

# CITY OF MOSES LAKE



## 2022 PROPOSED BUDGET





# 2022 Proposed Budget

## City of Moses Lake, Washington

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2022 Proposed Budget  
City of Moses Lake,  
Washington

MEMORANDUM

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

**From:** Allison Williams, City Manager  
Gail Gray, Interim Finance Director

**Date:** November 1, 2022

**Subject:** 2022 Proposed Budget Summary

We are pleased to submit the 2022 Proposed 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 23, 2021 Budget Retreat, with the understanding that it is a work in progress. Since then, staff has continued to make modifications, either to make corrections, adjust or revise estimate. This is the document that our residents will have for public review.

The Total Proposed City Budget across all funds for 2022 is currently \$83.6 million, which is \$12.0 million, or 12.5%, less than the 2021 expenditure budget of \$95.6 million. The decrease is attributed to the building project to replace the Larson Recreation Center, estimated at \$11.5 million.

- The General Fund (i.e. tax supported) budget identifies expenses for 2022 of \$30.9 million, which is \$1.4 million or 4.8% more than the 2021 Adopted budget of \$29.5 million. Most of this increase is due to adding 10.0 full-time and 2.5 FTE part-time employees that affect the General Fund with an increase of \$0.9million.

There are necessary budgeted costs listed at \$1.4 million, including the increase of \$462,500 estimated debt issuance for the Police Remodel. In addition, there are \$825,000 budgeted for replacement of vehicles, however this is a decrease of budget for vehicles as the 2021 Adopted Budget included \$3.3 million for replacement of vehicles. The amount will be carried forward for any vehicles not purchased by the end of the 2021 budget year.

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, replacement of the Larson Recreation Center, Police Remodel). 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, Miscellaneous 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 \$80.4 million, a decrease of \$3.1 million, or 4.1%, over the 2021 revenue budget of \$83.9 million. General Fund revenue accounts for \$29.0 million of this total.

Overall, the Proposed 2022 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 Police Remodel project is proposed to be funded by local borrowing of \$4.0 million.

General Fund 2022 Proposed Budget suggest \$2.0 million for use of fund balance; however, if transfers out are separated expenditures, the General Fund is balanced. There is a total of \$2.5 million budgeted for transfers out of the General Fund to fund Streets projects (\$1.2 million) and the rest is to pay for debt issuances (\$1.3million). Proposed 2022 revenues and cost allocations sustain the proposed 2022 expenditure budgets. It should be noted that the General Fund budget also does not significantly rely on one-time revenues for 2022; there are several one-time expenses in the General Fund (\$0.6 million).

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 has proven to rise to date. 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.

### **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 2021. 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). 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 2021 with about \$6.95 million or 23.5% of the 2021 budget, which is above the Council adopted General Fund Reserve policy of 16.7%. The Government Finance Officers Association (GFOA) recommends maintaining a fund balance of 16.7% (or two months of operations).

The City anticipates a surplus in 2021, however the Finance Department will continue to monitor revenues and expenditures to ensure reserves will not be drawn down. 16.7% of the 2022 Proposed General Fund budget is about \$5.2 million. The budgeted beginning fund balance going into 2022 is conservatively estimated to be \$6.9 million. Even with the conservative estimates of both beginning balance and 2022 revenue, the budget is currently developed to have an ending balance of about \$5.0 million or 16.0% of the proposed 2022 expenditure budget. If the transfers out category is excluded from the 2022 budget to account for only operating expenditures, the fund balance is 17.4% of the operating expenditures.

## **General Fund Revenue**

2022 General Fund revenue is budgeted at \$28.95 million. The revenue is budgeted \$1.3 million, or 5.0%, more than the 2021 adopted budget of \$27.58 million. The proposed budget is \$1.4 million over the 2020 Actual, which includes COVID-19 declines in revenue. The revenues in 2021 have seen a recovery from the Adopted Budget, however the City has underlying assumptions that are conservative when budgeting for the General Fund revenues.

Assumptions for revenue growth in General Fund include:

- Property tax is estimated to increase by the 1% inflation adjustment and new construction, for a total of 2.3% above the 2021 estimate. The 2022 budget is less than the proposed levy to conservatively estimate collection results. The second installment of a settlement of a delinquent tax liability (about \$295,000) is added to the regular levy, and included in Self-Insurance Fund 503 to add to the fund balance reserve.
- 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 \$7.6 million by year-end (compared to a budget of \$7.2 million and actual receipts in 2020 of \$7.5 million), but we are using an estimate of the same \$7.7 million for this major revenue source in 2022.
- 2021 is the first full year of the new voted 0.3% Criminal Justice Sales Tax. The City started receiving distributions in June 2020, actual revenues of \$982,000 exceeded expectations of \$700,000 adopted revenue budget for this category. 2021 is expected to \$1.3 million by year end, the same estimate is used for 2022 budget.

Most other taxes are estimated to either be flat, or growing in line with the Consumer Price Index (CPI). 2022 Gambling tax revenue is estimated with a 1.3% decrease and investment revenue is also anticipated to decrease.

## **Staffing**

In response to new revenue and stabilized fund balances, the City has proposed to add eleven necessary staff positions as follows:

- Executive: Human Resources Director (added and hired in 2021)
- Utility Billing: Administrative Assistant
- Community Development/Water: Code Enforcement Officer from Part-Time to Full-Time
- Municipal Services-Building Maintenance: Two Custodians
- Municipal Services-Wastewater: GIS Maintenance Technician from Part-Time to Full-Time
- Parks: Recreation Coordinator
- Parks: Customer Service Technician
- Parks: Parks Maintenance Worker
- Police: Two Traffic Officers

Step increases are included in assumptions for all eligible employees. The City has incorporated the minimum wage increase and compactions as part of the budget. Additionally, there was a 4.5% premium increase in the current medical insurance plan effective January 1, 2022.

## Capital Projects 2022

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

<b>Streets - 119</b>	<b>Projected Cost</b>
Gravel Road Paving Program (Lark Street and Luta Street)	\$ 700,000
Chip and Crack Seal - Annual	\$ 1,000,000
Marina Drive Neighborhood Revitalization and Activity Trail Connection	\$ 500,000
Yonezawa Boulevard	\$ 1,500,000
<b>Total</b>	<b>\$ 3,700,000</b>

<b>Water Rights - 471</b>	<b>Projected Cost</b>
Purchase of Water Rights Acquisition	\$ 1,000,000
<b>Total</b>	<b>\$ 1,000,000</b>

<b>Water and Sewer Construction - 477</b>	<b>Projected Cost</b>
Upsizing Water Mains	\$ 500,000
Reservoir Painting	\$ 150,000
Northshore Lift Station	\$ 2,000,000
WWTP Bio-Solids Removal	\$ 200,000
Dunes WWTP Air Diffusers Rebuilt	\$ 250,000
Larson WWTP Upgrade	\$ 250,000
Manhole Rehabilitation	\$ 500,000
Lift Station Controllers Upgrade	\$ 50,000
<b>Total</b>	<b>\$ 3,900,000</b>

<b>Fleet Management - 519</b>	<b>Projected Cost</b>
Replacement of three (3) Police vehicles	\$ 240,000
Vehicle for new Traffic Officer	\$ 80,000
Parks - Replacement of Ice Resurfacer Model 2000	\$ 190,000
Parks - Replacement of Cab Truck with Flatbed	\$ 70,000
Parks - Replacement of Diesel Large Area Mower	\$ 120,000
Parks - Replacement of Cab Pickup	\$ 45,000
Replacement of Community Development vehicle	\$ 40,000
Replacement of IT Central Services vehicle	\$ 40,000
<b>Total</b>	<b>\$ 825,000</b>



<b>Building Maintenance - 528</b>	<b>Projected Cost</b>
Civic Center Backup Generator	\$ 200,000
Energy Audit	\$ 75,000
Paint Stations 1 & 2 Exterior Apparatus Doors / Frames	\$ 75,000
<b>Total</b>	<b>\$ 350,000</b>

<b>General Fund (Police/Local Borrowing) - 001/282</b>	<b>Projected Cost</b>
Police Department Remodel	\$ 4,000,000
<b>Total</b>	<b>\$ 4,000,000</b>

*The Police Department Remodel is estimated to cost \$4.0 million. The City of Moses Lake will drawdown the funds as necessary in 2022 from local borrowing (Fund 282). The 2022 budget has a \$462,500 debt service payment incorporated as Year 1 of repayment for the project.*

Capital project carryforwards as deemed necessary from 2021 projects that were not completed by end of 2021 will be brought to Council at a later date.

### **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.

### **Fee Schedule/Rates**

Council will approve changes to the fee schedule by a separate resolution. Water and Wastewater indicate an overall increase of 3%/year is required to maintain those programs 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 6.16%.

### **Conclusion**

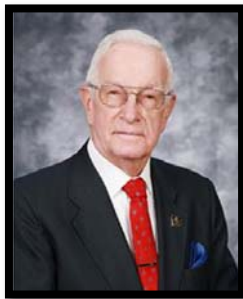
The 2022 budget is balanced within available resources. Although the General Fund projects some use of the reserve balance, staff anticipates ending balances will be consistent with prior year's budgetary performance (underspending and conservative revenue projections).

## CITY LEADERSHIP

### CITY COUNCIL



**DAVID CURNEL**  
MAYOR



**DARYL JACKSON**  
DEPUTY MAYOR



**MICHAEL RIGGS**  
COUNCIL MEMBER



**KAREN LIEBRECHT**  
COUNCIL MEMBER



**DON MYERS**  
COUNCIL MEMBER



**DAVID ECK**  
COUNCIL MEMBER



**H. DEAN HANKINS**  
COUNCIL MEMBER

**Allison Williams      City Manager**

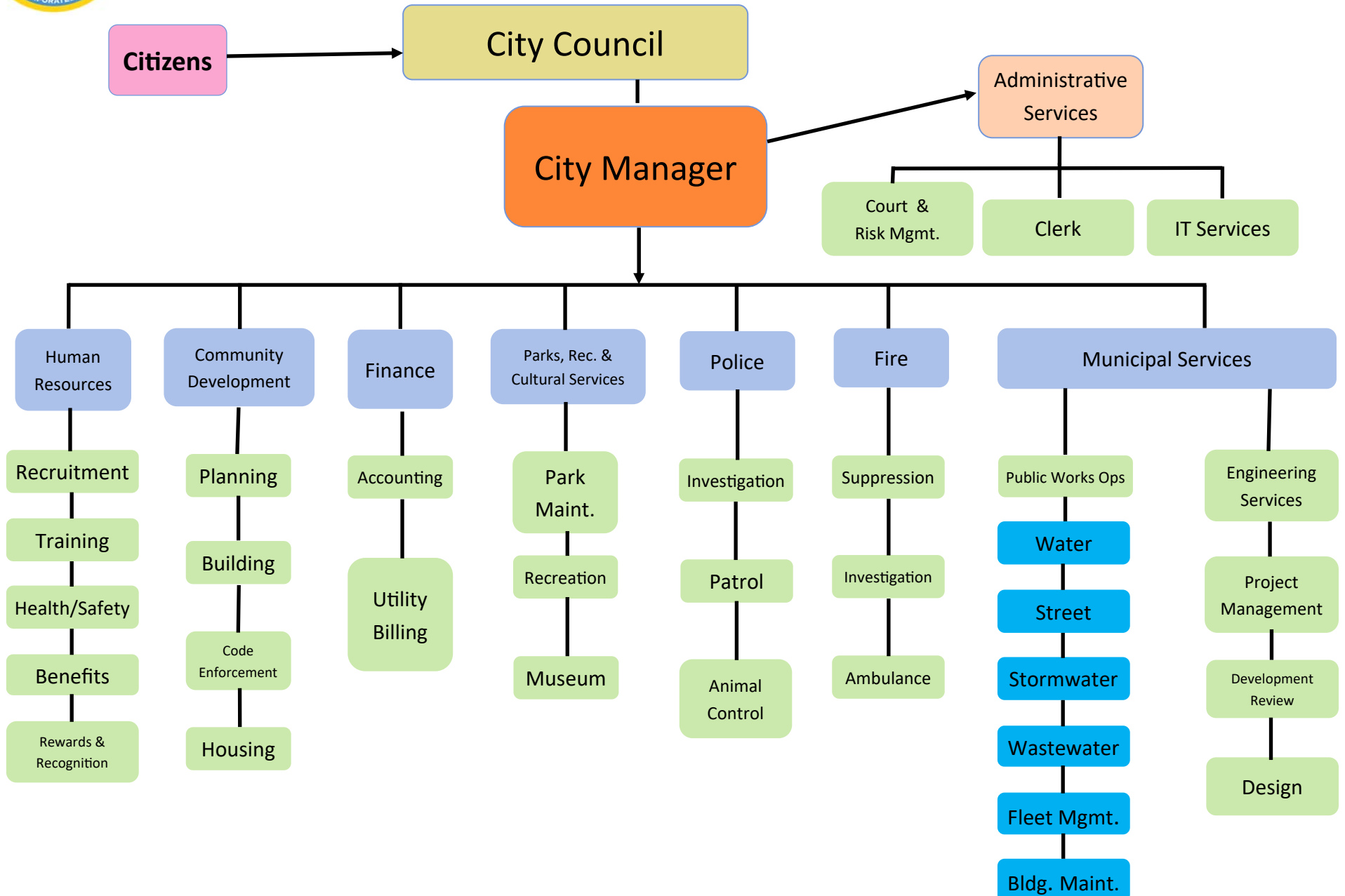
### Department Directors

<i>Melissa Bethel</i>	<i>Community Development</i>
<i>Gail Gray</i>	<i>Finance Department</i>
<i>Shannon Springer</i>	<i>Human Resources Director</i>
<i>Dave Bren</i>	<i>Municipal Services</i>
<i>Susan Schwiesow</i>	<i>Parks, Recreation &amp; Cultural Services</i>
<i>Brett Bastian</i>	<i>Fire Department</i>
<i>Kevin Fuhr</i>	<i>Police Department</i>



# CITY OF MOSES LAKE

## Organizational Chart 2021



## MEMORANDUM

To: Department Directors  
Division Managers  
Administrative Support Staff

From: Allison Williams, City Manager

Date: July 9, 2021

Re: Fiscal Year 2022 Budget Guidelines

The purpose of these instructions is to communicate the process we will be using to develop the FY 2022 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, Recreation & Cultural Services/Tourism
- Communication

In addition to these foundational priorities, the City is in the middle of a community process to update our Comprehensive Plan. Other focuses that our residents would like us to pursue include:

- Upgrading our community gateways, and revitalization of the traffic corridors and downtown;
- Participating in processes that assist with lake health; and
- Providing adequate urban services to the Urban Growth Area (UGA).

The following key principles will be observed as we prepare the City's 2022 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, and make proposals to support the additional comprehensive plan focuses.
- 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.
- For costs related to staffing the preliminary budget will incorporate increases related to contractual obligations for our represented employees and non-represented based on the step program developed in 2019. Finance will perform these calculations.
- New or reclassified positions will be considered on a limited basis. Our focus in this budget cycle is to shore up overall administrative functions. In the past 4 years (from 2017 through 2021), we have added 31 positions, with only three of those being for administrative support for all the new “boots on the ground”. We also recently added the homeless services program which requires executive and financial support, and will be required to appropriately track the next round of Federal funding.
- 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, although regional inflation is running at an annual rate of about 5%, fueled by supply line shortages/disruptions.
- 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.

2022 comes with ongoing challenges, as we come out of the COVID emergency shutdown, and grapple with other legislative directives brought about by social justice initiatives. Fortunately, the community experienced continued growth through 2020, so that we were still able to build the General Fund balance to over \$5.8 million at the end of 2020 going into 2021. This represents 19.9% of the 2021 General Fund expenditure budget of \$29.5 million. Our financial policy recommends a General Fund balance of 16.7% or a two-month operating reserve which calculates to be \$4.93 million, leaving about \$0.95 million as a contingency going into 2021. Sales tax is coming in strong in the first half of 2021, fueled by major construction projects, and we are on a trajectory to add to the fund balance again by the end of 2021. Since much of the

increase is tied to “one-time” projects, we will strive to use these balances for capital projects in 2022.

In the past several years, 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 although these levels remain to be below true replacement cycle requirements. We will continue to evaluate capital replacement needs as we work through the Capital Facilities Plan.

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.



## Budget Calendar for Preparation of 2022 Budgets

Major Steps in Budget Preparation	State Law Time Limitations	Actual 2021 Date	Moses Lake's Date
Policy setting sessions between City Council, City Manager & Department Heads.	Not Applicable	Not Applicable	Open
1. Request by Finance Director to all department heads and those in charge of municipal offices to prepare detailed estimates of revenues and expenditures for next fiscal year (calendar year). RCW 35.33.031 and RCW 35A.33.030.	By second Monday in September. <sup>1</sup>	September 13	July 30
2. Estimates are to be filed with the Finance Director. RCW 35.33.031 and RCW 35A.33.030.	By fourth Monday in September.	September 27	Aug 20
3. Estimates are presented to the City Manager for modifications, revisions or additions. Finance Director must submit to City Manager proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. RCW 35.33.031 and RCW 35A.33.030.	On or before the first business day in the third month prior to beginning of the fiscal year.	October 1	September 17
4. City Manager provides the legislative body with current information on estimates of revenues from all sources as adopted in the budget for the current year. City Manager also provides the legislative body with the clerk's proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. RCW 35.33.135 and 35A.33.135	No later than the first Monday in October.	October 4	September 28-summary
5. The legislative body must hold a public hearing on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. RCW 84.55.120. After the hearing, a city may choose to pass an ordinance at the same meeting authorizing a property tax increase in terms of dollars and percent to comply with Referendum 47.	Before legislative body votes on property tax levy. Deadlines for levy setting are in item 8 below.	See Item 8	November 9

6. City Manager prepares preliminary budget and budget message <sup>2</sup> and files with the city legislative body and Finance Director. RCW 35.33.055 & 35A.33.052.	At least 60 days before the ensuing fiscal year.	October 30	October 26
7. Clerk publishes notice of filing of preliminary budget with Finance Director and publishes notice of public hearing on final budget once a week for two consecutive weeks. RCW 35.33.061 & 35A.33.050.	No later than the first two weeks in November.	November 1 through 14	November 1
8. Setting property tax levies. RCW 84.52.070.	November 30 for <b>all</b> cities and towns.	November 30	October 26 - 1 <sup>st</sup> November 9 - 2 <sup>nd</sup>
9. The legislative body, or a committee thereof, must schedule hearings on the budget or parts of the budget and may require the presence of department heads. RCW 35.33.057 & 35A.33.055.	Prior to the final hearing.	November 2 through 30 (suggested)	October 23 (a Saturday Retreat)
10. Copies of proposed (preliminary) budget made available to the public. RCW 35.33.055 & 35A.33.052.	No later than six weeks before January 1.	November 19	November 1
11. Final hearing on proposed budget. RCW 35.33.071 & 35A.33.070.	On or <u>before</u> first Monday of December, and may be continued from day-to-day but no later than the 25th day prior to next fiscal year (December 7).	December 6	November 23
12. Adoption of budget for 2001. RCW 35.33.075 & 35A.33.075.	Following the public hearing and prior to beginning of the ensuing fiscal year.	Day of your public hearing through December 31.	November 23 or December 7
13. Copies of final budget to be transmitted to the State Auditor's Office and to MRSC.		After adoption	After adoption

<sup>1</sup> RCW 35.33.031 actually provides "on or before the second Monday of the fourth month," etc. Therefore, pursuant to the state budget law, that step (and certain others) could be taken before the dates listed here. See also, RCW 35A.33.030.

<sup>2</sup> RCW 35.33.057 and RCW 35A.33.055 specify that the budget message must contain the following:

An explanation of the budget document;

An outline of the recommended financial policies and programs of the city for the ensuing fiscal year;

A statement of the relation of the recommended appropriation to such policies and programs;

A statement of the reason for salient changes from the previous year in appropriation and revenue items;

An explanation for any recommend major changes in financial policy

<sup>3</sup>If a due date falls on a Saturday, Sunday or Holiday, that due date becomes the next business day. RCW 1.12.070.

**City of Moses Lake**  
**FOUR-YEAR BUDGET COMPARISON BY CITY FUNCTIONAL GROUPING 2019-2022**

	2019 Actual Expenditures	2019 Actual Revenues	2020 Actual Expenditures	2020 Actual Revenues	2021 Adopted Budget	2021 Adopted Revenue	2022 Proposed Budget	2022 Proposed Revenue
<b>General Fund</b>								
Legislative	\$ 348,328		357,489		290,061		159,765	
Executive	1,239,972		1,058,332		890,750		999,204	
Legal	208,641		211,192		187,600		274,550	
Community Development	1,411,303		1,640,932		1,790,088		2,011,603	
Finance	1,100,382		1,192,852		1,084,572		1,093,965	
Misc. Services	1,804,861		2,347,811		1,900,990		1,960,900	
Library	78,977		78,269		67,300		71,500	
Police	7,663,570		8,291,356		9,274,654		9,816,737	
Fire	3,819,916		4,297,612		4,891,363		4,983,806	
Parks & Recreation	5,874,842		5,161,246		6,974,983		7,344,590	
Engineering	2,055,151		2,210,372		2,183,723		2,233,296	
<b>Total General Government Funds</b>	<b>25,605,943</b>	<b>25,887,655</b>	<b>26,847,463</b>	<b>27,425,344</b>	<b>29,536,084</b>	<b>27,583,830</b>	<b>30,949,916</b>	<b>28,952,822</b>
Less: One-time General Fund Expenditures							(589,036)	
Total Recurring General Fund Budget							30,360,880	
<b>Other Operating/Enterprise Funds</b>								
Tourism Activities - 102	990,562	835,906	546,514	582,522	569,400	621,000	677,100	620,100
Grants & Donations - 103	310,126	371,477	385,855	558,712	138,800	84,400	115,300	96,500
Local Fiscal Recovery - 105	-	-	-	-	-	-	290,558	3,361,779
Homeless Services - 110	-	-	270,984	321,097	377,700	578,000	285,766	509,365
Paths & Trails - 114	-	2,351	27,577	12,086	26,000	2,000	26,000	2,000
Streets - 116	2,450,568	2,503,678	2,629,376	2,658,152	2,568,313	2,510,000	2,648,742	2,072,828
Transportation Benefit District - 170	1,650,000	1,691,661	1,650,000	1,791,289	1,850,000	1,681,000	2,154,000	1,980,500
Water/Wastewater Operating - 410	13,397,742	12,759,804	16,498,356	13,867,370	13,331,075	13,078,600	15,383,172	13,671,602
Sanitation - 490	4,386,891	4,755,439	3,616,873	4,212,289	4,499,300	4,490,000	4,836,253	4,951,680
Stormwater - 493	899,671	995,145	1,187,805	1,391,990	1,323,038	964,000	1,007,178	1,023,347
Airport - 495	25,746	26,836	85,523	36,194	234,609	202,000	73,720	27,853
Ambulance - 498	2,925,156	3,525,229	2,949,074	3,465,720	3,496,021	2,873,300	3,757,240	3,614,260
Central Services - 517	1,601,842	1,826,200	2,145,681	2,284,952	1,831,805	1,823,800	2,096,791	2,097,410
Equipment Rental - 519	2,630,921	3,792,461	6,315,463	6,283,516	5,048,691	4,113,009	2,741,250	2,716,814
Building Maintenance - 528	4,273,001	3,745,901	4,351,947	4,099,146	3,400,231	2,774,800	2,634,304	2,525,900
<b>Total Other Operating/Enterprise Funds</b>	<b>35,542,226</b>	<b>36,832,088</b>	<b>42,661,028</b>	<b>41,565,035</b>	<b>38,694,983</b>	<b>35,795,909</b>	<b>38,727,374</b>	<b>39,271,938</b>
<b>Capital Improvement Funds</b>								
Street Repair/Reconstr- 119	2,560,238	4,023,150	2,483,429	2,603,380	4,205,000	2,715,900	3,700,000	3,013,150
Parks & Recreation Imp - 314	445,668	724,386	603,444	906,350	11,500,000	12,000,000	-	-
Park Mitigation Capital Proj - 315	-	101,909	680,000	78,154	152,100	79,480	-	20,000
Water Rights - 471	-	124,560	-	160,800	1,000,000	-	2,038,316	700,000
Water/Sewer Construction - 477	3,694,718	2,999,832	3,530,512	2,050,000	6,300,000	1,550,000	3,900,000	3,900,000
<b>Total Capital Improvement Funds</b>	<b>6,700,624</b>	<b>7,973,837</b>	<b>7,297,385</b>	<b>5,798,684</b>	<b>23,157,100</b>	<b>16,345,380</b>	<b>9,638,316</b>	<b>7,633,150</b>
<b>Risk Mgmt/Employee Benefit Reserves</b>								
Unemployment Compensation - 501	73,143	68,896	63,148	61,352	51,500	54,300	66,500	85,000
Risk Management - 503	713,882	591,067	880,560	802,523	926,000	873,800	1,064,370	1,307,000
Firemen's Relief & Pension - 611	50,319	44,801	34,905	45,652	55,000	43,000	55,000	44,500
<b>Total Employee Benefit Reserves</b>	<b>837,344</b>	<b>704,764</b>	<b>978,613</b>	<b>909,527</b>	<b>1,032,500</b>	<b>971,100</b>	<b>1,185,870</b>	<b>1,436,500</b>
<b>Debt Service Funds</b>								
Local Borrowing - 282	-	-	-	-	914,000	914,000	1,451,536	1,452,500
GOB 2016 Refunding - 286	381,583	381,333	381,291	381,217	376,733	376,800	376,150	375,900
Water/Sewer 2011 Bond - 450	564,400	565,000	40,000	565,000	563,400	565,000	-	-
Water/Sewer 2004 Bond - 452	674,550	674,250	185,192	676,250	682,600	682,000	686,850	686,250
PWTF W/S Debt Service - 485	572,764	572,765	14,981	569,930	567,192	567,150	532,112	532,100
2015 GO Bond Redemption - 487	76,317	76,400	21,603	76,400	75,650	76,000	75,320	76,000
<b>Total Debt Service Funds</b>	<b>2,269,614</b>	<b>2,269,748</b>	<b>643,067</b>	<b>2,268,797</b>	<b>3,179,575</b>	<b>3,180,950</b>	<b>3,121,968</b>	<b>3,122,750</b>
<b>Total City Budget</b>	<b>\$ 70,955,751</b>	<b>\$ 73,668,092</b>	<b>\$ 78,427,556</b>	<b>\$ 77,967,387</b>	<b>\$ 95,600,242</b>	<b>\$ 83,877,169</b>	<b>\$ 83,623,444</b>	<b>\$ 80,417,160</b>

**City of Moses Lake**  
**2022 BUDGET AND ESTIMATED FUND BALANCE BY CITY FUNCTIONAL GROUPING - PROPOSED BUDGET**

	2021 Adopted Budget	2021 Adopted Revenue	2022 Proposed Budget	Exp % Chg 2022 vs 2021 Adopted	2022 Proposed Revenue	Rev % 2022 vs 2021 Adopted	2022 Use of Fund Balance	2022 Est Beg Fund Balance	2022 Est End Fund Balance
<b>General Fund</b>									
Legislative	290,061		159,765	-44.9%					
Executive	890,750		999,204	12.2%					
Legal	187,600		274,550	46.3%					
Community Development	1,790,088		2,011,603	12.4%					
Finance	1,084,572		1,093,965	0.9%					
Misc. Services	1,900,990		1,960,900	3.2%					
Library	67,300		71,500	6.2%					
Police	9,274,654		9,816,737	5.8%					
Fire	4,891,363		4,983,806	1.9%					
Parks & Recreation	6,974,983		7,344,590	5.3%					
Engineering	2,183,723		2,233,296	2.3%					
<b>Total General Government Funds</b>	<b>29,536,084</b>	<b>\$ 27,583,830</b>	<b>30,949,916</b>	<b>4.8%</b>	<b>\$ 28,952,822</b>	<b>5.0%</b>	<b>(1,997,094)</b>	<b>6,953,973</b>	<b>4,956,879</b>
<b>Other Operating/Enterprise Funds</b>									
Tourism Activities - 102	569,400	621,000	677,100	18.9%	620,100	-0.1%	(57,000)	824,031	767,031
Grants & Donations - 103	138,800	84,400	115,300	-16.9%	96,500	14.3%	(18,800)	787,348	768,548
Local Fiscal Recovery - 105	-	-	290,558	0.0%	3,361,779	0.0%	3,071,221	3,361,779	6,433,000
Homeless Services - 110	377,700	578,000	285,766	-24.3%	509,365	-11.9%	223,599	(178,021)	45,578
Paths & Trails - 114	26,000	2,000	26,000	0.0%	2,000	0.0%	(24,000)	89,378	65,378
Streets - 116	2,568,313	2,510,000	2,648,742	3.1%	2,072,828	-17.4%	(575,914)	578,663	2,749
Transportation Benefit District - 170	1,850,000	1,681,000	2,154,000	16.4%	1,980,500	17.8%	(173,500)	529,056	355,556
Water/Wastewater Operating - 410	13,331,075	13,078,600	15,383,172	15.4%	13,671,602	4.5%	(1,711,570)	2,298,719	587,149
Sanitation - 490	4,499,300	4,490,000	4,836,253	7.5%	4,951,680	10.3%	115,427	479,904	595,331
Stormwater - 493	1,323,038	964,000	1,007,178	-23.9%	1,023,347	6.2%	16,169	302,592	318,761
Airport - 495	234,609	202,000	73,720	-68.6%	27,853	-86.2%	(45,867)	72,323	26,456
Ambulance - 498	3,496,021	2,873,300	3,757,240	7.5%	3,614,260	25.8%	(142,980)	1,123,536	980,556
Central Services - 517	1,831,805	1,823,800	2,096,791	14.5%	2,097,410	15.0%	619	665,975	666,594
Equipment Rental - 519	5,048,691	4,113,009	2,741,250	-45.7%	2,716,814	-33.9%	(24,436)	2,299,219	2,274,783
Building Maintenance - 528	3,400,231	2,774,800	2,634,304	-22.5%	2,525,900	-9.0%	(108,404)	617,190	508,786
<b>Total Other Operating/Enterprise Funds</b>	<b>38,694,983</b>	<b>35,795,909</b>	<b>38,727,374</b>	<b>0.1%</b>	<b>39,271,938</b>	<b>9.7%</b>	<b>601,564</b>	<b>13,851,692</b>	<b>14,396,256</b>
<b>Capital Improvement Funds</b>									
Street Repair/Reconstr- 119	4,205,000	2,715,900	3,700,000	-12.0%	3,013,150	10.9%	(686,850)	700,212	13,362
Parks & Recreation Imp - 314	11,500,000	12,000,000	-	-100.0%	-	-100.0%	-	1,104,963	1,104,963
Park Mitigation Capital Proj - 315	152,100	79,480	-	-100.0%	20,000	-74.8%	20,000	30,616	50,616
Water Rights - 471	1,000,000	-	2,038,316	103.8%	700,000	0.0%	(1,338,316)	1,387,360	49,044
Water/Sewer Construction - 477	6,300,000	1,550,000	3,900,000	-38.1%	3,900,000	151.6%	-	1,645,056	1,645,056
<b>Total Capital Improvement Funds</b>	<b>23,157,100</b>	<b>16,345,380</b>	<b>9,638,316</b>	<b>-58.4%</b>	<b>7,633,150</b>	<b>-53.3%</b>	<b>(2,005,166)</b>	<b>9,574,127</b>	<b>7,293,760</b>
<b>Risk Mgmt/Employee Benefit Reserves</b>									
Unemployment Compensation - 501	51,500	54,300	66,500	29.1%	85,000	56.5%	18,500	13,468	31,968
Risk Management - 503	926,000	873,800	1,064,370	14.9%	1,307,000	49.6%	242,630	76,574	319,204
Firemen's Relief & Pension - 611	55,000	43,000	55,000	0.0%	44,500	3.5%	(10,500)	351,135	340,635
<b>Total Employee Benefit Reserves</b>	<b>1,032,500</b>	<b>971,100</b>	<b>1,185,870</b>	<b>14.9%</b>	<b>1,436,500</b>	<b>47.9%</b>	<b>250,630</b>	<b>5,309,384</b>	<b>3,554,848</b>
<b>Debt Service Funds</b>									
Local Borrowing - 282	914,000	914,000	1,451,536	0.0%	1,452,500	0.0%	964	-	964
GOB 2016 Refunding - 286	376,733	376,800	376,150	-0.2%	375,900	-0.2%	(250)	184,067	183,817
Water/Sewer 2011 Bond - 450	563,400	565,000	-	-100.0%	-	-100.0%	-	9,600	9,600
Bond Reserve-2011 - 451	-	-	-	0.0%	-	0.0%	-	567,600	567,600
Water/Sewer 2004 Bond - 452	682,600	682,000	686,850	0.6%	686,250	0.6%	(600)	6,400	5,800
Water/Sewer 2004 Bond Reserve- 453	-	-	-	-	-	0.0%	-	701,500	701,500
PWTF W/S Debt Service - 485	567,192	567,150	532,112	-6.2%	532,100	-6.2%	(12)	19,958	19,946
2015 GO Bond Redemption - 487	75,650	76,000	75,320	-0.4%	76,000	0.0%	680	7,350	8,030
<b>Total Debt Service Funds</b>	<b>3,179,575</b>	<b>3,180,950</b>	<b>3,121,968</b>	<b>-1.8%</b>	<b>3,122,750</b>	<b>-1.8%</b>	<b>782</b>	<b>1,496,475</b>	<b>1,497,257</b>
<b>Total City Budget</b>	<b>\$ 95,600,242</b>	<b>\$ 83,877,169</b>	<b>\$ 83,623,444</b>	<b>-12.5%</b>	<b>\$ 80,417,160</b>	<b>-4.1%</b>	<b>\$ (4,960,038)</b>	<b>\$ 27,611,524</b>	<b>\$ 24,405,240</b>

**CITY OF MOSES LAKE**  
**General Fund Proposed Budget Summary**  
**2022 Budget Comparison**

GENERAL FUND	2020 Actual	2021 Adopted	As of 9/30/2021 2021 Actual	October 23, 2021 Prelim. 2022	Adjustments Made	Notes	November 9, 2021 Proposed 2022
<b>REVENUES</b>							
PROPERTY TAX	\$ 7,808,702	\$ 7,664,700	\$ 4,888,611	\$ 7,720,700	-		\$ 7,720,700
SALES TAX	7,509,197	7,200,000	6,814,130	7,200,000	500,000	Increase sales tax estimate	7,700,000
PUBLIC SAFETY SALES TAX	982,158	1,200,000	1,018,860	1,300,000	-		1,300,000
UTILITY USER'S TAX	3,282,644	3,279,900	2,957,815	3,375,000	84,340	CPI Increase	3,459,340
GAMBLING TAX	130,769	221,000	137,627	178,000	-		178,000
OTHER TAXES	34,306	57,000	27,459	45,000	-		45,000
LICENSES & PERMITS	920,713	825,600	909,903	849,200	1,422	CPI Increase	850,622
INTERGOVERNMENTAL REVENUES	2,007,629	1,250,330	748,037	1,127,180	100,000	Confirmed HAPI Grant for 2022	1,227,180
CHARGES FOR GOODS & SERVICES	781,261	1,848,500	1,729,835	2,060,600	61,125	CPI Increase	2,121,725
FINES AND PENALTIES	643,673	656,300	791,687	998,000	31,347	CPI Increase	1,029,347
MISCELLANEOUS REVENUES	160,842	39,500	11,707	33,800	9		33,809
USE OF MONEY AND PROPERTY	233,855	310,250	168,144	205,000	3,250		208,250
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 24,495,749</b>	<b>\$ 24,553,080</b>	<b>\$ 20,203,814</b>	<b>\$ 25,092,480</b>	<b>781,493</b>		<b>\$ 25,873,973</b>
<b>OTHER GENERAL FUND - SOURCES</b>							
COST ALLOCATIONS	2,429,595	2,530,750	752,817	2,553,470	379		2,553,849
TRANSFERS IN	500,000	500,000	-	525,000	-		525,000
<b>TOTAL GENERAL FUND SOURCE OF FUNDS</b>	<b>\$ 27,425,344</b>	<b>\$ 27,583,830</b>	<b>\$ 20,956,632</b>	<b>\$ 28,170,950</b>	<b>781,872</b>		<b>\$ 28,952,822</b>
<b>EXPENDITURES</b>							
LEGISLATIVE	\$ 357,489	\$ 290,061	196,423	\$ 159,765	-		\$ 159,765
EXECUTIVE	1,058,332	890,750	652,984	1,039,204	(40,000)	Reduction by Department	999,204
LEGAL	211,192	187,600	131,820	274,500	50		274,550
COMMUNITY DEVELOPMENT	1,640,932	1,790,088	1,263,507	2,110,833	(99,230)	Reduction by Department	2,011,603
FINANCE	1,192,852	1,084,572	812,068	1,132,886	(38,921)	Reduction by Department	1,093,965
MISC SERVICES	227,890	220,990	183,713	268,000	-		268,000
LIBRARY	78,269	67,300	56,372	71,500	-		71,500
POLICE	8,291,356	9,274,654	6,454,139	9,877,767	(61,030)	Reduction by Department	9,816,737
FIRE	4,297,612	4,712,363	2,954,763	4,800,749	(120,943)	Reduction by Department	4,679,806
PARKS & RECREATION	5,046,846	6,420,383	4,538,112	6,826,830	(18,040)	Reduction by Department	6,808,790
ENGINEERING	2,210,372	2,183,723	1,477,211	2,225,176	8,120	Correction to Cost Allocation	2,233,296
<b>TOTAL GENERAL FUND ADOPTED OPERATING EXPENDITURES</b>	<b>\$ 24,613,142</b>	<b>\$ 27,122,484</b>	<b>\$ 18,721,111</b>	<b>\$ 28,787,210</b>	<b>(369,994)</b>		<b>\$ 28,417,216</b>
<b>OTHER GENERAL FUND - USES</b>							
TRANSFER OUT- STREETS	1,680,000	1,680,000	1,260,000	1,730,400	(500,000)		1,230,400
TRANSFER OUT- OTHER FUNDS	554,321	733,600	112,900	1,302,300	-		1,302,300
<b>TOTAL OTHER USES</b>	<b>\$ 2,234,321</b>	<b>\$ 2,413,600</b>	<b>\$ 1,372,900</b>	<b>\$ 3,032,700</b>	<b>(500,000)</b>		<b>\$ 2,532,700</b>
<b>TOTAL GENERAL FUND USE OF FUNDS</b>	<b>\$ 26,847,463</b>	<b>\$ 29,536,084</b>	<b>\$ 20,094,011</b>	<b>\$ 31,819,910</b>	<b>(869,994)</b>		<b>\$ 30,949,916</b>
<b>NET SURPLUS OR (DEFICIT)</b>	<b>\$ 577,881</b>	<b>\$ (1,952,254)</b>	<b>\$ 862,621</b>	<b>\$ (3,648,960)</b>	<b>1,651,866</b>		<b>\$ (1,997,094)</b>

**Notes:**

- Departments met with City Council on October 23, 2021 for a Budget Retreat to discuss the preliminary budget deficit of \$3.65 million for the 2022 Budget.
- Estimates were reviewed and the City was able to conservatively increase the General Fund revenue budget by approximately \$782,000, and the departments were able to reduce their operating budgets by approximately \$324,000. Additionally, due to project reductions in the Streets Fund, the General Fund accomplished to reduce the transfer out by \$500,000 to the Streets Fund while continuing to maintain a healthy fund balance in the Streets Fund.
- Refer to 2022 Budget Requests Summary for budget requests incorporated in the 2022 Proposed Budget. Requests are ranked by priority by department.

