



**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/86269541627?pwd=v4b8j3BTGVuX2X4Ncb4jpC3op57fjp.1>
- **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 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

Council Chambers
124 S. Lefevre Street

MINUTES

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 Raczykowski, 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 28th 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 24th
 - v. Councilmember Maxwell – General Government Committee – the Lefevre Street Complete Streets project will start on Monday, October 28th, beginning with utility work then moving to sidewalks. The yard waste bins will be open until December 2nd 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 26th 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 16th. Public Hearings: 2025 Preliminary Budget on November 5th, 2025 Final Budget on November 15th. Gray Fire Community meeting October 23rd in council chambers with the Office of the Insurance Commissioner attending on Zoom. Planning Commission on October 24th, and West Plains Water Coalition on October 28th 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 22nd. 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.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

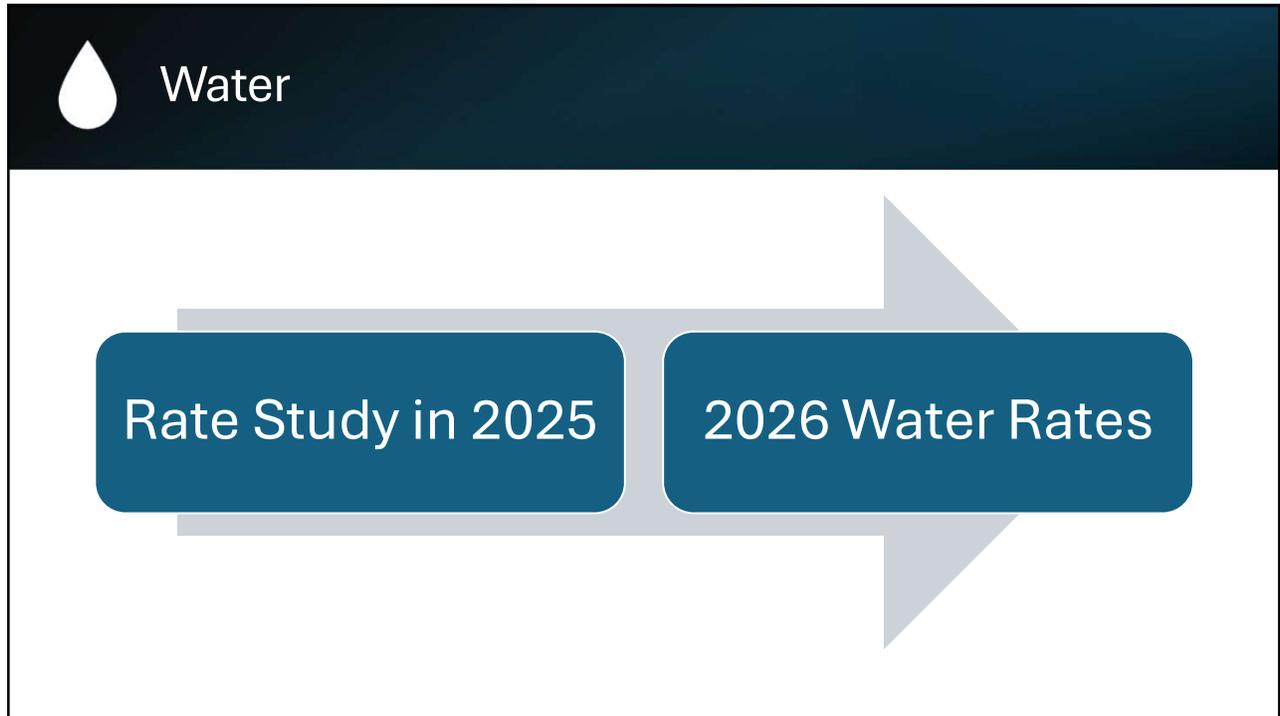


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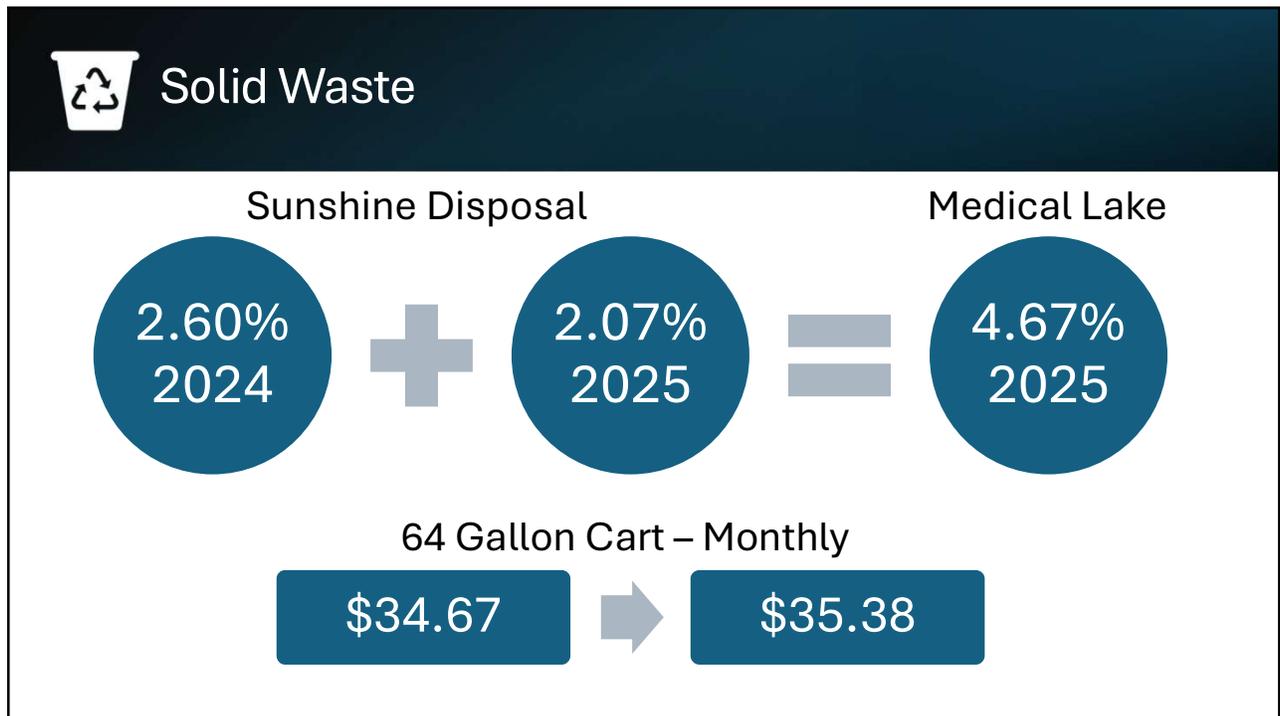
Rates to Review

| | | | | |
|-------|-------------|------------|-------------|----------------|
| | | | | |
| WATER | SOLID WASTE | WASTEWATER | UTILITY TAX | ADMINISTRATIVE |

