



**CITY COUNCIL MEETING
TUESDAY, FEBRUARY 17, 2026
HELD REMOTELY & IN PERSON AT CITY HALL
22710 E COUNTRY VISTA DRIVE**

Instructions for providing public comment can be found at the end of the agenda.

Questions or Need Assistance? Please contact the City Clerk at
rcaton@libertylakewa.gov

6:00 P.M. REGULAR SESSION

- 1. Invocation**
- 2. Pledge of Allegiance**
- 3. Call to Order**
- 4. Roll Call**
- 5. Agenda Approval**
- 6. Citizen Comments**
- 7. Announcements / Proclamations / Special Presentations**
 - A. 2025 Year-End Financial Report
 - B. 2025 Year-End Police Department Report
- 8. Reports & Inquiries**
 - A. City Council
 - B. Mayor
 - C. City Administrator
 - D. Liberty Lake Sewer & Water District
 - E. Parks & Arts Commission
 - F. Community Engagement Commission
- 9. Workshop Discussions**

- A. Transportation Resiliency Plan
- B. New City Logo

10. General Business – Consent Agenda

- A. Meeting Minutes
Recommended Action: Approve the February 3, 2026, City Council Meeting Minutes
- B. February 17, 2026, vouchers, and January 16–31 payroll and benefits
Recommended Action: Approve the February 17, 2026, vouchers, and January 16–31 payroll and benefits in the amount of \$731,356.98
- C. Zencity Engage Subscription Payment
Recommended Action: Approve the annual payment for the Zencity Engage subscription, services, and support in an amount not to exceed \$13,080.
- D. Intergovernmental Agreement between Spokane County and the City of Liberty Lake Regarding Commute Trip Reduction Implementation
Recommended Action: Authorize the Mayor to execute the intergovernmental agreement for commute trip reduction implementation.
- E. Task Order 2026-03 with Parametrix for Kramer Rd Pedestrian Crossing Design
Recommended Action: Authorize the Mayor to approve Task Order 2026-03 with Parametrix to complete design for Kramer Road pedestrian crossing in an amount not to exceed \$14,235.
- F. Purchase (2) new Patrol Vehicles
Recommended Action: Recommend the approval of the vehicle purchase to include the upfitting costs in an amount not to exceed \$163,000.00.

11. General Business - Action Items

- A. Appointment of Lori Merkel to the Community Engagement Commission
Recommended Action: Confirm Mayor Kaminskas' appointment of Lori Merkel to the Community Engagement Commission Position 4.
- B. Appointment of Abigail Sprague to the Planning Commission
Recommended Action: Confirm Mayor Kaminskas' appointment of Abigail Sprague to the Planning Commission adjunct position.
- C. Police Department Security Door Installation Project
Recommended Action: Move to approve a confirming purchase order and authorize payment of invoice from Access Unlimited for an amount not to exceed \$8,200.

D. Donation-Police Evidence Refrigerator

Recommended Action: Accept the donation from Home Depot for the LG 24cu. ft. top Mount Freezer/Refrigerator in a valued amount of \$1199.00.

12. Council Comments

13. Public Hearings / Appeals-No items currently

14. Resolutions

A. Resolution 20-280A Adopting the Updated Network Analysis

15. Ordinances

A. Ordinance 316 - An Ordinance of the City of Liberty Lake, WA establishing the PD Evidence Custodial Fund

16. Emergency Ordinances-No items currently

17. Introduction of Upcoming Agenda Items

18. Citizen Comments

19. Executive Session-No items currently

20. Adjournment

JOIN ZOOM MEETING

2nd meeting of the month:

To view the meeting live via Zoom Meeting, join the Zoom web meeting:

Meeting Instructions:

Join from a PC, Mac, iPad, iPhone or Android device:

<https://us02web.zoom.us/j/83557862246>

Or One tap mobile:

+12532050468,,86578556158# US

+12532158782,,86578556158# US (Tacoma)

Or join by phone:

Dial: +1 253 205 0468 or +1 253 215 8782

Webinar ID: 835 5786 2246

PUBLIC COMMENT

If you wish to provide oral public comments during the Council meeting, you may do so in-person at City Hall or virtually via zoom. If you wish to speak in-person, please fill out a yellow Request to Speak Form. If you wish to speak via zoom, please join the zoom meeting using the meeting information above. The Mayor will invite public comments during the appropriate section of the agenda, at which time you can raise your hand, or send a request to speak to our meeting host using the chat function within the zoom meeting.

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to rcaton@libertylakewa.gov by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Liberty Lake resident
4. The Agenda Item(s) which you are speaking about

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.



AGENDA ITEM NO.: 7.A.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: 2025 Year-End Financial Report

Dept of Origin: Finance and Administrative **Dept. Head Approval:** Kyle Dixon
Services

Exhibit(s):
None

Expenditure Required	No
Budgeted	N/a
City Program	Financial Reporting

Summary Statement

Review of 2025 revenue and expenses by departments and a look ahead for 2026.

Recommended Action

No action recommended.



AGENDA ITEM NO.: 7.B.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: 2025 Year-End Police Department Report

Dept of Origin: Police

Dept. Head Approval: Damon Simmons

Exhibit(s):
2025 End of the Year Report

Expenditure Required	No
Budgeted	N/a
City Program	Multiple

Summary Statement

Review of 2025 law enforcement activities, statistics, and trends, and a look ahead to 2026 priorities.

Recommended Action

No action recommended.



2025 End of the Year Report



Message from the Chief
Chief Damon Simmons, PhD

As we close out 2025, I am proud to report that this has been an outstanding year for the Liberty Lake Police Department and the community we serve. Our officers and professional staff have demonstrated unwavering commitment to public safety, professionalism, and community partnership.

This year, we strengthened our community-oriented policing efforts, reinforcing our belief that public safety is most effective when built on trust, visibility, and collaboration. From neighborhood engagement initiatives to proactive problem-solving strategies, our team continued to prioritize meaningful relationships with residents, businesses, and community stakeholders.

We were also pleased to welcome new officers and staff to our department. These new hires bring fresh energy, strong character, and a commitment to service that enhances our operational readiness and long-term sustainability as an agency.

The statistics included in this report reflect a department that remains proactive, responsive, and data-informed in its approach to policing. Behind every number is a story of service, calls answered, investigations conducted, traffic safety improved, and lives positively impacted.

None of this success happens by accident. It is the result of dedicated professionals who show up every day prepared to serve with integrity, accountability, and respect.

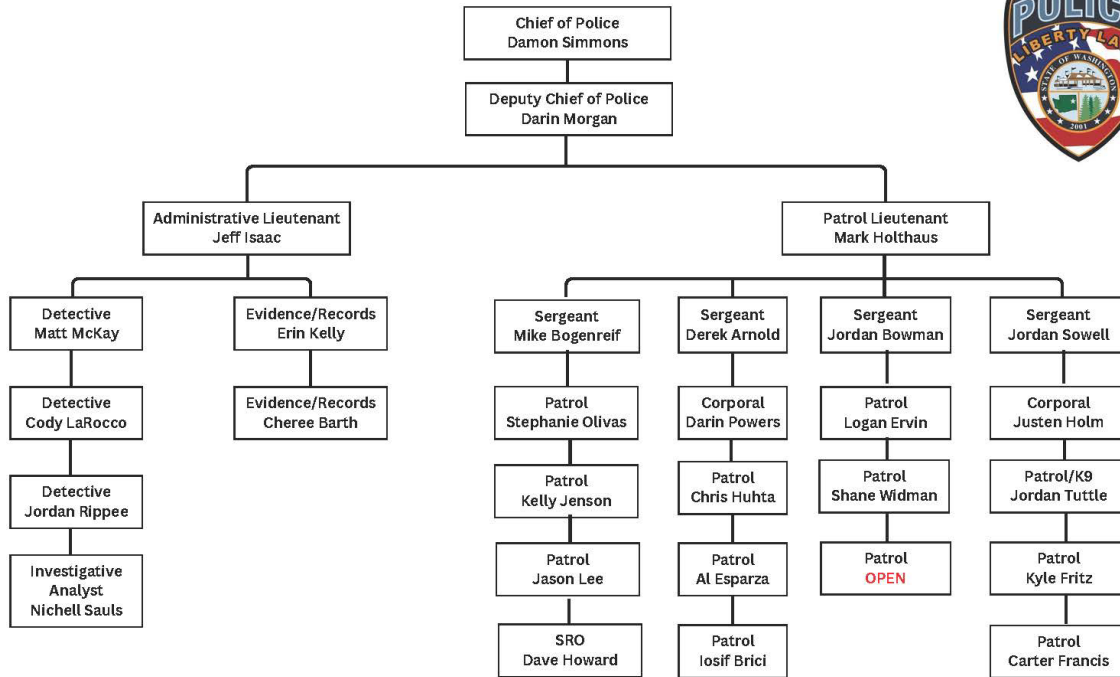
Thank you to our officers, staff, community partners, and the residents of Liberty Lake for your continued trust and support. Together, we made 2025 a year of measurable progress and strengthened public safety.

Damon Simmons

Respectfully,
Chief Damon Simmons
Liberty Lake Police Department

End of the Year Department Organizational Chart

LLPD ORGANIZATIONAL CHART 2025



2025 New Hires

Officer Carter Francis joined us with several years of combined experience in military and law enforcement roles. This includes the Idaho State Police, Sheboygan County Sheriff's Office in Wisconsin, and the United States Coast Guard.



Nichell Sauls joined the Liberty Lake Police Department to fill our new position of Crime Analyst. Nichell brought several years of experience and expertise from her previous role as a Crime Analyst with the Spokane County Sheriff's Department and in the United States Army.



Officer Nathaniel Davison served as a Deputy with the Alameda County Sheriff's Office (CA), and in 2023, Officer Davison began working with the Kootenai County Sheriff's Department and has since decided to continue his commitment to public service with the Liberty Lake Police Department.



Tyler Jauch worked for the Los Angeles County Sheriff's Department, where he was assigned to investigations. He was also a Burglary/Robbery Task Force member and was involved in surveillance investigations and tactical apprehensions of violent serial criminals.



2025 Promotions



deserved recognition!

Mark Holthaus was promoted to the rank of Lieutenant, Derek Arnold was promoted to the rank of Sergeant, Justen Holm was promoted to the rank of Corporal, and Jordan Rippee was promoted to the rank of Detective (R-L).

Each of these men has demonstrated exceptional dedication, leadership, and commitment in serving the Liberty Lake Police Department.

Congratulations to all of them on this well-

Logan Ervin was promoted to the rank of Corporal. Corporal Ervin has proudly served with the Liberty Lake Police Department since May 2021 and has consistently exemplified dedication, courage, and an unwavering commitment to public safety.



Community Oriented Policing

Throughout 2025, officers and professional staff from the Liberty Lake Police Department actively engaged with the community through a wide range of events and outreach efforts, including, but not limited to:

- Liberty Lake Citizen's Academy
- Farmers Market at Town Square
- Kiwanis Yard Sale
- Barefoot in the Park
- Liberty Lake Library Special Story Time with Liberty Lake Police Officers
- Cops, Cars, & Cruisers Special Olympics Event
- HUB Sports "Unlock Your Future" Event
- Christmas Lighting Ceremony
- Too Good for Drugs – Fifth Grade Education Program



In addition, specially trained officers provided citizen training in active shooter response and prevention, as well as women's self-defense courses, further strengthening community safety and preparedness.

These efforts reflect the department's continued commitment to proactive engagement, education, and meaningful community partnerships throughout the year.

Liberty Lake Police Department Records and Evidence Management



The Records and Evidence Clerks at the Liberty Lake Police Department completed 752 of the 871 total public records requests received by the City of Liberty Lake. This represents 86% of all citywide requests, underscoring the department's strong commitment to transparency, accountability, and timely responsiveness in serving the public.

Year End Stats 2025



Liberty Lake Police Department

23127 E Mission Ave, Liberty Lake, WA 99019



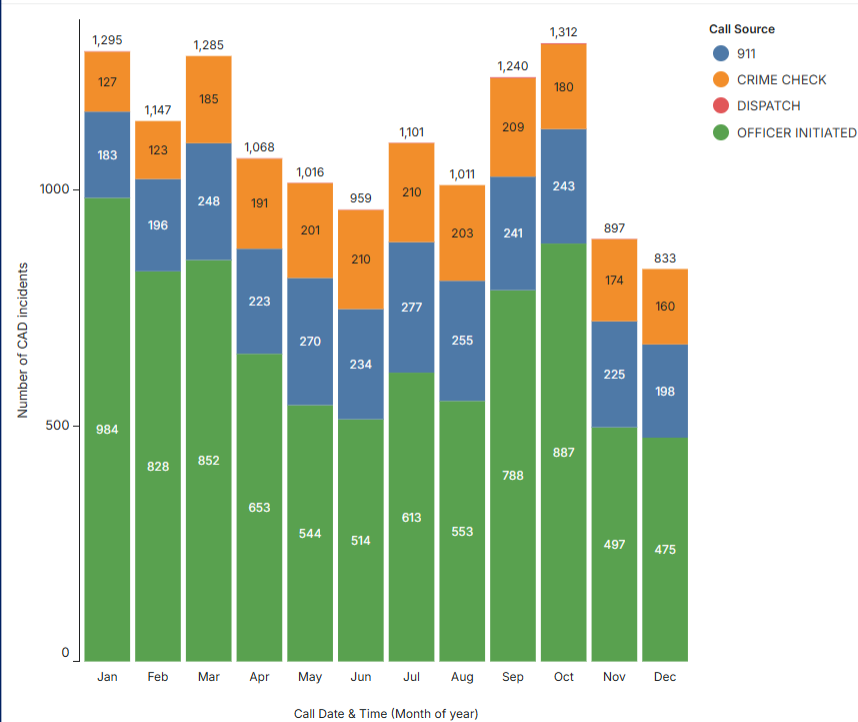
LLPD Crime Analysis

TOTAL CFS

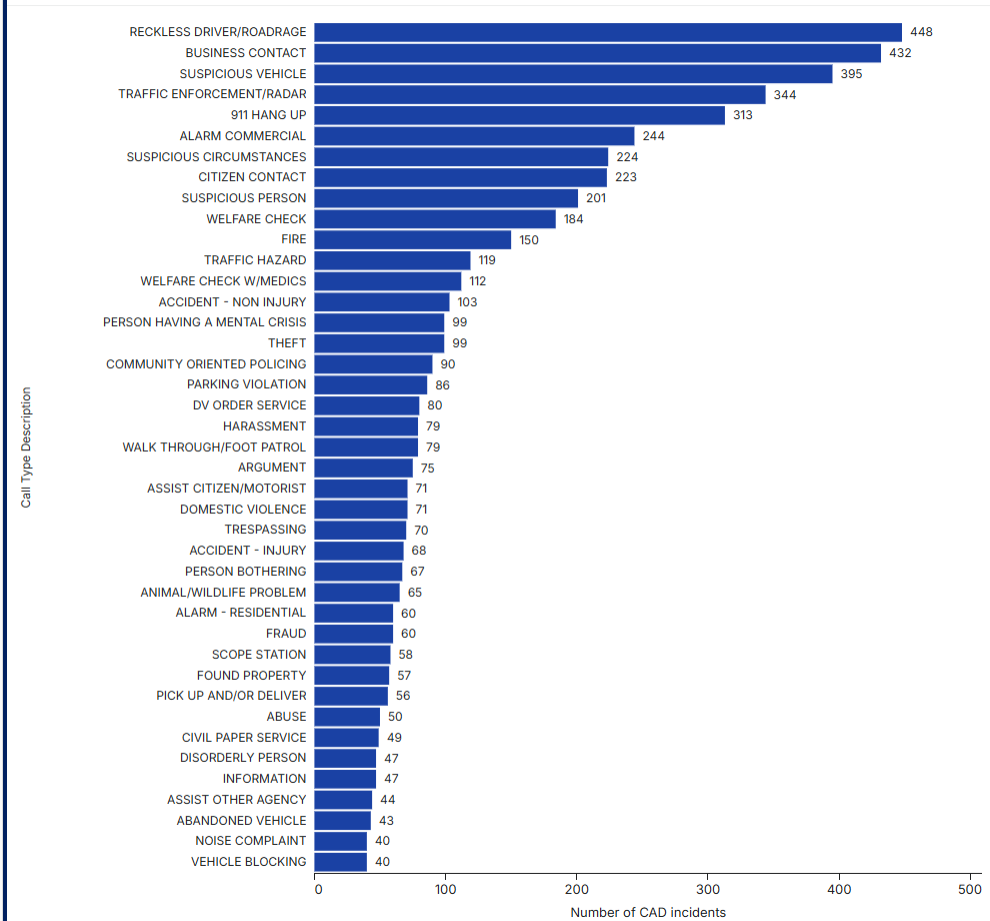
13,170

Total Calls for Service

Total by Day



Top 40 Incident Types (Excluding Prowl Check, Traffic Stops, and Medics)



