



**CITY COUNCIL REGULAR MEETING & PUBLIC HEARING  
TUESDAY, OCTOBER 15, 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 (October 15, 2024) - \*SEE NOTE\*
- Join the Zoom Meeting –

<https://us06web.zoom.us/j/81098504534?pwd=0MULYa2PbQIC0Krf3BaRmV9beqKxaw.1>

Meeting ID: 810 9850 4534

Passcode: 446645

One tap mobile

+12532050468,,81098504534#,,,,\*446645# US

+12532158782,,81098504534#,,,,\*446645# US (Tacoma)

Find your local number: <https://us06web.zoom.us/j/81098504534?pwd=0MULYa2PbQIC0Krf3BaRmV9beqKxaw.1>

### **WRITTEN PUBLIC COMMENTS**

If you wish to provide written public comments for the council meeting, please email your comments to [sweathers@medical-lake.org](mailto:sweathers@medical-lake.org) by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

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

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

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

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. Public Safety
  - B. Council Comments
  - C. Mayor
  - D. City Administrator & City Staff
6. **WORKSHOP DISCUSSION**
  - A. Municipal Court Annual Report
  - B. Land Use Review Timelines MLMC Amendment
  - C. 2025 Utility and Administrative Rates
  - D. 2025 Property Tax Levy Workshop
7. **ACTION ITEMS**
  - A. Consent Agenda
    - i. Approve **October 1, 2024**, minutes.
    - 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**.
8. **PUBLIC HEARING – 2025 Revenue Sources and Property Tax**
  - A. 2025 Property Tax Intent of Direction
9. **RESOLUTIONS**
  - A. 24-712 2025 Legislative Priorities
  - B. 24-713 CCTV Camera Policy
10. **ORDINANCES**
  - A. First Read 1129 Park Hours
11. **EXECUTIVE SESSION – None.**
12. **EMERGENCY ORDINANCES – None.**
13. **UPCOMING AGENDA ITEMS**
14. **INTERESTED CITIZENS**
15. **CONCLUSION**



City of Medical Lake  
124 S Lefevre Street  
PO Box 369  
Medical Lake, WA 99022-0369  
509-565-5000

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10/15/24 City Council Meeting

To: Mayor and City Council  
From: Elisa Rodriguez, City Planner  
**TOPIC: Amendments to the Municipal Code regarding Land Use Reviews  
(LU 2024-017 TA)**

**Requested Action:**

No action is being requested for this workshop.

**Key Points:**

City staff are proposing to amend the Municipal Code to comply with the new land use review process timelines required by Senate Bill 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. The Planning Commission held a public hearing on September 26<sup>th</sup>, 2024, to consider these amendments. No public comment was received, and the Planning Commission is recommending approval.

**Background Discussion:**

Senate Bill 5290 addresses timelines for Land Use Reviews (a.k.a. Project Reviews). Current state law requires most reviews to reach a final decision within 120 days of the application being deemed complete. The new state law divides reviews into three categories based on whether there is a public notice and/or a public hearing or not.

- 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.

The Medical Lake Municipal Code has more than two dozen unique reviews and procedural information is sewn throughout four titles. Staff proposes to create five review type categories that reflect the three categories in the state law plus a legislative review and final plat review. Then, each of the twenty-four plus reviews will be assigned to a category. These new review categories will be housed in a new Title 19 – Land Use and Development. Process information in the existing code will be replaced with citations pointing to the new Title 19. The goal of staff is to slowly move all the subjects in Titles 15-18 into Title 19 as they are revised. At some point in the future, Titles 15-18 will disappear, and Title 19 will be a clear and cohesive title that will be easy for both staff and the public to use.

Even though this amendment is long in words, there are no policy changes being proposed other than the review timelines. All the amendments are for clarification of the review process and the application materials. Some of the more detailed application information is being removed and will be adopted as policy, immediately following these amendments.

**Public Involvement:**

A public hearing notice was published in the newspaper, posted on the City website, and posted at the post office. No public comment was received in writing or at the Planning Commission hearing. Moving forward, another public hearing will be held at City Council to consider an ordinance to adopt the proposed amendments.

**Next Steps:**

A public hearing will be held at the November 5, 2024, City Council meeting. After the hearing, staff will request a first read of a proposed ordinance containing the code amendments.



**PROPOSED**

**Draft 10/9/2024**

**Title 19 – Land Use and Development**

**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 may appeal an interpretation of the Planning Official by submitting a petition to the City and paying the appropriate fee. Appeals are heard by the Hearing Examiner and the process is found in 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 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 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. Failure of the operator to receive the notice of the violation does not invalidate any enforcement actions 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 of Medical Lake 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 way. More specifically, 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 the potential issues. The pre-application conference does not prevent the city from applying all relevant laws to the application.

### **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.

### **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 procedure, then all of the applications are subject to the highest type of procedure that applies to any of the applications; provided, however 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 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 procedure types. The procedure type assigned to each action governs the decision-making procedure 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 Planning Official without public notice prior to the 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 hearing examiner, with further appeal 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 a written notice given to the applicant specifying the reasons why the time limits will not be met and an estimated date of issuance.
- B. *Application.* The applicant must submit an application on a city form, a site plan or plat, the specific information required for the review requested, and the correct 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 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: (a) the application is complete or (b) 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 local government 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 16.10 applies.
- 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.
- H. *Concurrency determination.* The public works director will issue a transportation facility concurrency determination within fourteen (14) days of the notice.
- I. *Review.* The Planning Official must provide a single report stating the approval criteria, findings, and decision.
- J. *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 Section 19.270.080 – Appeals.
- L. *Recording.* All decisions of approval, including conditions, shall be recorded with Spokane County. The applicant is responsible for the 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 permits are issued, but no later than thirty (30) days from the final decision.
- M. *Effective date.* For all reviews the effective date is the day the notice of decision.

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

Type II procedures 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 hearings examiner, with further appeal to the superior court pursuant to applicable law.

Process:

- A. *Timeline.* A final decision should be made within 100 days from the date the application was deemed complete or a written notice given to the applicant specifying the reasons why the time limits will not be met and an estimated date of issuance.
- B. *Application.* The applicant must submit an application on a city form, a written response to the approval criteria, a site plan or plat, a trip generation letter or traffic analysis if required by the Public Works Director, the specific information required for the review requested, and the correct 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 departments as for a determination of completeness under RCW 36.70B.070. Within 28 calendar days the city shall provide written notice that: (a) the application is complete or (b) 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 local government 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 14 days provide the applicant, city departments, and other agencies the notice of application. Once the applicant receives the notice of application, the applicant shall within 14 days of receipt notify the public of the proposal the via U.S. Mail as specified in MLMC Section 19.270.070 – Notice of Application.
- G. *Public comment period.* The public may provide written comment for a period of no fewer than fourteen (14) days and 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.
- 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 16.10 applies.
- K. *Review.* The Planning Official must provide a single report stating the approval criteria, findings, and decision.
- L. *Notice of decision.* The Planning Official will mail the notice of decision (pending appeal) to the applicant, the 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 Section 19.270.080 – Appeals.
- N. *Recording.* All decisions of approval, including conditions, shall be recorded with Spokane County. The applicant is responsible for the 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 permits are issued, but no later than thirty (30) days from the final decision.
- O. *Effective date.* For all reviews the effective date is the day the notice of decision.
- P. *Expiration.* Land use decisions expire five (5) years after the decision date.

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

Type III procedures apply to quasi-judicial permits and actions that predominantly contain discretionary approval criteria. Type III applications are decided by the Hearings Examiner,

Planning Commission, or the City Council depending on the subject. If any party with standing appeals a hearings examiner's or Planning Commission's Type III decision, the appeal of such decision will be heard by City Council, with further appeal to superior court. If any party with standing appeals the City Council's Type III decision, the appeal of such will be heard by superior court. 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 170 days from the date the application was deemed complete or a written notice given to the applicant specifying the reasons why the time limits will not be met and an estimated date of issuance.
- B. *Application.* The applicant must submit an application on a city form, a written response to the approval criteria, a site plan or plat, a trip generation letter or traffic analysis if required by the Public Works Director, the specific information required for the review requested, and the correct 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 departments as for a determination of completeness under RCW 36.70B.070. Within 28 calendar days the city shall provide written notice that: (a) the application is complete or (b) 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 local government 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 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 the methods of MLMC Section 19.270.070 – Notice of Application.
- G. *Public comment period.* The public may provide written comment for a period of no fewer than fourteen (14) days and 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.

- 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.
- I. *Concurrency determination.* The 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 16.10 -SEPA Environmental Policies and Procedures. If the city issues a determination of significance, the process in MLMC 16.10 applies.
- K. *Review.* The Planning Official must provide a single report stating the approval criteria, findings and a recommendation to the review body prior to the hearing.
- L. *Hearing.* An open record hearing will be conducted by the assigned review body. The review body may adopt the Planning Official's report and recommendation, modify or reject it based on information presented at the hearing and in the record.
- M. *Hearing examiner decision.* For those matters where the hearing examiner is the final decision authority, the hearing examiner will 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 review body, the Planning Commission will provide a written recommendation to the City Council following the action.
- O. *City council.* For those reviews where the 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. This request shall be done as soon as reasonably possible.
- P. *Notice of decision.* Within seven days of the decision the Planning Official will mail notice of the review body's decision (pending appeal) to the applicant, the 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 Section 19.270.080 – Appeals.
- R. *Recording.* All decisions of approval, including conditions, shall be recorded with Spokane County. The applicant is responsible for the 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 permits are issued, but no later than thirty (30) days from the final decision.
- S. *Effective date.* For all reviews the effective date is the day the decision is made.
- 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 procedures 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, the appeal of such will be heard by the Growth Management Hearings Board.

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 an application on a city form, the amendment being requested, a written response to the approval criteria, a site plan or plat, and the correct 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 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 16.10 -SEPA Environmental Policies and Procedures. If the city issues a determination of significance, the process in MLMC 16.10 applies.
- 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 and 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, 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 council and request action be taken.
- 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 an application on the appropriate form, with the final plat, the certification of completed improvements or performance bond, and the correct fee.
- C. *Review.* The application is 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 for the file.
- D. *Approval.* When all reviewers have confirmed that the 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 30 days, confirming that the title of the land as described and shown on the plat is in the name of the owners signing the certificate or instrument of dedication.
  4. The certificate in RCW 58.17.165, 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 directors, officials, and the city 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 days from the submittal date. 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 the 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 the applicable state laws, 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 by the county auditor.
- I. *Ability to appeal.* The appeal process is set forth in MLMC Section 19.270.080 – 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 years from the date of filing. 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 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

### **Section 19.270.070 – 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 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. The information listed in (a) above shall be included in the notice.
- C. *On site.* The applicant must post one notice on the site for every 300 feet of street frontage.

