



City Council Regular Meeting Agenda

Tuesday, March 10, 2026 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

2026 Strategic Theme: “Our Future. Our Water.”

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MEETING AGENDA
4. LOCAL AGENCY REPORTS/PRESENTATIONS
 - a. Spokane Conservation District - Vicki Carter and Kohl LeRoy
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
9. ACTION ITEMS FOR CONSIDERATION

- a. [Consent Agenda](#)
[\(1\) February 2026 City Council Regular Meeting Minutes, \(2\) February 2026 Check Register, \(3\) February 2026 Treasures Report, \(4\) January 2026 Check Register, \(5\) January 2026 Treasures Report, \(6\) December 2025 Check Register, and \(7\) December 2025 Treasures Report.](#)
- b. [PUBLIC HEARING - ORDINANCE #558 -2026 Comprehensive Plan Periodic Update Part 2 - Exhibit A](#)

10. REPORTS (no action)

- a. [Treasurer - Lynn Scharff](#)
[Preliminary Treasurer's Report](#)
- b. Clerk/Public Records and Code Enforcement – Bridget Gill
- 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 - Shawna Beese

11. COUNCIL INFORMATION (no action or discussion)

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 - April 14th, 2026 @6:00 PM

- a. Special Meeting Open Government Training April 14th, 2026 at 5:00 pm

16. ADJOURNMENT

File Attachments for Item:

a. Consent Agenda

(1) February 2026 City Council Regular Meeting Minutes, (2) February 2026 Check Register, (3) February 2026 Treasures Report, (4) January 2026 Check Register, (5) January 2026 Treasures Report, (6) December 2025 Check Register, and (7) December 2025 Treasures Report.



City Council Regular Meeting Minutes

Tuesday, February 10, 2026 at 6:00 PM

9103 E Frederick Ave.

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2026 Strategic Theme: "Our Future. Our Water."

1. CALL TO ORDER & ROLL CALL

Mayor Beese called the Regular City Council Meeting to order at 6:00 PM. A quorum was present.

PRESENT

Council Member Shaun Culler
Council Member Dan Sander
Council Member Kelly Stravens
Council Member Andy Van Hees
Council Member Tina Seifert

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Mayor Beese requested Ordinance #557 removed from agenda. Council Member Culler recommended Action Item 8D RES 2026-02 to 9D.

Motion made by Council Member Stravens to approve agenda removing Ordinance #557 and moving 8D to 9D, seconded by Council Member Van Hees.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees.

4. LOCAL AGENCY REPORTS/PRESENTATIONS

STA-Robert Hamud CFO.

a. STA - Robert Hamud

Robert Hamud presented a progress report from STA Moving Forward and Connect 2035 plan.

Mr. Hamud explained the STA goals over next 10 years to elevate customer experience, lead and collaborate with community partners, and strengthen STA capacity to anticipate and respond to demands of the region.

5. OTHER PRESENTATIONS

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

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distributed to the City Council, Mayor, and City Staff prior to this meeting for review and consideration before action.

There were no comments concerning action items.

7. EXECUTIVE SESSION (if necessary)

Mayor Beese deferred to Council to make motion to convene during meeting or postpone to the end of meeting.

Council member Van Hees made motion for executive session to convene, seconded by Council Member Stravens.

Mr. Werst announced that the Millwood City Council would convene to executive session pursuant to RCW 42.30.110(1)(i)(iii)(g) for 10 minutes to discuss potential litigation for legal risk for proposed action of the City. To be clear it is not anticipated the council will be asked to take action.

The executive session began at 6:16 pm and ended at 6:26 pm. There were no extensions and no action was taken.

8. ACTION ITEMS FOR FIRST READING

a. PUBLIC HEARING

2026 Comprehensive Plan Periodic Update Part 2

Planner Amanda Tainio discussed Part 2 clarifications on the housing element to comply with Growth Management Hearing support case adding climate change and resiliency element coordinated by Spokane County. Ms. Tainio gave an update on the proposed Part 2 draft reviewed for the required 60-day state notification on January 6, 2026; written comments were due March 7, 2026; public hearing held tonight with a second read scheduled for March 10, 2026.

Ms. Tainio discussed comments from the Department of Natural Resources were incorporated and the Planning Commission recommended approval of the Comprehensive Plan 2026 Periodic Update Part 2 at the public hearing on January 28, 2026 and found applicable Millwood Municipal Code criteria were met.

b. ORDINANCE #558 - 2026 Comprehensive Plan Periodic Update Part 2 - Exhibit A

Ms. Tainio explained that part two of the 2026 Comprehensive Plan Periodic Update will be completed once Ordinance #558 is adopted. With no action requested on first reading.

Council Member Stravens applauded Ms. Tainio's diligent work. Ms. Tainio gave her appreciation to Spokane County's Consultant for producing the climate element.

Mayor Beese opened the Public Hearing on the 2026 Comprehensive Plan Periodic Update Part 2 at 6:30 pm, there were no public comments, and the Public Hearing was closed at 6:31 pm.

c. ORDINANCE #557 Amending MMC 2.36.010 Planning Commission

Removed.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) City Council Regular Meeting Minutes, (2) WCIA Board Delegate, (3) Bobbie Beese Planning Commission Appointment, (4) SRTC Board Delegate, (5) January Treasurer's Report, (6) January Claims, and (7) January Payroll (8) Intermountain Sign & Safety Self-Contained Radar Speed Sign Quote

Mayor Beese discussed her assuming former Mayor Freeman's role as WCIA Board Delegate and SRTC Board Delegate.

Mayor Beese updated Council on pursuing Chairman Ankney's recommendation of Commissioner Bobbie Beese's reappointment.

Motion made by Council Member Stravens to accept Consent Agenda. Seconded by Council Member Seifert.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Van Hees, Council Member Sander, Council Member Stravens.

b. RESOLUTION 2026-01 Water and Sewer Rates

Mayor Beese outlined three scenarios for water rates, maintaining status quo, recommended middle option, and break-even option. Mayor Beese explained sewer rate increase reflects Spokane County requirements.

Council Member Culler requested clarification on water/sewer rate increase being just inflation. Mayor Beese explained rate scenarios with major driving factor being generic energy bill and additionally a future discussion mid-year adjustment to break even.

Council Member Stravens agreed 6.6% rate increase is a better option for the citizens.

Motion made by Council Member Stravens to approve Resolution 2026-01 effective March 1, 2026, Seconded by Council Member Van Hees.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Van Hees, Council Member Sander, Council Member Stravens.

c. Elevator Service Agreement

Mr. Schiewe presented a Bid Summary on the elevator service and maintenance. Mr. Schiewe explained bid amounts includes annual inspection, routine maintenance and 5-year state mandated test. Mr. Schiewe's recommended Bidder #1 Vertical Options, as they initially installed the elevator along with being the lowest bid.

Council Member Stravens questioned the differences between the on bids. Mr. Schiewe explained the bids were nearly identical with only slight differences on after-hour and holiday charges.

Council Member Culler requested clarification on additional tests required. Mr. Schiewe confirmed tests required are included in bid.

Motion made by Council Member Sander to approve Elevation Service Agreement Bid #1 Vertical Options, Seconded by Council Member Culler.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Van Hees, Council Member Sander, Council Member Stravens.

d. RESOLUTION 2026-02 Interfund Loan

Mayor Beese discussed Resolution 2026-02 Interfund Loan requiring movement of funds. Mayor Beese explained bottleneck of construction reimbursement with expectations of a solution within 2 weeks' timeframe.

Council Member Culler explained reimbursements topic was discussed in financial committee. Council Member Culler requested Matt Gillis explain billing responsibilities on construction reimbursements.

Council Member Stravens agreed with Council Member Culler's requested explanation.

Ms. Scharff and Mr. Werst discussed Interfund Loan dated August 1, 2026.

Motion made by Council Member Seifert to approve Resolution 2026-02 Interfund Loan. Seconded by Council Member Sander.

10. REPORTS (no action)

a. Treasurer - Lynn Scharff

Ms. Scharff reported to Council that W-2 and W-9s have been completed and filed. Ms. Scharff is reviewing the dashboard to be presented at next council meeting and coordinating with Welch Comer on reimbursements. Ms. Scharff reported this month she will be starting on the State Audit work, attending Springbrook training and MRSC training.

b. Clerk/Public Records and Code Enforcement – Mackenzi Roderick

Ms. Roderick reported completion of 4 public record requests, reported that Ms. Gill is learning utility billing and taking on more responsibilities, along with interviewing for an Administrative Assistant as Ms. Gill takes on the Clerk tasks. Ms. Roderick deferred further explanation to Mayor Beese.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported finalization on Argonne Project includes street lighting activation, pouring back concrete where old signal cabinets were removed, along with new street signs and radar detection installed on new mast arms.

Mr. Schiewe reported remaining schedule of Argonne Project includes night work during low traffic hours with traffic control removal planned to open all four lanes projected for February 12, 2026 unless unforeseen issues occur. Mr. Schiewe reported working on completing repairs in the shop due to lack of winter weather.

d. Utilities - Matt Erdahl

Mr. Erdahl reported all routine water samples came back good this month, routine maintenance was done at Old Park and Butler Well. Mr. Erdahl reported that he and Mr. Schiewe are doing a webinar on positive responses. Mr. Erdahl reported he, Mr. Noack and Mr. Bachman will be attending the Truck Rodeo at Maribou for classes on water and sewers.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio reported the BLA was issued, an attached shop that went through plan review on Sipple, and a detached garage on Fairview pending payment for approval. Ms. Tainio reported Buckeye business license land use review and on Stoute an adult family home expansion review. Ms. Tainio reported the majority of time was spent on Periodic Update, SIPA review, working with PTAC and attending SCEO. Along with continued coordination with Spokane County on the Climate change element and amendments to development regulations.

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

Mr. Werst reported himself and Ms. Kotkin have been working on public record requests with Ms. Roderick and assisting Mayor Beese.

g. Mayor - Shawna Beese

Mayor Beese discussed staffing and transition actions underway, reporting Ms. Roderick's resignation and Ms. Gill assuming City Clerk for the interim with retaining Ms. Roderick for 6 months as Clerk Advisor. Mayor Beese reported restructuring the role of City Clerk to a two operational manager model, explained her and Ms. Gill have been interviewing applicants for the Administrative Assistant position, with hopes to extend an offer soon.

Mayor Beese thanked Ms. Roderick for her support during onboarding. Mayor Beese reported activity with community development initiatives including Hutton Hope and notably the Main Street Initiative establishing a board. Mayor Beese reported Planning Commission's recommendation on retaining Bobbie Beese. Mayor Beese explained the importance of ensuring the Planning Commission is fully staffed and actively accepting applicants and requested members to recommend individuals.

11. COUNCIL INFORMATION (no action or discussion)**12. PUBLIC REMARKS**

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Patrick Burch, Fire Commissioner with Spokane Fire Department, introduced himself to Council. Mr. Burch updated Council of his newly appointed assignment as liaison and provided contact information.

13. COUNCIL REMARKS

Council Member Stravens thanked staff and expressed Council will miss Ms. Roderick and congratulated Ms. Gill.

Council Member Sander thanked Ms. Tainio and Planning Commission.

Council Member Van Hees announced potential travel in North Dakota and Arkansas with plans to remote into meetings.

Council Member Culler thanked staff and expressed gratitude for Ms. Scharff and Mr. Schiewe tracking funding requests.

Council Member Seifert agreed with council remarks, commending Ms. Gill for taking on the challenge and thanked Ms. Roderick.

14. ANNOUNCEMENTS**15. SET NEXT MEETING - March 10th, 2026**

March 10, 2026 at 6:00 pm

16. ADJOURNMENT

Motion made by Council Member Seifert, Seconded by Council Member Van Hees to adjourn the City Council meeting at 6:58 pm.

Voting Yea: Council Member Seifert, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

CHECK REGISTER

City Of Millwood

Time: 09:41:02 Date:

Section 9, Item a.

