

City of Liberty Lake

Fiscal Year 2025 Budget

Presented by Mayor Cristella Kaminskas



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October 15, 2024

City Council and Liberty Lake Residents,

I am honored to present to you the proposed 2025 budget.

Once again, there is great news to report about the City's strong financial position.

- We will start off 2025 with a Beginning General Fund Balance of \$8.2M, 54% above where we started in 2024. This is the highest Beginning General Fund Balance in the history of the City.
- Cash reserves for the General Fund must be at a minimum of 20% of budgeted operating revenue (2.5 months). In 2024 it will be 46%.
- The Restricted Reserve Fund continues to carry a balance of approximately 15% of operating revenue as required by ordinance.
- Sales tax is on track in 2024 to hit \$6.4M, 7.3% over what was budgeted.

Given our strong financial position, I am asking Council to approve a 0% Property Tax change for the fourth year in a row. The Liberty Lake property tax rate is \$0.903/\$1K valuation in 2024 and is expected to drop to \$0.85/\$1K valuation for 2025. In 2025, property tax revenue will pay for 100% of the library and 34.5% of the police department.

In 2023, I proposed replacing the 3% utility tax that our residents and businesses pay towards the Streets Maintenance Fund with a 0.1% sales tax. These funds would be dedicated to Streets Maintenance. In 2024, this became a reality. The utility tax that had been in place since 2011 was reduced to 0% shifting the burden of streets maintenance from both our residents and businesses and moving that to anyone spending money in the City.



2025 Projects include:

- Design and renovation for the future library location at 23129 E Mission.
- Opening of a restaurant at Trailhead
- Installation of Smart Signal Control (moved forward from 2024)
- Additional flashing pedestrian crossings
- Development of the Facilities Master Plan including the remaining 4.4 acres at Town Square (moved forward from 2024)
- Sprague overlay design – from Molter to east city limits.
- Orchard Park storage expansion (moved forward from 2024).
- Resurfacing of Rocky Hill courts.
- Increase in Community Engagement outreach activity.
- Sidewalk Master Plan

Over the last two years, we have added much needed staff positions – Public Works Director, Procurement, Code Enforcement, Recreation Coordinator, and Associate Planner just to name a few. This year you will see some realignment of certain roles in Parks and the Police Department, including one net new officer and the addition of a K9 program. The initial costs for the K9 program are expected to come from the Police Capital Fund. Public Works includes a 2nd Project manager, and the librarian position for the Library that was approved in 2024 but was not filled, and the addition of landscape specific positions under Parks. We have also right-sized the salary bands for some positions where we have fallen behind our comparable cities.

Over the next 6-8 weeks, the council will review the budget, evaluate priorities, and request changes/additions based on those priorities. Community input is very important in this process, and I encourage all of you to participate whether it be in person, by Zoom, or by emailing the council and me.

I want to add a personal thank you to the entire staff for their hard work and dedication this year. We will continue to invest in you to assure your success as individuals, as teams, and as a City.

City of Liberty Lake



Elected Officials

Cristella Kaminskas
Linda Ball
Chris Cargill
Dan Dunne
Jed Spencer
Annie Kurtz
Mike Kennedy
Wendy Van Orman

Mayor
Council Member
Mayor Pro Tem
Council Member
Council Member
Council Member
Council Member
Council Member



Document prepared by:
Kyle Dixon, Finance Director
Erika Mendez, City Treasurer
Kelsey Hardy, City Clerk
Tait Garcia, Office Assistant

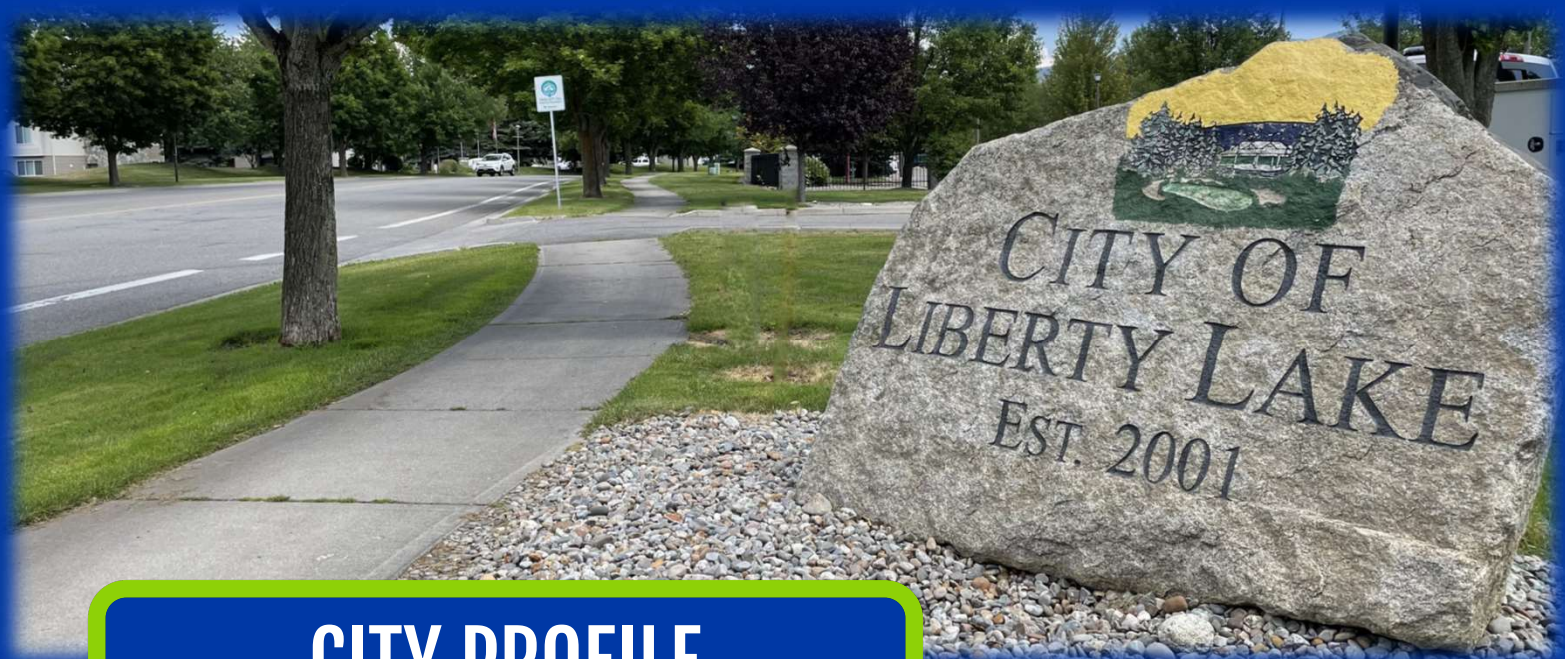


CITY OF LIBERTY LAKE

STRATEGIC PLAN

2024-2028





CITY PROFILE

Incorporation:
August 31, 2001

City Hall:
22170 E. Country Vista Dr.

Form of Government:
Mayor-Council

Elected Officials:
1 Mayor & 7 Council Members
(all elected at-large)

Classification:
Non-Charter Code City
(RCW Title 35A, Section 01.020)

Area:
6.34 square miles
(2023 boundaries)

Population:
13,150
(Apr 1, 2023 OFM estimate)

Population Density:
2,074/square mile

Operating Budget:
\$17.9 million
(2024 adopted)

Total Budget:
\$24.2 million
(2024 adopted)

Workforce:
86 full time, 16 part time
(2024 adopted)

Departments:

- Executive
- Finance & Administration
- Library
- Parks & Recreation
- Planning, Engineering, & Building Svcs.
- Police
- Public Works

City Operated Amenities:

- Orchard Park
- Pavillion Park
- Rocky Hill Park
- Town Square Park
- Trailhead Golf Course
- 35 miles of trails



CONTRIBUTORS

Liberty Lake residents, businesses, and volunteers

- 652 participated in the community strategic plan survey
- 21 assisted by serving on the strategic plan focus group
- 34 assisted by serving in their roles as board/commission members

Cristella Kaminskas

Mayor

Phil Folyer

Council Member Position 1
Mayor Pro-Tem

Chris Cargill

Council Member Position 2

Dan Dunne

Council Member Position 3

Jed Spencer

Council Member Position 4

Annie Kurtz

Council Member Position 5

Tom Sahlberg

Council Member Position 6

Wendy Van Orman

Council Member Position 7

Mark McAvoy

City Administrator

Jennifer Camp

Operations & Maintenance Director

Kyle Dixon

Finance & Administration Director

Jandy Humble

Library Director

Lisa Key

Planning, Engineering, & Building
Services Director

Damon Simmons

Police Chief

David Goehner

Communications

Success does not happen by accident. In Liberty Lake we have a rich history of planning strategically for the future so the community can experience our shared vision. I'm grateful for everyone who collaborated with us over the past several months to create this plan.

--Mayor Cris Kaminskas



PLANNING PROCESS

The strategic planning process helps capture and portray the city's purpose, beliefs, and methods for pursuing its vision of the future. The resulting plan identifies broad priorities and preferred results, but purposefully avoids defining specific tasks and actions. City staff is responsible for implementing the plan by planning and delivering services and projects each year as they are prioritized and budgeted by the City Council. Ultimately, the measure of accountability will be how effectively the city produces the preferred results, which will be measured and reported publicly each year for the duration of the plan.

The previous 5-year strategic plan was adopted in late 2018 and guided the city's strategic direction from 2019 through 2023. As the previous plan's sunset came into view, the city initiated a process to develop the next 5-year strategic plan. City staff mapped out an orderly and structured process to ensure the new strategic plan was developed in alignment with the community's vision and aspirations. Led by the City Administrator, Liberty Lake formally kicked off the 2024-2028 Strategic Plan development in March 2023.

To begin, the city's elected officials and senior staff convened a half day workshop to build a solid foundation for the planning process. The group conducted (1) mapping exercises designed to examine key influences from the past that have shaped Liberty Lake from its founding and forecast key influences that are likely to shape the city's future; (2) environmental context assessments to help define internal and external factors and trends impacting the city; and (3) an analysis to help define and prioritize desired outcomes.

The workshop produced more than 300 individual artifacts, which the staff recorded, analyzed, and organized into thematic categories. As planning entered the public engagement phase, the staff, aided by experts from our partners at Zencity, crafted the categorized artifacts into a community survey designed to gauge public sentiment on core values, community vision, future opportunities, and priorities. The city used every available platform to promote the planning process and the survey. More than 600 Liberty Lake residents, businesses, and visitors completed the survey between late April and early July 2023.

City staff compiled the survey data into a report for the Community Engagement Commission and the City Council. The report was also posted on the city's website and social media feeds and featured in the community newspaper.

To ensure a higher degree of validity in the results, the city formed a focus group to analyze the survey data and formulate suggested language for the new strategic plan's vision statement and strategic priorities. The focus group's suggestions were presented to the City Council in early August 2023.

As planning entered the final phase, the City Council convened a second workshop to form the aggregate inputs into a new strategic plan. Through the workshop, and several subsequent discussions, the council reached consensus on the core values, vision statement, strategic priorities, and key results in early November 2023.



COMMUNITY SURVEY

Please rate each **core value** based on how relevant and important you believe it currently describes Liberty Lake¹.

Core Value	Strongly Agree	Somewhat Agree
Quality of Life	79%	16%
Integrity	70%	18%
Family Centered Activities	63%	25%
Financial Sustainability	63%	23%
Community Investment	61%	26%
Civic Pride	51%	31%
Environmental Sustainability	47%	28%
Partnership	38%	35%

¹No more than 7% of respondents selected either Strongly Disagree or Somewhat Disagree for any core value.

Please rate each **vision statement** based on how relevant and important you believe it currently describes Liberty Lake².

Vision Statement	Strongly Agree	Somewhat Agree
The Liberty Lake community will maintain an environment that preserves and enhances natural surrounding through the harmony of planned architectural design and green space.	67%	23%
Our community will achieve its quality of life by creating a safe, friendly environment in which community involvement promotes recreational opportunities and civic pride.	68%	25%
Liberty Lake encourages and supports leading edge technology and a progressive business environment, which ensures a diverse, prosperous, and financially secure community.	44%	34%

²No more than 7% of respondents selected either Strongly Disagree or Somewhat Disagree for any vision statement.

What makes you feel most **SATISFIED** about living or working in Liberty Lake?

Quality of parks and open space	74%
Safe neighborhoods	74%
Low crime	68%
Appearance of the city	61%
Number of parks and open space	54%
Sense of community	52%
Well maintained roads and infrastructure	48%
Events	38%
Management of growth and development	23%
City's engagement with residents	21%
City's strong financial position	20%

What makes you feel most **UNSATISFIED** about living or working in Liberty Lake?

Lack of amenities (pool, community ctr, etc.)	56%
Lack of a downtown or town center	44%
Management of growth and development	34%
Current level of business diversity	24%
State interference in local decisions	20%
Other	19%
Lack of city-sponsored recreation programs	19%
City taxes	18%
Availability/coverage of broadband	15%
Response to homelessness	15%
Crime	13%

How would you rank these focus areas in order of importance?³

Public safety	76%
Planning and growth management	67%
Revenues and financial management	48%
Amenities and sense of place	45%
Public engagement and trust	42%
City facilities and Infrastructure	40%
Business retention or expansion	35%
Adapting to changing realities	33%
Housing availability and affordability	30%
High quality or equitable service delivery	21%
City brand and reputation	20%
Partnerships with other governments	20%
Transit or transportation	16%
Tourism promotion	7%

Which of these opportunities are you most interested in seeing the city address?

Town Square master plan	58%
Infrastructure master plan	46%
More recreation options	43%
More business diversity	36%
Maintain existing infrastructure	35%
Promote community engagement	27%
Compete for fed/state resources	27%
Invest more in infrastructure	27%
Promote broadband	25%
Pay off Trailhead Clubhouse debt early	17%
Other	16%

³Percent of respondents who ranked focus area in the Top 5



CORE VALUES

Our core values express who we are and what we stand for.

WE VALUE

Quality of Life

Integrity

Partnership

Community Centered Activities

Community Investment

Civic Pride

Financial and Environmental Stewardship

Healthy Local Businesses

Patriotism

2024 – 2028 STRATEGIC PLAN



VISION

Our vision is our purpose and expresses what we will become if we act and govern according to our core values. It also describes the benefits our residents, business, and visitors will realize over time.

OUR VISION

TOGETHER, we make a welcoming and flourishing community, united by the pursuit of enriching the quality of life for every resident, planning growth that respects our natural environment, and promoting a vibrant economy.



PRIORITIES

1

QUALITY OF LIFE & CONNECTEDNESS

2

PUBLIC SAFETY & WELL BEING

3

ECONOMIC VITALITY & OPPORTUNITY

4

PLANNED GROWTH & INFRASTRUCTURE

5

PUBLIC SERVICE EXCELLENCE

2024 – 2028 STRATEGIC PLAN



1

QUALITY OF LIFE & CONNECTEDNESS

We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.

We will create more opportunities for community members to engage in civic life and celebrate our history and culture.

We will connect transportation networks so community members can travel freely and easily throughout the city using a variety of modes.

KEY RESULTS

1. People feel better about their quality of life each year.
2. Participation in civic events is growing each year.



PUBLIC SAFETY & WELL BEING

We prioritize keeping every member of the community safe and secure.

We will leverage community engagement, partnerships, data analytics, and technology to improve our first response capacity and reduce crime across the board.

We will work to ensure our city is well prepared to respond to and recover from emergencies and natural disasters.

KEY RESULTS

1. People feel safer each year.
2. Crime rates are falling each year.
3. City is better prepared for emergencies/disasters each year.



3

ECONOMIC VIBRANCY & OPPORTUNITY

We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.

We will continue investing in essential infrastructure and service delivery so that businesses of all sizes and types can launch, grow, and thrive.

KEY RESULTS

1. People feel better about their economic opportunities each year.
2. Businesses are launching and expanding each year.



4

PLANNED GROWTH & INFRASTRUCTURE

We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.

We will engage the entire community in developing the next Comprehensive Plan and development code updates to ensure growth and investment reflects current and future needs.

We will consistently commit sufficient funds to build and preserve reliable, functional, and resilient public infrastructure.

KEY RESULTS

1. Planned facilities keep pace with expected growth.
2. Infrastructure is preserved in good condition.
3. Comprehensive planning engagement is growing each year.



5

PUBLIC SERVICE EXCELLENCE

We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.

We will do what is necessary so that every community member can understand, engage, and actively contribute to fulfilling our strategic priorities.

We will operate with transparency and fiscal responsibility as we align the city's budget with the strategic plan.

KEY RESULTS

1. People feel better about core service delivery each year.
2. Trust in city government is growing each year.
3. Alignment between budget and strategic plan is improving each year.

Adopted November 2023

1. Revised December 2023 (City Profile)

For more information, contact:
City Administrator
22710 E. Country Vista Dr.
Liberty Lake, WA 99109
509.775.6700

libertylakewa.gov



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 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: 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 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 APPOINTED BOARDS AND COMMISSIONS

City of Liberty Lake Planning Commission:

Full Time Members - Voting

Joe Mann (City Resident) – Commission Chair
Tom Sahlberg (City Resident) – Commission Vice-Chair
Jim Baumker (City Resident)
Phil Folyer (City Resident)
Charlie Jencks (City Resident)
Dg Garcia (City Resident)
Dale Robbins (City Resident)

Adjunct Members – Non Voting

Eugene Heuschel (City Resident), Position 1
Troy Mullenix (Community Resident), Position 2

Liberty Lake Civil Service Commission:

Britanny Webster, Position 1

Maria Hatcher, Position 2

Joe Mann, Position 3

Liberty Lake Library Board of Trustees:

Shawna Deane

Brad Hamblet

Vacant

Teresa Tapao-Hunt

Vacant

Liberty Lake Salary Commission:

Joan Wissman, Chair, Position 1

Jim Baumker, Position 2

Mark Saba, Position 3

Liberty Lake Lodging Tax Advisory Committee:

Councilmember Wendy Van Orman
City of Liberty Lake

Vacant
Best Western

Vacant
Quality Inn

David Himebaugh
Spokane Valley HUB

Shannon Deonier
Liberty Lake Community Theatre

CITY OF LIBERTY LAKE APPOINTED BOARDS AND COMMISSIONS

City of Liberty Lake Parks and Art Commission:

Full Time Members - Voting

Bob Schneidmiller, Position 1 (Orchard Park)

Katie Ferris, Position 6 (Rocky Hill Park)

John Bahr, Position 2 (Orchard Park)

Noelle Oterson Loparco, Position 7 (At Large)

David Himebaugh, Position 3 (Pavillion Park)

Joni Hay, Adjunct (At Large)

Nancy Hill, Chair, Position 4 (Pavillion Park)

Vacant, Adjunct (At Large)

Laura Frank, Position 5 (Rocky Hill Park)

Audrey White, Student Position (Community Wide)

Community Engagement Commission:

Robin Bekkedahl, Chair, Position 1

Arlene Fisher Maurer Position 6

Bill Norman, Position 2

Vacant, Position 7

Vacant, Position 3

Aaron Asmus, Position 8

Summer Darrow, Vice Chair, Position 4

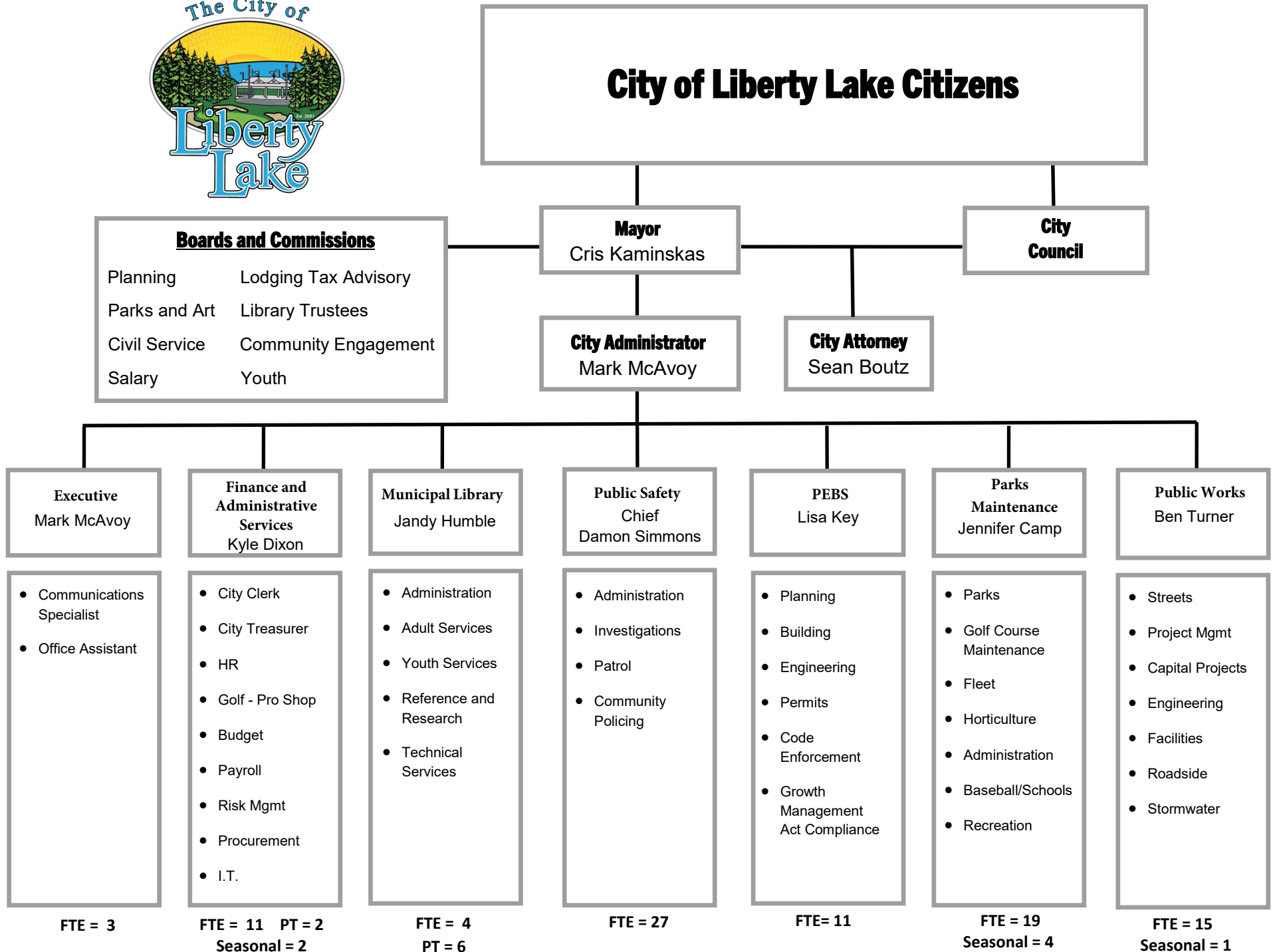
Mark Saba, Position 9

Cynthia Gamboni, Position 5

Liberty Lake Youth Commission:



City of Liberty Lake Citizens



**ORDINANCE NO. 308
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2025, 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, 2025, and ending December 31, 2025.

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 September 17, 2024, October 1, 2024 and November 12, 2024, 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 2025 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 2025 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 \$35,105,989 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 2025 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 2025 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 17th day of December, 2024.

Cris Kaminskas
Mayor, Cris Kaminskas

ATTEST:

Kelsey Hardy
City Clerk, Kelsey Hardy

APPROVED AS TO FORM:

Sean P. Boutz
City Attorney, Sean P. Boutz

Date of Publication: 12/27/2024

Effective Date: 1/1/2025

**City of Liberty Lake
2025 Budget Summary By Fund**

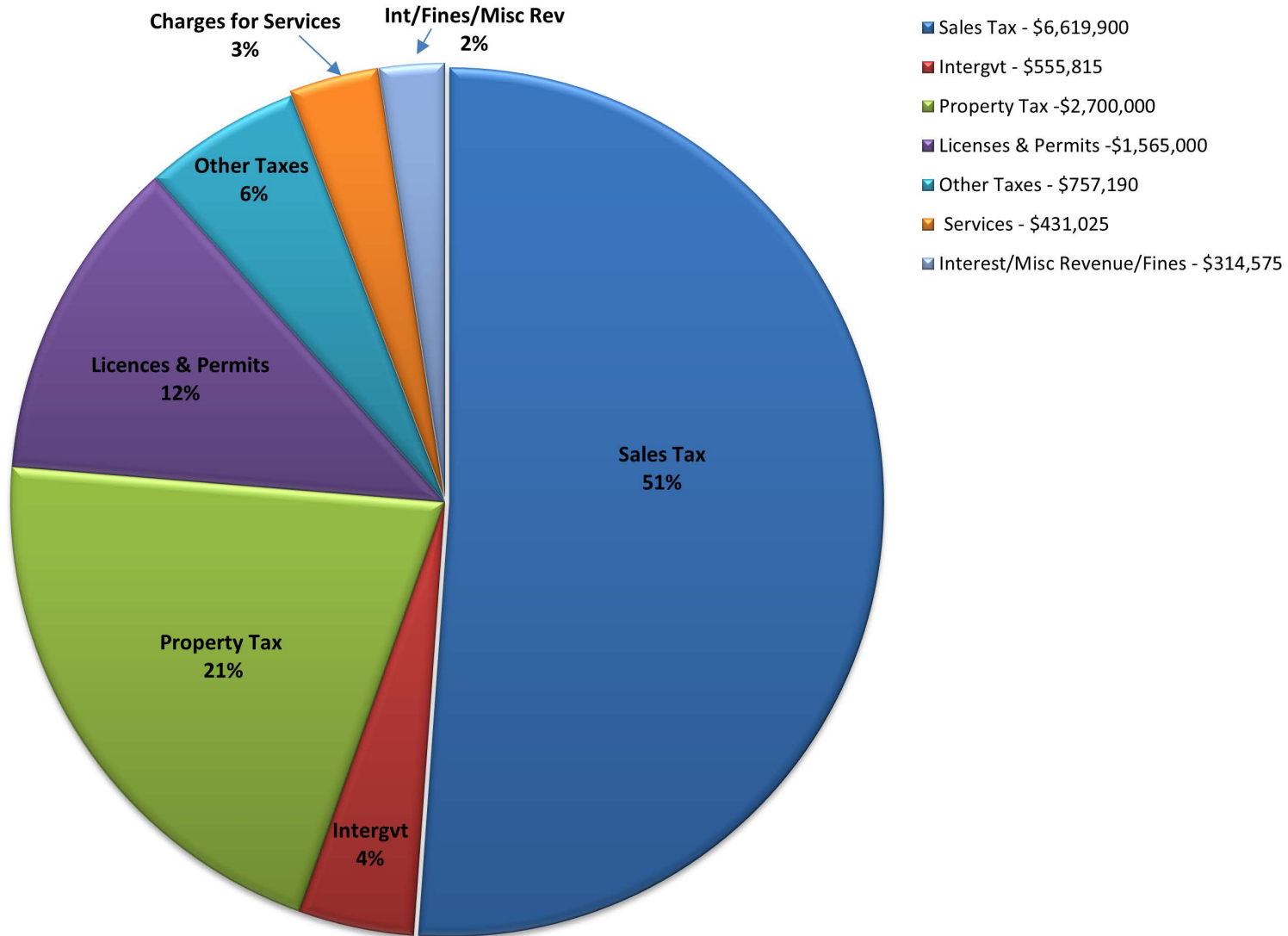
FUND	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	\$ 8,289,400	\$ 12,943,505	\$ 17,340,774	\$ 3,892,131
Street Fund (Fund 110)	920,000	1,104,750	1,724,530	\$ 300,220
Parks & Arts Fund	18,535	157,100	162,500	\$ 13,135
Tourism Promotion Fund	315,000	94,000	250,000	\$ 159,000
Tourism Promotion Capital Fund	470,000	75,000	545,000	\$ -
Tourism Promotion Area (TPA)	-	130,250	130,250	\$ -
Restricted Reserve	1,799,750	63,000	-	\$ 1,862,750
REET 1 Capital Projects Fund	2,325,000	945,000	2,961,185	\$ 308,815
REET 2 Capital Projects Fund	1,375,000	1,709,550	2,425,700	\$ 658,850
Street Capital Projects Fund	720,600	525,000	825,500	\$ 420,100
Henry Rd Project Fund	-	-	-	\$ -
Harvard Road Mitigation Fund	770,000	325,000	116,000	\$ 979,000
Library Capital Fund	315,000	3,678,228	3,993,228	\$ -
Municipal Facilities Fund Master Plan	309,515	10,000	319,515	\$ -
Police Capital Fund	74,000	3,200	50,000	\$ 27,200
Community Messaging Fund	105,000	4,500	109,500	\$ -
Underground Utility Fund	95,000	28,200	-	\$ 123,200
Building Contingency Fund	130,000	4,000	134,000	\$ -
Trailhead Improvements Project Fund	300,000	1,305,000	1,605,000	\$ -
Stormwater Utility Fund	72,400	123,000	179,506	\$ 15,894
Aquifer Protection Fund	235,000	66,500	301,500	\$ -
Golf Operations Fund	585,400	1,192,300	1,661,301	\$ 116,399
Unemployment Fund	-	15,000	15,000	\$ -
Health Reimbursement (Bridge) Fund	120,000	55,000	175,000	\$ -
Custodial Fund	-	81,000	81,000	\$ -
	<u>\$ 19,344,600</u>	<u>\$ 24,638,083</u>	<u>\$ 35,105,989</u>	<u>\$ 8,876,694</u>
Total Revenues & Expenditures		<u>\$ 43,982,683</u>		<u>\$ 43,982,683</u>

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

	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
001 General Fund				
310 Taxes	\$ 8,879,610	\$ 9,571,898	\$ 9,149,600	\$ 10,077,090
320 Licenses & Permits	1,528,329	1,345,117	1,460,000	1,565,000
330 Intergovernmental	261,916	270,562	797,623	555,815
340 Charges for Services	307,238	296,683	303,025	431,025
350 Fines and Forfeitures	30,806	25,401	20,150	29,050
360 Miscellaneous Revenue	143,477	302,488	246,025	277,525
380 Non-Revenue	-	615,745	-	-
390 Other Revenues	8,883	9,786	2,000	8,000
397 Operational Transfers	750,000	-	-	-
Total of General Fund	\$ 11,910,258	\$ 12,437,680	\$ 11,978,423	\$ 12,943,505

	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
All Other Funds				
110 Street Operations Fund	1,190,648	1,284,696	1,254,688	1,104,750
111 Parks & Arts Fund	27,578	25,321	55,604	157,100
115 Tourism Promotion Fund	104,883	104,027	79,000	94,000
116 Tourism Promotion Capital Fund	71,280	78,505	51,000	75,000
117 Tourism Promotion Area (TPA)	136,928	63,920	130,500	130,250
120 Restricted Reserve	324,167	88,364	30,500	63,000
310 Capital Projects Fund	2,229,760	695,957	816,500	945,000
311 Special Capital Projects Fund	1,234,728	1,719,020	1,058,680	1,709,550
312 Street Capital Projects Fund	208,898	31,618	210,000	525,000
319 Henry Rd Project	1,850,000	-	-	-
320 Harvard Road Mitigation Fund	304,944	430,284	286,500	325,000
330 Library Capital Fund	41,839	103,098	84,100	3,678,228
331 Municipal Facilities Fund Master Plan	5,086	15,232	5,500	10,000
334 Police Capital Fund	51,833	32,588	2,500	3,200
335 Community Messaging Fund	1,699	5,068	2,000	4,500
336 Underground Utility Fund	26,475	28,808	26,500	28,200
337 Building Contingency Fund	11,111	16,821	2,100	4,000
338 Trailhead Improvements Project Fund	7,087,411	2,062,784	633,000	1,305,000
410 Stormwater Utility Fund	96,107	130,138	156,680	123,000
411 Aquifer Protection Fund	72,689	113,942	130,680	66,500
420 Golf Operations Fund	925,116	1,112,006	1,041,600	1,192,300
501 Unemployment Fund	14,746	1,822	15,000	15,000
502 Health Reimbursement (Bridge) Fund	52,287	36,969	25,926	55,000
630 Custodial Fund	48,235	46,121	81,000	81,000
Total Revenues for All Other Funds	\$ 16,118,448	\$ 8,227,109	\$ 6,179,558	\$ 11,694,578
 GRAND TOTAL FOR ALL FUNDS	 \$ 28,028,706	 \$ 20,664,789	 \$ 18,157,981	 \$ 24,638,083

2025 Proposed Operating Revenue
General Fund
\$12,943,505



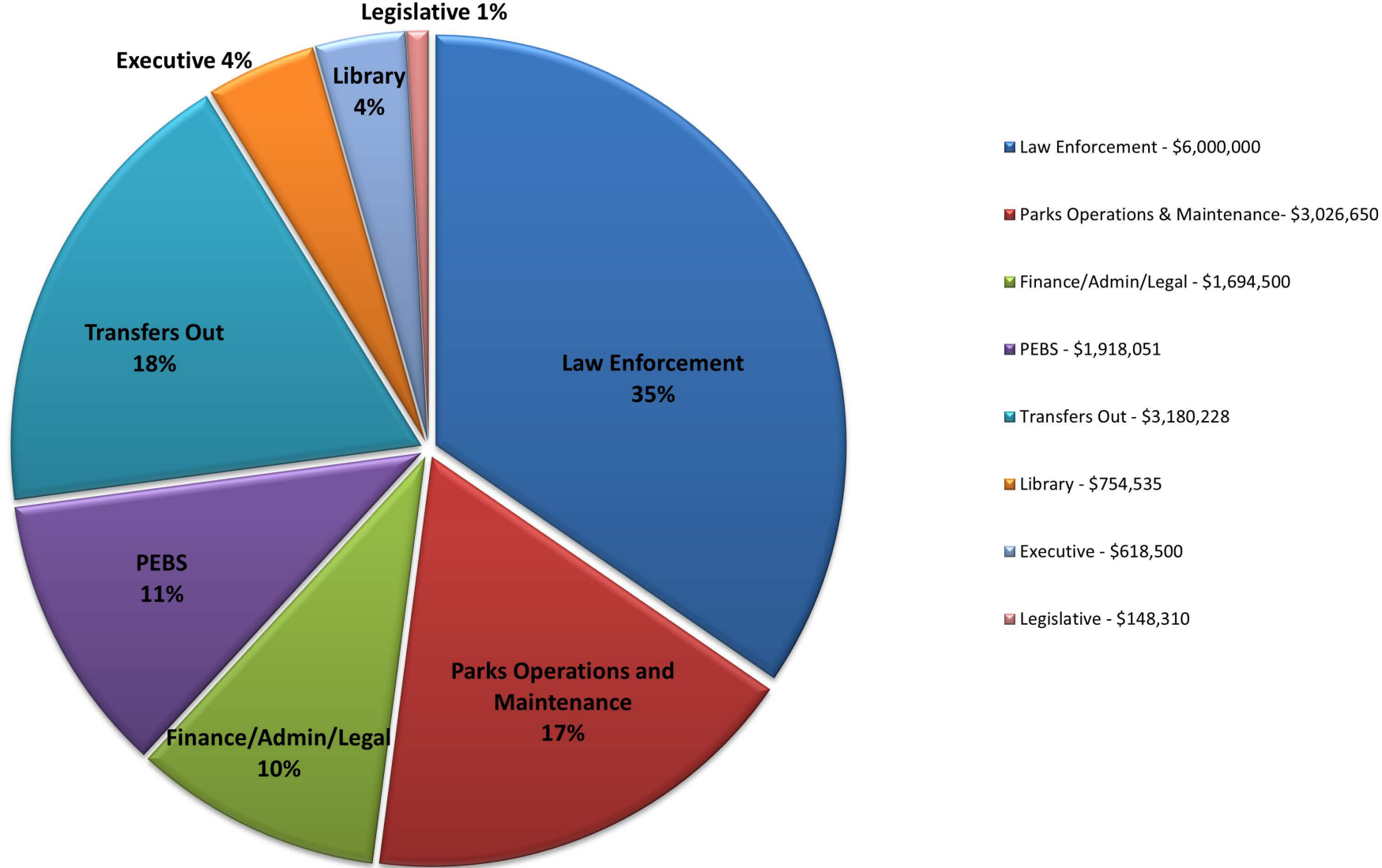
**City of Liberty Lake
Budget Summary by Expenditures**

	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
001 General Fund				
511 Legislative	\$ 90,021	\$ 113,675	\$ 128,552	\$ 148,310
513 Executive	489,561	481,145	626,686	618,500
514 Finance	4,330,921	3,242,649	1,701,109	4,802,728
515 Legal	72,000	72,000	72,000	72,000
521 Law Enforcement	3,654,426	4,416,634	5,092,499	6,000,000
558 Planning & Engineering	1,030,627	1,235,079	2,280,909	1,918,051
572 Library	1,258,414	620,990	716,107	754,535
576 Operations & Maintenance	1,885,528	2,362,487	3,579,064	3,026,650
Total of General Fund	\$ 12,811,498	\$ 12,544,710	\$ 14,196,926	\$ 17,340,774

	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed
All Other Funds				
002 American Rescue Plan Act Fund	\$ 1,717,027	\$ 979,040	\$ -	\$ -
110 Street Operations Fund	1,277,861	1,230,750	1,611,620	1,724,530
111 Parks & Arts Fund	6,129	36,046	79,000	162,500
115 Tourism Promotion Fund	26,000	64,174	250,000	250,000
116 Tourism Promotion Capital Fund	-	-	-	545,000
117 Tourism Promotion Area (TPA)	138,090	76,394	141,146	130,250
120 Restricted Reserve	-	-	-	-
310 Capital Projects Fund	2,200,282	577,761	1,281,992	2,961,185
311 Special Capital Projects Fund	1,119,692	2,025,000	1,690,680	2,425,700
312 Street Capital Projects Fund	-	-	563,683	825,500
319 Henry Rd Project	1,844,369	-	11,758	-
320 Harvard Road Mitigation Fund	-	615,745	316,000	116,000
330 Library Capital Fund	-	-	180,794	3,993,228
331 Municipal Facilities Fund Master Plan	-	-	296,268	319,515
334 Police Capital Fund	11,533	41,154	75,000	50,000
335 Community Messaging Fund	-	-	-	109,500
336 Underground Utility Fund	82,502	12,453	-	-
337 Building Contingency Fund	18,281	-	125,000	134,000
338 Trailhead Improvements Project Fund	4,517,705	4,117,835	1,307,388	1,605,000
410 Stormwater Utility Fund	114,681	159,405	150,909	179,506
411 Aquifer Protection Fund	21,731	262,421	237,450	301,500
420 Golf Operations Fund	1,025,756	1,119,362	1,444,201	1,661,301
501 Unemployment Fund	14,746	1,822	15,000	15,000
502 Health Reimbursement (Bridge) Fund	20,699	32,739	175,000	175,000
630 Custodial Fund	48,236	46,121	81,000	81,000
Total Expenditures for All Other Funds	\$ 14,205,320	\$ 11,398,222	\$ 10,033,889	\$ 17,765,215

