



**CITY COUNCIL REGULAR MEETING & PUBLIC HEARINGS**  
**TUESDAY, NOVEMBER 5, 2024**  
**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 (November 5, 2024) - \*SEE NOTE\*

**Please note: To better serve our community, we are now offering Live Streaming of our Council Meetings on our YouTube channel (link is provided below). This will enable citizens who wish to just view the meeting and not participate (provide comments) to do so in the comfort of their homes. Those that wish to provide input during the citizen comment periods, may join the meeting as usual via the Zoom link.**

- **Join the Zoom Meeting –**  
<https://us06web.zoom.us/j/86269541627?pwd=v4b8j3BTGVuX2X4Ncb4jpC3op57fjp.1>  
  
Meeting ID: 862 6954 1627  
Passcode: 446645  
  
One tap mobile  
+12532158782,,86269541627#,,,,\*446645# US (Tacoma)  
+12532050468,,86269541627#,,,,\*446645# US  
  
Find your local number: <https://us06web.zoom.us/j/k6e3A51sN>
- **Watch the Live Stream on YouTube -**  
<http://www.youtube.com/@CityofMedicalLake>

**WRITTEN PUBLIC COMMENTS**

If you wish to provide written public comments for the council meeting, please email your comments to [sweathers@medical-lake.org](mailto: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**

**NOVEMBER 5, 2024 - REGULAR SESSION AND PUBLIC HEARINGS – 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. Committee Reports
  - B. Council Comments
  - C. Mayor
  - D. City Administrator & City Staff
- 6. WORKSHOP DISCUSSION**
- 7. ACTION ITEMS**
  - A. Consent Agenda
    - i. Approve **October 15, 2024, and October 16, 2024, Budget Retreat** minutes.
    - ii. Approve **November 5, 2024**, Claim Warrants numbered **51847** through **51905** in the amount of **\$176,257.77**.
- 8. PUBLIC HEARINGS**
  - A. 2025 Preliminary Budget
  - B. MLMC Text Amendment regarding Land Use Reviews
- 9. RESOLUTIONS**
  - A. 24-714 2025 Utility Fees
  - B. 24-716 2025 Administrative Fees
  - C. 24-717 Diesel Tank Equipment Lease
- 10. ORDINANCES**
  - A. Second Read Ordinance 1129 Park Hours
  - B. First Read Ordinance 1130 MLMC Text Amendments for Land Use Reviews
  - C. First Read Ordinance 1131 2025 Property Tax Levy Amount
- 11. EXECUTIVE SESSION – None.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting & Public Hearing**

6:30 PM  
October 15, 2024

**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  
Lance Speirs  
Don Kennedy  
Bob Maxwell  
Ted Olson  
Tony Harbolt

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Scott Duncan, Public Works Director  
Koss Ronholt, Finance Director  
Elisa Rodriguez, City Planner  
Steve Cooper, WWTP Director  
Colton Raczkyowski, Admin Clerk

**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. All Council members were present in person. Councilmember Pritchard arrived at 6:33 pm.

**2. AGENDA APPROVAL**

- A. Move Public Hearing after Section 6 Workshops. Motion to approve agenda as amended made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 7-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –**

- A. Art Kulibert, Medical Lake resident – shared observations from an article regarding Airway Heights project bids being awarded to Idaho-based companies rather than Washington-based companies. Shared his disappointment that Washington-based companies are unable to meet or beat the bids. Commented that there should be awareness when choosing lightbulbs for the upcoming streetlights and choosing ones that don't disrupt vision while driving. Shared that he has been having internet speed and connectivity issues and hoped for a solution soon. Shared his opinion on the upcoming Property Tax decision.
  - i. Mayor Cooper responded to some of Mr. Kulibert's comments. Streetlights will have the option of being dimmable. Changes to internet options will be coming soon as some companies will be installing cable throughout the city and that should alleviate the issue. Thanked Mr. Kulibert for his insight and comments.

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none**

**5. REPORTS**

- A. Public Safety

- i. FD3 – gave updated call statistics, 53 with 12 being for DSHS. Shared about a new software system that will help with calls to multiple-person homes such as college campuses, apartment buildings, nursing homes, etc. Will assist in navigating locations and cut down on time spent looking for specific building numbers or other identifiers.

**B. Council Comments**

- i. Councilmember Pritchard – HCDAC meeting was cancelled this month. Will give a PFAS update at the West Plains Water Coalition meeting being held on October 28<sup>th</sup> at MLHS auditorium.
- ii. Councilmember Shaffer – Finance Committee met and reviewed warrants. Shared that the packets will now be shared with the rest of Council for review prior to the meetings. Shared the committee's process for reviews.
- iii. Councilmember Speirs – no report.
- iv. Councilmember Kennedy – attended SRTC meeting last week. Main topic was a representative from STA sharing about the Connect 2035 program. He will attend a Transportation Management Group workshop on Thursday, October 24<sup>th</sup>
- v. Councilmember Maxwell – General Government Committee – the Lefevre Street Complete Streets project will start on Monday, October 28<sup>th</sup>, beginning with utility work then moving to sidewalks. The yard waste bins will be open until December 2<sup>nd</sup> unless the weather prevents.
- vi. Councilmember Olson – Safety Committee – speed trailer moved to E. Fellows, then to Stanley. Shared about stormwater drain cleaning, street sign survey, and treatment of West Medical Lake.
- vii. Councilmember Harbolt – no report.

**C. Mayor Cooper –**

- i. Will have a meeting with MultiCare soon to discuss their plans for rural development now that they are no longer a presence in Medical Lake. Required Multi-Factor Authentication coming soon for all city staff and officials. Re\*Imagine Medical Lake Fall Festival is on Saturday, October 26<sup>th</sup> in the MLHS bus loop, 1-4 pm.

**D. City Administrator & City Staff**

- i. Sonny Weathers, City Administrator – acknowledged the presence of special guests at the meeting. A civics class from the high school came to learn about city government proceedings. The MLSD Wellness Center asked him to remind everyone that they are free and open to all residents of Medical Lake. Some of the services they offer are: free mental health assistance, CHAS mobile health clinic available on Wednesdays, substance abuse therapy, free wi-fi, and laundry facility access. They are located at 317 N. Broad and open Monday-Thursday 8-3. City Council Budget Retreat on October 16<sup>th</sup>. Public Hearings: 2025 Preliminary Budget on November 5<sup>th</sup>, 2025 Final Budget on November 15<sup>th</sup>. Gray Fire Community meeting October 23<sup>rd</sup> in council chambers with the Office of the Insurance Commissioner attending on Zoom. Planning Commission on October 24<sup>th</sup>, and West Plains Water Coalition on October 28<sup>th</sup> at MLHS auditorium.
- ii. Steve Cooper, WWTP Director – shared unexpected expenditures that will require 2024 budget amendments. Pump failures, rebuilding and replacement expenses. Approximately \$45,000 not budgeted for but available.

**6. WORKSHOPS**

**A. Municipal Court Annual Report**

- i. Judge Richard Leland, and Court Administrator from Cheney Municipal Court - provided council with an update and annual report. Explained that the City of Medical Lake has an agreement with the Cheney Municipal Court for court services.

B. Land Use Review Timelines MLMC Amendment

- i. Elisa Rodriguez, City Planner, gave a presentation (see attached). Summarized reason for the text amendment, to make the code more understandable and streamlined. Proposing a new Title in the MLMC, Title 19. Each time an update is done on Titles 15-18, it can be rolled into Title 19. Draft Title 19 included in the agenda packet. Discussion held.

C. 2025 Utility and Administrative Rates

- i. Koss Ronholt, Finance Director, explained the Multi-Factor Authentication requirement being implemented on Tuesday, October 22<sup>nd</sup>. Required by WCIA (insurance).
- ii. He also gave a presentation (see attached) and reviewed proposed rates for 2025. Discussion held. Council agreed with Mr. Ronholt bringing forward a Resolution with proposed rate increases for discussion and action at the next meeting.

D. 2025 Property Tax Levy Workshop

- i. Koss Ronholt, Finance Director, gave a presentation (see attached). Provided comparisons of current property taxes, what an increase would cost citizens, and how much revenue it would generate for the city. Provided the process and timeline. Explained that after the public hearing, he is calling for Council's direction and vote on how to prepare the property tax levy ordinance. Discussion held.

**7. PUBLIC HEARING - 2025 Revenue Sources and Property Tax**

A. Mayor Cooper opened the Public Hearing at 9:06 pm.

- i. Mayor Cooper acknowledged a written comment received from a citizen. It was given to council members to review as well. Mayor and Mr. Weathers addressed some of the questions presented in the comment.
- ii. Art Kulibert, Medical Lake resident – shared his opinion on the danger of not doing a property tax increase.
- iii. Closed public hearing at 9:12 pm.

B. 2025 Property Tax Intent of Direction

- i. Motion to direct staff to prepare an Ordinance for a zero percent increase to the regular property tax levy for 2025 made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 4-3 with Councilmembers Speirs, Maxwell, and Pritchard voting nay.

**8. ACTION ITEMS**

A. Consent Agenda

- i. Approve **October 1, 2024**, minutes.
  1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Olson, carried 7-0.
- ii. Approve **October 15, 2024**, Payroll Claim Warrants numbered **51790** through **51797** and Payroll Payable Warrants numbered **30171** through **30179** in the amount of **\$177,398.66** and Claim Warrants numbered **51798** through **51846** in the amount of **\$215,799.21**.
  1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 7-0.

**9. RESOLUTIONS**

A. 24-712 2025 Legislative Priorities

- i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

B. 24-713 CCTV Camera Policy

- i. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 7-0.

**10. ORDINANCES**

A. First Read 1129 Park Hours

- i. Legal counsel read onto the record.
- ii. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 4-3 with Councilmembers Pritchard, Speirs, and Olson voting nay.

**11. EXECUTIVE SESSION** - none

**12. EMERGENCY ORDINANCES** - none

**13. UPCOMING AGENDA ITEMS** - none

**14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- A. None

**15. CONCLUSION**

- A. Motion to conclude at 9:27 pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

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Terri Cooper, Mayor

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Koss Ronholt, Finance Director/City Clerk


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Date




1


# Rates to Review




WATER




SOLID WASTE



WASTEWATER

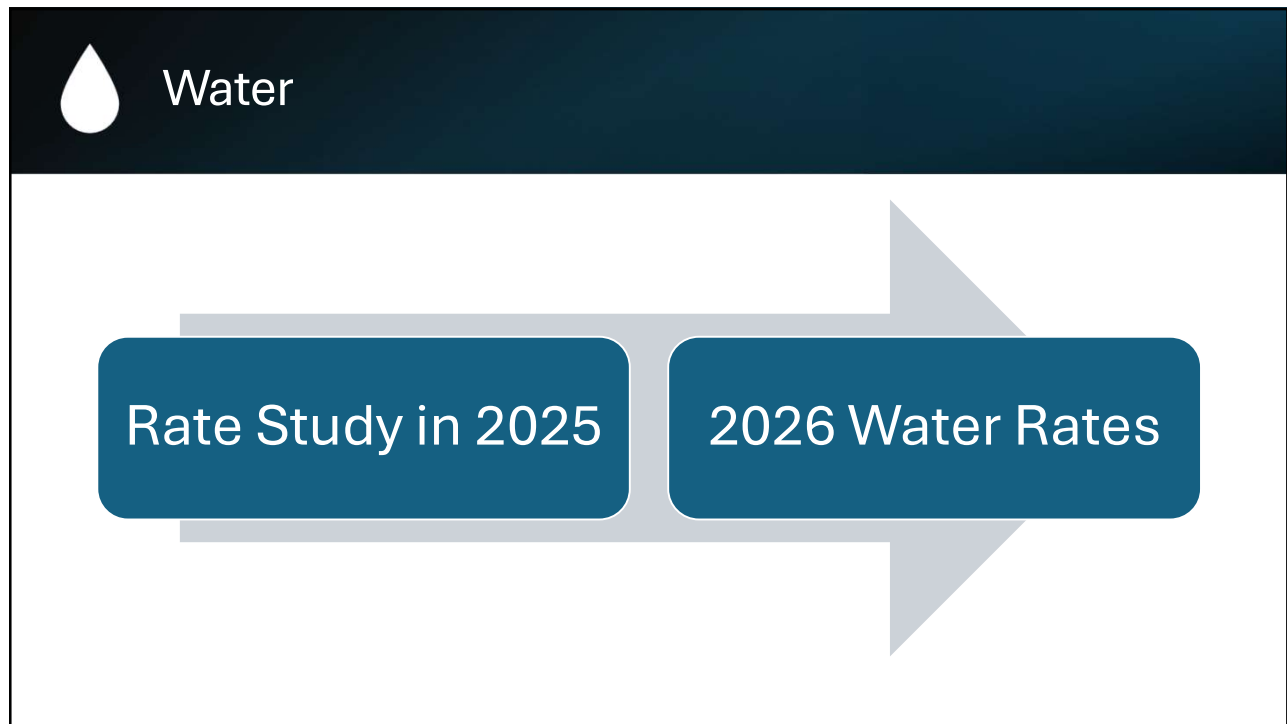


UTILITY TAX

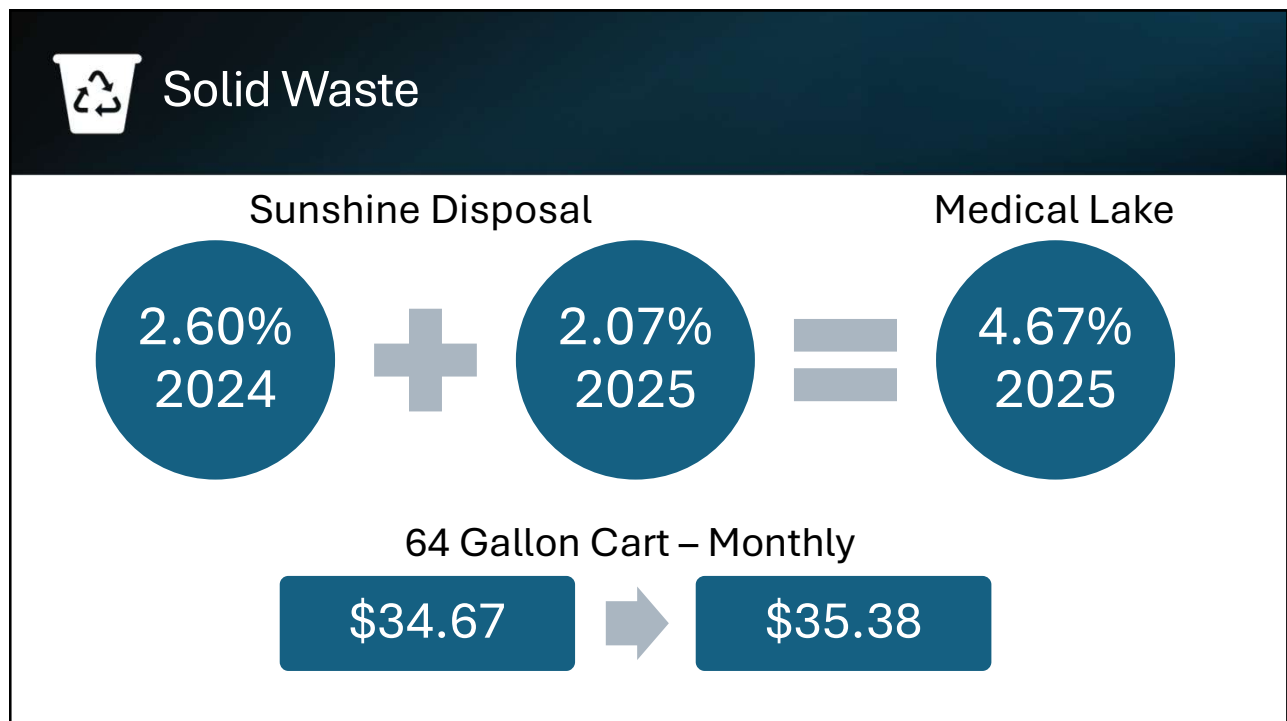


ADMINISTRATIVE

2

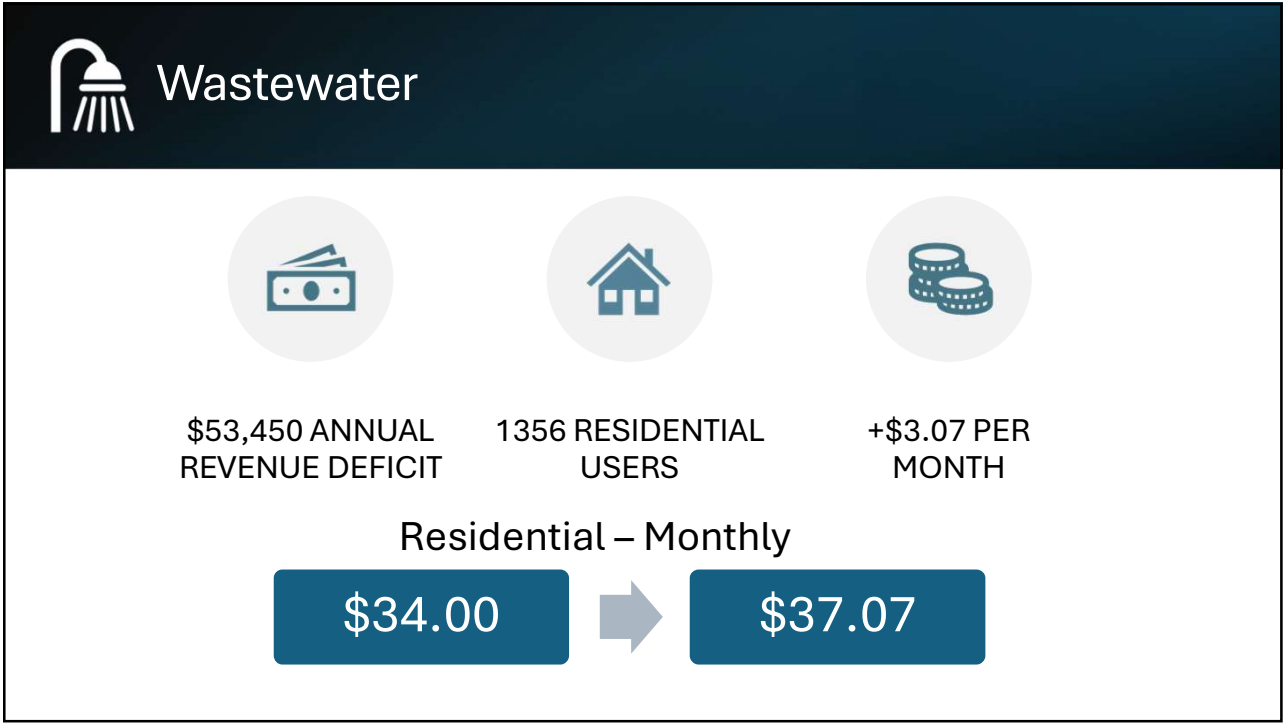


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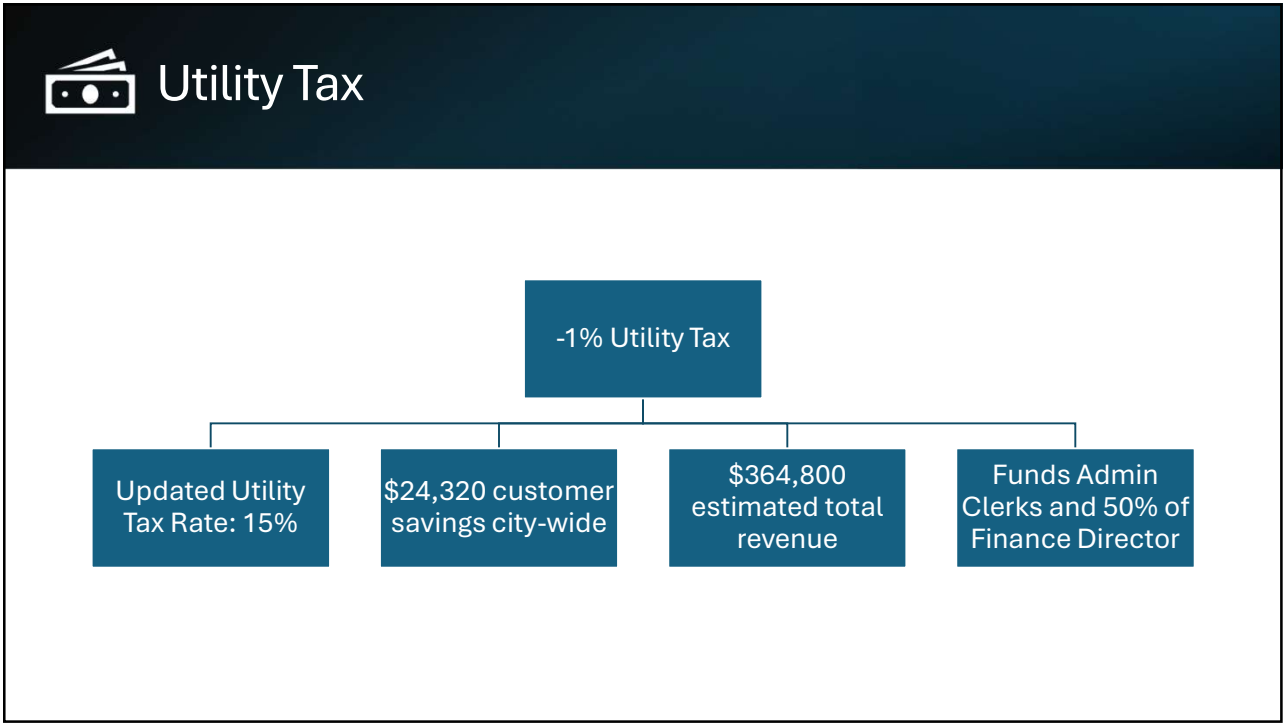


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5



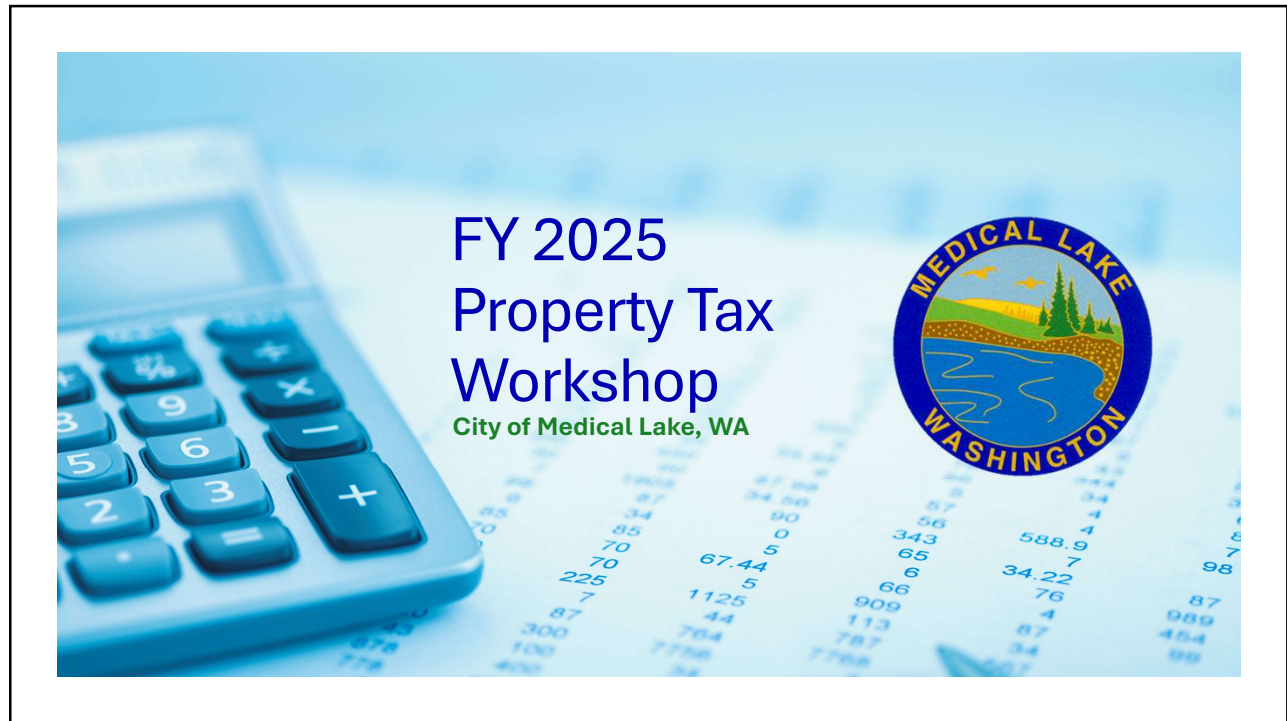
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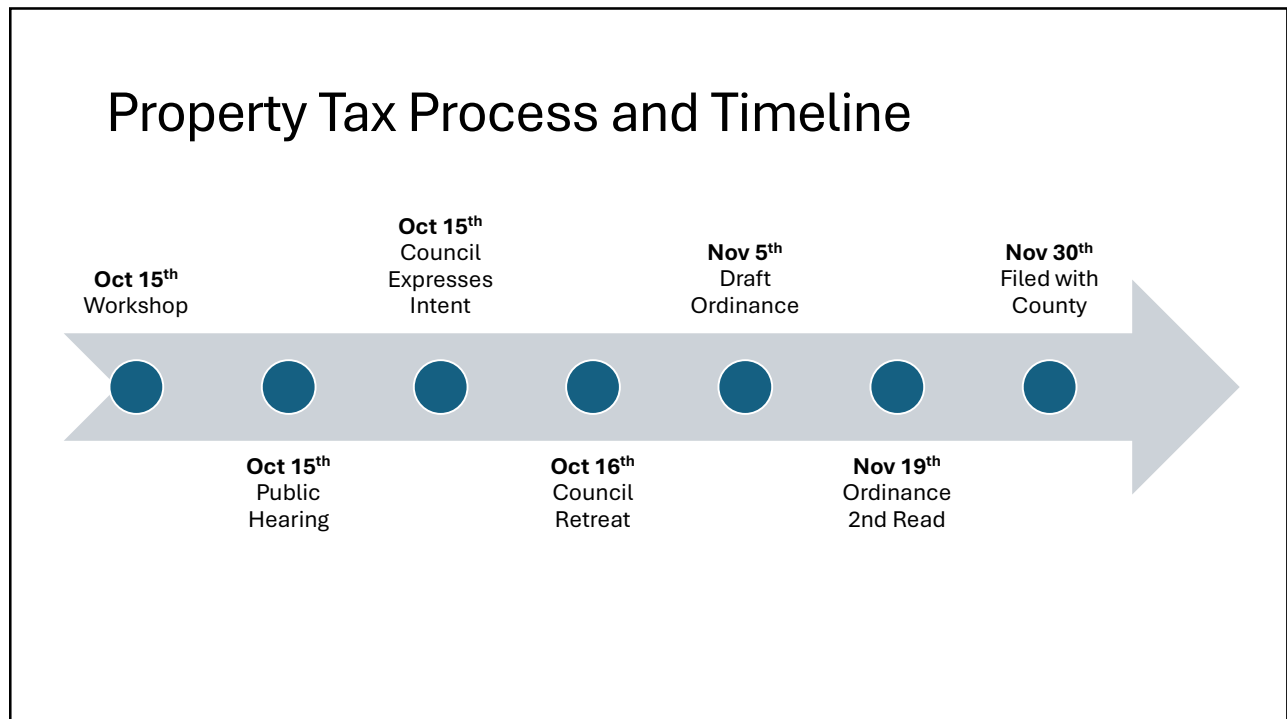
## Administrative

Right of way permits  
and fees

Shoreline  
management fees



1




2

Property Tax Comparison of Spokane County Municipalities


	City	County	State	School District	2024 Total
Airway Heights	2.3936	0.7283	2.1515	2.7426	\$8.02
Deer Park	0.792	2.8086	2.1515	2.7068	\$8.46
Spokane County	0	3.4733	2.1515	2.977	\$8.60
Medical Lake	1.1984	2.562	2.1515	2.977	\$8.89
Liberty Lake	0.9036	3.2091	2.1515	2.8887	\$9.15
Cheney	3.3663	1.062	2.1515	2.7426	\$9.32
Spokane Valley	0.7874	3.5428	2.1515	2.8887	\$9.37
Spokane	2.9514	0.7283	2.1515	3.8285	\$9.66
Millwood	1.0948	3.5428	2.1515	3.5562	\$10.35

Rates are per \$1,000 of assessed property value.


COMMUNITY



- ✓ Law Enforcement
- ✓ Municipal Court
- ✓ Parks & Recreation
- ✓ Streets
- ✓ City Services



- ✓ Fire/EMS
- ✓ Library
- ✓ Regional Parks
- ✓ Streets
- ✓ County Services

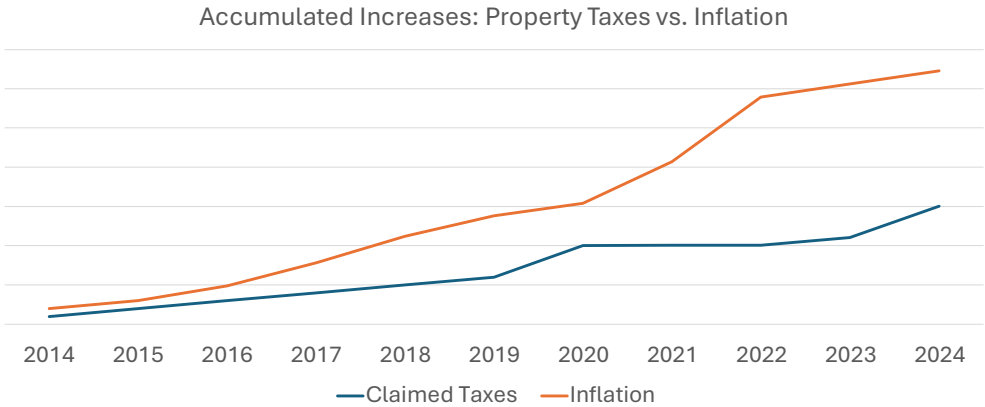


**Medical Lake**  
School District

- ✓ Schools

3

Property Tax levy vs. Inflation



4

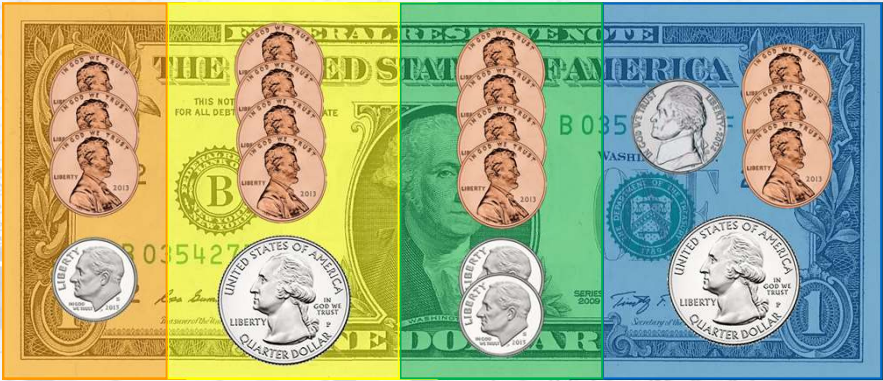
*An Explanation of Property Taxes in Medical Lake, Washington*

City

County

State

School District



For every dollar of property tax collected in the City of Medical Lake, this is where the money goes.  
Any City increases to property taxes only impact the City portion of taxes.

5

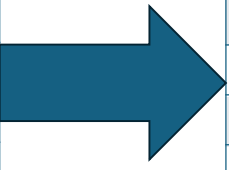
# Property Tax Levy Options

- 2024 Millage Rate: 1.1984
- Banked capacity: \$33,597.84 / 5.4% maximum increase
- \$26,970,941 increase over 2023 City’s Assessed value (decreases millage)

**Example: Citizen with \$400,000 value property**

No increase	
Millage Rate	1.1360
Total Tax	\$454.40
Tax Increase	\$0.00
Total Levy	\$621,864

1% Increase	
Millage Rate	1.1473
Total Tax	\$458.92
Tax Increase	\$4.52
Total Levy	\$628,082



5.4% Increase	
Millage Rate	1.2336
Total Tax	\$493.44
Tax Increase	\$39.04
Total Levy	\$675,310

6

## Council Intent

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- To draft property tax ordinance, staff requires **a motion to direct staff** for the 2025 property tax levy amount.
- Must be between 0% and a maximum levy of 5.4%





## Land Use Review Process

Amendments Required by SB 5290

1

## Senate Bill 5290

Timeline for the final decision of a Land Use Review

Current

All Reviews = 120 Days

January 1, 2025

No public notice = 65 Days

Notice, but no Hearing = 100 Days

Public Hearing = 170 Days

2

## Timelines → Review Types

### Review Types

### Timelines

Type I Review	No public notice = 65 Days	Administrative
Type II Review	Notice, but no Hearing = 100 Days	} Quasi-Judicial
Type III Review	Public Hearing = 170 Days	
Type IV Review	Legislative Review = No Timeline	Legislative

3

## Review Types

### Current

Short Plat  
 Binding Site Plan  
 Final Short Plat  
 Lot Line Adjustment  
 Lot Segregation  
 Lot Merge  
 Final Long Plat  
 Final Binding Site Plan  
 Home Occupation  
 Conditional Use  
 Variance  
 Shoreline Conditional Use  
 Shoreline Variance

Critical Area  
 Long Plat  
 Planned Unit Development  
 Subdivision Variance  
 Subdivision Amendment  
 Rezone (site specific)  
 Zoning Map Amendment  
 Development Code  
 Amendment  
 Comprehensive Plan  
 Amendment  
 Shoreline Substantial  
 Development

### Proposed

Type I Review  
 Type II Review  
 Type III Review  
 Type IV Review  
 Final Plat Review

4



# Municipal Code

## Current

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Title 15 – Subdivisions

Title 16 – Planning

Title 17 – Zoning

Title 18 – Manufactured Home Community

## Proposed

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Title 19 – Land Use and Development

5

# Title 19 – Land Use and Development

## Code Language

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Vesting

Consolidated Reviews

Complete Application

Review Types

Appeals

## Policy

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Application and Notification Details

6

# Planning Commission

## Draft Language

Asked to review the concept,  
not the specific language

## Recommendation

Planning Commission is  
Recommending Approval

7

# Legal Review

## Title 19 – Land Use and Development

City attorney is currently reviewing  
the same draft in CC packet

## Amendments to Titles 15-18

Also reviewing approximately  
80 amendments to existing code

8

# Takeaways

SB 5290

Changes required to take place January 1, 2025

Goal

Create a Concise, Clear, User-Friendly Municipal Code

Policy

No Policy Changes (other than timelines)

**CITY OF MEDICAL LAKE**  
**City Council Retreat - Special Meeting Budget Retreat**

9 AM  
October 16, 2024

**MINUTES**

Silver Lake Camp  
10919 S Lakehurst Dr

**NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion.**

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Councilmembers**

Ted Olson  
Keli Shaffer  
Lance Speirs  
Don Kennedy  
Bob Maxwell  
Chad Pritchard  
Tony Harbolt

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Koss Ronholt, Finance Director

**SPECIAL SESSION – 9:00 AM**

**Please see the attached notes for detailed information on what was discussed during the Budget Retreat.**

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Terri Cooper, Mayor

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Koss Ronholt, Finance Director/City Clerk

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Date

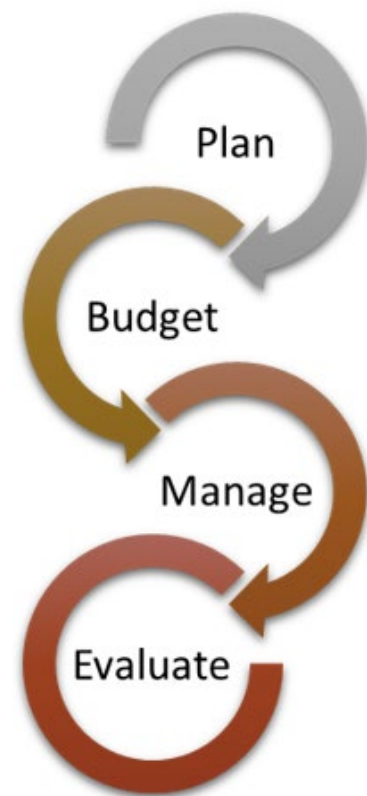
## THE VIRTUOUS CYCLE

The Virtuous Cycle begins with making meaningful investments in ways that lead to improved quality of life. As quality of life produces improved health and safety, community, environment, governance, and economy, then healthy and balanced growth occurs. Good growth pursues targeted economic opportunity and prosperity in ways that naturally result in increased revenues. Taking a portion of the increased revenues, we can make further investments that lead to improved quality of life ... and the virtuous cycle continues!



## A STRATEGIC FRAMEWORK

The recently adopted Medical Lake Healing Waters Strategic Plan 2035 casts the vision, articulates the mission, and defines our shared values. From the foundation of a clearly defined vision, mission, and set of values, City leadership can align meaningful goals, objectives, strategies, and measures to provide focus for the way we plan, budget, manage, and evaluate our regular efforts. The six targets forming the basis of our strategic planning inform the objectives and key results that staff are then organized and equipped to deliver desired outcomes resulting in improved community conditions and increased public trust and confidence.



## MAJOR LINES OF EFFORT

The City is organized into five major lines of effort including public safety, public works, building and planning, parks and recreation, and administration. The table below illustrates the functions of each line of effort.

MAJOR LINES OF EFFORT				
PUBLIC SAFETY	PUBLIC WORKS	BUILDING & PLANNING	PARKS & RECREATION	ADMINISTRATION
Law Enforcement	Water	Development Regs	Parks and Trails	Utility Billing
Fire Protection/EMS	Sewer	Permitting/Inspection	Recreation Programs	Human Resources
Municipal Court	Stormwater	Land Use Planning	After School Programs	Info Technology
SCOPE	WWTP	Comprehensive Plan	Community Events	Finance & Budget
	6-Year TIP	Code Enforcement	Park Advisory Board	Records
	Engineering	Planning Commission		Salary Commission

## CHAORDIC LEADERSHIP

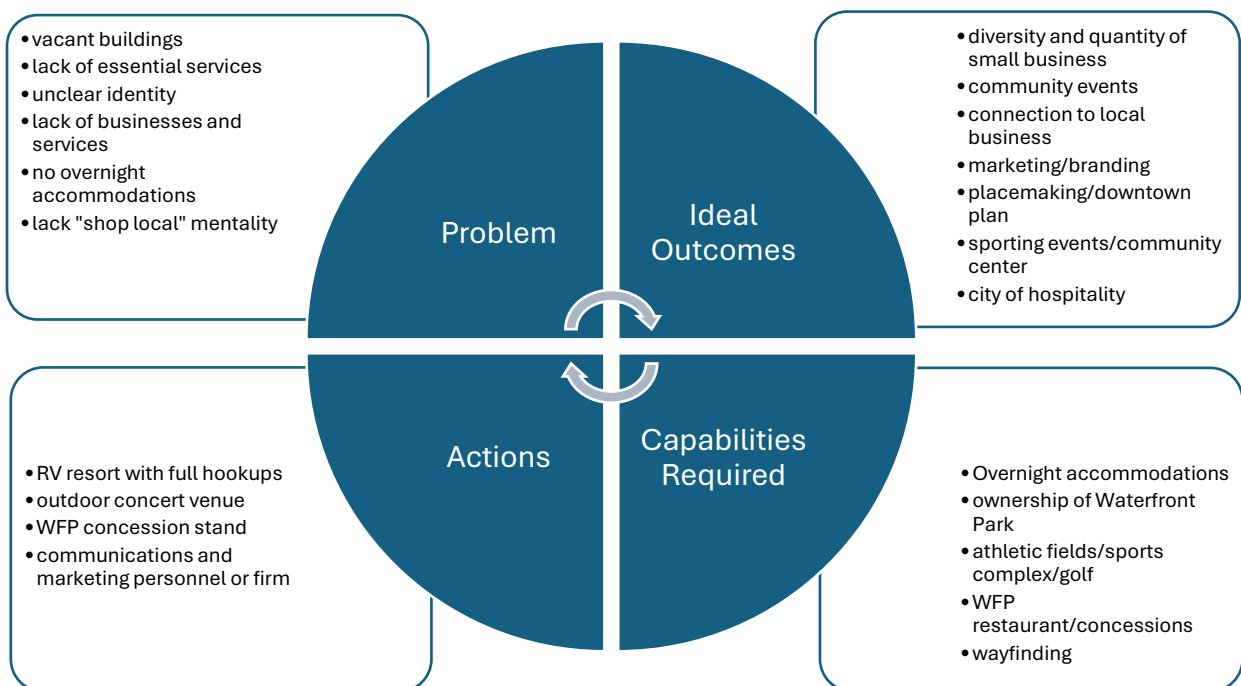


visual by Brave Space (<http://bravespace.ca>)

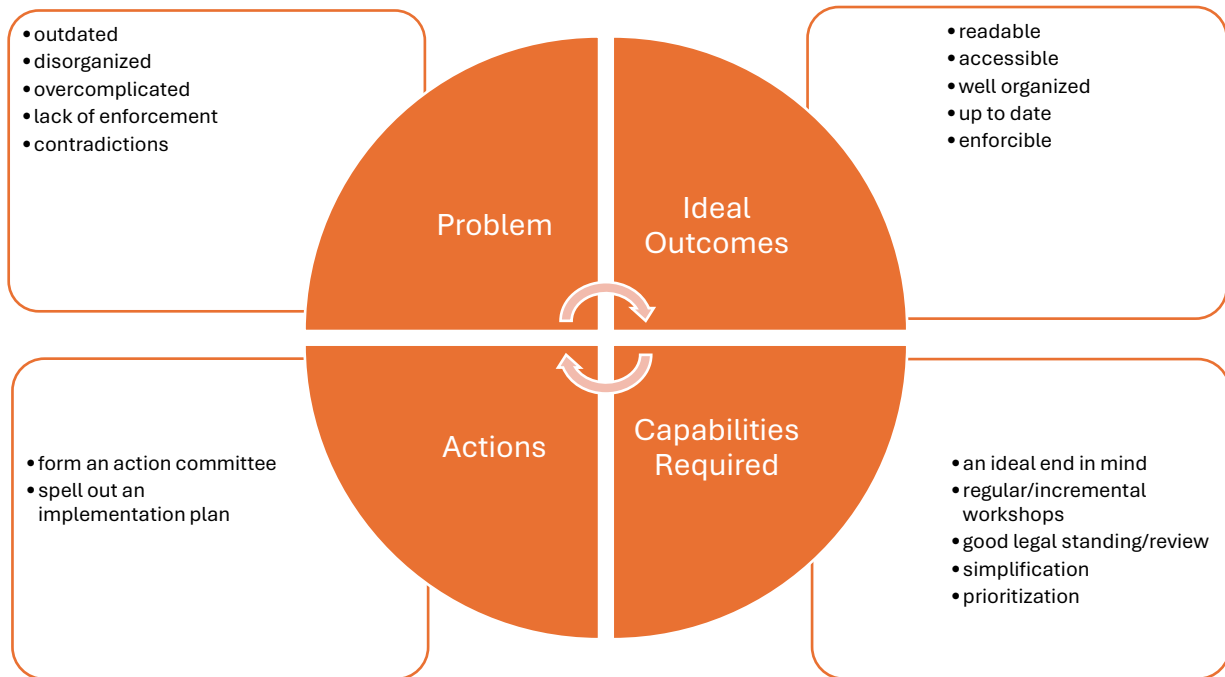
Human affairs seem to exist on a spectrum that includes apathy (where despair is prevalent and hope is hard to find), chaos (where there is unrest and unpredictability), order (where conditions and process help provide progress), and control (regulation and enforcement seek to eliminate problems). Too much chaos leads to apathy and too much control leads to rebellion. The idea of chaordic leadership suggests a proper tension between chaos and order allows for meaningful innovation that can most effectively address needs. Mayor Cooper asked Council and department directors to add sticky notes to charts labeled “apathy”, “chaos”, “order”, and “control” by writing down things that fit. The result of the activity is summarized and rank ordered in the following table. No notes were provided on “order” since those things are generally understood to be areas we are doing well.

