

**CITY COUNCIL MEETING
TUESDAY, APRIL 7, 2020
CITY HALL
HELD REMOTELY
7:00 P.M.**

City Council Members will be participating via Zoom.

The public may participate via conference call by dialing 509-255-7596, then pressing #9 for the conference number, then entering 53569 for the conference pin.

- 1. INVOCATION**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. ROLL CALL**
- 5. AGENDA APPROVAL**
- 6. CITIZEN COMMENTS**
- 7. COVID-19**
 - Update – Liberty Lake Police Chief, Brian Asmus
 - Financial Strategy – Finance Director, RJ Stevenson
- 8. MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**
- 9. CITY ADMINISTRATOR REPORT**
 - Ameresco Energy Service Proposal – Operations & Maintenance Director
 - City Council Retreat – Discuss deferring
 - City Services & Communication
- 10. ACTION ITEMS**
 - A. Consent Agenda**
 - i. Approve city council minutes for the March 17, 2020 special meeting and approve the city council minutes for the March 17, 2020 regular meeting
 - ii. Approve April 7, 2020 vouchers in the amount of \$234,132.35

10. ACTON ITEMS

B. General Business

- i. Authorize the Mayor to sign the On Call Agreement with Greenleaf Landscape for certified arborist services in an amount up to \$35,000
- ii. Authorize the Mayor to sign the On Call Agreement with Greenleaf Landscape for landscape maintenance services in an amount up to \$35,000
- iii. Approve Harvest Parkway Roundabout repairs in the amount of \$8,712, to be reimbursed by insured agency

11. RESOLUTIONS

- a. Resolution No. 20-269 – Authorizing the adoption of the Spokane County Multi-Jurisdiction Hazard Mitigation Plan
- b. Resolution No. 20-270 – Surplusing items deemed no longer necessary
- c. Resolution No. 02-048E– Amending the City’s Financial Management Policy

12. INTRODUCTION OF UPCOMING AGENDA ITEMS

13. CITIZEN COMMENTS

14. ADJOURNMENT

REPORT



POLICE DEPARTMENT

23127 EAST MISSION AVENUE
LIBERTY LAKE, WA 99019
(509) 755-1140

LLPD Report for Liberty Lake City Council – March 2020

Total incidents generated by Officers and emergency calls for service last month	534
Traffic Collisions/Hit & Runs / Injury Collisions	3
Citations (Traffic/Criminal/Non-Criminal)	45
DUI (Driving Under Influence)	2
Thefts / Vehicle Prowls / Vehicle Theft / Burglaries	23
Malicious Mischief	4
Argument / Assault DV / Simple Assault / Assault w/a Weapon	4
Parking Violations	1
Suspicious Vehicles	21

VEHICLE THEFT/RECOVERY, 03/02/2020; Officers received a report of a stolen vehicle at 21605 E. Country Vista Dr. The business at this location reported one of their delivery trucks had been stolen. Officers took the report and submitted the vehicle details to be entered into NCIC. On 03/03/2020, the vehicle was recovered in Spokane Valley. No suspects at this time.

MALICIOUS MISCHIEF, 03/21/2020-03/26/2020; Officers received a report of a house being egged at the 23000 block of E. Sinto Ave. This incident led to a series of incidents at this location. Following the egging, the homeowner discovered their vehicle tires had been slashed as well. While this incident was under investigation, the homeowner replaced the tires. After the tires had been replaced, the homeowner discovered their tires had been slashed again; to include a second vehicle parked in their driveway. Needless to say, the monetary amount of the

damage was very significant. Officers gathered leads and evidence reference this case which led to the suspects. Case is being forwarded to the Prosecutors Office.

THEFT/DRUGS/SEARCH WARRANT, 03/21/2020; Officers received a report of a Theft at 1304 N. Liberty Lake Rd. Officers located the suspect and vehicle involved. Through their investigation and observations on-scene, Officers developed probable cause to seize the involved vehicle and apply for a search warrant. The suspect was arrested for Theft 3rd and (PCS) Possession of Controlled Substance Heroin. The subsequent search warrant was applied for and granted. Officers recovered the stolen property and additionally located Methamphetamine and a significant amount of drug paraphernalia. Additional charges were filed based on the findings of the search warrant.

ACCIDENT HIT AND RUN, 03/31/2020; Officers responded to a report of a Hit and Run Collision at the 22000 block of E. Country Vista Dr. Arriving Officers were able to locate the suspect vehicle to complete their investigation. The suspect driver was cited for Hit and Run, Driving While License Suspended 3rd, and issued an infraction for Operating a Vehicle without Insurance.

Hope everyone is well and take care of each other!

March 1, 2020 through March 31, 2020 Map

http://nwsdsslive/dssdashboard/dashboard.aspx Decision Support Dashboard

LE Incidents Map - ESRI World Imagery Map

700m
2000ft

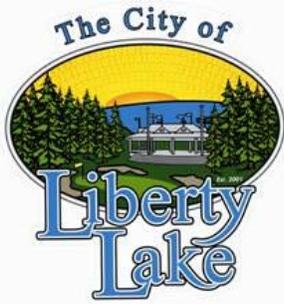
POWERED BY
esri

Decision Support Dashboard Page 4 Page 3 Page 2 X Galactic\jjajones Add Gadget

1:47 PM
4/1/2020

Detailed description: The image shows a screenshot of a web-based map application. The main map area displays an aerial view of a residential and commercial area. Numerous red circular markers with white numbers are scattered across the map, representing incident locations. The numbers range from 1 to 18. There are also several purple dots on the map. In the bottom-left corner of the map, there is a scale bar showing 700 meters and 2000 feet. The ESRI logo is visible in the bottom-right corner of the map. The browser's address bar shows the URL 'http://nwsdsslive/dssdashboard/dashboard.aspx'. The browser's title bar says 'Decision Support Dashboard'. Below the map, there is a navigation pane with 'Page 4', 'Page 3', and 'Page 2' tabs. The user's name 'Galactic\jjajones' and an 'Add Gadget' button are visible. The Windows taskbar at the bottom shows the system tray with the time '1:47 PM' and date '4/1/2020'.

ACTION ITEMS



**SPECIAL CITY COUNCIL MEETING
TUESDAY, MARCH 17, 2020
CITY HALL
22710 E. COUNTRY VISTA DRIVE
6:00 P.M.**

WORKSHOP DISCUSSION – Country Vista Corridor Study

Mayor Brickner called the special meeting to order at 6:00 p.m.

Members present were: Mayor Brickner, Mayor Pro Tem Kennedy, and Council Members Dunne, Folyer, Kaminskis, Severs, and Kurtz. Also present were the City Administrator, Finance Director, Director of Planning and Engineering, Liberty Lake Library Director, Liberty Lake Police Sergeant Morgan, Operations and Maintenance Director, and City Clerk.

The Director of Planning & Engineering opened the workshop by announcing that facts and recommendations were going to be presented this evening as a precursor to the draft report. She then introduced Senior Engineer / Project Manager, K J Hanley, from Parametrix, who introduced Senior Traffic Engineer, Charles Allen, who remoted into the meeting from Salt Lake City. Mr. Allen gave a PowerPoint presentation that outlined:

- Background context of the corridor
- Existing conditions
- Future development along the corridor
- Recommendations

Opportunities to ask questions in between each segment were provided.

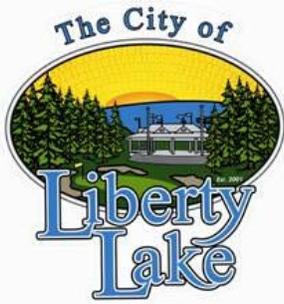
ADJOURNMENT

There being no further business, the special city council meeting adjourned at 6:58 p.m.

These minutes were approved April 7, 2020.

Shane Brickner, Mayor
City of Liberty Lake

Notes and Transcription by Ann Swenson, City Clerk. This Council meeting was also audio taped. Anyone desiring to listen to the recording may contact the City Clerk.



**CITY COUNCIL MEETING
TUESDAY, MARCH 17, 2020
CITY HALL
22710 E. COUNTRY VISTA DRIVE
7:00 P.M.**

INVOCATION – Given by Mayor Brickner

PLEDGE OF ALLEGIANCE – Led by Mayor Brickner, City Council, and City Staff

CALL TO ORDER – Mayor Brickner called the meeting to order at 7:01 p.m.

ROLL CALL

Mayor Brickner

Council Member Dunne

Council Member Folyer

Council Member Kaminskis

Mayor Pro Tem Kennedy

Council Member Kurtz

Council Member Langford (absent)

Council Member Severs

Katy Allen, City Administrator

Ann Swenson, City Clerk

RJ Stevenson, Finance Director

Darin Morgan, Police Sergeant

Lisa Key, Director of Planning &
Engineering

Jennifer Camp, Operations &
Maintenance Director

Mayor Pro Tem Kennedy moved to excuse Council Member Langford because he is out of town on family business. Council Member Severs seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to amend the agenda to remove the Smart Meter Deployment Presentation and the Open Public Meetings Training Act Presentation and to add a special presentation by Spokane Regional Health County Health Officer, Dr. Lutz, and to add Resolution No. 20-268. Council Member Dunne seconded the motion, which carried unanimously.

CITIZEN COMMENTS

The City Clerk read two comments into the record.

The first was from Liberty Lake River District resident Tom Sahlberg. Mr. Sahlberg expressed his heartfelt thanks to the city for the open lines of communication and rapid factual responses to the issues involving the current COVID-19 global pandemic. He also spoke in support of the Winter Glow Spectacular and asked the council to approve the funding for the event.

The second was from Mark Saba, Malvern Road, Liberty Lake, who spoke in support of the Winter Glow Spectacular event. He too encouraged the council to consider approving the funding for the event.

SPECIAL PRESENTATION – COVID-19

Mayor Brickner then introduced Spokane Regional Health County Health Officer, Dr. Lutz, who gave a PowerPoint presentation regarding the current Coronavirus pandemic.

At the conclusion of Dr. Lutz's presentation, Mayor Brickner acknowledged that he is working together with Dr. Lutz and other regional community leaders to keep updated information available to the citizens. He announced that under his authority he placed the City of Liberty Lake under a state of emergency. This allows the city to be identified for funding that may be needed as the pandemic continues.

REPORTS

The Liberty Lake Municipal Library Director announced the Liberty Lake Municipal Library Board is conducting a work plan based on their recently updated strategic plan. She reported the fundraising efforts of the Friends of the Library have been lucrative and the Friends wish to donate to \$16,000 to the library. The library is recommending the donation money be used to update to the children's room.

Next, the Director of Planning & Engineering gave an update on the Planning Commission's continued work on revisions to the landscape ordinance. The commission also discussed potential docket items for the annual cycle. Additionally, they had a workshop on an ordinance to allow recreational vehicle sales and service in the C-1 zone as a limited use.

MAYOR AND CITY COUNCIL REPORTS & INQUIRIES

Councilman Severs asked what the city can do to support small businesses. The Operations and Maintenance Director responded that the City has posted several helpful links, including the Department of Finance and Employment Security Department that address "what if" scenarios.

Mayor Pro Tem Kennedy acknowledged that it was St. Patrick's Day. He said everyone should feel good on St. Patrick's Day and shared that things are good in this country. He said no matter what comes to us, we come together and make sure we get through it. He assured the citizens that the City of Liberty Lake is in good financial shape. He recognized that past and current leadership have been very conscientious about the city's finances, which has put the city in a good financial position today.

Mayor Brickner reported on his attendance at meetings regarding the current pandemic to ensure receipt of necessary information. He thanked the community of volunteers participating in Connecting Liberty Lake. He also encouraged citizens to participate in

getting the census form filled out, spoke about current citywide efforts to reduce the spread of the Coronavirus, and reported that staff is monitoring financials regarding sales tax revenues.

CITY ADMINISTRATOR REPORT

The City Administrator provided a status update on the contract with Staples Golf regarding Trailhead. She announced the news that the city's transportation project for Henry and Harvard Road received funding from the legislature. The project has been given the green light to be removed from the pause list and will be moving forward for construction. She spoke about the city council's retreat and asked for council's feedback on the agenda. She announced the next report out for donations will be April 7th. She mentioned that Avista provided Smart Meter portfolios for the council's review. Liberty Lake is in zone six and the new meters will be installed between May and July. She announced Waste Management (WM) will not change their garbage collection service. WM has made a major investment in new computer installation, which may delay responsiveness for residential service questions during the onboarding of the new computers. She followed up from the 3/3/20 City Council meeting regarding the A/V equipment for City Council meetings. She then turned the floor over to the directors, who gave updates on the Winter Glow Spectacular, library operations, and the financial dashboard, respectively. Mr. Richard Reilly from Winter Glow thanked the city for its support. He also spoke about the event and the sponsorships available. The City Administrator concluded her report with upcoming dates to remember.

Mayor reported on his and the city administrator's meeting with all staff members to keep them educated regarding the current pandemic.

ACTION ITEMS

Consent Agenda

Mayor Pro Tem Kennedy moved to approve agenda item 11Ai, the approval of the March 3, 2020 special city council meeting minutes and approval of the March 3, 2020 regular city council meeting minutes. Council Member Kaminskis seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve agenda item 11Aii, the approval of the March 17, 2020 vouchers in the amount of \$562,705.20. Council Member Kaminskis seconded the motion, which carried unanimously.

Payroll check number sequences were 29704 through 29709, totaling \$8,157.58; EFTs totaled \$346,862.79. A/P check number sequences were 29710 through 29787, totaling \$182,812.26; EFTs totaled \$24,872.57.

ACTION ITEMS

General Business

Mayor Pro Tem Kennedy moved to authorize payment of the invoice for the Winter Glow Spectacular in the amount of \$10,000. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to authorize the Mayor to sign the addendum with Palenque's Restaurant for an extension of the current lease agreement. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to authorize the Mayor to sign the Granicus contract and purchase all the components of the AV project. Council Member Kaminskas seconded the motion, which carried unanimously.

RESOLUTIONS

The City Clerk read, by title only, Resolution No. 20-267, declaring support of the Bigelow-Sullivan Corridor Freight Mobility and Safety Project. Mayor Pro Tem Kennedy moved to adopt Resolution No. 20-267. Council Member Dunne seconded the motion, which carried unanimously.

The City Clerk read, by title only, Resolution No. 20-268, declaring an emergency relating to the existing COVID-19 conditions. Mayor Pro Tem Kennedy moved to adopt Resolution No. 20-268. Council Member Kaminskas seconded the motion, which carried unanimously.

INTRODUCTION OF UPCOMING AGENDA ITEMS

The City Administrator reviewed the upcoming agenda items for the April 7th City Council meeting.

EXECUTIVE SESSION

At 8:44 p.m. Mayor Brickner called adjournment into Executive Session as per RCW 42.30.110(b) for 15 minutes to discuss real estate. At 8:58 p.m., the City Administrator announced a 15-minute extension. The Executive Session adjourned at 9:12 p.m.

ADJOURNMENT

Mayor Brickner called the regular meeting back to order at 9:12 p.m. There being no further business, the meeting immediately adjourned at 9:12 p.m.

These minutes were approved April 7, 2020.

