



**CITY COUNCIL MEETING AND PUBLIC HEARING AGENDA
TUESDAY, DECEMBER 6, 2022
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in
- Submit Written Public Comment Before 4 pm on (December 6, 2022) - *SEE NOTE*
- Join the Zoom Meeting –

<https://us06web.zoom.us/j/85321033226?pwd=VXZsaS84T01JUesyb2VvYTFJcjZVZz09>

Meeting ID: 853 2103 3226

Passcode: 978729

One tap mobile

+12532158782,,85321033226#,,,,*978729# US (Tacoma)

+17193594580,,85321033226#,,,,*978729# US

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 564 217 2000 US

Meeting ID: 853 2103 3226

Passcode: 978729

Find your local number: <https://us06web.zoom.us/j/keblsoWdL8>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to SDuncan@Medical-Lake.org by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

Questions or Need Assistance? Please contact City Hall at 509-565-5000

REGULAR SESSION – 6:30 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

A. Absence(s):

2. AGENDA APPROVAL

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

5. REPORTS

- a. Council Committee Reports
- b. Council Comments
- c. Mayor
- d. City Administrator & City Staff
 - i. 2023 Final Budget Presentation – Koss Ronholt, Finance Director
 - ii. Sunshine Disposal Addendum to Contract – Koss Ronholt, Finance Director

6. WORKSHOP DISCUSSION

- A. Early Closure of City Hall
- B. Remote Meeting Attendance Limits for Elected Officials

7. GENERAL BUSINESS

- A. Consent Agenda
 - i. Approve **November 15, 2022**, minutes
 - ii. Approve **December 6, 2022**, Claim Warrants **41900** through **41961** in the amount of **\$172,108.49**.
- B. Action Items
 - i. Winterfest Fireworks Permit

8. PUBLIC HEARING

A. 2023 Final Budget

9. RESOLUTIONS

- A. Resolution 22-553 2023 Administrative Fees
- B. Resolution 22-554 2023 Utility Fees
- C. Resolution 22-556 Union Contract 2023-2027
- D. Resolution 22-557 Administrative Clerk Job Description

10. ORDINANCES

- A. First Read Ordinance 1106 2023 Property Tax Levy Amendment
- B. First Read Ordinance 1105 2023 Final Budget
- C. Second Read Ordinance 1104 Zemler Street Vacation

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

13. INTERESTED CITIZENS

14. EXECUTIVE SESSION – No items listed

15. CONCLUSION

City of Medical Lake

2023 Final Budget

Presented by Mayor Terri Cooper



City of Medical Lake



Elected Officials

Terri Cooper
Don Kennedy
Anthony Harbolt
Art Kulibert
Chad Pritchard
Dawn Olmstead
Heather Starr
Robert Maxwell

Mayor
Mayor Pro Tem
Council Member
Council Member
Council Member
Council Member
Council Member
Council Member

Document prepared by:
Koss Ronholt, Finance Director



City of Medical Lake Citizens

JUDICIAL
Judge Richard Leland
 Contract with Cheney
 for court services

EXECUTIVE
Mayor
 Terri Cooper

LEGISLATIVE
City Council

- Committees & Commissions**
- Finance
 - Public Works
 - Park and Rec.
 - Public Safety
 - Planning

CITY ADMINISTRATOR
 Sonny Weathers

CITY ATTORNEY
 Evans, Craven & Lackie, P.S

LEGAL SERVICES
 Prosecutor
 Public Defender

Public Works / Maintenance

Scott Duncan,
 Director

- Streets
- Water
- Sewer
- Park Maintenance

FTE'S 7

Wastewater Treatment Plant

Steve Cooper,
 Director

- Wastewater Treatment

FTE'S 5

Finance

Koss Ronholt
 Director

- Accounts Payable
- Budget
- Payroll
- City Clerk
- Human Resources
- Utility Billing

FTE'S 4

Planning & Building

Dave Weisbeck
 Building Inspector

Elisa Rodriguez
 City Planner

Vacant
 Code Enforcement

FTE'S 2.1

Parks & Recreation

Vacant
 Director

- Park Reservations
- Adult Sports
- Youth Sports
- Senior Activities
- Special Events

FTE'S 1.5

- Public Safety / Fire**
1. Spokane County Sheriff (Contract)
 2. F.D. #3 (Contract)
 3. AMR (Contract)



Commissions and Committees

City of Medical Lake Planning Commission: is the advisory committee that studies and makes recommendations to the Mayor and City Council for Medical Lake's future growth through continued review of the City's comprehensive land use plan, zoning code (or development regulations), shoreline management, environmental protection, transportation system, capital improvements and other matters as directed by the City Council. Members of the Planning Commission shall be nominated by the Mayor and confirmed by a majority vote of at least four (4) members of the City Council. Planning Commissioners shall be selected without respect to political affiliations and shall serve without compensation. The Planning Commission shall consist of five (5) voting members.

Medical Lake Parks and Recreation Committee: is the advisory committee that works together to provide and promote leisure, recreational and cultural activities for all citizens. This is accomplished through professional staff who provide recreational programs, events, and activities and who maintain facility standards making them aesthetic and desirable for use. We strive to have our local parks a source of pride for our community. Through our services, we aim to enhance personal well-being and improve the quality of life that makes Medical Lake a wonderful place to live, work and play. This committee is comprised of three (3) City Council members, the Mayor, City Administrator, and the Parks and Recreation Coordinator.

Medical Lake Finance Committee: is the advisory committee that works to provide financial analysis, advice, and overall oversight of the city's budget. This is accomplished through collaboration between the committee and the Mayor and the Finance Director. The role of the finance committee is to review proposed new funding for ongoing financial transactions and recommend approval or disapproval. Additionally, reviewing the city is operating with the financial resources it needs to provide programs and services to the community. The committee is comprised of three (3) city council members, the Mayor and Finance Director.

Medical Lake Public Works Committee: is the advisory committee that makes recommendations to the City Council on current and potential projects that are managed by the public works department. These projects can include water and wastewater management, storm sewer, street and building improvement, as well as parks and trail maintenance. The committee is comprised of three (3) council members, the Mayor and City Administrator.

Medical Lake Public Safety/Fire District 3 Committee: is an advisory committee that provides input on the programs and activities in areas that may be concerned with Public Safety. The committee meets with local law enforcement and fire officials to review issues that effect medical lake and helps in lending expertise in finding solutions that most benefits our community. This committee is comprised of three (3) council members, the Public Works Director, fire officials and law enforcement officials.

City of Medical Lake City Council	City Staff/Consultants	Council Members
City Council <i>6:30 pm 1st & 3rd Tuesdays</i>	Mayor Cooper Koss Ronholt, Finance Director City Administrator Steve Cooper, WWTP Director City Attorney	Position 1 Don Kennedy Position 2 Dawn Olmstead Position 3 Bob Maxwell Position 4 Tony Harbolt Position 5 Art Kulibert Position 6 Heather Starr Position 7 Chad Pritchard
City of Medical Lake Committees	City Staff/Consultants	City Council Representatives
Finance Committee <i>6 pm 1st & 3rd Tuesdays</i>	Koss Ronholt Mayor Cooper	Heather Starr, Chair Art Kulibert Dawn Olmstead
Parks & Rec Committee <i>5:30 pm 1st Tuesday</i>	Ivanna Lomas Mayor Cooper City Administrator	Don Kennedy Dawn Olmstead Heather Starr
Public Safety/Fire District 3 Committee <i>5:30 pm 3rd Tuesday</i>	Michael Kittilstved (Sheriff's Office) Fire Chief Cody Rohrbach Mayor Cooper	Don Kennedy Bob Maxwell Art Kulibert
Public Works Committee <i>6 pm 3rd Tuesday</i>	City Administrator Mayor Cooper	Bob Maxwell Tony Harbolt Chad Pritchard
City of Medical Lake Commissions	City Staff/Consultants	Commissioners
Planning Commission <i>5 pm 4th Thursday</i>	Elisa Rodriguez, City Planner City Attorney Mayor Cooper	Mark Hudson, Chair Judy Mayulianos Marye Jorgenson Andie Mark Carl Munson
Spokane County/Regional		City Staff/Councilmembers
Housing & Community Development Advisory Committee		Council member Chad Pritchard
SRTC (Spokane Regional Transportation Council)		Mayor Cooper
STA Board of Directors		Council member Don Kennedy

**ORDINANCE NO. 1105
CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS.

WHEREAS, state law requires the Mayor to prepare a preliminary budget for the City of Medical Lake at least sixty (60) days before the beginning of the City's fiscal year beginning January 1, 2023 and ending December 31, 2023.

WHEREAS, the Mayor, in consultation with City Staff, has prepared and placed on file with the City Clerk a preliminary budget together with an estimate of the amount of money necessary to meet the expenses of the City;

WHEREAS, notice was posted and published on November 17, 2022 that the City Council of the City of Medical Lake would meet and receive public comment in the City Council chambers prior to the adoption of the budget;

WHEREAS, the attached 2023 Budget of the City of Medical Lake reflects the provision of municipal services and programs that will enhance the public health, safety and welfare of the citizens; and

WHEREAS, the City Council has determined that the best interest of the City is serviced by adopting the budget set forth herein:

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, does ordain as follows:

Section 1. Adoption of the Budget. The budget for the City of Medical Lake for the year 2023 is hereby adopted at the department level and as the balanced budget for the City with appropriations limited to the total estimated revenues and ending fund balance of the City. The final budget of \$11,479,128.55 attached hereto by this reference is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate department and fund of the City of Medical Lake, and aggregate expenditures for all such funds for the year 2023 are set forth in a summary form in Exhibit A.

Section 2. Positions, Salary Schedules and Adjustments. The various positions and salary ranges for City employees are adopted in the form and amounts attached to this Ordinance as Exhibit B. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2023 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 3. Transmittal. A complete copy of the budget, as adopted, together with a copy of this Ordinance, shall be transmitted by the City Clerk to the State Auditor and to the Association of Washington Cities as per RCW 35A.33.075.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this _____ day of _____, 2022.

Mayor, Terri Cooper

ATTEST:

City Clerk, Koss Ronholt

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication: _____

Effective Date: _____

Exhibit A
City of Medical Lake
2023 Final Budget - Summary

	Revenues	Expenditures
001 General Fund	\$ 2,226,296.30	
001 Legislative Dept.		\$ 45,017.00
001 Municipal Court Dept.		\$ 60,000.00
001 Executive Dept.		\$ 211,963.40
001 Administrative Services Dept.		\$ 389,423.13
001 Legal Dept.		\$ 63,750.00
001 Code/Building Inspections Dept.		\$ 204,495.43
001 Planning & Com. Dev. Dept.		\$ 96,492.67
001 Transfers Out Dept.		\$ 1,500,856.05
100 Impact Fees Fund	\$ 5,600.00	\$ 45,300.00
101 Streets Fund	\$ 244,480.00	\$ 264,131.00
104 Streets - Restricted Fund	\$ 734,000.00	\$ 735,000.00
105 Leave & Severance Fund	\$ 12,800.00	\$ 55,000.00
106 Contingency Fund	\$ 300.00	\$ -
107 American Rescue Plan Act Fund	\$ -	\$ 750,000.00
110 Public Safety Fund	\$ 1,201,136.00	
110 Law Enforcement Dept.		\$ 1,106,500.00
110 Criminal Justice Dept.		\$ 10,000.00
110 Environmental Preserv. Dept.		\$ 19,173.00
110 Animal Control		\$ 20,000.00
111 Criminal Justice Fund	\$ 22,703.05	\$ -
112 Parks & Recreation Fund	\$ 362,250.00	\$ 354,785.06
125 City Beautification Fund	\$ 6,500.00	\$ 4,000.00
301 Capital Improvement Fund	\$ 97,000.00	\$ 165,000.00
302 Parks Improvement Fund	\$ 46,200.00	\$ 30,000.00
401 Water Fund	\$ 843,050.00	\$ 1,689,161.67
402 Water - Restricted Fund	\$ 75,000.00	\$ 1,266,834.14
403 W/S O&M Managerial Fund	\$ 863,430.67	\$ 200,000.00
404 W/S Restricted Mngrl Fund	\$ 1,201,834.14	\$ 80,000.00
407 Solid Waste Fund	\$ 667,010.00	\$ 706,924.00
408 Wastewater Fund	\$ 1,380,500.00	
408 Wastewater Collection Dept.		\$ 408,283.40
408 Wastewater Treatment Dept.		\$ 918,038.60
409 Wastewater - Restricted Fund	\$ 80,000.00	\$ 75,000.00
501 Unemployment Compensation	\$ -	\$ 4,000.00
635 State Custodials Fund		
Total Budget	\$ 10,070,090.16	\$ 11,479,128.55

Exhibit B
City of Medical Lake - 2023 Hourly & Salary Steps/Ranges

For City Employees - General Unit

Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
City Administrator		\$ 6,417	\$ 6,642	\$ 6,874	\$ 7,115	\$ 7,364	\$ 7,621	\$ 7,888	\$ 8,164	\$ 8,450	\$ 8,746
Finance Director		\$ 5,617	\$ 5,814	\$ 6,017	\$ 6,228	\$ 6,446	\$ 6,671	\$ 6,905	\$ 7,146	\$ 7,396	\$ 7,655
Public Works Director WWTP Director		\$ 5,617	\$ 5,814	\$ 6,017	\$ 6,228	\$ 6,446	\$ 6,671	\$ 6,905	\$ 7,146	\$ 7,396	\$ 7,655
Parks & Rec. Director		\$ 4,916	\$ 5,088	\$ 5,266	\$ 5,450	\$ 5,641	\$ 5,839	\$ 6,043	\$ 6,255	\$ 6,473	\$ 6,700
	11	\$ 17.35	\$ 17.96	\$ 18.59	\$ 19.24	\$ 19.91	\$ 20.61	\$ 21.33	\$ 22.07	\$ 22.85	\$ 23.65
Summer Park Laborer	12	\$ 17.77	\$ 18.39	\$ 19.04	\$ 19.70	\$ 20.39	\$ 21.10	\$ 21.84	\$ 22.61	\$ 23.40	\$ 24.22
	13	\$ 18.21	\$ 18.85	\$ 19.51	\$ 20.19	\$ 20.90	\$ 21.63	\$ 22.39	\$ 23.17	\$ 23.98	\$ 24.82
	14	\$ 18.67	\$ 19.33	\$ 20.00	\$ 20.70	\$ 21.43	\$ 22.18	\$ 22.95	\$ 23.76	\$ 24.59	\$ 25.45
Utility Billing Clerk Clerk Cashier	15	\$ 19.15	\$ 19.82	\$ 20.51	\$ 21.23	\$ 21.97	\$ 22.74	\$ 23.54	\$ 24.36	\$ 25.21	\$ 26.09
	16	\$ 19.63	\$ 20.32	\$ 21.03	\$ 21.76	\$ 22.53	\$ 23.31	\$ 24.13	\$ 24.97	\$ 25.85	\$ 26.75
Rec Coordinator	17	\$ 20.12	\$ 20.83	\$ 21.56	\$ 22.31	\$ 23.09	\$ 23.90	\$ 24.74	\$ 25.60	\$ 26.50	\$ 27.43
Code Enforcement Officer	18	\$ 20.63	\$ 21.35	\$ 22.10	\$ 22.87	\$ 23.67	\$ 24.50	\$ 25.36	\$ 26.25	\$ 27.16	\$ 28.12
Maint Person - Entry Administrative Clerk	19	\$ 21.24	\$ 21.99	\$ 22.75	\$ 23.55	\$ 24.38	\$ 25.23	\$ 26.11	\$ 27.03	\$ 27.97	\$ 28.95
	20	\$ 21.69	\$ 22.45	\$ 23.24	\$ 24.05	\$ 24.89	\$ 25.77	\$ 26.67	\$ 27.60	\$ 28.57	\$ 29.57
Maint Person - Journey	21	\$ 22.21	\$ 22.99	\$ 23.79	\$ 24.62	\$ 25.49	\$ 26.38	\$ 27.30	\$ 28.26	\$ 29.25	\$ 30.27
WWTP Operator I WWTP Lab Tech	22	\$ 22.78	\$ 23.58	\$ 24.40	\$ 25.26	\$ 26.14	\$ 27.05	\$ 28.00	\$ 28.98	\$ 30.00	\$ 31.05
WWTP Operator II	23	\$ 23.33	\$ 24.14	\$ 24.99	\$ 25.86	\$ 26.77	\$ 27.71	\$ 28.68	\$ 29.68	\$ 30.72	\$ 31.79
	24	\$ 23.90	\$ 24.73	\$ 25.60	\$ 26.50	\$ 27.42	\$ 28.38	\$ 29.38	\$ 30.40	\$ 31.47	\$ 32.57
	25	\$ 24.52	\$ 25.38	\$ 26.27	\$ 27.19	\$ 28.14	\$ 29.12	\$ 30.14	\$ 31.20	\$ 32.29	\$ 33.42
Maint Person - Lead	26	\$ 25.11	\$ 25.99	\$ 26.90	\$ 27.84	\$ 28.82	\$ 29.83	\$ 30.87	\$ 31.95	\$ 33.07	\$ 34.23
Building Inspector	27	\$ 25.72	\$ 26.63	\$ 27.56	\$ 28.52	\$ 29.52	\$ 30.55	\$ 31.62	\$ 32.73	\$ 33.87	\$ 35.06
City Planner	28	\$ 26.35	\$ 27.27	\$ 28.22	\$ 29.21	\$ 30.24	\$ 31.29	\$ 32.39	\$ 33.52	\$ 34.70	\$ 35.91
WWTP Plant Operator	29	\$ 27.00	\$ 27.95	\$ 28.93	\$ 29.94	\$ 30.99	\$ 32.07	\$ 33.19	\$ 34.36	\$ 35.56	\$ 36.80
	30	\$ 27.68	\$ 28.65	\$ 29.65	\$ 30.69	\$ 31.76	\$ 32.88	\$ 34.03	\$ 35.22	\$ 36.45	\$ 37.73
	31	\$ 28.37	\$ 29.36	\$ 30.39	\$ 31.45	\$ 32.55	\$ 33.69	\$ 34.87	\$ 36.09	\$ 37.36	\$ 38.66

7.5% increase from 2022. Additional steps added to scale, 6-10. Each step is 3.5%.

Longevity Pay begins after 5 years of employment at \$50 per month and increases by \$50 per month for every five years thereafter

City of Medical Lake
2023 Proposed Full Time Equivalent (FTE) Employees

Account Description	2021 Actual	2022 Current	2023 Proposed	
City Administrator	1.00	1.00	1.00	
Finance Director	1.00	1.00	1.00	
Public Works Director	0.00	1.00	1.00	
WWTP Director	0.00	1.00	1.00	
Parks & Recreation Director	0.00	0.00	1.00	
Summer Park Laborer	1.00	1.00	1.00	Seasonal Position
Utility Billing Clerk/Clerk Cashier	2.00	2.00	0.00	
Rec Coordinator	1.00	1.00	0.50	
Code Enforcement Officer	0.00	0.60	0.60	
Administrative Assistant	1.00	0.50	4.00	
Maint Person - Entry	5.00	5.00	5.00	
Maint Person - Journey	1.00	1.00	1.00	
WWTP Operator I/WWTP Lab Tech	0.00	0.00	0.00	
WWTP Operator II	3.00	3.00	4.00	
Maint Person - Lead	0.00	0.00	1.00	
Building Inspector	1.00	1.00	1.00	
City Planner	0.00	0.50	1.00	
WWTP Plant Operator	1.00	0.00	0.00	
Total FTEs	18.00	19.60	24.10	

Budget Guide

2023



Transition Document

Adjustments made to preliminary budget after presentation to Council.

1. Adjustments to 2023 estimates
 - a. Water Fund Expenditure “Items For Resale” re-evaluated from \$50,000 to \$100,000
 - b. Parks Facilities Expenditure “Land Lease – Waterfront Park” line item added for \$10,000 to budget for anticipated increase in lease payments for DSHS leased land.
 - c. Capital Improvements Fund Expenditures “Transfers Out” added transfer for \$95,000 to Streets – Restricted Fund to cover matching requirements on TIB Barker St project.
 - d. Capital Improvements Fund Expenditures “Library Projects” added \$70,000 to anticipate possibility of library re-roof not being completed until 2023.
2. Correction of errors
 - a. Wastewater Treatment Plant - Restricted Fund 409, Summary page, “Software” Expenditure item for \$30,000 was included in budget detail, but not previously included on summary page. Correction made to include line item in summary.
 - b. Expenditure line items for City Prosecutor and Public Defender were originally place in Public Safety Fund (110), instead of the General Fund (001) under the Legal Department (150). Moved expenditure line items from Public Safety (110) back to General Fund (001).
 - c. Calculation error occurred in the Total Gain (Loss) figure, General Fund (001), Detail page. Correct figure: (\$345,701.38)

Budget Process

Purpose

The City of Medical Lake's budget seeks to achieve four basic purposes:

1. Policy Document: The City's budget process is conducted in a manner that allows the City's policy officials to comprehensively review the direction of the City and to redirect its activities by means of the allocation of financial resources. On this basis, the budget sets policy for the following year. The budget process also facilitates the evaluation of the City programs by providing a means to measure the financial activities of the departments.
2. Operational Guide: The budget provides financial control by setting forth both legislative and administrative guidance to City employees regarding the character and scope of their activities in both summary and detail form in the various products of the budget process.
3. Financial Plan: The budget outlines the manner in which the financial resources of the City will be managed during the budget period. This allocation of resources is based on an understanding of both the current year's needs and the long-term view of the development of City programs. The budget takes into account unforeseen contingencies and provides a process for periodic adjustments.
4. Communications Medium: The budget provides management information as a comprehensive tabulation of information regarding both the character and scope of City activity. It also provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

Process

The City of Medical Lake operates on a calendar year basis. It utilizes an incremental budgeting approach that assumes, for most functions of government, that the current year's budget is indicative of the base required for the following year. Any increases are incremental and are either based on need, emerging issues, Council goals, and available resources.

The budget process begins in late spring/early summer with departments preparing requests for new staff, programs, or significant increases to their current year budget that will address emerging issues and other operational needs. The City Administrator and Finance Director conduct an analysis of the departmental base budgets and the revenue outlook for the coming year to determine the availability of funds for any new programs or services. These requests are submitted to the Finance Director for processing. A complete proposed budget is presented to the Mayor in September/October. The Mayor reviews the budget in detail and develops a preliminary budget recommendation.

The preliminary budget is presented to the City Council in October/November. The Council makes its adjustments to the preliminary budget and adopts by ordinance a final balanced budget no later than December 31. The final budget as adopted is published, distributed, and made available to the public.

After the budget is adopted, the City enters a budget implementation and monitoring stage. Throughout the year, expenditures are monitored by the Finance Director to ensure that funds are within the approved budget. The Finance Director provides quarterly financial updates to the City Council to keep them current with the City's financial condition. Any budget amendments made during the year are adopted by City Council ordinance. These amendments allow for necessary adjustments to the budget that could not have been planned for during the normal budgeting process. Any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, or other conditions of employment must be approved by the City Council.

Basis of Accounting and Budgeting

Basis of Presentation: Fund Accounting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. For 2023, the City will use twenty-two (22) separate funds. Each fund has a specific role and responsibility. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. Revenues and expenditures within each fund are closely monitored to ensure accuracy, accountability and efficiency. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the City of Medical Lake:

Governmental Fund Types

Governmental funds are used to account for activities typically associated with state and local government operations. There are four governmental fund types used by the City of Medical Lake:

General Fund

The general fund is the primary operating fund of the City of Medical Lake. It accounts for all financial resources and transactions, except those required or elected to be accounted for in other funds.

Special Revenue Funds

Special Revenue Funds account for revenues that are legally restricted or designed to finance particular activities of the City as required by law or administrative regulation.

Capital Project Funds

Capital Project Funds account for financial resources which are designated for the acquisition, major construction or renovation of general government capital projects. Such projects add value to the community and to a government's physical assets or significantly increase the useful life of a facility.

Proprietary Fund Types

Proprietary Funds are used to account for services to the general public where all or most of the costs, including depreciation, are to be financed or recovered from users of such services.

There are two generic fund types in this category:

Enterprise Funds

Enterprise Funds account for operations that provide goods or services to the general public and are supported primarily through user charges. The City's provision of water, wastewater and solid waste services utilize this fund as defined above.

Internal Service Fund

The City uses this fund on a cost-reimbursement basis for unemployment reimbursement claims.

Fiduciary Fund Types

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

Custodial Funds

These funds are used to account for assets that the government holds on behalf of others in a custodial capacity.

Basis of Accounting

Basis of Accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law.

In accordance with state law, the City also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

The basis of accounting described above represents a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Budgets and Budgetary Accounting

The City adopts annual appropriated budgets for the following funds:

General, American Rescue Plan Act, Impact Fees, Streets, Streets Restricted, Leave & Severance, Contingency Reserves, Public Safety, Criminal Justice, City Beautification, Parks & Recreation, Capital Improvement, Parks Capital Improvement, Water, Water Restricted, Water/Sewer Managerial Fund, Wastewater, Wastewater Restricted, Solid Waste, Unemployment and State of Washington Collections/remittances.

These budgets are appropriated at the department level. The budget constitutes the legal authority for expenditures at that level. All funds without individual departments are assumed to constitute a department and will be adopted at the fund level. Annual appropriations for these funds lapse at the fiscal year end. Funds with individual departments listed below:

General Fund: Legislative, Executive, Administrative Services, Legal, Code & Building, Planning

Public Safety: Law Enforcement, Criminal Justice, Other Environmental Preservation, Animal Control

Parks & Recreation: Recreation, Parks Facilities

Wastewater: Wastewater Collection (WWC), Wastewater Treatment (WWT)

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

Financial Policies, Adoption of Policies

The City Council is looking to adopt a comprehensive set of Financial Management Policies during fiscal year 2023, which would add further financial policies and compile existing ones. These policies will address general budget, accounting, revenue and receivables, expenditures and payables, debt management, purchasing, capital improvement plan, grants, and reserves.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

The Mayor, City Council and City Staff of Medical Lake are accountable to its citizens for the use of public dollars.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

Cash Management and Investment Policy

Careful financial control of the City's daily operations is an important part of the City's overall fiscal management program. Achieving adequate cash management and investment control requires sound financial planning to ensure that sufficient revenues are available to meet the current expenditures of any one operating period. Once steps are taken to ensure that the City maintains a protected cash position in its daily operations, it is to the municipality's advantage to prudently invest idle funds until such time as they are required to make expenditures.

All investments of the City of Medical Lake must be made in compliance with Federal and State law and in accordance with applicable legal interpretations. Funds of the City will be invested in accordance with the current version of the Revised Code of Washington (RCW), the BARS manual, these policies and written administrative procedures. The City of Medical Lake is empowered to invest in certain types of securities as detailed in RCW 35A.40.050 and RCW 35.39.030. Among the authorized investments are:

1. Nonnegotiable certificates of deposit and other collateralized evidence of deposits with qualified public depositories.
2. United States bonds and certificates of indebtedness.

3. Bonds or warrants of the State of Washington.
4. State of Washington Local Government Investment Pool.
5. Its own bonds or warrants of a local improvement district which are with the protection of the local improvement guaranty fund law.

Purchasing Policy

The City of Medical Lake currently uses a purchase order system for operational purchasing needs. Any purchases and contracts above a specific level are handled in accordance with state mandated purchasing practices, such as small works roster and bidding requirements.

Purchasing authority is based on the appropriated budget as passed by the City Council. Council must approve any purchases beyond original appropriations through the budget amendment process. If the budget requires an amendment, revenues are first readdressed to verify that adequate resources are available to fund the amendment. If adequate resources are available, proposed amendments are presented to Council for consideration.

Financial Communication

The City will continue to provide reports on the budget status to the Council, City departments, and citizens. Monthly and quarterly summary reports will be provided to the City Council for review and posted on the City's web site for citizens viewing.

Budget Summary

2023

City of Medical Lake
Budget Summary by Revenue

	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed
001 General Fund				
310 Taxes	\$ 1,865,758.00	\$ 1,929,457.25	\$ 1,829,123.00	\$ 1,939,599.30
320 License & Permits	45,787.20	128,441.85	46,600.00	67,000.00
330 Intergovernmental	409,516.23	268,334.99	160,240.00	198,997.00
340 Charges for Services	19,085.56	56,093.26	15,150.00	14,650.00
350 Fines and Forfeitures	-	1,341.61	2,000.00	-
360 Miscellaneous Revenue	65,381.65	2,105.24	4,460.00	6,050.00
380 Non-Revenue	68,427.59	-	-	-
Total of General Fund	\$ 2,473,956.23	\$ 2,385,774.20	\$ 2,057,573.00	\$ 2,226,296.30

	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed
All Other Funds				
100 Impact Fees Fund	\$ 1,680.77	\$ 9,766.70	\$ 650.00	\$ 600.00
101 Streets Fund	99,070.54	102,097.68	91,808.00	94,480.00
104 Streets - Restricted Fund	554,066.15	229,941.87	214,231.00	639,000.00
105 Leave & Severance Fund	13,592.93	13,072.88	13,000.00	12,800.00
106 Contingency Fund	401.14	59.06	200.00	300.00
107 American Rescue Plan Act	-	693,801.00	693,801.00	-
110 Public Safety Fund	226,745.00	223,842.00	223,842.00	221,136.00
111 Criminal Justice Fund	6,421.52	6,743.14	6,739.00	6,847.00
112 Parks & Recreation Fund	7,627.48	7,435.57	9,900.00	12,250.00
125 City Beautification Fund	3,875.00	6,542.50	4,000.00	6,500.00
301 Capital Improvement Fund	69,576.25	131,721.70	81,000.00	97,000.00
302 Parks Improvement Fund	-	-	-	1,200.00
401 Water Fund	803,162.05	812,478.45	809,150.00	843,050.00
402 Water - Restricted Fund	-	-	5,112.00	-
403 W/S O&M Managerial Fund	-	-	-	-
404 W/S Restricted Mngrl Fund	-	-	-	-
407 Solid Waste Fund	623,096.34	641,331.25	601,010.00	667,010.00
408 Wastewater Fund	1,017,918.27	1,086,488.55	706,000.00	1,180,500.00
409 Wastewater - Restricted Fund	-	-	-	-
501 Unemployment Compensation	10,010.67	10.33	10.00	-
635 State Custodials Fund	-	-	-	-
Total of All Other Funds	\$ 3,437,244.11	\$ 3,965,332.68	\$ 3,460,453.00	\$ 3,782,673.00

Total All Funds	\$ 5,911,200.34	\$ 6,351,106.88	\$ 5,518,026.00	\$ 6,008,969.30
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City of Medical Lake
Budget Summary by Expenditure

	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed
001 General Fund				
110 Legislative	\$ 37,058.73	\$ 38,423.88	\$ 40,120.00	\$ 45,017.00
120 Municipal Court	59,970.00	45,170.00	61,000.00	60,000.00
130 Executive	108,893.92	135,587.93	116,400.00	211,963.40
140 Administrative Svcs	342,049.04	322,813.28	343,025.00	389,423.13
150 Legal	107,045.78	112,742.46	106,873.25	63,750.00
240 Code/Building Inspections	112,004.37	124,385.82	192,900.00	204,495.43
580 Planning	26,928.25	27,034.79	29,400.00	96,492.67
Capital Expenditures	5,046.55	5,923.17	6,000.00	-
Total of General Fund	\$ 798,996.64	\$ 812,081.33	\$ 895,718.25	\$ 1,071,141.63

	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed
All Other Funds				
100 Impact Fees Fund	\$ 10,536.00	\$ 6,108.00	\$ -	\$ 300.00
101 Streets Fund	229,363.93	225,486.33	274,750.00	264,131.00
104 Streets - Restricted Fund	554,906.00	285,284.84	240,590.00	735,000.00
105 Leave & Severance Fund	-	-	100,000.00	55,000.00
106 Contingency Fund	-	-	-	-
107 American Rescue Plan Act	-	140,261.24	623,059.00	750,000.00
110 Public Safety Fund	1,031,872.04	1,150,000.00	1,150,000.00	1,155,673.00
111 Criminal Justice Fund	-	-	-	-
112 Parks & Recreation Fund	175,415.39	391,480.11	291,900.00	354,785.06
125 City Beautification Fund	-	-	-	4,000.00
301 Capital Improvement Fund	115,000.00	65,000.00	25,000.00	70,000.00
302 Parks Improvement Fund	-	-	-	30,000.00
401 Water Fund	505,818.03	526,016.46	595,200.00	750,731.00
402 Water - Restricted Fund	911,149.46	142,266.43	40,100.00	65,000.00
403 W/S O&M Managerial Fund	-	-	-	-
404 W/S Restricted Mngrl Fund	-	-	-	-
407 Solid Waste Fund	632,588.93	666,506.84	644,200.00	706,924.00
408 Wastewater Fund	1,041,352.35	1,083,516.98	1,157,907.00	1,326,322.00
409 Wastewater - Restricted Fun	-	-	-	75,000.00
501 Unemployment Compensatic	-	450.77	-	4,000.00
635 State Custodials Fund	-	-	-	-
Total of General Fund	\$ 5,208,002.13	\$ 4,682,378.00	\$ 5,142,706.00	\$ 6,346,866.06
	\$ 6,006,998.77	\$ 5,494,459.33	\$ 6,038,424.25	\$ 7,418,007.69

Notes

City wide expense changes:

Total Insurance premiums are estimated to increase by 35%. All funds with personnel, property or vehicles will have increased insurance expenses.

Medical insurance premiums are set to increase by 4.5%. All funds with full or part-time regular employees will have increased medical benefit expenses

The City is providing a 7.5% Salary Adjustment to all City positions. All funds with full or part-time employees will have increased salaries & wages expenses

City of Medical Lake
 Budget Summary of Operating Transfers
 2023 Proposed

	Transfers-In	Transfers-Out
001 General Fund	\$ -	\$ 1,500,856.05
100 Impact Fees Fund	5,000.00	45,000.00
101 Streets Fund	150,000.00	-
104 Streets - Restricted Fund	95,000.00	-
105 Leave & Severance Fund	-	-
106 Contingency Fund	-	-
107 American Rescue Plan Act	-	-
110 Public Safety Fund	980,000.00	-
111 Criminal Justice Fund	15,856.05	-
112 Parks & Recreation Fund	350,000.00	-
125 City Beautification Fund	-	-
301 Capital Improvement Fund	-	95,000.00
302 Parks Improvement Fund	45,000.00	-
401 Water Fund	-	938,430.67
402 Water - Restricted Fund	75,000.00	1,201,834.14
403 W/S O&M Managerial Fund	863,430.67	200,000.00
404 W/S Restricted Mngrl Fund	1,201,834.14	80,000.00
407 Solid Waste Fund	-	-
408 Wastewater Fund	200,000.00	-
409 Wastewater - Restricted Fund	80,000.00	-
501 Unemployment Compensation	-	-
635 State Custodials Fund	-	-
Total Transfers	\$ 4,061,120.86	\$ 4,061,120.86

General Fund

2023

Legislative Department
General Fund 001

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	20,875.00	20,500.00	21,000.00	21,000.00	0%
Benefits	1,677.99	1,643.28	1,900.00	1,900.00	0%
Supplies	99.02	191.06	300.00	400.00	25%
Services & Charges	14,406.72	16,089.54	12,920.00	17,717.00	27%
Capital Outlay					
Legislative Total	\$ 37,058.73	\$ 38,423.88	\$ 36,120.00	\$ 41,017.00	12%

Legislative costs are expenditures associated with City Council activities.

Notes

Services & Charges Includes additional registration expenses for council members to attend informational events such as trainings, conferences and workshops

Position Summary	2020	2021	2022	2023	% Change
<u>Elected</u> Councilmember	7	7	7	7	0

Municipal Court Department
General Fund 001

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	-	-	-	-	
Benefits	-	-	-	-	
Supplies	-	-	-	-	
Services & Charges	59,970.00	45,170.00	61,000.00	60,000.00	-2%
Municipal Court Total	\$ 59,970.00	\$ 45,170.00	\$ 61,000.00	\$ 60,000.00	-2%

Notes

The City contracts with Cheney Municipal Court for its Municipal Court Services.

Executive Department
General Fund 001

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	75,147.01	76,966.86	80,300.00	132,416.00	39%
Benefits	24,773.07	34,851.74	28,100.00	59,936.40	53%
Supplies	777.57	1,155.92	600.00	1,750.00	66%
Services & Charges	8,196.27	22,613.41	7,400.00	17,861.00	59%
Executive Total	\$ 108,893.92	\$ 135,587.93	\$ 116,400.00	\$ 211,963.40	45%

Executive costs are expenditures associated with Mayor and City Administrator

Notes

Salaries & Wages

Prior to 2023, 50% of City Administrator's salary and benefits were charged to 401 fund. 7.5% Salary Adjustment for City Administrator, Executive Asst.

Services & Charges

Position Summary	2020	2021	2022	2023	% Change
<u>Elected</u>					
Mayor	1	1	1	1	0%
<u>FTEs</u>					
City Administrator	1	1	1	1	0%
Executive Assistance	1	1	1	1	0%

Administrative Services Department
General Fund 001

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	115,689.62	118,974.24	122,500.00	137,455.00	11%
Benefits	56,231.16	55,389.25	60,100.00	76,719.13	22%
Supplies	6,610.45	10,304.56	9,600.00	13,650.00	30%
Services & Charges	153,039.26	131,768.55	141,325.00	154,599.00	9%
Capital Outlay	10,478.55	6,376.68	9,500.00	7,000.00	-36%
Finance Total	\$ 342,049.04	\$ 322,813.28	\$ 343,025.00	\$ 389,423.13	12%

Finance & Records Service and Central Services departments were combined to form Centralized Administrative Services. This department provides

Notes

Salaries & Wages

Reclassifying various clerk type titles into a single classification, namely Administrative Clerk. Pay allocation of Administrative Clerk is split based on job duties and service to other funds. 7.5% Salary Adjustment for Finance Director and Admin Clerks.

Services & Charges

Financial and Records svcs include Financial support, bank and credit fees, records request processing fees and state audit costs.

Position Summary	2020	2021	2022	2023	% Change
<i>Full time</i>					
Finance Director	1	1	1	1	
Administrative Clerk	0	0	0	2.5	
Utility Billing Clerk	1	1	1	0	
Clerk Cashier	1	1	1	0	
	<u>3</u>	<u>3</u>	<u>3</u>	<u>3.5</u>	14%

Legal Department
General Fund 001

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	-	-	-	-	
Benefits	-	-	-	-	
Supplies	-	-	-	-	
Services & Charges	36,045.78	46,242.46	51,750.00	46,373.25	-12%
Capital Outlay	-	-	-	-	
Legal Total	\$ 36,045.78	\$ 46,242.46	\$ 51,750.00	\$ 46,373.25	-12%

Notes

The City currently contracts with Evans, Craven and Lackie for its Legal Services on a temporary basis. Other City Attorney applicants are being considered

Code & Building Department
General Fund 001

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	63,176.00	73,609.68	112,200.00	100,505.52	-12%
Benefits	36,797.01	40,872.60	67,300.00	79,047.91	15%
Supplies	1,908.42	1,069.03	1,900.00	7,750.00	75%
Services & Charges	10,122.94	8,834.51	10,500.00	17,192.00	39%
Capital Outlay	-	-	1,000.00	-	-100%
Code & Building Total	\$ 112,004.37	\$ 124,385.82	\$ 192,900.00	\$ 204,495.43	6%

Code & Building includes Code Enforcement and Building Inspection services.

Notes

Salaries & Wages

Current Code Enforcement Officer has given notice, will be seeking replacement in 2023. 7.5% Salary Adjustment, 3.5% Step.

Supplies

New equipment for Code Enforcement, includes tablet with photo capabilities, City uniform and radio. Includes updated code books (required by State) for Building Inspector.

Position Summary	2020	2021	2022	2023	% Change
<i>Full time</i>					
Building Inspector	1	1	1	1	
<i>Part time</i>					
Code Enforcement Officer	0	1	1	1	
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	0%

Planning & Community Development Department
General Fund 001

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	-	-	-	43,990.00	100%
Benefits	-	-	-	14,665.67	100%
Supplies	8.06	23.16	200.00	400.00	50%
Services & Charges	26,920.19	27,011.63	29,200.00	37,437.00	22%
Capital Outlay					
Planning Total	\$ 26,928.25	\$ 27,034.79	\$ 29,400.00	\$ 96,492.67	70%

Notes

Salaries & Wages 7.5% Salary Adjustment. 3.5% Step

Services & Charges Reduced outsourcing of planning professional services following hire of part-time City Planner. GIS Software and computer capable of running GIS.

Position Summary	2020	2021	2022	2023	% Change
<i>Part time</i> City Planner	0	0	1	1	0%

3 Year Budget Comparison General Fund 001

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 1,022,704.63		\$ 1,032,493.47		\$ 1,895,262.67	\$ 2,674,632.22
Revenues		\$ 1,570,628.00	\$ 2,452,547.99	\$ 1,948,815.00	\$ 2,489,420.16	\$ 2,058,073.00	\$ 1,462,923.85	\$ 2,226,296.30
Expenditures	Legislative	\$ 38,045.00	\$ 37,058.73	\$ 41,620.00	\$ 38,423.88	\$ 40,120.00	\$ 21,245.35	\$ 45,017.00
	Municipal Court	\$ 71,150.00	\$ 59,970.00	\$ 61,000.00	\$ 45,170.00	\$ 61,000.00	\$ 45,461.00	\$ 60,000.00
	Executive	\$ 106,589.00	\$ 108,893.92	\$ 111,042.00	\$ 135,587.93	\$ 116,400.00	\$ 166,879.02	\$ 211,963.40
	Administrative Services	\$ 317,385.00	\$ 342,049.04	\$ 332,225.00	\$ 322,813.28	\$ 343,025.00	\$ 241,704.66	\$ 389,423.13
	Legal	\$ 110,245.78	\$ 107,045.78	\$ 117,742.46	\$ 112,742.46	\$ 106,873.25	\$ 117,123.25	\$ 63,750.00
	Code/Building Inspections	\$ 184,210.00	\$ 112,004.37	\$ 190,766.00	\$ 124,385.82	\$ 192,900.00	\$ 107,214.50	\$ 204,495.43
	Planning & Community Development	\$ 43,900.00	\$ 26,928.25	\$ 34,300.00	\$ 27,034.79	\$ 29,400.00	\$ 64,144.52	\$ 96,492.67
	Capital Expenditures	\$ 4,900.00	\$ 5,046.55	\$ 5,100.00	\$ 5,923.17	\$ 6,000.00	\$ 3,532.00	\$ -
	Transfers Out	\$ 105,000.00	\$ 115,000.00	\$ 126,623.00	\$ 126,623.00	\$ 120,749.00	\$ -	\$ 1,500,856.05
Total Expenditures		\$ 876,424.78	\$ 798,996.64	\$ 893,795.46	\$ 812,081.33	\$ 895,718.25	\$ 767,304.30	\$ 2,571,997.68
Ending Balance		\$ 694,203.22	\$ 2,676,255.98	\$ 1,055,019.54	\$ 2,709,832.30	\$ 1,162,354.75	\$ 2,590,882.22	\$ 2,328,930.84
Total Gain (Loss)		\$ 694,203.22	\$ 1,653,551.35	\$ 1,055,019.54	\$ 1,677,338.83	\$ 1,162,354.75	\$ 695,619.55	\$ (345,701.38)

Note: Spokane County Sheriffs contract expenditures of 1.1 million is not reflected prior to 2023, as the the line item was relocated in Public Safety

Detail

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
General Fund Revenues								
001-311-10-00-00	PROPERTY TAX	\$ 579,000.00	\$ 554,489.16	\$ 579,440.00	\$ 596,500.58	\$ 580,123.00	\$ 326,930.64	\$ 592,829.30
001-311-11-00-00	EMS LEVY	\$ 146,633.00	\$ 139,239.54	\$ -	\$ 7,089.93	\$ -	\$ 628.58	\$ -
001-313-11-00-00	SALES TAX	\$ 400,000.00	\$ 453,843.52	\$ 420,000.00	\$ 616,253.86	\$ 550,000.00	\$ 431,274.58	\$ 640,000.00
001-313-61-00-00	NATURAL GAS USE TAX	\$ 26,000.00	\$ 23,710.88	\$ 24,000.00	\$ 22,880.95	\$ 21,000.00	\$ 21,860.38	\$ 24,000.00
001-316-40-00-01	WTR/SWR/GRBG UTILITY TAX-17%	\$ 345,100.00	\$ 334,841.16	\$ 330,000.00	\$ 342,707.70	\$ 330,000.00	\$ 228,823.91	\$ 340,000.00
001-316-41-00-00	ELECTRIC B & O TAX	\$ 225,000.00	\$ 224,320.74	\$ 225,000.00	\$ 238,085.62	\$ 230,000.00	\$ 161,424.56	\$ 235,000.00
001-316-43-00-00	GAS B & O TAX	\$ 65,000.00	\$ 61,037.54	\$ 67,000.00	\$ 62,247.60	\$ 65,000.00	\$ 61,415.81	\$ 66,000.00
001-316-46-00-00	CABLE B&O TAX	\$ 9,000.00	\$ 7,225.76	\$ 7,500.00	\$ 6,533.01	\$ 8,000.00	\$ 5,030.44	\$ 6,750.00
001-316-47-00-00	TELEPHONE B & O TAX	\$ 70,000.00	\$ 45,357.29	\$ 60,000.00	\$ 37,155.34	\$ 45,000.00	\$ 30,431.06	\$ 35,000.00
001-317-20-00-00	LEASEHOLD EXCISE TAX	\$ 20.00	\$ 184.17	\$ 100.00	\$ 2.66	\$ -	\$ 18.76	\$ 20.00
001-317-40-00-00	TIMBER TAX	\$ 5.00	\$ -	\$ 5.00	\$ -	\$ -	\$ -	\$ -
001-322-10-00-00	BUILDING PERMITS	\$ 40,000.00	\$ 43,270.90	\$ 45,000.00	\$ 127,117.65	\$ 45,000.00	\$ 28,686.00	\$ 60,000.00