GRAND TOTAL FOR ALL FUNDS \$ 27,016,818 \$ 23,942,932 \$ 24,230,815 \$ 35,105,989

2025 General Fund Proposed Expenditures
\$17,340,774



CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2025

Exhibit B

JOB TITLE	Full Time (FT) Part Time	# of Employees	2023 ADOPTED	2024 ADOPTED	2025 PROPOSED	Notes:
Section 2. EXECUTIVE						
City Administrator	FT	1	\$134,225 - \$151,159	\$156,450 - \$176,188	\$161,769 - \$193,330	
Executive Assistant	FT	1	\$44,928 - \$50,606	\$52,374 - \$58,947	\$54,163 - \$64,709	
Communication Specialist	FT	1	\$61,981 - \$69,826	\$64,147 - \$72,238	\$66,331 - \$79,269	
Section 3. ADMINISTRATIVE SERVICES						
Finance Director	FT	1	\$101,522 - \$114,330	\$105,075 - \$118,332	\$112,227 - \$134,122	
Human Resource Manager	FT	1	\$83,917 - \$94,504	\$86,854 - \$97,811	\$92,065 - \$110,027	
City Treasurer	FT	1	\$67,059 - \$75,504	\$78,146 - \$88,005	\$80,870 - \$96,658	
City Clerk	FT	1	\$63,835 - \$71,885	\$66,061 - \$74,402	\$68,870 - \$96,658	
Accounting Technician	FT	1	\$53,726 - \$60,528	\$62,650 - \$70,554	\$64,833 - \$77,480	
Procurement Specialist	FT	1	NA	\$64,132-72,218	\$66,312 - \$79,248	
Section 4. PUBLIC SAFETY						
Chief of Police	FT	1	\$139,245-\$150,723	\$144,119 - \$155,999	\$149,090 - \$161,381	
Evidence Custodian	FT	2	\$53,102 - \$59,779	\$54,891 - \$61,818	\$64,833 - \$77,480	
Investigative Analyst	FT	1	NA	NA	\$68,095 - \$81,380	NEW
Police Officer	FT	16	\$64,800 - \$97,070	\$67,068 - \$100,375	\$69,348 - \$103,789	Add 2 FT
Lieutenant	FT	1	NA	NA	\$127,462 - \$131,133	Org. restructure
Police Sergeant	FT	4	\$105,840 - \$119,275	\$109,555 - \$123,358	\$113,292 - \$127,462	
Police Detective/Corporal/Investigator	FT	4	\$94,478 - \$106,747	\$97,783 - \$110,398	\$101,109 - \$117,070	
Deputy Chief of Police	FT	1	\$122,515-\$132,614	\$126,814 - \$137,268	\$131,133 - \$141,934	
Field Training Officer	FT	10	\$75	\$75	\$75	
Section 5. PARKS MAINTENANCE						
Parks and Recreation Director	FT	1	\$101,522 - \$114,330	\$105,075 - \$118,332	\$112,227 - \$134,122	
Parks Superintendent	FT	1	NA	\$81,370 - \$91,624	\$84,136 - \$100,568	
Recreation Coordinator	FT	1	NA	\$69,800 - \$78,603	\$72,176 - \$86,258	
Parks Section Supervisor	FT	4	\$60,216 - \$67,808	\$62,317 - \$70,179	\$68,556 - \$81,932	Add 1 FT
Landscape Specialist	FT	2	NA	NA	\$68,556 - \$81,932	NEW Add 2 FT
Parks Section Supervisor w/CDL	FT	1	\$61,256 - \$68,848	\$63,357 - \$71,219	\$69,596 - \$82,972	
Parks Maintenance	FT	8	\$40,643 - \$45,760	\$42,058 - \$47,362	\$43,492 - \$51,980	
Parks Maintenance w/CDL	FT	0	\$41,683 - \$46,800	\$43,098 - \$48,402	\$44,532 - \$53,020	
Equipment Maint Tech	FT	1	\$54,080 - \$60,882	\$55,973 - \$63,024	\$57,865 - \$69,160	
Park/Golf Maintenance Seasonal	PT	4	\$15.74 - \$17.72	\$16.28 - \$18.34	\$16.66 - \$19.91	
Section 6. PUBLIC WORKS						
Public Works Director	FT	1	\$101,522 - \$114,330	\$105,075 - \$118,332	\$117,217 - \$140,086	
Project Manager	FT	2	NA	\$81,370 - \$91,624	\$84,864 - \$101,442	Add 1FT Q2
Public Works Section Supervisor	FT	2	\$60,216 - \$67,808	\$62,317 - \$70,179	\$68,556 - \$81,932	
Public Works Section Supervisor w/ CDL	FT	1	\$61,256 - \$68,848	\$63,357 - \$71,219	\$69,596 - \$82,972	
Public Works Maintenance	FT	3	\$40,643 - \$45,760	\$42,058 - \$47,362	\$43,492 - \$51,980	
Public Works Maintenance w/ CDL	FT	6	\$41,683 - \$46,800	\$43,098 - \$48,402	\$44,532 - \$53,020	
Section 7. PLANNING, ENGINEERING & BUILDING SERVICES						
Building Inspector	FT	2	\$64,771 - \$72,946	\$67,038 - \$75,483	\$69,326 - \$82,868	
Chief Building Inspector	FT	1	\$70,429 - \$79,310	\$72,904 - \$82,098	\$86,570 - \$103,480	
Director of Planning & Engineering	FT	1	\$109,529 - \$123,348	\$113,363 - \$127,665	\$120,164 - \$143,609	
City Engineer	FT	1	\$91,090 - \$102,582	\$106,173 - \$119,568	\$109,782 - \$131,201	
Engineering Technician	FT	0	NA	NA	NA	
PEBS Technician	FT	2	\$58,552 - \$65,937	\$60,611 - \$68,245	\$62,670 - \$74,901	
Senior Planner	FT	1	\$80,756 - \$90,944	\$83,582 - \$94,127	\$86,424 - \$103,286	
Administrative Assistant	FT	1	NA	\$46,509 - \$52,374	\$54,163 - \$64,709	
Code Enforcement Officer	FT	1	NA	\$60,611 - \$68,245	\$62,670 - \$74,901	
Associate Planner	FT	1	NA	\$71,500 - \$80,521	\$73,931 - \$88,355	
Section 8. LIBRARY						
Director of Library Services	FT	1	\$77,961 - \$87,797	\$80,689 - \$90,869	\$83,433 - \$99,711	
Librarian	PT	1	\$25.17 - \$28.33	\$26.05 - \$29.33	\$26.94 - \$32.19	Inc: Fall/Winter support
Library Clerk	PT	2	\$15.74 - \$17.72	\$16.28 - \$18.34	\$16.66 - \$19.91	
Library Technician I	PT	3	\$36,192 - \$40,768	\$37,461 - \$42,182	\$38,729 - \$46,301	
Library Associate	FT	1	\$43,180 - \$48,630	\$44,699 - \$50,357	\$46,217 - \$55,204	
Library Associate Lead	FT	1	\$43,701 - \$49,150	\$45,219 - \$50,877	\$46,737 - \$55,724	Includes premium pay of \$0.25/hr.
Section 9. TRAILHEAD GOLF COURSE						
Golf Professional	FT	1	\$60,794 - \$68,464	\$62,921 - \$70,860	\$65,061 - \$81,868	
Assistant Pro	FT	1	\$42,578 - \$47,944	\$44,075 - \$49,629	\$45,572 - \$54,455	
Golf - PGA	FT	3	\$40,643 - \$45,760	\$42,058 - \$47,362	\$43,492 - \$51,980	
Pro Shop	PT	2	\$15.74 - \$17.72	\$16.28 - \$18.34	\$16.66 - \$19.91	
Pro Shop Seasonal	PT	2	\$15.74 - \$17.72	\$16.28 - \$18.34	\$16.66 - \$19.91	

NOTES:

COLA is proposed at 3.4% for 2025 for all Full Time Employees.

Employees are eligible for a 2% step increase upon a satisfactory performance review. 2025 salary ranges increased to 10 steps

Minimum wage increase from \$16.28 to \$16.66 for 2025.

Employee Count:

FT	92
PT	14

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 306**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, LEVYING
THE REGULAR PROPERTY TAXES FOR THE CITY OF LIBERTY LAKE,
WASHINGTON IN SPOKANE COUNTY FOR THE YEAR COMMENCING
JANUARY 1, 2025 TO PROVIDE REVENUE FOR THE PROVISION OF CITY
SERVICES AS SET FORTH IN THE CITY BUDGET.**

WHEREAS, State law authorizes the City of Liberty Lake to levy regular property taxes upon the taxable property within the corporate limits in order to provide revenue for the 2025 current expense budget of the City;

WHEREAS, the City of Liberty Lake is authorized to levy \$3.60 per \$1,000.00 of assessed valuation subject to deduction of levies collected by a fire district in the amount of \$1.50; per assessed valuation;

WHEREAS, the City Council, after a public hearing and after duly considering all relevant evidence and testimony presented, has determined that the City desires a 0% increase in property tax revenue from the previous year, while receiving increases resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property;

WHEREAS, the population of the City of Liberty Lake is 13,870;

WHEREAS, RCW 84.52.020 requires the City Council on or before the 30th day of November to certify budget estimates to the Clerk of the Spokane County Board of Commissioners including amounts to be raised by taxing property in the City;

WHEREAS, the City Council pursuant to notice has held a public hearing on the proposed budget estimates for 2025, including revenue sources which will fund the provision of services; and

WHEREAS, after due consideration of the proposed 2025 budget and the related financial requirements the City Council desires to impose an ad valorem property tax as permitted by State law.

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

Section 1. 2025 Levy. There shall be and is hereby levied and imposed upon real property, personal property, all new construction, utility property, and all property resulting from any annexations as defined in RCW Chap. 84.02 and 84.55.005 in the City of Liberty Lake, Spokane County, Washington, a regular property tax increase over the 2024 amount of \$0 which is 0% for the year commencing January 1, 2025, plus any additional revenue resulting from new construction and improvements to property and any increase in the value of state-assessed property.

The regular property tax levied through this Ordinance is for the purpose of receiving revenue to make payment upon the general indebtedness of the City of Liberty Lake, the general fund obligations and for the payment of services performed by or for the City during the 2025 calendar year.

Section 2. Notice to Spokane County. Pursuant to RCW 84.52.020, the City Clerk shall certify to the County Legislative Authority a true and correct copy of this Ordinance, as well as, the budget estimates adopted by the City Council in order to provide for and direct that the taxes levied herein shall be collected and paid to the City Treasurer of the City of Liberty Lake at the time and in the manner provided by the laws of the State of Washington.

PASSED by the City Council this 19th day of November, 2024

Cris Kaminskas
Mayor, Cristella Kaminskas

ATTEST:

Kelsey Hardy
City Clerk, Kelsey Hardy

APPROVED AS TO FORM:

Sean Boutz
City Attorney, Sean P. Boutz

Date of Publication: 11/29/2024

Effective Date: 12/4/2024

Budget Guide

2025



Budget Process

Purpose

The City of Liberty Lake's budget seeks to achieve four basic purposes:

1. Policy Document: The City's budget process is conducted in a manner that allows the City's policy officials to comprehensively review the direction of the City and to redirect its activities by means of the allocation of financial resources. On this basis, the budget sets policy for the following year. The budget process also facilitates the evaluation of the City programs by providing a means to measure the financial activities of the departments.
2. Operational Guide: The budget provides financial control by setting forth both legislative and administrative guidance to City employees regarding the character and scope of their activities in both summary and detail form in the various products of the budget process.
3. Financial Plan: The budget outlines the manner in which the financial resources of the City will be managed during the budget period. This allocation of resources is based on an understanding of both the current year's needs and the long-term view of the development of City programs. The budget takes into account unforeseen contingencies and provides a process for periodic adjustments.
4. Communications Medium: The budget provides management information as a comprehensive tabulation of information regarding both the character and scope of City activity. It also provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

Process

The City of Liberty Lake operates on a calendar year basis. It utilizes an incremental budgeting approach that assumes, for most functions of government, that the current year's budget is indicative of the base required for the following year. Any increases are incremental and are either based on need, emerging issues, Council goals, and available resources.

The budget process begins in late spring/early summer with departments preparing requests for new staff, programs, or significant increases to their current year budget that will address emerging issues and other operational needs. The City Administrator and Finance Director conduct an analysis of the departmental base budgets and the revenue outlook for the coming year to determine the availability of funds for any new programs or services. The department managers enter their budget requests into the City's accounting software system. A complete proposed budget is presented to the Mayor in September. The Mayor reviews the budget in detail and develops a preliminary budget recommendation.

The preliminary budget is presented to the City Council in October/November. The Council makes its adjustments to the preliminary budget and adopts by ordinance a final balanced budget no later than December 31. The final budget as adopted is published, distributed, and made available to the public.

After the budget is adopted, the City enters a budget implementation and monitoring stage. Throughout the year, expenditures are monitored by Administrative Services to ensure that funds are within the approved budget. Administrative Services provides quarterly financial updates to the City Council to keep them current with the City's financial condition. Any budget amendments made during the year are adopted by City Council ordinance. These amendments allow for necessary adjustments to the budget that could not have been planned for during the normal budgeting process. Any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, or other conditions of employment must be approved by the City Council.

Basis of Accounting and Budgeting

Basis of Presentation: Fund Accounting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. For 2025, the City will use twenty-five (25) separate funds. Each fund has a specific role and responsibility. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. Revenues and expenditures within each fund are closely monitored to ensure accuracy, accountability and efficiency. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the City of Liberty Lake:

Governmental Fund Types

Governmental funds are used to account for activities typically associated with state and local government operations. There are four governmental fund types used by the City of Liberty Lake:

General Fund

The general fund is the primary operating fund of the City of Liberty Lake. It accounts for all financial resources and transactions, except those required or elected to be accounted for in other funds.

Special Revenue Funds

Special Revenue Funds account for revenues that are legally restricted or designed to finance particular activities of the City as required by law or administrative regulation.

Debt Service Funds

Debt Service Funds account for the accumulation of resources to pay principal, interest and related costs on general long-term debt.

Capital Project Funds

Capital Project Funds account for financial resources which are designated for the acquisition, major construction or renovation of general government capital projects. Such projects add value to the community and to a government's physical assets or significantly increase the useful life of a facility.

Proprietary Fund Types

Proprietary Funds are used to account for services to the general public where all or most of the costs, including depreciation, are to be financed or recovered from users of such services. There are two generic fund types in this category:

Enterprise Funds

Enterprise Funds account for operations that provide goods or services to the general public and are supported primarily through user charges. The City's golf course, Trailhead, utilizes this fund as defined above.

Internal Service Fund

The City uses this fund on a cost-reimbursement basis for unemployment and medical reimbursement claims.

Fiduciary Fund Types

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

Custodial Funds

These funds are used to account for assets that the government holds on behalf of others in a custodial capacity.

Basis of Accounting

Basis of Accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law.

In accordance with state law, the City also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

The basis of accounting described above represents a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Budgets and Budgetary Accounting

The City adopts annual appropriated budgets for the following funds:

General, Streets, Parks & Arts, Tourism Promotion, Tourism Promotion Capital, Tourism Promotion Area, Restricted Reserve, REET 1 Capital Projects, REET 2 Special Capital Projects, Street Capital Projects, Henry (Kramer Overpass) Road Project, Harvard Road Mitigation, Municipal Library Capital, Municipal Facilities Master Plan, Police Capital, Community Messaging, Underground Utility, Building Contingency, Trailhead Improvements Project, Stormwater Utility, Aquifer Protection Area, Golf Operations, Unemployment, Medical Reimbursement, and State of Washington Collections/remittances.

These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

Financial Policies

Adoption of Policies

The City Council adopted a comprehensive set of Financial Management Policies on June 18, 2002 and amended the Financial Management Policies on February 7, 2023. These policies address general budget, accounting, revenue and receivables, expenditures and payables, debt management, purchasing, capital improvement plan, grants, and reserves. Written, adopted

financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

The Mayor, City Council and City Staff of Liberty Lake are accountable to its citizens for the use of public dollars.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

Reserve Fund Policy

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength.

Prudent use of reserve funds enable the City to defray future costs, take advantage of matching funds, and other beneficial (but limited) opportunities.

Reserve funds provide the City with the ability to exercise flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the City to deal with unforeseen emergencies.

The balance in the reserve fund shall generally be maintained at fifteen percent (15%) of the General Fund's projected or actual, if known, operating revenues for the fiscal year.

Cash Management and Investment Policy

Careful financial control of the City's daily operations is an important part of the City's overall fiscal management program. Achieving adequate cash management and investment control requires sound financial planning to ensure that sufficient revenues are available to meet the current expenditures of any one operating period. Once steps are taken to ensure that the City maintains a protected cash position in its daily operations, it is to the municipality's advantage to prudently invest idle funds until such time as they are required to make expenditures.

- The City's idle cash will be invested on a continuous basis in accordance with the City's adopted investment policies (see Resolution 02-046 defining the City's formal investment policy).
- The City will invest all funds (in excess of current requirements) based upon the following order of priority: 1) Safety; 2) Liquidity; and 3) Return on Investment.

- Investments shall not be made for the purposes of speculation.
- The City is prohibited from investing in derivative financial instruments.

All investments of the City of Liberty Lake must be made in compliance with Federal and State law and in accordance with applicable legal interpretations. Funds of the City will be invested in accordance with the current version of the Revised Code of Washington (RCW), the BARS manual, these policies and written administrative procedures. The City of Liberty Lake is empowered to invest in certain types of securities as detailed in RCW 35A.40.050 and RCW 35.39.030. Among the authorized investments are:

1. Nonnegotiable certificates of deposit and other collateralized evidence of deposits with qualified public depositories.
 2. United States bonds and certificates of indebtedness.
 3. Bonds or warrants of the State of Washington.
 4. State of Washington Local Government Investment Pool.
 5. Its own bonds or warrants of a local improvement district which are with the protection of the local improvement guaranty fund law.
- Proper security measures will be taken to safeguard investments. The City's designated banking institution will provide adequate collateral to insure City funds.
 - It is the policy of the City to diversify the investment portfolio to the extent necessary to maximize the return on investment while minimizing the risk of loss and to retain sufficient liquidity to meet cash flow obligations.
 - To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than four years from the date of purchase.
 - An analysis of the City's cash position will be prepared at regular intervals throughout the fiscal year.
 - Administrative Services will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments. Securities will be bought and sold to obtain market yield through both transaction gains and interest earnings when the option is available.
 - The City Treasurer is the Investment Officer of the city and is authorized to invest city funds in accordance with Resolution No. 02-046. The City Treasurer may buy and sell investments between funds to meet monthly cash flow requirements. Earned interest on

investments shall be credited to the fund holding ownership of the investment at the time the interest is earned.

- Sufficient cash shall be maintained to provide adequate funds for current operating expenditures.
- The City of Liberty Lake will select its official banking institution through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available.

Purchasing Policy

Any purchases and contracts above \$7,500 are handled in accordance with state mandated purchasing practices, such as small works roster and bidding requirements.

Purchasing authority is based on the appropriated budget as passed by the City Council. Council must approve any purchases beyond original appropriations through the budget amendment process. If the budget requires an amendment, revenues are first readdressed to verify that adequate resources are available to fund the amendment. If adequate resources are available, proposed amendments are presented to Council for consideration.

General Revenue Policies

1. The City will strive to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of an economic downturn.
2. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic activities, revenue estimates provided to the City Council shall be conservative.
3. The City will estimate its annual revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association.
4. Administrative Services will project revenues for the next four years and will update this projection annually. Administrative Services will annually review and make available to the City Council an analysis of each potential major revenue source.
5. It will be the goal of the city to set fees and user charges for each enterprise fund, including the golf course, at a level that fully supports the total direct and indirect cost of the activity. The proposed rates shall take into account debt service coverage commitments made by the City of the particular enterprise fund.

6. The City will charge user fees for various services when it is appropriate and permitted by law. Unless set by RCW, user fees and charges will be established and maintained at the discretion of the City Council. It is the policy of the City Council that fees will generally be set at a level related to the cost of providing the services. The City will review user fees at least every three years to adjust for the effects of inflation and other factors as appropriate.

General Expenditure Policies

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. Expenditures approved by the City Council define the City's spending limits for the upcoming fiscal year. The City will maintain an operating philosophy of cost control and responsible financial management.
2. Budgeted annual expenditures will be maintained within the limitations of annual revenues.
3. The City will maintain expenditure categories according to state statute and administrative regulation.
4. Services will parallel and adjust to the City's inelastic revenue sources in order to maintain the highest level of service. During periods of economic upturn, long-term expansion of core services will be limited to the anticipated increase of those sources.
5. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, or fee increases. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
6. Long-term debt or bond financing shall not be used to finance current operating expenditures.
7. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.

8. All compensation planning and collective bargaining will focus on the total cost of compensation which includes direct salary, health care benefits, retirement contributions, and other benefits which are a cost to the City.
9. Periodic comparisons of service delivery will be made to ensure that quality services are provided to the citizens of Liberty Lake at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated by the Mayor and/or City Council.

Financial Communication

City staff will provide reports on the budget status to the Council, City departments, and citizens throughout the year via monthly and quarterly summaries. These reports will also be posted on the City's web site.

General Fund 2025



**Legislative
General Fund 001**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 55,125	\$ 54,731	\$ 68,900	\$ 74,000	7%
Benefits	4,518	4,506	5,652	5,160	-9%
Supplies	546	692	1,500	1,500	0%
Services & Charges	27,420	53,746	49,500	64,650	31%
Capital Outlay	2,412	-	3,000	3,000	0%
Legislative Total	\$ 90,021	\$ 113,675	\$ 128,552	\$ 148,310	15%

Legislative costs are expenditures associated with City Council activities.

Notes

Salaries & Wages Councilmember Salaries set by Salary Commission at \$880/month.

Services & Charges Meeting management software, election costs, annual memberships and trainings. Recent service increases for hearing examiner costs. Anticipating increase in election costs in 2025.

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
511 60 10 00	Legislative-Salaries & Wages	58,290.02	55,125.00	54,731.25	54,488.95	68,900.00	74,000.00	7% increase per salary commission
010	Salaries and Wages	58,290.02	55,125.00	54,731.25	54,488.95	68,900.00	74,000.00	
511 60 20 01	Legislative-Social Security & Medicare	4,461.48	4,217.36	4,186.68	4,169.02	5,334.00	4,850.00	
511 60 23 02	Legislative-Labor & Industries	294.60	212.15	199.30	247.60	167.00	215.00	
511 60 24 00	Paid Family And Medical Leave	85.86	88.93	119.54	109.49	151.00	95.00	
020	Personnel Benefits	4,841.94	4,518.44	4,505.52	4,526.11	5,652.00	5,160.00	
511 60 31 00	Legislative Supplies	558.56	545.72	692.15	828.97	1,500.00	1,500.00	NC
030	Supplies	558.56	545.72	692.15	828.97	1,500.00	1,500.00	
511 30 40 00	Official Publication Services	0.00	239.10	0.00	0.00	0.00	0.00	
511 60 41 00	Legislative - Professional Services	21,775.47	16,654.36	40,545.52	28,239.03	20,000.00	35,000.00	Election costs, meeting management software, hearing examiner costs kd
511 60 42 00	Legislative-Telephone,Internet,Postage	1,256.75	1,484.53	1,621.31	2,013.57	1,500.00	1,650.00	
511 60 43 00	Legislative Travel-Lodging,Meals,Mileage	0.00	0.00	0.00	4,912.42	14,000.00	14,000.00	NC
511 60 49 00	Legislative-Dues,Subscriptions,Registrations	9,325.00	9,042.00	11,579.00	12,431.50	14,000.00	14,000.00	NC Annual memberships for AWC and Valley Chamber, trainings kd
040	Services	32,357.22	27,419.99	53,745.83	47,596.52	49,500.00	64,650.00	
594 11 64 00	Legislative-Furniture,Computers&Equip	0.00	2,411.97	0.00	0.00	3,000.00	3,000.00	NC
060	Capital Outlays	0.00	2,411.97	0.00	0.00	3,000.00	3,000.00	
511	Legislative	96,047.74	90,021.12	113,674.75	107,440.55	128,552.00	148,310.00	
TOTAL EXPENDITURES:		96,047.74	90,021.12	113,674.75	107,440.55	128,552.00	148,310.00	

**Executive
General Fund 001**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 279,454	\$ 290,741	\$ 309,403	\$ 327,600	6%
Benefits	96,328	91,537	94,483	100,600	6%
Supplies	2,799	1,382	47,000	15,000	-68%
Services & Charges	110,003	97,484	169,300	168,800	0%
Capital Outlay	977	-	6,500	6,500	0%
Executive Total	\$ 489,562	\$ 481,144	\$ 626,686	\$ 618,500	-1%

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 3.4% COLA; 2% Step for City Administrator, Comm. Specialist and Office Asst.

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	2022	2023	2024	2025	% Change
<u><i>Elected</i></u>					
Mayor	1	1	1	1	
<u><i>Full Time</i></u>					
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

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
513 10 10 01 Mayor-Salaries & Wages	27,000.00	30,000.00	28,750.00	23,750.00	30,000.00	32,500.00	7% increase per salary commission kd
513 10 10 02 Executive-Salaries & Wages	215,376.16	246,418.08	258,851.64	220,088.45	276,903.00	291,900.00	COLA 3.4%, step 2%
513 10 10 03 Executive-Overtime	378.26	3,035.85	3,139.71	1,471.53	2,500.00	3,200.00	
010 Salaries and Wages	242,754.42	279,453.93	290,741.35	245,309.98	309,403.00	327,600.00	
513 10 20 01 Executive-Social Security & Medicare	5,173.42	5,847.80	5,937.73	4,982.04	6,346.00	6,400.00	
513 10 21 05 Executive-Retirement	27,551.06	30,571.50	33,320.72	28,198.36	35,497.00	37,440.00	
513 10 22 04 Executive-Medical/Life/LTD	24,472.70	37,010.82	43,191.31	32,319.13	43,079.00	45,450.00	
513 10 23 02 Executive-Labor & Industries	589.89	755.87	953.58	824.46	879.00	980.00	
513 10 24 01 Paid Family And Medical Leave-Mayor	39.64	48.24	62.78	47.52	66.00	75.00	
513 10 24 02 Paid Family And Medical Leave	316.64	382.11	564.21	439.56	0.00	0.00	
513 10 24 03 Paid Family And Medical Leave-Executive	0.56	4.90	6.94	2.72	616.00	655.00	
513 10 24 04 Moving Expense-Executive	0.00	11,627.23	0.00	0.00	0.00	0.00	
513 10 28 00 HRA VEBA-Executive	7,080.00	10,080.00	7,500.00	8,000.00	8,000.00	9,600.00	
020 Personnel Benefits	65,223.91	96,328.47	91,537.27	74,813.79	94,483.00	100,600.00	
513 10 31 00 Executive Supplies	1,367.31	2,799.17	1,381.88	2,450.73	47,000.00	15,000.00	Mayor, City Admin, Comm Spec. and Front Desk supplies \$4k; CEC supplies \$11k
513 10 31 01 Executive Event & Meeting Expenses	415.14	0.00	0.00	0.00	0.00	0.00	
030 Supplies	1,782.45	2,799.17	1,381.88	2,450.73	47,000.00	15,000.00	
513 10 41 00 Executive-Professional Services	24,052.11	38,494.40	15,243.26	79,628.47	69,000.00	86,000.00	PBB software and support, Zencity public engagement software, LLPD labor attorney services
513 10 41 01 Executive Professional Services-Public Information	0.00	0.00	3,267.00	4,446.20	14,000.00	6,000.00	Civically software and website support kd
513 10 42 00 Executive - Communications	1,500.01	1,477.99	2,294.18	2,228.18	1,800.00	2,300.00	
513 10 43 00 Executive Travel-Lodging, Meals, Mileage	4,762.98	13,710.76	8,978.08	15,450.98	14,000.00	16,000.00	NLC, ICMA, AWC, GFOA, etc.. annual conferences and trainings - kd
513 10 49 00 Dues, Subscriptions, Mbrships, Registrations	11,031.78	4,779.89	16,426.83	12,378.09	16,000.00	17,000.00	Annual memberships for SRTC, ICMA, GFOA, NLC, INP, WCMA, AWC etc... kd
558 70 41 00 Econ. Dev. - Advertising	15,925.00	15,540.00	16,275.00	14,732.00	16,500.00	18,500.00	Splash agreement

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
558 70 49 00	Econ. Dev. - Dues,memberships,registrations	36,300.00	36,000.00	35,000.00	12,500.00	38,000.00	23,000.00	Greater Spokane Inc \$10k, Valley Chamber \$10k annual memberships, conference registrations kd
040	Services	93,571.88	110,003.04	97,484.35	141,363.92	169,300.00	168,800.00	
594 13 64 00	Executive-Furniture,Computers&Equip	1,001.59	976.83	0.00	0.00	6,500.00	6,500.00	NC
060	Capital Outlays	1,001.59	976.83	0.00	0.00	6,500.00	6,500.00	
513	Executive	404,334.25	489,561.44	481,144.85	463,938.42	626,686.00	618,500.00	
TOTAL EXPENDITURES:		404,334.25	489,561.44	481,144.85	463,938.42	626,686.00	618,500.00	

**Finance and Administrative
Services General Fund 001**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 429,323	\$ 448,228	\$ 481,443	\$ 521,530	8%
Benefits	182,544	185,707	204,446	189,845	-7%
Supplies	11,176	5,440	11,900	11,500	-3%
Services & Charges	669,019	806,283	841,790	827,325	-2%
Transfers Out	3,030,618	1,790,000	103,530	3,180,228	2972%
Leases	2,843	2,702	-	58,300	0%
Capital Outlay	5,398	6,000	58,000	14,000	-76%
Administrative Services Total	\$ 4,330,921	\$ 3,244,360	\$ 1,701,109	\$ 4,802,728	182%

Administrative Services includes Financial, City Clerk, HR, Payroll, Insurance, IT, Procurement and other support functions.

Notes: \$2.44 million transfer to 330 to Library Capital Fund for facility construction.

Salaries & Wages 3.4% COLA; 2% Step

Services & Charges Admin Svcs include General Liability Insurance, Financial software support, bank and credit card fees, phone services, onsite IT support, public records and contract mgmt software, and state audit costs. General Gov't Svcs include pollution control/remediation cost and animal services agmt with County.

Transfers Out \$2.44 million to Library Capital Fund; \$158k to Parks and Arts Fund; \$55k Medical Reimbursement Fund; \$25k Underground Util.

Position Summary	2022	2023	2024	2025	% Change
<i>Full Time</i>					
Finance Director	1	1	1	1	
City Treasurer	1	1	1	1	
City Clerk	1	1	1	1	
HR Manager	1	1	1	1	
Office Assistant	0	0	0	0	
Payroll Technician	1	1	1	1	
Procurement Specialist	0	0	1	1	
IT Tech	1	1	0	0	
Total FTE Positions	6	6	6	6	0%

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed Comment
514 22 10 00	Treasurer	65,534.72	71,798.04	97,306.21	62,260.82	78,146.00	82,400.00 3.4% COLA, 2% step kd
514 22 10 01	Treasurer Overtime	756.33	38.34	381.15	1,990.07	100.00	2,000.00 Accommodate increased demand kd
514 23 10 06	Salaries & Wages-Administrative Services	185,735.24	208,182.10	214,170.74	193,664.78	307,033.00	331,595.00 3.4% COLA, 2% step. City Clerk adj. to Treasurer kd
514 23 10 09	Overtime	514.13	2,736.46	3,843.06	2,430.26	2,150.00	4,000.00 City Clerk OT council meetings kd
518 10 10 00	Human Resources Manager Salaries & Wages	72,861.14	81,978.36	86,288.32	74,220.50	94,014.00	101,535.00 Salary review and adj. 8% increase
518 80 10 00	Salaries & Wages IT Tech	61,760.77	63,201.04	44,243.86	0.00	0.00	0.00
518 80 10 01	Overtime-IT Tech	1,772.14	1,389.09	1,994.73	0.00	0.00	0.00
010	Salaries and Wages	388,934.47	429,323.43	448,228.07	334,566.43	481,443.00	521,530.00
514 22 20 01	Treasurer -Medicare	941.40	1,020.96	1,391.28	913.59	1,135.00	1,200.00
514 22 21 05	Retirement-Treasurer	8,503.80	9,137.27	12,275.51	8,125.34	9,977.00	10,520.00
514 22 22 04	Medical/Life/LTD Treasurer	13,283.26	14,014.96	17,665.93	11,323.16	15,096.00	15,920.00
514 22 23 02	Labor & Industries Treasurer	220.39	217.32	273.94	208.71	276.00	291.00
514 22 24 00	Paid Family And Medical Leave Treasurer	96.34	115.60	212.23	124.34	171.00	185.00
514 22 24 01	Paid Family And Medical Leave OT Treasurer	1.11	0.06	0.84	3.49	0.00	0.00
514 22 28 05	HRA VEBA Treasurer	3,000.00	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00
514 23 20 01	Social Security/Medicare-Administrative Services	47,094.67	2,989.56	3,087.58	2,776.34	4,513.00	4,200.00
514 23 21 05	Retirement	22,705.43	26,797.36	27,673.18	24,796.35	39,676.00	38,565.00
514 23 22 04	Medical/Life/LTD-Administrative Services	34,287.08	45,681.95	49,399.01	40,262.15	78,272.00	58,966.00
514 23 23 02	Labor & Industries-Administrative Services	530.63	735.13	697.71	605.61	1,102.00	800.00
514 23 24 06	Paid Family And Medical Leave-Administrative Services	259.57	336.96	535.87	383.11	679.00	600.00
514 23 24 09	Paid Family And Medical Leave-Administrative Services	0.76	4.38	8.35	4.90	0.00	0.00
514 23 28 06	HRA VEBA	11,500.00	9,000.00	12,500.00	10,400.00	12,000.00	13,200.00
518 10 20 01	Human Resources Manager Medicare	1,026.82	1,157.53	1,218.82	1,051.05	1,364.00	1,290.00
518 10 21 05	Human Resources Manager Retirement	9,364.25	10,452.24	11,001.78	9,026.21	11,987.00	12,634.00
518 10 22 04	Human Resources Manager Medical/Life/LTD	19,454.65	20,502.41	21,355.48	15,840.30	21,317.00	24,468.00
518 10 23 02	Human Resources Manager Labor & Industries	229.00	249.84	243.57	208.62	276.00	290.00

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
518 10 24 00 Human Resources Manager Paid Family And Medical Leave	107.13	132.00	188.13	141.62	205.00	216.00	
518 10 28 00 Human Resources Manager HRA VEBA	2,750.00	3,000.00	3,000.00	3,200.00	3,200.00	3,300.00	
518 80 20 01 Medicare-IT Tech	891.40	905.38	651.35	0.00	0.00	0.00	
518 80 21 05 Retirement-IT Tech	8,139.67	8,200.59	5,791.00	0.00	0.00	0.00	
518 80 22 04 Medical/Life/LTD-IT Tech	19,356.86	20,391.10	12,576.65	0.00	0.00	0.00	
518 80 23 02 Labor & Industries-IT Tech	1,451.52	1,397.87	857.13	0.00	0.00	0.00	
518 80 24 00 Paid Family And Medical Leave IT Tech	90.81	101.76	96.99	0.00	0.00	0.00	
518 80 24 01 Paid Family And Medical Leave IT Tech	2.59	2.24	4.35	0.00	0.00	0.00	
518 80 28 00 HRA VEBA IT Tech	3,000.00	3,000.00	0.00	0.00	0.00	0.00	
020 Personnel Benefits	208,289.14	182,544.47	185,706.68	132,594.89	204,446.00	189,845.00	
514 23 31 00 Administrative Services Supplies	5,986.86	4,948.54	2,135.03	3,482.18	5,000.00	5,000.00	NC general office supplies kd
514 23 32 00 Administrative Services Fuel Consumed	38.93	48.60	0.00	0.00	400.00	0.00	NB
517 90 31 00 Wellness Program Supplies	2,715.05	2,390.76	2,069.13	367.55	2,000.00	2,000.00	NC
518 10 30 00 Human Resources Supplies For Consumption	1,773.74	897.97	1,024.28	517.99	1,000.00	1,000.00	NC
518 80 30 00 Supplies For Consumption IT	2,965.84	2,889.70	211.46	1,502.18	2,500.00	2,500.00	NC
571 00 31 02 Liberty Lake Youth Commission	0.00	0.00	0.00	0.00	1,000.00	1,000.00	No change. To be discussed for 2025. JC
030 Supplies	13,480.42	11,175.57	5,439.90	5,869.90	11,900.00	11,500.00	
514 23 40 00 Unemployment Claims-Administrative Services	1,755.36	0.00	-72.48	0.00	0.00	0.00	
514 23 41 00 Administrative Services-Professional Services	52,359.83	98,870.02	96,390.68	72,014.19	120,000.00	110,000.00	Accounting software 26k, annual state financial audit 36k, contract mgmt 5k, merchant/bank fees 16k, civicplus agenda and meeting mgmt software 8k, 3rd party benefit and payroll support 4k, timekeeping software 4k, background screening services 4k, removal of lease tracking software -\$10k kd
514 23 42 00 Administrative Services-Telephone,Internet,Postage	3,052.96	2,478.59	4,817.55	3,058.67	3,200.00	4,800.00	
514 23 43 00 Administrative Services Travel-Lodging,Meals,Mileage	0.00	2,463.87	3,323.65	3,735.37	6,000.00	7,500.00	Increase to accommodate procurement specialist trainings, conferences, etc.. kd

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
514 23 49 01	Administrative Services-Dues,Subscriptions,Mbrshp	1,234.00	1,517.00	2,980.00	4,375.00	5,000.00	6,000.00	Municipal clerks assoc. GFOA, EWFOA, AWC memberships, conferences, trainings kd
514 81 40 00	Inland Empire Paper Permit	2,363.00	0.00	0.00	0.00	0.00	0.00	
517 90 41 00	Wellness Program-Professional Service	929.69	0.00	0.00	25.00	2,000.00	2,000.00	NC
518 10 40 00	Human Resources Services	3,887.53	6,467.77	11,439.79	6,520.88	5,000.00	12,000.00	
518 30 42 00	Central Services - Communications	14,870.24	11,381.69	21,964.98	19,250.18	15,000.00	18,000.00	
518 30 46 00	Central Services-Insurance	297,978.58	368,007.49	474,279.88	305,617.84	320,000.00	283,000.00	Nominal increase from 2024 premiums but split with Streets as well as PD and Golf Ops kd
518 80 41 00	Information Technology Services	75,566.22	137,712.62	189,505.98	312,462.23	320,000.00	336,000.00	City wide managed IT services, Executech
518 80 42 00	Information Technology Services Telephone,Internet,Postage	771.52	937.90	516.60	381.37	600.00	600.00	NC
553 70 40 00	Pollution Control And Remediation	22,309.00	22,076.92	28,831.92	32,489.60	32,490.00	34,250.00	Annual contribution to Spokane Regional Clean Air kd
554 30 41 00	Animal Services	11,421.72	12,499.32	12,117.24	12,480.72	12,500.00	13,175.00	Annual agreement with SCRAPS
566 10 40 00	Alcoholism Treatment	2,536.60	4,605.44	3,772.80	2,844.00	0.00	0.00	
040	Services	491,036.25	669,018.63	854,807.59	801,232.20	841,790.00	827,325.00	
597 00 01 20	Transfer Out Restricted Reserve	0.00	300,000.00	0.00	0.00	0.00	0.00	
597 16 05 02	Transfer Out To Medical Reimbursement (Bridge) Fund	35,000.00	50,000.00	30,000.00	0.00	23,426.00	55,000.00	Based on prior year's usage, reset to \$175k kd
597 19 00 03	Transfer Out To Community Messaging Fund	0.00	0.00	0.00	0.00	0.00	0.00	0
597 19 00 04	Transfer Out To Underground Utility Fund	25,000.00	25,000.00	25,000.00	0.00	25,000.00	25,000.00	Annual transfer to Underground Utility Fund kd
597 19 00 05	Transfer Out To Building Contingency Fund	0.00	9,139.00	11,000.00	0.00	0.00	0.00	Not used in 2024 kd
597 50 03 19	Transfer Out Henry Rd Project	1,540,000.00	1,850,000.00	0.00	0.00	0.00	0.00	Project completed, DOT closeout scheduled for 2025 kd
597 72 00 01	Transfer Out To LLML Capital	17,950.00	19,295.00	0.00	0.00	0.00	2,442,728.00	CFP - PF4 New library facility upgrades kd
597 76 01 11	Transfer Out Parks & Art Fund	6,500.00	27,184.00	24,000.00	0.00	55,104.00	157,500.00	Planned activity in 2024 kd
597 76 03 38	Transfer Out Trailhead Improvements Project Fund	400,000.00	750,000.00	1,700,000.00	0.00	0.00	500,000.00	For Trailhead bond Pre-payment kd
050	Intergovernmental Services and Other	2,024,450.00	3,030,618.00	1,790,000.00	0.00	103,530.00	3,180,228.00	
594 14 60 00	Finance Small_Attractive Items	0.00	0.00	852.36	808.30	2,000.00	2,000.00	NC

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
594 14 64 00	Finance and IT-Furniture,Computers&Equip	4,652.40	5,397.81	3,437.77	15,477.65	56,000.00	12,000.00	City wide IT projects moved to central services capital line item kd
060	Capital Outlays	4,652.40	5,397.81	4,290.13	16,285.95	58,000.00	14,000.00	
591 14 70 00	Leases	0.00	2,843.00	1,351.00	3,183.09	0.00	0.00	
591 14 70 01	SBITA-Admin Services	0.00	0.00	0.00	0.00	0.00	3,800.00	SBITA = Subscription based information technology arrangement. State Auditors are requiring SBITA to be track separately as liabilities kd
591 18 70 01	SBITA-Information Technology Services	0.00	0.00	0.00	0.00	0.00	48,000.00	SBITA = Subscription based information technology arrangement. State Auditors are requiring SBITA to be track separately as liabilities kd
591 76 70 01	Leasehold-Trailhead	0.00	0.00	0.00	0.00	0.00	6,500.00	Pass-through to dept of revenue kd
070	Debt Service	0.00	2,843.00	1,351.00	3,183.09		58,300.00	
514	Finance	3,130,842.68	4,330,920.91	3,289,823.37	1,438,914.98	1,701,109.00	4,802,728.00	
TOTAL EXPENDITURES:		3,130,842.68	4,330,920.91	3,289,823.37	1,438,914.98	1,701,109.00	4,802,728.00	

Legal Services
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Services & Charges	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	0%
Legal Services Total	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	0%

Notes

The City contracts with Evans, Craven and Lackie for its Legal Services. Staff will solicit direction from council on a renewal of current agreement or seek additional proposals

**Police Department
General Fund 001**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 1,759,759	\$ 2,337,037	\$ 2,855,604	\$ 3,612,040	26%
Benefits	663,797	825,727	1,002,058	928,020	-7%
Supplies	85,717	92,685	90,200	104,000	15%
Services & Charges	687,478	872,861	783,000	845,000	8%
Leases	36,001	39,871	41,500	95,500	130%
Capital Outlay	421,675	421,675	320,137	415,440	30%
Police Department Total	\$ 3,654,427	\$ 4,589,856	\$ 5,092,499	\$ 6,000,000	18%

*Council directive to increase budget to even \$6 million

Police services includes Chief of Police, Deputy Chief, City Patrol Officers, Detectives, Corporals, Sergeants, Civil Service Commission, Police Clerk, Evidence Custodian, SCOPE, Court Services, Jail Services, and other County law enforcement services.