**City of Moses Lake**  
**SCHEDULE OF INTERFUND TRANSFERS**  
**2022 Budget**

Transfers In		Transfers Out				
	General Fund	Tourism		Transportation	Water/ Wastewater	
Funds	001	Activities	Streets	Benefit District (TBD)	Operating	Totals
		102	116	170	410	
General Fund - 001					525,000	\$ 525,000
Streets - 116	1,230,400 <sup>1</sup>					\$ 1,230,400
Street Repair Reconstruction - 119				2,154,000 <sup>1</sup>		\$ 2,154,000
Water/Sewer Construction - 477					3,900,000 <sup>2</sup>	\$ 3,900,000
Local Borrowing - 282	1,189,600 <sup>3</sup>	262,900 <sup>3</sup>				\$ 1,452,500
GOB 2016 Refunding - 286	112,700 <sup>3</sup>	112,700 <sup>3</sup>	150,500 <sup>3</sup>			\$ 375,900
Water Rights - 471					700,000	\$ 700,000
Water-Sewer 2004 Bond - 452					686,250 <sup>3</sup>	\$ 686,250
PWTF W/S Debt Service - 485					532,100 <sup>3</sup>	\$ 532,100
2015 GO Bond Redemption - 487					76,000 <sup>3</sup>	\$ 76,000
	<u>\$ 2,532,700</u>	<u>\$ 375,600</u>	<u>\$ 150,500</u>	<u>\$ 2,154,000</u>	<u>\$ 6,419,350</u>	<u>\$ 11,632,150</u>

<sup>1</sup> Funding to support of capital improvement projects.

<sup>2</sup> Funding to support water and wastewater capital projects.

<sup>3</sup> Allocation due for debt service service payments.



CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**GENERAL FUND REVENUE**

Accounting Manager

Wendy Parks

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 2022, total General Fund revenues are budgeted to be \$28,952,822; \$1,368,992, or 5.0%, more than the 2021 adopted budget of \$27,583,830. The estimated increase is primarily due to sales tax increase of \$600,000 (General and Public Safety Sales Tax). Additionally, fines and penalties are estimated to increase by approximately \$373,000 due to increased trend analysis. We have seen some ongoing downturns in revenues because of the COVID 19 pandemic despite the road to recovery in 2021. Due to the volatility of economy, the City has generally estimated conservatively for revenues in 2022.

	2020	2021	2021	2022	2022 vs 2021	2022
	Actual	Adopted Budget	Actual 9/30/2021	Proposed Budget	Budget % Change	Percent of Total
310 Taxes						
Property Tax	\$ 7,808,702	\$ 7,664,700	\$ 4,888,611	\$ 7,720,700	0.7%	26.7%
Gen Retail Sales Tax	7,509,197	7,200,000	6,814,130	7,700,000	6.9%	26.6%
Public Safety Sales Tax	982,158	1,200,000	1,018,860	1,300,000	8.3%	4.5%
Utility Tax	3,282,644	3,279,900	2,957,815	3,459,340	5.5%	11.9%
Gambling Tax	130,769	221,000	137,627	178,000	-19.5%	0.6%
Other Taxes	34,306	57,000	27,459	45,000	-21.1%	0.2%
Subtotal-Taxes	19,747,776	19,622,600	15,844,502	20,403,040	4.0%	70.5%
320 Licenses & Permits	920,713	825,600	909,903	850,622	3.0%	2.9%
330 Intergovernmental Revenues	2,007,629	1,250,330	748,037	1,227,180	-1.9%	4.2%
340 Charges for Goods & Services	3,210,856	4,379,250	2,482,653	4,675,574	6.8%	16.1%
350 Fines and Penalties	643,673	656,300	791,687	1,029,347	56.8%	3.6%
360 Miscellaneous Revenues	394,697	349,750	179,851	242,059	-30.8%	0.8%
390 Other Financing Sources	500,000	500,000	-	525,000	5.0%	1.8%
Total General Fund Revenues	<b>\$ 27,425,344</b>	<b>\$ 27,583,830</b>	<b>\$ 20,956,632</b>	<b>\$ 28,952,822</b>	<b>5.0%</b>	<b>100.0%</b>

Property Tax is the largest single General Fund revenue, and is estimated to bring in \$7,720,700 in 2022. 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 6 years. An estimate for this has been included in the Property Tax estimate.

Sales Tax follows with an estimate of \$7.7 million for 2022. Year to date through September 2021, sales tax is experiencing a growth rate of 26.7% over 2020 revenue—but we are conservatively estimating for

2022 with a close match to 2020 actuals. Fortunately, the economic shutdown from COVID has not hit sales tax significantly. The City is also aware of several major construction projects (including the new Hospital), but we have not added any estimates for large construction.

Utility Tax is estimated to bring in \$3.46 million in 2022, an increase of 5.5% compared to the 2021 adopted 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 the 2021 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 \$43,000 from 2021 budget 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. Admissions Tax is greatly reduced due to the low revenue flow in both 2020 and 2021, this is a direct reflection of the social distancing rules.

Licenses and Permits are generated by the development community, and are budgeted to exceed the 2021 budget by \$25,000 which may seem conservative but we have had some major one time boosts to this revenue and should not be built into ongoing forecast. This revenue stream has remained steady through COVID, possibly fueled by the upcoming changes in the building codes.

Intergovernmental Revenue consists primarily of State-Shared Revenue, and is a per capita estimate based on our population of 25,330. Other additions include the next COPS grant and 2nd year and reduced some from 2021 budget for the step down of support for the SAFER grant which added 3 firefighters in 2020.

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 increase by \$296,000 in 2022. Approximately 37% of the increase is due to CPI increases.

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, we had reduced the 2021 estimate for this revenue source. The revenue that supports Police operations has grown above 2021 estimated revenue so it has been increased by \$373,000 for 2022.

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 significantly 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 2022 matches the actual transfers made since 2015. The 2022 budget is estimated at \$525,000.

Overall, we believe General Fund revenue is conservatively estimated for 2022. 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

	<b>2021 Assessed Values</b> ((\$s in Thousands)	<b>Tax Rate Applied</b>	<b>2022 Levy Dollars</b> (estimate)
Prior Year (2021) = Base	\$ 2,430,082.08	\$ 3.17734	\$ 7,721,197
Levy Limit-1.0% increase from 2011 levy -\$10,222,955			<u>102,230</u>
Base-101%			7,823,427
Valuation Change -- (1.25%)	30,476.32		0
New Construction (2.45%)	59,441.60	\$ 3.22165	191,500
State Assessed Value- (still unknown)			
Tax Limit Before Annexation	<u>2,520,000.00</u>	3.22165	<u>8,014,927</u>
Add for Annexation	487,115.00	3.22165	1,569
Limit for Subsequent Year	<u>3,007,115.00</u>	3.22165	8,016,496
Plus: Refunds (estimate)			25,000
Plus: Contingency			190,000
<b>Total Ordinance</b>		2.73734	<b>\$ 8,231,496</b>

**State of Washington Constitutional Limit**

Assessed Valuation	\$ 3,007,115.000	<b>\$ 3.82500</b>	\$ 11,502,215
Less: Library Levy (Estimate		<b>0.375</b>	1,127,668
Maximum 2020 Levy for Collection in 2021(Estimate)		\$ 3.450	<u>10,374,547</u>

**Budget Estimate**

Total Levy Calculation	\$ 8,041,496
Less: Potential uncollectible levy (estimate)	<u>350,000</u>
Estimate to collect	\$ 7,691,496
Budget Estimate (Basically 2020 Actual)	\$ 7,700,000

**City of Moses Lake**  
**2022 BUDGET REQUEST SUMMARY**  
**Budgeted**

Dept.	Dept #	Description	Funding Source	Amount		Bud/ Unbud	Recur/ One-Time	Level of Priority
				Non-Personnel	Personnel			
1 Legal	005	New ILA Pending - Court Costs	General Fund	\$ 100,000		B	Recurring	1
2 Comm Dev	004	Legal counsel	General Fund	50,000		B	One-time	1
3 Comm Dev	004/410	Code Enforcement Personnel - 1.0 FTE	.5 Comm Dev & .5 Water		134,940	B	Recurring	1
4 Comm Dev	004	Outsourcing of Plan Reviews	General Fund (offset by revenues)	20,000		B	One-time	2
5 Finance/ Utility Billing	517-514	Administrative Assistant (1.0 FTE)	General Fund		89,130	B	Recurring	1
6 Info Tech	517-517	Software updates	Various - Cost Allocation	132,000		B	One-time	1
7 Misc	006	Election Costs	General Fund	20,000		B	One-time	1
8 Police	030/006	Police Building Remodel (\$4Million total drawdown) Approximate annual debt payments	WA State LOCAL funding program & repayment through General Fund & Criminal Justice Sales Tax	462,500		B	One-time	1
9 Police	030	Two New Traffic Officers (2.0 FTE)	General Fund / Criminal Justice Sales Tax & Increased Redflex Revenue		241,540	B	Recurring	2
10 Fire	040	Self Contained Breathing Apparatus Replacement Program	General Fund	60,000		B	One-time	1
11 Fire	498	Upgrade Existing Zoll Cardiac Monitors	Ambulance Fund	29,000		B	One-time	1
12 Fire	498	Additional Cardiac Monitor	Ambulance Fund	42,000		B	One-time	2
13 Fire	040	Replacement of Thermal Imaging Devices	General Fund	22,000		B	One-time	2
14 Parks	020	Recreation Coordinator 1.0 FTE (6 months in 2022)	General Fund		50,720	B	Recurring	1
15 Parks	020	Customer Service Technician for Larson Rec Ctr 1.0 FTE (6 months in 2022)	General Fund		44,180	B	Recurring	1
16 Parks	020	4 PT Customer Service Attendants for Larson Rec Ctr (6 months in 2022)	General Fund		107,970	B	Recurring	1
17 Parks	020	Paul Lauzier Infield Improvements	General Fund	115,000		B	One-time	1
18 Parks	020	Cascade Park Playground Replacement	General Fund	130,000		B	One-time	1
19 Parks	020	Parks Maintenance Worker 1.0 FTE	General Fund		101,190	B	Recurring	2
20 Parks	020	Creative District Coordinator (Part-Time 0.5 FTE)	General Fund		42,950	B	Recurring	2
21 Parks	020	Lakeview Park Playground Replacement	General Fund	92,036		B	One-time	2
22 Wastewater	412	COF by-pass Pump	Wastewater Fund	130,000		B	One-time	1
23 Wastewater	412	Vehicle 286 Crane Upgrade	Wastewater Fund	10,000		B	One-time	1
24 Water/ Wastewater	412	GIS Maintenance Technician to FT	.5 Water and .5 Wastewater Funds		74,965	B	Recurring	2
25 Wastewater	412	Longview Sewer Hookups	Wastewater Fund	100,000		B	One-time	2
26 Fleet	519	2022 Vehicle Replacement Listing (10 new vehicles)	Various - Cost Allocation	825,000		B	One-time	1
27 Fleet	519	Increase Registration and Memberships to proper certification	Various - Cost Allocation	27,000		B	Recurring	2
28 Bldg Maint.	528/020	Two New Janitors / Maintenance Assistant (Custodians) 2.0 FTE	Various - Cost Allocation/020		145,400	B	Recurring	1
29 Bldg Maint.	528	Civic Center Backup Generator	Various - Cost Allocation	200,000		B	One-time	1
30 Bldg Maint.	528	Energy Audit	Various - Cost Allocation	75,000		B	One-time	2
31 Bldg Maint.	528	Paint Stations 1 & 2 Exterior Apparatus Doors / Frames	Various - Cost Allocation	75,000		B	One-time	2
<b>Total Budgeted</b>				<b>\$ 2,716,536</b>	<b>\$ 1,032,985</b>		<b>\$ 3,749,521</b>	
						<b>Total Recurring \$ 1,159,985</b>		
						<b>Total One-time \$ 2,589,536</b>		

General Note: Level of Priority is noted as 1 or 2 and listed in ranking of priority by department. Refer to Unbudgeted Request Summary for additional ranking of priority for requests.

**City of Moses Lake**  
Administration: Legal  
2022 Budget Initiative

**District Court**  
Budgeted

**PROPOSAL**

This is a request to implement the new costs for Municipal Court services as a division of the District Court.

The District Court Judges have determined that the cities in Grant County can no longer be the administrator of the municipal citations and that they need to be processed by the staff of the District Court.

The current estimate was established on original thought that we would cover a portion of expense for a staff person at the County. City staff are currently in negotiations with District Court staff to assess a flat fee for each ticket initiated by staff and a lump sum figure for processing photo enforcement tickets.

**IMPACTS**

1. **Fiscal Impact** –The operating cost has budgeted \$100,000 for the budget. This is an estimated \$96,000 increase.
2. **Proposed Funding Source** – Legal (Executive) Fund 005
3. **Public Impact** – Citations and fines will be processed through District Court
4. **Personnel Impact** – to be determined once the new ILA is established
5. **Required Changes in City Regulation of Policies** – Council will need to adopt a new Interlocal Agreement
6. **Legal Constraints, if applicable** – N-A
7. **Viable Alternatives** – None. The cost to establish our own Municipal Court far outweighs the expense for this new ILA.

**City of Moses Lake**  
Community Development  
2022 Budget Initiative

**Professional Services increase for dedicated legal counsel/Contracted Consultants**  
Budgeted

**PROPOSAL**

Due to the detailed nature of the code update, and specifically needed legal training for staff, additional land use legal is requested. The Planning and Code Enforcement legal budget currently resides under General Fund. The use of legal funds would come from the Comm Dev budget under professional services. Code Enforcement was increased \$10,000, Planning was increased \$40,000.

**IMPACTS**

1. **Fiscal Impact** – \$50,000; Fiscal impact would be the one-time cost at this time to contract with a dedicated land use attorney for this Department.
2. **Proposed Funding Source** – General Fund/Community Development
3. **Public Impact** – The City would be able to respond quickly to land use and code enforcement issues.
4. **Personnel Impact** – None at this time
5. **Required Changes in City Regulation of Policies** – None
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – The growth of the City has created a need for the Community Development Department to have quick access to legal review and advice. The alternative is to keep utilizing the current contract attorney who covers all areas of the City's legal review.



**City of Moses Lake**  
Community Development  
2022 Budget Initiative

**Code Enforcement Officer (1.0 FTE)**  
Budgeted

**PROPOSAL**

In August of 2021 the City Council expressed a desire to start active enforcement on citizens who were violating the Water Conservation Ordinance. The Municipal Code states the Water Department will enforce and issue tickets to violators. Municipal Services and the Community Development Department have discussed the opportunity to have Community Development be the enforcement body for water violations much like weeds and other violations. The City's Code Enforcement personnel are equipped and educated in the process and able to handle these violations as part of the job description. However, the Code Enforcement Division is operating with only two officers who are tasked with several other types of enforcements. The Water Department has the funding to put towards an employee who can help with code enforcement. The Community Development Department has previously hired a full-time summer employee to help with weeds, however this last year the employee was not utilized -saving the department some funding. The two departments feel the best solution includes adding an additional full time Code Enforcement position which would be funded half by the Water Department and half by Community Development. This will allow the City to be more effective in reducing violations not only with water but weeds, graffiti, and signs.

**IMPACTS**

1. **Fiscal Impact** – Fiscal impact would be the cost of one full time Code Enforcement personnel paid by two different Departments. (134,940 split)
2. **Proposed Funding Source** – .5 paid for by Water/ .5 paid for by Community Development
3. **Public Impact** – The City would be more efficient and consistent in handling code enforcement violations.
4. **Personnel Impact** – One additional full time code enforcement employee would be added to the Community Development Division
5. **Required Changes in City Regulation of Policies** – None required
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – This appears to be the best solution for the city.

**City of Moses Lake**  
Community Development  
2022 Budget Initiative  
  
**Outsourcing of Plan Reviews**  
Budgeted

**PROPOSAL**

The Building Department anticipates several large projects which will need expertise review in 2022. It is common in most jurisdictions to outsource large projects development is able to move through the process in a timely manner. The Building Department Professional Services budget was increased \$20,000 which would accommodate legal and plan review outsourcing. Plan review outsourcing of large projects will potentially be offset by one time revenue reimbursements.

**IMPACTS**

1. **Fiscal Impact** – \$20,000; Outsource plan review will be covered in the cost of the building permit.
2. **Proposed Funding Source** – General Fund/Community Development/Building Department
3. **Public Impact** – The City would be able to keep large projects moving forward in a timely manner.
4. **Personnel Impact** – None at this time
5. **Required Changes in City Regulation of Policies** – None
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** –There is a potential for in house review of these large projects, however other work within the department may suffer in response to the time needed to review.

**City of Moses Lake**  
Finance  
2022 Budget Initiative

**One Utility Services Administrative Assistant Position (1.0 FTE)**  
Budgeted

**PROPOSAL**

This is a request to add a Utility Services Administrative Assistant position in the Finance staff.

In looking at the work being done in Utility Services Division, the Manager is performing many duties that also support general Finance. This includes posting deposits for all divisions, and being the primary contact for all banking functions, (i.e. sending wires, posting the County property tax and State monthly transmittals, transferring funds from the State investment pool, etc.) As the City grows, Utility Services are finding themselves processing more transactions, and do not have capacity for any new programs we want to propose for our citizens, such as formal payment arrangements or possibly a “utility help” program. There are also long-standing issues that we have not adequately addressed, including delinquent account follow-up on accounts that do not have water service, and continuing correspondence with customers in support of the recycling programs. We are proposing an administrative assistant to the Utility Services Manager to be an extension of the Manager to accomplish these important functions.

The Utility Services budget is split out among all 5 utilities, so each of the utilities will pay a portion of the new salary.

**IMPACTS**

1. **Fiscal Impact** – about \$89,130 salary and benefits annually. (This is assuming assigning the Administrative Assistant to the same pay scale as the other Administrative Assistants in the City- Grade 12.)
2. **Proposed Funding Source** – Central Services Fund 517 – This would be included in the Utility Services Budget which gets allocated out to the utilities.
3. **Public Impact** – Adding a Utility Services Administrative Assistant will add resources to allow for Utility Services to run additional programs that can benefit our citizens.
4. **Personnel Impact** – More resources will positively impact morale in the Utility Services Division.
5. **Required Changes in City Regulation of Policies** – Council will need to approve an additional personnel position. Any additional utility help programs will need to be approved by Council.
6. **Legal Constraints, if applicable** – NA
7. **Viable Alternatives** – Do more of the needed projects on overtime and risk employee burnout.

**City of Moses Lake**  
Administration IT  
2022 Budget Initiative

**Software Upgrades**  
Budgeted

**PROPOSAL**

This is a request to add licenses and features to the existing Laserfiche and CityWorks software platforms.

Staff received a grant in 2019 for the base platform and licensing for Laserfiche and implemented a public records request process and miscellaneous other forms used by Admin staff – moving from paper to electronic form submissions. The addition of more licenses was put on hold to allow implementation of the new Finance and Cityworks software platforms. The addition of 8 read/write licenses and 20 write only licenses is being proposed to implement travel/training and other internal forms electronically to establish a clear and efficient process that doesn't exist in the current paper format in the amount of \$31k.

The implementation of the Cityworks software platform began in 2020. The final payment for the three-year software purchase is \$69k. Staff is requesting an upgrade to the public facing portal for permits for \$12k and a connector to the new Finance software for \$20k.

The one-time costs for both software are less the \$10k estimated amount for each platform's software expense in the following years.

**IMPACTS**

1. **Fiscal Impact** – about \$132,000.
2. **Proposed Funding Source** – Central Services Fund 517
3. **Public Impact** – Staff will be spending less time processing forms and have more time for improving other customer service processes.
4. **Personnel Impact** – N-A
5. **Required Changes in City Regulation of Policies** – N-A.
6. **Legal Constraints, if applicable** N-A
7. **Viable Alternatives** – Staff will remain restricted in using the software to its potential.

**City of Moses Lake**  
Misc. Services 006  
2022 Budget Initiative

**Increased Election Costs**  
Budgeted

**PROPOSAL**

This is a request to add an additional \$20,000 to the expenses budget for increased Election Costs.

We pay Grant County for the election services that are provided for each election. We are anticipating a large voter turnout for the November 2, 2021 election and the charges that we incur are based on this voter turnout. Although we cannot forecast the entire costs that will be passed on to the City of Moses Lake, we feel in imperative that we try to quantify the increase costs that will be experienced as of January 2022.

**IMPACTS**

1. **Fiscal Impact** – about \$20,000
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – This charge is based on voter turnout for the Nov. 2, 2021 election.
4. **Personnel Impact** – N/A
5. **Required Changes in City Regulation of Policies** – N/A
6. **Legal Constraints, if applicable** – NA
7. **Viable Alternatives** – None have been identified.

**City of Moses Lake**  
Police Department  
2022 Budget Initiative

**Police Building Remodel**  
Budgeted

**PROPOSAL**

The police department is in desperate need of a remodeled facility due to outdated systems, increased personnel, and limited space. With the Parks & Recreation Department moving out of our building, now would be an ideal time to remodel the entire building that should meet our needs well into the future.

We have hired an architecture firm to design the remodeled facility. At the same time, we would like to add to our parking lot to include the parking area between the police department and the library. This addition would also necessitate the need for a new fence. Lastly, if possible, we would like to add to our covered parking area to keep our patrol cars out of the weather and more secure.

The initial financial impact was estimated at a little over \$3,000,000, however with the parking lot upgrades, covered parking upgrades and updating of the facility that number could be closer to \$4,000,000 depending on the architects estimate.

**IMPACTS**

1. **Fiscal Impact** – Approximately \$462,500. 10 year annual debt cost
2. **Proposed Funding Source** – The remodel would be paid for through the Washington State LOCAL funding program and the repayment would be made through general fund dollars and criminal justice sales tax funding.
3. **Public Impact** –The remodeled building would give the community an updated facility with better access to staff and services.
4. **Personnel Impact** – The remodeled building will give staff much needed increased space to conduct business and provide services to our citizens.
5. **Required Changes in City Regulation of Policies** – N/A
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – N/A



**City of Moses Lake**  
Police Department  
2022 Budget Initiative

**Police Staffing - Two Traffic Officers (2.0 FTE)**  
Budgeted

**PROPOSAL**

The police department would like to add two new traffic officer positions. With the recent police reform legislation, the legislature directed a multiple officer response to certain types of calls. HB 1310 states, “When possible, calling for back-up officers when encountering resistance; taking as much time as necessary, without using physical force or weapons...” That same bill also requires “Probable Cause” prior to using “physical force” against a person, which means that officers will have to establish “PC” prior to detaining a suspect. This change in law will require officers to quickly determine if “PC” exists prior to looking for suspects, which will necessitate more officers to respond to the scene prior to looking for any involved suspects.

Additionally, MLPD does not currently have a traffic unit and uses patrol officers, when available, to handle traffic complaints. In 2020 officers responded to 337 traffic complaints and handled 818 traffic accidents. We also received multiple neighborhood complaints of speeding vehicles.

The two traffic officers would be used to respond to traffic complaints and traffic accidents, would work with neighborhoods on speeding vehicles, would educate the community on traffic safety matters, all while supplementing patrol and being available to assist with the legislative mandates.

**IMPACTS**

1. **Fiscal Impact** – The total financial impact would be approximately \$241,540, which includes salaries, benefits, training, and overtime.
2. **Proposed Funding Source** – The funding would come from general fund dollars, criminal justice sales tax revenue, and increased Redflex revenue.
3. **Public Impact** – It would help with neighborhood quality of life issues, assist with traffic safety education, while at the same time augmenting patrol officers during crisis calls.
4. **Personnel Impact** – As stated above, will supplement patrol.
5. **Required Changes in City Regulation of Policies** – N/A.
6. **Legal Constraints, if applicable** – N/A.
7. **Viable Alternatives** – N/A

**City of Moses Lake**  
Fire Department  
2022 Budget Initiative

**Self Contained Breathing Apparatus**  
Budgeted

**PROPOSAL**

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 of Policies** – No.
6. **Legal Constraints, if applicable** – Required by WAC 296-305
7. **Viable Alternatives** – none identified.

**City of Moses Lake**  
Fire Department  
2022 Budget Initiative

**Upgrade Zoll Cardiac Monitors**  
Budgeted

**PROPOSAL**

In order to prolong the service life expectancy of our current Zoll cardiac monitors, and to help increase post defibrillation survivability rates Zoll has recommended that we update our X series monitors.

The upgrade would ensure that the firmware within the monitors is the most current available. Staying current with upgrades to the monitors will allow us to extend the service life of the monitors.

Estimated cost for upgrading 6 units is \$27,000.00 plus tax.

**IMPACTS**

1. **Fiscal Impact** – \$29,000
2. **Proposed Funding Source** – Ambulance Fund -498 (State and Local Fiscal Recovery Funds.)
3. **Public Impact** – Directly impacts our ability to render life saving aid to citizens.
4. **Personnel Impact** – N/A
5. **Required Changes in City Regulation of Policies** – No.
6. **Legal Constraints, if applicable** – Department of Health requires ambulance services to maintain functional cardiac monitors when providing advanced life support care.
7. **Viable Alternatives** – none identified.

**City of Moses Lake**  
Fire Department  
2022 Budget Initiative

**Additional Cardiac Monitor**  
Budgeted

**PROPOSAL**

We currently have six cardiac monitors, one for each in service medic unit and one for each of the ALS certified fire engines. An additional cardiac monitor is needed to equip the Medical Services Officer vehicle with a monitor. The MSO is frequently called upon to respond to medical emergencies. With increasing frequency, the MSO has been responding to medical emergencies without an engine or ambulance following immediately behind due to increasing call volume and increasing non availability of on duty units.

Providing an additional unit also gives us some flexibility when a monitor is out of service for maintenance or repairs, and helps ensure that front line medic and ALS engine units always have a functional cardiac monitor onboard.

**IMPACTS**

1. **Fiscal Impact** – \$42,000
2. **Proposed Funding Source** – Ambulance Fund and / or ARPA (State and Local Fiscal Recovery Funds.)
3. **Public Impact** – Directly impacts the survivability of cardiac patients with treatable heart rhythm at the time of EMS arrival.
4. **Personnel Impact** – N/A
5. **Required Changes in City Regulation of Policies** – No.
6. **Legal Constraints, if applicable** – DOH requires cardiac monitors on transport ambulances operated by ALS level services.
7. **Viable Alternatives** – none identified.

**City of Moses Lake**  
Fire Department  
2022 Budget Initiative

**Replacement of Thermal Imaging Devices**  
Budgeted

**PROPOSAL**

Our primary thermal imaging devices came into the department in 2006. This is a primary tool for managing and mitigating rescue at structural fire incidents, and is an important piece of equipment for firefighter safety.

The devices currently in the fleet are obsolete from a parts and servicing standpoint and need replacement.

Estimated cost to replace the devices is a total of \$22,000. This would place one new unit on Engine 1 and Engine 2 (first out units from Station 1 and Station 2 respectively.)

**IMPACTS**

1. **Fiscal Impact** – \$22,000
2. **Proposed Funding Source** – General fund and / or ARPA State and Local Fiscal Recovery Funds.
3. **Public Impact** – Directly impacts our ability to enter Immediately Dangerous to Life and Health atmospheres during rescue operations.
4. **Personnel Impact** – Provides increased firefighter safety in low visibility situations within IDLH atmospheres. Addressed in both National Fire Protection Association Standard and Washington Administrative Code WAC 296-305.
5. **Required Changes in City Regulation of Policies** – No.
6. **Legal Constraints, if applicable** – Required by WAC 296-305
7. **Viable Alternatives** – none identified.

**City of Moses Lake**  
Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Parks, Recreation & Cultural Services Recreation Coordinator (1.0 FTE)**  
Budgeted

**PROPOSAL**

The Larson Recreation Center is slated to be completed by mid-2022, with the completion of the facility, there will be more programming opportunities. This will increase the work loads of our existing staff. We are requesting to add a full-time Recreation Coordinator to provide the additional programming the facility can offer. Expanding the opportunities for the community is very exciting and having the staff to provide the programming will be critical.

**IMPACTS**

1. **Fiscal Impact** -- \$50,720 (6 months budgeted in 2022)
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – This will allow for additional programming opportunities for the community.
4. **Personnel Impact** – The addition of a new staff member will enhance our department.
5. **Required Changes in City Regulation of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – No

**City of Moses Lake**  
Moses Lake Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Parks, Recreation & Cultural Services Customer Service Technician (1.0 FTE)**  
Budgeted

**PROPOSAL**

The Larson Recreation Center is slated to be completed by mid-2022, with the completion of the facility, we will need to staff the front desk for registration and welcoming the community. We are requesting to add a full-time Customer Service Technician to provide the support at the front desk and oversee the part-time front desk staff. Expanding the opportunities for the community is very exciting and having the staff to provide the customer service for our new facility will enhance their experience in a positive manner.

**IMPACTS**

1. **Fiscal Impact** -- \$44,180-Six Months budgeted in 2022
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – This will allow for positive customer service at the registration/welcome desk as you enter the new facility
4. **Personnel Impact** – The addition of a new staff member will enhance our department.
5. **Required Changes in City Regulation of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – No

**City of Moses Lake**  
Moses Lake Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Parks, Recreation & Cultural Services Customer Service Attendants (4 Part-time Employees)**  
Budgeted

**PROPOSAL**

The Larson Recreation Center is slated to be completed by mid-2022, with the completion of the facility, we will need to staff the front desk for registration and welcoming the community. We are requesting to add a four (4) part-time Customer Service Attendants to provide the support at the front desk. The Customer Service Attendants will work mornings, evenings and weekends to help complete the coverage for our front desk area. Expanding the opportunities for the community is very exciting and having the staff to provide the customer service for our new facility will enhance their experience in a positive manner.

**IMPACTS**

1. **Fiscal Impact** -- \$107,970 (6 months budgeted in 2022)
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – This will allow for positive customer service at the registration/welcome desk as you enter the new facility
4. **Personnel Impact** – The addition of the new staff members will enhance the operations at the front desk.
5. **Required Changes in City Regulation of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – No



**City of Moses Lake**  
Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Paul Lauzier Infield Improvements**  
Budgeted

**PROPOSAL**

In 2021, the three (3) softball infields at Paul Lauzier Athletic Complex were overhauled, for 2022 budget we would like to continue overhauling the two (2) baseball infields. The upgrade to the infields would require less maintenance in the long term and create a safe infield for teams to play on.

**IMPACTS**

1. **Fiscal Impact** -- \$115,000 for two (2) baseball fields or \$57,500 for one (1) baseball field
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – It will give the baseball players a safe infield to play on.
4. **Personnel Impact** – It will require less maintenance on the fields and allow more time for other maintenance to be completed.
5. **Required Changes in City Regulation of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

**City of Moses Lake**  
Moses Lake Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Cascade Park Playground Replacement**  
Budgeted

**PROPOSAL**

The Cascade Park playground is long overdue to be replaced. This playground is very heavily used with soccer practices and games, t-ball practices and games, and the use from the campground when families camp. 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 to 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** -- \$130,000
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – It will give the users of this park 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 of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

**City of Moses Lake**  
Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Parks, Recreation & Cultural Services Park Maintenance Worker (1.0 FTE)**  
Budgeted

**PROPOSAL**

Over many years, Parks, Recreation & Cultural Services has acquired additional parks and facilities. We have not added any additional Park Maintenance Workers to keep up with the new additions. This position has a number of specialized skills including: horticulture, irrigation, and some GIS work. This position would allow for additional tasks to be completed and not be delayed until there is time to complete the task. Our Parks Maintenance Division is ultimately responsible to maintain: 241 acres of developed land (including 5 Regional Parks, 13 Neighborhood Parks, 9 Mini Parks, 18 Street Beautification Sites, 9 Landscaping Sites operated by other Departments, 97 Park Irrigation Systems, 84 Streets Irrigation Systems, 15 Facilities including, but not limited to, Surf 'n Slide Water Park, Cascade Campground, Kvamme Soccer Complex, the Dog Park, Two Regional Softball/Baseball Complexes, Community Gardens, Japanese Garden, Municipal Ice Rink, BMX Track, RC Track, Amphitheater, Museum & Art Center, Sinkiuse Square and the Learning Center. Also, seasonal snow removal in City Parking Areas, Sidewalks & Trails and Police and Fire Facilities, Weed Control of: 7 Undeveloped Park Sites (98 acres), Undeveloped City Property at Operations Complex (65 acres), Old Police Firing Range Property (47 acres), Larson and Sand Dunes Sewer Treatment Facilities (363 acres - catch basins & perimeters only).

**IMPACTS**

1. **Fiscal Impact** -- \$101,190
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – Will allow for us to continue maintenance in the parks and upkeep of restrooms and garbage.
4. **Personnel Impact** – The addition of a new park maintenance worker will benefit the maintenance division responsibilities.
5. **Required Changes in City Regulation of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – No

**City of Moses Lake**  
Moses Lake Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Parks, Recreation & Cultural Services Creative District Coordinator (Part-Time)**  
Budgeted

**PROPOSAL**

The Creative District program works to help communities in Washington thrive. Its purpose is to help communities strengthen their creative sector, diversify their economy, and enhance their quality of life. A Creative District is an exciting place to live, work, and visit. It can include cultural facilities, arts-related organizations, and creative and other businesses that support or complement these activities.

As we continue to move forward with this process, we have employed a temporary Creative District Coordinator to provide a wide range of administrative and support activities in support of the City's application to start a Creative District program in Moses Lake. We are requesting to make the position permanent to continue the leadership for the Creative District program.

**IMPACTS**

1. **Fiscal Impact** -- \$42,950
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – This will allow for the Creative District to continue moving forward and provide new opportunities for the community.
4. **Personnel Impact** – By making this position permanent, it will allow for stability and continued growth of the position.
5. **Required Changes in City Regulation of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – No

**City of Moses Lake**  
Moses Lake Parks, Recreation & Cultural Services  
2022 Budget Initiative

**Lakeview Park Playground Replacement**  
Budgeted

**PROPOSAL**

The Lakeview Park playground is long overdue to be replaced. This playground is well used with soccer practices and baseball practices and games. 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** -- \$92,036
2. **Proposed Funding Source** – General Fund
3. **Public Impact** – It will give the users of this park 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 of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – None

**City of Moses Lake**  
Wastewater  
2022 Budget Initiative

**COF by-pass pump**  
Budgeted

**PROPOSAL**

Wastewater is requesting a transportable by-pass pump for COF. In the event of COF pump control failure, COF has approximately 12 hours of holding capacity before discharging wastewater to the lake. Wastewater currently has no way of preventing discharges to the lake if this event were to take place. The pump could be used at high flow lift stations for by-passing. Our current by-pass pumps are unable to keep up with the flows at high flow stations. The proposed pump will offer an assurance the city is taking measures to prevent wastewater discharges to the lake. The funds for the pump shall be from 410 (water and wastewater fund)

**IMPACTS**

1. **Fiscal Impact** – \$130,000 one-time
2. **Proposed Funding Source** – Water and Wastewater Fund 410-412 Division.
3. **Public Impact** – Prevention of wastewater discharge to the lake / lake closures.
4. **Personnel Impact** – N/A
5. **Required Changes in City Regulation of Policies** – No.
6. **Legal Constraints, if applicable** – No.
7. **Viable Alternatives** – Rental of pump. Wastewater has sourced rental pumps that are 3-7 hours out round trip in perfect road conditions.

**City of Moses Lake**  
Wastewater  
2022 Budget Initiative  
**Vehicle 286 Crane Upgrade**  
Budgeted

**PROPOSAL**

Wastewater Vehicle 286 (service truck with crane) operation control upgrade. This upgrade will allow the operator to operate the crane with slower and smoother movements. The upgrade will also aid in the prevention of damage to city assets and personnel injuries during operation of the crane. The funds for the upgrade shall be from 410 (water and wastewater fund).

**IMPACTS**

1. **Fiscal Impact** – \$10,000 one-time
2. **Proposed Funding Source** – Water and Wastewater Fund 410-412 Division.
3. **Public Impact** –N/A
4. **Personnel Impact** – Safer operation for reduction of potential injury of personnel.
5. **Required Changes in City Regulation of Policies** – No
6. **Legal Constraints, if applicable** – No
7. **Viable Alternatives** – No

**City of Moses Lake**  
Municipal Services – Wastewater  
2022 Budget Initiative

**GIS Maintenance Technician (1 FTE)**  
Budgeted

**PROPOSAL**

The Municipal Services Wastewater Department is requesting (1) GIS Maintenance Technician. The new position would provide GIS Mapping and Database Maintenance for the City GIS system. This includes map preparation, field data acquisition, office data updates, data reports preparation, technical graphics reports preparation, and GIS analysis to support for all City departments.

**IMPACTS**

1. **Fiscal Impact** - \$70,000 on an Annual Basis
2. **Proposed Funding Source** – Half to WATER FUND411 and Half to SEWER FUND412
3. **Public Impact** – Additional GIS mapping services will be available for city wide projects.
4. **Personnel Impact** – Add (1.0) Full-Time FTE Personnel
5. **Required Changes in City Regulation of Policies** – NONE
6. **Legal Constraints** – NONE
7. **Viable Alternatives** - NONE

**PROPOSED FUNDING SOURCE** – Storm Water (FUND528 with back charge to FUND020)

<b>Project</b>	<b>Amount</b>	<b>Revenue Source</b>	<b>Amount</b>
GIS Maintenance Technician	70,000	WATER FUND411	35,000
		SEWER FUND412	35,000



**City of Moses Lake**  
Wastewater  
2022 Budget Initiative  
**Longview Sewer Hook Ups**  
Budgeted

**PROPOSAL**

Longview is an impoverished neighborhood on the northwest side of Stratford Rd and Kinder Rd. The neighborhood was originally designed to be self-sufficient with privet well and homes with septic systems. The city had installed infostructure to provide the neighborhood services in the event of system failures. The funds are set aside as a reserve for assistance to the impoverished citizens to connect to city services.