001-322-10-00-01	PLUMBING FEE	\$ 250.00	\$ 312.00	\$ 250.00	\$ 92.00	\$ 100.00	\$ 5,856.00	\$ 3,000.00
001-322-10-00-02	MECHANICAL FEE	\$ 500.00	\$ 2,104.30	\$ 2,000.00	\$ 1,232.20	\$ 1,500.00	\$ 8,895.80	\$ 4,000.00
001-322-90-00-00	OTHER PERMITS-SPECIAL EVENTS	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 100.00	
001-332-92-10-00	COVID-19 NON-GRANT ASSISTANCE	\$ -	\$ 220,501.31	\$ -	\$ -	\$ -	\$ -	\$ -
001-334-01-20-00	OPD GRANT - PUBLIC DEFENDER 18-01	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00
001-334-03-10-00	DOE/SHORELINE MASTER GRANT	\$ -	\$ 5,483.75	\$ -	\$ 4,040.00	\$ -	\$ -	
001-334-04-90-02	DOE- STATE GRANT	\$ -	\$ -	\$ -	\$ 3,826.25	\$ -	\$ -	
001-335-04-01-00	LE & CJ LEG ONE-TIME COST	\$ -	\$ -	\$ -	\$ 19,964.00	\$ -	\$ -	
001-336-00-98-00	MVFT-CITY ASSISTANCE	\$ 122,500.00	\$ 109,309.32	\$ 82,900.00	\$ 163,317.00	\$ 88,391.00	\$ 82,637.47	\$ 134,500.00
001-336-06-94-00	LIQUOR EXCISE TAX	\$ 25,000.00	\$ 31,546.89	\$ 28,500.00	\$ 34,867.44	\$ 31,412.00	\$ 25,199.79	\$ 33,202.00
001-336-06-95-00	LIQUOR BOARD PROFITS	\$ 41,000.00	\$ 40,174.96	\$ 39,800.00	\$ 39,820.30	\$ 37,937.00	\$ 18,887.30	\$ 28,795.00
001-341-33-00-01	DISTRICT/MUNI COURT - ADMIN FEES	\$ -	\$ 5,447.31	\$ -	\$ 4,314.51	\$ 3,500.00	\$ 4,067.08	\$ 4,000.00
001-341-91-00-00	ELECTION CANDIDATE FILING FEES	\$ 1,000.00	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -
001-342-10-11-00	STATE REMIT-DNA COLLECTOR	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ -
001-345-81-00-00	ZONING & SUBDIVISION FEES	\$ 1,000.00	\$ 2,528.60	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 250.00
001-345-83-00-00	PLAN CHECK FEES	\$ 10,000.00	\$ 10,345.15	\$ 10,000.00	\$ 51,318.75	\$ 10,000.00	\$ 6,801.60	\$ 10,000.00
001-345-89-00-00	PLANNING DEPT PRMT REVIEW FEES	\$ 200.00	\$ 764.50	\$ 400.00	\$ 440.00	\$ 400.00	\$ 45.00	\$ 400.00
001-357-37-00-00	COURT COST RECOUP	\$ 12,000.00	\$ -	\$ 5,000.00	\$ 1,341.61	\$ 2,000.00	\$ -	\$ -
001-359-90-00-00	CITY LATE CHARGES & ADM FEES	\$ 200.00	\$ 100.00	\$ 5,000.00	\$ 320.00	\$ 500.00	\$ 300.00	\$ -
001-360-00-00-00	MISCELL REVENUES	\$ -	\$ -	\$ -	\$ 0.01	\$ -	\$ -	
001-361-00-00-01	INTEREST-REG MM	\$ 45.00	\$ 22.90	\$ 20.00	\$ 4.73	\$ 10.00	\$ 1.96	\$ 50.00
001-361-00-00-02	INTEREST-2ND MM	\$ 75.00	\$ 54.10	\$ 50.00	\$ 87.17	\$ 50.00	\$ 135.73	\$ 100.00
001-361-11-00-00	INVESTMENT INTEREST	\$ 16,500.00	\$ 5,509.42	\$ 7,000.00	\$ 1,317.34	\$ 2,000.00	\$ 8,034.82	\$ 5,000.00
001-361-11-00-01	LGIP INVESTMENT INTEREST	\$ -	\$ -	\$ -	\$ 239.26	\$ -	\$ -	\$ -
001-361-40-00-00	SALES TAX EQUAL INTEREST	\$ 500.00	\$ 782.88	\$ 700.00	\$ 410.13	\$ 200.00	\$ 304.59	\$ 400.00
001-361-40-02-00	PROPERTY/EMS TAX PENALTIES	\$ 500.00	\$ 169.25	\$ 300.00	\$ 46.59	\$ 200.00	\$ -	\$ -
001-367-00-00-02	INNOVIA FOUNDATION CENSUS GRAN	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-369-00-00-00	OTHER MISCELLANEOUS REVENUES	\$ -	\$ -	\$ -	\$ 0.02	\$ -	\$ -	
001-369-81-00-00	CASHIER'S OVER & SHORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ -
001-369-90-00-00	OTHER MISCELLANEOUS REVENUE	\$ 10,000.00	\$ 48,843.10	\$ 5,000.00	\$ -	\$ 2,000.00	\$ 382.07	\$ 500.00
001-388-50-00-00	CUMULATIVE EFFECT OF CHANGES	\$ -	\$ 68,427.59	\$ -	\$ -	\$ -	\$ -	\$ -
001-395-20-00-00	INSURANCE RECOVERIES	\$ -	\$ -	\$ -	\$ 103,325.95	\$ -	\$ 2,719.92	\$ -
		\$ 1,570,628.00	\$ 2,452,547.99	\$ 1,948,815.00	\$ 2,489,420.16	\$ 2,058,073.00	\$ 1,462,923.85	\$ 2,226,296.30
		2020 Budget	2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
General Fund Expenditures								
001-000-582-10-00-03	UTILITY TAX REFUND	\$ -	\$ 58.27	\$ 50.00	\$ -	\$ 50.00	\$ -	
001-000-582-30-00-00	PARK & REC DEPOSIT REFUND	\$ 200.00	\$ -	\$ 150.00	\$ 947.44	\$ -	\$ -	
	Dept Total	\$ 200.00	\$ 58.27	\$ 200.00	\$ 947.44	\$ 50.00	\$ -	\$ -

Grant									
001-060-517-00-30-00	AWC WELLNESS SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242.78		
	Dept Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242.78	\$ -	
Legislative									
001-110-511-60-10-01	COUNCIL	\$ 21,000.00	\$ 20,875.00	\$ 21,000.00	\$ 20,500.00	\$ 21,000.00	\$ 14,000.00	\$ 21,000.00	
001-110-511-60-20-01	SOCIAL SECURITY & MEDICARE	\$ 1,600.00	\$ 1,597.35	\$ 1,800.00	\$ 1,568.66	\$ 1,800.00	\$ 1,071.28	\$ 1,800.00	
001-110-511-60-20-02	LABOR & INDUSTRIES	\$ 95.00	\$ 80.64	\$ 100.00	\$ 74.62	\$ 100.00	\$ 54.32	\$ 100.00	
001-110-511-60-31-01	OFFICE SUPPLIES	\$ 1,000.00	\$ 99.02	\$ 300.00	\$ 191.06	\$ 300.00	\$ 251.24	\$ 400.00	
001-110-511-60-41-00	PROFESSIONAL SERVICES	\$ 100.00	\$ -	\$ 100.00	\$ 69.76	\$ 100.00	\$ -	\$ 100.00	
001-110-511-60-42-01	POSTAGE	\$ -	\$ 41.62	\$ 20.00	\$ 5.50	\$ 20.00	\$ 9.93	\$ 20.00	
001-110-511-60-43-02	MEALS & LODGING	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 203.92	\$ 400.00	
001-110-511-30-44-00	ADVERTISING	\$ 500.00	\$ 1,530.59	\$ 500.00	\$ 986.83	\$ 1,000.00	\$ 700.73	\$ 1,000.00	
001-110-511-60-46-00	INSURANCE	\$ 2,300.00	\$ 2,717.00	\$ 2,700.00	\$ 2,617.00	\$ 2,700.00	\$ 3,448.00	\$ 4,672.00	
001-110-511-60-49-00	MISCELLANEOUS	\$ 1,000.00	\$ 1,996.04	\$ 1,000.00	\$ 2,195.43	\$ 1,500.00	\$ 1,497.93	\$ 1,500.00	
001-110-511-60-49-01	DUES & MEMBERSHIPS	\$ 5,000.00	\$ 3,520.00	\$ 5,000.00	\$ 3,587.00	\$ 3,500.00	\$ -	\$ 3,500.00	
001-110-511-60-49-02	REGISTRATION FEES	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 2,500.00	
001-110-511-60-49-04	PRINTING	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 8.00	\$ 25.00	
001-110-514-40-40-00	GENERAL ELECTION COSTS	\$ 1,000.00	\$ 4,601.47	\$ 4,000.00	\$ 6,588.02	\$ 4,000.00	\$ -	\$ 4,000.00	
001-110-514-90-01-00	VOTER REGISTRATION COSTS	\$ 4,300.00	\$ -	\$ 5,000.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	
	Dept Total	\$ 38,045.00	\$ 37,058.73	\$ 41,620.00	\$ 38,423.88	\$ 40,120.00	\$ 21,245.35	\$ 45,017.00	
Municipal Court									
001-120-512-50-41-00	COURT SERVICES*	\$ 70,000.00	\$ 59,000.00	\$ 60,000.00	\$ 44,250.00	\$ 60,000.00	\$ 44,250.00	\$ 60,000.00	
001-120-512-50-46-00	INSURANCE	\$ 850.00	\$ 970.00	\$ 1,000.00	\$ 920.00	\$ 1,000.00	\$ 1,211.00	\$ -	
001-120-512-50-49-00	MISCELLANEOUS	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
001-120-512-50-49-01	DUES & MEMBERSHIPS	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
001-120-512-50-49-02	REGISTRATION FEES	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Dept Total	\$ 71,150.00	\$ 59,970.00	\$ 61,000.00	\$ 45,170.00	\$ 61,000.00	\$ 45,461.00	\$ 60,000.00	
Executive									
001-130-513-10-10-01	MAYOR	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 8,000.00	\$ 12,000.00	
001-130-513-10-10-02	CITY ADMINISTRATOR	\$ 45,167.00	\$ 45,166.44	\$ 46,522.00	\$ 46,521.48	\$ 49,300.00	\$ 89,396.26	\$ 90,000.00	
001-130-513-10-10-03	ADMINISTRATIVE ASSISTANT-35%	\$ 17,912.00	\$ 17,980.57	\$ 18,445.00	\$ 18,445.38	\$ 19,000.00	\$ 17,504.17	\$ 30,416.00	
001-130-513-10-20-01	SOCIAL SECURITY & MEDICARE	\$ 4,850.00	\$ 5,764.32	\$ 6,000.00	\$ 7,673.39	\$ 6,000.00	\$ 8,808.10	\$ 9,931.20	
001-130-513-10-20-02	LABOR & INDUSTRIES	\$ 250.00	\$ 206.89	\$ 200.00	\$ 288.63	\$ 300.00	\$ 122.72	\$ 350.00	
001-130-513-10-20-03	RETIREMENT/ICMA	\$ 8,500.00	\$ 9,091.90	\$ 9,500.00	\$ 11,706.94	\$ 9,500.00	\$ 4,453.46	\$ 14,000.00	
001-130-513-10-20-04	MEDICAL/LIFE/DEFERRED COMP	\$ 9,500.00	\$ 8,498.85	\$ 9,500.00	\$ 13,460.49	\$ 11,000.00	\$ 9,024.48	\$ 34,000.00	
001-130-513-10-20-05	DISABILITY/SICK LV BUYBACK	\$ 1,250.00	\$ 1,211.11	\$ 1,250.00	\$ 1,722.29	\$ 1,300.00	\$ 692.83	\$ 1,655.20	
001-130-513-10-31-01	OFFICE SUPPLIES	\$ 500.00	\$ 510.84	\$ 500.00	\$ 68.87	\$ 300.00	\$ 831.84	\$ 500.00	
001-130-513-10-31-02	OPERATING SUPPLIES	\$ 500.00	\$ 266.73	\$ 500.00	\$ 1,087.05	\$ 300.00	\$ 4,282.78	\$ 1,000.00	
001-130-513-10-31-03	PUBLICATIONS	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	
001-130-513-10-41-00	PROFESSIONAL SERVICES	\$ 250.00	\$ 1,303.77	\$ 500.00	\$ 2,235.30	\$ 1,500.00	\$ 17,783.77	\$ 1,500.00	

001-130-513-10-42-01	POSTAGE	\$ 500.00	\$ 399.12	\$ 500.00	\$ 44.30	\$ 300.00	\$ 5.23	\$ 100.00
001-130-513-10-42-02	PHONE	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 379.46	\$ 515.00
001-130-513-10-43-01	TRAVEL/AIRFARE/CAR RENTAL	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
001-130-513-10-43-02	MEALS & LODGING	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 251.66	\$ 250.00
001-130-513-10-44-00	ADVERTISING	\$ 50.00	\$ 107.38	\$ 100.00	\$ 369.81	\$ 100.00	\$ 246.26	\$ 250.00
001-130-513-10-46-00	INSURANCE	\$ 3,300.00	\$ 3,881.00	\$ 4,000.00	\$ 3,678.00	\$ 4,000.00	\$ 4,846.00	\$ 11,346.00
001-130-513-10-48-00	REPAIR & MAINTENANCE	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	
001-130-513-10-49-00	MISCELLANEOUS	\$ 100.00	\$ -	\$ 100.00	\$ 13,500.00	\$ 100.00	\$ -	
001-130-513-10-49-01	DUES & MEMBERSHIPS	\$ 1,000.00	\$ 2,400.00	\$ 1,200.00	\$ 2,686.00	\$ 1,200.00	\$ -	\$ 3,000.00
001-130-513-10-49-02	REGISTRATION FEES	\$ 100.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 110.00	\$ 500.00
001-130-513-10-49-03	SUBSCRIPTIONS	\$ 50.00	\$ 30.00	\$ 50.00	\$ -	\$ -	\$ 140.00	\$ 150.00
	Dept Total	\$ 106,589.00	\$ 108,893.92	\$ 111,042.00	\$ 135,587.93	\$ 116,400.00	\$ 166,879.02	\$ 211,963.40
Administrative Services								
001-140-514-20-10-01	FINANCE DIRECTOR	\$ 63,518.00	\$ 63,518.04	\$ 65,424.00	\$ 65,423.52	\$ 67,400.00	\$ 51,813.19	\$ 72,455.00
001-140-514-20-10-02	ADMINISTRATIVE ASSISTANTS	\$ 5,117.00	\$ 5,137.34	\$ 5,270.00	\$ 5,269.82	\$ 5,400.00	\$ 2,662.08	\$ 65,000.00
001-140-514-20-10-03	UTILITY BILLING CLERK - 10%	\$ 4,260.00	\$ 4,275.84	\$ 4,387.00	\$ 4,391.14	\$ 4,500.00	\$ 3,214.30	\$ -
001-140-514-20-10-06	CASHIER - PART TIME	\$ 42,595.00	\$ 42,758.40	\$ 43,869.00	\$ 43,889.76	\$ 45,200.00	\$ 30,709.37	\$ -
001-140-514-20-20-01	SOCIAL SECURITY & MEDICARE	\$ 8,850.00	\$ 8,861.17	\$ 9,000.00	\$ 10,139.34	\$ 9,000.00	\$ 6,661.32	\$ 10,309.13
001-140-514-20-20-02	LABOR & INDUSTRIES	\$ 650.00	\$ 488.59	\$ 550.00	\$ 447.04	\$ 600.00	\$ 322.77	\$ 660.00
001-140-514-20-20-03	RETIREMENT/ICMA	\$ 15,000.00	\$ 16,219.62	\$ 17,000.00	\$ 14,608.80	\$ 17,000.00	\$ 8,891.21	\$ 18,000.00
001-140-514-20-20-04	MEDICAL/LIFE/DEFERRED COMP	\$ 28,600.00	\$ 28,229.19	\$ 29,000.00	\$ 27,781.19	\$ 31,000.00	\$ 21,734.31	\$ 45,000.00
001-140-514-20-20-05	DISABILITY/SICK LV BUYBACK	\$ 2,400.00	\$ 2,432.59	\$ 2,500.00	\$ 2,412.88	\$ 2,500.00	\$ 1,321.33	\$ 2,750.00
001-140-514-20-31-01	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,007.48	\$ 2,000.00	\$ 1,142.85	\$ 1,000.00	\$ 614.29	\$ 1,500.00
	RECORDS SUPPLIES							\$ 750.00
001-140-514-20-31-02	OPERATING SUPPLIES	\$ 500.00	\$ 302.57	\$ 500.00	\$ 1,090.78	\$ 1,000.00	\$ 596.25	\$ 2,500.00
001-140-514-20-31-03	PUBLICATIONS	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00
001-140-514-20-40-00	INTERGOV'T SERVICES - OASI	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
001-140-514-20-41-00	PROFESSIONAL SERVICES	\$ 2,500.00	\$ 636.00	\$ 1,000.00	\$ 3,555.29	\$ 5,000.00	\$ 1,344.19	\$ 5,000.00
001-140-514-20-41-02	SERVICE CHARGES	\$ -	\$ -	\$ -	\$ 1,378.45	\$ -	\$ -	\$ -
001-140-514-20-41-03	BANK SERVICE FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,836.49	\$ 2,000.00
001-140-514-20-42-01	POSTAGE	\$ 700.00	\$ 1,092.91	\$ 700.00	\$ 498.37	\$ 700.00	\$ 445.67	\$ 770.00
001-140-514-20-42-02	PHONE	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001-140-514-20-43-01	MILEAGE	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
001-140-514-20-43-02	MEALS & LODGING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449.36	\$ 500.00
001-140-514-20-44-00	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397.33	\$ 500.00
001-140-514-20-45-00	RENTALS	\$ 5,500.00	\$ 5,406.42	\$ 5,000.00	\$ 3,419.42	\$ 4,000.00	\$ 3,335.59	\$ 4,500.00
001-140-514-20-46-00	INSURANCE	\$ 3,700.00	\$ 4,170.00	\$ 4,200.00	\$ 3,969.00	\$ 4,200.00	\$ 5,141.00	\$ 10,306.00
001-140-514-20-48-00	REPAIR & MAINTENANCE	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 131.65	\$ 250.00
001-140-514-20-48-01	COPIER MAINTENANCE AGREEMENT	\$ -	\$ 956.24	\$ 500.00	\$ 3,483.33	\$ 3,500.00	\$ 4,039.42	
001-140-514-20-49-00	MISCELLANEOUS	\$ 500.00	\$ 299.00	\$ 500.00	\$ 469.80	\$ 300.00	\$ 69.12	\$ 300.00

001-140-514-20-49-01	DUES & MEMBERSHIPS	\$ 100.00	\$ -	\$ 100.00	\$ 30.00	\$ 100.00	\$ 1,305.00	\$ 500.00
001-140-514-20-49-02	REGISTRATION FEES	\$ 500.00	\$ 382.40	\$ 500.00	\$ 210.00	\$ 500.00	\$ 521.75	\$ 1,000.00
001-140-514-23-41-00	AUDIT COSTS - STATE EXAMINERS	\$ 8,000.00	\$ 16,958.40	\$ 8,000.00	\$ 6,927.40	\$ 12,000.00	\$ -	\$ 14,400.00
001-140-594-14-60-00	FINANCE - CAPITAL OUTLAY	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 500.00	\$ -	
001-180-518-01-40-01	PENALTIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 561.58	\$ -
001-180-518-10-31-02	OPERATING SUPPLIES	\$ 7,000.00	\$ 3,781.50	\$ 6,000.00	\$ 7,797.71	\$ 7,000.00	\$ 6,217.19	\$ 8,000.00
001-180-518-10-31-03	CENSUS SUPPLIES	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -	
001-180-518-10-32-00	FUEL FOR CITY VEHICLE	\$ 150.00	\$ 62.03	\$ 100.00	\$ 273.22	\$ 500.00	\$ 443.63	\$ 600.00
001-180-518-10-35-00	SMALL TOOLS & EQUIPMENT	\$ 100.00	\$ 216.87	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
001-180-518-10-40-00	INTERGOVERNMENTAL SERVICES	\$ 500.00	\$ 1,842.70	\$ 900.00	\$ 528.50	\$ 500.00	\$ 142.00	\$ 500.00
001-180-518-10-41-00	PROFESSIONAL SERVICES	\$ 4,500.00	\$ 18,306.80	\$ 12,000.00	\$ 15,676.18	\$ 12,000.00	\$ 12,023.61	\$ 13,000.00
001-180-518-10-41-01	JANITORIAL SERVICES	\$ 20,000.00	\$ 18,983.24	\$ 20,000.00	\$ 19,140.00	\$ 20,000.00	\$ 12,760.00	\$ 20,000.00
001-180-518-10-41-02	HVAC CONTRACT	\$ 5,500.00	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	
001-180-518-10-41-03	ELEVATOR CONTRACT	\$ 5,500.00	\$ 6,001.44	\$ 5,500.00	\$ 6,198.24	\$ 5,500.00	\$ 4,801.23	\$ 6,000.00
001-180-518-10-42-00	BASE PHONE LINE CHARGES	\$ 9,000.00	\$ 9,521.57	\$ 10,000.00	\$ 9,734.38	\$ 10,000.00	\$ 7,234.31	\$ 10,000.00
001-180-518-10-42-02	ELEVATOR PHONE LINE	\$ 500.00	\$ 518.86	\$ 500.00	\$ 529.69	\$ 500.00	\$ 347.77	\$ 500.00
001-180-518-10-44-00	ADVERTISING	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 200.00	\$ -	\$ 200.00
001-180-518-10-45-00	RENTALS	\$ 200.00	\$ 120.00	\$ 200.00	\$ 122.00	\$ 200.00	\$ 140.00	\$ 200.00
001-180-518-10-46-00	INSURANCE	\$ 6,300.00	\$ 5,644.00	\$ 6,000.00	\$ 4,904.00	\$ 5,500.00	\$ 6,326.00	\$ 9,548.00
001-180-518-10-47-00	UTILITIES	\$ 25,000.00	\$ 19,861.54	\$ 23,000.00	\$ 24,527.79	\$ 20,000.00	\$ 13,462.45	\$ 22,000.00
001-180-518-10-48-00	REPAIR & MAINTENANCE	\$ 5,000.00	\$ 6,410.33	\$ 6,000.00	\$ 2,656.86	\$ 5,000.00	\$ 569.91	\$ 6,000.00
001-140-514-20-48-03	COMPUTER SUPPORT CONTRACT	\$ 16,500.00	\$ 25,708.55	\$ 25,000.00	\$ 22,125.30	\$ 25,000.00	\$ 22,405.47	\$ 25,000.00
001-180-518-10-49-00	MISCELLANEOUS	\$ 700.00	\$ 10,193.86	\$ 1,000.00	\$ 1,659.55	\$ 1,500.00	\$ 272.14	\$ 1,000.00
001-180-518-10-49-02	REGISTRATION FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426.75	\$ 500.00
001-180-518-90-99-47	CITY FACILITIES-WATER USE	\$ 2,500.00	\$ 1,795.23	\$ 2,500.00	\$ 1,809.37	\$ 2,000.00	\$ 1,192.96	\$ 2,000.00
001-180-594-18-60-00	CITY HALL - CAPITAL OUTLAY	\$ 10,000.00	\$ 5,667.51	\$ 6,000.00	\$ 4,567.31	\$ 6,000.00	\$ 4,795.67	
001-180-594-18-60-10	COMPUTER SERVER/NETWORK	\$ 1,000.00	\$ 2,873.99	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 5,000.00
001-180-594-18-61-00	LAND PURCHASE	\$ -	\$ 141.82	\$ -	\$ -	\$ -	\$ -	
	Dept Total	\$ 317,385.00	\$ 342,049.04	\$ 332,225.00	\$ 322,813.28	\$ 343,025.00	\$ 241,704.66	\$ 389,423.13
Legal								
001-150-515-30-40-00	INTERGOVERNMENTAL SERVICES	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001-150-515-30-49-01	MISCELLANEOUS\JUDGEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
001-150-515-41-40-00	CITY ATTORNEY - MUNICIPAL	\$ 22,000.00	\$ 9,524.00	\$ 20,000.00	\$ 19,742.50	\$ 15,000.00	\$ 31,928.35	\$ 25,000.00
001-150-515-41-43-02	MEALS/LODGING & TRAVEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-150-515-93-41-05	OPD GRANT - PUBLIC DEFENDER	\$ 2,400.00	\$ 2,500.00	\$ 2,400.00	\$ 2,499.96	\$ 2,400.00	\$ 1,163.32	\$ 2,400.00
001-150-515-41-44-00	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 207.46	\$ 250.00
001-150-515-45-40-00	CITY ATTORNEY - PROSECUTOR	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 13,000.00	\$ 24,000.00
001-150-515-41-49-01	MISCELLANEOUS	\$ 100.00	\$ 21.78	\$ 100.00	\$ -	\$ -	\$ 74.12	
001-150-515-93-41-04	PUBLIC DEFENDER	\$ 12,000.00	\$ 12,500.00	\$ 12,000.00	\$ 13,000.00	\$ 12,000.00	\$ 7,000.00	\$ 12,000.00
	Dept Total	\$ 110,245.78	\$ 107,045.78	\$ 117,742.46	\$ 112,742.46	\$ 106,873.25	\$ 117,123.25	\$ 63,750.00

Code/Building Inspections									
001-240-524-10-10-02	BUILDING INSPECTOR	\$ 59,000.00	\$ 63,176.00	\$ 64,916.00	\$ 64,915.92	\$ 66,800.00	\$ 44,059.52	\$ 72,924.72	
001-240-524-10-10-03	CODE ENF/PW TECH-PART TIME	\$ 44,000.00	\$ -	\$ 41,000.00	\$ 8,693.76	\$ 45,400.00	\$ 19,588.80	\$ 27,580.80	
001-240-524-10-20-01	SOCIAL SECURITY & MEDICARE	\$ 8,400.00	\$ 4,581.33	\$ 7,000.00	\$ 5,419.01	\$ 6,000.00	\$ 4,768.25	\$ 7,537.91	
001-240-524-10-20-02	LABOR & INDUSTRIES	\$ 4,000.00	\$ 1,358.49	\$ 3,000.00	\$ 1,370.04	\$ 2,500.00	\$ 1,252.46	\$ 1,500.00	
001-240-524-10-20-03	RETIREMENT/ICMA	\$ 14,150.00	\$ 8,147.82	\$ 16,000.00	\$ 7,766.59	\$ 10,000.00	\$ 4,996.09	\$ 13,360.00	
001-240-524-10-20-04	MEDICAL/LIFE/DEFERRED COMP	\$ 37,200.00	\$ 21,391.65	\$ 42,000.00	\$ 24,764.61	\$ 47,000.00	\$ 19,869.20	\$ 54,500.00	
001-240-524-10-20-05	DISABILITY/SICK LV BUYBACK	\$ 2,300.00	\$ 1,317.72	\$ 2,300.00	\$ 1,552.35	\$ 1,500.00	\$ 1,275.59	\$ 1,500.00	
001-240-524-10-20-06	UNIFORMS & CLOTHING	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ 179.84	\$ 650.00	
001-240-524-10-31-01	OFFICE SUPPLIES	\$ 300.00	\$ 264.04	\$ 300.00	\$ 516.64	\$ 300.00	\$ 263.71	\$ 500.00	
001-240-524-10-31-02	OPERATING SUPPLIES	\$ 200.00	\$ 1,267.02	\$ 300.00	\$ 41.78	\$ 300.00	\$ 29.79	\$ 500.00	
001-240-524-10-32-00	FUEL	\$ 1,200.00	\$ 377.36	\$ 1,000.00	\$ 510.61	\$ 1,000.00	\$ 666.08	\$ 750.00	
001-240-524-10-35-00	SMALL TOOLS & EQUIPMENT	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 300.00	\$ -	\$ 6,000.00	
001-240-524-10-41-00	PROFESSIONAL SERVICES	\$ -	\$ 59.35	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	
001-240-524-10-42-01	POSTAGE	\$ 300.00	\$ 40.66	\$ 200.00	\$ 60.15	\$ 100.00	\$ 35.18	\$ 100.00	
001-240-524-10-42-02	PHONE	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -		
001-240-524-10-43-01	MILEAGE	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	
001-240-524-10-43-02	MEALS & LODGING	\$ 1,400.00	\$ 496.75	\$ 600.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	
001-240-524-10-44-00	ADVERTISING	\$ -	\$ -	\$ -	\$ 808.35	\$ -	\$ -	\$ 1,000.00	
001-240-524-10-46-00	INSURANCE	\$ 7,400.00	\$ 8,590.00	\$ 9,000.00	\$ 7,751.00	\$ 8,000.00	\$ 10,105.00	\$ 13,692.00	
001-240-524-10-48-00	REPAIR & MAINTENANCE	\$ 500.00	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 200.00	
001-240-524-10-49-00	MISCELLANEOUS	\$ 200.00	\$ 131.18	\$ 200.00	\$ 115.06	\$ 200.00	\$ 124.99		
001-240-524-10-49-01	DUES & MEMBERSHIPS	\$ 300.00	\$ 400.00	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 500.00	
001-240-524-10-49-02	REGISTRATION FEES	\$ 350.00	\$ 405.00	\$ 450.00	\$ -	\$ 400.00	\$ -	\$ 500.00	
001-240-524-10-49-03	SUBSCRIPTIONS	\$ 100.00	\$ -	\$ 100.00	\$ 99.95	\$ 100.00	\$ -	\$ -	
001-240-594-24-60-00	CODE ENFORCE - CAPITAL OUTLAY	\$ 2,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -		
	Dept Total	\$ 184,210.00	\$ 112,004.37	\$ 190,766.00	\$ 124,385.82	\$ 192,900.00	\$ 107,214.50	\$ 204,495.43	
Planning & Community Development									
001-580-558-60-00-00	ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,182.50	\$ -	
001-580-558-60-10-01	CITY PLANNER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,053.24	\$ 43,990.00	
001-580-558-60-10-03	PLANNER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,569.34	\$ -	
001-580-558-60-20-01	SOCIAL SECURITY & MEDICARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,479.25	\$ 3,365.24	
001-580-558-60-20-02	LABOR & INDUSTRIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36.07	\$ 80.00	
001-580-558-60-20-03	RETIREMENT/ICMA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100.12	\$ 5,170.56	
001-580-558-60-20-04	MEDICAL/LIFE/DEFERRED COMP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425.75	\$ 5,500.00	

001-580-558-60-20-05	DISABILITY/SICK LV BUYBACK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127.59	\$ 549.88
001-580-558-60-31-01	OFFICE SUPPLIES	\$ 100.00	\$ 8.06	\$ -	\$ 23.16	\$ 100.00	\$ 108.46	\$ 200.00
001-580-558-60-31-02	OPERATING SUPPLIES	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 654.56	\$ 200.00
001-580-558-60-41-00	PROFESSIONAL SERVICES	\$ 40,000.00	\$ 21,067.94	\$ 30,000.00	\$ 24,057.50	\$ 25,000.00	\$ 23,119.59	\$ 25,000.00
001-580-558-60-41-01	HEARING EXAMINER-PROFESSIONAL	\$ 1,000.00	\$ 2,941.25	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
001-580-558-60-42-01	POSTAGE	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
001-580-558-60-44-00	ADVERTISING	\$ 100.00	\$ -	\$ 100.00	\$ 195.13	\$ 100.00	\$ 654.05	\$ 1,000.00
	SOFTWARE							\$ 6,000.00
001-580-558-60-31-03	PUBLICATIONS							\$ 1,000.00
001-580-558-60-46-00	INSURANCE	\$ 2,500.00	\$ 2,911.00	\$ 3,100.00	\$ 2,759.00	\$ 3,000.00	\$ 3,634.00	\$ 3,337.00
	Dept Total	\$ 43,900.00	\$ 26,928.25	\$ 34,300.00	\$ 27,034.79	\$ 29,400.00	\$ 64,144.52	\$ 96,492.67
Capital Expenditures								
001-720-572-50-46-00	INSURANCE	\$ 2,900.00	\$ 2,805.00	\$ 3,100.00	\$ 2,671.00	\$ 3,000.00	\$ 3,532.00	
001-720-572-50-48-00	REPAIR & MAINTENANCE	\$ 1,000.00	\$ 135.00	\$ 1,000.00	\$ 94.07	\$ 500.00	\$ -	
001-720-594-72-60-00	LIBRARY - CAPITAL OUTLAY	\$ 1,000.00	\$ 2,106.55	\$ 1,000.00	\$ 3,158.10	\$ 2,500.00	\$ -	
	Dept Total	\$ 4,900.00	\$ 5,046.55	\$ 5,100.00	\$ 5,923.17	\$ 6,000.00	\$ 3,532.00	\$ -
Transfers Out								
001-990-597-20-90-00	T/O - UNEMPLOYMENT COMP (001 to	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	
	T/O - IMPACT FEES (100)							\$ 5,000.00
001-990-597-43-00-01	T/O - STREET (001 TO 101)	\$ 105,000.00	\$ 105,000.00	\$ 126,623.00	\$ 126,623.00	\$ 120,749.00	\$ -	\$ 150,000.00
	T/O PUBLIC SAFETY (110)							\$ 980,000.00
	T/O CRIMINAL JUSTICE (111)							\$ 15,856.05
	T/O PARKS & RECREATION							\$ 350,000.00
	Dept Total	\$ 105,000.00	\$ 115,000.00	\$ 126,623.00	\$ 126,623.00	\$ 120,749.00	\$ -	\$ 1,500,856.05
	Fund Total	\$ 981,624.78	\$ 914,054.91	\$ 1,020,618.46	\$ 939,651.77	\$ 1,016,517.25	\$ 767,547.08	\$ 2,571,997.68

All Other Funds

2023

Impact Fees Fund Resources
Special Revenue Fund 100

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	16,315.99	8,670.76	-	69,000.00	
School Impact Fees	268.00	5,840.00	300.00	300.00	
Fire Impact Fees	1,304.00	3,899.47	300.00	300.00	
Parks Impact Fees	1,210.00	55,070.00	1,200.00	1,200.00	
Interest & Other Earnings	108.77	27.23	50.00	-	
Transfers In	-	-	-	5,000.00	
Impact Fund Total Resources	\$ 19,206.76	\$ 73,507.46	\$ 1,850.00	\$ 75,800.00	98%

Impact Fees Fund Uses
Special Revenue Fund 100

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Intergovernmental Remittance	5,536.00	6,108.00	-	300.00	
Transfers Out	5,000.00	-	-	45,000.00	
Impact Fund Total Uses	\$ 10,536.00	\$ 6,108.00	\$ -	\$ 45,300.00	100%
Net Resources Over Uses	\$ 8,670.76	\$ 67,399.46	\$ 1,850.00	\$ 30,500.00	

Notes

Revenue	Impact fees are collected through permits for construction. The intention of collecting impact fees is to offset the increased impact that new construction has on schools, the fire district and the City's parks.
Intergovernmental Remittance	The City remits all School and Fire impact fees to their respective districts
Transfers Out	The City created a capital fund for parks improvements, parks impact fees balance will be transferred to fund 302.

**3 Year Budget Comparison
Impact Fees 100**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 16,315.99		\$ 8,670.76		\$ 67,399.46	\$ 69,000.00
Revenues		\$ 508.00	\$ 1,680.77	\$ 308.00	\$ 9,766.70	\$ 650.00	\$ 613.40	\$ 5,600.00
Expenditures		\$ 10,000.00	\$ 10,536.00	\$ -	\$ 6,108.00	\$ -	\$ -	\$ 45,300.00
Ending Balance		\$ (9,492.00)	\$ 7,460.76	\$ 308.00	\$ 12,329.46	\$ 650.00	\$ 68,012.86	\$ 29,300.00
Total Gain (Loss)		\$ (9,492.00)	\$ (8,855.23)	\$ 308.00	\$ 3,658.70	\$ 650.00	\$ 613.40	\$ (39,700.00)

Detail

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Impact Fee Revenues								
100-345-85-00-00	SCHOOL IMPACT FEES	\$ -	\$ 268.00	\$ -	\$ 5,840.00	\$ 300.00	\$ 268.00	\$ 300.00
100-345-85-22-00	FIRE - IMPACT FEES	\$ 208.00	\$ 1,304.00	\$ 208.00	\$ 3,899.47	\$ 300.00	\$ 104.00	\$ 300.00
100-361-11-00-00	INVESTMENT INTEREST	\$ 300.00	\$ 108.77	\$ 100.00	\$ 27.23	\$ 50.00	\$ 241.40	
100-361-11-00-00	T/I RTN FIRE IMPACT FROM 001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
	Fund Total	\$ 508.00	\$ 1,680.77	\$ 308.00	\$ 9,766.70	\$ 650.00	\$ 613.40	\$ 5,600.00
		2020 Budget	2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	
Impact Fee Expenditures								
100-000-518-65-00-00	SCHOOL IMPACT FEES - REMITT	\$ -	\$ 536.00	\$ -	\$ 6,108.00	\$ -	\$ -	\$ 300.00
100-220-597-00-60-00	T/O-FIRE IMPACT FEE (100 TO 001)	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	
100-760-597-00-60-00	T/O PARK IMPROVEMENTS (302)	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00
	Fund Total	\$ 10,000.00	\$ 10,536.00	\$ -	\$ 6,108.00	\$ -	\$ -	\$ 45,300.00

Street Operations and Maintenance Fund Resources
Special Revenue Fund 101

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	14,341.96	73,566.75	-	134,058.05	100%
Taxes - Motor Vehicle Fuel Tax	92,195.17	94,896.05	85,000.00	60,525.04	-40%
Multimodal Transportation - City	6,822.71	6,691.96	6,428.00	3,207.54	-100%
Interest & Other Earnings	52.66	509.67	380.00	50.00	-660%
Transfer In	-	-	-	150,000.00	100%
Street Fund Total Resources	\$ 113,412.50	\$ 175,664.43	\$ 91,808.00	\$ 347,840.63	74%

Street Operations and Maintenance Fund Uses
Special Revenue Fund 101

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	87,047.75	77,425.40	95,250.00	79,000.00	-21%
Benefits	49,741.10	43,044.05	57,900.00	45,745.00	-27%
Supplies	22,213.24	28,813.70	36,600.00	44,600.00	18%
Services & Charges	70,361.84	76,203.18	85,000.00	94,786.00	10%
Street Fund Total Uses	\$ 229,363.93	\$ 225,486.33	\$ 274,750.00	\$ 264,131.00	-4%

Notes

Revenue

Majority of resources come from the Motor Vehicle Fuel Tax and Multimodal Transportation distributions from the State of Washington

Salaries & Wages

A set percentage portion of the City's Maintenance employees' wages are charged for work performed on City streets, including street sweeping and snow plowing. 7.5% Salary Adjustment. 3.5% Step

Supplies

Includes snow & ice removal supplies, equipment and parts for street vehicles

Streets Restricted Fund Resources
Special Revenue Fund 104

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	14,115.02	14,203.45	-	13,000.00	100%
SRTC	-	-	-	-	
TIB	553,977.72	229,930.13	214,211.00	639,000.00	66%
Interest & Other Earnings	88.43	11.74	20.00	-	
Street Res. Total Resources	\$ 568,181.17	\$ 244,145.32	\$ 214,231.00	\$ 652,000.00	67%

Streets Restricted Fund Uses
Special Revenue Fund 104

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
TIB	\$ 548,474.91	\$ 265,395.82	\$ 225,590.00	\$ 710,000.00	68%
Preservation	-	-	-	20,000.00	100%
Capital Outlay	6,431.09	19,889.02	15,000.00	5,000.00	-200%
Street Res. Total Uses	\$ 554,906.00	\$ 285,284.84	\$ 240,590.00	\$ 735,000.00	67%

Notes

Revenue

Capital Outlay

3 Year Budget Comparison
Streets Fund 101, Streets - Restricted Fund 104

CITY OF MEDICAL LAKE

Summary - Streets

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 14,341.96		\$ 73,566.75		\$ 134,058.05	\$ 50,000.00
Revenues		\$ 117,000.00	\$ 99,070.54	\$ 107,698.00	\$ 102,097.68	\$ 91,808.00	\$ 63,782.58	\$ 244,480.00
Expenditures		\$ 280,500.00	\$ 229,363.93	\$ 284,063.00	\$ 225,486.33	\$ 274,750.00	\$ 145,025.01	\$ 264,131.00
Ending Balance		\$ (163,500.00)	\$ (115,951.43)	\$ (176,365.00)	\$ (49,821.90)	\$ (182,942.00)	\$ 52,815.62	\$ 30,349.00
Total Gain (Loss)		\$ (163,500.00)	\$ (130,293.39)	\$ (176,365.00)	\$ (123,388.65)	\$ (182,942.00)	\$ (81,242.43)	\$ (19,651.00)

Summary - Streets Restricted

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 14,115.02		\$ 14,203.45		\$ 14,215.19	\$ 13,000.00
Revenues		\$ 350.00	\$ 554,066.15	\$ 413,502.00	\$ 229,941.87	\$ 214,231.00	\$ 255,195.19	\$ 734,000.00
Expenditures		\$ 29,400.00	\$ 554,906.00	\$ 450,160.00	\$ 285,284.84	\$ 240,590.00	\$ 255,985.34	\$ 735,000.00
Ending Balance		\$ (29,050.00)	\$ 13,275.17	\$ (36,658.00)	\$ (41,139.52)	\$ (26,359.00)	\$ 13,425.04	\$ 12,000.00
Total Gain (Loss)		\$ (29,050.00)	\$ (839.85)	\$ (36,658.00)	\$ (55,342.97)	\$ (26,359.00)	\$ (790.15)	\$ (1,000.00)

Detail

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Street Revenues								
101-322-40-00-00	STREET & CURB PERMITS	\$ -	\$ 25.00	\$ 25.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00
001-336-00-71-00	MULTIMODAL TRANSPORATION CITY	\$ 7,000.00	\$ 6,822.71	\$ 6,500.00	\$ 6,691.96	\$ 6,428.00	\$ 3,207.54	\$ 6,292.00
101-336-00-87-00	STREET - MV FUEL TAX	\$ 110,000.00	\$ 92,195.17	\$ 101,153.00	\$ 94,896.05	\$ 85,000.00	\$ 60,525.04	\$ 88,088.00
101-361-11-00-00	INVESTMENT INTEREST	\$ -	\$ 25.95	\$ 20.00	\$ 37.67	\$ 30.00	\$ -	\$ 50.00
101-369-90-00-00	OTHER MISCELLANEOUS REVENUE	\$ -	\$ 1.71	\$ -	\$ 372.00	\$ 300.00	\$ -	\$ -
	TRANSFERS IN (001)							\$ 150,000.00
	Fund Total	\$ 117,000.00	\$ 99,070.54	\$ 107,698.00	\$ 102,097.68	\$ 91,808.00	\$ 63,782.58	\$ 244,480.00

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Street Expenditures								
101-000-542-30-30-00	ROADWAY - SUPPLIES	\$ 5,000.00	\$ 2,412.49	\$ 5,000.00	\$ 3,153.45	\$ 3,000.00	\$ 1,417.03	\$ 5,000.00
101-000-542-40-30-00	STORM DRAIN - SUPPLIES	\$ 1,000.00	\$ 95.85	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
101-000-542-40-40-00	STORM DRAIN - SERVICES	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 5,000.00	\$ -	\$ 6,000.00
101-000-542-40-41-00	PROFESSIONAL SERVICES	\$ -	\$ 458.03	\$ 500.00	\$ 2,800.00	\$ 500.00	\$ 1,329.07	\$ 1,000.00
101-000-542-61-40-00	SIDEWALKS - SERVICES	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 716.07	\$ 1,000.00	\$ -	\$ 2,000.00
101-000-542-63-40-00	STREET LIGHTS - UTILITIES	\$ 50,000.00	\$ 39,800.35	\$ 45,000.00	\$ 40,537.45	\$ 40,000.00	\$ 24,189.44	\$ 40,000.00
101-000-542-64-30-00	TRAFFIC CONTROL - SUPPLIES	\$ 8,000.00	\$ 1,500.31	\$ 8,000.00	\$ 3,297.52	\$ 5,000.00	\$ 6,997.61	\$ 8,000.00
101-000-542-64-40-00	TRAFFIC CONTROL - SERVICES	\$ -	\$ -	\$ -	\$ 3,424.26	\$ -	\$ 5,836.96	
101-000-542-64-40-01	TRAFFIC CONTROL - INTERGOV'T	\$ 7,500.00	\$ 9,780.65	\$ 7,000.00	\$ 6,234.11	\$ 7,000.00	\$ 120.72	\$ 7,000.00
101-000-542-66-10-00	SNOW & ICE - OVERTIME	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
101-000-542-66-30-00	SNOW & ICE - SUPPLIES	\$ 10,000.00	\$ 8,220.79	\$ 10,000.00	\$ 9,624.24	\$ 10,000.00	\$ 1,329.18	\$ 10,000.00
101-000-542-66-40-00	SNOW & ICE - INTERGOV'T	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
101-000-542-67-30-00	STREET CLEANING - SUPPLIES	\$ 2,000.00	\$ 715.01	\$ 2,000.00	\$ 1,117.26	\$ 2,000.00	\$ 486.77	\$ 3,000.00
101-000-542-70-30-00	ROADSIDE - SUPPLIES	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 997.43	\$ 1,000.00
101-000-542-70-40-00	ROADSIDE - INTERGOV'T	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 46.62	\$ 2,500.00	\$ -	\$ 2,500.00
101-000-543-30-10-02	MAINTENANCE SUPERVISOR - 25%	\$ 16,608.00	\$ 16,549.03	\$ 17,106.00	\$ 17,106.00	\$ 17,650.00	\$ 10,105.96	
101-000-543-30-10-03	MAINTENANCE WORKERS - SPLIT	\$ 64,004.00	\$ 66,655.51	\$ 67,457.00	\$ 56,707.48	\$ 69,600.00	\$ 38,460.44	\$ 71,000.00
101-000-543-30-11-00	OVERTIME	\$ 10,000.00	\$ 3,843.21	\$ 7,000.00	\$ 3,611.92	\$ 7,000.00	\$ 1,525.93	\$ 7,000.00
101-000-543-30-20-01	SOCIAL SECURITY & MEDICARE	\$ 6,200.00	\$ 6,556.33	\$ 7,000.00	\$ 5,681.75	\$ 7,000.00	\$ 3,637.40	\$ 5,325.00
101-000-543-30-20-02	LABOR & INDUSTRIES	\$ 3,200.00	\$ 2,477.53	\$ 3,000.00	\$ 1,763.15	\$ 3,000.00	\$ 1,100.08	\$ 1,420.00
101-000-543-30-20-03	RETIREMENT/ICMA	\$ 10,500.00	\$ 11,684.93	\$ 13,500.00	\$ 9,464.48	\$ 13,000.00	\$ 5,398.80	\$ 9,000.00
101-000-543-30-20-04	MEDICAL/DENTAL/LIFE/DEFERRED	\$ 25,500.00	\$ 27,246.15	\$ 30,500.00	\$ 24,537.17	\$ 32,400.00	\$ 16,986.19	\$ 28,000.00
101-000-543-30-20-05	DISABILITY/SICK LV BUYBACK	\$ 1,700.00	\$ 1,776.16	\$ 2,000.00	\$ 1,597.50	\$ 2,000.00	\$ 1,019.55	\$ 1,500.00
101-000-543-30-20-06	UNIFORMS & CLOTHING	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
101-000-543-30-30-00	GENERAL SERVICES - SUPPLIES	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	
101-000-543-30-31-01	OFFICE SUPPLIES	\$ 100.00	\$ 8.48	\$ 100.00	\$ 2.36	\$ 100.00	\$ -	\$ 100.00
101-000-543-30-31-02	OPERATING SUPPLIES	\$ 1,688.00	\$ 1,580.44	\$ 1,700.00	\$ 2,955.80	\$ 1,500.00	\$ 218.83	\$ 1,500.00
101-000-543-30-32-00	FUEL	\$ 7,500.00	\$ 7,609.02	\$ 8,000.00	\$ 8,116.19	\$ 12,000.00	\$ 7,153.46	\$ 12,000.00
101-000-543-30-35-00	SMALL TOOLS & EQUIPMENT	\$ 1,500.00	\$ 70.85	\$ 500.00	\$ 546.88	\$ 1,000.00	\$ 386.88	\$ 3,000.00
101-000-543-30-41-00	PROFESSIONAL SERVICES	\$ 4,000.00	\$ 512.96	\$ 4,000.00	\$ 1,916.80	\$ 2,500.00	\$ 3,309.03	\$ 4,000.00
101-000-543-30-42-01	POSTAGE	\$ -	\$ 1.30	\$ -	\$ 2.64	\$ -	\$ 2.20	

101-000-543-30-42-02	PHONE	\$ 1,000.00	\$ 1,002.51	\$ 1,000.00	\$ 1,046.83	\$ 1,000.00	\$ 713.42	\$ 1,000.00
101-000-543-30-45-00	RENTALS	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 190.58	\$ 3,500.00	\$ -	\$ 3,500.00
101-000-543-30-46-00	INSURANCE	\$ 8,300.00	\$ 7,079.00	\$ 7,500.00	\$ 5,192.00	\$ 7,500.00	\$ 6,646.00	\$ 11,186.00
101-000-543-30-47-00	UTILITIES	\$ 3,500.00	\$ 3,423.25	\$ 3,500.00	\$ 3,768.18	\$ 3,500.00	\$ 2,197.22	\$ 3,500.00
101-000-543-30-48-00	REPAIRS & MAINTENANCE	\$ 10,000.00	\$ 8,086.18	\$ 10,000.00	\$ 9,804.42	\$ 10,000.00	\$ 3,287.63	\$ 10,000.00
101-000-543-30-49-00	MISCELLANEOUS/REGISTRATIONS	\$ 500.00	\$ 217.61	\$ 500.00	\$ 523.22	\$ 500.00	\$ 127.78	\$ 2,500.00
101-000-543-30-49-01	PUBLICATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44.00	\$ 100.00
	Fund Total	\$ 280,500.00	\$ 229,363.93	\$ 284,063.00	\$ 225,486.33	\$ 274,750.00	\$ 145,025.01	\$ 264,131.00
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Street - Restricted Revenues								
101-334-03-80-08	TIB GRANT-2019 PINEVIEW/EVERGREEN	\$ -	\$ 523,661.88	\$ -	\$ -	\$ -	\$ -	\$ -
101-334-03-80-09	TIB GRANT HALLET/GRACE ST (P09)-1	\$ -	\$ 12,159.97	\$ 214,310.00	\$ 1,216.00	\$ 214,211.00	\$ 244,642.03	\$ -
101-334-03-80-10	TIB GRANT-LAKE/PRENTIS ST (006)-1	\$ -	\$ 18,155.87	\$ 199,092.00	\$ 228,714.13	\$ -	\$ -	
101-334-03-80-11	TIB GRANT - BARKER ST(003)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,503.00	\$ 639,000.00
	T/I CAPITAL IMPROVEMENTS							\$ 95,000.00
104-361-11-00-00	INVESTMENT INTEREST	\$ 350.00	\$ 88.43	\$ 100.00	\$ 11.74	\$ 20.00	\$ 50.16	
	Fund Total	\$ 350.00	\$ 554,066.15	\$ 413,502.00	\$ 229,941.87	\$ 214,231.00	\$ 255,195.19	\$ 734,000.00
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Street - Restricted Expenditures								
101-000-594-44-60-00	GENERAL SERVICES - CAP OUTLAY	\$ 29,400.00	\$ 6,431.09	\$ 15,000.00	\$ 19,889.02	\$ 15,000.00	\$ 1,335.77	\$ 5,000.00
	PRESERVATION							\$ 20,000.00
Grants								
101-060-589-00-00-01	PINEVIEW,EVERGREEN ST RETAINAGE	\$ -	\$ -	\$ -	\$ 25,613.32	\$ -	\$ -	
101-060-595-30-60-00	PINEVIEW,EVERGREEN ST CONSTRUCT	\$ -	\$ 505,355.11	\$ -	\$ -	\$ -	\$ -	
TIB Project								
101-070-595-10-60-00	HALLET/GRACE ST DESIGN/ENGINEERING	\$ -	\$ 21,760.00	\$ 225,590.00	\$ 1,280.00	\$ 225,590.00	\$ 237,533.57	\$ -
101-080-595-10-60-00	LAKE/PRENTIS ST DESIGN/ENGINEERING	\$ -	\$ 21,359.80	\$ 209,570.00	\$ 1,124.20	\$ -	\$ -	
101-080-595-30-60-00	LAKE/PRENTIS ST CONSTRUCTION (006)	\$ -	\$ -	\$ -	\$ 237,378.30	\$ -	\$ -	
101-090-595-10-60-00	BARKER ST-DESIGN/ENGINEERING (003)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,116.00	\$ 20,000.00
	BARKER ST-CONSTRUCTION (003)							\$ 690,000.00
	Fund Total	\$ 29,400.00	\$ 554,906.00	\$ 450,160.00	\$ 285,284.84	\$ 240,590.00	\$ 255,985.34	\$ 735,000.00

Leave & Severance Fund Resources
Special Revenue Fund 105

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	169,431.41	183,024.34	184,000.00	92,000.00	-100%
Sick Leave Buyback	12,524.73	12,802.53	12,500.00	12,500.00	0%
Interest & Other Earnings	1,068.20	270.35	500.00	300.00	-67%
Leave & Sev. Total Resources	\$ 183,024.34	\$ 196,097.22	\$ 197,000.00	\$ 104,800.00	-88%

Leave & Severance Fund Uses
Special Revenue Fund 105

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Leave Payouts	-	-	100,000.00	20,000.00	
Severance Payments	-	-	-	35,000.00	
Leave & Sev. Total Uses	\$ -	\$ -	\$ 100,000.00	\$ 55,000.00	-82%

Notes

- Revenue** The City expenses sick leave buyback funds equivalent to 1.25% of gross payroll each month and deposits these funds into the Leave & Severance fund
- Leave Payouts** Includes leave payout from anticipated retirement of WWTP employee.
- Severance Payments** Includes contractual post-employment payments to former City Administrator

**3 Year Budget Comparison
Leave & Severance Fund 105**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 169,431.41		\$ 183,024.34		\$ 182,269.96	\$ 92,000.00
Revenues		\$ 15,900.00	\$ 13,592.93	\$ 1,400.00	\$ 13,072.88	\$ 13,000.00	\$ 10,377.12	\$ 12,800.00
Expenditures		\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 55,000.00
Ending Balance		\$ 15,900.00	\$ 183,024.34	\$ 1,400.00	\$ 196,097.22	\$ (87,000.00)	\$ 92,647.08	\$ 49,800.00
Total Gain (Loss)		\$ 15,900.00	\$ 13,592.93	\$ 1,400.00	\$ 13,072.88	\$ (87,000.00)	\$ (89,622.88)	\$ (42,200.00)

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Leave & Severance Revenues								
105-361-11-00-00	INVESTMENT INTEREST	\$ 3,900.00	\$ 1,068.20	\$ 1,400.00	\$ 270.35	\$ 500.00	\$ 642.99	\$ 300.00
001-341-96-01-00	SICK LEAVE BUY BACK	\$ 12,000.00	\$ 12,524.73	\$ -	\$ 12,802.53	\$ 12,500.00	\$ 9,734.13	\$ 12,500.00
	Fund Total	\$ 15,900.00	\$ 13,592.93	\$ 1,400.00	\$ 13,072.88	\$ 13,000.00	\$ 10,377.12	\$ 12,800.00
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Leave & Severance Expenditures								
	SEVERANCE PAYMENTS							\$ 35,000.00
	LEAVE PAYOUTS					\$ 100,000.00	\$ 100,000.00	\$ 20,000.00
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 55,000.00

Contingency Fund Resources
Special Revenue Fund 106

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	36,345.24	36,572.89	36,600.00	36,700.00	
Interest & Other Earnings	401.14	59.06	200.00	300.00	
Contingency Total Resources	\$ 36,746.38	\$ 36,631.95	\$ 36,800.00	\$ 37,000.00	1%

Contingency Fund Uses
Special Revenue Fund 106

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Transfers Out					
Contingency Total Uses	\$ -	\$ -	\$ -	\$ -	0%

Notes

Beginning Balances

The Contingency Fund absorbed managerial funds Finance CIP (004), City Hall (CIP), Bldg/Code Reserve (007), Parks CIP (008) and Library CIP (072)

Transfers Out

Considering the nature of the contingency fund, the entire resources of the fund are budgeted to be spent on unforeseen expenditures.

