$ 500,000 | \$ 500,000 | | | | | |
| Rebuild Well 29 | Replacement | W/S | \$ 500,000 | | | \$ 500,000 | | | |
| Rebuild Well 28 | Replacement | W/S | \$ 500,000 | | | | \$ 500,000 | | |
| Rebuild Well 21 | Replacement | W/S | \$ 500,000 | | | | | \$ 500,000 | |
| Rebuild Well 8 | Replacement | W/S | \$ 500,000 | | | | | | \$ 500,000 |
| TOTAL | | | \$ 30,465,000 | \$ 4,465,000 | \$ 3,000,000 | \$ 1,500,000 | \$ 1,500,000 | \$ 1,500,000 | \$ 1,500,000 |

BUDGET SUMMARY**Dept 477 Water/Wastewater Construction**

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------------------|-------------------|---------------------|---------------------|---------------------|-------------|--------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Exp Summary By Function | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 59418 Centralized Services | \$ 25,324 | \$ - | \$ 74,389 | \$ - | 0% | 0% |
| 59434 Water Utilities | 549,069 | 4,465,000 | 1,665,915 | 3,245,000 | -27% | 64% |
| 59435 Sewer Utilities | 276,146 | 2,605,000 | 221,122 | 3,230,000 | 24% | 36% |
| Total Expenditures | \$ 850,539 | \$ 7,070,000 | \$ 1,961,426 | \$ 6,475,000 | -8% | 100% |

Revenue Summary By Type

| | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|-------------|-------------|
| 370 Insurance Recoveries | \$ - | \$ - | \$ 199,831 | \$ - | | 100% |
| 390 Other Financing Resources | 2,800,000 | 3,300,000 | 2,475,000 | 1,550,000 | -53% | 0% |
| Total Revenues | \$ 2,800,000 | \$ 3,300,000 | \$ 2,674,831 | \$ 1,550,000 | -53% | 100% |

Fund Balance

| | | | | | | |
|----------------------------|---------------------|---------------------|---------------------|---------------------|--|--|
| Beginning Balance | \$ 6,422,782 | \$ 7,000,000 | \$ 8,372,243 | \$ 8,100,000 | | |
| Revenues less Expenditures | 1,949,461 | (3,770,000) | 713,405 | (4,925,000) | | |
| Ending Balance | \$ 8,372,243 | \$ 3,230,000 | \$ 9,085,648 | \$ 3,175,000 | | |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|-------------|--------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| | Actual | Amended | Actual | Projected | Change | of |
| Expense Summary By Type | Actual | Budget | 9/30/2019 | Budget | from | Total |
| 400 Professional Services & Charge | \$ 514 | \$ - | \$ - | \$ - | 0% | 0% |
| 600 Capital Outlay | 850,023 | 7,070,000 | 1,961,425 | 6,475,000 | -8% | 100% |
| Total Expenditures | \$ 850,537 | \$ 7,070,000 | \$ 1,961,425 | \$ 6,475,000 | -8% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

FLEET MANAGEMENT 519

GENERAL FUND

Municipal Services Director
Public Works Superintendent
Fleet Manager

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

DEFINITION: To provide economical, safe, and properly maintained vehicles, equipment, and two-way radio communication equipment.

2020 PROJECTS & WORK PLAN

In addition to providing scheduled maintenance and repair to the fleet of vehicles and equipment, the following staff request, annual capital equipment requests and projects are from Fleet Management and the various departments and divisions of the City for 2020:

- We request the addition of a staff member in Fleet Management. With continued addition of vehicles and equipment to Fleet Management we require the additional assistance to perform scheduled maintenance to the fleet. The additional staff member would be put to work on the scheduled maintenance, repairs to our fleet of vehicles and equipment. Fleet Management requests continued R&R Fund contributions for the heavy duty drive through wash system for both large and small City vehicles and equipment in 2020.
- Replacement Vehicles for Fire:
 - A ½-ton 4x4 SSV pickup with air bag suspension & canopy/ slide unit;
 - A ½-ton 4x4 SSV pickup with air bag suspension;
 - Replacement of #380, a 2007 Ford E450 Ambulance.
- Vehicles for the Street Division:
 - Addition of A heavy duty 4-door, crew cab 4x4 pickup truck with a message board; and
 - Replacement of a Slide in Sander box with wet kit.
- Vehicles for the Stormwater Division:
 - Replacement full size truck based street sweeper;
 - Replacement 2,000 gallon street flush truck with anti-ice dispensing equipment; and
 - Additional Service Truck.
- Vehicles for Building Maintenance Division:
 - A new crew cab 4x4 ¾-ton pickup; and
 - A replacement 4x4 ¾ ton extended cab pickup with a lift gate for #121, a 2006 Ford F250 extended cab pickup with a lift gate. The vehicle has approximately 100,000 miles on the odometer.
- Vehicles for the Water Division :
 - A New Hydro Excavator Truck.
- Vehicles for the Parks and Recreation Department:

A replacement trim mower; and
A new and additional turf sweeper.

- Two replacement vehicles for the Police Department.
- A new pickup request from the Community Development Department.
- Two new pickup requests for the Engineering Division.

FLEET MANAGEMENT STAFF

Fleet Management requests one additional staff member for budget year 2020.

During the last 40 years, Fleet Management provided consistently economical, safe and properly maintained vehicles, equipment and radios to all departments and divisions of the City. Today, with the exception of Police and Fire Department vehicles, we are currently sending all of the passenger cars, light duty pickups and all of our service trucks up to 19,500 pounds capacity owned by the City of Moses Lake to an outside vendor for routine oil change maintenance. All of the departments and divisions of the city have been tasked with transporting the vehicles to the vendor for maintenance and then picking them up. The rest of our city staff is slowed down by this process because Fleet Management doesn't have the resources to deal with the daily routine maintenance of vehicles and equipment. The addition of one staff member in Fleet Management will aid us in getting the fleet maintained in the most efficient and productive manner. The use of an outside vendor for the routine vehicle maintenance is not a budgeted item. The total to use an outside vendor for 2019 should be between \$40,000 and \$50,000. The lowest quote we chose is having trouble providing consistent and prompt billing for the work and has released vehicles before contacting the Fleet Foreman concerning any additional work. The addition of a staff member in 2020 will bring the work we are sending outside back into our shop. We will ask for additional staff members in future years in our new vehicle Upfit operations and then in our heavy duty maintenance.

AUTHORIZED PERSONNEL

| Class Code | Position Title | 2018 Actual | 2019 Approved Budget | 2020 Proposed Budget |
|--------------------|---|--------------------|-----------------------------|-----------------------------|
| 519-01 | Fleet Manager | 1.00 | 1.00 | 1.00 |
| 519-02 | Fleet Management Foreman | 1.00 | 1.00 | 1.00 |
| 519-03 | Fleet Management Technician III Emergency Vehicle Upfitter | 1.00 | 1.00 | 1.00 |
| 519-03 | Fleet Management Technician II Heavy Duty Vehicles | 1.00 | 1.00 | 1.00 |
| 519-04 | Fleet Management Technician I Light Duty Vehicles | 1.00 | 1.00 | 1.00 |
| 519-04 | The additional staff member requested: Fleet Management Technician I Light Duty Vehicles | 0.00 | 0.00 | 1.00 |
| Total Staff | | 5.00 | 5.00 | 6.00 |

- **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.

MINOR EQUIPMENT & SMALL PROJECT REQUESTS (315, 351)

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

- **Moses Lake Fire Department requests 10 Motorola “Minitor 6” Pagers** for a total of \$5,000. Individual cost is approximately \$500 each.
- **Moses Lake Fire Department requests 4 (800MHz) Portable Radios** with vehicle chargers for a total of \$6,000. Individual cost is approximately \$1,500 each.
- **Moses Lake Fire Department requests replacement emergency lighting for vehicle #188** for a total of \$4,000. The total items required for this project are unknown at this time. The individual items can cost from approximately \$200 to \$2,500 each.
- **Fleet Management requests shop tools & equipment with varying costs.**
We request the ability to purchase tools and equipment for use by Fleet staff in the shop on city vehicles and equipment.
- **Fleet Management requests access to the State & Federal Surplus Equipment.**
We request the ability to participate in the purchase of State & Federal Surplus equipment. The request for any surplus equipment purchase shall be subject to management pre-approval.
- **Fleet Management requests continuation of the Backup Camera Project**
We request continuation of the long term backup camera project for vehicles with limited rear vision. Fleet Management identified 70 trucks and equipment with limited rear vision a few years ago. We purchased a small number of very low cost “test” camera systems the first year of the project. We have been unable to install the initial five cameras due to staffing and work load. However, this project will be a priority for us in 2020. Fleet staff will install the rear vision cameras and begin field testing. We will purchase the next version of a rear vision camera system based on our field testing.