### **Section 19.270.080 – Appeals**

- A. *Appeal submittal.* Any party with standing under MLMC Section 19.270.080(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 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;
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.*

- a. Appeals of decisions made by City staff are reviewed by the Hearing Examiner.
- b. Appeals of decisions made by the Planning Commission or Hearing Examiner are reviewed by the City Council.
- c. Appeals of decisions made by City Council are reviewed by the Superior Court 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 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 this time, the Planning Official shall so 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 open public hearing during the decision process. Otherwise, appeal hearings shall be open.
  - a. An open-record appeal hearing before the Hearings 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 argument 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 review 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 review body may be subsequently appealed to Superior Court within 21 calendar days after the date of decision, subject to compliance with appeal eligibility and notice provisions as specified by Chapter 36.70C RCW.
2. Appeal decisions by the Hearings 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.

DRAFT



To: Mayor and City Council  
From: Koss Ronholt, Finance Director  
**TOPIC: 2025 UTILITY AND ADMINISTRATIVE FEES WORKSHOP**

**Requested Action:**

Staff direction. For workshop discussion and information.

**Key Points:**

A presentation will be provided on rates that staff recommend be reviewed and discussed by Council, who will then provide staff with direction on setting the 2025 utility and administrative rates. Such rates include Water, Solid Waste, Wastewater, Utility Tax, and various administrative fees.

**Background Discussion:**

Annually, City Council reviews and updates utility and administrative rates.

**Public Involvement:**

Citizens may comment on the discussed rate changes during the Revenue Sources and Property Tax hearing, which will occur during this meeting.

**Next Steps:**

A resolution will be brought forward on the November 5, 2024 Regular Council meeting to adopt all utility and administrative rates for 2025, which will include any updates based on direction from Council.



To: Mayor and City Council  
From: Koss Ronholt, Finance Director  
**TOPIC: 2025 Property Tax Process and Workshop**

**Requested Action:**

A workshop discussion and information on setting the property tax levy amount, Council's responsibility in the process, and a timeline.

**Property Tax Process and Timeline**

1. October 15<sup>th</sup>, 2024 Regular Council Meeting, Workshop – Staff will conduct a presentation and workshop on property taxes, including options available to Council for setting the City's portion of 2025 property taxes.
2. October 15<sup>th</sup>, 2024 Regular Council Meeting, Public Hearing on 2025 Revenues and Property Tax – Citizens will have an opportunity to make public comment during the Public Hearing on the options available to Council for setting the City's portion of 2025 property taxes. Following the conclusion of the Public Hearing, City Staff will ask the Council for a motion to direct staff to prepare an ordinance on a property tax levy amount for the City's portion of 2025 property taxes. This motion will be non-binding and will act as direction for staff in the preparation of a property tax ordinance. The Council's regular process for passage of an ordinance will occur and voted on during a public meeting.
3. October 16<sup>th</sup>, 2024 Special Council Meeting, Budget Retreat – Based upon the direction provided by Council during the October 15<sup>th</sup> meeting, Council and staff will discuss property tax impacts and related matters on the City's budget.
4. November 5<sup>th</sup>, 2024 Regular Council Meeting, Ordinance First Read – Council will review and vote on a first read of a Property Tax Ordinance drafted based on the intent provided during October 15<sup>th</sup>, 2024 meeting.
5. November 19<sup>th</sup>, 2024 Regular Council Meeting, Ordinance Second Read – Council will review and vote on the second read of the Property Tax Ordinance.
6. Prior to November 30<sup>th</sup>, 2024, staff will file passed Property Tax Ordinance with Spokane County as required by state law.

**Public Involvement:**

A Public Hearing will take place during the October 15, 2024 meeting to solicit public input on options for the 2025 property tax. Citizens may also make comment on the property tax ordinance at the November 5<sup>th</sup> and November 19<sup>th</sup> regular meetings, during the citizen comment periods.

**Next Steps:**

- The Preliminary Budget Hearing is set for November 5<sup>th</sup>, 2024, during which Council will solicit public comment on the preliminary estimates for the 2025 budget.
- The Final Budget Hearing is set for November 19<sup>th</sup>, 2024, during which Council will solicit public comment on the proposed 2025 Final Budget.

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting**

6:30 PM  
October 1, 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  
Roxanne Wright, Administrative Assistant  
Glen Horton, Parks & Recreation Director  
Elisa Rodriguez, City Planner  
Steve Cooper, WWTP Director

**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.

**2. AGENDA APPROVAL**

- A. Add Section 4A Proclamation recognizing October as Domestic Violence Month.
  - i. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 7-0.
- B. Add section 9D Resolution 24-711 Service Agreement with Liberty Concrete for Lefevre St. Complete Streets Project
  - i. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 7-0.
- C. Motion to approve agenda as amended made by Councilmember Kennedy, seconded by Councilmember Olson, carried 7-0.

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

- A. none

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**

- A. Mayor Cooper read a proclamation recognizing October as Domestic Violence Awareness Month (see attached).

**5. REPORTS**

- A. Council Comments



- i. Councilmember Pritchard – HCDAC meeting tonight. Continuing to sample wells for PFAS. Findings will be presented at a meeting held by West Plains Water Coalition at the MLHS Auditorium on 10/28 at 6:30 pm.
  - ii. Councilmember Shaffer – Finance Committee reviewed Claim Warrants. No issues.
  - iii. Councilmember Speirs – Attended an APTA (American Public Transportation Association) conference in Anaheim. Very informative.
  - iv. Councilmember Kennedy – Will attend the SRTC (Spokane Regional Transportation Council) meeting next week.
  - v. Councilmember Maxwell – no report.
  - vi. Councilmember Olson – no report.
  - vii. Councilmember Harbolt – Parks and Recreation Committee – updated on sponsorship packets for fundraising, kitchen remodel, and budget. Fall sports going well, good participation. New park tables assembled, and they hope to install twelve before inclement weather sets in.
- B. Mayor Cooper – no report
- C. City Administrator & City Staff
  - i. Sonny Weathers, City Administrator – Reported on the Hazard Mitigation Plan workshop held on September 26<sup>th</sup>. Council Budget Retreat will be October 16<sup>th</sup> at Silver Lake Camp. Lefevre Street project work to begin October 7<sup>th</sup>. EV charging station at the library. Fiber being laid for Comcast and Ptera.

## 6. WORKSHOPS

- A. Broadlinc Wireless Methodology Revenue Approach
  - i. Ariane Schmidt and James Aydelotte shared information (see attached document) and discussion followed. Council wants to move forward with more information and another workshop.
- B. 2025 Legislative Priorities
  - i. Presentation by Emily Shay with Gordon Thomas Honeywell (see attached).
- C. Ballot Measure Process
  - i. Mr. Weathers gave a presentation (see attached). Discussion followed.
  - ii. Council in agreement to move forward with placing a non-binding advisory ballot vote regarding public fireworks on the November 2025 ballot. Councilmember Pritchard requested to review the current MLMC regarding emergency bans. Would like it to include a ban on the sale of fireworks as well.
- D. Draft CCTV Camera Policy
  - i. Mr. Weathers reviewed the draft policy. Discussion was held and changes suggested. Amended policy will be on the agenda for the October 15<sup>th</sup> meeting.
- E. Park Hours
  - i. Glen Horton, Parks and Recreation Director gave a presentation (see attached). Discussion held. Majority of council is in favor of changing park hours to seasonal. A draft Ordinance will be on the agenda for the October 15<sup>th</sup> meeting.

## 7. ACTION ITEMS

- A. Consent Agenda
  - i. Approve **September 17, 2024**, minutes.
    - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 7-0.

- ii. Approve **October 1, 2024**, Claim Warrants numbered **51751** through **51789** in the amount of **\$572,915.23**.
  - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 7-0.

**B. Coney Island Dock Appeal**

- i. Elisa Rodriguez, City Planner gave a presentation (see attached). Appellant Brian Papiez reviewed his appeal for council regarding condition F which states that the dock will not exceed five feet in width. Supports original plan. Ms. Rodriguez explained options to council; deny appeal, accept appeal and return to original plans, or accept appeal with a suggested modification to the original plan. Discussion held.
- ii. Motion to strike condition F and return to the original dock plan made by Councilmember Olson, seconded by Councilmember Pritchard, carried 4-3 with Councilmembers Shaffer, Speirs, and Kennedy voting nay.

**8. PUBLIC HEARING - none**

**9. RESOLUTIONS**

- A. 24-707 Public Works Departmentalization – Job Descriptions
  - i. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 7-0.
- B. 24-709 Digital Imaging Solutions Maintenance Agreement
  - i. Motion to approve made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 7-0.
- C. 24-710 Commerce Periodic Update Grant Agreement
  - i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.
- D. 24-711 Service Agreement with Liberty Concrete for Lefevre St. Complete Streets Project
  - i. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 7-0.

**10. ORDINANCES**

- A. Second Read Ordinance 1128 Q2 Budget Amendments
  - i. Legal counsel read onto the record.
  - ii. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 7-0.

**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 8:40 pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

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Terri Cooper, Mayor

---

Koss Ronholt, Finance Director/City Clerk

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Date

DRAFT



# Proclamation

## City of Medical Lake, Washington

### Domestic Violence Awareness Month

**WHEREAS,** *Spokane County has an estimated 4,000 confirmed victims of reported domestic abuse every year, with approximately one in three women and one in ten men, victims of domestic abuse; and*

**WHEREAS,** *Law enforcement fields over 14,500 calls related to domestic abuse every year, resulting in 3,300 perpetrators being prosecuted annually, which accounts for 25% of all criminal cases; and*

**WHEREAS,** *Victims should have access to support and programs that are knowledgeable, trauma informed, and compassionate to their needs as victims; and*

**WHEREAS,** *Victims of domestic violence should have access to medical and legal services, counseling, emergency and transitional housing, and other supportive services so they can escape the cycle of abuse; and*

**WHEREAS,** *Our emergency responders, police, and judiciary should have the training and resources necessary to enforce, prosecute, protect, and rehabilitate perpetrators of domestic abuse in order to improve the rates of one in three perpetrators reoffending; and*

**WHEREAS,** *We believe we can bring an end to family violence in the City of Medical Lake through education, awareness, and by taking a firm stance against domestic abuse in our community; and*

**WHEREAS,** *We believe that this effort must include law enforcement, criminal justice agencies, schools, churches, social welfare agencies, public health, and individual citizens.*

**NOW, THEREFORE, I, Terri Cooper, Mayor of the City of Medical Lake, on behalf of the Medical Lake City Council and the citizens of the City of Medical Lake, do hereby proclaim October as**

### **Domestic Violence Awareness Month**

*and I urge Medical Lake citizens to participate in efforts to recognize the serious impacts of domestic violence upon our communities and families, and to actively work toward eliminating domestic violence within our community and state.*

