



City Council Regular Meeting Agenda

Tuesday, November 12, 2024 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MEETING AGENDA
4. LOCAL AGENCY REPORTS/PRESENTATIONS
5. OTHER PRESENTATIONS

- a. Historic Preservation Commission - Status of Activities - K. Major
- b. [Welch-Comer - Water and Wastewater 2025 Budget Recommendations \(N. Maiani\)](#)

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

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

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

- a. [ORDINANCE # 546 - 2025 Preliminary Budget \[PUBLIC HEARING\]](#)

9. ACTION ITEMS FOR CONSIDERATION

- a. [Consent Agenda -](#)
[\(1\) October 2024 City Council Regular Meeting Minutes, \(2\) October 2024 Treasurer's Report, and \(3\) October 2024 Payroll & Claims.](#)
- b. [Special Event Permit - 2024 Winterfest Christmas Market](#)
- c. [Change Order - Diamond Construction, Asphalt Patching Project](#)
- d. [Bid Presentation - Tree Removal & Pruning](#)
- e. [Grant Award – Empire Chip Seal Preservation Project, Transportation Improvement Board \(TIB\)](#)
- f. [RESOLUTION 2024-05 – 2025 Property Tax Levy Certification](#)
- g. [RESOLUTION 2024-06 – 2025 Ad Valorem Tax](#)
- h. [ORDINANCE # 543 - 2024 Budget Amendment](#)

- i. [ORDINANCE #544 MMC Section 17.04 / 17.040.35 \(Adoption by Reference\). Spokane County Off-Street Parking & Loading Standards](#)
- j. [ORDINANCE #545 - Wholesale Water Service](#)

10. REPORTS (no action)

- a. Treasurer - Debb Matkin
- b. Clerk/Public Records and Code Enforcement – Lisa Cassels
- c. Facilities - Kyle Schiewe
- d. Utilities - Matt Erdahl
- e. [Planning - Amanda Tainio \(Upward 7 Consulting\)](#)
- f. Legal - Brian Werst (Witherspoon Brajcich McPhee, PLLC)
- g. Mayor - Mayor Kevin Freeman

11. COUNCIL INFORMATION (no action or discussion)

- a. [SCSO - Intelligence Report - September 2024](#)
- b. [Welch-Comer - Argonne Congestion Relief Project, Final Design Sheets](#)
- c. [Welch-Comer - Summary of Public Comments from Argonne Congestion Relief Project Open Houses](#)

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.

- a. [Public Remarks Received](#)

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

- 15. SET NEXT MEETING - City Council Special Meeting November 19, 2024 at 6:00 PM. Joint City Council Planning Commission Special Meeting December 10, 2024 at 5:00 PM.**

16. ADJOURNMENT

File Attachments for Item:

b. Welch-Comer - Water and Wastewater 2025 Budget Recommendations (N. Maiani)

City of Millwood Water and Wastewater Infrastructure Budgeting

City Council Meeting

November 12, 2024

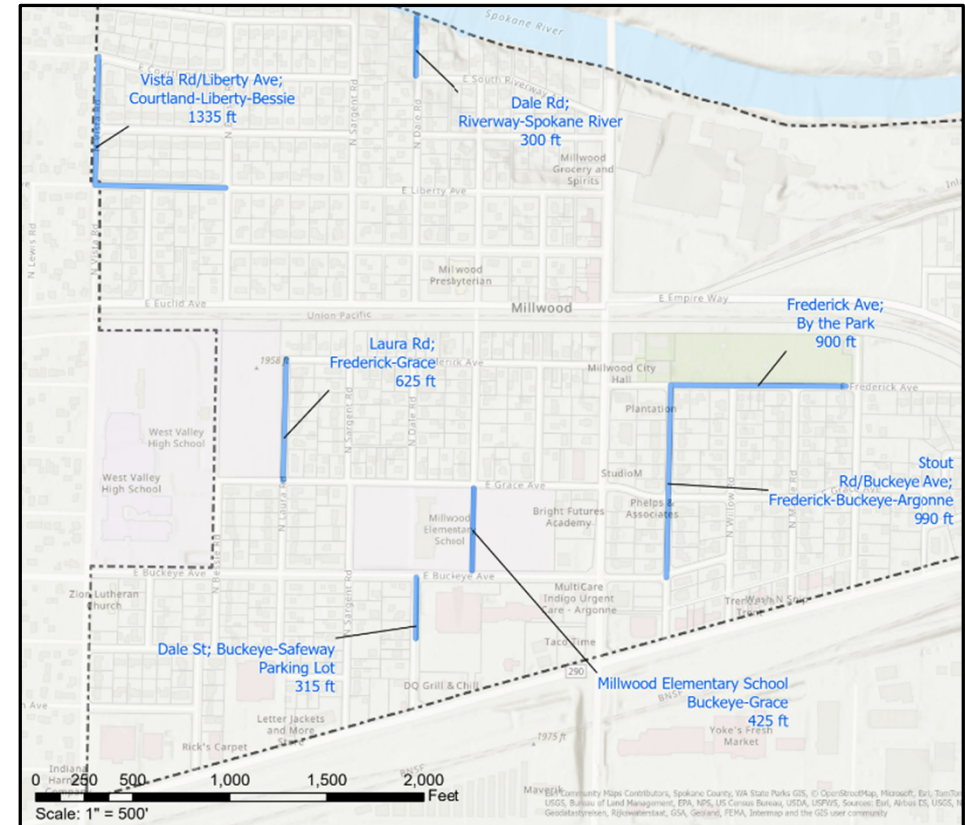


Purpose

- Summarize budget recommendations for priority utility projects in 2025
 - Cast Iron Water Main Replacement
 - Water Master Plan and GIS
 - Sewer Master Plan

Cast Iron Water Main Replacement

- ~4,700 LF of cast iron water main in the system
 - Over 70 years old, beyond useful life
- Main breaks and repairs are increasing
 - Potential for contamination to enter the system
 - Contributes to the system's 18% loss
 - Above Washington's 10% standard



Cast Iron Water Main Replacement

- City is using available capital improvement funding (~approximately \$70,000 per year) to replace the cast iron mains, 300'-1,000' feet at a time.
- 2024 Grace waterline project averaged \$633/foot
- At current annual funding, it will take the City well over 20 years to finish replacing the cast iron.
- Cost efficiency to design and build (or replace) longer segments of waterline.



Cast Iron Water Main Replacement

Consider replacing remaining cast iron pipe as one or two project(s) rather than 5-10 separate projects.

Pros

- Anticipate overall cost savings of 15-20%
- Additional savings in interim repair costs
- Reduces liability associated with main breaks

Cons

- Requires loan
- Opinion of Probable Project Costs for remainder is \$2.6 million (including 20% contingency)

Cast Iron Water Main Replacement

- Potential Funding Sources (low interest loans):
 - Washington State Public Works Board (Currently 1.71% for 20 years)
 - Drinking Water State Revolving Fund
- Must have current, approved Water System Plan including the project for which funds will be requested
- Competitive loans and based on need:
 - Applicants who show “readiness to proceed” are ranked higher than other applicants.

Cast Iron Water Main Replacement

- Potential Funding Strategy for 2025:
 - Budget \$25,000 to complete the Water System Plan Update (including GIS mapping of the water system)
 - Budget \$200,000 to complete environmental and design phase services for full replacement of the cast iron mains.
 - Apply for PWB and/or DWSRF funds for full replacement of the cast iron mains

Water Master Plan and GIS-Other Benefits

- Existing Water Master Plan:
 - Approved by DOH in 2018; “expires” in 2028
 - Public Works Board requires a Plan current within 5 years to qualify for their funds.
- CIP is somewhat dated due to extreme inflation after COVID.
 - Updating the CIP for current pricing will provide a more accurate cost basis to the City in seeking funding.
- Develop Water System GIS
 - Many benefits to the City, particularly accessing system details and managing the asset
 - Accessible in the field
 - Captures institutional knowledge
 - Adds points for the City’s funding applications

Sewer Master Plan

- System installed in early 1990s; anticipated useful life of 75 years (60% of the useful life remaining)
- No current Sewer Master Plan or formal capital improvement plan
 - Full assessment has not been completed since system installation
- An approved, adopted Sewer Master Plan will be an asset in managing system priorities, setting rates, and addressing future issues that may arise with Treatment
- Recommended budget for Sewer Master Plan: \$60,000 in 2025 budget

2025 Budget Summary

- Cast Iron Water Main Replacement \$225,000
 - Water Master Plan/GIS Update
 - Environmental/Design for Replacement
- Sewer Master Plan \$60,000



Questions

File Attachments for Item:

- a. ORDINANCE # 546 - 2025 Preliminary Budget [PUBLIC HEARING]

ORDINANCE #546

NOVEMBER 19, 2024

AN ORDINANCE ADOPTING THE BUDET FOR THE CITY OF MILLWOOD,
WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025.

WHEREAS, the City of Millwood, Washington completed and placed on file with the City Clerk a proposed budget estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the City for the fiscal year ending December 31, 2025;

WHEREAS, a notice was published that the City Council would meet on November 12, 2024 at 6:00 p.m., in the council chambers of city hall for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard in a public hearing upon said budget; and

WHEREAS, the City Council did hold a public hearing at that time and place and did then consider the matter of proposed budget for the fiscal year 2025; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purposes set forth in the budget, and estimated expenditures set forth in the budget being all necessary to carry on the government of the City for the fiscal year 2025 and being sufficient to meet various needs of the City during the period;

NOW THEREFORE, the City Council of the City of Millwood, does ordain as follows:

SECTION 1. The budget for the City of Millwood, Washington for the year 2025 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive budget document, City of Millwood 2025 Budget, copies of which are on file in the Office of the City Clerk as follows.

SECTION 2. Estimated resources, including fund balances for each separate fund of the City of Millwood for the year 2025 are set forth in the summary form below, and are hereby appropriated for expenditure at the fund level during the year 2025 as set forth in the City of Millwood 2025 Budget.

FUND	Estimated Beginning Balance	Estimated Revenue	Estimated Expenditures	Estimated Ending Balance
GENERAL FUNDS				
General Fund (#001)	\$2,087,640	\$5,179,246	\$5,749,121	\$1,517,765
Unemployment Compensation (#099)	\$51,182	\$246	0	\$51,428
CAPITAL PROJECT FUNDS				
Capital Project Fund – REET 1 (#301)	\$400,098	\$25,000	0	\$425,098
Capital Project Fund – REET 2 (#302)	\$404,893	\$25,000	0	\$429,893
ENTERPRISE FUNDS				
Joint Utility Fund (#401)	\$685,384	\$948,394	\$1,048,916	284,862
TOTAL	\$3,629,197	\$6,177,886	\$6,798,037	\$2,709,046

Wages and Benefits are as listed in Exhibit A which is attached hereto.

ORDINANCE #546

NOVEMBER 19, 2024

SECTION 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor’s Office and to the Municipal Research and Services Center (MRSC).

SECTION 4. Effective Date. This ordinance shall be in full force and take effect 5 days after its publication.

Passed by the City Council of the City of Millwood, at a regular meeting thereof this 19th day of November 2024.

Kevin Freeman - Mayor

Attest:

Lisa Cassels – City Clerk

Exhibit A
2025 Schedule of Compensation

Position	Rate	Benefit Allowance	Total Compensation
Advisory Commission	\$25.00 – 40.00 mtg.		\$25.00 – 40.00 mtg.
Council	75.00 mtg		75.00 mtg
Mayor	800.00 monthly		800.00 monthly
City Treasurer	40.00 – 50.00 hourly	16.39 hourly	56.39 – 66.39 hourly
Assistant Treasurer	25.00 – 35.00 hourly	16.39 hourly	41.39 – 51.39 hourly
City Clerk	25.00 – 35.00 hourly	16.39 hourly	41.39 – 51.39 hourly
Administrative Assistant	20.00 – 30.00 hourly	16.39 hourly	36.39 – 46.39 hourly
Street & Facilities Manager	35.00 – 45.00 hourly	16.39 hourly	51.39 – 61.39 hourly
Utilities Manager	35.00 – 45.00 hourly	16.39 hourly	51.39 – 61.39 hourly
Water Operator	25.00 – 35.00 hourly	16.39 hourly	41.39 – 51.39 hourly
Maintenance Worker 2	25.00 – 35.00 hourly	16.39 hourly	41.39 – 51.39 hourly
Maintenance Worker 1	20.00 – 30.00 hourly	16.39 hourly	36.39 – 46.39 hourly
Park Worker	16.66 – 20.00 hourly		16.66 – 20.00 hourly
Pool Attendant	16.66 – 20.00 hourly		16.66 – 20.00 hourly

Benefits are described in the current City of Millwood Employee Handbook.

STATE OF WASHINGTON)
):
County of Spokane)

Lisa Cassels, 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 ADOPTING THE BUDET FOR THE CITY OF MILLWOOD, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025’ is the true and correct original copy of the City of Millwood’s Ordinance numbered 546 and that the same was posted and published according to law.

ORDINANCE #546

NOVEMBER 19, 2024

Lisa Cassels – City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____DAY OF _____, 2024.

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

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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001 General Fund

01/01/2025 To: 12/31/2025

REVENUES

300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 91 00 01	Estimated Beginning Balance - GF	Spendable 1,382,908.00
308 91 00 02	Estimated Beginning Balance - GF Operating Reserve	530,846.00
308 91 00 03	Estimated Beginning Balance - GF Contingency Reserve 12.5%	173,886.00

308 Beginning Cash & Investments	2,087,640.00
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300 Beginning Cash & Investments	2,087,640.00
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310 Taxes

311 Property Tax

311 10 00 00	Property Tax	474,342.00
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311 Property Tax	474,342.00
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313 Retail Sales & Use Taxes

313 11 00 00	Local Retail Sales & Use Tax	800,000.00
313 15 00 00	Special Purpose Sales & Use Tax	28,000.00
313 61 00 00	Brokered Natural Gas Sales & Use Tax	45,000.00
313 71 00 00	Criminal Justice Sales & Use Tax	35,000.00

313 Retail Sales & Use Taxes	908,000.00
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316 Business & Occupation Taxes

316 40 00 01	B & O Tax On Utilities - Gas	30,000.00
316 40 00 02	B & O Taxes On Utilities - Electric	235,000.00
316 40 00 03	B & O Taxes On Utilities - Solid Waste	15,000.00
316 40 00 04	B & O Taxes On Utilities - Phones	5,000.00

040 B&O	285,000.00
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316 81 00 00	Gambling Tax - Punch Boards & Pull Tabs	500.00
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081 Gambling	500.00
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316 Business & Occupation Taxes	285,500.00
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310 Taxes	1,667,842.00
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320 Licenses & Permits

2025 PRELIMINARY BUDGET TOTALS

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001 General Fund

01/01/2025 To: 12/31/2025

REVENUES

321 Business Licenses & Permits

321 91 00 00	Franchise Fees & Royalties - Cable	24,000.00
321 99 00 00	Other Business Licenses & Permits	7,500.00
321 Business Licenses & Permits		31,500.00

322 Non-Business Licenses & Permits

322 10 00 00	Buildings, Structures & Equipment	1,000.00
322 90 00 00	Other Non-Business Licenses & Permits - ROW	2,000.00
322 Non-Business Licenses & Permits		3,000.00
320 Licenses & Permits		34,500.00

330 Intergovernmental Revenues

334 State Grants

334 03 60 01	State Direct/Indirect Grant From WSDOT - Argonne Congestion CMAQ-4041(016)	3,238,030.00
334 03 80 00	State Award From TIB - Empire Chip Seal & Striping	75,789.00
334 State Grants		3,313,819.00

336 State Shared Revenues, Entitlements & Impact Pay

336 00 71 00	Multimodal Transportation - Cities	2,445.00
336 00 87 00	Motor Vehicle Fuel Tax - City Streets	34,997.00
336 06 21 00	Criminal Justice - Violent Crimes/Population	1,000.00
336 06 25 00	Criminal Justice - Contracted Services	4,283.00
336 06 26 00	Criminal Justice - Special Programs	2,695.00
336 06 42 00	Marijuana Excise Tax Distribution	75,000.00
336 06 51 00	DUI & Other Criminal Justice Assistance	200.00
336 06 94 00	Liquor/Beer Excise Tax	12,628.00
336 06 95 00	Liquor Control Board Profits	14,187.00
336 State Shared Revenues, Entitlements & Impact Payments		147,435.00

330 Intergovernmental Revenues 3,461,254.00

340 Charges For Goods & Services

345 Natural & Economic Environment

345 83 00 00	Plan Checking Services	1,000.00
345 89 00 00	Other Planning & Development Services	5,000.00

2025 PRELIMINARY BUDGET TOTALS

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001 General Fund

01/01/2025 To: 12/31/2025

REVENUES

345 Natural & Economic Environment

345 Natural & Economic Environment	6,000.00
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340 Charges For Goods & Services	6,000.00
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350 Fines & Penalties

357 Criminal Costs

357 37 00 00 District/Municipal Court Cost Recoupments	1,500.00
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357 Criminal Costs	1,500.00
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350 Fines & Penalties	1,500.00
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360 Miscellaneous Revenues

361 Interest & Other Earnings

361 10 00 00 Investment Earnings	2,000.00
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361 40 00 00 Other Interest	2,500.00
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361 Interest & Other Earnings	4,500.00
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362 Rents & Leases

362 00 00 00 Rents & Leases	3,650.00
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362 Rents & Leases	3,650.00
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360 Miscellaneous Revenues	8,150.00
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Fund Revenues:	7,266,886.00
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EXPENDITURES

510 General Government

511 Legislative Activities

511 20 10 00 Planning Commission - Salaries & Wages	3,000.00
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511 20 10 01 Historic Preservation - Salaries & Wages	1,875.00
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511 20 20 00 Planning Commission - Personnel Benefits	300.00
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511 20 20 01 Historic Preservation - Personnel Benefits	200.00
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511 20 30 00 Planning Commission - Supplies For Consumption & Resale	500.00
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511 20 40 00 Planning Commission - Services & Pass-Through Payments	750.00
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2025 PRELIMINARY BUDGET TOTALS

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001 General Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

511 Legislative Activities

020 Advisory Services	6,625.00
511 30 40 00 Official Publication Services	7,500.00
030 Official Publication Services	7,500.00
511 60 10 00 Council - Salaries & Wages	5,625.00
511 60 20 00 Council - Personnel Benefits	500.00
511 60 30 00 Council - Supplies For Consumption & Resale	500.00
060 Legislative Activities	6,625.00
511 Legislative Activities	20,750.00

512 Judicial Activities

512 52 40 00 Contracted Court Services	5,000.00
512 Judicial Activities	5,000.00

513 Executive Activities

513 10 10 00 Executive Office - Salaries & Wages	9,600.00
513 10 20 00 Executive Office - Personnel Benefits	1,000.00
513 10 30 00 Executive Office - Supplies For Consumption & Resale	500.00
513 10 40 00 Executive Office - Services & Pass-Through Payments	5,000.00
513 Executive Activities	16,100.00

514 Financial, Recording & Election Activities

514 20 10 00 Financial Services - Salaries & Wages	62,500.00
514 20 20 00 Financial Services - Personnel Benefits	22,000.00
514 20 30 00 Financial Services - Supplies For Consumption & Resale	5,500.00
514 20 40 00 Financial Services - Services & Pass-Through Payments	7,500.00
020 Financial Services	97,500.00
514 30 10 00 Recording Services - Salaries & Wages	63,750.00
514 30 20 00 Recording Services - Personnel Benefits	25,550.00
514 30 30 00 Recording Services - Supplies For Consumption & Resale	4,000.00
514 30 40 00 Recording Services - Services & Pass-Through Payments	11,000.00
030 Recording Services	104,300.00
514 Financial, Recording & Election Activities	201,800.00

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001 General Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

515 Legal Activities

515 41 40 00	External Legal Services - General	51,500.00
515 41 40 02	External Legal Services - Code Enforcement	17,500.00
515 41 40 03	External Legal Services - Street	36,000.00
515 41 40 04	External Legal Services - Planning	10,000.00
515 41 40 05	External Legal Services - Utilities	20,000.00

515 Legal Activities	135,000.00
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518 Centralized Services

518 30 10 00	Central Services - Salaries & Wages	74,750.00
518 30 20 00	Central Services - Personnel Benefits	30,800.00
518 30 31 00	Central Services - Office & Operating Supplies	7,500.00
518 30 35 00	Central Services - Small Tools & Equipment	3,000.00
518 30 41 00	Central Services - Professional Services	1,000.00
518 30 42 00	Central Services - Communications	6,000.00
518 30 43 00	Central Services - Travel	1,000.00
518 30 45 00	Central Services - Operating Rentals & Leases	1,500.00
518 30 46 00	Central Services - Insurance	62,500.00
518 30 47 00	Central Services - Utility Services	12,000.00
518 30 48 00	Central Services - Repairs & Maintenance	8,000.00
518 30 49 00	Central Services - Miscellaneous	1,000.00

518 Centralized Services	209,050.00
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510 General Government	587,700.00
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520 Public Safety

521 Law Enforcement Activities

521 20 40 00	Law Enforcement - Services And Pass Through Payments	318,270.00
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521 Law Enforcement Activities	318,270.00
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524 Protective Inspection Services

524 60 10 00	Code Enforcement - Salaries & Wages	18,200.00
524 60 20 00	Code Enforcement - Personnel Benefits	6,150.00
524 60 30 00	Code Enforcement- Supplies For Consumption & Resale	250.00
524 60 40 00	Code Enforcement - Services & Pass-Through Payments	2,500.00

524 Protective Inspection Services	27,100.00
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520 Public Safety	345,370.00
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City Of Millwood

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001 General Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

540 Transportation

542 Roads/Street Maintenance

542 30 10 00	Roadway - Salaries & Wages	64,000.00
542 30 10 01	Argonne Project - Salaries & Wages	5,750.00
542 30 20 00	Roadway - Personnel Benefits	22,550.00
542 30 20 01	Argonne Project - Personnel Benefits	1,300.00
542 30 31 00	Roadway - Office & Operating Supplies	7,750.00
542 30 32 00	Roadway - Fuel Consumed	1,600.00
542 30 35 00	Roadway - Small Tools And Minor Equipment	2,750.00
542 30 41 00	Roadway - Professional Services	15,000.00
542 30 42 00	Roadway - Communications	2,750.00
542 30 43 00	Roadway - Travel	250.00
542 30 45 00	Roadway - Operating Rentals & Leases	8,500.00
542 30 46 00	Roadway - Insurance	29,000.00
542 30 47 00	Roadway - Utility Services	12,500.00
542 30 48 00	Roadway - Repairs & Maintenance	10,000.00
542 30 48 01	Roadway - Asphalt Patching	50,000.00
542 30 48 02	Roadway - Crack Sealing Area 4	5,000.00
542 30 49 00	Roadway - Miscellaneous	7,500.00

030 Roadway	246,200.00
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542 40 10 00	Drainage - Salaries & Wages	1,000.00
542 40 20 00	Drainage - Personnel Benefits	500.00
542 40 40 00	Drainage - Services & Pass-Through Payments	30,000.00

040 Drainage	31,500.00
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542 61 40 00	Sidewalks - Services & Pass-Through Payments	40,000.00
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061 Sidewalks	40,000.00
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542 62 10 00	Special Purpose Paths - Salaries & Wages	36,150.00
542 62 20 00	Special Purpose Paths - Personnel Benefits	17,000.00
542 62 31 00	Special Purpose Paths - Operating Supplies	4,000.00
542 62 32 00	Special Purpose Paths - Fuel Consumed	750.00
542 62 35 00	Special Purpose Paths - Small Tools & Equipment	750.00
542 62 42 00	Special Purpose Paths - Communication	500.00
542 62 47 00	Special Purpose Paths - Public Utility	2,250.00
542 62 48 00	Special Purpose Paths - Repair & Maintenance	2,500.00
542 62 49 00	Special Purpose Paths - Miscellaneous	250.00

062 Special Purpose Paths	64,150.00
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542 63 40 00	Street Lighting - Services & Pass-Through Payments	17,500.00
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063 Street Lighting	17,500.00
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001 General Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

542 Roads/Street Maintenance

542 64 30 00	Traffic Control Devices - Supplies For Consumption & Resale	3,000.00
542 64 40 00	Traffic Control Devices - Services & Pass-Through Payments	15,000.00

064 Traffic Control Devices	18,000.00
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542 65 40 00	Parking Facilities - Services & Pass-Through Payments	18,500.00
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065 Parking Facilities	18,500.00
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542 66 10 00	Snow & Ice Control - Salaries & Wages	20,500.00
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542 66 20 00	Snow & Ice Control - Personnel Benefits	6,750.00
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542 66 30 00	Snow & Ice Control - Supplies For Consumption & Resale	7,500.00
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542 66 40 00	Snow & Ice Control - Services & Pass-Through Payments	5,000.00
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066 Snow & Ice Control	39,750.00
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542 67 10 00	Leaf Program - Salaries & Wages	16,000.00
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542 67 20 00	Leaf Program - Personnel Benefits	7,000.00
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542 67 30 01	Leaf Program - Supplies For Consumption & Resale	2,000.00
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542 67 40 01	Leaf Program - Services & Pass-Through Payments	2,000.00
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542 67 40 02	Street Cleaning - Services & Pass-Through Payments	27,500.00
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067 Street Cleaning	54,500.00
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542 69 10 00	City Street Trees - Salaries & Wages	12,500.00
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542 69 20 00	City Street Trees - Personnel Benefits	6,000.00
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542 69 30 00	City Street Trees - Supplies For Consumption & Resale	500.00
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542 69 40 00	City Street Trees - Services & Pass-Through Payments	5,000.00
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069 Other Traffic & Pedestrian Services	24,000.00
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542 Roads/Street Maintenance	554,100.00
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540 Transportation	554,100.00
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550 Natural & Economic Environment

553 Conservation

553 70 40 00	Pollution Control & Remediation - Services & Pass-Through Payments	4,833.00
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553 Conservation	4,833.00
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554 Environmental Services

554 30 40 00	Animal Control - Services & Pass-Through Payments	10,000.00
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2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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001 General Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

554 Environmental Services

554 Environmental Services	10,000.00
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558 Community Planning & Economic Development

558 60 10 00	Planning - Salaries & Wages	25,000.00
558 60 20 00	Planning - Personnel Benefits	9,250.00
558 60 30 00	Planning - Supplies For Consumption & Resale	250.00
558 60 40 00	Planning - Services & Pass-Through Payments	50,000.00
558 60 40 01	Planning - Services & Pass Through Payments	30,000.00

558 Community Planning & Economic Development	114,500.00
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550 Natural & Economic Environment	129,333.00
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560 Social Services

566 Chemical Dependency Services

566 00 40 00	Chemical Dependency Services	750.00
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566 Chemical Dependency Services	750.00
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560 Social Services	750.00
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570 Culture & Recreation

576 Park Facilities

576 20 10 00	Swimming Pools - Salaries & Wages	14,000.00
576 20 20 00	Swimming Pools - Personnel Benefits	3,600.00
576 20 30 00	Swimming Pools - Supplies For Consumption & Resale	2,000.00
576 20 40 00	Swimming Pools - Services & Pass-Through Payments	1,000.00

020 Swimming Pools	20,600.00
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576 80 10 00	General Parks - Salaries & Wages	79,000.00
576 80 20 00	General Parks - Personnel Benefits	32,000.00
576 80 31 00	General Parks - Office & Operating Supplies	10,000.00
576 80 32 00	General Parks - Fuel Consumed	2,000.00
576 80 35 00	General Parks - Small Tools And Minor Equipment	1,500.00
576 80 41 00	General Parks - Professional Services	15,000.00
576 80 42 00	General Parks - Communications	1,250.00
576 80 45 00	General Parks - Operating Rentals & Leases	1,000.00
576 80 47 00	General Parks - Utility Services	12,000.00
576 80 48 00	General Parks - Repairs & Maintenance	7,500.00

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 1/1/25
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Section 8, Item a.

001 General Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

576 Park Facilities

576 80 49 00	General Parks - Miscellaneous	2,500.00
080	General Parks	163,750.00
576	Park Facilities	184,350.00
570	Culture & Recreation	184,350.00

590 Debt, Capital Outlay, and Other Financing Uses

594 Capital Expenditures

594 18 60 01	Capital Expenditures - City Hall Painting	10,000.00
018	Centralized Services	10,000.00
594 42 60 01	Capital Expenditures - Argonne Congestion Relief	3,743,388.00
594 42 60 02	Capital Expenditures - Asphalt Shop Area	7,500.00
594 42 60 03	Capital Expenditures - City Hall Painting	10,000.00
594 42 60 04	Capital Expenditures - Dryland Hydroseeding - Trail	8,000.00
594 42 60 05	Capital Expenditures - Drywell Rehabilitation	30,000.00
594 42 60 06	Capital Expenditures - Empire Chip Seal & Striping	80,000.00
594 42 60 07	Capital Expenditures - Lean To At Butler	9,000.00
594 42 60 08	Capital Expenditures - Material Containment Bins	2,000.00
594 42 60 09	Capital Expenditures - Vegetation Replacement - Trail	6,000.00
042	Roads/Streets Ordinary Operations	3,895,888.00
594 76 60 01	Capital Expenditures - Asphalt Shop Area	7,500.00
594 76 60 02	Capital Expenditures - Lean To At Butler	9,000.00
594 76 60 03	Capital Expenditures - Material Containment Bins	2,000.00
594 76 60 04	Capital Expenditures - Playground Equipment Replacement	15,000.00
594 76 60 05	Capital Expenditures - Splash Pad Rehabilitation	8,000.00
076	Park Facilities	41,500.00
594	Capital Expenditures	3,947,388.00
590	Debt, Capital Outlay, and Other Financing Uses	3,947,388.00

597 Other Financing Uses

597 Transfers-Out

597 00 00 01	Transfers-Out - Unemployment Compensation	130.00
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2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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001 General Fund 01/01/2025 To: 12/31/2025

EXPENDITURES

597 Transfers-Out

597 Transfers-Out 130.00

597 Other Financing Uses 130.00

Fund Expenditures: 5,749,121.00

Excess/Deficit: 1,517,765.00

Spendable Ending Balance 813,033.00

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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099 Unemployment Compensation

01/01/2025 To: 12/31/2025

REVENUES

300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 91 99 01 Beginning Balance - Unemployment Reserve

Non Spendable 51,182.00

308 Beginning Cash & Investments

51,182.00

300 Beginning Cash & Investments

51,182.00

390 Other Financing Sources

397 Transfers-In

397 00 00 01 Transfer In - Unemployment Compensation General

130.00

397 00 00 03 Transfer In - Unemployment Compensation Water

67.00

397 00 00 04 Transfer In - Unemployment Compensation Sewer

49.00

397 Transfers-In

246.00

390 Other Financing Sources

246.00

Fund Revenues:

51,428.00

Excess/Deficit:

51,428.00

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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301 Capital Projects Fund

01/01/2025 To: 12/31/2025

REVENUES

300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 31 03 01 Beginning Balance - REET 1

Restricted Use 400,098.00

308 Beginning Cash & Investments

400,098.00

300 Beginning Cash & Investments

400,098.00

310 Taxes

318 Other Taxes

318 34 00 01 REET 1 - First Quarter Percent

25,000.00

318 Other Taxes

25,000.00

310 Taxes

25,000.00

Fund Revenues:

425,098.00

Excess/Deficit:

425,098.00

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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302 Special Capital Projects Fund

01/01/2025 To: 12/31/2025

REVENUES

300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 31 03 02 Beginning Balance - REET 2

404,893.00

308 Beginning Cash & Investments

404,893.00

300 Beginning Cash & Investments

404,893.00

310 Taxes

318 Other Taxes

318 35 00 02 REET 2 - Second Quarter Percent

25,000.00

318 Other Taxes

25,000.00

310 Taxes

25,000.00

Fund Revenues:

429,893.00

Excess/Deficit:

429,893.00

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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401 Utility Fund

01/01/2025 To: 12/31/2025

REVENUES

300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 31 04 01	Beginning Balance - Water Operating Reserve (12.5%OE)	53,293.00
308 31 04 02	Beginning Balance - Water Capital & Emergency Reserve	99,000.00
308 31 04 03	Beginning Balance - Water Loan Payment Reserve	22,500.00

031 Restricted Cash and Investments	174,793.00
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308 41 04 01	Beginning Balance - Sewer Reserve	45,487.00
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041 Committed Cash and Investments	45,487.00
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308 51 04 01	Beginning Balance - Utility Fund	Spendable 307,664.00
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051 Assigned Cash and Investments	307,664.00
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308 Beginning Cash & Investments	527,944.00
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300 Beginning Cash & Investments	527,944.00
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340 Charges For Goods & Services

343 Utilities

343 40 00 01	Water Sales & Services	263,500.00
343 40 00 02	Water Sales & Services - Consumption	85,000.00
343 40 00 03	Water Sales & Services - Penalties	5,000.00

040 Water	353,500.00
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343 50 00 01	Sewer Services	205,254.00
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343 50 00 02	Sewer Services - County Treatment	316,800.00
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050 Sewer	522,054.00
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343 Utilities	875,554.00
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340 Charges For Goods & Services	875,554.00
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360 Miscellaneous Revenues

361 Interest & Other Earnings

361 10 00 04	Investment Earnings	3,000.00
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361 Interest & Other Earnings	3,000.00
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2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 1/15/2025

Section 8, Item a.

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401 Utility Fund

01/01/2025 To: 12/31/2025

REVENUES

360 Miscellaneous Revenues

3,000.00

Fund Revenues:

1,406,498.00

EXPENDITURES

530 Utilities

534 Water Utilities

534 00 10 00	Water Utilities - Wages	143,000.00
534 00 20 00	Water Utilities - Personnel Benefits	62,500.00
534 00 31 00	Water Utilities - Office & Operating Supplies	7,500.00
534 00 32 00	Water Utilities - Fuel Consumed	1,250.00
534 00 34 00	Water Utilities - Supplies Purchased For Inventory Or Resale	15,000.00
534 00 35 00	Water Utilities - Small Tools And Minor Equipment	2,500.00
534 00 41 00	Water Utilities - Professional Services	40,000.00
534 00 42 00	Water Utilities - Communications	7,500.00
534 00 43 00	Water Utilities - Travel	500.00
534 00 44 00	Water Utilities - Taxes And Operating Assessments	25,000.00
534 00 45 00	Water Utilities - Operating Rentals & Leases	3,000.00
534 00 46 00	Water Utilities - Insurance	20,000.00
534 00 47 00	Water Utilities - Utility Services	45,000.00
534 00 48 00	Water Utilities - Repairs & Maintenance	25,000.00
534 00 49 00	Water Utilities - Miscellaneous	20,000.00
534 Water Utilities		417,750.00

535 Sewer/Reclaimed Water Utilities

535 00 10 00	Sewer Utilities - Salaries & Wages	94,000.00
535 00 20 00	Sewer Utilities - Personnel Benefits	38,000.00
535 00 31 00	Sewer Utilities - Office & Operating Supplies	3,000.00
535 00 32 00	Sewer Utilities - Fuel Consumed	1,250.00
535 00 35 00	Sewer Utilities - Small Tools And Minor Equipment	1,250.00
535 00 41 00	Sewer Utilities - Professional Services	7,500.00
535 00 42 00	Sewer Utilities - Communications	6,000.00
535 00 43 00	Sewer Utilities - Travel	250.00
535 00 44 00	Sewer Utilities - Taxes And Operating Assessments	10,000.00
535 00 45 00	Sewer Utilities - Operating Rentals & Leases	1,000.00
535 00 46 00	Sewer Utilities - Insurance	17,500.00
535 00 47 00	Sewer Utilities - Utility Services	5,000.00
535 00 47 01	Sewer Utilities - County Treatment	316,800.00
535 00 48 00	Sewer Utilities - Repairs & Maintenance	20,000.00
535 00 49 00	Sewer Utilities - Miscellaneous	10,000.00

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 1

Section 8, Item a.

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401 Utility Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

535 Sewer/Reclaimed Water Utilities

535 Sewer/Reclaimed Water Utilities	531,550.00
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530 Utilities	949,300.00
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590 Debt, Capital Outlay, and Other Financing Uses

591 Debt Repayment

591 34 70 00	Debt Repayment - DWSRF Loan Repayment	18,500.00
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591 Debt Repayment	18,500.00
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592 Interest And Other Debt Service Costs

592 34 80 00	Debt Service: Interest - DWSRF Loan Interest	4,000.00
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592 Interest And Other Debt Service Costs	4,000.00
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594 Capital Expenditures

594 34 60 01	Capital Expenditures - Asphalt Shop Area	7,500.00
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594 34 60 02	Capital Expenditures - City Hall Painting	10,000.00
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594 34 60 03	Capital Expenditures - Lean To At Butler	9,000.00
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594 34 60 04	Capital Expenditures - Material Containment Bins At Butler	2,000.00
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034 Water Utilities	28,500.00
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594 35 60 01	Capital Expenditures - Asphalt Shop Area	7,500.00
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594 35 60 02	Capital Expenditures - City Hall Painting	10,000.00
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594 35 60 03	Capital Expenditures - Lean To At Butler	9,000.00
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594 35 60 04	Capital Expenditures - Material Containment Bins	2,000.00
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594 35 60 05	Capital Expenditures - Replace Control Panel At Lift Station 3	20,000.00
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035 Sewer/Reclaimed Water Utilities	48,500.00
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594 Capital Expenditures	77,000.00
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590 Debt, Capital Outlay, and Other Financing Uses	99,500.00
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597 Other Financing Uses

597 Transfers-Out

597 00 00 34	Transfers-Out - Unemployment Compensation	67.00
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597 00 00 35	Transfers-Out - Unemployment Compensation	49.00
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2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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401 Utility Fund

01/01/2025 To: 12/31/2025

EXPENDITURES

597 Transfers-Out

597 Transfers-Out 116.00

597 Other Financing Uses 116.00

Fund Expenditures: 1,048,916.00

Excess/Deficit: 357,582.00

Spendable Ending Balance 137,302.00

2025 PRELIMINARY BUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date: 11/11/2024

Section 8, Item a.

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402 Managerial Capital Water 01/01/2025 To: 12/31/2025

REVENUES

300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 51 00 00 Estimated Beginning Balance 157,440.00

308 Beginning Cash & Investments 157,440.00

300 Beginning Cash & Investments 157,440.00

340 Charges For Goods & Services

340 Charges For Goods & Services

343 40 00 04 Water Capital Improvement Fee 69,840.00

340 Charges For Goods & Services 69,840.00

340 Charges For Goods & Services 69,840.00

Fund Revenues: 227,280.00

Excess/Deficit: 227,280.00

2025 PRELIMINARYBUDGET TOTALS

City Of Millwood

Time: 11:21:52 Date:

Section 8, Item a.

Page: 19

Fund	Revenues	Expenditures	Net
001 General Fund	7,266,886.00	5,749,121.00	1,517,765.00
099 Unemployment Compensation	51,428.00	0.00	51,428.00
301 Capital Projects Fund	425,098.00	0.00	425,098.00
302 Special Capital Projects Fund	429,893.00	0.00	429,893.00
401 Utility Fund	1,406,498.00	1,048,916.00	357,582.00
402 Managerial Capital Water	227,280.00	0.00	227,280.00
	<u>9,807,083.00</u>	<u>6,798,037.00</u>	<u>3,009,046.00</u>

File Attachments for Item:

a. Consent Agenda -

(1) October 2024 City Council Regular Meeting Minutes, (2) October 2024 Treasurer's Report, and (3) October 2024 Payroll & Claims.

City Council Meeting Minutes

October 8, 2024

1. Call to Order & Roll Call

Mayor Freeman called the Regular City Council meeting to order at 6:02pm.
Council Members present: Dan Sander, Shawna Beese, Kelly Stravens and Shaun Culler. Andy Van Hees was excused.

2. Pledge of Allegiance**3. Approval of Meeting Agenda**

The agenda was amended to include the addition of 2 Action Items for First Presentation. Item 8.f Bid Tab City Tree Removal & Pruning and Item 8.g Change Order Diamond Construction for Asphalt Patching.

Moved by Shaun Culler; seconded by Kelly Stravens to approve the amended agenda.

Motion: 4 - 0

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

4. Agency Reports/Presentations

4.a Millwood Dedicated Deputy Update - Undersheriff Kittilstved discussed the options and the department's recommendations regarding Deputy scheduling, amount of flexibility, and the benefits for the City.

4.b SVFD – Quarterly Report & Fire Prevention Week Proclamation

5. Other Presentations

5.a Paul Dempsy from Halverson Law gave a presentation on Water Law and Municipal Water Wholesaling.

5.b Brandon Comella, Executive Director Millwood Impact, gave a presentation about the Millwood based non-profit organization and the work they are doing within the community.

5.c Comprehensive Plan Visioning Workshop – Amanda Tainio explained that the last Community visioning was done in 1993, the Planning Commission had reviewed the visioning goals and provided input and she was now asking for City Council input. The Council Members discussed several of the goals and suggested modifications.

5.d Millwood Periodic Update Checklists Presentation – Amanda Tainio presented the Department of Commerce Periodic Update and Critical Areas Checklists that outlined the areas that need to be updated to comply with current legislation.

6. Public Comments Received – No Public Comments were received.**7. Executive Session - There was no Executive Session.**

City Council Meeting Minutes

October 8, 2024

8. Action Items for First Presentation

8.a Winterfest Special Event Permit – The Winterfest Special Event Permit was presented to Council for review. The Winterfest event was an annual event and there were no changes from last year's permit application.

8.b ORDINANCE # 543 - 2024 Budget Amendment – Ms. Matkin was absent and Mayor Freeman asked the Council to contact her with any budget amendment questions prior to the next meeting.

8.c ORDINANCE #544 Section 17.04, 17.040.35 Adoption by Reference – Spokane County Off-Street Parking & Loading Standards – Ms. Tainio explained that this Ordinance was intended to fill the parking and loading gaps present in Millwood's Municipal Code until those areas could be addressed in the 2026 Periodic Update.

8.d TIB – Out of Call Preservation Grant Award – Empire Chip Seal – Mr. Schiewe explained that the Transportation Improvement Board had approved the Empire Chip Seal Project in the amount of \$80,000.00. Millwood's match funds would be \$4200.00.

8.e Public Hearing – 2025 Revenue Sources

- i. RESOLUTION 2024-05 – Property Tax Increase & Levy Certification
- ii. RESOLUTION 2024-06 – Ad Valorem Tax

In Ms. Matkin's absence, Mayor Freeman presented the City's anticipated 2025 revenue sources and reviewed Spokane County levy calculations. Mayor Freeman opened the Public Hearing on the 2025 Revenue Sources at 8:10pm. There was no public comment and the Public Hearing was closed at 8:12pm.

8.f Bid Tabulation Form - City Tree Removal & Pruning

Mr. Schiewe presented the 3 bids received for the City Tree Removal & Pruning for the Council's review.

8.g Change Order Diamond Construction for Asphalt Patching

Mr. Schiewe explained that the asphalt patching costs increase in the amount of \$8,037.08 due to under estimation of traffic control requirements, one location required additional asphalt depth and additional asphalt around a valvebox.

9. Action Items for Consideration

9.a **Consent Agenda** – Consisting of City Council Regular Meeting Minutes 9.10.2024, September 2024 Treasurer's Report, September 2024 Claims, September 2024 Payroll and SVFD Fire Prevention Week Proclamation.

Moved by Dan Sander; seconded by Kelly Stravens to approve the consent agenda as presented.

Motion: 4 - 0

City Council Meeting Minutes**October 8, 2024**

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

9.b Interagency Agreement between City of Millwood and the Department of Commerce GMA Periodic Grant

Moved by Dan Sander; seconded by Shaun Culler to authorize Mayor Freeman to execute the Interagency Agreement with the Department of Commerce as presented.

Motion: 4 - 0

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

10. Reports (*no action*)

10.a Treasurer's Report - Debb Matkin

10.b Clerk/Public Records/Code Enforcement Report – Lisa Cassels

Ms. Cassels reported that there were 2 open code enforcement cases, and 2 Public Records requests, and that the website was under construction.

10.c Facilities Report - Kyle Schiewe

Mr. Schiewe reported on the last Tree Board meeting, Tree Board vacancies, final site inspection at Starbucks, dry well repair at 9016 E Frederick, clean up at new park well and start date for leaf season would be October 28th.

10.d Utilities Report - Matt Erdahl

Mr. Erdahl reported that the water samples were satisfactory, lead and copper service inventory submitted to Department of Health, lead & copper samples from 10 various houses within the City all were good, 100% compliance with backflow testing this year and City Hall generator was serviced.

10.e Planning Report - Amanda Tainio - Upward 7 Consulting

Ms. Tainio presented the September Planning Report and reported that the Community Survey was live on the website.

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

Mr. Werst reported that certain information is exempt from disclosure so when fulfilling a public records request that information must be redacted and that can be very time-consuming. He also reported on an ongoing code enforcement case.

10.g Mayor's Report - Mayor Kevin Freeman

Mayor Freeman reported that the last Argonne Congestion Relief open house meeting was held on October 19, 2024, WSDOT notified the City that the project was fully certified, and the intention was to take the project to bid by end of 2024.

11. Council Information (*no action or discussion*)

12. Public Remarks

City Council Meeting Minutes**October 8, 2024**

Todd Beese, 8610 E South Riverway, updated the Council on the Millwood Community upcoming events.

Doug Sadler, 8612 E Bridgeport, remarked on his appreciation for the Council's due diligence on wholesale water.

13. Council Remarks

Council members Culler & Stravens thanked staff for their efforts. Council member Beese asked Council members to have Kris Major from the Historic Preservation Commission speak at the next meeting. Council member Sander thanked Mr. Schiewe for his work with TIB and taking care of the weeds on Euclid.

14. Announcements**15. Set Next Meeting – November 12, 2024 at 6:00pm.****16. Adjournment**

Moved by Shawna Beese; seconded by Dan Sander to adjourn the meeting at 8:53pm.

Motion: 4 - 0

Voting For: Dan Sander, Shaun Culler, Shawna Beese, Kelly Stravens

Voting Against: None

Approved:

Attest:

Kevin Freeman, Mayor

Lisa Cassels, City Clerk

TREASURER'S REPORT

Section 9, Item a.

Fund Totals

City Of Millwood

Time: 15:30:56 Date: 11/06/2024

10/01/2024 To: 10/31/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,101,514.58	180,321.20	264,534.38	2,017,301.40	254,883.21	54,988.31	-945.67	2,326,227.25*
099 Unemployment Compensation	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	397,452.11	2,448.26		399,900.37	0.00	0.00	0.00	399,900.37
302 Special Capital Projects Fund	402,247.36	2,448.25		404,695.61	0.00	0.00	0.00	404,695.61
401 Utility Fund	517,235.23	77,900.13	81,997.58	513,137.78	55,458.62	25,336.99	-14,349.65	579,583.74*
402 Managerial Capital Water	141,810.06	4,566.53		146,376.59	0.00	0.00	-959.48	145,417.11
	3,611,441.34	267,684.37	346,531.96	3,532,593.75	310,341.83	80,325.30	-16,254.80	3,907,006.08

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

10/01/2024 To: 10/31/2024

Time: 15:30:56 Date: 11/06/2024

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	144,313.87	267,790.66	346,644.30	65,460.23	-16,254.80	390,667.13	439,872.56
6	1726-Banner Money Market	357,075.16	6.05	0.00	357,081.21	0.00	0.00	357,081.21
8	3411-Banner Dedicated	23,000.00	0.00	0.00	23,000.00	0.00	0.00	23,000.00
10	1753 - US Bank Safekeeping	5,879.92	0.00	0.00	5,879.92	0.00	0.00	5,879.92
Total Cash:		530,268.95	267,796.71	346,644.30	451,421.36	-16,254.80	390,667.13	825,833.69
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
9	0373-US Bank Investment	2,079,384.39	0.00	0.00	2,079,384.39	0.00	0.00	2,079,384.39
11	1323-Banner CD	1,000,000.00	0.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00
Total Investments:		3,079,384.39	0.00	0.00	3,079,384.39	0.00	0.00	3,079,384.39
		3,609,653.34	267,796.71	346,644.30	3,530,805.75	-16,254.80	390,667.13	3,905,218.08

TREASURER'S REPORT
Fund Investments By Account

Section 9, Item a.

City Of Millwood

10/01/2024 To: 10/31/2024

Time: 15:30:56 Date: 11/06/2024

Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	2,079,384.39					2,079,384.39
9 - 0373-US Bank Investment	2,079,384.39	0.00	0.00			2,079,384.39
001 000 General Fund	1,000,000.00					1,000,000.00
11 - 1323-Banner CD	1,000,000.00	0.00	0.00			1,000,000.00
	3,079,384.39	0.00	0.00			3,079,384.39

TREASURER'S REPORT
Fund Investment Totals

Section 9, Item a.

City Of Millwood

10/01/2024 To: 10/31/2024

Time: 15:30:56 Date: 11/06/2024

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	3,411,613.10					3,411,613.10	-1,394,311.70
099 Unemployment Compensation						0.00	51,182.00
301 Capital Projects Fund						0.00	399,900.37
302 Special Capital Projects Fund						0.00	404,695.61
401 Utility Fund	-283,746.26					-283,746.26	796,884.04
402 Managerial Capital Water						0.00	146,376.59
	<u>3,127,866.84</u>					<u>3,127,866.84</u>	<u>404,726.91</u>
Ending fund balance (Page 1) - Investment balance = Available cash.							3,532,593.75

TREASURER'S REPORT

Section 9, Item a.