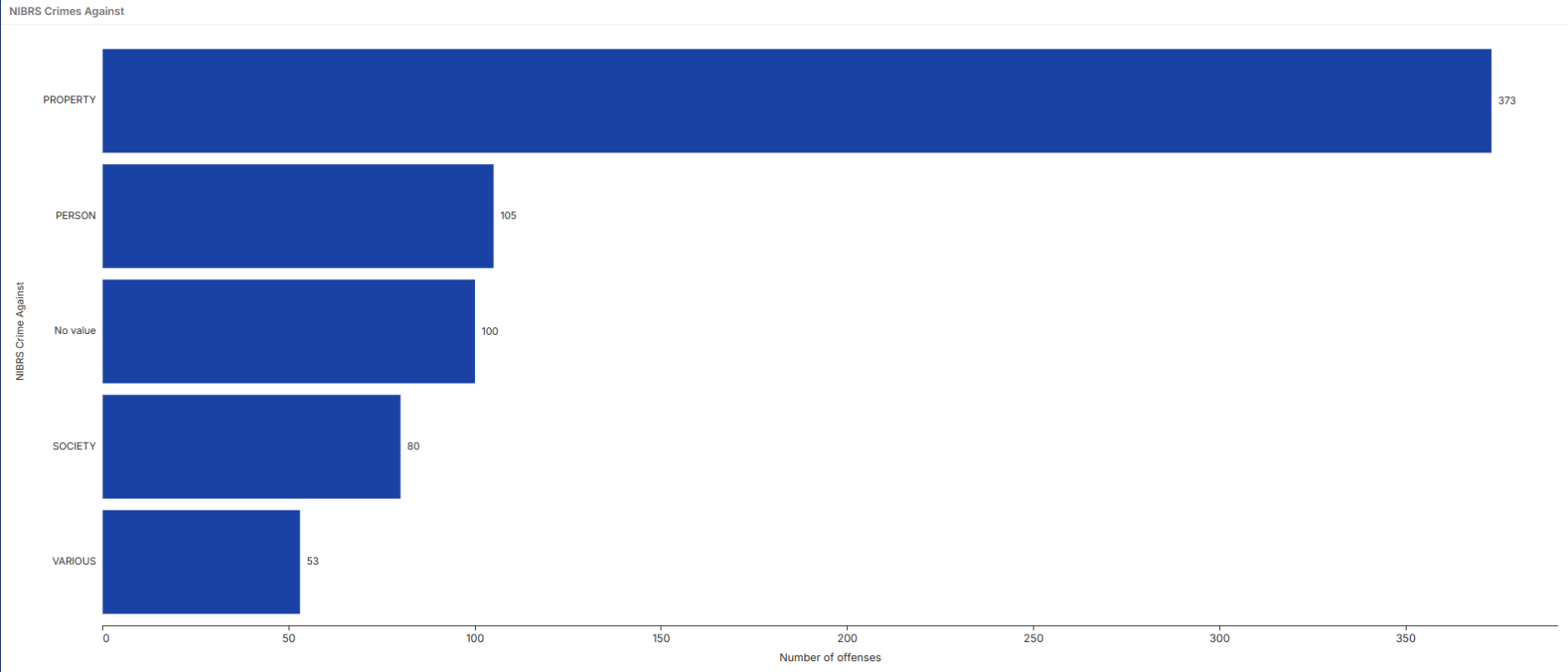


LLPD Crime Analysis

TOTAL OFFENSES

711

Total Offenses 2025



****CATEGORIES BROKEN DOWN IN THE FOLLOWING SLIDES****



LLPD Crime Analysis

PROPERTY CRIMES COMPARISON

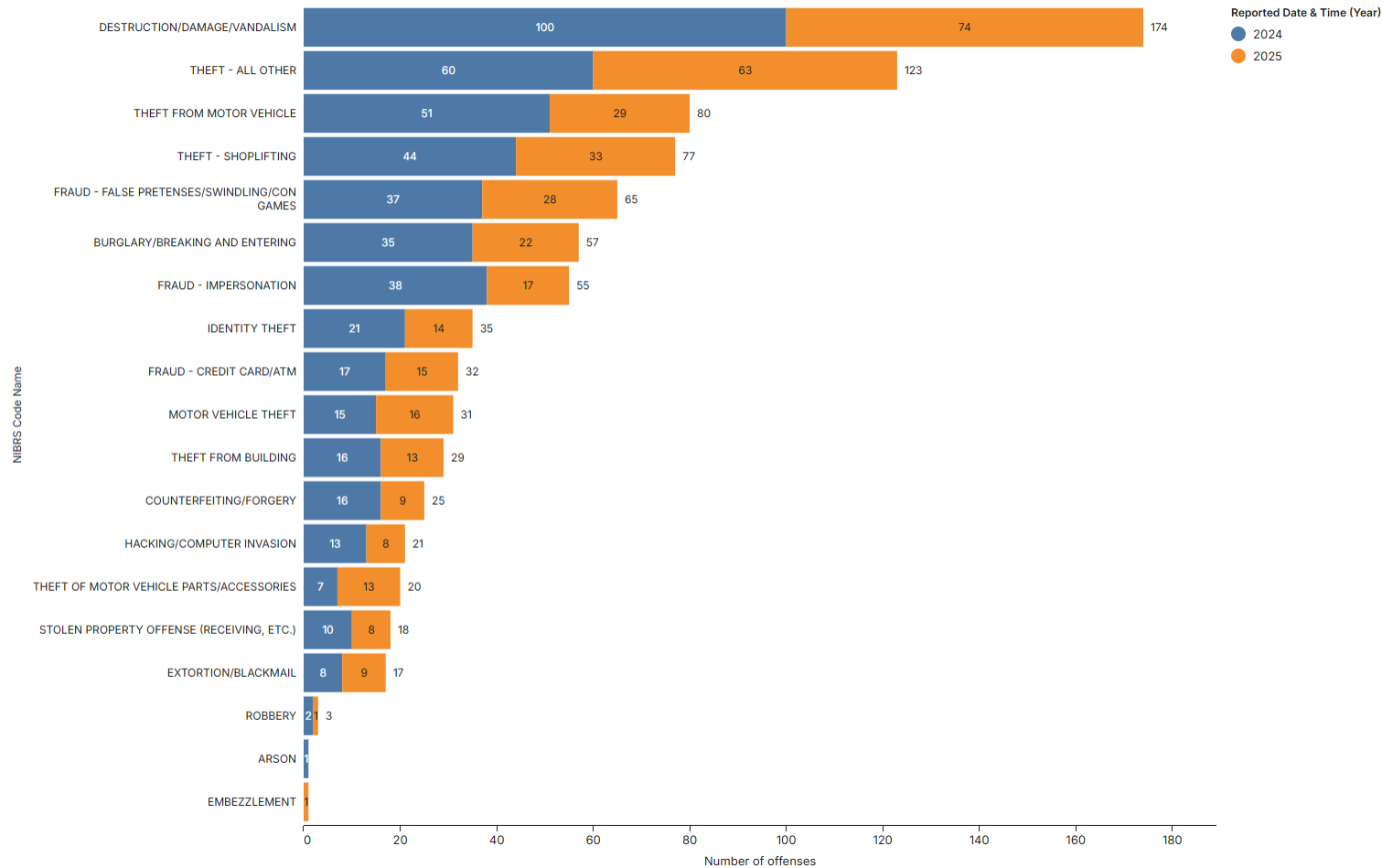
373

PC Count 2025

491

PC Count 2024

PC Offense Description Comparison





LLPD Crime Analysis

PERSON CRIMES COMPARISON

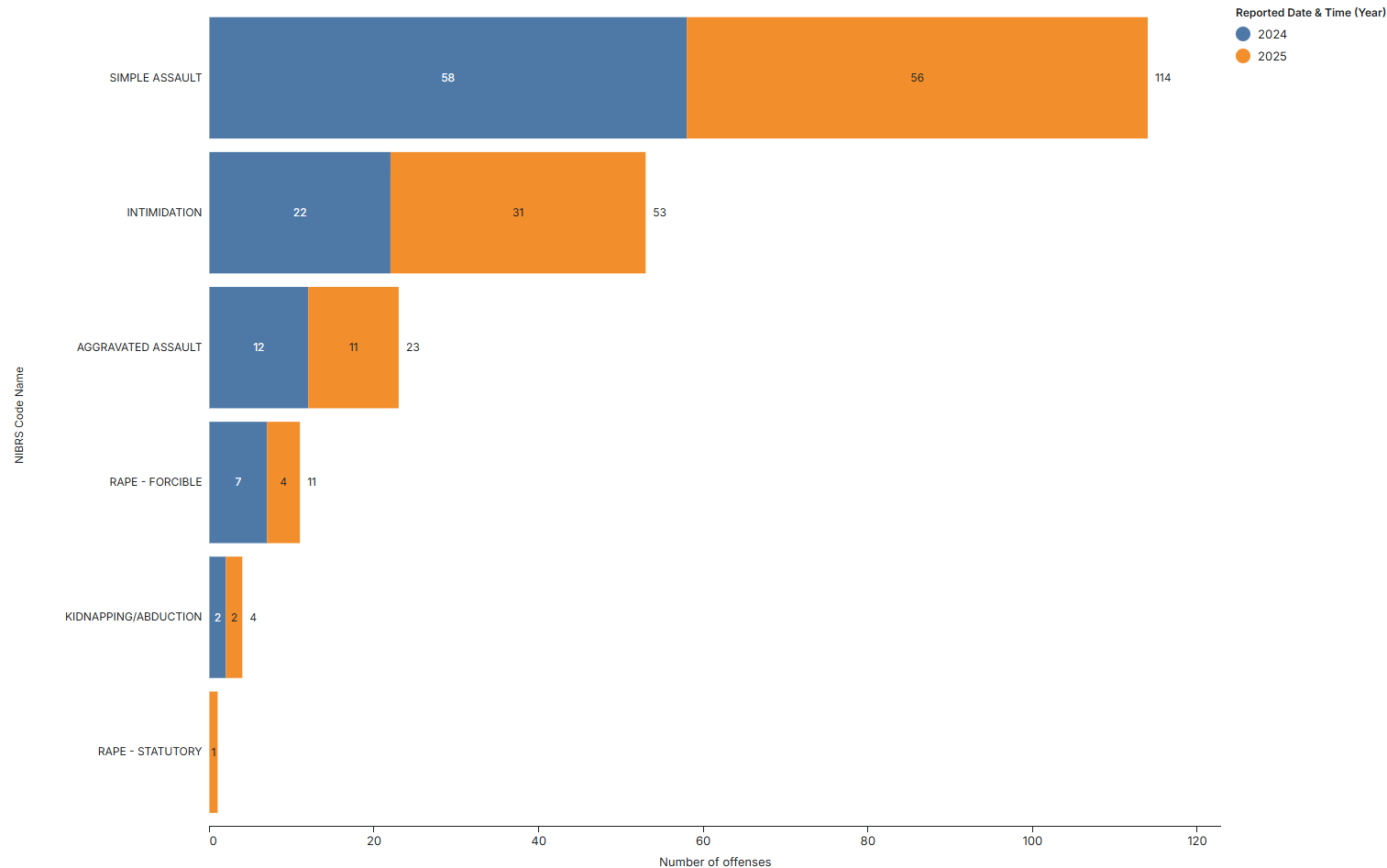
105

PC Count 2025

101

PC Count 2024

PC Offense Description Comparison





LLPD Crime Analysis

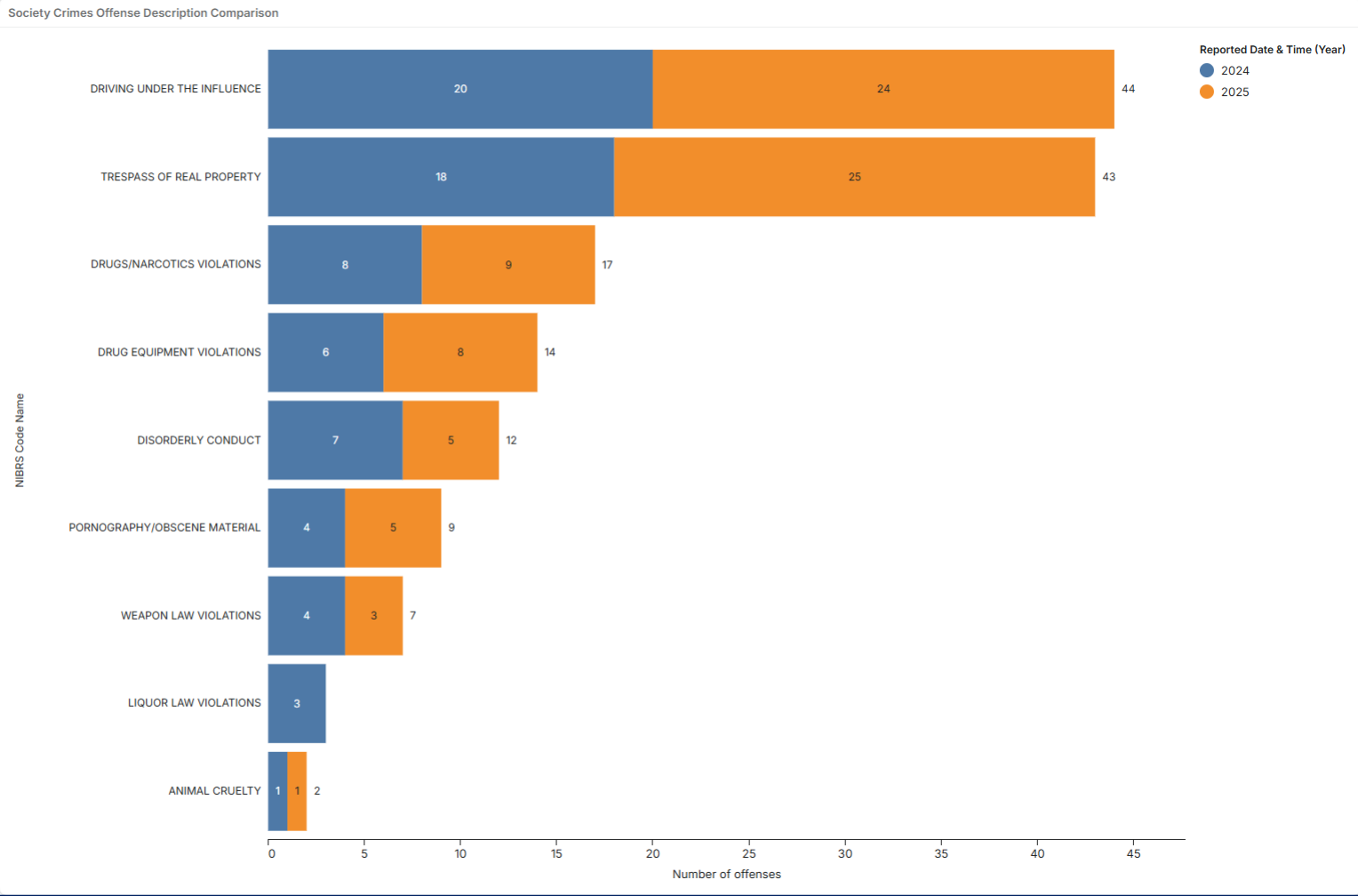
SOCIETY CRIMES COMPARISON

80

Total 2025

71

Total 2024





LLPD Crime Analysis

ALL OTHER CRIMES COMPARISON

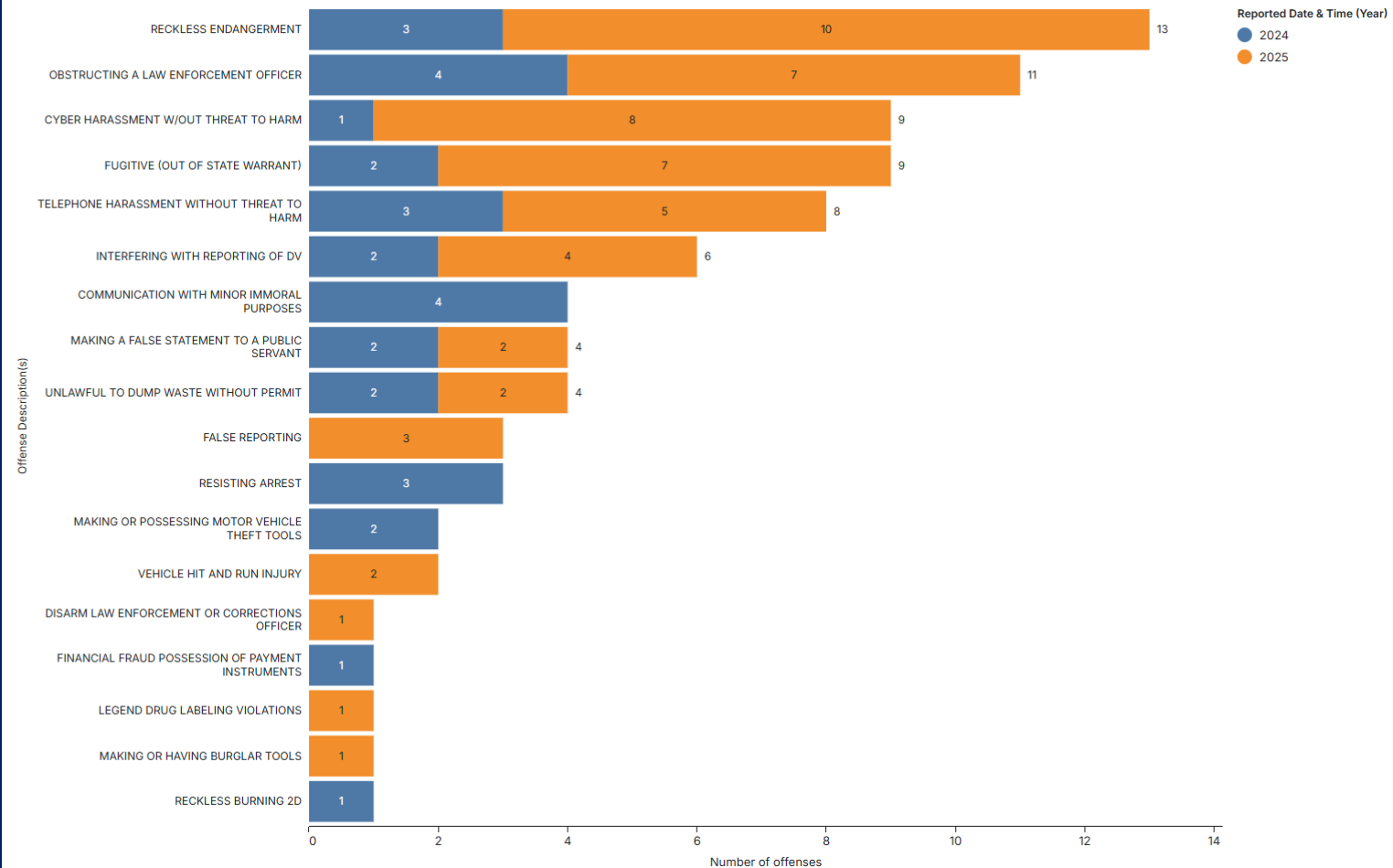
53

Total 2025

30

Total 2024

All Other Crimes Offense Description Comparison





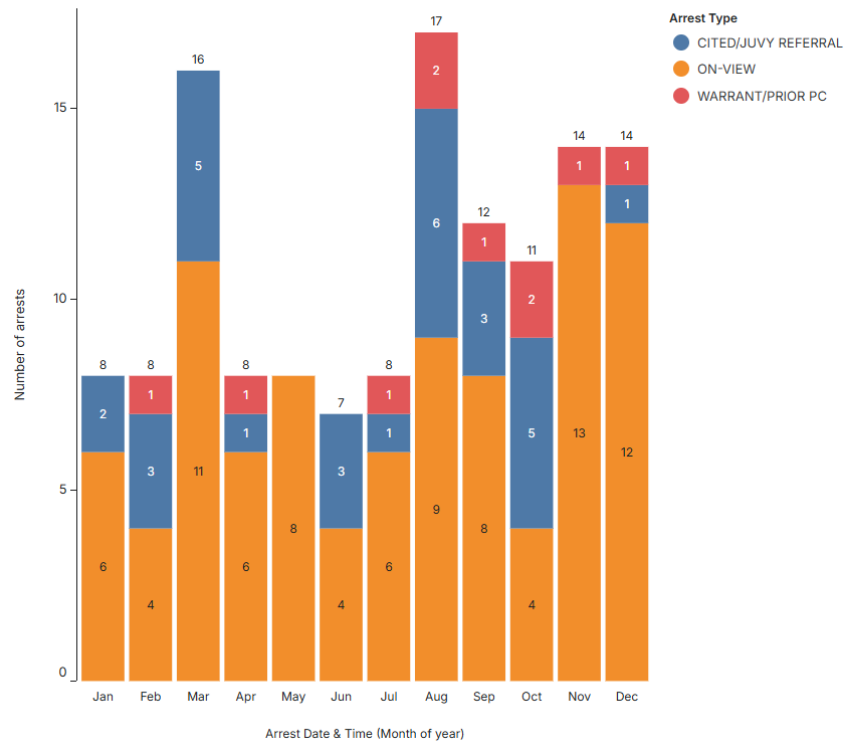
LLPD Crime Analysis

ARRESTS

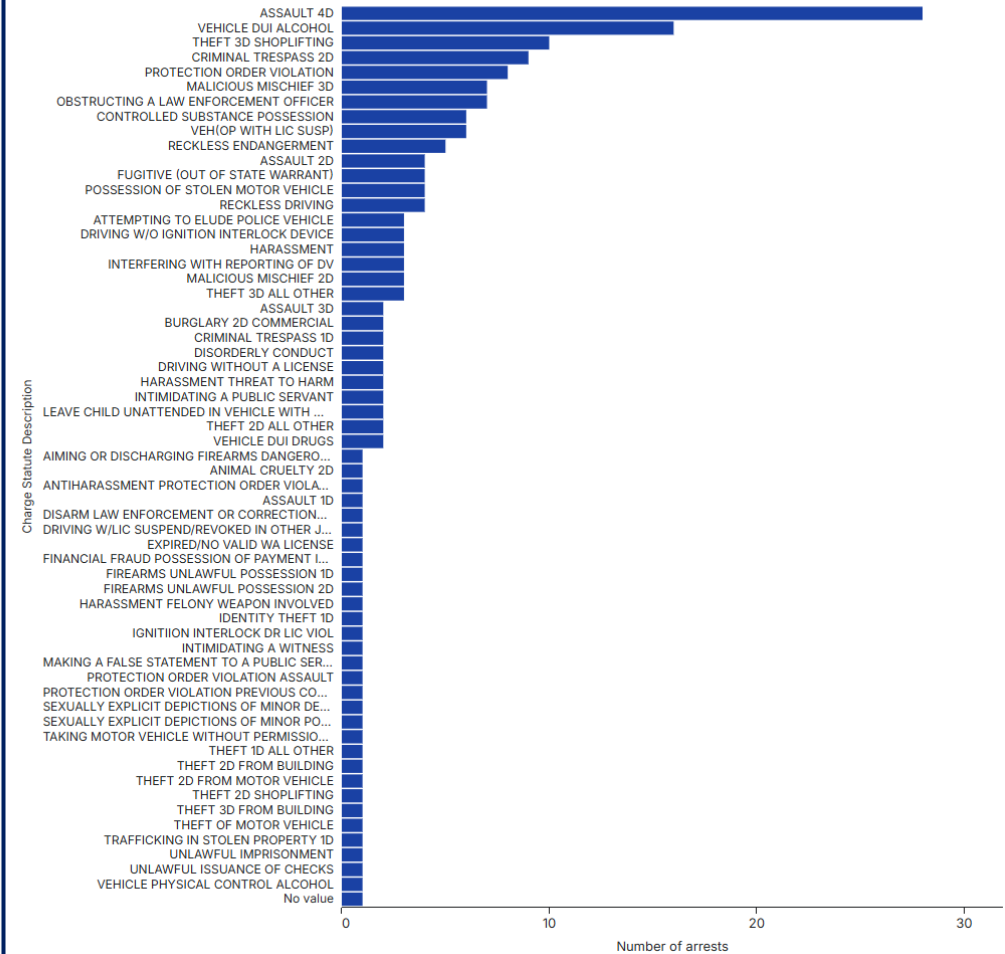
131

Total Arrests

Arrests by Month



Arrests by Charge



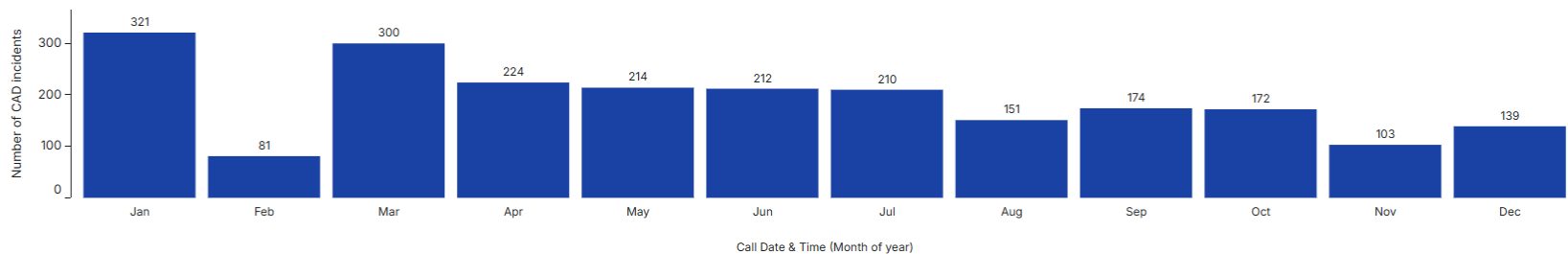


LLPD Crime Analysis

TRAFFIC STOPS / ACCIDENTS / CITATIONS

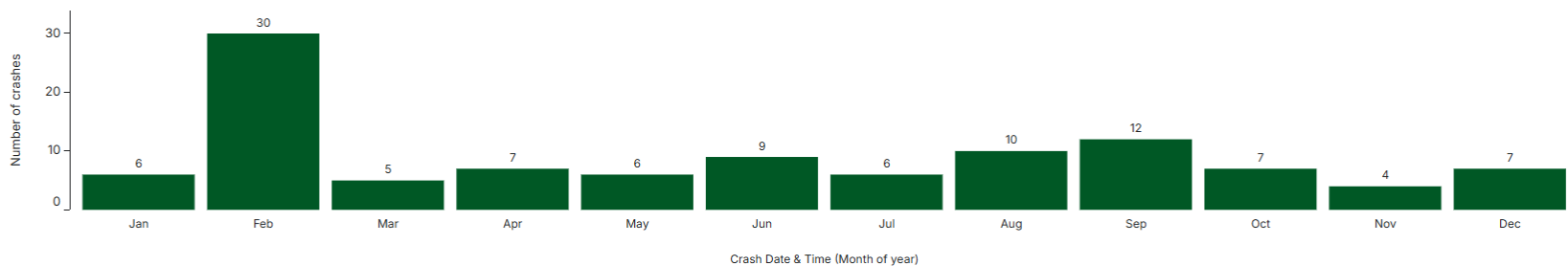
2,301
Traffic Stops

Traffic Stops by Month



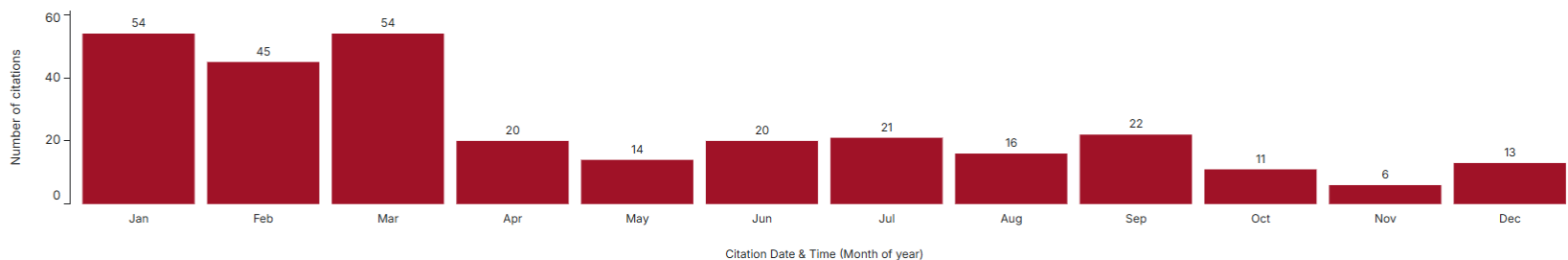
109
Accidents

Accidents by Month



296
Citations Issued

Citations Issued by Month



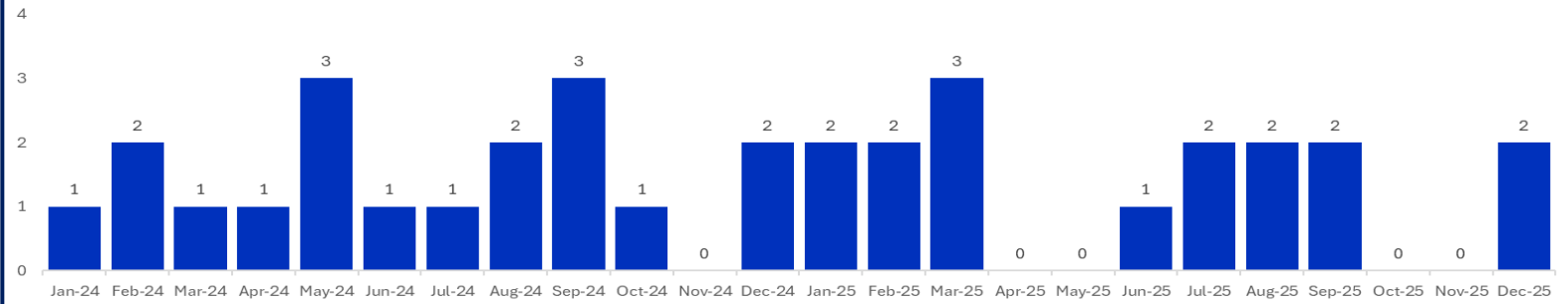


LLPD Crime Analysis

DUI / NEGLIGENT / RECKLESS

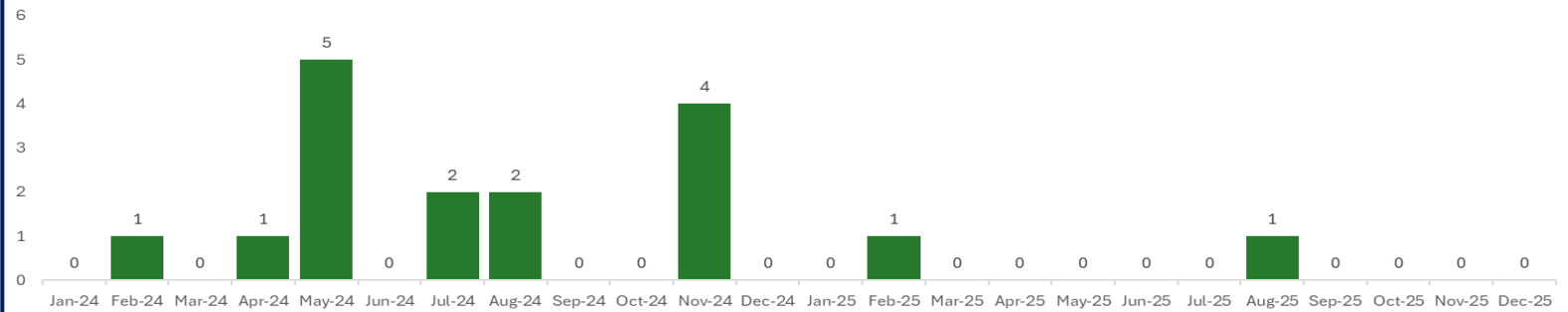
34

DUI Total 1/24-12/25



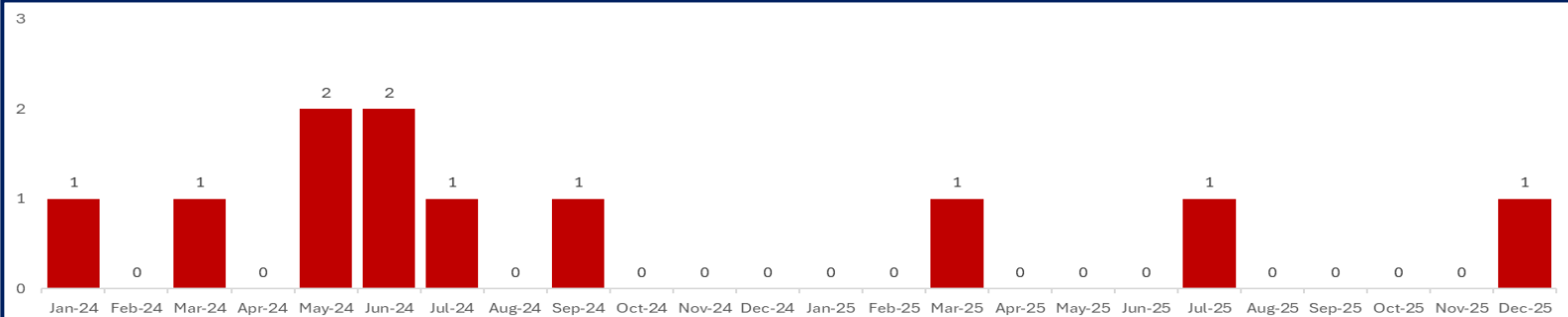
17

Negligent Total 1/24-12/25



11

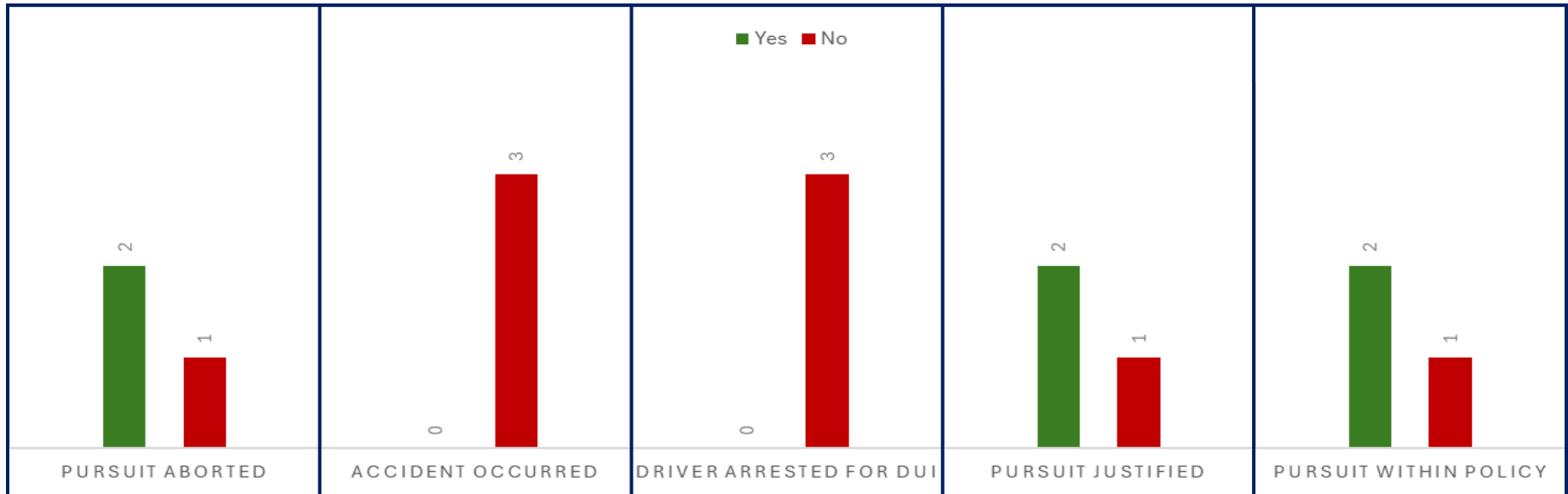
Reckless Total 1/24-12/25





LLPD Crime Analysis

PURSUIT STATS

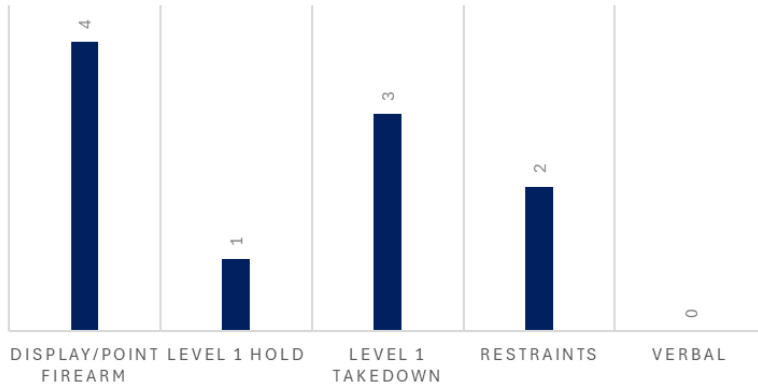




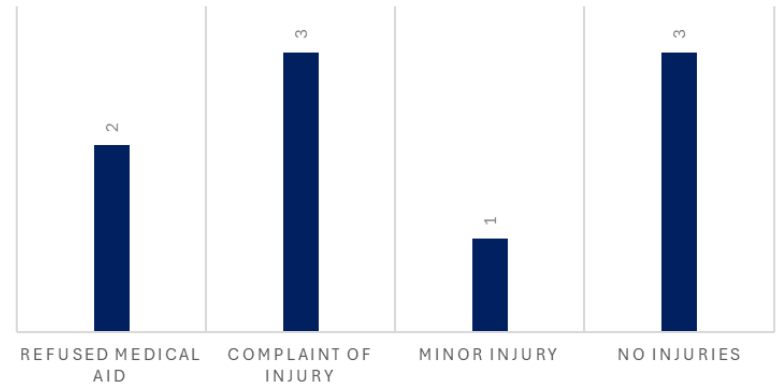
LLPD Crime Analysis

USE OF FORCE STATS

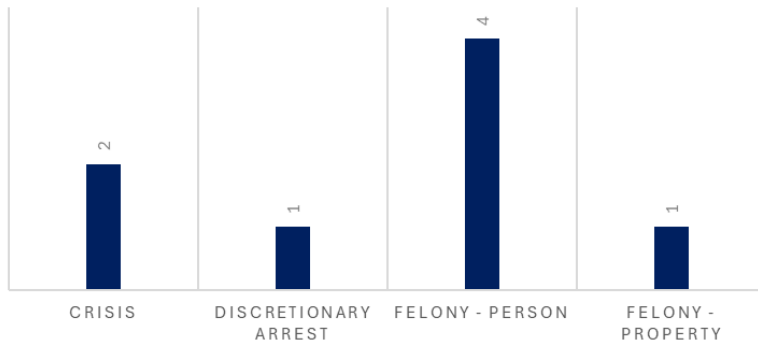
TYPE OF FORCE



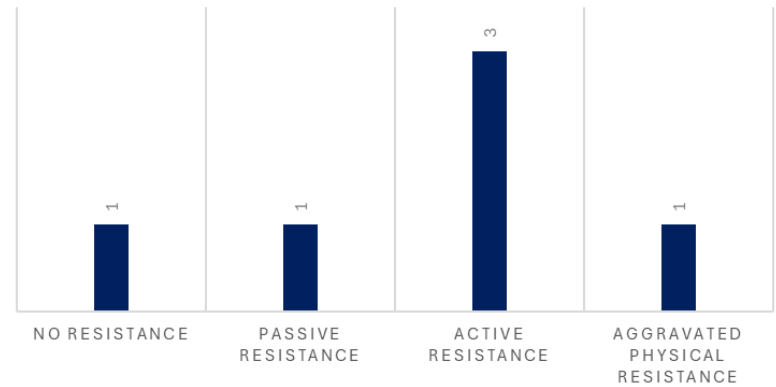
CITIZEN INJURY



CHARGES AGAINST INVOLVED CITIZENS



CITIZEN RESISTANCE

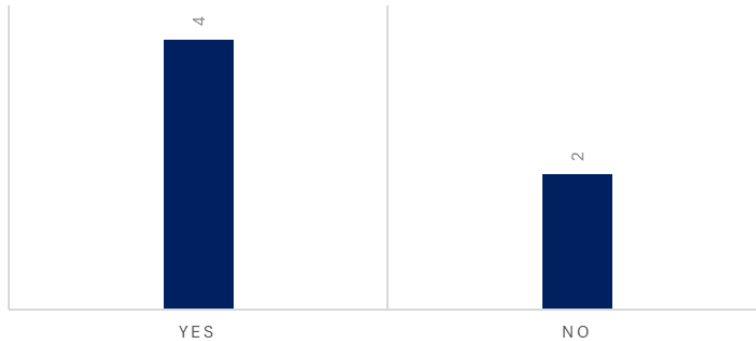




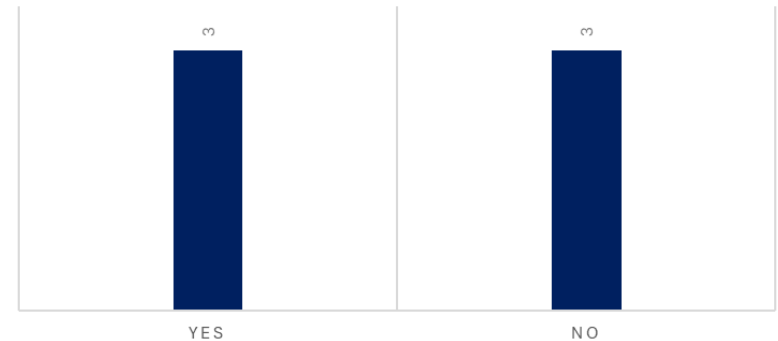
LLPD Crime Analysis

USE OF FORCE STATS

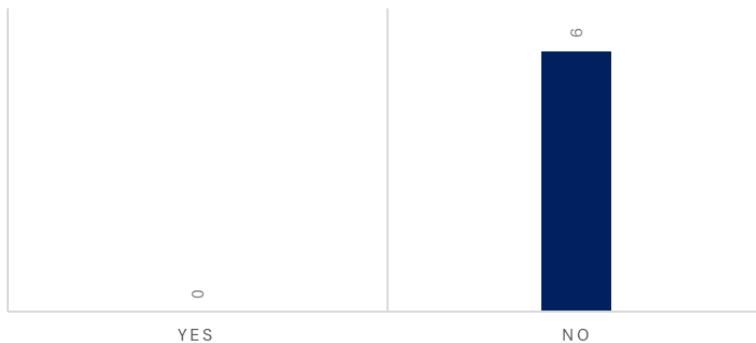
ARREST IN CONJUNCTION WITH USE OF FORCE



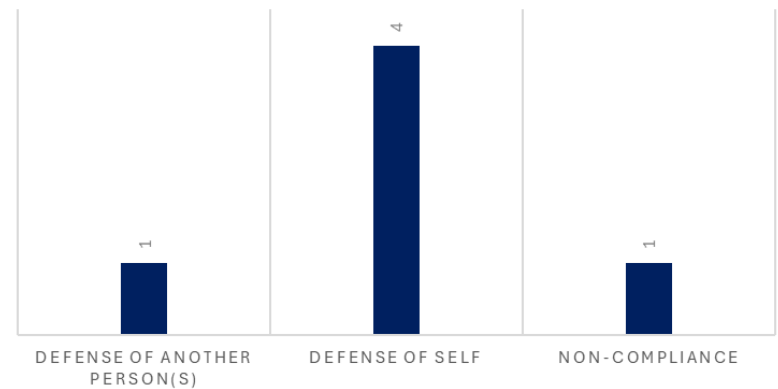
CITIZEN INJURED IN CONJUNCTION WITH USE OF FORCE



EMPLOYEE INJURED IN CONJUNCTION WITH USE OF FORCE



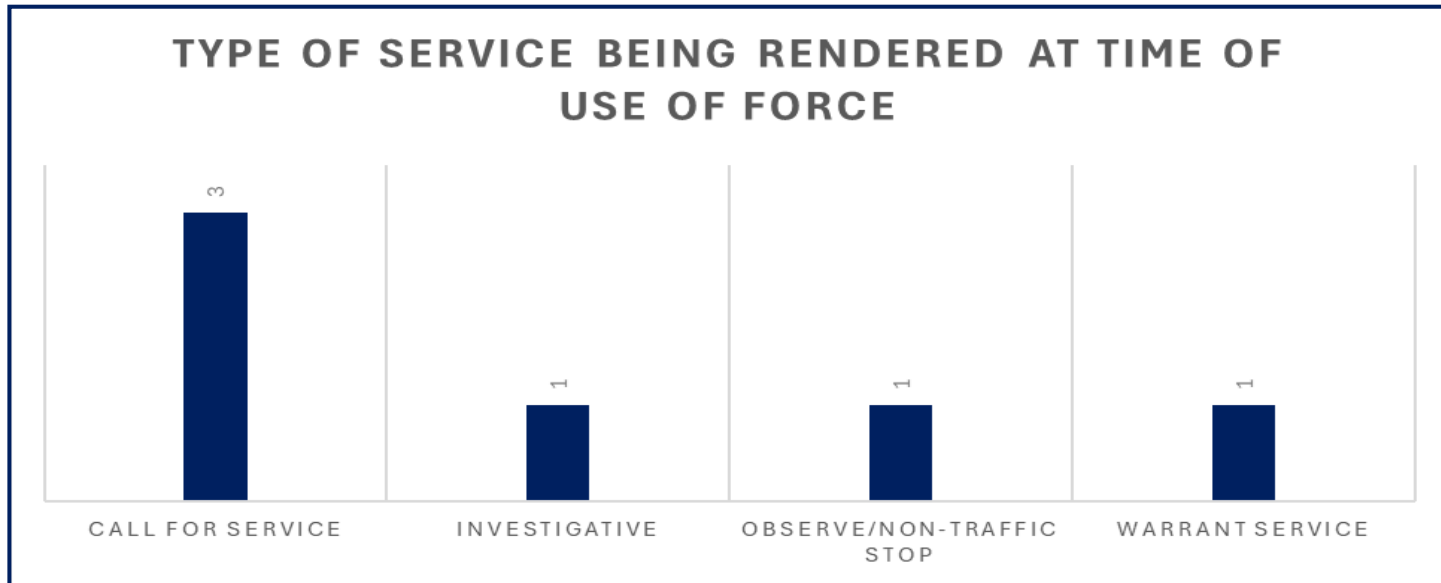
REASON FOR USE OF FORCE





LLPD Crime Analysis

USE OF FORCE STATS





LLPD Crime Analysis

SIGNIFICANT CASES

- **VEHICLE PROWL/FRAUD** – This is a multi-jurisdictional vehicle prowl investigation involving organized suspects using rental vehicles to target parks and recreational facilities. The case centers on coordinated "smash and grab" thefts in March 2025, across Spokane and Kootenai counties. Multiple suspects were identified. Due to the cases crossing state lines, the cases were taken by Federal court.
- **VEHICULAR ASSAULT** – On 4/25/2025, a serious golf cart accident occurred in which a 14-year-old female was driving recklessly when a passenger, also 14-years-old, fell out and sustained severe traumatic brain injuries. The investigation has faced challenges obtaining key evidence, including a potential video of the incident and is pending trial.
- **ICAC** – This is a comprehensive child sexual abuse material (CSAM) investigation involving a registered sex offender with prior convictions. The case originated from five NCMEC cybertips involving Kik messenger accounts uploading CSAM between July 2024 and March 2025. The suspect was arrested on 9/4/2025 and charged with eight felony counts.
- **ICAC** – This is a comprehensive CSAM investigation involving multiple NCMEC cybertips, extensive digital forensics, and successful prosecution. The suspect was arrested on 2/19/2025 and charged with dealing in and possessing depictions of minors engaged in sexually explicit conduct in the first degree. The case was closed on 7/30/2025.
- **FRAUD** – On 10/23/2025, an attempted check fraud occurred at Washington Trust Bank. The scheme involved a vulnerable male who was recruited by unknown suspects to cash a fraudulent check in the amount of \$2,310. The male was arrested at the bank, and the check was found to be stolen. The investigation revealed a sophisticated scam operation using rental vehicles, wireless communication, and targeting transient individuals.
- **OPERATION LIBERTY LAKE** – In October 2025, Liberty Lake PD hosted and participated in a multi-agency sting operation targeting child sex predators. The 48-hour operation resulted in 14 arrests.



AGENDA ITEM NO.: 9.A.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Transportation Resiliency Plan

Dept of Origin: Community Development **Dept. Head Approval:** Amy Mullerleile

Exhibit(s):
Transportation Resiliency Plan Final

Expenditure Required	No
Budgeted	N/A
City Program	Long Range Planning

Summary Statement

The Transportation Resiliency Plan (TRP) for the City of Liberty Lake (City) establishes a strategic framework to help the City's transportation system withstand, adapt to, and recover from climate-related disruptions. Developed as part of the Climate Element of the Liberty Lake 2046 Comprehensive Plan, the TRP builds upon the findings of the 2025 Climate Vulnerability and Risk Assessment Report (CVAR) and the Hazard Mitigation Plan (HMP) Annex (2025 Update). Together, these documents provide the scientific and policy foundation for identifying transportation vulnerabilities and developing pathways toward long-term resilience.

Recommended Action

Workshop Discussion

DATE: February 11, 2026
TO: City of Liberty Lake
FROM: Parametrix
SUBJECT: Transportation Resiliency Plan
PROJECT NUMBER: 374-7878-022
PROJECT NAME: Climate Resiliency Planning

1.0 Introduction

The Transportation Resiliency Plan (TRP) for the City of Liberty Lake (City) establishes a strategic framework to help the City's transportation system withstand, adapt to, and recover from climate-related disruptions. Developed as part of the Climate Element of the Liberty Lake 2046 Comprehensive Plan, the TRP builds upon the findings of the 2025 Climate Vulnerability and Risk Assessment Report (CVAR) and the Hazard Mitigation Plan (HMP) Annex (2025 Update). Together, these documents provide the scientific and policy foundation for identifying transportation vulnerabilities and developing pathways toward long-term resilience.

Climate change is expected to have growing and interconnected effects on the City's infrastructure, environment, and community well-being. Increasing temperatures, changing precipitation patterns, and more frequent extreme weather events will place new demands on the transportation system, both City-maintained facilities and those managed by partner agencies that connect through the community. These conditions highlight the need to integrate climate adaptation and risk reduction into transportation planning and investment decisions.

The HMP Annex identifies several hazards that are highly relevant to transportation reliability and safety, particularly wildfire, severe weather, smoke, excessive heat, and drought. Addressing these hazards in the transportation context requires understanding where infrastructure intersects with climate-driven risks and how the system can be designed or managed to remain functional during disruptive events.

The Climate Vulnerability Index (CVI) developed for the City takes into account social and economic factors, such as income level, housing cost burden, and access to resources, that affect a community's ability to adapt to climate hazards. The TRP seeks to ensure that resilience strategies also support populations that may be disproportionately impacted by climate-related disruptions or have fewer mobility options during emergencies.

Liberty Lake is part of the Spokane River Valley regional system and sits directly along the I-90 corridor, serving as a key connector for commuters and freight and as an access to regional jobs and services. Because many trips and emergency routes rely on corridors that pass through Liberty Lake, especially during evacuation events, the transportation network plays an important regional role beyond City limits. The City also relies on the Spokane Valley–Rathdrum Prairie Aquifer (SVRP Aquifer) as its sole water source, underscoring the need for coordinated infrastructure planning across jurisdictions. As the community continues to grow, ensuring that transportation infrastructure is both reliable and climate-ready will be key to supporting public safety, economic activity, and sustainability goals.



The TRP builds upon the City’s existing resilience initiatives—including the 2025 Stormwater Master Plan, Comprehensive Emergency Management Plan, and participation in FEMA’s National Flood Insurance Program (NFIP)—and integrates them within a transportation-focused framework. The plan aligns with the Federal Highway Administration (FHWA) Resilience in Transportation Planning Framework, which emphasizes the following iterative steps:

- Identify climate hazards relevant to transportation, with an emphasis on wildfire and related stressors.
- Evaluate transportation criticality and vulnerability to understand where disruptions would have the greatest impacts.
- Identify priority corridors where high system importance and hazard exposure overlap.
- Develop resilience strategies that can be integrated into planning, design, operations, and emergency preparedness.
- Support implementation and future updates through coordination, capital planning, and ongoing monitoring.

Through coordination with regional and state partners and by leveraging the analyses completed in the CVAR and HMP, the TRP serves as both a technical and policy guide. It positions the City to proactively address climate impacts, promote equitable access, and align transportation investments with the broader Climate Element goals of a safe, sustainable, and resilient community.

2.0 Climate Hazards and Stressors

2.1 Overview of Projected Climate Trends

The City is expected to experience increasingly variable and extreme climate conditions throughout the coming decades. These changes will influence infrastructure design, operations, and maintenance needs across the transportation network.

Based on projections from the 2025 CVAR, climate models indicate that Liberty Lake will experience warmer annual temperatures, more frequent heat extremes, and shifts in seasonal precipitation patterns. Using the University of Washington Climate Impacts Group (CIG) data and CMIP5/CMIP6 models under the high emissions scenario (RCP 8.5), **Table 1** summarizes the projected trends for the 2050s and 2080s.

Table 1. Key Climate Projections

Climate Indicator	2050s Projection	2080s Projection	Key Implications for Transportation
Total annual precipitation	+8%	+15%	Increased stress on drainage and stormwater systems.
Late-summer precipitation	-10%	-8%	Drier summers, elevated drought, and wildfire risk.
Change in heavy precipitation (25-year storm)	+9%	+18%	Greater runoff volumes and potential localized flooding.
Days over 100 °F	6 days (2-10 range)	24 days (12-40 range)	Pavement softening, bridge expansion, and heat stress for users.

Climate Indicator	2050s Projection	2080s Projection	Key Implications for Transportation
Nights with high humidex (>65 °F)	+13 days	+37 days	Reduced cooling at night and higher heat stress on materials.
High-fire-danger days	+10 days	—	Increased wildfire and smoke exposure for roadways.

Overall, Liberty Lake's climate is projected to become warmer, with wetter winters and drier summers, increasing both hydrologic variability and heat exposure. While these trends introduce uncertainty into infrastructure performance, they also provide a clear signal for incorporating climate resilience into transportation planning and design.

The CVAR emphasizes that future conditions should be viewed through a range-based approach due to uncertainty in emission trajectories and natural climate variability. By referencing this existing modeling, the TRP will build on established data to assess exposure and vulnerability in subsequent chapters rather than performing new modeling.

2.2 Primary Hazards Relevant to Transportation

Wildfire is identified as a high-priority hazard for the City in both the CVAR and the HMP Annex, driven by warmer temperatures, drier summers, and increased drought conditions. Although wildfire risk is often regional in nature, its impacts on transportation systems are highly localized, particularly where roadways intersect wildland-urban interface (WUI) areas or serve as access routes for evacuation and emergency response.

Climate projections indicate that high fire danger days are expected to increase by approximately 10 days by mid-century, extending the duration and intensity of wildfire season. While projected fire danger metrics show limited variation across Liberty Lake due to its small geographic size, the presence of WUI areas creates meaningful spatial differences in exposure. Transportation corridors adjacent to forested lands or steep slopes may face higher risk of fire encroachment, smoke accumulation, debris fall, and postfire erosion.

Wildfire impacts to transportation infrastructure are typically indirect but disruptive. Roadways and bridges are rarely damaged directly by fire; however, wildfire events can lead to the following:

- Temporary or prolonged road closures due to active fire behavior or emergency response needs.
- Reduced visibility and degraded air quality from smoke, affecting travel safety and operations.
- Increased debris and sediment on roadways following fire suppression or vegetation loss.
- Elevated risk of postfire flooding and slope instability during subsequent rain events.

In addition, smoke impacts disproportionately affect pedestrians, cyclists, transit users, and outdoor workers, limiting mobility and increasing health risks during wildfire events. Maintaining reliable transportation access during wildfire conditions is therefore essential not only for evacuation and emergency response, but also for sustaining daily travel and access to essential services.

Given these considerations, wildfire and smoke are treated in this plan as system-level stressors with localized exposure driven primarily by land cover, WUI conditions, and transportation asset characteristics rather than fine-scale variation in climate projections.

2.3 Implications for the Transportation System

The City's transportation system supports daily mobility, regional connectivity along the I-90 corridor, access to employment and services, and emergency responses during hazard events. Projected climate trends and wildfire-related stressors introduce several key implications for how the transportation network is planned, designed, operated, and maintained.

2.3.1 Infrastructure Performance and Durability

Rising temperatures and prolonged heat exposure can accelerate pavement deterioration, soften asphalt surfaces, and increase stress on bridge expansion joints. While wildfire rarely causes direct structural damage to transportation assets, postfire conditions—such as debris accumulation, erosion, and flooding—can compromise roadway stability and drainage infrastructure.

2.3.2 Operations and Maintenance

More frequent heat extremes and wildfire events may require changes to maintenance practices, including increased inspection frequency, vegetation management near roadways, and enhanced coordination during emergency conditions. Smoke-related visibility issues may also necessitate operational adjustments such as temporary speed reductions, closures, or rerouting.

2.3.3 Safety and Emergency Access

Transportation corridors play a critical role during wildfire events by supporting evacuation, emergency response, and access to healthcare and public safety facilities. Disruptions caused by smoke, debris, or closures can limit emergency response effectiveness and isolate neighborhoods, particularly in areas near WUI zones.

2.3.4 Equity and Community Resilience

Wildfire and smoke impacts do not affect all users equally. Communities with lower adaptive capacity, as identified in the CVAR's Climate Vulnerability Index, may have fewer travel options, limited access to private vehicles, or greater reliance on outdoor travel. Transportation disruptions during wildfire events can therefore exacerbate existing inequities by reducing access to work, healthcare, and emergency services.

2.3.5 Planning and Investment Considerations

These implications underscore the importance of integrating wildfire resilience into transportation planning through corridor prioritization, asset design, emergency preparedness, and long-term capital investment. Addressing wildfire-related risks requires a combination of infrastructure strategies, operational planning, and coordination with land use, emergency management, and environmental programs.

The climate trends and wildfire-related stressors described in this chapter establish the basis for evaluating transportation system criticality and vulnerability in Liberty Lake.

3.0 Transportation Vulnerability and Criticality Analysis

This chapter describes the analytical framework used to evaluate the criticality and vulnerability of the City's transportation system under wildfire-related stressors. The methodology is primarily based

on the Southern New Hampshire Planning Commission (SNHPC) Transportation Resilience Improvement Plan (TRIP), which was developed in coordination with the New Hampshire Department of Transportation and the FHWA under the PROTECT program.

Elements of this approach are also consistent with other peer transportation resiliency efforts, including the Space Coast Transportation Resiliency Master Plan (Florida) and similar metropolitan planning organization-led corridor-based resilience studies, which use GIS-based scoring to identify critical and vulnerable transportation corridors.

3.1 Study Area

The study area for the TRP includes the entire city of Liberty Lake, and adjacent development areas surrounding Liberty Lake and extending south to Quinnamose Creek.

These surrounding areas were included because they are expected to rely on City roadways for regional access and connectivity and are likely to pass through Liberty Lake during emergency evacuation events, particularly during wildfire incidents affecting the surrounding wildland.

Including these areas ensures that the analysis captures not only assets within the city limits, but also regional pass-through corridors that are critical for evacuation, emergency response, and access to services during hazard events.

3.2 Analytical Approach Overview

Consistent with similar projects framework, the analysis evaluates transportation corridors using two complementary but distinct concepts:

- **Criticality:** How important a corridor is to the overall transportation system and community function.
- **Vulnerability:** The degree to which a corridor is exposed to wildfire-related hazards.

3.3 Criticality Assessment

Criticality reflects the relative importance of transportation corridors in supporting mobility, economic activity, and access to services. The criticality framework applied in this study follows the usage/operational and socioeconomic scoring approach used in the Southern New Hampshire Transportation Resilience Improvement Plan (SNHPC TRIP), adapted to Liberty Lake conditions.

To ensure consistency and balance across factors, percentile-based classification was used for all numeric inputs. For each of the two main criticality categories, Usage and Operational Importance and Socioeconomic Importance, the maximum possible score was set at 9 points. Individual factors within each category were classified using percentile thresholds based on the number of score classes assigned to that factor. Specifically, percentile breakpoints of 0.33 and 0.67 (for three-class factors) or 0.25, 0.50, and 0.75 (for four-class factors) were used.

This approach ensures that transportation corridors are distributed relatively evenly across classifications, rather than clustering most corridors into a single category due to skewed data distributions. Using percentiles is particularly appropriate for a small study area like Liberty Lake, where absolute differences in values (such as traffic volumes or density) may be limited, but relative differences between corridors remain meaningful for prioritization.

3.3.1 Usage and Operational Importance

Usage and operational importance capture how heavily a corridor is used and its role in the transportation network. Three components are evaluated and the scoring methods are summarized in Table 2:

- **Trip Counts.**
Data source: Replica Link Volume, Spring 2025.
- **Roadway Functional Classification.**
Data source: Spokane County Public Streets GIS Layer, December 2026.
- **Transit Route.**
Data source: Spokane Transit Authority GIS Route Layer, December 2025.

Table 2. Scoring Method for Usage and Operational Importance

Factor	Value Range	Score
Trip Count (average daily trips)	0–50	1
	50–159	2
	159–716	3
	> 716	4
Functional Classification	Local, Alley, Other	1
	Collector	2
	Major Arterial	3
	Freeway, Freeway Ramp	4
Transit Route	Corridor Serves a Transit Route	1
	Otherwise	0

3.3.2 Socioeconomic Importance

Socioeconomic importance captures how a corridor supports people, jobs, and socially vulnerable communities. Three components are evaluated and the scoring methods are summarized in Table 3.

- **Population Density.**
Data source: U.S. Census/American Community Survey 5-Year Census Block Group Estimates, 2022.
- **Employment Density.**
Data source: Longitudinal Employer-Household Dynamics (LEHD)/regional employment datasets, Employment Data joined to census block groups, 2021.
- **Community Resilience.**
Data source: U.S. Census Community Resilience Estimates Dataset for Census Tracts, 2023. Scoring based on percent of residences with 3+ components of vulnerability (as defined by census, including factors like income, education, and language).

Table 3. Scoring Method for Socioeconomic Importance

Factor	Value Range	Score
Population Density (population per square mile)	0-841	1
	841-1557	2
	> 1557	3
Employment Density (jobs per square mile)	0-129	1
	129-294	2
	> 294	3
Community Resilience	0%-12%	1
	12%-18%	2
	> 18%	3

3.3.3 Total Criticality Score

The Total Criticality Score is calculated as:

$$\text{Total Criticality Score} = \text{Usage and Operational Importance} + \text{Socioeconomic Importance}$$

Higher scores indicate corridors that are more critical to daily mobility, emergency access, and community functioning. **Figure 1** illustrates the corridors' criticality scores in the study area.

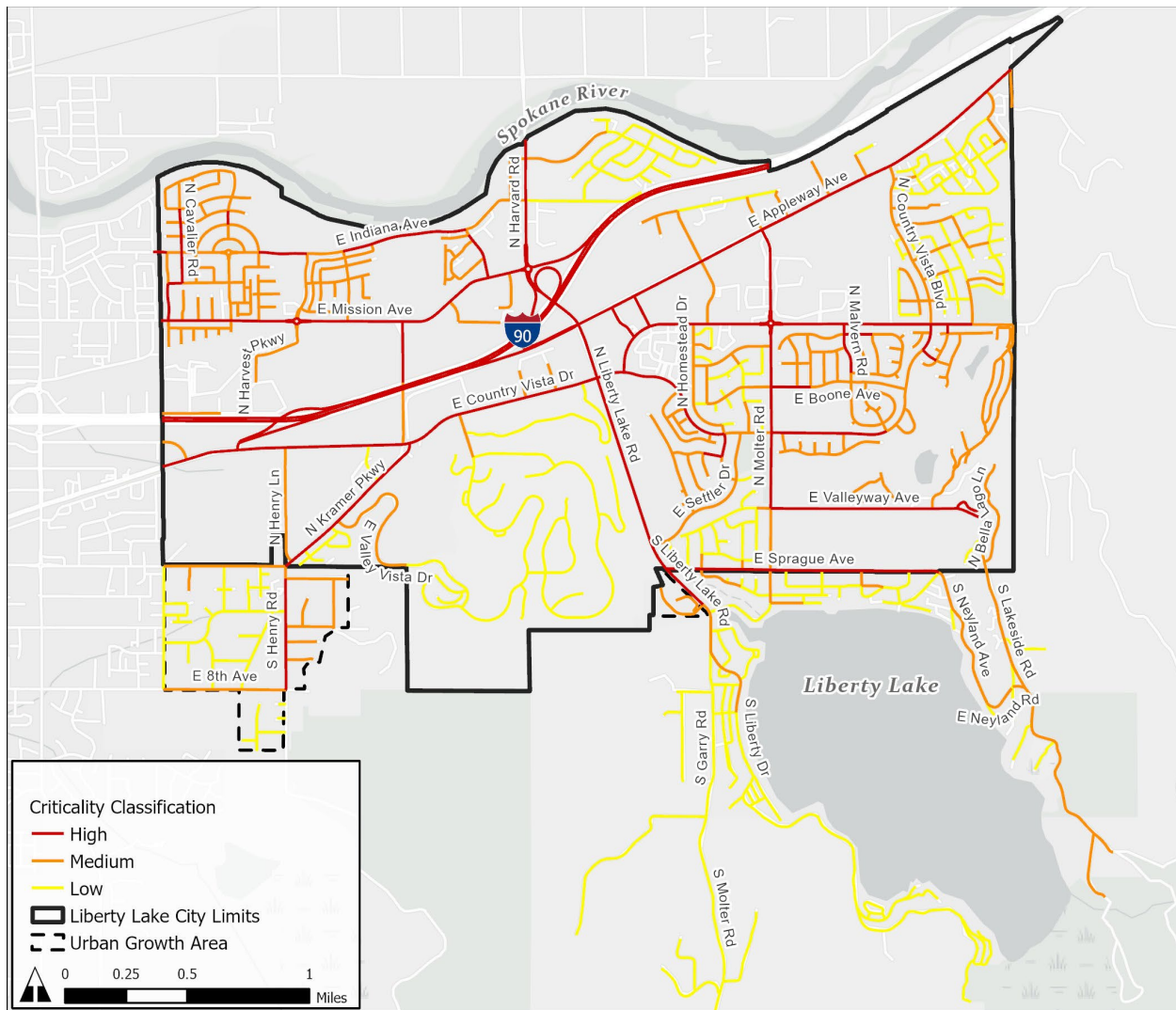


Figure 1. Criticality Scores

3.4 Vulnerability Assessment

Vulnerability represents a corridor's exposure to wildfire-related hazards, rather than how important it is to the system. Consistent with the scale and hazard context of Liberty Lake, vulnerability in this study focuses on WUI exposure.

3.4.1 Wildland–Urban Interface (WUI)

The WUI dataset identifies areas where developed land interfaces with, or is adjacent to, wildland vegetation, which are more susceptible to wildfire impacts.

- Data Source: Washington State Department of Natural Resources, Wildfire and Forest Health Divisions, 2019.
- Method: Transportation corridors intersecting WUI areas are identified using GIS overlay analysis.

Wildfire vulnerability is intended to represent physical exposure to burnable vegetation and potential fire behavior, rather than where people live. While population and equity considerations are captured separately in the criticality scoring, the vulnerability classification focuses on where wildfire impacts are most likely to occur due to fuel presence and landscape conditions. This approach is especially important in Liberty Lake and the surrounding south-of-city areas, where vegetated landscapes and wildfire exposure are widespread.

Accordingly, areas classified as WUI–Intermix are assigned High vulnerability because vegetation is interspersed with development, creating high exposure to flame spread, ember transport, and access/evacuation challenges. WUI–Interface areas are assigned Medium vulnerability because development borders vegetated lands; these locations remain at risk, but the vegetation is generally less interspersed within developed areas compared to intermix zones.

