

**CITY COUNCIL MEETING
TUESDAY, DECEMBER 6, 2016
CITY HALL
22710 E. COUNTRY VISTA DRIVE
7:00 P.M.**

- 1. INVOCATION**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. ROLL CALL**
- 5. AGENDA APPROVAL**
- 6. CITIZEN COMMENTS**
- 7. LOCAL BUSINESS SPOTLIGHT –** Bellacrosta, Scott (Liz) McCandless, Owner /
Marta Harrington, Chief Creative Officer
- 8. PRESENTATIONS**
 - a. Walk to Bethlehem, Bishop Jensen
 - b. Update on Traffic Study, Tony Woody, CH2M Hill
 - c. How to Help Small Businesses – Greater Spokane Valley Chamber of
Commerce, Katherine Morgan, President and CEO
- 9. MAYOR AND CITY COUNCIL COMMITTEE REPORTS**
 - Community Development Committee
 - Finance Committee
 - Public Safety
- 10. CITY ADMINISTRATOR REPORT**
- 11. ACTION ITEMS**
 - A. Consent Agenda**
 - i. Approve November 13 and November 15, 2016 City Council Minutes
 - ii. Approve December 6, 2016 vouchers in the amount of \$520,255.39

11. ACTION ITEMS (continued)

B. General Business

- i. Confirm Mayor Peterson's appointments of Fawna Bodi, Jason Fierst, Phil Champlin, and Jeanette Nall to the Lodging Tax Advisory Board
- ii. Authorize Mayor Peterson to sign and execute the Memorandum of Understanding with the Liberty Lake Sewer & Water District regarding funding of reclaimed water crossings

12. RESOLUTION

Resolution No. 16-220 – Disposal of surplus items

13. FIRST READ ORDINANCES

- a. Ordinance No. 234 – Adding a New Title 1, Chapter 10 to the Liberty Lake Municipal Code Related to a Code of Ethics
- b. Ordinance No. 235 - Adopting the 2017 City Budget
- c. Ordinance No 236 – Extending the Moratorium on the Acceptance of Applications or Issuance of Permits for the Construction of Multifamily Housing

14. INTRODUCTION OF UPCOMING AGENDA ITEMS

15. CITIZEN COMMENTS

16. ADJOURNMENT

PRESENTATION

City of Liberty Lake

Tis the Season

Please join us as we have a gathering of the community
to celebrate the season!

Saturday with Santa, 12/17

The fun begins at the Liberty
Lake Library! Join Santa from
10:30-1:30 for stories, crafts,
games and pictures!

Tree Lighting Ceremony, 12/20

Join us at 5:30 in front of City
Hall for the Tree Lighting
Ceremony! There will be cookies
and cocoa provided to the
community!

Walk to Bethlehem, 12/20

End the night with members of the
community as multi-faith groups join
to show their support for the City
while we walk to Pavillion Park for a
performance!



**City Council
Subcommittee
Agendas**

From: [Amanda Tainio](#)
To: [Dan Dunne](#); [Katy Allen](#); [Odin Langford](#); [Robert Moore](#); [Stan Jochim](#)
Cc: [Ann Swenson](#); [Cristella Kaminskas](#); [Steve Peterson](#)
Subject: 11-22 Community Development Committee 5pm
Start: Tuesday, November 22, 2016 5:00:00 PM
End: Tuesday, November 22, 2016 6:30:00 PM
Location: City Hall Conference Room

Below is your agenda for the November 22nd Community Development Committee meeting. If there is anything you would like to add for discussion at future meetings, please email me and I would be happy to add it.

If you will not be able to make it, please contact Cris and let Katy or I know.

Thanks,
Amanda Tainio
City of Liberty Lake
Planning & Building Services Manager
22710 E. Country Vista Dr.
Liberty Lake, WA 99019
Phone: 509-755-6708
Fax: 509-755-6713
HYPERLINK "mailto:atainio@libertylakewa.gov" atainio@libertylakewa.gov
HYPERLINK "http://www.libertylakewa.gov/" www.libertylakewa.gov/

November 22nd Meeting Agenda
City Council Proposed Agenda Overviews
Facebook – City Strategy & Resources
Plowing & Deicing – Routes & Protocol
Liberty Lake Local Business – Spotlights
Permits – Software Update & Activity Level

Future Meetings
Parks, Recreation, & Public Art Commission
City Project Updates
New Business Updates
Code Enforcement Activities Briefing
Grant Application Updates
Televising City Council Meetings

Finance Committee Meeting
Agenda – City Hall Conference Room

December 6, 2016
6:00 PM to 7:00 PM

- I. 2017 Budget
 - a. Update and changes to 2017 Budget
- II. Monthly Dashboard Report
- III. Monthly Investment Report
 - a. CD's and Bonds
- IV. Lodging Tax Update
- V. Audit Update
- VI. Voucher Review

**Public Safety Meeting
Agenda
December 6, 2016
5:30 – 6:30 P.M.
LLPD Small Conference Room**

Library Report

Director Mogen

Spokane Valley Fire Department Report

Chief Bryan Collins

Police Report

Chief Brian Asmus

Updates on recent cases

1/10th of 1% Communications Sales Tax Renewal

911 Back Up Center

Memorandum of Understanding:

ALPR Hosting with PFPD

IT Services with Spokane County

Reserve Officer Hiring - Update

CAD/RMS and IBR Update

Ptera/camera systems

Unfinished Business

New Business

Adjourn

ACTION ITEMS

City of Liberty Lake

Consent Agenda for December 6, 2016
City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through December 6, 2016

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
See attached voucher report.		
Total vouchers through December 6, 2016		\$ 141,267.16
18-Nov-16 Bank of America	Check No. 23470	\$ 80,759.90
18-Nov-16 Purchase Power	Check No. 23471	\$ 195.66
November, 2016 Payroll & Benefits		\$ 298,032.67
	TOTAL	<u><u>\$520,255.39</u></u>

RECOMMENDATION: Approve and Authorize for Payment

ATTACHMENTS: All original invoices are on file with the City Treasurer.

SIGNATURES:

City Clerk

Mayor

Finance Committee

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

11/01/2016 To: 11/30/2016

Time: 08:33:01 Date: 11/18/2016

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4443	11/18/2016	Claims	1	23470	BANK OF AMERICA	80,759.90	6.4 ACRES LOAN
					214 City Land LTGO Bond Fund	80,759.90	
						80,759.90	Claims: 80,759.90
						80,759.90	

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim a just, due and unpaid obligation against the City of Liberty Lake, and that I am authorized to authenticate and certify to said claim."

[Signature]
City Clerk

11.18.16
Date

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

City Clerk

Date

11/18/16
Manual check

Loan payment due prior to 12/16/16 council.

Ann Marie - City Treasurer

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

11/01/2016 To: 11/30/2016

Time: 13:32:13 Date: 11/18/2016

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4447	11/18/2016	Claims	1	23471	PURCHASE POWER	195.66	METER RENTAL 11/16/16-2/15/17
001 General Fund						195.66	
						195.66	Claims: 195.66

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim a just, due and unpaid obligation against the City of Liberty Lake, and that I am authorized to authenticate and certify to said claim."