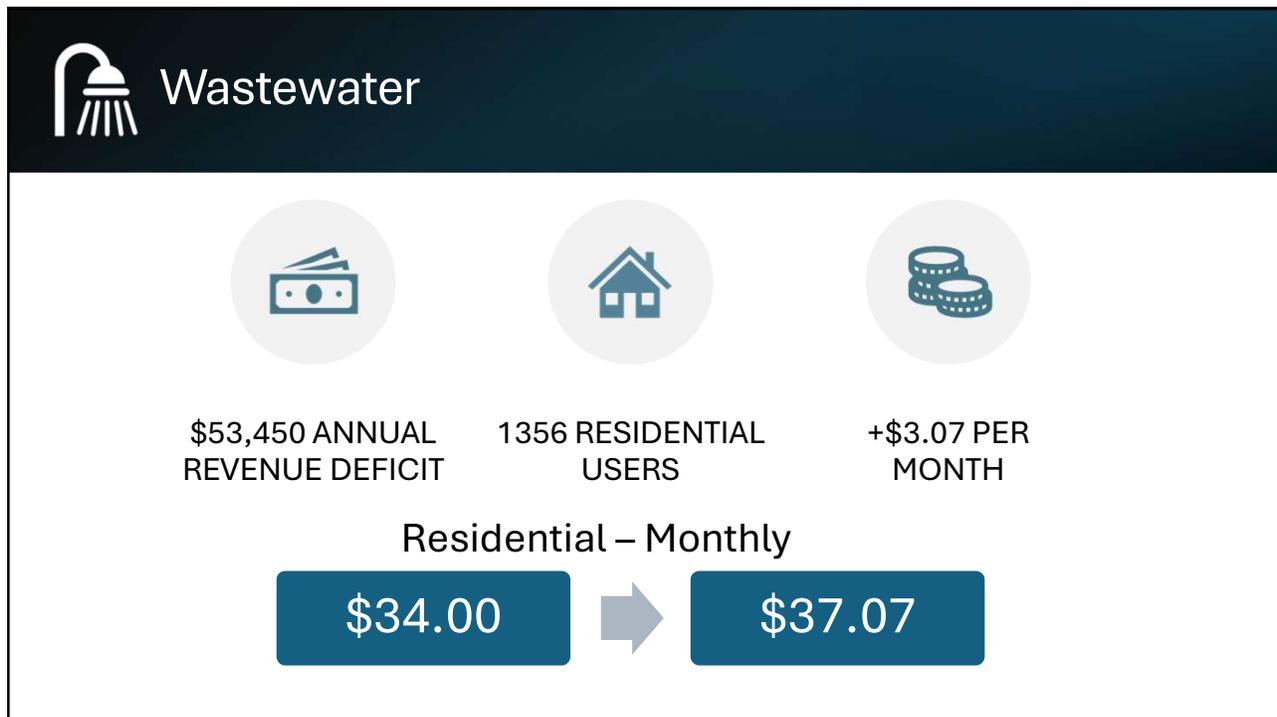
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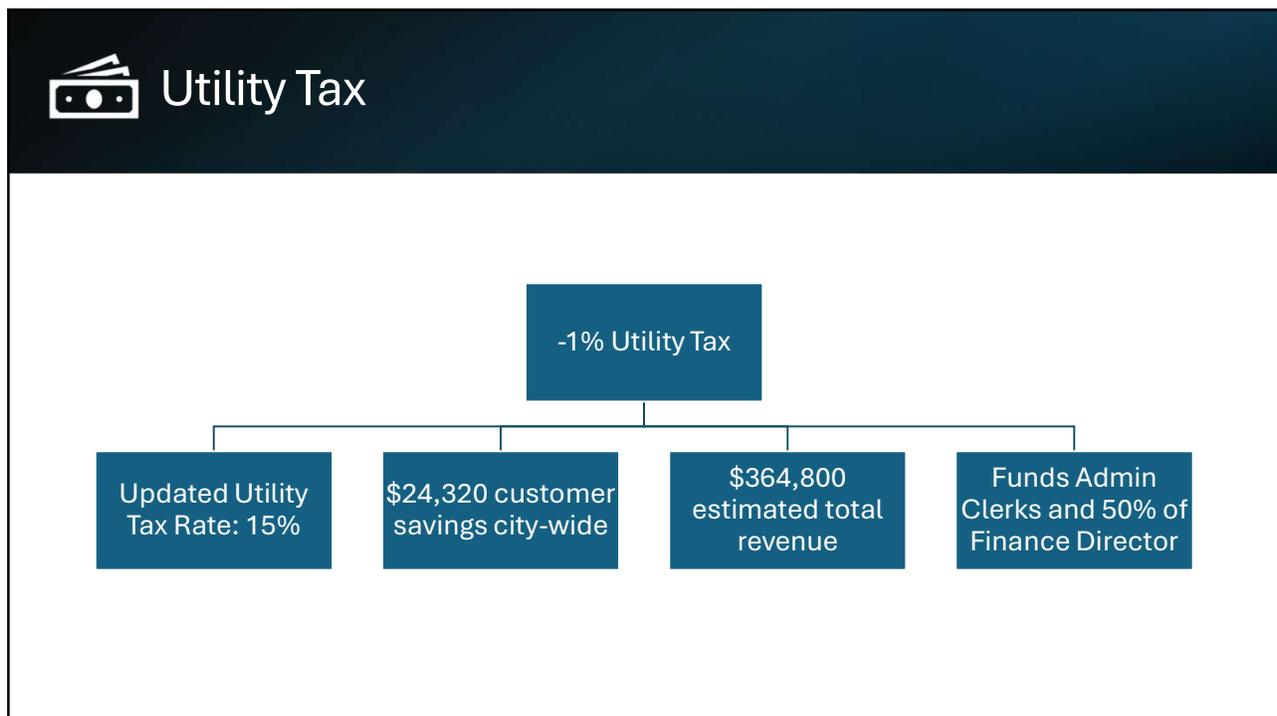
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4



5



6



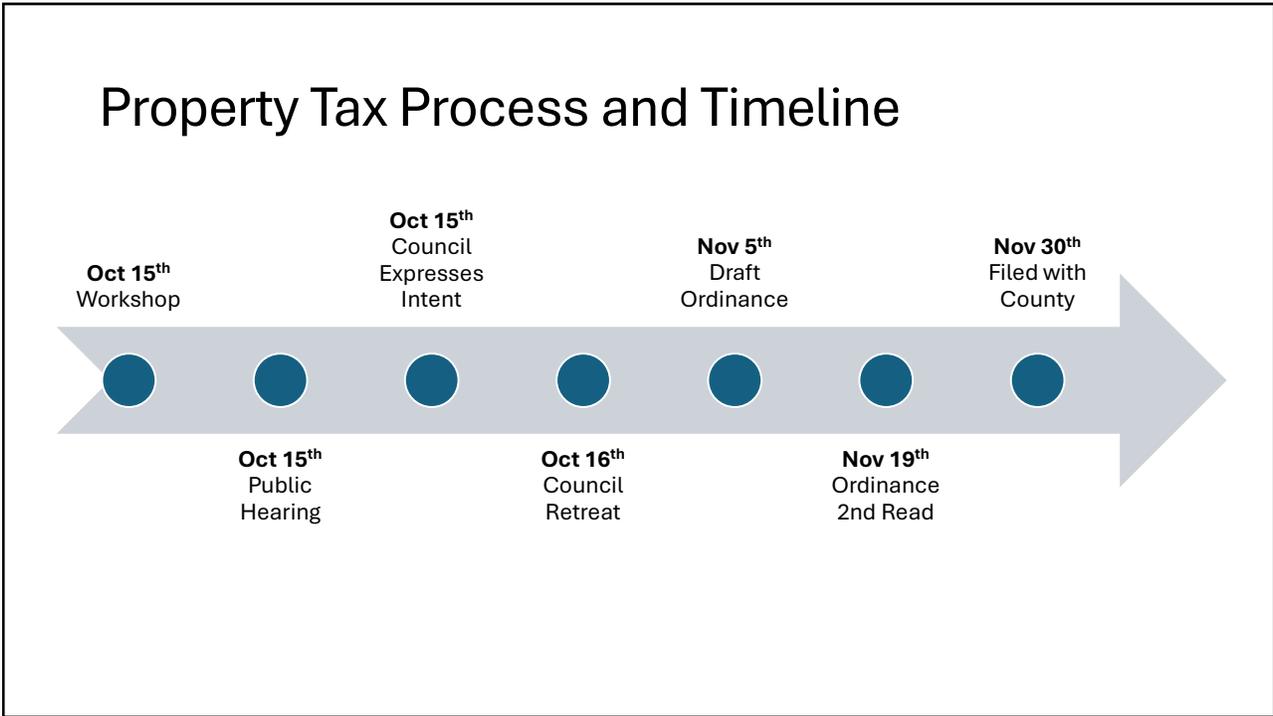
Administrative

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



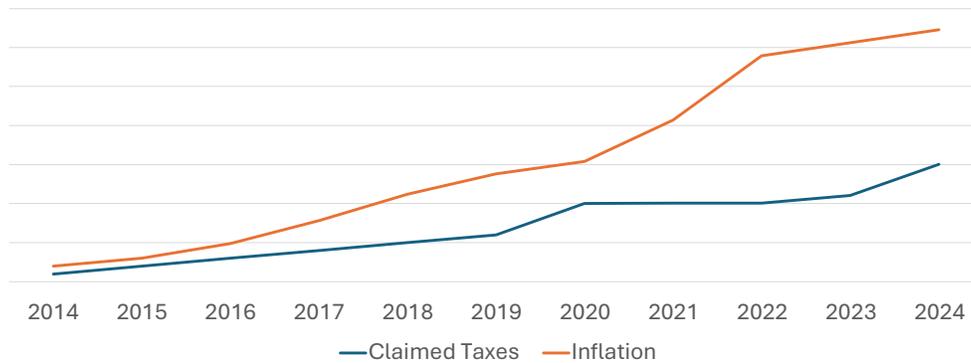
Medical Lake
School District

- ✓ Schools

3

Property Tax levy vs. Inflation

Accumulated Increases: Property Taxes 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 | | 1% Increase | | 5.4% Increase | |
|--------------|-----------|--------------|-----------|---------------|-----------|
| Millage Rate | 1.1360 | Millage Rate | 1.1473 | Millage Rate | 1.2336 |
| Total Tax | \$454.40 | Total Tax | \$458.92 | Total Tax | \$493.44 |
| Tax Increase | \$0.00 | Tax Increase | \$4.52 | Tax Increase | \$39.04 |
| | | | | | |
| Total Levy | \$621,864 | Total Levy | \$628,082 | Total Levy | \$675,310 |