**IMPACTS**

1. **Fiscal Impact** – \$100,000 (annual reserve)
2. **Proposed Funding Source** – Water / Sewer Fund 410-412 division.
3. **Public Impact** – Subsidy of financial impact to homeowners.
4. **Personnel Impact** – N/A
5. **Required Changes in City Regulation of Policies** – N/A
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – Homeowners to be fully liable for connection of sewer services.

**City of Moses Lake**  
Finance  
2022 Budget Initiative

**2022 Vehicle Replacement Listing**  
Budgeted

**PROPOSAL**

2022 Vehicle replacement program as proposed in the 2019 6 year vehicle program for the city. The current as is for 10 units of which 12 are left over from 2021 unbudgeted unit replacements. All of the current units are at end-of-life stages for milage, maintenance cost, and age. I have added a complete vehicle list for suggested replacement.

**IMPACTS**

1. **Fiscal Impact** – \$825,000.00
2. **Proposed Funding Source** – 641 Capital funding
3. **Public Impact** –More cost-effective units on the road to serve the public with less downtime.
4. **Personnel Impact** – More routine maintenance vs on demand or breakdown repairs. Less unit down time should produce more department efficiencies.
5. **Required Changes in City Regulation of Policies** – N/A
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – Continue using old worn out equipment at higher down times, with longer response times, and more expense.

Unit #	Year	Make	Model	Department
191	2010	Chevrolet	Tahoe – White - K9	Police Dept
596	1998	Olympia	Ice Resurfacers Model 2000 - 84" Conditioner	Parks & Rec
14	2006	Toyota	Prius - Blue	Comm Dvl
27	2017	Ford	Police Interceptor Utility/SUV - Black	Police Dept
28	2017	Ford	Police Interceptor Utility/SUV - Black	Police Dept
174	2007	Chevrolet	C1500 Regular Cab Pickup	Parks & Rec
NEW			For the new traffic officer budgeted	Police Dept
205	2001	Dodge	Ram 3500 Regular Cab Truck w/Flatbed	Parks & Rec
320	2009	Toro	5900 Diesel Large Area Mower	Parks & Rec
53	2005	Ford	Crown Victoria - White - Central Services	Fin - IT

**City of Moses Lake**  
Fleet Management  
2022 Budget Initiative

**Increase Registration and Memberships to proper certification**  
Budgeted

**PROPOSAL**

Fleet Management is requesting additional \$23,700.00 in the training fund from 2021 to 2022. When the manager left in 2021, he re-wrote the job descriptions to include 20 ASE certifications. We will not be able to train, provide material, provide testing, and travel to testing sites on the current budgeted amount. The training for a single Emergency Vehicle Training event for 4 employees was \$5,000.00. We now have 5 vehicle/equipment technicians, fleet supervisor, and manager. For all of them to have just one set of several EVT courses it would be just under \$10,000.00. We need more funding to have the desired certifications to perform the job functions.

**IMPACTS**

1. **Fiscal Impact** – \$27,000.00 ongoing training expenses
2. **Proposed Funding Source** – 519 Fleet management      General fund
3. **Public Impact** – More certified staff
4. **Personnel Impact** – Ongoing educations
5. **Required Changes in City Regulation of Policies** – N/A
6. **Legal Constraints, if applicable** – N/A
7. **Viable Alternatives** – Return all job descriptions back to where they were in January 2021

**City of Moses Lake**  
Municipal Services Building Maintenance  
2022 Budget Initiative

**Janitors/Maintenance Assistants LRC (2 FTE)**  
Budgeted

**PROPOSAL**

Building Maintenance Department is requesting (2) new daytime janitor/maintenance assistants. These (2) new positions would provide for the Larson Recreational Center building and the required building maintenance duties. We are currently not meeting our quarterly window and yearly building washing goals. The cost would be a recurring increase in labor of \$145,400.

These positions would help us achieve those goals as well as additional workloads such as, setting up for meetings, moving furniture, cleaning blood borne pathogens, and cleaning the crew side of the fire department that must be conducted during the daytime. This position would free up the maintenance crew to perform the additional HVAC workload that will be added to building maintenance duties this next year.

**IMPACTS**

1. **Fiscal Impact** - \$145,400 on an Annual Basis (\$72,700 each employee)
2. **Proposed Funding Source** – Building Maintenance FUND528 back charged to Parks FUND020
3. **Public Impact** – These positions will provide building maintenance services for the new Larson Recreational Center community facility.
4. **Personnel Impact** – Add (2.0) Full-Time FTE Personnel
5. **Required Changes in City Regulation of Policies** – None
6. **Legal Constraints** – None
7. **Viable Alternatives** - None

**PROPOSED FUNDING SOURCE** – Storm Water (FUND528 with back charge to FUND020)

Project	Amount	Revenue Source	Amount
Janitor/Maintenance Assistants (2)	145,400	FUND020	145,400

**City of Moses Lake**  
Municipal Services – Building Maintenance  
2022 Budget Initiative

**Energy Audit for City Facilities**  
Budgeted

**PROPOSAL**

Building Maintenance is requesting an Energy Audit on all City Facilities. The audit will be used to identify potential cost savings in our buildings and operations, thence to apply for grants to achieve those savings and then upgrade the City Facilities.

**IMPACTS**

1. **Fiscal Impact** - \$75,000 as a **one-time** cost
2. **Proposed Funding Source** – Building Maintenance FUND528
3. **Public Impact** – Provide opportunities for Grant funding to upgrade various Public Facilities
4. **Personnel Impact** – NONE
5. **Required Changes in City Regulation of Policies** – NONE
6. **Legal Constraints** – NONE
7. **Viable Alternatives** - NONE

**PROPOSED FUNDING SOURCE** – Building Maintenance FUND528 with back charge to FUND020

<b>Project</b>	<b>Amount</b>	<b>Revenue Source</b>	<b>Amount</b>
Energy Audit for City Facilities	75,000	FUND528	75,000

**City of Moses Lake**  
Building Maintenance  
2022 Budget Initiative

**Civic Center Backup Generator – Building Maintenance Capital Object #622**  
Budgeted

**PROPOSAL**

Building Maintenance is requesting a Backup Generator for the Civic Center. The Generator would be used to ensure continued operation of City services and the City Network in case of an emergency and power outages.

**IMPACTS**

1. **Fiscal Impact** - \$200,000 as a **one-time** cost
2. **Proposed Funding Source** – Building Maintenance FUND528 with back charge to the General FUND001
3. **Public Impact** – Provides for Civic Center operations during emergency conditions.
4. **Personnel Impact** – NONE
5. **Required Changes in City Regulation of Policies** – NONE
6. **Legal Constraints** – NONE
7. **Viable Alternatives** - NONE

**PROPOSED FUNDING SOURCE** – Building Maintenance FUND528 with back charge to FUND001

<b>Project</b>	<b>Amount</b>	<b>Revenue Source</b>	<b>Amount</b>
Energy Audit for City Facilities	200,000	FUND528	200,000

**City of Moses Lake**  
(Requested through Building Maintenance)  
2022 Budget Initiative

**Painting of Station Exterior Apparatus Doors / Frames**  
Budgeted

**PROPOSAL**

Both fire stations are in need of painting around the apparatus bay doors and frames. Station 1 is 21 years old, and Station 2 is 25 years old. Neither station has had the doors or frames painted since station opening. Both stations have missing paint around the door frames, and some doors have mis-matched door panels color wise.

**IMPACTS**

1. **Fiscal Impact** - \$75,000 as a **one-time** cost
2. **Proposed Funding Source** – Building Maintenance FUND528 with back charge to the General FUND001
3. **Public Impact** – The fire stations are representative of the City Government, and as such their appearance should be maintained. In addition to the appearance aspect, failing to paint the metal frames can place them at increased risk of corrosion and potentially shortening their life expectancy.
4. **Personnel Impact** – NONE
5. **Required Changes in City Regulation of Policies** – NONE
6. **Legal Constraints** – NONE
7. **Viable Alternatives** - NONE

**PROPOSED FUNDING SOURCE** – Building Maintenance FUND528 with back charge to FUND001

Project	Amount	Revenue Source	Amount
Painting Fire Station Doors	75,000	FUND528	75,000

**City of Moses Lake**  
**FIVE-YEAR PERSONNEL SUMMARY BY DEPARTMENT**  
**2022 Staffing Levels**

Departments		Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022
<b>Legislative</b>	001	7.70	7.00	7.00	7.00	7.00
<b>Executive</b>	002	4.60	5.30	5.00	5.00	6.00
<b>Community Development</b>	004	11.70	11.95	12.00	13.00	13.50
<b>Finance</b>	003	6.50	7.00	7.50	7.00	7.00
<b>Central Services - IT</b>	517	2.00	2.00	2.00	3.00	3.00
<b>Utility Billing</b>	514		6.00	6.00	6.00	7.00
<b>Police</b>	030	43.00	46.00	46.00	50.00	52.00
<b>Fire</b>	040	20.00	21.60	24.50	23.50	22.60
<b>Ambulance Services</b>	498	13.00	14.40	15.00	16.50	17.40
<b>Parks</b>	020	18.00	19.00	20.00	20.00	23.00
<b>Municipal Services</b>						
Engineering	010	16.00	14.75	15.00	15.00	14.50
Sanitation	490	0.50				
Street	116	6.00	6.10	7.00	7.00	7.67
Storm Water	493	4.00	4.10	4.00	4.00	4.67
Water	411	15.90	13.90	14.00	15.00	13.16
Wastewater	412	14.10	11.90	11.00	11.00	12.66
Fleet	519	5.00	5.00	6.00	7.00	7.42
Building Maintenance	528	11.00	11.00	12.00	12.00	14.42
<b>Total Municipal Services</b>		<u>72.50</u>	<u>66.75</u>	<u>69.00</u>	<u>71.00</u>	<u>74.50</u>
<b>Total City Authorized Positions</b>		<b>199.00</b>	<b>207.00</b>	<b>214.00</b>	<b>222.00</b>	<b>233.00</b>
Adjusted For:						
Council (Part-Time)		<u>-7.00</u>	<u>-7.00</u>	<u>-7.00</u>	<u>-7.00</u>	<u>-7.00</u>
<b>Net Total Full-Time FTE Staff</b>		<b>192.00</b>	<b>200.00</b>	<b>207.00</b>	<b>215.00</b>	<b>226.00</b>



CITY OF MOSES LAKE  
2022 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 hires and evaluates the City Manager, and 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, outlined in Resolution 3668. With the guidance 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 Council established three Council Committees to augment oversight of the City: Finance, CMP (Community Development, Municipal Services, Parks) and Public Safety. Also In 2021, the Mayor and Council are in the process of adopting a new Comprehensive Plan that will lead to updated vision, mission and prioritized investments to implement the plan.

In 2021, the City celebrated it's 40th anniversary of our Sister City relationship with Yonezawa, Japan. Plans for a planting ceremony and other commemorative activities have been postponed to 2022 if COVID crisis allows a visit with our Council, Student Exchange Committee, and the Moses Lake Friendship Association.

**AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2020 Actual</b>	<b>2020 Amended Budget</b>	<b>2021 Proposed Budget</b>
	Mayor	1.00	1.00	1.00
	Deputy Mayor	1.00	1.00	1.00
	City Council Member	5.00	5.00	5.00
<b>Total Personnel</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

**001 - Legislative**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51130 Official Publication Services	\$ 6,133	\$ 8,000	\$ 2,315	\$ 8,000	\$ -	0.0%	5.0%
51160 Legislative	351,356	282,061	194,108	151,765	(130,296)	-46.2%	95.0%
<b>Total Expenditures</b>	<b>\$ 357,489</b>	<b>\$ 290,061</b>	<b>\$ 196,423</b>	<b>\$ 159,765</b>	<b>\$ (130,296)</b>	-44.9%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 50,806	\$ 58,800	\$ 36,830	\$ 52,350	\$ (6,450)	-11.0%	32.8%
200 Personnel Benefits	4,027	4,661	2,119	4,115	(546)	-11.7%	2.6%
<i>Sub-Total - Salaries &amp; Benefits</i>	54,833	63,461	38,949	56,465	(6,996)	-11.0%	35.3%
300 Operating Supplies	870	4,000	(353)	4,000	-	0.0%	2.5%
400 Professional Services	301,786	222,600	157,828	99,300	(123,300)	-55.4%	62.2%
<b>Total Expenditures</b>	<b>\$ 357,489</b>	<b>\$ 290,061</b>	<b>\$ 196,423</b>	<b>\$ 159,765</b>	<b>\$ (130,296)</b>	-44.9%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**CITY ADMINISTRATION (Executive) - 002**

GENERAL FUND

*City Manager*  
*Human Resources Director*  
*Administrative Services Manager/City Clerk*

*Allison Williams*  
*Shannon Springer*  
*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.

**2022 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 2022.

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) were up for renewal in 2021 requiring negotiations for new multi-year contracts. As of the date of the budget, all contracts were initiating negotiations.

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. Develop a plan to address needed facility/infrastructure/services to serve the future City boundaries, specifically fire/police facility/water/sewer deficient and transportation deficient areas.

### ARPA funds

Develop a plan for the investment of ARPA funds to leverage public and private benefit that will create sustainability for the City.

### **BUDGET DECISION REQUESTS**

For 2022, this fund reflects the following changes and requests:

- The Administrative Services Manager title was added to City Clerk to reflect the oversight of Municipal Court, Risk Management and moving the management of Information Systems (IT) to City Administration from the Finance Department
- Due to the work load associated with the Human Resources needs of the City, the Human Resources Director position was filled and the Human Resources Manager was maintained as a new full time position and retitled Human Resources Manager/Benefits and Compensation Analyst.
- Due to the ARPA funding, which is federal, the request includes funding to carry out a process to develop a Limited English Proficiency Plan and Transition Plan, which are required with taking on federal funds (\$50,000).
- To assist with the development of the economic development initiatives outlined in the comprehensive plan, the full professional services budget is anticipated to be used to hire contract staff/consultant to work with the City Manager for implementation.

### **AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2020 Amended Budget</b>	<b>2021 Proposed Budget</b>	<b>2022 Proposed Budget</b>
	City Manager	1.00	1.00	1.00
	Human Resources Director	1.00	0.00	1.00
	Administrative Services Manager/City Clerk	1.00	1.00	1.00
	Human Resources Manager (1)	0.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00
	Human Resources Coordinator	1.00	1.00	1.00
<b>Total Personnel (2)</b>		<b>5.00</b>	<b>5.00</b>	<b>6.00</b>

1. *In 2020, the Human Resources Manager position underfilled the Human Resources Director position, and then was authorized to be filled by Council in 2021 in addition to the Human Resources Director.*
2. *Three IT positions were moved from the Finance Department to City Administration and are listed under a separate narrative for Fund 517.*

**002 - Executive**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51310 Executive	\$ 865,604	\$ 610,794	\$ 457,000	\$ 549,280	\$ (61,514)	-10.1%	55.0%
51810 Personnel Services	192,728	279,956	195,984	449,924	169,968	60.7%	45.0%
<b>Total Expenditures</b>	<b>\$1,058,332</b>	<b>\$ 890,750</b>	<b>\$ 652,984</b>	<b>\$ 999,204</b>	<b>\$ 108,454</b>	12.2%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 459,730	\$ 453,319	\$ 349,330	\$ 582,845	\$ 129,526	28.6%	58.3%
200 Personnel Benefits	188,611	195,778	126,178	245,806	50,028	25.6%	24.6%
<i>Sub-Total - Salaries &amp; Benefits</i>	648,341	649,097	475,508	828,651	179,554	27.7%	82.9%
300 Operating Supplies	8,889	10,000	10,576	12,000	2,000	20.0%	1.2%
400 Professional Services	401,102	231,653	166,899	158,553	(73,100)	-31.6%	15.9%
<b>Total Expenditures</b>	<b>\$1,058,332</b>	<b>\$ 890,750</b>	<b>\$ 652,984</b>	<b>\$ 999,204</b>	<b>\$ 108,454</b>	12.2%	100.0%

CITY OF MOSES LAKE  
2022 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 District Court/Municipal Court budget is currently in negotiations with the County. We are moving away from the flat monthly fee to a per case filing fee.

**005 - Legal/Judicial  
BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51250 Municipal Court	\$ 6,000	\$ 6,000	\$ -	\$ 100,000	\$ 94,000	1566.7%	36.4%
51530 Legal	205,192	181,600	131,820	174,550	(7,050)	-3.9%	63.6%
<b>Total Expenditures</b>	<b>\$ 211,192</b>	<b>\$ 187,600</b>	<b>\$ 131,820</b>	<b>\$ 274,550</b>	<b>\$ 86,950</b>	46.3%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
300 Operating Supplies	-	100	-	100	-	0.0%	0.0%
400 Professional Services	211,192	187,500	131,820	274,450	86,950	46.4%	100.0%
<b>Total Expenditures</b>	<b>\$ 211,192</b>	<b>\$ 187,600</b>	<b>\$ 131,820</b>	<b>\$ 274,550</b>	<b>\$ 86,950</b>	46.3%	100.0%

CITY OF MOSES LAKE  
2022 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 (WCIA) 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.

<i>Contributions from Operating Funds</i>			
<b>Operating Division</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
Legislative	\$ 4,900	\$ 5,500	\$ 5,600
Executive	28,700	15,500	18,200
Finance	27,900	22,400	25,100
Community Development	78,600	34,500	43,700
Library	1,600	1,600	1,600
Streets	24,100	27,100	32,900
Engineering	37,100	44,300	52,100
Police	107,400	129,800	165,500
Fire	54,800	72,100	81,800
Parks & Recreation	105,700	124,200	136,000
Fleet Management	25,700	32,700	39,100
Central Services - IT	18,600	22,200	29,400
Building Maintenance	24,200	31,600	37,800
Water	72,600	84,800	96,200
Wastewater	144,000	167,900	175,100
Airport	200	200	200
Storm Water	10,000	12,300	14,200
Ambulance Services	35,900	45,100	57,500
<b>Total Cost Allocations</b>	<b>\$ 802,000</b>	<b>\$ 873,800</b>	<b>\$ 1,012,000</b>

The amount allocated from the WCIA policy for the airport is for equipment and buildings only. A separate policy for the general liability coverage for the airport operations is paid from Airport Fund 495.

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

**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51866 Risk Transfer Payments	\$ 634,977	\$ 726,000	\$ 726,295	\$ 864,370	\$ 138,370	19.1%	81.2%
51868 Payments to Claimants	245,583	200,000	81,481	200,000	-	0.0%	18.8%
<b>Total Expenditures</b>	<b>\$ 880,560</b>	<b>\$ 926,000</b>	<b>\$ 807,776</b>	<b>\$ 1,064,370</b>	<b>\$ 138,370</b>	14.9%	100.0%

Revenue Summary By Type							
340 Charges for Services	\$ 802,000	\$ 873,800	\$ 873,800	\$ 1,012,000	\$ 138,200	15.8%	77.4%
360 Miscellaneous Revenues	523	-	-	295,000	295,000	0.0%	92.4%
<b>Total Revenues</b>	<b>\$ 802,523</b>	<b>\$ 873,800</b>	<b>\$ 873,800</b>	<b>\$ 1,307,000</b>	<b>\$ 433,200</b>	49.6%	100.0%

Fund Balance				
Beginning Balance (Est.)	444,019	\$ 365,982	\$ 365,982	\$ 76,574
Revenue Less Expenditures	(78,037)	(52,200)	66,024	242,630
<b>Ending Balance (Est.)</b>	<b>\$ 365,982</b>	<b>\$ 313,782</b>	<b>\$ 432,006</b>	<b>\$ 319,204</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
400 Professional Services	\$ 880,560	\$ 926,000	\$ 807,776	\$ 1,064,370	\$ 138,370	14.9%	100.0%
<b>Total Expenditures</b>	<b>\$ 880,560</b>	<b>\$ 926,000</b>	<b>\$ 807,776</b>	<b>\$ 1,064,370</b>	<b>\$ 138,370</b>	14.9%	100.0%

Note: \$295,000 expected from miscellaneous revenues for settlement has been included in the 2022 budget to be included to Fund 503 fund balance reserve.



CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**DISASTER RECOVERY**

FUND 105 – ARPA Consideration

*City Manager*

*Allison Williams*

ARPA (American Rescue Plan Act) funding is support provided to eligible state, local, territorial, and tribal governments to help these entities respond to and recover from the COVID-19 emergency. Specifically, the funds are intended to provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery process.

Treasury launched the relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
- Replace lost revenue for eligible state, local, territorial, and Tribal governments to strengthen support for vital public services and help retain jobs
- Support immediate economic stabilization for households and businesses
- Address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each government to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest hit by the crisis. These funds can also be used to make necessary investments in water, sewer, and broadband infrastructure. There is specific guidance for the use of the funds in the Interim Final Rule published by the Department of Treasury.

After review of the Interim Final Rule, and after evaluating the needs that have been identified through the City’s Comprehensive Planning process, and the emergent needs that have resulted in the City’s 2022 budget process, staff is recommending the following uses of the funds:

*Note that Moses Lake is classified as a non-metropolitan city and received notice of \$6,723,558 in federal funding, of which the city received half in May 2021 with the second half expected in May 2022.*

COVID recovery:

- 1) Administration: A contract staff person would be hired to administer the federal funding program and to create the economic development/business development programs described later in this memo for community resilience.
- 2) Fire Staffing and Day Car: Daytime call volume has increased for Fire/Ambulance with the increased well checks and COVID responses. Funding would be utilized to create a day car allowing the city to provide a stop gap measure to increase service delivery availability during peak hours. Four staff would be hired: Two members would be

assigned to a unit with a start time of 0700 daily and an end time of 1500 daily, and two additional members assigned to a unit with a start time of 1100 daily and an end time of 1900 daily.

- 3) Police Mental Health Professional: To assist with well checks and mental health calls, the city has developed a partnership with Grant Integrated Services to provide a mental health professional to be present during police calls. Funds are needed for supplies and training related to this new program this is a response to the pandemic.
- 4) Fund replacement: As a result of COVID, the city's Lodging Tax fund saw a one time decrease of \$200,000 which limits the city's ability to support events that bring tourists/revenue to the city's hotels and businesses.

#### Capital Projects related to health/welfare:

- 1) Cascade Valley Water and Sewer Service: The city has annexed a portion of Cascade Valley but has not extended water and sewer. Water and sewer service became a critical issue for public health and safety during the pandemic. This project would provide the ability to make the extensions financially feasible for new and existing city users.
- 2) Gravel streets and stormwater facilities: A number of streets in the city are still gravel and lack stormwater facilities, contributing to poor conditions and worsening the lake health. Funds would jump start improvements which would help in neighborhood revitalization as well.

#### Resident/Business support:

- 1) Resident support: Provide a fund to assist residents impacted by the pandemic who are unable to make utility payments.
- 2) Business support: Significant public outreach took place during the pandemic with the city's effort to create a new Comprehensive Plan and Creative District. Public input identified a number of investments that would help to spur entrepreneurship and revitalization. Specific projects identified were:
  - a. The establishment of a food truck court in place of a portion of the city's community gardens
  - b. Support of the Chamber and Downtown Association's business incubators
  - c. Support of creative district/arts oriented events and programs

Chronic Homeless support: Funds received during the pandemic allowed the city to start its homeless support program through the establishment of the Sleep Center. This center is temporary and a new site needs to be planned and developed. The new site anticipates expanded services including permanent supportive housing and other related services. The funds identified would only provide for site development and relocation of the Sleep Center. The full build out of the Transformational Center is expected to be \$10 million.

<b>Proposed ARPA funding</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Admin (three year contract employee to support)	10,558	121,000	121,000
Reimburse losses - 2020 LTAC	200,000		
COVID response			
Ambulance replacement		280,000	
Four firefighter/EMT/Paramedic		500,000	500,000
Police MHP - outreach		16,000	
Capital Projects related to health			
Water extension to Cascade Valley		100,000	1,000,000
Sewer extension to Cascade Valley		100,000	1,000,000
Downtown Stormwater			500,000
Gravel Streets			500,000
Resident Support (utility relief carryover)	50,000		
Business Support			
Food Truck Plaza	30,000	120,000	
Business/Arts Support		75,000	
Chronic Homeless Support			
Transformational Campus Development		500,000	1,000,000
Subtotals	290,558	1,812,000	4,621,000
<b>TOTAL</b>			<b>6,723,558</b>

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**COMMUNITY DEVELOPMENT - 004**

GENERAL FUND

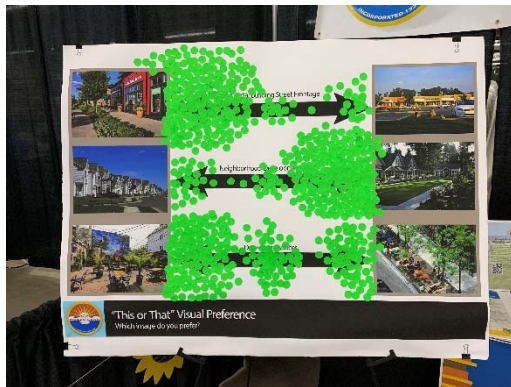
Community Development Director

*Melissa Bethel*

**DEFINITION**

The Community Development Department encompasses the Planning, Building, Code Enforcement, and Housing and Grants functions for the City of Moses Lake.

**PLANNING DEPARTMENT:**



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 the 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.

**BUILDING DEPARTMENT:**

The Building Division supports and administers the Construction Codes as adopted by the Washington State Legislature and City Council. Staff reviews permit applications and plans, issues construction permits and performs inspections for Residential, Commercial, and Industrial permits as well as reviewing business licenses. The Division also attends, hosts, and serves on the local International Code Council Chapter providing educational opportunities.



Code Enforcement is included in the Building Department and manages the city code provisions regarding nuisances, abatement of hazards to public health, safety and welfare and abatement of dangerous buildings. In addition, Code Enforcement personnel assists in emergency response to on-site water/sewer utility main interruptions. Staff stay informed and monitor the Washington State Accessibility Code Enforcement.



**HOUSING AND GRANTS CORDINATOR:** This position oversees the implementation of Homeless programs, coordinates grant funds to proper recipients and participate in the creation and implementation of the Housing Action Plan and Homeless Shelter. The Emergency Shelter is operated by HopeSource under a contract with the City of Moses Lake. The Emergency Shelter provides 20 rooms in which emergency shelter can be provided for unsheltered homeless, or at-risk of

homelessness individuals. 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 second, known as the Emergency Solutions Grant Covid-19, provided \$1,458,768 for homeless programs including outreach, case management, shelter operations and rapid rehousing through September 2022. These funds will also include coverage for a portion of the administrative costs associated with operating these programs. The City is also the subrecipient of two grants funded through the Washington State Department of Commerce. The first, known as the Covid-19 Outbreak Emergency Housing Grant, provided \$195,845 for homeless programs through June 2021.

### **FY2022 PROJECTS / WORK PLAN**

**Planning Department:** FY2021 saw land use activity and permitting remain steady. FY2022 goals include continued education and training for personnel, and increased transparency and communication with the community. This year we hope to see the adoption of the Comprehensive Plan, Development Code and Shoreline Management Plan.

**The Building Division** FY2022 goals include increased training and education and continue to explore creating a Citizen Portal application and paperless permitting system.

**The Code Enforcement Division** FY2022 goals include increase public awareness and outreach. FY2021 compliance rate to date approximately 76%.

**Housing and Grant Coordinator:** Continued operation of the sleep center will be a priority with a goal in FY2022 to start feasibility studies for the new Transformational Center. Work will also continue to focus on expanding and creating more affordable housing options and opportunities for our homeless citizens.

Proposed staffing levels are noted below in the table.

### **BUDGET DECISION REQUESTS**

Notable increases have been made to the Professional Services line item in all departments under Community Development. Code Enforcement was increased from \$5,000 to \$15,000 to accommodate legal/consulting and abatement services. The Planning Department was increased from \$50,000 to \$90,000 to accommodate the planning consultant and legal/consulting services contracts. Building Department will see an increase from \$5,000 to \$25,000 to accommodate potential outsourcing of plan reviews.

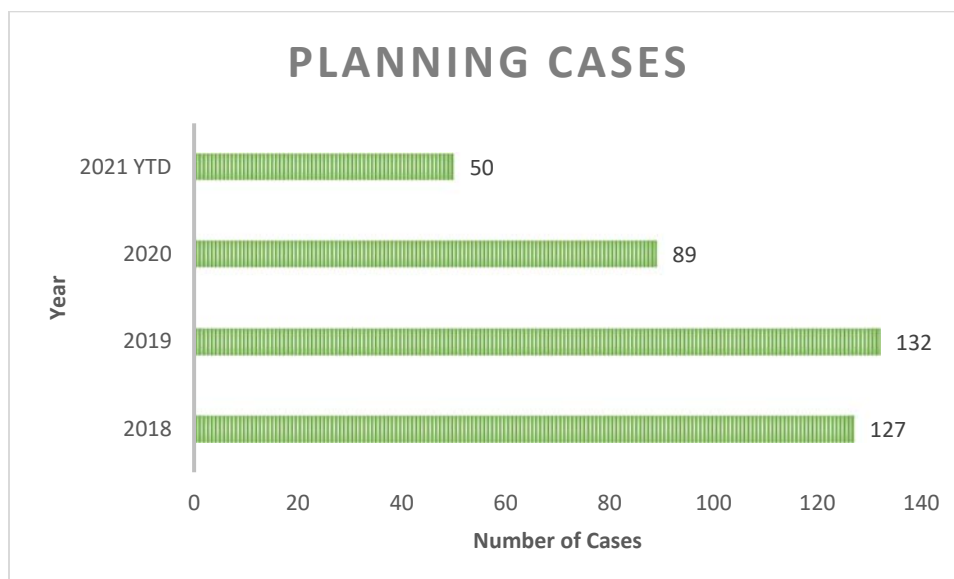
## COMMUNITY DEVELOPMENT DEPARTMENT PERSONNEL

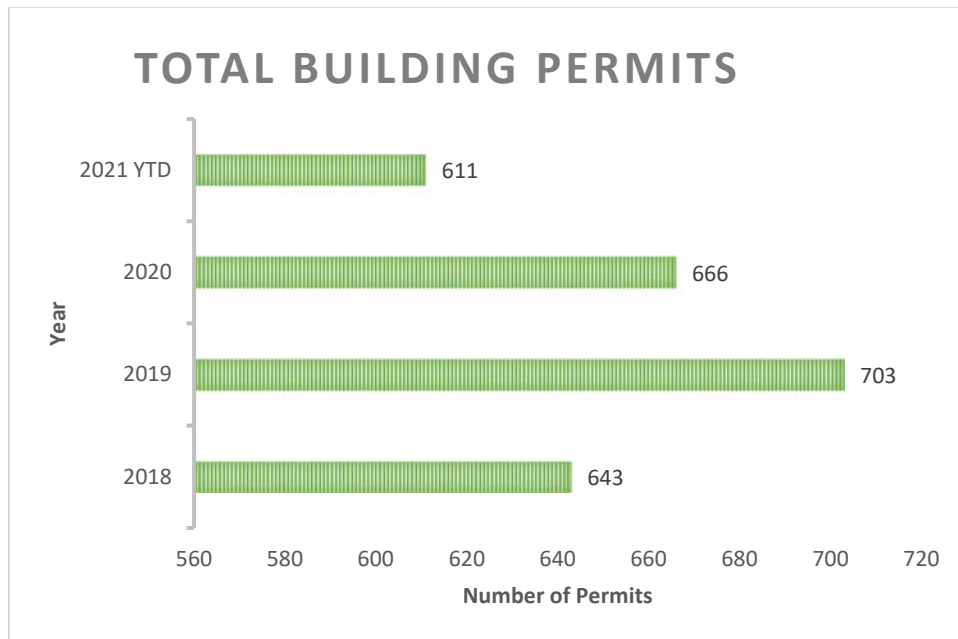
	Position Title	FY2022 Proposed Budget
	Community Development Director	1.00
	Housing and Grants Coordinator	1.00
	Building Official	1.00
	Planning Manager	1.00
	Assistant Planner	1.00
	Plans Examiner/ Deputy Building Official	1.00**
	Building Inspector	2.00
	Code Enforcement Officer	2.50*
	Permit Technician / Planning Technician	2.00
	Associate Planner	1.00**
	<b>Total Regular Full-Time Personnel</b>	<b>13.50</b>
	Seasonal Code Enforcement	0.00

\*Code Enforcement position includes new proposed full-time position funded by Water department and Community Development.

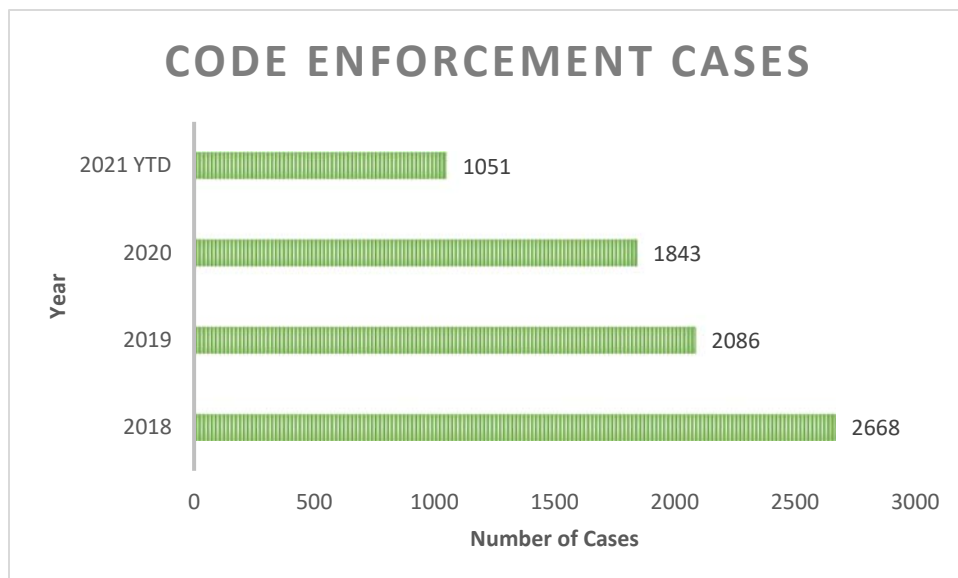
\*\* Position currently vacant and expected to be filled

## PERFORMANCE STATISTICS \*





*\*Residential permits = 449; Commercial permits = 162*



**\*2021 YTD** as of September 2, 2020

**004 - Community Development**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2020	2021	As of 9/30/21 2021	2022	\$ Change	%	
Expense Summary by Function	Actuals	Adopted	Actuals	Proposed	(4)-(2)	Change (4)-(2)	% of Total
52420 Inspect. Permits, Cert. & Licer	\$ 307,134	\$ 347,813	\$ 211,861	\$ 392,632	\$ 44,819	12.9%	19.5%
55850 Building Permits & Plan Revie	448,771	484,228	296,644	617,299	133,071	27.5%	30.7%
55860 Planning	885,027	958,047	755,001	1,001,672	43,625	4.6%	49.8%
<b>Total Expenditures</b>	<b>\$ 1,640,932</b>	<b>\$ 1,790,088</b>	<b>\$ 1,263,507</b>	<b>\$ 2,011,603</b>	<b>\$ 221,515</b>	12.4%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2020	2021	As of 9/30/21 2021	2022	\$ Change	%	
Expense Summary by Type	Actuals	Adopted	Actuals	Proposed	(4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 796,427	\$ 993,596	\$ 638,524	\$ 990,335	\$ (3,261)	-0.003	49.2%
200 Personnel Benefits	366,148	456,592	250,796	499,698	43,106	9.4%	24.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>1,162,575</i>	<i>1,450,188</i>	<i>889,319</i>	<i>1,490,033</i>	<i>39,845</i>	<i>2.7%</i>	<i>74.1%</i>
300 Operating Supplies	19,066	27,000	4,144	53,000	26,000	96.3%	2.6%
400 Professional Services	459,291	312,900	370,043	468,570	155,670	49.8%	23.3%
<b>Total Expenditures</b>	<b>\$ 1,640,932</b>	<b>\$ 1,790,088</b>	<b>\$ 1,263,507</b>	<b>\$ 2,011,603</b>	<b>\$ 221,515</b>	12.4%	100.0%



CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**HOMELESS SERVICES**

**FUND 110**

Community Development Director

*Melissa Bethel*

**DEFINITION**

The Homeless Services fund provides for the operations of the City's Homeless Programs, to include, but not limited to operations of the Open Doors Sleep Center and Enhanced Shelter. The overnight sleeping



center provides 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 Enhanced Shelter is operated by HopeSource under a contract with the City of Moses Lake. The Enhanced Shelter provides 20 rooms in which emergency shelter can be provided for unsheltered homeless, or at-risk of homelessness individuals. The Enhanced 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 received \$365,845 through the Covid-19 Emergency Housing Grant, funding through June 2021, \$185,461 from the Shelter Program Grant, and \$5,000 through the Emergency Food and Shelter Program. The City is also the recipient of a grant funded through the Washington State Department of Commerce known as the Emergency Solutions Grant Covid-19, which provides \$1,273,307.37 through September 2022. These funds will also include coverage for a portion of the administrative costs associated with operating these programs.

In 2022, the City will continue to utilize funds from HB1406, Recording Fees, and the Emergency Solutions Grant COVID-19. The City plans on establishing a permanent location to provide services to people experiencing homelessness. The City hopes to conduct a feasibility study and develop plans for design and phased construction of the Transformational Center. As the homeless and housing program continues to grow, the City will need additional funding sources as it is unlikely grants will fund future project costs.