Notes

Salaries & Wages

3 year labor agreement signed in 2023. 1 additional officer in October 2024; 2 additional officers in 2025 and crime analyst. Organization restructure adding back LT position

Supplies and Services

Court and Jail services, Interlocal agmt. w/ County, annual risk management costs, memberships and trainings, uniforms, fuel, vehicle maintenance, and counsel for Civil Service Commission.

Capital Outlay and Leases

Includes fleet rotation of three vehicles, ammunition, K9 training program, annual subscriptions for Flock Safety Cameras and Axon equipment (noted as leases per audit requirements)

Position Summary	2022	2023	2024	2025	% Change
<u>Full Time</u>					
Chief of Police	1	1	1	1	0%
Police Records Clerk	2	1	0	0	0%
Evidence Custodian	0	1	2	2	0%
Crime Analyst	0	0	0	1	-
Police Officer	9	11	14	16	14%
Police Sergeant	2	4	4	4	0%
Lieutenant	1	0	0	1	-
Deputy Chief of Police	0	1	1	1	0%
Detective/Corporal/Investigator	1	4	4	4	0%
Total FTE Positions	16	23	26	30	15%

Part Time

Office Assistant	0	0	0.75	0	
Civil Service Secretary/Chief Examiner	0	0	0	1	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
521 10 10 00 Salaries & Wages-LLPD Clerk,Custodian, Civil Service Secretary	83,442.68	101,345.53	105,500.40	114,915.95	121,572.00	133,730.00	Salary review and adj. 10% increase
521 10 10 01 Overtime-LLPD Clerk,Custodian	787.94	1,716.38	2,850.10	41.19	3,000.00	3,000.00	NC
521 22 10 11 Salaries & Wages-LLPD	1,309,542.75	1,543,734.81	2,073,215.22	2,641,254.97	2,576,445.00	3,295,570.00	3.4% COLA, step; 1 new officer; crime analyst
521 22 10 12 Police Overtime	82,606.57	112,962.22	155,471.20	141,114.09	154,587.00	179,740.00	6% of budgeted wages
010 Salaries and Wages	1,476,379.94	1,759,758.94	2,337,036.92	2,897,326.20	2,855,604.00	3,612,040.00	
521 10 20 01 Medicare-LLPD Clerk,Custodian	1,183.98	1,455.97	1,553.06	1,662.99	1,737.00	1,840.00	
521 10 21 05 Retirement-LLPD Clerk,Custodian	10,397.90	13,094.48	13,326.99	14,626.41	15,271.00	15,300.00	
521 10 22 04 Medical/Life/LTD-LLPD Clerk,Custodian	13,694.03	14,497.03	11,403.76	3,700.38	15,583.00	4,500.00	Based on benefit elections kd
521 10 23 02 Labor & Industries-LLPD Clerk,Custodian	405.77	471.11	452.71	419.27	554.00	600.00	
521 10 24 00 Paid Family And Medical Leave-LLPD Clerk,Custodian	122.65	163.17	232.62	180.39	262.00	300.00	
521 10 24 01 Paid Family And Medical Leave-LLPD Clerk,Custodian	1.16	2.76	6.22	0.09	0.00	0.00	
521 10 28 00 HRA VEBA-LLPD Clerk,Custodian	7,080.00	9,450.00	8,080.00	8,746.67	8,280.00	8,800.00	
521 22 20 01 Law Enforcement-Medicare	19,913.33	23,642.78	31,780.01	39,718.21	39,577.00	34,200.00	
521 22 21 05 Law Enforcement-Retirement	133,771.75	158,596.73	217,554.83	275,095.88	276,340.00	246,750.00	
521 22 22 04 Law Enforcement-Medical/Life/LTD	231,151.44	304,124.15	386,062.02	477,466.50	459,023.00	431,500.00	
521 22 23 02 Law Enforcement-Labor & Industries	39,437.89	47,867.17	52,645.64	55,343.79	67,940.00	58,800.00	
521 22 24 11 Paid Family And Medical Leave-Law Enforcement	0.00	0.00	6,021.05	4,004.01	5,491.00	4,500.00	
521 22 24 12 Paid Family And Medical LeaveOT-Law Enforcement	0.00	0.00	470.77	188.72	0.00	130.00	
521 22 26 11 Uniforms-Duty & Reserv	25,959.24	34,431.18	37,387.76	40,224.38	40,000.00	44,000.00	18% increase attributed to increased cost to equip four [4]new officers (approximately \$ 3962 per new hire), (contingency) replacing damaged uniforms as outlined in the new collective bargaining agreement Article 11-Clothing and Equipment. Also, four (4) officers are due to replace their body armor in 2025 (4 x\$1030=\$4120). Other considerations include new/replacement badges.
521 22 28 09 HRA VEBA-Law Enforcement	49,500.00	56,000.00	58,750.00	71,999.99	72,000.00	76,800.00	
020 Personnel Benefits	532,619.14	663,796.53	825,727.44	993,377.68	1,002,058.00	928,020.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
521 10 31 00	Law Enforcement Supplies	6,765.65	12,484.33	11,564.93	12,758.48	13,200.00	15,200.00	15% increase attributed to proposed K9 program addition of dog food (\$1000.00) and miscellaneous equipment (\$200.00).
521 10 32 00	Law Enforcement Fuel Consumed	39,839.70	58,630.84	67,040.64	69,803.32	60,000.00	70,000.00	17% increase attributed to addition of two new officers and additional new vehicles to current fleet. Also considered in this calculation is the 2025 retail regular grade gasoline price forecast from the United States Energy Information Administration (retail price \$3.30 per gallon), other reputable resources, and agency fuel use through seven months of 2024 (65%).
521 10 35 00	Law Enforcement Small Tools & Minor Equipment	11,846.14	14,498.24	11,301.50	8,166.41	16,500.00	18,300.00	11% increase attributed to proposed K9 program equipment (bite suit) \$1800.00.
521 50 31 00	Law Enforcement Building Supplies	0.00	103.80	2,777.88	714.97	500.00	500.00	NC (No Change)
030	Supplies	58,451.49	85,717.21	92,684.95	91,443.18	90,200.00	104,000.00	
512 50 40 00	Court Services	119,845.11	0.00	0.00	0.00	0.00	0.00	
512 52 40 00	Contracted Court	0.00	85,737.36	118,146.57	125,375.88	80,000.00	120,000.00	County court services attributed to city activity kd
521 10 40 00	Sheriff (EMS Agreement)	188,986.35	273,382.70	288,060.75	235,847.86	260,000.00	260,000.00	NC (No Change)
521 10 40 01	Spokane County - Jail	85,350.60	128,493.74	233,304.69	144,626.08	200,000.00	200,000.00	NC (No Change)
521 10 41 00	Law Enforcement-Professional Services	17,128.24	40,629.67	52,715.17	57,752.82	60,000.00	64,000.00	7% increase is attributed to expansion of staffing, addition of new departmental positions (e.g., lieutenant, third [3rd] detective accreditation manager), K9 Handler and K9 travel to and from training, and navigating the accreditation process, which will call for additional training and potential associated travel. *****TRAVEL FOR TRAINING IN 2025 WILL BE LIMITED TO ESSENTIAL TRAINING TRAVEL ONLY (determined through professional development analysis)*****
521 10 42 00	Law Enforcement-Telephone,Internet,Postage	21,520.24	25,210.81	29,816.00	32,012.44	30,000.00	30,000.00	NC (Change)

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
521 10 43 00	Law Enforcement Travel-Lodging,Meals,Mileage	4,044.91	8,928.50	17,332.14	18,165.17	15,000.00	18,000.00	20% increase is attributed to expansion of staffing, addition of new departmental postions(e.g., lieutenant, third [3rd] detective accreditation manager), K9 Handler and K9 travel to and from trainign, and navigating the accreditation process, which will call for additional training and potential associated travel. *****TRAVEL FOR TRAINING IN 2025 WILL BE LIMITED TO ESSENTIAL TRAINING TRAVEL ONLY (determined through professional development analysis)*****
521 10 46 00	Law Enforcement - Insurance	31,941.96	41,937.82	57,069.15	31,586.04	40,000.00	40,000.00	
521 10 48 00	Vehicle Maintenance	19,785.49	40,208.72	36,489.96	40,787.99	40,000.00	45,000.00	13% increase attributed to routine and unexpected maintainence of current and additonal vehicles in police fleet.
521 10 49 00	Law Enforcement-Dues,Subscriptions,Mbrsh ips,Registrations	9,032.50	19,695.70	22,679.14	30,299.63	30,000.00	35,000.00	17% increase is attributed to expansion of staffing, addition of new departmental postions (e.g., lieutenant, third [3rd] detective accreditation manager, proposed K9 program professional membership dues [\$1200.00]), navigating the accreditation process, which will call for additional training, and 2024 data related to training requested and mandated training for department personnel (through seven months 70% of budget used).
521 50 41 00	Law Enforcement Building-Professional Services	3,999.00	3,194.92	294.69	250.00	3,000.00	3,000.00	NC (No Change)
521 50 47 00	Law Enforcement - Utility Services	20,639.55	20,058.13	24,317.66	26,346.98	25,000.00	30,000.00	20% increase is attributed to the United States Energy Administration (EIA) projection that average electricity prices would reach a 30 year high in 2025 and expenditures through seven months of 2024 were 67% of amount allocated (\$16,630 of \$25,000).
040	Services	522,273.95	687,478.07	880,225.92	743,050.89	783,000.00	845,000.00	
594 21 60 01	Small_Attractive Items - Public Safety	0.00	0.00	8,561.76	32,126.24	30,000.00	30,000.00	NC (No Change)

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
594 21 64 02	Law Enforcement-Furniture,Computers&Eqmt	228,287.08	421,674.93	239,891.60	288,488.62	290,137.00	385,440.00	1 new patrol vehicle and three (3) patrol vehicles to replace the three highest mileage or ailing vehicles in the department's fleet as part of our agency's vehicle rotation/replacement plan, ensuring the agency has enough operational and reliable vehicles to assign incoming hires, and remain in compliance with requirements of Article 13-Police Take Home Vehicles concerning the City maintaining two (2) pool vehicles. Estimated expenditure-\$129,000 (cost estimate based on current cost of vehicles on Washington Department of Enterprise Service Contract Automobile Request System [CARS]).2.Purchase and installation of police vehicle emergency equipment for three (3) new police vehicles. Estimated expenditure-\$90,000 (cost estimate based on current installation services with Racom and Spokane Sunscreen).3.Yearly payment of service for Flock LPR system. Expenditure-\$65,000. The approved funding for this service is marijuana tax revenue.4.Ammunition-Duty, practice, and monthly officer supply of ammunition based on CBA-\$15,000.5.Cost of K9 Training for proposed K9 program(cost from Southern Police Canine Inc includes K9 handler training, crossed trained [narcotics/patrol] dog, food, lodging, and training equipment) -\$15,000.00.6.Kennel for patrol dog (K9)-\$3,800.00.7.K9 Officer patrol vehicle equipping for patrol dog-\$13,242.00.
594 21 64 03	Grant WASPC Radar/Antenna	0.00	0.00	0.00	6,566.16	0.00	0.00	NC (No Change)
060	Capital Outlays	228,287.08	421,674.93	248,453.36	327,181.02	320,137.00	415,440.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
591 21 70 00	Leases-Law Enforcement Services	0.00	36,000.52	32,505.58	44,189.62	41,500.00	87,000.00	109 % increase is attributed to movement in expenditure deduction of services (i.e, Axon, Leads Online, Powertime DMS) from professional services to this line item and new and increased cost of bundled Axon account (\$75,172.82 per year) for newly purchased (2024 Tasers and body worn cameras).
591 21 70 01	SBITA-Law Enforcement Services	0.00	0.00	0.00	0.00	0.00	8,500.00	SBITA = Subscription based information technology arrangement. State Auditors are requiring SBITA to be track separately as liabilities kd
070	Debt Service	0.00	36,000.52	32,505.58	44,189.62	41,500.00	95,500.00	
090	Interfund Payments for Services	0.00	0.00	0.00	0.00			
521	Law Enforcement	2,818,011.60	3,654,426.20	4,416,634.17	5,096,568.59	5,092,499.00	6,000,000.00	
TOTAL EXPENDITURES:		2,818,011.60	3,654,426.20	4,416,634.17	5,096,568.59	5,092,499.00	6,000,000.00	

Planning, Engineering, and Building Services
General Fund 001

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 586,539	\$ 595,299	\$ 883,482	\$ 938,590	6%
Benefits	224,795	228,438	372,027	337,061	-9%
Supplies	7,463	4,673	8,400	8,800	5%
Services & Charges	208,729	314,695	1,008,500	626,600	-38%
Capital Outlay	3,101	91,974	8,500	7,000	-18%
Planning & Building Services Total	\$ 1,030,627	\$ 1,235,079	\$ 2,280,909	\$ 1,918,051	-16%

Notes

Salaries & Wages 3.4% COLA; 2% Step.

Services & Charges Includes Parametrix Cost Recovery services, increase in other outside professional services as the City continues to expand. Ongoing climate resiliency and comprehensive planning activities carried over from 2024. Additional software and licensing costs. GIS deployment. Credit card fees, trainings and travel.

Position Summary	2022	2023	2024	2025	Change
<u>Full Time</u>					
Building Inspectors	2	2	3	3	0%
Director of Planning & Engineering	1	1	1	1	0%
Code Enforcement Officer	0	0	1	1	0%
City Engineer	1	1	1	1	0%
Senior Planner	1	1	1	1	0%
Associate Planner	0	0	1	1	0%
Project Manager (moved to Public Works)	0	1	0	0	-
Engineering Technician	1	0	0	0	-
PEBS Technician	1	2	2	2	0%
Administrative Assistant	0	0	1	1	0%
Total FTE Positions	7	8	11	11	0%

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
524 60 10 00	Salaries & Wages-Enforcement of Codes And Regulations	0.00	0.00	0.00	0.00	60,612.00	63,900.00	3.4% COLA, 2% step
524 60 10 01	Overtime-Enforcement of Codes And Regulations	0.00	0.00	0.00	0.00	0.00	500.00	Overtime for new Code Enforcement Specialist
558 50 10 00	Salaries & Wages-Building Permits/Plan Reviews	225,940.64	247,589.46	272,643.09	314,964.56	395,226.00	426,840.00	3.4% COLA, 2% step
558 50 10 01	Overtime-Building Permits/Plan Reviews	2,914.55	2,889.01	5,771.40	637.74	7,500.00	4,500.00	Reduction from council discussion kd
558 60 10 00	Salaries & Wages-Planning	213,303.94	333,103.95	316,196.84	253,010.51	420,144.00	442,850.00	3.4% COLA, 2% step
558 60 10 01	Overtime-Planning	439.76	2,956.36	687.23	225.32	0.00	0.00	No budget.
010	Salaries and Wages	442,598.89	586,538.78	595,298.56	568,838.13	883,482.00	938,590.00	
524 60 20 01	Social Security & Medicare-Enforcement of Codes And Regulations	0.00	0.00	0.00	0.00	879.00	926.00	
524 60 21 05	Retirement-Enforcement of Codes And Regulations	0.00	0.00	0.00	0.00	7,728.00	8,145.00	
524 60 22 04	Medical/Life/LTD-Enforcement of Codes And Regulations	0.00	0.00	0.00	0.00	21,893.00	23,075.00	
524 60 23 02	Labor & Industries-Enforcement of Codes And Regulations	0.00	0.00	0.00	0.00	1,539.00	1,620.00	
524 60 24 00	Paid Family And Medical Leave-Enforcement of Codes And Regulations	0.00	0.00	0.00	0.00	133.00	140.00	
524 60 28 00	HRA VEBA-Enforcement of Codes And Regulations	0.00	0.00	0.00	533.33	3,200.00	3,300.00	
558 50 20 01	Medicare-Building Permits/Plan Reviews	3,289.53	3,595.69	6,034.45	4,631.13	5,537.00	6,400.00	
558 50 21 05	Retirement-Building Permits/Plan Reviews	29,383.98	31,666.92	31,142.60	39,927.02	46,328.00	48,800.00	
558 50 22 04	Medical/Life/LTD-Building Permits/Plan Reviews	34,131.66	40,037.71	50,896.97	67,385.52	95,356.00	79,850.00	
558 50 23 02	Labor & Industries-Building Permits/Plan Reviews	4,768.60	5,618.76	5,492.44	6,497.93	5,165.00	5,440.00	
558 50 24 00	Paid Family And Medical Leave-Building Permits/Plan Reviews	328.29	393.98	579.23	633.10	833.00	650.00	
558 50 24 01	Paid Family And Medical Leave-Building Permits/Plan Reviews	4.27	4.59	11.16	0.85	0.00	0.00	
558 50 28 00	HRA VEBA-Building Permits/Plan Reviews	12,250.00	12,666.67	13,000.00	22,666.66	20,000.00	22,400.00	

5 YEAR BUDGET COMPARISON

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
558 60 20 01	Medicare-Planning	3,041.09	4,780.46	4,512.82	3,600.40	5,887.00	4,800.00	
558 60 21 05	Retirement-Planning	27,214.80	42,713.31	39,407.26	32,286.97	51,757.00	44,500.00	
558 60 22 04	Medical/Life/LTD-Planning	41,043.73	65,764.92	59,675.73	48,286.53	85,007.00	65,000.00	
558 60 23 02	Labor & Industries-Planning	3,641.65	5,760.80	4,494.33	3,669.64	6,460.00	4,800.00	
558 60 24 00	Paid Family And Medical Leave-Planning	311.35	536.25	689.17	497.05	885.00	715.00	
558 60 24 01	Paid Family And Medical Leave OT	0.65	4.76	1.50	0.02	0.00	0.00	
558 60 28 00	HRA VEBA-Planning	8,250.00	11,250.00	12,500.00	10,613.33	13,440.00	16,500.00	
020	Personnel Benefits	167,659.60	224,794.82	228,437.66	241,229.48	372,027.00	337,061.00	
524 60 31 00	Protective Inspections Supplies	0.00	0.00	0.00	0.00	0.00	0.00	No budget.
524 60 32 00	Fuel Consumed	0.00	0.00	0.00	0.00	0.00	0.00	No budget.
558 50 31 00	CP&ED Supplies	2,742.52	2,767.40	2,273.88	3,064.75	5,200.00	5,600.00	Includes budget for IBC Digital Code Update, Certification Training Books & Technical Reference Materials
558 50 32 00	CP&ED Fuel Consumed	2,039.87	4,084.15	2,208.79	2,024.84	2,800.00	2,800.00	Status quo for vehicles and mileage; current projection is a little under budget.
558 50 35 00	CP&ED Small Tools & Minor Equipment	257.22	611.62	190.13	0.00	400.00	400.00	
030	Supplies	5,039.61	7,463.17	4,672.80	5,089.59	8,400.00	8,800.00	
524 60 41 00	Protective Inspections - Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	No budget.
524 60 42 00	Protective Inspections - Telephone,Internet,Postage	0.00	0.00	0.00	0.00	0.00	0.00	No budget.
554 90 40 00	Other Environmnetal Services-Abatement 1412 Aladdin	0.00	277.70	0.00	0.00	50,000.00	0.00	NB, no longer planning abatement for nuisance property kd
558 50 40 01	CP&ED Protective Inspection Outside Services	12,462.00	1,663.00	5.00	0.00	0.00	0.00	This budget line is no longer used.
558 50 40 02	CP&ED Plan Checking Outside Services	62,337.66	50,539.06	48,074.20	25,965.00	30,000.00	25,000.00	Cost Recovery: Revenue = Expense
558 50 40 03	CP&ED Building Permits Reimbursed Expenses	10,698.40	34,506.20	2,795.66	1,485.52	5,000.00	5,000.00	Cost Recovery: Revenue = Expense
558 50 40 04	CP&ED Cost Recovery All Other Categories	0.00	0.00	23,620.49	0.00	25,000.00	25,000.00	Cost Recovery: REserved for Hearing Examiner Expense
558 50 41 00	CP&ED-Professional Services	60,665.33	95,524.83	216,723.11	120,597.99	250,850.00	130,000.00	Credit Card Fees for Online Permitting, On-call Review Service, Recruitment fees, Humanix (temp services), Records Storage Fees, Vehicle service fees

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
558 50 42 00 CP&ED-Telephone,Internet,Postage	306.33	0.00	507.47	0.00	0.00	0.00	This line no longer used.
558 50 43 00 CP&ED Travel-Lodging,Meals,Mileage	3.60	1.20	1,437.03	3,845.71	8,000.00	8,000.00	Travel for trainings, certifications, and meetings with professional associations. 2024 lower than anticipated due to staff vacancies limiting ability for travel.
558 50 49 00 CP&ED-Dues,Subscriptions,Mbrships	6,825.00	21,595.62	14,404.74	66,226.40	106,350.00	60,000.00	2024 budget higher due to ArcGIS Urban Deployment.Line item include Permitttrax, other software, professional associations , professional development and training courses for 11 staff members.
558 60 40 00 Professional Services PCPU	0.00	0.00	0.00	0.00	125,000.00	175,000.00	Carryover from 2024 for professional services for Comprehensive Plan Update including Network Anaylsis, Housing Policy Analysis, Critical Areas, etc. Does Not include Parks Master Plan, Master Facilites Plan, or Climate Planning.
558 60 40 01 Professional Services Climate Resiliency	0.00	0.00	0.00	58,932.50	400,000.00	120,000.00	Portion of \$400,000 Climate Planning grant projected to be expended in 2025, based upon scope and schedule.
558 60 40 05 Professional Services - Development Code Updates	0.00	0.00	0.00	0.00	0.00	70,000.00	CFP CPD-1 Sign Code Amendments kd
558 60 41 00 Unemployment Claims-Planning	41.05	0.00	0.00	0.00	0.00	0.00	
558 60 42 00 Communications-Planning	2,693.74	4,620.91	5,701.78	6,409.14	8,300.00	8,600.00	2024 lower than initially projected due to staff vacancies.
558 60 46 00 Planning-Insurance	0.00	0.00	1,425.69	0.00	0.00	0.00	
040 Services	156,033.11	208,728.52	314,695.17	283,462.26	1,008,500.00	626,600.00	
594 58 64 00 CP&ED-Furniture,Computers&Equip	1,487.64	3,101.25	91,974.35	9,362.48	8,500.00	7,000.00	Includes replacement of older desk chairs, computers and monitors. Lower than budgeted in 2024 due to new furniture and computer equipment for new staff.
060 Capital Outlays	1,487.64	3,101.25	91,974.35	9,362.48	8,500.00	7,000.00	
070 Debt Services	0.00	0.00	0.00	0.00			
558 Planning & Community Development	772,818.85	1,030,626.54	1,235,078.54	1,107,981.94	2,280,909.00	1,918,051.00	
TOTAL EXPENDITURES:	772,818.85	1,030,626.54	1,235,078.54	1,107,981.94	2,280,909.00	1,918,051.00	

**Municipal Library
General Fund 001**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 307,029	\$ 331,152	\$ 390,486	\$ 411,725	5%
Benefits	137,452	147,746	165,071	158,750	-4%
Supplies	68,085	77,448	84,800	97,300	15%
Services & Charges	45,538	57,121	60,750	66,450	8%
Capital Outlay	700,310	7,524	15,000	20,310	35%
Municipal Library Total	\$ 1,258,414	\$ 620,991	\$ 716,107	\$ 754,535	5%

Notes

Salaries & Wages 3.4% COLA; 2% Step

Capital Outlay & Services \$66k Annual digital subscriptions, book purchases and programming updates; \$12k for program supplies; \$10k professional services; \$7k for conferences and staff training; \$20k upgrading self-checkout stations, 4 new computers and new soft-seating

Position Summary	2022	2023	2024	2025	Change
<u>Full Time</u>					
Director of Library Services	1	1	1	1	
Librarian	1	1	1	1	
Library Associate	1	2	2	2	
Total FTE Positions	3	4	4	4	0%
<u>Part Time</u>					
Librarian	0	0	1	1	
Library Clerk	1	2	2	2	
Library Technician I	2	3	3	3	
Total PT Positions	3	5	6	6	0%

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
572 10 10 09 Library-Salaries & Wages	305,436.33	306,044.46	330,910.58	292,179.10	390,411.00	411,525.00	3.4% COLA, 2% step, Librarian, 30/wk in 4th Quarter
572 10 10 11 Library-Overtime	61.29	984.60	240.95	157.10	75.00	200.00	
010 Salaries and Wages	305,497.62	307,029.06	331,151.53	292,336.20	390,486.00	411,725.00	
572 10 20 01 Library-Social Security & Medicare	4,941.33	5,318.22	5,909.14	5,059.23	8,377.00	6,100.00	
572 10 21 05 Library-Retirement	35,169.27	34,919.97	37,371.09	33,513.49	42,872.00	38,900.00	
572 10 22 04 Library-Medical/Life/LTD	64,423.02	69,630.32	81,106.74	57,000.65	86,349.00	84,800.00	
572 10 23 02 Library-Labor & Industries	1,656.70	1,691.20	2,485.78	2,164.25	2,231.00	2,800.00	
572 10 24 09 Paid Family And Medical Leave-Libraries	437.53	490.93	722.41	585.75	542.00	750.00	
572 10 24 11 Paid Family And Medical Leave-Libraries	0.09	1.58	0.52	0.33	0.00	0.00	
572 10 28 06 HRA VEBA-Libraries	27,650.00	25,400.00	20,150.00	21,500.00	24,700.00	25,400.00	
020 Personnel Benefits	134,277.94	137,452.22	147,745.68	119,823.70	165,071.00	158,750.00	
572 10 31 00 Library Supplies	11,812.42	13,734.61	14,123.28	10,770.17	17,500.00	18,500.00	Increase in supply cost as a result of doing our own processing in house
572 10 31 05 Children & Adult Prgrm Supplies	9,911.71	7,017.69	9,670.13	7,813.12	12,000.00	12,500.00	High increase in patron attendance small increase to supply cost
572 10 32 00 Library Fuel Consumed	0.00	0.00	0.00	0.00	300.00	300.00	NC
572 20 34 06 Library Books & Other Materials	47,348.74	47,332.29	53,650.28	43,422.15	55,000.00	66,000.00	Book prices increase, WA Anytime Increase, CIN Contribution, Establish Library of Things budget \$1500.00
572 50 31 00 Library Building Supplies	0.00	0.00	4.65	1,445.30	0.00	0.00	
030 Supplies	69,072.87	68,084.59	77,448.34	63,450.74	84,800.00	97,300.00	
572 10 41 00 Library-Professional Services	6,858.30	8,655.75	7,626.25	7,276.36	9,750.00	9,750.00	NC
572 10 41 01 Software Maint/data Ba	9,265.75	12,476.58	17,378.93	15,441.00	15,700.00	15,700.00	NC We are cancelling some low use s and addatabases and adding a language learning app and Kanopy Streaming, Early Learning App.
572 10 42 00 Library-Telephone,Internet,Postage	6,358.71	6,810.70	6,591.42	5,074.40	7,500.00	7,500.00	NC
572 10 43 00 Library Travel-Lodging,Meals,Mileage	0.00	3,394.55	5,617.99	3,733.03	7,000.00	7,000.00	NC
572 10 43 01 Library Services and Technology Act Grant Travel	0.00	504.30	0.00	0.00	0.00	0.00	
572 10 49 00 Library-Dues,Subscriptions,Mbrships	3,407.41	3,799.08	6,302.50	3,679.01	6,800.00	9,000.00	Aspen Lida Library App. Cost shared with CIN. 2,000 increase year 1. 1,000 increase for subsequent years.

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
572 40 49 00 Library-Trainings	60.99	420.00	1,090.00	1,108.96	2,000.00	3,000.00	new training program on customer service & homelessness
572 50 47 00 Library Building Utilities-Elec/Gas,Wtr/Swr,Trsh	9,306.32	9,477.31	12,513.70	11,452.57	12,000.00	13,000.00	
040 Services	35,257.48	45,538.27	57,120.79	47,765.33	60,750.00	64,950.00	
594 72 64 00 Capital Expenditures/Expenses-Libraries	917.98	700,309.96	7,523.88	5,113.79	15,000.00	20,310.00	2 self check stations, 4 new computers, soft seating with power/usb
060 Capital Outlays	917.98	700,309.96	7,523.88	5,113.79	15,000.00	20,310.00	
090 Interfund Payments for Services	0.00	0.00	0.00	0.00			
572 Libraries	545,023.89	1,258,414.10	620,990.22	528,489.76	716,107.00	754,535.00	
TOTAL EXPENDITURES:	545,023.89	1,258,414.10	620,990.22	528,489.76	716,107.00	754,535.00	

**Operations & Maintenance
General Fund 001**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 906,748	\$ 1,121,223	\$ 1,462,754	\$ 1,542,240	5%
Benefits	346,770	441,576	572,819	507,710	-11%
Supplies	147,381	161,246	142,550	204,950	44%
Services & Charges	269,316	308,312	304,220	361,800	19%
Capital Outlay	215,313	244,682	1,096,721	409,950	-63%
Parks Total	\$ 1,885,528	\$ 2,277,039	\$ 3,579,064	\$ 3,026,650	-15%

Notes

Salaries & Wages

3.4% COLA, 2% Step; moving golf maintenance staff to 420 Golf Operations Fund; 1 new parks crew lead and 2 new landscape maintenance workers

Supplies & Services

Parks supplies increase \$20k, support for annual events, professional services increase for new asset planner software, fuel and utility costs

Capital Outlay

Various CFP equipment purchases

Position Summary	2022	2023	2024	2025	Change
<u>Full Time</u>					
Operations & Maintenance Director	1	1	1	1	0%
Parks Superintendent	0	0	1	1	0%
Recreation Coordinator	0	0	1	1	0%
Section Leads	4	6	4	5	25%
Park Facilities Maintenance	17	19	8	10	25%
Equipment Maint Tech	0	0	1	1	0%
Total FTE Positions	22	26	16	19	19%
<u>Part Time</u>					
Park Facilities Maintenance	1	1	0	0	
Park Maintenance Seasonal	13	10	6	4	-33%

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed Comment
518 30 10 00	Salaries & Wages-Janitorial/Building Services	0.00	70,626.02	140,103.15	97,109.09	151,650.00	159,840.00 3.4% COLA, 2% step
518 30 10 01	Overtime-Janitorial/Building Services	0.00	973.00	1,711.59	7,113.87	0.00	2,000.00 2024 increase OT due to assistance with PD and Library window project kd
571 00 10 00	Recreational Activities Salaries&Wages	0.00	0.00	0.00	56,804.78	69,800.00	73,600.00 3.4% COLA, 2% step
571 00 10 01	Recreational Activities Overtime	0.00	0.00	0.00	1,389.02	0.00	2,500.00 Adjustment based on rec coordinator projected hours worked in 2024. JC
576 80 10 02	Parks-Overtime	15,527.60	10,806.23	9,873.36	9,806.64	10,000.00	6,500.00 \$3500 moved to golf for maintenance staff OT. JC
576 80 10 03	Salaries & Wages-Parks	736,426.15	824,343.18	969,534.85	1,182,717.09	1,231,304.00	1,297,800.00 2 FTE's moved to 420 golf operations maintenance, 1 new parks crew lead, 1 landscape maintenance worker. 3.4% COLA, 2% step. crew lead adj.
010	Salaries and Wages	751,953.75	906,748.43	1,121,222.95	1,354,940.49	1,462,754.00	1,542,240.00
518 30 20 01	Social Security & Medicare-Janitorial/Building Services	0.00	1,029.06	2,033.79	1,506.33	2,199.00	2,320.00
518 30 21 05	Retirement-Janitorial/Building Services	0.00	8,922.85	17,614.98	13,073.17	19,336.00	20,380.00
518 30 22 04	Medical/Life/LTD-Janitorial/Building Services	0.00	6,222.84	16,661.33	3,976.61	15,888.00	5,000.00
518 30 23 02	Labor & Industries-Janitorial/Building Services	0.00	2,000.96	3,813.77	2,052.79	4,615.00	2,000.00
518 30 24 00	Paid Family And Medical Leave-Janitorial/Building Services	0.00	113.42	305.41	150.20	331.00	100.00
518 30 24 01	Paid Family And Medical Leave-Janitorial/Building ServicesOT	0.00	1.55	3.74	14.06	0.00	0.00
518 30 28 00	HRA VEBA	0.00	2,666.67	15,623.33	13,480.00	11,600.00	13,480.00
571 00 20 01	Recreational Activities Social Security&Medicare	0.00	0.00	0.00	815.44	1,013.00	640.00
571 00 21 05	Recreational Activities Retirement	0.00	0.00	0.00	7,369.26	8,900.00	5,900.00
571 00 22 04	Recreational Activities Medical/Life/LTD	0.00	0.00	0.00	18,415.52	21,947.00	14,680.00
571 00 23 02	Recreational Activities Labor & Industries	0.00	0.00	0.00	834.45	1,539.00	640.00
571 00 24 00	Recreational Activities Paid Family And Medical	0.00	0.00	0.00	82.26	153.00	70.00
571 00 24 01	Recreational Activities Paid Family And Medical-OT	0.00	0.00	0.00	2.57	0.00	0.00
571 00 28 00	Recreational Activities HRA VEBA	0.00	0.00	0.00	2,400.00	3,200.00	3,200.00
576 80 20 01	Parks-Social Security & Medicare	11,663.44	12,394.02	14,680.11	17,661.93	25,611.00	16,500.00
576 80 21 05	Parks-Retirement	92,791.42	103,938.56	121,996.61	147,607.43	154,314.00	138,500.00