*Dated this 1<sup>st</sup> day of October, 2024*

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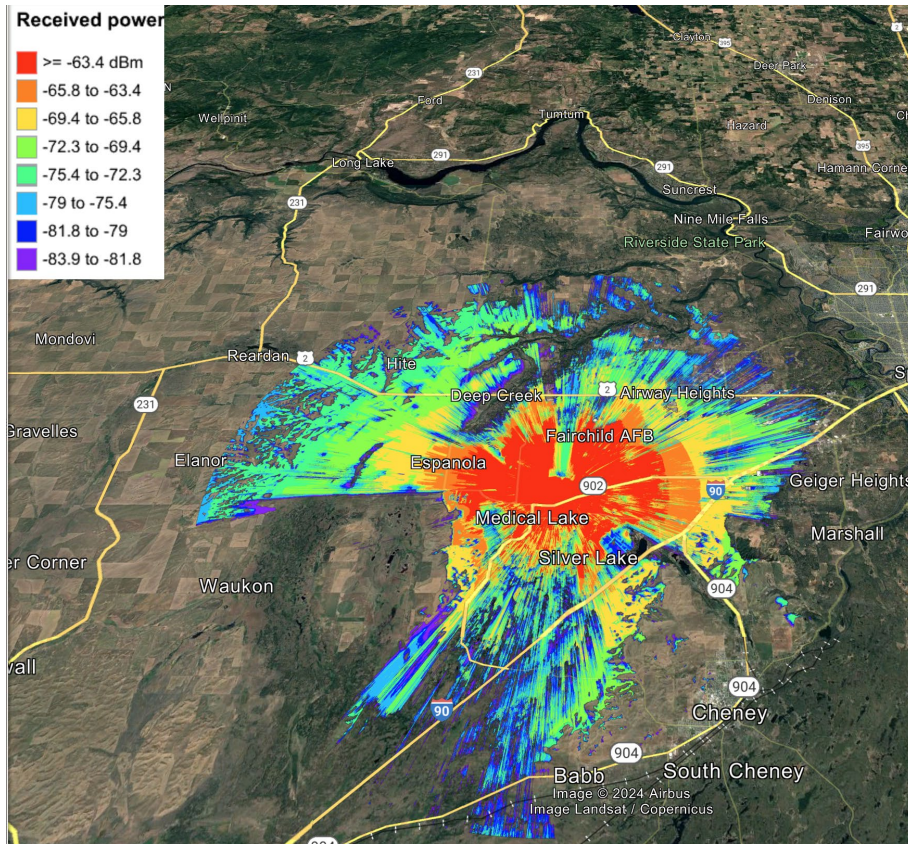
*Terri Cooper, Mayor*



# City of Medical Lake Study Session

October 1, 2024

## Initial Propagation Map from Water Tower



### Wireless Methodology Revenue Approach (Pre-BEAD)

**DRAFT**

#### City of Medical Lake

Year Summary	2024	2025	2026	
Gross Subscriber Revenue	\$ 6,300.00	\$ 34,200.00	\$ 44,550.00	
BL Water Tower Lease (ML Reveune)	\$ (3,600.00)	\$ (14,400.00)	\$ (14,400.00)	Positive Revenue for ML
Backhaul Cost to Water Tower	\$ (1,500.00)	\$ (6,000.00)	\$ (6,000.00)	After Fiber Construction (TBD)
BL Net Revenues	\$ 1,200.00	\$ 13,800.00	\$ 24,150.00	
Equipment Costs (one-time)*	\$ (60,000.00)			
Net to Cost Recovery Broadlinc	\$ (58,800.00)	\$ (45,000.00)	\$ (20,850.00)	Straightline (up to 750 subscribers)
	\$ (56,850.00)	\$ (33,000.00)	\$ 6,600.00	Accelerated (up to 1000 subscribers)

\* Revenue model will be replaced by BEAD PPP contracts. Any remaining will be deducted as eligible indirects in BEAD awards to Broadlinc per project area overlap.





1

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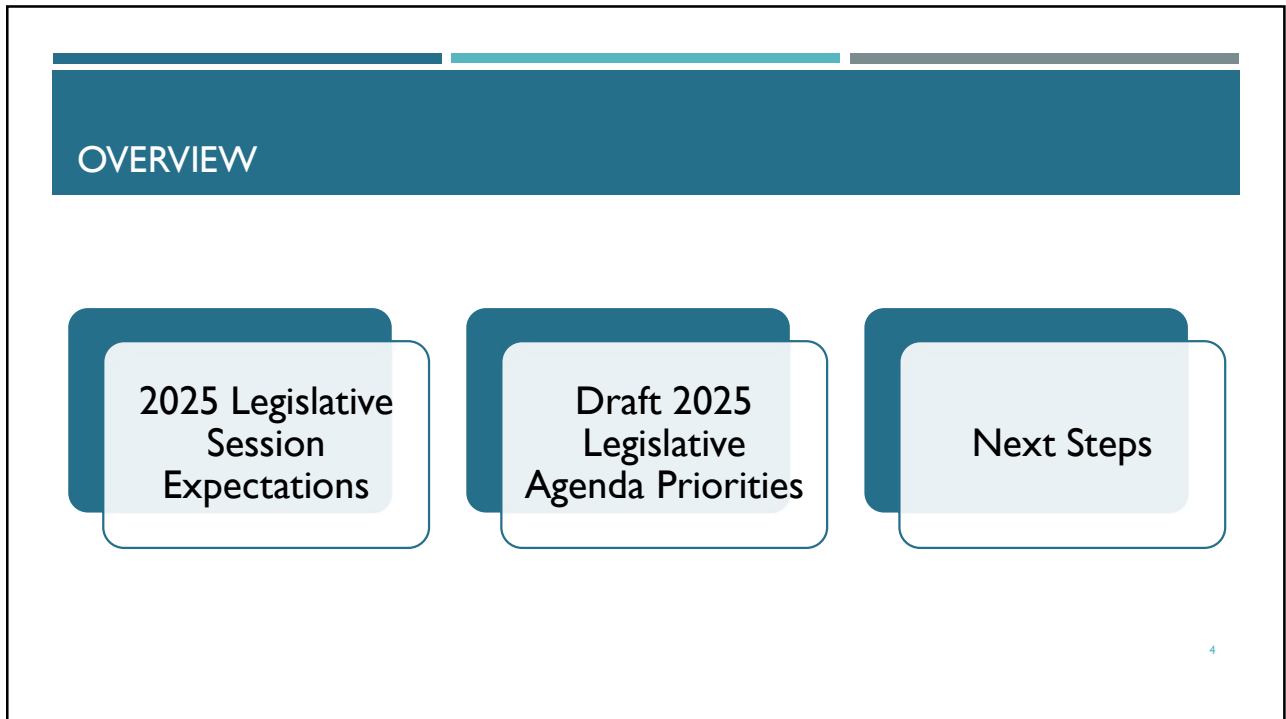
## OUR TEAM

State Lobbyist, Strategic Advisor      State Lobbyist

2



3



4

## 2025 LEGISLATIVE SESSION EXPECTATIONS

First year of the two-year biennium, 105-day session

### Tasks

- Develop 2025-27 Operating, Capital, and Transportation budgets
- Consider and adopt policy bills



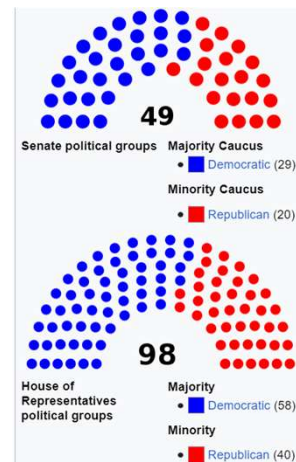
### Budget Context

- June 2024 revenue forecast projected a decrease of \$500M in the current biennium
- Potential for significant change based on outcome of November elections
- Transportation budget will continue to be constrained, discussions about a package
- Capital budget is not expected to increase in size like it has in recent years

5

## POLITICAL CLIMATE - STATE LEVEL

- Significant turnover in 2025, unlikely political shift
  - All House members, half the Senate
  - Many choosing to not seek re-election
  - Redistricting
- Democrats vying for super majority in November
- Governor and State Executive Offices
- 3 Initiatives to the Legislature forwarded to ballot
- 1 Initiative to the People will be on the ballot



6



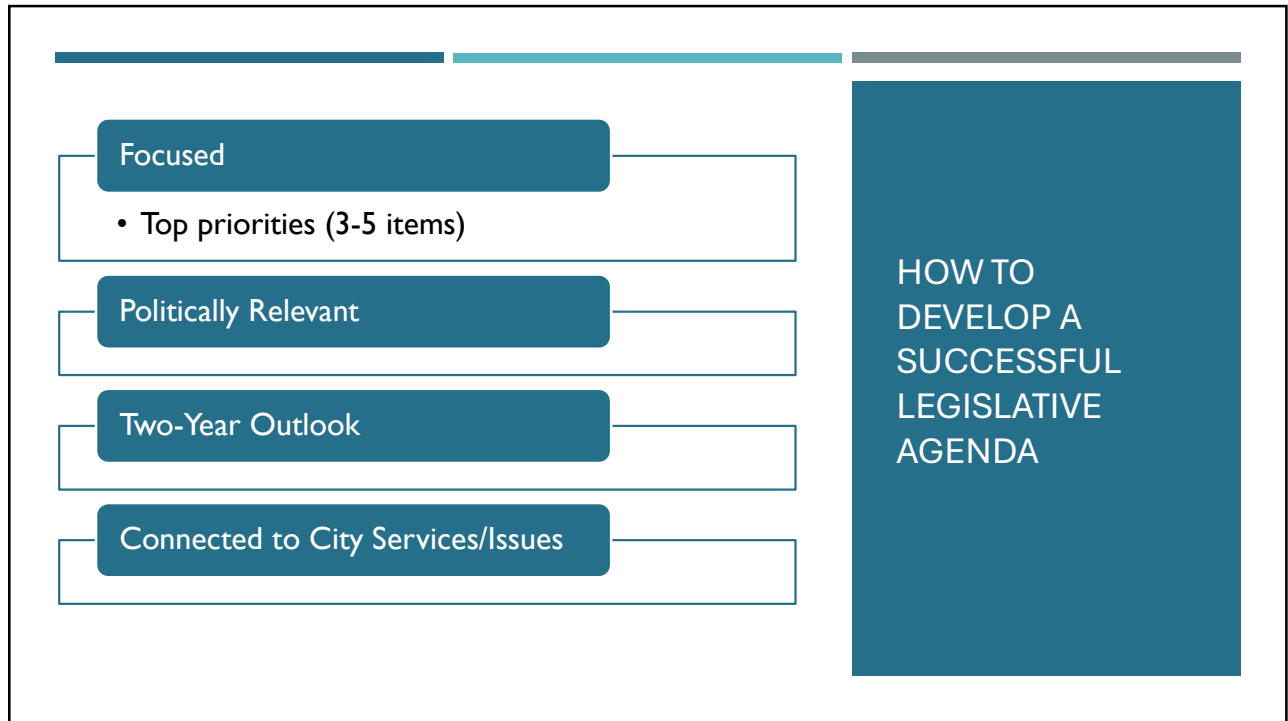
## POLITICAL CLIMATE - CHANGES POST NOVEMBER

