



City Council Regular Meeting Agenda

Tuesday, February 11, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MEETING AGENDA
4. LOCAL AGENCY REPORTS/PRESENTATIONS
5. OTHER PRESENTATIONS
6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

In compliance with the requirements of the Washington State Open Public Meetings Act (OPMA) the City accepts public comments concerning agenda items proposed for final action by the City Council ("Action Items"). Written public comments are accepted up to 24 hours prior to this meeting by (1) USPS mail to: City of Millwood, 9103 E Frederick Avenue, Millwood, WA 99206; (2) electronic mail to comments@millwoodwa.us, or; (3) direct at City Hall. All received comments are distributed to the City Council, Mayor, and City Staff prior to this meeting for review and consideration before action.

7. EXECUTIVE SESSION (if necessary)
8. ACTION ITEMS FOR FIRST READING
- a. [Traffic Calming - Empire Ave.](#)
9. ACTION ITEMS FOR CONSIDERATION

- a. [Consent Agenda](#)
[Consent Agenda consisting of \(1\) January City Council Regular Meeting Minutes, \(2\) January Treasurer's Report, \(3\) January Claims \(4\) January Payroll](#)
- b. [ORDINANCE # 545 WHOLSALE WATER SERVICE](#)
- c. [RESOLUTION 2025-02 WATER AND SEWER RATE RESOLUTION](#)
- d. [WELCH COMER - WATER SYSTEM CAPITAL IMPROVEMENT PLAN TASK ORDER](#)

10. REPORTS (no action)
- a. Treasurer - Debb Matkin
- b. Clerk/Public Records and Code Enforcement – Lisa Cassels
- c. Facilities - Kyle Schiewe
- d. Utilities - Matt Erdahl
- e. [Planning - Amanda Tainio - Upward 7 Consulting](#)

- f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC
- g. Mayor - Mayor Kevin Freeman

11. COUNCIL INFORMATION (no action or discussion)

- a. [SCSO - Intelligence Report - December 2024](#)
- b. [Traffic Camera Use by Local Governments](#)
- c. [MRSC Running for Local Elected Office - Filing Week May 5, 2025 - May 9, 2025.](#)

12. PUBLIC REMARKS

Public Remarks are an opportunity for citizens to address the Council, either in-person or by submitting their remarks to remarks@millwoodwa.us. We ask that in-person speakers limit themselves to two minutes and follow the Citizen Participation Guidelines Policy as posted on the City of Millwood website www.millwoodwa.us/government#CityCouncil or available at City Hall prior to this meeting.

13. COUNCIL REMARKS

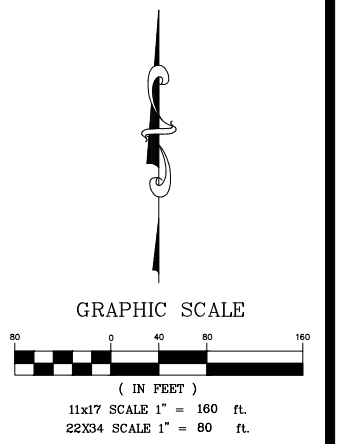
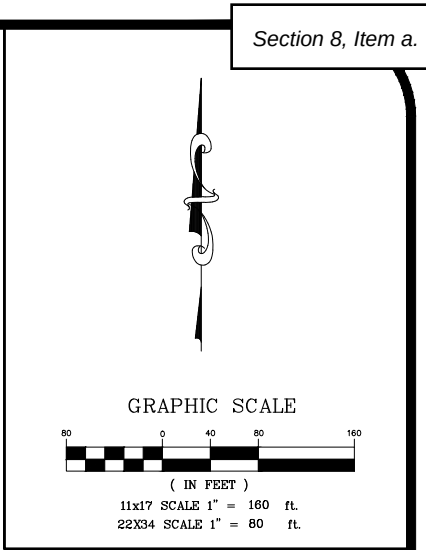
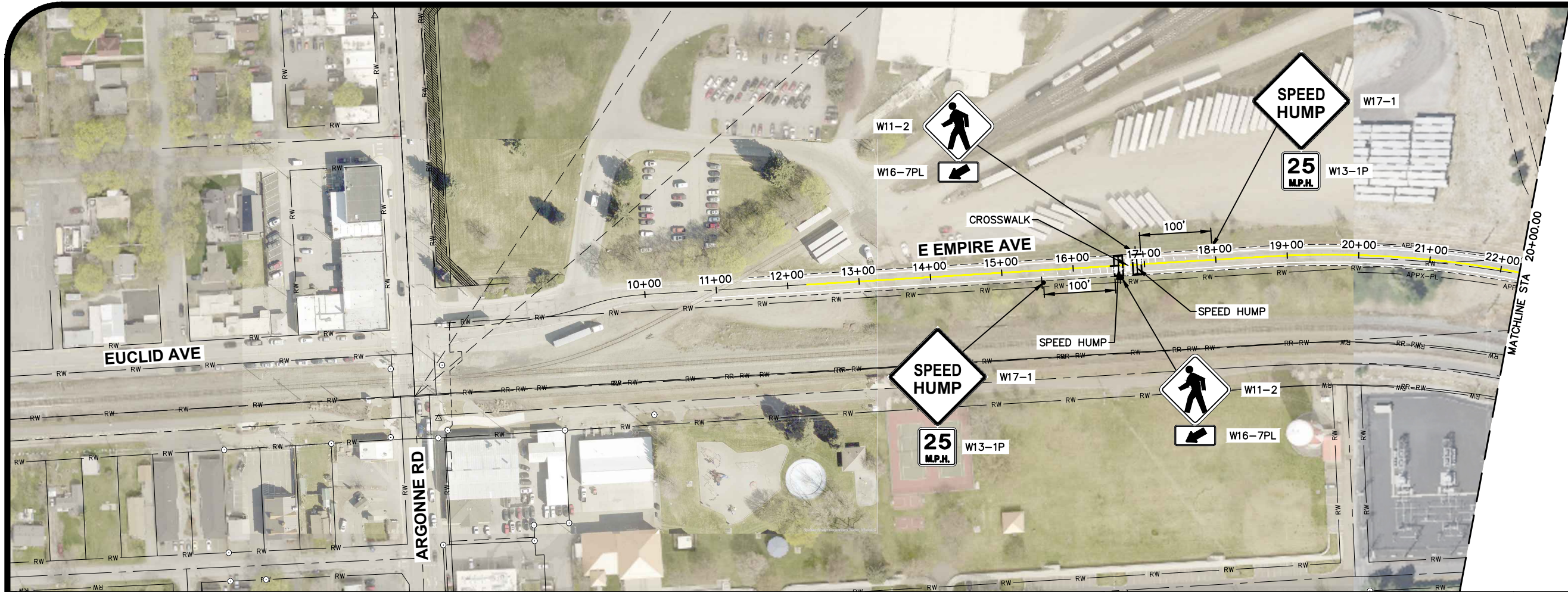
14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting - March 11, 2025 at 6:00 pm.

16. ADJOURNMENT

File Attachments for Item:

a. Traffic Calming - Empire Ave.



**E EMPIRE AVE. -
TRAF CALM (SHT1)**

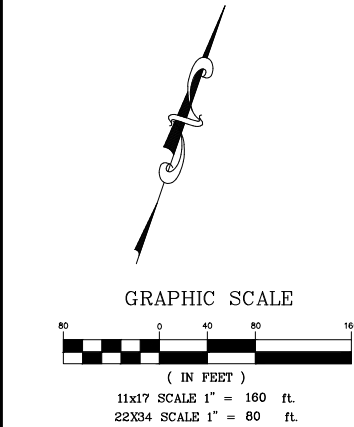
WELCH-COMER
ENGINEERS | SURVEYORS

PRELIMINARY - NOT FOR CONSTRUCTION

51007DS20.DWG 01-14-2025

www.welchcomer.com
208-664-9382
877-815-5672 (toll free)
208-664-5946 (fax)
330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814

N:\Civil3D Projects\51007\Production Drawings\51007DS20.dwg, 1/14/2025 8:34:43 AM, ANSI full bleed B (11.00 x 17.00 Inches)



E EMPIRE AVE. -
TRAF CALM (SHT2)

WELCH-COMER
ENGINEERS | SURVEYORS

PRELIMINARY - NOT FOR CONSTRUCTION

51007DS20.DWG 12-13-2024

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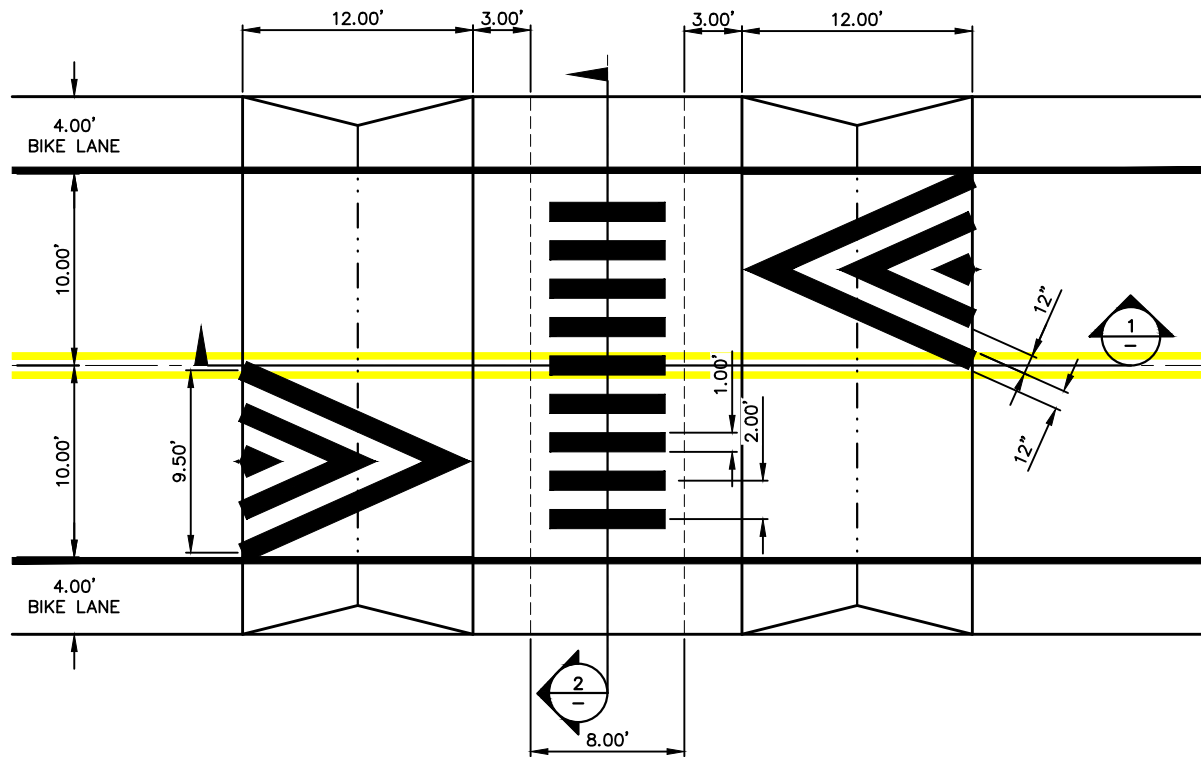
208-664-9382

877-815-5672 (toll free)

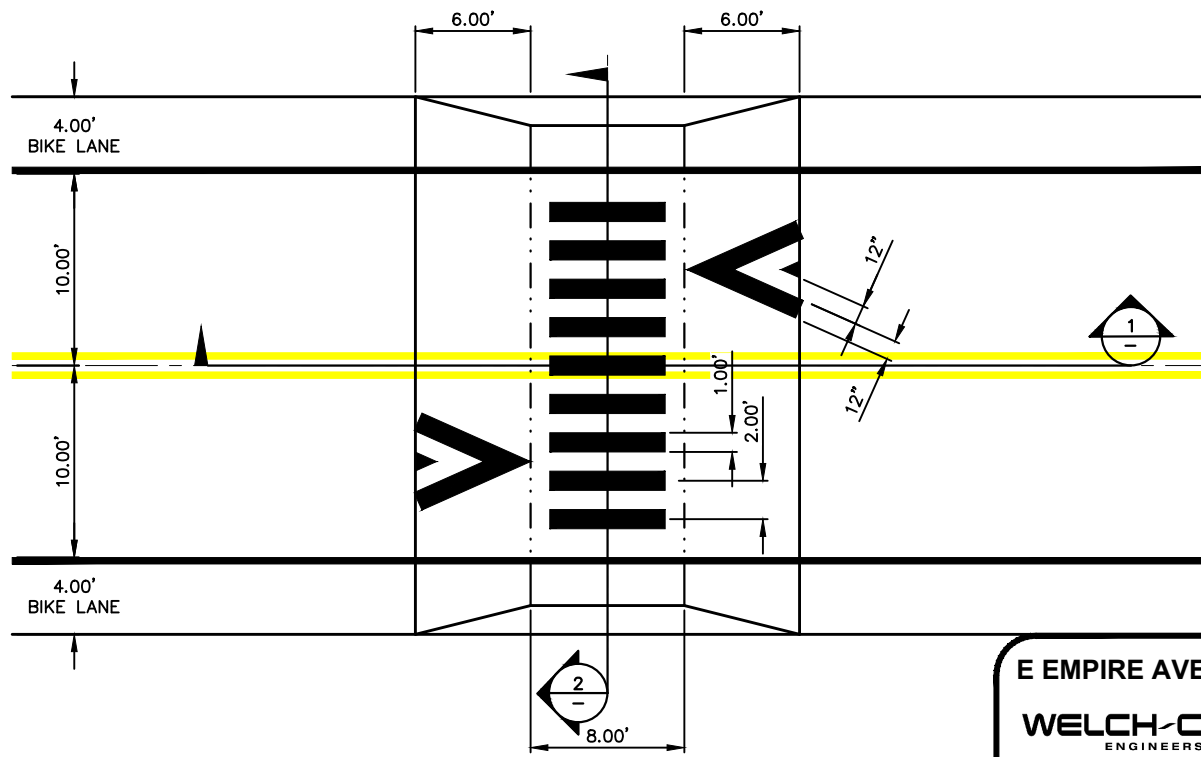
208-664-5946 (fax)

330 E. Lakeside Ave, Suite 101

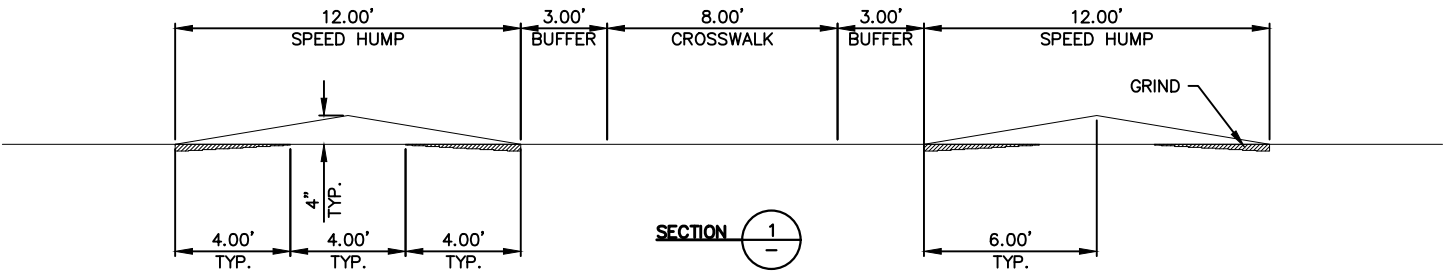
Coeur d'Alene, ID 83814



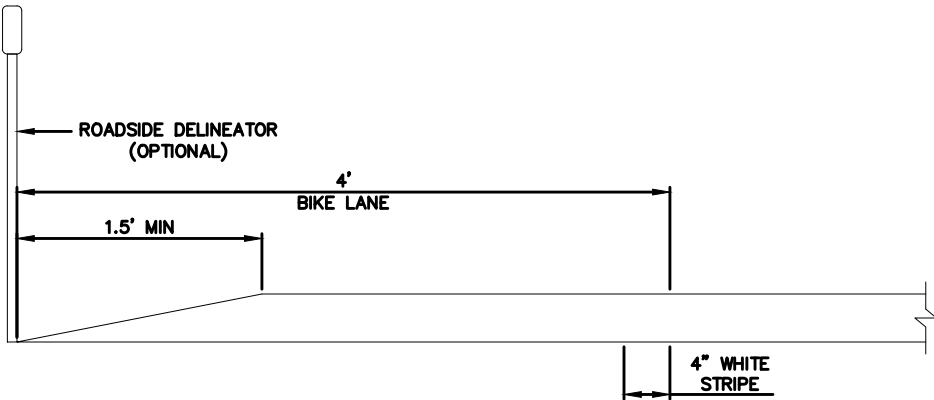
**DOUBLE SPEED HUMP DETAIL
WITH PROTECTED CROSSWALK (OPTION 1)**



**TABLE TOP SPEED HUMP DETAIL
WITH PROTECTED CROSSWALK (OPTION 2)**



DOUBLE SPEED HUMP SECTION DETAIL
NO SCALE



SHOULDER DETAIL FOR STREETS WITHOUT CURBS
NO SCALE

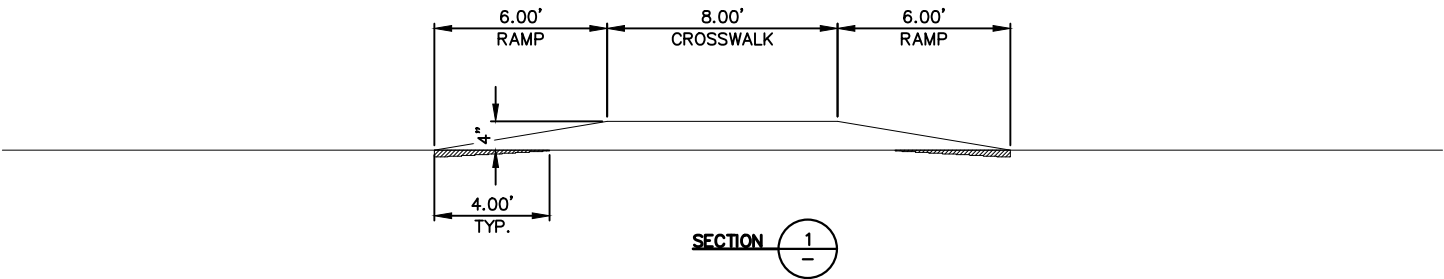


TABLE TOP SPEED HUMP SECTION DETAIL
NO SCALE

E EMPIRE AVE - TRAF CALM DTL

WELCH-COMER
ENGINEERS | SURVEYORS

PRELIMINARY - NOT FOR CONSTRUCTION

51007DS20.DWG 01-14-2025

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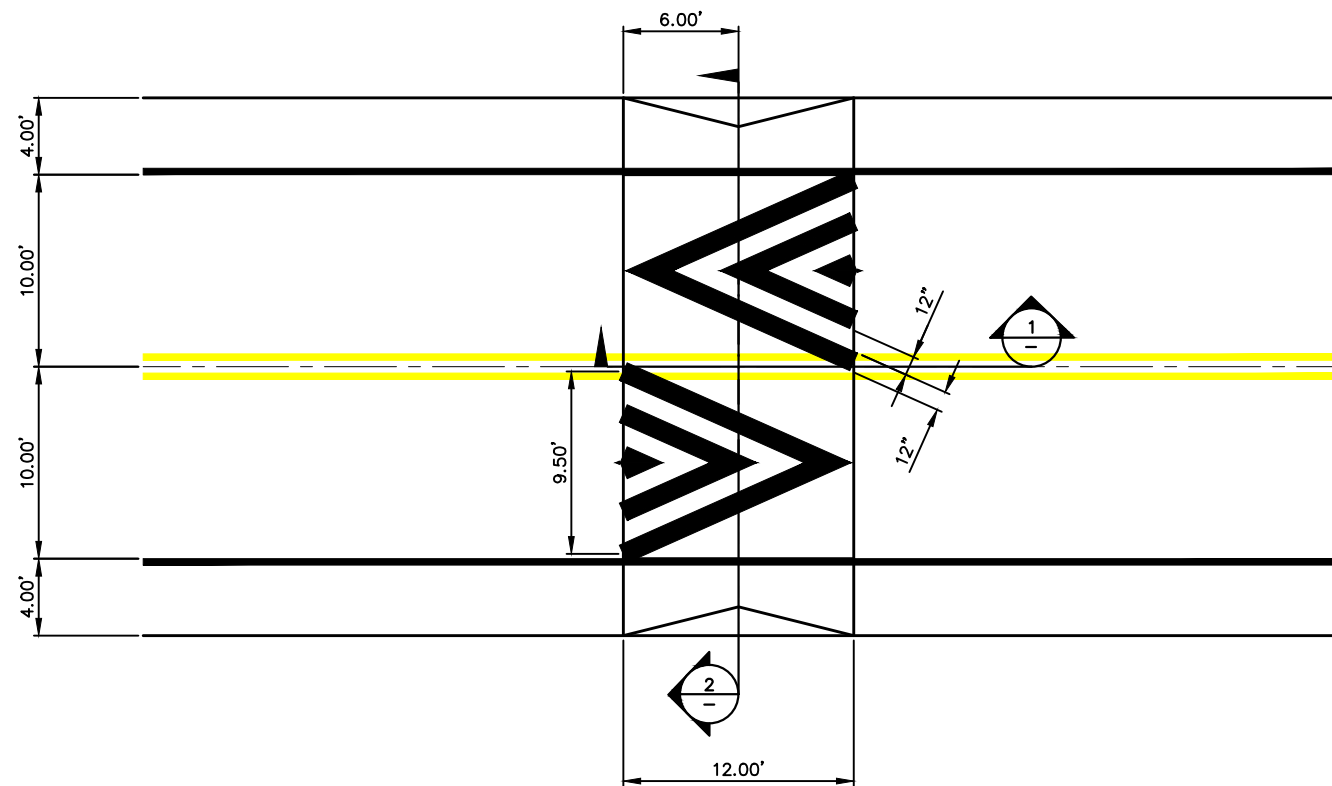
208-664-9382

877-815-5672 (toll free)

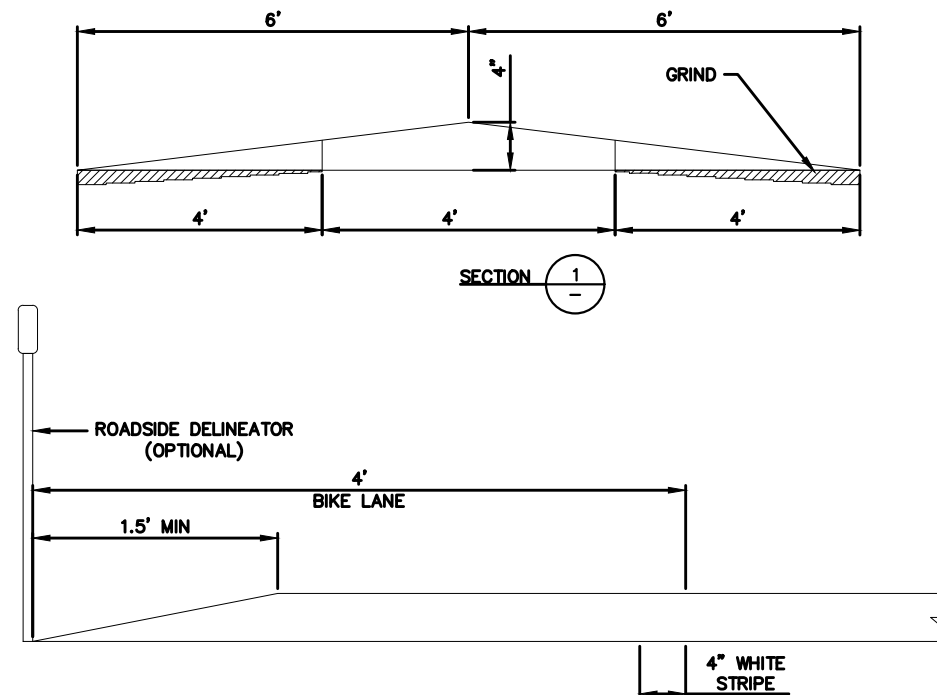
208-664-5946 (fax)

330 E. Lakeside Ave, Suite 101

Coeur d'Alene, ID 83814



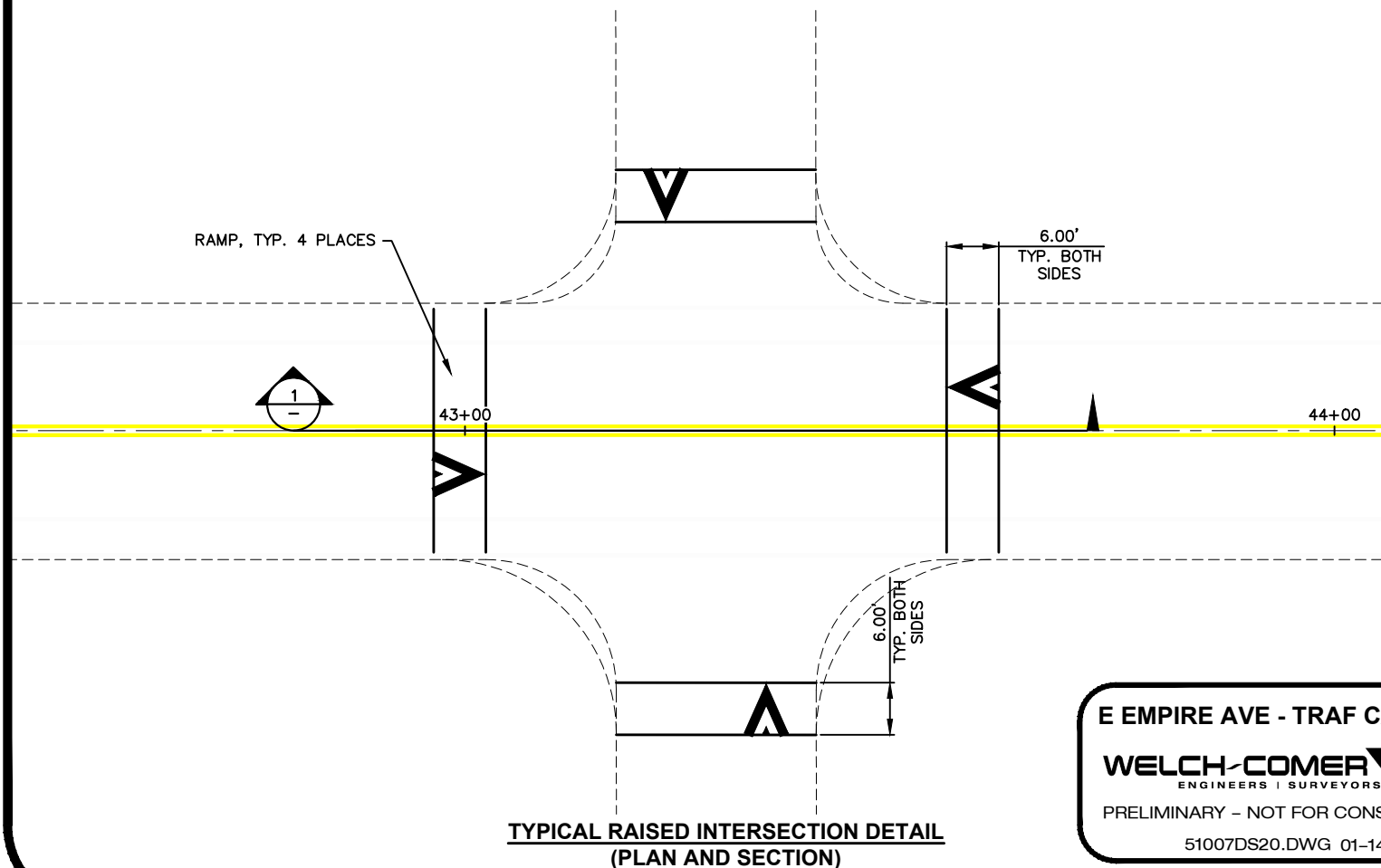
TYPICAL SPEED HUMP DETAIL
(PLAN AND SECTION)



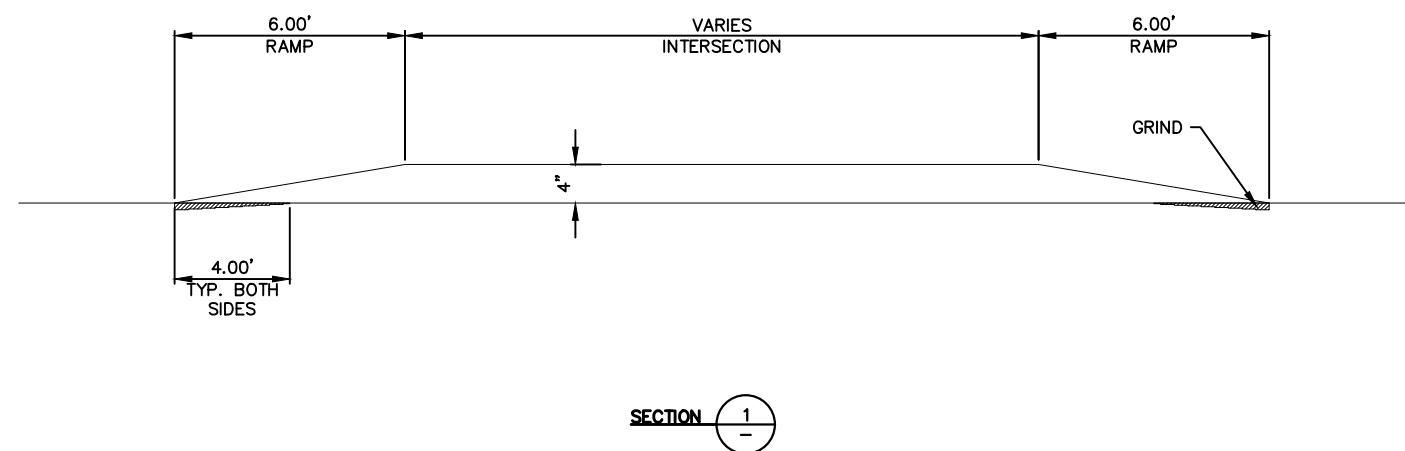
SHOULDER DETAIL FOR
STREETS WITHOUT CURBS

SECTION 2

SPEED HUMP SECTION DETAIL



TYPICAL RAISED INTERSECTION DETAIL
(PLAN AND SECTION)



SECTION 1

TYPICAL RAISED INTERSECTION SECTION DETAIL
NO SCALE

E EMPIRE AVE - TRAF CALM DTL

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PRELIMINARY - NOT FOR CONSTRUCTION

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File Attachments for Item:

a. Consent Agenda

Consent Agenda consisting of (1) January City Council Regular Meeting Minutes, (2) January Treasurer's Report, (3) January Claims (4) January Payroll



City Council Regular Meeting Minutes

Tuesday, January 14, 2025 at 6:00 AM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Regular City Council meeting to order at 6:05 pm.