[Signature]
City Clerk

11.18.16
Date

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

City Clerk

Date

11/18/16
Manual check
To avoid Finance charges
Ann Marie - City Treasurer

CHECK REGISTER

CITY OF LIBERTY LAKE
MCAG #: 2757

12/01/2016 To: 12/31/2016

Time: 14:59:34 Date: 11/30/2016
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4608	12/06/2016	Claims	1	EFT	HOME DEPOT CREDIT SERVICES	1,537.81	MATERIALS
4609	12/06/2016	Claims	1	23487	ABADAN REPROGRAPHICS/IMAGING	182.62	NOA SIGNS
4610	12/06/2016	Claims	1	23488	ADAMS TRACTOR CO INC	101.91	MATERIALS
4611	12/06/2016	Claims	1	23489	AHBL INC	51,058.64	LIBERTY LAKE RD DESIGN
4612	12/06/2016	Claims	1	23490	AMAZON	2,203.71	MATERIALS
4613	12/06/2016	Claims	1	23491	BATTERIES PLUS BULBS	67.30	BULBS FOR CLOUD AND DRUM LIGHTS
4614	12/06/2016	Claims	1	23492	BESTSELLERS AUDIO LLC	385.00	AUDIO BOOKS
4615	12/06/2016	Claims	1	23493	CENTER POINT LARGE PRINT	130.05	BOOKS
4616	12/06/2016	Claims	1	23494	CENTURYLINK	75.05	TRAILHEAD PHONE 11/5-12/5/16
4617	12/06/2016	Claims	1	23495	CH2M HILL ENGINEERS	4,900.00	TRANSPORTATION ANALYSIS APPLEWAY AVE PERIOD ENDING 10/28/2016
4618	12/06/2016	Claims	1	23496	CITY SERVICE VALCON	1,369.99	DYED DIESEL, UNLEADED
4619	12/06/2016	Claims	1	23497	COOPERATIVE INFORMATION NETWORK	141.19	LIBRARY CARDS
4620	12/06/2016	Claims	1	23498	DIRECTV	149.97	SATELLITE TV 11/9-12/8
4621	12/06/2016	Claims	1	23499	EAST FARM FEED	84.25	MATERIALS
4622	12/06/2016	Claims	1	23500	EVERGREEN NOTE SERVICING	14,008.12	ESTATE OF DENNIS E REGER
4623	12/06/2016	Claims	1	23501	FASTENAL COMPANY	33.17	MATERIALS
4624	12/06/2016	Claims	1	23502	FREE PRESS PUBLISHING INC	138.40	LEGAL ADS; LEGAL ADS
4625	12/06/2016	Claims	1	23503	GOLF ASSOCIATES SCORECARD COMPANY	1,095.00	SCORECARDS
4626	12/06/2016	Claims	1	23504	GREATER SPOKANE VALLEY CHAMBER	45.00	MAYOR PETERSON ANNUAL MTG
4627	12/06/2016	Claims	1	23505	GREENLEAF LANDSCAPING INC	5,142.98	SERVICES
4628	12/06/2016	Claims	1	23506	INDUSTRIAL COMMUNICATIONS - SPOKANE	548.46	NEW PANASONIC DOCKS & ANTENNA INSTALLS
4629	12/06/2016	Claims	1	23507	INGRAM LIBRARY SERVICES	633.03	BOOKS
4630	12/06/2016	Claims	1	23508	INLAND EMPIRE GCSA	230.00	CAMP, RAGAN DUES
4631	12/06/2016	Claims	1	23509	LIBERTY LAKE CENTENNIAL ROTARY CLUB	7,000.00	LODGING TAX GRANT REIMBURSE '16
4632	12/06/2016	Claims	1	23510	LIBERTY LAKE SEWER AND WATER DISTRICT	1,423.61	UTILITIES
4633	12/06/2016	Claims	1	23511	TRAVIS E MONTGOMERY	9.97	REPLACE PROCESSOR IN COUNCIL LAPTOPS
4634	12/06/2016	Claims	1	23512	NEWEGG BUSINESS INC	574.76	FRONT DESK DESKTOP
4635	12/06/2016	Claims	1	23513	NORTH 40 OUTFITTERS	91.16	MATERIALS
4636	12/06/2016	Claims	1	23514	NORTH AMERICAN RESCUE	980.00	COMBAT GAUZE
4637	12/06/2016	Claims	1	23515	NORTHWEST BUSINESS STAMP	41.20	MATERIALS
4638	12/06/2016	Claims	1	23516	O'REILLY AUTO PARTS	12.76	MATERIALS
4639	12/06/2016	Claims	1	23517	OFFICE DEPOT	718.48	OFFICE SUPPLIES; OFFICE SUPPLIES
4640	12/06/2016	Claims	1	23518	OGIO INTERNATIONAL	798.00	SPECIAL ORDER CVHS GOLF TEAM

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

12/01/2016 To: 12/31/2016

Time: 14:59:34 Date: 11/30/2016

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4641	12/06/2016	Claims	1	23519	ORIENTAL TRADING COMPANY	40.95	MATERIALS
4642	12/06/2016	Claims	1	23520	PEPLINSKI EXCAVATION INC	15,892.06	SERVICES
4643	12/06/2016	Claims	1	23521	JOAN PETERS	848.00	REC CLASSES 10/24-11/28
4644	12/06/2016	Claims	1	23522	STEPHEN K PETERSON	229.86	MILEAGE OCT
4645	12/06/2016	Claims	1	23523	PLANET TURF	217.40	MATERIALS
4646	12/06/2016	Claims	1	23524	PROFORCE LAW ENFORCEMENT	277.72	AMMO
4647	12/06/2016	Claims	1	23525	TED PULVER	300.00	POLYGRAPH PRETEST LE-ALEXANDRE DANIELLI
4648	12/06/2016	Claims	1	23526	SIR SPEEDY PRINTING	70.66	BUSINESS CARDS DENNIS SCOTT ENGINEER ASSISTANT
4649	12/06/2016	Claims	1	23527	LOUIS C SOWERS	450.00	PRE EMPLOYMENT PSYCHOLOGICAL EVAL ALEXANDRE DANIELLI
4650	12/06/2016	Claims	1	23528	SPOKANE COUNTY DIST CT	3,001.98	SERVICES
4651	12/06/2016	Claims	1	23529	SPOKANE COUNTY TREASURER	5,133.97	SERVICES
4652	12/06/2016	Claims	1	23530	SPOKANE VALLEY POWER TOOL INC	14.13	MATERIALS
4653	12/06/2016	Claims	1	23531	STAR RENTALS	776.12	RENTAL
4654	12/06/2016	Claims	1	23532	STATE AUDITORS OFFICE	1,117.20	2014-2015 AUDIT ACCOUNTABILITY
4655	12/06/2016	Claims	1	23533	STONECREEK LAND DESIGN & DEVELOPMENT	11,585.15	SERVICES
4656	12/06/2016	Claims	1	23534	SUMMIT LAW GROUP	57.00	LLPD UNION NEGOTIATIONS
4657	12/06/2016	Claims	1	23535	SUN MOUNTAIN SPORTS	21.45	SPECIAL ORDER MILES
4658	12/06/2016	Claims	1	23536	SUPPLYWORKS	418.66	JANITORIAL SUPPLIES
4659	12/06/2016	Claims	1	23537	T-MOBILE	100.08	CELL PHONES
4660	12/06/2016	Claims	1	23538	TIRE-RAMA	3,232.81	TIRES,REPAIRS; SERVICES
4661	12/06/2016	Claims	1	23539	UNITED STATES GOLF ASSOCIATION	110.00	JOHNSTON, CHRIS 2017 ANNUAL CLUB MEMBERSHIP
4662	12/06/2016	Claims	1	23540	WCP SOLUTIONS	420.78	MATERIALS
4663	12/06/2016	Claims	1	23541	WELCH COMER & ASSOC INC	455.00	REVIEW RIVER CROSSING N 2ND ADDITION FINAL PLAT,FINAL REVIEW RIVER CROSSING 2 FINAL PLAT 9/20-10/27/16
4664	12/06/2016	Claims	1	23542	WILBUR-ELLIS COMPANY LLC	559.59	MATERIALS
4665	12/06/2016	Claims	1	23543	WING MORALE FUND	25.00	MAYOR PETERSON ANNUAL HOLIDAY RECEPTION
						28,444.07	
						29,951.34	
						7,000.00	
						14,008.12	
						51,123.86	
						4,900.00	
						1,170.84	
						4,668.93	
						141,267.16	
						141,267.16	Claims: 141,267.16

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

12/01/2016 To: 12/31/2016

Time: 14:59:34 Date: 11/30/2016

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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City Clerk

Date

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

City Clerk

Date



AGENDA ITEM NO.: 11Bi

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Lodging Tax Advisory Committee Appointments

FOR THE AGENDA OF: December 6th, 2016

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:

A – LLMC 4-4-5: ADVISORY COMMITTEE

DEPT. HEAD APPROVAL: RJS

EXPENDITURE REQUIRED:	NA
BUDGETED:	NA

SUMMARY STATEMENT

Annually, the City will review the membership of the Lodging Tax Advisory Committee. Below are the current representatives on the Committee:

Mayor Steve Peterson
Fawna Bodi - Best Western Peppertree Inn
Jason Fierst - Quality Inn
Phil Champlin – Spokane Valley HUB
Jeanette Nall – Liberty Lake Community Theatre

In addition to the current committee, Mayor Peterson is appointing Jeanette Nall from the Liberty Lake Community Theatre, as the newest member of this committee.

RECOMMENDED ACTION

1. Confirm the Lodging Tax Advisory Committee.

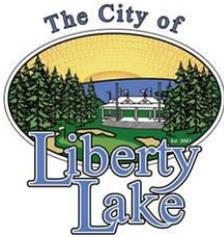
LLMC 4-4-5: ADVISORY COMMITTEE:

The city council shall establish a lodging tax advisory committee consisting of five (5) members. 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 city shall solicit recommendations for membership on the committee from organizations representing businesses that collect the tax, and organizations that are authorized to receive funds under this chapter. The fifth member of the committee shall be an elected official of the city. Annually, the membership of the committee shall be reviewed.