- Many legislators running for statewide executive offices.
  - If they win, appointment processes will follow
- Starting at the end of November, Legislature will conduct “committee on committee” process
  - New Senate Democrat Leader to be selected
  - Potential new Chair of House Appropriations and several other committees
  - Potential reconfiguration of policy committees
- Governor Inslee to produce his final budget proposal for the 2025-27 biennium in December

7

## DEVELOPING AND DRAFTING LEGISLATIVE AGENDA

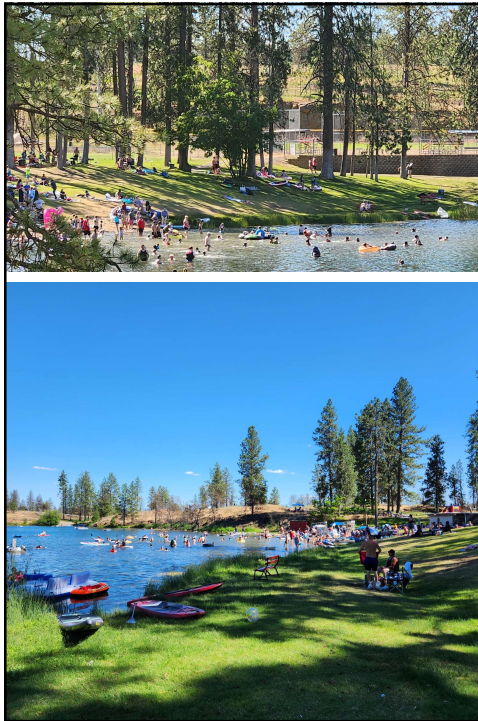
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9



10



## ACQUISITION OF WATERFRONT PARK

- Waterfront Park is a crucial regional resource for Medical Lake.
- DSHS requires market rate leases for government properties.
- Waterfront Park's annual operational costs will increase by 40% over the current \$125,000.
- \$1.2 million request to purchase nearly 60 acres of parkland.
- Secured land will provide free access to boating, swimming, picnicking, sports fields, parks, playgrounds, and trails.
- The City has \$150,000 in matching funds from the Capital Program.

11

ES0

## DISASTER RESPONSE: LONG TERM RECOVERY GROUPS

- The City supports the establishment of long-term recovery groups to assist in multi-year recovery processes following disasters.
- Long-term recovery groups are cooperative organizations working to help individuals and families rebuild their community post-disaster.
- Support for the Military Department's efforts to create an incident management assistance team for quick disaster response.
- Request for State Legislature to allocate funding and support long-term recovery groups as part of the state's disaster response.



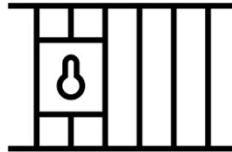
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## COMMUNITY POLICING

ESO

Eastern State Hospital generates about two-thirds of the Police Department's calls.

- Continued funding requested for the Community Partnership Program.
- The 2023-25 Operating Budget allocated \$622,000 for salaries, benefits, supplies, and equipment.
- Funding requires legislative approval each fiscal biennium.



13

ESO

## STATE OWNED FACILITIES

- 10% of Medical Lake's population resides in state facilities: Eastern State Hospital, Lakeland Village, Westlake, and Martin Hall Juvenile Facility.
- 50% of the City's geographic area is owned by state agencies.
- The City of Medical Lake urges the state to consult with them regarding any future investments and uses of these properties.



14

ES0

# PARTNERSHIPS AND NEXT STEPS

15

## PARTNERSHIP WITH AWC

- Strength in numbers
- Assistance on issues impacting all cities
- Participation is helpful!
- Legislative priorities committee process



16

## SUPPORT FOR THE ASSOCIATION OF WASHINGTON CITIES

- AWC Legislative Agenda was adopted by the AWC Board in late September
- Main Priorities:
  - Infrastructure and Transportation Investment
  - Fiscal Sustainability
  - Public Safety
  - Increase Housing Supply
  - Increase behavioral health treatment capacity statewide

17

## NEXT STEPS



Begin advocating for the draft priorities outlined this evening

November General Election

Legislative Committee Days, December 9<sup>th</sup> – 13<sup>th</sup>

Legislative Session-Begins on January 13<sup>th</sup>

18

## QUESTIONS?

***Emily Shay***

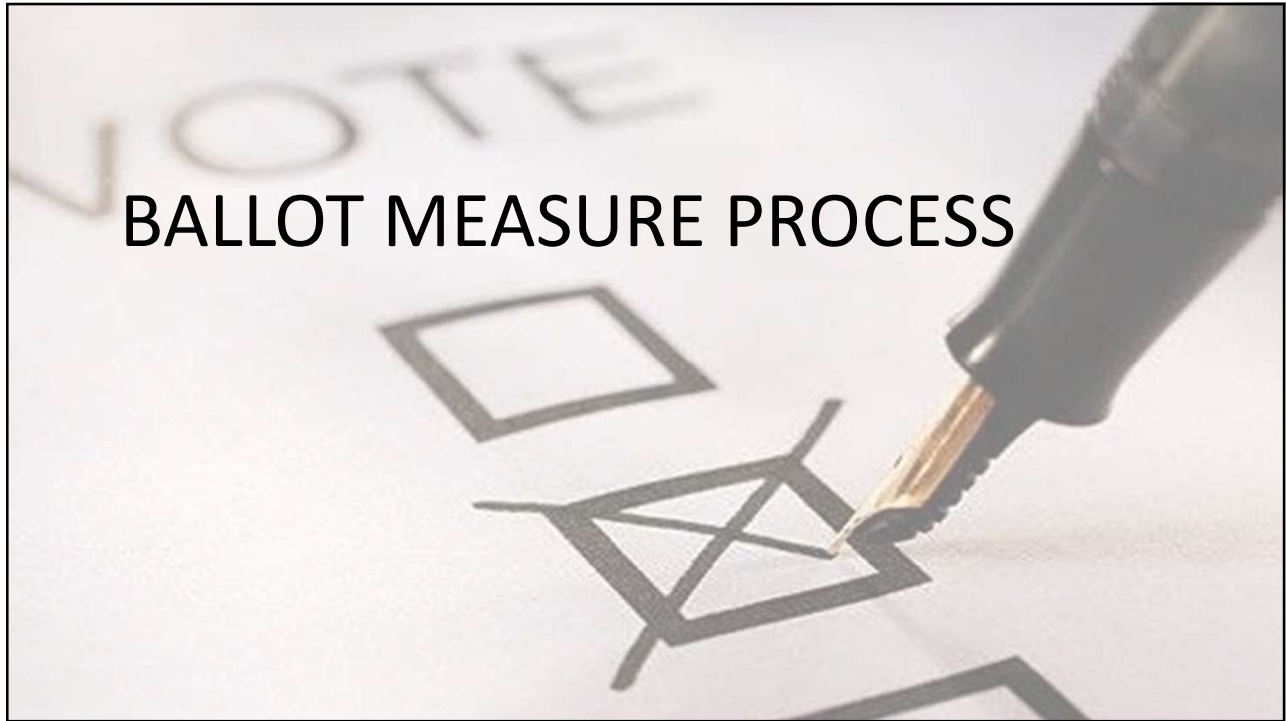
253-753-5503

[eshay@gth-gov.com](mailto:eshay@gth-gov.com)

***Briahna Murray***

253-310-5477

[bmurray@gth-gov.com](mailto:bmurray@gth-gov.com)



1

## SUBMITTING BALLOT MEASURES

- **Ballot measures by local jurisdictions must be passed by resolution of the legislative authority before submitting to the County Auditor.**
- **Must be submitted at least 60 calendar days prior to the election date.**

Special Election Date	Resolution Filing Deadline
Second Tuesday in February	Early to mid-December
Fourth Tuesday in April	Late February
Primary Election (first Tuesday in August)	Late April or Early May
General Election (first Tuesday after the first Monday in November)	First Tuesday in August (date of primary election)

- **Cost is billed to the local jurisdiction.**
  - If no other jurisdictions have ballot measures, the cost will be \$20,000 - \$25,000
  - If another district runs a measure, the cost will be approximately \$10,000
  - The November 2023 General Election cost about \$2,600 for Medical Lake

2



## PRELIMINARY SCHEDULE

- **Ballot Measure Ordinance**
  - Specifying the substantial form of the ballot title;
  - An explanatory statement that will appear in the voters’ pamphlet;
  - A list of individuals who will serve on the “pro” and “con” committees to prepare arguments for and against the measure for use in the voters’ pamphlet;
  - A completed Spokane County Resolution Cover Sheet.
- **Ballot Measure Ordinance Due to Spokane County Elections**
  - The above must be completed and submitted 60 days prior to the election date.
- **Public Vote**
  - Nonbinding advisory votes are authorized, and legislative bodies typically abide by the results.

3

## EXAMPLE BALLOT TITLE

**Local Ballot Title Example (RCW 29A.36.071)**

DISPLAYED SUBSTANTIALLY AS PROVIDED IN RCW 29A.72.050

**CITY OF MEDICAL LAKE**  
**NONBINDING ADVISORY PROPOSITION NO. 1**  
**CONCERNING DISCHARGE OF CONSUMER FIREWORKS IN THE CITY OF MEDICAL LAKE**

The City Council of [City Name] adopted [Resolution Number] concerning discharge of consumer fireworks in the City of Medical Lake.

Should the City of Medical Lake enact an ordinance prohibiting the discharge of consumer fireworks in city limits?

Yes  
 No

This is intended as a conceptual example only. Other phrasing and formatting may be allowable; some types of ballot measures have different or additional requirements in state law. Always consult the specific statutes for your agency type and ballot measure type.

Identification of the enacting legislative body

Statement of subject matter, not to exceed 10 words

Concise description drafted by city/town attorney or county prosecuting attorney as appropriate, not to exceed 75 words in most instances

A question

4

## EXPLANATORY STATEMENT

### 175 words or less

- Prepared by our attorney
- Common and neutral language
- Explains the purpose and impact of the measure

5

## FOR AND AGAINST COMMITTEES

### “For” Committee (1-3 members)

- Appointed by the jurisdiction
- 250 word limit statement
- 75 word rebuttal statement
- Committee member names and contact information

### “Against” Committee (1-3 members)

- Appointed by the jurisdiction
- 250 word limit statement
- 75 word rebuttal statement
- Committee member names and contact information

6

COMMENTS/QUESTIONS?

7



1

## FINES

**1.01.130 - Infraction-Penalty for violation.**

Any person found to have committed an infraction as designated in this code shall be punished by a fine of not less than twenty-five dollars nor more than two hundred fifty dollars unless such other sum is set forth in the specific section of this code found to have been violated. In addition to any fine, there shall be assessed all sums required by the State of Washington for the commission of an infraction, regardless of the term used by the State of Washington in establishing said sums, which assessment(s) shall not be waived or suspended by the court.