In addition, Vegetated Uninhabited areas are assigned High vulnerability because they represent fuel-rich landscapes that can ignite quickly and contribute to fire spread, even if they contain few or no residents. Finally, Non-Vegetated areas (inhabited or uninhabited) are assigned Low vulnerability because limited vegetation reduces wildfire ignition potential and spread, though these areas may still experience indirect impacts such as smoke or evacuation traffic. **Figure 2** illustrates the corridors' vulnerability scores in the study area.

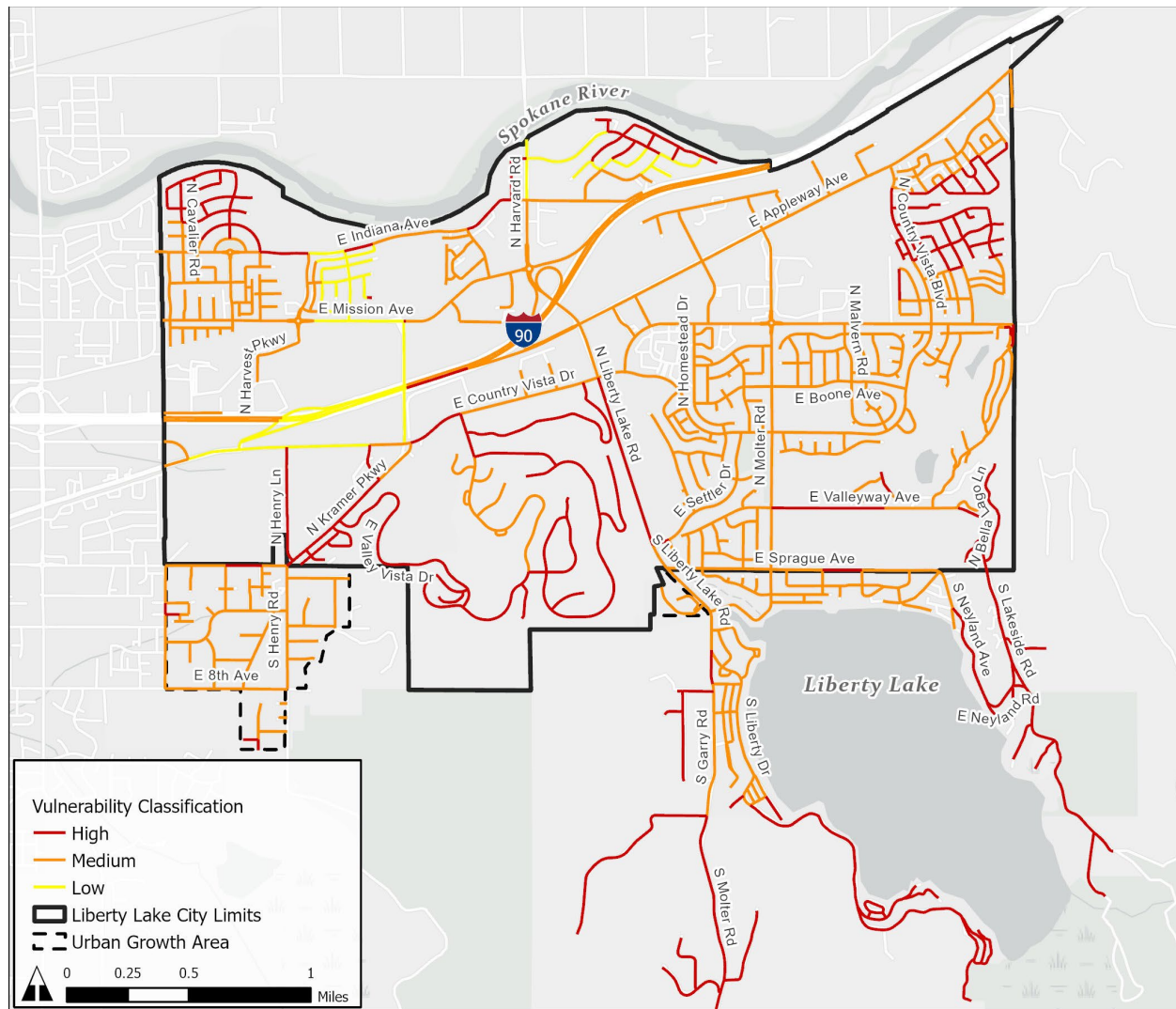


Figure 2. Vulnerability Scores

3.5 Priority Transportation Corridors

To identify transportation corridors of greatest concern, this study applies a mixed-based prioritization approach that evaluates criticality and vulnerability as complementary but distinct dimensions. This approach is consistent with methodologies used in peer transportation resiliency plans and aligns with FHWA guidance emphasizing transparency and interpretability in resilience screening.

Rather than combining criticality and vulnerability into a single composite score, corridors are categorized. This method avoids over-weighting any single metric and allows decision-makers to clearly understand whether a corridor is a priority because it is highly important to the transportation system, highly exposed to wildfire risk, or both.

3.5.1 Criticality Classification

Criticality scores were grouped into three relative categories to support clear interpretation and mapping. Consistent with the percentile-based approach described above, the category thresholds

were selected to create a relatively even distribution of corridor segments across classifications within the Liberty Lake study area.

- Low Criticality: Score below 8.
- Medium Criticality: Score ranges between 8 to 11.
- High Criticality: Score over 11.

3.5.2 Vulnerability Classification

Wildfire vulnerability was classified based on a corridor’s exposure to the WUI. Corridors were grouped into three categories:

- Low Vulnerability: Non-Vegetated Inhabited and Non-Vegetated Uninhabited.
- Medium Vulnerability: WUI-Interface.
- High Vulnerability: WUI-Intermix and Vegetated Uninhabited.

3.5.3 Mixed-Based Prioritization

Each transportation corridor was assigned criticality and vulnerability classifications. This allows corridors to be screened and prioritized based on their combined characteristics.

As shown in Table 4, this framework categorizes:

- Corridors with high criticality and high vulnerability represent the **highest concern**, as disruptions would have both significant system-wide impacts and elevated wildfire exposure.
- Corridors with high criticality and medium vulnerability, or medium criticality and high vulnerability represent **high** concern corridors.
- Corridors with high criticality and low vulnerability, medium criticality and medium vulnerability, or low criticality and high vulnerability represent **medium** concern, meaning either system importance or wildfire exposure is elevated and should be monitored and addressed as opportunities arise.
- Corridors with low criticality and low vulnerability, low criticality and medium vulnerability, or medium criticality and low vulnerability represent **low** concern, as disruptions are less likely to result in widespread system impacts.

Table 4. Mixed-based Prioritization Classification

		Criticality		
		low	medium	high
Vulnerability	low	low	low	medium
	med	low	medium	high
	high	medium	high	highest

Figure 3 shows the corridors with their mixed-based prioritization classifications. Corridors identified as high or highest concern are considered priority corridors for further evaluation in the subsequent chapters, including mapping, qualitative review, and identification of potential resilience strategies.

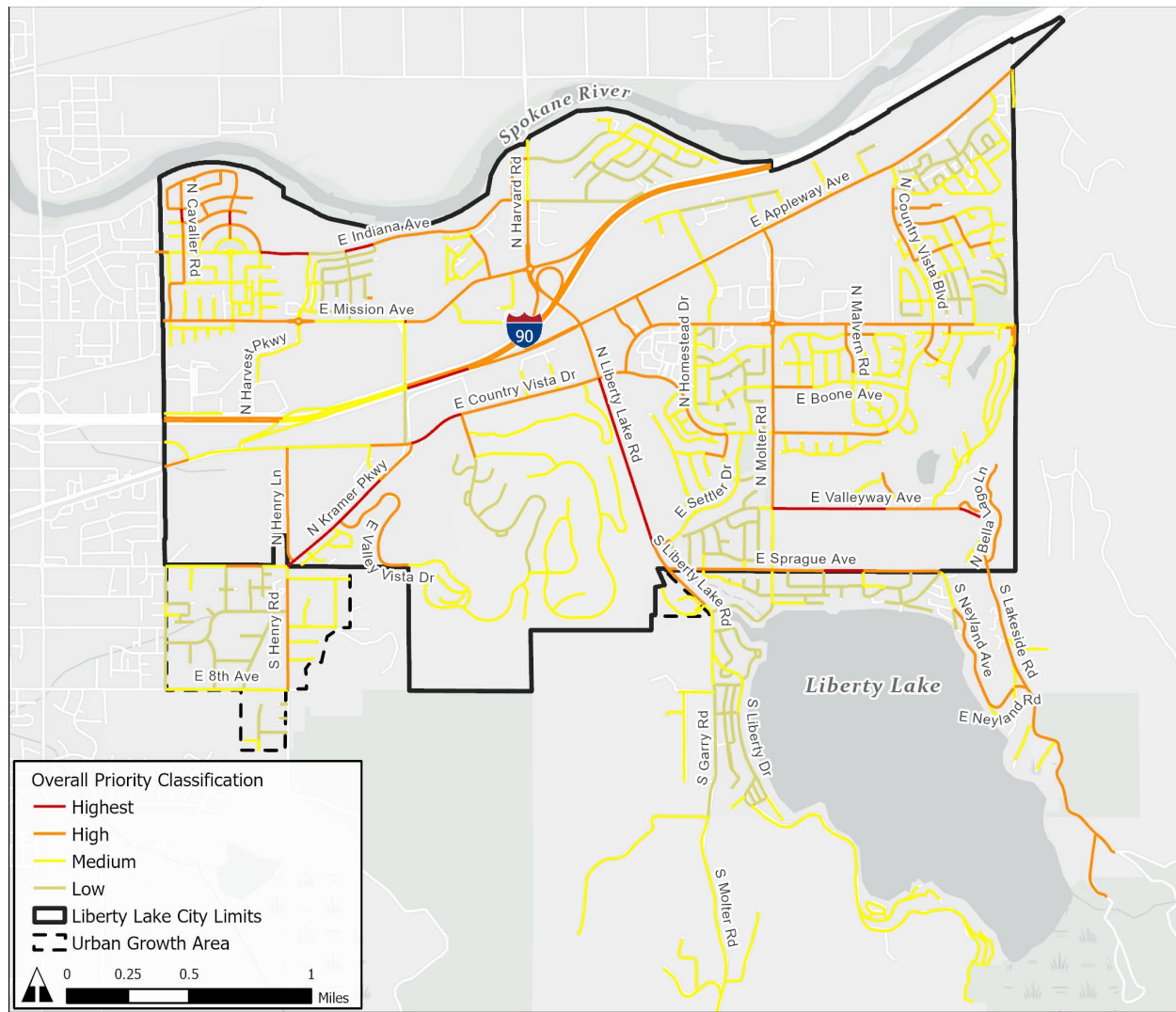


Figure 3. Priority Corridors

3.6 Future Priority Corridors

To reflect how corridor importance may change as Liberty Lake grows, the criticality assessment incorporates future traffic volume using the 2046 projected Average Daily Traffic (ADT) data from the transportation network analysis¹. ADT values were used to develop segment-level growth rates for 11 roadway corridors where existing and forecast data were available and applicable to the study network. These growth factors were then applied to current Replica trip count values to estimate a future-volume-adjusted trip count. This approach allowed the analysis to test whether corridors that are expected to experience higher traffic (based on adopted 2046 projections) will shift into higher priority classification.

Overall, the future-volume adjustment resulted in few changes to corridor classifications, see **Figure 4**. Only one segment (N Molter Rd from E Sprague Ave to E Valleyway Ave) shifted in scoring from Medium to High. This reflects the fact that the available ADT data were primarily limited to

¹ [Liberty Lake Transportation Network Analysis](#), 2026

major roadways, which already scored in the medium or high criticality range; as a result, incorporating projected volumes did not substantially alter the overall criticality distribution.

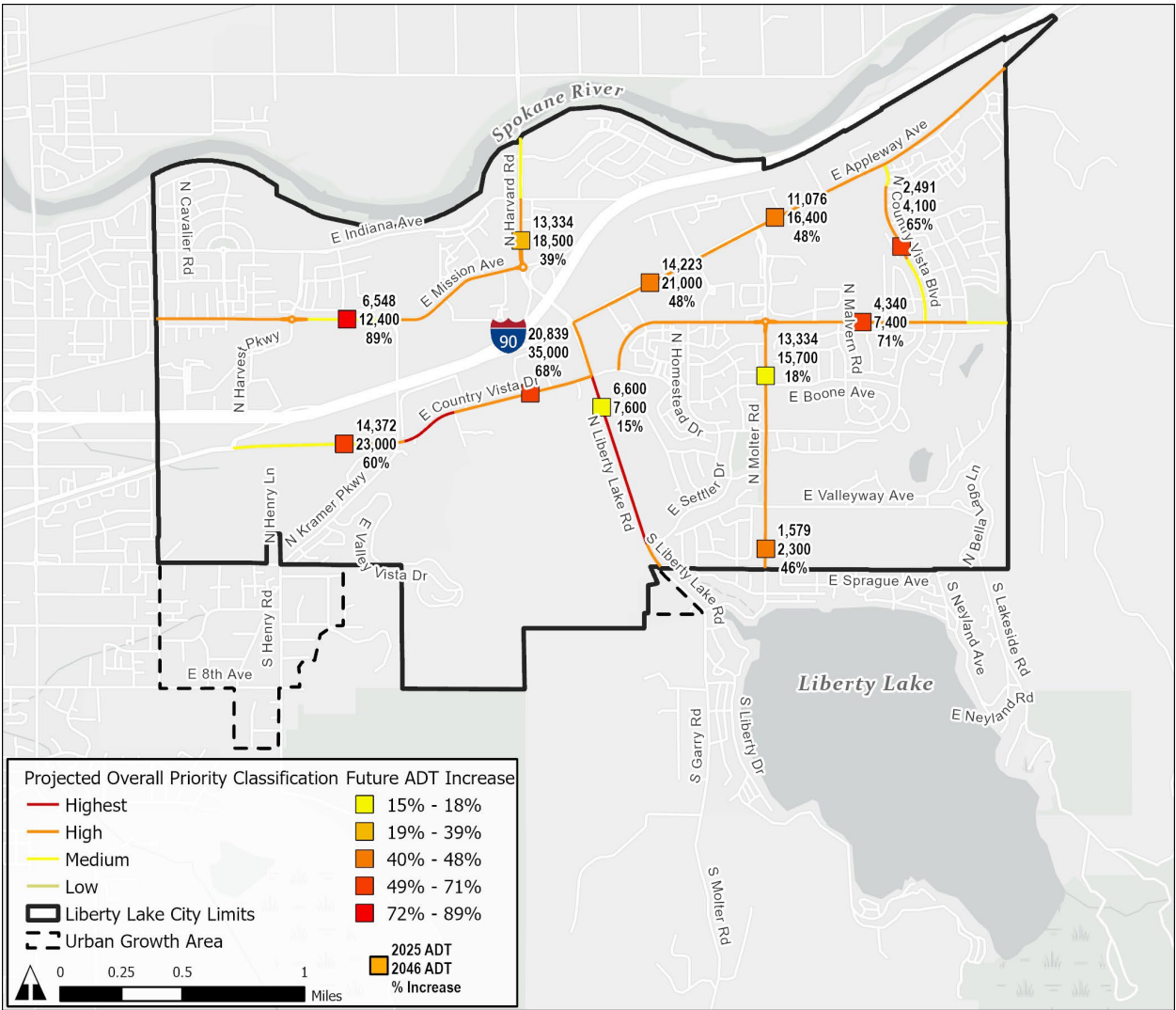


Figure 4. Future Priority Corridors

4.0 Resilience Strategies and Implementation

This chapter translates the findings from the transportation vulnerability, criticality, and priority corridor analysis into practical strategies that the City can use to strengthen transportation resilience to wildfire and related stressors. The strategies are intended to be flexible, scalable, and integrated into existing planning and implementation processes, rather than stand-alone projects.

4.1 Strategy Framework

Resilience strategies were developed using the following guiding principles:

- Focus on priority corridors identified in Chapter 3, where high criticality and wildfire vulnerability overlap.
- Leverage existing plans and programs, including the Transportation Element, Capital Improvement Program (CIP), emergency management plans, and land use regulations.
- Emphasize multibenefit actions that improve safety, reliability, and emergency access under both current and future conditions.
- Support equity and community resilience, recognizing that transportation disruptions may disproportionately affect populations with lower adaptive capacity.

The strategies below are organized by infrastructure, operations, and planning and coordination, reflecting common approaches used in peer transportation resiliency plans.

4.1.1 Corridor-Focused Infrastructure Strategies

For corridors identified as higher concern, the following infrastructure-focused strategies should be considered as projects are planned, designed, or reconstructed:

- Vegetation and roadside management to reduce wildfire exposure, improve sight distance, and limit debris accumulation during fire events.
- Enhanced roadway materials and design practices that improve durability under extreme heat and smoke conditions.
- Redundancy and access improvements where feasible, particularly for corridors that may serve evacuation or emergency response functions.
- Drainage and shoulder improvements to address postfire runoff, erosion, and debris flow risks.

These strategies are the most effective when incorporated into scheduled maintenance, resurfacing, or reconstruction projects, rather than pursued as isolated resilience projects.

4.1.2 Operations and Emergency Preparedness

Operational strategies can significantly improve resilience with relatively low capital cost:

- Coordination with emergency management and fire agencies to ensure priority corridors remain accessible during wildfire events.
- Pre-event planning for temporary closures, detours, and traffic control, particularly along corridors likely to experience smoke or debris impacts.
- Public communication and traveler information, including coordination on messaging related to smoke conditions, closures, and evacuation routes.
- Ongoing monitoring of wildfire conditions, with flexibility to adjust operations as conditions change.

These actions support faster response and recovery during wildfire events and reduce uncertainty for travelers.

4.1.3 Planning, Policy, and Program Integration

To ensure long-term effectiveness, transportation resilience should be embedded into routine City processes:

- Capital Planning: Use the priority corridor framework to inform project sequencing and CIP updates.
- Land Use Coordination: Consider wildfire exposure and access needs when reviewing development proposals near priority corridors.
- Grant Readiness: Use the analysis and maps from this plan to support applications for state and federal funding programs focused on resilience and safety.
- Interjurisdictional Coordination: Continue coordination with neighboring jurisdictions whose residents may rely on City corridors during evacuation events.

4.1.4 Monitoring and Future Updates

Transportation resilience is an iterative process. The City should periodically revisit this plan to:

- Update criticality and vulnerability inputs as conditions, development patterns, or transportation networks change.
- Refine priority corridors as new data or community input becomes available.
- Expand the analysis to additional hazards or transportation modes in future plan updates, as appropriate.

4.2 Summary

By focusing on priority corridors, integrating resilience into existing projects and policies, and maintaining flexibility in implementation, the City can strengthen the reliability of its transportation system under wildfire and climate-related stressors. The strategies outlined in this memorandum provide a practical roadmap for moving from analysis to action while remaining adaptable to future conditions.



AGENDA ITEM NO.: 9.B.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: New City Logo

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

None

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Workshop discussion.



AGENDA ITEM NO.: 10.A.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Meeting Minutes

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

2.3.2026 CC Meeting Minutes

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the February 3, 2026, City Council Meeting Minutes



**CITY COUNCIL MEETING
TUESDAY, FEBRUARY 3, 2026,
HELD IN PERSON & REMOTELY**

6:00 P.M. Regular Session:

Invocation: Given by Mayor Pro Tem Dunne.

Pledge of Allegiance: Led by City Council and staff.

Call to Order: Mayor Kaminskis called the meeting to order at 6:01 p.m.

Roll Call: City officials who physically attended the meeting: Mayor Kaminskis; Councilmembers Ball, Darrow, Severs, Klingler, Kurtz, Fisher, and Mayor Pro Tem Dunne; Mark McAvoy, City Administrator; Kyle Dixon, Finance Director; Sean Boutz, City Attorney; David Goehner, Communications Specialist; Darin Morgan, Deputy Police Chief; Shane Miller, IT Manager; Ben Turner, Public Works Director; and Rochelle Caton, City Clerk.

City officials who remotely attended the meeting via Zoom: Police Chief Damon Simmons; Amy Mullerleile, Interim Community Development Director; Jennifer Camp, Parks and Recreation Director; Jandy Humble, Library Director; Michael Stevens, Recreation Coordinator; Derek Kosanke, Parks Superintendent; and Luke Michels, City Engineer.

Agenda Approval: Mayor Pro Tem Dunne made a motion to move Items 11.A, 11.B, and 11.C to Item 7.B. The motion was seconded by Councilmember Severs and passed 7–0.

Councilmember Ball made a motion to move Item 10.D to Item 11.G. The motion was seconded by Mayor Pro Tem Dunne and passed 7–0.

Mayor Pro Tem Dunne made a motion to approve the agenda as amended. The motion was seconded by Councilmember Severs. The Mayor called for a vote, and the motion passed 7–0.

Citizen Comments: No comments were made.

Announcements / Proclamations / Special Presentations:

Shane Brickner Memorial Proclamation: Mayor Kaminskis shared remarks about Shane Brickner. Rochelle Caton, City Clerk, read the Shane Brickner Memorial Proclamation. Mayor Pro Tem Dunne made a motion to support the proclamation. The motion was seconded by Councilmember Severs and passed 7–0.

11.A Appointment of Laura DeMott to the Lodging Tax Advisory Committee: Laura DeMott shared comments regarding her interest in serving on the Lodging Tax Advisory Committee. Mayor Pro Tem Dunne made a motion to approve the appointment of Laura DeMott. The motion was seconded by Councilmember Severs and passed 7–0.

11.B Appointment of David Stuhlberg to the Civil Service Commission: David Stuhlberg shared comments regarding his interest in serving on the Civil Service Commission. Mayor Pro Tem Dunne made a motion to approve the appointment of David Stuhlberg. The motion was seconded by Councilmember Severs and passed 7–0.

11.C Appointment of Jacob Vanlandingham to the Civil Service Commission: Jacob Vanlandingham shared comments regarding his interest in serving on the Civil Service Commission. Mayor Pro Tem Dunne made a motion to approve the appointment of Jacob Vanlandingham. The motion was seconded by Councilmember Severs and passed 7–0.

Reports & Inquiries:

City Council: Mayor Pro Tem Dunne commented on the planning underway for the Pavilion Park Summer Festival. He also commended staff for providing the median renderings of Molter for community awareness.

Councilmember Ball commented on a recent tour of the Public Works Yard.
Councilmember Darrow commented on recently attending the AWC City Action Days.

Mayor: Mayor Kaminskas provided information regarding recently attended and upcoming meetings, including, but not limited to, AWC City Action Days; the Greater Spokane Valley Chamber Networking Event; the Visit Spokane Annual Meeting; the Greater Spokane Valley Chamber Board Retreat; and the GSI Regional Economic Development Dialogue.

The Mayor also mentioned an ongoing issue with the City of Spokane charging utility tax to a portion of the Liberty Lake community served by one of their wastewater treatment facilities. Surrounding jurisdictions met to discuss opposition and potential impacts. A meeting will be scheduled for next week, and more information will be forthcoming.

City Administrator: City Administrator McAvoy updated the Council and community on upcoming events and reminders, including a forthcoming legislative priority update following Policy and Fiscal Committee cutoff dates, the 2026 Community Satisfaction Survey, and the Make a Request feature.

City Administrator McAvoy then invited Ben Turner, Public Works Director, who provided an update on the Tree Removal/Median Improvement Project. Finally, the City Council further discussed the upcoming City Council Retreat.

Workshop Discussions:

Final Network Analysis: Amy Mullerleile, Interim Community Development Director introduced Mitch Hadfield with Parametrix who provided a presentation on the Final Network Analysis. Questions were asked and answered throughout. A resolution will be forthcoming at a future meeting for Council consideration.

Pavement Master Plan: Ben Turner, Public Works Director, provided a presentation on the Pavement Master Plan. Questions were asked and answered throughout.

Police Department Evidence Custodial Fund: Kyle Dixon, Finance Director, provided a brief overview and presentation on the Police Department Evidence Custodial Fund. Questions were asked and answered throughout. The first reading of Ordinance 316 will occur this evening, and the second reading will be on February 17, 2026, for Council consideration and adoption.

General Business – Consent Agenda:

Mayor Pro Tem Dunne made a motion to approve Consent Agenda Items 10.A, 10.B, 10.C, 10.E, 10.F, 10.G, 10.H, 10.I, 10.J, and 10.K. The motion was seconded by Councilmember Severs and passed 7–0.

- **10.A** Meeting Minutes: Approve the January 20, 2026, City Council Meeting Minutes.
- **10.B** December 31, 2025, and February 3, 2026, Vouchers: in the amount of \$944,976.85.
- **10.C** Additional Fireworks for the July 4, 2026, Display: in an amount not to exceed \$12,500.
- **10.E** Purchase of Mechanic Pickup Truck: in an amount not to exceed \$78,000.
- **10.F** Purchase of SCAG Zero-Turn Mower: in an amount not to exceed \$11,306.58.
- **10.G** Purchase of John Deere XUV: in an amount not to exceed \$40,179.74.
- **10.H** Purchase of Light Displays for 2026 “Home for the Holidays”: in an amount not to exceed \$12,913.15.
- **10.I** Purchase of John Deere Triplex Greens Mower: in an amount not to exceed \$56,118.96.
- **10.J** Purchase of Recreation/Events Storage Trailer: in an amount not to exceed \$12,152.03.
- **10.K** Association of Washington Cities (AWC) Annual Membership: in an amount not to exceed \$11,793.00.

General Business - Action Items:

11.D Donation - Rainbow Bridge Project: Mayor Pro Tem Dunne made a motion to approve item 11.D. The motion was seconded by Councilmember Severs. Questions were asked and answered throughout. The mayor then called for a vote on approving the donation, which passed 7-0. A future project plan will come forward.

11.E Donation for the 4th of July from ICCU: Mayor Pro Tem Dunne made a motion to approve item 11. E. The motion was seconded by Councilmember Severs and passed 7-0.

11.F Purchase Police Officer Tactical Helmets: Mayor Pro Tem Dunne made a motion to approve item 11.F. The motion was seconded by Councilmember Severs and passed 7-0.

10.D City Park Security Camera Upgrade: Mayor Pro Tem Dunne moved the item for discussion, which was seconded by Councilmember Kurtz. Discussion ensued, and questions were asked and answered throughout by Chief Simmons and Shane Miller, IT Manager. The Mayor called for a vote on the motion to approve. The motion passed 6–1, with Councilmember Ball opposed.

Council Comments: None were given

Public Hearings / Appeals: No items currently

Resolutions: No items currently

Ordinances:

Ordinance 316 - An Ordinance of the City of Liberty Lake, WA establishing the PD Evidence Custodial Fund: Rochelle Caton, City Clerk; read by title Ordinance 316.-1st read.

Emergency Ordinances: None

Introduction of Upcoming Agenda Items: Mayor Pro Tem Dunne provided clarity on the workshop discussion and expressed his interest in reinstating the Finance, Community Development, and Public Safety Council Committees. This is tentatively scheduled for March 3, 2026.

The Youth Commission is tentatively scheduled for March 17, 2026.

After discussion regarding spring break during the first week of April, Mayor Pro Tem Dunne made a motion to move the first meeting in April from the 7th to the 14th. The

second meeting will remain on the 21st as regularly scheduled. Councilmember Darrow seconded the motion. The Mayor called for a vote, which passed 7–0.

Councilmember Kurtz discussed the shared response to homelessness, the Youth Commission, and town halls in general.

Councilmember Ball mentioned Hazard Mitigation as a potential topic for the April 21st meeting.

Citizen Comments: None were given

Executive Session: No items currently

Adjournment:

With there being no further business, the meeting was adjourned at 8:01. p.m.

These minutes were approved February 17, 2026.

Cris Kaminskis, Mayor
City of Liberty Lake

These minutes were prepared by Rochelle Caton. This meeting was also recorded.

Anyone who desires to listen to the recording may visit the city's website or contact the City Clerk.



AGENDA ITEM NO.: 10.B.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: February 17, 2026, vouchers, and January 16–31 payroll and benefits

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

City of Liberty Lake Consent Agenda, 02172026 Council

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the February 17, 2026, vouchers, and January 16–31 payroll and benefits in the amount of \$731,356.98

City of Liberty Lake

Consent Agenda for February 17, 2026
City Council Meeting

Report from the Mayor for pending claims and payment of previously approved obligations through
January 6, 2026

Payee	Description	Amount
See attached voucher report.		
Total vouchers through February 17, 2026		
Check(s)	35986-36027	\$ 89,164.69
EFT		\$ 234,940.88
		<u>\$ 324,105.57</u>
January 16-31, 2026, payroll and benefits		
Check(s)	35985	\$ 271.59
EFT		\$ 406,979.82
		<u>\$ 407,251.41</u>
	TOTAL	<u>\$ 731,356.98</u>

RECOMMENDATION: Approve and Authorize for Payment

ATTACHMENTS:

All original invoices are on file with the City Treasurer.

SIGNATURES:

City Clerk

Mayor

City Council Member

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:04:16 Date: 02/12/2026

02/17/2026 To: 02/17/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
708	02/17/2026	Claims	3	EFT	ACRANET	215.28	SERVICES
		001 - 518 10 40 00 - Human Resources Services				86.12	VANLANDINGHAM, JACOB & STUHLBERG, DAVID BACKGROUND CHECKS
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				43.06	HAWKINS, WADE BACKGROUND CHECK
		001 - 572 10 41 00 - Library-Professional Services				43.05	TENBRINK, GAYLE BACKGROUND CHECK
		420 - 576 61 41 00 - Golf Pro Shop-Professional Serv				43.05	NACKE, JOSEPH BACKGROUND CHECK
709	02/17/2026	Claims	3	EFT	ACUSHNET COMPANY	331.40	MATERIALS
		420 - 576 61 31 00 - Pro Shop Supplies				331.40	SASQUATCH FLAG
710	02/17/2026	Claims	3	EFT	AMAZON CAPITAL SERVICES	6,723.27	MATERIALS
		001 - 514 23 31 00 - Administrative Services Supplies				389.77	BLACK TONER CARTRIDGE, MAGENTA TONER CARTRIDGE, CYAN TONER CARTRIDGE, YELLOW TONER CARTRIDGE
		001 - 514 23 31 00 - Administrative Services Supplies				389.74	BLACK TONER CARTRIDGE, MAGENTA TONER CARTRIDGE, CYAN TONER CARTRIDGE, YELLOW TONER CARTRIDGE
		001 - 514 23 31 00 - Administrative Services Supplies				171.98	BLACK TONER CARTRIDGES
		001 - 514 23 31 00 - Administrative Services Supplies				21.68	LABELING TAPE
		001 - 514 23 31 00 - Administrative Services Supplies				13.07	WIRELESS NUMERIC KEYPAD
		001 - 514 23 31 00 - Administrative Services Supplies				-85.99	RETURN OF DAMAGED BLACK TONER CARTRIDGE
		001 - 518 30 31 00 - Facility - Central Supplies				150.86	TOILET PAPER
		001 - 518 30 31 00 - Facility - Central Supplies				61.44	DIMMABLE LED BULBS
		001 - 518 30 31 00 - Facility - Central Supplies				423.56	TRASH BAGS, FACIAL TISSUES, PAPER TOWELS
		001 - 521 10 31 00 - Law Enforcement Supplies				231.60	MAILING LABELS, SHARPS CONTAINERS, CLASP ENVELOPES, HI VIS SAFETY VEST, ENVELOPE MOISTENER
		001 - 521 10 31 00 - Law Enforcement Supplies				63.09	FLAG SPREADER ADJUSTABLE ARMS FOR INDOOR FLAG DISPLAY, AMERICAN FLAG
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				308.86	STEEL LANDSCAPE LAWN EDGINGS
		110 - 542 70 31 01 - Roadside - Supplies				10.55	TRAILER ADAPTER WIRING HARNESSSES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				454.31	PIG MAT, ABSORBENT SOCK, RUBBER FLOOR MATS
		001 - 571 00 31 00 - Recreational Activities Supplies				58.90	LED TEA LIGHTS, SAFETY SCISSORS FOR KIDS, INK PAD, ACRYLIC PAINT PENS, SCISSORS
		001 - 571 00 31 04 - Special Events Supplies				21.79	OUTLET TESTER
		001 - 572 10 31 00 - Library Supplies				250.46	BLACK TONER CARTRIDGE
		001 - 572 10 31 00 - Library Supplies				242.68	BLACK INK CARTRIDGES, WIRELESS INKJET PRINTER
		001 - 572 10 31 00 - Library Supplies				14.34	LOCKING CASH BOX
		001 - 572 10 31 00 - Library Supplies				20.65	COFFEE PODS
		001 - 572 10 31 00 - Library Supplies				13.72	WALL CALENDAR
		001 - 572 10 31 00 - Library Supplies				16.50	ENVELOPE MOISTENER
		001 - 572 10 31 00 - Library Supplies				69.84	BOOK TAPE
		001 - 572 10 31 05 - Children & Adult Prgm Supplie				93.95	POTATO CRISPS, SPRING CRAFT KITS, ANIMAL PARTY FAVORS, CHOCOLATE EGGS
		001 - 572 10 31 05 - Children & Adult Prgm Supplie				39.91	PORTABLE MEGAPHONE, WATER BOTTLE STICKERS, CAPYBARA STICKERS
		001 - 572 20 34 06 - Library Books & Other Materials				62.66	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				18.18	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				26.49	DVD
		001 - 572 20 34 06 - Library Books & Other Materials				29.08	DVD, BOOK
		420 - 576 61 31 03 - Maintenance Supplies				10.56	TRAILER ADAPTER WIRING HARNESSSES
		420 - 576 65 31 01 - Maintenance Of Golf Course				108.98	3D PRINTER FILAMENT

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			001 - 576 80 31 01 - Parks Supplies			947.21	TWEEL TURF TIRE ASSEMBLY
			001 - 576 80 31 01 - Parks Supplies			947.21	TWEEL TURF TIRE ASSEMBLY
			001 - 576 80 31 01 - Parks Supplies			450.12	SAFETY GLASSES, NITRILE WORK GLOVES, TRASH GRABBER TOOL
			001 - 576 80 31 01 - Parks Supplies			10.55	TRAILER ADAPTER WIRING HARNESSSES
			420 - 594 76 60 05 - Small_Attractive Items - Golf			664.97	3D PRINTER
711	02/17/2026	Claims	3	EFT	APOLLO SHEET METAL INC	3,341.07	SERVICES
			001 - 521 50 41 00 - Facility - Professional Services_P			1,469.57	PD-HVAC SVCS
			420 - 576 61 41 03 - Facilities - Professional Services			1,871.50	TH-HVAC SVCS
712	02/17/2026	Claims	3	EFT	ASSOCIATION OF WA CITIES	11,793.00	AGENDA ITEM 10.K 02032026 COUNCIL
			001 - 511 60 49 00 - Legislative-Dues,Subscriptions,R			11,793.00	2026 AWC CITY MEMBERSHIP
713	02/17/2026	Claims	3	EFT	AT&T MOBILITY LLC	7,120.82	SERVICES
			001 - 511 60 42 00 - Legislative-Telephone,Internet,P			306.97	CELL PHONE
			001 - 513 10 42 00 - Executive - Communications			91.74	CELL PHONE
			001 - 514 23 42 00 - Administrative Services-Telepho			198.12	CELL PHONE
			001 - 518 10 40 00 - Human Resources Services			50.92	CELL PHONE
			001 - 518 30 42 00 - Central Services - Communicatic			137.61	CELL PHONE
			001 - 518 80 42 00 - Information Technology Service			134.17	CELL PHONE/MIFI
			001 - 521 10 42 00 - Law Enforcement-Telephone,Int			3,744.67	CELL PHONE/LAPTOP
			110 - 542 90 42 00 - Maint Admin & Overhead - Tele			654.50	CELL PHONE
			001 - 558 60 42 00 - Communications-Planning			640.55	CELL PHONE/TABLET
			001 - 571 00 41 00 - Recreational Activities Professio			45.87	CELL PHONE
			420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern			92.81	MIFI
			001 - 576 80 41 25 - Pavillion Park-Professional Servi			40.54	MIFI
			001 - 576 80 42 00 - Parks-Telephone,Internet,Postag			941.81	CELL PHONE
			001 - 576 80 42 45 - Orchard Park-Telephone,Interne			40.54	MIFI
714	02/17/2026	Claims	3	EFT	AW REHN & ASSOCIATES	6,245.54	SERVICES
			502 - 517 30 29 00 - Health Insurance Services			307.68	EMPLOYER FUNDING NOTIFICATION 01/30-02/01/2026
			502 - 517 30 29 00 - Health Insurance Services			5,937.86	EMPLOYER FUNDING NOTIFICATION 02/02-02/08/2026
715	02/17/2026	Claims	3	EFT	BRIAN S BACHMAN	301.00	PER DIEM
			001 - 518 30 43 00 - Central Services Travel-Lodging,			301.00	TRAVEL TO AMERESCO ASSET PLANNER USER CONFERENCE
716	02/17/2026	Claims	3	EFT	BATTERIES PLUS BULBS	36.32	MATERIALS
			001 - 521 50 31 00 - Facility - Supplies_Public Safety			36.32	BATTERIES
717	02/17/2026	Claims	3	EFT	CALLAWAY	399.81	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			278.40	GOLF BALLS
			420 - 576 61 34 01 - Pro Shop Merchandise			553.07	GOLF CLUBS
			420 - 576 61 34 01 - Pro Shop Merchandise			1,824.58	GOLF GLOVES
			420 - 576 61 34 01 - Pro Shop Merchandise			373.68	GOLF BALLS
			420 - 576 61 34 01 - Pro Shop Merchandise			2,430.96	CUSTOMIZED GOLF BALLS
			420 - 576 61 34 01 - Pro Shop Merchandise			409.58	GOLF CLUBS
			420 - 576 61 34 01 - Pro Shop Merchandise			-5,470.46	RETURNED CLUBS
718	02/17/2026	Claims	3	EFT	CITY SERVICE VALCON-CREDIT CARD	2,297.57	FUEL
			110 - 542 66 32 00 - Snow And Ice Control - Fuel			2,297.57	FUEL
719	02/17/2026	Claims	3	EFT	COBRA PUMA GOLF INC	932.89	MERCHANDISE
			420 - 576 61 31 00 - Pro Shop Supplies			-2,435.00	DEMOS RETURNED
			420 - 576 61 34 01 - Pro Shop Merchandise			-3,230.10	CLUB RETURN

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			420 - 576 61 34 01 - Pro Shop Merchandise			2,546.89	SHOES
			420 - 576 61 34 01 - Pro Shop Merchandise			4,051.10	GOLF CLUBS
720	02/17/2026	Claims	3	EFT	COMCAST BUSINESS COMMUNICATIONS LLC	433.90	SERVICES
			420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern			433.90	SVCS THROUGH 02/01-02/28/2026
721	02/17/2026	Claims	3	EFT	COUNTRY LOCK & KEY INC	1,205.49	SERVICES
			001 - 521 50 41 00 - Facility - Professional Services_P			1,205.49	PD-EVIDENCE ROOM LOCK SVCS
722	02/17/2026	Claims	3	EFT	COUNTRY VISTA CAR WASH	269.50	SERVICES
			001 - 521 10 41 00 - Law Enforcement-Professional S			240.00	48 WASHES
			110 - 542 90 41 00 - Maint Admin & Overhead - Prof			29.50	3 WASHES
723	02/17/2026	Claims	3	EFT	EVANS CRAVEN & LACKIE PS	6,000.00	SERVICES
			001 - 515 41 41 00 - External Legal Services - Consult			6,000.00	SVCS THROUGH 12/19/2025-01/23/2026
724	02/17/2026	Claims	3	EFT	EXECUTECH UTAH LLC	2,070.72	SERVICES
			001 - 518 80 41 00 - Information Technology Service			2,070.72	FEBRUARY IT SVCS
725	02/17/2026	Claims	3	EFT	FEED CO LLC	384.12	MATERIALS
			001 - 576 80 31 01 - Parks Supplies			384.12	GS WHOLE OATS, HAY ALFALFA COMPRESSED, KALMBACH FEEDS GOAT FEED, KANIKSU GROUND CORN, HAY TIMOTHY COMPRESSED
726	02/17/2026	Claims	3	EFT	FISHERS TECHNOLOGY	45.74	SERVICES
			001 - 572 10 41 00 - Library-Professional Services			45.74	CONTRACT OVERAGE 12/28/2025-01/27/2026
727	02/17/2026	Claims	3	EFT	HD SUPPLY FACILITIES MAINTENANCE LTD	669.55	MATERIALS
			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			297.41	TOILET PAPER
			001 - 576 80 31 55 - Rocky Hill Park Supplies			372.14	TOILET PAPER, TOILET PAPER DISPENSERS
728	02/17/2026	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	2,082.45	MATERIALS
			001 - 518 30 31 00 - Facility - Central Supplies			106.72	HAMMER, RUBBER HAMMER, TOOL TRAY
			001 - 518 30 31 00 - Facility - Central Supplies			127.27	COMPACT BASKET, BATTERY RACK, SINGLE PRONG HOOKS
			001 - 518 30 31 00 - Facility - Central Supplies			48.11	TOTES
			001 - 518 30 31 00 - Facility - Central Supplies			113.79	BATTERIES
			001 - 518 30 31 10 - Facility - Supplies_City Hall			32.07	KEY CABINET
			110 - 518 30 31 20 - Facility - Supplies_Public Works			177.36	DISINFECTING WIPES, DISINFECTING SPRAY, CLEANING WIPES, TRASH BAGS, SCRUB SPONGE PADS
			001 - 521 50 31 00 - Facility - Supplies_Public Safety			341.30	BASE CABINET, BI-METAL HOLE SAW
			110 - 542 70 31 01 - Roadside - Supplies			113.38	LADDER HOOKS, NITRILE DIPPED WORK GLOVES, AIR FRESHENER, WORK GLOVES, BOTTLED WATER
			110 - 542 70 31 01 - Roadside - Supplies			23.98	CARRIAGE BOLTS, DRILL BIT, FLAT WASHERS, LOCK WASHERS, HEX NUTS
			001 - 572 50 31 00 - Facilities - Supplies_Library			238.71	STORAGE SHELVING UNIT
			420 - 576 61 31 03 - Maintenance Supplies			14.94	SWEEPER WETCLOTH, BOTTLED WATER
			420 - 576 65 31 01 - Maintenance Of Golf Course			29.87	SPRAY PAINT
			001 - 576 80 31 01 - Parks Supplies			14.94	SWEEPER WETCLOTH, BOTTLED WATER
			001 - 576 80 31 01 - Parks Supplies			38.45	WALL MOUNT J-HOOKS
			001 - 576 80 31 01 - Parks Supplies			56.62	BOTTLED WATER, LEAF RAKE, 5 GALLON WATER CONTAINERS
			001 - 576 80 31 01 - Parks Supplies			4.72	SCREWS
			001 - 576 80 31 15 - Ballfields Supplies			28.32	COMBINATION LOCK