The mayor shall nominate, and the council shall confirm, the persons and the council member serving on the lodging tax advisory committee. Nominations shall state the term of committee membership. Appointments shall be for one and two (2) year terms.

The lodging tax advisory committee shall conduct its business under the open public meetings act, with notice of its meeting(s) posted at city hall and published at least once in a newspaper of local circulation. The committee shall follow "Robert's Rules Of Order", with minutes identifying the matters and action taken by the advisory committee. The meeting shall be public, with an opportunity to hear from persons who are interested in the use and expenditure of the tourism promotion fund. The advisory committee may adopt rules and an agenda for the conduct of its business. The city elected official appointed to the advisory committee shall serve as chair.

Following its meeting(s) and action, the advisory committee shall submit its written recommendations on the use and expenditure of the tourism promotion fund to the city council for final action. The city council may act on the recommendations as submitted by the advisory committee, or amend it pursuant to its sole discretion. (Ord. 17A-1, 2-21-2006)



AGENDA ITEM NO.: 11Bii

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Memorandum of Understanding
(MOU) with City and LLWSD

FOR THE AGENDA OF: December 20, 2016

DEPT. HEAD APPROVAL:

DEPT. OF ORIGIN: Public Works

EXHIBIT: MOU

<u>EXPENDITURE REQUIRED:</u>	Yes
<u>BUDGETED:</u>	Yes

SUMMARY STATEMENT

This MOU splits the capital cost of installing two crossings within our Liberty Lake Road project. The crossings are an alternate on our bid schedule. The MOU provides the City and LLSWD with joint ownership of the pipe until it is either used for reclaimed water or turned over to the City for City use. If the pipe is used for reclaimed water the City turns over ownership to the District. If reclaimed water is not put into the pipe the City may purchase the District's half of the pipe ownership and use the pipe as the City sees fit.

RECOMMENDED ACTION

Authorize the Mayor to sign and execute the MOU as presented to Council.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF LIBERTY LAKE, SPOKANE COUNTY, AND
THE LIBERTY LAKE SEWER AND WATER DISTRICT

THIS AGREEMENT entered into by the LIBERTY LAKE SEWER AND WATER DISTRICT, having offices for the transaction of business at 22510 E Mission Avenue, Liberty Lake, WA 99019, hereinafter referred to as “DISTRICT,” and the CITY OF LIBERTY LAKE, a municipal corporation of the State of Washington, having offices for the transaction of business at 22710 E. Country Vista Dr., Liberty Lake, Washington 99019, hereinafter referred to as “CITY”, jointly hereinafter referred to as the “PARTIES.”

W I T N E S S E T H:

WHEREAS, the DISTRICT owns and operates public sanitary sewer, domestic/irrigation water, and reclaimed water facilities; and

WHEREAS, the CITY is responsible for the care of Trailhead Golf Course, multiple public parks, open spaces, trails, streets, signals, stormwater facilities and a variety of other facilities;

WHEREAS, chapter 39.34 RCW (Interlocal Cooperation Act), authorizes cooperation between public agencies and cities to contract with each other to perform certain functions which each may legally perform; and

NOW, THEREFORE, for and in consideration of the mutual promises set forth hereinafter, the PARTIES do mutually agree as follows:

SECTION NO. 1: PURPOSE

The purpose of this Agreement is to set forth the PARTIES’ understanding of the terms and conditions under which the CITY and DISTRICT will participate in the funding of reclaimed water crossings as shown on Exhibit A.

SECTION NO. 2: DURATION

This Agreement shall continue in full force and effect until one of the following occurrences: 1) the CITY purchases the interest of the DISTRICT in the Pipe as provided in Section 3 below; 2) the DISTRICT purchases the interest of the CITY in the Pipe as provided in Section 3 below; or 3) the DISTRICT connects the Pipe to the DISTRICT’s Reclaimed Water System.

SECTION NO. 3: RECLAIMED WATER PIPE

- A. At some future date during the term of this Agreement the DISTRICT may be required to abandon their existing discharge point for treated sanitary sewer effluent in the Spokane River. The cost of this requirement, if imposed on the DISTRICT, will be high. To prepare for this possibility the DISTRICT desires to install dry crossings within the CITY's Rights of Way concurrent with the rehabilitation of Liberty Lake Road from Appleway Avenue to Country Vista Drive. The CITY has concluded that this requirement is of a sufficient possibility and that the City may benefit from the crossings by use of the reclaimed water to irrigate the Trailhead Golf Course.

- B. The CITY and DISTRICT shall each put forth fifty (50) percent of the cost of furnishing and installing the crossings as shown on Exhibit A. Since the construction contract will be signed and held by the CITY, the DISTRICT shall reimburse the City for fifty (50) percent of the cost of furnishing and installing the crossings once the crossings have been furnished, installed, inspected, approved and paid. The bid items for cost sharing are shown in Exhibit A. Either the CITY or the DISTRICT in their respective sole discretion may elect to terminate this Agreement in the event bid amounts for furnishing and installing the crossings is not acceptable to either the CITY or the DISTRICT.

- C. The CITY and the DISTRICT shall each own an undivided one-half interest in the installed Reclaimed Water Pipe (hereinafter Pipe). In the event, either party desires to utilize the Pipe for a purpose other than conducting reclaimed water (such as a conduit for wires or other pipes), that party shall provide 30 days written notice to the other party and also, within 30 days of said notice, provide the other party with reimbursement for the cost expended by the other party pursuant to Section 3(B) above. In the event the Pipe becomes connected to the DISTRICT's Reclaimed Water System, the CITY agrees to dedicate its 50% interest in the Pipe to the DISTRICT and no payment shall be owing by the DISTRICT to the CITY.

SECTION NO. 4: NOTICES

All notices or other communications given hereunder shall be deemed given on: (i) the day such notices or other communications are received when sent by personal delivery; or (ii) the third day following the day on which the same have been mailed by certified mail delivery, receipt requested and postage prepaid addressed to the Party at the address set forth below, or at such other address as a Party shall from time-to-time designate by notice in writing to the other Party:

CITY: City Clerk
City of Liberty Lake
22710 E. Country Vista Dr.
Liberty Lake, Washington 99019

DISTRICT: District Manager
Liberty Lake Sewer & Water District

22510 E. Mission Avenue
Liberty Lake, Washington 99019

SECTION NO. 5: ASSIGNMENT

This Agreement shall be binding upon the PARTIES, their successors and assigns. No Party may assign, in whole or in part, its interest in this Agreement without the approval of the other Party.

SECTION NO. 6: LIABILITY

The DISTRICT shall indemnify, defend and hold harmless the CITY, its officers and employees from all claims, demands, or suits in law or equity arising from the DISTRICT'S intentional or negligent acts or breach of its obligations under the Agreement. The DISTRICT shall also indemnify, defend and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from any injury to or claim by a DISTRICT employee or representative sustained in the course of performing inspection of the installation of the Pipe. The DISTRICT'S duty to indemnify shall not apply to loss or liability caused by the intentional or negligent acts of the CITY, its officers and employees.

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

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

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

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

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

SECTION NO. 7: ANTI-KICKBACK

No officer or employee of the DISTRICT, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have

solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Agreement.

SECTION NO. 8: VENUE STIPULATION

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is mutually understood and agreed by each party that this Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement, or any provision hereto, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

SECTION NO. 9: COMPLIANCE WITH LAWS

The PARTIES shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this Agreement.

SECTION NO. 10: NON-DISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement in violation of federal, state or local law.

SECTION NO. 11: MISCELLANEOUS

- A. NON-WAIVER: No waiver by any Party of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that Party in the future.
- B. ENTIRE AGREEMENT: This Agreement contains terms and conditions agreed upon by the PARTIES. The PARTIES agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement. No changes or additions to this Agreement shall be valid or binding upon the PARTIES unless the change or addition is in writing, executed by the PARTIES.
- C. MODIFICATION: No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
- D. HEADINGS: The section headings appearing in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to define, limit or extend the scope or intent of the sections to which they pertain.
- E. COUNTERPARTS: This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

- F. SEVERABILITY: If any parts, terms or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected and the rights and obligations of the PARTIES shall not be affected in regard to the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement is in conflict with any statutory provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed to modify to conform to the statutory provision.
- G. RELATIONSHIP OF THE PARTIES: The PARTIES intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant or representative of the DISTRICT shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose. Likewise, no agent, employee, servant or representative of the CITY shall be deemed to be an employee, agent, servant or representative of the DISTRICT for any purpose.