6

Council Intent

- 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

| |
|--|
| <p style="text-align: center;">Municipal Code</p> <p style="text-align: center;"><i>Current</i></p> <hr/> <p style="text-align: center;">Title 15 – Subdivisions Title 16 – Planning Title 17 – Zoning Title 18 – Manufactured Home Community</p> <p style="text-align: center;"><i>Proposed</i></p> <hr/> <p style="text-align: center;">Title 19 – Land Use and Development</p> |
|--|

5

| |
|--|
| <p style="text-align: center;">Title 19 – Land Use and Development</p> <p style="text-align: center;"><i>Code Language</i></p> <hr/> <p style="text-align: center;">Vesting Consolidated Reviews Complete Application Review Types Appeals</p> <p style="text-align: center;"><i>Policy</i></p> <hr/> <p style="text-align: center;">Application and Notification Details</p> |
|--|

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

Silver Lake Camp
10919 S Lakehurst Dr

MINUTES

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.

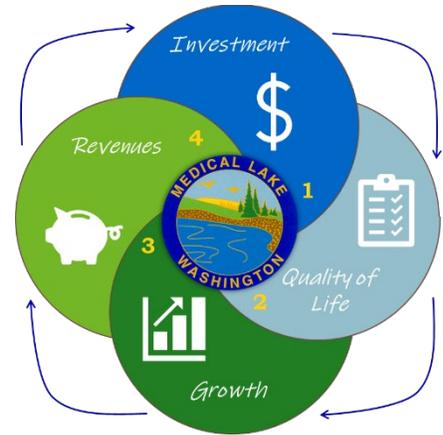
Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

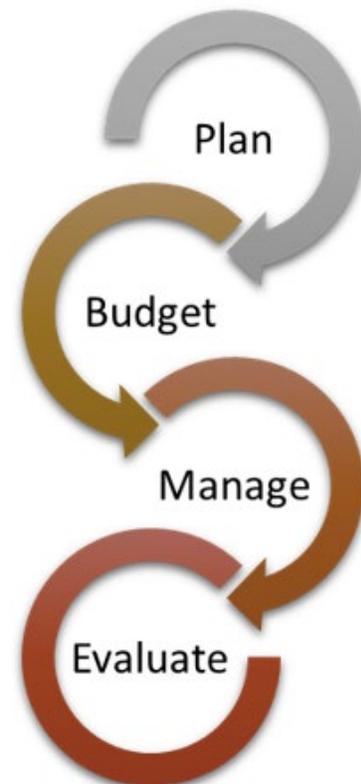
THE VIRTUOUS CYCLE

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

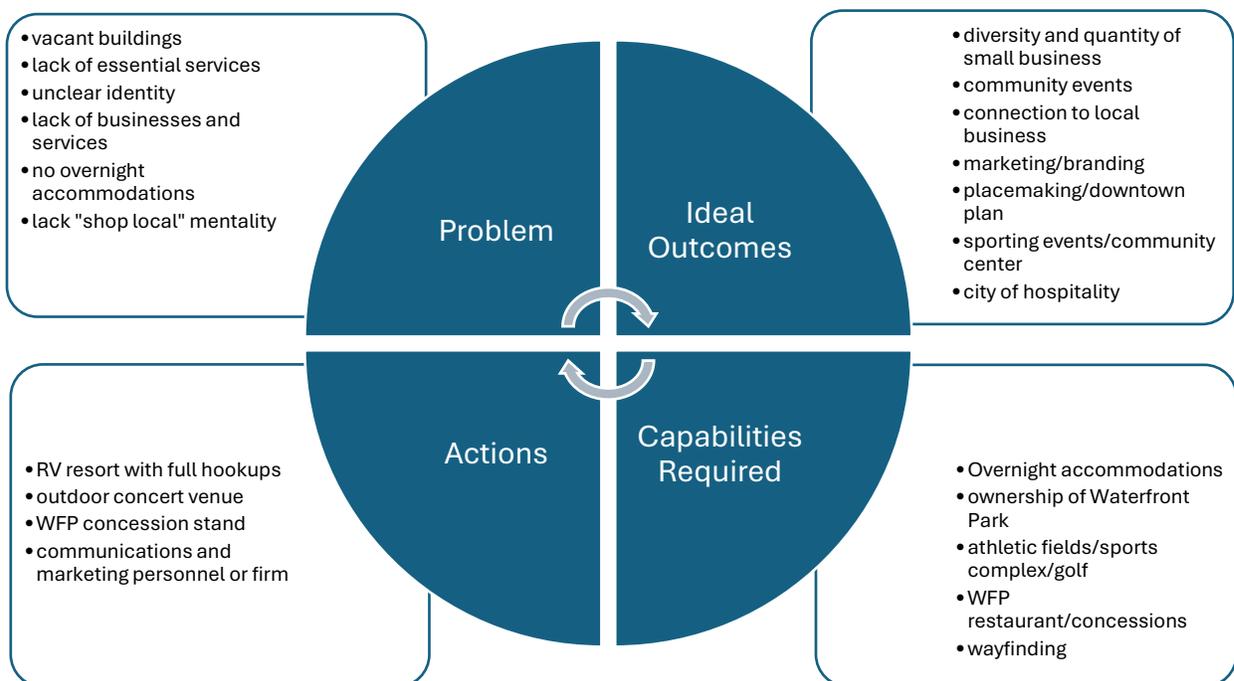


visual by Brave Space (<http://bravespace.ca>)

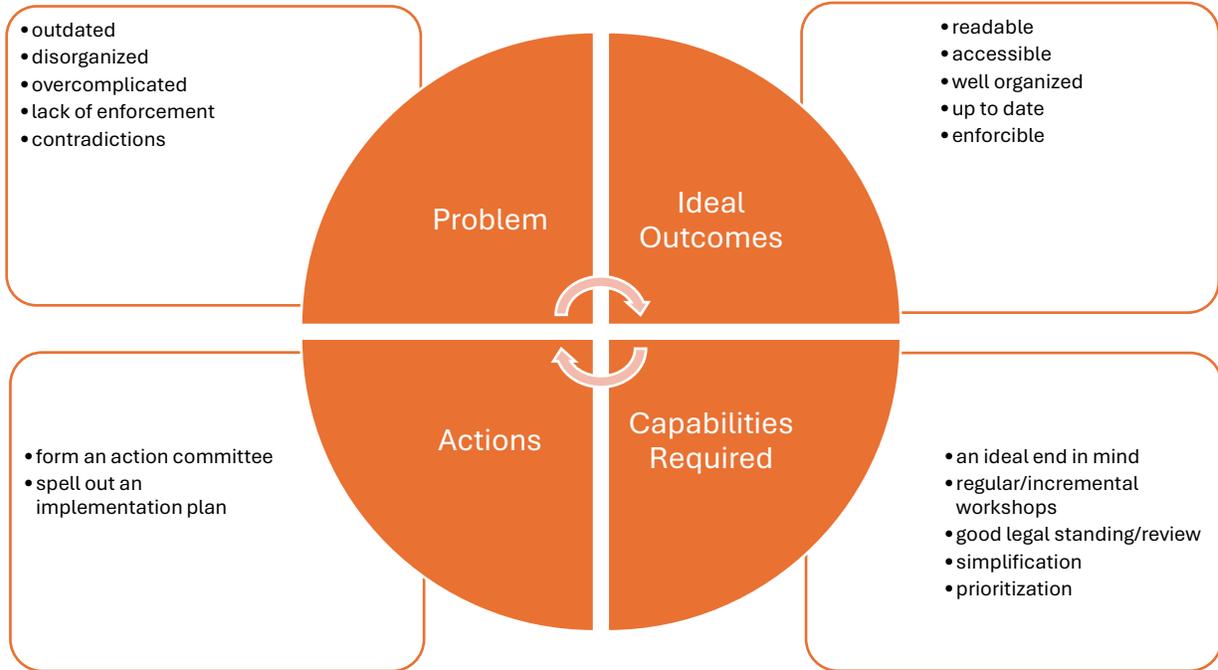
Human affairs seem to exist on a spectrum that includes apathy (where despair is prevalent and hope is hard to find), chaos (where there is unrest and unpredictability), order (where conditions and process help provide progress), and control (regulation and enforcement seek to eliminate problems). Too 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 | |

