



*2017 Public Works Shop Ground Breaking*

# *Town of Twisp 2018 Budget*



*Public Works Shop (near completion)*

*December 12, 2017*

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# *Section 1*

## *Introduction*



## Mayor's 2018 Budget Message

It is with honor that I submit the 2018 Budget for the Town of Twisp. As always, the proposed budget has been developed with considerable care and collaboration with all department heads, Jackie Moriarty (Clerk/Treasurer), Andrew Denham (Public Works Director), Paul Budrow (Police Chief), and with review and input by the town's Finance Committee - Councilmember Hans Smith and Councilmember Josh Thomson.

The proposed budget looks to the future with the anticipation of continuing the good work already begun in previous years. As planned, 2017 was a year rich in activity as many projects commenced, many of which were completed and a few of which will continue into 2018. It is with pleasure that the 2018 budget reflect the forward progression being made for a healthy and vital Twisp!

The 2018 General Fund Budget is balanced at \$ 1,094,415 in revenues and expenditures.

The Street Fund is balanced with a projection of \$ 389,188 in revenues and expenditures (including the TIB Complete Streets grant received in 2017).

The Water Fund is balanced at \$542,789 with a 2.5% increase; and the Water Fund Reserve at \$261,388. The Sewer Fund is balanced at \$505,245 with a 6% rate increase; and the Sewer Fund Reserve at 346,547.

### **Revenue Assumptions:**

The general financial projection for 2018 is predicted to be relatively stable. Despite the fact that a couple of new businesses started up in the latter part of 2017, retail sales revenue projections remain conservative for 2018 in part to account for a slight dip experienced in 2017, which may have been due in part to the extended period of smoke lingering in the area from wildfires in the region. Continued collaborative partnerships with the Twisp Chamber of Commerce and TwispWorks is anticipated to, in time, result in a stronger and more vibrant economy. Groundwork has begun and the momentum is anticipated to be carried forward with the creation of the Twisp Economic Revitalization Committee in early 2018.

The town continues to anticipate a slow and modest increase in property tax revenues as new planned residential developments are created within two areas in town - Painters Addition neighborhood, as well as property procured by the Methow Housing Trust with plans for the construction of 16 new affordable-income homes beginning in 2018.

## **Expenditure Assumptions:**

As with the past several years, this administration will strive to ardently work in the procurement of critically vital grant funding to address the Town's capital and infrastructural deficiencies. Water, sewer, and street projects are all slated to continue in 2018 largely made possible only through the assistance of state program funding to leverage the Town's modest local funds.

A combination of grant and loan by the USDA rural development funds will enable the replacement of aging and undersized water pipes to continue, as well as the work to continue improvements on aging sewer infrastructure and concerns at the wastewater treatment facility.

With careful and deliberate planning, and wherever possible, the timing of underground infrastructural projects in 2018 are expected to be coupled with surface roadway projects so as to minimize cost and maximize efficiency.

At the time of the adoption of the 2018 Twisp Budget, the State Capital Budget has not yet been passed by the Legislature. For this reason, there is only speculation at this point that the Town may yet receive additional revenues toward two capital projects: the construction of the Twisp Civic Building and the renovation of the Twisp Sports Complex – Phase 1 through RCO. If awarded, it is anticipated that actual groundbreaking for these projects would not commence until 2019 due to the short construction season for the area.

At the beginning of every new year, we look to the future filled with hope. Though we know there will certainly be challenging obstacles to overcome in the year ahead, we also know that ultimate success will only be achieved if we work together. Our team of dedicated staff, board volunteers, community partners, Mayor's office and Council are our collective strength – only together can we ensure a healthy and vital future for our community in Twisp!

## **Departmental Summaries**

### **General Administration / Clerk's Office:**

The clerk's office comprises of two full-time staff - a Clerk/Treasurer and a Deputy Clerk, as well as a part-time Administrative Assistant.

New in 2018 is the reorganization of the duties for the Deputy Clerk position. The duties of the Clerk's Office have changed with technological advancements and increased reporting requirements. Additionally, the office continues to evolve and embrace technology wherever feasible. As such, the Deputy Clerk's duties will slightly shift to include tasks to assist with grant administration, payroll, and other tasks to support greater departmental efficiency.

### **Public Works:**

The Public Works Department comprises of five full-time staff (Public Works Director, Administrative Assistant, Operator I in Water and Sewer, Operator II in Water and Sewer, and an Operator in Training.

A notable funding trend, is the ability for a community to demonstrate leveraging capability for a given project. Street projects are often prioritized not only by need but also by its ability to leverage other infrastructural needs of a jurisdiction. As such, roadway projects in 2018 will work with this trend to maximize potential funding where available. In other cases, the TBD fund will be used to repair the most critically needed areas.

The 2018 budget includes the funding of the new Public Works shop at the wastewater treatment plant. Although partially funded by the 2015 and 2016 State Capital budgets, a portion of construction remains to be funded in 2018 carried forward from the 2017 budget amended by Council and reserved for this purpose.

As the annual funding received from the Wagner Trust is set to expire in 2024, increased discussion is needed to address the future of the pool. The public works department budget reflects the need for greater community involvement on this matter. The Parks and Recreation Committee and the Friends of the Pool continue to bring attention to this much needed discussion.

### **Police:**

The police department is fully staffed comprising of three full-time officers – a Chief and two officers, several reserve officers (that serve only when needed), and a part-time police clerk.

The 2018 budget includes funding for departmental and vehicle equipment and supplies, particularly to support the functions of our third officer.

The Town received two State Capital Appropriations in 2015 and 2016 totaling \$970,000 towards the construction of the public works shop and architectural designs/construction for the Twisp Civic Building, which will serve as Twisp Police headquarters and Emergency Operations Center (EOC) for the Methow Valley when needed. It is anticipated that the 2018 State Capital Budget (when adopted) will include some funding toward the construction of this much needed facility.

### **Fire:**

A contract for fire protection services with Okanogan County District 6 has been in effect since 2013. The 2018 budget reflects the extended contract annual increase from \$48,620 in 2017 to \$50,000. In addition, associated costs for a public safety secretary, insurance and liability for the fire station and equipment have been calculated and included to amount to a total Fire Control Fund cost for FY2018 of \$65,678. Debt service payments are not included in this calculation.

### **Planning / Building:**

The Planning department continues to comprise of the part-time contracted planner, Kurt Danison, through Highlands Associates. The FY18 budget accounts for an increase in the contract from \$18,200 in 2017 to \$18,750.

The Town is currently still seeking a replacement for the building inspector position. The budget remains the same, and accounts for the fact that we will continue to contract with Okanogan County until such time as a part-time inspector is hired. The FY18 budget for this department is \$22,477.

### **Airport:**

The Twisp Municipal Airport FY2018 budget includes the annual maximum 3% increase to Airport leases. These revenues are anticipated to amount to \$7,072 while expenditures are projected to account for \$8,101.

Since annual expenditures for the airport continue to exceed revenues, discussions have begun amongst the Airport Advisory Board and Council regarding how future infrastructural improvements for the airport might be funded.

The receipt of the WSDOT aviation planning grant in 2015 resulted in the completion of engineered plans for improvements to the south taxiway. Despite the project being deemed as important to the Town, it is expected that the Airport Advisory Board will continue discussions in 2018 to explore necessary options to fund the 5% match required (for a project estimated to cost around \$700,000) prior to any grant application.