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			001 - 576 80 31 15 - Ballfields Supplies			379.32	MOBILE TOOL STORAGE CABINET
			001 - 576 80 31 15 - Ballfields Supplies			38.61	COMBO LOCK, COIL CHAINS
			001 - 576 80 31 55 - Rocky Hill Park Supplies			153.97	SPRAY PAINT, GRILL BRUSH, LATCHING BOX, 5-TIER STORAGE SHELVEING UNIT
729	02/17/2026	Claims	3	EFT	HRA VEBA TRUST	2,833.33	CONTRIBUTIONS
			420 - 576 61 28 09 - HRA VEBA			2,833.33	NACKE, JOSEPH CONTRIBUTIONS
730	02/17/2026	Claims	3	EFT	JANDY M HUMBLE	215.00	PER DIEM
			001 - 572 10 43 00 - Library Travel-Lodging,Meals,Mi			215.00	PER DIEM FOR TRAVEL WA STATE PUBLIC LIBRARY DIRECTOR'S MEETING
731	02/17/2026	Claims	3	EFT	INGRAM LIBRARY SERVICES	754.35	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			754.35	BOOKS
732	02/17/2026	Claims	3	EFT	JAMF SOFTWARE LLC	5,755.20	SERVICES
			001 - 518 80 41 00 - Information Technology Service			5,755.20	ANNUAL MOBILE DEVICE MANAGEMENT
733	02/17/2026	Claims	3	EFT	CHRISTOPHER L JOHNSTON	1,338.61	REIMBURSEMENT
			420 - 576 61 43 01 - Golf Travel-Lodging,Meals,Milea			1,338.61	AIRLINE,RENTAL CAR,GAS, BAGS, PER DIEM FOR NATIONAL PGA SHOW
734	02/17/2026	Claims	3	EFT	LIBERTY LAKE SEWER AND WATER DISTRICT	3,790.73	SERVICES
			001 - 518 30 47 00 - Facility - Utilities_City Hall			550.00	CITY HALL
			001 - 518 30 47 00 - Facility - Utilities_City Hall			75.00	CITY HALL IRR2
			001 - 521 50 47 00 - Facility - Utilities_Public Safety			152.18	LLPD/LLML BLDG
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			100.00	HARVARD RD IRR21
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	LIBERTY LAKE DR IRR1
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	MDWD VISTAS IRR5
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	MDWD VISTAS IRR8
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	MISSION&MOLTER IRR15
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			100.00	MISSION/MOLTER ROUNDABOUT IRR16
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	MOLTER RD IRR4
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			51.12	MDWD VISTAS IRR7
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	MDWD VISTAS IRR6
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	MISSION&SIGNAL IRR
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			75.00	MDWD VISTAS 4 TR C IRR9
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			75.00	WOODBROOK TR B IRR11
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	LIBERTY LAKE RD IRR22
			410 - 531 00 40 00 - Storm Drainage Utilities - Utility			25.00	GRAYHAWK HOA IRRIG PID 55141.3602
			110 - 542 30 47 01 - Roadway - Utility Services_Irriga			75.00	APPLEWAY (A) AVE IRR19
			110 - 542 30 47 01 - Roadway - Utility Services_Irriga			75.00	APPLEWAY (B) AVE IRR20
			110 - 542 90 47 00 - Maint Admin & Overhead Utility			25.00	375 N KRAMER PKWY IRR
			110 - 542 90 47 00 - Maint Admin & Overhead Utility			91.04	375 N KRAMER PKWY
			001 - 572 50 47 00 - Facility - Utilities_Library			68.37	LLPD/LLML BLDG
			001 - 572 50 47 00 - Facility - Utilities_Library			50.00	NEW LIBRARY BLDG IRR
			001 - 572 50 47 00 - Facility - Utilities_Library			110.00	NEW LIBRARY BLDG
			420 - 576 61 47 00 - Facilities - Utilities_Trailhead			990.00	TRAILHEAD
			420 - 576 61 47 00 - Facilities - Utilities_Trailhead			100.00	TRAILHEAD GOLF COURSE IRR PID 55155.9145
			420 - 576 61 47 00 - Facilities - Utilities_Trailhead			36.15	WASH STATION GOLF COURSE
			420 - 576 61 47 00 - Facilities - Utilities_Trailhead			25.00	22302 E COUNTRY VISTA DR RR/SETTLER
			001 - 576 80 47 15 - Ballfields Utilities-Elec/Gas,Wtr/			110.00	BALLFIELDS DRINKING FOUNTAIN/RESTROOMS 23900 E BOONE AVE
			001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V			110.00	PAVILLION PARK RESTOOM&SPLASH PAD
			001 - 576 80 47 35 - Town Square Utilities-Elec/Gas,V			110.00	TOWN SQUARE PARK
			001 - 576 80 47 35 - Town Square Utilities-Elec/Gas,V			101.87	TOWN SQUARE IRR18

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					001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas	110.00	ROCKY HILL RESTROOMS
					001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas	100.00	ROCKY HILL PARK IRR14
					001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas	100.00	ROCKY HILL PARK WINROCK&MISSION IRR13
735	02/17/2026	Claims	3	EFT	MASTERCARD	9,954.73	MEMBERSHIPS, MATERIALS, SERVICES, SUBSCRIPTIONS, LODGING
					001 - 511 60 41 00 - Legislative - Professional Service	94.99	ZOOM
					001 - 511 60 43 00 - Legislative Travel-Lodging,Meals	456.99	DELTA AIRLINES - ROUNTRIP FLIGHT TICKETS FOR DARROW, SUMMER TO ATTEND AWC 2026 CITY ACTION DAYS
					001 - 511 60 43 00 - Legislative Travel-Lodging,Meals	302.75	HAMPTON INN & SUITES BY HILTON - LODGING FOR AWC 2026 CITY ACTION DAYS FOR DARROW, SUMMER
					001 - 513 10 41 00 - Executive-Professional Services	47.97	ZOOM
					001 - 513 10 43 00 - Executive Travel-Lodging,Meals,	16.99	CF UNITED APRO LLC 2 - MCAVOY, MARK - GAS FOR RENTAL CAR WHILE ATTENDING AWC 2026 CITY ACTION DAYS
					001 - 513 10 43 00 - Executive Travel-Lodging,Meals,	111.87	COVE (RESTAURANT) - MEALS FOR MCAVOY, MARK / KAMINSKAS, CRIS / DARROW, SUMMER WHILE ATTENDING AWC 2026 CITY ACTION DAYS
					001 - 513 10 43 00 - Executive Travel-Lodging,Meals,	124.08	THRIFTY RENTAL CAR - RENTAL CAR FOR MCAVOY, MARK / KAMINSKAS, CRIS / DARROW, SUMMER WHILE ATTENDING AWC 2026 CITY ACTION DAYS
					001 - 513 10 43 00 - Executive Travel-Lodging,Meals,	34.00	SPOKANE INTERNATIONAL AIRPORT - MCAVOY, MARK - PARKING FEE FOR VEHICLE WHILE ATTENDING AWC 2026 CITY ACTION DAYS
					001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re	75.00	GREATER SPOKANE VALLEY CHAMBER OF COMMERCE - MCAVOY, MARK-REGISTRATION FOR THE 2026 VALLEY CHAMBER BUSINESS AWARDS
					001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re	75.00	GREATER SPOKANE VALLEY CHAMBER OF COMMERCE - KAMINSKAS, CRIS-REGISTRATION FOR THE 2026 VALLEY CHAMBER BUSINESS AWARDS
					001 - 514 23 31 00 - Administrative Services Supplies	63.20	OFFICE DEPOT - TAX DOCUMENT ENVELOPES
					001 - 514 23 41 00 - Administrative Services-Professi	199.00	PRO-WARE, LLC - ACA 1095 E-FILE FOR FEDERAL TAX YEAR 2025
					001 - 514 23 41 00 - Administrative Services-Professi	1.67	MASTERCARD - ANNUAL FEE FOR CARD
					001 - 514 23 41 00 - Administrative Services-Professi	188.07	AGILEBITS INC. (1PASSWORD) - ANNUAL BUSINESS LICENSES FOR 2 USERS
					001 - 514 23 41 00 - Administrative Services-Professi	19.22	AGILEBITS INC. (1PASSWORD) - ANNUAL BUSINESS LICENSES FOR 2 USERS
					001 - 514 23 41 00 - Administrative Services-Professi	1.87	MASTERCARD - INTERNATIONAL TRANSACTION FEE
					001 - 514 23 41 00 - Administrative Services-Professi	91.01	AGILEBITS INC. (1PASSWORD) - ADDED 1 USER
					001 - 514 23 41 00 - Administrative Services-Professi	9.22	AGILEBITS INC. (1PASSWORD) - ADDED 1 USER
					001 - 514 23 41 00 - Administrative Services-Professi	0.90	MASTERCARD - INTERNATIONAL TRANSACTION FEE

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		001 - 514 23 43 00 - Administrative Services Travel-Lu				722.89	CLUB QUARTERS HOTEL - LODGING FOR GFOA ANNUAL CONFERENCE FOR DIXON, KYLE
		001 - 514 23 49 01 - Administrative Services-Dues,Su				75.00	WFOA - DIXON, KYLE ACTIVE MEMBERSHIP
		001 - 514 23 49 01 - Administrative Services-Dues,Su				500.00	GFOA - RENEWAL FEES
		001 - 514 23 49 01 - Administrative Services-Dues,Su				50.00	MRSC - NAURETZ, JACOB-CLASS REGISTRATION FOR HANDLING SENSITIVE PAYROLL WITHHOLDINGS
		001 - 518 10 40 00 - Human Resources Services				15.99	ZOOM
		001 - 518 30 43 00 - Central Services Travel-Lodging,				336.80	SOUTHWEST AIRLINES - ROUNDTRIP FLIGHT TICKETS FOR BACHMAN, BRIAN TO ATTEND A TRAINING IN ARIZONA
		001 - 518 30 43 00 - Central Services Travel-Lodging,				919.74	EMBASSY SUITES BY HILTON - LODGING FOR AMERESCO ASSETPLANNER USER CONFERENCE FOR BACHMAN, BRIAN
		001 - 518 80 30 00 - Supplies For Consumption IT				47.89	HOBBY LOBBY - CABLING SUPPLIES FOR CABLE MANAGEMENT
		001 - 518 80 30 00 - Supplies For Consumption IT				225.44	STAPLES - HANGING FILE BOXES, LATCH LID CONTAINERS, CABLE TIES, CAT6 ETHERNET DEVICES, CABLE CLIPS, CABLE COILS, VELCRO TIES, OUTLET, CABLE LABELS, EXTENSION CORD
		001 - 518 80 30 00 - Supplies For Consumption IT				87.18	BEST BUY - 5-PORT ETHERNET DEVICES
		001 - 518 80 30 00 - Supplies For Consumption IT				34.86	BEST BUY - ETHERNET DEVICE, MONITOR WIPES
		001 - 518 80 30 00 - Supplies For Consumption IT				222.32	STAPLES - APC BACKUP PRO POWER SUPPLY, STORAGE TOTES
		001 - 518 80 30 00 - Supplies For Consumption IT				21.77	BEST BUY - USB TO DB9 SERIAL ADAPTER
		001 - 518 80 30 00 - Supplies For Consumption IT				81.66	BEST BUY - TECH TOOLKIT
		001 - 518 80 30 00 - Supplies For Consumption IT				27.73	BEST BUY - CABLE GUIDES, SELF-GRIPPING CABLE TIES, CABLE WRAPS, CABLE CLIPS
		001 - 521 10 43 00 - Law Enforcement Travel-Lodging				1,015.80	HAMPTON INN BY HILTON - LODGING FOR ATTENDANCE OF THE IA PRO ADMIN USER SEMINAR FOR MORGAN, DARIN/KELLY, ERIN/HOLTHAUS, MARK/ISAAC, JEFF
		001 - 521 10 43 00 - Law Enforcement Travel-Lodging				722.63	THE HOTEL LEO - LODGING FOR ATTENDANCE OF BASIC FTO ACADEMY FOR ESPARZA, ALFREDO
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				5.00	FEDERAL AVIATION ADMINISTRATION - DRONE REGISTRATION
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				270.27	SPOKANE CONSERVATION DISTRICT - PLANTS
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				2.55	SPOKANE CONSERVATION DISTRICT - PLANTS
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				35.55	SPOKANE CONSERVATION DISTRICT - PLANTS
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				0.39	SPOKANE CONSERVATION DISTRICT - PLANTS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				36.33	FOX TRAILERS - SHOP SUPPLIES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				16.67	FOX TRAILERS - SHOP SUPPLIES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				122.27	CROWN AWARDS - WOOD PHOTO PLAQUES, AWARD INSERTS
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				5.32	ZOOM
		110 - 542 90 49 00 - Maint Admin & Overhad - Reg				495.00	MAUS, DANIEL - ISA BOARD CERTIFIED MASTER ARBORIST EXAM
		001 - 558 50 41 00 - CP&ED-Professional Services				31.98	ZOOM

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		001 - 558 70 49 00 - Econ. Dev. - Dues,memberships,				207.31	HUB SPORTS CENTER - TICKETS FOR KAMINSKAS, CRIS TO ATTEND THE 2026 CRAB FEED FUNDRAISER EVENT
		001 - 572 10 31 00 - Library Supplies				10.66	WALMART - DRY ERASE BAORD
		001 - 572 10 31 00 - Library Supplies				4.78	WALMART - DRY ERASE BAORD
		001 - 572 10 31 05 - Children & Adult Prgrm Supplie				84.16	MICHAELS - YARNS, BRUSHES, CLAY POTS, MOD PODGE
		001 - 572 10 31 05 - Children & Adult Prgrm Supplie				127.04	MICHAELS - PAINT, BRUSHES
		001 - 572 10 41 00 - Library-Professional Services				31.98	ZOOM
		001 - 572 10 49 00 - Library-Dues,Subscriptions,Mbrs				13.07	SPOTIFY - SUBSCRIPTION FEE
		001 - 572 20 34 06 - Library Books & Other Materials				17.44	THE MIND TABLE - BOOK
		001 - 572 20 34 06 - Library Books & Other Materials				300.82	THE ECONOMIST - DIGITAL PLUS PRINT ANNUAL SUBSCRIPTION 01/28/2026-01/27/2027
		001 - 572 20 34 06 - Library Books & Other Materials				3.22	THE ECONOMIST - DIGITAL PLUS PRINT ANNUAL SUBSCRIPTION 01/28/2026-01/27/2027
		001 - 572 40 49 00 - Library-Trainings				75.00	PUBLIC LIBRARIES OF WASHINGTON - REGISTRATION FOR 2026 DIRECTOR MEETING
		420 - 576 65 41 00 - Professional Services-Golf Greer				5.32	ZOOM
		001 - 576 80 30 01 - Parks - Horticulture Supplies				270.25	SPOKANE CONSERVATION DISTRICT - PLANTS
		001 - 576 80 30 01 - Parks - Horticulture Supplies				2.56	SPOKANE CONSERVATION DISTRICT - PLANTS
		001 - 576 80 30 01 - Parks - Horticulture Supplies				35.54	SPOKANE CONSERVATION DISTRICT - PLANTS
		001 - 576 80 30 01 - Parks - Horticulture Supplies				0.39	SPOKANE CONSERVATION DISTRICT - PLANTS
		001 - 576 80 31 55 - Rocky Hill Park Supplies				269.31	DOG WASTE DEPOT - DOG WASTE BAGS
		001 - 576 80 31 65 - Centennial Trail Supplies				153.96	SOAP, SOAP DISPENSERS
		001 - 576 80 41 00 - Parks-Professional Services				5.35	ZOOM
		001 - 576 80 41 00 - Parks-Professional Services				15.99	ZOOM OPS DIR
		001 - 576 80 49 01 - Parks-Registration Fees,Mbrship				68.00	SMITH, BRYAN - BACKFLOW LICENSE RENEWAL FEE
		001 - 576 80 49 01 - Parks-Registration Fees,Mbrship				68.00	SLOCUM, TREVOR - BACKFLOW LICENSE RENEWAL FEE
		001 - 576 80 49 01 - Parks-Registration Fees,Mbrship				21.79	ARLO TECHNOLOGIES, INC. - ARLO SUBSCRIPTION
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				119.96	JOHNNY'S SELECTED SEEDS - FLOWER SEEDS
736	02/17/2026	Claims	3	EFT	MIZUNO USA INC - NDC	497.84	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				857.84	GOLF CLUBS
		420 - 576 61 34 01 - Pro Shop Merchandise				-360.00	RETURNED DRIVERS
737	02/17/2026	Claims	3	EFT	NATIONAL BARRICADE CO	1,061.66	MATERIALS, RENTAL
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				26.16	HEAVY DUTY VEST
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				1,035.50	RENTAL OF AUTOMATED FLAGGER DEVICES
738	02/17/2026	Claims	3	EFT	NORTHWEST BUSINESS STAMP	58.80	MATERIALS
		001 - 511 60 31 00 - Legislative Supplies				30.00	NAME PLATES FOR FISHER, ARLENE & DUNNE, DAN
		001 - 513 10 31 00 - Executive Supplies				28.80	NAME TAGS FOR CARLBERG, RALPH & SITTON, BRITTANY
739	02/17/2026	Claims	3	EFT	ORIENTAL TRADING COMPANY	26.19	MATERIALS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplie				26.19	MAGNETS, PUTTY, PACKAGE INSERTS, VALENTINE CATALOG

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740	02/17/2026	Claims	3	EFT	SHEA CARR & JEWEL INC	9,350.25	SERVICES
			001 - 518 30 41 00 - Central Services-Professional Ser			9,350.25	SVCS THROUGH 01/01-01/30/2026
741	02/17/2026	Claims	3	EFT	SPOKANE COUNTY PUBLIC DEFENDER	28,571.84	SERVICES
			001 - 512 52 40 00 - Contracted Court			28,571.84	07/01-12/31/2025 INCIDENT LOCATION REPORT CASES
742	02/17/2026	Claims	3	EFT	SZEN CORP	2,340.00	SERVICES
			420 - 576 61 41 00 - Golf Pro Shop-Professional Serv			2,340.00	SUPPORT & ENHANCEMENT PROGRAM ANNUAL 2026
743	02/17/2026	Claims	3	EFT	TAYLOR MADE GOLF COMPANY INC	109.44	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			109.44	TOWELS
744	02/17/2026	Claims	3	EFT	THE BUNKER	7,001.01	MATERIALS
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			-43.59	REFUND FOR EARPIECE
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			4,500.71	DAVISON, NATHANIEL-ENTIRE UNIFORM AND ACCOMPANYING GEAR AS A NEW HIRE
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			9.88	SERVICE STRIPES
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			2,534.01	MAHONEY, JILL-ENTIRE UNIFORM AND ACCOMPANYING GEAR AS A NEW HIRE
745	02/17/2026	Claims	3	EFT	THE UPS STORE 3037	63.15	SERVICES
			420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern			63.15	TRAILHEAD RETURNED MERCHANDISE
746	02/17/2026	Claims	3	EFT	TIRE-RAMA	4,384.45	SERVICES
			001 - 518 30 41 00 - Central Services-Professional Ser			114.83	2016 RAM 1500 ST-OIL CHANGE
			001 - 521 10 48 00 - Vehicle Maintenance			3,462.74	2017 FORD POLICE INTERCEPTOR UTILITY-DIAGNOSTIC TEST AND LABOR, CATALYTIC CONVERTER LABOR, TRANS SERVICE, LF WHEEL BEARING LABOR, 4 WHEEL ALIGNMENT, OXYGEN SENSOR, WHEEL BEARING, EXHAUST GASKETS
			001 - 521 10 48 00 - Vehicle Maintenance			191.79	2020 FORD POLICE INTERCEPTOR UTILITY-OIL CHANGE, TIRE PRESSURE MONITORING SVC, SENSOR REPLACEMENT
			001 - 521 10 48 00 - Vehicle Maintenance			391.45	2003 FORD CROWN VICTORIA POLICE-OIL CHANGE, NEW AIR FILTER, NEW BATTERY
			001 - 521 10 48 00 - Vehicle Maintenance			62.13	2015 FORD POLICE INTERCEPTOR UTILITY-OIL CHANGE
			110 - 542 70 41 00 - Roadside - Professional Services			161.51	2019 FORD RANGER XL/XLT/LARIAT-OIL CHANGE, TIRE ROTATION
747	02/17/2026	Claims	3	EFT	TOUR EDGE GOLF MFG INC	3,354.29	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			3,354.29	GOLF CLUBS/BAGS
748	02/17/2026	Claims	3	EFT	ULINE	320.13	MATERIALS
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			227.43	DRUM DOLLY, LEVER ACTION DRUM PUMP
			001 - 572 10 31 00 - Library Supplies			92.70	CORRUGATED SHOE BOXES
749	02/17/2026	Claims	3	EFT	VANGUARD CLEANING SYSTEMS	6,800.00	SERVICES
			001 - 518 30 41 10 - Facility - Professional Services_C			498.75	SVCS THROUGH 02/01-02/28/2026
			001 - 521 50 41 00 - Facility - Professional Services_P			1,235.00	SVCS THROUGH 02/01-02/28/2026
			001 - 521 50 41 00 - Facility - Professional Services_P			2,660.00	PD-CARPET & WINDOW CLEANING SVCS
			001 - 572 50 41 00 - Facility - Professional Services_Li			641.25	SVCS THROUGH 02/01-02/28/2026
			001 - 572 50 41 00 - Facility - Professional Services_Li			1,765.00	LLML-CARPET & WINDOW CLEANING SVCS

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750	02/17/2026	Claims	3	EFT	VISIT SPOKANE	74,730.52	AGENDA ITEM 10.D 04012025 COUNCIL
			115 - 557 30 41 00 - Tourism Prof Services		74,730.52	2025 LODGING TAX CONTRACT	
751	02/17/2026	Claims	3	EFT	WASHINGTON STATE DEPARTMENT OF REVENUE	2,842.43	TH B&O/SALES TAX JAN 2026
			420 - 576 61 40 00 - Business & Occupation, Sales Ta		2,842.43		
752	02/17/2026	Claims	3	EFT	WASTE MGMT OF SPOKANE	1,028.50	SERVICES
			110 - 518 30 47 20 - Facility - Utilites_Public Works		514.25	PW GARBAGE SVCS 01/01-01/31/2026	
			001 - 576 80 41 45 - Orchard Park-Professional Servic		514.25	ORCHARD GARBAGE SVCS 01/01-01/31/2026	
753	02/17/2026	Claims	3	EFT	WESTERN STATES EQUIPMENT COMPANY	5,865.91	MATERIALS; MATERIALS
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup		1,274.32	FORKS FOR CATERPILLAR	
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup		4,591.59	AUGER, AUG BIT	
754	02/17/2026	Claims	3	EFT	WEX BANK-FUEL CARDS	5,354.94	FUEL
			001 - 521 10 32 00 - Law Enforcement Fuel Consume		5,354.94	LLPD FUEL	
755	02/17/2026	Claims	3	EFT	BEN WICK	3,108.00	SERVICES
			001 - 558 70 41 00 - Econ. Dev. - Advertising		1,554.00	DEC 2025 SPLASH ADS	
			001 - 558 70 41 00 - Econ. Dev. - Advertising		1,554.00	JAN 2026 SPLASH ADS	
756	02/17/2026	Claims	3	EFT	ZERO FRICTION LLC	530.14	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise		530.14	GLOVES, BALLS, BOWL DISPLAY	
757	02/17/2026	Claims	3	35986	ACCESS UNLIMITED & SECURITY INC	168.95	SERVICES
			420 - 576 61 41 03 - Facilities - Professional Services_		168.95	TH-DOOR LOCK SYSTEM SVC	
758	02/17/2026	Claims	3	35987	ADIDAS AMERICA INC	1,940.37	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise		645.00	GOLF CLUBS	
			420 - 576 61 34 01 - Pro Shop Merchandise		1,190.31	HOODIE, POLOS, ZIPS	
			420 - 576 61 34 01 - Pro Shop Merchandise		105.06	POLOS	
759	02/17/2026	Claims	3	35988	ALLIED FIRE AND SECURITY	1,258.08	SERVICES
			001 - 518 30 41 10 - Facility - Professional Services_C		179.70	CH-SECURITY SVCS 03/01-05/31/2026	
			001 - 518 30 41 10 - Facility - Professional Services_C		578.95	CH-SECURITY & VIDEO SVCS 03/01-05/31/2026	
			001 - 521 50 41 00 - Facility - Professional Services_P		208.30	LLPD-VIDEO SVCS 03/01-05/31/2026	
			001 - 572 50 41 00 - Facility - Professional Services_Li		291.13	LLML-FIRE SVCS 03/01-05/31/2026	
760	02/17/2026	Claims	3	35989	AMERICAN ON-SITE SERVICES	1,776.21	SERVICES
			110 - 542 90 41 00 - Maint Admin & Overhead - Prof		134.99	PORTABLE RESTROOM	
			420 - 576 65 41 00 - Professional Services-Golf Greer		140.89	PORTABLE RESTROOM, HAND SANITIZER	
			001 - 576 80 41 15 - Ballfields-Professional Services		215.89	PORTABLE RESTROOM, HAND SANITIZER	
			001 - 576 80 41 25 - Pavillion Park-Professional Servic		215.89	PORTABLE RESTROOM, HAND SANITIZER	
			001 - 576 80 41 35 - Town Square-Professional Servic		204.99	PORTABLE RESTROOM	
			001 - 576 80 41 45 - Orchard Park-Professional Servic		431.78	PORTABLE RESTROOMS, HAND SANITIZER	
			001 - 576 80 41 55 - Rocky Hill Park-Professional Sen		215.89	PORTABLE RESTROOM, HAND SANITIZER	
			001 - 576 80 41 65 - Centennial Trail Professional Ser		215.89	PORTABLE RESTROOM, HAND SANITIZER	
761	02/17/2026	Claims	3	35990	ARIZONA SOLAR SOLUTIONS INC. DBA SUNTRIA	115.00	REFUND PERMIT BLD2026-0032
			001 - 345 83 00 00 - Plan Checking		-115.00		
762	02/17/2026	Claims	3	35991	AT&T MOBILITY NATIONAL ACCOUNTS LLC	115.00	SERVICES
			001 - 521 10 41 00 - Law Enforcement-Professional S		45.00	2026-88000148 TOWER SEARCH	
			001 - 521 10 41 00 - Law Enforcement-Professional S		70.00	2026-88000148 TOWER SEARCH	

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763	02/17/2026	Claims	3	35992	AVISTA UTILITIES	24,148.06	UTILITIES
		001 - 518 30 47 00 - Facility - Utilities_City Hall				2,083.97	22710 E COUNTRY VISTA DR CITY HALL
		001 - 518 30 47 00 - Facility - Utilities_City Hall				385.83	22710 E COUNTRY VISTA DR CH LITTLE HOUSE
		001 - 518 30 47 00 - Facility - Utilities_City Hall				48.88	LL RD/CV COMMUNITY MESSAGE BRD
		110 - 518 30 47 20 - Facility - Utilites_Public Works				776.43	375 N KRAMER PKWY MAINTENANCE SHOP PUBLIC WORKS YARD
		110 - 518 30 47 20 - Facility - Utilites_Public Works				1,703.29	375 N KRAMER PKWY MAINTENANCE SHOP CT SVC
		001 - 521 50 47 00 - Facility - Utilities_Public Safety				3,114.21	LLML/LLPD BLDG
		110 - 542 63 47 00 - Street Lighting - Utility Services_				7,777.30	STREET LIGHTS
		110 - 542 63 47 00 - Street Lighting - Utility Services_				215.28	HARVEST AND MISSION ROUNDABOUT LIGHTS
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				140.97	MOLTER & APPLEWAY SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				100.15	APPLEWAY & LLAKE RD SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				98.10	LLAKE RD & CVISTA SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				32.88	924 N MOLTER RD SCHOOL SPEED SIGN
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				31.92	21806 E MISSION AVE HARVARD RD ROUNDABOUT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				82.18	APPLEWAY & MADSON TRFC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				57.71	SIGNAL/APPLEWAY TRAFFIC SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				36.03	23500 E MISSION AVE MISSION/MOLTER ROUNDABOUT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				94.74	20150 E COUNTRY VISTA DR TRAFFIC SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				110.09	COUNTRY VISTA DR&KRAMER PKWY SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				100.58	E COUNTRY VISTA DR & N LEGACY RIDGE DR TRAFFIC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				87.33	HARVARD RD & INDIANA AVE TRAFFIC LIGHT
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.95	HARVARD & INDIANA IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				41.20	2701 N HARVARD RD MONUMENTS
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				31.32	1425 N LIBERTY LAKE RD SPRINKLER
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.80	23104 E APPLEWAY AVE SPKL IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.78	22427 E APPLEWAY AVE SPKL IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.00	MISSION & KRAMER IRRIG
		001 - 572 50 47 00 - Facility - Utilities_Library				1,399.14	LLML/LLPD BLDG
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				2,575.80	1102 N LIBERTY LAKE RD TRAILHEAD GOLF COURSE
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				215.18	1102 N LIBERTY LAKE RD PUMP
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				1,130.04	22302 E COUNTRY VISTA DR, RESTAURANT
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				21.95	22302 E COUNTRY VISTA DR TRAILHEAD
		001 - 576 80 47 01 - Parks Utilities-Elec/Gas,Wtr/Swr,				36.22	21851 E WELLINGTON PKWY
		001 - 576 80 47 15 - Ballfields Utilities-Elec/Gas,Wtr/S				111.04	23820 E BOONE AVE LIBERTY LAKE BALL FIELDS
		001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V				224.42	727 N MOLTER RD PAVILLION PARK IRRIG
		001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V				30.00	24501 E VALLEYWAY PP PUMP LOCATED @MEADOWWOOD GC
		001 - 576 80 47 35 - Town Square Utilities-Elec/Gas,V				306.40	1420 N MEADOWWOOD LN TOWN SQ PARK LIGHTS
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				722.89	20300 E INDIANA AVE ORCHARD PARK
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				30.88	20298 E INDIANA AVE ORCHARD PARK
		001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas				71.18	24800 E MISSION AVE ROCKY HILL PARK IRRIG
764	02/17/2026	Claims	3	35993	BRANDED BILLS LLC	5,320.59	MERCHANDISE

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			420 - 576 61 34 01 - Pro Shop Merchandise			600.65	HOODIES
			420 - 576 61 34 01 - Pro Shop Merchandise			4,719.94	HATS, BEANIES
765	02/17/2026	Claims	3	35994	CIRCLE M CONSTRUCTION AND LANDSCAPE SUPP	247.65	MATERIALS
			110 - 595 64 63 00 - Roads/Streets Const. & Other In			247.65	BASALT CHIPS
766	02/17/2026	Claims	3	35995	CITY OF LIBERTY LAKE	65.00	PERMIT
			001 - 571 00 41 05 - Special Events Professional Servi			65.00	CLEAN GREEN BULKY WASTE COMMUNITY EVENT PERMIT
767	02/17/2026	Claims	3	35996	DEMCO	216.36	MATERIALS
			001 - 572 10 31 00 - Library Supplies			216.36	VINYL COATED REDDI CORNERS, SPRAY DISK CLEANER, SPINE LABELS, GLASS REINFORCED FILAMENT TAPE, ADJUSTABLE PAPERFOLDS
768	02/17/2026	Claims	3	35997	DEPARTMENT OF ENTERPRISE SERVICES	400.00	SERVICES
			001 - 521 10 41 00 - Law Enforcement-Professional S			400.00	LESO/1033 PROGRAM ANNUAL PARTICIPATION FEE 01/01-12/31/2026
769	02/17/2026	Claims	3	35998	ECO-COMPTEUR INC.	588.60	SERVICES
			001 - 576 80 41 65 - Centennial Trail Professional Ser			588.60	SUBSCRIPTION RENEWAL OF COUNTER 01/01-12/31/2026
770	02/17/2026	Claims	3	35999	EMPATHY STUDIOS LLC	849.00	MEMBERSHIP
			001 - 572 40 49 00 - Library-Trainings			849.00	2026 ANNUAL LIBRARY MEMBERSHIP - 25 LIBRARY STAFF
771	02/17/2026	Claims	3	36000	GALLS LLC	860.08	MATERIALS
			001 - 521 22 26 11 - Uniforms-Duty & Reserv			860.08	DAVISON, NATHAN-JUMPSUIT
772	02/17/2026	Claims	3	36001	GS4 LLC	85.86	MATERIALS
			110 - 542 70 31 02 - Roadside - Horticulture Supplies			78.51	WORK FLEECE
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			7.35	CARABINER
773	02/17/2026	Claims	3	36002	GUNARAMA WHOLESALE INC	754.43	MATERIALS
			001 - 521 10 35 00 - Law Enforcement Small Tools &			754.43	GLOCK MAGAZINES
774	02/17/2026	Claims	3	36003	MARC HOWSER	350.00	SERVICES
			001 - 518 80 41 00 - Information Technology Service			350.00	FEBRUARY 2026 FIBER SVCS
775	02/17/2026	Claims	3	36004	INTERNATIONAL ASSOC FOR PROPERTY & EVID	765.00	REGISTRATIONS
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			340.00	BARTH, CHEREE-IAPE PROPERTY/EVIDENCE MANAGEMENT REFRESHER CLASS FOR CURRENT IAPE MEMBER
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			425.00	SAULS, NICHELL-IAPE PROPERTY/EVIDENCE MANAGEMENT CLASS FOR NEW IAPE MEMBER
776	02/17/2026	Claims	3	36005	JOSEPH ELLIOT USA LLC	912.50	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			413.69	TOWELS
			420 - 576 61 34 01 - Pro Shop Merchandise			498.81	DIVOT TOOLS
777	02/17/2026	Claims	3	36006	LIBRARY JOURNALS LLC	179.99	MATERIALS
			001 - 572 20 34 06 - Library Books & Other Materials			179.99	LJ DEFAULT - IND COMBO US
778	02/17/2026	Claims	3	36007	NORTH STAR ENTERPRISES INC	150.00	SERVICES
			001 - 571 00 41 05 - Special Events Professional Servi			150.00	HOME FOR THE HOLIDAYS TRAFFIC CONTROL PLAN

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779	02/17/2026	Claims	3	36008	NORTHERN LAKES PLUMBING CO	135.00	REFUND PERMIT BLD2026-0042
					001 - 322 10 00 00 - Building Permits	-70.00	
					001 - 341 81 00 00 - Processing/Technology Fee	-65.00	
780	02/17/2026	Claims	3	36009	MEGAN PERKINS	600.00	SERVICES
					111 - 594 76 60 02 - Capital Outlays Public Art	600.00	CREATION OF DESIGN AND HI-RES PRINT FILES FOR UTILITY BOX WRAPS
781	02/17/2026	Claims	3	36010	POWERDMS INC	3,691.50	SUBSCRIPTION
					001 - 521 10 41 00 - Law Enforcement-Professional S	3,691.50	POWERTIME SUBSCRIPTIONS 12/05/2025-12/04/2026
782	02/17/2026	Claims	3	36011	PRINTING SERVICES INC	224.59	MATERIALS
					001 - 521 10 31 00 - Law Enforcement Supplies	224.59	MIRANDA CARDS
783	02/17/2026	Claims	3	36012	PROTHMAN	5,500.00	SERVICES
					001 - 518 10 40 00 - Human Resources Services	5,500.00	COMMUNITY DEVELOPMENT DIRECTOR SOURCING PROFESSIONAL FEE
784	02/17/2026	Claims	3	36013	PTERA INC	2,793.00	SERVICES
					001 - 518 30 42 00 - Central Services - Communicatic	1,469.00	SVC TRADE CR,COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT,ENTERPRISE DIA 1G
					001 - 521 10 40 00 - Sheriff (EMS Agreement)	304.00	COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT
					110 - 542 90 42 00 - Maint Admin & Overhead - Tele	115.00	PWY SVC TRADE CR,COMMERCIAL 50/50 INTERNET
					001 - 572 10 42 00 - Library-Telephone,Internet,Posta	364.00	COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT
					420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern	101.00	SVC TRADE CR,COMMERCIAL 50/50 INTERNET
					001 - 576 80 41 25 - Pavillion Park-Professional Servi	200.00	PP COMMERCIAL PWR;SOFTBALL FIELD COMMERCIAL PWR
					001 - 576 80 42 35 - Town Square-Telephone,Interne	85.00	TS COMMERCIAL PWR
					001 - 576 80 42 45 - Orchard Park-Telephone,Interne	85.00	ORCHARD PARK COMMERCIAL PWR,10M/5M
					001 - 576 80 42 55 - Rocky Hill Park-Telephone,Interr	70.00	RHP COMMERCIAL PWR
785	02/17/2026	Claims	3	36014	ROYAL BUSINESS SYSTEMS INC	16.35	MATERIALS
					001 - 514 23 31 00 - Administrative Services Supplies	16.35	COPYSTAR WASTE TANK FOR CS-6054CI
786	02/17/2026	Claims	3	36015	SAMBA HOLDINGS INC	399.31	SERVICES
					001 - 514 23 41 00 - Administrative Services-Professi	25.00	CHECK FEE
					001 - 518 10 40 00 - Human Resources Services	374.31	ESSENTIALS SVCS 02/01-02/28/2026, MVR SERVICE FEE / STATE FEE / DATA FEE 01/01-01/31/2026
787	02/17/2026	Claims	3	36016	SATURDAY NIGHT INC	8.18	SERVICES
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	8.18	EMBROIDERY ONTO A TOP
788	02/17/2026	Claims	3	36017	SENSKE LAWN & TREE CARE INC	210.59	SERVICES
					001 - 572 50 41 00 - Facility - Professional Services_Li	210.59	LLML-PEST CONTROL SPECIAL JOB
789	02/17/2026	Claims	3	36018	SPOKANE COUNTY ENVIRONMENTAL SERVICES	50.16	SERVICES
					001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V	50.16	FEBRUARY SEWER CHARGES
790	02/17/2026	Claims	3	36019	SPOKANE COUNTY TREASURER	22,401.19	SERVICES
					001 - 521 10 40 00 - Sheriff (EMS Agreement)	21,327.00	LE DISPATCH SVCS FEBRUARY 2026

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:04:16 Date: 02/12/2026

02/17/2026 To: 02/17/2026

Page: 13

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 554 30 41 00 - Animal Services			1,074.19	JAN 2026 ANIMAL CONTROL & SHELTER SVCS
791	02/17/2026	Claims	3	36020	SPOKANE VALLEY HUB	250.00	SERVICES
			001 - 571 00 41 07 - Special Events Business & Comn			250.00	PLAY UNPLUGGED SPONSORSHIP
792	02/17/2026	Claims	3	36021	THE SPOKESMAN REVIEW	453.76	LEGAL ADS
			310 - 594 59 60 00 - Capital Expenditures - City Hall I			453.76	CITY HALL AD FOR BIDS
793	02/17/2026	Claims	3	36022	TRAVIS MATHEW LLC	4,311.86	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			3,361.76	SWEATERS, HOODIES, CLOTHES
			420 - 576 61 34 01 - Pro Shop Merchandise			950.10	SWEATERS, POLOS
794	02/17/2026	Claims	3	36023	TRUE COLLECTIVE LLC	1,365.42	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			1,365.42	SHOES
795	02/17/2026	Claims	3	36024	VERMEER MOUNTAIN WEST	480.03	MATERIALS
			001 - 576 80 30 01 - Parks - Horticulture Supplies			480.03	21 NOTCH SENTEI
796	02/17/2026	Claims	3	36025	WA ASSOC OF SHERIFFS/POLICE CHIEF	245.00	SERVICES
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			245.00	SIMMONS, DAMON ACTIVE DUES
797	02/17/2026	Claims	3	36026	WALTS MAILING SERVICE LT	2,644.24	SERVICES
			001 - 513 10 41 00 - Executive-Professional Services			2,644.24	2026 SURVEY PC-DATA PROCESSING, PRODUCTION, PRINT, POSTAGE
798	02/17/2026	Claims	3	36027	WHITLEY FUEL LLC	2,117.78	FUEL
			001 - 518 30 32 00 - Central Services Fuel Consumed			77.56	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			23.86	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			60.85	DYED DIESEL #2
			110 - 542 70 32 00 - Roadside - Fuel			143.18	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			182.54	DYED DIESEL #2
			001 - 558 50 32 00 - CP&ED Fuel Consumed			59.66	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			95.45	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			745.39	DYED DIESEL #2
			001 - 576 80 32 00 - Parks Fuel Consumed			178.97	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			425.94	DYED DIESEL #2
			001 - 576 80 32 15 - Ballfields Fuel Consumed			17.90	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			106.48	DYED DIESEL #2
						176,458.99	001 General Fund
						25,562.75	110 Street Fund
						600.00	111 Parks & Art Fund
						74,730.52	115 Tourism Promotion Fund
						453.76	310 REET 1 Capital Projects Fund
						710.83	410 Stormwater Utility Fund
						39,343.18	420 Golf Operations Fund
						6,245.54	502 Medical Reimbursement (Bridge) Fund
							Claims:
						324,105.57	324,105.57
						324,105.57	* Transaction Has Mixed Revenue And Expense Accounts

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 09:04:16 Date: 02/12/2026

02/17/2026 To: 02/17/2026

Page: 14

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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"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 herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim a just, due and unpaid obligation against the City of Liberty Lake, and that I am authorized to authenticate and certify to said claim."

City Clerk

Date

"I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligations against the City of Liberty Lake, and that I am authorized to certify to said claim."

City Clerk

Date



AGENDA ITEM NO.: 10.C.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Zencity Engage Subscription Payment

Dept of Origin: Executive

Dept. Head Approval: Mark McAvoy

Exhibit(s):

Zencity Invoice - SI246000367_Redacted, Zencity Renewal_2025

Expenditure Required	Yes
Budgeted	
City Program	

Summary Statement

The Council approved a 24-month license agreement for Zencity Engage on February 21, 2023, followed by a 36-month renewal effective February 24, 2025, through February 24, 2028, with automatic 12-month renewals unless terminated by either party. The payment amount for 2026 is \$13,080.

Recommended Action

Approve the annual payment for the Zencity Engage subscription, services, and support in an amount not to exceed \$13,080.