Shane Brickner, Mayor
City of Liberty Lake

Notes and Transcription by Ann Swenson, City Clerk. This Council meeting was also audio taped. Anyone desiring to listen to the recording may contact the City Clerk.

DRAFT

City of Liberty Lake

Consent Agenda for April 7, 2020
City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through April 7, 2020

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	See attached voucher report.	
Total vouchers through April 7, 2020		\$ 234,132.35
	TOTAL	<u><u>\$234,132.35</u></u>

RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

City Clerk

Mayor

Council Member

CHECK REGISTER

CITY OF LIBERTY LAKE
MCAG #: 2757

04/01/2020 To: 04/30/2020

Time: 15:15:34 Date: 04/01/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1204	04/07/2020	Claims	3	EFT	BEST BUY BUSINESS ADVANTAGE ACCOUNT	980.09	ASUS LAPTOP IT TECH
			001 - 594 14 64 00		Finance-Furniture,Computers&	980.09	
1205	04/07/2020	Claims	3	EFT	BTAC ACQUISITION CORP	758.10	BOOKS
			001 - 572 20 34 06		Library Books & Other Materi	758.10	
1206	04/07/2020	Claims	3	EFT	CALLAWAY	102.53	PRO SHOP ITEMS,RETURN
			420 - 576 61 34 01		Pro Shop Merchandise	-399.60	
			420 - 576 61 34 01		Pro Shop Merchandise	312.10	
			420 - 576 61 34 01		Pro Shop Merchandise	190.03	
1207	04/07/2020	Claims	3	EFT	CINTAS CORPORATION NO 3	95.30	MAT SVC
			420 - 576 61 41 03		Facilities - Professional Service	95.30	
1208	04/07/2020	Claims	3	EFT	COBRA PUMA GOLF INC	1,409.69	MATERIALS
			420 - 576 61 31 02		Uniforms Shirts	810.15	STAFF UNIFORMS
			420 - 576 61 34 01		Pro Shop Merchandise	599.54	PRO SHOP ITEMS
1209	04/07/2020	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	7,408.46	MATERIALS
			001 - 518 30 30 19		COVID-19 Supplies	228.54	COVID19 ORANGE FENCING
			001 - 518 30 30 19		COVID-19 Supplies	568.06	COVID19 PLAYGROUNDS CAUTION TAPE,ZIP TIES,PARK GATE LOCKS
			001 - 518 30 30 19		COVID-19 Supplies	45.61	COVID19 TH PRO SHOP DISINFECTING SUPPLIES
			001 - 518 30 31 00		Centralized Services Supplies	112.86	SANITIZING WIPES
			001 - 518 30 31 00		Centralized Services Supplies	173.59	CH/LLPD/LLML SANITIZE SUPPLIES
			001 - 518 30 31 00		Centralized Services Supplies	69.43	CLEANING SUPPLIES
			001 - 518 30 31 00		Centralized Services Supplies	49.83	CITY ROCK PAINT
			001 - 518 30 31 00		Centralized Services Supplies	139.22	CH FURNACE FILTERS
			001 - 518 30 31 00		Centralized Services Supplies	34.18	CH DOOR LOCK
			001 - 518 30 31 00		Centralized Services Supplies	10.73	
			001 - 518 30 31 00		Centralized Services Supplies	174.17	SHOP LT REPLACEMENT
			110 - 542 30 31 00		Roadway Supplies	24.47	PROPANE-POTHOLES
			410 - 542 40 31 00		Drainage Supplies	39.07	
			110 - 542 64 31 00		Traffic Control Devices Suppli	184.84	ZIPPER SIGNS
			110 - 542 66 31 00		Snow And Ice Control Supplies	23.49	BLADE SUPPORT
			110 - 542 66 31 00		Snow And Ice Control Supplies	1,988.89	DE-ICE
			110 - 542 70 31 01		Roadside Supplies	313.37	
			110 - 542 70 31 01		Roadside Supplies	24.87	CITY ROCK PAINT
			110 - 542 70 31 01		Roadside Supplies	21.17	
			110 - 542 90 31 00		Maint Admin & Overhead Supj	81.67	SHOP SUPPLIES
			110 - 542 90 31 00		Maint Admin & Overhead Supj	57.39	PW YARD SUPPLIES
			110 - 542 90 31 00		Maint Admin & Overhead Supj	271.06	
			110 - 542 90 31 00		Maint Admin & Overhead Supj	231.62	TOOLS
			110 - 542 90 31 00		Maint Admin & Overhead Supj	21.77	USB ADAPTER
			110 - 542 90 31 00		Maint Admin & Overhead Supj	56.24	PW YARD SUPPLIES
			110 - 542 90 31 00		Maint Admin & Overhead Supj	20.19	LYSOL WIPES,PINE SOL,GLOVES
			110 - 542 90 31 00		Maint Admin & Overhead Supj	115.32	PAINT/GLOVES/ROLLERS
			110 - 542 90 31 00		Maint Admin & Overhead Supj	49.98	IRRIG BATTERIES
			420 - 576 61 31 00		Pro Shop Supplies	51.98	CART DETAILING SUPPLIES
			420 - 576 61 31 03		Maintenance Supplies	45.11	WISE GRIPS
			420 - 576 61 31 03		Maintenance Supplies	55.24	SHOP SUPPLIES
			420 - 576 61 31 03		Maintenance Supplies	181.15	TOOLS
			420 - 576 61 31 03		Maintenance Supplies	68.58	
			420 - 576 61 31 03		Maintenance Supplies	26.43	SHOP SUPPLIES
			420 - 576 61 31 03		Maintenance Supplies	20.19	LYSOL WIPES,PINE SOL,GLOVES
			420 - 576 61 31 03		Maintenance Supplies	115.32	PAINT/GLOVES/ROLLERS

CHECK REGISTER

CITY OF LIBERTY LAKE
MCAG #: 2757

04/01/2020 To: 04/30/2020

Time: 15:15:34 Date: 04/01/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			420 - 576 61 31 03		Maintenance Supplies	35.85	
			420 - 576 65 31 01		Maintenance Of Golf Course	50.51	TOOLS
			420 - 576 65 31 01		Maintenance Of Golf Course	7.05	ETHERNET CORD REPLACEMENT
			001 - 576 80 31 01		Parks Supplies	45.10	WISE GRIPS
			001 - 576 80 31 01		Parks Supplies	55.23	SHOP SUPPLIES
			001 - 576 80 31 01		Parks Supplies	74.13	IRRIG TOOLBOX/POST MIX
			001 - 576 80 31 01		Parks Supplies	240.86	TOOLS
			001 - 576 80 31 01		Parks Supplies	68.58	
			001 - 576 80 31 01		Parks Supplies	67.00	4X4 POSTS
			001 - 576 80 31 01		Parks Supplies	21.77	USB ADAPTER
			001 - 576 80 31 01		Parks Supplies	26.44	SHOP SUPPLIES
			001 - 576 80 31 01		Parks Supplies	20.19	LYSOL WIPES,PINE SOL,GLOVES
			001 - 576 80 31 01		Parks Supplies	115.32	PAINT/GLOVES/ROLLERS
			001 - 576 80 31 01		Parks Supplies	49.99	IRRIG BATTERS
			001 - 576 80 31 01		Parks Supplies	22.71	GLOVES
			001 - 576 80 31 01		Parks Supplies	35.86	
			001 - 576 80 31 45		Orchard Park Supplies	76.21	MICROWAVE
			001 - 576 80 31 45		Orchard Park Supplies	21.71	TOOLS
			001 - 576 80 31 45		Orchard Park Supplies	130.73	RR CLEANING SUPPLIES
			001 - 576 80 31 45		Orchard Park Supplies	24.95	GLOVES
			001 - 576 80 31 55		Rocky Hill Park Supplies	36.50	COMBO LOCKS
			110 - 594 42 62 00		Capital Expenditures-Buildings	122.72	SHED SETUP
			110 - 594 42 64 00		Capital Expenditures - Furnitur	363.42	SHED SETUP
1210	04/07/2020	Claims	3		EFT O'REILLY AUTO PARTS		Inv 3751-201028 wrong amount
1211	04/07/2020	Claims	3		EFT PURCHASE POWER	559.16	SERVICES
			001 - 514 23 31 00		Administrative Services Suppli	259.16	RED INK
			001 - 514 23 42 00		Administrative Services-Teleph	140.40	REPLENISH POSTAGE
			001 - 521 10 42 00		Law Enforcement-Telephone, Ir	2.50	REPLENISH POSTAGE
			001 - 572 10 42 00		Library-Telephone,Internet,Pos	157.10	REPLENISH POSTAGE
1212	04/07/2020	Claims	3		EFT SITEONE LANDSCAPE SUPPLY LLC	918.44	MATERIALS
			110 - 542 70 31 01		Roadside Supplies	235.13	IRRIG SUPPLIES
			110 - 542 90 31 00		Maint Admin & Overhead Supj	13.30	IRRIG TAPE
			420 - 576 61 31 03		Maintenance Supplies	13.29	IRRIG TAPE
			420 - 576 65 31 01		Maintenance Of Golf Course	43.38	IRRIG PIPE
			420 - 576 65 31 01		Maintenance Of Golf Course	10.41	IRRIG SUPPLIES
			001 - 576 80 31 01		Parks Supplies	13.30	IRRIG TAPE
			001 - 576 80 31 15		Ballfields Supplies	589.63	INFIELD MIX
1213	04/07/2020	Claims	3		EFT VERIZON WIRELESS	2,900.01	CELL PHONES 2/23-3/22/2020
			001 - 521 10 42 00		Law Enforcement-Telephone, Ir	1,338.58	CELL PHONE/MODEM CHARGES
			110 - 542 90 42 00		Maint Admin & Overhead Tele	180.88	CELL PHONE CHARGES
			001 - 558 60 42 00		Communications-Planning	233.95	CELL PHONE CHARGES
			001 - 576 80 42 00		Parks-Telephone,Internet,Posta	1,146.60	CELL PHONE/TABLET CHARGES
1214	04/07/2020	Claims	3		EFT WESTERN STATES EQUIPMENT COMPANY	118.70	MATERIALS
			110 - 542 90 31 00		Maint Admin & Overhead Supj	118.70	EQUIP OIL
1215	04/07/2020	Claims	3		EFT WILBUR-ELLIS COMPANY LLC	644.85	MATERIALS
			001 - 553 60 31 00		Weed Control Supplies	460.10	
			420 - 576 65 31 01		Maintenance Of Golf Course	184.75	FERTILIZER
1216	04/07/2020	Claims	3		EFT XEROX CORPORATION	491.65	BLACK/COLOR BILLABLE PRINTS 2/21-3/21/2020
			001 - 514 23 41 00		Administrative Services-Profes	491.65	

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

04/01/2020 To: 04/30/2020

Time: 15:15:34 Date: 04/01/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1297	04/07/2020	Claims	3	EFT	O'REILLY AUTO PARTS	152.60	MATERIALS
					001 - 521 10 31 00 - Law Enforcement Supplies	42.77	TIRE SHINE,WIPER BLADES
					001 - 521 10 48 00 - Vehicle Maintenance	3.83	GATOR WIPER BLADE
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	35.33	SHOP SUPPLIES
					420 - 576 61 31 03 - Maintenance Supplies	35.33	SHOP SUPPLIES
					001 - 576 80 31 01 - Parks Supplies	35.34	SHOP SUPPLIES
1217	04/07/2020	Claims	3	29795	ACUSHNET COMPANY	2,460.75	PRO SHOP ITEMS
					420 - 576 61 34 01 - Pro Shop Merchandise	2,460.75	
1218	04/07/2020	Claims	3	29796	ADAMS TRACTOR CO INC	161.70	EQUIP PARTS
					110 - 542 70 31 01 - Roadside Supplies	113.29	
					001 - 576 80 31 01 - Parks Supplies	48.41	
1219	04/07/2020	Claims	3	29797	ALBERTSONS/SAFEWAY	78.35	PROGRAM SUPPLIES
					001 - 572 10 31 05 - Children & Adult Prgrm Suppli	78.35	
1220	04/07/2020	Claims	3	29798	AMAZON	6,425.79	MATERIALS
					001 - 514 23 31 00 - Administrative Services Suppli	20.24	CLASSIFICATION FILE FOLDERS
					001 - 518 30 31 00 - Centralized Services Supplies	31.45	PWO MIA FLAG
					001 - 518 30 31 00 - Centralized Services Supplies	145.82	LITTLE HOUSE ROUTER
					001 - 518 30 31 00 - Centralized Services Supplies	43.50	SM CONF RM KEYBOARD/MOUSE
					001 - 521 10 31 00 - Law Enforcement Supplies	347.35	OFFICE SUPPLIES
					110 - 542 70 31 01 - Roadside Supplies	73.96	IRRIG METER TAGS
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	32.84	PHONE CASES
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	217.24	MICROSOFT SURFACE PRO 4 TABLET
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	110.01	TABLET CHARGER,COVER,KEYBRD
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	53.27	CPU MONITOR
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	135.73	SHOP SUPPLIES
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	305.71	OFFICE SETUP
					001 - 558 50 31 00 - CP&ED Supplies	426.75	IPHONE CASE,SCREEN PROTECTOR,BOOK,FLOOR MAT
					001 - 572 10 31 00 - Library Supplies	680.42	TONER/MONITOR
					001 - 572 10 31 05 - Children & Adult Prgrm Suppli	333.50	PROGRAM SUPPLIES
					001 - 572 10 31 05 - Children & Adult Prgrm Suppli	58.52	PROGRAM SUPPLIES
					001 - 572 20 34 06 - Library Books & Other Materie	160.35	BOOKS/DVDS
					420 - 576 61 31 03 - Maintenance Supplies	135.74	SHOP SUPPLIES
					420 - 576 65 31 01 - Maintenance Of Golf Course	5.33	TABLET CHARGER
					420 - 576 65 31 01 - Maintenance Of Golf Course	84.18	DRIVING RANGE BELL REPLACEMENT
					001 - 576 80 31 01 - Parks Supplies	78.12	PHONE CHARGER CASE PROTECTOR
					001 - 576 80 31 01 - Parks Supplies	217.24	MICROSOFT SURFACE PRO 4 TABLET
					001 - 576 80 31 01 - Parks Supplies	110.01	TABLET CHARGER,COVER,KEYBARD
					001 - 576 80 31 01 - Parks Supplies	53.28	CPU MONITOR
					001 - 576 80 31 01 - Parks Supplies	16.32	COMPUTER SUPPLIES
					001 - 576 80 31 01 - Parks Supplies	23.62	OFFICE SUPPLIES
					001 - 576 80 31 01 - Parks Supplies	135.72	SHOP SUPPLIES
					001 - 576 80 31 01 - Parks Supplies	173.86	ZERO TURN TIRES
					001 - 576 80 31 01 - Parks Supplies	77.28	BASKETBALL NETS,TENNNIS NET STRAP
					001 - 576 80 31 25 - Pavillion Park Supplies	51.03	TETHERBALL,SOCCER GOAL STAKES
					001 - 576 80 31 35 - Town Square Supplies	6.48	SOCCER GOAL STICKERS
					001 - 576 80 31 45 - Orchard Park Supplies	16.32	TENNIS NET STRAP
					001 - 594 21 64 02 - Law Enforcement-Furniture,Cc	1,568.14	HP SART BUY PRODESK 600 G4 SF
					001 - 594 58 64 00 - CP&ED-Furniture,Computers&	348.46	VIEWSONIC VX2757-,HD 27"
					001 - 594 76 64 01 - Parks-Furniture,Computers&E	148.00	NEW TRUCK ACCESSORIES
1221	04/07/2020	Claims	3	29799	AMERICAN ON-SITE SERVICES	1,507.50	WINTER RR 2/1-3/20/2020

