



**CITY COUNCIL MEETING
MONDAY, DECEMBER 8, 2025
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**
- 8. Reports & Inquiries**
 - A. City Council
 - B. Mayor
 - C. City Administrator
- 9. Workshop Discussions**
 - A. Interviews for the vacant no.7 City Council Position
- 10. General Business – Consent Agenda**
- 11. General Business - Action Items**
 - A. Appointment of selected applicant for City Council Position 7
Recommended Action: Confirm the appointment of the selected applicant
- 12. Council Comments**

13. Public Hearings / Appeals

14. Resolutions

15. Ordinances

- A. Second Read; Ordinance 314 “An ordinance of the city of Liberty Lake, Washington, adopting the 2026-2031 Capital Facilities Plan.”
- B. Second Read; Ordinance 313, An Ordinance of the City of Liberty Lake, WA adopting a budget for the period January 1, 2026 through December 31, 2026, appropriating funds and establishing salary schedules for established positions.

16. Emergency Ordinances

17. Introduction of Upcoming Agenda Items

18. Citizen Comments

19. Executive Session

20. Adjournment

JOIN ZOOM MEETING

Special Meetings:

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/81336517152>

Phone one-tap:

+12532050468,,81336517152# US

+12532158782,,81336517152# US (Tacoma)

Join via audio:

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US
+1 564 217 2000 US
+1 646 931 3860 US
+1 689 278 1000 US
+1 929 205 6099 US (New York)
Webinar ID: 813 3651 7152
International numbers available: <https://us02web.zoom.us/j/81336517152>

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.: 9.A.

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

For the Agenda Of: December 8, 2025

Subject: Interviews for the vacant no.7 City Council Position

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

Application Robin Bekkedahl_Redacted, Application Michael Willis_Redacted, James Baumker Application (004)_Redacted, Atkinscouncil application_Redacted, Letter of Recommendation_Redacted, Application Hugh Douglas Severs_Redacted, City Council App Schumacher Judie_Redacted, Application Jacob Phillips_Redacted, Application Abigail Sprague_Redacted

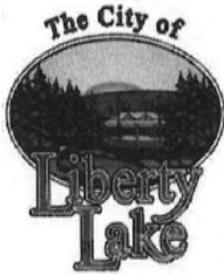
Expenditure Required	N/A
Budgeted	No
City Program	

Summary Statement

The following applicants have submitted applications by the November 21, 2025 5p.m. deadline, and meet the resident and voter requirements for consideration. Robin Lynn Bekkedahl, Michael David Willis, James Alan Baumker, Kathryn Lynn Atkins, Hugh Douglas Severs, Judith Ann Schumacher, Jacob Tyler Phillips, and Abigail Christine Sprague.

Recommended Action

No recommended action.



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

Application for City Council Member

Thank you for your interest in serving on the City of Liberty Lake City Council. 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.

Date: November 10, 2025

Name: Robin Lynn Bekkedahl
(First) (Middle) (Last)

Home mailing address: [REDACTED]
Home Phone: [REDACTED]
Business Phone: [REDACTED]
Cell Phone: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]

Employed by: Retired, do some small contract work teaching classes for a local company

Business Address: 19781 E Indiana Avenue Liberty Lake, WA 99016

Are you a registered voter in the City of Liberty Lake? Yes
How long have you lived continuously in the City of Liberty Lake? 15 years
Have you ever been convicted for anything other than a minor traffic violation? No

Educational background: Masters in Urban Regional Land Use Planning; BS in Management Technology; Associate in Science/Math

Professional qualifications and/or work experience:
Work experience includes being a land use planner to local and state government (ID and WA) as well as to a local utility. Managed and lead permitting on energy projects, tracked various land use legislation as it relates to the energy business and managed the company's cultural resource program. Collaborating with numerous entities and departments on projects including public works, roads, neighborhoods, tribes. Presented analysis and reports to city councils, board of county commissioners, hearing examiners, planning commissions, committees, corporate CEO and vice presidents. Led, managed, administered and implemented numerous projects as a team leader or program manager and negotiated multiple agreements with agencies for such items as ordinances, lease agreements, permits, Memorandum of Agreements, etc. Oversaw the budgets on projects and have fiscal impact experience. Experienced with regulatory codes (RCWs, WACs) in Washington for a variety of laws including growth management, SEPA.

Community activities and/or other experience:

For the past 3 years, I have been on the Community Engagement Commission (CEC) for the City of Liberty Lake. For two years, I was the Chairperson.
I am a member of the Friends of the Liberty Lake Library, a non profit. For the past two years, I have been President of the Friends nonprofit.
I was recently approved as a member of the Board of Directors for the River District Homeowner's Association. The Board meets to determine
the budgetary needs, community events and maintenance issues of the neighborhood.

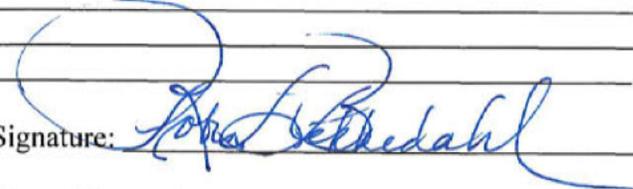
References: (Please list name, address and phone number)

1. Tom Sahlberg; [redacted] Liberty Lake, WA 99016; [redacted]
2. Katie Ferris; [redacted] Liberty Lake, WA 99016; [redacted]
3. Tim Olsen; [redacted] Liberty Lake, WA 99016; [redacted]

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

Please indicate qualification and reasons for desiring to serve:

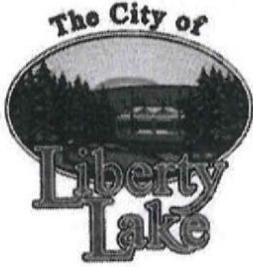
The trajectory of my education and work experience, with so many opportunities to serve the public, has brought me to this point; that is, to work alongside the people of Liberty Lake as a City Council member, striving to foster the community well-being for all residents.
I have collaborated in many situations with a variety of organizations and entities. My leadership skill set includes facilitative, collaborative and visionary methods of finding common ground among diverse opinions, values and life experiences. My education, career in land use and extensive community experience collectively demonstrate my qualifications to serve on the City Council. My openness to listen to community members and understanding their concerns makes me a qualified candidate to further serve the City of Liberty Lake.
During the course of my career, I was also actively involved with neighborhoods on community development projects and also, with non-profits, such as United Way and the Salvation Army.
My collaboration with so many entities during my career has provided me much understanding and experience how to become an effective communicator and listen to the issues and come to a consensus that can meet both sides needs and expectations.
My experience working with the Community Development Block Grant opened my understanding of non profits and their reliance and need for support to provide for others.

Signature: 

Date: November 10, 2025

Please Return Form to:
Rochelle Caton, City Clerk
22710 E. Country Vista Drive
Liberty Lake, WA 99019
rcaton@libertylakewa.gov

APPLICATION DEADLINE IS: November 21, 2025 by 5:00 p.m.



CITY OF LIBERTY LAKE
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Phone: (509)755-6700

Background / Reference Check Permission

I, the undersigned applicant, for a position as a City Council 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.

Signature: _____

Print Name: _____

Date: _____

Robin Bekkedahl
Robin Bekkedahl

November 10, 2025



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Date: 11/01/2025

Name: Michael David Willis
(First) (Middle) (Last)

Home mailing address: [REDACTED] Liberty Lake, WA 99019
Home Phone: [REDACTED]
Business Phone: N/A
Cell Phone: [REDACTED]
Fax: N/A
Email: [REDACTED]

Employed by: Retired

Business Address: N/A (retired)

Are you a registered voter in the City of Liberty Lake? Yes
How long have you lived continuously in the City of Liberty Lake? 7
Have you ever been convicted for anything other than a minor traffic violation? Yes

Educational background: B.A. - Public Administration - California Baptist University 2008

Professional qualifications and/or work experience:
US Navy - 5 years active duty. Held a Top Secret clearance while working on maintaining secure communication systems.
Military Sealift Command - 6 years civilian mariner supporting US Navy ships with a Secret level security clearance.
Customer Service - combined 20 years of direct community support and sales in the firearms and home security industry as well being a top sales leader while working for a national bookstore.
Experience includes being a strong group leader, team builder, instructor, and communicator.

Community activities and/or other experience:

Volunteer Instructor, Breakthrough Family Academy of Martial Arts, Post Falls, ID 2024 - current

Community Emergency Response Team certified through FEMA training in Rancho Cucamonga, CA

My experience comes from years of Active Duty and US Civilian contractor employment, as well as decades of employment in the public sector, which equates to years of practical experience.

References: (Please list name, address and phone number)

1. Chris Willson Realtor [redacted] Liberty Lake, WA 99019 [redacted]
2. Ahmad Bennet MA, LMFTA [redacted] Spokane Valley, WA, 99216 [redacted]
3. David Mansfield Owner Breakthrough Martial Arts, [redacted] Coeur d'Alene, ID 83814 [redacted]

Would your appointment create a conflict of interest or an appearance of a conflict of interest?

No, I am fully medically retired from the US Navy and MSC. I have no conflicting business interests.

Please indicate qualification and reasons for desiring to serve:

I am a dedicated public servant with a proven track record in leadership, security, and operational management. My decade of military service instilled in me a deep sense of duty and integrity, validated by a Top Secret security clearance. My academic background in Public Administration gives me the framework to understand city governance, while my extensive experience leading teams and working directly with our diverse community in Eastern Washington has prepared me to listen, collaborate, and get things done for the people of this city. I am committed to leveraging my skills in problem-solving, public safety, and fiscal management to ensure our community is safe, prosperous, and well-run. I am actively aware of the great importance of being a good steward of the resources provided by Liberty Lake taxpayers. I recognize there are needs and wants for the city and our community, and we must balance reality versus desires, and often make hard decisions. As a member of the City Council, I would strive to find a balance between pushing Liberty Lake to grow into the city it needs to be to match our growing population and developing region, while keeping the limited resources of our city from being unwisely spent on programs that bring little or no actual benefit.

Signature: 

Date: 11/01/2025

Please Return Form to:
 Rochelle Caton, City Clerk
 22710 E. Country Vista Drive
 Liberty Lake, WA 99019
 rcaton@libertylakewa.gov

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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.

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Signature: 
Print Name: Michael David Willis
Date: 11/01/2025



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Date: 11/19/2025

Name: James Alan Baumker
(First) (Middle) (Last)

Home mailing address: [REDACTED]

Home Phone: _____

Business Phone: _____

Cell Phone: [REDACTED]

Fax: _____

Email: [REDACTED]

Employed by: Retired

Business Address: _____

Are you a registered voter in the City of Liberty Lake? Y

How long have you lived continuously in the City of Liberty Lake? 25 yr

Have you ever been convicted for anything other than a minor traffic violation? N

Educational background: BS Accounting University of Missouri

Professional qualifications and/or work experience:

Former CPA

12 Yrs Monsanto, Internal Audit and various International positions

13 Yrs, CFO Mycogen, publicly traded BioTech Company in San Diego

3 Yrs, CFO Maxwell Technologies, publicly traded alt energy Co in San Diego

7 Yrs, CFO ReliOn,(aka Avista Lab) Developing and selling

hydrogen fuel cell products for telecom

Community activities and/or other experience:

Planning Commission, Salary Commission, Friends of the Library

Volunteer at Second Harvest, Bite-2-Go and Prime-Time Mentoring

References: (Please list name, address and phone number)

1. Katy Allen

2. Brad Hamblet

3. Tom Sahlberg

Would your appointment create a conflict of interest or an appearance of a conflict of interest?

No

Please indicate qualification and reasons for desiring to serve:

Experience communicating w Boards of Directors, Financial Press and Analysts

Banks, Fund Mngrs, Investors,

Expertise in Budgeting, Financing, Financial analysis and planning

Would like to introduce "thresh hold" budgeting concepts

Want to explore financing mechanisms such as sale/lease-back, lease to own, Grants, Debt

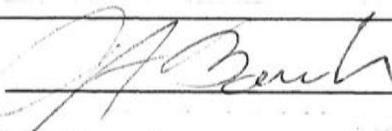
leverage relationships w CV and County for summer and winter sports activities

Restore non-partisan nature of the Council,

Maintain respectful and collegial attitude,

Continued respect for City Employees,

Signature:



Date: 11/19/2025

Please Return Form to:

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

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It is my intention that any copy of this authorization be as effective as the original.

Signature: 
Print Name: James Bank
Date: 11/19/25

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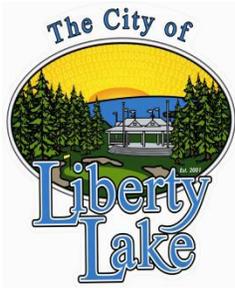
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Date: 11/11/2025 _____

Name: Kathryn Lynn Atkins _____

(First)

(Middle)

(Last)

Home mailing address: _____ Liberty Lake, WA 99019

Home Phone: _____

Business Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

Employed by: Liberty Lake Municipal Library - Part time substitute library clerk _____

Business Address: 23123 Mission Ave. Liberty Lake, WA 99019 _____

Are you a registered voter in the City of Liberty Lake? Yes _____

How long have you lived continuously in the City of Liberty Lake? 9 1/2 years _____

Have you ever been convicted for anything other than a minor traffic violation? NO _____

Educational background: B.A. Notre Dame - California _____

Professional qualifications and/or work experience:

Please see -www.linkedin.com/in/kathryn-lynn-atkins

JCPenney - 1982 to 2017

- District Manager - 16 stores, \$140 million in volume
- General Manager - Kennewick, WA, \$28 million in volume, 200 employees
- Regional Store Environment Director - liaison to 5 Regional Presidents and 24 Districts
- Divisional Merchandising Standards & Execution Manager, Home Office
- Project Manager, Cosmetics and Fashion Accessories - Home Office
- Territory Merchandise Planner/Business Planning Manager - North West
- Various store leadership positions

Community activities and/or other experience:

Graduate Citizens Academy, Liberty Lake Library volunteer - turned to substitute clerk, Friends of LLML, Volunteer Library Advocates at Libertylakelibrarybuild.com, Rim Ride volunteer, DECA judge volunteer state competition

References: (Please list name, address and phone number)

- 1. Tom Sahlberg, [REDACTED]
- 2. Jandy Humble, [REDACTED]
- 3. Patricia Botkin, [REDACTED]

Would your appointment create a conflict of interest or an appearance of a conflict of interest?

I would resign my position at the Library to eliminate this.

Please indicate qualification and reasons for desiring to serve:

As a resident of Liberty Lake, I have regularly attended City Council meetings and provided input on a variety of topics through citizen comments. When this opportunity arose, I took time to reflect on how my background aligns with the needs of the Council.

Throughout my career, I have developed the skills necessary to manage complex operations, lead diverse teams, and achieve results through collaboration. My extensive experience includes analyzing business trends, creating strategic plans, and managing expenses. I have a proven ability to monitor and evaluate financial, operational, Human Resources and customer service outcomes, and I take pride in being an effective communicator who works well with both the public and employees.

As a servant leader, I believe in leading by example and fostering trust, transparency and teamwork. I have built a career grounded in integrity, accountability and service. My areas of expertise include market operations management, leadership development, project and program management, budgeting and process improvement.

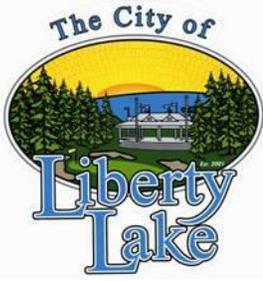
After a long and successful career, I've developed the resilience, problem solving skills, and the commitment to excellence that are essential in public service. I am eager to bring that same energy and dedication to serving the residents of Liberty Lake.

I would be honored to contribute to Liberty Lake's continued growth and success.

Signature: Kathryn Lynn Atkin Date: 11/11/2025

Please Return Form to:
Rochelle Caton, City Clerk
22710 E. Country Vista Drive
Liberty Lake, WA 99019
rcaton@libertylakewa.gov

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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.

Signature: *Kathryn Lynn Atkins*

Print Name: Kathryn Lynn Atkins

Date: 11/9/2025

Patricia Ann Botkins

Liberty Lake, WA 99091

19 November 2025

Re: Recommendation for Kathryn Lynn Atkins for Liberty Lake, City Council Member

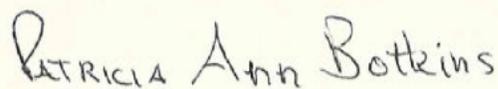
I am pleased to write a Letter of Recommendation for Kathryn "Lynn" Atkins. The first time I met Lynn, my husband and I visited the Liberty Lake Library to get a library card. We moved to Liberty Lake in 2022 to be closer to our family as we finally retired after my husband's Air Force career and my 30+ years as a Director/Manager in the Department of Defense (DOD) living in several countries around the world. I have a Master's in Public Administration.

