

2021 Preliminary Budget

City of Moses Lake, Washington

City Council Members

	Position	Term Expiration
<i>David Curnel/Mayor</i>	#5	12/31/21
<i>Daryl Jackson/Deputy Mayor</i>	#4	12/31/21
<i>Michael Riggs</i>	#1	12/31/21
<i>Karen Liebrecht</i>	#2	12/31/21
<i>Don Myers</i>	#3	12/31/23
<i>David Eck</i>	#6	12/31/23
<i>H. Dean Hankins</i>	#7	11/30/23

City Manager

Allison Williams

Department Directors

<i>Melissa Bethel</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>Kevin Fuhr</i>	<i>Police Department</i>
<i>Vacant</i>	<i>Engineering Services</i>

2021 Preliminary Budget

CITY OF MOSES LAKE 2021 PRELIMINARY BUDGET

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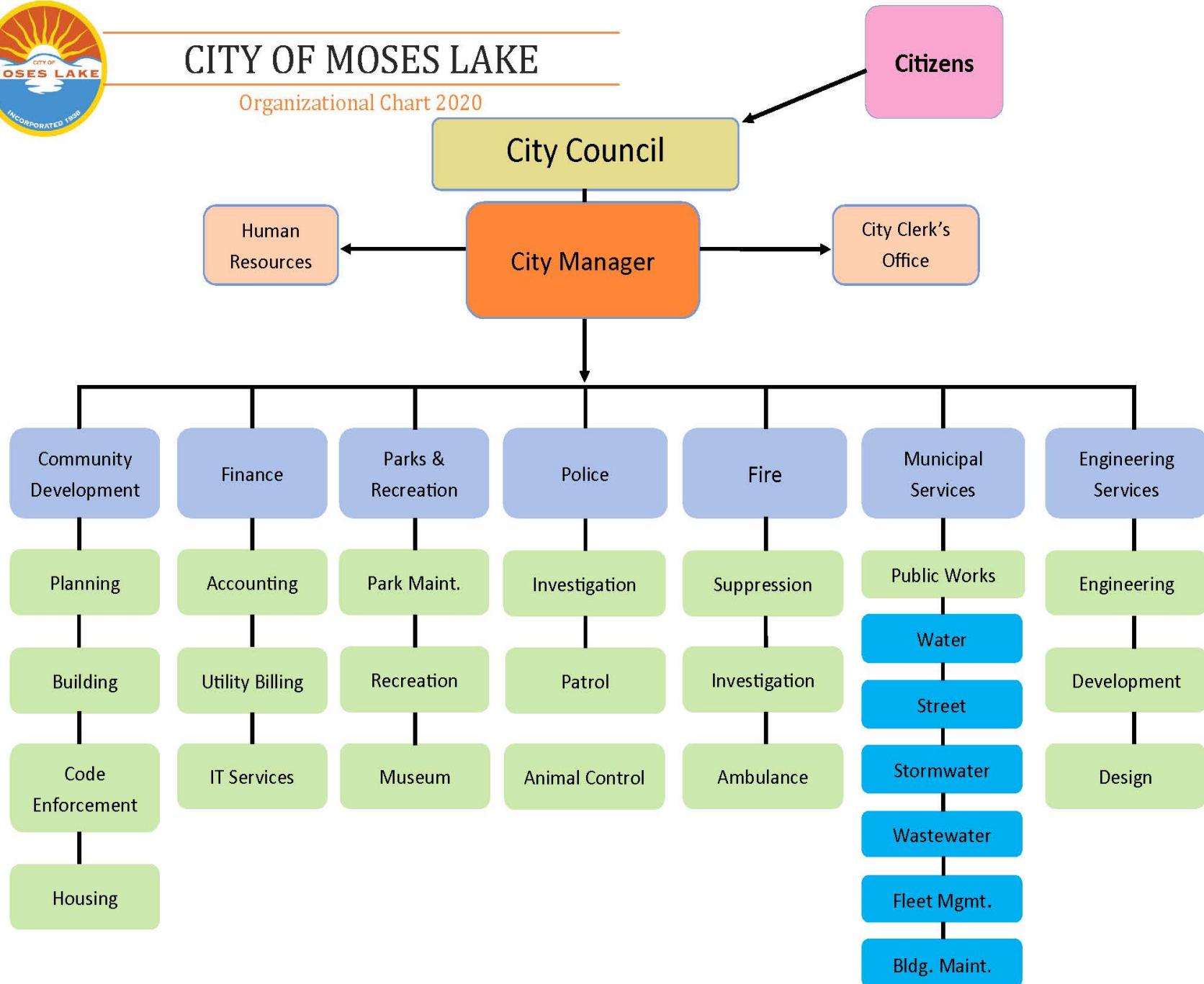
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CITY OF MOSES LAKE

Organizational Chart 2020



MEMORANDUM

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

From: Allison Williams, City Manager
Cindy Jensen, Finance Director

Date: October 29, 2020

Subject: 2021 Preliminary Budget Summary

We are pleased to submit the 2021 Preliminary Budget for the City of Moses Lake for City Council review and consideration. A summary of the City Manager's proposed budget was presented to Council at the October 13, 2020 regular meeting, with the understanding that it is a work in process. Since then, staff has continued to make modifications, either to make corrections or revise estimates and presented a draft preliminary budget document to Council at a budget retreat on October 24. Several changes were recommended by Council from that meeting, and are incorporated in this Preliminary Budget. This is the document that our residents will have for public review.

The Total Preliminary City Budget across all funds for 2021 is currently \$95.1 million, which is \$2.5 million or 2.7% more than the 2020 expenditure budget of \$92.6 million. Because we did not complete several of the capital projects, including the building project to replace the Larson Recreation Center, estimated at \$11.5 million, the capital budget is mostly carried forward, so has not been as volatile as in past year. In addition, the Grant County voters approved a 0.3% public safety sales tax for law enforcement purposes that was started to be collected in April 2020. The 2021 budget includes an increase from a partial year budget of \$700,000 to a full year of \$1,200,000 for the City's allocation of the tax in revenue, and a related increase in the Police Department budget.

- The Preliminary General Fund (i.e. tax supported) budget identifies expenses for 2021 of \$29.6 million, which is \$0.9 million or 3.0% more than the 2020 budget of \$28.7 million. Most of this increase consists of the new tax described above, and Cost of Living increases as set forth in the Police and Fire contract agreements and the step increase in the AFSCME contract. There are no salary increases for unrepresented employees in this budget as presented.

It should be noted that a portion of debt service for the Civic Center building has been paid off, but we are rolling the debt service into new projects (Fire apparatus and replacement of the Larson Recreation Center). That is why several budgets for operations housed in the Civic Center (i.e. City Council, Executive, Finance, Parks & Recreation (for the Museum)) are significantly reduced, but Fire and Parks has increased to reflect the new debt service. Overall, the total General Fund budget is unchanged in the amount of debt service being paid out.

- Citywide revenues are projected to be \$83.5 million, an increase of \$2.0 million or 2.4% over the 2020 revenue budget of \$81.5 million. General Fund revenue accounts for \$27.6 million of this total.

Overall, the Proposed 2021 Budget is balanced within available resources, and is prudent and responsive to Council and community core priorities, even during COVID-19. 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 \$12.0 million. Other than that major project, the budget is balanced without the need to borrow any new debt. The budget also does not significantly rely on one-time revenues that will materialize in 2021 with the building of several large projects. Those one-time revenues will then flow through to the City's reserves to balance 2021 without a use of fund balance.

Producing a fiscally responsible budget with an adequate ending fund balance continues to be a challenge. The economic shutdown in response to the new coronavirus created some pockets of revenue downturn, although our basic sales tax remained similar to the prior year. Revenues being reduced include Admissions and Gambling Taxes, as well as red light camera fines. The economic downturn has also resulted in lower interest rates, which is good if we are issuing debt, however, it is pushing down our interest earnings on our investment portfolio. Washington State was harder hit by the COVID-19 response, possibly because a large piece of the State's budget is Business and Occupation tax which is based on underlying gross revenues. As businesses closed, gross revenues dropped. Because the State had a larger downturn in revenues, we need to keep a watchful eye on state shared revenue distributions in the next legislative cycle. We have not been notified of changes yet, since the formulas have been set in the current budget, but the state could make modifications mid-year.

Fund Balance

Reserves are necessary to weather economic downturns, timing of cash flow, and emergency expenditures.

Fortunately, our economy has continued to expand even through the pandemic and most funds are breaking even or slightly building cash balance through the end of the third quarter in 2020. 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, total actual revenues exceed the estimate while some expenditures remain unspent, ultimately bringing actual results back to "break even".

The General Fund started 2020 with about \$6.4 million or 22.4% of the 2020 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 exceeds the industry standard. The General Fund balance 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 in 2018. (Note: the GFOA recommendation takes this accounting change into consideration.)

We thought earlier in the year that we may need to draw down over \$2 million of reserves, but based on our results through the 3rd quarter and a couple of one time revenues coming in at year end we are anticipating ending this year with just a small use of reserves, so we should still be well above the recommended minimum going into 2021. 16.7% of the current General Fund budget is about \$4.9

million. The budgeted beginning fund balance going into 2021 is conservatively estimated to be \$5.7 million. Even though we are not currently trending to use \$0.7 million of reserves, sales tax could still decline through the end of the year, so the lower number is used. Even with the conservative estimates of both beginning balance and 2021 revenue, the budget is currently developed to have an ending balance of about \$3.7 million or 12.6% of the proposed 2021 expenditure budget.

General Fund Revenue

Assumptions for revenue growth in General Fund include:

- Property tax is estimated to increase by the 1% inflation adjustment and 1.3% of new construction, for a total of 2.3% above the 2020 estimate. The 2021 budget is less than the proposed levy to conservatively estimate collection results. The second installment of a settlement of a delinquent tax liability (about \$300,000) is added to the regular levy.
- Prior to COVID, Sales Tax had 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. When the economic shutdown from COVID first hit, we estimated a reduction in our 2020 sales tax. However, we are trending to receive over \$7.3 million by year-end (compared to a budget of \$7.0 million and actual receipts in 2019 of \$7.2 million), but we are using a conservative estimate of the same \$7.2 million for this major revenue source in 2021.
- 2021 will be the first full year of the new voted 0.3% Criminal Justice Sales Tax. We started receiving distributions in June 2020 estimating to receive \$700,000 in 2020, growing to \$1.2 million in 2021.

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 eight staff positions as follows:

- 3 Police Officers and 1 Police Sergeant- New Criminal Justice Sales Tax (1 Officer was added in 2020)
- 1 IT Support Analyst – 50% New CJ Sales Tax, 50% all funds by 517- Central Service Allocation
- 1 Vehicle/Equipment Technician – 50% new CJ Sales Tax, 50% Fire by 519-Fleet Management Allocation
- 1 Housing and Grants Coordinator – added in 2020, partially offset with Grant County recording fee dollars and housing grant funds
- 1 Director of Engineering Services – added at the end of 2020

Payroll estimates include the 2nd year of the Condrey pay and compensation study for non-represented personnel. However, because of the stagnant revenue estimates, the 2021 budget does not include a Cost of Living Adjustment (COLA) or step increases for unrepresented employees. Both the Police and Firefighter bargaining units were settled in 2019 with the contracts going through 2021—all changes are included in the 2021 budget. The AFSCME bargaining unit is budgeted at the next “step” from the Condrey study, which represents about a 2.5% increase. State retirement system rates for non-Public Safety employees are proposed to be reduced by over 2% effective July 2021, and those reductions

were roughly offset by a 4% premium increase in our current medical insurance plan effective January 1, 2021.

Capital Projects 2021

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

Parks and Recreation - General Fund, Paths and Trails (114) and Capital Fund (314)	
Remove and replace playground at Knolls Vista Park (General Fund)	\$ 55,000
Remove and replace playground at Gillette Park (General Fund)	\$ 30,000
Additional Paving at Cascade Park (General Fund)	\$ 65,000
Replace Paint in the Pool with a Liner (General Fund)	\$ 250,000
Laguna park/trail phase 1 (Paths and Trails Fund 114)	\$ 24,000
Replace Larson Recreation Center (Parks Capital Fund 314)	\$ 11,500,000
Total Parks & Recreation Capital Projects – General Fund 020	\$ 400,000

The Larson Recreation Center replacement is funded from borrowing through the State's Local Option Capital Asset Lending (LOCAL) Program.

Street - 119	Projected Cost
Yonezawa Boulevard - TBD funds	\$ 1,500,000
Burr Avenue Improvements – REET	\$ 300,000
Crack Seal/Chip Seal - Annual program - REET	\$ 280,000
ADA Ramp Improvements – Annual program - TBD	\$ 120,000
Longview and Kinder Repairs - \$200,000 FEMA, \$1,400,000 - TBD	\$ 1,600,000
Switch out traffic controllers at 5 intersections to radar detection -- TBD	\$ 405,000
Total	\$ 4,205,000

Building Maintenance - 528	Projected Cost
Additional Storage Building at Dunes Wastewater Treatment Plant	\$ 300,000
Modify Civic Center Park Building for City Purposes	\$ 200,000
Total	\$ 500,000

Water - 477	Projected Cost
Water SCADA System Update (Carryforward)	\$ 200,000
Examine Bridge Watermains	\$ 250,000
Paint a Reservoir	\$ 150,000
Up Sizing and Replacing Mains (Ongoing)	\$ 1,000,000
Build Reservoir 9	\$ 2,000,000
Extend water South of I-90	\$ 500,000
Automated Water Meter Installation (year 2 of 5)	\$ 400,000
Total	\$ 4,500,000

Wastewater - 477	Projected Cost
Main Lift Station Upgrade-Pumps/Controls	\$ 300,000
Ongoing System Upgrades	\$ 500,000
Sage Bay Lift Station Upgrade	\$ 400,000
Central Operating Facility (COF) Replacement Pumps	\$ 500,000
COF By-Pass	\$ 50,000
Removal of Structure at COF	\$ 50,000
Total	\$ 1,800,000
Fleet Management - 519	Projected Cost
Replacement Small Extended Cab 4x4 Pickup (Parks)	\$ 40,000
Replacement Chipper Dump Truck (Parks)	\$ 125,000
Replacement Utility Vehicle (Parks)	\$ 30,000
Replacement Medium Dump Truck (Wastewater)	\$ 150,000
Replacement Administrative Vehicle-Public Works (Water)	\$ 48,000
Replacement Large Dump Truck; new mini asphalt paver and Skid Steer Loader (Water)	\$ 400,000
Re-Chassis Light Rescue Truck (Vehicle 233) (Fire)	\$ 165,000
Replacement Street Flush Truck/tanker (Stormwater)(Carryforward)	\$ 275,000
Service Truck (Stormwater)	\$ 80,000
Replacement ¾ ton 4-door 4x4 Pickup with Arrow Board & Tool Boxes (Streets)	\$ 75,000
Balance of Replacement Ladder Truck and Pumper (Fire)	\$ 1,221,370
4 Police Vehicle Replacements (Police)	\$ 300,000
Replacement for Camry (Police)	\$ 40,000
Replace a Fire Tender & Pumper with a Combination Unit (Chassis only in 2021)(Fire)	\$ 325,000
Total	\$ 3,274,370

Technology

The City is continuing its quest to improve its technology systems. This budget includes the ongoing maintenance costs of recent system investments, and additional tablets to run the new software and keeping our employees more efficient when out in the field. We are budgeting for an additional staff member to manage the workload from the additional technology added in the last few years.

Fee Schedule/Rates

Council will approve changes to the fee schedule by a separate resolution. Preliminary results from a cost of service study for Water and Wastewater indicate an overall increase of 3%/year is required to maintain those programs, so the attached fee schedule has a 3% increase, without taking into

consideration any rate design changes. All other utilities are adjusted in accordance with Council action taken in 2016, the utility charges are increased by a CPI factor that amounted to an increase of 0.6%. Solid Waste rates are still unchanged, as the rate decrease last year is covering costs, although Grant County is requesting an increase in landfill tipping fees of over 70% which could mean an additional cost of over \$300,000 for the City. Once we know if that stays that higher amount, then we will look at increasing customer rates.

Next Steps

Staff incorporated Council direction from the October 24 budget retreat, to create this Preliminary Budget to post on our website by November 1. Staff would request direction for any changes to the final budget at the November 10 meeting. The Public Hearing for the Property Tax Levy is set for November 10, with adoption of the levy at that meeting. The budget requires two public hearings, and these are set for November 10, and November 24. Budget adoption is planned to come for Council action after the public hearing on November 24, or it can be forwarded for action at the December 8 meeting.

Conclusion

The 2021 budget is balanced within available resources. Although the General Fund projects some use of the reserve balance, staff anticipates ending balances will be consistent with prior year's budgetary performance (underspending and conservative revenue projections). Because of the uncertainty of ongoing revenues because of the COVID economic impact, the current budget forecast currently excludes any payroll adjustments for non-represented employees, the addition of eight needed positions (funded primarily by new revenue), and the continuation of capital investment.

City of Moses Lake
2021 Budget Requests

Budgeted

Dept.	Description	Funding Source	Amount		Bud/
			Non-Personnel	Personnel	Unbud
Budgeted					
Bldg Maint	Upgrade old Chamber of Commerce building for City use	Bldg Maint Fund Balance	\$	200,000	B
Bldg Maint	Additional Storage Building at Dunes WWTP	Bldg Maintenance throughWastewater	\$	300,000	B
Finance	Add one Information Technology Analyst- Central Services 1/2 from new Crim Justice Sales Tax			\$ 107,000	B
Fire	Self-Contained Breathing Apparatus replacement	General Fund	\$	60,000	B
Fire	Replacement Fire Apparatus	General Fund	\$	325,000	B
Ambulance	Stryker Auto Load System	Ambulance Fund	\$	30,000	B
Parks & Rec	Paint Pool surface at Surf'n Slide Waterpark 2 options : Sandblasted & painted or Install Liner with 10 yr warranty	General Fund	\$	250,000	B
Park & Rec	Cascade Park repaving	Parks Capital-Carryfwd	\$	30,000	B
Parks & Rec	Replace Knolls Vista Playground	Parks Capital	\$	55,000	B
Parks & Rec	Replace Gillette playground	Parks Capital	\$	30,000	B
Parks & Rec	Update the Parks & Recreation Comprehensive Plan	General Fund	\$	50,000	B
Stormwater	Conduct a Cost of Service Study	Stormwater	\$	50,000	B
Airport	Install above-ground fuel station	Grant to be repaid by \$0.25/gal fuel surcharge		\$175,000 \$10,700 Yrly	B
Water	Continue Automated Meter Reading program \$300k annually for 6 years	Water Capital	\$	300,000	B
Fleet Maint.	1 Additional Vehicle Technicians \$90,000 - Public Safety Upfits - 0.5 CJ Sales Tax; 0.5 Fire and Ambulance	Fleet-spread back 50% to Police, 25% Fire, 25% Ambulance		\$ 90,000	B
Total Budgeted			\$ 1,855,000	\$ 197,000	

City of Moses Lake
2021 Budget Requests
Unbudgeted

Dept.	Description	Funding Source	Amount		Bud/
			Non-Personnel	Personnel	Unbud
Unbudgeted					
Bldg Maint	Heavy Duty Drive-Thru Vehicle Wash System Carried forward from 2020 budget	Fleet Maint	\$ 650,000		U
Fire	Add one Fire Inspector Position Permit Fees could be enhanced	General Fund		\$ 124,800	U
Fire/Amb	Purchase Land for Station 3	General Fund-80%	\$ 200,000		U
	Eligible for Impact Fee use	Ambulance F -20%	\$ 75,000		U
Parks & Rec	Upgrade Museum Exhibits- Phase 1	General Fund/Grants	\$ 250,000		U
Park & Rec	Blue Heron Park Parking Lot Paving	General Fund	\$ 100,000		U
Parks & Rec	Replace Restroom at Blue Heron Park	Parks Capital	\$ 185,000		U
Parks & Rec	Replace Restroom at Montlake Park	Parks Capital	\$ 195,000		U
Stormwater	Add one Stormwater Crew Leader	Stormwater		\$ 92,400	U
Stormwater	Add one Truck with Arrow for new Employee	Stormwater	\$ 90,000		U
Stormwater	Add one Maintenance Worker	Stormwater		\$ 85,000	U
Fleet Maint.	Add 1 Vehicle Technician 2 requested-1 budgeted	Fleet		\$ 90,000	U
Engineering	Add 1 Project/Design Engineer position	Engineering-spread back to utilities		\$ 105,000	U
Total Unbudgeted as of 10/27/2020			\$ 1,745,000	\$ 497,200	

CITY OF MOSES LAKE

Four-Year Budget Comparison By City Functional Grouping 2018-2021

	2018 Actual Expenditures	2018 Actual Revenues	2019 Actual Expenditures	2019 Actual Revenues	2020 Amended Budget	2020 Amended Revenue	2021 Proposed Budget	2021 Proposed Revenue
General Fund								
Legislative	\$ 406,453		\$ 348,633		\$ 382,308		\$ 290,061	
Executive	950,116		1,238,768		1,087,306		890,750	
Finance	1,069,902		1,105,367		1,213,093		1,084,572	
Community Development	1,317,201		1,417,798		1,646,631		1,790,088	
Legal	137,943		208,641		192,800		187,600	
Misc. Services	2,422,045		1,804,831		1,910,490		1,900,990	
Library	121,665		78,976		82,100		67,300	
Engineering	1,819,812		2,065,524		2,289,531		2,183,723	
Parks & Recreation	5,374,003		5,888,357		6,467,411		6,974,983	
Police	6,807,748		7,691,873		8,855,366		9,274,654	
Fire	3,511,347		3,844,299		4,558,855		4,891,363	
Total General Government Funds	23,938,235	\$ 24,788,191	25,693,067	\$ 25,887,624	28,685,891	\$ 26,643,060	29,536,084	\$ 27,583,830
Other Operating/Enterprise								
Tourism Activities -102	863,269	713,763	990,561	835,905	685,400	765,000	519,400	621,000
Grants & Donations -103	196,693	422,887	309,770	371,476	348,300	202,600	138,800	84,400
Homeless Services - 110							377,700	578,000
Paths & Trails - 114	369	2,347	-	2,350	26,000	2,000	26,000	2,000
Streets - 116	2,394,989	2,336,446	2,451,532	2,503,678	2,721,860	2,518,000	2,568,315	2,510,000
Transportation Benefit District - 170	900,000	1,363,890	1,650,000	1,691,660	1,650,000	1,601,000	1,850,000	1,681,000
Water/Wastewater Operating - 410	12,846,652	13,647,343	13,900,699	13,561,205	13,081,697	12,984,300	13,331,075	13,078,600
Sanitation -490	4,529,472	4,451,906	4,386,892	4,755,439	4,075,000	4,220,000	4,073,300	4,100,000
Stormwater - 493	921,480	897,961	901,536	995,145	1,306,622	940,000	1,294,646	964,000
Airport - 495	76,901	84,842	25,745	26,835	54,059	27,000	234,609	202,000
Ambulance - 498	2,537,711	2,494,823	2,933,011	3,525,229	3,358,435	2,902,640	3,496,021	2,873,300
Central Svc - 517	635,774	654,177	1,605,805	1,826,199	1,676,482	1,673,600	1,831,805	1,823,800
Equipment Rental -519	2,843,642	3,062,403	2,633,921	3,792,460	4,953,123	3,795,309	5,048,691	4,113,009
Build Maint -528	3,377,233	4,207,204	4,297,816	3,745,901	4,877,099	3,862,200	3,400,231	2,774,800
Total Other Operating/Enterprise	32,124,185	34,339,992	36,087,288	37,633,482	38,814,077	35,493,649	38,190,593	35,405,909

CITY OF MOSES LAKE

Four-Year Budget Comparison By City Functional Grouping 2018-2021

	2018 Actual Expenditures	2018 Actual Revenues	2019 Actual Expenditures	2019 Actual Revenues	2020 Amended Budget	2020 Amended Revenue	2021 Proposed Budget	2021 Proposed Revenue
Capital Improvement								
Street Repair/reconst -119	2,000,385	1,982,430	2,573,852	4,023,150	3,280,000	2,315,600	4,205,000	2,715,900
Parks & Recreation Improvement-314	889,361	804,932	445,667	724,385	11,500,000	12,480,000	11,500,000	12,000,000
Park Mitigation Capital Proj-315	-	189,809	-	101,909	680,000	-	152,100	79,480
Water Rights - 471	-	152,982	-	124,560	-	-	1,000,000	-
Water/Sewer Construction-477	850,540	2,800,000	3,727,908	2,999,831	6,475,000	1,550,000	6,300,000	1,550,000
Total Capital Improvement	3,740,286	5,930,152	6,747,427	7,973,835	21,935,000	16,345,600	23,157,100	16,345,380
Risk Mgmt/Employee Benefit Reserves								
Unemployment Compensation - 501	38,434	625	73,143	68,896	41,500	30,000	51,500	54,300
Risk Management -503	561,715	542,448	713,881	591,067	830,000	727,000	926,000	873,800
Firemen's Relief & Pension - 611	21,049	35,742	50,319	44,801	50,500	33,000	55,000	43,000
Total Employee Benefit Reserves	621,198	578,815	837,343	704,764	922,000	790,000	1,032,500	971,100
Debt Service								
Equip Leases-275	-	-	-	-	-	-	-	-
GOB 2006-281	-	-	-	-	-	-	914,000	914,000
GOB 2016 Refunding-286	377,083	377,300	381,583	381,333	381,442	381,217	376,733	376,800
Water-Sewer 2011 Bond-450	562,850	562,850	564,400	565,000	565,538	565,000	563,400	565,000
Bond Reserve-2011 451	-	-	-	-	-	-	-	-
Water-Sewer 2004 Bond-452	671,000	670,000	674,550	674,250	676,850	676,250	682,600	682,000
Water-Sewer 2004 Bond Reserve-453	-	-	-	-	-	-	-	-
Water-Sewer Leases-483	-	-	-	-	-	-	-	-
PWTF W/S Debt Serv - 485	575,573	576,000	572,764	572,765	569,930	569,930	567,192	567,150
GOB 2006 Redemption Parks - 486	-	-	-	-	-	-	-	-
2015 GO Bond Redempt- 487	75,416	75,600	76,316	76,400	76,359	76,400	75,650	76,000
Total Debt Service	2,261,922	2,261,750	2,269,613	2,269,748	2,270,119	2,268,797	3,179,575	3,180,950
Total City Budget	\$ 62,685,826	\$ 67,898,901	\$ 71,634,738	\$ 74,469,453	\$ 92,627,087	\$ 81,541,106	\$ 95,095,852	\$ 83,487,169

CITY OF MOSES LAKE

2021 Budget and Fund Balances by City Functional Grouping -Preliminary Budget

	2020 Amended Budget	2020 Amended Revenue	2021 Proposed Budget	Exp % Chg 2021 vs 2020 Amended	2021 Estimate Revenue	Rev % Chg 2021 vs 2020 Amended	2021 Use of Fund Balance	2021 Est Begin Fund Balance	2021 Est Ending Fund Balance
General Fund									
Legislative	\$ 382,308		\$ 290,061	-24.1%					
Executive	1,087,306		890,750	-18.1%					
Finance	1,213,093		1,084,572	-10.6%					
Community Development	1,646,631		1,790,088	8.7%					
Legal	192,800		187,600	-2.7%					
Misc. Services	1,910,490		1,900,990	-0.5%					
Library	82,100		67,300	-18.0%					
Engineering	2,289,531		2,183,723	-4.6%					
Parks & Recreation	6,467,411		6,974,983	7.8%					
Police	8,855,366		9,274,654	4.7%					
Fire	4,558,855		4,891,363	7.3%					
Total General Fund	28,685,891	\$ 26,643,060	29,536,084	3.0%	\$ 27,583,830	3.5%	(1,952,254)	\$ 5,720,000	\$ 3,767,746
Other Operating/Enterprise									
Tourism Activities -102	685,400	765,000	519,400	-24.2%	621,000	-18.8%	101,600	300,000	401,600
Grants & Donations -103	348,300	202,600	138,800	-60.1%	84,400	-58.3%	(54,400)	770,000	715,600
Homeless Services - 110			377,700		578,000		200,300	-	200,300
Paths & Trails - 114	26,000	2,000	26,000	0.0%	2,000	0.0%	(24,000)	75,000	51,000
Streets - 116	2,721,860	2,518,000	2,568,315	-5.6%	2,510,000	-0.3%	(58,315)	460,000	401,685
Transportation Benefit District - 170	1,650,000	1,601,000	1,850,000	12.1%	1,681,000	5.0%	(169,000)	500,000	331,000
Water/Wastewater Operating - 410	13,081,697	12,984,300	13,331,075	1.9%	13,078,600	0.7%	(252,475)	2,000,000	1,747,525
Sanitation -490	4,075,000	4,220,000	4,073,300	0.0%	4,100,000	-2.8%	26,700	300,000	326,700
Stormwater - 493	1,306,622	940,000	1,294,646	-0.9%	964,000	2.6%	(330,646)	410,000	79,354
Airport - 495	54,059	27,000	234,609	334.0%	202,000	648.1%	(32,609)	70,000	37,391
Ambulance - 498	3,358,435	2,902,640	3,496,021	4.1%	2,873,300	-1.0%	(622,721)	800,000	177,279
Central Svc - 517	1,676,482	1,673,600	1,831,805	9.3%	1,823,800	9.0%	(8,005)	100,000	91,995
Equipment Rental -519	4,953,123	3,795,309	5,048,691	1.9%	4,113,009	8.4%	(935,682)	1,600,000	664,318
Building Maintenance -528	4,877,099	3,862,200	3,400,231	-30.3%	2,774,800	-28.2%	(625,431)	1,000,000	374,569
Total Other Operating/Enterprise	38,814,077	35,493,649	38,190,593	-1.6%	35,405,909	-0.2%	(2,784,684)	8,385,000	5,600,316

CITY OF MOSES LAKE

2021 Budget and Fund Balances by City Functional Grouping -Preliminary Budget

	2020 Amended Budget	2020 Amended Revenue	2021 Proposed Budget	Exp % Chg 2021 vs 2020 Amended	2021 Estimate Revenue	Rev % Chg 2021 vs 2020 Amended	2021 Use of Fund Balance	2021 Est Begin Fund Balance	2021 Est Ending Fund Balance
Capital Improvement									
Street Repair/reconst -119	3,280,000	2,315,600	4,205,000	28.2%	2,715,900	17.3%	(1,489,100)	1,500,000	10,900
Parks & Recreation Improvement-314	11,500,000	12,480,000	11,500,000	0.0%	12,000,000	-3.8%	500,000	200,000	700,000
Park Mitigation Capital Proj-315	680,000	-	152,100		79,480		(72,620)	72,620	-
Water Rights - 471	-		1,000,000				(1,000,000)	2,000,000	1,000,000
Water/Sewer Construction-477	6,475,000	1,550,000	6,300,000	-2.7%	1,550,000	0.0%	(4,750,000)	5,225,000	475,000
Total Capital Improvement	21,935,000	16,345,600	23,157,100	5.6%	16,345,380	0.0%	(6,811,720)	8,997,620	2,185,900
Risk Mgmt/Employee Benefit Reserves									
Unemployment Compensation - 501	41,500	30,000	51,500	24.1%	54,300	81.0%	2,800	31,000	33,800
Risk Management -503	830,000	727,000	926,000	11.6%	873,800	20.2%	(52,200)	331,000	278,800
Firemen's Relief & Pension - 611	50,500	33,000	55,000	8.9%	43,000	30.3%	(12,000)	320,000	308,000
Total Employee Benefit Reserves	922,000	790,000	1,032,500	12.0%	971,100	22.9%	(61,400)	682,000	620,600
Debt Service									
LOCAL Borrowing 2021/22- 282	-		914,000		914,000		-	-	-
GOB 2016 Refunding-286	381,442	381,217	376,733	-1.2%	376,800		67	184,000	184,067
Water-Sewer 2011 Bond-450	565,538	565,000	563,400	-0.4%	565,000		1,600	8,000	9,600
Bond Reserve-2011 451	-	-	-		-		-	567,600	567,600
Water-Sewer 2004 Bond-452	676,850	676,250	682,600	0.8%	682,000		(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	569,930	569,930	567,192	-0.5%	567,150		(42)	20,000	19,958
GOB 2006 Redemption Parks - 486							-		-
2015 GO Bond Redempt- 487	76,359	76,400	75,650	-0.9%	76,000		350	7,000	7,350
Total Debt Service	2,270,119	2,268,797	3,179,575	40.1%	3,180,950	40.2%	1,375	1,495,100	1,496,475
Total City Budget	\$ 92,627,087	\$ 81,541,106	\$ 95,095,852	2.7%	\$ 83,487,169	2.4%	\$ (11,608,683)	\$ 25,279,720	\$ 13,671,037

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

GENERAL FUND REVENUE

Finance Director

Cindy Jensen

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

For 2021, total General Fund revenues are budgeted to be \$27,583,830; \$940,770 or 3.5% more than the 2020 budget of \$26,643,060, and \$1.7 million more than 2019 Actual. The new 0.3% Criminal Justice sales tax is budgeted to bring in \$700,000 in 2020, and \$1,200,000 in 2021, and a delinquent property tax settlement of \$295,000 is added. If these are subtracted to consider the change in revenue existing in 2019, the 2021 budget is only about \$200,000 more than 2019 actual. We have seen some downturns in revenues because of the COVID 19 pandemic, which is why this is so conservatively estimated.