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			110 - 542 90 41 00		Maint Admin & Overhead Prof	195.00	
			420 - 576 65 41 00		Professional Services-Golf Gre	113.75	
			001 - 576 80 31 15		Ballfields Supplies	113.75	
			001 - 576 80 41 25		Pavillion Park-Professional Ser	428.75	
			001 - 576 80 41 35		Town Square-Professional Serv	113.75	
			001 - 576 80 41 45		Orchard Park-Professional Ser	428.75	
			001 - 576 80 41 55		Rocky Hill Park-Professional S	113.75	
1222	04/07/2020	Claims	3	29800	ARROW CONSTRUCTION SUPPLY INC	926.80	MATERIALS
			001 - 518 30 30 19		COVID-19 Supplies	679.29	COVID19 FENCING
			110 - 542 30 31 00		Roadway Supplies	247.51	COLD PATCH
1223	04/07/2020	Claims	3	29801	ASSOCIATION OF WA CITIES	300.00	REGISTRATIONS
			001 - 513 10 49 00		Dues,Subscriptions,Mbrships	200.00	ALLEN,KATY CITY ACTION DAYS 2020
			001 - 558 50 49 00		CP&ED-Dues,Subscriptions,M	100.00	AWCPD MEMBERSHIP DUES
1224	04/07/2020	Claims	3	29802	AW REHN & ASSOCIATES	6,514.65	SERVICES
			001 - 514 23 41 00		Administrative Services-Profes	250.00	ANNUAL RENEWAL FEE
			502 - 517 30 29 00		Health Insurance Services	5,751.14	EMPLOYER FUNDING NOTIFICATION 3/10-15/2020
			502 - 517 30 29 00		Health Insurance Services	513.51	EMPLOYER FUNDING NOTIFICATION 3/16-22/2020
1225	04/07/2020	Claims	3	29803	AXON ENTERPRISE INC	257.00	AXON BODY 3 - 1 BAY DOCK
			001 - 594 21 64 02		Law Enforcement-Furniture,Cc	257.00	
1226	04/07/2020	Claims	3	29804	BLACK CLOVER LLC	617.26	PRO SHOP ITEMS
			420 - 576 61 34 01		Pro Shop Merchandise	617.26	
1227	04/07/2020	Claims	3	29805	BUILDASIGN LLC	552.86	BULKY WASTE SIGNAGE-REUSABLE
			001 - 571 00 41 05		Special Events Professional Ser	552.86	
1228	04/07/2020	Claims	3	29806	CAMERON REILLY LLC	8,578.85	RETAINAGE RELEASE MISSION PEDESTRIAN IMPROVEMENT
			310 - 595 61 60 00		Capital Expenditures/Expenses	8,578.85	
1229	04/07/2020	Claims	3	29807	CDW LLC	1,401.53	HP SB 800 G4-BARBARA BARKER
			001 - 594 58 64 00		CP&ED-Furniture,Computers&	1,401.53	
1230	04/07/2020	Claims	3	29808	CENTRAL PRE MIX CONCRETE CO	470.19	MATERIALS
			420 - 576 65 31 01		Maintenance Of Golf Course	470.19	TOPDRESSING SAND
1231	04/07/2020	Claims	3	29809	CENTURYLINK	84.76	TH PHONE 3/5-4/5/2020
			420 - 576 61 42 01		Golf Pro Shop-Telephone,Inter	84.76	
1232	04/07/2020	Claims	3	29810	CITIES INSURANCE ASSOC WA	435.60	DEDUCTIBLE REIMBURSEMENT FREEMAN
			001 - 518 30 46 00		Central Services-Insurance	435.60	
1233	04/07/2020	Claims	3	29811	CIVICPLUS	265.00	COUNCIL CHAMBER RECORDING-EXPORT AGENDAS,MINUTES&ANY ATTACHMENTS,RESOLUTIONS ,ORDINANCES
			001 - 594 14 64 00		Finance-Furniture,Computers&	265.00	
1234	04/07/2020	Claims	3	29812	COLLABORATIVE SUMMER LIBRARY PROGRAM	256.20	PROGRAM SUPPLIES-FRIENDS DONATION

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			001 - 572 10 31 05		Children & Adult Prgrm Suppli	256.20	
1235	04/07/2020	Claims	3	29813	COUNTRY LOCK & KEY INC	66.25	KEYS
			001 - 576 80 41 25		Pavillion Park-Professional Ser	20.33	
			001 - 576 80 41 25		Pavillion Park-Professional Ser	45.92	
1236	04/07/2020	Claims	3	29814	DATAPRO SOLUTIONS INC	314.45	ATTENDANCE ON DEMAND HOSTING MAR 2020
			001 - 514 23 41 00		Administrative Services-Profes	314.45	
1237	04/07/2020	Claims	3	29815	DATEC INC	754.46	WASPC GRANT
			001 - 594 21 64 03		Grant WASPC Radar/Antenna	754.46	
1238	04/07/2020	Claims	3	29816	DEMCO	186.13	BOOK SUPPLIES
			001 - 572 10 31 00		Library Supplies	186.13	
1239	04/07/2020	Claims	3	29817	DESERT GREEN TURF	1,508.27	SPECIALTY SOD
			420 - 576 65 31 01		Maintenance Of Golf Course	1,508.27	
1240	04/07/2020	Claims	3	29818	DEVERE PUBLIC AFFAIRS AND CONSULTING	2,000.00	MARCH 2020 LOBBYING SERVICES
			001 - 513 10 41 00		Executive-Professional Service	2,000.00	
1241	04/07/2020	Claims	3	29819	DIRECTV	176.22	SATELLITE TV 3/9-4/8/2020
			420 - 576 61 47 00		Golf Utilities-Elec/Gas,Wtr/Sw	176.22	
1242	04/07/2020	Claims	3	29820	EAST FARM FEED	170.10	GOAT HAY
			001 - 576 80 31 01		Parks Supplies	170.10	
1243	04/07/2020	Claims	3	29821	EXECUTECH UTAH LLC	7,400.84	SERVICES
			001 - 518 80 41 00		Information Technology Servic	392.04	O365:PROPLUS 1/16-2/15/2020
			001 - 518 80 41 00		Information Technology Servic	4,420.25	OVERAGES FEB 2020
			001 - 518 80 41 00		Information Technology Servic	2,588.55	IT SVCS APR 2020
1244	04/07/2020	Claims	3	29822	FASTENAL COMPANY	24.11	MATERIALS
			110 - 542 90 31 00		Maint Admin & Overhead Supp	6.08	SHOP SUPPLIES
			420 - 576 61 31 03		Maintenance Supplies	6.07	SHOP SUPPLIES
			420 - 576 65 31 01		Maintenance Of Golf Course	5.88	EQUIP PARTS
			001 - 576 80 31 01		Parks Supplies	6.08	SHOP SUPPLIES
1245	04/07/2020	Claims	3	29823	FINE FAMILY LLC	381.15	TRUCK HITCHES
			001 - 576 80 31 01		Parks Supplies	381.15	
1246	04/07/2020	Claims	3	29824	FISHERS TECHNOLOGY	75.66	CONTRACT OVERAGE CHARGE 2/12-3/11/2020
			001 - 572 10 41 00		Library-Professional Services	75.66	
1247	04/07/2020	Claims	3	29825	FREE PRESS PUBLISHING INC	75.00	LEGALADS
			001 - 511 60 41 00		Legislative - Professional Servi	75.00	ORD 78A,241B,SPECIAL MTG CV CORRIDOR STUDY
1248	04/07/2020	Claims	3	29826	GOLF CARS ETC	7.18	MATERIALS
			420 - 576 61 31 03		Maintenance Supplies	7.18	MICRO SWITCH
1249	04/07/2020	Claims	3	29827	GRANICUS LLC	18,913.75	COUNCIL CHAMBER RECORDING 3/25/2020-3/24/2021
			001 - 594 14 64 00		Finance-Furniture,Computers&	18,913.75	
1250	04/07/2020	Claims	3	29828	GREATER SPOKANE VALLEY CHAMBER	80.00	REGISTRATIONS
			001 - 511 60 49 00		Legislative-Dues,Subscriptions	40.00	KAMINSKAS,CRIS BUSINESS CONNECTIONS MTG
			001 - 513 10 49 00		Dues,Subscriptions,Mbrships	40.00	MAYOR MAR ST OF THE CITY

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1251	04/07/2020	Claims	3	29829	H D FOWLER COMPANY	206.97	IRRIG PUMP FITTINGS
					001 - 576 80 31 45 - Orchard Park Supplies	206.97	
1252	04/07/2020	Claims	3	29830	H W LOCHNER INC	24,058.05	PROF SVCS THROUGH 3/6/2020
					319 - 595 50 40 00 - Henry Rd Design	24,058.05	
1253	04/07/2020	Claims	3	29831	WAYNE A HAMMOND	146.25	23RD ANNUAL BLDG OFFICIALS SHORT COURSE PER DIEM LEAVENWORTH WA
					001 - 558 50 43 00 - CP&ED Travel-Lodging,Meals	146.25	
1254	04/07/2020	Claims	3	29832	HEMPHILL BROTHERS INC	805.75	DELIVER BUNKER SAND
					420 - 576 65 41 00 - Professional Services-Golf Gre	805.75	
1255	04/07/2020	Claims	3	29833	HORIZON	791.67	EQUIPMENT
					410 - 542 70 31 00 - Roadside Supplies	324.62	METER WORK
					110 - 542 70 31 01 - Roadside Supplies	190.57	SIDEWALK EDGER
					001 - 576 80 31 01 - Parks Supplies	190.57	SIDEWALK EDGER
					001 - 576 80 31 01 - Parks Supplies	85.91	GATE VALVE REPLACEMENT
1256	04/07/2020	Claims	3	29834	HRA VEBA TRUST	2,250.00	CONTRIBUTION TODD L HENDERSON
					001 - 518 80 28 00 - HRA VEBA IT Tech	2,250.00	
1257	04/07/2020	Claims	3	29835	INTOXIMETERS	502.58	WASPC GRANT
					001 - 594 21 64 03 - Grant WASPC Radar/Antenna	502.58	
1258	04/07/2020	Claims	3	29836	RONALD JOHNSON	575.00	REFUND SENIOR SEASON PASS PURCHASED 2/28/2020
					001 - 318 11 00 00 - Admissions Tax	-25.24	
					420 - 347 30 00 03 - Season Passes	-504.83	
					420 - 347 30 00 11 - Tax Collected On Sales	-44.93	
1259	04/07/2020	Claims	3	29837	JEFFREY A JONES	222.50	COMMAND COLLEGE PER DIEM WALLA WALLA WA
					001 - 521 10 43 00 - Law Enforcement Travel-Lodg	222.50	
1260	04/07/2020	Claims	3	29838	K-LOG INC	3,557.11	STACKABLE CHAIRS,CHAIR DOLLY
					001 - 594 72 64 00 - Library-Furniture,Computers&	2,787.84	
					001 - 594 72 64 00 - Library-Furniture,Computers&	309.28	
					001 - 594 72 64 00 - Library-Furniture,Computers&	459.99	
1261	04/07/2020	Claims	3	29839	RUSSELL J KINNEY	237.50	DECALS
					110 - 542 90 31 00 - Maint Admin & Overhead Supj	79.17	
					420 - 576 61 31 03 - Maintenance Supplies	79.16	
					001 - 576 80 31 01 - Parks Supplies	79.17	
1262	04/07/2020	Claims	3	29840	KPFF INC	49,481.55	PROF SVCS THROUGH 2/28/2020
					318 - 595 30 60 01 - Roads/Streets Const. & Other I	22,295.64	I-90 RAMP IMPROVEMENTS
					318 - 595 50 60 00 - Roads/Streets Const. & Other I	27,185.91	HARVARD BRIDGE WIDENING
1263	04/07/2020	Claims	3	29841	LANE MOUNTAIN	1,579.43	BUNKER SAND
					420 - 576 65 31 01 - Maintenance Of Golf Course	1,579.43	
1264	04/07/2020	Claims	3	29842	NATIONAL BARRICADE CO	711.28	MATERIALS
					001 - 518 30 31 00 - Centralized Services Supplies	86.47	CH SIGNS
					110 - 542 64 41 00 - Traffic Control Devices-Profes:	520.43	SUPPLIES
					001 - 576 80 31 45 - Orchard Park Supplies	104.38	RESERVATION SIGNS
1265	04/07/2020	Claims	3	29843	STEVEN W NILES JR	310.37	LOCK INSTALLATION
					001 - 576 80 41 45 - Orchard Park-Professional Serv	310.37	
1266	04/07/2020	Claims	3	29844	NORTH 40 OUTFITTERS	393.71	MATERIALS
					001 - 518 30 30 19 - COVID-19 Supplies	176.03	COVID19 T-POSTS FENCING