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
576 80 22 04	Parks-Medical/Life/LTD	74,883.75	122,197.82	167,729.86	178,033.32	203,255.00	185,700.00	
576 80 23 02	Parks-Labor & Industries	23,904.09	25,008.96	25,999.19	24,886.03	35,411.00	28,600.00	
576 80 24 02	Parks-Paid Family And Medical Leave OT	22.75	17.36	21.53	16.42	0.00	0.00	
576 80 24 03	Parks-Paid Family And Medical Leave	1,069.85	1,325.51	2,126.91	1,905.29	2,707.00	2,800.00	
576 80 28 06	HRA VEBA	43,889.99	60,930.00	52,965.00	67,680.00	60,800.00	67,200.00	
020 Personnel Benefits		248,225.29	346,769.58	441,575.56	501,963.08	572,819.00	507,710.00	
518 30 31 00	Centralized Services Supplies	36,503.85	39,137.44	54,314.49	74,663.67	40,000.00	75,000.00	Parts and supplies for daily in house repairs and maintenance at all city facilities
518 30 32 00	Central Services Fuel Consumed	1,692.30	2,944.11	1,486.07	3,339.69	2,800.00	2,800.00	
553 60 31 00	Weed Control Supplies	975.72	0.00	1,359.20	160.29	500.00	1,000.00	Staff is training to become pesticide licensed to apply pesticides in house.
553 60 31 30	Centennial Trail Weed Control Supplies	0.00	0.00	0.00	0.00	250.00	250.00	
571 00 31 00	Recreational Activities Supplies	0.00	138.06	80.56	661.10	4,000.00	4,000.00	No change; establishing rec programming and anticipating growth in 2025. JC
571 00 31 04	Special Events Supplies	8,938.99	5,781.44	10,901.49	9,041.96	9,000.00	11,000.00	Increase supplies and anticipating growth for community events through rec coordinator recommendations. JC
571 00 32 00	Recreational Activities Fuel	0.00	0.00	0.00	0.00	0.00	500.00	Bringing line item current for rec coordinator. JC
576 80 31 01	Parks Supplies	28,866.89	40,367.37	40,105.93	48,794.41	30,000.00	50,000.00	Increase to accommodate recent trends kd
576 80 31 15	Ballfields Supplies	9,323.54	14,018.50	11,623.92	12,962.03	12,000.00	12,000.00	NC. Ballfields staying consistent. JC
576 80 31 25	Pavillion Park Supplies	9,863.98	9,617.61	10,344.96	19,469.63	12,000.00	12,000.00	NC. JC
576 80 31 35	Town Square Supplies	1,410.59	1,937.31	2,442.78	2,172.30	2,500.00	2,500.00	NC. JC
576 80 31 45	Orchard Park Supplies	15,285.32	16,259.98	15,015.17	13,405.88	15,000.00	15,000.00	NC. JC
576 80 31 55	Rocky Hill Park Supplies	9,404.58	5,174.97	4,398.85	8,847.06	6,000.00	6,000.00	NC. JC
576 80 31 65	Centennial Trail Supplies	151.99	302.22	186.64	1,477.92	500.00	1,500.00	
576 80 32 00	Parks Fuel Consumed	8,385.66	10,455.13	6,804.58	11,238.64	6,000.00	9,000.00	Increase based on actual usage and FuelCloud reconciliation. JC
576 80 32 15	Ballfields Fuel Consumed	8.96	0.00	0.00	1,865.97	800.00	1,200.00	Adjusting to actual usage and FuelCloud reconciliation. JC
576 80 32 45	Orchard Park Fuel Consumed	0.00	1,247.03	2,181.48	3,460.12	1,000.00	1,000.00	No change. Anticipating roadside staff taking over some of duties. JC
576 90 30 00	Other Park Facilities-Trails Supplies	101.15	0.00	0.00	0.00	200.00	200.00	
030 Supplies		130,913.52	147,381.17	161,246.12	211,560.67	142,550.00	204,950.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
518 30 41 00	Central Services-Professional Services	63,344.74	36,347.24	74,977.72	79,155.49	60,000.00	75,000.00	Increase by \$15,000 to account for proposed HVAC preventative maintenance contract
518 30 47 00	Central Services-Utility Services	24,829.48	23,220.48	27,574.83	29,041.52	25,000.00	27,000.00	
553 60 41 00	Weed Control Professional Services	2,107.23	0.00	4,573.80	5,341.02	500.00	500.00	NC. Increased supplies line item for inhouse weed control. JC
571 00 41 00	Recreational Activities Professional Services	0.00	0.00	716.67	2,441.62	4,000.00	20,000.00	Implementation of new rec. software in 2025. JC
571 00 41 05	Special Events Professional Services	33,665.01	80,090.97	70,224.55	67,218.08	71,500.00	86,500.00	Increasing by \$2,000 for WinterGlow Sponsorship with P&A support. Increasing by \$12,500 for fireworks display with P&A support to provide for a 13-15 minute show. Also decrease by \$4,500 due to moving portable restroom expenses from this line item to 47.00. Proposing adding \$5k to implement new event/build existing event. Will work through Parks and Arts for support; requesting council approval. JC
571 00 41 07	Special Events Business & Community Support	3,202.10	2,858.72	3,406.28	3,608.50	5,000.00	0.00	NB, moved to Special Events Professional Services line item kd
571 00 47 00	Special Events Utilities-Elec/Gas,Wtr/Swr,Trsh	115.84	0.00	0.00	0.00	1,000.00	4,500.00	Moving portable restroom service from 41.05 to 47.00, decreasing line item 41.05. JC
576 80 41 00	Parks-Professional Services	27,103.91	30,359.08	31,601.70	26,441.68	27,600.00	52,600.00	Implementation of new asset planner software, split with PW. kd
576 80 41 01	Unemployment Claims-Parks	9,092.23	11,052.00	0.00	17.10	14,000.00	5,000.00	
576 80 41 15	Ballfields-Professional Services	812.61	2,792.46	2,673.20	2,864.04	3,600.00	3,000.00	Decrease based on history and usage. JC
576 80 41 25	Pavillion Park-Professional Services	13,067.06	5,695.57	12,814.25	11,214.72	12,000.00	12,000.00	NC. JC
576 80 41 35	Town Square-Professional Services	692.81	1,742.51	2,398.24	1,283.61	2,000.00	2,000.00	NC. JC
576 80 41 45	Orchard Park-Professional Services	10,191.56	11,677.21	5,973.22	4,050.50	7,000.00	7,000.00	NC. Even though newer facility, factoring in potential splash pad upkeep. JC
576 80 41 55	Rocky Hill Park-Professional Services	6,531.05	6,569.83	5,232.50	1,515.95	6,000.00	6,000.00	NC. JC
576 80 41 65	Centennial Trail Professional Services	544.50	631.62	696.96	880.80	700.00	700.00	
576 80 42 00	Parks-Telephone,Internet,Postage	5,740.12	7,808.17	10,112.03	11,471.11	8,000.00	8,000.00	NC based on history and anticipated use in 2024. JC
576 80 42 15	Ballfields-Telephone,Internet,Postage	616.00	1,020.00	85.00	0.00	720.00	0.00	Zero. Not using this line item. JC

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed Comment
576 80 42 35	Town Square-Telephone,Internet,Postage	0.00	0.00	850.00	1,020.00	800.00	800.00 No change. JC
576 80 42 45	Orchard Park-Telephone,Internet,Postage	616.00	1,020.00	1,659.53	1,460.44	2,000.00	1,200.00 Decrease based upon past usage. JC
576 80 42 55	Rocky Hill Park-Telephone,Internet,Postage	616.00	1,020.00	1,020.00	1,020.00	1,200.00	1,000.00 Decrease based upon history and anticipated usage for 2024. JC
576 80 43 00	Parks Travel-Lodging,Meals,Mileage	0.00	0.00	0.00	2,526.11	3,000.00	3,000.00 Travel anticipated to remain the same. JC
576 80 47 01	Parks Utilities-Elec/Gas,Wtr/Swr,Trsh	874.87	1,223.10	2,016.65	1,538.34	1,500.00	1,500.00 No change based upon usage. JC
576 80 47 15	Ballfields Utilities-Elec/Gas,Wtr/Swr,Trsh	2,152.61	2,102.59	2,169.83	2,341.47	2,000.00	2,000.00 No change. JC
576 80 47 25	Pavillion Park Utilities-Elec/Gas,Wtr/Swr,Trsh	10,519.89	9,382.68	10,405.15	10,351.16	10,000.00	8,000.00 Decrease based on anticipated 2024 usage. JC
576 80 47 35	Town Square Utilities-Elec/Gas,Wtr/Swr,Trsh	4,162.53	5,075.80	7,114.24	5,031.17	4,500.00	3,500.00 Decrease based on anticipated 2024 usage. JC
576 80 47 45	Orchard Park Utilities-Elec/Gas,Wtr/Swr,Trsh	17,842.49	14,378.67	16,802.04	23,780.44	12,000.00	16,000.00 Adjusting with increase now that park usage is established and we now have a history. JC
576 80 47 55	Rocky Hill Park Utilities-Elec/Gas,Wtr/Swr,Trsh	11,373.80	10,910.04	14,939.06	17,865.52	10,000.00	10,000.00 NC
576 80 49 01	Parks-Registration Fees,Mbrships	1,167.49	2,337.14	5,132.23	6,682.63	3,600.00	5,000.00 Increasing local/in house staff training including pesticides, trees, WRPA playground safety, etc. JC
576 90 40 00	Other Park Facilities-Trails Services	0.00	0.00	0.00	0.00	5,000.00	0.00 NB
040	Services	250,981.93	269,315.88	315,169.68	320,163.02	304,220.00	361,800.00
594 18 60 02	Smal_Attractive Items - Central Services	0.00	0.00	0.00	8,132.10	3,000.00	3,000.00 NC
594 18 62 00	Central Services - Buildings & Structures	0.00	13,297.13	35,620.00	161,606.58	183,742.00	0.00 NB. PD and Library window replacement project completed kd
594 18 62 03	Central Services - City Hall Parking Lot Reconfiguration	0.00	0.00	0.00	24,089.00	0.00	0.00 NB
594 18 64 00	Central Services-Furniture,Computers&Equip	46,978.88	24,765.62	73,202.98	25,185.75	50,000.00	25,000.00 Project based, server upgrades and domain migration of IT systems at PD building kd
594 76 60 06	Small_Attractive Items - Parks	0.00	0.00	694.59	3,871.47	0.00	2,500.00 Establishing a new line item for small and attractive assets. JC
594 76 61 00	Capital Expenditures - Land	127.50	0.00	0.00	0.00	0.00	0.00

5 YEAR BUDGET COMPARISON

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
594 76 63 01	Parks-Other Improvements	0.00	28,952.84	-627.38	0.00	25,000.00	24,000.00	CFP PF-17 Trash receptacle enclosures
594 76 63 05	Arboretum-Other Improvements	0.00	0.00	0.00	14,715.00	0.00	0.00	
594 76 63 06	Pavillion Park - Other Improvements	0.00	0.00	30,018.07	25,370.77	306,273.00	0.00	NB projects completed in 2024 kd
594 76 63 07	Rocky Hill - Other Improvements	0.00	0.00	25.00	40,385.01	256,422.00	0.00	NB projects completed in 2024 kd
594 76 63 12	Orchard Park-Capital Expenditures/Expenses	0.00	42,624.50	0.00	0.00	0.00	0.00	
594 76 64 01	Parks-Furniture,Computers&Equip	61,141.45	105,672.45	105,749.01	229,823.57	272,284.00	355,450.00	CFP - ET8 Pickup 60k, ET10 zero turn mower 6k, ET15 bobcat toolcat 50k, parks/roadside mower 25k, parks mower 110k
060	Capital Outlays	108,247.83	215,312.54	244,682.27	533,179.25	1,096,721.00	409,950.00	
576	Park Facilities	1,490,322.32	1,885,527.60	2,283,896.58	2,921,806.51	3,579,064.00	3,026,650.00	
TOTAL EXPENDITURES:		1,490,322.32	1,885,527.60	2,283,896.58	2,921,806.51	3,579,064.00	3,026,650.00	

All Other Funds 2025



Public Works - Street Operations
Fund 110

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 229,693	\$ 246,093	\$ 277,703	\$ 300,700	8%
Benefits	106,206	111,546	126,156	126,130	0%
Supplies	213,633	187,279	247,000	250,000	1%
Services & Charges	233,349	275,174	322,100	439,600	36%
Leases	63,219	79,191	438,661	105,100	-76%
Capital Outlay	215,789	331,467	-	3,000	-
Other Financing Uses, Transfer - Out	200,000	-	200,000	500,000	150%
Ending Fund Balance	389,105	443,050	105,333	300,220	185%
Street Fund Total Uses	\$ 1,650,994	\$ 1,673,800	\$ 1,716,953	\$ 2,024,750	18%

Notes

Salaries & Wages

3.4% COLA; 2% Step. Additional allowance for OT. Roadside and Facilities wages housed in General Fund

Supplies & Services

\$130k for snow and ice control supplies; \$50k for crack sealing; \$60 insurance; \$25k signal maintenance; \$74k for street tree maintenance and replacement/other roadside vegetation; utility consumption increases as street inventory increases

Leases

Heavy equipment lease annual payments. 2024 budgeted total accounted for option to purchase, which the city did not exercise.

Capital Outlay

Housed in Fund 312 Streets Capital

Transfers Out

\$200k annual Transfer to 312 Streets Capital Fund plus additional \$300k of surplus created from the transition from utility tax to transportation benefit district sales tax

Position Summary	2022	2023	2024	2025	Change
<u>Full Time</u>					
Public Works Director	0	0	1	1	0%
Project Manager	0	0	1	2	100%
Section Leads	0	0	3	3	0%
Public Works Maintenance	0	0	9	9	0%
Total FTE Positions	0	0	14	15	7%

5 YEAR BUDGET COMPARISON

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110 Street Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
542 90 10 05	Streets-Overtime	7,112.22	9,097.20	7,897.72	4,299.07	0.00	8,000.00	
542 90 10 06	Salaries & Wages-Streets	160,894.62	220,595.96	238,194.96	217,318.33	277,703.00	292,700.00	3.4% COLA, 2% step
010	Salaries and Wages	168,006.84	229,693.16	246,092.68	221,617.40	277,703.00	300,700.00	
542 90 20 01	Streets-Medicare	2,419.53	3,247.75	3,628.74	3,131.25	4,130.00	4,420.00	
542 90 21 05	Streets-Retirement	20,602.48	28,505.44	30,848.62	27,865.56	35,354.00	33,940.00	
542 90 22 04	Streets-Medical/Life/LTD	49,744.18	53,719.54	58,578.35	57,563.40	67,175.00	68,500.00	
542 90 23 02	Streets-Labor & Industries	4,513.59	7,340.16	7,151.25	4,334.04	7,691.00	6,800.00	
542 90 24 05	Streets OT-Paid Family And Medical Leave	10.39	14.64	17.19	6.07	0.00	20.00	
542 90 24 06	Streets-Paid Family And Medical Leave	228.76	353.32	522.34	316.23	606.00	450.00	
542 90 28 06	HRA VEBA	7,784.00	13,025.00	10,800.00	15,649.99	11,200.00	12,000.00	
020	Personnel Benefits	85,302.93	106,205.85	111,546.49	108,866.54	126,156.00	126,130.00	
542 30 31 00	Roadway Supplies	6,173.40	8,977.20	19,523.72	8,939.61	10,000.00	10,000.00	NC
542 30 31 01	Roadway Striping Supplies	3,274.60	2,764.83	1,364.65	836.22	5,000.00	5,000.00	NC
542 64 31 00	Traffic Control Devices Supplies	18,145.58	3,598.17	16,661.81	9,862.91	12,000.00	12,000.00	NC
542 66 31 00	Snow And Ice Control Supplies	46,208.21	89,697.12	60,737.39	42,839.53	130,000.00	130,000.00	Higher allowance vs. history to account for potential of frequent snow events kd
542 66 32 00	Snow And Ice Control Fuel	3,675.69	6,599.01	1,124.95	2,154.98	6,500.00	6,500.00	NC
542 70 31 01	Roadside Supplies	25,812.73	17,333.05	20,372.24	36,450.64	30,000.00	30,000.00	NC
542 70 32 00	Roadside Fuel Consumed	0.00	0.00	4,695.55	7,676.96	3,500.00	6,500.00	Implementation of FuelCloud software better tracks actual usage kd
542 90 30 00	PWY Break In Insurance Claim	3.52	0.00	0.00	0.00	0.00	0.00	
542 90 31 00	Maint Admin & Overhead Supplies	17,793.10	62,182.60	46,600.34	27,257.33	35,000.00	35,000.00	No change due to standard procedure. JC
542 90 32 00	Maint Admin & Overhead Fuel Consumed	11,606.61	21,849.65	14,564.85	10,936.27	14,000.00	14,000.00	NC
553 60 31 10	Weed Control Supplies	975.71	631.18	1,633.89	781.18	1,000.00	1,000.00	NC
030	Supplies	133,669.15	213,632.81	187,279.39	147,735.63	247,000.00	250,000.00	
518 63 40 00	Utility Tax Rebate-Electric	0.00	0.00	0.00	0.00	0.00	0.00	NB discontinued kd
518 63 40 01	Utility Tax Rebate-Gas	0.00	0.00	0.00	0.00	0.00	0.00	NB discontinued
518 63 40 02	Utility Tax Rebate-Garbage/Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00	NB discontinued
518 63 40 03	Utility Tax Rebate-Cable	0.00	0.00	0.00	0.00	0.00	0.00	NB discontinued
518 63 40 04	Utility Tax Rebate-Telephone	0.00	0.00	0.00	0.00	0.00	0.00	NB discontinued
542 30 41 01	Roadway - Professional Services	57,148.15	21,279.11	34,058.61	52,394.07	50,000.00	60,000.00	Annual crack sealing work kd
542 30 47 01	Roadway - Utility Services	2,894.69	2,097.63	2,326.26	3,378.18	2,000.00	2,000.00	NC

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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110 Street Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
542 30 48 06 Roadway - Striping	30,593.57	1,310.39	3,004.74	2,496.10	15,000.00	5,000.00	Large striping campaign in 2021. Maintenance thereafter kd
542 63 47 00 Street Lighting - Utility Services	59,100.64	59,838.03	79,530.27	86,033.41	80,000.00	85,000.00	
542 64 41 00 Traffic Control Devices-Professional Services	19,388.09	48,547.19	57,017.04	37,044.85	18,000.00	25,000.00	2022 and 2023 incorporated new signals to inventory, county provides assistance on installation and maintenance kd
542 64 47 00 Traffic Control Devices-Elec/Gas,Wtr/Swr,Trsh	5,086.09	5,496.77	7,949.35	8,594.31	5,000.00	7,500.00	Increased cost of utilities
542 66 41 00 Snow And Ice Control-Professional Service	9,333.44	15,822.28	0.00	19,550.86	10,000.00	25,000.00	Implentation of weather tracking software kd
542 66 41 01 Professional Services Trail Maint	0.00	0.00	0.00	0.00	20,000.00	0.00	NB, no maintenance projects planned
542 67 41 00 Street Cleaning Professional Services	0.00	8,624.34	294.00	769.45	0.00	0.00	NB, reclass recent activity to Stormwater/APA?
542 70 41 00 Roadside Professional Services	17,426.24	23,130.17	30,699.08	36,862.26	35,000.00	74,000.00	Increase to plan for roadside vegetation/trees maintenance and replacement kd
542 70 47 00 Roadside Utilities	1,465.08	2,665.55	2,243.80	1,922.91	3,000.00	3,000.00	NC
542 90 41 00 Maint Admin & Overhead Professional Services	22,426.47	24,269.68	28,828.72	41,517.36	50,100.00	50,100.00	Maintenance of streets and roadside equipment kd
542 90 42 00 Maint Admin & Overhead Telephone,Internet,Postage	2,602.73	4,154.86	4,398.56	4,792.72	4,500.00	4,500.00	NC
542 90 43 00 Maint Admin & Overhead Lodging,Meals,Mileage	0.00	0.00	0.00	0.00	4,000.00	4,000.00	NC
542 90 46 00 Maint Admin & Overhead Insurance	0.00	-1,066.43	949.87	5,781.58	0.00	60,000.00	PW building, streets equipment. Previously covered by General Fund kd
542 90 47 00 Maint Admin & Overhead Utility Services	5,522.66	5,115.64	11,141.83	25,179.24	7,500.00	25,000.00	Kramer Overpass has driven recent increase kd
542 90 49 00 Maint Admin & Overhead Registration Fees, Mbrships	3,444.84	4,792.06	5,475.66	3,750.01	7,000.00	3,500.00	
553 60 41 10 Weed Control Professional Services	8,347.54	6,196.44	6,310.75	2,512.46	10,000.00	5,000.00	
554 30 41 10 Road Hazard Removal	1,655.00	1,075.00	945.00	40.00	1,000.00	1,000.00	NC
040 Services	246,435.23	233,348.71	275,173.54	332,619.77	322,100.00	439,600.00	
542 Streets - Maintenance	633,414.15	782,880.53	820,092.10	810,839.34	972,959.00	1,116,430.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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110 Street Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
591 95 70 00	Leases-Roads/Streets And Other Infrastructure	79,191.19	63,219.05	65,538.19	86,476.13	426,494.00	87,000.00	Heavy equipment leases CFP ET2, 3, 4 kd
070	Debt Service	79,191.19	63,219.05	65,538.19	86,476.13	426,494.00	87,000.00	
592 95 80 00	Interest And Other Debt Service Cost-Roads/Streets And Other Infrastructure	0.00	15,972.14	13,653.00	0.00	12,167.00	18,100.00	
080	Debt Service: Interest and Related Cost	0.00	15,972.14	13,653.00	0.00	12,167.00	18,100.00	
591	Debt Service	79,191.19	79,191.19	79,191.19	86,476.13	438,661.00	105,100.00	
010	Salaries and Wages	0.00	0.00	0.00	0.00			
020	Personnel Benefits	0.00	0.00	0.00	0.00			
594 42 60 01	Small_Attractive Items - Capital Expenditures	0.00	0.00	524.76	2,490.32	0.00	1,500.00	
594 42 64 00	Capital Expenditures - Furniture,Computers&Equip	65,893.65	161,205.26	182,675.98	55,655.67	0.00	0.00	Will reclass current expenses to Streets Cap 312 kd
595 30 60 09	Small_Attractive Items - Roadside	0.00	0.00	408.29	1,069.65	0.00	1,500.00	
595 64 63 00	Roads/Streets Const. & Other Infrastructure - Other Improvements	152,022.13	54,584.02	147,858.10	0.00	0.00	0.00	NB
060	Capitla Outlays	217,915.78	215,789.28	331,467.13	59,215.64		3,000.00	
594	Capital Expenditures	217,915.78	215,789.28	331,467.13	59,215.64	0.00	3,000.00	
597 42 01 10	Operating Transfers-Out	0.00	200,000.00	0.00	200,000.00	200,000.00	500,000.00	Annual transfer to Streets Capital Fund, additional \$300k contribution from overlap of TBD sales tax and reduction of utility tax to 0% kd
050	Intergovernmental Services and Other	0.00	200,000.00	0.00	200,000.00	200,000.00	500,000.00	
597	Transfers Out	0.00	200,000.00	0.00	200,000.00	200,000.00	500,000.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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110 Street Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
508 41 01 10	Ending Committed Cash And Investments	0.00	0.00	0.00	0.00	105,333.00	0.00	
508 51 01 10	Ending Assigned Cash And Investments	0.00	0.00	0.00	0.00	0.00	300,220.00	
999	Ending Balance	0.00	0.00	0.00	0.00	105,333.00	300,220.00	
TOTAL EXPENDITURES:		930,521.12	1,277,861.00	1,230,750.42	1,156,531.11	1,716,953.00	2,024,750.00	
FUND GAIN/LOSS:		476,317.84	389,104.74	443,049.96	931,602.39	0.00	0.00	

Parks & Art Fund Resources
Special Revenue Fund 111

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 12,364	\$ 33,812	\$ 23,396	\$ 18,535	-21%
Interest & Other Earnings	394	1,321	500	100	-80%
Donations	-	-	-	-	0%
Transfer In from General Fund	27,184	24,000	55,104	157,000	185%
Parks and Arts Fund Total Resources	\$ 39,942	\$ 59,133	\$ 79,000	\$ 175,635	

Parks & Art Fund Uses
Special Revenue Fund 111

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Supplies	1,100	1,224	5,000	5,000	0%
Capital - Public Art	5,029	34,822	74,000	157,500	113%
Parks and Arts Fund Total Uses	\$ 6,129	\$ 36,046	\$ 79,000	\$ 162,500	

Notes

Funded via annual transfer from General Fund

Capital - Public Art

Various art projects. See Parks and Arts allocation in CFP PF-5 and Strategic Plan in Appendix.

Tourism Promotion Fund Resources
Special Revenue Fund 115

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 128,673	\$ 207,555	\$ 195,000	\$ 315,000	62%
Taxes - Hotel/ Motel Tax					
2%	101,396	91,840	75,000	87,000	16%
Interest & Other Earnings	3,487	12,187	4,000	7,000	75%
Tourism Promotion Fund Total Resources	\$ 233,556	\$ 311,582	\$ 274,000	\$ 409,000	49%

Tourism Promotion Fund Uses
Special Revenue Fund 115

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Tourism Related Events	\$ 26,000	\$ 64,174	\$ 250,000	\$ 250,000	0%
Tourism Promotion Fund Total Uses	\$ 26,000	\$ 64,174	\$ 250,000	\$ 250,000	0%

Notes

Tourism Related Events

Tourism dollars are generated from hotel stays (2% nightly rate) and are restricted for use on events that bring tourists to the area. Lodging Tax Advisory Committee meets in November each year to review applications and award funds

TOURISM PROMOTION CAPITAL FUND
Special Revenue Fund 116

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 251,660	\$ 322,940	\$ 369,822	\$ 470,000	27%
Taxes - Hotel/ Motel Tax 2%	65,867	59,696	45,000	60,000	33%
Interest & Other Earnings	5,414	18,809	6,000	15,000	150%
Tourism Promotion Capital Total Resources	\$ 322,941	\$ 401,445	\$ 420,822	\$ 545,000	30%

TOURISM PROMOTION CAPITAL FUND
Special Revenue Fund 116

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlays	\$ -	\$ -	\$ -	\$ 545,000	0%
Tourism Promotion Capital Fund Total Uses	\$ -	\$ -	\$ -	\$ 545,000	-

Notes

General

Fund was created in 2016 to capture an additional 1.3% for capital projects related to Tourism. City may receive inquiry from local partner for use of funds in 2025

Tourism Promotion Area (TPA) Resources
Special Revenue Fund 117

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 13,636	\$ 12,474	\$ 10,646	\$ -	-100%
Taxes - Tourism Promotion Area	136,370	63,026	130,000	130,000	0%
Interest On Contracts, Notes, Taxes & Loans	126	183	100	100	0%
Interest & Other Earnings	432	711	400	150	-63%
Tourism Promotion Area (TPA) Total Resources	\$ 150,564	\$ 76,394	\$ 141,146	\$ 130,250	-8%

Tourism Promotion Area (TPA) Uses
Special Revenue Fund 117

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Services & Charges	\$ 138,090	\$ 76,394	\$ 141,146	\$ 130,250	-8%
Tourism Promotion Area (TPA) Total Uses	\$ 138,090	\$ 76,394	\$ 141,146	\$ 130,250	-8%

Notes

Use of Fund

Nightly fee on lodging stays. Monies generated in the fund are restricted to approved marketing activities and are paid to Visit Spokane per interlocal agreement.

Restricted Reserve Fund Resources
Special Revenue Fund 120

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 1,303,507	\$ 1,627,674	\$ 1,685,606	\$ 1,799,750	7%
Interest & Other Earnings	24,167	88,364	30,500	63,000	107%
Transfers	300,000	-	-	-	-
Restricted Reserve Fund Total Resources	\$ 1,627,674	\$ 1,716,038	\$ 1,716,106	\$ 1,862,750	9%

Restricted Reserve Fund Uses
Special Revenue Fund 120

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Fund Balance	\$ 1,627,674	\$ 1,716,037	\$ 1,716,106	\$ 1,862,750	9%
Restricted Reserve Fund Total Uses	\$ 1,627,674	\$ 1,716,037	\$ 1,716,106	\$ 1,862,750	9%

Notes

Fund

The Restricted Reserve Fund is generally maintained at 15% of the General Fund's projected or actual, if known, operating revenues for the fiscal year. With interest rates performing above expectations, no transfer from General Fund is needed for 2025

Capital Projects Fund Resources REET 1 Capital Project Fund 310					
Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 871,646	\$ 901,124	\$ 2,100,000	\$ 2,325,000	11%
Taxes-REET 1st Quarter Percent LIFT-Local	1,006,657	640,334	600,000	600,000	0%
Grants,Entitlements & Other Payments	566,766	-	200,000	300,000	50%
Interest & Other Earnings	6,075	55,623	16,500	45,000	173%
Non Revenues	650,263	-	-	-	-
Capital Projects Fund Total Resources	\$ 3,101,407	\$ 1,597,081	\$ 2,916,500	\$ 3,270,000	12%

Capital Projects Fund Uses REET 1 Capital Projects Fund 310					
Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	-	-	129,494	251,897	95%
Benefits	-	-	52,588	105,788	101%
Capital Outlay	2,200,282	377,761	699,910	703,500	1%
Annual Trailhead Repayment	-	200,000	400,000	900,000	125%
Other Financing Uses, Transfer - Out	-	-	-	1,000,000	-
Capital Projects Fund Total Uses	\$ 2,200,282	\$ 577,761	\$ 1,281,992	\$ 2,961,185	131%

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%; Project Manager salary allocation = 80%
Annual Trailhead Repayment	REET 1 will be used as annual support for repayment of Trailhead Financing. An additional \$500k prepayment approved for 2025, totaling \$900k from REET 1
Capital Outlay	\$1 million contribution to proposed library facility improvements; \$300k for Orchard Park storage building to be reimbursement by TIF/LIFT; \$100k PD evidence room improvements; \$53.5k for pedestrian crossings

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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310 REET 1 Capital Projects Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
308 31 03 10 Beginning Restricted Cash And Investments	548,371.71	871,645.60	901,124.39	1,019,320.58	2,100,000.00	2,325,000.00	
308 Beginning Balances	548,371.71	871,645.60	901,124.39	1,019,320.58	2,100,000.00	2,325,000.00	
318 34 00 00 REET- 1st Quarter Per	582,171.08	1,006,657.38	640,333.98	656,743.64	600,000.00	600,000.00	Quarter percent on the sale of property for capital improvements kd
310 Taxes	582,171.08	1,006,657.38	640,333.98	656,743.64	600,000.00	600,000.00	
337 00 03 10 LIFT-Local Grants,Entitlements & Other Payments	0.00	566,765.76	0.00	1,344,933.68	200,000.00	300,000.00	Reimbursement from TIF/LIFT upon completion of Orchard Park storage building kd
330 Intergovernmental Revenues	0.00	566,765.76	0.00	1,344,933.68	200,000.00	300,000.00	
361 11 03 10 Investment Interest	705.49	6,074.63	55,623.33	79,553.38	16,500.00	45,000.00	
361 Investment Interest	705.49	6,074.63	55,623.33	79,553.38	16,500.00	45,000.00	
385 00 00 00 Special or Extraordinary Items - DR Horton Share	0.00	650,262.58	0.00	0.00	0.00	0.00	
380 Non Revenues	0.00	650,262.58	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	1,131,248.28	3,101,405.95	1,597,081.70	3,100,551.28	2,916,500.00	3,270,000.00	
050 Intergovernmental Services and Other	0.00	0.00	0.00	0.00			
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	0.00	42,307.22	64,747.00	135,968.00	3.4% COLA, 2% step. Additional project manager proposed for 2025 kd
595 30 10 00 Capital Expenditures/Expenses - Roadway Salaries & Wages	0.00	0.00	0.00	42,307.12	64,747.00	115,929.00	3.4% COLA, 2% step. Additional project manager proposed for Q2 2025 kd
010 Salaries and Wages	0.00	0.00	0.00	84,614.34	129,494.00	251,897.00	
594 18 20 01 Capital Expenditures/Expenses - Central Services Medicare	0.00	0.00	0.00	597.19	939.00	1,972.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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310 REET 1 Capital Projects Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
594 18 21 05	Capital Expenditures/Expenses - Central Services Retirement	0.00	0.00	0.00	5,386.57	8,256.00	17,338.00	
594 18 22 04	Capital Expenditures/Expenses - Central Services Medical/Life/LTD	0.00	0.00	0.00	10,851.07	13,877.00	29,142.00	
594 18 23 02	Capital Expenditures/Expenses - Central Services Labor & Industries	0.00	0.00	0.00	446.61	1,000.00	1,000.00	
594 18 24 00	Capital Expenditures/Expenses - Central Services PFML	0.00	0.00	0.00	55.38	142.00	142.00	
594 18 28 00	Capital Expenditures/Expenses - Central Services VEBA	0.00	0.00	0.00	266.67	2,080.00	3,300.00	
595 30 20 01	Capital Expenditures/Expenses - Roadway Medicare	0.00	0.00	0.00	597.10	939.00	1,972.00	
595 30 21 05	Capital Expenditures/Expenses - Roadway Retirement	0.00	0.00	0.00	5,386.42	8,256.00	17,338.00	
595 30 22 04	Capital Expenditures/Expenses - Roadway Medical/Life/LTD	0.00	0.00	0.00	10,850.78	13,877.00	29,142.00	
595 30 23 02	Capital Expenditures/Expenses - Roadway Labor & Industries	0.00	0.00	0.00	446.62	1,000.00	1,000.00	
595 30 24 00	Capital Expenditures/Expenses - Roadway PFML	0.00	0.00	0.00	55.29	142.00	142.00	
595 30 28 00	Capital Expenditures/Expenses - Roadway VEBA	0.00	0.00	0.00	266.67	2,080.00	3,300.00	
020	Personnel Benefits	0.00	0.00	0.00	35,206.37	52,588.00	105,788.00	
594 18 60 00	Capital Expenditures/Expenses-Centralized/General Services	69,591.38	0.00	0.00	29,755.53	150,000.00	150,000.00	
594 76 62 05	Capital Expenditures - Buildings & Structures	0.00	0.00	0.00	15,921.74	200,000.00	400,000.00	Orchard Park Storage building, to be reimbursed through TIF/LIFT, CFP PF-3 PD \$100k evidence room reconstruction and other facility enhancements to complete accreditation kd
594 76 63 09	Capital Expenditures - Other Improvements	177,330.05	0.00	0.00	0.00	0.00	0.00	
595 30 60 00	Capital Expenditures/Expenses - Project Development	0.00	0.00	74,097.50	19,674.27	200,000.00	100,000.00	Project development kd
595 30 60 01	Capital Expenditures/Expenses - DR Horton Share	0.00	650,653.23	0.00	0.00	0.00	0.00	
595 30 60 02	Capital Expenditures Kramer Pkwy Partial Reconstruction Proj	0.00	1,337,843.28	26,482.05	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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310 REET 1 Capital Projects Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
595 30 60 04 Capital Expenditures/Expenses - Liberty Lake Rd Slip Lane	0.00	16,485.00	238,944.89	0.00	0.00	0.00	
595 30 60 05 Capital Expenditures/Expenses-Roadway	0.00	0.00	37,281.68	101,649.77	0.00	0.00	
595 61 60 00 Capital Expenditures/Expenses-Sidewalks	12,681.25	195,300.05	955.00	4,450.78	149,910.00	53,500.00	CFP - TP 17 pedestrian crossing allocation kd
060 Captial Outlays	259,602.68	2,200,281.56	377,761.12	171,452.09	699,910.00	703,500.00	
594 Capital Expenditures	259,602.68	2,200,281.56	377,761.12	291,272.80	881,992.00	1,061,185.00	
597 72 00 31 Transfer Out New Library Facilities Upgrades	0.00	0.00	0.00	0.00	0.00	1,000,000.00	Transfer out to Library Capital for new library facility upgrades kd
597 00 03 38 Transfer Out Trailhead Improvements Project Fund	0.00	0.00	200,000.00	400,000.00	400,000.00	900,000.00	Trailhead bond repayment kd
050 Intergovernmental Services and Other	0.00	0.00	200,000.00	400,000.00	400,000.00	900,000.00	
597 Transfers Out	0.00	0.00	200,000.00	400,000.00	400,000.00	1,900,000.00	
508 31 03 10 Ending Restricted Cash And Investments	0.00	0.00	0.00	0.00	1,634,508.00	308,815.00	
999 Ending Balance	0.00	0.00	0.00	0.00	1,634,508.00	308,815.00	
TOTAL EXPENDITURES:	259,602.68	2,200,281.56	577,761.12	691,272.80	2,916,500.00	3,270,000.00	
FUND GAIN/LOSS:	871,645.60	901,124.39	1,019,320.58	2,409,278.48	0.00	0.00	

Special Capital Projects Fund Resources
REET 2 Capital Project Fund 311

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 2,096,277	\$ 2,211,314	\$ 1,957,775	\$ 1,375,000	-30%
Taxes-REET 2nd Quarter Percent	1,006,657	640,334	600,000	600,000	0%
Grants,Entitlements & Other Payments	190,708.00	-	421,680	1,061,550	152%
Interest & Other Earnings	37,362	99,647	37,000	48,000	30%
Transfer In	-	979,040	-	-	-
Special Capital Projects Fund Total Resources	\$ 3,331,004	\$ 3,930,335	\$ 3,016,455	\$ 3,084,550	2%

Special Capital Projects Fund Uses
REET 2 Capital Projects Fund 311

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlay	1,119,692	2,025,000	1,690,680	2,425,700	43%
Fund Balance	2,211,314	1,905,334	1,325,775	658,850	-50%
Special Capital Projects Fund Total Uses	\$ 1,119,692	\$ 2,025,000	\$ 3,016,455	\$ 3,084,550	2%

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

\$1.28 million CFP TP-9 Mission Ave overlay; \$973k CFP TP-13 Mission Ave grind/overlay; \$62k CFP TP-5 Mission Ave frontage improvements; \$54k sidewalk master plan; \$57k Molter/Appleway signal

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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311 REET 2 Special Capital Projects Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
308 31 03 11 Beginning Restricted Cash And Investments	1,958,647.02	2,096,277.49	2,211,313.61	1,905,334.25	1,957,775.00	1,375,000.00	
308 Beginning Balances	1,958,647.02	2,096,277.49	2,211,313.61	1,905,334.25	1,957,775.00	1,375,000.00	
318 35 00 00 REET 2 - Second Quarter Percent	582,171.09	1,006,657.40	640,333.96	516,864.23	600,000.00	600,000.00	
310 Taxes	582,171.09	1,006,657.40	640,333.96	516,864.23	600,000.00	600,000.00	
334 03 80 13 Grant Transportation Improvement Board	0.00	0.00	0.00	0.00	138,600.00	0.00	NB, project moved to 2027-2029 kd
334 03 90 00 Grant Dept of Transportation SRTC	0.00	0.00	0.00	0.00	283,080.00	1,061,550.00	SRTC grant for CFP TP-9 Mission Ave overlay from Country Vista to Molter
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	421,680.00	1,061,550.00	
368 10 00 00 Special Assessments - Capital	0.00	190,708.33	0.00	0.00	0.00	0.00	
360 Miscellaneous Revenue	0.00	190,708.33	0.00	0.00	0.00	0.00	
361 11 03 11 Investment Interest	2,339.81	37,361.97	99,646.58	84,943.14	37,000.00	48,000.00	
361 Investment Interest	2,339.81	37,361.97	99,646.58	84,943.14	37,000.00	48,000.00	
397 00 03 11 Transfer From American Rescue Plan Fund	0.00	0.00	979,039.94	0.00	0.00	0.00	
397 Transfers In	0.00	0.00	979,039.94	0.00	0.00	0.00	
TOTAL REVENUES:	2,543,157.92	3,331,005.19	3,930,334.09	2,507,141.62	3,016,455.00	3,084,550.00	
040 Services	0.00	0.00	0.00	0.00			
595 30 60 06 Capital Expenditures - Appleway Overlay	0.00	0.00	0.00	0.00	1,178,000.00	0.00	NB
595 30 60 07 Capital Expenditures-Mission Ave Overlay	0.00	0.00	0.00	6,029.10	283,080.00	973,000.00	CFP TP-13 Mission Ave grind and overlay kd
595 30 60 08 Capital Expenditures-Sprague Avenue Overlay	0.00	0.00	0.00	0.00	138,600.00	0.00	NB, project moved to 2027-2029 kd
595 30 60 10 Capital Expenditures-Mission Ave Frontage Improvement	0.00	0.00	0.00	0.00	0.00	62,400.00	CFP TP-5 Mission Ave frontage improvement from w city limits east to Glenbrook kd

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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311 REET 2 Special Capital Projects Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
595 30 60 11 Capital Expenditures-Mission Ave Overlay SRTC	0.00	0.00	0.00	0.00	0.00	1,279,300.00	CFP TP-9 Mission Ave overlay from Country Vista to Molter via SRTC grant kd
594 18 60 01 Capital Expenditures/Expenses-Centralized/General Services	407,691.83	334,335.87	1,045,959.90	64,402.79	0.00	54,000.00	CFP TP-19 Sidewalk Master Plan kd
594 18 60 03 American Rescue Plan Act Public Works Building	0.00	0.00	979,039.94	0.00	0.00	0.00	
595 64 60 03 Capital Expenditures-Traffic Signals	39,188.60	785,355.71	0.00	0.00	91,000.00	57,000.00	CFP TP-6 upgrade Molter and Appleway signal kd
060 Captial Outlays	446,880.43	1,119,691.58	2,024,999.84	64,402.79	91,000.00	111,000.00	
594 Capital Expenditures	446,880.43	1,119,691.58	2,024,999.84	70,431.89	1,690,680.00	2,425,700.00	
050 Intergovernmental Services and Other	0.00	0.00	0.00	0.00			
508 31 03 11 Ending Restricted Cash And Investments	0.00	0.00	0.00	0.00	1,325,775.00	658,850.00	
999 Ending Balance	0.00	0.00	0.00	0.00	1,325,775.00	658,850.00	
TOTAL EXPENDITURES:	446,880.43	1,119,691.58	2,024,999.84	70,431.89	3,016,455.00	3,084,550.00	

Street Capital Projects Fund Resources
Capital Project Fund 312

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 373,511	\$ 582,409	\$ 603,138	\$ 720,600	19%
Grant(s)	-	-	-	-	-
Interest & Other Earnings	8,898	31,618	10,000	25,000	150%
Other Financing Sources, Transfer-In	200,000	-	200,000	500,000	-
Street Capital Projects Fund Total Resources	\$ 582,409	\$ 614,027	\$ 813,138	\$ 1,245,600	53%

Street Capital Projects Fund Uses
Capital Projects Fund 312

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlay	-	-	563,683	825,500	46%
Street Capital Projects Fund Total Uses	\$ -	\$ -	\$ 563,683	\$ 825,500	46%

Notes

Funding

From 110 Streets via annual transfer. Annual transfer is subject to available funds in 110 Streets and has been increased in 2025 due to surplus from transition.