## **ORDINANCE #725**

### **AN ORDINANCE ADOPTING THE BUDGET OF THE TOWN OF TWISP, WASHINGTON FOR FISCAL YEAR ENDING DECEMBER 31, 2018**

**WHEREAS**, the Town of Twisp, Washington completed and placed on file with the Town Clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the Town for the fiscal year ending December 31, 2018; and

**WHEREAS**, a notice was published that the Town Council would meet on November 28, 2017 at 5:30 p.m., in the council chambers of town hall for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the Town an opportunity to be heard in a public hearing upon said budget; and

**WHEREAS**, the Town of Twisp did hold a public hearing at that time and place and did then consider the matter of the proposed budget for fiscal year 2018; and

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

**NOW THEREFORE**, the Town Council of the Town of Twisp, do ordain as follows:

**SECTION 1.** The budget for the Town of Twisp, Washington for the year 2018 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive budget document, Town of Twisp 2018 Budget, copies of which are on file in the Office of the Town Clerk.

**SECTION 2.** Estimated resources for each separate fund of the Town of Twisp, and aggregate expenditures for all such funds for the year 2018 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2018 as set forth in the Town of Twisp 2018 Budget.



| FUND                                                | Estimated Revenues | Appropriations<br>Expenditures |
|-----------------------------------------------------|--------------------|--------------------------------|
| General Fund                                        | \$ 1,094,415.00    | \$ 1,094,415.00                |
| TIP Grant-2nd Avenue/Lincoln Street/Methow Street   | \$ 771,188.00      | \$ 771,188.00                  |
| TIP Road Chip Seal Project                          | \$ 27,592.00       | \$ 27,592.00                   |
| CDWG - Civic Building/EOC                           | \$ 750,000.00      | \$ 750,000.00                  |
| Street Fund                                         | \$ 419,634.00      | \$ 419,634.00                  |
| Tourism 2% Fund                                     | \$ 75,310.00       | \$ 75,310.00                   |
| Debt Service - USDA                                 | \$ 14,086.00       | \$ 14,086.00                   |
| TAP Grant Fund                                      | \$ 3,775.00        | \$ 3,775.00                    |
| STP Grant Fund                                      | \$ 37,362.00       | \$ 37,362.00                   |
| RCO Trails Project Grant Fund                       | \$ 86,605.00       | \$ 86,605.00                   |
| FEMA Generator Grant Fund                           | \$ 26,680.25       | \$ 26,680.25                   |
| Civic Building/Public Works Shop Capital Grant Fund | \$ 500,000.00      | \$ 500,000.00                  |
| REET Fund                                           | \$ 80,563.00       | \$ 80,563.00                   |
| Public Works Shop Construction                      | \$ 400,000.00      | \$ 400,000.00                  |
| Debt Service - Water/Sewer Fund                     | \$ 84,237.00       | \$ 84,237.00                   |
| Water Fund                                          | \$ 542,786.00      | \$ 542,786.00                  |
| Booster Station Reserve Fund                        | \$ 134,208.00      | \$ 134,208.00                  |
| Sewer Fund                                          | \$ 490,245.00      | \$ 490,245.00                  |
| Water Reserve Fund                                  | \$ 261,388.00      | \$ 261,388.00                  |
| Sewer Reserve Fund                                  | \$ 346,547.00      | \$ 346,547.00                  |
| Wagner Pool-Expendable Trust Fund                   | \$ 39,212.66       | \$ 39,212.66                   |
|                                                     | \$ 6,185,833.91    | \$ 6,185,833.91                |

**SECTION 3.** The Town Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditors's Office and to the Association of Washington Cities.

**SECTION 4.** This ordinance shall be in full force and take effect after its passage by Council, approval by the Mayor, and publication as required by law.

**PASSED BY THE TOWN COUNCIL OF THE TOWN OF TWISP, AT A REGULAR MEETING THEREOF, on the 12<sup>TH</sup> day of December 2017.**