PRESENT

Council Member Shawna Beese
Council Member Shaun Culler
Council Member Dan Sander
Council Member Andy Van Hees

ABSENT

Council Member Kelly Stravens

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Culler, Seconded by Council Member Sander to approve the agenda as presented.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

4. LOCAL AGENCY REPORTS/PRESENTATIONS

a. SVFD - Quarterly Report - Chief Frank Soto

Chief Frank Soto presented the SVFD Quarterly Report and Caroline Kusher read the CRR Proclamation declaring January 20, 2025 - January 26, 2025 City of Millwood Community Risk Reduction Week.

5. OTHER PRESENTATIONS

Mayor Freeman introduced Trevor Ball, Millwood's newly assigned Sheriff's Deputy.

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

- a. There was one public comment received from Doug Sadler prior to the meeting and it was included in the packet. There were no additional comments received after the packet was delivered.

7. EXECUTIVE SESSION (if necessary)

There was no Executive Session.

8. ACTION ITEMS FOR FIRST READING

- a. Welch Comer - Water System Capital Improvement Plan Task Order

Mayor Freeman explained that the Water System Capital Improvement Plan task order would allow the City to apply for funding and was a 2025 budgeted item.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) December 2024 City Council Regular Meeting Minutes, (2) December 2024 Joint City Council - Planning Commission Special Meeting Minutes, (3) December 2024 Treasurer's Report, (4) December 2024 Claims, and Payroll, (5) CRR Week Proclamation 2025, (6) Hearing Examiner Interlocal Agreement, (7) City of Spokane Purchase & Procurement Agreement.

Motion made by Council Member Culler, Seconded by Council Member Sander.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

b. 2025 STA Ex-Officio Board Member Appointment

Council member Sander stated that he would like to remain as the City of Millwood's Ex-Officio STA Board Member and Council member Van Hees agreed to be the City's alternate. Mayor Freeman asked for motions for Council member Sander's appointment and Council member Van Hees' appointment.

Motion made by Council Member Beese to appoint Council member Sander as the City of Millwood's Ex-Officio STA Board Member, Seconded by Council Member Culler.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

Motion made by Council Member Beese to appoint Council member Van Hees as the City of Millwood's Ex-Officio STA Board Member Alternate, Seconded by Council member Sander.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

c. RESOLUTION 2025-01 CITY EMPLOYEE VEBA

Motion made by Council Member Sander to approve Resolution 2025-01 City Employee Veba Program, Seconded by Council Member Van Hees.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

d. RESOLUTION 2025-02 WATER AND SEWER RATE RESOLUTION

Mayor Freeman thanked Council member Sander for his research and assistance using the AWWA meter multipliers for the water rate analysis and thanked Council member Beese for identifying potential burden shifting and the need for additional consumption data. Mayor Freeman presented an analysis of the current proposed water and sewer rates. His presentation included several scenarios that looked at the number of units, operating costs, consumption costs, base rates, meter sizes, increased electrical costs, leakage and capital improvement rates.

Motion made by Council Member Culler to table Resolution 2025-02 Water and Sewer Rates until the next meeting, Seconded by Council Member Beese.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

e. **ORDINANCE #545 WHOLESALE WATER SERVICE**

Mayor Freeman explained that Ordinance #545 simply gave authority to the City of Millwood that they may (open to the idea of) wholesale water to other water purveyors from our system. He stated that if the Council would like to have the option to explore wholesale water service to other water purveyors, then the first step would be to have Ordinance #545 in place but if the Council did not want to explore that option, then there was no need for Ordinance #545.

Motion made by Council Member Culler to table Ordinance #545 Wholesale Water Service until the next meeting, Seconded by Council Member Van Hees.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

Mayor Freeman asked for a brief recess at 7:37 pm. The City Council meeting reconvened at 7:40 pm.

10. REPORTS (no action)

a. **Treasurer - Debb Matkin**

Ms. Matkin was absent. Mayor Freeman reported that Ms. Matkin had been finishing up the audit and working on a Policy and Procedures Manual.

b. **Clerk/Public Records and Code Enforcement – Lisa Cassels**

Ms. Cassels reported that there were no current public records requests but several code enforcement cases.

c. **Facilities - Kyle Schiewe**

Mr. Schiewe reported that ABC Consulting Arborists had completed the public space tree trimming grant project and was working on the paperwork for reimbursement, added amber strobe lights to the leaf vacuum and air compressor, plows are ready for snow removal, replaced some broken street signs, replaced several candlestick road cones on Argonne, and updated the Council on the Empire traffic calming project. The Council asked Mr. Schiewe to bring a cost estimate for traffic calming on Empire to the next meeting for Council review.

d. **Utilities - Matt Erdahl**

Mr. Erdahl reported that the water samples were satisfactory, inspected the abandoned waterline at 8919 & 8921 E Euclid prior to the demolition of the building, working with the County to determine size of grease trap required for the commercial kitchen at Whistle Punk, annual maintenance was completed at New Park well, Matt and Bryce renewed their water certifications.

e. **Planning - Amanda Tainio - Upward 7 Consulting**

Ms. Tainio's December 2024 planning report was included in the packet.

f. **Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC**

Mr. Werst reported that he and Mayor Freeman had discussed the need to update the City's procurement processes; currently set by Resolution.

g. **Mayor - Mayor Kevin Freeman**

Mayor Freeman reported that he would not be seeking reelection after this term and he was going to be out of the country most of February; Council member Culler was on the schedule as Mayor Pro Tem. Mayor Freeman also reported that he would be asking a representative

from the Spokane County Assessor's Office to attend the February meeting to discuss IEP's taxable valuation decrease, working to schedule a meeting with Springbrook regarding ways to retrieve data and the Argonne Congestion Relief Project was going out to bid within the next two weeks.

11. COUNCIL INFORMATION (no action or discussion)

- a. 2024-2026 MAYOR PRO TEM SCHEDULE
- b. SCSO - Intelligence Report - November 2024

12. PUBLIC REMARKS

Shirene Young, 8903 E Liberty, thanked everyone for their support for the Millwood Community Association events; the Christmas Tree lighting event was a huge success.

13. COUNCIL REMARKS

Council members thanked staff for their work and Council member Beese asked the Council to have Jeremy Clark from Millwood Impact present information on community gardening at the March Council meeting.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting - February 11, 2025 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Van Hees to adjourn the Regular City Council meeting at 8:19 pm., Seconded by Council Member Culler.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Van Hees

Approved:

Kevin Freeman, Mayor

Attest:

Lisa Cassels, City Clerk

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

Time: 14:12:14 Date: 02/06/2025

01/01/2025 To: 01/31/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,139,633.58	165,854.77	60,612.92	2,244,875.43	7,825.17	55,453.35	-93.11	2,308,060.84
002 MVFT Managerial Fund	0.00	2,638.88		2,638.88	0.00	0.00	0.00	2,638.88
099 Unemployment Compensation Fund	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	405,465.61	1,027.13		406,492.74	0.00	0.00	0.00	406,492.74
302 Special Capital Projects Fund	410,260.87	1,027.12		411,287.99	0.00	0.00	0.00	411,287.99
401 Utility Operating Fund	353,999.61	47,822.56	28,243.08	373,579.09	1,439.97	23,850.86	-11,743.11	387,126.81
402 Water Capital Fund Managerial	254,230.20	4,625.91		258,856.11	0.00	0.00	-1,210.00	257,646.11
403 Sewer Capital Fund - Managerial	45,487.00	18,261.68		63,748.68	0.00	0.00	-4,636.39	59,112.29
	<u>3,660,258.87</u>	<u>241,258.05</u>	<u>88,856.00</u>	<u>3,812,660.92</u>	<u>9,265.14</u>	<u>79,304.21</u>	<u>-17,682.61</u>	<u>3,883,547.66</u>

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

Time: 14:12:14 Date: 02/06/2025

01/01/2025 To: 01/31/2025

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	195,046.59	241,251.98	88,856.00	347,442.57	-17,682.61	88,569.35	418,329.31
6	1726-Banner Money Market	357,093.11	6.07	0.00	357,099.18	0.00	0.00	357,099.18
8	3411-Banner Dedicated	23,000.00	0.00	0.00	23,000.00	0.00	0.00	23,000.00
10	1753 - US Bank Safekeeping	5,734.78	0.00	0.00	5,734.78	0.00	0.00	5,734.78
Total Cash:		580,874.48	241,258.05	88,856.00	733,276.53	-17,682.61	88,569.35	804,163.27
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
9	0373-US Bank Investment	2,079,384.39	0.00	0.00	2,079,384.39	0.00	0.00	2,079,384.39
11	1323-Banner CD	1,000,000.00	0.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00
Total Investments:		3,079,384.39	0.00	0.00	3,079,384.39	0.00	0.00	3,079,384.39
		3,660,258.87	241,258.05	88,856.00	3,812,660.92	-17,682.61	88,569.35	3,883,547.66

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

01/01/2025 To: 01/31/2025

As Of: 01/31/2025 Date: 02/06/2025

Time: 14:12:14 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2610	12/13/2020	Util Pay	5		Xpress Billpay	48.40	Xpress Import - CC - 12-13-2020_daily_batch.csv
2025	76	01/16/2025	Util Pay	5		Xpress Billpay	465.87	Xpress Import - EFT - 01-16-2025_daily_batch.csv
2025	77	01/16/2025	Util Pay	5		Xpress Billpay	132.84	Xpress Import - Metavante - 01-16-2025_daily_batch.csv
2025	78	01/16/2025	Util Pay	5		Xpress Billpay	167.06	Xpress Import - iPay - 01-16-2025_daily_batch.csv
2025	79	01/16/2025	Util Pay	5		Xpress Billpay	200.68	Xpress Import - CheckFree - 01-16-2025_daily_batch.csv
2025	81	01/17/2025	Util Pay	5		Xpress Billpay	1,015.57	Xpress Import - EFT - 01-17-2025_daily_batch.csv
2025	82	01/17/2025	Util Pay	5		Xpress Billpay	225.46	Xpress Import - Metavante - 01-17-2025_daily_batch.csv
2025	83	01/17/2025	Util Pay	5		Xpress Billpay	195.80	Xpress Import - iPay - 01-17-2025_daily_batch.csv
2025	84	01/17/2025	Util Pay	5		Xpress Billpay	103.83	Xpress Import - CheckFree - 01-17-2025_daily_batch.csv
2025	86	01/18/2025	Util Pay	5		Xpress Billpay	349.20	Xpress Import - EFT - 01-18-2025_daily_batch.csv
2025	88	01/19/2025	Util Pay	5		Xpress Billpay	198.16	Xpress Import - EFT - 01-19-2025_daily_batch.csv
2025	89	01/20/2025	Util Pay	5		Xpress Billpay	135.72	Xpress Import - EFT - 01-20-2025_daily_batch.csv
2025	104	01/21/2025	Util Pay	5		Xpress Billpay	198.30	Xpress Import - EFT - 01-21-2025_daily_batch.csv
2025	105	01/21/2025	Util Pay	5		Xpress Billpay	271.16	Xpress Import - iPay - 01-21-2025_daily_batch.csv
2025	106	01/21/2025	Util Pay	5		Xpress Billpay	66.74	Xpress Import - OnlineResources - 01-21-2025_daily_batch.csv
2025	107	01/21/2025	Util Pay	5		Xpress Billpay	50.00	Xpress Import - CheckFree - 01-21-2025_daily_batch.csv
2025	108	01/22/2025	Util Pay	5		Xpress Billpay	-68.14	Xpress Import - Returns - 01-22-2025_daily_batch.csv
2025	110	01/22/2025	Util Pay	5		Xpress Billpay	67.70	Xpress Import - EFT - 01-22-2025_daily_batch.csv
2025	111	01/22/2025	Util Pay	5		Xpress Billpay	182.46	Xpress Import - Metavante - 01-22-2025_daily_batch.csv
2025	112	01/22/2025	Util Pay	5		Xpress Billpay	200.54	Xpress Import - iPay - 01-22-2025_daily_batch.csv
2025	113	01/22/2025	Util Pay	5		Xpress Billpay	241.42	Xpress Import - CheckFree - 01-22-2025_daily_batch.csv
2025	115	01/23/2025	Util Pay	5		Xpress Billpay	1,047.43	Xpress Import - EFT - 01-23-2025_daily_batch.csv
2025	116	01/23/2025	Util Pay	5		Xpress Billpay	202.46	Xpress Import - Metavante - 01-23-2025_daily_batch.csv
2025	118	01/23/2025	Util Pay	5		Xpress Billpay	101.27	Xpress Import - CheckFree - 01-23-2025_daily_batch.csv
2025	120	01/24/2025	Util Pay	5		Xpress Billpay	141.42	Xpress Import - EFT - 01-24-2025_daily_batch.csv
2025	121	01/24/2025	Util Pay	5		Xpress Billpay	101.91	Xpress Import - Metavante - 01-24-2025_daily_batch.csv
2025	122	01/24/2025	Util Pay	5		Xpress Billpay	852.43	Xpress Import - iPay - 01-24-2025_daily_batch.csv
2025	123	01/24/2025	Util Pay	5		Xpress Billpay	135.40	Xpress Import - CheckFree - 01-24-2025_daily_batch.csv
2025	161	01/24/2025	Tr Rec	5		WA State Treasurer	90.00	
2025	125	01/25/2025	Util Pay	5		Xpress Billpay	789.32	Xpress Import - EFT - 01-25-2025_daily_batch.csv
2025	127	01/26/2025	Util Pay	5		Xpress Billpay	641.27	Xpress Import - EFT - 01-26-2025_daily_batch.csv
2025	129	01/27/2025	Util Pay	5		Xpress Billpay	734.14	Xpress Import - EFT - 01-27-2025_daily_batch.csv
2025	130	01/27/2025	Util Pay	5		Xpress Billpay	133.80	Xpress Import - Metavante - 01-27-2025_daily_batch.csv
2025	131	01/27/2025	Util Pay	5		Xpress Billpay	132.52	Xpress Import - iPay - 01-27-2025_daily_batch.csv
2025	132	01/27/2025	Util Pay	5		Xpress Billpay	268.26	Xpress Import - CheckFree - 01-27-2025_daily_batch.csv
2025	178	01/28/2025	Util Pay	5		Xpress Billpay	4,456.31	Xpress Import - EFT - 01-28-2025_daily_batch.csv
2025	179	01/28/2025	Util Pay	5		Xpress Billpay	201.18	Xpress Import - Metavante - 01-28-2025_daily_batch.csv
2025	180	01/28/2025	Util Pay	5		Xpress Billpay	118.80	Xpress Import - iPay - 01-28-2025_daily_batch.csv
2025	181	01/28/2025	Util Pay	5		Xpress Billpay	35.49	Xpress Import - OnlineResources - 01-28-2025_daily_batch.csv
2025	182	01/28/2025	Util Pay	5		Xpress Billpay	264.40	Xpress Import - CheckFree - 01-28-2025_daily_batch.csv
2025	184	01/29/2025	Util Pay	5		Xpress Billpay	70.00	Xpress Import - iPay - 01-29-2025_daily_batch.csv
2025	139	01/30/2025	Util Pay	5		Utility Batch	920.96	

Section 9, Item a.

City Of Millwood

01/01/2025 To: 01/31/2025

As Of: 01/31/2025 Date: 02/06/2025

Time: 14:12:14 Page: 4

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TREASURER'S REPORT

Outstanding Vouchers

01/01/2025 To: 01/31/2025

Section 9, Item a.

City Of Millwood

As Of: 01/31/2025 Date: 02/06/2025

Time: 14:12:14 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	152	01/31/2022	Payroll	5	10574	Roberta L Beese	35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639	Roberta L Beese	35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697	Roberta L Beese	35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760	Roberta L Beese	108.91	April 2022
2022	987	05/05/2022	Claims	5	10809	Gregory & Celestine Kuntz	88.03	00760100 - 8928 E SOUTH RIVERWAY
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895	Roberta L Beese	48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018	Roberta L Beese	11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654	Roberta L Beese	11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859	Roberta L Beese	11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903	Roberta L Beese	11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2024	2585	11/30/2024	Claims	5	12524	Add A Lawn	1,424.41	
2024	2775	12/31/2024	Payroll	5	12567	Roberta L Beese	11.71	December 2024
2024	2821	12/31/2024	Claims	5	12592	Spokane County District Court	1,513.11	October 2024 Court Fees; November 2024
2024	2847	12/31/2024	Claims	5	12618	Spokane County District Court	1,860.00	
2025	142	01/31/2025	Payroll	5	12621	Michael L Ankney	36.71	January 2025
2025	144	01/31/2025	Payroll	5	12622	Roberta L Beese	11.71	January 2025
2025	145	01/31/2025	Payroll	5	12623	Shawna Beese	68.82	January 2025
2025	153	01/31/2025	Payroll	5	12624	Jay James Molitor	36.71	January 2025
2025	155	01/31/2025	Payroll	5	12625	Ronald W Rickard	36.71	January 2025
2025	160	01/31/2025	Payroll	5	12626	Savannah Wu	36.71	January 2025
2025	170	01/31/2025	Payroll	5	12627	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 01/31/2025 To 01/31/2025 - VEBA
							88,569.35	

Fund	Claims	Payroll	Total
001 General Fund	7,825.17	55,453.35	63,278.52
401 Utility Operating Fund	1,439.97	23,850.86	25,290.83
	9,265.14	79,304.21	88,569.35

TREASURER'S REPORT

Signature Page

Section 9, Item a.

City Of Millwood

Time: 14:12:14 Date: 02/06/2025

01/01/2025 To: 01/31/2025

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We the undersigned officers for the City of Millwood have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Treasurer / Date Elected Representative / Date

Signed: _____ Signed: _____
Elected Representative / Date Elected Representative / Date

CHECK REGISTER

City Of Millwood

Time: 14:16:41 Date:

Section 9, Item a.

01/01/2025 To: 01/31/2025

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I

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5	01/05/2025	Claims	5	EFT	Xpress Billpay		ENTERED TWICE IN ERROR
7	01/06/2025	Claims	5	EFT	Department of Revenue	2,229.36	December 2025 Public Utility Tax
8	01/05/2025	Claims	5	EFT	Xpress Billpay	358.59	December 2024 Online Transaction Fees
22	01/03/2025	Claims	5	EFT	Paymentech, LLC	367.77	December 2024 CC Transaction Fees
91	01/16/2025	Claims	5	EFT	Banner Bank	1,680.84	Annual Account Analysis Charge
134	01/28/2025	Claims	5	12620	Banner Bank - 4120	4,449.16	
001 General Fund						4,693.50	
401 Utility Operating Fund						4,392.22	
						<u>9,085.72</u>	Claims: 9,085.72
						9,085.72	

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

CHECK REGISTER

City Of Millwood

Time: 14:15:50 Date:

Section 9, Item a.

01/01/2025 To: 01/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
143	01/31/2025	Payroll	5	EFT		3,848.20	January 2025
146	01/31/2025	Payroll	5	EFT		4,075.99	January 2025
147	01/31/2025	Payroll	5	EFT		68.82	January 2025
148	01/31/2025	Payroll	5	EFT		5,179.75	January 2025
149	01/31/2025	Payroll	5	EFT		716.66	January 2025
150	01/31/2025	Payroll	5	EFT		4,028.73	January 2025
151	01/31/2025	Payroll	5	EFT		1,506.26	January 2025
152	01/31/2025	Payroll	5	EFT		6,180.34	January 2025
154	01/31/2025	Payroll	5	EFT		4,392.80	January 2025
156	01/31/2025	Payroll	5	EFT		68.82	January 2025
157	01/31/2025	Payroll	5	EFT		5,537.13	January 2025
158	01/31/2025	Payroll	5	EFT		68.82	January 2025
159	01/31/2025	Payroll	5	EFT		68.82	January 2025
162	01/31/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,538.70	Pay Cycle(s) 01/31/2025 To 01/31/2025 - Asuris; Pay Cycle(s) 01/31/2025 To 01/31/2025 - Kaiser; Pay Cycle(s) 01/31/2025 To 01/31/2025 - Dental; Pay Cycle(s) 01/31/2025 To 01/31/2025 - Vision; Pay Cycl
164	01/31/2025	Payroll	5	EFT	EFTPS	13,869.38	941 Deposit for Pay Cycle(s) 01/31/2025 - 01/31/2025
169	01/31/2025	Payroll	5	EFT	Department of Retirement	16,905.96	
207	01/31/2025	Payroll	5	EFT	WA Cares Fund-Employment Security	787.73	Pay Cycle(s) 10/01/2024 To 12/31/2024 - WA State Long Term Care
142	01/31/2025	Payroll	5	12621		36.71	January 2025
144	01/31/2025	Payroll	5	12622		11.71	January 2025
145	01/31/2025	Payroll	5	12623		68.82	January 2025
153	01/31/2025	Payroll	5	12624		36.71	January 2025
155	01/31/2025	Payroll	5	12625		36.71	January 2025
160	01/31/2025	Payroll	5	12626		36.71	January 2025
170	01/31/2025	Payroll	5	12627	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 01/31/2025 To 01/31/2025 - VEBA

001 General Fund
401 Utility Operating Fund

55,919.42
23,850.86

79,770.28 Payroll: 79,770.28

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

File Attachments for Item:

b. ORDINANCE # 545 WHOLSALE WATER SERVICE

ORDINANCE #545

FEBRUARY 11, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING A NEW CHAPTER MMC 13.11 RELATED TO WHOLESALE WATER SERVICE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, the City of Millwood (the “City”), Spokane County, Washington is a non-charter code city, by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, pursuant to Chapter 35A.11 RCW, the City Council (the “City Council”) may adopt and enforce ordinances of all kinds, relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, the City owns and operates a public water system to furnish domestic water produced from the Spokane Valley-Rathdrum Prairie Aquifer to the citizens of and businesses located in the City; and

WHEREAS, the City is informed that water purveyors in Spokane County may have a need to purchase untreated domestic water to serve the respective needs of their jurisdictions; and

WHEREAS, the City believes it is in the best interests of the City and region to furnish and sell untreated water for regional wholesale use to such water purveyors in Spokane County; and

WHEREAS, the City Council has determined it is in the best interests of the City to create a new chapter of the Millwood Municipal Code (the “MCC”) to establish the authority and requirements for the City to sell and deliver untreated water for regional wholesale use;

NOW, THEREFORE, THE CITY OF MILLWOOD, WASHINGTON DOES ORDAIN AS FOLLOWS:

SECTION 1. New Chapter 13.11 MMC. The following shall be added to the MMC as Chapter 13.11:

**Chapter 13.11
Wholesale Water Service**

13.11.010. Purpose.

The city owns and operates a public water system to furnish domestic water to the citizens of and businesses located in the city. The water furnished by the City is produced from the Spokane Valley-Rathdrum Prairie Aquifer (the “Aquifer”). The provisions of this chapter apply to the wholesale of untreated water to water purveyors.

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FEBRUARY 11, 2025

13.11.020. Contracts authorized.

A. The city may contract for the sale and delivery of untreated water for regional wholesale use. The power of the council to enter into any such contract for the city shall be deemed to be permissive and wholly at the discretion of the council. In construing the mandate of this chapter, the right of contract shall be deemed precatory and not mandatory. In the case of conflicts between this code and a contract, the code shall prevail.

B. Contracts for the sale and delivery of untreated water for regional wholesale use shall contain all terms deemed necessary by the city, which include but are not limited to allowable uses of wholesaled untreated water, usage limitations and conditions, and rates. Contracts shall also ensure that purchasers of untreated water for regional wholesale shall indemnify and hold harmless the city, pursuant to language used in the regular course of business by the city, of any and all causes of action that are not the direct intentional act of the city, its employees, and/or agents.

13.11.030. Water rates and use limitations.

All untreated water rates and charges for city water service to regional wholesale customers shall be as set forth by council resolution, except as provided in a contract between the city and a customer. When the contract between a customer and the city provides for rates and charges based on the amount of committed volume or flow rate of water for delivery by city to the customer, the city shall have no obligation for water delivery to a contract customer in excess of committed volume or flow unless otherwise agreed between the city and customer.

13.11.040. Water meters.

All water sales shall be based on metered water. The city shall own and maintain all water meters. The customer may request meters to be tested and recalibrated. If metered water use is incomplete or inaccurate for a monthly billing period, the city may bill the customer for such period based on estimated water use for any missing metered days. The city may estimate use based on the average day demand for the preceding month multiplied by the days in operation.

13.11.050. Water supply limitations.

The Mayor or designee may regulate the use of water and may limit the use of

ORDINANCE #545

FEBRUARY 11, 2025

water in the event of shortage to serve the citizens of and businesses located within the city. The ability to furnish domestic water to the citizens of and businesses located within the city shall have first priority, with wholesale water users having junior priority. The city shall have the authority to install water flow control valves to regulate water flow if necessary. The city shall not be responsible for any damage caused to the wholesale customer by reason of decreased water supply.

13.11.060. Water supply interruptions.

In case of emergency, or whenever the public health, safety, or the equitable distribution of water so demands, the Mayor or designee may authorize changes to reduce or limit water delivery, or temporarily discontinue the delivery of water to wholesale customers. Water service may be temporarily interrupted for the purposes of making repairs, water system improvements or doing other necessary work. Before so changing, reducing, limiting or interrupting the use of water, the public works department shall notify, insofar as practicable, all wholesale water customers that may be affected. The city shall not be responsible for any damage resulting from interruption, change or failure of the water supply system.

13.11.070. Water quality.

The city shall not be liable to any customer of untreated water or to any person using the same, on account of the use of such water for any purpose for which the same is unsuitable because of lack of filtration or treatment.

13.11.080. Resale of water.

Resale of untreated water shall be prohibited unless expressly approved by the city in a written agreement with a resale customer and consistent with this code and other applicable law.

13.11.090. Discontinuation of water service.

The city shall not be liable for discontinuation of water service to wholesale customers due to uncontrollable circumstances.

SECTION 2. REPEALER

All ordinances, resolutions, laws, and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

SECTION 3. SEVERABILITY

ORDINANCE #545

FEBRUARY 11, 2025

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 4. EFFECTIVE DATE

Except as otherwise set forth in this ordinance, this ordinance or a summary of this ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after passage and publication as provided by law.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY OF _____, 2025.

CITY OF MILLWOOD,

Kevin Freeman, Mayor

ATTEST:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

Lisa Cassels, being first duly sworn on oath deposes and says:

I am the Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled "AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING A NEW CHAPTER MMC 13.11 RELATED TO WHOLESALE WATER SERVICE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO" is the true and correct copy of the City of Millwood's Ordinance numbered #545 and that the same was posted and published according to law.

ORDINANCE #545

FEBRUARY 11, 2025

Lisa Cassels, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2025.