City Of Millwood

Outstanding Vouchers

10/01/2024 To: 10/31/2024

As Of: 10/31/2024 Date: 11/06/2024

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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
2024	2263	10/22/2024	Util Pay	5		Xpress Billpay	77.06	Xpress Import - EFT - 10-22-2024_daily_batch.csv
2024	2264	10/22/2024	Util Pay	5		Xpress Billpay	176.52	Xpress Import - Metavante - 10-22-2024_daily_batch.csv
2024	2265	10/22/2024	Util Pay	5		Xpress Billpay	88.02	Xpress Import - iPay - 10-22-2024_daily_batch.csv
2024	2266	10/22/2024	Util Pay	5		Xpress Billpay	177.99	Xpress Import - CheckFree - 10-22-2024_daily_batch.csv
2024	2248	10/23/2024	Tr Rec	5		Permitting Customer	625.00	
2024	2268	10/23/2024	Util Pay	5		Xpress Billpay	1,074.22	Xpress Import - EFT - 10-23-2024_daily_batch.csv
2024	2269	10/23/2024	Util Pay	5		Xpress Billpay	280.14	Xpress Import - Metavante - 10-23-2024_daily_batch.csv
2024	2270	10/23/2024	Util Pay	5		Xpress Billpay	90.00	Xpress Import - iPay - 10-23-2024_daily_batch.csv
2024	2272	10/24/2024	Util Pay	5		Xpress Billpay	1,135.18	Xpress Import - EFT - 10-24-2024_daily_batch.csv
2024	2273	10/24/2024	Util Pay	5		Xpress Billpay	209.77	Xpress Import - iPay - 10-24-2024_daily_batch.csv
2024	2274	10/24/2024	Util Pay	5		Xpress Billpay	108.15	Xpress Import - CheckFree - 10-24-2024_daily_batch.csv
2024	2286	10/25/2024	Util Pay	5		Xpress Billpay	899.83	Xpress Import - EFT - 10-25-2024_daily_batch.csv
2024	2287	10/25/2024	Util Pay	5		Xpress Billpay	208.95	Xpress Import - Metavante - 10-25-2024_daily_batch.csv
2024	2288	10/25/2024	Util Pay	5		Xpress Billpay	526.66	Xpress Import - iPay - 10-25-2024_daily_batch.csv
2024	2289	10/25/2024	Util Pay	5		Xpress Billpay	126.71	Xpress Import - CheckFree - 10-25-2024_daily_batch.csv
2024	2276	10/26/2024	Util Pay	5		Xpress Billpay	868.83	Xpress Import - EFT - 10-26-2024_daily_batch.csv
2024	2278	10/27/2024	Util Pay	5		Xpress Billpay	814.09	Xpress Import - EFT - 10-27-2024_daily_batch.csv
2024	2280	10/28/2024	Util Pay	5		Xpress Billpay	4,901.50	Xpress Import - EFT - 10-28-2024_daily_batch.csv
2024	2281	10/28/2024	Util Pay	5		Xpress Billpay	233.50	Xpress Import - Metavante - 10-28-2024_daily_batch.csv
2024	2282	10/28/2024	Util Pay	5		Xpress Billpay	80.00	Xpress Import - iPay - 10-28-2024_daily_batch.csv
2024	2283	10/28/2024	Util Pay	5		Xpress Billpay	30.80	Xpress Import - OnlineResources - 10-28-2024_daily_batch.csv
2024	2284	10/28/2024	Util Pay	5		Xpress Billpay	435.40	Xpress Import - CheckFree - 10-28-2024_daily_batch.csv
2024	2260	10/29/2024	Tr Rec	5		Consumer Cellular Inc	59.08	Q3 Telephone Tax
2024	2261	10/29/2024	Tr Rec	5		New Cingular Wireless PCS LLC	118.49	Q3 Phone Tax
2024	2290	10/29/2024	Util Pay	5		Utility Batch	81.30	
2024	2300	10/29/2024	Util Pay	5		Xpress Billpay	66.10	Xpress Import - EFT - 10-29-2024_daily_batch.csv
2024	2301	10/29/2024	Util Pay	5		Xpress Billpay	88.98	Xpress Import - iPay - 10-29-2024_daily_batch.csv
2024	2292	10/30/2024	Util Pay	5		Utility Batch	721.45	
2024	2293	10/30/2024	Tr Rec	5		Comcast OTR1, LLC	13.66	Phone Tax September
2024	2294	10/30/2024	Tr Rec	5		MBYT California LLC	0.57	Phone Tax For September
2024	2295	10/30/2024	Tr Rec	5		T-Mobile West LLC	53.87	Phone Tax For September
2024	2296	10/30/2024	Tr Rec	5		Permitting Customer	75.00	
2024	2302	10/30/2024	Util Pay	5		Xpress Billpay	181.96	Xpress Import - CC - 10-30-2024_daily_batch.csv
2024	2303	10/30/2024	Util Pay	5		Xpress Billpay	226.26	Xpress Import - Metavante - 10-30-2024_daily_batch.csv
2024	2298	10/31/2024	Util Pay	5		Utility Batch	744.46	
2024	2307	10/31/2024	Util Pay	5		Xpress Billpay	90.00	Xpress Import - CC - 10-31-2024_daily_batch.csv
2024	2308	10/31/2024	Util Pay	5		Xpress Billpay	391.72	Xpress Import - EFT - 10-31-2024_daily_batch.csv
2024	2309	10/31/2024	Util Pay	5		Xpress Billpay	35.49	Xpress Import - Metavante - 10-31-2024_daily_batch.csv
2024	2310	10/31/2024	Util Pay	5		Xpress Billpay	85.00	Xpress Import - iPay - 10-31-2024_daily_batch.csv
2024	2311	10/31/2024	Util Pay	5		Xpress Billpay	4.69	Xpress Import - CheckFree - 10-31-2024_daily_batch.csv

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
Receipts Outstanding:							16,254.80	
2024	2328	10/31/2024	Payroll	5	EFT	Kelly K Stravens	68.82	October 2024
2024	2322	10/31/2024	Payroll	5	EFT	Deborah Ann Matkin	6,722.65	October 2024
2024	2321	10/31/2024	Payroll	5	EFT	Sarah Christine Hobbs	1,413.78	October 2024
2024	2320	10/31/2024	Payroll	5	EFT	Daniel Joseph Heacox	3,802.18	October 2024
2024	2319	10/31/2024	Payroll	5	EFT	Kevin M Freeman	708.93	October 2024
2024	2318	10/31/2024	Payroll	5	EFT	Matthew James Erdahl	4,944.13	October 2024
2024	2317	10/31/2024	Payroll	5	EFT	Shaun Broderick Culler	68.82	October 2024
2024	2316	10/31/2024	Payroll	5	EFT	Lisa M Cassels	3,647.36	October 2024
2024	2313	10/31/2024	Payroll	5	EFT	Samuel Gene Bachman	3,715.52	October 2024
2024	2333	10/31/2024	Payroll	5	EFT	AWC Employee Benefits Trust	10,761.06	Pay Cycle(s) 10/31/2024 To 10/31/2024 - Asuris; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Kaiser; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Dental; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Vision; Pay Cycl
2024	2327	10/31/2024	Payroll	5	EFT	Kyle Lee Schiewe	5,633.49	October 2024
2024	2170	10/05/2024	Claims	5	EFT	Xpress Billpay	362.32	September 2024 Online Transaction Fees
2024	2326	10/31/2024	Payroll	5	EFT	Daniel Karl Sander	68.82	October 2024
2024	2305	10/31/2024	Payroll	5	EFT	PFMLA - Employment Security	756.74	Pay Cycle(s) 07/01/2024 To 09/30/2024 - PFMLA
2024	2306	10/31/2024	Payroll	5	EFT	WA Cares Fund-Employment Security	830.35	Pay Cycle(s) 07/01/2024 To 09/30/2024 - WA State Long Term Care
2024	2324	10/31/2024	Payroll	5	EFT	Bryce Keith Noack	4,228.44	October 2024
2024	2329	10/31/2024	Payroll	5	EFT	Andrew J Van Hees	68.82	October 2024
2024	2332	10/31/2024	Payroll	5	EFT	Department of Retirement	16,285.97	Pay Cycle(s) 10/31/2024 To 10/31/2024 - PERS 2; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Deferred Comp
2024	2331	10/31/2024	Payroll	5	EFT	EFTPS	13,841.88	941 Deposit for Pay Cycle(s) 10/31/2024 - 10/31/2024
2022	152	01/31/2022	Payroll	5	10574	Roberta L Beese	35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639	Roberta L Beese	35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697	Roberta L Beese	35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760	Roberta L Beese	108.91	April 2022
2022	987	05/05/2022	Claims	5	10809	Gregory & Celestine Kuntz	88.03	00760100 - 8928 E SOUTH RIVERWAY
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895	Roberta L Beese	48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018	Roberta L Beese	11.94	August 2022

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654	Roberta L Beese	11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859	Roberta L Beese	11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903	Roberta L Beese	11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2024	1837	08/31/2024	Payroll	5	12362	Roberta L Beese	11.71	August 2024
2024	1842	08/31/2024	Payroll	5	12364	Aliyah S Forrester	1,386.67	August 2024
2024	2048	09/30/2024	Payroll	5	12405	Roberta L Beese	48.42	September 2024
2024	2057	09/30/2024	Payroll	5	12408	Jay James Molitor	73.42	September 2024
2024	2140	09/30/2024	Claims	5	12451	Welch-Comer	46,751.59	
2024	2211	10/17/2024	Claims	5	12453	Legal Posting The Spokesman-Review	1,079.21	
2024	2312	10/31/2024	Payroll	5	12455	Michael L Ankney	36.71	October 2024
2024	2314	10/31/2024	Payroll	5	12456	Roberta L Beese	11.71	October 2024
2024	2315	10/31/2024	Payroll	5	12457	Shawna Beese	68.82	October 2024
2024	2323	10/31/2024	Payroll	5	12458	Jay James Molitor	36.71	October 2024
2024	2325	10/31/2024	Payroll	5	12459	Ronald W Rickard	36.71	October 2024
2024	2330	10/31/2024	Payroll	5	12460	Savannah Wu	36.71	October 2024
2024	2353	10/31/2024	Payroll	5	12461	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 10/31/2024 To 10/31/2024 - VEBA
2024	2355	10/31/2024	Claims	5	12462	AT&T Mobility	262.66	
2024	2356	10/31/2024	Claims	5	12463	Access Information Management	30.00	
2024	2357	10/31/2024	Claims	5	12464	Anatek Labs, Inc.	740.00	
2024	2358	10/31/2024	Claims	5	12465	Avidex	435.60	
2024	2359	10/31/2024	Claims	5	12466	Avista Utilities	17,264.85	
2024	2360	10/31/2024	Claims	5	12467	Bigfoot Technical Services, LLC	980.10	
2024	2361	10/31/2024	Claims	5	12468	Canon Financial Services, Inc.	185.13	
2024	2362	10/31/2024	Claims	5	12469	CenturyLink	138.00	
2024	2363	10/31/2024	Claims	5	12470	City of Millwood	3,677.46	
2024	2364	10/31/2024	Claims	5	12471	Comcast	1,251.77	
2024	2365	10/31/2024	Claims	5	12472	Copiers Northwest, Inc.	159.45	
2024	2366	10/31/2024	Claims	5	12473	Daedalus Drafting Services LLC	650.00	
2024	2367	10/31/2024	Claims	5	12474	DataPro Solutions, Inc.	383.87	
2024	2368	10/31/2024	Claims	5	12475	Department of Labor & Industries	85.43	Elevator inspection
2024	2369	10/31/2024	Claims	5	12476	Fish Window Cleaning	311.00	
2024	2370	10/31/2024	Claims	5	12477	Grace Foeller	20.00	
2024	2371	10/31/2024	Claims	5	12478	Greenway Landscape Maintenance, LLC	1,779.43	Weed Contol - Lawn
2024	2372	10/31/2024	Claims	5	12479	H&H Document Management Solutions	240.53	
2024	2373	10/31/2024	Claims	5	12480	H.D. Fowler	214.54	

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	2374	10/31/2024	Claims	5	12481	Halverson Northwest Law Group P.C.	2,103.00	
2024	2375	10/31/2024	Claims	5	12482	Hawkins Excavating LLC	12,504.06	Drywell rehab @ 9006 E Frederick
2024	2376	10/31/2024	Claims	5	12483	Montgomery Hardware	26.01	
2024	2377	10/31/2024	Claims	5	12484	NAPA Auto Parts	76.35	
2024	2378	10/31/2024	Claims	5	12485	North 40 Outfitters	290.52	
2024	2379	10/31/2024	Claims	5	12486	Oxarc	28.54	
2024	2380	10/31/2024	Claims	5	12487	Pacific Power Group, LLC	892.03	City Hall generator.
2024	2381	10/31/2024	Claims	5	12488	Pape Machinery, Inc.	32,986.94	
2024	2382	10/31/2024	Claims	5	12489	Pro-Recycle	196.16	
2024	2383	10/31/2024	Claims	5	12490	Purfect Logos, LLC	517.74	
2024	2384	10/31/2024	Claims	5	12491	Quadient Finance USA, Inc.	1,300.00	
2024	2385	10/31/2024	Claims	5	12492	Quadient Leasing USA, Inc.	1,459.63	Quarterly Lease Payment 09-Nov-24 - 08-Feb-25
2024	2386	10/31/2024	Claims	5	12493	Brett R Sargent	820.29	
2024	2387	10/31/2024	Claims	5	12494	SiteOne Landscape Supply, LLC	293.80	
2024	2388	10/31/2024	Claims	5	12495	Spokane County District Court	875.30	September 2024 Court Services
2024	2389	10/31/2024	Claims	5	12496	Spokane County Environmental Service	20,352.19	
2024	2390	10/31/2024	Claims	5	12497	Spokane County Public Defender	6,051.12	January-June 2024
2024	2391	10/31/2024	Claims	5	12498	Spokane County Treasurer - Community	134.58	
2024	2392	10/31/2024	Claims	5	12499	Spokane County Treasurer - SCRAPS	592.86	
2024	2393	10/31/2024	Claims	5	12500	Spokane County Treasurer - Sheriff's	35,026.00	
2024	2394	10/31/2024	Claims	5	12501	State Auditor's Office	16,177.20	2021-2023 Audit
2024	2395	10/31/2024	Claims	5	12502	Sunshine Disposal & Recycling	192.13	
2024	2396	10/31/2024	Claims	5	12503	Upward 7 Consulting	11,218.75	
2024	2397	10/31/2024	Claims	5	12504	Vanguard Cleaning Systems	300.00	
2024	2398	10/31/2024	Claims	5	12505	Verizon Wireless	448.54	
2024	2399	10/31/2024	Claims	5	12506	WABO	109.00	
2024	2400	10/31/2024	Claims	5	12507	WM Of Spokane - Monthly	493.30	
2024	2401	10/31/2024	Claims	5	12508	WM Of Washington - Graham	494.67	
2024	2402	10/31/2024	Claims	5	12509	Welch-Comer	61,705.71	
2024	2403	10/31/2024	Claims	5	12510	Witherspoon Brajcich McPhee, PLLC	23,174.44	
2024	2404	10/31/2024	Claims	5	12511	Zerorez	10.00	Balance on invoice 185800
							390,667.13	

Fund	Claims	Payroll	Total
001 General Fund	254,883.21	54,988.31	309,871.52
401 Utility Fund	55,458.62	25,336.99	80,795.61

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
							310,341.83	80,325.30	390,667.13

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

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

CHECK REGISTER

City Of Millwood

Time: 13:30:42 Date: Section 9, Item a.
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10/01/2024 To: 10/31/2024

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2305	10/31/2024	Payroll	5	EFT	PFMLA - Employment Security	756.74	Pay Cycle(s) 07/01/2024 To 09/30/2024 - PFMLA
2306	10/31/2024	Payroll	5	EFT	WA Cares Fund-Employment Security	830.35	Pay Cycle(s) 07/01/2024 To 09/30/2024 - WA State Long Term Care
2313	10/31/2024	Payroll	5	EFT		3,715.52	October 2024
2316	10/31/2024	Payroll	5	EFT		3,647.36	October 2024
2317	10/31/2024	Payroll	5	EFT		68.82	October 2024
2318	10/31/2024	Payroll	5	EFT		4,944.13	October 2024
2319	10/31/2024	Payroll	5	EFT		708.93	October 2024
2320	10/31/2024	Payroll	5	EFT		3,802.18	October 2024
2321	10/31/2024	Payroll	5	EFT		1,413.78	October 2024
2322	10/31/2024	Payroll	5	EFT		6,722.65	October 2024
2324	10/31/2024	Payroll	5	EFT		4,228.44	October 2024
2326	10/31/2024	Payroll	5	EFT		68.82	October 2024
2327	10/31/2024	Payroll	5	EFT		5,633.49	October 2024
2328	10/31/2024	Payroll	5	EFT		68.82	October 2024
2329	10/31/2024	Payroll	5	EFT		68.82	October 2024
2331	10/31/2024	Payroll	5	EFT	EFTPS	13,841.88	941 Deposit for Pay Cycle(s) 10/31/2024 - 10/31/2024
2332	10/31/2024	Payroll	5	EFT	Department of Retirement	16,285.97	Pay Cycle(s) 10/31/2024 To 10/31/2024 - PERS 2; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Deferred Comp
2333	10/31/2024	Payroll	5	EFT	AWC Employee Benefits Trust	10,761.06	Pay Cycle(s) 10/31/2024 To 10/31/2024 - Asuris; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Kaiser; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Dental; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Vision; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Vision; Pay Cycle(s) 10/31/2024 To 10/31/2024 - Vision
2312	10/31/2024	Payroll	5	12455		36.71	October 2024
2314	10/31/2024	Payroll	5	12456		11.71	October 2024
2315	10/31/2024	Payroll	5	12457		68.82	October 2024
2323	10/31/2024	Payroll	5	12458		36.71	October 2024
2325	10/31/2024	Payroll	5	12459		36.71	October 2024
2330	10/31/2024	Payroll	5	12460		36.71	October 2024
2353	10/31/2024	Payroll	5	12461	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 10/31/2024 To 10/31/2024 - VEBA
001 General Fund						53,158.14	
401 Utility Fund						25,336.99	
						78,495.13	Payroll: 78,495.13

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City Of Millwood

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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 _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

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City Of Millwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2146	10/04/2024	Claims	5	EFT	Banner Bank - 6225	634.57	
2163	10/03/2024	Claims	5	EFT	Paymentech, LLC	468.71	2024 September CC Fees
2169	10/11/2024	Claims	5	EFT	Department of Revenue	2,864.74	September 2024 Public Utility Tax
2170	10/05/2024	Claims	5	EFT	Xpress Billpay	362.32	September 2024 Online Transaction Fees
2241	10/21/2024	Claims	5	EFT	Banner Bank - 7779	304.11	
2245	10/23/2024	Claims	5	EFT	Banner Bank - 7761	15.24	
2246	10/21/2024	Claims	5	EFT	Banner Bank - 6225	1,358.93	
2211	10/17/2024	Claims	5	12453	Legal Posting The Spokesman-Review	1,079.21	
2216	10/22/2024	Claims	5	12454	Banner Bank - 4120	1,308.32	
2355	10/31/2024	Claims	5	12462	AT&T Mobility	262.66	
2356	10/31/2024	Claims	5	12463	Access Information Management	30.00	
2357	10/31/2024	Claims	5	12464	Anatek Labs, Inc.	740.00	
2358	10/31/2024	Claims	5	12465	Avidex	435.60	
2359	10/31/2024	Claims	5	12466	Avista Utilities	17,264.85	
2360	10/31/2024	Claims	5	12467	Bigfoot Technical Services, LLC	980.10	
2361	10/31/2024	Claims	5	12468	Canon Financial Services, Inc.	185.13	
2362	10/31/2024	Claims	5	12469	CenturyLink	138.00	
2363	10/31/2024	Claims	5	12470	City of Millwood	3,677.46	
2364	10/31/2024	Claims	5	12471	Comcast	1,251.77	
2365	10/31/2024	Claims	5	12472	Copiers Northwest, Inc.	159.45	
2366	10/31/2024	Claims	5	12473	Daedalus Drafting Services LLC	650.00	
2367	10/31/2024	Claims	5	12474	DataPro Solutions, Inc.	383.87	
2368	10/31/2024	Claims	5	12475	Department of Labor & Industries	85.43	Elevator inspection
2369	10/31/2024	Claims	5	12476	Fish Window Cleaning	311.00	
2370	10/31/2024	Claims	5	12477	Grace Foeller	20.00	
2371	10/31/2024	Claims	5	12478	Greenway Landscape Maintenance, LLC	1,779.43	Weed Control - Lawn
2372	10/31/2024	Claims	5	12479	H&H Document Management Solutions	240.53	
2373	10/31/2024	Claims	5	12480	H.D. Fowler	214.54	
2374	10/31/2024	Claims	5	12481	Halverson Northwest Law Group P.C.	2,103.00	
2375	10/31/2024	Claims	5	12482	Hawkins Excavating LLC	12,504.06	Drywell rehab @ 9006 E Frederick
2376	10/31/2024	Claims	5	12483	Montgomery Hardware	26.01	
2377	10/31/2024	Claims	5	12484	NAPA Auto Parts	76.35	
2378	10/31/2024	Claims	5	12485	North 40 Outfitters	290.52	
2379	10/31/2024	Claims	5	12486	Oxarc	28.54	
2380	10/31/2024	Claims	5	12487	Pacific Power Group, LLC	892.03	City Hall generator.
2381	10/31/2024	Claims	5	12488	Pape Machinery, Inc.	32,986.94	
2382	10/31/2024	Claims	5	12489	Pro-Recycle	196.16	
2383	10/31/2024	Claims	5	12490	Purfect Logos, LLC	517.74	
2384	10/31/2024	Claims	5	12491	Quadient Finance USA, Inc.	1,300.00	
2385	10/31/2024	Claims	5	12492	Quadient Leasing USA, Inc.	1,459.63	Quarterly Lease Payment 09-Nov-24 - 08-Feb-25
2386	10/31/2024	Claims	5	12493	Brett R Sargent	820.29	
2387	10/31/2024	Claims	5	12494	SiteOne Landscape Supply, LLC	293.80	
2388	10/31/2024	Claims	5	12495	Spokane County District Court	875.30	September 2024 Court Services
2389	10/31/2024	Claims	5	12496	Spokane County Environmental Service	20,352.19	
2390	10/31/2024	Claims	5	12497	Spokane County Public Defender	6,051.12	January-June 2024
2391	10/31/2024	Claims	5	12498	Spokane County Treasurer - Community	134.58	
2392	10/31/2024	Claims	5	12499	Spokane County Treasurer - SCRAPS	592.86	

CHECK REGISTER

City Of Millwood

Time: 13:31:07 Date:

Section 9, Item a.

10/01/2024 To: 10/31/2024

Page:

2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2393	10/31/2024	Claims	5	12500	Spokane County Treasurer - Sheriff's	35,026.00	
2394	10/31/2024	Claims	5	12501	State Auditor's Office	16,177.20	2021-2023 Audit
2395	10/31/2024	Claims	5	12502	Sunshine Disposal & Recycling	192.13	
2396	10/31/2024	Claims	5	12503	Upward 7 Consulting	11,218.75	
2397	10/31/2024	Claims	5	12504	Vanguard Cleaning Systems	300.00	
2398	10/31/2024	Claims	5	12505	Verizon Wireless	448.54	
2399	10/31/2024	Claims	5	12506	WABO	109.00	
2400	10/31/2024	Claims	5	12507	WM Of Spokane - Monthly	493.30	
2401	10/31/2024	Claims	5	12508	WM Of Washington - Graham	494.67	
2402	10/31/2024	Claims	5	12509	Welch-Comer	61,705.71	
2403	10/31/2024	Claims	5	12510	Witherspoon Brajcich McPhee, PLLC	23,174.44	
2404	10/31/2024	Claims	5	12511	Zerorez	10.00	Balance on invoice 185800
		000				28.54	
		001 General Fund				211,367.70	
		401 Utility Fund				56,660.59	
							Claims: 268,056.83
		* Transaction Has Mixed Revenue And Expense Accounts				268,056.83	

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

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

File Attachments for Item:

b. Special Event Permit - 2024 Winterfest Christmas Market



APPLICATION FOR Section 9, Item b.
SPECIAL EVENT

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
PLANNING@MILLWOODWA.US

A SPECIAL EVENT PERMIT IS REQUIRED FOR ANY PARADE, RUN, STREET DANCE, DEMONSTRATION OR EXHIBITION ON PUBLIC PROPERTY. "SPECIAL EVENT" SHALL NOT MEAN ANY WEDDING OR FUNERAL PROCESSION, ANY EVENT SOLELY INVOLVING A GROUP REQUIRED BY LAW TO BE SO ASSEMBLED, A PEDESTRIAN PROCESSION ALONG A ROUTE THAT IS RESTRICTED TO SIDEWALKS AND CROSSING STREETS USING ONLY A PEDESTRIAN CROSSWALKS IN ACCORDANCE WITH TRAFFIC REGULATIONS AND CONTROLS, ANY ACTIVITY OR EVEN SPONSORED OR HOSTED BY THE CITY, OR ANY ACTIVITY OR EVENT DEEMED BY THE CITY'S APPOINTED DESIGNEE TO NOT REQUIRE A SPECIAL EVENT PERMIT

FILE NO:

APPLICANT NAME: Millwood Community Assoc.		ORGANIZATION/EVENT: WinterFest Christmas Market 2024	
ADDRESS: 8903 E Liberty	CITY Millwood	STATE WA	ZIP 99212
PHONE: 509-891-9173 or 509-939-1083		EMAIL: info@millwoodnow.org (alt: youngps2@comcast.net)	
TYPE OF EVENT: ☐ PARADE ☐ RUN ☐ DEMONSTRATION ☐ EXHIBITION ☒ OTHER _____			
LOCATION (STARTING POINT, ROUTE, ASSEMBLY AREAS, ACCESS TO PUBLIC PROPERTY): Dalton Ave from Argonne Rd west to alley			
DESCRIPTION OF EVENT: Annual Millwood Community Christmas Market with Street booth activities			
DATE/TIME OF EVENT: Friday, Dec 6 4PM - 7PM		NUMBER OF PARTICIPANTS EXPECTED: 15-24 vendors, approx 300 visitors (over 3 hour period)	

REQUIRED ATTACHMENTS:

- ☒ SITE PLAN
- ☒ RESTROOM ACCESS AGREEMENT
- ☒ SECURITY & EMERGENCY MEDICAL PLAN
- ☒ CLEAN UP PLAN
- ☐ REQUIRED PERMITS FROM OUTSIDE AGENCIES

APPLICANT SIGNATURE: Sharon Young DATE: 9/10/2024

APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

APPROVED BY: [Signature] DATE: 11-5-24



SPECIAL EVENT PERMITS

APPLICATION FEE: AN APPLICATION FEE PURSUANT TO THE CITY'S ADOPTED FEE SCHEDULE SHALL BE SUBMITTED WITH THE APPLICATION UNLESS WAIVED. THE FEE MAY BE WAIVED FOR CONSTITUTIONALLY PROTECTED EVENTS, FOR APPLICATIONS BY GOVERNMENTAL UNITS, OR FOR NONPROFIT ORGANIZATIONS WHERE THE EVENT IS OPEN TO THE PUBLIC AT NO COST AND ALL PROCEEDS FROM THE SPECIAL EVENT ARE RECEIVED BY SUCH NON-PROFIT ORGANIZATION. ALL FEE WAIVER REQUESTS MUST BE SUBMITTED IN WRITING TO THE CITY CLERK AT LEAST 90 DAYS BEFORE THE DATE OF THE SPECIAL EVENT.

TRAFFIC CONTROL PLAN: THE APPLICANT SHALL SUBMIT A TRAFFIC CONTROL PLAN WHICH MAY BE AMENDED BY THE PUBLIC WORKS DEPARTMENT TO PROTECT THE HEALTH, SAFETY AND GENERAL WELFARE OF THE PUBLIC. ALL REQUIRED TRAFFIC CONTROL SHALL BE ARRANGED BY THE APPLICANT AND SHALL BE AT THE EXPENSE OF THE APPLICANT.

INSURANCE: THE APPLICANT SHALL PROVIDE THE CITY A COPY OF DOCUMENTATION OF CURRENT GENERAL LIABILITY INSURANCE WITH A COMBINATION SINGLE LIMIT OF ONE MILLION DOLLARS (\$1,000,000) PER OCCURRENCE. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT AND ITS APPARENT RISK TO THE PUBLIC, THE CLERK, UPON ADVICE OF THE CITY'S LEGAL COUNSEL, MAY INCREASE THE REQUIRED LIABILITY LIMITS. THE APPLICANT SHALL AGREE AND PROVIDE EVIDENCE OF ITS ABILITY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS APPOINTED AND ELECTED OFFICERS AND EMPLOYEES FROM AND AGAINST ALL LOSS OR EXPENSE, INCLUDING BUT NOT LIMITED TO JUDGEMENTS, SETTLEMENTS, ATTORNEY'S FEE AND COSTS BY REASON OF ANY AND ALL CLAIMS AND DEMANDS UPON THE CITY, ITS APPOINTED AND ELECTED OFFICIALS OR EMPLOYEES FROM DAMAGES BECAUSE OF PERSONAL OR BODILY INJURY, INCLUDING DEATH AT ANY TIME THERE FROM, SUSTAINED BY ANY PERSON OR PERSONS AND ON ACCOUNT OF DAMAGE TO PROPERTY OR LOSS THERE FROM, ARISING OUT OF ANY ACTIVITY UNDER OR IN CONNECTION WITH THE SPECIAL EVENT, EXCEPT ONLY SUCH INJURY AS SHALL HAVE BEEN OCCASIONED BY THE SOLE NEGLIGENCE OF THE CITY OR ITS APPOINTED OR ELECTED OFFICERS OR EMPLOYEES. THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THE APPLICANT'S COMMERCIAL GENERAL LIABILITY INSURANCE POLICY USING ISO ADDITIONAL INSURED-STATE OR POLITICAL SUBDIVISION-PERMITS OR AUTHORIZATIONS CG 2012 OR A SUBSTITUTE ENDORSEMENT PROVIDING AT LEAST A BROAD COVERAGE.

PERFORMANCE BOND: A PERFORMANCE BOND OR DEPOSIT IN THE AMOUNT OF \$1000.00 IS REQUIRED TO GUARANTEE COSTS OF CLEAN UP OR RESTORATION OF CITY FACILITIES. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT, ITS ESTIMATED COST FOR CLEAN UP OR OTHER POTENTIAL EXPENSES, THE CLERK MAY INCREASE THE REQUIRED BOND OR DEPOSIT AMOUNT.

PERMIT REVOCATION OR SUSPENSION: A SPECIAL EVENT PERMIT ISSUED UNDER THIS CHAPTER IS TEMPORARY, VESTS NO PERMANENT RIGHTS IN THE APPLICANT, AND MAY BE IMMEDIATELY REVOKED OR SUSPENDED BY THE CITY IF:

- THE APPLICANT MAKES A MIS-STATEMENT OF MATERIAL FACT ON THE APPLICATION OR IN REQUIRED OR SUPPORTING DOCUMENTATION.
- THE APPLICANT FAILS TO FULFILL A TERM OR CONDITION OF THE PERMIT
- THE FORM OF PAYMENT SUBMITTED BY THE APPLICANT FOR ANY FEE OR DEPOSIT IS DISHONORED OR THE APPLICANT OTHERWISE FAILS TO PREPAY ANY FEE, DEPOSIT, OR EXPENSE.
- THE ACTIVITY ENDANGERS OR THREATENS PERSON ON PROPERTY OR OTHERWISE JEOPARDIZES THE HEALTH, SAFETY OR WELFARE OR PERSONS OR PROPERTY.



MILLWOOD WINTERFEST Christmas Market

2024 Special Event Application – City of Millwood

The first Millwood WinterFest Christmas Market was held in the Masonic Lodge and was primarily a gingerbread house craft with some food trucks and 2-3 craft booths located in the parking lot behind the lodge. Since then, the Christmas Market has grown to add vendors from the Millwood Farmers Market along with a few additional craft vendors. The market provides the Millwood community with fresh farm products (seasonal products such as trees and wreaths) as well as handcrafted artisan goods. By holding it in the street near the historic district businesses, it kicks off the holiday shopping season for our Millwood businesses. It also provides the Millwood neighborhood with educational and social interaction with local farmers and artisans. The coming together of the neighborhood, the laughter, and fellowship for children as well adults make Millwood Christmas Market a continued asset to the community.

Site Plan: Dalton Ave between Argonne Rd west to the alleyway

The market is to be located on Dalton Ave street between The Corner Door Café and Bottles. Each vendor will provide their own set-up of tables, tent (if needed) with tie-downs and chair. Vehicles may be used to deliver equipment/products but will be parked on surrounding streets or the Millwood Presbyterian Church parking lot. Set up is typically from 2PM – 3:30PM. Market hours are 4PM – 7PM. Takedown at 7PM

Restroom Access Agreement

Local businesses have agreed to have visitors use their restrooms for the event (The Corner Door Café, The Rocket Bakery and Bottles).

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911. Fortunately, there is a fire station located across the tracks on Frederick Ave there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency:

- Remain calm – contact 911
- Assess the issue: serious accident, suspect package or container, fire, firearm discharged – or anything that threatens life, property or puts the environment at risk.
- Cooperate with emergency personnel
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel
- Evacuate the market area if needed

Market Personnel: Greg Mott, The Corner Door Cafe (509) 921-9253 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083 Additional volunteers will be assisting as well but a set roster is not available at the time of our permit application.

Fee Waiver Request

The Millwood Community Association requests the special event permit fee be waived on the following basis:

- Millwood Community Association is a 501(c)(3) non-profit corporation dedicated to the enhancement of life for citizens and businesses in the City of Millwood
- The market is open to the public and provides education and cultural activities at no cost to the public
- All proceeds from vendor booth fees are used by the Millwood Community Association to promote the market, increase food awareness and supply to the community, and promote our mission of enhancing our community of Millwood.

The individuals and our organization agree to abide by the management plan contained in the application.

Shirene Young, Millwood Comm. Assoc.
Millwood WinterFest Christmas Market
C/O Millwood Community Association
8903 E. Liberty, Spokane, WA 99212
Phone : 509=891=9173 or 509=939-1083 (cell)
Email: info@millwoodnow.org

Traffic Control Plan – 2024

The request for the 2024 Millwood WinterFest event is to close Dalton Ave west of Argonne Rd. to the alley immediately west of Argonne Rd.

Dalton Ave. would be closed at Argonne Rd. to the alley immediately west using temporary barriers at those intersections beginning at 2 PM. Sidewalks would not be closed or impeded.

Dalton Ave. would be re-opened at Argonne Rd. to the alley at approximately 8:00 PM and barriers removed from Argonne Rd intersection. At that time, Dalton Ave would be fully re-opened.

During the event, access to that section of Dalton Ave. is via walking. Parking for the event would be on side streets, such as Hutchinson or Marguerite, Millwood Presbyterian parking lot, Millwood Community center parking area, Dalton Ave. west of the alley and other surrounding streets. Walking to the event by the community will be encouraged.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Restrooms: Bottles / Mara (509) 443-4027 and The Corner Door / Greg Mott (509) 921-9253.

The individuals and our organization agree to abide by the management plan contained in the application.

File Attachments for Item:

c. Change Order - Diamond Construction, Asphalt Patching Project

Invoice

P.O. Box 14806
 Spokane Valley, WA 99214
 (509) 869-7050
 brynn@diamondacp.com

Date	Invoice #
9/24/2024	24172 2

Bill To

City of Millwood
 9103 E. Frederick
 Millwood, WA 99212

P.O. No.	Terms	Project
	Due on receipt	24172 Asphalt Patching 2024

Description	Quantity	U/M	Rate	Amount
Traffic Control - Adjust to Actual Invoice	1	LS	3,629.00	3,629.00T
Added Square Yards Due to Change in Areas Per Kyle	42.56	SY	52.00	2,213.12T
Change Order: Areas of 4" Asphalt, Not 3" (9002/9010 E Liberty / 9621 E Empire)	5.9321	Tons	175.00	1,038.12T
Change Order: Add/Adjust Metal Casting as Per City Request	1	LS	500.00	500.00T
Sales Tax			8.90%	656.84
24172 Asphalt Patching 2024			Total	\$8,037.08

Spokane Traffic Control, Inc.**Invoice**

Date	Invoice #
10/01/24	8691
Job Billing #	9

Mike & Tammy Beggs
37428 N Valley Rd
Chattaroy, WA 99003
Phone 509-951-7341 Fax 509-325-7341
M.B.L #602 864 204

To: Diamond Asphalt kevinl@diamondacp.com

Date sent: **10/01/24**

Work Week: 09/23/24 THRU 09/24/24

Work performed: Flagging

Project: Millwood Various PO# 24172

Item #	Quantity	Unit	Description	Unit Price	Total
	74	HR	Flagger	\$ 69.50	\$ 5,143.00
	18	HR	Flagger OT	\$ 82.00	\$ 1,476.00
		DAY	Lane Closure	\$ 625.00	\$ -
		EACH	PCMS Delivery Each	\$ 185.00	\$ -
		EACH	PCMS Daily Each	\$ 175.00	\$ -
		LS	Road Closure	\$ 875.00	\$ -
	2	DAY	Traffic Control Vehicle	\$ 245.00	\$ 490.00
		EACH	Traffic Control Plan	\$ 250.00	\$ -
TOTAL =				\$	7,109.00

Authorized by *W N*

27 Years Experience – Excellent Safety Record **THANK YOU FOR YOUR BUSINESS!**

PLEASE PAY FROM THIS INVOICE.

TERMS : NET 30

A 1.5% PER MONTH OR .50 MIN FINANCE CHARGE WILL BE
 ADDED TO ALL INVOICES OVER 30 DAYS

IBC Certified
 # D2F0021480
 61990 Flagging Services
 7428 N. Valley Road
 Chattaroy, WA 99003

Spokane Traffic Control Inc.



"Quality Flagging"

25 Years Experience - Excellent Safety Record
 Family Owned & Operated

Spokane Traffic Control, Inc.

Section 9, Item c.

Lic# SPOKATC923P
 (509) 951-734
 Fax (509) 290-575
 tammy@spokanetrafficcontrol.com



BILL TO Diamond Asphalt.	ORDERED BY
JOB # 24172	COMPANY:
JOB LOCALE	NAME:
LOCATION: Millwood Various	PHONE:
ADDRESS:	EMAIL:
CITY:	CONTACT INFORMATION
WORK DAY/DATE Tuesday 9/24/24	READY BY 6:30am

DESCRIPTION
 One way flagging/spotting

MATERIALS LEFT ON SITE	QUANTITY	TYPE

WORK BEING PERFORMED
 Patch Paving

FLAGGERS / LABOR	S	M	T	W	T	F	S		
Mary Welle			11					11	013
Peggy Numbers			10					10	2
Amanda Dahlen			10					11	3
Donald Hawkins Jr			10					10	2
John Hinshaw			10					10	2
Sean Hudson			10					10	2
Ashley Knowles			10					10	2
Kim Erickson			10					10	2
PCMS									
TRAFFIC CONTROL VEHICLE		1						1	
ARROWBOARD									

I hereby authorize the satisfactory completion of the above described work.

SIGNATURE

DATE

: Certified
D2F0021480
61990 Flagging Services
7428 N. Valley Road
Chattaroy, WA 99003

Spokane Traffic Control Inc.

"Quality Flagging"
25 Years Experience - Excellent Safety Record
Family Owned & Operated

Spokane Traffic Control, Inc.

Section 9, Item c.

Lic# SPOKATC923P

(509) 951-734

Fax (509) 290-575

tammy@spokanetrafficcontrol.com



BILL TO Diamond Asphalt/Empire/Sawcut		ORDERED BY	
JOB # 24172		COMPANY	
JOB LOCAL		NAME	
LOCATION: Millwood - Various		PHONE	
ADDRESS:		EMAIL	
CITY:		CONTACT INFORMATION	
WORK DAY/DATE Monday 9/23/24		NAME: Jim	
		PHONE:	
DESCRIPTION 8319 E Liberty Ave, 8611 E Liberty, 8717 E Liberty, 9002 E Liberty, 9010 E Liberty, 3213 N Argonne, 9500 E Euclid, 9303 E Empire, 9621 E Empire, 9501 E Fredrick - Spot & Flag as needed		READY BY 8:30am	
MATERIALS LEFT ON SITE	QUANTITY	TYPE	

WORK BEING PERFORMED

Saw Cutting

FLAGGERS / LABOR

Mary Wille

Robin Turner

PCMS

TRAFFIC CONTROL VEHICLE

ARROWBOARD

I hereby authorize the satisfactory completion of the above described work.

SIGNATURE

DATE

File Attachments for Item:

d. Bid Presentation - Tree Removal & Pruning

Bid Tabulation Form
CITY OF MILLWOOD BID SUMMARY
PROJECT: City Of Millwood Tree Removal and Pruning
October 8 2024

Item No.	Description of Bid Item	Engineer's Estimate/ Project Estimate	Bidder #1 Bartlett Tree Experts	Bidder #2 A1 Tree Service	Bidder #3 ABC Consulting Arborists	Bidder #4
1	Removal of 8 trees on public property.	N/A	11,160.00	10,000	Included	
2	Grinding of 8 stumps on public property.	N/A	3,500.00	Included	Included	
3	Natural pruning of 56 trees on public property	N/A	47,550.00	39,985.00	49,750.75	
	Tax		5,039.01	4,498.65	4,427.75	
	Total Amount		67,249.01	54,483.65	54,177.75	

Bidder Satisfy Responsibility Criteria?	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
--	--	--	--	---

Reviewed and Approved by City Representative Responsible for Project: _____ Date: _____

Reviewed and Approved by Treasurer: _____ Date: _____

Reviewed and Approved by Mayor/Council: _____ Date: _____

File Attachments for Item:

e. Grant Award – Empire Chip Seal Preservation Project, Transportation Improvement Board (TIB)



City of Millwood
2-E-166(003)-1
2025 Empire Ave Pavement Preservation
Argonne to Butler

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Millwood
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the 2025 Empire Ave Pavement Preservation, Argonne to Butler (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Millwood, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 94.9995 percent of approved eligible project costs up to the amount of \$80,000, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as



often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:



- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.



12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.



15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name

Attachment 1

Small City Preservation Program

Project Information

Lead Agency: City of Millwood
Project Number: 2-E-166(003)-1
Project Title: 2025 Empire Ave Pavement Preservation
Project Termini: Argonne to Butler
TIB funds for the project are as follows:

Phase	TIB Funds
Design	0
Construction	80,000
Total Grant	80,000

Documents Required Prior to Construction Funding Approval

- Field Visit and Consensus with TIB and County on scope and treatments.
- Estimate from the County

Documents Required at Contract Completion Phase

- County Invoice
- Cost change justifications (if needed)



Project Funding Status Form

Agency Name: **MILLWOOD**
Project Name: **2025 Empire Ave Pavement Preservation**
Argonne to Butler

TIB Project Number: **2-E-166(003)-1**

Verify the information below and revise if necessary.
Submit by emailing this completed form to your TIB Region Engineer.

PROJECT SCHEDULE

Target Dates		
Construction Approval	Contract Bid Award	Contract Completion

PROJECT FUNDING PARTNERS

List additional funding partners and amount.

Funding Partners	Amount	Revised Funding
MILLWOOD	4,211	
WSDOT	0	
TOTAL LOCAL FUNDS	4,211	

Signatures are required from two different agency officials. Return the originally signed form to the TIB office.

Mayor or Public Works Director

Signature

Date

Printed or Typed Name

Title

Financial Officer

Signature

Date

Printed or Typed Name

Title



Washington State Transportation Improvement Board

TIB Members

Chair
Councilmember Sam Low
Snohomish County

Vice Chair
Mayor Hilda González
City of Granger

Susan Carter
Hopelink

Kent Cash
Port of Vancouver

Barbara Chamberlain
WSDOT

Dongho Chang
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club & Washington
Bikes

Nick Covey
Link Transit

Andrew Denham
Town of Twisp

Stephanie Forman
Forman Consulting

Preston Frederickson
City of Walla Walla

Commissioner Al French
Spokane County

Commissioner Scott Hutsell
Lincoln County

Councilmember Jon Pascal
City of Kirkland

Les Reardanz
Whatcom Transportation Authority

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

John Vicente
City of Kenmore

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

October 2, 2024

Mr. Kyle Schiewe
Director of Construction & Facilities
City of Millwood
East 9103 Frederick
Spokane, WA 99206-4399

Dear Mr. Schiewe:

On September 27, 2024, the TIB Board approved an out-of-call project award for the 2025 Empire Ave Pavement Preservation project in Millwood. The total grant amount is \$80,000, with a required local match of \$4,211.

Enclosed is the Grant Agreement, Funding Status Form, and SCPP Project Details Attachment. Please review and return the signed Grant Agreement and Funding Status Form.

What do I need to do before authorizing construction activities by the County?

1. Field meeting and verification with TIB and County staff in spring of 2025.
2. Within 30 days prior to construction activities, submit to your Region Engineer a verification of cost estimate and schedule.

What do I need to do before I can close out the contract?

1. Complete and return the Updated Cost Estimate (UCE) form;
2. Attach a copy of the county invoices.

We are happy to assist you with any questions regarding this process. You can contact Andrew Beagle, TIB Project Engineer, at (360) 586-1151 or via e-mail at AndrewB@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
www.tib.wa.gov

File Attachments for Item:

f. RESOLUTION 2024-05 – 2025 Property Tax Levy Certification

CITY OF MILLWOOD

RESOLUTION 2024-05**NOVEMBER 12, 2024**

A RESOLUTION SETTING THE PROPERTY TAX INCREASE FOR 2025

WHEREAS, the Council of the City of Millwood, Washington (the "Council") has met and considered its budget for the calendar year 2025; and

WHEREAS, the Council properly gave notice and conducted a public hearing on October 8, 2024 to consider the City of Millwood's Projected Revenues and Property Tax Levy for the 2025 calendar year; and

WHEREAS, the City of Millwood's ("City's") actual levy amount from the previous year was \$466,669.68, and

WHEREAS, the population of the City of Millwood is less than 10,000;

NOW, THEREFORE, be it resolved by the Council of the City of Millwood, Washington, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$9,333.39 which is a percentage increase of 2.0 percent from the previous year. This increase is exclusive of additional revenue resulting from the new construction, improvements to property, newly constructed wind turbines, solar, biomass, geothermal facilities, any increase in the value of state assessed property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

NOW, THEREFORE, be it further resolved that all resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON THIS _____ DAY OF _____ 2024.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

LEVY CERTIFICATION

In accordance with RCW 84.52.020, I, Kevin Freeman, Mayor of the City of Millwood, Washington, do hereby certify to the Spokane County Commissioners that the Council of The City of Millwood requests that the following levy amounts be collected in 2025 as provided in the City's budget which was adopted after a Public Hearing held on October 8, 2024.

Regular Levy \$476,003.07

Administrative Funds Amount provided by Spokane County Assessor's Office

KEVIN FREEMAN, MAYOR

DATE

Attest:

LISA CASSELS, CITY CLERK

File Attachments for Item:

g. RESOLUTION 2024-06 – 2025 Ad Valorem Tax

CITY OF MILLWOOD

RESOLUTION 2024-06

NOVEMBER 12, 2024

A RESOLUTION IDENTIFYING THE AD VALOREM TAX FOR 2025

WHEREAS, the Council of the City of Millwood, Washington (the “Council”) has met and considered its budget for the 2025 calendar year; and

WHEREAS, the City’s actual levy amount from the previous year was \$466,669.68; and

WHEREAS, the population of the City of Millwood is less than 10,000;

NOW, THEREFORE, be it resolved by the Council of the City of Millwood that, after hearing and after duly considering all relevant evidence and testimony presented, the City determines that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$9,333.39 which is a percentage increase of 2.0 percent from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, geothermal facilities, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

NOW, THEREFORE, be it further resolved that all resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON THIS
____ DAY OF _____ 2024.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

File Attachments for Item:

h. ORDINANCE # 543 - 2024 Budget Amendment

ORDINANCE #543

November 12, 2024

AN ORDINANCE AMENDING THE FINAL BUDGET FOR
THE CITY OF MILLWOOD FOR THE YEAR 2024

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 Council conducted a public hearing on November 14, 2023 on the final budget for calendar year 2024, said hearing having been duly publicized, and passed Ordinance No. 539 to adopt said budget for calendar year 2024; and

WHEREAS, RCW 35A.33.120 limits the annual expenditures of the City to the amounts appropriated for each fund in the budget for calendar year 2024; and

WHEREAS, the Council finds, based on the foregoing and in order to comply with applicable law, that it is in the best interests of the City to adopt this ordinance to amend the budget for calendar year 2024;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MILLWOOD WASHINGTON,

Section 1. The budget for the City of Millwood for fiscal year January 1, 2024, through December 31, 2024, is hereby amended at the fund level as follows:

FUND	Estimated Beginning Balance	Estimated Revenue	Estimated Expenditures	Estimated Ending Balance
General (#001)	\$2,348,135	\$2,276,722	\$2,537,217	\$2,087,640
Unemployment Compensation (#099)	48,932	2,250	0	51,182
CAPITAL PROJECT FUNDS:				
Capital Project Fund – REET 1 (#301)	370,098	30,000	0	400,098
Capital Project Fund – REET 2 (#302)	374,893	30,000	0	404,893
ENTERPRISE FUNDS:				
Joint Utility Fund (#401)	896,368	862,464	1,073,448	685,384
TOTAL	4,038,462	3,201,436	3,610,665	3,629,197

Wages and Benefits are as listed in Exhibit A which is attached hereto.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 12TH DAY OF NOVEMBER, 2024.

Kevin Freeman, Mayor

Attest:

Lisa Cassels, City Clerk

ORDINANCE #543

November 12, 2024

STATE OF WASHINGTON)
):
County of Spokane)

Lisa Cassels, 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 AMENDING THE FINAL BUDGET FOR THE CITY OF MILLWOOD FOR THE YEAR 2024’ is the true and correct original copy of the City of Millwood’s Ordinance numbered #543 and that the same was posted and published according to law.

Lisa Cassels, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2024.

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

DRAFT

Exhibit A

2024 Schedule of Compensation

Position	Rate	Benefit Allowance	Total Compensation
Advisory Commission	\$25.00-\$40.00 mtg.	-	\$25.00-\$40.00 mtg.
Council	75.00 mtg	-	75.00 mtg
Mayor	800.00 monthly	-	800.00 monthly
City Treasurer	40.00 – 50.00 hourly	14.67 hourly	54.67 – 64.67 hourly
City Clerk	30.00 – 40.00 hourly	14.67 hourly	44.67 – 54.67 hourly
Deputy Treasurer	25.00 – 35.00 hourly	14.67 hourly	39.67 – 49.67 hourly
Admin. Assistant	20.00 – 30.00 hourly	-	20.00 – 30.00 hourly
Street & Facilities Manager	30.00 – 40.00 hourly	14.67 hourly	44.67 – 54.67 hourly
Utilities Manager	30.00 – 40.00 hourly	14.67 hourly	44.67 – 54.67 hourly
Water Operator 1	25.00 – 35.00 Hourly	14.67 hourly	39.67 – 49.67 hourly
Maintenance Worker 2	25.00 – 35.00 hourly	14.67 hourly	39.67 – 49.67 hourly
Park Worker	15.00- 25.00 hourly	-	15.00 – 25.00 hourly
Pool Attendant	15.00 – 25.00 hourly	-	15.00 – 25.00 hourly

Benefits are described in the current City of Millwood Employee Handbook.