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			110 - 542 90 31 00 - Maint Admin & Overhead Supj			36.27	SHOP SUPPLIES
			420 - 576 61 31 03 - Maintenance Supplies			36.25	SHOP SUPPLIES
			001 - 576 80 31 01 - Parks Supplies			36.27	SHOP SUPPLIES
			001 - 576 80 31 01 - Parks Supplies			108.89	PROPANE HEATER
1267	04/07/2020	Claims	3	29845	OFFICE DEPOT	1,176.41	OFFICE SUPPLIES; OFFICE SUPPLIES
			001 - 514 23 31 00 - Administrative Services Suppli			414.22	
			110 - 542 90 31 00 - Maint Admin & Overhead Supj			22.97	
			110 - 542 90 31 00 - Maint Admin & Overhead Supj			23.44	
			001 - 558 50 31 00 - CP&ED Supplies			22.97	
			001 - 558 50 31 00 - CP&ED Supplies			69.55	
			001 - 571 00 31 04 - Special Events Supplies			46.38	
			001 - 572 10 31 00 - Library Supplies			82.42	STORAGE BAGS
			001 - 572 10 31 00 - Library Supplies			333.22	
			001 - 572 10 31 00 - Library Supplies			114.83	
			001 - 576 80 31 01 - Parks Supplies			46.41	
1268	04/07/2020	Claims	3	29846	OTIS HARDWARE	13.77	MATERIALS
			001 - 518 30 31 00 - Centralized Services Supplies			13.77	CH KEYS/DISINFECTANT SPRAY
1269	04/07/2020	Claims	3	29847	PARAMETRIX	1,087.35	PROF SVCS THROUGH 2/29/2020
			312 - 595 30 60 02 - Capital Expenditures-Roadway			1,087.35	LL RD PRESERVATION
1270	04/07/2020	Claims	3	29848	PING	563.05	PRO SHOP ITEMS
			420 - 576 61 34 01 - Pro Shop Merchandise			563.05	
1271	04/07/2020	Claims	3	29849	PLANET TURF	2,788.39	MATERIALS
			420 - 576 65 31 01 - Maintenance Of Golf Course			754.68	
			420 - 576 65 31 01 - Maintenance Of Golf Course			596.23	FERTILIZER/FUNG
			001 - 576 80 31 15 - Ballfields Supplies			1,437.48	
1272	04/07/2020	Claims	3	29850	POHL METAL PRODUCTS INC	3,200.00	PICKER ASSEMBLY
			420 - 594 76 64 00 - Golf-Furniture,Computers&Eq			3,200.00	
1273	04/07/2020	Claims	3	29851	PROACTIVE SPORTS INC	486.00	PRO SHOP ITEMS
			420 - 576 61 34 01 - Pro Shop Merchandise			486.00	
1274	04/07/2020	Claims	3	29852	R&R PRODUCTS INC	1,599.32	EQUIP SUPPLIES
			420 - 576 61 31 03 - Maintenance Supplies			553.59	
			420 - 576 61 31 03 - Maintenance Supplies			564.58	EDGER BLADE,SET
			420 - 576 65 31 01 - Maintenance Of Golf Course			231.24	DIVOT MIX CONTAINERS
			420 - 576 65 31 01 - Maintenance Of Golf Course			249.91	EQUIP PARTS
1275	04/07/2020	Claims	3	29853	RED DIAMOND CONSTRUCTION INC	6,178.70	RETAINAGE RELEASE ASPHALT PATCHING
			312 - 595 30 63 01 - Roads/Streets Const. & Other I			6,178.70	
1276	04/07/2020	Claims	3	29854	RIVER CITY GLASS	598.99	WINDOW REPAIR GOLF BALL DAMAGE
			001 - 518 30 41 00 - Central Services-Professional S			598.99	
1277	04/07/2020	Claims	3	29855	ROLLING ROCK EXCAVATING INC	20,028.09	RETAINAGE RELEASE N FIELD IMPROVEMENT PROJ
			310 - 594 76 63 09 - Capital Expenditures - Other Ir			20,028.09	
1278	04/07/2020	Claims	3	29856	PATRICIA L SACCO	22.81	WELLNESS ART SHOW AWARDS,REFRESHMENTS
			001 - 517 90 31 00 - Wellness Program Supplies			22.81	
1279	04/07/2020	Claims	3	29857	SALT DISTRIBUTORS INC	424.87	DEICE

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			110 - 542 66 31 00 -		Snow And Ice Control Supplies	424.87	
1280	04/07/2020	Claims	3	29858	SENSKE LAWN & TREE CARE	190.58	CH PEST CONTROL
			001 - 518 30 41 00 -		Central Services-Professional S	190.58	
1281	04/07/2020	Claims	3	29859	SPIKES GOLF SUPPLIES INC	179.15	PRO SHOP ITEMS
			420 - 576 61 34 01 -		Pro Shop Merchandise	179.15	
1282	04/07/2020	Claims	3	29860	SPOKANE COUNTY TREASURER (PROP TAX)	1,974.83	2020 PROPERTY TAX/OTHER ASSESSMENT CHGS
			001 - 518 30 47 00 -		Central Services-Utility Service	350.01	CITY HALL
			001 - 521 50 47 00 -		Law Enforcement - Utility Serv	199.34	LLPD/LLML BLDG
			001 - 572 50 47 00 -		Library Building Utilities-Elec/	89.56	LLPD/LLML BLDG
			420 - 576 61 47 00 -		Golf Utilities-Elec/Gas, Wtr/Sw	186.19	TRAILHEAD STORMWATER/AQUIFER
			001 - 576 80 47 15 -		Ballfields Utilities-Elec/Gas, W	125.21	BALLFIELDS STORMWATER
			001 - 576 80 47 25 -		Pavillion Park Utilities-Elec/Ga	551.96	PAVILLION PARK
			001 - 576 80 47 35 -		Town Square Utilities-Elec/Ga	62.80	TOWN SQ STORMWATER/AQUIFER
			001 - 576 80 47 45 -		Orchard Park Utilities-Elec/Ga	409.76	ORCHARD PARK STORMWATER
1283	04/07/2020	Claims	3	29861	SPOKANE COUNTY TREASURER	9,096.98	SERVICES
			001 - 519 70 40 01 -		Spokane County - Jail	9,096.98	JAIL SVCS GEIGER/COUNTY APR 2020
1284	04/07/2020	Claims	3	29862	SPOKANE VALLEY FIRE DEPT	7,170.36	SERVICES
			001 - 558 50 40 01 -		CP&ED Protective Inspection C	3,513.00	RIDGELINE HIGH SCHOOL
			001 - 558 50 40 01 -		CP&ED Protective Inspection C	1,520.00	ORCHARD PARK II
			001 - 558 50 40 01 -		CP&ED Protective Inspection C	44.00	TRAIL BREAKER CIDER
			001 - 558 50 40 01 -		CP&ED Protective Inspection C	2,093.36	HUNTWOOD
1285	04/07/2020	Claims	3	29863	SUNRISE INC	136.21	MATERIALS
			110 - 542 70 31 01 -		Roadside Supplies	136.21	BOULDER LANDSCAPE
1286	04/07/2020	Claims	3	29864	T-MOBILE	230.11	CELL PHONES 2/13-3/12/2020
			001 - 511 60 42 00 -		Legislative-Telephone,Internet,	77.58	
			001 - 558 50 42 00 -		CP&ED-Telephone,Internet,Po	25.06	
			001 - 576 80 42 00 -		Parks-Telephone,Internet,Posta	127.47	
1287	04/07/2020	Claims	3	29865	TAYLOR MADE GOLF COMPANY INC	275.24	SPECIAL ORDER T SMITH
			420 - 576 61 34 01 -		Pro Shop Merchandise	275.24	
1288	04/07/2020	Claims	3	29866	THE HOME DEPOT PRO	2,874.68	SUPPLIES
			001 - 518 30 30 19 -		COVID-19 Supplies	75.53	COVID19 SANITIZER
			001 - 518 30 30 19 -		COVID-19 Supplies	558.78	COVID9 SANITIZER
			001 - 518 30 30 19 -		COVID-19 Supplies	16.51	COVID9 CLEANING SUPPLIES
			001 - 518 30 30 19 -		COVID-19 Supplies	88.95	COVID9 DISINFECTANT CLEANER
			001 - 518 30 30 19 -		COVID-19 Supplies	765.09	COVID19 SANITIZING WIPES
			001 - 518 30 30 19 -		COVID-19 Supplies	105.65	COVID19 PAPER TOWELS
			001 - 518 30 31 00 -		Centralized Services Supplies	755.77	JANITORIAL SUPPLIES
			420 - 576 61 31 04 -		Facilities Supplies	54.94	RR SUPPLIES PALENQUE
			420 - 576 61 31 04 -		Facilities Supplies	453.46	PALENQUE SUPPLIES
1289	04/07/2020	Claims	3	29867	THE TORO COMPANY	3,659.04	24 MO IRR SVC AGREEMENT
			420 - 576 65 41 00 -		Professional Services-Golf Gre	3,659.04	
1290	04/07/2020	Claims	3	29868	TIRE-RAMA	117.67	SERVICES

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			001 - 521 10 48 00 - Vehicle Maintenance			117.67	'14, '18 FORD LOF
1291	04/07/2020	Claims	3	29869	RODOLFO TORRES	146.25	23RD ANNUAL BLDG OFFICIALS SHORT COURSE PER DIEM LEAVENWORTH WA
			001 - 558 50 43 00 - CP&ED Travel-Lodging,Meals			146.25	
1292	04/07/2020	Claims	3	29870	WASHINGTON STATE FIRST AID	520.00	FIRST AID RENEWAL CLASS
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscr			520.00	
1293	04/07/2020	Claims	3	29871	STEVE WATILO	575.00	REFUND SENIOR SEASON PASS PURCHASED 3/21/2020
			001 - 318 11 00 00 - Admissions Tax			-25.24	
			420 - 347 30 00 03 - Season Passes			-504.83	
			420 - 347 30 00 11 - Tax Collected On Sales			-44.93	
1294	04/07/2020	Claims	3	29872	WCP SOLUTIONS	190.01	MATERIALS
			001 - 518 30 30 19 - COVID-19 Supplies			190.01	COVID19 SANITIZER SUPPLIES
1295	04/07/2020	Claims	3	29873	WESTERN EQUIPMENT	1,788.34	TRAINING,MATERIALS
			420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrsl			1,290.00	LYNX LEVEL II CLASS
			420 - 576 65 31 01 - Maintenance Of Golf Course			437.12	REPLACEMENT IRRIG BODIES
			420 - 576 65 31 01 - Maintenance Of Golf Course			61.22	IRRIG TOOLS
1296	04/07/2020	Claims	3	29874	WHITLEY FUEL LLC	1,042.49	FUEL
			110 - 542 90 32 00 - Maint Admin & Overhead Fuel			135.52	
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			740.18	
			001 - 576 80 32 00 - Parks Fuel Consumed			166.79	
						84,111.91	001 General Fund
						7,615.91	110 Street Fund
						28,606.94	310 REET 1 Capital Projects Fund
						7,266.05	312 Street Capital Fund
						49,481.55	318 Harvard Road Bridge Widening Fund
						24,058.05	319 Henry Rd Project From Mission To Appleway
						363.69	410 Stormwater Utility Fund
						26,363.60	420 Golf Operations Fund
						6,264.65	502 Medical Reimbursement (Bridge) Fund
* Transaction Has Mixed Revenue And Expense Accounts						234,132.35	Claims: 234,132.35

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

04/01/2020 To: 04/30/2020

Time: 15:15:34 Date: 04/01/2020

Page: 10

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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

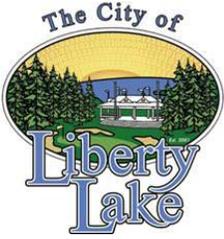
City Clerk

Date

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

City Clerk

Date



AGENDA ITEM NO.: 10Bi
BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Certified Arborist Services – On Call Agreement

FOR THE AGENDA OF:

April 7, 2020

DEPT. OF ORIGIN:

Operations and Maintenance

EXHIBIT:

-On Call Agreement

-Greenleaf Landscape RFQ

DEPT. HEAD APPROVAL:

Katy Allen, City Administrator

EXPENDITURE REQUIRED:	Up to \$35,000
BUDGETED:	Budgeted for 2020

SUMMARY STATEMENT

This agreement is for on call Certified Arborist services through Greenleaf Landscape for City parks, streets and open space. Work specified in the agreement includes pruning of street trees, hazard tree assessment, tree health recommendation, priority pruning for street signs and safety. This agreement will allow city staff to call out the contractor in a timely manner, without having to go through a bid process every single time. The contract is annual, with the option to renew for up to two years.

Seven requests for quotes were sent out through the MRSC Small Works Roster and two contractors responded. Greenleaf provided the lowest responsible bid.

RECOMMENDED ACTION

1. Authorize the Mayor to sign to On Call Agreement.

ON CALL ARBORIST AGREEMENT

THIS AGREEMENT ("AGREEMENT") IS MADE BY AND BETWEEN THE CITY OF LIBERTY LAKE, A CODE CITY OF THE STATE OF WASHINGTON, HEREINAFTER "CITY" AND GREENLEAF LANDSCAPING, INC., HEREINAFTER "CONTRACTOR", JOINTLY REFERRED TO AS "PARTIES".

IN CONSIDERATION of the terms and conditions contained herein the PARTIES covenant and agree as follows:

1. WORK TO BE PERFORMED. This Agreement allows the City to have flexibility in achieving short- and long-term goals in a timely manner. It avoids delays if services are immediately required.

The Contractor shall furnish all equipment, labor and materials to install, repair, or maintain the following: tree pruning, vegetation management, stump grinding, brush removal, chipping, material disposal, tree planting, traffic control, and other work as requested by the Director of Operations & Maintenance ("Director"), or designee.

The Director or designee shall administer and be the primary contact for Contractor. Contractor shall receive the Director's written authorization to proceed with the work. Upon notice from the Director, Contractor shall promptly commence work, timely complete the same and cure any failure in performance under this Agreement.

All work shall be performed as directed by the Director and, if applicable, in conformance with City and State standards. Work shall be communicated to the Contractor through a) the attached Work Order form, b) by verbal communication, or c) by telephone. The intent shall be to keep a written record of all work assigned to the Contractor by the Director.

The Contractor shall be available for emergency work during daytime and nighttime hours by telephone. The maximum response time from a call to the Contractor arriving on site shall be less than 30 minutes unless otherwise arranged. Response time to make normal repairs shall be within 24 to 48 hours of the request time by the City.

2. TERM OF AGREEMENT. This Agreement shall be in full force and effect upon execution of this Agreement and shall remain in effect until April 8, 2021. This Agreement may be renewed annually by mutual consent for up to two (2) additional years.

Either party may terminate this Agreement (or any renewal) by providing at least sixty (60) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and satisfactorily performed prior to the termination date.

The total amount awarded through this Agreement per annum shall not be more than thirty-five thousand dollars (\$35,000).

The Contractor shall keep in force during the term of this Agreement Washington State Industrial and Unemployment insurance and shall provide the City with proof of such insurance prior to execution of this Agreement. Contractor shall keep such insurance in force and effective throughout the term of this Agreement or any renewal term thereof.

The Contractor shall file a Statement of Intent to pay Spokane County Prevailing Wage rates with Washington State Department of Labor and Industries prior to receiving the first payment under this Agreement and annually thereafter at the beginning of the calendar year during the term of this Agreement or any renewal term thereof. All labor under this Agreement shall be paid in accordance with state prevailing wage law as applicable to the work being performed.

3. COMPENSATION. The City agrees to pay the Contractor on a time and materials basis as set forth in the attached fee and cost schedule, which is incorporated herein. The percentage of mark up on materials shown on the bid form shall be the mark up used for all materials incorporated into the work assigned by the City. No additional compensation for the materials shall be made. Documentation of Contractor's cost for materials shall be submitted to the City by written invoice(s). The fee and cost schedule shall be revised annually during the term of this Agreement to determine if the fee(s) and cost(s) for said time and materials are mutually acceptable to the PARTIES. If necessary, the PARTIES will revise the fee(s) and cost(s) at that time to reflect the PARTIES mutual agreement.

4. PAYMENT. The Contractor shall be paid monthly upon completion of the work. Applications for payment shall be sent to the City Treasurer at the below stated address. Retainage shall be withheld in accordance with state law. Payment will be made based on a combination of hours worked and materials incorporated into completed and accepted work plus markup on materials.

The City will reimburse the Contractor for filing fees associated with the Affidavit of Wages Paid and Statement of Intent to Pay Prevailing Wage.

The City reserves the right to withhold payment under this Agreement which is determined in the reasonable judgment of the Director of Operations & Maintenance to be noncompliant with the scope of work, City Standards, City ordinances and federal or state standards.