I recall Lynn's warm welcoming greeting as she created our library cards. Moving to a new community is a challenge and Lynn provided some beneficial information to us. Joining the Library Advocates group was instrumental for me to meet several community members and to get involved to promote a plethora of activities at the library due to Lynn's advocacy.

After reading an article in the Splash Newspaper regarding Liberty Lake Academy, I decided to attend the academy and finished the session this past June. Visiting various service organization in the community was an opportunity to meet leaders in the community and be informed of organizational operations in Liberty Lake as well as attending City Council meetings in person or on Zoom.

I have observed Lynn's communication skills at Council Meetings; her leadership, professionalism and thoughtful manner to provide input to various topics has gained not only my admiration but several volunteers that have joined her participating in a variety of activities. Lynn's meticulous preparation planning volunteer events has resulted in making a positive difference by informing families on current activities at the Liberty Lake Library and at the City Council meetings. Recently, she recruited several volunteers to decorate a Xmas tree: "The Battle of the Branches". My husband and I along with several volunteers will be at her home making decorations and joining in a holiday event decorating one of the trees at Orchard Park. I was surprised to see another amazing talent that Lynn has, she "built" an amazing tiled cabinet for her neighbor's patio in her garage workshop!

She is knowledgeable in public policy and an engaged community member who has gained my admiration. No doubt in my mind, she would provide trustworthy input and provide sound judgement to various challenges that will arise as a City Council Member. So grateful that we met Lynn and because of her, I want to stay connected to our community activities and events.


Respectfully,

Patricia Ann Botkins, MPA



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Date: 11-18-2025

Name: Hugh Douglas Severs
 (First) (Middle) (Last)

Home mailing address: [REDACTED]

Home Phone: _____

Business Phone: [REDACTED]

Cell Phone: [REDACTED]

Fax: _____

Email: [REDACTED]

Employed by: Merrill Lynch / Bank of America

Business Address: 601 W Riverside Ave, Ste 500, Spokane, WA 99201

Are you a registered voter in the City of Liberty Lake? yes

How long have you lived continuously in the City of Liberty Lake? 17 years

Have you ever been convicted for anything other than a minor traffic violation? no

Educational background: BA in Landscape Architecture from Washington State University

Professional qualifications and/or work experience:

First elected in November of 2013 and re-elected in November of 2017, I served on the Liberty Lake City Council from Jan. 1, 2014 through Dec. 31, 2021. I currently serve on the board for the Greater Spokane Valley Chamber of Commerce (for the past 1-year, roughly) as well as the board for the HUB (roughly for the past 2.5 years). In my professional life, I have been a Financial Advisor for roughly 15 years. I have grown and sold practices, advised individuals and institutions with most attributes of financial planning, investment planning, insurance, employee benefits, and most relevant to my role on the council, budgeting and strategic planning in an advisor and fiduciary capacity. I am passionate about the success of the City of Liberty Lake an serving the citizens. Having 8-years of prior service as a Council Member, I know and understand the role and the demands of the position and believe I will come back today even more equipped than when I left the position in at the end of 2021.

Community activities and/or other experience:

Board Member of the HUB Sports Center

Board Member of the Greater Spokane Valley Chamber of Commerce

**Both of these board positions might represent a conflict of interest with the City Council - I'm confident we can work this out if the Council decides to appoint me.

References: (Please list name, address and phone number)

1. Trent Maier, Trailbreaker Cider & Resident [redacted] Liberty Lake, WA 99016
2. Lance Beck, Greater Spokane Valley Chamber, [redacted] Spokane Valley, WA 99206
3. Phil Champlin, HUB Sports Center, [redacted], Liberty Lake, WA 99019

Would your appointment create a conflict of interest or an appearance of a conflict of interest?

Possibly with the the 2 boards I currently serve on. I believe we can work through the conflict, but will wan to discuss this further.

Please indicate qualification and reasons for desiring to serve:

The City is not only my home, but where I've raised my children (one graduated from Ridgeline HS in 2024, now a freshman at WSU, the other is currently a sophomore at Ridgeline HS) and where I've grown up. We've seen tremendous change in our community over many years, and the community is now facing new challenges that were not in place before. My passion for the city and its citizens entices me to put my strategic planning, financial, leadership, and urban planning skills to use by being part of the Council's decisions. My 8 years previously served on council will help me jump right into the the open seat, with little ramp-up needed to be effective in the role. That said, I will need some time to get to know some of the back-story and to research the latest issues the city is facing, as I have not been part of the dialogue at the City-Level that has taken place over the past few years. When I left council, I had 1 son entering highschool and the other in middle school. My personal and professional lives were not in a great place for me to put my focus and efforts on the city as much as is deserved out of the Council position. Life moves on, and today I have the time, the experience, the skills, and I still have the same passion I've always had to work for the citizens to do our best to keep Liberty Lake the wonderful place it is to live, build a business, work, and enjoy.

Thank you for considering me.

Signature:



Date: 11-18-2025

Please Return Form to:
 Rochelle Caton, City Clerk
 22710 E. Country Vista Drive
 Liberty Lake, WA 99019
 rcaton@libertylakewa.gov

APPLICATION DEADLINE IS: November 21, 2025 by 5:00 p.m.



CITY OF LIBERTY LAKE
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Phone: (509)755-6700

Background / Reference Check Permission

I, the undersigned applicant, for a position as a City Council 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.

Signature: 
Print Name: HUGH D. SEVERS
Date: 11 / 18 / 2025



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

Application for City Council Member

Thank you for your interest in serving on the City of Liberty Lake City Council. 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.

Date: November 19, 2025

Name: Judith Ann Schumacher
(First) (Middle) (Last)

Home mailing address: [REDACTED] Liberty Lake, WA, 99019

Home Phone: n/a

Business Phone: n/a

Cell Phone: [REDACTED]

Fax: n/a

Email: [REDACTED]

Employed by: n/a

Business Address: n/a

Are you a registered voter in the City of Liberty Lake? Yes

How long have you lived continuously in the City of Liberty Lake? 3 1/2 years

Have you ever been convicted for anything other than a minor traffic violation? No

Educational background: B.S. in Electronics Engineering Technology

Professional qualifications and/or work experience:

I bring 25 years of corporate experience including 16 years with a Fortune 500 financial services company where I specialized in leading project management and process improvement initiatives. Throughout my career, I've been recognized as an effective communicator, building strong relationships at every level of the organization and consistently seeking out and applying stakeholder feedback to improve outcomes.

I have past board experience, from 2010 to 2014, reviewing and approving budgets, policies, and staffing needs.

Additionally, I held a Six Sigma Black Belt Certification from the American Society for Quality from 2004-2016 and obtained an Advanced Process Excellence Certification from Wells Fargo in 2021.

Community activities and/or other experience:

Member, Friends of LL Library - various volunteer roles

Weekly volunteer, Partners INW (food bank), Spokane Valley

Prior support group facilitator, Facing Autism Challenges Together, Hopkins, MN, 2004-2006

References: (Please list name, address and phone number)

1. Lisa Mueller, [redacted] Liberty Lake, WA 99019, [redacted]
2. Tom Sahlberg, [redacted] Liberty Lake, WA 99016, [redacted]
3. Abbey Shuster, [redacted] Liberty Lake, WA 99019, [redacted]

Would your appointment create a conflict of interest or an appearance of a conflict of interest?

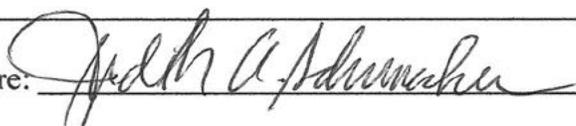
No

Please indicate qualification and reasons for desiring to serve:

In addition to the professional qualifications listed above, over the course of my recent city council campaign I spoke with and listened to hundreds of community members as they shared a wide range of hopes, dreams, concerns, and occasionally frustration regarding our city and the general state of political discourse. This gives me a unique perspective to bring to city council as our city grapples with how best to grow as a city, provide resources our residents need and desire, be good stewards of funds, and above all, actively engage with our community.

I'm a 2025 graduate of the Liberty Lake City Academy, where I deepened my understanding of our local government. I gained valuable insight into the City and its operations. I have attended or watched every council meeting in 2025 and many from prior years. I have spent considerable time reviewing the current and proposed city budgets, as well as the strategic, capital, and comprehensive plans.

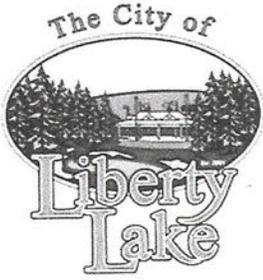
A community can only thrive when its members contribute as they are able. I wish to serve as a city council member because I believe I have not only the necessary skills to do the work, but also the disposition to respectfully engage with staff, fellow council members, and the city's residents, visitors, and business owners.

Signature: 

Date: November 19, 2025

Please Return Form to:
Rochelle Caton, City Clerk
22710 E. Country Vista Drive
Liberty Lake, WA 99019
rcaton@libertylakewa.gov

APPLICATION DEADLINE IS: November 21, 2025 by 5:00 p.m.



CITY OF LIBERTY LAKE
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Phone: (509)755-6700

Background / Reference Check Permission

I, the undersigned applicant, for a position as a City Council 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.

Signature: 
Print Name: Judith Schumacher
Date: 11/19/2025



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

Application for City Council Member

Thank you for your interest in serving on the City of Liberty Lake City Council. 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.

Date: 11/21/2025

Name: Jacob Tyler Phillips
(First) (Middle) (Last)

Home mailing address: [REDACTED]
Home Phone: N/A
Business Phone: [REDACTED]
Cell Phone: [REDACTED]
Fax: N/A
Email: [REDACTED]

Employed by: Graybar Electric

Business Address: 4001 E Ferry Ave Spokane, WA 99202

Are you a registered voter in the City of Liberty Lake? Yes

How long have you lived continuously in the City of Liberty Lake? 1 year 8 months

Have you ever been convicted for anything other than a minor traffic violation? No

Educational background: M.S. Organizational Leadership, Arizona State University - B.S. Information Systems

Professional qualifications and/or work experience:

2014 - 2024: Active Duty Service, United States Air Force:

I served as a financial management technician and budget analyst at Fairchild Air Force base then went to the Air Force Honor Guard in Washington D.C. and performed ceremonial duties. My last role was as the Director of the Pentagon Tours Program.

2024 to present: Sales Representative, Graybar Electric

I currently work as a sales representative for Graybar Electric and volunteer as the Vice Chair of the Seattle District Safety Council.

Community activities and/or other experience:

I was elected to the board of the Legacy Ridge West, 2nd Addition Homeowner's Association and I am an active member of the Spokane Valley Chamber of Commerce.

References: (Please list name, address and phone number)

- 1. Lacey Eckley - [REDACTED] Washington, D.C.
- 2. Keith Rasher - [REDACTED] Liberty Lake, WA
- 3. Matt Himlie - [REDACTED] Elk, WA

Would your appointment create a conflict of interest or an appearance of a conflict of interest?
No.

Please indicate qualification and reasons for desiring to serve:

I desire to serve on the City Council because I feel blessed to call Liberty Lake my home. I believe a well-governed municipality is the cornerstone of American Representative Democracy. I want to represent the constituents of this city in the endeavor to preserve the values that have made Liberty Lake such a thriving community, while meeting the demand for growth which the overwhelming success of our community necessitates. I am committed to doing so, if given the opportunity, from a non-partisan standpoint. My motivations stem from a sense of duty to participate in the functioning of our government. I care deeply about how we will evolve to meet the challenges of balancing growth with protecting the aspects of our community that make Liberty Lake a desirable place to live. While serving in the Air Force, I gained experience as a member of many committees, councils, and other small non-profit organizations. One of these was a cohort of Honor Guard members tasked with completing a comprehensive 5-year strategic plan for the squadron to include infrastructure and community support planning. I have experience with large and small budget planning and execution of congressionally appropriated funds within the bounds of fiscal law. While not necessarily having a direct correlation to municipal government, I believe these experiences have prepared me to be an effective Council Member.

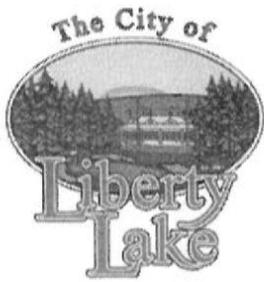
I want my young children to experience all Liberty Lake has to offer and grow with the community as it matures into a vibrant and majestic place to live, work, and play. At the end of the day, I hope to see this seat filled by someone who is committed to hearing out the constituents and doing the best they can to make decisions and vote in alignment with the sentiment of our community at large. I feel up to this task, and would be honored to have the opportunity to represent the citizens of Liberty Lake. Thank you for your consideration.

Signature: 

Date: 11/21/2025

Please Return Form to:
Rochelle Caton, City Clerk
22710 E. Country Vista Drive
Liberty Lake, WA 99019
rcaton@libertylakewa.gov

APPLICATION DEADLINE IS: November 21, 2025 by 5:00 p.m.



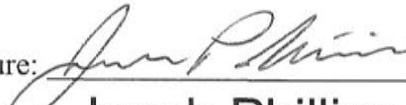
CITY OF LIBERTY LAKE
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Phone: (509)755-6700

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I, the undersigned applicant, for a position as a City Council 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.

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It is my intention that any copy of this authorization be as effective as the original.

Signature: 
Print Name: Jacob Phillips
Date: 11/21/2025



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

Application for City Council Member

Thank you for your interest in serving on the City of Liberty Lake City Council. 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.

Date: 11/19/2025

Name: Abigail Christine Sprague
(First) (Middle) (Last)

Home mailing address: [REDACTED] Liberty Lake, WA 99019

Home Phone: _____

Business Phone: _____

Cell Phone: [REDACTED]

Fax: _____

Email: [REDACTED]

Employed by: Self-Employed

Business Address: NA

Are you a registered voter in the City of Liberty Lake? Yes

How long have you lived continuously in the City of Liberty Lake? 1 yr. 7 months

Have you ever been convicted for anything other than a minor traffic violation? No

Educational background: Treasure Valley Community College (Associates), Boise State University

Professional qualifications and/or work experience:

Please See Attached



CITY OF LIBERTY LAKE
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Phone: (509)755-6700

Background / Reference Check Permission

I, the undersigned applicant, for a position as a City Council 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.

Signature: 
Print Name: Abigail Sprague
Date: 11/19/2025

Professional qualifications and/or work experience:

Over the span of the last 6 years I have amassed a multitude of professional and relevant experience for the position of Liberty Lake City Council member.

At Treasure Valley Community College (TVCC), which is where I spent my first two years in college (2020-2022), 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 Liberty Lake City Council position. 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 and how all the pieces fit and move together.

Community activities and/or other 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. I may have even waved at you! I look forward to participating in the McKenzie Mott Memorial Turkey Trot this Thanksgiving. 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.

Please indicate qualification and reasons for desiring 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 smiled and played 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. Many young families are moving to Liberty Lake, the demographics will inevitably change in the coming years, who is going to represent them? Public safety, great parks and sidewalks, great local businesses, and stable financial growth are all of utmost importance to me and my desire to serve. This is also important to the citizens of Liberty Lake as evident in the 2024-2028 Strategic Plan for the city. I want the community my daughter grows up in to be

better than the one she was born into. Whether it be my college community or the community I live in, serving has and will always be my passion. I am ready to get to work. I know I am younger than most applicants will be for this position, but I am confident in my ability to use my professional experience and demographic to work with other Council members for the betterment of Liberty Lake and all of its citizens. I appreciate the Mayor and Council members' consideration, and thank you all for your time.



AGENDA ITEM NO.: 11.A.
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: December 8, 2025

Subject: Appointment of selected applicant for City Council Position 7

Dept of Origin:

Dept. Head Approval:

Exhibit(s):
None

Expenditure Required	N/A
Budgeted	No.
City Program	

Summary Statement

Recommended Action

Confirm the appointment of the selected applicant



AGENDA ITEM NO.: 15.A.
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE,
WASHINGTON**

For the Agenda Of: December 8, 2025

Subject: Second Read; Ordinance 314 “An ordinance of the city of Liberty Lake, Washington, adopting the 2026-2031 Capital Facilities Plan.”

Dept of Origin:

Dept. Head Approval: Lisa Key

Exhibit(s):

Ordinance No. 314 2026-2031 Capital Facilities Plan, Draft 2026-2031 CFP v 12-3-2025

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve Ordinance 314

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 314**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING
THE 2026 - 2031 CAPITAL FACILITIES PLAN**

WHEREAS, the Washington State Growth Management Act (GMA) requires counties and cities to prepare Capital Facilities Plans pursuant to RCW 36.70A, WAC 365-195, and related Chapters; and

WHEREAS, the City of Liberty Lake (City) has previously adopted and periodically updates its Comprehensive Plan, which includes Capital Facilities Element Goals and Policies and reference to the Capital Facilities Plan; and

WHEREAS, the Capital Facilities Plan provides supplemental information that complements the goals and policies of the Capital Facilities Element in the City's Comprehensive Plan; and

WHEREAS, the Capital Facilities Plan is a long-range financial plan that allows the City to prioritize public projects and identify funding sources; and

WHEREAS, the City completed and circulated a SEPA checklist for adoption of the Capital Facilities Plan with a Threshold Determination; and

WHEREAS, the City has complied with SEPA and affirms the final Determination of Non-significance for this non-project action; and

WHEREAS, the City has provided notice of opportunities for participation to agencies, interested parties, and the public at large.