02/01/2026 To: 02/28/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
244	02/04/2026	Payroll	5	EFT	EFTPS	11,038.12	941 Deposit for Pay Cycle(s) 01/31/2026 - 01/31/2026
284	02/05/2026	Payroll	5	EFT	AWC Employee Benefits Trust	19,414.92	Pay Cycle(s) 01/31/2026 To 01/31/2026 - Asuris; Pay Cycle(s) 01/31/2026 To 01/31/2026 - Kaiser; Pay Cycle(s) 01/31/2026 To 01/31/2026 - Dental; Pay Cycle(s) 01/31/2026 To 01/31/2026 - Vision; Pay Cycl
286	02/05/2026	Payroll	5	EFT	Department of Retirement	10,520.59	Pay Cycle(s) 01/31/2026 To 01/31/2026 - PERS 2; Pay Cycle(s) 01/31/2026 To 01/31/2026 - PERS 3; Pay Cycle(s) 01/31/2026 To 01/31/2026 - Deferred Comp
296	02/25/2026	Claims	5	EFT	Department of Revenue	2,399.03	
426	02/27/2026	Claims	5	EFT	Banner Bank - 4120	1,198.67	
427	02/27/2026	Claims	5	EFT	Banner Bank - 4599	2,218.96	
428	02/27/2026	Claims	5	EFT	Banner Bank - 7779	838.75	
432	02/28/2026	Payroll	5	EFT		3,339.18	February 2026
435	02/28/2026	Payroll	5	EFT		68.82	February 2026
436	02/28/2026	Payroll	5	EFT		4,159.72	February 2026
437	02/28/2026	Payroll	5	EFT		3,955.22	February 2026
441	02/28/2026	Payroll	5	EFT		3,857.18	February 2026
444	02/28/2026	Payroll	5	EFT		931.51	February 2026
445	02/28/2026	Payroll	5	EFT		68.82	February 2026
446	02/28/2026	Payroll	5	EFT		4,605.32	February 2026
447	02/28/2026	Payroll	5	EFT		5,271.82	February 2026
448	02/28/2026	Payroll	5	EFT		68.82	February 2026
450	02/28/2026	Payroll	5	EFT		68.82	February 2026
451	02/28/2026	Payroll	5	EFT		68.82	February 2026
455	02/28/2026	Payroll	5	EFT		975.26	Buyout and Special Pay
495	02/03/2026	Claims	5	EFT	Paymentech, LLC	537.12	Jan 2026 Fees
496	02/06/2026	Claims	5	EFT	Xpress Billpay	532.84	January 2026 Fees
298	02/10/2026	Claims	5	13390	Comcast	166.13	
299	02/10/2026	Claims	5	13391	DataPro Solutions, Inc.	1,094.55	
300	02/10/2026	Claims	5	13392	Lembeck Appraisal & Consulting Inc	3,500.00	
301	02/10/2026	Claims	5	13393	Montgomery Hardware	78.41	
302	02/10/2026	Claims	5	13394	Subscription The Spokesman-Review	61.57	
350	02/17/2026	Claims	5	13395	Aquatic Informatics	1,107.52	INVOICE 116689 2/17/26-2/16/27
351	02/17/2026	Claims	5	13396	Intermax Networks	278.33	
352	02/17/2026	Claims	5	13397	NAPA Auto Parts	119.49	
353	02/17/2026	Claims	5	13398	National Barricade	198.38	
354	02/17/2026	Claims	5	13399	Vanguard Cleaning Systems	300.00	
360	02/20/2026	Claims	5	13400	AT&T Mobility	540.92	
361	02/20/2026	Claims	5	13401	CenturyLink		Invoice 333575926 wrong amount
362	02/20/2026	Claims	5	13402	City of Millwood	993.38	
363	02/20/2026	Claims	5	13403	Complete Office	369.93	
364	02/20/2026	Claims	5	13404	Spokane County Environmental Service	12,280.18	
365	02/20/2026	Claims	5	13405	Legal Posting The Spokesman-Review	487.44	
366	02/20/2026	Claims	5	13406	WM Of Spokane - Monthly	285.14	
367	02/27/2026	Claims	5	13407	Access Information Management	60.72	
368	02/27/2026	Claims	5	13408	Avidex	22,081.44	
369	02/27/2026	Claims	5	13409	DataPro Solutions, Inc.	135.40	

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Time: 09:41:02 Date:

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02/01/2026 To: 02/28/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
370	02/27/2026	Claims	5	13410	Grainger	33.90	
371	02/27/2026	Claims	5	13411	H&H Document Management Solutions		Invoice input without sales tax
372	02/27/2026	Claims	5	13412	Menke Jackson Beyer, LLP	324.50	
373	02/27/2026	Claims	5	13413	National Barricade	285.58	
374	02/27/2026	Claims	5	13414	North 40 Outfitters	39.17	
375	02/27/2026	Claims	5	13415	Spokane County Treasurer - SCRAPS	901.46	
376	02/27/2026	Claims	5	13416	Spokane County Treasurer - Sheriff's	27,318.17	
377	02/27/2026	Claims	5	13417	Witherspoon Brajcich McPhee, PLLC	11,315.00	
378	02/20/2026	Claims	5	13418	Union Pacific Railroad Company	5,064.79	
379	02/27/2026	Claims	5	13419	Avista Utilities	9,691.97	
381	02/20/2026	Claims	5	13420	CenturyLink	148.00	
382	02/27/2026	Claims	5	13421	H&H Document Management Solutions	111.99	
413	02/24/2026	Claims	5	13422	DTA Diversified	13,725.00	Reissue
414	02/27/2026	Claims	5	13423	Anatek Labs, Inc.	459.00	
415	02/27/2026	Claims	5	13424	Montgomery Hardware	109.33	
416	02/27/2026	Claims	5	13425	NAPA Auto Parts	17.61	
417	02/27/2026	Claims	5	13426	North 40 Outfitters	151.56	
418	02/27/2026	Claims	5	13427	Spokane House of Hose	82.41	
419	02/27/2026	Claims	5	13428	Welch-Comer	32,011.80	
423	02/26/2026	Claims	5	13429	Spokane County Treasurer - PW	109,297.09	Empire chip seal
431	02/28/2026	Payroll	5	13430		36.71	February 2026
433	02/28/2026	Payroll	5	13431		11.71	February 2026
434	02/28/2026	Payroll	5	13432		734.16	February 2026
438	02/28/2026	Payroll	5	13433		22.94	February 2026
439	02/28/2026	Payroll	5	13434		22.94	February 2026
440	02/28/2026	Payroll	5	13435		36.71	February 2026
442	02/28/2026	Payroll	5	13436		22.94	February 2026
443	02/28/2026	Payroll	5	13437		36.71	February 2026
449	02/28/2026	Payroll	5	13438		22.94	February 2026
001 General Fund						279,181.23	
401 Utility Operating Fund						38,518.58	
402 Water Capital Fund Managerial						1,166.67	
403 Sewer Capital Fund - Managerial						13,446.85	
						332,313.33	Claims: 262,952.63 Payroll: 69,360.70

CHECK REGISTER

City Of Millwood

Time: 09:41:02 Date:

Section 9, Item a.

02/01/2026 To: 02/28/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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 Lynn Schayy Date: 3/6/26

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

02/01/2026 To: 02/28/2026

Time: 09:54:01 Date: 03/06/2026

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	-384,467.34	493,749.67	269,848.23	-160,565.90	213,550.97	15,133.57	0.00	68,118.64
002 Restricted Uses Fund - Managerial	99,881.34	10,070.70		109,952.04	0.00	0.00	0.00	109,952.04
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	441,340.84	618.75		441,959.59	0.00	0.00	0.00	441,959.59
302 Special Capital Projects Fund	445,929.30	618.75	265,000.00	181,548.05	0.00	0.00	0.00	181,548.05
401 Utility Operating Fund	313,601.64	46,187.92	34,126.58	325,662.98	8,899.95	13,959.46	-14,627.72	333,894.67
402 Water Capital Fund Managerial	397,219.98	5,361.18	1,166.67	401,414.49	0.03	0.00	-1,871.39	399,543.13
403 Sewer Capital Fund - Managerial	60,738.46	21,978.71	13,446.85	69,270.32	0.00	0.00	-7,784.14	61,486.18
	1,425,426.22	578,585.68	583,588.33	1,420,423.57	222,450.95	29,093.03	-24,283.25	1,647,684.30

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

02/01/2026 To: 02/28/2026

Time: 09:54:01 Date: 03/06/2026

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	105,585.11	320,916.83	332,313.33	94,188.61	-24,187.74	251,448.47	321,449.34
6	1726-Banner Money Market	79,168.98	326,002.82	0.00	405,171.80	0.00	0.00	405,171.80
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	3.50	0.00	0.00	3.50	0.00	0.00	3.50
12	8016-Banner Investment	1,217,668.63	6,391.03	326,000.00	898,059.66	0.00	0.00	898,059.66
Total Cash:		1,425,426.22	653,310.68	658,313.33	1,420,423.57	-24,187.74	251,448.47	1,647,684.30
		1,425,426.22	653,310.68	658,313.33	1,420,423.57	-24,187.74	251,448.47	1,647,684.30

TREASURER'S REPORT
Outstanding Vouchers
 02/01/2026 To: 02/28/2026

Section 9, Item a.

City Of Millwood

As Of: 02/28/2026 Date: 03/06/2026
 Time: 09:54:01 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	2337	10/31/2025	Util Pay	5		Xpress Billpay	-649.42	Xpress Import - Returns - 10-31-2025_daily_batch.csv
2025	2338	10/31/2025	Util Pay	5		Xpress Billpay	493.50	Xpress Import - CC - 10-31-2025_daily_batch.csv
2026	348	02/16/2026	Util Pay	5		Xpress Billpay	75.19	Xpress Import - CC - 02-16-2026_daily_batch.csv
2026	384	02/17/2026	Util Pay	5		Xpress Billpay	75.19	Xpress Import - iPay - 02-17-2026_daily_batch.csv
2026	385	02/17/2026	Util Pay	5		Xpress Billpay	74.49	Xpress Import - CheckFree - 02-17-2026_daily_batch.csv
2026	387	02/18/2026	Util Pay	5		Xpress Billpay	153.18	Xpress Import - EFT - 02-18-2026_daily_batch.csv
2026	388	02/18/2026	Util Pay	5		Xpress Billpay	156.24	Xpress Import - Metavante - 02-18-2026_daily_batch.csv
2026	389	02/18/2026	Util Pay	5		Xpress Billpay	451.92	Xpress Import - iPay - 02-18-2026_daily_batch.csv
2026	390	02/18/2026	Util Pay	5		Xpress Billpay	151.19	Xpress Import - CheckFree - 02-18-2026_daily_batch.csv
2026	392	02/19/2026	Util Pay	5		Xpress Billpay	103.00	Xpress Import - iPay - 02-19-2026_daily_batch.csv
2026	393	02/19/2026	Util Pay	5		Xpress Billpay	116.75	Xpress Import - CheckFree - 02-19-2026_daily_batch.csv
2026	396	02/20/2026	Util Pay	5		Xpress Billpay	269.64	Xpress Import - EFT - 02-20-2026_daily_batch.csv
2026	397	02/20/2026	Util Pay	5		Xpress Billpay	151.08	Xpress Import - iPay - 02-20-2026_daily_batch.csv
2026	398	02/20/2026	Util Pay	5		Xpress Billpay	75.54	Xpress Import - OnlineResources - 02-20-2026_daily_batch.csv
2026	399	02/20/2026	Util Pay	5		Xpress Billpay	74.84	Xpress Import - CheckFree - 02-20-2026_daily_batch.csv
2026	401	02/21/2026	Util Pay	5		Xpress Billpay	77.32	Xpress Import - EFT - 02-21-2026_daily_batch.csv
2026	403	02/22/2026	Util Pay	5		Xpress Billpay	381.30	Xpress Import - EFT - 02-22-2026_daily_batch.csv
2026	405	02/23/2026	Util Pay	5		Xpress Billpay	2,133.29	Xpress Import - EFT - 02-23-2026_daily_batch.csv
2026	406	02/23/2026	Util Pay	5		Xpress Billpay	150.73	Xpress Import - Metavante - 02-23-2026_daily_batch.csv
2026	407	02/23/2026	Util Pay	5		Xpress Billpay	70.00	Xpress Import - iPay - 02-23-2026_daily_batch.csv
2026	465	02/24/2026	Util Pay	5		Xpress Billpay	326.27	Xpress Import - EFT - 02-24-2026_daily_batch.csv
2026	466	02/24/2026	Util Pay	5		Xpress Billpay	156.24	Xpress Import - Metavante - 02-24-2026_daily_batch.csv
2026	467	02/24/2026	Util Pay	5		Xpress Billpay	157.45	Xpress Import - iPay - 02-24-2026_daily_batch.csv
2026	468	02/24/2026	Util Pay	5		Xpress Billpay	151.43	Xpress Import - CheckFree - 02-24-2026_daily_batch.csv
2026	470	02/25/2026	Util Pay	5		Xpress Billpay	922.86	Xpress Import - EFT - 02-25-2026_daily_batch.csv
2026	471	02/25/2026	Util Pay	5		Xpress Billpay	151.08	Xpress Import - Metavante - 02-25-2026_daily_batch.csv
2026	472	02/25/2026	Util Pay	5		Xpress Billpay	150.03	Xpress Import - iPay - 02-25-2026_daily_batch.csv
2026	473	02/25/2026	Util Pay	5		Xpress Billpay	41.91	Xpress Import - CheckFree - 02-25-2026_daily_batch.csv
2026	474	02/26/2026	Util Pay	5		Xpress Billpay	1,262.87	Xpress Import - CC - 02-26-2026_daily_batch.csv
2026	475	02/26/2026	Util Pay	5		Xpress Billpay	1,381.18	Xpress Import - EFT - 02-26-2026_daily_batch.csv
2026	476	02/26/2026	Util Pay	5		Xpress Billpay	289.23	Xpress Import - Metavante - 02-26-2026_daily_batch.csv
2026	477	02/26/2026	Util Pay	5		Xpress Billpay	230.37	Xpress Import - iPay - 02-26-2026_daily_batch.csv
2026	478	02/26/2026	Util Pay	5		Xpress Billpay	226.71	Xpress Import - CheckFree - 02-26-2026_daily_batch.csv
2026	425	02/27/2026	Util Pay	5		Utility Batch	778.92	
2026	479	02/27/2026	Util Pay	5		Xpress Billpay	1,855.04	Xpress Import - CC - 02-27-2026_daily_batch.csv
2026	480	02/27/2026	Util Pay	5		Xpress Billpay	1,273.34	Xpress Import - EFT - 02-27-2026_daily_batch.csv
2026	481	02/27/2026	Util Pay	5		Xpress Billpay	390.33	Xpress Import - Metavante - 02-27-2026_daily_batch.csv
2026	482	02/27/2026	Util Pay	5		Xpress Billpay	75.19	Xpress Import - iPay - 02-27-2026_daily_batch.csv
2026	483	02/27/2026	Util Pay	5		Xpress Billpay	833.72	Xpress Import - CheckFree - 02-27-2026_daily_batch.csv