**Fund 110 - Homeless Services**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
56540 Homeless Services	\$ 270,984	\$ 377,700	\$ 823,179	\$ 285,766	\$ (91,934)	-24.3%	100.0%
<b>Total Expenditures</b>	<b>\$ 270,984</b>	<b>\$ 377,700</b>	<b>\$ 823,179</b>	<b>\$ 285,766</b>	<b>\$ (91,934)</b>	-24.3%	100.0%

Revenue Summary by Type							
310 Taxes	\$ 34,793	\$ 66,000	\$ 124,806	\$ 70,600	\$ 4,600	7.0%	13.9%
330 Intergovernmental Revenues	112,308	377,000	329,016	303,765	(73,235)	-19.4%	59.6%
340 Charges for Goods/Services	-	135,000	34,964	135,000	-	0.0%	26.5%
360 Other Revenues	-	-	5,000	-	-	0.0%	0.0%
390 Transfers In	173,996	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 321,097</b>	<b>\$ 578,000</b>	<b>\$ 493,786</b>	<b>\$ 509,365</b>	<b>\$ (68,635)</b>		100.0%

Fund Balance				
Beginning Balance (Est.)	1,223	\$ 51,336	\$ 51,336	\$ (178,021)
Revenue Less Expenditures	50,113	200,300	(329,393)	223,599
<b>Ending Balance (Est.)</b>	<b>\$ 51,336</b>	<b>\$ 251,636</b>	<b>\$ (278,057)</b>	<b>\$ 45,578</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
300 Operating Supplies	106,103	18,000	4,919	-	(18,000)	-100.0%	0.0%
400 Professional Services	164,881	359,700	818,260	285,766	(73,934)	-20.6%	100.0%
<b>Total Expenditures</b>	<b>\$ 270,984</b>	<b>\$ 377,700</b>	<b>\$ 823,179</b>	<b>\$ 285,766</b>	<b>\$ (91,934)</b>	-0.243	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**FINANCIAL SERVICES - 003**

GENERAL FUND

Interim Finance Director  
Accounting Manager  
Utilities Manager

*Gail Gray*  
*Wendy Parks*  
*Jessica Cole*

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.

**2021 ACCOMPLISHMENTS**

- Developed and adopted Financial Policies
- Utilized new City Council Finance Committee for overall review
- Issued LOCAL financing for LRC and Fire Apparatus
- Filled several positions, new Accounting Technician, and one Accountant position—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 large “growing pains” associated with a switchover of this magnitude. After bringing on the project specific IT Analyst, and interim Finance Director with a strong technology acumen, we foresee better progress. We switched to

“go live” on the payroll module in the new system January 1, 2021, we still need to be trained and ready to achieve “go live” fully in financial module; and are struggling with the cut over for the Customer Information System (CIS).

- Implemented the Schedule and rate upgrades into the payroll system for “go live”.
- Achieved a No Audit Findings Audit for 2019 annual audit.
- Rolled out new system training for A/P and Payroll Portal users despite setbacks.

## **2022 PROJECTS / WORK PLAN**

In addition to the day-to-day work done to account for every financial transaction, the work plan for 2022 will also include:

- Develop updated purchasing policies for the City. This will include reviewing a draft with the City Council Finance Committee, and ultimately bringing a document for Council approval. Note, this was on the work plan for 2021, but with COVID 19 responses that brought competing workloads, this was postponed until all upper management has time to focus on the project.
- 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 2022 which includes working with the interim Finance Director to bring the project into scope or seek other alternatives if need be.
- Complete the financing for the Police Department upgrade.
- Go through a Federal A-133 audit since we will have received over \$750,000 in federal grant dollars in 2020. This will be a multi-year project with ARPA funds now received.
- Continue transition of the Finance Director who retired in August 2021.

## **Accounting Technician Position:**

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 was possible that the new FMS will change daily tasks significantly enough to free up some time for current employees; this is not the case as we sit today. We are getting through the learning curve of the new employees and the new systems, but the new system has failed to reduce the amount of work required. 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 technician, such as various reconciliations, routine tax returns, etc.

The projects that need to be done by the Accountants include:

1. Implementing a Capital Facilities Plan template
2. Developing Federal grant management protocols
3. A five-year forecast for major funds
4. Implementation of finance-related policies
5. Review of business processes (which is important with the new Financial Management System coming online)
6. Researching and implementing new accounting pronouncements

We are respectfully requesting this for the 2022 budget. This is listed in the Unbudgeted Request Summary.

## PERFORMANCE STATISTICS

<b>Impact</b>	<b>2020 Actual</b>	<b>2021 Prelim</b>	<b>2022 Proposed Budget</b>
Investment income (1)	\$	\$34	\$50
Average total portfolio managed (1)	\$	\$33,693	\$33,500

<b>Accounting Functions</b>	<b>2020 Actual</b>	<b>2021 Prelim</b>	<b>2022 Proposed Budget</b>
Capital projects (1)	\$10,035	\$8,022	\$7,600
Number of grants administered	26	27	29
Payroll checks issued and direct deposits made	6,763	5,707	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	4,446	4,021	4,100
Dollar amount of claims paid (1)	\$38,780	\$35,000	\$38,000
Number of funds	33	33	34

<b>Treasury Functions</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Proposed Budget</b>
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	\$3,275

(1) Numbers in thousands.

## AUTHORIZED PERSONNEL

	Position Title	2020 Actual	2021 Amended Budget	2022 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 *	0.50	0.00	0.00
<b>Total Personnel</b>		<b>6.50</b>	<b>6.00</b>	<b>6.00</b>

\* Added in 2020, Shared 50% with Fire Department. This position is again up for consideration. (See the narrative for additional information).

## 003 - Financial Services

### BUDGET SUMMARY

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51420 Financial Svs	\$ 575,175	\$ 344,789	\$ 245,723	\$ 285,554	\$ (59,235)	-17.2%	26.1%
51422 Fiduciary Services	192	1,400	206	900	(500)	-35.7%	0.1%
51423 Budgeting, Acctng, Audit	617,485	738,383	566,138	807,511	69,128	9.4%	73.8%
<b>Total Expenditures</b>	<b>\$ 1,192,852</b>	<b>\$ 1,084,572</b>	<b>\$ 812,068</b>	<b>\$ 1,093,965</b>	<b>\$ 9,393</b>	0.9%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 521,639	\$ 531,406	\$ 410,157	\$ 538,633	\$ 7,227	1.4%	49.2%
200 Personnel Benefits	220,497	239,016	139,138	234,542	(4,474)	-1.9%	21.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>742,136</i>	<i>770,422</i>	<i>549,295</i>	<i>773,175</i>	<i>2,753</i>	<i>0.4%</i>	<i>70.7%</i>
300 Operating Supplies	(391)	9,000	2,575	8,500	(500)	-5.6%	0.8%
400 Professional Services	451,107	305,150	260,197	312,290	7,140	2.3%	28.5%
<b>Total Expenditures</b>	<b>\$ 1,192,852</b>	<b>\$ 1,084,572</b>	<b>\$ 812,068</b>	<b>\$ 1,093,965</b>	<b>\$ 9,393</b>	0.9%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**UTILITY SERVICE**

CENTRAL SERVICES FUND (517, DEPARTMENT 514)

Accounting Manager  
Utility Service Supervisor

*Wendy Parks*  
*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 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). 2022 is the fourth year in this ramp up.

## 2021 ACCOMPLISHMENTS

**Utility Relief Program** – On March 18, 2020, Governor Inslee issued Proclamation 20-23 which called on all water providers in Washington State to ensure the health and safety of their employees and the public by stopping disconnection of water service due to non-payment and waiving of late payments for all customers during the COVID-19 pandemic. In response to the Governor's order, City of Moses Lake developed the COVID-19 Utility Relief Program in September 2020 to provide an opportunity for our customers to seek long-term payment plans and CARES Act grant funds to help alleviate any financial hardship created by the pandemic. As of October 6, 2021, we have received 77 applications for payment arrangements and/or CARES Act grant funds and have paid less than \$10,000 in delinquent charges with CARES funds. There are nearly 600 delinquent residential water/sewer accounts totaling over \$300,000 in delinquent balances. The Utility Department will be tasked with tracking payment arrangements and distributing CARES funds to qualifying applicants while resuming shut off procedures beginning in November 2021.

**Business Licensing-** transitioned from Permit Trax to Cityworks for issuance of permits. Enhances the workflow and communication between departments which will expedite the issuance/denial of pending business license applications. A notable change adopted by Council is a 60-day timeframe for new applications, holding the applicant responsible for providing required information to city staff or the application is closed without refund. This change has increased responsiveness and increased turnaround time to issue licenses resulting in reduced costs associated with staff time for follow up.

**Beacon Meter Reading-** With 245 meters deployed, monthly meter reads are being collected using online software from our desk. Not only does this technology eliminate the need for meter readers to drive by to collect data, reducing time and vehicle related reading expenses, this technology allows us to collect hourly consumption data on individual accounts providing leak detection and helps us track conservation efforts during the irrigating season. Supply chain issues related to COVID-19 significantly slowed deployment over 2021, but the Water Department will continue installation as inventory becomes available with a goal of having 3,000 Beacon meters in the ground by the end of 2022.

**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.

**Water and Sewer Rate Study** – Utility staff worked with consultants from FCS Group to analyze customer data and develop changes to the water and sewer rate structure that would support system maintenance and future growth. The rate recommendations included affordability for residential customers by lowering the cost for basic household water and sewer needs, increased equity in rates by aligning the costs of water and sewer closer to the rates paid, incentivizing conservation to reduce overall demand and delay



the need for high cost water supply capital projects in the future, and provide financial stability for the utilities going forward, reducing the likelihood of sudden rate spikes in the future.

Our existing billing software doesn't currently support a change to tiered water rates, so this project is currently on hold until we transition to Innoprise CIS.

- Coordinated rerouting of residential routes for garbage and recycle collection to allow for continued growth throughout the city.
- Participated in the implementation of the replacement of our Financial Management System (FMS) (see further discussion in the Finance Division Budget)
- Launched Innoprise Centralized Cash Receipting (CCR) for all departments in April 2020. Transitioning from Datanow to CCR allowed for full integration with the new Innoprise financial software.

## 2022 PROJECTS / WORK PLAN

In addition to the day to day operations of the divisions, the work plan for 2022 will also include:

**Payment Arrangements/Utility Relief** – We anticipate additional needs for delinquent customers in 2022 with payment plans spanning over the next 18 months. We are currently working on configuring an existing module in our current billing software to process and track approved payment plans. This will create additional workload for the department that will require regular review of payment statuses and follow up with customers as we resume delinquent account shut off and continued collection efforts.

**Reduced Utility Rates for Low-Income Seniors and Disabled Citizens** – The city currently offers a fifty percent discount of the garbage rate for qualifying low income seniors. One of the goals of the department is to replace the existing program with one that offers reduced rates for all utilities and is offered to both low income seniors and disabled citizens. We will be researching existing programs throughout Washington and identifying eligibility requirements to aid us in drafting new program guidelines for Council consideration.

**Contribution Program** – In an effort to provide additional financial aid to low income utility customers, we are exploring the possibility of a "shares" program where customers can make a voluntary contribution when they pay their utility bill to an assistance fund that would be managed by a non-profit organization, such as Community Action Council or similar agency. The managing agency would vet applicants to determine eligibility and handle disbursement of assistance funds as deemed appropriate by program guidelines.

**Updating proration of utility charges** – Once we transition to CIS software for billing, we will implement a new policy for proration of opening and closing bills that better aligns with the industry standard. Currently the only utility that is being prorated is solid waste. The new policy will include all five utilities and base rates will be prorated based on the number of days service is provided. Where water and sewer consumption exceed the allowance provided by the base rate, additional consumption will be charged in accordance with the adopted fee schedule. Additionally, the rounding calculation for metered consumption will be slightly different with the new billing software. Where the current software rounds consumption to the nearest 100 cubic feet, the new software will use true rounding; portions less than 50 cubic feet will be rounded down and portions 50 cubic feet, or more, will be

rounded up to the nearest 100. Example: If a customer uses 3,443 cubic feet of water in a billing period, the current system rounds the total consumption up to 3,500 cubic feet. The new system would round the total consumption down to 3,400 cubic feet.

**New Rate Classes-** One of the recommendations from the water and sewer rate study was to create new rate classes for multifamily, irrigation and industrial users. Staff is working to develop a complete list of users and identify which accounts will need to be assigned new rate classifications to accommodate the new rate model in 2022. Industrial customers are being defined as those who require a sewer discharge permit with our Public Works Department. Water and sewer rates for industrial users are set equal to commercial for the time being with the intention of a future increase after more data is collected for this group.

**Innoprise Billing Solution** - go-live is currently on hold and will potentially resume in Q1 of 2022.

- A review and update (if warranted) of the ordinances that govern utility billing, especially when considering the functionality of the new Utility Billing system we are implementing;

## BUDGET DECISION REQUESTS

As the City grows, Utility Services are finding themselves processing more transactions, and do not have capacity for any new programs we want to propose for our citizens, such as formal payment arrangements or possibly a “utility help” program. There are also long-standing issues that we have not adequately addressed, including delinquent account follow-up on accounts that do not have water service, and continuing correspondence with customers in support of the recycling programs. We are proposing an administrative assistant to the Utility Services Manager to be an extension of the Manager to accomplish these important functions.

## PERFORMANCE STATISTICS

	2020 Actual	2021 Prelim	2022 Proposed Budget
<b>Utility Services</b>			
New Accounts Started	907	1,233	1,300
Meters Read	9,595	10,385	10,585
Bills Issued	114,842	87,945	114,900
Turn Off Notifications Issued (phone/door)	1,653	0	11,500
Total Business Licenses Issued	2,900	2,661	3,000
New Business License Applications Received	600	594	660

<b>Accounts Billed</b>	<b>2020 Actual</b>	<b>2021 Prelim</b>	<b>2022 Proposed Budget</b>
Water- Residential	7,685	8,013	8,200
Water-Commercial	1,548	1,700	1,750
Wastewater-Residential	7,688	7,896	8,083
Wastewater-Commercial	1,033	1,055	1,105
Stormwater-Residential	6,655	6,832	7,019
Stormwater-Commercial	892	908	958
Solid Waste-Residential	6,599	6,844	7,030
Solid Waste-Commercial	1,023	1,033	1,083
Ambulance-Residential & Commercial	7,477	7,721	7,970

## AUTHORIZED PERSONNEL

<b>Position Title</b>	<b>2020 Actual</b>	<b>2021 Amended Budget</b>	<b>2022 Proposed Budget</b>
Utility Services 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
Administrative Assistant	0.00	0.00	1.00
<b>Total Personnel</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>

1. One Business License Clerk position is funded 100% in the Financial Services-003 Department.

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

**517-514 - Central Services: Utility Service**  
**Budget Summary**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51420 Financial Svs	\$ 876,549	\$ 846,291	\$ 618,911	\$ 950,864	\$ 104,573	12.4%	100.0%
<b>Total Expenditures</b>	<b>\$ 876,549</b>	<b>\$ 846,291</b>	<b>\$ 618,911</b>	<b>\$ 950,864</b>	<b>\$ 104,573</b>	12.4%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 330,431	\$ 342,803	\$ 264,055	\$ 422,955	\$ 80,152	23.4%	44.5%
200 Personnel Benefits	154,754	178,697	117,534	229,239	50,542	28.3%	24.1%
<i>Sub-Total - Salaries &amp; Benefits</i>	485,185	521,500	381,589	652,194	130,694	25.1%	68.6%
300 Operating Supplies	10	3,000	49	4,100	1,100	36.7%	0.4%
400 Professional Services	391,354	321,791	237,272	294,570	(27,221)	-8.5%	31.0%
<b>Total Expenditures</b>	<b>\$ 876,549</b>	<b>\$ 846,291</b>	<b>\$ 618,911</b>	<b>\$ 950,864</b>	<b>\$ 104,573</b>	12.4%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**INFORMATION TECHNOLOGY**

CENTRAL SERVICES FUND 517

*Administrative Services Manager/City Clerk*

*Debbie Burke*

**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
- Mobile communication devices, including in vehicle data systems, tablets, phones, and cellular hotspots.
- Manage records retention of digital records 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 but is moving to a hybrid server and cloud storage. 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 team reports to the Administration Department.

**2021 ACCOMPLISHMENTS**

- Strengthen the City's defenses against cyber-attacks:
  - Continued a "phish" threat training program for all City employees
  - Installed/tested ransomware protection on individual computers
  - Implemented an "offline" system backup rotation to mitigate the impact of possible ransomware attacks
- 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
- Supported technological upgrade requests for smart phones, tablets, etc.
- Continued support of telecommuting in response to the COVID-19 pandemic, including both remote access and new laptop and monitor distribution
- Review Inventory of City IT equipment and continue to establish a viable replacement schedule to keep technology up-to-date

## **2022 PROJECTS / WORK PLAN**

In addition to the day-to-day operations of the divisions, the work plan for 2022 will also include:

- Continued implementation of City Works Public Portal, Innoprise Single Sign On, and Laserfiche workflows
- Parks, Recreation, and Cultural facility relocation
- Police move to temporary facilities during remodel
- Servers: Re-work network storage systems with additional redundancy and upgrade infrastructure
- Add failover backup connection for internet access
- Implement 2 Factor Authentications to comply with insurance requirements and security protocol standards, and mitigate any lost/stolen password vulnerability
- IT Room Redesign (four functional workspaces)
- Computer Training Lab Setup
- Work with audio-visual consultant to add amenities to A-V capabilities in the Civic Center
- Evaluate website needs and assist with implementation process of those needs
- Establish annual process for review of equipment and software with departments and centralized evaluation of needs for the budget process

## **BUDGET DECISION REQUESTS**

With the expansion of the City's work sites, IT is requesting a vehicle properly setup for IT to facilitate efficient moves as well as to best serve the city's needs. This vehicle is a Ford panel van with a storage solution built in so that equipment, tools, and accessories can be properly and securely stored and transported without creating the unsafe work environment or security risk that the current IT vehicle presents.

There is a need in the City to have a Computer Training Lab to allow hands on training and classes for our ever-expanding software library. In 2020, the City rolled out Office 365 which has several pieces to it, such as Outlook, Teams, SharePoint, many of which are new to City staff. To best utilize these applications, training is required. However, without proper facilities, training has been limited to online tutorials and hands off learning. With the creation of a Computer Training Lab, we can offer a hands-on opportunity to learn and grow to take the most advantage of the software the City has already purchased as well as for future software or classes that come up.

As technology continues to develop, it is imperative that we allocate resources to ensure we are using the current technology. From the computers to the servers, we need to evaluate the technology currently being used and ensure that it still meets the City's needs. In addition, the current security environment has a multitude of examples of organizations that have fallen victim to ransomware and network attacks. We will continue to implement best practices that allow us to block and mitigate attacks on our valuable systems, and by providing the systems needed on individual and system levels, provide these essential services with the fewest interruptions possible.

## PERFORMANCE STATISTICS –

<b>Information Technology-Inventory</b>	<b>2020 Actual</b>	<b>2021 YTD Sept</b>	<b>2022 Proposed</b>
Desktop/Laptop Computers	196	211	*
Tablets	65	162	*
Copiers/Printers (includes label and receipt printers)	61	162	*
Smartphones	85	128	*
Landline Phones/Fax Machines	240	248	*
Servers (Physical)	16	18	17
Servers (Virtual)	23	23	25
Network Attached Storage	8	18	25
Network Appliances	8	14	15
Managed network routers/switches	35	47	52
Managed remote network locations	8	8	8

\*Remaining Proposed 2022 will be filled in following Council Workshop

<b>Information Technology-Activity</b>	<b>2020 Actual</b>	<b>2021 YTD August</b>
Emails Scanned	631,548	445,647 *
Email Spam	207,828	691,348 *
Email Advanced Threat	1,260	541
Email-Legitimate	342,396	245,700
Network Intrusions Blocked	30,283	488,720
Network Advanced Threats Blocked	47	20
Helpdesk Tickets Resolved	804	1,152

\*Switched to SOPHOS in 2021 where detections improved

## AUTHORIZED PERSONNEL

	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Proposed Budget</b>
<b>Position Title</b>			
IT Analyst	2.00	2.00	2.00
IT Application Specialist*	0	1.00	1.00
<b>Total Personnel</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

\*Position started as temporary and budgeted for regular full time in 2021.

Note: 0.5 IT analyst is charged to Police budget.

The following are the cost allocation charges for Fund 517 Central Services revenue.

<i>Contributions from Operating Funds</i>			
<b>Operating Division</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
Legislative	\$ 17,200	\$ 20,100	\$ 20,100
Executive	60,700	22,100	22,100
Finance	122,600	45,000	61,190
Community Development	91,700	70,400	81,170
Legal/Judicial	500	500	550
Misc. Services	-	-	-
Streets	52,100	29,100	32,000
Engineering	69,900	81,400	89,520
Police	200,000	265,500	306,970
Fire	81,250	69,800	76,760
Parks & Recreation	137,500	99,900	124,860
Fleet Management	51,046	41,100	45,190
Building Maintenance	65,500	32,300	40,530
Utility Billing	27,600	38,600	42,450
Water	112,237	53,400	66,230
Wastewater	90,737	51,100	63,700
Airport	2,800	3,100	3,410
Storm Water	24,537	28,200	31,010
Ambulance Services	36,700	34,800	38,270
<b>Total - Information Technology</b>	<b>\$ 1,244,607</b>	<b>\$ 986,400</b>	<b>\$ 1,146,010</b>
<b>Debt Service</b>			
Utility Billing: Solid Waste	146,252	135,800	151,040
Utility Billing: Water	310,629	262,800	302,300
Utility Billing: Wastewater	300,805	262,800	302,300
Utility Billing: Storm Water	83,913	88,000	97,880
Utility Billing: Ambulance	82,570	88,000	97,880
<b>Total - Utility Billing</b>	<b>\$ 924,169</b>	<b>\$ 837,400</b>	<b>\$ 951,400</b>
<b>Total Central Services Charges</b>	<b>\$ 2,168,776</b>	<b>\$ 1,823,800</b>	<b>\$ 2,097,410</b>



**Fund 517 - Central Services: Information Technology (Utility Services Expenses included)**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51870 Printing Services	\$ 32,044	\$ 41,500	\$ 22,052	\$ 41,500	\$ -	0.0%	2.0%
51888 Operations-General	1,218,094	846,514	765,188	1,021,427	174,913	20.7%	48.7%
51890 Other Centralized Svs	86,652	84,000	62,943	31,000	(53,000)	-63.1%	1.5%
59418 Centralized Services	(46,403)	13,500	5,292	52,000	38,500	285.2%	2.5%
54240 Repair & Maintenance	(57,040)	-	-	-	-	0.0%	0.0%
<b>Total IT Expenditures</b>	<b>\$ 1,233,347</b>	<b>\$ 985,514</b>	<b>\$ 855,475</b>	<b>\$ 1,145,927</b>	<b>\$ 160,413</b>		
Add: 514 Utility Services Exp	876,549	846,291	618,911	950,864	104,573	12.4%	45.3%
<b>Total Fund Expenditures</b>	<b>\$ 2,109,896</b>	<b>\$ 1,831,805</b>	<b>\$ 1,474,386</b>	<b>\$ 2,096,791</b>	<b>\$ 264,986</b>	14.5%	100.0%

Revenue Summary By Type							
330 Federal Grants	\$ 78,233	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
340 IT Charges for Goods/Ser	1,244,607	986,400	739,800	1,146,010	159,610	16.2%	54.6%
340 UB Charges for Goods/Se	924,169	837,400	628,050	951,400	114,000	13.6%	45.4%
360 Miscellaneous Revenues	2,093	-	-	-	-	0.0%	0.0%
390 Transfer In	35,850	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 2,284,952</b>	<b>\$ 1,823,800</b>	<b>\$ 1,367,850</b>	<b>\$ 2,097,410</b>	<b>\$ 273,610</b>	15.0%	100.0%

Fund Balance				
Beginning Balance (Est.)	498,924	\$ 673,980	\$ 673,980	\$ 665,975
Revenue Less Expenditures	175,056	(8,005)	(106,536)	619
<b>Ending Balance (Est.)</b>	<b>\$ 673,980</b>	<b>\$ 665,975</b>	<b>\$ 567,444</b>	<b>\$ 666,594</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 525,447	\$ 548,057	\$ 420,703	\$ 638,249	\$ 90,192	16.5%	30.4%
200 Personnel Benefits	372,226	296,548	183,756	344,692	48,144	16.2%	16.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>897,673</i>	<i>844,605</i>	<i>604,458</i>	<i>982,941</i>	<i>138,336</i>	<i>16.4%</i>	<i>46.9%</i>
300 Operating Supplies	467,993	114,000	169,534	524,100	410,100	359.7%	25.0%
400 Professional Services	790,633	859,700	695,102	537,750	(321,950)	-37.4%	25.6%
600 Capital Outlay	(46,403)	13,500	5,292	52,000	38,500	285.2%	2.5%
<b>Total Expenditures</b>	<b>\$ 2,109,896</b>	<b>\$ 1,831,805</b>	<b>\$ 1,474,386</b>	<b>\$ 2,096,791</b>	<b>\$ 264,986</b>	14.5%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

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**FIREMEN'S RELIEF AND PENSION**

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FUND 611

*Accounting Manager*

*Wendy Parks*

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**DEFINITION**

This fund provides for a single-employer, defined benefit pension plan to retired firefighters employed prior to 3/1/1970 as governed by Washington State Law RCW 41.16 and 41.18. Pension benefits for firefighters that were hired after March 1, 1970 are covered by the Washington Law Enforcement Officers and Firefighters' Retirement System (LEOFF). If firefighters were active in the period from 3/1/1970 to 9/30/1977, they are considered members of the LEOFF 1 retirement plan. Under governing law, the City pension member is entitled to payment from the City's pension plan for those benefits in excess of those calculated under the LEOFF plan.

LEOFF 1 members are also eligible for 100% reimbursement of necessary medical expenses. These benefits are being paid out of the Fire budget in General Fund, and there have been no transfers into the fund to date. The current Fire Insurance Premium Tax distribution has not exceeded the annual pension payments thus far.

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.

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

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51738 Payments to Claimants	\$ 34,905	\$ 55,000	\$ 23,387	\$ 55,000	\$ -	0.0%	100.0%
<b>Total Expenditures</b>	<b>\$ 34,905</b>	<b>\$ 55,000</b>	<b>\$ 23,387</b>	<b>\$ 55,000</b>	<b>\$ -</b>	0.0%	100.0%

Revenue Summary By Type							
330 Intergovernmental Reven	\$ 43,482	\$ 40,000	\$ 45,037	\$ 44,000	\$ 4,000	10.0%	98.9%
360 Miscellaneous Revenues	2,170	3,000	-	500	(2,500)	-83.3%	1.1%
<b>Total Revenues</b>	<b>\$ 45,652</b>	<b>\$ 43,000</b>	<b>\$ 45,037</b>	<b>\$ 44,500</b>	<b>\$ 1,500</b>	3.5%	100.0%

Fund Balance				
Beginning Balance (Est.)	352,388	\$ 363,135	\$ 363,135	\$ 351,135
Revenue Less Expenditures	10,747	(12,000)	21,650	(10,500)
<b>Ending Balance (Est.)</b>	<b>\$ 363,135</b>	<b>\$ 351,135</b>	<b>\$ 384,785</b>	<b>\$ 340,635</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
200 Personnel Benefits	\$ 34,905	\$ 55,000	\$ 23,387	\$ 55,000	\$ -	0.0%	100.0%
<b>Total Expenditures</b>	<b>\$ 34,905</b>	<b>\$ 55,000</b>	<b>\$ 23,387</b>	<b>\$ 55,000</b>	<b>\$ -</b>	0.0%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**TOURISM ACTIVITIES**

LODGING TAXES – FUND 102

*Accounting Manager*  
Parks & Recreation Director

*Wendy Parks*  
*Susan Schwiesow*

**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 committed the first 2% of the tax to debt; most recently it has been used for improvements to the water park. The cumulative balance that has been built up in the “first 2%” has been allocated to the planning and design of the Larson Recreation Center, which broke ground in 2021, and debt was issued through the State’s LOCAL program. 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.

Each year, the City’s LTAC convenes to evaluate use of the “second 2%”, and the LTAC has reviewed the proposals. The budget includes the available amount of \$309,900. LTAC makes its recommendation to City Council, who 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 \$695,036 in 2018 growing to \$799,538 in 2019. Then the response to the COVID 19 pandemic closed travel starting in March 2020. The 2020 tax collection reduced by 28% to \$578,429. This trend has continued but year-to date 2021 results are up 20% to the same time period in 2020. This is bolstered by a large collection in September of \$101K. Because of the ongoing uncertainty about when the economy might fully open up and how people’s travel habits will respond, we have made a conservative estimate of \$665,000 for both the year end of 2021, which is being carried forward into 2022. This may be a fund to consider reimbursing for 2020 losses with ARPA funds.

**Fund 102 - Tourism Activities**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
57528 Operations-General	\$ (36,755)	\$ 306,500	\$ 45,418	\$ 301,500	\$ (5,000)	-1.6%	44.5%
55730 Tourism	243,869	-	133,217	-	-	0.0%	0.0%
59700 Transfer Out	339,400	262,900	112,900	375,600	112,700	42.9%	55.5%
<b>Total Expenditures</b>	<b>\$ 546,514</b>	<b>\$ 569,400</b>	<b>\$ 291,535</b>	<b>\$ 677,100</b>	<b>\$ 107,700</b>	18.9%	100.0%

Revenue Summary By Type							
310 Taxes	\$ 578,429	\$ 620,000	\$ 513,069	\$ 620,000	\$ -	0.0%	100.0%
360 Miscellaneous Revenues	4,093	1,000	-	100	(900)	-90.0%	0.0%
<b>Total Revenues</b>	<b>\$ 582,522</b>	<b>\$ 621,000</b>	<b>\$ 513,069</b>	<b>\$ 620,100</b>	<b>\$ (900)</b>	-0.1%	100.0%

Fund Balance				
Beginning Balance (Est.)	745,575	\$ 781,583	\$ 781,583	\$ 824,031
Revenue Less Expenditures	36,008	51,600	221,534	(57,000)
<b>Ending Balance (Est.)</b>	<b>\$ 781,583</b>	<b>\$ 833,183</b>	<b>\$ 1,003,117</b>	<b>\$ 767,031</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
000 Interfund Transfer	\$ 339,400	\$ 262,900	\$ 112,900	\$ 375,600	\$ 112,700	42.9%	55.5%
300 Operating Supplies	5,576	6,000	50	6,000	-		
400 Professional Services	201,538	300,500	178,585	295,500	(5,000)	-1.7%	43.6%
<b>Total Expenditures</b>	<b>\$ 546,514</b>	<b>\$ 569,400</b>	<b>\$ 291,535</b>	<b>\$ 677,100</b>	<b>\$ 107,700</b>	18.9%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**GRANTS AND DONATIONS**

FUND 103

Accounting Manager

Wendy Parks

**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.

**Fund 103 - Grants and Donations**

**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	% Change (4)-(2)	% of Total
52110 Administration	\$ 13,346	\$ 5,000	\$ 7,990	\$ 5,000	\$ -	0.0%	4.3%
52121 Investigation	17,042	10,000	15,482	10,000	-	0.0%	8.7%
52122 Patrol	269,225	44,000	8,220	44,000	-	0.0%	38.2%
52123 Special Units	28,691	40,500	34,963	30,500	(10,000)	-24.7%	26.5%
52130 Crime Prevention	(324)	14,000	-	3,000	(11,000)	-78.6%	2.6%
52170 Traffic Policing	1,074	3,500	-	-	(3,500)	-100.0%	0.0%
52210 Administration-Supplies	1,368	-	-	-	-	0.0%	0.0%
59421 Capital Outlay - Law Enfc	37,579	-	63,148	-	-	0.0%	0.0%
57120 Education & Rec Services	2,225	1,300	-	1,300	-	0.0%	1.1%
57530 Museum & Art Galleries	(16)	15,500	853	16,500	1,000	6.5%	14.3%
57680 General Parks	1,718	5,000	-	5,000	-	0.0%	4.3%
59476 Park Facilities	13,927	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 385,855</b>	<b>\$ 138,800</b>	<b>\$ 130,656</b>	<b>\$ 115,300</b>	<b>\$ (23,500)</b>	-16.9%	100.0%

Revenue Summary by Type								
330 Intergovernmental Revenues	\$ 89,914	\$ 46,400	\$ 29,395	\$ 52,000	\$ 5,600	12.1%	53.9%	
340 Charges for Goods/Services	1,933	-	2,525	-	-	0.0%	0.0%	
360 Miscellaneous Revenues	356,722	38,000	74,745	44,500	6,500	17.1%	46.1%	
390 Other Revenues	6,201	-	-	-	-	0.0%	0.0%	
390 Transfer In	91,900	-	-	-	-	0.0%	0.0%	
<b>Total Revenues</b>	<b>\$ 546,670</b>	<b>\$ 84,400</b>	<b>\$ 106,665</b>	<b>\$ 96,500</b>	<b>\$ 12,100</b>	14.3%	100.0%	

Fund Balance				
Beginning Balance (Est.)	\$ 765,940	\$ 926,755	\$ 926,755	\$ 787,348
Revenue Less Expenditures	160,815	(54,400)	(23,991)	(18,800)
<b>Ending Balance (Est.)</b>	<b>\$ 926,755</b>	<b>\$ 872,355</b>	<b>\$ 902,764</b>	<b>\$ 768,548</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 865	\$ 3,500	\$ -	\$ -	\$ (3,500)	-100.0%	0.0%
200 Personnel Benefits	209	-	-	-	-	0.0%	0.0%
<i>Sub-Total - Salaries &amp; Benefits</i>	1,074	3,500	-	-	(3,500)	-100.0%	0.0%
300 Operating Supplies	61,402	75,000	40,082	62,000	(13,000)	-17.3%	53.8%
400 Professional Services	271,873	60,300	27,425	53,300	(7,000)	-11.6%	46.2%
600 Capital Outlays	51,506	-	63,148	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 385,855</b>	<b>\$ 138,800</b>	<b>\$ 130,656</b>	<b>\$ 115,300</b>	<b>\$ (23,500)</b>	-16.9%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**UNEMPLOYMENT COMPENSATION**

INTERNAL SERVICE FUND 501

Accounting Manager

Wendy Parks

**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	2020 Actual	2021 Budget	2022 Budget
002 -- Administration	\$12,640	\$0	\$10,000
003 -- Finance	8,079	5,000	10,000
004 -- Community Development	5,013	8,000	10,500
116 -- Streets	3,611	3,000	3,500
010 -- Engineering	0	0	5,000
020 -- Parks & Recreation	21,193	29,300	29,500
030 -- Police	5,122	0	7,500
519 -- Fleet Maintenance	0	2,000	2,000
411 -- Water	5,308	7,000	7,000
412 -- Wastewater	0	0	0
514 -- Utility Billing	307	0	0
<b>Total</b>	<b>\$61,273</b>	<b>\$54,300</b>	<b>\$85,000</b>



**Fund 501 - Unemployment Compensation**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51776 Risk Transfer Payments	\$ 1,875	\$ 1,500	\$ 1,595	\$ 1,500	\$ -	0.0%	2.3%
51778 Payments to Claimants	61,273	50,000	29,236	65,000	15,000	30.0%	97.7%
<b>Total Expenditures</b>	<b>\$ 63,148</b>	<b>\$ 51,500</b>	<b>\$ 30,831</b>	<b>\$ 66,500</b>	<b>\$ 15,000</b>	29.1%	100.0%

Revenue Summary By Type							
340 Charges for Services	\$ 61,273	\$ 54,300	\$ 30,081	\$ 85,000	\$ 30,700	56.5%	100.0%
360 Miscellaneous Revenues	79	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 61,352</b>	<b>\$ 54,300</b>	<b>\$ 30,081</b>	<b>\$ 85,000</b>	<b>\$ 30,700</b>	56.5%	100.0%

Fund Balance				
Beginning Balance (Est.)	14,795	\$ 12,999	\$ 12,999	\$ 13,468
Revenue Less Expenditures	(1,796)	2,800	(750)	18,500
<b>Ending Balance (Est.)</b>	<b>\$ 12,999</b>	<b>\$ 15,799</b>	<b>\$ 12,249</b>	<b>\$ 31,968</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
400 Professional Services	\$ 63,148	\$ 51,500	\$ 30,831	\$ 66,500	\$ 15,000	29.1%	100.0%
<b>Total Expenditures</b>	<b>\$ 63,148</b>	<b>\$ 51,500</b>	<b>\$ 30,831</b>	<b>\$ 66,500</b>	<b>\$ 15,000</b>	29.1%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**DEBT SERVICE**

VARIOUS FUNDS

Interim Finance Director  
Accounting Manager

*Gail Gray*  
*Wendy Parks*

**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 have been fully repaid in 2021, freeing up funds for new debt service for the Larson Recreation Center (included in the Local Borrowing section of the table).

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. The net GO debt outstanding was about \$6.5 million, leaving \$26.3 million or 80% of our capacity for potential future debt issuance leaving the City in a strong position if debt is needed to finance needs.

In 2021 the City issued \$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 was bid in 2021. The 2022 budget includes the cost of this debt service for the 2 new debt issues.

In 2022, the Police Station remodel will require debt to be paid from the proceeds of the Criminal Justice Sales Tax.

A table of Outstanding Debt by type follows:

Type/ Fund	Description	Date of Issue	Final Maturity	Original Amount	Principal	2022 Interest	Balance	Annual Payment
GO Bonds								
000/286	Ice Rink/Flow Rider/Sinkius	7/14/2015	8/1/2026	\$ 2,970,833	\$ 308,333	\$ 67,333	\$ 1,375,000	\$ 375,667
487	Parks Main. Building	7/14/2015	8/1/2026	594,167	61,667	13,467	275,000	75,134
528	Firestation #1	12/12/2012	9/1/2023	1,650,000	175,000	10,650	180,325	185,650
GO Bonds Totals				\$ 5,215,000	\$ 545,000	\$ 91,450	\$ 1,830,325	\$ 636,450
Local Borrowing								
000/282	Fire Apparatus	10/15/2020	6/1/2030	\$ 2,000,000	\$ 139,984	\$ 73,677	\$ 1,403,557	\$ 213,661
000/282	Larson Recreation Center	2/15/2021	12/1/2040	12,000,000	255,000	430,375	8,480,000	685,375
000/282	*Fire Pumper Truck	11/15/2021	11/15/2031	900,000	58,965	31,035	811,208	90,000
000/282	*Police Station Remodel	TBD	TBD	4,000,000	437,500	25,000	3,562,500	462,500
Local Pass Thru Total				\$ 18,900,000	\$ 891,449	\$ 560,087	\$ 14,257,265	\$ 1,451,536
* indicates estimates at this time-not final								
Revenue Bonds								
452	Operrations Complex	9/1/2004	9/1/2024	\$ 7,015,000	\$ 545,000	\$ 141,250	\$ 2,280,000	\$ 686,250
Revenue Bonds Total				\$ 7,015,000	\$ 545,000	\$ 141,250	\$ 2,280,000	\$ 686,250
Intergovernmental Loans								
485	Waste Water Treatment Plant	7/1/2002	6/1/2022	10,000,000	529,412	2,647	-	\$ 532,059
Intergovernmental Loans Total				\$ 10,000,000	\$ 529,412	\$ 2,647	\$ -	\$ 532,059
Equipment Lease								
519	Equipment Purchase	4/15/2017	4/15/2022	505,400	30,651	146	-	\$ 30,797
Equipment Lease Total				\$ 505,400	\$ 30,651	\$ 146	\$ -	\$ 30,797
000	General Fund							
030	Police / General Fund							
450	Water/Waste Water Debt Service							
452	Water/Waste Water Debt Service							
485	Waste Water Debt Service							
487	Water/Waste Water Debt Service							
519	Equipment Rental and Replacement							
528	Building Maintenance							

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**SOLID WASTE**

SANITATION FUND 490

*Accounting Manager*  
*Utility Service Manager*

*Wendy Parks*  
*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.

