

**ORDINANCE NO. 1138  
CITY OF MEDICAL LAKE  
SPOKANE COUNTY,  
WASHINGTON**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A  
BUDGET FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026,  
APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR  
ESTABLISHED POSITIONS.**

WHEREAS, state law requires the Mayor to prepare a preliminary budget for the City of Medical Lake at least sixty (60) days before the beginning of the City's fiscal year beginning January 1, 2026 and ending December 31, 2026; and

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

WHEREAS, notice was posted and published on November 6, 2026, that the City Council of the City of Medical Lake would meet and receive public comment in the City Council chambers prior to the adoption of the budget; and

WHEREAS, the attached 2026 Budget of the City of Medical Lake reflects the provision of municipal services and programs that will enhance the public health, safety and welfare of the citizens; and

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

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

**Section 1. Adoption of the Budget.** The budget for the City of Medical Lake for the year 2026 is hereby adopted at the department level and as the balanced budget for the City with appropriations limited to the total estimated revenues and ending fund balance of the City. The final budget of \$11,971,856, attached hereto by this reference, is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate fund of the City of Medical Lake, and aggregate expenditures and operational transfers for all such funds and departments for the year 2026 are set forth in a summary form in Exhibit A.

**Section 2. Positions, Salary Schedules and Adjustments.** The various positions and salary ranges for City employees are adopted in the form and amounts attached to this Ordinance as Exhibit B. The total authorized and budgeted quantity of Full Time Equivalent employees are adopted in this form and amounts attached to this Ordinance as Exhibit C. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2026 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

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

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

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

PASSED by the City Council this 16th day of December 2025.

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

ATTEST:

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

APPROVED AS TO FORM:

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

Date of Publication: December 25, 2025

Effective Date: December 30, 2025

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

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

The following is the title and summary of Ordinance No. 1138 passed by the City of Medical Lake City Council on the 16th day of December 2025.

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A  
BUDGET FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026,  
APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR  
ESTABLISHED POSITIONS**

**Section 1.** Identifies the adoption of the 2026 annual budget for the City of Medical Lake and incorporates said budget for the respective City departments, including appropriations for City revenues and expenditures pursuant to law.

**Section 2.** Identifies the positions, salary schedules and adjustments for the various positions and salary ranges for City employees as set forth in the incorporated annual budget and authorizes the Mayor to make transfers between individual appropriations within any one fund for the 2026 budget. Additionally, the Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

**Section 3.** Establishes the requirement for the City Clerk for the City of Medical Lake to transmit a complete copy of the 2026 budget and Ordinance No. 1138 to the Washington State Auditor and Association of Washington Cities.

**Section 4.** Establishes a severability clause in the event some portion of the Ordinance is held invalid.

**Section 5.** Establishes an effective date for Ordinance No. 1138 for five (5) days after publication of the Ordinance, or a summary thereof, in the official newspaper of the City, as provided by law.