**3 Year Budget Comparison
Contingency Fund 106**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 36,345.24		\$ 36,572.89		\$ 36,606.40	\$ 36,700.00
Revenues		\$ 1,500.00	\$ 401.14	\$ 475.00	\$ 59.06	\$ 200.00	\$ 227.53	\$ 300.00
Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance		\$ 1,500.00	\$ 36,746.38	\$ 475.00	\$ 36,631.95	\$ 200.00	\$ 36,833.93	\$ 37,000.00
Total Gain (Loss)		\$ 1,500.00	\$ 401.14	\$ 475.00	\$ 59.06	\$ 200.00	\$ 227.53	\$ 300.00

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Contingency Revenues								
106-361-11-00-00	INVESTMENT INTEREST	\$ 650.00	\$ 173.49	\$ 200.00	\$ 25.55	\$ 100.00	\$ 98.39	\$ 300.00
004-361-11-00-00	INVESTMENT INTEREST	\$ 180.00	\$ 47.01	\$ 60.00	\$ 6.94	\$ 20.00	\$ 26.67	
005-361-11-00-00	INVESTMENT INTEREST	\$ 100.00	\$ 25.42	\$ 40.00	\$ 3.74	\$ 10.00	\$ 14.43	
007-361-11-00-00	INVESTMENT INTEREST	\$ 70.00	\$ 17.88	\$ 20.00	\$ 2.63	\$ 10.00	\$ 10.14	
008-361-11-00-00	INVESTMENT INTEREST	\$ 100.00	\$ 24.09	\$ 30.00	\$ 3.55	\$ 10.00	\$ 13.66	
072-361-11-00-00	INVESTMENT INTEREST	\$ 400.00	\$ 113.25	\$ 125.00	\$ 16.65	\$ 50.00	\$ 64.24	
	Fund Total	\$ 1,500.00	\$ 401.14	\$ 475.00	\$ 59.06	\$ 200.00	\$ 227.53	\$ 300.00

American Rescue Plan Act Fund Resources Managerial Fund 107				
Account Descriptions	2021 Actual	2022 Adopted	2022 Current, Q3	2023 Proposed
Beginning Balances	\$ -	\$ -	\$ 553,539.76	\$ 980,000.00
Federal Indirect Grant	\$ -	\$ 693,801.00	\$ 693,801.00	\$ -
ARPA Fund Total	\$ -	\$ 693,801.00	\$ 1,247,340.76	\$ 980,000.00

American Rescue Plan Act Fund Uses ARPA Fund 107				
Projects	2021 Actual	2022 Adopted	2022 Current, Nov	2023 Proposed
Public Works Equipment		159,222.00	22,241.15	307,402.00
Aerators		165,524.00	17,206.20	165,524.00
Broadband		107,500.00	100,000.00	7,500.00
WWTP Capital Reserves		-	-	59,115.00
Civic Non-Profits		94,935.00	94,935.00	37,827.00
Expanded Parks & Trails		10,000.00		118,000.00
Downtown Beautification		10,000.00		105,000.00
Auditorium Remodel		-	-	105,000.00
City Technology & Training		75,878.00	27,431.79	75,000.00
Executive Total	\$ -	\$ 623,059.00	\$ 261,814.14	\$ 980,368.00

In 2021, the City of Medical Lake was awarded \$1,386,248 in grant funds for the American Rescue Plan Act. The intent of these funds was to replace lost revenue during the pandemic, allowing for the use of funds on any general government purpose, in addition to water, sewer and broadband infrastructure. During 2022, the City allocated all remaining ARPA funds to the projects/categories above.

Notes

The totals of the adopted budget for 2022 and 2023 proposed budget exceed the total resources because there is an assumption that not all 2022 budgeted expenditures will occur in 2022, thus funds will be carried forward

**3 Year Budget Comparison
ARPA Fund 107**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance							\$ 553,539.76	\$ 980,000.00
Revenues		\$ -	\$ -	\$ -	\$ 693,801.00	\$ 693,801.00	\$ 693,801.00	\$ -
Expenditures		\$ -	\$ -	\$ -	\$ 140,261.24	\$ 623,059.00	\$ 261,814.00	\$ 750,000.00
Ending Balance		\$ -	\$ -	\$ -	\$ 553,539.76	\$ 70,742.00	\$ 985,526.76	\$ 230,000.00
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ 553,539.76	\$ 70,742.00	\$ 431,987.00	\$ (750,000.00)

Detail

Revenues		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
001-332-92-10-01	CORONAVIRUS LOCAL FISCAL RCVRY-F	\$ -	\$ -	\$ -	\$ 693,801.00	\$ 693,801.00	\$ 693,801.00	\$ -
	Dept Total	\$ -	\$ -	\$ -	\$ 693,801.00	\$ 693,801.00	\$ 693,801.00	\$ -
Expenditures								
001-400-594-00-00-00	ARPA - CAPITAL EXPENDITURE	\$ -	\$ -	\$ -	\$ 140,261.24	\$ 623,059.00	\$ 261,814.00	\$ 750,000.00
	Dept Total	\$ -	\$ -	\$ -	\$ 140,261.24	\$ 623,059.00	\$ 261,814.00	\$ 750,000.00

Public Safety Fund Resources
Special Revenue Fund 110

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Public Safety Tax	60,027.93	69,423.02	60,000.00	72,704.00	
Local Criminal Justice	105,774.17	122,770.62	105,000.00	120,000.00	
Criminal Justice - Population	1,567.94	1,639.18	1,705.00	1,742.00	
Fireworks Permits	200.00	200.00	200.00	200.00	
Liquor Board Profits	40,174.96	39,820.30	37,937.00	7,490.00	
Law Enforcement Services	19,000.00	19,000.00	19,000.00	19,000.00	
Transfer In	-	-	-	980,000.00	
Public Safety Total Resources	\$ 226,745.00	\$ 252,853.12	\$ 223,842.00	\$ 1,201,136.00	81%

Public Safety Fund Departments - Expenditures
Special Revenue Fund 110

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Law Enforcement	987,082.15	627,010.44	1,106,000.00	1,106,500.00	
Criminal Justice	10,406.92	9,561.98	10,000.00	10,000.00	
Other Environmental Preservation	15,500.97	6,213.00	17,000.00	19,173.00	
Animal Control	18,882.00	19,448.52	17,000.00	20,000.00	
Public Safety Total Uses	\$ 1,031,872.04	\$ 662,233.94	\$ 1,150,000.00	\$ 1,155,673.00	0%

Notes

Revenue	Law Enforcement Services revenues includes contractual distributions from the Department of Social and Health Services for the shared use of law enforcement services
Law Enforcement	Includes police services contract with the Spokane County Sheriff's Office and phone line for SCOPE office.
Criminal Justice	Includes contracted services for prisoner detention
Other Environmental Pres.	Includes aerator annual maintenance contract and Spokane Regional Clean Air Agency annual registration program fees
Animal Control	Includes contracted animal control services with Spokanimal

**3 Year Budget Comparison
Public Safety Fund 110**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance								
Revenues		\$ 260,700.00	\$ 226,745.00	\$ 213,660.00	\$ 252,853.12	\$ 223,842.00	\$ 149,003.23	\$ 1,201,136.00
Expenditures	Law Enforcement	\$ 1,041,722.00	\$ 987,082.15	\$ 1,106,600.00	\$ 627,010.44	\$ 1,106,000.00	\$ 796,673.57	\$ 1,106,500.00
	Criminal Justice	\$ 25,000.00	\$ 10,406.92	\$ 15,000.00	\$ 9,561.98	\$ 10,000.00	\$ 6,508.29	\$ 10,000.00
	Other Environmental Preservat	\$ 20,400.00	\$ 15,500.97	\$ 17,713.00	\$ 6,213.00	\$ 17,000.00	\$ 11,312.90	\$ 19,173.00
	Animal Control	\$ 11,000.00	\$ 18,882.00	\$ 17,000.00	\$ 19,448.52	\$ 17,000.00	\$ 15,023.97	\$ 20,000.00
Total Expenditures		\$ 1,098,122.00	\$ 1,031,872.04	\$ 1,156,313.00	\$ 662,233.94	\$ 1,150,000.00	\$ 829,518.73	\$ 1,155,673.00
Ending Balance		\$ (837,422.00)	\$ (805,127.04)	\$ (942,653.00)	\$ (409,380.82)	\$ (926,158.00)	\$ (680,515.50)	\$ 45,463.00
Total Gain (Loss)		\$ (837,422.00)	\$ (805,127.04)	\$ (942,653.00)	\$ (409,380.82)	\$ (926,158.00)	\$ (680,515.50)	\$ 45,463.00

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Public Safety Revenues								
001-313-15-00-00	PUBLIC SAFETY TAX	\$ 55,000.00	\$ 60,027.93	\$ 55,000.00	\$ 69,423.02	\$ 60,000.00	\$ 46,119.20	\$ 72,704.00
001-313-71-00-00	LOCAL CRIMINAL JUSTICE	\$ 95,000.00	\$ 105,774.17	\$ 98,000.00	\$ 122,770.62	\$ 105,000.00	\$ 80,880.78	\$ 120,000.00
001-336-06-21-00	MVET-CRIM. JUSTICE PROGRAM	\$ 1,500.00	\$ 1,567.94	\$ 1,660.00	\$ 1,639.18	\$ 1,705.00	\$ 1,242.09	\$ 1,742.00
001-321-30-00-00	FIREWORKS PERMITS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
001-336-06-95-00	LIQUOR BOARD PROFITS	\$ 41,000.00	\$ 40,174.96	\$ 39,800.00	\$ 39,820.30	\$ 37,937.00	\$ 18,887.30	\$ 7,490.00
001-342-10-00-00	LAW ENFORCEMENT SERVICES	\$ 68,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 1,673.86	\$ 19,000.00
	TRANSFERS IN (001)							\$ 980,000.00
	Fund Total	\$ 260,700.00	\$ 226,745.00	\$ 213,660.00	\$ 252,853.12	\$ 223,842.00	\$ 149,003.23	\$ 1,201,136.00
		2020 Budget	2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	2023 Budget
Public Safety Expenditures								
Law Enforcement								
001-210-521-10-41	CONTRACTED SERVICE-SPOK CO	\$ 1,035,222.00	\$ 981,648.00	\$ 1,100,000.00	\$ 599,252.00	\$ 1,100,000.00	\$ 795,807.00	\$ 1,100,000.00
001-210-521-10-42	PHONE	\$ 1,500.00	\$ 1,524.87	\$ 1,600.00	\$ 1,389.48	\$ 1,500.00	\$ 866.57	\$ 1,500.00

001-210-521-20-40	SPOK COUNTY EMERG MNGT S	\$ 5,000.00	\$ 3,909.28	\$ 5,000.00	\$ 4,480.06	\$ 4,500.00	\$ -	\$ 5,000.00
001-210-594-21-60	LE & CJ LEG ONE TIME COST	\$ -	\$ -	\$ -	\$ 21,888.90	\$ -	\$ -	
	Dept Total	\$ 1,041,722.00	\$ 987,082.15	\$ 1,106,600.00	\$ 627,010.44	\$ 1,106,000.00	\$ 796,673.57	\$ 1,106,500.00
Criminal Justice								
001-210-523-20-40	PRISONER DETENTION-SPK/CH	\$ 25,000.00	\$ 10,406.92	\$ 15,000.00	\$ 9,561.98	\$ 10,000.00	\$ 6,508.29	\$ 10,000.00
	Dept Total	\$ 25,000.00	\$ 10,406.92	\$ 15,000.00	\$ 9,561.98	\$ 10,000.00	\$ 6,508.29	\$ 10,000.00
Other Environmental Preservation								
001-310-531-90-32	FUEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.74	\$ 250.00
001-310-553-70-40	COUNTY - AIR POLLUTION	\$ 5,900.00	\$ 5,823.03	\$ 6,213.00	\$ 6,213.00	\$ 6,500.00	\$ 1,534.22	\$ 7,423.00
001-310-554-90-41	PROFESSIONAL SERVICES	\$ 14,000.00	\$ 9,677.94	\$ 11,000.00	\$ -	\$ 10,000.00	\$ 9,677.94	\$ 11,000.00
001-310-554-90-48	REPAIR & MAINTENANCE	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
	Dept Total	\$ 20,400.00	\$ 15,500.97	\$ 17,713.00	\$ 6,213.00	\$ 17,000.00	\$ 11,312.90	\$ 19,173.00
Animal Control								
001-390-539-30-41	CONTRACTED SERVICE-SPOKAN	\$ 11,000.00	\$ 18,882.00	\$ 17,000.00	\$ 19,448.52	\$ 17,000.00	\$ 15,023.97	\$ 20,000.00
	Dept Total	\$ 11,000.00	\$ 18,882.00	\$ 17,000.00	\$ 19,448.52	\$ 17,000.00	\$ 15,023.97	\$ 20,000.00
	Fund Total	\$ 1,098,122.00	\$ 1,031,872.04	\$ 1,156,313.00	\$ 662,233.94	\$ 1,150,000.00	\$ 829,518.73	\$ 1,155,673.00

Criminal Justice Fund Resources
Special Revenue Fund 111

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Criminal Justice - Special Prog.	5,611.54	5,836.85	6,039.00	6,147.00	
DUI - Cities	727.46	815.84	700.00	700.00	
Crime Victims	82.52	90.45	-	-	
Interest & Other Earnings	-	-	-	-	
Criminal Just. Total Resources	\$ 6,421.52	\$ 6,743.14	\$ 6,739.00	\$ 6,847.00	2%

Criminal Justice Fund Uses
Special Revenue Fund 111

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Intergovernmental Remittance	-	-	-	-	
Criminal Just. Total Uses	\$ -	\$ -	\$ -	\$ -	0%

Notes

Revenue

Special Programs revenues must be used for innovative law enforcement strategies or programs related to helping at-risk children or child abuse victims.

Intergovernmental Remittance

With no current programs with allowable uses of Special Programs funding, the City is considering remitting funds to Spokane County.

**3 Year Budget Comparison
Criminal Justice Fund 111**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		\$ 5,900.00	\$ 6,421.52	\$ 6,575.00	\$ 6,743.14	\$ 6,739.00	\$ 4,849.07	\$ 22,703.05
Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance		\$ 5,900.00	\$ 6,421.52	\$ 6,575.00	\$ 6,743.14	\$ 6,739.00	\$ 4,849.07	\$ 22,703.05
Total Gain (Loss)		\$ 5,900.00	\$ 6,421.52	\$ 6,575.00	\$ 6,743.14	\$ 6,739.00	\$ 4,849.07	\$ 22,703.05

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Criminal Justice Revenues								
001-336-06-26-00	MVET-CRIM JUSTICE-SPEC PRO	\$ 5,000.00	\$ 5,611.54	\$ 5,800.00	\$ 5,836.85	\$ 6,039.00	\$ 4,407.66	\$ 6,147.00
001-341-32-00-01	CRIME VICTIMS	\$ 150.00	\$ 82.52	\$ 75.00	\$ 90.45	\$ -	\$ 44.47	
001-336-06-51-00	DUI - CITIES	\$ 750.00	\$ 727.46	\$ 700.00	\$ 815.84	\$ 700.00	\$ 396.94	\$ 700.00
	T/I PRIOR PERIOD REVENUES							\$ 15,856.05
	Fund Total	\$ 5,900.00	\$ 6,421.52	\$ 6,575.00	\$ 6,743.14	\$ 6,739.00	\$ 4,849.07	\$ 22,703.05
		2020 Budget	2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	2023 Budget
Criminal Justice Expenditures								
	INTERGOVERNMENTAL TRANSFERS							
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Parks & Recreation Fund Resources
Special Revenue Fund 112

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Concessions	-	358.00	-	150.00	100%
Recreation Fees	3,133.84	5,997.57	5,000.00	7,500.00	33%
Rec Facility Use	-	-	-	100.00	100%
Parking - Waterfront Park	85.00	460.00	200.00	500.00	60%
Facility Rentals	2,338.64	310.00	4,000.00	2,000.00	-100%
Interest & Other Earnings	2,070.00	310.00	700.00	2,000.00	65%
Transfer In	-	-	-	350,000.00	100%
Parks & Rec. Total Resources	\$ 7,627.48	\$ 7,435.57	\$ 9,900.00	\$ 362,250.00	97%

Parks & Recreation Fund Departments - Expenditures
Special Revenue Fund 112

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
<u>Recreation</u>					
Salaries & Wages	48,988.17	47,089.80	59,500.00	97,200.00	39%
Benefits	27,759.32	23,465.88	29,700.00	51,502.40	42%
Supplies	2,261.27	3,667.20	10,700.00	10,000.00	-7%
Services & Charges	17,152.41	8,990.64	14,800.00	17,224.00	14%
Capital Outlay	1,711.65	-	10,000.00	-	
Dept. total	97,872.82	83,213.52	124,700.00	175,926.40	29%
<u>Parks Facilities</u>					
Salaries & Wages	18,702.68	79,517.70	58,700.00	83,441.01	30%
Benefits	6,568.30	33,725.13	17,500.00	28,210.65	38%
Supplies	10,316.79	15,019.26	20,100.00	21,600.00	7%
Services & Charges	33,215.91	35,218.66	30,900.00	45,607.00	32%
Capital Outlay	8,738.89	44,160.47	40,000.00	-	
Dept. total	\$ 77,542.57	\$ 207,641.22	\$ 167,200.00	\$ 178,858.66	7%
Parks & Rec. Total Uses	\$ 175,415.39	\$ 290,854.74	\$ 291,900.00	\$ 354,785.06	36%

Notes

Recreation: Salaries & Wages Created new position, Parks & Recreation Director. 7.5% Salary Adjustment, 3.5% Step.

Recreation: Supplies Includes office equipment for new position, Parks & Recreation Director.

Parks Facilities Includes increase in DSHS Land Lease for state owned land.

**3 Year Budget Comparison
Parks & Recreation Fund 112**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		\$ 21,250.00	\$ 7,627.48	\$ 9,200.00	\$ 7,435.57	\$ 9,900.00	\$ 19,908.30	\$ 362,250.00
Expenditures	Parks & Rec	\$ 138,850.00	\$ 97,872.82	\$ 123,399.00	\$ 83,213.52	\$ 124,700.00	\$ 75,623.43	\$ 175,926.40
	Parks Facilities	\$ 160,708.00	\$ 77,542.57	\$ 140,700.00	\$ 308,266.59	\$ 167,200.00	\$ 129,405.90	\$ 178,858.66
Total Expenditures		\$ 299,558.00	\$ 175,415.39	\$ 264,099.00	\$ 391,480.11	\$ 291,900.00	\$ 205,029.33	\$ 354,785.06
Ending Balance		\$ (278,308.00)	\$ (167,787.91)	\$ (254,899.00)	\$ (384,044.54)	\$ (282,000.00)	\$ (185,121.03)	\$ 7,464.94
Total Gain (Loss)		\$ (278,308.00)	\$ (167,787.91)	\$ (254,899.00)	\$ (384,044.54)	\$ (282,000.00)	\$ (185,121.03)	\$ 7,464.94

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Parks & Rec Revenues								
001-321-80-00-00	CONCESSIONS	\$ -	\$ -	\$ -	\$ 358.00	\$ -	\$ 175.50	\$ 150.00
001-347-30-01-00	MAC LEAGUE RECREATION SERVICES	\$ 300.00	\$ -	\$ 100.00	\$ -	\$ 500.00	\$ -	\$ -
001-347-60-00-00	RECREATION FEES	\$ 12,500.00	\$ 3,133.84	\$ 5,000.00	\$ 5,997.57	\$ 5,000.00	\$ 9,677.80	\$ 7,500.00
001-347-30-00-01	REC FACILITY USE							\$ 100.00
001-362-00-00-02	PARKING-WATERFRONT PARK	\$ 250.00	\$ 85.00	\$ 100.00	\$ 460.00	\$ 200.00	\$ 690.00	\$ 500.00
001-362-40-00-00	FACILITY RENTALS	\$ 8,000.00	\$ 2,338.64	\$ 4,000.00	\$ 310.00	\$ 4,000.00	\$ 4,885.00	\$ 2,000.00
001-367-00-74-00	DONATIONS - PARK & RECREATION	\$ 200.00	\$ 250.00	\$ -	\$ 300.00	\$ 200.00	\$ 300.00	\$ -
001-382-10-00-00	FACILITY RNTL DEPOSIT	\$ -	\$ 1,820.00	\$ -	\$ 10.00	\$ -	\$ 4,180.00	\$ 2,000.00
	TRANSFERS IN							\$ 350,000.00
	Fund Total	\$ 21,250.00	\$ 7,627.48	\$ 9,200.00	\$ 7,435.57	\$ 9,900.00	\$ 19,908.30	\$ 362,250.00

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Parks & Rec Expenditures								
Parks & Rec								
001-000-582-10-00-01	DEPOST REFUND-FCLTY RNTL	\$ 1,000.00	\$ 2,057.50	\$ 1,000.00	\$ 10.00	\$ 1,000.00	\$ 3,560.00	\$ 2,000.00

001-000-582-30-00-00	PARK & REC DEPOSIT REFUND	\$ 200.00	\$ -	\$ 150.00	\$ 947.44	\$ -	\$ -	
001-740-571-10-10-03	PT RECREATION SALARIES	\$ 12,000.00	\$ 4,028.92	\$ 12,000.00	\$ 945.00	\$ 12,000.00	\$ 3,759.50	\$ 4,500.00
001-740-571-10-10-04	RECREATION DIRECTOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,400.00
001-740-571-10-10-05	RECREATION COORDINATOR	\$ 40,000.00	\$ 44,959.25	\$ 46,124.00	\$ 46,144.80	\$ 47,500.00	\$ 31,499.84	\$ 27,000.00
001-740-571-10-11-00	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 403.07	\$ 300.00
001-740-571-10-20-01	SOCIAL SECURITY & MEDICARE	\$ 4,500.00	\$ 4,840.97	\$ 5,200.00	\$ 4,040.42	\$ 5,000.00	\$ 3,305.52	\$ 7,267.50
001-740-571-10-20-02	LABOR & INDUSTRIES	\$ 500.00	\$ 466.92	\$ 575.00	\$ 263.57	\$ 500.00	\$ 273.14	\$ 2,034.90
001-740-571-10-20-03	RETIREMENT/ICMA	\$ 7,500.00	\$ 8,903.38	\$ 9,500.00	\$ 7,088.39	\$ 9,000.00	\$ 4,670.87	\$ 13,000.00
001-740-571-10-20-04	MEDICAL/LIFE/DEFERRED COMP	\$ 14,000.00	\$ 12,317.68	\$ 13,000.00	\$ 10,995.82	\$ 14,000.00	\$ 8,668.71	\$ 28,000.00
001-740-571-10-20-05	DISABILITY/SICK LV BUYBACK	\$ 1,200.00	\$ 1,230.37	\$ 1,250.00	\$ 1,077.68	\$ 1,200.00	\$ 795.83	\$ 1,200.00
001-740-571-10-31-01	OFFICE SUPPLIES	\$ 500.00	\$ 43.49	\$ 500.00	\$ 41.46	\$ 500.00	\$ 40.33	\$ 500.00
001-740-571-10-31-02	OPERATING SUPPLIES	\$ 10,000.00	\$ 2,217.78	\$ 10,000.00	\$ 3,625.74	\$ 10,000.00	\$ 5,768.74	\$ 7,500.00
001-740-571-10-35-00	SMALL TOOLS & EQUIPMENT	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 2,000.00
001-740-571-10-41-00	INSTRUCTORS/UMPIRES/REFEREES	\$ 1,000.00	\$ -	\$ 750.00	\$ -	\$ 1,000.00	\$ -	\$ -
001-740-571-10-41-01	PROFESSIONAL SERV/CONCERTS-ETC	\$ 4,000.00	\$ 6,482.10	\$ 5,000.00	\$ 2,031.64	\$ 4,500.00	\$ 2,848.73	\$ 4,000.00
001-740-571-10-42-01	POSTAGE	\$ 500.00	\$ 1.50	\$ 100.00	\$ -	\$ 100.00	\$ 1.06	\$ 100.00
001-740-571-10-42-02	PHONE	\$ 300.00	\$ 368.79	\$ 400.00	\$ 418.77	\$ 400.00	\$ 249.99	\$ 400.00
001-740-571-10-43-02	MEALS & LODGING	\$ 350.00	\$ -	\$ 350.00	\$ -	\$ 300.00	\$ -	\$ 150.00
001-740-571-10-45-00	RENTALS	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 156.79	\$ 1,000.00	\$ 2,559.67	\$ 2,500.00
001-740-571-10-46-00	INSURANCE	\$ 4,100.00	\$ 4,851.00	\$ 5,100.00	\$ 4,669.00	\$ 5,100.00	\$ 6,150.00	\$ 6,674.00
001-740-571-10-49-00	MISCELLANEOUS	\$ 500.00	\$ 367.00	\$ 500.00	\$ 757.00	\$ 500.00	\$ -	\$ 500.00
001-740-571-10-49-02	REGISTRATIONS FEES	\$ 500.00	\$ 3,024.52	\$ 700.00	\$ -	\$ 700.00	\$ 266.75	\$ 700.00
001-740-571-10-49-04	PARK & REC REFUND	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 801.68	\$ 200.00
001-740-594-74-60-00	RECREATION - CAPITAL OUTLAY	\$ 35,000.00	\$ 1,711.65	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	
	Dept Total	\$ 138,850.00	\$ 97,872.82	\$ 123,399.00	\$ 83,213.52	\$ 124,700.00	\$ 75,623.43	\$ 175,926.40
Parks Facilities								
001-760-576-80-10-02	MAINTENANCE WORKER - 67%	\$ 25,708.00	\$ 8,635.20	\$ 27,800.00	\$ 53,473.69	\$ 28,700.00	\$ 36,298.88	\$ 43,447.01
001-760-576-80-10-03	SUMMER PARK LABORER	\$ 13,000.00	\$ 9,543.88	\$ 14,000.00	\$ 23,258.91	\$ 28,000.00	\$ 12,007.16	\$ 38,244.00
001-760-576-80-11-00	OVERTIME	\$ 1,000.00	\$ 523.60	\$ 1,000.00	\$ 2,785.10	\$ 2,000.00	\$ 1,582.81	\$ 1,750.00
001-760-576-80-20-01	SOCIAL SECURITY & MEDICARE	\$ 2,000.00	\$ 1,436.19	\$ 2,000.00	\$ 5,952.40	\$ 5,000.00	\$ 3,717.43	\$ 6,126.83
001-760-576-80-20-02	LABOR & INDUSTRIES	\$ 1,200.00	\$ 842.08	\$ 1,200.00	\$ 2,026.42	\$ 1,500.00	\$ 1,024.49	\$ 1,633.82
001-760-576-80-20-03	RETIREMENT/ICMA	\$ 3,300.00	\$ 1,457.27	\$ 3,000.00	\$ 6,520.95	\$ 5,000.00	\$ 3,882.87	\$ 5,600.00
001-760-576-80-20-04	MEDICAL/LIFE/DEFERRED COMP	\$ 6,650.00	\$ 2,621.42	\$ 4,000.00	\$ 18,061.87	\$ 5,000.00	\$ 12,577.80	\$ 13,750.00
001-760-576-80-20-05	DISABILITY/SICK LV BUYBACK	\$ 550.00	\$ 211.34	\$ 300.00	\$ 1,163.49	\$ 1,000.00	\$ 789.54	\$ 1,100.00

001-760-576-80-30-00	INTERGOVERNMENTAL SERVICES	\$ 12,500.00	\$ 6,405.49	\$ 12,000.00	\$ 6,223.92	\$ 10,000.00	\$ 4,726.74	\$ 10,000.00
001-760-576-80-31-01	OFFICE SUPPLIES	\$ 100.00	\$ 105.62	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
001-760-576-80-31-02	OPERATING SUPPLIES	\$ 4,000.00	\$ 2,262.94	\$ 4,000.00	\$ 5,901.96	\$ 5,500.00	\$ 7,778.36	\$ 6,000.00
001-760-576-80-32-00	FUEL	\$ 3,500.00	\$ 1,501.17	\$ 2,500.00	\$ 2,207.50	\$ 3,500.00	\$ 1,807.70	\$ 3,500.00
001-760-576-80-35-00	SMALL TOOLS & EQUIPMENT	\$ 1,000.00	\$ 41.57	\$ 500.00	\$ 685.88	\$ 1,000.00	\$ 925.01	\$ 2,000.00
001-760-576-80-41-00	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 5,820.62	\$ 3,000.00	\$ 5,673.60	\$ 5,000.00	\$ -	\$ 5,000.00
001-760-576-80-42-01	POSTAGE	\$ -	\$ 1.00	\$ -	\$ -	\$ -	\$ 0.51	\$ -
001-760-576-80-42-02	PHONE	\$ 650.00	\$ 700.57	\$ 700.00	\$ 751.33	\$ 700.00	\$ 586.53	\$ 700.00
001-760-576-80-45-00	RENTALS	\$ 4,500.00	\$ 4,724.66	\$ 4,000.00	\$ 1,657.32	\$ 4,000.00	\$ 4,843.05	\$ 4,000.00
001-760-576-80-46-00	INSURANCE	\$ 5,850.00	\$ 6,017.00	\$ 6,400.00	\$ 4,968.00	\$ 5,500.00	\$ 6,400.00	\$ 15,707.00
001-760-576-80-47-00	UTILITIES	\$ 10,000.00	\$ 11,457.65	\$ 10,000.00	\$ 10,265.98	\$ 10,000.00	\$ 7,840.80	
001-760-576-80-48-00	REPAIR & MAINTENANCE	\$ 4,000.00	\$ 4,344.26	\$ 4,000.00	\$ 11,742.19	\$ 5,500.00	\$ 7,094.51	\$ 10,000.00
001-760-576-80-49-00	MISCELLANEOUS	\$ 200.00	\$ 150.15	\$ 200.00	\$ 160.24	\$ 200.00	\$ 137.01	\$ 200.00
	LAND LEASE - WATERFRONT PARK							\$ 10,000.00
001-760-594-74-60-01	PARK SHELTER REBUILD PROJECT	\$ -	\$ -	\$ -	\$ 100,625.37	\$ -	\$ -	\$ -
001-760-594-76-60-00	PARKS - CAPITAL OUTLAY	\$ 60,000.00	\$ 8,738.89	\$ 40,000.00	\$ 44,160.47	\$ 40,000.00	\$ 15,384.70	\$ -
	Dept Total	\$ 160,708.00	\$ 77,542.57	\$ 140,700.00	\$ 308,266.59	\$ 167,200.00	\$ 129,405.90	\$ 178,858.66
	Fund Total	\$ 299,558.00	\$ 175,415.39	\$ 264,099.00	\$ 391,480.11	\$ 291,900.00	\$ 205,029.33	\$ 354,785.06

City Beautification Fund Resources
Special Revenue Fund 125

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Business License	3,875.00	6,542.50	4,000.00	5,000.00	20%
Interest & Other Earnings	-	-	-	-	
City Beaut. Total Resources	\$ 3,875.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	20%

City Beautification Fund Uses
Special Revenue Fund 125

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Supplies	-	-	-	2,000.00	100%
Services & Charges	-	-	-	2,000.00	100%
City Beaut. Total Uses	\$ -	\$ -	\$ -	\$ 4,000.00	100%

Notes

Revenue Includes all business license revenues

City Beautification Includes costs related to beautification projects that are aimed at updating or enhancing the visual aspects of the City's downtown and urban areas.

**3 Year Budget Comparison
City Beautification Fund 125**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance								\$ -
Revenues		\$ 1,000.00	\$ 3,875.00	\$ 2,000.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	\$ 6,500.00
Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
Ending Balance		\$ 1,000.00	\$ 3,875.00	\$ 2,000.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	\$ 2,500.00
Total Gain (Loss)		\$ 1,000.00	\$ 3,875.00	\$ 2,000.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	\$ 2,500.00

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
City Beautification Revenues								
001-321-99-00-00	BUSINESS LICENSE	\$ 1,000.00	\$ 3,875.00	\$ 2,000.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	\$ 6,500.00
	Fund Total	\$ 1,000.00	\$ 3,875.00	\$ 2,000.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	\$ 6,500.00
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
City Beautification Expenditures								
	Repairs & Maint.							\$ 2,000.00
	Operating Supplies							\$ 2,000.00
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00

Capital Improvements Fund Resources
Capital Projects Fund 301

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	414,922.66	369,498.91	436,000.00	515,000.00	
Real Estate Excise Tax (REET)	66,988.09	131,375.47	80,000.00	95,000.00	
Interest & Other Earnings	2,588.16	346.23	1,000.00	2,000.00	
Capital Imp. Total Resources	\$ 484,498.91	\$ 501,220.61	\$ 517,000.00	\$ 612,000.00	16%

Capital Improvements Fund Uses
Capital Projects Fund 301

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Streets Projects	\$ -	\$ -	\$ -	\$ -	
Library Projects	-	-	-	\$ 70,000.00	
Transfers Out	115,000.00	65,000.00	25,000.00	95,000.00	
Capital Imp. Total Uses	\$ -	\$ -	\$ -	\$ 165,000.00	0%

Notes

Streets Projects

Includes Transfer Out to Streets - Restricted Fund (104) for matching requirements on TIB project

Streets Projects

Includes Transfer Out to Streets - Restricted Fund (104) for matching requirements on TIB project

**3 Year Budget Comparison
Capital Improvement Fund 301**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 414,922.66		\$ 369,498.91	\$ 436,000.00	\$ 436,220.61	\$ 515,000.00
Revenues		\$ 51,000.00	\$ 69,576.25	\$ 53,000.00	\$ 131,721.70	\$ 81,000.00	\$ 80,599.58	\$ 97,000.00
Expenditures		\$ 115,000.00	\$ 115,000.00	\$ 65,000.00	\$ 65,000.00	\$ 25,000.00	\$ -	\$ 165,000.00
Ending Balance		\$ (64,000.00)	\$ 369,498.91	\$ (12,000.00)	\$ 436,220.61	\$ 492,000.00	\$ 516,820.19	\$ 447,000.00
Total Gain (Loss)		\$ (64,000.00)	\$ (45,423.75)	\$ (12,000.00)	\$ 66,721.70	\$ 56,000.00	\$ 80,599.58	\$ (68,000.00)

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Capital Improvements Revenues								
301-318-34-00-00	REET TAX	\$ 40,000.00	\$ 66,988.09	\$ 50,000.00	\$ 131,375.47	\$ 80,000.00	\$ 78,882.92	\$ 95,000.00
301-361-11-00-00	INVESTMENT INTEREST	\$ 11,000.00	\$ 2,588.16	\$ 3,000.00	\$ 346.23	\$ 1,000.00	\$ 1,716.66	\$ 2,000.00
	Fund Total	\$ 51,000.00	\$ 69,576.25	\$ 53,000.00	\$ 131,721.70	\$ 81,000.00	\$ 80,599.58	\$ 97,000.00
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Capital Improvements Expenditures								
	STREETS PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LIBRARY PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
	Transfers Out (301 to 302)							
	Transfers Out (301 to 001)	\$ 90,000.00	\$ 90,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -
	Transfers Out (301 to 104)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 95,000.00
	Fund Total	\$ 115,000.00	\$ 115,000.00	\$ 65,000.00	\$ 65,000.00	\$ 25,000.00	\$ -	\$ 165,000.00

Parks Capital Improvements Fund Resources
Capital Projects Fund 302

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Impact Fees	1,210.00	55,070.00	1,200.00	1,200.00	0%
Interest & Other Earnings	-	-	-	-	
Transfers In	-	-	-	45,000.00	100%
Capital Imp. Total Resources	\$ 1,210.00	\$ 55,070.00	\$ 1,200.00	\$ 46,200.00	97%

Capital Improvements Fund Uses
Capital Projects Fund 301

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Parks Projects					
Capital Imp. Total Uses	\$ -	\$ -	\$ -	\$ -	0%

Notes

Streets Projects

Parks Projects

**3 Year Budget Comparison
Parks Capital Improvement Fund 302**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		\$ 2,420.00	\$ 1,210.00	\$ 2,420.00	\$ 55,070.00	\$ 1,200.00	\$ 1,210.00	\$ 46,200.00
Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
Ending Balance		\$ 2,420.00	\$ 1,210.00	\$ 2,420.00	\$ 55,070.00	\$ 1,200.00	\$ 1,210.00	\$ 16,200.00
Total Gain (Loss)		\$ 2,420.00	\$ 1,210.00	\$ 2,420.00	\$ 55,070.00	\$ 1,200.00	\$ 1,210.00	\$ 16,200.00

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Capital Improvements Revenues								
100-345-85-76-00	PARK - IMPACT FEES	\$ 2,420.00	\$ 1,210.00	\$ 2,420.00	\$ 55,070.00	\$ 1,200.00	\$ 1,210.00	\$ 1,200.00
301-361-11-00-00	INVESTMENT INTEREST							
	TRANSFERS IN (100)							\$ 45,000.00
	Fund Total	\$ 2,420.00	\$ 1,210.00	\$ 2,420.00	\$ 55,070.00	\$ 1,200.00	\$ 1,210.00	\$ 46,200.00
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Capital Improvements Expenditures								
	PARKS PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00

Water Operations and Maintenance Fund Resources
Proprietary Fund 401

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Delinquent Fees	3,666.00	1,150.00	5,000.00	16,500.00	70%
Facilities Rental - Reservoir	123,410.44	114,443.63	100,000.00	125,000.00	20%
Water Sales	663,094.41	690,216.52	700,000.00	700,000.00	0%
Water Tap Fees	-	5,086.01	3,000.00	-	
Interest & Other Earnings	12,991.20	1,547.06	1,100.00	1,500.00	27%
Water Fund Total Resources	\$ 803,162.05	\$ 812,443.22	\$ 809,100.00	\$ 843,000.00	4%

Water Operations and Maintenance Fund Uses
Proprietary Fund 401

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	170,006.20	156,662.40	175,300.00	265,000.00	34%
Benefits	94,470.53	80,466.57	105,800.00	137,555.00	23%
Supplies	91,909.44	132,430.80	143,500.00	150,500.00	5%
Services & Charges	149,431.86	156,456.69	170,600.00	197,676.00	14%
Transfers Out	-	-	-	75,000.00	100%
Water Fund Total Uses	\$ 505,818.03	\$ 526,016.46	\$ 595,200.00	\$ 825,731.00	28%

Notes

Revenue

Includes revenues from sale of water, late fees and lease charges for the rental of space on the City's reservoir to telecommunications companies.

Salaries & Wages

7.5% Salary Adjustment, 3.5% Step.