Notary Public in and for the State of
Washington
My Commission expires:

DRAFT

File Attachments for Item:

c. RESOLUTION 2025-02 WATER AND SEWER RATE RESOLUTION

RESOLUTION 2025-02

FEBRUARY 11, 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON APPROVING CHARGES RELATED TO THE CITY WATER SYSTEM AND CITY SEWER SYSTEM, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

WHEREAS, pursuant to RCW 35A.80.010 and RCW 35.92.010, the City Council of the City of Millwood ("City Council") is authorized to fix the rates and charges for water system services provided by the City of Millwood ("City"); and

WHEREAS, RCW 35.92.010 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges for water system services, including: ". . . The difference in cost of service to the various customers; location of the various customers within and without the city or town; the difference in cost of maintenance, operation, repair, and replacement of the various parts of the system; the different character of the service furnished to various customers; the quantity and quality of the water furnished; the time of its use; the achievement of water conservation goals and the discouragement of wasteful water use practices; capital contributions made to the system including, but not limited to, assessments; and any other matters which present a reasonable difference as a ground for distinction.. . ."; and

WHEREAS, chapter 13.04 Millwood Municipal Code provides for the fixing of rates and charges related to the water system by resolution adopted by the City Council; and

WHEREAS, chapter 13.04 Millwood Municipal Code further provides that the City Council may increase the water rates by resolution; and

WHEREAS, the City Council has determined that certain charges related to the City water system shall be in order to maintain adequate revenues in the Water Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City's enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City's water system; and

WHEREAS, pursuant to RCW 35A.80.010 and chapter 35.92 RCW, the City Council is authorized to fix the rates and charges for sewer system services provided by the City; and

WHEREAS, RCW 35.92.020 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges that are uniform for the same class of customers or sewer system services, including: The difference in cost of service and facilities to customers; location of customers within and without the City; the difference in cost of maintenance, operation, repair, and replacement of the parts of the system; the different character of the service and facilities furnished to customers; the quantity and quality of the sewage delivered and the time of its delivery; capital contributions made to

RESOLUTION 2025-02

FEBRUARY 11, 2025

the system, plants, sites or other facilities, including, but not limited to, assessments; the nonprofit public benefit status, as defined in RCW 24.03.490, of the land user; and any other factors that present a reasonable difference as a ground for distinction; and

WHEREAS, chapter 13.16 Millwood Municipal Code provides for the fixing of rates and charges related to the sewer system by resolution adopted by the City Council; and

WHEREAS, the City Council has determined that certain charges related to the City sewer system are in order to maintain adequate revenues in the Sewer Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City's enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City's sewer system;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Millwood that:

Section 1. Water Usage Rates: As of _____, 2025, the charges related to the City's sewer system set forth in Exhibit "A," attached hereto and incorporated herein by this reference, are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's sewer system shall remain in full effect.

Section 2. Approval of Charges Related to the City Sewer System: As of _____, 2025, the charges related to the City's sewer system set forth in Exhibit "A" are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's sewer system shall remain in full effect.

Section 3. Severability: If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 4. Repealer: All ordinances and resolutions, laws, regulations, or policies, or parts thereof in conflict with this Resolution are, to the extent of said conflict, hereby repealed.

Section 5. Effect: This Resolution shall be in full force and effect from and after its adoption by the City Council.

RESOLUTION 2025-02

FEBRUARY 11, 2025

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY
OF _____, 2025.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

DRAFT

RESOLUTION 2025-02

FEBRUARY 11, 2025

EXHIBIT "A"

2025 WATER SYSTEM CHARGES

Residential Unit Fees				
<u>Service Fee</u> (Billed fee includes Operations & Capital Improvement fees)				
Operations		\$	25.88	per Unit
Capital Improvement		\$	6.00	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 900 CF	\$	0.35	per HCF
Tier 2	900 – 1,800 CF	\$	0.38	per HCF
Tier 3	1,800 – 4,500 CF	\$	0.45	per HCF
Tier 4	> 4,500 CF	\$	0.50	per HCF
<u>Consumption Fee, Irrigation Service</u>				
Tier 1	Zero – 22,000	\$	0.35	per HCF
Tier 2	> 22,000 CF	\$	0.45	per HCF
Commercial Unit Fees				
<u>Service Fee</u> (Billed fee includes Operations & Capital Improvement fees)				
Operations				
1-inch Meter		\$	25.88	per Unit
1.5-inch Meter		\$	41.41	per Unit
2-inch Meter		\$	67.29	per Unit
3-inch Meter		\$	93.18	per Unit
4-inch Meter		\$	119.06	per Unit
Capital Improvement				
1-inch Meter		\$	6.00	per Unit
1.5-inch Meter		\$	6.60	per Unit
2-inch Meter		\$	7.60	per Unit
3-inch Meter		\$	8.60	per Unit
4-inch Meter		\$	9.60	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 900 CF	\$	0.35	per HCF
Tier 2	900 – 1,800 CF	\$	0.38	per HCF
Tier 3	1,800 – 4,500 CF	\$	0.45	per HCF
Tier 4	> 4,500 CF	\$	0.50	per HCF

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FEBRUARY 11, 2025

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RESOLUTION 2025-02

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<u>Consumption Fee, Irrigation Service</u>				
Tier 1	Zero – 72,000	\$	0.35	per HCF
Tier 2	> 72,000 CF	\$	0.45	per HCF
Public Irrigation Unit Fees				
<u>Service Fee</u> (Billed fee includes Operations & Capital Improvement fees)				
Operations				
1-inch Meter		\$	25.88	per Unit
1.5-inch Meter		\$	41.41	per Unit
2-inch Meter		\$	67.29	per Unit
3-inch Meter		\$	93.18	per Unit
4-inch Meter		\$	119.06	per Unit
Capital Improvement				
1-inch Meter		\$	6.00	per Unit
1.5-inch Meter		\$	6.60	per Unit
2-inch Meter		\$	7.60	per Unit
3-inch Meter		\$	8.60	per Unit
4-inch Meter		\$	9.60	per Unit
<u>Consumption Fee</u>				
Tier 1	Zero – 72,000 CF	\$	0.35	per HCF
Tier 2	> 72,000 CF	\$	0.45	per HCF
Other Fees				
<u>Accounting</u>				
Notice Fee		\$	10.00	per event
Disconnection Fee		\$	100.00	per event
Account Servicing Fee		\$	20.00	per event
NSF		\$	35.00	per event
<u>Connection Installation or Service</u> (charged in 1-hour increments)				
Personnel Call-out		\$	125.00	per Hour
Personnel Team Call-out		\$	200.00	per Hour
Personnel Call-out - Outside City Business Hours		\$	300.00	per Hour
Personnel Team Call-out - Outside City Business Hours		\$	475.00	per Hour
Backhoe		\$	150.00	per Hour
Mini Excavator		\$	120.00	per Hour
Dump Truck		\$	120.00	per Hour

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FEBRUARY 11, 2025

<u>System Violation Fines</u>			
Cross-Connection	\$	100.00	per event
Meter Tampering	\$	500.00	per event
Hydrant Tampering	\$	1,000.00	per event
<u>New Service Connection</u>			
Plan Review	\$	75.00	per event
Inspection	\$	50.00	per event
Connection Fee	\$	1,000.00	per unit
Installation Deposit	\$	4,000.00	per service

2025 SEWER SYSTEM CHARGES

Residential Unit Fees			
<u>Service Fee</u> (Billed fee includes Operations & Capital Improvement fees)			
Operations	\$	17.25	per Unit
Capital Improvement	\$	1.00	per Unit
<u>2025 County Treatment & Operations Fee (per RES 2024-04)</u>	\$	23.66	per Unit
Commercial Unit Fees			
<u>Service Fee</u> (Billed fee includes Operations, Capital Improvement, and Pre-Treatment fees)			
Operations			
Zero – 800 CF	\$	17.25	per Unit
> 800 CF (billed amount based on Unit's monthly water consumption)	\$	1.86	per HCF
Capital Improvement	\$	1.00	per Unit
Pre-Treatment Program	\$	3.00	per Unit
<u>2025 County Treatment & Operations Fee (per RES 2024-04)</u>	\$	23.66	per Unit
Other Fees			
<u>Accounting</u>			
Notice Fee	\$	10.00	per event
Account Servicing Fee	\$	20.00	per event
NSF	\$	35.00	per event

RESOLUTION 2025-02

FEBRUARY 11, 2025

<u>Connection Installation or Service (charged in 1-hour increments)</u>		
Personnel Call-out	\$ 125.00	per Hour
Personnel Team Call-out	\$ 200.00	per Hour
Personnel Call-out - Outside City Business Hours	\$ 300.00	per Hour
Personnel Team Call-out - Outside City Business Hours	\$ 475.00	per Hour
Backhoe	\$ 150.00	per Hour
Mini Excavator	\$ 120.00	per Hour
Dump Truck	\$ 120.00	per Hour
<u>New Service Connection</u>		
Plan Review	\$ 75.00	per event
Inspection	\$ 150.00	per event
Connection Fee	\$ 1,000.00	per unit
Installation Deposit	\$ 4,000.00	per service



Memorandum

To: Millwood City Council

From: Mayor Freeman

cc: Cassels / Erdal / Matkin / Werst

Date: February 3, 2025

Re: 2025 Millwood Water and Sewer Rates

Councilmembers –

Provided is the proposed final version of the 2025 Water and Sewer Rates Resolution (RES 2025-02). Resolution 2025-02 is intended for your consideration and action at the February Regular City Council Meeting. I believe the Resolution currently provides a fair and balanced approach to assessing fees, allowing for the City to meet fixed (Operating) and variable (Consumption) cost needs for both the Water and Sewer systems. As we have discussed in past meetings, our current fee schedules do not generate sufficient revenue to (1) meet fixed-cost expenditures, (2) meet variable-cost expenditures and (3) build capital improvement funds for either the water or sewer system. Provided below is an explanation of the specific system fees and the rationale for those fees.

Water System Fees

The analysis establishing the proposed 2025 Water System Rates is presented in the attached Microsoft Excel spreadsheet entitled “**2025 Water Rate Analysis_REVISED (20250117).xlsx**”. Please refer to this spreadsheet and its various workbooks for the following discussion.

Service Fees

The Service Fee consists of the Operations and Capital Improvement fees.

Operation Fees

Worksheet “**OF Analysis**” examines various increase scenarios and the resulting revenue generation.

Residential Operations Fee – The presented monthly 2025 Residential Operations Fee (\$25.88) was increased by five percent (\$1.23) from the 2024 Operations Fee (\$24.65). This five percent increase is intended to address rising fixed costs due to inflation while building a modest surplus in the water fixed-cost fund.

Commercial & Public Irrigation Operations Fee – The Commercial and Public Irrigation Operation Fees are set by meter size. Councilmember Sander provided an excellent analysis of the AWWA “meter multipliers” used to account for the cost burden that larger service supply volumes place on operation of a public water system. Mr. Sander’s analyses were generally incorporated in the evaluation of the effect of meter multipliers on Millwood’s Commercial and Public Irrigation Operation Fees.

Analysis of the effect of different meter multipliers (full AWWA, reduced AWWA, City-specific) on this and other “base rates” in comparison to the 2024 Commercial and Public Irrigation Operation fees. The 2024 rates were compared to the rates generated by the various 2025 operation rate models, taking into consideration effects on users versus revenue generation. The presented monthly 2025 Operation Fees are based on an increase of five percent (\$1.23) to the 2024 Operations Fee (\$24.65) **for a 1-inch meter**. This five percent increase is intended to address rising fixed costs due to inflation while building a modest surplus in the water fixed-cost fund.

The 1-inch Operation Fee is then used as the “base fee” for the meter multiplier applied to increasing meter sizes. The meter multiplier used for the 2025 rates is specific to Millwood (not AWWA-based) and is similar to the meter multiplier used in the previous rate resolution (see table below):

Meter Size	Current (RES 2023-09) Multiplier	AWWA (100%) Multiplier	Proposed 2025 Multiplier
1	1	1	1
1.5	1.6	2	1.6
2	2.2	3.2	2.6
3	3.4	6.4	3.6
4	4.6	10	4.6

Worksheet “**2025 OF**” summarizes the current fees and the results of the proposed changes. Worksheet “**OF Revenue**” presents the revenue generated by the 2025 rates and compares that revenue to 2025 Operations budget.

Capital Improvement Fees

Worksheet “**2025 CI Fees**” presents the proposed increase to the Capital Improvement fee; the resulting income generation is presented in worksheet “**CIF Income.**” The need for developing a more “robust” capital improvement fund, particularly for the City’s water system, has been discussed at length in previous meetings.

Residential Capital Improvement Fee – The presented monthly 2025 Capital Improvement fee includes a \$1.00 per month increase in the fee, from \$5.00 to \$6.00.

Commercial & Public Irrigation Capital Improvement Fee – The presented monthly 2025 Capital Improvement fee includes a \$1.00 per month increase in the fee, from \$5.00 to \$6.00 for 1-inch meters. The monthly increase is then scaled for increasing meter size by the 2025 meter

multiplier (i.e. a commercial unit with a 3-inch meter would pay a monthly capital improvement fee of \$3.60; \$1.00 multiplied by the 3.6 meter multiplier.).

Consumption Fees

Changes to Millwood's consumption fees have also been discussed at length. Councilmember Beese raised several salient points regarding initially proposed changes to the consumption fees. The City has attempted to address two issues with the 2025 consumption fees: (1) what is the "base" consumption for Millwood units, particularly residences, and (2) what should charges be for consumption in excess of this "base" consumption.

Millwood's 2024 consumption is provided in the attached Excel spreadsheet "**2024 Water Consumption Analysis**". Analysis of the consumption indicates that median values, as opposed to mean values, are best used to discuss consumption in general. The following consumption tiers and rates are proposed in the 2025 rates based on analysis of the consumption data:

	<u>2024 Current Monthly</u>		<u>2025 Proposed Monthly</u>	
	Tier Volume	Fee	Tier Volume	Fee
<u>Residential Service</u>				
<u>Consumption, Premises</u>				
Tier 1 per HCF	Zero – 1,600 CF	\$ 0.32	Zero – 900 CF	\$ 0.35
Tier 2 per HCF	1,600 – 4,000 CF	\$ 0.40	900 – 1,800 CF	\$ 0.38
Tier 3 per HCF	> 4,000 CF	\$ 0.48	1,800 – 4,500 CF	\$ 0.45
Tier 4 per HCF	NONE		> 4,500 CF	\$ 0.50
<u>Consumption, Irrigation</u>				
Tier 1 per HCF	Zero – 22,000	\$ 0.32	Zero – 22,000 CF	\$ 0.35
Tier 2 per HCF	> 22,000 CF	\$ 0.40	> 22,000 CF	\$ 0.48
<u>Commercial Service</u>				
<u>Consumption, Premises</u>				
Tier 1 per HCF	Zero – 1,600 CF	\$ 0.32	Zero – 900 CF	\$ 0.35
Tier 2 per HCF	1,600 – 4,000 CF	\$ 0.40	900 – 1,800 CF	\$ 0.38
Tier 3 per HCF	> 4,000 CF	\$ 0.48	1,800 – 4,500 CF	\$ 0.45

<u>Tier 4</u> per HCF <u>Consumption,</u> <u>Irrigation</u>	NONE			> 4,500 CF	\$ 0.50
<u>Tier 1</u> per HCF	Zero – 72,000 CF	\$ 0.32		Zero – 72,000 CF	\$ 0.35
<u>Tier 2</u> per HCF	> 72,000 CF	\$ 0.40		> 72,000 CF	\$ 0.48
Public Irrigation Service <u>Consumption</u>					
<u>Tier 1</u> per HCF	Zero – 72,000 CF	\$ 0.32		Zero – 72,000 CF	\$ 0.35
<u>Tier 2</u> per HCF	> 72,000 CF	\$ 0.40		> 72,000 CF	\$ 0.48

The impacts to current residential consumption fees are based on the amount consumed summarized below:

<u>Revenue Ranges</u>	<u>CF</u>	<u>HCF</u>	<u>Old</u>	<u>New</u>	<u>Change per HCF</u>
0 to 900	900	9	\$ 0.32	\$ 0.35	\$ 0.03
900 to 1600	700	7	\$ 0.32	\$ 0.38	\$ 0.06
1600 to 1800	200	2	\$ 0.40	\$ 0.38	\$ (0.02)
1800 to 4000	2200	22	\$ 0.40	\$ 0.45	\$ 0.05
4000 to 4500	500	5	\$ 0.48	\$ 0.45	\$ (0.03)
4500 to 4501	Per 100	0.01	\$ 0.48	\$ 0.50	\$ 0.02

Sewer System Fees

The sewer rates were previously established in RES 2024-04. The only change is the addition of a \$1.00 sewer capital improvement fee to each unit. The City currently has no billing fee established to directly fund sewer capital improvements.

File Attachments for Item:

d. WELCH COMER - WATER SYSTEM CAPITAL IMPROVEMENT PLAN TASK ORDER

TASK ORDER NO. 25-01

Water System Capital Improvement Plan Update

Background Data

In accordance with the General Services Agreement between the City of Millwood (City) and Engineer for Professional Services dated June 6th, 2011 ("Agreement"), City of Millwood and Engineer agree as follows:

CITY: City of Millwood
ENGINEER: Welch Comer & Associates, Inc.

Specific Project Data

TITLE: Millwood Water System Capital Improvement Plan Update
DESCRIPTION: City engages Engineer to prepare an update to the Water System Plan Capital Improvement Plan and Operation and Maintenance Manual, currently outlined in the 2018 Water System Plan. City also engages Engineer to assist in developing a GIS system for its water system.

1. Services of Engineer

- a. Prepare update to 2018 Water System Plan Capital Improvement Plan (CIP):
 - i. Review existing projects completed and remaining steel distribution lines.
 - ii. Prepare long-term schedule for pump replacements and standpipe rehabilitation/replacement.
 - iii. Prepare schedule for distribution projects based on material and/or condition.
 - iv. Prepare Engineer's Estimate of Probable Project Cost.
 - v. Summarize in a brief report.
- b. Prepare update to 2018 Water System Plan Operation and Maintenance Manual (O&M):
 - i. Review current system operation with City staff and prepare summary.
 - ii. Update existing emergency response plan.
 - iii. Update existing cross connection control plan.
 - iv. Summarize anticipated improvements to O&M of system.
 - v. Summarize in a brief report.
- c. Prepare for and facilitate three (3) meetings. Meetings will include the following:
 - i. Kickoff meeting with City staff.
 - ii. Interim review meeting with City staff.
 - iii. Presentation to City Council summarizing updates to CIP and O&M.
- d. GIS Development
 - i. Set up ArcGIS online map and data framework for the water system.
 - ii. Convert existing CAD map to GIS and add attribute information based on CAD map information. Review with City.
 - iii. Assist with staff training at City for map and field data gathering/refinement

- e. GIS Refinement:
 - i. Assist City with refinement of map based on field data gathering:
 - 1. Incorporate new data/information into GIS model/framework.
 - 2. Incorporate updated data into ArcGIS Online map.
 - ii. Troubleshoot technical and mapping issues.

2. Payment to Engineer for Services

- a. City shall pay Engineer as follows:

Description of Service	Amount	Basis of Compensation
Capital Improvement Plan Update	\$ 5,900	Lump Sum
Operation and Maintenance Plan Update	\$ 2,700	Lump Sum
Meetings	\$ 3,000	Hourly
GIS Development	\$ 7,500	Lump Sum
GIS Refinement	\$ 5,500	Hourly (as needed)
Total this Task Order	\$24,600	

- The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.
- An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
- Engineer's Standard Hourly Rates are attached as Appendix 1.
- Engineers Reimbursable Rate Schedule is attached as Appendix 2.
- Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered but shall not exceed the total hourly estimated compensation amount unless approved in writing by City.
- Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered but shall not exceed the total estimated lump sum compensation amount unless approved in writing by City.

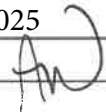
3. Terms and Conditions

Approval and Acceptance of this Task Order shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

CITY
CITY OF MILLWOOD, WASHINGTON

ENGINEER
WELCH COMER & ASSOCIATES, INC.

By: _____
Name/Title: Kevin Freeman, Mayor
Date: _____

By: 
Name/Title: Necia Maiani, P.E., Vice President
Date: 01/08/2025
PM's Approval: 

This is **Appendix 1 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated January 2025.

Standard Hourly Rates Schedule

A. Standard Hourly Rates:

Standard Hourly Rates are set forth in this Appendix 1 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit. The Standard Hourly Rates Schedule will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C.

The Standard Hourly Rates apply only as specified in Article C2.

B. Schedule:

Hourly rates for services performed on or after the date of the Agreement are:

Special Services	\$275.00/hour
Special Services – Accounting	\$182.00/hour
Expert Witness	300.00/hour
Public Involvement Specialist	125.00/hour
Principal Engineer III	300.00/hour
Principal Engineer II	295.00/hour
Principal Engineer I	290.00/hour
Construction Services Manager	245.00/hour
Sr. Project Manager	230.00/hour
Project Manager	205.00/hour
Engineer VII	270.00/hour
Engineer VI	205.00/hour
Engineer V	195.00/hour
Engineer IV	180.00/hour
Engineer III	160.00/hour
Engineer II	150.00/hour
Engineer I	140.00/hour
Engineering Assistant	80.00/hour
Sr. Engineer Tech III	145.00/hour
Sr. Engineer Tech II	140.00/hour
Sr. Engineer Tech I	125.00/hour
Engineering Technician	115.00/hour
Environmental Scientist	130.00/hour
Survey Manager	250.00/hour
Professional Land Surveyor II	200.00/hour
Professional Land Surveyor I	195.00/hour
Crew Chief II	135.00/hour
Crew Chief I	130.00/hour
Crew Member	115.00/hour
Survey Technician II	130.00/hour
Survey Technician I	125.00/hour
GIS Manager	160.00/hour
GIS Technician II	125.00/hour
GIS Technician I	110.00/hour
Engineering Designer I	150.00/hour
Cad Technician IV	140.00/hour
Cad Technician III	120.00/hour
Cad Technician II	115.00/hour
Cad Technician I	110.00/hour
Sr. Project Administrator	125.00/hour
Project Administrator	105.00/hour
Sr. Administrative Assistant	85.00/hour
Administrative Assistant	73.00/hour
No Charge Services	0.00/hour

This is **Appendix 2 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services January 2025**.

Reimbursable Expenses Schedule

Reimbursable Expenses will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

Letter/Legal Size Copies/Impressions (B/W)	\$0.10/page
Double Sided Letter & Legal Size Copies/Impressions (B/W)	\$0.13/page
Double Sided Letter & Legal Size Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (B/W)	\$0.20/page
Double Sided Ledger Size Copies/Impressions (B/W)	\$0.25/page
Double Sided Ledger Size Copies/Impressions (Color)	\$1.98/page
Cardstock Copies/Impressions (B/W)	\$0.31/page
Letter/Legal Cardstock Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (Color)	\$1.03/page
Color Transparency	\$2.49/page
Plot on Paper B&W (18" x 24")	\$0.90/sheet
Plot on Paper Color (18" x 24")	\$4.50/sheet
Plot on Paper B&W (18" x 27 ")	\$0.90/sheet
Plot on Paper Color (18" x 27 ")	\$4.50/sheet
Plot on Photo Paper/Mylar (18" x 27")	\$8.25/sheet
Plot on Paper B&W (22" x 34")	\$1.80/sheet
Plot on Paper Color (22" x 34")	\$9.00/sheet
Plot on Paper B&W (22" x 36")	\$1.80/sheet
Plot on Paper Color (22" x 36")	\$9.00/sheet
Plot on Paper B&W (24" x 36")	\$1.80/sheet
Plot on Paper Color (24" x 36")	\$9.00/sheet
Plot on Paper B&W (30" x 42")	\$2.70/sheet
Plot on Paper Color (30" x 42")	\$13.50/Sheet
Plot on Paper B&W (34" x 44")	\$3.30/sheet
Plot on Paper Color (34" x 44")	\$16.50/sheet
Plot on Paper B&W (36" x 48")	\$3.60/sheet
Plot on Paper Color (36" x 48")	\$18.00/sheet
Plot on Paper B&W (36" x 120")	\$9.00/sheet
Plot on Paper Color (36" x 120")	\$45.00/sheet
Mileage (auto)	\$0.70/Mile
Mobile Lidar Scanner	\$1,500/hr
Navvis Ivion Cloud Processing	\$0.50/foot
UAV Flight	\$75/each
GPS Per Hour Billing	\$35.00/hour
GPS Per Hour Billing – Base and Rover	\$70.00/hour
Robotics Hourly Billing – 1 Man	\$70.00/hour
Digital Level	\$15.00/hour
Water Pressure Recorder	\$35.00/day
Meals and Lodging	Per Diem Rate
Pix4D Survey Software	\$200.00/each
Topo Feature Extraction Software	\$30.00/hour

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

February 4, 2025

Memo To: Millwood City Council

RE: January 2025 Planning Report

Here is a summary of the planning activities for the month of January 2025:

- The Planning Commission met on January 29th to discuss the Periodic Update - Comprehensive Plan Goals, Policies, & Actions Framework (Planning Commission Cross-Check Review).
 - The next meeting is a Planning Commission & Public Workshop on February 26th to review modifications to Draft Comprehensive Plan Ch. 1, 2, 3, & 4, updated Community Visioning and Goals, Policies, & Actions Framework and review new Draft Comprehensive Plan Parks and Recreation Element
- Permit/license/land use application review and processing:
 - 8712 E. Buckeye – Code Enforcement Assistance (structure within side setback)
 - 10423 E. Trent – Hildebrand Auto Code Enforcement Assistance
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Periodic Update
 - Review proposed WAC revisions
 - Eastern WA Planner's Forum – Periodic Update Information
 - Interviews – WA State Department of Ecology (DOE), West Valley School District (WVSD), Spokane County Library District (SCLD) – Argonne Library, Spokane Regional Transportation Council (SRTC), Millwood Community Association, & scheduling additional interviews
 - Sidewalk Inventory
 - Land Capacity Analysis information / report finalization
 - Comprehensive Plan Checklist review
- Planning Technical Advisory Committee (PTAC) & Steering Committee of Elected Officials (SCEO) Meetings – 2026 Periodic Update Topics

With best regards,

Amanda Tainio

Millwood Contract City Planner

planner@millwoodwa.us

File Attachments for Item:

a. SCSO - Intelligence Report - December 2024



SPOKANE COUNTY
SHERIFF

Sheriff John F. Nowels

Spokane County Sheriff's Office Monthly Statistical Crime Review

December 2024

Millwood Reports

(includes all incidents that the Sheriff's Office handled
within the City of Millwood)

The data reflected in these reports pertain to only incidents involving
Spokane County Sheriff's Office personnel.

Airway Heights, Cheney, Liberty Lake, Fairchild Air Force Base, and the City
of Spokane all have their own law enforcement agency. Their data is not
reflected in these reports.



Prepared by Regional Intelligence Group 9 on: 01/10/2025

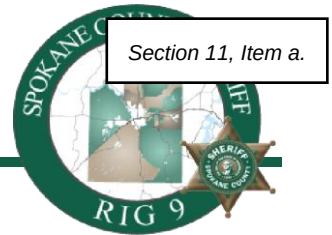


SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

MONTHLY CRIME STATISTICS COMPARISON - Millwood

Preliminary IBR Counts



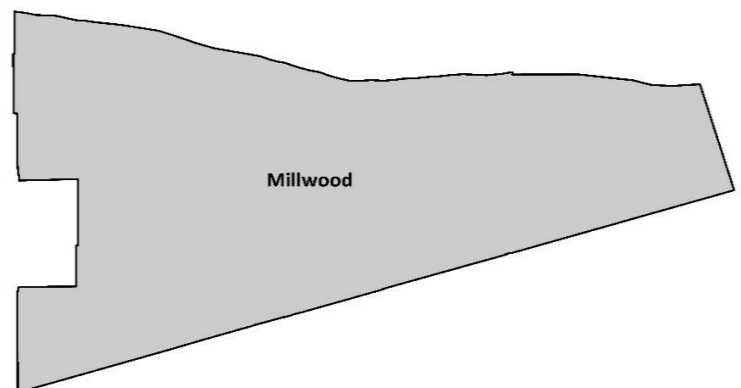
NIBRS Categories	December				Year to Date			
	2024	2023	Change	Average	2024	2023	Change	Average
Crimes Against People								
Criminal Homicide	0	0	0%	0	1	0	100%	0
Neg Manslaughter	0	0	0%	0	0	0	0%	0
Rape	0	0	0%	0	0	1	-100%	2
Aggravated Assault	0	0	0%	0	3	1	200%	2
Simple Assault	0	1	-100%	2	7	8	-13%	11
Crimes Against Property								
Robbery	0	0	0%	0	1	2	-50%	1
Burglary - Residential	0	0	0%	1	4	3	33%	4
Burglary - Garage	0	0	0%	0	0	2	-100%	4
Burglary - Commercial	0	0	0%	2	2	3	-33%	5
Theft	2	0	200%	3	17	16	6%	25
Theft - Shoplifting	0	0	0%	2	26	22	18%	15
Vehicle Theft	0	0	0%	2	4	0	400%	6
Malicious Mischief	0	1	-100%	6	22	27	-19%	31
Vehicle Prowl	0	1	-100%	2	5	9	-44%	14

* averages are a 5 year average and are calculated on data since 01/01/2019

This chart represents preliminary counts of the original incident reports. Full statistical analysis to determine the confidence level of this data has not been performed. In general, the preliminary incident counts are less than the crimes eventually reported on the yearly crime report.