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

Section 1. Capital Facilities Plan Adoption. The City of Liberty Lake 2026-2031 Capital Facilities Plan is hereby adopted as set forth in Exhibit A, 2026- 2031 City of Liberty Lake Capital Facilities Plan, attached hereto and fully incorporated by reference.

Section 2. Severability. In the event any one or more of the provisions of this Ordinance shall for any reason be held to be invalid, such invalidity shall not affect or invalidate any other provision of this Ordinance, but this Ordinance shall be construed and enforced as if such invalid provision had not been contained therein; PROVIDED, that any provision which shall for any reason be held by reason of its extent to be invalid shall be deemed to be in effect to the extent permitted by law.

Section 3. 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 December, 2025.

Cristella Kaminskas, Mayor

ATTEST:

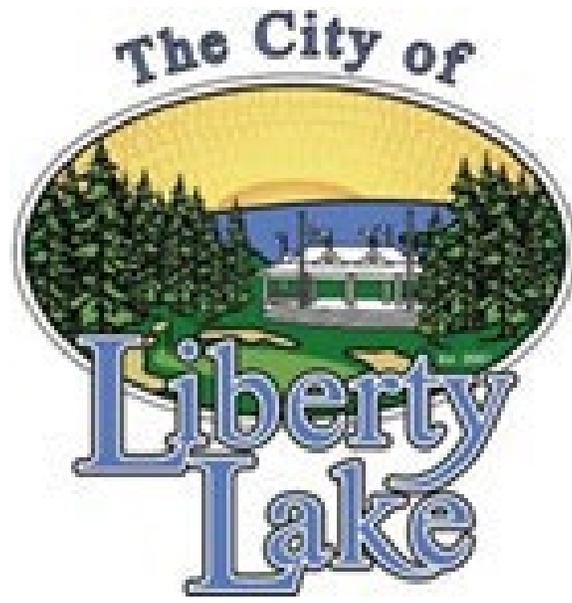
City Clerk, Rochelle Caton

Approved As To Form:

City Attorney, Sean P. Boutz

Date of Publication: _____

Effective Date: _____



DRAFT

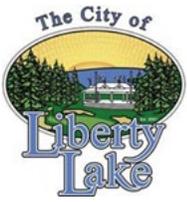
2026 -2031

Capital Facilities Plan

December 3, 2025

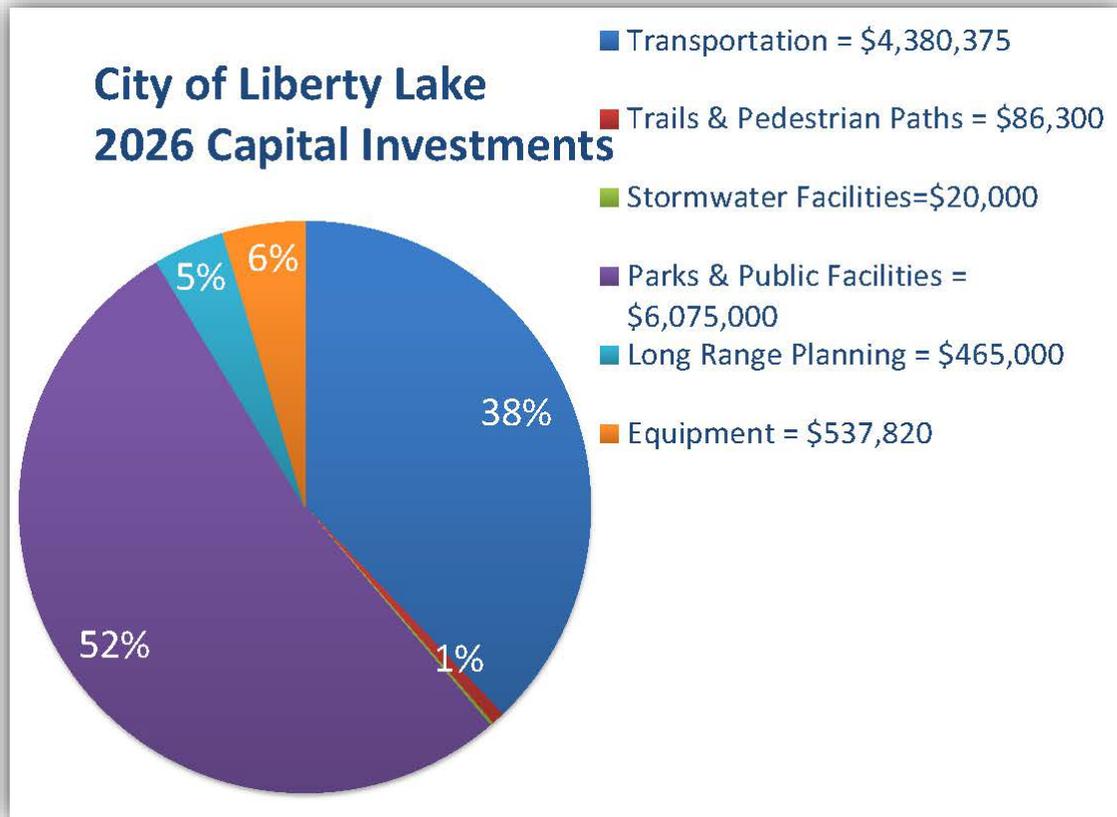
Table of Contents

	Page
Executive Summary.....	1
Glossary of Funding Acronyms.....	3
Transportation/Pedestrian/Stormwater Project	4
Parks & Public Facilities	10
Comprehensive Planning & Development Code Amendments.....	14
Equipment	15
Projects by Others.....	16
Potential Future Projects.....	19



2026 – 2031 CAPTITAL FACILITIES PLAN EXECUTIVE SUMMARY

The City of Liberty Lake Capital Facilities Plan is a planning document that is adopted annually and appended to the City of Liberty Lake Comprehensive Plan by reference. The document reflects the plan for the City of Liberty Lake’s capital investments, including both new projects and asset management investments, envisioned to be implemented over the next 6 years. 2026 proposed capital investments are reflected in the City of Liberty Lake Proposed 2026 Budget, which is being reviewed and will be adopted concurrently with the Capital Facilities Plan. Any amendments made by City Council to the Capital Facilities Plan for year 2026 will also need to be amended in the City of Liberty Lake Proposed 2026 Budget. The chart below summarizes the areas of proposed capital investment for Liberty Lake in 2026:



All cost estimates within this proposed CFP reflect the full cost of design, ROW acquisition (where applicable), construction, inspection, and contingency. This CFP was developed utilizing the adopted 2025-2030 Capital Facilities Plan, with modifications as based upon the Council-adopted 2026-2031 Transportation Improvement Plan, and updated cost information. Portions of some projects funded in 2025 were either deferred or a portion is carried over to 2025. Given the Master Facility Plan (PF-1) and Parks & Recreation Master Plan (PF-19) occurring in 2025 in preparation for the 2026 Comprehensive Plan Update, previously identified facility enhancement projects were identified as “to be determined”,

pending the outcome of those planning efforts, with the exception of the New Library Facility Upgrade, and several smaller projects representing operational improvements and code compliance requirements. Maintenance Projects for Parks & Public Facilities reflect funding for specific projects identified in the asset management software, with prioritized maintenance projects reflected in the 2026 budget to protect the City’s existing investments. The maintenance projects identified in the CFP include design and engineering costs, equipment, taxes, and contingency where applicable. Utilities and Transportation Capital Projects by Others were updated, based upon input from Liberty Lake Water & Sewer District, Spokane Transit, Centennial Properties and Greenstone

Funding investments for 2026 in the proposed 2026-2031 Capital Facilities Plan (CFP) are summarized below:

2026 Proposed Capital Investments	
Transportation Capacity & Preservation Projects³ <ul style="list-style-type: none"> • Country Vista Rebuild/Operational Improvements (design) \$196,000 • Mission Ave Frontage Improvements in River District² \$1,493,975 • Mission Overlay, Country Vista to Molter (construction)^{1,2} \$1,368,400 • Mission Avenue Overlay (Storage Facility to Harvard Road)² \$1,030,000 • Molter Grind & Overlay, Mission to Appleway (design) \$142,000 • Street Tree Replacement \$20,000 • Roundabout/Median Beautification \$30,000 • Street Repair Allocation \$100,000 	
Pedestrian Projects <ul style="list-style-type: none"> • Pedestrian Crossing Allocation \$56,600 • Sidewalk Master Plan \$30,000 	
Stormwater Facility Improvements <ul style="list-style-type: none"> • Irrigation System Replacement Allocation \$20,000 	
Parks & Public Facilities <ul style="list-style-type: none"> • Public Works Yard Development \$200,000 • Police Improvement Plan \$75,000 • Future City Hall Renovations \$4,600,000 • Public Art¹ \$317,000 • Rocky Hill Asset Maintenance \$11,000 • Trailhead Facility Improvements \$20,000 • Trash Enclosure – Ball Fields \$28,000 • Maintenance Garage Expansion \$50,000 • Orchard Park Improvements \$280,000 • Security Cameras for Parks \$85,000 • Parking Lot Restoration Allocation \$35,000 	
Essential Equipment (New & Replacement):	\$537,820
Comprehensive Plan & Development Code Amendments ^{1,2}	\$465,000
TOTAL CAPITAL INVESTMENT, 2026³	\$11,190,495

¹Projects underway in 2024; \$ reflect remaining project funds anticipated to be expended in 2026.

²Projects with grant funding secured

³Excluding “Projects by Others”.

Of the proposed investment, the City has secured nearly \$2.4 million in grant funding for fiscal year 2026.

GLOSSARY of FUNDING ACRONYMS

ABBREVIATION	FUNDING SOURCE
AP	Aquifer Protection Fund
ARP	American Rescue Plan
Commerce	Washington State Department of Commerce
CW	Connecting Washington
GF	General Fund
GOLF	Golf Enterprise Fund
HRM	Harvard Road Mitigation Fund
LIB CAP	Library Capital Fund
LIFT	Local Improvement Financing Tool
OTR	Funding By Others
REET	Real Estate Excise Tax
SRTC	Spokane Regional Transportation Council
STREETS	Street Fund
SW	Stormwater Fund
TBD	Transportation Benefit District
TIB	Transportation Improvement Board Grant
TIF	Tax Increment Financing
UGU	Underground Utility Fund
UT	Utility Tax - Streets Capital
WSDOT	Washington State Department of Transportation

SIX YEAR TRANSPORTATION CAPITAL FACILITIES PLAN, 2026 -2031

Roadway Projects													
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	CURRENT 2025	PROJECT TOTAL (2026-2031)	2026	2027	2028	2029	2030	2031	NOTES:
TP-1	Enhancement/ New Construction	Harvard Rd Bridge /Kramer Overpass & Rd Ext	Between Country Vista & Mission	CW/TIF/LIFT/TBD		TBD							
TP-2	Preservation/ Enhancement	Country Vista Rebuild/ Operational Improvements	W City Limits to Liberty Lake Rd	REET2		\$ 4,416,000	\$ 196,000	\$ 2,008,000	\$ 2,212,000				
TP+A7:N 32-3	Enhancement	Appleway Frontage Improvements	Fairway to E City Limits	REET/TBD		\$ 4,281,726					\$ 335,386	\$ 3,946,340	
TP-4	Enhancement	Mission Ave Frontage Improvements	W City Limits east to Glenbrook (southside)	REET2/COMMERCE	\$ 200,025	\$ 1,493,975	\$ 1,493,975						Commerce Grant = \$999,100
TP-5	Enhancement	Upgrade Molter /Appleway Signal	Molter/Appleway		\$ 57,000	\$ -							
TP-6	Enhancement	Smart Signal Control	Multiple Locations	HRM		\$ 51,000			\$ 51,000				
TP-7	Preservation	Mission Ave Overlay	Country Vista to Molter	SRTC/REET/TBD		\$ 1,368,400	\$ 1,368,400						
TP-8	Preservation	Sprague Avenue Rebuild	Liberty Lake Road to Gage	REET/TBD		\$ 3,029,371			\$ 204,194	\$ 1,359,530	\$ 1,465,647.40		
TP-9	Plan/Report	Pavement Condition Study/ Preservation Master Plan	Citywide	TBD	\$ 75,000	\$ -							
TP-10	Preservation	Mission Ave Grind & Overlay (North)	Storage Facility to Harvard	REET2/TIB		\$ 1,030,000	\$ 1,030,000						Moved to 2026; adjusted for inflation
TP-11	Preservation	Molter Grind & Overlay, North Segment	Mission to Appleway	REET2/SRTC		\$ 1,622,000	\$ 142,000	\$ 1,480,000					Local match=\$370,000, SRTC Grant =\$1,110,000
TP-12	Preservation	Country Vista Drive Grind & Overlay	Mission Avenue to Molter	REET/TBD		\$ 2,014,299		\$ 141,603	\$ 1,872,696				
TP-13	Plan/Report	Network Analysis	City-wide	HRM/PUG	\$ 97,930	\$ -							
TP-14	Preservation	Street Tree Replacement	City-wide	TBD		\$ 138,806	\$ 20,000	\$ 21,160.00	\$ 22,387.28	\$ 23,685.74	\$ 25,059.52	\$ 26,512.97	Removal and periodic replacement of damaged street trees
TP-15	Preservation	Roundabout/ Median Beautification	City-wide	TBD		\$ 208,208	\$ 30,000	\$ 31,740.00	\$ 33,580.92	\$ 35,528.61	\$ 37,589.27	\$ 39,769.45	Periodic replacement of damaged or missing landscaping or hardscape
TP-16	Preservation	Street Repair Allocation	City-wide	TBD		\$ 694,028	\$ 100,000	\$ 105,800.00	\$ 111,936.40	\$ 118,428.71	\$ 125,297.58	\$ 132,564.84	Small pavement repairs not included in other CFP pavement preservation projects
TP-17	Enhancement	Intersection Improvement	N Liberty Lake Rd/ E Country Vista Drive	HRM/TIB		\$ -		TBD					Dual EBL turn lane; to be constructed with TP-2
TP-18	Preservation	Molter Grind & Overlay, Center Segment	Mission to Country Vista	REET/TBD/TIB		\$ 1,754,166				\$ 1,754,166.07			
TP-19	Preservation	Molter Grind & Overlay, South Segment	Country Vista to Sprague	REET/TBD/TIB		\$ 2,121,037					\$ 2,121,037.37		
TOTAL, ROADWAY PROJECTS					\$ 429,955	\$ 24,055,111	\$ 4,380,375	\$ 3,788,303	\$ 4,339,890	\$ 3,291,339	\$ 4,110,017	\$ 4,145,187	

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	CURRENT 2025	PROJECT TOTAL (2026-2031)	2026	2027	2028	2029	2030	2031	NOTES:
Pedestrian Projects													
TP-20	Enhancement	Pedestrian Crossing Allocation	Multiple Locations	REET1	\$ 53,500	\$ 390,737	\$ 56,300	\$ 59,565	\$ 63,020	\$ 66,675	\$ 70,543	\$ 74,634	Adjusted for inflation
TP-21	Enhancement	Sidewalk Improvements	Madson, Mission to Appleway	GF, REET		\$ 461,095					\$ 461,095		Moved from 2026 to 2030, and adjusted for inflation
TP-22	Plan/Report	Sidewalk Master Plan	Multiple Locations	REET1	\$ 24,000	\$ 30,000	\$ 30,000						Start in 2025, complete in 2026; cost spread over the two fiscal years
TP-23	Enhancement	Appleway Trail Extension	West City Limits to Kramer Parkway	REET2/TBD		\$ 830,530			\$ 830,530				Moved to 2028 (adjusted for inflation); to be constructed as part of TP2
TP-24	Enhancement	Sidewalk Improvements	Mission, MTC to Simpson Road	GF, REET		\$ 396,750				\$ 396,750			Moved to 2028 and adjusted for inflation.
TOTAL, PEDESTRIAN PROJECTS					\$ 77,500	\$ 2,118,479	\$ 86,300	\$ 59,565	\$ 893,550	\$ 463,425	\$ 531,638	\$ 84,000	
Stormwater Projects													
SW-1	Enhancement	Sprague Avenue	Sprague, from Molter to Overlook	SWAP		\$ 612,869				\$ 612,869			Stormwater Project Numbers have changed due to completion of Moved from 2025 to 2028, to be constructed as part of TP-8
SW-2	Enhancement	Neyland Avenue	Intersection of Gage/Neyland/Sprague	SWAP	\$ 383,000	\$ -							Planning on constructing in 2025; potential that it will need to be flipped to 2026
SW-3	Enhancement	E Country Vista North Swale	Country Vista Drive near Kramer Pkwy	SWAP		\$ 292,000		\$ 292,000					
SW-4	Enhancement	Sprague/Molter Road Intersection	Sprague/Molter Rd	SWAP		\$ 699,000				\$ 699,000			
SW-5	Preservation	Irrigation System Replacement Allocation	Swales City-wide	SWAP	\$ -	\$ 138,806	\$ 20,000	\$ 21,160	\$ 22,387	\$ 23,686	\$ 25,060	\$ 26,513	
TOTAL, STORMWATER PROJECTS					\$ 383,000	\$ 1,742,674	\$ 20,000	\$ 313,160	\$ 22,387	\$ 1,335,554	\$ 25,060	\$ 26,513	
TOTAL, ROADWAY, PEDESTRIAN & STORMWATER PROJECTS COMBINED					\$ 890,455	\$ 27,916,264	\$ 4,486,675	\$ 4,161,028	\$ 5,255,827	\$ 5,090,319	\$ 4,666,714	\$ 4,255,700	

Assumed Construction Cost Annual Inflation = 5.8%

2026 -2031 CAPITAL FACILITIES PLAN
TRANSPORTATION/PEDESTRIAN/STORMWATER PROJECT DESCRIPTIONS

Transportation Projects

TP-1 - Harvard Rd Bridge Widening/ Kramer Parkway Overpass: Combines Harvard & Kramer Parkway, as state funding is intertwined, and depends on credits for ROW, etc. For the Harvard Road bridge widening and ramp improvements, construction has been completed. Kramer Parkway Overpass and Roadway construction is complete. Awaiting final closeout by WSDOT.