APATHY	CHAOS	CONTROL
Tourism/Economic Development	Municipal Code	Growth Management
Outdated Municipal Code	Communication	Fees/Rates
Volunteerism/Public Involvement	Planning Commission	Problem Solving
Planning Commission	Local Economy/Community Events	Work Schedules
Youth Sports	Communication with Council	Diversity of Opinion
Social Services	Public Works Improvements	
Open Spaces/Green Spaces	Code Enforcement	
	Park Management	
	Budgeting and Financial Policies	
	Resurfaced Roads	
	Silver Lake Infrastructure	

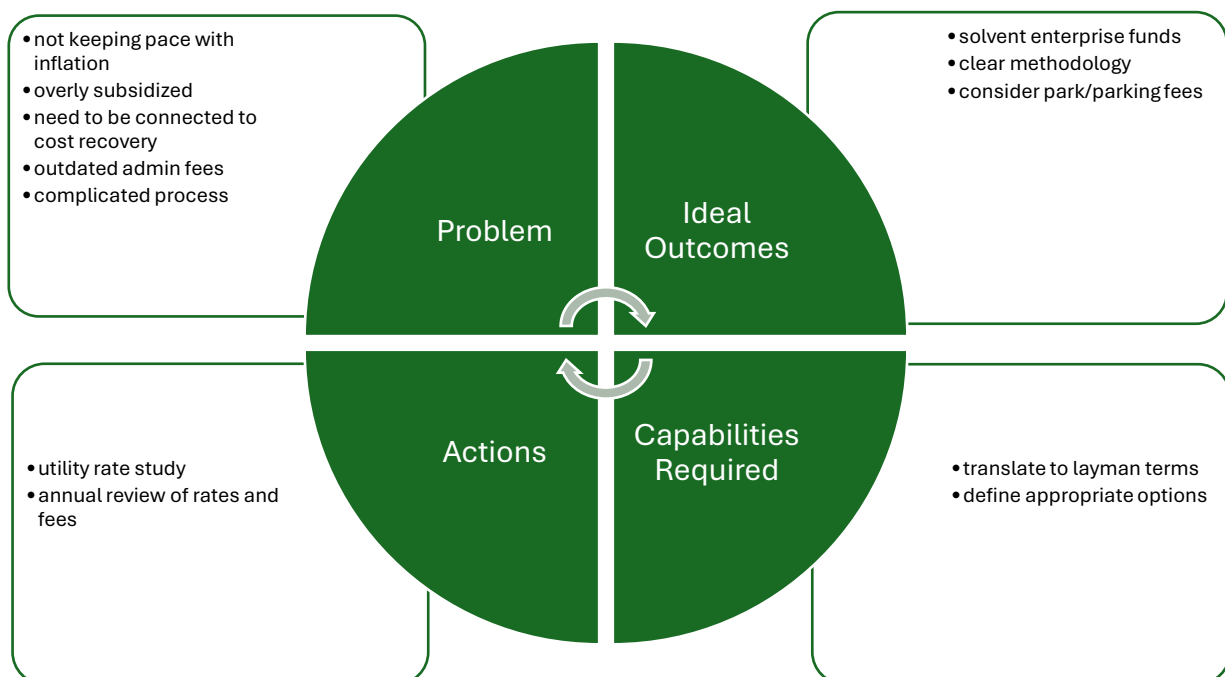
As [tourism.and.economic.development](#) was the highest rated item on the “apathy” chart, a group discussion ensued to define the problem (who has the problem, what is the problem, where/when is the problem occurring, and why is it important to address), express ideal outcomes, share capabilities required to achieve ideal outcomes, and articulate the next best actions to take. The following chart illustrates what was discussed.



It was noted that communication was the second highest rated item on the chaos chart, which seemed to reinforce the actions identified relating to tourism and economic development. Our **municipal.code** was the highest rated item under the “chaos” heading, and the chart below highlights the discussion.



**Fees.and.rates** were the focus area selected under the “control” chart, and the discussion resulted in the following inputs.





With limited time available during the budget retreat, the three items above were the only ones discussed. It was noted that each item needs to be discussed in similar fashion, so staff will prepare a virtual way for inputs on the remaining items listed under “apathy”, “chaos”, and “control”.

#### SALARIES AND BENEFITS

Mayor Cooper reviewed her desire to adjust Department Director salaries by removing the first 3 Steps of the current scale, making the existing Step 4 the new Step 1, and replacing Steps 8-10 with 3.5% increases consistent with the rest of the scale. She also updated Council on the fact that the existing Collective Bargaining Agreement for union employees included a wage opener in 2024 that was in negotiation. The City is aware that medical benefits will increase by 7.3% in 2025 and is considering a COLA formula that accounts for the City’s burden of benefit costs along with inflation rates.

#### REVENUE DEFICITS AND UNRESTRICTED REVENUE SOURCES

Koss reviewed existing funds and their purposes along with known revenue deficits and unrestricted revenue sources and 2025 estimates. The Streets, Public Safety, Parks & Recreation, and Unemployment Funds are all supported by the General Fund. The Tourism Fund deficits can be addressed by reallocating the Gas B&O taxes. The Solid Waste and Wastewater Funds are being addressed with rate increases and a proposed utility rate study in 2025.

# City of Medical Lake

## 2025 Preliminary Budget

Presented by Mayor Terri Cooper





City of Medical Lake  
124 S. Lefevre St.  
P.O. Box 369  
Medical Lake, WA 99022-0369  
[tcooper@medical-lake.org](mailto:tcooper@medical-lake.org)

Terri Cooper, Mayor

October 31, 2024

Dear City Council Members,

I am pleased to present the **2025 Preliminary Budget** for your review and consideration. This document reflects our city's ongoing commitment to responsible fiscal management and achieving the goals and values set forth in the City of Medical Lake's Strategic Framework.

Your role in reviewing this budget is essential, and I appreciate your dedication to ensuring that we allocate our resources wisely. Within this preliminary budget, you will find my approved departmental discretionary requests which reflect the specific needs and priorities of each department. The requests are incorporated in the attached Preliminary Budget.

Additionally, the Capital Improvement Projects from our Capital Improvement Plan (CIP) support our shared vision for infrastructure, public safety, and community growth and have also been incorporated into the Preliminary Budget.

I have thoroughly reviewed and considered the estimated ending balances for each fund for 2025, compared to historical balance data, and believe there remains an appropriate level of reserves for continued operations, while still committing to the capital projects that improve the desired quality of services to our citizens.

As councilmembers, I encourage you to carefully examine these proposals and consider their potential impact on our community and the financial condition of the City. Your feedback will be invaluable in shaping our financial priorities and ensuring our budget aligns with our shared strategic objectives.

Please feel free to reach out with any questions or if additional information is needed. I value your insights and look forward to your contributions as we work together to finalize a budget that best serves the needs of the City of Medical Lake.

Thank you for your continued dedication.

Sincerely,

A handwritten signature in blue ink that reads "Terri Cooper". The signature is fluid and cursive, with a long horizontal stroke at the end.

Terri Cooper, Mayor  
City of Medical Lake

# Mayor's 2025 Budget Discretionary Request



Dear City Council,

Subject: 2025 Budget Discretionary Request

I am writing to formally express my intent to adjust the estimated expenditures for the Executive Department within the General Fund, per the 2024 budget.

The Executive Department had one (1) FTE funded for Executive Administrative Support but has only utilized .6 of an FTE throughout the year. We would like to maintain the budgeted amount for this one (1) FTE into 2025.

The City Administrator and I have increased our participation in trainings, conferences, and events that further the goals of the city which includes building relationships with partner agencies and legislative bodies.

As such, the following line items have increased expenditure estimates over the 2023 actuals:

1. **001-130-513-10-10-03 Salaries & Wages – Admin Clerk +\$24,950** For additional administrative assistance for Mayor and City Administrator.
2. **001-130-513-10-43-01 Mileage +\$4,500** For leadership events and conferences
3. **001-130-513-10-43-02 Meals & Lodging +\$4,000** For leadership events and conferences
4. **001-130-513-10-49-01 Dues & Memberships +\$340** Dues for membership in additional agencies and organizations.

Department	Total Increase Requested
Executive	\$33,790

As for the other departmental requests included in the 2025 Preliminary Budget, I along with City Administrator, Sonny Weathers, and Finance Director, Koss Ronholt, met personally with each department director to review and discuss the specifics and contributing factors of their respective departmental needs. I find the requests are well founded and approve the need to increase appropriations as requested.

I respectfully request your consideration of these factors when making decisions regarding budget allocations.

Sincerely,

Terri Cooper, Mayor  
City of Medical Lake

# Departmental Budget Request

Director: Scott Duncan

Dear Mayor Cooper and City Council,

I am writing to formally request an adjustment to the estimated expenditures for the Streets, Wastewater Collection, and Water Departments in the City's 2025 preliminary budget estimations. After a thorough review of the department's current operations and projections for the upcoming fiscal year, we have identified several areas that will require additional funding to maintain and improve our services.

The following factors have contributed to the need for increased expenditure estimates:

1. **101-000-542-30-30-00 Roadway – Supplies +\$1,000** For potential cost overflow on road crack repairs related to TIB East/West Scrub and Chip seal project.
2. **101-000-542-40-30-00 Storm Drain – Supplies +\$1,500** For small storm drain repairs.
3. **101-000-542-64-40-01 Traffic Control – Services +\$2,000** For Barker St repaint by Spokane County.
4. **101-000-543-30-31-02 Operating Supplies +\$2,000** For potential Sweeper repairs.
5. **101-000-543-30-41-00 Professional Services +\$4,625** For potential Sweeper services cost-overflow related to TIB East/West Scrub and Chip seal project.
6. **101-000-543-30-45-00 Rentals +\$2,925** For in-house street sweeping.
7. **401-380-534-10-31-03 Minor Equipment +\$6,000** For replacing Craig Well meter
8. **401-380-534-10-43-02 Meals & Lodging +\$1,500** For water certification training travel.
9. **401-380-534-10-49-05 Training +\$2,500** For water certification training/conferences.
10. **402-380-534-10-41-00 Professional Svcs +\$50,000** Consulting on 6 year water plan
11. **402-380-594-34-64-00 Water – Equipment +\$45,000** New vehicle (split with WWC)
12. **409-381-594-35-64-01 Capital Equipment +\$15,000** New vehicle (split with Water)

Department	Total Increase Requested
Streets	\$14,050
Water	\$105,000
Wastewater Collection	\$15,000

I respectfully request your consideration of these factors when making decisions regarding budget allocations.

Sincerely,



Scott Duncan  
Public Works Director  
City of Medical Lake

# Departmental Budget Request

Director: Glen Horton

Dear Mayor Cooper and City Council,

Subject: Request for Adjustments to the Estimated Expenditures in the 2025 Budget

I am writing to formally request an adjustment to the estimated expenditures for the Parks and Recreation Fund in the City's 2025 preliminary budget estimations. As Council is aware, we have been putting significant effort into growing the City's recreation programs and I have identified several areas where additional funds would be required to expand and facilitate programs.

The following factors have contributed to the need for increased expenditure estimates:

1. **112-740-571-10-10-04 Salaries & Wages – Administrative Clerk +\$30,212** For additional administrative support for programs, FTE shared with Administrative Svcs.
2. **112-740-571-10-41-00 Instructors/Umpires/Referees +\$2,500** Requiring additional umpires for softball leagues, potentially additional referees for adult sports.
3. **112-740-571-10-31-02 Operating Supplies +\$1,500** Increase in price and need for lining paint for sports.
4. **112-760-576-80-41-00 Professional Services +\$650** Anticipated increased cost for porta-potties in parks.
5. **112-760-576-80-45-00 Rentals +\$3,900** Retain previous year's budget for unanticipated rental needs.

Department	Total Increase Requested
Recreation	\$34,212
Parks Facilities	\$4,550

I respectfully request your consideration of these factors when making decisions regarding budget allocations.

Sincerely,



Glen Horton  
Parks & Recreation Director  
City of Medical Lake



## Departmental Budget Request

Department: Administrative Services

Director: Koss Ronholt

Dear Mayor Cooper and City Council,

I am writing to formally request an adjustment to the estimated expenditures for the Administrative Services Department in the City's 2025 preliminary budget estimations. It is the desire of the Mayor and myself to continue improving City Hall's offices, which would include a project to erect a wall at the front counter. It would include a door for access and large windows for citizen interactions and transactions, which would improve both security and customer experience.

Lastly, we believe it is our best interest to contract with a specialized company to assist with improving our human resources systems, which would also gain access to professional advice and services related to personnel management.

The following factors have contributed to the need for increased expenditure estimates:

1. **001-180-518-10-41-00 Professional Svcs +\$6,000** For human resources consulting and projects.
2. **001-180-594-18-60-00 City Hall – Capital Outlay +\$35,000** For City Hall office improvements.
3. **001-140-514-20-49-05 Training +\$1,000** For training opportunities for staff.

Department	Total Increase Requested
Administrative Services	\$42,000

Thank you for taking the time to review this discretionary request, and I look forward to your feedback.

Sincerely,



Koss Ronholt  
Finance Director  
City of Medical Lake

## Departmental Budget Request

Director: Steve Cooper

Dear Mayor Cooper and City Council,

I am writing to formally request an adjustment to the estimated expenditures for Wastewater in the City's 2025 preliminary budget estimations. After a thorough review of the department's current operations and projections for the upcoming fiscal year, we have identified several areas that will require additional funding to maintain and improve our services.

The following factors have contributed to the need for increased expenditure estimates:

1. **408-382-535-10-10-06 Salaries & Wages – Administrative Clerk +\$58,985** Designate a Administrative Clerk as full-time position at WWTP to support Wastewater Director.
2. **408-382-535-10-49-02 Registrations -\$9,000** Allocated to other line items to track expenditures more accurately for training and permits.
3. **408-382-535-10-49-05 Training +\$2,000** Allocated from Registrations line item
4. **408-382-535-10-49-06 Permits and Certifications +\$8,250** For static, annual required permits and certifications to operate treatment plant.
5. **408-382-535-10-41-10 Bi-Annual Testing +\$10,000** Anticipated costs of testing resulting from updated reclaim discharge permit from Dept. of Ecology.
6. **408-382-594-35-65-00 Capital Equipment +\$16,000** Replacement of floating mixer.
7. **408-382-535-10-41-00 Professional Services +\$15,000** Investment grade audits on equipment.

Department	Total Increase Requested
Wastewater Treatment	+\$101,235

I respectfully request your consideration of these factors when making decisions regarding budget allocations.

Sincerely,

Steve Cooper  
Wastewater Director  
City of Medical Lake



**CAPITAL IMPROVEMENT PLAN (CIP)**

<i>Functional Area</i>	<i>Project Name</i>	<i>Primary Funding Sources</i>	FY2025 Budget	Grant Funded	Reserve Funded
<b>Transportation Projects - TP</b>					
TP-1-25-104	Lefevre St Restriping and Sidewalk Improvements	TIB Grant	\$ 2,300,000	\$ 2,185,000	\$ 115,000
TP-2-25-104	Overlay Projects on East-West Streets	TIB Grant	\$ 750,000	\$ 675,000	\$ 75,000
TP-3-25-104	Small City Maintenance Program for Streets	TIB Grant	\$ 220,000	\$ 209,000	\$ 11,000
TP-4-25-104	Route 62 Bus Stop Improvement	STA	\$ 15,000	\$ 15,000	\$ -
TP-4-25-301	ADA Access to Fox Hollow Trail at Tara Lee	Reserves (WCIA)	\$ 10,000	\$ -	\$ 10,000
<b>Transportation CIP Total</b>			<b>\$ 3,295,000</b>	<b>\$ 3,084,000</b>	<b>\$ 211,000</b>
<b>Parks and Public Facilities Projects - PF</b>					
PF-1-25-402	Maintenance Bldg Backup Generator	87.5% Grant Funded	\$ 75,000	\$ 65,625	\$ 9,375
PF-2-25-301	City Hall Backup Generator	87.5% Grant Funded	\$ 100,000	\$ 87,500	\$ 12,500
PF-3-25-409	WWTP Backup Generator Switch Gear	87.5% Grant Funded	\$ 450,000	\$ 393,750	\$ 56,250
PF-4-25-409	WWTP Storage Building and Equipment Garage	Reserves (WCIA/Cap. Improvement)	\$ 250,000	\$ 75,000	\$ 175,000
PF-5-25-110	Surveillance Cameras for Public Safety	Grants/Reserves	\$ 75,000	\$ -	\$ 75,000
PF-6-25-302	Permanent Stage - Waterfront	Reserves	\$ 100,000	\$ -	\$ 100,000
PF-7-25-107	City-wide Signage Refresh and Wayfinding	ARPA	\$ 100,000	\$ 100,000	\$ -
PF-8-25-302	Parks Irrigation System Upgrade	Reserves	\$ 75,000	\$ -	\$ 75,000
PF-9-25-302	Park Bathrooms Automatic Locks	Reserves	\$ 20,000	\$ -	\$ 20,000
PF-10-25-113	City Owned Wetland Restoration	FEMA	\$ 250,000	\$ 250,000	\$ -
PF-11-25-302	Park Maintenance Vehicle	Reserves	\$ 75,000	\$ -	\$ 75,000
<b>Parks and Public Facilities CIP Total</b>			<b>\$ 1,570,000</b>	<b>\$ 971,875</b>	<b>\$ 598,125</b>
<b>Public Works Projects - PW</b>					
PW-1-25-402	Backup Generator for Craig Road Well	87.5% Grant Funded	\$ 325,000	\$ 284,375	\$ 40,625
PW-2-25-402	Backup Generator for Lehn Road Well	87.5% Grant Funded	\$ 165,000	\$ 144,375	\$ 20,625
PW-3-25-402	GIS Mapping of Critical Infrastructure	Reserves	\$ 30,000	\$ -	\$ 30,000
PW-4-25-409	WWTP Belt Press Repairs and Updates	Reserves and Operating	\$ 75,000	\$ -	\$ 75,000
PW-5-25-409	WWTP Summersible Mixer	Reserves and Operating	\$ 20,000	\$ -	\$ 20,000
PW-6-25-409	WWTP Ultraviolet Disinfection Upgrade	Reserves	\$ 450,000	\$ -	\$ 450,000
PW-7-25-104	Medical Lake Stormwater Mitigation	Legislative Appropriation	\$ 1,000,000	\$ 750,000	\$ 250,000
<b>Public Works CIP Total</b>			<b>\$ 1,740,000</b>	<b>\$ 894,375</b>	<b>\$ 845,625</b>
<b>CIP Total</b>			<b>\$ 6,605,000</b>	<b>\$ 4,950,250</b>	<b>\$ 1,654,750</b>

City of Medical Lake  
2025 Preliminary Budget - Summary

	Beginning Bal.	Revenues	Expenditures	Ending Bal.
<b>001 General Fund</b>	\$ 1,940,096	\$ 2,537,581		\$ 1,020,752
001 Legislative Dept.			\$ 87,618	
001 Municipal Court Dept.			65,500	
001 Executive Dept.			300,755	
001 Administrative Services Dept.			662,292	
001 Legal Dept.			127,800	
001 Code Enforcement Dept..			88,084	
001 Building & Planning Dept.			259,875	
001 Grants			287,500	
001 Transfers Out			1,577,500	
<b>100 Impact Fees Fund</b>	33,803	1,100	3,000	31,903
<b>101 Streets Fund</b>	12,000	290,023	273,597	28,426
<b>104 Streets - Restricted Fund</b>	-	5,221,543	5,214,660	6,883
<b>105 Leave &amp; Severance Fund</b>	110,321	20,499	50,000	80,820
<b>106 Contingency Fund</b>	25,000	300	-	25,300
<b>107 ARPA Fund</b>	325,000	2,000	-	327,000
<b>110 Public Safety Fund</b>	323,298	651,400		213,875
110 Law Enforcement Dept.			712,875	
110 Environmental Preserv. Dept.			26,448	
110 Animal Control Dept.			21,500	
<b>111 Criminal Justice Fund</b>	32,500	7,175	33,000	6,675
<b>112 Parks &amp; Recreation Fund</b>	11,122	573,800		8,235
112 Parks & Recreation Dept.			351,944	
112 Parks Facilities Dept.			224,743	
<b>113 Emergency Response Fund</b>	263,686	1,000	-	264,686
<b>125 City Beautification Fund</b>	12,000	13,850	10,000	15,850
<b>126 Tourism Fund</b>	-	121,500	120,500	1,000
<b>301 Capital Improvement Fund</b>	225,224	167,500	360,000	32,724
<b>302 Parks Improvement Fund</b>	180,000	263,000	443,000	-
<b>401 Water Fund</b>	522,464	907,550	899,577	530,437
<b>402 Water - Restricted Fund</b>	434,342	597,375	595,000	436,717
<b>407 Solid Waste Fund</b>	200,146	776,750	822,888	154,008
<b>408 Wastewater Fund</b>	337,623	1,496,501		268,333
408 Wastewater Collection Dept.			368,888	
408 Wastewater Treatment Dept.			1,196,902	
<b>409 Wastewater - Restricted Fund</b>	1,065,000	468,750	1,245,000	288,750
<b>410 Broadband Fund</b>	121,369	4,000	104,000	21,369
<b>501 Unemployment Compensation</b>	-	15,000	-	15,000
<b>635 State Custodials Fund</b>	-	-	-	-
	<u>\$ 6,174,994</u>	<u>\$ 14,138,197</u>	<u>\$ 16,534,447</u>	<u>\$ 3,778,744</u>

**Notes**

- 1 Expenditures for **Funds** with budgeted Departments are broken down by Department
- 2 Revenue and Expenditure totals include inter-fund transfers. See 'Summary Non-Revenues' for details
- 3 Beginning and Ending Balances are **Estimates**

City of Medical Lake  
Budget Summary by Revenue

	2022	2023	2024	2025
	Actual	Actual	Adopted	Proposed
<b>001 General Fund</b>				
310 Taxes	\$ 1,955,347	\$ 2,013,250	\$ 1,872,210	\$ 1,997,376
320 License & Permits	52,619	94,786	41,000	69,000
330 Intergovernmental	898,895	166,131	578,643	352,145
340 Charges for Services	13,722	69,340	45,700	74,050
350 Fines and Forfeitures	300	-	-	-
360 Miscellaneous Revenue	47,115	92,177	11,300	45,010
390 Other Increases in Resources	2,720	3,222	-	-
<b>Total of General Fund</b>	<b>\$ 2,970,717</b>	<b>\$ 2,438,905</b>	<b>\$ 2,548,853</b>	<b>\$ 2,537,581</b>

	2022	2023	2024	2025
	Actual	Actual	Adopted	Proposed
<b>All Other Funds</b>				
100 Impact Fees Fund	\$ 1,497	\$ 8,290	\$ 600	\$ 1,100
101 Streets Fund	97,940	101,054	262,636	240,023
104 Streets - Restricted Fund	-	993,961	1,295,000	4,311,543
105 Leave & Severance Fund	15,266	20,499	15,500	18,500
106 Contingency Fund	456	171,890	300	300
107 American Rescue Plan Act	-	886,858	-	2,000
110 Public Safety Fund	218,750	551,400	551,400	480,535
111 Criminal Justice Fund	6,492	6,513	6,647	7,175
112 Parks & Recreation Fund	21,295	39,779	48,000	83,800
113 Emergency Response Fund	-	-	75,000	1,000
125 City Beautification Fund	5,943	7,003	5,950	13,850
126 Tourism Fund	-	-	-	121,500
301 Capital Improvement Fund	114,187	90,962	108,680	167,500
302 Capital Parks	-	550	500	500
401 Water Fund	822,409	779,189	852,000	907,550
402 Water - Restricted Fund	650	5,513	500,000	497,375
407 Solid Waste Fund	662,386	715,762	697,000	776,750
408 Wastewater Fund	1,051,509	1,271,254	1,307,500	1,496,501
409 Wastewater - Restricted Fund	75	205,971	393,750	468,750
410 Broadband	-	-	-	4,000
501 Unemployment Compensation	150	72	12,400	15,000
635 State Custodials Fund	-	-	-	-
<b>Total of All Other Funds</b>	<b>\$ 3,019,004</b>	<b>\$ 5,856,517</b>	<b>\$ 6,132,863</b>	<b>\$ 9,615,252</b>

<b>Total Estimated Revenues</b>	<b>\$ 5,989,721</b>	<b>\$ 8,295,423</b>	<b>\$ 8,681,716</b>	<b>\$ 12,152,833</b>
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**Notes**

**Funding Changes**

Gas B&O Tax was redesignated from the Emergency Response Fund (113) to the Tourism Fund (126).

City of Medical Lake  
Budget Summary by Expenditure

	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
<b>001 General Fund</b>				
110 Legislative	\$ 34,527	\$ 39,511	\$ 43,797	\$ 87,618
120 Municipal Court	60,211	65,428	64,600	65,500
130 Executive	251,994	206,070	259,221	300,755
140 Administrative Svcs	347,452	460,533	606,915	662,292
150 Legal	82,523	123,031	117,790	127,800
240 Code Enforcement	93,615	87,013	92,095	88,084
580 Building & Planning	149,179	156,419	271,044	259,875
060 Grants	-	-	454,000	287,500
<b>Total of General Fund</b>	<b>\$ 1,019,501</b>	<b>\$ 1,138,004</b>	<b>\$ 1,909,462</b>	<b>\$ 1,879,425</b>

	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
<b>All Other Funds</b>				
100 Impact Fees Fund	\$ -	\$ 45,000	\$ 500	\$ 3,000
101 Streets Fund	226,683	239,554	268,860	273,597
104 Streets - Restricted Fund	-	1,192,092	1,545,500	5,214,660
105 Leave & Severance Fund	100,000	48,940	100,000	50,000
106 Contingency Fund	-	251,195	-	-
107 American Rescue Plan Act	-	354,587	531,219	-
110 Public Safety Fund	1,113,354	297,188	705,941	760,823
111 Criminal Justice Fund	-	-	-	33,000
112 Parks & Recreation Fund	293,453	377,239	536,948	576,687
113 Emergency Response Fund	-	-	-	-
125 City Beautification Fund	-	-	6,500	10,000
126 Tourism	-	-	-	120,500
301 Capital Improvement Fund	244	41,981	254,000	110,000
302 Capital Parks	-	-	295,000	443,000
401 Water Fund	565,033	735,285	722,969	799,577
402 Water - Restricted Fund	-	30,022	750,000	595,000
407 Solid Waste Fund	705,928	763,401	728,332	822,888
408 Wastewater Fund	961,446	1,335,423	1,473,763	1,565,791
409 Wastewater - Restricted Fun	-	107,180	1,330,000	1,245,000
410 Broadband	-	-	-	104,000
501 Unemployment Compensatic	8,528	1,291	-	-
635 State Custodials Fund	-	-	-	-
<b>Total of All Other Fund</b>	<b>\$ 3,974,669</b>	<b>\$ 5,820,377</b>	<b>\$ 9,249,532</b>	<b>\$ 12,727,523</b>

<b>Total Operating Budget</b>	<b>\$ 4,994,169</b>	<b>\$ 6,958,381</b>	<b>\$ 11,158,993</b>	<b>\$ 14,606,947</b>
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**Notes**

**City wide expense changes:**

Total Insurance premiums are estimated to increase by 13.7%. All funds with personnel, property or vehicles will have increased insurance expenses.

Total medical insurance premiums are estimated to increase by 7.3%. All funds with personnel will have increased benefit expenses.

City of Medical Lake  
Budget Summary of Operating Transfers  
2025 Proposed

	Transfers-In	Transfers-Out	Notes
001 General Fund	\$ -	\$ 1,577,500	To 101, 104, 110, 112, 302, 501
100 Impact Fees Fund	-	-	
101 Streets Fund	50,000	-	
104 Streets - Restricted Fund	910,000	-	
105 Leave & Severance Fund	-	-	
106 Contingency Fund	-	-	
107 American Rescue Plan Act	-	-	
110 Public Safety Fund	100,000	-	
111 Criminal Justice Fund	-	-	
112 Parks & Recreation Fund	490,000	-	
113 Emergency Response Fund	-	-	
125 City Beautification Fund	-	-	
126 Tourism Fund	-	-	
301 Capital Improvement Fund	-	250,000	To 104
302 Parks Improvement Fund	262,500	-	
401 Water Fund	-	100,000	To 402
402 Water - Restricted Fund	100,000	-	
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	-	-	
501 Unemployment Compensation	15,000	-	
635 State Custodials Fund	-	-	
<b>Total Transfers</b>	<b>\$ 1,927,500</b>	<b>\$ 1,927,500</b>	

General Fund Resources General Fund 001					
Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 2,448,802	\$ 2,685,514	\$ 1,599,289	\$ 1,940,096	18%
Taxes	1,955,347	2,013,250	1,872,210	1,997,376	6%
License & Permits	52,619	94,786	41,000	69,000	41%
Intergovernmental	898,895	166,131	578,643	352,145	-64%
Charges for Services	13,722	69,340	45,700	74,050	38%
Fines and Forfeitures	300	-	-	-	0%
Miscellaneous Revenue	47,115	92,177	11,300	45,010	75%
Non-Revenue	2,720	3,222	-	-	0%
Transfers In	-	-	-	-	0%
<b>General Fund Total Resources</b>	<b>\$ 5,419,519.41</b>	<b>\$ 5,124,419.23</b>	<b>\$ 4,148,141.85</b>	<b>\$ 4,477,676.65</b>	<b>7%</b>

General Fund Uses General Fund 001					
Departments	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Legislative	\$ 34,527	\$ 39,511	\$ 43,797	\$ 87,618	50%
Municipal Court	60,211	65,428	64,600	65,500	1%
Executive	251,994	206,070	259,221	300,755	14%
Administrative Svcs	347,452	460,533	606,915	662,292	8%
Legal	82,523	123,031	117,790	127,800	8%
Code Enforcement	93,615	87,013	92,095	88,084	-5%
Building & Planning	149,179	156,419	271,044	259,875	-4%
Grant	-	-	454,000	287,500	-58%
Transfers Out	40,000	1,198,856	1,007,300	1,577,500	36%
<b>General Fund Total Uses</b>	<b>\$ 1,059,501</b>	<b>\$ 2,336,860</b>	<b>\$ 2,916,762</b>	<b>\$ 3,456,925</b>	<b>16%</b>
<b>Net Resources Over Uses</b>	<b>\$ 4,360,019</b>	<b>\$ 2,787,559</b>	<b>\$ 1,231,380</b>	<b>\$ 1,020,752</b>	

#### Notes

#### Revenue

Department of Ecology Groundwater Study Grant with EWU continues. Planning grants from Commerce for Hazard Mitigation and Comprehensive Plan updates. High interest earnings resulting from long term bond investments

#### 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. See Capital Improvement Plan and Fund pages for project and use details

Legislative Department  
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 21,000	\$ 20,311	\$ 21,000	\$ 27,300	23%
Benefits	1,688	1,634	1,660	2,170	24%
Supplies	304	1,472	310	1,490	79%
Services & Charges	11,534	16,095	20,827	56,658	63%
Capital Outlay	-	-	-	-	0%
<b>Legislative Total</b>	<b>\$ 34,527</b>	<b>\$ 39,511</b>	<b>\$ 43,797</b>	<b>\$ 87,618</b>	<b>50%</b>

Legislative costs are expenditures associated with City Council activities.

**Notes**

**Salaries & Wages**

In 2024, Independent Salary Commission voted to increase Councilmember monthly salary from \$250 to \$325.

**Services & Charges**

In 2024, the City entered into a contract for \$36,000 per year with Gordan Thomas Honeywell, a governmental relations firm that advocates for the City's needs before the State Legislators.

Personnel Summary	2022	2023	2024	2025	% Change
<u>Elected</u>					
Councilmember	7	7	7	7	0%

Municipal Court Department  
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ -	\$ 2,840	\$ 4,600	\$ 5,500	16%
Benefits	-	-	-	-	0%
Supplies	-	-	-	-	0%
Services & Charges	60,211	62,587	60,000	60,000	0%
<b>Municipal Court Total</b>	<b>\$ 60,211</b>	<b>\$ 65,428</b>	<b>\$ 64,600</b>	<b>\$ 65,500</b>	<b>1%</b>

**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	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 181,013	\$ 130,909	\$ 172,149	\$ 194,200	11%
Benefits	38,750	50,225	65,365	65,400	0%
Supplies	6,384	4,666	6,400	4,950	-29%
Services & Charges	25,847	20,270	15,307	36,205	58%
<b>Executive Total</b>	<b>\$ 251,994</b>	<b>\$ 206,070</b>	<b>\$ 259,221</b>	<b>\$ 300,755</b>	14%

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

Notes

**Salaries & Wages**

Budgeting for 1 FTE capacity for Executive Assistant in 2025, compared to actual .5 FTE in 2023.

**Services & Charges**

Training, registrations, and conferences for Mayor and City Administrator.

Personnel Summary (FTE)	2022	2023	2024	2025	% Change
<u>Elected</u>					
Mayor	1	1	1	1	
<u>Full time</u>					
City Administrator	1	1	1	1	
<u>Part time</u>					
Executive Assistance	0.5	0.5	1	1	
	1.5	1.5	2	2	0%

Administrative Services  
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 129,227	\$ 175,053	\$ 295,968	\$ 269,076	-10%
Benefits	59,932	85,263	105,030	86,950	-21%
Supplies	11,536	12,665	28,940	13,050	-122%
Services & Charges	141,961	174,413	170,377	250,408	32%
Capital Outlay	4,796	13,138	6,600	42,808	85%
<b>Administrative Services Total</b>	<b>\$ 347,452</b>	<b>\$ 460,533</b>	<b>\$ 606,915</b>	<b>\$ 662,292</b>	<b>8%</b>

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. Additional .5 FTE Admin Clerk - Rec.

**Services & Charges**

FY23 & 24 Audit. Significant impact from insurance following charging Admin Clerks fully to General Fund. Higher IT contract costs.

**Capital Outlay**

City Hall office front counter wall and window remodel.

Personnel Summary (FTE)	2022	2023	2024	2025	% Change
<u>Full time</u>					
Finance Director	1	1	1	1	
Administrative Clerk	0	2.5	3.5	4	
Utility Billing Clerk	1	0	0	0	
Clerk Cashier	1	0	0	0	
	3	3.5	4.5	5	10%

Legal Department  
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	
Benefits	-	-	-	-	
Supplies	-	-	-	-	
Services & Charges	82,523	123,031	117,790	127,800	8%
Capital Outlay	-	-	-	-	
<b>Legal Total</b>	<b>\$ 82,523</b>	<b>\$ 123,031</b>	<b>\$ 117,790</b>	<b>\$ 127,800</b>	<b>8%</b>

**Notes**

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

Code Enforcement Department  
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 29,775	\$ 25,092	\$ 54,780	\$ 32,872	-67%
Benefits	48,324	42,807	17,220	42,340	59%
Supplies	1,188	4,138	6,600	4,285	-54%
Services & Charges	14,328	14,975	13,495	8,587	-57%
Capital Outlay	-	-	-	-	-100%
<b>Code Enforcement Total</b>	<b>\$ 93,615</b>	<b>\$ 87,013</b>	<b>\$ 92,095</b>	<b>\$ 88,084</b>	<b>-5%</b>

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

**Notes**

**Salaries & Wages**

Effective 2024, Building Inspector position coded under Building & Planning Department.

Personnel Summary	2022	2023	2024	2025	% Change
<i>Full time</i>					
Building Inspector	1	1	1	0	
<i>Part time</i>					
Code Enforcement Officer	1	1	1	1	
	2	2	2	1	-100%

Building & Planning Department  
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 45,517	\$ 51,199	\$ 80,295	\$ 161,083	50%
Benefits	8,616	16,752	20,930	58,430	64%
Supplies	1,288	3,504	4,310	8,260	48%
Services & Charges	27,668	9,808	47,565	32,102	-48%
Capital Outlay	-	-	-	-	
<b>Building &amp; Planning Total</b>	<b>\$ 83,090</b>	<b>\$ 81,264</b>	<b>\$ 153,100</b>	<b>\$ 259,875</b>	<b>41%</b>

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**

Effective 2024, Building Inspector now coded under this department, instead of Code Enforcement. Budgeting for 1 FTE capacity for City Planner in 2025, compared to actual .6 FTE in 2023.

**Services & Charges**

Includes GIS Software, Hearing Examiner fees, annual trainings/conferences, additional consulting for Comprehensive Plan update and MLMC reviews and updates

Personnel Summary	2022	2023	2024	2025	% Change
<u>Full Time</u>					
Building Inspector	0	0	0	1	100%
<u>Part time</u>					
City Planner	0.6	0.6	1	1	0%

### 3 Year Budget Comparison General Fund 001

CITY OF MEDICAL LAKE

Summary

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 2,448,802.43	\$ 2,685,514.07	\$ 2,685,514.07	\$ 1,599,289.10	\$ 1,956,499.40	\$ 1,940,096.00
Revenues		2,970,716.98	2,226,796.30	2,438,905.16	2,548,852.75	1,842,887.61	2,537,580.65
Expenditures	Legislative	\$ 34,526.81	\$ 45,017.00	\$ 39,511.31	\$ 43,797.00	\$ 33,972.53	\$ 87,618.00
	Municipal Court	60,211.00	60,000.00	65,427.59	64,600.00	47,971.59	65,500.00
	Executive	251,994.48	211,963.40	206,070.17	259,220.78	185,246.83	300,755.00
	Administrative Services	347,451.54	455,423.13	460,532.69	606,915.00	515,361.71	662,292.08
	Legal	82,522.75	117,650.00	123,030.50	117,790.00	86,268.00	127,800.00
	Code Enforcement	93,615.31	131,570.71	87,012.92	92,095.00	45,613.39	88,084.32
	Building & Planning	149,178.89	168,417.40	156,418.93	271,043.92	164,460.66	259,875.20
	Grant	-	-	-	454,000.00	22,772.37	287,500.00
	Transfers Out	40,000.00	1,198,856.05	1,198,856.05	1,007,300.00	648,050.00	1,577,500.00
Total Expenditures		\$ 1,059,500.78	\$ 2,388,897.69	\$ 2,336,860.16	\$ 2,916,761.70	\$ 1,749,717.08	\$ 3,456,924.60
Estimated Ending Balance		\$ 4,360,018.63	\$ 2,523,412.68	\$ 2,550,847.43	\$ 1,231,380.15	\$ 2,778,684.60	\$ 1,020,752.05
Total Gain (Loss)		\$ 1,911,216.20	\$ (162,101.39)	\$ 102,045.00	\$ (367,908.95)	\$ 93,170.53	\$ (919,343.95)

Detail

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>General Fund Revenues</b>							
<a href="#">001-311-10-00-00</a>	PROPERTY TAX	\$ 580,247.58	\$ 592,829.30	\$ 580,755.77	\$ 616,589.75	\$ 353,011.41	\$ 622,755.65
<a href="#">001-311-11-00-00</a>	EMS LEVY	667.75	-	398.91	600.00	-	600.00
<a href="#">001-313-11-00-00</a>	SALES TAX	641,697.06	640,000.00	656,840.93	640,000.00	619,225.94	730,000.00
<a href="#">001-313-61-00-00</a>	STATE GAS TAX	28,836.34	24,000.00	29,964.41	22,000.00	28,800.84	34,000.00
<a href="#">001-316-40-00-01</a>	UTILITY TAX-16%	341,312.41	340,000.00	360,163.42	353,000.00	283,016.74	360,000.00
<a href="#">001-316-41-00-00</a>	ELECTRIC B & O TAX	240,563.17	235,000.00	251,422.25	240,000.00	197,752.89	250,000.00
<a href="#">001-316-43-00-00</a>	GAS B & O TAX	72,945.89	66,000.00	93,657.87	-	-	-
<a href="#">001-316-46-00-00</a>	CABLE B&O TAX	6,630.96	6,750.00	6,276.67	-	-	-
<a href="#">001-316-47-00-00</a>	TELEPHONE B & O TAX	42,426.77	35,000.00	33,769.48	-	-	-
<a href="#">001-317-20-00-00</a>	LEASEHOLD EXCISE TAX	18.76	20.00	-	20.00		20.00
<a href="#">001-321-30-00-00</a>	FIREWORKS PERMITS	-	-	200.00	-	100.00	-
<a href="#">001-322-10-00-00</a>	BUILDING PERMITS	36,734.60	60,000.00	89,620.40	36,500.00	74,309.85	65,000.00
<a href="#">001-322-10-00-01</a>	PLUMBING FEE	6,168.00	3,000.00	1,086.00	1,500.00	297.00	1,000.00

<a href="#">001-322-10-00-02</a>	MECHANICAL FEE	9,616.00	4,000.00	3,859.46	3,000.00	945.55	3,000.00
<a href="#">001-322-90-00-00</a>	OTHER PERMITS-SPECIAL EVENTS	100.00	-	20.00	-		-
<a href="#">001-332-92-10-00</a>	COVID-19 NON-GRANT ASSISTANCE	693,801.00	-	-	-		-
<a href="#">001-333-21-00-01</a>	COUNTY - ARPA DISTRIBUTION	-	-	-	-	100,000.00	-
<a href="#">001-334-01-20-00</a>	OPD GRANT - PUBLIC DEFENDER 18-01	2,000.00	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00
<a href="#">001-334-03-10-01</a>	DOE - GROUNDWATER STUDY	-	-	-	450,000.00	24,683.65	250,000.00
<a href="#">001-334-04-20-02</a>	COMMERCE - PUG	-	-	-	-	-	62,500.00
<a href="#">001-334-04-90-03</a>	DOH - YCCTPP GRANT	-	-	-	54,000.00	-	-
<a href="#">001-336-00-98-00</a>	MVFT-CITY ASSISTANCE	130,891.43	134,500.00	100,676.22	-		-
<a href="#">001-336-06-94-00</a>	LIQUOR EXCISE TAX	34,432.04	33,202.00	33,256.75	35,535.00	8,111.06	-
<a href="#">001-336-06-94-01</a>	LIQUOR EXCISE - RESTRICTED			678.72		504.35	1,345.00
<a href="#">001-336-06-95-00</a>	LIQUOR BOARD PROFITS	37,770.23	28,795.00	29,519.63	37,108.00	27,271.16	34,925.00
<a href="#">001-336-06-95-01</a>	LIQUOR PROFITS - RESTRICTED	-	-	-	-	556.55	1,375.00
<a href="#">001-337-00-00-00</a>	NON STATE OR FEDERAL DISTRIBUTION	-	-		-		-
<a href="#">001-341-32-00-01</a>	CRIME VICTIMS	63.15	-	101.66	-	42.63	-
<a href="#">001-341-33-00-01</a>	DISTRICT/MUNI COURT - ADMIN FEES	5,867.37	4,000.00	7,161.58	6,000.00	3,960.96	6,000.00
<a href="#">001-341-49-00-00</a>	COURT SECURITY REIMBURSEMENT	-	-	852.12	2,300.00	1,852.69	2,550.00
<a href="#">001-341-91-00-00</a>	ELECTION CANDIDATE FILING FEES	-	-	-	-	630.00	500.00
<a href="#">001-341-94-00-00</a>	ID BILLING - PURCHASING SVCS	-	-	10,054.50	24,000.00	18,470.31	26,000.00
<a href="#">001-341-96-00-00</a>	ID BILLING - PERSONNEL SVCS	-	-	2,245.55	5,100.00	4,376.67	6,500.00
<a href="#">001-342-10-11-00</a>	STATE REMIT-DNA COLLECTOR	-	-		-		-
<a href="#">001-345-81-00-00</a>	ZONING & SUBDIVISION FEES	945.00	250.00	3,660.00	1,000.00	310.00	1,000.00
<a href="#">001-345-83-00-00</a>	PLAN CHECK FEES	6,801.60	10,000.00	43,529.50	7,000.00	26,640.15	30,000.00
<a href="#">001-345-89-00-00</a>	PLANNING DEPT PRMT REVIEW FEES	45.00	400.00	1,335.00	300.00	1,080.00	1,500.00
<a href="#">001-347-30-00-00</a>	SPECIAL EVENT ACTIVITY FEES	-	-	400.00	-		-
<a href="#">001-359-90-00-00</a>	CITY LATE CHARGES & ADM FEES	300.00	-	-	-		-
<a href="#">001-361-00-00-01</a>	INTEREST-REG MM	55.93	50.00	1,406.16	500.00	3,139.87	3,000.00
<a href="#">001-361-00-00-02</a>	INTEREST-2ND MM	641.77	100.00	-	-		-
<a href="#">001-361-11-00-00</a>	INVESTMENT INTEREST	44,701.20	5,000.00	87,412.88	10,000.00	57,869.71	40,000.00
<a href="#">001-361-40-00-00</a>	SALES TAX EQUAL INTEREST	764.50	400.00	2,379.68	800.00	2,568.84	2,000.00
<a href="#">001-369-00-00-00</a>	OTHER MISCELLANEOUS REVENUES	382.07	500.00	385.91	-		-
<a href="#">001-369-81-00-00</a>	CASHIER'S OVER & SHORT	(10.00)	-	7.69	-		-
<a href="#">001-369-91-00-01</a>	PUBLIC RECORDS CHARGES	-	-	93.40	-	32.39	10.00
<a href="#">001-369-91-00-02</a>	OTHER MISCELLANEOUS REVENUE	382.07	500.00	385.91	-	1,326.40	-
<a href="#">001-369-91-00-03</a>	MISCELL REVENUES	197.41	-	105.00	-		-
<a href="#">001-395-20-00-00</a>	INSURANCE RECOVERIES	2,719.92	-	3,221.73	-		-
	<b>Fund Revenues Total</b>	<b>\$ 2,970,716.98</b>	<b>\$ 2,226,796.30</b>	<b>\$ 2,438,905.16</b>	<b>\$ 2,548,852.75</b>	<b>\$ 1,842,887.61</b>	<b>\$ 2,537,580.65</b>