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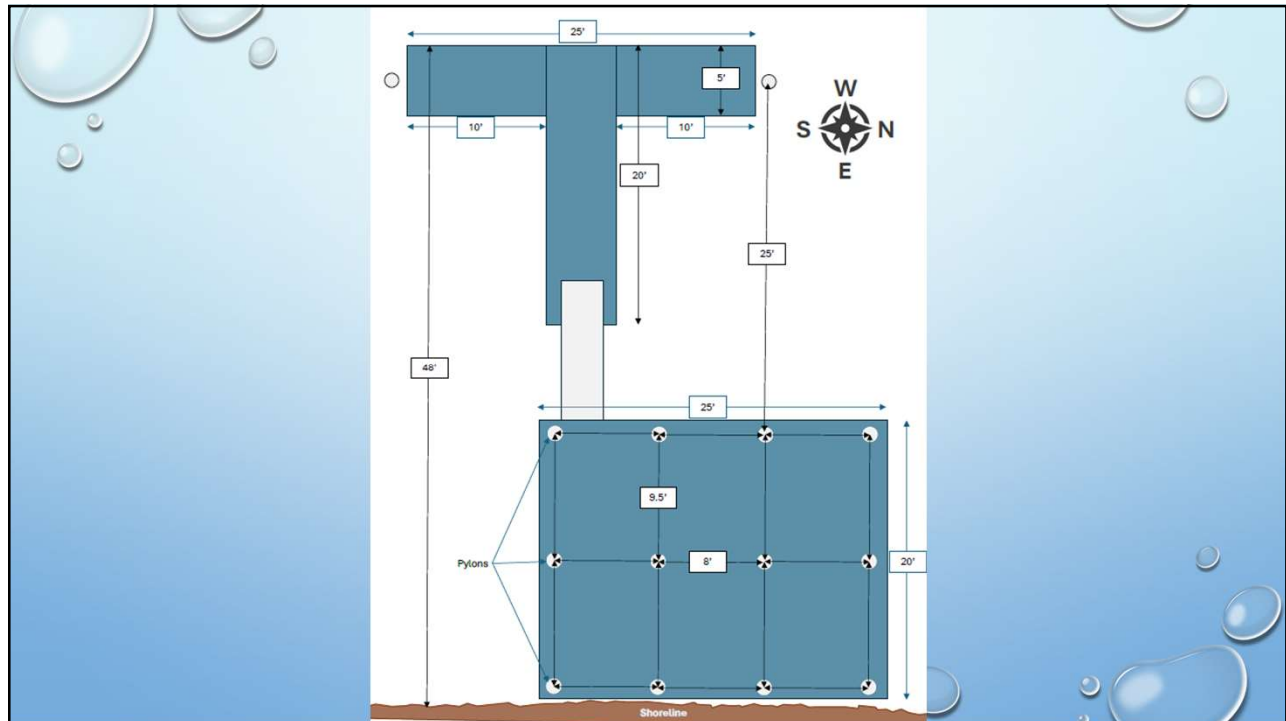
APPEAL  
of a  
PLANNING COMMISSION DECISION  
on a  
SHORELINE SUBSTANTIAL DEVELOPMENT REVIEW  
regarding  
THE SIZE LIMITATION ON THE APPROVED PIER AND DOCK

1

SITE PLAN



2

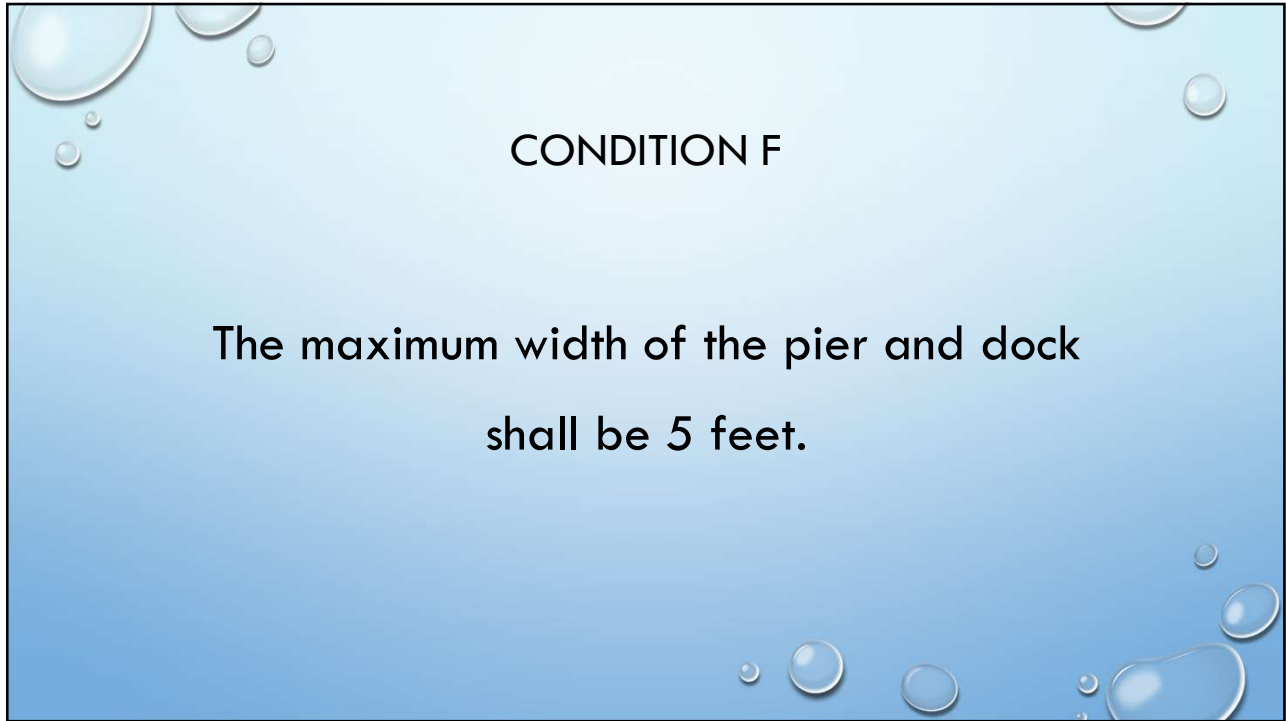


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## PROCESS

- Dock was found to be exempt from Shoreline Plan
- City Council approved the funds to construct a dock
- Ecology informed City that a review was required
- Public Notice sent to property owners within 300 feet.
  - Notice posted at park & published in newspaper
- Public Hearing held at Planning Commission (2 meetings)
  - PC approved the application with six conditions

4



5



001	2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>General Fund Revenues</b>								
001-311-10-00-00	\$ 580,247.58	\$ 592,829.30	\$ 580,755.77	\$ 616,589.75				\$ 622,755.65
PROPERTY TAX								
001-311-11-00-00	667.75	-	398.91	600.00				600.00
EMS LEVY								
001-313-11-00-00	641,697.06	640,000.00	656,840.93	640,000.00				715,000.00
SALES TAX								
001-313-61-00-00	28,836.34	24,000.00	29,964.41	22,000.00				34,000.00
STATE GAS TAX								
001-316-40-00-01	341,312.41	340,000.00	360,163.42	353,000.00				360,000.00
UTILITY TAX-16%								
001-316-41-00-00	240,563.17	235,000.00	251,422.25	240,000.00				250,000.00
ELECTRIC B & O TAX								
001-316-43-00-00	72,945.89	66,000.00	93,657.87	-				
GAS B & O TAX								
001-316-46-00-00	6,630.96	6,750.00	6,276.67	-				
CABLE B&O TAX								
001-316-47-00-00	42,426.77	35,000.00	33,769.48	-				
TELEPHONE B & O TAX								
001-317-20-00-00	18.76	20.00	-	20.00				20.00
LEASEHOLD EXCISE TAX								
001-321-30-00-00	-	-	200.00	-				
FIREWORKS PERMITS								
001-322-10-00-00	36,734.60	60,000.00	89,620.40	36,500.00				65,000.00
BUILDING PERMITS								
001-322-10-00-01	6,168.00	3,000.00	1,086.00	1,500.00				1,000.00
PLUMBING FEE								
001-322-10-00-02	9,616.00	4,000.00	3,859.46	3,000.00				3,000.00
MECHANICAL FEE								
001-322-90-00-00	100.00	-	20.00	-				-
OTHER PERMITS-SPECIAL EVENTS								
001-332-92-10-00	693,801.00	-	-	-				-
COVID-19 NON-GRANT ASSISTANCE								
001-334-01-20-00	2,000.00	2,500.00	2,000.00	2,000.00				2,000.00
OPD GRANT - PUBLIC DEFENDER 18-01								
001-334-03-10-01	-	-	-	450,000.00				250,000.00
DOE - GROUNDWATER STUDY								
001-334-04-90-02	-	-	-	-				-
DOE- STATE GRANT								
001-334-04-90-03	-	-	-	54,000.00				-
DOH - YCCTPP GRANT								
001-336-00-98-00	130,891.43	134,500.00	100,676.22	-				-
MVFT-CITY ASSISTANCE								
001-336-06-94-00	34,432.04	33,202.00	33,256.75	35,535.00				-
LIQUOR EXCISE TAX								
001-336-06-94-01			678.72					1,345.00
LIQUOR EXCISE - RESTRICTED								
001-336-06-95-00	37,770.23	28,795.00	29,519.63	37,108.00				34,925.00
LIQUOR BOARD PROFITS								
001-337-00-00-00	-	-	-	-				-
NON STATE OR FEDERAL DISTRIBUTIONS								
001-341-32-00-01	63.15	-	101.66	-				-
CRIME VICTIMS								
001-341-33-00-01	5,867.37	4,000.00	7,161.58	6,000.00				6,000.00
DISTRICT/MUNI COURT - ADMIN FEES								
001-341-49-00-00	-	-	852.12	2,300.00				2,550.00
COURT SECURITY REIMBURSEMENT								
001-341-94-00-00	-	-	10,054.50	24,000.00				26,000.00
ID BILLING - PURCHASING SVCS								
001-341-96-00-00	-	-	2,245.55	5,100.00				6,500.00
ID BILLING - PERSONNEL SVCS								
001-342-10-11-00	-	-	-	-				-
STATE REMIT-DNA COLLECTOR								
001-345-81-00-00	945.00	250.00	3,660.00	1,000.00				1,000.00
ZONING & SUBDIVISION FEES								