**2021 ACCOMPLISHMENTS**

The recycling market showed continual improvement throughout 2021 with June being the first month the City received a rebate for materials delivered to the SMaRT Center in Spokane, WA in over two years. Disposal expenses decreased by 61% in 2021 for a savings of almost \$50,000 from last year.

We are still exploring options for cost effective disposal of yard debris. Initially we thought contracting with Barr-Tech out of Sprague would be the most viable option, however it would still require a staging area to transfer the material into large trucks for transport. As previously reported, we have identified a few City-owned properties as being viable locations for a transfer facility, but each would need some capital improvements, i.e. paving and a loading ramp. We are also in the early stages of researching the possibility of developing a biosolids composting facility which would utilize yard debris from our curbside collection, mixed with biosolids from our wastewater treatment plants, to produce a nutrient-rich fertilizer that could be used as an agricultural soil amendment.

After the solid waste contract was renegotiated with Lakeside Disposal in 2019, customer rates were decreased by 9.6% and have remained unchanged. This year there was a 30% increase to tipping fees approved by Grant County Commissioners which increased disposal expenses for both the landfill and CDSI transfer station. In addition, the annual adjustment for contracted disposal fees resulted in a 5% increase to the hauler effective September 1. This increase was calculated based on the year over year percentage change of the Consumer Price Index (CPI-W). Both of these expenses have depleted fund reserves. We are recommending a customer rate increase in 2022 based on the applicable CPI index.

## PERFORMANCE STATISTICS

		2020 Actual	2021 Prelim *	2022 Proposed Budget
<b>Solid Waste Operations</b>				
Residential # of customers billed		7,141	7,068	7,100
Commercial # of customers billed		1,060	1,083	1,140
Tons of garbage collected		20,720	20,057	21,000
Tons of yard waste collected		2,107	2,037	2,100
Tons of recycled material collected		863	733	850

\* Tonnages represent the total collected from January 1 thru September 30, 2021.

### Fund 490 - Sanitation Fund

#### BUDGET SUMMARY

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
53760 Operations-Contract Pro	\$ 651,120	\$1,200,000	\$ 800,401	\$1,231,598	\$ 31,598	2.6%	25.5%
53770 Operations-Cust Svs	3,264,937	3,289,300	2,200,607	3,594,155	304,855	9.3%	74.3%
53780 Operations-General	816	10,000	-	10,500	500	5.0%	0.2%
58120 Interfund Loan Repayme	150,000	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 4,066,873</b>	<b>\$4,499,300</b>	<b>\$3,001,008</b>	<b>\$4,836,253</b>	<b>\$ 336,953</b>	7.5%	100.0%

Revenue Summary By Type							
340 Charges for Services	\$ 4,207,641	\$4,490,000	\$3,655,111	\$ 4,951,680	\$ 461,680	10.3%	100.0%
360 Miscellaneous Revenues	4,648	-	638	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 4,212,289</b>	<b>\$4,490,000</b>	<b>\$3,655,749</b>	<b>\$ 4,951,680</b>	<b>\$ 461,680</b>	10.3%	100.0%

Fund Balance				
Beginning Balance (Est.)	343,788	\$ 489,204	\$ 489,204	\$ 479,904
Revenue Less Expenditures	145,416	(9,300)	654,741	115,427
<b>Ending Balance (Est.)</b>	<b>\$ 489,204</b>	<b>\$ 479,904</b>	<b>\$1,143,945</b>	<b>\$ 595,331</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
300 Operating Supplies	\$ 49,671	\$ 50,000	\$ -	\$ 50,000	\$ -	0.0%	1.0%
400 Professional Services	3,527,912	4,449,300	2,552,654	4,070,995	(378,305)	-8.5%	84.2%
500 Intergovernmental Svs	339,290	-	448,354	715,258	715,258	0.0%	14.8%
700 Debt Service - Principal	150,000	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 4,066,873</b>	<b>\$4,499,300</b>	<b>\$3,001,008</b>	<b>\$4,836,253</b>	<b>\$ 336,953</b>	7.5%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**MISCELLANEOUS SERVICES**

GENERAL FUND 006

Accounting Manager

Wendy Parks

**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. The Police Remodel transfer for local borrowing debt service is estimated at approximately \$462,000 incorporated into the 2022 budget. The increase for debt service is offset with a reduction of Streets Transfer. The transfer to the Streets Fund for 2022 is budgeted at \$1.23 million, a \$450,000 decrease from 2021 adopted budget.

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

Description	2020 Actual	2021 Budget	2022 Prelim.
Wellness Program	\$30,007	\$34,800	\$41,300
Election Costs*	39,679	15,000	35,000
Chamber of Commerce Membership	5,500	5,500	5,500
AWC Dues	17,085	18,000	19,500
Grant Co Economic Development	20,000	30,000	33,500
Public Health District- \$2/capita-\$2.5/2022	48,440	49,240	63,325
Grant Co Conservation District**	0	28,000	0
2% Liquor taxes for Alcoholism Program	6,941	8,300	7,200
Main Street Program Contract**	20,000	20,000	20,000
Contingency for Council support of Community Coalition		10,000	15,000
Senior Center	17,000	17,000	17,000
Transfer to Streets Operating	2,119,921	1,680,000	1,730,800
Transfer to Ambulance	74,340	0	0
Other Miscellaneous	11,381	20,150	13,150
<b>Fund Total</b>	<b>\$2,410,294</b>	<b>\$1,935,990</b>	<b>\$2,001,275</b>

*\*In 2020, 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.*

*\*\*The City was able to annex into the Grant County Conservation District, allowing \$20,000 to be transferred to the Main Street Program mid-2020.*

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

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
000 Interfund Transfer	\$2,119,921	\$1,680,000	\$1,260,000	\$1,692,900	\$ 12,900	0.8%	86.3%
300 Operating Supplies	516	10,500	354	10,500	-	0.0%	0.5%
400 Professional Services	132,314	136,450	115,397	150,475	14,025	10.3%	7.7%
500 Intergovernmental Servi	95,060	74,040	67,961	107,025	32,985	44.6%	5.5%
<b>Total Expenditures</b>	<b>\$2,347,811</b>	<b>\$1,900,990</b>	<b>\$1,443,713</b>	<b>\$1,960,900</b>	<b>\$ 59,910</b>	3.2%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**LIBRARY - 007**

GENERAL FUND

Accounting Manager  
Municipal Services Director

Wendy Parks  
David Bren

**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 which initiated the negotiation of a more equitable arrangement. The City and the District then negotiated an amendment which increased the area leased for 2021 to the end of the agreement in 2023.

A 2020 needs assessment, carried out by the District, indicated \$488,000 in capital needs for the building. Knowing the needs of the building and based on a desire expressed by the City and Community through the Creative District Process, the Regional Library District has announced the support of reinvestment in several of it’s branches, and Moses Lake is on the list. The City and District will work cooperatively to develop an updated capital program for beyond 2023 and a new agreement will be negotiated.

**007 - Library**

**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
57250 Facilities	\$ 78,269	\$ 67,300	\$ 56,372	\$ 71,500	\$ 4,200	6.2%	100.0%
<b>Total Expenditures</b>	<b>\$ 78,269</b>	<b>\$ 67,300</b>	<b>\$ 56,372</b>	<b>\$ 71,500</b>	<b>\$ 4,200</b>	6.2%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	As of 9/30/21					%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
400 Professional Services	\$ 78,269	\$ 67,300	\$ 56,372	\$ 71,500	\$ 4,200	6.2%	100.0%
<b>Total Expenditures</b>	<b>\$ 78,269</b>	<b>\$ 67,300</b>	<b>\$ 56,372</b>	<b>\$ 71,500</b>	<b>\$ 4,200</b>	6.2%	100.0%



CITY OF MOSES LAKE  
2022 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.

**2022 PROJECTS / WORK PLAN**

With the recent police reform legislation, the legislature directed a multiple officer response to certain types of calls. HB 1310 states, "When possible, calling for back-up officers when encountering resistance; taking as much time as necessary, without using physical force or weapons..." That same bill also requires "Probable Cause" prior to using "physical force" against a person, which means that officers will have to establish "PC" prior to detaining a suspect. This change in law will require officers to quickly determine if "PC" exists prior to looking for suspects, which will necessitate more officers to respond to the scene prior to looking for any involved suspects.

Additionally, MLPD does not currently have a traffic unit and uses patrol officers, when available, to handle traffic complaints. In 2020 officers responded to 337 traffic complaints and handled 818 traffic accidents. We also received multiple neighborhood complaints of speeding vehicles.

The two traffic officers would be used to respond to traffic complaints and traffic accidents, would work with neighborhoods on speeding vehicles, would educate the community on traffic safety matters, all while supplementing patrol and being available to assist with the legislative mandates.

We would like to add one new vehicle that would be assigned as a traffic vehicle for the two new traffic officer positions if they are approved in the budget. We would also like to purchase a side by side UTV that can be used during community events and to use during neighborhood patrol/investigations.

Patrol officers work 12-hour shifts, which equates to approximately 96 additional work hours on a yearly basis. Currently, the additional 96 hours are given to the officers as time off in the form of "Kelly Time". These eight days off a year, in addition to their vacation and comp time, means that officers are off for a significant amount of time each year.

Additionally, 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. The department has established TED (Training-Education Days) in which 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 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 \$80,000.00. Although a significant amount of money, paying for the training days would alleviate the need to give each officer four additional days off each year and would also keep them from accruing additional comp time for training. In the long run it would mean that we would have more officers available for shifts and less time off.

We are in desperate need of a remodeled facility due to outdated systems, increased personnel, and limited space. With the Parks & Recreation Department moving out of our building, now would be an ideal time to remodel the entire building that should meet our needs well into the future.

We have hired an architecture firm to design the remodeled facility. At the same time, we would like to add to our parking lot to include the parking area between the police department and the library. This addition would also necessitate the need for a new fence. Lastly, if possible, we would like to add to our covered parking area to keep our patrol cars out of the weather and more secure.

The initial financial impact was estimated at a little over \$3,000,000, however with the parking lot upgrades, covered parking upgrades and updating of the facility that number could be closer to \$4,000,000 depending on the architects estimate.

Whether it be in 2022 or 2023, we are in need of a new police storage facility at the Public Works Facility. In 2019 a new building was built to house police evidence vehicles and Tactical Response vehicles and to also house Parks equipment. The building was originally planned to be much larger than what was built. The building is already too small to meet the needs of the Police Department and Parks Department. Our request is to give the current building to Parks and to build a much larger building to meet the current and future needs of the Police Department. Our estimate would be approximately \$600,000 for a new building that could be built with one time end of year general fund dollars or through the LOCAL Program when the Police Department is remodeled.

#### **BUDGET DECISION REQUESTS**

- Addition of two traffic officers.
- Addition of one new traffic vehicle and a side by side UTV.
- Increase funding to pay for quarterly training days
- Addition of funding for police facility remodel.
- Funding for a new police storage facility.

**PERFORMANCE STATISTICS**

Year	2015	2016	2017	2018	2019	2020
Population	22,080	22,250	22,730	23,660	24,220	24,698
Officers	32	32	33	37	39	42
Calls for Service	18,270	17,620	17,068	18,388	18,028	17,910
Crime Rate	133.8	126	102.6	84.2	66.8	76.7
Offenses	2,954	2,803	2,331	1,993	1,618	1,888
Group A Arrests	1,328	1,176	990	670	1,197	610
Group B Arrests	562	390	422	171	452	192
Clearance Rate	56.9%	48.3%	50.4%	40.1%	56.5%	42.0%
Infractions	1,146	993	770	1,025	1,273	879
Citations	485	465	755	538	443	603

**AUTHORIZED PERSONNEL**

Class Code	Position Title	2021 Actual	2021 Amended Budget	2022 Proposed Budget
	Police Chief	1.00	1.00	1.00
	Captains	2.00	2.00	2.00
	Sergeants	6.00	6.00	6.00
	Corporals	0	0	0
	Detectives	7.00	7.00	7.00
	Police Officers	26.00	26.00	28.00
	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
<b>Total Personnel</b>		<b>50.00</b>	<b>50.00</b>	<b>52.00</b>

Note: The 0.5 IT Analyst is split between IT Central Services and Police.

**030 - Police Department**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
52110 Administration	\$ 1,896,616	\$ 2,065,113	\$ 1,475,213	\$ 2,229,210	\$ 164,097	7.9%	22.7%
52121 Investigation	673,944	1,170,128	624,643	798,769	(371,359)	-31.7%	8.1%
52122 Patrol	3,953,753	4,258,590	3,076,756	5,001,143	742,553	17.4%	50.9%
52123 Special Units	56,307	40,000	6,710	20,000	(20,000)	-50.0%	0.2%
52126 Enhanced 911	524,910	527,116	439,263	561,787	34,671	6.6%	5.7%
52130 Crime Prevention	88,643	87,052	19,461	33,269	(53,783)	-61.8%	0.3%
52140 Training	162,664	-	10,424	-	-	0.0%	0.0%
52150 Facilities	255,625	279,030	241,348	314,930	35,900	12.9%	3.2%
52170 Traffic Policing	472,067	575,000	359,955	575,000	-	0.0%	5.9%
55430 Animal Control	206,827	272,625	200,367	282,629	10,004	3.7%	2.9%
<b>Total Expenditures</b>	<b>\$ 8,291,356</b>	<b>\$ 9,274,654</b>	<b>\$ 6,454,139</b>	<b>\$ 9,816,737</b>	<b>\$ 542,083</b>	5.8%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 4,103,694	\$ 4,573,235	\$ 3,299,617	\$ 4,858,734	\$ 285,499	6.2%	49.5%
200 Personnel Benefits	1,608,445	1,788,373	1,046,440	2,011,560	223,187	12.5%	20.5%
<i>Sub-Total - Salaries &amp; Benefits</i>	5,712,139	6,361,608	4,346,058	6,870,294	508,686	8.0%	70.0%
300 Operating Supplies	228,740	284,500	159,777	241,000	(43,500)	-15.3%	2.5%
400 Professional Services	2,350,477	2,628,546	1,948,305	2,705,443	76,897	2.9%	27.6%
<b>Total Expenditures</b>	<b>\$ 8,291,356</b>	<b>\$ 9,274,654</b>	<b>\$ 6,454,139</b>	<b>\$ 9,816,737</b>	<b>\$ 542,083</b>	5.8%	100.0%

CITY OF MOSES LAKE  
2022 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.

## **2021 ACCOMPLISHMENTS**

- Replacement of Engine 231
- Addition of a 104' Aerial Platform Truck
- Replacement of Squad 213
- Replacement of Medic Unit 383
- Replacement of Staff Vehicles
- Continued replacement of self-contained breathing apparatus.
- Continued replacement of hose, helmets, and structural fire protective equipment.
- Replaced the vacant Fire Inspector position.
- Regional Hazardous Materials Team foundation work is being completed.
- Department members have been selected to sit on State Boards for Hazardous Materials Response, and State Fire Marshal's / Fire Prevention.
- Worked through COVID pandemic with enhanced safety protocols and response protocols in place.
- Provided mutual aid to our county mutual aid partners at several major incidents including the Washington Potato Fire in Warden during January 21 and the Monument Hill Fire near Ephrata during August / September 21.
- Provided support to our state partners through the State Mobilization system on several major incidents throughout Washington.
- Transitioned ambulance billing from EF Recovery to Systems Design West.

## **2021 PROJECTS / WORK PLAN**

- Continue movement on Fire Station 3 location / land acquisition.
- Add staffing for the operations division to handle increasing call volume.
- Decrease Fire Prevention deficiency points under Washington Survey and Rating Bureau by adding an additional Fire Inspector position.
- Replace Medic Units 384 and 385
- Replace Brush truck 214
- 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.
- Add a breathing air compressor to Fire Station 2.
- Continue work with creation of the regional hazardous materials response team.

The charts on the following pages are graphic representations of call volume comparison, peak demand, and overlapping incidents. The charts are presented in support of the request for additional staffing and a third fire station.

Incident volume has progressively increased over the last few years. Most of the increase in our incident volume is related to just a handful of factors. Those are: Community growth, an increase in mental health associated incidents, and an increase in fire responses specific to our homeless population. We have operated the same level of staffed EMS response units for the last 10 years, and we are at a point where we cannot keep pace with concurrent call volume where incident responses overlap within the same one-hour period.

In the 2016 cost of service study for ambulance there was a section on the effectiveness of the fire department. This section detailed the impact of concurrent call volume on fire response, and it was recommended at that time that we explore the addition of additional staffed units. While we have added staff to the department, the staff that has been added has allowed better cross-staffing of existing apparatus but has not allowed us to dedicate staffing of additional medic units. Grant County American Medical Response (AMR) is currently operating two 24-hour medic units, and two 12-hour medic units with an incident response volume that is lower than Moses Lake Fire. Moses Lake Fire currently operates one 24-hour medic unit and one 24-hour cross-staffed medic unit (Engine 2 is cross staffed with Medic 2 at Station 2—meaning the crew at that station responds only in one role at a time).

In order to mitigate the impact that the increased call volume, and perhaps more importantly, the impact of concurrent call volume on availability of both fire and EMS assets. The Revised Code of Washington requires that Cities adopt performance standards for Fire Departments and measure response criteria for Fire, EMS, and Hazardous Materials response within those performance standards. The Moses Lake City Council has adopted by Council Resolution performance standards for the Moses Lake Fire Department. Immediate attention is needed with regard to staffing and station locations to meet the established performance standards.

Until such time as a third station can be built the department is out of space to add additional 24-hour staff to existing facilities due to a lack of bunk room and office space. The interim proposal is to add peak hour personnel to allow staffing of additional medic units during peak hour response periods.

**The proposal for Operations Division personnel is as follows:**

- Hire four personnel for the Operations Division. This is currently listed as Unbudgeted Request Summary, however included in the Disaster Recovery- ARPA consideration for funding.

In 2016 the City of Moses Lake commissioned a cost-of-service study addressing ambulance operations and fire department effectiveness. Part of that study included a staffing study. Within that study staffing recommendations were made, and the City was able to implement those staffing changes through a combination of general fund, ambulance fund, and federal grant funding. The recommended staffing levels were based on call volume at the time the study was commissioned with an estimated growth in call volume close to the national average.

Since 2018 the department has witnessed a large uptick of call volume and our concurrent call volume is impacting our ability to meet specified performance standards established by the City Council. Total call time—from dispatch to units back in station—has an average of 41 minutes for EMS incidents and 2 hours 20 minutes for Fire Incidents. Total call time plays a role along with total call volume in staffing considerations. Other considerations include concurrent call volume and peak hour demand. Concurrent call volume, (incidents that occur within an overlap period with other incidents), along with total call time, and total call volume is resulting in delayed response in some cases.

Staffing was addressed in the 2016 Cost of Service Study for Ambulance. That study included a section on Fire Department operations, and the study recognized increasing call volume as an issue that had an immediate and an ongoing need to be addressed.

We have been able to hire 6 members for the operations division since 2016 which is slightly over 18% from 2016 numbers. Call volume through 2020 increased approximately 26% in the same time frame that we added 18% more staffing. If 2021 call volume keeps on pace with where it currently is, and we have no reason to believe that it will not, 2021's call volume is projected top 6,000 total responses or 41% higher than at the end of 2016.

Utilization of day car personnel allows us to provide a stop gap measure to increase service delivery availability during peak hours.

## IMPACTS

1. **Fiscal Impact** –On going: \$476,814 annually. (Based on the 2021 A-Step / IAFF contract including benefits—this may change as we are in the middle of a contract negotiation period).
2. **Proposed Funding Source** – General fund, and Ambulance fund. Increasing call volume should translate to increased revenue for both transport revenue and GEMT reimbursements. CPI increases for the Ambulance utility as well as new utility accounts through continued development are estimated to bring in an estimated \$127,000 in additional utility revenue over 2021 figures.
3. **Public Impact** – Impacts our ability to respond to emergency incidents, and meeting council adopted performance standards. Will also affect WSRB rating which directly impacts the public in the way of insurance rates.
4. **Personnel Impact** – Additional personnel will provide needed system support to continue handling emergency incident calls.
5. **Required Changes in City Regulation of Policies** – No.
6. **Legal Constraints, if applicable** – No.
7. **Viable Alternatives** – none identified.

## Performance Standard Report YTD 2021

Type	Time	Standard	MLFD
Turn out	60 Seconds	90%	93%
Fire Response First Engine	5 Minutes	90%	42%*
Full Alarm Response (15 members)	8 minutes	90%	42%
EMS	5 minutes	90%	76%*
EMS-ALS	10 Minutes	90%	97.2%



\*Average Response Time is 5 minutes 18 Seconds, but we are currently only meeting the stated performance goal of 5 minutes 42% of the time. This is directly tied to concurrent call volume for ambulance and location of existing stations with regard to the locations of fire responses.

\*\* Average response time is 6 minutes 53 seconds. This is tied to several criteria: Increased response time due to COVID response measures (donning additional PPE prior to response), Decreased availability due to concurrent call volume, and increased responses in areas more remote from existing stations.

#### **Incident Call Volume:**

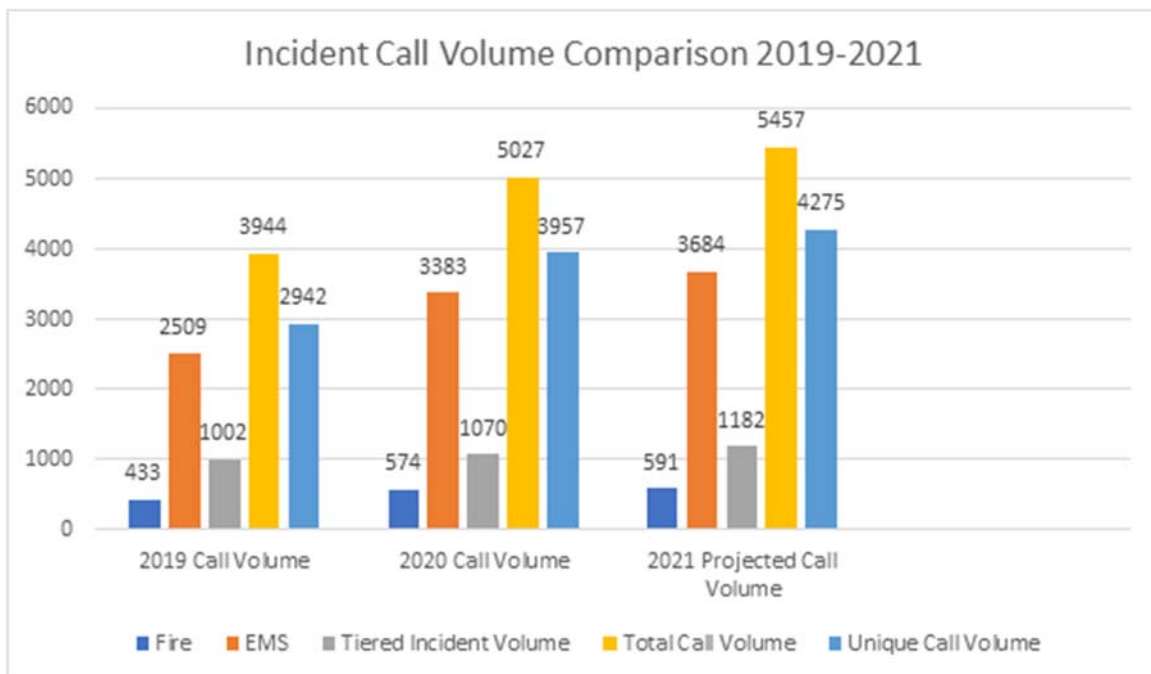
National Fire Incident Reporting System (NFIRS)

**Fire**=NFIRS codes for fire, hazardous materials, false alarms, and technical rescue.

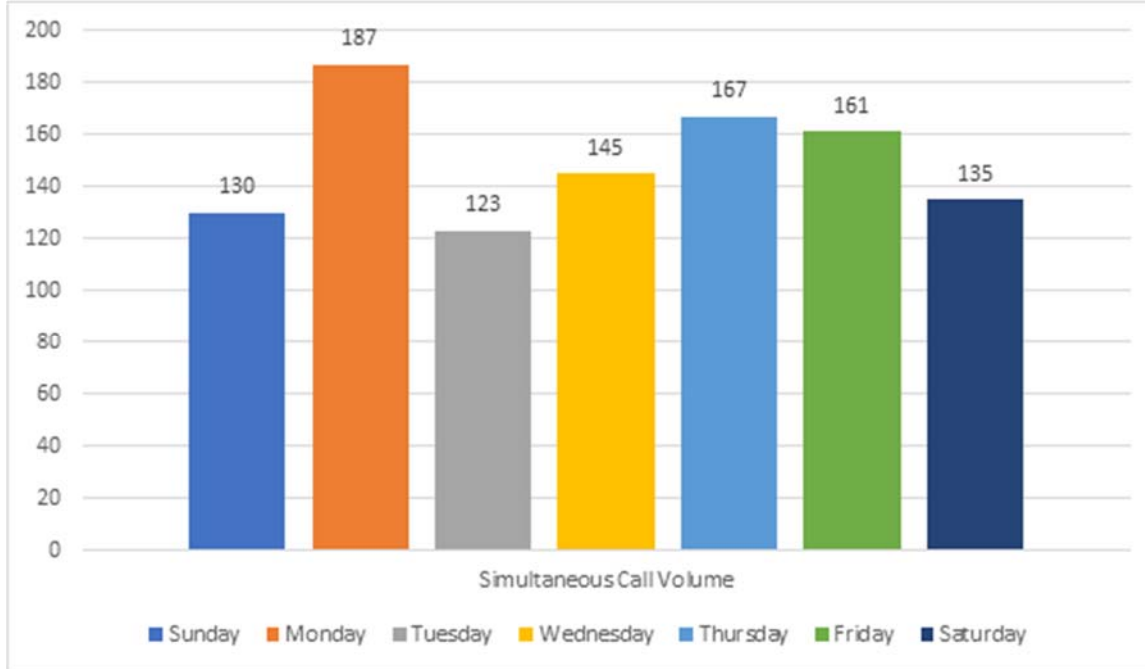
**EMS**=NFIRS codes for emergency medical incidents both transport and non-transport, and includes motor vehicle crashes, but does not include technical rescue.

**Tiered Incident Volume**=Only those incidents where fire resources responded to an emergency medical incident (Fire Engine, Command Unit, or other Suppression Division unit responded with an ambulance to a medical call.)

**Unique Call Volume**=The total of all calls minus tiered incident volume.



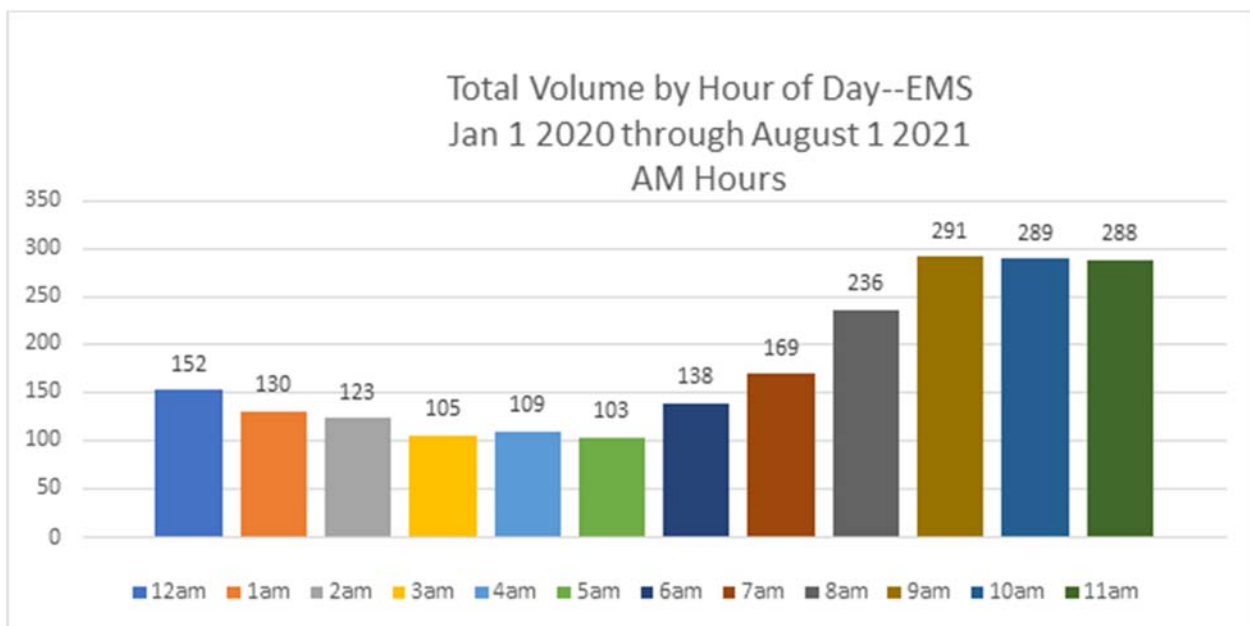
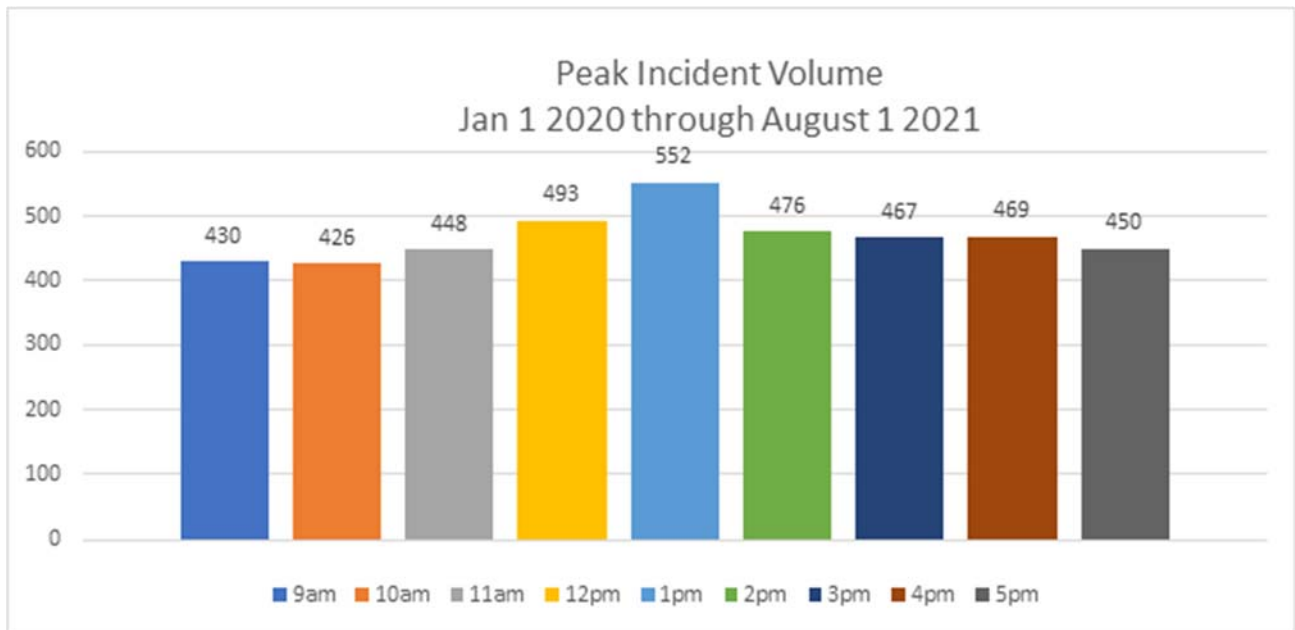
**Overlapping Incident Volume--EMS**  
**Period Covered: January 1, 2021, through August 1, 2021**

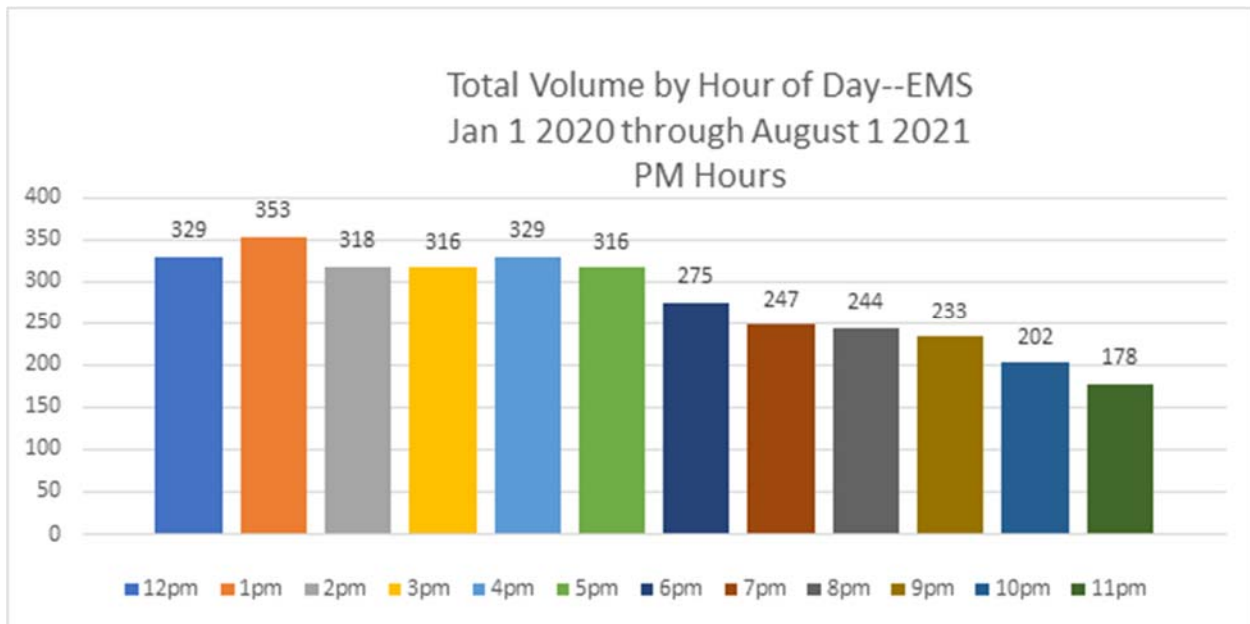


The total incident volume above does not reflect fire incidents that may have been active at the time of an EMS incident.

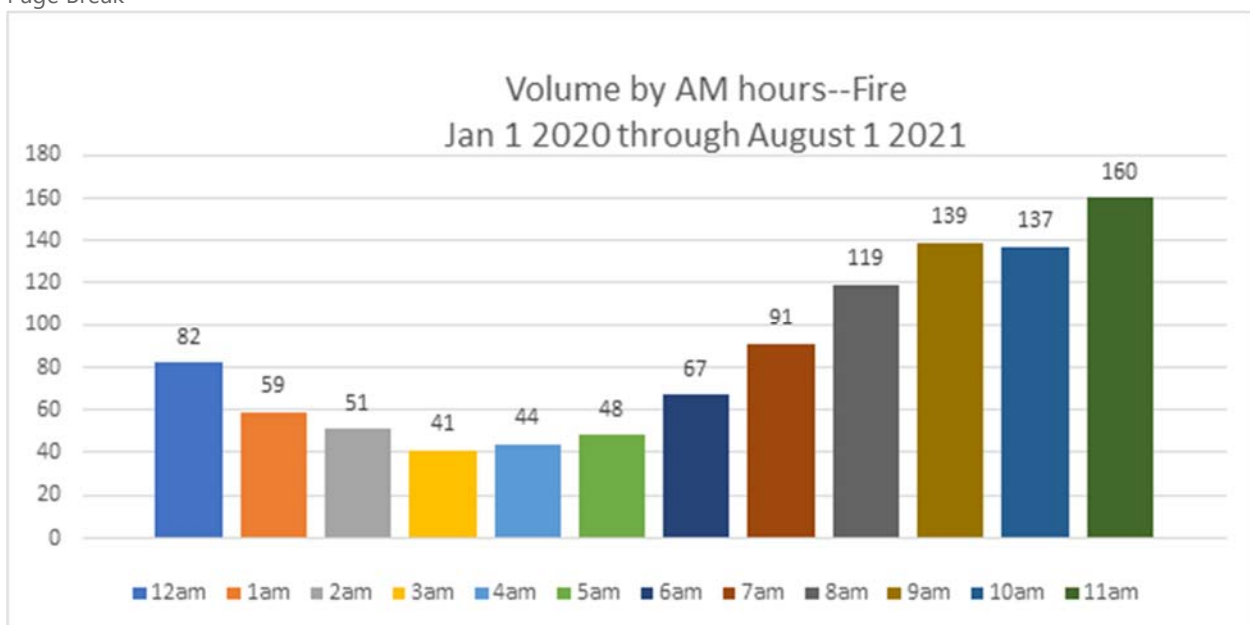
The total number of overlapping incidents in the period covered is 1,408 overlapping incidents. The total number of EMS incidents responded to in that same time frame is 2,116 incidents. Overlapping incidents account for nearly 67% of the total EMS incident volume.