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
General Fund Expenditures							
Grant							
<a href="#">001-060-517-00-30-00</a>	AWC WELLNESS SUPPLIES	\$ 242.78	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
<a href="#">001-060-554-90-30-00</a>	GROUNDWATER STUDY SUPPLIES	-	-	-	100,000.00	-	-
<a href="#">001-060-554-90-40-00</a>	GROUNDWATER STUDY SERVICES	-	-	-	300,000.00	22,772.37	225,000.00
<a href="#">001-060-558-60-10-01</a>	SALARIES & WAGES - PUG PROJECT	-	-	-	-	-	31,250.00
<a href="#">001-060-558-60-40-01</a>	PUG - CONSULTING & PROF SVCS	-	-	-	-	-	31,250.00
	YCCTPP GRANT EXPENDITURES	-	-		54,000.00	-	
	<b>Grants Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 454,000.00</b>	<b>\$ 22,772.37</b>	<b>\$ 287,500.00</b>
Legislative		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-110-511-30-31-03</a>	PUBLICATIONS	\$ -	\$ -	\$ 1,313.51	\$ 1,000.00	\$ 1,082.00	\$ 1,325.00
<a href="#">001-110-511-30-44-00</a>	ADVERTISING	730.73	1,000.00	45.00	740.00		50.00
<a href="#">001-110-511-60-10-01</a>	SALARIES & WAGES - COUNCIL	21,000.00	21,000.00	20,311.14	21,000.00	17,325.00	27,300.00
<a href="#">001-110-511-60-20-01</a>	SOCIAL SECURITY & MEDICARE	1,606.92	1,800.00	1,549.53	1,575.00	1,325.52	2,085.00
<a href="#">001-110-511-60-20-02</a>	LABOR & INDUSTRIES	81.48	100.00	84.24	85.00	71.19	85.00
<a href="#">001-110-511-60-30-04</a>	MINOR EQUIPMENT	-	-	30.68	-	2,116.92	35.00
<a href="#">001-110-511-60-31-01</a>	OFFICE SUPPLIES	304.36	400.00	127.46	310.00	41.76	130.00
<a href="#">001-110-511-60-41-00</a>	PROFESSIONAL SERVICES	-	100.00	-	-	3,000.00	-
<a href="#">001-110-511-60-41-02</a>	CONTRACT - GVRNMNT RELATIONS	-	-	-	-	-	36,000.00
<a href="#">001-110-511-60-42-01</a>	POSTAGE	9.93	20.00	-	10.00		
<a href="#">001-110-511-60-43-02</a>	MEALS & LODGING	390.15	400.00	183.40	400.00	497.86	185.00
<a href="#">001-110-511-60-46-00</a>	INSURANCE	3,448.00	4,672.00	4,672.00	4,907.00	4,235.00	5,198.00
<a href="#">001-110-511-60-49-00</a>	MISCELLANEOUS	1,864.43	1,500.00	-	1,870.00		
<a href="#">001-110-511-60-49-01</a>	DUES & MEMBERSHIPS	700.00	3,500.00	3,841.49	3,500.00	3,184.66	3,850.00
<a href="#">001-110-511-60-49-02</a>	REGISTRATION FEES	50.00	2,500.00	475.00	50.00	1,092.62	475.00
<a href="#">001-110-511-60-49-04</a>	PRINTING	8.00	25.00	-	10.00		-
<a href="#">001-110-514-40-40-00</a>	GENERAL ELECTION COSTS	4,332.81	4,000.00	6,877.86	4,340.00		6,900.00
<a href="#">001-110-514-90-01-00</a>	VOTER REGISTRATION COSTS	-	4,000.00	-	4,000.00		4,000.00
	<b>Legislative Total</b>	<b>\$ 34,526.81</b>	<b>\$ 45,017.00</b>	<b>\$ 39,511.31</b>	<b>\$ 43,797.00</b>	<b>\$ 33,972.53</b>	<b>\$ 87,618.00</b>
Municipal Court		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-120-512-52-10-04</a>	SALARIES & WAGES - BALIFF	\$ -	\$ -	\$ 2,840.40	\$ 4,600.00	\$ 3,721.59	\$ 5,500.00
<a href="#">001-120-512-52-41-00</a>	COURT SERVICES*	59,000.00	60,000.00	62,587.19	60,000.00	\$ 44,250.00	60,000.00
<a href="#">001-120-512-52-46-00</a>	INSURANCE	1,211.00	-	-	-		
	<b>Municipal Court Total</b>	<b>\$ 60,211.00</b>	<b>\$ 60,000.00</b>	<b>\$ 65,427.59</b>	<b>\$ 64,600.00</b>	<b>\$ 47,971.59</b>	<b>\$ 65,500.00</b>



Executive		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-130-513-10-10-01</a>	SALARIES & WAGES - MAYOR	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 10,200.00	\$ 16,800.00
<a href="#">001-130-513-10-10-02</a>	SALARIES & WAGES - CITY ADMIN.	143,179.55	90,000.00	89,135.50	101,760.00	73,626.29	117,250.00
<a href="#">001-130-513-10-10-03</a>	SALARIES & WAGES - ADMIN CLERK	25,833.33	30,416.00	29,773.58	58,388.78	23,360.16	60,000.00
<a href="#">001-130-513-10-11-00</a>	OVERTIME - ADMIN CLERK	-	-	-	-	111.87	150.00
<a href="#">001-130-513-10-20-01</a>	SOCIAL SECURITY & MEDICARE	13,845.55	9,931.20	12,761.30	12,915.00	7,929.08	11,500.00
<a href="#">001-130-513-10-20-02</a>	LABOR & INDUSTRIES	285.43	350.00	305.81	300.00	318.28	400.00
<a href="#">001-130-513-10-20-03</a>	RETIREMENT/ICMA	7,472.25	14,000.00	13,606.88	17,070.00	10,449.60	14,000.00
<a href="#">001-130-513-10-20-04</a>	MEDICAL/LIFE/DEFERRED COMP	16,053.82	34,000.00	22,064.52	33,480.00	25,700.35	38,000.00
<a href="#">001-130-513-10-20-05</a>	DISABILITY/SICK LV BUYBACK	1,093.27	1,655.20	1,486.83	1,600.00	1,213.70	1,500.00
<a href="#">001-130-513-10-31-01</a>	OFFICE SUPPLIES	1,206.48	500.00	751.51	1,210.00	2,245.26	775.00
<a href="#">001-130-513-10-31-02</a>	OPERATING SUPPLIES	4,282.78	1,000.00	1,003.84	4,290.00		1,000.00
<a href="#">001-130-513-10-31-03</a>	PUBLICATIONS	-	250.00	-	-		250.00
<a href="#">001-130-513-10-31-04</a>	MINOR EQUIPMENT	-	-	1,646.59	-	2,542.57	1,650.00
<a href="#">001-130-513-10-35-00</a>	SMALL TOOLS & EQUIPMENT	895.14	-	1,264.26	900.00		1,275.00
<a href="#">001-130-513-10-41-00</a>	PROFESSIONAL SERVICES	18,133.23	1,500.00	358.49	500.00	85.16	365.00
<a href="#">001-130-513-10-42-01</a>	POSTAGE	5.23	100.00	21.90	10.00	4.45	25.00
<a href="#">001-130-513-10-42-02</a>	PHONE	547.49	515.00	505.35	550.00	286.33	510.00
<a href="#">001-130-513-10-43-01</a>	MILEAGE	-	250.00	10.00	-	1,056.85	5,000.00
<a href="#">001-130-513-10-43-02</a>	MEALS & LODGING	300.67	250.00	-	310.00	5,061.31	5,000.00
<a href="#">001-130-513-10-44-00</a>	ADVERTISING	246.26	250.00	-	250.00		250.00
<a href="#">001-130-513-10-46-00</a>	INSURANCE	4,846.00	11,346.00	11,346.00	11,917.00	13,917.00	15,595.00
<a href="#">001-130-513-10-48-00</a>	REPAIR & MAINTENANCE	-	-	-	-		-
<a href="#">001-130-513-10-48-03</a>	BILLING SERVICES	-	-	2,527.92	-	2,067.84	2,600.00
<a href="#">001-130-513-10-49-00</a>	MISCELLANEOUS	-	-		-		-
<a href="#">001-130-513-10-49-01</a>	DUES & MEMBERSHIPS	250.00	3,000.00	2,652.00	250.00	2,847.25	3,000.00
<a href="#">001-130-513-10-49-02</a>	REGISTRATION FEES	960.00	500.00	2,693.40	960.00	1,661.20	2,700.00
<a href="#">001-130-513-10-49-03</a>	SUBSCRIPTIONS	558.00	150.00	154.49	560.00	562.28	160.00
<a href="#">001-130-513-10-49-05</a>	TRAINING	-	-	-	-	-	1,000.00
	<b>Executive Total</b>	<b>\$ 251,994.48</b>	<b>\$ 211,963.40</b>	<b>\$ 206,070.17</b>	<b>\$ 259,220.78</b>	<b>\$ 185,246.83</b>	<b>\$ 300,755.00</b>

Administrative Services		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-140-514-20-10-01</a>	SALARIES & WAGES - FINANCE DIR.	\$ 75,998.22	\$ 72,455.00	\$ 76,636.19	\$ 86,064.00	\$ 63,545.22	\$ 89,076.00
<a href="#">001-140-514-20-10-02</a>	SALARIES & WAGES - ADMIN CLERK	2,662.08	131,000.00	98,416.91	209,904.00	147,970.62	180,000.00
<a href="#">001-140-514-20-10-03</a>	UTILITY BILLING CLERK - 10%	4,557.80	-	-	-	-	-
<a href="#">001-140-514-20-10-06</a>	CASHIER - PART TIME	46,008.55	-	-	-	-	-
<a href="#">001-140-514-20-10-07</a>	SALARIES & WAGES - RECORDS ASST.	-	-	-	-	6,084.51	-
<a href="#">001-140-514-20-20-01</a>	SOCIAL SECURITY & MEDICARE	9,659.76	10,309.13	12,945.63	17,330.00	15,888.04	20,300.00
<a href="#">001-140-514-20-20-02</a>	LABOR & INDUSTRIES	398.44	660.00	621.34	400.00	1,073.73	650.00
<a href="#">001-140-514-20-20-03</a>	RETIREMENT/ICMA	13,628.34	18,000.00	19,429.48	25,020.00	21,197.62	19,750.00
<a href="#">001-140-514-20-20-04</a>	MEDICAL/LIFE/DEFERRED COMP	34,287.88	45,000.00	49,553.77	59,780.00	70,454.58	43,500.00
<a href="#">001-140-514-20-20-05</a>	DISABILITY/SICK LV BUYBACK	1,957.81	2,750.00	2,712.38	2,500.00	3,101.33	2,750.00
<a href="#">001-140-514-20-31-01</a>	OFFICE SUPPLIES	1,343.41	1,500.00	1,751.35	1,350.00	197.34	1,750.00
<a href="#">001-140-514-20-31-02</a>	OPERATING SUPPLIES	596.25	2,500.00	1,292.44	600.00	719.53	1,300.00
<a href="#">001-140-514-20-31-03</a>	PUBLICATIONS	883.96	200.00	346.50	890.00		350.00
<a href="#">001-140-514-20-31-04</a>	MINOR EQUIPMENT	-	-	1,119.82	-	1,359.44	1,150.00
<a href="#">001-140-514-20-31-05</a>	RECORDS SUPPLIES	-	750.00	-	-	1,443.60	50.00
<a href="#">001-140-514-20-40-00</a>	INTERGOV'T SERVICES - OASI	25.00	25.00	25.00	30.00	25.00	25.00
<a href="#">001-140-514-20-41-00</a>	PROFESSIONAL SERVICES	1,344.19	5,000.00	3,125.08	1,350.00	1,131.28	3,125.00
<a href="#">001-140-514-20-41-02</a>	SERVICE CHARGES	380.03	-	741.20	390.00		750.00
<a href="#">001-140-514-20-41-03</a>	BANK SERVICE FEES	3,206.22	2,000.00	1,700.30	3,210.00	397.71	1,000.00
<a href="#">001-140-514-20-41-04</a>	AUDIT COSTS - STATE EXAMINERS	-	14,400.00	-	-	6,398.60	25,000.00
<a href="#">001-140-514-20-42-01</a>	POSTAGE	932.48	770.00	906.45	940.00	959.10	950.00
<a href="#">001-140-514-20-43-01</a>	MILEAGE	-	100.00	-	-		-
<a href="#">001-140-514-20-43-02</a>	MEALS & LODGING	449.36	500.00	-	450.00		500.00
<a href="#">001-140-514-20-44-00</a>	ADVERTISING	397.33	500.00	-	400.00		250.00
<a href="#">001-140-514-20-45-00</a>	RENTALS	4,298.41	4,500.00	-	4,300.00	200.29	-
<a href="#">001-140-514-20-46-00</a>	INSURANCE	5,141.00	10,306.00	10,301.00	17,844.00	24,500.00	33,729.00
<a href="#">001-140-514-20-48-00</a>	REPAIR & MAINTENANCE	131.65	250.00	-	140.00		150.00
<a href="#">001-140-514-20-48-01</a>	COPIER MAINTENANCE AGREEMENT	6,421.72	-	5,778.62	6,430.00	4,193.05	5,800.00
<a href="#">001-140-514-20-48-02</a>	SOFTWARE SUPPORT CONTRACT	-	-	764.90	-	17,247.81	1,500.00
<a href="#">001-140-514-20-48-03</a>	COMPUTER SUPPORT CONTRACT	30,094.33	25,000.00	60,582.52	30,100.00	35,181.45	60,600.00
<a href="#">001-140-514-20-49-00</a>	MISCELLANEOUS	69.12	300.00	260.04	70.00	127.00	250.00
<a href="#">001-140-514-20-49-01</a>	DUES & MEMBERSHIPS	1,440.00	500.00	962.07	1,440.00		975.00
<a href="#">001-140-514-20-49-02</a>	REGISTRATION FEES	521.75	1,000.00	50.00	530.00	365.36	500.00
<a href="#">001-140-514-20-49-03</a>	SUBSCRIPTIONS	-	-	-	-	3,113.40	4,250.00
<a href="#">001-140-514-20-49-05</a>	TRAINING	-	-	-	-	390.00	1,000.00
<a href="#">001-140-514-60-41-01</a>	GRANT WRITING-CONTRACTED	-	-	2,430.00	5,000.00	1,175.00	5,000.00
<a href="#">001-140-591-14-70-00</a>	DEBT & LEASE REPAYMENT	-	-	13,138.45	1,800.00	4,618.72	7,808.08
<a href="#">001-140-594-00-00-00</a>	CAPITAL EXPENDITURES	-	-	-	-	-	-
<a href="#">001-140-594-14-60-00</a>	FINANCE - CAPITAL OUTLAY	-	-	-	-	-	-

<a href="#">001-180-518-10-31-01</a>	OFFICE SUPPLIES	40.30	-	3,403.06	1,000.00	3,051.39	3,450.00
<a href="#">001-180-518-10-31-02</a>	OPERATING SUPPLIES	7,885.33	8,000.00	1,004.85	7,890.00	2,455.52	1,000.00
<a href="#">001-180-518-10-31-04</a>	MINOR EQUIPMENT	49.56	-	693.94	15,000.00	996.23	700.00
<a href="#">001-180-518-10-32-00</a>	FUEL	704.70	600.00	294.85	710.00	604.39	300.00
<a href="#">001-180-518-10-35-00</a>	SMALL TOOLS & EQUIPMENT	32.67	100.00	2,758.24	1,500.00	-	3,000.00
<a href="#">001-180-518-10-40-00</a>	INTERGOVERNMENTAL SERVICES	302.00	500.00	400.85	310.00	-	400.00
<a href="#">001-180-518-10-40-01</a>	PENALTIES	16.96	-		20.00	-	250.00
<a href="#">001-180-518-10-41-00</a>	PROFESSIONAL SERVICES	16,633.59	13,000.00	11,955.90	16,640.00	12,259.35	18,000.00
<a href="#">001-180-518-10-41-01</a>	JANITORIAL SERVICES	19,140.00	20,000.00	19,140.00	19,140.00	9,730.45	12,500.00
<a href="#">001-180-518-10-41-02</a>	HVAC CONTRACT	-	-		-		8,775.00
<a href="#">001-180-518-10-41-03</a>	ELEVATOR CONTRACT	6,401.64	6,000.00	6,625.56	6,410.00	5,366.72	6,650.00
<a href="#">001-180-518-10-42-00</a>	BASE PHONE LINE CHARGES	9,681.79	10,000.00	10,514.69	9,690.00	6,552.89	10,000.00
<a href="#">001-180-518-10-42-02</a>	ELEVATOR PHONE LINE	511.70	500.00	493.85	520.00	330.33	500.00
<a href="#">001-180-518-10-43-02</a>	MEALS & LODGING	-	-	424.16	-	616.15	450.00
<a href="#">001-180-518-10-44-00</a>	ADVERTISING	-	200.00	7.85	-		50.00
<a href="#">001-180-518-10-45-00</a>	RENTALS	140.00	200.00	239.12	140.00	154.00	250.00
<a href="#">001-180-518-10-46-00</a>	INSURANCE	6,326.00	9,548.00	9,942.00	12,483.00	17,178.00	17,929.00
<a href="#">001-180-518-10-47-00</a>	UTILITIES	24,682.27	22,000.00	22,527.68	24,690.00	18,980.99	22,500.00
<a href="#">001-180-518-10-48-00</a>	REPAIR & MAINTENANCE	569.91	6,000.00	2,318.40	5,000.00	119.90	2,500.00
<a href="#">001-180-518-10-48-02</a>	SOFTWARE	-	-	-	-	1,428.00	2,000.00
<a href="#">001-180-518-10-48-47</a>	CITY FACILITIES-WATER USE	1,828.68	2,000.00	1,911.20	1,830.00	1,394.20	2,000.00
<a href="#">001-180-518-10-49-00</a>	MISCELLANEOUS	277.93	1,000.00	14.65	280.00	16.56	50.00
<a href="#">001-180-518-10-49-02</a>	REGISTRATION FEES	595.75	500.00	270.40	600.00	1,067.31	250.00
<a href="#">001-180-594-18-60-00</a>	CITY HALL - CAPITAL OUTLAY	4,795.67	-		4,800.00	-	35,000.00
<a href="#">001-180-594-18-60-10</a>	COMPUTER SERVER/NETWORK	-	5,000.00	-	-	-	-
	<b>Administrative Services Total</b>	<b>\$ 347,451.54</b>	<b>\$ 455,423.13</b>	<b>\$ 460,532.69</b>	<b>\$ 606,915.00</b>	<b>\$ 515,361.71</b>	<b>\$ 662,292.08</b>

Legal		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-150-515-41-40-00</a>	CITY ATTORNEY - MUNICIPAL	\$ 49,745.85	\$ 79,000.00	\$ 84,406.50	\$ 85,000.00	\$ 56,540.00	\$ 85,000.00
<a href="#">001-150-515-41-44-00</a>	ADVERTISING	207.46	250.00	-	210.00		-
<a href="#">001-150-515-41-49-01</a>	MISCELLANEOUS	74.12	-	-	80.00		-
<a href="#">001-150-515-45-40-00</a>	CITY ATTORNEY - PROSECUTOR	21,000.00	24,000.00	22,000.00	21,000.00	18,000.00	25,200.00
<a href="#">001-150-515-93-41-04</a>	PUBLIC DEFENDER	10,000.00	12,000.00	14,300.00	10,000.00	10,400.00	15,600.00
<a href="#">001-150-515-93-41-05</a>	OPD GRANT - PUBLIC DEFENDER	1,495.32	2,400.00	2,324.00	1,500.00	1,328.00	2,000.00
	<b>Legal Total</b>	<b>\$ 82,522.75</b>	<b>\$ 117,650.00</b>	<b>\$ 123,030.50</b>	<b>\$ 117,790.00</b>	<b>\$ 86,268.00</b>	<b>\$ 127,800.00</b>
Code Enforcement		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-240-524-10-10-03</a>	SALARIES & WAGES - CODE ENF.	\$ 29,774.98	\$ 27,580.80	\$ 25,092.01	\$ 54,780.00	\$ 29,231.86	\$ 32,872.32
<a href="#">001-240-524-10-20-01</a>	SOCIAL SECURITY & MEDICARE	7,182.35	7,537.91	7,724.73	4,110.00	3,075.79	2,575.00
<a href="#">001-240-524-10-20-02</a>	LABOR & INDUSTRIES	1,795.11	1,500.00	1,846.86	700.00	774.76	1,850.00
<a href="#">001-240-524-10-20-03</a>	RETIREMENT/ICMA	7,517.45	13,360.00	10,719.47	5,950.00	4,336.63	10,850.00
<a href="#">001-240-524-10-20-04</a>	MEDICAL/LIFE/DEFERRED COMP	29,803.80	54,500.00	19,962.00	5,280.00	1,828.83	25,500.00
<a href="#">001-240-524-10-20-05</a>	DISABILITY/SICK LV BUYBACK	1,845.89	1,500.00	1,816.63	1,000.00	551.76	825.00
<a href="#">001-240-524-10-20-06</a>	UNIFORMS & CLOTHING	179.84	650.00	737.36	180.00	-	740.00
<a href="#">001-240-524-10-31-01</a>	OFFICE SUPPLIES	313.35	500.00	456.40	500.00	17.86	500.00
<a href="#">001-240-524-10-31-02</a>	OPERATING SUPPLIES	29.79	500.00	658.20	750.00	117.13	660.00
<a href="#">001-240-524-10-31-04</a>	MINOR EQUIPMENT	-	-	1,922.36	2,000.00	407.44	2,000.00
<a href="#">001-240-524-10-32-00</a>	FUEL	844.73	750.00	665.91	850.00	395.29	675.00
<a href="#">001-240-524-10-35-00</a>	SMALL TOOLS & EQUIPMENT	-	6,000.00	435.59	2,500.00	-	450.00
<a href="#">001-240-524-10-41-00</a>	PROFESSIONAL SERVICES	-	100.00	-	500.00	-	500.00
<a href="#">001-240-524-10-42-01</a>	POSTAGE	35.18	100.00	17.74	40.00	-	20.00
<a href="#">001-240-524-10-43-01</a>	MILEAGE	-	100.00	-	150.00	102.01	-
<a href="#">001-240-524-10-43-02</a>	MEALS & LODGING	-	1,000.00	623.20	500.00	-	625.00
<a href="#">001-240-524-10-44-00</a>	ADVERTISING	-	1,000.00	-	150.00	-	150.00
<a href="#">001-240-524-10-46-00</a>	INSURANCE	10,105.00	13,692.00	13,701.00	7,455.00	4,193.00	5,257.00
<a href="#">001-240-524-10-48-00</a>	REPAIR & MAINTENANCE	3,703.17	200.00	-	3,710.00	-	500.00
<a href="#">001-240-524-10-49-00</a>	MISCELLANEOUS	129.67	-	33.46	130.00	13.01	35.00
<a href="#">001-240-524-10-49-01</a>	DUES & MEMBERSHIPS	227.00	500.00	-	230.00	55.00	200.00
<a href="#">001-240-524-10-49-02</a>	REGISTRATION FEES	128.00	500.00	600.00	130.00	-	600.00
<a href="#">001-240-524-10-49-03</a>	SUBSCRIPTIONS	-	-	-	500.00	133.02	200.00
<a href="#">001-240-524-10-49-05</a>	TRAINING	-	-	-	-	380.00	500.00
<a href="#">001-240-594-24-60-00</a>	CODE ENFORCE - CAPITAL OUTLAY	-	-	-	-		
	<b>Code Enforcement Total</b>	<b>\$ 93,615.31</b>	<b>\$ 131,570.71</b>	<b>\$ 87,012.92</b>	<b>\$ 92,095.00</b>	<b>\$ 45,613.39</b>	<b>\$ 88,084.32</b>

Building & Planning		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-580-558-50-10-05</a>	SALARIES & WAGES - BUILDING INSPEC	\$ 66,089.28	\$ 72,924.72	\$ 75,155.28	\$ 80,794.16	\$ 61,115.28	\$ 80,795.20
<a href="#">001-580-558-50-20-01</a>	SOCIAL SECURITY & MEDICARE	-	-	-	6,050.00	3,992.08	6,050.00
<a href="#">001-580-558-50-20-02</a>	LABOR & INDUSTRIES	-	-	-	625.00	857.15	625.00
<a href="#">001-580-558-50-20-03</a>	RETIREMENT	-	-	-	7,700.00	5,017.42	7,700.00
<a href="#">001-580-558-50-20-04</a>	MEDICAL/LIFE/DEFERRED COMP	-	-	-	22,150.00	13,680.78	22,500.00
<a href="#">001-580-558-50-20-05</a>	DISABILITY/SICK LV BUYBACK	-	-	-	625.00	1,020.12	625.00
<a href="#">001-580-558-50-31-01</a>	OFFICE SUPPLIES	-	-	-	-	-	250.00
<a href="#">001-580-558-50-31-02</a>	OPERATING SUPPLIES	-	-	-	-	-	500.00
<a href="#">001-580-558-50-31-03</a>	PUBLICATIONS	-	-	-	-	-	150.00
<a href="#">001-580-558-50-31-04</a>	MINOR EQUIPMENT	-	-	-	-	255.48	250.00
<a href="#">001-580-558-50-32-00</a>	FUEL	-	-	-	-	66.10	150.00
<a href="#">001-580-558-50-35-00</a>	SMALL TOOLS & EQUIPMENT	-	-	-	-	-	2,750.00
<a href="#">001-580-558-50-40-01</a>	SOFTWARE	-	-	-	-	-	3,500.00
<a href="#">001-580-558-50-41-00</a>	PROFESSIONAL SERVICES	-	-	-	-	-	1,950.00
<a href="#">001-580-558-50-42-01</a>	POSTAGE	-	-	-	-	-	100.00
<a href="#">001-580-558-50-43-02</a>	MEALS & LODGING	-	-	-	-	922.39	250.00
<a href="#">001-580-558-50-44-00</a>	ADVERTISING	-	-	-	-	-	100.00
<a href="#">001-580-558-50-45-00</a>	RENTALS	-	-	-	-	-	-
<a href="#">001-580-558-50-46-00</a>	INSURANCE	-	-	-	-	-	-
<a href="#">001-580-558-50-49-01</a>	DUES & MEMBERSHIPS	-	-	-	-	-	150.00
<a href="#">001-580-558-50-49-02</a>	REGISTRATION FEES	-	-	-	-	539.95	800.00
<a href="#">001-580-558-50-49-03</a>	SUBSCRIPTIONS	-	-	-	-	-	300.00
<a href="#">001-580-558-50-49-05</a>	TRAINING	-	-	-	-	-	500.00
<a href="#">001-580-558-60-00-00</a>	ADMINISTRATION	23,182.50	-	-	-	-	-
<a href="#">001-580-558-60-10-01</a>	PLANNING DIRECTOR	1,053.24	-	-	-	-	-
<a href="#">001-580-558-60-10-03</a>	SALARIES & WAGES - CITY PLANNER	21,281.75	43,990.00	51,198.71	80,294.76	48,061.92	80,288.00
<a href="#">001-580-558-60-20-01</a>	SOCIAL SECURITY & MEDICARE	3,629.23	3,365.24	4,353.59	6,050.00	3,979.68	6,050.00
<a href="#">001-580-558-60-20-02</a>	LABOR & INDUSTRIES	68.81	80.00	171.87	625.00	169.48	625.00
<a href="#">001-580-558-60-20-03</a>	RETIREMENT/ICMA	2,856.94	5,170.56	6,235.26	8,350.00	5,322.30	8,350.00
<a href="#">001-580-558-60-20-04</a>	MEDICAL/LIFE/DEFERRED COMP	1,745.75	5,500.00	5,280.00	5,280.00	3,960.00	5,280.00
<a href="#">001-580-558-60-20-05</a>	DISABILITY/SICK LV BUYBACK	315.50	549.88	711.39	625.00	650.29	625.00
<a href="#">001-580-558-60-31-01</a>	OFFICE SUPPLIES	300.68	200.00	159.36	310.00	1,262.82	250.00
<a href="#">001-580-558-60-31-02</a>	OPERATING SUPPLIES	654.56	200.00	-	660.00	67.52	500.00
<a href="#">001-580-558-60-31-03</a>	PUBLICATIONS	332.89	1,000.00	593.71	340.00	-	600.00
<a href="#">001-580-558-60-31-04</a>	MINOR EQUIPMENT	-	-	28.30	-	136.79	35.00
<a href="#">001-580-558-60-32-00</a>	FUEL	-	-	-	-	35.00	75.00
<a href="#">001-580-558-60-35-00</a>	SMALL TOOLS & EQUIPMENT	-	-	2,723.03	3,000.00	-	2,750.00
<a href="#">001-580-558-60-40-01</a>	SOFTWARE	-	-	3,294.23	5,000.00	3,294.23	3,500.00

<a href="#">001-580-558-60-41-00</a>	PROFESSIONAL SERVICES	-	6,000.00	1,936.78	6,000.00		1,950.00
<a href="#">001-580-558-60-41-01</a>	HEARING EXAMINER-PROFESSIONAL	23,760.84	25,000.00	-	23,770.00		2,000.00
<a href="#">001-580-558-60-42-01</a>	POSTAGE	-	1,000.00	101.93	250.00	12.99	100.00
<a href="#">001-580-558-60-43-02</a>	MEALS & LODGING	-	-	259.49	1,000.00	310.87	250.00
<a href="#">001-580-558-60-44-00</a>	ADVERTISING	114.19	100.00	-	120.00		100.00
<a href="#">001-580-558-60-45-00</a>	RENTALS	158.73	-	-	160.00		-
<a href="#">001-580-558-60-46-00</a>	INSURANCE	3,634.00	3,337.00	3,337.00	10,515.00	9,076.00	14,852.00
<a href="#">001-580-558-60-49-01</a>	DUES & MEMBERSHIPS			75.00	250.00	176.00	150.00
<a href="#">001-580-558-60-49-02</a>	REGISTRATION FEES	-	-	804.00	500.00	345.00	800.00
<a href="#">001-580-558-60-49-03</a>	SUBSCRIPTIONS	-	-	-	-	133.02	250.00
<a href="#">001-580-558-60-49-05</a>	TRAINING	-	-	-	-	-	500.00
	<b>Building &amp; Planning Total</b>	<b>\$ 149,178.89</b>	<b>\$ 168,417.40</b>	<b>\$ 156,418.93</b>	<b>\$ 271,043.92</b>	<b>\$ 164,460.66</b>	<b>\$ 259,875.20</b>

Transfers Out		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<a href="#">001-000-597-00-05-01</a>	T/O - UNEMPLOYMENT COMP (501)	\$ -	\$ -		\$ 12,300.00	\$ 12,300.00	\$ 15,000.00
<a href="#">001-000-597-00-01-00</a>	T/O - IMPACT FEES (100)		5,000.00	5,000.00	-		
<a href="#">001-000-597-00-01-01</a>	T/O - STREET (001 TO 101)	40,000.00	150,000.00	150,000.00	-		50,000.00
<a href="#">001-000-597-00-01-04</a>	T/O STREET - RESTRICTED (104)	-	-	-	20,000.00	15,000.00	660,000.00
<a href="#">001-000-597-00-01-06</a>	T/O CONTINGENCY (106)		171,000.00	171,000.00	-		
<a href="#">001-000-597-00-01-10</a>	T/O PUBLIC SAFETY (110)	-	490,000.00	490,000.00	150,000.00	75,000.00	100,000.00
<a href="#">001-000-597-00-01-11</a>	T/O CRIMINAL JUSTICE (111)	-	15,856.05	15,856.05	-		
<a href="#">001-000-597-00-01-12</a>	T/O PARKS & RECREATION (112)	-	367,000.00	367,000.00	475,000.00	356,250.00	490,000.00
<a href="#">001-000-597-00-03-02</a>	T/O CAPITAL PARKS (302)	-	-	-	250,000.00	187,500.00	262,500.00
<a href="#">001-000-597-00-04-10</a>	T/O BROADBAND (410)	-	-	-	100,000.00	2,000.00	
	<b>Transfers Out Total</b>	<b>\$ 40,000.00</b>	<b>\$ 1,198,856.05</b>	<b>\$ 1,198,856.05</b>	<b>\$ 1,007,300.00</b>	<b>\$ 648,050.00</b>	<b>\$ 1,577,500.00</b>
	<b>Fund Expenditures Total</b>	<b>\$ 1,059,500.78</b>	<b>\$ 2,388,897.69</b>	<b>\$ 2,336,860.16</b>	<b>\$ 2,916,761.70</b>	<b>\$ 1,749,717.08</b>	<b>\$ 3,456,924.60</b>

Impact Fees Fund Resources  
Special Revenue Fund 100

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 67,399	\$ 70,106	\$ 31,500	\$ 33,803	7%
School Impact Fees	268	-	300	300	0%
Fire Impact Fees	104	400	300	300	0%
Parks Impact Fees	-	-	-	-	0%
Interest & Other Earnings	1,125	2,354	-	500	0%
Transfers In	-	5,000	5,000	-	0%
<b>Impact Fund Total Resources</b>	<b>\$ 68,897</b>	<b>\$ 77,860</b>	<b>\$ 37,100</b>	<b>\$ 34,903</b>	<b>-6%</b>

Impact Fees Fund Uses  
Special Revenue Fund 100

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Intergovernmental Remittance	\$ -	\$ -	\$ 500	\$ 3,000	83%
Transfers Out	-	45,000	-	-	
<b>Impact Fund Total Uses</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 500</b>	<b>\$ 3,000</b>	<b>83%</b>
<b>Net Resources Over Uses</b>	<b>\$ 68,897</b>	<b>\$ 32,860</b>	<b>\$ 36,600</b>	<b>\$ 31,903</b>	

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	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 67,399.46	\$ 70,106.63	\$ 70,106.00	\$ 31,500.00	\$ 33,803.00	\$ 33,803.00
Revenues		1,497.17	5,600.00	8,289.78	600.00	942.33	1,100.00
Expenditures		-	45,300.00	45,000.00	500.00	-	3,000.00
Estimated Ending Balance		\$ 68,896.63	\$ 30,406.63	\$ 33,395.78	\$ 31,600.00	\$ 34,745.33	\$ 31,903.00
Total Gain (Loss)		\$ 1,497.17	\$ (39,700.00)	\$ (36,710.22)	\$ 100.00	\$ 942.33	\$ (1,900.00)

Detail

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Impact Fee Revenues							
<a href="#">100-345-85-00-00</a>	SCHOOL IMPACT FEES	\$ 268.00	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00
<a href="#">100-345-85-22-00</a>	FIRE - IMPACT FEES	104.00	300.00	399.80	300.00	-	300.00
<a href="#">100-361-10-00-01</a>	INVESTMENT INTEREST	1,125.17	-	2,353.98	-	942.33	500.00
<a href="#">100-369-80-00-00</a>	TRIVIAL ADJUSTMENTS	-	-	536.00	-	-	-
<a href="#">100-361-11-00-00</a>	T/I RTN FIRE IMPACT FROM 001	-	5,000.00	5,000.00		-	-
	<b>Fund Revenues Total</b>	<b>\$ 1,497.17</b>	<b>\$ 5,600.00</b>	<b>\$ 8,289.78</b>	<b>\$ 600.00</b>	<b>\$ 942.33</b>	<b>\$ 1,100.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
Impact Fee Expenditures							
<a href="#">100-000-518-65-00-00</a>	SCHOOL IMPACT FEES - REMITT	\$ -	\$ -	\$ -	\$ 500.00		\$ 1,500.00
<a href="#">100-220-597-00-60-00</a>	T/O-FIRE IMPACT FEE (100 TO 001)	-	300.00	-	-		1,500.00
<a href="#">100-760-597-00-60-00</a>	T/O PARK IMPROVEMENTS (302)	-	45,000.00	45,000.00	-		
	<b>Fund Expenditures Total</b>	<b>\$ -</b>	<b>\$ 45,300.00</b>	<b>\$ 45,000.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>

Street Operations and Maintenance Fund Resources  
Special Revenue Fund 101

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 134,058	\$ 145,602	\$ 152,173	\$ 12,000	-1168%
Telephone B&O Tax	-	-	42,000	33,750	-24%
Permits	75	175	200	100	-100%
Taxes - Motor Vehicle Fuel Tax	91,450	89,619	84,145	82,533	-2%
Multimodal Transportation - City	6,414	6,285	6,291	6,140	-2%
MVFT City Assistance	-	-	130,000	115,000	-13%
Interest & Other Earnings	-	4,976	-	2,500	0%
Transfer In	120,749	150,000	-	50,000	0%
<b>Street Fund Total Resources</b>	<b>\$ 352,747</b>	<b>\$ 396,656</b>	<b>\$ 414,809</b>	<b>\$ 302,023</b>	<b>-37%</b>

Street Operations and Maintenance Fund Uses  
Special Revenue Fund 101

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 75,081	\$ 77,926	\$ 84,280	\$ 89,858	6%
Benefits	41,889	41,249	42,860	42,950	0%
Supplies	35,091	44,308	48,690	44,750	-9%
Services & Charges	74,622	76,070	93,030	96,039	3%
<b>Street Fund Total Uses</b>	<b>\$ 226,683</b>	<b>\$ 239,554</b>	<b>\$ 268,860</b>	<b>\$ 273,597</b>	<b>2%</b>

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. Supplemented by General Fund (Transfer In).

**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 removal.

**Supplies**

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

Streets Restricted Fund Resources  
Special Revenue Fund 104

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 14,203	\$ 14,447	\$ 88,500	\$ -	0%
SRTC Grants	-	-	-	541,000	0%
TIB Grants	-	674,788	1,295,000	3,005,543	57%
STA Grants	-	-	-	15,000	100%
State Appropriations	-	-	50,000	750,000	93%
Interest & Other Earnings	232	252	-	-	0%
Transfers In	-	95,000	130,000	910,000	100%
<b>Street Res. Total Resources</b>	<b>\$ 14,436</b>	<b>\$ 784,487</b>	<b>\$ 1,563,500</b>	<b>\$ 5,221,543</b>	<b>70%</b>

Streets Restricted Fund Uses  
Special Revenue Fund 104

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Streets Capital Projects	\$ -	\$ 1,192,092	\$ 1,545,500	\$ 5,214,660	70%
<b>Street Res. Total Uses</b>	<b>\$ -</b>	<b>\$ 1,192,092</b>	<b>\$ 1,545,500</b>	<b>\$ 5,214,660</b>	<b>70%</b>

Notes

**Revenue**

Revenue received from Transportation Improvement Board (TIB) as reimbursement for approved Streets projects. SRTC through WSDOT grant for ADA upgrades to sidewalks. State appropriations for Stormwater mitigation project.