5. NOTICE. Notice shall be given in writing as follows:

TO THE CITY:

Name: Ann Swenson, City Clerk
Phone: (509) 755-6700
Address: 22710 E. Country Vista Dr.
Liberty Lake, WA 99019

TO THE CONTRACTOR:

Name: _____
Phone: _____
Mobile: _____
Address: _____

6. APPLICABLE LAWS AND STANDARDS. The PARTIES, in the performance of this Agreement, agree to comply with all applicable Federal, State, Local laws, City ordinances, and regulations. Contractor shall exercise best efforts including the selection of high-quality materials so that all services performed shall be in compliance with current ANSI A300 standards. All pruning shall be supervised or performed by a ISA Certified Arborist.

7. RELATIONSHIP OF THE PARTIES. It is hereby understood, agreed and declared that the Contractor shall be an independent Contractor and not the agent or employee of the City, that the City is interested in only the results to be achieved and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of the Contractor. Any and all employees who provide services to the City under this Agreement shall be deemed employees solely of the Contractor. The Contractor shall be solely responsible for the conduct and actions of all

employees under this Agreement and any liability that may attach thereto.

8. CONTRACTOR TO BE LICENSED, BONDED AND INSURED. The Contractor shall be duly licensed and bonded by the State of Washington. Contractor shall purchase and maintain during the term of this Agreement a comprehensive general liability policy in the amount of \$1,000,000.00 per occurrence, with a \$1,000,000 rider, with the City named as an additional insured. A copy of the certificate of insurance evidencing such insurance shall be provided to the City prior to the execution of this Agreement. Notice of cancellation of such insurance shall be given to the City by Contractor's insurer at least sixty (60) days prior to cancellation.

All work performed under this Agreement shall have a warranty period of two (2) years from the time the Work is completed.

9. INDEMNIFICATION AND HOLD HARMLESS. Each party shall indemnify and hold the other, its officers, employees, agents and volunteers harmless from and against any and all claims, demands, orders, decrees or judgments for injuries, death or damage to any person or property arising or resulting from any act or omission on the part of said party or its agents, employees or volunteers in the performance of this Agreement, including but not limited to all reasonable attorney fees and costs.

10. WAIVER. No officer, employee, agent or other individual acting on behalf of either party has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver in one instance shall be held to be waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law, shall be taken and construed as cumulative, and in addition to every other remedy provided herein or by law. Failure of either party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other party of any provision hereof shall in no way to be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

11. ASSIGNMENT AND DELEGATION. Neither party shall assign, transfer or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without first obtaining the written consent of the other party.

12. JURISDICTION AND VENUE. This Agreement is entered into in Spokane County, Washington. Venue shall be in Spokane County, State of Washington.

13. COST AND ATTORNEY'S FEES. In the event a lawsuit is brought with respect to this Agreement, the prevailing party shall be awarded its costs and attorney's fees in the amount to be determined by the Court as reasonable. Unless provided otherwise by statute, Contractor's attorney fees payable by the City shall not exceed the lump sum amount of this Agreement.

14. ENTIRE AGREEMENT. This written Agreement constitutes the entire and complete Agreement between the PARTIES and supersedes any prior oral or written Agreements but shall also include the following, which are incorporated herein and made a material part of this Agreement.

- a. Contractor Performance Bond;
- b. Contractor Payment Bond;
- c. Addenda; and
- d. All Exhibits to this Agreement, including but not limited to the Contractor's Bid and related documents, Notice to Proceed, or Work Orders.

This Agreement may not be changed, modified or altered except in writing signed by the PARTIES hereto.

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

IN WITNESS WHEREOF, the PARTIES have executed this Agreement this _____ day of _____, 2020.

CITY OF LIBERTY LAKE:

CONTRACTOR:

Shane Brickner, Mayor

Title:

ATTEST:

APPROVED AS TO FORM:

Ann Swenson, City Clerk

Sean P. Boutz, City Attorney

City of Liberty Lake

March 16, 2020

Director of Operations & Maintenance

22710 E. Country Vista Drive

Liberty Lake WA 99019

Jennifer,

Enclosed is Greenleaf Landscaping's bid package (3) to be considered for the 'On Call Landscape Maintenance Services' Contract. Please accept this cover letter as the required signature for the package, there is no formal location on the packet that we could find for one.

Greenleaf Landscaping is excited for the potential of continuing to work with the City of Liberty Lake and is hopeful we will be able to continue our relationship with the City.

With Gratitude,

A handwritten signature in blue ink, appearing to read "Martin Bixby". The signature is stylized and cursive.

Martin Bixby

Greenleaf Landscaping

ISA Certified Arborist

COVER SHEET

Company Name: Greenleaf Landscaping

Mailing Address: P.O. Box 13411
Spokane Valley wa 99213

Contact Name: Martin Bickley Office Phone No. 509-536-2885

Cell Phone No. 509-370-8496

Contractor Registration No. GreenLI07304

Contractor Unified Business Identifier (UBI): 601342124

Subcontractor info, if applicable:

Subcontractor 1 Company Name: North Star Enterprises Inc

Mailing Address: P.O. Box 607 Liberty Lake wa 99019

Contact Name: John Kilduff Phone No. 509-891-0892

Contractor Registration No. NorthSE 09405

Contractor Unified Business Identifier (UBI): 601-184-289

Subcontractor 2 Company Name: _____

Mailing Address: _____

Contact Name: _____ Phone No. _____

Contractor Registration No. _____

Contractor Unified Business Identifier (UBI): _____

LICENSES & CERTIFICATIONS

Please list Licensed Pesticide Applicators (with License Number) proposed to work on this contract (please also include name of company & contract information if using a subcontractor):

Name: Mike Richardson WA Applicator License No. 70375

Name: David Hill WA Applicator License No. 82662

Name: Martin Bixby WA Applicator License No. 98289

For Subcontractor Only: Company Name & Info: _____

Please list all Certified Flaggers (with Certification Number) proposed to work on this contract (please also include name of company & contract information if using a subcontractor):

Name: John Bigley Big 1129553520 1162 / 32088 / E 44042

Name: Lawrence Jones 36566 / E 42845

For Subcontractor Only: Company Name & Info: Northstar Enterprises Inc. P.O. Box 607

Liberty Lake WA 99019; John Kilduff @ 509-891-0892 or email @
john@northstarse.com

Please attached copies of all certifications and licenses listed above.

STATEMENT OF QUALIFICATIONS & REFERENCES

QUALIFICATIONS OF COMPANY: Please provide information regarding the qualifications of the firm, including years in business, work experience of the firm, key customers and years served, demonstrating that the firm meets the minimum qualifications detailed on page 2 of this Request for Quotes.

Greenleaf Landscape Inc. has been serving the Spokane and surrounding area for 40 years. Greenleaf has employees that are Certified Arborist, Licensed Spray Techs, Certified landscape techs, and highly qualified office staff. Greenleaf does work for large commercial sites and large HOA's. Many of Greenleaf's customers we have had for decades. Greenleaf is also InVivo Star Certified.

REFERENCES: Please provide three (3) client references for the company, including at least two public sector clients.

FIRM NAME: City of Liberty Lake CONTACT PERSON: Jennifer Camp

FIRM ADDRESS: 22710 E Country Vista Drive PHONE NO: 509-755-6714
Liberty Lake WA 98019

FIRM NAME: City of Spokane CONTACT PERSON: Angel Spell

FIRM ADDRESS: 809 W. Falls Blvd. PHONE NO: 509 481 1937
Spokane WA 99201

FIRM NAME: Harvard Park Hold CONTACT PERSON: Bob McClure

FIRM ADDRESS: 3005 S. Winthrop Lane PHONE NO: 509-999-6232
Spokane WA 99203
9

QUOTATION FORM

Please provide the unit price and subtotal for line items 1 through 6. For line items 7 and 8, please provide the percentage mark up under "Units", and multiply that percentage by \$5,000 to determine the "Line Total". The sum of all line totals (the "Grand Total") will be used as the basis for determining the lowest cost proposal.

BID ITEM NUMBER	UNIT OF MEASURE	ITEM DESCRIPTION	UNITS	UNIT PRICE	LINE TOTAL
1	HR	DEBRIS HAULING W/TRUCK	10	60 ⁰⁰	600 ⁰⁰
2	HR	IRRIGATION SPRINKLER INSTALLER	10	62 ⁵⁰	625 ⁰⁰
3	HR	LANDSCAPE EQUIPMENT OPERATOR	10	62 ⁵⁰	625 ⁰⁰
4	HR	LANDSCAPING OR PLANTING LABOR	10	60 ⁰⁰	600 ⁰⁰
5	HR	LICENSED PESTICIDE APPLICATOR	2	60 ⁰⁰	120 ⁰⁰
6	HR	CERTIFIED FLAGGER	2	65 ⁰⁰	130 ⁰⁰
7	PERCENT	CONTRACTOR MARKUP FOR MATERIALS	25%	\$5,000.00	6250 ⁰⁰
8	PERCENT	CONTRACTOR MARKUP FOR LABOR	33%	\$5,000.00	6650 ⁰⁰
GRAND TOTAL					\$ 15,600⁰⁰

Notes:

- 1) All rates for equipment are hourly and include operator
- 2) All rates will be reviewed by the City and Contractor annually
- 3) Prevailing wage law is applicable to this bid
- 4) Vehicles parked at City Hall or at other locations are not considered to be "in use". Charges will only accumulate while the operator is using the vehicle for assigned work.
- 5) These quantities are for bidding purposes only, actual payments will be based upon work performed.
- 6) Sales tax shall be applied in accordance with WAC 458-20-170 & 171.
- 7) Items requested for install or repair by the City not listed on the bid tab shall be dealt with on a case by case basis, an example of this would be significant traffic control.
- 8) The City has estimated that a Contractor could supply the City with at least \$10,000 worth of materials and labor over the course of a calendar year, as reflected in the calculations for Lines 7 & 8.



PESTICIDE AND SPI LICENSING SEARCH RESULTS

If you have questions on this license record, contact Pesticide Licensing toll free at 1 (877) 301-4555 or by email at license@agr.wa.gov.

Remember to always request picture ID to confirm identity!

Database updated: 3/4/2020

LICENSEE NAME:

Bixby, Martin

COUNTY (STATE):

SPOKANE (WA)

LICENSE NUMBER:

98289

View recertification credit report by clicking on license type below.

LICENSES	STATUS	EXPIRES	RECERTIFICATION CYCLE
Commercial Operator ⓘ	Renewed ⓘ	12/31/2020	2020 - 2024

This license requires that a person be employed by a commercial applicator (CA) in a current expiration period with current insurance.

This person is not employed by any company. Commercial Applicators must report employees on the [Supplemental Commercial Applicator Pesticide License Application](#).

CATEGORIES (1)

CATEGORIES (1)

Ornamental Weed 

START NEW SEARCH

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PESTICIDE AND SPI LICENSING SEARCH RESULTS

If you have questions on this license record, contact Pesticide Licensing toll free at 1 (877) 301-4555 or by email at license@agr.wa.gov.

Remember to always request picture ID to confirm identity!

Database updated: 1/29/2020

LICENSEE NAME:

Richardson, Michael J

COUNTY (STATE):

SPOKANE (WA)

LICENSE NUMBER:

70375

View recertification credit report by clicking on license type below.

LICENSES	STATUS	EXPIRES	RECERTIFICATION CYCLE
Commercial Operator ⓘ	Renewed ⓘ	12/31/2020	2016 - 2020

This license requires that a person be employed by a commercial applicator (CA) in a current expiration period with current insurance. This licensee is listed with the following company:

[Greenleaf Landscaping](#)

CATEGORIES (3)

Ornamental Insect and Disease ⓘ

Ornamental Weed ⓘ

Rights-of-Way Weed ⓘ

START NEW SEARCH



PESTICIDE AND SPI LICENSING SEARCH RESULTS

If you have questions on this license record, contact Pesticide Licensing toll free at 1 (877) 301-4555 or by email at license@agr.wa.gov.

Remember to always request picture ID to confirm identity!

Database updated: 1/29/2020

LICENSEE NAME:

Hill, David G

COUNTY (STATE):

SPOKANE (WA)

LICENSE NUMBER:

82662

View recertification credit report by clicking on license type below.

LICENSES	STATUS	EXPIRES	RECERTIFICATION CYCLE
Commercial Operator ⓘ	Renewed ⓘ	12/31/2020	2017 - 2021

This license requires that a person be employed by a commercial applicator (CA) in a current expiration period with current insurance. This licensee is listed with the following company:

[Greenleaf Landscaping](#)

CATEGORIES (2)

Ornamental Insect and Disease ⓘ

Ornamental Weed ⓘ

START NEW SEARCH

TRAFFIC CONTROL MUTCD Compliant
CERTIFIED FLAGGER

NAME BIGLEY, JOHN

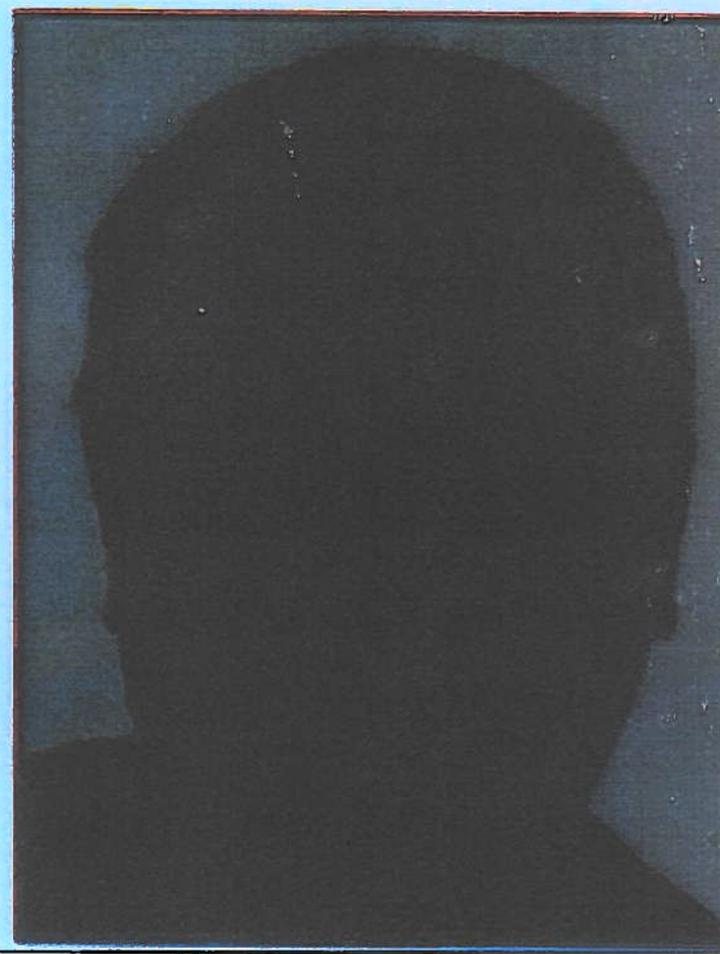
NO. 32088

RD NO. E44042

EXPIRATION DATE 12/14/2021

Laborers-Employers Training
Fund (800) 240-9112

ISSUING ORGANIZATION



Northwest Laborers-Employers Training Trust

27055 Ohio Ave. Kingston WA. 98346

(800) 240-9112

Class Date: 10/31/2016

Class Hours: 8

Certification #:

BIG1129553520

Expires: 10/31/2020

Instructor: ROBIN SMITH

A Labor And Management Partnership

Rennie O'Connell

Authorized Instructor (Print Name)

119235

Registry No.