**APPROVED:**

  
Hans Smith, Mayor Pro-Tem

**ATTEST:**

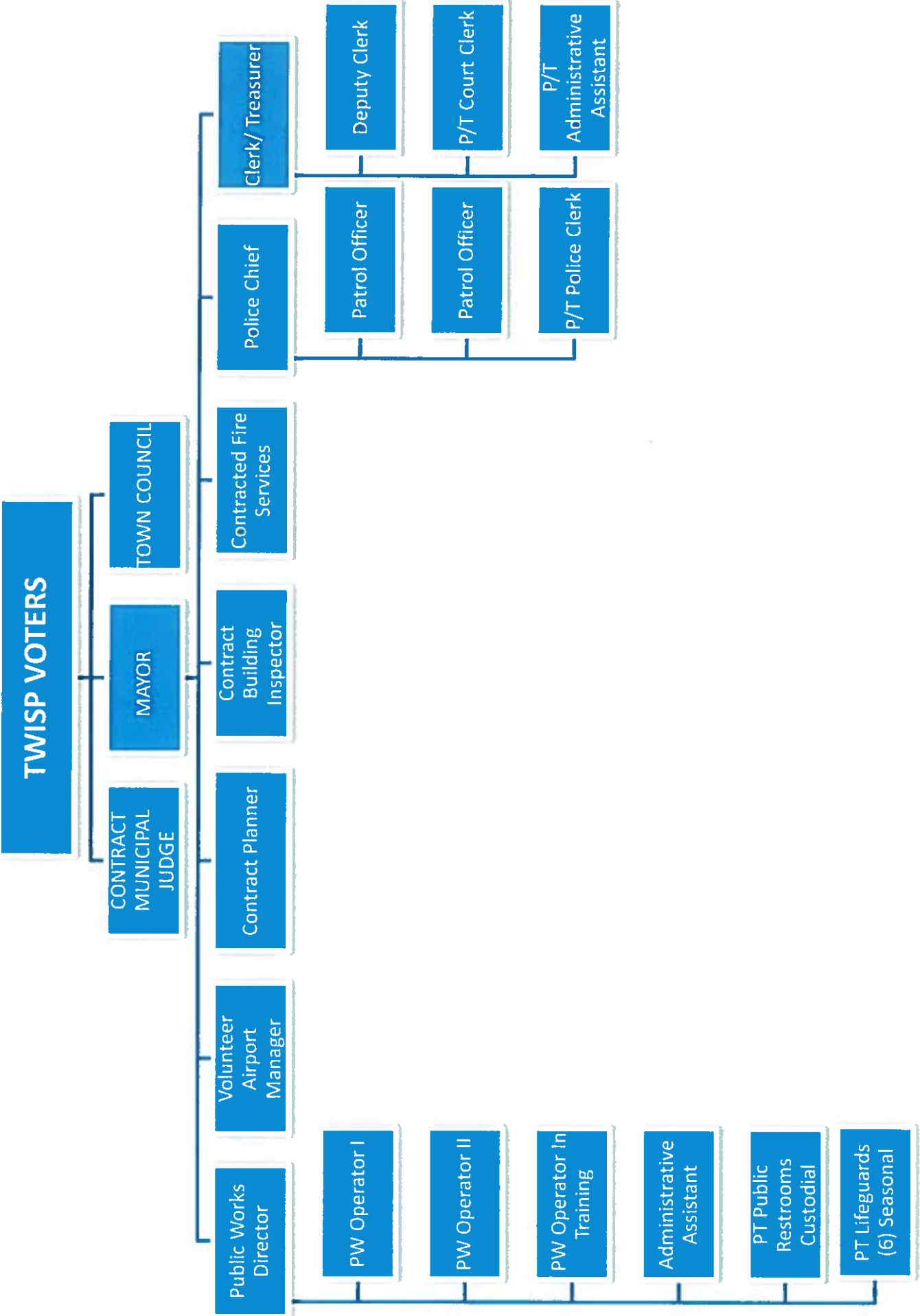
  
Jackie Moriarty, Clerk/Treasurer

**APPROVED AS TO FORM:**

  
Town Attorney, Scott DeTro

**TOWN OF TWISP  
TOWN COUNCIL POSITIONS  
Effective – January 1, 2018**

| <b>Council Members</b> | <b>Position #</b> | <b>Address</b>      | <b>Term</b> | <b>Term End Date</b> |
|------------------------|-------------------|---------------------|-------------|----------------------|
| Vacant                 | 1                 |                     |             | 12/31/19             |
| Aaron Studen           | 2                 | 505 W. Twisp Avenue | 4 years     | 12/31/21             |
| Alan Caswell           | 3                 | 419 Bigelow Street  | 2 years     | 12/31/19             |
| John Fleming           | 4                 | 512 Bridge Street   | 4 years     | 12/31/19             |
| Hans Smith             | 5                 | 413 Bigelow Street  | 4 years     | 12/31/19             |
| Soo Ing-Moody          | Mayor             | 622 Moody Lane      | 4 years     | 12/31/19             |



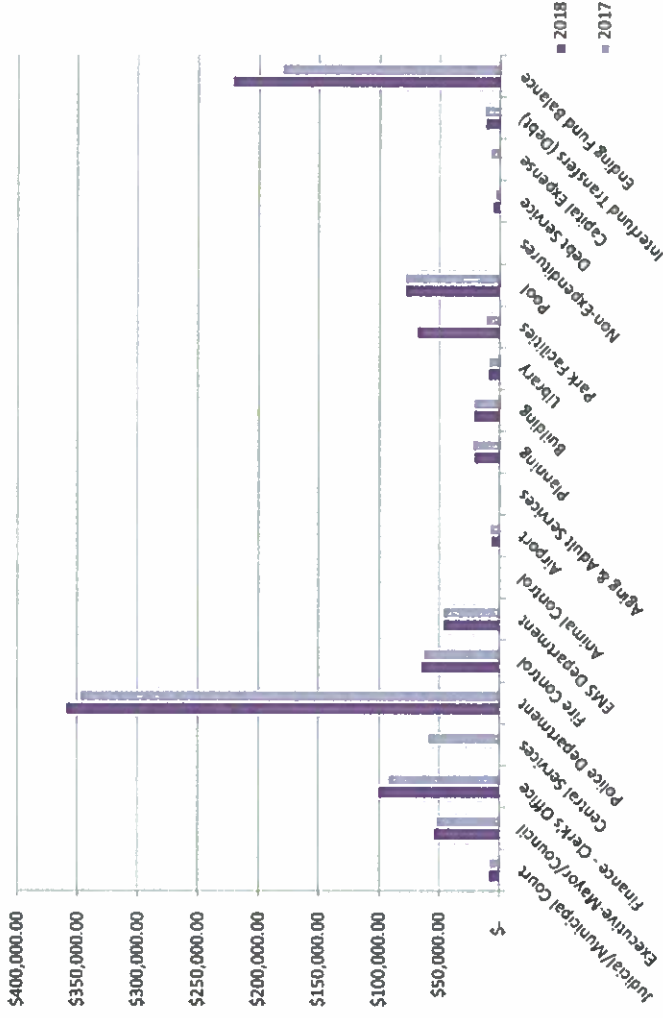
**Town of Twisp - 2018 Final Budget**  
**Comparison of Budget Expenditures 2018 to 2017**

| FUND                         | 2018 Proposed Budgeted Expenditures | 2017 Budgeted Expenditures | Difference          |
|------------------------------|-------------------------------------|----------------------------|---------------------|
| <b>GENERAL FUND</b>          |                                     |                            |                     |
| Judicial/Municipal Court     | \$ 9,727.00                         | \$ 9,191.70                | \$ 535.30           |
| Executive-Mayor/Council      | \$ 55,087.00                        | \$ 53,306.00               | \$ 1,781.00         |
| Finance - Clerk's Office     | \$ 101,760.00                       | \$ 93,395.57               | \$ 8,364.43         |
| Central Services             | \$ 1,240.00                         | \$ 60,000.00               | \$ (58,760.00)      |
| Police Department            | \$ 359,903.00                       | \$ 348,583.31              | \$ 11,319.69        |
| Fire Control                 | \$ 65,678.00                        | \$ 63,980.71               | \$ 1,697.29         |
| EMS Department               | \$ 47,103.00                        | \$ 47,422.00               | \$ (319.00)         |
| Animal Control               | \$ 100.00                           | \$ 100.00                  | \$ -                |
| Airport                      | \$ 8,101.00                         | \$ 8,346.18                | \$ (245.18)         |
| Aging & Adult Services       | \$ 1,000.00                         | \$ 1,000.00                | \$ -                |
| Planning                     | \$ 21,900.00                        | \$ 23,250.00               | \$ (1,350.00)       |
| Building                     | \$ 22,477.00                        | \$ 22,249.66               | \$ 227.34           |
| Library                      | \$ 10,260.00                        | \$ 10,260.00               | \$ -                |
| Park Facilities              | \$ 69,381.00                        | \$ 12,287.00               | \$ 57,094.00        |
| Pool                         | \$ 78,786.00                        | \$ 78,786.71               | \$ (0.71)           |
| Non-Expenditures             | \$ -                                | \$ -                       | \$ -                |
| Debt Service                 | \$ 6,286.00                         | \$ 4,606.30                | \$ 1,679.70         |
| Capital Expense              | \$ -                                | \$ 8,466.00                | \$ (8,466.00)       |
| Interfund Transfers (Debt)   | \$ 12,936.00                        | \$ 13,755.00               | \$ (819.00)         |
| Ending Fund Balance          | \$ 222,690.00                       | \$ 181,638.40              | \$ 41,051.60        |
| <b>TOTAL CURRENT EXPENSE</b> | <b>\$ 1,094,415.00</b>              | <b>\$ 1,040,624.54</b>     | <b>\$ 53,790.46</b> |