To:
Liberty Lake, WA
22710 Country Vista Drive
Liberty Lake, WA 99019
Email: khardy@libertylakewa.gov

Invoice Date: 12/17/24
Print Date: 12/17/24
Print Time: 16:34
Document Number: SI246000367
Details: 00607000009P2rbAAC

Multi-Shipment Invoice SI246000367 - Copy

	Part Description	Quantity	Unit Price	Extended Price
1	Zencity Engage	1.00 ea	USD 12,000.00	12,000.00

Invoice No. Bar Code: *SI246000367*

Pay by: 01/16/25

Payment Terms: 30 days

Customer Number: 101383

Balance Owed: USD 13,080.00

OGM: [REDACTED]

Total Price	12,000.00
Tax	1,080.00
TOTAL	USD 13,080.00

Tax Amounts in US Dollars

Tax Group	Tax %	Total Price w/o Tax	Tax Amount	Total Price incl Tax
Default Group	1.00	12,000.00	1,080.00	13,080.00
Total		12,000.00	1,080.00	13,080.00

2/24/2025 - 2/24/2026

Please find our payment options below:

Pay by ACH/Wire
Bank Name: Valley National Bank (Formerly Bank Leumi USA)
ABA/Routing #: [REDACTED]
Account Number: [REDACTED]
SWIFT Number: [REDACTED]

Pay by Checks
****PLEASE NOTE NEW REMITTANCE ADDRESS****
Zencity Technologies US Inc
PO Box 841980
Boston, MA
02284-1980

If you require a copy of our W-9s for 2024, you may find them by following these links:

W-9 FORM - Business Address
W-9 FORM - Remittance Address

Chana Yachad
Zencity Technologies US Inc



11-30-2024

Proposal For: Liberty Lake, WA

Proposal Expiration: 2-1-2024

ZENCITY ORDER FORM ADDENDUM

This Addendum (the "**Addendum**") to Order Form by and between Liberty Lake, WA ("**Customer**") and Zencity Technologies US Inc. ("Zencity"), dated as of 02-24-2023 (the "**Order Form**") is entered into as of 02-24-2025 (the "**Addendum Date**").

All capitalized terms not defined herein shall have the meaning ascribed to such terms in the Order Form.

Whereas, the Parties wish to amend certain terms of the Order Form as set forth herein;

Now, therefore, the Parties hereto agree to amend the terms of the Order Form as set forth below.

1. **Term.** The term of the Order Form is hereby extended for a 36 Months period commencing as of 02-24-2025 and ending on 02-24-2028 (the "Renewal Term"), after which the Order Form shall automatically renew for successive periods of 12 months unless either Party provides notice of non-renewal at least 90 Days days prior to the end of such applicable term.

2. **Recurring Fees.** [During the Renewal Term] The Recurring Fees table included in the Order Form shall be amended and replaced in its entirety as follows:

SKU	Item Name	Description	Term	Annual Discounted Price	Term Price
ZC-ENG	Zencity Engage Renewal	Community engagement interface to share essential project context and invite resident collaboration and input.	3 Years	\$12,000	\$36,000

Total Fees

\$36,000

General. This Addendum shall form an integral part of the Order Form. Unless expressly specified herein, all other provisions, terms and conditions in the Order Form shall apply and shall remain in full force and effect. In case of any contradiction or discrepancy between the terms of this Addendum to those of the Order Form, with respect to matters described herein, the terms of this Addendum shall prevail.

In witness whereof, the parties have executed this Addendum, effective as of the Addendum Date.



Zencity

CEO

01 / 10 / 2025



Customer

Mayor

01 / 14 / 2025

Title	Request for Signature - Zencity Order Form Addendum
File name	file
Document ID	3fd6e33da02e721de54d1dcf6b5bc52b84c3548b
Audit trail date format	MM / DD / YYYY
Status	● Signed

This document was requested from app.contractsafe.com

Document History



SENT

01 / 10 / 2025

17:51:57 UTC

Sent for signature to Cristella Kaminskas (ckaminskas@libertylakewa.gov) and Eyal Feder (eyal@zencity.io) from khady@libertylakewa.gov
IP: 69.28.35.154



VIEWED

01 / 10 / 2025

17:58:34 UTC

Viewed by Eyal Feder (eyal@zencity.io)
IP: 208.65.210.106



SIGNED

01 / 10 / 2025

17:58:52 UTC

Signed by Eyal Feder (eyal@zencity.io)
IP: 208.65.210.106



VIEWED

01 / 14 / 2025

16:09:31 UTC

Viewed by Cristella Kaminskas (ckaminskas@libertylakewa.gov)
IP: 72.214.229.210



SIGNED

01 / 14 / 2025

16:09:49 UTC

Signed by Cristella Kaminskas (ckaminskas@libertylakewa.gov)
IP: 72.214.229.210



COMPLETED

01 / 14 / 2025

16:09:49 UTC

The document has been completed.



AGENDA ITEM NO.: 10.D.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Intergovernmental Agreement between Spokane County and the City of Liberty Lake Regarding Commute Trip Reduction Implementation

Dept of Origin: Executive

Dept. Head Approval: Mark McAvoy

Exhibit(s):

Liberty Lake 2025-2027 Intergovernmental Agreement

Expenditure Required	No
Budgeted	N/a
City Program	Long Range Planning

Summary Statement

The Commute Trip Reduction (CTR) program was created by the Washington State Legislature in 1991 and modified in 2006; it is part of the Washington Clean Air Act. Since its passage, affected employers throughout the State have been crafting individual programs to facilitate alternatives to commuting to and from work sites in a single passenger vehicle. Commute Smart Northwest, Spokane County's CTR program, has proven to be a benefit to employers in Spokane County. Although alternatives vary across work sites, CTR programs have generally proven effective in reducing the total number of vehicle miles traveled by commuters, which has positive economic and environmental impacts. This agreement preserves the long-standing partnership between the City and Spokane County, whereby the City's proportionate share of CTR funds (\$55,336 for the two-year term) is retained by Spokane County to perform the statement of work. The term of the agreement extends through June 30, 2027.

Recommended Action

Authorize the Mayor to execute the intergovernmental agreement for commute trip reduction implementation.

**INTERGOVERNMENTAL AGREEMENT
Between Spokane County and the City of Liberty Lake
Regarding Commute Trip Reduction Implementation**

THIS AGREEMENT, made and entered into by and between the City of Liberty Lake, a municipal corporation of the State of Washington, having offices for the transaction of business at 22710 E. Country Vista Drive, Liberty Lake, WA., 99019, hereinafter referred to as the "City" and Spokane County, a political subdivision of the State of Washington, having offices for the transaction of business at West 1026 Broadway Avenue, Spokane, Washington, 99260, hereinafter referred to as the "County," jointly hereinafter referred to as the "Parties."

WITNESSETH

WHEREAS, the Washington State Legislature has adopted legislation codified in RCW 70A.15.4000-4110, the purpose of which is to improve air quality, improve transportation system efficiency and reduce the consumption of petroleum fuels through employer-based programs that encourage the use of alternatives to the single occupant vehicle for commute trips and reduce vehicle miles traveled (VMT); and

WHEREAS, RCW 70A.15.4020 requires counties containing urban growth areas and cities and towns with "major employers," that are located within urban growth areas with a state highway segment exceeding the threshold of one hundred person hours of delay or jurisdictions that are located in contiguous urban growth areas, or are within an urban growth area with a population greater than seventy thousand people that adopted an ordinance before the year 2000 or jurisdictions that are located in contiguous urban growth areas, or contain a major employment installation in an affected county to develop ordinances, plans and programs to reduce Vehicle Miles Traveled (VMT) and Single Occupant Vehicle (SOV) commute trips, and thereby reduce vehicle-related air pollution, traffic congestion and energy use, and

WHEREAS, the County and each affected city within Spokane County have adopted Commute Trip Reduction Ordinances and must implement a Commute Trip Reduction (CTR) Plan for all major employers; and

WHEREAS, the Washington State Department of Transportation (WSDOT) Public Transportation Division is responsible for administering funds on behalf of the state legislature and is desirous of making available to Spokane County certain funds and requiring Spokane County to enter into agreements through the Interlocal Cooperation Act or by Resolution or Ordinance as appropriate with other jurisdictions, local transit agencies, or regional transportation planning organizations to coordinate the development, implementation and administration of CTR Plans and Ordinances as described in RCW 70A.15.4000-4110.

WHEREAS, Spokane County has entered into an agreement with the WSDOT under Agreement No. ~~PTD0845~~PTD1220, hereinafter referred to as "WSDOT Agreement," pursuant to which Spokane County is eligible to receive a reimbursable amount of funds which the County will distribute to itself and cities to implement and administer CTR Plans and Ordinances; and

WHEREAS, Spokane County has allocated ~~\$47,184~~\$55,336 to the City from the Agreement No. ~~PTD0845~~PTD1220 which the City is now desirous of making available to the County to perform those tasks which are the responsibility of the City.

NOW, THEREFORE, for and in consideration of the mutual promises set forth hereinafter, and as authorized under chapter RCW 70A.15.4020 (5), the parties hereto do mutually agree as follows:

Section 1: PURPOSE

The County has entered into a WSDOT Agreement with the WSDOT under which it will receive ~~\$647,100~~\$650,200 for two years. This funding is to be allocated to the County and cities within Spokane County for their use in the implementation and administration of their CTR Plans and Ordinances. The County, based upon an allocation formula established by the WSDOT, has determined that the City shall receive ~~\$47,184~~\$55,336 from the WSDOT Agreement from which it shall perform certain tasks. The City agrees to its proportionate share of the monies made available to the County in the WSDOT Agreement and agrees to allow Spokane County to retain its proportionate share in consideration of the County performing those tasks as more particularly set forth in Attachment "A" attached hereto and incorporated herein by reference. In conjunction with allowing the County to retain its proportionate share of monies, the City will execute any and all necessary documents which may be required by the WSDOT.

It is understood by the parties hereto, that in order for the County to perform those tasks as set forth in Attachment "A" for the City, the City must perform certain tasks. Attached hereto as Attachment "B" and incorporated herein by reference, is a listing of tasks which the City agrees to perform in conjunction with the County performing those tasks set forth in Attachment "A."

Section 2: DURATION

The County agrees to provide those tasks set forth in Section 1 and complete performing such tasks on or before June 30, ~~2025~~2027.

Section 3: TERMINATION

The parties agree that this Agreement may be terminated by either party for material breach of any provision set forth herein, upon ninety (90) days advance written notice to the other party at the address set forth hereinabove. Provided, however, the parties agree that any notification of termination shall set forth the specific provision(s) for which such notification is

being provided and additionally, advise that if such default is cured within such ninety (90) day time frame, said termination notification shall be of no force and effect.

In the event of termination, the County agrees to provide to the City all written documentation which it has completed to the date of termination under the terms of this Agreement. Additionally, the County agrees to return to the City that portion of the monies set forth in Section 1 hereinabove, which has not been expended by the county, prior to the date of termination, on the City's behalf in providing those tasks as set forth in Attachment "A."

Provided, further, the parties recognize that the WSDOT in Agreement No. ~~PTD0845~~PTD1220, has retained the right to unilaterally terminate all or a part of such contract if there is a reduction of funds from the funding source. Accordingly, in the event that the WSDOT terminates all or part of the WSDOT Agreement with Spokane County, and such action affects the allocation of funds by the County to the City herein, and/or modifies the tasks to be performed hereunder, the parties will immediately meet to renegotiate the provisions of this Agreement.

Section 4: DESIGNATION OF ADMINISTRATOR

The County hereby designated Ms. LeAnn M. Yamamoto, the Spokane County Transportation Demand Management Manager, as its designee for the purpose of administering and coordinating the County's responsibilities under the terms of this Agreement.

Section 5: ACQUISITION/DISPOSITION OF PROPERTY

The parties hereto agree that any real or personal property acquired by the County with those monies made available to the County by the City under Section 1 hereinabove shall be and remain the sole property of the County upon acquisition and/or termination of this Agreement.

Section 6: COMPLIANCE WITH LAWS

The County agrees to observe all applicable federal, state and local laws, ordinances and regulations including, but not necessarily limited to, the Americans with Disabilities Act and chapter 49.60 RCW, to the extent that they may have any bearing on performing those tasks for the City as set forth in Section 1 hereinabove. Additionally, the County agrees to comply with all applicable funding audit requirements of the WSDOT in conjunction with performing those tasks for the City. The County agrees to make available to the City or its duly authorized representative during normal County business hours and all records which it has kept in conjunction with providing those services for the City as set forth herein above.

Section 7: NOTICES

All notices or other communications given under this Agreement shall be considered given on the day such notices or other communications are received when sent by personal delivery; or the third day following the day on which the notice or communication has been mailed by certified mail

delivery, receipt requested and postage prepaid addressed to the other Party at the address set forth below, or at such other address as the Parties shall from time-to-time designate by notice in writing to the other Party:

CITY: Mayor or designee
City of Liberty Lake
22710 E. Country Vista Drive
Liberty Lake, WA, 99019

COUNTY: Board of County Commissioners
Spokane County Courthouse
1116 West Broadway Avenue
Spokane, Washington 99260

Section 8: HEADINGS

The section headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit or extend the scope or intent of the sections to which they appertain.

Section 9: MODIFICATION

No modification or amendment of this Agreement shall be valid until the same is reduced to writing and executed with the same formalities as this present Agreement.

Section 10: ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The City has read and understands all of this Agreement, and now states that no representation, promise or agreement not expressed in this Agreement has been made to induce the City to execute the same.

Section 11: LIABILITY

The County shall indemnify, defend and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from the County's intentional or negligent acts or breach of its obligations under the Agreement. The County's duty to indemnify shall not apply to loss or liability caused by the intentional or negligent acts of the City, its officers and employees.

The City shall indemnify, defend and hold harmless the County, its officers and employees from all claims, demands, or suits in law or equity arising from the City's intentional or negligent acts or breach of its obligations under the Agreement. The City's duty to indemnify

shall not apply to loss or liability caused by the intentional or negligent acts of the County, its officers and employees.

If the comparative negligence of the Parties and their officers and employees is a cause of such damage or injury, the liability, loss, cost, or expense shall be shared between the Parties in proportion to their relative degree of negligence and the right of indemnity shall apply to such proportion.

Where an officer or employee of a Party is acting under the direction and control of the other Party, the Party directing and controlling the officer or employee in the activity and/or omission giving rise to liability shall accept all liability for the other Party's officer or employee's negligence.

Each Party's duty to indemnify shall survive the termination or expiration of the Agreement.

Each Party waives, with respect to the other Party only, its immunity under RCW Title 51, Industrial Insurance. The Parties have specifically negotiated this provision.

Section 12: ANTI-KICKBACK

No officer or employee of the City, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Agreement.

Section 13: VENUE STIPULATION

This Agreement has been and shall be construed as having been made and delivered within the State of Washington. This Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement, or any of its provisions, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

Section 14: COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

Section 15: SEVERABILITY

If any parts, terms or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected and the rights and obligations of the Parties shall not be affected in regard to the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement is in conflict with any statutory

provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed to modify to conform to such statutory provision.

Section 16: RCW 39.34 REQUIRED CLAUSES

- A. PURPOSE: See Section 1.
- B. DURATION: See Section 2.
- C. ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS: No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. RESPONSIBILITIES OF THE PARTIES: See Agreement provisions.
- E. AGREEMENT TO BE FILED: The City shall file this Agreement with its City Clerk. The County shall file this Agreement with its County Auditor or place it on its web site or other electronically retrievable public source.
- F. FINANCING: See Section 1.
- G. TERMINATION: See Section 3.
- H. PROPERTY UPON TERMINATION: See Section 5.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

CITY OF LIBERTY LAKE

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

By: _____

Chair

Title: _____

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST:

ATTEST:

By: _____

Ginna Vasquez, Clerk of the Board

Title: _____

Date

Date

Exhibit I

Funding Allocation Methodology

RCW 70A.15.4080 authorizes the CTR Board to determine the allocation of program funds made available for the purpose of implementing CTR plans. The funding allocated for local implementation of CTR activities from July 1, ~~2023-2025~~ through June 30, ~~2025-2027~~ is based on the ~~2023-2025~~2025-2027 Commute Trip Reduction (CTR) Notice of Award issued by WSDOT on ~~June 23, 2023~~August 6, 2025.

ATTACHMENT "A"
STATEMENT OF WORK

The County will:

1. Promote consistency within all affected local government jurisdictions within Spokane County, while serving the City's specific needs.
2. Maintain and administer the City's CTR Ordinances and Plan.
3. Employ a full-time Transportation Demand Management Manager to administer the County's and City's CTR Plans and Ordinances.
4. Take reasonable measures to identify and notify all affected employers within the City.
5. Assist each affected employer within the City in preparing a program and promoting the principles of Transportation Demand Management (TDM) with the employer's employees.
6. Maintain an appeals process consistent with RCW 70A.15.4060(e) by which major employers, who as a result of special characteristics of their business or its locations would be unable to meet the requirements of a commute trip reduction plan, may obtain a waiver or modification of those requirements and criteria for determining eligibility for waiver or modification. Within 30 days from the date of approval, submit to WSDOT the name and employer identification code for any worksite that has been granted an exemption. Include information about the duration of all exemptions and information on the type of modification granted.
7. Submit to WSDOT periodic progress reports summarizing the overall CTR implementation costs incurred by the County and shall be reported in a format provided by WSDOT.
8. Provide WSDOT with a public hearing notice and copies of any proposed amendments to the CTR ordinance, plan, and/or administrative guidelines within the first week of the public review period and final copies of all actions within one (1) month of adoption.
9. Coordinate and administer baseline and measurement CTR employer surveys. Provide employer survey assistance, training and state-supplied survey forms.
10. Notify WSDOT prior to sending any surveys to University of Washington for processing. The notification must include the name of the worksite, employer identification code and type of survey for each survey being submitted for processing. The notification shall be

submitted as an electronic spreadsheet via electronic mail. The County agrees to wait for confirmation from WSDOT prior to sending or delivering the surveys for processing.

11. Provide WSDOT with updated lists of affected worksites and jurisdiction contacts on a periodic basis or as requested by WSDOT. These updates will be submitted electronically in a format specified by WSDOT.
12. Continue to monitor the programs of each of the affected employers in the City to determine compliance with the CTR Ordinance and Plan. Complete annual review of employer CTR programs including a determination as to whether the employer is acting in good faith to meet the goals established by the CTR Law.
13. Provide on-going support to all employer designated Employee Transportation Coordinators (ETCs) and assist ETCs in facilitating regular employer networking opportunities and obtaining information necessary to perform their duties including information materials that explain a range of measures and activities to encourage employee use of commute alternatives.
14. Market available services to affected employers to assist in accomplishing CTR goals.
15. Work collaboratively with and provide technical guidance and support to employers in developing successful CTR programs.
16. Conduct at least one Basic ETC Training Course per year, using WSDOT-provided ETC Handbook and other training materials reviewed and approved by WSDOT.
17. Provide employers with written information on basic requirements of the CTR ordinance and goals set forth in approved CTR plans.
18. Attend transportation or health/benefits fairs at affected employer worksites to encourage high-occupancy vehicle commuting and promote the employer's CTR program.
19. Design, construct and distribute worksite Commuting Options Boards. Provide professional materials such as brochures, flyers, posters, newsletters, clip art and other tools to assist employer implementation of worksite CTR programs.
20. Provide all affected employers with the WSDOT-approved "Program Description & Employer Annual Report" form. Ensure completed reports are submitted by affected employers to meet applicable deadlines.
21. Submit to WSDOT periodic invoices along with progress reports that accurately assess the progress made by County, on behalf of City, in implementing RCW 70A.15.4000-4110.
Report contents include:
 - a. Detailed summary of CTR events and projects, including implementation assistance provided to affected employers within the City;

- b. Actual total CTR expenditures used by the County for all state CTR funds expended by the County during the previous quarter for the purpose of CTR implementation using WSDOT pre-approved format;
 - c. Updated list of affected employers and worksites (electronic);
 - d. Total number of worksites by jurisdiction;
 - e. List of sites which have applied for exemptions or modifications;
- 22. Establish and maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred solely for the performance of this Agreement. Establish and maintain a separate "CTR Account" within Spokane County along with supporting documentation such as payroll and time records, invoices, contracts, vouchers or products proving in proper detail the nature and propriety of the charges.
- 23. Participate in local implementation of statewide CTR public awareness and recognition programs developed by WSDOT.
- 24. Offer recommendations to the City for policies on parking and site design which will encourage the use of alternative transportation modes.
- 25. Encourage employers to develop site designs and improvements to office and industrial sites that promote the use of alternative transportation modes.
- 26. Assist WSDOT with CTR evaluation.
- 27. Serve as liaison between WSDOT and cities, towns, transit agencies and regional transportation planning organizations for the purpose of RCW 70A.15.4000-4110.
- 28. Continue applying for funding opportunities to further encourage the use of commute alternatives.

ATTACHMENT "B"
STATEMENT OF WORK

The City will:

1. Provide Spokane County with copies of any proposed amendments to the CTR Plan and Ordinance.
2. Provide Spokane County with copies of any CTR-related amendments to parking ordinances prior to public review.
3. Develop, implement and maintain its own CTR Program as an affected employer or as otherwise specified in the CTR Board Guidelines or 70A.15.4000-4110.
4. Reimburse the County for the services provided by this Agreement in an amount equal to the City's share of the CTR funding as provided in RCW 70A.15.4080.



AGENDA ITEM NO.: 10.E.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Task Order 2026-03 with Parametrix for Kramer Rd Pedestrian Crossing Design

Dept of Origin: Public Works

Dept. Head Approval: Ben Turner

Exhibit(s):

Task Authorization No. 2026-03

Expenditure Required	Yes
Budgeted	Yes, (310) Capital Projects Fund; (595 61 60 00) Pedestrian Crossing Allocation (TP-20)
City Program	Streets Maintenance

Summary Statement

A section of Kramer Road does not currently have a pedestrian crossing between the intersection of E Country Vista Blvd and the southwest City limits. This is a well trafficked area for pedestrians and bicyclists, and is directly adjacent to Ridgeline High School. The placement of a pedestrian crossing at this location (Kramer and Legacy Springs Ct) will increase pedestrian safety within the City. This project will be funded from the Pedestrian Crossing Allocation (TP-20) previously approved within the 2026 Capital Facilities Plan. The City's on-call engineering firm, Parametrix, has provided a quote in the amount of \$14,235 to accomplish this work. Construction of the improvements will be completed by a combination of in-house (crossing beacons and road striping) and contracted (ADA ramp construction) personnel following the completion of design documents.

Recommended Action

Authorize the Mayor to approve Task Order 2026-03 with Parametrix to complete design for Kramer Road pedestrian crossing in an amount not to exceed \$14,235.

TASK AUTHORIZATION No. 2026-03

PARAMETRIX, INC.:

Date: February 5, 2026

Office Address: 835 North Post, Suite 201, Spokane, WA 99201

Project Number: TBD

Project Manager: K.J. Hanley

TASK AUTHORIZATION NAME: City of Liberty Lake – Kramer Parkway Ped Crossing

CLIENT: City of Liberty Lake

SCOPE OF WORK: See attached scope and fee.

SCHEDULE FOR COMPENSATION (check one):

Per Agreement

- | | | |
|--|----------------------------|----------------------------------|
| ☐ Lump Sum | Lump Sum Amount: | \$ |
| ☒ Negotiated Billing Rates | Total Compensation Amount: | \$ 14,235 (Hourly Not-to-Exceed) |
| ☐ Salary Multiplier: | Total Compensation Amount: | \$ |
| ☐ Other: | Total Compensation Amount: | \$ |

SCHEDULE FOR WORK COMPLETION: As Directed.

HOURLY ESTIMATE OF FEES: See attached Fee Schedule.

This Task Authorization is subject to the terms of the PROFESSIONAL SERVICES TASK AUTHORIZATION AGREEMENT between the CLIENT and Parametrix, Inc. which became effective January 1, 2024.

For CLIENT

For Parametrix, Inc.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Scope of Work – Surveying/Engineering Services

Project: City of Liberty Lake - Kramer Parkway Ped Crossing
Local Agency: City of Liberty Lake
Consultant: Parametrix, Inc.

OBJECTIVE

The Owner's objective in this Agreement is for the Consultant to provide surveying, and design engineering services for a new pedestrian crossing and Rectangular Rapid Flashing Beacon (RRFB) on Kramer Parkway at either E Legacy Springs Court or E Meadow Springs Loop. A topographic survey of the area will be completed to supplement the boundary survey developed for the Kramer Parkway Rehabilitation Project completed previously for the City. Using the new background, the existing intersection will be revised to provide a new crossing and associated ADA ramps at the intersection. The Consultant will provide the professional services required to design the project and to prepare construction plans (specifications and bidding documents not anticipated). Construction management / construction administration services may be amended to this contract after design is complete.

PROJECT SCOPE

Parametrix, Inc. will provide the following services for the Project:

1. SURVEY SERVICES

1.1 Topographic Surveying:

Parametrix will perform a topographic survey of the area shown in red on Figure 1, located at the intersection of N Kramer Rd and Legacy Springs Court.

Storm and sanitary structures to be located shall include one structure upstream and downstream of the intersection. Contours will be at 1-foot intervals based on the NAVD 88 vertical datum, and a minimum of three (3) temporary site benchmarks will be established with elevations and horizontal coordinates shown on the resulting survey map.

Figure 1. Survey Limits



Topographic Elements

Topographic elements consist of information shown on a map which depicts the horizontal and vertical positions of natural and/or fabricated features and existing terrain surfaces. The topographic mapping will include evidence of, including but not limited to, the following improvements:

• Buildings • Curbs • Sidewalks/paths • Driveways/curb cuts • Pavement delineation between concrete and asphalt • Retaining walls, bulkheads, and fences – materials and heights • Underground utility location paint marks set by an underground utility locate service. • Record information (if provided by the client)	• Storm drainage and storm drain structures • Sanitary sewer manholes and/or septic tank/drain field areas as identified to our field survey crew by the Client • Electrical power vaults and associated surface features • Overhead wires, guy wires • Natural gas • Cable or fiber optic pedestals	• Meters or utility connects to existing buildings • Water valve boxes • Fire hydrants • Telephone pedestals • Signage • Ponds • Street lighting • Trees with drip lines 6" and up (measured 4.5 feet above the ground)
---	---	--

Assumptions

- This proposal is based on the following assumptions and/or receiving the following site-specific information.
- Parametrix will have reasonable access to all areas requiring surveys.
- For safety reasons, our survey crews are not allowed to enter subsurface vaults. Our work will be conducted from the surface, using measure-down techniques to obtain relevant pipe sizes, invert elevations and structure depths. Crews will also not open any structure covers weighing more than 80 pounds.
- All electronic mapping standards will be based on Parametrix drafting standards.
- Parametrix field crews may need to perform minor brushing with machetes to conduct this

survey and have client's permission to do so.

- Parametrix included the cost of an independent utility locate service to identify the location of existing underground utilities.
- Additional boundary determination, easements, or title reports have not been included in this proposal.
- The setting of survey monuments at any of the exterior boundary points of the subject property has not been included in this proposal, nor has replacing any monuments destroyed during construction. The boundary of the property will be merged into the topographic mapping, as appropriate, and shown for graphic purposes only.
- Unless otherwise specified by the client, horizontal datum shall be North American Datum (NAD) 83/11, Washington Coordinate System, North Zone, and vertical datum shall be North American Vertical Datum of 1988 (NAVD 88), with coordinates scaled to represent ground distances from a central control point on the project.

Deliverables

At completion of our work on this project, Parametrix will provide:

- An electronic drawing file of the Topographic Survey and Boundary in AutoCAD Civil 3D 2024 format in a single dwg file, to be delivered internally to our engineering team for use in civil design.

2. CONCEPTUAL DESIGN

- 2.1 Conceptual Grading, Drainage, and Site Plan:** Consultant will prepare a conceptual plan for grading and drainage revisions for the proposed new ADA ramps at the intersection. Plan will include finish contouring, spot elevations at critical location and drainage improvements, if necessary, based on conceptual drainage calculations. Retaining walls and/or stormwater pump systems are not anticipated or included and drainage conveyance will be via gravity. This plan will also include on-site location of the impacted site surfacing and limits of surfacing replacement. Basic dimensioning and/or coordinates at critical locations will be included.
- 2.2 Preliminary Drainage Design & Calculations:** Consultant will review drainage impacts by the proposed project and will review previous design calculations for the existing swales to understand the changes needed to maintain proper stormwater treatment and disposal. This item also includes the completion of preliminary calculations for confirmation of adequacy of the existing disposal/treatment facilities and adequacy of proposed conveyance system(s).
- 2.3 Design Meeting & Site Visit:** Conceptual drawings will be submitted to the Owner for general review of overall improvements to determine consistency with Owner's intent. Consultant will attend one (1) review/coordination meeting with the Owner to review the conceptual drawings and gain insight into any potential minor adjustments or concerns that they may have as we proceed into final design. Consultant will perform one (1) project site visit to review and document existing conditions and to help inform the design plans and communications with the Owner.

Deliverables:

Conceptual Site Surfacing, and Grading and Drainage plans will be provided in *.pdf format to Owner for review and comments. Comments to be incorporated/addressed in Construction Documents phase (Item 2.3).

3. CONSTRUCTION DOCUMENTS

- 3.1 Temporary Erosion and Sediment Control Plan:** Consultant will prepare the Temporary Erosion and Sediment Control (TESC) Plan based on the limits of the Site Surfacing Plan. The plan will incorporate Best Management Practice (BMP) measures such as silt fence, wattles, inlet protection and construction entrances, as necessary, to reduce potential erosion. The consultant will reference the applicable Washington State Department of Transportation's Standard Plans for BMP's utilized by the contractor, together with standard notes.
- 3.2 Grading, Drainage, and Site Plan:** Consultant will prepare a final Grading, Drainage, and Site Plan for the site based upon the plan developed with the Conceptual Design phase. The plan will include finished contouring, spot elevations, demo limits, general site surfacing and layout with detail sufficient for construction. Consultant will note and detail any minor drainage modifications needed to accommodate the new ramps. No adjustments to the disposal/treatment facilities are anticipated however, minor adjustments will be incorporated, as necessary. Consultant will incorporate signage, as requested and provided by the Owner together with typical site plan notes and references to City, County and State Standard Details.
- 3.3 Drainage Evaluation:** Consultant will perform a limited drainage analysis for the final Site layout and prepare a memo for reference information. The drainage evaluation will include summary of impacts to the existing roadside swales and treatment/disposal calculations to confirm adequate capacity. The basin map will be prepared using the original basin map from the Kramer Parkway design on the north and Legacy Flats frontage improvements on the south. The treatment/disposal facilities will be evaluated based on infiltration rates used with the original approved designs. Formal submittal for agency review is not anticipated.
- 3.4 Design Meeting & Project Management:** Consultant will attend one (1) meeting with the Owner to review and coordinate proposed site layout and discuss final adjustments, as necessary.

Deliverables:

- Construction Document plan set in *.pdf format containing:
 - Cover Sheet
 - Temporary Erosion and Sediment Control (TESC) Plan
 - Grading, Drainage, Demo, and Site Plan
- Drainage Evaluation Memo

EXCLUSIONS

- Setting property corners or monuments.
- Construction Administration/Assistance or Staking
- Utility Plan or design
- Landscape Planting and Irrigation Plan or design
- Electrical or site light design.
- Separate technical specifications are not anticipated. Project requirements will be included on the plans or referenced to agency standards.
- Traffic or pedestrian studies/projections.
- Geotechnical investigations or evaluations
- Cultural, environmental, SEPA Checklist, Wetland or other Special studies.
- Cost estimates
- Construction General Permit for Discharge Activities.
- Paying fees associated with applications or State Agency review.
- Drywell registration
- Structural design for retaining walls
- Pump systems for stormwater conveyance.

WORKSHEET FOR PARAMETRIX COST COMPUTATIONS

Local Agency: City of Liberty Lake
Project Title: Kramer Parkway Ped Crossing

									Totals	
	PROFESSIONAL CLASSIFICATION	Project Manager	Senior Engineer II	Senior Engineer I	Surveyor III Field	Surveyor Manager	Surveyor III Office	Admin	LABOR HOURS	LABOR COST
	NEGOTIATED RATE	\$230.00	\$200.00	\$170.00	\$130.00	\$195.00	\$130.00	\$110.00		
TASK NO.	TASK DESCRIPTION									
1.0	SURVEY SERVICES									
1.1	Topographic Surveying				8	7	4	2	21	\$3,145.00
	Expenses (see below)									
1.2	Utility Locates (APS see expenses below)									
	SUBTOTAL TASK 1	0	0	0	8	7	4	2	21	\$3,145.00
2.0	CONCEPTUAL DESIGN									\$0.00
2.1	Conceptual Grading, Drainage, and Site Plan			10					10	\$1,700.00
2.2	Preliminary Drainage Design & Calculations	1		2					3	\$570.00
2.3	Design Meeting & Site Visit	1		3				1	5	\$850.00
	SUBTOTAL TASK 2	2	0	15	0	0	0	1	18	\$3,120.00
3.0	CONSTRUCTION DOCUMENTS									
3.1	Temporary Erosion and Sediment Control Plan	1		4					5	\$910.00
3.2	Grading, Drainage, and Site Plan	1		22					23	\$3,970.00
3.3	Drainage Evaluation	1		6					7	\$1,250.00
3.4	Design Meeting & Project Management	2		2				2	6	\$1,020.00
	SUBTOTAL TASK 3	5	0	34	0	0	0	2	41	\$7,150.00
	TOTAL	7	0	49	8	7	4	5	80	\$13,415.00

COST	\$13,415.00
EXPENSES	
1.1 Survey	\$200.00
1.2 APS	\$620.00
TOTAL	\$14,235.00

City of Liberty Lake - 2026 FEE SCHEDULE
(Spokane & Coeur d'Alene Offices)

	<u>Hourly Rate</u>
Vice President/Chief Operating Officer	\$300.00
Principal/Operations Mgr/Project Manager	\$230.00
Group Lead/Project Manager	\$215.00
Senior Engineer II.....	\$200.00
Survey Manager.....	\$195.00
Landscape Architect	\$195.00
Senior Scientist	\$185.00
Senior Engineer I.....	\$170.00
Senior/Project Surveyor	\$165.00
Designer IV	\$145.00
Landscape Designer.....	\$145.00
Project Engineer III	\$135.00
Surveyor III	\$130.00
Senior Inspector.....	\$130.00
Project Engineer II	\$125.00
Designer II.....	\$115.00
Project Engineer I	\$115.00
Inspector	\$115.00
Surveyor II	\$110.00
Administrative Assistant	\$110.00
Intern	\$ 90.00
Expert Witness.....	\$300.00
Survey Equipment (Per Day).....	\$200.00
Laser Scanner (Per Day).....	\$450.00
UAV LiDAR (Per Day)	\$1,065.00

*Expenses are considered extra.





AGENDA ITEM NO.: 10.F.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Purchase (2) new Patrol Vehicles

Dept of Origin: Police Department

Dept. Head Approval: Damon Simmons

Exhibit(s):

Vehicle quote 2026 Dodge Durango State Bid, Liberty Lake Durango Bid
20260202_without radar, 609040 Patrol Durango 2026

Expenditure Required	Yes
Budgeted	Yes, LE Equipment (594 21 64 02)
City Program	Crime Prevention, Service Call Response

Summary Statement

As part of the Police Department vehicle rotation plan, we request to purchase (2) new Dodge Durango's along with the upfitting costs to add to our fleet. Those vehicles will replace two of our current fleet vehicles to ensure the fleet remains current and operational. The Durango's will be purchased through the Washington State Bid and the upfitting will be awarded to the lowest bidder (see attached). The estimated cost and quotes for adding those vehicles are attached not to exceed the amount of \$163,000.00.

Recommended Action

Recommend the approval of the vehicle purchase to include the upfitting costs in an amount not to exceed \$163,000.00.

Vehicle Quote Number: 2026-1-495

[Create Purchase Request requests](#)

[View organization purchase](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423	Dealer Contact: Mike O'Donnell
Dealer: Northsound Dwayne Lane (W1675)	Dealer Phone: (425) 551-4905 Ext:
10515 Evergreen Way	Dealer Email: fleet@dwaynelane.com
Everett WA 98204	

Organization Information

Organization: LIBERTY LAKE, CITY OF - 25100
Email: dmorgan@libertylakewapd.gov
Quote Notes:
Vehicle Location: LIBERTY LAKE

Color Options & Qty

ExtCost- Destroyer Grey Clear Coat (PDN) - 2
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-05018-0001	2026 Dodge Durango Police Pursuit AWD	2	\$42,889.71	\$85,779.42
2026-05018-0010	2026 Dodge Durango Police Pursuit All Wheel Drive (AWD) (WDEE75) (2BZ) with 3.6L V6 24V VVT Engine Upg I w/ESS (ERC), 8-Spd Auto 850RE Trans (DFT), 3.45 Rear Axle Ratio (DLK), 293 HP and 260 lb ft Torque, Estimated Fuel Economy 18 City / 25 Hwy.	2	\$0.00	\$0.00
2026-05018-0022	Black Left LED Spot Lamp (LNF).	2	\$695.00	\$1,390.00
2026-05018-0034	Extra Cost Paint - Destroyer Grey Clear Coat (PDN)	2	\$390.00	\$780.00
2026-05018-0208	Delivered to Asotin, Columbia, Ferry, Garfield, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, or Whitman County	2	\$490.00	\$980.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	2
Sub Total:	\$88,929.42
10.4 % Sales Tax:	\$9,248.66
Quote Total:	\$98,178.08

Customer Information

Liberty Lake PD

Address

23127 E Mission Ave, Liberty Lake, WA 99019

Phone (509) 755-1140

Liberty Lake Dodge Durango Interceptor Utility Patrol Vehicle

Havis Console for 2021+ Dodge Durango, 19" with built in Printer Mount for PockertJet 8

Havis Faceplate for whelen core control head

Havis Faceplate for Motorola APX 05, Control Head

Havis Self Adjusting Double Cup Holder

HAVIS Console Faceplate, 3 12v outlets, 1 Dual USB, 2 IN

Havis 3" Accessory Pocket, 2.5" deep

Havis Arm Rest, Side Mount

Console Mic Bracket-V2

RED/WHITE LED DOME/INTERIOR LIGHT W/Switch

HD Floor Mount for 2024+ Dodge Durango

Havis 8.5" Telescoping Pole

11" SLIDE ARM

Heavy-Duty Side Support Arm

Lind Power Supply Bracket

Dock for Pan TOUGHBOOK 55 Laptop with Advanced Port Replication & Dual Pass-Thru Antenna

Connections with Power Supply

Brother PocketJet Printer

Brother - car power adapter

Printer USB Cable and Adapter

Honeywell Xenon 1900GSR Barcode Scanner for SECTOR System

21+ Durango XL Partition Poly Window

Full Replacement Transport Seat, TPO, Center Pull Seat Belts, 12VS Poly Rear Partition

Window Barrier, Polycarbonate 2024+ Dodge Durango

Door Panel, TPO Plastic Black, Installs Over OEM Door Panels 24+ Dodge Durango

5.5" ROUND LOW PROFILE LED, STT/B/W 1000 LUMEN

Setina Cargo Box, DSK- Drawer, Sliding With Key Lock, BSN- Base Sliding With No Lock

Cargo Radio Tray w/No Lock TRN

Setina Gun Lock Timer

Dual T-rail Mount with Single Universal XL Gun Lock. Handcuff Key Over-ride

BEE III Standard radar w/ two Ka-band antennas, basic kit w/ wireless remote and tuning fork

2011-2025 Durango Running Boards

Whelen Core/Inner Edge/Rear Inner Edge

Core Base Wiring Harness

100W Siren Speaker

Siren Mount for 2025 Durango

Harness that connects to veh signals OBD II
2 expansion modules W/required wiring for Core
Wupp Fuse Panel
Timer/Charge Guard
Santa Cruz Gun Lock
Inner Edge
21+ Durango PB450L6 with 6 Whelen Trio LED's
PB9 Steel Fender Wrap Double Bars 21+ Durango
Whelen ion duo stud mount under hatch
Rear Inner Edge Lightbar R/A and B/A
Tail Light Flasher Kit w harness if applicable
Cargo Window Lights with applicable mounts and wiring R/B
Under Mirror Lights with Bracket and wiring if applicable R/W/B
running Board Lights 61"
Misc Install Parts, Wire, Loom, Hardware Etc.