Our ability to accomplish Fleet Safety Projects is directly related to the staff time available.

We continue to request a system to monitor the vehicles and equipment in Fleet Management. Our main need for a system of this type is the ability to send the miles or hours of use during the reporting period and from the last periodic maintenance to the Fleet Foreman in the form of an email. The information needs to be current and up to date. The secondary need is the ability to transmit service issues the vehicle or equipment may experience. The system could provide management the ability to track the vehicles and equipment in real time. While providing management the ability to monitor operation by staff it could also track possible stolen vehicle and equipment. (This is currently unbudgeted).

Costs* Total for Onboard Monitoring Equipment \$25,000 (Waived During Sale Periods)

| | |
|--------------------------------|--|
| Total for Annual Monitor Fees | \$50,000 (\$17 for older vehicles, \$19 for newer) |
| Total Estimate First Year Cost | \$75,000 |

*Cost estimate from a 2018 Verizon Quote.

Contributions from Operating Funds

| Operating Division | 2018 Actual | 2019 Budget | 2020 Budget |
|-----------------------|---------------------|---------------------|---------------------|
| Legislative | \$ 2,400 | \$ - | \$ - |
| Executive | 2,400 | 2,500 | 2,500 |
| Finance | 2,400 | 2,500 | 2,500 |
| Community Development | 110,900 | 80,000 | 80,000 |
| Streets | 405,000 | 477,000 | 437,000 |
| Engineering | 170,000 | 91,600 | 150,000 |
| Police | 368,500 | 460,500 | 437,500 |
| Fire | 328,600 | 225,000 | 388,000 |
| Parks & Recreation | 450,000 | 412,000 | 412,000 |
| Grants & Donations | | | 235,000 |
| SolidWaste | 1,400 | 0 | 0 |
| Central Services | 700 | 2,500 | 5,000 |
| Building Maintenance | 38,500 | 28,000 | 133,000 |
| Water | 649,300 | 606,000 | 560,500 |
| Wastewater | 229,700 | 847,500 | 440,000 |
| Water Billing | 16,900 | 0 | 0 |
| Airport | 300 | 309 | 309 |
| Storm Water | 95,000 | 150,000 | 222,000 |
| Ambulance Services | 81,200 | 60,000 | 280,000 |
| Total | <u>\$ 2,953,200</u> | <u>\$ 3,445,409</u> | <u>\$ 3,785,309</u> |

BUDGET SUMMARY --

Fleet Management (Equipment Rental Division) 519

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 54868 Operations-General | \$ 1,308,017 | \$ 1,349,985 | \$ 906,301 | \$ 2,156,453 | 60% | 46% |
| 59448 Public Works-Centralized Ser | 1,100,544 | 1,360,900 | 889,962 | 2,477,000 | 82% | 40% |
| 59148 LT Debt/ Centralized Services | 410,569 | 376,506 | 322,709 | 309,860 | -18% | 13% |
| 59248 Interest/Public Works | 24,512 | 19,697 | 15,796 | 9,810 | -50% | 1% |
| Total Expenditures | <u>\$ 2,843,642</u> | <u>\$ 3,107,088</u> | <u>\$ 2,134,768</u> | <u>\$ 4,953,123</u> | 59% | 100% |

Revenue Summary By Type

| | | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-----|------|
| 340 Chargs for Goods/Services | \$ 2,968,094 | \$ 3,445,409 | \$ 2,586,984 | \$ 3,785,309 | 10% | 100% |
| 360 Miscellaneous Revenues | 22,020 | 8,000 | 5,698 | 10,000 | 0% | 0% |
| 370 Other Rev. & Capital Contrib. | 13,461 | 0 | 17,536 | 0 | 0% | 0% |
| 390 Other Financing Resources | 58,826 | 0 | 0 | 0 | 0% | 0% |
| Total Revenues | <u>\$ 3,062,401</u> | <u>\$ 3,453,409</u> | <u>\$ 2,610,218</u> | <u>\$ 3,795,309</u> | 10% | 100% |

Fund Balance

| | | | | |
|----------------------------|---------------------|-------------------|---------------------|-------------------|
| Beginning Balance | \$ 1,353,540 | \$ 500,000 | \$ 1,572,299 | \$ 2,000,000 |
| Revenues less Expenditures | 218,759 | 346,321 | 475,450 | (1,157,814) |
| Ending Balance | <u>\$ 1,572,299</u> | <u>\$ 846,321</u> | <u>\$ 2,047,749</u> | <u>\$ 842,186</u> |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 100 Salaries & Wages | \$ 297,492 | \$ 311,372 | \$ 228,259 | \$ 363,154 | 17% | 11% |
| 200 Personnel Benefits | 137,426 | 144,213 | 106,532 | 189,995 | 32% | 5% |
| <i>Sub-Total - Salaries & Benefits</i> | 434,918 | 455,585 | 334,791 | 553,149 | 21% | 16% |
| 300 Operating Supplies | 417,187 | 417,700 | 280,115 | 461,600 | 11% | 14% |
| 400 Professional Services & Charges | 455,901 | 473,100 | 291,035 | 1,138,100 | 141% | 16% |
| 500 Intergovernmental Services | | 3,600 | 360 | 3,600 | 0% | 0% |
| 600 Capital Outlay | 1,100,544 | 1,360,900 | 889,962 | 2,477,000 | 82% | 40% |
| 700 Debt Service - Principal | 410,569 | 376,506 | 322,709 | 309,860 | -18% | 13% |
| 800 Debt Service - Interest | 24,512 | 19,697 | 15,796 | 9,810 | -50% | 1% |
| Total Expenditures | <u>\$ 2,843,631</u> | <u>\$ 3,107,088</u> | <u>\$ 2,134,768</u> | <u>\$ 4,953,119</u> | 59% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES – BUILDING MAINTENANCE 528

Municipal Services Director
Supervisor

Fred Snoderly
Tony Massa

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 the Municipal Airport Building and miscellaneous repairs around the airport. In addition we perform the annual maintenance on all fire extinguishers in all buildings.

2020 PROJECTS / WORK PLAN

The following are legislative or other impacts:

- We will be entering our final phase of proximity lock installation. As of 2019 we will only have the Operations Complex and Wastewater Treatment Facilities remaining. We are seeing an increase in the price of the locks and associated items and expect a little bit of an increase in overall costs in 2020.
- Phasing out our old R22 HVAC units is going well. We are just barely able to get units replaced as they are failing. We have had to replace two of the six units at Fire Station 1 earlier than the contracted dates. We will be requesting to replace two units at the Police Station in 2021.
- Washing windows at the Civic Center has continued to be difficult to do on a quarterly basis. We are currently having the maintenance crew wash windows during the day while janitorial staff works on them at night. We are requesting a day time janitorial/maintenance assistant that we would have work on windows during the day more often in order to keep up on them.

- New Washington State regulations regarding Building Energy Codes have had an impact on replacing equipment and remodeling buildings. 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. The new energy codes will require that we replace the entire HVAC system and controls. We will no longer be able to just replace the failed component.
- New safety requirements require certain jobs have two people working on them instead of one. For example: high voltage requires two people on site; work on a roof requires a spotter; and an object weighing more than 50 pounds requires two people to lift it. The state has expanded the definition of confined spaces to include attics and crawl spaces, requiring at least 2 workers for safe entry.
- We are having a city wide asbestos survey performed in 2019. The survey will provide us with a full record of what areas have asbestos and allow us to estimate future projects more accurately.

BUDGET DECISION REQUESTS

Additional Building Maintenance Worker

We are requesting to add a new daytime janitor/maintenance assistant to complete additional workloads such as, setting up for meetings, moving furniture, cleaning blood borne pathogens, and cleaning the crew side of the fire department that must be conducted during the daytime. (Budgeted)

Proximity Locks

We are requesting to continue with the Proximity Lock project. 2020 will be the final phase and will include the Operations Complex and Wastewater Treatment plants. This project will be completed from the operating supplies budget.

Fire Station 1

We are requesting to do some remodeling at Fire Station 1. The kitchen is in need of new cabinets and countertops. The window blinds in the office area should be replaced. The washer extractor for the firefighter's turnout gear is nearing the end of its life. Since parts are obsolete we are replacing this piece of equipment.