SECTION NO. 12: RCW 39.34 REQUIRED CLAUSES

- A. PURPOSE: See Section No. 1 above.
- B. DURATION: See Section No. 2 above.
- C. ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS: No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. RESPONSIBILITIES OF THE PARTIES: See provisions above.
- E. AGREEMENT TO BE FILED: The CITY shall file this Agreement with its City Clerk and place it on its web site or other electronically retrievable public source. The DISTRICT shall file this Agreement with the County Auditor or place it on its web site or other electronically retrievable public source.
- F. FINANCING: Each party shall be responsible for the financing of its contractual obligations under its normal budgetary process.
- G. TERMINATION: See Sections No. 2 and No. 3 above.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed on this _____ day of _____, 2016.

Liberty Lake Sewer & Water District

City of Liberty Lake, Washington

BiJay Adams, District Manager

Steve Peterson, Mayor

Attest:

Approved as to Form:

Ann Swenson, City Clerk

Sean P. Boutz, City Attorney

RESOLUTION



AGENDA ITEM NO.: 12

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:
Surplus Resolution

FOR THE AGENDA OF: December 6, 2016

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:
A – List of surplus items

DEPT. HEAD APPROVAL: RJS

EXPENDITURE REQUIRED:	No
BUDGETED:	No

SUMMARY STATEMENT

The City desires to dispose of surplus items by selling what it can and discarding what it cannot in a manner that minimizes the use of City resources. Recommended action is to pass the Resolution and authorize staff to sell or otherwise dispose of surplus items in a manner deemed to be in the best interest of the City.

RECOMMENDED ACTION

Approve Resolution 16-220 declaring as surplus, certain personal property of the City.

**RESOLUTION NO. 16-220
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN INVENTORY
ITEMS DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS
OF THE CITY OF LIBERTY LAKE, WASHINGTON**

WHEREAS, certain items of equipment belonging to the City of Liberty Lake are obsolete and no longer utilized by the City;

WHEREAS, the City would like to dispose of these items that are unneeded or not useful to the City; and

WHEREAS, the City has followed its financial policies and procedures for the surplus of equipment and is now desirous of formally declaring the items as surplus and disposing of them pursuant to the City's Municipal Code;

NOW, THEREFORE, be it resolved by the City Council of the City of Liberty Lake, Washington, as follows:

The items belonging to the City of Liberty Lake as shown in Exhibit A are declared to be surplus to the foreseeable needs of the City and it is deemed to be for the common benefit of the residents of the City to dispose of said items. The Mayor is authorized to dispose of the items listed in this Resolution in a manner that will be to the best advantage of the City of Liberty Lake.

Approved by the City Council this 6th day of December, 2016.

Mayor, Steve Peterson

Attest:

Approved as to Form:

Ann Swenson, City Clerk

Sean P. Boutz, City Attorney

Exhibit A - Inventory List for Surplus Action 12/6/2016

DEPARTMENT	ITEM	DESCRIPTION	Value	LL Property # or Serial #	#	Location
Library	19" LCD Monitor	Dell E193FPC		283	1	
Library	17" LCD Monitor	Dell E172FPT		201	1	
Library	Desktop Computer	Lenovo 8807		518	1	
Library	Desktop Computer	Lenovo 8807		520	1	
Library	Laptop Computer	Acer Extensa 4630		619	1	
Library	Desktop Computer	Dell Optiplex 360		1411	1	
Library	Desktop Computer	Acer AM5100-U5201A			1	
Library	Keyboard	Adesso PCK-308UB			1	
Library	Large filing Cabinet				2	
Library	Plastic Magazine Holders					box
Library	Brown Recliner				1	
Library	Canopy				2	
Police Dept	HP Deskjet Printer HP920C	S.N. MX1B96D2TD		308	1	
Police Dept	Canon Imageclass 2300 cd	S.N. 6ZS0147404		384	1	
Police Dept	Imagistics IM4511	Model # SHP1M4511		S.N. 5080628-SHP	1	
Police Dept						
Police Dept	2003 Ford Crown Victoria	Mileage: 169,158	KBB: \$299.00		1	
			Private Party: \$1,047.00	VIN: 2FAFP71W63X107597		
Police Dept	Laptop Computer 7	GD6000		4504	1	
Police Dept	Laptop Computer 7	GD6000		4539	1	
Police Dept	Laptop Computer 7	GD6000		4773	1	
Police Dept	Laptop Computer XP	GD6000		4386	1	
Police Dept	Laptop Computer XP	VR1			1	
Police Dept	Laptop Computer XP	VR1		4471	1	
Police Dept	Laptop Computer XP	VR1			1	
Police Dept	Laptop Computer XP	VR1		4472	1	
Police Dept	Laptop Computer XP	VR1		4469	1	
Police Dept	Laptop Computer XP	VR1		4470	1	

**FIRST READ
ORDINANCE**

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 234**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON ADDING A
NEW TITLE 1, CHAPTER 10 TO THE LIBERTY LAKE MUNICIPAL CODE
RELATED TO A CODE OF ETHICS.**

WHEREAS, elected officials, employees, and representatives of the City of Liberty Lake wish to adhere to a standard of ethics that will maintain the utmost trust and confidence of the citizens of the City of Liberty Lake in their local government, its elected officials, employees, and representatives; and

WHEREAS, Washington law currently prohibits certain conduct of City of Liberty Lake officials while serving the City; and

WHEREAS, the City of Liberty Lake wishes to provide uniform guidelines for all elected officials, employees, and representatives on ethical issues, and a method of investigation and adjudication of ethics complaints; and

WHEREAS, the City Council believes a Code of Ethics is in the best interest of the City of Liberty Lake, its employees, and citizens.

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

Section 1. **Adoption.** A new chapter 1-10-1 is added to the City of Liberty Lake Municipal Code as set forth in the attached Exhibit A, which is incorporated herein and made a material part of this Ordinance by this reference.

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

Section 3. **Effective Date.** The Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

Passed by the City Council this ____ day of December, 2016.

MAYOR STEVE PETERSON

ATTEST:

ANN SWENSON, City Clerk

APPROVED AS TO FORM:

SEAN P. BOUTZ, City Attorney

**Chapter X.XX
CODE OF ETHICS**

Sections:

- [X.XX.010](#) Declaration of policy.
- [X.XX.020](#) Code of ethics.
- [X.XX.025](#) Nepotism.
- [X.XX.027](#) Social Media.
- [X.XX.030](#) Disclosure.
- [X.XX.040](#) Civil penalties.
- [X.XX.050](#) Responsibilities of Hearing Examiner.
- [X.XX.060](#) Enforcement procedures.
- [X.XX.070](#) False charge of misconduct.

X.XX.010 Declaration of policy.

High moral and ethical standards among public officials and public employees are essential to gain and maintain the confidence of the public because such confidence is essential to the conduct of free government. Public officials and public employees are agents of the people and hold their positions for the benefit of the people. The proper operation of democratic government requires that public officials and employees be independent and impartial when establishing policy and that their positions never be used for personal gain. A code of ethical conduct is necessary for the guidance of public officials where conflicts do occur as well as to prevent conflicts of interest.

X.XX.020 Code of ethics.

The purpose of the code of ethics is to assist City officials and employees in establishing guidelines to govern their own conduct as it relates to official City business. The code is also intended to help develop traditions of responsible public service. This code of ethics shall apply to all members of the City Council, Planning Commission, and other City Boards and Commissions as well as all City employees (hereinafter collectively "Representatives"). Representatives shall be deemed to have violated this code of ethics if he or she:

- (1) Receives or has any financial interest in any sale to or by the City of any service or property when such financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service;

(2) Accepts or seeks for others any service, information or thing of value on more favorable terms than those granted to the public generally, from any person, firm or corporation having dealings with the City;

(3) Accepts any gift or favor from any person, firm or corporation having any dealings with the City if he or she knows or has reason to know that it was intended to obtain special consideration;

(4) Influences the selection of or the conduct of business with a corporation, person or firm having business with the City if he or she personally or through household relatives has financial interest in or with the corporation, person or firm;

(5) Is an employee, officer, partner, director or consultant of any corporation, firm or person having business with the City, unless he or she has disclosed such relationship as provided by this chapter; provided, that nothing herein shall be deemed to apply to consultants who render professional advice to corporations, firms or persons on matters unrelated to the business with the City. This provision shall not apply if the official or employee disqualifies himself or herself from all participation in the City business with the corporation, firm or person;

(6) Engages in or accepts private employment or renders services for private industry when such employment or service is incompatible with the proper discharge of his or her official duties, would impair his or her independence of judgment or action in the performance of his or her official duties, or would require or induce him or her to disclose confidential information acquired by reason of his or her official position;