Revenue Summary by Type	2019	2020	2020	2021	20 vs 21	2021
	Actual	Amended Budget	Actual 9/30/2019	Preliminary Budget	Percent Change	Percent of Total
310 Taxes						
Property Tax	\$ 7,425,810	\$ 7,205,000	\$ 4,275,516	\$ 7,664,700	6.4%	27.8%
Gen Retail Sales Tax	7,216,488	7,000,000	5,377,363	7,200,000	2.9%	26.1%
Public Safety Sales Tax (new)	-	700,000	445,148	1,200,000	71.4%	4.4%
Utility Tax	3,364,287	3,278,000	2,567,593	3,279,900	0.1%	11.9%
Gambling Tax	263,172	251,400	127,171	221,000	-12.1%	0.8%
Other Taxes	89,025	88,000	25,189	57,000	-35.2%	0.2%
Subtotal-Taxes	18,358,782	18,522,400	12,817,980	19,622,600	5.9%	71.1%
320 Licenses & Permits	727,062	651,500	592,973	825,600	26.7%	3.0%
330 Intergovernmental Revenues	890,362	1,114,510	845,855	1,250,330	12.2%	4.5%
340 Charges for Goods & Service	3,741,601	4,430,600	2,489,398	4,379,250	-1.2%	15.9%
350 Fines and Penalties	937,084	966,300	415,930	656,300	-32.1%	2.4%
360 Miscellaneous Revenues	680,987	457,750	358,385	349,750	-23.6%	1.3%
390 Other Financing Resources	551,696	500,000	-	500,000	0.0%	1.8%
Total General Fund Revenues	\$ 25,887,574	\$26,643,060	\$ 17,520,521	\$ 27,583,830	3.5%	100.0%

Property Tax is the largest single General Fund revenue, and is estimated to bring in \$7,664,700 in 2021. This includes the levy limit increase of 1%, plus new construction, currently estimated to add another 1.3%, for a total of 2.3% growth. The 2020 levy was over \$7.6 million. The 2021 levy could be about \$7.8 million, but we are doing a conservative estimate for potential uncollectible amounts. We have been notified that a property taxpayer with a \$1 million delinquent tax balance from 2013 has reached an

agreement with Grant County, and we should be getting our balance over the next six years. An estimate of \$295,000 has been included the Property Tax estimate.

Sales Tax follows with an estimate of \$7.2 million for 2021. Year to date through September, sales tax is experiencing a growth rate of 2.2% over 2019 actual—but we are conservatively estimating 2021 to match 2019. Fortunately, the economic shutdown from COVID has not hit sales tax significantly. The City is also aware of several major construction projects (including our own Larson Recreation Center), but we have not added any estimates for large construction.

Utility Tax is estimated to bring in \$3,279,900 in 2021, virtually flat compared to the 2020 budget. The CPI increase in the utility fees affect these amounts. Note: any increases in Water and Wastewater that may come from the cost of service study have not yet been factored in. 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 2020 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 2019 actual because of a Council commitment to reduce the card game tax rate over five years. This revenue source was negatively affected by the COVID shutdown, as gambling establishments have been closed. Leasehold excise tax is holding steady at about \$25,000, and Admissions Tax is also estimated to be affected by the social distancing rules, and are cut in half for 2021 at \$32,000.

Licenses and Permits are generated by the development community, and are budgeted to exceed the 2020 budget and 2019 actual because permitting activity has remained steady through COVID, possibly fueled by the upcoming changes in building codes.

Intergovernmental Revenue consists primarily of State-Shared Revenue, and is a per capita estimate based on our population of 24,620. Other additions include the next COPS grant and 2nd 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

As a whole, this category is estimated to remain flat through 2021.

Fines and Penalties consist almost entirely of fines generated by the red-light camera program. The increase in 2019 is tied to additional cameras installed in the fall of 2018. Because of the reduced traffic with the Governor's stay at home order, this revenue that supports Police operations has dropped significantly in 2020, and this reduced level is estimated to go forward into 2021.

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.) The interest rate environment had improved coming into 2020, but has turned down so citywide we are expecting a decrease 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 2021 matches the actual transfers made since 2015. This category also contains transfers in from other funds, which was used in 2019 for approved Parks and Recreation programs from the Hotel/Motel tax.

Overall, we believe General Fund revenue is conservatively estimated for 2021. Even though COVID may still affect our revenues, there are also major new construction projects that will produce sales tax and permit fees beyond what is currently in the budget.

City of Moses Lake
Property Tax Limitation Calculation

	2020 Assessed Values (Dollars in Thousands)	Tax Rate Applied	2021 Levy Dollars (estimate)
Prior Year (2020) = Base	\$ 2,317,600.000	\$ 3.28749	\$ 7,619,087
Levy Limit-1.0% increase from 2011 levy -\$10,222,955			<u>102,230</u>
Base-101%			7,721,317
Valuation Change -- (4.8%)	113,119.28		0
New Construction (1.1%)	25,332.415	3.28749	83,280
State Assessed Value- (still unknown)			
Tax Limit Before Annexation	<u>2,456,051.690</u>	3.17770	<u>7,804,597</u>
Add for Annexation	<u>0</u>	3.17770	<u>-</u>
Limit for Subsequent Year	2,456,051.690	3.17770	7,804,597
Plus: Refunds (estimate)			25,000
Plus: Contingency			<u>190,000</u>
Total Ordinance			\$ 8,019,597

State of Washington Constitutional Limit

Assessed Valuation	\$ 2,456,051.690	\$ 3.82500	\$ 9,394,398
Less: Library Levy (Estimate)		0.375	921,019
Maximum 2020 Levy for Collection in 2021(Estimate)		\$ 3.450	<u>8,473,378</u>

Budget Estimate

Total Levy Calculation		\$ 7,829,597
Less: Potential uncollectible levy (estimate)		<u>500,000</u>
Estimate to collect		\$ 7,329,597
Budget Estimate (Basically 2020 Actual)		\$ 7,349,000

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

CITY COUNCIL (Legislative) - 001

GENERAL FUND

Elected Officials

David Curnel	Mayor – Position 5	December 31, 2021
Daryl Jackson	Deputy Mayor – Position 4	December 31, 2021
Mike Riggs	Position 1	December 31, 2021
Karen Liebrecht	Position 2	December 31, 2021
Don Myers	Position 3	December 31, 2023
David Eck	Position 6	December 31, 2023
H. Dean Hankins	Position 7	December 31, 2023

DEFINITION

Moses Lake has a Council-Manager form of government. The seven Council Members are elected by the voters and represent the entire community. They serve staggered four-year terms. The Council Members, in turn, select a Mayor and Deputy Mayor from among themselves to serve for two years.

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. In 2021, the Mayor and Council will be adopting a new Vision and Mission for the City based on the outcomes of the Comprehensive Plan update process.

In 2021, the City will celebrate it's 40th anniversary of our Sister City relationship with Yonezawa, Japan. Plans call for a planting ceremony and other commemorative activities if the COVID crisis allows a visit with our Council, Student Exchange Committee, and the Moses Lake Friendship Association.

AUTHORIZED PERSONNEL

	Position Title	2020 Actual	2020 Amended Budget	2021 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)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
51130 Official Publication Services	\$ 3,898	\$ 8,000	\$ 4,459	\$ 8,000	0%	3%
51160 Legislative	344,735	374,308	262,753	282,061	-25%	97%
51430 Recording Services					0%	0%
Total Expenditures	<u>\$ 348,633</u>	<u>\$ 382,308</u>	<u>\$ 267,212</u>	<u>\$ 290,061</u>	-24%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
100 Salaries & Wages	\$ 52,320	\$ 58,800	\$ 37,049	\$ 58,800	59%	20%
200 Personnel Benefits	4,161	4,508	2,932	4,661	59%	2%
<i>Sub-Total - Salaries & Benefits</i>	56,481	63,308	39,981	63,461	59%	
300 Operating Supplies	4,749	7,000	831	4,000	381%	1%
400 Professional Services & Charge	287,399	312,000	226,395	222,600	-2%	77%
Total Expenditures	<u>\$ 348,629</u>	<u>\$ 382,308</u>	<u>\$ 267,207</u>	<u>\$ 290,061</u>	-24%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

CITY ADMINISTRATION (Executive) - 002

GENERAL FUND

City Manager
Human Resource Manager
City Clerk

Allison Williams
Kerri Fenner
Debbie Burke

DEFINITION

The City of Moses Lake is operated as a Council-Manager form of government and is managed by an appointed City Manager. 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, has authority for all day-to-day operations and works closely with the Mayor and City Council to establish the vision and work plan for the City departments. The City Manager appoints and provides direction for the City's Department Directors.

2021 PROJECTS / WORK PLAN

Develop updated City Vision/Mission

In 2020, the City Council's highest priority was to ensure the city's overall Comprehensive Plan was fully updated. As a part of this update, and based on intensive community input, a new vision will be developed for the City which will lead to a Vision/Mission process with the City Council in 2021.

Develop and carry out management training

The City Manager will be carrying out a management training process and put the training into practice in order to develop the City's management team.

Carry out successful Union Negotiations

All three of the city's union's contracts (Police Guild, IAFF, AFSCME) are up for renewal in 2021 requiring negotiations for new multi-year contracts.

Develop a new Employee Handbook

With a fully staffed Human Resources department, staff will be able to take the updated City personnel policies and develop an employee handbook and onboarding process.

Implement Public Records management program

The Administration Department provides centralized oversight for the management of the city's public records. This requires leadership of department staff responsible for providing responsive records in a timely manner to requests from the public and participating in ongoing records management training.

Establish a City-Wide Safety Committee

To effectively manage the risks associated with the work of all city divisions and to provide a safe workplace, a city-wide safety committee will be established and staffed by HR.

Urban Service Analysis:

Carry out a comprehensive analysis of recent annexation activity and future growth projections as a result of the Comprehensive Plan update in order to take action on needed facility/infrastructure updates to serve the future City boundaries, specifically fire facility/water/sewer deficient areas.

BUDGET DECISION REQUESTS

Professional services for legal assistance for union negotiations and management training are included in the 2021 budget.

AUTHORIZED PERSONNEL

	Position Title	2019 Amended Budget	2020 Proposed Budget	2021 Proposed Budget
	City Manager	1.00	1.00	1.00
	Human Resource Director	1.00	1.00	0.00
	Executive Assistant	1.00	1.00	0.00
	Administrative Secretary (1)	0.00	0.00	0.00
	City Clerk	1.00	1.00	1.00
	Human Resources Manager (3)	0.00	0.00	1.00
	Deputy Clerk (3)	0.00	0.00	1.00
	Human Resource Generalist / Assistant (1)	1.00	1.00	1.00
	Public Information Officer (2)	1.00	0.00	0.00
Total Personnel		6.00	5.00	5.00

- (1) *The Administrative Secretary position was replaced with a Human Resources Generalist position in mid-2019, which was changed to Human Resources Assistant in 2020.*
- (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 lodging tax.)*
- (3) *In 2020, the Human Resources Director was underfilled with a Human Resource Manager and the Executive Assistant was replaced with a Deputy Clerk.*

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
51310 Executive	\$ 935,753	\$ 803,420	\$ 612,548	\$ 610,794	-24%	69%
51810 Personnel Services	303,014	283,886	140,764	279,956	-1%	31%
Total Expenditures	\$ 1,238,767	\$ 1,087,306	\$ 753,312	\$ 890,750	-18%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
100 Salaries & Wages	\$ 629,563	\$ 504,575	\$ 344,219	\$ 453,319	-10%	51%
200 Personnel Benefits	162,981	180,824	115,265	195,778	8%	22%
<i>Sub-Total - Salaries & Benefits</i>	792,544	685,399	459,484	793,280	73%	
300 Operating Supplies	20,914	8,000	4,563	10,000	119%	1%
400 Professional Services & Charge	425,293	393,900	289,247	231,653	-20%	26%
Total Expenditures	\$ 1,238,751	\$ 1,087,299	\$ 753,294	\$ 890,750	-18%	100%

CITY OF MOSES LAKE
2021 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 KenisonFranz 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)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	%
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	of
					2 to 4	Total
51250 Municipal Court	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0%	3%
51530 Legal	202,641	186,800	141,811	181,600	-3%	97%
Total Expenditures	\$ 208,641	\$ 192,800	\$ 147,811	\$ 187,600	-3%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	%
Expense Summary By Type	Actual	Budget	9/30/2020	Budget	from	of
					2 to 4	Total
300 Operating Supplies		\$ 100		\$ 100	0.0%	0.1%
400 Professional Services & Charge	208,641	192,700	147,811	187,500	26.9%	99.9%
600 Capital Outlay					-100.0%	0.0%
Total Expenditures	\$ 208,641	\$ 192,800	\$ 147,811	\$ 187,600	-2.7%	100.0%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

SELF-INSURANCE/ RISK MANAGEMENT
INTERNAL SERVICE FUND 503

City Manager

Allison Williams

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	2019 Actual	2020 Budget	2021 Budget
Legislative	\$ 4,800	\$ 4,900	\$ 5,500
Executive	10,200	13,700	15,500
Finance	14,000	17,900	22,400
Community Development	22,200	28,600	34,500
Library	1,600	1,600	1,600
Streets	20,300	24,100	27,100
Engineering	33,800	37,100	44,300
Police	86,600	107,400	129,800
Fire	44,000	54,800	72,100
Parks & Recreation	80,900	105,700	124,200
SolidWaste	1,100	0	0
Fleet Management	20,400	25,700	32,700
Central Services	5,200	18,600	22,200
Building Maintenance	20,800	24,200	31,600
Water	61,300	72,600	84,800
Wastewater	113,500	144,000	167,900
Water Billing	0	0	0
Wastewater Billing	0	0	0
Airport	200	200	200
Storm Water	8,500	10,000	12,300
Ambulance Services	27,800	35,900	45,100
Total	<u>\$ 577,200</u>	<u>\$ 727,000</u>	<u>\$ 873,800</u>

Budget Summary

503 Self-Insurance (Risk Management)

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
51866 Risk Transfer Payments	\$ 566,691	\$ 630,000	\$ 634,977	\$ 726,000	15%	78%
51868 Payments To Claimants/B	147,190	200,000	116,325	200,000	0%	22%
Total Expenditures	<u>\$ 713,881</u>	<u>\$ 830,000</u>	<u>\$ 751,302</u>	<u>\$ 926,000</u>	12%	100%

Revenue Summary By Type

340 Chargs for Goods/Services	\$ 577,200	\$ 727,000	\$ 545,250	\$ 873,800	20%	100%
360 Miscellaneous Revenues	13,867	0	0	0	0%	0%
Total Revenues	<u>\$ 591,067</u>	<u>\$ 727,000</u>	<u>\$ 545,250</u>	<u>\$ 873,800</u>	20%	100%

Fund Balance

Beginning Balance	\$ 566,833	\$ 550,000	\$ 444,019	\$ 331,000
Revenues less Expenditures	(122,814)	(103,000)	(206,052)	(52,200)
Ending Balance	<u>\$ 444,019</u>	<u>\$ 633,600</u>	<u>\$ 237,967</u>	<u>\$ 278,800</u>

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
400 Professional Services & Cha	\$ 713,881	\$ 830,000	\$ 751,302	\$ 926,000	12%	100%
Total Expenditures	<u>\$ 713,881</u>	<u>\$ 830,000</u>	<u>\$ 751,302</u>	<u>\$ 926,000</u>	12%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

COMMUNITY DEVELOPMENT - 004

GENERAL FUND

Community Development Director

Melissa Bethel

DEFINITION

The Community Development Department encompasses the Planning, Building, Code Enforcement, Housing and Grants 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. Key functions include monitoring and managing portions of the Municipal Code including but not limited to the Zoning and Subdivision Codes, State Environment Policy Act – SEPA and Critical Areas and the City Shoreline Master Program.

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. The Division also attends, hosts and serves on the local IBC Chapter providing educational opportunities.

Code Enforcement assists in emergency response to on-site water/sewer utility main interruptions. Personnel manage the City code provisions regarding nuisance abatement, abatement of hazards to public health, safety and welfare and abatement of dangerous buildings. Staff stay informed and monitor the Washington State Accessibility Code Enforcement.

New in FY2020/FY21, The Community Development Department will include the Housing and Grants Coordinator. This position will oversee the implementation of Homeless programs, coordinate grant funds to proper recipients and participate in the creation and implementation of Housing Action Plans.

FY2021 PROJECTS / WORK PLAN

FY2020 saw a significant turnover in personnel and some restructuring of positions. However, land use activity and permitting remains at high volumes. FY2021 will provide for evaluation of roles, personnel, responsibilities, and increased transparency and communication with the community. Current staffing levels are noted below in the table.

Notable projects for the Planning Department in FY2021 include: Completing the Comprehensive Plan Update, start work on updating the Development Code and continue work on Affordable Housing.

The Building Division FY2021 goals include and increased training and education, explore creating a Citizen Portal application and permitting system, increased public awareness and education of new 2018 codes.

The Code Enforcement Division FY2021 goals include creating a mission statement and standard operating procedures, increase public awareness and outreach, continuing education, shortening process times, and reconciling/closing old cases and increased safety of personnel. Currently, the department has 8 cases over two years old. FY2020 compliance rate is approximately 92%.

BUDGET DECISION REQUESTS

In past years, the building department has been minimally funded for adequate travel and training. The proposed FY2021 budget reflects a line item for Travel & Subsistence/Education of \$2,500.00.

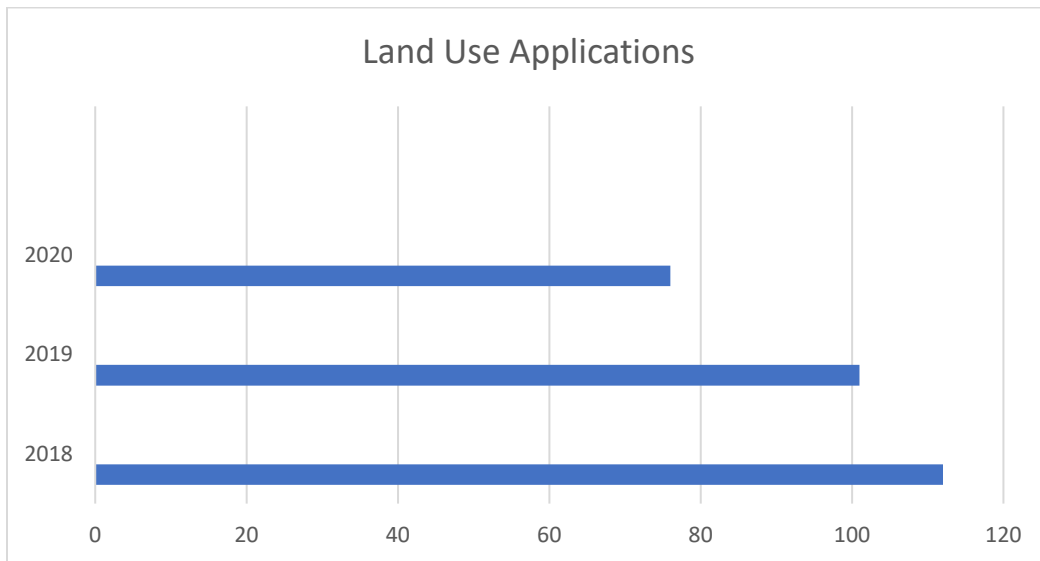
COMMUNITY DEVELOPMENT DEPARTMENT PERSONNEL

		2019 Actual	2020 Amended Budget	2021 Proposed Budget
	Position Title			
	Community Development Director	1.00	1.00	1.00
	Housing and Grants Coordinator	0.00	1.00	1.00
	Building Official	1.00	1.00	1.00
	Planning Manager*	1.00	1.00	1.00
	Associate Planner	2.00	2.00	2.00
	Plans Examiner/ Deputy Building Official	1.00	1.00	1.00
	Building Inspector	2.00	2.00	2.00
	Code Enforcement Officer	2.00	2.00	2.00
	Permit Technician / Planning Technician	1.00	2.00	2.00
	Administrative Assistant (funded 50% by Engineering)	1.00	0.00	0.00
	Total Regular Full-Time Personnel	12.00	13.00	13.00
	Seasonal Code Enforcement	1.00	1.00	1.00

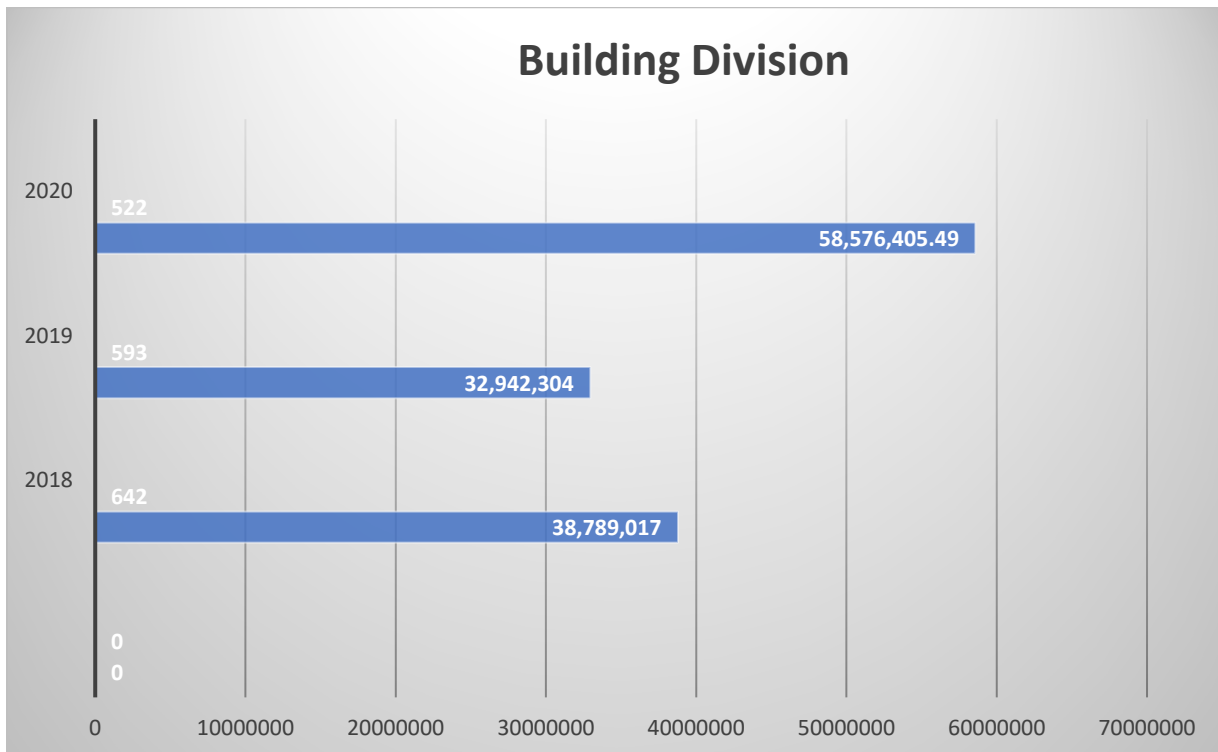
*Planning Manager position was previously underfilled with a Planner, but has been filled 10-01-2020 through promotion.

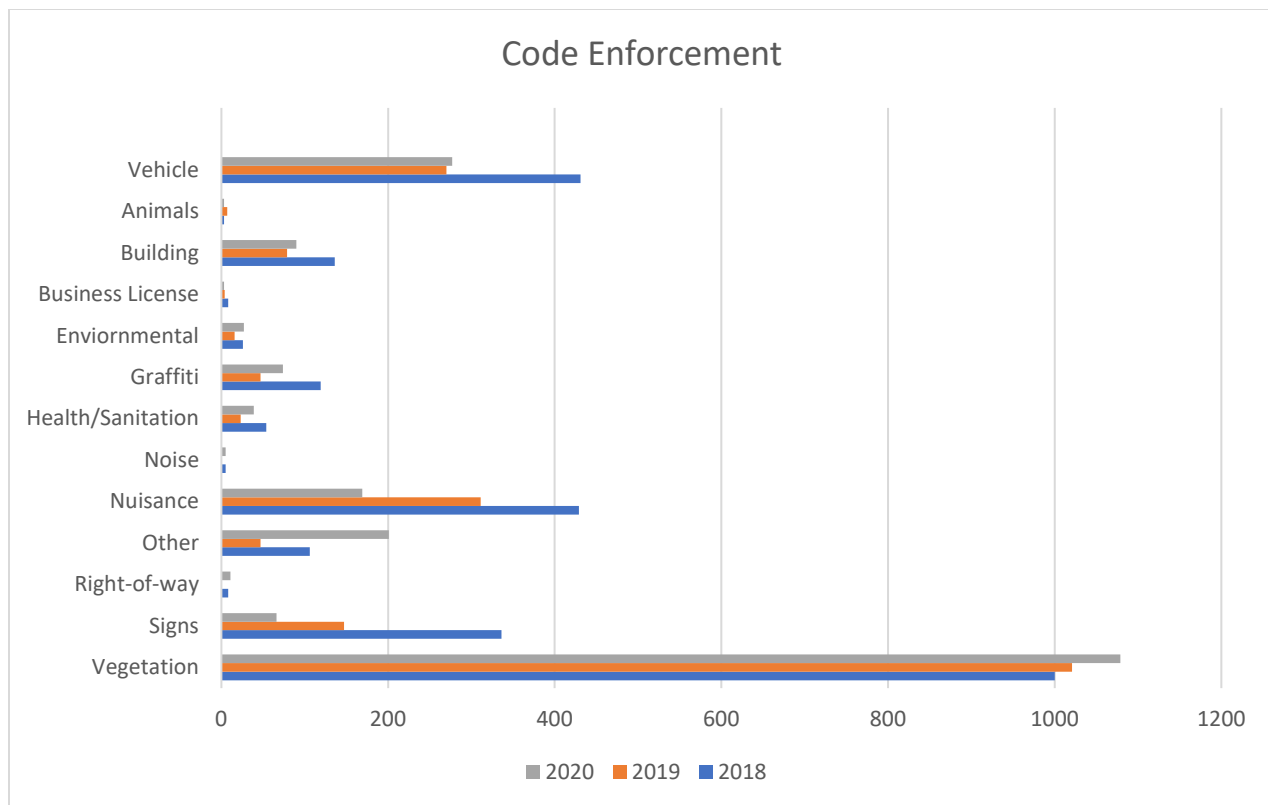
***The 2021 budget reflects an ongoing contribution of 25% of a surveyor position.

PERFORMANCE STATISTICS *



The following chart shows the construction value of the projects being permitted:





*As of September 30, 2020

BUDGET SUMMARY

Dept. 004 Community Development

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
52420 Inspect. Permits, Cert. & Lic	\$ 315,077	\$ 297,863	\$ 226,851	\$ 347,813	17%	19%
55850 Building Permits & Plan Revie	355,581	484,794	319,043	484,228	0%	27%
55860 Planning	747,140	963,973	486,996	958,047	-1%	54%
Total Expenditures	\$ 1,417,798	\$ 1,746,630	\$ 1,032,890	\$ 1,790,088	2%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
100 Salaries & Wages	\$ 744,306	\$ 887,058	\$ 566,365	\$ 993,596	12%	56%
200 Personnel Benefits	354,113	431,364	254,796	456,592	6%	27%
Sub-Total - Salaries & Benefits	1,098,419	1,318,422	821,161	1,450,188	10%	84%
300 Operating Supplies	12,752	22,000	8,860	27,000	23%	0%
400 Professional Services & Charge	306,605	406,200	202,853	312,900	-23%	16%
Total Expenditures	\$ 1,417,776	\$ 1,746,622	\$ 1,032,874	\$ 1,790,088	2%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

HOMELESS SERVICES
FUND 110

Community Development Director
Housing and Grants Coordinator

Melissa Bethel
Taylor Burton

DEFINITION

This fund provides for the operations of the City's Homeless Programs, to include, but not limited to operations of an overnight sleeping center and an emergency shelter. The overnight sleeping center will provide a safe space for unsheltered homeless to sleep by providing thirty-five (35) sleeping shelters, as well as access to bathroom and shower facilities, case management services overseen through a contract with HopeSource utilizing Coordinated Entry, access to pre-packaged food supplies in conjunction with the Moses Lake Food Bank and other services as provided through County Agencies.

The Emergency Shelter will be operated by HopeSource under a contract with the City of Moses Lake. The Emergency Shelter will provide 20 rooms in which emergency shelter can be provided for unsheltered homeless, or at-risk of homelessness individuals. The Emergency Shelter will be operated under strict COVID-19 guidelines to provide emergency housing for individuals working with HopeSource or by referral through Coordinated Entry.

There are several revenue sources for this fund. House Bill 1406 allows counties and cities to utilize a sales tax credit to fund homeless programs and accounts for approximately \$66,000 per year. The City has made formal application to receive the City's portion of Document Recording Fee funds, equating to approximately 23.17% of the County's Document Fee Recording Charges with equates to approximately \$135,000 per year. The City is also the recipient of a grant funded through the Washington State Department of Commerce known as the Emergency Shelter Grant-Covid19, which would provide \$478,722 for funding of the Homeless Programs. These funds will also include coverage for a portion of the administrative costs associated with operating these programs.

This is a new special revenue fund opened in 2020, with the Housing and Grants Coordinator position created to manage the program. This position is funded 100% in the Community Development department in General Fund. Any administration funding we receive can be transferred to General Fund to defray that cost, however, we have not budgeted any revenue in General Fund at this point.

