



**CITY COUNCIL MEETING AND PUBLIC HEARING
TUESDAY, DECEMBER 5, 2023
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 5, 2023) - *SEE NOTE*
- Join the Zoom Meeting –

<https://us06web.zoom.us/j/88997297203?pwd=novB19cqdN2tonBJ2bEpiB6XKpioEv.1>

Meeting ID: 889 9729 7203

Passcode: 600880

One tap mobile

+12532158782,,88997297203#,,,,*600880# US (Tacoma)

+12532050468,,88997297203#,,,,*600880# US

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

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to sweathers@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**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
 - A. Council Comments
 - B. Mayor
 - C. City Administrator & City Staff
- 6. WORKSHOP DISCUSSION**
 - A. City Council Policy and Procedure Manual Update
- 7. ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **November 21, 2023**, minutes.
 - ii. Approve **December 5, 2023**, Claim Warrants **50772** through **50806** in the amount of **\$42,716.97**.
 - B. Re-Imagine Medical Lake Winter Festival Fireworks Display Permit
- 8. PUBLIC HEARING – 2024 Final Budget**
- 9. RESOLUTIONS**
 - A. 23-639 SLCGP Cyber Security Grant
 - B. 23-640 Mower Replacement
 - C. 23-643 Karate Instructor Agreement
 - D. 23-644 OPD Grant Agreement
- 10. ORDINANCES**
 - A. First Read 1120 Final Budget
- 11. EXECUTIVE SESSION – None scheduled.**
- 12. EMERGENCY ORDINANCES – No items listed.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearing

6:30 PM
November 21, 2023

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

Chad Pritchard
Keli Shaffer
Art Kulibert (via Zoom)
Bob Maxwell
Ted Olson
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Koss Ronholt, Finance Director
Glen Horton, Parks & Recreation Director
Steve Cooper, WWTP Director
Scott Duncan, Public Works Director
Sean King, City Attorney
Roxanne Wright, Administrative Assistant

REGULAR SESSION – 6:30 PM

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

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Kennedy was excused at the last meeting. Councilmember Kulibert was scheduled to be present via Zoom, however, at the time the meeting began, he was not yet present. Motion to approve councilmember Kulibert’s absence made by councilmember Harbolt, seconded by councilmember Maxwell, carried 5-0.
 - ii. Councilmember Kulibert signed onto the meeting at 6:32 pm.

2. AGENDA APPROVAL

- A. Add Action Item 7b Holiday early closure of City Hall. Motion to add item to agenda made by councilmember Maxwell, seconded by councilmember Shaffer, carried 5-0 (councilmember Kulibert not yet able to vote via Zoom).
- B. Add under section 11, Executive Session per RCW 42.30.110(1)(g), matter of public employee performance. Motion to add session made by councilmember Pritchard, seconded by councilmember Maxwell, carried 6-0.
- C. Motion to approve agenda as amended made by councilmember Olson, seconded by councilmember Shaffer, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Mayor Cooper acknowledged the receipt of a public comment from a resident of Medical Lake. See attachment A.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None listed.

5. REPORTS

A. Public Safety

- i. FD3 Chief Rohrbach via Zoom – there were technical difficulties for Chief Rohrbach and he was unable to present a report at this time. No sheriff present. Mr. Weathers shared monthly crime statistics for October. Crimes against people down in most categories, property crimes saw a slight increase.
 1. Chief Rohrbach was able to provide a short report at this time. They are seeing property owners doing a lot of debris burning. Structure fires can be more of a problem with cooler weather and vehicle collisions increase. Call volume steady.

B. Council Comments

- i. Councilmember Pritchard – Attended Spokane Housing (HCDAC) stakeholders meeting. Working with HUD on Gray Fire assistance. Did a PFAS presentation at recent Planning Commission. Spoke on public comment regarding silt fence on the Martin Street property. Mr. Weathers also addressed.
- ii. Councilmember Shaffer – no report.
- iii. Councilmember Maxwell – Public Works Committee meeting, paperwork to state to get funding for equipment needed, backup generators, etc. Tree removal on the city lots happening next week. Crew getting snow equipment ready. Debris containers removed for the season. Public Works hired a new Maintenance employee, Justin Long.
- iv. Councilmember Olson – will defer Public Safety Committee comments to Mr. Weathers.
- v. Councilmember Harbolt – no report.
- vi. Councilmember Kulibert – Finance Committee reviewed and discussed the large dollar amount of the claim warrants to be paid.

C. Mayor

- i. City Clean-Up Day had fifteen pieces of large equipment working. Ground up 2000 cu yds of tree and brush debris. Have approximately 3000 cu yards left to do. No cost to homeowners. Spokane Clean Air will release funding to pay for grinding. RV winterization on Saturday, November 25, 2023, at no cost to fire victims. Winter Fest is Saturday, December 9, 2023. The next community meeting is Wednesday, December 6, 2023. The West Plains Chamber of Commerce held an auction and fund raiser at their recent gala. They will attend the next community meeting and present the check to Re*Imagine Medical Lake. The group handling unmet meets will also be present with gifts for fire victims.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – wished everyone a Happy Thanksgiving.
- ii. Q3 Budget Report – Koss Ronholt, Finance Director
 1. Gave update on administrative clerk changes. Also received updated fees from Sunshine Disposal and reported that his estimation was close. Gap is close and we aren't overcharging our customers.
 2. Gave presentation on Q3 Budget Report. See attachment B.

6. WORKSHOPS

A. Mower Replacement

- i. Glen Horton, Parks and Recreation Director, shared information regarding the current mower and need for replacement. Repairing/rebuilding the old one is around half of what a new one would cost with no guarantee for how long it would last. Discussed options for purchasing mower. Will move to next meeting as a resolution.

7. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **November 7, 2023**, minutes.
 - 1. Motion to approve made by councilmember Olson, seconded by councilmember Shaffer, carried 6-0.
 - ii. Approve **November 21, 2023**, Payroll Claim Warrants **50764** through **50771** and Payroll Payable Warrants **30050** through **30061** in the amount of **\$139,079.02** and Claim Warrants **50717** through **50763** in the amount of **\$830,388.97**.
 - 1. Finance Committee reviewed and councilmember Kulibert motioned to approve, seconded by councilmember Pritchard, carried 6-0.
- B. Added item – Early closure of City Hall on holidays (Thanksgiving Eve, Christmas Eve, New Year’s Eve). Staff would be allowed to go home and City Hall to close at noon on the day before Thanksgiving, Christmas, and New Year’s Day. Would start tomorrow, the day before Thanksgiving 2023. Motion to approve made by councilmember Harbolt, seconded by councilmember Olson, carried 6-0.

8. PUBLIC HEARING – 2024 Preliminary Budget

- A. Mayor Cooper opened the public hearing at 7:08 pm.
- B. Mr. Ronholt briefed the council on the preliminary budget.
- C. Discussion open for council. No questions from council members.
- D. Public comments
 - i. Tammy Roberson, resident of Medical Lake – questioned property tax levy. Spoke regarding Resolution 23-633, questioning procedures on public hearings for budget. See attachment C. Mr. Ronholt explained the public hearing process and addressed the property tax questions.
- E. Mayor Cooper closed the public hearing at 7:24 pm.

9. RESOLUTIONS

- A. 23-641 Capital Improvement Plan Adoption
 - i. Mr. Weathers reviewed. Mayor Cooper shared that many of the projects are being covered by grant money.
 - ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Maxwell, carried 6-0.
- B. 23-642 Van Purchase Approval
 - i. Mr. Horton reviewed. Discussion held.
 - ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Maxwell, carried 6-0.

10. ORDINANCES

- A. First Read 1113 Vacant Property
 - i. Legal counsel read onto the record.
 - ii. Mr. Weathers reviewed reasons for bringing this forth. Discussion held.
 - 1. Mayor Cooper commented that the ordinance needs to spell out what infractions are as well as the penalties. Would also like there to be a required registration date, 30 days from vacation of property.

2. Motion to send back for corrections and have a new first read at the next meeting made by councilmember Olson. Discussion held; Mr. Weathers clarified the desired changes to the ordinance. No second to the motion on the table. Motion failed.
3. Motion to approve first read with amendments made by councilmember Pritchard, seconded by councilmember Maxwell, carried 6-0.

B. Second Read 1118 Budget Amendments

- i. Legal counsel read onto the record.
- ii. Motion to approve made by councilmember Olson, seconded by councilmember Shaffer, carried 6-0.

11. EXECUTIVE SESSION

- A. Mayor Cooper announced that the council will move into an executive session to discuss a matter of public employee performance per RCW 42.30.110(1)(g). Ten minutes allotted.
 - i. Audience escorted out of council chambers, Zoom attendees placed in breakout room, and recording paused.
- B. Executive session concluded at 8:17 pm. Audience members brought back into council chambers and Zoom attendees placed back in main session.

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Lahnie Henderson, resident of Medical Lake – spoke on vacant property ordinance.
- B. Lance Speirs, resident of Medical Lake – spoke on vacant property ordinance tracking.

15. CONCLUSION

- A. Motion to conclude meeting at 8:27 pm made by councilmember Pritchard, seconded by councilmember Shaffer, carried 6-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Subject: Required Best Management Practices (Silt Fence) NOT in compliance - Owner has violated the City's request at least twice with no consequences since 1 Sep 2023

From: "Tammy Roberson" <tmroberson61@gmail.com>

Sent: 11/19/2023 15:38:52

To: "Elisa Rodriguez" <ERodriguez@medical-lake.org>; "Sonny Weathers" <SWeathers@medical-lake.org>; dyuhas@medical-lake.org;

CC: "Roxanne Wright" <rwright@medical-lake.org>; "Don Kennedy" <dkennedy@medical-lake.org>; "tolson@medical-lake.org" <tolson@medical-lake.org>; "bmaxwell@medical-lake.org" <bmaxwell@medical-lake.org>; "tharbolt@medical-lake.org" <tharbolt@medical-lake.org>; "akulibert@medical-lake.org" <akulibert@medical-lake.org>; "kshaffer@medical-lake.org" <kshaffer@medical-lake.org>; "Chad Pritchard" <cpritchard@medical-lake.org>; "Mayor Terri Cooper" <tcooper@medical-lake.org>; "Judy Mayulianos" <jmayulianos@medical-lake.org>; "Marye Jorgenson" <mjorgenson@medical-lake.org>; "Andie Mark" <amark@medical-lake.org>; "Carl Munson" <cmunson@medical-lake.org>; "Mark Hudson" <mhudson@medical-lake.org>;

Attachments: 31 Aug 2023 Martin Street Site.pdf; 1 Sep 2023 Silt Fence Installation.pdf; long toe salamander Brooks N Martin Wetland.pdf

Good morning.

Hope everyone had a nice weekend.

According to the official records I received from doing a public records request, the City Planner had notified Mr. Mangis (with info copy to Mr. Vince Barthels) on 31 Aug 2023 that one tree had been completely limbed and there was no silt fence in place (see attached email same date) which was in violation of the Critical Area Decision LU 2023-005 (Condition A on page 7). The City Planner had stated that there should be no further activity at the site until the silt fence is in place.

The City Planner then informed these same individuals again (email dated 1 Sep 2023) that although, the silt fence had been installed, it was installed incorrectly. She had stated, "The purpose of a silt fence is to retain soil on disturbed land. This will not happen unless the fabric is set below the surface of the ground. Currently, the fabric is dangling in the air. I have attached a diagram from the department of Ecology showing how to properly install a silt fence. **Please address this issue before any additional activity happens at the site.**"

The owner had gone ahead anyways and took down the rest of the Ponderosa Pines (after 1 Sep 2023) even though he was told by the City to fix these violations first. As of today (19 Nov

2023), the violations still exist, bare soil is now exposed and there have been no inspections done after all the rain received on 4 Nov or on 11 Nov).

It is interesting to note that both times when notified by the City Planner via email, these parties did not respond back in like (via email) since these replies were not received during my public records request... I would have thought the City should have requested their responses to be in writing since that is how both parties received it and this would have helped the City to become more "transparent" and it would also be part of the official public records...

Therefore, the City Planner had informed the owner at least twice he was in violation of the City Code. **Why doesn't the City take action under the following provision of the newly adopted CAO?** --The reasoning is if the required silt fence is not properly installed his work on the site is unauthorized.

17.10.120 - Unauthorized Alterations and Enforcement. A. Enforcement. When a critical area or its buffer has been altered in violation of this Chapter, all ongoing development work shall stop and the critical area shall be restored. The city shall have the authority to issue a "stop-work" order to cease all ongoing development work and order restoration, rehabilitation, or replacement measures at the owner 's or other responsible party's expense to compensate for violation of this chapter.

Unfortunately, a stop work authorization won't secure the site for the winter but it would prevent the owner from work in the spring, or possibly obtaining a building permit. Also, this section of the Code seems to say that the City could perform/hire the necessary work and bill Mr. Mangis since he is NOT in compliance.

Yes, I am aware that the owner told the City Planner (via phone call) he is having difficulty in finding someone to properly install the silt fencing (since 1 Sep 2023) this is a little strange in my viewpoint. Why doesn't the owner just ask Mr Barthels (the applicant)? Mr Barthels has plenty of construction resources at his disposal. Or, the owner could hire any laborer and have him watch one of scores of youtube videos on proper installation.

FYI the applicant's (Mr Barthels) involvement has clearly continued after receiving permit approval from the City (see email dated 1 Sep 2023). **I am wondering why Mr Barthels did not ensure the silt fencing was properly installed first before informing the City Planner?**

I am requesting again please that the City of Medical Lake take immediate action (by issuing a stop work order and also to hire out for the necessary work be done) since the owner has had plenty enough time to fix these violations (especially since he had disobeyed the City twice by taking down the rest of the Ponderosa Pines before installing the silt fence properly not to mention other violations which have occurred).

I am also requesting please that the City of Medical Lake requires the owner to stockpile all materials and use a dumpster for debris materials and keep construction materials and dumpster off site. Construction materials contain a lot of pollutants which are not good for the wetland waters nor for long-toed baby salamanders.

In addition, given the short distance from the construction site and its slope, it is no doubt a certainty that sediments will flow down into the waters of the state (creating water quality issues). Did you know these sediments, etc will smother the amphibian's eggs? Please see attached photo of a very cute long-toed baby salamander. Therefore, I am requesting please for the City of Medical Lake to require the owner to have an erosion and sediment control plan in order to protect these long-toed baby salamanders from extinction in this particular Category II wetland.

Thank you for your valuable time.

A handwritten signature in cursive script that reads "Tammy M. Roberson".

Tammy M. Roberson, MBA
SMSgt USAF Retired
Disabled Veteran (100% service connected)
Concerned ML Resident/Wetland Owner and Advocate

Subject: Silt Fence Installation
From: "Elisa Rodriguez" <nobody@invalid.invalid>
Sent: 09/01/2023 20:33:00
To: "Kim Mangis" <k.mangis@yahoo.com>;
CC: "Vince Barthels" <vbarthels@ardurra.com>;
Attachments: SiltFence.pdf; 2023 09 01 silt fence closeup.JPG

Mr. Mangis,

I have just returned from visiting the Martin Street site after Vince informed me that the silt fence had been installed. I was sorry to see that although in the correct location, the silt fence was not installed correctly. The purpose of a silt fence is to retain soil on disturbed land. This will not happen unless the fabric is set below the surface of the ground. Currently, the fabric is dangling in the air. I have attached a diagram from the Department of Ecology showing how to properly install a silt fence. Please address this issue before any additional activity happens at the site.

Elisa Rodriguez
City Planner
Medical Lake
509-565-5019

Subject: Martin Street Site
From: "Elisa Rodriguez" <nobody@invalid.invalid>
Sent: 08/31/2023 20:08:00
To: "Kim Mangis" <k.mangis@yahoo.com>;
CC: "Vince Barthels" <vbarthels@ardurra.com>;
Attachments: LU 2023-005 CA Notice of Decision 2023 07 24 (SPB Edits).pdf

Mr. Mangis,

After our conversation this morning, I visited the Martin Street site. I see that one tree has been completely limbed and there is no silt fence in place. The silt fence is exceptionally important for both protecting the wetland and demarcating the edge of disturbance. At this time, you are in violation of the Critical Area Decision, LU 2023-005. Condition A on page 7 states, "Prior to any ground disturbance or cutting of trees, the applicant must properly place a silt fence along the line of disturbance..."

There should be no further activity at the site until the silt fence is in place. I have attached the decision for your reference.

If you have any questions or need any clarification, please don't hesitate to contact me.

Elisa Rodriguez
City Planner
Medical Lake
509-565-5019

Subject: my student had a picture
From: "Lefcort, Hugh" <lefcort@gonzaga.edu>
Sent: 06/29/2023 08:39:47
To: "Tammy Roberson" <tmroberson61@gmail.com>;





Budget Report

Quarter 3 – Expected Budget Use: 83%
(Through October)

1

Budget Report Notes

- Current Period –July 1 to October 31, 2023
 - Included October to present most up-to-date data
- Expected Budget Use (83%) – This is the City’s goal for each category’s “Percent Used” column.
- Current Total Budget includes budget amendments 23.5 through 23.10, second read 11.21.2023

2

General Fund

Account Type	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$2,241,796	\$1,845,677	82%
Expense	\$3,567,419	\$2,756,353	77%

Activity Analysis – Expected Budget Use: 83%

- Revenues are below expected budget use by less than **1%**.
- Expenditures are below expected budget use by **5%**.

3

General Fund Departments

Department	Current Total Budget	Fiscal Activity	Percent Used
Non-Departmental	\$2,376,278	\$1,810,440	76%
Legislative	\$45,017	\$26,126	58%
Court	\$60,000	\$64,752	108%
Executive	\$211,963	\$172,853	82%
Legal	\$117,750	\$91,659	78%
Admin. Svcs.	\$455,423	\$381,953	84%
Code Enforce.	\$204,495	\$135,835	66%
Planning	\$96,492	\$69,241	72%

4

Special Revenue Funds

Streets 101	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$244,480	\$232,061	95%
Expense	\$264,131	\$185,679	70%
ARPA 107	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$858,422	\$877,579	102%
Expense	\$750,000	\$328,132	44%
Public Safety 110	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$1,201,136	\$701,385	58%
Expense	\$1,155,673	\$186,816	16%

5

Special Revenue Funds (cont.)

Parks & Rec. 112	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$410,250	\$311,378	76%
Dept.: Parks & Rec.	\$221,926	\$121,915	55%
Dept.: Parks Facilities	\$180,858	\$145,936	81%
City Beautification 125	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$6,500	\$5,655	87%
Expense	\$4,000	\$300	7%

6

Proprietary Funds

Water 401	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$843,050	\$687,685	81%
Expense	\$1,671,162	\$1,532,888	91%
Solid Waste 407	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$667,010	\$580,793	87%
Expense	\$685,424	\$580,023	85%
Wastewater 408	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$1,380,500	\$1,242,358	90%
Dept.: WWC	\$391,283	\$276,365	70%
Dept.: WWT	\$924,039	\$815,247	88%

Note: The Water Fund (401) made large transfers to the new Water/Wastewater Managerial funds to manage the transition and separation of the two funds. Without these transfers, the operating budget is at 83% expected use.

7

Questions?

8

Comments City Council Meeting (21 Nov 2023)

RE: 2024 Preliminary Budget

Good evening, Mayor, Council Members, and City Officials.

I have a couple of questions regarding the Public Hearing involving the "2024 Budget Revenue Sources and Property Taxes" on 7 Nov 2023. I am just trying to understand all of this, right now I am somewhat confused...

1. Why wasn't there any discussion as required by RCW 85.55.120 about the following year's current expense budget during the public hearing (council meeting) on 7 Nov 2023?

NOTE: The following year's current expense budget was not in the agenda packet (only 2024 budget revenue sources and 15 Capital Improvement Projects).

According to RCW 84.55.120:

- a) "A taxing district, other than the state, that collects regular levies must hold a public hearing on revenue sources for the district's following year's current expense budget."
 - b) "For purposes of this section, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not mean the capital, enterprise, or special assessment budgets of cities, towns, counties, or special purpose districts."
2. Why did the City of Medical Lake's Resolution #23-633 state, "WHEREAS, the City Council pursuant to notice has held a public hearing on the proposed budget estimates for 2024, including revenue sources which will fund the provision of services, and ..." -- this was adopted by City Council this 7th day of November, 2023). How can this be?
 - a) A public hearing was only held for 2024 Budget Revenue Sources and Property Taxes on 7 Nov 2023 according to the City Council Agenda.
 - b) The Proposed (Preliminary Budget) was discussed during a City Council Special Meeting (Council Retreat) and will be discussed during the upcoming public hearing today (21 Nov) but was not discussed on 7 Nov 2023.
 - c) The following statements were taken from MRSC Revenue Guide for Washington Cities and Towns (page 56):
 - A. "Note that this form was written on the assumption that the taxing districts adopt their budgets before the levy certification deadline."
 - B. "However, cities are not required to adopt their budgets until December 31, and many cities have not yet adopted their final budgets by November 30, so you might need to edit the last sentence."

C. "Rather than saying "which was adopted following a public hearing held on _____" you might say "which will be adopted following a public hearing scheduled to be held on _____."

3. According to the City of Medical Lake's Resolution #23-633 (under Section 1), states "This increase includes the City's banked capacity from previous years..." From what years and how much was this banked capacity?
4. According to the presentation slides, "City's Resources & Property Tax" from 7 Nov meeting, which tax years did the \$54,960.33 come from? (2023 tax year bank capacity was only \$45,665.62 (per Spokane County Assessor's Office) -- difference of \$9,294.71)

NOTE: "The taxing district must adopt an ordinance or resolution for increasing property tax revenue, and levying a percentage increases less than 1% will automatically "bank capacity. Without the resolution, the district cannot bank excess levying capacity." (MRSC Property Tax in Washington State)

5. According to MRSC Revenue Guide, "For cities and towns, an ordinance is the highest level of authority." Why wasn't City of Medical Lake's Resolution #23-622 an Ordinance (especially when it deals with something as important as an increase to the regular property tax levy)?

NOTE 1: "RCW 84.55.120 states that the taxing district must adopt an "ordinance or resolution." However, the language in the statute was written with all taxing districts in mind. ... For cities and towns, an ordinance is the highest level of authority. It is our conclusion that any taxing district must use its highest level of authority to pass this document, which means cities must specifically adopt an ordinance rather than a resolution." (taken from MRSC Revenue Guide for Washington Cities and Towns (November 2023))

NOTE 2: Although, the City of Medical Lake passed Resolution #23-633...

The following are tax years for property tax levies from previous City Council Minutes/Agendas:

2024 Resolution 23-633 (4% increase)
2023 Ordinance 1103 (1% increase)

NOTE 3: 25 Oct 2022 Minutes stated that "Motion to accept Resolution 22-550 as read and bring forth as an ordinance at the November 1, 2022 council meeting by council member Olmstead, seconded by councilmember Maxwell, motion carried 4-0."

2022 Ordinance 1090 (although, typo states 2021, no tax increases, banked it)
2021 Ordinance 1083
2020 Ordinance 1074 (4% increase)
2019 Ordinance 1064
2018 Ordinance 1057
2017 Ordinance 1050
2016 Ordinance 1043

NOTE 4: There was no mention in the City Council agendas or minutes on how much of a property tax increase there was for years 2021, 2019, 2018, 2017, and 2016.

MEMO For Record (if email dated 25 Nov 2023 is not included along with this attachment for the 21 Nov 2023 City Council Minutes): **For the Mayor to be disrespectful and condescending to ANY resident/CITIZEN who is simply trying to understand is WRONG. BTW – The Mayor is not an attorney either; therefore, her comment was off point.**

Thank you.

Tammy Roberson
City of ML resident

WASHINGTON STATE PUBLIC FIREWORKS DISPLAY PERMIT

Applicant

Name of Event _____

Street Address _____

City _____ County _____

Event Date _____ Event Time _____ AM PM

Applicant's/Sponsor's Name _____ Phone No. _____

Pyrotechnic Operator _____ License No. _____

Experienced Assistant's Name _____

General Display Company Name _____ Phone No. _____

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 _____

Name of Permitting Official _____

Title _____ Phone No. _____

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

Restrictions/Notations _____

Dustin Flock

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

City of Medical Lake

2024 Final Budget

Presented by Mayor Terri Cooper



2024 Final Budget

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Pg. 8 – Exhibit B: Position Steps & Ranges

Pg. 9 – Exhibit C: Proposed Full Time Equivalent Employees

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City of Medical Lake



Elected Officials

Terri Cooper
Don Kennedy
Ted Olson
Robert Maxwell
Anthony Harbolt
Art Kulibert
Keli Shaffer
Chad Pritchard

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

CITY ADMINISTRATOR
 Sonny Weathers

CITY ATTORNEY
 Evans, Craven & Lackie, P.S

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

LEGAL SERVICES
 Prosecutor
 Public Defender

Water
 Scott Duncan,
 Director

- Water provision

FTE'S 3

Public Works
 Scott Duncan,
 Director

- Streets
- Parks Maint.

FTE'S 4

Wastewater
 Steve Cooper,
 Director

- Wastewater Treatment
- Wastewater Collection

FTE'S 5

Administrative Services
 Koss Ronholt,
 Director

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

FTE'S 4.5

Planning & Building
 Dave Weisbeck,
 Building Inspector

Elisa Rodriguez,
 City Planner

FTE'S 1.5

Parks & Recreation
 Glen Horton,
 Director

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

FTE'S 2.3

Public Safety / Fire

1. Spokane County Sheriff (Contract)
2. F.D. #3 (Contract)
3. AMR (Contract)

Dave Yuhas
 Code Enforcement

FTE'S 0.6

City of Medical Lake Committees, Commissions and Boards

Planning Commission: is the advisory commission 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.

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 Director.

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.

General Government 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.

Public Safety 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.

Parks & Recreation Advisory Board: is a citizen advisory board that provides input on the programs and activities in areas that may be concerned with parks and recreation. Members provide input on by the City's recreation programs and policies by studying park programs, receiving public input, and recommending policy for reservations and fees.

Independent Salary Commission: is a citizen advisory commission that has been delegated the authority to set the salaries for City councilmembers and the Mayor. Members study salaries, benefits, and policies set by other municipalities and receive public input to make informed decisions on changes to elected officials' salaries, benefits, and related policies.

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 Sonny Weathers, City Administrator Scott Duncan, Public Works Director Steve Cooper, WWTP Director Glen Horton, Parks & Rec. Director City Attorney	Position 1 Don Kennedy Position 2 Ted Olson Position 3 Bob Maxwell Position 4 Tony Harbolt Position 5 Art Kulibert Position 6 Keli Shaffer 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, Finance Director Mayor Cooper	Art Kulibert, Chair Don Kennedy Kelli Shaffer
Parks & Rec Committee <i>5:30 pm 1st Tuesday</i>	Glen Horton Mayor Cooper Sonny Weathers, City Administrator	Chad Pritchard Tony Harbolt Kelli Shaffer
Public Safety <i>5:30 pm 3rd Tuesday</i>	Michael Kittilstved (Sheriff's Office) Fire Chief Cody Rohrbach Mayor Cooper Scott Duncan, Public Works Director Steve Cooper, WWTP Director	Don Kennedy Bob Maxwell Art Kulibert
General Government Committee <i>6 pm 3rd Tuesday</i>	Sonny Weathers, 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
Independent Salary Commission <i>As determined by Commission</i>	Koss Ronholt, Finance Director Sonny Weathers, City Administrator	Winston Cook Lahnne Henderson Jim Smith
City of Medical Lake Boards	City Staff/Consultants	Citizen Advisors
Parks & Recreation Advisory Board <i>As determined by Board</i>	Glen Horton, Parks & Rec. Director Sonny Weathers, City Administrator	William Mellott Debi Ronholt Ethan Senn Jim Smith
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. 1120
CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2024 THROUGH DECEMBER 31, 2024, 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, 2024 and ending December 31, 2024; and

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; and

WHEREAS, notice was posted and published on November 16, 2023, 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; and

WHEREAS, the attached 2024 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 2024 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 \$11,093,784, attached hereto by this reference, is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate fund of the City of Medical Lake, and aggregate expenditures and operational transfers for all such funds and departments for the year 2024 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. The total authorized and budgeted quantity of Full Time Equivalent employees are adopted in this form and amounts attached to this Ordinance as Exhibit C. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2024 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 _____, 2023.

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
2024 Final Budget - Summary

	Revenues	Expenditures	Transfers In	Transfers Out
001 General Fund	\$ 2,548,853		\$ -	\$ 1,007,300
001 Legislative Dept.		\$ 43,797.00	-	-
001 Municipal Court Dept.		64,600	-	-
001 Executive Dept.		259,221	-	-
001 Administrative Services Dept.		606,915	-	-
001 Legal Dept.		117,790	-	-
001 Code Enforcement Dept..		92,095	-	-
001 Building & Planning Dept.		271,044	-	-
001 Grants		454,250	-	-
100 Impact Fees Fund	600	500	-	-
101 Streets Fund	262,636	268,860	-	-
104 Streets - Restricted Fund	1,345,000	1,545,500	130,000	-
105 Leave & Severance Fund	15,500	50,000	-	-
106 Contingency Fund	-	-	-	-
107 ARPA Fund	5,000	531,219	-	-
110 Public Safety Fund	551,400		150,000	-
110 Law Enforcement Dept.		667,601	-	-
110 Environmental Preserv. Dept.		18,300	-	-
110 Animal Control Dept.		20,040	-	-
111 Criminal Justice Fund	6,647	-	-	-
112 Parks & Recreation Fund	48,000		475,000	-
112 Parks & Recreation Dept.		324,942	-	-
112 Parks Facilities Dept.		212,006	-	-
113 Emergency Response Fund	75,000	-	-	-
125 City Beautification Fund	5,950	6,500	-	-
126 Tourism Fund	6,700	6,500	-	-
301 Capital Improvement Fund	108,680	254,000	-	110,000
302 Parks Improvement Fund	500	295,000	250,000	-
401 Water Fund	852,000	722,969	-	125,000
402 Water - Restricted Fund	500,000	750,000	125,000	-
407 Solid Waste Fund	697,000	728,332	-	-
408 Wastewater Fund	1,307,500		-	-
408 Wastewater Collection Dept.		376,567	-	-
408 Wastewater Treatment Dept.		1,075,236	-	-
409 Wastewater - Restricted Fund	-	1,330,000	-	-
410 Broadband Fund	-		100,000	-
501 Unemployment Compensation	100	4,000	12,300	-
635 State Custodials Fund	-	-	-	-
	\$ 8,337,066	\$ 11,097,784	\$ 1,242,300	\$ 1,242,300

Notes

Expenditures for **Funds** with budgeted Departments are broken down by Department
Revenues do not include beginning balances or reserves, see full budget for resource details

Appendix A
City of Medical Lake - 2024 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		\$ 6,898	\$ 7,140	\$ 7,390	\$ 7,648	\$ 7,916	\$ 8,193	\$ 8,480	\$ 8,777	\$ 9,084	\$ 9,402
Finance Director		\$ 6,038	\$ 6,250	\$ 6,468	\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229
Public Works Director WWTP Director		\$ 6,038	\$ 6,250	\$ 6,468	\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229
Parks & Rec. Director		\$ 5,088	\$ 5,266	\$ 5,450	\$ 5,641	\$ 5,839	\$ 6,043	\$ 6,255	\$ 6,473	\$ 6,700	\$ 6,935
Recreation Assistant	11	\$ 18.65	\$ 19.30	\$ 19.98	\$ 20.68	\$ 21.40	\$ 22.15	\$ 22.93	\$ 23.73	\$ 24.56	\$ 25.42
Parks Maintenance	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
	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
Recreation 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 Executive Assistant	18	\$ 22.18	\$ 22.95	\$ 23.76	\$ 24.59	\$ 25.45	\$ 26.34	\$ 27.26	\$ 28.21	\$ 29.20	\$ 30.22
City Maintenance Administrative Clerk	19	\$ 22.84	\$ 23.63	\$ 24.46	\$ 25.32	\$ 26.20	\$ 27.12	\$ 28.07	\$ 29.05	\$ 30.07	\$ 31.12
Water Operator Wastewater Operator	20	\$ 23.32	\$ 24.14	\$ 24.98	\$ 25.86	\$ 26.76	\$ 27.70	\$ 28.67	\$ 29.67	\$ 30.71	\$ 31.78
City Maintenance - Journey Water Supervisor	21	\$ 23.88	\$ 24.71	\$ 25.58	\$ 26.47	\$ 27.40	\$ 28.36	\$ 29.35	\$ 30.38	\$ 31.44	\$ 32.54
Treatment Plant Operator I	22	\$ 24.49	\$ 25.34	\$ 26.23	\$ 27.15	\$ 28.10	\$ 29.08	\$ 30.10	\$ 31.16	\$ 32.25	\$ 33.37
Treatment Plant Operator II Laboratory Lead	23	\$ 25.08	\$ 25.95	\$ 26.86	\$ 27.80	\$ 28.78	\$ 29.78	\$ 30.83	\$ 31.91	\$ 33.02	\$ 34.18
Treatment Plant Lead	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
	26	\$ 27.00	\$ 27.94	\$ 28.92	\$ 29.93	\$ 30.98	\$ 32.06	\$ 33.18	\$ 34.35	\$ 35.55	\$ 36.79
Building Inspector	27	\$ 27.65	\$ 28.62	\$ 29.62	\$ 30.66	\$ 31.73	\$ 32.84	\$ 33.99	\$ 35.18	\$ 36.42	\$ 37.69
City Planner	28	\$ 28.32	\$ 29.32	\$ 30.34	\$ 31.40	\$ 32.50	\$ 33.64	\$ 34.82	\$ 36.04	\$ 37.30	\$ 38.60

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

Exhibit C

City of Medical Lake

2024 Proposed Full Time Equivalent (FTE) Employees

Position	2022 Actual	2023 Current	2024 Proposed	
City Administrator	1	1	1	
Finance Director	1	1	1	
Public Works Director	1	1	1	
Wastewater Director	1	1	1	
Parks & Rec. Director	0	1	1	
Recreation Assistant	0	0.3	0.3	Part-time
Parks Maintenance	1	1	1	Seasonal
Recreation Coordinator	1	0	1	
Code Enforcement Officer	0.6	0.6	0.6	
Executive Assistant	0	0	0.5	
Administrative Clerk	2.5	4	4	
City Maintenance	5	7	3	
Water Operator	0	0	2	
Wastewater Operator	0	0	2	
City Maintenance - Journeyman	1	1	1	
Water Supervisor	0	0	1	
Treatment Plant Operator I	0	2	2	
Treatment Plant Operator II	3	2	1	
Laboratory Lead	0	0	1	
Treatment Plant Lead	0	0	0	
Building Inspector	1	1	1	
City Planner	0.5	0.5	1	
	19.6	24.4	27.9	

Notes

New position titles: Executive Assistant, Water Operator, Wastewater Operator, Water Supervisor, Laboratory Lead, and Treatment Plant Lead.