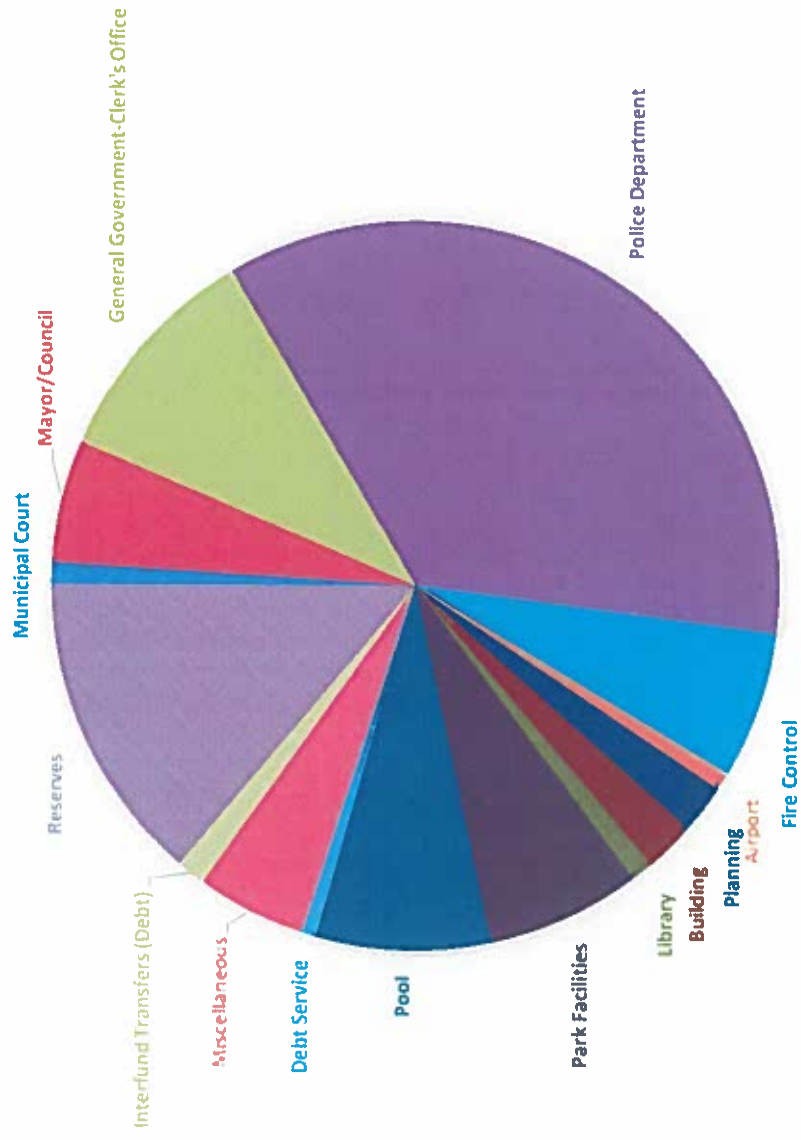
Central Services was decreased and Parks was increased simply because future grant match (2017) should have be represented Parks instead.

Debt was decreased because the JD Tractor was paid off in 2017.

The Finance/Clerk's Office budget was increased mainly to do with projected audit costs and training for new staff for 2018.



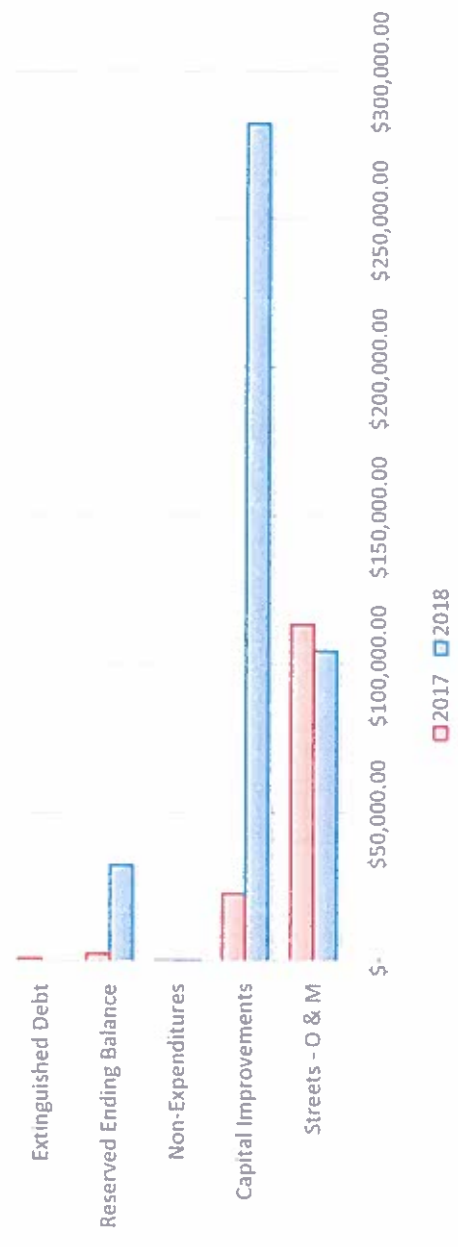
# GENERAL FUND (001)



**Town of Twisp - 2018 Final Budget/Comparison of  
Budget Expenditures 2018 - 2017**

|                                                                                                                                                          |                         |                                            |                                   |                      |                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------|-----------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>RESERVES/GRANTS:</u></b><br>The increase in Capital Improvements is due to both the Complete Streets Grant and the Transportation Benefit District | <b>FUND</b>             | <b>2018 Proposed Budgeted Expenditures</b> | <b>2017 Budgeted Expenditures</b> | <b>Difference</b>    | <b><u>DEBT:</u></b><br>The JD Tractor was paid off in 2017.<br><br><b><u>NEW DEBT SERVICE:</u></b><br>There is no new Street Fund Debt in 2018 |
|                                                                                                                                                          | <b>STREETS</b>          |                                            |                                   |                      |                                                                                                                                                |
|                                                                                                                                                          | Streets - O & M         | \$ 104,556.00                              | \$ 113,505.00                     | \$ (8,949.00)        |                                                                                                                                                |
|                                                                                                                                                          | Capital Improvements    | \$ 282,400.00                              | \$ 22,695.00                      | \$ 259,705.00        |                                                                                                                                                |
|                                                                                                                                                          | Non-Expenditures        | \$ 232.00                                  | \$ 232.00                         | \$ -                 |                                                                                                                                                |
|                                                                                                                                                          | Reserved Ending Balance | \$ 32,446.00                               | \$ 2,500.00                       | \$ 29,946.00         |                                                                                                                                                |
|                                                                                                                                                          | Extinguished Debt       | \$ -                                       | \$ 820.00                         | \$ (820.00)          |                                                                                                                                                |
|                                                                                                                                                          | <b>Totals</b>           | <b>\$ 419,634.00</b>                       | <b>\$ 139,752.00</b>              | <b>\$ 279,882.00</b> |                                                                                                                                                |