Notes on Category Groupings:

Criminal Homicide = IBR Classification 09A
 Neg Manslaughter = IBR Classification 09B
 Rape = IBR Classification 11A, 11B, & 11C
 Aggravated Assault = IBR Classification 13A
 Simple Assault = IBR Classification 13B
 Robbery = IBR Classification 120
 Burglary = IBR Classification 220 (residential, garage, and commercial breakdown is done by statute description)
 Theft = IBR Classifications 23A, 23B, 23D, 23E, 23G, 23H
 Theft - Shoplifting = IBR Classification 23C (intentionally removed from the theft grouping)
 Vehicle Theft = IBR Classification 240
 Malicious Mischief = IBR Classification 290, Destruction/Damage/Vandalism
 Vehicle Prowl = IBR Classification 23F, Theft from Motor



SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted



Time Period: December 2024

IBR Offense	Spokane Valley Districts						Unincorporated Districts														MW	RF	SPA	WAV	OTHER	TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML							
09A Murder/NonNegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09B Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11A Rape - Forcible	0	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	4	4
11B Sodomy - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11C Sex Assault With Object	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
11D Fondling - Forcible	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
120 Robbery	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
13A Aggravated Assault	3	1	5	1	1	4	0	1	0	1	0	0	2	0	0	0	0	0	0	1	0	0	0	2	22	22
13B Simple Assault	4	10	11	9	6	3	5	4	0	2	1	2	4	0	0	4	0	0	6	0	0	0	0	21	92	92
13C Intimidation	3	0	1	6	3	2	1	1	0	1	3	4	5	1	0	0	0	0	1	0	0	0	6	38	38	38
36A Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36B Rape - Statutory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
64A Human Trafficking - Commercial Sex Acts	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
64B Human Trafficking - Involuntary Servitude	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
500 Violation of Protection Orders	6	5	2	6	3	6	2	0	0	3	2	4	2	1	0	0	0	0	2	0	0	0	8	52	52	52
Total Crimes Against Persons	17	16	20	23	13	15	8	6	1	7	7	11	14	2	0	4	0	0	10	0	0	0	38	212	212	212
200 Arson	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
210 Extortion/Blackmail	1	0	0	0	0	1	2	0	2	2	0	2	2	0	0	1	0	0	0	0	0	0	2	15	15	15
220 Burglary/Breaking & Entering	9	7	18	11	8	12	10	1	2	1	5	0	5	1	0	2	0	0	0	0	0	0	7	99	99	99
23A Theft - Pocket-Picking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23B Theft - Purse Snatching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23C Theft - Shoplifting	17	1	9	23	7	13	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	25	98	98	98
23D Theft From Building	5	3	1	3	4	2	2	0	1	2	2	3	3	0	0	2	0	0	1	1	1	0	8	44	44	44
23E Theft From Coin Operated Machine	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
23F Theft From Motor Vehicle	4	17	8	12	8	18	6	6	3	5	5	3	7	3	0	3	0	0	0	0	0	0	14	122	122	122
23G Theft of Motor Vehicle Parts/Accessories	3	2	0	2	0	4	0	1	2	1	1	1	2	1	0	0	0	0	0	0	0	0	13	33	33	33
23H Theft - All Other	14	21	11	19	9	10	10	11	10	6	7	8	19	7	0	2	0	0	1	1	0	0	39	205	205	205
240 Motor Vehicle Theft	5	4	5	2	4	4	1	0	1	4	1	4	5	0	0	1	0	0	0	0	0	0	10	51	51	51
250 Counterfeiting/Forgery	4	3	2	1	1	1	1	0	2	0	1	1	2	1	0	0	0	0	0	0	0	2	22	22	22	22
26A Fraud - False Pretense/Swindling	6	6	4	3	1	5	4	4	5	3	6	4	3	5	0	0	0	0	0	0	0	8	67	67	67	67
26B Fraud - Credit Card/ATM	3	3	2	6	3	7	1	3	1	2	2	4	4	0	0	0	0	0	0	0	0	8	49	49	49	49
26C Fraud - Impersonation	1	3	0	0	0	4	1	0	0	3	3	1	4	3	0	0	0	0	2	0	0	0	5	30	30	30
26D Welfare Fraud	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	2
26F Identity Theft	3	2	0	1	1	6	3	4	1	0	1	1	0	4	0	0	0	0	0	0	0	2	2	2	2	2
26G Hacking/Computer Invasion	0	0	2	2	0	1	1	1	1	1	1	0	2	1	0	1	0	0	0	0	0	1	50	50	50	50

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted



Time Period: December 2024

	Spokane Valley Districts											Unincorporated Districts																
IBR Offense	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML	MW	RF	SPA	WAV	OTHER	TOTAL			
270 Embezzlement	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3			
280 Stolen Property Offense (Receiving, etc.)	2	0	0	0	1	0	1	2	1	1	1	2	0	0	0	0	0	0	0	0	0	0	0	1	12			
290 Destruction/Vandalism	20	20	19	33	20	16	10	10	5	9	8	4	13	6	0	3	0	0	1	0	0	0	0	34	231			
Total Crimes Against Property	99	94	81	120	67	104	53	43	38	41	44	38	72	32	0	16	0	0	5	2	1	0	0	179	1129			
35A Drugs/Narcotics Violation	5	5	3	3	3	3	4	1	0	2	1	0	5	0	0	0	0	0	1	0	0	0	0	16	52			
35B Drug Equipment Violation	1	0	0	1	1	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	6	13			
370 Pornography/Obscene Material	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3			
39A Betting/Wagering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
39B Gambling - Operating Promoting Assisting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
39C Gambling Equipment Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
40A Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
40B Prostitution - Assisting/Promoting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
40C Purchasing Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
510 Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
520 Weapon Law Violation	0	0	0	0	0	3	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3	9			
720 Animal Cruelty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total Crimes Against Society	7	5	3	4	5	6	6	1	0	4	1	0	8	0	0	1	0	0	1	0	0	0	0	25	77			
09C Justifiable Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
90A Bad Checks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
90B Curfew/Loitering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
90C Disorderly Conduct	1	0	3	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6			
90D Driving Under Influence	0	4	1	2	2	2	1	0	1	0	0	3	3	0	0	0	0	0	0	1	0	0	0	11	31			
90F Family Offense - NonViolent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
90G Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
90H Peeping Tom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
90J Trespass of Real Property	6	4	3	5	0	1	1	0	5	2	1	1	1	0	0	0	0	0	0	0	0	0	0	7	37			
90Z All Other Offenses	3	8	4	7	3	4	4	3	4	1	0	1	5	3	0	1	0	0	3	0	0	0	0	11	65			
Total Group B Offenses	10	16	11	14	5	9	6	3	10	3	1	5	9	3	0	1	0	0	3	1	0	0	0	29	139			
NR Not Reportable	6	4	2	1	0	0	1	0	1	2	3	2	4	0	0	0	0	0	0	1	0	0	0	16	43			
Total All Offenses	139	135	117	162	90	134	74	53	50	57	56	56	107	37	0	22	0	0	19	4	1	0	0	287	1600			

SPOKANE COUNTY SHERIFF'S OFFICE

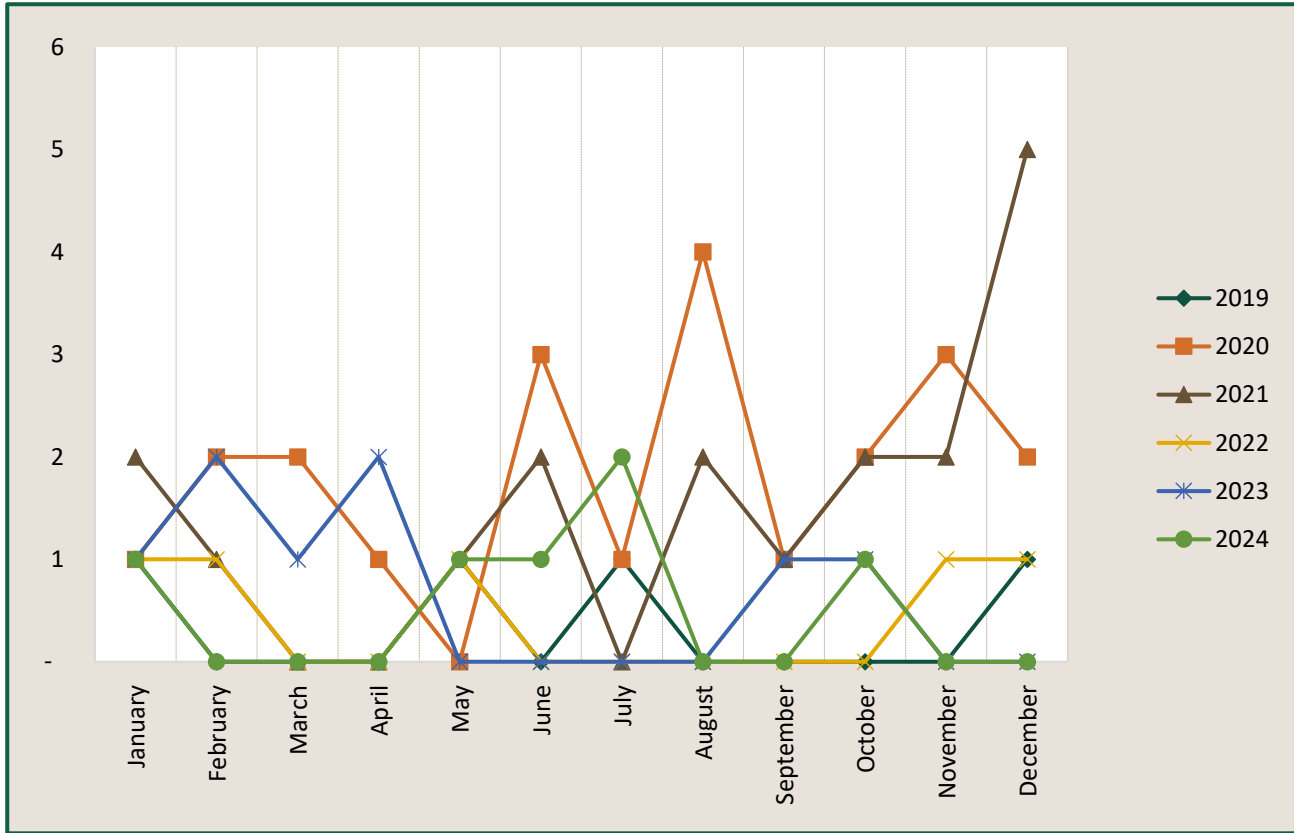
Regional Intelligence Group 9

Burglary - Millwod

Section 11, Item a.



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	1	1	2	1	1	1
February	-	2	1	1	2	-
March	-	2	-	-	1	-
April	-	1	-	-	2	-
May	1	-	1	1	-	1
June	-	3	2	-	-	1
July	1	1	-	-	-	2
August	-	4	2	-	-	-
September	-	1	1	-	1	-
October	-	2	2	-	1	1
November	-	3	2	1	-	-
December	1	2	5	1	-	-
Grand Total	4	22	18	5	8	6

* IBR Offense: Burglary/Breaking & Entering 220

Produced: 01/10/2025

SPOKANE COUNTY SHERIFF'S OFFICE

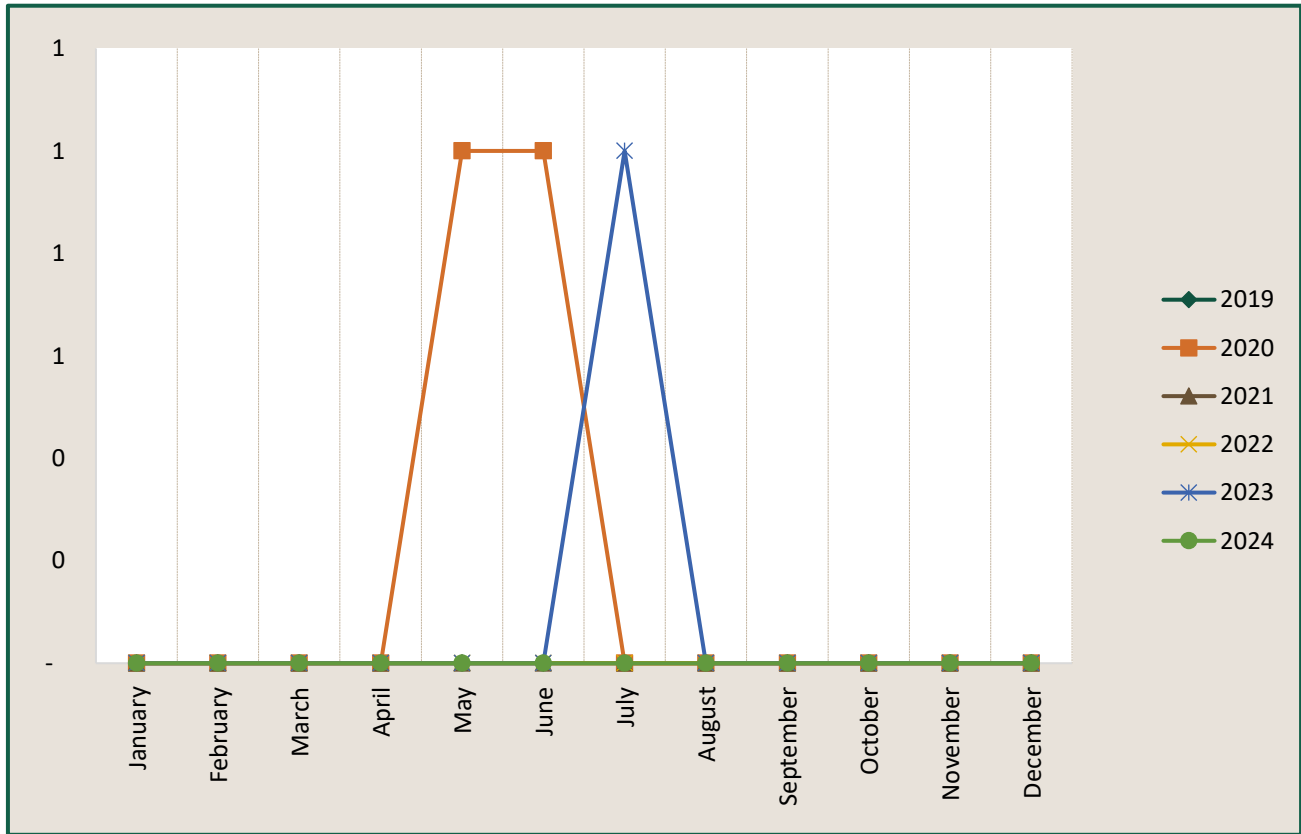
Regional Intelligence Group 9

Rape - Millwood

Section 11, Item a.



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	1	-	-	-	-
June	-	1	-	-	-	-
July	-	-	-	-	1	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	-	2	-	-	1	-

*IBR Offense: Rape - Forcible 11A, Sodomy - Forcible 11B, Sexual Assault with Object 11C

Produced: 01/10/2025

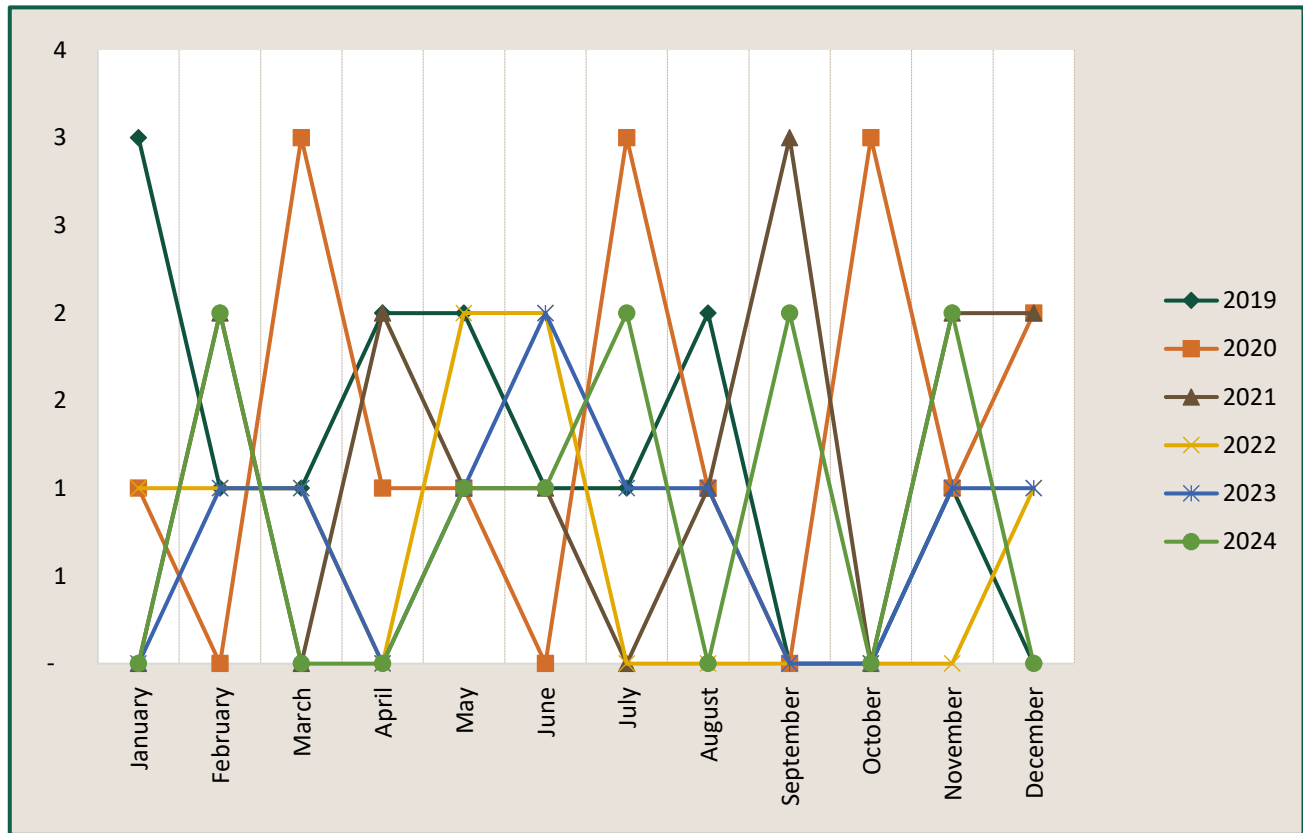
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Assault - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	3	1	-	1	-	-
February	1	-	2	1	1	2
March	1	3	-	1	1	-
April	2	1	2	-	-	-
May	2	1	1	2	1	1
June	1	-	1	2	2	1
July	1	3	-	-	1	2
August	2	1	1	-	1	-
September	-	-	3	-	-	2
October	-	3	-	-	-	-
November	1	1	2	-	1	2
December	-	2	2	1	1	-
Grand Total	14	16	14	8	9	10

* IBR Offense: Aggravated Assault 13A & Simple Assault
13B

Produced: 01/10/2025

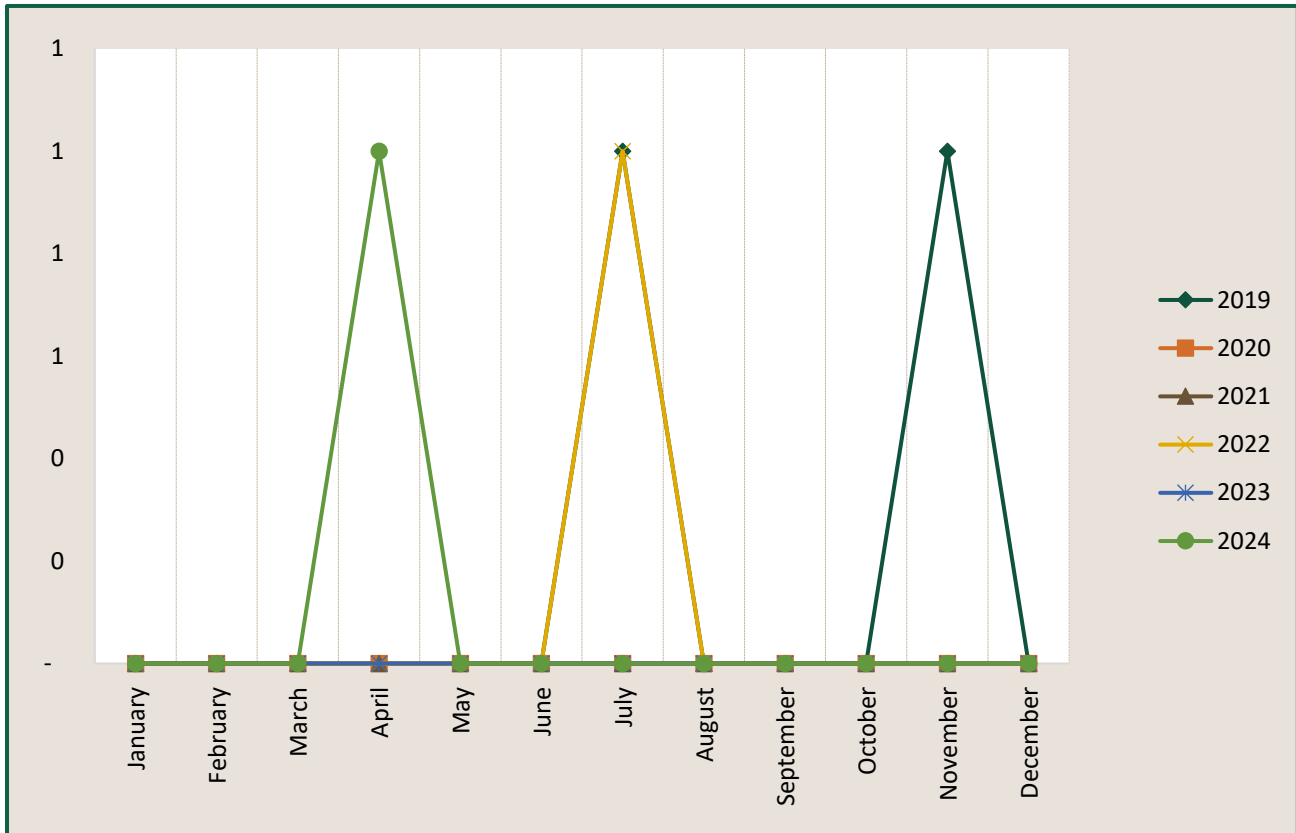
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Robbery - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	1
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	1	-	-	1	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	1	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	2	-	-	1	-	1

* IBR Offense: Robbery 120

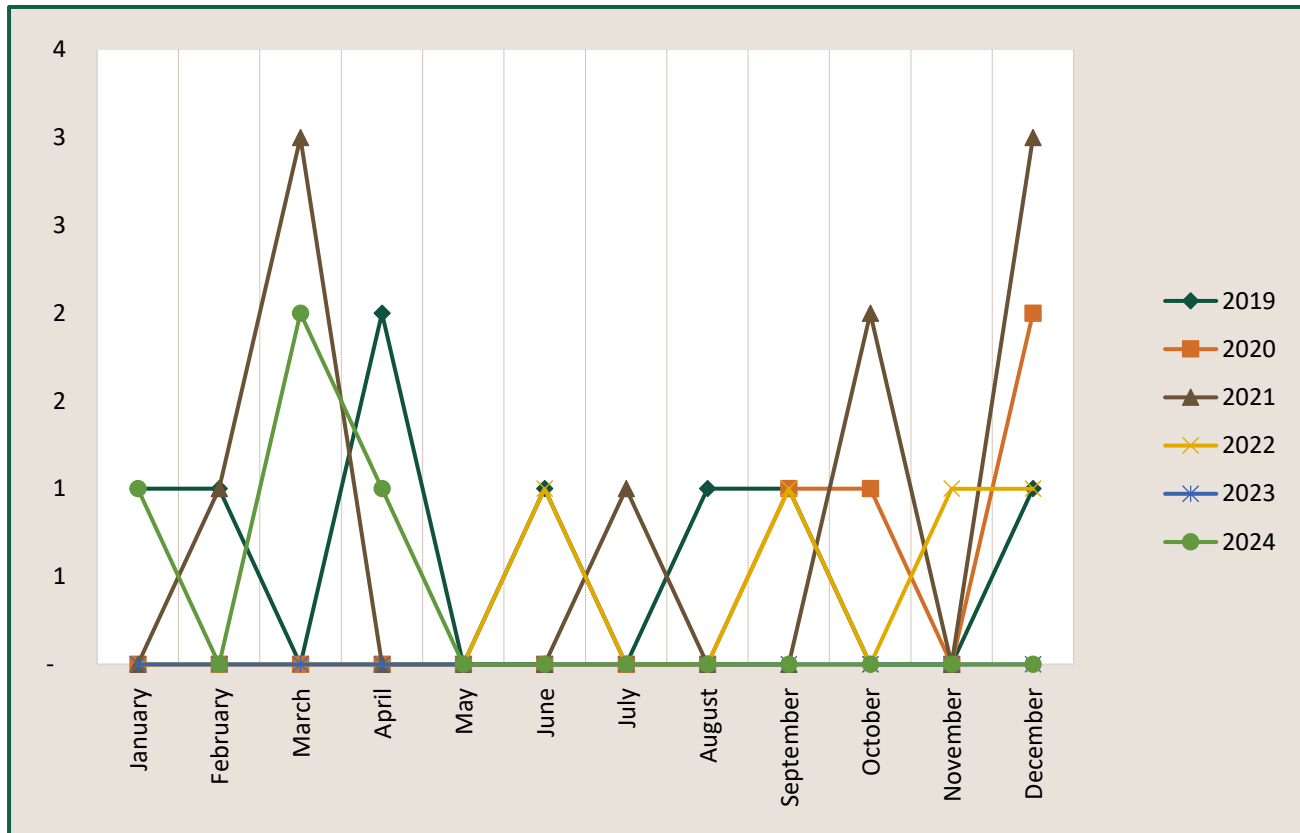
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Motor Vehicle Theft - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	1	-	-	-	-	1
February	1	-	1	-	-	-
March	-	-	3	-	-	2
April	2	-	-	-	-	1
May	-	-	-	-	-	-
June	1	-	-	1	-	-
July	-	-	1	-	-	-
August	1	-	-	-	-	-
September	1	1	-	1	-	-
October	-	1	2	-	-	-
November	-	-	-	1	-	-
December	1	2	3	1	-	-
Grand Total	8	4	10	4	-	4

* IBR Offense: Motor Vehicle Theft 240

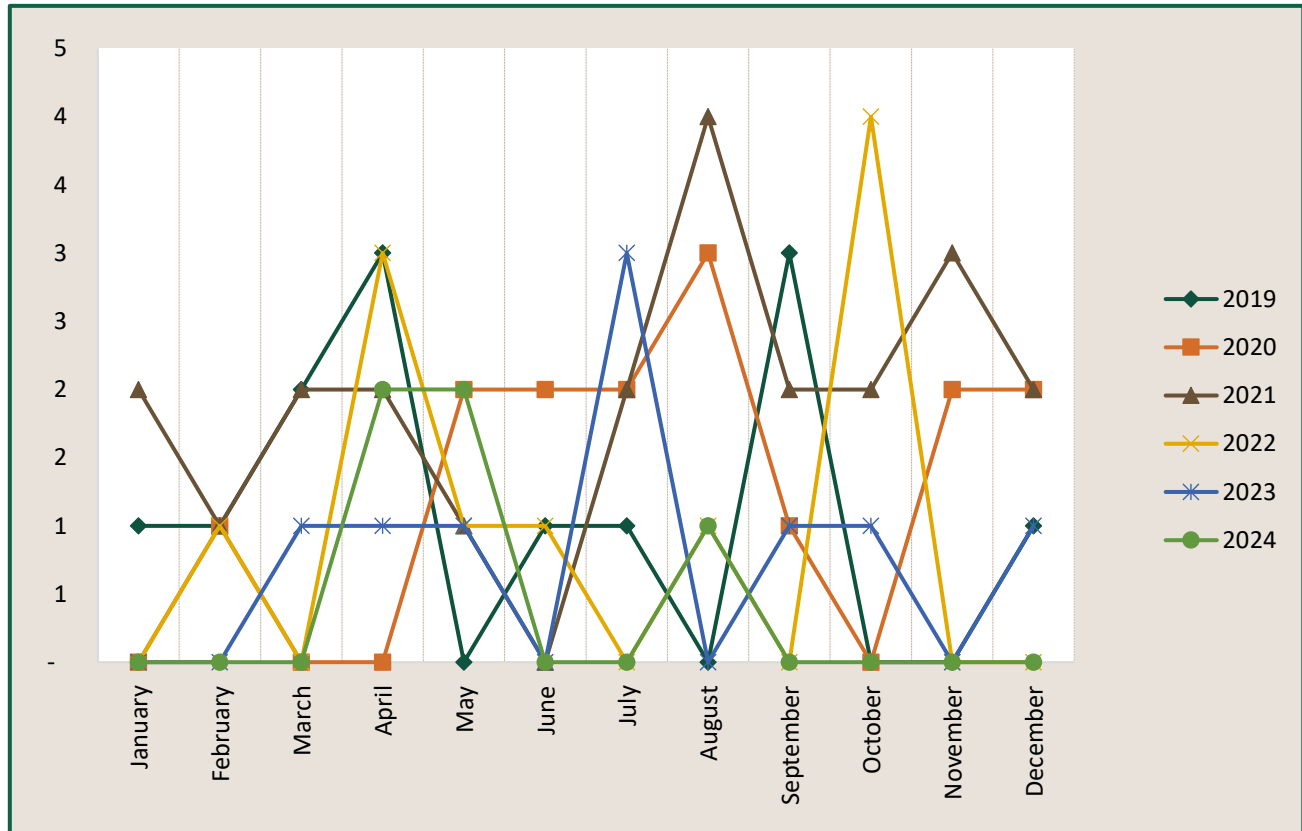
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Theft From Motor Vehicle (Vehicle Prowl) - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	1	-	2	-	-	-
February	1	1	1	1	-	-
March	2	-	2	-	1	-
April	3	-	2	3	1	2
May	-	2	1	1	1	2
June	1	2	-	1	-	-
July	1	2	2	-	3	-
August	-	3	4	1	-	1
September	3	1	2	-	1	-
October	-	-	2	4	1	-
November	-	2	3	-	-	-
December	1	2	2	-	1	-
Grand Total	13	15	23	11	9	5