001-345-83-00-00	PLAN CHECK FEES	6,801.60	10,000.00	43,529.50	7,000.00	30,000.00
001-345-89-00-00	PLANNING DEPT PRMT REVIEW FEES	45.00	400.00	1,335.00	300.00	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	3,000.00
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	40,000.00
001-361-40-00-00	SALES TAX EQUAL INTEREST	764.50	400.00	2,379.68	800.00	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	-	10.00
001-369-91-00-02	OTHER MISCELLANEOUS REVENUE	382.07	500.00	385.91	-	-
001-369-91-00-03	MISCELL REVENUES	197.41	-	105.00	-	-
001-395-20-00-00	INSURANCE RECOVERIES	2,719.92	-	3,221.73	-	-
	<b>Fund Revenues Total</b>	<b>\$ 2,970,716.98</b>	<b>\$ 2,226,796.30</b>	<b>\$ 2,438,905.16</b>	<b>\$ 2,548,852.75</b>	<b>\$ 2,458,205.65</b>

Detail

100		2022 Actuals	2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
	<b>Impact Fee Revenues</b>						
100-345-85-00-00	SCHOOL IMPACT FEES	\$ 268.00	\$ 300.00	\$ -	\$ 300.00		
100-345-85-22-00	FIRE - IMPACT FEES	104.00	300.00	399.80	300.00		
100-361-11-00-00	INVESTMENT INTEREST	1,125.17	-	2,353.98	-		
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			
	<b>Fund Revenues Total</b>	<b>\$ 1,497.17</b>	<b>\$ 5,600.00</b>	<b>\$ 8,289.78</b>	<b>\$ 600.00</b>	<b>\$ -</b>	<b>\$ -</b>

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

<a href="#">101-361-11-00-00</a>	INVESTMENT INTEREST	-	50.00	4,799.36	-	2,500.00
<a href="#">101-369-90-00-00</a>	OTHER MISCELLANEOUS REVENUE	-	-	176.81	-	-
	<b>Fund Revenues Total</b>	<b>\$ 97,939.54</b>	<b>\$ 94,480.00</b>	<b>\$ 101,054.22</b>	<b>\$ 262,636.00</b>	<b>\$ 240,023.00</b>
<a href="#">110-397-00-00-01</a>	T/I GENERAL FUND (001)	120,749.00	150,000.00	150,000.00	-	50,000.00
	<b>Fund Transfers-In Total</b>	<b>\$ 120,749.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>

104		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Street - Restricted Revenues</b>						
<a href="#">104-334-03-80-11</a>	TIB GRANT - BARKER ST	\$ -	\$ 639,000.00	\$ 674,787.95		To be updated
<a href="#">104-334-03-80-12</a>	TIB GRANT - LEFEVRE RESTRIPIG	-	-	25,341.40	630,000.00	To be updated
<a href="#">104-334-03-80-13</a>	TIB GRANT - MAINTENANCE PROJ.	-	-	293,831.29	665,000.00	To be updated
<a href="#">LEGISLATIVE APPROP.</a>	STORMWATER MITIGATION PROJ.	-	-	-	50,000.00	To be updated
<a href="#">104-361-11-00-00</a>	INVESTMENT INTEREST	232.29	-	251.56		To be updated
<a href="#">104-369-91-00-00</a>	MISCELLANEOUS	-	-	32,627.84		To be updated
<a href="#">104-397-00-00-01</a>	T/I GENERAL FUND (001)	-	-	-	20,000.00	To be updated
<a href="#">104-397-00-03-01</a>	T/I CAPITAL IMPROVEMENTS (301)	-	-	95,000.00	110,000.00	To be updated
	<b>Restricted Revenues Total</b>	<b>\$ -</b>	<b>\$ 639,000.00</b>	<b>\$ 993,960.64</b>	<b>\$ 1,295,000.00</b>	<b>\$ -</b>

105		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Leave &amp; Severance Revenues</b>						
<a href="#">105-341-96-01-00</a>	LEAVE BUYBACK	\$ 13,069.59	\$ 12,500.00	\$ 16,806.83	\$ 13,500.00	\$ 17,000.00
<a href="#">105-361-11-00-00</a>	INVESTMENT INTEREST	2,195.97	300.00	3,692.14	2,000.00	1,500.00
	<b>Fund Revenues Total</b>	<b>\$ 15,265.56</b>	<b>\$ 12,800.00</b>	<b>\$ 20,498.97</b>	<b>\$ 15,500.00</b>	<b>\$ 18,500.00</b>

106		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Contingency Revenues</b>						
<a href="#">106-361-11-00-00</a>	INVESTMENT INTEREST	\$ 455.76	\$ 300.00	\$ 889.58	\$ 300.00	\$ 300.00
<a href="#">106-397-00-00-01</a>	T/I GENERAL FUND (001)	-	171,000.00	171,000.00	-	-
	<b>Fund Revenues Total</b>	<b>\$ 455.76</b>	<b>\$ 171,300.00</b>	<b>\$ 171,889.58</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>

107		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed
<b>Revenues</b>						
<a href="#">107-361-11-00-00</a>	INVESTMENT INTEREST	\$ -	\$ -	\$ 28,435.61	\$ 5,000.00	\$ 2,000.00
<a href="#">107-397-00-00-01</a>	T/I APRA FUNDS	-	858,422.00	858,422.05	-	-

	<b>Fund Revenues Total</b>	\$ -	\$ 858,422.00	\$ 886,857.66	\$ 5,000.00	\$ -	\$ 2,000.00
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110		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed	\$
<b>Public Safety Revenues</b>							
	110-313-15-00-00	\$ 71,131.58	\$ 72,704.00	\$ 71,464.20	\$ 72,000.00		\$ 71,500.00
	110-313-71-00-00	125,070.83	120,000.00	124,857.16	125,000.00		125,000.00
	110-321-30-00-00	200.00	1,742.00	-	200.00		200.00
	110-336-06-21-00	1,673.71	-	1,750.47	1,700.00		1,750.00
	110-336-06-25-00	-	-	10,303.40	9,000.00		10,000.00
	110-336-06-94-00	-	7,490.00	7,486.31	7,500.00		31,085.00
	110-342-10-00-00	20,673.86	19,000.00	25,000.00	25,000.00		25,000.00
	110-342-10-00-01	-	-	-	311,000.00		311,000.00
	110-361-11-00-00	-	-	14,625.40	-		5,000.00
	<b>Fund Revenues Total</b>	\$ 218,749.98	\$ 220,936.00	\$ 255,486.94	\$ 551,400.00	\$ -	\$ 580,535.00
	T/I GENERAL FUND (001)	-	980,000.00	490,000.00	150,000.00		100,000.00
	<b>Fund Transfers-In Total</b>	\$ -	\$ 980,000.00	\$ 490,000.00	\$ 150,000.00	\$ -	\$ 100,000.00

111		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed	\$
<b>Criminal Justice Revenues</b>							
	111-336-06-26-00	\$ 5,934.58	\$ 6,147.00	\$ 6,178.23	\$ 6,147.00		\$ 6,175.00
	111-336-06-51-00	557.71	700.00	334.91	500.00		500.00
	111-361-11-00-00	-	-	-	-		500.00
	<b>Fund Revenues Total</b>	\$ 6,492.29	\$ 6,847.00	\$ 6,513.14	\$ 6,647.00	\$ -	\$ 7,175.00
	T/I GENERAL FUND (001)	-	15,856.00	15,856.05	-		-
	<b>Fund Transfers-In Total</b>	\$ -	\$ 15,856.00	\$ 15,856.05	\$ -	\$ -	\$ -

112		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed	\$
<b>Parks &amp; Rec Revenues</b>							
	112-321-80-00-00	\$ 175.50	\$ 150.00	\$ -	\$ -		\$ 300.00
	001-347-30-00-00	-	-	-	500.00		500.00
	112-347-30-00-01	52.00	100.00	3,856.66	2,500.00		5,500.00
	112-347-60-00-00	13,042.44	7,500.00	16,432.20	12,000.00		20,000.00
	112-347-60-00-01	-	-	800.00	1,000.00		2,000.00
	112-347-60-00-02	-	9,000.00	2,298.56	9,000.00		9,600.00

<a href="#">112-347-60-00-03</a>	YOUTH CAMP FEES	-	22,000.00	800.00	16,000.00	19,000.00
<a href="#">112-347-60-00-04</a>	REC PROGRAMS - CITY HOSTED	-	-	-	-	3,000.00
<a href="#">112-361-11-00-00</a>	INVESTMENT INTEREST	-	-	829.99	-	-
<a href="#">112-362-00-00-02</a>	PARKING-WATERFRONT PARK	1,360.00	500.00	1,780.00	1,000.00	1,750.00
<a href="#">112-362-00-00-03</a>	FACILITY RENTALS	6,665.00	2,000.00	7,876.37	4,000.00	8,000.00
<a href="#">112-362-00-00-04</a>	RENTAL - GARDEN PLOT	-	-	-	-	150.00
<a href="#">112-362-00-00-05</a>	RENTAL - RENT.FUN	-	-	-	-	7,000.00
<a href="#">112-367-00-00-01</a>	GRANTS - NON-GOV	-	-	-	-	7,000.00
<a href="#">112-382-10-00-00</a>	FACILITY RENTAL-DEPOSIT	-	2,000.00	5,105.00	2,000.00	-
<a href="#">112-398-10-00-00</a>	INSURANCE RECOVERIES - NON-CA	-	-	-	-	19,881.43
	<b>Fund Revenues Total</b>	<b>\$ 21,294.94</b>	<b>\$ 43,250.00</b>	<b>\$ 39,778.78</b>	<b>\$ 48,000.00</b>	<b>\$ 83,800.00</b>
<a href="#">112-397-60-90-00</a>	T/I GENERAL FUND (001)	-	367,000.00	367,000.00	475,000.00	450,000.00
	<b>Fund Transfers-In Total</b>	<b>\$ -</b>	<b>\$ 367,000.00</b>	<b>\$ 367,000.00</b>	<b>\$ 475,000.00</b>	<b>\$ 450,000.00</b>

<b>113</b>		<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Emergency Response Revenues</b>						
<a href="#">113-316-43-00-00</a>	GAS B & O TAX	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -
	STATE REIMBURSEMENT	-	-	-	-	-
	FEDERAL REIMBURSEMENT	-	-	-	-	-
	INVESTMENT INTEREST	-	-	-	-	1,000.00
	<b>Fund Revenues Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ 1,000.00</b>

<b>125</b>		<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>City Beautification Revenues</b>						
<a href="#">125-321-99-00-00</a>	BUSINESS LICENSE	\$ 5,942.50	\$ 6,500.00	\$ 7,002.50	\$ 5,950.00	\$ 7,000.00
<a href="#">125-361-11-00-00</a>	INVESTMENT INTEREST	-	-	-	100.00	150.00
	<b>Fund Revenues Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>126</b>		<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>
<b>Tourism Revenues</b>						
<a href="#">126-316-43-00-00</a>	GAS B&O TAX					\$ 115,000.00
<a href="#">126-316-46-00-00</a>	CABLE B&O TAX			\$ 6,700.00	\$ 6,700.00	\$ 6,700.00
<a href="#">126-361-11-00-00</a>	INVESTMENT INTEREST	-	-	-	-	-
<a href="#">126-367-00-00-01</a>	SPONSORSHIPS (LATL)					5,000.00