12-18-18

Class Completion Date

12-18-19

Expiration Date

360 297 3035

Training Center Phone No.

NOR 983

Training Center I.D.

This card certifies the holder has completed the course requirements as provided by a currently authorized MEDIC First Aid Instructor. Certification does not guarantee future performance, or imply insurance or credentialing. Course content assists in satisfying the information and training requirements of the U.S. Department of Labor (OSHA 29 CFR 1910.1030). Certification period may not exceed 12 months from class completion.

CERTIFICATION
CARD

Bloodborne Pathogens

in the Workplace

John W Bigley

has successfully completed the course requirements
for the Bloodborne Pathogens in the Workplace Program.



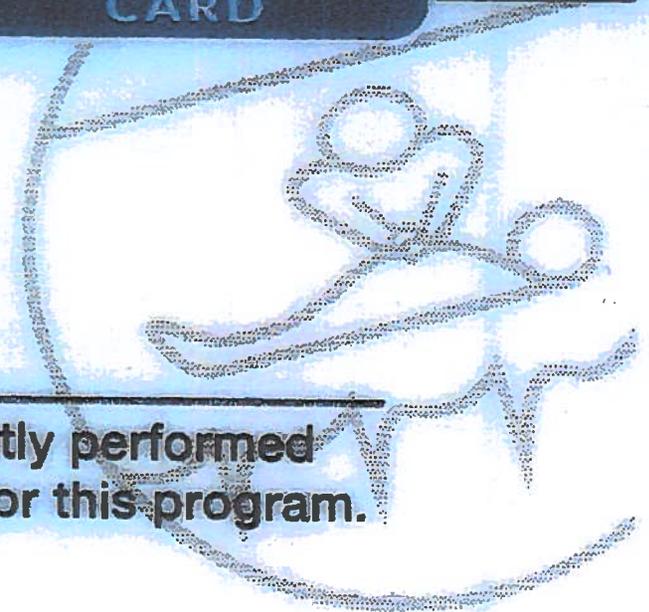
CERTIFICATION
CARD

BasicPlus

CPR, AED, and First Aid for Adults

John W Bigley

has successfully completed and competently performed
the required knowledge and skill objectives for this program.



TRAFFIC CONTROL MUTCD Compliant
CERTIFIED FLAGGER

NAME JONES, LAWRENCE

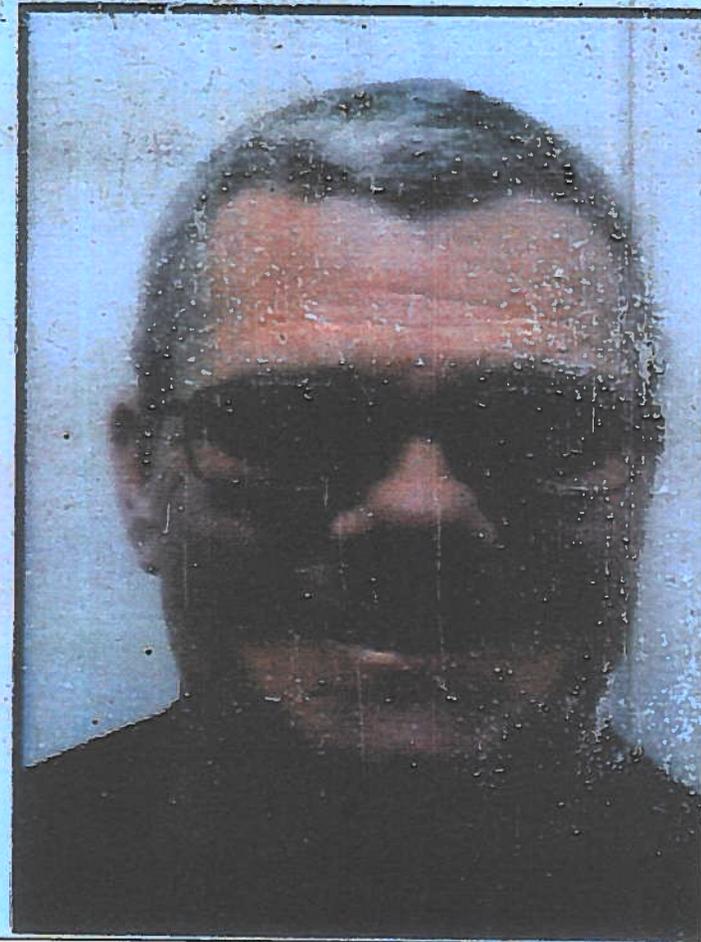
NO. 36566

RD NO. E42845

EXPIRATION DATE 12/17/2020

**Laborers-Employers Training
Fund (800) 240-9112**

ISSUING ORGANIZATION



The certified instructor identified below confirms that the flagger whose name appears on the front of this card has met the requirements and testing to be recognized as a certified flagger. This person has completed the Evergreen Safety Council Flagger Training Course, which has been accepted by the appropriate authorities as sufficient to meet job expectations and performance.

MALLORIE QUAMME

02657

INSTRUCTOR

CERTIFICATION

Start Date: 12/21/2017

State of Issue: WA

**This card may be verified by calling the
Evergreen Safety Council at:**

1-800-521-0778

Serving the Greater Northwest



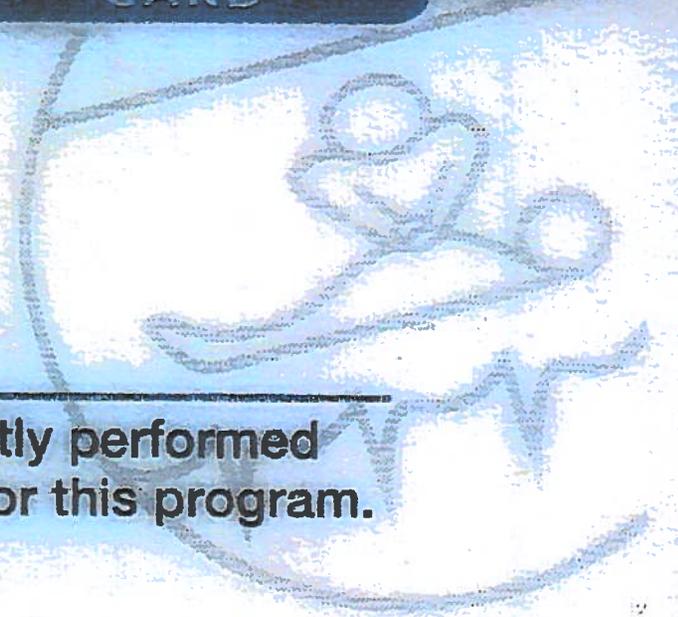
CERTIFICATION
CARD

BasicPlus

PR, AED, and First Aid for Adults

LAWRANCE JONES

has successfully completed and competently performed
the required knowledge and skill objectives for this program.



The certified instructor identified below confirms that the flagger whose name appears on the front of this card has met the requirements and testing to be recognized as a certified flagger. This person has completed the Evergreen Safety Council Flagger Training Course, which has been accepted by the appropriate authorities as sufficient to meet job expectations and performance.

RONNIE OCONNELL

02351

INSTRUCTOR

CERTIFICATION

Start Date: 12/18/2018

State of Issue: WA

*This card may be verified by calling the
Evergreen Safety Council at:*

1-800-521-0778

Serving the Greater Northwest



Ronnice O'Connell

Authorized Instructor (Print Name)

119235

Registry No.

12-18-18

Class Completion Date

12 18 20

Expiration Date

360 297 3035

Training Center Phone No.

NOR 983

Training Center I.D.

card certifies the above named individual has successfully completed the required objectives hands-on skill evaluations to the satisfaction of a currently authorized MEDIC First Aid Instructor. program conforms to the 2015 AHA Guidelines Update for CPR and ECC and the 2015 AHA and Guidelines Update for First Aid. Expiration date may not exceed two years from month of class pletion.

429

Registry No.

1/18/2017

Class Completion Date

12/18/2019

Expiration Date

0-297-3035

Training Center Phone No.

NOR983

Training Center I.D.

Certifies the above named individual has successfully completed the required objectives on skill evaluations to the satisfaction of a currently authorized MEDIC First Aid Instructor. This course conforms to the 2015 AHA Guidelines Update for CPR and ECC and the 2015 AHA Guidelines Update for First Aid. Expiration date may not exceed two years from month of class

TCP 5 Typical Shoulder Closure - Low Speed (40 mph or Less)

BUFFER DATA										
LONGITUDINAL BUFFER SPACE = B										
SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH (feet)	55	200	250	305	-	-	-	-	-	-

Protective vehicle recommended - may be a work vehicle. If a TMA is not available, the protective vehicle shall be strategically located in the field to shield workers and no roll ahead distance is specified.

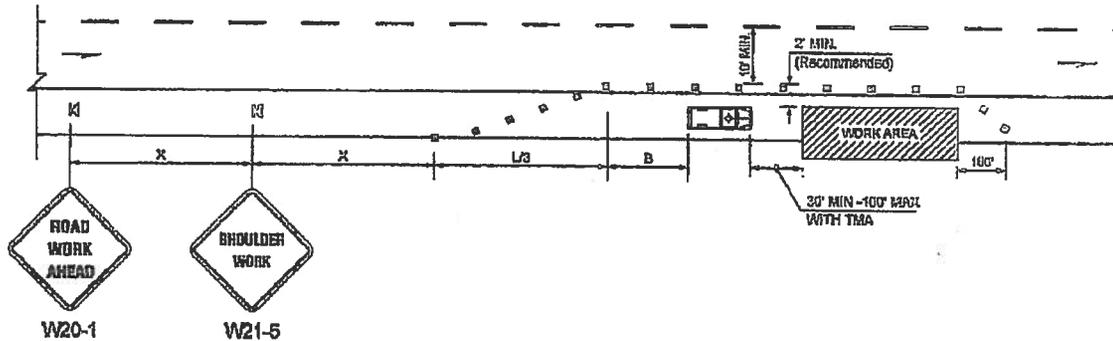
SIGN SPACING = X (FEET) (1)		
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	300±
RURAL ROADS, URBAN ARTERIALS RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200± (2)
URBAN STREETS	25 MPH OR LESS	100± (2)
ALL SIGNS ARE 45° x 45° BLACK ON ORANGE UNLESS OTHERWISE DESIGNATED.		

- (1) All spacing may be adjusted to accommodate interchange ramps, at-grade intersections, and driveways.
- (2) This spacing may be reduced in urban areas to fit roadway conditions.

MINIMUM TAPER LENGTH = L (feet)											
Shoulder Width (feet)	B	Posted Speed (mph)									
		25	30	35	40	45	50	55	60	65	70
8	04	120	100	210	-	-	-	-	-	-	-
10	105	150	224	270	-	-	-	-	-	-	-

3 DEVICES MINIMUM SPACED 10' O.C. IN TAPERS FOR SHOULDER WIDTHS LESS THAN 8 FEET

CHANNELIZING DEVICE SPACING (FEET)		
15PH	TAPER	TANGENT
35 / 40	20	60
25 / 30	20	40



LEGEND

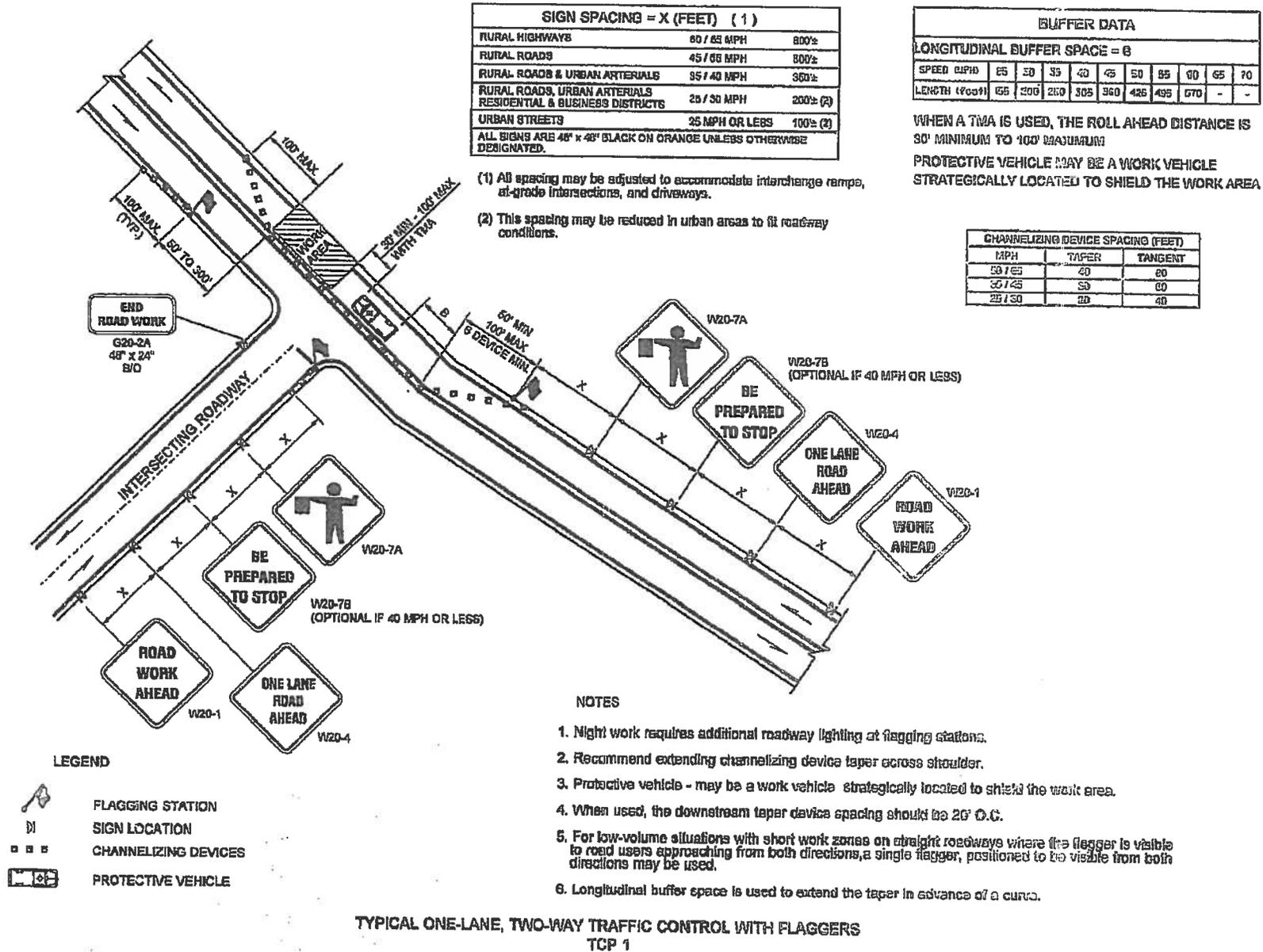
- SIGN LOCATION
- □ □ CHANNELIZING DEVICES
- ▣ PROTECTIVE VEHICLE - RECOMMENDED

NOTES

- 1. Protective vehicle recommended - may be a work vehicle.
- 2. When used, device spacing for the downstream taper should be 20' O.C.