* IBR Offense: Theft From Motor Vehicle 23F

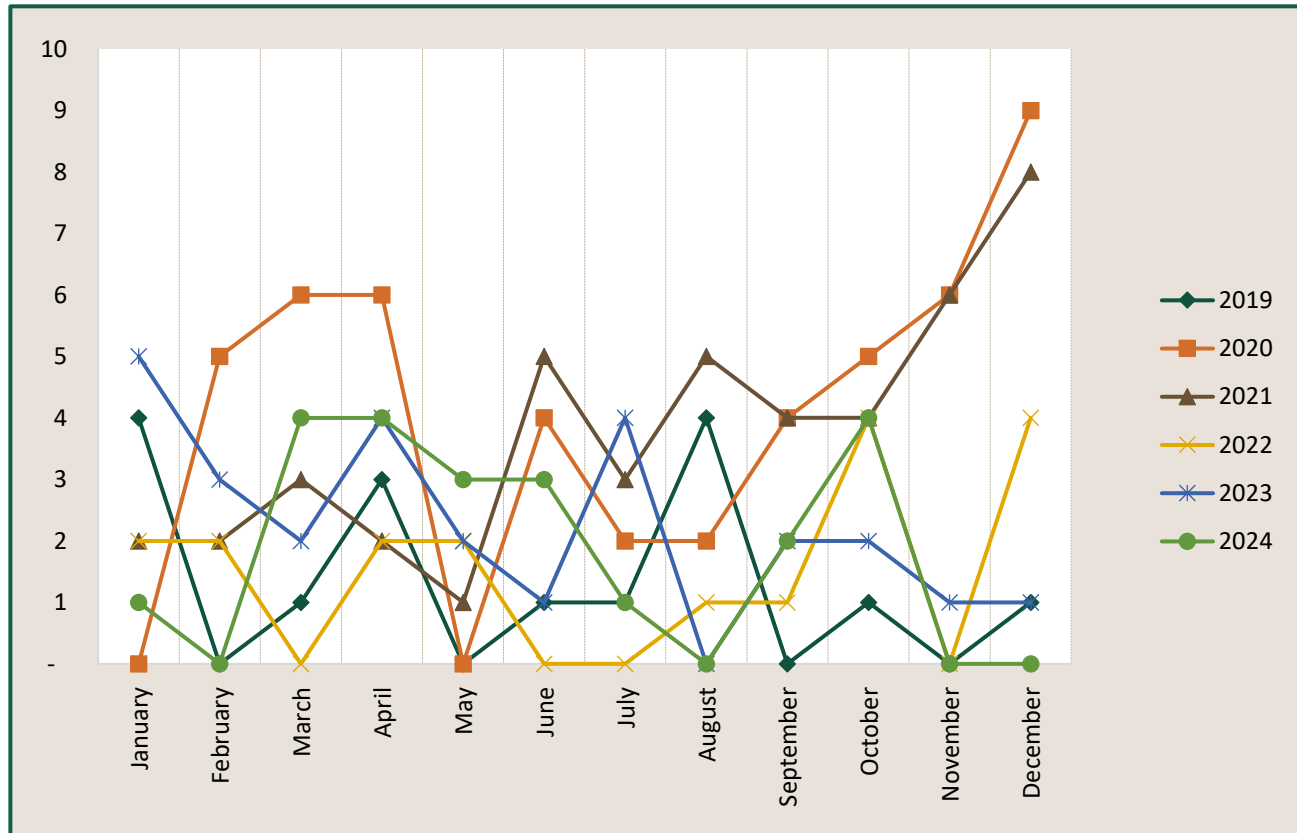
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Damage/Destruction/Vandalism (MALMS) - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	4	-	2	2	5	1
February	-	5	2	2	3	-
March	1	6	3	-	2	4
April	3	6	2	2	4	4
May	-	-	1	2	2	3
June	1	4	5	-	1	3
July	1	2	3	-	4	1
August	4	2	5	1	-	-
September	-	4	4	1	2	2
October	1	5	4	4	2	4
November	-	6	6	-	1	-
December	1	9	8	4	1	-
Grand Total	16	49	45	18	27	22

IBR Offense: Destruction/Damage/Vandalism 290

Produced: 01/10/2025

SPOKANE COUNTY SHERIFF'S OFFICE

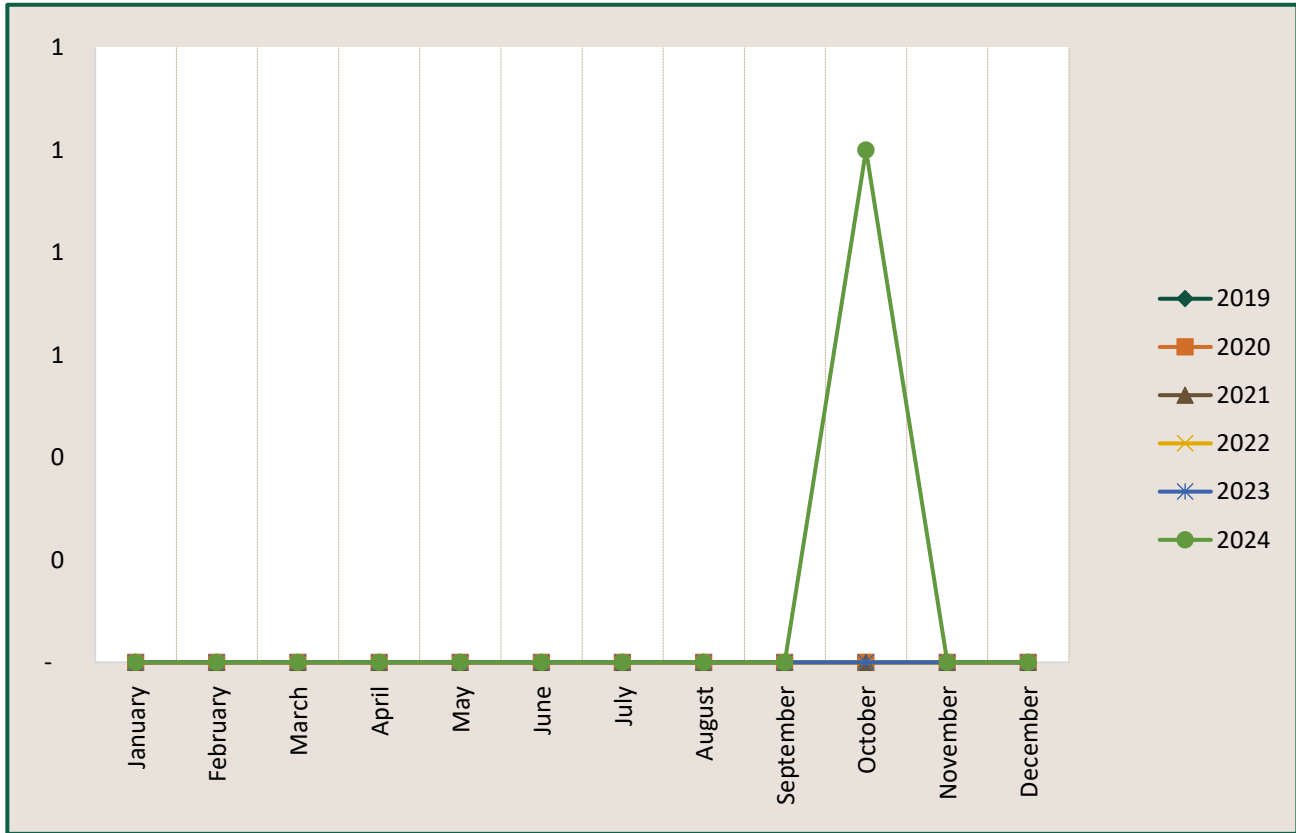
Regional Intelligence Group 9

Homicide - Millwood

Section 11, Item a.



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	1
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	-	-	-	-	-	1

*IBR Offense: Murder/Non-Negligent Manslaughter 09A

Produced: 01/10/2025

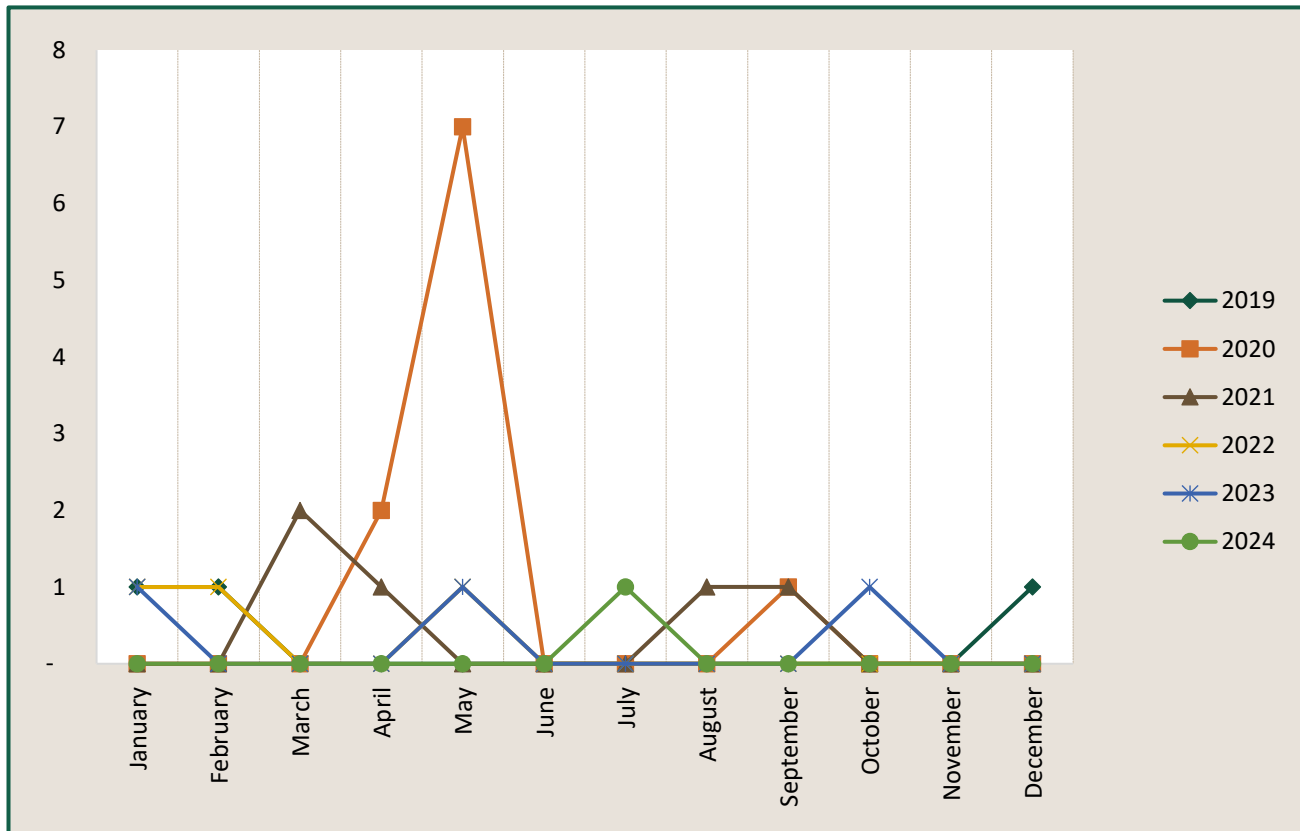
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Identity Theft - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	1	-	-	1	1	-
February	1	-	-	1	-	-
March	-	-	2	-	-	-
April	-	2	1	-	-	-
May	-	7	-	1	1	-
June	-	-	-	-	-	-
July	-	-	-	-	-	1
August	-	-	1	-	-	-
September	-	1	1	-	-	-
October	-	-	-	-	1	-
November	-	-	-	-	-	-
December	1	-	-	-	-	-
Grand Total	3	10	5	3	3	1

*IBR Offense: Identity Theft 26F

Produced: 01/10/2025

SPOKANE COUNTY SHERIFF'S OFFICE

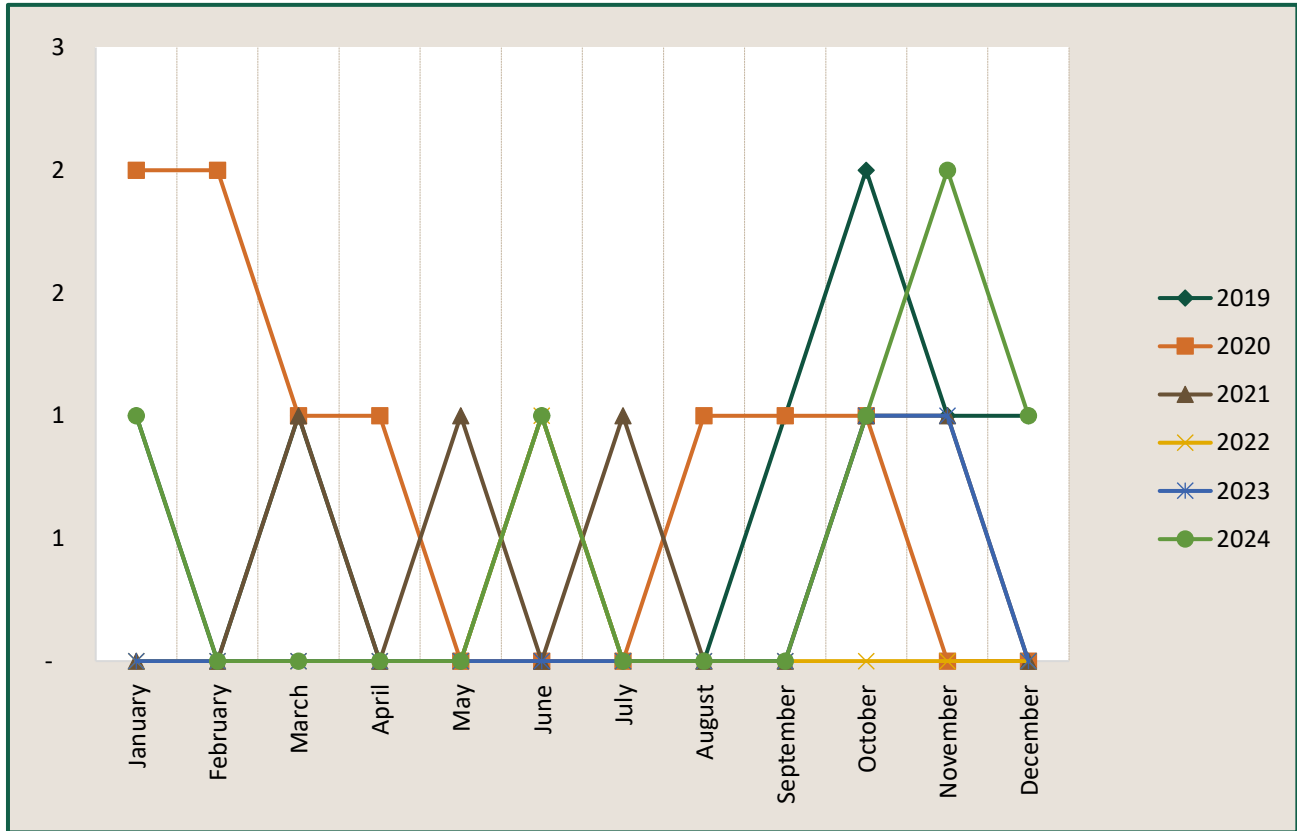
Regional Intelligence Group 9

DUI - Millwood

Section 11, Item a.



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	1	2	-	-	-	1
February	-	2	-	-	-	-
March	1	1	1	-	-	-
April	-	1	-	-	-	-
May	-	-	1	-	-	-
June	1	-	-	1	-	1
July	-	-	1	-	-	-
August	-	1	-	-	-	-
September	1	1	-	-	-	-
October	2	1	1	-	1	1
November	1	-	1	-	1	2
December	1	-	-	-	-	1
Grand Total	8	9	5	1	2	6

* IBR Offense: DUI 90D

Produced: 01/10/2025

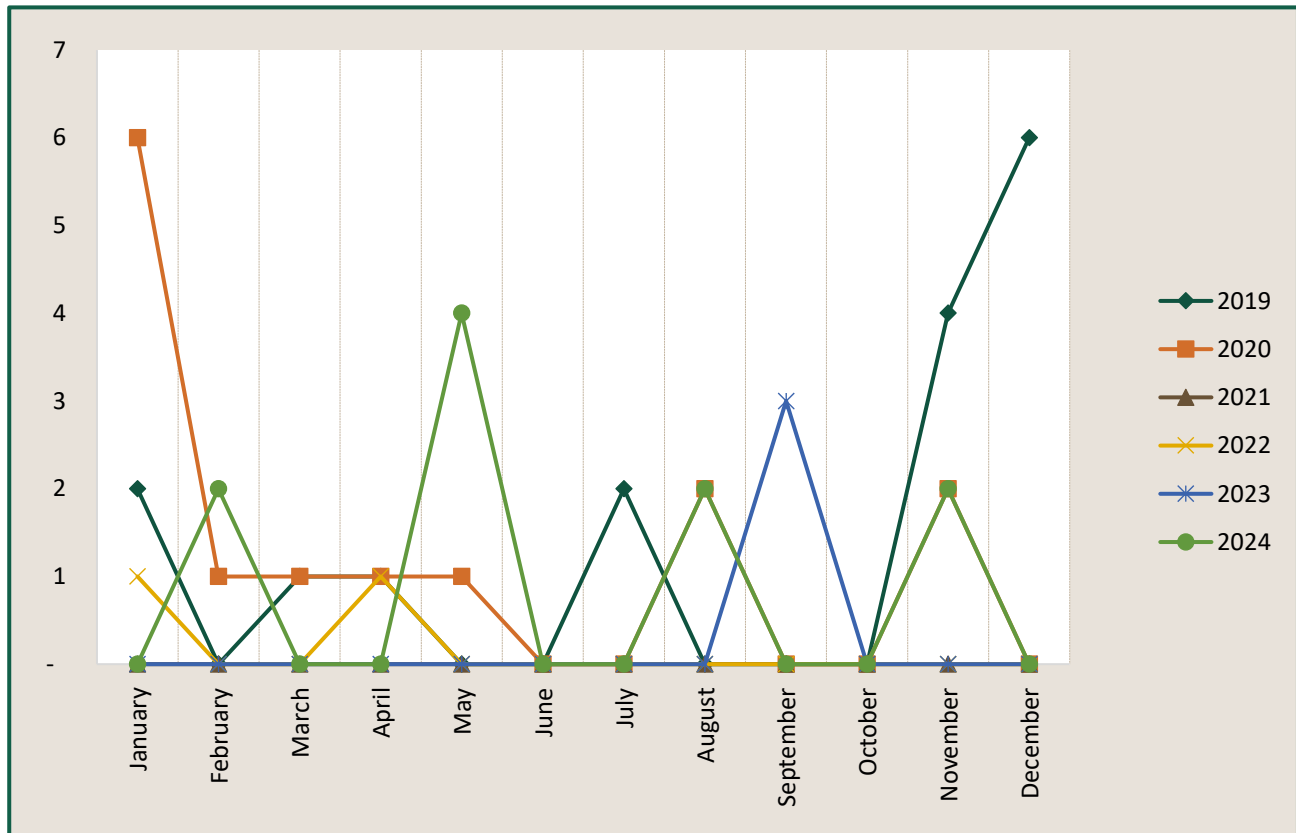
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Drugs - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	2	6	-	1	-	-
February	-	1	-	-	-	2
March	1	1	-	-	-	-
April	1	1	-	1	-	-
May	-	1	-	-	-	4
June	-	-	-	-	-	-
July	2	-	-	-	-	-
August	-	2	-	-	-	2
September	-	-	-	-	3	-
October	-	-	-	-	-	-
November	4	2	-	-	-	2
December	6	-	-	-	-	-
Grand Total	16	14	-	2	3	10

* IBR Offense: Drugs/Narcotics Violations 35A and Drug
Equipment Violations 35B

Produced: 01/10/2025

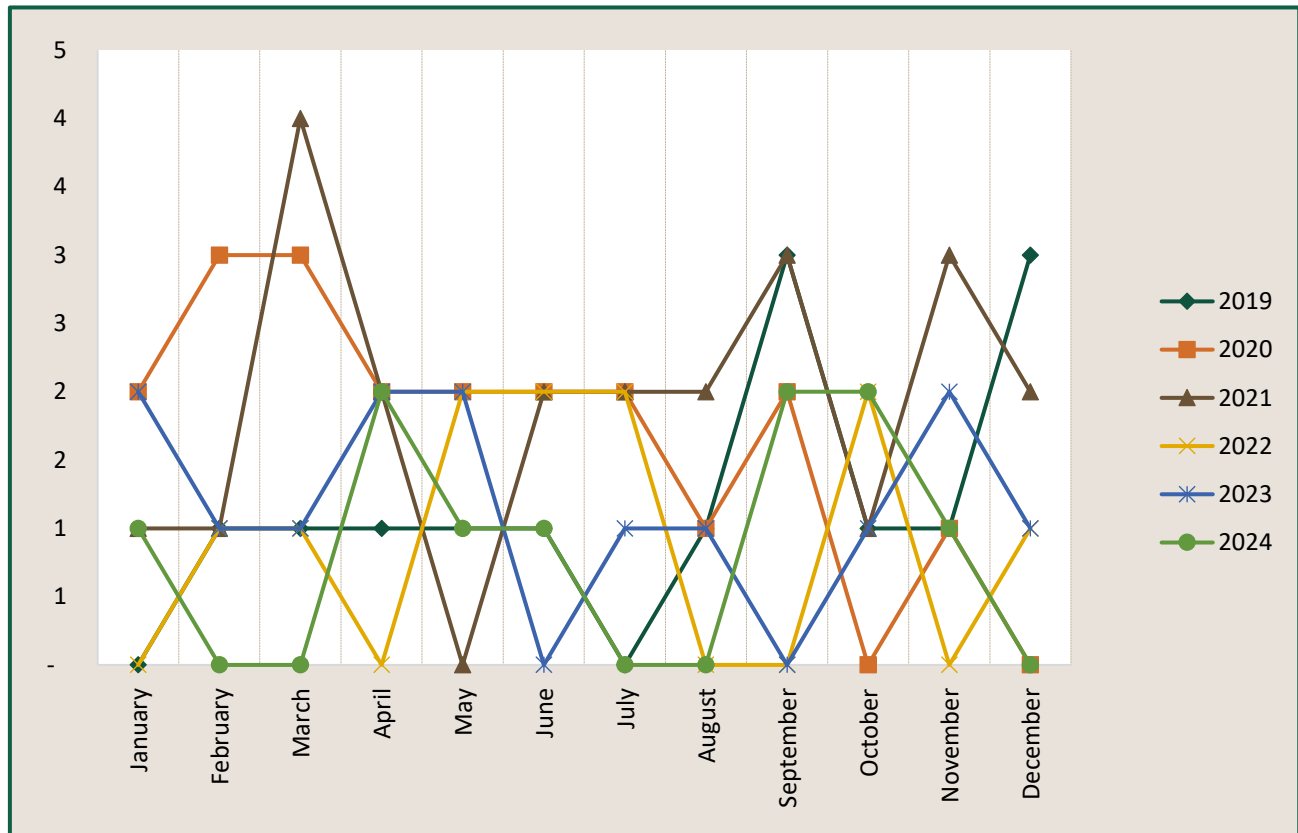
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Fraud - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	-	2	1	-	2	1
February	1	3	1	1	1	-
March	1	3	4	1	1	-
April	1	2	2	-	2	2
May	1	2	-	2	2	1
June	1	2	2	2	-	1
July	-	2	2	2	1	-
August	1	1	2	-	1	-
September	3	2	3	-	-	2
October	1	-	1	2	1	2
November	1	1	3	-	2	1
December	3	-	2	1	1	-
Grand Total	14	20	23	11	14	10

* IBR Offense: Pretenses/Swindling/Con Games 26A, Fraud - Credit Card/ATM 26B, and Fraud - False & Fraud - Impersonation 26C

Produced: 01/10/2025

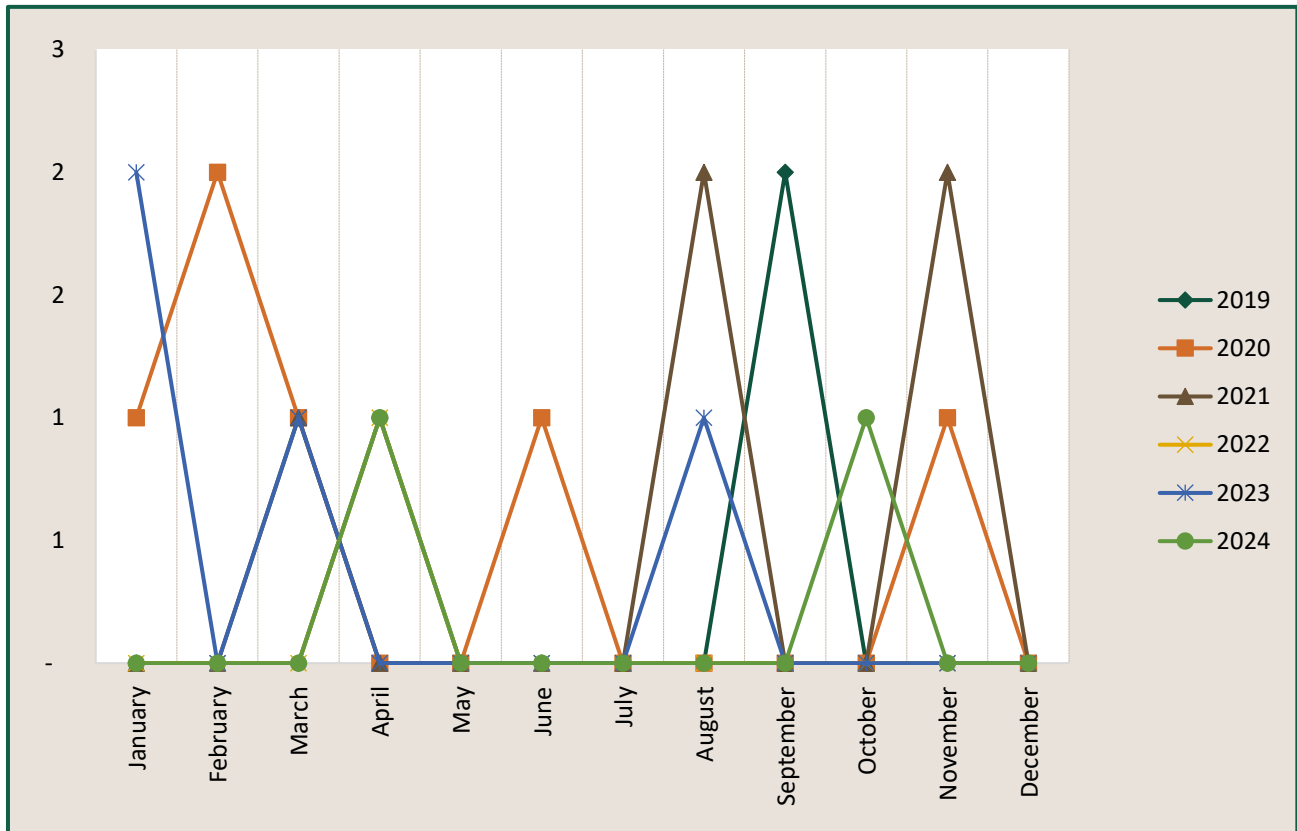
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Forgery - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	-	1	-	-	2	-
February	-	2	-	-	-	-
March	-	1	1	-	1	-
April	1	-	-	1	-	1
May	-	-	-	-	-	-
June	-	1	-	-	-	-
July	-	-	-	-	-	-
August	-	-	2	-	1	-
September	2	-	-	-	-	-
October	-	-	-	-	-	1
November	-	1	2	-	-	-
December	-	-	-	-	-	-
Grand Total	3	6	5	1	4	2