Water Restricted Fund Resources

Proprietary Managerial Fund 402

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Interest & Other Earnings	-	-	-	-	
Transfers In	-	-	-	75,000.00	
Water Res. Total Resources	\$ -	\$ -	\$ -	\$ 75,000.00	100%

Water Restricted Fund Uses
Proprietary Managerial Fund 402

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Improvements	200,615.48	43,075.00	15,100.00	50,000.00	70%
Spokane Intertie Project	693,574.39	84,624.12	-	-	
Equipment	6,959.59	4,567.31	15,000.00	15,000.00	0%
Water Res. Total Uses	\$ 901,149.46	\$ 132,266.43	\$ 30,100.00	\$ 65,000.00	54%

Notes

Improvements Includes remote read meters for provision of water

3 Year Budget Comparison
Water Fund 401, Water - Restricted Fund 402

CITY OF MEDICAL LAKE

Summary - Water

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance								
Revenues		\$ 856,550.00	\$ 803,162.05	\$ 768,150.00	\$ 812,478.45	\$ 809,150.00	\$ 511,058.50	\$ 843,050.00
Expenditures		\$ 569,915.00	\$ 505,818.03	\$ 499,544.00	\$ 526,016.46	\$ 595,200.00	\$ 354,873.95	\$ 1,689,161.67
Ending Balance		\$ 286,635.00	\$ 297,344.02	\$ 268,606.00	\$ 286,461.99	\$ 213,950.00	\$ 156,184.55	\$ (846,111.67)
Total Gain (Loss)		\$ 286,635.00	\$ 297,344.02	\$ 268,606.00	\$ 286,461.99	\$ 213,950.00	\$ 156,184.55	\$ (846,111.67)

Summary - Water Restricted

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance								
Revenues		\$ 5,000.00	\$ -	\$ 5,077.71	\$ -	\$ 5,112.00	\$ -	\$ 75,000.00
Expenditures		\$ 540,000.00	\$ 911,149.46	\$ 230,000.00	\$ 142,266.43	\$ 40,100.00	\$ 6,570.67	\$ 1,266,834.14
Ending Balance		\$ (535,000.00)	\$ (911,149.46)	\$ (224,922.29)	\$ (142,266.43)	\$ (34,988.00)	\$ (6,570.67)	\$ (1,191,834.14)
Total Gain (Loss)		\$ (535,000.00)	\$ (911,149.46)	\$ (224,922.29)	\$ (142,266.43)	\$ (34,988.00)	\$ (6,570.67)	\$ (1,191,834.14)

Detail - Water

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Water Revenues								
401-359-90-00-00	UTILITY DELINQUENT FEES	\$ 15,000.00	\$ 3,666.00	\$ 10,000.00	\$ 1,150.00	\$ 5,000.00	\$ 20,944.42	\$ 12,000.00
	DOOR HANGER FEES							\$ 4,500.00
401-362-50-00-00	FACILITIES RENTAL-RESERVOIR	\$ 100,000.00	\$ 123,410.44	\$ 100,000.00	\$ 114,443.63	\$ 100,000.00	\$ 89,394.46	\$ 125,000.00
401-343-40-00-00	WATER SALES	\$ 700,000.00	\$ 663,094.41	\$ 650,000.00	\$ 690,216.52	\$ 700,000.00	\$ 396,654.49	\$ 700,000.00
401-343-40-00-01	WATER TAP FEES	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 5,086.01	\$ 3,000.00	\$ 650.00	\$ -
401-343-40-01-00	BULK WATER SALES	\$ 50.00	\$ -	\$ 50.00	\$ 35.23	\$ 50.00	\$ 183.57	\$ 50.00
401-361-11-00-00	INVESTMENT INTEREST	\$ 38,500.00	\$ 8,179.19	\$ 5,000.00	\$ 782.06	\$ 1,000.00	\$ 3,097.34	\$ 1,500.00
401-332-92-10-00	COVID-19 NON-GRANT ASSTANCE	\$ -	\$ 4,544.81	\$ -	\$ -	\$ -	\$ -	

401-369-90-00-00	MISCELLANEOUS REVENUE	\$ -	\$ 267.20	\$ 100.00	\$ 765.00	\$ 100.00	\$ 134.22	
	Fund Total	\$ 856,550.00	\$ 803,162.05	\$ 768,150.00	\$ 812,478.45	\$ 809,150.00	\$ 511,058.50	\$ 843,050.00
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Water Expenditures								
401-380-534-00-47-00	IRRIGATION/WATER CITY FACILITIES	\$ 300.00	\$ 319.90	\$ 300.00	\$ 414.90	\$ 400.00	\$ 41.30	\$ 400.00
401-380-534-10-10-01	PW DIRECTOR	\$ 22,583.00	\$ 22,583.28	\$ 23,261.00	\$ 23,260.43	\$ 24,000.00	\$ 15,408.60	\$ 35,000.00
401-380-534-10-10-02	MAINTENANCE LEAD	\$ 19,929.00	\$ 19,858.75	\$ 20,527.00	\$ 20,527.20	\$ 21,150.00	\$ 12,127.13	\$ -
401-380-534-10-10-03	MAINTENANCE WORKERS - SPLIT	\$ 93,220.00	\$ 99,983.16	\$ 98,174.00	\$ 85,061.20	\$ 101,150.00	\$ 57,690.67	\$ 200,000.00
401-380-534-10-10-06	ADMINISTRATIVE STAFF	\$ 21,733.00	\$ 21,816.21	\$ 22,382.00	\$ 22,395.73	\$ 22,000.00	\$ 14,610.53	\$ 24,000.00
401-380-534-10-11-00	OVERTIME	\$ 8,000.00	\$ 5,764.80	\$ 6,000.00	\$ 5,417.84	\$ 7,000.00	\$ 2,852.57	\$ 6,000.00
401-380-534-10-20-01	SOCIAL SECURITY & MEDICARE	\$ 11,500.00	\$ 12,646.96	\$ 13,000.00	\$ 11,121.99	\$ 13,000.00	\$ 7,534.23	\$ 19,875.00
401-380-534-10-20-02	LABOR & INDUSTRIES	\$ 5,000.00	\$ 3,748.71	\$ 4,500.00	\$ 2,683.05	\$ 4,000.00	\$ 1,733.15	\$ 5,180.00
401-380-534-10-20-03	RETIREMENT/ICMA	\$ 20,300.00	\$ 23,061.76	\$ 24,000.00	\$ 18,604.12	\$ 25,000.00	\$ 10,398.77	\$ 26,500.00
401-380-534-10-20-04	MEDICAL/DENTAL/VISION/DEFERRED	\$ 48,200.00	\$ 51,441.93	\$ 56,400.00	\$ 44,306.67	\$ 59,800.00	\$ 30,758.76	\$ 82,000.00
401-380-534-10-20-05	DISABILTIY/SICK LV BUYBACK	\$ 3,250.00	\$ 3,440.52	\$ 3,600.00	\$ 3,082.14	\$ 3,500.00	\$ 1,928.61	\$ 3,500.00
401-380-534-10-20-06	UNIFORMS & CLOTHING	\$ 500.00	\$ 130.65	\$ 500.00	\$ 668.60	\$ 500.00	\$ 474.09	\$ 500.00
401-380-534-10-31-01	OFFICE SUPPLIES	\$ 3,000.00	\$ 1,557.88	\$ 2,000.00	\$ 1,199.88	\$ 1,500.00	\$ 996.39	\$ 1,500.00
401-380-534-10-31-02	OPERATING SUPPLIES	\$ 10,000.00	\$ 11,599.60	\$ 10,000.00	\$ 6,597.76	\$ 12,000.00	\$ 5,247.06	\$ 12,000.00
401-380-534-10-32-00	FUEL	\$ 6,500.00	\$ 4,111.62	\$ 5,000.00	\$ 5,664.52	\$ 8,000.00	\$ 3,646.10	\$ 6,000.00
401-380-534-10-34-00	ITEMS FOR RESALE	\$ 50,000.00	\$ 69,238.29	\$ 50,000.00	\$ 81,223.43	\$ 92,000.00	\$ 82,594.60	\$ 100,000.00
401-380-534-10-34-01	ITEMS FOR RESALE-SPOK INTERTIE	\$ 85,000.00	\$ -	\$ -	\$ 33,150.00	\$ 25,000.00	\$ 12,350.20	\$ 25,000.00
401-380-534-10-35-00	SMALL TOOLS & EQUIPMENT	\$ 5,000.00	\$ 5,402.05	\$ 5,000.00	\$ 4,595.21	\$ 5,000.00	\$ 1,773.49	\$ 6,000.00
401-380-534-10-40-00	WATER TESTING	\$ 3,500.00	\$ 2,825.00	\$ 3,500.00	\$ 2,630.00	\$ 4,000.00	\$ 4,287.99	\$ 5,000.00
401-380-534-10-40-01	OTHER INTERGOV'T SERVICES	\$ 5,000.00	\$ 2,675.90	\$ 5,000.00	\$ 2,675.90	\$ 3,500.00	\$ 2,675.90	\$ 3,500.00
401-380-534-10-41-00	PROFESSIONAL SERVICES	\$ 12,500.00	\$ 11,033.08	\$ 10,000.00	\$ 13,249.83	\$ 13,000.00	\$ 10,312.73	\$ 20,000.00
401-380-534-10-42-01	POSTAGE	\$ 3,000.00	\$ 2,085.51	\$ 3,000.00	\$ 3,266.47	\$ 3,000.00	\$ 2,158.28	\$ 3,500.00
	BILLING SERVICE							\$ 6,000.00
401-380-534-10-42-02	PHONE	\$ 4,500.00	\$ 4,356.02	\$ 4,500.00	\$ 4,373.64	\$ 4,500.00	\$ 2,988.74	\$ 4,500.00
401-380-534-10-43-01	MILEAGE	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
401-380-534-10-43-02	MEALS & LODGING	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00
401-380-534-10-44-00	ADVERTISING	\$ 100.00	\$ -	\$ 100.00	\$ 19.45	\$ 100.00	\$ 160.72	\$ 500.00
401-380-534-10-45-00	RENTALS	\$ 5,000.00	\$ 2,587.53	\$ 4,000.00	\$ 2,982.04	\$ 4,000.00	\$ 1,151.83	\$ 4,000.00
401-380-534-10-46-00	INSURANCE	\$ 11,700.00	\$ 12,403.00	\$ 13,000.00	\$ 11,129.00	\$ 12,500.00	\$ 14,457.50	\$ 24,473.00

401-380-534-10-47-00	UTILITIES	\$ 50,000.00	\$ 66,208.80	\$ 60,000.00	\$ 63,701.11	\$ 67,000.00	\$ 29,262.08	\$ 65,000.00
401-380-534-10-48-00	REPAIR & MAINTENANCE	\$ 20,000.00	\$ 9,837.24	\$ 15,000.00	\$ 15,807.98	\$ 20,000.00	\$ 4,226.55	\$ 20,000.00
401-380-534-10-48-01	UTILITY SOFTWARE ASSURANCE	\$ 4,500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
401-380-534-10-49-00	STATE EXCISE TAX	\$ 33,500.00	\$ 33,030.64	\$ 33,500.00	\$ 33,874.57	\$ 35,000.00	\$ 19,348.08	\$ 35,203.00
401-380-534-10-49-01	DUES & MEMBERSHIPS	\$ 1,200.00	\$ 1,646.80	\$ 1,400.00	\$ 1,347.90	\$ 1,700.00	\$ 1,340.40	\$ 1,700.00
401-380-534-10-49-02	MISCELLANEOUS & REGISTRATIONS	\$ 1,000.00	\$ 422.44	\$ 1,000.00	\$ 983.90	\$ 1,000.00	\$ 336.90	\$ 3,000.00
	T/O W/S Managerial							\$ 863,430.67
	T/O - WATER RESTRICTED							\$ 75,000.00
	Fund Total	\$ 569,915.00	\$ 505,818.03	\$ 499,544.00	\$ 526,016.46	\$ 595,200.00	\$ 354,873.95	\$ 1,689,161.67

Detail - Water - Restricted

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Water - Restricted Revenues								
403-308-31-00-00	BEG NET CASH & INVESTMENTS	\$ 5,000.00	\$ -	\$ 5,077.71	\$ -	\$ 5,112.00	\$ -	
	T/I WATER RESTRICTED							\$ 75,000.00
	Fund Total	\$ 5,000.00	\$ -	\$ 5,077.71	\$ -	\$ 5,112.00	\$ -	\$ 75,000.00

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Water - Restricted Expenditures								
405-368-10-00-00	LID SET UP FEES	\$ -	\$ 175.00	\$ -	\$ 875.00	\$ 100.00	\$ 175.00	
405-379-00-00-01	W/S CAPITAL IMPROVEMENT FEES	\$ 5,000.00	\$ 5,600.00	\$ 5,000.00	\$ 42,200.00	\$ 5,000.00	\$ 1,600.00	
401-380-594-34-63-00	WATER IMPROVEMENTS	\$ 500,000.00	\$ 194,840.48	\$ 200,000.00	\$ -	\$ 10,000.00	\$ -	\$ 50,000.00
401-380-594-34-63-01	SPOKANE INTERTIE PRJCT-WTR IMPRV	\$ -	\$ 693,574.39	\$ -	\$ 84,624.12	\$ -	\$ -	
401-380-594-34-64-00	WATER - EQUIPMENT	\$ 25,000.00	\$ 6,959.59	\$ 15,000.00	\$ 4,567.31	\$ 15,000.00	\$ 4,795.67	\$ 15,000.00
401-380-597-34-90-64	T/O - W/S Managerial (404)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 1,201,834.14
	Fund Total	\$ 540,000.00	\$ 911,149.46	\$ 230,000.00	\$ 142,266.43	\$ 40,100.00	\$ 6,570.67	\$ 1,266,834.14

Water/Sewer O&M Managerial Fund Resources
Proprietary Managerial Fund 403

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Transfers In				863,430.67	
W/S Fund Total Resources	\$ -	\$ -	\$ -	\$ 863,430.67	100%

Water/Sewer O&M Managerial Fund Uses
Proprietary Managerial Fund 403

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Transfers Out	-	-	-	75,000.00	
W/S Fund Total Uses	\$ -	\$ -	\$ -	\$ 75,000.00	100%

Notes

Transfers In

Includes Ending Cash balance from Water/Sewer fund before being split into two different proprietary funds. Funds will support both Water and Wastewater funds until funds are depleted.

Water/Sewer Capital Managerial Fund Resources
Proprietary Managerial Fund 404

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Transfers In	-	-	-	1,201,834.14	
W/S Fund Total Resources	\$ -	\$ -	\$ -	\$ 1,201,834.14	\$ -

Water Restricted Fund Uses
Proprietary Managerial Fund 402

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Transfers Out	-	-	-	80,000.00	
W/S Fund Total Uses	\$ -	\$ -	\$ -	\$ 80,000.00	0%

Notes

Transfers In Includes Ending Cash balance from Water/Sewer fund before being split into two different proprietary funds. Funds will support both Water and Wastewater funds until funds are depleted.

3 Year Budget Comparison
Water/Sewer Managerial Funds 403 (O&M) & 404 (Restricted)

CITY OF MEDICAL LAKE

Summary - Water/Sewer O&M Managerial Fund

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Budget
Beginning Balance								
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 863,430.67
Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
Ending Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 663,430.67
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 663,430.67

Summary - Water/Sewer Restricted Managerial Fund

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Budget
Beginning Balance								
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,201,834.14
Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
Ending Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,121,834.14
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,121,834.14

Detail - Water/Sewer O&M Managerial Fund

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Revenues								
401-369-90-00-00	TRANSFERS IN							\$ 863,430.67
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 863,430.67
		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Expenditures								
	T/O - WATER							
	T/O - WASTEWATER							\$ 200,000.00
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00

Detail - Water/Sewer Restricted Managerial Fund

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Revenues								
403-308-31-00-00	TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,201,834.14
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,201,834.14

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Expenditures								
	T/O - WATER							
	T/O - WASTEWATER (409)							\$ 80,000.00
	Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00

Solid Waste Operations and Maintenance Fund Resources
Proprietary Fund 407

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances					
Delinquent Fees	3,666.00	-	-	6,000.00	100%
Compost Trailer Reimbursement	-	13,100.01	-	10,000.00	100%
Garbage Collection Fees	617,729.98	627,944.44	600,000.00	650,000.00	8% 0%
Interest & Other Earnings	4,007.16	286.80	1,010.00	1,010.00	0%
Solid Waste Total Resources	\$ 625,403.14	\$ 641,331.25	\$ 601,010.00	\$ 667,010.00	10%

Solid Waste Operations and Maintenance Fund Uses
Proprietary Fund 407

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Salaries & Wages	17,309.13	17,820.18	18,400.00	27,500.00	33%
Benefits	11,778.27	10,099.93	12,800.00	12,565.00	-2%
Supplies	1,496.64	1,697.66	1,100.00	2,600.00	58%
Services & Charges	601,739.40	633,671.07	610,100.00	658,259.00	7%
Refunds	265.49	-	300.00	-	0%
Capital Outlay	-	3,218.00	1,500.00	6,000.00	75%
Solid Waste Total Uses	\$ 632,588.93	\$ 666,506.84	\$ 644,200.00	\$ 706,924.00	9%

Notes

Revenue	Includes garbage collection charges, late fees and reimbursement from the County for 75% of compost removal costs. Collection rates increase of approximately 6% to match increase in contracted garbage and recycling removal services.
Salaries & Wages	Includes a portion of administrative staff's wages for billing and administrative support. 7.5% Salary Adjustment, 3.5% Step.
Services & Charges	Includes Sunshine Disposal contract for removal services. Approximate 6% increase in garbage and recycling removal services.
Capital Outlay	Includes improvements to yard waste trailer station.

**3 Year Budget Comparison
Solid Waste Fund 407**

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance								
Revenues		\$ 626,640.00	\$ 623,096.34	\$ 612,020.00	\$ 641,331.25	\$ 601,010.00	\$ 461,426.24	\$ 667,010.00
Expenditures		\$ 616,192.00	\$ 632,588.93	\$ 628,309.00	\$ 666,506.84	\$ 644,200.00	\$ 472,942.58	\$ 706,924.00
Ending Balance		\$ 10,448.00	\$ (9,492.59)	\$ (16,289.00)	\$ (25,175.59)	\$ (43,190.00)	\$ (11,516.34)	\$ (39,914.00)
Total Gain (Loss)		\$ 10,448.00	\$ (9,492.59)	\$ (16,289.00)	\$ (25,175.59)	\$ (43,190.00)	\$ (11,516.34)	\$ (39,914.00)

Detail

		2020 Budget	2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
Solid Waste Revenues								
407-337-00-00-01	COMPOST TRAILER REIMBURSEMENT	\$ -	\$ -	\$ -	\$ 13,100.01	\$ -	\$ 10,130.16	\$ 10,000.00
401-359-90-00-00	UTILITY DELINQUENT FEES	\$ -	\$ 3,666.00	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
407-343-70-00-00	GARBAGE COLLECTION FEES	\$ 620,000.00	\$ 617,729.98	\$ 610,000.00	\$ 627,944.44	\$ 600,000.00	\$ 450,130.88	\$ 650,000.00
407-361-00-00-01	INTEREST-GARB MM	\$ 40.00	\$ 21.08	\$ 20.00	\$ 4.10	\$ 10.00	\$ 1.71	\$ 10.00
407-361-11-00-00	INVESTMENT INTEREST	\$ 6,500.00	\$ 1,622.97	\$ 2,000.00	\$ 239.70	\$ 1,000.00	\$ 892.29	\$ 1,000.00
407-369-00-00-01	OTHER MISCELLANEOUS REVENUES	\$ -	\$ 17.56	\$ -	\$ -	\$ -	\$ -	
407-369-10-00-00	SALE OF RECYCLABLES	\$ 100.00	\$ 38.75	\$ -	\$ 54.00	\$ -	\$ 271.20	
407-369-90-00-00	MISCELLANEOUS/CART RENTAL	\$ -	\$ -	\$ -	\$ (11.00)	\$ -	\$ -	
	Fund Total	\$ 626,640.00	\$ 623,096.34	\$ 612,020.00	\$ 641,331.25	\$ 601,010.00	\$ 461,426.24	\$ 667,010.00
Solid Waste Expenditures								
407-000-537-10-10-02	MAINTENANCE SUPERVISOR -10%	\$ 6,643.00	\$ 6,619.53	\$ 6,842.00	\$ 6,842.52	\$ 7,100.00	\$ 4,042.34	\$ -
407-000-537-10-10-06	ADMINISTRATIVE STAFF	\$ 10,649.00	\$ 10,689.60	\$ 10,967.00	\$ 10,977.66	\$ 11,300.00	\$ 8,035.73	\$ 27,000.00
407-000-537-10-11-00	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 477.41	\$ 500.00
407-000-537-10-20-01	SOCIAL SECURITY & MEDICARE	\$ 1,300.00	\$ 1,201.53	\$ 1,300.00	\$ 1,262.77	\$ 1,000.00	\$ 919.66	\$ 2,025.00
407-000-537-10-20-02	LABOR & INDUSTRIES	\$ 300.00	\$ 225.80	\$ 300.00	\$ 176.11	\$ 300.00	\$ 120.46	\$ 540.00
407-000-537-10-20-03	RETIREMENT/ICMA	\$ 2,200.00	\$ 2,232.24	\$ 2,500.00	\$ 2,067.04	\$ 2,500.00	\$ 1,211.34	\$ 3,500.00
407-000-537-10-20-04	MEDICAL/DENTAL/VISION/DEFERRED	\$ 7,500.00	\$ 7,755.52	\$ 8,100.00	\$ 6,220.43	\$ 8,600.00	\$ 3,917.40	\$ 6,000.00
407-000-537-10-20-05	DISABILITY/SICK LV BUYBACK	\$ 400.00	\$ 363.18	\$ 400.00	\$ 373.58	\$ 400.00	\$ 228.69	\$ 500.00
407-000-537-10-30-00	INTERGOVERNMENTAL SERVICES	\$ 1,000.00	\$ 889.87	\$ 1,000.00	\$ 902.75	\$ -	\$ 593.24	\$ 1,000.00

407-000-537-10-31-01	OFFICE SUPPLIES	\$ 500.00	\$ 573.04	\$ 500.00	\$ 674.77	\$ 700.00	\$ 711.93	\$ 850.00
407-000-537-10-31-02	OPERATING SUPPLIES	\$ 300.00	\$ 33.73	\$ 200.00	\$ 120.14	\$ 200.00	\$ 85.48	\$ 200.00
407-000-537-10-32-00	FUEL	\$ 500.00	\$ -	\$ 200.00	\$ -	\$ 100.00	\$ 280.40	\$ 300.00
407-000-537-10-35-00	SMALL TOOLS & EQUIPMENT	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 250.00
407-000-537-10-41-00	GARBAGE CONTRACTORS	\$ 520,000.00	\$ 536,769.72	\$ 530,000.00	\$ 559,163.57	\$ 552,000.00	\$ 413,325.35	\$ 600,000.00
407-000-537-10-41-01	COMPOST DISPOSAL	\$ 19,000.00	\$ 21,604.84	\$ 19,000.00	\$ 24,901.31	\$ 10,000.00	\$ 9,302.88	\$ 15,000.00
407-000-537-10-41-03	PROFESSIONAL SERVICES	\$ 500.00	\$ 123.04	\$ 500.00	\$ 5,242.13	\$ 2,000.00	\$ 711.30	\$ 2,000.00
407-000-537-10-42-01	POSTAGE	\$ 3,000.00	\$ 2,228.18	\$ 3,000.00	\$ 2,668.63	\$ 3,000.00	\$ 1,906.84	\$ 3,000.00
	BILLING SERVICE							\$ 6,000.00
407-000-537-10-44-00	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.25	\$ 15.00
407-000-537-10-46-00	INSURANCE	\$ 5,300.00	\$ 5,855.00	\$ 6,000.00	\$ 5,230.00	\$ 6,000.00	\$ 6,821.00	\$ 3,344.00
407-000-537-10-47-00	UTILITIES	\$ 4,400.00	\$ 3,563.73	\$ 4,000.00	\$ 4,046.42	\$ 4,000.00	\$ 2,237.03	\$ 4,000.00
407-000-537-10-48-00	REPAIR & MAINTENANCE	\$ 1,000.00	\$ 135.16	\$ 1,000.00	\$ 784.69	\$ 1,500.00	\$ 71.87	\$ 1,500.00
407-000-537-10-49-00	STATE EXCISE TAX	\$ 30,000.00	\$ 31,298.48	\$ 31,000.00	\$ 31,606.60	\$ 31,500.00	\$ 17,924.83	\$ 23,400.00
407-000-537-10-49-01	OTHER MISCELLANEOUS	\$ 100.00	\$ 161.25	\$ 100.00	\$ 27.72	\$ 100.00	\$ 11.15	
407-000-582-10-00-01	GARBAGE REFUND	\$ -	\$ 265.49	\$ 300.00	\$ -	\$ 300.00	\$ -	
407-000-594-37-63-00	IMPROVEMENTS	\$ 1,000.00	\$ -	\$ 500.00	\$ 3,218.00	\$ 1,000.00	\$ -	\$ 5,000.00
407-000-594-37-64-00	EQUIPMENT	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 1,000.00
	Fund Total	\$ 616,192.00	\$ 632,588.93	\$ 628,309.00	\$ 666,506.84	\$ 644,200.00	\$ 472,942.58	\$ 706,924.00

Wastewater Operations and Maintenance Fund Resources
Proprietary Fund 408

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	-	-	-	-	
Delinquent Fees	3,666.00	1,150.00	5,000.00	16,500.00	70%
DSHS WWTP O&M 50%	314,189.21	385,820.81	350,000.00	441,000.00	21%
Sewer Service	691,583.87	698,360.68	700,000.00	720,000.00	3%
Sewer Tap Fees	300.00	375.00	-	-	
Interest & Other Earnings	8,179.19	782.06	1,000.00	3,000.00	67%
Transfers In	-	-	-	-	
Wastewater Total Resources	\$1,017,918.27	\$1,086,488.55	\$1,056,000.00	\$1,180,500.00	11%

Wastewater Fund Departments - Expenditures
Proprietary Fund 408

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
<u>Wastewater Collection</u>					
Salaries & Wages	161,731.33	148,109.42	167,050.00	186,000.00	10%
Benefits	89,854.20	75,670.81	100,600.00	96,525.00	-4%
Supplies	15,075.23	16,774.03	20,000.00	19,500.00	-3%
Services & Charges	82,275.40	76,200.97	87,250.00	106,258.40	18%
Transfers Out	30,000.00	30,000.00	30,000.00	-	
Dept. total	378,936.16	346,755.23	404,900.00	408,283.40	1%
<u>Wastewater Treatment</u>					
Salaries & Wages	181,872.54	185,545.15	262,107.00	340,000.00	23%
Benefits	124,225.74	123,236.45	132,800.00	164,034.60	19%
Supplies	102,544.19	110,869.77	98,500.00	108,500.00	9%
Services & Charges	253,773.72	317,110.38	259,600.00	305,504.00	15%
Transfers Out	-	-	-	-	
Dept. total	\$ 662,416.19	\$ 736,761.75	\$ 753,007.00	\$ 918,038.60	18%
Wastewater Total Uses	\$1,041,352.35	\$1,083,516.98	\$1,157,907.00	\$1,326,322.00	13%

Notes

Revenue

Includes Sewer charges, late fees and DSHS contract to reimburse the City for 50% of Operating and Maintenance costs for the Wastewater Treatment Plant.

Salaries & Wages

Added FTE for succession planning. 7.5% Salary Adjustment, 3.5% Step

Services & Charges

Includes repair of reclaimed water pipe and service charges for City Engineer's work on project.

Wastewater Restricted Fund Resources
Proprietary Managerial Fund 409

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances					
Interest & Other Earnings					
Transfers In	-	-	-	80,000.00	100%
Street Res. Total Resources	\$ -	\$ -	\$ -	\$ 80,000.00	100%

Wastewater Restricted Fund Uses
Proprietary Managerial Fund 409

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Improvements	30,431.25	60,977.69	55,000.00	35,000.00	-57%
Software	-	-	10,000.00	30,000.00	67%
Equipment	19,804.80	14,567.29	20,000.00	10,000.00	-100%
Street Res. Total Uses	\$ 50,236.05	\$ 75,544.98	\$ 85,000.00	\$ 75,000.00	-13%

Notes

Software Includes getting SCADA implemented at the Wastewater Treatment plant

3 Year Budget Comparison
Wastewater Fund 408, Wastewater - Restricted Fund 409

CITY OF MEDICAL LAKE

Summary - Wastewater

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance								
Revenues		\$ 1,113,500.00	\$ 1,017,918.27	\$ 1,040,000.00	\$ 1,086,488.55	\$ 706,000.00	\$ 751,300.69	\$ 1,380,500.00
Expenditures	WWC	\$ 379,289.00	\$ 378,936.16	\$ 390,217.00	\$ 346,755.23	\$ 404,900.00	\$ 216,794.69	\$ 408,283.40
	WWT	\$ 680,169.00	\$ 662,416.19	\$ 516,224.00	\$ 736,761.75	\$ 753,007.00	\$ 526,334.88	\$ 918,038.60
Total Expenditures		\$ 1,059,458.00	\$ 1,041,352.35	\$ 906,441.00	\$ 1,083,516.98	\$ 1,157,907.00	\$ 743,129.57	\$ 1,326,322.00
Ending Balance		\$ 54,042.00	\$ 999,270.55	\$ 133,559.00	\$ 1,035,465.04	\$ (451,907.00)	\$ 1,903,433.79	\$ 54,178.00
Total Gain (Loss)		\$ 54,042.00	\$ (23,434.08)	\$ 133,559.00	\$ 2,971.57	\$ (451,907.00)	\$ 8,171.12	\$ 54,178.00

Summary - Wastewater - Restricted

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance								
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
Expenditures		\$ 120,000.00	\$ 50,236.05	\$ 82,000.00	\$ 75,544.98	\$ 85,000.00	\$ 4,795.66	\$ 75,000.00
Ending Balance		\$ (120,000.00)	\$ (50,236.05)	\$ (82,000.00)	\$ (75,544.98)	\$ (85,000.00)	\$ (4,795.66)	\$ 5,000.00
Total Gain (Loss)		\$ (120,000.00)	\$ (50,236.05)	\$ (82,000.00)	\$ (75,544.98)	\$ (85,000.00)	\$ (4,795.66)	\$ 5,000.00

Detail - Wastewater

Wastewater Revenues		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
401-338-51-00-00	DSHS WWTP O & M-50%	\$ 350,000.00	\$ 314,189.21	\$ 325,000.00	\$ 385,820.81	\$ -	\$ 226,164.68	\$ 441,000.00
401-343-50-00-00	SEWER SERVICE	\$ 710,000.00	\$ 691,583.87	\$ 700,000.00	\$ 698,360.68	\$ 700,000.00	\$ 501,019.25	\$ 720,000.00
401-343-50-00-01	SEWER TAP FEES	\$ -	\$ 300.00	\$ -	\$ 375.00	\$ -	\$ 75.00	\$ -
	DOOR HANGER FEES							\$ 4,500.00
401-359-90-00-00	UTILITY DELINQUENT FEES	\$ 15,000.00	\$ 3,666.00	\$ 10,000.00	\$ 1,150.00	\$ 5,000.00	\$ 20,944.42	\$ 12,000.00
401-361-11-00-01	INVESTMENT INTEREST	\$ 38,500.00	\$ 8,179.19	\$ 5,000.00	\$ 782.06	\$ 1,000.00	\$ 3,097.34	\$ 3,000.00
	TRANSFERS IN (403)							\$ 200,000.00

	Fund Total	\$ 1,113,500.00	\$ 1,017,918.27	\$ 1,040,000.00	\$ 1,086,488.55	\$ 706,000.00	\$ 751,300.69	\$ 1,380,500.00
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		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Wastewater Expenditures								
WWC								
401-381-535-10-10-01	PW DIRECTOR 25%	\$ 22,583.00	\$ 22,583.16	\$ 23,261.00	\$ 23,260.68	\$ 24,000.00	\$ 15,408.56	\$ 35,000.00
401-381-535-10-10-02	MAINTENANCE SUPERVISOR 17.5%	\$ 11,625.00	\$ 11,584.29	\$ 11,974.00	\$ 11,974.20	\$ 12,350.00	\$ 7,074.17	
401-381-535-10-10-03	MAINTENANCE WORKERS - SPLIT	\$ 93,648.00	\$ 99,982.95	\$ 98,700.00	\$ 85,061.13	\$ 101,700.00	\$ 57,690.61	\$ 120,000.00
401-381-535-10-10-06	ADMINISTRATIVE STAFF	\$ 21,733.00	\$ 21,816.21	\$ 22,382.00	\$ 22,395.73	\$ 22,000.00	\$ 14,610.53	\$ 24,000.00
401-381-535-10-11-00	OVERTIME	\$ 7,000.00	\$ 5,764.72	\$ 7,000.00	\$ 5,417.68	\$ 7,000.00	\$ 2,784.29	\$ 7,000.00
401-381-535-10-20-01	SOCIAL SECURITY & MEDICARE	\$ 11,400.00	\$ 11,999.28	\$ 12,500.00	\$ 10,446.11	\$ 12,500.00	\$ 7,127.28	\$ 11,625.00
401-381-535-10-20-02	LABOR & INDUSTRIES	\$ 4,500.00	\$ 3,530.09	\$ 4,000.00	\$ 2,523.04	\$ 4,000.00	\$ 1,645.83	\$ 3,100.00
401-381-535-10-20-03	RETIREMENT/ICMA	\$ 19,500.00	\$ 21,938.49	\$ 23,000.00	\$ 17,559.18	\$ 23,000.00	\$ 9,837.77	\$ 21,000.00
401-381-535-10-20-04	MEDICAL/DENTAL/VISION/DEFERR	\$ 46,000.00	\$ 48,995.75	\$ 54,000.00	\$ 41,847.00	\$ 57,300.00	\$ 29,264.55	\$ 57,000.00
401-381-535-10-20-05	DISABILITY/SICK LV BUYBACK	\$ 3,100.00	\$ 3,259.93	\$ 3,500.00	\$ 2,899.06	\$ 3,500.00	\$ 1,820.63	\$ 3,500.00
401-381-535-10-20-06	UNIFORMS & CLOTHING	\$ 300.00	\$ 130.66	\$ 300.00	\$ 396.42	\$ 300.00	\$ 91.54	\$ 300.00
401-381-535-10-31-01	OFFICE SUPPLIES	\$ 1,500.00	\$ 1,232.88	\$ 1,500.00	\$ 1,123.87	\$ 1,500.00	\$ 996.08	\$ 1,500.00
401-381-535-10-31-02	OPERATING SUPPLIES	\$ 7,500.00	\$ 4,980.14	\$ 7,000.00	\$ 8,703.42	\$ 7,000.00	\$ 1,636.86	\$ 7,000.00
401-381-535-10-32-00	FUEL	\$ 5,500.00	\$ 4,111.59	\$ 5,000.00	\$ 5,664.52	\$ 7,500.00	\$ 3,646.07	\$ 6,000.00
401-381-535-10-35-00	SMALL TOOLS & EQUIPMENT	\$ 3,000.00	\$ 4,750.62	\$ 3,000.00	\$ 1,282.22	\$ 4,000.00	\$ 713.16	\$ 5,000.00
401-381-535-10-40-01	OTHER INTERGOV'T SERVICES	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	
401-381-535-10-41-00	PROFESSIONAL SERVICES	\$ 10,000.00	\$ 14,135.00	\$ 10,000.00	\$ 6,299.37	\$ 12,000.00	\$ 5,130.39	\$ 12,000.00
401-381-535-10-42-01	POSTAGE	\$ 3,000.00	\$ 2,445.58	\$ 2,500.00	\$ 2,668.61	\$ 3,000.00	\$ 1,906.84	\$ 3,000.00
401-381-535-10-42-02	PHONE	\$ 6,300.00	\$ 6,318.25	\$ 6,300.00	\$ 6,516.35	\$ 6,400.00	\$ 4,397.02	\$ 6,500.00
	BILLING SERVICE							\$ 3,000.00
401-381-535-10-43-01	MILEAGE	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
401-381-535-10-43-02	MEALS & LODGING	\$ 400.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00
401-381-535-10-44-00	ADVERTISING	\$ 100.00	\$ -	\$ 100.00	\$ 19.45	\$ 100.00	\$ 150.14	\$ 100.00
401-381-535-10-45-00	RENTALS	\$ 2,000.00	\$ 2,135.12	\$ 2,000.00	\$ 1,508.82	\$ 2,200.00	\$ 1,145.74	\$ 2,200.00
401-381-535-10-46-00	INSURANCE	\$ 11,700.00	\$ 12,403.00	\$ 13,000.00	\$ 11,129.00	\$ 13,000.00	\$ 14,457.50	\$ 18,474.00
401-381-535-10-47-00	UTILITIES	\$ 18,000.00	\$ 14,826.45	\$ 17,000.00	\$ 16,670.19	\$ 17,000.00	\$ 9,783.51	\$ 17,000.00
401-381-535-10-48-00	REPAIR & MAINTENANCE	\$ 14,000.00	\$ 11,240.92	\$ 12,000.00	\$ 12,023.03	\$ 12,000.00	\$ 7,042.87	\$ 12,000.00
401-381-535-10-48-01	UTILITY SOFTWARE ASSURANCE	\$ 3,200.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
401-381-535-10-49-00	STATE EXCISE TAX	\$ 20,000.00	\$ 18,608.64	\$ 18,000.00	\$ 18,456.66	\$ 19,000.00	\$ 17,875.96	\$ 27,734.40

401-381-535-10-49-01	DUES & MEMBERSHIPS	\$ 100.00	\$ -	\$ 100.00	\$ 402.90	\$ 350.00	\$ 343.40	\$ 350.00
401-381-535-10-49-02	MISCELLANEOUS & REGISTRATIONS	\$ 500.00	\$ 162.44	\$ 200.00	\$ 506.59	\$ 300.00	\$ 213.39	\$ 3,000.00
401-381-535-10-90-14	T/O FINANCE - INTRFND SRVCS (401	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	
	Dept Total	\$ 379,289.00	\$ 378,936.16	\$ 390,217.00	\$ 346,755.23	\$ 404,900.00	\$ 216,794.69	\$ 408,283.40
WWT								
401-382-535-10-10-02	MAINTENANCE SUPERVISOR-17.5%	\$ 11,625.00	\$ 11,584.29	\$ 11,974.00	\$ 11,974.20	\$ 12,565.00	\$ 7,074.17	
401-382-535-10-10-05	WWTP OPERATORS	\$ 164,344.00	\$ 170,288.25	\$ -	\$ 173,570.95	\$ 248,542.00	\$ 119,772.95	\$ 240,000.00
401-382-535-10-10-09	WWTP DIRECTOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,841.41	\$ 93,000.00
401-382-535-10-11-00	OVERTIME	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 7,000.00
401-382-535-10-20-01	SOCIAL SECURITY & MEDICARE	\$ 18,500.00	\$ 19,526.20	\$ 20,000.00	\$ 19,958.88	\$ 21,000.00	\$ 13,491.14	\$ 24,975.00
401-382-535-10-20-02	LABOR & INDUSTRIES	\$ 8,100.00	\$ 5,825.80	\$ 6,500.00	\$ 4,816.51	\$ 6,500.00	\$ 3,254.89	\$ 7,059.60
401-382-535-10-20-03	RETIREMENT/ICMA	\$ 31,250.00	\$ 35,645.43	\$ 37,000.00	\$ 32,975.20	\$ 35,000.00	\$ 19,898.14	\$ 41,000.00
401-382-535-10-20-04	MEDICAL/DENTAL/VISION/DEF CON	\$ 61,050.00	\$ 57,947.98	\$ 61,000.00	\$ 60,073.03	\$ 64,700.00	\$ 41,016.69	\$ 85,000.00
401-382-535-10-20-05	DISABILITY/SICK LV BUYBACK	\$ 5,100.00	\$ 5,280.33	\$ 5,300.00	\$ 5,412.83	\$ 5,300.00	\$ 3,638.55	\$ 6,000.00
401-382-535-10-20-06	UNIFORMS & CLOTHING	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 300.00	\$ -	
401-382-535-10-30-02	OTHER INTERGOV'T SERVICES	\$ 7,500.00	\$ 6,620.16	\$ 5,000.00	\$ 8,200.50	\$ -	\$ 8,061.73	\$ 8,200.00
401-382-535-10-31-01	OFFICE SUPPLIES	\$ 1,000.00	\$ 981.75	\$ 1,000.00	\$ 707.89	\$ 1,000.00	\$ 517.71	\$ 1,000.00
401-382-535-10-31-02	OPERATING SUPPLIES	\$ 80,000.00	\$ 93,239.46	\$ 90,000.00	\$ 98,116.98	\$ 93,000.00	\$ 74,798.36	\$ 95,000.00
401-382-535-10-32-00	FUEL	\$ 2,000.00	\$ 1,097.25	\$ 1,500.00	\$ 2,399.60	\$ 3,500.00	\$ 1,357.97	\$ 3,300.00
401-382-535-10-35-00	SMALL TOOLS & EQUIPMENT	\$ 1,500.00	\$ 605.57	\$ 1,000.00	\$ 1,444.80	\$ 1,000.00	\$ 174.74	\$ 1,000.00
401-382-535-10-41-00	PROFESSIONAL SERVICES	\$ 60,000.00	\$ 54,754.57	\$ 50,000.00	\$ 66,762.62	\$ 50,000.00	\$ 56,948.84	\$ 60,000.00
401-382-535-10-42-01	POSTAGE	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 300.00	\$ -	
	BILLING SERVICE							\$ 3,000.00
401-382-535-10-42-02	PHONE	\$ 2,200.00	\$ 2,552.41	\$ 2,500.00	\$ 2,483.65	\$ 2,500.00	\$ 1,651.66	\$ 2,500.00
401-382-535-10-43-02	MEALS & LODGING	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
401-382-535-10-44-00	ADVERTISING	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
401-382-535-10-45-00	RENTALS	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 100.00
401-382-535-10-46-00	INSURANCE	\$ 50,550.00	\$ 51,625.00	\$ 54,000.00	\$ 55,871.00	\$ 56,500.00	\$ 64,236.00	\$ 78,204.00
401-382-535-10-47-00	UTILITIES	\$ 146,000.00	\$ 132,998.48	\$ 150,000.00	\$ 158,472.88	\$ 135,500.00	\$ 85,975.75	\$ 135,000.00
401-382-535-10-48-00	REPAIR & MAINTENANCE	\$ 25,000.00	\$ 9,979.84	\$ 15,000.00	\$ 30,517.71	\$ 12,000.00	\$ 10,496.80	\$ 25,000.00
401-382-535-10-48-01	COPIER MAINTENANCE	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -
401-382-535-10-49-00	STATE EXCISE TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69.86	
401-382-535-10-49-01	DUES & MEMBERSHIPS	\$ 500.00	\$ 688.00	\$ 500.00	\$ 738.00	\$ 600.00	\$ 299.00	\$ 500.00
401-382-535-10-49-02	REGISTRATIONS/OTHER MISC	\$ 1,000.00	\$ 1,175.42	\$ 1,000.00	\$ 2,264.52	\$ 1,500.00	\$ 549.18	\$ 1,000.00

401-382-535-10-49-04	STATE USE TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 209.34	
	Dept Total	\$ 680,169.00	\$ 662,416.19	\$ 516,224.00	\$ 736,761.75	\$ 753,007.00	\$ 526,334.88	\$ 918,038.60
	Fund Total	\$ 1,059,458.00	\$ 1,041,352.35	\$ 906,441.00	\$ 1,083,516.98	\$1,157,907.00	\$ 743,129.57	\$ 1,326,322.00

Detail - Wastewater - Restricted

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Wastewater - Restricted Revenues								
	TRANSFERS IN (404)							\$ 80,000.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00

Fund Total

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Wastewater - Restricted Expenditures								
401-383-594-35-60-00	WWTP - CAPITAL OUTLAY	\$ 25,000.00	\$ -	\$ 20,000.00	\$ 30,977.69	\$ 20,000.00	\$ -	\$ 20,000.00
401-383-594-35-63-00	SEWER IMPROVEMENTS	\$ 5,000.00	\$ 431.25	\$ 2,000.00	\$ -	\$ 5,000.00	\$ -	\$ 15,000.00
401-383-594-35-64-00	SEWER - EQUIPMENT	\$ 20,000.00	\$ 9,804.80	\$ 10,000.00	\$ 4,567.29	\$ 10,000.00	\$ 4,795.66	\$ 10,000.00
401-383-594-60-64-00	SOFTWARE	\$ 30,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 30,000.00
401-383-597-35-90-63	T/O - W/S UT IMPRVMT (401 TO 4	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	
401-383-597-35-90-64	T/O - W/S EQUIP (401 TO 404)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
	Fund Total	\$ 120,000.00	\$ 50,236.05	\$ 82,000.00	\$ 75,544.98	\$ 85,000.00	\$ 4,795.66	\$ 75,000.00

Unemployment Compensation Fund Resources
Internal Service Fund 501

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	11,513.00	11,073.00	-	4,050.00	
Interest & Other Earnings	10.67	10.33	10.00	-	
Transfers In	10,000.00	-	-	-	
Unemployment Total Resources	\$ 21,523.67	\$ 11,083.33	\$ 10.00	\$ 4,050.00	0%

Capital Improvements Fund Uses
Internal Service Fund 501

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Employment Sec. Reimburse	\$ -	\$ 450.77	\$ -	\$ 4,000.00	
Unemployment Total Uses	\$ -	\$ 450.77	\$ -	\$ 4,000.00	0%

Notes

Employment Sec. Reimburse

The City reimburses the Employment Security Department directly for unemployment claims.

3 Year Budget Comparison
Unemployment Compensation Fund 501

CITY OF MEDICAL LAKE

Summary

	Departments	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance			\$ 11,513.00		\$ 11,073.00		\$ 11,008.76	\$ 4,050.00
Revenues		\$ 5.00	\$ 10,010.67	\$ 10.00	\$ 10.33	\$ 10.00	\$ 39.08	\$ -
Expenditures		\$ -	\$ -	\$ -	\$ 450.77	\$ -	\$ 3,477.61	\$ 4,000.00
Ending Balance		\$ 5.00	\$ 21,523.67	\$ 10.00	\$ 10,632.56	\$ 10.00	\$ 7,570.23	\$ 50.00
Total Gain (Loss)		\$ 5.00	\$ 10,010.67	\$ 10.00	\$ (440.44)	\$ 10.00	\$ (3,438.53)	\$ (4,000.00)

Detail

		2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Unemployment Compensation Revenues								
501-361-11-00-00	INVESTMENT INTEREST	\$ 5.00	\$ 10.67	\$ 10.00	\$ 10.33	\$ 10.00	\$ 39.08	
501-397-20-90-00	T/I - UNEMPLOYMENT (001 TO 501)	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	
	Fund Total	\$ 5.00	\$ 10,010.67	\$ 10.00	\$ 10.33	\$ 10.00	\$ 39.08	\$ -
		2020 Budget	2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
Unemployment Compensation Expenditures								
501-000-517-70-40-00	EMPLOYMENT SEC REIMBURSEMENTS	\$ -	\$ -	\$ -	\$ 450.77	\$ -	\$ 3,477.61	\$ 4,000.00
	Fund Total	\$ -	\$ -	\$ -	\$ 450.77	\$ -	\$ 3,477.61	\$ 4,000.00

CITY COUNCIL MEETING ABSENCES

1. **PURPOSE:** The purpose of the meeting absence policy is to encourage City Councilmembers that attendance at City Council and Council Committee meetings is an integral part of the job of an elected official. This policy also determines eligibility for pay for members whose terms begin in 1998.
2. **STATUTE:** Chapter 35A.12.060 determines that a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused by the Council. For purposes of vacancy, this places the determination of legitimacy of the absence of the individual in the hands of the Council as a body. That duty will be carried out with reason and integrity.
3. **CRITERIA FOR EXCUSED ABSENCES:** It is recognized that Councilmembers, from time to time, are required or desire to miss a City Council or Council Committee meeting. These reasons are:
 - A. Attending to City business;
 - B. Military orders;
 - C. Ill or injured, self or family;
 - D. Attending to employer business;
 - E. Vacation;
 - F. Other valid reasons, case by case.

The City Council, upon written request and upon majority vote in session, may excuse an absent member from a City Council meeting for any of the above reasons. A Council Committee, upon written request and upon majority vote in a Committee meeting, may excuse an absent Committee member for any of the above reasons. An excused absence may be requested after the meeting only upon a showing that it was not possible to request the excused absence before the meeting. Where it is not possible to request the absence in writing, the Councilmember shall request the absence by telephone, and submit the written request thereafter.

Councilmembers who request an excused absence for purposes of attending to City business or carrying out military orders are entitled to unlimited excused absences for these purposes. Councilmembers who request an excused absence for purposes of illness/injury, attending to employer business, or vacation, are entitled to up to two (2) Council meeting and two (2) Committee meeting absences per year for each of these reasons, but the cumulative total of excused absences for these reasons shall not exceed three (3) Council meeting and three (3) Committee meeting absences per year.

4. **PAYMENT FOR MEETING ATTENDANCE:** The Finance Director shall keep record of excused absences from City Council meetings. The Department Head who staffs the Council Committee shall report attendance to the Finance Director in writing on the following business day. The Finance Director shall pay members according to the Salary Ordinance. If an excused absence is granted after the fact and it is reported to the Finance Director in the following monthly pay period, a special check will not be issued. Special City Council meetings or Council Committee meetings shall not be held for the sole purpose of payment for meeting attendance. Meeting pay shall only be granted for Council Committees to which the Councilmember has been duly appointed.

Addition to Attachment 2 of the City of Medical Lake Council Policies and Procedures

5. Remote Appearance

Attendance electronically* should be the rare exception for the benefit of the City of Medical Lake and not for the benefit of the individual Councilmember. Electronic appearances are limited to two times per year per Councilmember. Examples of situations where electronic appearance would be appropriate include but are not limited to:

- The majority of Councilmembers consent to the request;
- Due to fire, flood, earthquake or other emergency, there is a need for action by the City Council;
- An agenda item is time sensitive and electronic appearance is needed for a quorum;
- A vote of the Council of the whole is required for action.

During any meeting that a Councilmember is attending electronically, the Mayor (or presiding officer if the Mayor is not physically present) shall state for the record that a particular Councilmember is attending electronically and the reasons for such attendance.

The Councilmember attending electronically must be able to hear the discussion taking place, and must be able to be heard (and seen if applicable) by all present in the Council Chambers.

If a Councilmember wishes to attend a Council meeting electronically, the Councilmember should notify Council of his or her intent at the Council meeting prior to the meeting for which they wish to attend electronically. If that is not possible, the Councilmember should notify the City Administrator not later than the business day prior to the Council Meeting for which he or she wishes to attend electronically.

The Councilmember participating electronically bears any costs of such participation but may use the communications equipment owned by the City at City Hall without charge.

*Electronically shall mean via telephone or other electronic means.

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearing

6:30 PM
November 15, 2022

MINUTES

Council Chambers
124 S. Lefevre Street

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Don Kennedy – Mayor Pro-Tem
Chad Pritchard
Art Kulibert
Bob Maxwell
Heather Starr
Dawn Olmstead
Tony Harbolt

Administration/Staff

Scott Duncan, Interim City Administrator
Koss Ronholt, Finance Director/City Clerk
Sean King, City Attorney
Elisa Rodriguez, City Planner
Roxanne Wright, Administrative Asst.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

- A. Mayor Pro-Tem Kennedy called the meeting to order at 6:31 pm, led the Pledge of Allegiance and conducted roll call.
 - i. All councilmembers present.
- B. Absences
 - i. Mayor Cooper was out ill. Councilmember Don Kennedy is acting Mayor Pro-Tem.

2. AGENDA APPROVAL

- A. Additions to agenda
 - i. Under Action Item 7B add approval of the City Administrator Contract
 - ii. Change order of tonight's agenda to handle Ordinances before Resolutions
 - 1. Motion to approve agenda with changes made by councilmember Pritchard, seconded by councilmember Starr, motion carried 7-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. None

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – No items listed

5. REPORTS

- A. City Council & Council Committee Reports
 - i. Public Safety Committee

1. Councilmember Kulibert reported that representatives from both the Fire Department and County Sheriff's Department were present at the meeting. Spoke about ice safety.
2. Tom Brunke with Fire District 3 – reported that there have been 535 calls to date in Medical Lake and that is down 3.9% for the year in the district. Last Saturday they held a mass recruitment meeting. There will be four new volunteers coming to Medical Lake.
3. Deputy Gladden with Spokane County Sheriff– shared that there will be a new deputy for day shift in Medical Lake.

- ii. Public Works – Councilmember Maxwell shared that the water line that has been leaking in wetlands area will be moved north. Funding will be known by next week. All wells are doing good. All five of the solar aerators are up and running. Compost trailers have been moved out. Updated on snow removal and winter preparations.
- iii. Finance Committee – Councilmember Starr gave overview of what was discussed in the committee meeting and that the items will be discussed more in depth during the council meeting. Commented on how pleased she is with the direction of the finance department and how smoothly things are going. Commented that moving to STCU will be beneficial, cost-saving, and allow us to accept credit cards at the front desk.

B. Council Comments

- i. Councilmember Pritchard – thanked the audience for attending.
- ii. Councilmember Starr – no report
- iii. Councilmember Kulibert – no report
- iv. Councilmember Maxwell - no report
- v. Councilmember Kennedy – shared that he attended a performance monitoring meeting for STA.
- vi. Councilmember Olmstead – no report
- vii. Councilmember Harbolt – no report

C. Mayor Cooper – absent, no report

D. City Administrator & City Staff

- i. Scott Duncan, Interim City Administrator – shared that Public Works is getting ready to set up holiday lights downtown.

6. WORKSHOP DISCUSSION – no items listed

7. GENERAL BUSINESS

A. Consent Agenda

- i. Approve **November 1, 2022**, Regular Meeting and Public Hearing minutes
 1. Motion to approve the minutes made by councilmember Harbolt, seconded by councilmember Kulibert, motion carried 7-0.