**Streets Capital Projects**

Includes Lefevre St Restriping and Sidewalk Improvements, Overlay on East-West Streets, Bus Stop Improvements, and Stormwater Mitigation capital projects

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

CITY OF MEDICAL LAKE

**Summary - Streets**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 134,058.05	\$ 145,602.05	\$ 145,602.00	\$ 152,172.66	\$ 152,172.66	\$ 12,000.00
Revenues		97,939.54	94,480.00	101,054.22	262,636.00	183,212.41	240,023.00
Transfers-In		120,749.00	150,000.00	150,000.00	-	-	50,000.00
Expenditures		226,683.08	264,131.00	239,553.78	268,860.00	189,350.67	273,597.43
Estimated Ending Balance		\$ 5,314.51	\$ (24,048.95)	\$ 7,102.44	\$ 145,948.66	\$ 146,034.40	\$ 28,425.57
Total Gain (Loss)		\$ (128,743.54)	\$ (169,651.00)	\$ (138,499.56)	\$ (6,224.00)	\$ (6,138.26)	\$ (33,574.43)

**Summary - Streets Restricted**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 14,203.45	\$ 14,447.48	\$ 14,447.48	\$ 88,500.00		\$ -
Revenues		-	639,000.00	993,960.64	1,295,000.00	183,455.15	4,311,543.00
Transfers In		-	-	95,000.00	130,000.00	97,500.00	910,000.00
Expenditures		-	735,000.00	1,192,091.94	1,545,500.00	259,937.23	5,214,660.00
Estimated Ending Balance		\$ 14,203.45	\$ (81,552.52)	\$ (88,683.82)	\$ (32,000.00)	\$ 21,017.92	\$ 6,883.00
Total Gain (Loss)		\$ -	\$ (96,000.00)	\$ (198,131.30)	\$ (250,500.00)	\$ (76,482.08)	\$ (903,117.00)

**Detail**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Street Revenues</b>							
<a href="#">101-316-47-00-00</a>	TELEPHONE B & O TAX	\$ -	\$ -	\$ -	\$ 42,000.00	\$ 24,955.24	\$ 33,750.00
<a href="#">101-322-40-00-00</a>	STREET & CURB PERMITS	75.00	50.00	175.00	50.00	25.00	50.00
<a href="#">101-322-40-00-01</a>	BLOCK CLOSURE PERMITS	-	-	-	150.00	29.13	50.00
<a href="#">101-336-00-71-00</a>	MULTIMODAL TRANSPORTATION CITY	6,414.34	6,292.00	6,284.55	6,291.00	4,725.85	6,140.00
<a href="#">101-336-00-87-00</a>	STREET - MV FUEL TAX	91,450.20	88,088.00	89,618.50	84,145.00	64,351.24	82,533.00
<a href="#">101-336-00-98-00</a>	MVFT-CITY ASSISTANCE	-	-	-	130,000.00	82,821.81	115,000.00

<a href="#">101-361-10-00-01</a>	INVESTMENT INTEREST	-	50.00	4,799.36	-	3,955.06	2,500.00
<a href="#">101-369-91-00-00</a>	OTHER MISCELLANEOUS REVENUE	-	-	176.81	-	60.00	-
<a href="#">101-395-20-00-00</a>	INSURANCE RECOVERIES	-	-	-	-	2,289.08	-
	<b>Fund Revenues Total</b>	<b>\$ 97,939.54</b>	<b>\$ 94,480.00</b>	<b>\$ 101,054.22</b>	<b>\$ 262,636.00</b>	<b>\$ 183,212.41</b>	<b>\$ 240,023.00</b>
<a href="#">101-397-00-00-01</a>	T/I GENERAL FUND (001)	120,749.00	150,000.00	150,000.00	-	-	50,000.00
	<b>Fund Transfers-In Total</b>	<b>\$ 120,749.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
Street Expenditures							
<a href="#">101-000-542-30-30-00</a>	ROADWAY - SUPPLIES	\$ 1,417.03	\$ 5,000.00	\$ 3,978.46	\$ 9,420.00	\$ 845.49	\$ 4,000.00
<a href="#">101-000-543-30-40-00</a>	ROADWAY - SERVICES	-	-	91.66	-	-	100.00
<a href="#">101-000-542-40-30-00</a>	STORM DRAIN - SUPPLIES	-	1,000.00	-	1,500.00	-	-
<a href="#">101-000-542-40-40-00</a>	STORM DRAIN - SERVICES	-	6,000.00	-	-	-	-
<a href="#">101-000-542-40-41-00</a>	PROFESSIONAL SERVICES	1,862.32	1,000.00	1,717.30	1,870.00	1,139.59	1,750.00
<a href="#">101-000-542-61-40-00</a>	SIDEWALKS - SERVICES	224.33	2,000.00	-	2,230.00		2,000.00
<a href="#">101-000-542-63-40-00</a>	STREET LIGHTS - UTILITIES	41,833.24	40,000.00	42,615.06	41,840.00	33,390.87	42,650.00
<a href="#">101-000-542-64-30-00</a>	TRAFFIC CONTROL - SUPPLIES	7,392.38	8,000.00	6,560.01	7,400.00	3,577.31	6,575.00
<a href="#">101-000-542-64-40-00</a>	TRAFFIC CONTROL - SERVICES	5,984.69	-	6,951.46	5,990.00	1,652.68	6,950.00
<a href="#">101-000-542-64-40-01</a>	TRAFFIC CONTROL - INTERGOV'T	120.72	7,000.00	-	7,000.00	-	7,000.00
<a href="#">101-000-542-66-10-00</a>	SNOW & ICE - OVERTIME	-	1,000.00	88.72	1,000.00	-	1,000.00
<a href="#">101-000-542-66-30-00</a>	SNOW & ICE - SUPPLIES	7,943.15	10,000.00	10,397.60	10,000.00	146.74	10,400.00
<a href="#">101-000-542-66-40-00</a>	SNOW & ICE - INTERGOV'T	-	500.00	-	-	-	-
<a href="#">101-000-542-67-30-00</a>	STREET CLEANING - SUPPLIES	486.77	3,000.00	658.32	2,500.00	-	675.00
<a href="#">101-000-542-70-30-00</a>	ROADSIDE - SUPPLIES	1,317.24	1,000.00	1,299.37	1,320.00	684.06	1,300.00
<a href="#">101-000-542-70-40-00</a>	ROADSIDE - INTERGOV'T	-	2,500.00	-	2,000.00	-	2,000.00
<a href="#">101-000-543-30-10-02</a>	MAINTENANCE SUPERVISOR - 25%	11,267.81	-	-	-	-	-
<a href="#">101-000-543-30-10-03</a>	SALARIES & WAGES - MAINTENACE	61,584.25	71,000.00	72,387.31	81,050.00	72,786.73	83,358.43
<a href="#">101-000-543-30-11-00</a>	OVERTIME - MAINTENANCE	2,228.67	7,000.00	5,449.89	2,230.00	2,587.25	5,500.00
<a href="#">101-000-543-30-20-01</a>	SOCIAL SECURITY & MEDICARE	5,443.26	5,325.00	5,572.00	6,080.00	4,645.82	6,800.00
<a href="#">101-000-543-30-20-02</a>	LABOR & INDUSTRIES	1,609.57	1,420.00	1,673.59	1,650.00	1,377.43	1,700.00
<a href="#">101-000-543-30-20-03</a>	RETIREMENT/ICMA	8,328.24	9,000.00	8,269.77	8,850.00	6,602.81	8,500.00
<a href="#">101-000-543-30-20-04</a>	MEDICAL/DENTAL/LIFE/DEFERRED	25,027.39	28,000.00	24,348.07	23,530.00	15,692.47	24,500.00
<a href="#">101-000-543-30-20-05</a>	DISABILITY/SICK LV BUYBACK	1,480.31	1,500.00	1,269.38	1,750.00	988.95	1,300.00
<a href="#">101-000-543-30-20-06</a>	UNIFORMS & CLOTHING	-	500.00	116.67	1,000.00	499.43	150.00

<a href="#">101-000-543-30-30-00</a>	GENERAL SERVICES - SUPPLIES	-	-	312.95	-	-	350.00
<a href="#">101-000-543-30-31-01</a>	OFFICE SUPPLIES	-	100.00	-	-	97.64	250.00
<a href="#">101-000-543-30-31-02</a>	OPERATING SUPPLIES	4,386.94	1,500.00	7,974.50	4,390.00	10,251.99	8,000.00
<a href="#">101-000-543-30-31-04</a>	MINOR EQUIPMENT	83.25	-	1,737.16	90.00	-	1,750.00
<a href="#">101-000-543-30-31-05</a>	EQUIPMENT PURCHASE	-	-	798.60	-	-	800.00
<a href="#">101-000-543-30-32-00</a>	FUEL	11,056.38	12,000.00	8,477.50	11,060.00	5,373.62	8,500.00
<a href="#">101-000-543-30-35-00</a>	SMALL TOOLS & EQUIPMENT	1,008.18	3,000.00	2,022.18	1,010.00	625.28	2,050.00
<a href="#">101-000-543-30-41-00</a>	PROFESSIONAL SERVICES	3,525.66	4,000.00	3,356.70	3,530.00	1,104.65	3,375.00
<a href="#">101-000-543-30-42-01</a>	POSTAGE	2.20	-	-	10.00	-	-
<a href="#">101-000-543-30-42-02</a>	PHONE	1,045.74	1,000.00	1,089.01	1,050.00	635.73	1,100.00
<a href="#">101-000-543-30-43-00</a>	MEALS & LODGING	-	-	678.89	-	-	675.00
<a href="#">101-000-543-30-45-00</a>	RENTALS	54.68	3,500.00	56.47	3,500.00	-	75.00
<a href="#">101-000-543-30-46-00</a>	INSURANCE	6,646.00	11,186.00	11,247.00	10,670.00	16,556.00	16,064.00
<a href="#">101-000-543-30-47-00</a>	UTILITIES	4,132.53	3,500.00	4,455.55	4,140.00	4,151.56	4,500.00
<a href="#">101-000-543-30-48-00</a>	REPAIRS & MAINTENANCE	8,938.51	10,000.00	3,302.83	8,940.00	-	3,300.00
<a href="#">101-000-543-30-49-00</a>	MISCELLANEOUS/REGISTRATIONS	207.64	2,500.00	301.16	210.00	329.93	300.00
<a href="#">101-000-543-30-49-01</a>	PUBLICATIONS	44.00	100.00	298.64	50.00	-	300.00
<a href="#">101-000-543-30-49-05</a>	TRAINING	-	-	-	-	3,606.64	4,000.00
	<b>Fund Expenditures Total</b>	<b>\$ 226,683.08</b>	<b>\$ 264,131.00</b>	<b>\$ 239,553.78</b>	<b>\$ 268,860.00</b>	<b>\$ 189,350.67</b>	<b>\$ 273,597.43</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Street - Restricted Revenues</b>							
<a href="#">104-334-03-60-00</a>	WSDOT - LEFEVRE ST ADA (FED)	\$ -	\$ -	\$ -	\$ -	\$ 32,384.59	\$ 541,000.00
<a href="#">104-334-03-80-11</a>	TIB GRANT - BARKER ST	-	639,000.00	674,787.95	-	68,602.05	-
<a href="#">104-334-03-80-12</a>	TIB GRANT - LEFEVRE RESTRIPIG	-	-	25,341.40	630,000.00	77,560.80	2,121,568.00
<a href="#">104-334-03-80-13</a>	TIB GRANT - MAINTENANCE PROJ.	-	-	293,831.29	665,000.00	35,403.27	-
<a href="#">104-334-03-80-14</a>	TIB GRANT - CHIP & SCRUB SL 24	-	-	-	-	1,698.86	-
	TIB GRANT - EAST-WEST OVERLAY	-	-	-	-	-	675,000.00
	TIB GRANT- SCMP 2025	-	-	-	-	-	208,975.00
	STA GRANT - BUS STOP IMRPOV.	-	-	-	-	-	15,000.00
<a href="#">LEGISLATIVE APPROP.</a>	STORMWATER MITIGATION PROJ.	-	-	-	50,000.00	-	750,000.00
<a href="#">104-361-10-00-01</a>	INVESTMENT INTEREST	232.29	-	251.56	-	190.17	-
<a href="#">104-369-91-00-00</a>	MISCELLANEOUS	-	-	32,627.84	-	-	-
	<b>Restricted Revenues Total</b>	<b>\$ -</b>	<b>\$ 639,000.00</b>	<b>\$ 993,960.64</b>	<b>\$ 1,295,000.00</b>	<b>\$ 183,455.15</b>	<b>\$ 4,311,543.00</b>

<a href="#">104-397-00-00-01</a>	T/I GENERAL FUND (001)			-	20,000.00	\$ 15,000.00	660,000.00
<a href="#">104-397-00-03-01</a>	T/I CAPITAL IMPROVEMENTS (301)			95,000.00	110,000.00	\$ 82,500.00	250,000.00
	<b>Fund Transfers-In Total</b>	\$ -	\$ -	\$ 95,000.00	\$ 130,000.00	\$ 97,500.00	\$ 910,000.00
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Street - Restricted Expenditures</b>							
<a href="#">104-000-543-30-49-01</a>	PUBLICATIONS - PROJECTS	\$ -	\$ -	\$ 433.90	\$ 500.00	\$ 335.00	\$ 750.00
<a href="#">104-000-595-10-60-01</a>	CAPITAL - ENGINEERING	-	41,000.00	146,945.00	75,000.00	\$ 135,117.97	278,600.00
<a href="#">104-000-595-30-60-01</a>	CAPITAL - ROADWAYS	-	94,000.00	606,135.20	700,000.00	\$ 109,887.34	772,000.00
<a href="#">104-000-595-61-60-01</a>	CAPITAL - SIDEWALKS	-	600,000.00	438,577.84	700,000.00	\$ 14,596.92	3,163,310.00
<a href="#">104-000-594-30-64-00</a>	CAPITAL EQUIPMENT	-	-	-	20,000.00		
<a href="#">104-000-595-40-60-00</a>	CAPITAL - DRAINAGE	-	-	-	50,000.00		1,000,000.00
	<b>Restricted Expenditures Total</b>	\$ -	\$ 735,000.00	\$ 1,192,091.94	\$ 1,545,500.00	\$ 259,937.23	\$ 5,214,660.00

#### Projects Costs Breakdown

#### Project Total

TP-1-25-104	Lefevre ST Bike/Ped & Restripe	2,607,310.00
TP-2-25-104	East-West Overlay 2025	750,000.00
TP-3-25-104	Small Cities Maint. Prog 2025	220,000.00
TP-4-25-104	Bus Stop Improvements STA	15,000.00
PF-5-24-104	Stormwater Mitigation Comm.	1,000,000.00
WSDOT ADA Project 2024	WSDOT ADA Project 2024	541,000.00
	<b>Restricted Expenditures Total</b>	\$ 5,133,310.00

Leave & Severance Fund Resources  
Special Revenue Fund 105

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 183,024	\$ 182,270	\$ 184,000	\$ 110,321	-67%
Leave Buyback	13,070	16,807	13,500	17,000	21%
Interest & Other Earnings	2,196	3,692	2,000	1,500	0%
<b>Leave &amp; Sev. Total Resources</b>	<b>\$ 198,290</b>	<b>\$ 202,769</b>	<b>\$ 199,500</b>	<b>\$ 128,821</b>	<b>-55%</b>

Leave & Severance Fund Uses  
Special Revenue Fund 105

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Leave Payouts	\$ -	\$ 35,869	\$ -	\$ 50,000	100%
Severance Payments	-	13,071	-	-	0%
<b>Leave &amp; Sev. Total Uses</b>	<b>\$ -</b>	<b>\$ 48,940</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>100%</b>

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	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 183,024.34	\$ -	\$ 182,269.96	\$ 97,535.52	\$ 64,997.84	\$ 110,321.00
Revenues		15,265.56	12,800.00	20,498.97	15,500.00	17,045.06	18,500.00
Expenditures		100,000.00	55,000.00	48,940.13	50,000.00	-	50,000.00
Estimated Ending Balance		\$ 98,289.90	\$ (42,200.00)	\$ 153,828.80	\$ 63,035.52	\$ 82,042.90	\$ 78,821.00
Total Gain (Loss)		\$ (84,734.44)	\$ (42,200.00)	\$ (28,441.16)	\$ (34,500.00)	\$ 17,045.06	\$ (31,500.00)

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Leave &amp; Severance Revenues</b>							
<a href="#">105-341-96-01-00</a>	LEAVE BUYBACK	\$ 13,069.59	\$ 12,500.00	\$ 16,806.83	\$ 13,500.00	\$ 14,830.66	\$ 17,000.00
<a href="#">105-361-10-00-01</a>	INVESTMENT INTEREST	2,195.97	300.00	3,692.14	2,000.00	\$ 2,214.40	1,500.00
	<b>Fund Revenues Total</b>	<b>\$ 15,265.56</b>	<b>\$ 12,800.00</b>	<b>\$ 20,498.97</b>	<b>\$ 15,500.00</b>	<b>\$ 17,045.06</b>	<b>\$ 18,500.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Leave &amp; Severance Expenditures</b>							
	LEAVE PAYOUTS	\$ -	\$ -		\$ 50,000.00		\$ 50,000.00
<a href="#">105-000-535-00-10-00</a>	WASTEWATER - LEAVE PAYOUT	-	20,000.00	13,070.69	-		
<a href="#">105-000-597-20-00-01</a>	T/O LEAVE & SEVERANCE (105 TO 001	50,000.00	-		-		
<a href="#">105-000-597-21-90-00</a>	T/O WATER/SEWER (401)	50,000.00	-		-		
<a href="#">105-130-513-10-10-00</a>	SEVERANCE - EXECUTIVE	-	35,000.00	35,869.44	-		
	<b>Fund Expenditures Total</b>	<b>\$ 100,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 48,940.13</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>

Contingency Fund Resources  
Special Revenue Fund 106

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 36,345	\$ 36,573	\$ 36,600	\$ 25,000	-46%
Interest & Other Earnings	456	171,890	300	300	
<b>Contingency Total Resources</b>	<b>\$ 36,801</b>	<b>\$ 208,462</b>	<b>\$ 36,900</b>	<b>\$ 25,300</b>	<b>-46%</b>

Contingency Fund Uses  
Special Revenue Fund 106

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Unbudgeted Expenditures	\$ -	\$ 251,194.50	\$ -	\$ -	
Transfers Out					
<b>Contingency Total Uses</b>	<b>\$ -</b>	<b>\$ 251,194.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Notes

**Beginning Balances**

Set to a minimum of \$25,000 annually

**Unbudgeted Expenditures**

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

**3 Year Budget Comparison  
Contingency Fund 106**

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 36,345.24		\$ 36,572.89	\$ 28,349.21		\$ 25,000.00
Revenues		455.76	171,300.00	171,889.58	300.00	19,023.81	300.00
Expenditures		-	171,000.00	251,194.50	-	86,382.37	-
Estimated Ending Balance		\$ 36,801.00	\$ 300.00	\$ (42,732.03)	\$ 28,649.21	\$ (67,358.56)	\$ 25,300.00
Total Gain (Loss)		\$ 455.76	\$ 300.00	\$ (79,304.92)	\$ 300.00	\$ (67,358.56)	\$ 300.00

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Contingency Revenues</b>							
<a href="#">106-334-04-20-01</a>	COMMERCE GRANT - GRAY FIRE	\$ -	\$ -	\$ -	\$ -	\$ 182,000.00	\$ -
<a href="#">106-361-10-00-01</a>	INVESTMENT INTEREST	455.76	300.00	889.58	300.00	455.77	300.00
<a href="#">106-367-00-00-00</a>	FEMA - NON-GOV DONATIONS	-	-	-	-	17,000.00	-
<a href="#">106-397-00-00-01</a>	T/I GENERAL FUND (001)	-	171,000.00	171,000.00	-	-	-
<a href="#">106-398-10-00-00</a>	INSURANCE RECOVERIES-NON CAP.	-	-	-	-	1,568.04	-
	<b>Fund Revenues Total</b>	<b>\$ 455.76</b>	<b>\$ 171,300.00</b>	<b>\$ 171,889.58</b>	<b>\$ 300.00</b>	<b>\$ 19,023.81</b>	<b>\$ 300.00</b>

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Contingency Expenditures</b>							
<a href="#">106-000-522-10-11-00</a>	OVERTIME	\$ -	\$ 9,500.00	\$ 9,265.08	\$ -	\$ -	\$ -
<a href="#">106-000-522-10-30-00</a>	SUPPLIES	-	500.00	336.48	-	80,265.32	-
<a href="#">106-000-522-10-40-00</a>	PROFESSIONAL SERVICES	-	147,800.00	228,431.05	-	5,809.73	-
<a href="#">106-000-522-10-42-02</a>	PHONE	-	500.00	479.74	-	307.32	-
<a href="#">106-000-522-10-48-00</a>	UTILITY WRITE OFF	-	12,700.00	12,682.15	-	-	-
	<b>Fund Expenditures Total</b>	<b>\$ -</b>	<b>\$ 171,000.00</b>	<b>\$ 251,194.50</b>	<b>\$ -</b>	<b>\$ 86,382.37</b>	<b>\$ -</b>

**ARPA Commitments to be made by Resolution and updated for Final Budget**

American Rescue Plan Act Fund Resources Managerial Fund 107				
Account Descriptions	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
Beginning Balances	\$ -	\$ -	\$ 551,706	\$ 325,000
Federal Indirect Grant	858,422	-	-	-
Investment Interest	-	28,436	5,000	2,000
<b>ARPA Fund Total</b>	<b>\$ 858,422</b>	<b>\$ 28,436</b>	<b>\$ 556,706</b>	<b>\$ 327,000</b>

American Rescue Plan Act Fund Uses ARPA Fund 107				
Projects	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
Public Works Equipment	\$ -	\$ -	\$ 25,000	\$ -
Aerators	-	-	30,104	-
Broadband	-	-	-	-
WWTP Capital Reserves	-	-	59,115	-
Civic Non-Profits	-	-	-	-
Expanded Parks & Trails	-	-	105,000	-
Downtown Beautification	-	-	106,000	-
Auditorium Remodel	-	-	106,000	-
City Technology & Training	-	-	100,000	-
<b>Executive Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 531,219</b>	<b>\$ -</b>

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

**ARPA Commitments to be made by Resolution and updated for Final Budget**

**3 Year Budget Comparison**

**ARPA Fund 107**

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 551,706.00	\$ 551,706.00	\$ 325,000.00
Revenues		-	858,422.00	886,857.66	5,000.00	11,418.41	2,000.00
Expenditures		-	750,000.00	354,586.64	531,218.59	208,108.78	-
Estimated Ending Balance		\$ -	\$ 108,422.00	\$ 532,271.02	\$ 25,487.41	\$ 355,015.63	\$ 327,000.00
Total Gain (Loss)		\$ -	\$ 108,422.00	\$ 532,271.02	\$ (526,218.59)	\$ (196,690.37)	\$ 2,000.00

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Revenues</b>							
<a href="#">107-333-97-00-00</a>	SLCGP MILITARY DEPT	\$ -	\$ -	\$ -	\$ -	\$ 37,000.00	\$ -
<a href="#">107-361-10-00-01</a>	INVESTMENT INTEREST	\$ -	\$ -	\$ 28,435.61	\$ 5,000.00	\$ 11,418.41	\$ 2,000.00
<a href="#">107-397-00-00-01</a>	T/I APRA FUNDS	-	858,422.00	858,422.05	-		
	<b>Fund Revenues Total</b>	<b>\$ -</b>	<b>\$ 858,422.00</b>	<b>\$ 886,857.66</b>	<b>\$ 5,000.00</b>	<b>\$ 11,418.41</b>	<b>\$ 2,000.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Expenditures</b>							
<a href="#">107-180-518-10-40-01</a>	PENALTIES	\$ -	\$ -	\$ -	\$ -	\$ 23,723.70	
<a href="#">107-400-514-20-41-00</a>	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 9,483.27	\$ -	\$ 19,547.83	
<a href="#">107-400-518-10-31-07</a>	BEAUTIFICATION- MATERIALS & SUPPL.	\$ -	\$ -	\$ -	\$ -	\$ 669.94	
<a href="#">107-400-554-90-41-00</a>	PROFESSIONAL SERVICES-ENVRNMNTL	\$ -	\$ -	\$ 17,206.20			
<a href="#">107-400-582-30-41-01</a>	BENEFICIARY GRANT			\$ 32,467.08			
<a href="#">107-400-594-11-60-01</a>	LEGISLATIVE-CAPITAL EQUIPMENT	-	-	5,326.80	-		
<a href="#">107-400-594-18-60-01</a>	CENTRAL SVCS - CAPITAL EQUIPMENT	-	-	9,143.46	312,000.00	\$ 13,705.46	
<a href="#">107-400-594-75-60-01</a>	PUBLIC WORKS-CAPITAL EQUIPMENT	-	750,000.00	259,544.01	25,000.00	\$ 76,629.39	
<a href="#">107-740-571-10-31-04</a>	MINOR EQUIPMENT-P&R	-	-	14,111.82		\$ 740.98	
<a href="#">107-740-571-10-41-00</a>	PROFESSIONAL SVCS - P&R	-	-	-	-	\$ 32,000.00	
<a href="#">107-740-594-75-65-00</a>	CAPITAL EQUIPMENT - P&R	-	-	7,304.00	105,000.00	\$ 64,815.18	
<a href="#">107-310-554-90-40-00</a>	AERATORS - PROFESSIONAL SVCS	-	-	-	30,103.59		
	WWTP Capital Equipment	-	-	-	59,115.00		
	<b>Fund Expenditures Total</b>	<b>\$ -</b>	<b>\$ 750,000.00</b>	<b>\$ 354,586.64</b>	<b>\$ 531,218.59</b>	<b>\$ 208,108.78</b>	<b>\$ -</b>

Projects Costs Breakdown

Project Total

	Restricted Expenditures Total	\$ -

Public Safety Fund Resources Special Revenue Fund 110						
Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change	
Beginning Balances	\$ -	\$ -	\$ 448,298	\$ 323,298	-39%	
Public Safety Tax	71,132	71,464	72,000	71,500	-1%	
Local Criminal Justice	125,071	124,857	125,000	125,000	0%	
Criminal Justice - Population	1,674	1,750	1,700	1,750	3%	
CJ - Contracted Services	-	10,303	9,000	10,000	10%	
Fireworks Permits	200	-	200	200	0%	
Liquor Board Profits	-	7,486	7,500	31,085	76%	
Policing Services Reimbursement	20,674	25,000	336,000	336,000	0%	
Interest & Other Earnings	-	14,625	-	5,000	100%	
Transfer In	-	490,000	150,000	100,000	-50%	
<b>Public Safety Total Resources</b>	<b>\$ 218,750</b>	<b>\$ 745,487</b>	<b>\$ 1,149,698</b>	<b>\$ 1,003,833</b>	<b>-15%</b>	

Public Safety Fund Departments - Expenditures Special Revenue Fund 110						
Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change	
Law Enforcement	\$ 1,078,724	\$ 269,132	\$ 667,601	\$ 712,875	6%	
Other Environmental Preservation	14,598	7,423	18,300	26,448	31%	
Animal Control	20,032	20,633	20,040	21,500	7%	
<b>Public Safety Total Uses</b>	<b>\$ 1,113,354</b>	<b>\$ 297,188</b>	<b>\$ 705,941</b>	<b>\$ 760,823</b>	<b>7%</b>	

#### Notes

<b>Revenue</b>	Law Enforcement Services revenues includes contractual distributions from the Department of Social and Health Services for the shared use of law enforcement services. Transfer In from General Fund to ensure financial stability in the event of loss of State Appropriations.
<b>Law Enforcement</b>	Includes police services contract with the Spokane County Sheriff's Office and supporting expenditures for SCOPE office.
<b>Criminal Justice</b>	Includes contracted services for prisoner detention
<b>Other Environmental Pres.</b>	Includes aerator annual maintenance contract and Spokane Regional Clean Air Agency annual registration program fees
<b>Animal Control</b>	Includes contracted animal control services with SCRAPS

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

CITY OF MEDICAL LAKE

Summary

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 448,298.00	\$ 448,298.00	\$ 323,298.00
Revenues		218,749.98	220,936.00	255,486.94	551,400.00	500,402.52	580,535.00
Transfers-In		-	980,000.00	490,000.00	150,000.00	75,000.00	100,000.00
Expenditures	Law Enforcement	\$ 1,078,723.65	\$ 1,116,500.00	\$ 269,132.40	\$ 667,601.00	\$ 456,088.53	\$ 712,875.00
	Other Environmental Preservation	14,598.44	19,173.00	7,423.00	18,300.00	8,439.16	26,448.00
	Animal Control	20,031.96	20,000.00	20,632.92	20,040.00	15,938.91	21,500.00
Total Expenditures		\$ 1,113,354.05	\$ 1,155,673.00	\$ 297,188.32	\$ 705,941.00	\$ 480,466.60	\$ 760,823.00
Estimated Ending Balance		\$ (894,604.07)	\$ 45,263.00	\$ 448,298.00	\$ 443,757.00	\$ 543,233.92	\$ 243,010.00
Total Gain (Loss)		\$ (894,604.07)	\$ (934,737.00)	\$ (41,701.38)	\$ (154,541.00)	\$ 19,935.92	\$ (180,288.00)

Detail

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Public Safety Revenues</b>							
<a href="#">110-313-15-00-00</a>	PUBLIC SAFETY TAX	\$ 71,131.58	\$ 72,704.00	\$ 71,464.20	\$ 72,000.00	\$ 53,635.67	\$ 71,500.00
<a href="#">110-313-71-00-00</a>	LOCAL CRIMINAL JUSTICE	125,070.83	120,000.00	124,857.16	125,000.00	93,725.23	125,000.00
<a href="#">110-321-30-00-00</a>	FIREWORKS PERMITS	200.00	1,742.00	-	200.00	-	200.00
<a href="#">110-336-06-21-00</a>	MVET-CRIM. JUSTICE PROGRAM	1,673.71	-	1,750.47	1,700.00	1,392.71	1,750.00
<a href="#">110-336-06-25-00</a>	CJ - CONTRACTED SVCS	-	-	10,303.40	9,000.00	8,203.08	10,000.00
<a href="#">110-336-06-94-00</a>	LIQUOR EXCISE TAX	-	7,490.00	7,486.31	7,500.00	16,602.14	31,085.00
<a href="#">110-342-10-00-00</a>	DSHS POLICE PROT.	20,673.86	19,000.00	25,000.00	25,000.00	-	25,000.00
<a href="#">110-342-10-00-01</a>	DSHS POLICING REIM.	-	-	-	311,000.00	311,000.00	311,000.00
<a href="#">110-361-10-00-01</a>	INVESTMENT INTEREST	-	-	14,625.40	-	15,843.69	5,000.00
	<b>Fund Revenues Total</b>	<b>\$ 218,749.98</b>	<b>\$ 220,936.00</b>	<b>\$ 255,486.94</b>	<b>\$ 551,400.00</b>	<b>\$ 500,402.52</b>	<b>\$ 580,535.00</b>
<a href="#">110-397-00-00-01</a>	T/I GENERAL FUND (001)	-	980,000.00	490,000.00	150,000.00	75,000.00	100,000.00
	<b>Fund Transfers-In Total</b>	<b>\$ -</b>	<b>\$ 980,000.00</b>	<b>\$ 490,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 75,000.00</b>	<b>\$ 100,000.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>



<b>Public Safety Expenditures</b>							
<b>Law Enforcement</b>							
<a href="#">110-000-522-10-20-03</a>	RETIREMENT (MAKEUP PENSION PYMT)	\$ -	\$ -	\$ 235.60	\$ -	\$ -	\$ -
<a href="#">110-210-521-10-31-01</a>	OFFICE SUPPLIES	-	-	126.21	150.00	-	150.00
<a href="#">110-210-521-10-31-02</a>	OPERATING SUPPLIES	-	-	-	-	14.15	25.00
<a href="#">110-210-521-10-41-01</a>	CONTRACTED SVCS-SHERIFFS	1,064,266.00	1,100,000.00	252,841.30	600,000.00	412,990.00	618,000.00
<a href="#">110-210-521-10-41-02</a>	EXTRA DUTY HOURS - SHERIFFS	-	-	-	-	30,800.00	35,000.00
<a href="#">110-210-521-10-42-02</a>	PHONE	1,339.79	1,500.00	1,513.80	1,340.00	1,058.73	1,550.00
<a href="#">110-210-521-10-48-03</a>	BILLING SERVICES	-	-	141.12	150.00	-	150.00
<a href="#">110-210-521-20-40-02</a>	SPOK COUNTY EMERG MNGT SERVICE	3,457.65	5,000.00	-	50,000.00	-	-
<a href="#">110-210-523-20-40-00</a>	PRISONER DETENTION-SPK/CHENEY	9,660.21	10,000.00	14,274.37	15,961.00	11,225.65	13,000.00
<a href="#">110-210-594-21-65-00</a>	CAPITAL EQUIPMENT	-	-	-	-	-	45,000.00
	<b>Law Enforcement Total</b>	<b>\$ 1,078,723.65</b>	<b>\$ 1,116,500.00</b>	<b>\$ 269,132.40</b>	<b>\$ 667,601.00</b>	<b>\$ 456,088.53</b>	<b>\$ 712,875.00</b>
<b>Other Environmental Preservation</b>							
<a href="#">110-310-531-90-32-00</a>	FUEL	\$ 317.84	\$ 250.00	\$ -	\$ 320.00	\$ -	\$ 250.00
<a href="#">110-310-553-70-40-00</a>	COUNTY - AIR POLLUTION	4,602.66	7,423.00	7,423.00	8,300.00	6,152.25	8,698.00
<a href="#">110-310-554-90-41-00</a>	PROFESSIONAL SERVICES	9,677.94	11,000.00	-	9,680.00	2,180.00	17,000.00
<a href="#">110-310-554-90-48-00</a>	REPAIR & MAINTENANCE	-	500.00	-	-	106.91	500.00
	<b>Environmental Preservation Total</b>	<b>\$ 14,598.44</b>	<b>\$ 19,173.00</b>	<b>\$ 7,423.00</b>	<b>\$ 18,300.00</b>	<b>\$ 8,439.16</b>	<b>\$ 26,448.00</b>
<b>Animal Control</b>							
<a href="#">110-390-539-30-41-01</a>	CONTRACTED SERVICE-SPOKANIMAL	\$ 20,031.96	\$ 20,000.00	\$ 20,632.92	\$ 20,040.00	\$ 15,938.91	\$ 21,500.00
	<b>Animal Control Total</b>	<b>\$ 20,031.96</b>	<b>\$ 20,000.00</b>	<b>\$ 20,632.92</b>	<b>\$ 20,040.00</b>	<b>\$ 15,938.91</b>	<b>\$ 21,500.00</b>
	<b>Fund Total</b>	<b>\$ 1,113,354.05</b>	<b>\$ 1,155,673.00</b>	<b>\$ 297,188.32</b>	<b>\$ 705,941.00</b>	<b>\$ 480,466.60</b>	<b>\$ 760,823.00</b>

<b>Projects Costs Breakdown</b>		<b>Project Total</b>
PF-5-25-110	Surveillance Cameras (60%)	\$ 45,000.00
	<b>Restricted Expenditures Total</b>	<b>\$ 45,000.00</b>

Criminal Justice Fund Resources  
Special Revenue Fund 111

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ 22,941	\$ 32,500	29%
Criminal Justice - Special Prog.	5,935	6,178	6,147	6,175	0%
DUI - Cities	558	335	500	500	0%
Interest & Other Earnings	-	-	-	-	
<b>Criminal Just. Total Resources</b>	<b>\$ 6,492</b>	<b>\$ 6,513</b>	<b>\$ 29,588</b>	<b>\$ 39,175</b>	<b>24%</b>

Criminal Justice Fund Uses  
Special Revenue Fund 111

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Innovative Programs	\$ -	\$ -	\$ -	\$ -	
<b>Criminal Just. Total Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

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.

**Innovative Programs**

To be used in Capital Surveillance Camera installation project.

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

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 22,940.81	\$ 22,940.81	\$ 32,500.00
Revenues		6,492.29	6,847.00	6,513.14	6,647.00	5,269.75	7,175.00
Transfers In		-	15,856.00	15,856.05	-	-	-
Expenditures		-	-	-	-	-	33,000.00
Estimated Ending Balance		\$ 6,492.29	\$ 22,703.00	\$ 22,369.19	\$ 29,587.81	\$ 28,210.56	\$ 6,675.00
Total Gain (Loss)		\$ 6,492.29	\$ 6,847.00	\$ 6,513.14	\$ 6,647.00	\$ 5,269.75	\$ (25,825.00)

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Criminal Justice Revenues</b>							
<a href="#">111-336-06-26-00</a>	MVET-CRIM JUSTICE-SPEC PRO	\$ 5,934.58	\$ 6,147.00	\$ 6,178.23	\$ 6,147.00	\$ 4,896.77	\$ 6,175.00
<a href="#">111-336-06-51-00</a>	DUI - CITIES	557.71	700.00	334.91	500.00	372.98	500.00
<a href="#">111-361-10-00-01</a>	INVESTMENT INTEREST					\$ 753.55	500.00
	<b>Fund Revenues Total</b>	<b>\$ 6,492.29</b>	<b>\$ 6,847.00</b>	<b>\$ 6,513.14</b>	<b>\$ 6,647.00</b>	<b>\$ 5,269.75</b>	<b>\$ 7,175.00</b>
<a href="#">111-397-00-00-01</a>	T/I GENERAL FUND (001)	-	15,856.00	15,856.05	-	-	-
	<b>Fund Transfers-In Total</b>	<b>\$ -</b>	<b>\$ 15,856.00</b>	<b>\$ 15,856.05</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Criminal Justice Expenditures</b>							
	INNOVATIVE LE PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
	INTERGOVERNMENTAL SVCS	-	-	-	-	-	3,000.00
	<b>Fund Expenditures Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,000.00</b>

**Projects Costs Breakdown**

	Project Total
PF-5-25-110	Surveillance Cameras (40%)
	<b>Restricted Expenditures Total</b>
	<b>\$ 30,000.00</b>

Parks & Recreation Fund Resources  
Special Revenue Fund 112

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ 56,000	\$ 11,122	-404%
Concessions	176	-	-	300	100%
Special Event Activity Fees	-	-	400	500	20%
Recreation Facility Use	-	3,857	2,500	5,500	55%
Youth Sports Registration	13,042	16,432	12,000	20,000	40%
Adult Sports Registration	-	800	1,000	2,000	50%
After School Fees	-	-	-	9,600	100%
Summer Camp Fees	-	-	-	19,000	100%
Parking - Waterfront Park	1,360	1,780	1,000	1,750	43%
Facility Rentals	6,665	7,876	4,000	8,000	50%
Facility Rentals - Deposits	-	5,105	2,000	-	0%
Interest & Other Earnings	-	-	-	-	0%
Transfer In	-	367,000	475,000	490,000	3%
<b>Parks &amp; Rec. Total Resources</b>	<b>\$ 21,243</b>	<b>\$ 402,850</b>	<b>\$ 553,900</b>	<b>\$ 567,772</b>	<b>2%</b>

Parks & Recreation Fund Departments - Expenditures  
Special Revenue Fund 112

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
<b><u>Recreation</u></b>					
Salaries & Wages	\$ 58,897	\$ 81,699	\$ 180,152	\$ 185,644	3%
Benefits	34,272	47,005	74,250	80,725	8%
Supplies	-	20,719	5,000	23,200	78%
Services & Charges	15,677	18,070	32,540	62,375	48%
Capital Outlay	-	29,822	33,000	-	0%
<b>Dept. total</b>	<b>108,845</b>	<b>197,314</b>	<b>324,942</b>	<b>351,944</b>	<b>8%</b>
<b><u>Parks Facilities</u></b>					
Salaries & Wages	\$ 72,177	\$ 63,093	\$ 88,270	\$ 100,537	12%
Benefits	32,944	26,426	32,160	26,075	-23%
Supplies	20,122	31,381	43,610	36,030	-21%
Services & Charges	34,235	50,220	45,966	62,101	26%
Capital Outlay	25,130	4,285	-	-	0%
<b>Dept. total</b>	<b>\$ 184,608</b>	<b>\$ 175,404</b>	<b>\$ 210,006</b>	<b>\$ 224,743</b>	<b>7%</b>
<b>Parks &amp; Rec. Total Uses</b>	<b>\$ 293,453</b>	<b>\$ 372,719</b>	<b>\$ 534,948</b>	<b>\$ 576,687</b>	<b>14%</b>

Notes

**Recreation: Salaries & Wages**

Parks & Recreation Director began in May of 2023, City hired Part-time Recreation Assistants for running recreation programs. 1 FTE (50% of two personnel) Administrative Clerk, split with Administrative Services Dept.

**Recreation: Supplies**

Supplies for recreation programs - Afterschool, Summer Camp, Youth Sports, Adult Sports

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

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 56,000.23	\$ 30,962.00	\$ 11,122.00
Revenues		21,294.94	43,250.00	39,778.78	48,000.00	87,707.21	83,800.00
Transfers-In		-	367,000.00	367,000.00	475,000.00	356,250.00	490,000.00
Expenditures	Recreation	\$ 108,845.20	\$ 221,926.40	\$ 197,314.43	\$ 324,942.00	\$ 286,459.34	\$ 351,944.00
	Parks Facilities	184,607.80	180,858.65	179,924.45	212,006.00	175,863.18	224,742.89
Total Expenditures		\$ 293,453.00	\$ 402,785.05	\$ 377,238.88	\$ 536,948.00	\$ 462,322.52	\$ 576,686.89
Estimated Ending Balance		\$ (272,158.06)	\$ 7,464.95	\$ 29,539.90	\$ 42,052.23	\$ 12,596.69	\$ 8,235.11
Total Gain (Loss)		\$ (272,158.06)	\$ (359,535.05)	\$ (337,460.10)	\$ (488,948.00)	\$ (374,615.31)	\$ (492,886.89)

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Parks &amp; Rec Revenues</b>							
<a href="#">112-321-80-00-00</a>	CONCESSIONS	\$ 175.50	\$ 150.00	\$ -	\$ -	\$ 300.00	\$ 300.00
<a href="#">001-347-30-00-00</a>	SPECIAL EVENT ACTIVITY FEES	-	-	-	500.00	\$ 100.00	500.00
<a href="#">112-347-30-00-01</a>	RECREATION FACILITY USE	52.00	100.00	3,856.66	2,500.00	\$ 5,470.50	5,500.00
<a href="#">112-347-60-00-00</a>	YOUTH SPORTS REGISTRATION	13,042.44	7,500.00	16,432.20	12,000.00	\$ 17,047.44	20,000.00
<a href="#">112-347-60-00-01</a>	ADULT SPORTS REGISTRATION	-	-	800.00	1,000.00	\$ 2,200.00	2,000.00
<a href="#">112-347-60-00-02</a>	AFTER SCHOOL FEES	-	9,000.00	2,298.56	9,000.00	\$ 9,268.06	9,600.00
<a href="#">112-347-60-00-03</a>	YOUTH CAMP FEES	-	22,000.00	800.00	16,000.00	\$ 14,274.68	19,000.00
<a href="#">112-347-60-00-04</a>	REC PROGRAMS - CITY HOSTED	-	-	-	-	\$ 2,948.40	3,000.00
<a href="#">112-361-10-00-01</a>	INVESTMENT INTEREST	-	-	829.99	-	\$ 423.50	-
<a href="#">112-362-00-00-02</a>	PARKING-WATERFRONT PARK	1,360.00	500.00	1,780.00	1,000.00	\$ 1,395.00	1,750.00
<a href="#">112-362-00-00-03</a>	FACILITY RENTALS	6,665.00	2,000.00	7,876.37	4,000.00	\$ 7,165.00	8,000.00
<a href="#">112-362-00-00-04</a>	RENTAL - GARDEN PLOT	-	-	-	-	\$ 90.00	150.00
<a href="#">112-362-00-00-05</a>	RENTAL - RENT.FUN	-	-	-	-		7,000.00
<a href="#">112-367-00-00-01</a>	GRANTS - NON-GOV	-	-	-	-	7,000.00	7,000.00

<a href="#">112-369-91-00-00</a>	MISCELLANEOUS	-	-	-	-	143.20	-
<a href="#">112-382-10-00-00</a>	FACILITY RENTAL-DEPOSIT	-	2,000.00	5,105.00	2,000.00		-
<a href="#">112-398-10-00-00</a>	INSURANCE RECOVERIES - NON-CA	-	-		-	19,881.43	-
	<b>Fund Revenues Total</b>	<b>\$ 21,294.94</b>	<b>\$ 43,250.00</b>	<b>\$ 39,778.78</b>	<b>\$ 48,000.00</b>	<b>\$ 87,707.21</b>	<b>\$ 83,800.00</b>
<a href="#">112-397-00-00-01</a>	T/I GENERAL FUND (001)	-	367,000.00	367,000.00	475,000.00	\$ 356,250.00	490,000.00
	<b>Fund Transfers-In Total</b>	<b>\$ -</b>	<b>\$ 367,000.00</b>	<b>\$ 367,000.00</b>	<b>\$ 475,000.00</b>	<b>\$ 356,250.00</b>	<b>\$ 490,000.00</b>

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Parks &amp; Rec Expenditures</b>							
Recreation							
<a href="#">112-740-571-10-10-03</a>	SALARIES & WAGES - REC ASSISTANT	\$ 4,679.50	\$ 35,500.00	\$ 17,010.06	\$ 35,000.00	\$ 36,993.42	\$ 41,000.00
<a href="#">112-740-571-10-10-04</a>	SALARIES & WAGES - ADMIN CLERK	6,655.23	27,000.00	18,344.67	-	\$ 22,571.21	60,424.00
<a href="#">112-740-571-10-10-05</a>	RECREATION COORDINATOR	47,158.72	-		64,752.00		-
<a href="#">112-740-571-10-10-06</a>	SALARIES & WAGES - DIRECTOR	-	65,400.00	46,343.86	80,400.00	\$ 59,247.29	83,220.00
<a href="#">112-740-571-10-11-00</a>	OVERTIME - ADMINISTRATIVE CLERK	403.07	300.00	-	-		1,000.00
<a href="#">112-740-571-10-20-01</a>	SOCIAL SECURITY & MEDICARE	4,573.80	7,267.50	6,152.56	8,500.00	\$ 9,072.29	11,825.00
<a href="#">112-740-571-10-20-02</a>	LABOR & INDUSTRIES	354.38	2,034.90	1,496.64	750.00	\$ 2,673.99	4,000.00
<a href="#">112-740-571-10-20-03</a>	RETIREMENT	6,692.48	13,000.00	6,662.04	11,080.00	\$ 8,086.46	10,000.00
<a href="#">112-740-571-10-20-04</a>	MEDICAL/LIFE/DEFERRED COMP	12,200.47	28,000.00	17,032.18	27,600.00	\$ 19,673.13	34,500.00
<a href="#">112-740-571-10-20-05</a>	DISABILITY/SICK LV BUYBACK	1,130.45	1,200.00	952.18	1,200.00	\$ 1,175.10	3,900.00
<a href="#">112-740-571-10-31-01</a>	OFFICE SUPPLIES	111.95	500.00	419.65	120.00	\$ 468.50	500.00
<a href="#">112-740-571-10-31-02</a>	OPERATING SUPPLIES	9,208.14	7,500.00	14,289.46	25,000.00	\$ 9,433.49	16,000.00
<a href="#">112-740-571-10-31-04</a>	MINOR EQUIPMENT	-	-	16,168.93	1,000.00	\$ 1,055.94	16,200.00
<a href="#">112-740-571-10-35-00</a>	SMALL TOOLS & EQUIPMENT	-	2,000.00	1,993.43	2,000.00	\$ 2,469.16	2,000.00
<a href="#">112-740-571-10-41-00</a>	INSTRUCTORS/UMPIRES/REFEREES	-	-	2,556.45	2,000.00	\$ 4,679.48	5,000.00
<a href="#">112-740-571-10-41-01</a>	PROFESSIONAL SERVICES	3,686.03	4,000.00	3,978.35	10,000.00	\$ 5,265.11	4,000.00
<a href="#">112-740-571-10-41-02</a>	PROGRAM ACTIVITY FEES	-	-	-	-	\$ 4,339.19	25,000.00
<a href="#">112-740-571-10-42-01</a>	POSTAGE	1.06	100.00	-	10.00	\$ 1.58	100.00
<a href="#">112-740-571-10-42-02</a>	PHONE	375.70	400.00	73.87	380.00		100.00
<a href="#">112-740-571-10-43-02</a>	MEALS & LODGING	-	150.00	-	-		-
<a href="#">112-740-571-10-44-00</a>	ADVERTISING		-	175.00	-	\$ 142.32	250.00
<a href="#">112-740-571-10-44-01</a>	EXCISE TAXES	-	-	-	-	\$ 519.67	-
<a href="#">112-740-571-10-45-00</a>	RENTALS	3,922.07	2,500.00	3,170.07	3,930.00	\$ 77.99	3,200.00
<a href="#">112-740-571-10-46-00</a>	INSURANCE	6,150.00	6,674.00	6,674.00	14,020.00	\$ 13,917.00	18,565.00

<a href="#">112-740-571-10-49-00</a>	MISCELLANEOUS	-	500.00	-	500.00		250.00
<a href="#">112-740-571-10-49-02</a>	REGISTRATIONS FEES	266.75	700.00	291.52	200.00	\$ 653.12	500.00
<a href="#">112-740-571-10-49-03</a>	SUBSCRIPTIONS		-	342.21	3,500.00	\$ 415.93	350.00
<a href="#">112-740-571-10-49-04</a>	PARK & REC REFUND	1,275.40	200.00	1,445.00	-	\$ 2,163.00	1,000.00
<a href="#">112-740-571-10-49-05</a>	TRAINING	-	-	1,920.00		\$ 875.00	1,500.00
<a href="#">112-740-591-71-70-00</a>	DEBT & LEASE REPAYMENT	-	-	-	-	\$ 7,180.25	7,560.00
<a href="#">112-740-594-74-60-00</a>	RECREATION - CAPITAL OUTLAY		17,000.00	29,822.30	33,000.00	\$ 73,309.72	-
	<b>Parks &amp; Rec Total</b>	<b>\$ 108,845.20</b>	<b>\$ 221,926.40</b>	<b>\$ 197,314.43</b>	<b>\$ 324,942.00</b>	<b>\$ 286,459.34</b>	<b>\$ 351,944.00</b>
<b>Parks Facilities</b>							
<a href="#">112-760-576-80-10-02</a>	SALARIES & WAGES - MAINTENANCE	\$ 54,648.32	\$ 43,447.00	\$ 43,097.33	\$ 45,140.00	\$ 35,279.27	\$ 49,036.89
<a href="#">112-760-576-80-10-03</a>	SALARIES & WAGES - PARK MAINTENANCE	14,837.56	38,244.00	19,996.13	41,130.00	\$ 40,974.09	50,000.00
<a href="#">112-760-576-80-11-00</a>	OVERTIME - PARKS MAINTENANCE	2,690.78	1,750.00	-	2,000.00	\$ 114.60	1,500.00
<a href="#">112-760-576-80-20-01</a>	SOCIAL SECURITY & MEDICARE	5,372.29	6,126.83	4,775.43	6,480.00	\$ 5,804.83	7,500.00
<a href="#">112-760-576-80-20-02</a>	LABOR & INDUSTRIES	1,534.91	1,633.82	1,715.89	1,700.00	\$ 2,312.67	2,250.00
<a href="#">112-760-576-80-20-03</a>	RETIREMENT	5,898.24	5,600.00	4,864.63	5,280.00	\$ 3,884.25	5,000.00
<a href="#">112-760-576-80-20-04</a>	MEDICAL/LIFE/DEFERRED COMP	18,945.62	13,750.00	14,323.14	17,500.00	\$ 9,231.36	8,500.00
<a href="#">112-760-576-80-20-05</a>	DISABILITY/SICK LV BUYBACK	1,192.76	1,100.00	746.56	1,200.00	\$ 581.70	2,475.00
<a href="#">112-760-576-80-20-06</a>	UNIFORMS & CLOTHING	-	-	-	-	\$ 146.18	350.00
<a href="#">112-760-576-80-30-00</a>	INTERGOVERNMENTAL SERVICES	7,043.39	10,000.00	5,536.76	10,000.00	\$ 7,867.30	10,000.00
<a href="#">112-760-576-80-31-01</a>	OFFICE SUPPLIES	-	100.00	-	100.00	\$ 9.16	-
<a href="#">112-760-576-80-31-02</a>	OPERATING SUPPLIES	8,125.95	6,000.00	15,388.71	8,130.00	\$ 21,539.09	15,500.00
<a href="#">112-760-576-80-31-03</a>	PUBLICATIONS	-	-	-	-	\$ 30.00	30.00
<a href="#">112-760-576-80-31-04</a>	MINOR EQUIPMENT	-	-	2,142.82	20,000.00	\$ 5,010.73	2,150.00
<a href="#">112-760-576-80-32-00</a>	FUEL	3,574.91	3,500.00	6,677.21	4,000.00	\$ 6,626.25	6,700.00
<a href="#">112-760-576-80-35-00</a>	SMALL TOOLS & EQUIPMENT	1,377.79	2,000.00	1,635.31	1,380.00	\$ 122.60	1,650.00
<a href="#">112-760-576-80-41-00</a>	PROFESSIONAL SERVICES	2,088.91	5,000.00	4,331.64	2,090.00	\$ 5,456.20	5,000.00
<a href="#">112-760-576-80-42-02</a>	PHONE	842.64	700.00	807.66	850.00	\$ 587.32	800.00
<a href="#">112-760-576-80-43-01</a>	MILEAGE	-	-	-	-	\$ -	-
<a href="#">112-760-576-80-43-02</a>	MEALS & LODGING	-	-	-	-	\$ -	-
<a href="#">112-760-576-80-45-00</a>	RENTALS	4,843.05	4,000.00	896.92	4,850.00	\$ 21.84	4,800.00
<a href="#">112-760-576-80-46-00</a>	INSURANCE	6,400.00	15,707.00	15,781.00	17,086.00	\$ 22,163.00	22,201.00
<a href="#">112-760-576-80-47-00</a>	UTILITIES	12,163.80	-	11,995.63	12,170.00	\$ 7,825.25	12,150.00
<a href="#">112-760-576-80-48-00</a>	REPAIR & MAINTENANCE	7,719.74	10,000.00	16,033.30	7,720.00	\$ 76.26	16,250.00
<a href="#">112-760-576-80-49-00</a>	MISCELLANEOUS	177.11	200.00	193.58	1,000.00	\$ 199.23	200.00

<a href="#">112-760-576-80-49-01</a>	DUES & MEMBERSHIPS	-	-	180.00	200.00		200.00
<a href="#">112-760-576-80-49-05</a>	TRAINING	-	-	-	-	-	-
<a href="#">112-760-582-10-00-01</a>	DEPOSIT REFUND - FACILITY RENTAL	-	2,000.00	4,520.00	2,000.00	-	500.00
<a href="#">112-760-591-76-61-00</a>	LAND LEASE - WFP	-	10,000.00	-	-	-	-
<a href="#">112-760-594-76-60-00</a>	PARKS - CAPITAL OUTLAY	25,130.03	-	4,284.80	-	-	-
	<b>Park Facilities Total</b>	<b>\$ 184,607.80</b>	<b>\$ 180,858.65</b>	<b>\$ 179,924.45</b>	<b>\$ 212,006.00</b>	<b>\$ 175,863.18</b>	<b>\$ 224,742.89</b>
	<b>Fund Expenditures Total</b>	<b>\$ 293,453.00</b>	<b>\$ 402,785.05</b>	<b>\$ 377,238.88</b>	<b>\$ 536,948.00</b>	<b>\$ 462,322.52</b>	<b>\$ 576,686.89</b>

#### Department Discretionary Requests

##### Recreation

Instructors/Umpires/Referees increased by \$2,500 for additional umpires and referees, adult sports

Operating Supplies increased by \$1,500 for increased price and quantity needed for lining paint

##### Parks Facilities

Professional Services increased by \$650 for anticipated cost increase for porta-potties

Rentals increased by \$3,900 to retain previous year's budget for unanticipated rental needs



Emergency Response Fund Resources  
Special Revenue Fund 113

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 263,686.00	100%
Gas B & O Tax	-	-	75,000	-	100%
State Reimbursement	-	-	-	-	0%
Federal Reimbursement	-	-	-	-	0%
Interest & Other Earnings	-	-	-	1,000	0%
<b>Emergency Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 264,686</b>	<b>72%</b>

Emergency Response Fund Uses  
Special Revenue Fund 113

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Emergency Response	\$ -	\$ -	\$ -	\$ -	
<b>Emergency Total Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Notes

**Beginning Balance**

Reimbursements from Insurance, FEMA, and Commerce related to Gray Road Fire transferring from Contingency Fund (106) to Emergency Response Fund (113)

**Revenue**

Gas B & O tax redesignated to Tourism Fund (126) for 2025 budget.