(7) Appears on behalf of a private interest before any regulatory governmental agency against the interest of the City, or represents a private interest in any action or proceeding against the interest of the City in any litigation to which the City is a party, unless he or she has a personal interest and this personal interest has been disclosed to the regulatory governmental agency. A City Councilmember may appear before regulatory governmental agencies on behalf of constituents in the course of his or her duties as a representative of the electorate or in the performance of public or civic obligations; however, no official or employee shall accept a retainer or compensation that is contingent upon a specific action by a City agency;

(8) Directly or indirectly possess a substantial or controlling interest in any business entity which conducts business or contracts with the City, or in the sale of real estate, materials, supplies or services to the City, without disclosing such interest as provided by this chapter. An interest is not a substantial interest if such interest does not exceed one-tenth of one percent of the outstanding securities of the business concern; or, if the interest is an unincorporated business concern, one percent of the net worth of such concern, or the

financial interest of a corporation, person or firm does not exceed five percent of the net worth of the employee and his or her household relatives;

(9) As a City Councilmember, has a financial or other private interest in any legislation or other matters coming before the council and fails to disclose such an interest on the records of the City Council. This provision shall not apply if the City Councilmember disqualifies himself or herself from voting by stating the nature and extent of such interest. Any other official or employee who has a financial or other private interest, and who participates in discussion with or gives an official opinion to the City Council and fails to disclose on the records of the City Council the nature and extent of such interest is in violation of this chapter;

(10) Violates any ordinance or resolution of the City;

(11) Discloses confidential information gained by reason of his or her official position or otherwise uses such information for his or her personal gain or benefit;

(12) Makes any false statement or representation of any public record or document in a willful disregard of the truth of such statement or representation;

(13) Request or permit the use of City-owned vehicles, equipment, materials or property for personal convenience, improper purposes, or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business;

(14) Grants any special consideration, treatment or advantage beyond that which is available to every other citizen in similar circumstances;

(15) Knowingly and in willful disregard of LLMC [X.XX.025](#) violates or influences any other person to violate the nepotism policy set forth in LLMC [X.XX.025](#);

(16) Violates any provision of Chapter [42.20](#) or [42.23](#) RCW;

(17) Violates the appearance of fairness doctrine in Chapter [42.36](#) RCW.

X.XX.025 Nepotism.

In order to prevent conflicts of interest, the City limits employment of an employee's immediate family, as defined in these policies, under any or all of the following circumstances:

(1) Where an immediate family member would have authority (or practical power) to supervise, appoint, remove, or discipline the other;

(2) Where an immediate family member would be responsible for auditing the work of the other;

(3) Where both parties would report to the same immediate supervisor;

(4) Where, in order to avoid the reality or appearance of improper influence or favor, or to protect confidentiality, the City must limit the employment of immediate family members of policy level officers of any agency or organization currently dealing with the City or which could reasonably be expected to deal with the City in the future;

(5) Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City;

(6) Where an immediate family member, other than a spouse, is a member of the City Council. If an employee's spouse is a City Councilmember, then a prohibited conflict of interest exists if any or all of subsections (1) through (4) of this section apply.

For purposes of this section, "immediate family" means the public official's or employee's spouse, registered domestic partner, child, parent, brother and sister, mother and father-in-law, son and daughter-in-law, aunt and uncle, grandparents, grandchildren, or step-relatives or domestic partner-relatives in one of these relationships.

X.XX.027 Social Media.

This section identifies the roles, responsibilities, and best practice recommendations for the use of social media by City Representatives. The City is committed to open and progressive communications between its Representatives and their constituents utilizing available and future online technologies within the limits of the law.

This policy applies to any social media site or tool used by Representatives in their official or employment capacity to communicate with constituents or the general public. Where indicated, certain provisions of this policy shall apply only to social media sites/tools that are owned or maintained by the City of Liberty Lake, including sites/tools that are established by the City for its' Representatives. It is primarily each Representatives responsibility to ensure compliance with this policy.

It is the City's preference and intent that Representatives will not utilize social media to communicate in their official or employment capacity except through social media sites/tools that are owned or maintained by the City of Liberty Lake. The use of private social media sites/tools for this purpose is strongly discouraged.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts and comments should model the same professional behavior displayed during Council meetings and community meetings.

Social media are not to be used by Representatives as mechanisms for conducting official City business other than to informally communicate with the public. Examples of business that may not be conducted through social media include: making policy decisions, official public noticing, and discussing confidential City matters that have not been approved for release to the public. Representatives' social media site(s) should contain links directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct official city business.

The City Administrator shall have primary responsibility to administer and enforce the provisions of this chapter with respect to social media sites/tools that are owned or maintained by the City of Liberty Lake. The City Administrator may cause categories of official City of Liberty Lake social media applications, tools, or sites to be permanently or temporarily discontinued if they are not or cannot be used in compliance with this policy. The City Administrator shall exercise such discretion in a viewpoint-neutral, evenhanded, and non-arbitrary manner. If Representatives are aggrieved by an administrative decision or enforcement action of the City Administrator they may request an informal hearing with the Hearing Examiner to challenge such decision or action consistent with LLMC X.XX.060.

DEFINITIONS

As used in this section, the following shall be defined as:

"Chat" is a feature that allows instant messages to be sent.

"Comment" is a response to a post, an article or other social media content submitted by a visitor.

"City Council Member" includes members, individually or collectively, of the Liberty Lake City Council, and any employees working on behalf of said member(s) to represent him or her, using a social media tool.

“Like” is a feature that allows users to show their support for a specific comments, pictures, wall posts, statuses, or fan pages. The “Like” button allows users to show their appreciation for content without having to make a written comment.

“Mayor” includes the Mayor of the City of Liberty Lake and any employees working on behalf of the Mayor to represent him or her, using a social media tool.

“Post” is an original entry onto a social media site by the user of the site.

“Representatives” includes, but is not limited to, the Mayor, all members of the City of Liberty Lake City Council, Planning Commission, other City Board and Commission members, and City employees.

“Sharing” is to relay a previously created post onto a different social media site.

“Social Media” are third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies are operated by non-city hosted services and may be used by the Mayor or City Council Members to communicate with the public. Such third party hosted services/tools may include, but are not limited to: social networking sites (MySpace, Facebook, Linked-In), micro-blogging tools (Twitter, RSS feeds), audiovisual networking sites (YouTube, Flickr), and blogs and similar sites.

“Tagging” is a mechanism of linking a person, page or place to a post.

“Visitor” is a person who views the Mayor or City Council Member’s social media site.

RECORDS RETENTION ACT COMPLIANCE

State and local records retention laws and schedules apply to social media content. All social media content that is required to be retained shall be maintained for the legally required retention period based on the subject matter of the content. Prior approval of the retention format and procedures for each social media tool being used must be received from the City Administrator upon the advice and recommendations of the Public Records Officer and City Clerk. Except for social media sites/tools that are owned or maintained by the City of Liberty Lake, which will be retained through the City’s archiving system, it is the ultimate responsibility of Representatives to maintain current, approved retention procedures and to ensure that those procedures are followed.

As with any correspondence sent in his or her capacity, as applicable, Representatives postings to social media sites maintained by others must be retained by the Representatives to the extent that such content

constitutes a “public record” as defined by Chapter 42.56 RCW. Printouts of postings to others’ sites may suffice for retention purposes.

Representatives should consult with the City Administrator or City clerk for the applicable retention schedule and method.

PUBLIC RECORDS ACT COMPLIANCE

Content maintained in a social media format that is related to City business, including communication between individual Representatives and constituents or the general public, and a site’s listing of “friends” or “followers”, may be considered a public record subject to disclosure under the state Public Records Act.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act, RCW 42.56. If it is not possible to display this notice prominently on the site, Representatives should notify users by including a link from the site to the Public Records Act, notify new users via responses to posts, and/or periodically notify existing users via broadcast message.

Under the state Public Records Act, the City is potentially responsible for responding accurately and completely to any public records request, including a request for public records on social media maintained by individual Representatives. Therefore, it is mandatory that records have been retained for the legally required retention period in accordance with applicable standards.

Users of, and visitors to, social media sites shall be notified that public disclosure requests must be directed to the appropriate City Public Records Officer pursuant to the City’s Public Records Disclosure Policy.

OPEN PUBLIC MEETINGS ACT AND APPEARANCE OF FAIRNESS DOCTRINE COMPLIANCE

Communication between City Council Members via social media, as with telephone and email, may potentially constitute a “meeting” under the Open Public Meetings Act, Chapter 42.30 RCW. For this reason, City Council Members are prohibited from participating in social media discussions/threads regarding City business that involve a quorum of City Council Members, and are strongly discouraged from “friending” other City Council Members or “liking” other City Council Members’ posts.