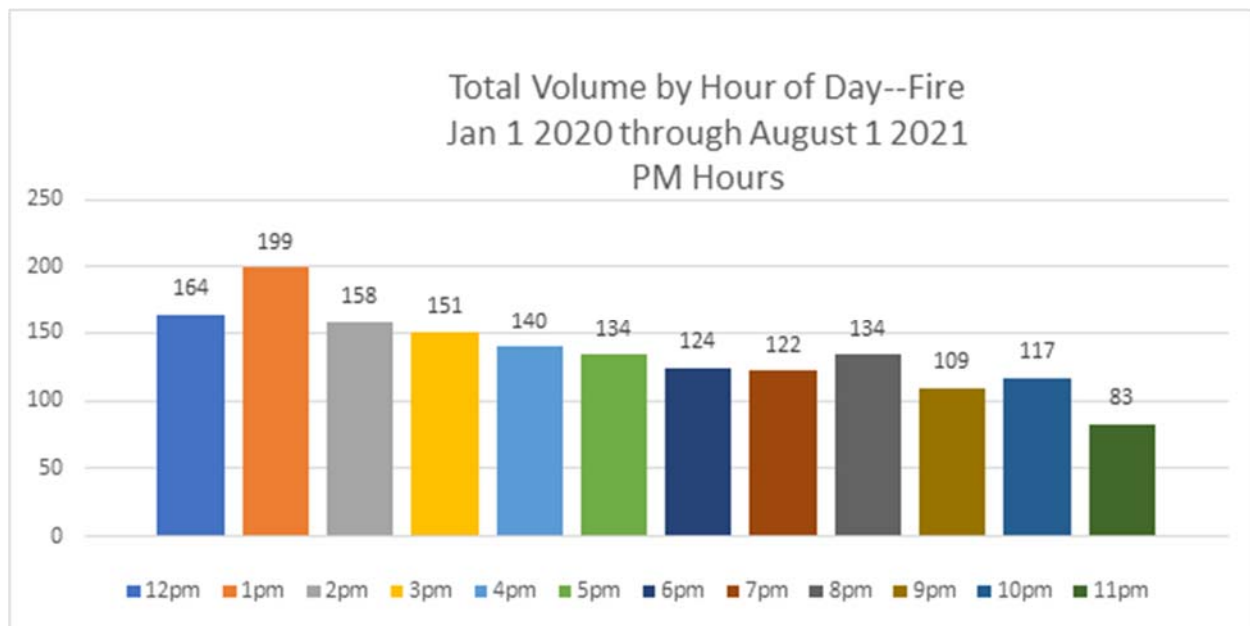
Call volume between 0700 and 1900 is 1,485 or 70% of the incident volume. This represents a significant activity imbalance based on hours of the day. As daytime hours are generally the hours available for training, maintenance, and other essential tasks the call volume imbalance has negatively impacted our ability to train, perform essential maintenance tasks, area familiarization, etc. and ***has eliminated any ability to conduct company inspections and pre-plans.***





Page Break





#### Unbudgeted Capital / Personnel Requests:

- Capital Equipment: Additional brush truck. Chassis purchase with equipment transfer from Vehicle 214 (existing Brush 2).
- Replace Medic Units 3 & 4
- Add a 2<sup>nd</sup> 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)
- Add 2 Firefighter / EMT's and 2 Firefighter/Paramedics to staff peak hours units.
- Add a staff vehicle for the 2<sup>nd</sup> Fire Inspector if the position is approved.

#### PERFORMANCE STATISTICS—Operations Division

Incident Type	2019 Actual	2020 Actual	2021 Projected*
Fire, Hazardous Materials / Hazardous Conditions	433	574	591
Tiered EMS Response (Engine response w/ ambulance)	501	1070	1182
Total of all EMS Responses	2509	2564	3684
Transported: EMS--BLS	810	581	855
Transported: EMS--ALS	1404	1435	1320
<b>Total</b>	3,443	4,208	5,457
<b>Average # of responses per 24-hour period</b>	<b>9.4</b>	<b>11.5</b>	<b>14.95</b>
<b>Percentage of increase in responses per 24-hour period from previous year</b>		<b>18.3%</b>	<b>23.1%</b>

\*Data for 2021 is projected based on 245 days of actual data (1 January through 2 September), the remaining 120 days are projected based on actual call volume for the 245-day time slice.

**PERFORMANCE STATISTICS—Risk Management**

Type	2019 Actual	2020 Actual	2021 Projected
Fire Inspection (existing buildings)	2,142	1,900**	928**
Fire Protection Inspection (new construction)	84	86	152
System Inspections	2,074	1,800	2,100
Operational Permits	66	70	90
Construction Permits	77	80	84
Fire Investigations*	30	32	34
<b>Total</b>	<b>4,473</b>	<b>3,968</b>	<b>4,634</b>

\*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 Fire Inspector position was vacant for the last half of 2020 and first half of 2021. This negatively impacted the number of inspections able to be completed.

**PERMIT REVENUE**

Type	2019	2020	2021 YTD
Construction Permits	37,011.77	29,485.97	83,340.79
Operations	21,463.00	8,080.00	25,235.00

**AUTHORIZED PERSONNEL**

**Fire and Ambulance**

Position Title	2019 Actual	2020 Actual	2021 Actual	2022 Proposed
Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	1	1
Assistant Chief-Fire Marshal / Operations Chief	1	1	1	1
Assistant Chief—Medical Services Officer	1	1	1	1
Fire Inspector	1	1	1*	1*
Fire Captain	3	3	3	3
Fire Lieutenant	3	3	3	3
Firefighter / Paramedic	14	14	14	14
Firefighter / EMT	10	10	10	10
Firefighter/EMT (SAFER Grant)	0	3	3	3
Fire Administrative Coordinator	1	1	1	1
Fire Clerk	0	0.5	1	1
Requested new personnel—Operations Division	3	3	0	4
Requested new personnel—Prevention Division	1	1	1	1
<b>Total Personnel Full Time Employees (Does not include requested personnel)</b>	<b>36.00</b>	<b>39.50</b>	<b>40.00</b>	<b>40.00</b>

\*The line item for Fire Inspector includes 1 current position. An additional Inspector was requested in 2019, 2020, and 2021 but the second position has not been added (unbudgeted—decision package).

*New personnel requests for the Operations Division are 4 Firefighters (2 Firefighter / EMT's and 2 Firefighter / Paramedics).*

**Strategic Plan Staffing Goals:**

Despite staffing additions since 2018, the department is seeing reduced ability to meet standards of service as specified in our adopted performance standards. Issues that are directly impacting our ability to meet the adopted performance standards are:

1. Increased concurrent call volume. Peak hours.
2. Increased total call volume.
3. Increased call volume in areas of the city that are more remote from existing stations.

**Operations:**

Overall staffing of the Operations Division is generally on track for non-peak hours demand, but our peak hours demand significantly limits the availability of both Fire and EMS assets. In order to attenuate this, it is necessary to implement additional unit availability during those peak demand periods. This is consistent with the strategic assessment of the department identified in the 2016 cost of service study for fire and ambulance operations. Immediate needs are to provide additional staffed medic units to handle the peak demand periods in order to provide service delivery within the parameters of the council adopted performance standards.

**Administrative:**

With the addition of a full-time administrative assistant in 2021 the department is on track to handle administrative workload; however, it is likely that in the next 3 to 5 years we will need to implement a deputy Medical Services Officer to handle increased chart review.

**Risk Management:**

The Risk Management (Fire Prevention Division) requires attention. Our Risk Management Division is directly responsible for overseeing hazardous materials action plans and hazardous materials permits. Moses Lake has consistently been listed in the top 5 geographic areas for total quantity of extremely hazardous substances and reportable materials in the state for many years.

We have had numerous expansions of our industrial base over the last 30 years but ***have not had any change to our Fire Prevention Division staffing since 1992.*** Our Prevention Division is directly responsible as the first line of defense for the community with regard to hazardous materials storage plans, inspections, and plant emergency action plan enforcement. Despite a community growth of over 50%, and land area increases of over 10 square miles since 1992 the Prevention Division has been stagnant with regard to staffing increases.

While other communities that do not operate a transport ambulance service may be able to utilize firefighters to conduct occupancy inspections, we do not have that availability. Availability of our operations division for this sort of work is severely limited or non-available at all due to our peak hour demand for service that generally corresponds with the business hours we would be able to get in and do inspections. It should also be noted that inspections conducted by non-certified code inspectors in the operations division receive less credit for inspection effectiveness than using certified code inspectors in the prevention division.

Our Fire Prevention Division is responsible for providing code review and enforcement with regard to the State Adopted Fire Code, inspection of over 1,500 commercial occupancies, inspection, and enforcement for nearly 2,000 existing fire protection systems of all types in our commercial, industrial, and multi-family residential occupancies, conducts fire investigations, and provides public education

resources to the community. All of these factors weigh heavily into our overall rating through Washington Survey and Rating Bureau.

***The department has requested an additional inspector every year for the last 5 years. We are due to be re-rated in the next year to 18 months, and without an additional inspector on board we will receive deficiency points in the Fire Safety Control portion of that rating that will be substantial.***

**Washington Survey and Rating Bureau:**

The rating bureau assigns deficiency points in four major areas. These are:

1. Water Supply
2. Fire Department
3. Emergency Communications
4. Fire Safety Control

Water supply and emergency communications are provided through the City of Moses Lake Water Department and the Multi-Agency Communications Center respectively. Water Supply accounts for 35% of our overall score and Emergency Communications accounts for 9%.

The remaining 56% is shared between the two primary divisions of the Fire Department (Operations and Risk Management / Fire Prevention).

**Staffing Goals beyond the 2022 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 workload / call volume:

1. 3 Battalion Chiefs
2. Separate the duties of Fire Marshal and Operations Chief into Fire Marshal and Assistant Chief of Operations
3. 1 Fire Prevention Specialist / Inspector
4. 6 Firefighter / EMT / Paramedics

Total Anticipated FTE's by FY25: 52

**Station Goals: (Based on current and projected call volume and projected population growth)**

Establish a third station in the south end of the City by FY25.

Establish a fourth station in the north end of the City by FY30.



**040 - Fire Department**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
52210 Administration	\$ 631,933	\$ 646,440	\$ 396,666	\$ 777,899	\$ 131,459	20.3%	15.6%
52220 Fire Suppression/EMS	2,983,934	3,251,878	2,009,247	3,253,507	1,629	0.1%	65.3%
52230 Fire Prevention and Investigation	235,685	296,745	134,183	-	(296,745)	-100.0%	0.0%
52245 Training Obtained by Employee	-	-	-	-	-	0.0%	0.0%
52250 Facilities	422,962	457,300	355,692	581,400	124,100	27.1%	11.7%
52270 Ambulance Services	-	-	4,584	-	-	0.0%	0.0%
59422 Fire and EMS Activity	23,098	60,000	54,391	67,000	7,000	11.7%	1.3%
59782 Transfers Out (Debt Service)	-	179,000	-	304,000	125,000	69.8%	6.1%
<b>Total Expenditures</b>	<b>\$ 4,297,612</b>	<b>\$ 4,891,363</b>	<b>\$ 2,954,763</b>	<b>\$ 4,983,806</b>	<b>\$ 92,443</b>	1.9%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 2,196,121	\$ 2,582,396	\$ 1,637,657	\$ 2,536,699	\$ (45,697)	-1.8%	50.9%
200 Personnel Benefits	822,190	861,417	490,497	917,467	56,050	6.5%	18.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>3,018,311</i>	<i>3,443,813</i>	<i>2,128,154</i>	<i>3,454,166</i>	<i>10,353</i>	<i>0.3%</i>	<i>69.3%</i>
300 Operating Supplies	150,029	185,200	69,877	174,700	(10,500)	-5.7%	3.5%
400 Professional Services	1,106,174	1,023,350	702,342	983,940	(39,410)	-3.9%	19.7%
600 Capital Outlay	23,098	60,000	54,391	67,000	7,000	11.7%	1.3%
000 Interfund Transfer	-	179,000	-	304,000	125,000	69.8%	6.1%
<b>Total Expenditures</b>	<b>\$ 4,297,612</b>	<b>\$ 4,891,363</b>	<b>\$ 2,954,763</b>	<b>\$ 4,983,806</b>	<b>\$ 92,443</b>	1.9%	100.0%

**498 - Ambulance Services**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
52210 Administration	\$ 827,234	\$ 954,431	\$ 600,422	\$ 980,763	\$ 26,332	2.8%	26.1%
52220 Fire Suppression/EMS	(165,566)	-	-	-	-	0.0%	0.0%
52245 Training Obtained by Employee	11,880	12,000	2,260	-	(12,000)	-100.0%	0.0%
52270 Ambulance Services	2,443,602	2,434,590	1,834,639	2,662,477	227,887	9.4%	70.9%
59422 Fire and EMS Activity	(18,076)	95,000	56,009	114,000	19,000	20.0%	3.0%
58120 Interfund Loan Activity	150,000	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 3,249,074</b>	<b>\$ 3,496,021</b>	<b>\$ 2,493,331</b>	<b>\$ 3,757,240</b>	<b>\$ 261,219</b>	7.5%	100.0%

Revenue Summary by Type							
330 Intergovernmental Revenues	\$ 803,548	\$ 381,300	\$ 476,896	\$ 541,260	\$ 159,960	42.0%	15.0%
340 Charges for Goods/Services	2,573,219	2,492,000	2,292,867	3,073,000	581,000	23.3%	85.0%
360 Miscellaneous Revenues	30,340	-	30,139	-	-	0.0%	0.0%
390 Transfer In	58,613	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 3,465,720</b>	<b>\$ 2,873,300</b>	<b>\$ 2,799,902</b>	<b>\$ 3,614,260</b>	<b>\$ 740,960</b>	25.8%	100.0%

Fund Balance				
Beginning Balance (Est.)	621,497	\$ 838,143	\$ 838,143	\$ 1,123,536
Revenue Less Expenditures	216,646	(622,721)	306,571	(142,980)
<b>Ending Balance (Est.)</b>	<b>\$ 838,143</b>	<b>\$ 215,422</b>	<b>\$ 1,144,714</b>	<b>\$ 980,556</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 1,572,725	\$ 1,795,744	\$ 1,405,397	\$ 1,858,601	\$ 62,857	3.5%	49.5%
200 Personnel Benefits	321,737	536,187	320,289	580,351	44,164	8.2%	15.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	<i>1,894,462</i>	<i>2,331,931</i>	<i>1,725,686</i>	<i>2,438,952</i>	<i>107,021</i>	<i>4.6%</i>	<i>64.9%</i>
300 Operating Supplies	209,606	150,240	98,888	186,540	36,300	24.2%	5.0%
400 Professional Services	963,548	918,850	626,780	1,017,748	98,898	10.8%	27.1%
600 Capital Outlay	(18,076)	95,000	56,009	114,000	19,000	20.0%	3.0%
700 Debt Service - Principal	150,000	-	-	-	-	0.0%	0.0%
000 Interfund Transfer	49,534	-	(14,033)	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 3,249,074</b>	<b>\$ 3,496,021</b>	<b>\$ 2,493,331</b>	<b>\$ 3,757,240</b>	<b>\$ 261,219</b>	7.5%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**PARKS, RECREATION & CULTURAL SERVICES - 020**

GENERAL FUND

*Parks, Recreation & Cultural Services Director*  
Recreation Superintendent

*Susan Schwiesow*  
*Carrie Hoiness*

**DEFINITION**

The Moses Lake Parks, Recreation & Cultural Services Department provides and maintains leisure services and park facilities for the community. Our mission is to plan, develop, and maintain safe recreational and cultural 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.

**2022 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:

- Continue field overhaul at Paul Lauzier.
- Prepare to move into the new Larson Recreation Center.
- Replace at least two aging playgrounds with new current equipment.

**2021 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 755 acres).

***Recreation Division***

***Community Recreation***

- We are continuing to offer hikes in the Columbia Basin.
- The Recreation Division is working to bring back a program called, "Adopt a Street."
- We reserved 31 Community Garden plots in 2021.
- Punt, Pass & Kick and Soccer Challenge event will run this year but will be more challenging with having to move the event and having less volunteers due to COVID.

- We've changed the grades for the After School Sports program we run in partnership with the MLSD to now include 3<sup>rd</sup> grade and we took away 6<sup>th</sup> grade. We had around 60 students in the 3<sup>rd</sup> grade age division.
- We are continuing to work to bring soccer tournaments to Kvamme soccer complex. We had one tournament this summer.
- We partnered with Kiwanis and Trails Planning Team to help co-sponsor the 2021 Bike Rodeo at Paul Lauzier Athletic Complex.

#### Adult & Youth Sports

- Our Beginning Soccer program had record high attendance Fall of 2021.
- Most of our summer sport camps including Soccer Camp, Bowling Camp, Golf Camp, Tennis Camp, and Multi-Sport Tot Camp, had record high participation.
- Our Drop-in Pickleball program continues to have a small but strong following.
- Adult Coed Softball had 13 teams this year, which is up from 2019.
- Adult Coed Flag Football
- Women's Volleyball is going this year with 11 teams.
- Special Olympics has not run due to extensive COVID-19 protocols and lack of coaches. We are hoping to recruit more coaches this winter to support the program.
- Preparing to host a USA State Softball tournament next summer for 16 & under.
- We've started two divisions for our annual cornhole league to try to keep up with its popularity.
- We've partnered with two local youth soccer organizations to help run a youth soccer league for ages 8-10 years, this fall.
- E-Sports continues to run with a small following.
- Adult Golf was offered with 10 registered and 3 on the waitlist.
- We added an Adult Coed Soccer League this summer which ran with 4 teams.

#### Larson Playfield and Paul Lauzier Athletic Complex

- We had 20 scheduled tournaments but only 7 ran. Some of the main reasons tournaments cancelled was because of teams getting COVID, COVID tournament guidelines were too tough to follow, and lack of umpires.
- 20 tournaments is higher than normal and were able to do this by recruiting new tournaments along with utilizing fields better and most tournaments were smaller this year than normal.
- In 2020 we had zero tournaments run due to COVID.
- In 2019 we had 14 tournaments run.

#### Museum & Art Center

- Reopened after a two-month closure January 12, 2021, made changes to the museum to comply with COVID reopening guidelines.
- Hosted booths at the Farmer's Market to network and aid visibility in the community.
- Began new programming in the form of field trips, classes, and pre-school programs.
- Changed the membership structure so that basic Museum Membership can be purchased for as little as \$1.
- Obtained a \$39,000 IMLS grant for exhibit design and consulting costs.
- Obtained \$150,000 for re-do of four permanent history exhibits.
- Spearheaded the effort to get Creative District certification for Moses Lake.
- Hired a Creative District Coordinator who reports to the Museum Manager.

- Hosted a national juried art show, opening for which brought more than 90 people to the museum.
- Partnered with the Audubon Society for an evening “bird friendly” event.
- Started a “drop in crafting” program that has been popular with visitors.

Sponsored three youth art contests.

#### Surf ‘n Slide Waterpark

- The Waterpark closed 8 days due to smoke this year. We were only open 76 days. We typically are open around 85-90. School also ended a week later this year which contributed to less days.
- Total attendance was 52,837 which is down roughly 30,000 compared to normal years. We also turned people away due to capacity limitations until June.
- We only sold 1,829 season passes. In 2019 we had 2,152 passes sold.
- We had 1,078 swim lesson registrations which is about 200 more than normal.
- We had 13 rentals happen this year. Two were cancelled due to COVID, 3 cancelled due to smoke.
- We held 10 lifeguard classes this year, only getting 26 lifeguards. We typically get this many lifeguards in our Spring Break lifeguard class and then do one class in summer where we see 4-8 more lifeguards. The high school lifeguard classes provide around an additional 25 which we also didn’t have. We started our season short around 30 lifeguards and had to place groundskeepers in chairs as well as run the Flowrider without a divider to be able to stay open.
- No COVID cases/outbreaks despite 145 staff working very closely together every day.

#### Moses Lake Ice Rink and Roller Rink

Season was 81 days (99 days in 2019) long from open to close last year. We were delayed one week due to weather. 61 days (70 in 2019) open for public skate. We opened 3 weeks late and then kept the ice rink open for an additional week beyond the anticipated closure date.

- Total attendance for public skate was 3,196. In 2019 we had 8,581 people. We did not do season passes last season due to limited attendance. We only had 90 minute sessions limited to 40 people per session.
- No hockey tournaments were allowed due to COVID.
- Beginning Hockey had 20 kids enrolled (56 participants in 2019) for the program.
- The Ice Rink had 47 participants in Ice Skating Lessons. (43 in 2019)
- Our Youth Hockey had 85 kids registered. There were no games due to COVID, only practices.
- Adult hockey league was cancelled.
- Play Hockey like a Girl was cancelled.
- We had 12 non-hockey related rentals such as birthday parties, churches and private rentals for companies.
- Roller Skating was not open this year due to construction.
- Pickle ball – We’ve only had 44 people play over 14 evenings.

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**

- BMX has had 2,058 riders over 20 races this year.
- Spring Fever Race Ready Clinic had 25 participants. We typically see around 6-11 each year.

#### **Special Events**

More anticipated and highly attended events that happened are the following:

- Seattle Outboard Racing (April 16-18, 2021)
- Freedom Fest (July 4<sup>th</sup>)
- Chief Moses Banner Unveiling (July 6<sup>th</sup>)
- DMLA hosted Summer Street Open Mic Night (August 14<sup>th</sup> & July 17<sup>th</sup>)
- Cowboy Breakfast (August 13<sup>th</sup>)
- Buddy Walk (September 25<sup>th</sup>)

#### **New Goals**

- Implement new Youth Scholarship Program and build up program funds.
- Recruit and retain quality lifeguards.
- Increase Soccer Tournaments.
- Retain current softball and baseball tournaments and continue to work with local organizations to bring more games and tournaments.
- Expand field trip opportunities for Explorer's Day Camp.
- Transition into operating new Larson Recreation Center including expanding programs opportunities for the community.
- Recruit and retain quality tot sport instructors and build the program back up.
- Promote ongoing education for all department staff.

#### ***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.
- Provided clerical support to Moses Lake Parks, Recreation & Cultural Services Advisory Board.
- Staffed front counter at Parks, Recreation & Cultural Services Department.

#### ***Communication & Marketing***

- Increased visits to the City website by 61 percent during the past year.
- Added new social media pages for tourism on Facebook and Instagram, reaching 19,000 more people.
- Continued statewide tourism marketing efforts to attract visitors to Moses Lake and generate more local hotel stays. In August, Hotel/Motel tax increased from \$89,804 compared to \$63,852 in 2020. This is the first month since the COVID shutdowns in March 2020 that the monthly total exceeded the 2019 level, according to a recent Finance report.

- Reached 181,800 adults aged 25 plus with an outdoors radio advertisements, 735,000 website views of a fishing homepage banner ad, and 51,100 Spokane Exchange newspaper readers in Eastern Washington by partnering with Fishing Magician outdoors columnist Dave Graybill.
- Updated nine community kiosks throughout Moses Lake with new maps and community event posters.
- Published 20,000 copies of an updated Moses Lake Visitor's Guide to distribute in hotels/motels along I-90 and in the City's Visitor Information Center.
- Published 43,500 copies of an updated Moses Lake community brochure for distribution in Spokane and in Washington state's ferry system in Western Washington.
- Strengthened community engagement by joining five neighborhoods Facebook group such as Mae Valley Community Watch-Moses Lake, Guffin Ecles Neighborhood Group, Knolls Vista Neighborhood Watch, Building a Better Moses Lake, and Loving Moses Lake.

## PERFORMANCE STATISTICS

	2019	2020	2021 (YTD)
<b><i>Moses Lake Museum &amp; Art Ctr.</i></b>			
Total days open	299	169	297 (projected)
Number of temporary exhibits	10	9	13
Number of onsite programs	53	19	86
Virtual programs			3
Total patronage	10,062	2,841*	3,500 (YTD)
<b><i>Surf 'n Slide Water Park</i></b>			
Annual attendance	80,993	0**	52,837
Total days open	90	0**	76
Total Lesson Sessions	3	0**	3
<b><i>Cascade Campground</i></b>			
Total days open	185	126	153
Total campsite rentals	2,945	2,572***	2,717
<b><i>Larson Playfield</i></b>			
Total BB/SB Tournaments	10	0	4
Total Games	203**	0****	170
<b><i>Paul Lauzier Athletic Complex</i></b>			
Total BB/SB Tournaments	17	0	4
Total Games	536**	0****	284
<b><i>Municipal Ice Rink</i></b>			
Total Days Open	67	57	57 (YTD)
Total Lesson Sessions	2	2	2
Total Hockey Tournaments	3	0	0

\* 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	2020 Actual	2021 Amended Budget	2022 Proposed Budget
	Director	1.00	1.00	1.00
	Parks Superintendent	1.00	1.00	1.00
	Recreation Superintendent	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Customer Service Technician	0	0	1.00
	Recreation Supervisor	2.00	2.00	2.00
	Recreation Coordinator	0	0	1.00
	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	7.00	7.00	7.00
	Parks Maintenance Worker	2.00	2.00	3.00
	Communications Specialist	1.00	1.00	1.00
<b>Total Regular Full-Time Personnel</b>		<b>20.0</b>	<b>20.0</b>	<b>23.0</b>
	Museum Assistant (part-time)	5.00	5.00	5.00
	Creative District Coordinator (part-time)	0	0	1.00
	Campground Caretaker (part-time)	1.00	1.00	1.00
	Customer Service Attendants (part-time)	0	0	4.00
<b>Total Regular Part-Time Personnel</b>		<b>6.00</b>	<b>6.00</b>	<b>11.00</b>

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. **Harrison K. Dano Park** - 501 S. Paxson Drive (4.75 acres) - Two modified size soccer fields, picnic area and portable restrooms.
14. **Hayden Park** - 1108 St. Helens Avenue (.5 acres) - Playground and picnic area.
15. **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.
16. **John E. Calbom Island Park** - Lewis Horn and Parker Horn (5 acres) - Natural wildlife habitat with wildlife viewing.
17. **Ice Rink/Roller Rink (Seasonal)** - 610 Yakima Avenue - Open November through February. Ice skating lessons, hockey program and skate rentals.
18. **Juniper Park** - 902 Juniper Drive (.5 acres) - Playground and picnic area.
19. **Knolls Vista Park** - 444 Knolls Vista Drive (4 acres) - Youth baseball field, restrooms, and basketball court. Playground and picnic area.
20. **Laguna Park** - Sage & Laguna (.5 acres developed and 6.5 acres undeveloped) - Neighborhood park site.

21. **Lakeview Park** - 802 S. Clover Drive (5 acres) - Youth baseball field, restrooms, playground and picnic area.
22. **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.
23. **Longview Park** - Longview Street & Sunny Drive (5 acres undeveloped) - Future neighborhood park site.
24. **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.
25. **Moses Lake BMX Track** - 610 Yakima Avenue - Sanctioned 1200' track, three turns, automatic start gate and portable restrooms.
26. **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.
27. **Marina Park** - 1414 Marina Drive (.5 acres) - Waterfront park with shoreline access. Picnic areas and fishing.
28. **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.  
28a. **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.  
28b. **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.
29. **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.
30. **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.
31. **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.
32. **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.

33. **Peninsula Park** - Texas Street & Russell Street (*1 acre*) - Playground area. Basketball court and picnic areas.
34. **Power Pointe Park** - 1647 Beaumont Street (*2.65 acres*) - Open neighborhood park area.
35. **Sinkiuze 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.
36. **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.
37. **Sun Terrace Park** – 4701 W Hawk Street (*11.2 acres*) - Future neighborhood park site.
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. **Wanapum Trail** – 3150 Wapato Dr (*.2 acres*) – Trail system for walking and biking. Basketball/Pickleball Court.
41. **Yonezawa Park** - 300 W. Yonezawa Boulevard. (*5 acres*) - Regulation size soccer field, picnic area, playground, fitness stations and portable restrooms.

## **CAPITAL IMPROVEMENTS 2022 (PARKS, RECREATION & CULTURAL SERVICES)**

Currently requested with funding allocation

1.	Remove and replace playground at Cascade Park	<b>\$130,000</b>
2.	Remove and replace playground at Lakeview Park	<b>\$92,036</b>
3.	Lauzier Fields 4 & 5 Improvements	<b>\$115,000</b>
4.		
<b>Total Parks &amp; Recreation Capital Projects – General Fund 020</b>		<b>\$337,036</b>

Currently requested without funding allocation

1.	Montlake Park Restroom Replacement	<b>\$300,000</b>
2.	Blue Heron Park Restroom Replacement	<b>\$275,000</b>
3.	Lauzier Fields 1, 2 & 3 Netting	<b>\$21,500</b>

## 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. The Surf 'n Slide Water Park was able to resume operations, several tournaments were able to happen, Explorer's Day Camp was successful and picnic shelters were rented out. The Museum & Art Center provided many opportunities for all ages to visit and create wonderful project from pre-school age to adults. Our department was very excited to be able to program and provide some normal activities for our community and visitors. Our staff has remained focused and motivated with numerous creative opportunities provided to the community (*within the required parameters*). 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.

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

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
57110 Administration	\$ 212,073	\$ 360,233	\$ 288,362	\$ 315,661	\$ (44,572)	-12.4%	4.3%
57120 Education & Rec Servcs	742,668	761,157	464,068	921,431	160,274	21.1%	12.5%
57525 Maintenance - Amphitheater	1,431	5,200	55	-	(5,200)	-100.0%	0.0%
57528 Operations - General	682	526	518	529	3	0.6%	0.0%
57530 Museums & Art Galleries	1,142,192	1,055,614	714,241	476,174	(579,440)	-54.9%	6.5%
57620 Swim Pools	62,514	625,368	507,184	758,116	132,748	21.2%	10.3%
57621 Surf N Slide Maint	206,365	391,559	193,453	280,348	(111,211)	-28.4%	3.8%
57622 Surf N Slide Concessions	-	-	-	-	-	0.0%	0.0%
57623 Surf N Slide Merchandise	-	10,000	-	10,000	-	0.0%	0.1%
57630 Campgrounds	30,326	38,840	24,530	39,267	427	1.1%	0.5%
57680 General Parks	2,561,003	2,632,633	1,857,279	3,463,384	830,751	31.6%	47.2%
57681 Larson Concession	1,298	17,000	365	8,500	(8,500)	-50.0%	0.1%
57683 Larson Rec Complex	4,189	37,753	24,238	112,844	75,091	198.9%	1.5%
57685 LRC Bldg Maint	18,313	17,000	7,056	18,000	1,000	5.9%	0.2%
57686 General Bldg Maint	63,792	67,500	49,656	67,500	-	0.0%	0.9%
59476 Park Facilities	-	400,000	407,107	337,036	(62,964)	-15.7%	4.6%
59700 Transfers Out (Debt Service)	114,400	554,600	112,900	535,800	(18,800)	-3.4%	7.3%
<b>Total Expenditures</b>	<b>\$ 5,161,246</b>	<b>\$ 6,974,983</b>	<b>\$ 4,651,012</b>	<b>\$ 7,344,590</b>	<b>\$ 369,607</b>	5.3%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 1,564,800	\$ 2,300,995	\$ 1,726,365	\$ 2,711,014	\$ 410,019	17.8%	36.9%
200 Personnel Benefits	731,768	885,838	488,741	983,480	97,642	11.0%	13.4%
<i>Sub-Total - Salaries &amp; Benefits</i>	2,296,568	3,186,833	2,215,107	3,694,494	507,661	15.9%	50.3%
300 Operating Supplies	284,948	476,500	247,993	466,500	(10,000)	-2.1%	6.4%
400 Professional Services	2,465,330	2,343,050	1,667,905	2,296,260	(46,790)	-2.0%	31.3%
600 Capital Outlay	-	414,000	407,107	351,536	(62,464)	-15.1%	4.8%
000 Transfer Out	114,400	554,600	112,900	535,800	(18,800)	-3.4%	7.3%
<b>Total Expenditures</b>	<b>\$ 5,161,246</b>	<b>\$ 6,974,983</b>	<b>\$ 4,651,012</b>	<b>\$ 7,344,590</b>	<b>\$ 369,607</b>	5.3%	100.0%

**Fund 314 - Parks & Recreation Improvements - Capital Fund**  
**BUDGET SUMMARY**

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)	(7)
	2020	2021	As of 9/30/21	2022	\$ Change	%	
Expense Summary by Function	Actuals	Adopted	2021 Actuals	Proposed	(4)-(2)	Change (4)-(2)	% of Total
59476 R&M Special Purpose Paths	\$ 603,444	\$ 11,500,000	\$ 2,373,322	\$ -	\$ (11,500,000)	-100.0%	0.0%
57683 Larson Recreation Center	-	-	45,352	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 603,444</b>	<b>\$ 11,500,000</b>	<b>\$ 2,418,674</b>	<b>\$ -</b>	<b>\$ (11,500,000)</b>	-100.0%	0.0%

Revenue Summary by Type							
360 Miscellaneous Revenues	\$ 1,350	\$ 2,000	\$ -	\$ -	(2,000)	-100.0%	#DIV/0!
390 Other Financing Sources	-	12,000,000	11,629,121	-	(12,000,000)	-100.0%	#DIV/0!
397 Transfers In	905,000	-	-	-	-	0.0%	#DIV/0!
<b>Total Revenues</b>	<b>\$ 906,350</b>	<b>\$ 12,002,000</b>	<b>\$ 11,629,121</b>	<b>\$ -</b>	<b>\$ (12,002,000)</b>	-100.0%	#DIV/0!

Fund Balance				
Beginning Balance (Est.)	\$ 300,057	\$ 602,963	\$ 602,963	\$ 1,104,963
Revenue Less Expenditures	302,906	502,000	9,210,447	-
<b>Ending Balance (Est.)</b>	<b>\$ 602,963</b>	<b>\$ 1,104,963</b>	<b>\$ 9,813,410</b>	<b>\$ 1,104,963</b>

**Fund 315 - Park Mitigation Capital Projects**  
**BUDGET SUMMARY**

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)	(7)
	2020	2021	As of 9/30/21	2022	\$ Change	%	
Expense Summary by Function	Actuals	Adopted	2021 Actuals	Proposed	(4)-(2)	(4)-(2)	% of Total
59700 Transfers Out (to 314)	\$ 680,000	\$ 152,100	\$ -	\$ -	\$ (152,100)	-100.0%	0.0%
57683 Larson Recreation Center	-	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 680,000</b>	<b>\$ 152,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (152,100)</b>	<b>-100.0%</b>	<b>0.0%</b>

Revenue Summary by Type							
340 Charges for Goods/Services	\$ 74,900	\$ 79,480	\$ 74,222	\$ 20,000	(59,480)	-74.8%	100.0%
360 Miscellaneous Revenues	3,254	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 78,154</b>	<b>\$ 79,480</b>	<b>\$ 74,222</b>	<b>\$ 20,000</b>	<b>\$ (59,480)</b>	<b>-74.8%</b>	<b>100.0%</b>

Fund Balance				
Beginning Balance (Est.)	\$ 705,082	\$ 103,236	\$ 103,236	\$ 30,616
Revenue Less Expenditures	(601,846)	(72,620)	74,222	20,000
<b>Ending Balance (Est.)</b>	<b>\$ 103,236</b>	<b>\$ 30,616</b>	<b>\$ 177,458</b>	<b>\$ 50,616</b>

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**ENGINEERING SERVICES 010**

GENERAL FUND

*Municipal Services Director*  
City Engineer

*David Bren, PE*  
*Richard Law, PE*

**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. 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.

Engineering Services Revenue Sources	
<b>GF</b>	General Fund (Development Review and Inspection Services)
<b>SF</b>	Street Fund
<b>ST</b>	Storm Water Fund
<b>WA</b>	Water System Fund
<b>SS</b>	Sewer System Fund
<b>BLDG</b>	Building Maintenance Fund
<b>PARKS</b>	Parks and Recreation Fund

The Engineering Division is financed by the General Fund. However, staff time is charged to numerous public and private projects. 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. In addition, private developers pay design review and inspection fees which is added to the General Fund.



**DEVELOPMENT SERVICES SECTION:**

Development Services provides private development review and inspection services for both the Municipal Services Director and support to the Community Services Department as follows:

- Review of development construction plans for approval by Director.
- Inspection of development improvements for acceptance by Council resolution.
- Provide confirmation that engineering issues are resolved for approval of private developments.
- Prepare staff reports with information or conformation for resolutions to be presented to City Council on private development projects including, requests for services outside city limits, requests to waive or defer improvements, etc.
- 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 plats.
- Provide construction plan review for all private development 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.
- Support 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.
- 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 provide 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.
- Other duties as assigned by the Director.

**CAPITAL ENGINEERING SERVICES SECTION:**

Capital Improvement Engineering Services provides administration, surveying, design, contracting, inspection, and project completion services for all Municipal Capital Improvement Projects under the supervision of the City Engineer and by direction of the Municipal Services Director. Capital 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
- Design, preparation and administration of the operating and capital budgets
- Other duties as assigned by the Director

## AUTHORIZED PERSONNEL

Position Title	2019 Actual	2020 Amended Budget	2021 Proposed Budget
<b>ADMIN SECTION</b>			
Municipal Services Director	1.00	1.00	0.50
Municipal Services Contract Coordinator	1.00	1.00	1.00
Municipal Services Grant Writer (NOTE 2)	1.00*	1.00*	1.00*
Municipal Services Support Specialist	1.00	1.00	1.00
<b>DEVELOPMENT SECTION</b>			
Development Manager	1.00	1.00	1.00
Development Surveyor	0.00	1.00	1.00
Engineering Technician 3 (NOTE 1)	1.00	1.00	1.00
Engineering Technician 1 (NOTE 1)	1.00	1.00	1.00
<b>CAPITAL SECTION</b>			
City Engineer	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00
Design Engineer	1.00	1.00	1.00
Project Surveyor	0.00	1.00	1.00
Engineering Technician 3 (NOTE 1)	1.00	1.00	1.00
Engineering Technician 3 (NOTE 1)	1.00	1.00	1.00
Engineering Technician 1 (NOTE 1)	1.00	1.00	1.00
<b>GIS SECTION</b>			
GIS/Programming Manager (3)	1.00	1.00	0.00
GIS/Locator Technician (4)	1.00	1.00	0.00
GIS Maintenance Technician (4)	0.00	0.00	0.00
<b>ENVIRONMENTAL SECTION</b>			
Storm Water Manager	1.00	1.00	1.00
<b>Total Personnel</b>	<b>17.00</b>	<b>17.00</b>	<b>14.50</b>

(1) The Senior Engineering Technician title was changed to the Engineering Technician Levels 1-4 title.

(2) One Senior Engineering Technician position is being re-allocated to a Municipal Services Grant Writer position.

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

(4) The Locator/GIS Technician position is allocated 25% to Streets, 25% to Stormwater, 25% to Water, and 25% to Wastewater.

(5) The GIS Maintenance Technician is the only new position requested for the year. The GIS Maintenance Technician position is allocated 25% to Streets, 25% to Stormwater, 25% to Water, and 25% to Wastewater.