TYPICAL SHOULDER CLOSURE - LOW SPEED (40 MPH OR LESS)
TCP 5

TCP 1 Typical Alternating One-Way Traffic Flagger Controlled



SIGN SPACING = X (FEET) (1)		
RURAL HIGHWAYS	60 / 65 MPH	800±
RURAL ROADS	45 / 55 MPH	800±
RURAL ROADS & URBAN ARTERIALS	55 / 40 MPH	300±
RURAL ROADS, URBAN ARTERIALS RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200± (2)
URBAN STREETS	35 MPH OR LESS	100± (2)

ALL SIGNS ARE 48" x 48" BLACK ON ORANGE UNLESS OTHERWISE DESIGNATED.

- (1) All spacing may be adjusted to accommodate interchange ramps, at-grade intersections, and driveways.
- (2) This spacing may be reduced in urban areas to fit roadway conditions.

BUFFER DATA										
LONGITUDINAL BUFFER SPACE = 6										
SPEED (MPH)	65	50	35	40	45	50	55	60	65	70
LENGTH (Feet)	195	200	210	305	360	425	495	570	-	-

WHEN A TMA IS USED, THE ROLL AHEAD DISTANCE IS 30' MINIMUM TO 100' MAXIMUM
PROTECTIVE VEHICLE MAY BE A WORK VEHICLE STRATEGICALLY LOCATED TO SHIELD THE WORK AREA

CHANNELIZING DEVICE SPACING (FEET)		
MPH	TAPER	TANGENT
50 / 65	40	60
55 / 45	50	60
25 / 30	20	40

- NOTES
1. Night work requires additional roadway lighting at flagging stations.
 2. Recommend extending channelizing device taper across shoulder.
 3. Protective vehicle - may be a work vehicle strategically located to shield the work area.
 4. When used, the downstream taper device spacing should be 20' O.C.
 5. For low-volume situations with short work zones on straight roadways where the flagger is visible to road users approaching from both directions, a single flagger, positioned to be visible from both directions may be used.
 6. Longitudinal buffer space is used to extend the taper in advance of a curve.

TYPICAL ONE-LANE, TWO-WAY TRAFFIC CONTROL WITH FLAGGERS
TCP 1

- LEGEND
- FLAGGING STATION
 - SIGN LOCATION
 - CHANNELIZING DEVICES
 - PROTECTIVE VEHICLE

TCP 3 Typical Single-Lane Closure for Multi-Lane Roadways

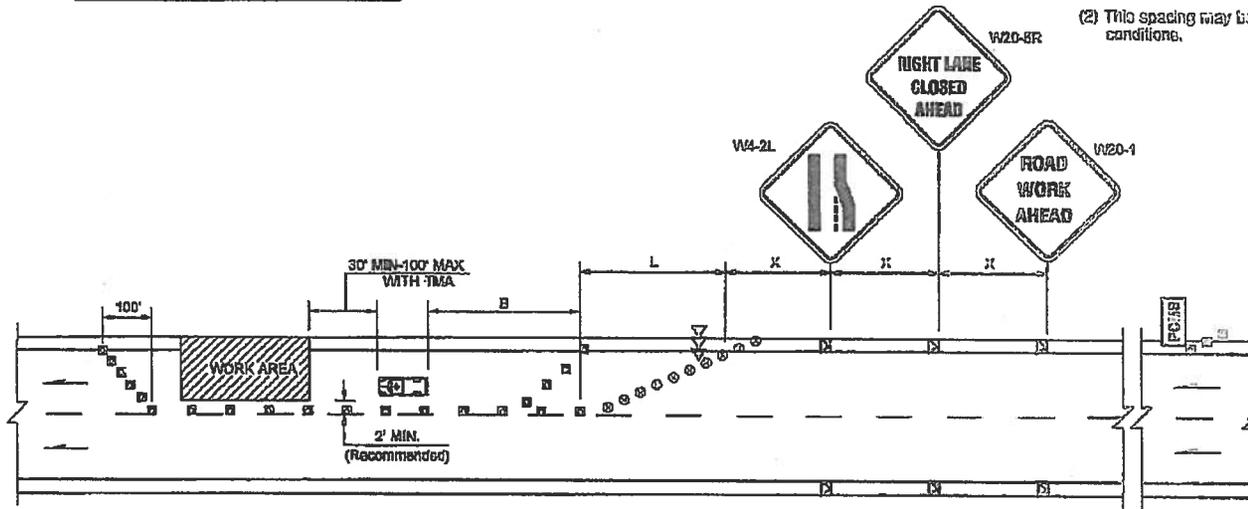
LONGITUDINAL BUFFER SPACE = B										
SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH (feet)	155	200	250	305	360	425	495	570	645	730

CHANNELIZING DEVICE SPACING (FEET)		
MPH	TAPER	TANGENT
60 / 70	40	60
35 / 45	30	60
25 / 30	20	40

Lane Width (feet)	MINIMUM TAPER LENGTH = L (feet)									
	Posted Speed (mph)									
	25	30	35	40	45	50	55	60	65	70
10	105	160	205	270	460	500	600	-	-	-
11	115	165	225	295	485	560	605	680	-	-
12	125	180	245	320	640	800	680	720	760	840

SIGN SPACING = X (FEET) (1)		
FREeways & EXPRESSWAYS	55/70 MPH	1500'+
RURAL HIGHWAYS	60/65 MPH	600±
RURAL ROADS	45/55 MPH	600±
RURAL ROADS & URBAN ARTERIALS	35/40 MPH	350±
RURAL ROADS, URBAN ARTERIALS RESIDENTIAL & BUSINESS DISTRICTS	25/30 MPH	200± (2)
URBAN STREETS	25 MPH OR LESS	100± (2)
ALL SIGNS ARE 48" X 40" PLAC OR ORANGE UNLESS OTHERWISE DESIGNATED.		

- (1) All spacing may be adjusted to accommodate interchange ramps, at-grade intersections, and driveways.
- (2) This spacing may be reduced in urban areas to fit roadway conditions.



(SAMPLE MESSAGE)

PCMS	
1	2
LANE CLOSED	1 MILE AHEAD
2.0 SEC	2.0 SEC

FIELD LOCATE 1 MILE ± IN ADVANCE OF LANE CLOSURE TAPER.

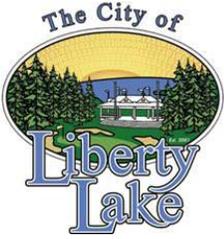
NOTES

1. A TMA is required for roadway 45 mph or higher. For roads 40 mph or less - if a TMA is not available, the protective vehicle shall be strategically located in the field to shield workers and no roll ahead distance is specified.
2. Extend device taper across shoulder when shoulder width is 6 ft or more.
3. Devices should not encroach into adjacent lanes, see sheet TCD 3 for encroachment detail.
4. Use transverse devices in closed lane every 100'.
5. Traffic safety drums required for all lane closure tapers on roadway 45 mph or higher.
6. When used, device spacing for the downstream taper should be 2X O.C.
7. Coordinate with Region Traffic office for work hour restrictions.

LEGEND

- ⊠ SIGN LOCATION
- ↔ ARROW BOARD
- ⊙ ⊙ ⊙ TRAFFIC SAFETY DRUMS
- ⊠ ⊠ ⊠ CHANNELIZING DEVICES
- 🚚 PROTECTIVE VEHICLE REQUIRED
- PCMS PORTABLE CHANGEABLE MESSAGE SIGN

TYPICAL SINGLE-LANE CLOSURE FOR MULTI-LANE ROADWAYS
 TCP 3



AGENDA ITEM NO.: 10Bii
BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:
Landscape Maintenance Services – On Call Agreement

FOR THE AGENDA OF: April 7, 2020

DEPT. OF ORIGIN:
Operations and Maintenance

EXHIBIT:
-On Call Agreement
-Greenleaf Landscape RFQ

DEPT. HEAD APPROVAL:
Katy Allen, City Administrator

EXPENDITURE REQUIRED:	Up to \$35,000
BUDGETED:	Budgeted for 2020

SUMMARY STATEMENT

This agreement is for on call landscape maintenance services through Greenleaf Landscape for City parks, roadsides and open space. At times it is necessary for maintenance staff to call out for assistance from an outside contractor to help with irrigation, pesticide applications, backflow testing, etc. This agreement will allow city staff to call out the contractor in a timely manner, without having to go through a bid process for each task.

Five RFQ’s were sent out to contractors utilizing the MRSC Small Works Roster. Greenleaf was the only contractor who submitted.

RECOMMENDED ACTION

1. Authorize the Mayor to sign to On Call Agreement.

ON CALL LANDSCAPE MAINTENANCE AGREEMENT

THIS AGREEMENT ("AGREEMENT") IS MADE BY AND BETWEEN THE CITY OF LIBERTY LAKE, A CODE CITY OF THE STATE OF WASHINGTON, HEREINAFTER "CITY" AND GREENLEAF LANDSCAPING, INC., HEREINAFTER "CONTRACTOR", JOINTLY REFERRED TO AS "PARTIES".

IN CONSIDERATION of the terms and conditions contained herein the PARTIES covenant and agree as follows:

1. WORK TO BE PERFORMED. This Agreement allows the City to have flexibility in achieving short- and long-term goals in a timely manner. It avoids delays if services are immediately required.

The Contractor shall furnish all equipment, labor and materials to perform landscape maintenance on City-owned facility and parks, landscape medians and public rights-of-way, including trimming and pruning, nutrition management, pesticide management, debris and brush removal, fall/spring landscape bed cleanup, and all aspects of irrigation system maintenance and repair, and other work as requested by the Director of Operations & Maintenance ("Director"), or designee.

The Director or designee shall administer and be the primary contact for Contractor. Contractor shall receive the Director's written authorization to proceed with the work. Upon notice from the Director, Contractor shall promptly commence work, timely complete the same and cure any failure in performance under this Agreement.

All work shall be performed as directed by the Director and, if applicable, in conformance with City and State standards. Work shall be communicated to the Contractor through a) the attached Work Order form, b) by verbal communication, or c) by telephone. The intent shall be to keep a written record of all work assigned to the Contractor by the Director.

The Contractor shall be available for emergency work during daytime and nighttime hours by telephone. The maximum response time from a call to the Contractor arriving on site shall be less than 24 hours, unless otherwise arranged. Response time to make normal repairs shall be within 96 hours of the request time by the City.

2. TERM OF AGREEMENT. This Agreement shall be in full force and effect upon execution of this Agreement and shall remain in effect until April 8, 2021. This Agreement may be renewed annually by mutual consent for up to two (2) additional years.

Either party may terminate this Agreement (or any renewal) by providing at least sixty (60) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and satisfactorily performed prior to the termination date.

The total amount awarded through this Agreement per annum shall not be more than thirty five thousand dollars (\$35,000).

The Contractor shall keep in force during the term of this Agreement Washington State Industrial and Unemployment insurance and shall provide the City with proof of such insurance prior to execution of this Agreement. Contractor shall keep such insurance in force and effective throughout the term of this Agreement or any renewal term thereof.

The Contractor shall file a Statement of Intent to pay Spokane County Prevailing Wage rates with Washington State Department of Labor and Industries prior to receiving the first payment under this Agreement and annually thereafter at the beginning of the calendar year during the term of this Agreement or any renewal term thereof. All labor under this Agreement shall be paid in accordance with state prevailing wage law as applicable to the work being performed.

3. COMPENSATION. The City agrees to pay the Contractor on a time and materials basis as set forth in the attached fee and cost schedule, which is incorporated herein. The percentage of mark up on materials shown on the bid form shall be the mark up used for all materials incorporated into the work assigned by the City. No additional compensation for the materials shall be made. Documentation of Contractor's cost for materials shall be submitted to the City by written invoice(s). The fee and cost schedule shall be revised annually during the term of this Agreement to determine if the fee(s) and cost(s) for said time and materials are mutually acceptable to the PARTIES. If necessary, the PARTIES will revise the fee(s) and cost(s) at that time to reflect the PARTIES mutual agreement.

4. PAYMENT. The Contractor shall be paid monthly upon completion of the work. Applications for payment shall be sent to the City Treasurer at the below stated address. Retainage shall be withheld in accordance with state law. Payment will be made based on a combination of hours worked and materials incorporated into completed and accepted work plus markup on materials.

The City will reimburse the Contractor for filing fees associated with the Affidavit of Wages Paid and Statement of Intent to Pay Prevailing Wage.

The City reserves the right to withhold payment under this Agreement which is determined in the reasonable judgment of the Director of Operations & Maintenance to be noncompliant with the scope of work, City Standards, City ordinances and federal or state standards.

5. NOTICE. Notice shall be given in writing as follows:

TO THE CITY:

Name: Ann Swenson, City Clerk
Phone: (509) 755-6700
Address: 22710 E. Country Vista Dr.
Liberty Lake, WA 99019

TO THE CONTRACTOR:

Name: _____
Phone: _____
Mobile: _____
Address: _____

6. APPLICABLE LAWS AND STANDARDS. The PARTIES, in the performance of this Agreement, agree to comply with all applicable Federal, State, Local laws, City ordinances, and regulations. Contractor shall exercise best efforts including the selection of high-quality materials so that all services performed shall be in compliance with current ANSI A300 standards.

7. RELATIONSHIP OF THE PARTIES. It is hereby understood, agreed and declared that the Contractor shall be an independent Contractor and not the agent or employee of the City, that the City is interested in only the results to be achieved and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of the Contractor. Any and all employees who provide services to the City under this Agreement shall be deemed employees solely of the Contractor. The Contractor shall be solely responsible for the conduct and actions of all

employees under this Agreement and any liability that may attach thereto.

8. CONTRACTOR TO BE LICENSED, BONDED AND INSURED. The Contractor shall be duly licensed and bonded by the State of Washington. Contractor shall purchase and maintain during the term of this Agreement a comprehensive general liability policy in the amount of \$1,000,000.00 per occurrence, with a \$1,000,000 rider, with the City named as an additional insured. A copy of the certificate of insurance evidencing such insurance shall be provided to the City prior to the execution of this Agreement. Notice of cancellation of such insurance shall be given to the City by Contractor's insurer at least sixty (60) days prior to cancellation.

All work performed under this Agreement shall have a warranty period of two (2) years from the time the Work is completed.

9. INDEMNIFICATION AND HOLD HARMLESS. Each party shall indemnify and hold the other, its officers, employees, agents and volunteers harmless from and against any and all claims, demands, orders, decrees or judgments for injuries, death or damage to any person or property arising or resulting from any act or omission on the part of said party or its agents, employees or volunteers in the performance of this Agreement, including but not limited to all reasonable attorney fees and costs.

10. WAIVER. No officer, employee, agent or other individual acting on behalf of either party has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver in one instance shall be held to be waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law, shall be taken and construed as cumulative, and in addition to every other remedy provided herein or by law. Failure of either party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other party of any provision hereof shall in no way to be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

11. ASSIGNMENT AND DELEGATION. Neither party shall assign, transfer or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without first obtaining the written consent of the other party.