Parts Total \$21,768.80

Installation Labor \$6,400.00

Tax \$2,563.36

Total \$30,732.16



Quotation

Date	Estimate #
1/22/2026	609040

16208 E. Lacrosse Ln
Spokane Valley, WA 99216
(509) 214-1498

Name / Address
Liberty Lake Police Department 23127 E. Mission Ave. Liberty Lake, WA 99019

Attn:
Chief

Part	Description	Qty	Unit Price	U/M	Total
	- Slick top Durango Patrol				
ENGSA5100RSP	- Siren System SOS bluePRINT® 500 Series Remote Control System with Button Control, 10-16v	1	1,289.00	ea	1,289.00T
ETSS100J	- 100 watt single-tone SOS 100 Watt Siren Speaker, Composite Housing	1	291.00	ea	291.00T
ENGLMK002	bluePRINT Link® Micro Kit, includes Module & Vehicle Harness for Dodge Charger 2015-2024 & Durango 2018-2025	1	478.00	ea	478.00T
ENGND04102	SOS bluePRINT® Remote Node with Magnetic ID	1	277.00	ea	277.00T
ENGHNK06	SOS Remote Node 10' harness kit	1	137.00	ea	137.00T
ENFWB01EGC	- Front Lighting nFORCE Interior LED Lightbar, Full Front, Split, Dual Color RW/BW, 2023+ Durango	1	1,547.00	ea	1,547.00T
BK2168DUR21	PB450L4 Push Bumper, 4 LED Lights, 2 forward facing, 1 on each side, Tri-color mPOWERS, 21+ Durango	1	1,171.00	ea	1,171.00T
FK2271DUR21	PB9 Steel Fender Wrap Double Bars 21+ Durango	1	665.00	ea	665.00T
EMPS2STS4J	- Rear Lighting SOS mPOWER 4 IN Dual Color, Red/Blue, Stud Mount, Under Hatch	2	183.00	ea	366.00T
ENFWB01EJP	nForce Interior LED Lightbar, Solid Rear, Dual Color RA/BA, 2023+ Durango	1	1,200.00	ea	1,200.00T
ETTFK02	Taillight Flasher Kit for Dodge Durango 2010-2023, contains: Flashback Alternating Taillight Flasher with connectors on exit wires & Wire Harness	1	322.00	ea	322.00T
PMP2WSSSB	- Side Lighting SOS Window Shroud, Single mPOWER	2	21.00	ea	42.00T
			Subtotal		

FRONTLINE Communications Systems is a division of DEA Incorporated

This quote is Confidential and Proprietary

Total



Quotation

Date	Estimate #
1/22/2026	609040

16208 E. Lacrosse Ln
Spokane Valley, WA 99216
(509) 214-1498

Name / Address
Liberty Lake Police Department 23127 E. Mission Ave. Liberty Lake, WA 99019

Attn:
Chief

Part	Description	Qty	Unit Price	U/M	Total
EMPS2STS4J	SOS mPOWER 4 IN Dual Color, Red/Blue, Stud Mount, Cargo Windows	2	183.00	ea	366.00T
PNT3BKUMB4	Under Mirror Mount Bracket Kit (each) for installation on Dodge Durango 2016 - 2026	2	37.00	ea	74.00T
ENT3B3E	Intersector Surface Mount Light, Black Housing, 16 LED, Dual Color Blue/White	1	277.00	ea	277.00T
ENT3B3D	Intersector Surface Mount Light, Black Housing, 16 LED, Dual Color Red/White	1	277.00	ea	277.00T
	- Console				
C-VS-1900-DUR-PM-2-H	Havis Console for 2021+ Dodge Durango, 19" with built in Printer Mount for PockertJet 8.	1	795.00	ea	795.00T
C-EB25-XTL-1P	Havis Faceplate for Motorola APX 05 Control Head	1	0.00	ea	0.00T
C-EB40-SO5-1P	Havis Faceplate for Sound Off Signal 500 Series bluePRINT Control Head	1	0.00	ea	0.00T
CUP2-1001	Havis Self Adjusting Double Cup Holder	1	66.00	ea	66.00T
C-LP3-USB-BL1	HAVIS Console Faceplate, 3 12v outlets, 1 Dual USB, 2 IN	1	178.00	ea	178.00T
C-AP-0325-1	Havis 3" Accessory Pocket, 2.5" deep	1	50.00	ea	50.00T
C-ARM-102	Havis Arm Rest, Side Mount	1	103.00	ea	103.00T
911-Console Mic BRKT - ...	Console Mic Bracket-V2	2	19.00	ea	38.00T
Mag Mic	Magnetic Mic	2	40.00	ea	80.00T
M84434RW-A	6" RED/WHITE LED DOME LIGHT W/SWITCH	1	78.00	ea	78.00T
	- Computer				
C-HDM-145	HD Floor Mount for 2024+ Dodge Durango	1	173.00	ea	173.00T
C-HDM-202	Havis 8.5" Telescoping Pole	1	206.00	ea	206.00T
C-MD-112	11" SLIDE ARM	1	351.00	ea	351.00T
C-HDM-404	Heavy-Duty Side Support Arm	1	67.00	ea	67.00T
LPS-211	Lind Power Supply Bracket	1	43.00	ea	43.00T
DS-PAN-432N-2	Dock for Pan TOUGHBOOK 55 Laptop with Advanced Port Replication & Dual Pass-Thru Antenna Connections with Power Supply	1	1,374.00	ea	1,374.00T
			Subtotal		

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Total



Quotation

Date	Estimate #
1/22/2026	609040

16208 E. Lacrosse Ln
Spokane Valley, WA 99216
(509) 214-1498

Name / Address
Liberty Lake Police Department 23127 E. Mission Ave. Liberty Lake, WA 99019

Attn:
Chief

Part	Description	Qty	Unit Price	U/M	Total
	- Printer				
PJ822	Brother PocketJet Printer	1	422.00	ea	422.00T
LB3692-003	Brother - car power adapter	1	44.00	ea	44.00T
Misc Install Parts	Printer USB Cable and Adapter	1	29.00	ea	29.00T
1900GSR	Honeywell Xenon 1900GSR Barcode Scanner for SECTOR System	1	470.00	ea	470.00T
	- Prisoner Containment/Cargo				
PK1130DUR11	21+ Durango XL Partition Poly Window	1	1,035.00	ea	1,035.00T
QK0566DUR11	Full Replacement Transport Seat, TPO, Center Pull Seat Belts, 12VS Poly Rear Partition	1	1,672.00	ea	1,672.00T
WK0595DUR11	Window Barrier, Polycarbonate 2024+ Dodge Durango	1	342.00	ea	342.00T
DK0100DUR11	Door Panel, TPO Plastic Black, Installs Over OEM Door Panels 24+ Dodge Durango	1	322.00	ea	322.00T
M85437R-WL	5.5" ROUND LOW PROFILE LED, STT/B/W 1000 LUMEN	2	83.00	ea	166.00T
	- Gunlock				
GK0726	Setina Gun Lock Timer	1	47.00	ea	47.00T
GK20041UHK	Dual T-rail Mount with Single Universal XL Gun Lock. Handcuff Key Over-ride	1	399.00	ea	399.00T
	- Radio				
MB8U	LAIRD/TE NMO COAX KIT, RG58, 15'	4	24.08	ea	96.32T
RFU-1005-3C	UHF Male Crimp- RG58, RG141, LMR-200	2	9.00	ea	18.00T
RSA-3000-C	SMA Male Crimp- RG58, RG141	1	5.00	ea	5.00T
GPSU15M	High Gain Omnidirectional GPS Antenna with NMO termination	1	149.00	ea	149.00T
RFT-1202-2T	50 Ohm TNC Male Crimp Connector for RG-58/U, Teflon Dielectric	1	5.00	ea	5.00T
LPT600/71NMO	5G 600-7100 MHz NMO Mount Antenna	1	43.00	ea	43.00T
AB150S	150-174 1/4 Wave Antenna w/ Spring	1	67.00	ea	67.00T
BMAX7633S	760-870 MHz 3dB Wideband Collinear Antenna with Spring, in Black	1	51.00	ea	51.00T

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This quote is Confidential and Proprietary

Total



16208 E. Lacrosse Ln
Spokane Valley, WA 99216
(509) 214-1498

Quotation

Date	Estimate #
1/22/2026	609040

Name / Address
Liberty Lake Police Department 23127 E. Mission Ave. Liberty Lake, WA 99019

Attn:
Chief

Part	Description	Qty	Unit Price	U/M	Total
	- Install Parts				
CH26.2.20	CH26 W/TIMER & 20 FT HARNESS	1	850.00	ea	850.00T
Installation Services	Installation Services	1	6,200.00	ea	6,200.00T
Misc Install Parts	Misc Install Parts, Wire, Loom, Hardware Etc.	1	400.00	ea	400.00T
FREIGHT	Incoming Freight Charger		500.00		500.00T
	Liberty Lake (city) Sales Tax		2,314.20		2,314.20
			Subtotal		\$25,713.32

FRONTLINE Communications Systems is a division of DEA Incorporated
This quote is Confidential and Proprietary

Total	\$28,027.52
--------------	-------------



AGENDA ITEM NO.: 11.A.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Appointment of Lori Merkel to the Community Engagement Commission

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

Lori Merkel_Redacted

Expenditure Required	N/A
Budgeted	No.
City Program	

Summary Statement

Recommended Action

Confirm Mayor Kaminskas' appointment of Lori Merkel to the Community Engagement Commission Position 4.



CITY ADVISORY BOARD & COMMISSION APPLICATION

City of Liberty Lake
22710 E Country Vista Drive, Liberty Lake, WA 99019
Phone: (509) 755-6700

Thank you for your interest in serving on an advisory board or commission. The purpose of this form is to provide the Mayor and City Council members with some information about individuals considered for appointment. This application will be kept on file for two years. The file of completed applications is open for public inspection upon request.

Please indicate which advisory board you are interested in serving on:

- | | | |
|--|--|--|
| ☐ Salary Commission | ☐ Parks & Arts Commission | ☐ Lodging Tax Advisory Commission |
| ☐ Planning Commission | ☐ Library Board of Trustees | ☒ Community Engagement |
| ☐ Youth Commission | ☐ Civil Service Commission | ☐ Other |

Candidate Information

Full Name: Lori Merkel	Date of Application: January 12, 2026
Home Address: [REDACTED]	City, State, Zip: Liberty Lake, WA 99019
Email: [REDACTED]	Phone: [REDACTED]
Employed By: East Valley School District	
Employer's Address: 3830 N Sullivan	City, State, Zip: Spokane Valley, WA 99216
How long have you lived or worked continuously in the City of Liberty Lake? 28 years	
Are you a registered voter in the City of Liberty Lake?	☒ Yes ☐ No
Would your appointment create a conflict of interest or the appearance of a conflict of interest?	☐ Yes ☒ No
Have you ever been convicted of anything other than a minor traffic violation?	☐ Yes ☒ No

Educational Background:

BA - Gonzaga University
MA - Eastern Washington University
National Board Certified Teacher 2010

Professional Qualifications and/or Work Experience:

Liberty Lake Wine Cellars 2018-Present
*Cellar Assistant

East Valley School District 1996-Present:
*Social Studies Teacher
*Senior Class Advisor

Central Valley School District 1992-1996
*Special Education Teacher

Community Activities and/or Other Experience:

I am actively engaged in my community through initiatives that promote civic participation, education, and local collaboration. I support and help facilitate student-led community forums designed to connect students, families, and community members with local and state candidates running for office, encouraging informed dialogue and civic awareness. I also advocate for and support school bonds and levies that strengthen educational resources and long-term community investment. In addition, I participate in and support local community events, contributing time and presence to initiatives that build relationships, celebrate community identity, and foster collective engagement.

Why are you interested in serving on this Commission/Advisory Board?

I am interested in serving on the Libery Lake Community Engagement Commission because I value collaboration and believe that community voices are essential to making informed, equitable decisions. Being part of this commission would allow me to listen, share perspectives, and help bridge the gap between community needs, organizational goals and the Liberty Lake City Council. I am motivated by the opportunity to contribute my time and experience to initiatives that have a real, positive impact, and I appreciate the chance to work alongside others who are committed to strengthening and supporting our community.

References

Please list three names including address & phone number

1. Cajun Smith	
2. Debra Stewart	
3. Heidi Tsadilas	

Please Return Forms to:

Rochelle Caton, City Clerk
rcaton@libertylakewa.gov
City of Liberty Lake
22710 E Country Vista Dr
Liberty Lake, WA 99019

APPLICATION DEADLINE IS: Open until filled.



BACKGROUND/REFERENCE CHECK PERMISSION

City of Liberty Lake
22710 E Country Vista Drive, Liberty Lake, WA 99019
Phone: (509) 755-6700

I, the undersigned applicant, for a position as a board or commission member with the City of Liberty Lake, Washington, in consideration of the review of my application, do hereby give the City or an independent investigating agency authorization to conduct a thorough investigation of my professional and personal background, including credit, criminal, driving, and all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein to provide any information requested about me. I understand and agree to waive any claim or cause of action relating to use of any and all information gained through this investigation or release of information, and promise to defend and hold harmless the City of Liberty Lake, Washington, its officers and employees from any claim or loss arising from such investigation and/or release of information. It is my intention that any copy of this authorization be as effective as the original.

Applicant's Signature

Lori Merkel

Printed Name

1/12/26

Date

If selected for appointment to a commission or advisory board, an additional background check form will be required.



AGENDA ITEM NO.: 11.B.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Appointment of Abigail Sprague to the Planning Commission

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

RE_ Online Form Submittal_ Application for City Advisory Boards and
Commissions_Redacted

Expenditure Required	N/A
Budgeted	No.
City Program	

Summary Statement

Recommended Action

Confirm Mayor Kaminskas' appointment of Abigail Sprague to the Planning Commission adjunct position.

City of Liberty Lake advisory board or commission for which you are applying:	City Planning Commission
--	--------------------------

Would your appointment create a conflict of interest or appearance thereof?	No
--	----

(Section Break)

First Name	Abigail
------------	---------

Last Name	Sprague
-----------	---------

Address1	
----------	-------------

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	Liberty Lake
------	--------------

State	Washington
-------	------------

Zip	99019
-----	-------

Home Phone	
------------	-------------

Fax	<i>Field not completed.</i>
-----	-----------------------------

Work Phone	<i>Field not completed.</i>
------------	-----------------------------

Email	
-------	-------------

(Section Break)

Employer	Self-Employed
----------	---------------

Business Address	NA
------------------	----

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	<i>Field not completed.</i>
------	-----------------------------

State	Field not completed.
Zip	Field not completed.
(Section Break)	
Are you a registered voter in the City of Liberty Lake?	Yes
How long have you lived in the City of Liberty Lake (continuously)?	1-2 years
(Section Break)	
Educational Background	Treasure Valley Community College (TVCC) (Associates Degree) Boise State University (BSU) (Data Analysis Certification) Arizona State University (ASU) (Bachelors in Physics - In Progress)
Professional Qualifications / Work Experience	Over the span of the last 6 years I have amassed a multitude of professional and relevant experience needed to be successful on the City's Planning Commission. At Treasure Valley Community College (TVCC), which is where I spent my first two years in college, I was elected as student body president. In this position I interacted with many different interest groups, sat on 3 governance committees (of which one I was vice chair), collaborated with local officials, presided over a budget of 500k with my constituents, learned how to apply for grants and write reports, voted and debated on many different issues and topics, and interacted regularly with the Board of Education. These Board meetings gave me firsthand experience in strategic planning, Robert's Rule of Order, budget analysis, and collective bargaining. All of which are directly relevant to the Planning Commission and the future growth of Liberty Lake. After TVCC, I continued my education at Boise State University (BSU). There, I served as the Administrative Director of the BSU student government. In this position, alongside the rest of the executive cabinet, I represented 25k+ students and their needs, interacted regularly with campus staff and local officials, and further matured all of the knowledge I gained at TVCC. Additionally, in my position specifically, I was responsible for a 3+ million dollar budget, and oversaw the budget creation for the next calendar year. Lastly, from 2023 to 2024, I worked for the Bureau of Land Management in Idaho on the Public Affairs team. In this position I better learned the state and federal structure of our government,

additionally, I was a part of mitigation efforts for state residents.

**Community Activities /
Involvement Experience**

I am an avid runner and over the past year East Mission Avenue has become the road that I run on almost everyday. Though incidental, I have met many of my neighbors and fellow citizens enjoying the same sidewalks as I do this way. Additionally, my daughter and I have spent time at the Library reading books and conversing with other citizens. Along with that, my husband, daughter, and I often visit the parks that Liberty Lake has to offer. Getting outside is a crucial community hobby that is even more important here in Liberty Lake.

**Other Qualifications /
Reasons for Desire to
Serve**

In 2024, I got married and moved from Boise to Liberty Lake. Here, I gave birth to my daughter. After birth, as many parents experience; life changes. This community made that transition much more bearable. Whether it was my awesome neighbors of whom one is my reference, the beautiful parks that I along with other moms escaped to everyday, the great local restaurants, or the grocery store cashiers who always smile and play with my daughter. This city has supported me, and I would love the opportunity to start serving my community the way it has served me. Liberty Lake is growing as a city. Public safety capacities, smart land-use and zoning decisions (when applicable), following state mandates and law, and overall thorough planning will be crucial as this period of growth overtakes us. Preserving Liberty Lake's unique character while meeting this challenge is one of my biggest desires to serve. I appreciate the Mayor and Community Development Director's consideration, and thank you for your time.

(Section Break)

Reference #1 Name Kendra Lambert

Reference #1 Phone [REDACTED]

Address1 [REDACTED]

Address2 *Field not completed.*

City [REDACTED]

State [REDACTED]

Zip [REDACTED]

(Section Break)

Reference #2 Name Kelly Fukai (Northwest Gas Association CEO)

Reference #2 Phone

[REDACTED]

Address1

[REDACTED]

Address2

Field not completed.

City

[REDACTED]

State

[REDACTED]

Zip

[REDACTED]

(Section Break)

Reference #3 Name

Suzanne Schmidt (State Representative)

Reference #3 Phone

[REDACTED]

Address1

[REDACTED]

Address2

[REDACTED]

City

[REDACTED]

State

[REDACTED]

Zip

[REDACTED]

Email not displaying correctly? [View it in your browser.](#)

[REDACTED]



AGENDA ITEM NO.: 11.C.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Police Department Security Door Installation Project

Dept of Origin: Police

Dept. Head Approval: Damon Simmons

Exhibit(s):

Invoice_3578 (2)

Expenditure Required	Yes.
Budgeted	Yes, (310) Capital Projects Fund; (594.76.62.05) Police Improvement Plan (PF-3)
City Program	Capital Improvements — Facilities

Summary Statement

The Liberty Lake Police Department is currently pursuing accreditation from the Washington Association of Sheriffs and Police Chiefs. Accreditation benefits include: risk reduction and liability protection; improved operational efficiency; enhanced accountability and transparency; professional credibility; improved training and documentation; stronger evidence and property controls; better insurance and risk pool positioning—all of which ultimately lead to a higher level of community and council confidence in the department's ability to serve the public.

This project fits into the access control systems and controlled and restricted areas categories of the stronger evidence and property controls objective. The scope of the project includes implementing a WASPC compliant access control system by retrofitting two doors with entry keypads, exit detectors, reinforced strike plates, and locking mechanisms.

THIS WORK HAS ALREADY BEEN COMPLETED.

Recommended Action

Move to approve a confirming purchase order and authorize payment of invoice from Access Unlimited for an amount not to exceed \$8,200.

City of Liberty Lake, Police Station
23127 E Mission Ave
Liberty Lake WA 99019
United States

Invoice 3578

Invoice Date:
01/15/2026

Due Date:
01/15/2026

Source:
S07065

Scope of Work

Police Station Door Access add 2 doors

Panel:

- ~~Install an 8 door access control panel in the IT room at the police station.~~

Door Access:

- Implement access control for 2 doors in the garage area of the police station:
 - Training Room
 - Detectives room
- **Door Retrofitting:**
- Each door will be retrofitted with:
 - Door contact
 - Card reader Keypad
 - Request-to-exit motion sensor
 - Door strike

Annual Cloud fees

- \$480.00

Description	Quantity	Unit Price	Taxes	Amount
Electrical Permit	1.00	75.00	9%	\$ 75.00
Electrical Permit	Units			

(509) 241-0563 | accounting@ausecurity.net | sales@ausecurity.net | service@ausecurity.net | ausecurity.net

Description	Quantity	Unit Price	Taxes	Amount
NJ446100AUS 4 Elem Comp Cable CMP Twist No Jacket AUS	0.40 Units	1,330.29	9%	\$ 532.12
Swapped for 5200, see note	-2.00 Units	532.15	9%	\$ -1,064.30
4500C-12/24-630 Complete Electric Strike; includes faceplates for cylindrical and mortise locks	2.00 Units	532.15	9%	\$ 1,064.30
947-75WH 947-75 3/4" Diameter Steel Recessed Door Contact with Leads	2.00 Units	11.75	9%	\$ 23.50
DS160 High Performance Request-to-exit Detector	2.00 Units	114.00	9%	\$ 228.00
OP-RKP-STND Standard Smart Keypad Reader	2.00 Units	460.00	9%	\$ 920.00
Labor - Access Control Installation - Existing System Project Labor	24.00 Hours	145.00	9%	\$ 3,480.00
SW-BSC-P10 Basic: Pack of 10 entries	1.00 Units	1,200.00	9%	\$ 1,200.00
5200C-12/24D-630 Door Electric Strike, 12/24 VDC, 0.24/0.12A, 1500 Lb Static Load, Satin Stainless Steel, With Faceplate	2.00 Units	532.15	9%	\$ 1,064.30
Untaxed Amount				\$ 7,522.92
Washington Sales				\$ 677.06
Total				\$ 8,199.98

Please use the following communication for your payment : **3578**
on this account: **7309 - Washington Trust**

Pay by Credit Card

Please submit all purchase orders to orders@ausecurity.net



AGENDA ITEM NO.: 11.D.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Donation-Police Evidence Refrigerator

Dept of Origin: Police Department

Dept. Head Approval: Damon Simmons

Exhibit(s):

2907_001

Expenditure Required	No.
Budgeted	N/A
City Program	Property and Evidence

Summary Statement

The purpose of a refrigerator in an evidence facility, consistent with standards followed by agencies submitting to the Washington State Patrol Crime Laboratory Division, is to preserve the integrity of temperature-sensitive evidence from the time of seizure until laboratory submission or court disposition.

This is not simply about storage, it is about maintaining evidentiary reliability and preventing degradation that could compromise forensic analysis or admissibility.

Below is a structured explanation relevant to law enforcement operations:

1. Preservation of Biological Evidence

Refrigeration slows bacterial growth, enzymatic breakdown, and chemical degradation in:

- Blood samples
- Urine samples
- Sexual assault kits (when required)
- Tissue samples
- DNA-bearing items not suitable for freezing

Improper temperature control can:

- Alter toxicology results
- Degrade DNA
- Affect serology outcomes
- Create defense challenges regarding chain of custody and preservation

2. Maintenance of Toxicology Integrity

In DUI, vehicular assault, and fatal collision cases, refrigerated storage helps:

- Preserve blood alcohol concentration (BAC) accuracy
- Prevent fermentation that can artificially elevate alcohol readings
- Maintain drug stability in blood and urine

Forensic toxicology relies on stable samples. Temperature fluctuations can create analytical artifacts.

3. Risk Mitigation and Liability Protection

Refrigerated evidence storage protects:

- The integrity of the investigation
- The agency's credibility
- The prosecutorial case
- The supervising officer's liability exposure

Recommended Action

Accept the donation from Home Depot for the LG 24cu. ft. top Mount Freezer/Refrigerator in a valued amount of \$1199.00.



DONATION FORM

SECTION 1: DONOR INFORMATION

Donor(s) Name: Home Depot

Donor(s) Address:

21701 E Country Vista Dr

Liberty Lake, WA 99019

SECTION 2: DONATION CLASSIFICATION

☐ The undersigned donor(s) hereby donates to the City of Liberty Lake, Washington the amount of \$ which said donation shall be considered accepted upon approval from the Mayor and receipt of the funds by the City.

OR

☒ The undersigned donor(s) hereby donates LG Refrigerator with a fair market value of \$ ~~913.42~~ \$1,199⁰⁰ mcs which said donation shall be considered accepted upon approval from the Mayor and receipt of the item(s) by the City.

Please attach any receipts or documentation establishing the fair market value amount.

SECTION 3: PURPOSE OF DONATION

The City represents that it is a duly organized and existing municipal corporation of the State of Washington and that the donated funds will be used to the extent possible only for the following public purposes: *(Attach a separate statement if more space is required.)*

Evidence storage in the evidence facility (replacing current ailing refrigerator).

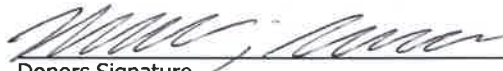


DONATION FORM

The City of Liberty Lake will make all reasonable efforts to fulfill the specific purpose(s) as outlined in the previous section for this donation. If the specified donation purposes are not feasible, substitutions for the purposes will be made. The donated funds will be managed and accounted for by the City of Liberty Lake in accordance with the Liberty Lake Municipal Code.

For IRS purposes, this agreement serves as written acknowledgment of your donation. The City of Liberty Lake did not provide you any goods or services in consideration for this donation.

SECTION 4. DONOR SIGNATURE(S)


Donors Signature

2/11/26
Date

SECTION 5. MAYOR APPROVING SIGNATURE

Mayor's Signature

Date



Customer Quote

2/10/2026, 1:26 PM PST

Store # 4743

Sales Person N8L3YXB

Store Phone # (509) 891-0613

Location 21701 E COUNTRY VISTA DR, LIBERTY LAKE, WA 99019

Customer Information

DAMON SIMMONS

(509) 481-3453

23127 E MISSION AVE

LIBERTY LAKE , WA 99019



Quote # H4743-181186

PO / Job Name

Delivery

Delivery Address
23127 E Mission Ave
Liberty Lake , WA 99019

Delivery Options
Home Delivery

Delivery Date
Delivery to be scheduled at the time of purchase

Item Description

Model

SKU

Unit Price Qty

Subtotal



LG

LHTNS2403S

1008255693

~~\$1,199.00 / each~~
\$799.00 / each

1

\$799.00

24 cu. ft. Top Mount Freezer Refrigerator with Multi-Flow Air System in Stainless Steel, Garage Ready

SPECIAL BUY \$400.00 OFF EACH



Home Delivery

N/A

1001513003

\$39.00 / each

1

\$39.00

Prices Valid Through: 02/17/2026
at The Home Depot #4743

Subtotal

\$838.00

Discounts

-\$0.00

Sales Tax

\$75.42

Quote Total

\$913.42



AGENDA ITEM NO.: 14.A.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Resolution 20-280A Adopting the Updated Network Analysis

Dept of Origin: Community Development **Dept. Head Approval:** Amy Mullerleile

Exhibit(s):

Network Analysis Update 2025 Report Only, Resolution No. 20-280 A (Draft Network Analysis)(1)

Expenditure Required	No
Budgeted	N/A
City Program	Long Range Planning

Summary Statement

The network analysis evaluates the City's transportation system by assessing existing conditions, projected short- and long-term growth, and identifying corresponding mitigation measures. The analysis was originally completed in 2017 and updated in 2020. The 2025 update was conducted to inform several elements of the Comprehensive Plan update, including the Transportation, Capital Facilities, and Land Use elements.

The findings and recommendations of the 2025 analysis were presented to the City Council at a workshop on February 3, 2026. This Resolution adopts those findings and recommendations as presented during the workshop.

Recommended Action

Approve the resolution adopting the Liberty Lake Network Analysis Update, and the recommendations contained therein.

Liberty Lake Network Analysis Update 2025

Prepared for
The City of Liberty Lake



January 2026

Liberty Lake Network Analysis Update 2025

Prepared for

The City of Liberty Lake
22710 East Country Vista Drive
Liberty Lake, WA 99019

Prepared by

Parametrix
835 North Post, Suite 201
Spokane, WA 99201
T. 509.328.3371 F. 1.206.649.6353
www.parametrix.com

January 2026 | 377-7878-027

Citation

Parametrix. 2026. Liberty Lake Network Analysis Update 2025. Prepared for The City of Liberty Lake by Parametrix, Spokane, Washington. January 2026.

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Acronyms and Abbreviations

HCM	Highway Capacity Manual
ITE	Institute of Transportation Engineers
LOS	Level of Service
NCHRP	National Cooperative Highway Research Program
SRTC	Spokane Regional Transportation Council
STA	Spokane Transit Authority
TAZ	Traffic Analysis Zone
WSDOT	Washington Department of Transportation

1. Introduction

In February 2017, the City of Liberty Lake (the City) conducted a network analysis of the transportation system to identify short-term and long-term needs and in September 2020, the study was updated. Since that time, development and roadway project plans have evolved in key areas of the city. The purpose of this study is to update the 2020 network analysis. This study includes an analysis of existing conditions (2025), short-term growth conditions (2028), and long-term growth conditions (2046).

This report documents and summarizes the results and recommendations of the network analysis update. A description of the study area is provided followed by documentation of data collection methods and results. Next, the future land use and growth assumptions are discussed. The methods and results of the use of the Spokane Regional Transportation Council (SRTC) regional travel demand model are also provided. Traffic analysis methods are then presented including detailed traffic performance metrics for short-term (2028) and long-term (2046) conditions. Finally, the report identifies the network-wide mitigations.

2. Study Area

The study area for this analysis includes major roadways and intersections within the City boundaries. The boundaries of the City extend from the Spokane River on the north to Sprague Avenue on the south, and from Aladdin Road on the west to King James Lane on the east. While this analysis focuses on traffic operations, subsections of this section give an overview of transit and active transportation options in the City. **Figure 1** shows the study area roadway network and intersections for the analysis.

2.1 Description of Major Roads

There are several key roads within the City.

Country Vista Drive – is a major east-west roadway in the City. West of Mission Avenue, Country Vista Drive is a four-lane arterial with a two-way center turn lane that parallels I-90 to the south. East of Mission Avenue, Country Vista Drive becomes a two-lane roadway that circumnavigates the eastern residential areas of the City and eventually meets Appleway Avenue in the northeastern section of the city.

Liberty Lake Road – is a major north-south roadway that runs from the I-90 ramps on the north to the southern boundary of the City. Liberty Lake Road is four lanes with a center landscaped median between the I-90 ramps and Country Vista Drive. South of the Country Vista Drive intersection, Liberty Lake Road narrows to one lane in each direction.

Harvard Road – is a continuation of Liberty Lake Road north of the I-90 ramps and extends north to the northern city boundary. Harvard Road runs north-south as a two-lane roadway, before expanding out to four lanes with a landscaped median north of the roundabout at Mission Avenue.

Appleway Avenue – runs east to west from Liberty Lake Road to the eastern boundary of the City. It is a four-lane arterial with a landscaped center median and left-turn pockets. East of Molter Road, Appleway Avenue begins narrowing down to one lane in each direction as it continues east towards an interchange with I 90 outside of the city boundaries.

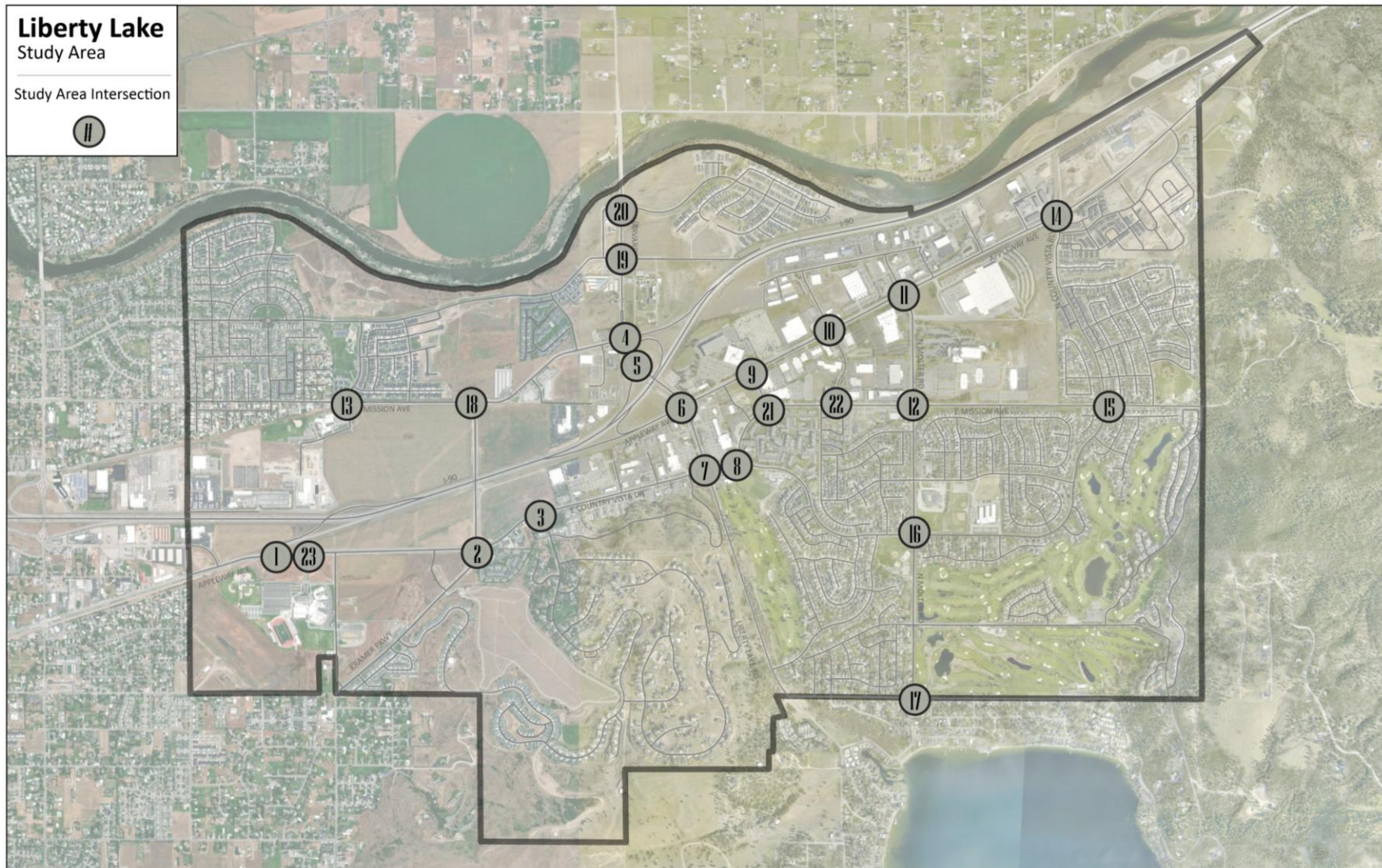


Figure 1 – Study Area

Mission Avenue – is an east-west roadway that has two sections, the western section runs from the western city boundary to Harvard Road as a two-lane roadway, paralleling I-90 to the north. The eastern section of Mission Avenue is a two-lane roadway that runs south of I-90 from an intersection with Country Vista Drive near the center of the City to the eastern city boundary.

Molter Road – is a north-south roadway on the eastern side of the city that runs from Knox Avenue on the north to Sprague Avenue and the southern city boundary on the south. Molter Road is a four-lane roadway with a two-way center turn lane between Appleway Avenue and Mission Avenue. South of the Mission Avenue intersection, Molter Road narrows to one lane in each direction with a two-way center turn lane for most of its length.

Kramer Parkway – is a north-south roadway on the west side of the City that runs from Mission Avenue on the north to Henry Road on the south. Kramer Parkway is a two-lane roadway that includes a bridge over I-90 connecting the northern and southern sides of the City.

2.2 Description of Major Intersections

There are 23 intersections within the City that were studied in this analysis. **Table 1** shows the 23 study area intersections and existing intersection control. The 23 intersections are also shown spatially in **Figure 1**.

Table 1 – Study Area Intersections

#	Intersection	Existing Intersection Control
1	I-90 WB Off Ramp / E Country Vista Dr	Stop-Controlled SB
2	N Kramer Pkwy / E Country Vista Dr	Signal
3	N Legacy Ridge Drive / E Country Vista Dr	Signal
4	E Mission Ave / N Harvard Rd	Roundabout
5	N Harvard Rd / I-90 WB On Ramp	Free
6	N Liberty Lake Rd / Appleway Ave	Signal
7	N Liberty Lake Rd / E Country Vista Dr	Signal
8	E Mission Ave / E Country Vista Dr	Stop-Controlled SB
9	N Signal Dr / E Appleway Ave	Signal
10	N Madson St / E Appleway Ave	Signal
11	N Molter Rd / E Appleway Ave	Signal
12	N Molter Rd / E Mission Ave	Roundabout
13	E Mission Ave / N Harvest Pkwy	Roundabout
14	N Country Vista Blvd / E Appleway Ave	Stop-Controlled NB
15	E Mission Ave / N Country Vista Blvd	All Way Stop-Controlled
16	N Molter / E Country Vista Dr	All Way Stop-Controlled
17	E Sprague Ave / N Molter Rd	All Way Stop-Controlled
18	E Mission Ave / Kramer Pkwy	Roundabout
19	N Harvard Rd / E Indiana Ave	Signal
20	N Harvard Rd / E Wellington Pkwy	Stop-Controlled EB/WB
21	E Mission Ave / N Signal Dr	Stop-Controlled NB/SB
22	E Mission Ave / N Madson St	Stop-Controlled SB
23	E Country Vista Dr / Ridgeline HS signal	Signal

2.3 Transit

The City is served by five Spokane Transit Authority (STA) bus routes. These include Route 7 (Valley/Airport), Route 93 (Molter Loop), Route 98 (Greenacres/Liberty Lake), Route 772 (Liberty Lake Express), and Route 724 (Liberty Lake Tech Express).

Route 7 connects the Spokane International Airport with Liberty Lake. This is a new route as of September 2025 that replaced route 74.

Route 93 is a revised version of the tail end of former Route 74, operating counterclockwise from the Mission Avenue Park and Ride along Molter Road, Appleway Avenue, and Signal Road before returning to the park and ride. This routing maintains local connectivity while improving efficiency and travel time reliability.

Route 98 connects the Valley Transit Center in Spokane Valley to the Liberty Lake Park & Ride via Sprague Avenue, Appleway Avenue, Country Vista Drive, and Mission Avenue. This route helps provide access to a portion of the city not currently served by the other bus routes, including some residential neighborhoods.

Route 722 is an express service connecting downtown Liberty Lake to downtown Spokane and the north bank of the Spokane River near the Spokane Arena. It replaces the former Route 172 and provides direct service along Riverside Avenue, continuing north on Monroe Street to the Spokane County Courthouse and Arena. The route also serves the Meadowood Technology Campus in Liberty Lake and operates primarily during peak periods for faster, limited-stop travel.

Route 724 is an express service operating between downtown Spokane and Liberty Lake via I-90, Appleway Avenue, Country Vista Boulevard, and Hawkstone. The route provides fast, limited-stop service focused on commuter travel during peak periods. In the morning, Route 724 operates outbound from Spokane and transitions into Route 722 for the inbound trip. In the afternoon, this pattern reverses, with Route 722 outbound and Route 724 providing the inbound return to Spokane.

2.4 Active Transportation

The Centennial Trail is a regional bikeway that follows the Spokane River and cuts through Liberty Lake. Improving bike lane connections to this trail can greatly improve its accessibility to surrounding communities. There are several bike lanes found along primary roads in Liberty Lake. These roads include Mission Ave (north of I-90), Liberty Lake Road, Country Vista Drive, Kramer Parkway, and Appleway Avenue. Most of these are painted bike lanes. There are a few local roads with bike lanes as well, but coverage can be extended. Liberty Lake has a large network of sidewalks across many of the major roads in the city.

Liberty Lake is currently working on updating their Parks and Recreation Master Plan. This plan will highlight existing active transportation infrastructure, as well as needed improvements.

3. Data Collection

To determine existing conditions both intersection turning movement counts and roadway volume counts were collected as part of this analysis. **Figure 2** summarizes existing traffic volume (2025) in the City including AM and PM peak hour turning movement volumes and peak hour and daily roadway segment volumes. Collected traffic data is included in **Appendix A**.

3.1 Intersection Turning Movement Counts

Quality Counts collected turning movement counts at 17 of the 23 study area intersections on Wednesday, April 30, 2025, in the AM peak period (7:00 AM to 9:00 AM) and the PM peak period (4:00 PM to 6:00 PM).

Turning movement counts for the other 6 study area intersections were collected as part of the “Spokane Valley Subarea Transportation Plan.” Those turning movement counts were collected on Wednesday, May 8, 2024, in the AM peak period (7:00 AM to 9:00 AM) and the PM peak period (4:00 PM to 6:00 PM). Those turning movement counts were then adjusted to 2025 levels and some volume balancing was applied. Intersection turning movement count locations, including the date of data collection, are shown in **Table 2**.

Table 2 – Turning Movement Count Locations

#	Intersection	Date
1	I-90 WB Off Ramp / E Country Vista Dr	May 8, 2024
2	N Kramer Pkwy / E Country Vista Dr	April 30, 2025
3	N Legacy Ridge Drive / E Country Vista Dr	May 8, 2024
4	E Mission Ave / N Harvard Rd	April 30, 2025
5	N Harvard Rd / I-90 WB On Ramp	April 30, 2025
6	N Liberty Lake Rd / Appleway Ave	April 30, 2025
7	N Liberty Lake Rd / E Country Vista Dr	April 30, 2025
8	E Mission Ave / E Country Vista Dr	April 30, 2025
9	N Signal Dr / E Appleway Ave	April 30, 2025
10	N Madson St / E Appleway Ave	April 30, 2025
11	N Molter Rd / E Appleway Ave	April 30, 2025
12	N Molter Rd / E Mission Ave	April 30, 2025
13	E Mission Ave / N Harvest Pkwy	May 8, 2024
14	N Country Vista Blvd / E Appleway Ave	April 30, 2025
15	E Mission Ave / N Country Vista Blvd	April 30, 2025
16	N Molter / E Country Vista Dr	April 30, 2025
17	E Sprague Ave / N Molter Rd	April 30, 2025
18	E Mission Ave / Kramer Pkwy	April 30, 2025
19	N Harvard Rd / E Indiana Ave	May 8, 2024
20	N Harvard Rd / E Wellington Pkwy	May 8, 2024
21	E Mission Ave / N Signal Dr	April 30, 2025
22	E Mission Ave / N Madson St	April 30, 2025
23	E Country Vista Dr / Ridgeline HS signal	May 8, 2024

3.2 Roadway Volume Counts

Seventy-two-hour roadway tube counts were collected at 11 locations around the City from Tuesday, April 29, 2025 to Thursday, May 1, 2025. The count locations are shown in **Table 3**.