In addition, receiving or making posts or comments regarding quasi-judicial matters via social media may violate City Council policy, local or state law, including Chapter 42.36 RCW – Appearance of Fairness Doctrine. To avoid receiving any comments on pending quasi-judicial matters that may violate the Appearance of

Fairness Doctrine, City Council Members are strongly encouraged to maintain social media sites with settings that can restrict users' ability to post content.

EQUAL ACCESS

Representatives are discouraged, in their official capacity, from posting or commenting on social media sites that require membership or subscription. When posting information or soliciting feedback on such a site, Representatives should always provide an alternate source for the same information or mechanism for feedback on the City's public website so that those that are not members of the social media site may have equal access.

X.XX.030 Disclosure.

Disclosure as required by this chapter shall be in writing and filed with the City Clerk. Disclosure shall be made as soon as the person becomes aware of the facts giving rise to the disclosure requirements. An oral disclosure made at a regular or special City Council meeting shall constitute compliance with this section. The oral disclosure shall be included in the official minutes of the Council meeting.

X.XX.040 Civil penalties.

(1) Any member of a City Board or Commission found guilty of a violation of this chapter may be suspended or removed from office by action of the City Council through a majority vote of the City Council Members,

(2) Any member of the City Council found guilty of a violation of this chapter in addition to any other penalties permitted by law may a) receive a written reprimand in a letter approved by the majority vote of the other City Councilmembers, b) a censure by written statement approved by majority vote of the other City Councilmembers and administered personally to the individual Councilmember in open session of the City Council, c) suspension, or d) removal from office for repeated violations as determined and approved by a majority vote of the other City Council members.

(3) Any employee found guilty of a violation of this chapter, in addition to any other penalties permitted by law, shall be subject to discipline or other penalties as determined by the Mayor, or his or her designee.

(4) In addition to the sanctions for aiding, abetting, seeking or requesting a violation of this chapter, any person or organization which willfully attempts to secure preferential treatment in its dealing with the City by offering any valuable gifts, whether in the form of services, loan, thing or promise, or any other form to any City official

or employee, shall have its current contract with the City canceled and shall not be able to bid on any other City contracts for a period of two years.

X.XX.050 Responsibilities of Hearing Examiner.

(1) There is hereby delegated to the Hearing Examiner, the responsibility set forth in LLMC X.XX.027 and [X.XX.060](#) relating to enforcement procedures, except as to employees of the City of Liberty Lake in the administrative services under the Mayor. Once such allegation or complaint has been filed with the office of the City Clerk and notice of such filing has been transmitted to the Hearing Examiner which notice shall not set forth any names or details concerning the complaint, then the Hearing Examiner shall conduct an investigation; provided, that in the event said complaint shall involve in some manner the office of the Hearing Examiner, the matter shall be referred to the City Attorney for investigation, all in accordance with the procedures outlined herein.

(2) The Hearing Examiner is also authorized to issue advisory opinions upon request of City officials concerning the applicability of this chapter to specific factual situations. Administrative employees under the supervision of the Mayor concerned with the applicability of this chapter to specific factual situations may address their concerns to the Mayor or his/her designee.

X.XX.060 Enforcement procedures.

(1) Any person who has knowledge of a violation of this code of ethics by a person other than an administrative employee under the supervision of the Mayor may make a signed written report of the same to the City Clerk. The fact that a report has been received, the contents of the report, and the identity of the person making the report shall remain confidential until such time as the Hearing Examiner has made an initial threshold determination that probable cause exists to believe that a violation of the code of ethics has occurred.

(2) Upon receipt of a report, the Hearing Examiner, without benefit of subpoenas or sworn testimony, shall make such preliminary investigation as he or she deems appropriate to determine whether probable cause exists to believe that a violation of the code of ethics has occurred. Once the preliminary investigation is complete, the person accused shall be given the name(s) of the accuser(s) and the allegations whether or not the Hearing Examiner finds probable cause. If the Hearing Examiner is satisfied that probable cause does exist, he or she may choose between two courses of action as follows:

(a) Refer the matter to the proper authorities for criminal prosecution; provided, that upon a determination that the proof beyond a reasonable doubt necessary for criminal conviction is not

available, the proper authorities may refer the matter back to the Hearing Examiner for proceedings consistent with the civil burden of proof, e.g., a simple preponderance of the evidence; or

(b) Retain the matter for his or her own formal investigation with a view toward the ultimate disposition by the City Council in the event it is determined an actual violation has occurred.

(3) If the Hearing Examiner should determine probable cause does not exist, he or she shall communicate his or her decision in writing to the person who made the initial report. The Hearing Examiner's determination of lack of probable cause shall remain confidential, unless the person who made the initial report chooses to make his or her complaint public. Should this latter event occur, all of the Hearing Examiner's records, files, notes, correspondence, and investigative materials relating to the finding of lack of probable cause shall be made open for public inspection.

(4) Should the Hearing Examiner decide to retain the matter for his or her own formal investigation pursuant to subsection (2) (b) of this section, the Hearing Examiner shall notify, in writing, the person who made the report and the person complained against, of his or her decision to pursue a formal investigation by way of holding a hearing to determine if a violation has occurred. The person complained against may choose whether the hearing shall be open or closed to the public.

(5) Hearings conducted by the Hearing Examiner shall be informal. The person complained against may be represented by legal counsel and may present and cross examine witnesses and give evidence before the Hearing Examiner. The Hearing Examiner may call witnesses on his or her own motion and compel the production of books, records, papers, or other evidence needed. To that end, the proper authorities shall issue subpoenas and subpoenas duces tecum at the request of the Hearing Examiner or the person complained against. All testimony shall be under oath administered by the Hearing Examiner. The Hearing Examiner may adjourn the hearing from time to time in order to allow for the orderly presentation of evidence.

Upon motion made by the person complained against or upon his or her own motion, the Hearing Examiner may temporarily stay or permanently suspend his or her investigation when, in his or her formal discretion, the manifest needs of justice and fairness will be better served thereby.

The Hearing Examiner shall prepare an official record of the hearing, including all testimony, which shall be recorded by mechanical device, and exhibits; provided, that the Hearing Examiner shall not be required to transcribe such records unless presented with a request accompanied by payment of the cost of transcription.

(6) Within thirty (30) days after the conclusion of the hearing, the Hearing Examiner shall, based upon a preponderance of the evidence, make and fully record in his or her permanent records, findings of fact, conclusions of law, and his or her determination of a recommended disposition. A copy of the findings, conclusions, and recommended disposition shall be forwarded by registered mail to the person who made the initial report and to the person complained against at addresses as given by both persons to the Hearing Examiner. An additional copy of the findings, conclusions, and recommendations shall be forwarded to the City Council for its formal action, if any.

(7) Upon receipt of the Hearing Examiner's final action, the City Council shall schedule a public hearing. The person complained against shall have not less than two weeks' written notice of this hearing. At this hearing the Hearing Examiner, the person complained against, and other interested parties shall be given a reasonable opportunity to be heard, following which the City Council may adopt, reject, amend, or modify the Hearing Examiner's findings, conclusions, and recommendations, or remand the matter for further investigation and consideration by the Hearing Examiner. The Council's decision shall be in writing, setting forth its findings, conclusions, and in appropriate cases, the civil sanction(s) imposed.

(8) Any person found, by final written order of the City Council, to be in violation of this code of ethics may appeal the Council's decision in the manner and form as provided by Chapter [X.30](#) LLMC.

(9) After a complaint has been filed and during the pendency of a complaint, members of the City Council shall not discuss, directly or indirectly, with any party or other person about any issue or fact or law regarding the complaint, except as part of the investigation or disposition of the complaint.

(10) Neither the City nor any Representatives may take or threaten to take, directly or indirectly, official or personal action, including but not limited to discharge, discipline, personal attack, harassment, intimidation, or change in job, salary, responsibilities, against any person because that person filed a complaint.

X.XX.070 False charge of misconduct.

Any person who shall file with or report a charge of misconduct on the part of any public official or other person encompassed within the definition of this chapter, knowing such charge to be false or to have been recklessly made without any reasonable attempt to determine relevant facts and circumstances, shall be guilty of a misdemeanor and shall be punished as provided in Chapter [1.4.1](#) LLMC. In addition, the City Administrator may request that the Hearing Examiner make a finding that a complaint brought pursuant to this code of ethics is frivolous and without merit. Upon such a finding, the person making such a complaint may be liable to the

City for the cost of any investigation, if applicable. If the complainant is a City employee, he or she may additionally be subject to disciplinary action as set forth in LLMC 1-10-1.