**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	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 263,686.00
Revenues		-	-	-	75,000.00	85,023.59	1,000.00
Expenditures		-	-	-	-	-	-
Estimated Ending Balance		\$ -	\$ -	\$ -	\$ 75,000.00	\$ 85,023.59	\$ 264,686.00
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ 75,000.00	\$ 85,023.59	\$ 1,000.00

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Emergency Response Revenues</b>							
<a href="#">113-316-43-00-00</a>	GAS B & O TAX	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 85,023.59	\$ -
	STATE REIMBURSEMENT	-	-	-	-	-	-
	FEDERAL REIMBURSEMENT	-	-	-	-	-	-
<a href="#">113-361-10-00-01</a>	INVESTMENT INTEREST	-	-	-	-	\$ 1,400.23	1,000.00
	<b>Fund Revenues Total</b>	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 85,023.59	\$ 1,000.00
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Emergency Response Expenditures</b>							
<a href="#">113-000-522-10-40-00</a>	EMERGENCY RESPONSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Fund Expenditures Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City Beautification Fund Resources  
Special Revenue Fund 125

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ 5,500	\$ 12,000	54%
Cable B & O Tax	-	-	6,700	6,700	0%
Business License	5,943	7,003	5,950	4,670	-27%
Interest & Other Earnings	-	-	-	-	0%
<b>City Beaut. Total Resources</b>	<b>\$ 5,943</b>	<b>\$ 7,003</b>	<b>\$ 18,150</b>	<b>\$ 23,370</b>	<b>22%</b>

City Beautification Fund Uses  
Special Revenue Fund 125

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Services & Charges	\$ -	\$ -	\$ 6,500	\$ 10,000	35%
<b>City Beaut. Total Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ 10,000</b>	<b>35%</b>

Notes

**Revenue**

Includes all business license revenues. Cable B & O taxes were reallocated to City Beautification from Tourism (126)

**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	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 5,500.00	\$ -	\$ 12,000.00
Revenues		5,942.50	6,500.00	7,002.50	5,950.00	4,670.00	13,850.00
Expenditures		-	-	-	6,500.00	-	10,000.00
Estimated Ending Balance		\$ 5,942.50	\$ 6,500.00	\$ 7,002.50	\$ 4,950.00	\$ 4,670.00	\$ 15,850.00
Total Gain (Loss)		\$ 5,942.50	\$ 6,500.00	\$ 7,002.50	\$ (550.00)	\$ 4,670.00	\$ 3,850.00

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>City Beautification Revenues</b>							
<a href="#">126-316-46-00-00</a>	CABLE B&O TAX	\$ -	\$ -	\$ -	\$ 6,700.00	\$ 4,721.10	\$ 6,700.00
<a href="#">125-321-99-00-00</a>	BUSINESS LICENSE	5,942.50	6,500.00	7,002.50	5,950.00	4,670.00	7,000.00
<a href="#">125-361-10-00-01</a>	INVESTMENT INTEREST	-	-	-	100.00	\$ 253.22	150.00
	<b>Fund Revenues Total</b>	<b>\$ 5,942.50</b>	<b>\$ 6,500.00</b>	<b>\$ 7,002.50</b>	<b>\$ 5,950.00</b>	<b>\$ 4,670.00</b>	<b>\$ 13,850.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>City Beautification Expenditures</b>							
<a href="#">125-000-585-00-00-00</a>	BUSINESS LICENSE REFUNDS	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00
<a href="#">125-000-594-48-64-01</a>	IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 6,500.00	\$ -	\$ 10,000.00
	<b>Fund Expenditures Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>

City Beautification Fund Resources  
Tourism Fund 126

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ 5,500	\$ -	0%
Gas B & O Tax	-	-	-	115,000	100%
Vacant Property Registrations	-	-	-	1,500	100%
Sponsorships (LATL)	-	-	-	5,000	100%
Interest & Other Earnings	-	-	-	-	
<b>City Beaut. Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ 121,500</b>	<b>95%</b>

City Beautification Fund Uses  
Tourism Fund 126

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ -	\$ -	\$ 2,500	\$ 3,000	100%
Supplies	-	-	500	3,000	83%
Services & Charges	-	-	3,500	114,500	97%
<b>City Beaut. Total Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ 120,500</b>	<b>95%</b>

Notes

**B & O Taxes**

2025 Designate Cable B & O Tax revenues to the City Beautification Fund (125) instead of Tourism. For 2025 budget, redesignating Gas B & O Tax revenues from Emergency Response Fund (113) to Tourism Fund to support tourism and economic development.

**Vacant Property Registrations**

Vacant Property Ordinance update to MLMC Chapter 14.16, requiring owners of vacant commercial property within the downtown central business district to register property with City and comply with maintenance standards

**Sponsorships - Linger at the Lake Concert Series**

In 2024, the City initiated a concert series at Waterfront Park. Businesses and individuals may sponsor elements of concerts.

**Tourism & Events**

Fund supports expenditures related to community events and the attraction of tourism to the City, as well as economic development strategies and initiatives at bolstering health of local businesses

**3 Year Budget Comparison  
Tourism Fund 126**

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		-	-	-	-	3,506.64	121,500.00
Expenditures		-	-	-	6,500.00	51,994.98	120,500.00
Estimated Ending Balance		\$ -	\$ -	\$ -	\$ (6,500.00)	\$ (48,488.34)	\$ 1,000.00
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ (6,500.00)	\$ (48,488.34)	\$ 1,000.00

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Tourism Revenues</b>							
<a href="#">126-316-43-00-00</a>	GAS B&O TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000.00
<a href="#">126-322-90-00-01</a>	VACANT PROPERTY REGISTRATION	-	-	-	-	500.00	1,500.00
<a href="#">126-361-10-00-01</a>	INVESTMENT INTEREST	-	-	-	-	6.64	-
<a href="#">126-367-00-00-01</a>	SPONSORSHIPS (LATL)	-	-	-	-	3,000.00	5,000.00
<a href="#">126-397-00-00-01</a>	T/I GENERAL FUND (001)	-	-	-	-	-	-
	<b>Fund Revenues Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,506.64	\$ 121,500.00
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Tourism Expenditures</b>							
Community Events							
<a href="#">126-000-573-90-11-01</a>	OVERTIME	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 1,793.34	\$ 3,000.00
<a href="#">126-000-573-90-31-02</a>	OPERATING SUPPLIES	-	-	-	500.00	\$ 3,036.83	3,000.00
<a href="#">126-000-573-90-41-00</a>	PROFESSIONAL SERVICES	-	-	-	500.00	\$ 4,835.40	70,000.00
<a href="#">126-000-573-90-41-01</a>	LINGER AT THE LAKE (LATL)	-	-	-	-	\$ 38,768.00	40,000.00
<a href="#">126-000-573-90-45-00</a>	RENTALS	-	-	-	3,000.00	\$ 3,561.41	4,500.00
<a href="#">126-000-594-48-64-01</a>	IMPROVEMENTS	-	-	-	-		
	<b>Fund Expenditures Total</b>	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 51,994.98	\$ 120,500.00

Capital Improvements Fund Resources  
Capital Projects Fund 301

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 414,923	\$ 369,499	\$ 436,221	\$ 225,224	-94%
Real Estate Excise Tax (REET)	105,512	65,176	100,000	65,000	-54%
FEMA - Backup Generator	-	-	-	75,000	100%
State - Backup Generator	-	-	-	12,500	100%
Interest & Other Earnings	8,675	25,786	8,680	15,000	42%
<b>Capital Imp. Total Resources</b>	<b>\$ 529,110</b>	<b>\$ 460,461</b>	<b>\$ 544,901</b>	<b>\$ 392,724</b>	<b>-39%</b>

Capital Improvements Fund Uses  
Capital Projects Fund 301

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Library Projects	\$ 244	\$ 41,981	\$ -	\$ -	0%
Streets Projects	-	-	50,000	10,000	100%
City Hall Projects	-	-	-	100,000	100%
Transfers Out	-	95,000	110,000	250,000	56%
<b>Capital Imp. Total Uses</b>	<b>\$ 244</b>	<b>\$ 136,981</b>	<b>\$ 160,000</b>	<b>\$ 360,000</b>	<b>56%</b>

Notes

**Transfers Out**

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

**Capital Projects**

Includes City Hall backup generator and Fox Hollow ADA access to trail.

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

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 414,922.66		\$ 369,498.91	\$ 436,220.61	\$ 436,220.61	\$ 225,224.00
Revenues		114,187.14	97,000.00	90,961.97	108,680.00	50,133.54	167,500.00
Expenditures		244.00	70,000.00	41,980.95	254,000.00	45,123.84	110,000.00
Transfers Out		-	95,000.00	95,000.00	110,000.00	82,500.00	250,000.00
Estimated Ending Balance		\$ 528,865.80	\$ 27,000.00	\$ 418,479.93	\$ 290,900.61	\$ 441,230.31	\$ 32,724.00
Total Gain (Loss)		\$ 113,943.14	\$ 27,000.00	\$ 48,981.02	\$ (145,320.00)	\$ 5,009.70	\$ 57,500.00

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Capital Improvements Revenues</b>							
<a href="#">301-318-34-00-00</a>	REET TAX	\$ 105,512.25	\$ 95,000.00	\$ 65,175.72	\$ 100,000.00	\$ 36,197.60	\$ 65,000.00
	FEMA - BACKUP GENERATOR	-	-	-	-	-	75,000.00
	STATE - BACKUP GENERATOR	-	-	-	-	-	12,500.00
<a href="#">301-361-10-00-01</a>	INVESTMENT INTEREST	8,674.89	2,000.00	25,786.25	8,680.00	\$ 13,935.94	15,000.00
	<b>Fund Revenues Total</b>	<b>\$ 114,187.14</b>	<b>\$ 97,000.00</b>	<b>\$ 90,961.97</b>	<b>\$ 108,680.00</b>	<b>\$ 50,133.54</b>	<b>\$ 167,500.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Capital Improvements Expenditures</b>							
<a href="#">301-720-594-72-64-01</a>	CAPITAL IMPROVEMENTS-LIBRARY	\$ 244.00	\$ 70,000.00	\$ 41,980.95	\$ -	\$ -	\$ -
	CITY HALL PROJECTS	-	-		204,000.00		100,000.00
	ADA ACCESS TRAIL PROJECT	-	-	-	-	-	10,000.00
<a href="#">301-000-595-69-60-01</a>	TRAFFIC SIGNS CAPITAL OUTLAY	-	-		50,000.00	\$ 45,123.84	-
	<b>Fund Expenditures Total</b>	<b>\$ 244.00</b>	<b>\$ 70,000.00</b>	<b>\$ 41,980.95</b>	<b>\$ 254,000.00</b>	<b>\$ 45,123.84</b>	<b>\$ 110,000.00</b>
<a href="#">301-000-597-00-01-04</a>	T/O - STREET - RESTRICTED (104)	-	95,000.00	95,000.00	110,000.00	\$ 82,500.00	250,000.00
	<b>Fund Revenues Total</b>	<b>\$ -</b>	<b>\$ 95,000.00</b>	<b>\$ 95,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 82,500.00</b>	<b>\$ 250,000.00</b>



Projects Costs Breakdown

Project Total

TP-4-25-301	ADA Access to Fox Hollow Trail	\$ 10,000.00
PF-2-25-301	City Hall Backup Generator	\$ 100,000.00
	<b>Restricted Expenditures Total</b>	<b>\$ 110,000.00</b>

Parks Capital Improvements Fund Resources  
Capital Projects Fund 302

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ 45,000	\$ 180,000	100%
Impact Fees	-	-	-	-	0%
Interest & Other Earnings	-	550	500	500	100%
Transfers In	-	45,000	250,000	262,500	5%
<b>Capital Imp. Total Resources</b>	<b>\$ -</b>	<b>\$ 45,550</b>	<b>\$ 295,500</b>	<b>\$ 443,000</b>	<b>33%</b>

Capital Improvements Fund Uses  
Capital Projects Fund 301

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Parks Projects	\$ -	\$ -	\$ 295,000	\$ 443,000	100%
<b>Capital Imp. Total Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 295,000</b>	<b>\$ 443,000</b>	<b>100%</b>

Notes

**Parks Projects**

Includes building permanent stage at Waterfront Park, repairing and updating parks irrigation systems, installing automatic locks in parks bathrooms, and purchasing a vehicle specifically for parks maintenance

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

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 45,000.00	\$ -	\$ 180,000.00
Revenues		-	-	549.96	500.00	3,489.19	500.00
Transfers-In		-	45,000.00	45,000.00	250,000.00	187,500.00	262,500.00
Expenditures		-	-	-	295,000.00	131,511.74	443,000.00
Estimated Ending Balance		\$ -	\$ 45,000.00	\$ 45,549.96	\$ 500.00	\$ 59,477.45	\$ -
Total Gain (Loss)		\$ -	\$ -	\$ 549.96	\$ (294,500.00)	\$ (128,022.55)	\$ (442,500.00)

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Parks Improvements Revenues</b>							
<a href="#">302-345-85-76-00</a>	PARK - IMPACT FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">302-361-10-00-01</a>	INVESTMENT INTEREST	-	-	549.96	500.00	3,489.19	500.00
<a href="#">302-395-20-00-00</a>	INSURANCE RECOVERIES-CAPITAL	-	-	-	-	\$ 75,000.00	273,000.00
	<b>Fund Revenues Total</b>	\$ -	\$ -	\$ 549.96	\$ 500.00	\$ 3,489.19	\$ 500.00
<a href="#">302-397-00-00-01</a>	T/I GENERAL FUND (001)	-	-	-	250,000.00	\$ 187,500.00	262,500.00
<a href="#">302-397-00-01-00</a>	T/I IMPACT (100)	-	45,000.00	45,000.00			-
	<b>Tranfers-In Total</b>	\$ -	\$ 45,000.00	\$ 45,000.00	\$ 250,000.00	\$ 187,500.00	\$ 262,500.00
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Parks Improvements Expenditures</b>							
<a href="#">302-760-576-76-41-01</a>	CAPITAL-ENGINEERING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">302-760-594-76-60-01</a>	CAPITAL OUTLAY	-	-	-	275,000.00	\$ 131,511.74	368,000.00
<a href="#">302-760-594-76-65-01</a>	CAPITAL-EQUIPMENT	-	-	-	20,000.00	-	75,000.00
	<b>Fund Expenditures Total</b>	\$ -	\$ -	\$ -	\$ 295,000.00	\$ 131,511.74	\$ 443,000.00

Projects Costs Breakdown

Project Total

PF-8-25-302	Parks Irrigation System	\$ 75,000.00
PF-9-25-302	Parks Bathrooms Auto Locks	\$ 20,000.00
PF-11-25-302	Parks Maintenance Vehicle	\$ 75,000.00
Insurance (Gray Fire)	Ballfield Lights Replacement	\$ 273,000.00
	<b>Restricted Expenditures Total</b>	<b>\$ 443,000.00</b>

Water Operations and Maintenance Fund Resources  
Proprietary Fund 401

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 871,751	\$ 863,431	\$ 486,286	\$ 522,464	7%
Delinquent Fees	29,980	12,056	10,000	12,000	17%
Facilities Rental - Reservoir	111,770	95,506	112,000	100,000	-12%
Water Sales	664,425	657,384	728,000	785,050	7%
Interest & Other Earnings	-	14,244.14	2,000.00	10,500.00	81%
<b>Water Fund Total Resources</b>	<b>\$ 1,677,925</b>	<b>\$ 1,642,620</b>	<b>\$ 1,338,286</b>	<b>\$ 1,430,014</b>	<b>6%</b>

Water Operations and Maintenance Fund Uses  
Proprietary Fund 401

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 152,958	\$ 217,601	\$ 215,882	\$ 240,341	10%
Benefits	80,260	113,668	121,000	116,425	-4%
Supplies	188,258	238,668	198,790	239,450	17%
Services & Charges	143,557	165,349	183,297	212,111	14%
Transfers Out	-	938,431	125,000	100,000	-25%
<b>Water Fund Total Uses</b>	<b>\$ 565,033</b>	<b>\$ 1,673,716</b>	<b>\$ 843,969</b>	<b>\$ 908,327</b>	<b>7%</b>

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.

**Beginning Balances**

In 2023, Funds transferred from legacy Water/Sewer Fund to Water - Restricted, Wastewater, and Wastewater - Restricted Funds

Water Restricted Fund Resources  
Proprietary Managerial Fund 402

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 19	\$ 19	\$ 20	\$ 434,342	100%
Water Tap Fees	650	-	-	-	0%
Interest & Other Earnings	-	-	-	3,000	100%
Transfers In	-	-	125,000	100,000	-25%
<b>Water Res. Total Resources</b>	<b>\$ 669</b>	<b>\$ 19</b>	<b>\$ 125,020</b>	<b>\$ 537,342</b>	<b>77%</b>

Water Restricted Fund Uses  
Proprietary Managerial Fund 402

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Professional Services	\$ -	\$ -	\$ -	\$ 30,000	100%
Improvements	-	-	500,000	-	0%
Capital Repair & Maintenance	-	-	-	-	0%
Equipment	-	-	210,000	565,000	63%
<b>Water Res. Total Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 710,000</b>	<b>\$ 595,000</b>	<b>-19%</b>

Notes

**Beginning Balances**

Funds transferred from Water/Sewer managerial fund following segregation of Water and Sewer funds.

**Professional Services**

Includes GIS mapping project for City's critical water purveyance infrastructure

**Capital Projects**

Includes Craig Rd and Lehn Rd Well Backup Generators & Switchgear capital projects, and purchase of shared Public Works vehicle

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

CITY OF MEDICAL LAKE

**Summary - Water**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 871,750.60		\$ 863,430.67	\$ 486,286.00	\$ 486,286.00	\$ 522,464.00
Revenues		822,409.26	838,550.00	779,189.03	852,000.00	717,240.08	907,550.00
Expenditures		565,033.25	727,831.00	735,285.16	722,969.00	608,652.74	799,576.81
Transfers Out		-	863,430.67	938,431.00	125,000.00	93,750.00	100,000.00
Estimated Ending Balance		\$ 1,129,126.61	\$ (752,711.67)	\$ (31,096.46)	\$ 490,317.00	\$ 501,123.34	\$ 530,437.19
Total Gain (Loss)		\$ 257,376.01	\$ 110,719.00	\$ 43,903.87	\$ 129,031.00	\$ 108,587.34	\$ 107,973.19

**Summary - Water Restricted**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 19.27		\$ 19.27	\$ 19.59	\$ 69,789.98	\$ 434,342.00
Revenues		650.00	-	5,513.00	500,000.00	500,091.32	497,375.00
Transfers-In		-	75,000.00	-	125,000.00	93,750.00	100,000.00
Expenditures		-	65,000.00	30,022.34	750,000.00	492,378.12	595,000.00
Estimated Ending Balance		\$ 669.27	\$ 10,000.00	\$ (24,490.07)	\$ (124,980.41)	\$ 171,253.18	\$ 436,717.00
Total Gain (Loss)		\$ 650.00	\$ (65,000.00)	\$ (24,509.34)	\$ (250,000.00)	\$ 7,713.20	\$ (97,625.00)

**Detail - Water**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Water Revenues</b>							
<a href="#">401-343-40-00-00</a>	WATER SALES	\$ 664,232.50	\$ 700,000.00	\$ 657,383.54	\$ 728,000.00	\$ 607,309.69	\$ 785,000.00
<a href="#">401-343-40-01-00</a>	BULK WATER SALES	192.17	50.00	-	-	\$ 61.00	50.00
<a href="#">401-359-90-00-00</a>	UTILITY DELINQUENT FEES	29,980.07	12,000.00	12,055.54	10,000.00	\$ 24,833.63	12,000.00
<a href="#">401-361-10-00-01</a>	INVESTMENT INTEREST	16,234.95	1,500.00	13,431.20	2,000.00	\$ 12,090.97	10,000.00
<a href="#">401-362-50-00-00</a>	FACILITIES RENTAL-RESERVOIR	111,769.57	125,000.00	95,505.81	112,000.00	\$ 70,655.71	100,000.00
<a href="#">401-369-10-00-00</a>	SALE OF SURPLUS	-	-	668.95	-	-	500.00

<a href="#">401-369-90-00-00</a>	MISCELLANEOUS REVENUE	-	-	143.99	-	-	-
<a href="#">401-395-20-00-00</a>	INSURANCE RECOVERIES	-	-	-	-	2,289.08	-
	<b>Fund Revenues Total</b>	<b>\$ 822,409.26</b>	<b>\$ 838,550.00</b>	<b>\$ 779,189.03</b>	<b>\$ 852,000.00</b>	<b>\$ 717,240.08</b>	<b>\$ 907,550.00</b>
<a href="#">401-397-00-04-03</a>	T/I W/S MANAGERIAL (403)	-	-	342,561.87	-	-	-
	<b>Tranfers-In Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 342,561.87</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Water Expenditures</b>							
<a href="#">401-380-534-10-10-01</a>	SALARIES & WAGES - PW DIRECTOR	\$ 23,799.78	\$ 35,000.00	\$ 52,813.95	\$ 47,292.00	\$ 43,683.53	\$ 65,132.50
<a href="#">401-380-534-10-10-02</a>	MAINTENANCE LEAD	13,521.35	-	-	-	-	-
<a href="#">401-380-534-10-10-03</a>	SALARIES & WAGES - MAINTENANCE	92,376.37	200,000.00	151,348.12	162,590.00	123,893.59	172,208.31
<a href="#">401-380-534-10-10-06</a>	SALARIES & WAGES - ADMIN CLERK	19,312.73	2,000.00	11,178.56	-	-	-
<a href="#">401-380-534-10-11-00</a>	OVERTIME	3,947.86	6,000.00	2,260.40	6,000.00	1,798.67	3,000.00
<a href="#">401-380-534-10-20-01</a>	SOCIAL SECURITY & MEDICARE	11,207.55	19,875.00	16,308.44	15,750.00	12,861.95	16,925.00
<a href="#">401-380-534-10-20-02</a>	LABOR & INDUSTRIES	2,619.83	5,180.00	4,336.02	6,500.00	3,532.13	4,350.00
<a href="#">401-380-534-10-20-03</a>	RETIREMENT/ICMA	16,255.89	26,500.00	23,736.95	22,380.00	17,733.80	23,850.00
<a href="#">401-380-534-10-20-04</a>	MEDICAL/DENTAL/VISION/DEFERRED	45,801.22	82,000.00	65,097.08	71,320.00	42,029.49	65,000.00
<a href="#">401-380-534-10-20-05</a>	DISABILTIY/SICK LV BUYBACK	2,827.63	3,500.00	3,797.23	3,500.00	2,836.34	5,550.00
<a href="#">401-380-534-10-20-06</a>	UNIFORMS & CLOTHING	1,547.51	500.00	391.78	1,550.00	540.53	750.00
<a href="#">401-380-534-10-31-01</a>	OFFICE SUPPLIES	1,154.93	1,500.00	1,168.86	1,160.00	489.11	1,200.00
<a href="#">401-380-534-10-31-02</a>	OPERATING SUPPLIES	11,047.75	12,000.00	36,849.79	11,050.00	31,323.45	37,000.00
<a href="#">401-380-534-10-31-03</a>	MINOR EQUIPMENT	183.42	-	13,280.99	4,190.00	3,096.48	13,300.00
<a href="#">401-380-534-10-32-00</a>	FUEL	7,549.02	6,000.00	8,190.56	7,550.00	3,372.34	8,200.00
<a href="#">401-380-534-10-34-00</a>	ITEMS FOR RESALE	142,222.28	100,000.00	140,096.32	142,230.00	106,999.20	140,250.00
<a href="#">401-380-534-10-34-01</a>	ITEMS FOR RESALE-SPOK INTERTIE	21,787.14	25,000.00	38,111.80	21,790.00	53,778.34	38,500.00
<a href="#">401-380-534-10-35-00</a>	SMALL TOOLS & EQUIPMENT	4,313.66	6,000.00	969.54	10,820.00	4,664.74	1,000.00
<a href="#">401-380-534-10-40-00</a>	WATER TESTING	5,727.99	5,000.00	4,881.00	13,730.00	2,650.00	5,000.00
<a href="#">401-380-534-10-40-01</a>	OTHER INTERGOV'T SERVICES	2,675.90	3,500.00	150.00	2,680.00	-	2,500.00
<a href="#">401-380-534-10-40-12</a>	ID BILLING - PERSONNEL SERVICES	-	-	857.40	1,920.00	1,249.68	2,050.00
<a href="#">401-380-534-10-40-12</a>	ID BILLING - PURCHASING SERVICES	-	-	3,016.32	6,600.00	4,816.16	8,450.00
<a href="#">401-380-534-10-41-00</a>	PROFESSIONAL SERVICES	12,115.31	20,000.00	19,123.13	12,120.00	6,659.63	19,250.00
<a href="#">401-380-534-10-41-01</a>	SOFTWARE	-	-	9,093.23	-	3,740.68	9,100.00
<a href="#">401-380-534-10-42-01</a>	POSTAGE	3,306.30	3,500.00	2,637.85	3,310.00	1,995.43	2,650.00
<a href="#">401-380-534-10-42-02</a>	PHONE	4,538.13	4,500.00	4,257.11	4,540.00	2,713.33	4,275.00



<a href="#">401-380-534-10-43-01</a>	MILEAGE	-	100.00	-	-		-
<a href="#">401-380-534-10-43-02</a>	MEALS & LODGING	-	300.00	-	300.00	620.48	500.00
<a href="#">401-380-534-10-44-00</a>	ADVERTISING	160.72	500.00	27.77	170.00		250.00
<a href="#">401-380-534-10-45-00</a>	RENTALS	1,540.24	4,000.00	208.51	1,550.00	229.19	500.00
<a href="#">401-380-534-10-46-00</a>	INSURANCE	14,457.50	24,473.00	24,715.00	34,234.00	31,790.00	36,686.00
<a href="#">401-380-534-10-47-00</a>	UTILITIES	53,636.47	65,000.00	52,929.86	53,640.00	38,537.53	53,000.00
<a href="#">401-380-534-10-48-00</a>	REPAIR & MAINTENANCE	9,244.02	20,000.00	3,564.55	9,250.00	1,813.15	3,600.00
<a href="#">401-380-534-10-48-03</a>	BILLING SERVICE	-	6,000.00	2,797.79	3,000.00	1,584.41	2,800.00
<a href="#">401-380-534-10-49-00</a>	STATE EXCISE TAX	34,016.71	35,203.00	31,712.90	34,103.00	51,319.01	45,500.00
<a href="#">401-380-534-10-49-01</a>	DUES & MEMBERSHIPS	1,625.40	1,700.00	3,919.74	1,630.00	4,658.00	4,000.00
<a href="#">401-380-534-10-49-02</a>	MISCELLANEOUS & REGISTRATIONS	512.64	3,000.00	1,456.61	520.00	1,242.71	1,500.00
<a href="#">401-380-534-10-49-03</a>	SUBSCRIPTIONS	-	-	-	-	133.02	250.00
<a href="#">401-380-534-10-49-05</a>	TRAINING	-	-	-	4,000.00	266.64	1,500.00
	<b>Fund Expenditures Total</b>	<b>\$ 565,033.25</b>	<b>\$ 727,831.00</b>	<b>\$ 735,285.16</b>	<b>\$ 722,969.00</b>	<b>\$ 608,652.74</b>	<b>\$ 799,576.81</b>
<a href="#">401-000-597-00-04-02</a>	T/O - WATER RESTRICTED (402)	\$ -	\$ -	\$ 75,000.00	\$ 125,000.00	\$ 93,750.00	\$ 100,000.00
<a href="#">401-380-597-00-04-03</a>	T/O - W/S MANAGERIAL (403)	-	863,430.67	863,431.00	-	-	-
	<b>Transfers-Out Total</b>	<b>\$ -</b>	<b>\$ 863,430.67</b>	<b>\$ 938,431.00</b>	<b>\$ 125,000.00</b>	<b>\$ 93,750.00</b>	<b>\$ 100,000.00</b>

Detail - Water - Restricted

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Water - Restricted Revenues</b>							
<a href="#">402-343-40-00-01</a>	WATER TAP FEES	\$ 650.00	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">402-333-21-00-00</a>	JEFFERSON WATER LINE	-	-	-	500,000.00	491,658.57	-
	FEMA - BACKUP GENERATORS	-	-	-	-	-	423,750.00
	STATE - BACKUP GENERATORS	-	-	-	-	-	70,625.00
<a href="#">402-361-10-00-01</a>	INVESTMENT INTEREST	-	-	5,513.00	-	8,432.75	3,000.00
	<b>Restricted Revenues Total</b>	<b>\$ 650.00</b>	<b>\$ -</b>	<b>\$ 5,513.00</b>	<b>\$ 500,000.00</b>	<b>\$ 500,091.32</b>	<b>\$ 497,375.00</b>
<a href="#">402-397-00-04-01</a>	T/I WATER (401)	-	75,000.00	-	125,000.00	\$ 93,750.00	100,000.00
	<b>Restricted Transfers-In Total</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ -</b>	<b>\$ 125,000.00</b>	<b>\$ 93,750.00</b>	<b>\$ 100,000.00</b>

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Water - Restricted Expenditures</b>							
<a href="#">402-380-534-10-41-00</a>	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 24,479.10	\$ -	\$ 57,826.01	\$ 30,000.00
<a href="#">402-380-534-10-48-00</a>	CAPITAL REPAIR & MAINTENANCE	-	-	-	40,000.00	-	-

<a href="#">402-380-594-34-60-00</a>	CAPITAL OUTLAY	-	50,000.00	-	-	-	-
<a href="#">402-380-594-34-63-00</a>	WATER IMPROVEMENTS	-	-	-	500,000.00	-	-
<a href="#">402-380-594-34-64-00</a>	WATER - EQUIPMENT	-	-	-	210,000.00	-	-
<a href="#">402-380-594-34-65-00</a>	CAPITAL EQUIPMENT	-	15,000.00	5,543.24	-	-	565,000.00
<a href="#">402-380-594-34-66-01</a>	CONSTRUCTION	-	-	-	-	434,552.11	-
<a href="#">402-380-597-34-90-64</a>	T/O - W/S EQUIP (401 TO 404)	-	-	-	-	-	-
	<b>Restricted Expenditures Total</b>	\$ -	\$ 65,000.00	\$ 30,022.34	\$ 750,000.00	\$ 492,378.12	\$ 595,000.00
<a href="#">401-380-597-00-04-03</a>	T/O - W/S MANAGERIAL (403)	-	1,201,834.14	19.59	-	-	-
	<b>Transfers-Out Total</b>	\$ -	\$ 1,266,834.14	\$ 30,041.93	\$ 750,000.00	\$ 492,378.12	\$ 595,000.00

#### Projects Costs Breakdown

#### Project Total

PF-1-25-402	Maint. Bldg Backup Generator	\$ 75,000.00
PW-1-25-402	Backup Gen. Craig Well	\$ 325,000.00
PW-2-25-402	Backup Gen. Lehn Well	\$ 165,000.00
PW-3-25-402	GIS Mapping - Infrastructure	\$ 30,000.00
	<b>Restricted Expenditures Total</b>	\$ 595,000.00

Solid Waste Operations and Maintenance Fund Resources  
Proprietary Fund 407

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 267,706	\$ 234,809	\$ 187,170	\$ 200,146	6%
Delinquent Fees	-	12,000	10,000	10,000	0%
Compost Trailer Reimbursement	10,130	12,072	9,750	12,000	19%
Garbage Collection Fees	647,865	682,087	675,000	750,000	10%
Interest & Other Earnings	15,003	9,602	2,250	4,750	53%
<b>Solid Waste Total Resources</b>	<b>\$ 940,704</b>	<b>\$ 950,571</b>	<b>\$ 884,170</b>	<b>\$ 976,896</b>	<b>9%</b>

Solid Waste Operations and Maintenance Fund Uses  
Proprietary Fund 407

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 16,420	\$ 11,179	\$ -	\$ -	0%
Benefits	8,262	4,913	-	-	0%
Supplies	2,432	270	2,460	500	-392%
Services & Charges	678,814	747,039	725,872	822,388	12%
Refunds	-	-	-	-	0%
Capital Outlay	-	-	-	-	0%
<b>Solid Waste Total Uses</b>	<b>\$ 705,928</b>	<b>\$ 763,401</b>	<b>\$ 728,332</b>	<b>\$ 822,888</b>	<b>11%</b>

Notes

**Revenue**

Includes garbage collection charges, late fees and reimbursement from the County for 75% of compost removal costs. 2024 Collection rates increase of approximately 5% 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 2% increase effective beginning of 2024 and 2.5% set to increase beginning of 2025 for garbage and recycling removal services.