- ii. Approve **November 15, 2022**, Claim Warrants **41852** through **41891** in the amount of **\$168,896.72**, Payroll Claim Warrants **41892** through **41899**, and Payroll Payable Warrants **20167** through **20175** in the amount of **\$117,799.38**.
 1. Finance committee reviewed and recommended approval.
 2. Motion to approve warrants made by councilmember Starr, seconded by councilmember Olmstead, motion carried 7-0.

B. Action Items

- i. Appointment of new City Administrator
 1. New City Administrator, Sonny Weathers – shared his excitement about coming to work with the City of Medical Lake.
 2. Council reviewed the proposed employment contract for Mr. Weathers.
 - a. Motion to approve employment contract made by councilmember Kulibert, seconded by councilmember Pritchard, motion carried 6-1 with councilmember Olmstead abstaining.

8. PUBLIC HEARING / APPEALS

A. Zemler Street Vacation

- i. Mayor Pro-Tem Kennedy opened the public hearing at 6:48 pm.
- ii. City Planner Elisa Rodriguez gave background information on the street vacation.
 1. Councilmember Pritchard commented that we should charge at least an application fee for street vacations to cover administrative costs. Councilmember Maxwell agreed that there should be a fee.
- iii. Public comments
 1. None
- iv. Mayor Pro-Tem Kennedy closed the public hearing at 6:58 pm.

B. Budget Revenues and Property Tax Levy 2023

- i. Mayor Pro-Tem Kennedy opened the public hearing at 6:58 pm.
- ii. Finance Director Koss Ronholt explained the property tax levy.
- iii. Public comments
 1. Sonny Weathers – shared comments on property tax increases.
- iv. Mayor Pro-Tem Kennedy closed the public hearing at 7:03 pm.

9. ORDINANCES

A. First Read Ordinance 1104 Zemler Street Vacation

- i. Legal counsel Sean King read the ordinance.
- ii. Motion to approve first read of Ordinance 1104 made by councilmember Kulibert, seconded by councilmember Maxwell, motion carried 7-0.

B. Second Read Ordinance 1103 Property Tax Levy 2023

- i. Legal counsel Sean King read the ordinance.
- ii. Motion to approve Ordinance 1103 made by councilmember Olmstead, seconded by councilmember Pritchard, motion carried 6-1 with councilmember (Mayor Pro-Tem) Kennedy voting nay.

10. RESOLUTIONS

- A. Resolution 22-552 Designation of Spokane Teachers Credit Union (STCU) as City Bank
 - i. Mr. Ronholt shared information about the resolution and proposed change.
 - ii. Legal counsel Sean King read the resolution
 - iii. Motion to approve Resolution 22-552 made by councilmember Pritchard, seconded by councilmember Starr, motion carried 7-0.

- B. Resolution 22-555 Master’s Touch Agreement
 - i. Mr. Ronholt shared information on the resolution.
 - ii. Legal counsel Sean King read the resolution.
 - iii. Motion to approve Resolution 22-555 made by councilmember Starr, seconded by councilmember Olmstead, motion carried 7-0.

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

- A. Possible street vacation fee

13. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Shirley Maike – stated that no vote was made on approving the appointment of the new City Administrator.
- B. Motion to approve the appointment of Sonny Weathers as the new Medical Lake City Administrator made by councilmember Pritchard, seconded by councilmember Maxwell, motion carried 6-1 with councilmember Olmstead abstaining.

14. EXECUTIVE SESSION – None

15. CONCLUSION

- A. Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Maxwell. Motion carried 7-0 and meeting concluded at 7:14 pm.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk



CITY OF MEDICAL LAKE
 P.O. Box 369 / 124 S. Lefevre, Medical Lake, WA 99022
 Ph. 509.565.5000 • Fax: 509.565.5008

Fee waived re non-profit

PRINT

PERMIT FOR USE OF CITY FACILITIES

Date of Use: December 10, 2022 Site: Downtown Medical Lake
 Name of Applicant: Reggie Heebink Organization: Re*Imagine Medical Lake
 Daytime Phone: 509-768-5364 Organization Type: Government
 Commercial/Profit Civic/ Non-Profit
 Other: _____
 Refund Address: P.O. Box 344
 City: Medical Lake State/ Zip: WA 99022
 Contact name & phone during the event (i.e. Cell Phone): Reggie 509-768-5364
 Description of event: Re* Imagine Winter Fest Number of people expected: 300-500
 Time of Use (including set up & clean up): From 8am TO 6pm Total number hours: 10

FACILITIES REQUESTED (Please see enclosed map for locations and check ALL that apply)

WATERFRONT PARK

- Section 1 (near the horseshoe pit)
- Section 2 (large picnic shelter, *extra fees apply*)
- Section 3 (near the volleyball court)
- Section 4 (small picnic shelter, *extra fees apply*)
- Section 5 (near the parking lot)
- Horseshoe Pit (2 hour block)
- Volleyball Court (2 hour block)
- Softball Field (tournaments will take precedence)

CITY FACILITIES

- Auditorium (*98 chairs max.*)
- Kitchen (*extra fees apply*)
- Library meeting room
- Other 5K around the lake path, Fireworks
- Equipment @ Coney Island Park

WE REQUEST THAT ALL FEES BE WAIVED

Is this event open to the public? Yes No Will you have live music? Yes No
 Will there be dancing? Yes No Will you be providing security? Yes No
 Will outside vendors be utilized? Yes No If Yes, please explain: Volunteers, Scope
 Alcohol is prohibited in all City Parks unless otherwise approved through a Special Event Permit. Special Event Permit Applications are available online.
 Any cost to those in attendance (i.e. entry fee, collection, or sale of goods)? Yes No
 If yes (an additional permit may be required) please explain: _____

What additional equipment do you plan on bringing (i.e. Sound equipment, Jump Castle, Tables, etc.)? 2-5pm We be following all current health care protocols. DJ will provide music. *Coney Island Park for Fireworks.*

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – Depending on the type of event planned, you may be required to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

LIABILITY - The City may require insurance, depending on the nature of the event. If your group is planning an activity that may impact the City's liability status, the maintenance of facilities or is out of the ordinary, it is your responsibility to notify the City as soon as possible for analysis or your activity may be stopped in progress and you may incur penalties and/or liabilities.

CANCELLATION - Cancellations need to be made at least 72 hours in advance of the scheduled event. If cancellations are made at least 72 hours in advance of the scheduled event, a refund of fees will be made, less a \$10.00 administration fee. If cancellation is made less than 72 hours prior to the scheduled event a refund of one-half the reservation fees will be made, less a \$10.00 administration fee. If no cancellation is made the City will retain all reservation/ permit fees and a refund of only the deposit will be made.

PAYMENT OF RESERVATION FEE Reservation fees are determined by the group size. Permits obtained for use of City facilities are considered direct user permits to help offset the costs of maintenance, depreciation of facilities and to give the City some control over the number of users and their potential conflicts. A City use permit that is obtained for use of City facilities does not give the group exclusive rights to the entire facility. The parks in the City of Medical Lake are public property and therefore open to everyone. For park users, a map will be given to each group identifying the section(s) of the park to which they have been assigned. A sign is posted in the Assigned Section(s) clearly identifying the group's name and hours of use for that section. When available, the Park Attendant on duty will assist during your set-up by directing you to your section and answering any questions you may have. The Park Attendant has the final decision in reference to set-up procedures. PLEASE NOTE: Putting up tents or driving stakes into the ground are strictly prohibited.

Fee(s) and deposit(s) must accompany this application for reservations to be considered and/or approved. The City reserves the right to decline a permit request. The City reserves the right to determine group size the day of the reservation. Fees may be adjusted if City Staff determines that the group size is different from that stated on the application/permit. A group representative will be informed if staff recommends a fee change for that group.

Facility Use & Weekday Park Use Fees	Weekend Park Use Fees (Fri., Sat. & Sun. & Holidays)
Groups of 0-49 people ----- \$ 25.00	Groups of 0-49 people ----- \$ 50.00
Groups of 50-99 people ----- \$ 45.00	Groups of 50-99 people ----- \$ 90.00
Groups of 100-249 people ----- \$ 75.00	Groups of 100-249 people ----- \$ 150.00
Groups of 250-499 people ----- \$ 185.00	Groups of 250-499 people ----- \$ 370.00
Groups of 500 people or more ----- \$ 305.00	Groups of 500 people or more ----- \$ 610.00
Shelter/ Facility Use Fee ----- \$ 15.00 per hour	Shelter/ Facility Use Fee ----- \$ 20.00 per hour
Kitchen Use (City Hall) ----- \$ 10.00 per hour	Security/ Damage Deposit (<i>required for all</i>) equal to total fees
Security/ Damage Deposit (<i>required for all</i>) equal to total fees	* Commercial Business Use Deposit ----- \$ 100.00
* Commercial Business Use Deposit ----- \$ 100.00	* Commercial Business Fee ----- 10% gross revenue
* Commercial Business Fee ----- 10% gross revenue	

EXAMPLE: Weekday picnic at WFP Sec. 2 for 4 hrs with 35 people.

Group rate	\$25.00
Shelter use (\$10/hr x 4 hrs)	\$45.00
Total Charges	\$70.00
Deposit (Equal to Charges)	\$70.00
TOTAL DUE FOR RESERVATION	\$140.00

*Waived
non-profit*

OFFICE USE ONLY

CHARGES _____ DEPOSITS _____ TOTAL _____ RECEIPT # _____
 DEPOSITS REFUNDED _____ CHECK # _____ DATE KEYS ISSUED _____ KEYS RETURNED _____
 Application Received By Ivanna Long Application Approved By [Signature]
 Conditions for Use: _____

Directions to Waterfront Park, Medical Lake, WA

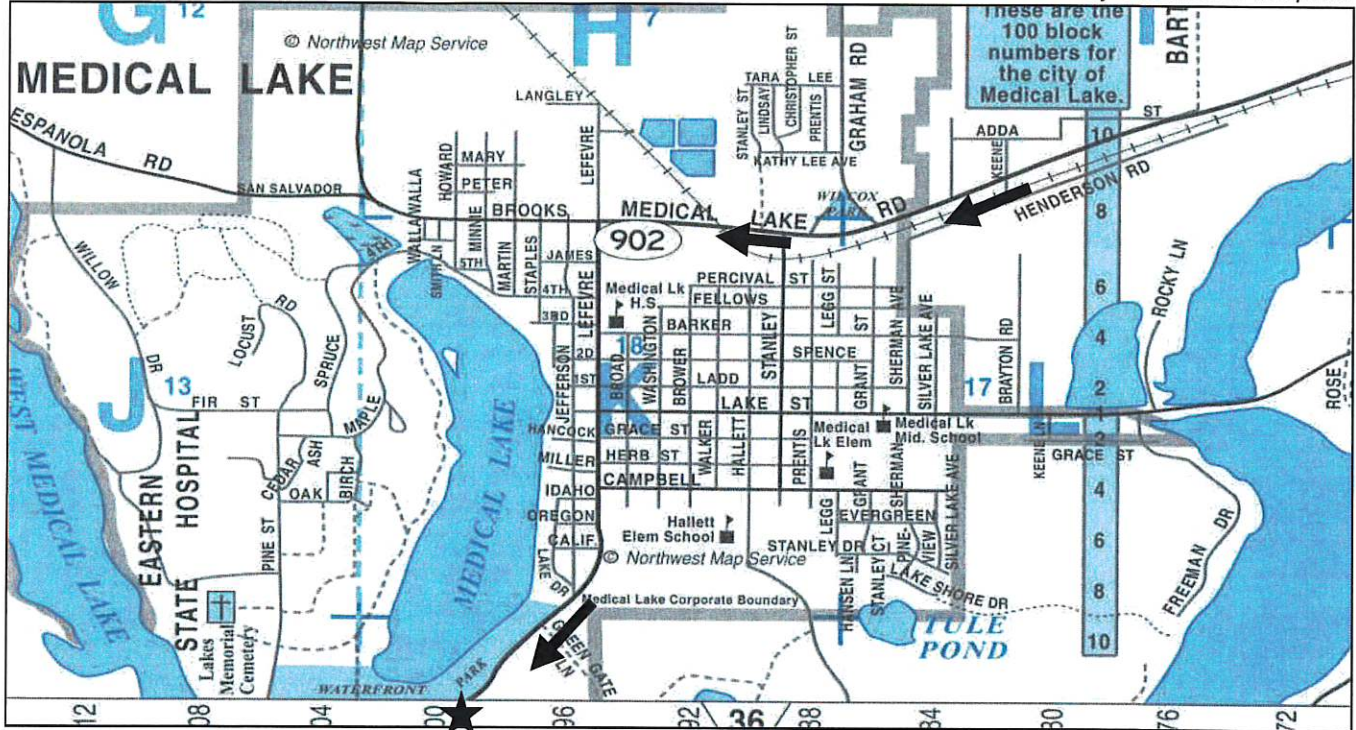
From the East (Spokane):

I-90 west to Exit 272 (Medical Lake); Turn right (902 West); Proceed approximately 5 miles to City limits; Turn left (south) on Lefevre St. Continue south on Lefevre St. to entrance of Waterfront Park.

From the West (Seattle):

Take I-90 east to Exit 264; Turn left (902 East); Proceed to entrance of Waterfront Park.

Please note the posted speed limits while driving through the City of Medical Lake and the one way entrance to the park.

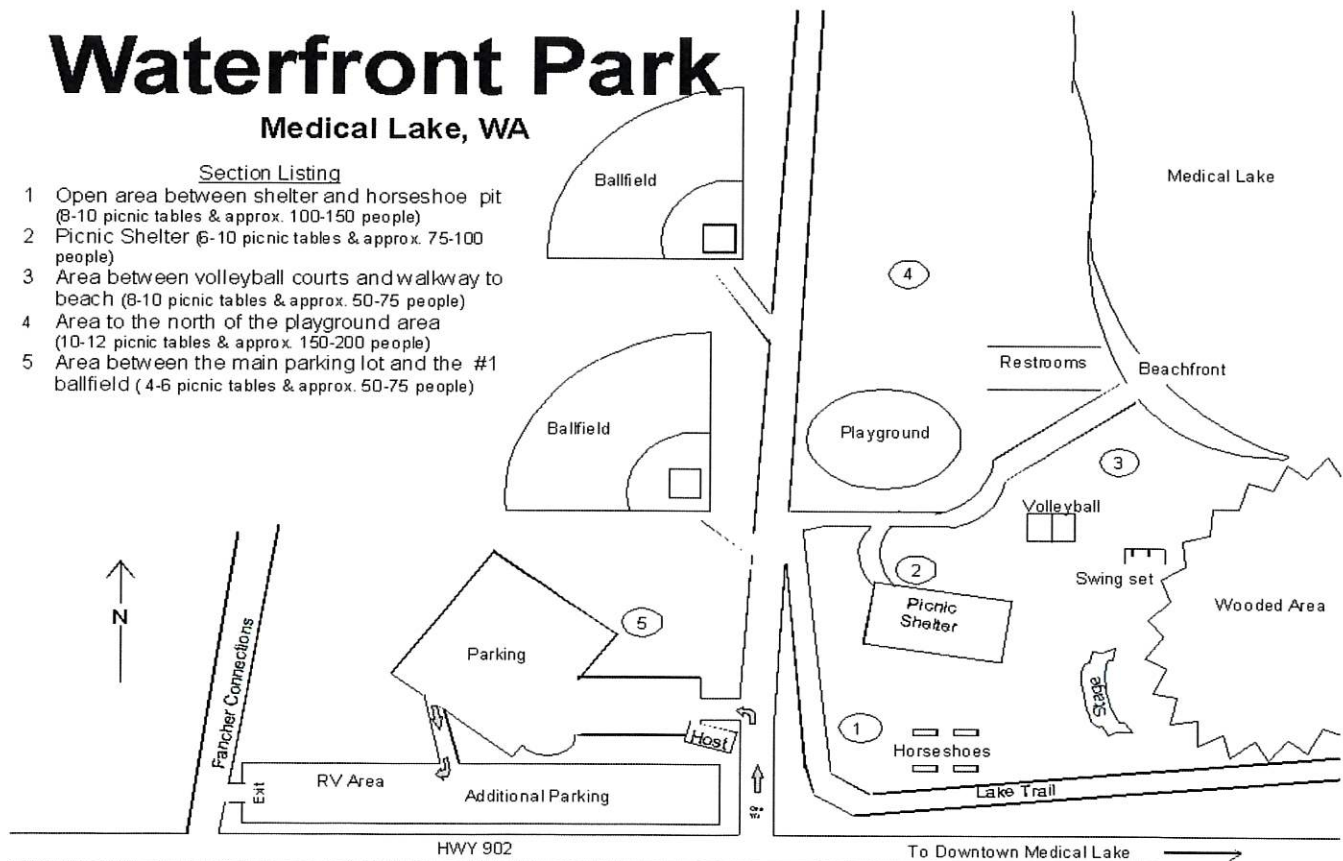


Waterfront Park

Medical Lake, WA

Section Listing

- 1 Open area between shelter and horseshoe pit (8-10 picnic tables & approx. 100-150 people)
- 2 Picnic Shelter (6-10 picnic tables & approx. 75-100 people)
- 3 Area between volleyball courts and walkway to beach (8-10 picnic tables & approx. 50-75 people)
- 4 Area to the north of the playground area (10-12 picnic tables & approx. 150-200 people)
- 5 Area between the main parking lot and the #1 ballfield (4-6 picnic tables & approx. 50-75 people)



Rules Regulating the Use of All Medical Lake City Parks and Facilities

The following rules are set forth and shall govern the use of all City facilities. No person or group shall hold any meeting or conduct recreation activities in the facility except by permit and by the below terms and conditions. Such requirements shall not apply to scheduled City sponsored activities. The following rules shall apply to all City Parks and Facilities:

1. Applications must be completed by a qualified member of the requesting organization who is at least 18 years of age.
2. No Alcoholic beverages are allowed unless a Special Event Permit Application and proof of Commercial General Liability and Liquor Liability insurance in the amount of \$1,000,000 have been provided and approved by the City Administrator. A liquor permit may be required as mandated by the State Liquor Control Board.
3. Cancellations should be made at least 72 hours in advance of the scheduled event. Fees, less a \$10.00 administrative charge, will be refunded after such cancellations. One half of the use fee will be refunded when cancellations are made less than 72 hours before the scheduled event. The City will keep the entire fee when no cancellations are made.
4. The applicant shall restore facilities to the conditions in which they were found. No group shall conduct any activity causing extra work over and above the normal routine maintenance or over the scheduled hours of the maintenance provided, unless previous agreement has been made to pay for such work. Each group will do their own clean up and if not done in a satisfactory manner, the applicant will forfeit any and all damage deposit(s) and may be billed for any additional costs accrued by the City to return the facility to a satisfactory condition.
5. The applicant may be required to defend, indemnify and shall hold the City, its officers, employees and volunteers harmless from any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property that may result from any use, act or omission on the part of the applicant or its agents while on City property. The City is not responsible for applicant's property or preparations.
6. If the facilities are needed for a City sponsored activity, applications may be revoked up to five (5) days before the scheduled event.
7. Any time the facility is used for any purpose except those sponsored by the City of Medical Lake, an employee of the City may be required to be present. A fee determined by the City's Finance Director to cover the cost of that supervision shall be charged against the applicant for each hour the facility is open and supervision is required.
8. In the event a dance is the purpose for renting the facility, a police officer may be required at the expense of the applicant. The Chief of Police will determine how many officers will be needed.
9. All City Police Officers shall have the responsibility and authority to order any group to cease operation of any activity conducted where a non-compliance of the rules, as set forth under this policy guide, is in evidence and cannot be controlled by those sponsoring the event.

10. Profane or disruptive language and behavior is prohibited.
11. Discharges of firearms, fireworks or any type of explosive devices are prohibited.
12. Gambling will be permitted only upon prior approval of the City Administrator. Applications for such approval must be accompanied by a state gambling permit when appropriate. Applicants must also agree to abide by all State, Federal and Municipal Laws pertaining to gambling activities.
13. Activities open to the general public may require liability insurance approved by the City and naming the City as an additional insured.
14. Exceptions to these rules may only be made by the City Administrator or the City Council.
15. Fees and Deposits:
 - A. Deposits will be required of all users.
 - B. A group sponsored by a City Department or an Interlocal Cooperation Agreement or its equivalent; are exempt from user fees.

The Following Additional Rules Shall Apply to Indoor City Facilities:

1. Use of the kitchen and utensils requires that dishes be washed, dried and stored after use.
2. The placing of any object, such as chairs, tables, benches, etc., that cause an obstruction to any exit door in any part of the building is prohibited.
3. The burning of candles or the use of an open flame is not permissible unless prior approval is granted.
4. The use of existing or additional appliances shall be permitted only upon prior approval.
5. Any decorations, signs, or other materials brought into City Hall must be approved prior to installation or set-up. No nails, tacks, staples or tape are to be used to hang any decoration on walls, ceiling, or equipment in the building without prior approval. All materials used for any decorations are to be flame resistant. Fire extinguishers shall not be covered by decorations or obstructions which will prohibit their use in case of an emergency.
6. Due to limited space in City facilities, storage is not available for groups other than authorized City programs.
7. Any organization using the kitchen facility must provide its' own towels and dishwashing detergent for the cleanup of the Kitchen (counter, floor, dishes and silverware washed, dried and put away, etc.). All appliances must be cleaned and use-ready.

The Following Additional Rules Shall Apply to Outdoor City Facilities:

1. Groups of 25 persons or more, commercial, and fund raising activities must obtain a City Use Permit for use and conduct their event as described on the permit. Failure to obtain authorization to use City Facilities may result in infractions or misdemeanor citations.
2. Glass beverage containers are prohibited.
3. Parks may be used only during open days and times.
4. Vehicles may be used only in designated areas and driven only on designated roadways, and shall observe the posted speed limit (5 mph).
5. Tents, temporary shelters and/or overnight camping are prohibited.
6. Open flames and/or burning is prohibited. Charcoal barbeques are allowed.
7. Pets are prohibited in City parks. Leashed pets are allowed on City walking trails.
8. Picking flowers or cutting of shrubs or trees is prohibited.
9. Swim at your own risk. Non-swimmers should wear a Coast Guard approved personal flotation device when in the water.
10. Bicycles on ball fields or the beach are prohibited.
11. Children must be supervised at all times when in the park and in the water.
12. Appropriate attire must be worn in the park, on the beach, and in the water.
13. Active games such as Frisbee, ball tossing, running, etc. are not permitted in the beach area.
14. Other actions which are generally not compatible with the enjoyable use of a park or a public place are prohibited by City Ordinance and State Law and are the responsibility of the park user to be familiar with and in compliance with (ie. littering, use of firearms, offenses addressed in Title 9A of the Washington Criminal Code, etc.)

WASHINGTON STATE PUBLIC FIREWORKS DISPLAY PERMIT

Applicant

Name of Event Medical Lake Winter Festival

Street Address Coney Island Park

City Medical Lake County Spokane

Event Date Dec. 10, 2022 Event Time Approx. 5:00 AM PM

Applicant's/Sponsor's Name Rocketman Pyros, LLC Phone No. 509-981-8298

Pyrotechnic Operator Daniel VerHeul License No. 4183

Experienced Assistant's Name Steve Underwood

General Display Company Name Rocketman Pyros, LLC Phone No. 509-981-8298

Attach a separate piece of paper and/or copies of the following documents:

- The number of set pieces, shells (specify single or multiple break), and other items.
- The manner and place of storage of such fireworks prior to the display.
- A diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of all buildings, highways, and other lines of communication; the lines behind which the audience will be restrained; and the location of all nearby trees, telegraph or telephone lines, or other overhead obstruction.
- Documentary proof of procurement of Surety bond or public liability insurance.

Local Fire Code Authority

Authority Having Jurisdiction Spokane County Fire District 3

Name of Permitting Official _____

Title _____ Phone No. _____

Permit Granted: Yes Yes, with Restrictions (see "Notations" below) No

Restrictions/Notations _____

Signature of Permitting Official _____

Date of Approval _____

Permit Number _____

If approved, this permit is granted for the date and time noted herein under the authority of the International Fire Code in accordance with Revised Code of Washington 70.77 and all applicable rules and ordinances pertaining to fireworks in this jurisdiction. This permit is INVALID unless in the possession of a properly licensed Pyrotechnic Operator, who is responsible for any and all activities associated with the firing of this show.

MUST BE APPROVED BY THE AUTHORITY HAVING JURISDICTION

Certificate of Insurance

34034

Issue Date: 9/28/2022

PRODUCER
Professional Program Insurance Brokerage
Division of SPG Insurance Solutions LLC
1304 Southpoint Blvd., Suite 101
Petaluma, CA 94954

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Rocketman Pyros, LLC
4912 N. Boeing Road
Spokane Valley, WA 99206

INSURER A: Certain Underwriter's at Lloyd's, London - AA-1128623

INSURER B:

INSURER C:

INSURER D:

COVERAGES:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/22-0217	8/15/2022	8/15/2023	EACH ACCIDENT	\$1,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/ OPS AGG	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Certificate holder is additional insured as respects the following:

Date(s) of Display:	12/10/2022
Location:	Coney Island Park Medical Lake, WA
Additional Insured:	City of Medical Lake, Spokane County
Rain Date(s):	This contract is registered and delivered as a surplus line coverage under the insurance code of the state of Washington, Title 48 RCW. It is not protected by any Washington state guaranty association law.
Type of Display:	Aerial Fireworks Display Professional Program Insurance Brokerage

CERTIFICATE HOLDER
Re*Imagine Medical Lake
PO Box 344
Medical Lake, WA 99022

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Susan Etter
AUTHORIZED REPRESENTATIVE

Description:

Shooting 2 multi-shot cakes and 5 2.5" shells from Coney Island Park over Lake



800 ft

Spectator Area

Angled Firing Line

Fall Out Area

Google Earth

WASHINGTON STATE PUBLIC FIREWORKS DISPLAY PERMIT

Applicant

Name of Event Medical Lake Winter Festival

Street Address Coney Island Park

City Medical Lake County Spokane

Event Date Dec. 10, 2022 Event Time Approx. 5:00 AM PM

Applicant's/Sponsor's Name Rocketman Pyros, LLC Phone No. 509-981-8298

Pyrotechnic Operator Daniel VerHeul License No. 4183

Experienced Assistant's Name Steve Underwood

General Display Company Name Rocketman Pyros, LLC Phone No. 509-981-8298

Attach a separate piece of paper and/or copies of the following documents:

- The number of set pieces, shells (specify single or multiple break), and other items.
- The manner and place of storage of such fireworks prior to the display.
- A diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of all buildings, highways, and other lines of communication; the lines behind which the audience will be restrained; and the location of all nearby trees, telegraph or telephone lines, or other overhead obstruction.
- Documentary proof of procurement of Surety bond or public liability insurance.

Local Fire Code Authority

Authority Having Jurisdiction Spokane County Fire District 3

Name of Permitting Official Dustin Flock

Title Division Chief, Fire Prevention Phone No. 509-235-6645

Permit Granted: Yes Yes, with Restrictions (see "Notations" below) No

Restrictions/Notations _____

Dustin Flock

Signature of Permitting Official

30 September 2022

Date of Approval

Permit Number

If approved, this permit is granted for the date and time noted herein under the authority of the International Fire Code in accordance with Revised Code of Washington 70.77 and all applicable rules and ordinances pertaining to fireworks in this jurisdiction. This permit is INVALID unless in the possession of a properly licensed Pyrotechnic Operator, who is responsible for any and all activities associated with the firing of this show.

MUST BE APPROVED BY THE AUTHORITY HAVING JURISDICTION

**CITY OF MEDICAL LAKE
RESOLUTION NO. 22-553**

WHEREAS, The City of Medical Lake has, by *Ordinance 613*, enacted September 20, 1993, ordained that all administrative fees and charges for services shall be set by Council Resolution; and

WHEREAS, The City of Medical Lake held a public hearing on revenues on October 25, 2022, and discussed proposed rate changes to administrative fees as seen in Exhibit A,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Medical Lake that the following fees and charges shall be assessed effective **January 1, 2023**.

SECTION 1. TITLE 2 – MUNICIPAL COURT FEES

- 1. Jail Costs..... As charged by Spokane County* or Lincoln County
**Determined by dividing the total annual cost charged to the City by the number of inmate days per designated year as set forth in the Contract between the City and Spokane County.*

SECTION 1. TITLE 4 – LICENSES AND PERMITS

- 1. Dancing, Live Music or Community Singing:
 - a) Annual Fee (prorated quarterly) 200.00
 - b) Single Event Fee 50.00
- 2. Fireworks..... 100.00
- 3. Special Events Permit 100.00
 - A. Special Event Activity Fees for Participant Charged Events:
 - 0 – 50 participants 50.00
 - 51 – 100 participants 100.00
 - 101 – 200 participants 200.00
 - 201 – 500 participants 500.00
 - 501 – 1000 participants 1,000.00
 - 1001 – 2000 participants 2,000.00
 - 2001 + participants 5,000.00
- 4. Business License Application Fee + WA State DOR Fee..... 30.00
- 5. Annual Business License Fee Renewal + WA State DOR Fee 30.00
- 6. Individual Peddler ID Card 10.00
- 7. Business License Transfer Fee + WA State DOR Fee 10.00
- 8. Business License Delinquent Fee + WA State DOR Fee 12.50

Business Licenses issued during the last quarter for a new business will be good through the next ensuing year.

SECTION 2. TITLE 5 – CITY PARK & RECREATION FEES

1. GROUPS -----	<u>Weekday Rate</u>
Of 25 - 49.....	25.00
Of 50 – 99.....	45.00
Of 100 – 249.....	75.00
Of 250 – 499.....	185.00
Of 500 or more.....	305.00
Park Shelter Fee per hour	15.00
 2. GROUPS -----	 <u>Weekend Rate**</u>
Of 25 - 49.....	50.00
Of 50 – 99.....	90.00
Of 100 – 249.....	150.00
Of 250 – 499.....	370.00
Of 500 or more.....	610.00
Park Shelter Fee per hour	20.00

*Clean-up/Damage/Security Deposit – amount equal to fee.
 Refunds will be made only with a 72 hours notice, less a \$10.00 administrative charge.
 ** Weekend Rate applies to Friday, Saturday, Sunday and any Holiday***

3. BALL PARK -----	
Per Game/practice (2 hour period with lights)	20.00
Per Game, field use	20.00
Tournament Play/Security Deposit	100.00
League/Security Deposit (non-City sponsored).....	100.00
Per Field, Tournament Use (non-City sponsored).....	200.00
4. BUSINESS PARK USE	
Business Clean-up/Damage/Security Deposit	100.00
Commercial Business Fee.....	50.00 per day
5. WATERFRONT PARK RECREATIONAL VEHICLE PARKING FEES	
Self-contained recreational vehicle/motor home – per night	30.00
6. RECREATION ACTIVITY FEES (Youth Sports Fee INCLUDES Sales Tax)	
Youth Sports	40.00
Yoga	As Set by Instructor
Adult Programs	Cost of Season
Contracted Activities	Cost
Grandfathered Activities	Cost
Special Events (when a fee is charged)	Cost
<i>Recreation Activity Registration – Late Fee</i>	10.00
<i>Adult Team Sport Registration – Late Fee</i>	10% of registration fee

SECTION 3. TITLE 7.04.010 – ANIMAL FEES

1. **ANNUAL LICENSE FEES** – Per Spokane County Regional Animal Protection Service
2. **ANIMAL CONTROL INFRACTIONS**

The following penalties will be subject to the addition of all state assessments

Each infraction in calendar year-----25.00

3. IMPOUNDMENT RELEASE CHARGES

First infraction in calendar year	26.00
Second infraction in calendar year	36.00
Third infraction in calendar year	56.00
Per Day Fee.....	6.00

SECTION 4. TITLE 9 - PEACE, SAFETY AND MORALS

1. CONDUCT IN PARKS

The following penalties will be subject to the addition of all state assessments

Each infraction

- a. Park rule violation for failure to pay facility reservation fee, total cost is infraction penalty plus reservation fee.

SECTION 5. TITLE 11 – STREET FEES

1. PERMITS/FINES-----

a. Street Modification and/or Excavation Permit	25.00
b. Open excavation - exceeding 32 continuous hours fine per day	100.00

SECTION 6. TITLE 14 – BUILDING AND CONSTRUCTION FEES

1. Solid fuel burning appliance (fireplace or freestanding)	30.00
2. Building permit fee	Current IC Fee
3. Plan check fee	Current IC Fee
4. Valuation.....	Current <i>Building Standard™</i>
5. Plumbing permit fee (<i>Section 20.7</i>)	Current UPC Fee
6. Mechanical permit fee (<i>Section 304b</i>)	Current IFGC Fee

7. Manufactured home siting fee per section	150.00
Mobile home park – Creation or Expansion	50.00
Plus per site	5.00
Moved in and/or relocated structures.....	Fee assessed on 100% of current building valuation
8. Re-roof permits	Based on valuation of work

SECTION 7. TITLES 15, 16 & 17 – PLANNING FEES

1. SHORELINE MANAGEMENT

Shoreline Substantial Development, Variance and Conditional Use Permits

<i>Project Valuation</i>	
\$2,500 – 10,000.....	400.00
10,001 – 50,000.....	550.00
50,001 – 250,000.....	700.00
250,001 – 1,000,000.....	850.00
Over 1,000,000	1,000 + .01% of project value
Permit Amendment.....	80% of fee under this schedule

2. STATE ENVIRONMENTAL POLICY ACT (SEPA)

SEPA Review	225.00
SEPA Review with concurrent review.....	150.00
Environmental Impact Statement administrative review.....	Actual Cost (500 deposit)

3. SUBDIVISIONS

Preliminary Plats/Plans

Long Plat, Short Plat, Binding Site Plan, Residence Division, Manufactured Home Community.....	1250.00 plus \$10 per lot
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Final Plats/Plans

Long Plat, Short Plat, Binding Site Plan, Residence Division, Manufactured Home Community.....	600.00 plus \$10 per lot
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Plat/Plan Amendments

Long Plat, Short Plat, Binding Site Plan, Residence Division, Manufactured Home Community.....	1000.00 plus \$8 per lot
Planned Unit Development.....	1000.00 plus \$10 per lot
Time Extension.....	250.00 plus \$10 per lot

4. APPEAL

Appeal of administrative decision to Hearing Examiner	250 deposit (returned if successful)
Appeal of hearing examiner decision	200 + cost of transcript (250 deposit)

5. EXCEPTION OF FENCE LOCATION

Authorization for exception of fence location.....	\$35.00
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6. ZONING FEES

Boundary Line Adjustment.....	130.00
Critical Areas Permit.....	500.00 per acre or major fraction thereof
Home Occupation	120.00
Lot Segregation.....	130.00
Special Use Permit	900.00
Street Vacation.....	130.00
Rezone	1500.00
Variance.....	900.00

7. BUILDING PERMIT REVIEW

Single-family residence or duplex.....	45.00
Addition to existing single-family residence or duplex	30.00
Residential detached accessory structure or addition thereto	30.00
Multi-family (3 + units), Commercial, Public or Institutional.....	65.00
Addition to existing Multi-family (3 + units) (Commercial, Public or Institutional structure)	50.00
Amending Building Permit, i.e. Site Plan, Use, Structure	80% of fee under this schedule
Sign Permit.....	30.00

8. LANDSCAPE PLAN REVIEW

Landscape Plan -----	45.00
Amending Landscape Plan -----	80% of fee under this schedule

9. COMPREHENSIVE PLAN

Amend comprehensive plan, text or map-----	2,000.00
Development code amendment -----	2,000.00

10. IMPACT FEES

Fire Mitigation Fee -----	Per Chapter 16.06 of MLMC
Parks Mitigation Fee -----	Per Chapter 16.07 of MLMC
School Mitigation Fee -----	Per Chapter 16.09 of MLMC

Fees Assessed per single family lot/house

Note: Amendments to Comp. Plan Capital Facilities Element, Chapter 12, and amendments directed by the Planning Commission or City Council shall not be assessed a fee

SECTION 8. – MISCELLANEOUS ADMINISTRATIVE FEES

1. Public Records Requests

The fees set forth in this section are default fees set pursuant to RCW 42.56.120. The City finds that calculating the actual cost of providing public records would be unduly burdensome given the limited staff resources and funding to dedicate to a comprehensive study to determine actual copying costs and that conducting such a study would interfere with the City's other essential agency functions.

No fee shall be charged for the inspection of Public Records.

No fee shall be charged when the request is made by a federal, state, or local agency.

No fee shall be charged for a records request that would not exceed a total cost of \$1.00.

Copies per page, public documents in-house picked up in person15 per page
Mailed copies15 per page plus postage
Public documents, outside copying required, per page	Actual Cost
Email/Electronically delivered/Scanned pages.....	.10 per Gigabyte/page scanned
Storage device.....	Actual cost of device

2. Facility Use Fees

a. Fees for non-profit, civic, private, religious, or service organizations:	
Groups of 25 – 49	20.00
Groups of 50 – 99	40.00
Groups of 100 – 249	70.00
Facility Use per hour fee weekday (Additional to group size fee).....	10.00
Facility Use per hour fee weekend (Additional to group size fee)	20.00
Kitchen per hour	10.00

Clean-up/Damage/Security Deposit –amount equal to fee.

Refunds made only with 72 hours notice, less a \$10.00 administrative charge.

b. Business Facility Use fees for commercial purpose, for profit or benefit of private individual or proprietor:

Clean-up/Damage/Security Deposit.....	100.00
Commercial Business Fee	10% of gross revenue

When a committee of the Council has reason to be concerned about a particular group's use of City facilities, it may require a more substantial deposit than shown under Sections 2 and 8.

ADOPTED THIS day 6th of DECEMBER, 2022.

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

Exhibit A
Proposed Changes in Rates & Fees

This document contains only rates that are changing from 2022, for all City rates, fees and charges, see Resolution 534 (Administrative) & 535 (Utility). Does not include Resolution 22-548 Refuse Rates changes

Utility Rates & Fees	CURRENT RATE	NEW RATE
1. DELINQUENT WATER BILLS		
Turn on during normal working hours	10.00	0.00
Turn on at other times	32.00	80.00
Post delinquent notice, doorhanger	10.00	20.00
Late charge	10.00	12.00
Unauthorized turn on of water meter	0.00	50.00
2. SEWER USER CHARGE PER MONTH		
Per each dwelling unit	30.00	32.00
Motels (per unit)	30.00	32.00
Mobile home parks per occupied lot	30.00	32.00
Administrative Rates & Fees	CURRENT RATE	NEW RATE
1. Records Requests		
Copies, picked up in person	.15	.15 per page
Copies, mailed	.11	.15 per page + Postage
Email/Electronically delivered/Scanned pages	N/A	.10 per Gigabyte/page scanned
Storage device	N/A	Actual cost of device
2. Business Park Use		
Commercial Business Fee	10% of Gross Revenue	50.00 Per Day
3. Waterfront Park Recreational Vehicle Parking Fees		
Self-contained recreational vehicle/motor home	10.00 per night	30.00 per night
4. State Environment Policy Act (SEPA)		
SEPA Review	100.00	225.00
SEPA Review with concurrent review	N/A	150.00
Environmental Impact Statement Review	Cost (750.00 Deposit)	Cost (500.00 Deposit)
Pickup weekly	\$161.39	\$165.29
5. Subdivisions		
Preliminary Long Plat	950.00 (+13/lot + legal notice)	1,250.00 + 10/lot
Final Long Plat	350.00 + 10/lot	600.00 + 10/lot
Preliminary Plat Amendment	80% of fee	1,000.00 + 8/lot
Time Extension	150.00	250.00
Short Plat	480.00 + 100.00/lot	1,250.00 + 10/lot
Final Short Plat	270.00 + 10/lot	600.00 + 10/lot
Final Binding Site Plan	425.00 + 10/acre	600.00 + 10/lot
Binding Site Plan Amendment	80% of fee	1,000.00 + 8/lot
Preliminary Residence Division	380.00 + 50/lot	1,250.00 + 10/lot
Final Residence Division	225.00 + 225/lot	600.00 + 10/lot
Residence Division Amendment	80% of fee	1,000.00 + 8/lot
Preliminary Planned Unit Development	N/A	1,000.00 + 10/lot
Manufactured Home Community Preliminary Review	N/A	1,250.00 + 10/lot
Manufactured Home Community Final Review	N/A	600.00 + 10/lot
6. Zoning Fees		
Boundary Line Adjustment	95.00	130.00
Critical Areas Permit	See Res. 534	500.00 per acre or major fraction thereof
Lot Segregation		130.00
Special use Permit	550.00	900.00
Street Vacation	N/A	130.00
Rezone	550.00	1,500.00

7. Comprehensive Plan		
Comprehensive Plan text or map amendment	250.00 + 25/amend. Chapter	2,000.00
Development code amendment	N/A	2,000.00

**CITY OF MEDICAL LAKE
RESOLUTION NO. 22-554**

WHEREAS, The City of Medical Lake has, by *Ordinance 613*, enacted September 20, 1993, ordained that all utility fees and charges for services shall be set by Council Resolution; and

WHEREAS, The City of Medical Lake held a public hearing on revenues on October 25, 2022, and discussed proposed rate changes to utility fees as seen in Exhibit A,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Medical Lake that the following fees and charges shall be assessed effective **January 1, 2023**.

SECTION 1. TITLE 5 – REFUSE COLLECTION RATES

1. RESIDENTIAL – PICKUP ONE TIME PER WEEK

20 gallon container.....	\$17.66
35 gallon container	19.17
64 gallon container	30.95
96 gallon container	40.15
2x 64 gallon containers.....	50.42
32 + 64 gallon containers	61.08
2x 96 gallon containers.....	71.34
96 gallon yard waste container (non-mandatory at resident's request).....	
For each additional occasional can/bag	3.64

2. COMMERCIAL – PICKUP ONE TIME PER WEEK

35 gallon container.....	\$ 15.86
64 gallon container.....	27.04
96 gallon container.....	38.45
For each additional occasional can/bag	3.64

COMMERCIAL – PICKUP TWO TIMES PER WEEK

35 gallon container	\$ 32.34
64 gallon container	55.85
96 gallon container	79.98
For each additional occasional can/bag	3.64

3. DUMPSTER SERVICE

For commercial service and large dumpster containers, to be furnished by the Contractor as follows:

ONE YARD DUMPSTER BIN

Pickup weekly	\$ 89.66
Pickup twice weekly.....	179.32

ONE AND ONE HALF YARD DUMPSTER BIN

Pickup weekly	\$ 114.60
Pickup twice weekly.....	229.25

TWO YARD DUMPSTER BIN

Pickup weekly	\$ 165.29
Pickup twice weekly.....	330.54

THREE YARD DUMPSTER BIN

Pickup weekly	\$ 250.99
Pickup twice weekly.....	501.95

FOUR YARD DUMPSTER BIN

Pickup weekly	\$ 284.66
Pickup twice weekly.....	569.34

SIX YARD DUMPSTER BIN

Pickup weekly	\$ 481.08
Pickup twice weekly.....	962.21

EIGHT YARD DUMPSTER BIN

Pickup weekly	\$ 632.06
Pickup twice weekly	1264.10

SECTION 2. TITLE 12 – WATER AND SEWER FEES

1. INSTALLATION OF NEW WATER SERVICE LINE

Size of Meter in Inches

For all Installations

Connection Charge Cost Plus
Overhead of 5% But Not Less Than:

1"	650.00
1 ½"	350.00**
2"	450.00**
3"	900.00**
4"	1,500.00**
6"	2,500.00**

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate. 1" shall include the water meter, box, accessories and installation. **1 ½" thru 6" Cost of meter to be added.

2. CAPITAL IMPROVEMENT CHARGES FOR WATER

Per dwelling unit	\$600.00
All other structures per equivalent residential unit.....	600.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

3. TESTING WATER METERS

Per meter tested	Time and Materials
------------------------	--------------------

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

4. DELINQUENT WATER BILLS

Turn on during normal working hours	\$0.00
Turn on at other times.....	80.00
Post delinquent notice, doorhanger.....	20.00
Late charge.....	12.00
Unauthorized turn on of water meter.....	50.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

5. TEMPORARY SERVICE DEPOSIT

Deposit.....	\$50.00
--------------	---------

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

6. WATER SHUTOFF AND TURN ON

At customer's request more than once each year:

During normal working hours.....	\$8.00
At other times.....	32.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

7. MONTHLY WATER RATES

First dwelling unit.....	\$ 16.00
Each additional unit	12.00
Usage per one thousand gallons:	
0 – 20,000 gallons	\$ 1.10
20,001 – 30,000 gallons	\$ 1.20
30,001 – 40,000 gallons	\$ 1.30
40,001 gallons and over	\$ 1.50

8. MONTHLY WATER RATES – OUTSIDE CITY LIMITS

First dwelling unit.....	\$24.00
Each additional unit.....	18.00
Usage per one thousand gallons:	
0 – 20,000 gallons.....	\$ 1.65
20,001 – 30,000 gallons.....	\$ 1.80
30,001 – 40,000 gallons.....	\$ 1.95
40,001 gallons and over.....	\$ 2.25

9. BULK OR HAULED WATER

Account set-up and service charge.....	\$29.50
Usage per one thousand gallons.....	4.90

10. HYDRANT METER

Deposit for meter.....	\$650.00
Account set-up and service charge.....	29.50
Usage per one thousand gallons.....	4.90

11. NEW SEWER CONNECTION CHARGE

Cost plus overhead of 5% but not less than.....	\$75.00
---	---------

12. CAPITAL IMPROVEMENT CHARGES FOR SEWER

Per dwelling unit.....	\$1,000.00
All other structures per equivalent residential unit.....	1,000.00
Sewer LID #1 for property not previously assessed.....	175.00

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

13. ILLEGAL DISCHARGE INTO SEWER

All costs of removal plus overhead of 10% but not less than.....	\$100.00
--	----------

14. SEWER USER CHARGE PER MONTH

Per each dwelling unit.....	\$32.00
Motels (per unit).....	32.00
Mobile home parks per occupied lot.....	32.00
Garages and service stations without wash racks.....	41.61
Garages and service stations with wash racks.....	53.15
Restaurants, cafes and taverns.....	67.10
Stores and commercial offices.....	41.61
Halls.....	41.61
Churches.....	41.61
Dry cleaning plants.....	41.61
Laundries.....	67.10
Public Schools – September through May per full-time equivalent student	2.63
June, July and August:	
High School and Middle School.....	85.60
Elementary School.....	43.87

Outside the City limits shall be one hundred fifty percent (150%) of applicable rate.

15. CROSS CONNECTION ANNUAL INSPECTION FEE

Per inspection.....	\$50.00
---------------------	---------

16. MOBILE HOME SITING NOTICE PENALTY (12.08.060)

Estimated cost of utilities owing plus.....	\$100.00
---	----------

ADOPTED THIS 6th day of DECEMBER, 2022.

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

Exhibit A

Proposed Changes in Rates & Fees

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Late charge	10.00	12.00
Unauthorized turn on of water meter	0.00	50.00
2. SEWER USER CHARGE PER MONTH		
Per each dwelling unit	30.00	32.00
Motels (per unit)	30.00	32.00
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Copies, mailed	.11	.15 per page + Postage
Email/Electronically delivered/Scanned pages	N/A	.10 per Gigabyte/page scanned
Storage device	N/A	Actual cost of device
2. Business Park Use		
Commercial Business Fee	10% of Gross Revenue	50.00 Per Day
3. Waterfront Park Recreational Vehicle Parking Fees		
Self-contained recreational vehicle/motor home	10.00 per night	30.00 per night
4. State Environment Policy Act (SEPA)		
SEPA Review	100.00	225.00
SEPA Review with concurrent review	N/A	150.00
Environmental Impact Statement Review	Cost (750.00 Deposit)	Cost (500.00 Deposit)
Pickup weekly	\$161.39	\$165.29
5. Subdivisions		
Preliminary Long Plat	950.00 (+13/lot + legal notice)	1,250.00 + 10/lot
Final Long Plat	350.00 + 10/lot	600.00 + 10/lot
Preliminary Plat Amendment	80% of fee	1,000.00 + 8/lot
Time Extension	150.00	250.00
Short Plat	480.00 + 100.00/lot	1,250.00 + 10/lot
Final Short Plat	270.00 + 10/lot	600.00 + 10/lot
Final Binding Site Plan	425.00 + 10/acre	600.00 + 10/lot
Binding Site Plan Amendment	80% of fee	1,000.00 + 8/lot
Preliminary Residence Division	380.00 + 50/lot	1,250.00 + 10/lot
Final Residence Division	225.00 + 225/lot	600.00 + 10/lot
Residence Division Amendment	80% of fee	1,000.00 + 8/lot
Preliminary Planned Unit Development	N/A	1,000.00 + 10/lot
Manufactured Home Community Preliminary Review	N/A	1,250.00 + 10/lot
Manufactured Home Community Final Review	N/A	600.00 + 10/lot
6. Zoning Fees		
Boundary Line Adjustment	95.00	130.00
Critical Areas Permit	See Res. 534	500.00 per acre or major fraction thereof
Lot Segregation		130.00
Special use Permit	550.00	900.00
Street Vacation	N/A	130.00
Rezone	550.00	1,500.00

7. Comprehensive Plan		
Comprehensive Plan text or map amendment	250.00 + 25/amend. Chapter	2,000.00
Development code amendment	N/A	2,000.00

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 22-556**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING
THE CONTRACT BETWEEN THE CITY OF MEDICAL LAKE AND THE
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES,
LOCAL 270-M, AFSCME, AFL-CIO.**

WHEREAS, the contract between the City of Medical Lake and Washington State Council of County and City Employees, Local 270-M, AFSCME, AFL-CIO (WSCCCE) was set to expire on December 31, 2022; and

WHEREAS, the City and WSCCCE have agreed upon a new contract for certain City of Medical Lake employees that will commence on January 1, 2023 through December 1, 2027; and

WHEREAS, the contract contains the specific terms and conditions for those City employees covered by the contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

Section 1. Approval. The City Council hereby approves of the contract between the City of Medical Lake and WSCCCE as set forth in the attached Exhibit A.