Capital Outlay

\$500k stormwater improvements; \$75k pavement condition study; \$250k various CFP equipment items

Harvard Road Mitigation Fund Resources
Capital Project Fund 320

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 352,078	\$ 657,022	\$ 262,567	\$ 770,000	193%
Charges For Services	294,594	415,832	280,000	310,000	11%
Interest & Other Earnings	10,350	14,452	6,500	15,000	131%
Harvard Road Mitigation Fund Total Resources	\$ 657,022	\$ 1,087,306	\$ 549,067	\$ 1,095,000	99%

Harvard Road Mitigation Fund Uses
Capital Project Fund 320

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlay	-	-	316,000	116,000	-63%
Interfund Loan Repayment	-	615,745	-	-	-
Harvard Road Mitigation Fund Total Uses	\$ -	\$ 615,745	\$ 316,000	\$ 116,000	-63%

Notes

Revenues

Harvard Road Impact Fees are intended to represent a pro rata contribution of each proposed land use to the cumulative cost of proposed improvements provided in each plan update

Capital Outlay

CFP TP-7 \$41k smart signal control; TP-16 \$75k traffic network analysis

Library Capital Fund Resources
Capital Project Fund 330

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 113,601	\$ 155,440	\$ 220,741	\$ 315,000	43%
Grant - Commerce	-	-	-	-	
Interest	2,294	10,348	3,100	8,500	174%
Lease income	20,250	87,750	81,000	27,000	-67%
Donations Non-govt	-	5,000	-	-	-
Transfers In-REET 1	-	-	-	1,000,000	-
Transfers In-CMF/BCF				200,000	
Transfers In-General Fund	19,295	-	-	2,442,728	-
Library Capital Fund Total Resources	\$ 155,440	\$ 258,538	\$ 304,841	\$ 3,993,228	1210%

Library Capital Fund Uses
Capital Project Fund 330

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlay	\$ -	\$ -	\$ 180,794	\$ 3,993,228	2109%
Library Capital Fund Total Uses	\$ -	\$ -	\$ 180,794	\$ 3,993,228	2109%

Notes

Revenue

Resources identified above do not include anticipated grant from Dept of Commerce of \$937k or any donations

Capital Outlay

Budgeted expense matches budgeted resources. Initial library facility upgrades priced at \$5.7 million

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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330 Library Capital Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
308 51 03 30	Beginning Assigned Cash And Investments	95,544.73	113,601.42	155,440.11	258,538.18	220,741.00	315,000.00	
308	Beginning Balances	95,544.73	113,601.42	155,440.11	258,538.18	220,741.00	315,000.00	
334 70 72 00	Grant Dept of Commerce Public Library Improvements	0.00	0.00	0.00	0.00	0.00	0.00	Expecting award in 2025 \$937k kd
361 11 03 30	Investment Interest	106.69	2,293.69	10,348.07	11,413.55	3,100.00	8,500.00	
362 00 03 30	Rents and Leases 23129 E Mission	0.00	20,250.00	87,750.00	81,000.00	81,000.00	27,000.00	Legacy Church through April 2025
367 00 00 30	Contributions And Donations From Nongovernmental Sources	0.00	0.00	5,000.00	0.00	0.00	0.00	Placeholder for sponsorships for library building upgrades kd
360	Miscellaneous Revenue	106.69	22,543.69	103,098.07	92,413.55	84,100.00	35,500.00	
397 00 00 00	OP Transfer From General	17,950.00	19,295.00	0.00	0.00	0.00	2,442,728.00	Transfer in From General Fund - PF 4 new library facility upgrades kd
397 72 00 30	Transfer In REET 1 New Library Facility Upgrades	0.00	0.00	0.00	0.00	0.00	1,000,000.00	Transfer in from REET 1 - PF 4 New library facility upgrades kd
397 72 00 35	Transfer In from Community Messaging Fund	0.00	0.00	0.00	0.00	0.00	100,000.00	Tranfer in from 335 Comm. Msg. kd
397 72 00 37	Transfer In from Building Contingency Fund	0.00	0.00	0.00	0.00	0.00	100,000.00	Tranfer in from 337 Bldg. Cont. kd
397	Transfers In	17,950.00	19,295.00	0.00	0.00	0.00	3,642,728.00	
TOTAL REVENUES:		113,601.42	155,440.11	258,538.18	350,951.73	304,841.00	3,993,228.00	
594 72 62 00	Library - Buildings & Structures	0.00	0.00	0.00	39,658.93	180,794.00	3,993,228.00	Placeholder for PF 4 new library facility upgrades kd
060	Capital Outlays	0.00	0.00	0.00	39,658.93	180,794.00	3,993,228.00	
594	Capital Expenditures	0.00	0.00	0.00	39,658.93	180,794.00	3,993,228.00	
508 51 03 30	Ending Assigned Cash And Investments	0.00	0.00	0.00	0.00	124,047.00	0.00	NB
999	Ending Balance	0.00	0.00	0.00	0.00	124,047.00	0.00	
TOTAL EXPENDITURES:		0.00	0.00	0.00	39,658.93	304,841.00	3,993,228.00	

MUNICIPAL FACILITIES FUND MASTER PLAN
Capital Project Fund 331

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 275,700	\$ 280,785	\$ 290,768	\$ 309,515	6%
Interest & Other Earnings	5,086	15,232	5,500	10,000	82%
Capital Fund Total Resources	\$ 280,786	\$ 296,017	\$ 296,268	\$ 319,515	8%

MUNICIPAL FACILITIES FUND MASTER PLAN
Capital Project Fund 331

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Professional Services	\$ -	\$ -	\$ 296,268	\$ 319,515	-
Capital Outlays	\$ -	\$ -	\$ -	\$ -	-
Capital Fund Total Uses	\$ -	\$ -	\$ 296,268	\$ 319,515	8%

Notes

Fund Use

Balance of fund budgeted for facilities and parks master planning activities

Police Capital Fund Resources
Capital Project Fund 334

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 107,575	\$ 147,875	\$ 144,516	\$ 74,000	-49%
Rudeen Donation	50,000	25,000	-	-	-
Interest	1,833	7,588	2,500	3,200	28%
Police Capital Fund Total Resources	\$ 159,408	\$ 180,463	\$ 147,016	\$ 77,200	-47%

Police Capital Fund Uses
Capital Project Fund 334

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlay	\$ 11,533	\$ 41,154	\$ 75,000	\$ 50,000	-33%
Police Capital Fund Total Uses	\$ 11,533	\$ 41,154	\$ 75,000	\$ 50,000	-33%

Notes

Capital Outlay

Police Capital Needs such as purchases for vehicles, equipment, or building improvements not anticipated for current year expense in General Fund. Donations intended for Public Safety expenses are receipted to this fund

COMMUNITY MESSAGING FUND
Capital Project Fund 335

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 91,650	\$ 93,349	\$ 96,671	\$ 105,000	9%
Interest & Other Earnings	1,699	5,068	2,000	4,500	125%
Other Financing Sources, Transfer-in	-	-	-	-	-
Community Messaging Fund Total Resources	\$ 93,349	\$ 98,417	\$ 98,671	\$ 109,500	11%

COMMUNITY MESSAGING FUND
Capital Project Fund 335

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Transfers Out - 330 Lib Cap	-	-	-	100,000	
Capital Outlay	-	-	-	9,500	-
Community Messaging Fund Total Uses	\$ -	\$ -	\$ -	\$ 109,500	-

Notes

Fund Use

Fund was created to construct two messaging signs in the City. First was built in 2017. A location for the other has not be determined. During budget review, council directed \$100k to Library Capital Fund

UNDERGROUND UTILITY FUND
Capital Project Fund 336

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 129,332	\$ 73,305	\$ 75,915	\$ 95,000	25%
Interest & Other					
Earnings	1,475	3,807	1,500	3,200	113%
Transfer In - General Fund	25,000	25,000	25,000	25,000	0%
Underground Utility Capital Fund Total Resources	\$ 155,807	\$ 102,112	\$ 102,415	\$ 123,200	20%

UNDERGROUND UTILITY FUND
Capital Project Fund 336

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlay	\$ 82,502	\$ 12,453	\$ -	\$ -	-
Underground Utility Capital Fund Total Resources	\$ 82,502	\$ 12,453	\$ -	\$ -	-

Notes

Capital Outlay Fund dedicated to undergrounding overhead utilities. Most recent use was at the corner of Country Vista and Liberty Lake Rd as part of 2022-2023 Trailhead improvements. No activity planned for 2025.

BUILDING CONTINGENCY FUND
Capital Project Fund 337

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 115,750	\$ 108,580	\$ 122,900	\$ 130,000	6%
Interest & Other Earnings	1,972	5,821	2,100	4,000	90%
Other Financing Sources, Transfer-in	9,139	11,000	-	-	-
Building Contingency Fund Total Resources	\$ 126,861	\$ 125,401	\$ 125,000	\$ 134,000	7%

BUILDING CONTINGENCY FUND
Capital Project Fund 337

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Transfer Out - Library Capital				\$ 100,000	
Capital Outlay	\$ 18,281	\$ -	\$ -	\$ 34,000	-
Building Contingency Fund Total Uses	\$ 18,281	\$ -	\$ -	\$ 134,000	-

Notes

Capital Outlay

Dedicated dollars for unexpected expenses related to facilities. Recent uses were garage door repair at PD and emergency roof repairs which occurred at both PD and the old Trailhead building. During budget review, council directed \$100k to Library Capital Fund.

TRAILHEAD IMPROVEMENTS PROJECT FUND
Capital Project Fund 338

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 362,130	\$ 2,931,837	\$ 784,230	\$ 300,000	-62%
Interest & Other Earnings	37,411	62,884	33,000	5,000	-85%
Loan	6,000,000	-	-	-	-
Transfer In - REET 1	-	200,000	400,000	900,000	-
Transfer In - Golf Ops	300,000	99,900	200,000	400,000	-
Transfer In - General Fund	-	1,700,000	-	500,000	-
Trailhead Improvements Project Capital Fund Total Resources	\$ 6,699,541	\$ 4,994,621	\$ 1,417,230	\$ 2,105,000	49%

TRAILHEAD IMPROVEMENTS PROJECT FUND
Capital Project Fund 338

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Capital Outlay	\$ 3,767,705	\$ 3,673,886	\$ 863,445	\$ 661,047	-23%
Debt Service	-	443,950	443,943	1,443,953	225%
Trailhead Improvements Project Capital Fund Total Uses	\$ 3,767,705	\$ 4,117,836	\$ 1,307,388	\$ 2,105,000	61%

Notes

Capital Outlay

Retainage release for completed building in Q1 2025. Council directed \$500k from General Fund and an additional \$500k from REET to put toward prepayment of bond in 2025.

Stormwater Utility Fund Resources
Fund 410

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 140,613	\$ 122,039	\$ 127,571	\$ 72,400	-43%
Stormwater Utility Revenue	90,561	94,800	90,000	120,000	33%
WA ST Dept Of Ecology	-	29,568	64,180	-	-100%
Interest & Other Earnings	5,546	5,770	2,500	3,000	20%
Stormwater Utility Fund Total Resources	\$ 236,720	\$ 252,177	\$ 284,251	\$ 195,400	-31%

Stormwater Utility Fund Uses
Fund 410

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 11,494	\$ 3,044	\$ 24,465	\$ 25,786	5%
Benefits	6,823	2,434	11,694	4,520	-61%
Supplies	2,325	3,555	4,500	3,200	-29%
Professional Services	46,910	83,435	40,000	6,000	-85%
Utilities	47,129	37,069	14,000	40,000	186%
Capital Outlays	-	29,867	56,250	100,000	78%
Other Financing Sources, Transfer-in	-	-	-	-	-
Stormwater Utility Fund Total Uses	\$ 114,681	\$ 159,404	\$ 150,909	\$ 179,506	19%

Notes

Revenue

Annual services fees charged to Stormwater Drainage service area. Additional fees are charged by amount of impervious surface area of developed property. Revenue collected provides for development, maintenance and control of storm drainage and surface water within the City

Salaries and Benefits

Street operations crew will charge time to Stormwater Fund when working on swales, drainage and street sweeping

Capital Outlays

\$100k towards CFP stormwater improvements

Professional Services

Utility charges for irrigation of swales from LLSWD. 3rd party street sweeping services no longer needed after purchase of street sweeper.

Aquifer Protection Fund Resources
Fund 411

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 302,622	\$ 353,581	\$ 392,252	\$ 235,000	-40%
Real & Personal Property Taxes-Aquifer Protection	64,102	66,042	60,000	60,000	0%
WA ST Dept Of Ecology	-	29,568	64,180	-	-100%
Interest & Other Earnings	8,587	18,332	6,500	6,500	0%
Aquifer Protection Fund Total Resources	\$ 375,311	\$ 467,523	\$ 522,932	\$ 301,500	-42%

Aquifer Protection Fund Uses
Fund 411

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Professional Services	21,731	207	40,000	-	-100%
Capital Outlays	-	262,214	197,450	301,500	53%
Aquifer Protection Fund Total Uses	\$ 21,731	\$ 262,421	\$ 237,450	\$ 301,500	27%

Notes

Revenue

County collects \$1.25 per month for both water and sewer connections along with property taxes to finance the protection, preservation, and rehabilitation of groundwater. Anticipating sunset of fee at the end of 2025. Offsetting annual stormwater fee increase has been discussed

Capital Outlays

\$301,500 for CFP SW2 Sprague Ave stormwater improvements

Golf Operations Fund Resources
Enterprise Fund 420

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 608,732	\$ 508,093	\$ 459,895	\$ 585,400	27%
Charges for Services	783,219	971,081	870,100	1,011,600	16%
Other- Miscellaneous					
Revenues (includes equipment rentals)	132,217	123,328	165,000	174,200	6%
Interest & Other Earnings	9,681	17,597	6,500	6,500	0%
Golf Operations Fund Total Resources	\$ 1,533,849	\$ 1,620,099	\$ 1,501,495	\$ 1,777,700	18%

Golf Operations Fund Uses
Enterprise Fund 420

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Salaries & Wages	\$ 240,118	\$ 254,242	\$ 302,779	\$ 533,186	76%
Benefits	83,306	82,249	120,422	128,815	7%
Supplies	182,594	292,678	263,000	257,800	-2%
Services & Charges	185,333	246,212	213,000	231,000	8%
Capital Outlays	34,404	144,081	345,000	110,500	-68%
Other Financing Uses, Transfers-Out	300,000	99,900	200,000	400,000	
Golf Operations Fund Total Uses	\$ 1,025,755	\$ 1,119,362	\$ 1,444,201	\$ 1,661,301	15%

Revenues	Continue to see positive revenue trends across the board at the Trailhead Facility. Recruitment of restaurant is ongoing. All revenue collected above what is needed for operations will be directed to loan repayment and eventual prepayments
Salaries and Benefits	Golf course maintenance salaries and benefits incorporated into 2025 Golf Operations budget.
Capital Outlays	\$400k bond repayment and potential restaurant allowance; Various CFP equipment items

Position Summary	2022	2023	2024	2025	% Change
Pro Shop					
<u>Full Time</u>					
Golf Professional	1	1	1	1	
Golf Leads	0	2	4	4	
Total FTE Positions	1	3	5	5	0%
<u>Part Time</u>					
Pro Shop	5	4	3	2	
Course Maintenance					
<u>Full Time</u>					
Crew Lead	0	0	0	1	
Maintenance Worker	0	0	0	1	
Total FTE Positions	0	0	0	2	-

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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420 Golf Operations Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
308 41 04 20	Golf Cash Drawer Committed	400.00	400.00	400.00	400.00	400.00	400.00	
308 51 04 20	Beginning Assigned Cash And Investments	352,091.66	608,332.20	507,692.65	500,336.49	459,495.00	585,000.00	
308	Beginning Balances	352,491.66	608,732.20	508,092.65	500,736.49	459,895.00	585,400.00	
341 70 00 00	Pro Shop Sales	109,048.13	106,153.09	139,674.29	148,337.56	130,000.00	165,000.00	
341 70 00 01	Event Credit Deposits/Redeemed	4,974.79	2,901.17	3,960.05	8,080.69	0.00	0.00	
347 30 00 03	Season Passes	27,419.87	45,722.33	35,170.60	17,017.21	28,000.00	33,000.00	
347 30 00 04	Green Fees	380,007.39	365,398.80	493,159.90	577,121.45	410,000.00	475,000.00	
347 30 00 05	Gift Card Purchase/Redeemed	5,763.66	2,767.92	13,196.94	-229.91	0.00	0.00	
347 30 00 06	Lesson & Clinic Fees	31,499.99	29,126.72	19,527.02	23,004.26	22,000.00	22,000.00	
347 30 00 07	Driving Range Fees	152,585.43	157,478.69	173,417.10	173,627.29	160,000.00	185,000.00	
347 30 00 08	Golf Cart Trail Fees	2,986.79	2,909.49	4,245.40	4,735.03	2,500.00	4,000.00	
347 30 00 09	Promo Card Purchase/Redeemed	0.00	0.00	0.00	3,470.15	0.00	0.00	
347 30 00 10	School Driving Range Fees	0.00	1,652.88	2,662.98	1,377.42	2,600.00	2,600.00	
347 30 00 11	Tax Collected On Sales	69,191.92	69,107.91	86,066.34	95,705.57	65,000.00	65,000.00	
347 30 00 12	Golf Simulator	0.00	0.00	0.00	79.02	50,000.00	60,000.00	Will split from green fees in 2025 kd
340	Charges For Services	783,477.97	783,219.00	971,080.62	1,052,325.74	870,100.00	1,011,600.00	
362 00 00 00	Golf Club Rentals	3,915.61	3,625.58	3,116.34	5,906.23	3,100.00	4,000.00	
362 00 00 01	Pull Cart Fees	8,275.77	8,696.24	8,698.05	9,969.48	7,500.00	9,500.00	
362 00 00 02	Golf Cart Rental Fees	88,992.87	85,376.16	108,463.41	127,395.06	105,000.00	120,000.00	
362 00 00 03	Lease Restaurant Eat Good Group	45,500.00	28,791.84	0.00	0.00	43,200.00	25,000.00	Placeholder
362 00 00 06	Finn Scooter Rental	2,176.00	1,598.00	774.71	619.93	1,000.00	500.00	
362 00 00 07	Restaurant Lease Avista	5,739.29	3,964.35	0.00	0.00	5,000.00	0.00	NB TBD
362 00 00 08	Space And Facilities Rentals (short term)	0.00	0.00	2,026.00	12,675.00	0.00	15,000.00	TBD w/ restaurant lease kd
369 81 04 20	Cash Overages/Shortage	1,637.18	20.09	34.54	119.74	0.00	0.00	
369 91 00 01	Other Miscellaneous Revenue	109.73	144.36	215.02	0.00	200.00	200.00	
360	Miscellaneous Revenue	156,346.45	132,216.62	123,328.07	156,685.44	165,000.00	174,200.00	
361 11 04 20	Investment Interest	395.83	9,680.73	17,597.02	8,947.47	6,500.00	6,500.00	
361	Investment Interest	395.83	9,680.73	17,597.02	8,947.47	6,500.00	6,500.00	
TOTAL REVENUES:		1,292,711.91	1,533,848.55	1,620,098.36	1,718,695.14	1,501,495.00	1,777,700.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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420 Golf Operations Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
576 61 10 08 Golf-Overtime	4,801.97	3,172.63	4,720.44	6,896.14	4,500.00	8,000.00	Add \$3,500 for golf maintenance staff. New this year. JC
576 61 10 13 Salaries & Wages-Golf	208,211.04	236,945.71	249,521.09	238,231.59	298,279.00	525,186.00	Incorporating course maintenance staff in 2025. 2FTE. 3.4% COLA, 2% step kd
010 Salaries and Wages	213,013.01	240,118.34	254,241.53	245,127.73	302,779.00	533,186.00	
576 61 20 01 Golf-Social Security & Medicare	4,077.71	3,881.79	4,505.77	4,336.22	6,549.00	7,000.00	
576 61 21 05 Golf-Retirement	26,171.50	28,971.53	29,701.05	28,565.96	36,785.00	38,000.00	
576 61 22 04 Golf-Medical/Life/LTD	10,920.90	29,150.27	28,548.67	36,858.37	52,663.00	56,000.00	
576 61 23 02 Golf-Labor & Industries	7,124.35	7,586.17	7,484.49	7,013.94	9,074.00	7,500.00	
576 61 24 08 Golf OT-Paid Family And Medical Leave	7.05	5.11	10.24	14.24	10.00	15.00	
576 61 24 13 Golf-Paid Family And Medical Leave	306.12	381.50	544.05	479.06	661.00	500.00	
576 61 28 09 HRA VEBA	9,580.00	13,330.00	11,455.00	13,333.33	14,680.00	19,800.00	
020 Personnel Benefits	58,187.63	83,306.37	82,249.27	90,601.12	120,422.00	128,815.00	
553 60 31 20 Weed Control Supplies	859.98	631.19	1,177.45	1,246.90	1,000.00	1,000.00	No change in line item at this time. JC
576 61 30 00 Equipment Supplies	0.00	0.00	4,334.04	0.00	0.00	0.00	
576 61 31 00 Pro Shop Supplies	11,840.30	9,347.92	22,601.06	21,523.69	20,000.00	25,000.00	
576 61 31 02 Uniforms Shirts	1,635.05	1,835.26	1,814.48	1,540.51	2,000.00	2,000.00	
576 61 31 03 Maintenance Supplies	17,956.69	20,028.33	27,984.69	25,115.82	25,000.00	25,000.00	N/C
576 61 31 04 Facilities Supplies	1,908.35	3,003.40	9,380.11	4,208.66	15,000.00	4,800.00	
576 61 32 00 Golf Course-Fuel Consumed	16,219.45	20,538.59	35,105.71	8,897.15	20,000.00	10,000.00	Decreasing due to FuelCloud reconcillation. JC
576 61 34 01 Pro Shop Merchandise	79,758.69	82,799.39	129,995.64	154,644.71	120,000.00	150,000.00	2024 increase to accommodate larger store space and inventory kd
576 65 31 01 Maintenance Of Golf Course	44,447.33	44,409.81	60,284.89	31,556.21	60,000.00	40,000.00	Decrease recommended due to increase in Professional Services and matching previous historical expenditures. JC
030 Supplies	174,625.84	182,593.89	292,678.07	248,733.65	263,000.00	257,800.00	
576 61 40 00 Business & Occupation, Sales Taxes	73,846.99	73,544.58	91,159.01	98,257.54	75,000.00	90,000.00	
576 61 41 00 Golf Pro Shop-Professional Services	1,980.09	3,727.65	9,568.98	7,808.00	10,000.00	10,000.00	
576 61 41 01 Professional Services-Bank Fees	20,502.66	20,111.27	27,797.41	28,012.97	25,000.00	30,000.00	
576 61 41 02 Unemployment Claims-Golf Course	0.00	3,694.09	1,821.64	0.00	2,000.00	2,000.00	
576 61 41 03 Facilities - Professional Services	10,411.25	5,153.28	9,918.67	17,716.15	7,500.00	7,500.00	NC, janitorial costs will shift to restaurant in 2025 kd
576 61 42 01 110 Golf Pro Shop-Telephone,Internet,Postage	3,207.28	4,823.71	7,104.64	7,752.90	4,000.00	7,000.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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420 Golf Operations Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
576 61 43 01	Golf Travel-Lodging,Meals,Mileage	2,041.06	1,568.63	2,664.57	931.87	4,000.00	6,000.00	\$2k for golf maintenace staff trainings. JC
576 61 46 00	Golf-Insurance	18,613.56	21,812.85	32,769.89	12,634.32	15,000.00	18,000.00	
576 61 47 00	Golf Utilities-Elec/Gas,Wtr/Swr,Trsh	34,220.40	31,005.71	32,410.97	35,051.38	40,000.00	35,000.00	Decrease based upon past year's usage and history. JC
576 61 49 01	Golf-Dues,Subscriptions,Mbrships	5,497.24	8,553.95	4,681.58	10,144.90	7,500.00	7,500.00	NC. JC
576 65 41 00	Professional Services-Golf Greens	6,957.60	11,337.43	26,314.77	27,331.75	23,000.00	18,000.00	Decrease due to one time payment of \$14k to Golf Carts Etc in 2024. Accounting for one time greens aerification service by Dryject for 2025. JC
040	Services	177,278.13	185,333.15	246,212.13	245,641.78	213,000.00	231,000.00	
576	Park Facilities	623,104.61	691,351.75	875,381.00	830,104.28	899,201.00	1,150,801.00	
591 76 70 00	SBITA-ProShop	0.00	0.00	0.00	2,500.00	0.00	0.00	
070	Debt Service	0.00	0.00	0.00	2,500.00			
591	Debt Service	0.00	0.00	0.00	2,500.00	0.00	0.00	
594 76 60 05	Small_Attrative Items - Golf	0.00	0.00	2,667.26	1,467.46	2,000.00	1,000.00	Establishing new line item for small and attractive assets. JC
594 76 62 00	Golf-Buildings & Structures	0.00	0.00	18,780.60	12,539.13	0.00	0.00	
594 76 63 03	Golf-Other Improvements	0.00	0.00	4,290.39	0.00	0.00	17,500.00	New tee signs per Chris J. and Zach. JC
594 76 64 00	Golf-Furniture,Computers&Equip	60,875.10	34,404.15	118,342.62	85,116.18	178,000.00	92,000.00	Various CFP equipment kd
594 76 64 02	Golf Carts - Furniture,Computers&Equip	0.00	0.00	0.00	165,337.04	165,000.00	0.00	NB
060	Capitla Outlays	60,875.10	34,404.15	144,080.87	264,459.81	345,000.00	110,500.00	
594	Capital Expenditures	60,875.10	34,404.15	144,080.87	264,459.81	345,000.00	110,500.00	
597 01 03 38	Transfer Out Trailhead Improvements Project Fund	0.00	300,000.00	99,900.00	0.00	200,000.00	400,000.00	Bond repayment and allowance for potential restaurant improvements kd
050	Intergovernmental Services and Other	0.00	300,000.00	99,900.00	0.00	200,000.00	400,000.00	
597	Transfers Out	0.00	300,000.00	99,900.00	0.00	200,000.00	400,000.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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420 Golf Operations Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
508 41 04 20	Golf Cash Drawer Committed	0.00	0.00	0.00	0.00	400.00	400.00	
508 51 04 20	Ending Assigned Cash And Investments	0.00	0.00	0.00	0.00	56,894.00	115,999.00	
999	Ending Balance	0.00	0.00	0.00	0.00	57,294.00	116,399.00	
TOTAL EXPENDITURES:		683,979.71	1,025,755.90	1,119,361.87	1,097,064.09	1,501,495.00	1,777,700.00	

Unemployment Fund
Internal Service Fund 501

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Interfund Insurance Premiums	14,746	1,822	15,000	15,000	0%

Unemployment Fund Total Resources	\$ 14,746	\$ 1,822	\$ 15,000	\$ 15,000	0%
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Unemployment Fund Uses
Internal Service Fund 501

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Unemployment Claims	\$ 14,746	\$ 1,822	\$ 15,000	\$ 15,000	0%

Unemployment Fund Total Uses	\$ 14,746	\$ 1,822	\$ 15,000	\$ 15,000	0%
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Notes

The City self insures for unemployment. Balance reset to \$15k based on prior year's expense

Medical Reimbursement (Bridge) Fund
Internal Service Fund 502

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Beginning Balances	\$ 137,491	\$ 169,080	\$ 149,074	\$ 120,000	-20%
Interest & Other Earnings	2,287	6,969	2,500	5,000	-
Other Financing Sources, Transfer-In	50,000	30,000	23,426	50,000	113%
Medical Reimbursement Fund Total Resources	\$ 189,778	\$ 206,049	\$ 175,000	\$ 175,000	0%

Medical Reimbursement (Bridge) Fund
Internal Service Fund 502

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Health Insurance Services	\$ 20,699	\$ 32,739	\$ 175,000	\$ 175,000	0%
Medical Reimbursement Fund Total Uses	\$ 20,699	\$ 32,739	\$ 175,000	\$ 175,000	0%

Notes

Fund Use

Fund is for medical reimbursement to employees that have out of pocket medical expenses once their deductible has been met. Fund is reset to \$175K each year to meet the full exposure of the Bridge. Use per year has been in the \$20k - \$35k range.

**Custodial Fund-State of Washington Collections/remittances
Custodial Fund 630**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Remittances	48,236	46,121	81,000	81,000	0%
Custodial Fund Total Resources	\$ 48,236	\$ 46,121	\$ 81,000	\$ 81,000	0%

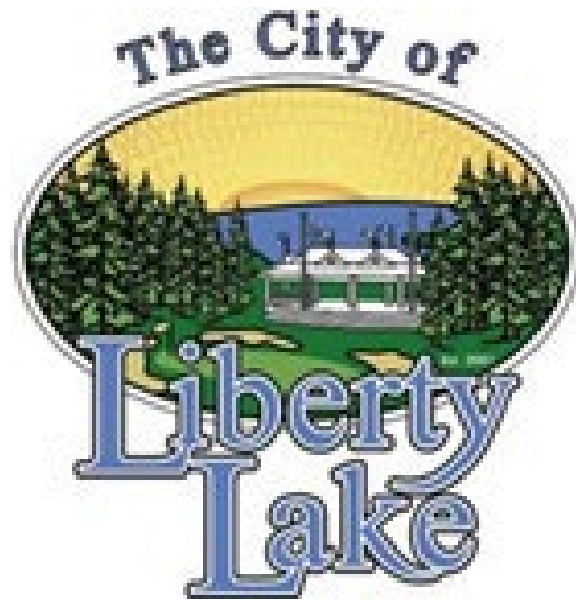
**Custodial Fund-State of Washington Collections/remittances
Custodial Fund 630**

Account Description	2022 Actual	2023 Actual	2024 Adopted	2025 Proposed	% Change
Government Services Fund Balance	\$ 48,236 -	\$ 46,121 -	\$ 81,000 -	\$ 81,000 -	0% -
Custodial Fund Total Resources	\$ 48,236	\$ 46,121	\$ 81,000	\$ 81,000	0%

Notes

Fund Use

Non revenue/non expense. Established per GASB84/State Auditors guidelines for remittances to State Treasurer temporarily held with the City.



2025 -2030

Capital Facilities Plan

December 13, 2024

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2025 -2030 PROPOSED CAPITAL FACILITIES PLAN

EXECUTIVE SUMMARY

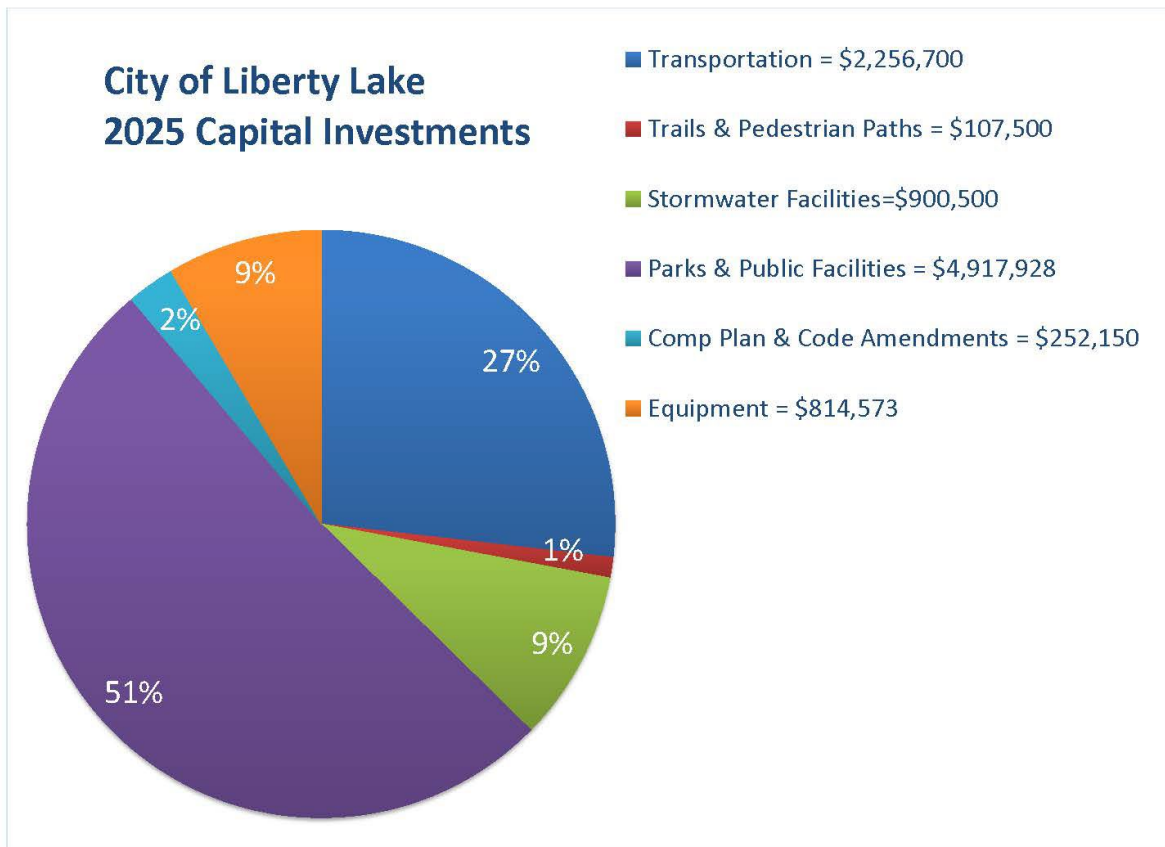
The City of Liberty Lake Capital Facilities Plan is a planning document that is adopted annually and appended to the City of Liberty Lake Comprehensive Plan by reference. The document reflects the plan for the City of Liberty Lake's capital investments, including both new projects and asset management investments, envisioned to be implemented over the next 6 years. 2025 proposed capital investments are reflected in the City of Liberty Lake Proposed 2025 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 in year 2025 will also need to be amended in the City of Liberty Lake Proposed 2025 Budget. Funding investments for 2025 in the proposed 2025-2030 Capital Facilities Plan (CFP) are summarized below:

2025 Proposed Capital Investments	
Transportation Capacity & Preservation Projects ³	
• Mission Ave Frontage Improvements in River District (design)	\$62,400
• Smart Signal Control w/ Molter Signal Upgrade	\$98,000
• Mission Overlay, Country Vista to Molter (construction) ¹	\$1,279,300
• Pavement Condition Study/Preservation Master Plan	\$75,000
• Mission Avenue Overlay (Storage Facility to Harvard Road)	\$973,000
• Transportation Network Analysis	\$75,000
Pedestrian Projects	
• Pedestrian Crossing Allocation	\$53,500
• Sidewalk Master Plan	\$54,000
Stormwater Facility Improvements – Sprague Avenue Projects	\$900,500
Parks & Public Facilities	
• Master Facilities Plan ¹	\$55,000
• Police Improvement Plan	\$100,000
• New Library Facility Upgrades (construction)	\$3,993,228
• Public Art ¹	\$157,500
• Rock Hill Asset Maintenance	\$11,000
• Town Square Asset Maintenance	\$2,200
• Library/PD HVAC Upgrade	\$75,000
• Storage Building at Orchard Park	\$300,000
• Parks Trash Receptacle Enclosures	\$24,000
• Parks & Recreation Master Plan	\$200,000
Essential Equipment (New & Replacement):	\$814,573
Comprehensive Plan & Development Code Amendments ¹	\$252,150
TOTAL CAPITAL INVESTMENT, 2025³	\$9,555,351

¹Projects underway in 2024; \$ reflect remaining project funds anticipated to be expended in 2025.

²Contingency fund for design in the event of roadway failure.

³Excluding "Projects by Others".



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 2024-2029 Capital Facilities Plan, with modifications as based upon the Council-adopted 2025-2030 Transportation Improvement Plan, and updated cost information. Portions of some projects funded in 2024 that were deferred and are 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 2025 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.