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	484	02/28/2026	Util Pay	5		Xpress Billpay	2,961.00	Xpress Import - CC - 02-28-2026__daily_batch.csv
2026	485	02/28/2026	Util Pay	5		Xpress Billpay	5,939.20	Xpress Import - EFT - 02-28-2026__daily_batch.csv
Receipts Outstanding:							24,187.74	
2026	446	02/28/2026	Payroll	5	EFT		4,605.32	February 2026
2026	444	02/28/2026	Payroll	5	EFT		931.51	February 2026
2026	448	02/28/2026	Payroll	5	EFT		68.82	February 2026
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2026	441	02/28/2026	Payroll	5	EFT		3,857.18	February 2026
2026	435	02/28/2026	Payroll	5	EFT		68.82	February 2026
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779	936.90	
2025	2058	10/01/2025	Ser Chge	5	0	Mollilou Forbes Trust	-95.51	
2026	428	02/27/2026	Claims	5	EFT	Banner Bank - 7779	838.75	
2026	432	02/28/2026	Payroll	5	EFT		3,339.18	February 2026
2026	445	02/28/2026	Payroll	5	EFT		68.82	February 2026
2026	450	02/28/2026	Payroll	5	EFT		68.82	February 2026
2026	451	02/28/2026	Payroll	5	EFT		68.82	February 2026
2026	455	02/28/2026	Payroll	5	EFT		975.26	Buyout and Special Pay
2026	437	02/28/2026	Payroll	5	EFT		3,955.22	February 2026
2026	426	02/27/2026	Claims	5	EFT	Banner Bank - 4120	1,198.67	
2026	447	02/28/2026	Payroll	5	EFT		5,271.82	February 2026
2026	436	02/28/2026	Payroll	5	EFT		4,159.72	February 2026
2022	152	01/31/2022	Payroll	5	10574		35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639		35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697		35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760		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		48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018		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		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025

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2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2025	2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2025	2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2025	2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2025	2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2025	2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2025	2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2026	239	01/31/2026	Payroll	5	13377		22.94	January 2026
2026	350	02/17/2026	Claims	5	13395	Aquatic Informatics	1,107.52	INVOICE 116689 2/17/26-2/16/27
2026	365	02/20/2026	Claims	5	13405	Legal Posting The Spokesman-Review	487.44	
2026	366	02/20/2026	Claims	5	13406	WM Of Spokane - Monthly	285.14	
2026	367	02/27/2026	Claims	5	13407	Access Information Management	60.72	
2026	368	02/27/2026	Claims	5	13408	Avidex	22,081.44	
2026	369	02/27/2026	Claims	5	13409	DataPro Solutions, Inc.	135.40	
2026	370	02/27/2026	Claims	5	13410	Grainger	33.90	
2026	372	02/27/2026	Claims	5	13412	Menke Jackson Beyer, LLP	324.50	
2026	373	02/27/2026	Claims	5	13413	National Barricade	285.58	
2026	374	02/27/2026	Claims	5	13414	North 40 Outfitters	39.17	
2026	375	02/27/2026	Claims	5	13415	Spokane County Treasurer - SCRAPS	901.46	
2026	376	02/27/2026	Claims	5	13416	Spokane County Treasurer - Sheriff's	27,318.17	
2026	377	02/27/2026	Claims	5	13417	Witherspoon Brajcich McPhee, PLLC	11,315.00	
2026	379	02/27/2026	Claims	5	13419	Avista Utilities	9,691.97	
2026	382	02/27/2026	Claims	5	13421	H&H Document Management Solutions	111.99	
2026	414	02/27/2026	Claims	5	13423	Anatek Labs, Inc.	459.00	
2026	415	02/27/2026	Claims	5	13424	Montgomery Hardware	109.33	
2026	416	02/27/2026	Claims	5	13425	NAPA Auto Parts	17.61	
2026	417	02/27/2026	Claims	5	13426	North 40 Outfitters	151.56	
2026	418	02/27/2026	Claims	5	13427	Spokane House of Hose	82.41	
2026	419	02/27/2026	Claims	5	13428	Welch-Comer	32,011.80	
2026	423	02/26/2026	Claims	5	13429	Spokane County Treasurer - PW	109,297.09	Empire chip seal
2026	431	02/28/2026	Payroll	5	13430		36.71	February 2026
2026	433	02/28/2026	Payroll	5	13431		11.71	February 2026
2026	434	02/28/2026	Payroll	5	13432		734.16	February 2026
2026	438	02/28/2026	Payroll	5	13433		22.94	February 2026
2026	439	02/28/2026	Payroll	5	13434		22.94	February 2026

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2026	440	02/28/2026	Payroll	5	13435		36.71	February 2026
2026	442	02/28/2026	Payroll	5	13436		22.94	February 2026
2026	443	02/28/2026	Payroll	5	13437		36.71	February 2026
2026	449	02/28/2026	Payroll	5	13438		22.94	February 2026
							<u>251,448.47</u>	

Fund	Claims	Payroll	Total
001 General Fund	213,550.97	15,133.57	228,684.54
401 Utility Operating Fund	8,899.95	13,959.46	22,859.41
402 Water Capital Fund Managerial	0.03	0.00	0.03
	<u>222,450.95</u>	<u>29,093.03</u>	<u>251,543.98</u>

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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: Lynn Schatz 3/6/26 Signed: _____
City Treasurer / Date Elected Representative / Date

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

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
14	01/05/2026	Claims	5	EFT	Xpress Billpay	502.97	Dec 2025 fees
38	01/07/2026	Payroll	5	EFT		5,373.15	Vacation pay out Cassels
40	01/08/2026	Payroll	5	EFT	Department of Retirement	11,290.98	Pay Cycle(s) 12/01/2025 To 12/31/2025 - PERS 2; Pay Cycle(s) 12/01/2025 To 12/31/2025 - PERS 3; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Deferred Comp
71	01/14/2026	Payroll	5	EFT	EFTPS	1,913.58	941 Deposit for Pay Cycle(s) 01/07/2026 - 01/07/2026
72	01/26/2026	Claims	5	EFT	Department of Revenue	2,380.57	
80	01/30/2026	Payroll	5	EFT	WA State Labor & Industries	2,833.92	4TH Quarter L&I: 10/01/2025 - 12/31/2025
136	01/23/2026	Payroll	5	EFT	PFMLA - Employment Security	926.23	Pay Cycle(s) 10/01/2025 To 12/31/2025 - PFMLA
137	01/23/2026	Payroll	5	EFT	WA Cares Fund-Employment Security	816.61	Pay Cycle(s) 10/01/2025 To 12/31/2025 - WA State Long Term Care
157	01/28/2026	Claims	5	EFT	Banner Bank - 1470	737.64	
158	01/28/2026	Claims	5	EFT	Banner Bank - 4120	1,167.26	
159	01/28/2026	Claims	5	EFT	Banner Bank - 7779	292.15	
221	01/31/2026	Payroll	5	EFT		3,684.24	January 2026
224	01/31/2026	Payroll	5	EFT		68.82	January 2026
225	01/31/2026	Payroll	5	EFT		4,826.17	January 2026
226	01/31/2026	Payroll	5	EFT		3,230.68	January 2026
227	01/31/2026	Payroll	5	EFT			January 2026
231	01/31/2026	Payroll	5	EFT		4,239.77	January 2026
234	01/31/2026	Payroll	5	EFT		4,319.85	January 2026
235	01/31/2026	Payroll	5	EFT		68.82	January 2026
237	01/31/2026	Payroll	5	EFT		5,893.97	January 2026
240	01/31/2026	Payroll	5	EFT		137.65	January 2026
241	01/31/2026	Payroll	5	EFT		137.65	January 2026
289	01/31/2026	Claims	5	EFT	Banner Bank	2,243.03	
290	01/31/2026	Claims	5	EFT	Banner Bank	359.27	Paymentech credit card fees
17	01/13/2026	Claims	5	13307	City of Millwood		Check run out of sequence
18	01/13/2026	Claims	5	13308	Complete Office		Check run out of sequence
19	01/13/2026	Claims	5	13309	DataPro Solutions, Inc.		Check run out of sequence
20	01/13/2026	Claims	5	13310	H&H Document Management Solutions		Check run out of sequence
21	01/13/2026	Claims	5	13311	Spokane Regional Clean Air Agency		Check run out of sequence
22	01/13/2026	Claims	5	13312	Springbrook Holding Company LLC		Check run out of sequence
23	01/13/2026	Claims	5	13313	Legal Posting The Spokesman-Review		Check run out of sequence
24	01/13/2026	Claims	5	13314	Vanguard Cleaning Systems		Check run out of sequence
25	01/13/2026	Claims	5	13315	WA Cities Insurance Authority		Check run out of sequence
26	01/13/2026	Claims	5	13315	City of Millwood	994.08	January 2026 Bills
27	01/13/2026	Claims	5	13316	Complete Office		Wrong year
28	01/13/2026	Claims	5	13317	DataPro Solutions, Inc.	2,073.01	
29	01/13/2026	Claims	5	13318	H&H Document Management Solutions	186.08	
30	01/13/2026	Claims	5	13319	Spokane Regional Clean Air Agency	4,139.00	
31	01/13/2026	Claims	5	13320	Springbrook Holding Company LLC	22,080.28	2026 Subscription