TP-2 - Country Vista Rebuild/Operational Improvements: Improvement costs to include design, construction, inspection, and contingency for pavement replacement and operational corridor improvements to include landscape islands, pedestrian crossings, as may be identified in Network Analysis and Corridor Study, from Liberty Lake Road west to the City limits. Design will be undertaken in 2026, with construction currently planned for 2027 and 2028.

TP-3 - Appleway Improvements - Fairway to E City Limits: Improvement costs to include design, construction, inspection and contingency, for road widening, sidewalks, swales, and street trees along frontages not subject to developer improvements, and the addition of medians consistent with Appleway Avenue's aesthetic corridor designation. Design is programmed for 2030 to allow for grant applications to be pursued, with construction programmed for 2031. There is the potential for at least a portion of this work to be completed as a requirement of development.

TP-4 - Mission Ave Frontage Improvements - Southside, City Limits east to Glenbrook: Acquisition of right-of-way, and design, construction, inspection and contingency for road widening, curbs, swales, street trees and sidewalks along the south side of Mission Avenue, from City limits east to Glenbrook. Funding for design programmed for 2025 with construction anticipated in 2026. Commerce grant in the amount of \$999,100 has been awarded with grant contracting underway.

TP-5 – Upgrade of Molter Rd/Appleway Avenue Traffic Signal – The upgrade the Molter Rd/Appleway Rd Traffic Signal to allow that signal to communicate with the other signals in our network was completed in 2025.

TP-6 - Smart Signal Control: To provide signal coordination on Appleway and Liberty Lake /Harvard Road. Cost includes signal communication consultant, controller communication, installation and cloud storage. Funding for this project has been deferred to 2028, with timing for deployment to be evaluated as part of the Transportation Network Analysis (TP-13).

TP-7 - Mission Avenue Overlay– Country Vista to Molter Rd: This maintenance project is under contract, with construction anticipated to be completed in the fall of 2025. An SRTC Preservation Grant is funding 75% of the cost of this project (not to exceed \$1,110,000).

TP-8- Sprague Avenue Rebuild: Originally planned as a grind and overlay preservation project, based on the Geotech analysis, this project is now being planned as full-depth pavement reconstruction project. Design will be completed in 2028. Phase 1 of this project will be Molter Road to Gage Road, to be constructed in 2029, with phase 2 of the project, Molter Road to Liberty Lake Rd, being planned for construction in 2030. Stormwater improvements captures in SW-1 (Sprague Storm water Improvements)

will be completed concurrently with this project.

TP-9 - Pavement Condition Study/ Preservation Master Plan: This a City-wide pavement condition study is currently in process, with final results to be available in the fall of 2025. The study will enable the City to develop a data-driven street preservation master plan to identify and prioritize needed roadway preservation projects as the City's infrastructure ages. Funding for annual updates to the pavement condition survey in future years will be programmed in the Public Works operating budget.

TP-10 – Mission Avenue Grind & Overlay (North): Grind and overlay preservation project between Storage Facility and Harvard, was added based upon roadway condition. This project is proposed to be completed in the Fall of 2026, and will likely be bid together with TP-4.

TP-11– Molter Road Grind & Overlay, North Segment: Grind and overlay preservation project on Molter Road between Mission Avenue and Appleway Avenue, will be designed in 2026 and constructed in 2027. SRTC Grant funding for this project has been secured in the amount of \$1,110,000, with a local match of \$370,000.

TP-12 – Country Vista Drive Grind & Overlay: Grind and overlay preservation project between Mission Avenue and Molter Road, was added based upon roadway condition. Programmed for design in 2026, with construction in 2027, the timing for this project may change based upon the outcome of the pavement condition assessment in the Pavement Master Plan (TP-9).

TP-13 - Network Analysis Update: Update of Network Analysis, based upon changes in land use and housing in the periodic Comp Plan update. Project will be completed in fall of 2025. Results will be inputs into the 20-year Capital Facilities Plan (CFP) to be included in the Comprehensive Plan Periodic Update.

TP-14 – Street Tree Replacement: Annual allocation to allow for the replacement of damaged and dying street trees.

TP-15 – Roundabout/Median Beautification: Annual allocation to allow for the replacement of damaged landscaping or hardscape.

TP-16 - Street Repair: Annual allocation for small pavement repair projects not included in other CFP projects.

TP-17 – Liberty Lake Road/ Country Vista Drive Intersection Improvement: Addition of dual east-bound left turn lanes in 2027, based upon the Short-Term Level of Service Analysis completed as part of the Network Analysis (TP-13). To be constructed with Country Vista Rebuild/Operational Improvements (TP-2). Because this is a capacity improvement, it is eligible for Harvard Road Mitigation funding and possible TIB funding.

TP-18 – Molter Grind & Overlay, Center Section: Grind and overlay preservation project on Molter Road between Mission Avenue and Country Vista Drive, to be constructed in 2029. Project is potentially grant fundable through TIB or SRTC Preservation funding. The timing for this project may change based upon the outcome of the pavement condition assessment in the Pavement Master Plan (TP-9).

TP-19 – Molter Grind and Overlay, South Segment: Grind and overlay preservation project on Molter Road between Country Vista Drive and Sprague, to be constructed in 2030. Project is potentially grant

fundable through TIB or SRTC Preservation funding. The timing for this project may change based upon the outcome of the pavement condition assessment in the Pavement Master Plan (TP-9).

Pedestrian Projects

TP-20 - Annual Pedestrian Crossing Allocation: Funding for pedestrian crossing improvements, sidewalks, and flashing beacons. Projects to be prioritized based upon the outcome of the sidewalk master plan (TP-22).

TP-21 - Sidewalk Improvements on Madson, from Mission to Appleway: Proposed construction of missing sidewalks on either side of Madson, south of Appleway in 2030. Timing of the project may shift due to prioritization in the Sidewalk Master Plan (TP-22).

TP-22 - Sidewalk Master Plan: Sidewalk condition inventory was completed in the summer of 2025. Inventory will serve as a foundation for the Master Plan to begin in fall of 2025 with completion anticipated in early 2026. the master plan to identify and prioritize pedestrian projects.

TP-23– Appleway Trail Extension: Construction of a 10 ft.-wide, multimodal path on the south side of Appleway/Country Vista, from the City’s western border to Kramer Parkway. To be constructed with TP-2, Country Vista Rebuild/ Operational Improvements, unless grant funding becomes available sooner.

TP-24 – Sidewalk Improvements, Mission Ave, MTC to Simpson Road: Complete the sidewalk gaps between the eastern property boundary for Meadowwood Technology Campus & the Simpson Road ROW on Mission Avenue, west of Rocky Hill subdivision. This project was moved to 2028 to better balance capital funding. Timing of the project may shift due to prioritization in the Sidewalk Master Plan (TP-22).

Stormwater Projects:

SW-1 – Sprague Avenue Stormwater: In order to mitigate the lack of existing stormwater infrastructure on Sprague Avenue, and due to right-of-way and topographic constraints, this project will require sheet-flowing stormwater to the north side of Sprague Avenue and installing standard swales on the north side of the roadway. Because of the change in design, this project will need to be constructed in concert with Phase 1 of TP-8.

SW-2 – Neyland Avenue Stormwater: This project will install curb and gutter on the southside of E Sprague Avenue from 24516 E Sprague to the street’s intersection with E Gage Street, to collect and convey stormwater to treatment structure and drywell. This infrastructure is proposed to be installed to treat stormwater runoff from the City ROW, but the project will require coordination and permitting with through Spokane County because of the location of the infrastructure. This project is anticipated to be completed by late fall of 2025, to reduce flooding potential south of E Gage St. & Neyland Ave.

SW-3– E Country North Swale: This project, proposed for funding in 2027 in conjunction with Country Vista Rebuild (TP-2), includes the rehabilitation of a stormwater swale and installation of a replacement drywell on the northside of E Country Vista Drive, east of Kramer Parkway, at a natural low point in the roadway where roadway flooding occurs during peak storm events.

SW-4– Sprague/Molter Rd Intersection: This project proposes to install catch basins at the SW, SE, and NE corners of the Sprague Ave/Molter Rd intersection to convey and collect stormwater to a drywell system for infiltration within the City limits. Existing stormwater flows originating from E Sprague currently travel south along Molter Road into Spokane County. Funding is proposed for construction in 2029, to be completed in concert with the Sprague Avenue Rebuild project (TP-8).

6-YEAR PARKS & PUBLIC FACILITIES PLAN, 2026 -2031													NOTES:
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	2025	PROJECT TOTAL (2026-2031)	2026	2027	2028	2029	2030	2031	
PF-1	Plan	Master Facilities Plan	Public Works Yard	MFPA	\$ 55,000	\$ -							
PF-2	New Construction	Public Works Yard Development	Public Works Yard	REET 2	\$ 150,000	\$ 200,000	\$ 200,000						Install 1200 SF Facilities Building next to existing PW building
PF-3	Enhancement	Police Improvement Plan	Police Station	GF	\$ 100,000	\$ 520,521	\$ 75,000	\$ 79,350	\$ 83,952	\$ 88,822	\$ 93,973	\$ 99,424	Facility Improvements to maintain Accreditation Standards
PF-4	Enhancement	Future City Hall Facility Upgrade	23129 E Mission Ave	MFPA/GF/ REET	\$ 400,000	\$ 5,600,000	\$ 4,600,000	\$ 1,000,000					Cost shown are fully loaded cost for design in 2025, with construction in two phases (2026 & 2027) including soft cost, tax & inflationary adjustment.
PF-5	Enhancement	Public Art	TBD	GF	\$ 8,020	\$ 540,500	\$ 317,000	\$ 113,500	\$ 110,000	TBD	TBD	TBD	Based on Parks & Arts Commission Budget Request
PF-6	Maintenance	Pavillion Park Improvements	Pavilion Park	GF	\$ 306,273	\$ 1,210,000		\$ 374,000	\$ 378,000	\$ 16,000	\$ 442,000		2026 improvements moved to 2027, all others were pushed out a year. 2027= Replace main playground; seal coat and restripe parking lot , paint Pavillion , plus \$20K for fence
PF-7	Maintenance	Rocky Hill Park Improvements	Rocky Hill Park	GF	\$ 256,422	\$ 441,200	\$ 11,000			\$ 35,200		\$ 395,000	Replace inground sprinkler system; Seal coat and restripe parking lot
PF-8	Maintenance	Trailhead Improvements	Trailhead	Golf Ops		\$ 20,000	\$ 20,000						New benches for golf course
PF-9	Maintenance	Town Square Improvements	Town Square	GF/REET	\$ 2,200	\$ 60,500				\$ 60,500			Cost based upon Town Square Master Plan
PF-10	Maintenance	City Hall Building Asset Management	City Hall	GF		\$ 1,363,000			\$ 375,000	\$ 516,000	\$ 207,000	\$ 265,000	Replace Roof; Resurface Parking Lot
PF-11	Maintenance	Library Building /Police Station Asset Management	Library / Police Station	GF	\$ 75,000	\$ 1,229,300			\$ 2,800	\$ 66,500	\$ 550,000	\$ 610,000	
PF-12	Enhancement	Current City Hall Renovations	City Hall	GF	\$ 2,200	\$ 500,000			\$ 500,000				Convert City hall to Parks and Recreation Main facility; interior renovations and bldg system updates
PF-13	Plan/Report	Town Square Master Plan	Town Square	REET		TBD							TBD, pending completion of the Parks & Recreation Master Plan & Facilities Master Plan
PF-14	Enhancement	Renovation of Old Library Space for Police Department	Current Library	MFMP	\$ 2,200	\$ 2,000,000						\$ 2,000,000	Add'l \$2M in 2032; Phase 1 of Public Safety Facility Expansion into existing Library. May include Municipal Court construction
PF-15	New Construction	Trash Receptacle Enclosures	Orchard Park (2025); Ball Fields (2026)	REET1	\$ 24,000	\$ 28,000	\$ 28,000						Ballfield trash enclosure install; shifted enclosure for ballfields to 2026 due to increased material costs

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	2025	PROJECT TOTAL (2026-2031)	2026	2027	2028	2029	2030	2031	
PF-16	Enhancement	Maintenance Garage Expansion	City Hall	REET1	\$ 2,200	\$ 200,000	\$ 50,000	\$ 150,000					(2026) Upgrade facility electric and install insulation; (2027) Install 3200 SF covered storage building
PF-17	Plan /Report	Parks Master Plan	GF/City-wide	MFMP	\$ 200,000	\$ -							
PF-18	Preservation	Orchard Park Improvements	Orchard Park	GF		\$ 280,000	\$ 280,000						Tennis Court Resurfacing, concrete parking pad for maintenance building, fencing along south side of basketball court in 2026.
PF-19	New Construction	New Library	TBD	REET/GF/LIB CAP/OTHER?		\$ 10,000,000				\$ 10,000,000			Placeholder subject to future planning effort
PF-20	Enhancement	Security Cameras for Parks	Orchard, Rocky Hill, Pavillion, Town Square	GF	\$ -	\$ 85,000	\$ 85,000						Upgrade of camera system in all City Parks . Includes 16-20 state-of-the art dome and multi-sensor cameras, with 5-year licensing plus full installation.
PF-21	Preservation	Parking Lot Restoration Allotment	City-wide	REET1	\$ -	\$ 242,910	\$ 35,000	\$ 37,030	\$ 39,178	\$ 41,450	\$ 43,854	\$ 46,398	
YEARLY TOTAL							\$ 5,701,000	\$ 1,753,880	\$ 1,488,930	\$ 10,824,472	\$ 1,336,827	\$ 3,415,821	

Assumed Construction Cost Annual Inflation = 5.8%

2026 -2031 CAPITAL FACILITIES PLAN PROJECT DESCRIPTIONS

PARKS & PUBLIC FACILITIES PROJECT DESCRIPTIONS

PF-1 – Master Facilities Plan: Funded through a dedicated REET reserve fund, this Master Facilities Plan will provide a plan for facilities needed to serve the City at build out. Called for as part of the Liberty Lake Strategic Plan, this Buildout Master Plan will also inform the 20-year CFP. 2025 funding represents the balance of the Turner, Townsend & Heery contract.

PF-2 - Public Works Yard Development: \$150,000 was budgeted in 2025 for shop equipment, salt storage, fuel tank & security cameras. Funding in 2026 is proposed to allow the addition of a 1,200 sq. ft. building next to existing Public works building.

PF-3 – Police Improvement Plan: Annual facility improvements proposed for facility enhancements necessary to meet and maintain accreditation standards.

PF-4 – New City Hall Facility Upgrade: Funding for conversion of Legacy Church building to new City Hall. Cost shown are fully loaded cost for design in 2025, with construction in two phases (2026 & 2027) including soft cost, tax & inflationary adjustment.

PF-5 - Public Art: Funding request based upon the Parks & Art Commission requests for 2026-2029. Note that 2026 budget reflects the carryover of \$77,500 in funding in 2025.

PF-6- Pavillion Park Improvements: Proposed improvements for 2026 moved to 2027 include replacing the playground equipment; seal coating and restriping the parking lot; painting the Pavilion, plus \$20,000 for fence replacement.