Capital Improvements

Car Wash

Fleet Management has requested to build a car wash at the Operations Complex. The proposed is a "no touch" spray system for both light and heavy duty vehicles and equipment. The primary benefit of this system is the thorough cleaning of vehicle undercarriages to reduce corrosion from chemicals used on

the roads. Fleet estimates it would also save around \$5,300 per year in car wash fees. Budgeted at \$650,000.

Generator at Fire Station 2

We are requesting to have a fixed emergency generator and automatic transfer switch installed at Fire Station 2. The current emergency generator is a portable generator that must be started inside of the garage bays in order to power the garage doors and roll it outside. Budgeted at \$30,000.

Mini Storage and Police Impound

We are requesting to have a new mini storage facility and police impound constructed near the current Operations Complex. With the sale of the old shop buildings we lost a lot of interior storage and are in need of more. Currently we are using a storage facility at the Port of Moses Lake. The new storage area would give every department inside storage and give the police department an area for long term storage of vehicles. Budgeted at \$500,000

AUTHORIZED PERSONNEL

| | Position Title | 2018 Actual | 2019 Actual | 2020 Proposed |
|------------------------|--------------------------|------------------------|------------------------|--------------------------|
| | Supervisor | 1.00 | 1.00 | 1.00 |
| | Foreman | 1.00 | 1.00 | 1.00 |
| | Maintenance Worker | 2.00 | 2.00 | 2.00 |
| | Lead Janitor | 1.00 | 1.00 | 1.00 |
| | Janitor | 6.00 | 6.00 | 6.00 |
| | Janitor/Maint. Assistant | 0.00 | 0.00 | 1.00 |
| Total Personnel | | 11.00 | 11.00 | 12.00 |

Contributions from Operating Funds

| Operating Division | 2018 Budget | 2019 Budget | 2020 Budget |
|---------------------------|---------------------|---------------------|---------------------|
| Legislative | \$ 34,000 | \$ 45,600 | \$ 50,400 |
| Executive | 16,600 | 27,300 | 24,500 |
| Finance | 19,500 | 30,400 | 28,800 |
| Community Development | 25,000 | 40,400 | 47,900 |
| Legal/Judicial | 1,700 | 1,800 | 2,500 |
| Misc. Services | 6,800 | 11,400 | 13,400 |
| Library | 103,500 | 60,600 | 62,200 |
| Streets | 55,800 | 56,400 | 44,700 |
| Engineering | 38,000 | 58,000 | 68,800 |
| Police | 56,000 | 54,100 | 146,900 |
| Fire | 236,700 | 360,700 | 325,500 |
| Parks & Recreation | 234,500 | 353,600 | 380,200 |
| Solid Waste | 4,500 | 0 | 0 |
| Fleet Management | 50,300 | 56,400 | 715,000 |
| Central Services | 17,000 | 86,500 | 52,600 |
| Water | 286,600 | 52,600 | 60,800 |
| Wastewater | 25,500 | 39,100 | 45,400 |
| Water Billing | 4,500 | 0 | 0 |
| Wastewater Billing | 4,500 | 0 | 0 |
| Airport | 1,500 | 0 | 0 |
| Storm Water | 142,700 | 27,900 | 3,500 |
| Ambulance Services | 102,500 | 174,400 | 120,700 |
| Debt Service | 1,668,400 | 1,668,400 | 1,668,400 |
| Total | \$ 3,136,100 | \$ 3,205,600 | \$ 3,862,200 |

BUDGET SUMMARY

Dept 528 Building Maintenance

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 51830 Maint/Secur./Janitor | \$ 1,206,795 | \$ 1,577,696 | \$ 895,763 | \$ 1,775,036 | 13% | 41% |
| 54161 Preservation Sidewalks | 15,307 | 0 | 0 | 52,600 | 0% | 0% |
| 58120 Interfund Loan Repayment-SI | 907,116 | 925,300 | 672,915 | 943,800 | 2% | 25% |
| 59218 Interest-Interfund Debt | 74,775 | 56,700 | 41,187 | 38,200 | -33% | 2% |
| 59418 Capital-Centralized Services | 298,388 | 1,382,000 | 924,787 | 1,195,000 | -14% | 8% |
| 59118 LT Debt/ Centralized Services | 786,268 | 805,000 | 160,000 | 830,000 | 3% | 22% |
| 59218 Interest/ Bonded Debt | 88,582 | 66,613 | 67,212 | 42,463 | -36% | 2% |
| Total Expenditures | <u>\$ 3,377,231</u> | <u>\$ 4,813,309</u> | <u>\$ 2,761,864</u> | <u>\$ 4,877,099</u> | 1% | 100% |

Revenue Summary By Type

| | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|-------|------|
| 340 Chargs for Goods/Services | \$ 3,716,936 | \$ 3,205,600 | \$ 2,411,282 | \$ 3,862,200 | 20% | 99% |
| 360 Miscellaneous Revenues | 22,933 | 21,800 | 1,810 | 0 | -100% | 1% |
| 390 Sale of Capital Assets | 467,334 | 0 | 0 | 0 | 0% | 0% |
| Total Revenues | <u>\$ 4,207,203</u> | <u>\$ 3,227,400</u> | <u>\$ 2,413,092</u> | <u>\$ 3,862,200</u> | 20% | 100% |

Fund Balance

| | | | | |
|----------------------------|---------------------|------------------|---------------------|-------------------|
| Beginning Balance | \$ 807,678 | \$ 1,600,000 | \$ 1,637,650 | \$ 1,300,000 |
| Revenues less Expenditures | 829,972 | (1,585,909) | (348,772) | (1,014,899) |
| Ending Balance | <u>\$ 1,637,650</u> | <u>\$ 14,091</u> | <u>\$ 1,288,878</u> | <u>\$ 285,101</u> |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|------------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | % of Total |
| 100 Salaries & Wages | \$ 473,844 | \$ 535,592 | \$ 355,160 | \$ 607,707 | 13% | 15% |
| 200 Personnel Benefits | 282,385 | 305,304 | 221,096 | 366,376 | 20% | 8% |
| <i>Sub-Total - Salaries & Benefits</i> | 756,229 | 840,896 | 576,256 | 974,083 | 16% | 23% |
| 300 Operating Supplies | 97,712 | 152,000 | 70,194 | 260,550 | 71% | 4% |
| 400 Professional Services & Charges | 367,111 | 582,900 | 249,301 | 591,100 | 1% | 14% |
| 500 Intergovernmental | 1,034 | 1,900 | | 1,900 | 0% | 0% |
| 600 Capital Outlay | 298,387 | 1,382,000 | 924,784 | 1,195,000 | -14% | 8% |
| 700 Debt Service - Principal | 1,693,384 | 1,730,300 | 832,915 | 1,773,800 | 3% | 48% |
| 800 Debt Service - Interest | 163,356 | 123,313 | 108,399 | 80,663 | -35% | 3% |
| Total Expenditures | <u>\$ 3,377,213</u> | <u>\$ 4,813,309</u> | <u>\$ 2,761,849</u> | <u>\$ 4,877,096</u> | 1% | 100% |

CITY OF MOSES LAKE
2020 BUDGET NARRATIVE

MUNICIPAL SERVICES – AIRPORT 495

Municipal Services Director

Fred Snoderly

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 are overseen by the Airport Commission until 2019.

In 2019 City Council 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 2.36.130.