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

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

Published: December 25, 2025

Exhibit A  
City of Medical Lake  
2026 Preliminary Budget - Summary

	Beginning Bal.	Revenues	Budget	Ending Bal.
<b>001 General Fund</b>	\$ 749,403	\$ 2,380,552		\$ 714,062
001 Legislative Dept.			\$ 88,553	
001 Municipal Court Dept.			61,000	
001 Executive Dept.			296,725	
001 Administrative Services Dept.			608,841	
001 Legal Dept.			100,000	
001 Code Enforcement Dept..			83,299	
001 Building & Planning Dept.			268,975	
001 Grants			90,500	
001 Transfers Out			818,000	
<b>101 Streets Fund</b>	143,822	320,640	273,597	190,865
<b>104 Streets - Restricted Fund</b>	-	1,859,737	1,859,052	685
<b>105 Leave &amp; Severance Fund</b>	63,394	23,801	-	87,195
<b>106 Contingency Fund</b>	25,000	500	-	25,500
<b>107 ARPA Fund</b>	-	-	-	-
<b>110 Public Safety Fund</b>	324,742	730,535	761,675	293,602
<b>111 Criminal Justice Fund</b>	5,500	7,585	7,500	5,585
<b>112 Recreation Fund</b>	39,998	348,000	370,500	17,498
<b>113 Emergency Response Fund</b>	263,686	5,000	-	268,686
<b>125 City Beautification Fund</b>	4,802	14,200	12,950	6,052
<b>126 Tourism Fund</b>	55,000	121,600	121,000	55,600
<b>131 Public Facilities Fund</b>	-	239,500	187,905	51,595
<b>132 Park Facilities Fund</b>	-	186,050	185,412	638
<b>133 Train Depot Fund</b>	-	12,000	9,250	2,750
<b>134 Kitchen Fund</b>	-	41,250	41,250	-
<b>135 Library Fund</b>	-	8,200	3,353	4,847
<b>301 Capital Improvement Fund</b>	118,503	197,445	227,080	88,868
<b>302 Parks Improvement Fund</b>	423,271	5,000	150,000	278,271
<b>401 Water Fund</b>	502,873	912,100	1,176,300	238,673
<b>402 Water - Restricted Fund</b>	420,547	833,973	591,112	663,408
<b>407 Solid Waste Fund</b>	93,354	896,250	883,520	106,083
<b>408 Wastewater Fund</b>	209,947	1,597,000		123,969
408 Wastewater Collection Dept.			401,816	
408 Wastewater Treatment Dept.			1,281,162	
<b>409 Wastewater - Restricted Fund</b>	892,209	539,262	1,011,528	419,943
<b>410 Broadband Fund</b>	5,000	500	-	5,500
<b>412 Stormwater Fund</b>	-	-	-	-
<b>501 Unemployment Compensation</b>	25,000	250	-	25,250
	<u>\$ 4,366,051</u>	<u>\$ 11,280,930</u>	<u>\$ 11,971,856</u>	<u>\$ 3,675,125</u>

Notes

- 1 Funds with budgeted Departments are broken down by Department
- 2 Revenues and Budget totals include inter-fund transfers. See 'Summary of Operating Transfers' for details
- 3 Beginning and Ending Balances are **Estimates**

Exhibit B  
City of Medical Lake - 2026 Hourly & Salary Steps/Ranges  
For City Employees - General Unit