DRAFT



AGENDA ITEM NO.: 13b

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:
2017 Budget

FOR THE AGENDA OF: December 6th, 2016

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:
Ordinance
Exhibits A & B

DEPT. HEAD APPROVAL: RJ Stevenson

EXPENDITURE REQUIRED:	No
BUDGETED:	2017 Budget Document

SUMMARY STATEMENT

On October 18th, 2016, Mayor Peterson presented the 2017 Budget to City Council. Included in the Budget were sources of revenue, anticipated expenditures, salary schedule, organizational chart, current and proposed Fee Schedule for the City. The 2017 Budget consists of 23 different funds. The largest fund being the General Fund which contains the majority of the City operations. Through the month of November and December, City Council has heard testimony from the public, or has asked questions regarding the Budget, and has made recommendations to the 2017 Budget.

RECOMMENDED ACTION

1. This is a first read Ordinance

**ORDINANCE NO. 235
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2017 THROUGH DECEMBER 31, 2017, 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, 2017 and ending December 31, 2017.

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 on October 21, 2016 and October 28, 2016 that 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 2017 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 2017 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 \$16,130,990 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 2017 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 2017 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 Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

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

sentence, clause or phrase of this Ordinance.

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

PASSED by the City Council this _____ day of _____, 2016.

Mayor, Steve Peterson

ATTEST:

City Clerk, Ann Swenson

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication: _____

Effective Date: _____

**City of Liberty Lake
2017 Budget Summary By Fund**

Exhibit A

FUND	Page #(s)	Est. Beginning Fund Balance	Revenues	Expenditures	Est. Ending Fund Balance
General Fund 001	P. 35-56	\$ 3,095,375	\$ 6,253,864	\$ 6,978,599	\$ 2,370,640
Street Fund (Fund 110)	P. 58	168,790	1,159,238	1,147,530	180,498
Tourism Promotion Fund	P. 61	7,990	58,090	63,000	3,080
Tourism Promotion Capital Fund	P. 62	30,000	45,100	-	75,100
Tourism Promotion Area (TPA)	P. 63	-	65,045	65,045	-
Restricted Reserve	P. 64	1,228,100	3,500	100	1,231,500
LTGO Redemption Note (1.8)	P. 65	-	125,234	125,234	-
City Land LTGO Bond Fund	P. 66	-	161,521	161,521	-
REET 1 Capital Projects Fund	P. 67	549,000	251,000	800,000	-
REET 2 Capital Projects Fund	P. 69	749,000	251,000	800,000	200,000
Street Capital Projects Fund	P. 71	500,000	1,800,500	1,924,000	376,500
Orchard Park Capital Fund	P. 73	-	2,500,000	2,500,000	-
Harvard Road Mitigation Fund	P. 74	363,000	141,000	360,000	144,000
Library Capital Fund	P. 76	75,000	15,048	-	90,048
Police Capital Fund	P. 78	50	50,075	50,000	125
Municipal Facilities Fund Master Plan	P. 77	-	350,000	100,000	250,000
Community Messaging Fund	P. 79	100,000	100	100,000	100
Underground Utility Fund	P. 80	25,000	25,000	-	50,000
Building Contingency Fund	P. 81	79,969	45,031	125,000	-
Stormwater Utility Fund	P. 82	200,000	65,800	126,400	139,400
Aquifer Protection Fund	P. 84	140,100	45,100	62,400	122,800
Golf Operations Fund	P. 86	150,400	519,115	612,161	57,354
Unemployment Fund	P. 89	-	30,000	30,000	-
		\$ 7,461,774	\$ 13,960,361	\$ 16,130,990	\$ 5,291,145

Exhibit B

**CITY OF LIBERTY LAKE
PROPOSED SALARY SCHEDULE FOR 2017**

JOB TITLE	Time (FT) Part Time (PT)	# of Employ ees	CURRENT RANGE	2017 PROPOSED CHANGES	Salary ranges except for Police has been increased by 2% for 2017
<u>Section 2. EXECUTIVE</u>					
City Administrator	FT	1	\$115,340 - \$129,891	\$117,647 - \$132,490	
<u>Section 3. ADMIN & FINANCE</u>					
Finance Director	FT	1	\$84499-\$95160	\$86,190 - \$97,063	
City Treasurer	FT	1	\$52751-\$59426	\$53,809 - \$60,611	
City Clerk	FT	1	\$52751-\$59426	\$53,809 - \$60,611	
Office Assistant	FT	1	\$35756-\$40248	\$36,462 - \$41,059	
<u>Section 4. POLICE</u>					
Chief of Police	FT	1	\$87332-98389	\$89,078 - \$100,317	
Police Records Clerk	FT	1	\$39117-\$44055	\$39,915 - \$44,949	
Police Officer	FT	8	\$56614-\$73224	\$51,624 - \$73,267	New Officer
Police Sergeant	FT	2	\$73807-\$83117	\$76,939 - \$83,290	Promote Officer in 2017
Police Detective	FT	1	\$76594-\$86249	\$76594-\$86249	
<u>Section 5. PARKS & RECREATION</u>					
Golf Professional	FT	1	\$50273-\$57138	\$52,766 - \$59,423	
Parks & Recreation Director	FT	1	\$64,560-\$72,706	\$65,852 - \$74,160	
Crew Lead	FT	2	\$30314-\$34133	\$37,086 - \$41,766	
Office Assistant	FT	1		\$36,462 - \$41,059	New Position part time to full time
Park Maintenance Full Time	FT	6		\$31,990 - \$36,025	Add health benefits for year round staff
Park Maintenance Seasonal	PT	NA	\$9.66 - \$10.88 per hour	\$11.00 - \$12.38 per hour	
Park Maintenance Seasonal - Experienced	PT	NA	\$10.99 - \$12.37 per hour	Combine with Park Maintenance Seasonal	
Park Maintenance Specialized	PT	NA	\$13.13- \$14.78 per hour	\$13.39 - \$15.08 per hour	
Park/Golf Maintenance - Foreman	PT	NA	\$15.08 - \$16.98 per hour	\$15.38 - \$17.32 per hour	
Golf Specialized	PT	NA	\$13.13- \$14.78 per hour	\$13.39 - \$15.08 per hour	
<u>Section 6. PLANNING & BUILDING SERVICES</u>					
Building Inspector	FT	1	\$46785-\$52707	\$47,715 - \$53,768	
Building Inspector - Temporary	PT	1		\$22.94 - \$25.85	Based on Permit Volume
Chief Building Inspector	FT	1	\$58276-\$65624	\$59,446 - \$66,934	
Planning & Building Services Manager	FT	1	\$63000-\$70948	\$64,260 - \$72,367	
Permit Technician	FT	1	\$35401-\$39873	\$36,109 - \$40,664	
Code Enforcement	PT			\$22.94 - \$25.85 per hour	
<u>Section 7. LIBRARY</u>					
Director of Library Services	FT	1	\$64561-\$72706	\$65,852 - \$74,160	
Librarian	FT	1	\$40643-\$45760	\$41,456 - \$46,675	
Library Clerk	PT	6	\$12.08-\$13.61 per hour	\$12.32 - \$13.88	
Library Technician I	PT	2	\$13.36-\$15.05 per hour	\$13.63 - \$15.35	
Library Associate	FT	1	\$34,320 - \$38,646	\$35,006 - \$39,416	
Library Associate	PT	3	\$16.50 - \$18.58	\$16.83 - \$18.95 per hour	
<u>Section 8. PUBLIC WORKS</u>					
City Engineer	FT	1	\$77876-\$87702	\$79,434 - \$89,456	
Crew Supervisor/Equipment Maint Tech	FT	1	\$44573-\$50149	\$45,427 - \$51,147	
<u>Section 9. FACILITIES</u>					
Custodian	PT	1	\$10.77 - \$12.13 per hour	\$11.00 - \$12.37 per hour	