*IBR Offense: Counterfeiting/Forgery 250

Produced: 01/10/2025

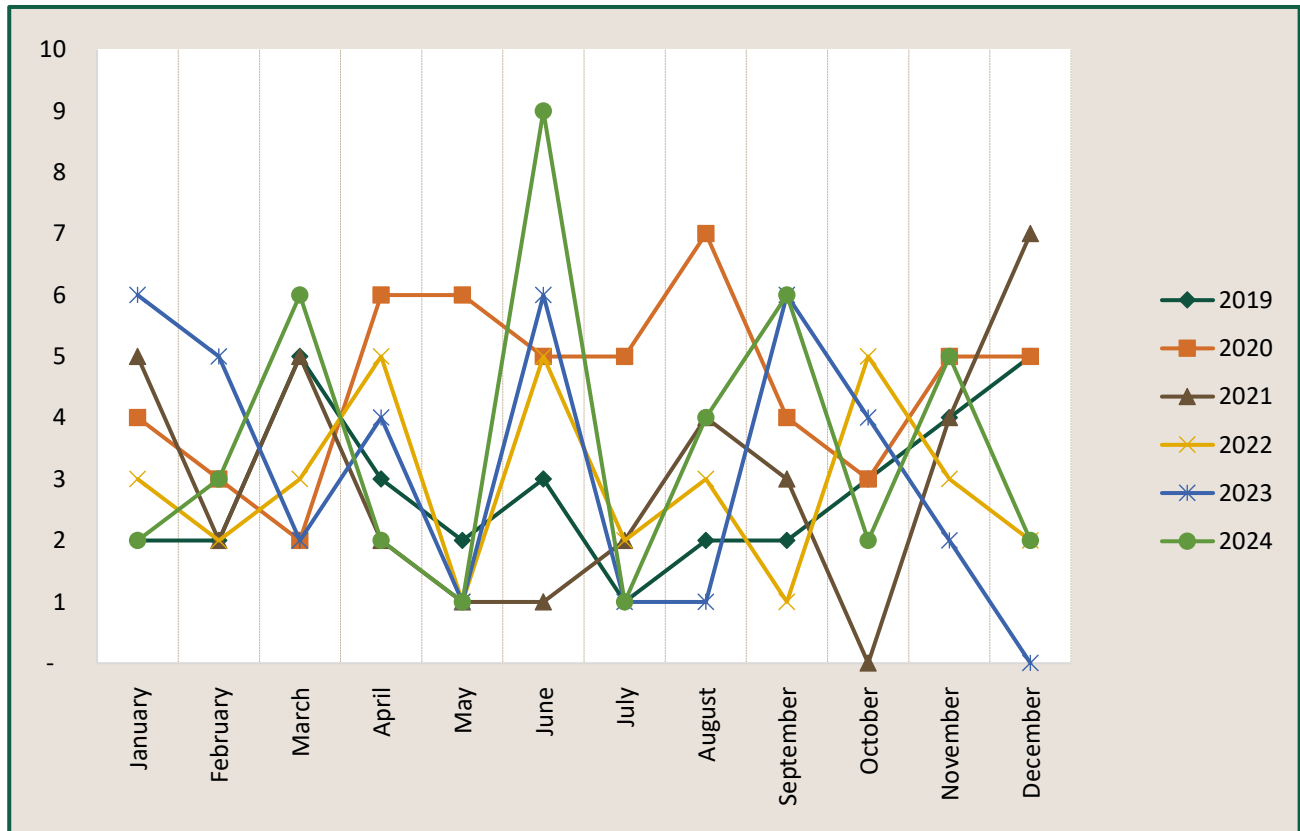
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Theft - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	2	4	5	3	6	2
February	2	3	2	2	5	3
March	5	2	5	3	2	6
April	3	6	2	5	4	2
May	2	6	1	1	1	1
June	3	5	1	5	6	9
July	1	5	2	2	1	1
August	2	7	4	3	1	4
September	2	4	3	1	6	6
October	3	3	-	5	4	2
November	4	5	4	3	2	5
December	5	5	7	2	-	2
Grand Total	34	55	36	35	38	43

* IBR Offense: Theft - Pocket-Picking 23A, Theft - Purse-Snatching 23B, Theft - Shoplifting 23C, Theft From Building 23D, Theft From Coin-Operated Machine 23E, Theft of Motor Vehicle Parts/Accessories 23G, and Theft-All Other 23H

Produced: 01/10/2025



December 2024

Citizen Calls by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0							1	1
6						2		2
7			1					1
8		2		1		1		4
9		1						1
11		2	1		1	2		6
12	1		1					2
13			1		1			2
14		1	2	1				4
15			1		1	1	1	4
16	1				1	1		3
17	2	1	2		1			6
18		1	1				3	5
19		1				2		3
20				1				1
21		1		1				2
22							1	1
23			1			1		2
Total	4	10	11	4	5	10	6	50

Total Deputy Involved Incidents by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0							1	1
4			1			1		2
6			1			1		2
7			1			1		2
8		2	2	1		1	1	7
9	1	2	1	1				5
10				1				1
11		2	1	1		1		5
12		1	1					2
13			1		2	1		4
14		1	1	1	1			4
17	1		1			1		3
18			1				1	2
19						1		1
23						1		1
Total	2	8	12	5	3	9	3	42

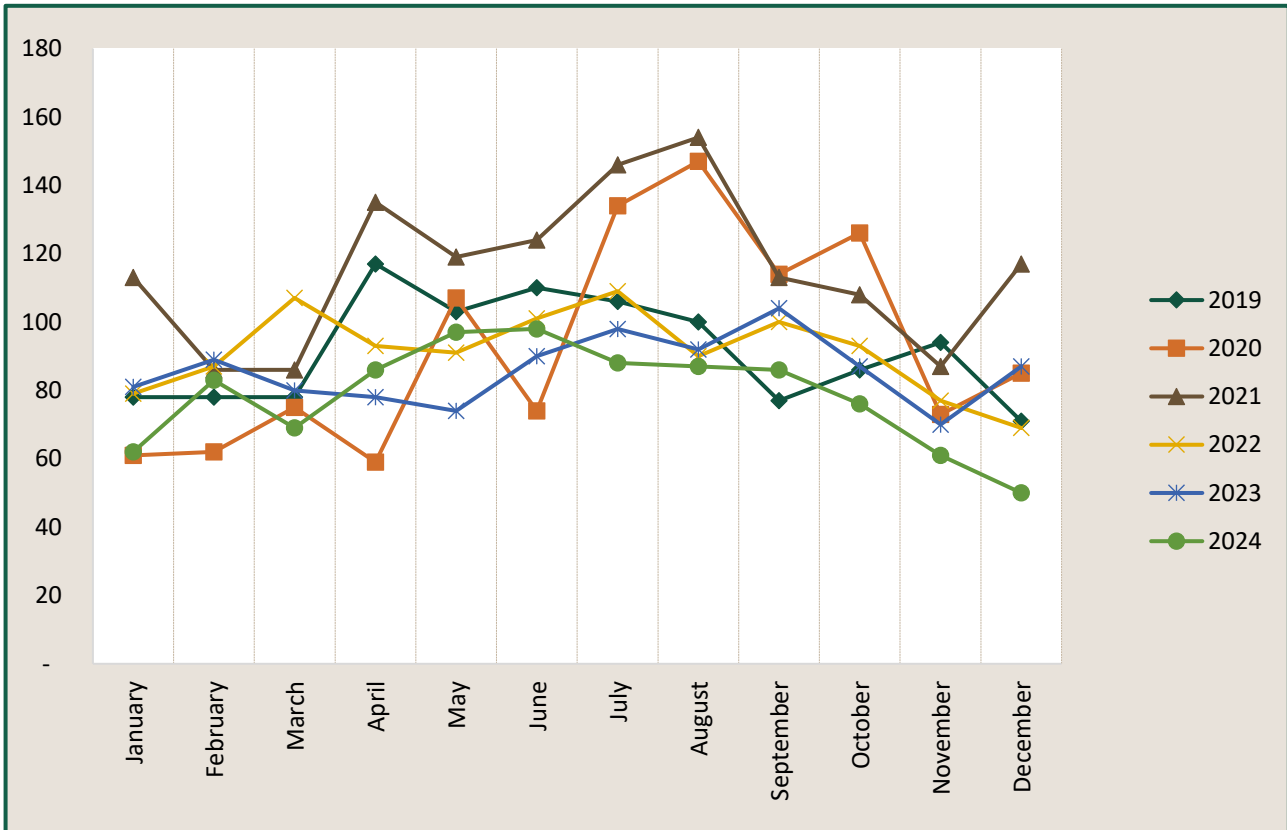
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen Initiated Call For Service (CFS) - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	78	61	113	79	81	62
February	78	62	86	87	89	83
March	78	75	86	107	80	69
April	117	59	135	93	78	86
May	103	107	119	91	74	97
June	110	74	124	101	90	98
July	106	134	146	109	98	88
August	100	147	154	90	92	87
September	77	114	113	100	104	86
October	86	126	108	93	87	76
November	94	73	87	77	70	61
December	71	85	117	69	87	50
Grand Total	1,098	1,117	1,388	1,096	1,030	943

Produced: 01/10/2025

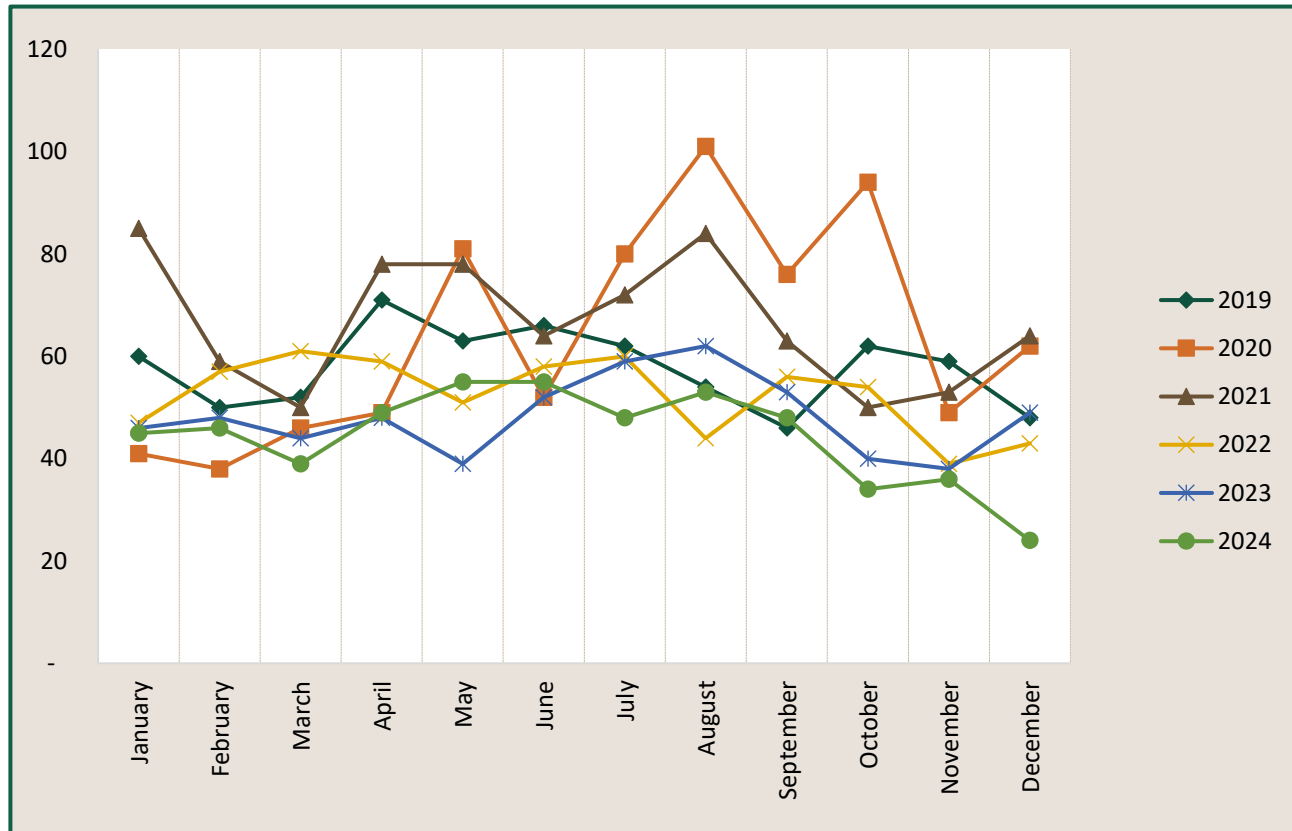
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen CFS With Deputy Response - Millwood



Time Period: December 2024



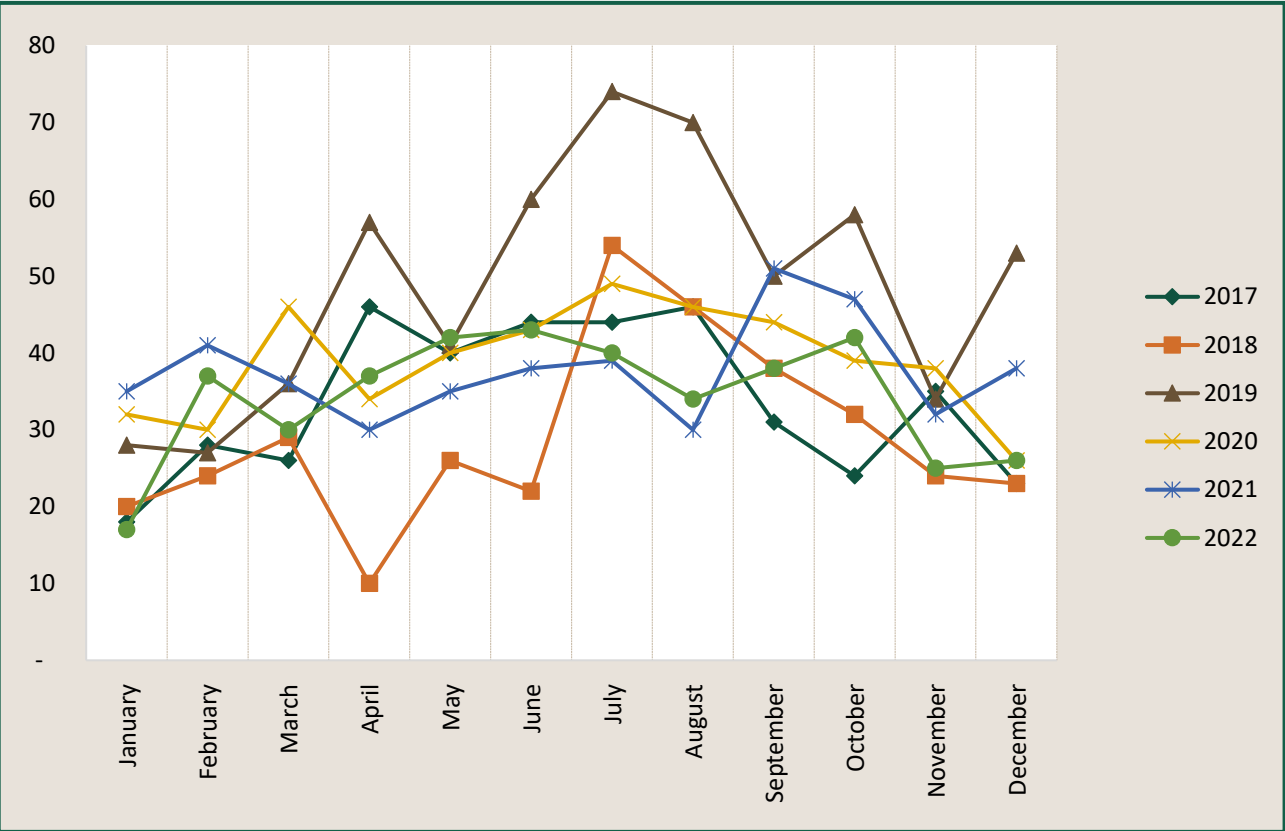
	2019	2020	2021	2022	2023	2024
January	60	41	85	47	46	45
February	50	38	59	57	48	46
March	52	46	50	61	44	39
April	71	49	78	59	48	49
May	63	81	78	51	39	55
June	66	52	64	58	52	55
July	62	80	72	60	59	48
August	54	101	84	44	62	53
September	46	76	63	56	53	48
October	62	94	50	54	40	34
November	59	49	53	39	38	36
December	48	62	64	43	49	24
Grand Total	693	769	800	629	578	532

Produced: 01/10/2025

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Citizen CFS Without Deputy Response - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	18	20	28	32	35	17
February	28	24	27	30	41	37
March	26	29	36	46	36	30
April	46	10	57	34	30	37
May	40	26	41	40	35	42
June	44	22	60	43	38	43
July	44	54	74	49	39	40
August	46	46	70	46	30	34
September	31	38	50	44	51	38
October	24	32	58	39	47	42
November	35	24	34	38	32	25
December	23	23	53	26	38	26
Grand Total	405	348	588	467	452	411

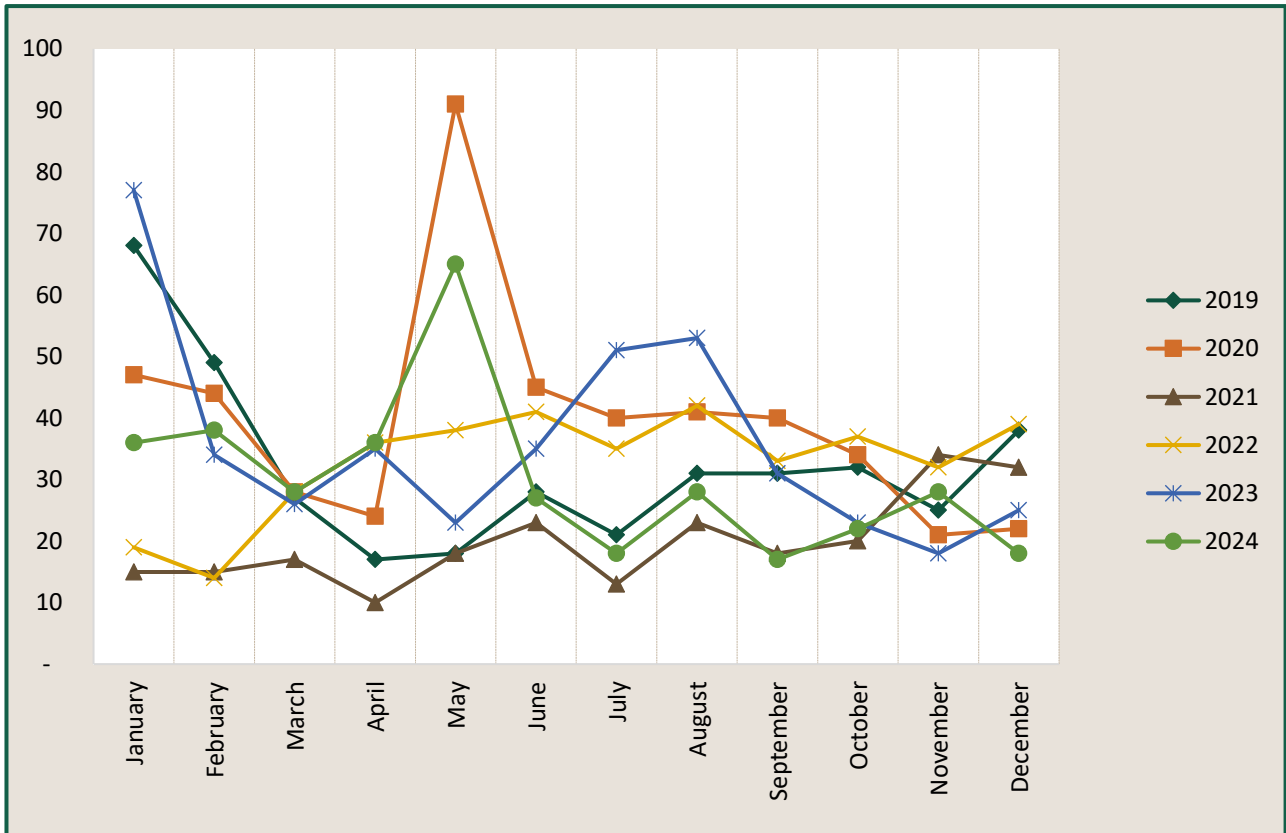
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Deputy Initiated Incidents - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	68	47	15	19	77	36
February	49	44	15	14	34	38
March	27	28	17	28	26	28
April	17	24	10	36	35	36
May	18	91	18	38	23	65
June	28	45	23	41	35	27
July	21	40	13	35	51	18
August	31	41	23	42	53	28
September	31	40	18	33	31	17
October	32	34	20	37	23	22
November	25	21	34	32	18	28
December	38	22	32	39	25	18
Grand Total	385	477	238	394	431	361

Produced: 01/10/2025

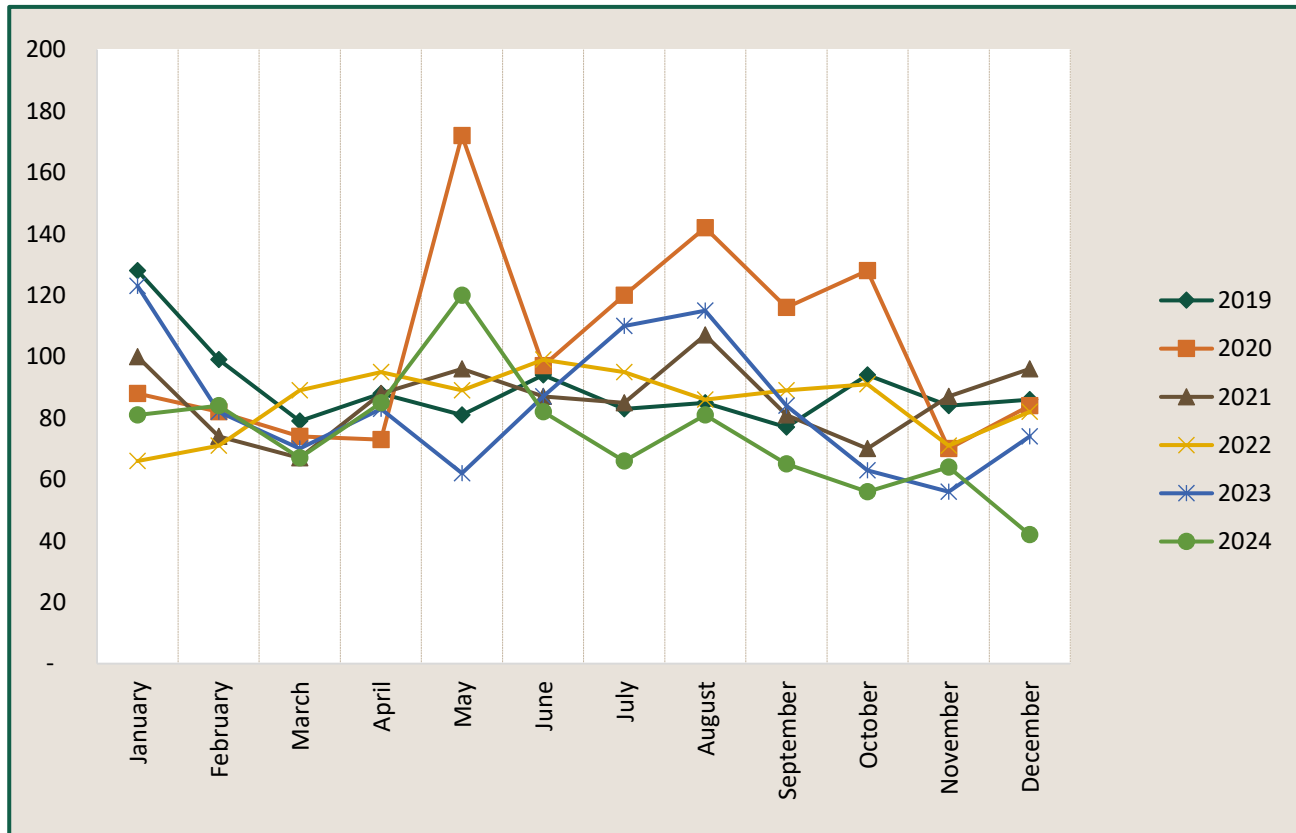
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Total Deputy Involved Incidents - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	128	88	100	66	123	81
February	99	82	74	71	82	84
March	79	74	67	89	70	67
April	88	73	88	95	83	85
May	81	172	96	89	62	120
June	94	97	87	99	87	82
July	83	120	85	95	110	66
August	85	142	107	86	115	81
September	77	116	81	89	84	65
October	94	128	70	91	63	56
November	84	70	87	71	56	64
December	86	84	96	82	74	42
Grand Total	1,078	1,246	1,038	1,023	1,009	893

Produced: 01/10/2025

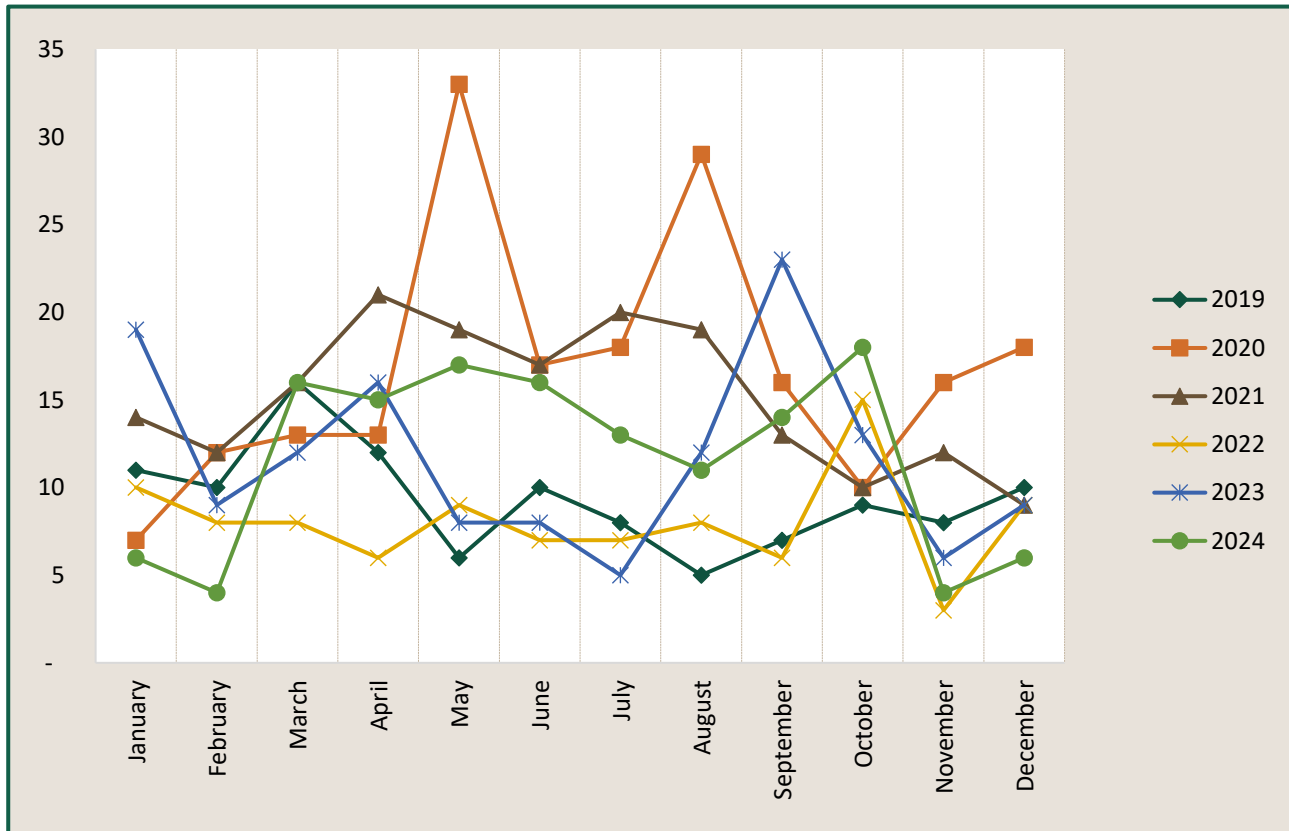
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Crime Check Initiated Call For Service (CFS) - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	11	7	14	10	19	6
February	10	12	12	8	9	4
March	16	13	16	8	12	16
April	12	13	21	6	16	15
May	6	33	19	9	8	17
June	10	17	17	7	8	16
July	8	18	20	7	5	13
August	5	29	19	8	12	11
September	7	16	13	6	23	14
October	9	10	10	15	13	18
November	8	16	12	3	6	4
December	10	18	9	9	9	6
Grand Total	112	202	182	96	140	140