126-397-00-00-01	T/I GENERAL FUND (001)	-	-	-	-	-	-	-	-
	<b>Fund Revenues Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,700.00	\$ -	\$ 11,700.00

<b>301</b>		<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Capital Improvements Revenues</b>									
301-318-34-00-00	REET TAX	\$ 105,512.25	\$ 95,000.00	\$ 65,175.72	\$ 100,000.00		\$	\$	\$ 65,000.00
301-361-11-00-00	INVESTMENT INTEREST	8,674.89	2,000.00	25,786.25	8,680.00		\$	\$	15,000.00
	<b>Fund Revenues Total</b>	\$ 114,187.14	\$ 97,000.00	\$ 90,961.97	\$ 108,680.00		\$	\$	\$ 80,000.00

<b>302</b>		<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Parks Improvements Revenues</b>									
302-345-85-76-00	PARK - IMPACT FEES	\$ -	\$ -	\$ -	\$ -		\$	\$	\$ -
302-361-11-00-00	INVESTMENT INTEREST	-	-	549.96	500.00		\$	\$	500.00
	<b>Fund Revenues Total</b>	\$ -	\$ -	\$ 549.96	\$ 500.00		\$	\$	\$ 500.00
302-397-00-00-01	T/I GENERAL FUND (001)	-	-	-	250,000.00		\$	\$	-
302-397-00-01-00	T/I IMPACT (100)	-	45,000.00	45,000.00			\$	\$	-
	<b>Transfers-In Total</b>	\$ -	\$ 45,000.00	\$ 45,000.00	\$ 250,000.00		\$	\$	\$ -

<b>401</b>		<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Water Revenues</b>									
401-343-40-00-00	WATER SALES	\$ 664,232.50	\$ 700,000.00	\$ 657,383.54	\$ 728,000.00		\$	\$	785,000.00
401-343-40-01-00	BULK WATER SALES	192.17	50.00	-	-		\$	\$	50.00
401-359-90-00-00	UTILITY DELINQUENT FEES	29,980.07	12,000.00	12,055.54	10,000.00		\$	\$	12,000.00
401-361-11-00-00	INVESTMENT INTEREST	16,234.95	1,500.00	13,431.20	2,000.00		\$	\$	10,000.00
401-362-50-00-00	FACILITIES RENTAL-RESERVOIR	111,769.57	125,000.00	95,505.81	112,000.00		\$	\$	100,000.00
401-369-10-00-00	SALE OF SURPLUS	-	-	668.95	-		\$	\$	500.00
401-369-90-00-00	MISCELLANEOUS REVENUE	-	-	143.99	-		\$	\$	-
	<b>Fund Revenues Total</b>	\$ 822,409.26	\$ 838,550.00	\$ 779,189.03	\$ 852,000.00		\$	\$	\$ 907,550.00
401-397-00-04-03	T/I W/S MANAGERIAL (403)	-	-	342,561.87			\$	\$	-
	<b>Transfers-In Total</b>	\$ -	\$ -	\$ 342,561.87	\$ -		\$	\$	\$ -

<b>402</b>		<b>2023 Budget</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2024 Current</b>	<b>2025 Proposed</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Water - Restricted Revenues</b>									
402-343-40-00-01	WATER TAP FEES	\$ 650.00	\$ -	\$ -	\$ -		\$	\$	\$ -

402-333-21-00-00	JEFFERSON WATER LINE	-	-	-	500,000.00	-	-	-
402-361-11-00-00	INVESTMENT INTEREST	-	5,513.00	-	-	-	-	3,000.00
	<b>Restricted Revenues Total</b>	\$ 650.00	\$ 5,513.00	\$ -	\$ 500,000.00	\$ -	\$ -	\$ 3,000.00
402-397-00-04-01	T/I WATER (401)	-	-	75,000.00	125,000.00	-	-	100,000.00
	<b>Restricted Transfers-In Total</b>	\$ -	\$ -	\$ 75,000.00	\$ 125,000.00	\$ -	\$ -	\$ 100,000.00

Detail

407		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed	\$
	<b>Solid Waste Revenues</b>						
407-337-00-00-01	COMPOST TRAILER REIMBURSEMENT	\$ 10,130.16	\$ 10,000.00	\$ 12,072.42	\$ 9,750.00		\$ 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		756,000.00
407-361-00-00-01	INTEREST-GARB MIM	48.52	10.00	-	-		-
407-361-11-00-00	INVESTMENT INTEREST	4,071.70	1,000.00	8,855.97	2,000.00		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
	<b>Fund Revenues Total</b>	\$ 662,386.28	\$ 661,010.00	\$ 715,761.57	\$ 697,000.00	\$ -	\$ 782,750.00

408		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed	\$
	<b>Wastewater Revenues</b>						
408-337-00-00-00	DHS WWTP O & M-50%	\$ 331,989.01	\$ 441,000.00	\$ 485,099.67	\$ 530,500.00		\$ 536,000.00
408-343-50-00-00	SEWER SERVICE	719,520.02	720,000.00	764,231.20	765,000.00		846,000.00
408-359-90-00-00	UTILITY DELINQUENT FEES	-	16,500.00	12,000.00	10,000.00		12,000.00
408-361-11-00-00	INVESTMENT INTEREST	-	3,000.00	9,923.21	2,000.00		10,000.00
	<b>Fund Revenues Total</b>	\$ 1,051,509.03	\$ 1,180,500.00	\$ 1,271,254.08	\$ 1,307,500.00	\$ -	\$ 1,404,000.00
408-397-00-04-03	T/I W/S MANAGERIAL (403)	-	545,000.00	542,561.87	-		-
	<b>Fund Transfers-In Total</b>	\$ -	\$ 545,000.00	\$ 542,561.87	\$ -	\$ -	\$ -

409		2023 Budget	2023 Actuals	2024 Budget	2024 Current	2025 Proposed	\$
	<b>Wastewater - Restricted Revenues</b>						
409-334-04-20-01	SOLAR ARRAY - DEPT OF COMMERCE	\$ -	\$ -	\$ 185,000.00	\$ -		\$ -
409-343-50-00-01	SEWER TAP FEES	75.00	-	-	-		-
409-361-11-00-00	INVESTMENT INTEREST	-	-	20,970.55	-		-
	<b>Fund Revenues Total</b>	\$ 75.00	\$ -	\$ 205,970.55	\$ -	\$ -	\$ -

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)	-	-	-	-	-	-
	<b>Transfers Total</b>	<b>\$</b>	<b>\$ 979,902.00</b>	<b>\$ 977,298.63</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>



**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 24-712**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE ADOPTING 2025 LEGISLATIVE  
PRIORITIES FOR THE CITY AND SUPPORT OF THE ASSOCIATION OF  
WASHINGTON CITIES 2025 CITY LEGISLATIVE PRIORITIES**

WHEREAS, the City of Medical Lake (“City”) has established its’ 2025 Legislative Priorities to improve and assist the City and surrounding community; and

WHEREAS, the City seeks within its’ 2025 Legislative Priorities to, among other things, acquire Waterfront Park and improve the state emergency management disaster recovery process; and

WHEREAS, the Association of Washington Cities (“AWC”) has also established its’ 2025 City Legislative Priorities; and

WHEREAS, the City Council is desirous of approving the City’s 2025 Legislative Priorities and supporting the AWC’s 2025 City Legislative Priorities, which are attached hereto as Exhibit A.

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

**Section 1. Adoption.** The City Council hereby approves of a) the 2025 Legislative Priorities for the City, and b) supports the AWC 2025 City Legislative Priorities as all set forth in Exhibit A, which is incorporated herein.

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

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

APPROVED this 15<sup>th</sup> day of October, 2024.

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Mayor, Terri Cooper

Attest:

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

Approved as to Form:

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



## LEGISLATIVE PRIORITIES

*The City of Medical Lake asks for legislative support on the following priorities:*

### ACQUISITION OF WATERFRONT PARK AND TRAIL



With Medical Lake’s rural and recreation-based economy, Waterfront Park’s regional draw makes it an essential resource for the City of Medical Lake. Recent legislation requiring market rate leases of government properties will result in a 40% increase to the \$125,000 annual operational costs already associated with Waterfront Park. These increased costs can result in the loss of free public access and a reduction in outdoor recreation opportunities.

The City of Medical Lake is seeking \$1.2 million to secure the purchase of nearly 60 acres providing free access to boating, swimming, picnicking, sports fields, parks, playgrounds, and trails. The City has \$150,000 of Capital Program matching funds available.

### DISASTER RESPONSE: LONG TERM RECOVERY GROUPS



Through the aftermath of the Gray Road Fire, the Medical Lake community has experienced the value of a long-term recovery group to assist in the multi-year recovery process following a natural disaster. A long-term recovery group is a cooperative organization comprised of individuals from the community that is recovering, working to assist individuals and families as they spend years rebuilding their community following a disaster. The City supports the Military Department’s efforts to establish an incident management assistance team to quickly respond to disasters. Additionally, the City calls on the State Legislature to also recognize, allocate funding, and otherwise support long-term recovery groups as part of the state’s response to natural disasters.

### COMMUNITY POLICING SURROUNDING EASTERN STATE HOSPITAL



Medical Lake faces unique policing challenges, particularly due to Eastern State Hospital, which generates about two-thirds of the calls for law enforcement. To address this, we request continued funding for the Community Partnership Program. The 2023-25 Operating Budget allocated \$622,000 for related salaries, benefits, supplies, and equipment. Despite its success, funding requires legislative approval each fiscal biennium.

### STATE PRESENCE IN THE MEDICAL LAKE COMMUNITY



Ten percent of the City of Medical Lake’s 4,835 population resides in state facilities including Eastern State Hospital, Lakeland Village, Westlake, and Martin Hall Juvenile Facility. Additionally, nearly 44% of the City’s geographic area is owned by state agencies. The City of Medical Lake takes immense pride in hosting these facilities as integral parts of the community. As the state explores future investments and uses of these properties, the state should exercise due diligence and consult with Medical Lake. The City of Medical Lake calls upon the state to actively engage the City with envisioned enhancements and investments in these facilities.

***Medical Lake also supports the City Legislative Priorities identified by the Association of Washington Cities.***

*Building community and enhancing quality of life so residents and businesses can flourish in quality neighborhoods with great schools and useful parks where responsive and accountable governance provides for appropriate infrastructure and fiscal responsibility.*



*Waterfront Park is essential to the City of Medical Lake*

# 2025 City Legislative Priorities

Cities and towns are home to 65% of Washington’s residents, drive the state’s economy, and provide the most accessible form of government. The success of our cities and towns depends on adequate resources and community-based decision-making to best meet the unique needs of our communities.