The City of Liberty Lake Citizens

Executive

Mayor

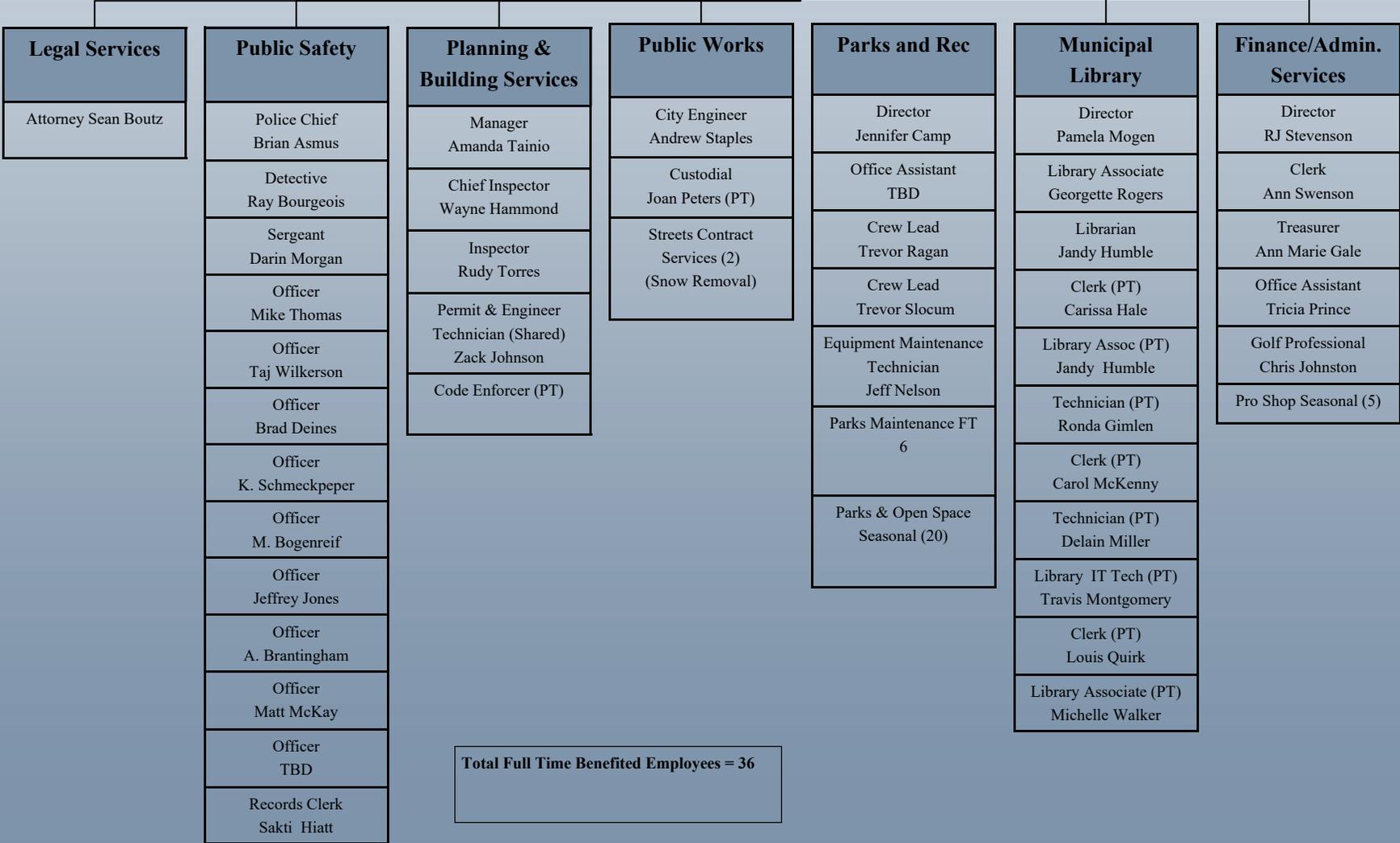
Legislative

City Council

Boards & Commissions

City Administrator

Katy Allen



**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 236**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON EXTENDING
FOR SIX MONTHS A MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS
OR ISSUANCE OF PERMITS FOR THE CONSTRUCTION OF MULTIFAMILY
HOUSING; PROVIDING FOR SEVERABILITY; AND DECLARING AN
EMERGENCY.**

WHEREAS, the City of Liberty Lake (“City”) passed Ordinance No. 231 on June 21, 2016, establishing a moratorium on the acceptance of applications or issuance of permits for the construction of multifamily housing; and

WHEREAS, the City passed Ordinance No. 231A on August 2, 2016, amending Ordinance No. 231; and

WHEREAS, the City is still in the process of reviewing and updating its Development Regulations in accordance with the provisions of the City’s updated Comprehensive Plan and the provisions of the Washington State Growth Management Act; and

WHEREAS, additional time is necessary for the City’s Planning Commission and City Council to review, discuss, and update the Development Regulations, including those involving multifamily housing on where and under what circumstances new multifamily developments should be permitted; and

WHEREAS, the City is authorized pursuant to RCW 35A.63.220 and RCW 36.70A.390 to renew an existing moratorium for up to six-months as long as the City adopts findings of facts and holds a public hearing before renewing a moratorium; and

WHEREAS, the City Council held a public hearing on July 19, 2016 regarding the moratorium imposed by Ordinance No. 231, and subsequently amended by Ordinance No. 231A; and

WHEREAS, the moratorium should be extended or cancelled before December 21, 2016; and

WHEREAS, a renewal of the moratorium is in the best interests of the City and is needed to preserve the public health, safety, and welfare of the residents of the City.

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

Section 1. **Findings of Fact.** The City Council adopts the above recitals as findings of fact in support of this Ordinance and those also set forth in Ordinance Nos. 231 and 231A.

Section 2. Moratorium Extension. The City Council hereby extends, for six additional months from the expiration of the current six-month moratorium on December 21, 2016, the six-month moratorium imposed by Ordinance Nos. 231 and 231A, prohibiting the acceptance of applications or the issuance of permits associated with the construction of multifamily housing in the City as set forth in said Ordinances.

Section 3. Term of Moratorium. The moratorium established by this Ordinance shall be in effect for a period of six (6) months from December 21, 2016, unless repealed, extended, or modified by the City Council after a public hearing and the entry of appropriate findings of fact as required by RCW 35A.63.220 and/or RCW 36A.70A.390. The City held a public hearing as required on December 20, 2016.

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 unconstitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. Effective Date. This Ordinance, as a public emergency ordinance, necessary for the protection of the public health, public safety, public property, or public peace, shall take effect and be in full force and effect immediately upon adoption. Pursuant to *Matson v. Clark County Bd. Of Com'rs*, 79 Wash.App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the "WHEREAS" clauses, above, all of which are adopted by reference as set forth herein. This Ordinance shall become effective immediately upon passage. The City Clerk is directed to publish a summary of this Ordinance, as applicable, at the earliest publication date.

Passed by the City Council this ____ day of December, 2016.

MAYOR STEVE PETERSON

ATTEST:

ANN SWENSON, City Clerk

APPROVED AS TO FORM:

SEAN P. BOUTZ, City Attorney

Introduction of Upcoming Agenda Items



**DRAFT CITY COUNCIL
ADVANCED AGENDAS**
For Planning Discussion Purposes Only
As of December 2, 2016

Please note: This is a work in progress; items are tentative

December 18, 2016

Follow-up City Council Retreat

N/A

1. WORKSHOP DISCUSSION: Master Planning City Facilities

December 20, 2016

DUE Wed, Dec14

Pre-Council Meeting Holiday Events beginning @ 5:30 p.m. – Tree Lighting / Walk to Bethlehem

1. Consent Agenda (minutes, vouchers)
2. GENERAL BUSINESS:
 - Approve Lodging Tax Advisory Board recommendations
 - Approve renewal of Partnership Agreement with the Splash / Wick Enterprises
 - Approve the Electric Vehicle Charging Station agreement with Avista
3. PRESENTATIONS:
 - Employee Recognition
 - Tourism Promotion Area Fund Report, Cheryl Kilday, Visit Spokane
4. **PUBLIC HEARING**: Liberty Lake Moratorium regarding Applications or Issuance of Permits for the Construction of Multifamily Housing
5. RESOLUTION:
 - Legacy Ridge West Addition Final Plat
6. SECOND READ ORDINANCES:
 - Adopting the 2017 City Budget
 - Extending the Moratorium on the Acceptance of Applications or Issuance of Permits for the Construction of Multifamily Housing
 - Establishing a Code of Ethics for Elected Officials

*******TENTATIVE ITEMS:**

1. Ordinance No. 232, granting a non-exclusive Franchise Agreement to Avista Corporation
2. Contract with Ptera
3. LLML 4th Quarter 2016 report (Pamela 1/21/17)
4. On-Call Arborist contract
5. Approve the Liberty Creek Elementary School underground electrical easement
6. Traffic consultant agreement (2017)
7. Moratorium on the Acceptance of or Processing of Applications, or Issuance of Permits or Licenses, and Approvals, and Uses or Activities Associated with the Producing, Processing, or Retailing of Marijuana and Marijuana-Infused Products; and Declaring an Emergency (expires 5/2/17).
8. PRESENTATION: Municipal City Flag, Councilman Dunne
9. PRESENTATION: Eagle Scout Project, Tyler Wright – (1/3)
10. Special Meeting 1/24– Joint workshop between City Council & City Planning Commission to discuss design regulations, I-zone, C2 Zone, and M2 Zone (Gregg Dohrn to facilitate)
11. Agreement with City of Post Falls regarding license plate readers
12. MOU with Spokane County regarding their IT Services
13. A resolution adopting the City Council's 2017 Priorities