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32	01/13/2026	Claims	5	13321	Legal Posting The Spokesman-Review	229.92	
33	01/13/2026	Claims	5	13322	Vanguard Cleaning Systems	300.00	
34	01/13/2026	Claims	5	13323	WA Cities Insurance Authority	96,260.00	
41	01/08/2026	Claims	5	13329	AWC	1,225.00	2026 AWC City Membership
42	01/08/2026	Claims	5	13330	Spokane County Treasurer - Sheriff's	27,318.17	LE Services - January 2026
43	01/08/2026	Claims	5	13331	Spokane Regional Transportation Council	578.00	
75	01/13/2026	Claims	5	13332	Upward 7 Consulting		Wrong date
169	01/28/2026	Claims	5	13339	Avista Utilities	7,565.78	
170	01/28/2026	Claims	5	13340	Devon Glover	1,932.00	
171	01/28/2026	Claims	5	13341	Spokane County Environmental Service	12,280.18	
172	01/28/2026	Claims	5	13342	Spokane County Treasurer - PW	409.31	
173	01/28/2026	Claims	5	13343	Spokane County Treasurer - Pretrial	1,947.66	
174	01/28/2026	Claims	5	13344	Spokane County Utilities	2,898.00	
186	01/31/2026	Claims	5	13345	AWC Drug & Alcohol Consortium	620.00	
187	01/31/2026	Claims	5	13346	Anatek Labs, Inc.	84.00	
188	01/31/2026	Claims	5	13347	CenturyLink	137.42	
189	01/31/2026	Claims	5	13348	DRIVE509	3,526.75	
190	01/31/2026	Claims	5	13349	DataPro Solutions, Inc.	2,831.40	
191	01/31/2026	Claims	5	13350	Employment Security Department	1,218.42	
192	01/31/2026	Claims	5	13351	Fish Window Cleaning	311.00	
193	01/31/2026	Claims	5	13352	IE Utility Coordinating Council	150.00	
194	01/31/2026	Claims	5	13353	Intermountain Sign & Safety	7,150.37	
195	01/31/2026	Claims	5	13354	McVay Brothers Siding & Windows		Invoice amounts were incorrect. Amount input did not include application of deposit
196	01/31/2026	Claims	5	13355	Montgomery Hardware	91.60	
197	01/31/2026	Claims	5	13356	NAPA Auto Parts	364.36	
198	01/31/2026	Claims	5	13357	National Barricade	66.49	
199	01/31/2026	Claims	5	13358	North 40 Outfitters	73.97	
200	01/31/2026	Claims	5	13359	Oxarc	16.86	
201	01/31/2026	Claims	5	13360	Quadient Leasing USA, Inc.		Distribution spreadsheet didn't get updated do invoice total is wrong.
202	01/31/2026	Claims	5	13361	Spokane Aquifer Joint Board	1,154.72	
203	01/31/2026	Claims	5	13362	Spokane House of Hose		Per 2/3/2026 statement, credit balance on account. Void check and transaction. Credit memo on account from 6/10/2025
204	01/31/2026	Claims	5	13363	Verizon Wireless	1,668.33	
205	01/31/2026	Claims	5	13364	Wilbur - Ellis Company	925.65	
207	01/31/2026	Claims	5	13365	McVay Brothers Siding & Windows	3,540.00	
209	01/31/2026	Claims	5	13366	Quadient Leasing USA, Inc.	1,460.98	
220	01/31/2026	Payroll	5	13367		36.71	January 2026
222	01/31/2026	Payroll	5	13368		734.16	January 2026
223	01/31/2026	Payroll	5	13369		22.94	January 2026
228	01/31/2026	Payroll	5	13370		22.94	January 2026
229	01/31/2026	Payroll	5	13371		22.94	January 2026
230	01/31/2026	Payroll	5	13372		36.71	January 2026
232	01/31/2026	Payroll	5	13373		22.94	January 2026
233	01/31/2026	Payroll	5	13374		36.71	January 2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
236	01/31/2026	Payroll	5	13375		4,720.07	January 2026
238	01/31/2026	Payroll	5	13376		137.65	January 2026
239	01/31/2026	Payroll	5	13377		22.94	January 2026
245	01/31/2026	Payroll	5	13378	HRA VEBA Trust Contributions		Check did not print
257	01/31/2026	Payroll	5	13379	HRA VEBA Trust Contributions	800.00	Pay Cycle(s) 01/31/2026 To 01/31/2026 - VEBA
258	01/31/2026	Claims	5	13380	Alliant Insurance Services, Inc.	10,741.50	
259	01/31/2026	Claims	5	13381	Complete Office	24.25	
260	01/31/2026	Claims	5	13382	DTA Diversified	13,725.00	
261	01/31/2026	Claims	5	13383	Fuel Man	423.67	January 2026
262	01/31/2026	Claims	5	13384	Oxarc	115.07	
263	01/31/2026	Claims	5	13385	Lynn Scharff	182.23	
264	01/31/2026	Claims	5	13386	State Auditor's Office	625.95	
265	01/31/2026	Claims	5	13387	Legal Posting The Spokesman-Review	487.44	
266	01/31/2026	Claims	5	13388	Upward 7 Consulting	5,218.75	
267	01/31/2026	Claims	5	13389	Welch-Comer	4,457.25	
001 General Fund						207,958.95	
401 Utility Operating Fund						82,802.46	
403 Sewer Capital Fund - Managerial						17,110.18	
							Claims: 251,492.79
* Transaction Has Mixed Revenue And Expense Accounts						307,871.59	Payroll: 56,378.80

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 Lynn Scharff Date: 3-6-26

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

01/01/2026 To: 01/31/2026

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	-323,209.91	146,701.52	207,958.95	-384,467.34	62,991.55	21,409.22	-4,831.13	-304,897.70
002 Restricted Uses Fund - Managerial	89,064.93	10,816.41		99,881.34	0.00	0.00	0.00	99,881.34
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	438,562.89	2,777.95		441,340.84	0.00	0.00	0.00	441,340.84
302 Special Capital Projects Fund	443,151.36	2,777.94		445,929.30	0.00	0.00	0.00	445,929.30
401 Utility Operating Fund	341,925.10	54,479.00	82,802.46	313,601.64	18,399.86	15,332.05	-11,467.29	335,866.26
402 Water Capital Fund Managerial	391,432.63	5,787.35		397,219.98	0.03	0.00	-1,308.12	395,911.89
403 Sewer Capital Fund - Managerial	52,612.40	20,406.24	12,280.18	60,738.46	17,110.18	0.00	-5,370.81	72,477.83
	1,484,721.40	243,746.41	303,041.59	1,425,426.22	98,501.62	36,741.27	-22,977.35	1,537,691.76

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	-285,032.41	698,489.11	307,871.59	105,585.11	-22,881.84	135,147.38	217,850.65
6	1726-Banner Money Market	279,165.85	250,003.13	450,000.00	79,168.98	0.00	0.00	79,168.98
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	3.50	0.00	0.00	3.50	0.00	0.00	3.50
12	8016-Banner Investment	1,467,584.46	84.17	250,000.00	1,217,668.63	0.00	0.00	1,217,668.63
Total Cash:		1,484,721.40	948,576.41	1,007,871.59	1,425,426.22	-22,881.84	135,147.38	1,537,691.76
		1,484,721.40	948,576.41	1,007,871.59	1,425,426.22	-22,881.84	135,147.38	1,537,691.76

TREASURER'S REPORT

Outstanding Vouchers

Section 9, Item a.

City Of Millwood

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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	2337	10/31/2025	Util Pay	5		Xpress Billpay	-649.42	Xpress Import - Returns - 10-31-2025_daily_batch.csv
2025	2338	10/31/2025	Util Pay	5		Xpress Billpay	493.50	Xpress Import - CC - 10-31-2025_daily_batch.csv
2026	152	01/26/2026	Util Pay	5		Xpress Billpay	1,155.52	Xpress Import - EFT - 01-26-2026_daily_batch.csv
2026	153	01/26/2026	Util Pay	5		Xpress Billpay	117.80	Xpress Import - Metavante - 01-26-2026_daily_batch.csv
2026	154	01/26/2026	Util Pay	5		Xpress Billpay	397.44	Xpress Import - iPay - 01-26-2026_daily_batch.csv
2026	155	01/26/2026	Util Pay	5		Xpress Billpay	191.94	Xpress Import - CheckFree - 01-26-2026_daily_batch.csv
2026	156	01/27/2026	Util Pay	5		Utility Batch	725.70	
2026	160	01/27/2026	Tr Rec	5		MetroPCS California, LLC	0.45	B&O TELEPHONE TAX DECEMBER 2025
2026	161	01/27/2026	Tr Rec	5		Comcast OTR1, LLC	16.40	B&O TELEPHONE TAX DECEMBER 2025
2026	162	01/27/2026	Tr Rec	5		T-Mobile West LLC	47.56	B&O TELEPHONE TAX DECEMBER 2025
2026	164	01/27/2026	Util Pay	5		Xpress Billpay	1,572.73	Xpress Import - EFT - 01-27-2026_daily_batch.csv
2026	165	01/27/2026	Util Pay	5		Xpress Billpay	149.33	Xpress Import - Metavante - 01-27-2026_daily_batch.csv
2026	166	01/27/2026	Util Pay	5		Xpress Billpay	230.02	Xpress Import - iPay - 01-27-2026_daily_batch.csv
2026	167	01/27/2026	Util Pay	5		Xpress Billpay	300.76	Xpress Import - CheckFree - 01-27-2026_daily_batch.csv
2026	168	01/28/2026	Util Pay	5		Utility Batch	1,312.94	
2026	176	01/28/2026	Util Pay	5		Xpress Billpay	-76.59	Xpress Import - Returns - 01-28-2026_daily_batch.csv
2026	178	01/28/2026	Util Pay	5		Xpress Billpay	5,584.56	Xpress Import - EFT - 01-28-2026_daily_batch.csv
2026	179	01/28/2026	Util Pay	5		Xpress Billpay	376.97	Xpress Import - Metavante - 01-28-2026_daily_batch.csv
2026	180	01/28/2026	Util Pay	5		Xpress Billpay	100.00	Xpress Import - iPay - 01-28-2026_daily_batch.csv
2026	181	01/28/2026	Util Pay	5		Xpress Billpay	41.91	Xpress Import - OnlineResources - 01-28-2026_daily_batch.csv
2026	182	01/28/2026	Util Pay	5		Xpress Billpay	373.09	Xpress Import - CheckFree - 01-28-2026_daily_batch.csv
2026	183	01/29/2026	Util Pay	5		Xpress Billpay	1,034.14	Xpress Import - CC - 01-29-2026_daily_batch.csv
2026	184	01/29/2026	Util Pay	5		Xpress Billpay	74.49	Xpress Import - EFT - 01-29-2026_daily_batch.csv
2026	185	01/29/2026	Util Pay	5		Xpress Billpay	132.10	Xpress Import - iPay - 01-29-2026_daily_batch.csv
2026	208	01/30/2026	Util Pay	5		Utility Batch	2,343.39	
2026	210	01/30/2026	Tr Rec	5		Comcast	4,766.72	INVOICE 1634047 12/31/2025
2026	211	01/30/2026	Util Pay	5		Xpress Billpay	920.76	Xpress Import - CC - 01-30-2026_daily_batch.csv
2026	212	01/30/2026	Util Pay	5		Xpress Billpay	617.68	Xpress Import - EFT - 01-30-2026_daily_batch.csv
2026	213	01/30/2026	Util Pay	5		Xpress Billpay	171.36	Xpress Import - Metavante - 01-30-2026_daily_batch.csv
2026	214	01/30/2026	Util Pay	5		Xpress Billpay	235.00	Xpress Import - CheckFree - 01-30-2026_daily_batch.csv
2026	215	01/31/2026	Util Pay	5		Xpress Billpay	75.19	Xpress Import - EFT - 01-31-2026_daily_batch.csv
Receipts Outstanding:							22,881.84	
2026	224	01/31/2026	Payroll	5	EFT		68.82	January 2026
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779	936.90	
2026	80	01/30/2026	Payroll	5	EFT	WA State Labor & Industries	2,833.92	4TH Quarter L&I: 10/01/2025 - 12/31/2025
2026	231	01/31/2026	Payroll	5	EFT		4,239.77	January 2026
2025	2058	10/01/2025	Ser Chge	5	0	Mollilou Forbes Trust	-95.51	
2026	241	01/31/2026	Payroll	5	EFT		137.65	January 2026