**Washington’s 281 cities and towns ask the Legislature to partner with us and act on the following priorities:**



## Fiscal sustainability

Revise the arbitrary 1% property tax cap that has been in place for more than 20 years. Adopt a new cap tied to inflation and population growth factors, with a limit not to exceed 3%. This will allow local elected officials the option to adjust the local property tax rate to better serve our communities and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks.



## Behavioral health treatment capacity

Expand funding for grants to establish and support ongoing funding for local behavioral health crisis co-responder programs. Support additional training and certification, and workforce development for co-responders. Seek increased investments in community behavioral health treatment funding – both capital start-up and operational expenses. Support continued expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient and continued expansion of forensic behavioral health treatment capacity. Provide additional mental health support for students.



## Housing supply

Dedicate current funding and explore new funding options, such as the real estate transfer tax, to address needs across the housing continuum, including home ownership, senior, workforce, affordable, and permanent supportive housing. Ensure that funding availability extends to all communities with needs, including small and medium-sized cities and towns in both eastern and western Washington.



## Public safety

Provide more resources and tools to cities and towns to address public safety and criminal justice challenges. Help cities hire new officers by covering 100% of the cost of attending the Basic Law Enforcement Academy (BLEA), and continue to expand existing—and create new—regional BLEA academies. Increase support for public safety and the overall criminal justice system with additional funding for the Municipal Criminal Justice Assistance Account, as well as enhanced local funding tools like the public safety sales tax. Increase programs to reduce juvenile crime and provide more juvenile behavioral health treatment and correctional capacity. Continue to support our officers and other first responders with wellness and injury prevention programs.



## Infrastructure investment

Protect and expand direct and meaningful investments in traditional local infrastructure for needed expansion and ongoing operations and maintenance of aging systems, including expanded and reliable funding for the crucial Public Works Assistance Account. Support sustainable state transportation revenue that includes funding for local preservation, maintenance, and operations. Develop new fiscal tools to build infrastructure to support housing development and growth, including increased funding for the Connecting Housing and Infrastructure Program (CHIP). Expand cities’ ability and flexibility to use the real estate excise tax (REET) for additional capital needs, including maintenance as well as to support affordable housing.

Contact:

**Candice Bock**  
Government Relations Director  
[candiceb@awcnet.org](mailto:candiceb@awcnet.org)

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 24-713**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE ADOPTING A VIDEO  
SURVEILLANCE POLICY FOR THE CITY OF MEDICAL LAKE, WASHINGTON**

WHEREAS, the City of Medical Lake (“City”) has need for deploying video surveillance to improve services, protect mission critical infrastructure, and enhance security effectiveness; and

WHEREAS, the City held a workshop to review the draft language of a video surveillance policy on October 1, 2024, with no concerns; and

WHEREAS, City staff recommends the adoption of the proposed video surveillance policy, as detailed in Exhibit “A”.

NOW, THEREFORE, be it resolved by the City Council of the City of Medical Lake, Washington as follows:

**Section 1. Video Surveillance Policy Adoption.** The City Council hereby adopts the City of Medical Lake’s Video Surveillance Policy, attached hereto as Exhibit “A”, and incorporated herein by this reference, to be added to the City’s policies, and assigned policy number 18.119 for the City of Medical Lake.

**Section 2. Severability.** If any section, sentence, clause, or phrase of this Resolution shall be found to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of said Resolution.

**Section 3. Effective Date.** This Resolution shall become effective October 15, 2024.

Adopted this 15<sup>th</sup> day of October, 2024.

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Terri Cooper, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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Koss Ronholt, Clerk/Treasurer

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Sean P. Boutz, City Attorney

# City of Medical Lake

## POLICY & PROCEDURES

### Video Surveillance

#### City-Wide Policy 18.119

##### Policy Purpose

*The purpose of this policy is to govern the use of the City's closed-circuit television (CCTV) cameras and overt electronic recording. This policy applies to all uses of the City's CCTV monitoring and/or recording. This policy is established to set parameters restricting the non-court ordered use of CCTV in public places and to enhance public safety and security and protect the physical integrity of City infrastructure and resources in a manner consistent with accepted rights of privacy.*

##### Scope and Background

The City of Medical Lake recognizes that improvements and changes in technology can greatly enhance public safety and law enforcement efforts. The City is implementing this method of crime deterrence by strategic placement of closed-circuit television cameras (CCTV) in the City of Medical Lake. Past U.S. Supreme Court and lower court decisions strongly suggest that this type of monitoring is a valid exercise of a government's police powers. Under current interpretations of the First and Fourth Amendments, CCTV represents a valid use of the state's power to protect its citizens. It does not intrude upon an individual's sphere of privacy, but rather records events occurring in public space for which individuals do not have a reasonable expectation of privacy. This policy applies to systems that enable continuous or periodic routine video monitoring on a sustained basis. Legitimate uses of this technology are covered by this policy and applicable state and federal law.

##### General Principles

The City is committed to enhancing the quality of life in Medical Lake by integrating professional police practices with available technology. A critical component of security and safety through technology is CCTV in public areas. The principale objectives of CCTV monitoring and/or recording in public areas include:

1. Promote a safe environment by preventing/deterring acts of theft, vandalism, harassment, and/or assault.
2. Assist in identification of individuals involved in criminal activity on City owned or managed property.
3. Assist in the safe daily operation of City parks and related facilities.
4. Assist law enforcement agencies in investigating criminal activity.

To assure there is no violation of a person's reasonable expectation of privacy, CCTV cameras shall be focused on public areas and the images shall not be used or disseminated improperly. Safeguards will ensure that the technology is not abused.

The City shall comply with all local, federal and state case law applicable to the use of surveillance cameras in public spaces.

CCTV monitoring and/or recording will be conducted in a professional, ethical, and legal manner. Personnel using the CCTV camera system will be appropriately trained and supervised in the responsible use of this system. Violations of this policy and procedures may result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal law.

Information obtained through video monitoring and/or recording will be used exclusively for safety, security, and other legitimate purposes. Information obtained through monitoring and/or recording will only be released in accordance with this policy or as required by law. [See RCW 42.56 and RCW 10.97].

CCTV monitoring and/or recording of public areas will be conducted in a manner consistent with all City policies, including the Sexual Harassment Policy and other relevant policies. Except for police investigations involving person(s) whose description is known, this policy prohibits monitoring and/or recording based solely on characteristics and classifications (e.g., race, gender, sexual orientation, national origin, disability, etc.).

CCTV monitoring of public areas, dwellings, and businesses in the City of Medical Lake is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

To maintain an informed community, the City will list on its web page information describing the purpose and location of CCTV cameras and the policy for ~~their~~ use. Additionally, any individual, civic groups, classes, etc. may contact the police department to schedule a tour/demonstration of the CCTV monitoring point located in City Hall.

All recording or monitoring of public areas for security and safety purposes by City authorized cameras is limited exclusively to practices that will not violate the standards of a reasonable expectation of privacy as defined by law.

#### Responsibilities

The Mayor shall authorize and document which personnel are authorized to access the data for purposes of reviewing the data, either routinely or after notice of a potential incident.

The City Administrator is authorized and responsible ~~for to~~-overseeing and coordinatinge the use of public cameras in the City. The City Administrator has primary responsibility for ensuring adherence to this policy and for disseminating the policy to persons requesting information on the policy and procedures.

The City Administrator is responsible for following new developments in the relevant laws and in security industry practices to ensure that the surveillance technology in the City is consistent with current standards and protections.

## Installation Approval

Placement at other City facilities or buildings, such as City Hall, other City properties, public parks, open space areas, public streets or other public locations, requires approval by the City Council.

When seeking approval, Department Directors will address the following issues and concerns in supporting their request:

1. Objectives for implementing the system.
2. Use of equipment, including:
  - a. Location of cameras.
  - b. Location of equipment.
  - c. Personnel authorized to operate the system.
  - d. Times when monitoring will be in effect (and staffed, if applicable).
3. Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
4. Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
5. Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
6. Appropriate consultation with stakeholders, including the public or reasons why this is not necessary.
7. Signage strategy advising the public that video monitoring is occurring.
8. Approach to installing and maintaining the system.
9. Fiscal impact and availability of funding.

## Section 1.0 – Training and Oversight

- 1.1 Safeguards will be used to protect data from unauthorized access, including password protected access.
- 1.2 All personnel operating the CCTV system will be trained in the technical, legal, and ethical parameters of appropriate camera use.
  - 1.2.1 Personnel will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
  - 1.2.2 Personnel will receive update training on this policy as needed. In circumstances in which CCTV cameras are monitored, all personnel involved in monitoring and/or recording of public areas will perform their duties in accordance with the law and this policy.
- 1.3 Any incidents or potential incidents will be reviewed by authorized personnel within two (2) business days of the date of the report. Incidents/potential incidents shall be brought to the attention of the City Administrator (or designee) immediately.

## Section 2.0 – Operating Procedures

- 2.1 Deployment of Cameras and Anticipated Duration of Surveillance Activity



- 2.1.1 The surveillance technology has been deployed in a manner that will be easy to monitor by authorized staff and easy to preserve footage as needed.
- 2.1.2 Subject to Section 5, ~~the~~ technology will operate continuously 24 hours a day/7 days a week and record over itself after a 2-week period.
- 2.1.3 The technology will be installed permanently.

### Section 3.0 – Location and Direction of Video Monitoring Equipment

- 3.1 Permanent, fixed-mounted cameras will not be placed in areas where a reasonable expectation of privacy is standard, such as inside restrooms.
  - 3.1.1 Cameras located internally will not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals, or deter criminal activity from occurring.
  - 3.1.2 Cameras will not be directed to look into adjacent, non-City owned buildings.
  - 3.1.3 Placement of cameras will also take into consideration physical limitations such as availability of power, cell reception, and reasonable mounting facilities.

### Section 4.0 – Notification Procedures

- 4.1 The technology may be mounted on buildings and/or poles and be plainly visible to ~~be~~ the public.
- 4.2 Signage will be posted advising the public that the area is under video surveillance.

### Section 5.0 – Data Retention and Deletion

- 5.1 Surveillance data will be retained in compliance with the Washington State Records Retention Schedule – Washington State Archives Local Government Common Records Retention Schedule (CORE) (30 days after last recording or until no security incident has occurred, whichever is sooner). Any system settings will be adjusted to ensure compliance, and saved footage will be stored in the security camera electronic file. If a public records request is made, the City will take action in order to retain the requested record(s) before any otherwise authorized deletion/destruction. If no public records request is made, the data shall be deleted/destroyed at the end of the retention period.
- 5.2 If an incident is identified and data requested by a member of the public, immediate steps shall be taken to preserve any data available, even prior to receipt of a written public records request notification.
- 5.3 During the retention period, archived surveillance data will be securely stored on the network.
- 5.4 The City Clerk's office is responsible for ensuring compliance with data retention and deletion/destruction requirements.

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

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

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

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

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

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

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

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

City parks shall have the following hours of operation:

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

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

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

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

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

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

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

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

ATTEST:

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

APPROVED AS TO FORM:

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