PF-7 – Rocky Hill Park Improvements: Improvements include replacing inground sprinkler system, seal coating and restriping the parking lot.

PF-8 – Trailhead Improvements: New golf course benches proposed for 2026.

PF-9 - Town Square Improvements: Funding for maintenance of existing assets, as identified in the asset management software, is reflected in 2025 and 2029. Funding requests in 2027 and 2028 are to be determined, pending the outcome of the Town Square Master Plan (PF-18).

PF-10 - City Hall Building Asset Management: City Hall campus includes the main building, little house, maintenance shop and site. Deferral of City Hall asset management projects until 2028 to allow for completion of Facilities Master Plan in 2025 and completion of the Library project in 2025 & 2026.

PF-11 - Library / PD Site: HVAC Rooftop Unit upgrade in 2025. Asset Management maintenance activities for 2027 through 2030. Note that 2029 Asset maintenance projects were spread over 2029 and 2030. Note: Asset maintenance planned for 2029 spread over 2029 and 2030.

PF-12 – City Hall Renovations: Conversion of City Hall to Parks and Recreation main facility; interior renovations and building system updates following completion of the New City Hall Facility at Legacy Church (PF-4).

PF-13 – Town Square Master Plan: Master planning for the undeveloped portion of Town Square Park, with budget, timing and approach to be determined, as based on the outcome of the Parks Master Plan (PF-19), New Library/Community Center design (PF-20).

PF-14 – Renovation of Old Library Space for Police Department: \$2 million in 2031 for Phase 1 of Public Safety Facility Expansion into existing Library, with and additional \$2 million in 2032 for Phase 2. May include Municipal Court construction.

PF-15 – Installation of Trash Receptacle Enclosures: Construction of trash receptacle enclosure at Orchard Park in 2025, and the Ball Fields in 2026 to improve efficiency of Parks operation. Enclosure to be designed & constructed consistent with City Development Code standards (6 ft tall solid fence or masonry block enclosure, with fully sight-obscuring gates).

PF-16 – Maintenance Garage Expansion: Upgrade facility electric and add insulation in 2026. Install a 3,200 sq ft storage building in 2027.

PF-17 – Parks Master Plan: This Parks Master Plan is intended to provide a plan for parks facilities needed to serve the City at build out. This Parks Master Plan will be incorporated into the Periodic Comprehensive Plan Update and will serve as a basis for Parks funding in the 20-year Capital Facilities Plan to be included in the Comprehensive Plan Update.

PF-18- Orchard Park Improvements: Orchard Park Improvements in 2026 include tennis court resurfacing, installation of 20' x 20' concrete parking pad at the maintenance building, and adding fencing on the south side of the basketball court.

PF-19 – New Library: A proposed new library, at a location to be determined, is included as a placeholder, subject to future planning efforts.

PF-20 – Security Cameras for the Parks: Replacement of security cameras in all City-owned parks. Includes 16-20 new, state-of-the art dome and multi-sensor cameras, with 5-year licensing plus full installation.

PF-21 – Parking Lot Restoration: Annual allocation for parking lot maintenance, seal coating and striping at City Facilities.

2026-2031 LONG RANGE PLANNING CAPITAL PROJECTS												NOTES
LINE NO.	PROJECT NAME	FUNDING SOURCE	GRANT FUNDING	2025	PROJECT TOTAL (2026-2031)	2026	2027	2028	2029	2030	2031	
LR-1	SIGN CODE AMENDMENT	GF	N/A	\$ 90,000	\$ -							
LR-2	MISCELLANEOUS COMP PLAN ELEMENTS & MAPPING	COMMERCE	\$ 125,000	\$ 75,000	\$ 50,000	\$ 50,000						
LR-3	CLIMATE RESILIENCY CHAPTER- COMP PLAN	COMMERCE	\$ 500,000	\$ 120,000	\$ 350,000	\$ 350,000						
LR-4	DEVELOPMENT CODE CODIFICATION	GF	N/A				TBD					Dependant on number of pages in new development code.
LR-5	SOLID WASTE MANAGEMENT PLAN UPDATE	GF	N/A	\$ -	\$ 65,000	\$ 65,000						
LR-6	HARVARD ROAD MITIGATION FEE UPDATE	HRM	N/A	\$ -	\$ -	\$ -	\$ 135,000					
LR-7	ENGINEERING DESIGN STANDARDS UPDATE	GF	N/A	\$ -	\$ -		\$ 85,000					
LR-8	COMPREHENSIVE EMERGENCY MANAGEMENT PLAN FOR LIBERTY LAKE	GF	TBD	\$ -	\$ -	\$ -	\$ 200,000					
TOTAL			\$ 625,000	\$ 285,000	\$ 465,000	\$ 465,000	\$ 420,000	\$ -	\$ -	\$ -	\$ -	

GRANT CASH FLOW PROJECTION											
PROJECT NAME	FUNDING SOURCE	GRANT FUNDING	2025	PROJECT TOTAL (2026-2031)	2026	2027	2028	2029	2030	2031	
Periodic Comprehensive Plan Update Grant	Commerce	\$ 125,000	\$ 87,500	\$ 37,500	\$ 37,500						
Climate Resiliency Grant	Commerce	\$ 500,000	\$ 255,000	\$ 245,000	\$ 245,000						

2026 -2031 CAPITAL FACILITIES PLAN PROJECT DESCRIPTIONS

LONG RANGE PLANNING

LR-1 – Sign Code Amendment: Funding for a consultant contract to amend COLL Sign Code Ordinance to address requirements for content neutrality. Consultant work on the Sign Code Amendment is anticipated to be completed in 2025, with staff completing the engagement and adoption process in 2026.

LR-2 – Miscellaneous Comp Plan Elements & Mapping: Use of on-call Planning Services to assist with miscellaneous Comp Plan tasks, including but not limited to Critical area Ordinance checklist, mapping, assistance with public engagement materials, policy analyses, in support of the Periodic Comprehensive Plan Update. Cost for this project will be funded through the Comp Plan Periodic Update Grant from Washington Department of Commerce.

LR-3 – Climate Resiliency Chapter of the Comp Plan Periodic Update: Consultant contract spanning 2024 through the first half of 2026 to assist in the development of the Climate Element required as part of the Comp Plan Periodic update, as mandated by legislature. Cost for the consultant portion of the project is funded through a \$500,000 grant from Washington Department of Commerce for Climate Resiliency that has been spread over two biennia.

LR-4 – Codification of the Development Code: Following the completion of Development Code Update in late 2026, funding is proposed to codify the Development Code within Liberty Lake Municipal Code.

LR-5 – Solid Waste Management Plan Update: Update to the Liberty Lake Solid Waste Management Plan, as mandated by the Washington State Department of Ecology. Project funding is proposed for 2026.

LR-6 – Harvard Road Mitigation Fee Update: Following completion of the Periodic Comprehensive Plan Update, with its updated Transportation Element and 20-year Capital Facilities Plan, it will be necessary to update the Harvard Road Mitigation Fee Study. Funding for the update is proposed in 2027.

LR-7 – Engineering Design Standards Update: Following the adoption of the Development Code in 2026, it will be necessary to update our Engineering Design Standards. Funding for this project anticipates utilizing a consultant to update the standards drawings in 2027.

2026-2031 EQUIPMENT CAPITAL PURCHASES													
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	2025	PROJECT TOTAL (2026-2031)	2026	2027	2028	2029	2030	2031	NOTES:
ET-1	Leased Equipment	12M Grader lease	Public Works Yard	TBD	\$ 46,740	\$ 321,737	\$ 46,727	\$ 46,727	\$ 54,728	\$ 54,728	\$ 54,728	\$ 64,099	3 year lease starting in 2021. Assumes new lease every 3 years.
ET-2	Leased Equipment	926M Loader X2	Public Works Yard	TBD	\$ 35,500	\$ 309,396	\$ 45,093	\$ 45,093	\$ 52,649	\$ 52,649	\$ 52,649	\$ 61,262	3 year lease starting in 2021. Assumes new lease every 3 years.
ET-3	Leased Equipment	903 Mini Loader	Public Works Yard	TBD	\$ 18,334	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual lease.
ET-4	New Equipment	Asphalt Roller	Public Works Yard	TBD	\$ -	\$ 50,000		\$ 50,000					
ET-5	Replacement	Pickup 1 Ton- Mechanic	Maintenance Shop	PARKS,GF		\$ 78,000	\$ 78,000						
ET-6	New Equipment	JCB Mini Excavator	Public Works Yard	TBD		\$ 120,000				\$ 120,000			Upgrading size to cover operational requirements
ET-7	New Equipment	Dump Trailer	Public Works Yard	TBD	\$ 12,000	\$ -							
ET-8	Replacement	Zero Turn Mower	Public Works Yard	GF/TBD		\$ 20,000	\$ 20,000						
ET-9	Replacement	Eng Tech Vehicle	PW Yard	TBD	\$ 50,000	\$ -							
ET-10	Replacement	Kubota 60 in Mower	PW Yard	TBD			\$ 30,000						End of Service Life Replacement
ET-11	New Equipment	Ford Maverick (Gardener Vehicle)	PW Yard	GF/TBD			\$ 35,000						City Gardener Vehicle
ET-12	New Equipment	Vermeer Vacuum Excavator Trailer	PW Yard	GF/TBD/GOLF			\$ 45,000						Sprinkler Repair, Leaf Cleanup
ET-13	Replacement	Scissor Lift	PW Yard	TBD/GOLF			\$ 15,000						End of Service Life Replacement
ET-14	New Equipment	Skid/Steer W/Planer	PW Yard	TBD					\$ 120,000				Needed if In-house sidewalk repairs
ET-15	Replacement	UTV	Maintenance Shop	GF			\$ 47,000.00						Kubota UTV is at 2820 hours - Rocky Hill
ET-16	Replacement	Zero Turn	Maintenance Shop	GF			\$ 20,000.00						This mover is at 1528 for hours - Parks
ET-17	New Equipment	Events Trailer	Maintenance Shop	GF			\$ 16,000.00						This is a new trailer for rec to haul and store bounce houses
ET-18	Replacement	Reel Sharpener	Maintenance Shop	GOLF			\$ 80,000.00						Parts are no longer available
ET-19	Replacement	Greens Mower	Maintenance Shop	GOLF			\$ 60,000.00						over the next two years we will be changing out all Triplexes
YEARLY TOTAL, FLEET					\$ 162,573	\$ 899,133	\$ 537,820	\$ 141,820	\$ 227,377	\$ 227,377	\$ 107,377	\$ 125,361	

Federal Reserve 6 -Year Avg. PPI for Machinery & Equipment = 5.3%

FACILITY, UTILITIES & TRANSPORTATION CAPITAL PROJECTS BY OTHERS ¹													NOTES:
Facility & Utility Projects by Others													
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	Current 2025	PROJECT TOTAL (2025-2030)	2026	2027	2028	2029	2030	2031	
OT-1	Enhancement	Underground Utility Program (Liberty Lake Rd., Molter Rd., Mission Ave.)	Location TBD	GF	\$ 25,000	\$ 150,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
OT-2	New Construction	Harvard Road Trailhead Improvements	Centennial Trailhead @ Wellington & Harvard	OTR/TIF/LIFT	\$ 400,000	\$ -							
OT-3	Enhancement	HUB Facility Soccer Field & Parking Expansion	19619 E Cataldo Ave	OTR/TIF/LIFT	\$2,500,000	\$ 2,500,000			\$2,500,000				
OT-4	New Construction	North Liberty Lake Plaza	Northside of Indiana, across from Courtyard East Apartments	OTR/TIF/LIFT		\$ 1,600,000	\$ 1,600,000						
YEARLY TOTAL, FACILITY & UTILITY PROJECTS BY OTHERS							\$ 1,625,000	\$ 25,000	\$ 2,525,000	\$ 25,000	\$ 25,000	\$ 25,000	
Transportation Projects by Others													
OT-5	Enhancement	Harvard Road & Wellington Roundabout	Harvard Rd & Wellington Intersection	OTR/TIF/LIFT		\$ 958,000		\$ 958,000					
OT-6	New Construction	Transit Parking	Country Vista Dr, between Broadway & the Green Acres Flyover	OTR/TIF/LIFT		\$ 3,300,960			\$ 3,300,960				Moved out to 2028 per STA plan and adjusted for inflation
OT-7	New Construction	Cataldo Extension & Connection - Phase II	Western States Boundary to Mission Ave & Kramer	OTR/TIF/LIFT		\$ 4,802,000	\$ 4,802,000						Not likely to seek reimbursement until 2026
OT-8	New Construction	Kramer Parkway Construction	North of Mission	OTR/TIF/LIFT		\$ 1,400,000	\$ 1,400,000						Not likely to seek reimbursement until 2026
OT-9	New Construction	Indiana Extension	East of LLSWD	OTR/TIF/LIFT		\$ 400,000	\$ 400,000						Not likely to seek reimbursement until 2026
OT-10	New Construction	Harvest Parkway Extension	South of Mission	OTR/TIF/LIFT		\$ 2,344,000	\$ 2,344,000						Not likely to seek reimbursement until 2026
YEARLY TOTAL, TRANSPORTATION PROJECTS BY OTHERS COMBINED							\$ 8,946,000	\$ 958,000	\$ 3,300,960	\$ -		\$ -	
TOTAL, FACILITY, UTILITY & TRANSPORTATION PROJECTS BY OTHERS COMBINED							\$10,571,000	\$ 983,000	\$ 5,825,960	\$ 25,000		\$ 25,000	

¹Projects eligible for TIF/LIFT Reimbursement

Assumed Construction Cost Annual Inflation = 5.8%

2026 -2031 CAPITAL FACILITIES PLAN PROJECT DESCRIPTIONS

UTILITY & TRANSPORTATION PROJECTS BY OTHERS

Facility & Utility-Capital Projects by Others:

The following utility projects are developer-driven and will be constructed by others. They are included in the City's CFP, however, because they are eligible for reimbursement through TIF/LIFT.

OT-1 - Underground Utility Program: Fund in support of burial of utility lines as part of a developer driven project along Liberty Lake Rd., Molter Rd., Mission Ave. Funds accrue over time in support of such projects. The burial of utility lines as part of the Trailhead Clubhouse were accomplished utilizing the funds accrued from prior years.

OT-2 - Harvard Road Trailhead Improvements: These improvements, slated for the Centennial Trailhead at Wellington & Harvard, are being completed by Greenstone. Originally funded for 2024, they have been approved, and while the project will get underway in 2026.

OT-3 - Hub Facility Soccer Field & Parking Lot Expansion: The first phase of the HUB expansion (19619 E Cataldo Ave) has been constructed, with subsequent phases currently planned for 2028. Developer anticipates applying for full reimbursement for Phase 1 in 2025.

OT-4 - North Liberty Lake Plaza: To be located on the north side of Indiana Avenue, across from Courtyard East Apartments, this plaza and public gathering place is proposed by Greenstone to be constructed in 2025.

Transportation Capital Projects by Others:

The following transportation capital projects are developer driven and will be constructed by others. They are included in the City's CFP, however, because they are eligible for reimbursement through TIF/LIFT.

OT-5 - Harvard Road & Wellington Roundabout: Greenstone proposes construction of a roundabout at this intersection in 2027 to manage traffic generated from development in the NOLL District, as well as in Trutina.

OT-6 - Transit Parking: Spokane Transit Authority (STA) is proposing a new park & ride location in Liberty Lake as part of their planned High-Performance Transit Corridor along I-90 from West Plains to the State line, and eventually to Coeur d'Alene. STA has identified land acquisition in 2026, with build out in 2030.

OT-7 - Cataldo Extension & Connection, Phase II: The extension of Cataldo Avenue from the eastern edge of Western States property to connect to Mission Ave and Kramer Parkway is currently in design and will be constructed in 2025 as part of a planned Centennial Properties Binding Site Plan north of I-90, with requested reimbursement from TIF/LIFT anticipated in 2026.

OT-8 - Kramer Parkway Construction: The construction of Kramer Parkway north from Mission Ave to Indiana Ave is planned for construction in 2025, as part of required infrastructure improvements for River Crossing East and River Crossing 2020. Requested reimbursement from TIF/LIFT is anticipated in 2026.

OT-9 - Indiana Ave Extension: The extension of Indiana Avenue, east of LLSWD was constructed in 2025, as part of required infrastructure improvements for Trutina. Reimbursement is anticipated in 2026.

OT-10 – Harvest Parkway Extension: As part of the planned Binding Site Plan north of I-90, Centennial Properties is planning to extend Harvest Parkway south from the knuckle located southeast of Selkirk Middle School, to connect with Cataldo Avenue. That project is anticipated to be constructed in 2025, with reimbursement anticipated to be requested in 2026.