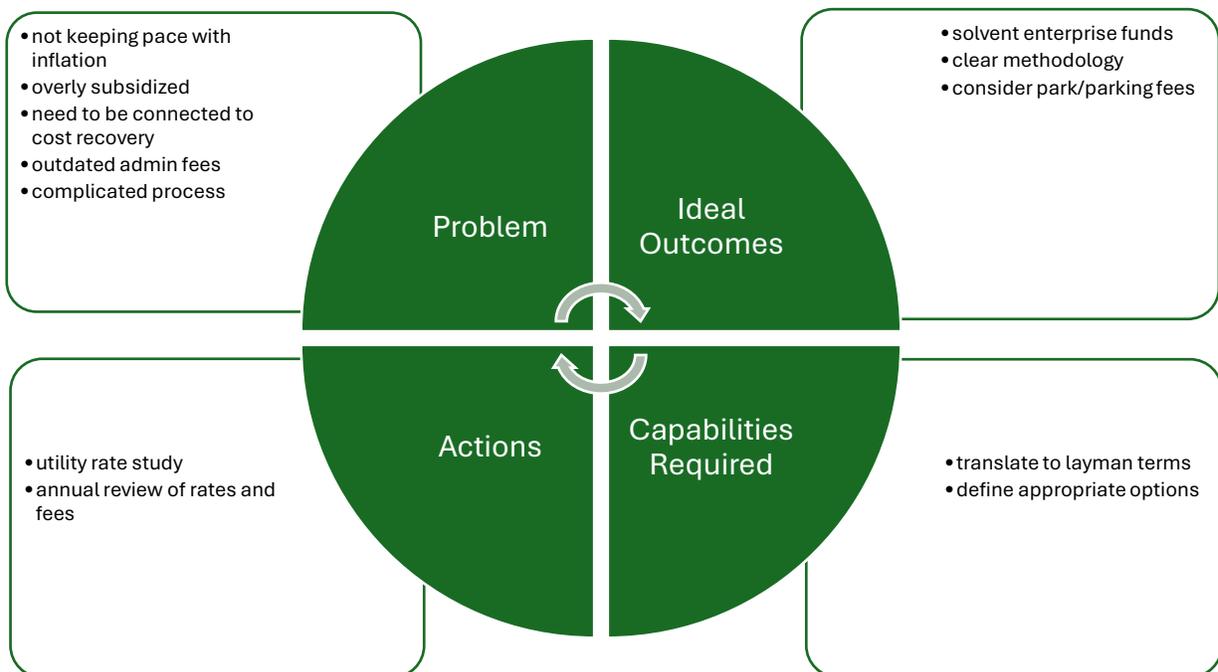
As [tourism.and.economic.development](#) was the highest rated item on the “apathy” chart, a group discussion ensued to define the problem (who has the problem, what is the problem, where/when is the problem occurring, and why is it important to address), express ideal outcomes, share capabilities required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

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,

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 |
|--|---|----------------------------------|----------------------|---------------------|-----------------------|
| Transportation Projects - TP | | | | | |
| 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 |
| Transportation CIP Total | | | \$ 3,295,000 | \$ 3,084,000 | \$ 211,000 |
| Parks and Public Facilities Projects - PF | | | | | |
| 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 |
| Parks and Public Facilities CIP Total | | | \$ 1,570,000 | \$ 971,875 | \$ 598,125 |
| Public Works Projects - PW | | | | | |
| 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 |
| Public Works CIP Total | | | \$ 1,740,000 | \$ 894,375 | \$ 845,625 |
| CIP Total | | | \$ 6,605,000 | \$ 4,950,250 | \$ 1,654,750 |

City of Medical Lake
2025 Preliminary Budget - Summary

| | Beginning Bal. | Revenues | Expenditures | Ending Bal. |
|---|---------------------|----------------------|----------------------|---------------------|
| 001 General Fund | \$ 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 | |
| 100 Impact Fees Fund | 33,803 | 1,100 | 3,000 | 31,903 |
| 101 Streets Fund | 12,000 | 290,023 | 273,597 | 28,426 |
| 104 Streets - Restricted Fund | - | 5,221,543 | 5,214,660 | 6,883 |
| 105 Leave & Severance Fund | 110,321 | 20,499 | 50,000 | 80,820 |
| 106 Contingency Fund | 25,000 | 300 | - | 25,300 |
| 107 ARPA Fund | 325,000 | 2,000 | - | 327,000 |
| 110 Public Safety Fund | 323,298 | 651,400 | | 213,875 |
| 110 Law Enforcement Dept. | | | 712,875 | |
| 110 Environmental Preserv. Dept. | | | 26,448 | |
| 110 Animal Control Dept. | | | 21,500 | |
| 111 Criminal Justice Fund | 32,500 | 7,175 | 33,000 | 6,675 |
| 112 Parks & Recreation Fund | 11,122 | 573,800 | | 8,235 |
| 112 Parks & Recreation Dept. | | | 351,944 | |
| 112 Parks Facilities Dept. | | | 224,743 | |
| 113 Emergency Response Fund | 263,686 | 1,000 | - | 264,686 |
| 125 City Beautification Fund | 12,000 | 13,850 | 10,000 | 15,850 |
| 126 Tourism Fund | - | 121,500 | 120,500 | 1,000 |
| 301 Capital Improvement Fund | 225,224 | 167,500 | 360,000 | 32,724 |
| 302 Parks Improvement Fund | 180,000 | 263,000 | 443,000 | - |
| 401 Water Fund | 522,464 | 907,550 | 899,577 | 530,437 |
| 402 Water - Restricted Fund | 434,342 | 597,375 | 595,000 | 436,717 |
| 407 Solid Waste Fund | 200,146 | 776,750 | 822,888 | 154,008 |
| 408 Wastewater Fund | 337,623 | 1,496,501 | | 268,333 |
| 408 Wastewater Collection Dept. | | | 368,888 | |
| 408 Wastewater Treatment Dept. | | | 1,196,902 | |
| 409 Wastewater - Restricted Fund | 1,065,000 | 468,750 | 1,245,000 | 288,750 |
| 410 Broadband Fund | 121,369 | 4,000 | 104,000 | 21,369 |
| 501 Unemployment Compensation | - | 15,000 | - | 15,000 |
| 635 State Custodials Fund | - | - | - | - |
| | <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 Actual | 2023 Actual | 2024 Adopted | 2025 Proposed |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| 001 General Fund | | | | |
| 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 | - | - |
| Total of General Fund | \$ 2,970,717 | \$ 2,438,905 | \$ 2,548,853 | \$ 2,537,581 |

| | 2022 Actual | 2023 Actual | 2024 Adopted | 2025 Proposed |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| All Other Funds | | | | |
| 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 | - | - | - | - |
| Total of All Other Funds | \$ 3,019,004 | \$ 5,856,517 | \$ 6,132,863 | \$ 9,615,252 |

| | | | | |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|
| Total Estimated Revenues | \$ 5,989,721 | \$ 8,295,423 | \$ 8,681,716 | \$ 12,152,833 |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|

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 |
|------------------------------|---------------------|---------------------|---------------------|---------------------|
| 001 General Fund | | | | |
| 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 |
| Total of General Fund | \$ 1,019,501 | \$ 1,138,004 | \$ 1,909,462 | \$ 1,879,425 |

| | 2022 Actual | 2023 Actual | 2024 Adopted | 2025 Proposed |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|
| All Other Funds | | | | |
| 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 | - | - | - | - |
| Total of All Other Fund | \$ 3,974,669 | \$ 5,820,377 | \$ 9,249,532 | \$ 12,727,523 |

| | | | | |
|-------------------------------|---------------------|---------------------|----------------------|----------------------|
| Total Operating Budget | \$ 4,994,169 | \$ 6,958,381 | \$ 11,158,993 | \$ 14,606,947 |
|-------------------------------|---------------------|---------------------|----------------------|----------------------|