GLOSSARY of FUNDING ACRONYMS

ABBREVIATION	FUNDING SOURCE
APA	Aquifer Protection Fund
ARP	American Rescue Plan
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
STREETS	Street Fund
SW	Stormwater Fund/ Aquifer Protection Fund
TIB	Transportation Improvement Board Grant
TIF	Tax Increment Financing
UGU	Underground Utility Fund
UT	Utility Tax - Streets Capital

SIX YEAR TRANSPORTATION CAPITAL FACILITIES PLAN, 2025 -2030												
Roadway Projects												
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	CURRENT 2024	PROJECT TOTAL (2024-2029)	2025	2026	2027	2028	2029	2030
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	TIB/REET/UT/TBD/ SWAP		\$ 4,416,000		\$ 196,000	\$ 2,008,000	\$ 2,212,000		
TP-3	Enhancement	Intersection Improvements (Add turn lane)	Country Vista /Appleway Avenue	HRM	\$ 211,440	\$ -						
TP-4	Enhancement	Appleway Frontage Improvements	Fairway to E City Limits	REET/UT		\$ 4,047,000					\$ 317,000	\$ 3,730,000
TP-5	Enhancement	Mission Ave Frontage Improvements	W City Limits east to Glenbrook (southside)	REET/UT/TBD		\$ 1,010,400	\$ 62,400	\$ 948,000				
TP-6	Enhancement	Upgrade Molter /Appleway Signal	Molter/Appleway			\$ 57,000	\$ 57,000					
TP-7	Enhancement	Smart Signal Control	Multiple Locations	HRM		\$ 41,000	\$ 41,000					
TP-8	Plan/Report	Stormwater Master Plan	Multiple Locations	SWAP	\$ 70,000	\$ -						
TP-9	Preservation	Mission Ave Overlay	Country Vista to Molter	SRTC/REET/UT	\$ 136,100	\$ 1,279,300						
TP-10	Preservation	Sprague Avenue Rebuild	Liberty Lake Road to Gage	TIB/REET/UT/TBD/ SWAP	\$ 138,600	\$ 2,863,300			\$ 193,000	\$ 1,285,000	\$ 1,385,300.00	
TP-11	Plan/Report	Pavement Condition Study/ Preservation Master Plan	Citywide	UT/TBD	\$ 66,000	\$ 75,000	\$ 75,000					
TP-12	Preservation	Appleway Overlay	Swing Ln to East City Limits	TIB/REET2/SWAP	\$ 1,489,990	\$ -						
TP-13	Preservation	Mission Ave Grind & Overlay	Storage Facility to Harvard	REET/SRTC Grant		\$ 973,000	\$ 973,000					
TP-14	Preservation	Molter Grind & Overlay	Mission to Appleway	REET		\$ 1,019,000					\$ 1,019,000	
TP-15	Preservation	Country Vista Drive Grind & Overlay	Mission Avenue to Molter	REET/UT/TBD		\$ 1,673,000		\$ 1,673,000				
TP-16	Plan/Report	NETWORK ANALYSIS	City-wide	HRM	\$ -	\$ 125,000	\$ 75,000	\$ 50,000				
TOTAL, ROADWAY PROJECTS					\$ 2,112,130	\$ 17,579,000	\$ 2,562,700	\$ 2,867,000	\$ 2,201,000	\$ 3,497,000	\$ 2,721,300	\$ 3,730,000
Pedestrian Projects												
TP-17	Enhancement	Pedestrian Crossing Allocation	Multiple Locations	GF, REET	\$ 49,910	\$ 391,000	\$ 53,500	\$ 58,000	\$ 62,500	\$ 67,000	\$ 72,000	\$ 78,000
TP-18	Enhancement	Sidewalk Improvements	Madson, Mission to Appleway	GF, REET		\$ 368,000		\$ 368,000				
TP-19	Plan/Report	Sidewalk Master Plan	Multiple Locations	GF, REET	\$ 50,000	\$ 54,000	\$ 54,000					
TP-20	Enhancement	Appleway Trail Extension	West City Limits to Kramer Parkway			\$ 785,000				\$ 785,000		
TP-21	Enhancement	Sidewalk Improvements	Mission, MTC to Simpson Road	GF, REET		\$ 375,000			\$ 375,000			
TOTAL, PEDESTRIAN PROJECTS					\$ 99,910	\$ 1,973,000	\$ 107,500	\$ 426,000	\$ 437,500	\$ 852,000	\$ 72,000	\$ 78,000

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	CURRENT 2024	PROJECT TOTAL (2024-2029)	2025	2026	2027	2028	2029	2030
Stormwater Projects												
SW-1	Enhancement	Appleway Overlay Stormwater Improvements	Appleway, west of Fairway	SW	\$ 150,000	\$ -						
SW-2	Enhancement	Sprague Avenue	Sprague, from Molter to Overlook	SW		\$ 517,500	\$ 517,500					
SW-3	Enhancement	Neyland Avenue	Intersection of Gage/Neyland/Sprague	SW		\$ 383,000	\$ 383,000					
SW-4	Enhancement	E Country Vista North Swale	Country Vista Drive near Kramer Pkwy	SW		\$ 292,000			\$ 292,000			
SW-5	Enhancement	Sprague/Molter Road Intersection	Sprague/Molter Rd	SW		\$ 699,000					\$ 699,000	
TOTAL, STORMWATER PROJECTS					\$ 150,000	\$ 1,192,500	\$ 900,500	\$ -	\$ 292,000	\$ -	\$ 699,000	\$ -
TOTAL, ROADWAY, PEDESTRIAN & STORMWATER PROJECTS COMBINED					\$ 2,362,040	\$ 20,744,500	\$ 3,570,700	\$ 3,293,000	\$ 2,930,500	\$ 4,349,000	\$ 3,492,300	\$ 3,808,000

Assumed Annual Infrastructure Construction Cost Annual Inflation = 7.8%

KEY	
ABBREVIATION	FUNDING SOURCE
OTR	Projects by Others
TIF	Tax Increment Financing
LIFT	Local Improvement Financing Tool
REET	Real Estate Excise Tax
CW	Connecting Washington - State Funding
TIB	Transportation Improvement Board Grant
HRM	Harvard Road Mitigation Fund
GEN	General Fund
UT	Utility Tax - Streets Capital
SW	Stormwater & Aquifer Protection

2025 -2030 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, with project closeout underway. Project closeout is anticipated to be completed in late 2024 or early 2025.

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 - Country Vista & Appleway Intersection Improvements: Intersection improvements to include design, construction, inspection and contingency, for the addition of a right turn lane. Construction is currently underway in concert with TP-12, and is anticipated to be completed in October of 2024.

TP-4 - 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 2029 to allow for grant applications to be pursued, with construction programmed for 2030. There is a potential for at least a portion of this work to be completed as a requirement of development.

TP-5 - 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. Possible candidate for funding through Safe Routes to School Grant.

TP-6 – Upgrade of Molter Rd/Appleway Avenue Traffic Signal – In order to implement the Smart Signal Program (see TP-7, below), it is necessary to upgrade the Molter Rd/Appleway Rd Traffic Signal with an extended range smart sensor, to allow that signal to communicate with the other signals in our network.

TP-7 - 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 2025.

TP-8 - Stormwater Master Plan: Project completed in 2024 with adoption of the Plan by City Council in September of 2024. Grant closeout is underway.

TP-9 - Mission Avenue Overlay– Country Vista to Molter Rd: This maintenance project is currently in design, with bidding anticipated later this year and construction to be completed in the spring of 2025.

This project is approved for funding through SRTC Preservation Urban Funds & Flexible funds, for grant funding of \$1,061,550 covering 75% of the cost.

TP-10- 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. Phase 1 of this project will be Molter Road to Gage Road, to be constructed in 2028; phase 2 of the project, Molter Road to Liberty Lake Rd is planned for construction in 2029. Design funds have been included in 2027 to complete the design and bid specs for Phase 1 and complete design for Phase 2. Stormwater improvements identified in the Stormwater Management Plan originally planned to be constructed together with this project will be completed in 2025 to mitigate the impact of stormwater in this corridor (see SW-2 and SW-3, below).

TP-11 - Pavement Condition Study/ Preservation Master Plan: Funding for this a City-wide pavement condition study is proposed to be deferred for completion in 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-12 - Appleway Overlay: Overlay project from N Fairway Lane to E City Limits, this project was added in 2022 based upon roadway conditions. The project is currently in construction and is anticipated to be completed in October of 2024. The project was bid and is being constructed with TP-3, Country Vista & Appleway Intersection Improvements.

TP-13 – Mission Avenue Grind & Overlay: 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 summer of 2025.

TP-14 – Molter Road Grind & Overlay: Grind and overlay preservation project between Mission Avenue and Appleway, was added based upon roadway condition. Originally planned for 2027, This project is proposed to be deferred until 2029 to better balance capital project funding. The timing may change based upon the outcome of the pavement condition assessment in the Pavement Master Plan (TP-11), or if the City is successful in securing a TIB grant for that project.

TP-15 – Country Vista Drive Grind & Overlay: Grind and overlay preservation project between Mission Avenue and Molter Road, was added based upon roadway condition. Currently programmed for 2026, the timing may change based upon the outcome of the pavement condition assessment in the Pavement Master Plan (TP-11).

TP-16 - Network Analysis Update: Update of Network Analysis, based upon changes in land use and housing in the periodic Comp Plan update. Project costs spread over two years, funded with Harvard Road Mitigation Fees. Will be used to update the required 20-year Capital Facilities Plan (CFP) in the Periodic Update.

Pedestrian Projects

TP-17 - Annual Pedestrian Crossing Allocation: Funding for pedestrian crossing improvements and flashing beacons. Projects to be prioritized based upon the outcome of the sidewalk master plan (TP-20).

TP-18 - Sidewalk Improvements on Madson, from Mission to Appleway: Proposed construction of missing sidewalks on either side of Madson, south of Appleway in 2026. Timing of the project may shift due to prioritization in the Sidewalk Master Plan (TP-20).

TP-19 - Sidewalk Master Plan: Funding for potential project is moved to 2025 to allow inventory to be completed and incorporated in pavement condition software as a foundation in the master plan to identify and prioritize pedestrian projects.

TP-20– 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-21 – Sidewalk Improvements, Mission Ave, MTC to Simpson Road: Complete the sidewalks gap between the eastern property boundary for Meadowood Technology Campus & the Simpson Road ROW on Mission Avenue, west of Rocky Hill subdivision. This project was moved to 2027 to better balance capital funding. Timing of the project may shift due to prioritization in the Sidewalk Master Plan (TP-20).

Stormwater Projects:

SW-1 -- Appleway Overlay Stormwater Improvements: These improvements were designed, bid and are being constructed in 2024 with TP-12. Construction is anticipated to be completed in October of 2024.

SW-2 – Sprague Avenue Stormwater: In order to mitigate the lack of existing stormwater infrastructure on Sprague Avenue, this project funds the installation of treatment catch basins at the low points and ponding areas, with drywell infiltration systems installed in the roadside shoulder on the northside of Sprague Avenue, within existing City ROW. The project is proposed for funding in 2025, to reduce flooding potential of properties south of Sprague Avenue.

SW-3 – Neyland Avenue Stormwater: This project proposes to 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 a drywell, with new swales to be installed behind the sidewalks. 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 proposed to be completed in 2025, to reduce flooding potential south of E Gage St. & Neyland Ave.

SW-4 – 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-5 – 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 with 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-10).

PARKS & PUBLIC FACILITIES CAPITAL PROJECTS												
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	2024	PROJECT TOTAL (2024-2029)	2025	2026	2027	2028	2029	2030
PF-1	Plan	Master Facilities Plan	Public Works Yard	MFPA	\$ 145,000	\$ 55,000	\$ 55,000					
PF-2	New Construction	Public Works Yard Development	Public Works Yard	REET 2	\$ 150,000	\$ -	\$ -					
PF-3	Enhancement	Police Improvement Plan	Police Station	GF			\$ 100,000					
PF-4	Enhancement	New Library Facility Upgrades	Library	GF, REET, LIB CAP	\$ 180,794	\$ 3,993,228	\$ 3,993,228					
PF-5	Enhancement	Public Art	TBD	GF	\$ 74,000	\$ 446,000	\$ 157,500	\$ 163,500	\$ 125,000	TBD	TBD	TBD
PF-6	Maintenance	Pavillion Park Improvements	Pavilion Park	GF	\$ 306,273	\$ 1,180,000	\$ -	\$ 344,000	\$ 378,000	\$ 16,000	\$ 442,000	
PF-7	Maintenance	Rocky Hill Park Improvements	Rocky Hill Park	GF	\$ 256,422	\$ 441,200	\$ 11,000			\$ 35,200		\$ 395,000
PF-8	Maintenance	Trailhead Improvements	Trailhead	Golf Ops	\$ 56,000	\$ -						
PF-9	Maintenance	Town Square Improvements	Town Square	GF, REET		\$ 62,700	\$ 2,200		TBD	TBD	\$ 60,500	
PF-10	Maintenance	City Hall Building Asset Management	City Hall	GF		\$ 1,363,000			\$ 375,000	\$ 516,000	\$ 207,000	\$ 265,000
PF-11	Maintenance	Library Building /Police Station Improvements	Library / Police Station	GF		\$ 1,304,300	\$ 75,000		\$ 2,800	\$ 66,500	\$ 550,000	\$ 610,000
PF-12	Enhancement	City Hall Renovations	City Hall	GF		\$ -			TBD	TBD		
PF-13	Plan/Report	Town Square Master Plan	Town Square	REET		\$ 115,000		\$ 115,000				
PF-14	New Construction	Storage Bldg. at Orchard Park	Orchard Park, south of tennis courts	REET	\$ 200,000	\$ 300,000	\$ 300,000					
PF-15	Plan /Report	Siting/Masterplan for New Community Pool	TBD	TBD		\$ 150,000			\$ 150,000			
PF-16	Enhancement	Renovation of Old Library Space	Current Library	MFMP		\$ -			TBD			
PF-17	New Construction	Trash Receptacle Enclosures	Orchard Park & Ballfields	REET/GF			\$ 24,000					
PF-18	Enhancement	Maintenance Garage Expansion							TBD	TBD		

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	2024	PROJECT TOTAL (2024-2029)	2025	2026	2027	2028	2029	2030
PF-19	Plan /Report	Parks Master Plan	City-wide	Commerce/M FMP		\$ 200,000	\$ 200,000					
YEARLY TOTAL							\$ 4,917,928	\$ 622,500	\$ 1,030,800	\$ 633,700	\$ 1,259,500	\$ 1,270,000

Assumed Annual Non-Res Building Construction Cost Increase = 6.6%

2025 -2030 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. This project was listed as CDP-4 in the 2024-2029 CFP. 2025 funding represents the balance of the Turner, Townsend & Heery contract.

PF-2 - Public Works Yard Development: \$150,000 was budgeted in 2024 for shop equipment, salt storage, fuel tank & security cameras. No funding proposed for 2025.

PF-3 – Police Improvement Plan: \$100,000 proposed for 2025 for the second phase of the Police Department evidence room reconstruction & other facility enhancements necessary for accreditation.

PF-4 – New Library Facility Upgrades: Funding in 2024 is dedicated to design, with construction funding programmed for 2025, based on the current budget estimate. Funding requested for 2025 reflects the cost estimates for renovations to be awarded in 2025, though construction will likely span two years.

PF-5 - Public Art: Funding request based upon the Parks & Art Commission requests for 2025-2028. Note that 2025 budget reflects the rollover of \$32,500 funded in 2024 the Kramer Parkway Art project, as well as a \$20,000 carryover for the Pavillion Park Historic Outlook.

PF-6- Pavillion Park Improvements: Proposed improvements for 2024 included replacement of the shelter roof, and re-surfacing of basketball and tennis courts. There is no carry over from 2024 for the tennis & basketball court resurfacing projects, as those projects will be completed in the 2024 budget year. Other asset maintenance projects originally programmed for 2025 were rolled to 2026 to allow for completion of the Parks & Recreation Master Plan in 2025. 2026 includes playground equipment, exterior doors, wall finishes, plumbing, electrical landscaping & lighting upgrades; 2027 is parking lot repaving and striping. Later years based on Asset Management Software output.

PF-7 – Rocky Hill Park Improvements: Resurface courts, paint interior walls & exterior board siding were originally programmed in 2024. There is no proposed carryover of funds from 2024 to 2025 for tennis court resurfacing, as that project will be completed in 2024 budget year. Replacement of playground equipment is anticipated in 2030.

PF-8 – Trailhead Improvements: Ball washer and tee netting funded in 2024 will be completed by year's end.

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-13).

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 2027 to allow for completion of Facilities Master Plan in 2025 and completion of the Library project in 2025 & 2026.

PF-11¹ - 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: City Hall renovations to be determined following completion of the Master Facility Plan (PF-1) and New Library Facility Upgrades (PF-4).

PF-13 – Town Square Master Plan: Master planning for the undeveloped 4.7 acres of Town Square Park, utilizing the Community Engagement Commission to enhance the public outreach, engagement, and community input in the master planning processing. The master planning process has been deferred to 2026, with the Parks & Recreation Master Plan (PF-19) intended to inform the Town Square Master Plan, which in turn will inform future budgeting, phasing, design and construction of capital facilities improvements to the park.

PF-14 – Storage Building at Orchard Park: Construction of a 40' x 80' storage building at Orchard Park for Winterglow storage, and storage of park maintenance supplies and equipment. The project has been deferred to 2025 due to bidding challenges, and the cost was adjusted to reflect higher bids process received. Project is TIF/LIFT reimbursable.

PF-15 – Siting/Master Planning for New Community Pool: Funds for the siting and master planning for a new community pool slated for 2027, pending outcome of Parks & Recreation Master Plan (PF-19), with funding for construction to be determined, based on outcome of master planning.

PF-16 – Renovation of Old Library Space: Renovation of old Library space upon relocation to the new facility to be determined, based on the outcome of the Facility Master Plan (PF-1).

PF-17 – Installation of Trash Receptacle Enclosures: Construction of trash receptacle enclosures to improve efficiency of Parks operation. Enclosures to be designed & constructed consistent of City Development Code standards (6 ft tall solid fence or masonry block enclosure, with fully sight-obscuring gates).

PF-18 – Maintenance Garage Expansion: Possible 5,000 sq. ft. expansion of the maintenance garage storage building behind City Hall, to be determined following the completion of the Master Facility Plan (PF-1) and the New Library Facility Upgrades (PF-4).

PF-19 – 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.

¹ **Old PF-11 – City Hall Parking Lot Renovation:** Project was removed from CFP, to be re-evaluated following completion of the Facilities Master Plan (PF-1).

Comprehensive Planning & Development Code Amendments											
Line No.	Project Name	Funding Source	Grant Funding	2024	Project Total (2025-2030)	2025	2026	2027	2028	2029	2030
CPD-1	Sign Code Amendment	GF	N/A	\$ 20,000	\$ 70,000	\$ 70,000					
CPD-2	Housing Chapter - Comp Plan	Commerce	\$125,000	\$ 21,250		\$ 32,150	\$ 21,600				
CPD-3	Miscellaneous Comp Plan Elements & Mapping					\$ 30,000	\$ 20,000				
CPD-4	Climate Resiliency Chapter- Comp Plan & Development Code	Commerce,	\$ 500,000	\$ 135,000	\$ 365,000	\$ 120,000	\$ 145,000	\$ 100,000			
CPD-5	Development Code Update	GF	N/A		\$ 200,000		\$ 100,000	\$ 100,000			
CPD-6	Codification				TBD				TBD		
TOTAL			\$ 625,000	\$ 176,250	\$ 635,000	\$ 252,150	\$ 286,600	\$ 200,000	\$ -	\$ -	\$ -

Grant Cash Flow Projection											
Project Name	Funding Source	Grant Funding	2024	Project Total (2025-2030)	2025	2026	2027	2028	2029	2030	
Periodic Comprehensive Plan Update Grant	Commerce	\$ 125,000	\$ 21,250	\$ 103,750	\$ 62,150	\$ 41,600					
Climate Resiliency Grant	Commerce	\$ 500,000	\$ 135,000	\$ 265,000	\$ 120,000	\$ 145,000	\$100,000				

2025 -2030 CAPITAL FACILITIES PLAN PROJECT DESCRIPTIONS

COMPREHENSIVE PLANNING & DEVELOPMENT CODE AMENDMENTS

CPD-1 – Sign Code Amendment: 2024 funded project for a consultant contract to amend COLL Sign Code Ordinance to address requirements for content neutrality. While the contract was awarded in September, \$70,000 of the funding for this project will rolled into 2025.

CPD-2 – Housing Chapter of the Comp Plan Periodic Update: Proposed consultant contract spanning 2024 through 2026 to develop Housing Chapter of Comp Plan Periodic update, as mandated by legislature. Cost for this project will be funded through \$125,000 Comp Plan grant from Washington Department of Commerce.

CPD-3 – 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 \$125,000 Comp Plan grant from Washington Department of Commerce.

CPD-5 – Climate Resiliency Chapter of the Comp Plan Periodic Update: Proposed consultant contract spanning 2024 and 2025 to develop Climate Resiliency Chapter of Comp Plan Periodic update, as mandated by legislature, with \$100,000 reserved for code development & implementation in 2025. Cost for this project will be funded through \$500,000 Comp Plan grant from Washington Department of Commerce for Climate Resiliency.

CPD-6 – Development Code Update: Proposed consultant contract to assist in the overhaul of the City’s Development Code, based upon the Periodic Comprehensive Plan Update. Funding proposed to be spread over a two-year period, 2026 – 2027.

CPD-7 – Codification of the Development Code: Following the Development Code Update, funding is proposed to codify the Development Code within Liberty Lake Municipal Code.

EQUIPMENT CAPITAL PROJECTS												
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	2024	PROJECT TOTAL (2022-2028)	2025	2026	2027	2028	2029	2030
ET-1	New Equipment	Man-lift	Public Works Yard	GF/STREETS/GOLF	\$ 65,000	\$ -						
ET-2	Leased Equipment	12M Grader lease	Public Works Yard	UT	\$ 37,300	\$ 320,193	\$ 46,740	\$ 46,727	\$ 46,727	\$ 60,000	\$ 60,000	\$ 60,000
ET-3	Leased Equipment	926M Loader X2	Public Works Yard	UT	\$ 35,500	\$ 296,686	\$ 35,500	\$ 45,093	\$ 45,093	\$ 57,000	\$ 57,000	\$ 57,000
ET-4	Leased Equipment	903 Mini Loader	Public Works Yard	UT, STREETS	\$ 17,007	\$ 133,817	\$ 18,334	\$ 19,764	\$ 21,305	\$ 22,967	\$ 24,758	\$ 26,689
ET-5	New Equipment	Street Sweeper	Public Works Yard	SW,APA	\$ 325,000	\$ -						
ET-6	New Equipment	Freightliner/Water Truck	Public Works Yard	STREETS	\$ 380,000	\$ -						
ET-7	New Equipment	Roller	Public Works Yard	STREETS	\$ 32,490	\$ -						
ET-8	New Equipment	Pickups	Maintenance Shop	PW,PARKS,GOLF		\$ 180,000	\$ 180,000					
ET-9	Replacement	Pickup 1 Ton- Mechanic	Maintenance Shop	PARKS,GOLF		\$ 150,000		\$ 150,000				
ET-10	Replacement	Zero Turn	Maintenance Shop	GOLF, UT, STREETS	\$ 20,000	\$ -						
ET-11	Replacement	Buffalo Blower	Maintenance Shop	PARKS,GOLF		\$ 12,000	\$ 12,000					
ET-12	Replacement	JD XUV w/plow	Public Works Yard	STREETS		\$ 47,000	\$ 47,000					
ET-13	Replacement	Walker Ride On	Public Works Yard	STREETS		\$ 15,000	\$ 15,000					
ET-14	New Equipment	Harper Turbo Vac	Public Works Yard	STREETS,PARK,GOLF		\$ 36,000	\$ 36,000					
ET-15	New Equipment	Bobcat Toolcat	Maintenance Shop	PARKS,GOLF		\$ 100,000	\$ 100,000					
ET-16	Replacement	JD XV Gator	Maintenance Shop	GOLF		\$ 47,000	\$ 47,000					
ET-17	Replacement	JD 7500 Fairway	Maintenance Shop	GOLF		\$ 110,000	\$ 110,000					
ET-18	Replacement	Mower	Maintenance Shop	GF, STREETS		\$ 50,000	\$ 50,000					
ET-19	New Equipment	Gator	Maintenance Shop	GOLF		\$ -						
ET-20	New Equipment	Crack Sealer	Public Works Yard	UT, STREETS		\$ 55,000	\$ 55,000					
ET-21	New Equipment	Mini Ex	Public Works Yard	UT, STREETS	\$ 85,000	\$ -						
ET-22	New Equipment	Dump Trailer	Public Works Yard	UT, STREETS	\$ 16,245	\$ 12,000	\$ 12,000					
ET-23	New Equipment	Paint Striper	Public Works Yard	UT, STREETS	\$ 6,498	\$ -						
ET-24	Replacement	Wide-Area Mower	Maintenance Shop	GOLF	\$ 86,640	\$ -						
ET-25	New Equipment	Brush Mower/Blower	Public Works Yard	UT, STREETS	\$ 20,000	\$ -						
ET-26	New Equipment	UTV	Parks	GOLF	\$ 42,000	\$ -						
ET-27	Replacement	Greens Mower	Maintenance Shop	GOLF	\$ 20,000	\$ -						
ET-28	Replacement	Greens Sweeper	Maintenance Shop	GOLF	\$ 8,500	\$ -						
ET-29	Replacement	Toro Greens Sprayer	Maintenance Shop	GOLF	\$ 60,000	\$ -						
ET-30	Replacement	JD Pro Gator	Maintenance Shop	GOLF	\$ 45,000	\$ -						
ET-31	Replacement	Zero Turn Mower	Maintenance Shop	GF/STREETS	\$ 20,000	\$ -						
ET-32	Replacement	Turfco Fertilizer Spreader	Maintenance Shop	GF/STREETS	\$ 20,000	\$ -						
ET-33	New Equipment	JD UTV	Maintenance Shop	GOLF	\$ 42,000	\$ -						
ET-34	Replacement	JD XUV w/plow	Maintenance Shop	PARKS				\$ 50,000.00				
ET-35	Replacement	Zero Turn	Maintenance Shop	PARKS				\$ 20,000.00				
ET-36	Replacement	Zero Turn	Maintenance Shop	PARKS				\$ 20,000.00				
ET-37	Replacement	Anthony Vehicle	PW Yard	PW	\$ 40,000		\$ 50,000					
YEARLY TOTAL, FLEET					\$ 1,424,180	\$ 1,564,696	\$ 814,573	\$ 351,583	\$ 113,125	\$ 139,967	\$ 141,758	\$ 143,689

FACILITY, UTILITIES & TRANSPORTATION CAPITAL PROJECTS BY OTHERS ¹												
Facility & Utility Projects by Others												
LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUNDING SOURCE	Current 2024	PROJECT TOTAL (2024-2029)	2025	2026	2027	2028	2029	2030
OT-1	Enhancement	Underground Utility Program (Liberty Lake Rd., Molter Rd., Mission Ave.)	Location TBD	GF		\$ 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	\$ 400,000					
OT-3	Enhancement	HUB Facility Soccer Field & Parking Expansion	19619 E Cataldo Ave	OTR/TIF/LIFT		\$ 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							\$ 4,525,000	\$ 25,000	\$ 25,000	\$ 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	Enhancement	Mission Improvements	Harvest Parkway east to Corrigan Road	OTR/TIF/LIFT	\$ 1,350,000	\$ -						
OT-7	New Construction	Transit Parking	Country Vista Dr, between Broadway & the Green Acres Flyover	OTR/TIF/LIFT		\$ 6,505,000		\$ 3,120,000				\$ 3,385,000
OT-8	New Construction	Cataldo Extension & Connection - Phase I	Western States Frontage	OTR/TIF/LIFT	\$ 1,500,000	\$ -						
OT-9	New Construction	Cataldo Extension & Connection - Phase II	Western States Boundary to Mission Ave & Kramer	OTR/TIF/LIFT		\$ 4,802,000	\$ 4,802,000					
OT-10	New Construction	Kramer Parkway Construction	North of Mission	OTR/TIF/LIFT		\$ 1,000,000		\$ 1,000,000				
OT-11	New Construction	Indiana Extension	East of LLSWD	OTR/TIF/LIFT		\$ 500,000	\$ 500,000					
OT-12	New Construction	Harvest Parkway Extension	South of Mission	OTR/TIF/LIFT		\$ 2,344,000	\$ 2,344,000					
YEARLY TOTAL, TRANSPORTATION PROJECTS BY OTHERS COMBINED						\$ 16,109,000	\$ 7,646,000	\$ 4,120,000	\$ 958,000	\$ -		\$ 3,385,000
TOTAL, FACILITY, UTILITY & TRANSPORTATION PROJECTS BY OTHERS COMBINED							\$ 12,171,000	\$ 4,145,000	\$ 983,000	\$ 25,000		\$ 3,410,000

2025 -2030 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, the improvements are currently in permitting, and while the project will get underway in 2024, Greenstone will not be submitting for reimbursement until 2025.

OT-3 - Hub Facility Soccer Field & Parking Lot Expansion: The first phase of the HUB expansion (19619 E Cataldo Ave) is currently under construction, with subsequent phases currently in permitting. Developer anticipates applying for full reimbursement 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 - Mission Improvements: This project covers the improvements on Mission Ave, from Harvest Parkway east to Corrigan Road, that was completed as required infrastructure improvements associated with River Crossing 2020 Plat. Construction has been completed, and TIF/LIFT reimbursement was requested in summer of 2024.

OT-7 - 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 Plans to the State line, and eventually to Coeur d'Alene. STA has identified land acquisition in 2026, with build out in 2030.

OT-8 - Cataldo Extension & Connection, Phase I: The Cataldo extension along the frontage of Western States CAT Dealership was completed in 2022, however, due to delays in project closeout, TIF/LIFT Reimbursement was not applied for until 2024.

OT-9 - 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 2024 as part of a planned Centennial Properties Binding Site Plan north of I-90, with requested reimbursement from TIF/LIFT anticipated in 2025.

OT-10 - Kramer Parkway Construction: The construction of Kramer Parkway north from Mission Ave to Indiana Ave is planned for construction in 2026, as part of required infrastructure improvements for River Crossing East and River Crossing 2020.

OT-11 - Indiana Ave Extension: The planned extension of Indiana Avenue, east of LLSWD has been identified as a planned project for 2025, as part of required infrastructure improvements for Trutina.

OT-12 – 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 currently in design and anticipated to be constructed in 2025.

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

Fleet Rotation Plan

Parks/ Streets/ Golf/ Facilities/ Maintenance

(for Operational and Annual Budgeting Purposes)



CITY OF LIBERTY LAKE

2025

Fleet Rotation Plan

City Fleet (excluding Public Safety)

The intent of this plan is to inform city staff, Mayor and the City Council on the current status of the fleet regarding Parks, Streets, Golf, Facilities, Maintenance and PEBS (Planning, Engineering and Building Services).

Included in this packet is an inventory of all City owned fleet equipment (excluding Public Safety) used for the purpose of city inspections and business, turf, baseball, streets, golf, and facility maintenance, repairs and upkeep. The inventory includes name and model, what year the equipment piece was purchased, current hours and the conversion of those hours into miles for comparison (see attached table on industry standards for life expectancy of equipment), what area of the city the equipment is most utilized, and any additional comments by maintenance staff.

It is the goal of city staff to use each piece to its fullest potential and lifespan before retiring or trading in. Every effort is made to utilize equipment in other areas of the city before it is considered for trade in or prior to rotating it out of the fleet completely. This is a group decision coordinated between City staff and departments to determine the plan for each piece of equipment. Each year a meeting is held amongst the staff to discuss equipment needs, determining how staff can continue to utilize equipment in other ways or areas, and assessing the status of each piece.

An example of fleet rotation might be taking a mower that is no longer usable on the golf course, and using it in the baseball or park areas where it can spend its last days before retiring or trading in. Another example is with the rotation of the vehicles. Many of the maintenance staff vehicles have come from other departments as those staff have retired them according to their fleet rotations or new additions. City maintenance makes good use of those vehicles and has a plan to operate them until they are no longer usable, often times well past the typical lifespan. When a mower needs to be upgraded because it is no longer able to provide quality results and is nearing its lifespan it may be downgraded to a “scrub” mower where it is sent out to mow potentially rocky or rough terrain. City maintenance staff agrees that using a new mower in these “scrub” areas is not a best management practice. This provides a successful last resort use of these mowers prior to trade in or retirement.

Attached are two tables of industry guidelines and recommendations for lifespan of equipment. City staff uses this as a guide, but often times will exceed those recommendations to obtain as much possible use out of the equipment. The ability to keep equipment beyond its lifespan is due to the ongoing and timely scheduled maintenance and high standards and care that the mechanic and staff are able to provide. However, if equipment is consuming more staff time in upkeep than is cost effective, then staff will reconsider prioritization on the fleet rotation plan. Keeping equipment running beyond its expectancy is weighed carefully with staff time and cost of the upkeep to be sure they are making best use of all.

PEBS and Administrative Services have a fleet rotation plan that varies from Parks, Golf, Streets and Maintenance. These vehicles are utilized for essential public services and will be evaluated for rotation into the city maintenance fleet at approximately 100,000 miles, which is consistent with the Liberty Lake Police Department’s vehicle rotation plan. Based on this, the two Dodge Rams are anticipated to be replaced by PEBS upon rotation into the maintenance fleet, likely in 2027 and 2029, respectively. The two GMC Terrains purchased by PEBS in 2023 are expected to remain in use within the department until likely the early 2030’s. Staff plans to project and forecast out multiple years. This plan will be updated on a yearly basis and is current for 2024-2026.



PLANNING, ENGINEERING & BUILDING SERVICES FEE SCHEDULE

EFFECTIVE DATE: JANUARY 1, 2024

BUILDING PERMIT FEES

Building permit fees are based on the valuation of the project. The valuation is determined by using data taken from the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. This Fee Schedule includes the most recent valuation data and is updated administratively as the data changes twice each year.

In addition to the building permit fee, applicants are responsible for the SBCC fee, plan review fees, plumbing permit fees, mechanical permit fees, grading permit fees, City Engineer review fees, Planning review fees, and other fees established by the current adopted fee schedule, as applicable.

The majority of projects within the City of Liberty Lake also participate in the Harvard Road Mitigation Plan, in lieu of a transportation impact study. The fees charged in conjunction with this mitigation plan are applied towards City transportation improvements and are based on the types of land uses associated with the project. Use the following link for more information on adopted mitigation fees: <https://www.libertylakewa.gov/DocumentCenter/View/4990/Updated-Harvard-Road-Mitigation-Plan-Fees-Effective-5-1-14>

Single Family Residential Valuation

On residential type structures and additions, the valuation is based on the following:

Main Floor	<i>Value per sq. ft.</i>
new	\$167.37
additions	\$167.37
Second Floor	
new	\$167.37
additions	\$167.37
Basement	
finished	\$64.24
partial	\$32.13
unfinished	\$31.50
Private Garages, Storage Buildings, & Barns	\$66.48 or Contract Value Per Ft.
Open Carports	\$27.39
Decks *	
covered	\$39.65
uncovered	\$30.91

* Decks and patios may be disregarded in computing the valuation of a new house unless they are covered structures or more than 30 inches above ground level.

Commercial Valuation

Building Valuation Data (February, 2023)

Square Foot Construction Costs a, b, c

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	338.88	327.46	319.76	307.63	289.42	280.47	298.24	268.37	259.83
A-1 Assembly, theaters, without stage	310.12	298.70	291.00	278.87	260.66	251.71	269.48	239.62	231.07
A-2 Assembly, nightclubs	275.09	266.93	259.34	250.54	234.96	228.26	241.54	213.57	206.65
A-2 Assembly, restaurants, bars, banquet halls	274.09	265.93	257.34	249.54	232.96	227.26	240.54	211.57	205.65
A-3 Assembly, churches	314.65	303.24	295.53	283.41	265.65	256.70	274.02	244.61	236.06
A-3 Assembly, general, community halls, libraries, museums	268.44	257.02	248.32	237.19	218.26	210.31	227.80	197.22	189.68
A-4 Assembly, arenas	309.12	297.70	289.00	277.87	258.66	250.71	268.48	237.62	230.07
B Business	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
E Educational	280.42	270.83	263.70	252.34	235.54	223.64	243.64	205.87	199.45
F-1 Factory and industrial, moderate hazard	161.70	154.21	144.70	139.94	124.72	118.51	133.72	103.40	96.83
F-2 Factory and industrial, low hazard	160.70	153.21	144.70	138.94	124.72	117.51	132.72	103.40	95.83
H-1 High Hazard, explosives	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	N.P.
H234 High Hazard	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	86.28
H-5 HPM	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
I-2 Institutional, hospitals	438.26	428.62	419.26	408.96	386.98	N.P.	399.78	361.97	N.P.
I-2 Institutional, nursing homes	304.86	295.22	285.86	275.55	256.23	N.P.	266.37	231.21	N.P.
I-3 Institutional, restrained	298.67	289.02	279.66	269.36	250.30	240.95	260.18	225.29	214.80
I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
M Mercantile	205.22	197.06	188.47	180.67	164.83	159.13	171.67	143.44	137.53
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
R-3 Residential, one- and two-family ^d	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
S-1 Storage, moderate hazard	149.85	142.36	132.84	128.08	113.17	106.96	121.87	91.86	85.28
S-2 Storage, low hazard	148.85	141.36	132.84	127.08	113.17	105.96	120.87	91.86	84.28
U Utility, miscellaneous	115.48	108.95	102.64	98.13	88.49	81.89	93.86	69.76	66.48

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

To calculate the valuation of your project, multiply the square footage by the value per square foot specific to your project/construction type from the above two tables. Once you've determined that

valuation, round up to the nearest \$1,000 to calculate the applicable review fees using the table on the following page. Valuations are calculated at time of plan review and shall be based on City Staff figures.

Review fees for repair, alteration, remodel, or foundation work are based on the total value of work to be performed (contractor's bid) as submitted by the applicant.

Permit & Plan Review Fees

Total Valuation	Building Code	City Engineer Review * (% of Building Review Fee for specific projects)	Planning Review ** (% of Building Review Fee for specific projects)	Commercial Plan Review (% of Building Review Fee)	Residential Plan Review (% of Building Review Fee)
\$1 - \$500	\$24.00	25%	15%	65%	25%
\$501 - \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000	25%	15%	65%	25%
\$2,001 - \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000	25%	15%	65%	25%
\$40,000 - \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000	25%	15%	65%	25%
\$100,001 - \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000	25%	15%	65%	25%
\$500,001 - \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	25%	15%	65%	25%
\$1,000,001 - \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction	25%	15%	65%	25%

	thereof, to and including \$5,000,000				
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof	25%	15%	65%	25%

* City Engineer Review Fees Not Applicable for: Typical Single Family Residential Building Permits & Basement Finishes, Typical Residential Accessory Structure Permits, Swimming Pool Permits, Tenant Improvement / Interior Remodel Permits, and Other Permits, as determined by City Staff which do not require City Engineer review of civil plans.

** Planning Review Fees Not Applicable for: Typical Single Family Residential Building Permits & Basement Finishes, Typical Residential Accessory Structure Permits, Swimming Pool Permits, and Other Permits, as determined by City Staff which do not require planning review of zoning or design.

Withdrawn/Expired Applications

Commercial Plan Review, City Engineer Review, and Planning Review - When City review has been conducted and a building permit has not been issued due to a project being cancelled, withdrawn, or expired, the City reserves the right to invoice applicants for the above fees and excessive staff time, as applicable, in addition to the processing fee, as identified in the table "Additional Permit Fees & Charges".