Maintenance Person reclassified as City Maintenance. Maintenance Person FTEs allocated to Water Operator, City Maintenance, Water Supervisor, and Wastewater Operator

WWTP Operator reclassified as Treatment Plant Operator

WWTP Director reclassified as Wastewater Director

Budget Guide

2024

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 2024, the City will use twenty-four (24) 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

Financial Policies are those which focus on cash balances, revenue, expenditure, and financial communication. During the fiscal year 2023, City Council focused on reviewing and adopting policies that establish controls over assets and financial transactions. The City's goal for fiscal year 2024 is to adopt comprehensive Financial Policies that guide the management of the City's finances, reserves, and cash flows.

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 Summaries

2024

CAPITAL IMPROVEMENT PLAN (CIP)

<i>Functional Area</i>	<i>Project Name</i>	<i>Primary Funding</i>	FY2024 Budget	Grant Funded	Reserve Funded
Transportation Projects - TP					
TP-1-24-104	Lefevre St Restriping and Sidewalk Improvements	TIB Grant	\$ 750,000	\$ 675,000	\$ 75,000
TP-2-24-104	Overlay Projects on North-South Streets	TIB Grant	\$ 750,000	\$ 675,000	\$ 75,000
TP-3-24-301	Interstate 90 Business Loop Signs	Reserves	\$ 50,000	\$ -	\$ 50,000
Transportation CIP Total			\$ 1,550,000	\$ 1,350,000	\$ 200,000
Parks and Public Facilities Projects - PF					
PF-1-24-402	Maintenance Bldg Backup Generator	90% Grant Funded	\$ 40,000	\$ 36,000	\$ 4,000
PF-2-24-301	City Hall Backup Generator	90% Grant Funded	\$ 40,000	\$ 36,000	\$ 4,000
PF-3-24-409	WWTP Backup Generator Switch Gear	90% Grant Funded	\$ 150,000	\$ 135,000	\$ 15,000
PF-4-24-301	Auditorium Commercial Kitchen Remodel	Reserves (ARPA/Cap. Improvement)	\$ 275,000	\$ 106,000	\$ 169,000
PF-5-24-302	Replacement of Park Benches and Tables	RCO Grant Applied For	\$ 75,000	\$ -	\$ 75,000
PF-6-24-302	Coney Island Dock	RCO Grant Applied For	\$ 100,000	\$ -	\$ 100,000
PF-7-24-302	Permanent Stage - Waterfront	RCO Grant Applied For	\$ 100,000	\$ -	\$ 100,000
Parks and Public Facilities CIP Total			\$ 780,000	\$ 313,000	\$ 467,000
Public Works Projects - PW					
PW-1-24-409	WWTP Programmable Logic Controls Update	Reserves	\$ 400,000	\$ -	\$ 400,000
PW-2-24-402	Jefferson St. Lead Pipe / Joint Water Main Replacement	Grant Funded	\$ 500,000	\$ 500,000	\$ -
PW-3-24-402	Backup Generator for Craig Road Well	90% Grant Funded	\$ 170,000	\$ 153,000	\$ 17,000
PW-4-24-409	WWTP Ultraviolet Disinfection Upgrade	Reserves	\$ 450,000	\$ -	\$ 450,000
PW-5-24-104	Medical Lake Stormwater Mitigation	Legislative Appropriation	\$ 50,000	\$ 50,000	\$ -
Public Works CIP Total			\$ 1,570,000	\$ 703,000	\$ 867,000
CIP Total			\$ 3,900,000	\$ 2,366,000	\$ 1,534,000

City of Medical Lake
Budget Summary by Revenue

	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed
001 General Fund				
310 Taxes	\$ 1,929,457	\$ 1,955,347	\$ 1,939,599	\$ 1,872,210
320 License & Permits	128,442	52,619	67,000	41,000
330 Intergovernmental	962,136	898,895	198,997	578,643
340 Charges for Services	56,184	13,722	14,650	45,700
350 Fines and Forfeitures	1,662	300	-	-
360 Miscellaneous Revenue	2,105	47,115	6,550	11,300
380 Non-Revenue	-	-	-	-
Total of General Fund	\$ 3,079,986	\$ 2,967,997	\$ 2,226,796	\$ 2,548,853

	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed
All Other Funds				
100 Impact Fees Fund	\$ 9,766.70	\$ 1,497.17	\$ 5,600.00	\$ 600.00
101 Streets Fund	228,721	218,689	244,480	262,636
104 Streets - Restricted Fund	-	-	639,000	1,345,000
105 Leave & Severance Fund	270	15,266	12,800	15,500
106 Contingency Fund	26	456	300	-
107 American Rescue Plan Act	-	-	-	5,000
110 Public Safety Fund	213,033	1,200,936	220,936	551,400
111 Criminal Justice Fund	6,653	6,492	6,847	6,647
112 Parks & Recreation Fund	7,126	21,295	410,250	48,000
113 Emergency Response Fund	-	-	-	75,000
125 City Beautification Fund	6,543	5,943	6,500	5,950
126 Tourism Fund	-	-	-	6,700
301 Capital Improvement Fund	131,722	114,187	97,000	108,680
302 Capital Parks	-	-	45,000	500
401 Water Fund	806,627	822,409	838,550	852,000
402 Water - Restricted Fund	5,086	650	75,000	500,000
407 Solid Waste Fund	641,342	662,386	661,010	697,000
408 Wastewater Fund	1,084,181	1,051,509	1,380,500	1,307,500
409 Wastewater - Restricted Fund	-	-	-	-
410 Broadband	-	-	-	-
501 Unemployment Compensation	10	150	-	100
635 State Custodials Fund	-	-	-	-
Total of All Other Funds	\$ 3,141,106	\$ 4,121,864	\$ 4,643,773	\$ 5,788,213

Total Estimated Revenues	\$ 6,221,092	\$ 7,089,862	\$ 6,870,569	\$ 8,337,066
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Notes

Funding Changes

Four (4) revenue streams were redesignated from the General Fund (001) as follows: Gas B&O Tax to Emergency Response Fund (113), Telephone B&O Tax to Streets Fund (101), Cable B&O Tax to Tourism Fund (126), and MVFT City Assistance (State) to Streets Fund (101).

City of Medical Lake
Budget Summary by Expenditure

	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed
001 General Fund				
110 Legislative	\$ 38,424	\$ 34,527	\$ 45,017	\$ 43,797
120 Municipal Court	45,170	60,211	60,000	64,600
130 Executive	135,588	251,994	211,963	259,221
140 Administrative Svcs	322,813	347,452	455,423	606,915
150 Legal	59,242	82,523	117,650	117,790
240 Code Enforcement	59,470	93,615	131,571	92,095
580 Planning	91,756	149,179	168,417	271,044
060 Grants	-	243	-	454,250
Total of General Fund	\$ 752,463	\$ 1,019,744	\$ 1,190,042	\$ 1,909,712

	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed
All Other Funds				
100 Impact Fees Fund	\$ 6,108	\$ -	\$ 45,300	\$ 500
101 Streets Fund	225,486	226,683	264,131	268,860
104 Streets - Restricted Fund	-	-	735,000	1,545,500
105 Leave & Severance Fund	-	100,000	100,000	50,000
106 Contingency Fund	-	-	-	-
107 American Rescue Plan Act	-	-	750,000	531,219
110 Public Safety Fund	640,345	1,155,673	1,155,673	705,941
111 Criminal Justice Fund	-	-	-	-
112 Parks & Recreation Fund	304,020	293,453	402,785	536,948
113 Emergency Response Fund	-	-	-	-
125 City Beautification Fund	-	-	4,000	6,500
126 Tourism	-	-	-	6,500
301 Capital Improvement Fund	65,000	244	165,000	254,000
302 Capital Parks	-	-	-	295,000
401 Water Fund	525,602	565,033	727,831	722,969
402 Water - Restricted Fund	-	-	-	750,000
407 Solid Waste Fund	666,507	705,928	684,924	728,332
408 Wastewater Fund	963,677	943,147	1,304,322	1,451,803
409 Wastewater - Restricted Fun	-	-	85,000	1,330,000
410 Broadband	-	-	-	-
501 Unemployment Compensatic	451	8,528	-	-
635 State Custodials Fund	-	-	-	-
Total of All Other Fund	\$ 3,397,196	\$ 3,998,688	\$ 6,423,966	\$ 9,184,072

Total Operating Budget	\$ 4,149,659	\$ 5,018,432	\$ 7,614,008	\$ 11,093,783
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Notes

City wide expense changes:

Total Insurance premiums are estimated to increase by 24%. All funds with personnel, property or vehicles will have increased insurance 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
 2024 Proposed

	Transfers-In	Transfers-Out	Notes
001 General Fund	\$ -	\$ 1,007,300	To 104, 110, 112, 501, 302, 410
100 Impact Fees Fund	-	-	
101 Streets Fund	-	-	
104 Streets - Restricted Fund	130,000	-	
105 Leave & Severance Fund	-	-	
106 Contingency Fund	-	-	
107 American Rescue Plan Act	-	-	
110 Public Safety Fund	150,000	-	
111 Criminal Justice Fund	-	-	
112 Parks & Recreation Fund	475,000	-	
113 Emergency Response Fund	-	-	
125 City Beautification Fund	-	-	
126 Tourism Fund	-	-	
301 Capital Improvement Fund	-	110,000	To 104
302 Parks Improvement Fund	250,000	-	
401 Water Fund	-	125,000	To 402
402 Water - Restricted Fund	125,000	-	
403 W/S O&M Managerial Fund	-	-	
404 W/S Restricted Mngrl Fund	-	-	
407 Solid Waste Fund	-	-	
408 Wastewater Fund	-	-	
409 Wastewater - Restricted Fund	-	-	
410 Broadband Fund	100,000	-	
501 Unemployment Compensation	12,300	-	
635 State Custodials Fund	-	-	
Total Transfers	\$ 1,242,300	\$ 1,242,300	

General Fund

General Fund Resources
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 1,032,493	\$ 2,448,802	\$ 2,685,514	\$ 1,599,289	-68%
Taxes	1,929,457	1,955,347	1,939,599	1,872,210	-4%
License & Permits	128,442	52,619	67,000	41,000	-63%
Intergovernmental	962,136	898,895	198,997	578,643	66%
Charges for Services	56,184	13,722	14,650	45,700	68%
Fines and Forfeitures	1,662	300	-	-	0%
Miscellaneous Revenue	2,105	47,115	6,550	11,300	42%
Non-Revenue	-	-	-	-	0%
Transfers In	-	-	-	-	0%
General Fund Total Resources	\$ 4,112,479.11	\$ 5,416,799.49	\$ 4,912,310.37	\$ 4,148,141.85	-18%

General Fund Uses
General Fund 001

Departments	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Legislative	\$ 38,424	\$ 34,527	\$ 45,017	\$ 43,797	-3%
Municipal Court	45,170	60,211	60,000	64,600	7%
Executive	135,588	251,994	211,963	259,221	18%
Administrative Svcs	322,813	347,452	455,423	606,915	25%
Legal	59,242	82,523	117,650	117,790	0%
Code Enforcement	59,470	93,615	131,571	92,095	-43%
Building & Planning	91,756	149,179	168,417	271,044	0%
Grant	-	243	-	454,250	
Transfers Out	61,365	40,000	1,027,856	1,007,300	
General Fund Total Uses	\$ 813,828	\$ 1,059,744	\$ 2,217,898	\$ 2,917,012	24%
Net Resources Over Uses	\$ 3,298,651	\$ 4,357,056	\$ 2,694,413	\$ 1,231,130	

Notes

Revenue

Department of Ecology Groundwater Study Grant with EWU added. Four (4) revenue streams were redesignated from the General Fund (001) as follows: Gas B&O Tax to Emergency Response Fund (113), Telephone B&O Tax to Streets Fund (101), Cable B&O Tax to Tourism Fund (126), and MVFT City Assistance (State) to Streets Fund (101).

Transfers Out

Taxes and other revenues that are deposited into the General Fund are used to fund other special revenue funds, internal service funds, or capital improvement funds, such as Unemployment Compensation (501), Parks & Recreations (112), Public Safety (110), Capital Parks (302) to fund Parks Improvement projects, and Streets - Restricted (104) for streets projects. Additionally, the City will have received \$100,000 from BroadLinc for broadband infrastructure and will deposit in Broadband (410) once created.

Legislative Department
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ 20,500	\$ 21,000	\$ 21,000	\$ 21,000	0%
Benefits	1,643	1,688	1,900	1,660	-14%
Supplies	191	304	304	1,310	77%
Services & Charges	16,090	11,534	21,717	19,827	-10%
Capital Outlay	-	-	-	-	0%
Legislative Total	\$ 38,424	\$ 34,527	\$ 44,921	\$ 43,797	-3%

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

Personnel Summary	2021	2022	2023	2024	% Change
<u>Elected</u> Councilmember	7	7	7	7	0

Municipal Court Department
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ -	\$ -	\$ -	\$ 4,600	100%
Benefits	-	-	-	-	0%
Supplies	-	-	-	-	0%
Services & Charges	45,170	60,211	60,000	60,000	0%
Municipal Court Total	\$ 45,170	\$ 60,211	\$ 60,000	\$ 64,600	7%

Notes

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

Salaries & Wages

Medical Lake Code Enforcement Officer works part-time as baliff for Court, costs shared with City of Cheney

Executive Department
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ 76,967	\$ 181,013	\$ 132,416	\$ 172,149	23%
Benefits	34,852	38,750	59,936	65,365	8%
Supplies	1,156	6,384	1,750	6,400	73%
Services & Charges	22,613	25,847	17,861	15,307	-17%
Executive Total	\$ 135,588	\$ 251,994	\$ 211,963	\$ 259,221	18%

Executive costs are expenditures associated with Mayor, City Administrator, and Executive Assistants

Notes

Salaries & Wages

Additional part-time Executive Assistant. 7.5% Salary Adjustment for City Administrator, Executive Asst.

Supplies

New equipment for Executive Assistants

Personnel Summary	2021	2022	2023	2024	% Change
<i>Elected</i>					
Mayor	1	1	1	1	
<i>Full time</i>					
City Administrator	1	1	1	1	
<i>Part time</i>					
Executive Assistance	1	1	1	2	
	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>33%</u>

Administrative Services
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ 118,974	\$ 129,227	\$ 203,455	\$ 295,968	31%
Benefits	55,389	59,932	76,719	105,030	27%
Supplies	10,305	11,536	13,650	28,940	53%
Services & Charges	133,578	141,961	156,599	170,377	8%
Capital Outlay	4,567	4,796	5,000	6,600	24%
Administrative Services Total	\$ 322,813	\$ 347,452	\$ 455,423	\$ 606,915	25%

Administrative Services provides administrative support to all departments of the City through functions such as billing, payroll, accounts payable, information technology, human resources, and budgeting.

Notes

Salaries & Wages

New cost allocation policy adopted in 2023 that reallocated all Administrative Clerk pay to the Administrative Services department. General fund reimbursed for services from Proprietary Funds. 7.5% Salary Adjustment for Finance Director and Admin Clerks, 3.5% step increase

Supplies

New desks, furniture, and equipment for Department

Personnel Summary	2021	2022	2023	2024	% Change
<i>Full time</i>					
Finance Director	1	1	1	1	
Administrative Clerk	0	0	2.5	3.5	
Utility Billing Clerk	1	1	0	0	
Clerk Cashier	1	1	0	0	
	<u>3</u>	<u>3</u>	<u>3.5</u>	<u>4.5</u>	<u>22%</u>

Legal Department
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	
Benefits	-	-	-	-	
Supplies	-	-	-	-	
Services & Charges	59,242	82,523	117,650	117,790	0%
Capital Outlay	-	-	-	-	
Legal Total	\$ 59,242	\$ 82,523	\$ 117,650	\$ 117,790	0%

Notes

The City currently contracts with Evans, Craven and Lackie for its Legal Services.

Code Enforcement Department
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ 8,694	\$ 29,775	\$ 27,581	\$ 54,780	50%
Benefits	40,873	48,324	79,048	17,220	-359%
Supplies	1,069	1,188	7,750	6,600	-17%
Services & Charges	8,835	14,328	17,192	13,495	-27%
Capital Outlay	-	-	-	-	-100%
Code Enforcement Total	\$ 59,470	\$ 93,615	\$ 131,571	\$ 92,095	-43%

Code Enforcement ensures that City citizens and businesses follow the Medical Lake Municipal Code.

Notes

Salaries & Wages

7.5% Salary Adjustment, 3.5% Step. Building Inspector position now coded under Building & Planning

Personnel Summary	2021	2022	2023	2024	% Change
<i>Full time</i>					
Building Inspector	1	1	1	0	
<i>Part time</i>					
Code Enforcement Officer	1	1	1	1	
	<u>2</u>	<u>2</u>	<u>2</u>	<u>1</u>	-100%

Building & Planning Department
General Fund 001

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ -	\$ 45,517	\$ 43,990	\$ 161,089	73%
Benefits	-	8,616	14,666	58,080	75%
Supplies	23	1,288	1,400	4,310	68%
Services & Charges	26,817	27,668	35,437	47,565	25%
Capital Outlay	-	-	-	-	
Building & Planning Total	\$ 26,840	\$ 83,090	\$ 95,493	\$ 271,044	65%

Building reviews building plans and completed construction to ensure building and city code is met. Planning designs, organizes, and reviews land use, community development, and zoning for the City.

Notes

Salaries & Wages

7.5% Salary Adjustment. 3.5% Step. Building Inspector now coded under this department, instead of Code Enforcement.

Services & Charges

Includes GIS Software, Hearing Examiner fees, and annual trainings/conferences

Personnel Summary	2021	2022	2023	2024	% Change
<i>Full Time</i>					
Building Inspector	0	0	0	1	100%
<i>Part time</i>					
City Planner	0	1	1	1	0%

3 Year Budget Comparison General Fund 001

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 1,032,493.47	\$ 2,448,802.43	\$ 2,448,802.43	\$ 2,685,514.07	\$ 2,694,412.68	\$ 1,599,289.10
Revenues		3,183,311.59	2,753,624.00	2,970,716.98	2,226,796.30	1,682,408.80	2,548,852.75
Expenditures	Legislative	\$ 38,423.88	\$ 40,120.00	\$ 34,526.81	\$ 45,017.00	\$ 24,173.72	\$ 43,797.00
	Municipal Court	45,170.00	61,000.00	60,211.00	60,000.00	49,324.30	64,600.00
	Executive	135,587.93	116,400.00	251,994.48	211,963.40	155,926.01	259,220.78
	Administrative Services	322,813.28	344,025.00	347,451.54	455,423.13	335,974.55	606,915.00
	Legal	59,242.46	53,400.00	82,522.75	117,650.00	82,429.50	117,790.00
	Code Enforcement	59,469.90	126,100.00	93,615.31	131,570.71	65,802.61	92,095.00
	Building & Planning	91,755.58	96,100.00	149,178.89	168,417.40	105,716.07	271,043.92
	Grant	-	-	242.78	-	-	454,250.00
	Transfers Out	61,365.10	40,000.00	40,000.00	1,027,856.05	847,856.05	1,007,300.00
Total Expenditures		\$ 813,828.13	\$ 877,145.00	\$ 1,059,743.56	\$ 2,217,897.69	\$ 1,667,202.81	\$ 2,917,011.70
Ending Balance		\$ 3,401,976.93	\$ 4,325,281.43	\$ 2,943,466.89	\$ 2,694,412.68	\$ 2,464,008.42	\$ 1,231,130.15
Total Gain (Loss)		\$ 2,369,483.46	\$ 1,876,479.00	\$ 1,910,973.42	\$ 8,898.61	\$ 15,205.99	\$ (368,158.95)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
General Fund Revenues							
001-311-10-00-00	PROPERTY TAX	\$ 596,500.58	\$ 580,123.00	\$ 580,247.58	\$ 592,829.30	\$ 341,072.15	\$ 616,589.75
001-311-11-00-00	EMS LEVY	7,089.93	-	667.75	-	385.03	600.00
001-313-11-00-00	SALES TAX	616,253.86	550,000.00	641,697.06	640,000.00	491,883.51	640,000.00
001-313-61-00-00	STATE GAS TAX	22,880.95	21,000.00	28,836.34	24,000.00	16,730.70	22,000.00
001-316-40-00-01	UTILITY TAX-16%	342,707.70	330,000.00	341,312.41	340,000.00	270,428.45	353,000.00
001-316-41-00-00	ELECTRIC B & O TAX	238,085.62	230,000.00	240,563.17	235,000.00	194,579.18	240,000.00
001-316-43-00-00	GAS B & O TAX	62,247.60	65,000.00	72,945.89	66,000.00	80,912.55	-
001-316-46-00-00	CABLE B&O TAX	6,533.01	8,000.00	6,630.96	6,750.00	1,579.51	-
001-316-47-00-00	TELEPHONE B & O TAX	37,155.34	45,000.00	42,426.77	35,000.00	29,432.79	-
001-317-20-00-00	LEASEHOLD EXCISE TAX	2.66	-	18.76	20.00	-	20.00
001-322-10-00-00	BUILDING PERMITS	127,117.65	45,000.00	36,734.60	60,000.00	35,563.90	36,500.00
001-322-10-00-01	PLUMBING FEE	92.00	100.00	6,168.00	3,000.00	907.00	1,500.00

001-322-10-00-02	MECHANICAL FEE	1,232.20	1,500.00	9,616.00	4,000.00	3,190.06	3,000.00
001-322-90-00-00	OTHER PERMITS-SPECIAL EVENTS	-	-	100.00	-	20.00	-
001-332-92-10-00	COVID-19 NON-GRANT ASSISTANCE	693,801.00	693,801.00	693,801.00	-	-	-
001-334-01-20-00	OPD GRANT - PUBLIC DEFENDER 18-01	2,500.00	2,500.00	2,000.00	2,500.00	2,000.00	2,000.00
001-334-03-10-00	DOE/SHORELINE MASTER GRANT	4,040.00	-	-	-	-	-
001-334-03-10-01	DOE - GROUNDWATER STUDY	-	-	-	-	-	450,000.00
001-334-04-90-02	DOE- STATE GRANT	3,826.25	-	-	-	-	-
001-334-04-90-03	DOH - YCCTPP GRANT	-	-	-	-	-	54,000.00
001-335-04-01-00	LE & CJ LEG ONE-TIME COST	19,964.00	-	-	-	-	-
001-336-00-98-00	MVFT-CITY ASSISTANCE	163,317.00	88,391.00	130,891.43	134,500.00	78,143.54	-
001-336-06-94-00	LIQUOR EXCISE TAX	34,867.44	31,412.00	34,432.04	33,202.00	25,429.51	35,535.00
001-336-06-95-00	LIQUOR BOARD PROFITS	39,820.30	37,937.00	37,770.23	28,795.00	22,139.60	37,108.00
001-337-00-00-00	NON STATE OR FEDERAL DISTRIBUTION	-	-	-	-	-	-
001-341-32-00-01	CRIME VICTIMS	90.45	-	63.15	-	76.70	-
001-341-33-00-01	DISTRICT/MUNI COURT - ADMIN FEES	4,314.51	3,500.00	5,867.37	4,000.00	5,049.70	6,000.00
001-341-49-00-00	COURT SECURITY REIMBURSEMENT	-	-	-	-	378.72	2,300.00
001-341-94-00-00	ID BILLING - PURCHASING SVCS	-	-	-	-	4,021.80	24,000.00
001-341-96-00-00	ID BILLING - PERSONNEL SVCS	-	-	-	-	898.22	5,100.00
001-342-10-11-00	STATE REMIT-DNA COLLECTOR	20.00	-	-	-	-	-
001-345-81-00-00	ZONING & SUBDIVISION FEES	-	1,000.00	945.00	250.00	3,660.00	1,000.00
001-345-83-00-00	PLAN CHECK FEES	51,318.75	10,000.00	6,801.60	10,000.00	14,863.65	7,000.00
001-345-89-00-00	PLANNING DEPT PRMT REVIEW FEES	440.00	400.00	45.00	400.00	355.00	300.00
001-357-37-00-00	COURT COST RECOUP	1,341.61	2,000.00	-	-	-	-
001-359-90-00-00	CITY LATE CHARGES & ADM FEES	320.00	500.00	300.00	-	-	-
001-360-00-00-00	MISCELL REVENUES	0.01	-	197.41	-	105.00	-
001-361-00-00-01	INTEREST-REG MM	4.73	10.00	55.93	50.00	962.94	500.00
001-361-00-00-02	INTEREST-2ND MM	87.17	50.00	641.77	100.00	-	-
001-361-11-00-00	INVESTMENT INTEREST	1,317.34	2,000.00	44,701.20	5,000.00	52,621.85	10,000.00
001-361-11-00-01	LGIP INVESTMENT INTEREST	239.26	-	-	-	-	-
001-361-40-00-00	SALES TAX EQUAL INTEREST	410.13	200.00	764.50	400.00	1,681.42	800.00
001-361-40-02-00	PROPERTY/EMS TAX PENALTIES	46.59	200.00	-	-	-	-
001-369-00-00-00	OTHER MISCELLANEOUS REVENUES	-	2,000.00	382.07	500.00	10.25	-
001-369-91-00-01	PUBLIC RECORDS CHARGES	-	-	-	-	86.40	-
001-369-81-00-00	CASHIER'S OVER & SHORT	-	-	(10.00)	-	7.69	-
001-369-90-00-00	OTHER MISCELLANEOUS REVENUE	-	2,000.00	382.07	500.00	10.25	-
001-388-50-00-00	CUMULATIVE EFFECT OF CHANGES						-
001-395-20-00-00	INSURANCE RECOVERIES	103,325.95	-	2,719.92	-	3,221.73	-
	Fund Revenues Total	\$ 3,183,311.59	\$ 2,753,624.00	\$ 2,970,716.98	\$ 2,226,796.30	\$ 1,682,408.80	\$ 2,548,852.75

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
General Fund Expenditures							
Grant							
001-060-554-90-30-00	GROUNDWATER STUDY SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
001-060-554-90-40-00	GROUNDWATER STUDY SERVICES	-	-	-	-	-	300,000.00
001-060-517-00-30-00	AWC WELLNESS SUPPLIES	-	-	242.78	-	-	250.00
	YCCTPP GRANT EXPENDITURES	-	-	-	-	-	54,000.00
	Grants Total	\$ -	\$ -	\$ 242.78	\$ -	\$ -	\$ 454,250.00
Legislative		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
001-110-511-30-31-03	PUBLICATIONS	\$ -	\$ -	\$ -	\$ -	\$ 761.01	\$ 1,000.00
001-110-511-30-44-00	ADVERTISING	986.83	1,000.00	730.73	1,000.00	-	740.00
001-110-511-60-10-01	COUNCIL	20,500.00	21,000.00	21,000.00	21,000.00	15,000.00	21,000.00
001-110-511-60-20-01	SOCIAL SECURITY & MEDICARE	1,568.66	1,800.00	1,606.92	1,800.00	1,147.80	1,575.00
001-110-511-60-20-02	LABOR & INDUSTRIES	74.62	100.00	81.48	100.00	62.40	85.00
001-110-511-60-30-04	MINOR EQUIPMENT	-	-	-	-	11.97	-
001-110-511-60-31-01	OFFICE SUPPLIES	191.06	300.00	304.36	400.00	16.32	310.00
001-110-511-60-41-00	PROFESSIONAL SERVICES	69.76	100.00	-	100.00	-	-
001-110-511-60-42-01	POSTAGE	5.50	20.00	9.93	20.00	-	10.00
001-110-511-60-43-02	MEALS & LODGING	-	-	390.15	400.00	-	400.00
001-110-511-60-46-00	INSURANCE	2,617.00	2,700.00	3,448.00	4,672.00	4,672.00	4,907.00
001-110-511-60-49-00	MISCELLANEOUS	2,195.43	1,500.00	1,864.43	1,500.00	(1,044.61)	1,870.00
001-110-511-60-49-01	DUES & MEMBERSHIPS	3,587.00	3,500.00	700.00	3,500.00	3,071.83	3,500.00
001-110-511-60-49-02	REGISTRATION FEES	40.00	-	50.00	2,500.00	475.00	50.00
001-110-511-60-49-04	PRINTING	-	100.00	8.00	25.00	-	10.00
001-110-514-40-40-00	GENERAL ELECTION COSTS	6,588.02	4,000.00	4,332.81	4,000.00	-	4,340.00
001-110-514-90-01-00	VOTER REGISTRATION COSTS	-	4,000.00	-	4,000.00	-	4,000.00
	Legislative Total	\$ 38,423.88	\$ 40,120.00	\$ 34,526.81	\$ 45,017.00	\$ 24,173.72	\$ 43,797.00
Municipal Court		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
001-120-512-50-10-04	SALARIES & WAGES - BALIFF	\$ -	\$ -	\$ -	\$ -	\$ 1,704.24	\$ 4,600.00
001-120-512-50-41-00	COURT SERVICES*	44,250.00	60,000.00	59,000.00	60,000.00	47,620.06	60,000.00
001-120-512-50-46-00	INSURANCE	920.00	1,000.00	1,211.00	-	-	-
	Municipal Court Total	\$ 45,170.00	\$ 61,000.00	\$ 60,211.00	\$ 60,000.00	\$ 49,324.30	\$ 64,600.00

Executive		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
001-130-513-10-10-01	SALARIES & WAGES - MAYOR	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 9,000.00	\$ 12,000.00
001-130-513-10-10-02	SALARIES & WAGES - CITY ADMIN.	46,521.48	49,300.00	143,179.55	90,000.00	66,744.00	101,760.00
001-130-513-10-10-03	SALARIES & WAGES - ADMIN CLERK	18,445.38	19,000.00	25,833.33	30,416.00	22,362.06	58,388.78
001-130-513-10-20-01	SOCIAL SECURITY & MEDICARE	7,673.39	6,000.00	13,845.55	9,931.20	10,249.10	12,915.00
001-130-513-10-20-02	LABOR & INDUSTRIES	288.63	300.00	285.43	350.00	207.89	300.00
001-130-513-10-20-03	RETIREMENT/ICMA	11,706.94	9,500.00	7,472.25	14,000.00	10,313.18	17,070.00
001-130-513-10-20-04	MEDICAL/LIFE/DEFERRED COMP	13,460.49	11,000.00	16,053.82	34,000.00	16,547.64	33,480.00
001-130-513-10-20-05	DISABILITY/SICK LV BUYBACK	1,722.29	1,300.00	1,093.27	1,655.20	1,113.84	1,600.00
001-130-513-10-30-04	MINOR EQUIPMENT	-	-	-	-	148.47	-
001-130-513-10-31-01	OFFICE SUPPLIES	68.87	300.00	1,206.48	500.00	317.44	1,210.00
001-130-513-10-31-02	OPERATING SUPPLIES	1,087.05	300.00	4,282.78	1,000.00	637.70	4,290.00
001-130-513-10-31-03	PUBLICATIONS	-	-	-	250.00	-	-
001-130-513-10-35-00	SMALL TOOLS & EQUIPMENT	-	-	895.14	-	-	900.00
001-130-513-10-41-00	PROFESSIONAL SERVICES	2,235.30	1,500.00	18,133.23	1,500.00	294.62	500.00
001-130-513-10-42-01	POSTAGE	44.30	300.00	5.23	100.00	21.90	10.00
001-130-513-10-42-02	PHONE	-	-	547.49	515.00	336.59	550.00
001-130-513-10-43-01	TRAVEL/AIRFARE/CAR RENTAL	-	-	-	250.00	-	-
001-130-513-10-43-02	MEALS & LODGING	-	-	300.67	250.00	-	310.00
001-130-513-10-44-00	ADVERTISING	369.81	100.00	246.26	250.00	-	250.00
001-130-513-10-46-00	INSURANCE	3,678.00	4,000.00	4,846.00	11,346.00	11,346.00	11,917.00
001-130-513-10-48-00	REPAIR & MAINTENANCE	-	100.00	-	-	-	-
001-130-513-10-48-03	BILLING SERVICES	-	-	-	-	1,469.52	-
001-130-513-10-49-00	MISCELLANEOUS	13,500.00	100.00	-	-	-	-
001-130-513-10-49-01	DUES & MEMBERSHIPS	2,686.00	1,200.00	250.00	3,000.00	2,652.00	250.00
001-130-513-10-49-02	REGISTRATION FEES	100.00	100.00	960.00	500.00	2,044.40	960.00
001-130-513-10-49-03	SUBSCRIPTIONS	-	-	558.00	150.00	119.66	560.00
	Executive Total	\$ 135,587.93	\$ 116,400.00	\$ 251,994.48	\$ 211,963.40	\$ 155,926.01	\$ 259,220.78