2024 PROPOSED BUDGET CHANGES

City Of Millwood

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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
300 Beginning Cash & Investments					
308 Beginning Cash & Investments					
308 91 00 01 Estimated Beginning Balance - GF	1,240,119.00	1,621,523.00	381,404.00	130.8%	Actual
308 91 00 02 Estimated Beginning Balance - GF	472,385.00	472,385.00	0.00	100.0%	
308 91 00 03 Estimated Beginning Balance - GF	254,227.00	254,227.00	0.00	100.0%	
091 Unassigned Cash and Investments	1,966,731.00	2,348,135.00	381,404.00	119.4%	
308 Beginning Cash & Investments	1,966,731.00	2,348,135.00	381,404.00	119.4%	
300 Beginning Cash & Investments	1,966,731.00	2,348,135.00	381,404.00	119.4%	
310 Taxes					
311 Property Tax					
311 10 00 00 Property Tax	462,095.00	462,095.00	0.00	100.0%	
311 Property Tax	462,095.00	462,095.00	0.00	100.0%	
313 Retail Sales & Use Taxes					
313 11 00 00 Local Retail Sales & Use Tax	700,000.00	775,000.00	75,000.00	110.7%	Revenue trend
313 15 00 00 Special Purpose Sales & Use Tax	27,000.00	27,000.00	0.00	100.0%	
313 61 00 00 Brokered Natural Gas Sales & Use	45,000.00	40,000.00	(5,000.00)	88.9%	Revenue trend
313 71 00 00 Criminal Justice Sales & Use Tax	45,000.00	47,500.00	2,500.00	105.6%	Revenue trend
313 Retail Sales & Use Taxes	817,000.00	889,500.00	72,500.00	108.9%	
316 Business & Occupation Taxes					
316 40 00 01 B & O Tax On Utilities - Gas	20,000.00	25,000.00	5,000.00	125.0%	Revenue trend
316 40 00 02 B & O Taxes On Utilities - Electric	235,000.00	245,000.00	10,000.00	104.3%	Revenue trend
316 40 00 03 B&O Taxes On Utilities - Solid Was	1,000.00	52,500.00	51,500.00	*****0%	Receipt of back taxes.
316 40 00 04 B&O Taxes On Utilities - Phones	5,000.00	5,000.00	0.00	100.0%	
040 B&O	261,000.00	327,500.00	66,500.00	125.5%	
316 81 00 00 Gambling Tax - Punch Boards & Pu	20,000.00	500.00	(19,500.00)	2.5%	Decrease in pull tab revenue - Trent N Dale closure.
081 Gambling	20,000.00	500.00	(19,500.00)	2.5%	

2024 PROPOSED BUDGET CHANGES

City Of Millwood

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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
316 Business & Occupation Taxes					
316 Business & Occupation Taxes	281,000.00	328,000.00	47,000.00	116.7%	
310 Taxes	1,560,095.00	1,679,595.00	119,500.00	107.7%	
320 Licenses & Permits					
321 Business Licenses & Permits					
321 91 00 00 Franchise Fees & Royalties - Cable	30,000.00	23,000.00	(7,000.00)	76.7%	Revenue trend
321 99 00 00 Other Business Licenses & Permits	6,000.00	7,500.00	1,500.00	125.0%	Revenue trend
321 Business Licenses & Permits	36,000.00	30,500.00	(5,500.00)	84.7%	
322 Non-Business Licenses & Permits					
322 10 00 00 Buildings, Structures & Equipment	500.00	500.00	0.00	100.0%	
322 90 00 00 Other Non-Business Licenses & Permits	1,000.00	1,600.00	600.00	160.0%	Revenue trend
322 Non-Business Licenses & Permits	1,500.00	2,100.00	600.00	140.0%	
320 Licenses & Permits	37,500.00	32,600.00	(4,900.00)	86.9%	
330 Intergovernmental Revenues					
334 State Grants					
334 02 30 00 State Grant From Department Natural Resources	0.00	50,000.00	50,000.00	0.0%	Grant for tree removal, pruning and planting.
334 03 60 01 State Direct/Indirect Grant From Washington State	0.00	350,000.00	350,000.00	0.0%	Budget for property acquisition reimbursement
334 State Grants	0.00	400,000.00	400,000.00	0.0%	
336 State Shared Revenues, Entitlements & Imp					
336 00 71 00 Multimodal Transportation - Cities	2,464.00	2,464.00	0.00	100.0%	
336 00 87 00 Motor Vehicle Fuel Tax - City Street	35,112.00	35,112.00	0.00	100.0%	
336 06 21 00 Criminal Justice - Violent Crimes/Programs	1,000.00	1,000.00	0.00	100.0%	
336 06 25 00 Criminal Justice - Contracted Services	0.00	4,000.00	4,000.00	0.0%	Revenue trend
336 06 26 00 Criminal Justice - Special Programs	2,599.00	2,599.00	0.00	100.0%	
336 06 42 00 Marijuana Excise Tax Distribution	85,000.00	75,000.00	(10,000.00)	88.2%	Revenue trend
336 06 51 00 DUI & Other Criminal Justice Assistance	0.00	0.00	0.00	0.0%	

2024 PROPOSED BUDGET CHANGES

City Of Millwood

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001 General Fund

Revenues	Original	Proposed	Difference	Remarks
336 State Shared Revenues, Entitlements & Imp				
336 06 94 00 Liquor/Beer Excise Tax	13,918.00	13,918.00	0.00	100.0%
336 06 95 00 Liquor Control Board Profits	14,534.00	14,534.00	0.00	100.0%
336 State Shared Revenues, Entitlements & Ir	154,627.00	148,627.00	(6,000.00)	96.1%
330 Intergovernmental Revenues	154,627.00	548,627.00	394,000.00	354.8%
340 Charges For Goods & Services				
341 General Government				
341 81 00 00 Data/Word Processing, Printing An	0.00	0.00	0.00	0.0%
341 91 00 00 Election Candidate Filing Services	0.00	0.00	0.00	0.0%
341 General Government	0.00	0.00	0.00	0.0%
345 Natural & Economic Environment				
345 29 00 00 Other Environmental Services - Aba	0.00	0.00	0.00	0.0%
345 83 00 00 Plan Checking Services	1,000.00	1,000.00	0.00	100.0%
345 89 00 00 Other Planning & Development Se	1,000.00	5,750.00	4,750.00	575.0% Revenue trend
345 Natural & Economic Environment	2,000.00	6,750.00	4,750.00	337.5%
340 Charges For Goods & Services	2,000.00	6,750.00	4,750.00	337.5%
350 Fines & Penalties				
357 Criminal Costs				
357 37 00 00 District/Municipal Court Cost Reco	1,500.00	1,500.00	0.00	100.0%
357 Criminal Costs	1,500.00	1,500.00	0.00	100.0%
359 Non-Court Fines & Penalties				
359 00 00 00 Non-Court Fines & Penalties - Cod	0.00	0.00	0.00	0.0%
359 Non-Court Fines & Penalties	0.00	0.00	0.00	0.0%
350 Fines & Penalties	1,500.00	1,500.00	0.00	100.0%

2024 PROPOSED BUDGET CHANGES

City Of Millwood

001 General Fund					
Revenues	Original	Proposed	Difference	Remarks	
360 Miscellaneous Revenues					
361 Interest & Other Earnings					
361 10 00 00 Investment Earnings	2,000.00	2,000.00	0.00	100.0%	
361 40 00 00 Other Interest	2,000.00	2,000.00	0.00	100.0%	
361 Interest & Other Earnings	4,000.00	4,000.00	0.00	100.0%	
362 Rents & Leases					
362 00 00 00 Rents & Leases	3,650.00	3,650.00	0.00	100.0%	
362 Rents & Leases	3,650.00	3,650.00	0.00	100.0%	
369 Other Miscellaneous Revenues					
369 10 00 00 Sale of Surplus	0.00	0.00	0.00	0.0%	
369 40 00 00 Judgements & Settlements	0.00	0.00	0.00	0.0%	
369 Other Miscellaneous Revenues	0.00	0.00	0.00	0.0%	
360 Miscellaneous Revenues	7,650.00	7,650.00	0.00	100.0%	
380 Other Increases In Fund Resources					
389 Custodial Activities					
389 90 00 00 Holding & Clearing Account Transf	0.00	0.00	0.00	0.0%	
389 Custodial Activities	0.00	0.00	0.00	0.0%	
380 Other Increases In Fund Resources	0.00	0.00	0.00	0.0%	
390 Other Financing Sources					
397 Transfers-In					
397 00 00 00 Transfers-In	0.00	0.00	0.00	0.0%	
397 Transfers-In	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.0%	

2024 PROPOSED BUDGET CHANGES

City Of Millwood

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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
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Fund Revenues:	3,730,103.00	4,624,857.00	894,754.00	124.0%	
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Expenditures	Original	Proposed	Difference		Remarks
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510 General Government

511 Legislative Activities

511 20 10 00 Planning Commision - Salaries & W	3,000.00	1,450.00	(1,550.00)	48.3%	Decreased meetings
511 20 10 01 Historic Preservation - Salaries & W	1,875.00	500.00	(1,375.00)	26.7%	Decreased meetings
511 20 20 00 Planning Commision - Personnel B	300.00	300.00	0.00	100.0%	
511 20 20 01 Historic Preservation - Personnel B	200.00	200.00	0.00	100.0%	
511 20 30 00 Planning Commission - Supplies Fc	0.00	0.00	0.00	0.0%	
511 20 30 01 Historic Preservation - Supplies Fo	500.00	500.00	0.00	100.0%	
511 20 40 00 Planning Commission - Services &	750.00	750.00	0.00	100.0%	
511 20 40 01 Historic Preservation - Services & P	500.00	500.00	0.00	100.0%	

020 Advisory Services	7,125.00	4,200.00	(2,925.00)	58.9%	
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511 30 40 00 Official Publication Services	5,000.00	5,000.00	0.00	100.0%	
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030 Official Publication Services	5,000.00	5,000.00	0.00	100.0%	
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511 60 10 00 Council - Salaries & Wages	5,625.00	5,625.00	0.00	100.0%	
511 60 20 00 Council - Personnel Benefits	500.00	500.00	0.00	100.0%	
511 60 30 00 Council - Supplies For Consumptio	250.00	3,000.00	2,750.00	*****%	Increase to cover new chambers computer.
511 60 40 00 Council - Services & Pass-Through	5,000.00	7,500.00	2,500.00	150.0%	Increased Services Costs

060 Legislative Activities	11,375.00	16,625.00	5,250.00	146.2%	
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511 Legislative Activities	23,500.00	25,825.00	2,325.00	109.9%	
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512 Judicial Activities

512 52 40 00 Contracted Court Services	0.00	9,500.00	9,500.00	0.0%	Assign budget for County Court Services.
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512 Judicial Activities	0.00	9,500.00	9,500.00	0.0%	
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513 Executive Activities

513 10 10 00 Executive Office - Salaries & Wages	9,600.00	9,600.00	0.00	100.0%	
513 10 20 00 Executive Office - Personnel Benefi	1,000.00	1,000.00	0.00	100.0%	
513 10 30 00 Executive Office - Supplies For Con	500.00	500.00	0.00	100.0%	

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Expenditures	Original	Proposed	Difference		Remarks
513 Executive Activities					
513 10 40 00 Executive Office - Services & Pass-	5,000.00	7,500.00	2,500.00	150.0%	Increased Services Costs
513 Executive Activities	16,100.00	18,600.00	2,500.00	115.5%	
514 Financial, Recording & Election Activities					
514 20 10 00 Financial Services - Salaries & Wag	90,000.00	90,000.00	0.00	100.0%	
514 20 20 00 Financial Services - Personnel Bene	30,000.00	30,000.00	0.00	100.0%	
514 20 30 00 Financial Services - Supplies For Co	3,000.00	3,000.00	0.00	100.0%	
514 20 40 00 Financial Services - Services & Pass	5,000.00	7,500.00	2,500.00	150.0%	Increased Services Costs
020 Financial Services	128,000.00	130,500.00	2,500.00	102.0%	
514 30 10 00 Recording Services - Salaries & Wa	50,000.00	50,000.00	0.00	100.0%	
514 30 20 00 Recording Services - Personnel Ber	28,750.00	28,750.00	0.00	100.0%	
514 30 30 00 Recording Services - Supplies For C	1,500.00	1,500.00	0.00	100.0%	
514 30 40 00 Recording Services - Services & Pa	4,500.00	11,000.00	6,500.00	244.4%	Increased Services Costs, one-time CivicPlus Agenda set-up
030 Recording Services	84,750.00	91,250.00	6,500.00	107.7%	
514 90 00 00 Voters Registration Services	0.00	0.00	0.00	0.0%	
090 Voters Registration Services	0.00	0.00	0.00	0.0%	
514 Financial, Recording & Election Activities	212,750.00	221,750.00	9,000.00	104.2%	
515 Legal Activities					
515 41 40 00 External Legal Services - General	100,000.00	125,000.00	25,000.00	125.0%	Increased legal fees for Argonne Project
515 41 40 02 External Legal Services - Code Enfo	0.00	0.00	0.00	0.0%	
515 41 40 03 External Legal Services - Street	0.00	0.00	0.00	0.0%	
515 41 40 04 External Legal Services - Planning	0.00	0.00	0.00	0.0%	
515 41 40 05 External Legal Services - Utilities	0.00	0.00	0.00	0.0%	
515 45 40 00 External Legal Services - Claims & l	0.00	0.00	0.00	0.0%	
045 External Legal - Claims & Litigation	0.00	0.00	0.00	0.0%	
515 Legal Activities	100,000.00	125,000.00	25,000.00	125.0%	
517 Employee Benefit Programs					
517 70 40 01 Unemployment Compensation	0.00	0.00	0.00	0.0%	

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517 Employee Benefit Programs

517 Employee Benefit Programs	0.00	0.00	0.00	0.0%
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518 Centralized Services

518 30 10 00 Central Services - Salaries & Wage	66,750.00	85,000.00	18,250.00	127.3%	Increased based on actual wage distribution.
518 30 20 00 Central Services - Personnel Benefi	33,000.00	42,500.00	9,500.00	128.8%	Increased based on actual wage distribution.
518 30 30 00 Central Services - Supplies For Con	0.00	0.00	0.00	0.0%	
518 30 31 00 Central Services - Office & Operati	7,350.00	7,350.00	0.00	100.0%	
518 30 32 00 Central Services - Fuel Consumed	0.00	0.00	0.00	0.0%	
518 30 35 00 Central Services - Small Tools & Eq	3,000.00	3,000.00	0.00	100.0%	
518 30 40 00 Central Services - Services & Pass-1	0.00	0.00	0.00	0.0%	
518 30 41 00 Central Services - Professional Serv	1,000.00	1,000.00	0.00	100.0%	
518 30 42 00 Central Services - Communications	6,000.00	6,000.00	0.00	100.0%	
518 30 43 00 Central Services - Travel	1,000.00	1,000.00	0.00	100.0%	
518 30 44 00 Central Services - Taxes And Opera	0.00	0.00	0.00	0.0%	
518 30 45 00 Central Services - Operating Rental	0.00	0.00	0.00	0.0%	
518 30 46 00 Central Services - Insurance	60,000.00	60,000.00	0.00	100.0%	
518 30 47 00 Central Services - Utility Services	11,625.00	11,625.00	0.00	100.0%	
518 30 48 00 Central Services - Repairs & Mainte	7,800.00	7,800.00	0.00	100.0%	
518 30 49 00 Central Services - Miscellaneous	1,000.00	1,000.00	0.00	100.0%	

030 Maintenance	198,525.00	226,275.00	27,750.00	114.0%
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518 Centralized Services	198,525.00	226,275.00	27,750.00	114.0%
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510 General Government	550,875.00	626,950.00	76,075.00	113.8%
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520 Public Safety

521 Law Enforcement Activities

521 20 40 00 Law Enforcement - Services And Pa	400,000.00	420,312.00	20,312.00	105.1%	Increase due to contract increase (2 years)
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521 Law Enforcement Activities	400,000.00	420,312.00	20,312.00	105.1%
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524 Protective Inspection Services

524 60 10 00 Code Enforcement - Salaries & Wa	18,750.00	5,000.00	(13,750.00)	26.7%	Reduced hours worked in CE
524 60 20 00 Code Enforcement - Personnel Ben	10,000.00	2,500.00	(7,500.00)	25.0%	Reduced hours worked in CE
524 60 30 00 Code Enforcement- Supplies For C	250.00	250.00	0.00	100.0%	

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524 Protective Inspection Services					
524 60 40 00 Code Enforcement - Services & Pas	7,500.00	2,500.00	(5,000.00)	33.3%	Reduced expenditures in CE
524 Protective Inspection Services	36,500.00	10,250.00	(26,250.00)	28.1%	
520 Public Safety	436,500.00	430,562.00	(5,938.00)	98.6%	

540 Transportation

542 Roads/Street Maintenance

542 30 10 00 Roadway - Salaries & Wages	65,000.00	60,000.00	(5,000.00)	92.3%	Transfer to Argonne Project wages
542 30 10 01 Argonne Project - Salaries & Wage	3,000.00	8,000.00	5,000.00	266.7%	Transfer from Roadway wages to Argonne Project wages
542 30 20 00 Roadway - Personnel Benefits	30,000.00	27,500.00	(2,500.00)	91.7%	Transfer to Argonne Project Personnel Benefits.
542 30 20 01 Argonne Project - Personnel Benefi	1,000.00	3,500.00	2,500.00	350.0%	Transfer from Roadway Personnel Benefits to Argonne Project Personnel Benefits.
542 30 30 00 Roadway - Supplies For Consumpti	0.00	0.00	0.00	0.0%	
542 30 30 01 Argonne Project - Supplies	0.00	0.00	0.00	0.0%	
542 30 31 00 Roadway - Office & Operating Sup	7,500.00	7,500.00	0.00	100.0%	
542 30 32 00 Roadway - Fuel Consumed	1,575.00	1,575.00	0.00	100.0%	
542 30 35 00 Roadway - Small Tools And Minor I	1,750.00	1,750.00	0.00	100.0%	
542 30 40 00 Roadway - Services & Pass-Throug	0.00	0.00	0.00	0.0%	
542 30 41 00 Roadway - Professional Services	15,000.00	15,000.00	0.00	100.0%	
542 30 41 01 Roadway - Traffic Calming Services	0.00	0.00	0.00	0.0%	
542 30 42 00 Roadway - Communications	2,750.00	2,750.00	0.00	100.0%	
542 30 43 00 Roadway - Travel	250.00	250.00	0.00	100.0%	
542 30 44 00 Roadway - Taxes And Operating As	0.00	0.00	0.00	0.0%	
542 30 45 00 Roadway - Operating Rentals & Lei	0.00	0.00	0.00	0.0%	
542 30 46 00 Roadway - Insurance	0.00	0.00	0.00	0.0%	
542 30 47 00 Roadway - Utility Services	9,600.00	12,750.00	3,150.00	132.8%	Increased utility rates.
542 30 48 00 Roadway - Repairs & Maintenance	3,000.00	6,000.00	3,000.00	200.0%	Replace 60' of fencing - hit & run Euclid
542 30 48 01 Roadway - Asphalt Patching & Cra	35,000.00	35,000.00	0.00	100.0%	
542 30 49 00 Roadway - Miscellaneous	7,000.00	7,000.00	0.00	100.0%	
030 Roadway	182,425.00	188,575.00	6,150.00	103.4%	
542 40 10 00 Drainage - Salaries & Wages	0.00	0.00	0.00	0.0%	
542 40 20 00 Drainage - Personnel Benefits	0.00	0.00	0.00	0.0%	
542 40 30 00 Drainage - Supplies For Consumpti	2,000.00	2,000.00	0.00	100.0%	
542 40 40 00 Drainage - Services & Pass-Throug	4,000.00	15,000.00	11,000.00	375.0%	Drywell rehab

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542 Roads/Street Maintenance				
040 Drainage	6,000.00	17,000.00	11,000.00	283.3%
542 61 40 00 Sidewalks - Services & Pass-Throug	5,000.00	5,000.00	0.00	100.0%
061 Sidewalks	5,000.00	5,000.00	0.00	100.0%
542 62 10 00 Special Purpose Paths - Salaries & '	28,000.00	28,000.00	0.00	100.0%
542 62 20 00 Special Purpose Paths - Personnel I	18,500.00	18,500.00	0.00	100.0%
542 62 30 00 Special Purpose Paths - Supplies Fc	0.00	0.00	0.00	0.0%
542 62 31 00 Special Purpose Paths - Operating	1,500.00	5,000.00	3,500.00	333.3% Sprinkler replacements due to vandalism.
542 62 32 00 Special Purpose Paths - Fuel Consu	750.00	750.00	0.00	100.0%
542 62 35 00 Special Purpose Paths - Small Tool	500.00	500.00	0.00	100.0%
542 62 40 00 Special Purpose Paths - Services &	0.00	0.00	0.00	0.0%
542 62 42 00 Special Purpose Paths - Communic	450.00	450.00	0.00	100.0%
542 62 45 00 Special Purpose Paths - Operating	200.00	200.00	0.00	100.0%
542 62 47 00 Special Purpose Paths - Public Utili	2,000.00	2,000.00	0.00	100.0%
542 62 48 00 Special Purpose Paths - Repair & M	5,000.00	5,000.00	0.00	100.0%
542 62 49 00 Special Purpose Paths - Miscellane	200.00	200.00	0.00	100.0%
062 Special Purpose Paths	57,100.00	60,600.00	3,500.00	106.1%
542 63 40 00 Street Lighting - Services & Pass-TI	17,500.00	17,500.00	0.00	100.0%
063 Street Lighting	17,500.00	17,500.00	0.00	100.0%
542 64 30 00 Traffic Control Devices - Supplies F	2,000.00	2,000.00	0.00	100.0%
542 64 40 00 Traffic Control Devices - Services &	15,000.00	15,000.00	0.00	100.0%
064 Traffic Control Devices	17,000.00	17,000.00	0.00	100.0%
542 65 30 00 Parking Facilities - Supplies for Cor	0.00	0.00	0.00	0.0%
542 65 40 00 Parking Facilities - Services & Pass-	15,000.00	16,000.00	1,000.00	106.7%
065 Parking Facilities	15,000.00	16,000.00	1,000.00	106.7%
542 66 10 00 Snow & Ice Control - Salaries & W	23,000.00	23,000.00	0.00	100.0%
542 66 20 00 Snow & Ice Control - Personnel Be	12,500.00	12,500.00	0.00	100.0%
542 66 30 00 Snow & Ice Control - Supplies For	7,500.00	7,500.00	0.00	100.0%
542 66 40 00 Snow & Ice Control - Services & Pa	5,000.00	5,000.00	0.00	100.0%
066 Snow & Ice Control	48,000.00	48,000.00	0.00	100.0%
542 67 10 00 Leaf Program - Salaries & Wages	25,000.00	25,000.00	0.00	100.0%
542 67 20 00 Leaf Program - Personnel Benefits	12,500.00	12,500.00	0.00	100.0%

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542 Roads/Street Maintenance					
542 67 30 01 Leaf Program - Supplies For Consu	2,000.00	2,000.00	0.00	100.0%	
542 67 40 01 Leaf Program - Services & Pass-Thr	2,000.00	2,000.00	0.00	100.0%	
542 67 40 02 Street Cleaning - Services & Pass-T	25,000.00	25,000.00	0.00	100.0%	
067 Street Cleaning	66,500.00	66,500.00	0.00	100.0%	
542 69 10 00 Street Trees - Salaries & Wages	5,000.00	5,000.00	0.00	100.0%	
542 69 20 00 Street Trees - Personnel Benefits	2,500.00	2,500.00	0.00	100.0%	
542 69 30 00 Street Trees - Supplies For Consum	500.00	500.00	0.00	100.0%	
542 69 40 00 Street Trees - Services & Pass-Thro	15,000.00	80,000.00	65,000.00	533.3%	Expenditure of DNR Grant
069 Other Traffic & Pedestrian Services	23,000.00	88,000.00	65,000.00	382.6%	
542 Roads/Street Maintenance	437,525.00	524,175.00	86,650.00	119.8%	
540 Transportation	437,525.00	524,175.00	86,650.00	119.8%	
550 Natural & Economic Environment					
553 Conservation					
553 70 40 00 Pollution Control & Remediation -	4,728.00	4,728.00	0.00	100.0%	
553 Conservation	4,728.00	4,728.00	0.00	100.0%	
554 Environmental Services					
554 30 40 00 Animal Control - Services & Pass-T	10,000.00	10,000.00	0.00	100.0%	
554 Environmental Services	10,000.00	10,000.00	0.00	100.0%	
558 Community Planning & Economic Developi					
558 60 10 00 Planning - Salaries & Wages	5,000.00	7,500.00	2,500.00	150.0%	Non contract staff wages
558 60 20 00 Planning - Personnel Benefits	2,500.00	2,500.00	0.00	100.0%	
558 60 30 00 Planning - Supplies For Consumpti	250.00	250.00	0.00	100.0%	
558 60 40 00 Planning - Services & Pass-Throughl	40,000.00	50,000.00	10,000.00	125.0%	Increase of building and land use permits and general inquiring
558 60 40 02 Planning Services & Pass Through	0.00	40,000.00	40,000.00	0.0%	Per PUG deliverables
558 Community Planning & Economic Develo	47,750.00	100,250.00	52,500.00	209.9%	

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550 Natural & Economic Environment	62,478.00	114,978.00	52,500.00	184.0%	
560 Social Services					
566 Chemical Dependency Services					
566 00 40 00 Chemical Dependency Services	750.00	750.00	0.00	100.0%	
566 Chemical Dependency Services	750.00	750.00	0.00	100.0%	
560 Social Services	750.00	750.00	0.00	100.0%	
570 Culture & Recreation					
576 Park Facilities					
576 20 10 00 Swimming Pools - Salaries & Wage	10,000.00	10,000.00	0.00	100.0%	
576 20 20 00 Swimming Pools - Personnel Benef	2,500.00	1,300.00	(1,200.00)	52.0%	Actual
576 20 30 00 Swimming Pools - Supplies For Cor	2,000.00	3,900.00	1,900.00	195.0%	Increased expense of patching and painting pool for season.
576 20 40 00 Swimming Pools - Services & Pass	1,000.00	650.00	(350.00)	65.0%	Actual expense
020 Swimming Pools	15,500.00	15,850.00	350.00	102.3%	
576 80 10 00 General Parks - Salaries & Wages	85,000.00	85,000.00	0.00	100.0%	
576 80 20 00 General Parks - Personnel Benefits	37,500.00	37,500.00	0.00	100.0%	
576 80 30 00 General Parks - Supplies For Consu	0.00	0.00	0.00	0.0%	
576 80 31 00 General Parks - Office & Operating	10,000.00	10,000.00	0.00	100.0%	
576 80 32 00 General Parks - Fuel Consumed	2,250.00	2,250.00	0.00	100.0%	
576 80 35 00 General Parks - Small Tools And Mi	1,500.00	1,500.00	0.00	100.0%	
576 80 40 00 General Parks - Services & Pass-Th	0.00	0.00	0.00	0.0%	
576 80 41 00 General Parks - Professional Service	1,750.00	1,750.00	0.00	100.0%	
576 80 42 00 General Parks - Communications	1,500.00	1,500.00	0.00	100.0%	
576 80 45 00 General Parks - Operating Rentals	250.00	250.00	0.00	100.0%	
576 80 47 00 General Parks - Utility Services	10,000.00	10,000.00	0.00	100.0%	
576 80 48 00 General Parks - Repairs & Mainten	5,000.00	5,000.00	0.00	100.0%	
576 80 49 00 General Parks - Miscellaneous	1,500.00	1,500.00	0.00	100.0%	
080 General Parks	156,250.00	156,250.00	0.00	100.0%	
576 Park Facilities	171,750.00	172,100.00	350.00	100.2%	

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Expenditures	Original	Proposed	Difference		Remarks
570 Culture & Recreation	171,750.00	172,100.00	350.00	100.2%	
580 Other Decreases In Fund Resources					
589 Custodial Activities					
589 00 00 00 Holding & Clearing Account Transf	0.00	0.00	0.00	0.0%	
589 99 00 99 Benefits Clearing Account	0.00	0.00	0.00	0.0%	
589 Custodial Activities	0.00	0.00	0.00	0.0%	
580 Other Decreases In Fund Resources	0.00	0.00	0.00	0.0%	
590 Debt, Capital Outlay, and Other Financing Us					
594 Capital Expenditures					
594 11 60 01 Capital Expenditures - Council Cha	0.00	6,000.00	6,000.00	0.0%	System changes to allow for phone attendance.
011 Legislative Activities	0.00	6,000.00	6,000.00	0.0%	
594 18 60 01 Capital Expenditures - City Hall Elev	0.00	24,000.00	24,000.00	0.0%	Project completed in 2024.
594 18 60 02 Capital Expenditures - City Hall Pair	12,250.00	0.00	(12,250.00)	0.0%	Move to 2025
018 Centralized Services	12,250.00	24,000.00	11,750.00	195.9%	
594 42 60 01 Capital Expenditures - Argonne Co	0.00	400,000.00	400,000.00	0.0%	Engineering and property purchase
594 42 60 02 Capital Expenditures - City Hall Elev	0.00	9,900.00	9,900.00	0.0%	Project completed in 2024.
594 42 60 03 Capital Expenditures - City Hall Pair	5,000.00	0.00	(5,000.00)	0.0%	Move to 2025
594 42 60 04 Capital Expenditures - Dirt Screen	2,500.00	2,500.00	0.00	100.0%	
594 42 60 05 Capital Expenditures - Drinking Fou	6,000.00	0.00	(6,000.00)	0.0%	Move to 2025
594 42 60 06 Capital Expenditures - Lean To At E	7,500.00	0.00	(7,500.00)	0.0%	Move to 2025
594 42 60 07 Capital Expenditures - Material Cor	1,875.00	0.00	(1,875.00)	0.0%	Move to 2025
594 42 60 08 Capital Expenditures - Millwood Tra	10,000.00	0.00	(10,000.00)	0.0%	Project on hold
594 42 60 09 Capital Expenditures - Millwood Tra	15,000.00	15,000.00	0.00	100.0%	
594 42 60 10 Capital Expenditures - Pull Behind C	20,000.00	20,000.00	0.00	100.0%	
594 42 60 11 Capital Expenditures - Tree Pruning	40,000.00	80,000.00	40,000.00	200.0%	Increase to complete City Trees removal and pruning.
594 42 60 12 Capital Expenditures - Empire Traff	0.00	7,500.00	7,500.00	0.0%	Engineering expenditures
594 42 60 13 Capital Expenditure - Argonne Rd F	0.00	50,000.00	50,000.00	0.0%	Engineering for project.
594 42 60 14 Capital Expenditure - Argonne Pub	0.00	25,000.00	25,000.00	0.0%	Consultant fees
042 Roads/Streets Ordinary Operations	107,875.00	609,900.00	502,025.00	565.4%	

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594 Capital Expenditures				
594 76 60 01 Capital Expenditures - Dirt Screen	2,500.00	2,500.00	0.00	100.0%
594 76 60 02 Capital Expenditures - Drinking Fou	4,000.00	0.00	(4,000.00)	0.0% Move to 2025
594 76 60 03 Capital Expenditures - Lean To At E	7,500.00	0.00	(7,500.00)	0.0% Move to 2025
594 76 60 04 Capital Expenditures - Material Cor	1,875.00	0.00	(1,875.00)	0.0% Move to 2025
594 76 60 05 Capital Expenditures - Pull Behind C	13,750.00	13,750.00	0.00	100.0%
594 76 60 06 Capital Expenditures - Tree Pruning	10,000.00	10,000.00	0.00	100.0%
076 Park Facilities	39,625.00	26,250.00	(13,375.00)	66.2%
594 Capital Expenditures	159,750.00	666,150.00	506,400.00	417.0%
590 Debt, Capital Outlay, and Other Financi	159,750.00	666,150.00	506,400.00	417.0%
597 Other Financing Uses				
597 Transfers-Out				
597 00 00 01 Transfers-Out - Unemployment Co	1,552.00	1,552.00	0.00	100.0%
597 Transfers-Out	1,552.00	1,552.00	0.00	100.0%
597 Other Financing Uses	1,552.00	1,552.00	0.00	100.0%
Fund Expenditures:	1,821,180.00	2,537,217.00	716,037.00	139.3%
Fund Excess/(Deficit):	1,908,923.00	2,087,640.00		

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099 Unemployment Compensation

Revenues	Original	Proposed	Difference	Remarks
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300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 91 99 01 Beginning Balance - Unemploymer	48,932.00	48,932.00	0.00	100.0%
091 Unassigned Cash and Investments	48,932.00	48,932.00	0.00	100.0%
308 Beginning Cash & Investments	48,932.00	48,932.00	0.00	100.0%
300 Beginning Cash & Investments	48,932.00	48,932.00	0.00	100.0%

390 Other Financing Sources

397 Transfers-In

397 00 00 01 Transfer In - Unemployment Comp	1,552.00	1,552.00	0.00	100.0%
397 00 00 03 Transfer In - Unemployment Comp	473.00	473.00	0.00	100.0%
397 00 00 04 Transfer In - Unemployment Comp	225.00	225.00	0.00	100.0%
397 Transfers-In	2,250.00	2,250.00	0.00	100.0%
390 Other Financing Sources	2,250.00	2,250.00	0.00	100.0%

Fund Revenues:	51,182.00	51,182.00	0.00	100.0%
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Fund Excess/(Deficit):	51,182.00	51,182.00		
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301 Capital Projects Fund

Revenues	Original	Proposed	Difference	Remarks
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300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 31 03 01 Beginning Balance - REET 1	370,000.00	370,098.00	98.00	100.0%	Actual
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031 Restricted Cash and Investments	370,000.00	370,098.00	98.00	100.0%
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308 Beginning Cash & Investments	370,000.00	370,098.00	98.00	100.0%
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300 Beginning Cash & Investments	370,000.00	370,098.00	98.00	100.0%
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310 Taxes

318 Other Taxes

318 34 00 01 REET 1 - First Quarter Percent	25,000.00	30,000.00	5,000.00	120.0%	Revenue trend
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318 Other Taxes	25,000.00	30,000.00	5,000.00	120.0%
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310 Taxes	25,000.00	30,000.00	5,000.00	120.0%
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360 Miscellaneous Revenues

361 Interest & Other Earnings

361 10 05 00 Investment Interest	0.00	0.00	0.00	0.0%
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361 Interest & Other Earnings	0.00	0.00	0.00	0.0%
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360 Miscellaneous Revenues	0.00	0.00	0.00	0.0%
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Fund Revenues:	395,000.00	400,098.00	5,098.00	101.3%
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Fund Excess/(Deficit):	395,000.00	400,098.00
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302 Special Capital Projects Fund

Revenues	Original	Proposed	Difference	Remarks
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300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 31 03 02 Beginning Balance - REET 2	375,000.00	374,893.00	(107.00)	100.0%	Actual
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031 Restricted Cash and Investments	375,000.00	374,893.00	(107.00)	100.0%
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308 Beginning Cash & Investments	375,000.00	374,893.00	(107.00)	100.0%
----------------------------------	------------	------------	----------	--------

300 Beginning Cash & Investments	375,000.00	374,893.00	(107.00)	100.0%
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310 Taxes

318 Other Taxes

318 35 00 02 REET 2 - Second Quarter Percent	25,000.00	30,000.00	5,000.00	120.0%	Revenue trend
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318 Other Taxes	25,000.00	30,000.00	5,000.00	120.0%
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310 Taxes	25,000.00	30,000.00	5,000.00	120.0%
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360 Miscellaneous Revenues

361 Interest & Other Earnings

361 10 00 05 Investment Interest	0.00	0.00	0.00	0.0%
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361 Interest & Other Earnings	0.00	0.00	0.00	0.0%
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360 Miscellaneous Revenues	0.00	0.00	0.00	0.0%
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Fund Revenues:	400,000.00	404,893.00	4,893.00	101.2%
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Fund Excess/(Deficit):	400,000.00	404,893.00
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401 Utility Fund

Revenues	Original	Proposed	Difference	Remarks
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300 Beginning Cash & Investments

308 Beginning Cash & Investments

308 31 04 01 Beginning Balance - Water Operati	54,563.00	54,563.00	0.00	100.0%	
308 31 04 02 Beginning Balance - Water Capital	100,000.00	99,000.00	(1,000.00)	99.0%	Actual
308 31 04 03 Beginning Balance - Water Loan Pa	22,500.00	22,500.00	0.00	100.0%	
031 Restricted Cash and Investments	177,063.00	176,063.00	(1,000.00)	99.4%	
308 41 04 01 Beginning Balance - Sewer Reserve	45,487.00	45,487.00	0.00	100.0%	
041 Committed Cash and Investments	45,487.00	45,487.00	0.00	100.0%	
308 51 04 01 Beginning Balance - Utility Fund	356,353.00	571,318.00	214,965.00	160.3%	Actual
051 Assigned Cash and Investments	356,353.00	571,318.00	214,965.00	160.3%	
308 Beginning Cash & Investments	578,903.00	792,868.00	213,965.00	137.0%	
300 Beginning Cash & Investments	578,903.00	792,868.00	213,965.00	137.0%	

320 Licenses & Permits

322 Non-Business Licenses & Permits

322 10 00 34 Water Permit	0.00	0.00	0.00	0.0%	
034 Water	0.00	0.00	0.00	0.0%	
322 10 00 35 Sewer Permit	0.00	0.00	0.00	0.0%	
035 Sewer	0.00	0.00	0.00	0.0%	
322 Non-Business Licenses & Permits	0.00	0.00	0.00	0.0%	
320 Licenses & Permits	0.00	0.00	0.00	0.0%	

340 Charges For Goods & Services

343 Utilities

343 40 00 01 Water Sales & Services	265,924.00	265,924.00	0.00	100.0%	
343 40 00 02 Water Sales & Services - Consump	92,600.00	92,600.00	0.00	100.0%	

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401 Utility Fund

Revenues	Original	Proposed	Difference		Remarks
343 Utilities					
343 40 00 03 Water Sales & Services - Penalties	5,000.00	5,000.00	0.00	100.0%	
040 Water	363,524.00	363,524.00	0.00	100.0%	
343 50 00 01 Sewer Services - City	230,000.00	230,000.00	0.00	100.0%	
343 50 00 02 Sewer Services - County Treatment	181,000.00	210,000.00	29,000.00	116.0%	Contract increase w/Spokane County Sewer
343 50 00 03 Sewer Interest Charges	0.00	0.00	0.00	0.0%	
050 Sewer	411,000.00	440,000.00	29,000.00	107.1%	
343 Utilities	774,524.00	803,524.00	29,000.00	103.7%	
340 Charges For Goods & Services	774,524.00	803,524.00	29,000.00	103.7%	
360 Miscellaneous Revenues					
361 Interest & Other Earnings					
361 10 00 04 Investment Earnings	5,000.00	5,000.00	0.00	100.0%	
361 Interest & Other Earnings	5,000.00	5,000.00	0.00	100.0%	
368 Special Assessments - Capital					
368 10 00 34 Special Assessments - Capital - Wa	0.00	0.00	0.00	0.0%	
034 Water	0.00	0.00	0.00	0.0%	
368 10 00 35 Special Assessments - Capital - Sev	0.00	0.00	0.00	0.0%	
035 Sewer	0.00	0.00	0.00	0.0%	
368 Special Assessments - Capital	0.00	0.00	0.00	0.0%	
369 Other Miscellaneous Revenues					
369 80 00 04 Cash Adjustments	0.00	0.00	0.00	0.0%	
369 Other Miscellaneous Revenues	0.00	0.00	0.00	0.0%	
360 Miscellaneous Revenues	5,000.00	5,000.00	0.00	100.0%	

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Revenues	Original	Proposed	Difference	Remarks
380 Other Increases In Fund Resources				
389 Custodial Activities				
389 90 00 04 Holding & Clearing - County GFC	0.00	0.00	0.00	0.0%
389 90 00 34 Holding & Clearing Account Transf	0.00	0.00	0.00	0.0%
389 90 00 35 Holding & Clearing Account Transf	0.00	0.00	0.00	0.0%
389 Custodial Activities	0.00	0.00	0.00	0.0%
380 Other Increases In Fund Resources	0.00	0.00	0.00	0.0%
Fund Revenues:	1,358,427.00	1,601,392.00	242,965.00	117.9%

Expenditures	Original	Proposed	Difference	Remarks
530 Utilities				
534 Water Utilities				
534 00 10 00 Water Utilities - Salaries & Wages	120,000.00	135,000.00	15,000.00	112.5% Increased hours due to Liberty main repairs
534 00 20 00 Water Utilities - Personnel Benefits	45,000.00	50,000.00	5,000.00	111.1% Increased hours due to Liberty main repairs
534 00 30 00 Water Utilities - Supplies For Const	0.00	0.00	0.00	0.0%
534 00 31 00 Water Utilities - Office & Operating	5,000.00	5,000.00	0.00	100.0%
534 00 32 00 Water Utilities - Fuel Consumed	1,250.00	1,250.00	0.00	100.0%
534 00 34 00 Water Utilities - Supplies Purchased	10,000.00	10,000.00	0.00	100.0%
534 00 35 00 Water Utilities - Small Tools And M	2,500.00	2,500.00	0.00	100.0%
534 00 40 00 Water Utilities - Services & Pass-Th	0.00	0.00	0.00	0.0%
534 00 41 00 Water Utilities - Professional Servic	10,000.00	50,000.00	40,000.00	500.0% Increase to cover additional engineering costs and updating telemetry for new park well/generator.
534 00 42 00 Water Utilities - Communications	7,500.00	7,500.00	0.00	100.0%
534 00 43 00 Water Utilities - Travel	500.00	500.00	0.00	100.0%
534 00 44 00 Water Utilities - Taxes And Operati	24,750.00	24,750.00	0.00	100.0%
534 00 45 00 Water Utilities - Operating Rentals	3,000.00	3,000.00	0.00	100.0%
534 00 46 00 Water Utilities - Insurance	17,500.00	17,500.00	0.00	100.0%
534 00 47 00 Water Utilities - Utility Services	45,000.00	45,000.00	0.00	100.0%
534 00 48 00 Water Utilities - Repairs & Mainten	15,000.00	15,000.00	0.00	100.0%
534 00 49 00 Water Utilities - Miscellaneous	20,000.00	20,000.00	0.00	100.0%
534 Water Utilities	327,000.00	387,000.00	60,000.00	118.3%

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Expenditures	Original	Proposed	Difference	Remarks
535 Sewer/Reclaimed Water Utilities				
535 00 10 00 Sewer Utilities - Salaries & Wages	83,000.00	83,000.00	0.00	100.0%
535 00 20 00 Sewer Utilities - Personnel Benefits	30,500.00	30,500.00	0.00	100.0%
535 00 30 00 Sewer Utilities - Supplies For Consu	0.00	0.00	0.00	0.0%
535 00 31 00 Sewer Utilities - Office & Operating	3,000.00	3,000.00	0.00	100.0%
535 00 32 00 Sewer Utilities - Fuel Consumed	1,250.00	1,250.00	0.00	100.0%
535 00 34 00 Sewer Utilities - Supplies Purchaser	0.00	0.00	0.00	0.0%
535 00 35 00 Sewer Utilities - Small Tools And M	1,000.00	1,000.00	0.00	100.0%
535 00 40 00 Sewer Utilities - Services & Pass-Th	0.00	0.00	0.00	0.0%
535 00 41 00 Sewer Utilities - Professional Servic	5,000.00	5,000.00	0.00	100.0%
535 00 42 00 Sewer Utilities - Communications	5,000.00	5,000.00	0.00	100.0%
535 00 43 00 Sewer Utilities - Travel	250.00	250.00	0.00	100.0%
535 00 44 00 Sewer Utilities - Taxes And Operati	10,000.00	10,000.00	0.00	100.0%
535 00 45 00 Sewer Utilities - Operating Rentals	1,500.00	1,500.00	0.00	100.0%
535 00 46 00 Sewer Utilities - Insurance	15,000.00	15,000.00	0.00	100.0%
535 00 47 00 Sewer Utilities - Utility Services	5,000.00	5,000.00	0.00	100.0%
535 00 47 01 Sewer Utilities - County Treatment	181,000.00	210,000.00	29,000.00	116.0% Increase of sewer treatment contract
535 00 48 00 Sewer Utilities - Repairs & Mainten	25,000.00	25,000.00	0.00	100.0%
535 00 49 00 Sewer Utilities - Miscellaneous	10,000.00	10,000.00	0.00	100.0%
535 Sewer/Reclaimed Water Utilities	376,500.00	405,500.00	29,000.00	107.7%
530 Utilities	703,500.00	792,500.00	89,000.00	112.7%
580 Other Decreases In Fund Resources				
589 Custodial Activities				
589 90 00 04 Other Custodial Activities - Utility F	0.00	0.00	0.00	0.0%
589 Custodial Activities	0.00	0.00	0.00	0.0%
580 Other Decreases In Fund Resources	0.00	0.00	0.00	0.0%
590 Debt, Capital Outlay, and Other Financing Us				
591 Debt Repayment				
591 34 70 00 Debt Repayment - DWSRF Loan Re	18,500.00	18,500.00	0.00	100.0%
591 Debt Repayment	18,500.00	18,500.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference		Remarks
592 Interest And Other Debt Service Costs					
592 34 80 00 Debt Service: Interest - DWSRF Loa	4,000.00	4,000.00	0.00	100.0%	
592 Interest And Other Debt Service Costs	4,000.00	4,000.00	0.00	100.0%	
594 Capital Expenditures					
594 34 60 01 Capital Expenditures - Abandon Tr	50,000.00	40,000.00	(10,000.00)	80.0%	Reduce estimated budget
594 34 60 02 Capital Expenditures - City Hall Elev	0.00	10,000.00	10,000.00	0.0%	Project completed in 2024.
594 34 60 03 Capital Expenditures - City Hall Pair	5,250.00	0.00	(5,250.00)	0.0%	Move to 2025
594 34 60 04 Capital Expenditures - Dirt Screen	2,500.00	2,500.00	0.00	100.0%	
594 34 60 05 Capital Expenditures - Generator In	0.00	16,000.00	16,000.00	0.0%	Project completed in 2024
594 34 60 06 Capital Expenditures - Grace Water	175,000.00	175,000.00	0.00	100.0%	
594 34 60 07 Capital Expenditures - Lean To At E	7,500.00	0.00	(7,500.00)	0.0%	Move to 2025
594 34 60 08 Capital Expenditures - Material Cor	1,875.00	0.00	(1,875.00)	0.0%	Move to 2025
594 34 60 09 Capital Expenditures - Pull Behind C	6,250.00	6,250.00	0.00	100.0%	
034 Water Utilities	248,375.00	249,750.00	1,375.00	100.6%	
594 35 60 01 Capital Expenditures - City Hall Elev	0.00	5,500.00	5,500.00	0.0%	Project completed in 2024.
594 35 60 02 Capital Expenditures - City Hall Pair	2,500.00	0.00	(2,500.00)	0.0%	Move to 2025
594 35 60 03 Capital Expenditures - Dirt Screen	2,500.00	2,500.00	0.00	100.0%	
594 35 60 04 Capital Expenditures - Lean To At E	7,500.00	0.00	(7,500.00)	0.0%	Move to 2025
594 35 60 05 Capital Expenditures - Material Cor	1,875.00	0.00	(1,875.00)	0.0%	Move to 2025
594 35 60 06 Capital Expenditures - Replace Con	15,000.00	0.00	(15,000.00)	0.0%	Move to 2025
035 Sewer/Reclaimed Water Utilities	29,375.00	8,000.00	(21,375.00)	27.2%	
594 Capital Expenditures	277,750.00	257,750.00	(20,000.00)	92.8%	
590 Debt, Capital Outlay, and Other Financi	300,250.00	280,250.00	(20,000.00)	93.3%	
597 Other Financing Uses					
597 Transfers-Out					
597 00 00 05 Transfers-Out - Capital Improveme	0.00	0.00	0.00	0.0%	
597 00 00 34 Transfers-Out - Unemployment Co	473.00	473.00	0.00	100.0%	
597 00 00 35 Transfers-Out - Unemployment Co	225.00	225.00	0.00	100.0%	
597 Transfers-Out	698.00	698.00	0.00	100.0%	

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401 Utility Fund				
Expenditures	Original	Proposed	Difference	Remarks
597 Other Financing Uses	698.00	698.00	0.00	100.0%
Fund Expenditures:	1,004,448.00	1,073,448.00	69,000.00	106.9%
Fund Excess/(Deficit):	353,979.00	527,944.00		

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402 Managerial Capital Water					
Revenues		Original	Proposed	Difference	Remarks
300 Beginning Cash & Investments					
308 Beginning Cash & Investments					
308 51 00 00	Estimated Beginning Balance	103,500.00	103,500.00	0.00	100.0%
	051 Assigned Cash and Investments	103,500.00	103,500.00	0.00	100.0%
308 Beginning Cash & Investments		103,500.00	103,500.00	0.00	100.0%
300 Beginning Cash & Investments		103,500.00	103,500.00	0.00	100.0%
340 Charges For Goods & Services					
340 Charges For Goods & Services					
343 40 00 04	Water Capital Improvement Fee	53,940.00	53,940.00	0.00	100.0%
	340 Charges For Goods & Services	53,940.00	53,940.00	0.00	100.0%
	340 Charges For Goods & Services	53,940.00	53,940.00	0.00	100.0%
Fund Revenues:		157,440.00	157,440.00	0.00	100.0%
Fund Excess/(Deficit):		157,440.00	157,440.00		

2024 PROPOSED BUDGET CHANGES
Fund Totals

Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Fund	3,730,103.00	4,624,857.00	894,754.00	124.0%	1,821,180.00	2,537,217.00	716,037.00	139.3%
099 Unemployment Compensation	51,182.00	51,182.00	0.00	100.0%	0.00	0.00	0.00	0.0%
301 Capital Projects Fund	395,000.00	400,098.00	5,098.00	101.3%	0.00	0.00	0.00	0.0%
302 Special Capital Projects Fund	400,000.00	404,893.00	4,893.00	101.2%	0.00	0.00	0.00	0.0%
401 Utility Fund	1,358,427.00	1,601,392.00	242,965.00	117.9%	1,004,448.00	1,073,448.00	69,000.00	106.9%
402 Managerial Capital Water	157,440.00	157,440.00	0.00	100.0%	0.00	0.00	0.00	0.0%
Excess/(Deficit):	6,092,152.00	7,239,862.00	1,147,710.00	118.8%	2,825,628.00	3,610,665.00	785,037.00	127.8%

File Attachments for Item:

i. ORDINANCE #544 MMC Section 17.04 / 17.040.35 (Adoption by Reference). Spokane County Off-Street Parking & Loading Standards

CITY COUNCIL ACTION ITEM – ZTA-2024-02

Pursuant to MMC 14.12.150(C), the city council shall, after an examination of the planning commission's recommendation and reasons therefor:

- 1. Affirm the suggested amendment requesting that it be written by the appropriate department and presented for adoption at the following council meeting;**
- 2. Affirm the suggested amendment, as revised by the council, following the criteria set forth in subsection B of MMC Section 14.12.150, requesting that it be written by the appropriate department and presented for adoption at the following council meeting;**

MMC 14.12.150(B). The planning commission shall base its recommendations to the city council on the following criteria:

1. The suggested amendment is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. The suggested amendment will not adversely affect the health and safety and welfare of the public.
3. The suggested amendment is not in violation of any state or federal law.

- 3. Disallow the suggested amendment.**

**FINDINGS AND RECOMMENDATIONS OF THE MILLWOOD PLANNING COMMISSION FOR
FILE NO. ZTA-2024-02
September 26, 2024**

Background:

1. ZTA-2024-02 is a non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).
2. In accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on ZTA-2024-02. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (DNS) on August 9, 2024.
3. A Notice of Public Hearing & SEPA Availability was issued, posted on the City website under public notices, and emailed to agencies on August 9, 2024. The comment deadline was identified as 4pm, August 23, 2024.
4. A Notice of Public Hearing & SEPA Availability was posted on the City notice boards on August 8, 2024.
5. A Notice of Public Hearing & SEPA Availability was published in the Spokesman Review on August 9, 2024.
6. A staff report for ZTA-2024-02 was issued on August 20, 2024 and posted on the City website under public notices.
7. The Planning Commission held a properly noticed public hearing on Wednesday, August 28, 2024, which was continued until Wednesday, September 25, 2024. The Planning Commission voted 5-0 to recommend approval of ZTA-2024-02 with modifications, as identified in the Revised Exhibit A, to the City Council.

Planning Commission Findings:

The Planning Commission recommends approval of ZTA-2024-02 with modifications and finds that the criteria in MMC 14.12.150(B) have been met. The suggested amendment:

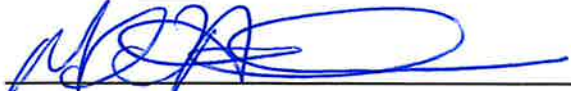
1. Is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. Will not adversely affect the health and safety and welfare of the public.
3. Is not in violation of any state or federal law.