**BUDGET DECISION REQUEST SUMMARY:**

		<b>FUND010 ENGINEERING</b>	<b>POTENTIAL SAVINGS</b>
BUDGETED HIGHLIGHTS	1	20% BILLING TO CAPITAL PROJECTS BY ENGINEERING STAFF. SURVEY, DESIGN, CONTRACTING, INSPECTION	\$400,000
UNBUDGETED HIGHLIGHTS	1	GIS MAINTENANCE TECH	\$80,000

**010 - Engineering  
BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2020	2021	As of 9/30/21 2021	2022	\$ Change	%	
Expense Summary by Function	Actuals	Adopted	Actuals	Proposed	(4)-(2)	Change (4)-(2)	% of Total
53810 Admin Engineering Sv:	\$ 898,926	\$ 534,973	\$ 225,110	\$ 269,444	\$ (265,529)	-49.6%	12.1%
53820 Plans & Services	1,189,023	1,506,550	1,137,767	1,778,652	272,102	18.1%	79.6%
53840 Training	5,286	-	-	-	-	0.0%	0.0%
53850 Facilities	117,137	142,200	114,335	185,200	43,000	30.2%	8.3%
<b>Total Expenditures</b>	<b>\$2,210,372</b>	<b>\$2,183,723</b>	<b>\$1,477,211</b>	<b>\$2,233,296</b>	<b>\$ 49,573</b>	2.3%	100.0%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2020	2021	As of 9/30/21 2021	2022	\$ Change	%	
Expense Summary by Type	Actuals	Adopted	Actuals	Proposed	(4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$1,235,918	\$1,219,887	\$ 863,428	\$1,208,130	\$ (11,757)	-1.0%	54.1%
200 Personnel Benefits	597,110	601,236	369,138	598,746	(2,490)	-0.4%	26.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	1,833,028	1,821,123	1,232,565	1,806,876	(14,247)	-0.8%	80.9%
300 Operating Supplies	16,414	13,200	1,738	13,200	-	0.0%	0.6%
400 Professional Services	360,930	349,400	242,908	413,220	63,820	18.3%	18.5%
<b>Total Expenditures</b>	<b>\$2,210,372</b>	<b>\$2,183,723</b>	<b>\$1,477,211</b>	<b>\$2,233,296</b>	<b>\$ 49,573</b>	2.3%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

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

Municipal Services Director  
Public Works Superintendent  
Street Division Supervisor

*David Bren, PE*  
*Michael G. Moro, PE*  
*Brian Baltzell*

**DEFINITION**

The City of Moses Lake Street Division is responsible for maintaining public road infrastructure surfaces including:

- painting cross walks
- painting parking zones
- painting long lining
- installing thermo plastic
- maintain traffic signals
- maintain traffic signs
- preparation of signs in sign shop
- snow and ice control
- spraying road sides and alleys
- grading alleys
- maintain pavers
- emergency repairs
- small street projects
- event traffic control

**SPECIAL EVENTS:** Preparing for events that include parades and local activities that include traffic control and other duties that may arrive.

**EMERGENCY REPAIRS & SMALL WORKS:** 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.

**SNOW & ICE CONTROL:** 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. During larger snow events the City will run one grader to remove snow from public arterial roads. In addition, a contract for (3) private graders to remove snow from residential streets can be called out for plowing. Please see the 2021/2022 City Snow Policy for more details.

**SIGN SHOP:** 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.

**FUND493 STORMWATER DEFINITION:**

This Division is 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.

## PERFORMANCE STATISTICS

### Street Maintenance

	2020 Actual	2021 Prelim	2022 Projected
Potholes filled with 5,200 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	2020 Actual	2021 Actual	2022 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	4.00	4.00	4.00
GIS Technician/Locator	0.00	0.00	0.25 <sup>*(1)</sup>
Municipal Services Director	0.00	0.00	0.08 <sup>*(1)</sup>
Public Works Division Director	0.00	0.00	0.17 <sup>*(1)</sup>
Department Secretary	0.00	0.00	0.17 <sup>*(1)</sup>
<b>Total Regular Full-Time Personnel</b>	<b>7.00</b>	<b>7.00</b>	<b>7.67</b>
Seasonal Maintenance Worker	3.00	3.00	1.00

(1) Split Out Municipal Admin Across Multiple Departments

### Stormwater – Fund 493

Position Title	2020 Actual	2021 Actual	2022 Proposed
Stormwater Maintenance Worker	3.00	3.00	3.0
Engineering Tech II	1.00	1.00	1.00
Storm water Foreman Position	0.00	0.00	0.00 <sup>*(2)</sup>
GIS Technician/Locator	0.00	0.00	0.25 <sup>*(1)</sup>
Municipal Services Director	0.00	0.00	0.08 <sup>*(1)</sup>
Public Works Division Director	0.00	0.00	0.17 <sup>*(1)</sup>
Department Secretary	0.00	0.00	0.17 <sup>*(1)</sup>
<b>Total Personnel</b>	<b>4.00</b>	<b>4.00</b>	<b>4.67</b>

(1) Split out Municipal Admin Across Multiple Departments

(2) New crew positions in the stormwater section is under unbudgeted as a request to be added to stay in compliance with our Department of Ecology Stormwater Permit.

**116 - Streets**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
54230 R&M Roadway	\$ 1,101,760	\$ 895,843	\$ 708,632	\$1,006,331	\$ 110,488	12.3%	38.0%
54240 R&M Storm Drainage	9,084	18,010	95	-	(18,010)	-100.0%	0.0%
54261 R&M Sidewalks	-	2,000	-	2,000	-	0.0%	0.1%
54263 R&M Street Lighting	465,364	460,700	313,681	463,500	2,800	0.6%	17.5%
54264 R&M Traffic Control Dev	157,862	197,364	86,642	133,910	(63,454)	-32.2%	5.1%
54266 R&M Snow & Ice Contrc	144,988	232,218	162,100	295,000	62,782	27.0%	11.1%
54270 R&M Roadside (115)	115,013	145,600	1,333	147,600	2,000	1.4%	5.6%
54310 OH Management	228,623	241,708	124,269	229,501	(12,207)	-5.1%	8.7%
54330 OH General Services	26,726	29,770	29,359	32,900	3,130	10.5%	1.2%
54350 Road/Street Constructic	161,100	154,100	115,575	187,500	33,400	21.7%	7.1%
59441 Road/Street Constructic	7,953	-	-	-	-	0.0%	0.0%
59564 Traffic Control Devices	58,486	40,000	-	-	(40,000)	-100.0%	0.0%
59700 Transfers Out	152,417	151,000	151,000	150,500	(500)	-0.3%	5.7%
<b>Total Expenditures</b>	<b>\$ 2,629,376</b>	<b>\$ 2,568,313</b>	<b>\$1,692,686</b>	<b>\$2,648,742</b>	<b>\$ 80,429</b>	3.1%	100.0%

Revenue Summary by Type							
320 Licenses & Permits	\$ 185,479	\$ 50,000	\$ 143,751	\$ 61,896	\$ 11,896	23.8%	3.0%
330 Intergovernmental Reve	749,713	764,000	341,567	769,000	5,000	0.7%	37.1%
340 Charges for Goods/Serv	4,717	10,000		10,000	-	0.0%	0.5%
360 Miscellaneous Revenue:	38,244	6,000	9,226	1,532	(4,468)	-74.5%	0.1%
390 Transfers In	1,680,000	1,680,000	1,260,000	1,230,400	(449,600)	-26.8%	59.4%
<b>Total Revenues</b>	<b>\$ 2,658,153</b>	<b>\$ 2,510,000</b>	<b>\$1,754,544</b>	<b>\$2,072,828</b>	<b>\$ (437,172)</b>		100.0%

Fund Balance				
Beginning Balance (Est.)	\$ 668,091	\$ 696,868	\$ 696,868	\$ 578,663
Revenue Less Expenditures	28,777	(58,313)	61,858	(575,914)
<b>Ending Balance (Est.)</b>	<b>\$ 696,868</b>	<b>\$ 638,555</b>	<b>\$ 758,726</b>	<b>\$ 2,749</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 490,276	\$ 562,691	\$ 388,614	\$ 592,905	\$ 30,214	5.4%	22.4%
200 Personnel Benefits	208,689	234,352	138,065	206,745	(27,607)	-11.8%	7.8%
<i>Sub-Total - Salaries &amp; Benefits</i>	698,965	797,043	526,679	799,650	2,607	0.3%	30.2%
300 Operating Supplies	297,733	334,700	179,032	380,900	46,200	13.8%	14.4%
400 Professional Services	1,413,579	1,244,070	836,441	1,315,192	71,122	5.7%	49.7%
500 Professional Services	243	1,500	579	2,500	1,000	66.7%	0.1%
600 Capital Outlay	66,439	40,000	-	-	(40,000)	-100.0%	0.0%
000 Interfund Transfer	152,417	151,000	149,956	150,500	(500)	-0.3%	5.7%
<b>Total Expenditures</b>	<b>\$ 2,629,376</b>	<b>\$ 2,568,313</b>	<b>\$1,692,686</b>	<b>\$2,648,742</b>	<b>\$ 80,429</b>	3.1%	100.0%

**493 - Stormwater**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
54140 Preservation Storm Dra	\$ 202,296	\$ -	\$ 953	\$ -	\$ -	0.0%	0.0%
54240 R&M Storm Drainage	684,779	842,463	476,328	712,220	(130,243)	-15.5%	70.7%
54290 R&Maintenance Admin	200,224	205,575	148,128	294,958	89,383	43.5%	29.3%
59431 Storm Drain Utility	85,606	275,000	63,170	-	(275,000)	-100.0%	0.0%
<b>Total Expenditures</b>	<b>\$1,172,905</b>	<b>\$1,323,038</b>	<b>\$ 688,579</b>	<b>\$ 1,007,178</b>	<b>\$ (315,860)</b>	-23.9%	100.0%

Revenue Summary by Type							
330 State Grants	\$ -	\$ -	\$ 95,000	\$ -	\$ -	0.0%	0.0%
340 Charges for Goods/Serv	978,340	964,000	741,328	1,023,347	59,347	6.2%	100.0%
360 Miscellaneous Revenue:	1,600	-	-	-	-	0.0%	0.0%
370 Other Revenue & Cap Cr	412,050	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$1,391,990</b>	<b>\$ 964,000</b>	<b>\$ 836,328</b>	<b>\$ 1,023,347</b>	<b>\$ 59,347</b>	6.2%	100.0%

Fund Balance				
Beginning Balance (Est.)	\$ 514,464	\$ 733,549	\$ 733,549	\$ 302,592
Revenue Less Expenditures	219,085	(359,038)	147,749	16,169
<b>Ending Balance (Est.)</b>	<b>\$ 733,549</b>	<b>\$ 374,511</b>	<b>\$ 881,298</b>	<b>\$ 318,761</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 298,431	\$ 295,279	\$ 222,030	\$ 360,115	\$ 64,836	22.0%	35.8%
200 Personnel Benefits	94,621	151,117	94,585	166,783	15,666	10.4%	16.6%
<i>Sub-Total - Salaries &amp; Benefits</i>	393,052	446,396	316,615	526,898	80,502	18.0%	52.3%
300 Operating Supplies	18,086	31,550	3,609	28,200	(3,350)	-10.6%	2.8%
400 Professional Services	666,657	562,592	305,707	443,580	(119,012)	-21.2%	44.0%
500 Professional Services	9,504	7,500	-	8,500	1,000	13.3%	0.8%
600 Capital Outlay	85,606	275,000	63,170	-	(275,000)	-100.0%	0.0%
000 Other Financing Source	-	-	(522)	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$1,172,905</b>	<b>\$1,323,038</b>	<b>\$ 688,579</b>	<b>\$ 1,007,178</b>	<b>\$ (315,860)</b>	-23.9%	100.0%



**Fund 114 - Paths & Trails**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
54262 R&M Special Purpose Paths	\$ -	\$ 26,000	\$ -	\$ 26,000	\$ -	0.0%	100.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 26,000</b>	<b>\$ -</b>	<b>\$ 26,000</b>	<b>\$ -</b>	0.0%	100.0%

Revenue Summary by Type							
330 Intergovernmental Revenues	\$ 2,086	\$ 2,000	\$ 1,407	\$ 2,000	-	0.0%	100.0%
360 Miscellaneous Revenues	10,000	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 12,086</b>	<b>\$ 2,000</b>	<b>\$ 1,407</b>	<b>\$ 2,000</b>	<b>\$ -</b>	0.0%	100.0%

Fund Balance				
Beginning Balance (Est.)	\$ 101,292	\$ 113,378	\$ 113,378	\$ 89,378
Revenue Less Expenditures	12,086	(24,000)	1,407	(24,000)
<b>Ending Balance (Est.)</b>	<b>\$ 113,378</b>	<b>\$ 89,378</b>	<b>\$ 114,785</b>	<b>\$ 65,378</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
300 Operating Supplies	-	5,000	-	5,000	-	0.0%	19.2%
400 Professional Services	-	21,000	-	21,000	-	0.0%	80.8%
600 Capital Outlay	27,577	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 27,577</b>	<b>\$ 26,000</b>	<b>\$ -</b>	<b>\$ 26,000</b>	<b>\$ -</b>		

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**MUNICIPAL SERVICES – TRANSPORTATION BENEFIT DISTRICT (TBD) – FUND 170**

Municipal Services Director

*David Bren, PE*

**FUND DEFINITION**

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 of Moses Lake City Council is the governing board 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 similar items.

**2022 PROJECTS LIST**

The 2022 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 22, 2021 meeting. All street projects are budgeted in Fund 119 and this budget provides a transfer to that Street Capital fund.

**2022 CAPITAL PROJECTS LIST:**

Priority Level	Project Name	Benefit Area	Funding Sources	Cost
Annual	Gravel Road Paving Program (Lark Street and Luta Street)	Local	REET	\$700,000
Annual	Chip and Crack Seal	Local	REET	\$1,000,000
2022	Marina Drive Neighborhood Revitalization and Activity Trail Connection	Local	REET	\$500,000
2022	Yonezawa Boulevard	Local	TBD	\$1,500,000
2022	Valley Road Reconstruction (Stratford Road to Paxton Drive)	Local	TBD	\$2,000,000
2022	Longview and Kinder Repairs (Carryforward Project)	Local	REET	\$1,600,000
2022	New traffic controllers at all remaining intersections for switch to radar detection (Carryforward Project)	Local	TBD	\$405,000
2022	ADA Ramp/Access Project (Carryforward Project)	Local	TBD	\$120,000

## **2022 CAPITAL PROJECTS NARRATIVES:**

1. **Gravel Road Paving Program (\$700,000 Total)** – The two proposed projects are as follows:

**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

**Luta Street Construction - \$300,000** – This project would eliminate the 600-foot gravel portion of Luta Street between Grape and Paxson Drive.

2. **Crack Seal and Chip Seal Projects – \$1,000,000** – The project amount has been increased to make up for no annual work being conducted in the 2021 year.
3. **Marina Drive Neighborhood Revitalization and Activity Trail Connection - \$500,000** – This project provides sidewalk installation, sidewalk widening, and pedestrian lighting improvements to make the Activity Trail Connection through the Marina Neighborhood. In addition, it provides for Radar Speeding signage, safety improvements, appearance improvements, and long range improvements planning for the Neighborhood street improvements.
4. **Yonezawa Boulevard - \$1,500,000** – This project is for the new elementary school and is being funded by TBD funds.
5. **Valley Road Reconstruction - \$2,000,000** – This project would reconstruct Valley Road from the Stratford Road Intersection to Paxton Drive.
6. **Longview Street and Kinder Road Reconstruction - \$1,600,000** – This project would bring the final two streets in the Longview Tracts residential area up to City standards. The City owns property along the West side on Longview Street for almost the entire length. We received FEMA funds in due winter damage in 2016. Funds to be used are TBD - \$1.4 m, and FEMA - \$200,000.
7. **Switch out traffic controllers at 5 intersections to radar detection \$405,000** – This is a carryover project funded through REET and will eliminate the use of wire loop indicators in the intersections.
8. **ADA Ramp Improvements - \$120,000** – The City has over 1,000 ramps that do not meet all the current criteria necessary for a legal handicap ramp. This project will identify issues, classify issues, estimate costs to fix issues, and plan a long term replace and repair program for ADA Ramps throughout the City.

## **OTHER ELIGIBLE TBD PROJECTS:**

Please see the Six-Year Transportation Improvement Plan (TIP) for additional projects eligible to use Transportation Benefit District (TBD) funding.

**Fund 170 - Transportation Benefit District**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2020	2021	As of 9/30/21 2021	2022	\$ Change	%	
Expense Summary by Function	Actuals	Adopted	Actuals	Proposed	(4)-(2)	Change (4)-(2)	% of Total
59700 Transfers Out	\$ 1,650,000	\$ 1,850,000	\$ 925,000	\$ 2,154,000	\$ 304,000	16.4%	100.0%
<b>Total Expenditures</b>	<b>\$ 1,650,000</b>	<b>\$ 1,850,000</b>	<b>\$ 925,000</b>	<b>\$ 2,154,000</b>	<b>\$ 304,000</b>	16.4%	100.0%
<b>Revenue Summary by Type</b>							
310 Taxes	\$ 1,788,974	\$ 1,680,000	\$ 1,412,737	\$ 1,980,000	\$ 300,000	17.9%	100.0%
360 Miscellaneous Revenues	2,315	1,000	-	-	(1,000)	-100.0%	0.0%
<b>Total Revenues</b>	<b>\$ 1,791,289</b>	<b>\$ 1,681,000</b>	<b>\$ 1,412,737</b>	<b>\$ 1,980,000</b>	<b>\$ 299,000</b>	17.8%	100.0%
<b>Fund Balance</b>							
Beginning Balance (Est.)	\$ 556,767	\$ 698,056	\$ 698,056	\$ 529,056			
Revenue Less Expenditures	141,289	(169,000)	487,737	(174,000)			
<b>Ending Balance (Est.)</b>	<b>\$ 698,056</b>	<b>\$ 529,056</b>	<b>\$ 1,185,793</b>	<b>\$ 355,056</b>			

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**MUNICIPAL SERVICES - WATER DIVISION 411**

Municipal Services Director  
Public Works Director  
Water Division Supervisor

*David Bren, PE*  
*Michael G. Moro, PE*  
*Chad Strevy*

**DEFINITION**

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

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

**PERFORMANCE STATISTICS:**

	<b>2020 Actual</b>	<b>2021 In-Process</b>	<b>2022 Projected</b>
Deep well pumps	19	19	20
Booster pump stations	2	3	3
Gallons in distribution storage	13.77 million	13.77 million	13.77 million
Distribution stand pipes	9	9	9
Miles of water mains	177	177	185
Water System Valves	4,478	4,624	4,850
Fire hydrants	1,582	1,582	1,620
Metered water services (ranging from ¾" to 12")	9,750	9,900	10,070
Water sampling stations	25	26	27
Water treatment chlorination systems	19	19	20
Chlorine residual monitoring stations	5	6	7

**2021 MAINTENANCE AND IMPROVEMENTS CONDUCTED:**

Wells	Well 21 new submersible pump and motor.
	Upgraded 4 Chlorine systems.
Telemetry	Telemetry System Project completed summer/fall of 2021
Booster Pump Stations	Replaced flow meter in Moses Pointe Booster Station.
Distribution Storage	Yearly check of the vents and hatches.
	Paint exterior Reservoir 4
Mains	Westshore and Burr Ave. mains installed
	Various watermain breaks repaired.
Valves	Valve exercising suspended due to Covid-19.
	Various broken valves replaced.
Fire Hydrants	Tested 1077 fire hydrants.
	25 fire hydrant repairs.
Services	Repair/Replace approximately 35 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.
	Installed (100+) water meters with Orion endpoints.

**AUTHORIZED PERSONNEL**

Position Title	2020 Actual	2021 Adopted	2022 Proposed
Municipal Services Director	1.00	1.00	0.08 (1)
Public Works Division Director	1.00	1.00	0.17 (1)
Department Secretary	1.00	1.00	0.17 (1)
Public Works Clerk	1.00	1.00	0.00
Water Division Manager	1.00	1.00	1.00
Water Division Supervisor	1.00	1.00	1.00
Water Quality Specialist*	1.00	1.00	1.00
Water Quality Assistant	0.00	1.00	1.00
Water Distribution Operator Lead	2.00	2.00	2.00
Water Distribution Maintenance II	5.00	5.00	5.00
Code Enforcement Officer	0.00	0.00	0.50 (2)
GIS Programming Manager	0.00	0.00	0.50 (3)
GIS Technician/Locator	0.00	0.00	0.25 (3)
GIS Maintenance Technician	0.00	0.00	0.50 (4)
<b>Total Personnel *</b>	<b>14.00</b>	<b>15.00</b>	<b>13.16</b>
Temp Hydrant Painter	1.00	1.00	1.00
Temp. Water Worker (Hydrant Testing)	2.00	3.00	3.00 *(5)

(1) Split Out Municipal Admin Across Multiple Departments

(2) Full-time Code Enforcement Officer added in 2022 Budgeted Request Summary. Cost split between Community Development and Water Division.

- (3) Positions are reallocated to divisions to reflect time allocations.
- (4) Full-time GIS Maintenance Technician proposed as an added FTE in 2022 (included in Budgeted Request Summary) Cost is split between Water and Wastewater divisions.
- (5) The hydrant testing program utilizes temporary employees. (Temps are not included in the authorized position listing.)

		<b>FUND411 (FROM 477) WATER DIVISION</b>	<b>POTENTIAL SAVINGS</b>
<b>BUDGETED HIGHLIGHTS</b>	1	MILWAUKEE WATER MAIN	\$100,000
	2	WELL 34 DEVELOPMENT	\$1,000,000
	3	UPSIZE WATER MAINS	\$500,000
	4	YONEZAWA/MOSES MAIN	\$300,000
	5	AERO TECH MAIN	\$150,000
	6	RESERVOIR PAINTING	\$150,000
	7	KNOLLS VISTA MAIN	\$300,000
	8	SURVEY BRIDGE CROSSINGS	\$250,000
	9	RESERVOIR 9 BUILD	\$2,000,000
	10	AUTO METER READING	\$600,000 *(1)
<b>UNBUDGETED HIGHLIGHTS</b>	1	MILWAUKEE WATER MAIN	\$100,000
	2	WELL 34 DEVELOPMENT	\$1,000,000
	3	UPSIZE WATER MAINS	\$500,000
	4	YONEZAWA/MOSES MAIN	\$300,000

### **Orion Endpoint Installation**

- (1) 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.

**Fund 410 - Water and Wastewater  
BUDGET SUMMARY**

<b>Water and Water Billing - 411/413</b>		(1)	(2)	(3)	(4)	(5)	(6)	(7)
		2020	2021	As of 9/30/21 2021	2022	\$ Change	%	
<b>Expense Summary by Function</b>		<b>Actuals</b>	<b>Adopted</b>	<b>Actuals</b>	<b>Proposed</b>	<b>(4)-(2)</b>	<b>Change (4)-(2)</b>	<b>% of Total</b>
53410	Administration - General	\$ 1,937,394	\$ 1,678,022	\$ 952,232	\$ 1,650,688	\$ (27,334)	-1.6%	24.4%
53450	Maintenance	2,544,955	2,658,963	1,740,074	2,016,394	(642,569)	-24.2%	29.8%
53470	Operations-Cust Svc	689,525	715,800	355,136	732,090	16,290	2.3%	10.8%
59434	Water Utilities	65,129	100,000	78,545	100,000	-	0.0%	1.5%
59700	Transfers Out	2,258,825	1,961,500	1,261,500	2,256,125	294,625	15.0%	33.4%
<b>Subtotal - Water</b>		<b>\$ 7,495,828</b>	<b>\$ 7,114,285</b>	<b>\$ 4,387,487</b>	<b>\$ 6,755,297</b>	<b>\$ (358,988)</b>	-5.0%	100.0%
<b>Wastewater &amp; WW Billing - 412/414</b>								
53510	Administration - General	\$ 918,105	\$ 1,031,982	\$ 523,296	\$ 947,692	\$ (84,290)	-8.2%	11.0%
53550	Maintenance	2,553,541	2,740,258	1,607,552	2,703,218	(37,040)	-1.4%	31.3%
53556	Collection	-	-	100,586	-	-	0.0%	0.0%
53557	Treatment	-	-	100,414	-	-	0.0%	0.0%
53570	Operations-Cust Svc	396,750	435,700	238,640	448,740	13,040	3.0%	5.2%
59435	Sewer Utilities	36,917	30,000	21,290	365,000	335,000	1116.7%	4.2%
59700	Transfers Out	2,178,755	1,978,850	1,791,150	4,163,225	2,184,375	110.4%	48.3%
<b>Subtotal - Wastewater</b>		<b>\$ 6,084,068</b>	<b>\$ 6,216,790</b>	<b>\$ 4,382,927</b>	<b>\$ 8,627,875</b>	<b>\$ 2,411,085</b>	38.8%	100.0%
<b>Total Expenditures</b>		<b>\$ 13,579,896</b>	<b>\$ 13,331,075</b>	<b>\$ 8,770,414</b>	<b>\$ 15,383,172</b>	<b>\$ 2,052,097</b>		
<b>Revenue Summary by Type</b>								
320	Licenses & Permits	\$ 5,100	\$ 14,000	\$ 11,450	\$ 14,442	\$ 442	3.2%	0.1%
340	Charges for Goods/Service	11,374,920	11,170,500	9,476,579	12,502,817	1,332,317	11.9%	91.5%
360	Miscellaneous Revenues	758,516	631,500	616,338	612,753	(18,747)	-3.0%	4.5%
370	Other Revenue & Cap Cor	2,160,276	300,000	581,175	541,590	241,590	80.5%	4.0%
380	Other Increases in Resour	(431,495)	962,600	700,101	-	(962,600)	-100.0%	0.0%
<b>Total Revenues</b>		<b>\$ 13,867,317</b>	<b>\$ 13,078,600</b>	<b>\$ 11,385,643</b>	<b>\$ 13,671,602</b>	<b>\$ 593,002</b>	4.5%	100.0%
<b>Fund Balance</b>								
Beginning Balance (Est.)		\$ 2,075,849	\$ 2,363,270	\$ 2,363,270	\$ 2,298,719			
Revenue Less Expenditures		287,421	(252,475)	2,615,229	(1,711,570)			
<b>Ending Balance (Est.)</b>		<b>\$ 2,363,270</b>	<b>\$ 2,110,795</b>	<b>\$ 4,978,499</b>	<b>\$ 587,149</b>			



	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 1,879,816	\$ 2,061,642	\$ 1,464,008	\$ 1,964,700	\$ (96,942)	-4.7%	29.1%
200 Personnel Benefits	757,437	1,045,083	620,615	952,642	(92,441)	-8.8%	14.1%
<i>Sub-Total - Salaries &amp; Benefits</i>	2,637,253	3,106,725	2,084,624	2,917,342	(189,383)	-6.1%	43.2%
300 Operating Supplies	948,100	515,100	259,147	566,300	51,200	9.9%	8.4%
400 Professional Services	5,418,506	5,593,800	3,245,872	4,967,480	(626,320)	-11.2%	73.5%
500 Professional Services	36,411	45,100	29,854	47,700	2,600	5.8%	0.7%
600 Capital Outlay	102,046	130,000	99,835	465,000	335,000	257.7%	6.9%
000 Other Financing Sources	4,437,580	3,940,350	3,051,084	6,419,350	2,479,000	62.9%	95.0%
<b>Total Expenditures</b>	<b>\$13,579,896</b>	<b>\$13,331,075</b>	<b>\$ 8,770,414</b>	<b>\$15,383,172</b>	<b>\$ 2,052,097</b>	15.4%	227.7%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**MUNICIPAL SERVICES - WASTEWATER 412**

Municipal Services Director  
Public Works Director  
Wastewater Manager

*David Bren, PE*  
*Michael G. Moro, PE*  
*Chris Campbell*

**DEFINITION**

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.

#### **2022 MAINTENANCE AND IMPROVEMENTS CONDUCTED:**

**COF:** Repair irrigation leak, Fill in two sinkholes, Safety line painted around electrical panels, L&I safety consultation at various wastewater locations. Replace auger brushes. Service Attenuation Rake. Install new wet well fan. Repair Degritter auger. Fabricate pump maintenance table.

**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 Clarifier 2C (#6), Replaced Influent pH and Conductivity probes, repairing headworks channel rates, Replaced Air Chain Actuator #7 basin 1, Repair air chain header basin 1 chains 4 -7. Replace #5 Blower and Motor. Replace pressure switch for irrigation system. Replace rake motor timer. Replace all air chain anchor cables.

**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 #3 Blower. Paint safety lines around electrical panels Repair Blower blow off valve. Replace frost free hydrant. Review draft Ecology Permit.

**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, Rebuild check valves at Main. Spray for spiders in all of the lift stations, cleaned lift station wet wells as needed. Measured the level and filled generator fuel tanks. Pressure washed check valve vaults, containment areas and buildings at lift stations. Repaired coolant leak and block heater on Sun Terrace generator, Spraying weeds at lift stations. Cleaned gem switches and replace over load at Tana on vacuum system. Repair and reinstall RP at Hermit lift, install phase monitor, AC unit, and RP at Sagebay lift, Replace AC unit Peninsula lift. Install float switch at Northshore lift. Replace back up battery at Farmers lift. Install new pump seal at Division Lift.

**Line Maintenance:** Cleaned and inspected 31 air release valves on the force mains. Inspect 18 problem sewer lines and manholes. Cleaned 221,760 feet of sewer mains. Cleaned 75,726 feet of force mains. TV 5,692 feet of lines and 2,580 feet for maintenance inspection. Flushed 179,520 feet of sewer mains in the City and Larson area, and inspected 350 manholes. Answered 31 calls for possible plugged sewers. 7 manholes along Wannapum Dr were replaced.

### **2022 WORK PLAN PROJECTS:**

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 6<sup>th</sup> 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.

### **2022 CONTRACTED PROJECTS:**

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

**2022 DEPARTMENT OF ECOLOGY REQUIREMENTS:**

<b>LARSON WWTP</b>	
Item No.	Description
1	Annual Assessment of Flow and Waste Load by March 1, 2022.
2	Review and update Operation & Maintenance Manual annually.
3	Manage the Treatment of Bio-solids.
4	Annual Bio solids Report by March 1, 2022.

<b>DUNES WWTP</b>	
Item No.	Description
1	Annual Assessment of Flow and Waste Load by March 1, 2022.
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, 2022.
6	Annual Lab Accreditation Renewal by October 31, 2022.

**AUTHORIZED PERSONNEL:**

Position Title	2020 Actual	2021 In-Process	2022 Proposed
Municipal Services Director	1.00	1.00	0.08 (1)
Public Works Division Director	1.00	1.00	0.17 (1)
Department Secretary	1.00	1.00	0.17 (1)
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
GIS Programming Manager	0.00	0.00	0.50 (3)
GIS Technician/Locator	0.00	0.00	0.25 (3)
GIS Maintenance Technician	0.00	0.00	0.50 (4)
<b>Total Personnel</b>	<b>11.00</b>	<b>11.00</b>	<b>12.67</b>

- (1) Split Out Municipal Admin Across Multiple Departments
- (2) Positions are reallocated to divisions to reflect time allocations.
- (3) Full-time GIS Maintenance Technician proposed as an added FTE in 2022 (included in Budgeted Request Summary) Cost is split between Water and Wastewater divisions.

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.

# **BUDGET DECISION REQUEST SUMMARY:**

		FUND412 (FROM 477) WASTEWATER DIVISION	POTENTIAL SAVINGS
BUDGETED HIGHLIGHTS	1	NORTHSHORE LIFT STATION	\$2,000,000
	2	REBUILD DIFFUSERS DUNES	\$250,000
	3	BIOSOLIDS PROJECT	\$200,000
	4	LARSON WWTIP CONTROLS	\$250,000
	5	WHEELER LIFT STATION UPGRADE	\$500,000
	6	MAIN LIFT STATION UPGRADE	\$325,000
	7	COLLECTION SYSTEM LINING	\$500,000
	8	COF WASTE PUMPS UPGRADE	\$500,000
	9	UPGRADE LIFT STATION CONTROLLERS	\$50,000

## **412 - Wastewater BUDGET SUMMARY**

		(1)	(2)	(3)	(4)	(5)	(6)	(7)
		As of 9/30/21				%		
Expense Summary by Function		2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
53510	Administration - General	\$ 918,105	\$1,031,982	\$ 523,296	\$ 947,692	\$ (84,290)	-8.2%	13.0%
53550	Maintenance	2,553,541	2,740,258	1,607,552	2,703,218	(37,040)	-1.4%	37.2%
53556	Collection	-	-	92,736	-	-	0.0%	0.0%
53557	Treatment	-	-	96,083	-	-	0.0%	0.0%
59435	Sewer Utilities	36,917	30,000	21,290	365,000	335,000	1116.7%	5.0%
59700	Transfers Out	950,000	750,000	562,500	3,250,000	2,500,000	333.3%	44.7%
<b>Total Expenditures</b>		<b>\$4,458,563</b>	<b>\$4,552,240</b>	<b>\$2,903,455</b>	<b>\$7,265,910</b>	<b>\$2,713,670</b>	59.6%	100.0%

		(1)	(2)	(3)	(4)	(5)	(6)	(7)
		As of 9/30/21				%		
Expense Summary by Type		2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100	Salaries & Wages	\$ 819,593	\$ 859,588	\$ 642,636	\$ 923,107	\$ 63,519	7.4%	12.7%
200	Personnel Benefits	289,032	461,952	288,372	463,013	1,061	0.2%	6.4%
<i>Sub-Total - Salaries &amp; Benefits</i>		1,108,625	1,321,540	931,009	1,386,120	64,580	4.9%	19.1%
300	Operating Supplies	187,903	176,700	101,005	227,900	51,200	29.0%	3.1%
400	Professional Services	2,150,668	2,243,400	1,271,152	2,003,690	(239,710)	-10.7%	27.6%
500	Professional Services	24,450	30,600	17,892	33,200	2,600	8.5%	0.5%
600	Capital Outlay	36,917	30,000	21,290	365,000	335,000	1116.7%	5.0%
000	Other Financing Source	950,000	750,000	561,108	3,250,000	2,500,000	333.3%	44.7%
<b>Total Expenditures</b>		<b>\$4,458,563</b>	<b>\$4,552,240</b>	<b>\$2,903,455</b>	<b>\$7,265,910</b>	<b>\$2,713,670</b>	59.6%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**MUNICIPAL SERVICES - AIRPORT 495**

Municipal Services Director

*David Bren, PE*

**DEFINITION**

The Moses Lake Municipal 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.

**AIRPORT HISTORY:**

The airport property was deeded to the City in 1947 by Northern Pacific Railroad. From 1994 to 2019 the operations of the Municipal Airport were overseen by the Airport Commission. In 2019 the 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.

**AIRPORT ADVISORY BOARD:**

The Airport Advisory Board consists of five members. Each member must be reside within the corporate limits of the City and 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 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.

**AIRPORT REVENUE SOURCES:**

Municipal Airport Revenue Sources	
<b>RENT</b>	Rents for Hanger Lots
<b>GF</b>	General Fund (Funds Transfer for Airport Maintenance)

The Municipal Airport is partially financed by the renting of Hanger Lots. Additional funding comes from the General Fund for any capital improvements and the maintenance of the airport facilities.

**AIRPORT MAINTENANCE EXPENSES:**

<b>Municipal Airport – Typical Maintenance Expenses</b>	
<b>BLDG</b>	Building Maintenance Fund (Common Structures Maintenance)
<b>PARKS</b>	Parks and Recreation Fund (Mowing and Weeding)
<b>SF</b>	Street Fund (Runway Sweeping and Pavement Maintenance)
<b>WA</b>	Water System Fund (extensions for future development)
<b>SS</b>	Sewer System Fund (extensions for future development)
<b>ENGR</b>	Engineering Services Fund (Surveying and Engineering Services)

The majority of the funding for the Municipal Airport capital improvements and maintenance comes from the General Fund. It is important for Departments that provide Airport maintenance services to track and allocate maintenance expenses separately. In short, the maintenance services need to be expensed to the General Fund for clean Audit purposes.

**COMMUNITY AVIATION REVITALIZATION BOARD (CARB) LOAN:**

The City applied for a Washington Department of Transportation Community Aviation Revitalization Board (CARB) loan to install an above-ground fueling station in the amount of \$175,000. However, the project is currently estimated to cost \$300,000, so additional funds will be needed to complete the project. The CARB loan 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 was added to 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. No revenue is shown for fuel sales, as the fuel system has not been installed yet.

**AUTHORIZED PERSONNEL**

<b>Position Title</b>	<b>2020 Actual</b>	<b>2021 Amended Budget</b>	<b>2022 Proposed Budget</b>
<b>ADMIN SECTION</b>			
MS Airport Admin Specialist (Part-Time)	0.00	0.00	0.25
<b>Total Personnel</b>	<b>0.00</b>	<b>0.00</b>	<b>0.25</b>

*The MS Airport Admin Specialist reports directly to the Municipal Services Director. The position will be part-time. Averaging (10) hours per week. The position will be dedicated to Airport Administration paperwork and duties as assigned by the Director. A \$12,000 budget is required for the position and is currently unbudgeted.*



**BUDGET SUMMARY**
**495 - Airport**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
54680 Maint/Secur./Janitor	\$ 25,671	\$ 59,609	\$ 12,388	\$ 73,720	\$ 14,111	23.7%	100.0%
59446 Building Maintenance- Ger	2,236	175,000	-	-	(175,000)	-100.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 27,907</b>	<b>\$ 234,609</b>	<b>\$ 12,388</b>	<b>\$ 73,720</b>	<b>\$ (160,889)</b>	-68.6%	100.0%

Revenue Summary by Type							
360 Miscellaneous Revenues	\$ 36,194	\$ 27,000	\$ 28,742	\$ 27,853	\$ 853	3.2%	100.0%
370 Other Revenue & Cap Contr	-	175,000	-	-	(175,000)	-100.0%	0.0%
<b>Total Revenues</b>	<b>\$ 36,194</b>	<b>\$ 202,000</b>	<b>\$ 28,742</b>	<b>\$ 27,853</b>	<b>\$ (174,147)</b>	-86.2%	100.0%

Fund Balance				
Beginning Balance (Est.)	\$ 96,645	\$ 104,932	\$ 104,932	\$ 72,323
Revenue Less Expenditures	8,287	(32,609)	16,354	(45,867)
<b>Ending Balance (Est.)</b>	<b>\$ 104,932</b>	<b>\$ 72,323</b>	<b>\$ 121,286</b>	<b>\$ 26,456</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
200 Personnel Benefits	\$ 11	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
300 Operating Supplies	2,025	17,700	1,710	17,700	-	0.0%	24.0%
400 Professional Services	23,635	41,909	10,678	56,020	14,111	33.7%	76.0%
600 Capital Outlay	2,236	175,000	-	-	(175,000)	-100.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 27,907</b>	<b>\$ 234,609</b>	<b>\$ 12,388</b>	<b>\$ 73,720</b>	<b>\$ (160,889)</b>	-68.6%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**MUNICIPAL SERVICES – FLEET MANAGEMENT 519**

Municipal Services Director  
Public Works Director  
Fleet Manager

*David Bren, PE  
Michael G. Moro, PE  
Matthew Wood*

**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 seven 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.

**2022 PROJECTS & WORK PLAN**

- 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 eight 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. The higher quantity is do to retention of older units that are now at end of life even though they were replace years prior. Four (4) New and additional Police Vehicles are budgeted in 2022 for \$320,000.