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

CITY OF MEDICAL LAKE

**Summary**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 267,705.92	\$ 236,564.81	\$ 234,809.03	\$ 187,170.00	\$ 187,170.00	\$ 200,146.00
Revenues		662,386.28	661,010.00	715,761.57	697,000.00	567,201.79	776,750.00
Expenditures		705,927.66	806,424.00	763,400.60	728,332.00	560,518.85	822,888.00
Estimated Ending Balance		\$ 224,164.54	\$ 91,150.81	\$ 187,170.00	\$ 155,838.00	\$ 121,369.20	\$ 154,008.00
Total Gain (Loss)		\$ (43,541.38)	\$ (145,414.00)	\$ (47,639.03)	\$ (31,332.00)	\$ 6,682.94	\$ (46,138.00)

**Detail**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Solid Waste Revenues</b>							
<a href="#">407-337-00-00-01</a>	COMPOST TRAILER REIMBURSEMENT	\$ 10,130.16	\$ 10,000.00	\$ 12,072.42	\$ 9,750.00	\$ 1,952.19	\$ 12,000.00
<a href="#">401-359-90-00-00</a>	UTILITY DELINQUENT FEES	-	-	12,000.00	10,000.00	-	10,000.00
<a href="#">407-343-70-00-00</a>	GARBAGE COLLECTION FEES	647,864.70	650,000.00	682,087.48	675,000.00	560,839.99	750,000.00
<a href="#">407-361-00-00-01</a>	INTEREST-GARB MM	48.52	10.00	-	-	-	-
<a href="#">407-361-10-00-01</a>	INVESTMENT INTEREST	4,071.70	1,000.00	8,855.97	2,000.00	4,409.61	4,000.00
<a href="#">407-369-00-00-01</a>	OTHER MISCELLANEOUS REVENUES	-	-	-	-	-	-
<a href="#">407-369-10-00-00</a>	SALE OF RECYCLABLES	271.20	-	745.70	250.00	-	750.00
	<b>Fund Revenues Total</b>	<b>\$ 662,386.28</b>	<b>\$ 661,010.00</b>	<b>\$ 715,761.57</b>	<b>\$ 697,000.00</b>	<b>\$ 567,201.79</b>	<b>\$ 776,750.00</b>
		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Solid Waste Expenditures</b>							
<a href="#">407-000-537-10-10-02</a>	SALARIES & WAGES - MAINTENANCE	\$ 4,507.07	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">407-000-537-10-10-06</a>	SALARIES & WAGES - ADMIN CLERK	11,394.38	11,000.00	11,178.56	-	-	-
<a href="#">407-000-537-10-11-00</a>	OVERTIME	518.61	500.00	-	-	-	-
<a href="#">407-000-537-10-20-01</a>	SOCIAL SECURITY & MEDICARE	1,214.43	2,025.00	855.22	-	-	-
<a href="#">407-000-537-10-20-02</a>	LABOR & INDUSTRIES	140.93	540.00	50.78	-	-	-
<a href="#">407-000-537-10-20-03</a>	RETIREMENT/ICMA	1,712.03	3,500.00	1,410.10	-	-	-
<a href="#">407-000-537-10-20-04</a>	MEDICAL/DENTAL/VISION/DEFERRED	4,914.22	6,000.00	2,412.18	-	-	-
<a href="#">407-000-537-10-20-05</a>	DISABILITY/SICK LV BUYBACK	280.08	500.00	184.61	-	-	-
<a href="#">407-000-537-10-30-00</a>	INTERGOVERNMENTAL SERVICES	882.15	1,000.00	67.40	890.00	-	-
<a href="#">407-000-537-10-31-01</a>	OFFICE SUPPLIES	725.57	850.00	-	730.00	-	-

<a href="#">407-000-537-10-31-02</a>	OPERATING SUPPLIES	85.48	200.00	202.49	90.00	800.12	250.00
<a href="#">407-000-537-10-31-03</a>	PUBLICATIONS	458.38	-	-	460.00	-	250.00
<a href="#">407-000-537-10-32-00</a>	FUEL	280.40	300.00	-	290.00	-	-
<a href="#">407-000-537-10-35-00</a>	SMALL TOOLS & EQUIPMENT	-	250.00	-	-	-	-
<a href="#">407-000-537-10-40-12</a>	ID BILLING - PURCHASING SERVICES	-	500.00	430.92	1,200.00	688.04	1,225.00
<a href="#">407-000-537-10-41-00</a>	GARBAGE CONTRACTORS	624,131.54	715,000.00	698,978.98	675,000.00	503,637.75	775,000.00
<a href="#">407-000-537-10-41-01</a>	COMPOST DISPOSAL	13,294.74	15,000.00	15,295.83	13,000.00	5,882.64	15,300.00
<a href="#">407-000-537-10-41-03</a>	PROFESSIONAL SERVICES	1,331.37	2,000.00	-	1,340.00		-
<a href="#">407-000-537-10-42-01</a>	POSTAGE	3,054.88	3,000.00	2,775.00	3,060.00	1,800.00	2,800.00
<a href="#">407-000-537-10-44-00</a>	ADVERTISING	6.25	15.00	-	10.00		
<a href="#">407-000-537-10-45-00</a>	RENTALS	-	-	642.04	-	857.76	650.00
<a href="#">407-000-537-10-46-00</a>	INSURANCE	6,821.00	3,344.00	3,344.00	1,762.00	11.00	13.00
<a href="#">407-000-537-10-47-00</a>	UTILITIES	4,474.52	4,000.00	663.62	-		-
<a href="#">407-000-537-10-48-00</a>	REPAIR & MAINTENANCE	71.87	1,500.00	138.41	500.00		500.00
<a href="#">407-000-537-10-48-03</a>	BILLING SERVICE	-	6,000.00	2,397.77	3,000.00	1,584.44	2,400.00
<a href="#">407-000-537-10-49-00</a>	STATE EXCISE TAX	25,616.61	23,400.00	22,372.69	27,000.00	45,257.10	24,500.00
<a href="#">407-000-537-10-49-01</a>	OTHER MISCELLANEOUS	11.15	-	-	-	-	-
<a href="#">407-000-582-10-00-01</a>	GARBAGE REFUND	-	-	-	-	-	-
<a href="#">407-000-594-37-63-00</a>	IMPROVEMENTS	-	5,000.00	-	-	-	-
<a href="#">407-000-594-37-64-00</a>	EQUIPMENT	-	1,000.00	-	-	-	-
	<b>Fund Expenditures Total</b>	<b>\$ 705,927.66</b>	<b>\$ 806,424.00</b>	<b>\$ 763,400.60</b>	<b>\$ 728,332.00</b>	<b>\$ 560,518.85</b>	<b>\$ 822,888.00</b>

Wastewater Operations and Maintenance Fund Resources  
Proprietary Fund 408

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ 1,076,089	\$ 337,623	-219%
Delinquent Fees	-	12,000	10,000	12,000	17%
DSHS WWTP O&M 50%	331,989	485,100	350,000	588,501	41%
Sewer Service	719,520	764,231	765,000	886,000	14%
Interest & Other Earnings	-	9,923	2,000	10,000	80%
Transfers In	-	542,562	-	-	0%
<b>Wastewater Total Resources</b>	<b>\$ 1,051,509</b>	<b>\$ 1,271,254</b>	<b>\$ 2,203,089</b>	<b>\$ 1,834,124</b>	<b>-20%</b>

Wastewater Fund Departments - Expenditures  
Proprietary Fund 408

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
<b><u>Wastewater Collection</u></b>					
Salaries & Wages	\$ 138,349	\$ 152,210	\$ 181,300	\$ 167,095	-9%
Benefits	76,975	80,454	92,660	89,800	-3%
Supplies	15,508	23,404	18,520	23,550	21%
Services & Charges	96,866	75,716	94,527	88,443	-7%
<b>Dept. total</b>	<b>\$ 327,697</b>	<b>\$ 331,784</b>	<b>\$ 387,007</b>	<b>\$ 368,888</b>	<b>-5%</b>
<b><u>Wastewater Treatment</u></b>					
Salaries & Wages	\$ 92,506	\$ 351,102	\$ 426,520	\$ 439,181	3%
Benefits	119,668	144,589	155,020	164,250	6%
Supplies	111,594	181,636	126,930	181,850	30%
Services & Charges	309,980	316,142	378,286	385,421	2%
Capital Equipment - Operations	-	10,170	-	26,200	
<b>Dept. total</b>	<b>\$ 633,748</b>	<b>\$ 1,003,639</b>	<b>\$ 1,086,756</b>	<b>\$ 1,196,902</b>	<b>9%</b>
<b>Wastewater Total Uses</b>	<b>\$ 961,446</b>	<b>\$ 1,335,423</b>	<b>\$ 1,473,763</b>	<b>\$ 1,565,791</b>	<b>6%</b>

Notes

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

**Salaries & Wages** Added FTE for Administrative Clerk at Treatment Plant

**Capital Equipment** Includes replacing non-functioning mixer

Wastewater Restricted Fund Resources  
Proprietary Managerial Fund 409

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ 1,076,089	\$ 1,065,000	-1%
Sewer Tap Fees	75	-	-	-	
Interest & Other Earnings	-	20,970.55	-	-	
Transfers In	-	977,298.63	-	-	
<b>Street Res. Total Resources</b>	<b>\$ 75</b>	<b>\$ 998,269</b>	<b>\$ 1,076,089</b>	<b>\$ 1,065,000</b>	<b>-1%</b>

Wastewater Restricted Fund Uses  
Proprietary Managerial Fund 409

Account Description	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed	% Change
Capital Services	\$ -	\$ 97,227	\$ 50,000	\$ 125,000	60%
Capital Outlay	-	9,953.80	-	200,000.00	100%
Capital Improvements	-	-	200,000.00	-	0%
Capital Equipment	-	-	1,080,000	920,000	-17%
<b>Street Res. Total Uses</b>	<b>\$ -</b>	<b>\$ 107,180</b>	<b>\$ 1,330,000</b>	<b>\$ 1,245,000</b>	<b>-7%</b>

Notes

**Capital Equipment**

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

**Capital Improvements**

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

CITY OF MEDICAL LAKE

**Summary - Wastewater**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 494,385.00	\$ 494,385.00	\$ 337,623.00
Revenues		1,051,509.03	1,180,500.00	1,271,254.08	1,307,500.00	1,071,608.51	1,496,501.00
Transfers-In		-	545,000.00	542,561.87	-	-	-
Expenditures	WWC	\$ 327,697.27	\$ 400,283.40	\$ 331,783.60	\$ 387,007.00	\$ 255,592.79	\$ 368,888.07
	WWT	633,748.47	949,038.60	1,003,639.35	1,086,756.00	943,943.94	1,196,902.47
Total Expenditures		\$ 961,445.74	\$ 1,349,322.00	\$ 1,335,422.95	\$ 1,473,763.00	\$ 1,199,536.73	\$ 1,565,790.54
Estimated Ending Balance		\$ 90,063.29	\$ 376,178.00	\$ 478,393.00	\$ 328,122.00	\$ 366,456.78	\$ 268,333.46
Total Gain (Loss)		\$ 90,063.29	\$ (168,822.00)	\$ (64,168.87)	\$ (166,263.00)	\$ (127,928.22)	\$ (69,289.54)

**Summary - Wastewater - Restricted**

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ 1,076,089.00	\$ 1,076,089.00	\$ 1,065,000.00
Revenues		75.00	-	205,970.55	393,750.00	235,794.93	468,750.00
Transfers In		-	979,902.00	977,298.63	-	-	-
Expenditures		-	245,000.00	107,180.31	1,330,000.00	429,153.93	1,245,000.00
Estimated Ending Balance		\$ 75.00	\$ 734,902.00	\$ 1,076,088.87	\$ 139,839.00	\$ 882,730.00	\$ 288,750.00
Total Gain (Loss)		\$ 75.00	\$ (245,000.00)	\$ 98,790.24	\$ (936,250.00)	\$ (193,359.00)	\$ (776,250.00)

**Detail - Wastewater**

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Wastewater Revenues</b>							
<a href="#">408-337-00-00-00</a>	DSHS WWTP O & M-50%	\$ 331,989.01	\$ 441,000.00	\$ 485,099.67	\$ 530,500.00	\$ 461,870.50	\$ 588,501.00
<a href="#">408-343-50-00-00</a>	SEWER SERVICE	719,520.02	720,000.00	764,231.20	765,000.00	599,561.05	886,000.00
<a href="#">408-359-90-00-00</a>	UTILITY DELINQUENT FEES	-	16,500.00	12,000.00	10,000.00		12,000.00
<a href="#">408-361-10-00-01</a>	INVESTMENT INTEREST	-	3,000.00	9,923.21	2,000.00	10,176.96	10,000.00



<a href="#">408-369-91-00-02</a>	MISCELLANEOUS REVENUE	-	-	-	-	64.32	-
<a href="#">408-395-20-00-00</a>	INSURANCE RECOVERIES	-	-	-	-	2,289.08	-
	<b>Fund Revenues Total</b>	<b>\$ 1,051,509.03</b>	<b>\$ 1,180,500.00</b>	<b>\$ 1,271,254.08</b>	<b>\$ 1,307,500.00</b>	<b>\$ 1,071,608.51</b>	<b>\$ 1,496,501.00</b>
<a href="#">408-397-00-04-03</a>	T/I W/S MANAGERIAL (403)	-	545,000.00	542,561.87	-	-	-
	<b>Fund Transfers-In Total</b>	<b>\$ -</b>	<b>\$ 545,000.00</b>	<b>\$ 542,561.87</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Wastewater Expenditures</b>							
<b>WWC</b>							
<a href="#">408-381-535-10-10-01</a>	SALARIES & WAGES - PW DIRECTOR	\$ 23,799.74	\$ 35,000.00	\$ 31,688.29	\$ 47,300.00	\$ 26,210.11	\$ 38,679.50
<a href="#">408-381-535-10-10-03</a>	SALARIES & WAGES - MAINTENANCE	92,376.17	120,000.00	109,343.53	130,000.00	89,508.87	124,415.57
<a href="#">408-381-535-10-10-06</a>	SALARIES & WAGES - ADMIN CLERK	18,299.13	11,000.00	11,178.47	-	-	-
<a href="#">408-381-535-10-11-00</a>	OVERTIME - MAINTENANCE	3,873.69	7,000.00	-	4,000.00	-	4,000.00
<a href="#">408-381-535-10-20-01</a>	SOCIAL SECURITY & MEDICARE	10,704.72	11,625.00	11,536.51	13,300.00	8,892.38	13,300.00
<a href="#">408-381-535-10-20-02</a>	LABOR & INDUSTRIES	2,520.44	3,100.00	3,044.96	3,000.00	2,467.81	3,250.00
<a href="#">408-381-535-10-20-03</a>	RETIREMENT/ICMA	15,544.00	21,000.00	16,898.44	18,450.00	12,310.96	19,250.00
<a href="#">408-381-535-10-20-04</a>	MEDICAL/DENTAL/VISION/DEFERR	43,989.03	57,000.00	46,184.11	50,990.00	29,188.46	49,000.00
<a href="#">408-381-535-10-20-05</a>	DISABILITY/SICK LV BUYBACK	2,699.75	3,500.00	2,673.31	2,900.00	1,952.00	4,350.00
<a href="#">408-381-535-10-20-06</a>	UNIFORMS & CLOTHING	1,517.02	300.00	116.66	4,020.00	235.36	650.00
<a href="#">408-381-535-10-31-01</a>	OFFICE SUPPLIES	1,154.61	1,500.00	997.97	1,160.00	404.44	1,000.00
<a href="#">408-381-535-10-31-02</a>	OPERATING SUPPLIES	3,727.47	7,000.00	7,485.83	3,730.00	11,641.38	7,500.00
<a href="#">408-381-535-10-31-03</a>	PUBLICATIONS	-	-	-	-	45.00	50.00
<a href="#">408-381-535-10-31-04</a>	MINOR EQUIPMENT	-	-	2,516.81	3,000.00	656.54	2,550.00
<a href="#">408-381-535-10-32-00</a>	FUEL	7,548.99	6,000.00	9,033.07	7,550.00	4,363.49	9,050.00
<a href="#">408-381-535-10-35-00</a>	SMALL TOOLS & EQUIPMENT	3,076.91	5,000.00	3,370.01	3,080.00	250.69	3,400.00
<a href="#">408-381-535-10-40-10</a>	ID BILLING - PERSONNEL SVCS	-	620.00	612.42	1,440.00	892.64	1,475.00
<a href="#">408-381-535-10-40-12</a>	ID BILLING - PURCHASING SVCS	-	4,380.00	4,309.08	9,000.00	4,275.36	4,250.00
<a href="#">408-381-535-10-41-00</a>	PROFESSIONAL SERVICES	19,339.76	12,000.00	7,829.92	9,340.00	3,168.92	7,850.00
<a href="#">408-381-535-10-41-01</a>	SOFTWARE	-	-	1,546.62	3,000.00	-	1,550.00
<a href="#">408-381-535-10-42-01</a>	POSTAGE	3,054.87	3,000.00	1,187.50	3,060.00	900.00	1,200.00
<a href="#">408-381-535-10-42-02</a>	PHONE	6,488.40	6,500.00	6,823.01	6,490.00	4,626.87	6,850.00
<a href="#">408-381-535-10-43-01</a>	MILEAGE	-	100.00	-	-	-	100.00
<a href="#">408-381-535-10-43-02</a>	MEALS & LODGING	-	300.00	-	-	-	300.00
<a href="#">408-381-535-10-44-00</a>	ADVERTISING	150.14	100.00	-	160.00	-	160.00

<a href="#">408-381-535-10-45-00</a>	RENTALS	1,534.15	2,200.00	85.17	1,540.00	-	100.00
<a href="#">408-381-535-10-46-00</a>	INSURANCE	14,457.50	18,474.00	18,601.00	18,047.00	20,385.00	24,908.00
<a href="#">408-381-535-10-47-00</a>	UTILITIES	16,548.17	17,000.00	15,562.21	16,550.00	14,217.35	15,600.00
<a href="#">408-381-535-10-48-00</a>	REPAIR & MAINTENANCE	7,650.08	12,000.00	2,966.65	7,660.00	614.92	3,000.00
<a href="#">408-381-535-10-48-01</a>	ID BILLING - UTILITIES	-	500.00	-	-	-	-
<a href="#">408-381-535-10-48-03</a>	BILLING SERVICE	-	3,000.00	1,398.88	1,500.00	792.21	1,400.00
<a href="#">408-381-535-10-49-00</a>	STATE EXCISE TAX	26,910.01	27,734.40	14,427.66	16,000.00	16,687.04	18,750.00
<a href="#">408-381-535-10-49-01</a>	DUES & MEMBERSHIPS	343.40	350.00	59.50	350.00		350.00
<a href="#">408-381-535-10-49-02</a>	MISCELLANEOUS & REGISTRATIONS	389.12	3,000.00	306.01	390.00	638.27	350.00
<a href="#">408-381-535-10-49-03</a>	SUBSCRIPTIONS	-	-	-	-		250.00
<a href="#">408-381-535-10-49-05</a>	TRAINING	-	-	-	-	266.72	
	<b>Dept Total</b>	<b>\$ 327,697.27</b>	<b>\$ 400,283.40</b>	<b>\$ 331,783.60</b>	<b>\$ 387,007.00</b>	<b>\$ 255,592.79</b>	<b>\$ 368,888.07</b>
WWT							
<a href="#">408-382-535-10-10-03</a>	SALARIES & WAGES - OPERATOR	\$ 43,477.76	\$ 240,000.00	\$ 247,021.17	\$ 323,130.00	\$ 205,056.07	\$ 262,084.47
<a href="#">408-382-535-10-10-06</a>	SALARIES & WAGES - ADMIN CLERK	18,299.13	11,000.00	11,178.47	-	-	58,985.00
<a href="#">408-382-535-10-10-09</a>	SALARIES & WAGES - WWTP DIRECTOR	30,563.46	93,000.00	84,561.48	96,390.00	69,856.74	109,612.00
<a href="#">408-382-535-10-11-00</a>	OVERTIME - WWTP OPERATOR	166.14	7,000.00	8,340.48	7,000.00	2,421.41	8,500.00
<a href="#">408-382-535-10-20-01</a>	SOCIAL SECURITY & MEDICARE	19,955.86	24,975.00	26,583.94	26,590.00	20,836.31	30,800.00
<a href="#">408-382-535-10-20-02</a>	LABOR & INDUSTRIES	4,726.08	7,059.60	5,914.52	5,000.00	5,348.83	6,500.00
<a href="#">408-382-535-10-20-03</a>	RETIREMENT/ICMA	29,576.34	41,000.00	37,793.86	39,780.00	29,599.25	40,000.00
<a href="#">408-382-535-10-20-04</a>	MEDICAL/DENTAL/VISION/DEF COMP	60,037.14	85,000.00	67,242.90	77,900.00	49,866.57	76,500.00
<a href="#">408-382-535-10-20-05</a>	DISABILITY/SICK LV BUYBACK	5,372.76	6,000.00	6,479.23	5,750.00	4,899.56	9,050.00
<a href="#">408-382-535-10-20-06</a>	UNIFORMS & CLOTHING	-	-	574.71	-	301.18	1,400.00
<a href="#">408-382-535-10-30-02</a>	OTHER INTERGOV'T SERVICES	8,337.77	8,200.00	1,506.24	8,340.00	619.53	1,500.00
<a href="#">408-382-535-10-31-01</a>	OFFICE SUPPLIES	1,606.22	1,000.00	1,781.58	1,610.00	3,806.00	1,800.00
<a href="#">408-382-535-10-31-02</a>	OPERATING SUPPLIES	99,236.80	95,000.00	161,728.88	99,240.00	132,318.45	119,500.00
<a href="#">408-382-535-10-31-04</a>	MINOR EQUIPMENT	-	-	10,380.55	10,500.00	7,787.82	10,500.00
<a href="#">408-382-535-10-31-05</a>	CHEMICALS	-	-	-	-	24,596.76	36,000.00
<a href="#">408-382-535-10-31-07</a>	SAFETY SUPPLIES & EQUIPMENT	-	-	-	-	3,230.79	3,250.00
<a href="#">408-382-535-10-31-08</a>	SHOP MATERIALS	-	-	-	-	1,983.52	2,500.00
<a href="#">408-382-535-10-31-09</a>	EFFLUENT DISINFECTION SUPPLIES	-	-	-	-	236.26	500.00
<a href="#">408-382-535-10-32-00</a>	FUEL	2,238.30	3,300.00	2,972.93	2,240.00	2,031.55	3,000.00
<a href="#">408-382-535-10-35-00</a>	SMALL TOOLS & EQUIPMENT	174.74	1,000.00	3,265.68	5,000.00	14,586.45	3,300.00
<a href="#">408-382-535-10-40-10</a>	ID BILLING - PERSONNEL SVCS	-	1,250.00	1,224.84	2,520.00	1,785.21	2,905.00

<a href="#">408-382-535-10-40-12</a>	ID BILLING - PURCHASING SVCS	-	4,750.00	4,309.08	9,000.00	6,679.88	11,425.00
<a href="#">408-382-535-10-41-00</a>	PROFESSIONAL SERVICES	78,121.83	60,000.00	58,671.45	78,130.00	68,987.19	58,700.00
<a href="#">408-382-535-10-41-02</a>	SOFTWARE	-	-	1,762.24	3,000.00	215.62	1,800.00
<a href="#">408-382-535-10-41-10</a>	BI-ANNUAL TESTING	-	-	-	-	-	10,000.00
<a href="#">408-382-535-10-42-01</a>	POSTAGE	-	-	1,187.50	-	900.00	1,200.00
<a href="#">408-382-535-10-42-02</a>	PHONE	3,072.71	2,500.00	2,775.73	3,080.00	1,788.36	2,800.00
<a href="#">408-382-535-10-43-02</a>	MEALS & LODGING	-	100.00	-	-		250.00
<a href="#">408-382-535-10-44-00</a>	ADVERTISING	-	100.00	-	-		100.00
<a href="#">408-382-535-10-45-00</a>	RENTALS	-	100.00	14.35	-	8,848.51	150.00
<a href="#">408-382-535-10-46-00</a>	INSURANCE	64,236.00	78,204.00	80,365.00	104,236.00	123,691.00	132,291.00
<a href="#">408-382-535-10-47-00</a>	UTILITIES	148,793.17	135,000.00	132,853.47	148,800.00	108,505.75	133,000.00
<a href="#">408-382-535-10-48-00</a>	REPAIR & MAINTENANCE	13,808.60	25,000.00	7,897.93	13,810.00	17,274.72	8,000.00
<a href="#">408-382-535-10-48-03</a>	BILLING SERVICE	-	3,000.00	1,398.91	1,400.00	792.24	1,400.00
<a href="#">408-382-535-10-49-00</a>	STATE EXCISE TAX	69.86	8,000.00	12,350.54	12,000.00	10,645.02	8,550.00
<a href="#">408-382-535-10-49-01</a>	DUES & MEMBERSHIPS	299.00	500.00	507.00	300.00	86.00	500.00
<a href="#">408-382-535-10-49-02</a>	REGISTRATIONS/OTHER MISC	1,008.98	1,000.00	9,506.02	1,010.00	13,824.78	500.00
<a href="#">408-382-535-10-49-03</a>	SUBSCRIPTIONS	-	-	-	-	132.89	250.00
<a href="#">408-382-535-10-49-04</a>	STATE USE TAX	569.82	-	1,318.43	1,000.00	403.72	1,350.00
<a href="#">408-382-535-10-49-05</a>	TRAINING	-	-	-	-	-	2,000.00
<a href="#">408-382-535-10-49-06</a>	PERMITS AND CERTIFICATIONS	-	-	-	-	-	8,250.00
<a href="#">408-382-594-35-65-00</a>	CAPITAL EQUIPMENT	-	6,000.00	10,170.24	-	-	26,200.00
	<b>Dept Total</b>	<b>\$ 633,748.47</b>	<b>\$ 949,038.60</b>	<b>\$ 1,003,639.35</b>	<b>\$ 1,086,756.00</b>	<b>\$ 943,943.94</b>	<b>\$ 1,196,902.47</b>
	<b>Fund Total</b>	<b>\$ 961,445.74</b>	<b>\$ 1,349,322.00</b>	<b>\$ 1,335,422.95</b>	<b>\$ 1,473,763.00</b>	<b>\$ 1,199,536.73</b>	<b>\$ 1,565,790.54</b>

#### Detail - Wastewater - Restricted

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Wastewater - Restricted Revenues</b>							
<a href="#">409-334-04-20-01</a>	SOLAR ARRAY - DEPT OF COMMERCE	\$ -	\$ -	\$ 185,000.00	\$ -	\$ 210,108.00	\$ -
	FEMA - BACKUP GENERATOR	-	-	-	337,500.00	-	337,500.00
	STATE - BACKUP GENERATOR	-	-	-	56,250.00	-	56,250.00
<a href="#">409-343-50-00-01</a>	SEWER TAP FEES	75.00	-	-	-	-	-
	INSURANCE RECOVERIES-CAPITAL	-	-	-	-	-	75,000.00
<a href="#">409-361-10-00-01</a>	INVESTMENT INTEREST	-	-	20,970.55	-	25,686.93	-
	<b>Fund Revenues Total</b>	<b>\$ 75.00</b>	<b>\$ -</b>	<b>\$ 205,970.55</b>	<b>\$ 393,750.00</b>	<b>\$ 235,794.93</b>	<b>\$ 468,750.00</b>
<a href="#">409-397-00-04-04</a>	T/I W/S MANAGERIAL (404)	-	979,902.00	977,298.63	-		-

<a href="#">409-397-00-04-08</a>	T/I WASTEWATER (408)	-	-	-	-	-	-
	<b>Transfers Total</b>	\$ -	\$ 979,902.00	\$ 977,298.63	\$ -	\$ -	\$ -

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Wastewater - Restricted Expenditures</b>							
<a href="#">409-381-535-10-48-00</a>	WWC-REPAIRS & MAINT.	\$ -	\$ -	\$ -	\$ -	\$ 17,723.48	\$ 75,000.00
<a href="#">409-382-535-10-31-02</a>	PROJECT SUPPLIES	-	-	-	-	606.36	20,000.00
<a href="#">409-382-535-10-31-09</a>	EFFLUENT DISINFECTION SUPPLIES	-	-	-	-	945.04	450,000.00
<a href="#">409-382-535-10-41-00</a>	PROFESSIONAL SVCS	-	100,000.00	97,226.51	50,000.00	82,423.60	50,000.00
<a href="#">409-382-594-35-60-01</a>	CAPITAL OUTLAY	-	20,000.00	9,953.80	-	345,494.71	200,000.00
<a href="#">409-382-594-35-64-01</a>	IMPROVEMENTS	-	15,000.00	-	200,000.00	-	-
<a href="#">409-382-594-35-65-01</a>	CAPITAL EQUIPMENT	-	110,000.00	-	1,080,000.00	1,235.62	450,000.00
	<b>Fund Total</b>	\$ -	\$ 245,000.00	\$ 107,180.31	\$ 1,330,000.00	\$ 429,153.93	\$ 1,245,000.00

#### Projects Costs Breakdown

#### Project Total

PF-3-25-409	WWTP Backup Generator/Switch Gear	\$ 450,000.00
PF-4-25-409	WWTP Storage Bldg & Equip Garage	\$ 250,000.00
PW-4-25-409	WWTP Belt Press Repairs/Updates	\$ 75,000.00
PW-5-25-409	WWTP Submersible Mixer	\$ 20,000.00
PW-6-25-409	WWTP UV Disinfection Upgrade	\$ 450,000.00
	<b>Restricted Expenditures Total</b>	\$ 1,245,000.00

Broadband Operations and Maintenance Fund Resources  
Proprietary Fund 410

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ -	\$ -	\$ -	\$ 121,369	100%
Franchise Fees	-	-	-	4,000	100%
Interest & Other Earnings	-	-	-	-	0%
Transfers In	-	-	-	-	0%
<b>Broadband Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,369</b>	<b>100%</b>

Broadband Operations and Maintenance Fund Uses  
Proprietary Fund 410

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	0%
Benefits	-	-	-	-	0%
Supplies	-	-	-	100,000	100%
Services & Charges	-	-	-	4,000	100%
Capital Outlay	-	-	-	-	0%
<b>Broadband Total Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 104,000</b>	<b>100%</b>

Notes

**Revenue**

Franchise fees are collected from broadband companies when requesting to install broadband infrastructure within City limits.

**Services & Charges**

Legal review of potential franchise agreements with Broadband companies

**Supplies**

Purchase of fiber to install for City owned broadband infrastructure

**3 Year Budget Comparison  
Broadband Fund 410**

CITY OF MEDICAL LAKE

Summary

	Departments	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,369.20
Revenues		-	-	-	-	4,068.94	4,000.00
Expenditures		-	-	-	-	2,250.00	104,000.00
Estimated Ending Balance		\$ -	\$ -	\$ -	\$ -	\$ 121,369.20	\$ 21,369.20
Total Gain (Loss)		\$ -	\$ -	\$ -	\$ -	\$ 1,818.94	\$ (100,000.00)

Detail

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Broadband Revenues</b>							
<a href="#">410-321-91-00-01</a>	BROADBAND FRANCHISE FEE	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 4,000.00
<a href="#">410-361-10-00-01</a>	INVESTMENT INTEREST	-	-	-	-	68.94	-
<a href="#">410-397-00-00-01</a>	T/I GENERAL FUND (001)	-	-	-	-	2,000.00	-
	<b>Fund Revenues Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,068.94</b>	<b>\$ 4,000.00</b>
		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Broadband Expenditures</b>							
<a href="#">410-000-515-41-40-00</a>	LEGAL - FRANCHISE REVIEW	\$ -	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 4,000.00
	IMPROVEMENTS	-	-	-	-	-	-
	EQUIPMENT	-	-	-	-	-	100,000.00
	<b>Fund Expenditures Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,250.00</b>	<b>\$ 104,000.00</b>

Unemployment Compensation Fund Resources  
Internal Service Fund 501

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 11,073	\$ -	\$ 100	\$ -	#DIV/0!
Interest & Other Earnings	150	72	100	-	100%
Transfers In	-	-	12,300	15,000	100%
<b>Unemployment Total Resources</b>	<b>\$ 11,223</b>	<b>\$ 72</b>	<b>\$ 12,500</b>	<b>\$ 15,000</b>	<b>17%</b>

Unemployment Compensation Fund Uses  
Internal Service Fund 501

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Employment Sec. Reimburse	\$ 8,528	\$ 1,291	\$ -	\$ -	0%
<b>Unemployment Total Uses</b>	<b>\$ 8,528</b>	<b>\$ 1,291</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

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	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
Beginning Balance		\$ 11,073.00	\$ 7,746.33		\$ 100.00		\$ -
Revenues		150.02	-	71.95	12,400.00	12,441.51	15,000.00
Expenditures		8,527.80	-	1,290.87	-	15,606.64	-
Estimated Ending Balance		\$ 2,695.22	\$ 7,746.33	\$ (1,218.92)	\$ 12,500.00	\$ (3,165.13)	\$ 15,000.00
Total Gain (Loss)		\$ (8,377.78)	\$ -	\$ (1,218.92)	\$ 12,400.00	\$ (3,165.13)	\$ 15,000.00

Detail

		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Unemployment Compensation Revenues</b>							
<a href="#">501-361-11-00-00</a>	INVESTMENT INTEREST	\$ 150.02	\$ -	\$ 71.95	\$ 100.00	\$ 141.51	\$ -
<a href="#">501-397-20-90-00</a>	T/I - UNEMPLOYMENT (001 TO 501)	-	-		12,300.00	\$ 12,300.00	15,000.00
	<b>Fund Total</b>	<b>\$ 150.02</b>	<b>\$ -</b>	<b>\$ 71.95</b>	<b>\$ 12,400.00</b>	<b>\$ 12,441.51</b>	<b>\$ 15,000.00</b>
		<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Unemployment Compensation Expenditures</b>							
<a href="#">501-000-517-70-40-00</a>	EMPLOYMENT SEC REIMBURSEMENTS	\$ 8,527.80	\$ -	\$ 1,290.87	\$ -	\$ 15,606.64	\$ -
	<b>Fund Total</b>	<b>\$ 8,527.80</b>	<b>\$ -</b>	<b>\$ 1,290.87</b>	<b>\$ -</b>	<b>\$ 15,606.64</b>	<b>\$ -</b>





City of Medical Lake Planning Department  
124 S. Lefevre St.  
Medical Lake, WA 99022  
509-565-5000  
[www.medical-lake.org](http://www.medical-lake.org)

## **STAFF REPORT TO THE CITY COUNCIL**

**File:** LU 2024-017 TA (Text Amendment)

**Date of Staff Report:** October 31, 2024

**Date of Hearing:** November 5, 2024

**Staff Planner:** Elisa Rodriguez 509-565-5019 or [erodriguez@medical-lake.org](mailto:erodriguez@medical-lake.org)

**SEPA:** This text amendment is exempt per WAC 197-11-800 Part Nine #19, Procedural Actions.

**Procedure:** This request requires a legislative review, therefore, the Planning Commission held a public hearing and has made a recommendation of approval to the City Council. The City Council will make the final decision.

**Applicant:** Planning Official, City of Medical Lake

**Proposal Summary:** To amend the Municipal Code to comply with the new land use review process timelines required by Senate Bill (SB) 5290. The new timelines found in RCW 36.70B.080, go into effect on January 1, 2025. Medical Lake must amend the municipal code by that date to be compliant.

## **PROPOSAL**

The City proposes to amend the Municipal Code to comply with the new land use review process timelines required by SB 5290. The State regulates land use review timelines through RCW 36.70A.040. Currently, most reviews require a final decision within 120 days of the application being deemed complete. The new legislation makes a distinction among different types of reviews and assigns timelines accordingly. In summary:

- For projects that do not require public notice, a final decision must be issued in 65 days.
- For projects that require public notice, a final decision must be issued in 100 days.
- For projects that require public notice and a public hearing, a final decision must be issued in 170 days

In the Medical Lake Municipal Code, timelines for land use reviews (aka project reviews or project permits) can be found in Titles 15-18. Due to the haphazard organization of these titles, process information is found in more than two dozen locations. This makes updating the code to meet these new requirements difficult. For this reason, the City is taking this opportunity to start a user-friendly system of organization for these titles. The proposal is to create Title 19 – Land Use and Development, in which we slowly move pieces of the other four titles as needed. The end result will be the elimination of Titles 15-18. There is no timeline for this change and it will be dependent on the City’s needs and budget.

For this text amendment, the proposal is to create land use review categories wherein the process is clearly spelled out. In this manner, individual reviews can be assigned to a category, rather than having a unique process. Instead of changing the numerous processes in the existing code, the text will be amended to direct the user to the new categories in the new code language.

The proposed amendments are for process only. They do not contain any changes to approval criteria, allowed uses, or development regulations.

## **RELEVANT APPROVAL CRITERIA**

In order to be approved, this proposal must comply with the criteria of Chapter 17 of the Medical Lake Municipal Code (MLMC). Amendments to development regulations can be approved if the review body finds that the criteria of MLMC Chapter 17.56.100 have been met.

## **PROCEDURAL HISTORY**

September 11, 2024 – Notice of Application Distributed

September 12, 2024 – Notice of Public Hearing Published in Cheney Free Press

September 26, 2024 – Public Hearing held with Planning Commission

September 26, 2024 – Planning Commission made Recommendation to Approve Amendment

October 1, 2024 – City Council Workshop

## ANALYSIS

In 2023, the Washington State Legislature amended the required timelines (as part of SB 5290) for affected cities and counties to issue a final decision on an application for land use review within the following time frames:

65 Days: For project permits that do not require public notice under RCW 36.70B.110, a local government must issue a final decision within 65 days of the determination of completeness under RCW 36.70B.070.

100 Days: For project permits that require public notice under RCW 36.70B.110, a local government must issue a final decision within 100 days of the determination of completeness under RCW 36.70B.070.

170 Days: For project permits that require public notice under RCW 36.70B.110 and a public hearing, a local government must issue a final decision within 170 days of the determination of completeness under RCW 36.70B.070.

The Medical Lake Municipal Code (MLMC) requires land use reviews to receive a final decision within 120 days of a complete application, meeting current law. To meet the new requirements, which go into effect January 1, 2025, text amendments to the municipal code are needed.

## ZONING CODE APPROVAL CRITERIA

### 17.56.020 - Purpose.

This section shall apply to initial adoption of the comprehensive plan and subsequent adoption of amendments or additional elements to the comprehensive plan. The purpose of this chapter is to establish a procedure pursuant to the requirements of RCW 36.70A of the Growth Management Act for the amendment or revision of the city comprehensive plan and development regulations.

### 17.56.100 – Criteria for Regulation of Plan Amendments.

Recognizing that the comprehensive plan was developed and adopted after significant study and public participation, the principles, goals, objectives and policies contained therein shall be granted substantial weight when considering any proposed amendment. Therefore, the burden of proof for justifying a proposed amendment rests with the applicant. The approval, modification or denial of an amendment application by the planning commission shall be evaluated on the following criteria:

1. The amendment is necessary to resolve inconsistencies between the comprehensive plan and implementing ordinances, or inconsistencies between the plan or ordinances and local, state or federal mandates.

**Findings:** The proposed text amendments are to be compliant with the new requirements of SB 5290. These requirements can be found in RCW 36.70A.080 and become effective January 1, 2025. The MLMC currently requires land use reviews to have a final decision

issued within 120 days of a complete application, which meets current State law. The proposal is to implement the three new timelines (65, 100, and 170 days) based on the review type per RCW 36.70A.080. Therefore, this amendment is necessary to resolve inconsistencies between the municipal code and state mandates. For this reason, **this criterion is met.**

2. The amendment of the plan and/or the development regulations will further the implementation of the comprehensive plan and resolve inconsistency between the two in a manner that will not adversely impact the general public health, safety, and/or welfare.

**Findings:** The proposed text amendments are not intended to resolve inconsistencies between the comprehensive plan and development regulations, therefore, **the criterion is not applicable.**

3. Conditions have changed so much since the adoption of the comprehensive plan on factors such as, but not limited to population, employment, housing, transportation, capital facilities, or economic conditions that the existing goals, policies, objectives and/or map classifications of the comprehensive plan or development regulations are inappropriate.

**Findings:** The proposed text amendments are not intended to address changed conditions, therefore, **the criterion is not applicable.**

4. Substantial conditions exist where the available supply of forecasted lands for residential, commercial, industrial, recreation or agriculture have been absorbed and there is insufficient land available for a twenty-year supply.

**Findings:** The proposed text amendments are not intended to address available land supply, therefore, **the criterion is not applicable.**

5. If the comprehensive plan amendment proposal involves extension of water and/or sewer services outside of the urban growth boundary. the following additional criteria must be met:
  - a. The proposal must be in response to an immediate threat to public health or safety;
  - b. The proposal is necessary for the protection of the aquifer(s) designated pursuant to RCW 36.70.A170; and
  - c. The proposal is necessary to maintain existing levels of service in existing urban or suburban developments.

**Findings:** The proposed text amendment does not involve the extension of water and/or sewer services outside of the urban growth boundary, therefore, **this criterion is not applicable.**

6. The proposed amendment is consistent with the overall intent of the goals of the comprehensive plan.

**Findings:** The Comprehensive Plan does not have a goal that specifically pertains to land use reviews or any statement regarding City processes. Due to the silence on the subject matter, the proposed text amendments are not inconsistent with the Comprehensive Plan. For this reason, **the criterion is met.**

7. The proposed amendment is consistent with RCW 36.70A, the Growth Management Act, the county-wide planning policies and applicable multicounty planning policies.

**Findings:** The proposed text amendments are to keep the municipal code consistent with the Growth Management Act. The new regulations adopted by SB 5290 are found in RCW 36.70A.080, a section of the Growth Management Act and have an effective date of January 1, 2025. The proposed text amendments address the new land use review timelines required by the State. For this reason, **this criterion is met.**

8. Where an amendment to the comprehensive plan map is proposed, the proposed designation is adjacent to property having a similar and compatible designation.

**Findings:** The proposal does not include amendments to the comprehensive plan map, therefore, **this criterion is not applicable.**

9. Public facilities, infrastructure and transportation systems are present to serve the intended amendment or provisions have been made in accordance with the comprehensive plan to provide the necessary facilities.

**Findings:** The proposed text amendments are regarding the land use review process and will not affect public facilities, infrastructure, and transportation systems, therefore, **the criterion is met.**

10. The proposed amendment is complimentary and compatible with adjacent land uses and the surrounding environment.

**Findings:** The proposed text amendment affects only the land use review process. It does not change any allowed use or development regulation. For this reason, **the criterion is met.**

11. The proposed amendment does not adversely affect lands designated as agricultural and/or resource lands of long term commercial significance or critical areas.

**Findings:** The proposed text amendment affects only the land use review process. It does not change any approval criteria, allowed use, development regulation, agricultural land, resource land, or critical area. For this reason, **the criterion is met.**

## **CONCLUSION**

The proposed text amendment is to change the required timeline for the final decision on a land use review from 120 days from a complete application to 65, 100, and 170 calendar days. This amendment is being proposed to be compliant with a state law, SB 5290, that goes into effect on January 1, 2025. The proposal is not inconsistent with the Comprehensive Plan. For these reasons, this application may be approved.

## **RECOMMENDATION**

The Planning Commission recommends approval of application LU 2024-017 TA, a text amendment to the Municipal Code to come into compliance with the requirements of SB 5290. The findings supporting this recommendation are found above.

## **ACTION**

The City Council is being presented with Ordinance 1130 that encompasses all of the proposed amendments to the Municipal Code. It is the Council's prerogative to approve, reject, or amend the Ordinance during the First Read.

## **EXHIBITS (NOT ATTACHED UNLESS NOTED)**

- A. Application Materials
  - 1. Draft of Title 19 – Land Use and Development
  - 2. Draft of Amendments to Titles 15-18, October 30, 2024
- B. Public Notifications
  - 1. Notice of Application, September 11, 2024
  - 2. Legal Notice, Published in Cheney Free Press on September 12, 2024
  - 3. Legal Notice, Published in Cheney Free Press on October 17, 2024
- C. Staff Reports
  - 1. Staff Report to Planning Commission, September 19, 2024
- D. Presentations
  - 1. Presentation to Planning Commission, September 26, 2024
  - 2. Presentation to City Council, October 1, 2024

**CITY OF MEDICAL LAKE  
RESOLUTION NO. 24-714**

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

**WHEREAS**, The City of Medical Lake held a workshop on rates on October 15, 2024, and discussed proposed rate changes to utility fees as seen in Exhibit A,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Medical Lake that the following fees and charges shall be assessed effective **January 1, 2025**.

**SECTION 1. TITLE 5 – REFUSE COLLECTION RATES**

**1. RESIDENTIAL – PICKUP ONE TIME PER WEEK**

20 gallon container.....	\$20.19
35 gallon container .....	21.92
64 gallon container .....	35.38
96 gallon container .....	45.90
2x 64 gallon containers.....	57.64
32 + 64 gallon containers .....	69.83
2x 96 gallon containers.....	81.56
For each additional occasional can/bag .....	4.75

**2. COMMERCIAL – PICKUP ONE TIME PER WEEK**

35 gallon container.....	\$ 18.13
64 gallon container.....	30.91
96 gallon container.....	43.96
For each additional occasional can/bag .....	4.75

**COMMERCIAL – PICKUP TWO TIMES PER WEEK**

35 gallon container .....	\$ 36.26
64 gallon container .....	61.82
96 gallon container .....	87.92
For each additional occasional can/bag .....	4.75

**3. DUMPSTER SERVICE**

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

**ONE YARD DUMPSTER BIN**

Pickup weekly.....	\$ 102.51
Pickup twice weekly.....	205.01

**ONE AND ONE HALF YARD DUMPSTER BIN**

Pickup weekly.....	\$ 131.02
Pickup twice weekly.....	262.10

**TWO YARD DUMPSTER BIN**

Pickup weekly.....	\$ 188.97
Pickup twice weekly.....	377.90

**THREE YARD DUMPSTER BIN**

Pickup weekly.....	\$ 286.95
Pickup twice weekly.....	573.87

**FOUR YARD DUMPSTER BIN**

Pickup weekly.....	\$ 325.45
Pickup twice weekly.....	650.92

**SIX YARD DUMPSTER BIN**

Pickup weekly.....	\$ 550.01
Pickup twice weekly.....	1,100.08

**EIGHT YARD DUMPSTER BIN**

Pickup weekly .....	\$ 722.63
Pickup twice weekly .....	1,445.23

**SECTION 2. TITLE 12 – WATER AND SEWER FEES****1. INSTALLATION OF NEW WATER SERVICE LINE****Size of Meter in Inches****For all Installations****Connection Charge Cost Plus  
Overhead of 5% But Not Less Than:**

1" .....	3,000.00
1 ½" .....	3,200.00
2" .....	3,500.00
3" .....	5,800.00
4" .....	7,800.00
6" .....	9,500.00

**Outside the City limits shall be one hundred fifty percent (150%) of applicable rate. Shall include the water meter, box, accessories and installation.**

**2. CAPITAL IMPROVEMENT CHARGES FOR WATER**

Per dwelling unit .....	\$5,000.00
All other structures per equivalent residential unit.....	5,000.00

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

**3. TESTING WATER METERS**

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

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

**4. DELINQUENT WATER BILLS**

Turn back on during normal working hours .....	\$0.00
Turn back on at other times .....	95.00
Post delinquent notice, doorhanger .....	20.00
Late charge .....	12.00
Unauthorized turn on of water meter.....	100.00

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

**5. TEMPORARY SERVICE DEPOSIT**

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

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

**6. WATER SHUTOFF AND TURN ON**

At customer's request more than once each year:	
During normal working hours.....	\$8.00
At other times.....	35.00

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

**7. MONTHLY WATER RATES**

First dwelling unit .....	\$ 20.00
Each additional unit .....	16.00
Usage per one thousand gallons:	
0 – 15,000 gallons .....	\$ 1.20
15,001 – 30,000 gallons .....	\$ 1.30
30,001+ gallons .....	\$ 1.60



**8. MONTHLY WATER RATES – OUTSIDE CITY LIMITS**

First dwelling unit .....	\$30.00
Each additional unit .....	24.00
Usage per one thousand gallons:	
0 – 15,000 gallons .....	\$ 1.87
15,001 – 30,000 gallons .....	\$ 1.97
30,001+ gallons .....	\$ 2.07

**9. BULK OR HAULED WATER**

Account set-up and service charge .....	\$35.00
Usage per one thousand gallons .....	10.00

**10. HYDRANT METER**

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

**11. NEW SEWER CONNECTION CHARGE**

Connection to sewer system .....	\$4,000.00
----------------------------------	------------

**12. CAPITAL IMPROVEMENT CHARGES FOR SEWER**

Per dwelling unit .....	\$7,000.00
All other structures per equivalent residential unit .....	7,000.00
Sewer LID #1 for property not previously assessed .....	175.00

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

**13. ILLEGAL DISCHARGE INTO SEWER**

All costs of removal plus overhead of 10% but not less than .....	\$500.00
---	----------

**14. SEWER USER CHARGE PER MONTH**

Per each dwelling unit .....	\$37.75
Motels (per unit) .....	37.75
Mobile home parks per occupied lot .....	37.75
Garages and service stations without wash racks .....	47.36
Garages and service stations with wash racks .....	58.90
Restaurants, cafes and taverns .....	72.85
Stores and commercial offices .....	47.36
Halls .....	47.36
Churches .....	47.36
Dry cleaning plants .....	47.36
Laundries .....	72.85
Public Schools – September through May per full-time equivalent student	3.18
June, July and August:	
High School and Middle School .....	91.35
Elementary School .....	49.62

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

**15. CROSS CONNECTION ANNUAL INSPECTION FEE**

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

**16. MOBILE HOME SITING NOTICE PENALTY (12.08.060)**

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

Adopted this \_\_\_\_\_ day of November, 2024.

\_\_\_\_\_  
Terri Cooper, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Koss Ronholt, City Clerk

\_\_\_\_\_  
Sean P. Boutz, City Attorney

## Exhibit A

### Proposed Changes in Rates & Fees

This document contains only rates that are changing in 2025. For all City rates, fees and charges, see Resolution 24-714.