Potential Future Projects List					
Line No.	Project Type	Description	Location	Fund	Amount
UF-1	New Construction	Community/Senior Center	TBD	GF, REET	TBD
UF-2	New Construction	Dog Park	TBD	GF, REET	TBD
UF-3	Enhancement	Fallen Heroes Circuit Course	Orchard Park	GF, REET	TBD
UF-4	Enhancement	Community Gardens	Orchard Park	GF, REET	TBD
UF-5	Enhancement	Parking Lot Expansion	Rocky Hill Park	GF, REET	TBD
UF-6	Enhancement	Splash Pad	Rocky Hill Park	GF, REET	TBD
UF-7	Enhancement	Park Expansion	Town Square	GF, REET	TBD
UF-8	Enhancement	Protected Bike Lanes	TBD	GF, REET	TBD
UF-9	New Construction	Disc Golf Course	TBD	GF	TBD
UF-10	Enhancement	Restroom Facilities	Arboretum	GF	TBD
UF-11	Enhancements	Gazebos	Arboretum	GF	TBD
UF-12	New Construction	New Baseball Fields	TBD	GF	TBD
UF-13	Siting Study	Community Pool	TBD	GF	\$150,000



AGENDA ITEM NO.: 15.B.

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

For the Agenda Of: December 8, 2025

Subject: Second Read; Ordinance 313, An Ordinance of the City of Liberty Lake, WA adopting a budget for the period January 1, 2026 through December 31, 2026, appropriating funds and establishing salary schedules for established positions.

Dept of Origin: Finance and Admin Services

Dept. Head Approval: Kyle Dixon

Exhibit(s):
Ord 313 final, 2026.budget.edits

Expenditure Required	No
Budgeted	N/A
City Program	Budget development and management

Summary Statement

Second read and adoption of the 2026 annual budget. Approved edits to the 2026 preliminary budget include:

- Edits to Boards and Commissions summaries indicating they are advisory to Council
- Adjusting salaries for elected officials to reflect Salary Commission vote in November
- Reductions in General Fund expenses for facilities costs, special event services (July 4 event), and Pavillion Park improvements
- Reduction in revenue/expense in Tourism Capital Fund 116 to account for \$500,000 Trailhead prepayment processed in December
- Adjustments in REET 1/2 netting \$7,000 reduction in expenses

If council does not wish to proceed with Greater Spokane Inc membership (\$12k), budget can be adopted subject to its removal.

Recommended Action

Approve Ordinance 313

**ORDINANCE NO. 313
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2026, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS.

WHEREAS, state law requires the Mayor to prepare a preliminary budget for the City of Liberty Lake at least sixty (60) days before the beginning of the City's fiscal year beginning January 1, 2026 and ending December 31, 2026.

WHEREAS, the Mayor, in consultation with City Staff, has prepared and placed on file with the City Clerk a preliminary budget together with an estimate of the amount of money necessary to meet the expenses of the City, including payment of outstanding obligations;

WHEREAS, notice was posted and published that on October 8, 2025 and November 18, 2025, the City Council of the City of Liberty Lake would meet and receive public comment in the City Council chambers prior to the adoption of the budget;

WHEREAS, the attached 2026 Budget of the City of Liberty Lake reflects the provision of municipal services and programs that will enhance the public health, safety and welfare of the citizens; and

WHEREAS, the City Council has determined that the best interest of the City is serviced by adopting the budget set forth herein:

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

Section 1. Adoption of the Budget. The budget for the City of Liberty Lake for the year 2026 is hereby adopted at the fund level and as the balanced budget for the City with appropriations limited to the total estimated revenues and ending fund balance of the City. The final budget for \$32,843,745 attached hereto by this reference is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate fund of the City of Liberty Lake, and aggregate expenditures for all such funds for the year 2026 are set forth in a summary form in Exhibit A.

Section 2. Positions, Salary Schedules and Adjustments. The various positions and salary ranges for City employees are adopted in the form and amounts attached to this Ordinance as Exhibit B. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2026 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 3. Transmittal. A complete copy of the budget, as adopted, together with a copy of this Ordinance, shall be transmitted by the City Clerk to the State Auditor and to the Association of Washington Cities as per RCW 35A.33.075.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

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

PASSED by the City Council this _____ day of _____, 2025.

Mayor, Cris Kaminskas

ATTEST:

City Clerk, Rochelle Caton

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication: _____

Effective Date: _____

**City of Liberty Lake
2026 Budget Summary By Fund**

Exhibit A

FUND	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	\$ 8,296,975	\$ 13,647,645	\$ 19,336,176	\$ 2,608,444
Street Fund (Fund 110)	450,000	1,155,600	1,442,020	\$ 163,580
Parks & Arts Fund	30,000	287,000	317,000	\$ -
Tourism Promotion Fund	210,000	98,000	250,000	\$ 58,000
Tourism Promotion Capital Fund	30,000	75,000	105,000	\$ -
Tourism Promotion Area (TPA)	-	55,250	55,250	\$ -
Restricted Reserve	1,890,000	70,000	-	\$ 1,960,000
REET 1 Capital Projects Fund	2,250,000	670,000	2,663,213	\$ 256,787
REET 2 Capital Projects Fund	1,875,000	2,761,100	4,500,398	\$ 135,702
Street Capital Projects Fund	310,000	10,000	145,000	\$ 175,000
Henry Rd Project Fund	-	-	-	\$ -
Harvard Road Mitigation Fund	620,000	275,000	-	\$ 895,000
Library Capital Fund	175,000	5,000	180,000	\$ -
Municipal Facilities Fund Master Plan	200,000	5,000	205,000	\$ -
Police Capital Fund	65,000	500	65,500	\$ -
Community Messaging Fund	107,000	3,000	110,000	\$ -
Underground Utility Fund	120,000	27,500	147,500	\$ -
Building Contingency Fund	135,000	4,000	139,000	\$ -
Trailhead Improvements Project Fund	-	443,924	443,924	\$ -
Stormwater Utility Fund	120,000	93,000	213,000	\$ -
Aquifer Protection Fund	250,000	67,500	289,670	\$ 27,830
Golf Operations Fund	500,400	1,564,500	1,965,094	\$ 99,806
Unemployment Fund	-	15,000	15,000	\$ -
Health Reimbursement (Bridge) Fund	120,000	55,000	175,000	\$ -
Custodial Fund	-	81,000	81,000	\$ -
	<u>\$ 17,754,375</u>	<u>\$ 21,469,519</u>	<u>\$ 32,843,745</u>	<u>\$ 6,380,149</u>
Total Revenues & Expenditures		<u>\$ 39,223,894</u>		<u>\$ 39,223,894</u>

**CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2026**

Exhibit B

JOB TITLE	Full Time (FT) Part Time (PT)	# of Employees	2024 ADOPTED	2025 ADOPTED	2026 Proposed	Notes:
Section 2. EXECUTIVE						
City Administrator	FT	1	\$156,450 - \$176,188	\$161,769 - \$193,330	\$170,990 - \$204,349	
Executive Assistant	FT	1	\$52,374 - \$58,947	\$54,163 - \$64,709	\$57,241 - \$68,391	
Communication Specialist	FT	1	\$64,147 - \$72,238	\$66,331 - \$79,269	\$70,116 - \$83,783	
Section 3. FINANCE & ADMINISTRATIVE SERVICES						
Finance Director	FT	1	\$105,075 - \$118,332	\$112,227 - \$134,122	\$118,623 - \$141,767	
Human Resource Manager	FT	1	\$86,854 - \$97,811	\$92,065 - \$110,027	\$97,313 - \$116,298	
City Treasurer	FT	1	\$78,146 - \$88,005	\$80,870 - \$96,658	\$85,488 - \$102,170	
City Clerk	FT	1	\$66,061 - \$74,402	\$80,870 - \$96,658	\$85,488 - \$102,170	
Payroll Technician	FT	1	\$62,650 - \$70,554	\$64,833 - \$77,480	\$68,453 - \$81,806	
Procurement Specialist	FT	1	\$64,132-72,218	\$66,312 - \$79,248	\$70,092 - \$83,762	
IT Manager	FT	1	NA	\$92,065 - \$110,027	\$103,727 - \$123,989	
IT Technician	FT	1	NA	\$64,833 - \$77,480	\$64,833 - \$77,480	
Section 4. PUBLIC SAFETY***						
Chief of Police	FT	1	\$144,119 - \$155,999	\$149,090 - \$161,381	\$169,618 - \$180,000	
Evidence Custodian	FT	2	\$54,891 - \$61,818	\$64,833 - \$77,480	\$68,536 - \$81,910	
Investigative Analyst	FT	1	NA	\$68,095 - \$81,380	\$71,980 - \$86,029	
Police Officer	FT	17	\$67,068 - \$100,375	\$69,348 - \$103,789	\$72,360 - \$108,583	Add 1 officer
Lieutenant	FT	2	NA	\$127,462 - \$131,133	\$146,512 - \$155,477	
Police Sergeant	FT	4	\$109,555 - \$123,358	\$113,292 - \$127,462	\$122,213 - \$133,553	
Police Detective/Corporal/Investigator	FT	4	\$97,783 - \$110,398	\$101,109 - \$117,070	\$111,845 - \$122,213	
Deputy Chief of Police	FT	1	\$126,814 - \$137,268	\$131,133 - \$141,934	\$158,587 - \$168,308	
Section 5. PARKS MAINTENANCE						
Parks and Recreation Director	FT	1	\$105,075 - \$118,332	\$112,227 - \$134,122	\$118,624 - \$141,767	
Parks Superintendent	FT	1	\$81,370 - \$91,624	\$84,136 - \$100,568	\$88,932 - \$106,288	
Recreation Coordinator	FT	1	\$69,800 - \$78,603	\$72,176 - \$86,258	\$76,294 - \$91,167	
Parks Section Supervisor	FT	4	\$62,317 - \$70,179	\$68,556 - \$81,932	\$72,467 - \$86,611	
Parks Section Supervisor w/CDL	FT	1	\$63,357 - \$71,219	\$69,596 - \$82,972	\$73,507 - \$87,651	
Parks Maintenance	FT	8	\$42,058 - \$47,362	\$43,492 - \$51,980	\$45,968 - \$54,954	
Equipment Maint Tech	FT	1	\$55,973 - \$63,024	\$57,865 - \$69,160	\$61,173 - \$73,112	
Parks/Golf Maintenance Seasonal	PT	2	\$16.28 - \$18.34	\$16.66 - \$19.91	\$17.13 - 20.47	
Section 6. PUBLIC WORKS						
Public Works Director	FT	1	\$105,075 - \$118,332	\$117,217 - \$140,086	\$123,899 - \$148,071	
Project Manager	FT	1	\$81,370 - \$91,624	\$84,864 - \$101,442	\$89,918 - \$107,432	
Engineering Tech	FT	1	\$81,370 - \$91,624	\$84,864 - \$101,442	\$89,918 - \$107,432	
Public Works Section Supervisor	FT	3	\$62,317 - \$70,179	\$68,556 - \$81,932	\$72,467 - \$86,612	
Public Works Section Supervisor w/ CDL	FT	1	\$63,357 - \$71,219	\$69,596 - \$82,972	\$73,507 - \$87,652	
Public Works Maintenance I	FT	4	\$42,058 - \$47,362	\$43,492 - \$51,980	\$45,968 - \$54,954	
Public Works Maintenance w/ CDL I & II	FT	6	\$43,098 - \$48,402	\$44,532 - \$53,020	\$47,008 - \$61,901	
Public Works Seasonals	PT	2	\$16.28 - \$18.34	\$16.66 - \$19.91	\$17.13 - 20.47	
Section 7. COMMUNITY DEVELOPMENT						
Building Inspector	FT	2	\$67,038 - \$75,483	\$69,326 - \$82,868	\$73,279 - \$87,568	
Chief Building Inspector	FT	1	\$72,904 - \$82,098	\$86,570 - \$103,480	\$91,499 - \$109,346	
Director of Planning & Engineering	FT	1	\$113,363 - \$127,665	\$120,164 - \$143,609	\$127,014 - \$151,794	
City Engineer	FT	1	\$106,173 - \$119,568	\$109,782 - \$131,201	\$116,040 - \$138,679	
PEBS Technician	FT	2	\$60,611 - \$68,245	\$62,670 - \$74,901	\$66,248 - \$79,186	
Senior Planner	FT	1	\$83,582 - \$94,127	\$86,424 - \$103,286	\$91,351 - \$109,173	
Administrative Assistant	FT	1	\$46,509 - \$52,374	\$54,163 - \$64,709	\$57,241 - \$68,391	
Code Enforcement Officer	FT	1	\$60,611 - \$68,245	\$62,670 - \$74,901	\$66,248 - \$79,186	
Associate Planner	FT	1	\$71,500 - \$80,521	\$73,931 - \$88,355	\$78,145 - \$93,391	
Section 8. LIBRARY						
Director of Library Services	FT	1	\$80,689 - \$90,869	\$83,433 - \$99,711	\$88,189 - \$105,394	
Librarian	FT	2	\$54,184 - \$61,006	\$56,035 - \$66,955	\$59,238 - \$70,783	
Librarian	PT	0	\$26.05 - \$29.33	\$26.94 - \$32.19	\$28.48 - \$34.03	
Library Clerk	PT	2	\$16.28 - \$18.34	\$16.66 - \$19.91	\$17.13 - \$20.47	
Library Technician I	PT	3	\$18.01 - \$20.28	\$18.62 - \$22.26	\$19.68 - \$23.51	
Library Associate	FT	1	\$44,699 - \$50,357	\$46,217 - \$55,204	\$48,859 - \$58,406	
Library Associate Lead	FT	1	\$45,219 - \$50,877	\$46,737 - \$55,724	\$49,379 - \$58,927	
Section 9. TRAILHEAD GOLF COURSE						
Golf Professional	FT	1	\$62,921 - \$70,860	\$65,061 - \$81,868	\$72,160 - 86,238	
Assistant Pro	FT	1	\$44,075 - \$49,629	\$45,572 - \$54,455	\$63,440 - \$75,795	Crew lead adj.
Golf - PGA	FT	4	\$42,058 - \$47,362	\$43,492 - \$51,980	\$43,493 - \$51,979	Add 1 FTE
Pro Shop	PT	2	\$16.28 - \$18.34	\$16.66 - \$19.91	\$17.13 - \$20.47	
Pro Shop Seasonal	PT	2	\$16.28 - \$18.34	\$16.66 - \$19.91	\$17.13 - \$20.47	

NOTES:

COLA is proposed at 5.7% for 2026 for all non bargained FTE's

***Uniformed officers eligible for specialty, education & longevity pay in addition to base salary

Minimum wage increase from \$16.66 to \$17.13 for 2026

Employee Count

FT	98
PT	13

CITY OF LIBERTY LAKE APPOINTED BOARDS AND COMMISSIONS

City of Liberty Lake Planning Commission: is the advisory committee which studies and makes recommendations to the Mayor and City Council for Liberty Lake's future growth through continued review of the City's comprehensive land use plan, zoning code (or development regulations), shoreline management, environmental protection, transportation system, capital improvements and other matters as directed by the City Council. Members of the Planning Commission shall be nominated by the Mayor and confirmed by a majority vote of at least four (4) members of the City Council. Planning Commissioners shall be selected without respect to political affiliations and shall serve without compensation. The Planning Commission shall consist of seven voting (7) members, with up to two adjunct members. At least five (5) voting members shall reside within the City of Liberty Lake.

Civil Service Commission: was established for the City Police Department to be operated and governed in accordance with RCW Chapter 41.12. Employees subject to civil service shall include all full-time employees of the police department including the Chief of Police. The Civil Service Commission is composed of three (3) persons. No person shall be appointed to the Commission who is not a citizen of the United States, a resident of the City of Liberty Lake for at least three (3) years preceding appointment, and an elector of Spokane County. At the time of appointment, not more than two (2) Commissioners shall be adherents of the same political party. The Commissioners shall be appointed by the Mayor.

Liberty Lake Library Board of Trustees: is the advisory committee authorized to adopt bylaws, rules, and regulations for the guidance of the Board of Trustees and for the use of the Liberty Lake Municipal Library. The Board makes recommendations to the City Council concerning functions, authority, compensation and duties of the City Librarian, annually submits to the City Council a budget containing detailed estimates of the amount of money necessary for the library for the ensuing year, and performs any and all other acts necessary for the orderly and efficient management and control of the library. The Liberty Lake Library Board of Trustees is comprised of five (5) individuals appointed by the Mayor and confirmed by the City Council.

Liberty Lake Parks and Art Commission: is the advisory committee that reviews and makes recommendations concerning the City's art decisions and any future comprehensive arts program; provides recommendations regarding the acquisition and development of park areas; serves as the City Forestry Board and oversees the Urban Forestry Program; reviews and makes recommendations regarding the implementation of the City Parks, Recreation and Open Space Plan; reviews art and park related proposals; acts as an advisory board for the Tree City, USA and Bicycle Communities Programs; completes regular reviews of fees and charges for services; explores ways and methods of obtaining private, local, state and federal funds for special projects in the City's parks, trails and open space; advocates for healthy and active life styles and promotes the quality of life that is provided through the City's parks, trails and open space. The Liberty Lake Parks and Art Commission is comprised of eight (8) members who are appointed by the Mayor and approved by the City Council. They do not receive compensation for their services.