Conclusion(s):

1. The review process for ZTA-2024-02 complies with MMC requirements and WA State Law.
2. The GMA requires proposed comprehensive plans and development regulations, including proposed amendments, be forwarded to the WA State Department of Commerce Growth Management Services for review and comment 60 days prior to the final City Council adoption, unless expedited review is requested and approved under RCW 36.70A.106. ZTA-2024-02 has been forwarded as required.

3. The criteria for amendment under MMC 14.12.150(B) have been met.
4. The proposed zoning text amendment has met consistency review requirements.

Signed this 30 day of September 2024


Mike Ankney, Chair

ATTEST


Amanda Tainio, Contract City Planner

ZTA-2024-02 - EXHIBIT A (REVISED BY PLANNING COMMISSION 9/25/24)

Title 17 - ZONING

Chapter 17.04 - ~~TITLE, USE ZONES, BOUNDARIES AND DISTRICTS~~

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference. References to Spokane County residential zones shall apply to all Millwood residential zones and references to Spokane County shall be interpreted as Millwood.

(Ord. No. 527 , § 1, 6-14-2022)

Chapter 14.802

Off-Street Parking and Loading Standards

14.802.000 Purpose and Intent

The purpose and intent of the off-street parking and loading standards is to provide adequate parking spaces, internal circulation, pedestrian facilities and access to ensure a safe and functional parking facilities. The chapter implements many of the goals and policies of the Comprehensive Plan.

14.802.020 Applicability of Standards and Plan Submission

1. Land used as a public or private parking area shall be developed and maintained in accordance with this chapter except for those zones that specifically allow variations to these standards.
2. Submission of a parking plan shall be required for all new construction, any change to a building, or any change in the use of a building or site to such an extent that a County development permit or certificate of occupancy is necessary. Building permits shall not be issued until the parking plan has been approved. The parking plan shall illustrate the location of all traffic control devices, parking stalls, directional arrows, signs, curbs, ingress/egress points, pedestrian access and walkways. The parking plan may be incorporated into the overall site development plan.

14.802.040 Off-Street Parking Requirements

1. Off-street parking shall be provided for all uses. The number of required parking spaces shall be determined as specified in Table 802-1 below.

Table 802-1, Off Street Parking Requirement

Cultural and Recreational Uses	
Use Classification	Number of spaces required
Public assembly	One space for every 4 occupants based on maximum permitted occupant load
Libraries, museums, art galleries	One space per 275 gross sq. ft.
Bowling alley	Four spaces per lane.
Driving range	Two spaces per tee.
Gymnasium	One space per 100 gross sq. ft.
Golf course	Three spaces per tee.
Health/Fitness club	One space per 100 gross sq. ft.
Skating rink	One space per 200 gross sq. ft.
Sports field (soccer, baseball, etc.)	Twenty spaces per acre of site.
Swimming pool	One space per 40 sq. ft. of pool area.
Tennis and similar courts	One and 1/2 spaces per court.

Table 802-1, continued

Educational uses	
Use Classification	Number of spaces required
Kindergarten through 8 th grade	Two spaces per teaching station; <i>OR</i> 1 space for every 4 seats or every 8 feet of bench or pew for fixed seating assembly areas (school auditorium, theater, stadium); <i>OR</i> 1 space for every 75 gross square feet of school assembly area without fixed seating, whichever is greater.
Grades 9 through 12	Five spaces per teaching station; <i>OR</i> 1 space for every 4 seats or every 8 feet of bench or pew for fixed seating assembly areas (school auditorium, theater, stadium); <i>OR</i> 1 space for every 75 gross square feet for school assembly areas without fixed seating, whichever is greater.
Colleges and universities	One space per 4 seats in classroom, plus 1 space per classroom. Dormitories, 0.75 spaces per planned resident.
Technical and specialized schools/studios	One space per 125 gross sq. ft.
Motor Vehicle Sales, Service and Car Washes	
Use Classification	Number of spaces required
Automotive wrecking yard	Twelve spaces for sites up to 10 acres; 20 spaces for sites over 10 acres.
Car washes and other short-turn-around auto services. (Tire mounting, quick lubes, etc.)	Three spaces for each service bay. Space inside the service bay shall be considered a parking space.
Motor vehicle or large machinery sales and service	One space per 1,000 gross sq. ft of building, plus 1 space per 1,500 gross sq. ft. of outside display area.
Recreational vehicles and manufactured home sales	One space per 3,000 gross sq. ft. of display area.
Auto repair garage	One space per 200 gross sq. ft. with a minimum of 3 spaces.

Table 802-1 - continued

Office and Business Services	
Use Classification	Number of spaces required
Business and professional offices	One space per 350 gross sq. ft. Minimum of 5 spaces.
Day care center	One space per 10 children.
Governmental buildings and uses	One space per 350 gross sq. ft. Minimum of 5 spaces.
Hospital or medical center	0.4 spaces per employee, plus 1 space for every 3 beds, plus 1 space for every 5 daily outpatient treatments, plus teaching hospitals add 1 space for every 3 students.
Kennel, public or private	One space for each 10 animals kept on the premises.
Medical offices	One space per 175 gross sq. ft.
Retail and Food Services	
Use Classification	Number of spaces required
Animal clinics, hospitals, veterinarian offices, kennels and pounds	One space per 200 gross sq. ft. of waiting, office, and exam rooms.
Coin-operated laundries	One space per 5 machines.
General retail, not elsewhere classified	One space per 250 gross sq. ft. Minimum of 3 spaces.
Large appliance retail	One space per 650 gross sq. ft.
Personal care services	One space per 100 gross sq. ft.
Restaurants and taverns.	One space for every 5 occupants based on maximum permitted occupant load. Outdoor seating areas shall require additional parking spaces at 10 spaces per 1,000 gross square feet. Minimum of 5 spaces.
Restaurant, drive through, carryout, or espresso with no seating	One space per 75 gross sq. ft. Minimum of 6 spaces. Outdoor seating areas shall require additional parking spaces at 10 spaces per 1,000 gross square feet.
Shopping centers	One space per 250 gross sq. ft.

Table 802-1, continued

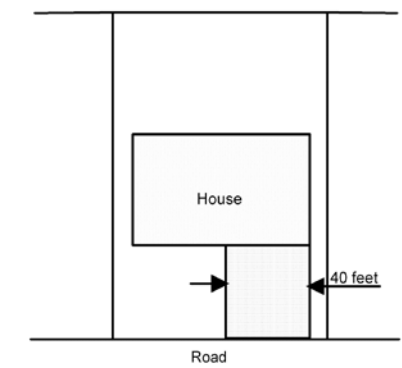
Residential/Lodging/Rooms	
Use Classification	Number of spaces required
Commercial lodgings and sleeping rooms	One space per unit/room plus required spaces for associated uses.
Manufactured home parks	Two spaces per dwelling unit, plus 5% of total requirement for guest parking.
Multi-family dwelling	One and one half spaces per dwelling unit, plus 5% of total requirement for guest parking.
Nursing/convalescent homes	One space per 5 beds.
Retirement/elderly housing, low income subsidized	One space per 3 dwelling units, plus 5% of total requirement for guest parking..
Single-family or duplex dwelling	Two spaces per dwelling unit. Spaces may be stacked in driveway.
Storage, Wholesale and Industrial Uses	
Use Classification	Number of spaces required
Self service storage (mini-storage) ¹	Minimum of 4 spaces.
Wholesale and commercial warehouses and storage.	1 space per 2,000 gross sq. ft.
Manufacturing, processing, machining, assembly, and/or packaging plants of all types.	1 space per 400 gross sq. ft.
¹ Driveway aisles shall be a minimum of 20 feet wide where access to storage units is only on one side of the aisle, and 24 feet wide where access to storage units is on both sides of the aisle.	

2. Uses not specified in Tables 802-1 shall provide parking based on the most comparable use as determined by the Planning Director.
3. In the case of multiple-use occupancies, in a building or on a lot, the total requirement for off-street parking shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for a particular use shall not be considered as providing required parking facilities for any other use except as allowed by joint use parking agreements under section 14.802.140.
4. All required parking areas shall be made permanently available to the customers of the use on the site and maintained for parking purposes only. Required parking facilities shall not be used for product display, automobile sales, storage, and/or repair work.

14.802.060 Parking Lot Location and Design

Off-street parking shall be located and designed according to the parking and design standards as specified herein.

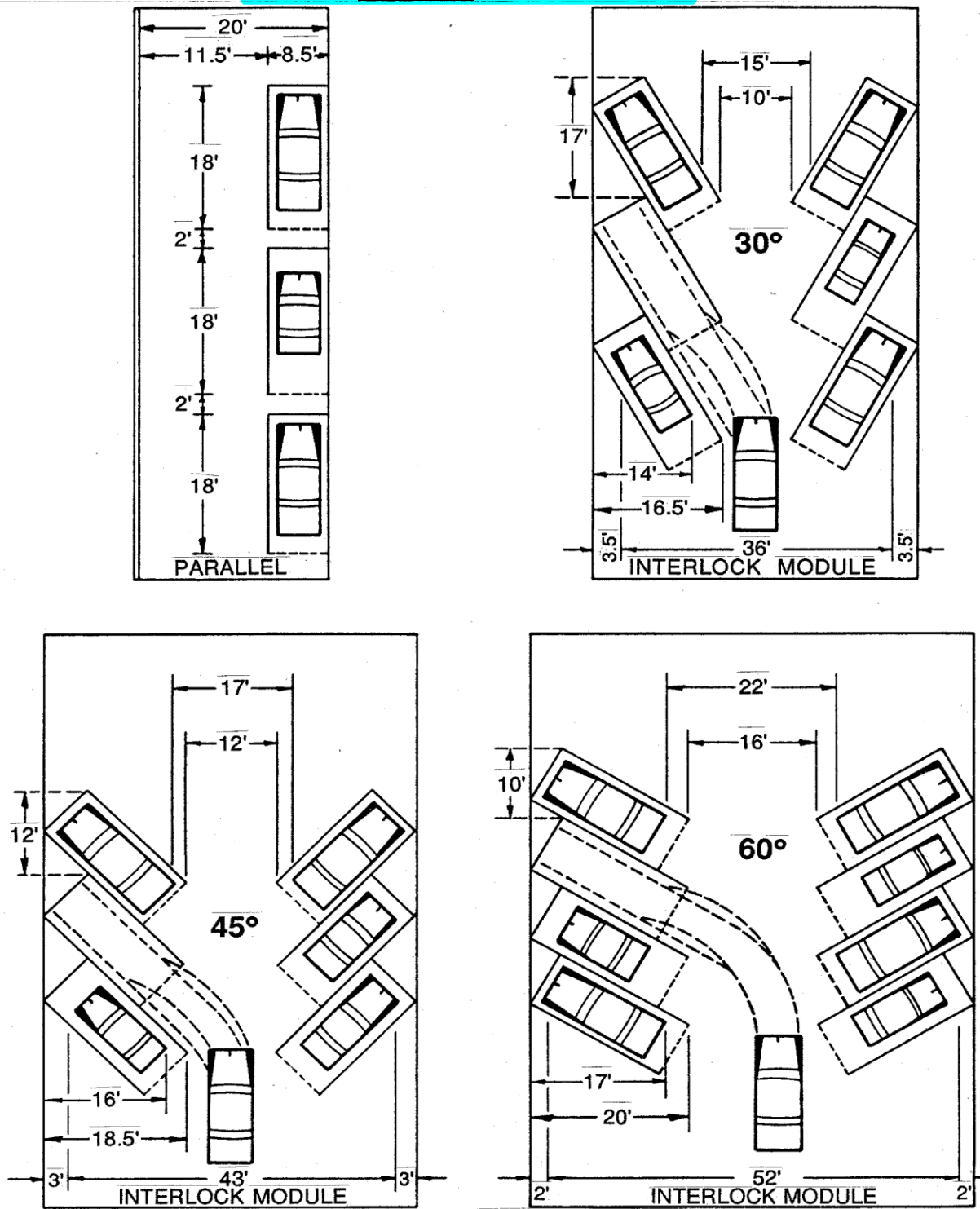
1. Parking facilities required under Section 14.802.040 shall be generally located on the same site as the use or building for which the parking is required. Off-site parking that is separated from the use by an arterial may be denied if adequate provisions to ensure pedestrian safety cannot be provided.
2. Parking stalls shall be designed so there is no vehicle overhang into public rights of way, drainage swales or ditches or adjoining property. Parking areas shall not encroach into stormwater facilities, including but not limited to grassy swales and ditches, and stormwater easements without written permission of the County Engineer or their designee.
3. The accessible parking space(s) required by Chapter 19.27 RCW shall be included in the total number of required parking spaces.
4. Bicycle racks and/or storage shall be provided when 25 or more parking spaces are required, at a ratio of 1 rack for every 25 parking spaces. Bicycle racks shall accommodate 5 or more bicycles and shall be located near the entrance of the building or use they are intended for.
5. New office and industrial developments, with 50 or more required parking spaces, shall designate at least 5% of the spaces for employee carpool or vanpool parking. Employee carpool or vanpool parking shall be located closer to the building entrance or the employee entrance than other employee parking with the exception of accessible parking. The carpool/vanpool spaces shall be clearly marked "Reserved Carpool/Vanpool Only".
6. Parking shall be so designed that vehicles will not back out into public rights-of-way. Single family and duplex residences are exempt from this requirement.
7. Parking stalls and aisles shall be designed as illustrated in Figure 1 and Figure 2 below. Parking spaces at any angle other than those shown are permitted, provided the width of stalls and aisles are proportionately adjusted based upon the angle proposed.
8. Parking spaces may be allowed in required setback areas, provided standards for frontage landscaping are adequately met.
9. Within in the LDR, LDR-P, MDR, or HDR zones, outdoor parking areas for single family and two family dwellings, which are located between the existing roadway and the dwelling, shall be consistent with the following standards:
 - a. Parking areas shall be limited in width to 50% of the lot frontage or 40 feet, whichever is less.
 - b. Parking or storage of vehicles outside the parking area described above is prohibited.
 - c. Parking areas and driveways shall be paved except that expansion of parking areas for existing dwellings may be allowed to utilize gravel surfaces of sufficient material and compaction to prevent erosion or tracking of soil, dirt, mud or debris onto public, private or future public road rights of way/easements, stormwater facilities or other public property.
 - d. The Director may make modifications in instances where due to a lot's configuration there is not adequate area in the front yard to comply with both minimum parking requirements and the parking width limitations described above.



Maximum parking allowed under 14.802.060(9)

PARKING DESIGN STANDARDS

FIGURE 802-1
MINIMUM ONE-WAY PARKING DEPTHS

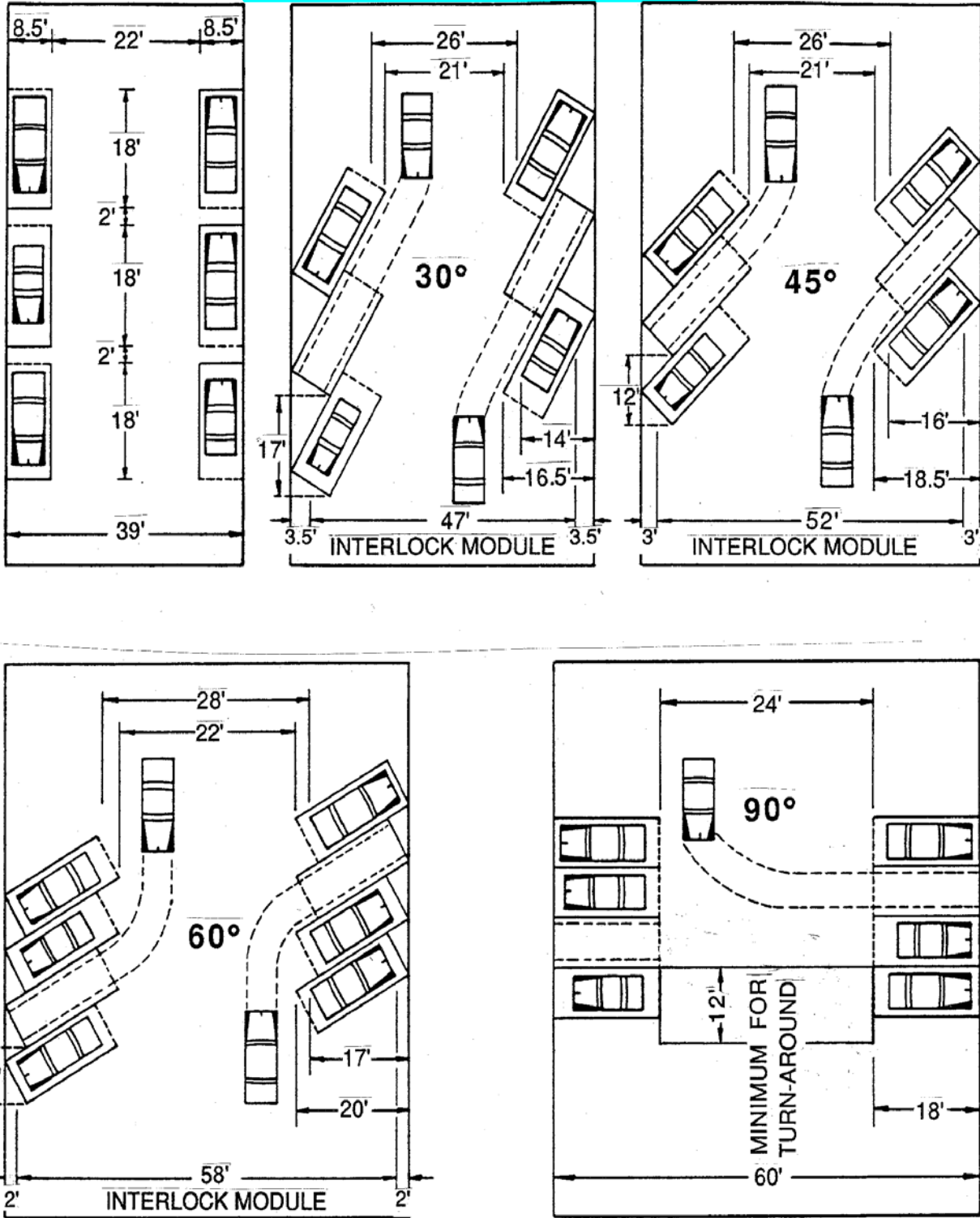


NOTE: NOT TO SCALE. PARKING STALLS 8.5' W. X 18' L.

PARKING DESIGN STANDARDS

FIGURE 802-2

MINIMUM TWO-WAY PARKING DEPTHS



NOTE: NOT TO SCALE. PARKING STALLS 8.5' W. X 18' L.

14.802.080 Parking Lot Surfacing and Marking Requirements

1. All off-street parking and outdoor storage areas shall be graded and paved with a hard surface such as concrete, asphalt, brick pavers or other hard material before a certificate of occupancy for the building is issued.
2. Paint or markers shall be used to delineate parking stalls and directional arrows on paved or hard-surfaced areas.
3. Pedestrian walkways shall be installed and/or marked according to Section 14.802.120.

14.802.100 Illumination

Parking lots shall have lighting capable of providing adequate illumination for security and safety. All light sources shall be constructed, down shielded and used as not to illuminate directly or create glare visible from adjacent properties or public rights of way. Lighting resembling or conflicting with traffic signals, emergency vehicles or otherwise creating safety hazards for pedestrian/vehicular traffic is prohibited.

14.802.120 Pedestrian Access

1. Parking lot circulation shall be designed to minimize conflicts between vehicles and pedestrians around and within parking lots and at vehicle ingress/egress points. Internal pedestrian walkways shall be installed through any parking lot of 50 or more spaces and shall be located and constructed as an integrated part of existing sidewalks and/or pedestrian trails.
2. Walkways shall be accessible and a minimum of 6 feet wide. Internal walkways shall be separated from traffic lanes and vehicle overhangs and shall be located as follows:
 - a. Walkways running parallel to the parking rows shall be provided for every 4 rows. A row is considered either a single or double line of parking stalls which are separated from other rows by internal driveways.
 - b. Walkways running perpendicular to the parking rows shall be no further than 20 parking spaces apart.
 - c. Walkways that cross vehicle lanes shall be marked with striping or constructed with a contrasting paving material to indicate a pedestrian crossing area.

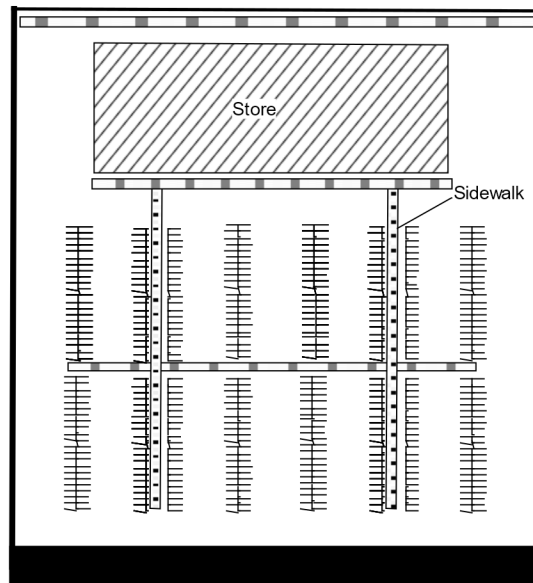


Figure 802-3, Example of Walkway System Within a Parking Lot

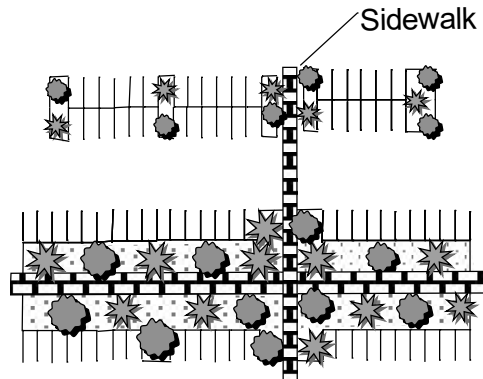


Figure 802-4, Detail of Landscaped Walkway System

14.802.140 Joint-Use Parking Requirements

1. The owner(s) of a group of uses or buildings may jointly provide parking and loading spaces, subject to the Director's approval. Written plans shall be submitted to the Director and shall include all of the following items.
 - a. The identification of the limits of the property involved.
 - b. The footprint of all structures.
 - c. The identification of all other areas not involved in the off-street parking, loading or access thereto (e.g., pedestrian areas, landscaping, refuse storage areas).
 - d. The actual layout of all off-street parking and loading spaces, as well as access thereto.
 - e. Identification of those spaces to be used collectively if other than all spaces on the property.
 - f. Parties involved with the joint use of parking facilities shall execute a legal easement regarding their joint use agreement. The agreement shall be reviewed by the Director and recorded in the County Auditor's office. The agreement shall run with the land and shall not be terminated without authorization by the Planning Director, based upon changed conditions.
2. For shopping centers, the Director may establish a total parking requirement based upon the mixture of uses contained within the center. If the Director finds that the uses within the center have substantially dissimilar peak demands for off-street parking, the Director may establish the center's parking requirements at a level reduced up to 25% of the normal parking requirement.
3. Up to 50% of the parking facilities required by this chapter for a use considered to be primarily a daytime use may be provided by the parking facilities of a use considered to be primarily a nighttime use or vice versa, provided that the reciprocal parking area shall be subject to the same conditions set forth in items 4a, 4b and 4c of this subsection. For purposes of this subsection, the following uses are typical daytime uses: business offices, barber and beauty shops and manufacturing or wholesale buildings. The following uses are typical nighttime and/or weekend uses: auditoriums (incidental to a public or parochial school), churches, dance halls, theaters and taverns.
4. Up to 100% of the weekend and/or nighttime parking facilities required by this chapter for a church or auditorium may be supplied by parking facilities required for the public/private school or college e, provided that the reciprocal parking area shall be subject to the following conditions.
 - a. The church must be incidental or adjacent to a public/private school or college
 - b. The building or use requesting joint parking shall be within 150 feet of the proposed joint use parking area.
 - c. The applicant shall demonstrate that there is not substantial conflict in the principal operating hours of the buildings or uses utilizing a joint use area.
 - d. Parties involved with the joint use of parking facilities shall execute a legal easement regarding their joint use agreement. The agreement shall be reviewed by the Director and recorded in the County Auditor's office. The agreement shall run with the land and shall not be terminated without authorization from the Director, based upon changed conditions.

14.802.160 Modification of Parking Requirements

1. A non-paved surface such as gravel or crushed rock for parking and storage areas routinely used by cleated and other heavy equipment may be allowed when approved by the Director.
2. The Director may waive paving requirements upon recommendations by the Spokane County Air Pollution Control Authority or the County Engineer's Office. Such recommendations shall be in writing and assert that the proposed surfacing, such as grass pavers or other technology, will not adversely affect air quality, water quality or the integrity of the parking area. Economic hardship shall not be a reason for granting a waiver.
3. The Director may allow a reduced number of parking spaces when an applicant can quantify a reduced demand based on the attributes of the use, site or surrounding area (for example, transit availability, commute trip reduction programs, employee housing etc.).
4. Storage areas in retail stores and offices, in excess of 1,000 sq. ft., may be calculated separately as a warehouse, if no more than 50% of the total floor area is considered a warehouse.
5. Industrial buildings with storage areas in excess of 1,000 square feet may be considered as a warehouse use for calculating the required parking.

14.802.170 Parking Design Incentives

Maximum lot coverage requirements in residential and commercial zones may be increased by 25% provided one of the following design features is incorporated into the development.

1. Underground parking is provided for the building or use.
2. A multilevel parking structure is provided for the building or use.
3. The building is adjacent to the street and all parking facilities are located to the rear or side of the building or use.
4. Bus shelters or other facilities designed exclusively to support transit are incorporated into the development and have a cost of at least 0.5% of the total development value. The value shall be determined from official County records. In the absence of an appropriate assessed value in the official County records, an appraisal performed by a licensed appraiser may be accepted.

14.802.180 Required Off-Street Loading

Off-street loading facilities are required to provide adequate space to accommodate outside deliveries from large vehicles which cannot be functionally served by normal parking stalls.

1. All off-street loading spaces shall be located and designed according to the following criteria:
 - a. All off-street loading spaces shall be designed to minimize impacts on adjacent properties.
 - b. In all cases, loading facilities shall be located on the same lot as the structure they are designed to serve.
 - c. Off-street loading space shall not be included in an area calculation used to satisfy off-street parking requirements for landscaping.
 - d. Loading spaces shall be designed and located so vehicles using these spaces do not project into any public right-of-way.
 - e. Loading spaces shall be designed so vehicles are not required to back to or from an adjacent street. Loading spaces in industrial zones that use local access streets are exempt from this requirement.
2. Off-street loading spaces shall measure at least 15 feet wide, 60 feet long and 15 feet high, except if this section requires only one off-street loading space, it may measure 12 feet wide, 30 feet long and 15 feet high.
3. The minimum number of off-street loading spaces shall be provided according to Table 802-2.

Table 802-2, Required Off-Street Loading

Use	Size	Required Parking Spaces
Industrial, manufacturing wholesale, warehouse, similar uses	10,000 - 40,000 sq. ft.	1 space
	40,000 - 60,000 sq. ft.	2 spaces
	60,000 - 100,000 sq. ft.	3 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Offices, hotel/motel, restaurants	20,000 - 60,000 sq. ft.	1 space
	60,000 - 100,000 sq. ft.	2 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Hospitals, convalescent centers, nursing homes, similar institutions	10,000 - 40,000 sq. ft.	1 space
	40,000 - 100,000 sq. ft.	2 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Department stores, retail and other commercial uses	10,000 - 20,000 sq. ft.	1 space
	20,000 - 50,000 sq. ft.	2 spaces
	50,000 - 100,000 sq. ft.	3 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Residential	No requirement	

14.802.200 Public Transit

Provisions for transit facilities shall be coordinated through the Division of Engineering and Roads and the Spokane County Transit Authority.

14.802.220 Landscaping Requirements

Landscaping shall be provided pursuant to chapter 14.806.



MILLWOOD PLANNING DEPARTMENT
STAFF REPORT TO THE
PLANNING COMMISSION
FILE NO.: ZTA-2024-02

STAFF REPORT DATE: August 20, 2024

HEARING DATE AND LOCATION: August 28, 2024, beginning at 6:00 p.m., Millwood City Hall 9103 E. Frederick Ave. Millwood, WA 99206.

PROPOSAL DESCRIPTION: ZTA-2024-02 - Non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).

PROPOSAL LOCATION: City of Millwood

APPLICANTS: N/A (City of Millwood)

CITY CONTACT: Amanda Tainio, Contract City Planner

APPLICATION PROCESSING:

The following summarizes key application procedures for the proposal:

Application Submitted:	N/A
Notice of Public Hearing & SEPA Availability Published:	August 9, 2024
Notice of Public Hearing & SEPA Availability Posted:	August 8, 2024
Notice of Public Hearing & SEPA Availability Issued:	August 9, 2024
Staff Report Issued:	August 20, 2024
City of Millwood Planning Commission Public Hearing:	August 28, 2024
WA State DOC & State Agency Review Request:	August 22, 2024
City of Millwood City Council Review:	Anticipated to be September 10, 2024 & October 8, 2024

REGULATORY AUTHORITY FOR AMENDMENT REVIEW:

- WAC 365-196 - Growth Management -- Procedural Criteria for Adopting Comprehensive Plans and Development Regulations.
- RCW 36.70A - Growth Management -- Planning By Selected Counties and Cities.
- RCW 43.21C - State Environmental Policy Act
- WAC 197-11 - SEPA Rules
- MMC including Section 14.12.150 - Amendments to development regulations.

APPROVAL CRITERIA: Millwood Municipal Code (MMC) including Section 14.12.150 - Amendments to development regulations.

MMC 14.12.150 - Amendments to development regulations.

A. Any citizen of Millwood and staff members of Spokane County, Washington State, or federal agencies may suggest amendments to Millwood's development regulations, including Ordinance 46 (zoning), Ordinance 52 (uniform building codes), Ordinance 147 (SEPA), Ordinance 270 (shoreline), Ordinance 226 (subdivision), Ordinance 236 (critical areas), and amendments to these ordinances, as well as any future development regulations. The suggested amendments shall be reviewed during a public hearing by the planning commission.

The suggested amendments shall be in writing with a qualifying statement(s) that explains how the amendments would increase public health, welfare, and safety, and/or be in any other way beneficial to the public.

B. The planning commission shall base its recommendations to the city council on the following criteria:

1. The suggested amendment is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. The suggested amendment will not adversely affect the health and safety and welfare of the public.
3. The suggested amendment is not in violation of any state or federal law.

C. The city council shall, after an examination of the planning commission's recommendation and reasons therefor:

1. Affirm the suggested amendment requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
2. Affirm the suggested amendment, as revised by the council, following the criteria set forth in subsection B of this section, requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
3. Disallow the suggested amendment.

D. Notice for the public hearing shall be made at a minimum of ten days prior to the public hearing by posting the notice at three public notice boards within the city, and publishing the notice in a newspaper of general circulation. The notice shall briefly describe the amendments to be considered.

E. Amendments of development regulations that are associated with amendments of the comprehensive plan shall be subject to the rules contained in section 14.04.020.

PROPOSAL SUMMARY:

- Modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference)

Title 17 - ZONING

Chapter 17.04 - {TITLE, USE ZONES, BOUNDARIES AND DISTRICTS}

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference.

(Ord. No. 527 , § 1, 6-14-2022)

ENVIRONMENTAL REVIEW: In accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on ZTA-2024-02. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (DNS). Copies of the SEPA Checklist and the DNS Threshold Determination were available for review beginning on August 9, 2024. Comments on the DNS Threshold Determination should be sent to the City contact – Amanda Tainio, Contract City Planner (SEPA Responsible Official) by 4pm, August 23, 2024.

The Planning Commission will be briefed at the Public Hearing of any comments received.

REVIEWING AGENCIES: Agency comment letters submitted as of August 19, 2024 will be attached to this staff report (2 comments have been received).

- The Spokane Valley Fire Department has completed a review for the above referenced project and has no comments on the proposed Zoning Text Amendment.
- The Spokane County Public Works Wastewater System Division has no objection to the finalization of the above mentioned project.

The Planning Commission will be briefed at the Public Hearing of any additional comments received.

PUBLIC COMMENTS (WRITTEN): Public comment letters submitted as of August 19, 2024 will be attached to this staff report (no comments have been received).

The Planning Commission will be briefed at the Public Hearing of any comments received.

HEARING PROCESS: The Planning Commission will conduct the hearing pursuant to MMC Chapter 14.12-Land Use Permit Review. All interested persons may testify at the public hearing and may submit written comments and documents before or at the hearing. All hearings are conducted in facilities that are accessible to persons with physical disabilities. The City Council shall, after an examination of the Planning Commission's recommendation and reasons therefor, render the final decision.

STAFF ANALYSIS:**Legal Compliance**

The proposed zoning text amendment was reviewed for consistency with WA State Law.

Consistency

Pursuant to WAC 365-196, one of the features of the Growth Management Act (GMA) is requiring that locally developed plans be internally consistent, consistent with county-wide planning policies and multicounty planning policies, and consistent with the plans of other counties and cities where there are common borders or related regional issues. Additionally, development regulations adopted to implement the comprehensive plans must be consistent with such plans.

WAC 365-196-500 outlines internal consistency:

- (1) Comprehensive plans must be internally consistent. This requirement means that differing parts of the comprehensive plan must fit together so that no one feature precludes the achievement of any other.
- (2) Use of compatible assumptions. A county or city must use compatible assumptions in different aspects of the plan.
 - (a) A county or city should use common numeric assumptions to the fullest extent possible, particularly in the long-term growth assumptions used in developing the land use, capital facilities and other elements of the comprehensive plan.
 - (b) If a county or city relies on forecasts, inventories, or functional plans developed by other entities, these plans might have been developed using different time horizons or different boundaries. If these differences create inconsistent assumptions, a county or city should include an analysis in its comprehensive plan of the differences and reconcile them to create a plan that uses compatible assumptions.
- (3) The development regulations must be internally consistent and be consistent with and implement the comprehensive plan.
- (4) Consistency review. Each comprehensive plan should provide mechanisms for ongoing review of its implementation and adjustment of its terms whenever internal conflicts become apparent. At a minimum, any amendment to the comprehensive plan or development regulations must be reviewed for consistency. The review and update processes required in RCW 36.70A.130 (1) and (3) should include a review of the comprehensive plan and development regulations for consistency.
- (5) See WAC 365-196-800 for more information on the relationship between development regulations and the comprehensive plan. See WAC 356-196-305 for more information on the relationship between county-wide planning policies and the comprehensive plan. See WAC 365-196-315 (5)(a) for information on consistencies between assumptions and observed development for cities or counties subject to monitoring requirements in RCW 36.70A.215.

WAC 365-196-800 outlines the relationship between development regulations and comprehensive plans.

Development regulations under the act are specific controls placed on development or land use activities by a county or city. Development regulations must be consistent with and implement comprehensive plans adopted pursuant to the act. "Implement" in this context has a more affirmative meaning than merely "consistent." See WAC 365-196-210. "Implement" connotes not only a lack of conflict but also a sufficient scope to fully carry out the goals, policies, standards and directions contained in the comprehensive plan.

<u>File #</u>	<u>Comprehensive Plan Analysis</u>
ZTA-2024-02	As currently written, the zoning text amendment meets consistency requirements with the City Comprehensive Plan. Millwood Comprehensive Plan - Amended 2019.
<u>File #</u>	<u>Development Code/Zoning Analysis</u>
ZTA-2024-02	As currently written, the amendment meets internal consistency requirements. Millwood Municipal Code (MMC), current as of June 11, 2024.

MMC Section 14.12.150 – Amendments to development regulations.

The suggested amendments shall be in writing with a qualifying statement(s) that explains how the amendments would increase public health, welfare, and safety, and/or be in any other way beneficial to the public.

B. The planning commission shall base its recommendations to the city council on the following criteria:

1. The suggested amendment is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.

In Section 1.3 of the City Comprehensive Plan, "An effective means of implementation is essential to achieve the desired goals set forth in the Plan. Implementation includes, at a minimum, subdivision regulations, zoning ordinances, development guidelines, public participation, environmental awareness, and annual review and update of the Plan. Implementation measures shall be consistent with the goals and policies set forth in this Plan." Adopting the Spokane County Off-Street Parking and Loading Standards by reference fills a gap in the MMC for development guidelines.

2. The suggested amendment will not adversely affect the health and safety and welfare of the public.

The Spokane County Off-Street Parking and Loading Standards have been utilized for numerous years and adopting them by reference for utilization in Millwood will not adversely affect the health and safety and welfare of the public, it will increase it with clearly defined standards for parking stalls, bike racks, etc.

3. The suggested amendment is not in violation of any state or federal law.

The suggested amendment is not in violation of any state or federal law.

STAFF SUMMARY

A. The Growth Management Act was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation.

B. Spokane County and the cities within it were mandated to plan under the GMA in 1993.

C. 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.

D. The 14 planning goals outlined in RCW 36.70A.020 and 480, guide the development and adoption of comprehensive plans and development regulations.

E. The comprehensive plan is the starting point for any planning process and the centerpiece of local planning. Development regulations implement the Comprehensive Plan and include a variety of land use regulations, such as zoning, subdivisions, critical areas, landscaping, planned unit development, signs, etc. and the City Development Code must be consistent with the City Comprehensive Plan, as well as being internally consistent. State agencies are required to comply with comprehensive plans and development regulations of jurisdictions planning under the GMA.

F. The review process for ZTA-2024-02 complies with MMC requirements and WA State Law.

G. The GMA requires proposed comprehensive plans and development regulations, including proposed amendments, be forwarded to the WA State Department of Commerce Growth Management Services for review and comment 60 days prior to the final City Council adoption, unless expedited review is requested and approved under RCW 36.70A.106. ZTA-2024-02 will be forwarded as required.

H. The criteria for amendment under MMC 14.12.150(B) have been met.

I. The proposed zoning text amendment has met consistency review requirements.

ATTACHMENTS:

Exhibit 1 Notice of SEPA Availability - Notice of Public Hearing Packet

Exhibit 2: Agency/Public Comments (Received as of August 19, 2024)

DRAFT RECOMMENDATIONS FOR THE PLANNING COMMISSION

Option 1: Recommendation of approval

The Planning Commission recommends approval of ZTA-2024-02 and finds that the criteria in MMC 14.12.150(B) have been met. The suggested amendment:

1. Is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. Will not adversely affect the health and safety and welfare of the public.
3. Is not in violation of any state or federal law.

Option 2: Recommendation of denial

The Planning Commission recommends denial of ZTA-2024-02 and finds that the criteria in MMC 14.12.150(B) have not been met. The suggested amendment:

1. Is not consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable; and/or
2. Will adversely affect the health and safety and welfare of the public; and/or
3. Is in violation of any state or federal law.

Pursuant to MMC 14.12.150(C), the city council shall, after an examination of the planning commission's recommendation and reasons therefor:

1. Affirm the suggested amendment requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
2. Affirm the suggested amendment, as revised by the council, following the criteria set forth in subsection B of MMC Section 14.12.150, requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
3. Disallow the suggested amendment.

ATTACHMENT - EXHIBIT 1: Notice of SEPA Availability - Notice of Public Hearing Packet

NOTICE OF PUBLIC HEARING

MILLWOOD PLANNING COMMISSION

& AVAILABILITY OF SEPA CHECKLIST AND THRESHOLD DETERMINATION

HEARING DATE/TIME: Wednesday, August 28, 2024, at 6:00pm

HEARING LOCATION: Millwood City Hall 9103 E. Frederick Ave. Millwood, WA 99206

DECISION MAKING AUTHORITY: Millwood Planning Commission provides a recommendation to the Millwood City Council

CITY CONTACT: Amanda Tainio, Contract City Planner - (509) 924-0960 or planner@millwoodwa.us

APPLICATION/DESCRIPTION OF PROPOSAL: ZTA-2024-02 - Non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).

LOCATION OF PROPOSAL: City of Millwood

ENVIRONMENTAL DETERMINATION: In accordance with WAC 197-11, notice is hereby given that a SEPA Checklist has been completed on ZTA-2024-02. The City of Millwood has determined that the proposal will have no significant adverse environmental impacts and has issued a Determination of Nonsignificance (DNS). Copies of the SEPA Checklist and the DNS Threshold Determination will be available for review beginning on August 9, 2024. Comments on the DNS Threshold Determination should be sent to the City contact (SEPA Responsible Official) by 4pm, 8/23/24.

APPROVAL CRITERIA: Millwood Municipal Code (MMC) including Section 14.12.150 - Amendments to development regulations.

HEARING PROCESS: The Planning Commission will conduct the hearing pursuant to MMC Chapter 14.12-Land Use Permit Review. All interested persons may testify at the public hearing and may submit written comments and documents before or at the hearing. All hearings are conducted in facilities that are accessible to persons with physical disabilities. The City Council shall, after an examination of the Planning Commission's recommendation and reasons therefor, render the final decision.

STAFF REPORT AND INSPECTION OF FILE: A staff report will be available for inspection at least seven (7) calendar days before the hearing. The staff report and application file may be inspected at Millwood City Hall 9103 E. Frederick Ave. between 7:00 am and 4:00 pm, Monday-Friday, excluding holidays. Copies of documents are available for purchase. Questions or public comments can be directed to Amanda Tainio, Contract City Planner - (509) 924-0960 or planner@millwoodwa.us.

NOTICE: Individuals planning to attend the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk at (509) 924-0960 as soon as possible so that arrangements may be made.

ZTA-2024-02 - EXHIBIT A

Title 17 - ZONING

Chapter 17.04 - ~~TITLE, USE ZONES, BOUNDARIES AND DISTRICTS~~

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference.

(Ord. No. 527 , § 1, 6-14-2022)



WAC 197-11-970
DETERMINATION OF
NON-SIGNIFICANCE (DNS)

FILE NUMBER: ZTA-2024-02

PROPONENT: City of Millwood

DESCRIPTION OF PROPOSAL: Non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).

LOCATION OF PROPOSAL: City of Millwood

LEAD AGENCY: City of Millwood

The lead agency for this proposal has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030. We have reviewed the attached Environmental Checklist and other information on file with the lead agency. This information is available to the public on request.

- ☐ There is no comment period for this DNS
- ☐ This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- ☒ **This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days from the date issued below.**

Comments regarding this DNS must be submitted to the SEPA Responsible Official by 4pm, 8/23/24.

SEPA RESPONSIBLE OFFICIAL: Amanda Tainio
Contract City Planner
Millwood City Hall 9103 E. Frederick Ave., Millwood, WA 99206
Phone: (509) 924-0960
Email: planner@millwoodwa.us

DATE ISSUED: August 9, 2024

SIGNATURE: 

APPEAL: An appeal of this determination after it becomes final, may be made to the City of Millwood 9103 E. Frederick Ave., Millwood, WA 99206. The appeal deadline is twenty-one (21) calendar days after issuance/publication of this determination (Appeal Deadline 8/30/24). This appeal must be written, and the appellant should be prepared to make specific factual objections to the City's threshold determination. Any required fees pursuant to the City's adopted Fee Schedule shall be made at time of appeal submittal. Pursuant to WAC 197-11-680, appeals shall be limited to a review of a final threshold determination.

A copy of this SEPA determination has been provided to the Dept. of Ecology - Olympia, Dept. of Transportation - Spokane County, and Other Reviewing Agencies.

Notice was also printed in the 8/9/24 edition of the Spokesman Review.



ENVIRONMENTAL CHECKLIST

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
INFO@MILLWOODWA.US

PURPOSE OF CHECKLIST:

GOVERNMENTAL AGENCIES USE THIS CHECKLIST TO HELP DETERMINE WHETHER THE ENVIRONMENTAL IMPACTS OF YOUR PROPOSAL ARE SIGNIFICANT. THIS INFORMATION IS ALSO HELPFUL TO DETERMINE IF AVAILABLE AVOIDANCE, MINIMIZATION OR COMPENSATORY MITIGATION MEASURES WILL ADDRESS THE PROBABLE SIGNIFICANT IMPACTS OR IF AN ENVIRONMENTAL IMPACT STATEMENT WILL BE PREPARED TO FURTHER ANALYZE THE PROPOSAL.

INSTRUCTIONS FOR APPLICANTS:

THIS ENVIRONMENTAL CHECKLIST ASKS YOU TO DESCRIBE SOME BASIC INFORMATION ABOUT YOUR PROPOSAL. PLEASE ANSWER EACH QUESTION ACCURATELY AND CAREFULLY, TO THE BEST OF YOUR KNOWLEDGE. YOU MAY NEED TO CONSULT WITH AN AGENCY SPECIALIST OR PRIVATE CONSULTANT FOR SOME QUESTIONS. YOU MAY USE "NOT APPLICABLE" OR "DOES NOT APPLY" ONLY WHEN YOU CAN EXPLAIN WHY IT DOES NOT APPLY AND NOT WHEN THE ANSWER IS UNKNOWN. YOU MAY ALSO ATTACH OR INCORPORATE BY REFERENCE ADDITIONAL STUDIES REPORTS. COMPLETE AND ACCURATE ANSWERS TO THESE QUESTIONS OFTEN AVOID DELAYS WITH THE SEPA PROCESS AS WELL AS LATER IN THE DECISION-MAKING PROCESS.

THE CHECKLIST QUESTIONS APPLY TO ALL PARTS OF YOUR PROPOSAL, EVEN IF YOU PLAN TO DO THEM OVER A PERIOD OF TIME OR ON DIFFERENT PARCELS OF LAND. ATTACH ANY ADDITIONAL INFORMATION THAT WILL HELP DESCRIBE YOUR PROPOSAL OR ITS ENVIRONMENTAL EFFECTS. THE AGENCY TO WHICH YOU SUBMIT THIS CHECKLIST MAY ASK YOU TO EXPLAIN YOUR ANSWERS OR PROVIDE ADDITIONAL INFORMATION REASONABLY RELATED TO DETERMINING IF THERE MAY BE SIGNIFICANT ADVERSE IMPACT.

INSTRUCTIONS FOR LEAD AGENCIES:

ADDITIONAL INFORMATION MAY BE NECESSARY TO EVALUATE THE EXISTING ENVIRONMENT, ALL INTERRELATED ASPECTS OF THE PROPOSAL AND AN ANALYSIS OF ADVERSE IMPACTS. THE CHECKLIST IS CONSIDERED THE FIRST BUT NOT NECESSARILY THE ONLY SOURCE OF INFORMATION NEEDED TO MAKE AN ADEQUATE THRESHOLD DETERMINATION. ONCE A THRESHOLD DETERMINATION IS MADE, THE LEAD AGENCY IS RESPONSIBLE FOR THE COMPLETENESS AND ACCURACY OF THE CHECKLIST AND OTHER SUPPORTING DOCUMENTS.

USE OF CHECKLIST FOR NON-PROJECT PROPOSALS:

PLEASE COMPLETE ALL QUESTIONS THAT APPLY AND NOTE THAT THE WORDS "PROJECT," "APPLICANT," AND "PROPERTY OR SITE" SHOULD BE READ AS "PROPOSAL," "PROONENT," AND "AFFECTED GEOGRAPHIC AREA," RESPECTIVELY. COMPLETE THE SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (PART D). FOR NON-PROJECT ACTIONS.

A. BACKGROUND

1. NAME OF PROPOSED PROJECT, IF APPLICABLE:

City of Millwood ZTA-2024-02 (MMC 17.04 Adoption by Reference Zoning Text Amendment)

2. NAME OF APPLICANT:

City of Millwood

3. ADDRESS AND PHONE NUMBER OF APPLICANT & CONTACT PERSON:

City of Millwood 9103 E Frederick Ave, Millwood, WA 99206, Phone: 509-924-0960

Contact: Amanda Tainio, Contract City Planner

4. DATE CHECKLIST PREPARED:

8/6/24

5. AGENCY REQUESTING CHECKLIST:

City of Millwood

6. PROPOSED TIMING OR SCHEDULE (INCLUDING PHASING, IF APPLICABLE):

A public hearing on the proposed amendment is anticipated August 28, 2024, followed by a Planning Commission recommendation, then City Council review potentially in September/October 2024, and State review with potential adoption by October 2024.

7. DO YOU HAVE ANY PLANS FOR FUTURE ADDITIONS, EXPANSION, OR FURTHER ACTIVITY RELATED TO OR CONNECT WITH THIS PROPOSAL? IF YES, PLEASE EXPLAIN.

No, outside of the Periodic Update process and consistency review.

8. LIST ANY ENVIRONMENTAL INFORMATION YOU KNOW ABOUT THAT HAS BEEN PREPARED, OR WILL BE PREPARED, DIRECTLY RELATED TO THIS PROPOSAL.

Previous Spokane County SEPA review for inclusion of Ch. 14.802 in the Spokane County Zoning Code.

9. DO YOU KNOW WHETHER APPLICATIONS ARE PENDING FOR GOVERNMENTAL APPROVALS OF OTHER PROPOSALS DIRECTLY AFFECTING THE PROPERTY COVERED BY YOUR PROPOSAL? IF YES, EXPLAIN.

No permits or applications are pending at this time.

10. LIST ANY GOVERNMENTAL APPROVALS OR PERMITS THAT WILL BE NEEDED FOR YOUR PROPOSAL, IF KNOWN.

Millwood Planning Commission recommendation; Millwood City Council adoption; Washington State Dept. of Commerce Growth Management Services (DOC GMS) and State Agency 60 Day Review.

11. GIVE BRIEF, COMPLETE DESCRIPTION OF YOUR PROPOSAL, INCLUDING THE PROPOSED USES AND THE SIZE OF THE PROJECT AND SITE. THERE ARE SEVERAL QUESTIONS LATER IN THIS CHECKLIST THAT ASK YOU TO DESCRIBE CERTAIN ASPECTS OF YOUR PROPOSAL. YOU DO NOT NEED TO REPEAT THOSE ANSWERS ON THIS PAGE (LEAD AGENCIES MAY MODIFY THIS FORM TO INCLUDE ADDITIONAL SPECIFIC INFORMATION ON PROJECT DESCRIPTION)

This is a non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference) to include Spokane County Chapter 14.802 Off-Street Parking and Loading Standards.

12. LOCATION OF THE PROPOSAL. GIVE SUFFICIENT INFORMATION FOR A PERSON TO UNDERSTAND THE PRECISE LOCATION OF YOUR PROPOSED PROJECT, INCLUDING A STREET ADDRESS, IF ANY, AND SECTION, TOWNSHIP, AND RANGE, IF KNOWN. IF A PROPOSAL WOULD OCCUR OVER A RANGE OF AREA, PROVIDE THE RANGE OR BOUNDARIES OF THE SITE(S). PROVIDE A LEGAL DESCRIPTION, SITE PLAN, VICINITY MAP, AND TOPOGRAPHIC MAP, IF REASONABLY AVAILABLE. WHILE YOU SHOULD SUBMIT ANY PLANS REQUIRED BY THE AGENCY, YOU ARE NOT REQUIRED TO DUPLICATE MAPS OR DETAILED PLANS SUBMITTED WITH ANY PERMIT APPLICATIONS RELATED TO THIS CHECKLIST.