		2024	2025
<b>Section &amp; Title</b>	<b>Rate</b>		
<b>Section 1. Title 5 - Refuse Collection Rates</b>			
	Residential 20 Gallon cart	19.78	20.19
	Residential 35 Gallon cart	21.47	21.92
	Residential 64 Gallon cart	34.67	35.38
	Residential 96 Gallon cart	44.97	45.90
	Residential two 64 Gallon carts	56.48	57.64
	Residential 32 Gal and 64 Gal carts	68.42	69.83
	Residential two 96 Gallon carts	79.91	81.56
	Commercial 35 Gallon Cart	17.76	18.13
	Commercial 64 Gallon Cart	30.29	30.91
	Commercial 96 Gallon Cart	43.07	43.96
	Each additional can or bag	4.08	4.75
	1 Yard Dumpster, once weekly	100.43	102.51
	1 Yard Dumpster, twice weekly	200.86	205.01
	1.5 Yard Dumpster, once weekly	128.36	131.02
	1.5 Yard Dumpster, twice weekly	256.78	262.10
	2 Yard Dumpster, once weekly	185.14	188.97
	2 Yard Dumpster, twice weekly	370.24	377.90
	3 Yard Dumpster, once weekly	281.13	286.95
	3 Yard Dumpster, twice weekly	562.23	573.87
	4 Yard Dumpster, once weekly	318.85	325.45
	4 Yard Dumpster, twice weekly	637.72	650.92
	6 Yard Dumpster, once weekly	538.86	550.01
	6 Yard Dumpster, twice weekly	1077.77	1100.08
	8 Yard Dumpster, once weekly	707.97	722.63
	8 Yard Dumpster, twice weekly	1415.92	1445.23
<b>Section 2. Title 12 - Water and Sewer Rates</b>			
Water	Delinquent Water Bills – Turn on after hours	80.00	95.00
	Unauthorized turn on of water meter	50.00	100.00
Sewer	Per dwelling unit	34.00	34.00
	Motels - per unit	34.00	34.00
	Mobile home parks - per occupied unit	34.00	34.00
	Garages & service stations without wash racks	43.61	47.36
	Garages & service stations with wash racks	55.15	58.90
	Restaurants, cafes, and taverns	69.10	72.85
	Stores & commercial offices	43.61	47.36
	Halls	43.61	47.36

Sewer	Churches	43.61	47.36
	Dry cleaning plants	43.61	47.36
	Laundries	69.10	72.85
	Public Schools - September to May - per FTE student	2.76	3.18
	Public Schools - June to August - High School & Middle School	87.60	91.35
	Public Schools - June to August - Elementary School	45.87	49.62

**CITY OF MEDICAL LAKE  
RESOLUTION NO. 24-716**

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

**WHEREAS**, The City of Medical Lake held a workshop on rates on October 15, 2024, and discussed proposed rate changes to administrative fees, the only proposed change being adding right of way fees that adequately pay for cost of services provided as described in Section 5, Title 11 – Street Fees and to restructure and simplify Shoreline Management fees for Section 7, Titles 15, 16 & 17 – Planning Fees,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Medical Lake that the following fees and charges shall be assessed effective January 1, 2025.

**SECTION 1. TITLE 2 – MUNICIPAL COURT FEES**

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

**SECTION 1. TITLE 4 – LICENSES AND PERMITS**

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

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

**SECTION 2. TITLE 5 – CITY PARK & RECREATION FEES**

- |                                 |                              |
|---------------------------------|------------------------------|
| <b>1. GROUPS -----</b>          | <b><u>Weekday Rate</u></b>   |
| Of 25 - 49.....                 | 45.00                        |
| Of 50 – 99.....                 | 90.00                        |
| Of 100 – 249.....               | 180.00                       |
| Of 250 – 499.....               | 360.00                       |
| Of 500 or more.....             | 720.00                       |
| Park Shelter Fee per hour ..... | 15.00                        |
| <b>2. GROUPS -----</b>          | <b><u>Weekend Rate**</u></b> |
| Of 25 - 49.....                 | 100.00                       |
| Of 50 – 99.....                 | 200.00                       |
| Of 100 – 249.....               | 400.00                       |
| Of 250 – 499.....               | 800.00                       |
| Of 500 or more.....             | 1,600.00                     |
| Park Shelter Fee per hour ..... | 20.00                        |

**\*\* Weekend Rate applies to Friday, Saturday, Sunday and any Holiday\*\***

- 3. BALL PARK-----**

Per Game/practice (2-hour period with lights) .....	20.00
Per Game, field use .....	20.00
Tournament Play/Security Deposit .....	100.00
League/Security Deposit (non-City sponsored) .....	100.00
Per Field, Tournament Use (non-City sponsored) .....	200.00
- 4. BUSINESS PARK USE**

Business Clean-up/Damage/Security Deposit .....	100.00
Commercial Business Fee .....	50.00 per day
- 5. WATERFRONT PARK RECREATIONAL VEHICLE PARKING FEES**

Self-contained recreational vehicle/motor home – per night .....	30.00
--	-------
- 6. RECREATION ACTIVITY FEES (Youth Sports Fee INCLUDES Sales Tax)**

Recreation activity and program fees set by the Parks Advisory Board, see Recreation Fee Schedule for current fees.

### **SECTION 3. TITLE 7.04.010 – ANIMAL FEES**

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

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

Each infraction in calendar year -----25.00

- 3. IMPOUNDMENT RELEASE CHARGES**

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

### **SECTION 4. TITLE 9 - PEACE, SAFETY AND MORALS**

- 1. CONDUCT IN PARKS**

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

Each infraction ..... 50.00  
a. Park rule violation for failure to pay facility reservation fee, total cost is infraction penalty plus reservation fee.

### **SECTION 5. TITLE 11 – STREET FEES**

- 1. PERMITS/FINES -----**

a. Open excavation - exceeding 32 continuous hours fine per day .....	100.00
---	--------
- 2. RIGHT OF WAY FEES**

a. Approach Fee .....	50.00
b. Non-cut Obstruction Fee .....	100.00
c. Pavement Cut Fee .....	200.00
d. Boring Fee .....	150.00
e. Traffic Control Plan Review Fee .....	50.00
f. Inspection Fee .....	100.00
g. Processing Fee .....	100.00
h. Multiple Use Over-head .....	100.00 per ¼ mile
h. Multiple Use Underground .....	500.00 per ¼ mile

## **SECTION 6. TITLE 14 – BUILDING AND CONSTRUCTION FEES**

1. Solid fuel burning appliance (fireplace or freestanding) .....	30.00
2. Building permit fee .....	Current IC Fee
3. Plan check fee .....	Current IC Fee
4. Valuation.....	Current <i>Building Standard</i> <sup>TM</sup>
5. Plumbing permit fee ( <i>Section 20.7</i> ) .....	Current UPC Fee
6. Mechanical permit fee ( <i>Section 304b</i> ) .....	Current IFGC Fee
7. Manufactured home siting fee per section .....	150.00
Mobile home park – Creation or Expansion .....	50.00
Plus per site .....	5.00
Moved in and/or relocated structures.....	Fee assessed on 100% of current building valuation
8. Re-roof permits .....	Based on valuation of work

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

### **1. SHORELINE MANAGEMENT**

#### ***Shoreline Substantial Development, Variance and Conditional Use Permits***

<u>Project Valuation</u> .....	
\$0 – 50,000 .....	1100.00
50,001 and over .....	1650.00

### **2. STATE ENVIRONMENTAL POLICY ACT (SEPA)**

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

### **3. SUBDIVISIONS**

#### **Preliminary Plats/Plans**

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

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

#### **Plat/Plan Amendments**

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

### **4. APPEAL**

Appeal of administrative decision to Hearing Examiner .....	250 deposit (returned if successful)
Appeal of hearing examiner or planning commission decision .....	200 deposit (returned if successful)

### **5. EXCEPTION OF FENCE LOCATION**

Authorization for exception of fence location .....	\$35.00
---	---------

### **6. ZONING FEES**

Boundary Line Adjustment.....	130.00
Critical Areas Permit (\$1,000 minimum, \$8,000 maximum).....	500.00 per acre or major fraction thereof
Home Occupation .....	120.00
Lot Segregation or Merge .....	130.00
Special Use Permit .....	900.00
Street Vacation.....	130.00
Rezone .....	1500.00

Variance.....	900.00
Zoning Permit Fee .....	50.00
Any other review type .....	500.00

#### 7. BUILDING PERMIT REVIEW

Single-family residence or duplex .....	45.00
Plumbing Permit Administrative Fee .....	35.00
Mechanical Permit Administrative Fee .....	35.00
Addition to existing single-family residence or duplex .....	30.00
Residential detached accessory structure or addition thereto .....	30.00
Multi-family (3 + units), Commercial, Public or Institutional .....	65.00
Addition to existing Multi-family (3 + units) (Commercial, Public or Institutional structure) .....	50.00
Amending Building Permit, i.e. Site Plan, Use, Structure .....	80% of fee under this schedule
Sign Permit.....	30.00

#### 8. LANDSCAPE PLAN REVIEW

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

#### 9. COMPREHENSIVE PLAN

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

#### 10. IMPACT FEES

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

\*\*\*Fees Assessed per single family lot/house\*\*\*

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

### SECTION 8. – MISCELLANEOUS ADMINISTRATIVE FEES

#### 1. Public Records Requests

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

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

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

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

Copies per page, public documents in-house picked up in person .....	.15 per page
Mailed copies .....	.15 per page plus postage
Public documents, outside copying required, per page .....	Actual Cost
Email/Electronically delivered/Scanned pages.....	.10 per Gigabyte/page scanned
Storage device.....	Actual cost of device

#### 2. Facility Use Fees .....

##### a. Fees for non-profit, civic, private, religious, or service organizations:

Groups of 25 – 49 .....	20.00
Groups of 50 – 99 .....	40.00
Groups of 100 – 249 .....	70.00
Facility Use per hour fee weekday (Additional to group size fee).....	10.00
Facility Use per hour fee weekend (Additional to group size fee) .....	20.00
Kitchen per hour.....	25.00

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



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

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

3. FRANCHISE AGREEMENT FEE -----\$2,000.00

Adopted this \_\_\_\_\_ day of November, 2024.

\_\_\_\_\_  
Terri Cooper, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Koss Ronholt, City Clerk

\_\_\_\_\_  
Sean P. Boutz, City Attorney

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 24-717**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING AN  
EQUIPMENT LEASE AGREEMENT WITH CONNELL OIL, INC FOR THE  
CITY OF MEDICAL LAKE, WASHINGTON**

WHEREAS, the City of Medical Lake (“City”) desires to rent a diesel tank to be placed at its Maintenance facility at 811 S. Lefevre St for efficient and cost effective refueling of the City Public Works Department’s various diesel vehicles; and

WHEREAS, City Staff recommends entering in agreement with Connell Oil, Inc (“Lessor”) to lease a 500 Gallon Fuel Cube Petroleum Storage Tank, with no lease payment amount; and

WHEREAS, the City and Lessor have set forth the terms of the parties’ agreement as contained in Exhibit A (“Agreement”).

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

**Section 1. Approval of Lease 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 \_\_November\_\_, 2024.

\_\_\_\_\_  
Mayor, Terri Cooper

Attest:

Approved as to Form:

---

Finance Director, Koss Ronholt

---

City Attorney, Sean P. Boutz

3727 N TSCHIRLEY  
PO Box 15361  
SPOKANE VALLEY, WA 99215

10/28/2024

**XTREME DIESEL EQUIPMENT LEASE AGREEMENT**

THIS AGREEMENT, dated 10/28/2024, between Connell Oil Inc, and **City of Medical Lake**.

1. EQUIPMENT: Connell Oil Inc does hereby loan its Customer the following described equipment to be used at the following address:

CUSTOMER: The City of Medical Lake

ADDRESS PO Box 369 Medical Lake WA 99022

Title to all equipment will remain with Connell Oil Inc:

EQUIP # SG07220147	EQUIP DESCRIPTIO:500-GAL FUEL CUBE	\$12000.00
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2. TERM: The Term of this lease commences 11/9/2024 and continues until the equipment is no longer needed.
3. USE: Customer agrees that the above equipment shall be used solely for the storage and dispensing of petroleum products purchased from Connell Oil Inc. Customer also agrees that such petroleum products purchased will be paid according to the invoice payment terms agreed upon between Connell Oil Inc and Customer.
4. MAINTENANCE: Customer, at its expense, shall keep the above equipment in good working order and repair during the term of the agreement. Customer, at its expense, shall have one shock treatment with Power Service Bio Kleen and Power Service Clear Diesel, administered by Connell Oil, Inc. if lease is less than one year in term. Customer, at its expense, shall have shock treatment with Power Service Bio Kleen and Power Service Clear Diesel, administered by Connell Oil, Inc. bi-annually if lease extends past one year in term.
5. COMPLIANCE: Customer, at its expense, shall pay for all permits, licenses, taxes and assessments on the above loaned equipment if applicable. Customer will fully comply with all laws, ordinances, and regulations applicable to the loaned equipment throughout the term of this agreement. Customer shall not violate any federal, state, or local "environmental" statue, regulation or ordinance pertaining to the use of the loaned equipment. Customer agrees to hold Connell Oil Inc harmless from any claims, loss, liens, penalties, fines and expenses arising directly or indirectly from or in any way connected with Customer's violation of any of the above compliance requirements.
6. ENVIRONMENTAL: As used in this Lease, the term "hazardous substances" means any petroleum products and any substances designated as hazardous or toxic by any applicable federal, state or local statute, regulations, or order of ordinance. Customer shall indemnify Connell Oil Inc against any losses, liabilities and costs including attorney fees, which Connell Oil Inc may incur because of (1) any release of hazardous substances on the Premises, (2) Customers failure to perform any obligations imposed by any governmental entity with respect to any release of hazardous substances.
7. ASSIGNMENT: Customer shall not assign this agreement to another party without written consent of Connell Oil Inc.
8. LIABILITY: Connell Oil Inc shall not be liable to Customer or to any other person or persons whomsoever for any injury or damage to person or property which may result from any reason related to the use or condition of loaned equipment.
9. MISCELLANEOUS: If Customer fails to comply with this agreement or if Connell Oil Inc believes that it is in its best interest, Connell Oil Inc reserves the unilateral right to terminate this agreement and to recover the equipment at any time during the agreement's term. Customer agrees to return the above equipment in good condition and repair.

Connell Oil Inc

By \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

CUSTOMER NAME: CITY OF MEDICAL LAKE

By \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1129**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON AMENDING  
TITLE 9, CHAPTER 9.11 OF THE MEDICAL LAKE MUNICIPAL CODE REGARDING  
CONDUCT IN PARKS.**

WHEREAS, the City of Medical Lake Municipal Code (MLMC) Title 9 contains regulations regarding peace, safety, and morals; and

WHEREAS, the City Council of Medical Lake deems it necessary to amend the operating hours for parks within the City to better serve the public and ensure the safety and enjoyment of all residents.

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

**Section 1.**     Amendment. MLMC Section 9.11.060 – Tents or Temporary Shelters is hereby amended to read as follows:

No person shall erect or maintain any tent or other temporary shelter or park any automobile when parks are closed for the purpose of camping or staying overnight in a public park within the city. Persons who have properly registered and have paid the applicable fees may park a self-contained trailer, motorhome, or tent in the designated area of Waterfront Park for the purpose of staying overnight.

**Section 2.**     Amendment. MLMC Section 9.11.081 – Park Hours is hereby amended to read as follows:

City parks shall have the following hours of operation:

April 1<sup>st</sup> to September 30<sup>th</sup> – open at 6:00 a.m. and close at 9:00 p.m.; and

October 1<sup>st</sup> to March 31<sup>st</sup> – open at 6:00 a.m. and close at 7:00 p.m.

All activities, events, and access to park facilities must occur within these hours, unless otherwise authorized by special event permit or City authorization.

**Section 3.**     Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**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 5th day of November, 2024.

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Mayor, Terri Cooper

ATTEST:

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Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

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City Attorney, Sean P. Boutz

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1130**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, RELATING  
TO AMENDMENTS OF TITLES 15 THROUGH 18 AND THE CREATION OF TITLE 19  
– LAND USE AND DEVELOPMENT**

WHEREAS, the City of Medical Lake (City) is a fully planning city under the Growth Management Act (GMA); and

WHEREAS, the City must use all the permit procedures outlined within chapter 36.70B RCW, the Local Project Review Act; and

WHEREAS, SB 5290 has revised section 36.70B.080 RCW, changing process timelines, effective January 1, 2025; and

WHEREAS, the Medical Lake Municipal Code (MLMC) has permit procedure standards throughout Title 15 – Subdivisions, Title 16 – Planning, Title 17 – Zoning, and Title 18 – Manufactured Home Communities; and

WHEREAS, compliance with chapter 36.70B RCW requires amendments to the above Titles; and

WHEREAS, to better serve the City and its citizens, a new title, Title 19- Land Use and Development, is being adopted to provide all permit process information in one location. Furthermore, Title 19 will be populated as all of the regulations in Titles 15-18 are updated; and

WHEREAS, no policy changes are being implemented through these text amendments; and

WHEREAS, these text amendments were found to be exempt from State Environmental Protection Act (SEPA) review per WAC 197-11-800 Part Nine #19, Procedural Actions.; and

WHEREAS, the City of Medical Lake Planning Commission (Planning Commission) considered the proposed text amendments at a properly noticed public hearing on September 26, 2024, so as to receive public testimony; and

WHEREAS, at its September 26, 2024, meeting, the Planning Commission voted to recommend approval of the amendment; and

WHEREAS, on November 15, 2024, the City of Medical Lake City Council (City Council) discussed the proposed text amendments at a properly noticed open public hearing; and

WHEREAS, pursuant to RCW 36.70A.106, on October 31, 2024, the City provided the Washington State Department of Commerce with a sixty (60) day notice of its intent to adopt the amendment(s) to the MLMC; and

WHEREAS, the City Council considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, including documents on file with the City; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal; and

WHEREAS, the City Council determined that the proposed amendments are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens and property owners of the City; and

WHEREAS, the City Council determined that the proposed amendments are consistent with the goals and requirements of the GMA; and

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

**Section 1.** Amendment. Section 15.04.050 – Processing with other applications, is hereby removed from the MLMC.

**Section 2.** Amendment. Section 15.04.055 – Time limitations, is hereby removed from the MLMC.

**Section 3.** Amendment. MLMC Section 15.04.060 – Amendments, is hereby amended to read as follows:

Amendments to Title 15 shall be processed as a Type IV Review. The Type IV Review process is found in MLMC Section 19.270.050 – Type IV Reviews.

**Section 4.** Amendment. MLMC Section 15.12.020 – Classification of subdivisions, is hereby amended to read as follows:

A land division that creates four (4) or fewer lots is considered a short plat. A land division that creates more than four (4) lots is considered a long plat (preliminary plat).

**Section 5.** Amendment. Section 15.12.030 – Coordination of flexible zoning application with subdivision approval, is hereby removed from the MLMC.

**Section 6.** Amendment. MLMC Section 15.12.040 – General procedure, is hereby amended to read as follows:

Preliminary Plats are processed through a Type III Review with the Planning Commission holding a public hearing and making a recommendation to the City Council who makes the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.

**Section 7.** Amendment. Section 15.12.050 – Preparation and copies, is hereby removed from the MLMC.

**Section 8.** Amendment. Section 15.12.070 – Public hearing, is hereby removed from the MLMC.

**Section 9.** Amendment. Section 15.12.080 – Notice of hearing, is hereby removed from the MLMC.

**Section 10.** Amendment. Section 15.12.090 – Approval or rejection, is hereby removed from the MLMC.

**Section 11.** Amendment. Section 15.12.130 – Appeal of a decision, is hereby removed from the MLMC.

**Section 12.** Amendment. Section 15.12.140 – General requirements, is hereby removed from the MLMC.

**Section 13.** Amendment. MLMC Section 15.12.150 – Application, is hereby amended to read as follows:

For a Preliminary Plat application to be deemed complete, the following must be submitted:



- (1) An appropriate City application form;
- (2) A written description of the proposal;
- (3) A preliminary plat depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- (4) A traffic generation letter;
- (5) Any studies, reports, or documentation to support the request;
- (6) A written response to the approval criteria of MLMC Section 15.12.100 – Factors to be Considered;
- (7) A SEPA Checklist unless the proposal is exempt from SEPA; and
- (8) The applicable fee.

**Section 14.** Amendment. Section 15.22.020 – Submission for approval, is hereby removed from the MLMC.

**Section 15.** Amendment. Section 15.22.030 – Approval or rejection, is hereby removed from the MLMC.

**Section 16.** Amendment. Section 15.22.040 – Additional requirements, is hereby removed from the MLMC.

**Section 17.** Amendment. Section 15.22.050 – Effect of approval, is hereby removed from the MLMC.

**Section 18.** Amendment. MLMC Section 15.22.060 – General procedures, is hereby amended as follows:

Final Plats are processed through a Final Plat Review with the Planning Official making a recommendation to the City Council who makes the final decision. The Final Plat Review process is found in MLMC Section 19.270.060 – Final Plat Reviews.

**Section 19.** Amendment. Section 15.22.070 – Specific Requirements, is hereby removed from the MLMC.

**Section 20.** Amendment. Section 15.22.080 – Dedication, acknowledgment, and endorsement, is hereby removed from the MLMC.

**Section 21.** Amendment. Section 15.26.030 – Application procedures, is hereby removed from the MLMC.

**Section 22.** Amendment. MLMC Section 15.26.040 – Application, is hereby amended as follows:

For a Preliminary Short Plat application to be deemed complete, the following must be submitted:

- (1) An appropriate City application form;
- (2) A written description of the proposal;
- (3) A preliminary plat depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- (4) A traffic generation letter;
- (5) Any studies, reports, or documentation to support the request;
- (6) A written response to the approval criteria of MLMC Section 15.26.070 – Approval;

- (7) A SEPA Checklist unless the proposal is exempt from SEPA; and
- (8) The applicable fee.

**Section 23.** Amendment. Section 15.26.050 – Preparation of final short plat, is hereby removed from the MLMC.

**Section 24.** Amendment. MLMC Section 15.26.060 – Review procedures, is hereby amended to read as follows:

Preliminary Short Plats are processed through a Type I Review. The Type I Review process is found in MLMC Section 19.270.020 – Type I Reviews.

During the preliminary short plat review the following departments and agencies shall review the plat for conformance with the following:

- A. The Public Works Director shall notify the Planning Official of the following:
  - 1. Water supply methods and sanitary sewage disposal methods, and stormwater management contemplated for use in the proposed short plat do or do not conform with current standards; and
  - 2. Where sewer lines shall be tied to the City sewer system and whether they do or do not comply with City codes.
  - 3. The proposed roads, utilities and other improvements do or do not conform to current standards; and
  - 4. Access to the boundary of all short plats shall be provided by an open, constructed and maintained public road, except that the access to the boundary of the short subdivision by private road may be permitted where the private roads are otherwise permitted by this title; and
  - 5. That the survey does or does not conform to the standard practice and principles of land surveying.
- B. The Spokane County fire chief shall respond to the Planning Official with any concerns on fire flow, necessary hydrant improvements and ingress and egress of emergency vehicles.
- C. Other agencies shall notify the Planning Official of their concerns for consideration in the findings for approval or denial of the short plat.

Final Short Plats are processed through a Final Plat review with the Planning Official making the final decision. The Final Plat Review process is found in MLMC Section 19.270.060 – Final Plat Reviews.

**Section 25.** Amendment. MLMC Section 15.26.070 – Approval, is hereby amended to read as follows:

The following criteria must be met for approval of a preliminary short plat.

- (1) Its conformance with the general purposes, standards and requirements of the City's comprehensive plan, zoning code, and the City environmental policy ordinance, and to any other applicable laws and policies;
- (2) If appropriate provisions are made for home drainage-ways, utilities, access, streets, alleys, and other public ways, water supplies, and sanitary waste disposals;
- (3) The physical characteristics of the short subdivision site. Disapproval may be made because of flood inundation or swamp conditions. Construction of protective improvements may be required as a condition of approval;

- (4) All other relevant facts to determine whether the public use or interest will be served by the short plat;
- (5) All standards for improvements as required by this chapter or as conditions of approval of the short plat have been met.
- (6) The applicant has passed a concurrency test in accordance with MLMC Chapter 16.02.

**Section 26.** Amendment. Section 15.26.080 – Appeal, is hereby removed from the MLMC.

**Section 27.** Amendment. MLMC Section 15.27.030 – Procedure, is hereby amended to read as follows:

Preliminary Binding Site Plans are processed through a Type I Review with the Planning Official making the final decision. The Type I Review process is found in MLMC Section 19.270.020 – Type I Reviews.

Final Binding Site Plans are processed through a Final Plat Review with the City Council making the final decision. The Final Plat Review process is found in MLMC Section 19.270.060 - Final Plat Reviews.

**Section 28.** Amendment. MLMC Section 15.27.040 – Preliminary application, is hereby amended to read as follows:

For a Preliminary Binding Site Plan application to be deemed complete, the following must be submitted:

- (1) An appropriate City application form;
- (2) A written description of the proposal;
- (3) A preliminary plat depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- (4) A traffic generation letter;
- (5) Any studies, reports, or documentation to support the request;
- (6) A written response to the approval criteria of MLMC Section 15.27.010 – Purpose.
- (7) A SEPA Checklist unless the proposal is exempt from SEPA; and
- (8) The applicable fee.

**Section 29.** Amendment. Section 15.27.050 – Final site plan, is hereby removed from the MLMC.

**Section 30.** Amendment. Section 15.27.060 – Appeal of decision, is hereby removed from the MLMC.

**Section 31.** Amendment. Section 15.27.070 – Filing of final site plan, is hereby removed from the MLMC.

**Section 32.** Amendment. MLMC Section 15.28.010 – Procedure and authority for granting, is hereby amended as follows:

There is established a procedure for modifying or varying the regulations set forth in this title.

- (1) Any subdivider can make application to the planning commission for a variation or modification of any provision in this title due to preexisting topographic, or other

physical conditions characteristic of the land included in the preliminary plat, subdivision or dedication.

- (2) Where the planning commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve variances, exceptions, and waiver of conditions to these subdivision regulations so that substantial justice may be done and the public interest secured.
- (3) The application shall include any and all details necessary to support the application provided that the variance, exception, or waiver of conditions shall not have the effect of nullifying the intent and purpose of this title; and further provided the planning commission shall not approve variances, exceptions, and waiver of conditions unless it shall make findings based upon the evidence presented to it in each specific case.
- (4) The application and request must be received concurrently with the preliminary plat and will be processed through a Type III Review as found in MLMC Section 19.270.040 – Type III Reviews; and must conform with the following provisions:
  - (A) The granting of the variance, exception, or waiver of conditions will not be detrimental to the public safety, health, or welfare or injurious to other property.
  - (B) The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to other property.
  - (C) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out.
  - (D) The relief sought will not in any manner vary the provisions of the zoning code, comprehensive plan, or official map, except that those documents may be amended in the manner prescribed by law.
- (5) The planning commission shall make a decision on all variance requests in conjunction with making a decision on the preliminary plat as outlined in MLMC Section 15.12.100. If, in the opinion of the planning commission, the subdivider has justifiable cause to make application for additional variations or modifications to the regulations of this title such applications shall follow the same procedure as described in this chapter.

**Section 33.** Amendment. Section 15.34.050 – Appeal, is hereby removed from the MLMC.

**Section 34.** Amendment. Section 16.02.030 – Concurrency test, is hereby amended to read as follows:

- (a) Application. All development permit applications are subject to a concurrency test except those exempted in Section 16.02.050. If a concurrency test is conducted for

the preliminary plat application, no concurrency test shall be required for the final plat application.

- (b) Procedures. The concurrency test will be performed in the processing of the development permit and conducted by the planning department, public works department and other facility land service providers.

(1) The planning department shall provide the overall coordination of the concurrency test by notifying the facility and service providers of all applications requiring a concurrency test as set forth in subsection A of this section; notifying the applicant of the test results; notifying the facility and service providers of the final outcome (approval or denial) of the development permit; and notifying the facility and service providers of any expired development permits or discontinued certificates of capacity.

(2) All facility and service providers shall be responsible for maintaining and monitoring their available and planned capacity by conducting the concurrency test, for their individual facility, for all applications requiring a concurrency test as set forth in subsection A of this section; reserving the capacity needed for each application; accounting for the capacity for each exempted application which uses capacity as set forth in Section 16.02.050; notifying the planning department of the results of the tests; and reinstating any capacity for an expired development, discontinued certificate of capacity or other action resulting in an applicant no longer needing capacity which has been reserved.

(3) The facility and service providers shall be responsible for annually reporting to the city the total, available, and planned capacity of their facility or service as of the end of each calendar year. Such reporting shall be made before January 31st for inclusion in the amendment process of the capital facilities program.

- (c) Test. Development applications that would result in a reduction of a level of service below the minimum level of service standard cannot be approved. For potable water, electric utilities, sanitary sewer, solid waste and stormwater management only available capacity will be used in conducting the concurrency test. For roads, transit, law enforcement, fire, emergency medical service, schools, parks, and libraries, available and planned capacity will be used in conducting the concurrency test.

(1) If the capacity of concurrency facilities is equal to or greater than the capacity required to maintain the level of service standard for the impact from the development application, the concurrency test is passed. A certificate of capacity will be issued according to the provisions of Section 16.02.040.

(2) If the capacity of concurrency facilities is less than the capacity required to maintain the level of service standard for the impact from the development application, the concurrence test is not passed. The applicant may:

(A) Accept ninety-day reservation of concurrency facilities that exist and modify the application to reduce the need for concurrency facilities that do not exist;

(B) Accept ninety-day reservation of concurrency facilities that exist and demonstrate to the service providers satisfaction that the development will have a lower need for capacity than usual and, therefore, capacity is adequate;

(C) Accept ninety-day reservation of concurrency facilities that exist and arrange with the service provider for the provision of the additional capacity of concurrency facilities required; or

(D) Appeal the results of the concurrency test to the hearing examiner in accordance with the provisions of MLMC Chapter 19.290 - Appeals.

(d) Concurrency Inquiry Application. An applicant may inquire whether or not concurrency facilities exist without an accompanying request for a development permit. A fee may be charged for such a concurrency test but capacity cannot be reserved. A certificate of capacity will only be issued in conjunction with a development permit approval as outlined in Section 16.02.040.

**Section 35.** Amendment. MLMC 16.02.070 – Appeals, is hereby amended to read as follows:

The concurrency test is considered a Type I Review decision and may be appealed per the process in MLMC Chapter 19.290 – Appeals.

**Section 36.** Amendment. Chapter 16.04 – Permit Process, is hereby removed from the MLMC.

**Section 37.** Amendment. MLMC Section 16.05.140 – Appeals, is hereby amended to read as follows:

An impact fee is considered a Type I Review decision and may be appealed per the process in MLMC Chapter 19.290 – Appeals.

**Section 38.** Amendment. Section 17.10.040 – Approval process, is hereby amended to read as follows:

A. Critical Areas Permit Process.

1. Critical Area Reviews are processed as a Type III review with the Planning Commission holding a public hearing and the City Council making the final decision. The Type III review process is found in MLMC Section 19.270.040 – Type III Reviews.
2. For a Critical Area Permit application to be deemed complete, the following information must be submitted:
  - a. An appropriate City application form;
  - b. A written description of the proposal;
  - c. A site plan;
  - d. All required reports and mitigation plans;
  - e. A written response to all applicable approval criteria;
  - f. A SEPA Checklist unless the proposal is exempt from SEPA; and
  - g. The applicable fee.

B. Notice on Title—Covenant and Tracts.

1. Covenants. This section applies to all nonexempt projects that involve critical areas and buffers.
  - a. In order to inform subsequent purchasers of real property of the existence of critical areas, the owner of any property containing a critical area or buffer on which a development proposal is approved shall file a covenant with the county records and

elections division according to the direction of the City. The covenant shall state the presence of the critical area or buffer on the property, the application of this chapter to the property, and the fact that limitations on actions in or affecting the critical area or buffer may exist. The covenant shall "run with the land."

- b. The applicant shall submit proof that the covenant has been filed for public record before the City approves any site development or construction for the property or, in the case of subdivisions, short subdivisions, planned unit developments, binding site plans, and other developments that involve platting, at or before recording of the plat.
2. Tracts. This section applies in addition to subsection (B)(1) of this section to projects that involve platting on properties containing fish and wildlife habitat conservation areas, wetlands, and their buffers. The location of the tract, critical area(s), and buffer(s) shall be shown on the face of the plat. See subsection (B)(2)(b) of this section for exceptions.
  - a. The property owner shall place the subject critical areas and buffers in one or more nondevelopable tracts except when:
    - i. Creation of a nonbuildable tract would result in violation of minimum lot depth standards; or
    - ii. The responsible official determines a tract is impractical.
  - b. When an exception in subsection (B)(2)(a) of this section applies, residential lots may extend into the critical area(s) or buffer(s) provided:
    - i. The location of the outer perimeter of the critical area(s) and buffer(s) is marked in the field and approved by the Planning Official prior to the commencement of permitted activities and maintained throughout the duration of the permit.
    - ii. A permanent physical demarcation along the outer/upland boundary of the critical area buffer(s) is installed and thereafter maintained. Such demarcation may consist of fencing, hedging or other prominent physical marking that allows wildlife passage, blends with the critical area environment, and is approved by the Planning Official.
    - iii. Permanent signs are posted at an interval of one per lot for single-family residential uses or at a maximum interval of two hundred feet, or as otherwise determined by the Planning Official, and must be perpetually maintained by the property owner. The sign shall be worded as follows or with alternative language approved by the Planning Official: "Protected Natural Resource. Call 509-565-5000 for more information."

#### C. Financial Assurances.

1. When mitigation required pursuant to a development proposal is not completed prior to the City final permit approval, such as final plat approval or final building inspection, the City shall require the applicant to provide security in a form and amount deemed acceptable by the City. If the development proposal is subject to mitigation, the applicant shall provide security in a form and amount deemed acceptable by the City to ensure mitigation is fully functional (including, but not limited to, construction, maintenance, and monitoring). The security shall be in the amount of one hundred twenty-five percent of the estimated cost of restoring the functions of the critical area that are at risk.
2. The security shall remain in effect for a minimum of five (5) years or until the City determines, in writing, that the standards have been met.

3. Depletion, failure, or collection of bond funds shall not discharge the obligation of an applicant or violator to complete required mitigation, maintenance, monitoring, or restoration.
  4. Public development proposals shall be relieved from having to comply with the bonding requirements of this section if public funds have previously been committed in the project budget or capital improvement budget for mitigation, maintenance, monitoring, or restoration.
  5. Failure to satisfy any critical area requirements established by law or condition including, but not limited to, the failure to provide a monitoring report within thirty (30) days after it is due or comply with other provisions of an approved mitigation plan shall constitute a default, and the City may demand payment of any financial guarantees or require other action authorized by the City code or any other law.
  6. Any funds recovered pursuant to this section shall be used to complete the required mitigation. Excess funds shall be returned to the applicant.
- D. Critical Area Inspections. Reasonable access to the site shall be provided to the City, state, and federal agency review staff for the purpose of inspections during any proposal review, restoration, emergency action, or monitoring period.
- E. Appeals. Any decision to approve, condition, or deny a development proposal or other activity based on the requirements of this chapter may be appealed according to MLMC Chapter 19.135 – Interpretations and Chapter 19.290 – Appeals.

**Section 39. Amendment.** MLMC Section 17.16.050 – Conditional property uses, is hereby amended to read as follows:

The following conditional uses may be permitted in the R-1, single-family residential zoning district through a Conditional Use Permit as described in MLMC Chapter 17.48, Variances, Conditional Use Permits and Appeals.

- (1) Churches, schools, hospitals and government;
- (2) Dependent care housing;
- (3) Essential public facilities other than secure community transition facilities.

**Section 40. Amendment.** MLMC Section 17.18.050 – Conditional property uses, is hereby amended to read as follows:

The following conditional uses may be permitted in the R-1P, single-family planned residential zoning district through a Conditional Use Permit as described in MLMC Chapter 17.48, Variances, Conditional Use Permits and Appeals.

- (1) Churches, schools, hospitals and government;
- (2) Dependent care housing;
- (3) Essential public facilities other than secure community transition facilities.

**Section 41. Amendment.** MLMC Section 17.20.050 – Conditional property uses, is hereby amended to read as follows:

The following conditional uses may be permitted in the R-2 two-family residential zoning district through a Conditional Use Permit as described in MLMC Chapter 17.48, Variances, Conditional Use Permits and Appeals.

- (1) Churches, schools, hospitals, and government;



- (2) Dependent care housing;
- (3) Essential public facilities other than secure community transition facilities.

**Section 42. Amendment.** MLMC Section 17.24.050 – Conditional property uses, is hereby amended to read as follows:

The following conditional uses may be permitted in the R-3 zoning district through a Conditional Use Permit as described in MLMC Chapter 17.48, Variances, Conditional Use Permits and Appeals.

- (1) Churches, schools, hospitals, and government;
- (2) Dependent care and special need housing;
- (3) Essential public facilities other than secure community transition facilities;
- (4) Community center.

**Section 43. Amendment.** MLMC Section 17.27.050 – Modification of development standards, is hereby amended to read as follows:

- (a) The following development standards may be modified by the Medical Lake hearing examiner pursuant to the provisions of MLMC Chapter 2.80.
  - (1) Building setbacks;
  - (2) Height of building or structure;
  - (3) Lot size;
  - (4) Lot width.
- (b) Standards which may not be modified or altered by this process are:
  - (1) Shoreline regulations when the property is located in an area under the jurisdiction of the City shoreline management program;
  - (2) Standards pertaining to development in environmentally sensitive areas;
  - (3) Regulations pertaining to nonconforming uses.
- (c) Basis for Approval of Alternative Development Standards. Approval of alternative development standards in school and public lands zone differs from the variance procedure described in Chapter 17.48 of the Medical Lake Municipal Code in that rather than being based upon a hardship or unusual circumstance related to a specific property, the approval of alternative development standards proposed shall be based upon the criteria listed in this paragraph. In evaluating a request which proposes to modify the development standards of the proposal, the hearing examiner shall consider and base the decision upon the ability of the proposal to satisfy the following criteria:
  - (1) The proposals compatibility with surrounding properties, especially related to:
    - (A) Landscaping and buffering of buildings, parking, loading and storage areas,
    - (B) Public safety,
    - (C) Site access, on-site circulation and off-street parking,
    - (D) Light and shadow impacts,
    - (E) Generation of nuisance irritants such as noise, smoke, dust, odor, glare, vibration or other undesirable impacts,
    - (F) Architectural design of buildings and harmonious use of materials;

- (2) The unique characteristics of the subject property;
  - (3) The unique characteristics of the proposed use(s);
  - (4) The arrangement of buildings and open spaces as they relate to various uses within or adjacent to the planned development;
  - (5) Visual impact of the development upon the surrounding area;
  - (6) Public improvements proposed in connection with the proposal;
  - (7) Preservation of unique natural features of the property;
  - (8) The public benefit derived by allowing the proposed alteration of development standards.
- (d) This request for Alternative Development Standards is processed as a Type III Review with the Hearing Examiner holding the hearing and making the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.
- (e) For an Alternative Development Standards application to be deemed complete, the following must be submitted:
- (1) An appropriate City application form;
  - (2) A written description of the proposal;
  - (3) A site plan;
  - (4) Any studies, reports, or documentation to support the request;
  - (5) A written response to the approval criteria of MLMC Section 17.27.050(c) above;
  - (6) A SEPA Checklist unless the proposal is exempt from SEPA; and
  - (7) The applicable fee.

**Section 44. Amendment.** Section 17.27.070 – Appeal process, is hereby removed from the MLMC.

**Section 45. Amendment.** MLMC Section 17.28.040 – Conditional property uses, is hereby amended to read as follows:

The following conditional uses may be permitted in the C-1 zone through a Conditional Use Permit as described in MLMC, Chapter 17.48, Variances, Conditional Use Permit and Appeals.

- (1) Home businesses operated by residential property owners.

**Section 46. Amendment.** MLMC Section 17.30.090 – Relief from location requirements, is hereby amended to read as follows:

- (a) Whenever the proponents of an adult entertainment facility subject to the location requirements set forth in this chapter feel that the strict application of such requirements is not necessary to achieve an effective degree of physical separation between the adult entertainment facility and the land uses listed in this chapter, the proponents may apply to the hearing examiner for relief from such requirements. In determining when relief should be granted, and to what extent, the hearing examiner shall consider the following criteria in addition to those variance criteria listed elsewhere in the Municipal Code:
- (1) Topographical and other features of the land providing actual separation between the proposed business and those protected land uses listed in this chapter;
  - (2) Pedestrians and vehicular circulation patterns in the vicinity of the proposed activity;

- (3) Any other fact or circumstances having a significant effect upon the need for the full separation distance required by this chapter.
- (b) If after considering these criteria the hearing examiner finds that an effective separation between the proposed adult concession and the protected land uses listed in this chapter can be achieved without requiring the full distance of separation provided by this chapter, the hearing examiner shall determine the degree of relief to be allowed and shall grant such relief, otherwise, the application for the relief shall be denied.
- (c) This request is processed through a Type III Review where the Hearing Examiner holds the hearing and makes the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.

**Section 47. Amendment.** MLMC Section 17.32.040 – Permitted uses, is hereby amended to read as follows:

The land uses permitted in the L-1 zone are as follows:

- (1) Warehouse, wholesale and storage establishments;
- (2) Metal working;
- (3) Preserving;
- (4) Packaging;
- (5) Canning;
- (6) Freezing;
- (7) Dyeing or finishing of textiles;
- (8) Manufacture and finishing of furniture and cabinets;
- (9) Assembling of electrical and electronic equipment;
- (10) Printing and publishing and sign painting;
- (11) Storage yards for new materials and new equipment;
- (12) Agricultural uses, excluding the keeping of livestock and cultivation;
- (13) Service stations;
- (14) Convenience stores;
- (15) Cafes and restaurants (not serving alcoholic beverages);
- (16) Large machinery rentals;
- (17) Farm equipment sales and service;
- (18) Trucking terminals, truck repair and service, tire repair shops;
- (19) Truck and trailer sales;
- (20) Feed and seed stores;
- (21) Any light manufacturing meeting all standards set forth in this chapter;
- (22) On-site and off-site hazardous waste treatment and storage facilities, provided that such facilities meet the state siting criteria adopted pursuant to the requirements of RCW 70.105.210;
- (23) Migratory amusements, such as circuses and carnivals, etc.;
- (24) Signs in accordance with MLMC Chapter 17.39, Signs;
- (25) Fences and hedges in accordance with MLMC Chapter 17.37, Fences and Hedges;

- (26) Wireless telecommunication towers, antennas and other facilities in accordance with MLMC Chapter 17.52;
- (27) All accessory and secondary uses, buildings or structures ordinarily supportive, related to and/or appurtenant to any of the essential uses allowed in this zone including shipping containers used for storage;
- (28) Any uses not listed may be permitted by the hearing examiner if it is found that the proposed use conforms to the spirit and intent of all sections of the L-1 zone. This request is processed through a Type III Review with the Hearing Examiner holding the hearing and making the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.

**Section 48.** Amendment. Section 17.34.090 – Application conference, is hereby removed from the MLMC.

**Section 49.** Amendment. MLMC Section 17.34.100 – PUD plan, is hereby amended to read as follows:

For a Planned Unit Development application to be deemed complete, the following must be submitted:

1. An appropriate City application form;
2. A written description of the proposal;
3. A site plan;
4. Any studies, reports, or documentation to support the request;
5. A written response to the approval criteria of MLMC 17.34.040 – Conditions and Standards;
6. A SEPA Checklist unless the proposal is exempt from SEPA; and
7. The applicable fee.

**Section 50.** Amendment. MLMC Section 17.34.110 – Public hearing, is hereby amended to read as follows:

Planned Unit Developments are processed through a Type III Review with the Planning Commission holding a public hearing and making a recommendation to the City Council who makes the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.

**Section 51.** Amendment. Section 17.34.112 – Notice of hearing, is hereby removed from the MLMC.

**Section 52.** Amendment. Section 17.34.113 – Approval or rejection, is hereby removed from the MLMC.

**Section 53.** Amendment. Section 17.34.120 – Failure to commence construction, is hereby removed from the MLMC.

**Section 54.** Amendment. Section 17.34.130 – Appeal of decision, is hereby removed from the MLMC.

**Section 55.** Amendment. MLMC Section 17.35.15 – Conditional property uses, is hereby amended to read as follows:

The following conditional property uses may be permitted in the institutional zoning district through a Conditional Use Permit as described in MLMC by the hearing examiner in accordance with Chapter 2.80, Hearing Examiner, Chapter 17.48, Variances, Conditional Use

Permits and Appeals. and Chapter 16.04, Permit Process. Development and performance standards shall be consistent with those outlined in this chapter unless otherwise approved by the hearing examiner. A final decision shall be made within one hundred twenty days from receiving a completed application:

- (1) Secure community transition facilities.

**Section 56. Amendment.** MLMC Section 17.37.030 – Authorization for exception to height limitation, is hereby amended to read as follows:

A front yard fence height exception may be granted through a Type I Review with the Planning Official making the final decision. The exception is limited to a maximum of six (6) feet. The Type I Review process is found in MLMC Section 19.270.020 – Type I Reviews.

To be granted approval, the following criteria must be met:

- (1) The exception is necessary due to special circumstances relating to size, shape, topography, location or surrounding of the subject property;
- (2) Construction of the fence pursuant to the exception will not create a traffic vision hazard;
- (3) Construction of the fence pursuant to the exception will not be detrimental to the public welfare, nor injurious to property or improvements located in the vicinity of the subject property.