Administrative Services		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
001-140-514-20-10-01	SALARIES & WAGES - FINANCE DIR.	\$ 65,423.52	\$ 67,400.00	\$ 75,998.22	\$ 72,455.00	\$ 57,298.19	\$ 86,064.00
001-140-514-20-10-02	SALARIES & WAGES - ADMIN CLERK	5,269.82	5,400.00	2,662.08	131,000.00	70,622.27	209,904.00
001-140-514-20-10-03	UTILITY BILLING CLERK - 10%	4,391.14	4,500.00	4,557.80	-	-	-
001-140-514-20-10-06	CASHIER - PART TIME	43,889.76	45,200.00	46,008.55	-	-	-
001-140-514-20-20-01	SOCIAL SECURITY & MEDICARE	10,139.34	9,000.00	9,659.76	10,309.13	9,489.68	17,330.00
001-140-514-20-20-02	LABOR & INDUSTRIES	447.04	600.00	398.44	660.00	437.55	400.00
001-140-514-20-20-03	RETIREMENT/ICMA	14,608.80	17,000.00	13,628.34	18,000.00	14,381.80	25,020.00
001-140-514-20-20-04	MEDICAL/LIFE/DEFERRED COMP	27,781.19	31,000.00	34,287.88	45,000.00	35,425.88	59,780.00
001-140-514-20-20-05	DISABILITY/SICK LV BUYBACK	2,412.88	2,500.00	1,957.81	2,750.00	1,971.98	2,500.00
001-140-514-20-30-04	MINOR EQUIPMENT	-	-	-	-	925.49	-
001-140-514-20-31-01	OFFICE SUPPLIES	1,142.85	1,000.00	1,343.41	1,500.00	911.60	1,350.00
001-140-514-20-31-02	OPERATING SUPPLIES	1,090.78	1,000.00	596.25	2,500.00	641.04	600.00
001-140-514-20-31-03	PUBLICATIONS	-	-	883.96	200.00	169.00	890.00
001-140-514-20-31-04	RECORDS SUPPLIES	-	-	-	750.00	-	-
001-140-514-20-40-00	INTERGOV'T SERVICES - OASI	25.00	25.00	25.00	25.00	25.00	30.00
001-140-514-20-41-00	PROFESSIONAL SERVICES	3,555.29	5,000.00	1,344.19	5,000.00	2,863.80	1,350.00
001-140-514-20-41-02	SERVICE CHARGES	1,378.45	-	380.03	-	741.20	390.00
001-140-514-20-41-03	BANK SERVICE FEES	-	-	3,206.22	2,000.00	1,278.17	3,210.00
001-140-514-20-42-01	POSTAGE	498.37	700.00	932.48	770.00	555.21	940.00
001-140-514-20-43-01	MILEAGE	-	100.00	-	100.00	-	-
001-140-514-20-43-02	MEALS & LODGING	-	-	449.36	500.00	-	450.00
001-140-514-20-44-00	ADVERTISING	-	-	397.33	500.00	-	400.00
001-140-514-20-45-00	RENTALS	3,419.42	4,000.00	4,298.41	4,500.00	2,888.46	4,300.00
001-140-514-20-46-00	INSURANCE	3,969.00	4,200.00	5,141.00	10,306.00	10,301.00	17,844.00
001-140-514-20-48-00	REPAIR & MAINTENANCE	-	500.00	131.65	250.00	-	140.00
001-140-514-20-48-01	COPIER MAINTENANCE AGREEMENT	3,483.33	3,500.00	6,421.72	-	2,823.48	6,430.00
001-140-514-20-48-02	SOFTWARE SUPPORT CONTRACT	-	-	-	-	764.90	-
001-140-514-20-48-03	COMPUTER SUPPORT CONTRACT	22,125.30	25,000.00	30,094.33	25,000.00	48,980.96	30,100.00
001-140-514-20-49-00	MISCELLANEOUS	469.80	300.00	69.12	300.00	260.04	70.00
001-140-514-20-49-01	DUES & MEMBERSHIPS	30.00	100.00	1,440.00	500.00	465.65	1,440.00
001-140-514-20-49-02	REGISTRATION FEES	210.00	500.00	521.75	1,000.00	50.00	530.00
001-140-514-23-41-00	AUDIT COSTS - STATE EXAMINERS	6,927.40	12,000.00	-	14,400.00	-	-
001-140-514-60-00-01	GRANT WRITING-CONTRACTED	-	-	-	-	2,010.00	5,000.00
001-140-591-14-70-00	DEBT & LEASE REPAYMENT	-	-	-	-	9,219.60	1,800.00
001-140-594-00-00-00	CAPITAL EXPENDITURES	-	1,000.00	-	-	-	-
001-140-594-14-60-00	FINANCE - CAPITAL OUTLAY	-	500.00	-	-	-	-
001-180-518-10-31-01	OFFICE SUPPLIES	-	-	40.30	-	3,239.14	1,000.00
001-180-518-10-31-02	OPERATING SUPPLIES	7,797.71	7,000.00	7,885.33	8,000.00	1,004.85	7,890.00
001-180-518-10-31-04	MINOR EQUIPMENT	-	-	49.56	-	15.24	15,000.00

001-180-518-10-32-00	FUEL	273.22	500.00	704.70	600.00	294.85	710.00
001-180-518-10-35-00	SMALL TOOLS & EQUIPMENT	-	100.00	32.67	100.00	1,682.50	1,500.00
001-180-518-10-40-00	INTERGOVERNMENTAL SERVICES	528.50	500.00	302.00	500.00	-	310.00
001-180-518-10-40-01	PENALTIES	-	-	16.96	-	-	20.00
001-180-518-10-41-00	PROFESSIONAL SERVICES	15,676.18	12,000.00	16,633.59	13,000.00	8,533.52	16,640.00
001-180-518-10-41-01	JANITORIAL SERVICES	19,140.00	20,000.00	19,140.00	20,000.00	11,165.00	19,140.00
001-180-518-10-41-02	HVAC CONTRACT	-	4,500.00	-	-	-	-
001-180-518-10-41-03	ELEVATOR CONTRACT	6,198.24	5,500.00	6,401.64	6,000.00	3,864.91	6,410.00
001-180-518-10-42-00	BASE PHONE LINE CHARGES	9,734.38	10,000.00	9,681.79	10,000.00	6,158.77	9,690.00
001-180-518-10-42-02	ELEVATOR PHONE LINE	529.69	500.00	511.70	500.00	287.65	520.00
001-180-518-10-43-02	MEALS & LODGING	-	-	-	-	424.16	-
001-180-518-10-44-00	ADVERTISING	-	200.00	-	200.00	-	-
001-180-518-10-45-00	RENTALS	122.00	200.00	140.00	200.00	87.12	140.00
001-180-518-10-46-00	INSURANCE	4,904.00	5,500.00	6,326.00	9,548.00	9,942.00	12,483.00
001-180-518-10-47-00	UTILITIES	24,527.79	20,000.00	24,682.27	22,000.00	12,912.77	24,690.00
001-180-518-10-48-00	REPAIR & MAINTENANCE	2,656.86	5,000.00	569.91	6,000.00	108.39	5,000.00
001-180-518-10-48-47	CITY FACILITIES-WATER USE	1,809.37	2,000.00	1,828.68	2,000.00	737.08	1,830.00
001-180-518-10-49-00	MISCELLANEOUS	1,659.55	1,500.00	277.93	1,000.00	14.65	280.00
001-180-518-10-49-02	REGISTRATION FEES	-	-	595.75	500.00	-	600.00
001-180-594-18-60-00	CITY HALL - CAPITAL OUTLAY	4,567.31	6,000.00	4,795.67	-	-	4,800.00
001-180-594-18-60-10	COMPUTER SERVER/NETWORK	-	1,000.00	-	5,000.00	-	-
	Administrative Services Total	\$ 322,813.28	\$ 344,025.00	\$ 347,451.54	\$ 455,423.13	\$ 335,974.55	\$ 606,915.00

Legal		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
001-150-515-41-40-00	CITY ATTORNEY - MUNICIPAL	\$ 19,742.50	\$ 15,000.00	\$ 49,745.85	\$ 79,000.00	\$ 57,101.50	\$ 85,000.00
001-150-515-41-44-00	ADVERTISING	-	-	207.46	250.00	-	210.00
001-150-515-41-49-01	MISCELLANEOUS	-	-	74.12	-	-	80.00
001-150-515-45-40-00	CITY ATTORNEY - PROSECUTOR	24,000.00	24,000.00	21,000.00	24,000.00	16,000.00	21,000.00
001-150-515-93-41-04	PUBLIC DEFENDER	13,000.00	12,000.00	10,000.00	12,000.00	8,000.00	10,000.00
001-150-515-93-41-05	OPD GRANT - PUBLIC DEFENDER	2,499.96	2,400.00	1,495.32	2,400.00	1,328.00	1,500.00
	Legal Total	\$ 59,242.46	\$ 53,400.00	\$ 82,522.75	\$ 117,650.00	\$ 82,429.50	\$ 117,790.00
Code Enforcement		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
001-240-524-10-10-03	SALARIES & WAGES - CODE ENF.	\$ 8,693.76	\$ 45,400.00	\$ 29,774.98	\$ 27,580.80	\$ 16,351.46	\$ 54,780.00
001-240-524-10-20-01	SOCIAL SECURITY & MEDICARE	5,419.01	6,000.00	7,182.35	7,537.91	5,495.78	4,110.00
001-240-524-10-20-02	LABOR & INDUSTRIES	1,370.04	2,500.00	1,795.11	1,500.00	1,303.21	700.00
001-240-524-10-20-03	RETIREMENT/ICMA	7,766.59	10,000.00	7,517.45	13,360.00	7,698.40	5,950.00
001-240-524-10-20-04	MEDICAL/LIFE/DEFERRED COMP	24,764.61	47,000.00	29,803.80	54,500.00	14,971.50	5,280.00
001-240-524-10-20-05	DISABILITY/SICK LV BUYBACK	1,552.35	1,500.00	1,845.89	1,500.00	1,313.82	1,000.00
001-240-524-10-20-06	UNIFORMS & CLOTHING	-	300.00	179.84	650.00	147.01	180.00
001-240-524-10-30-04	MINOR EQUIPMENT	-	-	-	-	1,922.36	2,000.00
001-240-524-10-31-01	OFFICE SUPPLIES	516.64	300.00	313.35	500.00	336.95	500.00
001-240-524-10-31-02	OPERATING SUPPLIES	41.78	300.00	29.79	500.00	617.17	750.00
001-240-524-10-32-00	FUEL	510.61	1,000.00	844.73	750.00	353.66	850.00
001-240-524-10-35-00	SMALL TOOLS & EQUIPMENT	-	300.00	-	6,000.00	435.59	2,500.00
001-240-524-10-41-00	PROFESSIONAL SERVICES	-	100.00	-	100.00	-	500.00
001-240-524-10-42-01	POSTAGE	60.15	100.00	35.18	100.00	10.95	40.00
001-240-524-10-43-01	MILEAGE	-	100.00	-	100.00	-	150.00
001-240-524-10-43-02	MEALS & LODGING	-	1,000.00	-	1,000.00	623.20	500.00
001-240-524-10-44-00	ADVERTISING	808.35	-	-	1,000.00	-	150.00
001-240-524-10-46-00	INSURANCE	7,751.00	8,000.00	10,105.00	13,692.00	13,701.00	7,455.00
001-240-524-10-48-00	REPAIR & MAINTENANCE	-	200.00	3,703.17	200.00	-	3,710.00
001-240-524-10-49-00	MISCELLANEOUS	115.06	200.00	129.67	-	25.55	130.00
001-240-524-10-49-01	DUES & MEMBERSHIPS	-	300.00	227.00	500.00	-	230.00
001-240-524-10-49-02	REGISTRATION FEES	-	400.00	128.00	500.00	495.00	130.00
001-240-524-10-49-03	SUBSCRIPTIONS	99.95	100.00	-	-	-	500.00
001-240-594-24-60-00	CODE ENFORCE - CAPITAL OUTLAY	-	1,000.00	-	-	-	-
	Code Enforcement Total	\$ 59,469.90	\$ 126,100.00	\$ 93,615.31	\$ 131,570.71	\$ 65,802.61	\$ 92,095.00

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Building & Planning							
001-580-558-50-10-05	SALARIES & WAGES - BUILDING INSPEC	\$ 64,915.92	\$ 66,800.00	\$ 66,089.28	\$ 72,924.72	\$ 43,682.96	\$ 80,794.16
001-580-558-50-20-01	SOCIAL SECURITY & MEDICARE	-	-	-	-	-	6,050.00
001-580-558-50-20-02	LABOR & INDUSTRIES	-	-	-	-	-	625.00
001-580-558-50-20-03	RETIREMENT	-	-	-	-	-	7,700.00
001-580-558-50-20-04	MEDICAL/LIFE/DEFERRED COMP	-	-	-	-	-	22,150.00
001-580-558-50-20-05	DISABILITY/SICK LV BUYBACK	-	-	-	-	-	625.00
001-580-558-60-00-00	ADMINISTRATION	-	-	23,182.50	-	-	-
001-580-558-60-10-01	PLANNING DIRECTOR	-	-	1,053.24	-	-	-
001-580-558-60-10-03	SALARIES & WAGES - CITY PLANNER	-	-	21,281.75	43,990.00	37,041.19	80,294.76
001-580-558-60-20-01	SOCIAL SECURITY & MEDICARE	-	-	3,629.23	3,365.24	3,169.57	6,050.00
001-580-558-60-20-02	LABOR & INDUSTRIES	-	-	68.81	80.00	124.47	625.00
001-580-558-60-20-03	RETIREMENT/ICMA	-	-	2,856.94	5,170.56	4,610.25	8,350.00
001-580-558-60-20-04	MEDICAL/LIFE/DEFERRED COMP	-	-	1,745.75	5,500.00	3,960.00	5,280.00
001-580-558-60-20-05	DISABILITY/SICK LV BUYBACK	-	-	315.50	549.88	517.92	625.00
001-580-558-60-30-04	MINOR EQUIPMENT	-	-	-	-	28.30	-
001-580-558-60-31-01	OFFICE SUPPLIES	23.16	100.00	300.68	200.00	47.75	310.00
001-580-558-60-31-02	OPERATING SUPPLIES	-	100.00	654.56	200.00	-	660.00
001-580-558-60-31-03	PUBLICATIONS	-	-	332.89	1,000.00	491.21	340.00
001-580-558-60-35-00	SMALL TOOLS & EQUIPMENT	-	-	-	-	2,723.03	3,000.00
001-580-558-60-40-01	SOFTWARE	-	-	-	-	3,294.23	5,000.00
001-580-558-60-41-00	PROFESSIONAL SERVICES	-	-	-	6,000.00	1,893.75	6,000.00
001-580-558-60-41-01	HEARING EXAMINER-PROFESSIONAL	24,057.50	25,000.00	23,760.84	25,000.00	-	23,770.00
001-580-558-60-42-01	POSTAGE	-	1,000.00	-	1,000.00	10.95	250.00
001-580-558-60-43-02	MEALS & LODGING	-	-	-	-	259.49	1,000.00
001-580-558-60-44-00	ADVERTISING	-	100.00	114.19	100.00	-	120.00
001-580-558-60-45-00	RENTALS	-	-	158.73	-	-	160.00
001-580-558-60-46-00	INSURANCE	2,759.00	3,000.00	3,634.00	3,337.00	3,337.00	10,515.00
001-580-558-60-49-01	DUES & MEMBERSHIPS	-	-	-	-	75.00	250.00
001-580-558-60-49-02	REGISTRATION FEES	-	-	-	-	449.00	500.00
	Building & Planning Total	\$ 91,755.58	\$ 96,100.00	\$ 149,178.89	\$ 168,417.40	\$ 105,716.07	\$ 271,043.92

Transfers Out		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
001-990-597-20-90-00	T/O - UNEMPLOYMENT COMP (501)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,300.00
001-000-597-00-01-00	T/O - IMPACT FEES (100)				5,000.00		-
001-000-597-00-01-01	T/O - STREET (001 TO 101)	61,365.10	40,000.00	40,000.00	150,000.00	150,000.00	-
001-000-597-00-01-04	T/O STREET - RESTRICTED (104)	-	-	-	-	-	20,000.00
001-000-597-00-01-10	T/O PUBLIC SAFETY (110)	-	-	-	490,000.00	490,000.00	150,000.00
001-000-597-00-01-11	T/O CRIMINAL JUSTICE (111)	-	-	-	15,856.05	15,856.05	-
001-000-597-00-03-02	T/O CAPITAL PARKS (302)	-	-	-	-	-	250,000.00
001-000-597-00-01-12	T/O PARKS & RECREATION (112)	-	-	-	367,000.00	192,000.00	475,000.00
001-000-597-00-04-10	T/O BROADBAND (410)	-	-	-	-	-	100,000.00
	Transfers Out Total	\$ 61,365.10	\$ 40,000.00	\$ 40,000.00	\$ 1,027,856.05	\$ 847,856.05	\$ 1,007,300.00
	Fund Expenditures Total	\$ 813,828.13	\$ 877,145.00	\$ 1,059,743.56	\$ 2,217,897.69	\$ 1,667,202.81	\$ 2,917,011.70

Special Revenue Funds

Impact Fees Fund Resources
Special Revenue Fund 100

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 8,671	\$ 67,399	\$ 70,107	\$ 31,500	-123%
School Impact Fees	5,840	268	300	300	0%
Fire Impact Fees	3,899	104	300	300	0%
Parks Impact Fees	-	-	-	-	0%
Interest & Other Earnings	27	1,125	-	-	0%
Transfers In	-	-	-	-	0%
Impact Fund Total Resources	\$ 18,437	\$ 68,897	\$ 70,707	\$ 32,100	-120%

Impact Fees Fund Uses
Special Revenue Fund 100

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Intergovernmental Remittance	\$ 6,108	\$ -	\$ 300	\$ 500	40%
Transfers Out	-	-	45,000	-	
Impact Fund Total Uses	\$ 6,108	\$ -	\$ 45,300	\$ 500	-8960%
Net Resources Over Uses	\$ 12,329	\$ 68,897	\$ 25,407	\$ 31,600	

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

**3 Year Budget Comparison
Impact Fees 100**

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 8,670.76		\$ 67,399.46	\$ 70,106.63	\$ 31,970.12	\$ 31,500.00
Revenues		9,766.70	650.00	1,497.17	5,600.00	1,658.43	600.00
Expenditures		6,108.00	-	-	45,300.00	45,000.00	500.00
Ending Balance		\$ 12,329.46	\$ 650.00	\$ 68,896.63	\$ 30,406.63	\$ (11,371.45)	\$ 31,600.00
Total Gain (Loss)		\$ 3,658.70	\$ 650.00	\$ 1,497.17	\$ (39,700.00)	\$ (43,341.57)	\$ 100.00

Detail

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Impact Fee Revenues							
100-345-85-00-00	SCHOOL IMPACT FEES	\$ 5,840.00	\$ 300.00	\$ 268.00	\$ 300.00	\$ -	\$ 300.00
100-345-85-22-00	FIRE - IMPACT FEES	3,899.47	300.00	104.00	300.00	139.00	300.00
100-361-11-00-00	INVESTMENT INTEREST	27.23	50.00	1,125.17	-	1,519.43	-
100-361-11-00-00	T/I RTN FIRE IMPACT FROM 001	-	-	-	5,000.00	-	-
	Fund Revenues Total	\$ 9,766.70	\$ 650.00	\$ 1,497.17	\$ 5,600.00	\$ 1,658.43	\$ 600.00
Impact Fee Expenditures							
100-000-518-65-00-00	SCHOOL IMPACT FEES - REMITT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
100-220-597-00-60-00	T/O-FIRE IMPACT FEE (100 TO 001)	6,108.00	-	-	300.00	-	-
100-760-597-00-60-00	T/O PARK IMPROVEMENTS (302)	-	-	-	45,000.00	45,000.00	-
	Fund Expenditures Total	\$ 6,108.00	\$ -	\$ -	\$ 45,300.00	\$ 45,000.00	\$ 500.00

Street Operations and Maintenance Fund Resources
Special Revenue Fund 101

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 73,567	\$ 134,058	\$ 145,602	\$ 125,951	0%
Permits	100	75	50	200	
Taxes - Motor Vehicle Fuel Tax	94,896	91,450	88,088	84,145	-5%
Multimodal Transportation - City	6,692	6,414	6,292	6,291	0%
Interest & Other Earnings	410	-	50	-	0%
Transfer In	126,623	120,749	150,000	130,000	0%
Street Fund Total Resources	\$ 302,287	\$ 352,747	\$ 390,082	\$ 346,587	-13%

Street Operations and Maintenance Fund Uses
Special Revenue Fund 101

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ 77,425	\$ 75,081	\$ 79,000	\$ 84,280	6%
Benefits	43,044	41,889	45,745	42,860	-7%
Supplies	28,814	35,091	44,600	48,690	8%
Services & Charges	76,203	74,622	94,786	93,030	-2%
Street Fund Total Uses	\$ 225,486	\$ 226,683	\$ 264,131	\$ 268,860	2%

Notes

Revenue Majority of resources come from the Motor Vehicle Fuel Tax and Multimodal Transportation distributions from the State of Washington. MFVT City Assistance from State and Telephone B&O Tax designated as funding for Streets

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	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 14,115	\$ 14,203	\$ 14,447	\$ 88,500	84%
SRTC Grants	-	-	-	-	0%
TIB Grants	-	-	639,000	1,295,000	51%
Interest & Other Earnings	12	232	-	(143)	100%
Transfers In	-	-	-	110,000	100%
Street Res. Total Resources	\$ 14,127	\$ 14,436	\$ 653,447	\$ 1,493,357	56%

Streets Restricted Fund Uses
Special Revenue Fund 104

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Streets Capital Projects	\$ -	\$ -	\$ 735,000	\$ 1,475,500	50%
Street Res. Total Uses	\$ -	\$ -	\$ 735,000	\$ 1,475,500	50%

Notes

Revenue Revenue received from Transportation Improvement Board (TIB) as reimbursement for approved Streets projects

Streets Capital Projects Includes Lefevre St Restriping, Overlay on North-South Streets, and engineering for Stormwater Mitigation capital projects

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

CITY OF MEDICAL LAKE

Summary - Streets

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 73,566.75		\$ 134,058.05	\$ 145,602.05	\$ 188,153.84	\$ 125,951.05
Revenues		228,720.68	212,557.00	218,688.54	244,480.00	224,145.15	262,636.00
Expenditures		225,486.33	274,750.00	226,683.08	264,131.00	164,733.64	268,860.00
Ending Balance		\$ 76,801.10	\$ (62,193.00)	\$ 126,063.51	\$ 125,951.05	\$ 247,565.35	\$ 119,727.05
Total Gain (Loss)		\$ 3,234.35	\$ (62,193.00)	\$ (7,994.54)	\$ (19,651.00)	\$ 59,411.51	\$ (6,224.00)

Summary - Streets Restricted

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 14,115.02		\$ 14,203.45	\$ 14,447.48	\$ 14,215.19	\$ 88,500.00
Revenues		-	-	-	639,000.00	139,405.91	1,475,000.00
Expenditures		-	-	-	735,000.00	71,608.83	1,545,500.00
Ending Balance		\$ 14,115.02	\$ -	\$ 14,203.45	\$ (81,552.52)	\$ 82,012.27	\$ 18,000.00
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ (96,000.00)	\$ 67,797.08	\$ (70,500.00)

Detail

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Street Revenues							
101-316-47-00-00	TELEPHONE B & O TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00
101-322-40-00-00	STREET & CURB PERMITS	100.00	50.00	75.00	50.00	175.00	50.00
	BLOCK CLOSURE PERMITS	-	-	-	-	-	150.00
101-336-00-71-00	MULTIMODAL TRANSPORATION CITY	6,691.96	6,428.00	6,414.34	6,292.00	4,713.39	6,291.00
101-336-00-87-00	STREET - MV FUEL TAX	94,896.05	85,000.00	91,450.20	88,088.00	66,650.39	84,145.00
101-336-00-98-00	MVFT-CITY ASSISTANCE	-	-	-	-	-	130,000.00
101-361-11-00-00	INVESTMENT INTEREST	37.67	30.00	-	50.00	2,476.37	-
101-369-90-00-00	OTHER MISCELLANEOUS REVENUE	372.00	300.00	-	-	130.00	-

101-397-00-00-01	TRANSFERS IN (001)	126,623.00	120,749.00	120,749.00	150,000.00	150,000.00	-
	Fund Revenues Total	\$ 228,720.68	\$ 212,557.00	\$ 218,688.54	\$ 244,480.00	\$ 224,145.15	\$ 262,636.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Street Expenditures							
101-000-542-30-30-00	ROADWAY - SUPPLIES	\$ 3,153.45	\$ 3,000.00	\$ 1,417.03	\$ 5,000.00	\$ 2,578.57	\$ 9,420.00
101-000-543-30-40-00	ROADWAY - SERVICES	-	-	-	-	91.66	-
101-000-542-40-30-00	STORM DRAIN - SUPPLIES	-	1,000.00	-	1,000.00	-	1,500.00
101-000-542-40-40-00	STORM DRAIN - SERVICES	-	5,000.00	-	6,000.00	-	-
101-000-542-40-41-00	PROFESSIONAL SERVICES	2,800.00	500.00	1,862.32	1,000.00	1,717.30	1,870.00
101-000-542-61-40-00	SIDEWALKS - SERVICES	716.07	1,000.00	224.33	2,000.00	-	2,230.00
101-000-542-63-40-00	STREET LIGHTS - UTILITIES	40,537.45	40,000.00	41,833.24	40,000.00	26,807.89	41,840.00
101-000-542-64-30-00	TRAFFIC CONTROL - SUPPLIES	3,297.52	5,000.00	7,392.38	8,000.00	4,013.62	7,400.00
101-000-542-64-40-00	TRAFFIC CONTROL - SERVICES	3,424.26	-	5,984.69	-	6,951.46	5,990.00
101-000-542-64-40-01	TRAFFIC CONTROL - INTERGOV'T	6,234.11	7,000.00	120.72	7,000.00	-	7,000.00
101-000-542-66-10-00	SNOW & ICE - OVERTIME	-	1,000.00	-	1,000.00	-	1,000.00
101-000-542-66-30-00	SNOW & ICE - SUPPLIES	9,624.24	10,000.00	7,943.15	10,000.00	1,557.13	10,000.00
101-000-542-66-40-00	SNOW & ICE - INTERGOV'T	-	500.00	-	500.00	-	-
101-000-542-67-30-00	STREET CLEANING - SUPPLIES	1,117.26	2,000.00	486.77	3,000.00	658.32	2,500.00
101-000-542-70-30-00	ROADSIDE - SUPPLIES	-	1,000.00	1,317.24	1,000.00	1,133.78	1,320.00
101-000-542-70-40-00	ROADSIDE - INTERGOV'T	46.62	2,500.00	-	2,500.00	-	2,000.00
101-000-543-30-10-02	MAINTENANCE SUPERVISOR - 25%	17,106.00	17,650.00	11,267.81	-	-	-
101-000-543-30-10-03	SALARIES & WAGES - MAINTENACE	56,707.48	69,600.00	61,584.25	71,000.00	55,826.72	81,050.00
101-000-543-30-11-00	OVERTIME - MAINTENANCE	3,611.92	7,000.00	2,228.67	7,000.00	962.16	2,230.00
101-000-543-30-20-01	SOCIAL SECURITY & MEDICARE	5,681.75	7,000.00	5,443.26	5,325.00	4,268.78	6,080.00
101-000-543-30-20-02	LABOR & INDUSTRIES	1,763.15	3,000.00	1,609.57	1,420.00	1,303.33	1,650.00
101-000-543-30-20-03	RETIREMENT/ICMA	9,464.48	13,000.00	8,328.24	9,000.00	6,362.83	8,850.00
101-000-543-30-20-04	MEDICAL/DENTAL/LIFE/DEFERRED	24,537.17	32,400.00	25,027.39	28,000.00	18,767.19	23,530.00
101-000-543-30-20-05	DISABILITY/SICK LV BUYBACK	1,597.50	2,000.00	1,480.31	1,500.00	978.63	1,750.00
101-000-543-30-20-06	UNIFORMS & CLOTHING	-	500.00	-	500.00	116.67	1,000.00
101-000-543-30-30-00	GENERAL SERVICES - SUPPLIES	-	-	-	-	312.95	-
101-000-543-30-31-01	OFFICE SUPPLIES	2.36	100.00	-	100.00	-	-
101-000-543-30-31-02	OPERATING SUPPLIES	2,955.80	1,500.00	4,386.94	1,500.00	3,220.39	4,390.00
101-000-543-30-31-03	MINOR EQUIPMENT	-	-	83.25	-	815.28	90.00

101-000-543-30-32-00	FUEL	8,116.19	12,000.00	11,056.38	12,000.00	5,741.60	11,060.00
101-000-543-30-35-00	SMALL TOOLS & EQUIPMENT	546.88	1,000.00	1,008.18	3,000.00	77.02	1,010.00
101-000-543-30-41-00	PROFESSIONAL SERVICES	1,916.80	2,500.00	3,525.66	4,000.00	2,114.40	3,530.00
101-000-543-30-42-01	POSTAGE	2.64	-	2.20	-	-	10.00
101-000-543-30-42-02	PHONE	1,046.83	1,000.00	1,045.74	1,000.00	744.06	1,050.00
101-000-543-30-43-00	MEALS & LODGING	-	-	-	-	678.89	-
101-000-543-30-45-00	RENTALS	190.58	3,500.00	54.68	3,500.00	56.47	3,500.00
101-000-543-30-46-00	INSURANCE	5,192.00	7,500.00	6,646.00	11,186.00	11,247.00	10,670.00
101-000-543-30-47-00	UTILITIES	3,768.18	3,500.00	4,132.53	3,500.00	2,993.21	4,140.00
101-000-543-30-48-00	REPAIRS & MAINTENANCE	9,804.42	10,000.00	8,938.51	10,000.00	2,158.07	8,940.00
101-000-543-30-49-00	MISCELLANEOUS/REGISTRATIONS	523.22	500.00	207.64	2,500.00	229.62	210.00
101-000-543-30-49-01	PUBLICATIONS	-	-	44.00	100.00	248.64	50.00
	Fund Expenditures Total	\$ 225,486.33	\$ 274,750.00	\$ 226,683.08	\$ 264,131.00	\$ 164,733.64	\$ 268,860.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Street - Restricted Revenues							
104-334-03-80-11	TIB GRANT - BARKER ST	\$ -	\$ -	\$ -	\$ 639,000.00	\$ 28,008.00	
104-334-03-80-12	TIB GRANT - LEFEVRE RESTRIPING	-	-	-	-	7,240.40	630,000.00
104-334-03-80-13	TIB GRANT - MAINTENANCE PROJ.	-	-	-	-	9,300.52	665,000.00
LEGISLATIVE APPROP.	STORMWATER MITIGATION PROJ.	-	-	-	-	-	50,000.00
104-361-11-00-00	INVESTMENT INTEREST	11.74	20.00	232.29	-	(143.01)	
104-397-00-00-01	T/I GENERAL FUND (001)	-	-	-	-	-	20,000.00
104-397-00-03-01	T/I CAPITAL IMPROVEMENTS (301)					95,000.00	110,000.00
	Restricted Revenues Total	\$ -	\$ -	\$ -	\$ 639,000.00	\$ 139,405.91	\$ 1,475,000.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Street - Restricted Expenditures							
104-000-543-30-49-01	PUBLICATIONS - PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ 433.90	\$ 500.00
104-000-595-10-60-01	CAPITAL - ENGINEERING	-	-	-	41,000.00	56,260.00	75,000.00
104-000-595-30-60-01	CAPITAL - ROADWAYS	-	-	-	94,000.00	3,890.00	700,000.00
104-000-595-61-60-01	CAPITAL - SIDEWALKS	-	-	-	600,000.00	11,024.93	700,000.00
104-000-594-30-64-00	CAPITAL EQUIPMENT	-	-	-	-	-	20,000.00
104-000-595-40-60-00	CAPITAL - DRAINAGE	-	-	-	-	-	50,000.00
	Restricted Expenditures Total	\$ -	\$ -	\$ -	\$ 735,000.00	\$ 71,608.83	\$ 1,545,500.00

Leave & Severance Fund Resources
Special Revenue Fund 105

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 183,024	\$ 182,270	\$ 184,000	\$ 65,000	-183%
Leave Buyback	-	13,070	12,500	13,500	7%
Interest & Other Earnings	270	2,196	300	2,000	0%
Leave & Sev. Total Resources	\$ 183,295	\$ 197,536	\$ 196,800	\$ 80,500	-144%

Leave & Severance Fund Uses
Special Revenue Fund 105

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Leave Payouts	\$ -	\$ -	\$ 35,000	\$ 50,000	30%
Severance Payments	-	-	20,000.00	-	0%
Leave & Sev. Total Uses	\$ -	\$ -	\$ 55,000	\$ 50,000	-10%

Notes

Revenue

The City expenses leave buyback funds equivalent to 1.25% of gross payroll each month and deposits these funds into the Leave & Severance fund

Leave Payouts

Unanticipated Leave payouts of up to \$50,000 are budgeted for.