City of Millwood

B. ENVIRONMENTAL ELEMENTS

1. EARTH

- A. GENERAL DESCRIPTION OF THE SITE (CIRCLE ONE): FLAT, ROLLING, HILLY, STEEP SLOPES, MOUNTAINOUS, OTHER _____
N/A - Non-Project Action
- B. WHAT IS THE STEEPEST SLOPE ON THE SITE (APPROXIMATE PERCENT SLOPE)?
N/A - Non-Project Action
- C. WHAT GENERAL TYPES OF SOILS ARE FOUND ON THE SITE (FOR EXAMPLE, CLAY, SAND, GRAVEL, PEAT, MUCK)? IF YOU KNOW THE CLASSIFICATION OF AGRICULTURAL SOILS, SPECIFY THEM AND NOTE ANY PRIME FARMLAND.
N/A - Non-Project Action
- D. ARE THERE SURFACE INDICATIONS OR HISTORY OF UNSTABLE SOILS IN THE IMMEDIATE VICINITY? IF SO, DESCRIBE.
N/A - Non-Project Action
- E. DESCRIBE THE PURPOSE, TYPE, AND APPROXIMATE QUANTITIES OF ANY FILLING OR GRADING PROPOSED. INDICATE SOURCE OF FILL.
N/A - Non-Project Action
- F. COULD EROSION OCCUR AS A RESULT OF CLEARING, CONSTRUCTION, OR USE? IF SO, GENERALLY DESCRIBE.
N/A - Non-Project Action
- G. ABOUT WHAT PERCENT OF THE SITE WILL BE COVERED WITH IMPERVIOUS SURFACES AFTER PROJECT CONSTRUCTION (FOR EXAMPLE, ASPHALT OR BUILDINGS)?
N/A - Non-Project Action

2. AIR

- A. WHAT TYPES OF EMISSIONS TO THE AIR WOULD RESULT FROM THE PROPOSAL (I.E., DUST, AUTOMOBILE, ODORS, INDUSTRIAL WOOD SMOKE) DURING CONSTRUCTION AND WHEN THE PROJECT IS COMPLETED? IF ANY, GENERALLY DESCRIBE AND GIVE APPROXIMATE QUANTITIES IF KNOWN.

N/A - Non-Project Action

- B. ARE THERE ANY OFF-SITE SOURCES OF EMISSIONS OR ODOR THAT MAY EFFECT YOUR PROPOSAL? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action

- C. PROPOSED MEASURES TO REDUCE OR CONTROL EMISSIONS OR OTHER IMPACTS TO AIR, IF ANY.

N/A - Non-Project Action

3. WATER**A. SURFACE WATER:**

1. IS THERE ANY SURFACE WATER BODY ON OR IN THE IMMEDIATE VICINITY OF THE SITE (INCLUDING YEAR-ROUND AND SEASONAL STREAMS, SALTWATER, LAKES, PONDS, WETLANDS)? IF YES, DESCRIBE TYPE AND PROVIDE NAMES. IF APPROPRIATE, STATE WHAT STREAM OR RIVER IT FLOWS INTO.

The Spokane River is parallel to the northern boundary of the City of Millwood; however this zoning text amendment is a non-project action.

2. WILL THE PROJECT REQUIRE ANY WORK OVER, IN, OR ADJACENT TO (WITHIN 200 FEET) THE DESCRIBED WATERS? IF YES, PLEASE DESCRIBE AND ATTACH AVAILABLE PLANS.

N/A - Non-Project Action

3. ESTIMATE THE AMOUNT OF FILL AND DREDGE MATERIAL THAT WOULD BE PLACED IN OR REMOVED FROM SURFACE WATER OR WETLANDS AND INDICATE THE AREA OF THE SITE THAT WOULD BE AFFECTED. INDICATE THE SOURCE OF FILL MATERIAL.

N/A - Non-Project Action

4. WILL THE PROPOSED REQUIRE SURFACE WATER WITHDRAWALS OR DIVERSIONS? GIVE GENERAL DESCRIPTION, PURPOSE, AND APPROXIMATE QUANTITIES OF KNOWN.

N/A - Non-Project Action

5. DOES THE PROPOSAL LIE WITH A 100-YEAR FLOODPLAIN? IF SO, NOT LOCATION ON THE SITE PLAN.

Portions of the City are located within a 100 year floodplain; however this zoning text amendment is a non-project action.

6. DOES THE PROPOSAL INVOLVE ANY DISCHARGES OF WASTE MATERIALS TO SURFACE WATERS? IF SO, DESCRIBE THE TYPE OF WASTE AND ANTICIPATED VOLUME OF DISCHARGE.

N/A - Non-Project Action

B. GROUND WATER

1. WILL GROUND WATER BE WITHDRAWN, OR WILL WATER BE DISCHARGED TO GROUND WATER? GIVE GENERAL DESCRIPTION, PURPOSE, AND APPROXIMATE QUANTITIES IF KNOWN.

N/A - Non-Project Action

2. DESCRIBE WASTE MATERIAL THAT WILL BE DISCHARGED INTO THE GROUND FROM SEPTIC TANKS OR OTHER SOURCES, IF ANY (FOR EXAMPLE: DOMESTIC SEWAGE; INDUSTRIAL, CONTAINING THE FOLLOWING CHEMICALS.....; AGRICULTURAL; ETC.). DESCRIBE THE GENERAL SIZE OF THE SYSTEM, THE NUMBER OF SUCH SYSTEMS, THE NUMBER OF HOUSES TO BE SERVED (IF APPLICABLE), OR THE NUMBER OF ANIMALS OR HUMANS THE SYSTEM(S) ARE EXPECTED TO SERVE.

N/A - Non-Project Action

C. WATER RUNOFF (INCLUDING STORMWATER):

1. WILL GROUND WATER BE WITHDRAWN, OR WILL WATER BE DISCHARGED TO GROUND WATER? GIVE GENERAL DESCRIPTION, PURPOSE, AND APPROXIMATE QUANTITIES IF KNOWN.

N/A - Non-Project Action

2. DESCRIBE WASTE MATERIAL THAT WILL BE DISCHARGED INTO THE GROUND FROM SEPTIC TANKS OR OTHER SOURCES, IF ANY (FOR EXAMPLE: DOMESTIC SEWAGE; INDUSTRIAL, CONTAINING THE FOLLOWING CHEMICALS.....; AGRICULTURAL; ETC.) DESCRIBE THE GENERAL SIZE OF THE SYSTEM, THE NUMBER OF SUCH SYSTEMS, THE NUMBER OF HOUSES TO BE SERVED (IF APPLICABLE), OR THE NUMBER OF ANIMALS OR HUMANS THE SYSTEM(S) ARE EXPECTED TO SERVE.

N/A - Non-Project Action

D. PROPOSED MEASURES TO REDUCE OR CONTROL SURFACE, GROUND, AND RUNOFF WATER IMPACTS, IF ANY:

N/A - Non-Project Action

4. PLANTS**A. CHECK OR CIRCLE TYPES OF VEGETATION FOUND ON THE SITE:**

_____ DECIDUOUS TREE: ALDER, MAPLE, ASPEN, OTHER
 _____ EVERGREEN TREE: FIR, CEDAR, PINE, OTHER
 _____ SHRUBS
 _____ GRASS
 _____ PASTURE
 _____ CROP OR GRAIN
 _____ WET SOIL PLANTS: CATTAIL, BUTTERCUP, BULRUSH, SKUNK CABBAGE, OTHER
 _____ WATER PLANTS: WATER LILY, EELGRASS, MILFOIL, OTHER
 _____ OTHER TYPES OF VEGETATION

N/A - Non-Project Action

B. WHAT KIND AND AMOUNT OF VEGETATION WILL BE REMOVED OR ALTERED?

N/A - Non-Project Action

C. LIST THREATENED, OR ENDANGERED SPECIES KNOW TO BE ON OR NEAR THE SITE.

N/A - Non-Project Action

D. PROPOSED LANDSCAPING, USE OF NATIVE PLANTS, OR OTHER MEASURES TO PRESERVE OR ENHANCE VEGETATION ON THE SITE, IF ANY:

N/A - Non-Project Action

5. ANIMALS**A. LIST ANY BIRDS AND OTHER ANIMALS WHICH HAVE BEEN OBSERVED ON OR NEAR THE SITE OR ARE KNOW TO BE ON OR NEAR THE SITE. EXAMPLES INCLUDE:**

N/A - Non-Project Action

BIRDS: HAWK, HERON, EAGLE, SONGBIRDS, OTHER _____

MAMMALS: DEER, BEAR, ELK, BEAVER, OTHER _____

FISH: BASS, SALMON, TROUT, HERRING, SHELLFISH, OTHER _____

B. LIST ANY THREATENED & ENDANGERED SPECIES KNOWN TO BE ON OR NEAR THE SITE

Various state or federally listed threatened or endangered species are known to be present in Spokane County and possibly the City of Millwood boundaries; however this zoning text amendment is a non-project action.

C. IS THE SITE PART OF A MIGRATION ROUTE? IF SO, EXPLAIN.

The City of Millwood area is part of the Pacific Flyway; however this zoning text amendment is a non-project action.

D. PROPOSED MEASURES TO PRESERVE OR ENHANCE WILDLIFE, IF ANY.

N/A - Non-Project Action

E. LIST ANY INVASIVE ANIMAL SPECIES KNOW TO BE ON OR NEAR THE SITE.

N/A - Non-Project Action

6. ENERGY & NATURAL RESOURCES

A. WHAT KINDS OF ENERGY (ELECTRIC, NATURAL GAS, OIL, WOOD STOVE, SOLAR) WILL BE USED TO MEET THE COMPLETED PROJECTS ENERGY NEEDS? DESCRIBE WHETHER IT WILL BE USED FOR HEATING, MANUFACTURING, ETC.

N/A - Non-Project Action

B. WOULD YOUR PROJECT AFFECT THE POTENTIAL USE OF SOLAR ENERGY BY ADJACENT PROPERTIES? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action

C. WHAT KINDS OF ENERGY CONSERVATION FEATURES ARE INCLUDED IN THE PLANS OF THIS PROPOSAL? LIST OTHER PROPOSED MEASURES TO REDUCE OR CONTROL ENERGY IMPACTS, IF ANY.

N/A - Non-Project Action

7. ENVIRONMENTAL HEALTH

A. ARE THERE ENVIRONMENTAL HEALTH HAZARDS, INCLUDING EXPOSURE TO TOXIC CHEMICALS, RISK OF FIRE AND EXPLOSION, SPILL OR HAZARDOUS WASTE THAT COULD OCCUR AS A RESULT OF THIS PROPOSAL? IF SO, DESCRIBE.

N/A - Non-Project Action

1. DESCRIBE ANY KNOWN OR POSSIBLE CONTAMINATION OF THE SITE FROM PRESENT OR PAST USES.

N/A - Non-Project Action

2. DESCRIBE EXISTING HAZARDOUS CHEMICALS/CONDITIONS THAT MIGHT AFFECT PROJECT DEVELOPMENT AND DESIGN. THIS INCLUDES UNDERGROUND HAZARDOUS LIQUID AND GAS TRANSMISSIONS PIPELINES LOCATED WITHIN THE PROJECT AREA AND IN THE VICINITY.

N/A - Non-Project Action

3. DESCRIBE ANY TOXIC OR HAZARDOUS CHEMICALS THAT MIGHT BE STORED, USED OR PRODUCED DURING THE PROJECTS DEVELOPMENT OR CONSTRUCTION, OR AT ANY TIME DURING THE OPERATING LIFE OF THE PROJECT.

N/A - Non-Project Action

4. DESCRIBE SPECIAL EMERGENCY SERVICES THAT MIGHT BE REQUIRED.

N/A - Non-Project Action

5. PROPOSED MEASURES TO REDUCE OR CONTROL ENVIRONMENTAL HEALTH HAZARDS, IF ANY.

N/A - Non-Project Action

B. NOISE

1. WHAT TYPES OF NOISE EXISTING THE AREA WHICH MAY AFFECT YOUR PROJECT (FOR EXAMPLE: TRAFFIC, EQUIPMENT, OPERATION, OTHER)?

N/A - Non-Project Action

2. WHAT TYPES AND LEVELS OF NOISE WOULD BE CREATED BY OR ASSOCIATED WITH THE PROJECT ON A SHORT-TERM OR A LONG-TERM BASIS (FOR EXAMPLE: TRAFFIC, CONSTRUCTION, OPERATION, OTHER)? INDICATE WHAT HOURS NOISE WOULD COME FROM THE SITE.

N/A - Non-Project Action

3. PROPOSED MEASURES TO REDUCE OR CONTROL NOISE IMPACTS, IF ANY.

N/A - Non-Project Action

8. LAND AND SHORELINE USE

A. WHAT IS THE CURRENT USE OF THE SITE AND ADJACENT PROPERTIES? WILL THE PROPOSAL AFFECT CURRENT LAND USES ON NEARBY OR ADJACENT PROPERTIES? IF SO, DESCRIBE.

N/A - Non-Project Action

B. HAS THE PROJECT SITE BEEN USED AS WORKING FARMLANDS OR WORKING FOREST LANDS? IF SO, DESCRIBE. HOW MUCH AGRICULTURAL OR FOREST LAND OF LONG-TERM COMMERCIAL SIGNIFICANCE WILL BE CONVERTED TO OTHER USES AS A RESULT OF THE PROPOSAL, IF ANY? IF RESOURCE LANDS HAVE NOT BEEN DESIGNATED, HOW MANY ACRES IN FARMLAND OR FOREST LAND TAX STATUS WILL BE CONVERTED TO NONFARM OR NON-FOREST USE?

N/A - Non-Project Action

C. DESCRIBE ANY STRUCTURES ON THE SITE.

N/A - Non-Project Action

D. WILL ANY BE DEMOLISHED? IF SO, WHAT?

N/A - Non-Project Action

E. WHAT IS THE CURRENT ZONING CLASSIFICATION OF THE SITE? N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

F. WHAT IS THE CURRENT COMPREHENSIVE PLAN DESIGNATION OF THE SITE?

N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

G. IF APPLICABLE, WHAT IS THE CURRENT SHORELINE MASTER PROGRAM DESIGNATION OF THE SITE?

N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

H. HAS ANY PART OF THE SITE BEEN CLASSIFIED AS A CRITICAL AREA BY THE CITY OR COUNTY? IF SO, SPECIFY.

N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

I. APPROXIMATELY HOW MANY PEOPLE WOULD RESIDE OR WORK IN THE COMPLETED PROJECT?

N/A - Non-Project Action

J. APPROXIMATELY HOW MANY PEOPLE WOULD THE COMPLETED PROJECT DISPLACE?

N/A - Non-Project Action

K. PROPOSED MEASURES TO AVOID OR REDUCE DISPLACEMENT IMPACTS, IF ANY.

N/A, this is a zoning text amendment which is not site specific and would not cause any displacement.

L. PROPOSED MEASURES TO ENSURE THE PROPOSAL IS COMPATIBLE WITH EXISTING AND PROJECTED LAND USES, AND PLANS, IF ANY.

N/A - Non-Project Action

M. PROPOSED MEASURES TO ENSURE THE PROPOSAL IS COMPATIBLE WITH NEARBY AGRICULTURAL AND FOREST LANDS OF LONG-TERM COMMERCIAL SIGNIFICANCE, IF ANY.

N/A - Non-Project Action

9. HOUSING

- A. APPROXIMATELY HOW MANY UNITS WOULD BE PROVIDED, IF ANY? INDICATE WHETHER HIGH, MIDDLE, OR LOW-INCOME HOUSING.

No housing units are proposed as part of this non-project action.

- B. APPROXIMATELY HOW MANY UNITS, IF ANY, WOULD BE ELIMINATED? INDICATE WHETHER HIGH, MIDDLE, OR LOW-INCOME HOUSING.

No housing units are proposed to be eliminated as part of this non-project action.

- C. PROPOSED MEASURES TO REDUCE OR CONTROL HOUSING IMPACTS, IF ANY.

N/A, this is a zoning text amendment which is not site specific and would not cause housing impacts.

10. AESTHETICS

- A. WHAT IS THE TALLEST HEIGHT OF ANY PROPOSED STRUCTURE(S), NOT INCLUDING ANTENNAS; WHAT IS THE PRINCIPAL EXTERIOR BUILDING MATERIAL(S) PROPOSED?

N/A - Non-Project Action

- B. WHAT VIEWS IN THE IMMEDIATE VICINITY WOULD BE ALTERED OR OBSTRUCTED?

N/A - Non-Project Action

- C. PROPOSED MEASURES TO REDUCE OR CONTROL AESTHETIC IMPACTS, IF ANY.

N/A - Non-Project Action

11. LIGHT & GLARE

- A. WHAT TYPE OF LIGHT OR GLARE WILL THE PROPOSAL PRODUCE? WHAT TIME OF DAY WOULD IT MAINLY OCCUR?

N/A - Non-Project Action

- B. COULD LIGHT OR GLARE FROM THE FINISHED PROJECT BE A SAFETY HAZARD OR INTERFERE WITH VIEWS?

N/A - Non-Project Action

- C. WHAT EXISTING OFF-SITE SOURCES OF LIGHT OR GLARE MAY AFFECT YOUR PROPOSAL?

N/A - Non-Project Action

12. RECREATION

- A. WHAT DESIGNATED AND INFORMAL RECREATIONAL OPPORTUNITIES ARE IN THE IMMEDIATE VICINITY?

The Millwood City Park is located within the City of Millwood; however this zoning text amendment is a non-project action.

- B. WOULD THE PROPOSED PROJECT DISPLACE ANY EXISTING RECREATIONAL USES? IF SO, DESCRIBE.

N/A - Non-Project Action

- C. PROPOSED MEASURES TO REDUCE OR CONTROL IMPACTS ON RECREATION, INCLUDING RECREATION OPPORTUNITIES TO BE PROVIDED BY THE PROJECT OR APPLICANT, IF ANY.

N/A - Non-Project Action

13. HISTORIC & CULTURAL PRESERVATION

- A. ARE THERE ANY BUILDINGS, STRUCTURES, OR SITES, LOCATED ON OR NEAR THE SITE THAT ARE OVER 45 YEARS OLD LISTED IN OR ELIGIBLE FOR LISTING IN NATIONAL, STATE, OR LOCAL PRESERVATION REGISTERS LOCATED ON OR NEAR THE SITE? IF SO, SPECIFICALLY DESCRIBE.

There are multiple historical buildings within the City of Millwood; however this zoning text amendment is a non-project action.

- B. ARE THERE ANY LANDMARKS, FEATURES, OR OTHER EVIDENCE OF INDIAN OR HISTORIC USE OR OCCUPATION? THIS MAY INCLUDE HUMAN BURIALS OR OLD CEMETERIES. ARE THERE ANY MATERIAL EVIDENCE, ARTIFACTS, OR AREAS OF CULTURAL IMPORTANCE ON OR NEAR THE SITE? PLEASE LIST ANY PROFESSIONAL STUDIES CONDUCTED AT THE SITE TO IDENTIFY SUCH RESOURCES.

According to the DAHP WISAARD system, the City of Millwood is within the specified consultation area of the Coeur D'Alene Tribe of Indians. Additionally the City consults with the Spokane Tribe of Indians on proposals; however, this zoning text amendment is a non-project action.

- C. DESCRIBE THE METHODS USED TO ASSESS THE POTENTIAL IMPACTS TO CULTURAL AND HISTORIC RESOURCES ON OR NEAR THE PROJECT SITE. EXAMPLES INCLUDE CONSULTATION WITH TRIBES AND THE DEPARTMENT OF ARCHEOLOGY AND HISTORIC PRESERVATION, ARCHAEOLOGICAL SURVEYS, HISTORIC MAPS, GIS DATA, ETC.

No specific assessments have been completed for this non-project action; however, the City will provide this SEPA Checklist to the Spokane Tribe and the Coeur d'Alene Tribe as part of the proposal review process.

- D. PROPOSED MEASURES TO AVOID, MINIMIZE, OR COMPENSATE FOR LOSS, CHANGES TO AND THE DISTURBANCE TO RESOURCES. PLEASE INCLUDE PLANS FOR THE ABOVE AND ANY PERMITS THAT MAY BE REQUIRED.

No changes to such resources are proposed as part of this non-project action; however, the City will provide this SEPA Checklist to the Spokane Tribe and the Coeur d'Alene Tribe as part of the proposal review process.

14. TRANSPORTATION

- A. IDENTIFY PUBLIC STREETS AND HIGHWAYS SERVING THE SITE OR AFFECTED GEOGRAPHIC AREA AND DESCRIBE PROPOSED ACCESS TO THE EXISTING STREET SYSTEM. SHOW ON SITE PLANS, IF ANY.
E. Trent Ave. (WA State Route 290) is the southern boundary to the City of Millwood with multiple public streets contained within the City limits; however this zoning text amendment is a non-project action.
- B. IS THE SITE OR AFFECT GEOGRAPHIC AREA CURRENTLY SERVED BY PUBLIC TRANSIT? IF SO, GENERALLY DESCRIBE. IF NOT, WHAT IS THE APPROXIMATE DISTANCE TO THE NEAREST TRANSIT STOP?

The City of Millwood is currently served by Spokane Transit; however, this zoning text amendment is a non-project action.
- C. HOW MANY ADDITIONAL PARKING SPACES WOULD THE COMPLETED PROJECT OR NON-PROJECT PROPOSAL HAVE? HOW MANY WOULD THE PROJECT OR PROPOSAL ELIMINATE?

N/A - Non-Project Action
- D. WILL THE PROPOSAL REQUIRE ANY NEW OR IMPROVEMENTS TO EXISTING ROADS, STREETS, PEDESTRIAN, BICYCLE OR STATE TRANSPORTATION FACILITIES, NOT INCLUDING DRIVEWAYS? IF SO, GENERALLY DESCRIBE (INDICATE WHETHER PUBLIC OR PRIVATE).

N/A - Non-Project Action
- E. WILL THE PROJECT OR PROPOSAL US (OR OCCUR IN THE IMMEDIATE VICINITY OF) WATER, RAIL OR AIR TRANSPORTATION? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action
- F. HOW MANY VEHICULAR TRIPS PER DAY WOULD BE GENERATED BY THE COMPLETED PROJECT OR PROPOSAL? IF KNOWN, INDICATE WHEN PEAK VOLUMES WOULD OCCUR AND WHAT PERCENTAGE OF THE VOLUME WOULD BE TRUCKS (SUCH AS COMMERCIAL AND NON-PASSENGER VEHICLES.) WHAT DADA OR TRANSPORTATION MODELS WERE USED TO MAKE THESE ESTIMATES?

N/A - Non-Project Action
- G. WILL THE PROPOSAL INTERFERE WITH, AFFECT OR BE AFFECTED BY THE MOVEMENT OF AGRICULTURAL AND FOREST PRODUCTS ON ROADS OR STREETS IN THE AREA? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action
- H. PROPOSED MEASURES TO REDUCE OR CONTROL TRANSPORTATION IMPACTS, IF ANY.

N/A - Non-Project Action

15. PUBLIC SERVICES

- A. WOULD THE PROJECT RESULT IN AN INCREASED NEED FOR PUBLIC SERVICES (FOR EXAMPLE: FIRE PROTECTION, POLICE PROTECTION, PUBLIC TRANSIT, HEALTH CARE, SCHOOLS, OTHER)? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action

- B. PROPOSED MEASURES TO REDUCE OR CONTROL DIRECT IMPACTS ON PUBLIC SERVICES, IF ANY.

N/A - Non-Project Action

16. UTILITIES

- A. CIRCLE UTILITIES CURRENTLY AVAILABLE AT THE SITE

ELECTRICITY, NATURAL GAS, WATER, REFUSE SERVICE, TELEPHONE, SANITARY SEWER, SEPTIC SYSTEM, OTHER _____

N/A - Non-Project Action

- B. DESCRIBE THE UTILITIES THAT ARE PROPOSED FOR THE PROJECT, THE UTILITY PROVIDING THE SERVICE, AND THE GENERAL CONSTRUCTION ACTIVITIES ON THE SITE OR IN THE IMMEDIATE VICINITY WHICH MIGHT BE NEEDED.

No new utilities or construction are proposed as part of this non-project action.

- C. SIGNATURE

THE ABOVE ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE LEAD AGENCY IS RELYING ON THEM TO MAKE ITS DECISION.

SIGNATURE: 

NAME OF SIGNEE: Amanda Tainio

POSITION AND AGENCY/ORGANIZATION City of Millwood - Contract City Planner

DATE SUBMITTED: 8/6/24

**D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS
(IT IS NOT NECESSARY TO USE THIS SHEET FOR PROJECT ACTIONS)**

BECAUSE THESE QUESTIONS ARE VERY GENERAL, IT MAY BE HELPFUL TO READ THEM IN CONJUNCTION WITH THE LIST OF THE ELEMENTS OF THE ENVIRONMENT.

WHEN ANSWERING THESE QUESTIONS, BE AWARE OF THE EXTENT THE PROPOSAL, OR THE TYPES OF ACTIVITIES LIKELY TO RESULT FROM THE PROPOSAL WOULD AFFECT THE ITEM AT A GREATER INTENSITY OR AT A FASTER RATE THAN IF THE PROPOSAL WERE NOT IMPLEMENTED. RESPOND BRIEFLY AND IN GENERAL TERMS.

1. HOW WOULD THE PROPOSAL BE LIKELY TO INCREASE DISCHARGE TO WATER, EMISSIONS TO AIR, PRODUCTION, STORAGE OR RELEASE OF TOXIC OR HAZARDOUS SUBSTANCES; OR PRODUCTION OF NOISE?

Not likely

PROPOSED MEASURES TO AVOID OR REDUCE SUCH INCREASES ARE:

No specific development is proposed. SEPA review is required for applicable development projects.

2. HOW WOULD THE PROPOSAL BE LIKELY TO AFFECT PLANTS, ANIMALS, FISH, OR MARINE LIFE?

Not likely

PROPOSED MEASURES TO PROTECT OR CONSERVE PLANTS, ANIMALS, FISH, OR MARINE LIFE ARE:

No specific development is proposed. SEPA review is required for applicable development projects along with MMC compliance including shoreline regulations, when applicable.

3. HOW WOULD THE PROPOSAL BE LIKELY TO DEplete ENERGY OR NATURAL RESOURCES?

Not likely

PROPOSED MEASURES TO PROTECT OR CONSERVE ENERGY AND NATURAL RESOURCES ARE:

No specific development is proposed. SEPA review is required for applicable development projects.

4. HOW WOULD THE PROPOSAL BE LIKELY TO USE OR AFFECT ENVIRONMENTALLY SENSITIVE AREAS OR AREAS DESIGNATED (OR ELIGIBLE OR UNDER STUDY) FOR GOVERNMENTAL PROTECTION; SUCH AS PARKS, WILDERNESS, WILD AND SCENIC RIVERS, THREATENED OR ENDANGERED SPECIES HABITAT, HISTORIC OR CULTURAL SITES, WETLANDS, FLOODPLAINS, OR PRIME FARMLANDS?

Not likely

PROPOSED MEASURE TO PROTECT SUCH RESOURCES OR TO AVOID OR REDUCE IMPACTS ARE:

No specific development is proposed. SEPA review is required for applicable development projects along with MMC compliance including shoreline regulations, when applicable.

5. HOW WOULD THE PROPOSAL BE LIKELY TO AFFECT LAND AND SHORELINE USE, INCLUDING WHETHER IT WOULD ALLOW OR ENCOURAGE LAND OR SHORELINE USES INCOMPATIBLE WITH EXISTING PLANS.

Not likely

PROPOSED MEASURES TO AVOID OR REDUCE SHORELINE AND LAND USE IMPACTS ARE:

The proposal has been reviewed for consistency with the City Comprehensive Plan as well as internal code consistency.

6. HOW WOULD THE PROPOSAL BE LIKELY TO INCREASE DEMANDS ON TRANSPORTATION OR PUBLIC SERVICE AND UTILITIES? Not likely

PROPOSED MEASURES TO REDUCE OR RESPOND TO SUCH DEMAND(S) ARE:

No specific development is proposed. SEPA review is required for applicable development projects.

7. IDENTIFY, IF POSSIBLE, WHETHER THE PROPOSAL MAY CONFLICT WITH LOCAL, STATE OR FEDERAL LAWS OR REQUIREMENTS FOR THE PROTECTION OF THE ENVIRONMENT.

It is not anticipated that the proposal would conflict with local, state, or federal laws or requirements for the protection of the environment.

ATTACHMENT - EXHIBIT 2: AGENCY/PUBLIC COMMENTS (RECEIVED AS OF AUGUST 19, 2024)



FRANK SOTO JR, FIRE CHIEF

2120 N. Wilbur

Spokane Valley, WA 99206

(509) 928-1700 Main

(509) 892-4125 Fax

spokanevalleyfire.com

August 12, 2024

Permit #: ZTA-2024-02

Project Description: Zoning Text Amendment

Millwood City Hall

9103 E Frederick Avenue

Millwood, WA 99206

RE: Technical Review Comments

The Spokane Valley Fire Department has completed a review for the above referenced project and has no comments on the proposed Zoning Text Amendment.

If there are any questions, please do not hesitate to call.

Sincerely,

Traci Harvey

Traci Harvey

Fire Protection Engineer

Spokane Valley Fire Department



PROJECT COMMENT TRANSMITTAL

To planner@millwoodwa.us
From: Dawn Dompier
Date: 08-16-2024

Planning Number	Name	Parent Parcels	Project Type
ZTA-2024-02	NOTICE OF SEPA/NOTICE OF PUBLIC HEARING		SEPA

FA01	The Spokane County Public Works Wastewater System Division has no objection to the finalization of the above mentioned project.	
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Additional information on last page of this transmittal

General Sanitary Sewer Links

- Sewer Plan Submittal: To submit a sewer plan for review, please follow this link: [Sewer Plan Submittal](#)
- If your project requires a sewer plan submittal, please refer to the requirements here:
 - o [Development Plan Review Checklist](#)
- Additional General Commercial Sewer information can be found here:
 - o [General Commercial Sewer Info](#) | [Water Usage Estimate Form](#)
 - o Sewer Planning and Design webpage: [Sewer Planning & Design](#)

Pretreatment Information

- **IF GREASE PRODUCING STATUS IS NOT KNOWN:**
 - o Pretreatment review is required for your business or project. Please complete and return the “Commercial Pretreatment Questionnaire” located at: www.spokanecounty.org/FOG. Additionally, pretreatment requirements under our Industrial Pretreatment Program may apply to your business or project, for more information, please visit: www.spokanecounty.org/IPP.
- **IF FACILITY IS ALREADY KNOWN TO NEED GREASE CONTROL (FOOD SERVICE ONLY):**
 - o Pretreatment review is required for your business or project. Please complete the “GCD Sizing & Permitting Checklist,” located at: www.spokanecounty.org/FOG and email to: ES Pretreatment@spokanecounty.org. Additionally, pretreatment requirements under our Industrial Pretreatment Program may apply to your business or project, for more information, please visit: www.spokanecounty.org/IPP.
- **IF FACILITY IS ALREADY KNOWN TO NEED GREASE CONTROL (OIL-WATER SEPARATORS ONLY):**

Pretreatment review is required for your business or project. Please visit www.spokanecounty.org/FOG to download the “OWS Sizing” and “OWS Fact Sheet” for guidance on oil-water separators. Additionally, pretreatment requirements under our Industrial Pretreatment Program may apply to your business or project, for more information, please visit: www.spokanecounty.org/IPP

ORDINANCE NO. 544

NOVEMBER 12, 2024

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 17.04 / 17.040.35 (ADOPTION BY REFERENCE) 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 City of Millwood Planning Commission held an open record public hearing on August 28, 2024, which was continued until September 25, 2024, to review the proposed amendment (ZTA-2024-02) and recommended approval of the amendment with clarification modifications; and,

WHEREAS, on October 8, 2024, the City Council reviewed the Planning Commission’s recommendation and pursuant to MMC 14.12.150(C), affirmed the suggested amendment and requested that it be written by the appropriate department and presented for adoption at the following council meeting; and

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

WHEREAS, the Council finds it is in the best interest of the City to modify Millwood Municipal Code (MMC) Section 17.04 / 17.040.35, Adoption by reference.;

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

Section 1. Modification of Millwood Municipal Code Section 17.04 / 17.040.35. The final adopted Millwood Municipal Code Chapters are attached hereto as Exhibit “A” (deleted language ~~stricken~~, added language underlined):

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

Section 3. 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 _____2024.

Kevin Freeman, Mayor

Attest:

Lisa Cassels, City Clerk

ORDINANCE NO. 544

NOVEMBER 12, 2024

STATE OF WASHINGTON)
County of Spokane) :

Lisa Cassels, 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 17.04/17.040.35 (ADOPTION BY REFERENCE) AND PROVIDING FOR OTHER MATTERS RELATED THERETO” is the true and correct original copy of the City of Millwood’s Ordinance numbered #544 and that the same was posted and published according to law.

Lisa Cassels, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20____.

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

ORDINANCE NO. 544

NOVEMBER 12, 2024

ORDINANCE 544 - EXHIBIT A

Title 17 - ZONING

Chapter 17.04 - [TITLE, USE ZONES, BOUNDARIES AND DISTRICTS]

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference. References to Spokane County residential zones shall apply to all Millwood residential zones and references to Spokane County shall be interpreted as Millwood.

(Ord. No. 527 , § 1, 6-14-2022)

File Attachments for Item:

j. ORDINANCE #545 - Wholesale Water Service

ORDINANCE #545

_____, 2024

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

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

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

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

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

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

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

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

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

Chapter 13.11
Wholesale Water Service

13.11.010. Purpose.

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

13.11.020. Contracts authorized.

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

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

13.11.030. Water rates and use limitations.

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

13.11.040. Water meters.

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

13.11.050. Water supply limitations.

The Mayor or designee may regulate the use of water and may limit the use of water in the event of shortage to serve the citizens of and businesses located within the city. The ability to furnish domestic water to the citizens of and businesses located within the city shall have first priority, with wholesale water users having junior priority. The city shall have the authority to install water flow control valves to regulate water flow if necessary. The city shall not

be responsible for any damage caused to the wholesale customer by reason of decreased water supply.

13.11.060. Water supply interruptions.

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

13.11.070. Water quality.

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

13.11.080. Resale of water.

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

13.11.090. Discontinuation of water service.

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

SECTION 2. REPEALER

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

SECTION 3. SEVERABILITY

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

SECTION 4. EFFECTIVE DATE

Except as otherwise set forth in this ordinance, this ordinance or a summary of this

ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after passage and publication as provided by law.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY OF _____, 2024.

CITY OF MILLWOOD,

Kevin Freeman, Mayor

ATTEST:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

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

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

Lisa Cassels, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2024.

Notary Public in and for the State of
Washington

My Commission expires _____

File Attachments for Item:

e. Planning - Amanda Tainio (Upward 7 Consulting)



Amanda Tainio, Principal

November 4, 2024

Memo To: Millwood City Council

RE: October 2024 Planning Report

Here is a summary of the planning activities for the month of October 2024:

- The Planning Commission met on October 29th (Special Meeting) to review initial drafts of Comprehensive Plan Chapters 1-4 and work on community visioning for the 2026 Periodic Update.
 - The next regular meeting is the day before Thanksgiving, so a Special Meeting is being scheduled for November 26th at 6pm and following items are currently on the agenda:
 - Periodic Update - Introduction to new Draft Comprehensive Plan Parks and Recreation Element
- Permit/license/land use application review and processing:
 - 8915 E. Trent - Starbucks site / landscape inspection & follow-up (MW-2024-0007)
 - 2802 N. Stout – Adult Family Home (AFH) zoning review (MW-2024-0095)
 - 3303 E. Bessie – Accessory Dwelling Unit (ADU) routing, review, & approval (MW-2024-0016)
 - 10423 E. Trent – Business License review for Checkpoint Transport
 - 10423 E. Trent – Code enforcement assistance
 - 8911 E. South Riverway – Shoreline Development Permit Exemption review (SDPE-2024-03)
 - 8307 E. Trent - North 40 finalization & Certificate of Occupancy issuance (MW-2023-0001)
 - 3330 N. Fowler – Detached garage review / approval (MW-2024-0105)
 - Zoning Text Amendment – Adoption by reference (ZTA-2024-02) City Council presentation
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews
- 2026 Periodic Update
 - Checklist presentation and community visioning City Council workshop
 - Community Survey monitoring and shutdown on 10/23/24
 - Work on Comprehensive Plan Chapters 1- 4
 - Preparation for new Comprehensive Plan Parks & Recreation Element + inventory / conditions assessment field work
 - Local Project Review Webinar
 - Website content, email list, & social media updates
 - Planning Commission Special Meeting Notice, community survey shutdown, website link updates, public notice list email additions and welcome email
 - Land Capacity Analysis Report



Amanda Tainio, Principal

- Planning Technical Advisory Committee (PTAC) topic review and meeting attendance for 2026 Periodic Update topics.

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

File Attachments for Item:

a. SCSO - Intelligence Report - September 2024



SPOKANE COUNTY
SHERIFF

Sheriff John F. Nowels

Spokane County Sheriff's Office
Monthly Statistical Crime Review
September 2024

Millwood Reports

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

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

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



Prepared by Regional Intelligence Group 9 on: 10/08/2024

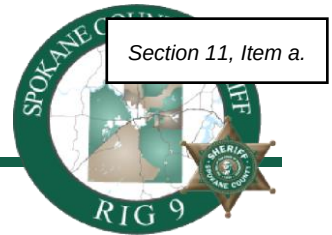


SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

MONTHLY CRIME STATISTICS COMPARISON - Millwood

Preliminary IBR Counts



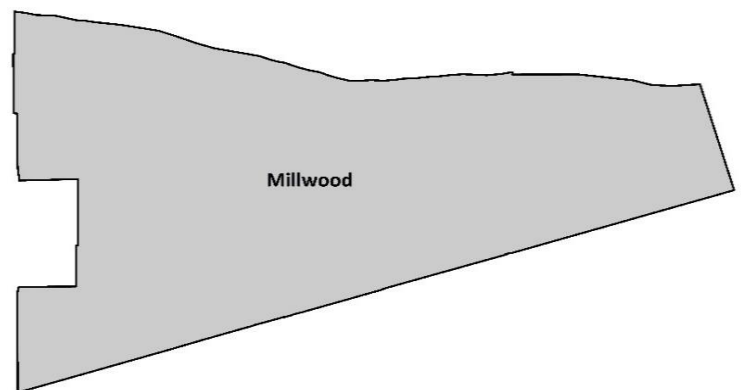
NIBRS Categories	September				Year to Date			
	2024	2023	Change	Average	2024	2023	Change	Average
Crimes Against People								
Criminal Homicide	0	0	0%	0	0	0	0%	0
Neg Manslaughter	0	0	0%	0	0	0	0%	0
Rape	0	0	0%	0	0	1	-100%	2
Aggravated Assault	1	0	100%	2	3	1	200%	2
Simple Assault	2	0	200%	1	7	7	0%	8
Crimes Against Property								
Robbery	0	0	0%	0	0	2	-100%	1
Burglary - Residential	0	0	0%	0	4	2	100%	2
Burglary - Garage	0	1	-100%	1	1	2	-50%	3
Burglary - Commercial	0	0	0%	1	1	3	-67%	4
Theft	3	4	-25%	3	14	15	-7%	22
Theft - Shoplifting	3	2	50%	2	24	33	-27%	24
Vehicle Theft	0	0	0%	1	4	0	400%	4
Malicious Mischief	2	2	0%	3	18	24	-25%	22
Vehicle Prowl	0	1	-100%	2	5	7	-29%	11

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

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

Notes on Category Groupings:

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



SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted



Time Period: September 2024

IBR Offense	Spokane Valley Districts						Unincorporated Districts																MW	RF	SPA	WAV	OTHER	TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML									
09A Murder/NonNegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
09B Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
100 Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	
11A Rape - Forcible	1	0	0	2	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	3	9	9	
11B Sodomy - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11C Sex Assault With Object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11D Fondling - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
120 Robbery	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	
13A Aggravated Assault	6	4	0	5	1	2	1	0	3	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	1	26	26	
13B Simple Assault	8	13	6	14	3	6	1	1	5	2	3	0	10	2	0	0	0	1	4	2	0	0	0	9	9	90	90	
13C Intimidation	6	4	2	3	2	5	1	3	1	1	0	0	2	2	0	1	1	0	1	0	0	0	6	6	41	41		
36A Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
36B Rape - Statutory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
64A Human Trafficking - Commercial Sex Acts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
64B Human Trafficking - Involuntary Servitude	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
500 Violation of Protection Orders	3	5	3	5	0	2	1	0	0	1	0	2	2	1	0	0	0	0	1	0	0	0	7	7	33	33	33	
Total Crimes Against Persons	26	26	13	29	6	17	4	4	9	4	4	2	17	5	0	1	1	1	6	3	0	0	0	27	27	205	205	
200 Arson	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	3	3	3	
210 Extortion/Blackmail	1	0	3	6	0	1	0	3	4	1	4	1	1	3	0	1	0	0	1	1	0	0	6	6	37	37	37	
220 Burglary/Breaking & Entering	13	5	5	7	6	10	5	4	5	5	0	5	10	4	0	2	0	0	0	0	0	3	3	89	89	89		
23A Theft - Pocket-Picking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23B Theft - Purse Snatching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23C Theft - Shoplifting	22	1	11	24	12	9	0	1	2	0	0	0	2	0	0	2	0	0	0	3	0	0	6	6	95	95	95	
23D Theft From Building	3	7	5	5	2	7	7	0	0	2	1	2	3	1	0	3	0	0	1	1	0	0	7	7	57	57	57	
23E Theft From Coin Operated Machine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23F Theft From Motor Vehicle	10	2	4	11	9	8	1	4	6	10	2	3	15	3	0	2	0	0	0	0	0	16	16	106	106	106	106	
23G Theft of Motor Vehicle Parts/Accessories	2	2	3	5	0	3	3	1	0	0	2	2	2	0	0	0	0	0	0	0	0	1	1	26	26	26	26	
23H Theft - All Other	8	9	13	10	5	23	6	5	5	6	1	2	9	4	0	3	2	0	1	2	0	0	12	12	126	126	126	
240 Motor Vehicle Theft	8	7	8	5	1	6	2	1	1	0	2	1	6	1	0	0	0	0	0	0	0	2	2	51	51	51	51	
250 Counterfeiting/Forgery	2	4	0	2	0	3	0	0	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	14	14	14	
26A Fraud - False Pretense/Swindling	4	2	3	3	2	7	2	0	7	4	1	1	0	3	0	0	0	0	0	2	0	0	6	6	47	47	47	
26B Fraud - Credit Card/ATM	5	4	2	3	0	4	0	3	0	2	3	1	4	3	0	1	0	0	2	0	0	9	9	46	46	46	46	
26C Fraud - Impersonation	5	2	3	3	3	1	1	2	2	8	7	6	4	4	0	1	0	0	4	0	0	6	6	62	62	62	62	
26D Welfare Fraud	0	1	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4	4	
26F Identity Theft	2	0	1	2	3	3	2	1	2	1	1	1	1	1	0	0	0	0	0	0	0	1	1	3	3	3	3	
26G Hacking/Computer Invasion	0	0	2	2	0	0	0	0	1	1	1	1	1	0	0	0	0	0	1	0	0	0	1	1	173	173	173	

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted



Time Period: September 2024

IBR Offense	Spokane Valley Districts						Unincorporated Districts														MW	RF	SPA	WAV	OTHER	TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML							
270 Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
280 Stolen Property Offense (Receiving, etc.)	0	1	2	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	6	
290 Destruction/Vandalism	16	26	17	30	13	22	10	6	8	6	9	10	20	7	0	6	1	0	0	2	0	0	0	22	231	
Total Crimes Against Property	101	73	82	118	57	108	42	31	45	46	34	36	79	35	0	21	3	0	10	11	0	1	0	103	1036	
35A Drugs/Narcotics Violation	4	5	1	2	1	1	1	1	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	14	34	
35B Drug Equipment Violation	0	2	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	5		
370 Pornography/Obscene Material	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2		
39A Betting/Wagering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
39B Gambling - Operating Promoting Assisting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
39C Gambling Equipment Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40A Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40B Prostitution - Assisting/Promoting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40C Purchasing Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
510 Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
520 Weapon Law Violation	1	1	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	7	11		
720 Animal Cruelty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Crimes Against Society	5	8	2	2	1	3	1	1	1	0	0	4	2	0	0	0	0	0	0	0	0	0	0	22	52	
09C Justifiable Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90A Bad Checks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90B Curfew/Loitering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2		
90C Disorderly Conduct	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2		
90D Driving Under Influence	7	8	3	2	1	4	1	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	7	36		
90F Family Offense - NonViolent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90G Liquor Law Violation	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2		
90H Peeping Tom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90J Trespass of Real Property	7	2	3	2	0	5	1	2	1	4	1	5	4	0	0	1	1	0	0	0	0	0	5	44		
90Z All Other Offenses	6	12	5	8	1	7	4	3	1	3	3	1	4	2	0	0	0	0	1	0	0	0	30	91		
Total Group B Offenses	20	23	12	12	2	16	6	5	2	7	4	7	9	3	0	1	1	0	1	0	0	0	46	177		
NR Not Reportable	7	9	3	4	1	5	5	3	0	2	0	2	6	1	0	2	0	0	0	1	0	0	12	63		
Total All Offenses	159	139	112	165	67	149	58	44	57	59	42	51	113	44	0	25	5	1	17	15	0	1	0	210	1533	

SPOKANE COUNTY SHERIFF'S OFFICE

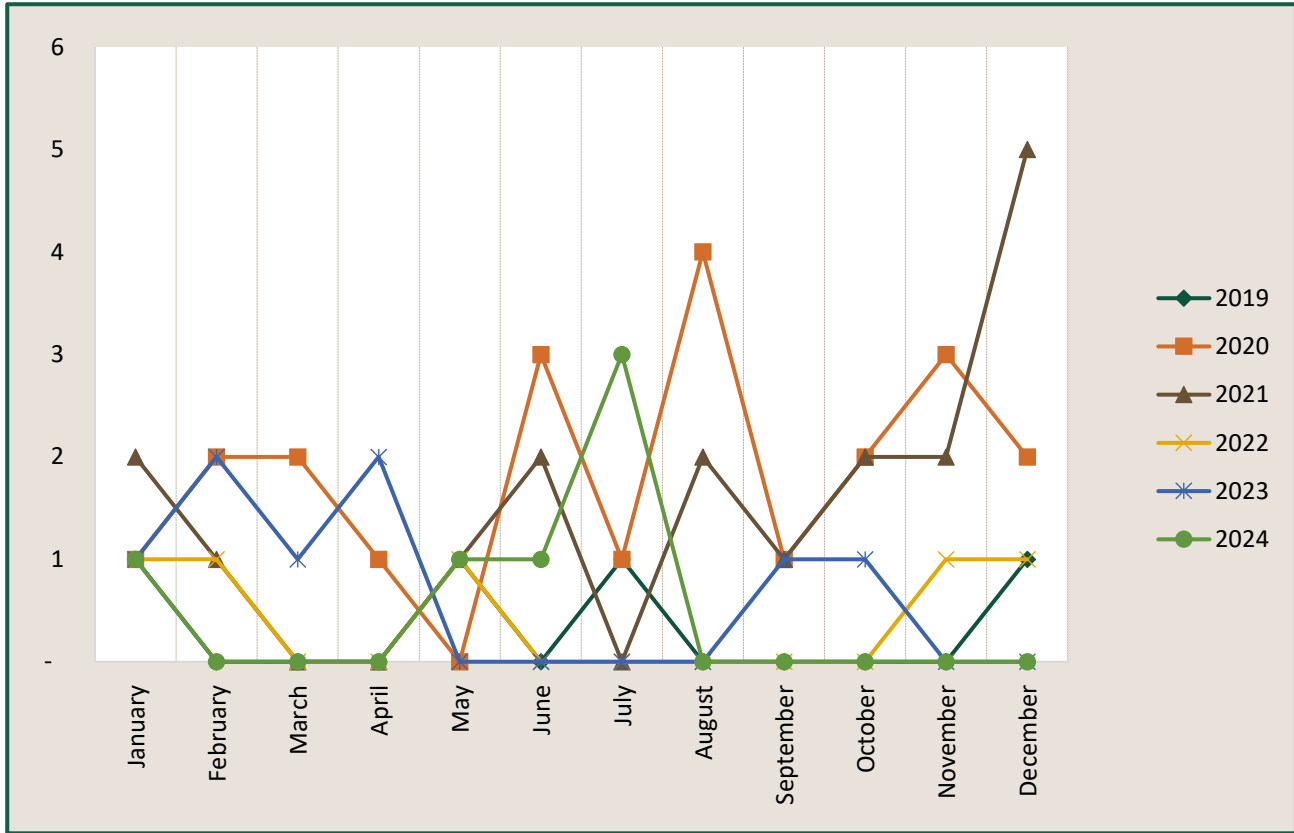
Regional Intelligence Group 9

Burglary - Millwod

Section 11, Item a.



Time Period: September 2024



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

* IBR Offense: Burglary/Breaking & Entering 220

Produced: 10/08/2024

SPOKANE COUNTY SHERIFF'S OFFICE

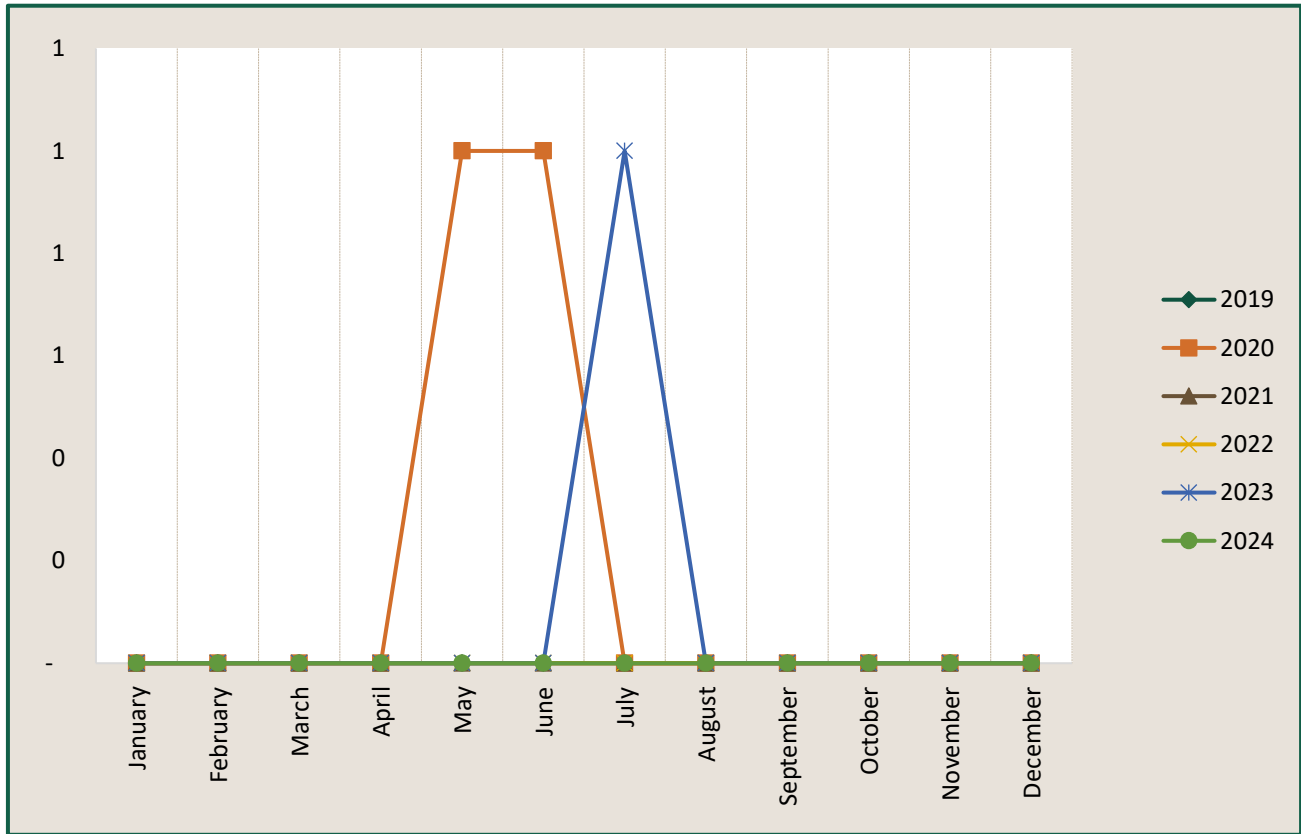
Regional Intelligence Group 9

Rape - Millwood

Section 11, Item a.