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 | - | - | |
| Total Transfers | \$ 1,927,500 | \$ 1,927,500 | |

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% |
| General Fund Total Resources | \$ 5,419,519.41 | \$ 5,124,419.23 | \$ 4,148,141.85 | \$ 4,477,676.65 | 7% |

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% |
| General Fund Total Uses | \$ 1,059,501 | \$ 2,336,860 | \$ 2,916,762 | \$ 3,456,925 | 16% |
| Net Resources Over Uses | \$ 4,360,019 | \$ 2,787,559 | \$ 1,231,380 | \$ 1,020,752 | |

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% |
| Legislative Total | \$ 34,527 | \$ 39,511 | \$ 43,797 | \$ 87,618 | 50% |

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% |
| Municipal Court Total | \$ 60,211 | \$ 65,428 | \$ 64,600 | \$ 65,500 | 1% |

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% |
| Executive Total | \$ 251,994 | \$ 206,070 | \$ 259,221 | \$ 300,755 | 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 |
|-------------------------|------|------|------|------|-------------|
| <i>Elected</i> | | | | | |
| Mayor | 1 | 1 | 1 | 1 | |
| <i>Full time</i> | | | | | |
| City Administrator | 1 | 1 | 1 | 1 | |
| <i>Part time</i> | | | | | |
| 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% |
| Administrative Services Total | \$ 347,452 | \$ 460,533 | \$ 606,915 | \$ 662,292 | 8% |

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 |
|-------------------------|----------|------------|------------|----------|-------------|
| <i>Full time</i> | | | | | |
| 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 | |
| | <u>3</u> | <u>3.5</u> | <u>4.5</u> | <u>5</u> | <u>10%</u> |

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 | - | - | - | - | |
| Legal Total | \$ 82,523 | \$ 123,031 | \$ 117,790 | \$ 127,800 | 8% |

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% |
| Code Enforcement Total | \$ 93,615 | \$ 87,013 | \$ 92,095 | \$ 88,084 | -5% |

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 | |
| | <u>2</u> | <u>2</u> | <u>2</u> | <u>1</u> | -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 | - | - | - | - | |
| Building & Planning Total | \$ 83,090 | \$ 81,264 | \$ 153,100 | \$ 259,875 | 41% |

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 |
|--------------------|------|------|------|------|-------------|
| <i>Full Time</i> | | | | | |
| Building Inspector | 0 | 0 | 0 | 1 | 100% |
| <i>Part time</i> | | | | | |
| 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 |
|----------------------------------|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| General Fund Revenues | | | | | | | |
| 001-311-10-00-00 | PROPERTY TAX | \$ 580,247.58 | \$ 592,829.30 | \$ 580,755.77 | \$ 616,589.75 | \$ 353,011.41 | \$ 622,755.65 |
| 001-311-11-00-00 | EMS LEVY | 667.75 | - | 398.91 | 600.00 | - | 600.00 |
| 001-313-11-00-00 | SALES TAX | 641,697.06 | 640,000.00 | 656,840.93 | 640,000.00 | 619,225.94 | 730,000.00 |
| 001-313-61-00-00 | STATE GAS TAX | 28,836.34 | 24,000.00 | 29,964.41 | 22,000.00 | 28,800.84 | 34,000.00 |
| 001-316-40-00-01 | UTILITY TAX-16% | 341,312.41 | 340,000.00 | 360,163.42 | 353,000.00 | 283,016.74 | 360,000.00 |
| 001-316-41-00-00 | ELECTRIC B & O TAX | 240,563.17 | 235,000.00 | 251,422.25 | 240,000.00 | 197,752.89 | 250,000.00 |
| 001-316-43-00-00 | GAS B & O TAX | 72,945.89 | 66,000.00 | 93,657.87 | - | - | - |
| 001-316-46-00-00 | CABLE B&O TAX | 6,630.96 | 6,750.00 | 6,276.67 | - | - | - |
| 001-316-47-00-00 | TELEPHONE B & O TAX | 42,426.77 | 35,000.00 | 33,769.48 | - | - | - |
| 001-317-20-00-00 | LEASEHOLD EXCISE TAX | 18.76 | 20.00 | - | 20.00 | | 20.00 |
| 001-321-30-00-00 | FIREWORKS PERMITS | - | - | 200.00 | - | 100.00 | - |
| 001-322-10-00-00 | BUILDING PERMITS | 36,734.60 | 60,000.00 | 89,620.40 | 36,500.00 | 74,309.85 | 65,000.00 |
| 001-322-10-00-01 | PLUMBING FEE | 6,168.00 | 3,000.00 | 1,086.00 | 1,500.00 | 297.00 | 1,000.00 |

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

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

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

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

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

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

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

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

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

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% |
| Impact Fund Total Resources | \$ 68,897 | \$ 77,860 | \$ 37,100 | \$ 34,903 | -6% |

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 | - | - | |
| Impact Fund Total Uses | \$ - | \$ 45,000 | \$ 500 | \$ 3,000 | 83% |
| Net Resources Over Uses | \$ 68,897 | \$ 32,860 | \$ 36,600 | \$ 31,903 | |

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 | | | | | | | |
| 100-345-85-00-00 | SCHOOL IMPACT FEES | \$ 268.00 | \$ 300.00 | \$ - | \$ 300.00 | \$ - | \$ 300.00 |
| 100-345-85-22-00 | FIRE - IMPACT FEES | 104.00 | 300.00 | 399.80 | 300.00 | - | 300.00 |
| 100-361-10-00-01 | INVESTMENT INTEREST | 1,125.17 | - | 2,353.98 | - | 942.33 | 500.00 |
| 100-369-80-00-00 | TRIVIAL ADJUSTMENTS | - | - | 536.00 | - | - | - |
| 100-361-11-00-00 | T/I RTN FIRE IMPACT FROM 001 | - | 5,000.00 | 5,000.00 | | - | - |
| | Fund Revenues Total | \$ 1,497.17 | \$ 5,600.00 | \$ 8,289.78 | \$ 600.00 | \$ 942.33 | \$ 1,100.00 |
| Impact Fee Expenditures | | | | | | | |
| 100-000-518-65-00-00 | SCHOOL IMPACT FEES - REMITT | \$ - | \$ - | \$ - | \$ 500.00 | | \$ 1,500.00 |
| 100-220-597-00-60-00 | T/O-FIRE IMPACT FEE (100 TO 001) | - | 300.00 | - | - | | 1,500.00 |
| 100-760-597-00-60-00 | T/O PARK IMPROVEMENTS (302) | - | 45,000.00 | 45,000.00 | - | | |
| | Fund Expenditures Total | \$ - | \$ 45,300.00 | \$ 45,000.00 | \$ 500.00 | \$ - | \$ 3,000.00 |

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% |
| Street Fund Total Resources | \$ 352,747 | \$ 396,656 | \$ 414,809 | \$ 302,023 | -37% |

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% |
| Street Fund Total Uses | \$ 226,683 | \$ 239,554 | \$ 268,860 | \$ 273,597 | 2% |

Notes

Revenue Majority of resources come from the Motor Vehicle Fuel Tax and Multimodal Transportation distributions from the State of Washington. MFVT City Assistance from State and Telephone B&O Tax designated as funding for Streets. 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% |
| Street Res. Total Resources | \$ 14,436 | \$ 784,487 | \$ 1,563,500 | \$ 5,221,543 | 70% |

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% |
| Street Res. Total Uses | \$ - | \$ 1,192,092 | \$ 1,545,500 | \$ 5,214,660 | 70% |