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
110 Homeless Services					0%	0%
56540 Homeless Services			\$4,558	\$377,700	0%	100%
Total Expenditures	\$ -	\$ -	\$4,558	\$377,700	0%	100%

Revenue Summary By Type

310 Taxes			\$5,781	\$66,000	0%	11%
330 Intergovernmental Revenues				377,000	0%	65%
340 Chargs for Goods/Services				135,000	0%	23%
Total Revenues	\$ -	\$ -	\$5,781	\$578,000		100%

Fund Balance

Beginning Balance	\$ -	\$ -	\$ -	\$ -		
Revenues less Expenditures			1,223	200,300		
Ending Balance	\$ -	\$ -	\$1,223	\$200,300		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2020	Budget	from	Total
110 Homeless Services					0%	0%
300 Operating Supplies				\$ 18,000	0%	5%
400 Professional Services & Charges			4,558	359,700	0%	95%
Total Expenditures	\$ -	\$ -	\$ 4,558	\$ 377,700	0%	100%

CITY OF MOSES LAKE
2021 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.

2020 ACCOMPLISHMENTS

- Filled several positions, including the Accounts Payable Technician, new Administrative Assistant (shared with Fire), and both Accountant 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 is ongoing, and we are seeing the normal “growing pains” associated with a switchover of this magnitude. After bringing on the project specific IT Analyst, we have made better progress. The current goal is to “go live” on the new system January 1, 2021, so we will need to be trained and ready to go by then;
- Implemented the Classification and Compensation study into the payroll system; and
- Completed the financing for the 2 Fire Apparatus; and
- Properly document COVID 19 expenses to request refund for the CARES Act grant.

2021 PROJECTS / WORK PLAN

In addition to the day to day work done to account for every financial transaction, the work plan for 2021 will also include:

- 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 full implementation and training of a new FMS will go into 2021.
- 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.
- Go through a Federal A-133 audit since we will have received over \$750,000 in federal grant dollars in 2020.
- Continue 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 2020, but with COVID 19 responses that brought competing workloads, this was postponed until all upper management has time to focus on the project.
- Prepare for transition of the Finance Director who is planning to retire in August 2021.

CHANGES IN OPERATIONS

Finance had requested an Accounting Technician for the 2020 budget. Because Fire had also requested an administrative assistant, Council approved adding a position that was split 50% between Finance and Fire. We joined in hiring an employee, but after several months determined that sharing the employee was not working well. We agreed to turn the position over to Fire 100%, and we would postpone a request for additional personnel because it is possible that the new FMS will change daily tasks significantly enough to free up some time for current employees, and we won't know until we get through the learning curve of the new employees and the new systems. The rationale for an Accounting Technician is to allow 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. We have not resubmitted this request at this point for the 2021 budget.

PERFORMANCE STATISTICS

Impact	2019 Actual	2020 Prelim	2021 Proposed Budget
Investment income (1)	\$657	\$220	\$186
Average total portfolio managed (1)	\$29,100	\$28,000	\$25,000

Accounting Functions	2019 Actual	2020 Prelim	2021 Proposed Budget
Capital projects (1)	\$6,747	\$8,000	\$23,157
Number of grants administered	25	26	24
Payroll checks issued and direct deposits made	7,869	6,971	7,900
Payroll and benefits paid (1)	\$21,329	\$23,720	\$24,500
Employees paid (perm and part-time) average per pay period	303	261	310
Checks issued and EFT's paid	3,998	4,000	4,100
Dollar amount of claims paid (1)	\$35,750	\$35,000	\$38,000
Number of funds	33	33	34

Treasury Functions	2019 Actual	2020 Budget	2021 Proposed Budget
GO and revenue debt issued administered	5	6	6
Intergovernmental loans administered	1	1	1
Debt service principal payments made (1)	\$4,292	\$4,100	\$4,170

(1) Numbers in thousands.

AUTHORIZED PERSONNEL

Position Title	2019 Actual	2020 Amended Budget	2021 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
Payroll Specialist	1.00	1.00	1.00
Accounts Payable Technician	1.00	1.00	1.00
Accounting Technician/Admin Assistant *	0.00	0.50	0.00
Total Personnel	6.00	6.50	6.00

* Added in 2020, Shared 50% with Fire Department. This is going back to zero in 2021, and this half position is included in the Ambulance budget. (See the narrative for additional information).

BUDGET SUMMARY

Dept. 003 Financial Services

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
51420 Financial Srvs	\$ 511,952	\$ 447,990	\$ 365,668	\$ 344,789	-23%	32%
51422 Fiduciary Services (Treasurer	818	1,400	141	1,400	0%	0%
51423 Budtng, Acctng, Audtng, & Fin	592,596	787,700	420,673	738,383	-6%	68%
Total Expenditures	<u>\$ 1,105,366</u>	<u>\$ 1,237,090</u>	<u>\$ 786,482</u>	<u>\$ 1,084,572</u>	-12%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2020	Budget	from	Total
100 Salaries & Wages	\$ 472,499	\$ 562,508	\$ 382,518	\$ 531,406	-6%	49%
200 Personnel Benefits	204,915	249,900	151,182	239,016	-4%	22%
Sub-Total - Salaries & Benefits	677,414	812,408	533,700	770,422	-5%	71%
300 Operating Supplies	8,760	17,850	2,147	9,000	-50%	1%
400 Professional Services & Charges	419,179	406,830	250,620	305,150	-25%	28%
Total Expenditures	<u>\$ 1,105,353</u>	<u>\$ 1,237,088</u>	<u>\$ 786,467</u>	<u>\$ 1,084,572</u>	-12%	100%

CITY OF MOSES LAKE
2021 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). 2021 is the third year in this ramp up.

2020 ACCOMPLISHMENTS

Innoprise – We have continued the implementation of the replacement of our Utility Billing computer software, that ties directly into the new Financial Management System. We have been working with the software company to get our new system properly configured to create accurate bills. We are about to begin system testing, to prepare to go live in 1st Quarter 2021.

Cityworks – Utility Billing has a component in implementing the new asset management system. Digital work orders for daily meter service with mapping ability will easily help prioritize our work. A unified system will improve communication and workflow between office and field work as well as sharing info with other departments. It will store historical data by asset, so maintenance history for each meter is logged and trackable.

Move Business Licensing from Permit Trax to Cityworks for issuance of permits (scheduled for December 2020). Enhances the workflow and communication between departments which will expedite the issuance/denial of pending business license applications.

Beacon Meter Reading Contract & Deployment –An automated meter reading system will give us accurate reads from our desk -- no need to drive meter reading routes to collect monthly data. The Water Capital Program is proposing to fully implement the switchover across the whole city in 5 years. Currently reading over 50 meters deployed by Water Department this fall.

Utility Relief Program – City of Moses Lake is offering a temporary relief program which is a two-phase program offering assistance for delinquent accounts of a single-family residence. Customers can apply for a payment arrangement contract and may be eligible for up to \$250 toward delinquent accounts that accrued balances after March 2020 through the CARES Act Grant.

Customer Service response to COVID-19 – We did a complete overhaul on our “in-office” approach to customer service and billing practices. Transitioning all utility billing operations to an electronic format allowed us to continue providing excellent customer care even when our office was closed to the public and many staff members were working remotely.

2021 PROJECTS / WORK PLAN

In addition to the day to day operations of the divisions, the work plan for 2021 will also include:

Beacon Meter Reading – Phase II, live datalogging of meter consumption, ability to track hourly consumption allowing better leak detection.

Invoice Cloud – will replace the existing online payment system and provide an Interactive Voice Response (IVR) for customers to call and make payments. This Application Programming Interface (API) system will sync payments with the billing software to provide “live” account totals.

FCS Group – water/sewer rate study. Anticipate implementation of new rate structures as determined by Council.

Innoprise Billing Solution - Continue the switchover from our current Utility Billing system. go-live scheduled for Q1 2021.

- 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; and
- Review of the business processes pertaining to Utility Billing in conjunction with new system requirements.

Utility Relief Program – The new Utility Billing computer system can account for an ongoing contribution-based utility relief program. Once we are comfortable with the existing capabilities of the new system, we can propose a “Project Help” type program to assist utility customers who may need help paying their utility bill.

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

	2019 Actual	2020 Prelim	2021 Proposed Budget
Utility Services			
New Accounts Started	875	1,077	1,250
Meters Read	9,456	9,595	9,650
Bills Issued	112,890	85,897	115,000
Turn Off Notifications Issued (phone/door)	11,155	1,653	??
Accounts Turned Off Delinquent	1,764	303	??
Total Business Licenses Issued	2,183	2,680	2700
New Business License Applications Received	693	587	300

	2019 Actual	2020 Prelim	2021 Proposed Budget
Accounts Billed			
Water- Residential	7,526	7,685	7,700
Water-Commercial	1,274	1,548	1,500
Wastewater-Residential	7,554	7,688	7,700
Wastewater-Commercial	1,008	1,033	1,035
Stormwater-Residential	6,481	6,655	6,700
Stormwater-Commercial	873	892	895
Solid Waste-Residential	6,434	6,599	6,700
Solid Waste-Commercial	1,007	1,023	1,030
Ambulance-Residential & Commercial	7,317	7,477	7,500

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 Technician	1.00	1.00	1.00
	Customer Service Technician	2.00	2.00	2.00
	Business License Technician (1)	1.00	1.00	1.00
	Total Personnel	7.00	7.00	7.00

(1) One Business License Technician 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)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
51420 Financial Srvc	\$ 913,342	\$ 900,287	\$ 631,096	\$ 846,291	-6%	100%
53550 Maintenance	\$ 30				0%	0%
Total Expenditures	\$ 913,342	\$ 900,287	\$ 631,096	\$ 846,291	0%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
100 - Salaries & Wages	\$ 315,441	\$ 341,618	\$ 235,717	\$ 342,803	0%	41%
200 - Benefits	\$ 167,618	\$ 173,052	\$ 109,318	\$ 178,697	0%	21%
<i>Sub-Total - Salaries & Benefits</i>	\$ 483,059	\$ 514,670	\$ 345,035	\$ 521,500	0%	
300 - Operating Supplies	\$ 2,119	\$ 3,000	\$ 1,066	\$ 3,000	0%	0%
400 - Professional Srvc & Charges	\$ 428,189	\$ 382,614	\$ 284,987	\$ 321,791	0%	38%
Total Expenditures	\$ 913,367	\$ 900,284	\$ 631,088	\$ 846,291	0%	100%

Note: Related Revenue is included in the Information Technology/Central Services section.

CITY OF MOSES LAKE
2021 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 include:

- 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 Information Technology Analysts report directly to the Finance Director.

2020 ACCOMPLISHMENTS

- Strengthened the City's defenses against cyber-attacks:
 - Continued a "phish" threat training program for all City employees;
 - Installed /tested ransomware protection on individual computers;
 - Continued an "offline" system backup rotation;
- Supported technological upgrade requests for smart phones, tablets, etc.;
- Supported telecommuting in response to the COVID-19 pandemic;
- Worked with an audio-visual consultant to improve AV capabilities in the Council Chambers and Auditorium;
- Upgraded network switches and servers;
- Negotiated a renewal of our Pitney Bowes lease which resulted in a new postage machine with more features for the same annual cost.
- Assisted in implementation of software, including the new Financial Management System (Innoprise), and an asset management system (Cityworks); and

- Rolled out Microsoft 365 across the City.

2021 PROJECTS / WORK PLAN

In addition to the day to day operations of the divisions, the work plan for 2021 will also include:

- Continue to assist in implementing the replacement of our Financial Management System (FMS) and Asset Management System;
- Develop training materials and proper documentation for the new systems.
- Support all operating divisions' requests for mobile computing devices.

BUDGET DECISION REQUESTS

Our financial management system implementation languished because current staff had no capacity to do the “homework” necessary to keep the crossover going forward. We hired a project temporary IT Software Support Analyst in April 2020 to be the primary contact for implementation. Since then, we have been making good progress in our system implementations. (We have 3 major modules that need to be updated—Payroll, Finance (including Accounts Payable and General Ledger), and Utility Billing.) This position has also been assisting in the implementation of the Cityworks asset management and permitting software.

At this same time, the Police Department is adding personnel in response to the voted 0.3% Criminal Justice Sales Tax. Police has indicated that they keep one IT Analyst busy about 50% of the time. We are proposing that we make the third IT Analyst permanent full-time in the new year, funded 50% with the new Criminal Justice Sales Tax, and the balance spread throughout all funds via the central services charge. This has an estimated cost of \$107,000 for both salary and benefits. Part of the duties of an additional position will be to keep training for the new software packages, preparing system documentation, and testing system upgrades before they are rolled out. This is a budgeted request.

PERFORMANCE STATISTICS

	2019 Actual	2020 Prelim	2021 Proposed Budget
Information Technology-Inventory			
Desktop/Laptop Computers	196	196	200
Tablets	18	65	80
Copiers/Printers (includes label and receipt printers)	61	61	63
Servers (Physical)	20	16	17
Servers (Virtual)	n/a	23	25
Network Appliances	7	8	8
Smartphones	85	106	115
Desk Phones	175	177	185
Managed network routers/switches	35	35	37
Managed remote network locations	8	8	8

	2019 Actual	2020 Prelim	2021 Proposed Budget
Information Technology-Activity			
Emails Scanned	n/a	631,548	700,000
Email Spam	n/a	207,828	250,000
Email Advanced Threat	n/a	1,260	1,500
Email-Legitimate	n/a	342,396	350,000
Network Intrusions Blocked	n/a	30,283	35,000
Network Advanced Threats Blocked	n/a	47	55
Helpdesk Tickets Resolved	n/a	804	1,000

AUTHORIZED PERSONNEL

		2019 Actual	2020 Amended Budget	2021 Proposed Budget
	Position Title			
	IT Analyst*	2.00	2.00	3.00
	Total Personnel	2.00	2.00	3.00

* The 2021 budget includes an additional IT Analyst position. See Budget Decision section for more discussion.

BUDGET SUMMARY

517 Central Services

Contributions from Operating Funds

Operating Division	2019 Actual	2020 Budget	2021 Budget
Legislative	\$ 5,100	\$ 17,200	20,100
Executive	36,700	60,700	22,100
Finance	78,000	32,600	45,000
Community Development	87,700	48,700	70,400
Legal/Judicial	2,100	500	500
Misc. Services	1,100	0	0
Streets	40,200	17,100	29,100
Engineering	69,000	61,900	81,400
Police	151,300	180,000	265,500
Fire	46,600	57,500	69,800
Parks & Recreation	107,100	110,500	99,900
Utility Billing	27,600	27,600	38,600
Fleet Management	58,500	17,100	41,100
Building Maintenance	10,000	13,800	32,300
Water	74,200	37,600	53,400
Wastewater	74,700	30,100	51,100
Airport	2,100	2,800	3,100
Storm Water	16,700	17,600	28,200
Ambulance Services	23,800	28,700	34,800
Total-Information Technology	912,500	762,000	986,400
Utility Billing Solid Waste	145,268	159,300	135,800
Utility Billing Water	340,157	305,000	262,800
Utility Billing WasteWater	330,849	305,000	262,800
Utility Billing Storm Water	47,668	87,500	88,000
Utility Billing Ambulance	46,712	87,500	88,000
Total-Utility Billing	910,654	944,300	837,400
Total Central Services	\$ 1,823,154	\$ 1,706,300	\$ 1,823,800

BUDGET SUMMARY

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
Exp Summary By Function						
51870 Printing Svcs	\$ 40,589	\$ 47,500	\$ 22,019	\$ 41,500	-13%	2%
51888 Operations-General	\$501,067	\$965,160	\$746,922	\$846,514	-12%	46%
51890 Other Centralized Svcs	\$83,384	\$82,920	\$56,065	\$84,000	1%	5%
59418 Centralized Services	\$48,685	\$12,000	\$758	\$13,500	13%	1%
516 Debt Service	\$18,706	\$4,715	\$4,715	\$0	-100%	0%
Total IT Expenditures	\$692,431	\$1,112,295	\$ 830,479	\$985,514	-11%	
Plus: 514 Utility Services Expenditure	\$913,372	\$900,287	\$631,096	\$846,291	-6%	46%
Total Fund Expenditures	\$ 1,605,803	\$ 2,012,582	\$ 1,461,575	\$ 1,831,805	-9%	100%

Revenue Summary By Type

340 Chargs for Goods/Services-IT	\$ 912,500	\$ 729,300	\$ 571,500	\$ 986,400	35%	54%
340 Chargs for Goods/Services-UB	910,654	944,300	708,225	837,400	-11%	46%
360 Miscellaneous Revenues	3,044	0	0	0	0%	0%
370 State Grant-Capital Cont.					0%	0%
Total Revenues	\$ 1,826,198	\$ 1,673,600	\$ 1,279,725	\$ 1,823,800	9%	100%

Fund Balance

Beginning Balance	\$ 278,529	\$ 150,000	\$ 498,924	\$ 100,000		
Revenues less Expenditures	220,395	(338,982)	(181,850)	(8,005)		
Ending Balance	\$ 498,924	\$ (188,982)	\$ 317,074	\$ 91,995		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
Expense Summary By Type						
100 Salaries & Wages	\$ 440,803	\$ 532,832	\$ 366,988	\$ 548,057	3%	30%
200 Personnel Benefits	241,487	252,111	168,892	296,548	18%	16%
<i>Sub-Total - Salaries & Benefits</i>	682,290	784,943	535,880	844,605	8%	
300 Operating Supplies	135,201	441,400	362,735	114,000	-74%	6%
400 Professional Services & Charges	720,906	769,520	557,465	859,700	12%	47%
600 Capital Outlay	48,685	12,000	758	13,500	13%	1%
700 Debt Service - Principal	17,931	7,615	4,614	0	0%	0%
800 Debt Service - Interest	774	100	100	0	0%	0%
Total Expenditures	\$ 1,605,787	\$ 2,015,578	\$ 1,461,552	\$ 1,831,805	-9%	100%

CITY OF MOSES LAKE
2021 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. The change in 2021 is the addition of a transfer for debt service for the new debt coming through the state LOCAL program for Fire Apparatus and the Larson Recreation Center. We were notified by the Grant County Auditor that the election cost allocation had not included all costs---they were charging only for elections, but state law allows them to also allocate the cost of voter registration. 2020 was the first year of this new allocation.

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

Description	2019 Actual	2020 Budget	2021 Prelim.
Wellness Program	\$24,386	\$31,900	\$34,800
Election Costs	3,023	10,000	15,000
Chamber of Commerce	5,500	5,500	5,500
AWC Dues	17,085	18,000	18,000
Grant Co Economic Development	20,000	30,000	30,000
Public Health District- \$2/capita	29,575	48,440	49,240
Grant Co Conservation District*	0	28,000	0
2% Liquor taxes for Alcoholism Program	8,790	6,500	8,300
Main Street Program Contract	0	20,000	20,000
Contingency for Council support of related programs or agencies			10,000
Senior Center	10,750	17,000	17,000
Transfer to Streets Operating	1,600,000	1,680,000	1,680,000
Transfer to Ambulance	74,340	0	0
Other Miscellaneous	11,381	20,150	13,150
Fund Total	\$1,804,831	\$1,915,490	\$1,900,990

* The City did not come to an agreement with Grant Co. Conservation District for payment in 2020. The budget was \$48,000, but \$20,000 was transferred to the Main Street Program mid-2020.

BUDGET SUMMARY
006 Miscellaneous Services

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
000 Interfund Transfer	\$ 1,674,340	\$ 1,680,000	\$ 1,260,000	\$ 1,680,000	0%	88%
300 Operating Supplies	6,849	10,500	160	10,500	0%	1%
400 Professional Services & Charge	82,250	163,950	89,454	136,450	-17%	7%
500 Intergovernmental Services	41,388	61,440	66,302	74,040	21%	4%
Total Expenditures	\$ 1,804,827	\$ 1,915,890	\$ 1,415,916	\$ 1,900,990	-1%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

LIBRARY - 007
GENERAL FUND

Finance Director
Municipal Services Director

Cindy Jensen
Fred Snoderly

DEFINITION

Per the contract with the North Central Regional Library System (District), if the City of Moses Lake is to have a “brick and mortar” library, the City needs to provide the building. The District provides for the mail order – multi county library system through a long-standing property tax levy. The City has provided the building and through a maintenance and operations agreement with the District through which the City performs maintenance, insures, and pays the utilities for the facility, and the District provides a lease payment to offset the maintenance and operations of the building. This lease payment provides an approximate \$40,000 each year, but actual costs for the City are higher reflected in the budget chart below. As a result of the differential, the City provided a termination letter in 2019 with the goal of negotiating a more equitable arrangement. A 2020 needs assessment, carried out by the District, indicated \$488,000 in capital needs for the building. This is despite the City spending of \$130,000, \$123,000 and \$122,000 in 2016, 2017, and 2018 respectively for major maintenance projects on the building.

The City and the District are still in negotiations and expect to arrive at a new arrangement for 2021 and beyond. The City Council desires to keep the brick and mortar presence of the library for our citizens. The City has welcomed the opportunity to work with the District on grant opportunities to cover the long term brick and mortar needs of the building, particularly as the District is enhancing their programming to serve the community, particularly those most in need of access.

At this point in time, the Library budget was built assuming the prior arrangement, whereby the City pays for the utilities and maintenance, and we receive a cost per square foot lease payment of about \$40,000 from the District.

BUDGET SUMMARY**007 Library**

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
					2 to 4	
57250 Facilities	\$ 78,976	\$ 82,100	\$ 57,666	\$ 67,300	-18%	100%
Total Expenditures	\$ 78,976	\$ 82,100	\$ 57,666	\$ 67,300	-18%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2020	Budget	from	Total
					2 to 4	
400 Professional Services & Charge	\$ 78,975	\$ 82,100	\$ 57,666	\$ 67,300	-18%	100%
Total Expenditures	\$ 78,975	\$ 82,100	\$ 57,666	\$ 67,300	-18%	100%

CITY OF MOSES LAKE
2021 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 4 retirees and/or dependents (out of 5 eligible) who are currently receiving this pension benefit.

The revenue source for this fund is a state-shared revenue distribution of Fire Insurance Premium Tax calculated based on the ratio of paid firefighters in the state. Currently this annual distribution is exceeding the pension payments. However, recent discussion at the state legislature included discontinuing this distribution to cities. The fund will support pension benefits and LEOFF 1 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)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function		Budget	9/30/2020	Budget	from	Total
51738 Payments To Claimants & Ber	\$ 50,319	\$ 50,500	\$ 26,730	\$ 55,000	9%	100%
Total Expenditures	<u>\$ 50,319</u>	<u>\$ 50,500</u>	<u>\$ 26,730</u>	<u>\$ 55,000</u>	9%	100%
Revenue Summary By Type						
330 Intergovernmental Revenues	\$ 37,513	\$ 30,000	\$ 43,481	\$ 40,000	33%	93%
360 Miscellaneous Revenues	7,288	3,000	0	3,000	0%	7%
Total Revenues	<u>\$ 44,801</u>	<u>\$ 33,000</u>	<u>\$ 43,481</u>	<u>\$ 43,000</u>	30%	100%
Fund Balance						
Beginning Balance	\$ 357,906	\$ 320,000	\$ 352,388	\$ 320,000		
Revenues less Expenditures	(5,518)	(17,500)	16,751	(12,000)		
Ending Balance	<u>\$ 352,388</u>	<u>\$ 302,500</u>	<u>\$ 369,139</u>	<u>\$ 308,000</u>		

CITY OF MOSES LAKE
2021 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. The cumulative balance that has been built up in the “first 2%” has been allocated to the planning and design of a new facility to replace the Larson Recreation Center. In 2021, \$150,000 of the estimated tax collection is also going for debt service for this project, since the ongoing tax stream has been 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 available amount of \$245,500. Once LTAC makes its recommendation, Council will review and approve a final allocation among the applicants.

REVENUE

The Hotel/Motel tax had been strong in the past few years, and was shored up by 2 additional hotels coming online in 2018. The total tax collected was \$695,939 in 2018 growing to \$821,218 in 2019. Then the response to the COVID 19 pandemic closed travel starting in March 2020. Through September of 2020, the year-to-date collected of \$426,000 is 20% below last year at this time. Because of the downturn and the ongoing uncertainty about when the economy might open up and how people’s travel habits will respond, we have made a conservative estimate of \$620,000 for both the year end of 2020, which is being carried forward into 2021.

BUDGET SUMMARY
102 Tourism Activities

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
57528 Operations-General	\$ 309,465	\$ 271,000	\$ 113,444	\$ 256,500	-5%	49%
59700 Transfers Out	681,096	414,400	264,400	262,900	-37%	51%
57548 Operations General			2,787		0%	0%
Total Expenditures	\$ 990,561	\$ 685,400	\$ 380,631	\$ 519,400	-24%	100%

Revenue Summary By Type

310 Taxes	\$ 821,218	\$ 760,000	\$ 425,995	\$ 620,000	-18%	100%
360 Miscellaneous Revenues	14,687	5,000	0	1,000	0%	0%
Total Revenues	\$ 835,905	\$ 765,000	\$ 425,995	\$ 621,000	-19%	100%

Fund Balance

Beginning Balance	\$ 900,231	\$ 300,000	\$ 745,575	\$ 300,000		
Revenues less Expenditures	(154,656)	79,600	45,364	101,600		
Ending Balance	\$ 745,575	\$ 379,600	\$ 790,939	\$ 401,600		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
000 Interfund Transfer	\$ 681,096	\$ 414,400	\$ 264,400	\$ 262,900	-37%	51%
300- Operating Supplies			5,575	6,000	-8%	48%
400 Professional Services	309,464	271,000	110,655	250,500	0%	0%
Total Expenditures	\$ 990,560	\$ 685,400	\$ 380,630	\$ 519,400	-24%	100%

CITY OF MOSES LAKE
2021 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 replaced the TRT vehicle in 2020 budget at a cost of \$235,000. 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. Note: TRT doubled its payment in 2020 -- we received \$120,000 in 2020 and 2021 does not need a revenue estimate.

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

BUDGET SUMMARY

103 Grants and Donations

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
Exp Summary By Function						
52110 Administration	9,824		3,831	5,000	0%	4%
52121 Investigation	15,381	5,000	16,811	10,000	100%	7%
52122 Patrol	119,636	274,000	263,345	44,000	-84%	32%
52123 Special Units	36,456	30,000	22,510	40,500	35%	29%
52130 Crime Prevention	2,044	14,000	-324	14,000	0%	10%
52170 Traffic Policing	5,989	3,500	518	3,500	0%	3%
52210 Administration	2,719		1,139		0%	0%
52220 Fire Suppression/ EMS					0%	0%
56540 Homeless Services			10,693		0%	0%
57120 Education & Rec Services	1,026	1,300	1,870	1,300	0%	1%
57530 Museum & Art Galleries	35,415	15,500	-1,783	15,500	0%	11%
57680 General Parks	4,565	5,000	1,717	5,000	0%	4%
59421 Law Enforcement	18,080	40,000	29,070		-100%	0%
59476 Park Facilities	58,629	25,000	13,927			0%
Total Expenditures	\$ 309,764	\$ 413,300	\$ 363,324	\$ 138,800	-66%	100%
Revenue Summary By Type						
330 Intergovernmental Revenues	\$ 140,341	\$ 107,600	\$ 71,911	\$ 46,400	-57%	55%
340 Charges for Goods/Services	1,294	0	1,295	0	0%	0%
360 Miscellaneous Revenues	214,836	95,000	297,707	38,000	-60%	45%
390 Other Financing Resources	15,000		6,200			0%
Total Revenues	\$ 371,471	\$ 202,600	\$ 377,113	\$ 84,400	-58%	100%
Fund Balance						
Beginning Balance	\$ 704,233	\$ 700,000	\$ 765,940	\$ 770,000		
Revenues less Expenditures	61,707	(210,700)	13,789	(54,400)		
Ending Balance	\$ 765,940	\$ 489,300	\$ 779,729	\$ 715,600		
	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
Expense Summary By Type						
100 Salaries & Wages	\$ 5,150	\$ 3,500	\$ 446	\$ 3,500	0%	3%
200 Personnel Benefits	837		69		0%	0%
<i>Sub-Total - Salaries & Benefits</i>	5,987	3,500	515	3,500	0%	
300 Operating Supplies	86,590	80,300	42,697	95,800	19%	69%
400 Professional Services	140,469	264,500	277,108	39,500	-85%	28%
600 Capital Outlay	76,709	65,000	42,997		-100%	0%
Total Expenditures	\$ 309,755	\$ 413,300	\$ 363,317	\$ 138,800	-66%	100%

CITY OF MOSES LAKE
2021 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 were 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 2020 and 2021, the budget is set with the actual assumed usage charged back to the applicable operation.

CONTRIBUTIONS BY FUND

Department	2019 Actual	2020 Budget	2021 Budget
003 -- Finance	\$10,502	\$0	\$5,000
004 -- Community Development	24,840	5,000	8,000
116 -- Streets	2,596	2,000	3,000
020 -- Parks & Recreation	15,455	20,000	29,300
519 -- Fleet Maintenance	0	1,000	2,000
411 -- Water	0	2,000	7,000
412 -- Wastewater	15,405	0	0
Total	\$68,800	\$30,000	\$54,300

BUDGET SUMMARY

501 Unemployment Compensation

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
51776 Risk Transfer Payments	\$ 1,500	\$ 1,500	\$ 1,125	\$ 1,500	0%	3%
51778 Payments To Claimants	71,643	40,000	26,056	50,000	25%	97%
Total Expenditures	\$ 73,143	\$ 41,500	\$ 27,181	\$ 51,500	24%	100%

Revenue Summary By Type

340 Charges for Services	\$ 68,800	\$ 30,000	\$ 16,146	\$ 54,300		100%
360 Miscellaneous Revenues	96					
Total Revenues	\$ 68,896	\$ 30,000	\$ 16,146	\$ 54,300	81%	100%

Fund Balance

Beginning Balance	\$ 19,138	\$ 15,000	\$ 14,795	\$ 31,000		
Revenues less Expenditures	(4,343)	(11,500)	(11,035)	2,800		
Ending Balance	\$ 14,795	\$ 3,500	\$ 3,760	\$ 33,800		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
400 Professional Services & Charges	\$ 73,143	\$ 41,500	\$ 27,181	\$ 51,500	24%	100%
Total Expenditures	\$ 73,143	\$ 41,500	\$ 27,181	\$ 51,500	24%	100%

CITY OF MOSES LAKE
2021 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.
- The LOCAL program is sponsored by the Washington State Treasurer. It is a program whereby the State issues bonds on behalf of local governments to obtain interest rates that are more favorable because they are based on the State’s bond rating. The City has pledged the “full faith and credit” of the City to the State, so this will be considered in our debt capacity calculations, but it is also an intergovernmental loan.
- 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. Management has changed to funding replacement vehicles as we go to avoid debt transactions.
- Interfund loans are typically used for shorter term needs to bridge timing/cash flow needs. The final outstanding interfund loans will be fully repaid in 2021, freeing up funds for new debt service for the Larson Recreation Center.

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 2020 budget does include the issuance of \$11.5 million of general obligation debt to construct the Larson Recreation Center, as well as \$2 million to replace 2 Fire apparatus. The LRC won’t be bid until later in 2020, so the debt issuance is being rebudgeted in 2021 using an estimate of \$12.0 million, which can either be available for bid inflation or reimbursement of the prior “soft” costs, which could then be used for unbudgeted Parks projects. The 2021 budget includes conservative estimates of debt service for the 2 new debt issues.