**Street Fund (101)**



**Town of Twisp - 2018 Final Budget/Comparison of  
Budget Expenditures 2018 -2017**

| FUND                         | 2018 Proposed<br>Budgeted<br>Expenditures | 2017<br>Budgeted<br>Expenditures | Difference         |
|------------------------------|-------------------------------------------|----------------------------------|--------------------|
| <b>WATER</b>                 |                                           |                                  |                    |
| Water - O & M                | \$ 300,227.00                             | \$ 301,488.00                    | \$ (1,261.00)      |
| OCR Grant Loan Payment       | \$ 11,040.00                              | \$ 11,040.00                     | \$ -               |
| Town Hall Roof Debt          | \$ 1,825.00                               | \$ 1,826.00                      | \$ (1.00)          |
| Capital Expenditure Debt     | \$ 9,914.00                               | \$ 13,000.00                     | \$ (3,086.00)      |
| Water Reserve (Ord. #316)    | \$ 22,368.00                              | \$ 21,822.00                     | \$ 546.00          |
| Machinery/Equipment Reserve  | \$ 4,000.00                               | \$ 5,000.00                      | \$ (1,000.00)      |
| Booster Station Debt USDA    | \$ 45,304.00                              | \$ 45,304.00                     | \$ -               |
| Booster Station Reserve USDA | \$ 16,530.00                              | \$ 16,530.00                     | \$ -               |
| Waterline Debt USDA          | \$ 19,678.00                              | \$ -                             | \$ 19,678.00       |
| Well Drilling Reserve        | \$ 1,500.00                               | \$ -                             | \$ 1,500.00        |
| Waterline Reserve USDA       | \$ 1,968.00                               | \$ -                             | \$ 1,968.00        |
| Extinguished Debt            | \$ -                                      | \$ 1,540.00                      | \$ (1,540.00)      |
| Ending Balance               | \$ 108,432.00                             | \$ 123,500.00                    | \$ (15,068.00)     |
| <b>Totals</b>                | <b>\$ 542,786.00</b>                      | <b>\$ 541,050.00</b>             | <b>\$ 1,736.00</b> |

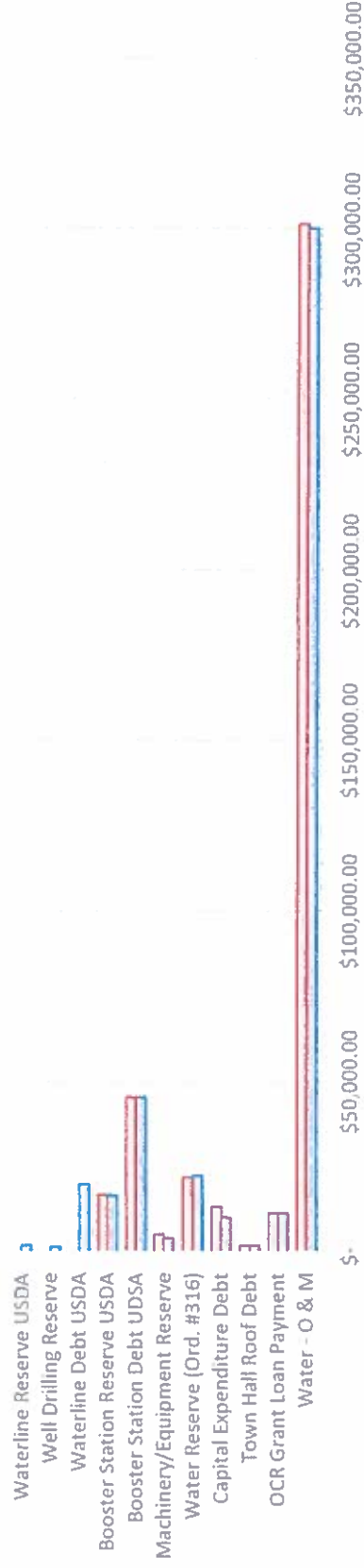
**DEBT:**  
The PW Truck and JD Tractor were both paid off in 2017.

**NEW DEBT**  
**SERVICE:**  
The SR20 Waterline Replacement Project Debt Service begins in 2018.

**RESERVES:**  
A new reserve line was added for future well drilling.

A required reserve line was added for the SR20 Waterline Replacement annual debt

**Water Fund (401)**



2018 2017



**Town of Twisp - 2018 Final Budget/Comparison of  
Budget Expenditures 2018 - 2017**

| FUND                      | 2018 Proposed<br>Budgeted<br>Expenditures | 2017 Budgeted<br>Expenditures | Difference          |
|---------------------------|-------------------------------------------|-------------------------------|---------------------|
| <b>SEWER</b>              |                                           |                               |                     |
| Sewer - O & M             | \$ 353,533.00                             | \$ 344,282.00                 | \$ 9,251.00         |
| Town Hall Roof Debt       | \$ 1,825.00                               | \$ 1,826.00                   | \$ (1.00)           |
| Capital Improvements      | \$ 30,000.00                              | \$ 24,268.00                  | \$ 5,732.00         |
| Sewer Reserve (Ord. #316) | \$ 23,512.00                              | \$ 22,181.00                  | \$ 1,331.00         |
| Sewer Plant Upgrades Debt | \$ 18,930.00                              | \$ 18,930.00                  | \$ -                |
| Sewer Equipment Reserve   | \$ 7,000.00                               | \$ 7,000.00                   | \$ -                |
| Sewer Rehab Reserve       | \$ 10,445.00                              | \$ -                          | \$ 10,445.00        |
| Extinguished Debt         | \$ -                                      | \$ 1,539.00                   | \$ (1,539.00)       |
| Ending Balance            | \$ 45,000.00                              | \$ 36,500.00                  | \$ 8,500.00         |
| <b>Totals</b>             | <b>\$ 490,245.00</b>                      | <b>\$ 456,526.00</b>          | <b>\$ 33,719.00</b> |

**RESERVES:**

A new reserve line was added for future Sewer Rehabilitation

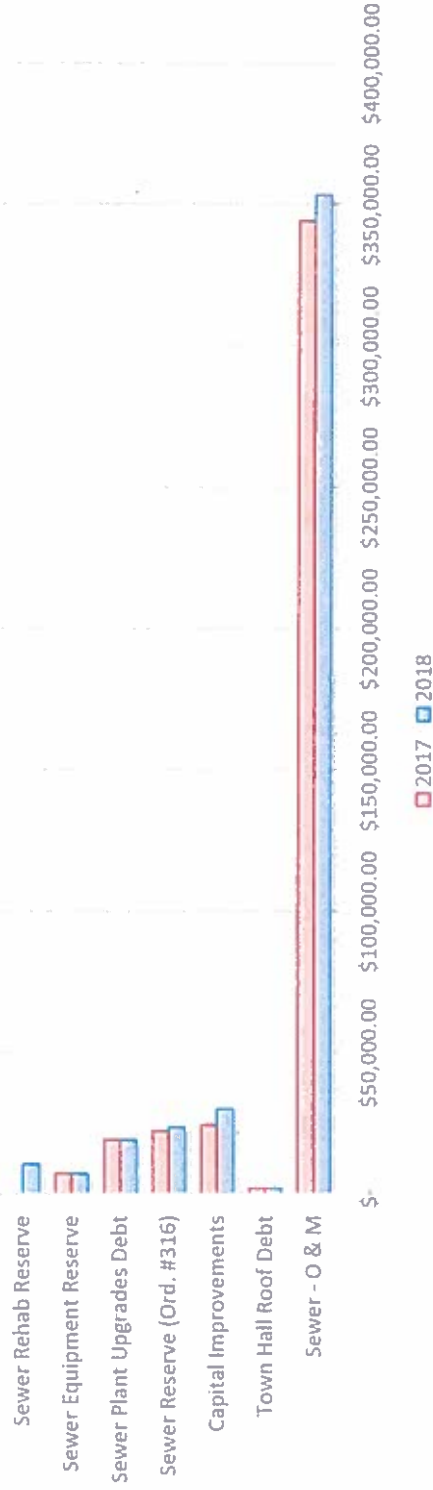
**DEBT:**

The PW Truck and JD Tractor were both paid off in 2017.