Time Period: September 2024



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

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

Produced: 10/08/2024

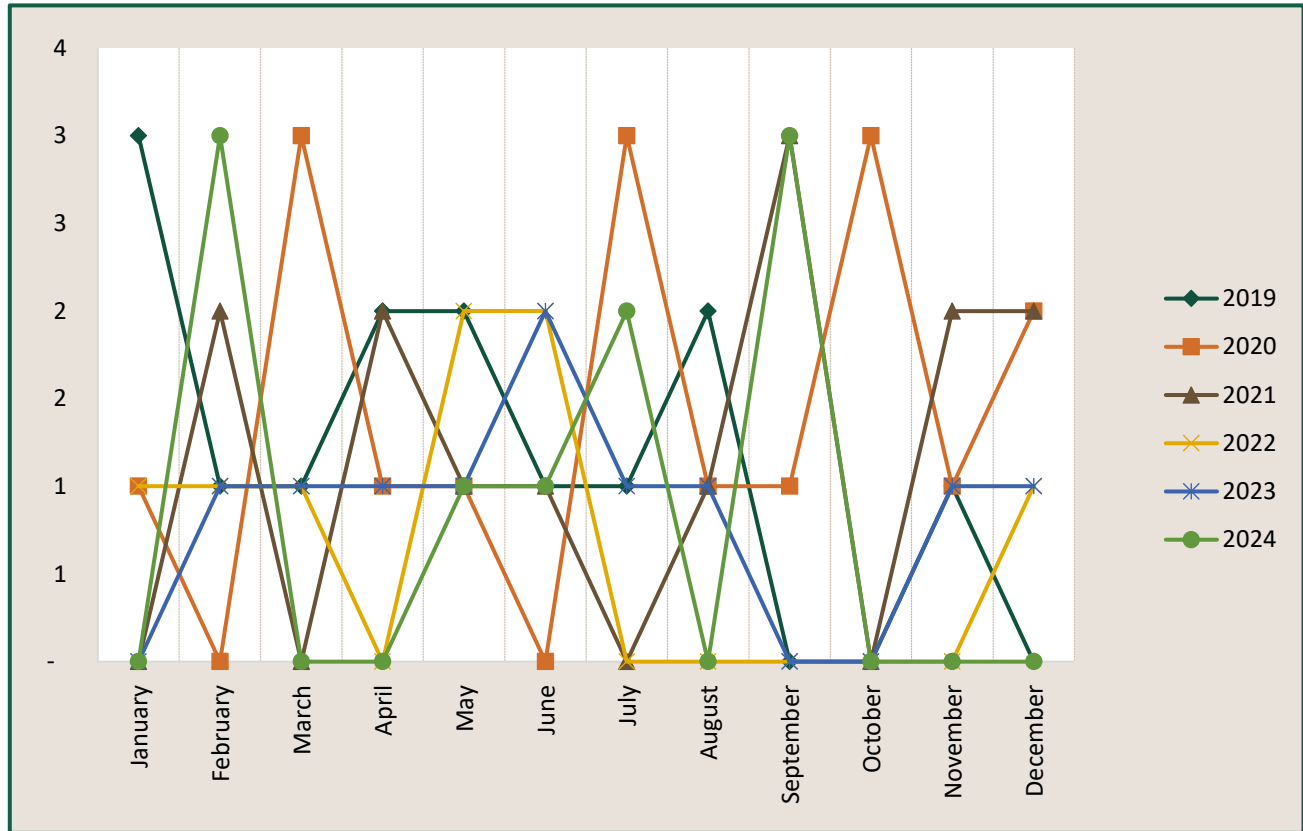
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Assault - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	3	1	-	1	-	-
February	1	-	2	1	1	3
March	1	3	-	1	1	-
April	2	1	2	-	1	-
May	2	1	1	2	1	1
June	1	-	1	2	2	1
July	1	3	-	-	1	2
August	2	1	1	-	1	-
September	-	1	3	-	-	3
October	-	3	-	-	-	-
November	1	1	2	-	1	-
December	-	2	2	1	1	-
Grand Total	14	17	14	8	10	10

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

Produced: 10/08/2024

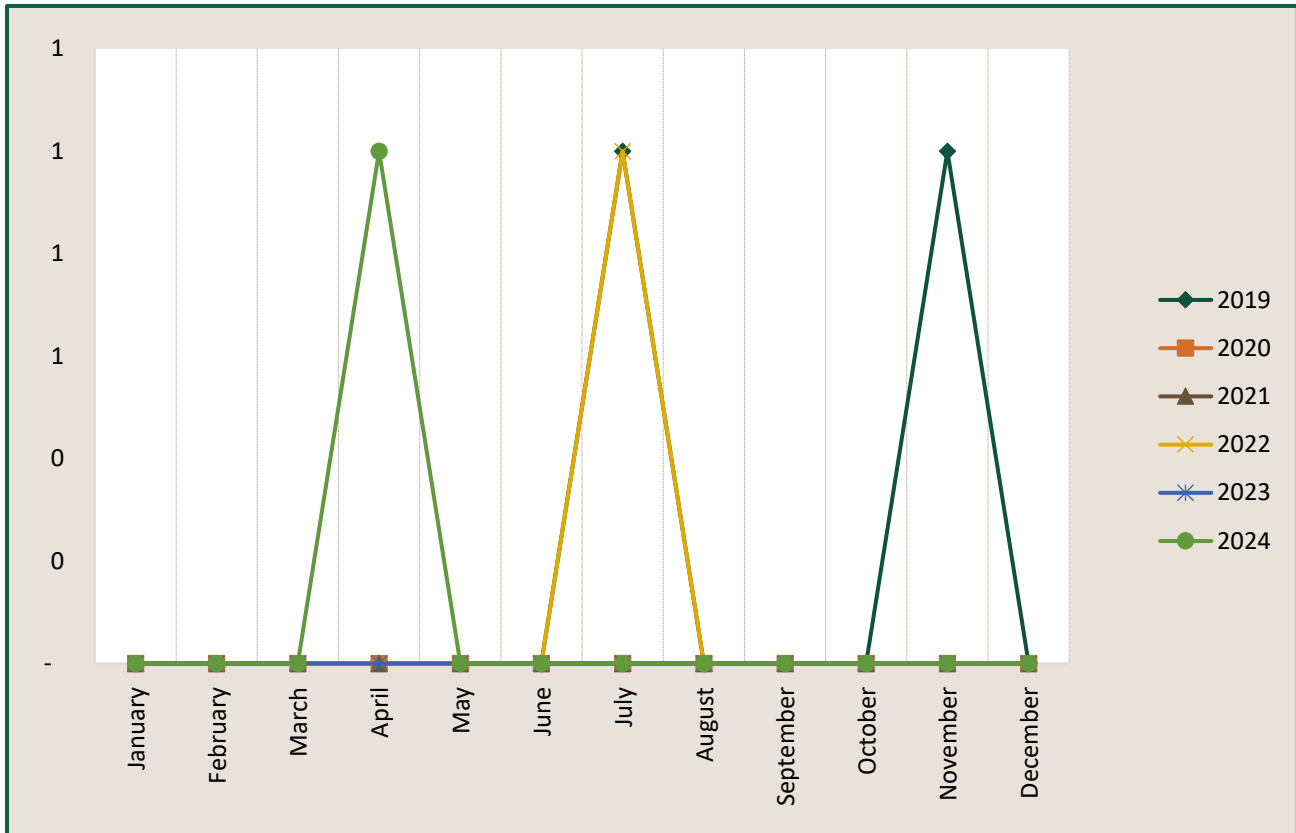
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Robbery - Millwood



Time Period: September 2024



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

* IBR Offense: Robbery 120

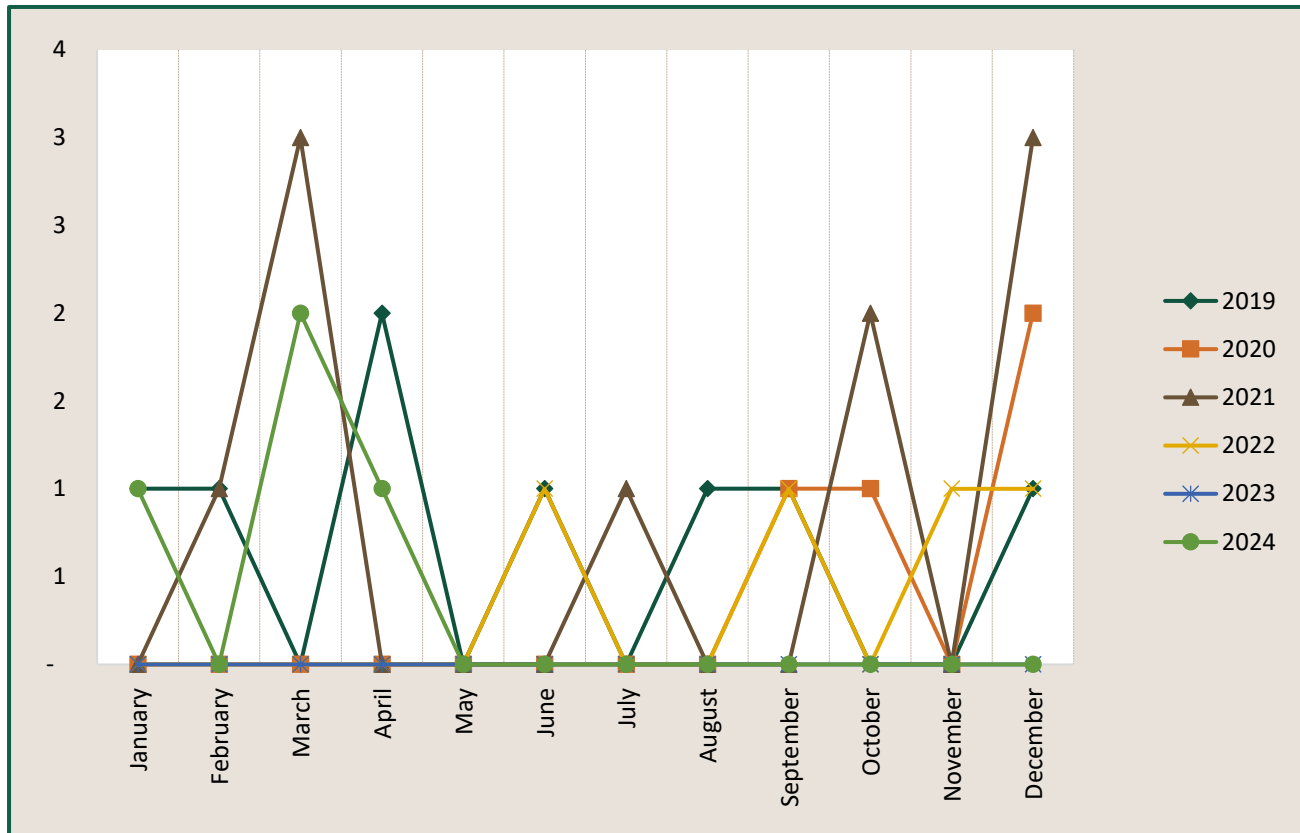
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Motor Vehicle Theft - Millwood



Time Period: September 2024



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

* IBR Offense: Motor Vehicle Theft 240

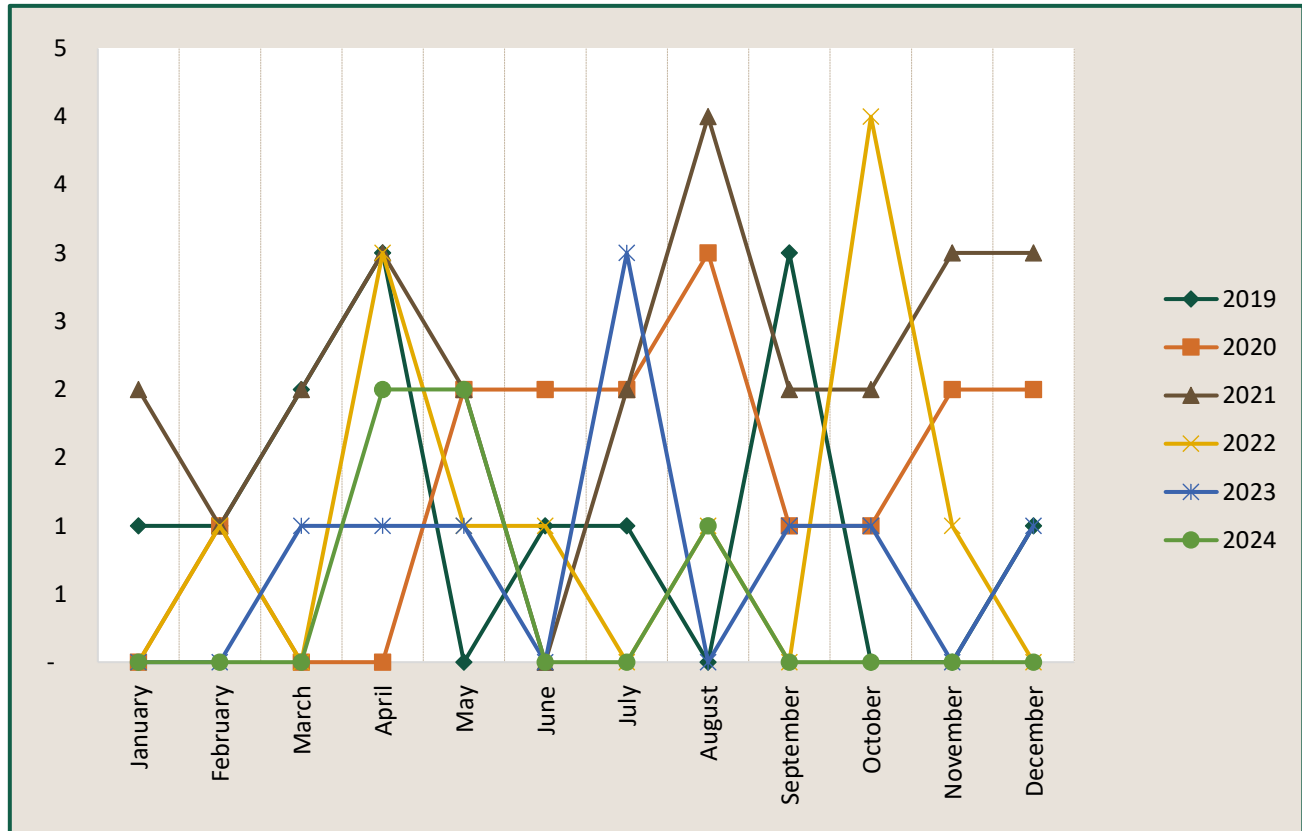
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Theft From Motor Vehicle (Vehicle Prowl) - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	1	-	2	-	-	-
February	1	1	1	1	-	-
March	2	-	2	-	1	-
April	3	-	3	3	1	2
May	-	2	2	1	1	2
June	1	2	-	1	-	-
July	1	2	2	-	3	-
August	-	3	4	1	-	1
September	3	1	2	-	1	-
October	-	1	2	4	1	-
November	-	2	3	1	-	-
December	1	2	3	-	1	-
Grand Total	13	16	26	12	9	5

* IBR Offense: Theft From Motor Vehicle 23F

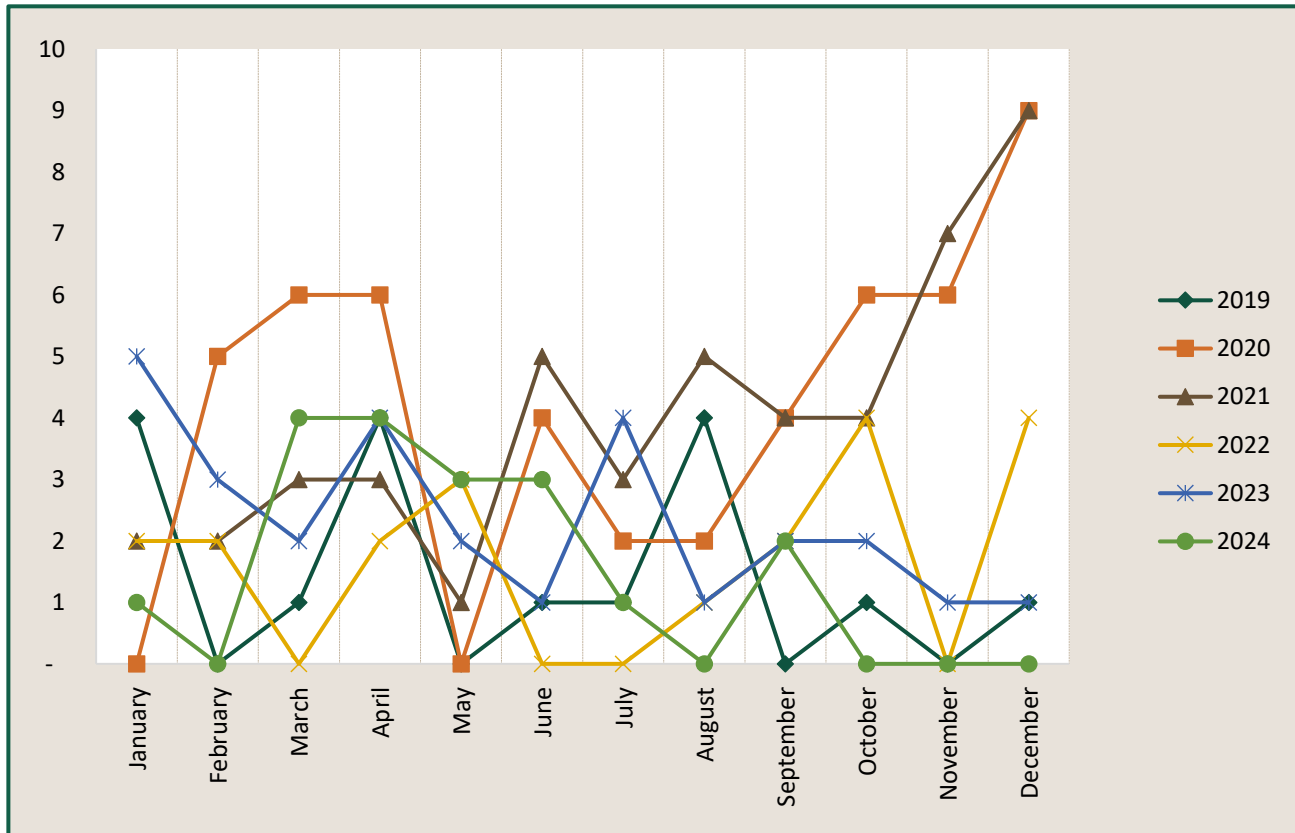
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Damage/Destruction/Vandalism (MALMS) - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	4	-	2	2	5	1
February	-	5	2	2	3	-
March	1	6	3	-	2	4
April	4	6	3	2	4	4
May	-	-	1	3	2	3
June	1	4	5	-	1	3
July	1	2	3	-	4	1
August	4	2	5	1	1	-
September	-	4	4	2	2	2
October	1	6	4	4	2	-
November	-	6	7	-	1	-
December	1	9	9	4	1	-
Grand Total	17	50	48	20	28	18

IBR Offense: Destruction/Damage/Vandalism 290

Produced: 10/08/2024

SPOKANE COUNTY SHERIFF'S OFFICE

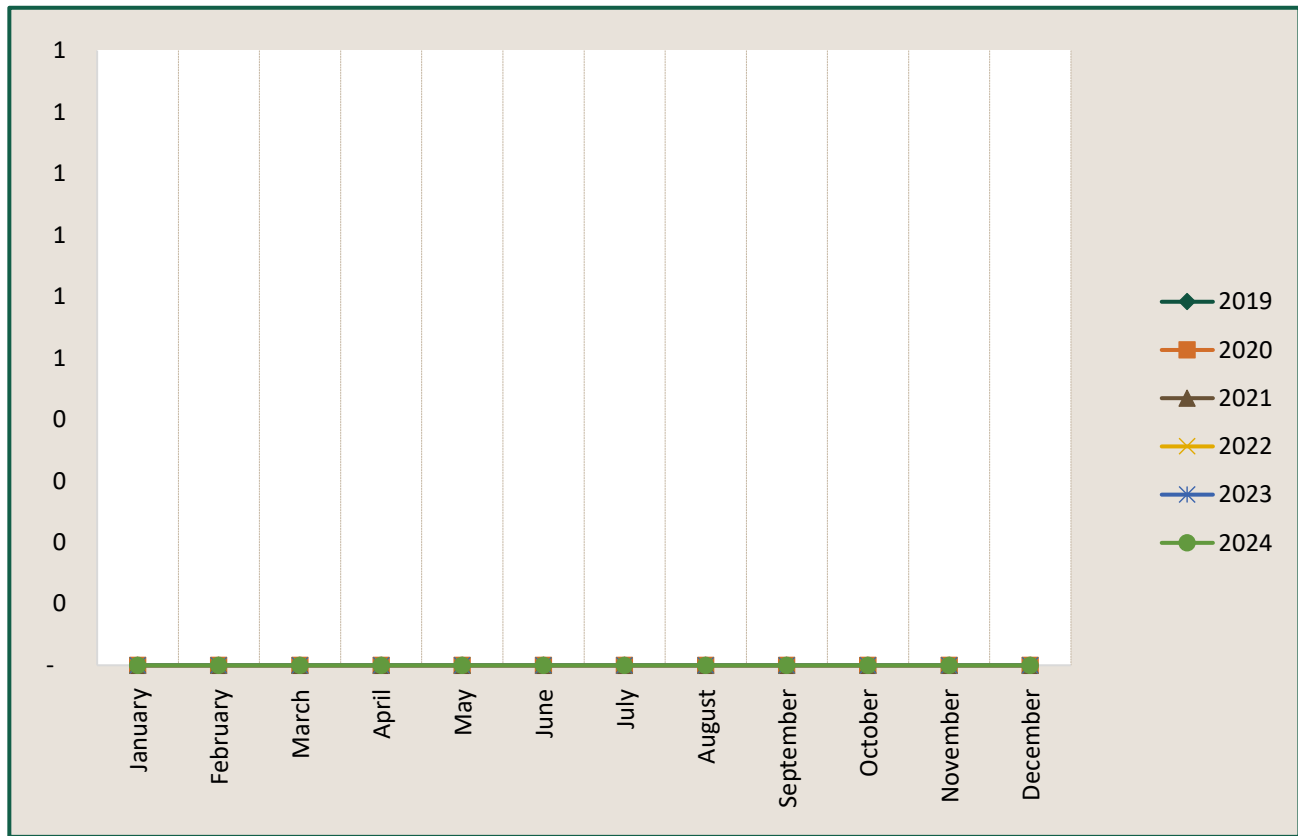
Regional Intelligence Group 9

Homicide - Millwood

Section 11, Item a.



Time Period: September 2024



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

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

Produced: 10/08/2024

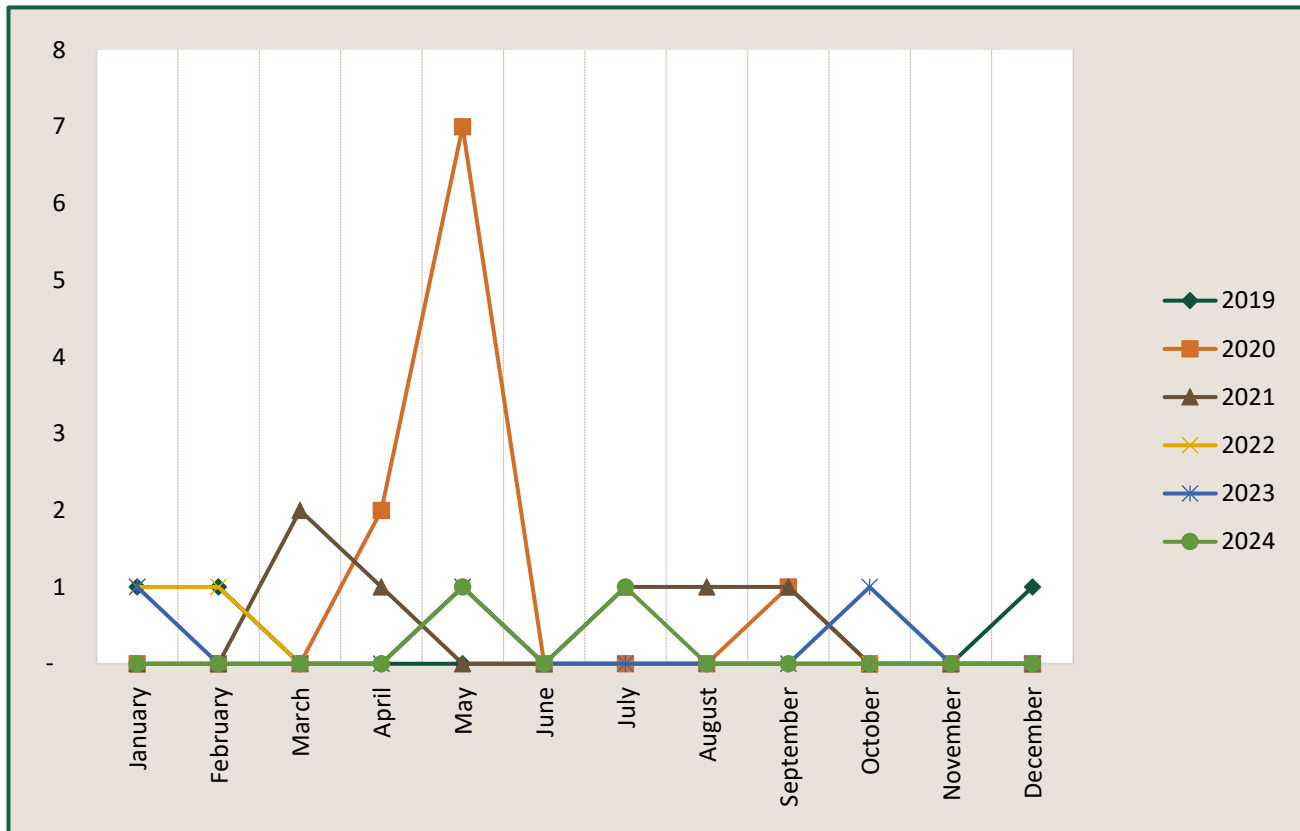
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Identity Theft - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	1	-	-	1	1	-
February	1	-	-	1	-	-
March	-	-	2	-	-	-
April	-	2	1	-	-	-
May	-	7	-	1	1	1
June	-	-	-	-	-	-
July	-	-	1	-	-	1
August	-	-	1	-	-	-
September	-	1	1	-	-	-
October	-	-	-	-	1	-
November	-	-	-	-	-	-
December	1	-	-	-	-	-
Grand Total	3	10	6	3	3	2

*IBR Offense: Identity Theft 26F

SPOKANE COUNTY SHERIFF'S OFFICE

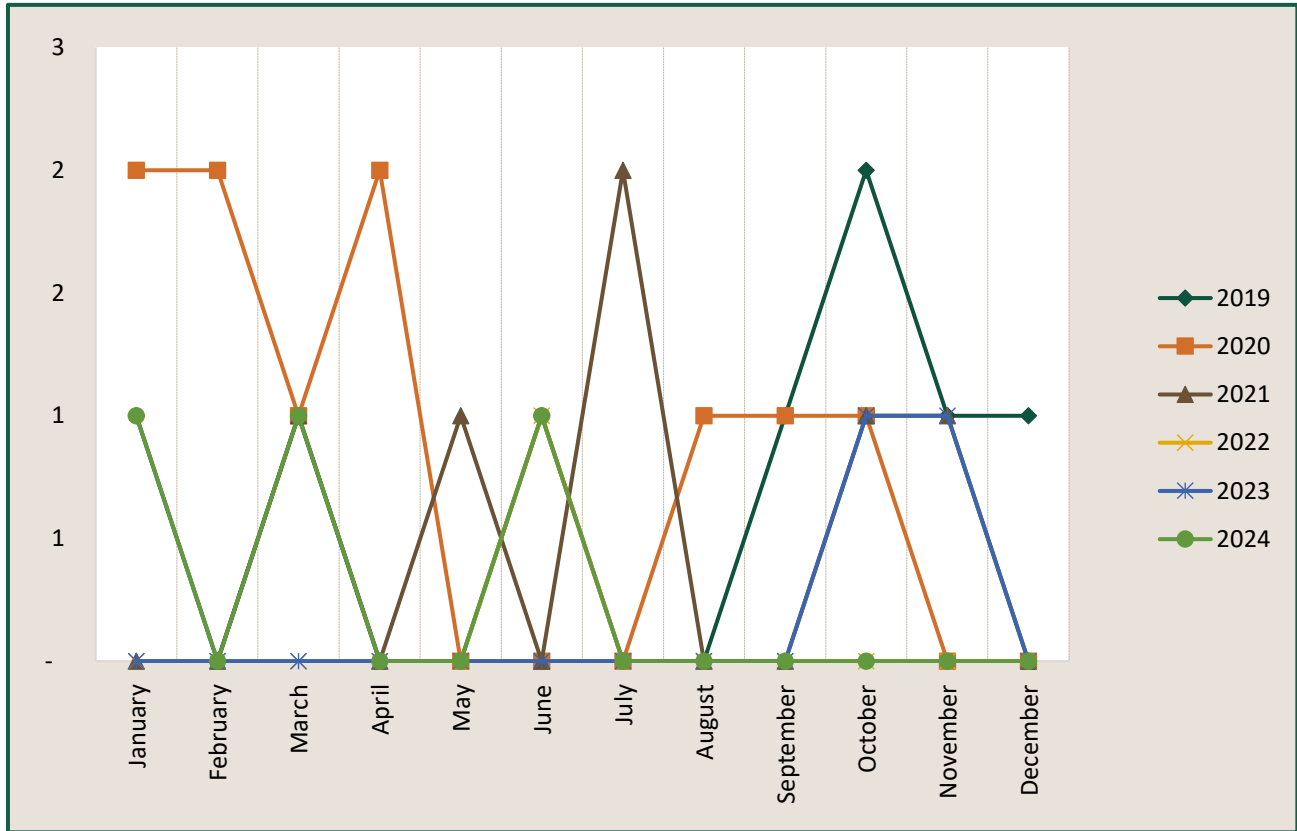
Regional Intelligence Group 9

DUI - Millwood

Section 11, Item a.



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	1	2	-	-	-	1
February	-	2	-	-	-	-
March	1	1	1	-	-	1
April	-	2	-	-	-	-
May	-	-	1	-	-	-
June	1	-	-	1	-	1
July	-	-	2	-	-	-
August	-	1	-	-	-	-
September	1	1	-	-	-	-
October	2	1	1	-	1	-
November	1	-	1	-	1	-
December	1	-	-	-	-	-
Grand Total	8	10	6	1	2	3

* IBR Offense: DUI 90D

Produced: 10/08/2024

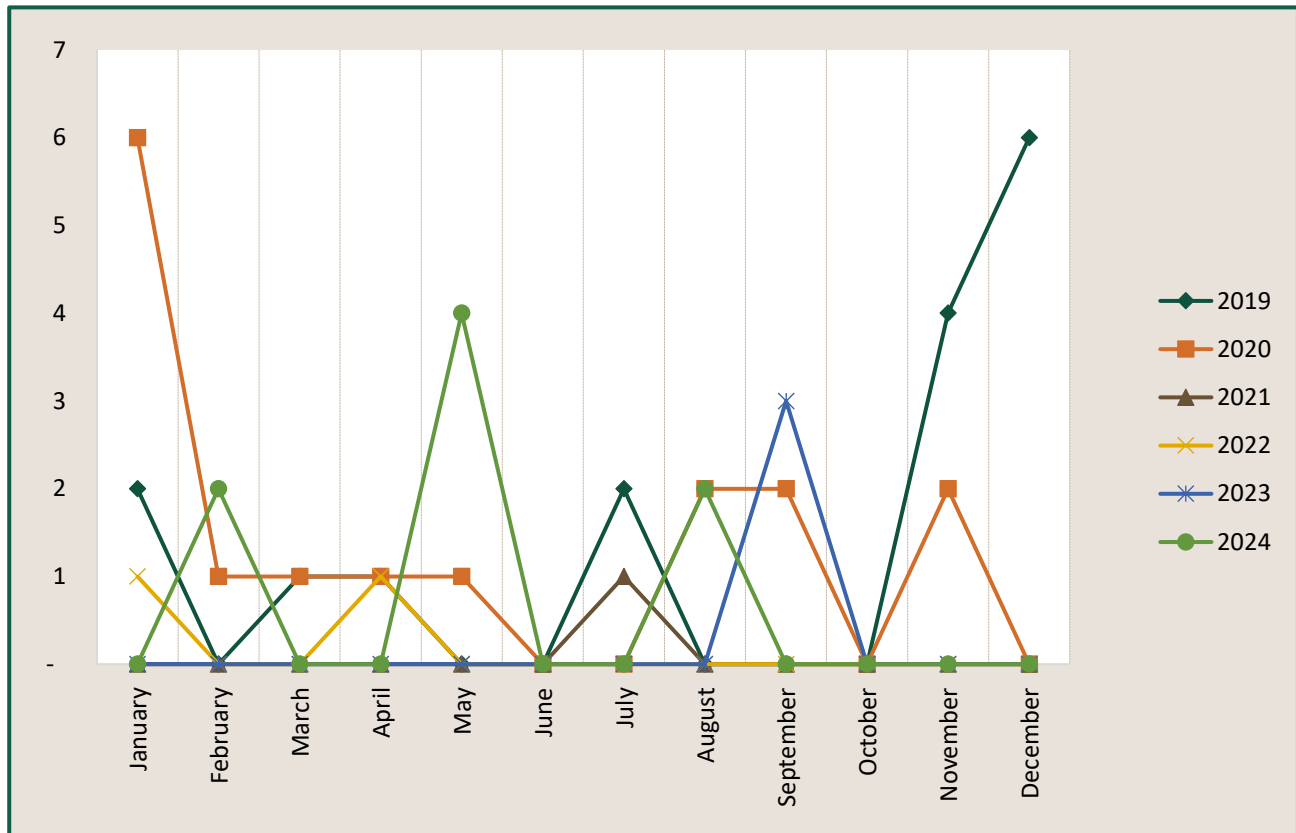
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Drugs - Millwood



Time Period: September 2024



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

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

Produced: 10/08/2024

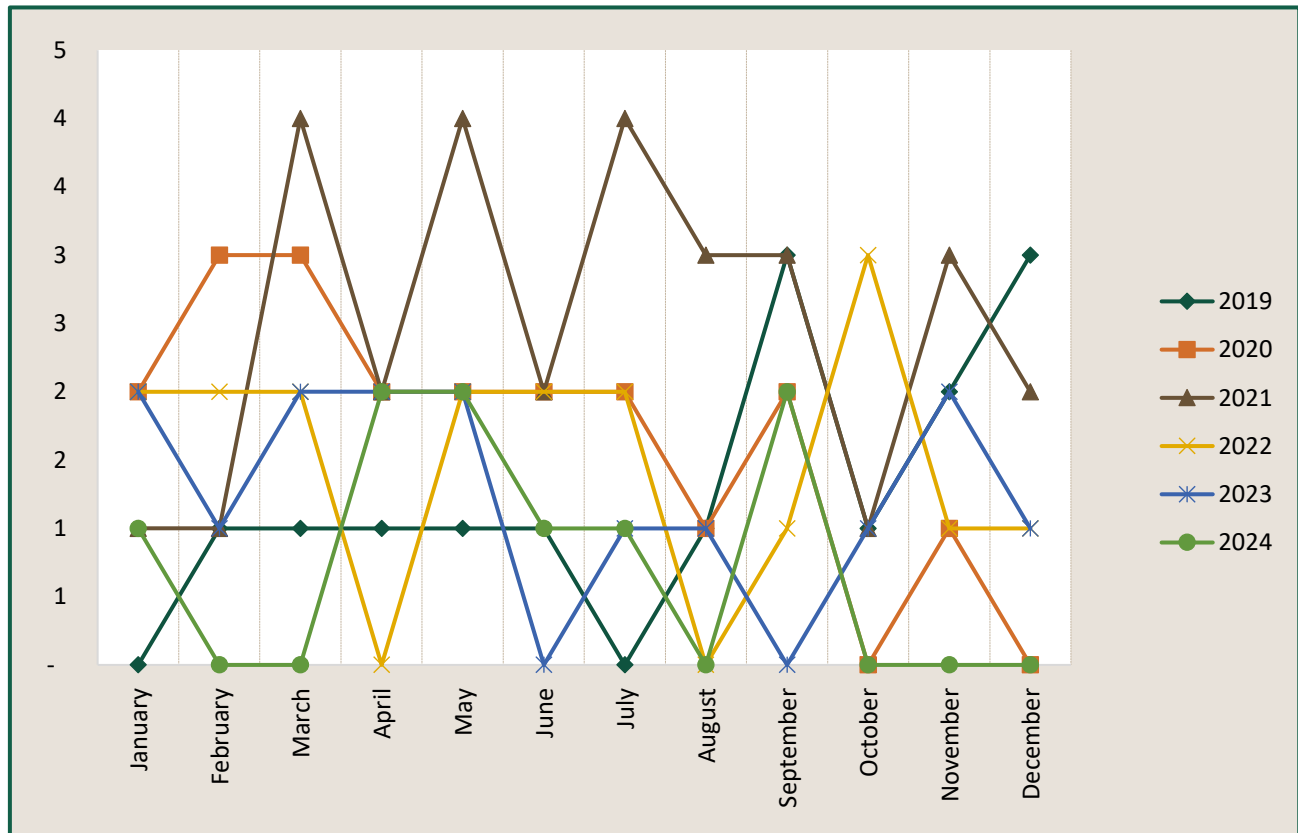
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Fraud - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	-	2	1	2	2	1
February	1	3	1	2	1	-
March	1	3	4	2	2	-
April	1	2	2	-	2	2
May	1	2	4	2	2	2
June	1	2	2	2	-	1
July	-	2	4	2	1	1
August	1	1	3	-	1	-
September	3	2	3	1	-	2
October	1	-	1	3	1	-
November	2	1	3	1	2	-
December	3	-	2	1	1	-
Grand Total	15	20	30	18	15	9

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

Produced: 10/08/2024

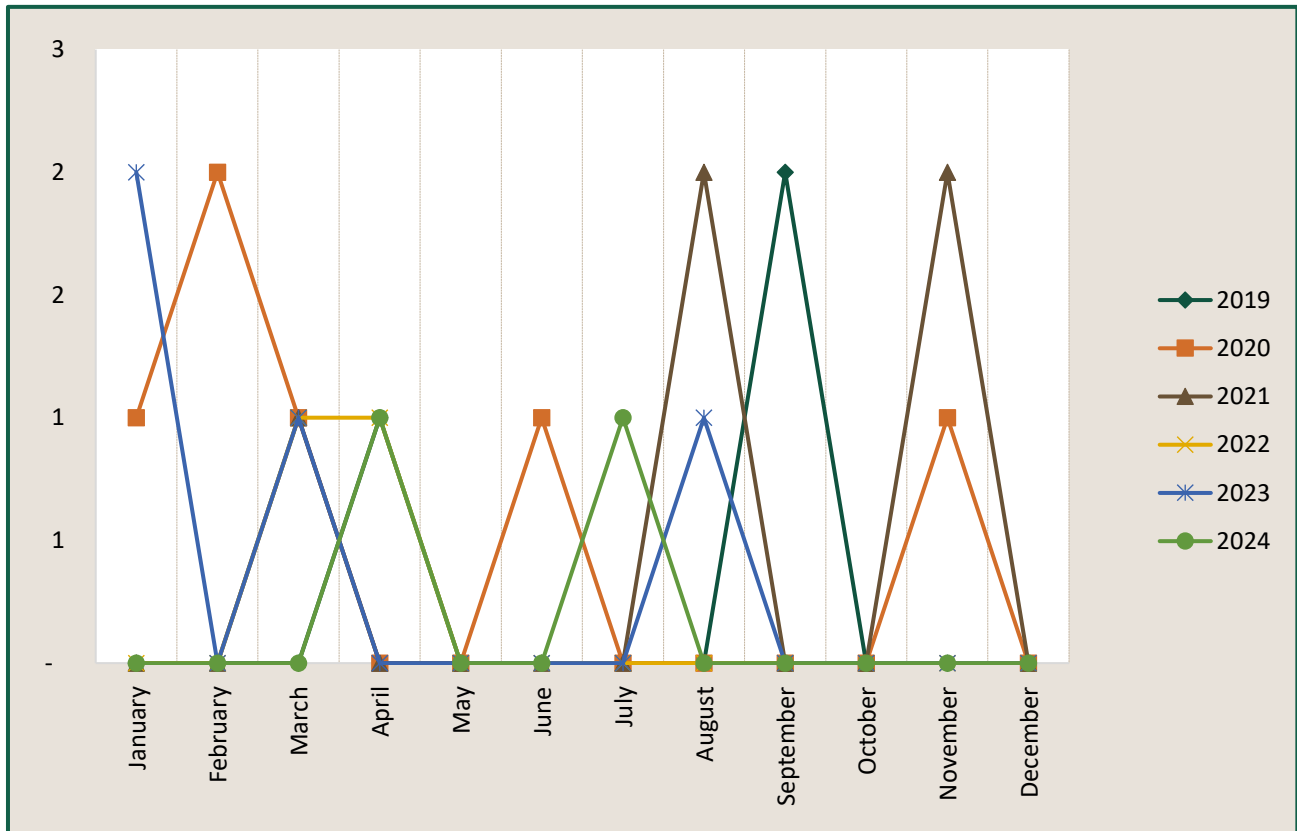
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Forgery - Millwood



Time Period: September 2024



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

*IBR Offense: Counterfeiting/Forgery 250

Produced: 10/08/2024

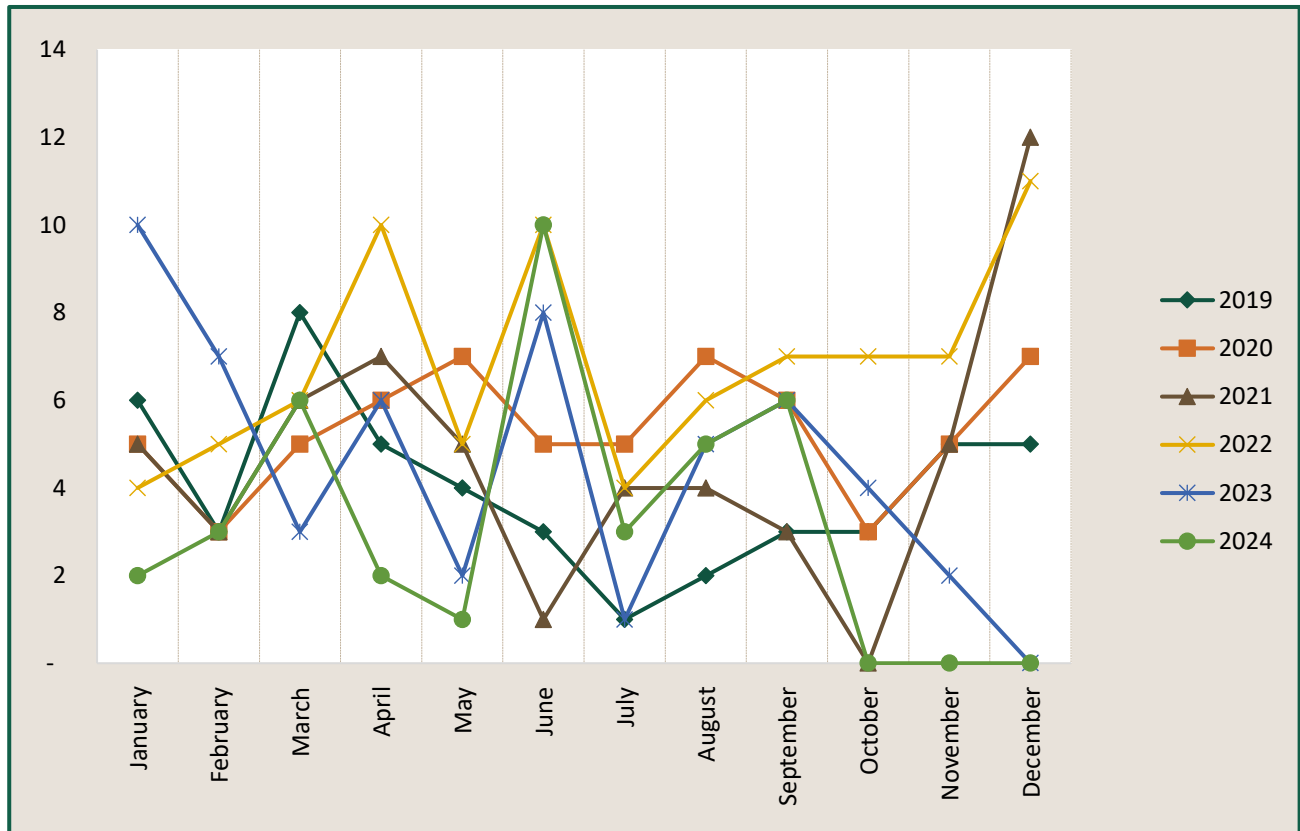
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Theft - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	6	5	5	4	10	2
February	3	3	3	5	7	3
March	8	5	6	6	3	6
April	5	6	7	10	6	2
May	4	7	5	5	2	1
June	3	5	1	10	8	10
July	1	5	4	4	1	3
August	2	7	4	6	5	5
September	3	6	3	7	6	6
October	3	3	-	7	4	-
November	5	5	5	7	2	-
December	5	7	12	11	-	-
Grand Total	48	64	55	82	54	38

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

Produced: 10/08/2024



September 2024

Citizen Calls by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
1					1	1		2
2	2							2
4		1					1	2
5							1	1
6		1				1	1	3
7				1	1		1	3
8				1	1			2
9	1		1				1	3
10		1		2			1	4
11	1			2	1	2		6
12		1			1		2	4
13	1		1		1	1		4
14		1	2	1	1	1		6
15	3			3		2	1	9
16	1		1	1	1	1	1	6
17				1		2	1	4
18		4	2	1				7
19			1			1		2
20	1	2		1			1	5
21	1			1	1	1		4
22		1				1	3	5
23						2		2
Total	11	12	8	15	9	16	15	86

Total Deputy Involved Incidents by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0		1					1	2
1					1	1		2
2	2			1				3
4		2					1	3
5							1	1
6		2				1	1	4
7				1	1		1	3
8		1			1			2
9	1				1			2
10		1		2			1	4
11	1		1	1				3
12		2			1		2	5
13			1					1
14			2			1		3
15	1			1		1		3
16			1			1	1	3
17		1		1		1	1	4
18		3						3
19			1			1	1	3
20	1	1		2			1	5
21				1	1			2
22							1	1
23				1			2	3
Total	6	14	6	11	6	7	15	65

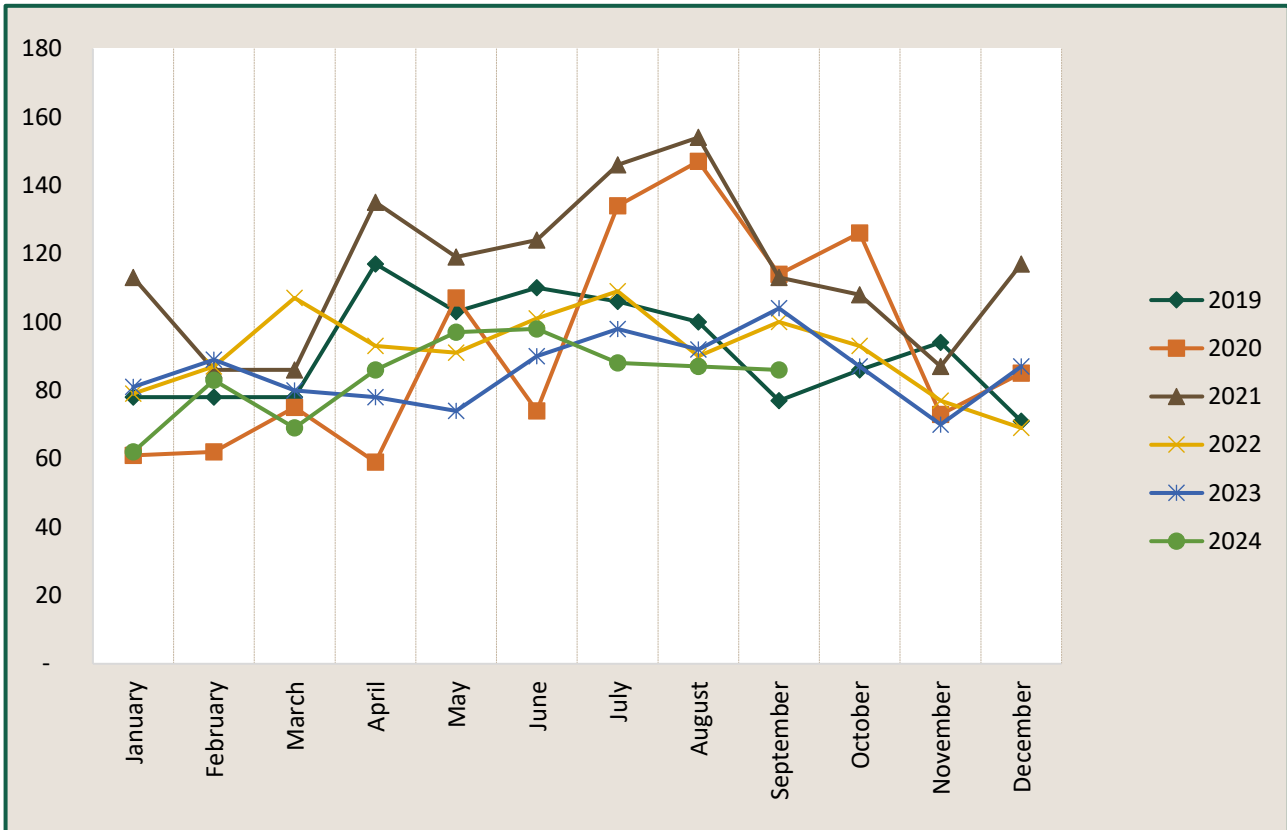
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen Initiated Call For Service (CFS) - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	78	61	113	79	81	62
February	78	62	86	87	89	83
March	78	75	86	107	80	69
April	117	59	135	93	78	86
May	103	107	119	91	74	97
June	110	74	124	101	90	98
July	106	134	146	109	98	88
August	100	147	154	90	92	87
September	77	114	113	100	104	86
October	86	126	108	93	87	
November	94	73	87	77	70	
December	71	85	117	69	87	
Grand Total	1,098	1,117	1,388	1,096	1,030	756