A table of Outstanding Debt by type follows:

Type / Fund	Description	Date of Issue	Final Maturity	Original Amount	Principal	2021 Interest	Balance	Annual Payment
GO BONDS								
000/286	Ice Rink/Flow Rider/Sinkius	7/14/2015	8/1/2026	\$ 2,970,833	\$ 300,000	\$ 76,333	\$ 1,683,334	376,333
487	Parks Maint. Building	7/14/2015	8/1/2026	594,167	60,000	15,267	336,666	75,267
528	Firestation #1	12/12/2012	9/1/2023	1,650,000	175,000	15,900	355,000	190,900
GO Bonds Totals				<u>\$ 5,215,000</u>	<u>\$ 535,000</u>	<u>\$ 107,500</u>	<u>\$ 2,375,000</u>	<u>\$ 642,500</u>
LOCAL Borrowing (ESTIMATES-NOT FINAL)								
000/282	Fire Apparatus	10/15/2020	6/1/2030	\$ 2,000,000	\$ 144,084	\$ 33,791	\$ 1,846,916	177,875
000/282	Larson Recreation Center	2/15/2021	12/1/2040	12,000,000	450,190	284,778	11,549,810	734,968
LOCAL Pass Thru Total				<u>\$ 14,000,000</u>	<u>\$ 594,274</u>	<u>\$ 318,569</u>	<u>\$13,396,726</u>	<u>\$912,843</u>
REVENUE BONDS								
450	W/S System Improvements	8/23/2011	8/23/2021	\$ 4,905,000	\$ 545,000	\$ 17,713	\$ -	
452	Operations Complex	9/1/2004	9/1/2024	7,015,000	515,000	167,000	2,825,000	682,000
Revenue Bonds Totals				<u>\$ 11,920,000</u>	<u>\$ 1,060,000</u>	<u>\$ 184,713</u>	<u>\$ 2,825,000</u>	<u>\$ 682,000</u>
INTERGOVERNMENTAL LOANS								
485	Waste Water Treatment Plant	7/1/2001	6/1/2021	\$ 750,000	\$ 32,281	\$ 161	\$ -	32,442
485	Waste Water Treatment Plant	7/1/2002	6/1/2022	10,000,000	529,412	5,294	529,412	534,706
				<u>\$ 10,750,000</u>	<u>\$ 561,693</u>	<u>\$ 5,455</u>	<u>\$ 529,412</u>	<u>\$572,764</u>
EQUIPMENT LEASES								
519	Equipment Purchase	4/15/2017	4/15/2022	505,400	90,563	3,600	49,912	94,163
Equipment Leases Totals				<u>\$ 505,400</u>	<u>\$ 90,563</u>	<u>\$ 3,600</u>	<u>\$ 49,912</u>	<u>\$ 94,163</u>
INTERFUND LOANS (1)								
528	Building Maintenance	7/28/2010	7/28/2021	4,000,000	700,101	14,002	-	714,103
528	Building Maintenance	10/25/2011	11/8/2021	1,500,000	262,538	5,251	-	267,789
Interfund Loans Totals				<u>\$ 5,500,000</u>	<u>\$ 962,639</u>	<u>\$ 19,253</u>	<u>\$ -</u>	<u>\$981,892</u>

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

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
519 Equipment Rental & Replacement
528 Building Maintenance

CITY OF MOSES LAKE
2021 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 reviewing applications for the garbage hauling contract Council approved a new contract with Lakeside Disposal in December 2019 that translated into a 9.6% reduction in the 2020 customer rates. Our contract stipulates that increases in external forces will be brought for a contract amendment. Lakeside has notified us that their state B &O tax rate is being increased, so they will propose an amendment for the 2021 rates.

Our yard waste provider did not renew in 2020, and we have been reviewing options throughout the year. The most viable option is a contract with Barr-Tech out of Sprague, but it is far enough away to require a transfer process into large trucks. We have identified the City-owned former shooting range off Randolph Road as being a viable location for a transfer facility, but it needs some capital improvements, i.e. paving and a loading ramp. Engineering is designing the improvements. The fund balance has improved so that there should be available funds for this one-time investment. When we have a better estimate of these costs, we will bring it back for Council approval—it is not currently in the 2021 budget. This new process may also require a contract amendment with Lakeside, because of the need for them to rent a loader and have a driver available for the additional loading process.

The Grant County Commissioners are holding a public hearing on a proposed 71% increase in landfill rates early in November. A 30% increase in landfill rates is included in this budget, and it can be absorbed with the current rate structure because the interfund loan is totally paid off in 2020. If the increase exceeds that amount, then we will need to evaluate the rates to cover the increase.

PERFORMANCE STATISTICS

		2019 Actual	2020 Prelim *	2021 Proposed Budget
Solid Waste Operations				
Residential # of customers billed		6,631	6,778	6,800
Commercial # of customers billed		1,082	1,111	1,140
Tons of garbage collected		20,180	15,042	20,000
Tons of yard waste collected		2,578	2,122	2,300
Tons of recycled material collected		905	651	900

* Tonnages represent the total collected from January 1 thru September 30, 2020.

BUDGET SUMMARY

Sanitation /Solid Waste 490

	(1)	(2)	(3)	(4)	(5)	(6)
	2019 Actual	2020 Amended Budget	2020 Actual 9/30/2020	2021 Projected Budget	% Change from 2 to 4	% of Total
Exp Summary By Function						
53760 Operations-Contract Proc.	645,180	850,000	429,247	850,000	0%	21%
53770 Operations-Cust. Svcs &	3,432,290	3,063,500	2,191,288	3,213,300	5%	79%
53780 Operations-General	6,422	10,000	816	10,000	0%	0%
58120 Interfund Loan Repayment	300,000	150,000			-100%	0%
59232 Interfund Loan Interest	3,000	1,500			-100%	0%
Total Expenditures	\$ 4,386,892	\$ 4,075,000	\$ 2,621,351	\$ 4,073,300	0%	100%

Revenue Summary By Type

330 Grants	\$ 11,575					
340 Chargs for Goods/Services	4,600,064	4,220,000	3,088,972	4,100,000	-3%	100%
360 Miscellaneous Revenues	143,798	0	4,241	0		0%
Total Revenues	\$ 4,755,437	\$ 4,220,000	\$ 3,093,213	\$ 4,100,000	-3%	100%

Fund Balance

Beginning Balance	\$ (24,757)	\$ 150,000	\$ 343,788	\$ 300,000
Revenues less Expenditures	368,545	145,000	471,862	26,700
Ending Balance	\$ 343,788	\$ 295,000	\$ 815,650	\$ 326,700

	(1)	(2)	(3)	(4)	(5)	(6)
	2019 Actual	2020 Amended Budget	2020 Actual 9/30/2020	2021 Projected Budget	% Change from 2 to 4	% of Total
Expense Summary By Type						
300 Operating Supplies	-22,899	35,000		50,000	100%	1%
400 Professional Services & Charges	3,635,339	3,888,500	2,396,604	4,023,300	81%	99%
500 Intergovernmental Services	471,450		224,746		164%	0%
700 Debt Service - Principal	300,000	150,000			150%	0%
800 Debt Service - Interest	3,000	1,500			267%	0%
Total Expenditures	\$ 4,386,890	\$ 4,075,000	\$ 2,621,350	\$ 4,073,300	93%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

POLICE DEPARTMENT 030
GENERAL FUND

Police Chief

Kevin Fuhr

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.

2021 PROJECTS / WORK PLAN

With the passage of our Sales Tax increase, the police department is estimating an increased revenue of approximately \$1.2M per year. This sales tax increase has been pledged to increase staffing in Patrol and Investigations, vehicles, equipment and other costs associated with the positions.

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

Our request is to increase staffing with one (1) additional sergeant. The position would be assigned as an Administrative Sergeant and would supervise the two K9 officers, two Community Services Officers and the four School Resource Officers. Those positions are currently being supervised by the Administrative Captain and the Investigations Sergeant.

In 2020 we received a COPS Hiring Grant to add two Street Crimes Detectives. The grant will provide 45% funding for the two positions over the next three years. The positions may be added towards the end of 2020 and will be fully funded in the 2021 budget.

With the increased staffing, the department will need several pieces of equipment including; firearms, Tasers, portable radios, uniforms, office supplies, training funds, and other equipment as needed.

Our vehicle needs include two new Ford F150 pickups for our two K9 officers and two new Ford Explorers for patrol. The new vehicles will replace four current K9 and patrol vehicles. The used vehicles will be transitioned into Investigations and Administration with two vehicle being assigned to the two new Street Crimes Detectives and two vehicles being assigned to the Captains to replace their aging Chevy Caprices.

We would like to continue the replacement of our patrol rifles, which has been a 5 years project. Money has been budgeted in prior years to replace up to 10 rifles per year at a cost of approximately \$2,000 per rifle.

Officers are required to attend 24 hours of training each year, and more mandatory trainings are expected regarding de-escalation, implicit bias, use of force, mental health, etc. Officers are required to

attend 12 hour quarterly in-service trainings on their scheduled days off and those days are given to the officers as comp time to be taken at a later time. The current system requires sergeants to schedule their officers off four days each year additional to vacation, comp time, Kelly days and sick time. The proposal would be to pay officers 12 hours of straight time for each of the four training days per year at an amount of approximately \$75,000.00

BUDGET DECISION REQUESTS

- Addition of one sergeant and two SCU detectives.
- Additional 4 patrol cars (2 new and 2 replacements)
- Increase budget to replace equipment as listed above
- Increase funding to pay for quarterly training days

Moses Lake Police Department Criminal Justice 0.3% Sales Tax

2021
Proposed Budget

Staff

3 Police Officers	\$340,000
3 Detectives	\$390,600
1 Administrative Sergeant	\$138,000
Overtime	\$32,000
½ IT Analyst	\$53,500
½ Fleet Maintenance Tech	<u>\$42,500</u>
Total Staff	\$996,600

The .3% Criminal Justice funds would support three Police Officers, three Detectives, one Administrative Sergeant and one-half IT Analyst and one-half Fleet Maintenance Technician, including, salaries, overtime, and benefits.

Non-Staff

Supplies	\$10,000
Training	\$10,000
Fleet Vehicle Replacement	\$150,000
Fleet Maintenance	\$15,000
Technology	\$10,000
Ammo	<u>\$8,400</u>
Total Non-Staff	\$203,400

The .3% Criminal Justice funds would fund uniform expenses, supplies, training, two patrol vehicles, technology costs, ammunition, and maintenance of investigative vehicles.

Total Projected Expenditures	\$1,200,000
Total Projected Revenue	\$1,200,000

PERFORMANCE STATISTICS

Year	2015	2016	2017	2018	2019
Population	22,080	22,250	22,730	23,660	24,220
Officers	32	32	33	37	39
Calls for Service	18,270	17,620	17,068	18,388	18,028
Crime Rate	133.8	126	102.6	84.2	66.8
Offenses	2,954	2,803	2,331	1,993	1,618
Group A Arrests	1,328	1,176	990	670	1,197
Group B Arrests	562	390	422	171	452
Clearance Rate	56.9	48.3	50.4	40.1	56.5
Infractions	1,146	993	770	1,025	1,273
Citations	485	465	755	538	443

2019 Washington NIBRS Submission Agencies

MOSES LAKE PD

Grant County

Population: 24,220
Months Reported: 11

Offense Overview

Offense Total 1,618
of Cleared Offense 914
Percent Cleared 56.5%

Group A Arrest Overview

Arrest Total 1,197
Adult Arrest Total 974
Juvenile Arrest Total 223

Group A Offenses	Reported 2018	Reported 2019	% of Change*	Crime Rate per 1,000	Total Arrests	DV Offense Totals
Murder	1	0		0.0	0	0
Manslaughter	0	0		0.0	0	0
Rape	8	4		0.2	3	3
Sodomy	3	2		0.1	2	0
Sexual Assault w/Object	0	0		0.0	0	0
Fondling	3	0		0.0	0	0
Aggravated Assault	56	66		2.7	37	28
Simple Assault	237	240		9.9	156	107
Intimidation	0	2		0.1	2	1
Kidnapping	8	9		0.4	5	9
Incest	0	0		0.0	0	0
Statutory Rape	1	1		0.0	1	1
Human Trafficking Offenses	0	0		0.0	0	0
Violation of No Contact/Protect.	42	41		1.7	26	37
Robbery	11	17		0.7	14	3
Burglary	169	163		6.7	78	5
Larceny-Theft Offenses	792	570		23.5	237	3
Motor Vehicle Theft	74	69		2.8	9	8
Arson	3	3		0.1	2	0
Destruction of Property	174	118		4.9	39	22
Counterfeiting/Forgery	52	9		0.4	1	0
Fraud Offenses	54	34		1.4	3	0
Embezzlement	1	5		0.2	1	0
Extortion/Blackmail	0	1		0.0	0	0
Bribery	0	1		0.0	0	0
Stolen Property Offenses	25	12		0.5	15	0
Animal Cruelty	1	3		0.1	0	0
Drug/Narcotic Violations	126	136		5.6	84	0
Drug Equipment Violations	65	63		2.6	3	0
Gambling Offenses	0	0		0.0	0	0
Pornography	5	3		0.1	3	0
Prostitution Offenses	1	1		0.0	0	0
Weapon Law Violations	24	45		1.9	24	0
Grand Total	1,936	1,618		66.8	745	227

* Please see #10 in the NIBRS Individual Agency Page Table Legend on page 85



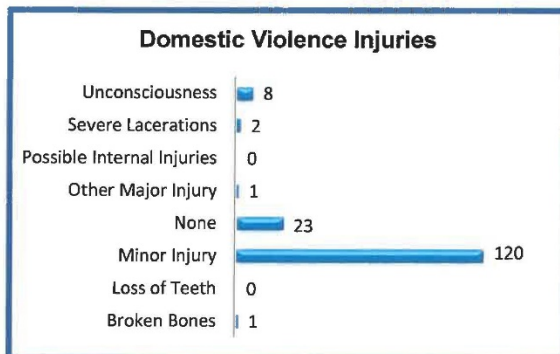
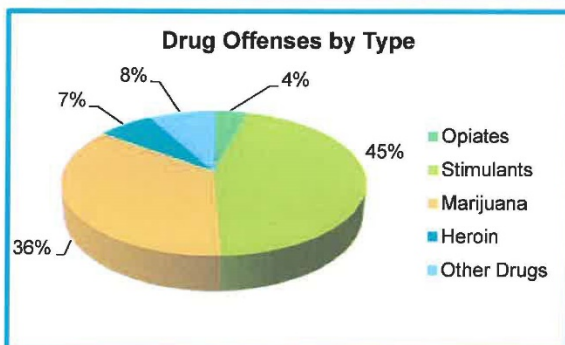
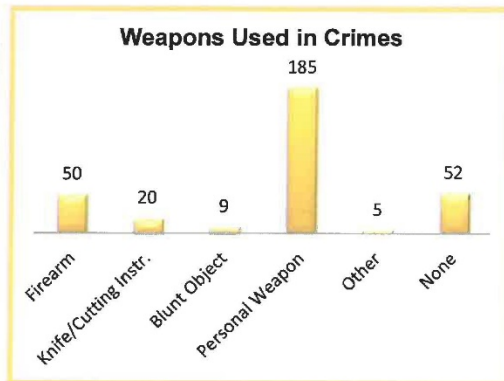
2019 Washington NIBRS Submission Agencies

MOSES LAKE PD

Continued

2019 Group B Arrests

Offense	Adult	Juvenile
Bad Checks	0	0
Curfew/Vagrancy	0	0
Disorderly Conduct	13	64
Drunkenness	0	0
DUI	53	0
Family Offenses	0	0
Liquor Law Violations	2	6
Peeping Tom	0	0
Trespass	22	3
All Other Offenses	276	13
Total	366	86



2019 Property Values by Type

Type	Value
Seized	\$2,072
Burned	\$3,200
Counterfeited/Forged	\$330
Destroyed/Damaged	\$54,009
Recovered	\$1,581
Stolen	\$968,005
Total	\$1,029,197

AUTHORIZED PERSONNEL

Class Code	Position Title	2020 Actual	2020 Amended Budget	2021 Proposed Budget
	Police Chief	1.00	1.00	1.00
	Captains	2.00	2.00	2.00
	Sergeants	5.00	5.00	6.00
	Corporals	0	0	0
	Detectives	5.00	6.00	7.00
	Police Officers	25.00	25.00	26.00
	Community Services Officers	2.00	2.00	2.00
	Police Records Technicians	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		46.00	47.00	50.00

Note: The number of commissioned officers for 2021 is 42, which is approximately 1.7 officers per thousand population (assuming our current population of 24,620).

BUDGET SUMMARY

Dept. 030 Police

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
					2 to 4	
52110 Administration	\$ 1,602,294	\$ 2,397,139	\$ 1,235,896	\$ 2,065,113	-14%	22%
52121 Investigation	730,391	761,608	524,177	1,170,128	54%	13%
52122 Patrol	3,719,931	3,940,040	2,866,351	4,258,590	8%	46%
52123 Special Units	30,328	27,000	37,582	40,000	48%	0%
52126 Enhanced 911	520,650	524,910	393,682	527,116	0%	6%
52130 Crime Prevention	97,816	99,547	67,378	87,052	-13%	1%
52140 Training	230,667		128,770		0%	0%
52150 Facilities	141,993	256,030	191,661	279,030	9%	3%
52170 Traffic Policing	423,990	575,000	311,886	575,000	0%	6%
55430 Animal Cntrl	186,033	274,089	138,714	272,625	-1%	3%
59421 Capital Outlay-Law Enforce.	7,775				0%	0%
Total Expenditures	\$ 7,691,868	\$ 8,855,363	\$ 5,896,097	\$ 9,274,654	5%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2020	Budget	from	Total
					2 to 4	
100 Salaries & Wages	\$ 4,030,524	\$ 4,139,452	\$ 3,013,938	\$ 4,573,235	10%	49%
200 Personnel Benefits	1,510,212	1,576,861	1,169,445	1,788,373	0%	19%
Sub-Total - Salaries & Benefits	5,540,736	5,716,313	4,183,383	6,361,608	11%	
300 Operating Supplies	207,418	209,000	187,424	284,500	36%	3%
400 Professional Services & Charge	1,935,880	2,930,040	1,525,248	2,628,546	-10%	28%
600 - Capital Outlays	7,775					0%
Total Expenditures	\$ 7,691,809	\$ 8,855,353	\$ 5,896,055	\$ 9,274,654	5%	100%

CITY OF MOSES LAKE
2021 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 workspaces 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.

2020 ACCOMPLISHMENTS

- Addition of three full time employees (2 Firefighter/Paramedics, 1 Firefighter/EMT).
- Improved inventory and narcotics control for ambulance.
- Implemented inventory control programs for fire.
- Continued replacement of self-contained breathing apparatus.
- Continued replacement of hose, helmets, and structural fire protective equipment.
- Decreased the number of outstanding fire protection system violations by better data management.
- Improved quality assurance in medical report writing by establishing the shift medical Q.I. positions on each shift.
- 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.

2021 PROJECTS / WORK PLAN

- Add an auto load system to medic 3. 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.
- Continue replacement of Self-Contained Breathing Apparatus (SCBA).
- Continue replacement of structural fire protective equipment and technical rescue equipment.
- Increase training in command competency for all officers.
- Replace capital fire equipment that are past service life expectancy. (Engine 3 (vehicle 241) and Tender 3 (Vehicle 212).
- Continue work on a creating a regional hazardous materials response team.
- Continue working on locations for outlying stations and establishment of new station locations.
- Work toward creating a community based para-medicine program that provides medical care to our most vulnerable citizens, and homeless citizens. This is a joint project between MLFD, Grant County Mental Health, the North Central Regional EMS council, and the County Medical Program Director for EMS.

BUDGET DECISION REQUESTS

- Capital Equipment: Re-mount Squad 1, a 1993 light and air / light rescue unit with a new chassis and upgrade equipment on the unit. (Budgeted)
- Replace vehicles 212 and 241 (a 1988 2,000-gallon brush tender, and a 2000 Class A Fire Engine) with a single 2,000 gallon pumper tender. (Not Budgeted)
- Add a 2nd Fire Inspector position to the fire prevention division. No staffing changes within the prevention division have been made since 1992, and the current position is not capable of performing all inspections, public education events, and fire investigations that Washington Survey and Rating Bureau requires to limit deficiency points on our insurance rating. (Not Budgeted)

PERFORMANCE STATISTICS

	Incident Type	2019 Actual	2020 Preliminary*	2021 Projected
	Fire, Hazardous Materials / Hazardous Conditions	433	535	551
	Tiered EMS Response (Engine response w/ ambulance)	501	1040	1071
	Transported:EMS--BLS	810	581	599
	Transported:EMS--ALS	1404	1435	1,478
	Total of all other EMS Calls including treat on scene / no transport	295**	548	565
Total		3,443	4,139	4,264
	Average # of responses per 24 hour period	9.4	11.3	11.7

**2020 has data through October 10, 2020 and estimated data based on current incident volume averages to carry through to year end.*

***Better tracking capability of this line item became available in June of 2019, so only partial data was available. The data shown for transported BLS and ALS for 2019 also includes some treat and release / no transport data prior to June 1, 2019.*

PERFORMANCE STATISTICS—Fire Prevention Division

	Type	2019 Actual	2020** Preliminary	2021 Projected
	Fire Inspection (existing buildings)	2,142	1,900	2,200
	Fire Inspection (new construction)	84	86	125
	System Inspections	2,074	1,800	2,100
	Operational Permits	66	70	75
	Construction Permits	77	80	100
	Fire Investigations*	30	32	34
Total		4,473	3,968	4,634

**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.*

***The prevention division was down the inspector's position from August through the remainder of 2020. This impacted the total number of inspections able to be completed.*

AUTHORIZED PERSONNEL

Fire and Ambulance

	Position Title	2019 Actual	2020 Actual	2021 Projected
	Fire Chief	1	1	1
	Deputy Fire Chief	1	1	1
	Assistant Chief-Fire Marshal	1	1	1
	Assistant Chief—Medical Services Officer	1	1	1
	Fire Inspector	1	1	1*
	Fire Captain	3	3	3
	Fire Lieutenant	3	3	3
	Firefighter / Paramedic	14	14	14
	Firefighter / EMT	10	10	10
	Firefighter/EMT (SAFER Grant)	0	3	3
	Fire Administrative Coordinator	1	1	1
	Fire Clerk	0	0.5	1**
	Total Personnel	36.00	39.5	40

**The line item for Fire Inspector includes 1 current position. An additional 1 is requested (unbudgeted—decision package)*

*** The Fire Clerk was added in 2020 to be shared equally with Finance. The sharing was problematic, and Finance has approved for Fire to take the position 100% going forward. Finance's 50% was moved to the Ambulance Fund, so now the Fire Department is splitting this position 50/50.*

Strategic Plan Staffing Goals:

With the implemented personnel additions since 2019, we are on target for operational staff members that are consistent with the goals outlined in the fire department strategic plan.

Both administrative work load and inspection work load in the Fire Prevention Division require attention. With significant increases in land area and population through annexations and other growth our fire prevention division is not able to conduct all inspections that are required for fire inspection deficiency reduction per Washington Survey and Rating Bureau. The division has seen no increase in staffing since 1992, despite growth of nearly 50% in population and total land area increases of over 10 square miles since 1992. Growth in the Prevention Division is identified in greater detail in the department 6 year strategic plan.

Staffing Goals beyond the 2021 Fiscal Year:

Goal through FY25 as identified in the strategic plan would be to add the following new positions by Fiscal Year 2025 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 FY25: 48

BUDGET SUMMARY

Dept. 040 Fire

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function		Budget	9/30/2020	Budget	from	Total
					2 to 4	
52210 Administration	\$ 485,996	\$ 597,285	\$ 438,430	\$ 646,440	8%	13%
52220 Fire Suppression/ EMS	2,609,210	3,211,423	2,126,238	3,251,878	1%	66%
52230 Fire Prevention And Investigation	260,414	280,844	204,533	296,745	6%	6%
52245 Training Obtained by Employee	9,428					0%
52250 Facilities	447,099	419,300	312,923	457,300	9%	9%
52270 Ambulance Services	151					0%
59422 Fire And EMS Activity	31,998	50,000	23,097	60,000	20%	1%
59700 Transfers out (Debt Service)				179,000		4%
Total Expenditures	\$ 3,844,296	\$ 4,558,852	\$ 3,105,221	\$ 4,891,363	7%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type		Budget	9/30/2020	Budget	from	Total
					2 to 4	
100 Salaries & Wages	\$ 2,094,257	\$ 2,455,201	\$ 1,658,590	\$ 2,582,396	5%	53%
200 Personnel Benefits	773,800	862,399	614,256	861,417	0%	18%
<i>Sub-Total - Salaries & Benefits</i>	<i>2,868,057</i>	<i>3,317,600</i>	<i>2,272,846</i>	<i>3,443,813</i>	<i>4%</i>	
300 Operating Supplies	162,278	170,200	114,192	185,200	9%	4%
400 Professional Services & Charges	781,932	1,021,050	695,060	1,023,350	0%	21%
600 Capital Outlay	31,998	50,000	23,097	60,000		1%
000 Interfund Transfer				179,000	0%	4%
Total Expenditures	\$ 3,844,265	\$ 4,558,850	\$ 3,105,195	\$ 4,891,363	7%	100%

498 Ambulance

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
52210 Administration	\$ 809,546	\$ 776,722	\$ 626,154	\$ 954,431	23%	27%
52220 Fire Suppression/ EMS	13,572	9,000	1,988			0%
52230 Fire Prevention And Investigation	29,738					0%
52245 Training Obtained by Employee	3,328		9,612	12,000		0%
52270 Ambulance Services	1,793,501	2,456,713	1,672,524	2,434,590	-1%	70%
58120 Interfund Loan Activity	150,000					0%
59422 Fire and EMS Capital	1,500					0%
59222 Interest/Fire & EMS	131,823	116,000	113,747	95,000	-18%	3%
Total Expenditures	<u>\$ 2,933,008</u>	<u>\$ 3,358,435</u>	<u>\$ 2,424,025</u>	<u>\$ 3,496,021</u>	4%	100%

Revenue Summary By Type

330 Intergovernmental Revenues	\$ 1,010,615	\$ 361,300	\$ 423,457	\$ 381,300	6%	13%
340 Chargs for Goods/Services	2,440,273	2,467,000	2,243,756	2,492,000	1%	87%
360 Miscellaneous Revenues	0	0	29,865	0		0%
390 Other Financing Resources	74,340	74,340	0	0	-100%	0%
Total Revenues	<u>\$ 3,525,228</u>	<u>\$ 2,902,640</u>	<u>\$ 2,697,078</u>	<u>\$ 2,873,300</u>	-1%	100%

Fund Balance

Beginning Balance	\$ 29,277	\$ 600,000	\$ 621,497	\$ 800,000		
Revenues less Expenditures	592,220	(455,795)	273,053	(622,721)		
Ending Balance	<u>\$ 621,497</u>	<u>\$ 144,205</u>	<u>\$ 894,550</u>	<u>\$ 177,279</u>		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
100 Salaries & Wages	\$ 1,320,937	\$ 1,567,112	\$ 1,118,521	\$ 1,795,744	15%	51%
200 Personnel Benefits	419,862	493,020	347,890	536,187	9%	15%
<i>Sub-Total - Salaries & Benefits</i>	<u>1,740,799</u>	<u>2,060,132</u>	<u>1,466,411</u>	<u>2,331,931</u>	13%	
300 Operating Supplies	56,803	149,500	86,136	150,240	0%	4%
400 Professional Services & Charges	844,761	1,032,800	770,525	918,850	-11%	26%
600 Capital Outlay	131,823	116,000	113,747	95,000	-18%	3%
700 Debt Service - Principal	150,000				0%	0%
800 Debt Service - Interest	1,500				0%	0%
0020 Bad Debt Expense	7,293		(12,816)		0%	0%
Total Expenditures	<u>\$ 2,932,979</u>	<u>\$ 3,358,432</u>	<u>\$ 2,424,003</u>	<u>\$ 3,496,021</u>	4%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

PARKS & RECREATION 020

GENERAL FUND

Parks & Recreation Director
Interim Parks Superintendent
Recreation Superintendent

Spencer Grigg
Clayton Pray
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.

2021 Projects / Work Plan

In addition to operating the many recreation programs that we offer along with operating the numerous facilities in our inventory we will be accomplish the following:

- Create new Comprehensive Parks, Recreation & Open Space Plan.
- Begin construction of new Larson Recreation Center.
- Repair the aging paint issues at Surf 'n Slide Water Park with either a membrane / liner or repaint.
- Continue with paving upgrades at Cascade Park.
- Replace at least two aging playgrounds with new current equipment.

2020 Accomplishments/Highlights

Parks Maintenance Division

- Maintained and operated 5 regional park sites, 14 neighborhood park sites, & 9 mini park sites (198 acres developed).
- Maintained, inspected, and operated 17 community playgrounds.
- Maintained and operated 191 individual irrigation systems.
- Maintained and operated 22 restroom facilities.
- Maintained and operated an ice rink, a Japanese Garden, 8 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 rights-of-way, 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 Punt, Pass & Kick, and Soccer Challenge were cancelled this year due to COVID. New events were created such as the Find the Gnome and Bingo (finding a rock in 5 parks per week to achieve a Bingo). Find the Gnome had 700 participants and Bingo is currently operating and is well attended.
- Hot Spot basketball challenge was completed in January 2020 with about 90 participants.
- Successful Free Family Movie on Wheels mini-series during August 2020 at Lauzier Complex, including successful community sponsorships and partnerships.
- Our department implemented a Virtual Recreation Center for families to have activities to do while at home during the COVID shut down.
- New programs being offered for the fall and winter season are Babysitting Class with several registrations, Dungeons & Dragons for Teens, Family and Adults has been filling up and there has been a total of 34 registrations at this time.
- Offered Explorer's Summer Day Camp program for youth including revamping policies to conform to COVID-19 protocol.
- Working to bring soccer tournaments to Kvamme Soccer Complex for 2021.
- Made connections with more tournament director's around the state to bring more future tournaments to Larson Playfield and Paul Lauzier Athletic Complex.
- There were 51 Community Garden plots reserved this year compared to 27 for 2019.

Adult & Youth Sports

- This fall brought a new league for our department, Co-ed Cornhole. There were 24 teams registered to play in two different leagues, exceeding expectations.
- Adult Golf Lessons were offered this summer with 8 participants.
- City League Basketball was completed before the COVID shut down and 6 teams participated.
- We are currently developing an adult Spikeball league. A clinic has been created to introduce the sport to the community.
- Developing a new program called Esports. Offering our first tournament in October.
- Beginner Soccer was cancelled halfway through the spring season. There was over 315 registered for the program. Fall season there are 40 participating with practices only.
- Working with a new instructor to start Tiny Tot Sports back up in November 2020 for ages 18 months to 5 years old.
- The Recreation Division is working on offering virtual programming and camps for those clients not ready to participate in a in person program.
- Special Olympics program completed the basketball season in January but went virtual for summer and fall season like so many other programs.

Larson Playfield and Paul Lauzier Athletic Complex

- All softball and baseball tournaments were cancelled this year due to COVID.
- Scheduled soccer, softball and baseball practices for local teams and organizations.
- Due to canceling some regular programs, we had open field space and were able to try new programs such as Cornhole League, Drive in Movies, Beginning Soccer (altered and on additional field space at Lauzier), and Spike Ball.