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) |
|-----------------------------------|------------------|------------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Exp Summary By Function | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 54680 Operations-General | \$ 30,913 | \$ 48,009 | \$ 17,700 | \$ 43,059 | -10% | 81% |
| 59446 Airports, Ports & Terminals | 45,987 | 11,000 | 0 | 11,000 | 0% | 19% |
| Total Expenditures | <u>\$ 76,900</u> | <u>\$ 59,009</u> | <u>\$ 17,700</u> | <u>\$ 54,059</u> | -8% | 100% |

Revenue Summary By Type

| | | | | | | |
|----------------------------|------------------|------------------|------------------|------------------|----|------|
| 330 Grants | \$ 57,771 | \$ - | \$ - | \$ - | | 100% |
| 360 Miscellaneous Revenues | 27,071 | 27,000 | 15,413 | 27,000 | 0% | 0% |
| Total Revenues | <u>\$ 84,842</u> | <u>\$ 27,000</u> | <u>\$ 15,413</u> | <u>\$ 27,000</u> | 0% | 100% |

Fund Balance

| | | | | | | |
|----------------------------|------------------|------------------|------------------|------------------|--|--|
| Beginning Balance | \$ 87,614 | \$ 86,000 | \$ 95,556 | \$ 90,000 | | |
| Revenues less Expenditures | 7,942 | (32,009) | (2,287) | (27,059) | | |
| Ending Balance | <u>\$ 95,556</u> | <u>\$ 53,991</u> | <u>\$ 93,269</u> | <u>\$ 62,941</u> | | |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|------------------------------------|------------------|------------------|------------------|------------------|--------------------|----------|
| | 2018 | 2019 | 2019 | 2020 | % | % |
| Expense Summary By Type | Actual | Amended Budget | Actual 9/30/2019 | Projected Budget | Change from 2 to 4 | of Total |
| 300 Operating Supplies | \$ 6,308 | \$ 2,600 | \$ 2,789 | \$ 4,700 | 81% | 4% |
| 400 Professional Services & Charge | 24,586 | 45,409 | 14,903 | 38,359 | -16% | 77% |
| 600 Capital Outlay | 45,987 | 11,000 | | 11,000 | 0% | 19% |
| Total Expenditures | <u>\$ 76,881</u> | <u>\$ 59,009</u> | <u>\$ 17,692</u> | <u>\$ 54,059</u> | -8% | 100% |

City of Moses Lake
Annual Budget
Staffing Level Comparisons

| <u>Departments</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Legislative | 7.80 | 7.80 | 7.80 | 7.70 | 7.00 | 7.00 |
| Executive | 3.20 | 3.20 | 3.50 | 4.60 | 5.30 | 5.00 |
| Finance | 5.54 | 6.54 | 6.54 | 6.50 | 7.00 | 7.00 |
| Utility Billing | | | | | 6.00 | 6.00 |
| Central Services | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Community Development | 10.00 | 11.00 | 10.70 | 11.70 | 11.95 | 12.00 |
| Engineering | 16.00 | 17.00 | 16.00 | 16.00 | 14.75 | 15.00 |
| Solid Waste/Sanitation | 1.16 | 1.16 | 1.16 | 0.50 | 0.00 | 0.00 |
| Building Maintenance | 10.00 | 10.00 | 10.00 | 11.00 | 11.00 | 12.00 |
| Street | 5.00 | 5.00 | 5.00 | 6.00 | 6.10 | 6.00 |
| Water | 13.65 | 15.65 | 16.05 | 15.90 | 13.90 | 14.00 |
| Wastewater | 13.65 | 13.65 | 13.25 | 14.10 | 11.90 | 12.00 |
| Equipment Rental | 4.00 | 4.00 | 5.00 | 5.00 | 5.00 | 6.00 |
| Parks | 21.00 | 21.00 | 18.00 | 18.00 | 19.00 | 20.00 |
| Police | 41.00 | 42.00 | 40.00 | 43.00 | 46.00 | 46.00 |
| Fire | 17.00 | 17.00 | 20.00 | 20.00 | 21.60 | 24.00 |
| Ambulance Service | 17.00 | 15.00 | 12.00 | 13.00 | 14.40 | 15.00 |
| Storm Water | 4.00 | 4.00 | 4.00 | 4.00 | 4.10 | 4.00 |
| Total | 192.00 | 196.00 | 191.00 | 199.00 | 207.00 | 213.00 |

Note: In the years prior to 2020, this table depicts how the staff was funded. In 2020 it was changed to indicate the operating group that staff reports to.

| City of Moses Lake 2020 Fee Schedule | | | Effective January 1, 2019 | |
|--------------------------------------|-----------------------------|--|---------------------------|--------------------|
| Revised 10/24/19 | | | Ordinance 2883 | |
| DEPART | FEE TYPE | FEE DESCRIPTION | 2020 Fee | 2019 Fee |
| Citywide | Administrative | Copy charge-per page | \$ 0.15 | \$ 0.15 |
| Citywide | Administrative | Scan to electronic format-per page (8-1/12x11 one side) | \$ 0.10 | \$ 0.10 |
| Citywide | Administrative | Every 4 files or attachments provided by electronic delivery | \$ 0.05 | \$ 0.05 |
| Citywide | Administrative | Each gigabyte of electronic records transmission | \$ 0.10 | \$ 0.10 |
| Citywide | Administrative | Storage media, container, envelope; postage/delivery chg | Actual Cost | Actual Cost |
| Citywide | Administrative | Maps and oversized document scanning or printing | \$5.00/page | \$5.00/page |
| Citywide | Administrative | Custom data requests | \$50.00/hour | \$50.00/hour |
| Citywide | Administrative | CD/DVD copy - per media | \$ 1.00 | \$ 1.00 |
| Citywide | Administrative | Return check charge | \$ 35.00 | \$ 35.00 |
| Citywide | Administrative | Facility Rental Application Processing Fee | \$25.00 | \$25.00 |
| Citywide | Administrative | Facility – Auditorium Rental Type 2 Weekdays | \$30.00/hour | \$30.00/hour |
| Citywide | Administrative | Facility – Auditorium Rental Type 2 Weekends | \$70.00/hour | \$70.00/hour |
| Citywide | Administrative | Facility – Auditorium Rental Type 3 Weekdays | \$75.00/hour | \$75.00/hour |
| Citywide | Administrative | Facility – Auditorium Rental Type 3 Weekends | \$100.00/hour | \$100.00/hour |
| Citywide | Administrative | Facility – Avenue Rental Type 2 Weekdays | \$30.00/hour | \$30.00/hour |
| Citywide | Administrative | Facility – Avenue Rental Type 2 Weekends | \$70.00/hour | \$70.00/hour |
| Citywide | Administrative | Facility – Avenue Rental Type 3 Weekdays | \$75.00/hour | \$75.00/hour |
| Citywide | Administrative | Facility – Avenue Rental Type 3 Weekends | \$100.00/hour | \$100.00/hour |
| Citywide | Administrative | Facility – Café/Kitchen Rental | \$50.00/day | \$50.00/day |
| Citywide | Administrative | Facility – Six Foot Table Rental | \$10.00 each/day | \$10.00 each/day |
| Citywide | Administrative | Facility – Auditorium Microphone, Sound, or Projector Use | \$25.00/day | \$25.00/day |
| Citywide | Administrative | Facility – IT set up & instructions on basic equipment use | \$30.00/hour | \$30.00/hour |
| Citywide | Administrative | Facility – Janitorial Services Clean-Up Overtime Rate | \$50.00/hour | \$50.00/hour |
| Citywide | Administrative | Facility Renter Commercial Sales for Non-Profits and those exempt from obtaining a city business license | 10% of gross sales | 10% of gross sales |
| POLICE | Administrative | Reports (incl accident) | \$.15/page | \$.15/page |
| POLICE | Administrative | accident | \$ 10.00 | \$ 10.00 |
| POLICE | Administrative | Photos | \$.15/per | \$.15/per |
| POLICE | Administrative | DVD/CD copy per media | \$1.00/per | \$1.00/per |
| POLICE | Administrative | Criminal History | \$ 20.00 | \$ 20.00 |
| POLICE | Administrative | Fingerprinting | \$ 15.00 | \$ 15.00 |
| POLICE | Administrative | Dog Lic. Annual | \$ 10.00 | \$ 10.00 |
| POLICE | Administrative | Dog Lic. Replacement | \$ 5.00 | \$ 5.00 |
| POLICE | Administrative | potentially dangerous Dog Lic. | \$ 100.00 | \$ 100.00 |
| POLICE | Administrative | Dangerous Dog License | \$ 300.00 | \$ 300.00 |
| POLICE | Administrative | Bike License | no fee | no fee |
| POLICE | Administrative | Concealed pistol license | \$ 49.25 | \$ 49.25 |
| POLICE | Administrative | CPL Fingerprinting | \$ 32.00 | \$ 32.00 |
| POLICE | Administrative | CPL late renewal | \$ 42.00 | \$ 42.00 |
| POLICE | Administrative | Chicken License | \$ 10.00 | \$ 10.00 |
| POLICE | Administrative | WATCH background checks (requested thru WSP) | \$ 12.00 | \$ 12.00 |
| Fire | Administrative | conference room use 1/2 room (up to 50 occupants) | \$20/hr | \$20/hr |
| Fire | Administrative | conference room use Full room | \$40/hr | \$40/hr |
| Fire | Administrative | Local, State, Federal Government fee for cleaning / maintenance | \$ 25.00 | \$ 25.00 |
| Fire | Administrative | City of Moses Lake sponsored events | no fee | no fee |
| Fire | Administrative | Ambulance Report | \$ 6.50 | \$ 6.50 |
| Fire | Permit (Hazardous material) | 1 Class | \$ 125.00 | \$ 125.00 |
| Fire | Permit (Hazardous material) | 2 Classes | \$ 225.00 | \$ 225.00 |
| Fire | Permit (Hazardous material) | 3 Classes | \$ 350.00 | \$ 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 | \$ 500.00 |