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 |
|----------------------------------|--------------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|
| Street Revenues | | | | | | | |
| 101-316-47-00-00 | TELEPHONE B & O TAX | \$ - | \$ - | \$ - | \$ 42,000.00 | \$ 24,955.24 | \$ 33,750.00 |
| 101-322-40-00-00 | STREET & CURB PERMITS | 75.00 | 50.00 | 175.00 | 50.00 | 25.00 | 50.00 |
| 101-322-40-00-01 | BLOCK CLOSURE PERMITS | - | - | - | 150.00 | 29.13 | 50.00 |
| 101-336-00-71-00 | MULTIMODAL TRANSPORTATION CITY | 6,414.34 | 6,292.00 | 6,284.55 | 6,291.00 | 4,725.85 | 6,140.00 |
| 101-336-00-87-00 | STREET - MV FUEL TAX | 91,450.20 | 88,088.00 | 89,618.50 | 84,145.00 | 64,351.24 | 82,533.00 |
| 101-336-00-98-00 | MVFT-CITY ASSISTANCE | - | - | - | 130,000.00 | 82,821.81 | 115,000.00 |

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

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

| | | | | | | | |
|---|--------------------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|
| 104-397-00-00-01 | T/I GENERAL FUND (001) | | | - | 20,000.00 | \$ 15,000.00 | 660,000.00 |
| 104-397-00-03-01 | T/I CAPITAL IMPROVEMENTS (301) | | | 95,000.00 | 110,000.00 | \$ 82,500.00 | 250,000.00 |
| | Fund Transfers-In Total | \$ - | \$ - | \$ 95,000.00 | \$ 130,000.00 | \$ 97,500.00 | \$ 910,000.00 |
| | | | | | | | |
| | | 2022 Actuals | 2023 Budget | 2023 Actuals | 2024 Budget | 2024 Current | 2025 Proposed |
| Street - Restricted Expenditures | | | | | | | |
| 104-000-543-30-49-01 | PUBLICATIONS - PROJECTS | \$ - | \$ - | \$ 433.90 | \$ 500.00 | \$ 335.00 | \$ 750.00 |
| 104-000-595-10-60-01 | CAPITAL - ENGINEERING | - | 41,000.00 | 146,945.00 | 75,000.00 | \$ 135,117.97 | 278,600.00 |
| 104-000-595-30-60-01 | CAPITAL - ROADWAYS | - | 94,000.00 | 606,135.20 | 700,000.00 | \$ 109,887.34 | 772,000.00 |
| 104-000-595-61-60-01 | CAPITAL - SIDEWALKS | - | 600,000.00 | 438,577.84 | 700,000.00 | \$ 14,596.92 | 3,163,310.00 |
| 104-000-594-30-64-00 | CAPITAL EQUIPMENT | - | - | - | 20,000.00 | | |
| 104-000-595-40-60-00 | CAPITAL - DRAINAGE | - | - | - | 50,000.00 | | 1,000,000.00 |
| | Restricted Expenditures Total | \$ - | \$ 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 |
| | Restricted Expenditures Total | \$ 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% |
| Leave & Sev. Total Resources | \$ 198,290 | \$ 202,769 | \$ 199,500 | \$ 128,821 | -55% |

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% |
| Leave & Sev. Total Uses | \$ - | \$ 48,940 | \$ - | \$ 50,000 | 100% |

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

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 | |
| Contingency Total Resources | \$ 36,801 | \$ 208,462 | \$ 36,900 | \$ 25,300 | -46% |

Contingency Fund Uses
Special Revenue Fund 106

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

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 |
|----------------------------------|-------------------------------|--------------|---------------|---------------|-------------|---------------|---------------|
| Contingency Revenues | | | | | | | |
| 106-334-04-20-01 | COMMERCE GRANT - GRAY FIRE | \$ - | \$ - | \$ - | \$ - | \$ 182,000.00 | \$ - |
| 106-361-10-00-01 | INVESTMENT INTEREST | 455.76 | 300.00 | 889.58 | 300.00 | 455.77 | 300.00 |
| 106-367-00-00-00 | FEMA - NON-GOV DONATIONS | - | - | - | - | 17,000.00 | - |
| 106-397-00-00-01 | T/I GENERAL FUND (001) | - | 171,000.00 | 171,000.00 | - | - | - |
| 106-398-10-00-00 | INSURANCE RECOVERIES-NON CAP. | - | - | - | - | 1,568.04 | - |
| | Fund Revenues Total | \$ 455.76 | \$ 171,300.00 | \$ 171,889.58 | \$ 300.00 | \$ 19,023.81 | \$ 300.00 |

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

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 |
| ARPA Fund Total | \$ 858,422 | \$ 28,436 | \$ 556,706 | \$ 327,000 |

| 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 | - |
| Executive Total | \$ - | \$ - | \$ 531,219 | \$ - |

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

Notes

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

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

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% |
| Public Safety Total Resources | \$ 218,750 | \$ 745,487 | \$ 1,149,698 | \$ 1,003,833 | -15% |

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% |
| Public Safety Total Uses | \$ 1,113,354 | \$ 297,188 | \$ 705,941 | \$ 760,823 | 7% |

Notes

| | |
|----------------------------------|--|
| Revenue | Law Enforcement Services revenues includes contractual distributions from the Department of Social and Health Services for the shared use of law enforcement services. Transfer In from General Fund to ensure financial stability in the event of loss of State Appropriations. |
| Law Enforcement | Includes police services contract with the Spokane County Sheriff's Office and supporting expenditures for SCOPE office. |
| Criminal Justice | Includes contracted services for prisoner detention |
| Other Environmental Pres. | Includes aerator annual maintenance contract and Spokane Regional Clean Air Agency annual registration program fees |
| Animal Control | Includes contracted animal control services with 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 |
|----------------------------------|--------------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|
| Public Safety Revenues | | | | | | | |
| 110-313-15-00-00 | PUBLIC SAFETY TAX | \$ 71,131.58 | \$ 72,704.00 | \$ 71,464.20 | \$ 72,000.00 | \$ 53,635.67 | \$ 71,500.00 |
| 110-313-71-00-00 | LOCAL CRIMINAL JUSTICE | 125,070.83 | 120,000.00 | 124,857.16 | 125,000.00 | 93,725.23 | 125,000.00 |
| 110-321-30-00-00 | FIREWORKS PERMITS | 200.00 | 1,742.00 | - | 200.00 | - | 200.00 |
| 110-336-06-21-00 | MVET-CRIM. JUSTICE PROGRAM | 1,673.71 | - | 1,750.47 | 1,700.00 | 1,392.71 | 1,750.00 |
| 110-336-06-25-00 | CJ - CONTRACTED SVCS | - | - | 10,303.40 | 9,000.00 | 8,203.08 | 10,000.00 |
| 110-336-06-94-00 | LIQUOR EXCISE TAX | - | 7,490.00 | 7,486.31 | 7,500.00 | 16,602.14 | 31,085.00 |
| 110-342-10-00-00 | DSHS POLICE PROT. | 20,673.86 | 19,000.00 | 25,000.00 | 25,000.00 | - | 25,000.00 |
| 110-342-10-00-01 | DSHS POLICING REIM. | - | - | - | 311,000.00 | 311,000.00 | 311,000.00 |
| 110-361-10-00-01 | INVESTMENT INTEREST | - | - | 14,625.40 | - | 15,843.69 | 5,000.00 |
| | Fund Revenues Total | \$ 218,749.98 | \$ 220,936.00 | \$ 255,486.94 | \$ 551,400.00 | \$ 500,402.52 | \$ 580,535.00 |
| 110-397-00-00-01 | T/I GENERAL FUND (001) | - | 980,000.00 | 490,000.00 | 150,000.00 | 75,000.00 | 100,000.00 |
| | Fund Transfers-In Total | \$ - | \$ 980,000.00 | \$ 490,000.00 | \$ 150,000.00 | \$ 75,000.00 | \$ 100,000.00 |
| | | | | | | | |
| | | 2022 Actuals | 2023 Budget | 2023 Actuals | 2024 Budget | 2024 Current | 2025 Proposed |

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

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

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 | - | - | - | - | |
| Criminal Just. Total Resources | \$ 6,492 | \$ 6,513 | \$ 29,588 | \$ 39,175 | 24% |

Criminal Justice Fund Uses
Special Revenue Fund 111

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

Notes

Revenue

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

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

Projects Costs Breakdown

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

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% |
| Parks & Rec. Total Resources | \$ 21,243 | \$ 402,850 | \$ 553,900 | \$ 567,772 | 2% |