Table 3 – Roadway Volume Count Locations

Location	Date
E Country Vista Dr between Kramer Pkwy and City Limits	April 29, 2025 to May 1, 2025
E Mission Ave between N Harvard Rd and City Limits	April 29, 2025 to May 1, 2025
N Harvard Road between City Limits and E Mission Ave	April 29, 2025 to May 1, 2025
E Country Vista Dr between N Legacy Ridge Dr and N Liberty Lake Rd	April 29, 2025 to May 1, 2025
N Liberty Lake Rd south of E Country Vista Rd	April 29, 2025 to May 1, 2025
E Appleway Ave between N Signal Dr and N Madson St	April 29, 2025 to May 1, 2025
E Appleway Ave east of N Molter Rd	April 29, 2025 to May 1, 2025
N Molter Rd between E Mission Ave and E Country Vista Dr	April 29, 2025 to May 1, 2025
N Molter Rd between N Country Vista Dr and E Sprague Ave	April 29, 2025 to May 1, 2025
E Mission Ave between E Country Vista Blvd and N Molter Rd	April 29, 2025 to May 1, 2025
N Country Vista Blvd north of E Autumn Crossing	April 29, 2025 to May 1, 2025

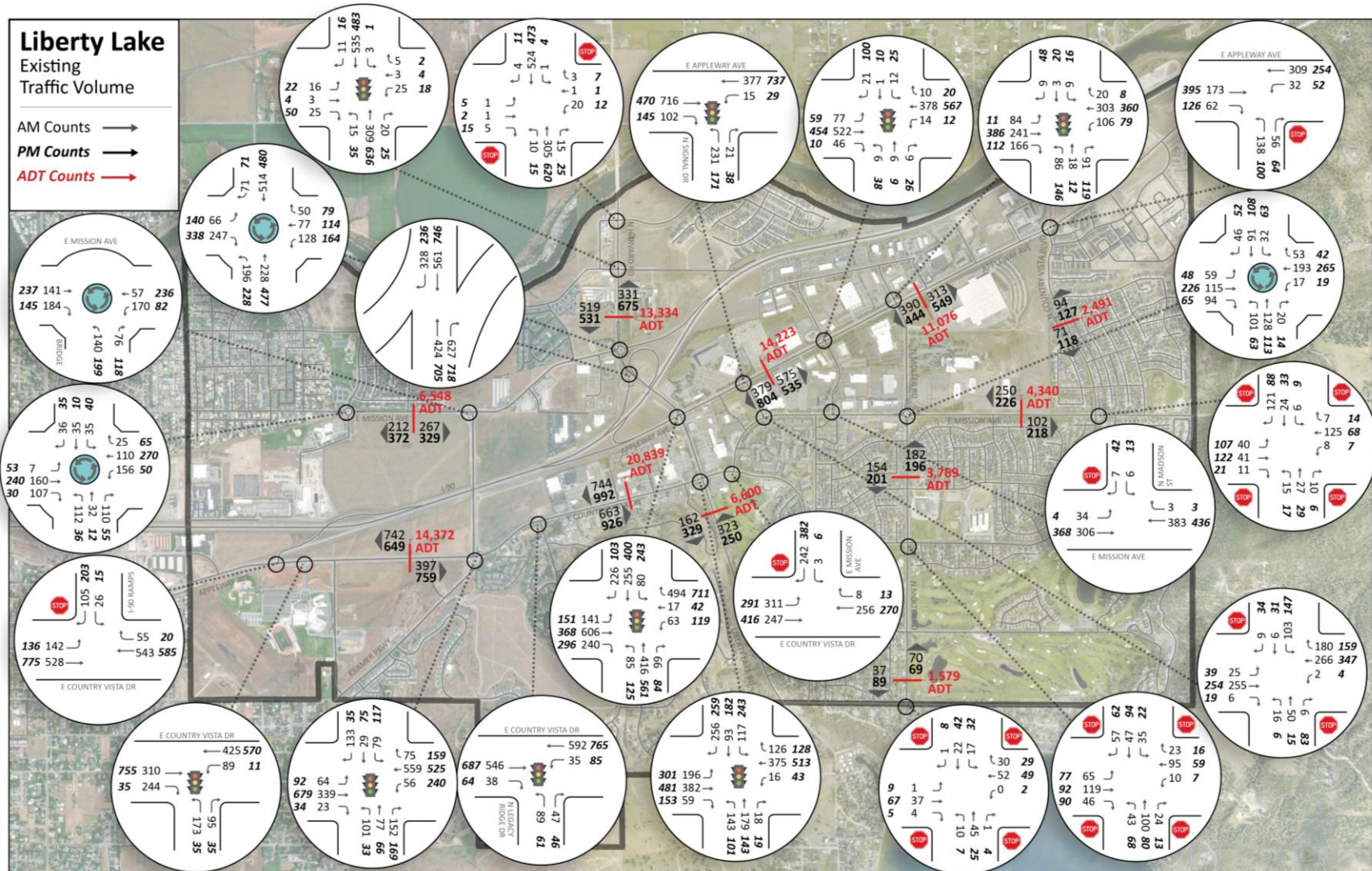


Figure 2 – Existing Traffic Volume (2025)

3.3 Active Transportation

Intersection turning movement counts also include data on pedestrians and bicyclists during peak times. **Table 4** shows AM and PM peak hour pedestrian and bicyclist volumes for each of the study area intersections.

Table 4 – Existing (2025) Peak Hour Pedestrian and Bicyclist Volumes

Int #	Intersection Name	Total Pedestrians		Total Bicyclists	
		AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
1	I-90 WB Off Ramp / E Country Vista Dr	1	0	0	1
2	N Kramer Pkwy / E Country Vista Dr	4	4	7	2
3	N Legacy Ridge Drive / E Country Vista Dr	4	3	0	0
4	E Mission Ave / N Harvard Rd	4	5	3	1
5	N Harvard Rd / I-90 WB On Ramp	0	0	0	1
6	N Liberty Lake Rd / Appleway Ave	8	3	2	3
7	N Liberty Lake Rd / E Country Vista Dr	4	18	5	9
8	E Mission Ave / E Country Vista Dr	15	23	3	7
9	N Signal Dr / E Appleway Ave	6	0	1	7
10	N Madson St / E Appleway Ave	2	4	0	5
11	N Molter Rd / E Appleway Ave	3	5	3	5
12	N Molter Rd / E Mission Ave	12	18	5	7
13	E Mission Ave / N Harvest Pkwy	7	11	0	0
14	N Country Vista Blvd / E Appleway Ave	2	5	2	2
15	E Mission Ave / N Country Vista Blvd	18	17	0	5
16	N Molter / E Country Vista Dr	50	40	19	11
17	E Sprague Ave / N Molter Rd	12	13	4	4
18	E Mission Ave / Kramer Pkwy	1	12	2	1
19	N Harvard Rd / E Indiana Ave	5	1	0	0
20	N Harvard Rd / E Wellington Pkwy	4	5	0	2
21	E Mission Ave / N Signal Dr	9	3	12	1
22	E Mission Ave / N Madson St	10	28	4	5
23	E Country Vista Dr / Ridgeline HS signal	2	4	0	1

3.4 Golf Carts

Golf cart counts were collected at several of the study area intersections during the AM peak period (7:00 AM to 9:00 AM) and the PM peak period (4:00 PM to 6:00 PM). Golf cart volumes during the AM and PM peak periods are shown in **Figure 3**.

Golf cart volumes were highest in the residential areas in the southwest part of the city, with the highest counted intersection being N Molter / E Country Vista Dr with 11 golf carts between 7:00 AM and 9:00 AM and 20 golf carts between 4:00 PM and 6:00 PM.

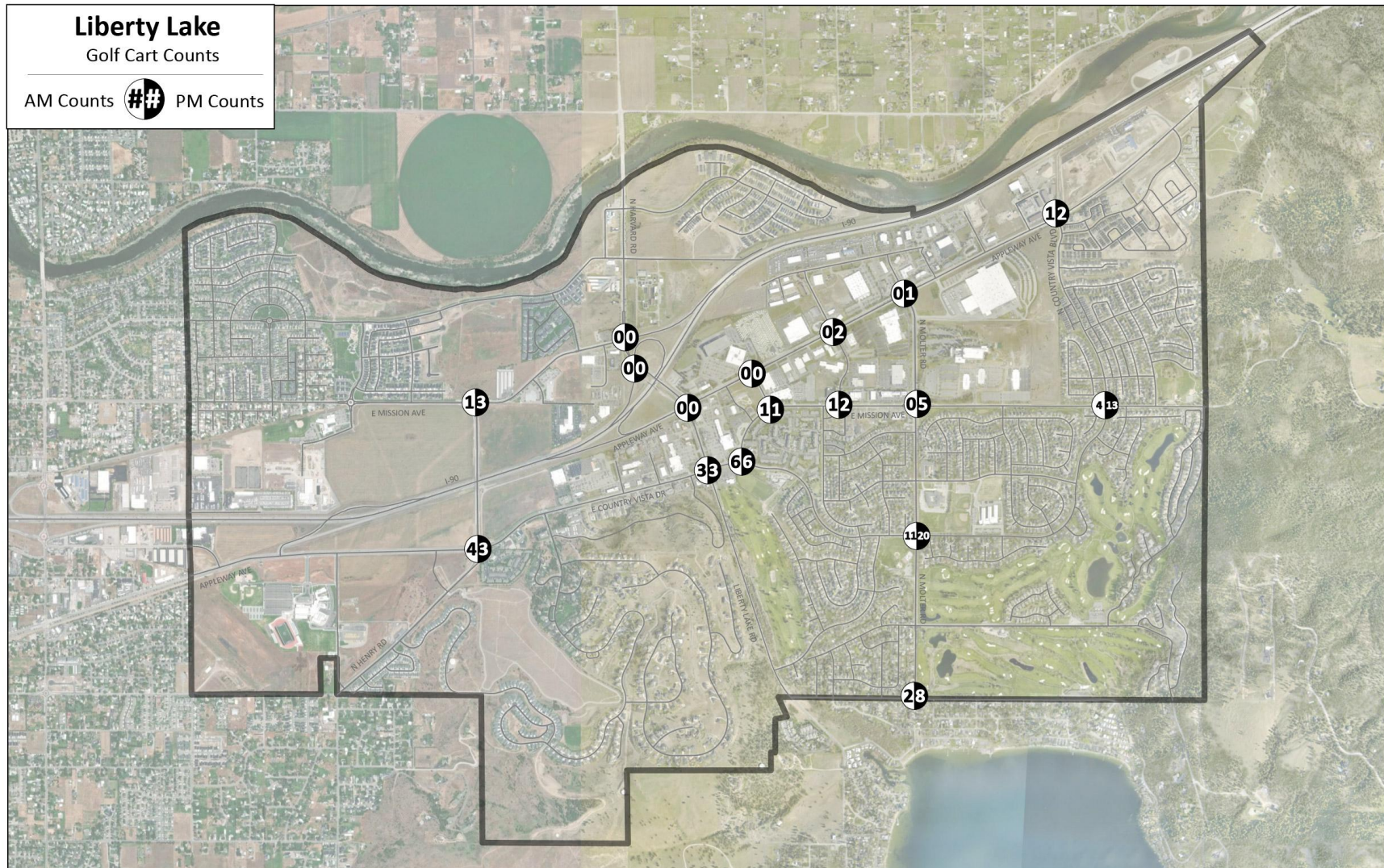


Figure 3 – Existing Golf Cart Volumes (2025)

4. Growth Assumptions

Growth assumptions set the stage for forecasting future traffic volumes at study area intersections and thus understanding transportation system deficiencies. Parametrix conducted an analysis of growth assumptions for both short-term (2028) and long-term (2046) conditions. The primary sources of information to determine the growth assumptions included information about pending and planned developments provided directly by City staff, the Liberty Lake Land Capacity Analysis (February 2025), and socioeconomic forecasts provided within the SRTC regional travel demand model (SRTC model).

4.1 Short-Term Growth (2028)

Parametrix worked closely with City staff to develop assumptions about pending or likely developments in the city within the next three years. Sixteen development areas were identified city-wide and included known or ongoing development and more generic land use growth assumptions for areas likely to develop but where specific plans are unclear or not available at this time.

Parametrix conducted a trip generation analysis to estimate the number of trips new developments would add to city roadways. Where trip generation letters were available for developments, Parametrix used trip generation from those letters. Where trip generation letters were not available for developments, Parametrix used The Institute of Transportation Engineers (ITE) Trip Generation Manual 11th Edition to select trip generation rates for the planned developments. The trip generation rates are based on studies conducted nationwide.

For each future development, trip generation was calculated for the AM peak hour and the PM peak hour. The trip generation calculation is derived from the square footage or number of dwelling units of a given development.

A build-out adjustment was applied to developments that were anticipated to be partially constructed by 2028. The build-out adjustment was based on the estimated build-out percentage of the future land use in the short-term (2028).

In all, the assumed developments added 1,604 new AM peak hour trips, 2,206 new PM peak hour trips, and 26,511 new daily trips to the Liberty Lake roadway network. Note that a single trip is from an origin to a destination and may go through multiple intersections.

Parametrix then distributed the peak hour trips throughout the road network. Trip distribution for developments was based on trip generation letters that contained development distribution where available and by logical origin and destination pairs and land use patterns where development trip distribution was not available in trip generation letters.

Combining the distributed short-term growth trips with existing traffic counts, Parametrix developed the short-term traffic volumes (2028). **Figure 4** summarizes the short-term traffic volumes (2028). Development trip generation and location assumptions are included in **Appendix B**.

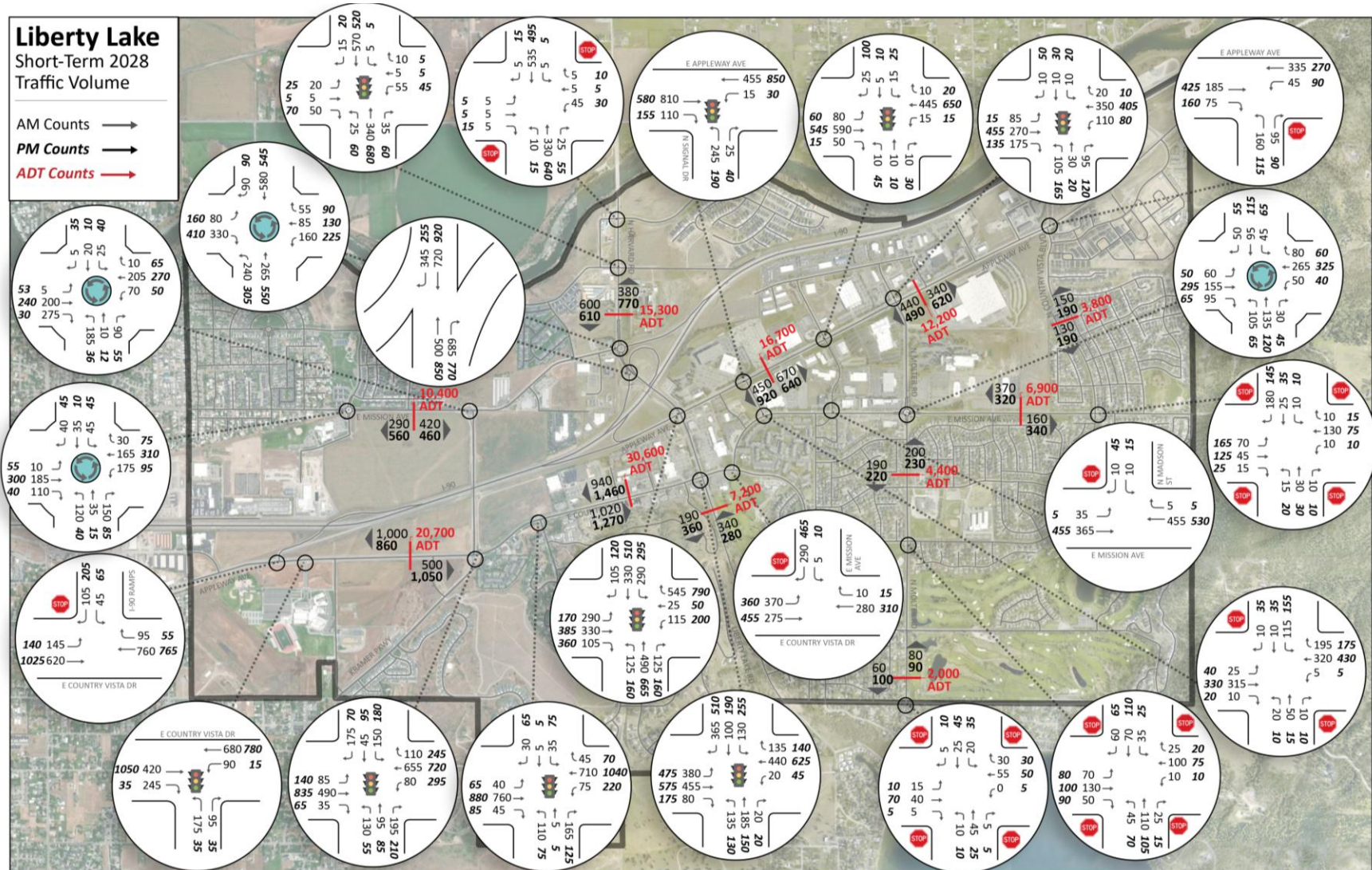


Figure 4 – Short-Term Traffic Volume (2028)

4.2 Long-Term Growth (2046)

Long-term growth projections were guided by the city planning documents previously mentioned, coordination with city staff, as well as the SRTC model. Parametrix used data from the City of Liberty Lake and the SRTC model to analyze the population and employment growth in the city. The SRTC model has a base year of 2022 and a forecast year of 2050. Parametrix used 2024 as a base year and interpolated population and employment data for the analysis year of 2046.

Parametrix worked closely with City staff to understand the planned and desired growth patterns for employment and housing in the city. Parametrix incorporated all this information to refine the SRTC model and generate long-term traffic forecasts as discussed in the following section.

4.2.1 Travel Demand Modeling

The SRTC model was used to develop traffic volume forecasts for 2046 conditions within the City. The SRTC model is a region-wide forecasting tool covering the greater Spokane area from the City of Airway Heights on the west to the City of Liberty Lake on the east. The model utilizes the four-step travel demand forecasting process to evaluate the relationship between land use and the transportation network and thus generate travel pattern predictions for future conditions.

Because of the regional setting of the SRTC model, refinements were made to target results for the smaller scale of this study. Refinements included updates and modifications to base year and horizon year roadway network representations and land use assumptions. For example, Kramer Parkway bridge over I-90 was added in the base year network.

As mentioned previously, land use assumptions for the City in the SRTC model were reviewed with city staff to identify adjustments to better reflect current conditions and plans. The SRTC model divides the region into subareas called traffic analysis zones (TAZs) which contain population, household and employment estimates for their geography. Household and employment values were first modified to better match base year conditions. Then the horizon year population and employment values were adjusted to reflect city land use plans, zoning, and known development proposals. Finally, because the TAZ structure within the city is quite large, additional TAZ centroid connectors were added to represent the travel patterns of smaller TAZs, thus creating virtual TAZ splits. Figure 5 and Figure 6 show the virtual TAZ splits, including households and employment, for the refined SRTC model for 2024 and 2046. Additional documentation of the SRTC model refinement is contained in **Appendix C**.

Finally, with long-term forecasts from the refined SRTC model, Parametrix developed long-term AM and PM intersection turning movement forecasts.

The 2025 existing collected traffic volumes were compared to 2024 base travel demand model outputs forecasts and the 2046 travel demand model outputs to determine the adjustment to apply to 2025 existing collected traffic volumes to forecast 2046 forecasted traffic volumes based on the methodology in National Cooperative Highway Research Program (NCHRP) report 756. Forecasted long-term volumes (2046) were also checked against short-term volumes and increased where necessary. **Figure 7** shows the peak hour long-term traffic volume (2046) at study area intersections.



Figure 5 – 2024 Refined SRTC TAZ MAP



Figure 6 – 2046 Refined SRTC TAZ MAP

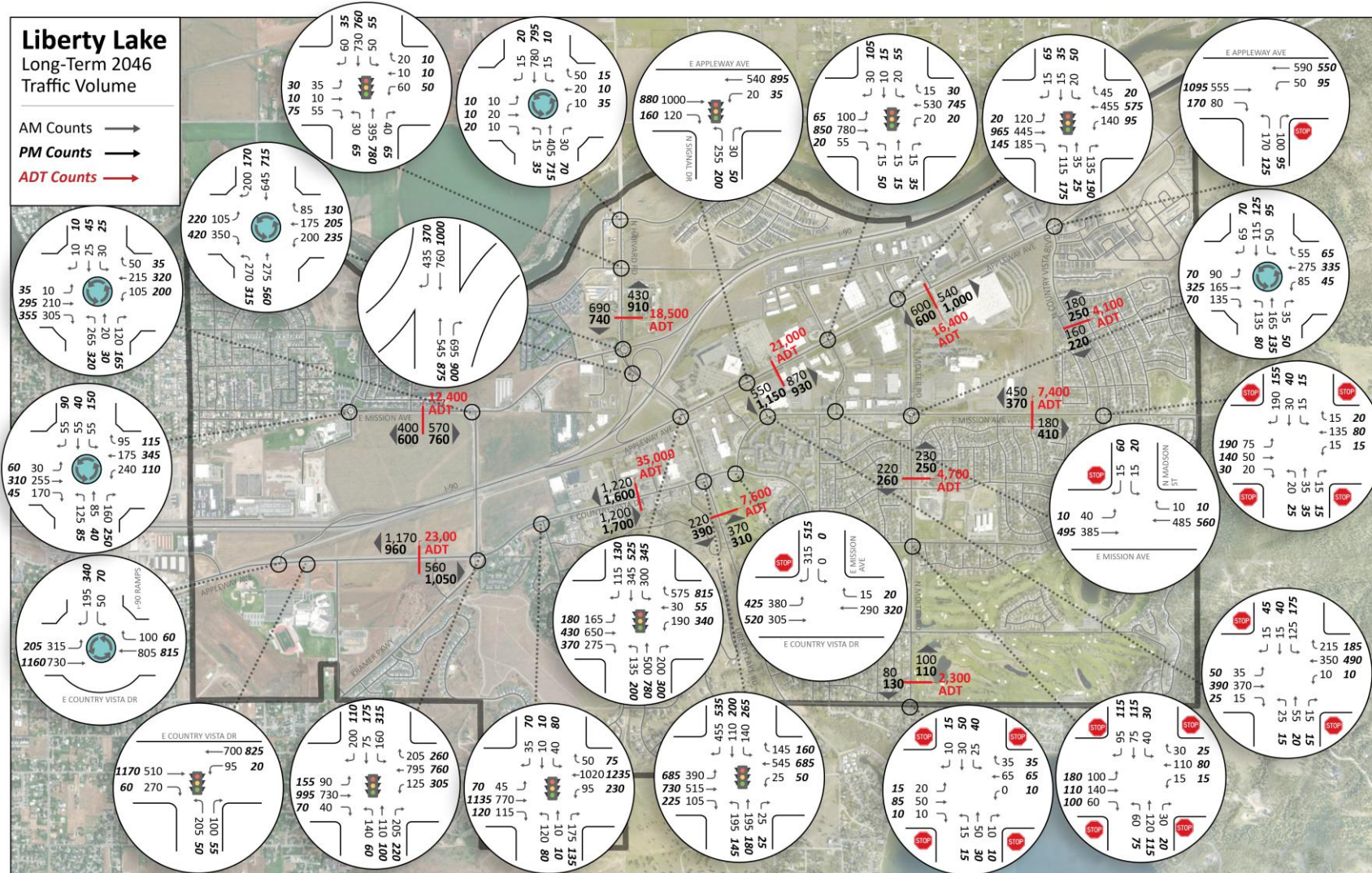


Figure 7 – Long-Term Traffic Volume (2046)

5. Operational Analysis

Parametrix performed an operational analysis on each of the study intersections within Liberty Lake. Intersections were analyzed for three time periods: existing conditions (2025), short-term (2028) and long-term (2046). Mitigation analyses were conducted for short-term (2028) and long-term (2046) conditions. The list of intersections evaluated as part of this analysis was shown previously in **Table 1**.

Traffic volumes used in the existing conditions (2025) analysis can be found in **Figure 2**, traffic volumes used in the short-term (2028) analysis can be found in **Figure 4**, and traffic volumes used in the long-term analysis (2046) can be found in **Figure 7**.

5.1 Analysis Methodology

Vehicular performance at intersections is often defined by the concept of intersection Level of Service (LOS). LOS is defined by average vehicle delay (seconds per vehicle) and is associated with a letter grade on a scale from A (free flowing traffic) to F (intersection failure, major delays). LOS D is often used as a threshold of acceptable traffic operations. In this analysis, mitigations were recommended when intersection performance fell below LOS D.

- A – free flow operation
- B – reasonably unimpeded operation
- C – stable operation
- D – small increases in flow may cause substantial delay
- E – operates with significant delays
- F – operates with extremely slow speeds and/or intersection failures

Parametrix calculated LOS for signalized and stop-controlled intersections using Synchro 11, a traffic engineering software program published by Trafficware using Highway Capacity Manual (HCM) 6th Edition methodology. Where HCM 6th Edition methodology did not provide intersection analysis results, Synchro methodology results were used. **Table 5** illustrates the LOS definitions for unsignalized intersections and signalized intersections.

Table 5 – Level of Service

Level of Service	Unsignalized Intersection Average Delay (sec/veh) ¹	Signalized Intersection Average Delay (sec/veh)
A	0 - 10	0 - 10
B	10 - 15	10 - 20
C	15 - 25	20 - 35
D	25 - 35	35 - 55
E	35 - 50	55 - 80
F	> 50	> 80

1. Reported for the worst performing movement for minor stop control, reported as the overall intersection for all-way stop-control.

Parametrix utilized the traffic analysis program SIDRA 9 to evaluate the roundabout intersections. SIDRA supports several methodologies for roundabout analysis including the SIDRA standard roundabout model as well as the HCM 6th Edition methodology. For this analysis, Parametrix reported results using the SIDRA methodology which is the methodology supported by the Washington Department of Transportation (WSDOT). SIDRA methodology reports LOS and average delay based on

the signalized intersection thresholds. Volume to capacity ratios (V/C) above 0.9 at roundabouts are called out.

5.2 Existing Conditions Analysis (2025)

Traffic volumes used in the existing conditions (2025) analysis can be found in **Figure 2**. Existing (2025) AM and PM peak hour LOS and delay are shown **Table 6**. Existing (2025) LOS is also shown spatially in **Figure 8**. Existing (2025) 95th percentile queue lengths by approach (longest 95th percentile queue for each approach) are shown in **Table 7**. Analysis outputs are included in **Appendix D**.

All study intersections operate at LOS D or better in the AM peak hour. Most intersections operate at LOS D or better in the PM peak hour except for the following:

- E Mission Ave / E Country Vista Dr (intersection 8): the southbound stop-controlled left turn lane operates at LOS E.
- E Mission Ave/N Signal Dr (intersection 21): the southbound stop-controlled approach operates at LOS F.

Table 6 – Existing LOS (2025)

#	Intersection	Existing Intersection Control	LOS (Delay in sec/veh)	
			AM	PM
1	I-90 WB Off Ramp / E Country Vista Dr	Stop-Controlled SB	C (24)/SBL	C (19)/SBL
2	N Kramer Pkwy / E Country Vista Dr	Signal	B (19)	B (19)
3	N Legacy Ridge Drive / E Country Vista Dr	Signal	A (6)	A (6)
4	E Mission Ave / N Harvard Rd	Roundabout	A (9)	B (11)
5	N Harvard Rd / I-90 WB On Ramp	Free	-	-
6	N Liberty Lake Rd / Appleway Ave	Signal	C (27)	D (38)
7	N Liberty Lake Rd / E Country Vista Dr	Signal	B (16)	B (18)
8	E Mission Ave / E Country Vista Dr	Stop-Controlled SB	D (33)/SBL	E (36)/SBL
9	N Signal Dr / E Appleway Ave	Signal	A (10)	A (7)
10	N Madson St / E Appleway Ave	Signal	A (9)	B (10)
11	N Molter Rd / E Appleway Ave	Signal	B (12)	B (13)
12	N Molter Rd / E Mission Ave	Roundabout	A (6)	A (6)
13	E Mission Ave / N Harvest Pkwy	Roundabout	A (7)	A (6)
14	N Country Vista Blvd / E Appleway Ave	Stop-Controlled NB	B (15)/NBL	C (17)/NBL
15	E Mission Ave / N Country Vista Blvd	All Way Stop-Controlled	A (9)	A (9)
16	N Molter / E Country Vista Dr	All Way Stop-Controlled	B (11)	B (10)
17	E Sprague Ave / N Molter Rd	All Way Stop-Controlled	A (8)	A (8)
18	E Mission Ave / Kramer Pkwy	Roundabout	A (6)	A (6)
19	N Harvard Rd / E Indiana Ave	Signal	A (9)	A (10)
20	N Harvard Rd / E Wellington Pkwy	Stop-Controlled EB/WB	C (18)/EBL	D (28)/WBL
21	E Mission Ave / N Signal Dr	Stop-Controlled NB/SB	D (28)/SB	F (>50)/SB
22	E Mission Ave / N Madson St	Stop-Controlled SB	B (12)/SB	B (12)/SB
23	E Country Vista Dr / Ridgeline HS signal	Signal	C (30)	C (21)

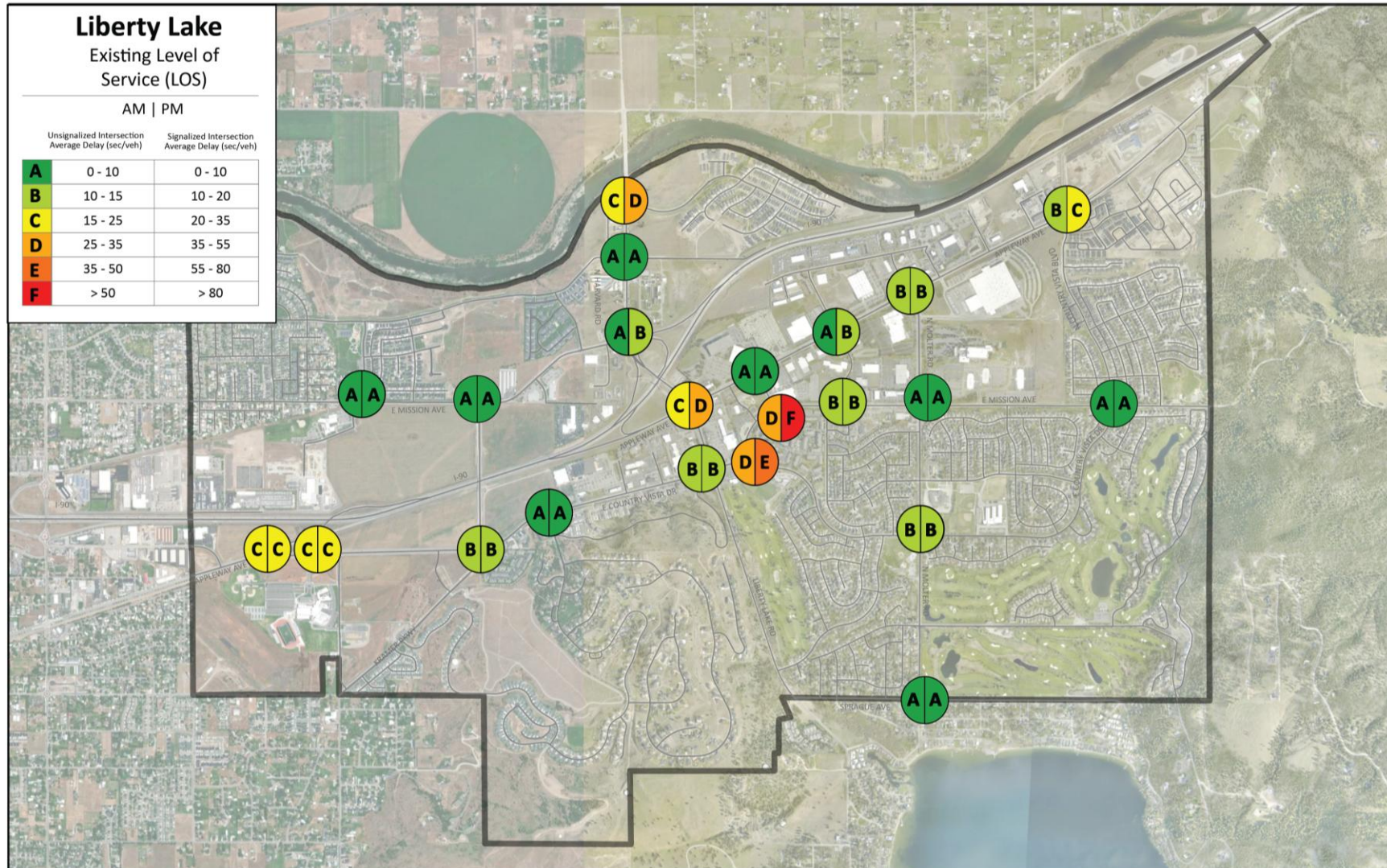


Figure 8 – Existing LOS (2025)

Table 7 – Existing 95th Percentile Queue Lengths (2025)

#	Intersection	Existing Intersection Control	95th Percentile Queues (feet)							
			AM				PM			
			NB	SB	EB	WB	NB	SB	EB	WB
1	I-90 WB Off Ramp / E Country Vista Dr	Stop-Controlled SB	-	25	25	-	-	25	0	-
2	N Kramer Pkwy / E Country Vista Dr	Signal	175	125	100	200	150	50	200	150
3	N Legacy Ridge Drive / E Country Vista Dr	Signal	25	-	50	0	25	-	50	0
4	E Mission Ave / N Harvard Rd	Roundabout	75	150	75	50	150	150	150	150
5	N Harvard Rd / I-90 WB On Ramp	Free	-	-	-	-	-	-	-	-
6	N Liberty Lake Rd / Appleway Ave	Signal	150	200	200	200	275	300	275	375
7	N Liberty Lake Rd / E Country Vista Dr	Signal	50	125	100	125	50	150	150	175
8	E Mission Ave / E Country Vista Dr	Stop-Controlled SB	-	25	25	-	-	75	25	-
9	N Signal Dr / E Appleway Ave	Signal	100	-	100	25	50	-	50	25
10	N Madson St / E Appleway Ave	Signal	0	0	50	50	25	25	50	100
11	N Molter Rd / E Appleway Ave	Signal	25	0	50	50	50	25	75	50
12	N Molter Rd / E Mission Ave	Roundabout	25	25	25	25	25	25	50	50
13	E Mission Ave / N Harvest Pkwy	Roundabout	25	25	25	25	25	25	50	50
14	N Country Vista Blvd / E Appleway Ave	Stop-Controlled NB	25	-	-	0	25	-	-	0
15	E Mission Ave / N Country Vista Blvd	All Way Stop-Controlled	0	25	0	25	0	25	25	0
16	N Molter / E Country Vista Dr	All Way Stop-Controlled	25	25	50	25	25	25	50	0
17	E Sprague Ave / N Molter Rd	All Way Stop-Controlled	0	0	0	0	0	0	0	0
18	E Mission Ave / Kramer Pkwy	Roundabout	25	-	50	25	50	-	50	50
19	N Harvard Rd / E Indiana Ave	Signal	25	50	0	0	50	50	0	25
20	N Harvard Rd / E Wellington Pkwy	Stop-Controlled EB/WB	0	0	0	0	0	0	0	0
21	E Mission Ave / N Signal Dr	Stop-Controlled NB/SB	25	50	0	0	0	150	0	0
22	E Mission Ave / N Madson St	Stop-Controlled SB	-	0	0	-	-	0	0	-
23	E Country Vista Dr / Ridgeline HS signal	Signal	200	-	200	150	25	-	250	125

5.3 Short-Term Analysis (2028)

Traffic volumes used in the short-term (2028) analysis can be found in **Figure 4**. Short-term (2028) AM and PM peak hour LOS and delay are shown **Table 8**. Short-term (2028) LOS is also shown spatially in **Figure 9**. Short-term (2028) 95th percentile queue lengths by approach (longest 95th percentile queue for each approach) are shown in **Table 9**. Analysis outputs are included in **Appendix E**.

All study intersections operate at LOS D or better in the AM peak hour except for the following:

- I-90 WB Off Ramp / E Country Vista Dr (intersection 1): the southbound stop-controlled left turn lane operates at LOS E.
- E Mission Ave / E Country Vista Dr (intersection 8): the southbound stop-controlled left turn lane operates at LOS E.
- E Mission Ave/N Signal Dr (intersection 21): the southbound stop-controlled approach operates at LOS F.

All study intersections operate at LOS D or better in the PM peak hour except for the following:

- N Liberty Lake Rd / Appleway Ave (intersection 6): the intersection operates at LOS E.
- N Liberty Lake Rd / E Country Vista Dr (intersection 7): the intersection operates at LOS E.
- E Mission Ave / E Country Vista Dr (intersection 8): the southbound stop-controlled left turn lane operates at LOS F.
- N Harvard Rd/E Wellington Pkwy (intersection 20): the westbound stop-controlled left turn lane operates at LOS E.
- E Mission Ave/N Signal Dr (intersection 21): the southbound stop-controlled approach operates at LOS F.

Table 8 – Short-Term LOS (2028)

#	Intersection	Existing Intersection Control	LOS (Delay in sec/veh)	
			AM	PM
1	I-90 WB Off Ramp / E Country Vista Dr	Stop-Controlled SB	E (42)/SBL	D (32)/SBL
2	N Kramer Pkwy / E Country Vista Dr	Signal	C (30)	C (30)
3	N Legacy Ridge Drive / E Country Vista Dr	Signal	B (11)	B (12)
4	E Mission Ave / N Harvard Rd	Roundabout	A (10)	B (16)
5	N Harvard Rd / I-90 WB On Ramp	Free	-	-
6	N Liberty Lake Rd / Appleway Ave	Signal	D (37)	E (57)
7	N Liberty Lake Rd / E Country Vista Dr	Signal	C (29)	E (61)
8	E Mission Ave / E Country Vista Dr	Stop-Controlled SB	E (47)/SBL	F (>50)/SBL
9	N Signal Dr / E Appleway Ave	Signal	B (10)	A (8)
10	N Madson St / E Appleway Ave	Signal	A (9)	B (11)
11	N Molter Rd / E Appleway Ave	Signal	B (13)	B (14)
12	N Molter Rd / E Mission Ave	Roundabout	A (7)	A (7)
13	E Mission Ave / N Harvest Pkwy	Roundabout	A (7)	A (6)
14	N Country Vista Blvd / E Appleway Ave	Stop-Controlled NB	C (16)/NBL	C (20)/NBL
15	E Mission Ave / N Country Vista Blvd	All Way Stop-Controlled	A (10)	B (10)
16	N Molter / E Country Vista Dr	All Way Stop-Controlled	B (13)	B (11)
17	E Sprague Ave / N Molter Rd	All Way Stop-Controlled	A (8)	A (8)
18	E Mission Ave / Kramer Pkwy	Roundabout	A (7)	A (7)
19	N Harvard Rd / E Indiana Ave	Signal	B (11)	B (11)
20	N Harvard Rd / E Wellington Pkwy	Stop-Controlled EB/WB	C (20)/EBL	E (37)/WBL
21	E Mission Ave / N Signal Dr	Stop-Controlled NB/SB	F (>50)/SB	F (>50)/SB
22	E Mission Ave / N Madson St	Stop-Controlled SB	B (14)/SB	B (14)/SB
23	E Country Vista Dr / Ridgeline HS signal	Signal	C (33)	B (19)

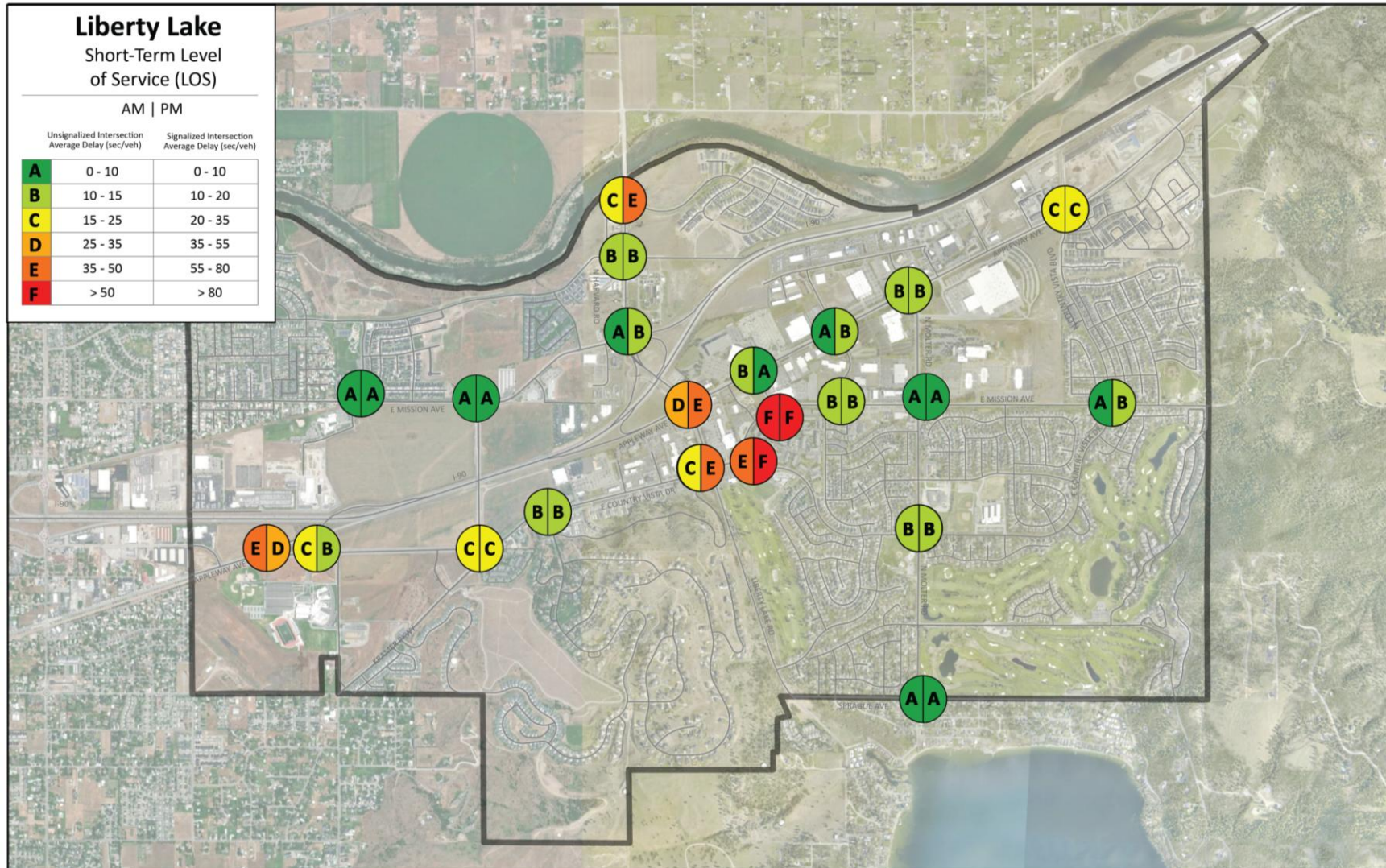


Figure 9 – Short-Term LOS (2028)

Table 9 – Short-Term 95th Percentile Queue Lengths (2028)

#	Intersection	Existing Intersection Control	95th Percentile Queues (feet)							
			AM				PM			
			NB	SB	EB	WB	NB	SB	EB	WB
1	I-90 WB Off Ramp / E Country Vista Dr	Stop-Controlled SB	-	50	25	-	-	50	25	-
2	N Kramer Pkwy / E Country Vista Dr	Signal	300	200	225	375	250	100	350	230
3	N Legacy Ridge Drive / E Country Vista Dr	Signal	75	25	250	225	75	50	175	175
4	E Mission Ave / N Harvard Rd	Roundabout	75	200	150	75	200	250	300	300
5	N Harvard Rd / I-90 WB On Ramp	Free	-	-	-	-	-	-	-	-
6	N Liberty Lake Rd / Appleway Ave	Signal	250	350	275	275	400	475	450	575
7	N Liberty Lake Rd / E Country Vista Dr	Signal	100	350	300	275	125	700	775	525
8	E Mission Ave / E Country Vista Dr	Stop-Controlled SB	-	50	50	-	-	100	25	-
9	N Signal Dr / E Appleway Ave	Signal	125	-	150	25	75	-	75	50
10	N Madson St / E Appleway Ave	Signal	0	25	75	50	50	50	75	100
11	N Molter Rd / E Appleway Ave	Signal	25	0	75	50	50	25	100	75
12	N Molter Rd / E Mission Ave	Roundabout	50	25	50	75	50	50	75	75
13	E Mission Ave / N Harvest Pkwy	Roundabout	50	25	50	50	25	25	75	50
14	N Country Vista Blvd / E Appleway Ave	Stop-Controlled NB	50	-	-	0	50	-	-	0
15	E Mission Ave / N Country Vista Blvd	All Way Stop-Controlled	0	25	25	25	0	25	25	25
16	N Molter / E Country Vista Dr	All Way Stop-Controlled	25	25	75	25	25	25	50	25
17	E Sprague Ave / N Molter Rd	All Way Stop-Controlled	0	0	0	0	0	0	0	0
18	E Mission Ave / Kramer Pkwy	Roundabout	50	0	75	50	75	0	75	75
19	N Harvard Rd / E Indiana Ave	Signal	50	75	25	25	75	75	50	25
20	N Harvard Rd / E Wellington Pkwy	Stop-Controlled EB/WB	0	0	0	25	0	0	0	25
21	E Mission Ave / N Signal Dr	Stop-Controlled NB/SB	25	100	0	0	25	275	0	0
22	E Mission Ave / N Madson St	Stop-Controlled SB	-	0	0	-	-	25	0	-
23	E Country Vista Dr / Ridgeline HS signal	Signal	200	-	300	250	50	-	375	175

5.4 Short-Term Mitigation Analysis (2028)

Intersections that operated below LOS D under short-term (2028) conditions were evaluated for mitigations. The following sections document the short-term (2028) mitigation analysis. Analysis outputs are included in **Appendix F**.