| City of Moses Lake 2020 Fee Schedule | | | | |
|--------------------------------------|-----------------------------|---|----------------------------|----------------------------|
| | | | Effective January 1, 2019 | |
| Revised 10/24/19 | | | | Ordinance 2883 |
| DEPART | FEE TYPE | FEE DESCRIPTION | 2020 Fee | 2019 Fee |
| 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 | \$ 628.00 |
| Fire | Permit (Hazardous material) | Extremely Hazardous Substances, highly toxic, toxic, & pyrophoric materials of any amount | \$ 500.00 | \$ 500.00 |
| Fire | Operational Permit | Aviation Facilities | \$ 225.00 | \$ 225.00 |
| Fire | Operational Permit | Carnivals and Fairs | \$ 125.00 | \$ 125.00 |
| Fire | Operational Permit | Combustible Dust producing operations | \$ 125.00 | \$ 125.00 |
| Fire | Operational Permit | Dry Cleaning Plants using flammable solvents | \$ 125.00 | \$ 125.00 |
| Fire | Operational Permit | Exhibits/ Trade Shows | \$ 125.00 | \$ 125.00 |
| Fire | Operational Permit | High Piled Combustible Storage: | \$ 225.00 | \$ 225.00 |
| Fire | Operational Permit | Hot work operations | \$ 100.00 | \$ 100.00 |
| Fire | Operational Permit | Hot work program | \$ 150.00 | \$ 150.00 |
| Fire | Operational Permit | Industrial Oven: | \$ 550.00 | \$ 550.00 |
| Fire | Operational Permit | Lumber Yards exceeding 100,000 board feet of storage | \$ 125.00 | \$ 125.00 |
| Fire | Operational Permit | Marijuana Extraction Systems/ Facilities: | \$ 625.00 | \$ 625.00 |
| Fire | Operational Permit | Fire Department Radio Coverage System: | \$ 225.00 | \$ 225.00 |
| Fire | Operational Permit | Temporary membrane structures and tents exceeding 400 square feet | \$ 100.00 | \$ 100.00 |
| Fire | Operational Permit | Battery systems having a liquid capacity of more than 50 gallons | \$ 225.00 | \$ 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 | \$ 62.00 |
| Fire | Permit | \$501 to \$2,000: \$30 for the first \$500 | \$ 62.00 | \$ 62.00 |
| Fire | Permit | Plus for each additional \$100 or fraction thereof , to and including \$2,000 | \$ 4.00 | \$ 4.00 |
| Fire | Permit | \$2,001 to \$25,000: for the first \$2,000 | \$ 110.00 | \$ 110.00 |
| Fire | Permit | Plus for each additional \$1000 or fraction thereof , to and including \$25,000 | \$ 16.50 | \$ 16.50 |
| Fire | Permit | \$25,001 to \$50,000: for the first \$25,000 | \$ 453.00 | \$ 453.00 |
| Fire | Permit | Plus for each additional \$1,000 or fraction thereof , to and including \$50,000 | \$ 12.50 | \$ 12.50 |
| Fire | Permit | \$50,001 to \$100,000: for the first \$50,000 | \$ 723.00 | \$ 723.00 |
| Fire | Permit | Plus for each additional \$1,000 or fraction thereof to and including \$100,000 | \$ 9.50 | \$ 9.50 |
| Fire | Permit | \$100,001 to \$500,000: for the first \$100,000 | \$ 1,090.00 | \$ 1,090.00 |
| Fire | Permit | Plus for each additional \$1,000 or fraction thereof to and including \$500,000 | \$ 7.50 | \$ 7.50 |
| Fire | Permit | \$500,001 to \$1,000,000 for the first \$500,000 | \$ 3,473.00 | \$ 3,473.00 |
| Fire | Permit | Plus for each additional \$1,000 or fraction thereof to and including \$1,000,000 | \$ 6.50 | \$ 6.50 |
| Fire | Permit | \$1,000,001 and up: for the first \$1,000,000 | \$ 5,995.00 | \$ 5,995.00 |
| Fire | Permit | Plus each additional \$1,000 or fraction thereof | \$ 4.00 | \$ 4.00 |
| Fire | Permit - Special Event | Fireworks / pyrotechnic displays: | \$ 175.00 | \$ 175.00 |
| Fire | Permit - Demolition | Demolition of required Fire Protection System or Fire Alarm System: | \$ 150.00 | \$ 150.00 |
| Fire | Permit | UST/AGT Decommissioning of flammable / combustible liquid tanks: | \$ 150.00 | \$ 150.00 |
| Fire | Plan Check | Plan review fees | % of total permit fee | % of total permit fee |
| Fire | Plan Check | 3rd Party Review | Cost Recovery actual costs | Cost Recovery actual costs |

| City of Moses Lake 2020 Fee Schedule | | | | |
|--------------------------------------|-------------------------------|---|---|---|
| | | | Effective January 1, 2019 | |
| Revised 10/24/19 | | | | Ordinance 2883 |
| DEPART | FEE TYPE | FEE DESCRIPTION | 2020 Fee | 2019 Fee |
| Fire | Special Inspections | Special / Technical Inspections | Cost Recovery actual costs | Cost Recovery actual costs |
| Fire | False Alarms | 3 False Alarms in any 3 month period: | no fee | no fee |
| Fire | False Alarms | 4 or more false alarms in 3 months (per response) | \$625/response | \$625/response |
| Fire | MVA / Hazmat | Supply recovery for foam, absorbents, or other materials utilized to mitigate hazards | Cost Recovery actual costs | Cost Recovery actual costs |
| Ambulance | School Dist. Athletic Standby | Ambulance Standby for scheduled School District Athletic Events (per event) | \$300/event | \$300/event |
| Ambulance | MRI Transport | Transport from hospital to MRI w/ standby time (per transport) | N/A-discontinued service | \$600/transport |
| Ambulance | Utility Rate Indexing | CPI Adjustment for Ambulance Utility per Utility account (rounded to closest \$.05) | \$ 12.50 | \$ 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. | 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. | 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 | no fee |
| Ambulance | Committed EMS Standby | Standby time for profit events: cost per hour | \$0 per hour, 2 hr min | \$ 150.00 |
| Ambulance | Healthcare Education | CPR / AED training--layperson | Cost Recovery for course material | Cost Recovery for course material |
| Ambulance | Healthcare Education | CPR / Aed training--professional rescuer /healthcare provider | \$50.00 per student | \$50.00 per student |
| Parks | Recreation | Youth -Per player fee (baseball/softball/soccer) | \$7.-\$12 | \$ 6.00 |
| Parks | Recreation | Adult - Per player fee (baseball/softball/soccer) | \$ 20.00 | \$ 20.00 |
| Parks | Maintenance | Picnic Table/Bench (each-applicable to Special Events) | \$ 20.00 | \$ 20.00 |
| Parks | Maintenance | Garbage Can (each-applicable to Special Events) | \$ 10.00 | \$ 10.00 |
| Parks | Maintenance | Porta Potty (each-applicable to Special Events) | \$ 70.00 | \$ 65.00 |
| Parks | Maintenance | Porta-Potty - Additional Service (per time) | \$ 20.00 | \$ 15.00 |
| Parks | Maintenance | Bleachers - 5 Row (per event) | \$ 70.00 | \$ 70.00 |
| Parks | Maintenance | Bleachers - 10 Row (per event) | \$ 140.00 | \$ 140.00 |
| Parks | Recreation | Surf 'n Slide Daily Admission (per person) | \$14.-\$15. | \$13.-15. |
| Parks | Recreation | Surf 'n Slide 10 Punch Card (per person) | \$130-\$140 | \$120.-\$140. |
| Parks | Recreation | Surf 'n Slide Picnic Shelter (per hour) | \$ 20.00 | \$ 20.00 |
| Parks | Recreation | Surf 'n Slide Season Pass | \$55-\$75/person | \$50-\$70/person |
| Parks | Recreation | Group Swim Lessons - All Levels | \$ 35.00 | \$ 35.00 |
| Parks | Recreation | Surf 'n Slide Body Boarding Lessons - Flowrider | \$ 50.00 | \$ 50.00 |
| Parks | Recreation | Surf 'n Slide Flowboarding Lessons - Standup | \$ 50.00 | \$ 50.00 |
| Parks | Recreation | Surf 'n Slide Private Rental (per hour) | \$815-\$1,375 | \$750-\$1,310 |
| Parks | Recreation | Surf 'n Slide - Semi-private Lessons - All Levels | \$ 75.00 | \$ 70.00 |
| Parks | Recreation | Lifeguard Certification Class | \$ 155.00 | \$ 155.00 |
| Parks | Admin | Picnic Shelter Rental - 4 Hours | \$55 | \$50.-\$70 |
| Parks | Admin | Picnic Shelter Rental - 8 Hours | \$80 | \$70 |
| Parks | Admin | Special Event Application Fee | \$75 - \$150 | \$75 |
| Parks | Recreation/Museum | classes and programs | to be determined by class size and supplies | to be determined by class size and supplies |