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

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 183,024.34	\$ -	\$ 182,269.96	\$ 97,535.52	\$ 64,997.84	\$ 65,000.00
Revenues		270.35	500.00	15,265.56	12,800.00	13,006.26	15,500.00
Expenditures		-	100,000.00	100,000.00	55,000.00	48,940.13	50,000.00
Ending Balance		\$ 183,294.69	\$ (99,500.00)	\$ 97,535.52	\$ 55,335.52	\$ 29,063.97	\$ 30,500.00
Total Gain (Loss)		\$ 270.35	\$ (99,500.00)	\$ (84,734.44)	\$ (42,200.00)	\$ (35,933.87)	\$ (34,500.00)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Leave & Severance Revenues							
105-341-96-01-00	LEAVE BUYBACK	\$ -	\$ -	\$ 13,069.59	\$ 12,500.00	\$ 11,043.65	\$ 13,500.00
105-361-11-00-00	INVESTMENT INTEREST	270.35	500.00	2,195.97	300.00	1,962.61	2,000.00
	Fund Revenues Total	\$ 270.35	\$ 500.00	\$ 15,265.56	\$ 12,800.00	\$ 13,006.26	\$ 15,500.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Leave & Severance Expenditures							
	LEAVE PAYOUTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
105-000-535-00-10-00	WASTEWATER - LEAVE PAYOUT	-	-	-	20,000.00	13,070.69	-
105-000-597-20-00-01	T/O LEAVE & SEVERANCE (105 TO 001)	-	50,000.00	50,000.00	-	-	-
105-000-597-21-90-00	T/O WATER/SEWER (401)	-	50,000.00	50,000.00	-	-	-
105-130-513-10-10-00	SEVERANCE - EXECUTIVE	-	-	-	35,000.00	35,869.44	-
	Fund Expenditures Total	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 55,000.00	\$ 48,940.13	\$ 50,000.00

Contingency Fund Resources
Special Revenue Fund 106

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 36,345	\$ 36,573	\$ 36,600	\$ 25,000	-46%
Interest & Other Earnings	26	456	300	-	
Contingency Total Resources	\$ 36,371	\$ 37,029	\$ 36,900	\$ 25,000	-48%

Contingency Fund Uses
Special Revenue Fund 106

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 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	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 36,345.24		\$ 36,572.89	\$ 28,349.21	\$ (116,843.75)	\$ 25,000.00
Revenues		25.55	100.00	455.76	300.00	171,759.03	-
Expenditures		-	-	-	-	146,222.25	-
Ending Balance		\$ 36,370.79	\$ 100.00	\$ 37,028.65	\$ 28,649.21	\$ (91,306.97)	\$ 25,000.00
Total Gain (Loss)		\$ 25.55	\$ 100.00	\$ 455.76	\$ 300.00	\$ 25,536.78	\$ -

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Contingency Revenues							
106-361-11-00-00	INVESTMENT INTEREST	\$ 25.55	\$ 100.00	\$ 455.76	\$ 300.00	\$ 759.03	\$ -
106-397-00-00-01	T/I GENERAL FUND (001)	-	-	-	-	171,000.00	-
	Fund Revenues Total	\$ 25.55	\$ 100.00	\$ 455.76	\$ 300.00	\$ 171,759.03	\$ -

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Contingency Expenditures							
106-000-522-10-11-00	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ 7,606.64	\$ -
106-000-522-10-30-00	SUPPLIES	-	-	-	-	170.82	-
106-000-522-10-40-00	PROFESSIONAL SERVICES	-	-	-	-	125,367.30	-
106-000-522-10-42-02	PHONE	-	-	-	-	395.34	-
106-000-522-10-48-00	UTILITY WRITE OFF	-	-	-	-	12,682.15	-
	Fund Expenditures Total	\$ -	\$ -	\$ -	\$ -	\$ 146,222.25	\$ -

American Rescue Plan Act Fund Resources
Managerial Fund 107

Account Descriptions	2022 Actual	2023 Adopted	2023 Current, Q3	2024 Proposed
Beginning Balances	\$ -	\$ -	\$ -	\$ 554,007
Federal Indirect Grant	-	858,422	858,422	-
Investment Interest	-	-	14,546	5,000
ARPA Fund Total	\$ -	\$ 858,422	\$ 872,968	\$ 559,007

American Rescue Plan Act Fund Uses
ARPA Fund 107

Projects	2022 Actual	2023 Adopted	2023 Current, Q3	2024 Proposed
Public Works Equipment	\$ -	\$ 159,222	\$ 259,544	\$ 25,000
Aerators	-	165,524	-	30,104
Broadband	-	107,500	-	-
WWTP Capital Reserves	-	-	-	59,115
Civic Non-Profits	-	94,935	32,467	-
Expanded Parks & Trails	-	10,000	21,624	105,000
Downtown Beautification	-	10,000	-	106,000
Auditorium Remodel	-	-	-	106,000
City Technology & Training	-	75,878	5,327	100,000
Executive Total	\$ -	\$ 623,059	\$ 318,962	\$ 531,219

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	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 554,006.63
Revenues		-	-	-	858,422.00	872,968.49	5,000.00
Expenditures		-	-	-	750,000.00	318,961.86	531,218.59
Ending Balance		\$ -	\$ -	\$ -	\$ 108,422.00	\$ 554,006.63	\$ 27,788.04
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ 108,422.00	\$ 554,006.63	\$ (526,218.59)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Revenues							
107-361-11-00-00	INVESTMENT INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 14,546.44	\$ 5,000.00
107-397-00-90-00	CORONAVIRUS LOCAL FISCAL RCVRY-FEDS	-	-	-	858,422.00	858,422.05	-
	Fund Revenues Total	\$ -	\$ -	\$ -	\$ 858,422.00	\$ 872,968.49	\$ 5,000.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Expenditures							
107-400-582-30-41-01	BENEFICIARY GRANT	\$ -	\$ -	\$ -	\$ -	\$ 32,467.08	\$ -
107-400-594-11-60-01	LEGISLATIVE-CAPITAL EQUIPMENT	-	-	-	-	5,326.80	-
107-400-594-18-60-01	CENTRAL SVCS - CAPITAL EQUIPMENT	-	-	-	-	-	312,000.00
107-400-594-48-60-01	PUBLIC WORKS-CAPITAL EQUIPMENT	-	-	-	750,000.00	259,544.01	25,000.00
107-740-571-10-31-04	MINOR EQUIPMENT-P&R	-	-	-	-	14,319.97	-
107-740-594-75-65-00	CAPITAL EQUIPMENT - P&R	-	-	-	-	7,304.00	105,000.00
107-310-554-90-40-00	AERATORS - PROFESSIONAL SVCS	-	-	-	-	-	30,103.59
	WWTP Capital Equipment	-	-	-	-	-	59,115.00
	Fund Expenditures Total	\$ -	\$ -	\$ -	\$ 750,000.00	\$ 318,961.86	\$ 531,218.59

Public Safety Fund Resources
Special Revenue Fund 110

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 70,000	100%
Public Safety Tax	69,423	71,132	72,704	72,000	-1%
Local Criminal Justice	122,771	125,071	120,000	125,000	4%
Criminal Justice - Population	1,639	1,674	-	1,700	100%
CJ - Contracted Services	-	-	-	9,000	100%
Fireworks Permits	200	200	1,742	200	-771%
Liquor Board Profits	-	-	7,490	7,500	0%
Policing Services Reimbursement	19,000	20,674	19,000	336,000	94%
Transfer In	-	-	980,000	150,000	-553%
Public Safety Total Resources	\$ 213,033	\$ 218,750	\$ 1,200,936	\$ 771,400	-56%

Public Safety Fund Departments - Expenditures
Special Revenue Fund 110

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Law Enforcement	\$ 614,684	\$ 1,078,724	\$ 1,116,500	\$ 667,601	-67%
Other Environmental Preservation	6,213	14,598	19,173	18,300	-5%
Animal Control	19,449	20,032	20,000	20,040	0%
Public Safety Total Uses	\$ 640,345	\$ 1,113,354	\$ 1,155,673	\$ 705,941	-64%

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	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ 493,049.92	\$ 70,000.00
Revenues		213,032.82	185,905.00	218,749.98	1,200,936.00	654,866.23	701,400.00
Expenditures	Law Enforcement	\$ 614,683.52	\$ 1,116,000.00	\$ 1,078,723.65	\$ 1,116,500.00	\$ 112,911.03	\$ 667,601.00
	Other Environmental Preservation	6,213.00	17,000.00	14,598.44	19,173.00	7,423.00	18,300.00
	Animal Control	19,448.52	17,000.00	20,031.96	20,000.00	13,755.28	20,040.00
Total Expenditures		\$ 640,345.04	\$ 1,150,000.00	\$ 1,113,354.05	\$ 1,155,673.00	\$ 134,089.31	\$ 705,941.00
Ending Balance		\$ (427,312.22)	\$ (964,095.00)	\$ (894,604.07)	\$ 45,263.00	\$ 1,013,826.84	\$ 65,459.00
Total Gain (Loss)		\$ (427,312.22)	\$ (964,095.00)	\$ (894,604.07)	\$ 45,263.00	\$ 520,776.92	\$ (4,541.00)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Public Safety Revenues							
110-313-15-00-00	PUBLIC SAFETY TAX	\$ 69,423.02	\$ 60,000.00	\$ 71,131.58	\$ 72,704.00	\$ 52,649.32	\$ 72,000.00
110-313-71-00-00	LOCAL CRIMINAL JUSTICE	122,770.62	105,000.00	125,070.83	120,000.00	92,105.39	125,000.00
110-321-30-00-00	FIREWORKS PERMITS	200.00	200.00	200.00	1,742.00	-	200.00
110-336-06-21-00	MVET-CRIM. JUSTICE PROGRAM	1,639.18	1,705.00	1,673.71	-	1,298.25	1,700.00
110-336-06-25-00	CJ - CONTRACTED SVCS	-	-	-	-	7,647.57	9,000.00
110-336-06-95-00	LIQUOR BOARD PROFITS	-	-	-	7,490.00	5,614.70	7,500.00
110-342-10-00-00	DSHS POLICE PROT.	19,000.00	19,000.00	20,673.86	19,000.00	-	25,000.00
110-342-10-00-01	DSHS POLICING REIM.	-	-	-	-	-	311,000.00
110-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	5,551.00	-
110-397-60-90-00	TRANSFERS IN (001)	-	-	-	980,000.00	490,000.00	150,000.00
	Fund Revenues Total	\$ 213,032.82	\$ 185,905.00	\$ 218,749.98	\$ 1,200,936.00	\$ 654,866.23	\$ 701,400.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Public Safety Expenditures							
Law Enforcement							

110-210-521-10-31-01	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 126.21	\$ 150.00
110-210-521-10-41-01	CONTRACTED SVCS-SHERIFFS	599,252.00	1,100,000.00	1,064,266.00	1,100,000.00	100,000.00	600,000.00
110-210-521-10-42-02	PHONE	1,389.48	1,500.00	1,339.79	1,500.00	985.48	1,340.00
110-210-521-10-48-03	BILLING SERVICES	-	-	-	-	141.12	150.00
110-210-521-20-40-02	SPOK COUNTY EMERG MNGT SERVICE	4,480.06	4,500.00	3,457.65	5,000.00	-	50,000.00
110-210-523-20-40-00	PRISONER DETENTION-SPK/CHENEY	9,561.98	10,000.00	9,660.21	10,000.00	11,658.22	15,961.00
	Law Enforcement Total	\$ 614,683.52	\$ 1,116,000.00	\$ 1,078,723.65	\$ 1,116,500.00	\$ 112,911.03	\$ 667,601.00
Other Environmental Preservation							
110-310-531-90-32-00	FUEL	\$ -	\$ -	\$ 317.84	\$ 250.00	\$ -	\$ 320.00
110-310-553-70-40-00	COUNTY - AIR POLLUTION	6,213.00	6,500.00	4,602.66	7,423.00	7,423.00	8,300.00
110-310-554-90-41-00	PROFESSIONAL SERVICES	-	10,000.00	9,677.94	11,000.00	-	9,680.00
110-310-554-90-48-00	REPAIR & MAINTENANCE	-	500.00	-	500.00	-	-
	Environmental Preservation Total	\$ 6,213.00	\$ 17,000.00	\$ 14,598.44	\$ 19,173.00	\$ 7,423.00	\$ 18,300.00
Animal Control							
110-390-539-30-41-01	CONTRACTED SERVICE-SPOKANIMAL	\$ 19,448.52	\$ 17,000.00	\$ 20,031.96	\$ 20,000.00	\$ 13,755.28	\$ 20,040.00
	Animal Control Total	\$ 19,448.52	\$ 17,000.00	\$ 20,031.96	\$ 20,000.00	\$ 13,755.28	\$ 20,040.00
	Fund Total	\$ 640,345.04	\$ 1,150,000.00	\$ 1,113,354.05	\$ 1,155,673.00	\$ 134,089.31	\$ 705,941.00

Criminal Justice Fund Resources
Special Revenue Fund 111

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 21,000	100%
Criminal Justice - Special Prog.	5,837	5,935	6,147	6,147	0%
DUI - Cities	816	558	700	500	-40%
Interest & Other Earnings	-	-	-	-	
Criminal Just. Total Resources	\$ 6,653	\$ 6,492	\$ 6,847	\$ 27,647	75%

Criminal Justice Fund Uses
Special Revenue Fund 111

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 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	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ 20,750.26	\$ 21,000.00
Revenues		6,652.69	6,739.00	6,492.29	6,847.00	4,759.06	6,647.00
Expenditures		-	-	-	-	-	-
Ending Balance		\$ 6,652.69	\$ 6,739.00	\$ 6,492.29	\$ 6,847.00	\$ 25,509.32	\$ 27,647.00
Total Gain (Loss)		\$ 6,652.69	\$ 6,739.00	\$ 6,492.29	\$ 6,847.00	\$ 4,759.06	\$ 6,647.00

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Criminal Justice Revenues							
111-336-06-26-00	MVET-CRIM JUSTICE-SPEC PRO	\$ 5,836.85	\$ 6,039.00	\$ 5,934.58	\$ 6,147.00	\$ 4,585.69	\$ 6,147.00
111-336-06-51-00	DUI - CITIES	815.84	700.00	557.71	700.00	173.37	500.00
111-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	32.83	-
	Fund Revenues Total	\$ 6,652.69	\$ 6,739.00	\$ 6,492.29	\$ 6,847.00	\$ 4,759.06	\$ 6,647.00
		2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	2023 Budget
Criminal Justice Expenditures							
	INTERGOVERNMENTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fund Expenditures Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Parks & Recreation Fund Resources
Special Revenue Fund 112

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 56,000	
Concessions	358	176	150	-	0%
Special Event Activity Fees	-	-	400	500	
Recreation Facility Use	-	52	100	2,500	96%
Youth Sports Registration	5,998	13,042	7,500	12,000	38%
Adult Sports Registration	-	-	-	1,000	100%
After School Fees	-	-	-	9,000	100%
Summer Camp Fees	-	-	-	16,000	100%
Parking - Waterfront Park	460	1,360	500	1,000	50%
Facility Rentals	310	6,665	2,000	4,000	23%
Facility Rentals - Deposits	-	-	2,000	2,000	0%
Interest & Other Earnings	-	-	-	-	0%
Transfer In	-	-	367,000	475,000	0%
Parks & Rec. Total Resources	\$ 7,126	\$ 21,295	\$ 379,650	\$ 579,000	34%

Parks & Recreation Fund Departments - Expenditures
Special Revenue Fund 112

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
<u>Recreation</u>					
Salaries & Wages	\$ 64,306	\$ 63,470	\$ 137,502	\$ 189,402	27%
Benefits	23,093	29,698	50,200	65,000	23%
Supplies	-	-	2,000	5,000	60%
Services & Charges	8,033	15,677	15,224	32,540	53%
Capital Outlay	-	-	17,000	33,000	48%
Dept. total	95,431	108,845	221,926	324,942	32%
<u>Parks Facilities</u>					
Salaries & Wages	\$ 79,518	\$ 72,177	\$ 83,441	\$ 88,270	5%
Benefits	33,725	32,944	28,211	32,160	12%
Supplies	15,019	20,122	21,600	43,610	50%
Services & Charges	35,219	34,235	35,607	47,966	26%
Capital Outlay	44,160	25,130	-	-	0%
Dept. total	\$ 207,641	\$ 184,608	\$ 168,859	\$ 212,006	20%
Parks & Rec. Total Uses	\$ 303,073	\$ 293,453	\$ 390,785	\$ 536,948	52%

Notes

Recreation: Salaries & Wages

Parks & Recreation Director began in May of 2023, City hired Part-time Recreation Assistants for running recreation programs, requesting full-time Recreation Coordinator in lieu of partial Administrative Clerk

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

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ 68,211.24	\$ 56,000.23
Revenues		7,125.57	9,200.00	21,294.94	410,250.00	221,844.99	523,000.00
Expenditures	Parks & Rec	\$ 95,431.36	\$ 127,300.00	\$ 108,845.20	\$ 221,926.40	\$ 133,974.82	\$ 324,942.00
	Parks Facilities	208,588.66	167,200.00	184,607.80	180,858.65	133,515.04	212,006.00
Total Expenditures		\$ 304,020.02	\$ 294,500.00	\$ 293,453.00	\$ 402,785.05	\$ 267,489.86	\$ 536,948.00
Ending Balance		\$ (296,894.45)	\$ (285,300.00)	\$ (272,158.06)	\$ 7,464.95	\$ 22,566.37	\$ 42,052.23
Total Gain (Loss)		\$ (296,894.45)	\$ (285,300.00)	\$ (272,158.06)	\$ 7,464.95	\$ (45,644.87)	\$ (13,948.00)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Parks & Rec Revenues							
112-321-80-00-00	CONCESSIONS	\$ 358.00	\$ -	\$ 175.50	\$ 150.00	\$ -	\$ -
001-347-30-00-00	SPECIAL EVENT ACTIVITY FEES	-	-	-	-	400.00	500.00
112-347-30-00-01	RECREATION FACILITY USE	-	-	52.00	100.00	2,576.42	2,500.00
112-347-60-00-00	YOUTH SPORTS REGISTRATION	5,997.57	5,000.00	13,042.44	7,500.00	10,160.64	12,000.00
112-347-60-00-01	ADULT SPORTS REGISTRATION	-	-	-	-	800.00	1,000.00
112-347-60-00-02	AFTER SCHOOL FEES	-	-	-	9,000.00	528.56	9,000.00
112-347-60-00-03	SUMMER CAMP FEES	-	-	-	22,000.00	800.00	16,000.00
112-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	547.81	-
112-362-00-00-02	PARKING-WATERFRONT PARK	460.00	200.00	1,360.00	500.00	1,780.00	1,000.00
112-362-00-00-03	FACILITY RENTALS	310.00	4,000.00	6,665.00	2,000.00	7,060.37	4,000.00
112-382-10-00-00	FACILITY RENTAL-DEPOSIT	-	-	-	2,000.00	5,105.00	2,000.00
112-397-60-90-00	T/I GENERAL FUND (001)	-	-	-	367,000.00	192,000.00	475,000.00
112-398-10-00-00	INSURANCE RECOVERIES - NON-CA	-	-	-	-	86.19	-
	Fund Revenues Total	\$ 7,125.57	\$ 9,200.00	\$ 21,294.94	\$ 410,250.00	\$ 221,844.99	\$ 523,000.00

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Parks & Rec Expenditures							
Parks & Rec							
112-740-571-10-10-03	SALARIES & WAGES - REC ASSISTANT	\$ 945.00	\$ 12,000.00	\$ 4,679.50	\$ 35,500.00	\$ 7,880.35	\$ 35,000.00
112-740-571-10-10-04	SALARIES & WAGES - ADMIN CLERK	13,175.28	13,600.00	6,655.23	27,000.00	11,709.88	-
112-740-571-10-10-05	RECREATION COORDINATOR	46,144.80	47,500.00	47,158.72	-	27,578.86	64,752.00
112-740-571-10-10-06	SALARIES & WAGES - DIRECTOR	-	-	-	65,400.00	33,833.86	80,400.00
112-740-571-10-11-00	OVERTIME - ADMINISTRATIVE CLERK	-	-	403.07	300.00	3,550.28	-
112-740-571-10-20-01	SOCIAL SECURITY & MEDICARE	4,040.42	5,000.00	4,573.80	7,267.50	795.66	8,500.00
112-740-571-10-20-02	LABOR & INDUSTRIES	263.57	500.00	354.38	2,034.90	4,091.52	750.00
112-740-571-10-20-03	RETIREMENT	7,088.39	9,000.00	6,692.48	13,000.00	10,699.01	11,080.00
112-740-571-10-20-04	MEDICAL/LIFE/DEFERRED COMP	10,995.82	14,000.00	12,200.47	28,000.00	582.65	27,600.00
112-740-571-10-20-05	DISABILITY/SICK LV BUYBACK	1,077.68	1,200.00	1,130.45	1,200.00	346.07	1,200.00
112-740-571-10-31-01	OFFICE SUPPLIES	41.46	500.00	111.95	500.00	10,222.23	120.00
112-740-571-10-31-02	OPERATING SUPPLIES	3,625.74	10,000.00	9,208.14	7,500.00	3,316.70	25,000.00
112-740-571-10-31-04	MINOR EQUIPMENT	-	-	-	-	1,993.43	1,000.00
112-740-571-10-35-00	SMALL TOOLS & EQUIPMENT	-	200.00	-	2,000.00	1,515.25	2,000.00
112-740-571-10-41-00	INSTRUCTORS/UMPIRES/REFEREES	-	1,000.00	-	-	3,126.37	2,000.00
112-740-571-10-41-01	PROFESSIONAL SERVICES	2,031.64	4,500.00	3,686.03	4,000.00	-	10,000.00
112-740-571-10-42-01	POSTAGE	-	100.00	1.06	100.00	73.87	10.00
112-740-571-10-42-02	PHONE	418.77	400.00	375.70	400.00	-	380.00
112-740-571-10-43-02	MEALS & LODGING	-	300.00	-	150.00	175.00	-
112-740-571-10-44-00	ADVERTISING				-	2,506.10	-
112-740-571-10-45-00	RENTALS	156.79	1,000.00	3,922.07	2,500.00	6,674.00	3,930.00
112-740-571-10-46-00	INSURANCE	4,669.00	5,100.00	6,150.00	6,674.00	-	14,020.00
112-740-571-10-49-00	MISCELLANEOUS	757.00	500.00	-	500.00	291.52	500.00
112-740-571-10-49-02	REGISTRATIONS FEES	-	700.00	266.75	700.00	342.21	200.00
112-740-571-10-49-03	SUBSCRIPTIONS				-	750.00	3,500.00
112-740-571-10-49-04	PARK & REC REFUND	-	200.00	1,275.40	200.00	1,920.00	-
112-740-594-74-60-00	RECREATION - CAPITAL OUTLAY				17,000.00	-	33,000.00
	Parks & Rec Total	\$ 95,431.36	\$ 127,300.00	\$ 108,845.20	\$ 221,926.40	\$ 133,974.82	\$ 324,942.00
Parks Facilities							
112-760-576-80-10-02	SALARIES & WAGES - MAINTENANCE	\$ 53,473.69	\$ 28,700.00	\$ 54,648.32	\$ 43,447.00	\$ 33,355.33	\$ 45,140.00
112-760-576-80-10-03	SALARIES & WAGES - PARK MAINTENANCE	23,258.91	28,000.00	14,837.56	38,244.00	15,596.78	41,130.00

112-760-576-80-11-00	OVERTIME - PARKS MAINTENANCE	2,785.10	2,000.00	2,690.78	1,750.00	-	2,000.00
112-760-576-80-20-01	SOCIAL SECURITY & MEDICARE	5,952.40	5,000.00	5,372.29	6,126.83	3,696.20	6,480.00
112-760-576-80-20-02	LABOR & INDUSTRIES	2,026.42	1,500.00	1,534.91	1,633.82	1,349.22	1,700.00
112-760-576-80-20-03	RETIREMENT	6,520.95	5,000.00	5,898.24	5,600.00	3,742.89	5,280.00
112-760-576-80-20-04	MEDICAL/LIFE/DEFERRED COMP	18,061.87	5,000.00	18,945.62	13,750.00	11,040.05	17,500.00
112-760-576-80-20-05	DISABILITY/SICK LV BUYBACK	1,163.49	1,000.00	1,192.76	1,100.00	575.51	1,200.00
112-760-576-80-30-00	INTERGOVERNMENTAL SERVICES	6,223.92	10,000.00	7,043.39	10,000.00	4,571.71	10,000.00
112-760-576-80-31-01	OFFICE SUPPLIES	-	100.00	-	100.00	-	100.00
112-760-576-80-31-02	OPERATING SUPPLIES	5,901.96	5,500.00	8,125.95	6,000.00	11,031.48	8,130.00
112-760-576-80-32-00	FUEL	2,207.50	3,500.00	3,574.91	3,500.00	3,984.61	4,000.00
112-760-576-80-31-04	MINOR EQUIPMENT	-	-	-	-	-	20,000.00
112-760-576-80-35-00	SMALL TOOLS & EQUIPMENT	685.88	1,000.00	1,377.79	2,000.00	123.23	1,380.00
112-760-576-80-41-00	PROFESSIONAL SERVICES	5,673.60	5,000.00	2,088.91	5,000.00	3,357.56	2,090.00
112-760-576-80-42-02	PHONE	751.33	700.00	842.64	700.00	537.74	850.00
112-760-576-80-45-00	RENTALS	1,657.32	4,000.00	4,843.05	4,000.00	393.92	4,850.00
112-760-576-80-46-00	INSURANCE	4,968.00	5,500.00	6,400.00	15,707.00	15,781.00	17,086.00
112-760-576-80-47-00	UTILITIES	10,265.98	10,000.00	12,163.80	-	8,916.87	12,170.00
112-760-576-80-48-00	REPAIR & MAINTENANCE	11,742.19	5,500.00	7,719.74	10,000.00	60.94	7,720.00
112-760-576-80-49-00	MISCELLANEOUS	160.24	200.00	177.11	200.00	111.65	1,000.00
112-760-576-80-49-01	DUES & MEMBERSHIPS	-	-	-	-	180.00	200.00
112-760-582-10-00-01	DEPOSIT REFUND - FACILITY RENTAL	947.44	-	-	2,000.00	4,520.00	2,000.00
112-760-591-76-61-00	LAND LEASE - WFP	-	-	-	10,000.00	-	-
112-760-594-76-60-00	PARKS - CAPITAL OUTLAY	44,160.47	40,000.00	25,130.03	-	10,588.35	-
	Park Facilities Total	\$ 208,588.66	\$ 167,200.00	\$ 184,607.80	\$ 180,858.65	\$ 133,515.04	\$ 212,006.00
	Fund Expenditures Total	\$ 304,020.02	\$ 294,500.00	\$ 293,453.00	\$ 402,785.05	\$ 267,489.86	\$ 536,948.00

Emergency Response Fund Resources
Special Revenue Fund 113

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ -	100%
Gas B & O Tax	-	-	-	75,000	100%
State Reimbursement	-	-	-	-	0%
Federal Reimbursement	-	-	-	-	0%
Interest & Other Earnings	-	-	-	-	0%
Emergency Total Resources	\$ -	\$ -	\$ -	\$ 75,000	100%

Emergency Response Fund Uses
Special Revenue Fund 113

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Emergency Response	\$ -	\$ -	\$ -	\$ -	
Emergency Total Uses	\$ -	\$ -	\$ -	\$ -	0%

Notes

Revenue Gas B & O tax designated as a funding source for the Emergency Response Fund, effective 2024.

