

**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.

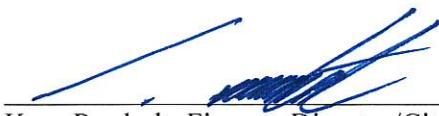
**Section 2.** Identifies the positions, salary schedules and adjustments for the various positions and salary ranges for City employees as set forth in the incorporated annual budget and authorizes the Mayor to make transfers between individual appropriations within any one fund for the 2026 budget.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

**Exhibit A**  
**City of Medical Lake**  
**2026 Preliminary Budget - Summary**

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

**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**

Non-union Position	NU	Exhibit B
Union Position	U	City of Medical Lake - 2026 Hourly & Salary Steps/Ranges

NU  
U  
Non-union Position  
Union Position

## Exhibit B

City of Medina Lake - 2026 Hourly & Seasonal Bands

## Ear City Employees General Init

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

Position	2024 Actual	2025 Budget	2026 Proposed	
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
Parks Maintenance	1	1	1	Seasonal
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.