TREASURER'S REPORT

Outstanding Vouchers

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	235	01/31/2026	Payroll	5	EFT		68.82	January 2026
2026	225	01/31/2026	Payroll	5	EFT		4,826.17	January 2026
2026	226	01/31/2026	Payroll	5	EFT		3,230.68	January 2026
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2026	221	01/31/2026	Payroll	5	EFT		3,684.24	January 2026
2026	237	01/31/2026	Payroll	5	EFT		5,893.97	January 2026
2026	234	01/31/2026	Payroll	5	EFT		4,319.85	January 2026
2026	240	01/31/2026	Payroll	5	EFT		137.65	January 2026
2026	227	01/31/2026	Payroll	5	EFT		0.00	January 2026
2022	152	01/31/2022	Payroll	5	10574		35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639		35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697		35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760		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		48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018		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		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025
2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2025	2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2025	2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2025	2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2025	2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2025	2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2025	2574	11/30/2025	Claims	5	13227	Parsons, Behle, & Latimer	413.00	
2025	2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2025	2837	12/31/2025	Claims	5	13336	NAPA Auto Parts	284.29	

TREASURER'S REPORT

Outstanding Vouchers

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2838	12/31/2025	Claims	5	13337	North 40 Outfitters	193.58	
2025	2839	12/31/2025	Claims	5	13338	Spokane County District Court	5,079.06	
2026	169	01/28/2026	Claims	5	13339	Avista Utilities	7,565.78	
2026	170	01/28/2026	Claims	5	13340	Devon Glover	1,932.00	
2026	171	01/28/2026	Claims	5	13341	Spokane County Environmental Service	12,280.18	
2026	172	01/28/2026	Claims	5	13342	Spokane County Treasurer - PW	409.31	
2026	173	01/28/2026	Claims	5	13343	Spokane County Treasurer - Pretrial	1,947.66	
2026	174	01/28/2026	Claims	5	13344	Spokane County Utilities	2,898.00	
2026	186	01/31/2026	Claims	5	13345	AWC Drug & Alcohol Consortium	620.00	
2026	187	01/31/2026	Claims	5	13346	Anatek Labs, Inc.	84.00	
2026	188	01/31/2026	Claims	5	13347	CenturyLink	137.42	
2026	189	01/31/2026	Claims	5	13348	DRIVE509	3,526.75	
2026	190	01/31/2026	Claims	5	13349	DataPro Solutions, Inc.	2,831.40	
2026	191	01/31/2026	Claims	5	13350	Employment Security Department	1,218.42	
2026	192	01/31/2026	Claims	5	13351	Fish Window Cleaning	311.00	
2026	193	01/31/2026	Claims	5	13352	IE Utility Coordinating Council	150.00	
2026	194	01/31/2026	Claims	5	13353	Intermountain Sign & Safety	7,150.37	
2026	196	01/31/2026	Claims	5	13355	Montgomery Hardware	91.60	
2026	197	01/31/2026	Claims	5	13356	NAPA Auto Parts	364.36	
2026	198	01/31/2026	Claims	5	13357	National Barricade	66.49	
2026	199	01/31/2026	Claims	5	13358	North 40 Outfitters	73.97	
2026	200	01/31/2026	Claims	5	13359	Oxarc	16.86	
2026	202	01/31/2026	Claims	5	13361	Spokane Aquifer Joint Board	1,154.72	
2026	204	01/31/2026	Claims	5	13363	Verizon Wireless	1,668.33	
2026	205	01/31/2026	Claims	5	13364	Wilbur - Ellis Company	925.65	
2026	207	01/31/2026	Claims	5	13365	McVay Brothers Siding & Windows	3,540.00	
2026	209	01/31/2026	Claims	5	13366	Quadient Leasing USA, Inc.	1,460.98	
2026	220	01/31/2026	Payroll	5	13367		36.71	January 2026
2026	222	01/31/2026	Payroll	5	13368		734.16	January 2026
2026	223	01/31/2026	Payroll	5	13369		22.94	January 2026
2026	228	01/31/2026	Payroll	5	13370		22.94	January 2026
2026	229	01/31/2026	Payroll	5	13371		22.94	January 2026
2026	230	01/31/2026	Payroll	5	13372		36.71	January 2026
2026	232	01/31/2026	Payroll	5	13373		22.94	January 2026
2026	233	01/31/2026	Payroll	5	13374		36.71	January 2026
2026	236	01/31/2026	Payroll	5	13375		4,720.07	January 2026
2026	238	01/31/2026	Payroll	5	13376		137.65	January 2026
2026	239	01/31/2026	Payroll	5	13377		22.94	January 2026

TREASURER'S REPORT**Outstanding Vouchers**

City Of Millwood

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	257	01/31/2026	Payroll	5	13379	HRA VEBA Trust Contributions	800.00	Pay Cycle(s) 01/31/2026 To 01/31/2026 - VEBA
2026	258	01/31/2026	Claims	5	13380	Alliant Insurance Services, Inc.	10,741.50	
2026	259	01/31/2026	Claims	5	13381	Complete Office	24.25	
2026	260	01/31/2026	Claims	5	13382	DTA Diversified	13,725.00	
2026	261	01/31/2026	Claims	5	13383	Fuel Man	423.67	January 2026
2026	262	01/31/2026	Claims	5	13384	Oxarc	115.07	
2026	263	01/31/2026	Claims	5	13385	Lynn Scharff	182.23	
2026	264	01/31/2026	Claims	5	13386	State Auditor's Office	625.95	
2026	265	01/31/2026	Claims	5	13387	Legal Posting The Spokesman-Review	487.44	
2026	266	01/31/2026	Claims	5	13388	Upward 7 Consulting	5,218.75	
2026	267	01/31/2026	Claims	5	13389	Welch-Comer	4,457.25	
							<u>135,147.38</u>	

Fund	Claims	Payroll	Total
001 General Fund	62,991.55	21,409.22	84,400.77
401 Utility Operating Fund	18,399.86	15,332.05	33,731.91
402 Water Capital Fund Managerial	0.03	0.00	0.03
403 Sewer Capital Fund - Managerial	17,110.18	0.00	17,110.18
	<u>98,501.62</u>	<u>36,741.27</u>	<u>135,242.89</u>

TREASURER'S REPORT

Signature Page

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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: Lynn Schantz 3/6/26 Signed: _____
City Treasurer / Date Elected Representative / Date

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

CHECK REGISTER

City Of Millwood

Time: 09:40:28 Date:

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2553	12/03/2025	Payroll	5	EFT	AWC Employee Benefits Trust	16,800.94	Pay Cycle(s) 11/30/2025 To 11/30/2025 - Asuris; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Kaiser; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Dental; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Vision; Pay Cycl
2554	12/03/2025	Payroll	5	EFT	EFTPS	9,687.61	941 Deposit for Pay Cycle(s) 11/30/2025 - 11/30/2025
2623	12/05/2025	Claims	5	EFT	Xpress Billpay	453.77	11-2025 Fees
2624	12/26/2025	Claims	5	EFT	Department of Revenue	2,316.97	11-2025 DOR
2657	12/17/2025	Payroll	5	EFT	Department of Retirement	11,481.13	Pay Cycle(s) 11/30/2025 To 11/30/2025 - PERS 2; Pay Cycle(s) 11/30/2025 To 11/30/2025 - PERS 3; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Deferred Comp
2721	12/22/2025	Claims	5	EFT	Banner Bank - 1470	2,065.21	
2722	12/22/2025	Claims	5	EFT	Banner Bank - 4120	2,236.02	
2723	12/22/2025	Claims	5	EFT	Banner Bank - 7779	110.00	Erdahl
2772	12/31/2025	Payroll	5	EFT		3,906.35	December 2025
2775	12/31/2025	Payroll	5	EFT		4,318.36	December 2025
2776	12/31/2025	Payroll	5	EFT		68.82	December 2025
2777	12/31/2025	Payroll	5	EFT		4,775.97	December 2025
2779	12/31/2025	Payroll	5	EFT		3,192.01	December 2025
2780	12/31/2025	Payroll	5	EFT			December 2025
2782	12/31/2025	Payroll	5	EFT		4,398.73	December 2025
2784	12/31/2025	Payroll	5	EFT		4,479.11	December 2025
2785	12/31/2025	Payroll	5	EFT		68.82	December 2025
2786	12/31/2025	Payroll	5	EFT		6,060.32	December 2025
2787	12/31/2025	Payroll	5	EFT		68.82	December 2025
2788	12/31/2025	Payroll	5	EFT		68.82	December 2025
2790	12/31/2025	Payroll	5	EFT	EFTPS	11,212.47	941 Deposit for Pay Cycle(s) 12/31/2025 - 12/31/2025
2827	12/31/2025	Payroll	5	EFT	AWC Employee Benefits Trust	17,158.36	Pay Cycle(s) 12/01/2025 To 12/31/2025 - Asuris; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Kaiser; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Dental; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Vision; Pay Cycl
2828	12/03/2025	Claims	5	EFT	Paymenttech, LLC	396.41	Dec fees
2627	12/09/2025	Claims	5	13248	Anatek Labs, Inc.	400.00	
2628	12/09/2025	Claims	5	13249	Avista Utilities	7,459.02	
2629	12/09/2025	Claims	5	13250	City of Millwood	1,133.18	
2630	12/09/2025	Claims	5	13251	Complete Office	914.74	
2631	12/09/2025	Claims	5	13252	Daedalus Drafting Services LLC	550.00	
2632	12/09/2025	Claims	5	13253	Door Specialties, Inc.	2,648.45	
2633	12/09/2025	Claims	5	13254	Environment West Landscape Services	306.20	
2634	12/09/2025	Claims	5	13255	H&H Document Management Solutions		Halverson Law Group was included.
2635	12/09/2025	Claims	5	13256	Oxarc	16.34	
2636	12/09/2025	Claims	5	13257	PROCOM LLC	72.00	
2637	12/09/2025	Claims	5	13258	Brett R Sargent	3,688.44	
2638	12/09/2025	Claims	5	13259	Legal Posting The Spokesman-Review	380.56	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2639	12/09/2025	Claims	5	13260	Witherspoon Brajcich McPhee, PLLC	9,550.00	
2640	12/09/2025	Claims	5	13261	H&H Document Management Solutions	125.31	
2641	12/09/2025	Claims	5	13262	Halverson Northwest Law Group P.C.	1,015.00	
2650	12/11/2025	Claims	5	13263	Matthew James Erdahl		Paid with City Credit Card, not an employee reimbursement.
2659	12/15/2025	Claims	5	13264	Graybar Electric Co, Inc	2,367.22	
2691	12/17/2025	Claims	5	13265	Liberty Concrete, LLC	101,043.20	
2718	12/22/2025	Claims	5	13266	Pacific Power Group, LLC	4,037.00	
2719	12/22/2025	Claims	5	13267	Petty Cash	150.00	
2720	12/22/2025	Claims	5	13268	Recognition Avenue	52.27	
2771	12/31/2025	Payroll	5	13269		36.71	December 2025
2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2774	12/31/2025	Payroll	5	13271		68.82	December 2025
2778	12/31/2025	Payroll	5	13272		714.59	December 2025
2781	12/31/2025	Payroll	5	13273		36.71	December 2025
2783	12/31/2025	Payroll	5	13274		36.71	December 2025
2789	12/31/2025	Payroll	5	13275	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/01/2025 To 12/31/2025 - VEBA
2796	12/31/2025	Claims	5	13276	AT&T Mobility	519.54	
2797	12/31/2025	Claims	5	13277	Access Information Management	48.00	
2798	12/31/2025	Claims	5	13278	Anatek Labs, Inc.	40.00	
2799	12/31/2025	Claims	5	13279	Avista Utilities	1,073.93	
2800	12/31/2025	Claims	5	13280	Canon Financial Services, Inc.	185.13	
2801	12/31/2025	Claims	5	13281	Central Pre-Mix Conctete Co.	669.42	
2802	12/31/2025	Claims	5	13282	CenturyLink	137.94	
2803	12/31/2025	Claims	5	13283	Complete Office	73.83	
2804	12/31/2025	Claims	5	13284	DTA Diversified	15,525.00	
2805	12/31/2025	Claims	5	13285	Steffie Genevieve	475.00	
2806	12/31/2025	Claims	5	13286	Greater Spokane Incorporated	600.00	
2807	12/31/2025	Claims	5	13287	HD Supply Facilities Maintenance, LTD.	264.86	
2808	12/31/2025	Claims	5	13288	Intermax Networks	278.33	
2809	12/31/2025	Claims	5	13289	McVay Brothers Siding & Windows	3,752.37	
2810	12/31/2025	Claims	5	13290	Montgomery Hardware	50.07	
2811	12/31/2025	Claims	5	13291	NAPA Auto Parts	17.41	
2812	12/31/2025	Claims	5	13292	North 40 Outfitters	75.05	
2813	12/31/2025	Claims	5	13293	Parsons, Behle, & Latimer	590.00	
2814	12/31/2025	Claims	5	13294	Brett R Sargent	520.54	
2815	12/31/2025	Claims	5	13295	Spokane County District Court	1,620.05	
2816	12/31/2025	Claims	5	13296	Spokane County Environmental Service	20,352.19	
2817	12/31/2025	Claims	5	13297	Spokane County Treasurer - Elections	3,057.65	
2818	12/31/2025	Claims	5	13298	Spokane County Treasurer - PW	3,547.14	Signal Maintenance; Argonne Road Congestion Relief
2819	12/31/2025	Claims	5	13299	Spokane County Treasurer - Sheriff's	26,522.50	
2820	12/31/2025	Claims	5	13300	Tacoma Screw Products INC	61.10	
2821	12/31/2025	Claims	5	13301	United Rentals	962.68	Christmas Tree
2822	12/31/2025	Claims	5	13302	Upward 7 Consulting		Double entry of invoice #2023C-029
2823	12/31/2025	Claims	5	13303	Verizon Wireless	344.69	