Liberty Lake Salary Commission: sets the salaries of the Mayor and City Council of the City of Liberty Lake. The Liberty Lake Salary Commission shall be composed of three (3) members appointed by the Mayor with confirmation by the City Council. No member shall be an officer, official, or employee of the City of Liberty Lake or any of his or her immediate family members.

CITY OF LIBERTY LAKE APPOINTED BOARDS AND COMMISSIONS

Liberty Lake Youth Commission: is a student advisory council consisting of nine (9) members who shall be appointed by the Mayor and confirmed by the City Council. The Board members, at the time of appointment, shall be enrolled in grades 8 through 12, and reside within the boundaries of the Central Valley School District during the member's term. A minimum of six (6) of the Board's members shall reside in the City of Liberty Lake

Liberty Lake Lodging Tax Advisory Committee: is the advisory committee responsible for reviewing and making recommendations on the use of lodging tax funds. There is a 3.3% lodging tax in the City of Liberty Lake and those funds are used for the cost of tourism promotion, acquisition of tourism-related facilities or operations of tourism-related facilities. The Liberty Lake Advisory Committee shall be composed of five (5) members appointed by the Mayor with confirmation by the City Council. Two (2) members of the Committee shall be representatives of businesses required to collect the tax and, at least two (2) members shall be persons involved in activities authorized to be funded by the collected revenue. The fifth member of the Committee shall be an elected official of the City.

Community Engagement Commission: serves in an advisory capacity to the Mayor and City Council advocating for the active engagement of all residents through a variety of methods and platforms to ensure sufficient opportunities for citizens to meaningfully engage and offer their perspective to the Mayor and Council. The Community Engagement Commission consists of nine (9) members with the goal to have a balanced body of representation in the City's neighborhoods.

**City of Liberty Lake
Budget Summary by Expenditures**

	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
001 General Fund				
511 Legislative	\$ 113,675	\$ 136,271	\$ 148,310	\$ 145,210
513 Executive	481,145	570,158	618,500	680,160
514 Finance	3,289,823	1,614,039	4,802,228	4,860,750
515 Legal	72,000	72,000	72,000	72,000
521 Public Safety	4,422,332	5,145,324	6,000,000	7,222,636
558 Community Development	1,250,479	1,603,215	1,918,051	1,973,930
572 Library	620,990	675,001	754,535	827,150
576 Parks Maintenance	2,294,215	3,143,738	3,027,150	3,554,340
Total of General Fund	\$ 12,544,711	\$ 12,959,746	\$ 17,340,774	\$ 19,336,176

	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
All Other Funds				
002 American Rescue Plan Act Fund	\$ 979,040	\$ -	\$ -	\$ -
110 Public Works - Street Operations	1,230,750	1,213,592	1,724,530	1,442,020
111 Parks & Arts Fund	36,046	20,810	162,500	317,000
115 Tourism Promotion Fund	64,174	55,000	250,000	250,000
116 Tourism Promotion Capital Fund	-	-	545,000	105,000
117 Tourism Promotion Area (TPA)	76,394	54,199	130,250	55,250
120 Restricted Reserve	-	-	-	-
310 Capital Projects Fund	577,761	699,792	2,961,185	2,663,213
311 Special Capital Projects Fund	2,025,000	1,378,559	2,425,700	4,500,398
312 Street Capital Projects Fund	-	116,949	825,500	145,000
319 Henry Rd Project	-	-	-	-
320 Harvard Road Mitigation Fund	615,745	267,057	116,000	-
330 Library Capital Fund	-	49,861	3,993,228	180,000
331 Municipal Facilities Fund Master Plan	-	58	319,515	205,000
334 Police Capital Fund	41,154	72,175	50,000	65,500
335 Community Messaging Fund	-	-	109,500	110,000
336 Underground Utility Fund	12,453	-	-	147,500
337 Building Contingency Fund	-	-	134,000	139,000
338 Trailhead Improvements Project Fund	4,117,835	1,306,917	1,605,000	443,924
410 Stormwater Utility Fund	159,405	134,790	179,506	213,000
411 Aquifer Protection Fund	262,421	46,868	301,500	289,670
420 Golf Operations Fund	1,119,362	1,442,570	1,661,301	1,965,094
501 Unemployment Fund	1,822	1,469	15,000	15,000
502 Health Reimbursement (Bridge) Fund	32,739	53,975	175,000	175,000
630 Custodial Fund	46,121	66,545	81,000	81,000
Total Expenditures for All Other Funds	\$ 11,398,222	\$ 6,981,186	\$ 17,765,215	\$ 13,507,569

GRAND TOTAL FOR ALL FUNDS \$ 23,942,933 \$ 19,940,932 \$ 35,105,989 \$ 32,843,745

**Legislative
General Fund 001**

Account Description	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed	% Change
Salaries & Wages	\$ 54,731	\$ 68,839	\$ 74,000	\$ 78,960	7%
Benefits	4,506	5,743	5,160	5,950	15%
Supplies	692	829	1,500	1,500	0%
Services & Charges	53,746	60,860	64,650	55,800	-14%
Capital Outlay	-	-	3,000	3,000	0%
Legislative Total	\$ 113,675	\$ 136,271	\$ 148,310	\$ 145,210	-2%

Legislative costs are expenditures associated with City Council activities.

Notes

Salaries & Wages Councilmember Salaries set by Salary Commission. 7% increase for 2026

Services & Charges Meeting management software, election costs, annual memberships and trainings. Recent service increases for hearing examiner costs.

Position Summary	2023	2024	2025	2026	% Change
<u>Elected</u> Councilmember	7	7	7	7	0

**Executive
General Fund 001**

Account Description	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed	% Change
Salaries & Wages	\$ 290,741	\$ 309,440	\$ 327,600	\$ 351,980	7%
Benefits	91,537	95,247	100,600	105,680	5%
Supplies	1,382	2,451	15,000	10,000	-33%
Services & Charges	85,484	151,020	168,800	194,000	15%
Leases (SBITA)	-	-	-	12,000	
Capital Outlay	-	-	6,500	6,500	0%
Executive Total	\$ 469,144	\$ 558,158	\$ 618,500	\$ 680,160	10%

Executive costs are expenditures associated with Mayor, City Administrator, Front Desk Reception (Office Asst.), Communications Specialist, and Community Engagement Commission activities.

Notes:

Salaries & Wages Salary Commission sets Mayor's salary. Executive staff salary increases include 5.7% increase plus step.

Services & Charges Includes Community Engagement software Zencity, website software, priority based budgeting software, annual memberships and conferences, Liberty Lake Splash agreement, annual dues for Greater Spokane Inc and Spokane Valley Chamber of Commerce and supplies for Community Engagement Commission

Position Summary	2023	2024	2025	2026	% Change
<i>Elected</i>					
Mayor	1	1	1	1	
<i>Full Time</i>					
City Administrator	1	1	1	1	
Office Assistant	1	1	1	1	
Comm. Specialist	1	1	1	1	
Total FTE Positions	3	3	3	3	0%

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 19:55:16 Date: 10/22/2025

Page: 1

001 General Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
513 10 10 01 Mayor-Salaries & Wages	30,000.00	28,750.00	30,000.00	25,325.00	32,500.00	34,380.00	Salaries for elected officials set by Salary Commission in Oct/Nov. kd
513 10 10 02 Executive-Salaries & Wages	246,418.08	258,851.64	277,727.27	231,584.79	291,900.00	314,400.00	Placeholder increases for existing salaries and benefits for all depts is 7.7%(COLA 2.7%,step 2%, adjustment 3%) kd
513 10 10 03 Executive-Overtime	3,035.85	3,139.71	1,712.89	1,028.25	3,200.00	3,200.00	NC
010 Salaries and Wages	279,453.93	290,741.35	309,440.16	257,938.04	327,600.00	351,980.00	
513 10 20 01 Executive-Social Security & Medicare	5,847.80	5,937.73	6,286.05	5,254.96	6,400.00	6,600.00	
513 10 21 05 Executive-Retirement	30,571.50	33,320.72	35,569.28	29,491.43	37,440.00	39,200.00	
513 10 22 04 Executive-Medical/Life/LTD	37,010.82	43,191.31	43,652.07	37,752.30	45,450.00	48,000.00	
513 10 23 02 Executive-Labor & Industries	755.87	953.58	1,086.32	901.09	980.00	1,200.00	
513 10 24 01 Paid Family And Medical Leave-Mayor	48.24	62.78	63.36	62.88	75.00	80.00	
513 10 24 02 Paid Family And Medical Leave	382.11	564.21	585.92	574.78	0.00	700.00	
513 10 24 03 Paid Family And Medical Leave-Executive	4.90	6.94	3.62	2.59	655.00	0.00	Condensing PFML lines. removing line item kd
513 10 24 04 Moving Expense-Executive	11,627.23	0.00	0.00	0.00	0.00	0.00	
513 10 28 00 HRA VEBA-Executive	10,080.00	7,500.00	8,000.00	8,250.00	9,600.00	9,900.00	
020 Personnel Benefits	96,328.47	91,537.27	95,246.62	82,290.03	100,600.00	105,680.00	
513 10 31 00 Executive Supplies	2,799.17	1,381.88	2,450.73	3,097.58	15,000.00	10,000.00	Staff and CEC office, farmers market, other engagement supplies kd
030 Supplies	2,799.17	1,381.88	2,450.73	3,097.58	15,000.00	10,000.00	
513 10 41 00 Executive-Professional Services	38,494.40	3,243.26	67,789.66	86,937.13	86,000.00	103,000.00	PBB software and support 60k, Zencity public engagement software 14K, SeeClickFix CRM software 8k, Placer AI annual subscription 20k, Zoom kd
513 10 41 01 Executive Professional Services-Public Information	0.00	3,267.00	7,716.20	0.00	6,000.00	6,000.00	NC
513 10 42 00 Executive - Communications	1,477.99	2,294.18	2,877.52	2,240.04	2,300.00	3,000.00	
513 10 43 00 Executive Travel-Lodging,Meals,Mileage	13,710.76	8,978.08	16,804.49	9,935.62	16,000.00	17,500.00	Annual conferences for NLC, ICMA, AWC, GFOA etc.. kd
513 10 49 00 Dues,Subscriptions,Mbrships,Registrations	4,779.89	16,426.83	13,938.35	11,123.83	17,000.00	17,000.00	NC annual memberships for NLC, ICMA, AWC, INP, GFOA, SRTC etc.. kd
558 70 41 00 Econ. Dev. - Advertising	15,540.00	16,275.00	19,394.00	10,878.00	18,500.00	21,500.00	Splash agmt kd

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 19:55:16 Date: 10/22/2025

Page: 2

001 General Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
558 70 49 00 Econ. Dev. - Dues,memberships,registrations	36,000.00	35,000.00	22,500.00	11,140.00	23,000.00	26,000.00	Greater Spokane Inc 12k Valley Chamber 10K annual memberships. Other misc. conference registrations kd
040 Services	110,003.04	85,484.35	151,020.22	132,254.62	168,800.00	194,000.00	
594 13 64 00 Executive-Furniture,Computers&Equip	976.83	0.00	0.00	4,488.29	6,500.00	6,500.00	
060 Capital Outlays	976.83	0.00	0.00	4,488.29	6,500.00	6,500.00	
591 13 70 00 SBITA-Executive	0.00	0.00	0.00	0.00	0.00	12,000.00	Subscription based IT arrangements. Portion of PBB, Zencity etc.. kd
070 Debt Service	0.00	0.00	0.00	0.00		12,000.00	
513 Executive	489,561.44	469,144.85	558,157.73	480,068.56	618,500.00	680,160.00	

**Parks Maintenance & Operations
General Fund 001**

Account Description	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed	% Change
Salaries & Wages	\$ 1,121,223	\$ 1,356,093	\$ 1,542,240	\$ 1,605,400	4%
Benefits	441,576	511,089	507,710	579,570	14%
Supplies	161,246	218,703	204,950	207,750	1%
Services & Charges	315,170	339,138	361,800	434,620	20%
Capital Outlay	244,682	713,730	409,950	727,000	77%
Parks Total	\$ 2,283,897	\$ 3,138,753	\$ 3,026,650	\$ 3,554,340	17%

Notes

Salaries & Wages	5.7% increase, 2% step; minor changes to allocations between Public Works
Supplies	Primary reduction splitting supplies between various departments, support for annual events and various improvements at parks and arboretum. Inclusion of horticulture supplies
Services	Major increase in budgeted expense for expanded July 4 festivities celebrating City & US milestones (one-time expense); support for new winter event
Capital Outlay	CFP projects PF-3,19,21; various CFP equipment purchases

Position Summary	2023	2024	2025	2026	Change
<u>Full Time</u>					
Operations & Maintenance Director	1	1	1	1	0%
Parks Superintendent	0	1	1	1	0%
Recreation Coordinator	0	1	1	1	0%
Section Leads	6	4	5	5	0%
Park Facilities Maintenance	19	8	10	10	0%
Equipment Maint Tech	0	1	1	1	0%
Total FTE Positions	26	16	19	19	0%
<u>Part Time</u>					
Park Facilities Maintenance	1	0	0	0	
Park Maintenance Seasonal	10	6	4	4	0%

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 20:29:13 Date: 10/22/2025

Page: 3

001 General Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
576 80 31 65 Centennial Trail Supplies	302.22	186.64	1,477.92	823.09	1,500.00	3,000.00	Add \$1500 due to additional park amenities/restroom added by Greenstone in 2025. JC
576 80 32 00 Parks Fuel Consumed	10,455.13	6,804.58	11,804.67	12,523.35	9,000.00	11,000.00	Increasing due to anticipated usage by end of 2025. JC
576 80 32 15 Ballfields Fuel Consumed	0.00	0.00	1,905.17	1,873.76	1,200.00	1,200.00	NC. Removing ballfields game prep for 2026. JC
576 80 32 45 Orchard Park Fuel Consumed	1,247.03	2,181.48	3,521.20	2,070.40	1,000.00	1,500.00	Accounting for anticipated usage by end of 2025. JC
576 90 30 00 Other Park Facilities-Trails Supplies	0.00	0.00	0.00	0.00	200.00	0.00	NB
030 Supplies	147,381.17	161,246.12	218,703.19	209,838.84	204,950.00	207,750.00	
518 30 41 00 Central Services-Professional Services	36,347.24	74,977.72	85,199.95	115,992.08	75,000.00	75,000.00	NC
518 30 41 10 Facility - Professional Services_City Hall	0.00	0.00	0.00	0.00	0.00	15,000.00	Moved from Centralized Services-Professional Services. Accounts for City Hall facility services i.e. HVAC, janitorial, fire suppression. BT
518 30 47 00 Facility - Utilities_City Hall	23,220.48	27,574.83	31,896.57	26,661.53	27,000.00	33,500.00	Updated to account for rising utility costs. BT
553 60 41 00 Weed Control Professional Services	0.00	4,573.80	5,341.02	51.50	500.00	500.00	
571 00 41 00 Recreational Activities Professional Services	0.00	716.67	2,486.90	11,752.82	20,000.00	27,000.00	Increase by \$7k due to new recreation programming structure in 2026. Agreements will be put in place where the city receipts all funds from programming and issues the 80% to the vendor. This will be new and different in 2026. JC