Produced: 01/10/2025

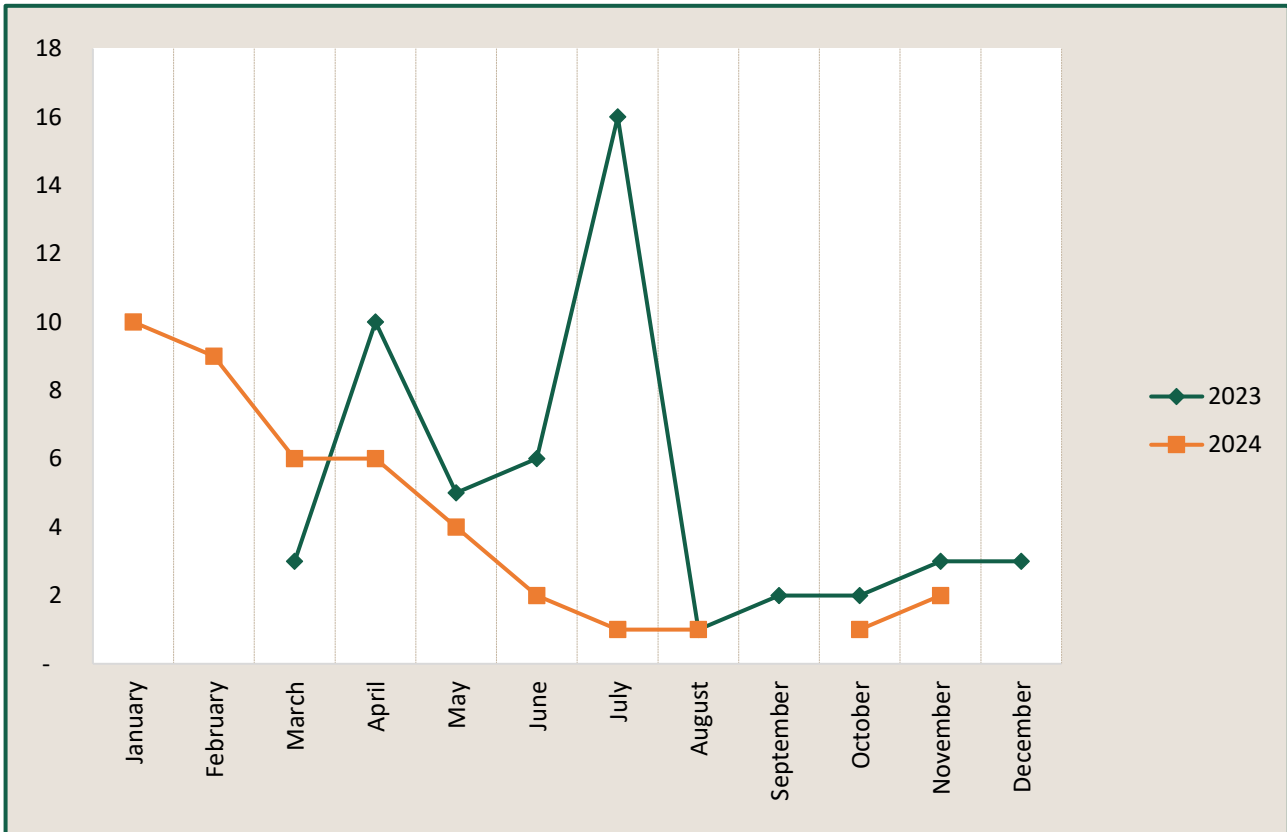
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

CAD Call Type COP - Millwood



Time Period: December 2024



	2023	2024
January		10
February		9
March	3	6
April	10	6
May	5	4
June	6	2
July	16	1
August	1	1
September	2	
October	2	1
November	3	2
December	3	
Grand Total	51	42

Produced: 01/10/2025

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Counts

Date Range: December 2024



Ticket Type	Spokane Valley Districts		Unincorporated Districts		All Districts	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	87	96	84	102	171	198
Criminal Traffic	21	24	45	51	66	75
Infraction Non Traffic	1	1	0	0	1	1
Infraction Traffic	305	341	236	303	541	644
Parking	0	0	1	1	1	1
Totals:	414	462	366	457	780	919

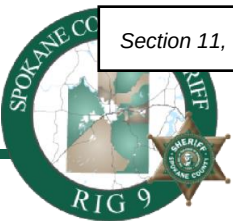
Ticket Type	Deer Park		Medical Lake		Millwood	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	1	1	2	2	0	0
Criminal Traffic	0	0	0	0	1	1
Infraction Non Traffic	0	0	0	0	0	0
Infraction Traffic	0	0	2	2	2	2
Parking	0	0	0	0	0	0
Totals:	1	1	4	4	3	3

Produced: 01/10/2025

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Charge Details - Millwood



Section 11, Item a.

Date Range: December 2024

Charge	Count
46.30.020: OPERATING A MOTOR VEHICLE WITHOUT INSURANCE	1
46.61.055: FAIL TO OBEY TRAFFIC CONTROL LEGEND	1
46.61.502: OLD CODE:VEH(DWUIL/DRUG)NEW	1
Grand Total	3

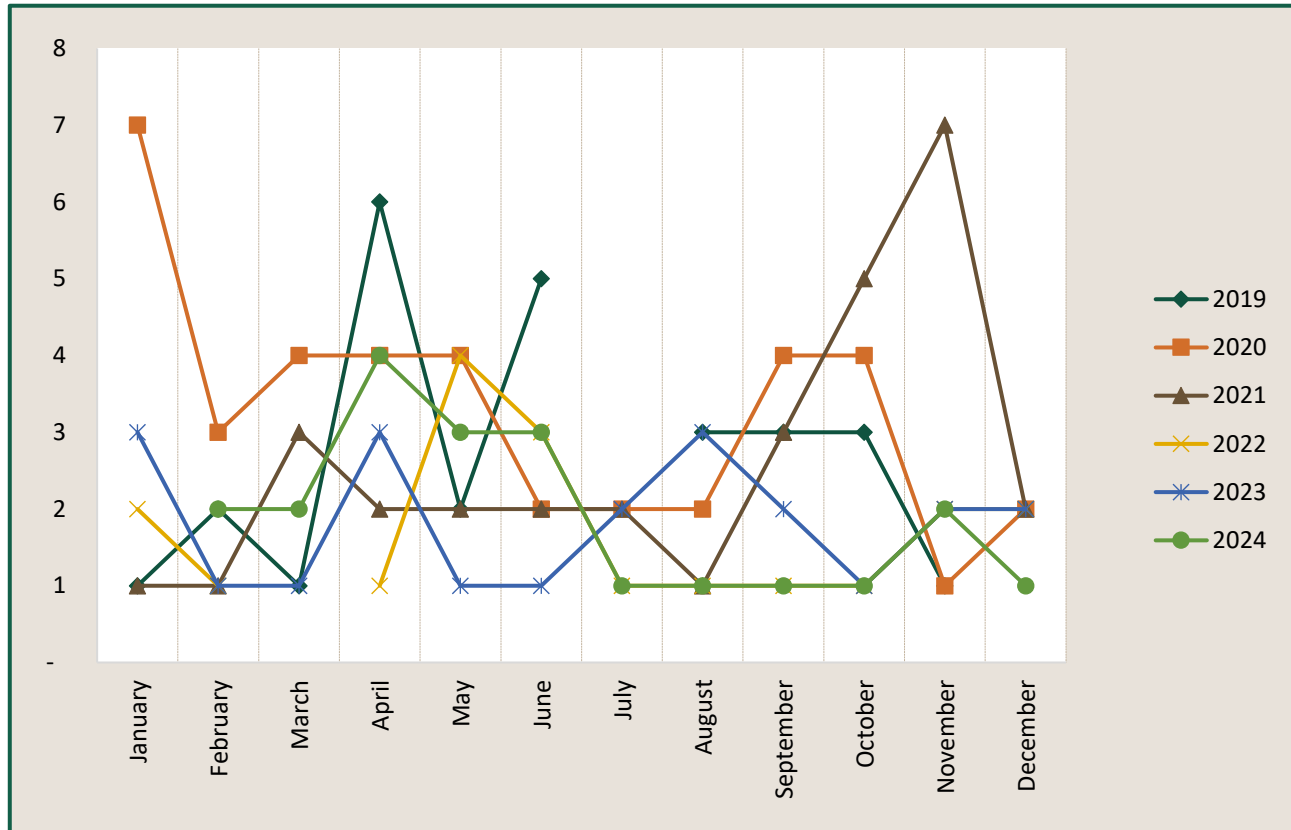
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Criminal Ticket Counts - Millwood



Time Period: December 2024



	2019	2020	2021	2022	2023	2024
January	1	7	1	2	3	
February	2	3	1	1	1	2
March	1	4	3		1	2
April	6	4	2	1	3	4
May	2	4	2	4	1	3
June	5	2	2	3	1	3
July		2	2	1	2	1
August	3	2	1	1	3	1
September	3	4	3	1	2	1
October	3	4	5	1	1	1
November	1	1	7	2	2	2
December		2	2	2	2	1
Grand Total	27	39	31	19	22	21

*Ticket Types included Criminal Non Traffic & Criminal Traffic

Produced: 01/10/2025

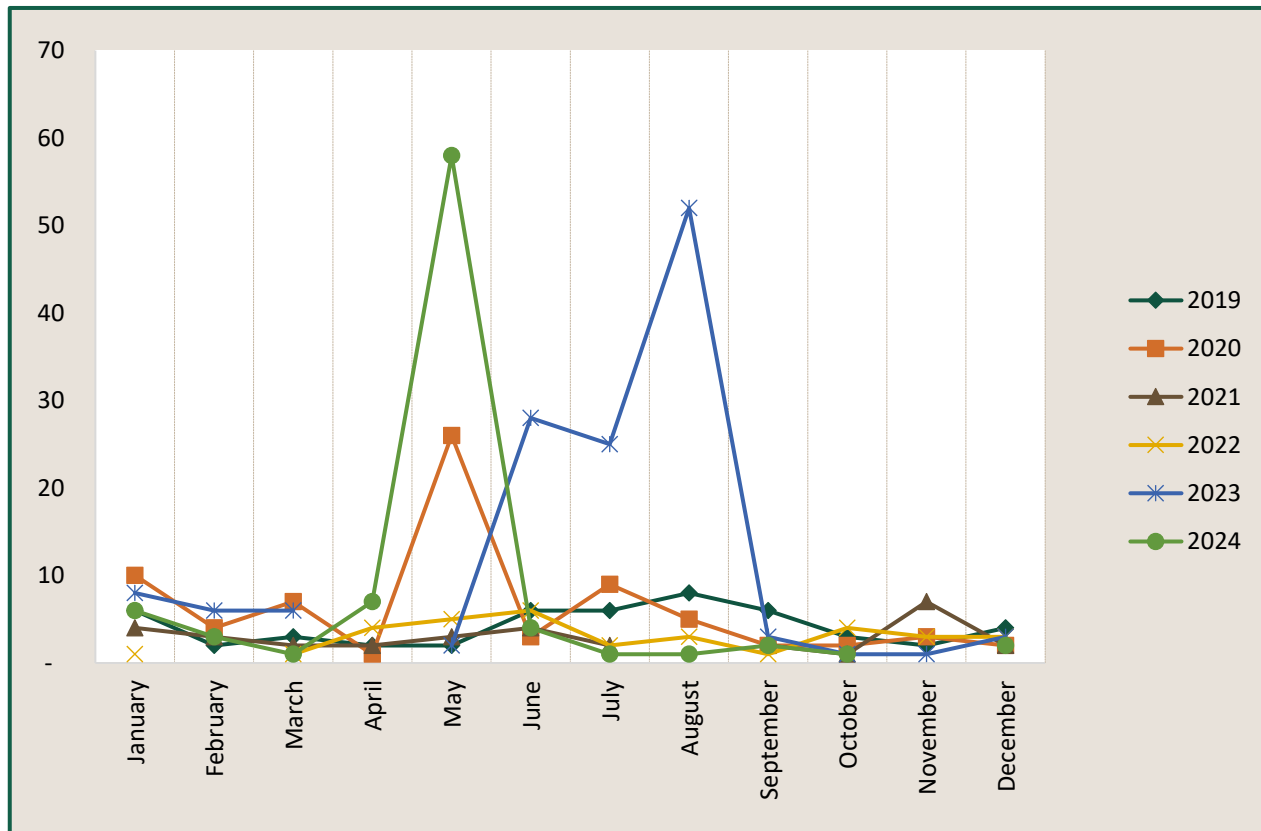
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Regional Intelligence Group 9

Non - Criminal Ticket Counts - Millwood



Time Period: December 2024



* Ticket Types included are Infraction Non Traffic & Infraction Traffic

Produced: 01/10/2025

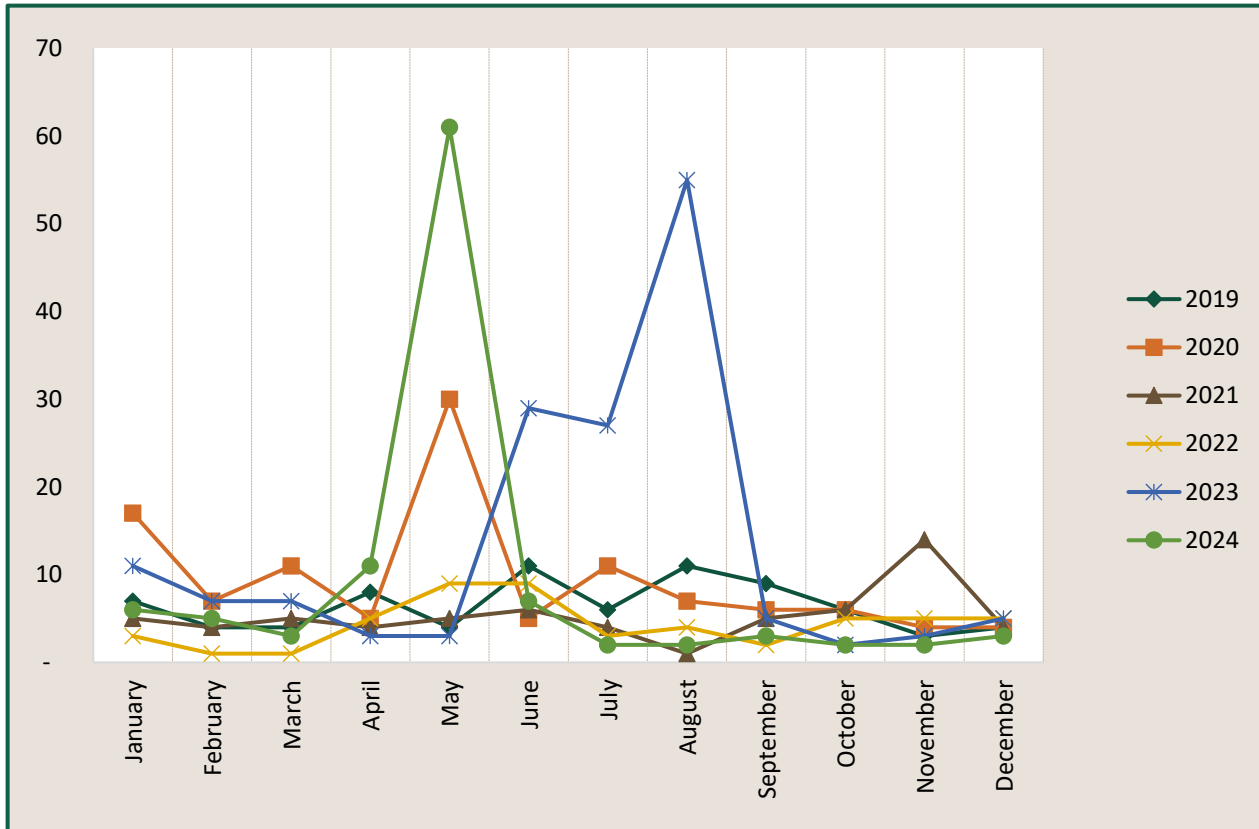
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

All Ticket Counts - Millwood



Time Period: December 2024



* All ticket types except parking

Produced: 01/10/2025

File Attachments for Item:

b. Traffic Camera Use by Local Governments

[Home](#) > [Stay Informed](#) > [MRSC Insight Blog](#) > [January 2025](#)
> [Slow Down, You Go Too Fast: Traffic Camera Use By Local Government](#)

Slow Down, You Go Too Fast: Traffic Camera Use By Local Government

January 28, 2025 by [Harry Boesche](#)

Category: [Traffic Regulation and Enforcement](#)



The use of automated traffic safety cameras is growing in Washington. For instance, Seattle's traffic camera program had just four cameras in 2007, but [that number increased to 31 by 2013](#).

Recent changes to state law have also expanded local government ability to use traffic cameras. Some laud these cameras as an important step toward improving traffic safety, while others see them as a needless government expansion with little real effect on public safety. This blog examines traffic cameras, how and why local governments are using them, and legal restrictions on their use.

What Traffic Cameras Are (and What They Aren't)

Traffic cameras are devices posted at designated locations to detect and record certain non-criminal traffic violations. State law officially calls these cameras "automated traffic safety cameras." In practice these cameras are also known by other names like "stop light cameras," "red light cameras," "speed cameras," "school zone cameras," or others, but this blog refers to them as "traffic cameras."

It is important to distinguish the traffic cameras discussed in this blog from other types of public safety cameras that are subject to different legal requirements and restrictions. For example, the traffic cameras covered in this blog are different from police body worn cameras, police vehicle dash cameras, or “neighborhood” or “public safety” cameras used by some law enforcement agencies to detect criminal violations or document police activities.

The traffic cameras discussed here also differ from [speed safety camera systems](#) that operate similarly but are used exclusively by the Washington State Department of Transportation (DOT) and the Washington State Patrol to detect speeding vehicles in state highway work zones.

Although traffic cameras photograph and document vehicle license plates, they also differ from license plate recognition cameras (LCRs) that some police agencies use to detect stolen vehicles or a vehicle’s possible connection to a crime or a wanted person.

Who Can Use Traffic Cameras?

Cities and counties can use traffic cameras, and those that do commonly use them to catch cars running red lights or speeding. But cities and counties can also use traffic cameras to detect other violations, like failing to stop at railroad crossings (see [RCW 46.63.240](#)).

In addition, cities with populations over 500,000 (currently only Seattle; see [RCW 46.63.260](#) (1)(a)) can use them to detect vehicles violating bus lane restrictions along bus rapid transit corridors, and transit authorities in counties with populations exceeding 1,500,000 can use vehicle-mounted traffic cameras to detect vehicles that unlawfully stop, stand, or park at bus stops — see [RCW 46.63.260](#)(3).

Traffic cameras take still photos and record videos of traffic violations and document the violation’s date, time, and location. These cameras also zoom in on a violating vehicle’s license plate to identify it.

Traffic cameras are “automated” because they can automatically detect violations according to how they are programmed to operate. For example, jurisdictions using traffic cameras to detect school zone speeding can program the cameras to start detecting speeding vehicles in school zones automatically during certain school hours or at selected times when school children are likely to be present.

Why Do Localities Use Traffic Cameras?

Local governments may use traffic cameras for many reasons, but those commonly cited are to increase public safety and to address staffing issues associated with enforcing traffic violations. A recently published Washington

Traffic Safety Commission (WTSC) [traffic camera guide](#) (2024) includes these traffic safety statistics:

- From 2019 to 2023, traffic fatalities increased by 51% (with fatalities caused by speeding increasing by 65%);
- From 2014 to 2023, 21% of traffic fatalities were pedestrians or cyclists; and
- In Washington, vehicle speed plays a role in 31% of fatal crashes.

Regarding jurisdictions that use traffic cameras, the WTSC reports:

- One jurisdiction that used traffic cameras at three school locations cut speeding vehicles at those locations by nearly half in two years; and
- Another city that used speed cameras at eight locations saw speed violations drop in those locations from 45,000 to 20,000 in two years.

Law enforcement agency staffing has also played a role in rising traffic camera use. As law enforcement agencies increasingly struggle to maintain adequate staffing, traffic cameras may be viewed as a feasible alternative to address some traffic offenses. A [2023 U.S. Bureau of Justice Assistance report](#) lamented:

In the wake of the COVID-19 pandemic, a tightening labor market, heightened community frustration with the policing profession, and concerns about officer safety and well-being, law enforcement agencies across the country face an historic crisis in recruiting and retaining qualified candidates.

Using traffic cameras to detect and enforce minor traffic offenses can reserve a local jurisdiction's limited police staff and resources to address more serious crimes and public safety issues.

Violations to Target

Washington's first traffic camera law (RCW 46.63.170) passed in 2005. This law initially only allowed jurisdictions to use traffic cameras to detect vehicles running red lights, speeding in a school zone, or failing to stop at railroad crossings.

However, in 2024 the legislature repealed RCW 46.63.170 and replaced it with several new laws ([RCW 46.63.210](#) – [.260](#)) that expand the ability of cities and counties to use traffic cameras. Localities may use traffic cameras to detect when vehicles fail to stop:

- At a stoplight, and/
- At a railroad crossing.

The new laws also allow cities and counties to detect violations related to speeding in the following locations:

- *School zones*: Includes areas within 300 feet of marked school or playground crosswalks or within 300 feet around the border of actively used school or playground property, where the speed limit can be 20 miles per hour (mph);
- *School walk zones (or “walk areas”)*: Includes areas with roadways enabling students to walk less than a mile to school, or roadways within a mile radius of a school that students use to get to school by walking or use of other active transportation;
- *Public park or hospital speed zones*: Includes areas within 300 feet around the border of an active hospital or public park that are marked by signs identifying the zone;
- *Roadway work zones*: Includes roadways undergoing construction, maintenance, or utility work for 30 days or more (for this purpose, “roadways” can include both city streets and state highways that are also designated as city streets); and
- *One additional location*: A city or county legislative authority can locate a traffic camera at one additional location (per 10,000 jurisdiction residents) that it determines is at a higher crash risk due to vehicle speeding.

Conclusion

Now that we’ve reviewed how, when, and where local governments can use automated traffic safety cameras, the second part of this blog series will cover implementation, including what an agency must do to begin using such cameras, how it should process infractions detected by them, and how it should treat revenue earned though fines as well as the footage and related information produced by camera use.

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About Harry Boesche

Harry Boesche joined MRSC as a legal consultant in 2024. Prior to this, he was the Deputy City Attorney for the City of Auburn for 17 years.

His municipal law practice includes advising elected officials and appointed board and commission members on public records act and open government issues.

Section 11, Item b.

[VIEW ALL POSTS BY HARRY BOESCHE](#)

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> [Traffic Camera Use by Local Governments: Considerations, Limitations, and Pitfalls to Avoid](#)

Traffic Camera Use by Local Governments: Considerations, Limitations, and Pitfalls to Avoid

February 5, 2025 by [Harry Boesche](#)
Category: [Traffic Regulation and Enforcement](#)



This is the second of a two-part blog series on automated traffic safety cameras (traffic cameras) used by local governments to detect traffic violations. [Part 1](#) looked at state restrictions regarding camera use and the types of traffic violations a city or county can use traffic cameras to detect. This blog will look at what a locality needs to be aware of once it has decided to implement camera use.

Camera Installation and Use

[RCW 46.63.220](#) requires cities or counties seeking to use traffic cameras to complete several advance steps before installing and using traffic cameras.

Step 1: Select a permissible camera location

Cities and counties can only locate traffic cameras in selected speed zones (See [Part 1](#) of this series for specifics), at stop light-controlled intersections of two or more arterials, or at railroad crossings. Importantly, these jurisdictions cannot place traffic cameras at limited access facility on-ramps (see [RCW 47.52.010](#)).

Also, since traffic cameras often use flash photography to document violations, they must be placed in locations that minimize the flash's impact on drivers. Cities choosing to install a traffic camera on a state highway that is also a designated city street must notify the Washington State Department of Transportation (DOT) about the installation.

Step 2: Analyze the camera's potential impact on the chosen location

Before placing or moving a traffic camera, the city or county legislative authority must first analyze how the camera might impact the chosen location's livability, accessibility, economics, education, and environmental health. The analysis must also show that the chosen location has a demonstrated need for traffic cameras that is based on one or more of the following criteria:

- The location is traveled by vulnerable road users ("Vulnerable user" is defined in [RCW 46.61.5259\(4\)\(b\)](#));
- There is evidence of vehicle speeding or collisions (or near collisions) at the location; or
- Other measures to reduce traffic safety risks at the location are (or are anticipated to be) infeasible or ineffective.

Step 3: Pass an ordinance

To use traffic cameras, cities or counties must first pass an ordinance that (at a minimum) adopts state law traffic camera restrictions and signage requirements, as these few examples demonstrate:

- [Lake Forest Park Ord. No. 1251](#) (2022)
- [Pasco Ord. No. 4392](#) (2018)
- [Seattle Ord. No. 126183](#) (2020)
- [Tukwila Ord. No. 2612](#) (2019)

Step 4: Post restrictions and policies

Cities or counties using traffic cameras must post state law restrictions and any other policies they adopt about traffic camera use on their websites — see [RCW 46.63.220\(2\)](#). As an example, see Lake Forest Park's [Photo Enforcement Program](#) webpage.

Step 5: Place signs

At least 30 days before using traffic cameras, jurisdictions must place signs stating that traffic cameras will be used to enforce traffic violations. State law doesn't specify precise sign locations and only requires that signs "clearly indicate" traffic camera use to drivers. Traffic camera signs placed after June 7, 2012, must also comply with the DOT's [traffic sign requirements](#).

Processing Infractions

Traffic camera infractions are processed like parking tickets; in most cases, the law treats them as civil violations by the violating vehicle rather than by its driver. This raises several important considerations for local governments when processing traffic camera infractions.

First, traffic cameras can only record images of the vehicle and its license plate and only while the violation is occurring. Traffic camera images cannot show the face of a violating vehicle's driver or its passengers — see [RCW 46.63.220\(8\)](#).

Second, the violating vehicle's registered owner is presumed responsible for the violation. The jurisdiction must mail a notice of the violation to the owner within 14 days of the violation. The owner can overcome their presumed responsibility by stating under oath that the vehicle was either stolen or controlled by another person when the violation occurred.

Traffic camera infractions do not become a part of the vehicle owner's driving record.

Infractions when the vehicle is a rental

While the prior paragraphs describe the process when the violating vehicle is registered to an individual, different procedures apply if the vehicle is registered to a rental car business.

Before issuing a traffic camera ticket, the jurisdiction must first notify the business in writing that it may be cited for the violation (as the vehicle's owner) unless it responds to the notice within 18 days with a sworn written statement that either:

1. Gives the name and last known mailing address of the person renting or driving the vehicle when the violation happened; or
2. States that the driver or renter cannot be identified because the vehicle was stolen when the infraction happened (this response requires the business to include a copy of any filed police report about the vehicle theft).

The jurisdiction then has 14 days to cite the vehicle's identified driver or renter. The jurisdiction can cite the business if it fails to respond to the notice as required.

Infraction Fines and Revenue

State law caps traffic camera infraction fines at \$290 for school zone speeding violations and \$145 for all other violations. These maximum fine amounts will be reviewed for inflationary adjustments every five years starting in 2029.

Infraction fines for first violations (and for subsequent violations within 21 days of a first violation) must be reduced by 50% for certain public assistance recipients who request reduced fines — see [RCW 46.63.220](#)(15) and (16).

State law also restricts how cities and counties can use their traffic camera revenue. First, a jurisdiction’s compensation to a traffic camera manufacturer or vendor must reflect the actual value of equipment or services the jurisdiction receives — it cannot just be measured by a portion of a camera’s generated fines or revenue ([RCW 46.63.220](#)(12)). This restriction applies to all jurisdictions that use traffic cameras, regardless of when their traffic camera program is established.

Second, additional revenue use restrictions apply to jurisdictions that establish traffic camera programs on or after January 1, 2024:

- Traffic camera revenue can only be used to cover certain camera program costs and to pay for specified traffic safety activities (such as road design projects to reduce speed or projects to enhance transportation user safety).
- Jurisdictions with populations of 10,000 or more must direct a portion of their traffic camera revenue toward projects that “provide direct and meaningful traffic safety benefits” to: 1) areas with household incomes in the lowest quartile; and 2) areas with injury crash rates above the jurisdiction’s average. The directed revenue portion must be at least proportional to the population within these areas.
- Jurisdictions with populations under 10,000 must use the Washington State Department of Health’s [environmental health disparities map](#) to “inform” their traffic camera revenue spending.
- Jurisdictions that initially place and use a traffic camera after June 6, 2024, must deposit 25% of the camera’s non-interest revenue (after deducting certain allowed camera and infraction processing costs) into the [Cooper Jones active transportation safety account](#). These deposits must start four years after the camera’s placement.