**Section 57. Amendment.** MLMC Section 17.43.040 – Change, alteration, expansion or replacement, is hereby amended to read as follows:

- (a) A legally nonconforming building/structure which contains a conforming use may be expanded, only if it can be done in a manner that shall not increase the nonconformity; or
- (b) The following procedures shall be followed to change a nonconforming use to a different nonconforming use, expand a nonconforming use throughout a structure, expand a nonconforming structure or use in a manner that shall increase the nonconformity, or replace a nonconforming use and/or building/structure that is fifty percent damaged or decayed or deteriorated in value (Dangerous Buildings, MLMC Chapter 14.24). Value as used herein shall be the valuation placed upon the building/structure for purposes of general taxation:
  - (1) For an application to be deemed complete, the following information must be included:
    - (A) An appropriate City application form;
    - (B) A written description of the proposal;
    - (C) A site plan;
    - (D) Any studies, reports, or documentation to support the request;
    - (E) A written response to the approval criteria of MLMC 17.43.040(b)(2) below;
    - (F) A SEPA Checklist unless the proposal is exempt from SEPA; and
    - (G) The applicable fee.
  - (2) The hearing examiner may grant the relief requested as authorized by MLMC Chapter 2.80 if the hearing examiner finds all of the following:
    - (A) That the expansion, change, reconstruction or replacement requested would not be detrimental to the public health, safety or welfare, and
    - (B) That the proposed expansion, change, reconstruction or replacement is compatible with the character of the neighborhood; and, in the case of an expansion or change, does not significantly jeopardize future development of the area in compliance with the provisions and the intent of the zoning district, and

- (C) That the significance of the hardship asserted by the applicant is more compelling than, and reasonably overbalances, the public interest which would result from the denial of the relief requested, and
  - (D) That the use or building/structure was lawful at the time of its inception, and
  - (E) That the value of nearby properties will not be significantly depressed by approving the requested expansion, change, reconstruction or replacement.
- (3) The hearing examiner shall deny the proposed expansion, change, reconstruction or replacement if he/she finds that one or more of the provisions in Section 17.43.040(b)(2) are not met.
  - (4) When approving a change in, or the expansion, reconstruction or replacement of a nonconforming use or building/structure, the hearing examiner may attach conditions to the proposed change, expansion, reconstruction or replacement or any other portion of the development in order to assure that the development is improved, arranged, designed and operated to be compatible with the objectives of the comprehensive plan, applicable development regulations and neighboring land uses and transportation systems.
  - (5) A request for a change to a nonconforming use is processed through a Type III Review with the Hearing Examiner holding the hearing and making the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.

**Section 58. Amendment.** MLMC Section 17.45.030 – Home occupation minimum standards, is hereby amended to read as follows:

A home occupation must meet the following minimum conditions:

- (1) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use as a residence.
- (2) The applicant must register with the Washington State Department of Revenue, or furnish proof that they are exempt from registering with said Department of Revenue.
- (3) No structure in which a home occupation is conducted or is proposed to be conducted will be altered or remodeled in any manner that would detract from the residential character of a home or accessory building.
- (4) No person, other than immediate residents of the structure plus a maximum of one outside employee working at the residence at any one time, may be employed in the home occupation.
- (5) There shall be no exterior or window displays, signs, storage of materials, or sample commodities displayed outside of the premises, with the exception of one nonilluminated business sign not to exceed one square foot in area.
- (6) No materials or equipment shall be permitted which would be detrimental to the residential use of nearby residences by causing vibration, noise, dust, smoke, odor, interference with radio or television reception, or other factors.
- (7) Materials or commodities may be delivered to or from the home occupation between the hours of seven a.m. and six p.m. Monday through Saturday.
- (8) No parking shall be allowed beyond that normal in a residential area and no excessive vehicular or pedestrian traffic shall be present as a result of the home occupation. Designated or additional off-street parking may be required depending on the business.
- (9) The hours of operation for a home occupation shall be limited to seven a.m. to ten p.m., Monday through Saturday, unless otherwise stipulated by the Planning Official or the hearing examiner, as appropriate.

- (10) Buffers or screens will be provided when deemed necessary by the Planning Official and/or the hearing examiner to reduce potential impacts to adjacent properties.
- (11) Such use shall conform to all other requirements specified in this chapter, as well as any special conditions imposed on the home business by the Planning Official or the hearing examiner, as appropriate.
- (12) Bed and breakfast facilities shall require a minimum of one additional off-street parking space per unit with adequate ingress and egress to every space. Each parking space shall be improved with an impervious surface subject to the approval of the City Public Works Director and shall comply with minimum dimensional and square footage requirements as stipulated in Chapter 17.36 of this code.
- (13) Bed and breakfast facility applicants shall furnish proof of compliance with all standards and specifications of the Spokane County health district prior to operation, or furnish proof that they are exempt from an standards or specifications by the Spokane County health district.

**Section 59.** Amendment. MLMC Section 17.45.070 – Administration, is hereby amended to read as follows:

Wherein a home occupation occupies less than twenty-five percent (25%) of the gross floor area of the primary residence and the accessory buildings, the Home Occupation Permit will be processed through a Type II Review with the Planning Official making the final decision. The Type II Review process is found in MLMC Section 19.27.030 – Type II Reviews.

Wherein a home occupation occupies more than twenty-five percent (25%), but less than fifty percent (50%) of the gross floor area of the primary residence and the accessory buildings, the Home Occupation Permit will be processed through a Type III Review with the Hearing Examiner making the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.

**Section 60.** Amendment. Section 17.45.100 – Public hearing notification, is hereby removed from the MLMC.

**Section 61.** Amendment. MLMC Section 17.48.020 – Petitions, is hereby amended to read as follows:

Any person desiring to appeal an interpretation of this Title by the Planning Official shall follow the direction of MLMC 19.135 – Interpretation.

**Section 62.** Amendment. MLMC Section 17.48.030 – Authority, is hereby amended to read as follows:

The hearing examiner shall have the authority to review, affirm, overrule, modify or amend any interpretation of the provisions of this title made by the Planning Official thereof, and shall have the authority to grant variances and permits for conditional property uses, subject to the limitations contained herein.

**Section 63.** Amendment. MLMC Section 17.48.040 – Application, is hereby amended to read as follows:

For an application for a Conditional Use Permit or a Variance to be deemed complete, the following information must be submitted:

- (1) An appropriate City application form;
- (2) A written description of the proposal;
- (3) A site plan;

- (4) Any studies, reports, or documentation to support the request;
- (5) A written response to the approval criteria. The approval criteria for Conditional Use Permits is found in MLMC Section 17.48.080 – Conditional Use Permits and Section 17.48.090 – Conditional Use Permits – Conditions and Requirements. The approval criteria for Variances are found in MLMC Section 17.48.070 - Variances;
- (6) A SEPA Checklist unless the proposal is exempt from SEPA; and
- (7) The applicable fee.

**Section 64.** Amendment. MLMC Section 17.48.050 - Variance and conditional use permits-Procedures, is hereby amended to read as follows:

Conditional Use Permits and Variances are processed through a Type III Review process with the Hearing Examiner holding the public hearing and making the final decision. The Type III Review process is found in MLMC Section 19.270.040 – Type III Reviews.

**Section 65.** Amendment. Section 17.48.060 – Public hearing notification, is hereby removed from the MLMC.

**Section 66.** Amendment. Section 17.48.100 – Report by hearing examiner, is hereby removed from the MLMC.

**Section 67.** Amendment. Section 17.48.110 – Records, is hereby removed from the MLMC.

**Section 68.** Amendment. Section 17.48.120 – Appeals to council, is hereby removed from the MLMC.

**Section 69.** Amendment. MLMC Section 17.52.040 – Additional conditional use permit criteria for monopole I, monopole II, and lattice tower, is hereby amended to read as follows:

In addition to the conditional use permit criteria specified in MLMC Section 17.48.080 – Conditional Use Permits and Section 17.48.090 – Conditional Use Permits – Conditions and Requirements, the following specific criteria shall be met before a conditional use permit can be granted:

- (1) Visual Impact.
  - (A) Antennas may not extend more than fifteen (15) feet above their supporting structure, monopole lattice tower, building, or other structure.
  - (B) Site location and development shall preserve the pre-existing character of the surrounding buildings and land uses and the zone district to the extent consistent with the function of the communications equipment. Wireless communication towers shall be integrated through location and designed to blend in with the existing characteristics of the site to the extent practical. Existing on-site vegetation shall be preserved or improved, and disturbance of the existing topography shall be minimized, unless such disturbance would result in less visual impact of the site to the surrounding area.
  - (C) Accessory equipment facilities used to house wireless communications equipment should be located within buildings. When they cannot be located in buildings, equipment shelters or cabinets shall be screened and landscaped.
  - (D) Landscaping. Landscaping, as described herein, shall be required to screen personal wireless service facilities as much as possible, to soften the appearance of the cell site. The City may permit any combination of existing vegetation, topography,



walls, decorative fences or other features instead of landscaping, if they achieve the same degree of screening as the required landscaping.

- (E) Screening. The visual impacts of a personal wireless service facility shall be mitigated through landscaping or other screening materials at the base of the tower and ancillary structures. The following landscaping and buffering shall be required around the perimeter of the monopole I, monopole II, and lattice tower and accessory structures except that the City may waive the standards for those sides of the facility that are not in public view. Landscaping shall be installed on the outside of fences. Further, existing vegetation shall be preserved to the maximum extent practicable and may be used as a substitute for or as a supplement to landscaping requirements:
  - (i) A row of evergreen trees a minimum of six (6) feet tall at planting a maximum of six (6) feet apart shall be planted around the perimeter of the fence, and
  - (ii) A continuous hedge at least thirty-six (36) inches high at planting capable of growing to at least forty-eight (48) inches within eighteen (18) months shall be planted in front of the tree line referenced above.
  - (iii) In the event that landscaping is not maintained at the required level, the City after giving thirty days' advanced written notice may maintain or establish the landscaping and bill both the owner and lessee for such costs until such costs are paid in full.
- (2) Noise. As a condition the service provider of the wireless communication facilities (WCF) will need to provide information regarding the dB reading associated with the structure as measured from the nearest property line.
- (3) Other Application and Conditional Use Criteria-FCC Preemption. In any proceeding regarding the issuance of a conditional use permit under the terms of this chapter, federal law prohibits consideration of environmental effects of radio frequency emissions to the extent that the proposed facilities comply with the Federal Communications Commission regulations concerning such emission.

**Section 70. Amendment.** There is hereby added to the MLMC, Section 17.56.045 – Amendments to Development Regulations, as follows:

The regulations found in Title 15 – Subdivisions, Title 16 – Planning, Title 17 – Zoning, Title 18 – Manufactured Home Communities, and Title 19 – Land Use and Development of this municipal code, are subject to the Growth Management Act, RCW 36.70. These regulations may be amended outside of the annual comprehensive plan amendment cycle. Amendments to development regulations are processed through a Type IV Review and the approval criteria are found in MLMC Section 17.56.100 – Criteria for Evaluation of Plan Amendments. The Type IV Review process is found in MLMC Section 19.270.050 – Type IV Reviews.

**Section 71. Amendment.** MLMC Section 17.56.050 – Annual amendment process, is hereby amended to read as follows:

- (1) Proposals for amendments of the comprehensive plan shall be considered by the City Council no more frequently than once every year;
- (2) Proposals for plan amendment shall be considered concurrently so that the cumulative effect of various proposals can be ascertained; and
- (3) Proposals may be considered at separate meetings or hearings, so long as the final action taken considers the cumulative effect of all proposed amendments to the plan.

Additions of new elements as the result of a City-initiated planning program may occur at any time during the calendar year, provided the element is consistent with the general framework of the comprehensive plan.

**Section 72.** Amendment. MLMC Section 17.56.070 – Who may propose an amendment, is hereby amended to read as follows:

A proposed amendment to the comprehensive plan, zoning map, or development regulations may be submitted by any individual, organization, corporation or partnership, general or special purpose government, or entity of any kind.

**Section 73.** Amendment. MLMC Section 17.56.080 – When to propose and amendment, is hereby amended to read as follows:

Comprehensive Plan Amendments shall be considered once a year unless it is considered an emergency amendment. Although amendment proposals will be accepted at any time during the year, August 1st through September 15th of each year shall be the designated time frame to officially accept proposed comprehensive plan amendments. Proposed amendments received after September 15<sup>th</sup> will not be considered in that year's amendment process.

**Section 74.** Amendment. MLMC Section 17.56.090 – Proposals for amendments, is hereby amended to read as follows:

When an individual, organization, or other entity proposes an amendment to the comprehensive plan, the zoning map, or development regulations, the following must be submitted for an application to be deemed complete:

- (1) An appropriate City application form;
- (2) A written description of the amendment being requested;
- (3) Any studies, reports, or documentation to support the request;
- (4) A written response to the approval criteria in MLMC 17.56.100 – Criteria for Evaluation of Plan Amendments;
- (5) A SEPA Checklist; and
- (6) The applicable fee.

**Section 75.** Amendment. MLMC Section 17.56.110 – Procedure for comprehensive plan amendments, is hereby amended to read as follows:

Comprehensive Plan Amendments are processed through a Type IV Review. The Type IV Review process is found in MLMC 19.270.050 – Type IV Reviews.

**Section 76.** Amendment. Section 17.56.120 – Amendment transmittal and reporting to state, is hereby removed from the MLMC.

**Section 77.** Amendment. Section 17.56.130 – Appeals to an amendment of the comprehensive plan, is hereby removed from the MLMC.

**Section 78.** Amendment. MLMC Section 18.05.030 - Manufactured home community-Site development plan, is hereby amended to read as follows:

For a Preliminary Manufactured Home Community application to be deemed complete, the following must be submitted:

- (1) An appropriate City application form;
- (2) A written description of the proposal;
- (3) A preliminary plat depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- (4) A traffic generation letter;
- (5) Any studies, reports, or documentation to support the request;
- (6) A written response to the approval criteria of MLMC Chapter 18.15 – Design and Location Standards and Chapter 18.20 – Construction Standards;
- (7) A SEPA Checklist unless the proposal is exempt from SEPA; and
- (8) The applicable fee.

**Section 79. Amendment.** MLMC Section 18.05.040 – Development permits, is hereby amended to read as follows:

Preliminary Manufactured Home Communities are processed through a Type I Review with the Planning Official making the final decision. The Type I Review process is found in MLMC Section 19.270.020 – Type I Reviews.

Final Manufactured Home Communities are processed through a Final Plat Review with the Planning Official making the final decision. The Final Plat Review process is found in MLMC Section 19.270.060 – Final Plat Reviews.

**Section 80. Amendment.** Section 18.05.090 – Time limitations, is hereby removed from the MLMC.

**Section 81. Amendment.** Section 18.05.100 – Appeal, is hereby removed from the MLMC.

**Section 82. Amendment.** There is hereby added to the MLMC, Title 19 – Land Use and Development, as follows:

## **19.100 Administration**

### **Chapter 19.110 – Purpose**

The purpose of this Title is to provide a vehicle to implement the City’s Comprehensive Plan, and by reference, the requirements of the Washington State Growth Management Act (GMA).

### **Chapter 19.120 – Authority**

This Title is established pursuant to Section 11, Article XI of the Constitution of the State of Washington, RCW Chapters 35.63, 35A.63, 36.70A, 36.70B, and 36.70C.

### **Chapter 19.130 – Severability**

If any section, subsection, sentence, clause, or phrase of this Title is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Title. The City Council of the City of Medical Lake hereby declares that should any section, paragraph, sentence, or word of this Title be declared for any reason to be void or unconstitutional, on its face or as applied, it is hereby provided that all other parts of the same which are not expressly held to be void or unconstitutional shall continue in full force and effect.

### **Chapter 19.135 – Interpretation**

It is the duty of the Planning Official to interpret Titles 15 through 19. Any person or entity may appeal an interpretation of the Planning Official by submitting a petition to the City of Medical Lake (City) and paying the appropriate fee. Appeals are heard by the Hearing Examiner and the process is found in Medical Lake Municipal Code (MLMC) 19.270.080 – Appeals.

### **Chapter 19.140 – Zoning Map Administration**

Chapter Reserved

### **Chapter 19.150 – Violations and Enforcement**

- A. Violations. It is unlawful to violate any provisions of this Title, a land use decision, or conditions of a land use approval. This applies to any person or entity undertaking a development or land division, to the proprietor of a use or development, or to the owner of the land underlying the development or land division. For the ease of reference in this Title, all of these persons or entities are referred to by the term "operator."
- B. Notice of violations. The City must give written notice of any violation of this Title, land use decision, or conditions of land use approval to the operator, provided failure of the operator to receive the notice of violation does not invalidate any enforcement action(s) that may be taken by the City.

### **Chapter 19.160 – Use Classifications**

Chapter Reserved

### **Chapter 19.170 – Measurements**

Chapter Reserved

### **Chapter 19.180 – Fees**

Chapter Reserved

## **19.200 – Land Use Reviews**

### **Chapter 19.210 – Purpose**

The purpose of this chapter is to establish standardized decision-making procedures for reviewing development applications within the City enabling the City, the applicant, and all interested parties to reasonably review applications, and participate in the local decision-making process in a timely and effective manner. This chapter is intended to:

- A. Assure prompt review of development applications through the application of clear and specific standards;
- B. Provide for public review and comment on development applications that may have an impact on the community; and
- C. Establish procedures to ensure that the development application, if approved, is consistent with applicable standards.

### **Chapter 19.220 – Vesting**

Land use review applications shall be considered under this chapter and the zoning, development and other land use control ordinances contained in the MLMC, and any uncodified ordinances modifying the same, in effect on the date a fully complete application is filed with the city. For the purposes of this section, a vested application shall mean that the applicant is entitled to implement

the development proposal described in the application, under the zoning, development and land use ordinances applied by the City in its review of the application without being subject to changes in development regulations subsequent to the submittal date except to the extent allowed by the City's police power to protect the public health, safety, and welfare.

Once an application is approved and if the approval contains a detailed description of the uses, including a detailed site plan drawn to scale, specifying the location of all buildings and improvements to be constructed in conjunction with the use(s), and such site plan is consistent with all laws and regulations in effect at the time the original application vested, then all land use applications in connection with the approved use(s) and/or site plan are vested to the laws and regulations in effect at the time of the vesting of the original permit application, until the land use approval expires.

Unless expressly authorized elsewhere in this Title, vested rights shall apply only to development regulations and shall not be applied to development review fees or impact fees.

### **Chapter 19.230 – Pre-Application Conference**

An applicant may request a pre-application conference. The purpose of such conference is:

- A. To acquaint City and other agency staff with a sufficient level of detail about the proposed development to enable staff to advise the applicant of applicable approvals and requirements; and
- B. To acquaint the applicant with the applicable requirements of the Medical Lake Municipal Code and other laws and to identify issues and concerns in advance of a formal application to save the applicant time and expense through the process. However, the conference is not intended to provide an exhaustive review of all potential issues with a proposed development and does not prevent the City from applying all relevant laws to an application. A pre-application conference does not alter or change the requirements of the MLMC or any applicable law(s) to a proposed development.

### **Chapter 19.240 – State Environmental Protection Act (SEPA)**

All land use reviews are subject to the State Environmental Protection Act (SEPA) as presented in MLMC Chapter 16.10 – SEPA Environmental Policies and Procedures, and as required by law.

### **Chapter 19.250 – Infrastructure Concurrency**

All land use reviews are subject to the concurrency requirements found in MLMC Chapter 16.02 – Concurrency Management.

### **Chapter 19.260 – Consolidated Applications**

When the City must review more than one application for a given development, all applications required for the development pursuant to this chapter may be submitted for review at one time. When more than one application is submitted for a given development, and those applications are subject to different types of review, then all of the applications are subject to the highest type of review that applies to any of the applications; provided that each development application shall only be subject to the relevant criteria applicable to that particular development application. For example, a development proposal that includes a Type II application and a Type III application, shall be wholly subject to the review procedures applicable to a Type III application, but the Type II portion of the development proposal shall be decided according to the relevant approval criteria applicable to the Type II application.

## Chapter 19.270 – Review Types

### Section 19.270.010 – General

All land use review applications shall be decided by using one of the following review types. The review type assigned to each action governs the decision-making process for that application, except to the extent otherwise required by applicable state or federal law.

### Section 19.270.020 – Type I Reviews

Type I procedures apply to administrative reviews that have non-discretionary criteria. Type I applications are decided by the City Planning Official without public notice prior to a decision and without a public hearing. If any party with standing appeals a Planning Official's Type I decision, the appeal of such decision will be heard by the City's Hearing Examiner. Any further appeal shall be to the superior court pursuant to applicable law.

Process:

- A. *Timeline.* A final decision should be made within sixty-five (65) days from the date the application was deemed complete, or if unable to satisfy such time period, a written notice should be provided to the applicant specifying the reasons for the additional time to render a decision and an estimated date of issuance.
- B. *Application.* The applicant must submit: 1) an application on a City form, 2) a site plan or plat, 3) the specific information required for the review requested, and 4) the applicable fee.
- C. *Environmental checklist.* A completed environmental checklist as specified in MLMC Chapter 16.10 – SEPA Environmental Policies and Procedures, may be required with a land use application.
- D. *Completeness check.* Upon receipt of an application, it shall be routed to other City departments for a determination of completeness under RCW 36.70B.070. Within twenty-eight (28) calendar days the City shall provide written notice that: (1) the application is complete, or (2) additional information is required. Once the applicant supplies the additional information, the Planning Official has fourteen (14) calendar days to determine if the application is complete or request further information. If the requested information is not received within sixty (60) calendar days of notice of an incomplete application, the application will be considered abandoned and the City will not refund the application fee. The determination of completeness shall not preclude the City from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.
- E. *Additional governmental authority.* The Planning Official must notify the applicant of any other governmental authority that may have jurisdiction over some aspect of the proposed project within twenty-eight (28) days of submittal.
- F. *SEPA threshold determination.* The Planning Official will issue a SEPA threshold determination prior to notice of application. If the City issues a determination of significance, the process in MLMC Chapter 16.10 shall apply.
- G. *Department responses.* City department directors notified of the application must provide a written response to the Planning Official within fourteen (14) days of the notice of application.
- H. *Concurrency determination.* The City Public Works Director will issue a transportation facility concurrency determination within fourteen (14) days of the notice of application.
- I. *Review.* The Planning Official must provide a single report stating the approval criteria, findings, and decision to the applicant.
- J. *Notice of Decision.* The Planning Official will mail the decision (pending appeal) to the applicant.
- K. *Ability to appeal.* The appeal process is set forth in MLMC Chapter 19.290 – Appeals.

- L. *Recording.* All decisions of approval, including conditions, shall be recorded with Spokane County. The applicant is responsible for recording the decision against the property and must provide a copy of the recorded decision to the Planning Official. The decision must be recorded before the approved use is permitted or any permits are issued, but no later than thirty (30) days from the date of the final decision.
- M. *Effective date.* The effective date for all reviews is the date the notice of decision was issued.

### **Section 19.270.030 – Type II Reviews**

Type II reviews apply to quasi-judicial reviews that contain some discretionary criteria. Type II applications are decided by the Planning Official with public notice and an opportunity for comment. If any party with standing appeals a Planning Official's Type II decision, the appeal of such decision will be heard by the City Hearing's Examiner. Any further appeal shall be to the superior court pursuant to applicable law.

#### **Process:**

- A. *Timeline.* A final decision should be made within one hundred (100) days from the date the application was deemed complete, or if unable to satisfy such time period, a written notice should be provided to the applicant specifying the reasons for the additional time to render a decision and an estimated date of issuance.
- B. *Application.* The applicant must submit: 1) an application on a City form, 2) a written response to the approval criteria, 3) a site plan or plat, 4) a trip generation letter or traffic analysis, if required by the Public Works Director, 5) the specific information required for the review requested, and 6) the applicable fee.
- C. *Environmental checklist.* A completed environmental checklist as specified in MLMC Chapter 16.10 – SEPA Environmental Policies and Procedures, may be required with a land use application.
- D. *Completeness check.* Upon receipt of an application, it shall be routed to other City departments as for a determination of completeness under RCW 36.70B.070. Within twenty-eight (28) calendar days the City shall provide written notice that: (1) the application is complete, or (2) additional information is required. Once the applicant supplies the additional information, the Planning Official has fourteen (14) calendar days to determine if the application is complete or request further information. If the requested information is not received within sixty (60) calendar days of notice of an incomplete application, the application will be considered abandoned and the City will not refund the application fee. The determination of completeness shall not preclude the City from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.
- E. *Additional governmental authority.* The Planning Official must notify the applicant of any other governmental authority that may have jurisdiction over some aspect of the proposed project within twenty-eight (28) days of submittal.
- F. *Notice of application.* Following the determination of completeness, the City shall, within fourteen (14) days provide the applicant, City departments, and other agencies with the notice of application. Once the applicant receives the notice of application, the applicant shall within fourteen (14) days of receipt notify the public of the proposal the via U.S. Mail as specified in MLMC Chapter 19.280 – Notice of Application.
- G. *Public comment period.* The public may provide written comments on the notice of application for a period of no fewer than fourteen (14) days but no greater than thirty (30) days, as specified in the notice of application.
- H. *Department responses.* City department directors notified of the application must provide a written response to the Planning Official within fourteen (14) days of the notice of application.

- I. *Concurrency determination.* The Public Works Director will issue a transportation facility concurrency determination no more than fourteen (14) days after receiving the notice of application.
- J. *SEPA threshold determination.* The Planning Official will issue a SEPA threshold determination prior to notice of application. If the City issues a determination of significance, the process in MLMC Chapter 16.10 shall apply.
- K. *Review.* The Planning Official must provide a single report stating the approval criteria, findings, and decision to the applicant.
- L. *Notice of decision.* The Planning Official will mail the notice of decision (pending appeal) to the applicant, the property owner, and all recognized organizations or persons who responded in writing to the public notice or requested a notice of decision.
- M. *Ability to appeal.* The appeal process is set forth in MLMC Chapter 19.290 – Appeals.
- N. *Recording.* All decisions of approval, including conditions, shall be recorded with Spokane County. The applicant is responsible for recording the decision against the property and must provide a copy of the recorded decision to the Planning Official. The decision must be recorded before the approved use is permitted or any permits are issued, but no later than thirty (30) days from the date of the final decision.
- O. *Effective date.* The effective date for all reviews is the date the notice of decision was issued.
- P. *Expiration.* Land use decisions expire five (5) years after the decision date.

### **Section 19.270.040 – Type III Reviews**

Type III reviews apply to quasi-judicial permits and actions that predominantly contain discretionary approval criteria. Type III applications are decided by the City Hearing's Examiner, Planning Commission, or the City Council depending on the application. If any party with standing appeals a Hearing Examiner or Planning Commission Type III decision, the appeal of such decision will be heard by City Council. If any party with standing appeals the City Council's Type III decision, such appeal shall be to the superior court, pursuant to applicable law. Decisions relating to the Shoreline Master Program may be subsequently appealed to the State Shoreline Hearings Board, pursuant to applicable law.

Process:

- A. *Timeline.* A final decision should be made within one hundred seventy (170) days from the date the application was deemed complete, or if unable to satisfy such time period, a written notice should be provided to the applicant specifying the reasons for the additional time to render a decision and an estimated date of issuance.
- B. *Application.* The applicant must submit: 1) an application on a City form, 2) a written response to the approval criteria, 3) a site plan or plat, 4) a trip generation letter or traffic analysis, if required by the Public Works Director, 5) the specific information required for the review requested, and 6) the applicable fee.
- C. *Environmental checklist.* A completed environmental checklist as specified in MLMC Chapter 16.10 – SEPA Environmental Policies and Procedures, may be required with a land use application.
- D. *Completeness check.* Upon receipt of an application, it shall be routed to other City departments for a determination of completeness under RCW 36.70B.070. Within twenty-eight (28) calendar days the City shall provide written notice that: (1) the application is complete, or (2) additional information is required. Once the applicant supplies the additional information, the Planning Official has fourteen (14) calendar days to determine if the application is complete or request further information. If the requested information is not received within sixty (60) calendar days of notice of an incomplete application, the application will be considered abandoned and the City will not refund the application fee. The determination of completeness shall not preclude the City from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.



- E. *Additional governmental authority.* The Planning Official must notify the applicant of any other governmental authority that may have jurisdiction over some aspect of the proposed project within twenty-eight (28) days of submittal.
- F. *Notice of application.* Following the determination of completeness, the City shall within fourteen (14) days, provide the applicant, City departments, and other agencies with the notice of application. Once the applicant receives the notice of application, the applicant shall within fourteen (14) days of receipt and fifteen (15) days prior to the public hearing, notify the public of the proposal in accordance with the methods contained in MLMC Chapter 19.280 – Notice of Application.
- G. *Public comment period.* The public may provide written comment for a period of no fewer than fourteen (14) days but no greater than thirty (30) days as specified in the public notice, provided public comment may be accepted prior to closing the record where there is an open record hearing, or the decision is issued.
- H. *Department responses.* City department directors notified of the application must provide a written response to the Planning Official within fourteen (14) days of the notice of application.
- I. *Concurrency determination.* The City's Public Works Director will issue a concurrency determination no more than fourteen (14) days after receiving the notice of application.
- J. *SEPA threshold determination.* The Planning Official will issue a SEPA threshold determination no fewer than fifteen (15) days prior to a hearing in accordance with MLMC Chapter 16.10 -SEPA Environmental Policies and Procedures. If the City issues a determination of significance, the process in MLMC Chapter 16.10 shall apply.
- K. *Review.* The Planning Official must provide a single report stating the approval criteria, findings, and a recommendation to the reviewing body prior to the hearing.
- L. *Hearing.* An open record hearing will be conducted by the assigned reviewing body. The reviewing body may adopt the Planning Official's report and recommendation, or modify or reject it, based on information presented at the hearing and in the record.
- M. *Hearing Examiner decision.* For those matters where the City's Hearing Examiner is the final decision-making authority, the Hearing Examiner shall issue a written decision to be distributed to the parties of record.
- N. *Planning Commission recommendation.* For those matters where the Planning Commission is the initial reviewing body, the Planning Commission shall provide a written recommendation to the City Council.
- O. *City Council.* For those reviews where the City's Hearing Examiner or Planning Commission has made a recommendation to the City Council, the Planning Official shall present the recommendation to the Council and request action be taken on such recommendation, which shall be done as soon as reasonably possible.
- P. *Notice of decision.* Within seven (7) days of the issued decision the Planning Official will mail the notice of the reviewing body's decision (pending appeal) to the applicant, the property owner, and all recognized organizations or persons who responded in writing to the public notice, testified at the hearing, or requested a notice of decision.
- Q. *Ability to appeal.* The appeal process is set forth in MLMC Chapter 19.290 – Appeals.
- R. *Recording.* All decisions of approval, including conditions, shall be recorded with Spokane County. The applicant is responsible for recording the decision against the property and must provide a copy of the recorded decision to the Planning Official. The decision must be recorded before the approved use is permitted or any permits are issued, but no later than thirty (30) days from the date of the final decision.
- S. *Effective date.* The effective date for all reviews is the date the notice of decision was issued.
- T. *Expiration.* Land use decisions expire five (5) years after the decision date. One-year extensions for preliminary plats may be granted by the Planning Commission upon showing that the applicant has attempted in good faith to submit the final plat within five (5) years.

### **Section 19.270.050 – Type IV Reviews**

Type IV reviews apply to legislative matters. Legislative matters involve the creation, revision or large-scale implementation of public policy. Type IV applications are considered initially by the Planning Commission with final decisions made by the City Council. If any party with standing appeals the City Council's Type IV decision, such appeal shall be to the Growth Management Hearings Board, pursuant to applicable law and regulations.

Process:

- A. *Initiation.* Proposed amendments may be initiated by the following parties:
  - 1. City Council.
  - 2. Planning Commission.
  - 3. Planning Official.
  - 4. Any individual, organization, corporation or partnership, general or special purpose government, or entity of any kind.
- B. *Application.* The applicant must submit: 1) an application on a City form, 2) the amendment being requested, 3) a written response to the approval criteria, 4) a site plan or plat, and 5) the applicable fee.
- C. *Environmental checklist.* A completed environmental checklist as specified in MLMC Chapter 16.10 – SEPA Environmental Policies and Procedures, may be required with a land use application.
- D. *Concurrency determination.* The City's Public Works Director will issue a transportation facility concurrency determination no more than fourteen (14) days after receiving the notice of application.
- E. *SEPA threshold determination.* The Planning Official will issue a SEPA threshold determination no fewer than fifteen (15) days prior to a hearing in accordance with MLMC Chapter 16.10 -SEPA Environmental Policies and Procedures. If the City issues a determination of significance, the process in MLMC Chapter 16.10 shall apply.
- F. *Intent to adopt.* The City shall give notice of the intent to adopt amendments to the comprehensive plan, zoning map, or development regulations to the Washington State Department of Commerce sixty (60) days prior to the anticipated City Council action on the recommendations of Planning Commission.
- G. *Public notice.* A notice must be published in a newspaper of general circulation delivered in the City of Medical Lake at least fourteen (14) days prior to a public hearing.
- H. *Public comment period.* The public may provide written comment for a period of no fewer than fourteen (14) days but no greater than thirty (30) days, as specified in the public notice.
- I. *Review.* The Planning Official must provide a single report stating the approval criteria, findings and a recommendation to the Planning Commission prior to the hearing.
- J. *Hearing.* An open record hearing will be conducted by the Planning Commission. The Planning Commission may adopt the Planning Official's report and recommendation, or modify or reject it, based on information presented at the hearing and in the record.
- K. *Final decision authority.* The Planning Official shall present the recommendation to the City Council and request action be taken on the recommendation.
- L. *Ability to appeal.* The decision of the City Council may be appealed to the Growth Management Hearings Board, pursuant to applicable law.

### **Section 19.270.060 – Final Plat Reviews**

The final plat process provides the City an opportunity to confirm that the final plat conforms to the conditions of the preliminary approval. Final plat reviews include final binding site plans, final long plats, and final short plats.

Process:

- A. *Timeline.* The final plat must be approved, disapproved or returned to the applicant within thirty (30) days from the date of application.

- B. *Application.* The applicant must submit: 1) an application on the appropriate City form, 2) the final plat, 3) the certification of completed improvements or performance bond, and 4) the applicable fee.
- C. *Review.* The application will be reviewed by the Planning Official, the City Engineer, and any other appropriate official for conformance with the terms of preliminary approval. If the applicant has not shown conformance with the preliminary approval, the original copy of the plat, together with a list of required modifications, shall be returned to the applicant. A duplicate copy shall be retained by the City.
- D. *Approval.* When all reviewers have confirmed that the final plat is ready to be approved, the Planning Official shall inform the applicant. The applicant shall submit a vellum copy of the plat for recording purposes. In addition, the applicant shall submit:
  - 1. A certificate from the county treasurer indicating that all taxes and assessments on said property included in the final plat, subdivision, or dedication have been paid according to the provisions of RCW 58.17.160, RCW Chapter 58.08.030 and 58.08.040 , as thereafter amended.
  - 2. A check payable to the county auditor for the full amount of filing fees according to the provisions of RCW Chapter 36.18.010, as thereafter amended.
  - 3. A title report no older than thirty (30) days, confirming that the title of the land as described and shown on the plat is in the name of the owner(s) signing the certificate or instrument of dedication.
  - 4. The certificate required by RCW 58.17.165, or thereafter amended, the dedication of streets and other areas, and protective covenants, if any.
- E. *Signatures.* Upon receipt of the vellum copy of the plat, the plat shall be routed to all appropriate City directors, officials, and engineer for signatures.
- F. *City Council meeting.* Upon receipt of the vellum copy of the plat, a public meeting date shall be set for the next regular City Council meeting, not less than seven (7) days from the submittal date. However, short plats (four lots or less) are approved by the Planning Official and do not require City Council approval.
- G. *Final approval.* When the City Council or Planning Official finds that the land division proposed for final plat approval conforms to all terms of the preliminary plat approval, and that said land division meets the requirements of applicable state law, City ordinances and other standards, which were in effect at the time of application for preliminary plat approval, it shall approve the final plat, upon adoption of findings of fact.
- H. *Recording.* After approval, the final plat shall be filed for record by the applicant with the county auditor within thirty (30) days of approval. The City may refuse to issue permits for development on a final plat which has not been reviewed and recorded by the county auditor.
- I. *Ability to appeal.* The appeal process is set forth in MLMC Chapter 19.290 – Appeals.
- J. *Vesting.* Any lots in a final plat filed for record shall be a valid land use notwithstanding any change in zoning laws for a period of five (5) years from the date of recording. A subdivision shall be governed by the terms of approval of the final plat, and statutes, codes, and regulations in effect at the time of approval under RCW 58.17.150 (1) and (3) for a period of five (5) years after final plat approval unless the City Council finds that a change in conditions creates a serious threat to the public health or safety in the subdivision.

### **Chapter 19.280 – Notice of Application**

A notice of application provides the applicant, public, City departments, and agencies with jurisdiction information about the proposal or project. The notice of application may be combined with the (SEPA) threshold determination.

At least fifteen (15) days prior to a required public hearing, the applicant must notify the public of the proposal. The following three (3) methods of notification are prerequisites for a public hearing. The notifications are the responsibility of the applicant; however, the Planning Official shall provide guidance for completing the notifications.

#### Methods of Notification:

- A. *U.S. Mail.* The applicant must mail a notice to all owners and taxpayers of record, as shown by the most recent Spokane County assessor's record, and occupants of addresses of property located within 300 lineal feet of the subject lot(s) and those agencies that may have jurisdiction.
- B. *Newspaper.* The applicant must publish a notice in a newspaper of general circulation in the general area where the proposal is located.
- C. *On site.* The applicant must post one (1) notice on the site for every 300 feet of street frontage.

#### Chapter 19.290 – Appeals

- A. *Appeal submittal.* Any party with standing under MLMC Chapter 19.290(B) -Standing to appeal, may submit a written appeal of any Type I, II, or III decision to the Planning Official containing the following items listed below. The appeal must be received no later than fourteen (14) calendar days after written notice of the decision is mailed. Receipt of a complete appeal submittal shall stay the original decision until a final decision on the appeal is reached.
  - 1. The case number designated by the City and the name of the applicant;
  - 2. The name and signature of each petitioner or their authorized representative and a statement showing that each petitioner has standing to file the appeal under this chapter. If multiple parties file a single petition for review, the petition shall designate one (1) party as the contact representative for all contact with the Planning Official. All contact with the Planning Official regarding the appeal, including notice, shall be with the contact representative;
  - 3. The specific aspect(s) of the decision or determination being appealed, and the specific reasons why each aspect is in error as a matter of fact or law;
  - 4. A statement demonstrating that the specific issues raised on appeal were raised during the period in which the record was open; and
  - 5. The appeal fee as adopted by the City Council.
- B. *Standing to appeal.* Any person aggrieved by a decision may appeal the decision.
- C. *Appeal review bodies.*
  - 1. Appeals of decisions made by City staff are reviewed by the Hearing Examiner.
  - 2. Appeals of decisions made by the Planning Commission or Hearing Examiner are reviewed by the City Council.
  - 3. Appeals of decisions made by City Council are reviewed by the Superior Court having jurisdiction over such appeal unless it was a Type IV decision, which is reviewed by the Growth Management Hearings Board.
- D. *Appeal review process.*
  - 1. All complete appeals submitted which are eligible as specified in this chapter shall be scheduled for review at a public hearing such that a final decision can be rendered within sixty (60) calendar days for closed-record appeals, and within ninety (90) calendar days for open-record appeals. Further extensions are permitted upon mutual agreement of the appellant, the applicant, and the Planning Official. If a final decision is not reached within the applicable time, the Planning Official shall notify the appellant and shall provide a reason for the delay and an estimated date of final decision issuance.
  - 2. Notice of the appeal hearing shall be mailed to the applicant and all parties who received a notice of application.
  - 3. Appeal hearings shall be closed if there was an open public hearing during the decision process. Otherwise, appeal hearings shall be open.
    - a. An open-record appeal hearing before the City Hearing Examiner shall be conducted according to the procedures set forth in MLMC Chapter 2.80 – Hearing Examiner.

- b. A closed-record appeal hearing before the City Council shall be limited to arguments from the appellant, the applicant and City staff, and deliberation by the City Council. Argument and deliberation shall be limited to the record established at the original open-record hearing. The record shall consist of testimony and deliberation at the original hearing as recorded by an audio/visual tape or transcript certified as accurate and complete, any other materials submitted into the record, and the final order being appealed.
- c. Hearing rules shall otherwise be as specified by the reviewing body.
- d. Notice of appeal decisions shall be mailed to the applicant and all parties who received a notice of application.

E. *Subsequent appeals.*

- 1. Appeal decisions by any reviewing body may be subsequently appealed to the Superior Court within twenty-one (21) calendar days after the date of decision, pursuant to applicable law and as specified by Chapter 36.70C RCW.
- 2. Appeal decisions by the City Hearing Examiner or City Council on shoreline substantial development permits, shoreline variance permits, and shoreline conditional use permits may be subsequently appealed to the State Shoreline Hearings Board, pursuant to applicable law.

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1131**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, LEVYING  
THE REGULAR PROPERTY TAXES FOR THE CITY OF MEDICAL LAKE,  
WASHINGTON IN SPOKANE COUNTY FOR THE FISCAL YEAR COMMENCING  
JANUARY 1, 2025 TO PROVIDE REVENUE FOR THE PROVISIONS OF CITY  
SERVICES AS SET FORTH IN THE CITY BUDGET**

WHEREAS, State law authorizes the City of Medical (“City”) to levy regular property taxes upon the taxable property within the corporate limits in order to provide revenue for the 2025 current expense budget of the City;

WHEREAS, the City Council, after a public hearing and after duly considering all relevant evidence and testimony presented, has determined that the City desires a 0% increase in property tax revenue from the previous year, while receiving increases resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refund made; and

WHEREAS, the City has met and considered its budget for the calendar year 2025; and

WHEREAS, the City’s actual levy amount from the previous year was \$621,863.51; and

WHEREAS, the population of the City is less than 10,000; and

WHEREAS, RCW 84.52.020 requires the City Council on or before the 30<sup>th</sup> day of November to certify budget estimates to the Clerk of the Spokane County Board of Commissioners including amounts to be raised by taxing property in the City; and

WHEREAS, the City Council pursuant to notice has held a public hearing on the proposed budget estimates for 2025 on October 15, 2024, including revenue sources which will fund the provision of services; and

WHEREAS, after due consideration of the proposed 2025 budget and the related financial requirements the City Council desires to impose an ad valorem property tax as permitted by State law.

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

**Section 1. Certification of Property Tax Levy.** There shall be and is hereby levied and imposed upon real property, personal property, all new construction, utility property, and all property resulting from any annexations as defined in RCW Chapter 84.02 and 84.555.005 in the City of Medical Lake, Spokane County, Washington, a regular property tax increase over the 2024 of \$0.00 which is 0% for the year commencing January 1, 2025, plus any additional revenue resulting from new construction and improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refund made. The City of Medical Lake will bank this capacity in the event this increase is needed for subsequent years.

The regular property tax levied through this Ordinance is for the purpose of receiving revenue to make payment upon the general indebtedness of the City of Medical Lake, the general fund obligations and for the payment of services performed by or for the City during the 2025 calendar year.

**Section 2. Notice to Spokane County.** Pursuant to RCW 84.52.020, the City Clerk shall certify to the County Legislative Authority a true and correct copy of this Ordinance, as well as, the budget estimates adopted by the City Council in order to provide for and direct that the taxes levied herein shall be collected and paid to the City of Medical Lake at the time and in the manner provided by the laws of the State of Washington.

**Section 3. 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.

PASSED by the City Council this \_\_\_\_\_ day of November 2024.

\_\_\_\_\_  
Mayor, Terri Cooper

ATTEST:

\_\_\_\_\_  
Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

City Medical Lake  
124 S. Lefevre Street  
Medical Lake, WA 99022  
509-565-5000

**NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL**

The following is the title and summary of Ordinance No. 1131 passed by the City of Medical Lake City Council on the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2024.

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, LEVYING  
THE REGULAR PROPERTY TAXES FOR THE CITY OF MEDICAL LAKE,  
WASHINGTON IN SPOKANE COUNTY FOR THE FISCAL YEAR COMMENCING  
JANUARY 1, 2025 TO PROVIDE REVENUE FOR THE PROVISIONS OF CITY  
SERVICES AS SET FORTH IN THE CITY BUDGET**

**Section 1.** The Council hereby authorizes no increase in the regular property tax levy amount to be collected in the 2025 tax year. This is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refund made.

**Section 2.** Provides that the City Clerk shall certify and provide notice to Spokane County of Ordinance No. 1131 and the City of Medical Lake property taxes to be levied.

**Section 3.** Establishes a severability clause in the event some portion of the Ordinance is held invalid.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City's Clerk's office.

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Koss Ronholt, Finance Director/City Clerk

Published: \_\_\_\_\_