Produced: 10/08/2024

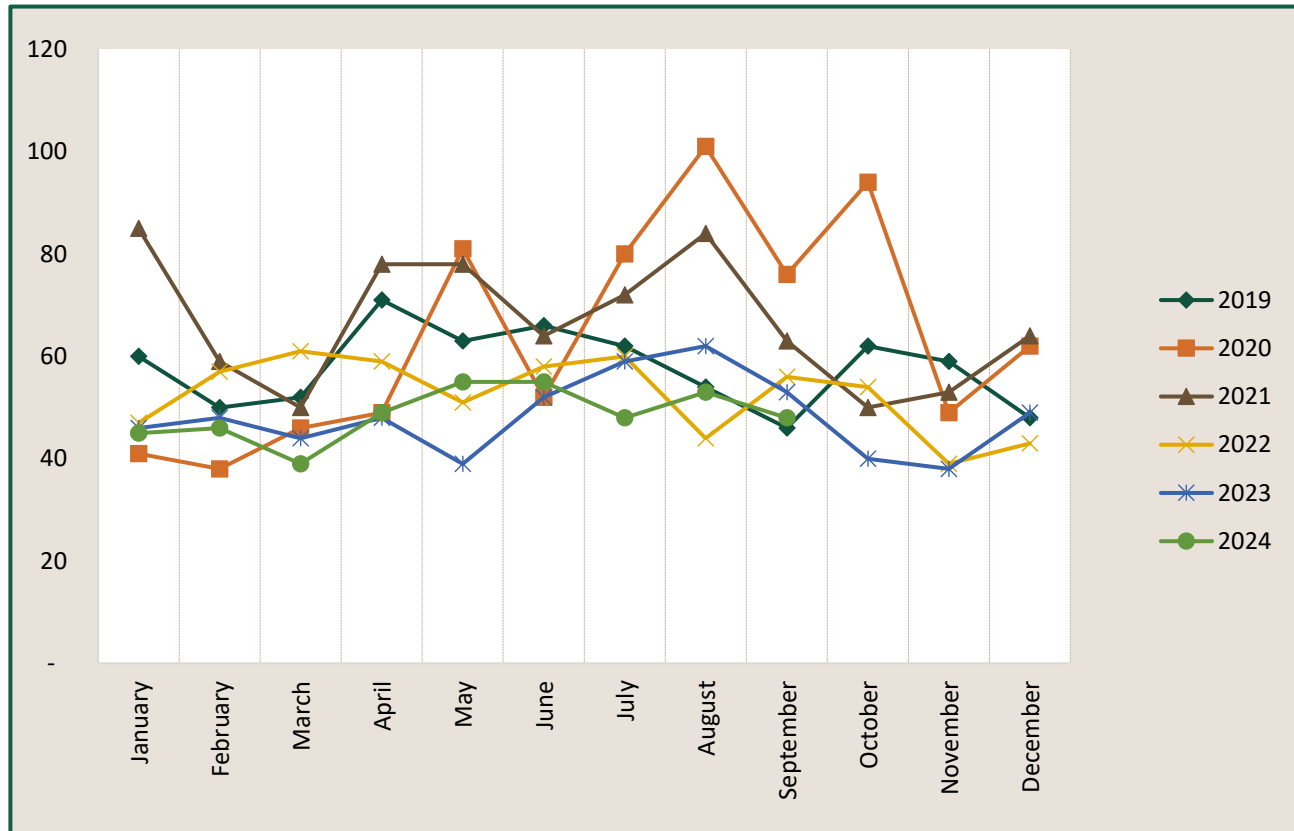
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen CFS With Deputy Response - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	60	41	85	47	46	45
February	50	38	59	57	48	46
March	52	46	50	61	44	39
April	71	49	78	59	48	49
May	63	81	78	51	39	55
June	66	52	64	58	52	55
July	62	80	72	60	59	48
August	54	101	84	44	62	53
September	46	76	63	56	53	48
October	62	94	50	54	40	
November	59	49	53	39	38	
December	48	62	64	43	49	
Grand Total	693	769	800	629	578	438

Produced: 10/08/2024

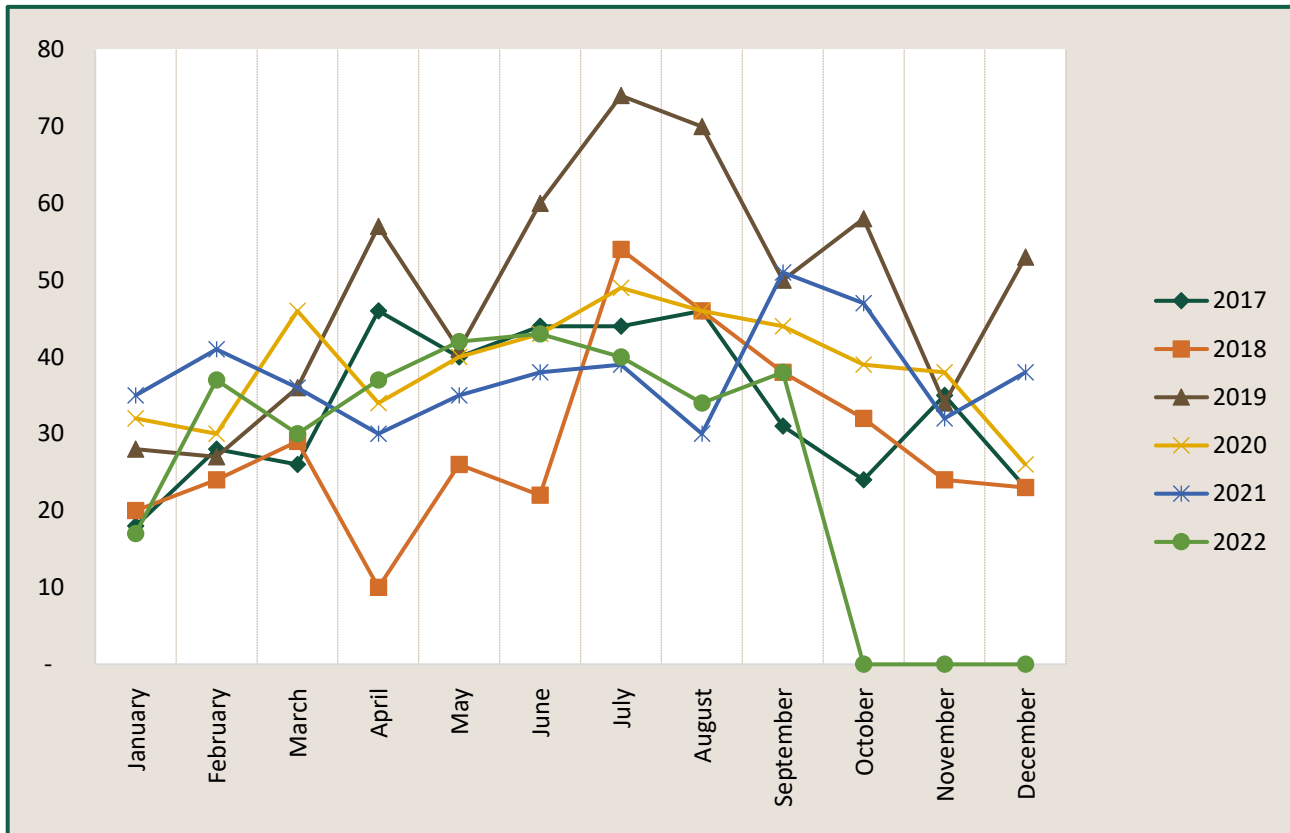
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen CFS Without Deputy Response - Millwood



Time Period: September 2024



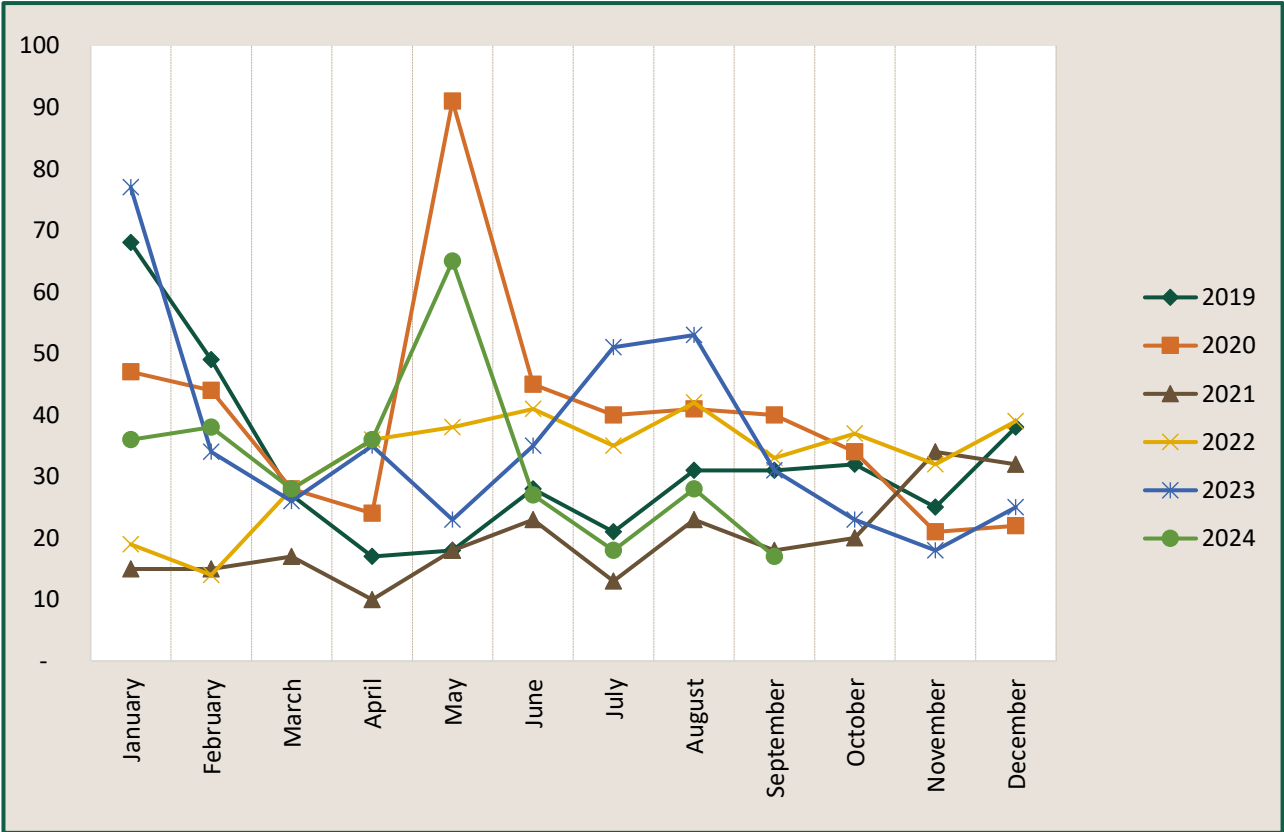
	2019	2020	2021	2022	2023	2024
January	18	20	28	32	35	17
February	28	24	27	30	41	37
March	26	29	36	46	36	30
April	46	10	57	34	30	37
May	40	26	41	40	35	42
June	44	22	60	43	38	43
July	44	54	74	49	39	40
August	46	46	70	46	30	34
September	31	38	50	44	51	38
October	24	32	58	39	47	
November	35	24	34	38	32	
December	23	23	53	26	38	
Grand Total	405	348	588	467	452	318

Produced: 10/08/2024

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Deputy Initiated Incidents - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	68	47	15	19	77	36
February	49	44	15	14	34	38
March	27	28	17	28	26	28
April	17	24	10	36	35	36
May	18	91	18	38	23	65
June	28	45	23	41	35	27
July	21	40	13	35	51	18
August	31	41	23	42	53	28
September	31	40	18	33	31	17
October	32	34	20	37	23	
November	25	21	34	32	18	
December	38	22	32	39	25	
Grand Total	385	477	238	394	431	293

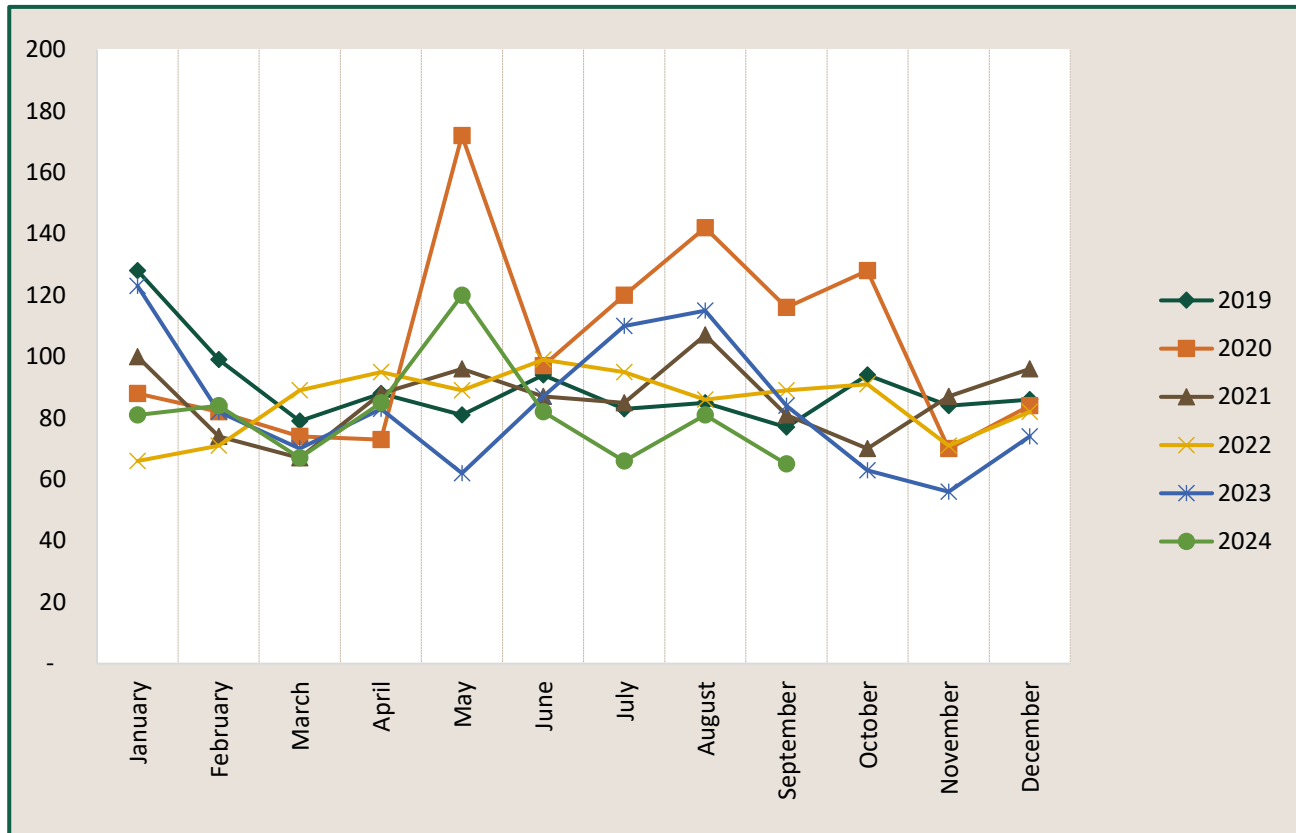
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Total Deputy Involved Incidents - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	128	88	100	66	123	81
February	99	82	74	71	82	84
March	79	74	67	89	70	67
April	88	73	88	95	83	85
May	81	172	96	89	62	120
June	94	97	87	99	87	82
July	83	120	85	95	110	66
August	85	142	107	86	115	81
September	77	116	81	89	84	65
October	94	128	70	91	63	
November	84	70	87	71	56	
December	86	84	96	82	74	
Grand Total	1,078	1,246	1,038	1,023	1,009	731

Produced: 10/08/2024

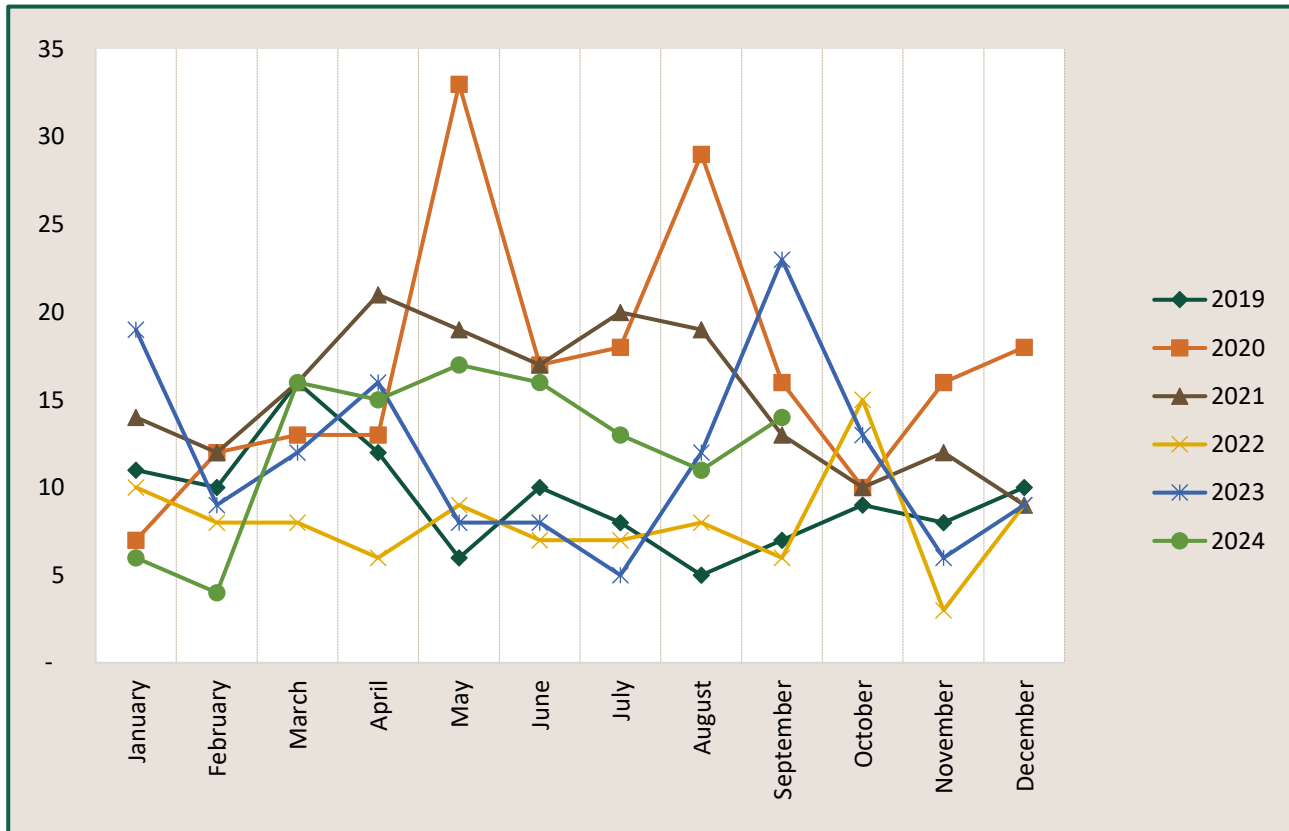
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Crime Check Initiated Call For Service (CFS) - Millwood



Time Period: September 2024



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

Produced: 10/08/2024

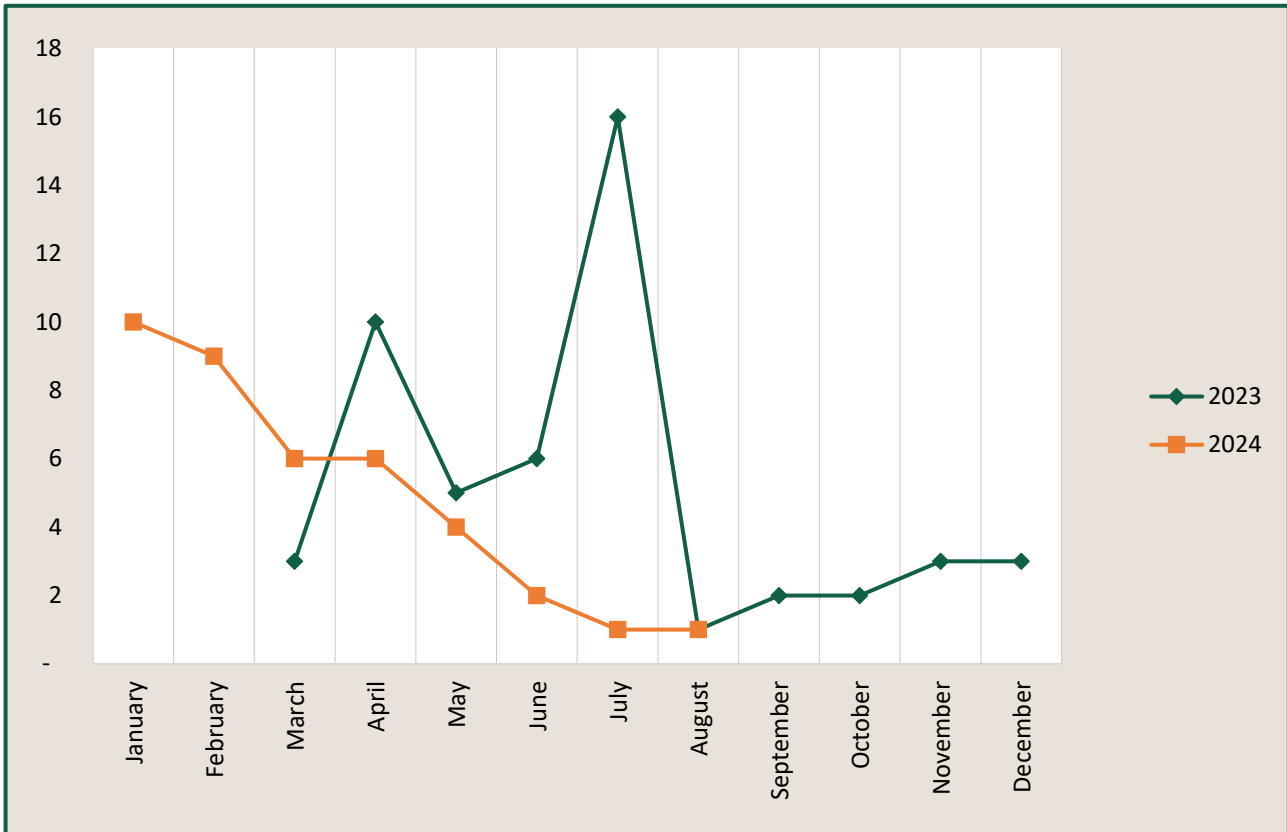
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

CAD Call Type COP - Millwood



Time Period: September 2024



	2023	2024
January		10
February		9
March	3	6
April	10	6
May	5	4
June	6	2
July	16	1
August	1	1
September	2	
October	2	
November	3	
December	3	
Grand Total	51	39

Produced: 10/08/2024

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Counts

Date Range: September 2024



Ticket Type	Spokane Valley Districts		Unincorporated Districts		All Districts	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	63	79	96	104	159	183
Criminal Traffic	39	44	39	46	78	90
Infraction Non Traffic	1	1	4	4	5	5
Infraction Traffic	326	356	307	374	633	730
Parking	0	0	1	1	1	1
Totals:	429	480	447	529	876	1009

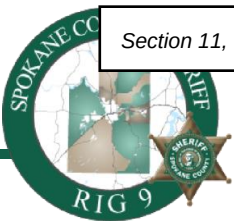
Ticket Type	Deer Park		Medical Lake		Millwood	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	1	1	2	2	1	1
Criminal Traffic	1	2	3	4	0	0
Infraction Non Traffic	0	0	3	3	0	0
Infraction Traffic	4	5	7	14	2	3
Parking	0	0	0	0	0	0
Totals:	6	8	15	23	3	4

Produced: 10/08/2024

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Charge Details - Millwood



Section 11, Item a.

Date Range: September 2024

Charge	Count
46.30.020: OPERATING A MOTOR VEHICLE WITHOUT INSURANCE	1
46.61.050: DISREGARD TRAFFIC SIGNAL SIGN	1
46.61.055: FAIL TO OBEY TRAFFIC CONTROL LEGEND	1
9A.36.041.2: ASSAULT 4TH DEGREE	1
Grand Total	4

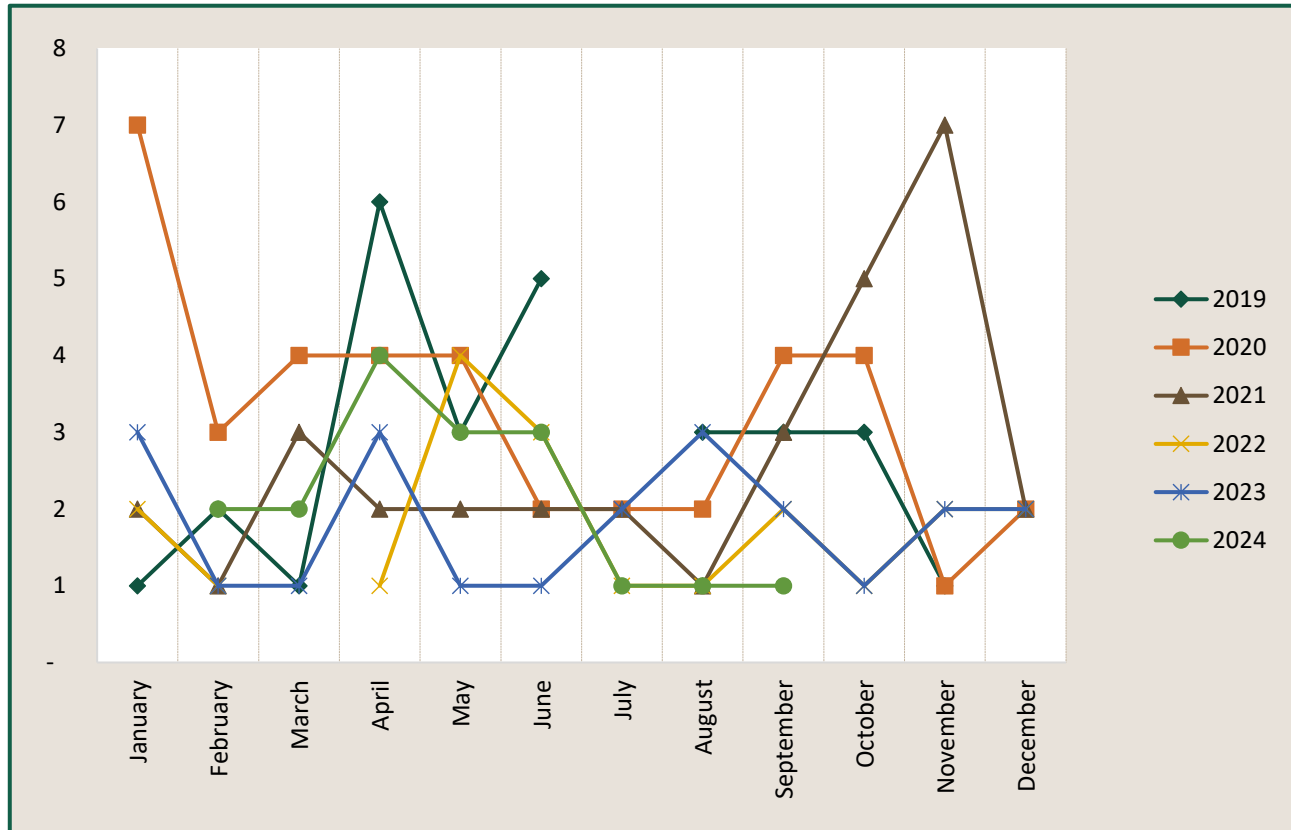
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Criminal Ticket Counts - Millwood



Time Period: September 2024



	2019	2020	2021	2022	2023	2024
January	1	7	2	2	3	
February	2	3	1	1	1	2
March	1	4	3		1	2
April	6	4	2	1	3	4
May	3	4	2	4	1	3
June	5	2	2	3	1	3
July		2	2	1	2	1
August	3	2	1	1	3	1
September	3	4	3	2	2	1
October	3	4	5	1	1	
November	1	1	7	2	2	
December		2	2	2	2	
Grand Total	28	39	32	20	22	17

*Ticket Types included Criminal Non Traffic & Criminal Traffic

Produced: 10/08/2024

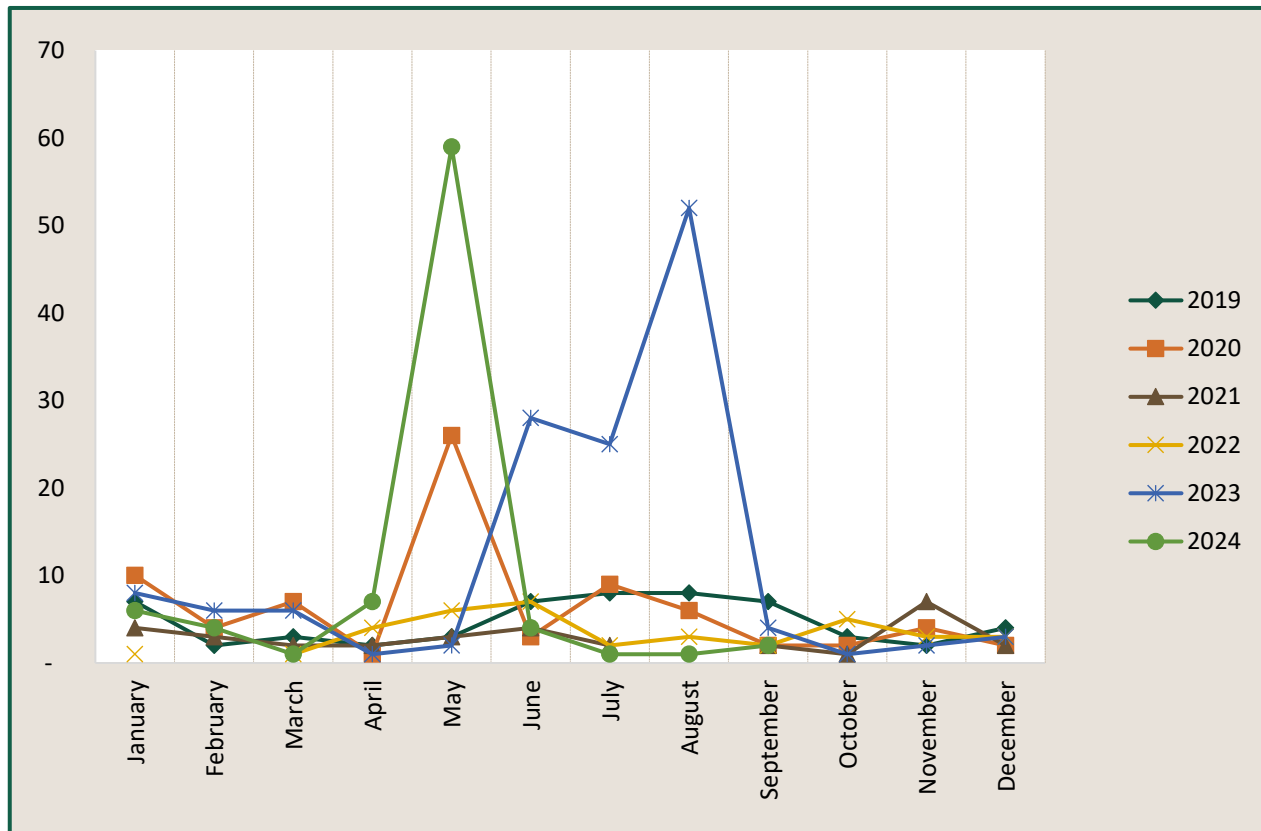
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Non - Criminal Ticket Counts - Millwood



Time Period: September 2024



* Ticket Types included are Infraction Non Traffic & Infraction Traffic

Produced: 10/08/2024

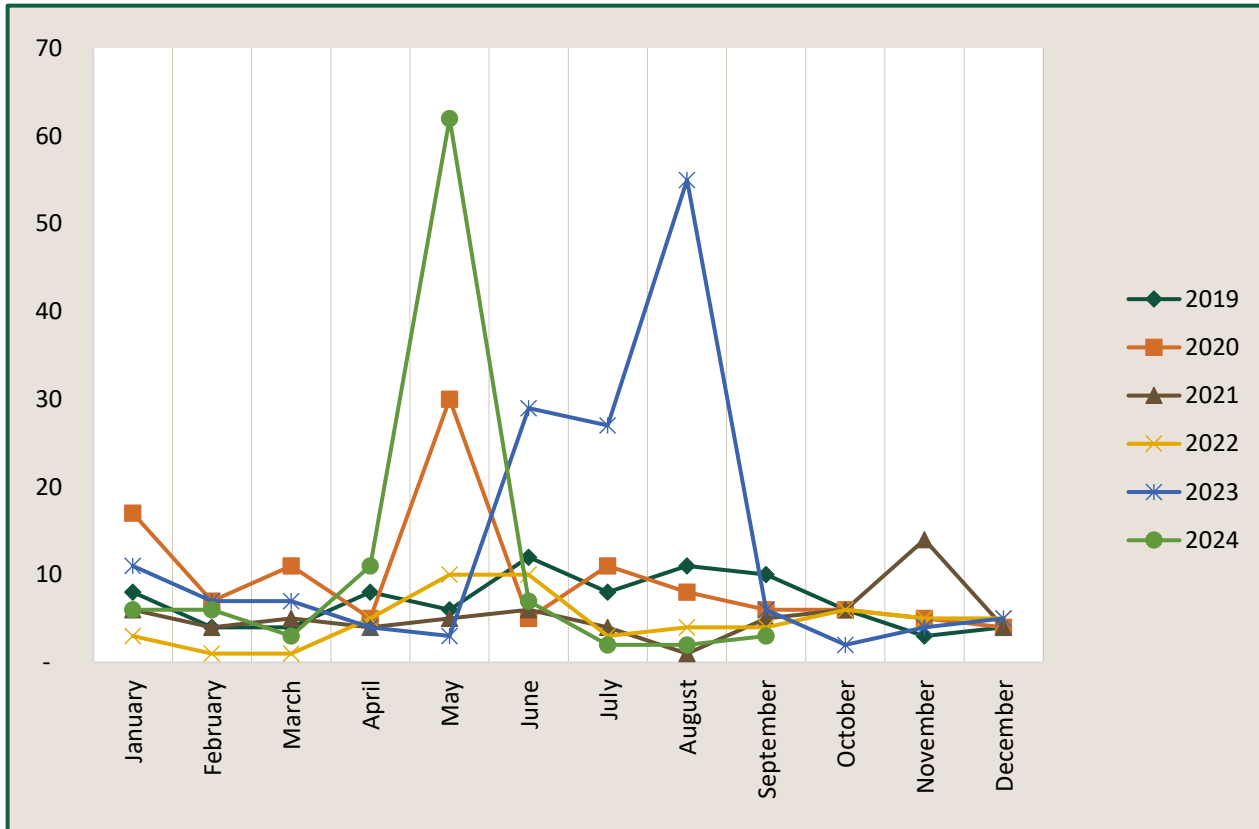
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

All Ticket Counts - Millwood



Time Period: September 2024

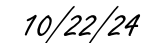


* All ticket types except parking

Produced: 10/08/2024

File Attachments for Item:

b. Welch-Comer - Argonne Congestion Relief Project, Final Design Sheets

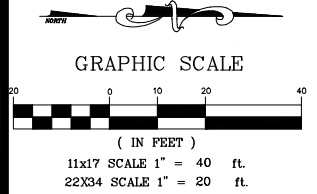


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330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814
(toll free) 877-815-5672
208-664-9382
(fax) 208-664-5946

PROJECT OVERVIEW

CO

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS
BEFORE YOU DIG

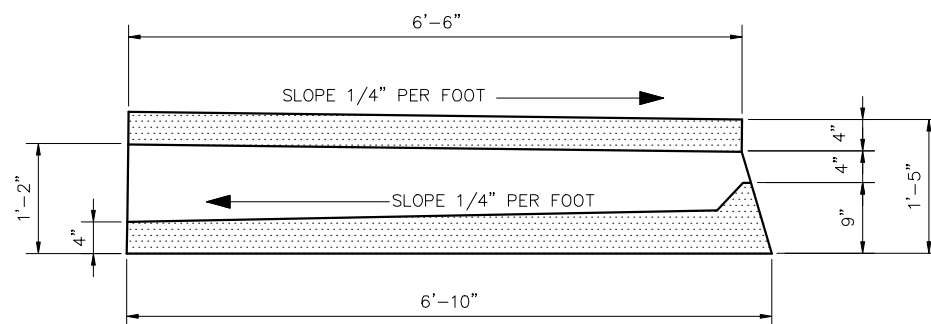
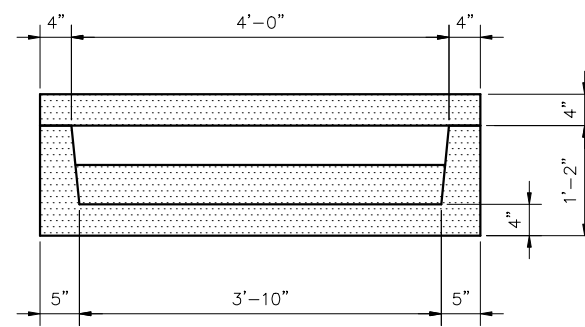
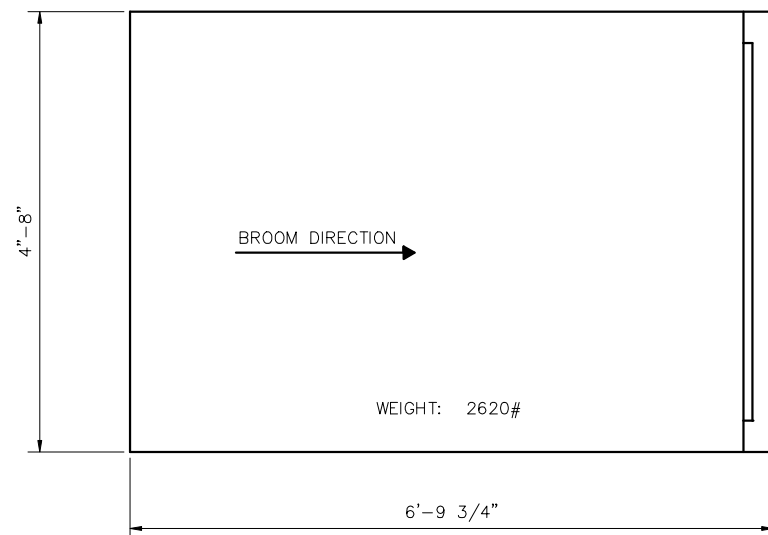
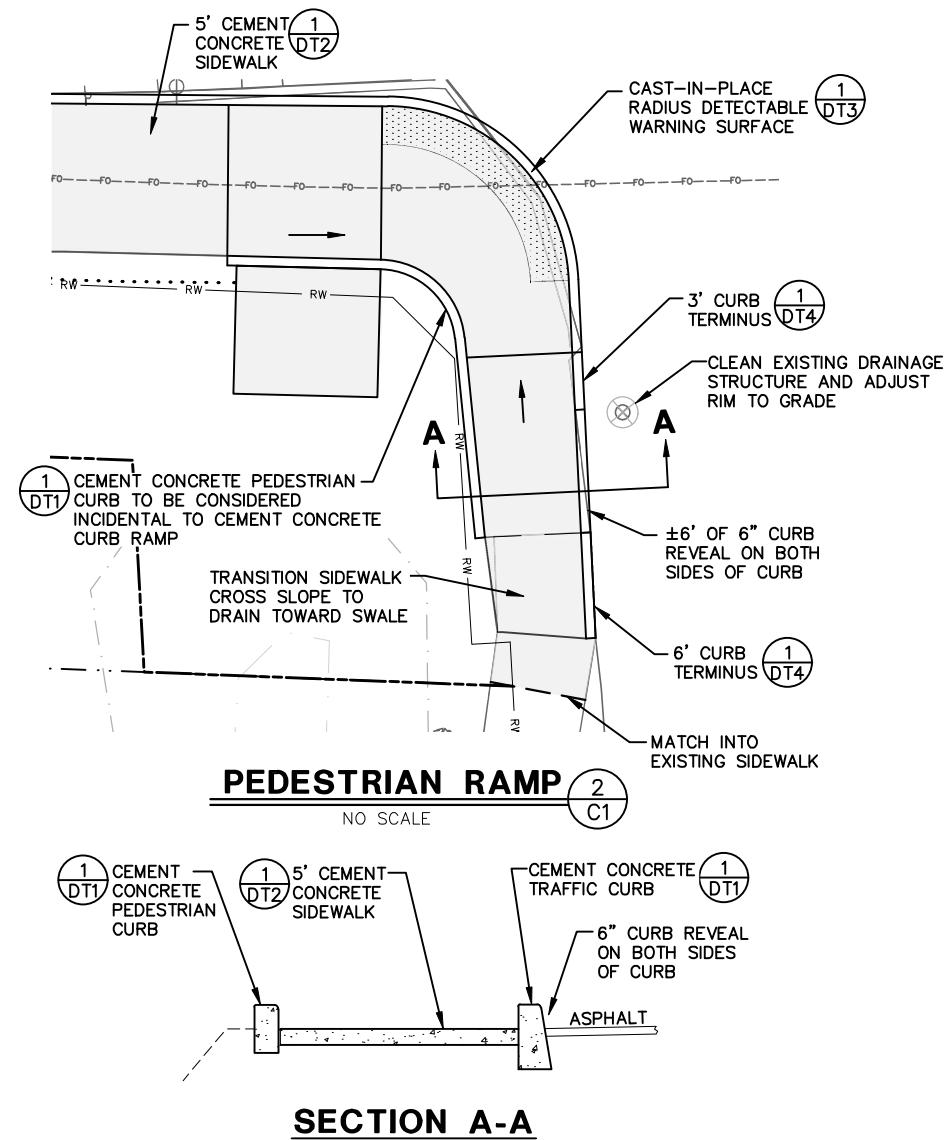
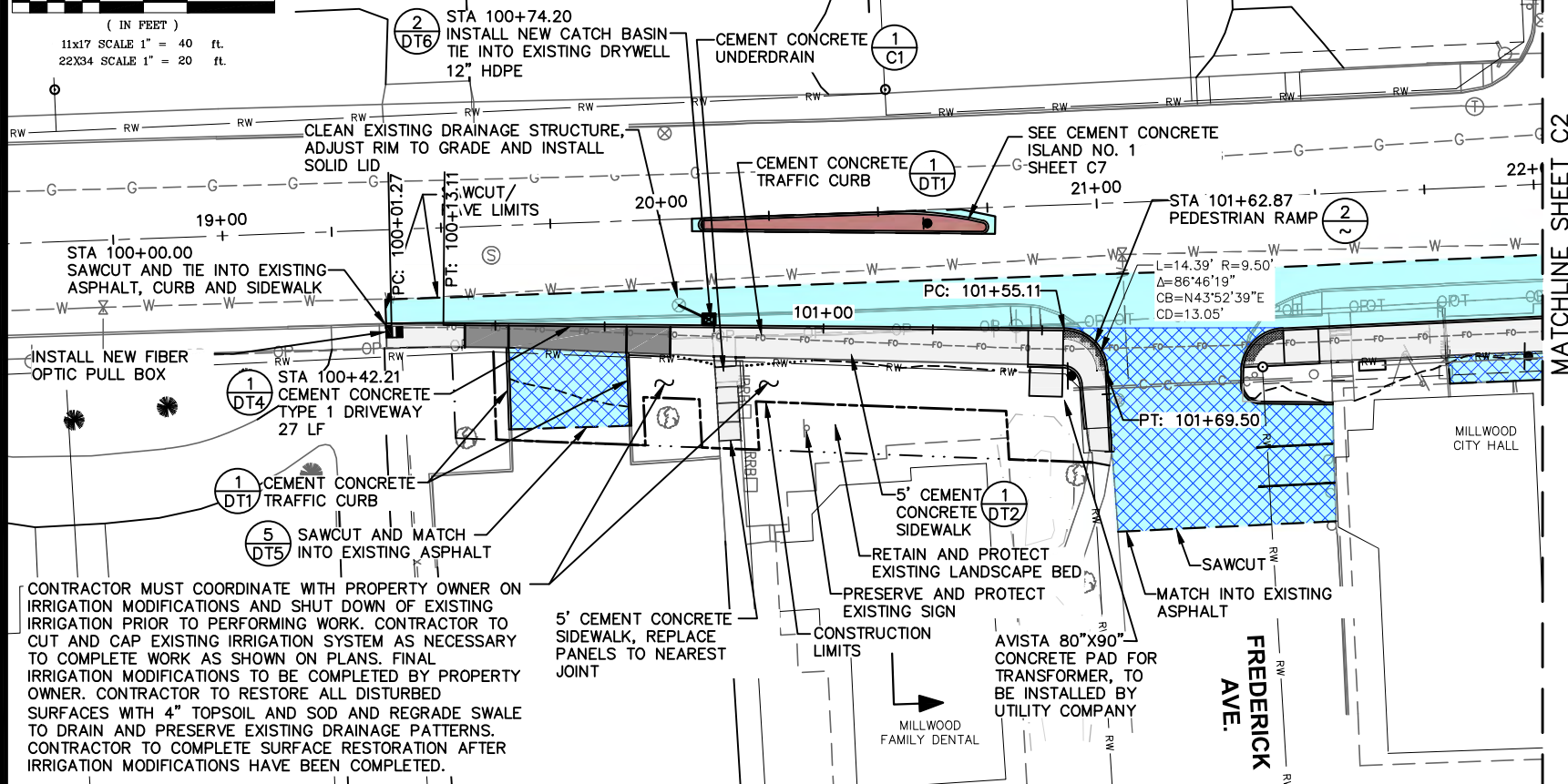


LEGEND

- 6" HMA PAVEMENT
- HMA FOR PAVEMENT REPAIR, 3"
- CEMENT CONCRETE PAVEMENT (COLORED)

NOTES

- ADJUST ALL EXISTING UTILITIES TO GRADE.
WORK CONSIDERED INCIDENTAL TO PAVING.



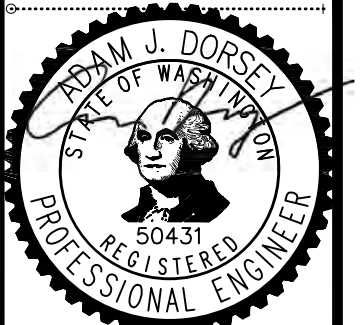
CEMENT CONCRETE SIDEWALK UNDERDRAIN

NO SCALE

NOTE

- REINFORCEMENT #4 REBAR @ 10" O.C.E.W.

Section 11, Item b.
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10/22/24

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(fax) 208-664-5946
NO. DATE REVISION DESCRIPTION BY

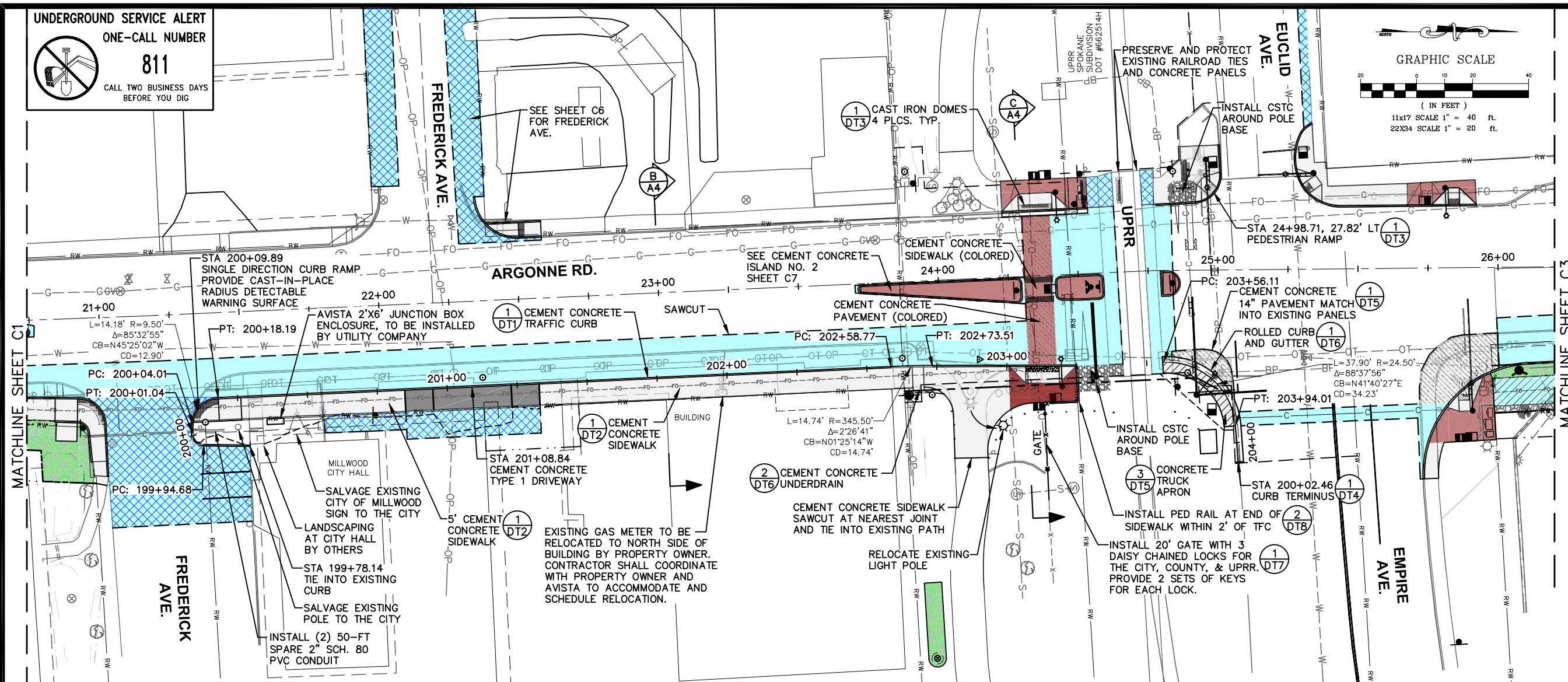
CITY OF MILLWOOD
ARGONNE ROAD-EMPIRE TO
LIBERTY CONGESTION RELIEF
PLAN VIEW

PROJ NO: 51061
DESIGNED BY: A.J.D.
DRAWN BY: J.A.L.
CHECKED BY: A.J.D.
DWG NAME: 51061PL05.DWG
DATE: 10-22-24
SHEET NO:

C1

A circular prohibition sign with a diagonal slash. Inside the circle is a shovel and a section of a trench or excavation, indicating that digging or excavation is prohibited.