Jurisdictions with traffic camera programs predating January 1, 2024, enjoy limited exemptions from the above additional revenue restrictions. In those jurisdictions, the above revenue restrictions do not apply to stoplight or school speed zone traffic cameras placed before that date, or to stoplight or school speed zone cameras placed after that date that increase the jurisdiction’s overall traffic camera numbers by 10% or less. In addition, if these jurisdictions have 10 or fewer stoplight or school speed zone cameras in their pre-January 1, 2024 program, they can add one additional stoplight or school speed zone camera to the program that will be exempt from the above revenue restrictions.

[RCW 46.63.220](#)(6)(b)(i) requires cities and counties using traffic cameras to annually post a report on their website that lists the number of traffic crashes at their camera locations, as well as the number of infractions they issue through each camera. See Fife's [Safety Camera Enforcement](#) webpage as an example.

By January 1, 2026, these reports must also include the percentage of camera revenue used to pay for traffic camera program costs and how the jurisdiction used any camera revenue that exceeded these costs.

Localities using traffic cameras can only retain traffic camera photos, video, or other recorded personally identifying information for as long as needed to enforce violations (which could include the time needed to prosecute a traffic camera ticket, including any appeals). The jurisdiction should destroy this information once its violation enforcement efforts have concluded.

In addition, the photographs, videos, and other personally identifying data that a traffic camera creates are not subject to public disclosure, and localities cannot use any of this traffic camera data as evidence in any other legal proceeding. See [RCW 46.63.220](#)(11).

Conclusion

In light of ongoing traffic safety concerns and increasing costs related to traffic enforcement, local government interest in traffic cameras is growing. Recognizing this reality, state law has expanded the ability of cities and counties to use traffic cameras to address traffic safety concerns. A better understanding of the legal requirements related to installing and using traffic cameras can help localities decide whether traffic cameras are right for their jurisdiction.

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About Harry Boesche

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File Attachments for Item:

c. MRSC Running for Local Elected Office - Filing Week May 5, 2025 - May 9, 2025.



[Home](#) > [Explore Topics](#) > [Elections](#) > Running for Local Elected Office

Running for Local Elected Office

This page provides an overview of the process for seeking local elected office in Washington State, including required qualifications, the filing process, primary and general elections, financial disclosures, political advertisements, and more.

It is part of MRSC's series on [Local Elections](#).

What this page covers: This page focuses on running for local governing body or executive positions such as city councilmember, mayor, county commissioner, county auditor, sheriff, fire district commissioner, school board director, etc.

What this page does *not* cover: This page does not address unique requirements to run for judicial offices or temporary elected positions such as political party precinct officers or charter review board members.

It also does not address elections in conservation districts, districts that require property ownership to vote (such as irrigation districts, diking/drainage districts, or weed control districts), or proposed new districts/new cities.

On this Page [hide] ▲

Overview

Who Can Run for Office?

Which Offices Are Up for Election?

Term Length and Type

Elected Official Salaries
Holding Multiple Government Offices
Prohibited Use of Public Facilities
Conflicts of Interest
Filing the Declaration of Candidacy
Withdrawing
If No One Files – Special Filing Period
Financial Disclosures and PDC Reporting
Political Advertisements and Campaign Signs
The Primary Election
The General Election
Write-In Candidates
After the General Election
Recommended Resources

Overview

There are thousands of local government elected positions in Washington State encompassing a wide range of functions and job duties in cities, towns, counties, and many types of special purpose districts. These elected positions are crucial to providing leadership and oversight for local governments, and any qualified individual can run for these offices.

Below is a summary of the various types of elected positions.

Cities and Towns

Washington has 281 cities and towns, all of which have a specific [classification](#) (first class, second class, code city, town, or unclassified) and [form of government](#) (mayor-council or council-manager) under state law.

All cities and towns are governed by an elected city council. In mayor-council cities and towns, voters also elect a mayor who serves as the city's chief administrative officer. Council-manager cities, on the other hand, designate

one councilmember to serve as a ceremonial mayor – usually selected by the other councilmembers – and hire a professional city manager.

To see the classification and form of government of any city or town, refer to MRSC's [Washington City and Town Profiles](#).

City and town officials are generally elected in odd-numbered years ([RCW 29A.04.330](#)). All city and town offices are nonpartisan ([RCW 29A.52.231](#)), meaning no party affiliations will be listed on the ballot. A "full" or "regular" term for most city officials is four years.

Charter cities: There are 10 [first class cities](#) – Aberdeen, Bellingham, Bremerton, Everett, Richland, Seattle, Spokane, Tacoma, Vancouver, and Yakima – and one home rule charter code city (Kelso) that may have slightly different election provisions.

In addition, one unclassified city (Waitsburg) continues to operate under its original territorial charter and conducts its own independent elections. In these cities, be sure to consult the election provisions in the city charter.

Counties

There are 39 counties in Washington, most of which are governed by an elected board of county commissioners. Several home rule charter counties have county councils instead.

Each county also has a number of other independently elected county positions, typically including an assessor, auditor, county clerk (superior court), prosecuting attorney, sheriff, treasurer, and sometimes a coroner. For more information on these different offices and their general duties, see our page [County Elected and Appointed Officials](#).

Unlike cities, towns, and special purpose districts, most county offices are partisan, meaning that each candidate will self-identify a party affiliation that will be listed on the ballot ([RCW 29A.04.110](#)). However, the candidate does not have to be endorsed by the party or have any formal affiliation with a party, and candidates may also choose to express no party preference.

Most county officials are elected during even-numbered years (see [RCW 29A.04.321](#) and [RCW 36.16.010](#)), except for certain home rule counties or filling certain unexpired terms resulting from a [vacancy](#). A "full" or "regular"

term for county officials is typically four years (see [RCW 36.16.020](#) and [RCW 36.32.030](#)).

Home rule charter counties: There are seven [home rule charter counties](#) – Clallam, Clark, King, Pierce, San Juan, Snohomish, and Whatcom – that may be governed by a county council instead of a board of commissioners and have adopted somewhat different election provisions by charter, such as designating additional elected positions, making certain offices nonpartisan, or holding regular elections in odd-numbered years. In these counties, be sure to consult the election provisions in the county charter.

"Special Purpose Districts" – Fire Districts, Ports, Public Hospitals, Schools, Utility Districts, Etc.

In addition to Washington's cities, towns, and counties, there are hundreds of special purpose districts that perform specialized functions.

"Special purpose district" is a generic term that broadly encompasses many different government types. While there are varying definitions, MRSC uses the term broadly to refer to any local government that is not a city, town, or county. This includes:

- Cemetery districts
- Fire protection districts and regional fire authorities
- Park and recreation districts
- Port districts
- Public hospital districts (PHDs)
- Public utility districts (PUDs)
- School districts
- Water-sewer districts
- And many others

Most of these special purpose districts are governed by elected commissioners or directors, although some districts (such as library districts or transit districts) are governed by appointed officials or trustees instead.

Most special purpose district officials are elected in odd-numbered years ([RCW 29A.04.330](#)), although there are exceptions for districts where property ownership is required to vote as well as PUDs and conservation districts.

All special purpose district offices are nonpartisan, meaning no party affiliations will be listed on the ballot ([RCW 29A.52.231](#)). The length of a "full" or "regular" term for special purpose district officials is typically four or six years, depending on the agency type.

Unique provisions: There are unique election provisions for conservation districts ([chapter 89.08 RCW](#)) and districts requiring property ownership to vote, such as irrigation districts ([chapter 87.03 RCW](#)), various diking, drainage, or flood control "special districts" ([Title 85 RCW](#)), or weed control districts ([chapter 17.04 RCW](#)). These unique provisions are not discussed on this page, so consult the relevant laws for those jurisdiction types.

Who Can Run for Office?

In order to hold *any* elective public office in Washington State, a person must meet the qualifications in [RCW 42.04.020](#) and [RCW 29A.24.075](#) and be an "elector" (as defined in the Washington State Constitution, [Article VI, Section 1](#)) of the city, county, or special purpose district in which they are running for office.

To summarize these various requirements: at the time a candidate *files their declaration of candidacy with the county elections office* – typically in early May – the candidate must:

- Be a United States citizen,
- Be 18 years of age or older,
- Be a registered voter within the jurisdiction/district they seek to represent (all candidates should make sure their voter registration information is up-to-date),
- Be a resident of the state, county, and precinct for at least 30 days before they file the declaration of candidacy, and
- Not be currently incarcerated for a felony (see below).

Some offices may have additional requirements in state law or local charter, so consult your local government and county elections office to confirm the requirements.

For instance, in optional municipal code cities, each candidate must be a city resident for at least one year to hold office. See [RCW 35A.12.030](#) (mayor-council code cities) and [RCW 35A.13.020](#) (council-manager code cities). MRSC takes the position that this means one year before the date of the general election. See, generally, *In re Contested Election of Schoessler*, 140 Wn.2d 368 (2000).

Meanwhile, any candidate for the position of county prosecuting attorney must also be admitted as an attorney in the State of Washington (see [RCW 36.27.010](#)).

Felony Convictions

If a person has been *disqualified from voting* due to a felony conviction, they are not eligible to run for office. See the Washington State Constitution [Article VI, Section 1](#) and [Section 3](#).

Specifically, this applies to all persons convicted of an "infamous crime" as defined in [RCW 29A.04.079](#), which means "a crime punishable by death in the state penitentiary or imprisonment in a state or federal correctional facility," but not including adjudication in juvenile court or convictions for misdemeanors or gross misdemeanors.

However, a convicted felon's voting rights are automatically restored once the person is no longer incarcerated. See [RCW 29A.08.520](#).

To summarize, convicted felons may *not* run for office while they are incarcerated for a felony, but they *may* run for office once they are no longer incarcerated for the felony.

However, note that an elected official must forfeit their office if they are convicted of a felony while in office. See [RCW 42.12.010\(5\)](#).

Which Offices Are Up for Election?

At least two weeks before the candidate filing period each year, and often significantly earlier, the county elections office will post a list of all positions that are scheduled to be voted upon this year (see [WAC 434-215-005](#)).

For each position, these postings typically include the name of the incumbent, the term length and type, whether the position is partisan or nonpartisan, and any associated filing fee.

Term Length and Type

It is important to understand the different term lengths and types (see [RCW 29A.24.020](#)) for positions that will be on the ballot for each election:

- **"Regular" or "full" term:** This is a regularly scheduled election and the normal length of time an elected official serves in the office. For city and county positions, this is typically four years. However, there are a few positions with shorter terms – for instance, some elected positions in certain first class cities (according to city charter) and council position seven in second-class cities (see [RCW 35.23.051](#)). For special purpose districts, the regular term length is typically four or six years depending on the agency type and applicable state laws.
- **"Unexpired" term:** This means the office was *not* originally scheduled to be on the ballot this year, but the person who was elected to the position left before the end of their regular term, creating a [vacancy](#). While the position may have been temporarily filled by appointment, it must appear again on the general election ballot and the winner will serve the remainder of the original full term. As a result, this "unexpired" term will be shorter than the regular/full term.
- **"Short and full" term:** This means that the office *was* originally scheduled to be on the ballot this year, but the person who was elected to the position left before the end of their regular term, creating a [vacancy](#). While the position may have been temporarily filled by appointment, it will appear on the general election ballot as originally scheduled. The winner will technically serve two terms – a "short" term that starts immediately after the election certification and ends December 31, and then the subsequent "full" term starting on January 1. See [RCW 29A.04.169](#).

Term limits: There are no term limits in state law for local elected officials, and many local governments lack the legal authority to impose term limits. However, some charter cities, charter counties, or optional municipal code cities do have the authority to voluntarily adopt term

limits (see [AGO 1991 No. 22](#)), so elected officials within such jurisdictions should consult their local rules.

Elected Official Salaries

Many elected officials are eligible to receive some sort of salary or compensation for their service, but the amounts vary depending on the type of agency, the applicable state laws, and local policies.

Some officials are paid a fixed salary regardless of the number of hours or days worked, while others are paid on a per diem or per-meeting basis, and some are not paid anything other than expense reimbursements. County officials are generally paid more than city or special purpose district officials. Elected officials also *might* be eligible to receive benefits in certain cases.

For more information on this topic, see our page on [Salaries, Compensation, and Benefits for Local Elected Officials](#).

Holding Multiple Government Offices

Washington does not have a "resign to run" law, so any current government employee or official can run for local elected office as long as they are otherwise eligible to hold office.

However, if a candidate who already holds another office wins the election, there are potential conflicts of interest that might require the individual to give up one of their positions.

State law prohibits holding certain positions simultaneously. For instance, a public hospital district commissioner cannot also be an employee of the same public hospital district ([RCW 70.44.040\(3\)](#)). In this example, the hospital employee could *run* for the position of hospital commissioner while still on staff, but if the employee *won* the election they would have to resign their staff position to assume the elected office.

There are similar prohibitions, with limited exceptions, for optional municipal code cities – see [RCW 35A.12.030](#) for mayor-council code cities and [RCW 35A.13.020](#) for council-manager code cities.

Other statutes or local charters/codes may provide additional restrictions on dual office-holding, so always consult the state laws and local rules

applicable to your jurisdiction(s).

In addition, the common law (court-made) doctrine of incompatible offices says that the same person may not hold two or more "public offices" simultaneously if those offices would be considered "incompatible" with one another – for instance, if one position is subordinate to the other or if there would be a conflict of interest between the two positions. For more information on this topic, see our page on [Incompatible Offices](#).

Even if the offices are compatible, there could be potential financial conflicts of interest – for instance, if the official is in a position to vote on a collective bargaining agreement that would cover their position as a paid employee. There could also be blurred lines of authority if, for instance, a city employee who reports to an elected mayor was elected to city council. The jurisdiction's attorney may need to provide legal advice depending on the facts of the situation.

Appearing On the Same Ballot More than Once. A candidate's name may not appear more than once on the same ballot ([RCW 29A.36.201](#)). If a candidate is interested in two offices that would both be on the same ballot, the candidate must choose just one of those positions to file for and run for that office. The only exceptions are for precinct committee officers or temporary elected positions such as charter review board members or freeholders.

Prohibited Use of Public Facilities

Current government officials or employees who are running for office or seeking reelection must be careful to keep their election activities separate from their work activities and may not use "public facilities" (such as a work computer, printer, vehicle, or company time) to support their election campaign.

For more information, see our page on [Use of Public Facilities in Election Campaigns](#).

Conflicts of Interest

State law prohibits local elected officials from having financial conflicts of interest, with limited exceptions.

For instance, an elected official on a governing body (city council, board of commissioners/directors, etc.) generally may not have a financial interest in a contract with their own agency, since the governing body has the authority to approve such contracts and the official has a personal financial stake in the decision. This applies to collective bargaining agreements as well as private contracts.

Violations can result in civil penalties, voiding of a contract, and possible forfeiture of office.

Even if the official does not vote on the contract or has recused themselves, a conflict of interest still exists. Unless there is a qualifying exception, the only ways to avoid the conflict of interest are either to resign from office and proceed with the contract on a private basis, or to remain in office but forgo the contract.

Some agencies have also adopted their own local codes of ethics that are stricter than state law.

Any candidate who has a financial interest in a contract with a local government, has a spouse or dependent with a financial interest in such a contract, or who might be interested in such a contract in the future, should review the relevant laws/policies and carefully consider the impact of the conflict before seeking office within that government.

For more information on these topics, see our pages on [Ethics and Conflicts of Interest](#) and [Local Codes of Ethics](#).

Filing the Declaration of Candidacy

To run for office, an individual must file a declaration of candidacy with the county filing officer during the filing period and submit the required filing fee or petition, if applicable.

The filing officer is typically the county auditor or, for some counties, the head of the elections office; for simplicity's sake, we will refer to the filing officers and their departments as the "county elections office."

Important: A summary of the filing process is below, but always refer to the candidate filing guide produced by [your county elections office](#) which will contain the specific requirements for your county.

Candidates might be required to file with the state Public Disclosure Commission (PDC), as described later, *before* filing the declaration of candidacy with the county elections office if they have already publicly stated that they are running for office or engaged in certain other campaign-related activities.

Regular Filing Period and Declaration of Candidacy

The regular candidate filing period lasts for five days, beginning at 8:00 AM the first Monday in May and ending at 5:00 PM on Friday of the same week ([RCW 29A.24.050](#)).

Each candidate must complete the declaration of candidacy form ([RCW 29A.24.031](#)) provided by the county elections office. Candidate filings are typically submitted online, but they may also be submitted in-person (see [RCW 29A.24.040](#)) or by mail ([RCW 29A.24.081](#)).

Each candidate will also be asked, either during the filing process or shortly thereafter, to provide information for the local voters' pamphlets that will be mailed to voters shortly before the primary and general elections – such as a brief biography, candidate statement, and photo. See [RCW 29A.32.241-.250](#). The deadline for candidate submissions is typically right after the filing deadline. Candidates are strongly encouraged to submit this information as it provides a chance for voters to get to know them better and make an informed decision.

Candidate names and nicknames. For their first name, a candidate is allowed to use a nickname by which they are commonly known, but the last name must be the last name under which the candidate is registered to vote. Candidates may *not* include a nickname designed intentionally to mislead voters, and they may *not* include a nickname that indicates a present or past occupation/military rank, a position on a policy issue, or the candidate's political affiliation. See [RCW 29A.24.060](#).

If a person files a declaration of candidacy using a false name or a name similar to an existing candidate with the intent to confuse and mislead the voters, they may be charged with a felony under [RCW 29A.84.320](#). If two or more candidates genuinely have very similar names that might confuse voters, the filing officer may include additional information to distinguish between the candidates (see [WAC 434-215-060](#)).

Filing Fees

The filing fee for each office depends on the [salary or compensation for that office](#); see [RCW 29A.24.091](#). Your county elections office will list the filing fee for each office, but here is a summary of how the fees are calculated. (Write-in filing fees are slightly different, as discussed later.)

Annual salary for the office	Filing fee
No annual salary, or compensation is on per-meeting or per diem basis	No fee
\$1,000 or less per year	\$10
More than \$1,000 per year	1% of annual salary

Any candidate who lacks sufficient assets or income to pay the filing fee may file a petition instead; see [RCW 29A.24.091\(4\)](#). The petition must follow the format and requirements prescribed by [RCW 29A.24.101](#) and contain the signatures of registered voters within the jurisdiction. The number of signatures must be at least as great as the number of dollars of the filing fee. For instance, if the filing fee is \$120, the candidate may submit a petition with at least 120 valid signatures instead.

Withdrawing

Any candidate who filed for office during the regular candidate filing period may withdraw their declaration of candidacy no later than 5:00 PM on the Monday following the last day of the regular filing period ([RCW 29A.24.131](#)).

The candidate must submit a signed request that their name not be printed on the ballot; the filing fee is non-refundable.

Withdrawing after the official withdrawal deadline: Any candidate who unofficially "withdraws" after the withdrawal deadline will still appear on the respective primary or general election ballot, unless a court orders their removal.

If a candidate who unofficially withdrew after the withdrawal deadline is one of the top two vote-getters in the primary election, they will still advance to the general election. If the candidate receives the most votes at the general election, they will be considered elected to office.

If the candidate has changed their mind and again wishes to serve, they could assume office if otherwise qualified. If the candidate still does not wish to serve, they may either assume office and then resign, creating a [vacancy](#), or they could refuse to assume the office, in which case the governing body could declare the seat vacant and then fill it by appointment.

If No One Files – Special Filing Period

If the withdrawal deadline has passed and no one has filed for a particular office, there is a "void in candidacy" for the office. See [RCW 29A.24.141](#). A void in candidacy also occurs if the only candidates who filed have either died or been disqualified.

When such a void occurs before the primary election, the filing officer must open a special filing period for three normal business days and provide notice to the public and the news media within the county (see [RCW 29A.24.181](#)). Any candidates who file during the special filing period will appear on the general election ballot, and no primary will be held. The candidate receiving the most votes in the general election will be declared the winner.

There is no withdrawal period for candidates who file during a special filing period.

If the special filing period has passed and *still* no one has filed for office, or if the void occurs after the primary election, a "lapsed election" occurs. See [RCW 29A.24.191-220](#). The position is considered stricken from the ballot, no write-in votes will be counted, and the incumbent will "hold over" or remain in office for another term. If the incumbent does not wish to serve another term, they may resign and create a [vacancy](#) that will be filled by appointment.

Financial Disclosures and PDC Reporting

Within two weeks of "becoming a candidate," most candidates for local office must file a C-1 candidate registration form with the state [Public Disclosure Commission](#) (PDC), as well as an F-1 personal financial affairs statement, in accordance with [chapter 42.17A RCW](#) (which will be reorganized as [Title 29B](#) beginning January 1, 2026).

There are certain exemptions – for instance, candidates seeking election in small jurisdictions usually do not have to file financial disclosures. See [RCW 42.17A.135](#) and the PDC guidance on [Who Files the F-1 Report](#).

Important: You might be required to file PDC reports *before* you file a declaration of candidacy with the county elections office. For PDC purposes, you become a "candidate" (as defined in [RCW 42.17A.005](#)) and trigger reporting requirements the first time you:

- Receive contributions or make campaign-related expenditures,
- Reserve advertising space or facilities to promote your candidacy,
- Authorize someone else to do any of those activities,
- Publicly state that you are seeking office, or
- File the declaration of candidacy with the county elections office.

It is important to be aware of the exact date that your candidacy begins. To avoid triggering the reporting requirements inadvertently or earlier than intended, a person exploring whether to run should say that they are "thinking about running" for office.

In addition, candidates who are required to file with the PDC must report their campaign contributions and expenses using either "mini reporting" or "full reporting" depending on the amount of money they intend to raise or spend. Candidates who are required to file an F-1 statement will also be required to file annual F-1 statements during their time in office, if they are elected.

The PDC is the agency responsible for campaign finance rules and for investigating potential campaign violations. Candidates who violate the financial disclosure requirements can face penalties ranging from civil fines to, if a court finds that the violation probably affected the election outcome, the voiding of the election itself (see [RCW 42.17A.750](#)).

For more information, carefully review the [PDC resources for candidates](#).

Political Advertisements and Campaign Signs

Any political advertisements must identify the ad sponsor(s), although the requirements vary depending on the type of ad. For more information, see

the PDC webpage on [Sponsor ID: What to Include](#).

Many political candidates use social media to help spread the word. Candidates for local office, including incumbents seeking reelection, should use a personal social media account rather than an official account for all campaign-related activities. However, if the official is elected to office, they may then want to refrain from using personal social media accounts for work-related matters to reduce potential First Amendment or public records liability.

Temporary campaign signs must comply with local and state sign regulations. Campaign signs are generally permitted within the local right-of-way, especially if the area has served as a traditional public forum. (For example, in an area where "for sale" signs, advertisements, or notices of lost animals have been allowed.)

However, campaign signs are not allowed within the state highway right-of-way. In addition, placing campaign signs on private property or in the parking strip abutting private property requires the property owner's permission.

For more information about political advertising and campaign signs, see the [PDC's Political Advertising Guide](#), which recommends checking with the local public works department for guidance on where campaign signs can be placed, when they can be installed, and when they must be removed.

If a political sign has been legally placed, no one may remove or deface the sign without authorization, and defacement or improper removal is a misdemeanor ([RCW 29A.84.040](#)).

During the 18-day voting period, no campaign-related activities are allowed within 25 feet of ballot drop boxes. There is a similar prohibition on campaign-related activities inside of or within 100 feet of entrances to voting centers and student engagement hubs ([RCW 29A.84.510](#)).

Candidates are allowed by law to purchase voter data from the county elections office to be used for political purposes ([RCW 29A.08.720](#)).

The Primary Election

Depending on the office and how many people file, a primary election *might* be held on the first Tuesday in August ([RCW 29A.04.311](#)) to narrow the field

to the top two candidates. As noted earlier, no primary will be held following a special filing period.

Partisan Primaries

For partisan county offices, a primary election will be held for each "full" or "regular" term office, even if only one or two candidates have filed.

If more than two candidates file, the top two vote-getters in the primary will advance to the general election, regardless of political party.

If only one or two candidates file, the same candidate(s) will appear again on the general election ballot. However, no primary will be held for an *unexpired* partisan position (caused by a vacancy) if there is only one candidate who has filed for the position. That candidate would only appear on the general election ballot.

See [RCW 29A.52.112](#).

Nonpartisan Primaries

If the candidate withdrawal deadline has passed and there are only one or two candidates who have filed for a particular nonpartisan office, there will be no primary election for that office and the candidate(s) will advance directly to the general election. See [RCW 29A.52.220](#).

In addition, no primary election is held for park and recreation districts or cemetery districts, regardless of how many candidates file for the office. Instead, all candidates will appear on the general election ballot. See [RCW 29A.52.220\(2\)](#).

Primary Election Procedures

The order in which the candidates appear on the ballot (and in the voters' pamphlet) will be determined randomly by lot, which must be conducted publicly and may be witnessed by the media and by any candidate ([RCW 29A.26.131](#)).

Ballots are mailed to voters at least 18 days before the primary, with longer timelines for service members and overseas voters ([RCW 29A.40.070](#)). The first election results will be released shortly after the polls close at 8 PM on Election Day, with the results updated each day afterward as more ballots are received and tabulated.

The county canvassing board must certify the election results 14 days after the primary ([RCW 29A.60.190](#)). The top two candidates will advance to the general election, and any defeated candidates must wrap up their campaigns and file any necessary reports with the PDC. See the PDC resources for [After the Election](#) and [Wrapping Up a Candidacy](#).

If the third-place candidate is especially close to the second-place candidate, the election may go to a mandatory recount, or one of the candidates may request a recount (see [chapter 29A.64 RCW](#)).

The General Election

The general election is held the first Tuesday after the first Monday in November ([RCW 29A.04.321](#)).

If a primary election was held for a given position, the top two candidates will be listed on the general election ballot, with the candidate who received the most votes in the primary listed first ([RCW 29A.36.170](#)).

If no primary election was held, all the candidates will be listed on the general election ballot, with the order of appearance determined randomly by lot (see [RCW 29A.36.170](#), [29A.52.220](#), and [29A.36.131](#)).

Ballots are mailed to voters at least 18 days before the general election, with longer timelines for service members and overseas voters ([RCW 29A.40.070](#)). The first election results will be released shortly after the polls close at 8 PM on Election Day, with the results updated each day afterward as more ballots are received and tabulated.

The county canvassing board must certify the election results 21 days after the general election ([RCW 29A.60.190](#)). If the election is especially close, it may go to a mandatory recount, or one of the candidates may request a recount (see [chapter 29A.64 RCW](#)).

Write-In Candidates

Instead of voting for the candidate(s) printed on the ballot in a primary or general election, any voter may write in the name of a different person, even if that person has not filed for office and is not an official candidate. Some candidates may even organize a write-in campaign if they missed the filing deadline.

However, for write-in votes to be counted, the person whose name is written in must declare their candidacy and pay the required write-in filing fees, if any, no later than 8 PM on Election Day.

The write-in filing fee for each office depends on the [salary or compensation for that office](#) as well as when the candidate files; see [RCW 29A.24.091](#). Your county elections office can tell you what the write-in filing fee is for any office, but below is a summary of how write-in fees are calculated.

Annual salary for the office	Write-in filing fee if filing more than 18 days before election	Write-in filing fee if filing 18 days or less before election
No annual salary, or compensation is on per-meeting or per diem basis	No fee	No fee
\$1,000 or less per year	No fee	\$25
More than \$1,000 per year	No fee	1% of annual salary

A person may only file as a write-in candidate for one position on the ballot, and they may not file a write-in campaign if their name already appears elsewhere on the ballot, unless the only office for which they are listed is precinct committee officer or a temporary elected position such as charter review board member or freeholder.

In addition, a candidate who filed for the primary election (either during the regular candidate filing or as a write-in candidate), but failed to advance to the general election, may not file as a write-in candidate for the same position at the general election.

See [RCW 29A.60.021](#) and [RCW 29A.24.311-.320](#).

After the General Election

After the election, all candidates must wrap up their campaigns and file any necessary reports with the PDC. See the PDC resources for [After the Election](#) and [Wrapping Up a Candidacy](#).

The winning candidate will begin transitioning from campaign mode to their new governance role. Many newly elected officials will have a few weeks to

prepare before taking office on January 1, but some officials will take office almost immediately after the election results are certified in late November.

To assume office, the official must post the required bonds (if any) and take the oath of office, as described on our page [Official Bonds and Oaths of Office](#).

While not required, it is courteous for a losing candidate to concede to the winning candidate and congratulate them, which encourages civility and helps strengthen our country's longstanding democratic traditions. Similarly, the winning candidate should be gracious toward the losing candidate(s).

Recommended Resources

Below are additional resources for local elective candidates or potential candidates to review:

- [WA Secretary of State: County Elections Offices in Washington State](#) – Provides contact information for elections offices in all 39 counties, which in turn provide detailed candidate filing guides
- [Public Disclosure Commission: For Candidates](#) – Information on financial disclosure registration and reporting
- [Association of Washington Cities: So You Want to Be an Elected Official](#) – Overview of the roles and responsibilities of city and town elected officials

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