Emergency Response Funds to be available in the event of an emergency and may only be used along with an emergency declaration

**3 Year Budget Comparison
Emergency Response Fund 113**

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		-	-	-	-	-	75,000.00
Expenditures		-	-	-	-	-	-
Ending Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Emergency Response Revenues							
113-316-43-00-00	GAS B & O TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
	STATE REIMBURSEMENT	-	-	-	-	-	-
	FEDERAL REIMBURSEMENT	-	-	-	-	-	-
	INVESTMENT INTEREST	-	-	-	-	-	-
	Fund Revenues Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
		2020 Activity	2021 Budget	2021 Activity	2022 Budget	2022 Activity	2023 Budget
Emergency Response Expenditures							
113-000-522-10-40-00	EMERGENCY RESPONSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fund Expenditures Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City Beautification Fund Resources
Special Revenue Fund 125

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ -	
Business License	6,543	5,943	6,500	5,243	-24%
Interest & Other Earnings	-	-	-	-	0%
City Beaut. Total Resources	\$ 6,543	\$ 5,943	\$ 6,500	\$ 5,243	-24%

City Beautification Fund Uses
Special Revenue Fund 125

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Services & Charges	\$ -	\$ -	\$ 4,000	\$ 6,500	38%
City Beaut. Total Uses	\$ -	\$ -	\$ 4,000	\$ 6,500	38%

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	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00
Revenues		6,542.50	4,000.00	5,942.50	6,500.00	5,242.50	5,950.00
Expenditures		-	-	-	4,000.00	-	6,500.00
Ending Balance		\$ 6,542.50	\$ 4,000.00	\$ 5,942.50	\$ 2,500.00	\$ 5,242.50	\$ 4,950.00
Total Gain (Loss)		\$ 6,542.50	\$ 4,000.00	\$ 5,942.50	\$ 2,500.00	\$ 5,242.50	\$ (550.00)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
City Beautification Revenues							
125-321-99-00-00	BUSINESS LICENSE	\$ 6,542.50	\$ 4,000.00	\$ 5,942.50	\$ 6,500.00	\$ 5,242.50	\$ 5,950.00
125-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	-	100.00
	Fund Revenues Total	\$ 6,542.50	\$ 4,000.00	\$ 5,942.50	\$ 6,500.00	\$ 5,242.50	\$ 5,950.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
City Beautification Expenditures							
125-000-594-48-64-01	IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 6,500.00
	Fund Expenditures Total	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 6,500.00

City Beautification Fund Resources
Tourism Fund 126

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ -	
Cable B & O Tax	-	-	-	6,700	100%
Interest & Other Earnings	-	-	-	-	
City Beaut. Total Resources	\$ -	\$ -	\$ -	\$ 6,700	100%

City Beautification Fund Uses
Tourism Fund 126

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ -	\$ -	\$ -	2,500	100%
Supplies	-	-	-	500	100%
Services & Charges	-	-	-	3,500	100%
City Beaut. Total Uses	\$ -	\$ -	\$ -	\$ 6,500	100%

Notes

Revenue

2024 Designate Cable B & O Tax revenues for Tourism Fund

Tourism & Events

Fund supports expenditures related to community events and the attraction of tourism to the City

**3 Year Budget Comparison
Tourism Fund 126**

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		6,533.01	8,000.00	6,630.96	6,750.00	1,579.51	6,700.00
Expenditures		-	-	-	-	2,669.25	6,500.00
Ending Balance		\$ 6,533.01	\$ 8,000.00	\$ 6,630.96	\$ 6,750.00	\$ (1,089.74)	\$ 200.00
Total Gain (Loss)		\$ 6,533.01	\$ 8,000.00	\$ 6,630.96	\$ 6,750.00	\$ (1,089.74)	\$ 200.00

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Tourism Revenues							
126-316-46-00-00	CABLE B&O TAX	\$ 6,533.01	\$ 8,000.00	\$ 6,630.96	\$ 6,750.00	\$ 1,579.51	\$ 6,700.00
126-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	-	-
126-397-00-00-01	T/I GENERAL FUND (001)	-	-	-	-	-	-
	Fund Revenues Total	\$ 6,533.01	\$ 8,000.00	\$ 6,630.96	\$ 6,750.00	\$ 1,579.51	\$ 6,700.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Tourism Expenditures							
Community Events							
126-730-573-90-11-01	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ 1,027.04	\$ 2,500.00
126-730-573-90-31-02	OPERATING SUPPLIES	-	-	-	-	239.58	500.00
126-730-573-90-41-00	PROFESSIONAL SERVICES	-	-	-	-	-	500.00
126-000-573-90-45-00	RENTALS	-	-	-	-	1,402.63	3,000.00
126-000-594-48-64-01	IMPROVEMENTS	-	-	-	-	-	-
	Fund Expenditures Total	\$ -	\$ -	\$ -	\$ -	\$ 2,669.25	\$ 6,500.00

Capital Improvements Fund Resources
Capital Projects Fund 301

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 414,923	\$ 369,499	\$ 568,395	\$ 515,000	-10%
Real Estate Excise Tax (REET)	131,375	105,512	95,000	100,000	5%
Interest & Other Earnings	346	8,675	2,000	8,680	77%
Capital Imp. Total Resources	\$ 546,644	\$ 483,686	\$ 665,395	\$ 623,680	-7%

Capital Improvements Fund Uses
Capital Projects Fund 301

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Library Projects	\$ -	\$ 244	\$ 70,000	\$ -	0%
Streets Projects	-	-	-	50,000	100%
City Hall Projects	-	-	-	204,000	100%
Transfers Out	65,000	-	95,000	110,000	14%
Capital Imp. Total Uses	\$ 65,000	\$ 244	\$ 165,000	\$ 364,000	55%

Notes

Transfers Out

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

Capital Projects

Includes City Hall Backup Generator & Switchgear, Auditorium Commercial Kitchen Remodel, and Interstate 90 Wayfinding "Loop" Signage capital projects

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

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 414,922.66		\$ 369,498.91	\$ 568,394.75	\$ 436,220.61	\$ 515,000.00
Revenues		131,721.70	81,000.00	114,187.14	97,000.00	66,378.37	108,680.00
Expenditures		65,000.00	26,000.00	244.00	165,000.00	97,776.95	364,000.00
Ending Balance		\$ 481,644.36	\$ 55,000.00	\$ 483,442.05	\$ 500,394.75	\$ 404,822.03	\$ 259,680.00
Total Gain (Loss)		\$ 66,721.70	\$ 55,000.00	\$ 113,943.14	\$ (68,000.00)	\$ (31,398.58)	\$ (255,320.00)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Capital Improvements Revenues							
301-318-34-00-00	REET TAX	\$ 131,375.47	\$ 80,000.00	\$ 105,512.25	\$ 95,000.00	\$ 50,469.14	\$ 100,000.00
301-361-11-00-00	INVESTMENT INTEREST	346.23	1,000.00	8,674.89	2,000.00	15,909.23	8,680.00
	Fund Revenues Total	\$ 131,721.70	\$ 81,000.00	\$ 114,187.14	\$ 97,000.00	\$ 66,378.37	\$ 108,680.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Capital Improvements Expenditures							
301-720-594-72-64-01	CAPITAL IMPROVEMENTS-LIBRARY	\$ -	\$ -	\$ 244.00	\$ 70,000.00	\$ 2,776.95	\$ -
	CITY HALL PROJECTS	-	-	-	-	-	204,000.00
	STREETS PROJECTS	-	-	-	-	-	50,000.00
301-000-597-00-90-60	Transfers Out (301 to 001)	40,000.00	-	-	-	-	-
301-000-597-43-90-41	T/O - STREET - RESTRICTED (104)	25,000.00	26,000.00	-	95,000.00	95,000.00	110,000.00
	Fund Expenditures Total	\$ 65,000.00	\$ 26,000.00	\$ 244.00	\$ 165,000.00	\$ 97,776.95	\$ 364,000.00

Parks Capital Improvements Fund Resources
Capital Projects Fund 302

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 45,000	100%
Impact Fees	-	-	-	-	0%
Interest & Other Earnings	-	-	-	500	100%
Transfers In	-	-	45,000	250,000	82%
Capital Imp. Total Resources	\$ -	\$ -	\$ 45,000	\$ 295,500	85%

Capital Improvements Fund Uses
Capital Projects Fund 301

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Parks Projects	\$ -	\$ -	\$ -	\$ 295,000	100%
Capital Imp. Total Uses	\$ -	\$ -	\$ -	\$ 295,000	100%

Notes

Parks Projects

Includes replacing old mower, Coney Island Dock, Waterfront park benches and permanent stage capital projects.

3 Year Budget Comparison
Parks Capital Improvement Fund 302

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00
Revenues		-	-	-	45,000.00	45,000.00	250,500.00
Expenditures		-	-	-	-	-	295,000.00
Ending Balance		\$ -	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ 500.00
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ (44,500.00)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Capital Improvements Revenues							
302-345-85-76-00	PARK - IMPACT FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
302-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	-	500.00
302-397-00-00-01	T/I GENERAL FUND (001)	-	-	-	-	-	250,000.00
302-397-00-01-00	T/I IMPACT (100)	-	-	-	45,000.00	45,000.00	-
	Fund Revenues Total	\$ -	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ 250,500.00
		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Capital Improvements Expenditures							
302-760-576-76-41-01	CAPITAL-ENGINEERING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
302-760-594-76-60-01	CAPITAL OUTLAY	-	-	-	-	-	275,000.00
302-760-594-76-65-01	CAPITAL-EQUIPMENT	-	-	-	-	-	20,000.00
	Fund Expenditures Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 295,000.00

Proprietary Funds

Water Operations and Maintenance Fund Resources
Proprietary Fund 401

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 871,751	\$ 863,431	\$ 1,077,599	\$ 542,265	
Delinquent Fees	1,150	29,980	12,000	10,000	-20%
Facilities Rental - Reservoir	114,444	111,770	125,000	112,000	-12%
Water Sales	690,217	664,233	700,000	728,000	4%
Interest & Other Earnings	782	16,235	1,500	2,000	25%
Water Fund Total Resources	\$ 1,678,343	\$ 1,685,648	\$ 1,916,099	\$ 1,394,265	-37%

Water Operations and Maintenance Fund Uses
Proprietary Fund 401

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ 156,662	\$ 152,958	\$ 243,000	\$ 215,882	-13%
Benefits	80,467	80,260	137,555	121,000	-14%
Supplies	132,431	188,258	150,500	198,790	24%
Services & Charges	156,042	143,557	196,776	183,297	-7%
Transfers Out	-	-	-	125,000	100%
Water Fund Total Uses	\$ 525,602	\$ 565,033	\$ 727,831	\$ 843,969	14%

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	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	#REF!	#REF!	#REF!	#REF!	#REF!
Water Tap Fees	5,086	650	-	-	0%
Interest & Other Earnings	-	-	-	-	0%
Transfers In	-	-	75,000	125,000	0%
Water Res. Total Resources	#REF!	#REF!	#REF!	#REF!	#REF!

Water Restricted Fund Uses
Proprietary Managerial Fund 402

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Improvements	\$ -	\$ -	\$ -	\$ 500,000	100%
Capital Repair & Maintenance	-	-	-	40,000	100%
Equipment	-	-	-	210,000	100%
Water Res. Total Uses	\$ -	\$ -	\$ -	\$ 750,000	100%

Notes

Capital Purchases

Includes Reservoir repair, water testing kit, line/utility locator, water testing (PFAS/PFOA)

Capital Projects

Includes Jefferson St Lead Pipe and Joint Water Main Replacement and Craig Rd Well Backup Generator & Switchgear capital projects

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

CITY OF MEDICAL LAKE

Summary - Water

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 871,750.60		\$ 863,430.67	\$ 1,077,599.23	\$ 187,733.64	\$ 542,264.87
Revenues		806,627.44	806,050.00	822,409.26	838,550.00	611,789.15	852,000.00
Expenditures		525,601.56	594,300.00	565,033.25	727,831.00	510,601.38	847,969.00
Ending Balance		\$ 1,152,776.48	\$ 211,750.00	\$ 1,120,806.68	\$ 1,188,318.23	\$ 197,264.87	\$ 546,295.87
Total Gain (Loss)		\$ 281,025.88	\$ 211,750.00	\$ 257,376.01	\$ 110,719.00	\$ 101,187.77	\$ 4,031.00

Summary - Water Restricted

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 19.27		\$ 19.27	\$ 19.59	\$ 69,789.98	\$ 500,000.00
Revenues		5,086.01	3,000.00	650.00	75,000.00	360,431.22	625,000.00
Expenditures		-	-	-	-	-	750,000.00
Ending Balance		\$ 5,105.28	\$ 3,000.00	\$ 669.27	\$ 75,019.59	\$ 430,221.20	\$ 375,000.00
Total Gain (Loss)		\$ 5,086.01	\$ 3,000.00	\$ 650.00	\$ 75,000.00	\$ 360,431.22	\$ (125,000.00)

Detail - Water

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Water Revenues							
401-343-40-00-00	WATER SALES	\$ 690,216.52	\$ 700,000.00	\$ 664,232.50	\$ 700,000.00	\$ 508,586.52	\$ 728,000.00
401-343-40-01-00	BULK WATER SALES	35.23	50.00	192.17	50.00	-	-
401-359-90-00-00	UTILITY DELINQUENT FEES	1,150.00	5,000.00	29,980.07	12,000.00	26,978.16	10,000.00
401-361-11-00-00	INVESTMENT INTEREST	782.06	1,000.00	16,234.95	1,500.00	5,187.23	2,000.00
401-362-50-00-00	FACILITIES RENTAL-RESERVOIR	114,443.63	100,000.00	111,769.57	125,000.00	71,037.24	112,000.00
401-369-90-00-00	MISCELLANEOUS REVENUE	-	-	-	-	-	-
	Fund Revenues Total	\$ 806,627.44	\$ 806,050.00	\$ 822,409.26	\$ 838,550.00	\$ 611,789.15	\$ 852,000.00

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Water Expenditures							
401-380-518-10-40-00	ID BILLING - PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 285.80	\$ 1,920.00
401-380-518-40-40-00	ID BILLING - PURCHASING SERVICES	-	-	-	-	1,005.44	6,600.00
401-380-534-10-10-01	SALARIES & WAGES - PW DIRECTOR	23,260.43	24,000.00	23,799.78	35,000.00	39,492.06	47,292.00
401-380-534-10-10-02	MAINTENANCE LEAD	20,527.20	21,150.00	13,521.35	-	-	-
401-380-534-10-10-03	SALARIES & WAGES - MAINTENANCE	85,061.20	101,150.00	92,376.37	200,000.00	117,136.52	162,590.00
401-380-534-10-10-06	SALARIES & WAGES - ADMIN CLERK	22,395.73	22,000.00	19,312.73	2,000.00	11,178.56	-
401-380-534-10-11-00	OVERTIME	5,417.84	7,000.00	3,947.86	6,000.00	1,267.55	6,000.00
401-380-534-10-20-01	SOCIAL SECURITY & MEDICARE	11,121.99	13,000.00	11,207.55	19,875.00	12,621.58	15,750.00
401-380-534-10-20-02	LABOR & INDUSTRIES	2,683.05	4,000.00	2,619.83	5,180.00	3,371.22	6,500.00
401-380-534-10-20-03	RETIREMENT/ICMA	18,604.12	25,000.00	16,255.89	26,500.00	18,527.88	22,380.00
401-380-534-10-20-04	MEDICAL/DENTAL/VISION/DEFERRED	44,306.67	59,800.00	45,801.22	82,000.00	50,471.40	71,320.00
401-380-534-10-20-05	DISABILTIY/SICK LV BUYBACK	3,082.14	3,500.00	2,827.63	3,500.00	2,947.52	3,500.00
401-380-534-10-20-06	UNIFORMS & CLOTHING	668.60	500.00	1,547.51	500.00	391.78	1,550.00
401-380-534-10-31-01	OFFICE SUPPLIES	1,199.88	1,500.00	1,154.93	1,500.00	838.62	1,160.00
401-380-534-10-31-02	OPERATING SUPPLIES	6,597.76	12,000.00	11,047.75	12,000.00	15,289.42	11,050.00
401-380-534-10-31-03	MINOR EQUIPMENT	-	-	183.42	-	13,255.54	4,190.00
401-380-534-10-32-00	FUEL	5,664.52	8,000.00	7,549.02	6,000.00	5,459.08	7,550.00
401-380-534-10-34-00	ITEMS FOR RESALE	81,223.43	92,000.00	142,222.28	100,000.00	83,713.28	142,230.00
401-380-534-10-34-01	ITEMS FOR RESALE-SPOK INTERTIE	33,150.00	25,000.00	21,787.14	25,000.00	22,464.87	21,790.00
401-380-534-10-35-00	SMALL TOOLS & EQUIPMENT	4,595.21	5,000.00	4,313.66	6,000.00	38.84	10,820.00
401-380-534-10-40-00	WATER TESTING	2,630.00	4,000.00	5,727.99	5,000.00	1,748.00	13,730.00
401-380-534-10-40-01	OTHER INTERGOV'T SERVICES	2,675.90	3,500.00	2,675.90	3,500.00	150.00	2,680.00
401-380-534-10-41-00	PROFESSIONAL SERVICES	13,249.83	13,000.00	12,115.31	20,000.00	17,177.20	12,120.00
401-380-534-10-41-01	SOFTWARE	-	-	-	-	3,093.23	-
401-380-534-10-42-01	POSTAGE	3,266.47	3,000.00	3,306.30	3,500.00	1,885.95	3,310.00
401-380-534-10-42-02	PHONE	4,373.64	4,500.00	4,538.13	4,500.00	2,850.64	4,540.00
401-380-534-10-43-01	MILEAGE	-	100.00	-	100.00	-	-
401-380-534-10-43-02	MEALS & LODGING	-	300.00	-	300.00	-	300.00
401-380-534-10-44-00	ADVERTISING	19.45	100.00	160.72	500.00	27.77	170.00
401-380-534-10-45-00	RENTALS	2,982.04	4,000.00	1,540.24	4,000.00	39.05	1,550.00
401-380-534-10-46-00	INSURANCE	11,129.00	12,500.00	14,457.50	24,473.00	24,715.00	34,234.00
401-380-534-10-47-00	UTILITIES	63,701.11	67,000.00	53,636.47	65,000.00	35,448.13	53,640.00

401-380-534-10-48-00	REPAIR & MAINTENANCE	15,807.98	20,000.00	9,244.02	20,000.00	2,420.12	9,250.00
401-380-534-10-48-03	BILLING SERVICE	-	-	-	6,000.00	1,626.49	3,000.00
401-380-534-10-49-00	STATE EXCISE TAX	33,874.57	35,000.00	34,016.71	35,203.00	16,006.80	34,103.00
401-380-534-10-49-01	DUES & MEMBERSHIPS	1,347.90	1,700.00	1,625.40	1,700.00	3,860.24	1,630.00
401-380-534-10-49-02	MISCELLANEOUS & REGISTRATIONS	983.90	1,000.00	512.64	3,000.00	1,087.04	520.00
401-380-534-10-49-05	TRAINING	-	-	-	-	-	4,000.00
401-000-597-00-04-02	T/O - WATER RESTRICTED (402)	-	-	-	-	-	125,000.00
	Fund Expenditures Total	\$ 525,601.56	\$ 594,300.00	\$ 565,033.25	\$ 727,831.00	\$ 510,601.38	\$ 847,969.00

Detail - Water - Restricted

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Water - Restricted Revenues							
402-343-40-00-01	WATER TAP FEES	5,086.01	3,000.00	650.00	-	-	-
STATE GRANT	JEFFERSON WATER LINE	-	-	-	-	-	500,000.00
402-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	333.22	
402-397-00-04-01	T/I WATER RESTRICTED (402)	-	-	-	75,000.00	75,000.00	125,000.00
402-397-00-04-01	T/I W/S MANAGERIAL (404)	-	-	-	-	285,098.00	-
	Restricted Revenues Total	\$ 5,086.01	\$ 3,000.00	\$ 650.00	\$ 75,000.00	\$ 360,431.22	\$ 625,000.00

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Water - Restricted Expenditures							
402-368-10-00-00	LID SET UP FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-379-00-00-01	W/S CAPITAL IMPROVEMENT FEES	-	-	-	-	-	-
402-380-594-34-63-00	WATER IMPROVEMENTS	-	-	-	-	-	500,000.00
402-380-594-34-64-00	WATER - EQUIPMENT	-	-	-	-	-	210,000.00
402-380-534-10-48-00	CAPITAL REPAIR & MAINTENANCE	-	-	-	-	-	40,000.00
402-380-597-34-90-64	T/O - W/S EQUIP (401 TO 404)	-	-	-	-	-	-
	Restricted Expenditures Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000.00

Solid Waste Operations and Maintenance Fund Resources
Proprietary Fund 407

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ 290,042	\$ 267,706	\$ 236,565	\$ 121,369	-95%
Delinquent Fees	-	-	-	10,000	100%
Compost Trailer Reimbursement	13,100	10,130	10,000	9,750	-3%
Garbage Collection Fees	627,944	647,865	650,000	675,000	4%
Interest & Other Earnings	5,699	4,391	1,010	2,250	55%
Solid Waste Total Resources	\$ 936,786	\$ 930,092	\$ 897,575	\$ 818,369	-10%

Solid Waste Operations and Maintenance Fund Uses
Proprietary Fund 407

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Salaries & Wages	\$ 17,820	\$ 16,420	\$ 5,500	\$ -	0%
Benefits	10,100	8,262	12,565	-	0%
Supplies	1,698	2,432	2,600	3,660	29%
Services & Charges	633,671	678,814	658,259	724,672	9%
Refunds	-	-	-	-	0%
Capital Outlay	3,218	-	6,000	-	0%
Solid Waste Total Uses	\$ 666,507	\$ 705,928	\$ 684,924	\$ 728,332	6%

Notes

- Revenue** Includes garbage collection charges, late fees and reimbursement from the County for 75% of compost removal costs. Collection rates increase of approximately 12% to match increase in contracted garbage and recycling removal services.
- Salaries & Wages** Fund is no longer charged for Administrative salaries & wages
- Services & Charges** Includes Sunshine Disposal contract for removal services. Approximate 3.75% increase in garbage and recycling removal services.

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

CITY OF MEDICAL LAKE

Summary

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 290,042.36		\$ 267,705.92	\$ 236,564.81	\$ 144,040.04	\$ 121,369.20
Revenues		641,342.25	601,010.00	662,386.28	661,010.00	517,886.80	697,000.00
Expenditures		666,506.84	709,200.00	705,927.66	684,924.00	518,986.32	728,332.00
Ending Balance		\$ 264,877.77	\$ (108,190.00)	\$ 224,164.54	\$ 212,650.81	\$ 121,369.20	\$ 90,037.20
Total Gain (Loss)		\$ (25,164.59)	\$ (108,190.00)	\$ (43,541.38)	\$ (23,914.00)	\$ (1,099.52)	\$ (31,332.00)

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Solid Waste Revenues							
407-337-00-00-01	COMPOST TRAILER REIMBURSEMENT	\$ 13,100.01	\$ -	\$ 10,130.16	\$ 10,000.00	\$ 3,343.03	\$ 9,750.00
401-359-90-00-00	UTILITY DELINQUENT FEES	-	-	-	-	-	10,000.00
407-343-70-00-00	GARBAGE COLLECTION FEES	627,944.44	600,000.00	647,864.70	650,000.00	508,284.10	675,000.00
407-361-00-00-01	INTEREST-GARB MM	4.10	10.00	48.52	10.00	-	-
407-361-11-00-00	INVESTMENT INTEREST	239.70	1,000.00	4,071.70	1,000.00	5,513.97	2,000.00
407-369-00-00-01	OTHER MISCELLANEOUS REVENUES						
407-369-10-00-00	SALE OF RECYCLABLES	54.00	-	271.20	-	745.70	250.00
	Fund Revenues Total	\$ 641,342.25	\$ 601,010.00	\$ 662,386.28	\$ 661,010.00	\$ 517,886.80	\$ 697,000.00
Solid Waste Expenditures							
407-000-518-40-40-00	ID BILLING - PURCHASING SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
407-000-537-10-10-02	MAINTENANCE SUPERVISOR -10%	6,842.52	7,100.00	4,507.07	-	-	-
407-000-537-10-10-06	ADMINISTRATIVE STAFF	10,977.66	11,300.00	11,394.38	5,000.00	11,178.56	-
407-000-537-10-11-00	OVERTIME	-	-	518.61	500.00	-	-
407-000-537-10-20-01	SOCIAL SECURITY & MEDICARE	1,262.77	1,000.00	1,214.43	2,025.00	855.22	-
407-000-537-10-20-02	LABOR & INDUSTRIES	176.11	300.00	140.93	540.00	50.78	-
407-000-537-10-20-03	RETIREMENT/ICMA	2,067.04	2,500.00	1,712.03	3,500.00	1,410.10	-
407-000-537-10-20-04	MEDICAL/DENTAL/VISION/DEFERRED	6,220.43	8,600.00	4,914.22	6,000.00	2,412.18	-
407-000-537-10-20-05	DISABILITY/SICK LV BUYBACK	373.58	400.00	280.08	500.00	184.61	-
407-000-537-10-30-00	INTERGOVERNMENTAL SERVICES	902.75	-	882.15	1,000.00	67.40	890.00

407-000-537-10-31-01	OFFICE SUPPLIES	674.77	700.00	725.57	850.00	-	730.00
407-000-537-10-31-02	OPERATING SUPPLIES	120.14	200.00	85.48	200.00	-	90.00
407-000-537-10-31-03	PUBLICATIONS	-	-	458.38	-	-	460.00
407-000-537-10-32-00	FUEL	-	100.00	280.40	300.00	-	290.00
407-000-537-10-35-00	SMALL TOOLS & EQUIPMENT	-	100.00	-	250.00	-	-
407-000-537-10-41-00	GARBAGE CONTRACTORS	559,163.57	617,000.00	624,131.54	600,000.00	468,716.18	675,000.00
407-000-537-10-41-01	COMPOST DISPOSAL	24,901.31	10,000.00	13,294.74	15,000.00	11,553.15	13,000.00
407-000-537-10-41-03	PROFESSIONAL SERVICES	5,242.13	2,000.00	1,331.37	2,000.00	-	1,340.00
407-000-537-10-42-01	POSTAGE	2,668.63	3,000.00	3,054.88	3,000.00	1,875.00	3,060.00
407-000-537-10-44-00	ADVERTISING	-	-	6.25	15.00	-	10.00
407-000-537-10-45-00	RENTALS	-	-	-	-	642.04	-
407-000-537-10-46-00	INSURANCE	5,230.00	6,000.00	6,821.00	3,344.00	3,344.00	1,762.00
407-000-537-10-47-00	UTILITIES	4,046.42	4,000.00	4,474.52	4,000.00	663.62	-
407-000-537-10-48-00	REPAIR & MAINTENANCE	784.69	1,500.00	71.87	1,500.00	138.41	500.00
407-000-537-10-48-03	BILLING SERVICE	-	-	-	6,000.00	1,626.47	3,000.00
407-000-537-10-49-00	STATE EXCISE TAX	31,606.60	31,500.00	25,616.61	23,400.00	14,268.60	27,000.00
407-000-537-10-49-01	OTHER MISCELLANEOUS	27.72	100.00	11.15	-	-	-
407-000-582-10-00-01	GARBAGE REFUND	-	300.00	-	-	-	-
407-000-594-37-63-00	IMPROVEMENTS	3,218.00	1,000.00	-	5,000.00	-	-
407-000-594-37-64-00	EQUIPMENT	-	500.00	-	1,000.00	-	-
	Fund Expenditures Total	\$ 666,506.84	\$ 709,200.00	\$ 705,927.66	\$ 684,924.00	\$ 518,986.32	\$ 728,332.00

Wastewater Operations and Maintenance Fund Resources
Proprietary Fund 408

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 420,000	100%
Delinquent Fees	-	-	16,500	10,000	-65%
DSHS WWTP O&M 50%	385,821	331,989	350,000	530,500	34%
Sewer Service	698,361	719,520	720,000	765,000	6%
Interest & Other Earnings	-	-	3,000	2,000	-50%
Transfers In	-	-	200,000	545,000	
Wastewater Total Resources	\$ 1,084,181	\$ 1,051,509	\$ 1,089,500	\$ 1,727,500	37%

Wastewater Fund Departments - Expenditures
Proprietary Fund 408

Account Description	2021 Actual	2022 Actual	2023 Adopted	2024 Proposed	% Change
<u>Wastewater Collection</u>					
Salaries & Wages	\$ 135,696	\$ 138,349	\$ 164,000	\$ 181,300	10%
Benefits	75,671	76,975	96,525	92,660	-4%
Supplies	16,774	15,508	19,500	18,520	-5%
Services & Charges	76,201	96,866	106,258	84,087	-26%
Transfers Out	30,000	-	-	-	
Dept. total	\$ 334,342	\$ 327,697	\$ 386,283	\$ 376,567	-3%
<u>Wastewater Treatment</u>					
Salaries & Wages	\$ 78,119	\$ 74,207	\$ 340,000	\$ 426,520	20%
Benefits	123,236	119,668	164,035	155,020	-6%
Supplies	110,870	111,594	108,500	126,930	15%
Services & Charges	317,110	309,980	305,504	366,766	17%
Transfers Out	-	-	-	-	
Dept. total	\$ 629,335	\$ 615,449	\$ 918,039	\$ 1,075,236	15%
Wastewater Total Uses	\$ 963,677	\$ 943,147	\$ 1,304,322	\$ 1,451,803	10%

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. Increase on monthly sewer rates by \$2

Salaries & Wages Added FTE for succession planning. 7.5% Salary Adjustment, 3.5% Step. Additional FTE in WWTP

Supplies Replace aging equipment

Wastewater Restricted Fund Resources
Proprietary Managerial Fund 409

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 1,071,000	100%
Sewer Tap Fees	375	75	-	-	
Interest & Other Earnings	-	-	-	-	
Transfers In	-	-	-	-	
Street Res. Total Resources	\$ 375	\$ 75	\$ -	\$ 1,071,000	100%

Wastewater Restricted Fund Uses
Proprietary Managerial Fund 409

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Capital Services	\$ -	\$ -	\$ -	\$ 50,000	100%
Capital Improvements	-	-	5,000	200,000	98%
Capital Equipment	-	-	-	1,080,000	100%
Street Res. Total Uses	\$ -	\$ -	\$ 5,000	\$ 1,330,000	100%

Notes

Capital Equipment

Includes Programmable Logic Controls Upgrade, UV Light Disinfection Upgrade, and Backup Generator Switchgear capital projects

Capital Improvements

Includes Solar Array Project, funded in 2023

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

CITY OF MEDICAL LAKE

Summary - Wastewater

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ 165,958.04	\$ 420,000.00
Revenues		1,084,181.49	700,000.00	1,051,509.03	1,380,500.00	1,475,606.57	1,307,500.00
Expenditures	WWC	\$ 334,341.93	\$ 393,250.00	\$ 327,697.27	\$ 386,283.40	\$ 251,922.95	\$ 376,567.00
	WWT	629,335.26	740,442.00	615,449.34	918,038.60	731,963.88	1,075,236.00
Total Expenditures		\$ 963,677.19	\$ 1,133,692.00	\$ 943,146.61	\$ 1,304,322.00	\$ 983,886.83	\$ 1,451,803.00
Ending Balance		\$ 120,504.30	\$ (433,692.00)	\$ 108,362.42	\$ 76,178.00	\$ 657,677.78	\$ 275,697.00
Total Gain (Loss)		\$ 120,504.30	\$ (433,692.00)	\$ 108,362.42	\$ 76,178.00	\$ 491,719.74	\$ (144,303.00)

Summary - Wastewater - Restricted

	Departments	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ 171,519.37	\$ 1,071,000.00
Revenues		-	-	-	-	904,924.54	-
Expenditures		-	-	-	85,000.00	4,795.66	1,330,000.00
Ending Balance		\$ -	\$ -	\$ -	\$ (85,000.00)	\$ 1,071,648.25	\$ (259,000.00)
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ (85,000.00)	\$ 900,128.88	\$ (1,330,000.00)

Detail - Wastewater

Wastewater Revenues		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
408-337-00-00-00	DSHS WWTP O & M-50%	\$ 385,820.81	\$ -	\$ 331,989.01	\$ 441,000.00	\$ 359,905.21	\$ 530,500.00
408-343-50-00-00	SEWER SERVICE	698,360.68	700,000.00	719,520.02	720,000.00	568,264.70	765,000.00
408-359-90-00-00	UTILITY DELINQUENT FEES	-	-	-	16,500.00	-	10,000.00
408-361-11-00-00	INVESTMENT INTEREST	-	-	-	3,000.00	2,436.66	2,000.00
408-397-00-04-03	T/I W/S MANAGERIAL (403)	-	-	-	200,000.00	545,000.00	-
	Fund Total	\$ 1,084,181.49	\$ 700,000.00	\$ 1,051,509.03	\$ 1,380,500.00	\$ 1,475,606.57	\$ 1,307,500.00

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Wastewater Expenditures							
WWC							
408-381-518-10-40-00	ID BILLING - PERSONNEL SVCS	\$ -	\$ -	\$ -	\$ 620.00	\$ 204.14	\$ 1,440.00
408-381-518-40-40-00	ID BILLING - PURCHASING SVCS	-	-	-	4,380.00	1,436.36	9,000.00
408-381-535-10-10-01	SALARIES & WAGES - PW DIRECTOR	23,260.68	24,000.00	23,799.74	35,000.00	23,695.18	47,300.00
408-381-535-10-10-03	SALARIES & WAGES - MAINTENANCE	85,061.13	101,700.00	92,376.17	120,000.00	84,626.97	130,000.00
408-381-535-10-10-06	SALARIES & WAGES - ADMIN CLERK	21,956.63	22,700.00	18,299.13	2,000.00	11,178.47	-
408-381-535-10-11-00	OVERTIME - MAINTENANCE	5,417.68	7,000.00	3,873.69	7,000.00	-	4,000.00
408-381-535-10-20-01	SOCIAL SECURITY & MEDICARE	10,446.11	12,500.00	10,704.72	11,625.00	8,994.65	13,300.00
408-381-535-10-20-02	LABOR & INDUSTRIES	2,523.04	4,000.00	2,520.44	3,100.00	2,372.43	3,000.00
408-381-535-10-20-03	RETIREMENT/ICMA	17,559.18	23,000.00	15,544.00	21,000.00	13,290.43	18,450.00
408-381-535-10-20-04	MEDICAL/DENTAL/VISION/DEFERR	41,847.00	57,300.00	43,989.03	57,000.00	35,996.30	50,990.00
408-381-535-10-20-05	DISABILITY/SICK LV BUYBACK	2,899.06	3,500.00	2,699.75	3,500.00	2,089.91	2,900.00
408-381-535-10-20-06	UNIFORMS & CLOTHING	396.42	300.00	1,517.02	300.00	116.66	4,020.00
408-381-535-10-31-01	OFFICE SUPPLIES	1,123.87	1,500.00	1,154.61	1,500.00	697.30	1,160.00
408-381-535-10-31-02	OPERATING SUPPLIES	8,703.42	7,000.00	3,727.47	7,000.00	3,475.20	3,730.00
408-381-535-10-31-03	MINOR EQUIPMENT	-	-	-	-	2,397.03	3,000.00
408-381-535-10-32-00	FUEL	5,664.52	7,500.00	7,548.99	6,000.00	6,196.97	7,550.00
408-381-535-10-35-00	SMALL TOOLS & EQUIPMENT	1,282.22	4,000.00	3,076.91	5,000.00	2,439.41	3,080.00
401-381-535-10-40-01	OTHER INTERGOV'T SERVICES	-	1,000.00	-	-	-	-
408-381-535-10-41-00	PROFESSIONAL SERVICES	6,299.37	12,000.00	19,339.76	12,000.00	5,496.44	9,340.00
408-381-535-10-41-01	SOFTWARE	-	-	-	-	1,546.62	3,000.00
408-381-535-10-42-01	POSTAGE	2,668.61	3,000.00	3,054.87	3,000.00	937.50	3,060.00
408-381-535-10-42-02	PHONE	6,516.35	6,400.00	6,488.40	6,500.00	4,574.46	6,490.00
408-381-535-10-43-01	MILEAGE	-	100.00	-	100.00	-	-
408-381-535-10-43-02	MEALS & LODGING	-	300.00	-	300.00	-	-
408-381-535-10-44-00	ADVERTISING	19.45	100.00	150.14	100.00	-	160.00
408-381-535-10-45-00	RENTALS	1,508.82	2,200.00	1,534.15	2,200.00	57.40	1,540.00
408-381-535-10-46-00	INSURANCE	11,129.00	13,000.00	14,457.50	18,474.00	18,601.00	18,047.00
408-381-535-10-47-00	UTILITIES	16,670.19	17,000.00	16,548.17	17,000.00	10,750.53	16,550.00
408-381-535-10-48-00	REPAIR & MAINTENANCE	12,023.03	12,000.00	7,650.08	12,000.00	1,822.22	7,660.00
408-381-535-10-48-01	ID BILLING - UTILITIES	-	500.00	-	500.00	-	-
408-381-535-10-48-03	BILLING SERVICE	-	-	-	3,000.00	813.23	1,500.00