CHECK REGISTER

City Of Millwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2824	12/31/2025	Claims	5	13304	WM Of Spokane - Monthly	250.98	
2825	12/31/2025	Claims	5	13305	Welch-Comer	159,409.12	
2826	12/31/2025	Claims	5	13306	Wilbur - Ellis Company	925.65	
2829	12/31/2025	Claims	5	13324	AT&T Mobility	526.28	
2830	12/31/2025	Claims	5	13325	Complete Office	141.24	
2831	12/31/2025	Claims	5	13326	Fuel Man	371.12	
2832	12/31/2025	Claims	5	13327	WM Of Spokane - Monthly	255.98	
2833	12/31/2025	Claims	5	13328	Witherspoon Brajcich McPhee, PLLC	10,900.48	
2834	12/31/2025	Claims	5	13333	Upward 7 Consulting	5,031.25	
2835	12/31/2025	Claims	5	13334	Union Pacific Railroad Company	219,317.03	
2836	12/31/2025	Claims	5	13335	Welch-Comer	20,538.06	
2837	12/31/2025	Claims	5	13336	NAPA Auto Parts	284.29	
2838	12/31/2025	Claims	5	13337	North 40 Outfitters	193.58	
2839	12/31/2025	Claims	5	13338	Spokane County District Court	5,079.06	
001 General Fund						671,578.07	
401 Utility Operating Fund						55,497.48	
403 Sewer Capital Fund - Managerial						20,352.19	
* Transaction Has Mixed Revenue And Expense Accounts						747,427.74	
						Claims:	648,075.85
						Payroll:	99,351.89

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 Lynn Scharff Date: 3/6/26

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

TREASURER'S REPORT

Fund Totals

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City Of Millwood

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	225,280.97	114,189.18	662,680.06	-323,209.91	466,448.73	25,362.92	0.00	168,601.74
002 Restricted Uses Fund - Managerial	79,579.27	9,485.66		89,064.93	0.00	0.00	0.00	89,064.93
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	437,877.31	685.58		438,562.89	0.00	0.00	0.00	438,562.89
302 Special Capital Projects Fund	442,465.79	685.57		443,151.36	0.00	0.00	0.00	443,151.36
401 Utility Operating Fund	344,806.59	52,595.34	55,476.83	341,925.10	26,945.19	5,284.47	-6,829.95	367,324.81
402 Water Capital Fund Managerial	385,867.28	5,565.35		391,432.63	0.03	0.00	-828.00	390,604.66
403 Sewer Capital Fund - Managerial	49,807.74	23,156.85	20,352.19	52,612.40	20,352.19	0.00	-3,652.49	69,312.10
	2,016,866.95	206,363.53	738,509.08	1,484,721.40	513,746.14	30,647.39	-11,310.44	2,017,804.49

TREASURER'S REPORT

Account Totals

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City Of Millwood

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5 2064-Banner Checking	251,617.39	210,777.94	747,427.74	-285,032.41	-11,214.93	544,298.02	248,050.68
6 1726-Banner Money Market	279,161.11	4.74	0.00	279,165.85	0.00	0.00	279,165.85
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	3.50	0.00	0.00	3.50	0.00	0.00	3.50
12 8016-Banner Investment	1,463,084.95	4,499.51	0.00	1,467,584.46	0.00	0.00	1,467,584.46
Total Cash:	2,016,866.95	215,282.19	747,427.74	1,484,721.40	-11,214.93	544,298.02	2,017,804.49
	2,016,866.95	215,282.19	747,427.74	1,484,721.40	-11,214.93	544,298.02	2,017,804.49

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TREASURER'S REPORT

Outstanding Vouchers

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
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		48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018		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		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025
2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2025	2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2025	2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2025	2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2025	2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2025	2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2025	2574	11/30/2025	Claims	5	13227	Parsons, Behle, & Latimer	413.00	
2025	2631	12/09/2025	Claims	5	13252	Daedalus Drafting Services LLC	550.00	
2025	2718	12/22/2025	Claims	5	13266	Pacific Power Group, LLC	4,037.00	
2025	2720	12/22/2025	Claims	5	13268	Recognition Avenue	52.27	
2025	2771	12/31/2025	Payroll	5	13269		36.71	December 2025
2025	2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2025	2774	12/31/2025	Payroll	5	13271		68.82	December 2025
2025	2778	12/31/2025	Payroll	5	13272		714.59	December 2025
2025	2781	12/31/2025	Payroll	5	13273		36.71	December 2025
2025	2783	12/31/2025	Payroll	5	13274		36.71	December 2025
2025	2789	12/31/2025	Payroll	5	13275	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/01/2025 To 12/31/2025 - VEBA
2025	2796	12/31/2025	Claims	5	13276	AT&T Mobility	519.54	
2025	2797	12/31/2025	Claims	5	13277	Access Information Management	48.00	
2025	2798	12/31/2025	Claims	5	13278	Anatek Labs, Inc.	40.00	
2025	2799	12/31/2025	Claims	5	13279	Avista Utilities	1,073.93	
2025	2800	12/31/2025	Claims	5	13280	Canon Financial Services, Inc.	185.13	
2025	2801	12/31/2025	Claims	5	13281	Central Pre-Mix Conctete Co.	669.42	

TREASURER'S REPORT

Outstanding Vouchers

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City Of Millwood

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2802	12/31/2025	Claims	5	13282	CenturyLink	137.94	
2025	2803	12/31/2025	Claims	5	13283	Complete Office	73.83	
2025	2804	12/31/2025	Claims	5	13284	DTA Diversified	15,525.00	
2025	2805	12/31/2025	Claims	5	13285	Steffie Genevieve	475.00	
2025	2806	12/31/2025	Claims	5	13286	Greater Spokane Incorporated	600.00	
2025	2807	12/31/2025	Claims	5	13287	HD Supply Facilities Maintenance, LTD.	264.86	
2025	2808	12/31/2025	Claims	5	13288	Intermax Networks	278.33	
2025	2809	12/31/2025	Claims	5	13289	McVay Brothers Siding & Windows	3,752.37	
2025	2810	12/31/2025	Claims	5	13290	Montgomery Hardware	50.07	
2025	2811	12/31/2025	Claims	5	13291	NAPA Auto Parts	17.41	
2025	2812	12/31/2025	Claims	5	13292	North 40 Outfitters	75.05	
2025	2813	12/31/2025	Claims	5	13293	Parsons, Behle, & Latimer	590.00	
2025	2814	12/31/2025	Claims	5	13294	Brett R Sargent	520.54	
2025	2815	12/31/2025	Claims	5	13295	Spokane County District Court	1,620.05	
2025	2816	12/31/2025	Claims	5	13296	Spokane County Environmental Service	20,352.19	
2025	2817	12/31/2025	Claims	5	13297	Spokane County Treasurer - Elections	3,057.65	
2025	2818	12/31/2025	Claims	5	13298	Spokane County Treasurer - PW	3,547.14	Signal Maintenance; Argonne Road Congestion Relief
2025	2819	12/31/2025	Claims	5	13299	Spokane County Treasurer - Sheriff's	26,522.50	
2025	2820	12/31/2025	Claims	5	13300	Tacoma Screw Products INC	61.10	
2025	2821	12/31/2025	Claims	5	13301	United Rentals	962.68	Christmas Tree
2025	2823	12/31/2025	Claims	5	13303	Verizon Wireless	344.69	
2025	2824	12/31/2025	Claims	5	13304	WM Of Spokane - Monthly	250.98	
2025	2825	12/31/2025	Claims	5	13305	Welch-Comer	159,409.12	
2025	2826	12/31/2025	Claims	5	13306	Wilbur - Ellis Company	925.65	
2025	2829	12/31/2025	Claims	5	13324	AT&T Mobility	526.28	
2025	2830	12/31/2025	Claims	5	13325	Complete Office	141.24	
2025	2831	12/31/2025	Claims	5	13326	Fuel Man	371.12	
2025	2832	12/31/2025	Claims	5	13327	WM Of Spokane - Monthly	255.98	
2025	2833	12/31/2025	Claims	5	13328	Witherspoon Brajcich McPhee, PLLC	10,900.48	
2025	2834	12/31/2025	Claims	5	13333	Upward 7 Consulting	5,031.25	
2025	2835	12/31/2025	Claims	5	13334	Union Pacific Railroad Company	219,317.03	
2025	2836	12/31/2025	Claims	5	13335	Welch-Comer	20,538.06	
2025	2837	12/31/2025	Claims	5	13336	NAPA Auto Parts	284.29	
2025	2838	12/31/2025	Claims	5	13337	North 40 Outfitters	193.58	
2025	2839	12/31/2025	Claims	5	13338	Spokane County District Court	5,079.06	
							544,298.02	

TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
Fund							Claims	Payroll
								Total
001 General Fund							466,448.73	25,362.92
401 Utility Operating Fund							26,945.19	5,284.47
402 Water Capital Fund Managerial							0.03	0.00
403 Sewer Capital Fund - Managerial							20,352.19	0.00
							513,746.14	30,647.39
								544,393.53

TREASURER'S REPORT

Signature Page

City Of Millwood

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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: Lynn Scharff 3/6/26 Signed: _____
City Treasurer / Date Elected Representative / Date

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

File Attachments for Item:

b. PUBLIC HEARING - ORDINANCE #558 -2026 Comprehensive Plan Periodic Update Part 2 - Exhibit A

CITY COUNCIL ACTION ITEM – UPDATED COMPREHENSIVE PLAN

Pursuant to MMC 14.04.020(F), the city council shall consider the findings and recommendations of the commission and may hold a public hearing pursuant to council rules. The department shall distribute notice of the council's public hearing pursuant to MMC 14.04.020(B). All annual amendments to the comprehensive plan shall be considered concurrently. **By a majority vote of its membership, the city council shall:**

- 1. Approve the application (updated Comprehensive Plan);**
- 2. Disapprove the application (updated Comprehensive Plan);**
- 3. Modify the application (updated Comprehensive Plan).** If the modification is substantial, the council must either conduct a public hearing on the modified proposal in accordance to MMC 14.04.020(B); **or**
- 4. Refer the proposal back to the planning commission for further consideration.**

Option 3 Suggestion -

Adopt Ordinance 558 with modification to Policy 22 in Exhibit A (updated Comprehensive Plan) to add climate resilience:

LU CR	P.22	Incorporate best available science (BAS) in any update to the City’s critical areas ordinance (CAO) <u>as well as for climate resilience per RCW 36.70A.070(9)(e)(i).</u>	G.09	21, 22
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Modification was requested by the WA State Dept. of Commerce, Growth Management Services during the 60 Day Review period to comply with RCW/WAC.