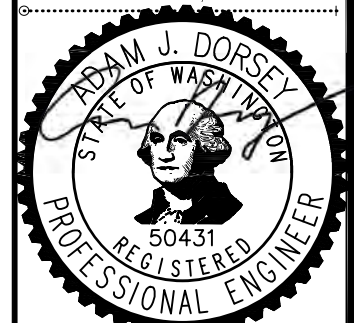
CALL TWO BUSINESS DAYS
BEFORE YOU DIG



	6" HMA PAVEMENT	
	HMA FOR PAVEMENT REPAIR, 3"	$\frac{5}{DT5}$
	CEMENT CONCRETE PAVEMENT, 8"	$\frac{3}{DT5}$
	CEMENT CONCRETE PAVEMENT, 14"	$\frac{6}{DT5}$
	CEMENT CONCRETE PAVEMENT (COLORED)	
	4" GRAVEL	

1. ADJUST ALL EXISTING UTILITIES TO GRADE.
WORK CONSIDERED INCIDENTAL TO PAVING.
2. CONTRACTOR SHALL USE CITY'S EXISTING IRRIGATION CONNECTION TO FEED IRRIGATION IN BUFFER. INSTALLATION OF IRRIGATION INCLUDES DESIGN OF SYSTEM. SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION.

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10/22/24



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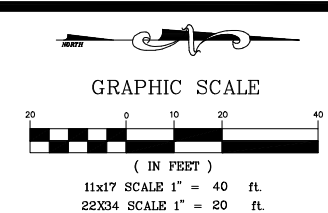
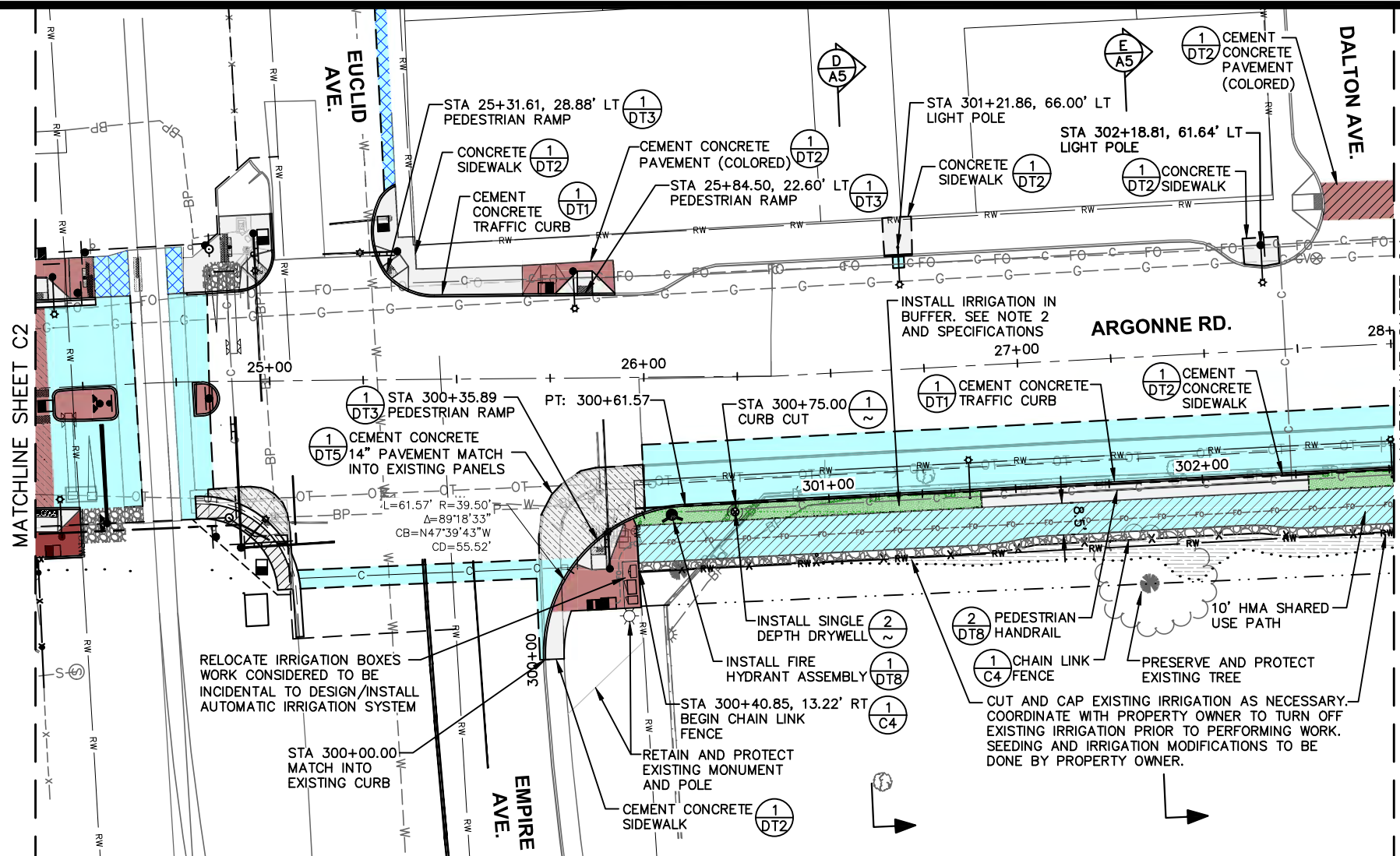
CITY OF MILLWOOD
ARGONNE ROAD-EMPIRE TO
LIBERTY CONGESTION RELIEF

PLAN VIEW

PROJ NO:	51061
DESIGNED BY:	A.J.D.
DRAWN BY:	J.A.L.
CHECKED BY:	A.J.D.
DWG NAME:	51061PL05.DWG
DATE:	10-22-24
SHEET NO:	

C2

205

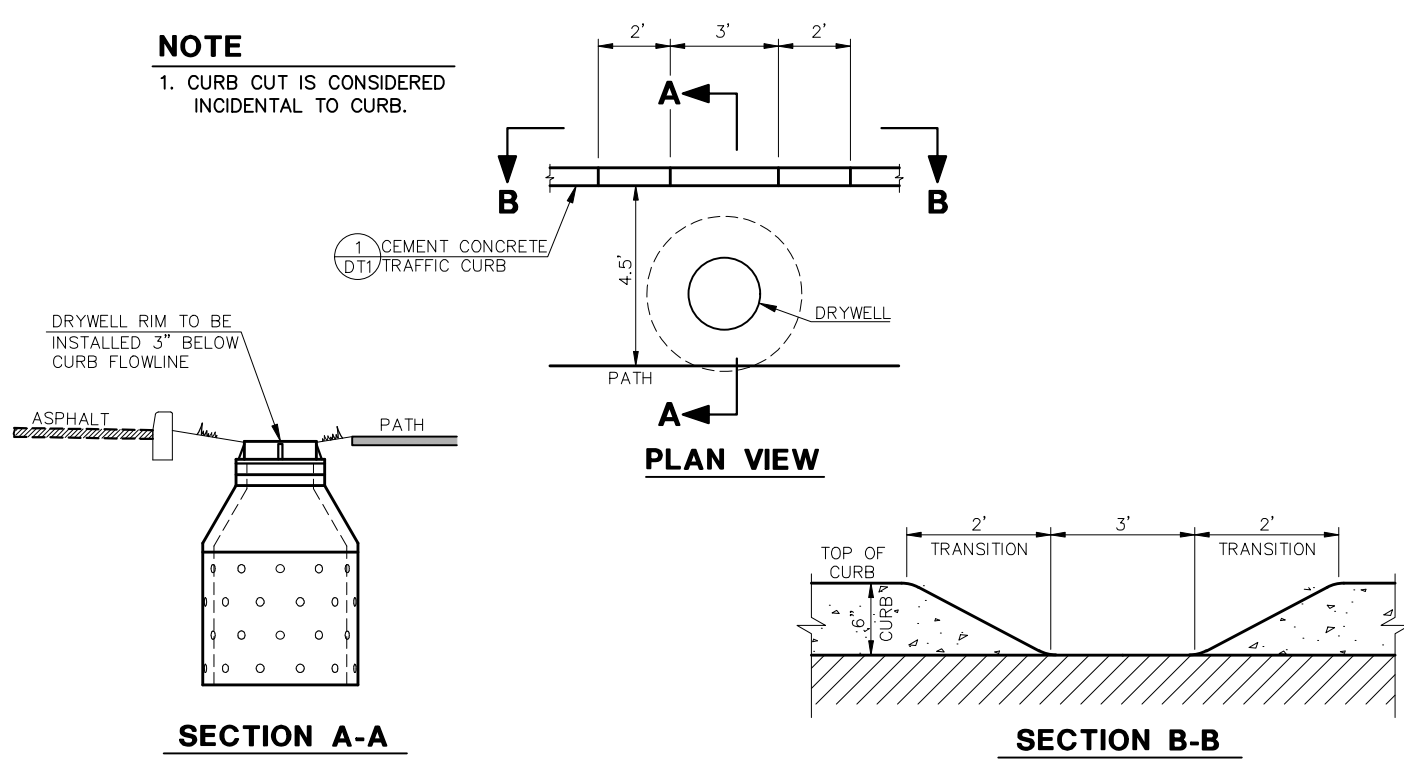


UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

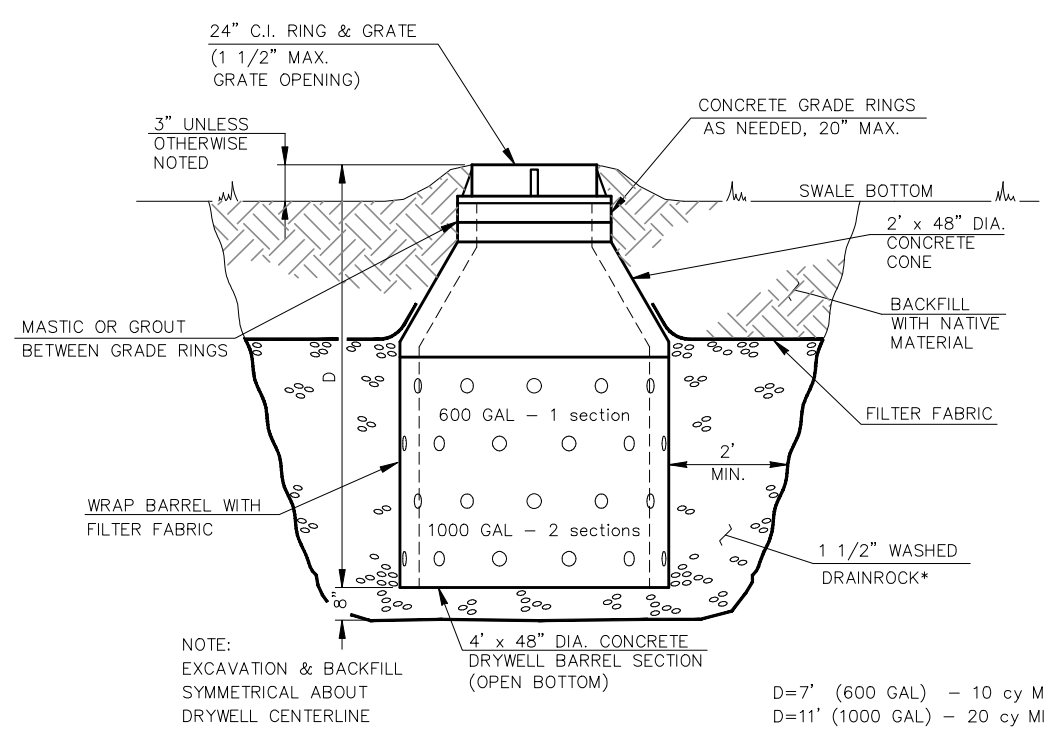
- LEGEND**
- 6" HMA PAVEMENT
 - 2" HMA PAVEMENT PATH
 - HMA FOR PAVEMENT REPAIR, 3" (5 DT5)
 - CEMENT CONCRETE PAVEMENT, 8" (3 DT5)
 - CEMENT CONCRETE PAVEMENT, 14" (6 DT5)
 - CEMENT CONCRETE PAVEMENT (COLORED)
 - 4" GRAVEL

- NOTES**
- ADJUST ALL EXISTING UTILITIES TO GRADE. WORK CONSIDERED INCIDENTAL TO PAVING.
 - CONTRACTOR SHALL USE CITY'S EXISTING IRRIGATION CONNECTION TO FEED IRRIGATION IN BUFFER. INSTALLATION OF IRRIGATION INCLUDES DESIGN OF SYSTEM. SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION.

NOTE
1. CURB CUT IS CONSIDERED INCIDENTAL TO CURB.



CEMENT CONCRETE CURB CUT DETAIL (1 C3)
NO SCALE



NOTE: EXCAVATION & BACKFILL SYMMETRICAL ABOUT DRYWELL CENTERLINE

D=7' (600 GAL) - 10 cy MIN.*
D=11' (1000 GAL) - 20 cy MIN.*

DRYWELL DETAIL (2 C3)
NO SCALE

Section 11, Item b.

WELCH-COMER ENGINEERS & SURVEYORS

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NO. DATE REVISION DESCRIPTION BY

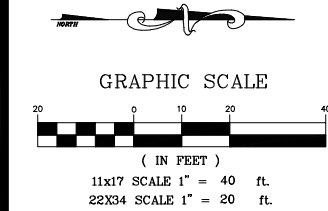
CITY OF MILLWOOD

ARGONNE ROAD-EMPIRE TO LIBERTY CONGESTION RELIEF

PLAN VIEW

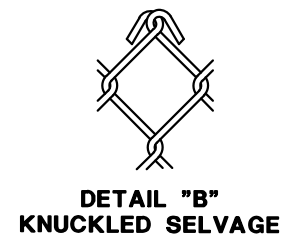
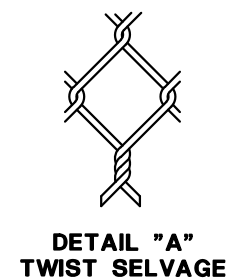
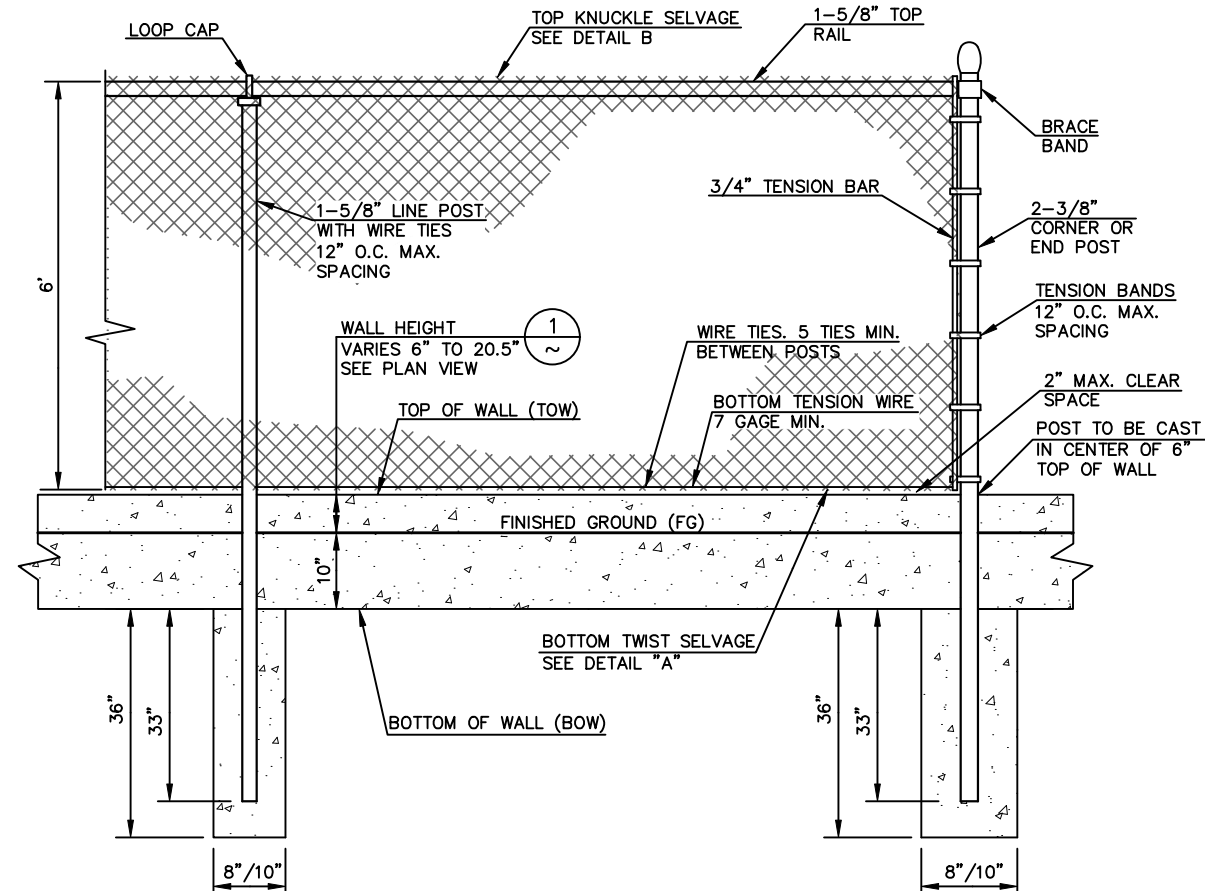
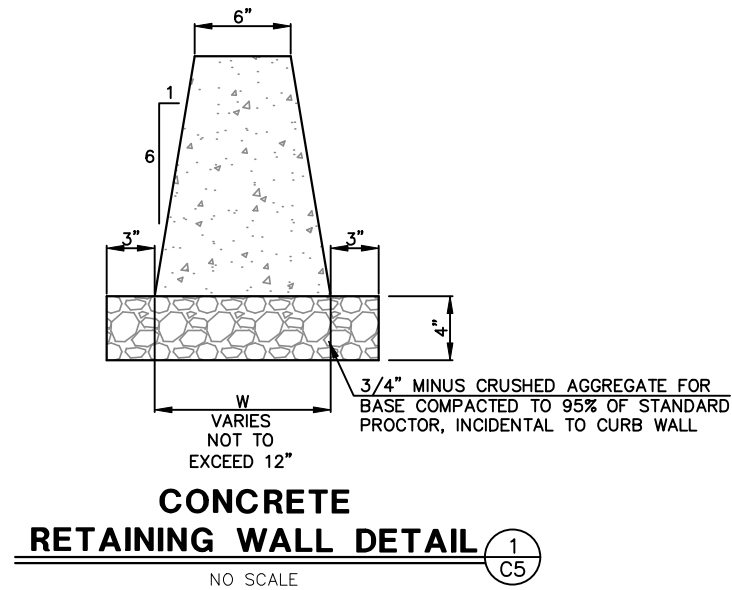
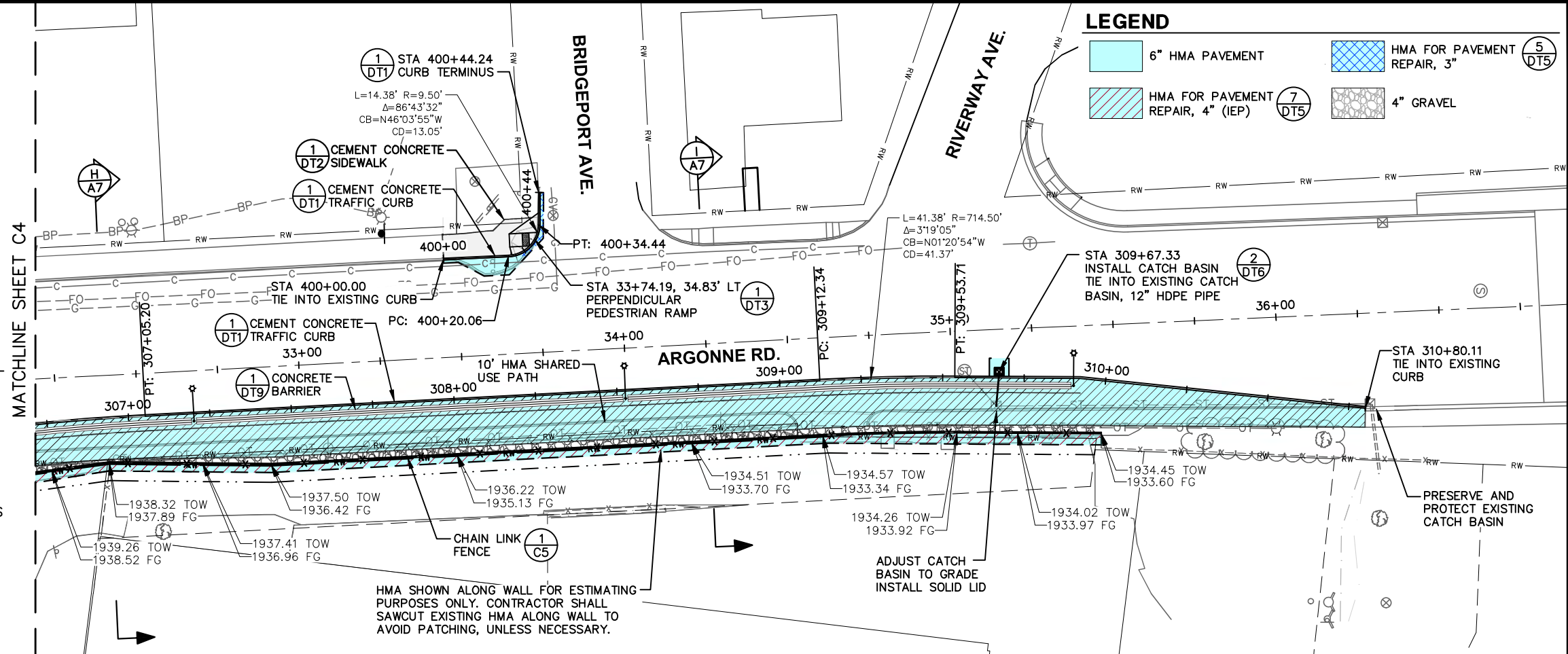
PROJ NO: 51061
DESIGNED BY: A.J.D.
DRAWN BY: J.A.L.
CHECKED BY: A.J.D.
DWG NAME: 51061P.L05.DWG
DATE: 10-22-24
SHEET NO:

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS
BEFORE YOU DIG



NOTES

1. ADJUST ALL EXISTING UTILITIES TO GRADE. WORK CONSIDERED INCIDENTAL TO PAVING.
2. CONTRACTOR SHALL USE CITY'S EXISTING IRRIGATION CONNECTION TO FEED IRRIGATION IN BUFFER. INSTALLATION OF IRRIGATION INCLUDES DESIGN OF SYSTEM. SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION.
3. INSTALL TEMPORARY FENCE AROUND IEP PROPERTY WHERE EXISTING FENCE IS BEING REMOVED. MAINTAIN TEMPORARY FENCE UNTIL PERMANENT FENCE IS INSTALLED. KEEP TEMPORARY FENCING WITH TCE.



Section 11, Item b.

WELCH-CORNER ENGINEERS & SURVEYORS

PROFESSIONAL ENGINEER

50431

10/22/24

WELCH-CORNER ENGINEERS & SURVEYORS

208-664-9382
(toll free) 877-815-5672
(fax) 208-664-5946

www.welchcorner.com
330 E. Lakeside Ave, Suite 101
Coeur d'Alene, ID 83814

NO. DATE REVISION DESCRIPTION

CITY OF MILLWOOD

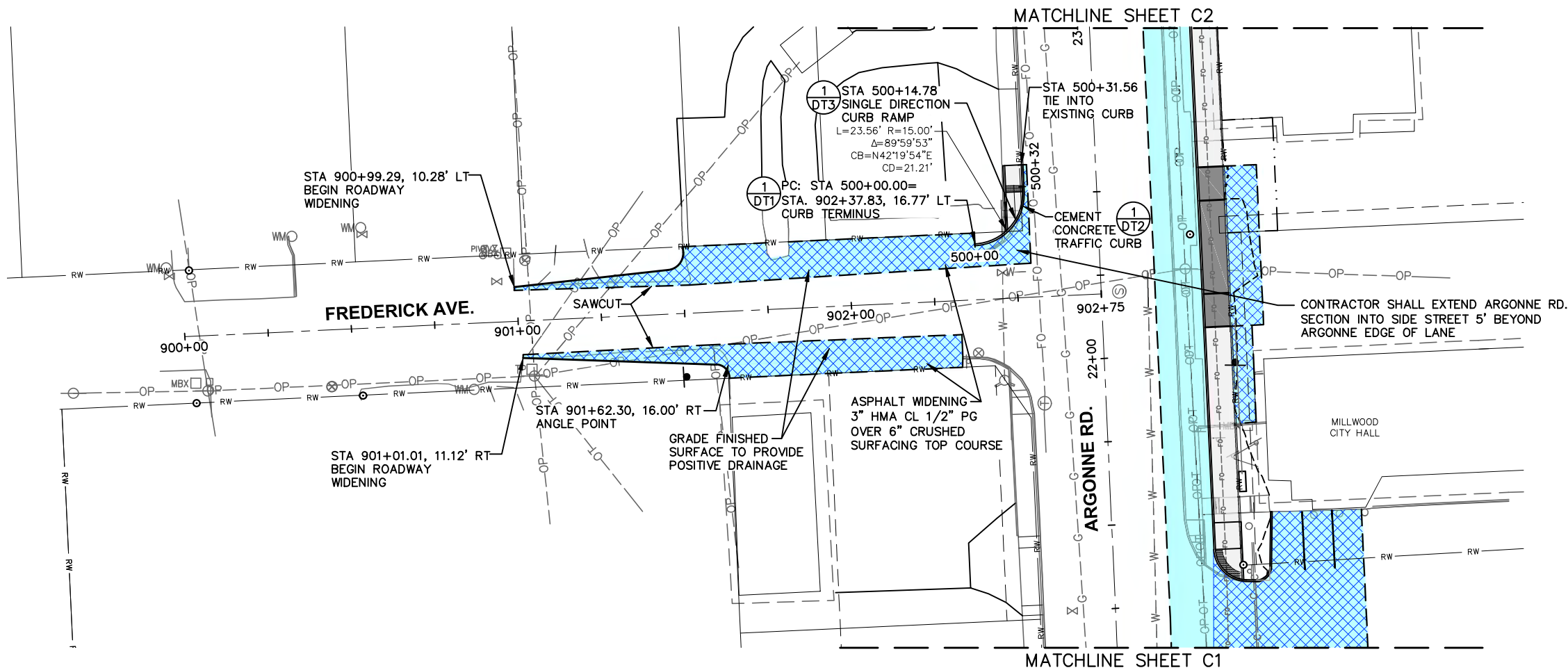
ARGONNE ROAD-EMPIRE TO LIBERTY CONGESTION RELIEF

PLAN VIEW

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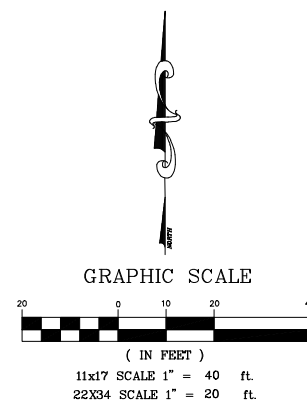
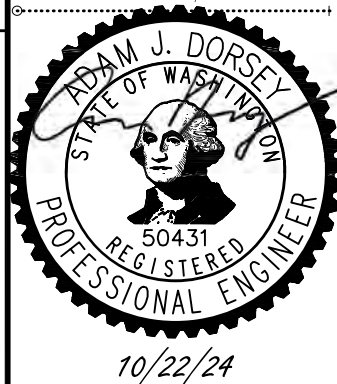
C5

208



UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS
BEFORE YOU DIG

COR
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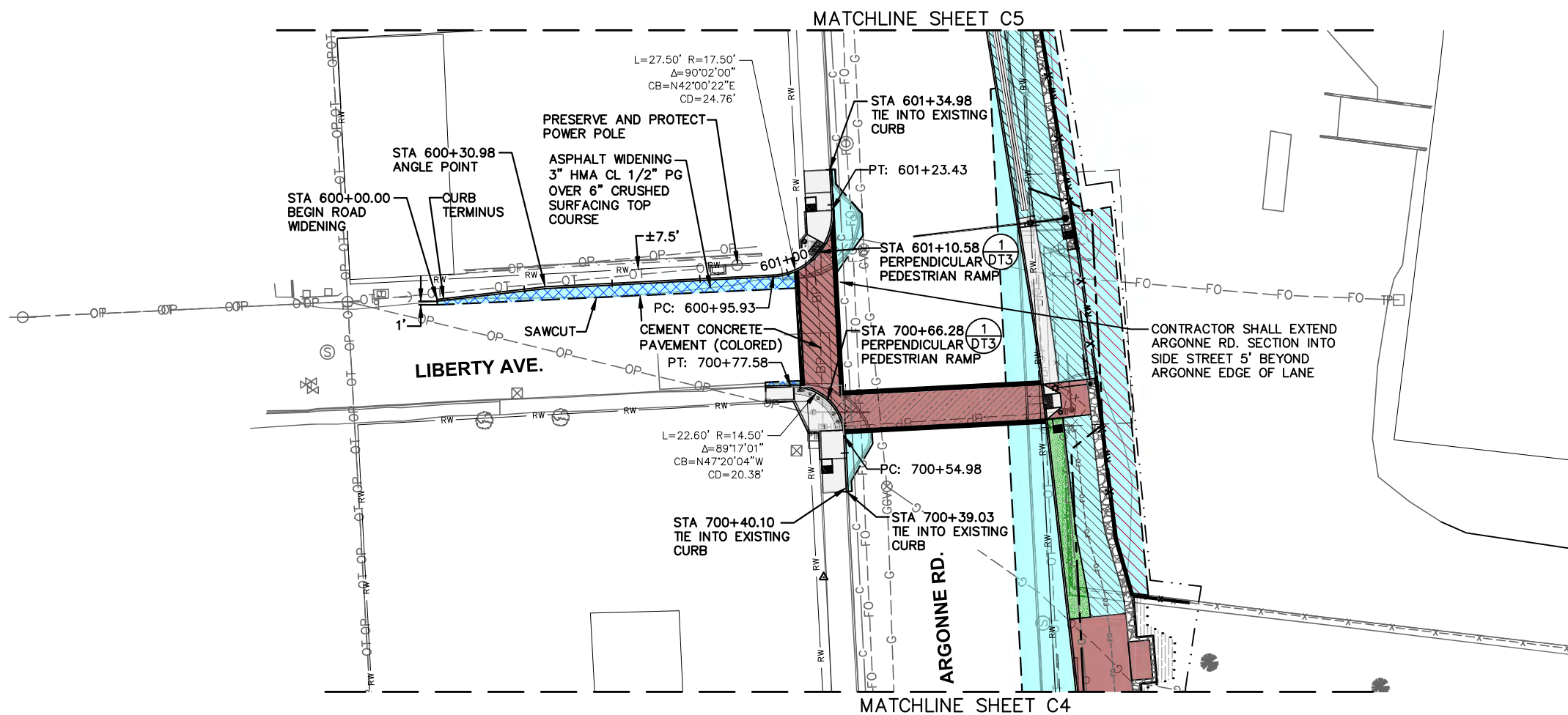


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LEGEND

- 6" HMA PAVEMENT
- HMA FOR PAVEMENT
REPAIR, 3" (5)
DT5
- CEMENT CONCRETE
PAVEMENT, 8" (3)
DT5
- CEMENT CONCRETE
PAVEMENT, 14" (6)
DT5
- HMA FOR PAVEMENT
REPAIR, 4" (IEP) (7)
DT5
- CEMENT CONCRETE
PAVEMENT (COLORED)
- 4" GRAVEL

CITY OF MILLWOOD

ARGONNE ROAD-EMPIRE TO
LIBERTY CONGESTION RELIEF

PLAN VIEW

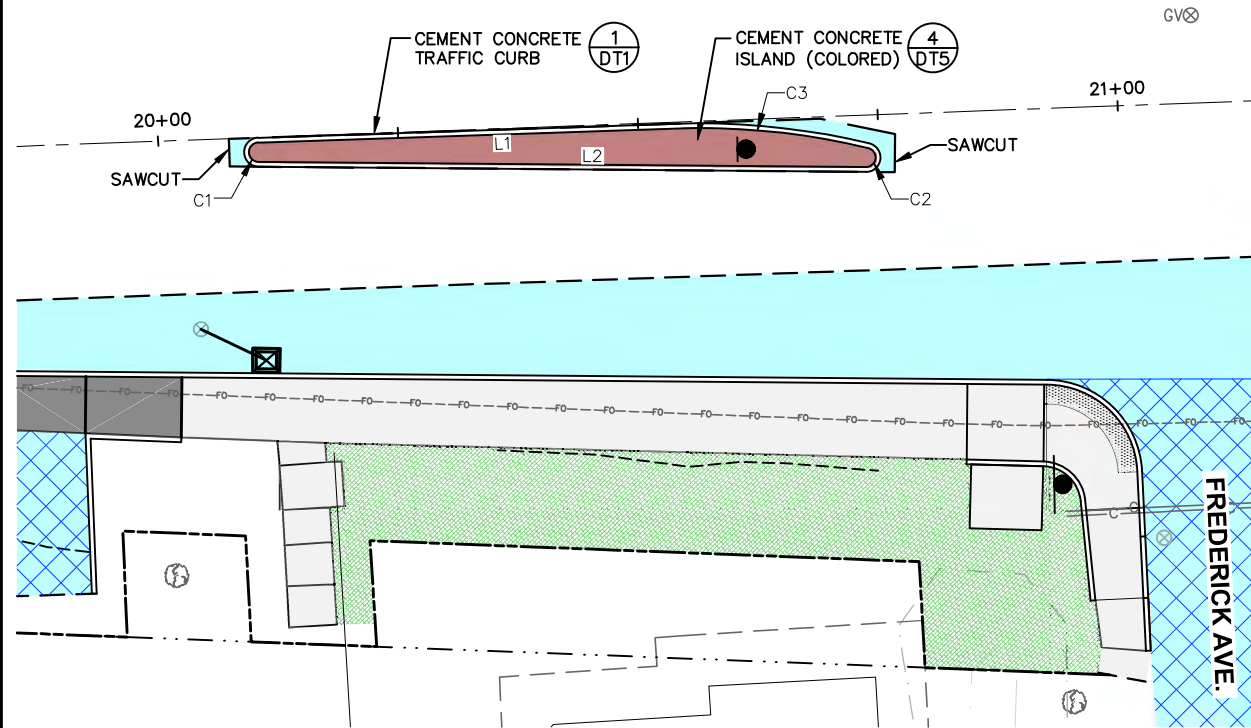
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DWG NAME: 51061PL05.DWG
DATE: 10-22-24
SHEET NO:

C6

ISLAND NO. 1

LINE TABLE		
LINE NO.	BEARING	LENGTH
L1	N1°57'06"W	43.16'
L2	S2°12'19"W	68.29'

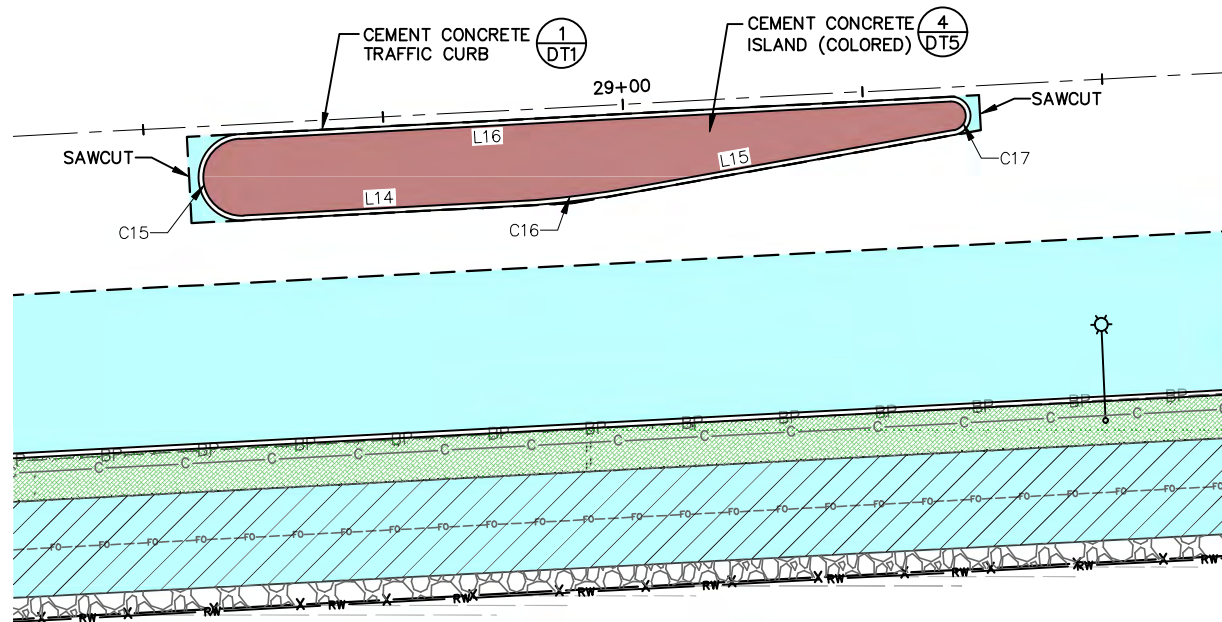
CURVE TABLE					
CURVE NO.	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD LENGTH
C1	1.00'	177°33'24"	3.10'	N89°16'11"E	2.00'
C2	1.00'	166°52'13"	2.91'	N82°56'46"W	1.99'
C3	74.50'	15°34'05"	20.24'	S5°49'56"W	20.18'



ISLAND NO. 3

LINE TABLE		
LINE NO.	BEARING	LENGTH
L14	N3°00'27"W	28.01'
L15	N10°07'57"W	34.21'
L16	S3°00'27"E	74.11'

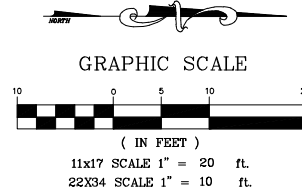
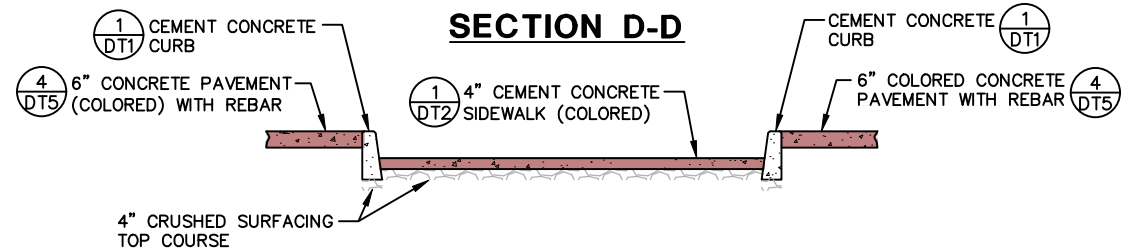
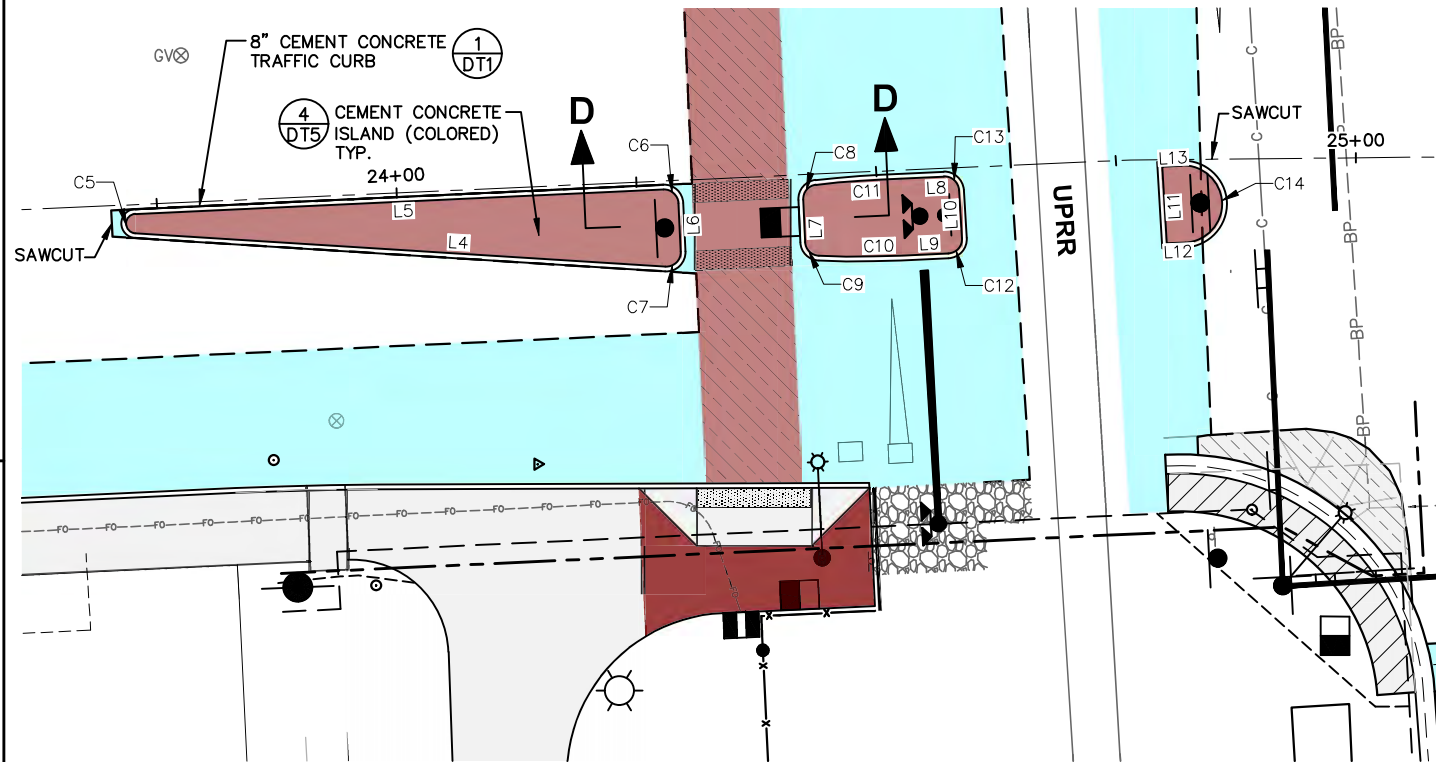
CURVE TABLE					
CURVE NO.	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD LENGTH
C15	4.00'	180°00'00"	12.57'	N86°59'33"E	8.00'
C16	99.50'	7°07'30"	12.37'	N6°34'12"W	12.37'
C17	1.50'	172°52'30"	4.53'	S83°25'48"W	2.99'



ISLAND NO. 2

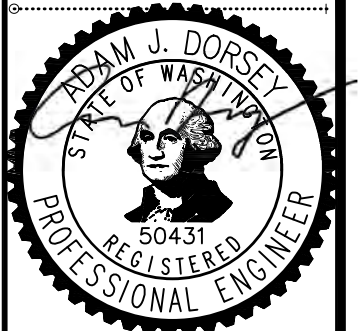
LINE TABLE		
LINE NO.	BEARING	LENGTH
L4	S3°36'58"W	55.32'
L5	N2°38'34"W	55.05'
L6	N87°22'56"E	5.03'
L7	N87°25'28"E	4.41'
L8	S2°38'34"E	6.50'
L9	N2°38'34"W	4.98'
L10	S86°19'59"W	5.00'
L11	N86°33'33"E	8.00'
L12	N2°38'34"W	1.93'
L13	S2°38'34"E	2.04'

CURVE TABLE					
CURVE NO.	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD LENGTH
C5	1.00'	173°44'28"	3.03'	S89°30'48"E	2.00'
C6	1.50'	90°01'30"	2.36'	S42°22'11"W	2.12'
C7	1.50'	96°14'02"	2.52'	N44°30'03"W	2.23'
C8	1.50'	85°59'14"	2.25'	S49°34'54"E	2.05'
C9	1.50'	85°10'34"	2.23'	N44°50'11"E	2.03'
C10	99.50'	4°53'28"	8.49'	N0°11'50"W	8.49'
C11	99.50'	3°56'43"	6.85'	S4°36'56"E	6.85'
C12	1.50'	91°01'27"	2.38'	N48°09'17"W	2.14'
C13	1.50'	88°58'33"	2.33'	S41°50'43"W	2.10'
C14	4.00'	180°00'00"	12.57'	S87°21'26"W	8.00'



Section 11, Item b.

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NO. DATE REVISION DESCRIPTION BY

CITY OF MILLWOOD
ARGONNE ROAD-EMPIRE TO
LIBERTY CONGESTION RELIEF

ISLAND PLAN VIEWS

PROJ NO: 51061
DESIGNED BY: A.J.D.
DRAWN BY: J.A.L.
CHECKED BY: A.J.D.
DWG NAME: 51061PL05.DWG
DATE: 10-22-24
SHEET NO:

C7

File Attachments for Item:

c. Welch-Comer - Summary of Public Comments from Argonne Congestion Relief Project Open Houses

Memorandum

TO: MAYOR FREEMAN & MILLWOOD CITY COUNCIL
FROM: MATT GILLIS, P.E.
PRJ. #: 51061
SUBJECT: SUMMARY OF ARGONNE RD PUBLIC OUTREACH EFFORT
DATE: OCTOBER 2, 2024

Summary of Argonne Road Public Outreach Effort

During our public outreach efforts for the Argonne Road project, we received substantial feedback from the community. Below is a summary of the primary concerns and considerations raised by the public, along with our proposed strategies for addressing them:

Concerns Raised by the Community w/ Welch Comer Responses

- **Concern:** Tearing up the street: The community expressed concerns about the disruption and inconvenience from extensive street construction.
- **Response:** Many remember the intrusiveness of the 2009 project. However, this upcoming project will be much less intrusive and shorter in duration. Most of the work will be conducted on the east side. Left turns will be available, which were not in 2009.
- **Concern:** Road will be too wide: There is apprehension that the new road design may be too wide, potentially affecting the local aesthetic and functionality.
- **Response:** The road is widening about 11 feet in total, just enough to provide a left turn lane for people trying to get into Millwood. These left turn lanes will improve safety and reduce congestion. Eventual implementation of turn lanes is consistent with the 2008 Argonne Corridor Study.
- **Concern:** Eliminating existing crosswalks: Residents are concerned that removing existing crosswalks will reduce pedestrian safety and accessibility.
- **Response:** The crosswalk of particular concern, located on the east side of the railroad crossing, was removed due to a railroad requirement related to their switch. After months of working and negotiating with the railroad, the City accepted the railroad's requirement.
- **Concern:** Pushing traffic into residential neighborhoods: The community fears that the new road design will divert traffic into nearby residential areas, causing congestion and safety issues.
- **Response:** This concern arises from the closure of the northbound left turn at Euclid due to serious safety concerns. It's common to see vehicles parked on the RR tracks when waiting behind a vehicle turning left at Euclid; this is undesirable. The 14 vehicles that turn at Euclid during the peak hour (about 1 vehicle every 4 minutes) will be directed to other side streets (Grace, Frederick, Dalton, Liberty, S. Riverway).
- **Concern:** Congestion relief: There is skepticism about the project's ability to reduce traffic volumes effectively, with concerns that the road will remain congested.

- **Response:** Argonne Road will remain busy. Even with the Bigelow Gulch improvements, SRTC traffic modeling shows that Argonne traffic will only decrease from 31,477 vehicles/day in 2019 to 27,438 in 2045. Also, Millwood’s Argonne project itself will not likely reduce traffic volumes. Instead, providing left turns will help with congestion and improve safety.

Design Modifications

We are carefully considering public design change requests to ensure they align with the current City Council direction for the project. The primary concerns provided and their potential mitigation are provided below:

- Concrete Median North of Liberty: We will slightly modify and shorten this median to improve access to the Old Mill Grill on the west side of Argonne. This minor change can be accommodated.
- Planter strip/concrete barrier: We will add a barrier or planter between the curb and pathway on the east side, north of Liberty, by narrowing the lanes further but still within standards. The inclusion of a physical barrier (concrete) will depend on the project's budget and may be added as an alternate.
- Widening Sidewalk on the east side south of the Millwood Trail: We will reduce lane widths in this area to widen the sidewalk up to 8+ feet, providing a safer pedestrian design.
- Transit Stop Modifications: To reduce bus stop duration and help with congestion, we will modify and raise the curb/sidewalk at the northbound transit stop, facilitating ADA loading ramp operations.
- Frederick Island Modification: We will slightly modify the proposed concrete island just south of Frederick to allow better westbound left turns, especially for fire trucks.

Potential Future Improvements

The following items are worth further consideration but are not part of this project. The City will explore how and when they will be reviewed, designed, and implemented into the community.

- Wayfinding: The City will explore potential designs, locations, content for a Wayfinding system in the downtown area. Recommend creating a committee to explore options.
- Street Furniture: Like wayfinding, street furniture will be studied after the project is complete. Recommend a committee to discuss and select style and location of all furniture (benches, garbage cans, bike racks).
- Empire Bike Path: Once the project is complete, the City will evaluate how the Empire bike path system integrates into Argonne Road.
- SVFD Access to Argonne: We will provide the necessary infrastructure for future installation of any fire truck warning system.

File Attachments for Item:

a. Public Remarks Received

To: Mayor Kevin Freeman and Millwood City Council
 Date: October 28, 2024

The members of the Millwood Historic Preservation Commission realize that the City underwent rapid changes in staff during the summer of 2023. However, Mayor Freeman's characterization of the HPC as "aimless and a little lost" and having a "lack of professional input" at the October 8 City Council meeting cannot go unaddressed. Not only are these comments less than accurate, they portray the Historic Preservation Commission in a very negative light.

At the time that HPC meetings ceased in 2023, coinciding with the departure of Christina Janssen, we were poised to do the following:

- Add the Brown Building, the Salmon House, and the Buckland House to the local Historic Register
- Encourage residents whose homes are 100 years old to display the decal designed for that purpose
- Facilitate applications for potential nomination to local, state, and national registers
- Continue protections according to the Secretary of the Interior's guidelines for preservation of landmarks (discouraging painting on brick, etc.) within the Historic District
- Provide plaques identifying historic homes and businesses
- Identify the Millwood Historic District through appropriate vintage signage.

Our recent accomplishments include the following:

- A grant for \$10,000 providing instruction in historic preservation issues by Northwest Vernacular, which provided an expansive library of preservation resources
- A \$6,000 grant we wrote post-COVID that funded production of four videos on local historic homes, which currently run on the City's website.
- A collegial and productive relationship with the Washington Department of Archaeological and Historic Preservation (DAHP).
- Annie Oakes's professional presentation on historic Millwood at the Northwest Anthropology Conference in April 2023.
- Working with the grassroots group Millwood History Enthusiasts at Millwood Daze, Millwood History Days at Argonne Library, and the upcoming 2025 MAC Mother's Day Historic Neighborhood Tour of Millwood Homes.

When we asked City staff when meetings would again be held, we were repeatedly told that there was "not enough staff" for us to meet and received no other information. MHPC members cannot meet without following Open Public Meetings protocol requiring participation and notices by City staff. The MHPC was placed in a double-bind and are now labeled "aimless and a little lost." Comments were also made about a "lack of professional input." Ms. Major and Dr. Oakes were originally appointed to the Commission by Tom Richardson and approved by the Mayor precisely because of their professional experience and educational background in cultural heritage. Our work with DAHP has enhanced preservation of Millwood's unique history, and we are always open to professional guidance from any resources available.

Please keep in mind that the Millwood HPC represents the concerns of not merely a few individuals on the Commission but hundreds of Millwood residents, past and current. The MHPC would like to respond and clarify our position. We will continue to preserve and protect our historic heritage be it under a City-endorsed entity or personally as residents and representatives of our culturally rich community.

Regards,

Millwood Historic Preservation Commission