5.4.1 Intersection 1: I-90 WB Off Ramp / E Country Vista Dr

The I-90 WB Off Ramp / E Country Vista Dr intersection southbound stop-controlled left turn lane operates at LOS E in the AM peak hour in short-term (2028) conditions. This intersection is under the jurisdiction of WSDOT and is about 500 feet west of the E Country Vista Dr /Ridgeline HS signal intersection.

Parametrix analyzed a multi-lane roundabout and a signal at the intersection. Both are mitigation options at the intersection. The multi-lane roundabout alternative would operate at LOS A in both the AM and PM peak hour and the signal alternative would operate at LOS B in the AM and PM peak hours. However, because this is a WSDOT intersection, coordination with WSDOT will be needed in order to determine the preferred mitigation alternative.

5.4.2 Intersection 6: N Liberty Lake Rd / Appleway Ave

The N Liberty Lake Rd / Appleway Ave intersection operates at LOS E in the PM peak hour. With the added development volumes under short-term (2028) conditions, the westbound right turn volume at the intersection approaches 800 vehicles in the PM peak hour. There are currently dual westbound right turn lanes at the intersection with protected right turn phasing.

Implementing an overlap phase for the westbound right turn would allow the westbound right turning vehicles to have a green arrow during the protected southbound left turn phase. This would provide the westbound right turning vehicles additional green time during the signal cycle to turn right and would decrease delay and queuing at the intersection. With a westbound right turn overlap phase, the intersection operates at LOS C (32 sec/veh) in the AM peak hour and LOS D (45 sec/veh) in the PM peak hour.

5.4.3 Intersection 7: N Liberty Lake Rd / E Country Vista Dr

The N Liberty Lake Rd / E Country Vista Dr intersection operates at LOS E in the PM peak hour. With the added development volumes under short-term (2028) conditions, the eastbound left turn volume at the intersection approaches 500 vehicles in the PM peak hour. Currently there is a single eastbound left turn lane.

Constructing an additional eastbound left-turn lane allows the intersection to operate at LOS C (25 sec/veh) in the AM peak hour and LOS D (45 sec/veh) in the PM peak hour.

5.4.4 Intersection 8: E Mission Ave / E Country Vista Dr

The E Mission Ave / E Country Vista Dr intersection southbound stop-controlled left-turn lane operates at LOS F in both the AM and the PM peak hour. All other movements operate at acceptable levels.

There are minimal southbound left turning vehicles (5 in the AM peak hour and 10 in the PM peak hour) and minimal southbound left turn queuing. However, due to conflicting turning movements, finding a gap in traffic is difficult for southbound left turners. Signage could be installed to instruct

motorists to not take a southbound left turn during peak hours. With restricted southbound left turns during peak hours the worst movement at the intersection is the southbound right turning movement which operates at LOS B (12 sec/veh) in the AM peak hour and LOS C (16 sec/veh) in the PM peak hour.

5.4.5 Intersection 20: N Harvard Rd/E Wellington Pkwy

The N Harvard Rd/E Wellington Pkwy intersection westbound stop-controlled left turn lane operates at LOS E in the PM peak hour. Based on discussions with Liberty Lake staff, planned improvements at this intersection include a multi-lane roundabout with two approach lanes north and south and one approach lane east and west or a signal. The improvement is developer driven.

With the multi-lane roundabout the intersection operates at LOS A (4 sec/veh) in the AM peak hour and LOS A (3 sec/veh) in the PM peak hour. With a signal the intersection operates at LOS A (6 sec/veh) in the AM peak hour and LOS A (6 sec/veh) in the PM peak hour.

5.4.6 Intersection 21: E Mission Ave/N Signal Dr

The E Mission Ave/N Signal Dr intersection southbound approach operates at LOS F in both the AM and PM peak hour. This poor LOS is due to southbound volume (left turners in particular) having a hard time finding gaps due to conflicting turning movements.

Several alternatives were evaluated that addressed LOS concerns including restricting southbound left and through movements, signalization, and the construction of a roundabout. However, the northwest corner of the intersection is the planned development site for a new library. In coordination with Liberty Lake staff, it was determined that the alternative evaluation for this intersection would coincide with the development of the library and that the preferred mitigation for this analysis would be no-build.

5.4.7 Short-Term (2028) Preferred Mitigation Summary

The preferred short-term (2028) mitigations are shown in **Table 10**. LOS for the short-term (2028) mitigated conditions is shown in **Figure 10**.

Table 10 – Preferred Short-Term (2028) Mitigations

#	Intersection	Preferred Short-Term (2028) Mitigations	LOS (Delay in sec/veh)	
			AM	PM
1	I-90 WB Off Ramp / E Country Vista Dr	Multi-Lane Roundabout	A (6)	A (6)
		Signal	15 (B)	19 (B)
6	N Liberty Lake Rd / Appleway Ave	WBR Overlap Phase	C (32)	D (45)
7	N Liberty Lake Rd / E Country Vista Dr	Dual EBL Turn Lanes	C (25)	D (45)
8	E Mission Ave / E Country Vista Dr	Restrict SBL Turns	B (12)/SBR	C (16)/SBR
20	N Harvard Rd / E Wellington Pkwy	Developer Driven Multi-Lane Roundabout	A (4)	A (3)
		Developer Driven Signal	A (6)	A (6)
21	E Mission Ave / N Signal Dr	No-Build	F (>50)/SB	F (>50)/SB

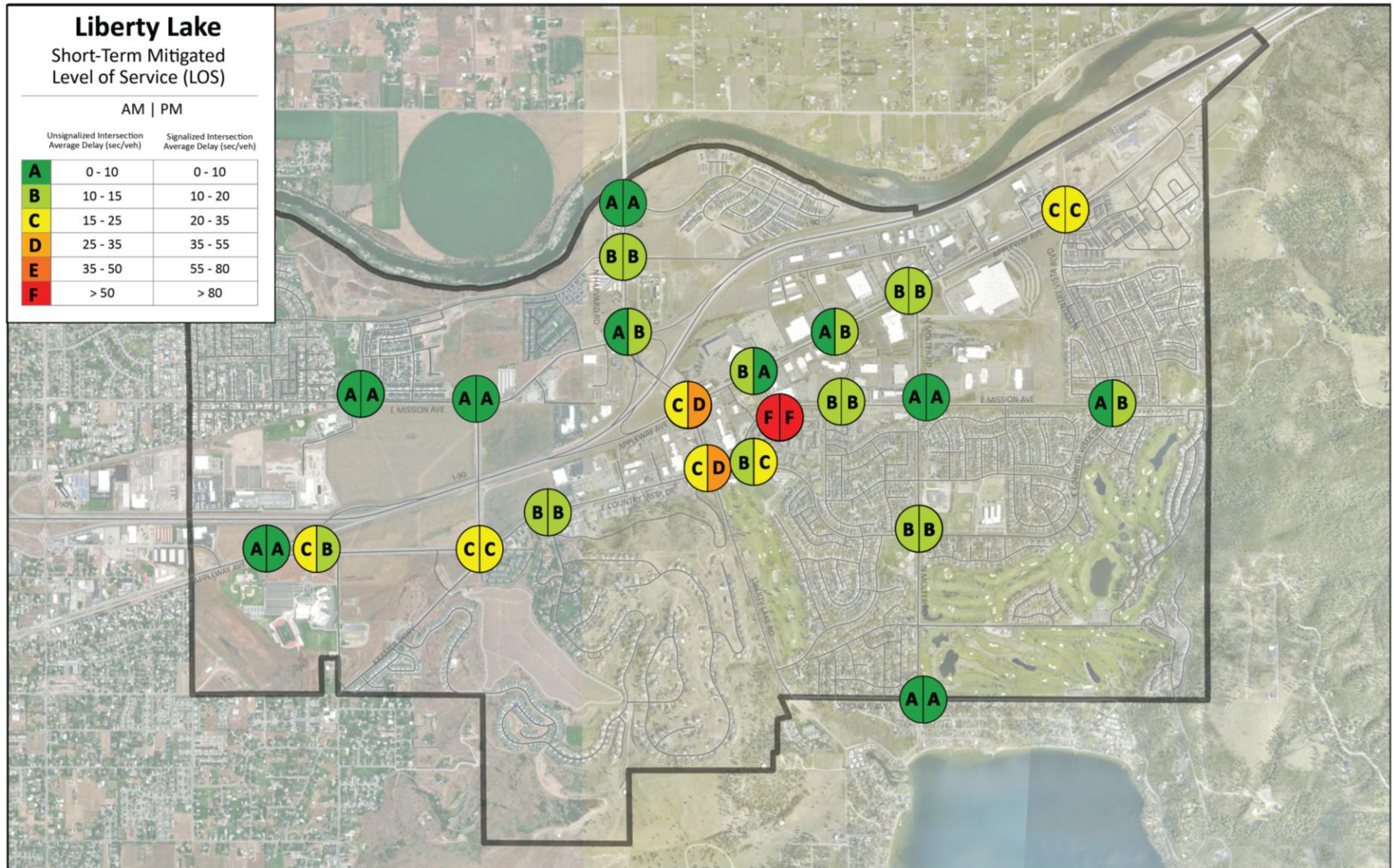


Figure 10 – Short-Term Mitigated LOS (2028)

5.5 Long-Term Analysis (2046)

The long-term (2046) analysis assumes the construction of the short-term (2028) preferred mitigations shown in **Table 10**. Traffic volumes used in the long-term (2046) analysis can be found in **Figure 7**. Long-term (2046) AM and PM peak hour LOS and delay are shown **Table 11**. Long-term (2046) LOS is also shown spatially in **Figure 11**. Long-term (2046) 95th percentile queue lengths by approach (longest 95th percentile queue for each approach) are shown in **Table 12**. Analysis outputs are included in **Appendix G**.

All study intersections operate at LOS D or better in the AM peak hour except for the following:

- E Mission Ave / N Harvard Rd (intersection 4): the intersection has a V/C ratio greater than 0.9.
- N Kramer Pkwy / E Country Vista Dr (intersection 2): the intersection operates at LOS E.
- N Country Vista Blvd / E Appleway Ave (intersection 14): the northbound stop-controlled left turn lane operates at LOS E.
- E Mission Ave/N Signal Dr (intersection 21): the southbound stop-controlled approach operates at LOS F.

All study intersections operate at LOS D or better in the PM peak hour except for the following:

- E Mission Ave / N Harvard Rd (intersection 4): the intersection operates at LOS E and has a V/C ratio greater than 0.9.
- N Liberty Lake Rd / Appleway Ave (intersection 6): the intersection operates at LOS E.
- N Liberty Lake Rd / E Country Vista Dr (intersection 7): the intersection operates at LOS E.
- N Country Vista Blvd / E Appleway Ave (intersection 14): the northbound stop-controlled left turn lane operates at LOS F.
- E Mission Ave/N Signal Dr (intersection 21): the southbound stop-controlled approach operates at LOS F.

Table 11 – Long-Term LOS (2046)

#	Intersection	Short-Term Mitigated Intersection Control	LOS (Delay in sec/veh)	
			AM	PM
1	I-90 WB Off Ramp / E Country Vista Dr	Roundabout	A (8)	A (7)
2	N Kramer Pkwy / E Country Vista Dr	Signal	E (64)	D (51)
3	N Legacy Ridge Drive / E Country Vista Dr	Signal	B (13)	B (15)
4	E Mission Ave / N Harvard Rd	Roundabout	C (23)*	E (58)*
5	N Harvard Rd / I-90 WB On Ramp	Free	-	-
6	N Liberty Lake Rd / Appleway Ave	Signal	D (41)	E (72)
7	N Liberty Lake Rd / E Country Vista Dr	Signal	D (42)	E (68)
8	E Mission Ave / E Country Vista Dr	Stop-Controlled SB	B (13)/SBR	C (18)/SBR
9	N Signal Dr / E Appleway Ave	Signal	B (13)	A (9)
10	N Madson St / E Appleway Ave	Signal	A (10)	B (13)
11	N Molter Rd / E Appleway Ave	Signal	B (15)	C (27)
12	N Molter Rd / E Mission Ave	Roundabout	A (7)	A (7)
13	E Mission Ave / N Harvest Pkwy	Roundabout	A (8)	A (8)
14	N Country Vista Blvd / E Appleway Ave	Stop-Controlled NB	E (38)/NBL	F (>50)/NBL
15	E Mission Ave / N Country Vista Blvd	All Way Stop-Controlled	B (10)	B (11)
16	N Molter / E Country Vista Dr	All Way Stop-Controlled	C (17)	C (16)
17	E Sprague Ave / N Molter Rd	All Way Stop-Controlled	A (8)	A (8)
18	E Mission Ave / Kramer Pkwy	Roundabout	A (7)	A (9)
19	N Harvard Rd / E Indiana Ave	Signal	B (12)	B (12)
20	N Harvard Rd / E Wellington Pkwy	Roundabout	A (4)	A (4)
21	E Mission Ave / N Signal Dr	Stop-Controlled NB/SB	F (>50)/SB	F (>50)/SB
22	E Mission Ave / N Madson St	Stop-Controlled SB	B (14)/SB	B (15)/SB
23	E Country Vista Dr / Ridgeline HS signal	Signal	D (40)	C (23)

*Roundabout V/C ratio above 0.9.

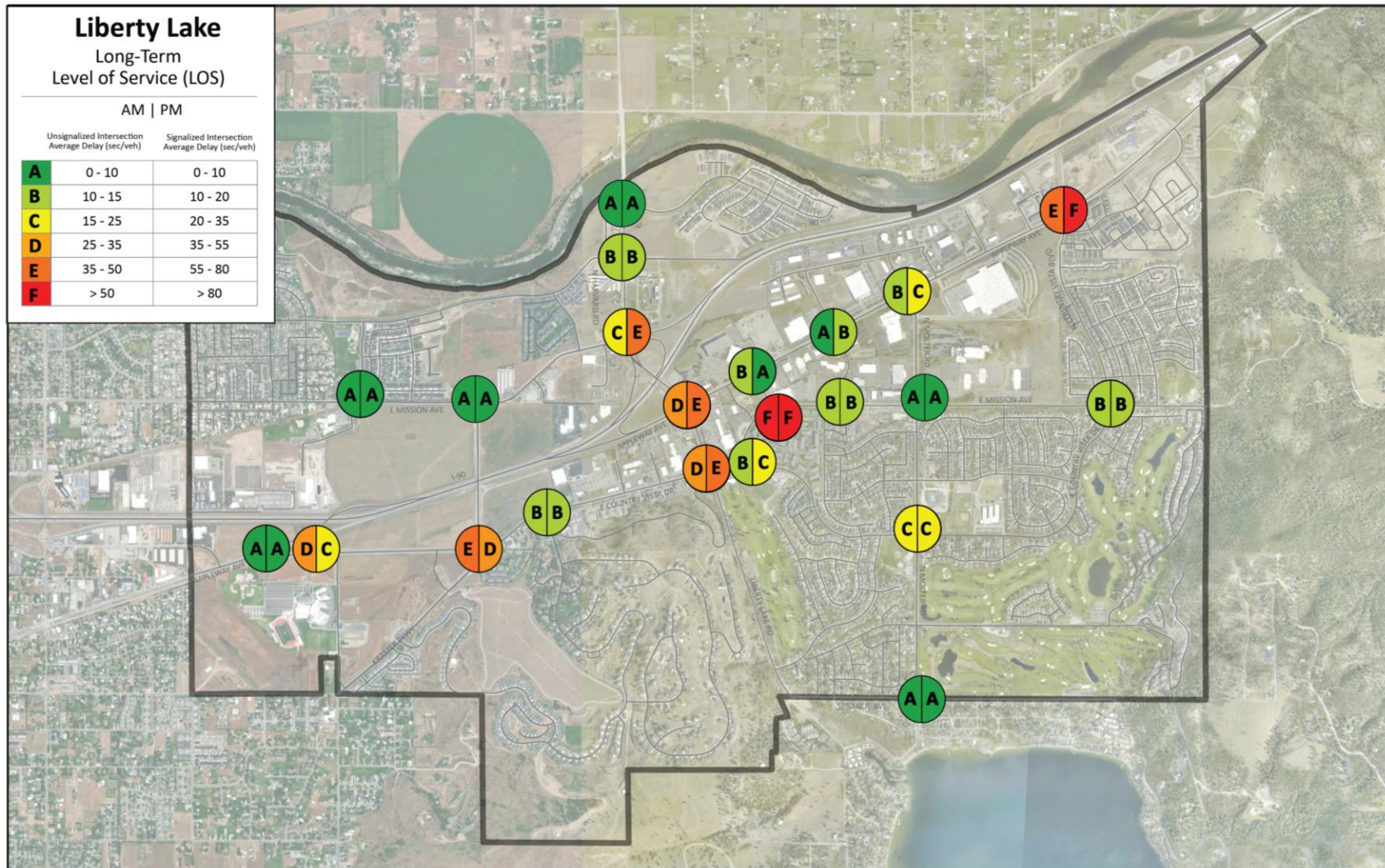


Figure 11 – Long-Term LOS (2046)

Table 12 – Long-Term 95th Percentile Queue Lengths (2046)

#	Intersection	Short-Term Mitigated Intersection Control	95th Percentile Queues (feet)							
			AM				PM			
			NB	SB	EB	WB	NB	SB	EB	WB
1	I-90 WB Off Ramp / E Country Vista Dr	Stop-Controlled SB	-	75	125	150	-	100	125	75
2	N Kramer Pkwy / E Country Vista Dr	Signal	375	275	450	850	300	300	575	450
3	N Legacy Ridge Drive / E Country Vista Dr	Signal	125	25	175	200	100	50	300	275
4	E Mission Ave / N Harvard Rd	Roundabout	100	800	250	125	250	1125	750	1200
5	N Harvard Rd / I-90 WB On Ramp	Free	-	-	-	-	-	-	-	-
6	N Liberty Lake Rd / Appleway Ave	Signal	275	450	350	275	575	775	525	750
7	N Liberty Lake Rd / E Country Vista Dr	Signal	150	550	250	450	125	800	525	675
8	E Mission Ave / E Country Vista Dr	Stop-Controlled SB	-	50	50	-	-	150	50	-
9	N Signal Dr / E Appleway Ave	Signal	125	-	225	50	100	-	150	50
10	N Madson St / E Appleway Ave	Signal	25	25	100	75	50	50	175	150
11	N Molter Rd / E Appleway Ave	Signal	75	0	125	100	125	50	375	125
12	N Molter Rd / E Mission Ave	Roundabout	70	50	50	75	50	50	75	75
13	E Mission Ave / N Harvest Pkwy	Roundabout	50	25	75	75	75	50	75	100
14	N Country Vista Blvd / E Appleway Ave	Stop-Controlled NB	100	-	-	0	125	-	-	25
15	E Mission Ave / N Country Vista Blvd	All Way Stop-Controlled	0	50	25	25	25	50	50	25
16	N Molter / E Country Vista Dr	All Way Stop-Controlled	50	50	150	50	25	50	150	25
17	E Sprague Ave / N Molter Rd	All Way Stop-Controlled	0	0	0	25	0	25	25	25
18	E Mission Ave / Kramer Pkwy	Roundabout	50	0	75	50	100	25	175	125
19	N Harvard Rd / E Indiana Ave	Signal	50	125	50	50	125	125	75	25
20	N Harvard Rd / E Wellington Pkwy	Roundabout	25	50	0	0	50	50	0	0
21	E Mission Ave / N Signal Dr	Stop-Controlled NB/SB	50	200	0	0	25	500	0	0
22	E Mission Ave / N Madson St	Stop-Controlled SB	-	0	0	-	-	25	0	-
23	E Country Vista Dr / Ridgeline HS signal	Signal	225	-	375	250	75	-	525	200

5.6 Long-Term Mitigation Analysis (2046)

Intersections that operated below LOS D under long-term (2046) conditions were evaluated for mitigations. The following sections document the long-term (2046) mitigation analysis. Analysis outputs are included in **Appendix H**.

5.6.1 Intersection 2: N Kramer Pkwy / E Country Vista Dr

The N Kramer Pkwy / E Country Vista Dr intersection operates at LOS E in the AM peak hour. As traffic volumes increase at the intersection in long-term (2046) conditions, the existing cycle length of 90 seconds is too low.

Increasing the cycle length at the signal to 120 seconds, which matches many other signals in the city, in conjunction with adjusting phase splits will allow the signal operations to improve in the future. With the increased cycle length and optimized phase splits, the signalized intersection operates at LOS D (41 sec/veh) in the AM peak hour and LOS D (45 sec/veh) in the PM peak hour.

5.6.2 Intersection 4: E Mission Ave / N Harvard Rd

The E Mission Ave / N Harvard Rd roundabout operates at LOS E in the PM peak hour and experiences extensive queuing in both the AM and PM peak hours. The intersection V/C ratio is above 0.9 in both the AM and PM peak hours. The three worst performing approaches are the southbound, the eastbound, and the westbound approaches.

N Harvard Rd has a five-lane cross-section north of the roundabout. E Mission Ave also has a five-lane cross section west of the intersection. Expanding the roundabout to include two lanes approaching and two lanes exiting the roundabout on the southbound and eastbound approaches, a second exit lane on the northbound approach, and expanding the I-90 westbound approach to be two lanes would address the operation deficiencies at the roundabout. Also, based on the dimensions of the roundabout it appears that the roundabout was originally constructed with space to be converted to a multi-lane roundabout.

The expanded roundabout operates at LOS A (8 sec/veh) in the AM peak hour and LOS B (11 sec/veh) in the PM peak hour.

5.6.3 Intersection 6: N Liberty Lake Rd / Appleway Ave

The N Liberty Lake Rd / Appleway Ave intersection operates at LOS E in the PM peak hour. In long-term (2046) conditions both the southbound left turn and westbound left turn volumes approach 350 vehicles in the PM peak hour. A single left turn lane on both the southbound and westbound approaches is no longer sufficient for traffic volumes.

With the addition of a second southbound left turn lane and a second westbound left turn lane the intersection operates at LOS C (29 sec/veh) in the AM peak hour and LOS D (43 sec/veh) in the PM peak hour.

5.6.4 Intersection 7: N Liberty Lake Rd / E Country Vista Dr

The N Liberty Lake Rd / E Country Vista Dr intersection operates at LOS E in the PM peak hour. Southbound right turning volumes exceed 450 vehicles in the AM peak hour and approach 550 vehicles in the PM peak hour leading to poor LOS and extensive queuing.

The southbound approach of the intersection currently has a left turn lane and two through lanes, the outer through lane being a shared right turn lane. With the high long-term (2046) southbound right turning volumes the intersection needs a dedicated southbound right turn lane. This could be accomplished by either constructing a southbound right turn lane or by converting one of the two southbound through lanes into a southbound right turn lane. Converting a southbound through lane into a southbound right turn lane works because of the relatively low southbound through volume.

In addition to a dedicated southbound right turn lane, the implementation of a southbound right turn overlap phase would allow the southbound right turning vehicles to get a green arrow during the eastbound left turn phase. The eastbound left turning movement and the southbound right turning movement are the highest volume turning movements at the intersection in long-term (2046) conditions.

With the implementation of a dedicated southbound right turn lane and southbound overlap right turn phasing, the intersection operates at LOS C (29 sec/veh) in the AM peak hour and LOS D (43 sec/veh) in the PM peak hour.

5.6.5 Intersection 14: N Country Vista Blvd / E Appleway Ave

The N Country Vista Blvd / E Appleway Ave intersection northbound left turn lane operates at LOS E in the AM peak hour and LOS F in the PM peak hour. As volumes grow in long-term (2046) conditions, gaps for northbound left turning vehicles become more difficult to find and stop-control no longer operates at an acceptable LOS.

Both a single lane roundabout and a signal were considered as mitigation options for this intersection, however, only the signal operated with an acceptable LOS. The signal would include an eastbound right turn lane, a westbound left-turn lane, and separate northbound right and left turn lanes. A signal at the intersection operates at LOS A (8 sec/veh) in the AM peak hour and LOS B (13 sec/veh) in the PM peak hour

5.6.6 Intersection 21: E Mission Ave/N Signal Dr

The E Mission Ave/N Signal Dr intersection southbound approach operates at LOS F in both the AM and PM peak hour. This poor LOS is due to southbound volume (left turners in particular) having a hard time finding gaps due to conflicting turning movements.

Several alternatives were evaluated that addressed LOS concerns including signalization and the construction of a roundabout. However, the northwest corner of the intersection is the planned development site for a new library. In coordination with Liberty Lake staff, it was determined that the alternative evaluation for this intersection would coincide with the development of the library.

5.6.7 Long-Term (2046) Preferred Mitigation Summary

The preferred long-term (2046) mitigations are shown in **Table 13**. LOS for the long-term (2046) mitigated conditions is shown in **Figure 12**.

Table 13 – Preferred Long-Term (2046) Mitigations

#	Intersection	Preferred Long-Term (2046) Mitigations	LOS (Delay in sec/veh)	
			AM	PM
2	N Kramer Pkwy / E Country Vista Dr	Increase Cycle Length and Adjust Signal Timings	D (41)	D (45)
4	E Mission Ave / N Harvard Rd	Expand Roundabout: Two-Lane SB & EB Approaches / Exits, Two Lane WB Approach, and Two Exit Lanes on NB Approach	A (8)	B (11)
6	N Liberty Lake Rd / Appleway Ave	Dual SBL and Dual WBL Turn Lanes	C (29)	D (43)
7	N Liberty Lake Rd / E Country Vista Dr	Separate SBR Turn Lane and SBR Overlap Phase	C (29)	D (43)
14	N Country Vista Blvd / E Appleway Ave	Signalize Intersection	A (8)	B (13)
21	E Mission Ave / N Signal Dr	Roundabout	A (4)	A (5)
		Signal	A (7)	A (8)

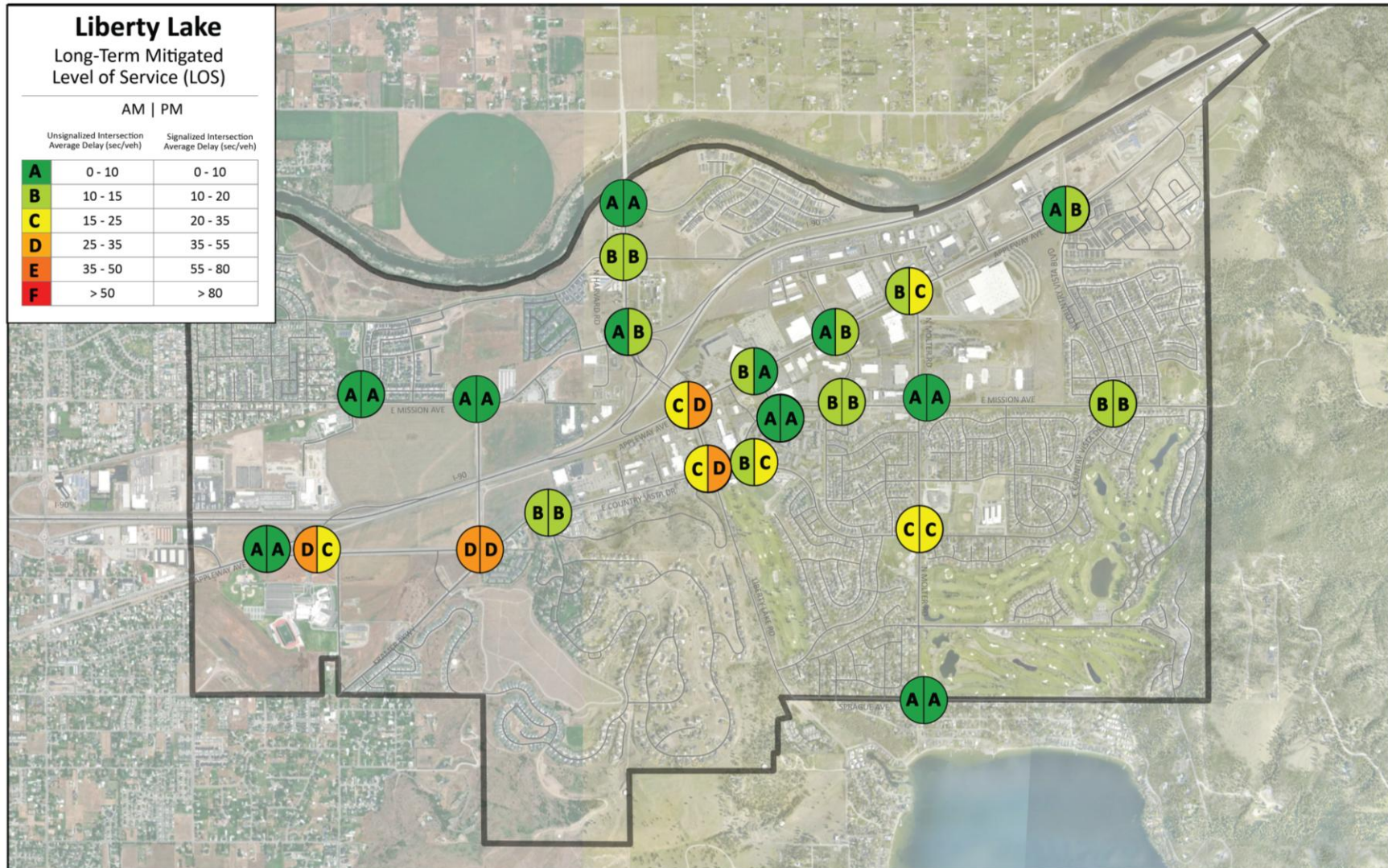


Figure 12 – Long-Term Mitigated LOS (2046)

6. Conclusion

The City of Liberty Lake has been proactive in developing projects to address traffic issues and provide a complete transportation network within the city. Many of the intersections within Liberty Lake remain at acceptable conditions through 2046. In coordination with city staff, Parametrix developed mitigations for several intersections over both the short-term and over the long-term.

In addition to intersections identified for mitigation in Liberty Lake, coordination with WSDOT identified intersections in neighboring jurisdictions with known traffic issues. These locations include the Appleway Avenue / Spokane Bridge Road intersection and the I-90 / Spokane Bridge Road interchange to the east of Liberty Lake in Spokane County, as well as the I-90 / Barker Road interchange to the west of Liberty Lake in the City of Spokane Valley. As needed, the City of Liberty Lake will coordinate with Spokane County and the City of Spokane Valley to share available data to support their analyses of these roadway facilities.

Table 14 provides a summary of mitigations for short-term (2028) and long-term (2046) conditions. Cost estimates for mitigation measures are included in **Appendix I**.

Table 14 – Mitigation Summary

Time Frame	#	Intersection	Mitigation
Short-Term (2028)	1	I-90 WB Off Ramp / E Country Vista Dr	Multi-lane roundabout or signal*
	6	N Liberty Lake Rd / Appleway Ave	WBR Overlap Phase
	7	N Liberty Lake Rd / E Country Vista Dr	Dual EBL Turn Lanes
	8	E Mission Ave / E Country Vista Dr	Restrict SBL Turns
	20	N Harvard Rd / E Wellington Pkwy	Developer Driven Multi-Lane Roundabout or Signal
	21	E Mission Ave / N Signal Dr	No-Build**
Long-Term (2046)	2	N Kramer Pkwy / E Country Vista Dr	Increase Cycle Length and Adjust Signal Timings
	4	E Mission Ave / N Harvard Rd	Expand Roundabout: Two-Lane SB & EB Approaches / Exits, Two Lane WB Approach, and Two Exit Lanes on NB Approach
	6	N Liberty Lake Rd / Appleway Ave	Dual SBL and Dual WBL Turn Lanes
	7	N Liberty Lake Rd / E Country Vista Dr	Separate SBR Turn Lane and SBR Overlap Phase
	14	N Country Vista Blvd / E Appleway Ave	Signalize Intersection
	21	E Mission Ave / N Signal Dr	Roundabout or signal**

*To be determined in coordination with WSDOT

**To be determined in conjunction with library development

RESOLUTION NO. 20-280A
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON

**A RESOLUTION OF THE CITY OF LIBERTY LAKE ADOPTING THE
LIBERTY LAKE NETWORK ANALYSIS UPDATE**

WHEREAS, the City of Liberty Lake, Spokane County, Washington ("City") authorized Parametrix to complete a Transportation Network Analysis Study in March of 2025 to assess traffic projections and operational needs to accommodate the City's short and long-term growth; and

WHEREAS, on October 7, 2025, and February 3, 2026, the City Council held workshops on the findings and recommendations of the Liberty Lake Network Analysis Update; and

WHEREAS, on December 18, 2025, the full report of the Liberty Lake Network Analysis Update was posted on the City's website; and

WHEREAS, on June 12, 2025, the City held a virtual open house on the Liberty Lake Network Analysis Update; and

WHEREAS, the City invited public comments on the report on the City's website and Facebook page starting June 12, 2025; and

WHEREAS, the recommendations of this Network Analysis Update are needed to inform the City's 2026 Comprehensive Plan Update and 2026-2046 Capital Facilities Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Liberty Lake that it hereby adopts the Liberty Lake Network Analysis Update, and the recommendations contained therein.

Approved by the City Council this _____ day of February 2026.

Cris Kaminskas, Mayor

ATTEST:

City Clerk, Rochelle Caton

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney



AGENDA ITEM NO.: 15.A.

**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: February 17, 2026

Subject: Ordinance 316 - An Ordinance of the City of Liberty Lake, WA establishing the PD Evidence Custodial Fund

Dept of Origin: Finance/Admin Services; **Dept. Head Approval:** Kyle Dixon
Police Dept.

Exhibit(s):

Ordinance No. 316 (Evidence Custodial Fund)(1), Asset Forfeiture Policy 601

Expenditure Required	No
Budgeted	N/A
City Program	Property and Evidence; Accounts Payable and Receivable

Summary Statement

Establishing a custodial fund to receipt cash that has been entered into the Police Dept's evidence facility. Upon guidance as determined by state law and PD policy, funds will then either be returned to the rightful owner or transferred to another fund for law enforcement purposes.

Recommended Action

Adopt Ordinance

**ORDINANCE NO. 316
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON
ESTABLISHING THE LIBERTY LAKE POLICE DEPARTMENT EVIDENCE
CUSTODIAL FUND AND PROVIDING FOR OTHER MATTERS PROPERLY
RELATED THERETO.**

WHEREAS, the City of Liberty Lake Police Department is working toward achieving accreditation from the Washington Association of Sheriffs and Police Chiefs (WASPC); and

WHEREAS, WASPC accreditation recognizes law enforcement agencies in Washington State as operating under best practices and standards; and

WHEREAS, the Liberty Lake Police Department, has updated its policy regarding asset forfeiture to include a 'Fiscal Agent' responsible for securing, depositing and accounting for cash received by the evidence facility; and

WHEREAS, this Ordinance identifies the Fiscal Agent as the City Treasurer, or in the absence of City Treasurer, the City of Liberty Lake Finance Director will act as the Fiscal Agent; and

WHEREAS, cash deposited into the established fund will be held in a custodial capacity in accordance with the Washington State Auditor's Office Budgeting, Accounting and Reporting System (BARS) manual; and

WHEREAS, final disposition of cash deposited into the Liberty Lake Police Department Evidence Custodial Fund will be disbursed according to the financial management and asset forfeiture policies of the City of Liberty Lake.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

Section 1. **PD Evidence Custodial Fund.** There is hereby established a fund to be known as the "PD Evidence Custodial Fund" into which shall be deposited cash entered into the Liberty Lake Police Department's evidence facility pending final disposition as determined by the Liberty Lake Police Department. The City Treasurer, and the Finance Director in the absence of the City Treasurer, will act as the Liberty Lake Police Department Fiscal Agent responsible for securing, depositing and accounting for the cash received by the evidence facility until final disposition is determined by the Liberty Lake Police Department in accordance with Washington State law.

Section 2. **Accounting.** Activity within the PD Evidence Custodial Fund shall comply with the Washington State Auditor's Office Budgeting, Accounting and Reporting System (BARS) manual and is subject to annual third-party audits to verify compliance.

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

PASSED by the City Council this _____ day of _____, 2026.

Cris Kaminskis, Mayor

ATTEST:

Rochelle Caton, City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

Date of Publication: _____

Effective Date: _____

Asset Forfeiture

601.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Liberty Lake Police Department seizes property for forfeiture or when the Liberty Lake Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property subject to forfeiture - Generally includes, but is not limited to:

- (a) Firearms that were carried, possessed, or sold illegally (RCW 9.41.098).
- (b) Devices, profits, proceeds, associated equipment, and conveyances related to illegal gambling (RCW 9.46.231).
- (c) Interest, proceeds, and real or personal property related to organized crime, criminal profiteering, human trafficking, commercial sexual abuse of a minor, or promoting prostitution (RCW 9A.82.100).
- (d) Proceeds traceable to or derived from money laundering (RCW 9A.83.030).
- (e) Property acquired or maintained in relation to commercial sexual abuse of a minor, promoting commercial sexual abuse of a minor, or promoting prostitution in the first degree, and conveyances used to facilitate these offenses (RCW 9A.88.150).
- (f) Personal property, including money, weapons, and vehicles, that was used to commit a felony or was acquired through the commission of a felony not covered under another forfeiture statute (RCW 10.105.010).
- (g) Personal property, including money, weapons, and vehicles, that was acquired through the commission of a crime involving theft, trafficking, or unlawful possession of commercial metal property, or facilitating such crimes (RCW 19.290.230).
- (h) Conveyances, including aircraft, vehicles, or vessels, used for the violation of the Uniform Controlled Substances Act and proceeds from these violations (e.g., money, real property) (RCW 69.50.505).

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- (i) Boats, vehicles, gear, or other equipment used for poaching/wildlife crimes (RCW 77.15.070).
- (j) Vehicles used to commit the crime of racing (RCW 46.61.748).

Seizure - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

601.2 POLICY

The Liberty Lake Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Liberty Lake Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

601.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

601.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Real or personal property subject to forfeiture identified in a court order authorizing seizure.
- (b) Property subject to forfeiture without a court order when the property is lawfully seized incident to an arrest, the service of a search warrant, or the service of an administrative inspection warrant.
- (c) Property subject to forfeiture can also be seized without a court order when:
 - 1. There is probable cause to believe that the property was used or is intended to be used for illegal gambling (RCW 9A.46.231).
 - 2. There is probable cause to believe that the property was used or is intended to be used for the commercial sexual abuse of a minor or promoting prostitution in the first degree (RCW 9A.88.150).
 - 3. There is probable cause to believe that the property was used or is intended to be used in the commission of any felony (RCW 10.105.010). See also separate statutes regarding seizures for felonies involving commercial metal, "bootlegging," criminal profiteering, or money laundering (RCW 19.290.230; RCW 66.32.020; RCW 9A.82.100; RCW 9A.83.030).
 - 4. There is probable cause to believe that the property was used or is intended to be used in violation of the Uniform Controlled Substances Act (RCW 69.50.505).

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5. There is probable cause to believe that the property was used or is intended to be used for poaching/wildlife crimes (RCW 77.15.070).

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

601.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds should not be seized.
- (b) Property from an "innocent owner," or a person who had no knowledge of the offense or who did not consent to the property's use.
- (c) No vehicle or other conveyance based on a misdemeanor involving the possession of cannabis (RCW 69.50.505).
- (d) Vehicles/conveyances that would be subject to forfeiture if more than 10 days have elapsed since the owner's arrest and no court order has been issued (RCW 9.46.231; RCW 9A.88.150; RCW 69.50.505).

601.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

- (a) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real

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estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

601.5 MAINTAINING SEIZED PROPERTY

The Evidence Room Supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

601.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly those cited in this policy and the forfeiture policies of the forfeiture counsel.
- (b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
- (d) Deciding whether the forfeiture is more appropriately made under state or federal forfeiture laws. The forfeiture reviewer should contact federal authorities when appropriate.
- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
 - 1. Names and contact information for all relevant persons and law enforcement officers involved.

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2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
 3. A space for the signature of the person from whom cash or property is being seized.
 4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure, and a detailed description of the items seized.
- (g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.
- (h) Reviewing each asset forfeiture case to ensure that:
1. Written documentation of the seizure and the items seized is in the case file.
 2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
 3. Notice of intent to seek forfeiture has been given in a timely manner to those who hold an interest in the seized property.
 4. Property is promptly released to those entitled to its return.
 5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
 6. Any cash received is deposited with the fiscal agent.
 7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
 8. Current minimum forfeiture thresholds are communicated appropriately to officers.
 9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
- (i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
- (j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.
- (k) Upon completion of any forfeiture process, ensuring that no property is retained by the Liberty Lake Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

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- (l) Addressing any landlord claims for reimbursement through forfeited assets or damage to property (RCW 9.46.231; RCW 69.50.505).
- (m) Compensating victims of commercial metal crimes within 120 days (RCW 19.290.230).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

601.7 DISPOSITION OF PROPERTY

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.