**NEW DEBT SERVICE:**

There is no new Sewer Fund Debt in 2018

**Sewer Fund (404)**





*Section 2*  
*General Fund*  
*By*  
*Department, Streets,*  
*Water, and Sewer*  
*Funds*

*Section 3*  
*Employee*  
*Salary Schedule*  
*&*  
*Benefits*

## TOWN OF TWISP SALARY AND MEDICAL BENEFITS SCHEDULE - 2018

|                                             |                                         |                |                |
|---------------------------------------------|-----------------------------------------|----------------|----------------|
|                                             |                                         |                |                |
|                                             |                                         |                |                |
|                                             |                                         |                |                |
| <b>Department/Position</b>                  | <b>FTE Authorized</b>                   | <b>Minimum</b> | <b>Maximum</b> |
| <b>Administrative Department</b>            |                                         |                |                |
| Clerk/Treasurer                             | 1.00                                    | \$ 21.73       | \$ 27.10       |
| Deputy Clerk                                | 1.00                                    | \$ 13.17       | \$ 19.75       |
| P/T Administrative Assistant                | 0.49                                    | \$ 10.00       | \$ 13.00       |
| P/T Grant Administrator-No Benefits         | 0.50                                    | \$ 21.00       | \$ 40.00       |
| P/T Custodial                               | 0.11                                    | \$ 10.61       | \$ 15.91       |
| <b>Police Department</b>                    |                                         |                |                |
| Chief                                       | 1.00                                    | \$ 24.42       | \$ 35.00       |
| Officer 1                                   | 1.00                                    | \$ 18.00       | \$ 28.00       |
| Officer 2                                   | 1.00                                    | \$ 18.00       | \$ 28.00       |
| Police Clerk/Fire Clerk                     | 0.80                                    | \$ 11.41       | \$ 17.11       |
| Police Temps                                |                                         | \$ 18.00       | \$ 25.00       |
| Municipal Judge                             | Set Rate                                | \$ 475.00      | Per Month      |
| <b>Pool/Recreation Department</b>           |                                         |                |                |
| Pool Manager/Lesson Coordinator             | P/T                                     | \$ 12.20       | \$ 18.30       |
| Lifeguards (5 - 7 employees)                | P/T                                     | minimum wage   | \$ 12.83       |
| <b>Public Works</b>                         |                                         |                |                |
| Public Works Director                       | 1.00                                    | \$ 26.36       | \$ 34.46       |
| Public Works Clerical/Maintenance Assistant | 1.00                                    | \$ 11.91       | \$ 17.87       |
| Public Works Operator II                    | 1.00                                    | \$ 17.00       | \$ 27.00       |
| Public Works Operator I                     | 1.00                                    | \$ 16.00       | \$ 26.00       |
| Public Works Operator in Training           | 1.00                                    | \$ 15.00       | \$ 23.00       |
|                                             |                                         |                |                |
|                                             |                                         |                |                |
|                                             |                                         |                |                |
|                                             |                                         |                |                |
| <b>2018 EMPLOYEE BENEFITS</b>               |                                         |                |                |
|                                             |                                         |                |                |
| <b>Town Paid Benefits/Full-time</b>         | <b>Town Paid Benefits/Part-time</b>     |                |                |
| Medical 100%                                | Medical 80%                             |                |                |
| Dental 100%                                 | Dental 80%                              |                |                |
| Vision 100%                                 | Vision 80%                              |                |                |
| Basic Life 100%                             | Basic Life 80%                          |                |                |
| <b>Town Cost per Full-time Employee</b>     | <b>Town Cost per Part-time Employee</b> |                |                |
| \$757.87/month                              | \$606.30/month                          |                |                |
|                                             |                                         |                |                |
|                                             |                                         |                |                |
| Revised: 11/28/17- Resolution #17-615       |                                         |                |                |

*Section 4*  
*Capital Facilities Plan*

# CAPITAL FACILITIES PLAN AIRPORT 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                              | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source  | Priority Ranking |
|--------------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|--------------------------|------------------|
| Construct South taxiway                                                              | \$685,000      |      |      | X    |      |      |      |           | WSDOT Grant 95%; 5% Town | 1                |
| Update ALP                                                                           | \$70,000       |      |      |      |      | X    |      |           | WSDOT Grant 95%; 5% Town | 2                |
| Seal runway and restripe                                                             | \$60,000       |      |      |      |      |      | X    |           | WSDOT Grant 95%; 5% Town | 3                |
| Planning only for welcome center, fuel system, vehicle access & parking, landscaping | \$44,100       |      |      |      |      |      |      | X         |                          | 4                |
| Construct welcome center, fuel system, vehicle access, parking, and landscape        | \$300,000      |      |      |      |      |      |      | X         | WSDOT Grant 95%; 5% Town | 5                |
| Fencing around entire airport property                                               | \$100,000      |      |      |      |      |      |      | X         |                          | 6                |
| Engineering for North taxiway                                                        | \$60,000       |      |      |      |      |      |      | X         | WSDOT Grant 95%; 5% Town | 7                |
| Construct North taxiway                                                              | \$500,000      |      |      |      |      |      |      | X         | WSDOT Grant 95%; 5% Town | 8                |

# **CAPITAL FACILITIES PLAN PARKS/RECREATION 2018**

Town of Twisp  
Resolution # 17-612

| Project                                 | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|-----------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Design and build sports complex Phase 1 | \$500,000      |      | X    |      |      |      |      |           | RCO                     | 1                |
| Design and build sports complex Phase 2 | \$500,000      |      |      | X    |      |      |      |           | RCO<br>USDA             | 2                |

# CAPITAL FACILITIES PLAN PUBLIC WORKS 2018

Town of Twisp  
Resolution # 17-612

| Project                          | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|----------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Civic center design and planning | \$290,000      | X    |      |      |      |      |      |           | State Commerce          | 1                |
| Civic center construction        | \$3,500,000    |      | X    | X    |      |      |      |           | State Commerce          | 2                |

# CAPITAL FACILITIES PLAN SEWER SYSTEM 2018

Town of Twisp  
Resolution # 17-612

| Project                                                           | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|-------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Update Sewer Comprehensive Plan and Biosolids evaluation          | \$198,000      | X    |      |      |      |      |      |           | CWSRF/DOE               | 1                |
| Install backup mixer in Ox ditch at WWTF                          | \$25,000       |      | X    |      |      |      |      |           | Local                   | 2                |
| Modify WWTF outfall                                               | \$100,000      |      | X    |      |      |      |      |           | CWSRF/DOE               | 3                |
| Install screw press, Construct Biosolids storage facility at WWTF | \$450,000      |      |      | X    |      |      |      |           | PWTF/DOE                | 4                |
| Install permanent diffused aeration system in Ox ditch at WWTF    | \$100,000      |      |      |      | X    |      |      |           | PWTF/DOE                | 5                |
| Sewer mainline CIPP rehabilitation                                | \$30,000/yr    |      | X    | X    | X    | X    | X    |           | DOE/Local               | 6                |
| Sewer mainline spot repair                                        | \$30,000/yr    | X    | X    | X    | X    | X    | X    |           | DOE/Local               | 7                |
| Upgrade lift station #1 – New controls                            | \$40,000       |      |      | X    |      |      |      |           | Local                   | 8                |
| Install telemetry system on 3 lift stations.                      | \$45,000       |      | X    |      |      |      |      |           | Local                   | 9                |
| Upgrade lift station #3 – New pumps and controls                  | \$75,000       |      |      |      |      | X    |      |           | CWSRF/DOE               | 10               |
| Upgrade lift station #2                                           | \$45,000       |      |      |      |      |      | X    |           | Local                   | 11               |



# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                                  | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|------------------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| *Second, Lincoln, Methow, 3 <sup>rd</sup> reconstruct with sidewalk on 2 <sup>nd</sup> . | \$771,000      | X    |      |      |      |      |      |           | TIB                     | 1                |
| **May, Harrison, Bigelow, Marie, June prelevel and chip seal PCR-64                      | \$59,228       | X    |      |      |      |      |      |           | TIB                     | 2                |
| **Canyon, W. Twisp, Magers, Marble prelevel and chip seal PCR-50                         | \$41,639       | X    |      |      |      |      |      |           | TIB                     | 3                |
| Methow St. from 2nd to Twisp Ave- 317' (.06mi). Grind/2 coat chip seal. PCR-48           | \$10,600       | X    |      |      |      |      |      |           | Local                   | 4                |
| Twisp Ave from Lincoln to Methow- 264' (.05mi). Grind/2 coat chip seal. PCR-44           | \$8,800        | X    |      |      |      |      |      |           | Local                   | 5                |
| *East county Rd. prelevel and chip seal                                                  | \$30,000       |      | X    |      |      |      |      |           | TIB                     | 6                |

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\*\*Funding Application Submitted

# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                                     | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|---------------------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Burgar St. from Hagerman to Days In- 317' (.06mi). Grind/2 coat chip seal. PCR-36           | \$10,500       |      | X    |      |      |      |      |           | TIB                     | 7                |
| Ainsworth St. from Burgar to SR20-422' (.08mi). Grind/2 coat chip seal. PCR-50              | \$12,700       |      | X    |      |      |      |      |           | TIB                     | 8                |
| Hagerman St. from Burgar to SR20- 317' (.06mi). Grind/2 coat chip seal. PCR-50              | \$10,500       |      | X    |      |      |      |      |           | TIB                     | 9                |
| Days Ln. from Burgar to SR20- 158' (.03mi). Grind/2 coat chip seal. PCR-36                  | \$5,300        |      | X    |      |      |      |      |           | TIB                     | 10               |
| Twisp Ave. from Glover to Lincoln- 264' (.05mi). Reconstruct/overlay. PCR-63                | \$129,000      |      |      | X    |      |      |      |           | TIB                     | 11               |
| Twisp Ave. from SR20 to Glover- 264' (.05mi). Overlay. PCR-59                               | \$129,000      |      |      | X    |      |      |      |           | TIB                     | 12               |
| N Glover St. from Twisp Ave. to N end-264' (.05mi). 2 coat chip seal. PCR- not rated/gravel | \$6,000        |      |      | X    |      |      |      |           | Local                   | 13               |

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# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                                                                                                                                               | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Pave Twisp Ave parking lot                                                                                                                                                                            | \$34,000       |      |      | X    |      |      |      |           | Local                   | 14               |
| 4 <sup>th</sup> St. from Lincoln to E end- 106' (.02mi). 2 coat chip seal. PCR- not rated/gravel                                                                                                      | \$2,400        |      |      | X    |      |      |      |           | Local                   | 15               |
| Methow St. from 6 <sup>th</sup> to N end- 211' (.04mi). 2 coat chip seal. PCR- not rated/gravel                                                                                                       | \$5,300        |      |      | X    |      |      |      |           | Local                   | 16               |
| 6 <sup>th</sup> Ave from Methow to Canyon- 264' (.05mi). 2 coat chip seal. PCR- not rated/gravel                                                                                                      | \$8,800        |      |      | X    |      |      |      |           | Local                   | 17               |
| SR20/Glover St intersection improvement engineering and design                                                                                                                                        | \$45,000       |      |      | X    |      |      |      |           | Commerce                | 18               |
| Pavement preservation seal coat. Crack seal, fog seal and restripe as necessary on Glover St. from SR20 to Twisp Ave, on 2nd Ave from Glover St. to W C/L, on Wagner St. from SR20 to south dead end. | \$19,000       |      |      | X    |      |      |      |           | TIB                     | 19               |

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# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                           | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|-----------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| SR20 Curb/sidewalk/bike path-Twisp R bridge to N C/L. 2033' (.39mi).              | \$858,000      |      |      |      | X    |      |      |           | TIB                     | 20               |
| Cascade Dr from Airport Rd to Airport Rd- 1320' (.25mi). Overlay. PCR-59          | \$323,000      |      |      |      | X    |      |      |           | TIB                     | 21               |
| 5th Ave from Lincoln to Methow- 264' (.05mi). Overlay. PCR-56                     | \$65,000       |      |      |      | X    |      |      |           | TIB                     | 22               |
| 5th Ave from Methow to Canyon- 264' (.05mi). Overlay. PCR-56                      | \$65,000       |      |      |      | X    |      |      |           | TIB                     | 23               |
| 5th Ave from Canyon to Alder- 317' (.06mi). Overlay. PCR-56                       | \$78,000       |      |      |      | X    |      |      |           | TIB                     | 24               |
| 5th Ave from Alder to Bridge- 264' (.05mi). Overlay. PCR-72                       | \$65,000       |      |      |      | X    |      |      |           | TIB                     | 25               |
| Alley from SR20 to Johnson-313' (.06mi). 2 coat chip seal. PCR- not rated/gravel. | \$10,500       |      |      |      | X    |      |      |           | Local                   | 26               |

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# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                                                    | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|------------------------------------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Johnson St. from 3rd to 2nd-264' (.05mi). 2 coat chip seal. PCR- not rated/gravel.                         | \$8,800        |      |      |      | X    |      |      |           | Local                   | 27               |
| SR20/Glover St intersection improvement construction                                                       | \$1,000,000    |      |      |      | X    |      |      |           | STP/TIB                 | 28               |
| Lookout Pl. from Lookout mountain rd to W end- 739' (.14mi). 2 coat chip seal. PCR-77                      | \$15,700       |      |      |      |      | X    |      |           | TIB                     | 29               |
| Lookout mountain rd. from 2 <sup>nd</sup> Ave to Lookout pl.- 845' (.16mi). Grind/2 coat chip seal. PCR-40 | \$28,000       |      |      |      |      | X    |      |           | TIB                     | 30               |
| Methow St. from 5 <sup>th</sup> to N end- 158' (.03mi). Grind/2 coat chip seal. PCR-34                     | \$5,300        |      |      |      |      | X    |      |           | TIB                     | 31               |
| Lincoln St. from 5 <sup>th</sup> to 4 <sup>th</sup> - 317' (.06mi). Overlay. PCR-59                        | \$78,000       |      |      |      |      | X    |      |           | TIB                     | 32               |
| Lincoln St. from 4 <sup>th</sup> to 3 <sup>rd</sup> - 317' (.06mi). Overlay. PCR-59                        | \$78,000       |      |      |      |      | X    |      |           | TIB                     | 33               |