Non-union Position	NU	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Union Position	U											
City Administrator	NU		\$ 7,725	\$ 7,995	\$ 8,275	\$ 8,565	\$ 8,864	\$ 9,175	\$ 9,496	\$ 9,828	\$ 10,172	\$ 10,528
Finance Director	NU		\$ 6,762	\$ 6,998	\$ 7,243	\$ 7,497	\$ 7,759	\$ 8,031	\$ 8,312	\$ 8,603	\$ 8,904	\$ 9,215
Public Works Director	NU											
WWTP Director	NU		\$ 6,762	\$ 6,998	\$ 7,243	\$ 7,497	\$ 7,759	\$ 8,031	\$ 8,312	\$ 8,603	\$ 8,904	\$ 9,215
Parks & Rec. Director	NU		\$ 5,698	\$ 5,897	\$ 6,103	\$ 6,317	\$ 6,538	\$ 6,767	\$ 7,004	\$ 7,249	\$ 7,503	\$ 7,765
Recreation Assistant	NU	11	\$ 18.84	\$ 19.50	\$ 20.18	\$ 20.89	\$ 21.62	\$ 22.37	\$ 23.16	\$ 23.97	\$ 24.81	\$ 25.67
Parks Maintenance	NU	12	\$ 19.29	\$ 19.97	\$ 20.67	\$ 21.39	\$ 22.14	\$ 22.91	\$ 23.72	\$ 24.55	\$ 25.41	\$ 26.30
Recreation Assistant II	NU	13	\$ 19.77	\$ 20.46	\$ 21.18	\$ 21.92	\$ 22.69	\$ 23.48	\$ 24.30	\$ 25.16	\$ 26.04	\$ 26.95
City Maintenance	U											
Administrative Clerk	U	19	\$ 23.06	\$ 23.87	\$ 24.71	\$ 25.57	\$ 26.47	\$ 27.39	\$ 28.35	\$ 29.34	\$ 30.37	\$ 31.43
Code Enforcement Officer	U											
Parks Lead	U	20	\$ 23.55	\$ 24.38	\$ 25.23	\$ 26.11	\$ 27.03	\$ 27.97	\$ 28.95	\$ 29.97	\$ 31.02	\$ 32.10
City Maintenance - Journey	U	21	\$ 24.11	\$ 24.96	\$ 25.83	\$ 26.74	\$ 27.67	\$ 28.64	\$ 29.64	\$ 30.68	\$ 31.75	\$ 32.86
Collections Specialist	U	22	\$ 24.73	\$ 25.60	\$ 26.49	\$ 27.42	\$ 28.38	\$ 29.37	\$ 30.40	\$ 31.47	\$ 32.57	\$ 33.71
Treatment Plant Operator I	U	23	\$ 25.33	\$ 26.21	\$ 27.13	\$ 28.08	\$ 29.06	\$ 30.08	\$ 31.13	\$ 32.22	\$ 33.35	\$ 34.52
Water Operator	U	24	\$ 25.95	\$ 26.85	\$ 27.79	\$ 28.77	\$ 29.77	\$ 30.82	\$ 31.89	\$ 33.01	\$ 34.17	\$ 35.36
Treatment Plant Operator II	U	25	\$ 26.62	\$ 27.56	\$ 28.52	\$ 29.52	\$ 30.55	\$ 31.62	\$ 32.73	\$ 33.87	\$ 35.06	\$ 36.28
Laboratory Lead	U											
Water Lead	U	26	\$ 27.27	\$ 28.22	\$ 29.21	\$ 30.23	\$ 31.29	\$ 32.38	\$ 33.52	\$ 34.69	\$ 35.90	\$ 37.16
Plant Operations Lead	U											
Building Inspector	U	27	\$ 27.93	\$ 28.91	\$ 29.92	\$ 30.97	\$ 32.05	\$ 33.17	\$ 34.33	\$ 35.54	\$ 36.78	\$ 38.07
Treatment Plant Operator III	U	28	\$ 28.61	\$ 29.61	\$ 30.65	\$ 31.72	\$ 32.83	\$ 33.98	\$ 35.17	\$ 36.40	\$ 37.67	\$ 38.99
Senior Planner												

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

**Exhibit C**

**City of Medical Lake**

**2026 Proposed Full Time Equivalent (FTE) Employees**

<b>Position</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	<b>2026 Proposed</b>	
City Administrator	1	1	1	
Finance Director	1	1	1	
Senior Planner	0.5	1	1	
Public Works Director	1	1	1	
Wastewater Director	1	1	1	
Parks & Rec. Director	1	1	1	
Recreation Assistant	0.3	1	1	Part-time Seasonal
Parks Maintenance	1	1	1	
Recreation Assistant II	0	0	0.6	
Code Enforcement Officer	0.6	0.6	0.6	
Administrative Clerk	4.5	6	6	
City Maintenance	7	2	2	
Parks Lead	0	0	1	
Water Operator	0	2	2	
Collections Specialist	0	2	2	
City Maintenance - Journeyman	1	1	1	
Treatment Plant Operator I	2	1	0	
Treatment Plant Operator II	2	1	2	
Water Lead	0	1	1	
Laboratory Lead	0	1	1	
Building Inspector	1	1	1	
Treatment Plant Lead	0	1	1	
	24.9	27.6	29.2	

**Notes**

2025 to 2026 changes: Added 1 FTE for full-time Parks Lead position for parks maintenance. Added .6 FTE for part-time Rec Assistant II for fulfillment of rec programs.

City Planner position reclassified as Senior Planner to accurately reflect responsibility and expectations of position.