| City of Moses Lake 2020 Fee Schedule | | | | |
|--------------------------------------|-------------------|---|---|---|
| | | | Effective January 1, 2019 | |
| Revised 10/24/19 | | | | Ordinance 2883 |
| DEPART | FEE TYPE | FEE DESCRIPTION | 2020 Fee | 2019 Fee |
| Parks | Recreation | Parks/Recreation Programs | to be determined by class size and supplies | to be determined by class size and supplies |
| Parks | Recreation | recreational sports leagues | to be determined by class size and supplies | to be determined by class size and supplies |
| Parks | Recreation | Ice Skating Admission (per person) | \$3-\$4 | \$3-\$4 |
| Parks | Recreation | Ice Skating Admission Punch card | \$25Y/\$35A | \$25Y/\$35A |
| Parks | Recreation | Ice Skate Rental (per person) | \$6 | \$6.00 |
| Parks | Recreation | Ice Skating Admission Punch card with Skates | \$60Y/\$90A | \$60Y/\$90A |
| Parks | Recreation | Ice Skating Season Pass (Indivudal) no Skates | \$45Y/\$55A | \$45Y/\$55A |
| Parks | Recreation | Ice Skating Season Pass (Indivudal) with Skates | \$65Y/\$95A | \$65Y/\$95A |
| Parks | Recreation | winter ice program | to be determined by class size and supplies | to be determined by class size and supplies |
| Parks | Recreation | Group Broomball Party (per person) | \$ 6.00 | \$ 6.00 |
| Parks | Recreation | Ice Rink Private Rental (per hour) | \$105-\$205 | \$105-\$205 |
| Parks | Maintenance | Softball Field Use (per game) | \$22Y/\$27A/\$40 non-local | \$22Y/\$27A/\$40 non-local |
| Parks | Maintenance | Baseball Field Use (per game) | \$27Y/\$37A | \$27Y/\$37A |
| Parks | Maintenance | Softball Field Lighting (per hour) | \$ 15.00 | \$ 15.00 |
| Parks | Maintenance | Soccer Field Lighting (per hour) | \$ 12.00 | \$ 12.00 |
| Parks | Maintenance | Baseball Field Lighting (per hour) | \$ 18.00 | \$ 18.00 |
| Parks | Recreation | Baseball/Softball Tournament Application Fee | \$ 100.00 | \$ 100.00 |
| Parks | Maintenance | Baseball/Softball Crowd Fencing (per event) | \$ 140.00 | \$ 140.00 |
| Parks | Admin | Excessive Schedule Changes BB/SB, Lateness, Modifications | \$5.00 - \$25.00 | \$5.00 - \$25.00 |
| Parks | Maintenance | Baseball Pitcher's Mounds (each per event) | \$ 50.00 | \$ 50.00 |
| Parks | Maintenance | Baseball/Softball Temporary Field Fencing | \$ 70.00 | \$ 70.00 |
| Parks | Administrative | Cascade Campground Tent Site | \$ 35.00 | \$ 32.00 |
| Parks | Administrative | Cascade Campground Tent Site Processing Fee | \$ 7.00 | \$ 5.00 |
| Parks | Administrative | Cascade Campground RV Site | \$ 40.00 | \$ 37.00 |
| Parks | Administrative | Cascade Campground RV Site Processing Fee | \$ 7.00 | \$ 5.00 |
| Parks | Administrative | Cascade Campground Group Site | \$ 220.00 | \$ 195.00 |
| Parks | Administrative | Cascade Campground Group Site Processing Fee | \$ 50.00 | \$ 50.00 |
| Parks | Administrative | Cancellation Processing Fee (Campsite/Picnic Shelter) | \$15.00 | \$15 |
| Parks | Administrative | Amphitheater Rental (Daily) | \$ 75.00 | \$ 75.00 |
| Parks | Recreation | Community Garden Plot Rental (16-80 sq. ft.) | \$ 11.00 | \$ 11.00 |
| Parks | Recreation | Community Garden Plot Rental (81-160 sq. ft.) | \$ 22.00 | \$ 22.00 |
| Parks | Recreation | Community Garden Plot Rental (161-280 sq. ft.) | \$ 27.00 | \$ 27.00 |
| Parks | Recreation | Community Garden Plot Rental (281-512 sq. ft.) | \$ 32.00 | \$ 32.00 |
| Parks | Recreation/Museum | Museum & Art Center Membership (Individual) | \$20-\$30 | \$20-\$30 |
| Parks | Recreation/Museum | Museum & Art Center Membership (Family) | \$ 40.00 | \$ 40.00 |
| Parks | Recreation/Museum | Museum & Art Center Membership (Associate) | \$ 55.00 | \$ 55.00 |
| Parks | Recreation/Museum | Museum & Art Center Membership (Booster) | \$ 100.00 | \$ 100.00 |
| Parks | Recreation/Museum | Museum & Art Center Membership (Sponsor) | \$ 250.00 | \$ 250.00 |
| Parks | Recreation/Museum | Museum & Art Center Membership (Patron) | \$ 500.00 | \$ 500.00 |
| Parks | Recreation/Museum | Museum & Art Center Membership (Benefactor) | \$ 1,000.00 | \$ 1,000.00 |
| Parks | Maintenance | Roto-tilling garden plots (per lot size) | \$11/\$22/\$27/\$32 | \$11/\$22/\$27/\$32 |
| Finance | Business License | Bus lic. annual fee (prorated by qtr) | \$ 85.00 | \$ 85.00 |
| Finance | Business License | Bus. Lic Temporary local,transcient | \$ 210.00 | \$ 210.00 |
| Finance | application fee | Mobile and street vendors application fee | \$ 155.00 | \$ 155.00 |
| Finance | Fees | Screening fee | \$ 110.00 | \$ 110.00 |
| Finance | Business License | Bus. license fee - carnival 1st day | \$ 155.00 | \$ 155.00 |
| Finance | Business License | - carnival 2nd day | \$ 75.00 | \$ 75.00 |