408-381-535-10-49-00	STATE EXCISE TAX	18,456.66	19,000.00	26,910.01	27,734.40	9,524.21	16,000.00
408-381-535-10-49-01	DUES & MEMBERSHIPS	402.90	350.00	343.40	350.00	-	350.00
408-381-535-10-49-02	MISCELLANEOUS & REGISTRATIONS	506.59	300.00	389.12	3,000.00	232.43	390.00
408-381-535-10-90-14	T/O FINANCE - INTRFND SRVCS (401 TO 001)	30,000.00	30,000.00	-	-	-	-
	Dept Total	\$ 334,341.93	\$ 393,250.00	\$ 327,697.27	\$ 386,283.40	\$ 251,922.95	\$ 376,567.00
WWT							
408-382-518-10-40-00	ID BILLING - PERSONNEL SVCS	\$ -	\$ -	\$ -	\$ 1,250.00	\$ 408.28	\$ 2,520.00
408-382-518-40-40-00	ID BILLING - PURCHASING SVCS	-	-	-	4,750.00	1,436.36	9,000.00
408-382-535-10-10-03	SALARIES & WAGES - OPERATOR	78,118.66	248,542.00	43,477.76	240,000.00	190,109.89	323,130.00
408-382-535-10-10-09	SALARIES & WAGES - WWTP DIRECTOR	-	-	30,563.46	93,000.00	63,189.00	96,390.00
401-382-535-10-11-00	OVERTIME - WWTP OPERATOR	-	1,000.00	166.14	7,000.00	6,128.64	7,000.00
401-382-535-10-20-01	SOCIAL SECURITY & MEDICARE	19,958.88	21,000.00	19,955.86	24,975.00	20,543.72	26,590.00
401-382-535-10-20-02	LABOR & INDUSTRIES	4,816.51	6,500.00	4,726.08	7,059.60	4,516.51	5,000.00
401-382-535-10-20-03	RETIREMENT/ICMA	32,975.20	35,000.00	29,576.34	41,000.00	29,028.50	39,780.00
401-382-535-10-20-04	MEDICAL/DENTAL/VISION/DEF COMP	60,073.03	64,700.00	60,037.14	85,000.00	52,192.74	77,900.00
401-382-535-10-20-05	DISABILITY/SICK LV BUYBACK	5,412.83	5,300.00	5,372.76	6,000.00	4,995.75	5,750.00
401-382-535-10-20-06	UNIFORMS & CLOTHING	-	300.00	-	-	163.35	-
401-382-535-10-30-02	OTHER INTERGOV'T SERVICES	8,200.50	-	8,337.77	8,200.00	1,236.64	8,340.00
401-382-535-10-31-01	OFFICE SUPPLIES	707.89	1,000.00	1,606.22	1,000.00	965.07	1,610.00
401-382-535-10-31-02	OPERATING SUPPLIES	98,116.98	93,000.00	99,236.80	95,000.00	115,917.88	99,240.00
401-382-535-10-31-03	MINOR EQUIPMENT	-	-	-	-	3,281.24	10,500.00
401-382-535-10-32-00	FUEL	2,399.60	3,500.00	2,238.30	3,300.00	2,445.13	2,240.00
401-382-535-10-35-00	SMALL TOOLS & EQUIPMENT	1,444.80	1,000.00	174.74	1,000.00	2,349.93	5,000.00
401-382-535-10-41-00	PROFESSIONAL SERVICES	66,762.62	50,000.00	78,121.83	60,000.00	42,546.49	78,130.00
408-382-535-10-41-02	SOFTWARE	-	-	-	-	1,762.24	3,000.00
401-382-535-10-42-01	POSTAGE	-	300.00	-	-	937.50	-
401-382-535-10-42-02	PHONE	2,483.65	2,500.00	3,072.71	2,500.00	1,868.26	3,080.00
401-382-535-10-43-02	MEALS & LODGING	-	100.00	-	100.00	-	-
401-382-535-10-44-00	ADVERTISING	-	100.00	-	100.00	-	-
401-382-535-10-45-00	RENTALS	-	500.00	-	100.00	14.35	-
401-382-535-10-46-00	INSURANCE	55,871.00	56,500.00	64,236.00	78,204.00	80,365.00	104,236.00
401-382-535-10-47-00	UTILITIES	158,472.88	135,500.00	148,793.17	135,000.00	82,023.13	148,800.00
401-382-535-10-48-00	REPAIR & MAINTENANCE	30,517.71	12,000.00	13,808.60	25,000.00	6,917.83	13,810.00
408-382-535-10-48-03	BILLING SERVICE	-	-	-	3,000.00	813.27	1,400.00

401-382-535-10-49-00	STATE EXCISE TAX	-	-	69.86	-	7,447.09	12,000.00
401-382-535-10-49-01	DUES & MEMBERSHIPS	738.00	600.00	299.00	500.00	507.00	300.00
401-382-535-10-49-02	REGISTRATIONS/OTHER MISC	2,264.52	1,500.00	1,008.98	1,000.00	8,784.27	1,010.00
401-382-535-10-49-04	STATE USE TAX	-	-	569.82	-	913.46	1,000.00
Dept Total		\$ 629,335.26	\$ 740,442.00	\$ 615,449.34	\$ 918,038.60	\$ 731,963.88	\$ 1,075,236.00
Fund Total		\$ 963,677.19	\$ 1,133,692.00	\$ 943,146.61	\$ 1,304,322.00	\$ 983,886.83	\$ 1,451,803.00

Detail - Wastewater - Restricted

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Wastewater - Restricted Revenues							
409-334-04-20-01	SOLAR ARRAY - DEPT OF COMMERCE	\$ -	\$ -	\$ -	\$ -	\$ 185,000.00	\$ -
409-343-50-00-01	SEWER TAP FEES	375.00	-	75.00	-	-	-
409-361-11-00-00	INVESTMENT INTEREST	-	-	-	-	5,022.54	-
409-397-00-04-04	T/I W/S MANAGERIAL (404)	-	-	-	-	899,902.00	-
409-397-00-04-08	T/I WASTEWATER (408)	-	-	-	-	-	-
Fund Total		\$ -	\$ -	\$ -	\$ -	\$ 904,924.54	\$ -

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Wastewater - Restricted Expenditures							
409-382-535-10-41-00	PROFESSIONAL SVCS	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
409-382-594-35-60-01	CAPITAL OUTLAY	-	-	-	20,000.00	-	-
409-382-594-35-64-01	IMPROVEMENTS	-	-	-	5,000.00	-	200,000.00
409-382-594-35-65-01	CAPITAL EQUIPMENT	-	-	-	10,000.00	4,795.66	1,080,000.00
Fund Total		\$ -	\$ -	\$ -	\$ 85,000.00	\$ 4,795.66	\$ 1,330,000.00

Unemployment Compensation Fund Resources
Internal Service Fund 501

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	\$ 11,513	\$ 11,073	\$ 7,746	\$ 100	-7646%
Interest & Other Earnings	10	150	-	100	100%
Transfers In	-	-	-	12,300	100%
Unemployment Total Resources	\$ 11,523	\$ 11,223	\$ 7,746	\$ 12,500	38%

Unemployment Compensation Fund Uses
Internal Service Fund 501

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Employment Sec. Reimburse	\$ 451	\$ 8,528	\$ -	\$ -	0%
Unemployment Total Uses	\$ 451	\$ 8,528	\$ -	\$ -	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	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Beginning Balance		\$ 11,513.00		\$ 11,073.00	\$ 7,746.33	\$ 1,448.84	\$ 100.00
Revenues		10.33	-	150.02	-	43.57	12,400.00
Expenditures		450.77	-	8,527.80	-	1,290.87	-
Ending Balance		\$ 11,072.56	\$ -	\$ 2,695.22	\$ 7,746.33	\$ 201.54	\$ 12,500.00
Total Gain (Loss)		\$ (440.44)	\$ -	\$ (8,377.78)	\$ -	\$ (1,247.30)	\$ 12,400.00

Detail

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2023 Current	2024 Proposed
Unemployment Compensation Revenues							
501-361-11-00-00	INVESTMENT INTEREST	\$ 10.33	\$ -	\$ 150.02	\$ -	\$ 43.57	\$ 100.00
501-397-20-90-00	T/I - UNEMPLOYMENT (001 TO 501)	-	-	-	-	-	12,300.00
	Fund Total	\$ 10.33	\$ -	\$ 150.02	\$ -	\$ 43.57	\$ 12,400.00
Unemployment Compensation Expenditures							
501-000-517-70-40-00	EMPLOYMENT SEC REIMBURSEMENTS	\$ 450.77		\$ 8,527.80	\$ -	\$ 1,290.87	\$ -
	Fund Total	\$ 450.77	\$ -	\$ 8,527.80	\$ -	\$ 1,290.87	\$ -

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 23-639**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
STATE AND LOCAL CYBER SECURITY PROGRAM GRANT AGREEMENT
BETWEEN THE WASHINGTON MILITARY DEPARTMENT AND THE CITY
OF MEDICAL LAKE**

WHEREAS, the City of Medical Lake (“City”) has been awarded a grant of Thirty-Seven Thousand Dollars (\$37,000) from the Washington Military Department (“the Department”) and the U.S. Department of Homeland Security (“DHS”) to assist with managing and reducing systematic cyber risk through funding server and firewall refresh projects; and

WHEREAS, the parties will enter into a Grant Agreement (“Agreement”) for funding in the amount of \$37,000; and

WHEREAS, City Staff recommends the City Council approve the Agreement.

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

Section 1. Approval of Agreement. The Council hereby approves the Agreement in the form attached to this Resolution as Exhibit “A” and by reference incorporated herein.

Section 2. Authorization. The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

Section 3. 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 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this ___ day of _____, 2023.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

**Washington Military Department
STATE AND LOCAL CYBERSECURITY GRANT PROGRAM AGREEMENT FACE SHEET**

1. Subrecipient Name and Address: Medical Lake City Hall 124 S. Lefevre St Medical Lake, WA 99022		2. Grant Agreement Amount: \$37,000		3. Grant Agreement Number: E24-212			
4. Subrecipient Contact, phone/email: Terri Cooper, 509-565-5049 tcooper@medical-lake.org		5. Grant Agreement Start Date: December 1, 2022		6. Grant Agreement End Date: July 31, 2024			
7. Department Contact, phone/email: Jocelyn Overby, 253-512-7226 jocelyn.overby@mil.wa.gov		8. Unique Entity Identifier (UEI): X1SVCT87AYS1		9. UBI # (state revenue): 325-000-010			
10. Funding Authority: Washington Military Department (the Department) and the U.S. Department of Homeland Security (DHS)							
11. Federal Funding Identification #: EMW-2022-CY-00017		12. Federal Award Date: 12/21/2022		13. Assistance Listings # & Title: 97.137 – 22SLCGP			
14. Total Federal Award Amount: \$3,666,530		15. Program Index # & OBJ/SUB-OBJ: 725C3 (State), 725C4 (Local-Rural), 725C5 (Local-Not Rural) / NZ			16. EIN 91-6001460		
17. Service Districts: BY LEGISLATIVE DISTRICTS: 6 BY CONGRESSIONAL DISTRICTS: 5		18. Service Area by County(ies): Spokane		19. Women/Minority-Owned, State Certified: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____			
20. Agreement Classification <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Research/Development <input type="checkbox"/> A/E <input type="checkbox"/> Other _____			21. Contract Type (check all that apply): <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency				
22. Subrecipient Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO			23. Subrecipient Type (check all that apply) <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Non-Profit <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> OTHER				
24. PURPOSE & DESCRIPTION: The goal of the Federal Fiscal Year (FFY) 2022 State and Local Cybersecurity Grant Program (22SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. Strengthening cybersecurity practices and resilience of SLT governments is an important homeland security mission and the primary focus of the SLCGP. Through funding from the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services. The Department is the Recipient and Pass-through Entity of the 22SLCGP DHS Award Letter for Grant No. EMW-2022-CY-00017 ("Grant"), which is incorporated in and attached hereto as Attachment C and has made a subaward of funds to the Subrecipient pursuant to this Agreement. The Subrecipient is accountable to the Department for use of Federal award funds provided under this Agreement.							
IN WITNESS WHEREOF, the Department and Subrecipient acknowledge and accept the terms of this Agreement, including all referenced attachments which are hereby incorporated, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Attachment A); General Terms and Conditions (Attachment B); DHS Award Letter (Attachment C), Work Plan (Attachments D), Budget (Attachment E), Timeline (Attachment F); and all other documents and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.							
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: <table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> 1. Applicable federal and state statutes and regulations 2. DHS/FEMA Award and program documents 3. Work Plan, Timeline, and Budget </td> <td style="width:50%; vertical-align: top;"> 4. Special Terms and Conditions 5. General Terms and Conditions, and, 6. Other provisions of the Agreement incorporated by reference. </td> </tr> </table>						1. Applicable federal and state statutes and regulations 2. DHS/FEMA Award and program documents 3. Work Plan, Timeline, and Budget	4. Special Terms and Conditions 5. General Terms and Conditions, and, 6. Other provisions of the Agreement incorporated by reference.
1. Applicable federal and state statutes and regulations 2. DHS/FEMA Award and program documents 3. Work Plan, Timeline, and Budget	4. Special Terms and Conditions 5. General Terms and Conditions, and, 6. Other provisions of the Agreement incorporated by reference.						
WHEREAS, the parties have executed this Agreement on the day and year last specified below.							
FOR THE DEPARTMENT:			FOR THE SUBRECIPIENT:				
_____ Signature Regan Anne Hesse, Chief Financial Officer Washington Military Department			_____ Signature Terri Cooper, Mayor City of Medical Lake				
_____ Date			_____ Date				
BOILERPLATE APPROVED TO FORM: Alex Staub 10/25/2023 Assistant Attorney General			APPROVED AS TO FORM (if applicable): _____ Signature Date				

SPECIAL TERMS AND CONDITIONS**ARTICLE I. KEY PERSONNEL**

The individuals listed below shall be considered key personnel for point of contact under this Agreement. Any substitution of key personnel by either party shall be made by written notification to the current key personnel.

SUBRECIPIENT		DEPARTMENT	
Name	Terri Cooper	Name	Jocelyn Overby
Title	Mayor	Title	Program Coordinator
Email	tcooper@medical-lake.org	Email	jocelyn.overby@mil.wa.gov
Phone	509-565-5049	Phone	253-512-7226
Name	Sonny Weathers	Name	Sierra Wardell
Title	City Administrator	Title	Financial Operations Section Manager
Email	sweathers@medical-lake.org	Email	sierra.wardell@mil.wa.gov
Phone	509-565-5008	Phone	253-512-7121
Name	Koss Ronholt	Name	Grant Miller
Title	Finance Director	Title	Program Assistant
Email	kronholt@medical-lake.org	Email	grant.miller@mil.wa.gov
Phone	509-565-5030	Phone	253-512-7145

ARTICLE II. ADMINISTRATIVE AND/OR FINANCIAL REQUIREMENTS

The Subrecipient shall comply with all applicable state and federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 22SLCGP, including, but not limited to, all criteria, restrictions, and requirements of *“The Department of Homeland Security Notice of Funding Opportunity Fiscal Year 2022 State and Local Cybersecurity Grant Program”* (hereafter “the NOFO”) document, the DHS Award Letter for the Grant, and the federal regulations commonly applicable to DHS/FEMA grants, all of which are incorporated herein by reference. The *DHS Award Letter* is incorporated in this Agreement as Attachment C.

The Subrecipient acknowledges that since this Agreement involves federal award funding, the period of performance may begin prior to the availability of appropriated federal funds. The Subrecipient agrees that it will not hold the Department, the State of Washington, or the United States liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this Agreement prior to distribution of appropriated federal funds, or if federal funds are not appropriated or in a particular amount.

A. STATE AND FEDERAL REQUIREMENTS FOR DHS/FEMA PREPAREDNESS GRANTS:

The following requirements apply to all DHS/FEMA Preparedness Grants administered by the Department.

1. SUBAWARDS & CONTRACTS BY SUBRECIPIENTS

- a. The Subrecipient must make a case-by-case determination whether each agreement it makes for the disbursement of 22SLCGP funds received under this Agreement casts the party receiving the funds in the role of a subrecipient or contractor in accordance with 2 CFR 200.331.
- b. If the Subrecipient also becomes a pass-through entity by making a subaward to a non-federal entity as its subrecipient, the Subrecipient must make a case-by-case determination whether each agreement it makes for the disbursement of 22SLCGP funds received under this Agreement casts the party receiving the funds in the role of a subrecipient or contractor in accordance with 2 CFR 200.330.
 - i. The Subrecipient must comply with all federal laws and regulations applicable to pass-through entities of 22SLCGP funds, including, but not limited to, those contained in 2 CFR 200.
 - ii. The Subrecipient shall require its subrecipient(s) to comply with all applicable state and federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 22SLCGP Program, including, but not limited to, all criteria, restrictions, and

requirements of the NOFO , the DHS Award Letter for the Grant in Attachment C, and the federal regulations commonly applicable to DHS/FEMA grants.

- iii. The Subrecipient shall be responsible to the Department for ensuring that all 22SLCGP federal award funds provided to its subrecipients are used in accordance with applicable federal and state statutes and regulations, and the terms and conditions of the federal award set forth in Attachment C of this Agreement.

2. BUDGET, REIMBURSEMENT, AND TIMELINE

- a. Within the total Grant Agreement Amount, travel, subcontracts, salaries, benefits, printing, equipment, and other goods and services or other budget categories will be reimbursed on an actual cost basis upon completion unless otherwise provided in this Agreement.
- b. The maximum amount of all reimbursement requests permitted to be submitted under this Agreement, including the final reimbursement request, is limited to and shall not exceed the total Grant Agreement Amount.
- c. If the Subrecipient chooses to include indirect costs within the Budget (Attachment E), additional documentation is required based on the applicable situation. As described in 2 CFR 200.414 and Appendix VII to 2 CFR 200:
 - i. If the Subrecipient receives direct funding from any Federal agency(ies), documentation of the rate must be submitted to the Department Key Personnel per the following:
 - A. More than \$35 million, the approved indirect cost rate agreement negotiated with its federal cognizant agency.
 - B. Less than \$35 million, the indirect cost proposal developed in accordance with Appendix VII of 2 CFR 200 requirements.
 - ii. If the Subrecipient does not receive direct federal funds (i.e., only receives funds as a subrecipient), the Subrecipient must either elect to charge a de minimis rate of ten percent (10%) or 10% of modified total direct costs or choose to negotiate a higher rate with the Department. If the latter is preferred, the Subrecipient must contact Department Key Personnel for approval steps.
- d. For travel costs, the Subrecipient shall comply with 2 CFR 200.475 and should consult their internal policies, state rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended, and federal maximum rates set forth at <https://www.gsa.gov>, and follow the most restrictive. If travel costs exceed set state or federal limits, travel costs shall not be reimbursed without prior written approval by Department Key Personnel.
- e. Reimbursement requests will include a properly completed State A-19 Invoice Form and Reimbursement Spreadsheet (in the format provided by the Department) detailing the expenditures for which reimbursement is sought. Reimbursement requests must be submitted to Reimbursements@mil.wa.gov no later than the due dates listed within the Timeline (Attachment F).

Reimbursement request totals should be commensurate to the time spent processing by the Subrecipient and the Department.

- f. Receipts and/or backup documentation for any approved items that are authorized under this Agreement must be maintained by the Subrecipient consistent with record retention requirements of this Agreement and be made available upon request by the Department, and federal, state, and local auditors.
- g. The Subrecipient must request **prior** written approval from Department Key Personnel to waive or extend a due date in the Timeline (Attachment F). For waived or extended reimbursement due dates, all allowable costs should be submitted on the next scheduled reimbursement due date contained in the Timeline. Waiving or missing deadlines serves as an indicator for assessing an agency's level of risk of noncompliance with the regulations, requirements, and the terms and conditions of the Agreement and may increase required monitoring activities. Any request for a waiver or extension of a due date in the Timeline will be treated as a request for Amendment of

the Agreement. This request must be submitted to the Department Key Personnel sufficiently in advance of the due date to provide adequate time for Department review and consideration and may be granted or denied within the Department's sole discretion.

- h. All work under this Agreement must end on or before the Grant Agreement End Date, and the final reimbursement request must be submitted to the Department within the time period notated in the Timeline (Attachment F), except as otherwise authorized by either (1) written amendment of this Agreement or (2) written notification from the Department to the Subrecipient to provide additional time for completion of the Subrecipient's subproject(s).
- i. No costs for purchases of equipment/supplies will be reimbursed until the related equipment/supplies have been received by the Subrecipient, its contractor, or any non-federal entity to which the Subrecipient makes a subaward and is invoiced by the vendor.
- j. Failure to submit timely, accurate, and complete reports and reimbursement requests as required by this Agreement (including, but not limited to, those reports in the Timeline [Attachment F]) will prohibit the Subrecipient from being reimbursed until such reports are submitted and the Department has had reasonable time to conduct its review.
- k. Final reimbursement requests will not be approved for payment until the Subrecipient is current with all reporting requirements contained in this Agreement.
- l. A written amendment will be required if the Subrecipient expects cumulative transfers among solution area totals, as identified in the Budget (Attachment E), to exceed ten percent (10%) of the Grant Agreement Amount. Any changes to solution area totals not in compliance with this paragraph will not be reimbursed without approval from the Department.
- m. Subrecipients shall only use federal award funds under this Agreement to supplement existing funds and will not use them to replace (supplant) non-federal funds that have been budgeted for the same purpose. The Subrecipient may be required to demonstrate and document that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

3. REPORTING

- a. With each reimbursement request, the Subrecipient shall report how the expenditures, for which reimbursement is sought, relate to the Work Plan (Attachments D) activities in the format provided by the Department.
- b. With the final reimbursement request, the Subrecipient shall submit to the Department Key Personnel a final report (in the format provided by the Department) describing all completed activities under this Agreement.
- c. The Subrecipient shall comply with the Federal Funding Accountability and Transparency Act (FFATA) and related OMB Guidance consistent with Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note) and complete and return to the *Department an Audit Certification/FFATA* Form. This form is required to be completed once per calendar year, per Subrecipient, and not per agreement. The Department's Contracts Office will request the Subrecipient submit an updated form at the beginning of each calendar year in which the Subrecipient has an active agreement.

4. EQUIPMENT AND SUPPLY MANAGEMENT

- a. The Subrecipient and any non-federal entity to which the Subrecipient makes a subaward shall comply with 2 CFR 200.317 through 200.327 when procuring any equipment or supplies under this Agreement, 2 CFR 200.313 for management of equipment, and 2 CFR 200.314 for management of supplies, to include, but not limited to:
 - i. Upon successful completion of the terms of this Agreement, all equipment and supplies purchased through this Agreement will be owned by the Subrecipient, or a recognized non-federal entity to which the Subrecipient has made a subaward, for which a contract, subrecipient grant agreement, or other means of legal transfer of ownership is in place.
 - ii. All equipment, and supplies as applicable, purchased under this Agreement will be recorded and maintained in the Subrecipient's inventory system.

- iii. Inventory system records shall include:
 - A. Description of the property;
 - B. Manufacturer's serial number, model number, or other identification number;
 - C. Funding source for the property, including the Federal Award Identification Number (FAIN) (Face Sheet, Box 11);
 - D. Assistance Listings Number (Face Sheet, Box 13);
 - E. Who holds the title;
 - F. Acquisition date;
 - G. Cost of the property and the percentage of federal participation in the cost;
 - H. Location, use and condition of the property at the date the information was reported;
 - I. Disposition data including the date of disposal and sale price of the property.
- iv. The Subrecipient shall take a physical inventory of the equipment, and supplies as applicable, and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Subrecipient to determine the cause of the difference. The Subrecipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
- v. The Subrecipient shall be responsible for any and all operational and maintenance expenses and for the safe operation of the equipment and supplies including all questions of liability. The Subrecipient shall develop appropriate maintenance schedules and procedures to ensure the equipment, and supplies as applicable, are well-maintained and kept in good operating condition.
- vi. The Subrecipient shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage, or theft shall be investigated, and a report generated and sent to the Department's Key Personnel.
- vii. The Subrecipient must obtain and maintain all necessary certifications and licenses for the equipment.
- viii. If the Subrecipient is authorized or required to sell the property, proper sales procedures must be established and followed to ensure the highest possible return. For disposition, if upon termination or at the Grant Agreement End Date, when original or replacement supplies or equipment acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Subrecipient must comply with the following procedures:
 - A. For Supplies: If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federal award, the Subrecipient must retain the supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share. The amount of compensation must be computed in the same manner as for equipment.
 - B. For Equipment:
 - 1) Items with a current per-unit fair-market value of five thousand dollars (\$5,000) or less may be retained, sold, transferred, or otherwise disposed of with no further obligation to the federal awarding agency.
 - 2) Items with a current per-unit fair-market value in excess of five thousand dollars (\$5,000) may be retained or sold. The Subrecipient shall compensate the federal awarding agency in accordance with the requirements of 2 CFR 200.313 (e) (2).

- ix. Records for equipment shall be retained by the Subrecipient for a period of six (6) years from the date of the disposition, replacement, or transfer. If any litigation, claim, or audit is started before the expiration of the six- (6-) year period, the records shall be retained by the Subrecipient until all litigation, claims, or audit findings involving the records have been resolved.
- b. The Subrecipient shall comply with the Department's Purchase Review Process, which is incorporated by reference and made part of this Agreement. No reimbursement will be provided unless the appropriate approval has been received.
- c. Unless expressly provided otherwise, all equipment must meet all mandatory regulatory and/or DHS/FEMA adopted standards to be eligible for purchase using federal award funds.
- d. If funding is allocated to support emergency communications activities, the Subrecipient must ensure that all projects comply with SAFECOM Guidance on Emergency Communications Grants, located at <https://www.cisa.gov/safecom/funding>, including provisions on technical standards that ensure and enhance interoperable communications.
- e. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to:
 - i. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - ii. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
 - iii. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

This prohibition regarding certain telecommunications and video surveillance services or equipment is mandated by section 889 of the *John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA)*, Pub. L. No. 115-232 (2018) and 2 CFR 200.216, 200.327, 200.471, and Appendix II to 2CFR200. Recipients and subrecipients may use DHS/FEMA grant funding to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO.

Per subsections 889(f)(2)-(3) of the FY 2019 NDAA, and 2 CFR 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- f. The Subrecipient must pass through equipment and supply management requirements that meet or exceed the requirements outlined above to any non-federal entity to which the Subrecipient makes a subaward of federal award funds under this Agreement.

5. ENVIRONMENTAL AND HISTORICAL PRESERVATION

- a. The Subrecipient shall ensure full compliance with the DHS/FEMA Environmental Planning and Historic Preservation (EHP) Program. EHP program information can be found at <https://www.fema.gov/grants/guidance-tools/environmental-historic> all of which are incorporated in and made a part of this Agreement.
- b. Projects that have historical impacts or the potential to impact the environment, **including, but not limited to**, construction of communication towers; modification or renovation of existing buildings, structures, and facilities; or new construction, including replacement of facilities, must participate in the DHS/FEMA EHP review process prior to project initiation. Modification of existing buildings, including minimally invasive improvements such as attaching monitors to interior walls, and training or exercises occurring outside in areas not considered previously disturbed also require a DHS/FEMA EHP review before project initiation.
- c. The EHP review process involves the submission of a detailed project description that includes the entire scope of work, including any alternatives that may be under consideration, along with supporting documentation so FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties.
- d. The Subrecipient agrees that, to receive any federal preparedness funding, all EHP compliance requirements outlined in applicable guidance must be met. The EHP review process **must be completed and FEMA approval must be received by the Subrecipient before any work is started** for which reimbursement will be later requested. Expenditures for projects started before completion of the EHP review process and receipt of approval by the Subrecipient may not be reimbursed.

6. PROCUREMENT

The Subrecipient shall comply with all procurement requirements of 2 CFR 200.317 through 200.327 and as specified in the General Terms and Conditions (Attachment B, A.10).

- a. For all contracts expected to exceed the simplified acquisition threshold, per 2CFR200.1, the Subrecipient must notify the Department. The Department may request pre-procurement documents, such as request for proposals, invitations for bids and independent cost estimates. This requirement must be passed on to any non-federal entity to which the Subrecipient makes a subaward, at which point the Subrecipient will be responsible for reviewing and approving sole source justifications to any non-federal entity to which Subrecipient makes any award.
- b. For all sole source contracts expected to exceed the micro-purchase threshold per 2 CFR 200.1, the Subrecipient must submit justification to the Department for review and approval. This requirement must be passed on to any non-federal entity to which the Subrecipient makes a subaward, at which point the Subrecipient will be responsible for reviewing and approving sole source justifications to any non-federal entity to which Subrecipient makes any award..

7. SUBRECIPIENT MONITORING

- a. The Department will monitor the activities of the Subrecipient from award to closeout. The goal of the Department's monitoring activities will be to ensure that subrecipients receiving federal pass-through funds are in compliance with this Agreement, federal and state audit requirements, federal grant guidance, and applicable federal and state financial regulations, as well as 2 CFR Part 200 Subpart F.
- b. To document compliance with 2 CFR Part 200 Subpart F requirements, the Subrecipient shall complete and return to the Department an Audit Certification/FFATA form. Reporting requirements are referenced in section 3.c.
- c. Monitoring activities may include, but are not limited to:
 - i. Review of financial and performance reports;
 - ii. Monitoring and documenting the completion of Agreement deliverables;
 - iii. Documentation of phone calls, meetings (e.g., agendas, sign-in sheets, meeting minutes), e-mails, and correspondence;

- iv. Review of reimbursement requests and supporting documentation to ensure allowability and consistency with Agreement Work Plan (Attachments D-1, D-2, D-3), Budget (Attachment E), and federal requirements;
 - v. Observation and documentation of Agreement-related activities, such as exercises, training, events, and equipment demonstrations; and
 - vi. On-site visits to review equipment records and inventories, to verify source documentation for reimbursement requests and performance reports, and to verify completion of deliverables.
- d. The Subrecipient is required to meet or exceed the monitoring activities, as outlined above, for any non-federal entity to which the Subrecipient makes a subaward as a pass-through entity under this Agreement.
- e. Compliance will be monitored throughout the performance period to assess risk. Concerns will be addressed through a corrective action plan.

8. LIMITED ENGLISH PROFICIENCY (CIVIL RIGHTS ACT OF 1964 TITLE VI)

The Subrecipient must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance at <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <https://www.lep.gov>.

B. SLCGP SPECIFIC REQUIREMENTS

1. The Subrecipient must use SLCGP funds only to perform tasks as described in the Work Plan (Attachments D) and the Subrecipient's approved application for funding incorporated into this Agreement.
2. Subrecipients are required to complete the Nationwide Cybersecurity Review (NCSR) <https://www.cisecurity.org/ms-isac/services/ncsr>, a free, anonymous, annual self-assessment designed to measure gaps and capabilities of a SLT's cybersecurity programs by December 1, 2023, to benchmark and measure progress of improvement in their cybersecurity posture. Completion should continue annually per the Timeline (Attachment F). For more information, visit [Nationwide Cybersecurity Review \(NCSR\) \(cisecurity.org\)](#).
3. Subrecipients are required to participate in free cyber hygiene services, specifically vulnerability scanning and web application scanning. To register for these services, email vulnerability@cisa.dhs.gov with the subject line "Requesting Cyber Hygiene Services – SLCGP" to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP. For more information, visit CISA's [Cyber Hygiene Information Page](#).
4. Subrecipients may retain a maximum of up to five percent of the Grant agreement Amount for management and administration (M&A) activities, directly relating to the management and administration of SLCGP funds, such as financial management and monitoring.

C. DHS TERMS AND CONDITIONS

As a subrecipient of 22SLCGP funding, the Subrecipient shall comply with all applicable DHS terms and conditions of the 22SLCGP Award Letter and its incorporated documents, which are incorporated in and made a part of this Agreement as Attachment C.

**Washington Military Department
GENERAL TERMS AND CONDITIONS
Department of Homeland Security (DHS)/
Federal Emergency Management Agency (FEMA)
Grants**

A.1 DEFINITIONS

As used throughout this Agreement, the terms will have the same meaning as defined in 2 CFR 200 Subpart A (which is incorporated herein by reference), except as otherwise set forth below:

- a. **“Agreement”** means this Grant Agreement.
- b. **“Department”** means the Washington Military Department, as a state agency, any division, section, office, unit or other entity of the Department, or any of the officers or other officials lawfully representing that Department. The Department is a recipient of a federal award directly from a federal awarding agency and is the pass-through entity making a subaward to a Subrecipient under this Agreement.
- c. **“Investment”** means the grant application submitted by the Subrecipient describing the project(s) for which federal funding is sought and provided under this this Agreement. Such grant application is hereby incorporated into this Agreement by reference.
- d. **“Monitoring Activities”** means all administrative, financial, or other review activities that are conducted to ensure compliance with all state and federal laws, rules, regulations, authorities and policies.
- e. **“Subrecipient”** when capitalized is primarily used throughout this Agreement in reference to the non-federal entity identified on the Face Sheet of this Agreement that has received a subaward from the Department. However, the definition of “Subrecipient” is the same as in 2 CFR 200.1 for all other purposes.