Museum & Art Center

- Hired new Museum & Art Center Manager who began work in May.
- Created new Museum & Art Center logo, created a branding campaign.
- Presented Coffee with the Curator presentation to two service groups.
- Began hosting a booth at the Farmer's Market to network and aid visibility in the community.
- Began virtual programming in the form of gallery tours, virtual speakers, curator's corner, and a story time for pre-school age children.
- Reopened at the end of August, made changes to the museum to comply with COVID reopening guidelines.
- Hosted the Rusty Mammoth sale that broke a fundraising record for our Family Education fund.
- Hosted a scarecrow contest on 3rd Avenue downtown with over 25 entries.
- Our Museum Coordinator – Arts created a Mammoth mural in the classroom.
- Museum & Art Center manager created a strategic plan with the support and input from the museum staff.

Surf 'n Slide Waterpark

- The Waterpark remained closed due to COVID.
- We recertified 21 of our staff to maintain certifications for next year and certified 48 new lifeguards. 23 for our facility, the remaining from pools around eastern Washington including, Connell, Yakima, Wilbur, Odessa and Ritzville for pools that did open. We also certified 7 new lifeguard instructors.
- Created swim lesson videos for the community to have the tools to teach their kids how to swim.

Moses Lake Ice Rink and Roller Rink

Season was 99 days long from open to close last year. We were delayed one week due to weather. 70 days open for public skate.

- Total attendance for public skate was 8,581 people. There was a total of 89 season passes for the ice rink.
- 3 Hockey Tournaments – 18U Tournament with 10 teams, Adult Hockey Tournament with 10 teams and Pond Hockey Tournament with 27 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 56 participants for the program.
- The Ice Rink had 43 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 63 kids registered between the 5 teams.
- The Adult Hockey League has 32 registered players.
- Play Hockey like a Girl - 32 girls from ages of 4-57 came out for a skills clinic and play girls-only hockey games.
- We have a staff of 12 people who operate the rink. This does not include parks maintenance staff.
- We had 11 non-hockey related rentals such as birthday parties and private rentals for companies and schools.
- Roller Skating was not open this year due to COVID.
- Pickle ball – 112 people come out for drop-in over 10 evenings.

BMX

- Spring Fever Race Ready Clinic was cancelled due to COVID.
- BMX has had 275 riders over 11 races this year.
- BMX Rhythm section of the track including the turns were updated.

Special Events

- Events that happened in 2020 included Farmer's Market and Downtown Outside Dining.

New Goals

- Create a 501 (c) (3) to increase eligibility for outside funding (grant opportunities) and also to potentially assist in providing adult beverage service at museum art gallery receptions.
- 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.
- Create tournaments at Kvamme Soccer Fields.
- Increase participation at Explorer Day Camp.
- Increase participation in After School Sports.
- Introduce Spikeball 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 and Fall/Winter programs guides to over 5,000 students in the Moses Lake School District.
- Processed weekly time sheets, purchase orders and other required paperwork.
- Administered background checks on seasonal staff, coaches, volunteers, & instructors.
- Processed all Special Event applications.
- Added Communication Specialist position.
- Provided clerical support to Moses Lake Parks & Recreation Advisory Board.
- Staffed front counter at Parks & Recreation Department.

PERFORMANCE STATISTICS

	2018	2019	2020 (YTD)
<i>Moses Lake Museum & Art Ctr.</i>			
Total days open	299	299	169 (projected)
Number of temporary exhibits	8	10	9
Number of onsite programs	50	53	19
Virtual programs			8
Total patronage	14,641	10,062	2,841 (YTD)*
<i>Surf 'n Slide Water Park</i>			
Annual attendance	67,805	80,993	0**
Total days open	82	90	0**
Total Lesson Sessions	3	3	0**
<i>Cascade Campground</i>			
Total days open	185	185	126
Total campsite rentals	3,477	2,945	2572***
<i>Larson Playfield</i>			
Total BB/SB Tournaments	14	10	0
Total Games	254**	203**	0****
<i>Paul Lauzier Athletic Complex</i>			
Total BB/SB Tournaments	17	10	0
Total Games	536**	430**	0****
<i>Municipal Ice Rink</i>			
Total Days Open	57	67	57 (YTD)
Total Lesson Sessions	2	2	2
Total Hockey Tournaments	2	3	3

* The Museum & Art Center was closed from March 17 – August 27, 2020 due to COVID. The facility re-opened on August 28, 2020.

** The Surf 'n Slide Waterpark was closed due to COVID.

***The number of campsite rentals does not include the month of May (Memorial day week-end which we are normally completely full for all three (3) nights) as the facility was closed due to COVID.

**** Listed games do not include tournament or practice games. These are pre-scheduled "stand alone" games only. Also, there were no tournaments or games due to COVID. We were able to schedule practices once our county reached Phase 2.

AUTHORIZED PERSONNEL

	Position Title	2019 Actual	2020 Amended Budget	2021 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
	Recreation Supervisor	2.00	2.00	2.00
	Recreation Specialist	1.00	1.00	1.00
	Museum & Art Center Manager	1.00	1.00	1.00
	Museum & Art Center Curator	1.00	1.00	1.00
	Parks Supervisor	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	1.00	1.00	1.00
	Total Regular Full-Time Personnel	19.00	20.00	20.00
	Museum Assistant (part-time)	5.00	5.00	5.00
	Campground Caretaker (part-time)	1.00	1.00	1.00
	Total Regular Part-Time Personnel	6	6	6

Note (a): Parks & Recreation uses many seasonal temporary personnel for many of our seasonal needs. The temporary pay portion of the budget is considered to be available funding, not FTEs or Regular Part-time personnel and are not included as part of permanent budgeted positions.

Parks, Facilities and Undeveloped Property Inventory

1. **Basin Homes Park** - 1201 N Paxson Dr. (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. **BMX Track** - 610 Yakima Avenue - Sanctioned 1200' track, three turns, automatic start gate and portable restrooms.

5. **Carl T. Ahlers Park** - 500 W. 3rd Avenue (.5 acres) - Park picnic area.

6. **Carpenter Park** - 1522 Lee Street (1.5 acres) - Youth baseball/soccer practice fields, playground area, basketball court, and picnic area with BBQ Grill.

7. **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.

7a. **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.

7b. **Levi Kvamme Soccer Complex** - 2001 Valley Road - Youth and adult competitive soccer fields. 1 regulation size and 5 modified fields.

8. **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.

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

10. **Crossroads Park** - 1600 Truman Drive (3.65 acres) - Neighborhood park site. Playground, picnic shelter, soccer field, game slab/basketball hoops.

11. **Dick Deane Family Historical Park** 800 Alder Street (1.3 acres) – Mini park site. Picnic Shelter, Pathway, adjacent to wetland and Japanese Garden.

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

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

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

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

16. **Japanese Peace Garden** - 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.

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

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

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

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

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

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

23. **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.

24. **Longview Park** - Longview Street & Sunny Drive (5 acres undeveloped) - Future neighborhood park site.
25. **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.
26. **Moses Lake BMX Track** - 610 Yakima Avenue - Sanctioned 1200' track, three turns, automatic start gate and portable restrooms.
27. **RC Track** - 610 Yakima Avenue - (1 acre) - The 760' Off Road Track features a remote-control operator's 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 driver's area.
28. **Marina Park** - 1414 Marina Drive (.5 acres) - Waterfront park with shoreline access. Picnic areas and fishing.
29. **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.
- 29a. **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.
- 29b. **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.
30. **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.
31. **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.
32. **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.
33. **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.
34. **Peninsula Park** - Texas Street & Russell Street (1 acre) - Playground area. Basketball court and picnic areas.
35. **Power Pointe Park** - 1647 Beaumont Street (2.65 acres) - Open neighborhood park area.
36. **Sinkiuise 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.

37. **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.
38. **The Learning Center (TLC)** - 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.
39. **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.
40. **Vista Park** - 1101 Evelyn Drive (2.65 acres) - Neighborhood park with open park area.
41. **Vista Park II** - Central & Evelyn (5 acres undeveloped) - Future neighborhood park site.
42. **Yonezawa Park** - 300 W. Yonezawa Boulevard. (5 acres) - Regulation size soccer field, picnic area, playground, fitness stations and portable restrooms.

Larson Recreation Center Replacement

The Parks & Recreation Department is requesting a new facility to replace the old Larson Recreation Center. We have worked closely with the architects to refine the design and work towards a cost-effective project. Building a new center will also allow offices to be built onsite for the Parks Department, leaving the rest of the existing office space for the Police department to expand into. Additionally, we no longer own The Learning Center. We do now have an extended lease from the property owner to “bridge the gap” in a programming location until the new recreation center is completed.

Surf 'n Slide Water Park Pool Surface (Liner/Membrane or Paint)

The Surf 'n Slide Waterpark opened in May of 1994 and is now 26 years old. Over many years, the pool surface has been painted and repainted. The accumulation of paint layers is causing significant issues with new paint peeling and flaking off. This can cause a variety of problems for patrons visiting the water park including lacerations and at times swimsuit damage from uncured paint or caulking. Consultants who have examined the facility have recommended sandblasting the entire pool down to the original concrete prior to the next painting or installing a membrane/liner over the existing layers of paint following scraping and feathering edges. The membrane/liner would come with a limited 10-year warranty whereas the paint would only include a limited 1-year warranty. The membrane/liner is the less expensive identified option. All or most of this option could be paid for with LTAC funding. The 2021 budget includes \$250,000 for the lining option.

CAPITAL IMPROVEMENTS 2021 (PARKS AND RECREATION)

Currently requested with funding allocation

1. Remove and replace playground at Knolls Vista Park (General Fund)	\$55,000
2. Remove and replace playground at Gillette Park (General Fund)	\$30,000
3. Additional Paving at Cascade Park (General Fund)	\$65,000
4. Replace Larson Recreation Center (Parks Capital Fund 314)	\$11,500,000
5. Laguna Park Trail (Paths and Trails Fund 114)	\$24,000
6. Reline the Water Park Pool Surface (General Fund)	\$250,000
Total Parks & Recreation Capital Projects – General Fund 020	\$400,000

Currently requested without funding allocation

1. Blue Heron Park Restroom Replacement	\$185,000
2. Montlake Park Restroom Replacement	\$195,000
3. Museum Permanent Exhibits	\$100,000

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. As all are aware, this has been a very challenging year with the Covid-19 pandemic. Our amazing staff have stepped up to the challenge and worked tirelessly to provide recreational facilities and activities to the community. They organized and created an amazing variety of Spring programs only to have to cancel most of them as the pandemic progressed. They organized and created a similar variety of programming for Summer and Fall only to have no choice but to again cancel most. Our staff has remained focused and motivated with numerous creative opportunities provided to the community (*within the required parameters*). We were very happy when the Governor announced the option to open the Museum & Art Center. Just as water, sewer, and public safety are considered essential public services, parks and recreation facilities and 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. 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)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
					2 to 4	
57110 Admin	228,248	305,397	153,239	360,233	18%	5%
57120 Education & Rec Svcs	771,096	786,316	541,775	761,157	-3%	11%
57525 Maintenance-Amphitheater	5,622	5,200		5,200	0%	0%
57528 Operations-General	1,612	583	520	526	-10%	0%
57530 Museums & Art Galleries	1,101,396	1,266,300	838,520	1,055,614	-17%	15%
57620 Swim Pools	476,777	617,672	46,761	625,368	1%	9%
57621 Surf N Slide Maint	478,123	401,006	182,972	391,559	-2%	6%
57622 Surf N Slide Consessions	76					0%
57623 Surf N Slide Merchandise	4,816	10,000		10,000	0%	0%
57630 Campgrounds	31,717	35,782	24,651	38,840	9%	1%
57680 General Parks	2,585,230	2,670,141	1,947,583	2,632,633	-1%	38%
57681 Larson Concession	912	1,500	1,078	17,000	1033%	0%
57683 Larson Rec Complex	4,108	38,610	387	37,753	-2%	1%
57685 LRC Bldg Maint	16,247	17,000	10,984	17,000	0%	0%
57686 General Bldg Maint	67,970	47,500	38,100	67,500	42%	1%
59476 Park Facilities		150,000		400,000		6%
59700 Transfers Out (Debt Service)	114,400	114,400	114,400	554,600	385%	8%
Total Expenditures	\$ 5,888,350	\$ 6,467,407	\$ 3,900,970	\$ 6,974,983	8%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2020	Budget	from	Total
					2 to 4	
100 Salaries & Wages	1,917,131	2,287,260	1,190,557	2,300,995	1%	33%
200 Personnel Benefits	741,981	870,282	533,759	885,838	2%	13%
<i>Sub-Total - Salaries & Benefits</i>	2,659,112	3,157,542	1,724,316	3,186,833	1%	
300 Operating Supplies	537,561	459,500	240,259	476,500	4%	7%
400 Professional Services & Charge	2,577,209	2,571,950	1,821,939	2,343,050	-9%	34%
600 Capital Outlay		164,000		414,000	152%	6%
000 Interfund Transfer	\$ 114,400	\$ 114,400	\$ 114,400	\$ 554,600	385%	8%
Total Expenditures	\$ 5,888,282	\$ 6,467,392	\$ 3,900,914	\$ 6,974,983	8%	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. We are clearing out this account in anticipation of the actual construction budget for the proposed new recreation center.

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
59476 Park Facilities	\$ 445,667	\$ 11,500,000	\$ 523,498	\$ 11,500,000	0%	100%
Total Expenditures	\$ 445,667	\$ 11,500,000	\$ 523,498	\$ 11,500,000	0%	100%
Revenue Summary By Type						
330 Grants	\$ 216,687	\$ -	\$ -	\$ -		0%
360 Contributions	7,697					0%
390 Other Financing Resources	\$ -	11,500,000	0	12,000,000		100%
Transfers In	500,000	980,000	490,000	0	-100%	0%
Total Revenues	\$ 724,384	\$ 12,480,000	\$ 490,000	\$ 12,000,000	-4%	100%
Fund Balance						
Beginning Balance	\$ 21,340	\$ -	\$ 300,057	\$ 200,000		
Revenues less Expenditures	278,717	980,000	(33,498)	500,000		
Ending Balance	\$ 300,057	\$ 980,000	\$ 266,559	\$ 700,000		

315 Park Mitigation Capital Projects

Revenue consists of mitigation fees paid by new development. We are proposing to use all of these available funds accumulated through 2021 on the Larson Recreation Center.

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
59700 Transfers Out (to 314)		\$ 680,000	\$ 340,000	\$ 152,100	0%	100%
Total Expenditures	\$ -	\$ 680,000	\$ 340,000	\$ 152,100	0%	100%
Revenue Summary By Type						
340 Charges for Goods/Services	\$ 88,950	\$ -	\$ 74,899	\$ 79,480	0%	100%
360 Miscellaneous Revenues	12,959	0	0	0	0%	
Total Revenues	\$ 101,909	\$ -	\$ 74,899	\$ 79,480	0%	100%
Fund Balance						
Beginning Balance	\$ 603,173	\$ 680,000	\$ 705,082	\$ 72,620		
Revenues less Expenditures	101,909	(680,000)	(265,101)	(72,620)		
Ending Balance	\$ 705,082	\$ -	\$ 439,981	\$ -		

CITY OF MOSES LAKE
2021 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 several 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 subunit 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 ensure 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 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.

2021 PROJECTS / WORK PLAN

Work planned for 2021 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	2019 Actual	2020 Amended Budget	2021 Proposed Budget
	Municipal Services Director (1)	1.00	1.00	0.00
	Director of Engineering Services (1)	0.00	0.00	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
	Development Engineering Manager	1.00	1.00	1.00
	City Surveyor Senior Eng. Tech.	0.00	1.00	1.00
	MS/Comm. Dev. Surveyor (2) Principal Eng. Tech	0.00	1.00	1.00
	GIS/Programming Manager (3)	1.00	1.00	1.00
	Senior Engineering Tech	5.00	5.00	5.00
	Storm Water Manager	1.00	1.00	1.00
	Senior Engineering Tech (Development)	2.00	1.00	1.00
	Locator/GIS Technician (4)	1.00	1.00	1.00
		0.00	0.00	0.00
	MS Contract Coordinator	1.00	1.00	1.00
	MS Support Specialist	1.00	1.00	1.00
Total Personnel		17.00	17.00	17.00

(1) The Municipal Services Director is being transferred to public works operations, and will be listed in the Water staffing with the rest of the administration staff. A Director of Engineering is a new position in the 2021 budget.

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

(3) The GIS/Programming Manager position is allocated 50% each to Water and Wastewater.

(4) The Locator/GIS Technician position 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)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
53810 Admin Engineer Svc	\$ 900,273	\$ 550,168	\$ 666,272	\$ 534,973	-3%	24%
53820 Plans & Services	1,057,951	1,622,462	896,114	1,506,550	-7%	69%
53840 Training	4,203		4,357			0%
53850 Facilities	103,096	116,900	87,595	142,200	22%	7%
Total Expenditures	\$ 2,065,523	\$ 2,289,530	\$ 1,654,338	\$ 2,183,723	-5%	100%

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
100 Salaries & Wages	\$ 1,164,502	\$ 1,257,951	\$ 920,530	\$ 1,219,887	-3%	56%
200 Personnel Benefits	569,480	621,173	441,860	601,236	-3%	28%
<i>Sub-Total - Salaries & Benefits</i>	<i>1,733,982</i>	<i>1,879,124</i>	<i>1,362,390</i>	<i>1,821,123</i>	<i>-3%</i>	<i>83%</i>
300 Operating Supplies	28,753	25,700	13,976	13,200	-49%	1%
400 Professional Services & Charge	302,766	384,700	277,955	349,400	-9%	16%
Total Expenditures	\$ 2,065,501	\$ 2,289,524	\$ 1,654,321	\$ 2,183,723	-5%	100%

CITY OF MOSES LAKE
2021 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

- Adding a heavy duty 4-door crew cab 4X4 pickup truck for the replacement of truck #132 (Foreman Position)(Streets). (Budgeted)
- Replacing one slide-in sander box for our 10 yard truck (Streets) (Unbudgeted)
- Replacing a full size truck based street sweeper (Stormwater) (Unbudgeted)
- Adding a service truck (Stormwater) (Budgeted)
- Adding a Crew lead position in Stormwater (Unbudgeted)
- Adding 1 additional fulltime employee in storm water (Unbudgeted)

- Adding 1 service trucks in storm water for the new position (Unbudgeted)
- Contract for a Cost of Service study for Stormwater, since the ongoing operating and capital needs aren't being fully supported (Budgeted)

PERFORMANCE STATISTICS

Street Maintenance

	2019 Actual	2020 Prelim	2021 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	2019 Actual	2020 Prelim	2021 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	4.00	4.00
Total Regular Full-Time Personnel		6.00	7.00	7.00
	Seasonal Maintenance Worker	2.00	3.00	3.00

Stormwater – Fund 493

	Position Title	2019 Actual	2020 Prelim	2021 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)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
2 to 4						
54230 R&M Roadway	\$ 965,529	\$ 1,051,098	\$ 744,229	\$ 895,843	-15%	35%
54240 R&M Storm Drainage	29,682	18,012	9,083	18,012	0%	1%
54261 R&M Sidewalks		2,000		2,000	0%	0%
54263 R&M Street Lighting	462,323	460,700	310,044	460,700	0%	18%
54264 R&M Traffic Control Devices	174,206	281,187	151,944	197,364	-30%	8%
54266 R&M Snow & Ice Control	182,904	233,563	111,223	232,218	-1%	9%
54267 R&M Street Cleaning		13,983			-100%	0%
54270 R&M Roadside (115)	126,571	145,600	79,759	145,600	0%	6%
54310 OH Management	162,039	217,330	143,777	241,708	11%	9%
54330 OH General Services	22,945	26,770	19,951	29,770	11%	1%
54350 OH Facilities	172,800	161,100	120,825	154,100	-4%	6%
59441 Road/Street Construction			7,953		0%	0%
59564 Traffic Control Devices				40,000	0%	2%
59700 Transfers Out	152,533	152,417	152,417	151,000	-1%	6%
Total Expenditures	\$ 2,451,532	\$ 2,763,760	\$ 1,851,205	\$ 2,568,315	-7%	100%
Revenue Summary By Type						
320 Licenses & Permits	\$ 82,727	\$ 50,000	\$ 118,200	\$ 50,000	0%	2%
330 Intergovernmental Revenues	772,570	770,000	591,308	764,000	-1%	30%
340 Chargs for Goods/Services	29,767	10,000	4,716	10,000		0%
360 Miscellaneous Revenues	18,612	8,000	34,523	6,000		0%
390 Other Financing Resources	1,600,000	1,680,000	1,260,000	1,680,000	0%	67%
Total Revenues	\$ 2,503,676	\$ 2,518,000	\$ 2,008,747	\$ 2,510,000	0%	100%
Fund Balance						
Beginning Balance	\$ 615,947	\$ 475,000	\$ 668,091	\$ 460,000		
Revenues less Expenditures	52,144	(245,760)	157,542	(58,315)		
Ending Balance	\$ 668,091	\$ 229,240	\$ 825,633	\$ 401,685		
	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Expense Summary By Type	Actual	Budget	9/30/2020	Budget	from	Total
2 to 4						
100 Salaries & Wages	401,502	524,319	361,254	562,691	7%	22%
200 Personnel Benefits	175,058	240,319	151,154	234,352	-2%	22%
<i>Sub-Total - Salaries & Benefits</i>	<i>576,560</i>	<i>764,638</i>	<i>512,408</i>	<i>797,043</i>	<i>4%</i>	<i>9%</i>
300 Operating Supplies	249,096	386,422	211,260	349,700	-10%	
400 Professional Services & Charges	1,473,286	1,458,770	967,083	1,229,070	-16%	14%
500 Intergovernmental Services	26	1,500	50	1,500	0%	48%
600 Capital Outlay			7,953	40,000	0%	0%
000 Interfund Transfer	152,533	152,417	152,417	151,000	0%	2%
Total Expenditures	\$ 2,451,501	\$ 2,763,747	\$ 1,851,171	\$ 2,568,313	-7%	116%

493 Stormwater

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
Exp Summary By Function						
54140 Preservation Storm Drainage	\$ 89,208		\$ 19,651		0%	0%
54240 R&M Storm Drainage	669,281	833,285	537,437	814,071	-2%	63%
54290 R&Maintenance Administrati	142,897	200,034	143,314	205,575	3%	16%
59431 Storm Drain Utility	147	300,000	57,139	275,000	-8%	21%
Total Expenditures	\$ 901,533	\$ 1,333,319	\$ 757,541	\$ 1,294,646	-3%	100%

Revenue Summary By Type

340 Charges for Goods/Services	\$ 945,144	\$ 940,000	\$ 734,951	\$ 964,000	3%	100%
360 Miscellaneous Revenues	0	0	1,600	0	0%	0%
370 Other Rev. & Capital Contrib.	50,000	0	0	0	0%	0%
Total Revenues	\$ 995,144	\$ 940,000	\$ 736,551	\$ 964,000	3%	100%

Fund Balance

Beginning Balance	\$ 420,853	\$ 410,000	\$ 514,464	\$ 410,000
Revenues less Expenditures	93,611	(393,319)	(20,990)	(330,646)
Ending Balance	\$ 514,464	\$ 16,681	\$ 493,474	\$ 79,354

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
Expense Summary By Type						
100 Salaries & Wages	\$ 254,798	\$ 289,026	\$ 203,931	\$ 295,279	2%	23%
200 Personnel Benefits	140,023	150,988	107,599	151,117	0%	12%
<i>Sub-Total - Salaries & Benefits</i>	<i>361,452</i>	<i>372,866</i>	<i>291,728</i>	<i>396,367</i>	<i>6%</i>	
300 Operating Supplies	5,288	21,000	6,910	31,450	50%	2%
400 Professional Services & Charge	492,386	565,300	381,945	534,800	-5%	41%
500 Intergovernmental Services	8,876	7,000	0	7,000	0%	1%
600 Capital Outlay	147	300,000	57,139	275,000	0%	21%
Total Expenditures	\$ 901,518	\$ 1,333,314	\$ 757,524	\$ 1,294,646	-3%	100%

114 Paths & Trails

The 2021 budget is proposed to be used for a trail at Laguna Park.

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
54162 Preserv Spec'l Purpose Paths	\$ -	\$ 26,000	\$ -	\$ 26,000	0%	100%
54262 R&M Spec'l Purpose Paths	\$ -	\$ -	27,577	\$ -	0%	0%
Total Expenditures	\$ -	\$ 26,000	\$ 27,577	\$ 26,000	0%	100%

Revenue Summary By Type

330 Intergovernmental Revenues	\$ 2,350	\$ 2,000	\$ 1,456	\$ 2,000	0%	100%
360 Miscellaneous Revenues	\$ -	\$ -	10,000	\$ -		0%
Total Revenues	\$ 2,350	\$ 2,000	\$ 11,456	\$ 2,000	0%	100%

Fund Balance

Beginning Balance	\$ 98,942	\$ 100,000	\$ 101,292	\$ 75,000		
Revenues less Expenditures	2,350	(24,000)	(16,121)	(24,000)		
Ending Balance	\$ 101,292	\$ 76,000	\$ 85,171	\$ 51,000		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
300 Operating Supplies	\$ -	\$ 5,000	\$ -	\$5,000	0%	19%
400 Professional Services	\$ -	21,000	\$ -	21,000	0%	81%
600 - Capital Outlays	\$ -	\$ -	\$ 27,577	\$ -	0%	0%
Total Expenditures	\$ -	\$ 26,000	\$ 27,577	\$ 26,000	0%	100%

CITY OF MOSES LAKE
2021 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).

2021 CAPITAL PROJECTS

Crack Seal/Chip Seal Annual Project	REET	\$280,000
Yonezawa Boulevard	TBD	\$1,500,000
Burr Avenue Improvement	REET	\$300,000
Longview and Kinder Repairs	TBD \$1.4m, FEMA \$200k	\$1,600,000
ADA Ramp/Access Project	TBD	\$ 120,000
Switch out traffic controllers at 5 intersections to radar detection	TBD (Carryforward project)	\$405,000
Total Street Capital Projects		\$4,205,000

BUDGET SUMMARY

119 Street Repair/Reconstruction

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
54130 Preservation Roadway	\$936,555	\$2,350,000	\$537,770	\$3,680,000	57%	88%
54161 Preservation Sidewalks	3,251	600,000	157,640	120,000	0%	3%
54190 PRESERV CONSTRUCTION ADI	7,105					
54250 R&M STRUCTURES	517		257			
59530 Roadway	1,602,233		517,387			
59564 Traffic Control Devices		330,000		405,000	23%	10%
59590 Construction Administration	24,189		2,689			
Total Expenditures	<u>\$2,573,850</u>	<u>\$3,280,000</u>	<u>\$1,215,743</u>	<u>\$4,205,000</u>	28%	100%

Revenue Summary By Type

310 Taxes	\$913,529	\$600,000	\$588,114	\$600,000	0%	22%
330 Intergovernmental Revenues	1,162,754	32,600	-31,738	232,900	614%	9%
350 Fines & Penalties	0	0	0	0	0%	0%
360 Miscellaneous Revenues	73,996	33,000	27,240	33,000	0%	1%
390 Other Financing Resources	1,650,000	1,650,000	1,237,500	1,850,000	12%	68%
340 Zoning Srvs & Other Plan	222,869		12,400		0%	0%
Total Revenues	<u>\$4,023,148</u>	<u>\$2,315,600</u>	<u>\$1,833,516</u>	<u>\$2,715,900</u>	17%	100%

Fund Balance

Beginning Balance	\$620,063	\$1,100,000	\$2,069,361	\$1,500,000
Revenues less Expenditures	1,449,298	(964,400)	617,773	(1,489,100)
Ending Balance	<u>\$2,069,361</u>	<u>\$135,600</u>	<u>\$2,687,134</u>	<u>\$10,900</u>

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	of Total
400 Professional Services & Charge	\$1,138,059	\$2,950,000	\$722,999	\$3,800,000	29%	90%
600 Capital Outlay	1,435,787	330,000	492,743	405,000	0%	10%
Total Expenditures	<u>\$2,573,846</u>	<u>\$3,280,000</u>	<u>\$1,215,742</u>	<u>\$4,205,000</u>	28%	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 STREETS PROJECTS-2021

Budgeted:

1. **Crack Seal and Chip Seal Projects – \$280,000** – (REET) The project amount has been reduced this year due to larger street projects requiring additional funding.
2. **ADA Ramp Improvements - \$120,000** – (REET) The City has over 1,000 ramps that do not meet all the current criteria necessary for a legal handicap ramp.
3. **Longview Street and Kinder Road Reconstruction - \$1,600,000** – (TBD & REET) 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. We received FEMA funds in due winter damage in 2016. Funds to be used are TBD - \$1.4 m, and FEMA - \$ 200,000.
4. **Burr Avenue Improvements - \$300,000** – (TBD) This project adds an additional access off Wheeler.
5. **Yonezawa Boulevard - \$1.5 m** – (TBD) This project is for the new elementary school and is being funded by TBD funds.
6. **Switch out traffic controllers at 5 intersections to radar detection \$405,000** – (REET) This is a carryover project funded through REET and will eliminate the use of wire loop indicators in the intersections.

Other Projects Eligible to use Transportation Benefit District Funding:

1. **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.
2. **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.
3. **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.
4. **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
5. **Luta Street Construction - \$300,000** – This project would eliminate the 600-foot gravel portion of Luta Street between Grape and Paxson Drive.
6. **Pioneer Meadows Activity Trail - \$400,000** – This project would provide another link for pedestrians between Pioneer Way and Division Street.

7. **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 to 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)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
Exp Summary By Function	Actual	Budget	9/30/2020	Budget	from	Total
59700 Transfers Out	\$ 1,650,000	\$ 1,650,000	\$ 1,237,500	\$ 1,850,000	0%	100%
Total Expenditures	\$ 1,650,000	\$ 1,650,000	\$ 1,237,500	\$ 1,850,000	12%	100%
Revenue Summary By Type						
310 Taxes	\$ 1,684,383	\$ 1,600,000	\$ 1,278,895	\$ 1,680,000	5%	100%
360 Miscellaneous Revenues	7,277	1,000	0	1,000	0%	0%
Total Revenues	\$ 1,691,660	\$ 1,601,000	\$ 1,278,895	\$ 1,681,000	5%	100%
Fund Balance						
Beginning Balance	\$ 515,107	\$ 250,000	\$ 556,767	\$ 500,000		
Revenues less Expenditures	41,660	(49,000)	41,395	(169,000)		
Ending Balance	\$ 556,767	\$ 201,000	\$ 598,162	\$ 331,000		

CITY OF MOSES LAKE
2021 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

	2019 Actual	2020 Prelim	2021 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	5,220
Fire hydrants	1,582	1,582	1,620
Metered water services (ranging from ¾" to 12")	9,215	9,275	9,800
Water sampling stations	16	18	18
Water treatment chlorination systems	18	18	18
Chlorine residual monitoring stations	5	5	5

MAINTENANCE AND IMPROVEMENTS 2020	
Wells	Well 18 VFD Install.
	Upgrades to Chlorine systems.
Telemetry	RH2 Engineering to begin complete replacement of the telemetry system.
Booster Pump Stations	Stratford Booster Station to begin construction this fall.
	Replaced jockey pump at Moses Pointe Booster
Distribution Storage	Yearly check of the vents and hatches.
	Paint exterior Reservoir 8
Mains	Valley/Loop Water main replacement.
	Various watermain breaks repaired.
Valves	Valve exercising suspended due to Covid-19.
	Various broken valves replaced.
Fire Hydrants	Hydrant testing suspended due to Covid-19.
	25 fire hydrant repairs.
Services	Repair/Replace approximately 30 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.
	Begin installing new Badger Orion end points.