Parks & Recreation Fund Departments - Expenditures
Special Revenue Fund 112

| Account Description | 2022 Actual | 2023 Actual | 2024 Adopted | 2025 Proposed | % Change |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------|
| <u>Recreation</u> | | | | | |
| 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% |
| Dept. total | 108,845 | 197,314 | 324,942 | 351,944 | 8% |
| <u>Parks Facilities</u> | | | | | |
| 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% |
| Dept. total | \$ 184,608 | \$ 175,404 | \$ 210,006 | \$ 224,743 | 7% |
| Parks & Rec. Total Uses | \$ 293,453 | \$ 372,719 | \$ 534,948 | \$ 576,687 | 14% |

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

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

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

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

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

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% |
| Emergency Total Resources | \$ - | \$ - | \$ 75,000 | \$ 264,686 | 72% |

Emergency Response Fund Uses
Special Revenue Fund 113

| Account Description | 2022 Actual | 2023 Actual | 2024 Adopted | 2025 Proposed | % Change |
|-----------------------------|----------------|----------------|-----------------|------------------|-------------|
| Emergency Response | \$ - | \$ - | \$ - | \$ - | |
| Emergency Total Uses | \$ - | \$ - | \$ - | \$ - | 0% |

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

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% |
| City Beaut. Total Resources | \$ 5,943 | \$ 7,003 | \$ 18,150 | \$ 23,370 | 22% |

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% |
| City Beaut. Total Uses | \$ - | \$ - | \$ 6,500 | \$ 10,000 | 35% |

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

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 | - | - | - | - | |
| City Beaut. Total Resources | \$ - | \$ - | \$ 5,500 | \$ 121,500 | 95% |

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% |
| City Beaut. Total Uses | \$ - | \$ - | \$ 6,500 | \$ 120,500 | 95% |

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 |
|--------------------------------------|--------------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|
| Tourism Revenues | | | | | | | |
| 126-316-43-00-00 | GAS B&O TAX | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 115,000.00 |
| 126-322-90-00-01 | VACANT PROPERTY REGISTRATION | - | - | - | - | 500.00 | 1,500.00 |
| 126-361-10-00-01 | INVESTMENT INTEREST | - | - | - | - | 6.64 | - |
| 126-367-00-00-01 | SPONSORSHIPS (LATL) | - | - | - | - | 3,000.00 | 5,000.00 |
| 126-397-00-00-01 | T/I GENERAL FUND (001) | - | - | - | - | - | - |
| | Fund Revenues Total | \$ - | \$ - | \$ - | \$ - | \$ 3,506.64 | \$ 121,500.00 |
| Tourism Expenditures | | | | | | | |
| Community Events | | | | | | | |
| 126-000-573-90-11-01 | OVERTIME | \$ - | \$ - | \$ - | \$ 2,500.00 | \$ 1,793.34 | \$ 3,000.00 |
| 126-000-573-90-31-02 | OPERATING SUPPLIES | - | - | - | 500.00 | 3,036.83 | 3,000.00 |
| 126-000-573-90-41-00 | PROFESSIONAL SERVICES | - | - | - | 500.00 | 4,835.40 | 70,000.00 |
| 126-000-573-90-41-01 | LINGER AT THE LAKE (LATL) | - | - | - | - | 38,768.00 | 40,000.00 |
| 126-000-573-90-45-00 | RENTALS | - | - | - | 3,000.00 | 3,561.41 | 4,500.00 |
| 126-000-594-48-64-01 | IMPROVEMENTS | - | - | - | - | - | - |
| | Fund Expenditures Total | \$ - | \$ - | \$ - | \$ 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% |
| Capital Imp. Total Resources | \$ 529,110 | \$ 460,461 | \$ 544,901 | \$ 392,724 | -39% |

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% |
| Capital Imp. Total Uses | \$ 244 | \$ 136,981 | \$ 160,000 | \$ 360,000 | 56% |

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 |
|--|---------------------------------|----------------------|---------------------|---------------------|----------------------|---------------------|----------------------|
| Capital Improvements Revenues | | | | | | | |
| 301-318-34-00-00 | 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 |
| 301-361-10-00-01 | INVESTMENT INTEREST | 8,674.89 | 2,000.00 | 25,786.25 | 8,680.00 | \$ 13,935.94 | 15,000.00 |
| | Fund Revenues Total | \$ 114,187.14 | \$ 97,000.00 | \$ 90,961.97 | \$ 108,680.00 | \$ 50,133.54 | \$ 167,500.00 |
| | | | | | | | |
| | | 2022 Actuals | 2023 Budget | 2023 Actuals | 2024 Budget | 2024 Current | 2025 Proposed |
| Capital Improvements Expenditures | | | | | | | |
| 301-720-594-72-64-01 | 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 |
| 301-000-595-69-60-01 | TRAFFIC SIGNS CAPITAL OUTLAY | - | - | - | 50,000.00 | \$ 45,123.84 | - |
| | Fund Expenditures Total | \$ 244.00 | \$ 70,000.00 | \$ 41,980.95 | \$ 254,000.00 | \$ 45,123.84 | \$ 110,000.00 |
| 301-000-597-00-01-04 | T/O - STREET - RESTRICTED (104) | - | 95,000.00 | 95,000.00 | 110,000.00 | \$ 82,500.00 | 250,000.00 |
| | Fund Revenues Total | \$ - | \$ 95,000.00 | \$ 95,000.00 | \$ 110,000.00 | \$ 82,500.00 | \$ 250,000.00 |

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 |
| | Restricted Expenditures Total | \$ 110,000.00 |

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% |
| Capital Imp. Total Resources | \$ - | \$ 45,550 | \$ 295,500 | \$ 443,000 | 33% |

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% |
| Capital Imp. Total Uses | \$ - | \$ - | \$ 295,000 | \$ 443,000 | 100% |

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

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% |
| Water Fund Total Resources | \$ 1,677,925 | \$ 1,642,620 | \$ 1,338,286 | \$ 1,430,014 | 6% |

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% |
| Water Fund Total Uses | \$ 565,033 | \$ 1,673,716 | \$ 843,969 | \$ 908,327 | 7% |

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% |
| Water Res. Total Resources | \$ 669 | \$ 19 | \$ 125,020 | \$ 537,342 | 77% |

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% |
| Water Res. Total Uses | \$ - | \$ - | \$ 710,000 | \$ 595,000 | -19% |

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 |
|----------------------------------|-----------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|
| Water Revenues | | | | | | | |
| 401-343-40-00-00 | WATER SALES | \$ 664,232.50 | \$ 700,000.00 | \$ 657,383.54 | \$ 728,000.00 | \$ 607,309.69 | \$ 785,000.00 |
| 401-343-40-01-00 | BULK WATER SALES | 192.17 | 50.00 | - | - | \$ 61.00 | 50.00 |
| 401-359-90-00-00 | UTILITY DELINQUENT FEES | 29,980.07 | 12,000.00 | 12,055.54 | 10,000.00 | \$ 24,833.63 | 12,000.00 |
| 401-361-10-00-01 | INVESTMENT INTEREST | 16,234.95 | 1,500.00 | 13,431.20 | 2,000.00 | \$ 12,090.97 | 10,000.00 |
| 401-362-50-00-00 | FACILITIES RENTAL-RESERVOIR | 111,769.57 | 125,000.00 | 95,505.81 | 112,000.00 | \$ 70,655.71 | 100,000.00 |
| 401-369-10-00-00 | SALE OF SURPLUS | - | - | 668.95 | - | - | 500.00 |

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

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

Detail - Water - Restricted

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

| | | 2022 Actuals | 2023 Budget | 2023 Actuals | 2024 Budget | 2024 Current | 2025 Proposed |
|--|------------------------------|--------------|-------------|--------------|-------------|--------------|---------------|
| Water - Restricted Expenditures | | | | | | | |
| 402-380-534-10-41-00 | PROFESSIONAL SERVICES | \$ - | \$ - | \$ 24,479.10 | \$ - | \$ 57,826.01 | \$ 30,000.00 |
| 402-380-534-10-48-00 | CAPITAL REPAIR & MAINTENANCE | - | - | - | 40,000.00 | - | - |

| | | | | | | | |
|--------------------------------------|--------------------------------------|------|-----------------|--------------|---------------|---------------|---------------|
| 402-380-594-34-60-00 | CAPITAL OUTLAY | - | 50,000.00 | - | - | - | - |
| 402-380-594-34-63-00 | WATER IMPROVEMENTS | - | - | - | 500,000.00 | - | - |
| 402-380-594-34-64-00 | WATER - EQUIPMENT | - | - | - | 210,000.00 | - | - |
| 402-380-594-34-65-00 | CAPITAL EQUIPMENT | - | 15,000.00 | 5,543.24 | - | - | 565,000.00 |
| 402-380-594-34-66-01 | CONSTRUCTION | - | - | - | - | 434,552.11 | - |
| 402-380-597-34-90-64 | T/O - W/S EQUIP (401 TO 404) | - | - | - | - | - | - |
| | Restricted Expenditures Total | \$ - | \$ 65,000.00 | \$ 30,022.34 | \$ 750,000.00 | \$ 492,378.12 | \$ 595,000.00 |
| 401-380-597-00-04-03 | T/O - W/S MANAGERIAL (403) | - | 1,201,834.14 | 19.59 | - | - | - |
| | Transfers-Out Total | \$ - | \$ 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 |
| | Restricted Expenditures Total | \$ 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% |
| Solid Waste Total Resources | \$ 940,704 | \$ 950,571 | \$ 884,170 | \$ 976,896 | 9% |