Additional Permit Fees & Charges

Additional charges that may be assessed on permits:

SBCC surcharge – Residential	\$6.50 plus \$2.00 per each add'l residential unit
SBCC surcharge – Commercial	\$25.00 plus \$2.00 per each add'l residential unit
Harvard road mitigation fee (single family residential example *)	\$671.02 (5/1/14)
Environmental Review Fee / SEPA Checklist (specific projects)	\$200.00
Investigation fee (additional charge assessed on projects when work is started without a permit)	100% of permit fee
Footing & Foundation Only	25% of building permit fee 100% of commercial plan review fee
Excessive Staff Time	\$100.00 / hour
Legal Notice, Postage, and Hearing Examiner Fees, when applicable	Invoiced to Applicant
Processing Fee & Technology Fee (all permits)	\$50.00
Refund Processing Fee	\$20.00

* Use the link below for current mitigation fee charges (if applicable) for all other uses:
<https://www.libertylakewa.gov/DocumentCenter/View/4990/Updated-Harvard-Road>

Other Permit, Inspection, & Review Fees

Additional Plan Review	\$100.00 / hour
Blasting Permit	\$250.00

Change of Tenant (Commercial)	\$50.00
Change of Use / Certificate of Occupancy Modification	\$100.00
Demolition Permit	\$50.00 (per 1,000 sq. ft.) + SEPA, if applicable
Engineering Review	See Engineering Fees Table
Fences (over 6' tall)	\$100.00 (per 100 linear feet)
Grading	See Engineering Fees Table
Inspections Outside Normal Working Hours	\$150.00 / hour
Manufactured / Mobile Homes Setting Permit	\$100.00 (per section) + \$100.00 Planning Review Fee
Mechanical Permits- New Single-Family Residential (whole house)	\$200.00
Mechanical Permits- All Other Types	Price/Unit as detailed below
A/C & Heat Pump (up to 3 tons)	\$20.00
A/C & Heat Pump (3 - 15 tons)	\$25.00
A/C & Heat Pump (15 - 30 tons)	\$30.00
A/C & Heat Pump (30 - 50 tons)	\$35.00
A/C & Heat Pump (> 50 tons)	\$60.00
Air Handler < 10,000 cfm	\$12.00
Air Handler > 10,000 cfm	\$15.00
Boiler - Electric Boiler Installation (< 250 kw)	\$50.00
Boiler - Low Pressure Steam & Hot Water Installation (< 500,000 btu)	\$100.00
Boiler - Low Pressure Steam & Hot Water Installation (500,000 - 2,000,000 btu)	\$200.00
Boiler - Low Pressure Steam & Hot Water Installation (> 2,000,000 btu)	\$200.00 for the first 2,000,000 btu; plus \$20 for each additional million btu
Boiler - Power Boiler Installation (< 2,000,000 btu)	\$200.00 for the first 2,000,000 btu; plus \$20 for each additional million btu Maximum Fee = \$1,000
Boiler - Unfired Pressure Vessel Installation	\$50.00 + \$10.00 / additional pressure vessel
Boiler - Additional Pressure Vessels	\$10.00 / vessel (inspected at the same time)
Boiler Repair	\$50.00 / hour (50% less if inspected by insurance company)
Clothes Dryer	\$12.00
Duct Work System	\$12.00

Evaporative Coolers	\$12.00
Gas Log	\$12.00
Gas & Hydronic Piping	\$12.00 + \$1.00 per outlet
Gas Water Heater	\$12.00
Heating Equipment < 100,000 btu	\$15.00
Heating Equipment >100,000 btu	\$20.00
Hydrostatic Pressure Test	\$35.00
Miscellaneous	\$12.00
Propane Tanks	\$35.00
Range	\$12.00
Refrigeration Equipment (1 – 100,000 btu)	\$15.00
Refrigeration (101,000 – 500,000 btu)	\$25.00
Refrigeration (501,000 – 1,000,000 btu)	\$35.00
Refrigeration (1,000,000 – 1,750,000 btu)	\$45.00
Refrigeration (> 1,750,000 btu)	\$65.00
Type I Hood	\$60.00
Type II Hood	\$12.00
Ventilating Fans	\$12.00
Unlisted Gas Appliance < 400,000 btu	\$75.00
Unlisted Gas Appliance > 400,000 btu	\$125.00
Used Gas Appliance < 400,000 btu	\$75.00
Used Gas Appliance > 400,000 btu	\$125.00
Woodstove / Insert & Pellet Stove / Insert	\$25.00
Permit, Permit Application & Temp CO Extension	\$50.00
Plumbing Permits- New Single-Family Residential (whole house)	\$120.00
Plumbing Permits - All Other Types	Price/Unit (as listed below)
Bathtub	\$6.00
Clothes Washer	\$6.00
Dishwasher	\$6.00
Drain	\$6.00
Drinking Fountain	\$6.00
Electric Water Heater	\$6.00
Floor Sink	\$6.00
Garbage Disposal	\$6.00

Hydronic Piping	\$12.00 + \$1.00 per outlet
Lawn Sprinkler / Back Flow Preventer	\$6.00
Miscellaneous	\$6.00
Sewage Ejector	\$6.00
Sink	\$6.00
Shower	\$6.00
Toilet / Urinal	\$6.00
Water Softener	\$6.00
Public Assembly Permit	\$50.00
Re-Inspections	\$100.00
Re-Location of Building	\$200.00 + \$50 Planning Review Fee & SEPA, if applicable
Retaining Wall (over 4' tall or impounding)	\$14.00 per lineal foot (minimum fee of \$75.00)
Safety Inspections	\$50.00
Sign Permits (wall signs)	\$75.00 each
Sign Permits (monument & freestanding signs)	\$115.00 each
Special Inspections	\$50.00 / hour
Stationary Pump, Dispenser, Piping, Installation, Alteration, or Repair	\$75.00
Storage Tank Installation (above ground < 500 gallons) *	\$75.00
Storage Tank Installation (above ground > 500 gallons) *	\$415.00
Storage Tank Installation (underground) *	\$415.00 + SEPA, if applicable
Storage Tank Removal or Abandonment	\$225
Storage Tank Removal or Abandonment (home heating oil <1,100 gallons)	\$75.00
Storage Tank Repair, Alteration, or Temp. Out of Service	\$75.00
Swimming Pools	Based on valuation & fee chart above
Temporary Structures	\$150.00
Timber Harvest Permits	\$600.00 + SEPA

* Non-hazardous (i.e. water tanks) are exempt from the Storage Tank Installation fees, as determined by City Staff

Engineering Review Fees

Additional Plan Review	\$125.00 / hour
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Civil Infrastructure Plan Review Fees	25% of Land Use Application Fee or \$2,500 outside a Land Use Action
Design Deviation Review	\$300.00
Excessive Staff Time	\$125.00/hour
Grading	See Grading Permit Below
Inspections Outside Normal Working Hours	\$187.50/ hour
Re-Inspections	\$125.00
Right of Way Permits:	
Approach Permit	\$75.00
Non-cut Obstruction Permit	\$125.00
Pavement Cut	\$250.00
Boring	\$200.00
Pre/Post Inspection Fee	\$125.00
Engineering Re-inspection Fee	\$125.00
Street Vacation Request Review	\$1,000.00
Traffic Impact Analysis Review	\$300.00
Traffic Control Plan Review	\$125.00
Work Beyond Approved Scope	\$125.00 / hour (minimum \$125.00)
Fire Suppression System (Type I Hood Installation)	\$35.00
Grading Permits (amount of cut or fill)	Permit Fee + SEPA, if applicable
100 Cu. Yd. or less	\$50.00
101 – 1,000	\$50.00 for the first 100 cu. yd.; plus \$10 for each additional 100 cu. yd.
1,001 – 10,000	\$150.00 for the first 1000 cu. yd.; plus \$10.00 for each additional 1000 cu. yd.
10,001 – 100,000	\$250.00 for the first 10,000 cu. yd.; plus \$50.00 for each additional 10,000 cu. yd.
100,001 – 200,000	\$700.00 for the first 100,000 cu. yd.; plus \$30.00 for each additional 10,000 cu. yd.
200,001 +	\$1,000.00 for the first 200,000 cu. yd.; plus \$30.00 for each additional 10,000 cu. yd.
Grading Permits (amount of cut or fill)	Plan Review Fee
50 Cu. Yd. or less	\$0
51 – 100	\$25.00
101 – 1,000	\$30.00

1,001 – 10,000	\$45.00
10,001 – 100,000	\$45.00 for the first 10,000 cu. yd.; plus \$25.00 for each additional 10,000 cu. yd.
100,001 – 200,000	\$270.00 for the first 100,000 cu. yd.; plus \$25.00 for each additional 10,000 cu. yd.
200,001 +	\$520.00 for the first 200,000 cu. yd.; plus \$25.00 for each additional 10,000 cu. yd.

ZONING, LAND USE, & SUBDIVISION FEES

This fee schedule is adopted for the purpose of defraying the costs to The City of Liberty Lake regarding the below-listed zoning, land use, and subdivision actions. These are reflective of costs incurred by the City for the processing, reviewing, determining, holding of public hearings, notifying, and appealing of the listed actions. Legal notices, public notice postage, contract services reviews, and Hearing Examiner charges are added to the following fees, as applicable. All applications, except those initiated by the City Council, the Planning Commission, or Planning, Engineering & Building Services, shall be accompanied by the required fee.

Environmental Policy	
SEPA Environmental Review & Threshold Determination	\$500.00
SEPA - DS / EIS / Addenda	Applicant will be responsible for preparation or will be invoiced for contract services cost and/or City Staff hourly rate \$125.00/hour (\$2,500.00 Deposit)
SEPA - Public Notices	Applicant will be invoiced for cost
SEPA - Reproducing Environmental Document	Applicant will be invoiced for cost
Land Division & Boundary Line Adjustments	
Alteration / Change of Condition / Major Modification	\$3,000.00
Alteration / Minor Modification	\$1,000.00
Preliminary Binding Site Plan (BSP)	\$4,000.00 for 1st acre + \$40.00 per acre for each additional acre
Final Binding Site Plan (BS) / BSP Amendments (ROS)	\$2,500.00 + \$25.00 per lot
Boundary Line Adjustment (BLA)	\$500.00 per lot
Boundary Line Adjustment (Parcel Aggregation)	\$250.00 total
Preliminary Plat (P)	\$4,500 for 1st acre + \$40.00 per acre for each additional acre
Final Plat (P)	\$3,000.00 + \$30.00 per lot
Preliminary Short Plat (SP)	\$3,500.00 for 1st acre + \$50.00 per acre for each additional acre
Final Short Plat (SP)	\$2,500.00 + \$30.00 per lot

Miscellaneous	
Annexation Requests	\$4,000.00
Processing Fee & Technology Fee (all permits)	\$50.00
Excessive Staff Time & Actions Not Listed	\$125.00 / hour
Hearing Examiner Public Hearing Fee	Applicant will be invoiced for cost
Major Modification	\$3,000.00
Minor Modification	\$1,000.00
Professional Contract Services (i.e. surveyor review)	Applicant will be invoiced for cost
Public Notice (Legal Notices & Notice Postage)	Applicant will be invoiced for cost
Modification Review of Previously Approved Site Plans (not in conjunction with building permit applications)	\$125.00 / hour (1 hour minimum)
Time Extension Review	\$250.00
Vacation of Approved Preliminary Plat or Short Plat	\$1,000.00
Zoning Verification Letter	\$250.00
Shoreline Management	
Shoreline Management App. (< \$10,000 project value)	\$1,000.00
Shoreline Management App. (\$10,001 - \$50,000)	\$1,400.00
Shoreline Management App. (\$50,001 - \$250,000)	\$2,700.00
Shoreline Management App. (\$250,001 - \$1,000,000)	\$5,400.00
Shoreline Management App. (> \$1,000,000 project value)	\$6,700.00 + 10% of value > \$1,000,000.00
Additional Fee for Class A Variance Request	\$1,000.00
Additional Fee for Class B Variance Request	\$3,000.00
Additional Fee for Conditional Use Permit Request	\$1,800.00
Permit Amendment	\$3,600.00
Refund Processing Fee	\$20.00

Zoning & Amendments	
Conditional Use Permit (CU) & Major Modifications to an Existing Conditional Use Permit	\$3,000.00
Comprehensive Plan Amendment (CA)	\$6,000.00 + SEPA
Home Occupation Permit (H)	\$35.00
Preliminary Planned Unit Development (PUD) Overlay	\$1,250.00
Final Planned Unit Development (PUD) Overlay	\$1,000.00
Specific Area Plan Overlay (< 100 acres)	\$6,500.00 + SEPA
Specific Area Plan Overlay (> 100 acres)	\$11,500.00 + SEPA
Special Use Permits (SU)	\$2,500.00
Temporary Use Permits (T)	\$50.00
Variance Request (Class A)	\$250.00
Variance Request (Class B)	\$2,500.00
Urban Growth Area (UGA) Boundary Extension Request	\$5,500.00 + Land Quantity Analysis Prep. & SEPA
Development Code Text Amendment / Zoning Matrix Amendment, or Other Code Amendment (ZTA)	\$3,500.00 + SEPA
Zoning Map Amendment/ Rezone (ZC - Quasi-Judicial Review)	\$6,500.00 + SEPA
Appeals	
Appeal Fee	\$1,250.00 + Hearing Examiner Fees
Motion for Hearing Examiner Reconsideration	Applicant / Appellant will be invoiced for cost
Transcript / Record Preparation Fee	Applicant / Appellant will be invoiced for cost (Deposit Required)

COMMUNITY EVENT PERMIT FEES

Community Event Permit Application, <500 participants	\$50.00 + Processing & Technology Fee ^{1,2}
Community Event Permit Application, <u>> 500 participants</u>	\$100.00 + Processing & Technology Fee ^{1,2}

¹Application fee will be waived for not-for-profit event sponsors, however, Processing & Technology Fee shall apply.

²Facility reservation & lease fees, and other charges, as may apply for services being provided by City staff, will be charged separately at the time of permit issuance.

FEE ADMINISTRATION

A. General Administration of Fee Schedule.

1. All of the required application fees will be paid at the time of application or when the applicant requests information or service for which a fee is charged above and is rendered without an application being filed, provided that for hourly fees the applicant will be billed and the fees paid before the decision is made and findings signed. For building permits, permit fees will be due at time of permit issuance.
2. The above listed application and review fees cover the first two reviews. Subsequent reviews will be charged the hourly rates as identified as "excessive staff time".
3. Commercial Plan Review, City Engineer Review, and Planning Review - When City review has been conducted and a building permit has not been issued due to a project being cancelled, withdrawn, or expired, the City reserves the right to invoice applicants for the above fees and excessive staff time, as applicable.
4. Each action for which there is a listed fee above will constitute a separate action, and the fee will be computed as determined above. Each request will be billed as a separate action (e.g. each variance request will be charged a separate fee).
5. Measurement of acreage will be rounded to the nearest full acre except for areas less than one acre, which will be computed as one acre.
6. Hourly wages will be rounded to the nearest ½ hour as noted except that there will be a minimum charge of one hour for all hourly rates.
7. The value of projects and / or construction shall be determined by using data taken from the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. This Fee Schedule includes the most recent valuation data and is updated administratively as the data changes twice each year. If no building permit was required or the building permit was issued more than one year ago, the value shall be determined by the Building Valuation Data Sheet, per County Assessor records, awarded construction bid, estimated construction cost, or other comparable means, as determined by City Staff.
8. For Building Permits, building permit fees, plan review fees, and Harvard Road Mitigation Fees will be due and payable at the time of building permit issuance. If the building permit is withdrawn or never issued, plan review and processing fees will be billed to the applicant.

B. Refund policy.

1. For Application Fees, a full refund of fees, minus the \$20 refund processing fee will be provided if no processing by the City has occurred.
2. If processing has occurred, but no reviews have been undertaken, a full refund minus the \$50 processing and technology fee and the \$20 refund processing fee will be provided.
3. If processing & reviews have already occurred a refund of the Harvard Road Mitigation Fee, State Building Surcharge, and Building Permit Fee will be returned, minus the \$20 refund processing fee will be provided.
4. A 50% refund of application fees will be provided if the Director of Planning & Engineering, or his/her designee, determines that the request is made prior to any mailing of notice or if any processing by the City has occurred.
5. No refund of fees will be provided after an administrative decision / interpretation is rendered or after the mailing of notice unless the application is withdrawn at the City's request.

6. Full refund of fees may be authorized if the City has inappropriately told an applicant that a permit / action is required and later it is determined by the City that the permit / application was not necessary / required.

C. Automatic Modification of Fee Schedule

The Planning, Engineering & Building Services Fee Schedule shall be automatically administratively modified twice a year to remain current with the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council twice a year. Additionally, the fee schedule will be reviewed for a yearly cost of living adjustment.

D. Waiver of Fees.

The Director of Planning & Engineering, or his/her designee, may waive all or a portion of the fees established herein for special individual circumstances where there is extreme economic hardship, issues of fundamental fairness, or where application of the fee schedule is otherwise unreasonable or impractical. Requests for the waiver of fees shall be made in writing to the Director, stating a reason for the waiver. The decision shall be indicated by letter stating the basis for approval or denial of the waiver and the decision is final and binding.

2025 Recreation Program Fee Schedule

Program Name	2022 Fees	2023 Fees	2024 Fees
ACTIVITIES			
British Soccer Camp (One Week Sports Camp) *			
TinyTykes (3-4 Years)	\$99.00	\$99.00	\$99.00
TinyTykes (5-6 Years)	\$130.00	\$130.00	\$130.00
Half Day (7-14 Years)	\$165.00	\$165.00	\$165.00
Full Day (7-14 Years)	\$229.00	\$229.00	\$229.00
Skyhawks Summer Camps *			
Skyhawks Summer Day Camp (Per Week)	\$159.00	\$159.00	\$159.00
Skyhawks Day Camp (Full Summer Rate)	\$1,250.00	\$1,250.00	\$1,250.00
Skyhawks Sports Camp *			
Baseball Camp (5 Day/Half Day)	\$145.00	\$145.00	\$145.00
Baseball Camp (5 Day/Full Day)	\$180.00	\$180.00	\$180.00
Tennis Camp (5 Day)	\$145.00	\$145.00	\$145.00
Tennis Camp (4 Day)	\$115.00	\$115.00	\$115.00
Mini-Hawk Camp (Baseball, Basketball & Soccer) (5 Day)	\$145.00	\$145.00	\$145.00
Mini-Hawk Camp (Baseball, Basketball & Soccer) (4 Day)	\$115.00	\$115.00	\$115.00
Soccer Camp (5 Day/Full Day)	\$180.00	\$180.00	\$180.00
Soccer Camp (5 Day/Half Day)	\$145.00	\$145.00	\$145.00
Soccer Camp (4 Day/Full Day)	\$150.00	\$150.00	\$150.00
Beginning Golf Camp (5 Day)	\$145.00	\$145.00	\$145.00
Lacrosse Camp (4 Day)	\$115.00	\$115.00	\$115.00
Basketball Camp (4 Day)	\$150.00	\$150.00	\$150.00
Basketball Camp (5 Day)	\$180.00	\$180.00	\$180.00
Multi-Sport (Basketball & Soccer) (5 Day/Half Day)	\$145.00	\$145.00	\$145.00
Multi-Sport (Basketball & Soccer) (5 Day/Full Day)	\$180.00	\$180.00	\$180.00
Flag Football (5 Day/Half Day)	\$145.00	\$145.00	\$145.00
Flag Football (5 Day/Full Day)	\$180.00	\$180.00	\$180.00
STEM & Play: Soccer Camp (5 Day/Half Day)	\$145.00	\$145.00	\$145.00
STEM & Play: Soccer Camp (5 Day/Full Day)	\$180.00	\$180.00	\$180.00
STEM & Play: Basketball Camp (5 Day/Half Day)	\$145.00	\$145.00	\$145.00
STEM & Play: Basketball Camp (5 Day/Full Day)	\$145.00	\$145.00	\$145.00
Multi-Sport Camp (Capture the Flag, Soccer & Ultimate Frisbee) (5 Day)	\$180.00	\$180.00	\$180.00
SuperTots/SoccerTots *			
Teddies / Teddies II	\$120.00	\$120.00	\$120.00
Cubs	\$120.00	\$120.00	\$120.00
Pandas / Bears	\$120.00	\$120.00	\$120.00
Grizzlies / SoccerTouch	\$120.00	\$120.00	\$120.00
EVENTS			
Barefoot in the Park			
Vendor/ Display Booth for Business Outside of Liberty Lake	\$150.00	\$150.00	\$150.00
Vendor/ Display Booth for Business Within Liberty Lake	NO COST	NO COST	NO COST
Vendor/ Display Booth for Non-Profit Organizations/Charities/Social Services	\$25.00	\$25.00	\$25.00
FACILITIES			
City Gardens (Arboretum, Rocky Hill)			
City Garden Plot Rental (Rocky Hill or Arboretum) (Per Box, Per Season)	\$25.00	\$25.00	\$25.00
LIBERTY LAKE BALL FIELDS			
Non-Profit Organizations:			
Practice (Per Hour, Per Field)	\$10.00	\$10.00	\$10.00
Game Prep (Per Game, Lined/ Dragged)	\$20.00	\$20.00	\$20.00
Tournaments, Games, Camps, Clinics, Events (Per Hour, Per Field)	\$20.00	\$20.00	\$20.00
All Other Organizations and Private Groups:			
Practice (Per Hour, Per Field)	\$30.00	\$30.00	\$30.00
Game Prep (Per Game, Lined/ Dragged)	\$40.00	\$40.00	\$40.00
Tournaments, Games, Camps, Clinics, Events (Per Hour, Per Field)	\$40.00	\$40.00	\$40.00
Concession Fee (Per Day, LL Ballfields ONLY)	\$100.00	\$100.00	\$100.00
INDOOR FACILITIES			
Trailhead Banquet Room Community and Non-Profit (Per Application, 20 Hour Limit) with approved cleaning checklist	\$25.00	\$25.00	No Cost
Trailhead Banquet Room Community and Non-Profit (Per Application, 20 Hour Limit) without cleaning	NA	NA	\$75.00
Trailhead Banquet Room Regular Use (Per Application, 20 Hour Limit)	\$15.00	\$15.00	\$75.00
*Trailhead Banquet Room Catered Event - Signed contract w/ deposit, 10% of food and beverage sales	NA	NA	*VARIES
OUTDOOR FACILITIES			
Pavillion Park Pavilion Shelter Regular Use, Monday-Thursday (Per Hour)	\$25.00	\$25.00	\$25.00
Pavillion Park Pavilion Shelter Regular Use, Friday- Sunday & Holidays (Per Hour)	\$35.00	\$35.00	\$35.00
Pavillion Park Pavilion Shelter Non-Profit (Per Application, 20 Hour Limit)	\$25.00	\$25.00	\$25.00
Rocky Hill Park Picnic Shelter Regular Use, Monday-Thursday (Per Hour)	\$15.00	\$15.00	\$15.00
Rocky Hill Park Picnic Shelter Regular Use, Friday- Sunday & Holidays (Per Hour)	\$25.00	\$25.00	\$25.00
Rocky Hill Park Picnic Shelter Non-Profit (Per Application, 20 Hour Limit)	\$25.00	\$25.00	\$25.00
Orchard Park Picnic Shelter Regular Use, Monday-Thursday (Per Hour)	\$15.00	\$15.00	\$15.00
Orchard Park Picnic Shelter Regular Use, Friday- Sunday & Holidays (Per Hour)	\$25.00	\$25.00	\$25.00
Orchard Park Picnic Shelter Non-Profit (Per Application, 20 Hour Limit)	\$25.00	\$25.00	\$25.00
Orchard Park Pavilion Shelter Regular Use, Monday-Thursday (Per Hour)	\$25.00	\$25.00	\$25.00
Orchard Park Pavilion Shelter Regular Use, Friday- Sunday & Holidays (Per Hour)	\$35.00	\$35.00	\$35.00
Orchard Park Pavilion Shelter Non-Profit (Per Application, 20 Hour Limit)	\$25.00	\$25.00	\$25.00
Event Attendance Over 200 (Pavillion, Rocky, Orchard Per Application)	\$250.00	\$250.00	\$250.00
Excess Water Usage (Pavillion, Rocky, Orchard Per Application)	\$50.00	\$50.00	\$50.00
LIBERTY LAKE OWNED/ OPERATED OUTDOOR SPORTS FIELDS			
Outdoor Sports Fields, Non-Profit (Per Application, 20 Hour Limit)	\$25.00	\$25.00	\$25.00
Outdoor Sports Fields, Regular Use (Per Hour, Per Field)	\$10.00	\$10.00	\$10.00

* Cost shown are approximate and will be finalized by contract.

CITY OF LIBERTY LAKE
FEE & TAX SCHEDULE PROPOSED FOR 2025

BUSINESS LICENSE	\$26 Annual License
MASTER SOLICITOR LICENSE	\$150 Annual License
INDIVIDUAL SOLICITOR LICENSE	\$75 Annual License
BACKGROUND CHECK (non refundable)	\$35 Per Occurance
GAMBLING	
Amusement Games	2% of gross receipts
Social Playing Cards	15% of gross receipts
Bingo & Raffles	5% of gross receipts
Punchboards & Pulltabs - Nonprofit	10% of gross receipts less the amount awarded as prizes
Punchboards & Pulltabs - Commercial	5% of gross receipts
Admissions Tax (Golf Courses and event charges)	5% of admission charge
Cable Franchise Fee	5% of gross income
Storm and Surface Water Utility Charge	\$10 per 3,160 sq ft of impervious surface. Annual Assessment
Sales Tax Rate	9.0% for non food items (.1% increase for TBD Sales Tax)
Real Estate Excise Tax (REET 1)	.25% on sale of real estate
Real Estate Excise Tax (REET 2)	.25% on sale of real estate
Leasehold Excise Tax	12.84% of taxable rent
Property Tax	Levy Rate is approx \$.86/\$1,000
<u>Utility Tax</u>	0% on all utilities
Lodging Tax	3.3% on charge for lodging
Tourism Promotion	\$2 per stay
<u>LIBRARY FEES & FINES</u>	
Black and White Copies	\$0.10 per page
Color Copies	\$0.50 per page
Lost or damaged books	Value of book
<u>PUBLIC RECORDS REQUESTS</u>	
Black and White Copies	\$0.10 per page
Digital Copies	TBD

City of Liberty Lake

Parks & Arts Commission Strategic Plan

2024 - 2027



VISION

To enrich the quality of life in Liberty Lake through art, high quality programs, and exceptional parks and facilities.

MISSION

To foster an artistic environment that promotes a sense of community, creates a unique identity and supports opportunities for the parks and arts.

COMMISSION RESPONSIBILITIES

- Make recommendations to the City Council on the procurement and placement of art.
- Promote and encourage programming to bring opportunities and awareness of public art.
- Make recommendations and advise City Council on city park additions and needs.

PARK AND ART FOCUS

- Functional Art – beautification projects, fences, bike racks, benches, and other.
- Interactive Art – art that actively engages the community such as playground equipment, story boards, festivals and other.
- Statement Pieces – roundabouts, parks, statues, panels and other.
- Programming – community theater, civic theater, literacy, dance, and other.
- Parks and Trails – enhancement to existing and new parks and trails within the community.

STRATEGIC AIMS

- Design and implement a financial strategy for long-term arts sustainability.
 - Capital Improvement Projects
 - Development / Building Projects
 - City Budget
 - Grants
 - Fundraising
- Set priorities for any available funding for public art.
- Create and implement comprehensive community outreach program.
 - Communication

- Develop Strategic Partnerships – builders/developers, local businesses, banks, libraries, athletic organizations, schools, etc.
- Engage Art Community – local theaters, poets, dance, etc.
- Advise City Council and City Staff on policy that supports the arts, parks, and programming
 - Define and establish a vision that works for Liberty Lake.
 - Create open communication with city staff and council on arts initiatives.
 - Justify the need for quality arts in the City of Liberty Lake.
 - Be an advisory committee for park opportunity recommendations.
 - Be an advisory committee for park programming opportunities.
- Be a resource to builders and developers to incorporate art into projects in public venues.

	Item	Estimated Cost	Notes
2024	Liberty Lake Together Art	\$ 32,500	Kramer Parkway
	**Utility Box Wraps	\$ 4,000	Kramer Pkwy & Legacy Ridge (not ready until 2025)
	**Pavillion Park Historical Outlook	\$ 20,000	Seek sponsorships (Historical Society Donation)
	Beautification	\$ 5,000	
	Programming	\$ 10,000	Trailhead Art Wall
	Smarty Boards	\$ 2,500	Orchard Park
	Trailhead Beam Project	TBD	Library - Year TBD
	*Symphony		
	*Winter Glow		
	TOTAL	\$ 74,000	
2025	**Pavillion Park Historical Outlook	\$ 20,000	POTENTIAL COMPLETION CARRIED FROM 2024; (Historical Society Donation)
	Liberty Lake Together Art	\$ 32,500	POTENTIAL COMPLETION CARRIED FROM 2024; Kramer Parkway (Total Project \$20,000)
	Liberty Lake Together Art	\$ 32,500	Kramer Roundabout
	Pavillion Park Ticket Booth	\$ -	Staff renovation
	**Utility Box Wraps	\$ 4,000	Kramer Pkwy & Legacy Ridge (potential sponsorship opportunity)
	Story Walk	\$ 5,000	Outlet Channel Trail or Arboretum
	Beautification	\$ 5,000	e.g. graffiti barrels, benches, bike racks, etc.
	Programming	\$ 10,000	Bike Safety / Basketball or Skate Clinic (city staff to help with coordination?)
	Smarty Board(s)	\$ 3,500	Rocky Hill
	Pavillion Playground	\$ 5,000	Planning / Community Input
	Community Art	\$ 40,000	Tentative Goat Statue; Location Town Square (waiting on master plan development)
	*Symphony		\$21,000 - funded separately
	*Fireworks		\$13,000 - asking to double event to \$26,000
	*Winter Glow		\$10,000 - P&A recommending 20% increase in sponsorship
	TOTAL	\$ 157,500	
2026	Liberty Lake Together Art	\$ 40,000	Trailhead / City Entrance
	Pavillion Park Updates (Rock Art)	\$ 30,000	Boulder Art (dependent on Pavillion Park plan)
	Pavillion Park Ticket Booth	\$ 15,000	Continuation of mural theme
	Smarty Board	\$ 3,500	Pavillion Park
	Pavillion Park Playground	TBD	Part of Parks Master Plan Process
	Beautification	\$ 10,000	e.g. graffiti barrels, benches, bike racks, etc.
	Programming	\$ 10,000	
	Community Art	\$ 40,000	Tentative Location
	Trailhead Beam Project	\$ 10,000	Tentative Location - New library building
	Public Art Maintenance	\$ 5,000	Ongoing for potential maintenance
	*Symphony		
	*Fireworks		
	*Winter Glow		
	TOTAL	\$ 163,500	
2027	Pavillion Mural Extension	\$ 20,000	Extend Mural around corner or carousel bronze (interactive art)
	Beautification	\$ 10,000	e.g. graffiti barrels, benches, bike racks, etc.
	Programming	\$ 10,000	
	Community Art	\$ 40,000	Tentative Location
	Liberty Lake Together Art	\$ 40,000	
	Public Art Maintenance	\$ 5,000	Ongoing for potential maintenance
	*Symphony		
	*Fireworks		
	*Winter Glow		
	TOTAL	\$ 125,000	
* Symphony, Fireworks and WinterGlow events budgeted in Park Fund line item with other events.			
** Potential Sponsors Identified			
Other Ideas			
Orchard Park Mural?			
Trailhead Updates?			
Overpass Art?			
What type of programming?			

**RESOLUTION 12-164G
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY
WASHINGTON, APPROVING CERTAIN PUBLIC IMPROVEMENTS AND PUBLIC IMPROVEMENT
COSTS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, the City of Liberty Lake, Spokane County, Washington (the "City") is a non-charter code city duly organized and existing under and by virtue of the Constitution and laws of the state of Washington;

WHEREAS, chapter 39.89 RCW authorizes the creation of tax increment areas (as defined by RCW 39.89.020(9)) (each an "Increment Area");

WHEREAS, the City authorized Spokane County, Washington (the "County") to create an Increment Area, a portion of which is located within the City's boundaries, by Resolution No. 89, adopted by the City Council of the City (the "Council") on December 20, 2005;

WHEREAS, the Board of County Commissioners (the "Board") created an Increment Area, a portion of which is located in the boundaries of the City, designated "Spokane County Increment Area No. 2005-01" ("IA 2005-01") by its Resolution 2005-1169, adopted by the Board on December 22, 2005. A substantial portion of the Increment Area is not located in the boundaries of the City as a result of an annexation;

WHEREAS, the Council independent of the Board desires to develop a process whereby any developer within IA 2005-01 may present a proposed public improvement (as defined by RCW 39.89.020) (the "Public Improvements") including the proposed cost thereof (the "Public Improvement Costs") as identified in the City's Capital Facility's Plan to the Council in advance of its construction;

WHEREAS, the Council desires to approve any such public improvements and the costs related thereto prior to construction by resolution with the understanding that such approval will not have any binding effect of the actions of the Board although the Board may desire to consider such action; and

WHEREAS, Greenstone Corporation, a Washington Corporation, has submitted certain Public Improvements, including the Public Improvement Costs, to the Council for approval;

WHEREAS, the funds that are deposited in the LIFT program are to be used first for the Public Improvements described in Exhibit A that would benefit economic development in a commercial zoned area within the Increment Area;

WHEREAS, the Council passed Resolution 12-164F approving public improvements and now desire to update Resolution 12-164F with the list of projects identified in Exhibit A;

WHEREAS, the City Council approved Resolution 12-164F in February 2021;

AND WHEREAS, Exhibit A has since been updated to be consistent with the adopted 2023-2028 City Capital Facilities Plan, as applicable;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: Approval of Public Improvements and Public Improvement Costs

The Public Improvements and estimated Public Improvement Costs described in Exhibit A, attached thereto and by this reference incorporated herein are hereby approved.

Section 2: Repealer

All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

Section 3: Ratification

All actions not inconsistent with the provisions of the Resolution heretofore taken by the Council and the City's employees with respect to the adoption of this Resolution are hereby in all respects ratified, approved and confirmed.

Section 4: Effective Date

This Resolution shall be effective immediately upon its adoption.

APPROVED by the City Council of the City of Liberty Lake this 3rd day of October 2023.



Phil Folyer, Mayor Pro-Tem

ATTEST:



Finance Director, Kyle Dixon

APPROVED AS TO FORM:



City Attorney, Sean P. Boutz

PROPOSED TIF/LIFT PROJECTS

Resolution for Projects (Updates Resolution 09-132, 12-164, & 12-164 A-F)

Star (*) indicates proposed additions for Council consideration

Projects the City and Developer will focus on for 2023-2026

1.	<u>Kramer Overpass from Mission to Appleway</u>	<u>2022-2024</u>
	a. City design, ROW and construction	\$ 4,700,000
	b. County portion of overpass at Spokane Transit Corridor	<u>\$ 1,500,000</u>
		\$ 6,200,000
2.	<u>Mission Avenue Improvements</u>	<u>2022-2024</u>
	a. Street design and construction	\$ 1,350,000
3.	<u>Cataldo Avenue Extension – Western States</u>	<u>2022-2025</u>
	a. Cataldo Avenue Extension – Phase 1	\$ 1,500,000
	b. Cataldo Avenue Ext & Connection – Phase 2	<u>\$ 2,000,000</u>
		\$ 3,500,000
4.	<u>*Harvard Road Trailhead Improvements</u>	<u>2024-2025</u>
	a. Facility Improvements	\$ 400,000
5.	<u>*HUB Facility Expansion</u>	<u>2023-2025</u>
	a. Ballfield and Parking Construction	\$ 2,500,000
6.	<u>*Orchard Park Storage Facility</u>	<u>2024-2025</u>
	a. Design and Construction	\$ 200,000
7.	<u>*North Liberty Lake Plaza</u>	<u>2024-2025</u>
	a. Design and Construction	\$ 1,600,000
8.	<u>*Kramer Extension from Mission to Indiana</u>	<u>2026</u>
	a. Design and Construction	\$ 1,000,000
9.	<u>*Indiana Extension past Liberty Lake Water and Sewer District</u>	<u>2026</u>
	a. Design and Construction	\$ 500,000

2023-2025 TIF/LIFT BALANCE SHEET

January 2023 Beginning Balance	\$13,570,000
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2023 Revenue	<u>\$ 2,100,000</u>
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	\$15,670,000
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2022-2023 Expenses

Indiana St improvements	\$ 1,330,000
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County portion of Kramer overpass	\$ 1,500,000
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City portion of Kramer overpass	\$ 4,700,000
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Mission Ave. Harvest Pkwy East	\$ 1,350,000
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Harvard Signal at Indiana	\$ 530,000
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2023 End of year balance (est.)	\$ 6,260,000
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2024 Revenue	<u>\$ 2,100,000</u>
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	\$ 8,360,000
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2024-2025 Expenses

Cataldo Extension Phase 1 and 2	\$ 3,500,000
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*Harvard Trailhead Improvements	\$ 400,000
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*HUB Facility Expansion	\$ 2,500,000
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*Orchard Park Storage	\$ 200,000
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*North Liberty Lake Plaza	\$ 1,600,000
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Balance (est.)	\$ 160,000
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2025 Revenue	<u>\$ 2,100,000</u>
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Estimated 2026 Beginning Balance	\$ 2,260,000
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5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
308 31 01 17 Restricted Beginning Cash and Investments - Opioid Abatement	0.00	0.00	0.00	9,441.05	0.00	47,000.00	Opioid abatement restricted revenue
308 31 01 18 Restricted Beginning Cash and Investments - AFF/SUP Housing	0.00	0.00	0.00	0.00	0.00	42,000.00	Affordable housing sales tax restricted revenue (state carve-out)
308 41 00 00 City Hall Cash Drawer Committed	100.00	100.00	100.00	100.00	100.00	100.00	
308 41 00 01 Petty Cash Committed	200.00	200.00	200.00	200.00	200.00	200.00	
308 41 00 02 LLML Cash Drawer Committed	134.00	134.00	134.00	134.00	134.00	100.00	Reduction due to removal of automated copy machine - kd
308 91 00 00 Beginning Unassigned Cash And Investments	5,739,485.35	6,395,762.77	5,494,523.16	5,378,053.05	7,780,281.00	8,200,000.00	EB 9.15
308 Beginning Balances	5,739,919.35	6,396,196.77	5,494,957.16	5,387,928.10	7,780,715.00	8,289,400.00	
311 10 00 00 Property Tax - General	2,565,458.92	2,499,290.99	2,477,867.09	1,476,651.42	2,600,000.00	2,700,000.00	2022-2024 0% increase - new const. rev to TIF/LIFT
311 10 00 01 Property Tax-Drainwater	8,693.81	5,960.98	5,967.11	5,949.77	6,500.00	6,500.00	NC
313 11 00 00 Local Retail Sales And Use Tax	4,870,065.85	5,746,196.60	6,412,810.95	4,873,345.58	5,962,200.00	6,619,900.00	On pace for \$6.4m. in 2024
313 15 00 00 Special Purpose Tax-Public Safety	161,574.21	182,283.79	190,029.78	143,501.30	164,000.00	180,090.00	3yr avg = \$180k. Portion of County measure passed on to city
313 27 00 00 Affordable & Sup Housing	0.00	0.00	9,611.98	34,274.91	0.00	130,000.00	Affordable housing sales tax (state carve-out). Restricted to homeless and affordable housing initiatives kd
313 71 00 00 Sales Tax - Criminal J	285,733.28	320,510.02	332,006.53	250,760.26	289,900.00	310,000.00	3yr avg = \$315k. Portion of State measure passed on to city
317 20 00 00 Leasehold Excise Tax	5,352.58	3,825.13	5,652.16	3,445.52	7,000.00	5,600.00	Pass-through to dept of rev - kd
318 11 00 00 Admissions Tax	114,171.87	121,542.06	137,952.83	140,700.09	120,000.00	125,000.00	Meadowwood and LLGC driving range rev. 3yr avg = \$125k
310 Taxes	8,011,050.52	8,879,609.57	9,571,898.43	6,928,628.85	9,149,600.00	10,077,090.00	
321 91 00 00 Franchise Fees And Royalties	158,284.65	166,538.59	166,953.38	111,680.65	165,000.00	168,000.00	Steady 5 year increase - kd
321 99 00 00 General Business Licen	46,520.53	47,233.31	49,404.32	41,164.48	40,000.00	40,000.00	NC - partial cost recovery kd
321 99 00 01 Solicitor License	375.00	8,435.00	5,550.00	1,575.00	0.00	2,000.00	Volatile revenue stream - kd
322 10 00 00 Building Permits	720,206.80	1,282,900.00	1,109,039.75	906,099.75	1,200,000.00	1,300,000.00	LDK projection
322 10 00 02 Building Permits Reimbursed Expenses	14,809.54	23,221.83	14,169.30	2,749.29	30,000.00	30,000.00	LDK projection
322 10 00 04 CP&ED Cost Recovery All Other Categories	0.00	0.00	0.00	0.00	25,000.00	25,000.00	LDK projection
322 90 00 00 Inland Empire Paper Permit	2,297.50	0.00	0.00	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
320	Licenses & Permits	942,494.02	1,528,328.73	1,345,116.75	1,063,269.17	1,460,000.00	1,565,000.00	
333 45 30 00	Library Services and Technology Act Grant	0.00	389.55	0.00	0.00	0.00	0.00	
334 04 20 00	Grant Dept of Commerce PCPU	0.00	0.00	0.00	0.00	125,000.00	175,000.00	2025 network analysis, housing policies and comprehensive planning reimbursement - kd
334 04 20 01	Grant Dept of Commerce Climate Relisiency	0.00	0.00	0.00	0.00	400,000.00	120,000.00	2025 climate resiliency planning reimbursement - kd
335 04 01 00	2021-2023 Biennium one-time allocations	47,668.00	0.00	0.00	0.00	0.00	0.00	
336 06 21 00	Criminal Justice - Pop	3,814.24	4,289.16	4,654.72	3,726.20	4,997.00	4,600.00	State shared revenue
336 06 26 00	Criminal Justice - Spe	13,581.46	15,208.12	16,428.46	13,101.24	17,753.00	16,400.00	State shared revenue
336 06 42 00	Cannabis Excise Tax Distribution	36,118.92	55,565.48	59,937.28	48,184.82	54,000.00	55,000.00	Local and state shared revenue
336 06 51 00	DUI - Cities	1,898.73	1,429.21	890.58	997.89	1,500.00	800.00	State shared revenue
336 06 94 00	Liquor Board Excise Ta	81,214.34	88,236.52	90,237.48	67,747.33	95,075.00	88,000.00	State shared revenue
336 06 95 00	Liquor Board Profits	90,859.82	96,791.13	98,402.15	74,452.58	99,283.00	96,000.00	State shared revenue
337 00 00 01	Timber Excise Tax-Local Grants,Entitlements And Other Payments	13.29	6.83	11.55	6.11	15.00	15.00	
337 00 00 03	Local Grants, Entitlements & Other Payments	0.00	0.00	0.00	3,311,300.00	0.00	0.00	
330	Intergovernmental Revenues	275,168.80	261,916.00	270,562.22	3,519,516.17	797,623.00	555,815.00	
341 81 00 00	Data/Word Processing,Printing,Duplicating&IT Svcs	17.00	15.45	11.98	0.00	25.00	25.00	
341 81 00 01	Photocopies-LLML	602.65	1,386.20	2,014.00	2,189.50	1,000.00	1,000.00	Photocopy services at Library
341 91 00 00	Election Candidate Filing Services	0.00	0.00	0.00	2,500.50	0.00	0.00	
341 93 00 00	Custodial/Janitorial/Maintenance/Buildi ng Security Services	17,910.89	19,146.71	18,869.51	1,321.60	5,000.00	18,000.00	Skyhawks use of city facilities kd
342 10 00 00	Law Enforcement Services	2,408.90	21,426.57	46,591.88	27,975.93	53,000.00	53,000.00	Interlocal agreement for school resource officer w/ CVSD - kd
342 40 00 00	Protective Inspection Outside Services	12,512.00	1,103.00	0.00	0.00	0.00	0.00	
343 70 00 00	Garbage/Solid Waste Services	23,010.02	28,104.61	33,947.45	27,378.42	28,000.00	34,000.00	Per agreement with Waste Management. 5 year steady increase - kd
345 70 00 00	Information Services	296.80	0.00	0.00	0.00	0.00	0.00	
345 81 00 00	Zoning & Subdivision Services	70,064.05	106,589.05	62,289.95	78,690.30	84,000.00	90,000.00	Cost recovery. Revenue=Expense kd
345 83 00 00	Plan Checking	87,568.65	74,703.85	81,168.75	241,218.70	84,000.00	175,000.00	Cost recovery. Revenue=Expense kd