BUDGET DECISION REQUESTS

This request is to begin a five year program to replace the existing Automated Meter Reading (AMR) Itron endpoints to a new Advanced Metering Infrastructure (AMI) Badger endpoint. The benefits of the AMI endpoints use cellular communication to capture meter reads in 15 minute intervals eliminating the need to increase staff to collect meter reads. They also increase meter usage data collection, allowing both the City and customer through a web portal a more detailed understanding and control of the water they consume.

AUTHORIZED PERSONNEL

	Position Title	2019 Actual	2020 Amended Budget	2021 Proposed Budget
	Municipal Services Director	0.00	0.00	1.00
	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 Manager	1.00	1.00	1.00
	Water Division Supervisor	1.00	1.00	1.00
	Water Quality Specialist**	2.00	2.00	1.00
	Water Quality Assistant*	0.00	1.00	1.00
	Water Distribution Operator Lead**	0.00	0.00	2.00
	Water Distribution Maintenance II**	5.00	5.00	5.00
	Water OIT	1.00	1.00	0.00
Total Personnel *		13.00	14.00	15.00
	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 budget added a new position of Water Quality Assistant

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

BUDGET SUMMARY -- WATER AND WASTEWATER 410

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
	Actual	Amended	Actual	Projected	Change	of
		Budget	9/30/2020	Budget	from	Total
					2 to 4	
Exp Summary By Function						
Water & Water Billing - 411/413						
53410 Administration - General	\$ 1,304,189	\$ 1,741,671	\$ 1,170,716	\$ 1,678,022	-4%	24%
53450 Maintenance	2,023,235	2,629,899	1,540,714	2,658,963	1%	37%
53470 Operations-Cust. Svc &	712,154	372,000	519,274	715,800	92%	10%
59434 Water Utilities	83,647	396,800	33,792	100,000	-75%	1%
59700 Transfers Out	2,757,825	1,958,825	1,258,825	1,961,500	0%	28%
Subtotal-Water	\$ 6,881,050	\$ 7,099,195	\$ 4,523,321	\$ 7,114,285	0%	100%
Wastewater & WW Billing - 412/414						
53510 Administration - General	\$ 723,543	\$ 990,439	\$ 754,855	\$ 1,031,982	4%	17%
53550 Maintenance	3,193,768	2,631,545	1,858,210	2,740,258	4%	44%
53560 Operations - Contracted	50,000				0%	0%
53570 Operations-Customer Serv	452,135	481,000	343,691	435,700	-9%	7%
59435 Sewer Utilities	169,612		36,917	30,000	0%	0%
59700 Transfers Out	2,430,590	1,978,755	1,791,255	1,978,850	0%	32%
Subtotal-Wastewater	\$ 7,019,648	\$ 6,081,739	\$ 4,784,928	\$ 6,216,790	2%	100%
Total Expenditures	\$ 13,900,698	\$ 13,180,934	\$ 9,308,249	\$ 13,331,075	1%	100%
Revenue Summary By Type						
320 Licenses & Permits	\$ 14,261	\$ 14,000	\$ 4,250	\$ 14,000	0%	0%
330 Intergovernmental Revenues	0	0	0	0	0%	0%
340 Chrgs for Goods/Services	10,954,718	10,884,500	8,705,141	11,170,500	3%	85%
360 Miscellaneous Revenues	722,396	652,500	545,651	631,500	-3%	5%
370 Other Rev. & Capital Contrib.	494,566	300,000	498,302	300,000	0%	2%
380 Other Increases in Resources	1,375,258	1,133,300	686,373	962,600	-15%	7%
Total Revenues	\$ 13,561,199	\$ 12,984,300	\$ 10,439,717	\$ 13,078,600	1%	100%
Fund Balance						
Beginning Balance	\$ 2,415,348	\$ 2,000,000	\$ 2,075,849	\$ 2,000,000		
Revenues less Expenditures	(339,499)	(196,634)	1,131,468	(252,475)		
Ending Balance	\$ 2,075,849	\$ 1,803,366	\$ 3,207,317	\$ 1,747,525		
					(5)	(6)
	(1)	(2)	(3)	(4)	%	%
	2019	2020	2020	2021	Change	of
	Actual	Amended	Actual	Projected	from	Total
		Budget	9/30/2018	Budget	2 to 4	
Expense Summary By Type						
100 Salaries & Wages	\$ 1,640,152	\$ 1,988,393	\$ 1,340,866	\$ 2,061,642	4%	15%
200 Personnel Benefits	899,258	1,042,200	702,495	1,045,083	0%	8%
Sub-Total - Salaries & Benefits	2,539,410	3,030,593	2,043,361	3,106,725	3%	
300 Operating Supplies	143,292	606,550	256,101	515,100	-15%	4%
400 Professional Services & Charges	5,686,373	5,114,800	3,863,195	5,593,800	9%	42%
500 Intergovernmental Services	92,722	44,600	24,758	45,100	1%	0%
600 Capital Outlay	250,441	446,800	70,709	130,000	-71%	1%
000 Interfund Transfer	\$ 5,188,415	\$ 3,937,580	\$ 3,050,080	\$ 3,940,350	0%	30%
Total Expenditures	\$ 13,900,653	\$ 13,180,923	\$ 9,308,204	\$ 13,331,075	1%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

MUNICIPAL SERVICES – WASTEWATER 412

Municipal Services Director
Public Works Division Director
Wastewater Manager

Fred Snoderly
Michael G. Moro, PE
Tony Pfluger

MISSION STATEMENT

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

CURRENT FACILITIES

Larson Wastewater Treatment Plant

The Larson WWTP is located at 6691 Randolph Road in the Larson Area of Moses Lake. The Larson WWTP is a Biolac Activated Sludge Plant that has the capacity to treat 0.75 million gallons wastewater per day. The Larson WWTP serves a population of about 3,000. The Larson WWTP treats 0.316 MGD on a daily average for a total of 115.34 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 2.273 MGD on a daily average for a total of 829.645 MG a year.

Conveyance System

The Wastewater Division maintains about 129.61 miles of gravity sewer mains, 25.37 miles of sewer force mains, 4.26 miles of low-pressure effluent main. Approximately 9,122 total service connections, Approximately 8,801 active with account numbers.

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

Video Camera

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

Lift Stations

The sewer division maintains 29 lift stations, 23 discharging to Sand Dunes WWTP and 6 discharging to Larson WWTP. Lift Stations are installed at low points in the collection system, to collect raw waste from gravity mains and low-pressure effluent lines, and to pump the raw waste downstream to treatment facilities, in addition to three raw waste pumps, head works, solids pumps for grit removal at the COF and the Nelson Booster pump station.

Air Release Assemblies

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

Generators

The Wastewater Division maintains 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 2021

COF: 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 P.E. samples for lab accreditation. Replaced UV lamps and shields cleaned the UV troughs as needed, replaced blower drive belts as needed. Measured and sampled the bio-solids in the LTSDB=s. Cleaned the grit chamber and scum station. Change the oil in the blowers every 2000 hrs. Decanted the water from the LTSDB=s. Changed the oil in the rake motors, gearboxes, and the Hycor screen. Scarified the R/I basins as needed. Haul grit to land fill in Ephrata. Sample 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 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 D.O., Replaced Influent pH and Conductivity probes, repairing headworks channel rates, Replaced Air Chain Actuator #8 basin 2.

Bio-solids Management: Contract out bio-solids removal at Dunes. Sample bio-solids for metals and percent solids for application rates.

Larson WWTP: Replaced UV lamps and shields and cleaned the UV troughs as needed. Replaced the effluent pH probe. Measured and sampled bio-solids in the LTSDB=s. Cleaned the grit chamber and scum station. Decanted the water from the LTSDB=s. Scarified the R/I basins as needed. Changed the oil in the rake motors, gearboxes, and the Hycor screen. 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: Cleaned & lubricated the lift station vent fans and pump motors. Service and lubricate all submersible pumps and motors. 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. 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, Pressure washed check valve vaults, containment areas and buildings at lift stations. Nelson lift installed new impeller, Repair sump pump at Carswell, Repaired coolant leak and block heater on Sun Terrace generator, Repair water leak at Hallmark lift. Moses Point painted front trim board and installed bird deterrent wires on crossbeams. Hermit replaced high wet well float. Replace Transducer and CMX card at Wheeler. Spraying weeds at lift stations. Cleaned gem switches at Tana on vacuum system. Replaced lifting chain coupler on pump 2 at Winona, replace both pumps at Peninsula L.S.

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 12,250 feet of sewer mains. TV 5,692 feet of lines and 2,580 feet for maintenance inspection. Flushed all the sewer mains in the City and Larson area three times, and inspected 350 manholes, pumped water to 45 sewer mains. Answered 31 calls for possible plugged sewers.

2021 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 Tana Lift Station. Upgrade SCADA telemetry system, manhole lining, Reverse sewer on North Shore Drive to Sage Bay 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. Install gravity main from Knolls Vista Lift to North Shore and Pine, abandon Knolls Vista Lift Update Main lift station pumps and controls. Upgraded force main from Omni across Stratford Rd. before overlay. Finish parallel force main from Carnation.

2021 CONTRACTED PROJECTS

Annual crane inspections with contractor, Annual Service of Generators, Repair Dunes generator.

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, 2020

BUDGET DECISION REQUESTS

Lift station upgrades: SCADA is in progress and the other items are carry over to 2020.

- 1) SCADA Upgrades.
- 2) Purchase vacant property for new lift station on North Shore and Pine.
- 3) New Lift Station on Northshore and abandon Sage Bay L.S.
- 4) Upgrade Main L.S. pumps and controls.
- 5) Eka Nobel electrical improvements.
- 6) Wheeler Lift Sta. Submersible Pumps & Modify Controls above Ground, Wet Well Modifications.
- 7) Extend Wheeler and Division Force Mains to 6th and Beech.
- 8) Sewer line and manhole improvements: Manhole lining is in progress and the other items are carry over to 2020.
- 9) Sewer line extension at Five corners and spot repair on Pioneer Way.
- 10) Manhole lining.
- 11) COF Pumps, Check Valves and Electrical Panel improvements.

AUTHORIZED PERSONNEL

	Position Title	2019 Actual	2020 Amended Budget	2021 Proposed Budget
	Wastewater Manager	1.00	1.00	1.00
	Wastewater Supervisor	1.00	1.00	1.00
	Wastewater Collection Supervisor	1.00	1.00	1.00
	Operator III	2.00	2.00	2.00
	Operator II	1.00	1.00	1.00
	Operator I	1.00	1.00	1.00
	Wastewater OIT	4.00	4.00	4.00
	Total Personnel	11.00	11.00	11.00

Note: 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.

	(1) 2019 Actual	(2) 2020 Amended Budget	(3) 2020 Actual 9/30/2018	(4) 2021 Projected Budget	(5) % Change from 2 to 4	(6) % of Total
Exp Summary By Function						
53510 Administration-General	\$ 723,543	\$ 990,439	\$ 754,855	\$ 1,031,982	4%	13%
53550 Maintenance	3,193,768	2,631,545	1,858,210	2,740,258	4%	58%
59435 Sewer Utilities	169,612		36,917	30,000	0%	1%
59700 Transfers Out	1,200,000	750,000	562,500	750,000	0%	28%
Total Expenditures	\$ 5,286,923	\$ 4,371,984	\$ 3,212,482	\$ 4,552,240	4%	100%

	(1) 2019 Actual	(2) 2020 Amended Budget	(3) 2020 Actual 9/30/2018	(4) 2021 Projected Budget	(5) % Change from 2 to 4	(6) % of Total
Expense Summary By Type						
000 - Interfund Transfer	\$ 1,200,000	\$ 750,000	\$ 562,500	\$ 750,000	0%	16%
100 - Salaries & Wages	719,662	840,171	602,813	859,588	2%	19%
200 - Benefits	432,897	466,509	330,852	461,952	-1%	10%
<i>Sub-Total - Salaries & Benefits</i>	926,228	1,025,245	755,563	1,234,764	20%	27%
300 - Operating Supplies	127,402	225,900	76,712	176,700	-22%	4%
400 - Professional Svcs & Charges	2,610,288	2,058,800	1,589,870	2,243,400	9%	49%
500 - Invergovernmental	29,859	30,600	12,797	30,600	0%	1%
600 - Capital Outlays	166,794		36,917	30,000	0%	1%
Total Expenditures	\$ 5,286,902	\$ 4,371,980	\$ 3,212,461	\$ 4,552,240	4%	100%

CITY OF MOSES LAKE
2021 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 \$2,000,000 available for this purpose when opportunities arise. Because there is an acquisition action in process, we added \$1,000,000 in the 2021 budget.

CAPITAL IMPROVEMENTS 2021 (WATER)

1- Milwaukee Main Ext.	\$100,000
2- Well 22 Abandonment (To be Carried Forward)	\$50,000
3-Develop Well 34 (To be Carried Forward)	\$1,000,000
4-Upsizing Water Mains	\$500,000
5-Yonezawa/Moses Ave. Main Extension	\$250,000
6-Aero Tech Main Replacement	\$150,000
7-I-90 South Main Extension	\$500,000
8- Reservoir Painting	\$150,000
9-Survey Bridge Crossing Mains	\$250,000
10-Reservoir 9 Construction	\$2,000,000
11- Continue Automated Meter Reading Installation	\$400,000
TOTAL WATER CAPITAL PROJECTS-Fund 477	\$5,350,000

Note: The 2021 budget includes the carried forward project of the SCADA update at \$200,000. It does not include Numbers 2 and 3 on this list as they are carry forward projects, and will be added if necessary. The Water project total in the 2021 budget is \$4,500,000.

- (1) 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.
- (2) 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.

- (3) Develop Well 34. The GWMA study in 2012 for Moses Lake sited that the current deep aquifers are not a sustainable source of water for the community in the future. Well 34 is a shallow well drilled in 2015 in the Central Zone. This well once completed will allow water to be moved from the Central Zone to the Lakeview and Knolls Vista zones which during the summer months are stressed to satisfy current and future demands.
- (4) Upsizing Water Mains. These funds will be used to upsize existing water mains that are identified by the water model as inadequate.
- (5) Yonezawa/Moses Ave. Main Extension. Install new water main in the newly constructed Moses Ave.
- (6) Aero Tech Main Replacement. Replace leaking cast iron water main running between two port hangers and under another building.
- (7) I-90 South Main Extension. Install main to serve undeveloped properties south of I-90.
- (8) 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.
- (9) Survey Bridge Crossing Mains. Examine water mains attached to bridges to determine replacement schedule.
- (10) Reservoir 9 Construction. With the increased growth in Mae Valley, the addition of a reservoir would improve the reliability of the water system.
- (11) Beacon AMA. Continue 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. Fiscal Impacts– \$300,000 (per year 2020-2025) capital costs. (2021 includes an additional \$100,000 as a carry-forward from 2020 as the project got started late in the year, because it needed to slow down until the new Utility Billing system is running.) Switching to the AMI system would reduce both time spent and cost of collecting meter reads, but the most valuable end result would be real-time leak detection.

FUTURE CAPITAL IMPROVEMENTS (WATER)

Reservoir Painting	\$150,000
Beacon AMA 2022-2025	\$320,000
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	CF	\$500,000
Finish Parallel Force Main from Carnation L.S.	CF	\$150,000
Extend Division L.S. Force Main to Main L.S. at 6 th and Beech	CF	\$100,000
Main Lift Sta. Upgrade, Pumps, and Controls	B	\$300,000
Omni Force Main with Stratford Rd. Overlay	CF	\$50,000
Winona Lift Sta. Fence Project	CF	\$50,000
Collection System: Lining, Lateral and Manhole Repairs	B	\$500,000
Longview Sewer Hook-ups	CF	\$100,000
Sage Bay Lift Station Upgrade	B	\$400,000
Developer Projects		\$700,000
Improvements at the Central Operating Facility	B	\$600,000
Future Project Design		\$30,000
TOTAL WASTEWATER CAPITAL PROJECTS – Fund 477		\$3,230,000

Note: Several of these projects were started in 2020 (Noted as CF for Carry Forward). If these are not done at year end, we will bring forward the appropriation into the 2021 budget. Developer projects and future project design are not currently included due to resource constraints. We can evaluate resource availability as the need arises. Projects Marked as B are included in the 2021 budget, which adds to \$1,800,000.

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					
				2021	2022	2023	2024	2025	2026
Milwaukee Main Ext.	Replacement	W/S	\$ 100,000	\$ 100,000					
Well 22 Abandonment	Replacement	W/S	\$ 50,000	\$ 50,000					
Develop Well 34	New	W/S	\$ 1,000,000	\$ 1,000,000					
Reservoir 9 Construction	New	W/S	\$ 2,000,000	\$ 2,000,000					
Yonezawa/ Moses Ave.	New	W/S	\$ 250,000	\$ 250,000					
Replacement of CI Mains	Replacement	W/S	\$ 2,000,000		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Knolls Vista Dr. CI Main Rep.	Replacement	W/S			\$ 150,000				
Aero Tech CI Main Rep.	Replacement	W/S		\$ 100,000					
Replacement of AC Mains	Replacement	W/S	\$ 20,000,000		\$ 500,000	\$ 500,000	\$ 500,000	\$ 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
I-90 South	New	W/S	\$ 500,000	\$ 500,000					
Paint Reservoirs (4) (Exterior)	Replacement	W/S	\$ 1,000,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Examine Bridge Mains	Replacement	W/S	\$ 250,000	\$ 250,000					
New Source Central Zone	New	W/S	\$ 1,000,000		\$ 1,000,000				
New Booster Stations	New	W/S	\$ 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			\$ 34,150,000	\$ 4,900,000	\$ 3,550,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000

Carried Forward From 2019

May require street/sidewalk work by others.

May require street/sidewalk work by others & feasibility of connecting Knolls Vista park to lake for irrigation.

Paint one of the 9 Reservoirs per year

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

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
59418 Centralized Services	\$ 75,249		\$ 141		0%	0%
59434 Water Utilities	2,977,226	3,245,000	1,877,471	4,500,000	39%	71%
59435 Sewer Utilities	675,433	3,230,000	1,559,528	1,800,000	-44%	29%
Total Expenditures	\$ 3,727,908	\$ 6,475,000	\$ 3,437,140	\$ 6,300,000	-3%	100%

Revenue Summary By Type

370 Insurance Recoveries	\$ 199,831	\$ -	\$ -	\$ -		0%
390 Other Financing Resources	2,800,000	1,550,000	1,162,500	1,550,000	0%	100%
Total Revenues	\$ 2,999,831	\$ 1,550,000	\$ 1,162,500	\$ 1,550,000	0%	100%

Fund Balance

Beginning Balance	\$ 8,603,645	\$ 8,100,000	\$ 7,875,568	\$ 5,225,000		
Revenues less Expenditures	(728,077)	(4,925,000)	(2,274,640)	(4,750,000)		
Ending Balance	\$ 7,875,568	\$ 3,175,000	\$ 5,600,928	\$ 475,000		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
400 Professional Services & Charge	\$ -	\$ -	\$ -	\$ -	0%	0%
600 Capital Outlay	3,727,906	6,475,000	3,437,140	6,300,000	-3%	100%
Total Expenditures	\$ 3,727,906	\$ 6,475,000	\$ 3,437,140	\$ 6,300,000	-3%	100%

CITY OF MOSES LAKE
2021 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:

The primary function of Fleet Management is to provide economical, safe, and properly maintained vehicles, equipment, and two-way radio communication equipment to various City departments. The secondary function is to provide new equipment upfit vehicle and equipment. Our main objective is to keep the vehicles and equipment safe, operational, and clean, for City employees.

Fleet Management consists of six full time employees.

We provide repair and maintenance services to the 339 vehicles and equipment owned by the City. We provide repair and maintenance for 643 pieces of two-way communication radio equipment. We have established and maintain a pro-active preventive service schedule for all vehicles and equipment. In addition, we prepare the capital equipment quotes, bids, and purchases for vehicles and equipment.

Fleet Management continues to implement the fleet management software program to provide tracking and preventive maintenance scheduling.

2021 PROJECTS & WORK PLAN

- COVID 19 will continue to play a large roll in 2021.
- Fleet Management will continue to provide scheduled maintenance and repair to the fleet of vehicles and equipment.
- Fleet Management will continue to provide new equipment upfit to the new vehicles and equipment added to the fleet.

BUDGET REQUESTS

Police Vehicles

Fleet Management and the Police Department request the replacement of four police vehicles for the Police Department. The Police Chief will provide justification. We request replacement vehicles however the request is for new and additional vehicles as the Police Chief continues to retain the old vehicles for administrative and investigative staff. *Four New & Additional Police Vehicles Budgeted \$300,000*

Pumper/Tender Fire Truck Replacement & Light Rescue Truck Chassis Replacement

Fleet Management and the Fire Department request the replacement of a Pumper/Tender Fire Truck and the replacement of the chassis in vehicle #233, a light rescue vehicle. The Fire Chief will provide justification. *Replacement of 212, the 1988 2,000 Gallon Water Tender & the Truck Chassis Replacement for #233, the 1994 Chevrolet 3500 Light Rescue Truck . Budgeted (Chassis only in 2021) \$325,000*

Flush Truck Budget Rollover

Fleet Management requests the replacement of #247, the 25-year-old Street Division flush truck be rolled over from 2020 Budget to the 2021 Capital budget. We have experienced order and delivery difficulties with the project this year. *1995 Navistar F2500 OMCO Street Flush Truck. Budgeted \$275,000.*

Stormwater Vehicles Requested

The Stormwater Division requests two vehicles in 2021. A ¾ ton, 4 door 4x4 pickup with a traffic reader board, warning lights and toolboxes is requested. The second vehicle is a one ton, 4 Door 4x4 flatbed truck, a traffic reader board, a crane and toolboxes on the flatbed are requested. The Street Division will provide justification. *Two New & Additional Stormwater Vehicles. 1 Budgeted-\$80,000*

Street Division Replacement Vehicle Request

We propose the replacement of a pickup with over 100,000 miles on the odometer assigned to the Street Division. The replacement vehicle should be outfitted with the same equipment as the Stormwater pickup above. *#132, a 2002 ¾ ton, Ford F250 Pickup Budgeted-\$75,000*

Street Division 10 Cubic Yard Dump/Plow/Sander Truck Request

We request the replacement of a 10 cubic yard dump/plow/sander truck. The truck is one of two large dump trucks we request with one per year. The replacement is requested due to the severe rust damage from the application of winter salt and liquid deicer. *#299, 2011 Peterbilt Model 367, 10yd³ Dump/Plow/Sander Truck. Unbudgeted - \$375,000*

Administrative Vehicle Request

Fleet Management requests the replacement of #006, a 2013 van used by the Public Works Division Manager. The Administrative Vehicle has been used by City staff for out of town transportation. The vehicle is equipped with child size rear seats. The request is for a mid to full size SUV. The Division Director's current vehicle should replace an even older van assigned to the Public Works Department Office Assistants. The vehicle should be assigned to the Water Division. *#006, 2013 Dodge Caravan Express. Budgeted - \$48,000*

Water Division Request for Pavement Maintenance Equipment

The Water Division requests the replacement of #257, a Pavement Patch Truck. The replacement of the truck will require the addition a skid steer loader with a mini asphalt paver attachment and a trailer. The Water Division Supervisor will provide justification. Due to the nature and design of the truck, Fleet Management experienced a steady stream of non-scheduled repairs. Fleet Management agrees with the request to replace the vehicle. *Replacement Pavement Patch Truck with New & Additional Skid Steer Loader & Mini Asphalt Paver. Budgeted - \$400,000*

Fleet Management Request for a Water Division Dump Truck Replacement

We request the replacement of #230, a 1994, 10 cubic yard dump truck assigned to the Water Division. The 26-year-old truck has experienced an increase of non-scheduled repairs. *#230, 1994 GMC White 10yd³ Dump Truck. Unbudgeted - \$250,000*

Fleet Management Request for a Chipper Dump Truck

We request the replacement of the Chipper Dump Truck assigned to the Parks and Recreation Department. The truck is a 2002 heavy duty one ton with a high side dump body. The 18-year-old truck pull the woodchipper trailer and is used in the neighborhood brush chipping program. The vehicle is very rough shape. *#209, 2002 Ford F-450. Budgeted - \$125,000*

Fleet Management Request for a Parks and Recreation Department Van Replacement

Fleet Management requests the replacement of #007, a 2002 van assigned to the Parks and Recreation Department. The 18-year-old vehicle is also in rough shape. *#007, 2006 Dodge Van. Unbudgeted - \$45,000*

Fleet Management Request for a Parks and Recreation Department Ice Resurfacer Replacement

We request the replacement of the #596, the 1998 Olympia Ice Resurfacer assigned to the Parks and Recreation Department. The 22-year-old machine is the only full-size ice machine owned by the City. If replaced, #596 should be retained as a backup for the new unit. *#596, 1998 Olympia Ice Machine. Unbudgeted - \$250,000*

Fleet Management Request for Three Parks and Recreation Department Replacement Items

We request the replacement of the following vehicles and equipment assigned to the Parks and Recreation Department:

A 3/4 Ton Pickup *#125, 1999 Ford F250 Pickup 90,000+ Miles, Budgeted - \$40,000*

A Utility Vehicle *#523, 2008 Kawasaki Mule, Budgeted - \$30,000*

A Sand Pro Ballfield Conditioner *#580, 2008 Toro Sand Pro 5040, Unbudgeted - \$38,000*

Fleet Management Request for a Replacement Wastewater Division Dump Truck

We request the replacement of a 1983, 5-cubic-yard capacity dump truck assigned to the Wastewater Division. The 37-year-old truck has given all it has to the City. The salt and deicer had a negative effect on the truck. *#221, 1983 GMC 5yd³, Budgeted - \$150,000*

Capital Improvements

Heavy Duty Vehicle Wash

Fleet Management requests a heavy duty drive through wash system for both large and small city vehicles and equipment. Additional information can be found at in the 2021 Building Maintenance Budget Request.

AUTHORIZED PERSONNEL

	Position Title	2019 Actual	2020 Approved Budget	2021 Proposed Budget
	Fleet Manager	1.00	1.00	1.00
	Fleet Management Supervisor	1.00	1.00	1.00
	Fleet Management Vehicle & Equipment Technician	3.00	4.00	5.00
	Total Personnel	5.00	6.00	7.00

Additional Staff

We request the addition of 2 Technicians in Fleet Management. With addition of new vehicles and equipment to Fleet Management we require the additional assistance to perform vehicle upfit (installation of warning lights and safety equipment) and scheduled maintenance to the fleet. 1 is included in the 2021 Proposed Budget to be funded 50% by Police through the new Criminal Justice Sales Tax, and 50% by Fire. The 2nd position remains unbudgeted at this time.

Contributions from Operating Funds

Operating Division	2019 Actual	2020 Budget	2021 Budget
Executive	\$ 2,500	\$ 2,500	\$ 2,500
Finance	2,500	2,500	2,500
Community Development	80,000	80,000	40,500
Streets	537,000	437,000	262,500
Engineering	91,600	150,000	60,900
Police	460,500	437,500	680,000
Fire	225,000	388,000	348,500
Parks & Recreation	442,000	412,000	400,000
Grants and Donations	95,000	235,000	
Central Services	5,000	5,000	17,700
Building Maintenance	28,000	133,000	26,200
Water	606,000	560,500	611,400
Wastewater	847,500	440,000	354,500
Airport	309	309	309
Storm Water	150,000	222,000	157,000
Ambulance Services	160,000	280,000	107,500
Total	\$ 3,732,909	\$ 3,785,309	\$ 3,072,009

BUDGET SUMMARY --

Fleet Management (Equipment Rental Division) 519

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
54868 Operations-General	\$ 1,268,202	\$ 2,156,453	\$ 1,513,848	\$ 1,680,158	-22%	33%
59448 Public Works-Centralized Ser	1,013,038	3,755,600	939,091	3,274,370	-13%	65%
59148 LT Debt/ Centralized Services	335,892	309,860	258,590	90,563	-71%	2%
59248 Interest/Public Works	16,788	9,810	8,266	3,600	-63%	0%
Total Expenditures	<u>\$ 2,633,920</u>	<u>\$ 6,231,723</u>	<u>\$ 2,719,795</u>	<u>\$ 5,048,691</u>	-19%	100%

Revenue Summary By Type

340 Chargs for Goods/Services	\$ 3,733,962	\$ 3,785,309	\$ 2,906,929	\$ 3,072,009	-19%	75%
360 Miscellaneous Revenues	39,961	10,000	910	10,000	0%	0%
370 Other Rev. & Capital Contrib.	18,536	0	1,009	0	0%	0%
390 Other Financing Resources	0	0	0	1,031,000	0%	25%
Total Revenues	<u>\$ 3,792,459</u>	<u>\$ 3,795,309</u>	<u>\$ 2,908,848</u>	<u>\$ 4,113,009</u>	8%	100%

Fund Balance

Beginning Balance	\$ 1,505,247	\$ 2,000,000	\$ 2,663,786	\$ 1,900,000
Revenues less Expenditures	1,158,539	(2,436,414)	189,053	(935,682)
Ending Balance	<u>\$ 2,663,786</u>	<u>\$ (436,414)</u>	<u>\$ 2,852,839</u>	<u>\$ 964,318</u>

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
100 Salaries & Wages	\$ 321,182	\$ 363,154	\$ 279,675	\$ 501,345	38%	10%
200 Personnel Benefits	143,044	189,995	111,596	222,213	17%	4%
<i>Sub-Total - Salaries & Benefits</i>	464,226	553,149	391,271	723,558		
300 Operating Supplies	348,960	461,600	279,559	436,100	-6%	9%
400 Professional Services & Charges	454,162	1,138,100	843,008	516,900	-55%	10%
500 Intergovernmental Services	840	3,600		3,600	0%	0%
600 Capital Outlay	1,013,038	3,755,600	939,091	3,274,370	-13%	65%
700 Debt Service - Principal	335,892	309,860	258,590	90,563	0%	2%
800 Debt Service - Interest	16,788	9,810	8,266	3,600	0%	0%
Total Expenditures	<u>\$ 2,633,906</u>	<u>\$ 6,231,719</u>	<u>\$ 2,719,785</u>	<u>\$ 5,048,691</u>	-19%	100%

CITY OF MOSES LAKE
2021 BUDGET NARRATIVE

MUNICIPAL SERVICES – BUILDING MAINTENANCE 528

Municipal Services Director
Manager

*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 twelve 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, Civic Center Park Building, the Municipal Airport Building, and miscellaneous repairs around the airport. In addition we perform the annual maintenance on all fire extinguishers in all buildings.

This year has added the extra work of COVID 19. Extra sanitizing, and temporary structures to keep staff safe has been our highest priority. We have also made modifications to our service areas and produced sanitizing/masking/glove stations so that our facilities are ready for Phase 3 reopening.

2021 PROJECTS / WORK PLAN

The following are legislative or other impacts:

- COVID 19 will continue to play a large roll in 2021. While our facilities are ready for Phase 3 as the public returns to our building's we will need to increase our sanitizing frequency. We have sanitizer, disposable gloves and disposable face masks in stock for Phase 3 but, we will need to resupply those stocks.
- Our proximity lock installation at the Operations Complex and Wastewater Facilities has been pushed back due to COVID 19 work. We are hoping to get back on it before the end of the year but it may be pushed into 2021.