A.2 ADVANCE PAYMENTS PROHIBITED

The Department shall make no payments in advance or in anticipation of goods or services to be provided under this Agreement. Subrecipient shall not invoice the Department in advance of delivery and invoicing of such goods or services.

A.3 AMENDMENTS AND MODIFICATIONS

The Subrecipient or the Department may request, in writing, an amendment or modification of this Agreement. However, such amendment or modification shall not be binding, take effect or be incorporated herein until made in writing and signed by the authorized representatives of the Department and the Subrecipient. No other understandings or agreements, written or oral, shall be binding on the parties.

The Agreement performance period shall only be extended by (1) written notification of DHS/FEMA approval of the Award performance period, followed up with a mutually agreed written amendment, or (2) written notification from the Department to the Subrecipient to provide additional time for completion of the Subrecipient’s project(s).

A.4 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, 42 U.S.C. 12101 ET SEQ. AND ITS IMPLEMENTING REGULATIONS ALSO REFERRED TO AS THE “ADA” 28 CFR Part 35.

The Subrecipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication.

A.5 ASSURANCES

The Department and Subrecipient agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

A.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY

As federal funds are a basis for this Agreement, the Subrecipient certifies that the Subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency.

The Subrecipient shall complete, sign, and return a *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion* form located at <http://mil.wa.gov/emergency-management-division/grants/requiredgrantforms>. Any such form completed by the Subrecipient for this Agreement shall be incorporated into this Agreement by reference.

Further, the Subrecipient agrees to comply with all applicable federal regulations concerning the federal debarment and suspension system, including 2 CFR Part 180. The Subrecipient certifies that it will ensure that potential contractors or subrecipients or any of their principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in "covered transactions" by any federal department or agency. "Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000, and subawards to subrecipients for any amount. With respect to covered transactions, the Subrecipient may comply with this provision by obtaining a certification statement from the potential contractor or subrecipient or by checking the System for Award Management (<https://sam.gov/SAM/>) maintained by the federal government. The Subrecipient also agrees not to enter into any arrangements or contracts with any party on the Washington State Department of Labor and Industries' "Debarred Contractor List" (<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>). The Subrecipient also agrees not to enter into any agreements or contracts for the purchase of goods and services with any party on the Department of Enterprise Services' "Debarred Vendor List" (<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/Vendor-Debarment.aspx>).

A.7 CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING

As required by 44 CFR Part 18, the Subrecipient hereby certifies that to the best of its knowledge and belief: (1) no federally appropriated funds have been paid or will be paid by or on behalf of the Subrecipient to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; (2) that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, grant, loan, or cooperative agreement, the Subrecipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; (3) and that, as applicable, the Subrecipient will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

A.8 COMPLIANCE WITH APPLICABLE STATUTES, RULES AND DEPARTMENT POLICIES

The Subrecipient and all its contractors and subrecipients shall comply with, and the Department is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies. This obligation includes, but is not limited to: nondiscrimination laws and/or policies, Energy Policy and Conservation Act (PL 94-163, as amended), the Americans with Disabilities Act (ADA), Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Civil Rights Act of 1968, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (PL 93-288, as amended), Ethics in Public Service (RCW 42.52), Covenant Against Contingent Fees (48 CFR Section 52.203-5), Public Records Act (RCW 42.56), Prevailing Wages on Public Works (RCW 39.12), State Environmental Policy Act (RCW 43.21C), Shoreline Management Act of 1971 (RCW 90.58), State Building Code (RCW 19.27), Energy Related Building Standards (RCW 19.27A), Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92), and safety and health regulations.

In the event of noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy by the Subrecipient, its contractors or subrecipients, the Department may rescind, cancel, or terminate the Agreement in whole or in part in its sole discretion. The Subrecipient is

responsible for all costs or liability arising from its failure, and that of its contractors and subrecipients, to comply with applicable laws, regulations, executive orders, OMB Circulars or policies.

A.9 CONFLICT OF INTEREST

No officer or employee of the Department; no member, officer, or employee of the Subrecipient or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of the Subrecipient who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Agreement.

The Subrecipient shall incorporate, or cause to incorporate, in all such contracts or subawards, a provision prohibiting such interest pursuant to this provision.

A.10 CONTRACTING & PROCUREMENT

a. The Subrecipient shall use a competitive procurement process in the procurement and award of any contracts with contractors or subcontractors that are entered into under the original agreement award. The procurement process followed shall be in accordance with 2 CFR Part 200.318, General procurement standards, through 200.327, Contract provisions.

As required by Appendix II to 2 CFR Part 200, all contracts entered into by the Subrecipient under this Agreement must include the following provisions, as applicable:

- 1) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 2) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be affected and the basis for settlement.
- 3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "*Equal Employment Opportunity*" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "*Amending Executive Order 11246 Relating to Equal Employment Opportunity*," and implementing regulations at 41 CFR part 60, "*Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor*."
- 4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "*Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction*"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "*Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States*"). The Act provides that each contractor or Subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or

- she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.
- 5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
 - 6) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, “*Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements*,” and any implementing regulations issued by the awarding agency.
 - 7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
 - 8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “*Debarment and Suspension*.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
 - 9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.
 - 10) Procurement of recovered materials – As required by 2 CFR 200.323, a non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy

and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- 11) Notice of federal awarding agency requirements and regulations pertaining to reporting.
- 12) Federal awarding agency requirements and regulations pertaining to copyrights and rights in data.
- 13) Access by the Department, the Subrecipient, the federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- 14) Retention of all required records for six years after the Subrecipient has made final payments and all other pending matters are closed.
- 15) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871).
- 16) Pursuant to Executive Order 13858 “*Strengthening Buy-American Preferences for Infrastructure Projects*,” and as appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, as required in 2 CFR Part 200.322, in every contract, subcontract, purchase order, or sub-award that is chargeable against federal financial assistance awards.
- 17) Per 2 C.F.R. § 200.216, prohibitions regarding certain telecommunications and video surveillance services or equipment are mandated by *section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018)*.

- b. The Department reserves the right to review the Subrecipient’s procurement plans and documents and require the Subrecipient to make changes to bring its plans and documents into compliance with the requirements of 2 CFR Part 200.317 through 200.327. The Subrecipient must ensure that its procurement process requires contractors and subcontractors to provide adequate documentation with sufficient detail to support the costs of the project and to allow both the Subrecipient and Department to make a determination on eligibility of project costs.
- c. All contracting agreements entered into pursuant to this Agreement shall incorporate this Agreement by reference.

A.11 DISCLOSURE

The use or disclosure by any party of any information concerning the Department for any purpose not directly connected with the administration of the Department’s or the Subrecipient’s responsibilities with respect to services provided under this Agreement is prohibited except by prior written consent of the Department or as required to comply with the state Public Records Act, other law or court order.

A.12 DISPUTES

Except as otherwise provided in this Agreement, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute resolution board to resolve the dispute. A request for a dispute resolution board shall be in writing, state the disputed issues, state the relative positions of the parties, and be sent to all parties. The board shall consist of a representative appointed by the Department, a representative appointed by the Subrecipient, and a third party mutually agreed upon by both parties. The determination of the dispute resolution board shall be final and binding on the parties hereto. Each party shall bear the cost for its member of the dispute resolution board and its attorney fees and costs and share equally the cost of the third board member.

A.13 LEGAL RELATIONS

It is understood and agreed that this Agreement is solely for the benefit of the parties to the Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.

To the extent allowed by law, the Subrecipient, its successors or assigns, will protect, save and hold harmless the Department, the state of Washington, and the United States Government and their authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever by reason of the acts or omissions of the Subrecipient, its subcontractors, subrecipients, assigns, agents, contractors, consultants, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Agreement.

To the extent allowed by law, the Subrecipient further agrees to defend the Department and the state of Washington and their authorized agents and employees in any litigation; including payment of any costs or attorneys' fees for any claims or action commenced thereon arising out of or in connection with acts or activities authorized by this Agreement.

This obligation shall not include such claims, costs, damages or expenses which may be caused by the sole negligence of the Department; provided, that if the claims or damages are caused by or result from the concurrent negligence of (1) the Department, and (2) the Subrecipient, its agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Subrecipient, or the Subrecipient's agents or employees.

Insofar as the funding source, FEMA, is an agency of the Federal government, the following shall apply:

44 CFR 206.9 Non-liability. The Federal government shall not be liable for any claim based upon the exercise or performance of, or the failure to exercise or perform a discretionary function or duty on the part of a federal agency or an employee of the Federal government in carrying out the provisions of the Stafford Act.

A.14 LIMITATION OF AUTHORITY – AUTHORIZED SIGNATURE

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement. Only the Department's Authorized Signature representative and the Authorized Signature representative of the Subrecipient or Alternate for the Subrecipient, formally designated in writing, shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by both parties' Authorized Signature representatives, except as provided for time extensions in Article A.3.

Further, only the Authorized Signature representative or Alternate for the Subrecipient shall have signature authority to sign reimbursement requests, time extension requests, amendment and modification requests, requests for changes to projects or work plans, and other requests, certifications and documents authorized by or required under this Agreement.

A.15 LOSS OR REDUCTION OF FUNDING

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion or end date, the Department may unilaterally reduce the work plan and budget or unilaterally terminate all or part of the Agreement as a "Termination for Cause" without providing the Subrecipient an opportunity to cure. Alternatively, the parties may renegotiate the terms of this Agreement under "Amendments and Modifications" to comply with new funding limitations and conditions, although the Department has no obligation to do so.

A.16 NONASSIGNABILITY

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Subrecipient.

A.17 NONDISCRIMINATION

During the performance of this agreement, the Subrecipient shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

- a. Nondiscrimination in Employment: The Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

b. The Subrecipient shall take action to ensure that employees are employed and treated during employment without discrimination because of their race, color, sex, sexual orientation religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers.

A.18 NOTICES

The Subrecipient shall comply with all public notices or notices to individuals required by applicable local, state and federal laws and regulations and shall maintain a record of this compliance.

A.19 OCCUPATIONAL SAFETY/HEALTH ACT and WASHINGTON INDUSTRIAL SAFETY/HEALTH ACT (OSHA/WISHA)

The Subrecipient represents and warrants that its workplace does now or will meet all applicable federal and state safety and health regulations that are in effect during the Subrecipient's performance under this Agreement. To the extent allowed by law, the Subrecipient further agrees to indemnify and hold harmless the Department and its employees and agents from all liability, damages and costs of any nature, including, but not limited to, costs of suits and attorneys' fees assessed against the Department, as a result of the failure of the Subrecipient to so comply.

A.20 OWNERSHIP OF PROJECT/CAPITAL FACILITIES

The Department makes no claim to any capital facilities or real property improved or constructed with funds under this Agreement, and by this subaward of funds does not and will not acquire any ownership interest or title to such property of the Subrecipient. The Subrecipient shall assume all liabilities and responsibilities arising from the ownership and operation of the project and agrees to defend, indemnify, and hold the Department, the state of Washington, and the United States government harmless from any and all causes of action arising from the ownership and operation of the project.

A.21 POLITICAL ACTIVITY

No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

A.22 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The assistance provided under this Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance or any other approval or concurrence under this Agreement provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

A.23 PUBLICITY

The Subrecipient agrees to submit to the Department prior to issuance all advertising and publicity matters relating to this Agreement wherein the Department's name is mentioned, or language used from which the connection of the Department's name may, in the Department's judgment, be inferred or implied. The Subrecipient agrees not to publish or use such advertising and publicity matters without the prior written consent of the Department. The Subrecipient may copyright original work it develops in the course of or under this Agreement; however, pursuant to 2 CFR Part 200.315, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the work for government purposes.

Publication resulting from work performed under this Agreement shall include an acknowledgement of FEMA's financial support, by the Assistance Listings Number (formerly CFDA Number), and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA's views.

A.24 RECAPTURE PROVISION

In the event the Subrecipient fails to expend funds under this Agreement in accordance with applicable federal, state, and local laws, regulations, and/or the provisions of the Agreement, the Department reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Agreement termination. Repayment by the Subrecipient of funds under this recapture provision shall occur within 30 days of demand. In the event the Department is required to institute legal proceedings to enforce the recapture provision, the

Department shall be entitled to its costs and expenses thereof, including attorney fees from the Subrecipient.

A.25 RECORDS

- a. The Subrecipient agrees to maintain all books, records, documents, receipts, invoices and all other electronic or written records necessary to sufficiently and properly reflect the Subrecipient's contracts, subawards, grant administration, and payments, including all direct and indirect charges, and expenditures in the performance of this Agreement (the "records").
- b. The Subrecipient's records related to this Agreement and the projects funded may be inspected and audited by the Department or its designee, by the Office of the State Auditor, DHS, FEMA or their designees, by the Comptroller General of the United States or its designees, or by other state or federal officials authorized by law, for the purposes of determining compliance by the Subrecipient with the terms of this Agreement and to determine the appropriate level of funding to be paid under the Agreement.
- c. The records shall be made available by the Subrecipient for such inspection and audit, together with suitable space for such purpose, at any and all times during the Subrecipient's normal working day.
- d. The Subrecipient shall retain and allow access to all records related to this Agreement and the funded project(s) for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) years must be followed.

A.26 RESPONSIBILITY FOR PROJECT/STATEMENT OF WORK/WORK PLAN

While the Department undertakes to assist the Subrecipient with the project/statement of work/work plan (project) by providing federal award funds pursuant to this Agreement, the project itself remains the sole responsibility of the Subrecipient. The Department undertakes no responsibility to the Subrecipient, or to any third party, other than as is expressly set out in this Agreement.

The responsibility for the design, development, construction, implementation, operation and maintenance of the project, as these phrases are applicable to this project, is solely that of the Subrecipient, as is responsibility for any claim or suit of any nature by any third party related in any way to the project.

Prior to the start of any construction activity, the Subrecipient shall ensure that all applicable federal, state, and local permits and clearances are obtained, including, but not limited to, FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws, regulations, and executive orders.

The Subrecipient shall defend, at its own cost, any and all claims or suits at law or in equity, which may be brought against the Subrecipient in connection with the project. The Subrecipient shall not look to the Department, or to any state or federal agency, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including, but not limited to, cost of defense and/or attorneys' fees, in connection with any claim or lawsuit brought by any third party related to any design, development, construction, implementation, operation and/or maintenance of a project.

A.27 SEVERABILITY

If any court of rightful jurisdiction holds any provision or condition under this Agreement or its application to any person or circumstances invalid, this invalidity does not affect other provisions, terms or conditions of the Agreement, which can be given effect without the invalid provision. To this end, the terms and conditions of this Agreement are declared severable.

A.28 SINGLE AUDIT ACT REQUIREMENTS (including all AMENDMENTS)

The Subrecipient shall comply with and include the following audit requirements in any subawards.

Non-federal entities, as Subrecipients of a federal award, that expend **\$750,000** or more in one fiscal year of federal funds from all sources, direct and indirect, are required to have a single or a program-specific audit conducted in accordance with 2 CFR Part 200 Subpart F. Non-federal entities that spend less than **\$750,000** a year in federal awards are exempt from federal audit requirements for that year, except as noted in 2 CFR Part 200 Subpart F. As defined in 2 CFR Part 200, the term "non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

Subrecipients that are required to have an audit must ensure the audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) as found in the Government Auditing Standards (the Revised Yellow Book) developed by the United States Comptroller General and the OMB Compliance Supplement. The Subrecipient has the responsibility of notifying its auditor and requesting an audit in compliance with 2 CFR Part 200 Subpart F, to include the Washington State Auditor's Office, a federal auditor, or a public accountant performing work using GAGAS, as appropriate. Costs of the audit may be an allowable grant expenditure as authorized by 2 CFR Part 200.425.

The Subrecipient shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any subcontractors also maintain auditable records. The Subrecipient is responsible for any audit exceptions incurred by its own organization or that of its subcontractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Subrecipient must respond to Department requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The Department reserves the right to recover from the Subrecipient all disallowed costs resulting from the audit.

After the single audit has been completed, and if it includes any audit findings, the Subrecipient must send a full copy of the audit and its Corrective Action Plan to the Department at the following address no later than nine (9) months after the end of the Subrecipient's fiscal year(s):

**Contracts Office
Washington Military Department
Finance Division, Building #1 TA-20
Camp Murray, WA 98430-5032**

OR

Contracts.Office@mil.wa.gov

The Department retains the sole discretion to determine whether a valid claim for an exemption from the audit requirements of this provision has been established.

Conducting a single or program-specific audit in compliance with 2 CFR Part 200 Subpart F is a material requirement of this Agreement. In the absence of a valid claim of exemption from the audit requirements of 2 CFR Part 200 Subpart F, the Subrecipient's failure to comply with said audit requirements may result in one or more of the following actions in the Department's sole discretion: a percentage of federal awards being withheld until the audit is completed in accordance with 2 CFR Part 200 Subpart F; the withholding or disallowing of overhead costs; the suspension of federal awards until the audit is conducted and submitted; or termination of the federal award.

A.29 SUBRECIPIENT NOT EMPLOYEE

The Subrecipient, and/or employees or agents performing under this Agreement, are not employees or agents of the Department in any manner whatsoever. The Subrecipient will not be presented as nor claim to be an officer or employee of the Department or of the State of Washington by reason hereof, nor will the Subrecipient make any claim, demand, or application to or for any right, privilege or benefit applicable to an officer or employee of the Department or of the State of Washington, including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege or benefit which would accrue to a civil service employee under Chapter 41.06 RCW; OFM Reg. 4.3.1.1.8.

It is understood that if the Subrecipient is another state department, state agency, state university, state college, state community college, state board, or state commission, that the officers and employees are employed by the State of Washington in their own right.

If the Subrecipient is an individual currently employed by a Washington State agency, the Department shall obtain proper approval from the employing agency or institution before entering into this contract. A statement of "no conflict of interest" shall be submitted to the Department.

A.30 TAXES, FEES AND LICENSES

Unless otherwise provided in this Agreement, the Subrecipient shall be responsible for, pay and maintain in current status all taxes, unemployment contributions, fees, licenses, assessments, permit charges and expenses of any other kind for the Subrecipient or its staff required by statute or regulation that are applicable to Agreement performance.

A.31 TERMINATION FOR CONVENIENCE

Notwithstanding any provisions of this Agreement, the Subrecipient may terminate this Agreement by providing written notice of such termination to the Department Key Personnel identified in the Agreement, specifying the effective date thereof, at least thirty (30) days prior to such date.

Except as otherwise provided in this Agreement, the Department, in its sole discretion and in the best interests of the state of Washington, may terminate this Agreement in whole or in part ten (10) business days after emailing notice to the Subrecipient. Upon notice of termination for convenience, the Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds. In the event of termination, the Subrecipient shall be liable for all damages as authorized by law. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

A.32 TERMINATION OR SUSPENSION FOR LOSS OF FUNDING

The Department may unilaterally terminate or suspend all or part of this Grant Agreement, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this Grant Agreement. The Department will email the Subrecipient ten (10) business days prior to termination.

A.33 TERMINATION OR SUSPENSION FOR CAUSE

In the event the Department, in its sole discretion, determines the Subrecipient has failed to fulfill in a timely and proper manner its obligations under this Agreement, is in an unsound financial condition so as to endanger performance hereunder, is in violation of any laws or regulations that render the Subrecipient unable to perform any aspect of the Agreement, or has violated any of the covenants, agreements or stipulations of this Agreement, the Department has the right to immediately suspend or terminate this Agreement in whole or in part.

The Department may notify the Subrecipient in writing of the need to take corrective action and provide a period of time in which to cure. The Department is not required to allow the Subrecipient an opportunity to cure if it is not feasible as determined solely within the Department's discretion. Any time allowed for cure shall not diminish or eliminate the Subrecipient's liability for damages or otherwise affect any other remedies available to the Department. If the Department allows the Subrecipient an opportunity to cure, the Department shall notify the Subrecipient in writing of the need to take corrective action. If the corrective action is not taken within ten (10) calendar days or as otherwise specified by the Department, or if such corrective action is deemed by the Department to be insufficient, the Agreement may be terminated in whole or in part.

The Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds during investigation of the alleged compliance breach, pending corrective action by the Subrecipient, if allowed, or pending a decision by the Department to terminate the Agreement in whole or in part.

In the event of termination, the Subrecipient shall be liable for all damages as authorized by law, including, but not limited to, any cost difference between the original Agreement and the replacement or cover Agreement and all administrative costs directly related to the replacement Agreement, e.g., cost of administering the competitive solicitation process, mailing, advertising and other associated staff time. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

If it is determined that the Subrecipient: (1) was not in default or material breach, or (2) failure to perform was outside of the Subrecipient's control, fault or negligence, the termination shall be deemed to be a termination for convenience.

A.34 TERMINATION PROCEDURES

In addition to the procedures set forth below, if the Department terminates this Agreement, the Subrecipient shall follow any procedures specified in the termination notice. Upon termination of this Agreement and in addition to any other rights provided in this Agreement, the Department may require the Subrecipient to deliver to the Department any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

If the termination is for convenience, the Department shall pay to the Subrecipient as an agreed upon price, if separately stated, for properly authorized and completed work and services rendered or goods

delivered to and accepted by the Department prior to the effective date of Agreement termination, the amount agreed upon by the Subrecipient and the Department for (i) completed work and services and/or equipment or supplies provided for which no separate price is stated, (ii) partially completed work and services and/or equipment or supplies provided which are accepted by the Department, (iii) other work, services and/or equipment or supplies which are accepted by the Department, and (iv) the protection and preservation of property.

Failure to agree with such amounts shall be a dispute within the meaning of the "Disputes" clause of this Agreement. If the termination is for cause, the Department shall determine the extent of the liability of the Department. The Department shall have no other obligation to the Subrecipient for termination. The Department may withhold from any amounts due the Subrecipient such sum as the Department determines to be necessary to protect the Department against potential loss or liability.

The rights and remedies of the Department provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

After receipt of a notice of termination, and except as otherwise directed by the Department in writing, the Subrecipient shall:

- a. Stop work under the Agreement on the date, and to the extent specified, in the notice;
- b. Place no further orders or contracts for materials, services, supplies, equipment and/or facilities in relation to this Agreement except as may be necessary for completion of such portion of the work under the Agreement as is not terminated;
- c. Assign to the Department, in the manner, at the times, and to the extent directed by the Department, all of the rights, title, and interest of the Subrecipient under the orders and contracts so terminated, in which case the Department has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and contracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and contracts, with the approval or ratification of the Department to the extent the Department may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the Department and deliver in the manner, at the times, and to the extent directed by the Department any property which, if the Agreement had been completed, would have been required to be furnished to the Department;
- f. Complete performance of such part of the work as shall not have been terminated by the Department in compliance with all contractual requirements; and
- g. Take such action as may be necessary, or as the Department may require, for the protection and preservation of the property related to this Agreement which is in the possession of the Subrecipient and in which the Department has or may acquire an interest.

A.35 MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the State of Washington encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). To the extent possible, the Subrecipient will solicit and encourage minority-owned and women-owned business enterprises who are certified by the OMWBE under the state of Washington certification program to apply and compete for work under this contract. Voluntary numerical MWBE participation goals have been established and are indicated herein: Minority Business Enterprises: (MBE's): 10% and Woman's Business Enterprises (WBE's): 6%.

A.36 VENUE

This Agreement shall be construed and enforced in accordance with, and the validity and performance shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this Agreement shall be the Superior Court of Thurston County, Washington. The Subrecipient, by execution of this Agreement, acknowledges the jurisdiction of the courts of the state of Washington.

A.37 WAIVERS

No conditions or provisions of this Agreement can be waived unless approved in advance by the Department in writing. The Department's failure to insist upon strict performance of any provision of the Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.

**22SLCGP Award Letter
EMW-2022-CY-00017**

U.S. Department of Homeland Security
Washington, D.C. 20472

Bret Daugherty
Washington Military Department
Building 20
Camp Murray, WA 98430 - 5122

Re: Grant No.EMW-2022-CY-00017

Dear Bret Daugherty:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2022 State and Local Cybersecurity Grant Program has been approved in the amount of \$3,666,530.00. As a condition of this award, you are required to contribute a cost match in the amount of \$407,393.00 of non-Federal funds, or 10 percent of the total approved project costs of \$4,073,923.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2022 State and Local Cybersecurity Grant Program Notice of Funding Opportunity
- Information Bulletin 479: Updated Fiscal Year 2022 State and Local Cybersecurity Grant Program Allocation Amounts

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, Unique Entity Identifier (UEI) number, EIN and banking information. Please ensure that the UEI number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

PAMELA SUSAN WILLIAMS

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES
State and Local Cybersecurity Grant Program

GRANTEE: Washington Military Department
PROGRAM: State and Local Cybersecurity Grant Program
AGREEMENT NUMBER: EMW-2022-CY-00017-S01

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Article I - Summary Description of Award

The purpose of the Fiscal Year 2022 State and Local Cybersecurity Grant Program (SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. Through funding from the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide their community. This SLCGP award provides funding in the amount of: \$3,666,530 for the state of Washington. Of this amount, up to \$183,326 can be retained by the State Administrative Agency (SAA) for management and administrative expenses, and a total of \$407,393 is the required cost share.

The terms of the approved Investment Justification(s) and Budget Detail Worksheet(s) submitted by the recipient are incorporated into the terms of this Federal award, subject to the additional description and limitations stated in this Agreement Article and the limitations stated in subsequent reviews by FEMA and CISA of the award budget. Post-award documents uploaded into ND Grants for this award are also incorporated into the terms and conditions of this award, subject to any limitations stated in subsequent approvals by FEMA and CISA of changes to the award. Investments not listed in this Agreement Article are not approved for funding under this award.

Article II - SLCGP Performance Goal

In addition to the Performance Progress Report (PPR) submission requirements due January 30, outlined in NOFO Appendix A-11, recipients must demonstrate how the grant-funded projects address the capability gaps identified in their Cybersecurity Plan or other relevant documentation or sustains existing capabilities per the CISA-approved Investment Justification. The capability gap reduction or capability sustainment must be addressed in the PPR, Section 10. Performance Narrative.

Article III - Cybersecurity Plan Pending Submission and Approval

FEMA has placed a funding hold on \$3,486,554 in the FEMA financial systems. The recipient is prohibited from obligating, expending, or drawing down these funds.

To release this hold, the recipient is required to submit a Cybersecurity Plan for approval by CISA. Please contact CISA at SLCGPInfo@cisa.dhs.gov to receive further guidance on the steps required for Cybersecurity Plan approval.

If you have questions about this funding hold or believe it was placed in error, please contact your FEMA GPD Headquarters Preparedness Officer, Essence Cleveland at Essence.Cleveland@fema.dhs.gov.

Article IV - Committee Membership List Pending Submission or Approval

FEMA has placed a funding hold on this award, and the amount of \$3,486,554 is on hold in the FEMA financial systems. The recipient is prohibited from obligating, expending, or drawing down funds until the Committee Membership List is submitted and approved.

To release this hold, the recipient is required to submit the Committee Membership List, and receive approval of the Membership List from CISA. Please contact CISA at SLCGPInfo@cisa.dhs.gov to receive further guidance on the steps required to release this hold.

If you have questions about this funding hold or believe it was placed in error, please contact your FEMA GPD Headquarters Preparedness Officer, Essence Cleveland at Essence.Cleveland@fema.dhs.gov.

Article V - DHS Standard Terms and Conditions Generally

The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2022 DHS Standard Terms and Conditions will be housed on [dhs.gov](https://www.dhs.gov) at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

Article VI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.

II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Article VII - General Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.

II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.

III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article VIII - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article IX - Activities Conducted Abroad

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article X - Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XI - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101 - 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article XII - Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XIII - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XIV - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units - i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and

ground-floor units in buildings without elevators) - be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XV - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XVI - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XVII - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XVIII - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XIX - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XX - Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXI - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXII - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXIII - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

Article XXIV - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXV - Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

Article XXVI - John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Article XXVII - Limited English Proficiency (Civil Rights Act of 1964 - Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXVIII - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXIX - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXX - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXXI - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXXII - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXXIII - Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXXIV - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXXV - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXVI - Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements:

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVII - Reporting Subawards and Executive Compensation

Reporting of first tier subawards:

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVIII - Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements.

(a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available and the waiver process is described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#). For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

Article XXXIX - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XL - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XLI - Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons:

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article XLII - Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XLIII - USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article XLIV - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLV - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XLVI - Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. In order to initiate EHP review of your project(s), you must submit a detailed project description along with supporting documentation. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article XLVII - Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

Article XLVIII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.

Article XLIX - Disposition of Equipment Acquired Under the Federal Award

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

Article L - Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article LI - Indirect Cost Rate

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

BUDGET COST CATEGORIES

Personnel	\$165,066.00
Fringe Benefits	\$62,724.00
Travel	\$10,210.00
Equipment	\$0.00
Supplies	\$946.00
Contractual	\$3,806,028.00
Construction	\$0.00
Indirect Charges	\$28,949.00
Other	\$0.00

Obligating Document for Award/Amendment

1a. AGREEMENT NO. EMW-2022-CY-00017-S01		2. AMENDMENT NO. ***		3. RECIPIENT NO. 916001095G		4. TYPE OF ACTION AWARD		5. CONTROL NO. WX00743N2023T	
6. RECIPIENT NAME AND ADDRESS Washington Military Department Building 20 Camp Murray, WA, 98430 - 5122		7. ISSUING FEMA OFFICE AND ADDRESS FEMA-GPD 400 C Street, SW, 3rd floor Washington, DC 20472-3645 POC: 866-927-5646			8. PAYMENT OFFICE AND ADDRESS FEMA Finance Center 430 Market Street Winchester, VA 22603				
9. NAME OF RECIPIENT PROJECT OFFICER Sierra Wardell		PHONE NO. 2535127121		10. NAME OF FEMA PROJECT COORDINATOR Central Scheduling and Information Desk Phone: 800-368-6498 Email: Askcsid@dhs.gov					
11. EFFECTIVE DATE OF THIS ACTION 12/21/2022		12. METHOD OF PAYMENT PARS		13. ASSISTANCE ARRANGEMENT Cost Reimbursement			14. PERFORMANCE PERIOD From: 12/01/2022 To: 11/30/2026 Budget Period 12/01/2022 11/30/2026		
1 5. DESCRIPTION OF ACTION a. (Indicate funding data for awards or financial changes)									
PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT			
State and Local Cybersecurity Grant Program	97.137	2023-IF-PA11-P410- -4101-D	\$0.00	\$3,666,530.00	\$3,666,530.00	See Totals			
			\$0.00	\$3,666,530.00	\$3,666,530.00	\$407,393.00			
b. To describe changes other than funding data or financial changes, attach schedule and check here. N/A									
16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) State and Local Cybersecurity Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records. 16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.									
17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) Sierra Wardell, Preparedness Grants Section Section Supervisor							DATE Thu Dec 22 16:08:53 UTC 2022		
18. FEMA SIGNATORY OFFICIAL (Name and Title) PAMELA SUSAN WILLIAMS,							DATE Wed Dec 21 20:58:37 UTC 2022		

WORK PLAN

FY 2022 State and Local Cybersecurity Grant Program

PROJECT #1 TITLE *Protecting Medical Lake from Cyberthreats*

PROJECT DESCRIPTION

Servers are a fundamental element of the City of Medical Lake's secure data storage and backup. They allow the City's IT service provider to continually monitor and detect threats in the City's data. The City's server and backup server are both more than 12 years old, creating a large risk that they will fail or malfunction and put the City's data at risk of breach or loss. Additionally, the servers are located in a vulnerable location and easily accessible area, opening up the servers to risk of damage or theft. The City's IT service provider has proposed a project to replace and install the server equipment, as well as move it to a safer location.

The City's IT service provider has also notified the City that their firewalls are aging out of their useful life and the firewall agent has begun to no longer actively service or maintain their firewall endpoints or equipment. The City has already started migrating to a new firewall agent, but this will require the replacement of the current firewall endpoints. Additionally, it was brought to the City's attention that the Maintenance Shop and Wastewater Treatment Plant do not have firewall endpoints, and thus are not connected to the City's primary domain or firewall. This leaves both locations at serious risk, as they are not properly protected against cyber security threats.

GAP BEING ADDRESSED

City employees and Council Members were involved in the Cybercheck process with the Washington State Auditor's cybersecurity specialist. After the needed equipment is installed under this grant, then the City can work with its departments to address some of the other areas of concerns such as multifactor authentication (MFA) for those employees with administrative privileges or who work remotely. The City strives to be strong in all 12 areas of concern, but without a new server and firewall protection the City will not have the IT capacity to make much improvement.

IMPACT

The proposed project will enable the city to move forward with other recommended improvements such as installing DNS filtering services to block access to malicious domains, encrypt data on computers, implement multifactor authentication, develop a cybersecurity awareness program, and establish written IT policies based on new firewall protection software installed under this award.