Refer to February 10, 2026 City Council Meeting Packet, Items 8a & 8b for Planning Commission Findings and Recommendation, Staff Report to the Planning Commission, and Ordinance 558 Exhibit A.

ORDINANCE NO. 558

March 10, 2026

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 14.04.010 TO ADOPT THE UPDATED MILLWOOD COMPREHENSIVE PLAN AMENDMENTS (COMPREHENSIVE PLAN PERIODIC UPDATE PART 2), AND PROVIDING FOR OTHER MATTERS RELATED 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 “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 Growth Management Act (“GMA”) was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation; and

WHEREAS, Spokane County and the cities within it were mandated to plan under the GMA in 1993; and

WHEREAS, as a City within Spokane County, Millwood crafted a Comprehensive Plan and Development Regulations which reflect and implement the community's vision for land use; and

WHEREAS, the GMA, RCW 36.70A.130 requires the City to enact a Comprehensive Plan, and to review and revise, if necessary, the Plan and development regulations periodically (currently every 10 years) to ensure that it complies with the requirements of GMA; and

WHEREAS, updates to the City Comprehensive Plan must be consistent with the Countywide Planning Policies for Spokane County, as amended, and must plan to accommodate the urban growth projected to occur within the next 20 years as well as the City’s housing allocation; and

WHEREAS, the Washington State Department of Commerce provided a “Periodic Update Checklist for Cities” to guide cities through the periodic update requirements along with guidance for updating comprehensive plan elements such as housing to comply with recent changes to the GMA; and

WHEREAS, the City completed the “Periodic Update Checklists for Cities” to determine which elements of the Comprehensive Plan would need to be reviewed and updated; and

WHEREAS, the City also prepared a Land Capacity Analysis (“LCA”) consistent with the Countywide Planning Policies for Spokane County, as well as a Racially Disparate Impacts Analysis (“RDI”) and updates to its Housing Element consistent with guidance provided by the Washington State Department of Commerce for Tier 3 cities and the expanded housing checklist (December 2025) that incorporates recent Growth Management Hearings Board (“GMHB”) decisions (with Millwood Comprehensive Plan Housing Element modifications included in Part 2 of the update process); and

WHEREAS, the City’s 2026 Comprehensive Plan Periodic Update process has followed the City Periodic Update Public Participation Plan and the Periodic Update Work Plan that were adopted by the City Council on August 13, 2024 with administrative adjustments and modifications completed for the Periodic Update Work Plan in order to maintain substantial progress on the Periodic Update, Extensive public participation opportunities were provided, consistent with these plans, including meeting SEPA and 60-Day review requirements, as identified in the Staff Report to the Planning Commission dated January 21, 2026; and

WHEREAS, in accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on the periodic update to the Comprehensive Plan Part 2. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (“DNS”) on January 6, 2026. Copies of the SEPA Checklist, the Non-Project DNS Threshold Determination, and the draft amendments for Part 2 were available for

ORDINANCE NO. 558

March 10, 2026

review beginning on January 6, 2026 through 4pm, January 20, 2026. In addition to the publication and posting, notice was provided to::

- City of Millwood Staff, City Council, & Planning Commission,
- City of Millwood Engineer,
- Millwood Periodic Update Notice List,
- Utility & Service Providers,
- Public Agencies,
- Adjacent Jurisdictions, Felts Field, and Tribes,
- SEPA Review Agencies,
- WA State Dept. of Commerce - Growth Management Services Contacts; and

WHEREAS, Part 1 of Millwood's 2026 Comprehensive Plan Periodic Update was adopted on November 12, 2025 and the Millwood Planning Commission held a properly noticed open record public hearing on January 28, 2026 to review the proposed updates to the City Comprehensive Plan for Part 2 (additional clarifications added to the Housing Element to comply with a recent GMHB case and addition of the Climate Change and Resiliency Element that was coordinated with Spokane County).

WHEREAS, the proposed updated Comprehensive Plan Part 2 was reviewed for consistency with Washington Law and was sent to the Washington State Department of Commerce and other state agencies on January 6, 2026, for the required 60-day state notification (under RCW 36.70A.106); and

WHEREAS, at their January 28, 2026, meeting, the City Planning Commission, after considering the public testimony and staff report, voted 3-0 to recommend approval of the Comprehensive Plan Periodic Update Part 2, to the City Council; and

WHEREAS, pursuant to MMC 14.04.020(F), properly noticed public hearings were held on February 10, 2026, and March 10, 2026, where the Council reviewed the Planning Commission's recommendation on the updated City Comprehensive Plan Part 2; and

WHEREAS, all procedural requirements have been completed and a copy of this Ordinance will be submitted with a Notice of Final Adoption to the Washington State Department of Commerce Growth Management Services within ten (10) days of final adoption; and

WHEREAS, the periodic update review process will continue with updates to the critical areas ordinance and development regulations to be consistent with the updated City Comprehensive Plan and the "Periodic Update Checklists for Cities", following the City Periodic Update Public Participation Plan and the Periodic Update Work Plan (updated December 2025), along with SB 5558 passed in April 2025 that provides a final compliance deadline of December 2026; and

WHEREAS, the two part 2026 Comprehensive Plan Periodic Update is complete.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILLWOOD DO ORDAIN AS FOLLOWS:

Section 1. Modification of Millwood Municipal Code Section 14.04.010. The City Comprehensive Plan adopted by Ordinance No. 551 as amended by Ordinance 558 is available in its entirety in the office of the city clerk.

Section 2. Adoption of the Updated City Comprehensive Plan. The Council adopts the updated City Comprehensive Plan Part 2, attached hereto as Exhibit A.

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

ORDINANCE NO. 558

March 10, 2026

Section 4. Effective Date. This ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this ordinance in the official newspaper of the City.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY
OF _____, 2026.

Shawna Beese, Mayor

Attest:

Mackenzi Roderick, City Clerk

STATE OF WASHINGTON)
):
County of Spokane)

Mackenzi Roderick, being first duly sworn on oath deposes and says: I am the City Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled “AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 14.04.010 TO ADOPT THE UPDATED MILLWOOD COMPREHENSIVE PLAN AMENDMENTS (COMPREHENSIVE PLAN PERIODIC UPDATE PART 2), AND PROVIDING FOR OTHER MATTERS RELATED THERETO” is the true and correct original copy of the City of Millwood’s Ordinance numbered #558 and that the same was posted and published according to law.

Mackenzi Roderick, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2026.

Notary Public in and for the State of Washington.
Residing at Spokane.
My Commission expires _____.

ORDINANCE NO. 558

March 10, 2026

ORDINANCE 558 - EXHIBIT A

File Attachments for Item:

a. Treasurer - Lynn Scharff

Preliminary Treasurer's Report



TO: Mayor and Council Members

FROM: Lynn Scharff, Treasurer

DATE: March 6, 2026

RE: Financial Report

The following documents are included in your council packet for consideration under consent agenda:

- 1) December 2025 Treasurer's Report – updated for the “13th month” transactions and investment account reconciliation
- 2) December 2025 Check Register – updated for the “13th month” transactions
- 3) January 2026 Treasurer's Report
- 4) January 2026 Check Register
- 5) February 2026 Treasurer's Report
- 6) February 2026 Check Register

December and January have been presented before, however, there have been changes and I want to get the most current information to you for approval. December was included in February council packet, however not included in the consent agenda.

The dashboards for December, January and February are included for review. An issue I identified has been reviewed with the finance committee. As we work to close out 2025, there is the possibility of additional changes. I do not expect substantial changes. However, I want to make sure you have the most current financial information.

To review February year to date dashboard:

- 1) Tax revenues – off from budget due to the ebb and flow of tax revenues. Budget is one-sixth of the total budget amount which does not necessarily match the flow of tax revenues.
- 2) Intergovernmental revenues – Budgeted for WSDOT reimbursements for Argonne Congestion and grant for Dalton sidewalks which have not been received. In the first week of March, we received \$780,000 in TIB and WSDOT reimbursements for Argonne Congestion.
- 3) Miscellaneous revenues – off from budget due to investment earnings and \$33,000 (YTD) budgeted for potential wholesale water agreements. Total 2026 budget for wholesale water agreements is \$200,000.
- 4) General Governmental expenditures – Timing of payment of the WCIA insurance for 2026.
- 5) Other Increases/Other Decreases – interfund loan (Resolution 2026-2). We should be able to clear in March.
- 6) As noted on the dashboard, fund balances are under review for proper classification.

The mayor and I have revised the expenditure approval and check procedure. A copy of the procedure is included for your reference.

Thank you, Lynn

COMPARISON OF 2026 Year-to-Date to Budget and 2025

Section 10, Item a.

Account #	Description	All Funds: YTD 02/28/2025	All Funds: YTD 2/28/2026	% to 2025	All Funds: Budget to Date 02/28/2026	% to Budget
Beginning Cash and Investments						
308.21	Nonspendable	-	-			
308.31	Restricted	991,552	970,779			
308.41	Committed	45,487	52,612			
308.51	Assigned	471,107	733,358			
308.91	Unassigned	2,198,445	(272,028)			
388/588	Net Adjustments	-	-			
Cash and Investments - Beginning of Year		3,706,591	1,484,721		2,054,568	
Revenues						
310	Taxes	252,186	233,256	-7.5%	308,835	-24.5%
320	Licenses and Permits	7,300	6,195	-15.1%	6,083	1.8%
330	Intergovernmental Revenues	10,219	156,187	1428.4%	683,753	-77.2%
340	Charges for Goods and Services	134,561	159,324	18.4%	174,819	-8.9%
350	Fines and Penalties	-	503	#DIV/0!	417	20.6%
360	Miscellaneous Revenues	23,990	6,697	-72.1%	46,292	-85.5%
Total Revenues:		428,256	562,162	31.3%	1,220,199	-53.9%
Expenditures						
510	General Government	86,669	147,661	70.4%	115,848	27.5%
520	Public Safety	55,446	57,446	3.6%	61,388	-6.4%
530	Utilities	95,401	141,489	48.3%	168,982	-16.3%
540	Transportation	74,441	95,303	28.0%	92,180	3.4%
550	Natural and Economic Environment	19,357	15,534	-19.7%	30,307	-48.7%
560	Social Services	142	-	-100.0%	83	-100.0%
570	Culture and Recreation	12,604	8,093	-35.8%	31,843	-74.6%
Total Expenditures:		344,060	465,526	35.3%	500,631	-7.0%
Excess (Deficiency) Revenues over Expenditures:		84,196	96,636	14.8%	719,568	-86.6%
Other Increases						
391-393, 596	Debt Proceeds	-	-		-	
397	Transfers-In	-	-		-	
385	Special or Extraordinary Items	-	-		-	
386,389	Custodial Activities	3,797	(4,830)	-227.2%	-	
381,382,395,398	Other Increases	-	265,000	#DIV/0!	-	
Total Other Increases		3,797	260,170	6752.0%	-	
Other Decreases						
594-595	Capital Expenditures	76,688	166,988	117.7%	422,215	-60.4%
591-593	Debt Service	-	-		3,489	-100.0%
597	Transfers-Out	-	-		-	
586, 589	Custodial Activities	117	(10,882)	-9400.9%	-	
585	Special or Extraordinary Items	-	-		-	
580,596,599	Other Decreases	-	265,000	#DIV/0!	-	
Total Other Decreases		76,805	421,106	448.3%	425,704	-1.1%
Increase (Decrease) in Cash and Investments		11,188	(64,300)	-674.7%	293,864	-121.9%
Estimated Ending Cash and Investments		3,717,779	1,420,421		2,348,432	

CASH BALANCES by Fund					
Restricted / Reserved / Assigned Cash Accounts	Fund 001 General	Fund 301 Capital	Fund 302 Special Capital	Fund 401, 402, 403 Utilities	Total
REET 1 - Restricted		441,959.59			\$ 441,959.59
REET 2 - Restricted			181,548.05		181,548.05
Water Op. Reserve (12.5%OE) - Restricted				53,293.00	53,293.00
Water Loan Payment - Restricted				22,500.00	22,500.00
Water Cap. & Emergency Reserve - Restricted				99,000.00	99,000.00
Water Cap. Improvement Fee - Assigned				157,440.00	157,440.00
Water Capital Improvement Fee - Assigned				69,181.49	69,181.49
Utility Fund - Assigned				325,662.98	325,662.98
Sewer Reserve - Committed				69,270.32	69,270.32
General Fund Restricted	109,952.04				109,952.04
General Fund Unassigned	(109,383.90)				(109,383.90)
Total Cash	568.14	441,959.59	181,548.05	796,347.79	\$ 1,420,423.57

Fund balances are under review for proper classification

COMPARISON OF 2026 Year-to-Date to Budget and 2025

Section 10, Item a.