- Phasing our R22 HVAC units has had a setback with COVID 19. We had two units at the Police and Parks Building that we were hoping to get replaced this year or next. Instead of budgeting to replace these units in 2021 we have tried to keep our budget neutral and have opted to replace them out of our contingency budget if they should fail before the remodel of the building sometime in 2022 or 2023.
- 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.
- The state has implemented new requirements for working on roof tops that has increased the time to complete these jobs. We now have to fill out a roof safety plan every time we enter a roof top as well as setup a warning line system in areas where there are no tie offs, regardless of how far from the edge of the roof we are.

BUDGET REQUESTS

Building Maintenance Shop

We are requesting to do some remodeling in the building maintenance shop. The addition of extra employees over the years has begun to overcrowd our desk working areas. COVID 19 has forced us to reevaluate our needs within our space in the shop and look for ways to create more desk space for employees. The addition of the storage building in 2019 has given us the ability to move supplies out of our shop but we still need to rearrange and purchase desks/tables for employees to use for paperwork. (Not budgeted as a separate project- to be accomplished in the operating budget)

Drinking Fountains with bottle stations

We are proposing to replace or retrofit existing water fountains with bottle fill stations to help combat the spread of viruses. We have added bottle fill stations to our more easily retrofitted fountains and will now need to start replacing entire units. (Not budgeted as a separate project- to be accomplished in the operating budget)

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. Fleet estimates it would save around \$5,300 per year in car wash fees. (Unbudgeted)

Civic Center Park Building Remodel

We have received a request to remodel the old Chamber of Commerce building into a command center for the Fire Department. The request appear to be pretty extensive and we are estimating a considerable amount of money to complete. (\$200,000 Budgeted in 2021)

We have also budgeted a building project for Wastewater in the amount of \$300,000.

AUTHORIZED PERSONNEL

	Position Title	2019 Actual	2020 Actual	2021 Proposed
	Manager	1.00	1.00	1.00
	Supervisor	1.00	1.00	1.00
	Maintenance Worker	2.00	3.00	3.00
	Lead Janitor	1.00	1.00	1.00
	Janitor	6.00	6.00	6.00
		0.00	0.00	0.00
	Total Personnel	11.00	12.00	12.00

Contributions from Operating Funds

Operating Division	2019 Actual	2020 Budget	2021 Budget
Legislative	\$ 45,600	\$ 50,400	45,200
Executive	27,300	24,500	22,000
Finance	30,400	28,800	25,700
Community Development	40,400	47,900	58,000
Legal/Judicial	1,800	2,500	2,300
Misc. Services	11,400	13,400	16,300
Library	60,600	62,200	47,400
Streets	56,400	44,700	37,700
Engineering	58,000	68,800	82,900
Police	54,100	146,900	147,500
Fire	360,700	325,500	344,200
Parks & Recreation	353,600	380,200	305,400
Fleet Management	56,400	715,000	62,800
Central Services-IT	86,500	52,600	56,900
Water	52,600	60,800	67,000
Wastewater	539,100	45,400	349,500
Airport	0		2,000
Storm Water	27,900	3,500	4,300
Ambulance Services	174,400	120,700	115,800
Total Operating Transfers	2,037,200	2,193,800	1,792,900
Debt Service			
Legislative	217,400	217,400	130,700
Executive	238,000	238,000	84,400
Finance	199,200	199,200	82,700
Legal/Judicial	12,500	12,500	7,500
Parks & Recreation	845,000	845,000	617,800
Central Services-Util Billing	156,300	156,300	58,800
Total Debt Service	1,668,400	1,668,400	981,900
Total	\$ 3,705,600	\$ 3,862,200	\$ 2,774,800

BUDGET SUMMARY

Dept 528 Building Maintenance

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
51830 Maint/Secur./Janitor	\$ 1,258,340	\$ 1,828,632	\$ 1,137,882	\$ 1,674,731	-8%	49%
54161 Preservation Sidewalks		52,600	10,142	52,600	0%	2%
58120 Interfund Loan Repayment-SI	925,258	943,800	686,373	962,700	2%	28%
59218 Interest-Interfund Debt	56,633	38,200	27,729	19,300	-49%	1%
59418 Capital-Centralized Services	1,164,890	1,195,000	331,691	500,000	-58%	15%
59118 LT Debt/ Centralized Services	805,000	830,000	165,000	175,000	-79%	5%
59218 Interest/ Bonded Debt	87,693	42,463	20,850	15,900	-63%	0%
Total Expenditures	\$ 4,297,814	\$ 4,930,695	\$ 2,379,667	\$ 3,400,231	-31%	100%

Revenue Summary By Type

340 Chargs for Goods/Services	\$ 3,714,231	\$ 3,862,200	\$ 2,901,241	\$ 2,774,800	-28%	100%
360 Miscellaneous Revenues	31,669	0	0	0	0%	0%
Total Revenues	\$ 3,745,900	\$ 3,862,200	\$ 2,901,241	\$ 2,774,800	-28%	100%

Fund Balance

Beginning Balance	\$ 1,637,563	\$ 1,300,000	\$ 1,085,649	\$ 1,000,000
Revenues less Expenditures	(551,914)	(1,068,495)	521,574	(625,431)
Ending Balance	\$ 1,085,649	\$ 231,505	\$ 1,607,223	\$ 374,569

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
100 Salaries & Wages	\$ 503,960	\$ 650,557	\$ 462,516	\$ 667,068	3%	20%
200 Personnel Benefits	298,741	374,972	249,425	355,638	-5%	10%
<i>Sub-Total - Salaries & Benefits</i>	802,701	1,025,529	711,941	1,022,706	0%	
300 Operating Supplies	101,490	262,700	85,998	189,425	-28%	6%
400 Professional Services & Charges	353,814	591,100	348,899	513,300	-13%	15%
500 Intergovernmental	322	1,900	1,176	1,900	0%	0%
600 Capital Outlay	1,164,890	1,195,000	331,691	500,000	-58%	15%
700 Debt Service - Principal	1,730,258	1,773,800	851,373	1,137,700	-36%	33%
800 Debt Service - Interest	144,326	80,663	48,579	35,200	-56%	1%
Total Expenditures	\$ 4,297,801	\$ 4,930,692	\$ 2,379,657	\$ 3,400,231	-31%	100%

CITY OF MOSES LAKE
2021 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.

The Advisory Board applied for a Washington Department of Transportation Community Aviation Revitalization Board (CARB) loan to add an above-ground fueling station. The project is estimated to cost \$175,000. The loan was approved and the repayment schedule is about \$10,700 per year, which can be raised by adding a \$0.25 per gallon surcharge on the fuel sold. The loan and project expense are added in the 2021 budget, as well as about \$10,000 to purchase the fuel for resale. The loan repayment isn't scheduled to begin until 2022. We did not add a revenue for fuel sales, because we are unsure of when the tank will be "open for business"—it could be late in 2021. We can always receive revenue, this is the most conservative way to build the 2021 budget.

BUDGET SUMMARY

Dept 495 Airport

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Exp Summary By Function	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
54680 Operations-General	\$ 25,745	\$ 43,059	\$ 15,940	\$ 59,609	38%	25%
59446 Airports, Ports & Terminals		11,000	2,236	175,000	0%	75%
Total Expenditures	\$ 25,745	\$ 54,059	\$ 18,176	\$ 234,609	334%	100%

Revenue Summary By Type

330 Grants	\$ -	\$ -	\$ -	\$ -		0%
360 Miscellaneous Revenues	26,835	27,000	25,231	202,000	648%	100%
Total Revenues	\$ 26,835	\$ 27,000	\$ 25,231	\$ 202,000	648%	100%

Fund Balance

Beginning Balance	\$ 95,555	\$ 90,000	\$ 96,645	\$ 70,000		
Revenues less Expenditures	1,090	(27,059)	7,055	(32,609)		
Ending Balance	\$ 96,645	\$ 62,941	\$ 103,700	\$ 37,391		

	(1)	(2)	(3)	(4)	(5)	(6)
	2019	2020	2020	2021	%	%
Expense Summary By Type	Actual	Amended Budget	Actual 9/30/2020	Projected Budget	Change from 2 to 4	% of Total
200 Personal Benefits	5		8		0%	0%
300 Operating Supplies	\$ 4,605	\$ 4,700	\$ 2,008	\$ 17,700	277%	8%
400 Professional Services & Charges	21,129	38,359	13,920	41,909	9%	18%
600 Capital Outlay		11,000	2,236	175,000	0%	75%
Total Expenditures	\$ 25,739	\$ 54,059	\$ 18,172	\$ 234,609	334%	100%

City of Moses Lake
Annual Budget

Staffing Level Comparisons

<u>Departments</u>		<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u> <u>Prelim.</u>
Legislative	001	7.80	7.80	7.70	7.00	7.00	7.00
Executive	002	3.20	3.50	4.60	5.30	5.00	5.00
Finance	003	6.54	6.54	6.50	7.00	7.50	7.00
Utility Billing	514				6.00	6.00	6.00
Central Services	517	2.00	2.00	2.00	2.00	2.00	3.00
Community Development	004	11.00	10.70	11.70	11.95	12.00	13.00
Engineering	010	17.00	16.00	16.00	14.75	15.00	15.00
Sanitation	490	1.16	1.16	0.50	0.00	0.00	0.00
Building Maintenance	528	10.00	10.00	11.00	11.00	12.00	12.00
Street	116	5.00	5.00	6.00	6.10	7.00	7.00
Water	411	15.65	16.05	15.90	13.90	14.00	15.00
Wastewater	412	13.65	13.25	14.10	11.90	11.00	11.00
Fleet	519	4.00	5.00	5.00	5.00	6.00	7.00
Storm Water	493	4.00	4.00	4.00	4.10	4.00	4.00
Parks	020	21.00	18.00	18.00	19.00	20.00	20.00
Police	060	42.00	40.00	43.00	46.00	46.00	50.00
Fire	040	17.00	20.00	20.00	21.60	24.50	23.50
Ambulance Service	498	15.00	12.00	13.00	14.40	15.00	16.50
Total		196.00	191.00	199.00	207.00	214.00	222.00
Adjusted For:							
Council (part time)		-7.00	-7.00	-7.00	-7.00	-7.00	-7.00
Net Total Regular Staff		189.00	184.00	192.00	200.00	207.00	215.00

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	2021 Fee	Current Fee 2020 Fee
Citywide	Administrative	Copy charge-per page	\$ 0.15	\$ 0.15
Citywide	Administrative	Scan to electronic format-per page (8-1/2x11 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

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	2021 Fee	Current Fee 2020 Fee
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	\$150.00	\$ 125.00
Fire	Permit (Hazardous material)	2 Classes	\$250.00	\$ 225.00
Fire	Permit (Hazardous material)	3 Classes	\$375.00	\$ 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	\$525.00	\$ 500.00
Fire	Permit (Hazardous material)	5 Classes or more than 5,000 gallons, 25,000 cubic feet, or 280,000 pounds of any single class	\$650.00	\$ 628.00
Fire	Permit (Hazardous material)	Extremely Hazardous Substances, highly toxic, toxic, & pyrophoric materials of any amount	\$1,000.00	\$ 500.00
Fire	Operational Permit	Aviation Facilities, Commercial Repair Operations, Heliports, Helistops & Fueling Facilities	\$ 250.00	\$ 225.00
Fire	Operational Permit	Carnivals and Fairs	\$ 150.00	\$ 125.00
Fire	Operational Permit	Combustible Dust producing operations	\$175.00	\$ 125.00
Fire	Operational Permit	Dry Cleaning Plants using flammable solvents	\$ 150.00	\$ 125.00
Fire	Operational Permit	Exhibits/ Trade Shows	\$ 150.00	\$ 125.00
Fire	Operational Permit	High Piled Combustible Storage	\$300.00	\$ 225.00
Fire	Operational Permit	Hot work operations	\$125.00	\$ 100.00
Fire	Operational Permit	Hot work program	\$ 175.00	\$ 150.00
Fire	Operational Permit	Industrial Oven	\$ 600.00	\$ 550.00
Fire	Operational Permit	Lumber Yards	\$ 150.00	\$ 125.00
Fire	Operational Permit	Marijuana Extraction Systems/ Facilities	\$ 625.00	\$ 625.00
Fire	Operational Permit	Temporary membrane structures and tents exceeding 400 square feet	\$150.00	\$ 100.00
Fire	Operational Permit	Battery systems having a liquid capacity of more than 50 gallons	\$ 250.00	\$ 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	\$50.00	\$ 62.00
Fire	Permit	\$501 to \$2,000- \$50 for the first \$500 Plus \$6 for each additional \$100 or fraction thereof, to and including	\$50.00	\$ 62.00
Fire	Permit	\$2,001 to \$25,000- \$140 for the first \$2,000 Plus \$28 for each additional \$1,000 or fraction thereof, to and including \$25,000	\$140.00	\$ 110.00
Fire	Permit	\$25,001 to \$50,000- \$645 for the first \$25,000 Plus \$77.40 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$ 28.00	\$ 16.50
Fire	Permit	\$50,001 and above 2.5% of project value	\$ 645.00	\$ 453.00
Fire	Permit	Private Fire Hydrant"s" upto 5 fire hydrants	\$ 77.40	\$ 12.50
Fire	Permit	Private Fire Hydrant"s" 6 or more 2.5% of project value	\$ 625.00	
Fire	Permit	Fire Department Radio Coverage System	\$ 625.00	\$ 225.00

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	2021 Fee	Current Fee 2020 Fee
Fire	Plan Check	Technology Fee -Project Value \$2001 and above	\$ 150.00	
Fire	Permit - Special Event	Fireworks / pyrotechnic displays:	\$ 185.00	\$ 175.00
Fire	Permit - Demolition	Demolition of required Fire Protection System or Fire Alarm System:	\$ 155.00	\$ 150.00
Fire	Permit	UST/AGT Decommissioning of flammable / combustible liquid tanks: upto 1100 gallon capacity	\$ 155.00	\$ 150.00
Fire	Permit	UST/AGT Decommissioning of flammable / combustible liquid tanks: 1101- 10,000 gallon capacity	\$300	
Fire	Permit	UST/AGT Decommissioning of flammable / combustible liquid tanks: 10,000 gallon capacity and above	\$550	
Fire	Plan Check	Plan review fees	65% of total permit fee	65% of total permit fee
Fire	Plan Check	3rd Party Review	Cost Recovery actual costs + technology	Cost Recovery actual costs
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)	\$650/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)	\$400/event	\$300/event
Ambulance	Utility Rate Indexing	CPI Adjustment for Ambulance Utility per Utility account (rounded to closest \$.05)	\$ 12.60	\$ 12.50
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	\$200 per hr, 1 hr min	no fee
Ambulance	Committed EMS Standby	Standby time for profit events: cost per hour	\$200 per hr, 2 hr min	\$200 per hr, 2 hr min
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	\$50.00 per student	\$50.00 per student
Parks	Recreation	Youth -Per player fee (baseball/softball/soccer)	\$7.-\$12	\$7.-\$12
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	\$ 70.00
Parks	Maintenance	Porta-Potty - Additional Service (per time)	\$ 20.00	\$ 20.00
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.	\$14.-\$15.

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	2021 Fee	Current Fee
			2020 Fee	
Parks	Recreation	Surf 'n Slide 10 Punch Card (per person)	\$130-\$140	\$130-\$140
Parks	Recreation	Surf 'n Slide Picnic Shelter (per hour)	\$ 20.00	\$ 20.00
Parks	Recreation	Surf 'n Slide Season Pass	\$55-\$80/person	\$55-\$80/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	\$815-\$1,375
Parks	Recreation	Surf 'n Slide - Semi-private Lessons - All Levels	\$ 75.00	\$ 75.00
Parks	Recreation	Lifeguard Certification Class	\$ 155.00	\$ 155.00
Parks	Admin	Picnic Shelter Rental - 4 Hours	\$55-\$110	\$55-\$110
Parks	Admin	Picnic Shelter Rental - 8 Hours	\$80-\$160	\$80-\$160
Parks	Admin	Special Event Application Fee	\$75 - \$150	\$75 - \$150
Parks	Recreation/Museum	classes and programs	to be determined by class size and supplies	to be determined by class size and supplies
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
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	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	\$ 35.00
Parks	Administrative	Cascade Campground Tent Site Processing Fee	\$ 7.00	\$ 7.00
Parks	Administrative	Cascade Campground RV Site	\$ 40.00	\$ 40.00
Parks	Administrative	Cascade Campground RV Site Processing Fee	\$ 7.00	\$ 7.00
Parks	Administrative	Cascade Campground Group Site	\$ 220.00	\$ 220.00
Parks	Administrative	Cascade Campground Group Site Processing Fee	\$ 50.00	\$ 50.00
Parks	Administrative	Cancellation Processing Fee (Campsite/Picnic Shelter)	\$15.00	\$15.00
Parks	Administrative	Amphitheater Rental (Daily)	\$ 75.00	\$ 75.00

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	2021 Fee	Current Fee 2020 Fee
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	\$ 85.00	\$ 85.00
Finance	Business License	Bus. Lic Temporary local,transient	\$ 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
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
Utility	sanitation/garbage rates	Attachment A (based on contractor fees on Dec. 1, 2019)		
Utility	Water Rates	residential basic (0-500 cubic feet) 3/4 inch meter	\$ 25.93	\$ 25.17
Utility	Water Rates	resid over 500 (per 100 cf or portion thereof)	\$ 0.96	\$ 0.94
Utility	Water Rates	residential basic (0-1,000 cf) 1 inch (nearest 5 cents)	\$ 30.81	\$ 29.91
Utility	Water Rates	residential basic (0-2,500 cf) 1.5 inch	\$ 45.30	\$ 43.98
Utility	Water Rates	residential basic (0-10,000 cf) 2 inch	\$ 117.86	\$ 114.42
Utility	Water Rates	dwelling with 2 living units (0-1000 cf)	\$ 51.86	\$ 50.35
Utility	Water Rates	dwelling over 1000 (per 100 cf or portion thereof)	\$ 0.96	\$ 0.94
Utility	Water Rates	dwelling with 2 living units (0-2,000 cf) 1 inch	\$ 61.62	\$ 59.82
Utility	Water Rates	dwelling with 2 living units (0-5,000 cf) 1.5 inch	\$ 90.60	\$ 87.96
Utility	Water Rates	dwelling with 2 living units (0-20,000 cf) 2 inch	\$ 235.71	\$ 228.85
Utility	Water Rates	Commercial 500 cf 3/4 in.	\$ 43.81	\$ 42.53
Utility	Water Rates	commercial over 500 (per 100 cf or portion thereof)	\$ 0.96	\$ 0.94
Utility	Water Rates	commercial (0-1,000 cf) 1 in.	\$ 48.63	\$ 47.21
Utility	Water Rates	commercial (0-2,500 cf) 1.5 in.	\$ 63.12	\$ 61.28
Utility	Water Rates	commercial (0-10,000 cf) 2 in.	\$ 135.68	\$ 131.73
Utility	Water Rates	commercial (0-20,000 cf) 3 in.	\$ 232.38	\$ 225.61

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	2021 Fee	Current Fee 2020 Fee
Utility	Water Rates	commercial (0-35,000 cf) 4 in.	\$ 377.49	\$ 366.50
Utility	Water Rates	commercial (0- 50,000 cf) 6 in.	\$ 522.55	\$ 507.33
Utility	Water Rates	commercial (0- 90,000 cf) 8 in.	\$ 909.48	\$ 882.99
Utility	Water Rates	commercial (0- 150,000 cf) 10 in.	\$ 1,489.82	\$ 1,446.43
Utility	sewer	residential sewer rates -flat rate	\$ 37.97	\$ 36.87
Utility	sewer	Duplex sewer rates - flat rate	\$ 75.95	\$ 73.74
Utility	sewer	commercial sewer (0-1,000 cf)	\$ 39.86	\$ 38.69
Utility	sewer	commercial sewer over 1,000 cf (per 100 cf)	\$ 1.56	\$ 1.51
Utility	strmwtr	stormwater rates residential	\$ 6.08	\$ 6.04
Utility	strmwtr	stormwater rates non-residential 0- 6,000 square feet	\$ 6.08	\$ 6.04
Utility	strmwtr	strmwtr rates non-residential 6,001 - 15,000 sf impervious grnd cover	\$ 10.25	\$ 10.19
Utility	strmwtr	strmwtr rates non-residential 15,001 - 30,000 sf impervious grnd cover	\$ 14.97	\$ 14.88
Utility	strmwtr	strmwtr rates non-residential 30,001 -60,000 sf impervious grnd cover	\$ 29.83	\$ 29.65
Utility	strmwtr	strmwtr rates non-residential 60,001 - 120,000 sf impervious grnd cover	\$ 59.43	\$ 59.07
Utility	strmwtr	strmwtr rates non-residential 120,001 -240,000 sf impervious grnd cover	\$ 118.93	\$ 118.19
Utility	strmwtr	strmwtr rates non-residential over 240,000 sf impervious grnd cover	\$ 178.37	\$ 177.27
Utility	strmwtr	Stormwater utility Appeal Fee	\$ 50.31	\$ 50.00
Utility	Administrative	service charge for turn offs/ons after 4:00 pm	\$ 80.00	\$ 80.00
Utility	Administrative	delinquent service charge	\$ 30.00	\$ 30.00
Utility	Administrative	Sign-in fee	\$ 15.00	\$ 15.00
Mun. Svc.	Water main tapping fee	3/4" - 2" tap	\$ 157.00	\$ 152.00
Mun. Svc.	Water main tapping fee	4" - 6" tap	\$ 352.00	\$ 342.00
Mun. Svc.	Water main tapping fee	8" tap	\$ 427.00	\$ 415.00
Mun. Svc.	Water main tapping fee	10" tap	\$ 542.00	\$ 526.00
Mun. Svc.	Water main tapping fee	12" tap	\$ 628.00	\$ 610.00
Mun. Svc.	Water sample	Purity test per sample	\$ 108.00	\$ 105.00
Mun. Svc.	Filling and flushing	Newly constructed water mains Per 100 ft of line	\$ 26.00	\$ 25.00
Mun. Svc.	water meter	3/4" meter	\$ 379.00	\$ 368.00
Mun. Svc.	water meter	1" meter	\$ 476.00	\$ 462.00
Mun. Svc.	water meter	1-1/2" meter	\$ 921.00	\$ 894.00
Mun. Svc.	water meter	2" meter	\$ 974.00	\$ 946.00
Mun. Svc.	Previously installed water svc	3/4" service	\$ 2,166.00	\$ 2,103.00
Mun. Svc.	Previously installed water svc	1" service	\$ 3,250.00	\$ 3,155.00
Mun. Svc.	Previously installed water svc	1-1/2" to 2" service	\$ 4,333.00	\$ 4,207.00
Mun. Svc.	Connect to existing main	Any size (up to 4 hours)	\$ 396.00	\$ 384.00
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 Devlpmnt Chrg	3/4" water meter	\$ 1,435.00	\$ 1,393.00
Mun. Svc.	Water System Devlpmnt Chrg	1" water meter	\$ 2,438.00	\$ 2,367.00
Mun. Svc.	Water System Devlpmnt Chrg	1-1/2" water meter	\$ 4,856.00	\$ 4,715.00
Mun. Svc.	Water System Devlpmnt Chrg	2" water meter	\$ 7,798.00	\$ 7,571.00
Mun. Svc.	Water System Devlpmnt Chrg	3" water meter	\$ 14,709.00	\$ 14,281.00

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	Current Fee	
			2021 Fee	2020 Fee
Mun. Svc.	Water System Devlpmnt Chrg	4" water meter	\$ 29,413.00	\$ 28,556.00
Mun. Svc.	Water System Devlpmnt Chrg	6" water meter	\$ 61,528.00	\$ 59,736.00
Mun. Svc.	Water System Devlpmnt Chrg	8" water meter	\$ 116,310.00	\$ 112,922.00
Mun. Svc.	Water System Devlpmnt Chrg	10" water meter	\$ 177,945.00	\$ 172,762.00
Mun. Svc.	Sewer System Devlpmnt Chrg	3/4" water meter	\$ 856.00	\$ 831.00
Mun. Svc.	Sewer System Devlpmnt Chrg	1" water meter	\$ 1,455.00	\$ 1,413.00
Mun. Svc.	Sewer System Devlpmnt Chrg	1-1/2" water meter	\$ 2,884.00	\$ 2,800.00
Mun. Svc.	Sewer System Devlpmnt Chrg	2" water meter	\$ 4,560.00	\$ 4,427.00
Mun. Svc.	Sewer System Devlpmnt Chrg	3" water meter	\$ 8,731.00	\$ 8,477.00
Mun. Svc.	Sewer System Devlpmnt Chrg	4" water meter	\$ 17,456.00	\$ 16,948.00
Mun. Svc.	Sewer System Devlpmnt Chrg	6" water meter	\$ 36,390.00	\$ 35,330.00
Mun. Svc.	Sewer System Devlpmnt Chrg	8" water meter	\$ 69,022.00	\$ 67,012.00
Mun. Svc.	Sewer System Devlpmnt Chrg	10" water meter	\$ 105,655.00	\$ 102,578.00
Mun. Svc.	Engineering plan review	Engineering plan review	\$300 min (up to 4 sheets) \$75 for each add'l sheet	\$300 min (up to 4 sheets) \$75 for each add'l 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
Mun. Svc.	Sewer Discharge Permit	Discharge permit renewal	\$ 1,700.00	\$ 1,700.00
Mun. Svc.	Sewer Discharge Permit	Annual Discharge permit fee	\$ 850.00	\$ 850.00
Mun. Svc.	Stormwater Appeal Fee		\$ 55.00	\$ 55.00
Mun. Svc.	hydrant rental	Backflow Preventer (per day)	\$ 5.00	\$ 5.00
Mun. Svc.	hydrant rental	fire hydrant meter rental per day	\$ 5.00	\$ 5.00
Mun. Svc.	hydrant rental	fire hydrant usage (per 100 cf)	\$ 0.97	\$ 0.94
Mun. Svc.	hydrant rental	fire hydrant rental with no city meter available	\$8.00 + est. usage	\$8.00 + est. 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

City of Moses Lake 2021 Fee Schedule

Note: 2020 fee is effective January 1, 2020, Resolution 3786

DEPART	FEE TYPE	FEE DESCRIPTION	2021 Fee	Current Fee
				2020 Fee
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)	Per IBC Schedule	Per IBC Schedule
Comm Dev	Building Permit	Mercantile per foot	Per IBC Schedule	Per IBC Schedule
Comm Dev	Building Permit	Storage per foot	Per IBC Schedule	Per IBC Schedule

MEMORANDUM

To: Department Directors
Division Managers
Administrative Support Staff

From: Allison Williams, City Manager

Date: July 10, 2020

Re: Fiscal Year 2021 Budget Guidelines

The purpose of these instructions is to communicate the process we will be using to develop the FY 2021 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 2021 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, with no increases factored in for the first round of budget estimates. 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.

2021 comes with ongoing challenges, as we are just starting to see some effects of the economic shutdown and resulting recession from the COVID 19 pandemic. We were able to build the General Fund balance to \$5.8 million at the end of 2019 going into 2020. This represents 21.0% of the 2020 General Fund expenditure budget of \$28.0 million. The Governmental Finance Officers Association (GFOA) recommends a General Fund balance of 16.7% or a two-month operating reserve which calculates to be \$4.676 million, leaving about \$1.2 million as a contingency going into 2020. Preliminary estimates of General Fund indicate that we could be short a net of about \$2.0 million in 2020 because of the economic shutdown. If that is the case, we can use the contingency balance of \$1.2 million, and postpone about \$1 million of capital expenditures, so that we are not currently proposing any changes in ongoing operations in 2020.

It should be noted that Council's stated General Fund reserve 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. I will be working with the Finance Director to bring a comprehensive set of financial policies to Council for their consideration.

In 2017, 2018 and 2019 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. This practice has allowed us to do some "catch up" on those purchases and has built the replacement reserves so we can better weather this current economic storm.

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.

City of Moses Lake
2021 Budget Requests

Budgeted

Dept.	Description	Funding Source	Amount		Bud/
			Non-Personnel	Personnel	Unbud
Budgeted					
Bldg Maint	Upgrade old Chamber of Commerce building for City use	Bldg Maint Fund Balance	\$	200,000	B
Bldg Maint	Additional Storage Building at Dunes WWTP	Bldg Maintenance throughWastewater	\$	300,000	B
Finance	Add one Information Technology Analyst- 1/2 from new Crim Justice Sales Tax	Central Services		\$ 107,000	B
Fire	Self-Contained Breathing Apparatus replacement	General Fund	\$	60,000	B
Fire	Replacement Fire Apparatus	General Fund	\$	325,000	B
Ambulance	Stryker Auto Load System	Ambulance Fund	\$	30,000	B
Parks & Rec	Paint Pool surface at Surf'n Slide Waterpark 2 options : Sandblasted & painted or Install Liner with 10 yr warranty	General Fund	\$	250,000	B
Park & Rec	Cascade Park repaving	Parks Capital-Carryfwd	\$	30,000	B
Parks & Rec	Replace Knolls Vista Playground	Parks Capital	\$	55,000	B
Parks & Rec	Replace Gillette playground	Parks Capital	\$	30,000	B
Parks & Rec	Update the Parks & Recreation Comprehensive Plan	General Fund	\$	50,000	B
Stormwater	Conduct a Cost of Service Study	Stormwater	\$	50,000	B
Airport	Install above-ground fuel station	Grant to be repaid by \$0.25/gal fuel surcharge		\$175,000 \$10,700 Yrly	B
Water	Continue Automated Meter Reading program \$300k annually for 6 years	Water Capital	\$	300,000	B
Fleet Maint.	1 Additional Vehicle Technicians \$90,000 - Public Safety Upfits - 0.5 CJ Sales Tax; 0.5 Fire and Ambulance	Fleet-spread back 50% to Police, 25% Fire, 25% Ambulance		\$ 90,000	B
Total Budgeted			\$	1,855,000	\$ 197,000

City of Moses Lake
Fire Department
2021 Budget Initiative

Budgeted

PROPOSAL

Remodel of Chamber of Commerce Building to provide office space for Fire Department Administration.

In evaluating the projected growth of the City it is quite apparent that as we continue to annex and add population through normal growth of the city, that our current infrastructure is incapable of absorbing that growth status quo.

In the Fire Department narrative the projected growth for the department includes an expansion of eight members by fiscal year 2025. Fire Station 1 at 701 E 3rd Avenue was constructed in 1996 and the department moved operations to this station in 1997. Since the time the station was occupied daily staffing went from 3 administrative positions and 4 operations positions to 7 administrative positions and 7 operations positions. While there is capacity in this station to provide additional staffed unit response due to adequate apparatus housing, there is no capacity for additional operations staffing due to no availability of bunk rooms.

The call volume of Station 1 has expanded exponentially in the past few years, and with the addition of more medical facilities in the Station 1 first due area we will need to staff Station 1 with an additional medic unit daily by fiscal year 2025 just to keep pace with call volume.

Call volume increases for the department have moved from an average of just over 9 per 24 hour period in 2019 to a projected average of nearly 12 per 24 hour period by the end of 2021. This is a significant increase in call volume—equating to 25% growth in call volume in a two year period. The national average for call volume growth is 1.5% per year.

In order to accommodate an additional staffed unit from Station 1 we will need additional report writing space for crews, and additional bunk rooms. A solution to this has been identified, and that is to move the current department administration out of Station 1 and into the Chamber of Commerce building. This would allow conversion of the office spaces at Station 1 into report writing rooms and bunk rooms the only costs being the purchase of furnishings (beds and additional computers.)

The department administration could work from the Chamber of Commerce building with an added benefit of conversion of the conference room into an emergency operations center for the City.

This request is for \$200,000 to convert the Chamber of Commerce building into the Fire Department headquarters building.