| City of Moses Lake 2020 Fee Schedule | | | | |
|--------------------------------------|--------------------------|--|---------------------------|----------------|
| | | | Effective January 1, 2019 | |
| Revised 10/24/19 | | | | Ordinance 2883 |
| DEPART | FEE TYPE | FEE DESCRIPTION | 2020 Fee | 2019 Fee |
| Finance | Business License | - carnival 3rd plus | \$ 50.00 | \$ 50.00 |
| Finance | Business License | Bus. license fee - Circus 1st day | \$ 155.00 | \$ 155.00 |
| Finance | Business License | - Circus 2nd day plus | \$ 75.00 | \$ 75.00 |
| Finance | Business License | Bus license fee - Road show 1st day | \$ 65.00 | \$ 65.00 |
| Finance | Business License | - Road show 2nd day plus | \$ 35.00 | \$ 35.00 |
| Finance | application fee | Application fee pawnbrokers/2nd hand dealer | \$ 110.00 | \$ 110.00 |
| Finance | application fee | Application review fee Solicitors | \$ 85.00 | \$ 85.00 |
| Finance | application fee | Application review fee Taxicabs | \$ 85.00 | \$ 85.00 |
| Finance | Business License | telecommunication license | \$ 1,100.00 | \$ 1,100.00 |
| Finance | Business License | telecommunication license - renewal | \$ 550.00 | \$ 550.00 |
| Finance | Business License | telecommunication franchise | \$ 3,300.00 | \$ 3,300.00 |
| Finance | Business License | telecommunication franchise - renewal | \$ 1,650.00 | \$ 1,650.00 |
| Finance | Business License | Cable Franchise | \$ 4,400.00 | \$ 4,400.00 |
| Finance | Business License | Cable Franchise - renewal | \$ 2,200.00 | \$ 2,200.00 |
| 2.3% 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 inch meter | \$ 25.17 | \$ 24.61 |
| Utility | Water Rates | resid over 500 (per 100 cf or portion thereof) | \$ 0.94 | \$ 0.91 |
| Utility | Water Rates | residential basic (0-1,000 cf) 1 inch (nearest 5 cents) | \$ 29.91 | \$ 29.24 |
| Utility | Water Rates | residential basic (0-2,500 cf) 1.5 inch | \$ 43.98 | \$ 42.99 |
| Utility | Water Rates | residential basic (0-10,000 cf) 2 inch | \$ 114.42 | \$ 111.85 |
| Utility | Water Rates | dwelling with 2 living units (0-1000 cf) | \$ 50.35 | \$ 49.22 |
| Utility | Water Rates | dwelling over 1000 (per 100 cf or portion thereof) | \$ 0.94 | \$ 0.91 |
| Utility | Water Rates | dwelling with 2 living units (0-2,000 cf) 1 inch | \$ 59.82 | \$ 58.48 |
| Utility | Water Rates | dwelling with 2 living units (0-5,000 cf) 1.5 inch | \$ 87.96 | \$ 85.98 |
| Utility | Water Rates | dwelling with 2 living units (0-20,000 cf) 2 inch | \$ 228.85 | \$ 223.70 |
| Utility | Water Rates | Commercial 500 cf 3/4 in. | \$ 42.53 | \$ 41.57 |
| Utility | Water Rates | commercial over 500 (per 100 cf or portion thereof) | \$ 0.94 | \$ 0.91 |
| Utility | Water Rates | commercial (0-1,000 cf) 1 in. | \$ 47.21 | \$ 46.15 |
| Utility | Water Rates | commercial (0-2,500 cf) 1.5 in. | \$ 61.28 | \$ 59.90 |
| Utility | Water Rates | commercial (0-10,000 cf) 2 in. | \$ 131.73 | \$ 128.77 |
| Utility | Water Rates | commercial (0-20,000 cf) 3 in. | \$ 225.61 | \$ 220.54 |
| Utility | Water Rates | commercial (0-35,000 cf) 4 in. | \$ 366.50 | \$ 358.26 |
| Utility | Water Rates | commercial (0- 50,000 cf) 6 in. | \$ 507.33 | \$ 495.93 |
| Utility | Water Rates | commercial (0- 90,000 cf) 8 in. | \$ 882.99 | \$ 863.14 |
| Utility | Water Rates | commercial (0- 150,000 cf) 10 in. | \$ 1,446.43 | \$ 1,413.91 |
| Utility | sewer | residential sewer rates - flat rate | \$ 36.87 | \$ 36.04 |
| Utility | sewer | Duplex sewer rates - flat rate | \$ 73.74 | \$ 72.08 |
| Utility | sewer | commercial sewer (0-1,000 cf) | \$ 38.69 | \$ 37.82 |
| Utility | sewer | commercial sewer over 1,000 cf (per 100 cf) | \$ 1.51 | \$ 1.48 |
| Utility | strmwtr | stormwater rates residential | \$ 6.04 | \$ 5.91 |
| Utility | strmwtr | stormwater rates non-residential 0- 6,000 square feet | \$ 6.04 | \$ 5.91 |
| Utility | strmwtr | strmwtr rates non-residential 6,001 - 15,000 sf impervious grnd cover | \$ 10.19 | \$ 9.96 |
| Utility | strmwtr | strmwtr rates non-residential 15,001 - 30,000 sf impervious grnd cover | \$ 14.88 | \$ 14.54 |
| Utility | strmwtr | strmwtr rates non-residential 30,001 - 60,000 sf impervious grnd cover | \$ 29.65 | \$ 28.98 |
| Utility | strmwtr | strmwtr rates non-residential 60,001 - 120,000 sf impervious grnd cover | \$ 59.07 | \$ 57.74 |
| Utility | strmwtr | strmwtr rates non-residential 120,001 - 240,000 sf impervious grnd cover | \$ 118.19 | \$ 115.54 |
| Utility | strmwtr | strmwtr rates non-residential over 240,000 sf impervious grnd cover | \$ 177.27 | \$ 173.29 |
| Utility | strmwtr | Stormwater utility Appeal Fee | \$ 50.00 | \$ 50.00 |
| Utility | Administrative | service charge for turn offs/ons after 4:00 pm | \$ 80.00 | \$ 80.00 |

| City of Moses Lake 2020 Fee Schedule | | | Effective January 1, 2019 | |
|--------------------------------------|---------------------------------|--|--|--|
| Revised 10/24/19 | | | | Ordinance 2883 |
| DEPART | FEE TYPE | FEE DESCRIPTION | 2020 Fee | 2019 Fee |
| Utility | Administrative | delinquent service charge | \$ 30.00 | \$ 30.00 |
| Utility | Administrative | Sign-in fee | \$ 15.00 | \$ 15.00 |
| | | 2.3% CPI added below | | |
| Mun. Svc. | Water main tapping fee | 3/4" - 2" tap | \$ 152.00 | \$ 149.00 |
| Mun. Svc. | Water main tapping fee | 4" - 6" tap | \$ 342.00 | \$ 334.00 |
| Mun. Svc. | Water main tapping fee | 8" tap | \$ 415.00 | \$ 406.00 |
| Mun. Svc. | Water main tapping fee | 10" tap | \$ 526.00 | \$ 514.00 |
| Mun. Svc. | Water main tapping fee | 12" tap | \$ 610.00 | \$ 596.00 |
| Mun. Svc. | Water sample | Purity test per sample | \$ 105.00 | \$ 103.00 |
| Mun. Svc. | Filling and flushing | Newly constructed water mains Per 100 ft of line | \$ 25.00 | \$ 24.00 |
| Mun. Svc. | water meter | 3/4" meter | \$ 368.00 | \$ 360.00 |
| Mun. Svc. | water meter | 1" meter | \$ 462.00 | \$ 452.00 |
| Mun. Svc. | water meter | 1-1/2" meter | \$ 894.00 | \$ 874.00 |
| Mun. Svc. | water meter | 2" meter | \$ 946.00 | \$ 925.00 |
| Mun. Svc. | Previously installed water srvc | 3/4" service | \$ 2,103.00 | \$ 2,056.00 |
| | | | \$ 3,155.00 | |
| Mun. Svc. | Previously installed water srvc | 1" service | | \$ 3,084.00 |
| | | | \$ 4,207.00 | |
| Mun. Svc. | Previously installed water srvc | 1-1/2" to 2" service | | \$ 4,112.00 |
| Mun. Svc. | Connect to existing main | Any size (up to 4 hours) | \$ 384.00 | \$ 375.00 |
| Mun. Svc. | Connect to existing main | After 4 hours (ea. additional hr w/ service truck & 2 workers) | \$ 200/hour | \$ 200/hour |
| Mun. Svc. | City inspector overtime | Charge for working outside of normal hours (per hr) | \$ 60.00 | \$ 60.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 3/4" water meter | \$ 1,393.00 | \$ 1,362.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 1" water meter | \$ 2,367.00 | \$ 2,314.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 1-1/2" water meter | \$ 4,715.00 | \$ 4,609.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 2" water meter | \$ 7,571.00 | \$ 7,401.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 3" water meter | \$ 14,281.00 | \$ 13,960.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 4" water meter | \$ 28,556.00 | \$ 27,914.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 6" water meter | \$ 59,736.00 | \$ 58,393.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 8" water meter | \$ 112,922.00 | \$ 110,383.00 |
| Mun. Svc. | Water System Devlpmt Chrg | 10" water meter | \$ 172,762.00 | \$ 168,878.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 3/4" water meter | \$ 831.00 | \$ 812.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 1" water meter | \$ 1,413.00 | \$ 1,381.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 1-1/2" water meter | \$ 2,800.00 | \$ 2,737.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 2" water meter | \$ 4,427.00 | \$ 4,327.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 3" water meter | \$ 8,477.00 | \$ 8,286.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 4" water meter | \$ 16,948.00 | \$ 16,567.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 6" water meter | \$ 35,330.00 | \$ 34,536.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 8" water meter | \$ 67,012.00 | \$ 65,505.00 |
| Mun. Svc. | Sewer System Devlpmt Chrg | 10" water meter | \$ 102,578.00 | \$ 100,272.00 |
| Mun. Svc. | Engineering plan review | Engineering plan review | \$300 minimum (includes up to 4 sheets) \$75 for each additional sheet | \$300 minimum (includes up to 4 sheets) \$75 for each additional sheet |
| Mun. Svc. | Street obstruction permit | Inspection fee | 2.5% of construction costs, \$50 minimum fee | 2.5% of construction costs, \$50 minimum fee |
| Mun. Svc. | Sewer Discharge Permit | New discharge permit application | \$ 3,500.00 | \$ 3,500.00 |
| | Sewer Discharge Permit | Discharge permit renewal | \$ 1,700.00 | \$ 1,700.00 |
| | Sewer Discharge Permit | Annual Discharge permit fee | \$ 850.00 | \$ 850.00 |
| | Stormwater Appeal Fee | | \$ 55.00 | \$ 55.00 |
| | hydrant rental | Backflow Preventer (per day) | \$ 5.00 | \$ 5.00 |