Account #	Description	All Funds: YTD 01/31/2025	All Funds: YTD 01/31/2026	% to 2025	All Funds: Budget to Date 01/31/2026	% to Budget
Beginning Cash and Investments						
308.21	Nonspendable	-	-			
308.31	Restricted	991,552	970,779			
308.41	Committed	45,487	52,612			
308.51	Assigned	471,107	733,358			
308.91	Unassigned	2,198,445	(272,028)			
388/588	Net Adjustments	-	-			
Cash and Investments - Beginning of Year		3,706,591	1,484,721		2,054,568	
Revenues						
310	Taxes	155,884	148,331	-4.8%	154,418	-3.9%
320	Licenses and Permits	6,667	5,345	-19.8%	3,042	75.7%
330	Intergovernmental Revenues	7,766	8,675	11.7%	341,877	-97.5%
340	Charges for Goods and Services	69,592	85,722	23.2%	87,410	-1.9%
350	Fines and Penalties	-	301	#DIV/0!	208	44.7%
360	Miscellaneous Revenues	23,794	203	-99.1%	23,146	-99.1%
Total Revenues:		263,703	248,577	-5.7%	610,101	-59.3%
Expenditures						
510	General Government	42,897	102,783	139.6%	57,924	77.4%
520	Public Safety	1,405	28,995	1963.7%	30,694	-5.5%
530	Utilities	40,431	95,083	135.2%	84,491	12.5%
540	Transportation	34,824	67,095	92.7%	46,090	45.6%
550	Natural and Economic Environment	8,471	12,722	50.2%	15,153	-16.0%
560	Social Services	142	-	-100.0%	42	-100.0%
570	Culture and Recreation	8,432	4,781	-43.3%	15,921	-70.0%
Total Expenditures:		136,602	311,459	128.0%	250,315	24.4%
Excess (Deficiency) Revenues over Expenditures:		127,101	(62,882)	-149.5%	359,786	-117.5%
Other Increases						
391-393, 596	Debt Proceeds	-	-		-	
397	Transfers-In	-	-		-	
385	Special or Extraordinary Items	-	-		-	
386,389	Custodial Activities	1,272	(4,830)	-479.7%	-	
381,382,395,398	Other Increases	-	-		-	
Total Other Increases		1,272	(4,830)	-479.7%	-	
Other Decreases						
594-595	Capital Expenditures	-	97	#DIV/0!	211,107	-100.0%
591-593	Debt Service	-	-		1,744	-100.0%
597	Transfers-Out	-	-		-	
586, 589	Custodial Activities	444	(8,514)	-2017.6%	-	
585	Special or Extraordinary Items	-	-		-	
580,596,599	Other Decreases	-	-		-	
Total Other Decreases		444	(8,417)	-1995.8%	212,851	-104.0%
Increase (Decrease) in Cash and Investments		127,929	(59,295)	-146.3%	146,935	-140.4%
Estimated Ending Cash and Investments		3,834,520	1,425,427		2,201,503	

CASH BALANCES by Fund					
Restricted / Reserved / Assigned Cash Accounts	Fund 001 General	Fund 301 Capital	Fund 302 Special Capital	Fund 401, 402, 403 Utilities	Total
REET 1 - Restricted		441,340.84			\$ 441,340.84
REET 2 - Restricted			445,929.30		445,929.30
Water Op. Reserve (12.5%OE) - Restricted				53,293.00	53,293.00
Water Loan Payment - Restricted				22,500.00	22,500.00
Water Cap. & Emergency Reserve - Restricted				99,000.00	99,000.00
Water Cap. Improvement Fee - Assigned				160,477.55	160,477.55
Water Capital Improvement Fee - Assigned				61,949.43	61,949.43
Utility Fund - Assigned				313,601.64	313,601.64
Sewer Reserve - Committed				60,738.46	60,738.46
General Fund Restricted	99,881.34				99,881.34
General Fund Unassigned	(333,285.34)				(333,285.34)
Total Cash	(233,404.00)	441,340.84	445,929.30	771,560.08	\$ 1,425,426.22

Fund balances are under review for proper classification

COMPARISON OF 2025 Year-to-Date to Budget and 2024

Section 10, Item a.

Account #	Description	All Funds: YTD 12/31/2024	All Funds: YTD 12/31/2025	% to 2024	All Funds: Budget to Date 12/31/2025	% to Budget
Beginning Cash and Investments						
308.21	Nonspendable	-	-			
308.31	Restricted	958,272	991,552			
308.41	Committed	45,487	45,487			
308.51	Assigned	639,532	471,107			
308.91	Unassigned	2,393,228	2,198,445			
388/588	Net Adjustments	-	-			
Cash and Investments - Beginning of Year		4,036,519	3,706,591		3,629,197	
Revenues						
310	Taxes	1,831,132	1,793,612	-2.0%	1,717,842	4.4%
320	Licenses and Permits	35,175	33,976	-3.4%	34,500	-1.5%
330	Intergovernmental Revenues	329,983	1,517,569	359.9%	3,461,254	-56.2%
340	Charges for Goods and Services	853,037	982,931	15.2%	951,394	3.3%
350	Fines and Penalties	1,229	2,748	123.6%	1,500	83.2%
360	Miscellaneous Revenues	56,500	105,065	86.0%	11,150	842.3%
Total Revenues:		3,107,056	4,435,901	42.8%	6,177,640	-28.2%
Expenditures						
510	General Government	582,497	717,390	23.2%	587,700	22.1%
520	Public Safety	428,509	337,509	-21.2%	345,370	-2.3%
530	Utilities	806,356	868,125	7.7%	949,300	-8.6%
540	Transportation	415,038	405,392	-2.3%	554,100	-26.8%
550	Natural and Economic Environment	119,380	153,548	28.6%	129,333	18.7%
560	Social Services	414	557	34.5%	750	-25.7%
570	Culture and Recreation	143,067	144,420	0.9%	184,350	-21.7%
Total Expenditures:		2,495,261	2,626,942	5.3%	2,750,903	-4.5%
Excess (Deficiency) Revenues over Expenditures:		611,795	1,808,959	195.7%	3,426,737	-47.2%
Other Increases						
391-393, 596	Debt Proceeds	-	-		-	
397	Transfers-In	698	-		246	-100.0%
385	Special or Extraordinary Items	-	-		-	
386,389	Custodial Activities	-	11,265	#DIV/0!	-	
381,382,395,398	Other Increases	-	6,000	#DIV/0!	-	
Total Other Increases		698	17,265	2373.4%	246	6918.1%
Other Decreases						
594-595	Capital Expenditures	922,659	4,036,512	337.5%	4,024,388	0.3%
591-593	Debt Service	21,505	21,232	-1.3%	22,500	-5.6%
597	Transfers-Out	698	-		246	-100.0%
586, 589	Custodial Activities	(2,440)	(9,651)	295.5%	-	
585	Special or Extraordinary Items	-	-		-	
580,596,599	Other Decreases	-	-		-	
Total Other Decreases		942,422	4,048,093	329.5%	4,047,134	0.0%
Increase (Decrease) in Cash and Investments		(329,929)	(2,221,870)	573.4%	(620,151)	258.3%
Estimated Ending Cash and Investments		3,706,590	1,484,721		3,009,046	

CASH BALANCES by Fund

Restricted / Reserved / Assigned Cash Accounts	Fund 001 General	Fund 301 Capital	Fund 302 Special Capital	Fund 401, 402, 403 Utilities	Total
REET 1 - Restricted		438,562.89			\$ 438,562.89
REET 2 - Restricted			443,151.36		443,151.36
Water Op. Reserve (12.5%OE) - Restricted				53,293.00	53,293.00
Water Loan Payment - Restricted				22,500.00	22,500.00
Water Cap. & Emergency Reserve - Restricted				99,000.00	99,000.00
Fund balances are under review for proper classification					
Water Cap. Improvement Fee - Assigned				154,690.20	154,690.20
Water Capital Improvement Fee - Assigned				61,949.43	61,949.43
Utility Fund - Assigned				341,925.10	341,925.10
Sewer Reserve - Committed				52,612.40	52,612.40
General Fund - Restricted	89,064.93				89,064.93
General Fund Unassigned	(272,028.10)				(272,028.10)
Total Cash	(182,963.17)	438,562.89	443,151.36	785,970.13	\$ 1,484,721.21

EXPENDITURE and CHECK PROCEDURE

Purpose:

To avoid late charges, interest, and reputational risk to the City of Millwood, it is in the best interest to pay invoices and/or charges timely. Therefore, the following procedure has been established.

Expenditure Procedure:

- 1) All invoices and/or charges will be approved by the employee with knowledge of the charge and the receipt of goods or services. The employee will have received any pre-authorization needed.
- 2) Employees will sign invoice and indicate which departments should receive charge for the expenditure.
- 3) If BARS coding is known by the employee, they will include it on the invoice.
- 4) Generally, the second approval will be by the treasurer or mayor.
- 5) Second approval is reviewing that the charge is appropriate for the city and should be paid.
- 6) Second approval is indicated by signing invoice.
- 7) Invoice will be input into payment system after receiving two approvals.

Check Issuance Procedure:

- 1) Checks may be issued up to weekly if needed to accommodate invoice due dates provided cash flow is adequate.
- 2) Checks will be matched with approved invoices and presented for signature.
- 3) Checks require two signatures. It is the objective to have one elected official and one employee sign checks.
- 4) Checks will be mailed once signed.

Check registers documenting all checks and ACH payments issued during the month will be presented to the Finance Committee and City Council at their next scheduled meeting.

Shawna Beese, Mayor

Date

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

March 2, 2026

Memo To: Millwood City Council

RE: February 2026 Planning Report

Here is a summary of the planning activities for the month of February 2026:

- Permit/license/land use application review and processing:
 - 3608-3614 N Dale (BLA-2025-01) - Recording Packet Issuance
 - 9710 E. Fairway (MW-2026-0004) - Detached Garage SmartGov Sign-Off
 - 8921 E. Euclid (MW-2025-0011) - Additional residential unit / parking proposal
 - 2708 N. Laura - site plan review / approval for carport and garage addition w/ detached garage re-location for shed
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Periodic Update
 - Millwood Comprehensive Plan Periodic Update (Part 2) - Ordinance 558 & Exhibit A
 - 2/4/26 Planning Technical Advisory Committee (PTAC) Meeting
 - 2/11/26 Steering Committee of Elected Officials (SCEO) Meeting
 - Coordination w/ City of Spokane Valley Building Dept. on upcoming development regulation / land division modifications
 - Coordination w/ Millwood Public Works on utility policies and easements for upcoming development regulation / land division modifications
 - Teams meeting w/ Commerce Growth Management Services and Housing Staff
 - Community / agency engagement & webpage updates
 - Millwood Municipal Code proposed modifications
 - 2/25/26 Planning Commission Meeting - Periodic Update Development Regulations Review
 - Ch. 17.04 (2/19/26)
 - Ch. 17.06, Table of Permitted Uses (2/19/26)
 - Ch. 17.08 to 17.18, Residential Zones (2/19/26)
 - Ch. 17.20 to 17.36, Commercial Industrial Public Zones (2/19/26)
 - Ch. 17.38, General Provisions (2/19/26)



Amanda Tainio, Principal

- Ch. 17.48, Essential Public Facilities (2/19/26)
- Title 17 Appendix A, Definitions (2/19/26)
- Ch. 18.08, Critical Areas (12/31/25)

With best regards,
Amanda Tainio
Millwood Contract City Planner
planner@millwoodwa.us