OUTCOME

The outcome of this grant is to purchase and install a new server and firewall protection for the City of Medical Lake. Through this new technology the City will be able to reduce cybersecurity risk and begin building a strong cybersecurity program.

BUDGET
FY 2022 State and Local Cybersecurity Grant Program

City of Medical Lake

AGREEMENT AMOUNT \$37,000

	SOLUTION AREA						M&A	TOTAL
	PLANNING	ORGANIZATION	EQUIPMENT	TRAINING	EXERCISE			
PROJECT #1	Salaries & Benefits	\$0	\$0		\$0	\$0	\$0	\$0
	Supplies	\$0	\$0		\$0	\$0	\$0	\$0
	Travel/Per Diem	\$0	\$0		\$0	\$0	\$0	\$0
	Contractor/Consultant	\$0	\$0		\$0	\$0	\$0	\$0
	Passthrough	\$0	\$0	\$0	\$0	\$0		\$0
	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equipment			\$37,000				\$37,000
	SUBTOTAL	\$0	\$0	\$37,000	\$0	\$0	\$0	\$37,000
	Indirect							\$0
	TOTAL	\$0	\$0	\$37,000	\$0	\$0	\$0	\$37,000

TIMELINE

FY 2022 State and Local Cybersecurity Grant Program

<i>DATE</i>	<i>TASK</i>
December 1, 2022	Grant Agreement start date
NLT December 1, 2023	Complete NCSR
January 5, 2024	Submit Progress Report <i>* time period 12/1/2022 - 12/31/2023</i>
July 15, 2024	Submit Progress Report <i>* time period 1/1/2024 - 6/30/2024</i>
July 31, 2024	Grant Agreement end date
September 14, 2024	Submit Final Reimbursement Request and Closeout Report
<i>October 1st annually</i>	Nationwide Cybersecurity Review (NCSR) opens for input https://www.cisecurity.org/ms-isac/services/ncsr

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 23-640**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE AWARDING THE
BID FOR PURCHASE OF HUSTLER MOWER TO ADAMS TRACTOR.**

WHEREAS, the City of Medical Lake (“City”) requires the purchase of a new Hustler Mower due to deterioration of the City’s current mower; and

WHEREAS, City Staff utilized the City’s Purchasing Services agreement with Sourcewell to procure a purchase contract for a new Hustler Mower, distributed by Adams Tractor that fits the needs of the City; and

WHEREAS, City Staff recommends utilizing Sourcewell contract #031121-HTE with Hustler Turf Equipment, Inc to purchase a rear-discharge zero-turn mower in the amount of \$17,385.73.

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

Section 1. Award of Bid. The Council hereby awards the purchase of a Hustler Mower, through Sourcewell contract #031121-THE, in the amount of \$17,385.73, including applicable taxes, shipping, and installation fees to Hustler Turf Equipment, Inc, and distributed by Adams Tractor Co.

Section 2. Authorization. The Mayor is authorized and directed to execute the agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and City Administrator are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the agreement authorized hereby.

Section 3. 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 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 5th day of December, 2023.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

1602 E. TRENT AVE
SPOKANE, WA 99202
AdamsTractor.com



PH: (800) 873-7428
FAX: (509) 536-1850
info@adamstractor.com

Invoice #	ATS-0
Date	11/2/2023
Time	2:31 PM

PO #:	
Document #:	ATS-41384
Due Date:	12/25/2023

Salesman:	JUSTIN ADAMS
Ship Via:	
Terms:	25th of Month

MEDICAL LAKE CITY (151-ATS)		
PO BOX 369		
MEDICAL LAKE	WA	99022
Contact:	, MEDICAL LAKE CITY (509) 299-7715	

Wholegood Estimate

Reprint

Ship To:	

Item Number Description	Qty	Price	Amount	Disc	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
(151435) HUSTLER 943241 HUSTLER 943241 Diesel Z 60? Rear Discharge Zero Turn Mower (SN:23091199)	1.00	\$16,083.00	\$16,083.00		\$16,083.00	\$1,302.73	\$17,385.73		

Cash	Check/Check#	CC/CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Disclaimer of Warranties
Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sales of said products. Any limitation contained herein does not apply where prohibited by law.

UPON BREACH OR FAILURE TO PAY THIS ACCOUNT WHEN DUE THE SELLER MAY DECLARE THIS ACCOUNT TO BE DELINQUENT AND PURCHASER SHALL BE LIABLE FOR ALL COSTS OF COLLECTION INCLUDING A REASONABLE ATTORNEY'S FEE.

Summary of Charges	
\$16,083.00	Taxable
\$0.00	Non-Taxable
\$16,083.00	Subtotal
\$1,302.73	Sales Tax
\$17,385.73	Total
\$0.00	Amount Tendered
\$0.00	Change Due

Customer Signature	Date
--------------------	------

Exempt Tax Cert #:	UBI 325000010
Expiration Date:	

Printed:11/8/2023 8:11 AM

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 23-643**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE ENTERING INTO
AN AGREEMENT FOR SERVICES WITH KRIS WILDER TO PARTICIPATE
IN AND INSTRUCT KARATE CLASSES FOR THE CITY OF MEDICAL LAKE.**

WHEREAS, the City of Medical Lake (“City”) desires to provide karate instruction services to the community through the Parks and Recreation Department; and

WHEREAS, Kris Wilder, hereinafter referred to as “Service Provider” is a trained karate instructor and desires to provide karate instruction services through the City’s Parks and Recreation Department, utilizing City facilities; and

WHEREAS, the City and Service Provider have prepared an Agreement for Services between the City and Kris Wilder (“Agreement”) from January 1, 2024, through December 31, 2024.

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 Agreement between the City and Kris Wilder as set forth in the attached Exhibit A, which is incorporated herein.

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 5th day of December 2023.

Terri Cooper, Mayor

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

Sean P. Boutz, City Attorney

AGREEMENT FOR SERVICES

THIS AGREEMENT (“Agreement”) is made and entered into this ___ day of December 2023, between the City of Medical Lake, hereinafter referred to as “City” and Kris Wilder of Cheney, WA, hereinafter referred to as “Service Provider”, and jointly referred to as “Parties”.

IN CONSIDERATION of the terms and conditions contained herein the Parties covenant and agrees as follows:

1. **PURPOSE OF THE AGREEMENT.** It is understood and agreed by and between the Parties that the City is contracting for the personal service of the Service Provider for the following purpose(s): to participate in and instruct karate classes to the community through the City’s Parks & Recreation Department.

2. **TERM OF AGREEMENT.** This Agreement shall be in full force and effective beginning January 1, 2024, and shall remain in effect until completion of all requirements herein, or December 31, 2024, whichever occurs first.

Either party may terminate this Agreement by providing ten (10) days' written notice to the other party. In the event of such termination, the City shall pay the Service Provider for all services previously authorized and satisfactorily performed prior to the termination date.

3. **BACKGROUND CHECK.** The Service Provider does hereby give the City or an independent investigating agency authorization to conduct a thorough investigation of the Service Provider and its employees’ and/or agents’ professional and personal background, including credit, criminal, and driving. The Service Provider shall be responsible for the cost of any such background check. Prior to performance, the City shall have on file a complete background check.

The Service Provider understands and agrees to waive any claim or cause of action relating to the use of any and all information gained through this investigation or release of information, and promises to defend and hold harmless the City, its officers, and employees from any claim or loss arising from such investigation and/or release of information.

4. **EQUIPMENT.** The Service Provider will be required to provide the following items of equipment in performing the personal services and work required under this Agreement: Any and all equipment needed for the teaching and instructional portion of the class(es).

The City will provide the following items of equipment to the Service Provider: Photocopies, advertising for the class, and collection of all registration fees.

5. **COMPENSATION AND PAYMENT.** The City agrees to collect participants' fees for the Service Provider with said fees disbursed to the Service Provider as follows:

Service Provider will be provided a monthly statement for all participants' fees collected and reimbursed at eighty percent (80%) of such fees collected based on full payment of all participants.

The City shall receive and retain twenty percent (20%) for all services rendered by Service Provider under this Agreement.

Service Provider shall submit an invoice to the City for any amount due.

6. **Notice.** Notice shall be given in writing as follows:

TO THE CITY:

Name: City of Medical Lake
Phone Number: (509) 565-5000
Address: 124 S. Lefevre Street
Medical Lake, WA 99022

TO THE SERVICE PROVIDER:

Name: Kris Wilder
Phone Number: (509) 957-6363
Address: 313 Erie St. #21
Cheney, WA 99004

7. **INSURANCE.** Liability of either the City or Service Provider shall be limited to those acts of its agents or employees which proximately cause loss or damage to participants or the agents, employees or property of the other party. The Service Provider shall include coverage for all services rendered under this Agreement, including, but not limited to, maintaining liability insurance in the amount of one million dollars (\$1,000,000) and Abuse and Molestation insurance in the amount of one million dollars (\$1,000,000), in the event minor children are to participate in the provided classes. The City shall be an additional named insured under any policy required under this Agreement. Said policy shall provide for notice to the City of at least fifteen (15) days of any cancellation or reduction of coverage. The Service Provider shall provide the City at the time of execution of this Agreement, and at the time of any renewal of the insurance policy, with proof of such liability insurance coverage. Said insurance policy(ies) shall be at the sole expense of the Service Provider.

8. **RELATIONSHIP OF THE PARTIES.** It is understood, agreed and declared that the Service Provider shall be an independent contractor and not the agent or employee of the City, that the City is interested in only the results to be achieved and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of the Service Provider. Any and all employees who provide services to the City under this Agreement shall be deemed employees solely of the Service Provider. The Service Provider shall be solely responsible for the conduct and actions of all employees under this Agreement and any liability that may attach thereto.

9. **INDEMNIFICATION AND HOLD HARMLESS.** Each party shall indemnify and hold the other, its officers, employees, agents and volunteers harmless from and against any and all claims, demands, orders, decrees or judgments for injuries, death or damage to any person or property arising or resulting from any act or omission on the part of said party, or its agents, employees or volunteers in the performance of this Agreement.

10. **ENTIRE AGREEMENT.** This written Agreement constitutes the entire and complete Agreement between the Parties and supersedes any prior oral or written agreements. This Agreement may not be changed, modified, or altered except in writing signed by the Parties hereto.

11. **JURISDICTION AND VENUE.** This Agreement is entered into in Spokane County, Washington. The venue shall be in Spokane County, State of Washington.

12. **COST AND ATTORNEY'S FEES.** In the event a lawsuit is brought with respect to this Agreement, the prevailing party shall be awarded its costs and attorney's fees in the amount to be determined by the Court as reasonable. Unless provided otherwise by statute, Service Provider's attorney fees payable by the City shall not exceed the total sum amount paid under this Agreement.

13. **APPLICABLE LAWS AND STANDARDS.** The Parties, in the performance of this Agreement, agree to comply with all applicable Federal, State, and Local laws, ordinances, and regulations.

IN WITNESS WHEREOF, the Mayor of the City of Medical Lake has signed and executed this Agreement and the Service Provider has signed and executed this Agreement on the day first written above.

CITY OF MEDICAL LAKE

SERVICE PROVIDER

Terri Cooper, Mayor

Kris Wilder

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 23-644**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
PUBLIC DEFENSE GRANT AGREEMENT BETWEEN THE OFFICE OF
PUBLIC DEFENSE AND THE CITY OF MEDICAL LAKE**

WHEREAS, the City of Medical Lake (“City”) has been awarded a grant of Four Thousand Dollars (\$4,000) from the Office of Public Defense (“OPD”) to improve the quality of public defense services; and

WHEREAS, the parties will enter into a Grant Agreement (“Agreement”) for funding in the amount of \$4,000; and

WHEREAS, City Staff recommends the City Council approve the Agreement.

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

Section 1. Approval of Agreement. The Council hereby approves the Agreement in the form attached to this Resolution as Exhibit “A” and by reference incorporated herein.

Section 2. Authorization. The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

Section 3. 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 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this ___ day of _____, 2023.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

FACE SHEET

WASHINGTON STATE OFFICE OF PUBLIC DEFENSE

<p>1. Grantee City of Medical Lake 611 2nd Street Cheney, WA 99004</p>	<p>2. Grantee Representative Dave Lucas Court Administrator 611 2nd Street Cheney, WA 99004</p>
<p>3. Office of Public Defense (OPD) 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957</p>	<p>4. OPD Representative Geoffrey D. Hulseley Managing Attorney Office of Public Defense 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957</p>
<p>5. Grant Amount \$4,000.00</p>	<p>6. Grant Period January 1, 2024 through December 31, 2025</p>
<p>7. Grant Purpose The Chapter 10.101 RCW city grants are competitive grants for the purpose of improving the quality of public defense services in Washington municipalities. (See Chapter 10.101 RCW.)</p>	
<p>The Office of Public Defense (OPD) and Grantee, as defined above, acknowledge and accept the terms of this Grant Agreement and attachments and have executed this Grant Agreement on the date below to start January 1, 2024 and end December 31, 2025. The rights and obligations of both parties to this Grant are governed by this Grant Agreement and the following other documents incorporated by reference: Special Terms and Conditions of the City Grant Agreement, General Terms and Conditions of City Grant Agreement, and Exhibits A, B, C, and D.</p>	
<p>FOR THE GRANTEE</p> <p>_____</p> <p>Name, Title</p> <p>_____</p> <p>Date</p>	<p>FOR OPD</p> <p>_____</p> <p>Geoffrey D. Hulseley, Managing Attorney Public Defense Improvement Program, OPD</p> <p>_____</p> <p>Date</p>

SPECIAL TERMS AND CONDITIONS OF THE CITY GRANT AGREEMENT

1. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Grant.

- a. The Representative for OPD and their contact information are identified on the Face Sheet of this Grant.
- b. The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

2. GRANT AWARD AMOUNT

The Grantee is awarded **four thousand dollars and 00/100 Dollars** (\$4,000.00) to be used for the purpose(s) described in the USE OF GRANT FUNDS below. One-half of the award amount shall be disbursed to Grantee in January 2024 for intended use during calendar year 2024. The remaining one-half shall be disbursed to Grantee in January 2025 for intended use during calendar year 2025. The disbursement of any grant funds is subject to the availability of funding appropriated to OPD by the Washington State Legislature.

3. PROHIBITED USE OF GRANT FUNDS (as adopted in OPD Policy County/City Use of State Public Defense Funding)

- a. Grant funds cannot be used to supplant local funds that were being spent on public defense prior to the initial disbursement of state grant funds.
- b. Grant funds cannot be spent on purely city or court administrative functions or billing costs.
- c. Grant funds cannot be used for cost allocation.
- d. Grants funds cannot be used for indigency screening costs.
- e. Grant funds cannot be used for city or court technology systems or administrative equipment.
- f. Grant funds cannot be used for city attorney time, including advice on public defense contracting.

4. USE OF GRANT FUNDS

- a. Grantee agrees to use the grant funds for the following:
 - i. Additional attorneys to reduce caseloads;
 - ii. Increased compensation for public defense service providers;
 - iii. Public defense representation at preliminary appearance calendars;
 - iv. Investigator and/or expert services;
 - v. Social worker services to assist public defense attorneys;
 - vi. Interpreter services for attorney-client interviews and communications.
- b. Grantee agrees to obtain OPD's written permission before funds are used for any purpose other than those listed in Section 4a above. Permission issued by electronic mail shall be sufficient for purposes of identifying other uses of grant funds not listed in section a.
- c. Grantee understands that the first disbursement of funds will be in calendar year 2024, and the second disbursement of funds will be in calendar year 2025. Grantee agrees that all disbursed funds will be used by the end of calendar year 2025. If Grantee is unable to use the

funds by the end of calendar year 2025, the Grantee agrees to notify OPD to determine what action needs to be taken.

- d. Grantee agrees to deposit the grant check within fourteen days of receipt.

5. **OVERSIGHT**

- a. Grantee agrees to submit written reports to OPD. The first report shall be submitted to OPD no later than June 1, 2024 using the template found in Exhibit A. The second report shall be submitted to OPD no later than December 1, 2024 using the template found in Exhibit B. The third report shall be submitted to OPD no later than June 1, 2025 using the template found in Exhibit C. The final report shall be submitted to OPD no later than December 1, 2025 using the template found in Exhibit D. Reports must be submitted along with the Grantee City's public defense attorneys' contracts, certifications of compliance, and other required documentation.
- b. Over the duration of the grant term, OPD may conduct site visits for purposes of addressing improvements to public defense and ensuring the use of grant funds for their specified purposes. At OPD's request, Grantee will assist in scheduling such site visits and inviting appropriate attendees such as, but not limited to: public defense attorneys, judicial officers, and city representatives.

6. **ORDER OF PRECEDENCE**

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes, regulations, and court rules
- Special Terms and Conditions of the City Grant
- General Terms and Conditions of the City Grant

GENERAL TERMS AND CONDITIONS OF THE CITY GRANT AGREEMENT

1. ALL WRITINGS CONTAINED HEREIN

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

2. AMENDMENTS

This Grant may be amended by mutual agreement of the parties. Such amendment shall not be binding unless it is in writing and signed by personnel authorized to bind each of the parties.

3. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 29 CFR Part 35.

The Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

4. ASSIGNMENT

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of OPD.

5. ATTORNEY'S FEES

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorney's fees and costs.

6. CONFORMANCE

If any provision of this Grant violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

7. ETHICS/CONFLICTS OF INTEREST

In performing under this Grant, the Grantee shall assure compliance with the Ethics in Public Service, Chapter 42.52 RCW and any other applicable court rule or state or federal law related to ethics or conflicts of interest.

8. GOVERNING LAW AND VENUE

This Grant shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the State of Washington, OPD, all other agencies of the State and all officers, agents and employees of the State, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the performance or failure to perform the Grant.

10. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations, court rules, policies of local and state and federal governments, as now or hereafter amended.

11. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Grant, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Grantee's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part.

12. RECAPTURE

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of the Grant, OPD reserves the right to recapture funds in an amount to compensate OPD for the noncompliance in addition to any other remedies available at law or in equity.

13. RECORDS MAINTENANCE

The Grantee shall maintain all books, records, documents, data and other evidence relating to this Grant. Grantee shall retain such records for a period of six (6) years following the end of the grant period. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

14. RIGHT OF INSPECTION

At no additional cost all records relating to the Grantee's performance under this Grant shall be subject at all reasonable times to inspection, review, and audit by OPD, the Office of the State Auditor, and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Grant. The Grantee shall provide access to its facilities for this purpose.

15. SEVERABILITY

If any provision of this Grant or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Grant that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Grant and to this end the provisions of this Grant are declared to be severable.

16. SUBJECT TO THE AVAILABILITY OF FUNDS

Any full or partial allocation of funds under this Grant is subject to the appropriation of funds by the Washington Legislature to OPD.

17. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing.

Exhibit A

Washington State Office of Public Defense
Public Defense Improvement Program
City Grant Report #1

All City grant recipients are required to submit a completed copy of this report, along with corresponding documentation, to the Washington State Office of Public Defense by June 1, 2024.

City: _____
Date Completed: _____
Contact Name: _____
Title: _____
Mailing Address: _____
Phone: _____
Email Address: _____

Section I: Public Defense Expenditures/Budget

1.1 In 2023, the city paid indigent defense expenses as follows:

	City Funds	Chapter 10.101 RCW State Grant Funds	Other Funds
Attorney salaries and benefits, contract and conflict attorney compensation	\$	\$	\$
Investigators, experts, interpreters, social workers, and other professional services	\$	\$	\$
Other public defense expenses	\$	\$	\$
Total	\$	\$	\$

1.2 For 2024, the city has *budgeted* indigent defense expenses as follows:

	City Funds	Chapter 10.101 RCW State Grant Funds	Other Funds
Attorney salaries and benefits, contract and conflict attorney compensation	\$	\$	\$
Investigators, experts, interpreters, social workers, and other professional services	\$	\$	\$
Other public defense expenses	\$	\$	\$
Total	\$	\$	\$

1.3 What amount of the 2024 RCW 10.101 grant funds has been spent to date?

\$ _____

Section II: Case Assignments

2.1 Provide the following data for the total number of public defense cases assignments in 2023:

Fill in section 2.1(a) if the city has a public defender agency or contracts with a county public defender agency or non-profit public defense firm. Fill in section 2.1(b) for list appointments or contracts with private attorneys.

a. Cities using public defender agencies.

Number of cases assigned to public defender agency (not including conflict counsel):

Number of probation violations and other miscellaneous post sentencing hearings assigned:

Number of full-time-equivalent public defenders:

Average per-attorney caseload, if available:

b. Cities using list appointments or contracts with private firms.

Number of cases assigned to public defense attorneys:

Number of probation violations and other miscellaneous post sentencing hearings assigned:

Number of attorneys with public defense contracts or on court's appointment list:

Section III: Grant Funds

3.1 Permissible Use(s) of Grant Funds (See Section 4 of Grant Agreement <i>Special Terms and Conditions</i>):	
3.2 Description of How Grant Funds Have Been Used to Date:	
3.3 Plans for Utilizing Remaining Funds by End of Calendar Year (If Applicable):	
3.4 Description of Impact State Funds Have Had on Local Public Defense Services:	

Section IV: Attachments and Tables

- 4.1** If the city has public defense contracts, fill out the Table of Public Defense Contracts (*Table I*), and attach a copy of each *current contract* in alphabetical order by attorney name. Failure to provide current contracts could result in an incomplete report.
- 4.2** If the court appoints public defense attorneys from a list, provide the name of each attorney and the compensation paid per case or per hour in the Table of List-Appointed Public Defense Attorneys (*Table II*).
- 4.3** If the City has adopted any new public defense policies, ordinances, or resolutions within the last year, please attach them to this report.
- 4.4** Provide copies of attorneys' 2024 second quarter Certificates of Compliance.

Table II: List-Appointed Public Defense Attorneys (2024)

Name of attorney/firm (If firm, please identify (1) the total number of attorney FTEs handling public defense cases, and (2) the name of each attorney handling public defense cases)	Method and rate of payment (per case/per hour, etc.)	Number of cases assigned

Exhibit B

**Washington State Office of Public Defense
Public Defense Improvement Program
City Grant Report #2**

*All City grant recipients are required to submit a completed copy of this report to the Washington State Office of Public Defense by December 1, 2024.
Failure to timely submit this report could delay disbursement of 2025 grant funds.*

City:	
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Report Date:	
---------------------	--

Contact – Name/Title:	
Email:	
Phone:	
Address:	

1. As of the date of this report, the city has paid indigent defense expenses as follows in 2024:

	City Funds	Chapter 10.101 RCW State Grant Funds	Other Funds
Attorney salaries and benefits, contract and conflict attorney compensation	\$	\$	\$
Investigators, experts, interpreters, social workers, and other professional services	\$	\$	\$
Other public defense expenses	\$	\$	\$
Total	\$	\$	\$

Will all 2024 grant funds be expended by the end of the calendar year? Yes _____ No _____ Unsure _____

<p>2. Permissible Use(s) of Grant Funds (See Section 4 of Grant Agreement <i>Special Terms and Conditions</i>):</p>	
<p>3. Description of How Grant Funds Have Been Used in 2024:</p>	
<p>4. Plans for 2025 Grant Funds:</p>	
<p>5. Description of Impact State Funds Have Had on Local Public Defense Services</p>	

Exhibit C

Washington State Office of Public Defense
Public Defense Improvement Program
City Grant Report #3

All City grant recipients are required to submit a completed copy of this report, along with all public defense attorneys' 2025 quarterly Certificates of Compliance to the Washington State Office of Public Defense by June 1, 2025.

City:	
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Report Date:	
---------------------	--

Contact – Name/Title:	
Email:	
Phone:	
Address:	

1. For 2025, the city has *budgeted* indigent defense expenses as follows:

	City Funds	Chapter 10.101 RCW State Grant Funds	Other Funds
Attorney salaries and benefits, contract and conflict attorney compensation	\$	\$	\$
Investigators, experts, interpreters, social workers, and other professional services	\$	\$	\$
Other public defense expenses	\$	\$	\$
Total	\$	\$	\$

2. What amount of the 2025 state grant funds has been spent to date? _____ \$ _____

<p>3. Permissible Use(s) of Grant Funds (See Section 4 of Grant Agreement <i>Special Terms and Conditions</i>)</p>	
<p>4. Description of How Grant Funds Have Been Used to Date:</p>	
<p>5. Plans for Utilizing Remaining Funds by End of Calendar Year (If Applicable)</p>	
<p>6. Description of Impact State Funds Have Had on Local Public Defense Services</p>	

Exhibit D

Washington State Office of Public Defense
Public Defense Improvement Program
City Grant Report #4

All City grant recipients are required to submit a completed copy of this report to the Washington State Office of Public Defense by December 1, 2025.

City:	
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Report Date:	
---------------------	--

Contact – Name/Title:	
Email:	
Phone:	
Address:	

1. As of the date of this report, the city has paid indigent defense expenses as follows in 2025:

	City Funds	Chapter 10.101 RCW State Grant Funds	Other Funds
Attorney salaries and benefits, contract and conflict attorney compensation	\$	\$	\$
Investigators, experts, interpreters, social workers, and other professional services	\$	\$	\$
Other public defense expenses	\$	\$	\$
Total	\$	\$	\$

Will all 2025 grant funds be expended by the end of the calendar year? Yes _____ No _____ Unsure _____

<p>2. Permissible Use(s) of Grant Funds (See Section 4 of Grant Agreement <i>Special Terms and Conditions</i>):</p>	
<p>3. Description of How Grant Funds Have Been Used in 2025:</p>	
<p>4. Description of Impact State Funds Have Had on Local Public Defense Services</p>	

**ORDINANCE NO. 1120
CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2024 THROUGH DECEMBER 31, 2024, 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, 2024 and ending December 31, 2024; and

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; and

WHEREAS, notice was posted and published on November 16, 2023, 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; and

WHEREAS, the attached 2024 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 2024 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 \$11,093,784, attached hereto by this reference, is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate fund of the City of Medical Lake, and aggregate expenditures and operational transfers for all such funds and departments for the year 2024 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. The total authorized and budgeted quantity of Full Time Equivalent employees are adopted in this form and amounts attached to this Ordinance as Exhibit C. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2024 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 _____, 2023.

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
2024 Final Budget - Summary

	Revenues	Expenditures	Transfers In	Transfers Out
001 General Fund	\$ 2,548,853		\$ -	\$ 1,007,300
001 Legislative Dept.		\$ 43,797.00	-	-
001 Municipal Court Dept.		64,600	-	-
001 Executive Dept.		259,221	-	-
001 Administrative Services Dept.		606,915	-	-
001 Legal Dept.		117,790	-	-
001 Code Enforcement Dept..		92,095	-	-
001 Building & Planning Dept.		271,044	-	-
001 Grants		454,250	-	-
100 Impact Fees Fund	600	500	-	-
101 Streets Fund	262,636	268,860	-	-
104 Streets - Restricted Fund	1,345,000	1,545,500	130,000	-
105 Leave & Severance Fund	15,500	50,000	-	-
106 Contingency Fund	-	-	-	-
107 ARPA Fund	5,000	531,219	-	-
110 Public Safety Fund	551,400		150,000	-
110 Law Enforcement Dept.		667,601	-	-
110 Environmental Preserv. Dept.		18,300	-	-
110 Animal Control Dept.		20,040	-	-
111 Criminal Justice Fund	6,647	-	-	-
112 Parks & Recreation Fund	48,000		475,000	-
112 Parks & Recreation Dept.		324,942	-	-
112 Parks Facilities Dept.		212,006	-	-
113 Emergency Response Fund	75,000	-	-	-
125 City Beautification Fund	5,950	6,500	-	-
126 Tourism Fund	6,700	6,500	-	-
301 Capital Improvement Fund	108,680	254,000	-	110,000
302 Parks Improvement Fund	500	295,000	250,000	-
401 Water Fund	852,000	722,969	-	125,000
402 Water - Restricted Fund	500,000	750,000	125,000	-
407 Solid Waste Fund	697,000	728,332	-	-
408 Wastewater Fund	1,307,500		-	-
408 Wastewater Collection Dept.		376,567	-	-
408 Wastewater Treatment Dept.		1,075,236	-	-
409 Wastewater - Restricted Fund	-	1,330,000	-	-
410 Broadband Fund	-		100,000	-
501 Unemployment Compensation	100	4,000	12,300	-
635 State Custodials Fund	-	-	-	-
	\$ 8,337,066	\$ 11,097,784	\$ 1,242,300	\$ 1,242,300

Notes

Expenditures for **Funds** with budgeted Departments are broken down by Department
Revenues do not include beginning balances or reserves, see full budget for resource details

Exhibit B
City of Medical Lake - 2024 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		\$ 6,898	\$ 7,140	\$ 7,390	\$ 7,648	\$ 7,916	\$ 8,193	\$ 8,480	\$ 8,777	\$ 9,084	\$ 9,402
Finance Director		\$ 6,038	\$ 6,250	\$ 6,468	\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229
Public Works Director Wastewater Director		\$ 6,038	\$ 6,250	\$ 6,468	\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229
Parks & Rec. Director		\$ 5,088	\$ 5,266	\$ 5,450	\$ 5,641	\$ 5,839	\$ 6,043	\$ 6,255	\$ 6,473	\$ 6,700	\$ 6,935
Recreation Assistant	11	\$ 18.65	\$ 19.30	\$ 19.98	\$ 20.68	\$ 21.40	\$ 22.15	\$ 22.93	\$ 23.73	\$ 24.56	\$ 25.42
Parks Maintenance	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
	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
City Maintenance Administrative Clerk	19	\$ 22.84	\$ 23.63	\$ 24.46	\$ 25.32	\$ 26.20	\$ 27.12	\$ 28.07	\$ 29.05	\$ 30.07	\$ 31.12
Water Operator Wastewater Operator	20	\$ 23.32	\$ 24.14	\$ 24.98	\$ 25.86	\$ 26.76	\$ 27.70	\$ 28.67	\$ 29.67	\$ 30.71	\$ 31.78
City Maintenance - Journeyman Water Supervisor	21	\$ 23.88	\$ 24.71	\$ 25.58	\$ 26.47	\$ 27.40	\$ 28.36	\$ 29.35	\$ 30.38	\$ 31.44	\$ 32.54
Treatment Plant Operator I	22	\$ 24.49	\$ 25.34	\$ 26.23	\$ 27.15	\$ 28.10	\$ 29.08	\$ 30.10	\$ 31.16	\$ 32.25	\$ 33.37
Treatment Plant Operator II Laboratory Lead	23	\$ 25.08	\$ 25.95	\$ 26.86	\$ 27.80	\$ 28.78	\$ 29.78	\$ 30.83	\$ 31.91	\$ 33.02	\$ 34.18
Treatment Plant Lead	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
	26	\$ 27.00	\$ 27.94	\$ 28.92	\$ 29.93	\$ 30.98	\$ 32.06	\$ 33.18	\$ 34.35	\$ 35.55	\$ 36.79
Building Inspector	27	\$ 27.65	\$ 28.62	\$ 29.62	\$ 30.66	\$ 31.73	\$ 32.84	\$ 33.99	\$ 35.18	\$ 36.42	\$ 37.69
City Planner	28	\$ 28.32	\$ 29.32	\$ 30.34	\$ 31.40	\$ 32.50	\$ 33.64	\$ 34.82	\$ 36.04	\$ 37.30	\$ 38.60
	29	\$ 29.03	\$ 30.05	\$ 31.10	\$ 32.19	\$ 33.31	\$ 34.48	\$ 35.68	\$ 36.93	\$ 38.23	\$ 39.56

7.5% increase from 2023. 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

Exhibit C

City of Medical Lake

2024 Proposed Full Time Equivalent (FTE) Employees

Position	2022 Actual	2023 Current	2024 Proposed	
City Administrator	1	1	1	
Finance Director	1	1	1	
Public Works Director	1	1	1	
Wastewater Director	1	1	1	
Parks & Rec. Director	0	1	1	
Recreation Assistant	0	0.3	0.3	Part-time
Parks Maintenance	1	1	1	Seasonal
Recreation Coordinator	1	0	1	
Code Enforcement Officer	0.6	0.6	0.6	
Administrative Clerk	2.5	4	4	
City Maintenance	5	7	3	
Water Operator	0	0	2	
Wastewater Operator	0	0	2	
City Maintenance - Journeyman	1	1	1	
Water Supervisor	0	0	1	
Treatment Plant Operator I	0	2	2	
Treatment Plant Operator II	3	2	1	
Laboratory Lead	0	0	1	
Treatment Plant Lead	0	0	0	
Building Inspector	1	1	1	
City Planner	0.5	0.5	1	
	19.6	24.4	26.9	

Notes

New position titles: Water Operator, Wastewater Operator, Water Supervisor, Laboratory Lead, and Treatment Plant Lead.

Maintenance Person reclassified as City Maintenance. Maintenance Person FTEs allocated to Water Operator, City Maintenance, Water Supervisor, and Wastewater Operator

WWTP Operator reclassified as Treatment Plant Operator

WWTP Director reclassified as Wastewater Director