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
345 83 00 01 Plan Checking Outside Services	46,632.50	54,762.50	51,789.51	34,574.19	48,000.00	60,000.00	Cost recovery. Revenue=Expense kd
340 Charges For Services	261,023.46	307,237.94	296,683.03	415,849.14	303,025.00	431,025.00	
353 10 00 00 Traffic Infraction Penalties	48,555.51	27,881.38	22,771.16	35,104.76	18,000.00	27,000.00	Revenue rebounding in 2024
359 70 00 00 Library Fines	49.08	41.04	0.00	0.00	0.00	0.00	
359 70 00 01 Lost/replacement Of Library Supplies	119.00	59.00	52.00	59.00	150.00	50.00	Nominal recovery of Library supplies kd
359 70 00 02 Lost Or Unuseable Library Inventory	2,121.12	2,824.87	2,577.75	2,370.90	2,000.00	2,000.00	Collection of Library fines kd
350 Fines & Penalties	50,844.71	30,806.29	25,400.91	37,534.66	20,150.00	29,050.00	
361 11 00 00 Investment Interest	7,775.57	67,331.74	228,561.73	291,120.30	218,000.00	220,000.00	Driven by high federal interest rates in 2023 and 2024. Anticipating a decrease in 2025 kd
361 40 00 00 Sales Tax Interest	2,919.35	5,696.47	18,803.03	17,833.00	8,000.00	15,000.00	Driven by high federal interest rates in 2023 and 2024. Anticipating a decrease in 2025 kd
361 40 00 01 Other Interest Earning	117.26	2,550.52	7,963.70	4,612.28	4,000.00	6,500.00	
362 00 00 05 Space And Facilities Rentals (Short-Term)	6,786.25	7,842.50	13,335.00	22,721.80	10,000.00	20,000.00	Increased use of city facilities anticipated kd
367 00 00 00 Contributions from Nongovernmental Sources	0.00	0.00	2,235.64	594.91	0.00	0.00	
367 11 01 01 Donations-LLML	37.90	1,094.26	320.70	112.54	1,000.00	1,000.00	
367 19 00 00 Donations-Other	0.00	200.00	550.00	1,000.00	0.00	0.00	
367 19 00 04 Donation-Arboretum	0.00	0.00	6,300.00	0.00	0.00	0.00	
369 30 00 00 Confiscated And Forfeited Property	0.00	295.40	3,606.14	0.00	25.00	25.00	
369 40 00 00 Judgments and Settlements	0.00	0.00	10,470.63	48,713.41	0.00	10,000.00	Annual contributions for opioid abatement settlements kd
369 81 01 01 Cash Overages/Shortage-LLML	0.75	-4.25	0.75	-9.15	0.00	0.00	
369 91 00 00 Other Miscellaneous Revenue	68,944.88	58,470.63	10,341.09	151,448.37	5,000.00	5,000.00	Occasional IRS adjustments, training scholarships, insurance adjustments, home depot credits kd
360 Miscellaneous Revenue	86,581.96	143,477.27	302,488.41	538,147.46	246,025.00	277,525.00	
381 20 00 00 Loan Repayment Received	0.00	0.00	615,745.00	0.00	0.00	0.00	
380 Non Revenues	0.00	0.00	615,745.00	0.00	0.00	0.00	
395 10 00 00 Proceeds From Sales Of Capital Assets	352,101.99	8,882.50	9,786.36	9,152.00	2,000.00	8,000.00	Sale of significant surplus items kd

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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001 General Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
390	Other Revenues	352,101.99	8,882.50	9,786.36	9,152.00	2,000.00	8,000.00	
397 76 00 01	Transfer In Orchard Park	413.29	0.00	0.00	0.00	0.00	0.00	
397 76 00 38	Transfer In Trailhead Improvements Project Fund	0.00	750,000.00	0.00	0.00	0.00	0.00	
397	Transfers In	413.29	750,000.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:		15,719,598.10	18,306,455.07	17,932,638.27	17,900,025.55	19,759,138.00	21,232,905.00	

5 YEAR BUDGET COMPARISON

CITY OF LIBERTY LAKE

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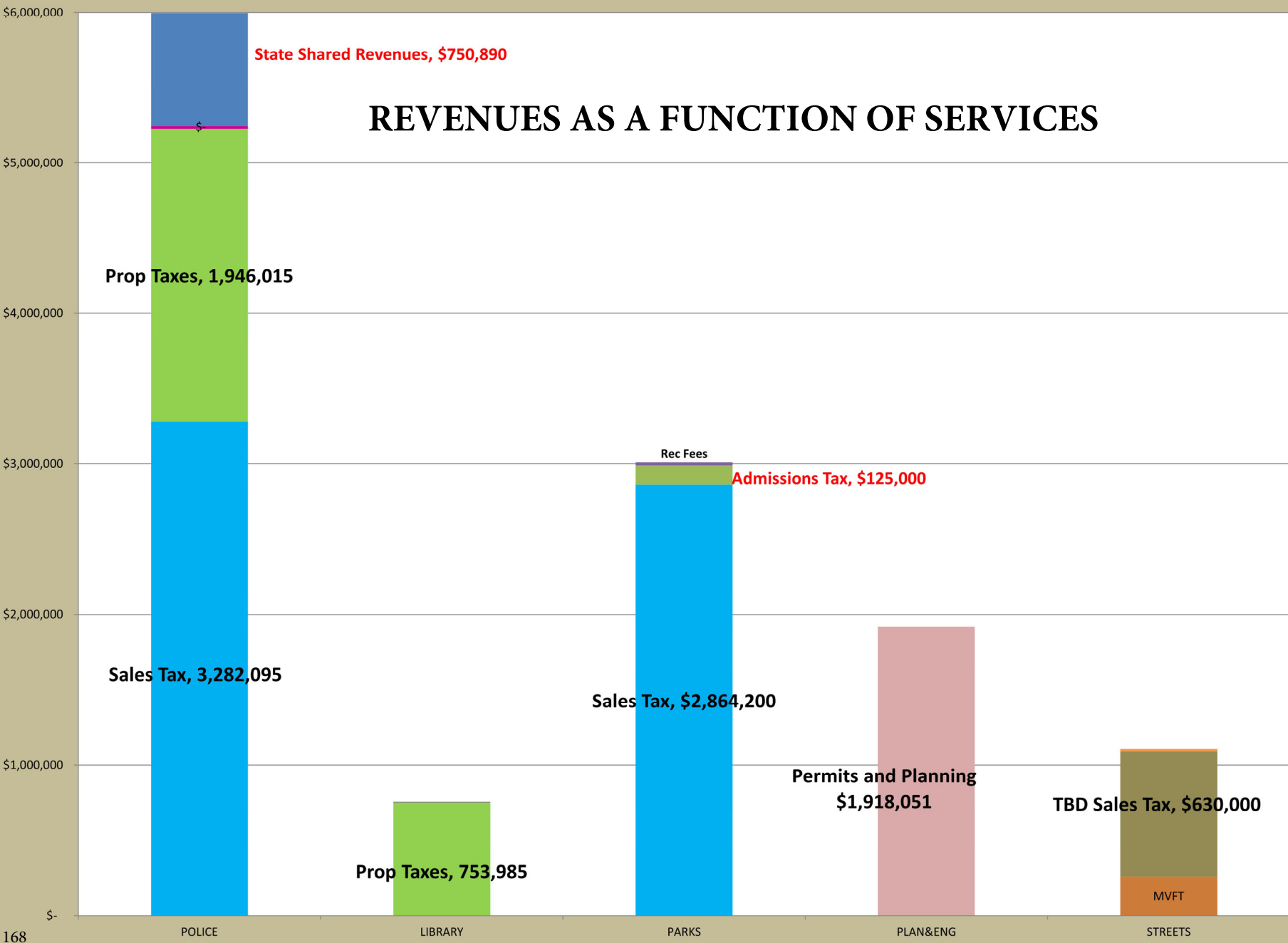
110 Street Fund

Account		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Appropriated	2025 Proposed	Comment
308 51 01 10	Beginning Assigned Cash And Investments	290,075.93	476,317.84	389,104.74	443,049.96	462,265.00	920,000.00	
308	Beginning Balances	290,075.93	476,317.84	389,104.74	443,049.96	462,265.00	920,000.00	
313 21 00 00	Public Transportation Systems Sales and Use Tax	0.00	0.00	0.00	278,212.30	675,000.00	830,000.00	TBD sales tax disbursements for half of 2024 projected to \$415k kd
316 41 01 10	Electric Utility Tax	432,978.67	438,517.82	483,397.12	417,095.24	150,000.00	0.00	NB. reduced to 0% in Sept 2024
316 43 01 10	Gas Utility Tax	106,183.13	135,540.41	180,670.68	159,938.01	56,000.00	0.00	NB. reduced to 0% in Sept 2024
316 45 01 10	Garbage/Solid Waste Utility Tax	80,565.53	90,341.10	99,598.67	81,626.79	30,000.00	0.00	NB. reduced to 0% in Sept 2024
316 46 01 10	Cable Utility Tax	93,749.46	97,711.45	97,172.16	65,796.06	31,000.00	0.00	NB. reduced to 0% in Sept 2024
316 47 01 10	Cellular/Pager/Telephone Utility Tax	155,620.42	152,920.87	156,691.33	121,019.00	50,000.00	0.00	NB. reduced to 0% in Sept 2024
310	Taxes	869,097.21	915,031.65	1,017,529.96	1,123,687.40	992,000.00	830,000.00	
336 00 71 00	Multimodal Transportation	15,562.31	16,437.56	16,711.16	12,643.92	16,832.00	16,900.00	State shared revenue
336 00 87 00	Gas Tax - Streets	221,036.72	234,255.88	238,303.77	172,165.50	239,856.00	242,850.00	State shared revenue mvft
330	Intergovernmental Revenues	236,599.03	250,693.44	255,014.93	184,809.42	256,688.00	259,750.00	
369 91 01 10	Other Miscellaneous Revenue	0.00	615.76	0.00	2,873.22	0.00	0.00	
360	Miscellaneous Revenue	0.00	615.76	0.00	2,873.22	0.00	0.00	
361 11 01 10	Investment Interest	298.21	7,556.95	12,150.75	13,832.34	6,000.00	15,000.00	Interest rates should continue to fall, but will still remain relatively high through 2025 kd
361	Investment Interest	298.21	7,556.95	12,150.75	13,832.34	6,000.00	15,000.00	
395 20 01 10	Compensation For Loss/Impairment Of Capital Assets	10,768.58	16,750.10	0.00	14,781.58	0.00	0.00	
390	Other Revenues	10,768.58	16,750.10	0.00	14,781.58	0.00	0.00	
TOTAL REVENUES:		1,406,838.96	1,666,965.74	1,673,800.38	1,783,033.92	1,716,953.00	2,024,750.00	

City of Liberty Lake 6 Year Forecast - General Fund

REVENUE	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Actual	Budget	Projected	Projected	Projected	Projected	Projected
Property Taxes - Proj new cost. Incr	2,565,458	2,499,291	2,477,867	2,600,000	2,700,000	2,820,000	2,940,000	3,060,000	3,180,000
Sales Taxes - Proj 6% inc	4,870,065	5,746,196	6,412,811	6,415,000	6,619,900	7,017,094	7,438,120	7,884,407	8,357,471
Other Taxes - 3% based on growth	575,525	634,294	681,220	751,657	757,190	779,906	803,303	827,402	852,224
Total Taxes	8,011,048	8,879,781	9,571,898	9,766,657	10,077,090	10,617,000	11,181,423	11,771,809	12,389,695
Licenses & Permits - Proj 6%	942,494	1,528,329	1,345,117	1,460,000	1,565,000	1,658,900	1,758,434	1,863,940	1,975,776
Intergovt Revenues - Proj 3%	511,768	512,609	525,577	4,108,623	555,815	572,489	573,710	590,921	608,649
Charges for Services - Proj 6%	261,023	307,238	296,683	303,325	431,025	456,887	484,300	513,358	544,159
Fines - Proj 1%	50,845	30,806	24,000	20,150	29,050	29,341	29,634	29,930	30,230
Misc Revenue - 1%	450,167	168,400	928,019	293,225	285,525	288,380	291,264	294,177	297,118
Total Revenue	10,227,345	11,427,163	12,691,294	15,951,980	12,943,505	13,622,996	14,318,764	15,064,135	15,845,629
EXPENDITURES									
Council/Mayor/Finance/Legal/ Insurance-Proj 2%	1,631,342	2,179,885	2,047,469	2,350,000	2,461,810	2,486,428	2,511,292	2,536,405	2,561,769
Public Safety - 3% plus addt staff	2,818,012	3,618,426	4,416,634	5,092,499	6,000,000	6,180,000	6,365,400	6,556,362	6,753,053
Plan/Build/Engineering 2%	772,819	1,030,627	1,235,079	1,755,909	1,918,051	1,937,232	1,956,604	1,976,170	1,995,932
Operations & Maintenance - 2%	1,490,322	1,885,528	2,277,039	3,579,064	3,026,650	3,087,183	3,148,927	3,211,905	3,276,143
Library - 2%	545,024	595,978	620,990	716,107	754,535	769,626	785,018	792,868	800,797
Int. Transfer - Library Capital		671,953			2,442,728				
Int. Transfer - Trailhead Bond					500,000				
Int. Transfer - Other					237,000				
Total Expenditure	10,253,487	13,330,648	13,755,460	13,493,579	17,340,774	14,460,468	14,767,241	15,073,711	15,387,694
Revenue Greater (less) than Exp	(26,142)	(1,903,485)	(1,064,166)	2,458,401	(4,397,269)	(837,472)	(448,477)	(9,576)	457,935
Beginning Cash Balance	6,029,560	6,872,515	5,884,062	5,830,978	8,289,379	3,892,110	3,054,638	2,606,161	2,596,585
Ending Cash Balance	6,872,515	5,884,062	5,830,978	8,289,379	3,892,110	3,054,638	2,606,161	2,596,585	3,054,520
Restricted Reserve - Proj 5%	1,303,507	1,627,674	1,716,037	1,799,750	1,889,738	1,984,224	2,083,436	2,187,607	2,296,988
Goal = 15% of operating revenues	0.13	0.14	0.14	0.15	0.15	0.15	0.15	0.15	0.14

REVENUES AS A FUNCTION OF SERVICES





Priority Based Budgeting

Program Inventory

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Accounts Payable and Receivable Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$265,621

FTE: 1.35

Personnel: \$131,746

NonPersonnel: \$133,875

Quartile: More Aligned

Final Score (out of 100): 62.50

Description: Payment of invoices and cash receipting

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Some

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Ballfield Maintenance Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$118,224

FTE: 1.45

Personnel: \$92,954

NonPersonnel: \$25,270

Quartile: Less Aligned

Final Score (out of 100): 32.35

Description: Maintenance and operations of ballfields including the Diamonds, school fields and Rookie field.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Board Liaison (non-statute)

Program Data Summary

Cost Center: Executive

Total Cost: \$87,936

FTE: 0.55

Personnel: \$37,661

NonPersonnel: \$50,275

Quartile: Less Aligned

Final Score (out of 100): 38.24

Description: Administer boards / commissions not created by state statute: Parks & Arts Commission, Community Engagement Commission, Salary Commission.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Board Liaison (statute)

Program Data Summary

Cost Center: Executive

Total Cost: \$117,459

FTE: 1.2

Personnel: \$60,984

NonPersonnel: \$56,475

Quartile: Most Aligned

Final Score (out of 100): 66.18

Description: Administer boards / commissions created by state statute: Planning Commission, Library Board, Civil Service Commission, Lodging Tax Advisory Board.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Strong
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Strong
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Budget Development and Implementation Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$121,326

FTE: 0.7

Personnel: \$106,866

NonPersonnel: \$14,460

Quartile: Most Aligned

Final Score (out of 100): 75.00

Description: Preparation of anticipated resources and expenses for services in the proceeding year. Ongoing analysis of revenues and expenses in relation to those services after budget adoption.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Extreme

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Business Licensing Program Data Summary

Cost Center: PEBS

Total Cost: \$13,362

FTE: 0.13

Personnel: \$13,362

NonPersonnel: \$0

Quartile: Less Aligned

Final Score (out of 100): 29.41

Description: Review & research Business License Applications for compliance with land use-building code requirements, and recommend City endorsements when appropriate

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	None
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	None
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Capital Facilities Planning Program Data Summary

Cost Center: PEBS

Total Cost: \$77,572

FTE: 0.52

Personnel: \$72,004

NonPersonnel: \$5,568

Quartile: Less Aligned

Final Score (out of 100): 42.65

Description: Capital Facilities Plan Development & Programming

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Circulation

Program Data Summary

Cost Center: Library

Total Cost: \$219,703

FTE: 4.4

Personnel: \$216,063

NonPersonnel: \$3,640

Quartile: Less Aligned

Final Score (out of 100): 30.88

Description: Physical circulation, overdrive circulation, checkouts, checkin & shelving

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	None
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Collection Development and Maintenance Program Data Summary

Cost Center: Library

Total Cost: \$194,788

FTE: 2.2

Personnel: \$131,645

NonPersonnel: \$63,143

Quartile: Least Aligned

Final Score (out of 100): 23.53

Description: Acquire, develop, and manage library collections

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	None
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Commercial Motor Vehicle Enforcement Program Data Summary

Cost Center: Public Safety

Total Cost: \$154,649

FTE: 0.56

Personnel: \$85,050

NonPersonnel: \$69,599

Quartile: More Aligned

Final Score (out of 100): 50.00

Description: Ensure compliance with commercial vehicle regulations to prevent collisions, save lives, and protect city resources, such as roads.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Community Engagement Program Data Summary

Cost Center: Executive

Total Cost: \$149,086

FTE: 1.27

Personnel: \$107,011

NonPersonnel: \$42,075

Quartile: More Aligned

Final Score (out of 100): 44.12

Description: Activities utilized to foster collaboration and participation throughout the community: website and social media platforms, podcast, city academy, surveys and town halls, community engagement commission initiatives, etc.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Community Events

Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$327,764

FTE: 2.85

Personnel: \$237,264

NonPersonnel: \$90,500

Quartile: Less Aligned

Final Score (out of 100): 32.35

Description: Coordination and support of community events that increase public participation in our parks as well as support community groups that help forward the City's mission.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Comprehensive Plan Development & Administration Program Data Summary

Cost Center: PEBS

Total Cost: \$690,436

FTE: 0.87

Personnel: \$109,186

NonPersonnel: \$581,250

Quartile: Most Aligned

Final Score (out of 100): 57.35

Description: Periodic Comprehensive Plan Updates, Implementation and Administration

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	None
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Crime Prevention Program Data Summary

Cost Center: Public Safety

Total Cost: \$906,688

FTE: 5.19

Personnel: \$764,424

NonPersonnel: \$142,263

Quartile: More Aligned

Final Score (out of 100): 55.88

Description: Prevent crime by proactively and reactively policing using proven methods of policing such as (not limited too) vehicle and foot patrols, bicycle patrols, prowl checks, emphasis patrols, public education, and special presentations. Maintain contractual obligations with public and private entities.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Criminal Investigations

Program Data Summary

Cost Center: Public Safety

Total Cost: \$313,753

FTE: 1.55

Personnel: \$192,280

NonPersonnel: \$121,473

Quartile: More Aligned

Final Score (out of 100): 51.47

Description: Conduct initial and follow-up instigations while also utilizing criminal intelligence, investigative methods, and technology to identify patterns, identify trends, solve crimes, and bring criminal offenders to justice.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Crisis Assessment Response Team Program Data Summary

Cost Center: Executive

Total Cost: \$0

FTE: 0

Personnel: \$0

NonPersonnel: \$0

Quartile: Least Aligned

Final Score (out of 100): 0.00

Description: Personnel with advanced training to focus on crisis intervention for those in need

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	N/A
MANDATED to PROVIDE PROGRAM	N/A
PORTION of the COMMUNITY SERVED	N/A
COST RECOVERY of PROGRAM	N/A
RELIANCE on CITY to PROVIDE PROGRAM	N/A

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	N/A
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	N/A
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	N/A
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	N/A

Customer & Information Services

Program Data Summary

Cost Center: Library

Total Cost: \$69,595

FTE: 0.9

Personnel: \$54,573

NonPersonnel: \$15,022

Quartile: Least Aligned

Final Score (out of 100): 26.47

Description: Reference Questions, Technology/IT Sessions, Readers Advisory, Research help, Procuring, Printing

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	None
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Development Code Administration Program Data Summary

Cost Center: PEBS

Total Cost: \$66,614

FTE: 0.5

Personnel: \$65,284

NonPersonnel: \$1,330

Quartile: Most Aligned

Final Score (out of 100): 63.24

Description: Maintain and update development code, provide administrative interpretations, etc.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Economic Development Program Data Summary

Cost Center: Executive

Total Cost: \$414,672

FTE: 0.7

Personnel: \$68,097

NonPersonnel: \$346,575

Quartile: Less Aligned

Final Score (out of 100): 39.71

Description: Promotion of the city to potential business leads. Activities centered on business attraction, retention, and growth. Tourism promotion and marketing.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	None
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Strong
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Emergency Management Program Data Summary

Cost Center: Public Safety

Total Cost: \$247,566

FTE: 1.16

Personnel: \$192,967

NonPersonnel: \$54,599

Quartile: Most Aligned

Final Score (out of 100): 63.24

Description: Manage, coordinate and participate in emergency preparedness, response, recovery and mitigation.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Financial Reporting Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$73,698

FTE: 0.45

Personnel: \$59,238

NonPersonnel: \$14,460

Quartile: Less Aligned

Final Score (out of 100): 50.00

Description: Annual audits conducted by the State Auditor's Office as well as various other entities.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Some

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Fleet Maintenance Program Data Summary

Cost Center: Maintenance and Operations

Total Cost: \$390,624

FTE: 1.85

Personnel: \$145,565

NonPersonnel: \$245,059

Quartile: Least Aligned

Final Score (out of 100): 14.71

Description: Fleet maintenance for golf, parks, small equipment streets and staff vehicles. Excludes PD vehicles.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	None
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Golf Course Maintenance Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$656,302

FTE: 4.7

Personnel: \$328,802

NonPersonnel: \$327,500

Quartile: Less Aligned

Final Score (out of 100): 42.65

Description: Maintenance of the golf course, excluding pro shop and facility operations.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Human Resources

Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$271,328

FTE: 1

Personnel: \$132,363

NonPersonnel: \$138,965

Quartile: Least Aligned

Final Score (out of 100): 46.88

Description: Recruiting, hiring and on-boarding of new employees. Comprehensive benefits management and support for current employees. Training coordination and review/facilitation of workplace disputes and reports of violations of city's personnel manual.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Minor

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

IT and Cybersecurity
Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$406,604

FTE: 0.05

Personnel: \$7,524

NonPersonnel: \$399,080

Quartile: Less Aligned

Final Score (out of 100): 50.00

Description: Management and protection of the city's technological infrastructure and network.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

K-9

Program Data Summary

Cost Center: Public Safety

Total Cost: \$39,523

FTE: 0.3

Personnel: \$39,523

NonPersonnel: \$0

Quartile: Least Aligned

Final Score (out of 100): N/A

Description: Officers paired with Police Service Dogs assist in locating and apprehending specific criminal suspects, protect the K-9 handler, track and wind scent individuals, and conduct article searches.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	N/A
MANDATED to PROVIDE PROGRAM	N/A
PORTION of the COMMUNITY SERVED	N/A
COST RECOVERY of PROGRAM	N/A
RELIANCE on CITY to PROVIDE PROGRAM	N/A

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	N/A
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	N/A
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	N/A
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	N/A

Land Use Actions & Land Divisions Program Data Summary

Cost Center: PEBS

Total Cost: \$214,261

FTE: 0.97

Personnel: \$124,566

NonPersonnel: \$89,695

Quartile: Most Aligned

Final Score (out of 100): 58.82

Description: Review, permitting and administration of land use actions, subdivisions, binding site plans, boundary line adjustments, etc.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Law Enforcement Training and Education Program Data Summary

Cost Center: Public Safety

Total Cost: \$608,559

FTE: 3.71

Personnel: \$543,296

NonPersonnel: \$65,263

Quartile: More Aligned

Final Score (out of 100): 48.53

Description: Create, evaluate, and, maintain a comprehensive training program and maintain a robust training budget for ongoing continuing education and training of departmental personnel using field training officers, department subject matter experts, and department certified instructors.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Legislative Governance Program Data Summary

Cost Center: Legislative

Total Cost: \$178,641

FTE: 7.6

Personnel: \$110,241

NonPersonnel: \$68,400

Quartile: More Aligned

Final Score (out of 100): 50.00

Description: Meetings and workshops of the governing body and special committees attended by elected city officials.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Library of Things Program Data Summary

Cost Center: Library

Total Cost: \$2,625

FTE: 0

Personnel: \$0

NonPersonnel: \$2,625

Quartile: Least Aligned

Final Score (out of 100): 16.18

Description: circulating technology, community passes & events, puzzles, games & toys, other unique objects.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	None
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Meeting Space Program Data Summary

Cost Center: Library

Total Cost: \$19,294

FTE: 0.05

Personnel: \$6,174

NonPersonnel: \$13,120

Quartile: Least Aligned

Final Score (out of 100): 22.06

Description: Meeting Room, Study Room, Wifi, in-house computers, collaborative spaces

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	None
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Neighborhood Code Enforcement Program Data Summary

Cost Center: PEBS

Total Cost: \$157,160

FTE: 1.33

Personnel: \$137,236

NonPersonnel: \$19,924

Quartile: Less Aligned

Final Score (out of 100): 41.18

Description: Code enforcement complaints, investigations, enforcement actions, and neighborhood resource support

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Officer Health and Wellness

Program Data Summary

Cost Center: Public Safety

Total Cost: \$248,271

FTE: 1.16

Personnel: \$193,003

NonPersonnel: \$55,268

Quartile: Less Aligned

Final Score (out of 100): 36.76

Description: Assist in reducing absenteeism, burnout, and other physiological and psychological issues related to stress and fatigue of agency personnel by creating and maintaining a facility for physical exercise and health care options that are conducive to overall health and wellness.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Opioid Abatement Program Data Summary

Cost Center: Executive

Total Cost: \$0

FTE: 0

Personnel: \$0

NonPersonnel: \$0

Quartile: Less Aligned

Final Score (out of 100): 39.71

Description: Settlement funds must be used for opioid abatement as defined by the One Washington MOU.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Strong
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Park Facility Rentals Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$39,612

FTE: 0.35

Personnel: \$39,612

NonPersonnel: \$0

Quartile: Less Aligned

Final Score (out of 100): 42.65

Description: Reservations and rentals for park amenities including sports fields, ballfields, shelters and pavilions, tennis courts, basketball courts and community gardens.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Park Maintenance Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$1,715,035

FTE: 8.85

Personnel: \$679,906

NonPersonnel: \$1,035,129

Quartile: Less Aligned

Final Score (out of 100): 42.65

Description: Manage turf, trees and landscape, amenities, irrigation, infrastructure.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Payroll

Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$114,404

FTE: 0.85

Personnel: \$87,484

NonPersonnel: \$26,920

Quartile: More Aligned

Final Score (out of 100): 56.25

Description: Time card management and review. On time and accurate delivery of wages for hours worked in a given pay period. Benefits administration in accordance with city plans and state requirements.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Some

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Permitting Program Data Summary

Cost Center: PEBS

Total Cost: \$779,598

FTE: 4.92

Personnel: \$514,918

NonPersonnel: \$264,680

Quartile: More Aligned

Final Score (out of 100): 54.41

Description: Building permit & development reviews, permitting, and inspection

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Strong
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Procurement Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$127,401

FTE: 1.1

Personnel: \$111,458

NonPersonnel: \$15,943

Quartile: More Aligned

Final Score (out of 100): 65.63

Description: Acquisition of equipment and services in accordance with the city's financial policies, adopted budget and state requirements.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Strong

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Professional Development Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$155,830

FTE: 0.68

Personnel: \$77,635

NonPersonnel: \$78,196

Quartile: Least Aligned

Final Score (out of 100): 26.47

Description: Workforce learning, training, and skill building.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	None
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Programming

Program Data Summary

Cost Center: Library

Total Cost: \$96,639

FTE: 1.2

Personnel: \$83,069

NonPersonnel: \$13,570

Quartile: Least Aligned

Final Score (out of 100): 25.00

Description: Provide Children's, Teen, Adult, Family programs to our community.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Property and Evidence Program Data Summary

Cost Center: Public Safety

Total Cost: \$348,122

FTE: 1.72

Personnel: \$227,665

NonPersonnel: \$120,457

Quartile: More Aligned

Final Score (out of 100): 51.47

Description: Intake, transfer, catalog, audit, and properly destroy police evidence, while also maintaining effective property storage solutions and documentation for the patrol and investigative units.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Strong
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Pro Shop Operations

Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$440,000

FTE: 0

Personnel: \$0

NonPersonnel: \$440,000

Quartile: Less Aligned

Final Score (out of 100): 30.88

Description: Delivery of Trailhead Golf Course services to the community in accordance with established policies and fee schedules.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Public Art

Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$99,601

FTE: 0.15

Personnel: \$18,101

NonPersonnel: \$81,500

Quartile: Less Aligned

Final Score (out of 100): 30.88

Description: Curation and maintenance of the public art collection.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Public Information Management Program Data Summary

Cost Center: Executive

Total Cost: \$82,755

FTE: 0.58

Personnel: \$80,016

NonPersonnel: \$2,739

Quartile: Less Aligned

Final Score (out of 100): 37.50

Description: Public affairs, public information officer, and media relations activities.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	N/A

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Strong
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Records Management Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$184,434

FTE: 1.54

Personnel: \$145,659

NonPersonnel: \$38,775

Quartile: Less Aligned

Final Score (out of 100): 35.29

Description: Retention and dissemination of city records in accordance with city and state policy.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Recreation Programs Program Data Summary

Cost Center: Parks and Recreation

Total Cost: \$40,603

FTE: 0.3

Personnel: \$36,603

NonPersonnel: \$4,000

Quartile: Less Aligned

Final Score (out of 100): 29.41

Description: Provide structured programs that allow parents and children to recreate together

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Minor
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	None
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Reserve Officer Program Program Data Summary

Cost Center: Public Safety

Total Cost: \$53,620

FTE: 0.28

Personnel: \$52,521

NonPersonnel: \$1,100

Quartile: Less Aligned

Final Score (out of 100): 33.82

Description: Hire, equip, train, and use unpaid, certified volunteer reserve officers to provide additional staffing to patrol during normal shifts, emergencies, or special events.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Strong
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Minor
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Risk Management
Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$49,867

FTE: 0.2

Personnel: \$27,737

NonPersonnel: \$22,130

Quartile: More Aligned

Final Score (out of 100): 59.38

Description: Liability and property insurance coverage. Employee training, safety inspections, loss mitigation/prevention.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Strong

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	Other entities provide or could provide this service

School Resource Officer Program Data Summary

Cost Center: Public Safety

Total Cost: \$87,405

FTE: 0.49

Personnel: \$84,806

NonPersonnel: \$2,599

Quartile: More Aligned

Final Score (out of 100): 51.47

Description: School Resource Officers (SRO) provide direct policing and law enforcement services in and around City of Liberty Lake schools. SROs help enhance safe school environments by the enforcement of statutes and ordinances. Working in partnership with the schools, the SRO Unit provides Intervention & Prevention services to address suicide prevention, substance abuse (alcohol, drugs, tobacco); addiction (alcohol, drugs), bullying and compulsive behaviors including gambling, sex addiction, computer addiction, and eating disorders. This is accomplished through daily mentoring, counseling, role modeling, crisis intervention and educational courses. SROs also provide emergency crisis intervention and work closely with the schools.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Extreme
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	None

Service Call Response Program Data Summary

Cost Center: Public Safety

Total Cost: \$795,225

FTE: 4.52

Personnel: \$658,962

NonPersonnel: \$136,263

Quartile: More Aligned

Final Score (out of 100): 50.00

Description: Ensure public safety by responding to 9-1-1 and other calls for service. Maintain contractual obligations with public and private entities.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	N/A

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Extreme
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Minor
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Minor

Technology Acquisition and Maintenance
Program Data Summary

Cost Center: Public Safety

Total Cost: \$145,358

FTE: 0.15

Personnel: \$30,565

NonPersonnel: \$114,793

Quartile: More Aligned

Final Score (out of 100): 56.25

Description: Purchase and maintain technology with the purpose of enchaining the agency's operational ability.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that stregthen our effectiveness in delivering core services.	Some

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	No Mandate
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Traffic Safety and Enforcement Program Data Summary

Cost Center: Public Safety

Total Cost: \$826,624

FTE: 4.37

Personnel: \$639,351

NonPersonnel: \$187,273

Quartile: Most Aligned

Final Score (out of 100): 70.59

Description: Implement strategies such as conducting proactive patrols targeting traffic violations and dangerous driving behaviors using accident data, records of past enforcement actions, traffic volume, and road conditions.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	Self Mandate or Ordinance
PORTION of the COMMUNITY SERVED	Majority of the population is benefitting
COST RECOVERY of PROGRAM	Yes
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Strong
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Strong
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Some

Transportation Planning Program Data Summary

Cost Center: PEBS

Total Cost: \$76,701

FTE: 0.56

Personnel: \$75,843

NonPersonnel: \$858

Quartile: Most Aligned

Final Score (out of 100): 60.29

Description: Evaluation of transportation needs, capacity, transportation system improvements, grant funding opportunities, and project development.

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Increase
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 50% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

Community

Community	Score Option
Public Safety & Well Being - We prioritize keeping every member of the community safe and secure.	Some
Quality of Life & Connectedness - We prioritize building a community where everyone belongs, can easily connect with their neighbors and local government, and can access amenities and experiences that enrich their lives.	Some
Economic Vibrancy & Opportunity - We prioritize a vibrant local economy, where community members at all walks of life find abundant opportunities to conduct business, work, shop, and connect.	Some
Planned Growth & Infrastructure - We prioritize well planned growth and investment in public infrastructure to preserve our unique character while also providing a strong foundation for future generations.	Strong

Unemployment Administration Program Data Summary

Cost Center: Finance and Admin Services

Total Cost: \$0

FTE: 0

Personnel: \$0

NonPersonnel: \$0

Quartile: Least Aligned

Final Score (out of 100): 40.63

Description: The city self-insures for unemployment benefits. Upon approval, HR Manager and City Treasurer facilitate benefit reporting and funds transfer to Employment Security Dept.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	Minor

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	Flat
MANDATED to PROVIDE PROGRAM	State or Federal Mandate
PORTION of the COMMUNITY SERVED	Less than 10% of the population is benefitting
COST RECOVERY of PROGRAM	No
RELIANCE on CITY to PROVIDE PROGRAM	City is sole provider or currently sole provider

WASPC Accreditation Program Data Summary

Cost Center: Public Safety

Total Cost: \$0

FTE: 0

Personnel: \$0

NonPersonnel: \$0

Quartile: Least Aligned

Final Score (out of 100): N/A

Description: The accreditation manager is responsible for overseeing the accreditation process. For a successful accreditation to occur, all functions of the department must be in compliance with WASPC accreditation standards at all times and not just during the on-site assessment. Maintaining accredited status is accomplished by maintaining "proofs of compliance." This includes updating the individual accreditation standard folders with any monthly, or other periodic reports or reviews required by accreditation standards; mandatory review/coordination of department and division directives; and review of any operational/organizational changes or practices . The accreditation manager will ensure that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished by the person(s) to which they are assigned.

Governance

Governance	Score Option
Public Service Excellence - We prioritize continuous improvement and innovation and will identify and develop partnerships that strengthen our effectiveness in delivering core services.	N/A

BPA

BPA	Score Option
CHANGE in DEMAND for the PROGRAM	N/A
MANDATED to PROVIDE PROGRAM	N/A
PORTION of the COMMUNITY SERVED	N/A
COST RECOVERY of PROGRAM	N/A
RELIANCE on CITY to PROVIDE PROGRAM	N/A