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# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                                | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|----------------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| 4 <sup>th</sup> Ave from Glover to Lincoln-264' (.05mi). Overlay. PCR-56               | \$65,000       |      |      |      |      | X    |      |           | TIB                     | 34               |
| 3 <sup>rd</sup> Ave from Glover to Lincoln-264'. Overlay. PCR-44                       | \$65,000       |      |      |      |      | X    |      |           | TIB                     | 35               |
| 5 <sup>th</sup> Ave from Glover to Lincoln-264' (.05mi). Overlay. PCR-63               | \$65,000       |      |      |      |      | X    |      |           | TIB                     | 36               |
| Alder St. from 5 <sup>th</sup> to N end- 422' (.08mi). Grind/2 coat chip seal.         | \$14,000       |      |      |      |      | X    |      |           | TIB                     | 37               |
| Alder St. from 5 <sup>th</sup> to SR20- 844' (.16mi). Grind/chip seal. PCR-60          | \$28,000       |      |      |      |      | X    |      |           | TIB                     | 38               |
| Bridge St. from 5 <sup>th</sup> to N end- 528' (.10mi). Grind/2 coat chip seal. PCR-52 | \$17,700       |      |      |      |      | X    |      |           | TIB                     | 39               |
| Bridge St. from 5 <sup>th</sup> to S end- 686' (.13mi). Grind/2 coat chip seal. PCR-52 | \$23,000       |      |      |      |      | X    |      |           | TIB                     | 40               |
| SR20 Curbing/sidewalk- Canyon to Glover and Glover to 5 <sup>th</sup> . 850' (.16mi).  | \$352,000      |      |      |      |      |      | X    |           | TIB                     | 41               |

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# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                                            | Estimated<br>Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-<br>2038 | Proposed<br>Funding<br>Source | Priority<br>Ranking |
|----------------------------------------------------------------------------------------------------|-------------------|------|------|------|------|------|------|---------------|-------------------------------|---------------------|
| 3 <sup>rd</sup> St. from SR20 to Johnson- 264' (.05mi). Overlay. PCR-not rated.                    | \$65,000          |      |      |      |      |      | X    |               | TIB                           | 42                  |
| Off street trails; East side of Methow River, South of bridge                                      | \$400,000         |      |      |      |      |      | X    |               | Local/RCO                     | 43                  |
| Ewell St. from Riverside to WWTP- 475' (.09mi). 2 coat chip seal. PCR-unrated/gravel               | \$14,000          |      |      |      |      |      | X    |               | Local                         | 44                  |
| Twisp Airport access rd. from Airport rd to Airport- 1214' (.23mi). Grind/2 coat chip seal. PCR-50 | \$41,000          |      |      |      |      |      | X    |               | TIB                           | 45                  |
| Twisp Carlton rd. from SR20 to S City limit-845' (.16mi). 2 coat chip seal. PCR-not rated          | \$28,000          |      |      |      |      |      | X    |               | TIB                           | 46                  |
| Anderson Rd. from Peters to end- 975' (.18mi). 2 coat chip seal. Not rated                         | \$32,000          |      |      |      |      |      |      | X             | Local                         | 47                  |
| Peters Rd. from Bugar to Anderson-230' (.04mi). 2 coat chip seal. Not rated                        | \$7,600           |      |      |      |      |      |      | X             | Local                         | 48                  |

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# CAPITAL FACILITIES PLAN TRANSPORTATION 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                       | Estimated<br>Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-<br>2038 | Proposed<br>Funding<br>Source | Priority<br>Ranking |
|-------------------------------------------------------------------------------|-------------------|------|------|------|------|------|------|---------------|-------------------------------|---------------------|
| Webb Ln. from 5th to SR20- 845'<br>(.16mi). Grind/2 coat chip seal.<br>PCR-53 | \$19,200          |      |      |      |      |      |      | X             | TIB                           | 49                  |

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\*\*Funding Application Submitted



# CAPITAL FACILITIES PLAN WATER SYSTEM 2018

Town of Twisp  
Resolution # 17-612

| Project                                                                      | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|------------------------------------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Replace water meters with radio read                                         | \$20,000/yr    | X    | X    | X    | X    | X    | X    | X         | Local                   | 1                |
| Drill new well at No. 4 site                                                 | \$75,000       | X    |      |      |      |      |      |           | Local                   | 2                |
| Upsize water line on 2 <sup>nd</sup> Ave from Lincoln to east end            | \$395,000      | X    |      |      |      |      |      |           | USDA RD                 | 3                |
| Upsize water line on Massey Wills to 6" .                                    | \$140,000      | X    |      |      |      |      |      |           | USDA RD                 | 4                |
| Upsize water main on SR20 from Twisp R bridge to N Town limits and Bugar St. | \$950,000      |      | X    |      |      |      |      |           | USDA RD                 | 5                |
| Water system mapping update                                                  | \$40,000       |      | X    |      |      |      |      |           | DWSRF                   | 6                |
| Decommission Well #1                                                         | \$20,000       |      | X    |      |      |      |      |           | Local                   | 7                |
| Telemetry upgrade                                                            | \$170,000      |      | X    |      |      |      |      |           | DWSRF                   | 8                |
| Water system plan update                                                     | \$24,000       |      |      | X    |      |      |      |           | CDBG                    | 9                |
| Upsize water main on W. Twisp Ave to Borchard Ln                             | \$630,000      |      |      | X    |      |      |      |           | USDA RD                 | 10               |
| Water main extension from SR20 to Cascade Loop                               | \$500,000      |      |      |      | X    |      |      |           | USDA RD                 | 11               |
|                                                                              |                |      |      |      |      |      |      |           |                         |                  |

[https://townoftwispwa-my.sharepoint.com/personal/publicworks\\_townoftwisp\\_com/Documents/Shared Documents/CFP/2018 CFP/WATER SYSTEM '18.docx](https://townoftwispwa-my.sharepoint.com/personal/publicworks_townoftwisp_com/Documents/Shared Documents/CFP/2018 CFP/WATER SYSTEM '18.docx)

## CAPITAL FACILITIES PLAN WATER SYSTEM 2018

Town of Twisp  
Resolution # 17-612

| Project                                            | Estimated Cost | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024-2038 | Proposed Funding Source | Priority Ranking |
|----------------------------------------------------|----------------|------|------|------|------|------|------|-----------|-------------------------|------------------|
| Repair Support and Paint River Crossing Water Main | \$140,000      |      |      |      |      | X    |      |           | Local                   | 12               |
| Water main extension from Cascade Loop to Airport  | \$500,000      |      |      |      |      |      | X    |           | USDA RD                 | 13               |
| Upsize water main on Alder St                      | \$230,000      |      |      |      |      |      |      | X         | USDA RD                 | 14               |
| 8" Loop – Riverside Avenue                         | \$410,000      |      |      |      |      |      |      | X         | USDA RD                 | 15               |
| 8" Loop West 2 <sup>nd</sup> Ave & Borchard Lane   | \$660,000      |      |      |      |      |      |      | X         | USDA RD                 | 16               |
| 8" Loop – Twisp/Carlton Rd.                        | \$140,000      |      |      |      |      |      |      | X         | USDA RD                 | 17               |
| Lookout Point Booster Station Upsize               | \$8,000        |      |      |      |      |      |      | X         | Capital Reserve         | 18               |
| Lookout Point Pressure Zone Water Main             | \$510,000      |      |      |      |      |      |      | X         | USDA RD                 | 19               |