These impacts are directly related to growth and annexations.

IMPACTS

1. **Fiscal Impact** – \$200,000
2. **Proposed Funding Source** – Bldg. Maint. *Fire Impact Fees should continue to be explored and adopted.*
3. **Public Impact** – Provides additional response capability from existing facilities, and provides an emergency operations center for all city departments.
4. **Personnel Impact** – Provides additional bunk room space at Fire Station 1.
5. **Required Changes in City Regulation or Policies** – No.
6. **Legal Constraints, if applicable** – No.
7. **Viable Alternatives** – none identified.

City of Moses Lake
Waste Water
2021 Budget Initiative

Storage Building at Dunes WWTP
Budgeted

PROPOSAL

Wastewater Department Storage Facilities are reaching capacity. Future department growth is inevitable. An extra storage building will provide security for City equipment as well as protection from the elements.

IMPACTS

1. **Fiscal Impact** -- \$300,000 one-time
2. **Proposed Funding Source** – Bldg. Maintenance through Wastewater
3. **Public Impact** – High value equipment will be protected from the elements, which may extend useful life.
4. **Personnel Impact** –
5. **Required Changes in City Regulation or Policies** – NO
6. **Legal Constraints, if applicable** – NO
7. **Viable Alternatives** – None

City of Moses Lake
Department
2021 Budget Initiative

Add one IT Application Support Analyst
Budgeted

PROPOSAL

As we were trying to implement a new Financial Management System, complete with Payroll, Accounts Payable, Fixed Assets, and Utility Billing, it became apparent that our staff are kept extremely busy with their day-to-day work, and we didn't have the capacity to spend enough time on a system implementation to get it accomplished. To have someone focused on the system implementation, we hired a project-related temporary employee to manage all the "homework" we must do in relation to this implementation. Since Municipal Services was also implementing an asset management software, Cityworks, they have also used the IT temporary to support their training. Another system coming on line for the City is Laserfiche, which is our new records management system. All of these new systems also need someone to document the procedures and train new employees.

Going forward, we are requesting that this position become full-time, so we can have a staff person familiar with both our processes and the software to help trouble-shoot and train for these major systems, who "speaks the language" of the software providers. An ongoing task of this position will be to review system "version" upgrades, and analyze how the software changes apply to City operations. Another needed task is to prepare written documentation of the system procedures, and keep that updated as the City and the software grows and changes.

In reviewing the workload of our other 2 IT Analysts, they are getting busier as we have been adding electronic devices to assist divisions to have more efficient operations. Just keeping up with the Public Safety electronics is almost a full-time job. In light of this reality, we are proposing to fund half of a new position with the new Criminal Justice Sales Tax revenue, and spread the remainder among the rest of the operating funds through the Central Services charge.

IMPACTS

1. **Fiscal Impact** -- \$107,000 annually (both salary and benefits).
2. **Proposed Funding Source** – Central Services Fund 517, supported 50% by the Criminal Justice Sales Tax through the Police operating allocation, and 50% across all other operating divisions.
3. **Public Impact** – This will continue to make the City more efficient in processing data, and ultimately we want to lead to better transparency, as the data we are gathering in these new systems can be shared with the public.
4. **Personnel Impact** – All operating divisions will have a City employee to respond to system questions, and provide training.

5. **Required Changes in City Regulation or Policies** – No change in policy—just Council approval to add a new position.
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – Rely solely on system software support, which may not be familiar with our operations.

City of Moses Lake
Fire Department
2021 Budget Initiative

Budgeted

PROPOSAL

Self Contained Breathing Apparatus replacement program:

All self contained breathing apparatus (SCBA) are regulated under Washington Administrative Code 296-305 for firefighting use in Immediately Dangerous to Life and Health (IDLH) atmospheres. The regulation specifies that breathing air systems must meet the requirements of applicable National Fire Protection Association (NFPA) Standards. The standards specify mandatory replacement dates for SCBA. Currently the fire department has 42 SCBA units, one for each riding position on all fire apparatus as specified in NFPA Standards and as addressed in Washington Survey and Rating Bureau guidance. These units will be expiring in the very near future. In order to eliminate the necessity of replacing all units in one budget year, the Fire Department has implemented a phased replacement approach that will allow us to replace several units per year. In 2015 the department began purchasing the MSA G-1 SCBA system to replace our aging Survivair SCBA's. By replacing a portion of the units annually we avoid the hit of replacing all 42 units at one time.

IMPACTS

- 1. Fiscal Impact** – \$60,000
- 2. Proposed Funding Source** – General fund.
- 3. Public Impact** – Directly impacts our ability to enter Immediately Dangerous to Life and Health atmospheres during rescue operations.
- 4. Personnel Impact** – Provides required respiratory protection as specified in WAC 296-305.
- 5. Required Changes in City Regulation or Policies** – No.
- 6. Legal Constraints, if applicable** – Required by WAC 296-305
- 7. Viable Alternatives** – none identified.

City of Moses Lake
Fire Department
2021 Budget Initiative

A Replacement Fire Apparatus
Budgeted

PROPOSAL

Replacement of vehicle 212, a 1988 2,000 gallon water tender. This vehicle is utilized to help satisfy fire flow requirements in areas of the city where we have inadequate or non-existent fire flow. In certain areas of the city, development cannot be allowed due to infrastructure such as mains and hydrants being available. Water tender support coupled with strong fire protection policy requirements such as residential fire sprinklers are the only way to provide needed fire flow in areas such as Cascade Valley.

The three water tenders that we currently operate directly support development in areas such as these by allowing usage of the wildland / urban interface code and International Residential Code to mitigate fire flow factors.

Currently the newest of the Tenders we operate is the donated tender that we received this year. This tender is a 2001 American LaFrance pumper / tender. The other tenders are a 1999 E-One 2,000 gallon tender, and a 1988 GMC 2,000 gallon brush tender.

The vehicle that we are proposing to replace could also replace vehicle 241, a 2000 E-One Class A Fire Pumper. Vehicle 241 is at the end of its service life and each year we wait until replacement we will see additional survey and rating deficiency points assigned. Replacement of the 1988 Tender and the 2000 Pumper with a single, more capable Pumper / Tender, will help us mitigate WSRB deficiency points, a means to provide fire flow in areas underserved or not served by city infrastructure, and will provide a better supply / delivery platform than we currently have.

IMPACTS

1. **Fiscal Impact** – We are waiting for quotes, but the estimate is approximately \$872,000 for a pumper / tender. \$325,000 was included in the Fleet capital budget anticipating a chassis prepayment at the end of 2021.
2. **Proposed Funding Source** – General fund / bond or LOCAL program
3. **Public Impact** – Impacts WSRB rating which directly impacts the public in the way of insurance rates. Provides fire flow for developments under served / not served by City infrastructure.
4. **Personnel Impact** – Replacing two vehicles with a single more capable vehicle frees up driver / operators (1 vs. 2 to get the same capability to a scene). This allows the non driver to gear up and be ready to operate upon arrival on scene. Provides better flow performance and will ultimately enhance the safety of personnel operating under tender provided fire flow conditions at structural fires.
5. **Required Changes in City Regulation or Policies** – No.
6. **Legal Constraints, if applicable** – No.
7. **Viable Alternatives** – We could look at used apparatus that meet the parameters of a pumper-tender, however this would not reduce the deficiency points from WSRB as much as a new unit would.

City of Moses Lake
Ambulance
2021 Budget Initiative
Budgeted

PROPOSAL

Stryker Auto Load System:

The amount equals the cost plus shipping and tax for a Stryker Auto Load System for Medic 2. We currently have one full auto load system plus power cot installed on Medic 1 (our primary EMS unit from Station 1). These systems are proven to reduce back injury in EMS responders. The unit installed in Medic 1 has been a great addition to our EMS system. To use OSHA/WISHA terminology, this is a prime example of an engineering control to reduce and/or prevent injury to our employees. These units also provide an added level of protection to larger body mass patients (or any patient in reality) due to the enhanced stability of the load system which significantly reduces the chance of an accidental patient drop during patient load/unload from the medic unit.

IMPACTS

- 1. Fiscal Impact** – \$30,000
- 2. Proposed Funding Source** – Ambulance
- 3. Public Impact** – Directly impacts patient comfort and safety during transfer into and out of medic units.
- 4. Personnel Impact** – Provides enhanced ergonomic controls for lifting injury prevention.
- 5. Required Changes in City Regulation or Policies** – No.
- 6. Legal Constraints, if applicable** – None
- 7. Viable Alternatives** –

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Surf 'n Slide Water Park Pool Surface
Budgeted

PROPOSAL

The Surf 'n Slide Waterpark opened in May of 1994 and is now 26 years old. Over many years, the pool surface has been painted and repainted. The accumulation of paint layers is causing significant issues with new paint peeling and flaking off. This can cause a variety of problems for patrons visiting the water park including lacerations and at times swimsuit damage from uncured paint or caulking. Consultants who have examined the facility have recommended sandblasting the entire pool down to the original concrete prior to the next painting or installing a membrane/liner over the existing layers of paint following scraping and feathering edges. The membrane/liner would come with a limited 10 year warranty whereas the paint would only include a limited 1 year warranty. The membrane/liner is the less expensive identified option.

IMPACTS

1. **Fiscal Impact** -- \$241,246.77, this would be a one-time cost during the useable service life of the liner (10 years with limited warranty). (rounded to \$250,000 for sake of discussion)
2. **Proposed Funding Source** – General Fund as LTAC did not authorize the request
3. **Public Impact** – This will improve the quality for the public who visit our water park. Feet will not be injured and paint will not adhere to swimming suits.
4. **Personnel Impact** – Staff will not have to deal with complaints about paint on swimsuits, and first aid issues with lacerations will be reduced or eliminated.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – Contract Management
7. **Viable Alternatives** – None

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Cascade Parking Lot Paving
Budgeted

PROPOSAL

The roadway into Cascade Park Campground was partially paved in 2020. There was \$30,000 left from this year's paving project that would be carried over to be able to complete another section of Cascade Campground.

IMPACTS

1. **Fiscal Impact** -- \$30,000
2. **Proposed Funding Source** – General Fund - Carryforward
3. **Public Impact** – It will give the public and campers a nice, paved parking area to use instead of gravel. It will keep the dirt down from the gravel and this is better for the campers.
4. **Personnel Impact** – This will help the maintenance staff with not having gravel get into the grass and our mowers.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Knolls Vista Playground Replacement
Budgeted

PROPOSAL

The Knolls Vista playground is long overdue to be replaced. The playground has several parts that have been removed due to being broken and replacement parts are unavailable (discontinued). We are unable to purchase replacement parts for the playground due the age of the structure. We have retrofitted some replacements to keep the playground safe. At this time, it is recommended that we replace the whole playground. The cost includes removal of existing playground, and installation of new playground.

IMPACTS

1. **Fiscal Impact** -- \$55,000
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – It will give the neighborhood a new playground for the children to enjoy and recreate safely.
4. **Personnel Impact** – Maintenance staff will not have to fabricate repair parts on the playground because replacement parts are unavailable due to the age of the unit.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative
Gillette Playground Replacement
Budgeted

PROPOSAL

The Gillette playground is long overdue to be replaced. The playground has several parts that have been removed due to being broken and are unavailable (discontinued) for replacement. We are unable to purchase replacement parts for the playground due the age of the structure. We have retrofitted some non-original parts to keep the playground safe. At this time, it is recommended that we replace the whole playground. The cost includes removal of existing playground, and installation of new playground.

IMPACTS

1. **Fiscal Impact** -- \$30,000.00
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – It will give the neighborhood a new playground for the children to enjoy and be safe.
4. **Personnel Impact** – Maintenance staff will not have to retro fix parts on the playground because replacement parts are unavailable due to the age of the playground.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Parks & Recreation Comprehensive Plan
Budgeted

PROPOSAL

The existing Comprehensive Parks, Recreation & Open Space Plan will expire next year (2021). Without it, we cannot apply for grant funding from the Recreation Conservation Office who have provided most of grants for park improvements over the year. In 2016, the comprehensive plan was done in-house to reduce cost. At this time, the comprehensive plan needs a complete overhaul and needs to be done professionally (*contracted professional service*).

IMPACTS

1. **Fiscal Impact** -- \$50,000 (one-time).
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – This will allow the public to give input on how Parks & Recreation is maintained, developed and/or future parks.
4. **Personnel Impact** – The plan will allow staff to apply for grants and give a roadmap for the future.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – No

City of Moses Lake
Stormwater
2021 Budget Initiative
Cost of Service Study
Budgeted

PROPOSAL

There were several budget requests that are unable to be fulfilled due to lack of available funds. A cost of service study will look at future needs and propose rates to pay for necessary costs of the utility.

IMPACTS

1. **Fiscal Impact** -- \$50,000 one-time
2. **Proposed Funding Source** – Storm Water Utility Fund
3. **Public Impact** – A possible rate adjustment that would be used to improve the stormwater system.
4. **Personnel Impact** – Providing information to the consultant; developing capital plans
5. **Required Changes in City Regulation or Policies** – None, unless a change in the Municipal Code is a recommended outcome of the study.
6. **Legal Constraints, if applicable** – Procurement guidelines for a professional service
7. **Viable Alternatives** – None

City of Moses Lake
Department
2021 Budget Initiative

**Airport CARB Loan
Fuel System**

Budgeted

PROPOSAL

The Airport Advisory Board applied for a Community Aviation Revitalization Board (CARB) Loan to purchase an above-ground fuel system for the airport. The board believes there is adequate aviation traffic to our airport to support the sale of fuel and that the ability to purchase fuel at our airport would attract more interest in our airport.

We have recently heard that the loan has been approved, so we have included this project in the preliminary budget accordingly. (i.e. add the project expense and the loan revenue, add an expenditure line of fuel for resale, a revenue for sale of fuel, and applicable principal and interest for the debt service requirement).

IMPACTS

1. **Fiscal Impact** – The request is for \$175,000
2. **Proposed Funding Source** – CARB Loan to be repaid by the Airport fund using a potential surcharge on aviation fuel. Annual repayment is estimated to be \$10,700. (With a \$0.25 per gallon surcharge, we would need to sell 42,800 gallons of fuel to make the debt service payment.)
3. **Public Impact** – Possible/hopeful increased air traffic to the airport. Current tenants can fuel locally.
4. **Personnel Impact** – City Personnel would need to manage the installation and coordinate tank fill-ups and billing for the gas used.
5. **Required Changes in City Regulation or Policies** – Execute loan documents
6. **Legal Constraints, if applicable** – Dept of Ecology rules for fuel storage tanks
7. **Viable Alternatives** – None

City of Moses Lake
Municipal Services/Water
2021 Budget Initiative

Water Meters
Budgeted

PROPOSAL

Continue a six year (2020-2025) change out of the existing AMR Itron endpoint to a new AMI Badger endpoint on every service meter. The benefits would be increased data collection from services and a reduction in operating costs collecting meter readings. This was approved in the 2020 budget. However, we decided to wait for implementation and installation until the new utility billing software is up and running. We have started the program in the fall of 2020 so we can work in the interfaces into the new system.

IMPACTS

1. **Fiscal Impact** – \$300,000 (per year 2020-2025) capital costs. 2021 includes \$400,000 because we got a late start on the first installation in 2020.
Yearly cost to collect AMR meter reading \$17.44 per meter.
Yearly cost to collect AMI meter reading \$8.52.
2. **Proposed Funding Source** – Water Fund
3. **Public Impact** – Allows customers more detailed information on their water use habits and consumption. More quickly identifies potential leaks.
4. **Personnel Impact** – Switching to the AMI system would reduce time spent collecting meter reads and allow for more time maintaining endpoints. The current Meter Readers will gradually be re-directed either to assist in the Utility Billing office or Water operations.
5. **Required Changes in City Regulation or Policies** – NA
6. **Legal Constraints, if applicable** – NA
7. **Viable Alternatives** – NA

City of Moses Lake

Fleet Management

2021 Budget Initiative

**Two Fleet Management
Vehicle/Equipment Technicians**

One Budgeted, One Unbudgeted

PROPOSAL

We request the creation of two new Vehicle/Equipment Technician positions in Fleet Management. Our intention is to utilize two new technicians for all the tasks accomplished in the Fleet Shop. The tasks include transportation of vehicles for routine maintenance and then maintenance, repairs and upfit.

An increased in the last item described as “upfit” has occurred over the last five years. The term upfit is used in the automotive and truck industry to describe the installation of the necessary emergency warning equipment into new vehicles. The number of vehicles and equipment we upfit and the number of electronic devices we add has increased. This week 50% of the Fleet Technicians were involved in upfit operations as directed.

The problem with our current situation is we have an abundance of upfits. The upfits are required by the department directors to be accomplished immediately. During the same moment we have a steady stream of essential routine maintenance that is required. We don’t have enough hours in each day to accomplish all the work at our current staffing level.

This year as in past years, one technician could keep up with the upfits in a steady flow of work. The upfits are accomplished from January 2 through December 31 during the year. However, this year the Police Department experienced an excessive number of collisions to the police vehicles assigned to them. This in turn put increased pressure on Fleet Management to produce an instant rise in the number of upfits we produce. Our Director felt an increase of the number of Technicians to accomplish upfits would temporarily fix the situation. However, moving a Technician from the maintenance side put us further behind in the scheduled maintenance we can accomplish to the fleet.

We have sent the overflow scheduled maintenance work and repairs to outside vendors. During 2018 and 2019 we tried to utilize an outside vendor for this purpose. It was a disaster. We provided the Vendor with the 2-page checklist developed by Fleet inhouse over the last three

decades and they were still unable to complete basic maintenance tasks with many return trips. We continue to find items not inspected and undone from that period.

As a side note, the moment our City Management committed to accomplish City vehicle upfits inhouse, we gained quality control of the finished product we put in the hands of City staff. The high level of quality keeps the vehicle and equipment controls consistent and in the hands of the operators. Once completed, that same quality goes a long way to keep the vehicle out of our shop except for routine maintenance.

IMPACTS

1. **Fiscal Impact** -- \$90,000 per position
2. **Proposed Funding Source** - Fleet-spread back 50% to Police, 25% Fire, 25% Ambulance
3. **Public Impact** –Less vehicles available to the departments of the City to respond to the public.
4. **Personnel Impact** – Workflow versus Staff Time.
5. **Required Changes in City Regulation or Policies** – N/A
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** –
 - a. Send the vehicles and equipment to outside vendors for service and repair.
 - b. Ask the work crews and emergency response staff to transport the vehicles and equipment to the vendors for repair and then pick them up later.
 - c. Continue to work with staff on hand with persistent delays in delivery.

City of Moses Lake
2021 Budget Requests
Unbudgeted

Dept.	Description	Funding Source	Amount		Bud/
			Non-Personnel	Personnel	Unbud
Unbudgeted					
Bldg Maint	Heavy Duty Drive-Thru Vehicle Wash System Carried forward from 2020 budget	Fleet Maint	\$ 650,000		U
Fire	Add one Fire Inspector Position Permit Fees could be enhanced	General Fund		\$ 124,800	U
Fire/Amb	Purchase Land for Station 3	General Fund-80%	\$ 200,000		U
	Eligible for Impact Fee use	Ambulance F -20%	\$ 75,000		U
Parks & Rec	Upgrade Museum Exhibits- Phase 1	General Fund/Grants	\$ 250,000		U
Park & Rec	Blue Heron Park Parking Lot Paving	General Fund	\$ 100,000		U
Parks & Rec	Replace Restroom at Blue Heron Park	Parks Capital	\$ 185,000		U
Parks & Rec	Replace Restroom at Montlake Park	Parks Capital	\$ 195,000		U
Stormwater	Add one Stormwater Crew Leader	Stormwater		\$ 92,400	U
Stormwater	Add one Truck with Arrow for new Employee	Stormwater	\$ 90,000		U
Stormwater	Add one Maintenance Worker	Stormwater		\$ 85,000	U
Fleet Maint.	Add 1 Vehicle Technician 2 requested-1 budgeted	Fleet		\$ 90,000	U
Engineering	Add 1 Project/Design Engineer position	Engineering-spread back to utilities		\$ 105,000	U
Total Unbudgeted as of 10/27/2020			\$ 1,745,000	\$ 497,200	

City of Moses Lake
Department
2021 Budget Initiative

Building Maintenance
Buildings (construction)
Object #621
Unbudgeted

PROPOSAL

Car Wash\$650,000 Fleet

Management requests a Heavy-Duty Drive-thru Wash System. Our proposed request is a “no touch” spray system for both light and heavy-duty city vehicles and equipment. The wash system will be used for all city equipment from the larger snow and ice control trucks to small department vehicles. This system will prolong the life of all city vehicles and equipment with a replacement value of approximately \$18.5 million. With the proposed new system, the city will also save \$5,300 per year on current washing procedures.

IMPACTS

1. **Fiscal Impact** – \$650,000
2. **Proposed Funding Source** – Funded by Fleet Management 519-641
3. **Public Impact** – This system will prolong the life of all city vehicles and equipment saving taxpayers money.
4. **Personnel Impact** – This will provide staff a place to clean their vehicles.
5. **Required Changes in City Regulation or Policies** – No changes.
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – Currently under review

City of Moses Lake
Fire Department
2021 Budget Initiative

Unbudgeted

PROPOSAL

Add an additional Fire Inspector position.

In 1991 the City of Moses Lake was rated by Washington Survey and Rating Bureau. At that time the rating bureau assigned significant deficiency points to the City with regard to fire and control due to not having an adequate fire inspection program.

At the time of that rating we had just under 400 occupancies that were subject to fire department annual inspections.

Since 1991 the City has annexed numerous areas and has increased both the geographical size of the city and has annexed in hundreds of new buildings, yet the fire prevention division of the department remains at the exact same staffing level it was at in 1992 when the fire inspector position was re-instituted.

We currently have over 1,400 occupancies subject to inspection, more than 400 private fire hydrants that require review and evaluation by the prevention division, more than 600 fire protection systems that require review and evaluation annually, and nearly 200 occupancies that store, use, or manufacture hazardous materials that are subject to permitting requirements.

Moses Lake is not your typical community of 25,000. We have occupancies that manufacture, use, and store significant quantities of OSHA categorized Extremely Hazardous Substances (EHS). According to Washington State Emergency Management, Grant County is of the top users of EHS in the state, with a large majority of those users in the corporate limits of Moses Lake.

The city is due for re-rating by WSRB in 2022. At our last rate we received significant deficiency points for fire control due to staffing issues within the fire prevention division. In 2020 we continued to annex areas into the city that have again added work load to both the operations and prevention divisions of the department.

IMPACTS

1. **Fiscal Impact** – \$124,800 (2021 A-Step / IAFF contract including benefits)
2. **Proposed Funding Source** – General fund. We have been taking in hazardous materials permit funding since 2015 that could directly support this position. We will likely see better compliance within the permitting program with a second inspector, and this should increase permit generated revenue.
3. **Public Impact** – Impacts WSRB rating which directly impacts the public in the way of insurance rates..
4. **Personnel Impact** – Effective fire inspection programs directly impact the safety of operational responders through mitigation of hazards through inspection and identification.
5. **Required Changes in City Regulation or Policies** – No.
6. **Legal Constraints, if applicable** – No.
7. **Viable Alternatives** – none identified.

City of Moses Lake
Fire Department
2021 Budget Initiative

Unbudgeted

PROPOSAL

Purchase land for Station 3.

In evaluation of our data we have identified areas of significant concern in meeting level of service requirements as adopted by the council through performance standards. Performance standards are policy decisions that are required to be adopted under RCW 35. Our current council adopted performance standards are significantly lower than the National Standard, yet we are having trouble meeting those level of service parameters in some areas of the city.

These impacts are directly related to growth and annexations. Due to the geographical layout of the city we are presented with challenges in finding good locations for satellite stations.

Areas that we currently have problems meeting Level of Service (LOS) response times are:

1. North industrial corridor (base)
2. Cascade Valley
3. Frontage road / I-90 east of the 179 interchange

Projected impacts:

1. Westshore Drive—Sun Terrace
2. Continued development in the southern portion of the City near Yonezawa and SR-17

At the current time we have distinct needs to provide additional stations in the southern portion of the city due to development and significantly increased call volume, and in the northern portion of the city due to response times.

This proposal is to purchase land with the intent of future development of a fire station in the Yonezawa / SR-17 area as this is the area that is providing the most impact to operations. We are continuing to look at alternatives for additional station housing in the Cascade Valley / Port areas.

IMPACTS

8. **Fiscal Impact** – \$275,000
9. **Proposed Funding Source** – About 75% General Fund - \$200,000; about 25% Ambulance Fund - \$75,000. Fire Impact Fees should continue to be explored and adopted.
10. **Public Impact** – Impacts WSRB rating which directly impacts the public in the way of insurance rates. Additional stations will directly support our ability to maintain LOS in areas that are being developed and increasing call volume.
11. **Personnel Impact** – Better response times and call volume load sharing are directly related to personnel safety and retention of personnel.
12. **Required Changes in City Regulation or Policies** – No.
13. **Legal Constraints, if applicable** – No.
14. **Viable Alternatives** – none identified.

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Museum Permanent Exhibits
Unbudgeted

PROPOSAL

The permanent exhibits at the Moses Lake Museum & Art Center were developed in 2011 when the building was completed. The exhibits have been the same since 2011 and some were never completed then due to a lack of funding. Almost 10 years later, it is time to redo the permanent exhibits and create new pods to tell a story of our community. Also, this would allow creation of a permanent exhibit for the Adam East collection that truly honors his work and his establishment of the museum.

IMPACTS

1. **Fiscal Impact** -- \$100,000
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – Our local community would have a reason to visit the museum again to learn about Adam East and his establishment of the museum to learn about our area history.
4. **Personnel Impact** – Our staff is applying for a grant to start the process of replacing the permanent pods. This would help create new pods sooner.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Blue Heron Parking Lot Paving
Unbudgeted

PROPOSAL

Blue Heron parking lot needs to be repaved as it is falling apart as the asphalt is crumbling into gravel. Blue Heron park is a heavily used park especially during the spring and summer months. This parking lot was in very poor repair when Washington State Parks signed the park over to the city in 1999. It has continued to degrade. This project will be broken into phases starting with the most critical areas.

IMPACTS

1. **Fiscal Impact** – 2021 - \$100,000, 2022 - \$150,000 and 2023 - \$100,000
2. **Proposed Funding Source** – Possible support from the Love's Truck Stop project south of the park or General Fund.
3. **Public Impact** – By repaving, the road along I-90 can be widened for cars to safely back out and have adequate space. Additional trailer parking can be created, as parking lot is full with trailers on weekends. Traffic flow through the park will be more defined.
4. **Personnel Impact** – It will impact our maintenance staff by being able to navigate vehicles to be able to clean and remove garbage.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Blue Heron Restroom Replacement
Unbudgeted

PROPOSAL

The existing restroom at Blue Heron Park is very old and extremely dilapidated. This is the original restroom for this park that was built decades ago (1967) while it was a state park. We have done all that we could to slow the inevitable need for replacement. As a result of two stick-built restrooms burning, we no longer recommend this type of structure. We would like to demolish this building and replace it with a concrete prefabricated restroom. Cost estimates below include demolition of the existing structure, site preparation, connection to city sewer, purchase and installation of a new prefabricated structure.

IMPACTS

1. **Fiscal Impact** -- \$185,000, one-time purchase
2. **Proposed Funding Source** – Water and Sewer Funds or General Fund
3. **Public Impact** – The public will receive a new restroom, that does not have stains, smells and other assorted issues.
4. **Personnel Impact** – The impact for maintenance will become better and faster cleaning. This will help in be able to complete more in the park.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
Moses Lake Parks & Recreation
2021 Budget Initiative

Montlake Park Restroom Replacement
Unbudgeted

PROPOSAL

The existing restroom at Montlake Park is very old and extremely dilapidated. This is the original restroom for this park that was constructed in 1958. As a result of two of our stick built restrooms burning in previous years, we no longer recommend replacement with this type of structure (stick built). We would like to demolish this building and replace it with a concrete prefabricated restroom. Cost estimates below include demolition of the existing structure, site preparation, connection to city sewer, purchase, and installation of a new prefabricated structure.

IMPACTS

1. **Fiscal Impact** -- \$195,000, one-time purchase
2. **Proposed Funding Source** – Water and Sewer Fund or General Fund
3. **Public Impact** – The public will receive a new restroom, that does not have stains, smells and other assorted issues.
4. **Personnel Impact** – The impact for maintenance will become better and faster cleaning (less people hours).
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
StormWater
2021 Budget Initiative

Add a Crew Leader Position
Unbudgeted

PROPOSAL

Storm Water is requesting to add a crew lead position to the division. This position would allow a crew lead to be in the field more and have a better hand on the maintenance scheduling and planning of employees on a day to day operation. With the growth in our division this position would be a great addition to the Storm Water side of our utility.

IMPACTS

1. **Fiscal Impact** -- \$100,000
2. **Proposed Funding Source** – Storm Water (493)
3. **Public Impact** – Better maintained stormwater system
4. **Personnel Impact** – Our crew would have a point of contact and a leader in the division for daily tasks
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – Will be evaluated through the budgeted cost of service study.

City of Moses Lake
Storm Water
2021 Budget Initiative

New Truck
Unbudgeted

PROPOSAL

Storm Water is requesting a new 18,000 Gross Vehicle Weight truck for completing daily tasks in the field. This vehicle will provide transportation for additional employees to use on a daily basis.

IMPACTS

1. **Fiscal Impact** -- \$90,000
2. **Proposed Funding Source** – Storm Water Fund (493)
3. **Public Impact** – More efficient response from crews
4. **Personnel Impact** – This is the capital request to support the new positions.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

City of Moses Lake
StormWater
2021 Budget Initiative
Unbudgeted

PROPOSAL

Storm Water is requesting 1 additional full-time employee to add to the division. Every year the amount of new construction in our city brings more maintenance to our division. For a number of years, we have requested more employees and have not been successful. This additional employee will help us maintain our ecology permit and keep up with the new and additional structures that we maintain on a daily basis. This addition will allow us to have 2 full crews in the field on a daily basis completing maintenance.

IMPACTS

1. **Fiscal Impact** -- \$100,000 Salaries and Benefits annually
2. **Proposed Funding Source** – Storm Water (493)
3. **Public Impact** – Better maintained stormwater system and quicker response to system issues.
4. **Personnel Impact** – Our crew would have two full maintenance crews in the field daily.
5. **Required Changes in City Regulation or Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – Will be evaluated through the Cost of Service study

City of Moses Lake
Fleet Management
2020 Budget Initiative

**Two Fleet Management
Vehicle/Equipment Technicians**

See budgeted request. One vehicle Technician was funded, one is still unbudgeted

City of Moses Lake
Engineering
2021 Budget Initiative

Project/Design Engineer Position
Unbudgeted

PROPOSAL:

Requesting one additional engineer position to perform duties of Project/Design engineers. Current staffing levels for registered engineer positions are one PE and one EIT. The engineering division previously had six engineers and a smaller workload. With the ever increasing number of projects, these two positions are overloaded and in dire need of assistance. The addition of two Project/Design Engineers would allow for better project turn around and management.

Since a new Engineering Services Director is budgeted, this request will be tabled until the new manager can evaluate the department staffing levels.

IMPACTS

1. **Fiscal Impact** -- \$105,000 salary and benefits annually
2. **Proposed Funding Source** – Engineering – spread back to utilities
3. **Public Impact** –
4. **Personnel Impact** –
5. **Required Changes in City Regulation or Policies** – NO
6. **Legal Constraints, if applicable** – NO
7. **Viable Alternatives** – None