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 20:29:13 Date: 10/22/2025

Page: 4

001 General Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
571 00 41 05 Special Events Professional Services	80,090.97	70,224.55	67,218.08	76,845.73	86,500.00	110,000.00	Increase in entertainment, services, programming for city events, including new events such as the City birthday and the new winter event. The main added expenditure is coming from the new increase in the fireworks which may largely be a one-time expense for the special July 4 event. \$6k has been moved to Business and Community support line item to support non-profit co-sponsors with annual events. \$12k removed from this line item and moved to Special Events supplies line to account for loss of WinterGlow and addition of city winter event. JC
571 00 41 07 Special Events Business & Community Support	2,858.72	3,406.28	5,608.50	1,266.67	0.00	6,000.00	Moved \$6000 out of Special Events Prof. Services line and shifted to this one. These expenditures are specifically supporting non-profit co-sponsors of annual events. JC
571 00 47 00 Special Events Utilities-Elec/Gas,Wtr/Swr,Trsh	0.00	0.00	0.00	2,329.34	4,500.00	4,500.00	NC. JC
571 00 49 00 Recreational Activities-Membership,Dues,Subscriptions,Communication,Travel	0.00	0.00	0.00	0.00	0.00	1,700.00	Adding annual WFEA conference and meetings/membership; WRPA dues and annual meeting. JC
571 80 43 00 Recreational Activities-Loding, Meals, Mileage	0.00	0.00	0.00	0.00	0.00	1,200.00	For travel expenses to WRPA and WFEA meetings and conferences. JC
576 80 41 00 Parks-Professional Services	30,359.08	31,601.70	27,343.97	32,226.77	52,600.00	30,000.00	Decrease due to anticipated usage by end of 2025 and historical usage. JC
576 80 41 01 Unemployment Claims-Parks	11,052.00	0.00	17.10	4,225.43	5,000.00	5,000.00	
576 80 41 15 Ballfields-Professional Services	2,792.46	2,673.20	3,081.67	1,036.61	3,000.00	3,000.00	No change. JC
576 80 41 25 Pavillion Park-Professional Services	5,695.57	12,814.25	11,472.39	6,228.49	12,000.00	12,000.00	NC. JC
576 80 41 35 Town Square-Professional Services	1,742.51	2,398.24	1,501.23	1,089.34	2,000.00	4,000.00	
576 80 41 45 Orchard Park-Professional Services	11,677.21	5,973.22	4,703.39	6,324.32	7,000.00	7,000.00	NC. JC
576 80 41 55 Rocky Hill Park-Professional Services	6,569.83	5,232.50	1,732.95	6,526.73	6,000.00	6,000.00	NC. JC
576 80 41 65 Centennial Trail Professional Services	631.62	696.96	1,109.78	3,409.12	700.00	4,000.00	Increasing to accommodate annual EcoCounter fee and winter restroom rental. JC
576 80 42 00 Parks-Telephone,Internet,Postage	7,808.17	10,112.03	12,345.95	8,042.45	8,000.00	12,000.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 20:29:13 Date: 10/22/2025

Page: 5

001 General Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
576 80 42 15 Ballfields-Telephone,Internet,Postage	1,020.00	85.00	0.00	0.00	0.00	720.00	Working to add correct expenditures to this line item. JC
576 80 42 35 Town Square-Telephone,Internet,Postage	0.00	850.00	1,020.00	850.00	800.00	800.00	NC. JC
576 80 42 45 Orchard Park-Telephone,Internet,Postage	1,020.00	1,659.53	1,500.48	1,210.36	1,200.00	1,200.00	NC. JC
576 80 42 55 Rocky Hill Park-Telephone,Internet,Postage	1,020.00	1,020.00	1,020.00	835.00	1,000.00	1,000.00	NC. JC
576 80 43 00 Parks Travel-Lodging,Meals,Mileage	0.00	0.00	2,526.11	996.91	3,000.00	3,000.00	NC. JC
576 80 47 01 Parks Utilities-Elec/Gas,Wtr/Swr,Trsh	1,223.10	2,016.65	1,538.34	83.89	1,500.00	1,500.00	NC. JC
576 80 47 15 Ballfields Utilities-Elec/Gas,Wtr/Swr,Trsh	2,102.59	2,169.83	2,538.94	2,010.56	2,000.00	2,500.00	
576 80 47 25 Pavillion Park Utilities-Elec/Gas,Wtr/Swr,Trsh	9,382.68	10,405.15	10,676.33	6,853.76	8,000.00	11,000.00	
576 80 47 35 Town Square Utilities-Elec/Gas,Wtr/Swr,Trsh	5,075.80	7,114.24	5,415.00	4,767.66	3,500.00	5,500.00	Accounting for slight increases in irrigation and power. JC
576 80 47 45 Orchard Park Utilities-Elec/Gas,Wtr/Swr,Trsh	14,378.67	16,802.04	26,631.25	20,344.00	16,000.00	24,000.00	Increase to accommodate usage trend
576 80 47 55 Rocky Hill Park Utilities-Elec/Gas,Wtr/Swr,Trsh	10,910.04	14,939.06	18,200.23	14,870.26	10,000.00	20,000.00	Increase to accommodate usage trend
576 80 49 01 Parks-Registration Fees,Mbrships	2,337.14	5,132.23	7,012.24	5,352.62	5,000.00	6,000.00	
040 Services	269,315.88	315,169.68	339,138.37	362,183.95	361,800.00	434,620.00	
594 18 60 02 Small_Attractive Items - Central Services	0.00	0.00	8,132.10	1,753.43	3,000.00	8,000.00	
594 18 62 00 Central Services - Buildings & Structures	13,297.13	35,620.00	161,606.58	0.00	0.00	75,000.00	CFP PF-3 PD facility improvements kd
594 18 62 03 Central Services - City Hall Parking Lot Reconfiguration	0.00	0.00	24,089.00	0.00	0.00	0.00	
594 18 64 00 Central Services-Furniture,Computers&Equip	24,765.62	73,202.98	25,185.75	28,446.52	25,000.00	38,000.00	
594 76 60 06 Small_Attractive Items - Parks	0.00	694.59	3,871.47	4,272.76	2,500.00	4,000.00	Increase to accommodate anticipated usage in 2025 by end of year. JC
594 76 63 01 Parks-Other Improvements	28,952.84	-627.38	0.00	10,900.00	24,000.00	85,000.00	CFP PF-21 Camera upgrades at all parks kd
594 76 63 05 Arboretum-Other Improvements	0.00	0.00	14,715.00	0.00	0.00	0.00	
594 76 63 06 Pavillion Park - Other Improvements	0.00	30,018.07	112,257.44	0.00	0.00	0.00	CFP PF-6 replace main playground; seal coat and restripe parking lot; fencing
594 76 63 07 Rocky Hill - Other Improvements	0.00	25.00	134,049.32	0.00	0.00	11,000.00	Replace inground sprinkler system; seal coat and restripe parking lot

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 20:29:13 Date: 10/22/2025

Page: 6

001 General Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
594 76 63 12 Orchard Park-Capital Expenditures/Expenses	42,624.50	0.00	0.00	0.00	0.00	250,000.00	CFP PF-19 tennis court resurfacing, concrete parking pad, fencing kd
594 76 64 01 Parks-Furniture,Computers&Equip	105,672.45	105,749.01	229,823.57	420,966.24	355,450.00	256,000.00	CFP equipment items ET5, 8, 11, 12, 13, 15, 16, 17
060 Capital Outlays	215,312.54	244,682.27	713,730.23	466,338.95	409,950.00	727,000.00	
576 Park Facilities	1,885,527.60	2,283,896.58	3,138,754.12	2,804,139.57	3,026,650.00	3,554,340.00	

**Capital Projects Fund Resources
REET 1 Capital Project Fund 310**

Account Description	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed	% Change
Beginning Balances	\$ 901,124	\$ 1,019,321	\$ 2,325,000	\$ 2,250,000	-3%
Taxes-REET 1st Quarter Percent LIFT-Local	640,334	656,744	600,000	620,000	3%
Grants,Entitlements & Other Payments	-	1,344,934	300,000	-	-
Interest & Other Earnings	55,623	88,937	45,000	50,000	11%
Capital Projects Fund Total Resources	\$ 1,597,081	\$ 3,109,936	\$ 3,270,000	\$ 2,920,000	-11%

**Capital Projects Fund Uses
REET 1 Capital Projects Fund 310**

Account Description	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed	% Change
Salaries & Wages	-	84,614	251,897	185,000	-27%
Benefits	-	35,785	105,788	78,610	-26%
Capital Outlay	377,761	179,392	703,500	2,399,603	241%
Annual Trailhead Repayment	200,000	400,000	900,000	-	-100%
Other Financing Uses, Transfer - Out	-	-	1,000,000	-	-
Capital Projects Fund Total Uses	\$ 577,761	\$ 699,791	\$ 2,961,185	\$ 2,663,213	-10%

Notes

Revenue

REET 1, or the "first quarter percent" is a 0.25% Real Estate Excise Tax on the sale of real property and is used primarily for capital projects identified in the Capital Facilities Plan

Salaries and Wages

Public Works Director salary allocation = 50%; Engineering Tech salary allocation = 80%

**Annual Trailhead
Repayment**

REET 1 will no longer be used as annual support for repayment of Trailhead Financing. Not recommending annual prepayment from REET 1 provided for in 2025 budget

Capital Outlay

Several CFP projects; \$1.9 million towards new city hall design and construction

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 20:43:58 Date: 10/22/2025

Page: 2

310 REET 1 Capital Projects Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
040 Services	0.00	0.00	0.00	0.00			
594 18 10 00 Capital Expenditures/Expenses - Central Services Salaries/Wages	0.00	0.00	42,307.22	45,945.71	135,968.00	92,500.00	
595 30 10 00 Capital Expenditures/Expenses - Roadway Salaries & Wages	0.00	0.00	42,307.12	45,945.71	115,929.00	92,500.00	No Proj. Mgr currently on staff. Capacity available if brought on later in 2026 kd
010 Salaries and Wages	0.00	0.00	84,614.34	91,891.42	251,897.00	185,000.00	
594 18 20 01 Capital Expenditures/Expenses - Central Services Medicare	0.00	0.00	597.19	651.69	1,972.00	1,950.00	
594 18 21 05 Capital Expenditures/Expenses - Central Services Retirement	0.00	0.00	5,386.57	5,809.34	17,338.00	17,500.00	
594 18 22 04 Capital Expenditures/Expenses - Central Services Medical/Life/LTD	0.00	0.00	10,851.07	9,116.48	29,142.00	17,000.00	
594 18 23 02 Capital Expenditures/Expenses - Central Services Labor & Industries	0.00	0.00	702.08	819.83	1,000.00	1,200.00	
594 18 24 00 Capital Expenditures/Expenses - Central Services PFML	0.00	0.00	89.34	112.57	142.00	140.00	
594 18 28 00 Capital Expenditures/Expenses - Central Services VEBA	0.00	0.00	266.67	1,705.00	3,300.00	6,600.00	
595 30 20 01 Capital Expenditures/Expenses - Roadway Medicare	0.00	0.00	597.10	651.63	1,972.00	1,500.00	
595 30 21 05 Capital Expenditures/Expenses - Roadway Retirement	0.00	0.00	5,386.42	5,809.41	17,338.00	11,000.00	
595 30 22 04 Capital Expenditures/Expenses - Roadway Medical/Life/LTD	0.00	0.00	10,850.78	9,116.03	29,142.00	14,000.00	
595 30 23 02 Capital Expenditures/Expenses - Roadway Labor & Industries	0.00	0.00	702.09	819.81	1,000.00	1,000.00	
595 30 24 00 Capital Expenditures/Expenses - Roadway PFML	0.00	0.00	89.22	112.75	142.00	120.00	
595 30 28 00 Capital Expenditures/Expenses - Roadway VEBA	0.00	0.00	266.67	1,705.00	3,300.00	6,600.00	
020 Personnel Benefits	0.00	0.00	35,785.20	36,429.54	105,788.00	78,610.00	
594 18 60 00 Capital Expenditures/Expenses-Centralized/General Services	0.00	0.00	31,610.15	168,367.34	150,000.00	200,000.00	CFP PF-2

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 20:43:58 Date: 10/22/2025

Page: 3

310 REET 1 Capital Projects Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
594 59 60 00 Capital Expenditures - City Hall Design and Construction	0.00	0.00	0.00	36,371.44	0.00	1,900,000.00	New city hall design and construction at 23129 E Mission kd
594 76 62 05 Capital Expenditures - Buildings & Structures	0.00	0.00	22,007.14	58,109.55	400,000.00	50,000.00	CFP PF-17 maintenance garage expansion kd
594 76 63 09 Capital Expenditures - Other Improvements	0.00	0.00	0.00	0.00	0.00	63,000.00	CFP PF-16 and CFP PF-22; trash receptacle enclosures and parking lot restoration kd
595 30 60 00 Capital Expenditures/Expenses - Project Development	0.00	74,097.50	19,674.27	190.60	100,000.00	100,000.00	Rollover. Annual allocation for unforeseen projects kd
595 30 60 01 Capital Expenditures/Expenses - DR Horton Share	650,653.23	0.00	0.00	0.00	0.00	0.00	
595 30 60 02 Capital Expenditures Kramer Pkwy Partial Reconstruction Proj	1,337,843.28	26,482.05	0.00	0.00	0.00	0.00	
595 30 60 04 Capital Expenditures/Expenses - Liberty Lake Rd Slip Lane	16,485.00	238,944.89	0.00	0.00	0.00	0.00	
595 30 60 05 Capital Expenditures/Expenses-Roadway	0.00	37,281.68	101,649.77	5,851.30	0.00	0.00	
595 61 60 00 Capital Expenditures/Expenses-Sidewalks	195,300.05	955.00	4,450.78	38,985.57	53,500.00	86,603.00	CFP TP-20, TP-22 kd
060 Capital Outlays	2,200,281.56	377,761.12	179,392.11	307,875.80	703,500.00	2,399,603.00	
594 Capital Expenditures	2,200,281.56	377,761.12	299,791.65	436,196.76	1,061,185.00	2,663,213.00	
597 72 00 31 Transfer Out New Library Facilities Upgrades	0.00	0.00	0.00	0.00	1,000,000.00	0.00	NB
597 00 03 38 Transfer Out Trailhead Improvements Project Fund	0.00	200,000.00	400,000.00	400,000.00	900,000.00	0.00	NB
050 Intergovernmental Services and Other	0.00	200,000.00	400,000.00	400,000.00	900,000.00		
597 Transfers Out	0.00	200,000.00	400,000.00	400,000.00	1,900,000.00	0.00	
508 31 03 10 Ending Restricted Cash And Investments	0.00	0.00	0.00	0.00	308,815.00	256,787.00	
999 Ending Balance	0.00	0.00	0.00	0.00	308,815.00	256,787.00	

**Special Capital Projects Fund Resources
REET 2 Capital Project Fund 311**

Account Description	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed	% Change
Beginning Balances	\$ 2,211,314	\$ 1,905,334	\$ 1,375,000	\$ 1,875,000	36%
Taxes-REET 2nd Quarter Percent	640,334	624,089	600,000	620,000	3%
Grants, Entitlements & Other Payments Interest & Other	-	-	1,061,550	2,121,100	100%
Earnings	99,647	111,017	48,000	20,000	-58%
Transfer In	979,040	-	-	-	-
Special Capital Projects Fund Total Resources	\$ 3,930,335	\$ 2,640,440	\$ 3,084,550	\$ 4,636,100	50%

**Special Capital Projects Fund Uses
REET 2 Capital Projects Fund 311**

Account Description	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed	% Change
Capital Outlay	2,025,000	64,403	2,425,700	4,500,398	86%
Fund Balance	1,905,334	1,261,881	658,850	135,702	-79%
Special Capital Projects Fund Total Uses	\$ 2,025,000	\$ 64,403	\$ 3,084,550	\$ 4,636,100	50%

Notes

Revenue REET 2, or the "second quarter percent" is an additional 0.25% REET collected because the city fully plans under the Growth Management Act. Funds are limited to capital projects identified in the Capital Facilities Plan

Capital Outlay \$1.3 million CFP TP-7 Mission Ave overlay (Country Vista to Molter, SRTC grant funded); \$1.37 million CFP TP-10 Mission Ave (Storage to Harvard); \$1.5 million CFP TP-4 Mission Ave Frontage (Commerce grant funded); various other CFP items

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

Time: 20:59:05 Date: 10/22/2025

Page: 2

311 REET 2 Special Capital Projects Fund

Account	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 Appropriated	2026 Proposed	Comment
595 30 60 11 Capital Expenditures-Mission Ave Overlay SRTC	0.00	0.00	0.00	12,088.70	1,279,300.00	1,300,000.00	CFP TP-7 construction pushed to 2026. \$1M grant funded SRTC kd
595 30 60 16 Capital Expenditures-Country Vista Improvements	0.00	0.00	0.00	0.00	0.00	196,000.00	CFP TP-2
595 30 60 17 Capital Expenditures-Molter Grind & Overlay	0.00	0.00	0.00	0.00	0.00	142,000.00	CFP TP-11 design. SRTC grant funded kd
594 18 60 01 Capital Expenditures/Expenses-Centralized/General Services	334,335.87	1,045,959.90	64,402.79	42,617.91	54,000.00	0.00	NB
594 18 60 03 American Rescue Plan Act Public Works Building	0.00	979,039.94	0.00	0.00	0.00	0.00	
595 64 60 03 Capital Expenditures-Traffic Signals	785,355.71	0.00	0.00	50,263.04	57,000.00	0.00	
060 Capital Outlays	1,119,691.58	2,024,999.84	64,402.79	92,880.95	111,000.00	0.00	
594 Capital Expenditures	1,119,691.58	2,024,999.84	1,378,559.34	160,619.93	2,425,700.00	4,500,398.00	
508 31 03 11 Ending Restricted Cash And Investments	0.00	0.00	0.00	0.00	658,850.00	135,702.00	
999 Ending Balance	0.00	0.00	0.00	0.00	658,850.00	135,702.00	
TOTAL EXPENDITURES:	1,119,691.58	2,024,999.84	1,378,559.34	160,619.93	3,084,550.00	4,636,100.00	