Section 2. Severability. If any section, sentence, clause, or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this _____ day of December, 2022.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Finance Director, Koss Ronholt

City Attorney, Sean P. Boutz

AGREEMENT
BETWEEN
THE CITY OF MEDICAL LAKE
AND THE
WASHINGTON STATE COUNCIL OF
COUNTY AND CITY EMPLOYEES
LOCAL 270-M
AFSME, AFL-CIO



January 1, ~~2023~~2020, through December
31, ~~2027~~2022

TABLE OF CONTENTS

PREAMBLE..... I

TERMS OF AGREEMENT 4

EMBODIMENT..... 4

PRODUCTIVITY 4

ARTICLE I - RECOGNITION 5

SECTION 11 - BARGAINING AGENT..... 5

SECTION 2 - MANAGEMENT EMPLOYEES:..... 5

ARTICLE II - UNION SECURITY 5

SECTION 11 - UNION SECURITY:..... 5

SECTION 2 - DUES CHECK-OFF:..... 5

SECTION 3 - INCLUSIONS AND EXCLUSIONS:..... 5

ARTICLE III - SETTLEMENT OF DISPUTES 6

SECTION 1 - GRIEVANCE PROCEDURE:..... 6

SECTION 2 - ARBITRATION:..... 7

SECTION 3 - PROCESSING GRIEVANCES:..... 8

SECTION 4- UNION STEWARDS: 8

ARTICLE IV - SENIORITY 8

SECTION 11 - SENIORITY DEFINED:..... 8

SECTION 2 - SENIORITY LIST:..... 8

SECTION 3 - JOB VACANCIES, RECALL AND LAYOFF:..... 8

ARTICLE V - WAGES..... 9

SECTION 11: WAGE SCHEDULE AND PAY PERIODS..... 9

SECTION 2 - OVERTIME:..... 10

SECTION 3 - SHIFT DIFFERENTIAL:..... 10

SECTION 4 - WORKING IN A HIGHER CLASSIFICATION:..... 10

SECTION 5 - STANDBY PAY:..... 10

SECTION 6 - LONGEVITY:..... 11

ARTICLE VI - HOURS OF WORK 11

SECTION 1 - WORK WEEK, REST PERIODS, AND CLEANUP TIME..... 11

CLEANUP TIME:..... 12

ARTICLE VII- GENERAL PROVISIONS 12

SECTION 11 - NO DISCRIMINATION:..... 12

SECTION 2 - DISCIPLINE:..... 12

SECTION 3 - PREDISCIPLINARY HEARINGS:..... 13

SECTION 4 - UNION BUSINESS:..... 11

SECTION 5 - SUPPLEMENTAL AGREEMENT:..... 14

SECTION 6 - MANAGEMENT'S RIGHTS:..... 15

SECTION 7 - CONTRACTING OUT:..... 15

SECTION 8 - NEW AND TERMINATED EMPLOYEES 15

SECTION 9 - LABOR MANAGEMENT MEETINGS:..... 16

SECTION 10 - CONTRACT ADMINISTRATION:..... 16

SECTION 111 - CITY-REQUIRED LICENSES:..... 16

SECTION 12 - UNIFORMS AND PROTECTIVE CLOTHING:..... 16

SECTION 13 - RULES AND POLICIES:..... 16

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ARTICLE VIII - HEALTH AND WELFARE	17
SECTION 1 - MEDICAL INSURANCE:	17
SECTION 2 - DENTAL INSURANCE:	17
SECTION 3 - LIFE INSURANCE:	17
SECTION 4 - INDUSTRIAL INSURANCE:	17
SECTION 5 - REPORTING OF ACCIDENTS:	14
SECTION 6 - DISABILITY INSURANCE	14
SECTION 7 - IRS 125 PLAN:	14
ARTICLE IX - ILLNESS LEAVE	18
SECTION 1 - ACCRUAL:	18
SECTION 2 - BEREAVEMENT LEAVE:	18
SECTION 3 - IMMEDIATE FAMILY:	18
SECTION 4 - ON-THE-JOB INJURIES:	18
SECTION 5 - SICK LEAVE PAYOFF:	18
ARTICLE X - VACATION LEAVE	19
SECTION 1 - VACATION ACCRUAL:	19
SECTION 2 - DEFERMENT OF VACATIONS:	16
SECTION 3 - VACATION TIMES:	16
SECTION 4 - HOLIDAY DURING VACATION LEAVE:	20
ARTICLE XI - OTHER LEAVE	20
SECTION 1 - LEAVE OF ABSENCES:	20
SECTION 2 - MILITARY LEAVE:	20
SECTION 3 - JURY DUTY:	17
SECTION 4 - MATERNITY LEAVE:	21
SECTION 5 - FAMILY LEAVE:	21
SECTION 6 - UNION LEAVE:	21
ARTICLE XII - LEAVE SHARING	22
SECTION 1 - LEAVE SHARING:	22
ARTICLE XIII - HOLIDAYS	24
SECTION 1 - HOLIDAYS:	24
SECTION 2 - HOLIDAY PAY:	25
SECTION 3 - HOLIDAY OVERTIME PAY:	25
SECTION 4 - CONTINUOUS OPERATIONS:	22
SECTION 5 - OTHER THAN A FIVE (5) EIGHT (8) HOUR WORK SCHEDULE:	22
ARTICLE XIV - NO STRIKE/NO LOCKOUT	23
SECTION 1 - STRIKES:	26
SECTION 2 - LOCKOUTS:	26
ARTICLE XV - SAVINGS CLAUSE	26
SIGNATURE PAGE	27
APPENDIX A - WAGE SCALE	
MONTHLY	24
HOURLY:	Li
APPENDIX B TABLE OF PAY INCREASES	
APPENDIX C LIST OF MEDICAL LAKE EMPLOYEES AS OF SIGNATURE DATE	27

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PREAMBLE

This Agreement entered into by the City of Medical Lake, hereinafter referred to as the Employer, and the Washington State Council of County and City Employees, Local 270-M, AFSCME, AFL-CIO, hereinafter referred to as the Union has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

TERMS OF AGREEMENT

This Agreement shall become effective on January 1, 2023~~0~~, and shall continue in full force and effect through December 31, 2027~~2~~. The City and the Union agree to negotiate in 2027~~2~~ for a contract effective January 1, 2023~~8~~, covering wages, benefits, and conditions of employment. These negotiations shall begin upon written notice by either party.

EMBODIMENT

This Agreement expressed here in writing constitutes the entire agreement between the parties and no oral statements shall add to or supersede any of its provisions.

The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to, or not settled, during the course of these negotiations. Such matters shall not be subject to the grievance procedure.

During the life of this Agreement maintenance of contract items shall be processed through the provisions of the supplemental agreement.

PRODUCTIVITY

It is mutually agreed that the City Management and Local 270-M shall work together individually and collectively to meet the required needs of each department, to provide the public with efficient and courteous service, to encourage attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency in all departments of City government.

ARTICLE I • RECOGNITION

Section 1 • Bargaining Agent:

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, benefits, and other conditions of employment for all employees in the bargaining unit as listed in Appendix A.

Section 2 • Management Employees:

Those employees which the Union and the City jointly recognize as being part of management, and excluded from the bargaining are those remaining employees not listed in Appendix A.

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ARTICLE II • UNION SECURITY

Section 1 • Union Security:

The Employer recognizes the WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES/AFSCME Council 2 and its affiliated local (hereafter Union) as the sole and exclusive bargaining representative in all matters concerning wages, hours, and other conditions of employment for all employees described in the recognition clause.

The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with a union staff representative.

For current Union members and those who choose to join the Union, the Employer shall deduct once each month all Union dues and fees uniformly levied and shall continue to do so for such time and on conditions set forth in the authorization for payroll deduction regardless of the employee's continued membership in the Union. The Employer shall transfer amounts deducted to Council 2. Authorizations for Payroll Deduction are valid whether executed in writing or electronically.

The Employer shall provide an electronic copy of the Authorization for Payroll Deduction and Representation via email to C2everett@council2.com within 10 days of the employee executing the document. The Employer shall provide to the Union monthly a complete list of all bargaining unit members that includes: Employee name, work address, home address, work phone, personal phone, work email, personal email, birth date, hire date in current bargaining unit, job classification, department, hours worked and monthly base wage.

The Employer shall honor the terms and conditions of each employee's authorization for payroll deduction. Whether an employee is a union member or not, the Employer shall continue to deduct and remit Union dues and fees to the Union until such time as the Union notifies the Employer that the dues authorization has been properly terminated in compliance with the terms of the payroll deduction authorization executed by the employee.

The Union shall indemnify the Employer and save the Employer harmless from any and all claims against the Employer arising out of administration of this article so long as the Employer complies with this article.

New Employee Orientation

The Employer agrees to notify the Union staff representative and Local Union President in writing of any new positions and new employees. At least 2 full working days prior to the orientation of the new employee, Employer shall provide an electronic format list with the names of the employees, corresponding job title, and Department. A Union official shall, at no loss of pay, be granted up to thirty minutes to provide each new employee a basic overview of the employees' rights and responsibilities regarding Union membership, dues authorizations, and Union insurance.

Electronic Authorizations are Valid

An authorization for Union membership and/or dues or other payroll deduction is valid whether executed in writing or electronically.

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A. The Union will provide the Employer with a list of all Union members and nonmembers that have signed a payroll deduction authorization card. The Union will also provide the Employer with the signed payroll deduction authorization card from each Union member and nonmember consenting to the deduction of Union dues or fair share fees from the particular employee's paycheck. Thereafter, the Employer shall make the authorized employee payroll deductions and remit those amounts to the Union every month.

B. Upon Request, the Employer will provide the Union with a list of all employees eligible to be included in the bargaining unit and their contact information.

C. The Union shall inform the Employer of the monthly payroll deduction amounts for both Union dues and fair share fees to be paid the Union.

D. The Employer will cease deductions from payroll upon notice from the Union that the Employee has revoked their payroll deduction authorization. If the Employer receives written revocation from an employee, the Employer will notify the Union within five (5) days. Nothing stated herein is meant to limit or prevent the Employer from acting further in accordance with the law.

E. The Union agrees to defend, indemnify, and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

F. The parties agree to abide by all Federal and State statutes and laws.

Section 2 • Dues Check-off:

The Employer agrees to deduct, once each month, dues from the pay of those employees who individually request in writing that such deductions be made. The monthly amounts to be deducted shall be certified to the Employer by the Secretary of the Union, and aggregate deductions of all employees shall be remitted together with an itemized statement to the Treasurer of the Washington State Council of County and City Employees after such deductions have been made.

Section 3 • Inclusions and Exclusions:

For the purpose of this Agreement and for determining by mutual agreement which classifications are to be included in, or excluded from the jurisdiction of the bargaining unit, the following guidelines shall be applied:

A. **Inclusions:** All working forepersons and classifications below will be considered as bargaining unit positions within the various classifications. Forepersons who routinely work with their tools shall be considered as "forepersons".

B. **Exclusions:** All employees who are first-line management personnel or in a managerial or professional position within the various classifications shall be considered as supervisory and out of the jurisdiction of the bargaining unit. ~~No work shall be performed by supervisory personnel that has been routinely assigned to bargaining unit classifications, except for instruction or training and for emergencies.~~

C. ~~It is recognized that the duties and responsibilities of supervisors and forepersons excluded from the terms of the labor agreement, are not the same as those of employees in the bargaining unit. Therefore, supervisors or forepersons will not perform work routinely assigned to bargaining unit classifications, except to instruct or train employees or in emergencies and then only until a replacement can be secured.~~

~~Alleged violations of the above provisions shall be handled by initiating expeditious investigation at Step 3 of the Grievance Procedure. Should a foreperson or other supervisory person become guilty of violating this provision, management will take the appropriate action to correct the problem. Small city supervisors routinely work alongside bargaining unit classifications performing similar duties, otherwise known as working supervisors. Working supervisors will not perform routine work to the exclusion of bargaining unit classifications and Union employees will be exhausted within their skill and proficiency level before management operates equipment. Nothing prohibits management from operating equipment at the same time and alongside of Union employees.~~

ARTICLE III • SETTLEMENT OF DISPUTES (Grievance Procedure)

Section 1 • Grievance Procedure:

A grievance is defined as any dispute involving the interpretation, application, or alleged violation of any provisions of this Agreement.

It is the intent and purpose of the Union and the City to avoid and prevent grievances and misunderstandings. However, should such differences arise, an earnest effort shall be made to settle the difference as soon as practical between the aggrieved employee and/or the Union at the lowest level in the following grievance procedure:

Both parties jointly recognize that under current Civil Service rules the Civil Service Commission may investigate any and all matters relating to conditions of Civil Service employment of those employees so covered by this Agreement. In the event an employee elects to file a grievance concerning a suspension, reduction in rank, or discharge, the employee shall have the option of pursuing the grievance either through the Civil Service or the provisions of this Article but limited to one or the other. The employee must be covered by the current Civil Service rules to exercise this option.

There shall be no retaliation against any employee for exercising their rights to file a grievance under this Article. Should retaliation occur, the Employer will take appropriate action against any employee who retaliates against a Union member.

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Step 1: Within twenty (20) working days from its occurrence or the date on which he or she first became aware of it, the aggrieved employee shall discuss the complaint with the immediate supervisor with the Shop Steward present. The supervisor shall provide an oral decision within five (5) working days. It shall be discussed verbally and, if settled, no further action shall be taken. If not resolved on an informal discussion basis, the grievance shall be reduced to writing on an official grievance form and signed by the aggrieved within five (5) working days from the date of the oral decision and submitted to the immediate supervisor.

The immediate supervisor shall provide a written answer within five (5) working days of the date of submission with copies to the Union business representative and the City Administrator.

Step 2: Provided the grievance is not settled satisfactorily at Step 1, the grievance shall then be submitted in writing to the appropriate department head within five (5) working days. The department head shall arrange for a meeting between the parties in an attempt to resolve the issue. The department head shall submit a written answer within ten (10) working days of the meeting.

Step 3: If the grievance is not settled at the department head level, it shall be submitted by the Union business representative to the City Administrator within five (5) working days after receipt of the written response from the department head. The City Administrator shall investigate the matter and provide a written answer to the Union business representative within ten (10) working days from the date of submission. The parties agree to meet in an attempt to resolve the issue. Failure of either party to comply with the time limits set forth above will serve to declare the grievance as settled based upon the last request or the last answer received, and no further action shall be taken. The time limits as specified in any step may be extended by mutual agreement of the parties. Any Employer grievance will be filed by the City Administrator with the Union business representative at Step 3.

Section 2 • Arbitration:

Any matter which has not been resolved by the Grievance Procedure under Section 1 of this Article may be submitted to arbitration by the aggrieved party without the consent of the other party. Within ten (10) working days following the completion of the Grievance Procedure the aggrieved party shall notify the other party in writing of their intent to invoke the arbitration process. The decision rendered by the arbitrator shall be final and binding on both parties. The two sides will request a list of qualified arbitrators from the Public Employment Relations Commission. This list shall contain nine (9) names. The order of striking shall be by a coin toss. Each party shall alternately cross off one (1) name until only one (1) remains. This person shall then be designated as the arbitrator. The parties agree:

A. The arbitrator should attempt to hear the case within twenty (20) working days after the case is presented. The arbitrator shall then make a written report of findings to Local 270-M and to the City within fifteen (15) working days after the hearing is concluded. The arbitrator shall establish the rules of procedure. The final decision of the arbitrator shall be implemented as soon as possible, but in any case no later than thirty (30) days after the final decision is rendered. The arbitrator shall have no authority to amend, alter or modify this Agreement or its terms and shall limit recommendations solely to the interpretation and application of this Agreement. The above time limits of this provision may be extended by mutual agreement.

B. Each grievance or dispute shall be submitted separately except when the City and the Union have mutually agreed to have more than one grievance or dispute submitted to the arbitrator.

C. The expenses of the arbitrator and related stenographic expenses shall be borne completely by the losing party.

Section 3 • Processing Grievances:

Shop stewards may investigate and process grievances during work hours without the loss of pay. In order to maintain the progress of work, shop stewards will obtain permission from their immediate supervisor before leaving their place or station of work to investigate a grievance or handle a complaint or other labor matter. Permission of the supervisor will not be unreasonably withheld. Shop stewards shall use judgment in deferring action or investigation on disputes or complaints when the progress of their work is critical.

Section 4 • Union Stewards:

The name of employees selected as stewards and the names of other Union representatives who may represent employees shall be certified in writing to the City Administrator by the Union.

ARTICLE IV • SENIORITY

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Section 1 • Seniority Defined:

A. **Job Classification Seniority:** The length of continuous service in the employee's job classification. Job classification seniority shall be used in determining vacation preference.

B. **Departmental Seniority:** The length of continuous service in the employee's present department. Departmental seniority shall be the determining factor if the job classification seniority is equal.

C. **City Seniority:** The length of cumulative employment with the City of Medical Lake.

Cumulative is defined as total service with the City of Medical Lake, however, this does not apply to an employee whose employment with the City is terminated for any reason other than layoff and is rehired at a later date.

Section 2 • Seniority List:

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The City agrees to furnish the Union with a listing of all new eligible bargaining unit employees who are hired or terminated, as they occur. This list will contain the names of the employees along with their job classifications, work locations and home addresses. When requested by the Union, the City shall provide a list of all bargaining unit employees showing their seniority and will deliver the same to the Union. Upon completion of their probationary period, new employees shall be added to the seniority list. The list shall reflect the employee's name, classification, and date of appointment, departmental seniority, and length of service with the City. The use of this list shall be restricted to internal use by the Union office. While this list shall be provided when requested by the Union, it shall be provided no less than once annually during January of each year.

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Section 3. Job Vacancies, Recall, and Layoff:

A. In promotions the City shall take into consideration an employee's job qualifications; when qualifications are equal, such appointments shall be based on length of service. In applying this Article, it is the intent to provide qualified employees with the opportunities for promotion and the City with efficient operations.

B. When a job vacancy occurs in a regularly budgeted position, present employees will be given first consideration for filling the vacancy, based primarily on their ability to perform the duties of the job; provided however, where ability is equal, due consideration shall be given to the length of service.

C. Notices of job vacancies within the City shall be posted on the bulletin board for ten (10) working days at each work center. Present employees who desire consideration for such openings shall notify the City in writing during the ten (10) day period the notice is posted.

D. In the case of layoff, regular employees will be retained on the basis of seniority when job performance and qualifications are equal. Qualifications will be determined by the knowledge, abilities and skills required for the position and the employee's ability to perform the remaining work without further training.

E. In the case of recall, regular employees affected by layoff shall be offered the first opportunity to fill comparable vacant positions in the reverse order of the layoff, provided they are able to perform the duties of the position without further training. Regular employees shall retain recall rights for one (1) year from the time of layoff. If the City is unable to contact any employee who is on layoff for recall, the Union shall be so notified. If neither the Union nor the City is able to contact the employee within ten (10) working days, or the employee does not return to work when recalled, the City's obligation to recall the employee shall cease,

F. Notice of recall shall be by certified letter, return receipt requested.

G. Thirty (30) days advance notice of layoff shall be provided.

H. Regular employees shall not be laid off while part-time, extra or temporary employees perform work that regular employees are qualified to perform.

I. Employees retain seniority and benefits accrued prior to layoff when recalled to work, less the time laid off.

J. Temporary or extra work shall be offered to laid-off regular employees.

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ARTICLE V · WAGES

Section 1:

A. Employees shall be compensated in accordance with the Wage Schedule attached to the Agreement and marked Appendix A. The attached Wage Schedule shall be considered to be a part of this Agreement. Wage increases shall be computed on hourly wage rates.

B. **Wage and Classification Schedule:** When a permanent classified position is established, the Employer shall designate a job classification (through Civil Service procedures, if appropriate).

The Employer shall designate the rate of pay for the position based on a survey of prevailing rates in existence within the job market area. The Union shall be notified in writing of such new classifications and pay rates which are established. Pay rates are subject to negotiations prior to contract renewal and during wage opener periods.

C. **Pay Periods:** Salaries and wages of employees shall be distributed on the last working day of the month. Employees will be allowed a draw on the 15th of each month.

Section 2 • Overtime:

Permanent employees shall be compensated at time and one-half (1-1/2) the employee's hourly rate of pay or compensatory time off shall be granted for work under any of the following conditions:

1. All work performed in excess of eight (8) hours in any work day.
2. All work performed in excess of forty (40) hours in any work week.
3. All work performed on regular days of rest.
4. **Call-In Time:** An employee called in to work other than during the scheduled work shift shall be granted a minimum of two (2) hours pay at time and one-half (1-1/2). Employees called in up to one (1) hour prior to the start of their regular shift shall be paid at the regular overtime rate not call-in rate. Call-in time may be paid in wages or in compensatory time at the employee's choice.

5. **Compensatory Time:** When an employee works overtime, the employee may elect to choose overtime pay or compensatory time off at time and one-half (1-1/2) for each hour worked. The employee shall inform the immediate supervisor, before the end of the overtime worked, whether overtime pay or compensatory time is desired. When an employee desires to use accrued compensatory time, the employee shall schedule the requested time off with their supervisor.

Compensatory time accrual is limited to a maximum of sixty (60) hours. Prior written approval requested by the supervisor from the City Administrator must be received in order to accrue more than sixty (60) hours.

Section 3 • Shift Differential:

All permanent and probationary bargaining unit employees who work shifts other than day shift shall be given a shift differential of fifty cents (50¢) per hour in addition to their regular hourly job rate for all hours worked.

Section 4 • Working in a Higher Classification:

In the event a senior employee, who, in the opinion of the City Administrator is qualified to perform the duties of the higher position, is assigned by the City to perform substantially the same duties and to assume substantially the same responsibilities of a higher paid classification in or outside of the bargaining unit, he/she shall be paid a premium of ten percent (10%) of their current pay for the time worked in that classification; provided however, the employee shall have worked a minimum of one (1) day (per occurrence) performing such duties in the absence of the higher classified employee.

Out-of-class pay shall be posted quarterly.

Out-of-class pay shall be used in computing the employee's regular rate of pay for overtime purposes in accordance with the Fair Labor Standards Act.

Section 5 • Standby Pay:

If an employee is directed by a supervisor to be available for work and responds when called, the employee shall be compensated at a rate of One Hundred Fifty Dollars (\$150.00) for each full week of standby time; ~~or at 78¢ for each hour when required to stand by on an hourly basis.~~ The employee shall report in a ready condition. Standby assignments will be distributed as equitably as possible.

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An employee on standby, who is called out, shall be paid at the rate of time and one-half (1-1/2) the employee's regular rate of pay for the period of call out, with a minimum of two (2) hours at time and one-half (1-1/2). Upon the completion of the call out (minimum of two [2] hours) the employee shall revert to standby pay status, unless the employee is on standby and the regular work shift has begun, or unless the employee is on weekly standby and the standby duty has been transferred to the successor employee, or unless the employee is on an hourly basis standby assignment and the assignment has ended.

Section 6 • Longevity:

Employees shall receive a longevity pay increase of Fifty Dollars 2.5% (\$50.00) per month commencing on completion of five (5) 10 years of employment and shall receive an additional Fifty Dollars (\$50.00) per month 2.5% for every five (5) years of employment thereafter.

A. Longevity pay shall be paid as it is earned. Longevity pay shall be applied monthly to to all hours in a base pay status, including vacation and sick leave hours but excluding standby pay, and shall be included in the "regular rate" for overtime purposes.

B. Eligibility for longevity pay is based on the length of service with the City. Employees separating from City service will be paid longevity to their date of separation.

ARTICLE VI • HOURS OF WORK

Section 1:

For the purpose of applying the provision of this section, continuous operations shall be defined as operations which provide service on a twenty-four (24) hour basis.

A. **Work Schedules/Shifts:** All employees shall have a designated work schedule/shift with an established starting time and quitting time. Work schedules/shifts shall be posted on the bulletin board.

B. **Work Day:** The work day shift shall consist of eight (8) consecutive hours except for interruptions for paid lunch periods. The work day shall be divided into three (3) equal shifts for those employees engaged in continuous operations.

C. **Work Week:** The work week shall consist of five (5) consecutive days with two (2) days of rest. A four (4) ten (10) or other such work schedule may be established by supplemental agreement between the City and the Union.

D. **Rest Periods:** All employees who are scheduled to work for eight (8) or more hours are entitled to a rest period of fifteen (15) minutes in the first four (4) hours and a rest period of fifteen (15) minutes in the second four (4) hours. One thirty (30) minute rest period in either the first half of the shift or the second half of the shift may be substituted by approval of the supervisor.

If an employee is required to work overtime for four (4) or more hours beyond the regular eight (8) hour shift, the employee shall be entitled to a fifteen (15) minute rest period before starting the overtime.

E. Cleanup Time:

Personal cleanup time shall be allowed promptly at the end of each shift for all employees. The Employer shall provide the required facilities for employee's cleanup and shall arrange work schedules so that employees may take advantage of this provision.

ARTICLE VII - GENERAL PROVISIONS

Section 1 • No Discrimination:

The City agrees not to discriminate against any employee on the basis of activity on behalf of, or membership in, the Union. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

The City and the Union agree to comply with State and Federal laws covering discrimination involving employees or applicants for employment.

Section 2.- Discipline:

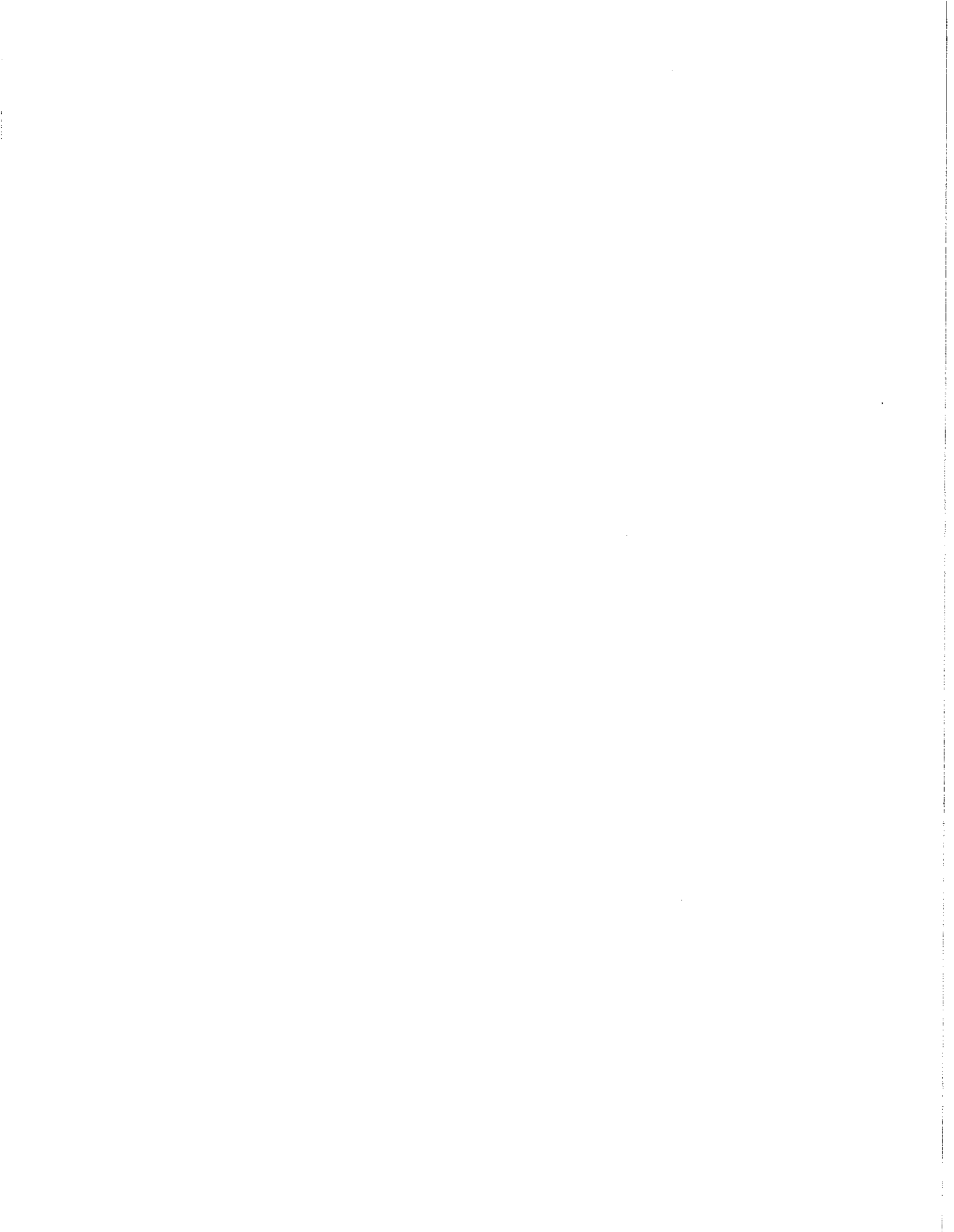
A. **Introduction:** The disciplinary procedures, including pre-disciplinary hearings and access to the grievance procedure, apply only to regular employees. Employees shall serve a probationary period of one (1) year. If a performance evaluation for a probationary employee indicates that the employee is not performing satisfactorily at any time during the probationary period, the employee may be terminated from employment without recourse to the grievance procedure. The City Administrator or designee may grant a maximum of a six (6) month extension of the probationary period. Termination of a probationer on an original-entrance appointment or failure of a probationer on promotion probation shall not be considered a disciplinary action. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee.

The City will continue to administer discipline in accordance with the "Just Cause" concept. Disciplinary action shall include only the following:

- Oral reprimand
- Written reprimand
- Loss of vacation
- Suspension
- Demotion for cause
- Discharge

B. **Right of Appeal:** Regular employees (completed probation) shall have the right to take up the suspension and/or discharge as a grievance if probation requirements have been met.

C. **Right of Petition:** Any probationary or seasonal employee who has not met the minimum service requirements and is discharged shall have the opportunity, upon request, for a hearing with the City Administrator or designated representative.



However, this decision shall not be subject to the grievance procedure. The Union representative shall have the opportunity to be present at this hearing. If the City Administrator or the designated representative agree with the employee and the Union representative that an injustice has occurred, every effort will be made to provide an equitable remedy.

D. **Counseling by Supervisor:** Supervisors are encouraged to counsel their employees when performance or conduct drops below that which is acceptable. Such a counseling is informal and should be corrective in nature. At the supervisor's discretion, the counseling session may be reduced to writing either on the Record of Counseling form or in memorandum form. The employee should sign the form or memorandum and shall be given a copy of it. A copy should also be kept in the departmental files; no other copy shall be distributed.

Documentation of a counseling session may not be used as a basis for disciplinary action against the employee. The only basis the documentation serves is to substantiate that the employee was notified of a deficiency and of corrective action is needed.

When the deficiency has been corrected to the supervisor's satisfaction, the departmental copy of the Record of Counseling or memorandum shall be destroyed and the employee so notified. Any Record of Counseling or memorandum documenting a counseling session shall be considered null and void one (1) year after its date.

Section 3 • Pre-disciplinary Hearings:

A. If a supervisor conducts an investigatory interview with an employee suspected of wrongdoing, the employee may request Union representation. Such representation shall be to encourage a free flow of information and not to inhibit the process of the investigation.

B. Pre-disciplinary hearings shall be conducted before an employee receives a written reprimand, loses vacation, is suspended, demoted, or discharged for cause. Pre-disciplinary hearings are not required before an employee is reprimanded orally. Pre-disciplinary hearings are required also if at the end of the investigation the probable disciplinary action is in doubt.

C. Any employee that is asked to submit to a pre-disciplinary hearing shall be advised of their right to Union representation if they so choose.

D. In any pre-disciplinary hearing, the employee will, under no circumstances, be required to testify against their interests. The nature of the hearing is such that each employee is encouraged to answer all questions in an open and honest manner so as to provide all parties with a clear understanding of the facts.

E. The employee and representative shall be provided any and all documentation relative to the instance(s) giving rise to the purpose of the pre-disciplinary hearing.

F. If requested, the employee and representative shall be given a reasonable amount of time to respond to any and all allegations relative to the purpose of the hearing. The employee may respond in writing, if desired, and the pre-disciplinary hearing shall be recessed until the response is prepared.

G. Pre-disciplinary hearings shall be conducted in a manner to cause the least embarrassment to the employee, and the parties to the pre-disciplinary hearing shall not discuss any matters from the hearing with other employees, supervisors or management, unless they are specifically involved in the pre-disciplinary hearing or have information relative to the case at hand.

H. The use of pre-disciplinary hearings shall supersede and take precedence over any department rule, policy or procedure.

I. An employee may be suspended with pay pending disciplinary action.

J. **Retention of Records:** Suspension letters shall be kept in the personnel files for a minimum of three (3) years; letters of reprimand shall be kept in the personnel files for a minimum of two (2) years; and records of counseling shall be kept in the departmental files for a minimum of one (1) year. After the expiration of the retention time period, the employee may petition the Department Head in writing to have the records destroyed. The Department Head will forward his/her recommendation to the City Administrator. If approval is given by the Department Head and the City Administrator, the records in the personnel files and the departmental files shall be destroyed.

Section 4 • Union Business:

The Employer agrees that accredited representatives of the Washington State Council of County and City Employees shall be granted access to the facilities at reasonable times for the purpose of discussing routine Union business directly connected with the administration of this Agreement or discussion or investigation of grievances. Such action on the part of the Union shall not unduly interfere with the normal work duties of employees.

Other matters of mutual concern shall be brought to the labor/management meetings for the purpose of discussing an acceptable method to solve each problem.

Section 5 • Supplemental Agreement:

The parties mutually agree that supplemental agreements shall be used solely for the purpose of maintenance of contract matters and shall not be used to discuss items of cost unless mutually agreed upon.

This Agreement contract may be amended, provided both parties concur. Supplemental agreements may be completed through negotiations between the parties at any time during the life of the Agreement. Should either party desire to negotiate a matter of this kind, it shall notify the other party in writing, by certified mail, of its desire to negotiate. Supplemental agreements thus completed will be signed by the responsible Union and City officials.

Should either party, having been notified of the proposed supplemental language, not respond within thirty (30) calendar days, the proposed language shall be considered acceptable and shall be forwarded to the second party for signature.

Supplemental agreements thus completed shall become a part of the larger Agreement and subject to all its provisions.

Section 6 • Management's Rights:

The Union recognizes the prerogatives of the City to operate and manage its affairs in all respects in accordance with its responsibilities, lawful powers and legal authority, except as limited by the provisions of this Agreement. These rights include but are not limited to, the following:

- A. The right to determine its mission, policies and to set forth all standards of service offered to the citizens;
- B. To plan, direct, control and determine the operations or services to be provided;
- C. The right to determine overtime and the methods and processes by which work is to be performed and the number of personnel needed to carry out each department's mission;
- D. The right to hire, promote, demote and assign and schedule employees in positions within the City;
- E. The right to discipline employees for just cause;
- F. To direct the working forces and determine the need for additional educational courses, training programs, on-the-job training and cross training;
- G. The right to lay off employees for lack of work, lack of funds or an occurrence of conditions beyond the control of the City.
- H. To utilize the services of temporary employees to augment regular employees including but not limited to work study programs, Summer Youth Employment programs, State Industrial and penal retraining programs, college and high school internships, and other such programs. It is understood that no current member of the bargaining unit will be displaced by the implementation of this provision; or
- I. The right to take whatever actions the City deems necessary to carry out services in a declared emergency. The term "emergency" is inclusive of, but not limited to, life threatening situations, civil disorders, natural disasters, unforeseen occurrences or conditions, complications of circumstances, sudden or unexpected occasion for action.

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Section 7 • Contracting Out:

Nothing in this Agreement shall prohibit or restrict the right of the City from making an administrative decision to contract out work performed by employees covered by this Agreement. The City shall provide reasonable notice and meet with the Union and bargain the effect of any subcontracting decision upon the employees covered by this Agreement.

The notice and meeting provisions of this Article regarding the City's decision to contract out work and its effects shall not apply in situations where the City contracts out work to provide services in the event of an emergency.

Section 8 • New and Terminated Employees

The Employer agrees to furnish the Union a listing of all new eligible bargaining unit employees who are hired or terminated, as they occur. Such listing shall contain the names of the employees, along with their job classifications, work locations and home work address.

Section 9 • Labor Management Meetings:

It is mutually agreed that the negotiating committee for Local 270-M and the negotiating committee for the City shall conduct regular labor/management meetings for the purpose of resolving problems that may arise. Safety items shall be included as eligible topics for discussion in labor/management meetings. Meetings shall be scheduled as mutually agreed.

Section 10 • Contract Administration:

The parties agree that the administration of this Agreement and all issues relating to the interpretation, application or meaning of this ~~Agreement~~contract will be handled through the Mayor's City Administrator's office of the City of Medical Lake, or a designee, ~~from the City Administrator~~. The Union Business Agent, Local President or their designee shall be responsible for all issues regarding employees covered by this Agreement.

Section 11 • City-Required Licenses:

Licenses required by the City, other than the basic driver's licenses, shall be paid for by the City.

Section 12 • Uniforms and Protective Clothing:

The City of Medical Lake agrees to comply with existing State law concerning the providing of safety equipment to affected employees. Such safety equipment shall be furnished by the City of Medical Lake. In addition, should the City require employees to wear uniforms, the uniforms shall either be furnished by the City of Medical Lake or a supplemental agreement shall be created regarding the purchase of uniforms.

The City will provide reimbursement up to Three Hundred Fifty Dollars (\$350.00) per employee of any two (2) year period for the purchase of steel-toed or composite safety boots and other protective clothing including coats, hats, gloves or other approved clothing by the Public Works Director, City Administrator for employees in Public Works. The City shall purchase the boots from either the White, Buffalo or Nick's Boot Shops in Spokane. This purchase shall be arranged by the City and one of three selected boot suppliers at a reasonable price negotiated between the City and the boot supplier. In no case shall the City cost exceed \$350 per employee over any two (2) year period. Employees will submit receipts for proof of payment or provide a quote for purchase in which instance the City will issue payment directly to the vendor.

Section 13 • Rules and Policies:

Employees are expected to maintain good conduct in respect to their positions as public employees. New work rules and existing work rules shall be reviewed and signed by the Mayor or designee. New rules shall be reviewed with the employees and posted on the bulletin boards before they shall become effective. It shall be the policy of the City to administer new and existing work rules in a uniform manner. Copies of any new rules or changes in existing rules that impact members of this bargaining unit shall be forwarded to the Union representative and subject to negotiations, if requested.

City-wide policies signed by the Mayor or the City Administrator shall cover all employees in classifications covered by this Agreement. Copies of such City-wide policies that impact members of this bargaining unit shall be forwarded to the Union representative and subject to negotiations, if requested.

ARTICLE VIII • HEALTH AND WELFARE

Section 1 • Medical Insurance:

The City will provide medical coverage under the following plans:

1. Association of Washington Cities PPO Plan or
2. ~~Group Health Copay Plan 2~~ASURIS

For the term of this Agreement, the City agrees to pay the employee's portion of the plan chosen by the employee and seventy percent (70%) of the employee's dependent coverage.

Section 2 • Dental Insurance:

The City agrees to provide dental coverage under the Washington Dental Service Plan A. The City agrees to pay the employee portion and seventy percent (70%) of the employee's dependent coverage.

Section 3 • Life Insurance:

The City will provide a Ten Thousand Dollar (\$10,000.00) life insurance policy to each employee covered by this Agreement.

Supplemental life insurance shall be made available at employee expense.

Section 4 • Industrial Insurance:

The City shall establish and maintain a program of Industrial Insurance through the Washington State program.

Section 5 • Reporting of Accidents:

All injuries that occur during working hours must be reported to the employee's immediate supervisor on the day of injury before he/she leaves his/her department of employment. "Employee's Report of Injury" forms will be provided in convenient locations.

Section 6- Disability Insurance:

The City will provide disability insurance for full-time regular employees and part-time benefitted employees providing benefits at least as good as the current carrier, through the life of this agreement.

Section 7- IRS 125 Plan:

The City will provide and IRS 125 Plan for full-time employees and part-time benefitted employees, through the life of this Agreement.

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ARTICLE IX :- ILLNESS LEAVE

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Section 1 • Accrual:

Cumulative illness leave with pay shall accrue to each City employee at the rate of eight (8) hours per month. Total accumulation of sick leave shall be ~~limited to nine hundred sixty (960) hours~~unlimited. Permanent part-time employees shall accrue sick leave as above on a pro rata basis. Seasonal temporary employees shall not be entitled to sick leave.

Illness leave may be used any time by the employee when that employee is incapable of reporting to work due to illness or injury to that employee or for medical, dental or optical appointments. Illness leave may also be used in the event of an emergency or serious illness to a member of the member's immediate family or to care for a sick child under the age of ~~eighteen (18)~~. An employee may be required to furnish evidence supporting the need for the use of sick leave.

Section 2 • Bereavement Leave:

All permanent employees shall be permitted to use up to and including three (3) days of illness with full pay in the event of a death in the immediate family. Upon request, two (2) additional days of illness leave may be granted, ~~when the one-way travel is a distance of 250 miles or more. It will be the responsibility of the employee to provide justification for the travel in the event such justification is requested by the supervisor.~~ Additional sick leave may be granted upon request to the ~~D~~department ~~H~~head by an employee. For the additional two (2) days of illness the employee may use sick or vacation time. If the employee does not have sufficient leave time available the employee will have a leave without pay option.

Section 3 • Immediate Family:

Permanent employees' immediate family shall consist of spouse, significant other, parents, brother, sister, children, grandchildren, grandparents or a more distant relative if living as a member of the employee's immediate household.

Section 4 • On-the-Job Injuries:

An employee may use illness leave when off work due to an on-the-job injury. The employee has the option of using or not using illness leave, however, once the employee has made a choice the employee may not subsequently choose the other option. Should the employee choose to use illness leave the employee will not be placed on a leave of absence until the illness leave is exhausted.

Should an employee elect to utilize sick leave for an L & I injury, any time loss payments received from Worker's Compensation shall be turned in to the City. The City shall calculate the number of sick leave hours by dividing the amount of the check by the employee's current hourly wage. The amount of hours shall be credited to the employee's sick leave accrual.

Section 5 • Sick Leave Payoff:

Employees leaving service shall be compensated for twenty-five percent (25%) of their accrued sick leave to a maximum of one hundred twenty (120) days. (25% of 120 days= 30 days.}}

Employees hired prior to January 1, 1996 shall be compensated at fifty percent (50%) of their accrued sick leave to a maximum of one hundred twenty (120) days. (50% of 120 days= 60 days.}}

To be eligible for sick leave payoff, the employee must have five (5) years of service, shall not be separated for disciplinary reasons, and shall, at least two (2) weeks before leaving, file with his/her Department Head a written statement as to the reasons for leaving and the effective date of leaving. The time limit of the resignation may be waived at the discretion of the Department Head concerned. The Department Head shall forward a copy of the resignation and a final performance evaluation report to the personnel files of the employee.

ARTICLE X • VACATION LEAVE

Section 1 • Vacation Accrual:

The following vacation allowance is in effect:

<u>Service</u>	<u>Monthly Accrual</u>	<u>Hourly Accrual/Month</u>
First 5 years	1 day	8 hours
Beginning 6th through 10th	1-1/4 days	10 hours
Begin 11th through 15th	1-1/2 days	12 hours
Begin 16th	1-3/4 days	14 hours
Begin 21st+	2 days	16 hours

After completion of six (6) months' service employees may use vacation up to and including the amount accrued provided approval is obtained by the supervisor. Work load requirements and continuity of City service shall be the compelling factors in scheduling vacations.

Regular part-time employees who work more than eighty-eight (88) hours in a calendar month, shall receive vacation benefits on a pro rata basis based upon a forty (40) hour work week. Annual vacation leave shall not accrue if an employee is on leave without pay or suspension without pay for eleven (11) or more working days in one (1) month.

Section 2 • Deferment of Vacations:

While not mandatory, all permanent City employees are encouraged to utilize a minimum of ten (10) working days vacation each year. Permanent employees may defer a portion of their vacation allowance, not to exceed two (2) times their annual vacation accrual not to exceed three hundred 300 hours.

Section 3 • Vacation Times:

Permanent employees shall be permitted to choose either a split or entire vacation. Whenever possible, employees shall have the right to determine vacation time. But in any case, vacation times shall be selected on the basis of job classification seniority within a working group.

If an employee receives military leave orders for any time during the months of June, July or August, which conflicts with the scheduled vacation of another employee, the scheduled vacation may be rescheduled. If the orders affect more than one (1) scheduled vacation, the least senior employee may be rescheduled. The employee with the military orders will forfeit any bumping rights for vacations for the remainder of the year.

Section 4 • Holiday During Vacation Leave:

Should an employee be on authorized vacation when a holiday occurs, such holiday shall not be charged against vacation leave.

ARTICLE XI: OTHER LEAVE

Section 1 • Leave of Absences:

Leaves of absence shall be granted by the City of Medical Lake for a serious illness or accident for permanent employees who anticipate return to employment with the City. Such leave shall not normally exceed twelve (12) calendar months from the date such leave is granted. The employee shall provide medical verification to substantiate the request for leave. Should an employee fail to return to work from an authorized leave on the date agreed, the employee shall forfeit his or her position with the City. Such requests for a leave of absence shall be forwarded to the Mayor or designee with notation from the respective Department Head as to approval or disapproval. The decision of the Mayor or designee shall be final, however, such approval will not unreasonably be withheld. The City and the Union agree that the parties will comply with any limitations to this Article based on the Americans With Disabilities Act or current Civil Service Rules and Regulations for the City.

Section 2 • Military Leave:

Any officer or regular employee of the City who is a member of the State National Guard or Federal Reserve Military Unit shall be entitled to be absent from his/her duties with the City with full pay for up to 120 hours during each calendar year while engaging in the performance of officially ordered military duty and while going to or returning from such duty in accordance with the laws of the State of Washington (RCW 38.40.060). Such leaves shall be in addition to any other leave or vacation benefits.

Employees who are called or volunteer for service with the armed forces of the United States or the Washington National Guard shall be entitled to be considered for reinstatement in accordance with the provisions of the State Law (Ch. 73.16 RCW).

An employee promoted to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be placed in as nearly equal a vacant position as may exist, or if no such position exists, may be subject to layoff.

Section 3 • Jury Duty:

City employees as citizens are encouraged to serve on juries when they are called. Employees so called and asked to serve during working hours will experience no loss of pay. Employees called but excused during the day shall report immediately by telephone to their supervisor for instructions as to whether to report for work for the remainder of the day. An employee who works graveyard shift will be excused from duty each day that there is a likelihood of performing jury duty. An employee who works swing shift will be excused from duty if jury duty of four (4) or more hours was performed that day; if the employee performed under four (4) hours of jury duty, that employee will be expected to work the difference between the number of regular hours scheduled for that day and the number of hours served on jury duty.

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Section 4 • Maternity Leave:

The City of Medical Lake and Local 270-M mutually agree that maternity leave will be administered in compliance with State and Federal regulations for granting maternity leave.

Section 5 • Family Leave:

Employees who work for the City at least twelve (12) months, and have worked one thousand two hundred fifty 1250 hours over the previous twelve (12) months are eligible for up to twelve (12) weeks total of paid or unpaid leave per twelve (12) month period for: birth, the placement of a child with the employee for adoption or foster care, or a serious health condition of the employee or immediate family member requiring in-patient care or continuing treatment by a health care provider. The twelve (12) weeks allowed by State law (RCW 49.78) is not in addition to leave provided for pregnancy or childbirth. Employees may use sick leave for illness or injury to the employee's spouse or minor child requiring the employee's attendance and/or care under the provisions of RCW 49.78. Leave authorized under FMLA, RCW 49.12 and 49.78 shall run concurrently for provisions of this policy.