| City of Moses Lake 2020 Fee Schedule | | | | |
|--------------------------------------|-----------------|--|---------------------------|-----------------------|
| | | | Effective January 1, 2019 | |
| Revised 10/24/19 | | | | Ordinance 2883 |
| DEPART | FEE TYPE | FEE DESCRIPTION | 2020 Fee | 2019 Fee |
| | hydrant rental | fire hydrant meter rental per day | \$ 5.00 | \$ 5.00 |
| | hydrant rental | fire hydrant useage (per 100 cf) | \$ 0.93 | \$ 0.91 |
| | hydrant rental | fire hydrant rental with no city meter available | 0 + estimated usage | + estimated usage |
| Comm Dev | Land Use | Annexation | \$ 400.00 | \$ 400.00 |
| Comm Dev | Land Use | Appeals | \$ 350.00 | \$ 350.00 |
| Comm Dev | Land Use | Admin Appeals | \$ 500.00 | \$ 500.00 |
| Comm Dev | Land Use | Binding Site Plan | \$ 1,000.00 | \$ 1,000.00 |
| Comm Dev | Land Use | Boundary Line Adjustment | \$ 250.00 | \$ 250.00 |
| Comm Dev | Land Use | Environmental Checklist | \$ 250.00 | \$ 250.00 |
| Comm Dev | Land Use | Environmental Impact Statement | \$ 500.00 | \$ 500.00 |
| Comm Dev | Land Use | Comp Plan Amendment - Text | \$ 800.00 | \$ 800.00 |
| Comm Dev | Land Use | Comp Plan Amendment - Map | \$ 1,000.00 | \$ 1,000.00 |
| Comm Dev | Land Use | Conditional Use Permit | \$ 1,000.00 | \$ 1,000.00 |
| Comm Dev | Land Use | Development Agreement | \$ 1,500.00 | \$ 1,500.00 |
| Comm Dev | Land Use | Planned Unit Development | \$ 1,000.00 | \$ 1,000.00 |
| Comm Dev | Land Use | Public Hearing Not Otherwise Specified | \$ 60.00 | \$ 60.00 |
| Comm Dev | Land Use | Right Of Way Vacation | \$ 200.00 | \$ 200.00 |
| Comm Dev | Land Use | Shoreline Management Application | \$ 100.00 | \$ 100.00 |
| Comm Dev | Land Use | Substantial Development and/or CUP | + \$ 200 | + \$ 200 |
| Comm Dev | Land Use | Exemption - No additional fee required | n/a | n/a |
| Comm Dev | Land Use | Variance | + \$ 100 | + \$ 100 |
| Comm Dev | Land Use | Subdivision Application-Preliminary Short Subdivision 1-4 lots | \$ 300.00 | \$ 300.00 |
| Comm Dev | Land Use | Subdivision Application-Preliminary Short Subdivision 5-9 lots | \$ 500.00 | \$ 500.00 |
| Comm Dev | Land Use | Subdivision Application-Preliminary Major Subdivision | \$ 500.00 | \$ 500.00 |
| Comm Dev | Land Use | Subdivision Application-Final Short Subdivision | \$ 200.00 | \$ 200.00 |
| Comm Dev | Land Use | Subdivision Application-Final Major Subdivision | \$ 400.00 | \$ 400.00 |
| Comm Dev | Land Use | Zone Change | \$ 1,000.00 | \$ 1,000.00 |
| Comm Dev | Land Use | Zoning Variance (+cost of notification/pub/H.E. fee) | \$ 100 + actual costs | \$ 100 + actual costs |
| Comm Dev | Building Permit | Single Family Residential (per foot) | \$ 112.65 | \$ 112.65 |
| Comm Dev | Building Permit | Mercantile per foot | \$ 102.99 | \$ 102.99 |
| Comm Dev | Building Permit | Storage per foot | \$ 72.62 | \$ 72.62 |

MEMORANDUM

To: Department Directors
Division Managers
Administrative Support Staff

From: Cindy Jensen, Finance Director

Date: July 23, 2019

Re: Fiscal Year 2020 Budget Guidelines

The purpose of these instructions is to communicate the process we will be using to develop the FY 2020 budget. We will be considering key strategies, priorities, and objectives with the overall goal of allocating resources to meet the following strategic priorities of the City Council:

- Public Safety
- Economic Growth/Retail
- City Infrastructure and Facilities
- Finance/Process Efficiencies
- Park and Recreation/Tourism
- Communication

The following key principles will be observed as we prepare the City's 2020 budget:

- The City must adopt a balanced budget that is fiscally prudent and sustainable. This may require departments to change the method of service delivery, change current service levels, or discontinue certain services in order to live within available resources.
- Department goals should align with City Council's six strategic priorities.
- Departments should prepare concise business plans that describe how goals, objectives, and key intended outcomes will advance the City's strategic priorities. Stated differently, identify outcomes to be achieved with proposed resource requests.
- Identify key performance measures to evaluate the effectiveness and efficiencies of meeting the strategic priorities and key intended outcomes.
- Identify programs or services that can be subject to alternative service delivery options.
- Identify capital investments for projects, facilities and equipment that will optimize city infrastructure, services and operational efficiencies. Include maintenance and operating costs in your capital requests.
- The costs related to staffing will be based on the pay and compensation study performed by Condrey and Associates, using their proposed implementation. Finance will perform these calculations.

- New or reclassified positions will be considered on a limited basis. Our focus in the next few budget cycles will be to implement the pay and compensation study.
- Unrestricted reserve funds shall only be used for one-time capital costs. Keep ongoing maintenance and operating expense adjustments as flat as possible in the current economic environment.
- Training costs should be based on specific training needs identified in each department's business plan. Use training to enhance employee productivity and performance. To save travel expenses, identify training that can be brought "in house".
- The "base" overtime budget should be estimated as though the operation is fully staffed. Overtime caused by vacancies should be covered by related salary savings.
- Identify significant programs and operational changes separately as a policy proposal to meet strategic priorities. Significant operation program changes include:
 - Major service reductions or expansions;
 - Any increase or decrease in staffing levels;
 - Significant one-time costs, including all capital improvements;
 - Significant ongoing cost increase to maintain existing services or changes in the method of service delivery;
 - Changes in operations that will significantly affect customer service – either external or internal to the organization; and
 - Proposed fee increases or new revenue sources.

As possible, any proposal for additional budget authority for staff or programs should come with proposed fees to cover the additional costs or proposed expenditure reductions in other areas.

2020 comes with ongoing challenges, as a major manufacturer is considering moth-balling its plant. We were able to build the General Fund balance to \$5.5 million at the end of 2018 going into 2019, but about \$0.7 million of that balance came from the sale of property. If we subtract out the one time revenue, General Fund has a beginning balance of \$4.8 million, which represents 18.7% of the General Fund expenditure budget. (The Governmental Finance Officers Association (GFOA) recommends a General Fund balance of 16.7% or a two month operating reserve, so we are poised to enter this budget cycle with adequate reserves.) Council's stated policy is 10% of expenditures, but this is before the change in accounting rules that let us count transaction based revenues like sales and utility taxes in the same period as the underlying sale, although we may get the revenue one or two months later. The GFOA recommendation takes this accounting methodology into consideration.

In both 2017 and 2018 as budgets allowed, we have increased contributions to capital reserves for replacement in the Fleet Maintenance and Building Maintenance Funds, and made additional contributions to Central Services for Information Technology hardware and software replacement. We will continue this practice going forward as operating budgets have excess fund balance at the end of a year, until the replacement reserves are better funded.

Finance will be submitting more detailed instructions for budget development under separate cover. The RCW Budget calendar and estimated target dates to meet state law requirements is attached to this document.