Four other vehicles due for replacement in 2022 have been pushed off one year and unbudgeted in 2022.

### *Fire Department*

Pumper/Tender Fire Truck Replacement, Ambulance, & two utility vehicles (pumper tender roll over should deliver in January or February of 2022 -cost \$861,000) This pumper is budgeted.

Fleet Management and the Fire Department request the replacement of a Pumper/Tender Fire Truck. Fleet Management also has units, 170 Ford Explorer, 171 Ford Explorer, and 380 E-450 Ambulance scheduled for replacement total cost for all units to the fire department. These have been pushed off one year for replacement and unbudgeted in 2022.

### *Street Division*

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, 10yd<sup>3</sup> Dump/Plow/Sander Truck. We request 185 CFM portable air compressor replacement for unit 409. We request the replacement of 5 cubic yard dump/plow/sander truck as part of a normal replacement schedule due to wear, age, and mileage. These requests have been pushed off one year and unbudgeted in 2022.

### *Fleet Vehicle Request*

Fleet Management would request the replacement of unit 194 as it has been handed down thru the fleet to end with us and is extremely worn out. \$45,000

### *Parks and Recreation Department*

Fleet Management requests the replacement of #007, a 2002 Van, #580 Sand Pro, #596 Ice Resurfacer, #172 2007 Chevrolet Pickup, #153 1996 Ford F-250, #111 1995 Ford F-150, #205 2001 Dodge 3500, and #320 Toro Large area mower. These request are all part of the 6 year fleet replacement program and units have reached end of life usage. Cost is \$425,000 to replace the ice resurfacer and the large area mower in 2022. These requests have been included in the budget, however the other requests have been pushed off a year.

### *Community Development*

Fleet request the replacement of unit #014 Toyota Prius as part of the normal replacement program. Cost is \$40,000 and budgeted in 2022.

### *Financial/IT/Water billing*

Fleet request the replacement of unit #053 2005 Ford Crown Victoria and #175 2007 Ford Ranger as part of the normal replacement program. Cost is \$45,000 and budgeted in 2022 for the Crown Victoria replacement. The Ford Ranger has been pushed off one year and unbudgeted in 2022.

## *Capital Improvements*

### *Heavy Duty Vehicle Wash*

The request is for a heated building for a heavy duty drive through style wash system designed to clean the exterior and underside of the City of Moses Lake heavy duty vehicles and equipment. The heavy duty truck and equipment wash system and A13 building are requested to be located West of the truck and equipment building at the Operations Complex.

The requested building is approximately 80 feet long by 20 feet wide inside the walls to match the truck and equipment building. The 80' length will provide room for the three exterior wash stages and the under side deluge system in the first half of the building. The second half is requested for hand washing of the heavy equipment. During winter months, the snow and ice control "sander" trucks are subjected to deicing materials and liquid solutions. The materials are sprayed and flung on the road surface from the underside of the trucks. During the application of the deicing materials they become deposited under the trucks in every possible location. The truck crews wash the trucks and equipment by hand when possible. Even with the efforts of staff, the deicing materials build up and remain there until the end of the season. The "street sander" bodies are removed from the trucks in the spring and staff washes out the trucks. Fleet staff then removes exhaust shields and covers to chip out the build up of the deicing materials. However, by this time much damage has been done.

An easy to use, heavy duty wash system will remove the deice materials daily. The heavy duty wash system will improve the appearance and life of the fleet of vehicles and equipment. The system shall be set to wash the underside of the salt trucks in the winter to remove the corrosive materials during snow and ice operations. The system must not wash out the salt body during this period. During the remainder of the year, the trucks and equipment shall be washed top to bottom without the deluge system. The vehicles and equipment will be cleaned weekly or as the need arises.

The system shall sense the salt trucks with a card reader or some form of identifier to operate the deluge system. The system shall sense the size of the vehicle with a card reader to determine the difference between a salt truck and police vehicle. This request is unbudgeted in 2022.

#### **AUTHORIZED PERSONNEL**

<b>Position Title</b>	<b>2021 Actual</b>	<b>2021 Adopted Budget</b>	<b>2022 Proposed Budget</b>
Municipal Services Director	1.00	1.00	0.08 (1)
Public Works Division Director	1.00	1.00	0.17 (1)
Department Secretary	1.00	1.00	0.17 (1)
Fleet Manager	1.00	1.00	1.00
Fleet Management Supervisor	1.00	1.00	1.00
Fleet Management Vehicle & Equipment Technician	4.00	5.00	5.00
<b>Total Personnel</b>	<b>6.00</b>	<b>7.00</b>	<b>7.42</b>

(1) Split Out Municipal Admin Across Multiple Departments

The following are the cost allocations charged to each department/division for fleet management and purchases.

<i>Contributions from Operating Funds</i>			
<b>Operating Division</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
Executive	\$ 2,500	\$ 2,500	\$ 5,300
Finance	2,500	2,500	-
Community Development	80,000	40,500	92,600
Engineering	150,000	60,900	73,600
Streets	537,000	262,500	216,400
Police	637,500	680,000	669,256
Fire	538,000	348,500	208,330
Parks & Recreation	412,000	400,000	722,100
Central Services	5,000	17,700	61,100
Grants and Donations	235,000	-	-
Building Maintenance	133,000	26,200	32,400
Water	560,500	611,400	207,700
Wastewater	440,000	354,500	227,000
Airport	309	309	14,000
Storm Water	222,000	157,000	79,700
Ambulance Services	280,000	107,500	102,328
<b>Total Cost Allocations</b>	<b>\$ 4,235,309</b>	<b>\$ 3,072,009</b>	<b>\$ 2,711,814</b>

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

##### BUDGET SUMMARY

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
<b>Expense Summary by Function</b>	<b>2020 Actuals</b>	<b>2021 Adopted</b>	<b>2021 Actuals</b>	<b>2022 Proposed</b>	<b>\$ Change (4)-(2)</b>	<b>Change (4)-(2)</b>	<b>% of Total</b>
54868 Operations - General	\$ 2,181,827	\$ 1,680,158	\$ 1,139,563	\$ 1,864,538	\$ 184,380	11.0%	68.0%
59448 Public Works - Centraliz	3,061,428	3,274,370	2,104,778	825,000	(2,449,370)	-74.8%	30.1%
59148 LT Debt/Centralized Svs	280,909	90,563	-	49,914	(40,649)	-44.9%	1.8%
59248 Interest/Public Works	23,122	3,600	-	1,798	(1,802)	-50.1%	0.1%
<b>Total Expenditures</b>	<b>\$ 5,547,286</b>	<b>\$ 5,048,691</b>	<b>\$ 3,244,341</b>	<b>\$ 2,741,250</b>	<b>\$(2,307,441)</b>	<b>-45.7%</b>	<b>100.0%</b>

<b>Revenue Summary by Type</b>							
330 Intergovernmental Reve	\$ 44	\$ -	\$ -	\$ -	-	0.0%	0.0%
340 Charges for Goods/Serv	4,244,507	3,072,009	2,304,007	2,711,812	(360,197)	-11.7%	99.8%
360 Miscellaneous Revenue:	16,303	10,000	10,276	5,000	(5,000)	-50.0%	0.2%
370 Other Revenue & Cap C	4,219	-	26,929	-	-	0.0%	0.0%
390 Other Financing Sources	2,018,443	1,031,000	131,140	-	(1,031,000)	-100.0%	0.0%
<b>Total Revenues</b>	<b>\$ 6,283,516</b>	<b>\$ 4,113,009</b>	<b>\$ 2,472,352</b>	<b>\$ 2,716,812</b>	<b>\$(1,396,197)</b>	<b>-33.9%</b>	<b>100.0%</b>

<b>Fund Balance</b>				
Beginning Balance (Est.)	\$ 2,663,786	\$ 3,400,016	\$ 3,400,016	\$ 2,299,219
Revenue Less Expenditures	736,230	(935,682)	(771,989)	(24,438)
<b>Ending Balance (Est.)</b>	<b>\$ 3,400,016</b>	<b>\$ 2,464,334</b>	<b>\$ 2,628,027</b>	<b>\$ 2,274,781</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 388,523	\$ 501,345	\$ 302,173	\$ 520,839	\$ 19,494	3.9%	19.0%
200 Personnel Benefits	145,169	222,213	109,162	218,709	(3,504)	-1.6%	8.0%
<i>Sub-Total - Salaries &amp; Benefits</i>	533,692	723,558	411,335	739,548	15,990	2.2%	27.0%
300 Operating Supplies	461,268	436,100	355,432	518,300	82,200	18.8%	18.9%
400 Professional Services	1,186,867	516,900	372,795	603,090	86,190	16.7%	22.0%
500 Professional Services	-	3,600	-	3,600	-	0.0%	0.1%
600 Capital Outlay	3,061,428	3,274,370	2,104,778	825,000	(2,449,370)	-74.8%	30.1%
700 Debt Service - Principal	280,909	90,563	-	49,914	(40,649)	-44.9%	1.8%
800 Debt Service - Interest	23,122	3,600	-	1,798	(1,802)	-50.1%	0.1%
<b>Total Expenditures</b>	<b>\$ 5,547,286</b>	<b>\$ 5,048,691</b>	<b>\$ 3,244,341</b>	<b>\$ 2,741,250</b>	<b>\$(2,307,441)</b>	-45.7%	100.0%

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

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**MUNICIPAL SERVICES – BUILDING MAINTENANCE 528**

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Municipal Services Director  
Public Works Director  
Division Manager

*David Bren, PE*  
*Michael G. Moro, PE*  
*Tony Massa*

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**DEFINITION**

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

The Building Maintenance Division 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.

We started the year with continued sanitizing for COVID 19 and building additional sanitization stands for the entrances of every facility, which consumed much of our time. We were fortunate enough to have time to catch up on a lot of our preventative maintenance work orders as well as remodeling the Fire Dept Kitchen over the summer months when the case rates went down a little. With the new variants of COVID late this summer we have been building additional sanitization stands and continue to sanitize before and after large gatherings as well as sanitizing after any confirmed positives in our facilities.

**2022 PROJECTS / WORK PLAN**

The following are legislative or other impacts:

We are anticipating COVID 19 to continue to play a roll in 2022. We have placed sanitization stands at every facility entrance and will continue to make sure they are stocked with hand sanitizer and face masks for employees and members of the public.

- We are looking forward to the new Parks and Recreation facility. We are anticipating spending a significant amount of time there working out all the kinks with the systems and making sure all the staff is comfortable and able to settle in with as few problems as possible.

- We are already planning what we will need to do in order to be able to move the Police Department out of their current facility and into temporary places during the remodeling of the police station. Some of the facilities are the old firing range, the old Chamber of Commerce building and possibly the current Learning Center, after the Parks department is out of the building.
- We are really starting to feel the effects of R22 being replaced. Some of our old units that needs repairs are costing us significantly more than they would of several years ago. A 30lb bottle of R22 is now over \$900 and increasing rapidly. We will continue to try and replace older units as we see the cost of repairs starting to exceed replacement costs.
- Building Energy codes for 2018 were implemented in February of 2021, delayed due to COVID 19, and the new rules continue to tighten rules on energy efficiency and fresh air requirements for buildings. These codes impact costs to upgrade our older HVAC units that have limited outside air available. Some units will have to be entirely replaced with new ducting added for fresh air intakes.

## **BUDGET REQUESTS**

### *Airport Precision Approach Path Indicator System*

We are requesting to replace one of the two PAPI systems at the Municipal Airport this year and one next year. The current systems are approximately 30 years old and are obsolete. Parts for them are all aftermarket and some of the parts are not available any more even from aftermarket sellers.

### *Drinking Fountains with bottle stations*

We were unable to retrofit or replace many of the drinking fountains with bottle fill stations early this year due to ongoing COVID work. We are hoping to get back to the project this fall and continue into 2022.

### *Fire Station Apparatus Door Painting*

We are requesting to have the bay doors and casings at the Fire Stations painted this year. The doors are 20 plus years old with the color faded and a couple of mismatched colored doors. The paint on casings is peeling off and exposing the bare metal underneath.

### *New Larsen Recreation Center*

We are requesting an additional 2 additional personnel and custodial equipment to maintain the new Recreation Center. (we hope to eliminate 4 hours of weekly overtime with the additional personnel.)

## *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.



### *Back-up Generators*

We are requesting to replace the current portable generator at Fire Station 2 with a permanent generator and an automatic transfer switch. The current system requires the employees to use the battery backup lighting and flashlights to start a generator in the building and plug it in to be able to power the bay doors and roll the generator outside.

We are also requesting to install a generator at the Civic Center. This generator would provide steady and reliable power to our finance, utilities, and administrative departments ensuring that we can continue to serve the public in the event of a power outage.

### **AUTHORIZED PERSONNEL**

	<b>Position Title</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Proposed</b>
	Municipal Services Director	1.00	1.00	0.08 (1)
	Public Works Division Director	1.00	1.00	0.17 (1)
	Department Secretary	1.00	1.00	0.17 (1)
	Manager	1.00	1.00	1.00
	Supervisor	1.00	1.00	1.00
	Maintenance Worker	3.00	3.00	3.00
	Lead Custodian	1.00	1.00	1.00
	Custodian	6.00	6.00	8.00
		0.00	0.00	0.00
<b>Total Personnel</b>		<b>11.00</b>	<b>12.00</b>	<b>14.42</b>

(1) Split Out Municipal Admin Across Multiple Departments

The following are the cost allocations charged to each department/division for fleet management and purchases.

<i>Contributions from Operating Funds</i>			
<b>Operating Division</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
Legislative	\$ 50,400	\$ 45,200	\$ 52,500
Executive	24,500	22,000	25,600
Finance	28,800	25,700	30,100
Community Development	47,900	58,000	82,500
Legal/Judicial	2,500	2,300	2,700
Misc. Services	13,400	16,300	23,200
Library	62,200	47,400	51,600
Streets	44,700	37,700	71,100
Engineering	68,800	82,900	118,100
Police	146,900	147,500	147,700
Fire	325,500	344,200	458,600
Parks & Recreation	380,200	305,400	552,400
Fleet Management	715,000	62,800	107,300
Central Services - IT	52,600	56,900	75,800
Water	60,800	67,000	100,200
Wastewater	45,400	349,500	450,300
Airport	-	2,000	2,000
Storm Water	3,500	4,300	6,100
Ambulance Services	120,700	115,800	168,100
<b>Total Cost Allocations</b>	<b>\$ 2,193,800</b>	<b>\$ 1,792,900</b>	<b>\$ 2,525,900</b>
<b>Debt Service</b>			
Legislative	65,350	130,700	-
Executive	42,200	84,400	-
Finance	41,350	82,700	-
Legal/Judicial	3,750	7,500	-
Parks & Recreation	308,900	617,800	-
Central Services - Util Billing	29,400	58,800	-
<b>Total Debt Service</b>	<b>\$ 490,950</b>	<b>\$ 981,900</b>	<b>\$ -</b>
<b>Total Charges</b>	<b>\$ 2,684,750</b>	<b>\$ 2,774,800</b>	<b>\$ 2,525,900</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
51830 Maint/Secur./Janitor	\$ 1,590,889	\$ 1,674,731	\$ 922,368	\$ 1,631,674	\$ (43,057)	-2.6%	61.9%
51865 Building Maintenance- Ger	-	-	-	502,750	502,750	0.0%	19.1%
54161 Preservation Sidewalks	10,143	52,600	-	54,230	1,630	3.1%	2.1%
58120 Interfund Loan Repayment	943,764	962,700	700,101	-	(962,700)	-100.0%	0.0%
59218 Interest-Interfund Debt	38,128	19,300	14,002	-	(19,300)	-100.0%	0.0%
59418 Capital-Centralized Svs	505,877	500,000	25,053	260,000	(240,000)	-48.0%	9.9%
59118 LT Debt/Centralized Service	830,000	175,000	-	175,000	-	0.0%	6.6%
59218 Interest/Bonded Debt	23,373	15,900	7,950	10,650	(5,250)	-33.0%	0.4%
<b>Total Expenditures</b>	<b>\$ 3,942,174</b>	<b>\$ 3,400,231</b>	<b>\$ 1,669,474</b>	<b>\$ 2,634,304</b>	<b>\$ (765,927)</b>	-22.5%	100.0%

Revenue Summary by Type							
330 Federal Revenue	\$ 134,621	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
340 Charges for Goods/Services	3,868,091	2,774,800	2,079,600	2,525,900	(248,900)	-9.0%	100.0%
360 Miscellaneous Revenues	9,791	-	-	-	-	0.0%	0.0%
370 Other Revenue & Cap Contr	7,081	-	-	-	-	0.0%	0.0%
390 Transfer In	79,562	-	-	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>\$ 4,099,146</b>	<b>\$ 2,774,800</b>	<b>\$ 2,079,600</b>	<b>\$ 2,525,900</b>	<b>\$ (248,900)</b>	-9.0%	100.0%

Fund Balance				
Beginning Balance (Est.)	\$ 1,085,649	\$ 1,242,621	\$ 1,242,621	\$ 617,190
Revenue Less Expenditures	156,972	(625,431)	410,126	(108,404)
<b>Ending Balance (Est.)</b>	<b>\$ 1,242,621</b>	<b>\$ 617,190</b>	<b>\$ 1,652,747</b>	<b>\$ 508,786</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
100 Salaries & Wages	\$ 677,122	\$ 667,068	\$ 493,493	\$ 811,339	\$ 144,271	21.6%	30.8%
200 Personnel Benefits	266,378	355,638	221,939	424,805	69,167	19.4%	16.1%
<i>Sub-Total - Salaries &amp; Benefits</i>	943,500	1,022,706	715,432	1,236,144	213,438	20.9%	46.9%
300 Operating Supplies	148,518	189,425	48,944	173,800	(15,625)	-8.2%	6.6%
400 Professional Services	507,657	513,300	157,921	776,560	263,260	51.3%	29.5%
500 Intergovernmental Service:	1,357	1,900	72	2,150	250	13.2%	0.1%
600 Capital Outlay	505,877	500,000	25,053	260,000	(240,000)	-48.0%	9.9%
700 Debt Service - Principal	1,773,764	1,137,700	700,101	175,000	(962,700)	-84.6%	6.6%
800 Debt Service - Interest	61,501	35,200	21,952	10,650	(24,550)	-69.7%	0.4%
<b>Total Expenditures</b>	<b>\$ 3,942,174</b>	<b>\$ 3,400,231</b>	<b>\$ 1,669,474</b>	<b>\$ 2,634,304</b>	<b>\$ (765,927)</b>	-22.5%	100.0%

**City of Moses Lake**  
**2022 BUDGET CIP REQUEST SUMMARY**  
**Capital Improvement Projects - Budgeted**

Dept.	Description	Funding Source	Amount	Bud/Unbud
1 Engineering	Gravel Road Paving Program (Lark Street and Luta Street)	Street Repair (119/REET)	\$ 700,000	B
2 Engineering	Chip and Crack Seal - Annual	Street Repair (119/REET)	1,000,000	B
3 Engineering	Marina Drive Neighborhood Revitalization and Activity Trail Connection	Street Repair (119/REET)	500,000	B
4 Engineering	Yonezawa Boulevard	Street Repair (119/TBD)	1,500,000	B
5 Water	Upsizing Water Mains	Water Fund (411/477)	500,000	B
6 Water	Reservoir Painting	Water Fund (411/477)	150,000	B
7 Wastewater	Northshore Lift Station	Wastewater Fund (412/477)	2,000,000	B
8 Wastewater	WWTP Bio-Solids Removal	Wastewater Fund (412/477)	200,000	B
9 Wastewater	Dunes WWTP Air Diffusers Rebuilt	Wastewater Fund (412/477)	250,000	B
10 Wastewater	Larson WWTP Upgrade	Wastewater Fund (412/477)	250,000	B
11 Wastewater	Manhole Rehabilitation	Wastewater Fund (412/477)	500,000	B
12 Wastewater	Lift Station Controllers Upgrade	Wastewater Fund (412/477)	50,000	B
13 Water Rights	Purchase of Water Rights	Water Rights Acquisition (471)	1,000,000	B
14 General Fund	Police Department Remodel (Note 1)	General Fund - Local Borrowing (001-030/282) Note 1	4,000,000	B
<b>Total Budgeted</b>			<b>\$ 12,600,000</b>	

General Note: Refer to the Department section for details of project(s).

**Notes:**

Note 1 The Police Department Remodel is estimated to cost \$4.0 million. The City of Moses Lake will drawdown the funds as necessary in 2022 from local borrowing (Fund 282). The 2022 budget has a \$462,500 debt service payment incorporated as Year 1 of repayment for the project. See Debt Service Schedule.

CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

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

Municipal Services Director  
City Engineer

David Bren, PE  
Richard Law, PE

**DEFINITION**

The Street Capital Program is planned, managed, and constructed by revenue from FUND119. The budget for this fund is provided from several sources as follows:

	Revenue Source
<b>REET 1</b>	Real Estate Excise Tax, First Quarter Percent (0.25%)
<b>REET 2</b>	Real Estate Excise Tax, Second Quarter Percent (0.25%)
<b>TBD</b>	Transportation Benefit District FUND170 for projects on the 6-Year Transportation Improvement Program (TIP)
<b>WAMVFT</b>	Washington State Motor Vehicle Fuel Tax
<b>WA</b>	Washington State Grants
<b>PROP</b>	Property Taxes

**2022 CAPITAL PROJECTS LIST:**

Priority Level	Project Name	Benefit Area	Funding Sources	Cost
Annual	Gravel Road Paving Program (Lark Street and Luta Street)	Local	REET	\$700,000
Annual	Chip and Crack Seal	Local	REET	\$1,000,000
2022	Marina Drive Neighborhood Revitalization and Activity Trail Connection	Local	REET	\$500,000
2022	Yonezawa Boulevard	Local	TBD	\$1,500,000
2022	Valley Road Reconstruction (Stratford Road to Paxton Drive)	Local	TBD	\$2,000,000
2022	Longview and Kinder Repairs (Carryforward Project)	Local	REET	\$1,600,000
2022	New traffic controllers at all remaining intersections for switch to radar detection (Carryforward Project)	Local	TBD	\$405,000
2022	ADA Ramp/Access Project (Carryforward Project)	Local	TBD	\$120,000
				<b>\$7,825,000</b>

## **2022 CAPITAL PROJECTS NARRATIVES:**

1. **Gravel Road Paving Program (\$700,000 Total)** – The two proposed projects are as follows:

**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

**Luta Street Construction - \$300,000** – This project would eliminate the 600-foot gravel portion of Luta Street between Grape and Paxson Drive.

2. **Crack Seal and Chip Seal Projects – \$1,000,000** – The project amount has been increased to make up for no annual work being conducted in the 2021 year.
3. **Marina Drive Neighborhood Revitalization and Activity Trail Connection - \$500,000** – This project provides sidewalk installation, sidewalk widening, and pedestrian lighting improvements to make the Activity Trail Connection through the Marina Neighborhood. In addition, it provides for Radar Speeding signage, safety improvements, appearance improvements, and long range improvements planning for the Neighborhood street improvements.
4. **Yonezawa Boulevard - \$1,500,000** – This project is for the new elementary school and is being funded by TBD funds.
5. **Valley Road Reconstruction - \$2,000,000** – This project would reconstruct Valley Road from the Stratford Road Intersection to Paxton Drive.
6. **Longview Street and Kinder Road Reconstruction - \$1,600,000** – This project would bring the final two streets in the Longview Tracts residential area up to City standards. The City owns property along the West side on Longview Street for almost the entire length. We received FEMA funds in due winter damage in 2016. Funds to be used are TBD - \$1.4 m, and FEMA - \$ 200,000.
7. **Switch out traffic controllers at 5 intersections to radar detection \$405,000** – This is a carryover project funded through REET and will eliminate the use of wire loop indicators in the intersections.
8. **ADA Ramp Improvements - \$120,000** – The City has over 1,000 ramps that do not meet all the current criteria necessary for a legal handicap ramp. This project will identify issues, classify issues, estimate costs to fix issues, and plan a long term replace and repair program for ADA Ramps throughout the City.

**BUDGET DECISION REQUEST HIGHLIGHTS:**

		FUND119 STREET REPAIR/RECONSTRUCTION	POTENTIAL SAVINGS
BUDGETED HIGHLIGHTS	1	MOVE YONEZAWA TO SUM2023	\$1,500,000
		- WSDOT 2023 SR17 PAVING	
		- PROJECT PLAN/PERMIT TIME	
	2	MOVE MARINA DRIVE TO SUM2023	\$500,000
UNBUDGETED HIGHLIGHTS			

**Fund 119 - Street Repair  
BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	2020	2021	As of 9/30/21 2021	2022	\$ Change	%	
Expense Summary by Function	Actuals	Adopted	Actuals	Proposed	(4)-(2)	(4)-(2)	% of Total
54130 Preservation Roadway	\$ 715,910	\$ 3,680,000	\$ 143,977	\$ 2,000,000	\$ (1,680,000)	-45.7%	54.1%
54161 Preservation Sidewalk	157,641	120,000	-	-	(120,000)	-100.0%	0.0%
54250 R&M Structures	258	-	-	-	-	0.0%	0.0%
59530 Roadway	1,606,931	-	255,266	1,700,000	1,700,000	0.0%	45.9%
59564 Traffic Control Devices	-	405,000	-	-	(405,000)	-100.0%	0.0%
59442 Traffic/Pedestrian	-	-	493,273	-	-	0.0%	0.0%
59590 Construction Administ	2,689	-	-	-	-	0.0%	0.0%
<b>Total Expenditures</b>	<b>\$ 2,483,429</b>	<b>\$ 4,205,000</b>	<b>\$ 892,516</b>	<b>\$ 3,700,000</b>	<b>\$ (505,000)</b>	<b>-12.0%</b>	<b>100.0%</b>

Revenue Summary by Type							
310 Taxes	\$ 870,636	\$ 600,000	\$ 1,070,136	\$ 800,000	\$ 200,000	33.3%	28.1%
330 Intergovernmental Rev	33,016	232,900	219,039	33,400	(199,500)	-85.7%	1.2%
340 Zoning Services & Othe	12,400	-	-	-	-	0.0%	0.0%
350 Fines & Penalties	-	-	-	-	-	0.0%	0.0%
360 Miscellaneous Revenue	37,328	33,000	81,196	25,750	(7,250)	-22.0%	0.9%
390 Transfers In	1,650,000	1,850,000	1,387,500	1,984,000	134,000	7.2%	69.8%
<b>Total Revenues</b>	<b>\$ 2,603,380</b>	<b>\$ 2,715,900</b>	<b>\$ 2,757,871</b>	<b>\$ 2,843,150</b>	<b>\$ 127,250</b>	<b>4.7%</b>	<b>100.0%</b>

Fund Balance				
Beginning Balance (Est.)	2,069,361	\$ 2,189,312	\$ 2,189,312	\$ 700,212
Revenue Less Expenditures	119,951	(1,489,100)	1,865,355	(856,850)
<b>Ending Balance (Est.)</b>	<b>\$ 2,189,312</b>	<b>\$ 700,212</b>	<b>\$ 4,054,667</b>	<b>\$ (156,638)</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
400 Professional Services	\$ 901,522	\$ 3,800,000	\$ -	\$ 2,000,000	\$ (1,800,000)	-47.4%	54.1%
600 Capital Outlay	1,581,907	405,000	892,516	1,700,000	1,295,000	319.8%	45.9%
Total Expenditures	<u>\$ 2,483,429</u>	<u>\$ 4,205,000</u>	<u>\$ 892,516</u>	<u>\$ 3,700,000</u>	<u>\$ (505,000)</u>	-12.0%	100.0%



CITY OF MOSES LAKE  
2022 BUDGET NARRATIVE

**MUNICIPAL SERVICES – WATER AND SEWER CONSTRUCTION – FUND 477**  
**MUNICIPAL SERVICES – WATER RIGHTS ACQUISITION – FUND 471**

Municipal Services Director  
City Engineer

*David Bren, PE*  
*Richard Law, PE*

**DEFINITION**

The City of Moses Lake Water and Sewer Construction fund provides 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.

**FUND 471 DEFINITION (NO STANDING BUDGET):**

The City has provided an associated capital fund for the purchase of water rights Fund 471. This water rights acquisition fund has no standing budget and is associated with the Water and Sewer Construction fund. FUND471 has accumulated \$2,000,000 for water rights acquisition purposes, when opportunities arise. Because there is an acquisition action in process, we added \$1,000,000 to the 2022 budget.

**2022 WATER - CAPITAL PROJECTS LIST**

#	WATER PROJECT	STATUS	BUDGET
1	Milwaukee Water Main Extension	2021 Carry Forward	\$100,000
2	Mae Valley Well 34 Development	2021 Carry Forward	\$1,000,000
3	Upsizing Water Mains	Annual	\$500,000
4	Yonezawa and Moses Avenue Main Extension	2021 Carry Forward	\$250,000
5	Aero Tech Water Main Replacement	2021 Carry Forward	\$150,000
6	I-90 South Main Extension	2021 Carry Forward	\$500,000
7	Reservoir Painting	Annual	\$150,000
8	Survey Bridge Crossing Mains	2021 Carry Forward	\$250,000
9	Mae Valley Reservoir 9 Construction	2021 Carry Forward	\$2,000,000
10	Automated Meter Reading Installation	20 & 21 Carry Forward	\$600,000
			<b>\$5,500,000</b>

## **2022 WATER - CAPITAL PROJECTS NARRATIVES:**

- (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) **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.
- (3) **Upsizing Water Mains.** These funds will be used to upsize existing water mains that are identified by the water model as inadequate.
- (4) **Yonezawa/Moses Ave. Main Extension.** Install new water main in the newly constructed Moses Ave.
- (5) **Aero Tech Main Replacement.** Replace leaking cast iron water main running between two port hangers and under another building.
- (6) **I-90 South Main Extension.** Install main to serve undeveloped properties south of I-90.
- (7) **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.
- (8) **Survey Bridge Crossing Mains.** Examine water mains attached to bridges to determine replacement schedule.
- (9) **Reservoir 9 Construction.** With the increased growth in Mae Valley, the addition of a reservoir would improve the reliability of the water system.
- (10) **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 WATER - CAPITAL PROJECTS LIST**

#	WATER PROJECT	STATUS	BUDGET
1	New Source Supplies	Per Site Identified	\$1,000,000
2	New Booster Stations	Per Site Identified	\$500,000
3	Up Sizing Water Mains	Annual	\$500,000
4	Water Main Replacements	Annual	\$500,000
5	Rebuilding Aging Well Buildings	Per Site Identified	\$500,000
			<b>\$3,000,000</b>

**FUTURE WATER - CAPITAL PROJECTS NARRATIVES:**

- (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.

## **2022 SEWER - CAPITAL PROJECTS LIST**

#	WATER PROJECT	STATUS	BUDGET
1	Emergency Northshore Lift Station (Lake Crossing Failure – Temp Fix Could Fail Anytime)	Emergency Project	\$2,000,000
2	Rebuild Diffusers at Dunes WWTP	Annual For (2) Years	\$250,000
3	Bio-Solids Project (Site Preparation and Removal)	Annual	\$200,000
4	Upgrade Larson WWTP Controllers	New	\$250,000
5	Wheeler Lift Station Upgrade (Pumps, Controls, Wet Well and Extend Force Main to 6 <sup>th</sup> and Beech)	2021 Carry Forward	\$500,000
6	Main Lift Station Upgrade (Pumps and Controls)	2021 Carry Forward	\$325,000
7	Collection System Lining (Lateral and Manhole Repairs)	Annual	\$500,000
8	COF Raw Waste Pumps Upgrade (Controls and Checks)	2021 Carry Forward	\$500,000
9	Upgrade Lift Station Controllers	Annual	\$50,000
			<b>\$4,575,000</b>

### **(1) Emergency Northshore Lift Station: \$2,000,000**

The failure of the lake crossing syphon in 2019 caused the flows of the crossing to be bypassed to another lake crossing. A temporary lift station was constructed in a manhole with a single pump to handle the associated flows. A permanent lift station needs to be constructed. The new station is to be constructed with three pump capability, a redundant force main lake crossing, a bio-filter or air scrubber, removal of the abandoned syphon, permanent bypassing and abandonment of Sage Bay lift station are to be part of the project. Sage Bay lift station has been deteriorating at an accelerated rate since the flows have been diverted to the lift station.

### **(2) Rebuild Diffusers at Dunes WWTP: \$250,000 – Annual for (2) Years**

The Dunes WWTP air diffusers need rebuilt. The facilities diffusers have been in use for 17 years, the recommended life span of the diffusers is 10 years. The diffusers are to produce fine air bubbles for the microbiology to consume during the treatment of our waste flows. Currently our diffusers are currently producing coarse air bubbles and turbulence that is unwanted for the treatment process.

### **(3) Bio-Solids Removal: \$200,000**

Bio-Solids is a byproduct of the wastewater treatment process. Removal of the product is essential to the treatment process. Land surrounding the Dunes WWTP has been leased out to farm sod and other commodities to reduce shipping costs of bio-solids to other land application sites.

### **(4) Upgrade Larson WWTP Controllers: \$250,000**

Larson WWTP needs an upgrade of two critical components. 1. PLC upgrade, the current PLC (computer that runs the facilities) is over 20 years old and has periodically failed over the past

year causing disruptions in treatment processes. 2. UV system upgrade, replace UV system modules and controller. The controller interface is nonfunctional, and the original modules are over 20 years old making replacement parts increasingly difficult to purchase.

**(5) Wheeler Lift Station Upgrade: \$ 500,000**

Wheeler lift station upgrade is to include conversion from flooded suction to submersible pumps, above ground control station, and an extension of the force main to bypass Main Lift Station. The upgrade will prevent confined space entries by wastewater staff by having the controls above ground. The conversion of the pumps to the submersible style aids in the ability of cleaning of the wet well and pump maintenance.

**(6) Main Lift Station Upgrade: \$325,000**

Main Lift Station is now oversized due to lessened flows due to; 1. The syphon lake crossing has been diverted from Main Lift Station, 2. Division force main has been diverted from Main Lift Station (finished by 2022), 3. Wheeler Lift Station force main is to be diverted from Main Lift Station (2021-2022). With the diversions Main Lift Stations flows will be reduced by 80%. The upgrade will consist of smaller pumps, new controls, and wet well lining.

**(7) Manhole Lining: \$ 500,000**

Manhole rehabilitation is a crucial aspect of maintaining the infrastructure of the wastewater collections system. Manholes deteriorate after time due to corrosive gases produced by wastewater, the gases can erode metal and concrete at an accelerated rate. Lining manholes extends the lifetime of the structure significantly.

**(8) COF Raw Waste Pumps Upgrade: \$ 500,000**

Raw Waste system upgrade at COF. The raw waste system acts as the lift station for Dunes WWTP pumping 1.7 million gallons of waste flow daily. The pump system is outdated, and parts have been increasingly difficult to purchase. The project will include new pumps, new check valves, and new controllers.

**(9) Upgrade Lift Station Controllers: \$50,000**

Upgrade lift station controllers from the current LC150 controller to PLC's. The current controllers are aging and are not without occasional faulting. Wastewater has added the replacement of the lift station controllers to our 6-year comprehensive plan for all controllers to be replaced by 2027.

**FUTURE SEWER - CAPITAL PROJECTS LIST**

#	WATER PROJECT	STATUS	BUDGET
10	Longview Sewer Hook-ups	Future	\$100,000
11	Developer Projects (upsizing utilities)	Annual	\$100,000
12	2022 Projects Design Support	Annual	\$30,000
			\$230,000

**Fund 477 - Water/Wastewater Construction**  
**BUDGET SUMMARY**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Function	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
59418 Centralized Services	\$ 142	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
59434 Water Utilities	2,053,880	4,500,000	1,329,336	650,000	(3,850,000)	-85.6%	16.7%
59435 Sewer Utilities	1,476,490	1,800,000	628,747	3,250,000	1,450,000	80.6%	83.3%
<b>Total Expenditures</b>	<b>\$ 3,530,512</b>	<b>\$ 6,300,000</b>	<b>\$ 1,958,083</b>	<b>\$ 3,900,000</b>	<b>\$ (2,400,000)</b>	<b>-38.1%</b>	<b>100.0%</b>

Revenue Summary by Type							
390 Transfers In	\$ 2,050,000	\$ 1,550,000	\$ 1,162,500	\$ 3,900,000	\$ 2,350,000	151.6%	100.0%
<b>Total Revenues</b>	<b>\$ 2,050,000</b>	<b>\$ 1,550,000</b>	<b>\$ 1,162,500</b>	<b>\$ 3,900,000</b>	<b>\$ 2,350,000</b>	<b>151.6%</b>	<b>100.0%</b>

Fund Balance				
Beginning Balance (Est.)	7,875,568	\$ 6,395,056	\$ 6,395,056	\$ 1,645,056
Revenue Less Expenditures	(1,480,512)	(4,750,000)	(795,583)	-
<b>Ending Balance (Est.)</b>	<b>\$ 6,395,056</b>	<b>\$ 1,645,056</b>	<b>\$ 5,599,473</b>	<b>\$ 1,645,056</b>

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			As of 9/30/21			%	
Expense Summary by Type	2020 Actuals	2021 Adopted	2021 Actuals	2022 Proposed	\$ Change (4)-(2)	Change (4)-(2)	% of Total
600 Capital Outlay	\$ 3,530,512	\$ 6,300,000	\$ 1,958,083	\$ 3,900,000	\$ (2,400,000)	-38.1%	100.0%
<b>Total Expenditures</b>	<b>\$ 3,530,512</b>	<b>\$ 6,300,000</b>	<b>\$ 1,958,083</b>	<b>\$ 3,900,000</b>	<b>\$ (2,400,000)</b>	<b>-38.1%</b>	<b>100.0%</b>