An "immediate family member" is an employee's son, daughter, spouse or parent. A son or daughter is a minor child either under the age of eighteen (18), or eighteen (18) years of age or older but incapable of self-care because of a mental or physical disability. A "serious health condition" is an injury, illness, impairment or physical or mental condition that involves in-patient care or continuing treatment by a health care provider. The City may require certification from a health care provider for leave based on a serious health condition and may terminate the leave if certification is not provided. The disability portion of pregnancy leave is considered a serious health condition for purposes of the Federal Family and Medical Leave Act of 1993 (FMLA). The leave would normally end six (6) weeks after a normal birth or eight (8) weeks after a caesarean section.

Employees must provide the City with at least thirty (30) days' notice if possible before taking such leave, or notify the City as soon as practicable. Notice requesting leave or the employee's rights under the FMLA must be provided in writing. Before going on unpaid leave status for birth, adoption or foster placement of a child or the serious health condition of the employee's spouse, parents or children requiring in-patient care or continuing treatment, or a serious health condition in which the employee is unable to work, an employee is required to use accrued unused sick leave, personal leave, compensatory leave, compensatory time off and vacation (annual) leave excluding forty (40) hours of sick leave.

As required by law, the City shall maintain the employee's health benefits during the FMLA leave to a maximum of twelve (12) weeks. In the event an employee does not return to City employment after taking leave under this section, the City may recapture the cost of any health premiums paid by the City during the unpaid portion of the leave. Upon return from such leave, the employee will be reinstated to the employee's former or equivalent position. An employee returning from qualified leave used for a serious health condition suffered by that employee shall present a fitness for duty certificate based on the requirements of the job before being restored to duty.

Section 6 • Union Leave:

Members of the Union, selected as Local 270-M delegates to Union conferences, or conventions, shall be specifically identified by letter not later than ten (10) days prior to proposed absence. These members shall be

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granted accrued vacation leave (excluding sick leave) for the period required to attend such Union functions. Any,

leave of this nature is subject to the City Administrator's approval and shall not be arbitrarily withheld. Negotiations sessions shall be scheduled at times mutually agreeable to the parties.

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ARTICLE XII- LEAVE SHARING

Section 1 • Leave Sharing:

The purpose of the program is to permit City employees to provide vacation time to a fellow City employee who is suffering from an illness, injury, or other impairment, is out of sick leave, vacation time, floating holidays, and compensatory time, and who will imminently go on leave without pay or terminate City employment. It is understood and agreed as follows:

A. GENERAL:

1. An employee may receive the leave sharing benefit from another bargaining unit employee or from an employee not in the bargaining unit; conversely, an employee may donate to another employee within the bargaining unit or to an employee outside the bargaining unit.
2. All leave donated under the leave sharing arrangement shall be day for day. A day shall be considered eight (8) hours. No differentiation will be made between the salary level of the donor and the recipient.
3. There shall be no retroactive applications of donated leave.
4. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave.
5. Donations to the leave-sharing program shall be confidential.

B. ELIGIBILITY TO RECEIVE LEAVE:

1. An employee may receive leave if the employee suffers from a severe or extraordinary illness, non-job-related injury, or impairment which has caused, or is likely to cause, the employee to go on leave without pay or which may cause the employee to be terminated from City employment.
2. Requests to receive the leave sharing benefit shall be submitted to a committee comprised of one (1) person from the City Administrator's office, one (1) person from the department from which the request originated and one (1) person from Local 270-M. The decision of the committee shall be final; however, if the decision of the committee is to deny the request, the originator has the right to petition the committee for reconsideration. The decision of the committee shall not be subject to the grievance procedure.
3. An employee receiving a leave sharing benefit must have exhausted his or her sick leave, vacation time, compensatory time, and floating holidays.
4. An employee receiving a leave sharing benefit must have abided by the City's policies respecting sick leave.
5. Initial grants of shared leave shall be for a period of sixty (60) working days or less unless there is clear and compelling information from a physician to the effect that the disability will last longer than sixty (60) working days. In that event, the Committee may approve the request for up to the period of disability stated by the physician. Should an employee require more shared leave than the initial grant by the Committee, that

employee may petition for additional shared leave, but in no event more than a total of one hundred twenty (120) days of such leave.

6. An employee receiving the leave sharing benefit shall receive no more than a total of one hundred twenty (120) days of such leave during the course of his or her employment with the City of Medical Lake.

7. The employee's position must be one in which vacation and sick leave can be accrued and used.

8. The employee must be eligible to use vacation time and sick leave.

9. The employee must not be receiving time-loss payments as a result of an on-the-job injury.

C. LEAVE TRANSFERENCE PROCESS:

1. An employee wishing to receive shared leave shall submit a written request to the City Administrator and attach a statement from his/her physician verifying the severe or extraordinary nature and expected duration of the condition. A union representative may submit the request on behalf of the employee.

2. The City Administrator will, upon approving the request, notify the employee's Department Head and request the Department Head to communicate the employee's eligibility for leave sharing to other employees in that department.

3. Employees wishing to donate leave shall send the Donation of Vacation Time form to the City Administrator for processing.

D. DONATING LEAVE:

1. All donations shall be in full days. An employee may donate a maximum of ten (10) days of vacation time in any calendar year.

2. Donations of vacation time may not bring the donor's vacation time balance below ten (10) days.

3. All donations shall be strictly voluntary and shall be done on the Donation of Vacation Time form, a copy of which is attached. The donor shall designate the recipient.

4. Once leave has been donated, it becomes the recipient's leave (subject to the limitation stated in Section E(4) below) and shall be entered as sick leave in the recipient's account.

E. LEAVE-SHARING BANK:

1. A leave-sharing bank is hereby created. All employees of the City who have vacation time they are on the verge of forfeiting may donate their surplus leave to the bank in units of a day. All donations shall be made by completing the Donation of Vacation Time form.

2. The total of any one employee's donations to the bank may not exceed ten (10) days in any calendar year. Donating to the bank shall not affect an employee's right to donate up to ten (10) days to an individual(s).

3. Only employees who have been approved to receive shared leave and who have exhausted their recipient-specific leave may, with the approval of the Ad-Hoc Committee that approved their leave-sharing

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request and the City Administrator, draw leave from the leave sharing bank. The amount of leave so drawn from the bank shall be the lesser of: (a) the amount needed to cover the balance of their illness; (b) the amount needed to make up their lifetime maximum of one hundred twenty (120) days; (c) half the number of days in the leave sharing bank; or (d) thirty (30) days.

4. Employees who have been approved to receive shared leave and receive more recipient-specific leave than they need may keep up to ten (10) days of the excess. Donated leave above ten (10) excess days shall be transferred to the leave-sharing bank. Employees may not keep any part of the excess leave that would put them over their one hundred twenty (120) day lifetime maximum.

ARTICLE XIII - HOLIDAYS

Section 1 • Holidays:

A. The following shall be recognized as paid holidays for permanent employees:

New Year's Day	January 1
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>Floating Holiday</u>
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25

Two (2) Floating Holiday Personal Holidays According to the provisions in Section-2.1(B)

Any day that is designated as a one (1) time legal holiday by the State legislature or by a State or City official who has been granted legal authority to declare such a holiday.

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1. Sundays shall be considered a day of rest and religious worship, and shall not be considered holidays.

2. When any of the above named holidays occur on a normal business day (Monday through Friday), the employees of the City, with the exception of continuous operation and essential personnel, shall be granted time off duty.

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B. Personal Holidays:

1. Personal holidays may not be carried over into the next year without prior approval.

2. Unused personal holidays will not be paid off at termination.

3. The personal holiday shall be taken at a time mutually agreeable by the employee and the supervisor. hours at a time.

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4. Employees who work four (4) ten (10) hour shifts may use personal holiday time ten (10) hours*
at a time.

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APPENDIX A

CITY OF MEDICAL LAKE — 2023 HOURLY STEPS/RANGES
FOR CITY EMPLOYEES — GENERAL UNIT

Step /Ranges Notes as included:

~~The City proposes agrees and adds steps 6 — 10 with 3.5% percentages between steps to include steps 1 — 10.~~

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~~The City agrees with the flat dollar longevity dollar amount.~~

~~The City proposes a 7.5% increase effective January 1, 2023, then to receive 7.5% increase January 2, 2024 with no COLA adjustment consideration until October 2024 for the 2025 budget cycle. The City will entertain a wage opener October 2024 for the 2025 budget cycle.~~

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C. **Weekend Holidays:** When any day observed as a holiday by the City falls on a Sunday, the following Monday will be observed as a regular holiday or if any day observed as a holiday by the City falls on a Saturday, the preceding Friday will be observed as a regular holiday. The employees of the City, with the exception of essential personnel, shall be granted time off duty.

1. The above policy is applicable for employees on five (5) day, Monday through Friday schedule.
2. For the employees on a schedule other than a Monday through Friday work week, the following will apply:
 - a) When a holiday observed by the City falls on an employee's first day of rest, the preceding day shall be recognized as their holiday.
 - b) When a holiday observed by the City falls on an employee's second day of rest, the following day shall be recognized as their holiday.
 - c) If the employee is required to work on a holiday as outlined in (a) and (b) due to essential operations, the employee will be compensated for that day as outlined in the following section, Section 2, Holiday Pay.

Section 2 • Holiday Pay:

All probationary/permanent bargaining unit employees will receive hour for hour holiday pay for each fixed holiday. In order to qualify for holiday pay, the employee must be in a paid status the normally scheduled shift of work immediately following the holiday.

Section 3 • Holiday Overtime Pay:

All probationary/permanent bargaining unit employees will be compensated at one and one-half (1-1/2) times their hourly rate, in addition to holiday pay, for all hours worked on days that are recognized by the City as holidays.

Section 4 • Continuous Operations:

Employees engaged in continuous operations, as jointly determined by the City and Local 270-M, shall observe holidays on the traditional days. The affected holidays are New Year's Day, Independence Day, Veteran's Day and Christmas Day.

Section 5 :- Other Than a Five (5) Eight (8) Hour Work Schedule:

Employees who work other than a five (5) eight (8) hour work schedule shall be granted up to ten (10) hours holiday pay for the ~~ten~~ nine (10) fixed holidays.

ARTICLE XIV- NO STRIKE/NO LOCKOUT

Section 1 • Strikes:

No employee shall strike or engage in any concerted strike, sympathy strike, shutdown or any other concerted stoppage of work, or intentional interruption or disruption of the operations of the City of any kind during the life of the Agreement. Any employee(s) who through their own actions violates the above may be subject to discipline up to and including discharge.

In addition, the Union shall not instigate, promote, cause, engage in or authorize its members to strike or engage in any concerted strike, sympathy strike, shutdown or any other concerted stoppage of work, or intentional interruption or disruption of the operations of the City of any kind during the term of life of this Agreement.

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Section 2 • Lockouts:

There shall be no lockout of the employees by the City during the term of this Agreement.

ARTICLE XV- SAVINGS CLAUSE

In the event that any provision of this Agreement shall, at any time, be made invalid by applicable legislation, or be declared invalid by any court of competent jurisdiction, such action shall not invalidate the entire Agreement. It is the intention of the parties thereto that all other provisions not made invalid shall remain in full force and effect.

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Upon issuance of such a decision, the parties agree to immediately commence negotiations for a substitute for the invalidated Article, Section, or portion thereof.

SIGNATURE PAGE

Signed and dated this _____ day of _____, 2022.

FOR THE CITY OF MEDICAL LAKE _____ FOR LOCAL 270-M

Mayor, City of Medical Lake _____ President, Local 270-M

City Administrator _____ Council 2 Staff Representative

Attest:

Finance Director/City Clerk

City Attorney

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Signed and dated this 17th day of December, 2019.

FOR THE CITY OF MEDICAL LAKE

Shirley Mink
Mayor, City of Medical Lake

Roy Fox
City Administrator

Attest:

[Signature]
Finance Director/City Clerk

FOR LOCAL 270-M

[Signature]
President, Local 270-M

[Signature]
Council 2 Staff Representative

[Signature]
Attorney

Appendix A
City of Medical Lake - 2020 Hourly Steps/Ranges
For City Union Employees - General Unit

	<u>STEP</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	<u>RANGE</u>					
	10	\$ 14.85	\$ 15.59	\$ 16.37	\$ 17.19	\$ 18.06
	11	\$ 15.22	\$ 15.98	\$ 16.78	\$ 17.62	\$ 18.50
Summer Park Laborer	12	\$ 15.58	\$ 16.35	\$ 17.18	\$ 18.02	\$ 18.94
Court Clerk	13	\$ 15.97	\$ 16.77	\$ 17.61	\$ 18.47	\$ 19.41
	14	\$ 16.37	\$ 17.19	\$ 18.06	\$ 18.96	\$ 19.90
Utility Billing Clerk/Clerk-Cashier	15	\$ 16.79	\$ 17.63	\$ 18.50	\$ 19.43	\$ 20.40
	16	\$ 17.21	\$ 18.08	\$ 18.98	\$ 19.93	\$ 20.94
Police Adm Assist/ Rec Coordinator	17	\$ 17.65	\$ 18.54	\$ 19.46	\$ 20.42	\$ 21.45
Code Enforcement Officer	18	\$ 18.09	\$ 18.99	\$ 19.93	\$ 20.94	\$ 21.98
Maint Person - Ent	19	\$ 18.62	\$ 19.56	\$ 20.53	\$ 21.55	\$ 22.63
	20	\$ 19.02	\$ 19.97	\$ 20.97	\$ 22.02	\$ 23.11
Maintenance Person - Journey WWTP Operator I/WWTP Lab Tech	21	\$ 19.47	\$ 20.46	\$ 21.48	\$ 22.56	\$ 23.68
WWTP Oerator II	22	\$ 19.97	\$ 20.97	\$ 22.01	\$ 23.11	\$ 24.27
Planner	23	\$ 20.46	\$ 21.48	\$ 22.55	\$ 23.68	\$ 24.86
	24	\$ 20.95	\$ 21.99	\$ 23.09	\$ 24.24	\$ 25.46
	25	\$ 21.50	\$ 22.57	\$ 23.70	\$ 24.88	\$ 26.13
Maintenance Lead	26	\$ 22.02	\$ 23.11	\$ 24.27	\$ 25.49	\$ 26.77
Building Inspector	27	\$ 22.56	\$ 23.68	\$ 24.86	\$ 26.10	\$ 27.41
	28	\$ 23.10	\$ 24.26	\$ 25.48	\$ 26.76	\$ 28.09
WWTP Plant Oerator	29	\$ 23.68	\$ 24.87	\$ 26.12	\$ 27.42	\$ 28.79
	30	\$ 24.27	\$ 25.49	\$ 26.77	\$ 28.11	\$ 29.51
	31	\$ 24.87	\$ 26.13	\$ 27.43	\$ 28.80	\$ 30.24

2.5% Longevity Pay begins after 10 years of employment and every five years thereafter.

Appendix A
City of Medical Lake - 2021 Hourly Steps/Ranges
For City Union Employees - General Unit

	<u>STEP</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	<u>RANGE</u>					
	10	\$ 15.30	\$ 16.06	\$ 16.87	\$ 17.70	\$ 18.60
	11	\$ 15.67	\$ 16.46	\$ 17.28	\$ 18.15	\$ 19.05
Summer Park Laborer	12	\$ 16.05	\$ 16.84	\$ 17.69	\$ 18.57	\$ 19.50
Court Clerk	13	\$ 16.45	\$ 17.27	\$ 18.13	\$ 19.03	\$ 19.99
	14	\$ 16.87	\$ 17.70	\$ 18.60	\$ 19.53	\$ 20.50
Utility Billing Clerk/Clerk-Cashier	15	\$ 17.30	\$ 18.16	\$ 19.05	\$ 20.01	\$ 21.02
	16	\$ 17.73	\$ 18.62	\$ 19.55	\$ 20.53	\$ 21.57
Police Adm-AssisV-Rec Coordinator	17	\$ 18.18	\$ 19.10	\$ 20.04	\$ 21.04	\$ 22.10
Code Enforcement Officer	18	\$ 18.63	\$ 19.56	\$ 20.53	\$ 21.57	\$ 22.64
Main Person - Ent	19	\$ 19.18	\$ 20.14	\$ 21.15	\$ 22.20	\$ 23.31
	20	\$ 19.59	\$ 20.57	\$ 21.60	\$ 22.68	\$ 23.81
Maintenance Person - Journey	21	\$ 20.06	\$ 21.07	\$ 22.12	\$ 23.23	\$ 24.39
WWTP Operator I/WWTP Lab Tech	22	\$ 20.57	\$ 21.60	\$ 22.67	\$ 23.81	\$ 25.00
WWTP Oerator II	23	\$ 21.07	\$ 22.12	\$ 23.22	\$ 24.39	\$ 25.61
Planner	24	\$ 21.58	\$ 22.65	\$ 23.79	\$ 24.97	\$ 26.23
	25	\$ 22.14	\$ 23.25	\$ 24.42	\$ 25.63	\$ 26.91
Maintenance Lead	26	\$ 22.68	\$ 23.81	\$ 25.00	\$ 26.26	\$ 27.57
Building Insector	27	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89	\$ 28.23
	28	\$ 23.80	\$ 24.99	\$ 26.25	\$ 27.56	\$ 28.93
WWTP Plant OErator	29	\$ 24.39	\$ 25.62	\$ 26.90	\$ 28.25	\$ 29.66
	30	\$ 25.00	\$ 26.26	\$ 27.57	\$ 28.95	\$ 30.40
	31	\$ 25.62	\$ 26.91	\$ 28.26	\$ 29.67	\$ 31.15

2.5% Longevity Pay begins after 10 years of employment and is paid every five years thereafter.

Appendix A
 City of Medical
 Lake – 2022
 Hourly
 Steps/Ranges
 For City Union
 Employees –
 General Unit

	STEP	A	B	C	D	E
	RANGE					
	10	\$ 15.76	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.16
	11	\$ 16.14	\$ 16.95	\$ 17.80	\$ 18.69	\$ 19.62
Summer Park Laborer	12	\$ 16.53	\$ 17.35	\$ 18.22	\$ 19.12	\$ 20.09
Court Clerk	13	\$ 16.94	\$ 17.79	\$ 18.68	\$ 19.60	\$ 20.59
	14	\$ 17.37	\$ 18.24	\$ 19.16	\$ 20.11	\$ 21.11
Utility Billing Clerk/Clerk-Cashier	15	\$ 17.81	\$ 18.70	\$ 19.62	\$ 20.61	\$ 21.65
	16	\$ 18.26	\$ 19.18	\$ 20.13	\$ 21.15	\$ 22.21
Police Adm Assist/Rec Coordinator	17	\$ 18.72	\$ 19.67	\$ 20.65	\$ 21.67	\$ 22.76
Code Enforcement Officer	18	\$ 19.19	\$ 20.15	\$ 21.15	\$ 22.21	\$ 23.32
Main Person - Ent	19	\$ 19.76	\$ 20.75	\$ 21.78	\$ 22.86	\$ 24.01
	20	\$ 20.18	\$ 21.19	\$ 22.25	\$ 23.36	\$ 24.52
Maintenance Person - Journey	21	\$ 20.66	\$ 21.70	\$ 22.78	\$ 23.93	\$ 25.12
WWVTP Operator I/WWVTP Lab Tech	22	\$ 21.19	\$ 22.25	\$ 23.35	\$ 24.52	\$ 25.75
WWTP Operator II	23	\$ 21.70	\$ 22.78	\$ 23.92	\$ 25.12	\$ 26.38
Planner	24	\$ 22.23	\$ 23.33	\$ 24.50	\$ 25.72	\$ 27.01
	25	\$ 22.81	\$ 23.94	\$ 25.15	\$ 26.40	\$ 27.72
Maintenance Lead	26	\$ 23.36	\$ 24.52	\$ 25.75	\$ 27.05	\$ 28.40
Building Inspector	27	\$ 23.93	\$ 25.12	\$ 26.38	\$ 27.69	\$ 29.08
	28	\$ 24.51	\$ 25.74	\$ 27.03	\$ 28.39	\$ 29.80
WWTP Plant Operator	29	\$ 25.12	\$ 26.39	\$ 27.71	\$ 29.09	\$ 30.55
270-M Agreement 2017-2019	30	\$ 25.75	\$ 27.05	\$ 28.40	\$ 29.82	\$ 31.31
	31	\$ 26.39	\$ 27.72	\$ 29.10	\$ 30.56	\$ 32.08

2.5% Longevity Pay begins after 10 years of employment and is paid every five years thereafter.

APPENDIX A

CITY OF MEDICAL LAKE – 2023 HOURLY STEPS/RANGES
 FOR CITY EMPLOYEES – GENERAL UNIT

Step /Ranges Notes as included:

- The City proposes and agrees to add steps 6 – 10 with 3.5% percentages between steps to include

steps 1 – 10.

- The City agrees with the flat dollar longevity dollar amount.
- The City proposes a 7.5% increase effective January 1, 2023, then to receive 7.5% increase January 2, 2024 with no COLA adjustment consideration until October 2024 for the 2025 budget cycle. The City will entertain a wage opener October 2024 for the 2025 budget cycle.

270-M Agreement 2017-2019

p.ii

270-M Agreement 2017-2019

Appendix B

1. Effective January 1, 2023~~0~~, the salary ranges shall be adjusted by ~~seven and one-half three-percent (7.53%)~~.
2. Effective January 1, 2024~~4~~, the salary ranges shall be adjusted by ~~three and one-half percent (3.5%)~~.
3. Effective January 1, 2025~~2~~, the salary ranges shall be adjusted pursuant to wage opener and salary survey conducted in 2024 by three-percent (3%)

Appendix C

Bill Ahlf
Steve Cooper
Darrel Pasher
Larry Lynch
Scott Duncan
Steven Blymeyer
Bryan Musser
David Cedarbloom
Matthew Hodgson
John Dressler
Dan Reis
Dave Weisbeck
Code Enforcement Officer (vacant)
Cherry Costello
Felicia Irish
Marilyn Eaker
Ivanna Lomas
Karen Langford
Doug Ross

AGREEMENT BETWEEN
THE CITY OF MEDICAL LAKE
AND THE
WASHINGTON STATE COUNCIL OF
COUNTY AND CITY EMPLOYEES
LOCAL 270-M
AFSME, AFL-CIO



JANUARY 1, 2023, THROUGH DECEMBER 31, 2027

TABLE OF CONTENTS

PREAMBLE	1
TERMS OF AGREEMENT	1
EMBODIMENT	1
PRODUCTIVITY	1
ARTICLE I - RECOGNITION	2
SECTION 1 - BARGAINING AGENT:	2
SECTION 2 - MANAGEMENT EMPLOYEES:	2
ARTICLE II - UNION SECURITY	2
SECTION 1 - UNION SECURITY:	2
SECTION 2 - DUES CHECK-OFF:.....	3
SECTION 3 - INCLUSIONS AND EXCLUSIONS:.....	3
ARTICLE III - SETTLEMENT OF DISPUTES	4
SECTION 1 - GRIEVANCE PROCEDURE:	4
SECTION 2 - ARBITRATION:	5
SECTION 3 - PROCESSING GRIEVANCES:	5
SECTION 4- UNION STEWARDS:.....	5
ARTICLE IV - SENIORITY	5
SECTION 1 - SENIORITY DEFINED:	5
SECTION 2 - SENIORITY LIST:	6
SECTION 3 - JOB VACANCIES, RECALL AND LAYOFF:	6
ARTICLE V - WAGES	7
SECTION 1; WAGE SCHEDULE AND PAY PERIODS.....;	7
SECTION 2 - OVERTIME:	7
SECTION 3 - SHIFT DIFFERENTIAL:.....	7
SECTION 4 - WORKING IN A HIGHER CLASSIFICATION:.....	8
SECTION 5 - STANDBY PAY:.....	8
SECTION 6 - LONGEVITY:	8
ARTICLE VI - HOURS OF WORK	8
SECTION 1 - WORK WEEK, REST PERIODS, AND CLEANUP TIME.....	9
ARTICLE VII- GENERAL PROVISIONS	9
SECTION 1 - NO DISCRIMINATION:	9
SECTION 2 - DISCIPLINE:	9
SECTION 3 - PREDISCIPLINARY HEARINGS:	10
SECTION 4 - UNION BUSINESS:.....	11
SECTION 5 - SUPPLEMENTAL AGREEMENT:.....	11
SECTION 6 - MANAGEMENT'S RIGHTS:.....	12
SECTION 7 - CONTRACTING OUT:.....	12
SECTION 8 - NEW AND TERMINATED EMPLOYEES	12
SECTION 9 - LABOR MANAGEMENT MEETINGS:	12
SECTION 10 - CONTRACT ADMINISTRATION:.....	13
SECTION 11 - CITY-REQUIRED LICENSES:.....	13
SECTION 12 - UNIFORMS AND PROTECTIVE CLOTHING:	13
SECTION 13 - RULES AND POLICIES:	13

ARTICLE VIII - HEALTH AND WELFARE 14

SECTION 1 - MEDICAL INSURANCE: 14

SECTION 2 - DENTAL INSURANCE: 14

SECTION 3 - LIFE INSURANCE:..... 14

SECTION 4 - INDUSTRIAL INSURANCE: 14

SECTION 5 - REPORTING OF ACCIDENTS:..... 14

SECTION 6 - DISABILITY INSURANCE..... 14

SECTION 7 - IRS 125 PLAN:..... 14

ARTICLE IX - ILLNESS LEAVE..... 15

SECTION 1 - ACCRUAL: 15

SECTION 2 - BEREAVEMENT LEAVE:..... 15

SECTION 3 - IMMEDIATE FAMILY: 15

SECTION 4 - ON-THE-JOB INJURIES: 15

SECTION 5 - SICK LEAVE PAYOFF:..... 15

ARTICLE X - VACATION LEAVE 16

SECTION 1 - VACATION ACCRUAL:..... 16

SECTION 2 - DEFERMENT OF VACATIONS:..... 16

SECTION 3 - VACATION TIMES:..... 16

SECTION 4 - HOLIDAY DURING VACATION LEAVE:..... 16

ARTICLE XI - OTHER LEAVE..... 17

SECTION 1 - LEAVE OF ABSENCES:..... 17

SECTION 2 - MILITARY LEAVE:..... 17

SECTION 3 - JURY DUTY:..... 17

SECTION 4 - MATERNITY LEAVE: 17

SECTION 5 - FAMILY LEAVE:..... 18

SECTION 6 - UNION LEAVE:..... 18

ARTICLE XII - LEAVE SHARING..... 19

SECTION 1 - LEAVE SHARING:..... 19

ARTICLE XIII - HOLIDAYS..... 21

SECTION 1 - HOLIDAYS:..... 21

SECTION 2 - HOLIDAY PAY:..... 22

SECTION 3 - HOLIDAY OVERTIME PAY: 22

SECTION 4 - CONTINUOUS OPERATIONS: 22

SECTION 5 - OTHER THAN A FIVE (5) EIGHT (8) HOUR WORK SCHEDULE: 22

ARTICLE XIV - NO STRIKE/NO LOCKOUT 22

SECTION 1 - STRIKES:..... 22

SECTION 2 - LOCKOUTS:..... 22

ARTICLE XV - SAVINGS CLAUSE 23

SIGNATURE PAGE..... 24

APPENDIX A WAGE SCALE

APPENDIX B TABLE OF PAY INCREASES

APPENDIX C LIST OF MEDICAL LAKE EMPLOYEES AS OF SIGNATURE DATE

PREAMBLE

This Agreement entered into by the City of Medical Lake, hereinafter referred to as the Employer, and the Washington State Council of County and City Employees, Local 270-M, AFSCME, AFL-CIO, hereinafter referred to as the Union has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

TERMS OF AGREEMENT

This Agreement shall become effective on January 1, 2023 and shall continue in full force and effect through December 31, 2027. The City and the Union agree to negotiate in 2027 for a contract effective January 1, 2028, covering wages, benefits, and conditions of employment. These negotiations shall begin upon written notice by either party.

EMBODIMENT

This Agreement expressed here in writing constitutes the entire agreement between the parties and no oral statements shall add to or supersede any of its provisions.

The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to, or not settled, during the course of these negotiations. Such matters shall not be subject to the grievance procedure.

During the life of this Agreement maintenance of contract items shall be processed through the provisions of the supplemental agreement.

PRODUCTIVITY

It is mutually agreed that the City Management and Local 270-M shall work together individually and collectively to meet the required needs of each department, to provide the public with efficient and courteous service, to encourage attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency in all departments of City government.

ARTICLE I – RECOGNITION

Section 1 • Bargaining Agent:

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, benefits, and other conditions of employment for all employees in the bargaining unit as listed in Appendix A.

Section 2 • Management Employees:

Those employees which the Union and the City jointly recognize as being part of management, and excluded from the bargaining are those remaining employees not listed in Appendix A.

ARTICLE II – UNION SECURITY

Section 1 • Union Security:

The Employer recognizes the WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES/AFSCME Council 2 and its affiliated local (hereafter Union) as the sole and exclusive bargaining representative in all matters concerning wages, hours, and other conditions of employment for all employees described in the recognition clause.

The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with a union staff representative.

For current Union members and those who choose to join the Union, the Employer shall deduct once each month all Union dues and fees uniformly levied and shall continue to do so for such time and on conditions set forth in the authorization for payroll deduction regardless of the employee's continued membership in the Union. The Employer shall transfer amounts deducted to Council 2. Authorizations for Payroll Deduction are valid whether executed in writing or electronically.

The Employer shall provide an electronic copy of the Authorization for Payroll Deduction and Representation via email to C2everett@council2.com within 10 days of the employee executing the document. The Employer shall provide to the Union monthly a complete list of all bargaining unit members that includes: Employee name, work address, home address, work phone, personal phone, work email, personal email, birth date, hire date in current bargaining unit, job classification, department, hours worked and monthly base wage.

The Employer shall honor the terms and conditions of each employee's authorization for payroll deduction. Whether an employee is a union member or not, the Employer shall continue to deduct and remit Union dues and fees to the Union until such time as the Union notifies the Employer that the dues authorization has been properly terminated in compliance with the terms of the payroll deduction authorization executed by the employee.

The Union shall indemnify the Employer and save the Employer harmless from any and all claims against the Employer arising out of administration of this article so long as the Employer complies with this article.

New Employee Orientation

The Employer agrees to notify the Union staff representative and Local Union President in writing of any new positions and new employees. At least 2 full working days prior to the orientation of the new employee, Employer shall provide an electronic format list with the names of the employees, corresponding job title, and Department. A Union official shall, at no loss of pay, be granted up to thirty minutes to provide each new employee a basic overview of the employees' rights and responsibilities regarding Union membership, dues authorizations, and Union insurance.

Electronic Authorizations are Valid

An authorization for Union membership and/or dues or other payroll deduction is valid whether executed in writing or electronically.

- A. The Union will provide the Employer with a list of all Union members and nonmembers that have signed a payroll deduction authorization card. The Union will also provide the Employer with the signed payroll deduction authorization card from each Union member and nonmember consenting to the deduction of Union dues or fair share fees from the particular employee's paycheck. Thereafter, the Employer shall make the authorized employee payroll deductions and remit those amounts to the Union every month.
- B. Upon Request, the Employer will provide the Union with a list of all employees eligible to be included in the bargaining unit and their contact information.
- C. The Union shall inform the Employer of the monthly payroll deduction amounts for both Union dues and fair share fees to be paid the Union.
- D. The Employer will cease deductions from payroll upon notice from the Union that the Employee has revoked their payroll deduction authorization. If the Employer receives written revocation from an employee, the Employer will notify the Union within five (5) days. Nothing stated herein is meant to limit or prevent the Employer from acting further in accordance with the law.
- E. The Union agrees to defend, indemnify, and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.
- F. The parties agree to abide by all Federal and State statutes and laws.

Section 2 • Dues Check-off:

The Employer agrees to deduct, once each month, dues from the pay of those employees who individually request in writing that such deductions be made. The monthly amounts to be deducted shall be certified to the Employer by the Secretary of the Union, and aggregate deductions of all employees shall be remitted together with an itemized statement to the Treasurer of the Washington State Council of County and City Employees after such deductions have been made.

Section 3 • Inclusions and Exclusions:

For the purpose of this Agreement and for determining by mutual agreement which classifications are to be included in, or excluded from the jurisdiction of the bargaining unit, the following guidelines shall be applied:

- A. **Inclusions:** All working forepersons and classifications below will be considered as bargaining unit positions within the various classifications. Forepersons who routinely work with their tools shall be considered as "forepersons".
- B. **Exclusions:** All employees who are first-line management personnel or in a managerial or professional position within the various classifications shall be considered as supervisory and out of the jurisdiction of the bargaining unit.

It is recognized that the duties and responsibilities of supervisors and forepersons excluded from the terms of the labor agreement, are not the same as those of employees in the bargaining unit. Small city supervisors routinely work alongside bargaining unit classifications performing similar duties, otherwise known as working supervisors. Working supervisors will not perform routine work to the exclusion of bargaining unit classifications and Union employees will be exhausted within their skill and proficiency level before management operates equipment. Nothing prohibits management from operating equipment at the same time and alongside Union employees.

ARTICLE III – SETTLEMENT OF DISPUTES
(Grievance Procedure)

Section 1 • Grievance Procedure:

A grievance is defined as any dispute involving the interpretation, application, or alleged violation of any provisions of this Agreement.

It is the intent and purpose of the Union and the City to avoid and prevent grievances and misunderstandings. However, should such differences arise, an earnest effort shall be made to settle the difference as soon as practical between the aggrieved employee and/or the Union at the lowest level in the following grievance procedure:

Both parties jointly recognize that under current Civil Service rules the Civil Service Commission may investigate any and all matters relating to conditions of Civil Service employment of those employees so covered by this Agreement. In the event an employee elects to file a grievance concerning a suspension, reduction in rank, or discharge, the employee shall have the option of pursuing the grievance either through the Civil Service or the provisions of this Article but limited to one or the other. The employee must be covered by the current Civil Service rules to exercise this option.

There shall be no retaliation against any employee for exercising their rights to file a grievance under this Article. Should retaliation occur, the Employer will take appropriate action against any employee who retaliates against a Union member.

Step 1: Within twenty (20) working days from its occurrence or the date on which he or she first became aware of it, the aggrieved employee shall discuss the complaint with the immediate supervisor with the Shop Steward present. The supervisor shall provide an oral decision within five (5) working days. It shall be discussed verbally and, if settled, no further action shall be taken. If not resolved on an informal discussion basis, the grievance shall be reduced to writing on an official grievance form and signed by the aggrieved within five (5) working days from the date of the oral decision and submitted to the immediate supervisor.

The immediate supervisor shall provide a written answer within five (5) working days of the date of submission with copies to the Union business representative and the City Administrator.

Step 2: Provided the grievance is not settled satisfactorily at Step 1, the grievance shall then be submitted in writing to the appropriate department head within five (5) working days. The department head shall arrange for a meeting between the parties in an attempt to resolve the issue. The department head shall submit a written answer within ten (10) working days of the meeting.

Step 3: If the grievance is not settled at the department head level, it shall be submitted by the Union business representative to the City Administrator within five (5) working days after receipt of the written response from the department head. The City Administrator shall investigate the matter and provide a written answer to the Union business representative within ten (10) working days from the date of submission. The parties agree to meet in an attempt to resolve the issue. Failure of either party to comply with the time limits set forth above will serve to declare the grievance as settled based upon the last request or the last answer received, and no further action shall be taken. The time limits as specified in any step may be extended by mutual agreement of the parties. Any Employer grievance will be filed by the City Administrator with the Union business representative at Step 3.

Section 2 • Arbitration:

Any matter which has not been resolved by the Grievance Procedure under Section 1 of this Article may be submitted to arbitration by the aggrieved party without the consent of the other party. Within ten (10) working days following the completion of the Grievance Procedure the aggrieved party shall notify the other party in writing of their intent to invoke the arbitration process. The decision rendered by the arbitrator shall be final and binding on both parties. The two sides will request a list of qualified arbitrators from the Public Employment Relations Commission. This list shall contain nine (9) names. The order of striking shall be by a coin toss. Each party shall alternately cross off one (1) name until only one (1) remains. This person shall then be designated as the arbitrator. The parties agree:

- A. The arbitrator should attempt to hear the case within twenty (20) working days after the case is presented. The arbitrator shall then make a written report of findings to Local 270-M and to the City within fifteen (15) working days after the hearing is concluded. The arbitrator shall establish the rules of procedure. The final decision of the arbitrator shall be implemented as soon as possible, but in any case no later than thirty (30) days after the final decision is rendered. The arbitrator shall have no authority to amend, alter or modify this Agreement or its terms and shall limit recommendations solely to the interpretation and application of this Agreement. The above time limits of this provision may be extended by mutual agreement.
- B. Each grievance or dispute shall be submitted separately except when the City and the Union have mutually agreed to have more than one grievance or dispute submitted to the arbitrator.
- C. The expenses of the arbitrator and related stenographic expenses shall be borne completely by the losing party.

Section 3 • Processing Grievances:

Shop stewards may investigate and process grievances during work hours without the loss of pay. In order to maintain the progress of work, shop stewards will obtain permission from their immediate supervisor before leaving their place or station of work to investigate a grievance or handle a complaint or other labor matter. Permission of the supervisor will not be unreasonably withheld. Shop stewards shall use judgment in deferring action or investigation on disputes or complaints when the progress of their work is critical.

Section 4 • Union Stewards:

The name of employees selected as stewards and the names of other Union representatives who may represent employees shall be certified in writing to the City Administrator by the Union.

ARTICLE IV – SENIORITY

Section 1 • Seniority Defined:

- A. Job Classification Seniority: The length of continuous service in the employee's job classification. Job classification seniority shall be used in determining vacation preference.
- B. Departmental Seniority: The length of continuous service in the employee's present department. Departmental seniority shall be the determining factor if the job classification seniority is equal.
- C. City Seniority: The length of cumulative employment with the City of Medical Lake.

Cumulative is defined as total service with the City of Medical Lake, however, this does not apply to an employee whose employment with the City is terminated for any reason other than layoff and is rehired at a later date.

Section 2 • Seniority List:

The City agrees to furnish the Union with a listing of all new eligible bargaining unit employees who are hired or terminated, as they occur. This list will contain the names of the employees along with their job classifications, work locations and home addresses. When requested by the Union, the City shall provide a list of all bargaining unit employees showing their seniority and will deliver the same to the Union. Upon completion of their probationary period, new employees shall be added to the seniority list. The list shall reflect the employee's name, classification, and date of appointment, departmental seniority, and length of service with the City. The use of this list shall be restricted to internal use by the Union office. While this list shall be provided when requested by the Union, it shall be provided no less than once annually during January of each year.

Section 3. Job Vacancies, Recall, and Layoff:

A. In promotions the City shall take into consideration an employee's job qualifications; when qualifications are equal, such appointments shall be based on length of service. In applying this Article, it is the intent to provide qualified employees with the opportunities for promotion and the City with efficient operations.

B. When a job vacancy occurs in a regularly budgeted position, present employees will be given first consideration for filling the vacancy, based primarily on their ability to perform the duties of the job; provided however, where ability is equal, due consideration shall be given to the length of service.

C. Notices of job vacancies within the City shall be posted on the bulletin board for ten (10) working days at each work center. Present employees who desire consideration for such openings shall notify the City in writing during the ten (10) day period the notice is posted.

D. In the case of layoff, regular employees will be retained on the basis of seniority when job performance and qualifications are equal. Qualifications will be determined by the knowledge, abilities and skills required for the position and the employee's ability to perform the remaining work without further training.

E. In the case of recall, regular employees affected by layoff shall be offered the first opportunity to fill comparable vacant positions in the reverse order of the layoff, provided they are able to perform the duties of the position without further training. Regular employees shall retain recall rights for one (1) year from the time of layoff. If the City is unable to contact any employee who is on layoff for recall, the Union shall be so notified. If neither the Union nor the City is able to contact the employee within ten (10) working days, or the employee does not return to work when recalled, the City's obligation to recall the employee shall cease,

F. Notice of recall shall be by certified letter, return receipt requested.

G. Thirty (30) days advance notice of layoff shall be provided.

H. Regular employees shall not be laid off while part-time, extra or temporary employees perform work that regular employees are qualified to perform.

I. Employees retain seniority and benefits accrued prior to layoff when recalled to work, less the time laid off.

J. Temporary or extra work shall be offered to laid-off regular employees.

ARTICLE V – WAGES

Section 1:

- A. Employees shall be compensated in accordance with the Wage Schedule attached to the Agreement and marked Appendix A. The attached Wage Schedule shall be considered to be a part of this Agreement. Wage increases shall be computed on hourly wage rates.
- B. **Wage and Classification Schedule:** When a permanent classified position is established, the Employer shall designate a job classification (through Civil Service procedures, if appropriate).

The Employer shall designate the rate of pay for the position based on a survey of prevailing rates in existence within the job market area. The Union shall be notified in writing of such new classifications and pay rates which are established. Pay rates are subject to negotiations prior to contract renewal and during wage opener periods..
- C. **Pay Periods:** Salaries and wages of employees shall be distributed on the last working day of the month. Employees will be allowed a draw on the 15th of each month.

Section 2 • Overtime:

Permanent employees shall be compensated at time and one-half (1-1/2) the employee's hourly rate of pay or compensatory time off shall be granted for work under any of the following conditions:

- 1. All work performed in excess of eight (8) hours in any work day.
- 2. All work performed in excess of forty (40) hours in any work week.
- 3. All work performed on regular days of rest.
- 4. **Call-In Time:** An employee called in to work other than during the scheduled work shift shall be granted a minimum of two (2) hours pay at time and one-half (1-1/2). Employees called in up to one (1) hour prior to the start of their regular shift shall be paid at the regular overtime rate not call-in rate. Call-in time may be paid in wages or in compensatory time at the employee's choice.
- 5. **Compensatory Time:** When an employee works overtime, the employee may elect to choose overtime pay or compensatory time off at time and one-half (1-1/2) for each hour worked. The employee shall inform the immediate supervisor, before the end of the overtime worked, whether overtime pay or compensatory time is desired. When an employee desires to use accrued compensatory time, the employee shall schedule the requested time off with their supervisor.

Compensatory time accrual is limited to a maximum of sixty (60) hours. Prior written approval requested by the supervisor from the City Administrator must be received in order to accrue more than sixty (60) hours.

Section 3 • Shift Differential:

All permanent and probationary bargaining unit employees who work shifts other than day shift shall be given a shift differential of fifty cents (50¢) per hour in addition to their regular hourly job rate for all hours worked.

Section 4 • Working in a Higher Classification:

In the event a senior employee, who, in the opinion of the City Administrator is qualified to perform the duties of the higher position, is assigned by the City to perform substantially the same duties and to assume substantially the same responsibilities of a higher paid classification in or outside of the bargaining unit, he/she shall be paid a premium of ten percent (10%) of their current pay for the time worked in that classification; provided however, the employee shall have worked a minimum of one (1) day (per occurrence) performing such duties in the absence of the higher classified employee.

Out-of-class pay shall be posted quarterly.

Out-of-class pay shall be used in computing the employee's regular rate of pay for overtime purposes in accordance with the Fair Labor Standards Act.

Section 5 • Standby Pay:

If an employee is directed by a supervisor to be available for work and responds when called, the employee shall be compensated at a rate of One Hundred Fifty Dollars (\$150.00) for each full week of standby time. The employee shall report in a ready condition. Standby assignments will be distributed as equitably as possible.

An employee on standby, who is called out, shall be paid at the rate of time and one-half (1-1/2) the employee's regular rate of pay for the period of call out, with a minimum of two (2) hours at time and one-half (1-1/2). Upon the completion of the call out (minimum of two [2] hours) the employee shall revert to standby pay status, unless the employee is on standby and the regular work shift has begun, or unless the employee is on weekly standby and the standby duty has been transferred to the successor employee, or unless the employee is on an hourly basis standby assignment and the assignment has ended.

Section 6 • Longevity:

Employees shall receive a longevity pay increase of Fifty Dollars (\$50.00) per month commencing on completion of five (5) years of employment and shall receive an additional Fifty Dollars (\$50.00) per month for every five (5) years of employment thereafter.

- A. Longevity pay shall be paid as it is earned. Longevity pay shall be applied monthly to base pay.
- B. Eligibility for longevity pay is based on the length of service with the City. Employees separating from City service will be paid longevity to their date of separation.

ARTICLE VI – HOURS OF WORK

Section 1:

For the purpose of applying the provision of this section, continuous operations shall be defined as operations which provide service on a twenty-four (24) hour basis.

- A. **Work Schedules/Shifts:** All employees shall have a designated work schedule/shift with an established starting time and quitting time. Work schedules/shifts shall be posted on the bulletin board.
- B. **Work Day:** The work day shift shall consist of eight (8) consecutive hours except for interruptions for paid lunch periods. The work day shall be divided into three (3) equal shifts for those employees engaged in continuous operations.

C. **Work Week:** The work week shall consist of five (5) consecutive days with two (2) days of rest. A four (4) ten (10) or another such work schedule may be established by supplemental agreement between the City and the Union.

D. **Rest Periods:** All employees who are scheduled to work for eight (8) or more hours are entitled to a rest period of fifteen (15) minutes in the first four (4) hours and a rest period of fifteen (15) minutes in the second four (4) hours. One thirty (30) minute rest period in either the first half of the shift or the second half of the shift may be substituted by approval of the supervisor.

If an employee is required to work overtime for four (4) or more hours beyond the regular eight (8) hour shift, the employee shall be entitled to a fifteen (15) minute rest period before starting the overtime.

E. **Cleanup Time:** Personal cleanup time shall be allowed promptly at the end of each shift for all employees. The Employer shall provide the required facilities for employee cleanup and shall arrange work schedules so that employees may take advantage of this provision.

ARTICLE VII – GENERAL PROVISIONS

Section 1 • No Discrimination:

The City agrees not to discriminate against any employee on the basis of activity on behalf of, or membership in, the Union. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

The City and the Union agree to comply with State and Federal laws covering discrimination involving employees or applicants for employment.

Section 2 • Discipline:

A. **Introduction:** The disciplinary procedures, including pre-disciplinary hearings and access to the grievance procedure, apply only to regular employees. Employees shall serve a probationary period of one (1) year. If a performance evaluation for a probationary employee indicates that the employee is not performing satisfactorily at any time during the probationary period, the employee may be terminated from employment without recourse to the grievance procedure. The City Administrator or designee may grant a maximum of a six (6) month extension of the probationary period. Termination of a probationer on an original-entrance appointment or failure of a probationer on promotion probation shall not be considered a disciplinary action. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee.

The City will continue to administer discipline in accordance with the "Just Cause" concept. Disciplinary action shall include only the following:

- Oral reprimand
- Written reprimand
- Loss of vacation Suspension
- Demotion for cause
- Discharge

B. **Right of Appeal:** Regular employees (completed probation) shall have the right to take up the suspension and/or discharge as a grievance if probation requirements have been met.

C. **Right of Petition:** Any probationary or seasonal employee who has not met the minimum service requirements and is discharged shall have the opportunity, upon request, for a hearing with the City Administrator or designated representative.

However, this decision shall not be subject to the grievance procedure. The Union representative shall have the opportunity to be present at this hearing. If the City Administrator or the designated representative agree with the employee and the Union representative that an injustice has occurred, every effort will be made to provide an equitable remedy.

D. **Counseling by Supervisor:** Supervisors are encouraged to counsel their employees when performance or conduct drops below that which is acceptable. Such a counseling is informal and should be corrective in nature. At the supervisor's discretion, the counseling session may be reduced to writing either on the Record of Counseling form or in memorandum form. The employee should sign the form or memorandum and shall be given a copy of it. A copy should also be kept in the departmental files; no other copy shall be distributed.

Documentation of a counseling session may not be used as a basis for disciplinary action against the employee. The only basis the documentation serves is to substantiate that the employee was notified of a deficiency and corrective action is needed.

When the deficiency has been corrected to the supervisor's satisfaction, the departmental copy of the Record of Counseling or memorandum shall be destroyed and the employee so notified. Any Record of Counseling or memorandum documenting a counseling session shall be considered null and void one (1) year after its date.

Section 3 • Pre-disciplinary Hearings:

A. If a supervisor conducts an investigatory interview with an employee suspected of wrongdoing, the employee may request Union representation. Such representation shall be to encourage a free flow of information and not to inhibit the process of the investigation.

B. Pre-disciplinary hearings shall be conducted before an employee receives a written reprimand, loses vacation, is suspended, demoted, or discharged for cause. Pre-disciplinary hearings are not required before an employee is reprimanded orally. Pre-disciplinary hearings are required also if at the end of the investigation the probable disciplinary action is in doubt.

C. Any employee that is asked to submit to a pre-disciplinary hearing shall be advised of their right to Union representation if they so choose.