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% |
| Solid Waste Total Uses | \$ 705,928 | \$ 763,401 | \$ 728,332 | \$ 822,888 | 11% |

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

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

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% |
| Wastewater Total Resources | \$ 1,051,509 | \$ 1,271,254 | \$ 2,203,089 | \$ 1,834,124 | -20% |

Wastewater Fund Departments - Expenditures
Proprietary Fund 408

| Account Description | 2022 Actual | 2023 Actual | 2024 Adopted | 2025 Proposed | % Change |
|-------------------------------------|-------------------|---------------------|---------------------|---------------------|-------------|
| <u>Wastewater Collection</u> | | | | | |
| 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% |
| Dept. total | \$ 327,697 | \$ 331,784 | \$ 387,007 | \$ 368,888 | -5% |
| <u>Wastewater Treatment</u> | | | | | |
| 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 | |
| Dept. total | \$ 633,748 | \$ 1,003,639 | \$ 1,086,756 | \$ 1,196,902 | 9% |
| Wastewater Total Uses | \$ 961,446 | \$ 1,335,423 | \$ 1,473,763 | \$ 1,565,791 | 6% |

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 | - | - | |
| Street Res. Total Resources | \$ 75 | \$ 998,269 | \$ 1,076,089 | \$ 1,065,000 | -1% |

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% |
| Street Res. Total Uses | \$ - | \$ 107,180 | \$ 1,330,000 | \$ 1,245,000 | -7% |

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 |
|----------------------------------|-------------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|
| Wastewater Revenues | | | | | | | |
| 408-337-00-00-00 | DSHS WWTP O & M-50% | \$ 331,989.01 | \$ 441,000.00 | \$ 485,099.67 | \$ 530,500.00 | \$ 461,870.50 | \$ 588,501.00 |
| 408-343-50-00-00 | SEWER SERVICE | 719,520.02 | 720,000.00 | 764,231.20 | 765,000.00 | 599,561.05 | 886,000.00 |
| 408-359-90-00-00 | UTILITY DELINQUENT FEES | - | 16,500.00 | 12,000.00 | 10,000.00 | | 12,000.00 |
| 408-361-10-00-01 | INVESTMENT INTEREST | - | 3,000.00 | 9,923.21 | 2,000.00 | 10,176.96 | 10,000.00 |

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

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

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

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

Detail - Wastewater - Restricted

| | | 2022 Actuals | 2023 Budget | 2023 Actuals | 2024 Budget | 2024 Current | 2025 Proposed |
|---|--------------------------------|-----------------|-------------|----------------------|----------------------|----------------------|----------------------|
| Wastewater - Restricted Revenues | | | | | | | |
| 409-334-04-20-01 | 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 |
| 409-343-50-00-01 | SEWER TAP FEES | 75.00 | - | - | - | - | - |
| | INSURANCE RECOVERIES-CAPITAL | - | - | - | - | - | 75,000.00 |
| 409-361-10-00-01 | INVESTMENT INTEREST | - | - | 20,970.55 | - | 25,686.93 | - |
| | Fund Revenues Total | \$ 75.00 | \$ - | \$ 205,970.55 | \$ 393,750.00 | \$ 235,794.93 | \$ 468,750.00 |
| 409-397-00-04-04 | T/I W/S MANAGERIAL (404) | - | 979,902.00 | 977,298.63 | - | - | - |

| | | | | | | | |
|----------------------------------|------------------------|------|---------------|---------------|------|------|------|
| 409-397-00-04-08 | T/I WASTEWATER (408) | - | - | - | - | - | - |
| | Transfers Total | \$ - | \$ 979,902.00 | \$ 977,298.63 | \$ - | \$ - | \$ - |

| | | 2022 Actuals | 2023 Budget | 2023 Actuals | 2024 Budget | 2024 Current | 2025 Proposed |
|---|--------------------------------|--------------|---------------|---------------|-----------------|---------------|-----------------|
| Wastewater - Restricted Expenditures | | | | | | | |
| 409-381-535-10-48-00 | WWC-REPAIRS & MAINT. | \$ - | \$ - | \$ - | \$ - | \$ 17,723.48 | \$ 75,000.00 |
| 409-382-535-10-31-02 | PROJECT SUPPLIES | - | - | - | - | 606.36 | 20,000.00 |
| 409-382-535-10-31-09 | EFFLUENT DISINFECTION SUPPLIES | - | - | - | - | 945.04 | 450,000.00 |
| 409-382-535-10-41-00 | PROFESSIONAL SVCS | - | 100,000.00 | 97,226.51 | 50,000.00 | 82,423.60 | 50,000.00 |
| 409-382-594-35-60-01 | CAPITAL OUTLAY | - | 20,000.00 | 9,953.80 | - | 345,494.71 | 200,000.00 |
| 409-382-594-35-64-01 | IMPROVEMENTS | - | 15,000.00 | - | 200,000.00 | - | - |
| 409-382-594-35-65-01 | CAPITAL EQUIPMENT | - | 110,000.00 | - | 1,080,000.00 | 1,235.62 | 450,000.00 |
| | Fund Total | \$ - | \$ 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 |
| | Restricted Expenditures Total | \$ 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% |
| Broadband Total Resources | \$ - | \$ - | \$ - | \$ 125,369 | 100% |

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% |
| Broadband Total Uses | \$ - | \$ - | \$ - | \$ 104,000 | 100% |

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

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% |
| Unemployment Total Resources | \$ 11,223 | \$ 72 | \$ 12,500 | \$ 15,000 | 17% |

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% |
| Unemployment Total Uses | \$ 8,528 | \$ 1,291 | \$ - | \$ - | 0% |

Notes

Employment Sec. Reimburse

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

3 Year Budget Comparison
Unemployment Compensation Fund 501

CITY OF MEDICAL LAKE

Summary

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



City of Medical Lake Planning Department
124 S. Lefevre St.
Medical Lake, WA 99022
509-565-5000
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

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 1/2" | 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.

| Section & Title | Rate | 2024 | 2025 |
|---|---|-------------|-------------|
| Section 1. Title 5 - Refuse Collection Rates | | | |
| | 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 |
| Section 2. Title 12 - Water and Sewer Rates | | | |
| 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

| | |
|---------------------------------|----------------------------------|
| 1. GROUPS ----- | <u>Weekday Rate</u> |
| 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 |
| 2. GROUPS ----- | <u>Weekend Rate**</u> |
| 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> TM |
| 5. Plumbing permit fee (<i>Section 20.7</i>) | Current UPC Fee |
| 6. Mechanical permit fee (<i>Section 304b</i>) | Current IFGC Fee |
| 7. Manufactured home siting fee per section | 150.00 |
| Mobile home park – Creation or Expansion | 50.00 |
| Plus per site | 5.00 |
| Moved in and/or relocated structures..... | Fee assessed on 100% of current building valuation |
| 8. Re-roof permits | Based on valuation of work |

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

1. SHORELINE MANAGEMENT

Shoreline Substantial Development, Variance and Conditional Use Permits

| | |
|--------------------------------|---------|
| <i>Project Valuation</i> | |
| \$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 |
|---|---------------------------|

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

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 |
|--------------------|------------------------------------|------------|

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" statute, 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 1st to September 30th – open at 6:00 a.m. and close at 9:00 p.m.; and

October 1st to March 31st – 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.

Mayor, Terri Cooper

ATTEST:

Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

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 15th 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 30th 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 ____th 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.

Koss Ronholt, Finance Director/City Clerk

Published: _____