D. In any pre-disciplinary hearing, the employee will, under no circumstances, be required to testify against their interests. The nature of the hearing is such that each employee is encouraged to answer all questions in an open and honest manner so as to provide all parties with a clear understanding of the facts.

E. The employee and representative shall be provided any and all documentation relative to the instance(s) giving rise to the purpose of the pre-disciplinary hearing.

F. If requested, the employee and representative shall be given a reasonable amount of time to respond to any and all allegations relative to the purpose of the hearing. The employee may respond in writing, if desired, and the pre-disciplinary hearing shall be recessed until the response is prepared.

G. Pre-disciplinary hearings shall be conducted in a manner to cause the least embarrassment to the employee, and the parties to the pre-disciplinary hearing shall not discuss any matters from the hearing with other employees, supervisors or management, unless they are specifically involved in the pre-disciplinary hearing or have information relative to the case at hand.

H. The use of pre-disciplinary hearings shall supersede and take precedence over any department rule, policy or procedure.

I. An employee may be suspended with pay pending disciplinary action.

J. **Retention of Records:** Suspension letters shall be kept in the personnel files for a minimum of three (3) years; letters of reprimand shall be kept in the personnel files for a minimum of two (2) years; and records of counseling shall be kept in the departmental files for a minimum of one (1) year. After the expiration of the retention time period, the employee may petition the Department Head in writing to have the records destroyed. The Department Head will forward his/her recommendation to the City Administrator. If approval is given by the Department Head and the City Administrator, the records in the personnel files and the departmental files shall be destroyed.

Section 4 • Union Business:

The Employer agrees that accredited representatives of the Washington State Council of County and City Employees shall be granted access to the facilities at reasonable times for the purpose of discussing routine Union business directly connected with the administration of this Agreement or discussion or investigation of grievances. Such action on the part of the Union shall not unduly interfere with the normal work duties of employees.

Other matters of mutual concern shall be brought to the labor/management meetings for the purpose of discussing an acceptable method to solve each problem.

Section 5 • Supplemental Agreement:

The parties mutually agree that supplemental agreements shall be used solely for the purpose of maintenance of contract matters and shall not be used to discuss items of cost unless mutually agreed upon.

This Agreement may be amended, provided both parties concur. Supplemental agreements may be completed through negotiations between the parties at any time during the life of the Agreement. Should either party desire to negotiate a matter of this kind, it shall notify the other party in writing, by certified mail, of its desire to negotiate. Supplemental agreements thus completed will be signed by the responsible Union and City officials.

Should either party, having been notified of the proposed supplemental language, not respond within thirty

(30) calendar days, the proposed language shall be considered acceptable and shall be forwarded to the second party for signature.

Supplemental agreements thus completed shall become a part of the larger Agreement and subject to all its provisions.

Section 6 • Management's Rights:

The Union recognizes the prerogatives of the City to operate and manage its affairs in all respects in accordance with its responsibilities, lawful powers and legal authority, except as limited by the provisions of this Agreement. These rights include but are not limited to, the following:

- A. The right to determine its mission, policies and to set forth all standards of service offered to the citizens;
- B. To plan, direct, control and determine the operations or services to be provided;
- C. The right to determine overtime and the methods and processes by which work is to be performed and the number of personnel needed to carry out each department's mission;
- D. The right to hire, promote, demote and assign and schedule employees in positions within the City;
- E. The right to discipline employees for just cause;
- F. To direct the working forces and determine the need for additional educational courses, training programs, on-the-job training and cross-training;
- G. The right to lay off employees for lack of work, lack of funds or an occurrence of conditions beyond the control of the City.
- H. To utilize the services of temporary employees to augment regular employees including but not limited to work-study programs, Summer Youth Employment programs, State Industrial and penal retraining programs, college and high school internships, and other such programs. It is understood that no current member of the bargaining unit will be displaced by the implementation of this provision; or
- I. The right to take whatever actions the City deems necessary to carry out services in a declared emergency. The term "emergency" is inclusive of, but not limited to, life threatening situations, civil disorders, natural disasters, unforeseen occurrences or conditions, complications of circumstances, sudden or unexpected occasion for action.

Section 7 • Contracting Out:

Nothing in this Agreement shall prohibit or restrict the right of the City from making an administrative decision to contract out work performed by employees covered by this Agreement. The City shall provide reasonable notice and meet with the Union and bargain the effect of any subcontracting decision upon the employees covered by this Agreement.

The notice and meeting provisions of this Article regarding the City's decision to contract out work and its effects shall not apply in situations where the City contracts out work to provide services in the event of an emergency.

Section 8 • New and Terminated Employees

The Employer agrees to furnish the Union a listing of all new eligible bargaining unit employees who are hired or terminated, as they occur. Such listing shall contain the names of the employees, along with their job classifications, work locations and work address.

Section 9 • Labor Management Meetings:

It is mutually agreed that the negotiating committee for Local 270-M and the negotiating committee for the City shall conduct regular labor/management meetings for the purpose of resolving problems that may arise. Safety items shall be included as eligible topics for discussion in labor/management meetings. Meetings shall be scheduled as mutually agreed.

Section 10 • Contract Administration:

The parties agree that the administration of this Agreement and all issues relating to the interpretation, application or meaning of this Agreement will be handled through the Mayor's office of the City of Medical Lake, or a designee. The Union Business Agent, Local President or their designee shall be responsible for all issues regarding employees covered by this Agreement.

Section 11 • City-Required Licenses:

Licenses required by the City, other than the basic driver's licenses, shall be paid for by the City.

Section 12 • Uniforms and Protective Clothing:

The City of Medical Lake agrees to comply with existing State law concerning the providing of safety equipment to affected employees. Such safety equipment shall be furnished by the City of Medical Lake. In addition, should the City require employees to wear uniforms, the uniforms shall either be furnished by the City of Medical Lake or a supplemental agreement shall be created regarding the purchase of uniforms.

The City will provide reimbursement up to Three Hundred Fifty Dollars (\$350.00) per employee of any two (2) year period for the purchase of steel-toed or composite safety boots and other protective clothing including coats, hats, gloves or other approved clothing by the Public Works Director. Employees will submit receipts for proof of payment or provide a quote for purchase in which instance the City will issue payment directly to the vendor.

Section 13 • Rules and Policies:

Employees are expected to maintain good conduct in respect to their positions as public employees. New work rules and existing work rules shall be reviewed and signed by the Mayor or designee. New rules shall be reviewed with the employees and posted on the bulletin boards before they shall become effective. It shall be the policy of the City to administer new and existing work rules in a uniform manner. Copies of any new rules or changes in existing rules that impact members of this bargaining unit shall be forwarded to the Union representative and subject to negotiations, if requested.

City-wide policies signed by the Mayor or the City Administrator shall cover all employees in classifications covered by this Agreement. Copies of such City-wide policies that impact members of this bargaining unit shall be forwarded to the Union representative and subject to negotiations, if requested.

ARTICLE VIII – HEALTH AND WELFARE

Section 1 • Medical Insurance:

The City will provide medical coverage under the following plans:

1. Association of Washington Cities PPO Plan; or
2. ASURIS

For the term of this Agreement, the City agrees to pay the employee's portion of the plan chosen by the employee and seventy percent (70%) of the employee's dependent coverage.

Section 2 • Dental Insurance:

The City agrees to provide dental coverage under the Washington Dental Service Plan A. The City agrees to pay the employee portion and seventy percent (70%) of the employee's dependent coverage.

Section 3 • Life Insurance:

The City will provide a Ten Thousand Dollar (\$10,000.00) life insurance policy to each employee covered by this Agreement. Supplemental life insurance shall be made available at employee expense.

Section 4 • Industrial Insurance:

The City shall establish and maintain a program of Industrial Insurance through the Washington State program.

Section 5 • Reporting of Accidents:

All injuries that occur during working hours must be reported to the employee's immediate supervisor on the day of injury before he/she leaves his/her department of employment. "Employee's Report of Injury" forms will be provided in convenient locations.

Section 6- Disability Insurance:

The City will provide disability insurance for full-time regular employees and part-time benefitted employees providing benefits at least as good as the current carrier, through the life of this agreement.

Section 7- IRS 125 Plan:

The City will provide an IRS 125 Plan for full-time employees and part-time benefitted employees, through the life of this Agreement.

ARTICLE IX – ILLNESS LEAVE

Section 1 • Accrual:

Cumulative illness leave with pay shall accrue to each City employee at the rate of eight (8) hours per month. Total accumulation of sick leave shall be limited to nine hundred sixty (960) hours. Permanent part-time employees shall accrue sick leave as above on a pro rata basis. Seasonal temporary employees shall not be entitled to sick leave.

Illness leave may be used any time by the employee when that employee is incapable of reporting to work due to illness or injury to that employee or for medical, dental or optical appointments. Illness leave may also be used in the event of an emergency or serious illness to a member of the member's immediate family or to care for a sick child under the age of eighteen (18). An employee may be required to furnish evidence supporting the need for the use of sick leave.

Section 2 • Bereavement Leave:

All permanent employees shall be permitted to use up to and including three (3) days of illness with full pay in the event of a death in the immediate family. Upon request, two (2) additional days of illness leave may be granted. Additional sick leave may be granted upon request to the Department Head by an employee. For the additional two (2) days of illness the employee may use sick or vacation time. If the employee does not have sufficient leave time available the employee will have a leave without pay option.

Section 3 • Immediate Family:

Permanent employees' immediate family shall consist of spouse, significant other, parents, brother, sister, children, grandchildren, grandparents or a more distant relative if living as a member of the employee's immediate household.

Section 4 • On-the-Job Injuries:

An employee may use illness leave when off work due to an on-the-job injury. The employee has the option of using or not using illness leave, however, once the employee has made a choice the employee may not subsequently choose the other option. Should the employee choose to use illness leave the employee will not be placed on a leave of absence until the illness leave is exhausted.

Should an employee elect to utilize sick leave for an L. & I injury, any time loss payments received from Worker's Compensation shall be turned in to the City. The City shall calculate the number of sick leave hours by dividing the amount of the check by the employee's current hourly wage. The amount of hours shall be credited to the employee's sick leave accrual.

Section 5 • Sick Leave Payoff:

Employees leaving service shall be compensated for twenty-five percent (25%) of their accrued sick leave to a maximum of one hundred twenty (120) days. (25% of 120 days= 30 days.)

Employees hired prior to January 1, 1996 shall be compensated at fifty percent (50%) of their accrued sick leave to a maximum of one hundred twenty (120) days. (50% of 120 days= 60 days).

To be eligible for sick leave payoff, the employee must have five (5) years of service, shall not be separated for disciplinary reasons, and shall, at least two (2) weeks before leaving, file with his/her Department Head a written statement as to the reasons for leaving and the effective date of leaving. The time limit of the resignation may be waived at the discretion of the Department Head concerned. The Department Head shall forward a copy of the resignation and a final performance evaluation report to the personnel files of the employee.

ARTICLE X – VACATION LEAVE

Section 1 • Vacation Accrual:

The following vacation allowance is in effect:

<u>Service</u>	<u>Monthly Accrual</u>	<u>Hourly Accrual/Month</u>
First 5 years	1 day	8 hours
Begin 6 th through 10 th	1-1/4 days	10 hours
Begin 11 th through 15 th	1-1/2 days	12 hours
Begin 16 th	1-3/4 days	14 hours
Begin 21 st	2 days	16 hours

After completion of six (6) months' service employees may use vacation up to and including the amount accrued provided approval is obtained by the supervisor. Work load requirements and continuity of City service shall be the compelling factors in scheduling vacations.

Regular part-time employees who work more than eighty-eight (88) hours in a calendar month, shall receive vacation benefits on a pro rata basis based upon a forty (40) hour work week. Annual vacation leave shall not accrue if an employee is on leave without pay or suspension without pay for eleven (11) or more working days in one

(1) month.

Section 2 • Deferment of Vacations:

While not mandatory, all permanent City employees are encouraged to utilize a minimum of ten (10) working days vacation each year. Permanent employees may defer a portion of their vacation allowance, not to exceed two (2) times their annual vacation accrual not to exceed three hundred 300 hours.

Section 3 • Vacation Times:

Permanent employees shall be permitted to choose either a split or entire vacation. Whenever possible, employees shall have the right to determine vacation time. But in any case, vacation times shall be selected on the basis of job classification seniority within a working group.

If an employee receives military leave orders for any time during the months of June, July or August, which conflicts with the scheduled vacation of another employee, the scheduled vacation may be rescheduled. If the orders affect more than one (1) scheduled vacation, the least senior employee may be rescheduled. The employee with the military orders will forfeit any bumping rights for vacations for the remainder of the year.

Section 4 • Holiday During Vacation Leave:

Should an employee be on authorized vacation when a holiday occurs, such holiday shall not be charged against vacation leave.

ARTICLE XI – OTHER LEAVE

Section 1 • Leave of Absences:

Leaves of absence shall be granted by the City of Medical Lake for a serious illness or accident for permanent employees who anticipate return to employment with the City. Such leave shall not normally exceed twelve (12) calendar months from the date such leave is granted. The employee shall provide medical verification to substantiate the request for leave. Should an employee fail to return to work from an authorized leave on the date agreed, the employee shall forfeit his or her position with the City. Such requests for a leave of absence shall be forwarded to the Mayor or designee with notation from the respective Department Head as to approval or disapproval. The decision of the Mayor or designee shall be final, however, such approval will not unreasonably be withheld. The City and the Union agree that the parties will comply with any limitations to this Article based on the Americans With Disabilities Act or current Civil Service Rules and Regulations for the City.

Section 2 • Military Leave:

Any officer or regular employee of the City who is a member of the State National Guard or Federal Reserve Military Unit shall be entitled to be absent from his/her duties with the City with full pay for up to 120 hours during each calendar year while engaging in the performance of officially ordered military duty and while going to or returning from such duty in accordance with the laws of the State of Washington (RCW 38.40.060). Such leaves shall be in addition to any other leave or vacation benefits.

Employees who are called or volunteer for service with the armed forces of the United States or the Washington National Guard shall be entitled to be considered for reinstatement in accordance with the provisions of the State Law (Ch. 73.16 RCW).

An employee promoted to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be placed in as nearly equal a vacant position as may exist, or if no such position exists, may be subject to layoff.

Section 3 • Jury Duty:

City employees as citizens are encouraged to serve on juries when they are called. Employees so called and asked to serve during working hours will experience no loss of pay. Employees called but excused during the day shall report immediately by telephone to their supervisor for instructions as to whether to report for work for the remainder of the day. An employee who works graveyard shift will be excused from duty each day that there is a likelihood of performing jury duty. An employee who works swing shift will be excused from duty if jury duty of four

(4) or more hours was performed that day; if the employee performed under four (4) hours of jury duty, that employee will be expected to work the difference between the number of regular hours scheduled for that day and the number of hours served on jury duty.

Section 4 • Maternity Leave:

The City of Medical Lake and Local 270-M mutually agree that maternity leave will be administered in compliance with State and Federal regulations for granting maternity leave.

Section 5 • Family Leave:

Employees who work for the City at least twelve (12) months, and have worked one thousand two hundred fifty 1250 hours over the previous twelve (12) months are eligible for up to twelve (12) weeks total of paid or unpaid leave per twelve (12) month period for: birth, the placement of a child with the employee for adoption or foster care, or a serious health condition of the employee or immediate family member requiring in-patient care or continuing treatment by a health care provider. The twelve (12) weeks allowed by State law (RCW 49.78) is not in addition to leave provided for pregnancy or childbirth. Employees may use sick leave for illness or injury to the employee's spouse or minor child requiring the employee's attendance and/or care under the provisions of RCW 49.78. Leave authorized under FMLA, RCW 49.12 and 49.78 shall run concurrently for provisions of this policy.

An "immediate family member" is an employee's son, daughter, spouse or parent. A son or daughter is a minor child either under the age of eighteen (18), or eighteen (18) years of age or older but incapable of self-care because of a mental or physical disability. A "serious health condition" is an injury, illness, impairment or physical or mental condition that involves in-patient care or continuing treatment by a health care provider. The City may require certification from a health care provider for leave based on a serious health condition and may terminate the leave if certification is not provided. The disability portion of pregnancy leave is considered a serious health condition for purposes of the Federal Family and Medical Leave Act of 1993 (FMLA). The leave would normally end six (6) weeks after a normal birth or eight (8) weeks after a caesarean section.

Employees must provide the City with at least thirty (30) days' notice if possible before taking such leave, or notify the City as soon as practicable. Notice requesting leave or the employee's rights under the FMLA must be provided in writing. Before going on unpaid leave status for birth, adoption or foster placement of a child or the serious health condition of the employee's spouse, parents or children requiring in-patient care or continuing treatment, or a serious health condition in which the employee is unable to work, an employee is required to use accrued unused sick leave, personal leave, compensatory leave, compensatory time off and vacation (annual) leave excluding forty (40) hours of sick leave.

As required by law, the City shall maintain the employee's health benefits during the FMLA leave to a maximum of twelve (12) weeks. In the event an employee does not return to City employment after taking leave under this section, the City may recapture the cost of any health premiums paid by the City during the unpaid portion of the leave. Upon return from such leave, the employee will be reinstated to the employee's former or equivalent position. An employee returning from qualified leave used for a serious health condition suffered by that employee shall present a fitness for duty certificate based on the requirements of the job before being restored to duty.

Section 6 • Union Leave:

Members of the Union, selected as Local 270-M delegates to Union conferences, or conventions, shall be specifically identified by letter not later than ten (10) days prior to proposed absence. These members shall be granted accrued vacation leave (excluding sick leave) for the period required to attend such Union functions. Any leave of this nature is subject to the City Administrator's approval and shall not be arbitrarily withheld. Negotiation sessions shall be scheduled at times mutually agreeable to the parties.

ARTICLE XII – LEAVE SHARING

Section 1 • Leave Sharing:

The purpose of the program is to permit City employees to provide vacation time to a fellow City employee who is suffering from an illness, injury, or other impairment, is out of sick leave, vacation time, floating holidays, and compensatory time, and who will imminently go on leave without pay or terminate City employment. It is understood and agreed as follows:

A. GENERAL:

1. An employee may receive the leave sharing benefit from another bargaining unit employee or from an employee not in the bargaining unit; conversely, an employee may donate to another employee within the bargaining unit or to an employee outside the bargaining unit.
2. All leave donated under the leave sharing arrangement shall be day for day. A day shall be considered eight (8) hours. No differentiation will be made between the salary level of the donor and the recipient.
3. There shall be no retroactive applications of donated leave.
4. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave.
5. Donations to the leave-sharing program shall be confidential.

B. ELIGIBILITY TO RECEIVE LEAVE:

1. An employee may receive leave if the employee suffers from a severe or extraordinary illness, non-job-related injury, or impairment which has caused, or is likely to cause, the employee to go on leave without pay or which may cause the employee to be terminated from City employment.
2. Requests to receive the leave sharing benefit shall be submitted to a committee comprised of one (1) person from the City Administrator's office, one (1) person from the department from which the request originated and one (1) person from Local 270-M. The decision of the committee shall be final; however, if the decision of the committee is to deny the request, the originator has the right to petition the committee for reconsideration. The decision of the committee shall not be subject to the grievance procedure.
3. An employee receiving a leave sharing benefit must have exhausted his or her sick leave, vacation time, compensatory time, and floating holidays.
4. An employee receiving a leave sharing benefit must have abided by the City's policies respecting sick leave.
5. Initial grants of shared leave shall be for a period of sixty (60) working days or less unless there is clear and compelling information from a physician to the effect that the disability will last longer than sixty (60) working days. In that event, the Committee may approve the request for up to the period of disability stated by the physician. Should an employee require more shared leave than the initial grant by the Committee, that employee may petition for additional shared leave, but in no event more than a total of one hundred twenty (120) days of such leave.

6. An employee receiving the leave sharing benefit shall receive no more than a total of one hundred twenty (120) days of such leave during the course of his or her employment with the City of Medical Lake.
7. The employee's position must be one in which vacation and sick leave can be accrued and used.
8. The employee must be eligible to use vacation time and sick leave.
9. The employee must not be receiving time-loss payments as a result of an on-the-job injury.

C. LEAVE TRANSFERENCE PROCESS:

1. An employee wishing to receive shared leave shall submit a written request to the City Administrator and attach a statement from his/her physician verifying the severe or extraordinary nature and expected duration of the condition. A union representative may submit the request on behalf of the employee.
2. The City Administrator will, upon approving the request, notify the employee's Department Head and request the Department Head to communicate the employee's eligibility for leave sharing to other employees in that department.
3. Employees wishing to donate leave shall send the Donation of Vacation Time form to the City Administrator for processing.

D. DONATING LEAVE:

1. All donations shall be in full days. An employee may donate a maximum of ten (10) days of vacation time in any calendar year.
2. Donations of vacation time may not bring the donor's vacation time balance below ten (10) days.
3. All donations shall be strictly voluntary and shall be done on the Donation of Vacation Time form, a copy of which is attached. The donor shall designate the recipient.
4. Once leave has been donated, it becomes the recipient's leave (subject to the limitation stated in Section E(4) below) and shall be entered as sick leave in the recipient's account.

E. LEAVE-SHARING BANK:

1. A leave-sharing bank is hereby created. All employees of the City who have vacation time they are on the verge of forfeiting may donate their surplus leave to the bank in units of a day. All donations shall be made by completing the Donation of Vacation Time form.
2. The total of any one employee's donations to the bank may not exceed ten (10) days in any calendar year. Donating to the bank shall not affect an employee's right to donate up to ten (10) days to an individual(s).

3. Only employees who have been approved to receive shared leave and who have exhausted their recipient-specific leave may, with the approval of the Ad-Hoc Committee that approved their leave-sharing request and the City Administrator, draw leave from the leave sharing bank. The amount of leave so drawn from the bank shall be the lesser of: (a) the amount needed to cover the balance of their illness; (b) the amount needed to make up their lifetime maximum of one hundred twenty (120) days; (c) half the number of days in the leave sharing bank; or (d) thirty (30) days.
4. Employees who have been approved to receive shared leave and receive more recipient-specific leave than they need may keep up to ten (10) days of the excess. Donated leave above ten (10) excess days shall be transferred to the leave-sharing bank. Employees may not keep any part of the excess leave that would put them over their one hundred twenty (120) day lifetime maximum.

ARTICLE XIII – HOLIDAYS

Section 1 • Holidays:

A. The following shall be recognized as paid holidays for permanent employees:

New Year's Day	January 1
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	Floating Holiday
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Day	December 25
Two (2) Personal Holidays	According to the provisions in Section 1(B)

Any day that is designated as a one (1) time legal holiday by the State legislature or by a State or City official who has been granted legal authority to declare such a holiday.

1. Sundays shall be considered a day of rest and religious worship, and shall not be considered holidays.
2. When any of the above named holidays occur on a normal business day (Monday through Friday), the employees of the City, with the exception of continuous operation and essential personnel, shall be granted time off duty.

B. Personal Holidays:

1. Personal holidays may not be carried over into the next year without prior approval.
2. Unused personal holidays will not be paid off at termination.
3. The personal holiday shall be taken at a time mutually agreeable by the employee and the supervisor.
4. Employees who work four (4) ten (10) hour shifts may use personal holiday time ten (10) hours at a time.

C. **Weekend Holidays:** When any day observed as a holiday by the City falls on a Sunday, the following Monday will be observed as a regular holiday or if any day observed as a holiday by the City falls on a Saturday, the preceding Friday will be observed as a regular holiday. The employees of the City, with the exception of essential personnel, shall be granted time off duty.

1. The above policy is applicable for employees on five (5) day, Monday through Friday Schedule.
2. For the employees on a schedule other than a Monday through Friday work week, the following will apply:
 - a. When a holiday observed by the City falls on an employee's first day of rest, the preceding day shall be recognized as their holiday.
 - b. When a holiday observed by the City falls on an employee's second day of rest, the following day shall be recognized as their holiday.
 - c. If the employee is required to work on a holiday as outlined in (a) and (b) due to essential operations, the employee will be compensated for that day as outlined in the following section, Section 2, Holiday Pay.

Section 2 • Holiday Pay:

All probationary/permanent bargaining unit employees will receive hour for hour holiday pay for each fixed holiday. In order to qualify for holiday pay, the employee must be in a paid status the normally scheduled shift of work immediately following the holiday.

Section 3 • Holiday Overtime Pay:

All probationary/permanent bargaining unit employees will be compensated at one and one-half (1-1/2) times their hourly rate, in addition to holiday pay, for all hours worked on days that are recognized by the City as holidays.

Section 4 • Continuous Operations:

Employees engaged in continuous operations, as jointly determined by the City and Local 270-M, shall observe holidays on the traditional days. The affected holidays are New Year's Day, Independence Day, Veteran's Day and Christmas Day.

Section 5 • Other Than a Five (5) Eight (8) Hour Work Schedule:

Employees who work other than a five (5) eight (8) hour work schedule shall be granted up to ten (10) hours holiday pay for the ten (10) fixed holidays.

ARTICLE XIV – NO STRIKE/NO LOCKOUT

Section 1 • Strikes:

No employee shall strike or engage in any concerted strike, sympathy strike, shutdown or any other concerted stoppage of work, or intentional interruption or disruption of the operations of the City of any kind during the life of the Agreement. Any employee(s) who through their own actions violates the above may be subject to discipline up to and including discharge.

In addition, the Union shall not instigate, promote, cause, engage in or authorize its members to strike or engage in any concerted strike, sympathy strike, shutdown or any other concerted stoppage of work, or intentional interruption or disruption of the operations of the City of any kind during the term of this Agreement.

Section 2 • Lockouts:

There shall be no lockout of the employees by the City during the term of this Agreement.

ARTICLE XV – SAVINGS CLAUSE

In the event that any provision of this Agreement shall, at any time, be made invalid by applicable legislation, or be declared invalid by any court of competent jurisdiction, such action shall not invalidate the entire Agreement. It is the intention of the parties thereto that all other provisions not made invalid shall remain in full force and effect.

Upon issuance of such a decision, the parties agree to immediately commence negotiations for a substitute for the invalidated Article, Section, or portion thereof.

SIGNATURE PAGE

Signed and dated this _____ day of _____, 2022.

FOR THE CITY OF MEDICAL LAKE

FOR LOCAL 270-M

Terri Cooper, Mayor, City of Medical Lake

President, Local 270-M

Sonny Weathers, City Administrator

Council 2 Staff Representative

Attest:

Koss Rineholt, Finance Director/City Clerk

Sean P. Boutz, City Attorney

APPENDIX A

CITY OF MEDICAL LAKE – 2023 HOURLY STEPS/RANGES FOR CITY EMPLOYEES – GENERAL UNIT

Step /Ranges Notes as included:

- The City proposes and agrees to add steps 6 – 10 with 3.5% percentages between steps to include steps 1 – 10.
- The City agrees with the flat dollar longevity dollar amount.
- The City proposes a 7.5% increase effective January 1, 2023, then to receive 7.5% increase January 2, 2024 with no COLA adjustment consideration until October 2024 for the 2025 budget cycle. The City will entertain a wage opener October 2024 for the 2025 budget cycle.

Appendix A

City of Medical Lake - 2023 Hourly Steps/Ranges
For City Union Employees - General Unit

Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	10	\$ 16.94	\$ 17.53	\$ 18.15	\$ 18.78	\$ 19.44	\$ 20.12	\$ 20.83	\$ 21.55	\$ 22.31	\$ 23.09
	11	\$ 17.35	\$ 17.96	\$ 18.59	\$ 19.24	\$ 19.91	\$ 20.61	\$ 21.33	\$ 22.07	\$ 22.85	\$ 23.65
Summer Park Laborer	12	\$ 17.77	\$ 18.39	\$ 19.04	\$ 19.70	\$ 20.39	\$ 21.10	\$ 21.84	\$ 22.61	\$ 23.40	\$ 24.22
	13	\$ 18.21	\$ 18.85	\$ 19.51	\$ 20.19	\$ 20.90	\$ 21.63	\$ 22.39	\$ 23.17	\$ 23.98	\$ 24.82
	14	\$ 18.67	\$ 19.33	\$ 20.00	\$ 20.70	\$ 21.43	\$ 22.18	\$ 22.95	\$ 23.76	\$ 24.59	\$ 25.45
Utility Billing Clerk	15	\$ 19.15	\$ 19.82	\$ 20.51	\$ 21.23	\$ 21.97	\$ 22.74	\$ 23.54	\$ 24.36	\$ 25.21	\$ 26.09
Clerk Cashier	16	\$ 19.63	\$ 20.32	\$ 21.03	\$ 21.76	\$ 22.53	\$ 23.31	\$ 24.13	\$ 24.97	\$ 25.85	\$ 26.75
Rec Coordinator	17	\$ 20.12	\$ 20.83	\$ 21.56	\$ 22.31	\$ 23.09	\$ 23.90	\$ 24.74	\$ 25.60	\$ 26.50	\$ 27.43
Code Enforcement Officer	18	\$ 20.63	\$ 21.35	\$ 22.10	\$ 22.87	\$ 23.67	\$ 24.50	\$ 25.36	\$ 26.25	\$ 27.16	\$ 28.12
Maint Person - Entry Administrative Clerk	19	\$ 21.24	\$ 21.99	\$ 22.75	\$ 23.55	\$ 24.38	\$ 25.23	\$ 26.11	\$ 27.03	\$ 27.97	\$ 28.95
	20	\$ 21.69	\$ 22.45	\$ 23.24	\$ 24.05	\$ 24.89	\$ 25.77	\$ 26.67	\$ 27.60	\$ 28.57	\$ 29.57
Maint Person - Journey	21	\$ 22.21	\$ 22.99	\$ 23.79	\$ 24.62	\$ 25.49	\$ 26.38	\$ 27.30	\$ 28.26	\$ 29.25	\$ 30.27
WWTP Operator I WWTP Lab Tech	22	\$ 22.78	\$ 23.58	\$ 24.40	\$ 25.26	\$ 26.14	\$ 27.05	\$ 28.00	\$ 28.98	\$ 30.00	\$ 31.05
WWTP Operator II	23	\$ 23.33	\$ 24.14	\$ 24.99	\$ 25.86	\$ 26.77	\$ 27.71	\$ 28.68	\$ 29.68	\$ 30.72	\$ 31.79
	24	\$ 23.90	\$ 24.73	\$ 25.60	\$ 26.50	\$ 27.42	\$ 28.38	\$ 29.38	\$ 30.40	\$ 31.47	\$ 32.57
	25	\$ 24.52	\$ 25.38	\$ 26.27	\$ 27.19	\$ 28.14	\$ 29.12	\$ 30.14	\$ 31.20	\$ 32.29	\$ 33.42
Maint Person - Lead	26	\$ 25.11	\$ 25.99	\$ 26.90	\$ 27.84	\$ 28.82	\$ 29.83	\$ 30.87	\$ 31.95	\$ 33.07	\$ 34.23
Building Inspector	27	\$ 25.72	\$ 26.63	\$ 27.56	\$ 28.52	\$ 29.52	\$ 30.55	\$ 31.62	\$ 32.73	\$ 33.87	\$ 35.06
	28	\$ 26.35	\$ 27.27	\$ 28.22	\$ 29.21	\$ 30.24	\$ 31.29	\$ 32.39	\$ 33.52	\$ 34.70	\$ 35.91
WWTP Plant Operator	29	\$ 27.00	\$ 27.95	\$ 28.93	\$ 29.94	\$ 30.99	\$ 32.07	\$ 33.19	\$ 34.36	\$ 35.56	\$ 36.80
	30	\$ 27.68	\$ 28.65	\$ 29.65	\$ 30.69	\$ 31.76	\$ 32.88	\$ 34.03	\$ 35.22	\$ 36.45	\$ 37.73
	31	\$ 28.37	\$ 29.36	\$ 30.39	\$ 31.45	\$ 32.55	\$ 33.69	\$ 34.87	\$ 36.09	\$ 37.36	\$ 38.66

7.5% increase from 2022. Additional steps added to scale, 6-10. Each step is 3.5%.
Longevity Pay begins after 5 years of employment at \$50 per month and increases by \$50 per month for every five years thereafter

Appendix A

City of Medical Lake - 2024 Hourly Steps/Ranges
For City Union Employees - General Unit

Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	10	\$ 18.21	\$ 18.85	\$ 19.51	\$ 20.19	\$ 20.90	\$ 21.63	\$ 22.39	\$ 23.17	\$ 23.98	\$ 24.82
	11	\$ 18.65	\$ 19.30	\$ 19.98	\$ 20.68	\$ 21.40	\$ 22.15	\$ 22.93	\$ 23.73	\$ 24.56	\$ 25.42
Summer Park Laborer	12	\$ 19.10	\$ 19.77	\$ 20.46	\$ 21.18	\$ 21.92	\$ 22.69	\$ 23.48	\$ 24.30	\$ 25.15	\$ 26.03
	13	\$ 19.58	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 24.06	\$ 24.91	\$ 25.78	\$ 26.68
	14	\$ 20.07	\$ 20.78	\$ 21.50	\$ 22.26	\$ 23.03	\$ 23.84	\$ 24.68	\$ 25.54	\$ 26.43	\$ 27.36
Utility Billing Clerk Clerk Cashier	15	\$ 20.58	\$ 21.30	\$ 22.05	\$ 22.82	\$ 23.62	\$ 24.44	\$ 25.30	\$ 26.19	\$ 27.10	\$ 28.05
	16	\$ 21.10	\$ 21.84	\$ 22.60	\$ 23.40	\$ 24.21	\$ 25.06	\$ 25.94	\$ 26.85	\$ 27.79	\$ 28.76
Rec Coordinator	17	\$ 21.63	\$ 22.39	\$ 23.17	\$ 23.99	\$ 24.82	\$ 25.69	\$ 26.59	\$ 27.52	\$ 28.49	\$ 29.48
Code Enforcement Officer	18	\$ 22.18	\$ 22.95	\$ 23.76	\$ 24.59	\$ 25.45	\$ 26.34	\$ 27.26	\$ 28.21	\$ 29.20	\$ 30.22
Maint Person - Entry Administrative Clerk	19	\$ 22.84	\$ 23.63	\$ 24.46	\$ 25.32	\$ 26.20	\$ 27.12	\$ 28.07	\$ 29.05	\$ 30.07	\$ 31.12
	20	\$ 23.32	\$ 24.14	\$ 24.98	\$ 25.86	\$ 26.76	\$ 27.70	\$ 28.67	\$ 29.67	\$ 30.71	\$ 31.78
Maint Person - Journey WWTP Operator I WWTP Lab Tech	21	\$ 23.88	\$ 24.71	\$ 25.58	\$ 26.47	\$ 27.40	\$ 28.36	\$ 29.35	\$ 30.38	\$ 31.44	\$ 32.54
WWTP Operator II	22	\$ 24.49	\$ 25.34	\$ 26.23	\$ 27.15	\$ 28.10	\$ 29.08	\$ 30.10	\$ 31.16	\$ 32.25	\$ 33.37
	23	\$ 25.08	\$ 25.95	\$ 26.86	\$ 27.80	\$ 28.78	\$ 29.78	\$ 30.83	\$ 31.91	\$ 33.02	\$ 34.18
	24	\$ 25.69	\$ 26.59	\$ 27.52	\$ 28.48	\$ 29.48	\$ 30.51	\$ 31.58	\$ 32.68	\$ 33.83	\$ 35.01
	25	\$ 26.36	\$ 27.28	\$ 28.24	\$ 29.23	\$ 30.25	\$ 31.31	\$ 32.40	\$ 33.54	\$ 34.71	\$ 35.93
Maint Person - Lead Building Inspector	26	\$ 27.00	\$ 27.94	\$ 28.92	\$ 29.93	\$ 30.98	\$ 32.06	\$ 33.18	\$ 34.35	\$ 35.55	\$ 36.79
	27	\$ 27.65	\$ 28.62	\$ 29.62	\$ 30.66	\$ 31.73	\$ 32.84	\$ 33.99	\$ 35.18	\$ 36.42	\$ 37.69
	28	\$ 28.32	\$ 29.32	\$ 30.34	\$ 31.40	\$ 32.50	\$ 33.64	\$ 34.82	\$ 36.04	\$ 37.30	\$ 38.60
WWTP Plant Operator	29	\$ 29.03	\$ 30.05	\$ 31.10	\$ 32.19	\$ 33.31	\$ 34.48	\$ 35.68	\$ 36.93	\$ 38.23	\$ 39.56
	30	\$ 29.76	\$ 30.80	\$ 31.88	\$ 32.99	\$ 34.15	\$ 35.34	\$ 36.58	\$ 37.86	\$ 39.18	\$ 40.56
	31	\$ 30.50	\$ 31.56	\$ 32.67	\$ 33.81	\$ 35.00	\$ 36.22	\$ 37.49	\$ 38.80	\$ 40.16	\$ 41.56

7.5% increase from 2023. Each step is 3.5%.

Longevity Pay begins after 5 years of employment at \$50 per month and increases by \$50 per month for every five years thereafter

Appendix A
 City of Medical Lake - 2025 Hourly Steps/Ranges
 For City Union Employees - General Unit

Wage opener and salary survey will occur in 2024 to set hourly steps/ranges for 2025.

Position	Range
	10
	11
Summer Park Laborer	12
	13
	14
Utility Billing Clerk	15
Clerk Cashier	16
	17
Rec Coordinator	18
Code Enforcement Officer	19
Maint Person - Entry	20
Administrative Clerk	21
Maint Person - Journey	22
WWTP Operator I	23
WWTP Lab Tech	24
WWTP Operator II	25
	26
Maint Person - Lead	27
Building Inspector	28
	29
WWTP Plant Operator	30
	31

Longevity Pay begins after 5 years of employment at \$50 per month and increases by \$50 per month for every five years thereafter

Appendix B

1. Effective January 1, 2023, the salary ranges shall be adjusted by seven and one-half percent (7.5%).
2. Effective January 1, 2024, the salary ranges shall be adjusted by seven and one-half percent (7.5%).
3. Effective January 1, 2025, the salary ranges shall be pursuant to wage opener and salary survey conducted in 2024.

Appendix C

William Ahlf
Steven Blymyer
Steve Cooper
Taylor Dormaier
John Dressler
Scott Duncan
Marilyn Eaker
Ivanna Lomas
Larry Lynch
Bryan Musser
Darrell Pasher
Daniel Reis
Anthony Ricci
Elisa Rodriguez
Koss Ronholt
Bruce Tyson
David Weisbeck
Roxanne Wright

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 22-557**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE ESTABLISHING
THE ADMINISTRATIVE CLERK POSITION AND ASSOCIATED JOB
DESCRIPTION.**

WHEREAS, City staff recommends the establishment of a new, union position to better classify the roles performed in the Administrative Services Department; and

WHEREAS, City staff recommends that the Administrative Clerk position be set at pay range 19 based on required skills and duties; and

WHEREAS, the Mayor and City Council find that the attached job description serves the best interest of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

Section 1. Administrative Clerk Job Description. The City Council hereby establishes the position of Administrative Clerk and adopts the attached job description for the position. The City Council finds the job description will assist the City in employing an individual on the basis of ability, education and training or experience to perform the duties of this position. The Mayor and Council reserve the right to waive any job qualification to serve the interests of the City.

Section 2. Employee. Employee shall exercise his/her best efforts and due diligence in order to perform the duties of the position or employment, which are set forth in the job description and/or by union contract.

Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this _____ day of December _____, 2022.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Finance Director, Koss Ronholt

City Attorney, Sean P. Boutz

City of Medical Lake



Job Description

Job Title: Administrative Clerk **Department:** Administrative Services

Reports To: (See Specialized Roles) **Effective Date:** 1/1/2023

Compensation: \$21.24 to \$28.95 per hour

Major Function and Purpose

This is a full-time, union position, appointed by the Mayor. Assists the Department Heads, City Administrator, and Mayor in a variety of clerical and administrative duties necessary for administration of governmental and proprietary services.

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Administrative Clerks will be assigned a specialized role based on the City's needs and skills possessed by the employee. They will also be provided specialized training to provide back-up for other administrative clerk roles as needed. Employees occupying the position will be required to follow and perform any other job-related instructions and/or duties requested by a supervisor.

Administrative Clerk, Specialized Roles:

1. **Utility Billing** - Coordinates and administers functions related to utility billing for water, sewer and garbage services. Facilitates mailing of monthly utility bills and delinquent account processes. Provides clerical support for Public Works and facilitates work orders for meter read and maintenance activities. Assists with garbage related inquiries and corresponds with garbage service contractors. Receipts in payments and provides customer service to customers through the counter, phones and email.
2. **Finance** - Administers functions related to accounts payable, accounts receivable, and assists Finance Director with other accounting and financial functions. Processes invoices and purchase orders from vendors and generates invoices for receivables. Coordinates purchases with other departments.
3. **Executive** - Assists the Mayor, City Administrator and City Clerk in City Council related functions. Records minutes and prepares agendas for council meetings. Coordinates with legal team for review of agenda items

and meeting attendance. Assists City Clerk with fulfillment of public records requests.

4. **Recreation** – Assists the Parks & Recreation Director in functions related to recreation programs and assists the Finance Director in City Hall administrative functions. Facilitates recreational activities and coordinates facility reservations. Supports all other administrative clerks in their duties as needed.

5. **Public Works** – Assists the Public Works Director, Wastewater Treatment Plant Director, Finance Director and City Administrator in administrative functions related to Public Works, City Hall, and the Wastewater Treatment Plant. Provides clerical support to all departments, completing tasks that involve data entry, maintaining records, and assisting in reporting requirements. Facilitates communication and distribution of information between departments.

Knowledge, Skills and Abilities

1. Knowledge of exacting office procedures, filing, typing, business English, business math and public relations skills normally acquired through the completion of high school and has prior administrative support experience.
3. A high degree of organizational ability, flexibility and public service ability is required.
4. Proficiency in the use of general office equipment and intermediate computer experience.
5. Must have highly effective and positive communication skills, including the ability to transmit clear messages to the public and user departments.
6. Ability to use independent judgment and initiative in managing the priorities and responsibilities of the position and tasks assigned by others.
7. General understanding of government and proprietary utility services.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work desk and area is located in City Hall. The noise level in the work environment is usually quiet to moderate, with occasional interruptions of normal office machine and public counter noise.

Contacts and Relationships

In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Tools and Equipment Used

Desktop computer, including word processing, spreadsheet and data base; 10-key calculator; recording system; motor vehicle; phone; fax and copy machine. Primary software for utilities, cashing and financial functions is Tyler Technologies, Incode 10

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to sit; stoop, kneel; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and the ability to focus.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1106**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, AMENDING
ORDINANCE 1103 LEVYING THE REGULAR PROPERTY TAXES FOR THE CITY
OF MEDICAL LAKE, WASHINGTON IN SPOKANE COUNTY FOR THE YEAR
COMMENCING JANUARY 1, 2023 TO PROVIDE REVENUE FOR THE PROVISION
OF CITY SERVICES AS SET FORTH IN THE CITY BUDGET.**

WHEREAS, State law authorizes the City of Medical Lake to levy regular property taxes upon the taxable property within the corporate limits in order to provide revenue for the 2023 current expense budget of the City;

WHEREAS, the City of Medical Lake passed Ordinance 1103 on November 15, 2022; and

WHEREAS, the City of Medical Lake's actual levy from the previous year was mistakenly omitted and is necessary for identification purposes for the Washington State Department of Revenue.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, do ordain as follows:

Section 1. Amendment. The following shall be included in the Recitals as the new fourth paragraph and made a part of Ordinance 1103:

WHEREAS, the City of Medical Lake's actual levy from the previous year was \$580,877.34.

Section 2. Effective Date. This Ordinance shall be in full force and effective (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

Section 3. Notice to Spokane County. Pursuant to RCW 84.52.020, the Finance Director/City Clerk shall certify to the County Legislative Authority a true and correct copy of this Ordinance.

PASSED by the City Council this _____ day of December 2022.

Mayor, Terri Cooper

ATTEST:

Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1104**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, PROVIDING
FOR THE VACATION OF A PORTION OF THIRD STREET ADJACENT TO
BLOCKS 10 AND 15 OF BROWN'S ADDITION TO MEDICAL LAKE AND THAT
PORTION OF SAN SALVADOR STREET LYING SOUTH OF ESPANOLA ROAD
AND NORTH OF BLOCK 15 OF BROWN'S ADDITION TO MEDICAL LAKE
EXTENDED WESTERLY TO THE WEST LINE OF SAID PLAT; SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, on September 20, 2022, a petition for vacation was filed requesting the vacation of a portion of Third Street adjacent to Block 10 and Block 15 of Brown's Addition to Medical Lake and that portion of San Salvador Street lying South of Espanola Road right-of-way and North of Block 15 of Brown's Addition to Medical Lake extended westerly to the West line of said plat, as depicted in Exhibit A of this Ordinance, and totaling approximately _____ square feet; and

WHEREAS, the petition for vacation was filed by The Edwin J. and Elaine B. Zemler Family Trust, the owner of 100% of the property adjacent to this section of right-of-way and fully contained within a recorded plat; and

WHEREAS, the property to be vacated abuts up to and is contained within the boundary of the City of Medical Lake, and

WHEREAS, on October 18, 2022, the City Council set a public hearing for November 15, 2022 by Resolution No. 22-549; and

WHEREAS, the public hearing scheduled for November 15, 2022 was duly noticed in accordance with RCW §35.79; and

WHEREAS, on November 15, 2022, the City Council held a public hearing; and

WHEREAS, pursuant to RCW §35.79 and §58.17.212, upon vacation of the right-of-way, the City of Medical Lake shall transfer the vacated property to abutting property owner, and the zoning designation of the property shall attach to the vacated property, and all direct and indirect costs of title transfer to the vacated street shall be paid for by the recipient of the transferred property;

WHEREAS, the City Council desires to vacate the above street pursuant to RCW §35.79 and §58.17.212, provided that certain conditions between the City and the petitioner are fully satisfied prior to the transfer of the title by the City; and

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, do ordain as follows:

Section 1. Findings of Fact. The City Council makes the following findings of fact:

- A. The City Planner has reviewed the right-of-way to be vacated and determined that the property adjacent to the vacated property is otherwise served by public or private access;
- B. A public hearing on the proposed vacation has been held in accordance with State Law with the record of such hearing and proceedings lodged with the City Clerk;
- C. A written protest has not been filed with the City Clerk by at least fifty percent (50%)

of the abutting property owners;

D. No other objections or public comment have been received;

E. The land served by the portion of Third Street adjacent to Blocks 10 and 15 of Brown's Addition to Medical Lake and that portion of San Salvador Street lying South of Espanola Road and North of Block 15 of Brown's Addition to Medical Lake extending westerly to West line of said plat that has been petitioned to be vacated is wholly owned by The Edwin J. and Elaine B. Zemler Family Trust, the petitioner, and Timothy and Heidi Seeley, and which Mr. and Mrs. Seeley have provided written support and approval to the City for the vacation ; and

F. Vacation of these streets serves the public interest.

Section 2. Property to be Vacated. Based upon the above findings and in accordance with this Ordinance, the City Council does hereby vacate the streets which are incorporated herein by reference, and legally described in Exhibit A of this Ordinance.

Section 3. Zoning. The Zoning designation for the vacated property shall be the designation attached to the adjoining properties as set forth within the respective property or lot lines. The City Planner is authorized to make this notation on the official zoning map of the City.

Section 4. Easement. The City of Medical Lake reserves an Easement over the full width of the area vacated for the construction, repair, and maintenance of all existing and future public and private utilities and appurtenances, for itself and its franchisees, successors and assigns. No building or structure which affects or hinders the construction, repair, and maintenance of an existing and future utility may be erected on the area to be vacated without the written permission of the City or the Easement holder.

Section 5. Closing. Following satisfaction of the above conditions, the City Clerk shall record a certified copy of this Ordinance in the office of the County Auditor, and the Mayor and/or City Administrator is authorized to execute and finalize all necessary documents in order to complete the transfer of the property identified herein.

Section 6. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 7. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this ____ day of December 2022.

Mayor, Terri Cooper

ATTEST:

Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:



City of Medical Lake
124 S. Lefevre St.
P.O. Box 369
Medical Lake, WA 99022-0369

City Hall: (509) 565-5000 Fax: (509) 565-5008

Parks & Recreation: (509) 565-5007

Police: (Crime Check) (509) 456-2233

**NOTICE OF PUBLIC HEARING CANCELLATION
DURING THE MEDICAL LAKE CITY COUNCIL MEETING OF DECEMBER 6, 2022**

NOTICE IS HEREBY GIVEN TO ALL INTERESTED PARTIES THAT:

The Public Hearing on the **Critical Areas Ordinance** that was scheduled for December 6, 2022, during the regularly scheduled City Council meeting at 6:30 pm, is hereby **CANCELLED**.

Roxanne Wright
Executive Assistant
(509) 565-5014

Mayor
Terri Cooper

Administrator
Scott Duncan

Finance Director
Koss Ronholt

Public Works Director
Scott Duncan

Police
County Sheriff

Fire & EMS
SCFD3