12. JURISDICTION AND VENUE. This Agreement is entered into in Spokane County, Washington. Venue shall be in Spokane County, State of Washington.

13. COST AND ATTORNEY'S FEES. In the event a lawsuit is brought with respect to this Agreement, the prevailing party shall be awarded its costs and attorney's fees in the amount to be determined by the Court as reasonable. Unless provided otherwise by statute, Contractor's attorney fees payable by the City shall not exceed the lump sum amount of this Agreement.

14. ENTIRE AGREEMENT. This written Agreement constitutes the entire and complete Agreement between the PARTIES and supersedes any prior oral or written Agreements but shall also include the following, which are incorporated herein and made a material part of this Agreement.

- a. Contractor Performance Bond;
- b. Contractor Payment Bond;
- c. Addenda; and
- d. All Exhibits to this Agreement, including but not limited to the Contractor's Bid and related documents, Notice to Proceed, or Work Orders.

This Agreement may not be changed, modified or altered except in writing signed by the PARTIES hereto.

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

IN WITNESS WHEREOF, the PARTIES have executed this Agreement this _____ day of _____, 2020.

CITY OF LIBERTY LAKE:

CONTRACTOR:

Shane Brickner, Mayor

Title:

ATTEST:

APPROVED AS TO FORM:

Ann Swenson, City Clerk

Sean P. Boutz, City Attorney

City of Liberty Lake

March 16, 2020

Director of Operations & Maintenance

22710 E. Country Vista Drive

Liberty Lake WA 99019

Jennifer,

Enclosed is Greenleaf Landscaping's bid package (3) to be considered for the 'On Call Landscape Maintenance Services' Contract. Please accept this cover letter as the required signature for the package, there is no formal location on the packet that we could find for one.

Greenleaf Landscaping is excited for the potential of continuing to work with the City of Liberty Lake and is hopeful we will be able to continue our relationship with the City.

With Gratitude,

A handwritten signature in blue ink, appearing to read "Martin Bixby". The signature is stylized and cursive.

Martin Bixby

Greenleaf Landscaping

ISA Certified Arborist

COVER SHEET

Company Name: Greenleaf Landscaping

Mailing Address: P.O. Box 13411
Spokane Valley wa 99213

Contact Name: Martin Bickley Office Phone No. 509-536-2885

Cell Phone No. 509-370-8496

Contractor Registration No. GreenLI 07304

Contractor Unified Business Identifier (UBI): 601342124

Subcontractor info, if applicable:

Subcontractor 1 Company Name: North Star Enterprises Inc

Mailing Address: P.O. Box 607 Liberty Lake wa 99019

Contact Name: John Kilduff Phone No. 509-891-0892

Contractor Registration No. NorthSE 09405

Contractor Unified Business Identifier (UBI): 601-184-289

Subcontractor 2 Company Name: _____

Mailing Address: _____

Contact Name: _____ Phone No. _____

Contractor Registration No. _____

Contractor Unified Business Identifier (UBI): _____

LICENSES & CERTIFICATIONS

Please list Licensed Pesticide Applicators (with License Number) proposed to work on this contract (please also include name of company & contract information if using a subcontractor):

Name: Mike Richardson WA Applicator License No. 70375

Name: David Hill WA Applicator License No. 82662

Name: Martin Bixby WA Applicator License No. 98289

For Subcontractor Only: Company Name & Info: _____

Please list all Certified Flaggers (with Certification Number) proposed to work on this contract (please also include name of company & contract information if using a subcontractor):

Name: John Bigley Big 1129553520 1162 / 32088 / E 44042

Name: Lawrence Jones 36566 / E 42849

For Subcontractor Only: Company Name & Info: Northstar Enterprises Inc. P.O. Box 607

Liberty Lake WA 99019; John Kilduff @ 509-891-0892 or email @
john@northstarse.com

Please attached copies of all certifications and licenses listed above.

STATEMENT OF QUALIFICATIONS & REFERENCES

QUALIFICATIONS OF COMPANY: Please provide information regarding the qualifications of the firm, including years in business, work experience of the firm, key customers and years served, demonstrating that the firm meets the minimum qualifications detailed on page 2 of this Request for Quotes.

Greenleaf Landscape Inc. has been serving the Spokane and surrounding area for 40 years. Greenleaf has employees that are Certified Arborist, Licensed Spray Techs, Certified landscape techs, and highly qualified office staff. Greenleaf does work for large Commercial sites and large HOA's. Many of Greenleaf's customers we have had for decades. Greenleaf is also InVivo Star Certified.

REFERENCES: Please provide three (3) client references for the company, including at least two public sector clients.

FIRM NAME: City of Liberty Lake CONTACT PERSON: Jennifer Camp

FIRM ADDRESS: 22710 E Country Vista Drive PHONE NO: 509-755-6714
Liberty Lake WA 98019

FIRM NAME: City of Spokane CONTACT PERSON: Angel Spell

FIRM ADDRESS: 809 W. Falls Blvd. PHONE NO: 509 481 1937
Spokane WA 99201

FIRM NAME: Harvard Park Hold CONTACT PERSON: Bob McClure

FIRM ADDRESS: 3005 S. Winthrop Lane PHONE NO: 509-999-6232
Spokane WA 99203
9

QUOTATION FORM

Please provide the unit price and subtotal for line items 1 through 6. For line items 7 and 8, please provide the percentage mark up under "Units", and multiply that percentage by \$5,000 to determine the "Line Total". The sum of all line totals (the "Grand Total") will be used as the basis for determining the lowest cost proposal.

BID ITEM NUMBER	UNIT OF MEASURE	ITEM DESCRIPTION	UNITS	UNIT PRICE	LINE TOTAL
1	HR	DEBRIS HAULING W/TRUCK	10	60 ⁰⁰	600 ⁰⁰
2	HR	IRRIGATION SPRINKLER INSTALLER	10	62 ⁵⁰	625 ⁰⁰
3	HR	LANDSCAPE EQUIPMENT OPERATOR	10	62 ⁵⁰	625 ⁰⁰
4	HR	LANDSCAPING OR PLANTING LABOR	10	60 ⁰⁰	600 ⁰⁰
5	HR	LICENSED PESTICIDE APPLICATOR	2	60 ⁰⁰	120 ⁰⁰
6	HR	CERTIFIED FLAGGER	2	65 ⁰⁰	130 ⁰⁰
7	PERCENT	CONTRACTOR MARKUP FOR MATERIALS	25%	\$5,000.00	6250 ⁰⁰
8	PERCENT	CONTRACTOR MARKUP FOR LABOR	33%	\$5,000.00	6650 ⁰⁰
GRAND TOTAL				# 15,600⁰⁰	

Notes:

- 1) All rates for equipment are hourly and include operator
- 2) All rates will be reviewed by the City and Contractor annually
- 3) Prevailing wage law is applicable to this bid
- 4) Vehicles parked at City Hall or at other locations are not considered to be "in use". Charges will only accumulate while the operator is using the vehicle for assigned work.
- 5) These quantities are for bidding purposes only, actual payments will be based upon work performed.
- 6) Sales tax shall be applied in accordance with WAC 458-20-170 & 171.
- 7) Items requested for install or repair by the City not listed on the bid tab shall be dealt with on a case by case basis, an example of this would be significant traffic control.
- 8) The City has estimated that a Contractor could supply the City with at least \$10,000 worth of materials and labor over the course of a calendar year, as reflected in the calculations for Lines 7 & 8.



PESTICIDE AND SPI LICENSING SEARCH RESULTS

If you have questions on this license record, contact Pesticide Licensing toll free at 1 (877) 301-4555 or by email at license@agr.wa.gov.

Remember to always request picture ID to confirm identity!

Database updated: 3/4/2020

LICENSEE NAME:

Bixby, Martin

COUNTY (STATE):

SPOKANE (WA)

LICENSE NUMBER:

98289

View recertification credit report by clicking on license type below.

LICENSES	STATUS	EXPIRES	RECERTIFICATION CYCLE
Commercial Operator ⓘ	Renewed ⓘ	12/31/2020	2020 - 2024

This license requires that a person be employed by a commercial applicator (CA) in a current expiration period with current insurance.

This person is not employed by any company. Commercial Applicators must report employees on the [Supplemental Commercial Applicator Pesticide License Application](#).

CATEGORIES (1)

CATEGORIES (1)

Ornamental Weed 

START NEW SEARCH

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PESTICIDE AND SPI LICENSING SEARCH RESULTS

If you have questions on this license record, contact Pesticide Licensing toll free at 1 (877) 301-4555 or by email at license@agr.wa.gov.

Remember to always request picture ID to confirm identity!

Database updated: 1/29/2020

LICENSEE NAME:

Richardson, Michael J

COUNTY (STATE):

SPOKANE (WA)

LICENSE NUMBER:

70375

View recertification credit report by clicking on license type below.

LICENSES	STATUS	EXPIRES	RECERTIFICATION CYCLE
Commercial Operator ⓘ	Renewed ⓘ	12/31/2020	2016 - 2020

This license requires that a person be employed by a commercial applicator (CA) in a current expiration period with current insurance. This licensee is listed with the following company:

[Greenleaf Landscaping](#)

CATEGORIES (3)

Ornamental Insect and Disease ⓘ

Ornamental Weed ⓘ

Rights-of-Way Weed ⓘ

START NEW SEARCH



PESTICIDE AND SPI LICENSING SEARCH RESULTS

If you have questions on this license record, contact Pesticide Licensing toll free at 1 (877) 301-4555 or by email at license@agr.wa.gov.

Remember to always request picture ID to confirm identity!

Database updated: 1/29/2020

LICENSEE NAME:

Hill, David G

COUNTY (STATE):

SPOKANE (WA)

LICENSE NUMBER:

82662

View recertification credit report by clicking on license type below.

LICENSES	STATUS	EXPIRES	RECERTIFICATION CYCLE
Commercial Operator ⓘ	Renewed ⓘ	12/31/2020	2017 - 2021

This license requires that a person be employed by a commercial applicator (CA) in a current expiration period with current insurance. This licensee is listed with the following company:
[Greenleaf Landscaping](#)

CATEGORIES (2)

Ornamental Insect and Disease ⓘ

Ornamental Weed ⓘ

START NEW SEARCH

TRAFFIC CONTROL MUTCD Compliant
CERTIFIED FLAGGER

NAME BIGLEY, JOHN

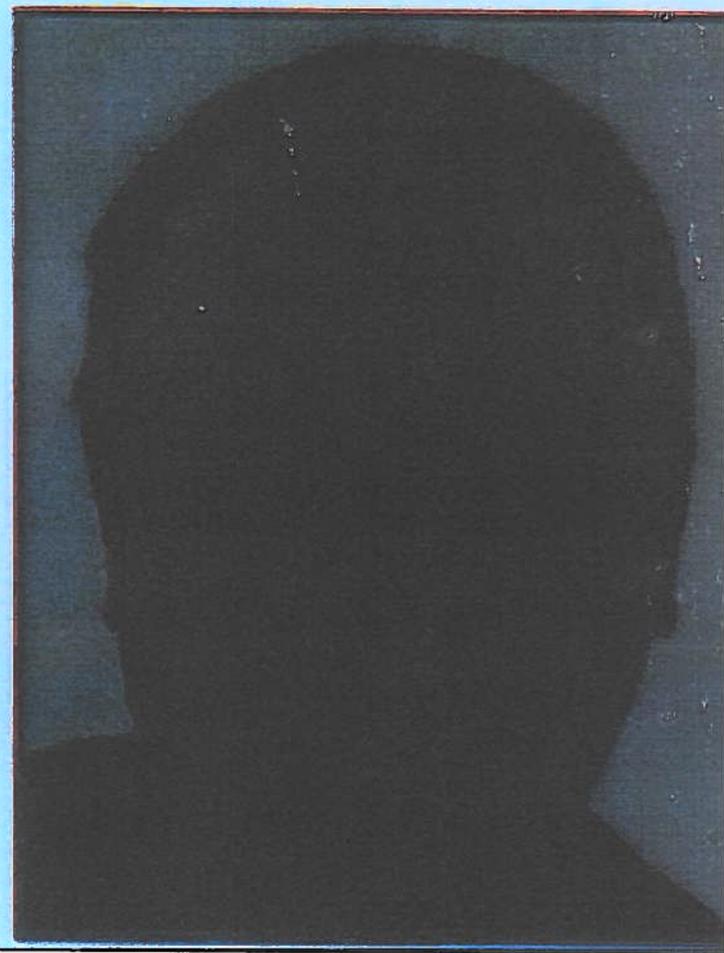
NO. 32088

RD NO. E44042

EXPIRATION DATE 12/14/2021

Laborers-Employers Training
Fund (800) 240-9112

ISSUING ORGANIZATION



Rennie O'Connell

Authorized Instructor (Print Name)

119235

Registry No.

12-18-18

Class Completion Date

12-18-19

Expiration Date

360 297 3035

Training Center Phone No.

NOR 983

Training Center I.D.

This card certifies the holder has completed the course requirements as provided by a currently authorized MEDIC First Aid Instructor. Certification does not guarantee future performance, or imply insurance or credentialing. Course content assists in satisfying the information and training requirements of the U.S. Department of Labor (OSHA 29 CFR 1910.1030). Certification period may not exceed 12 months from class completion.

CERTIFICATION
CARD

Bloodborne Pathogens

in the Workplace

John W Bigley

has successfully completed the course requirements
for the Bloodborne Pathogens in the Workplace Program.



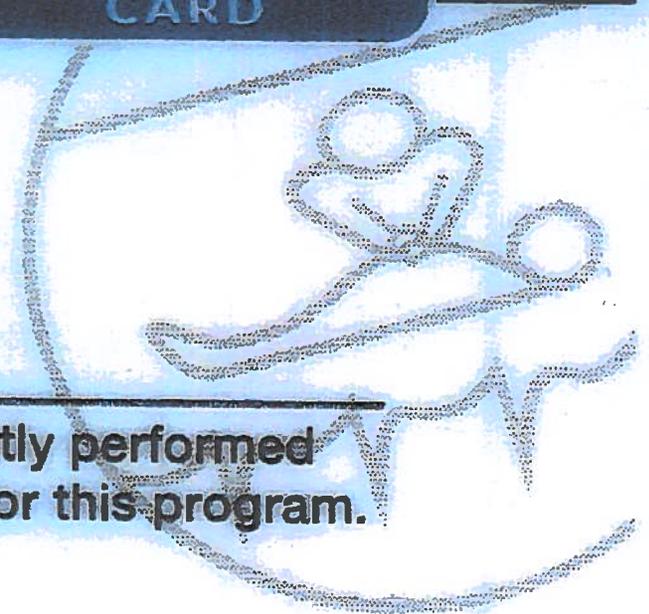
CERTIFICATION
CARD

BasicPlus

CPR, AED, and First Aid for Adults

John W Bigley

has successfully completed and competently performed
the required knowledge and skill objectives for this program.



TRAFFIC CONTROL MUTCD Compliant
CERTIFIED FLAGGER

NAME JONES, LAWRENCE

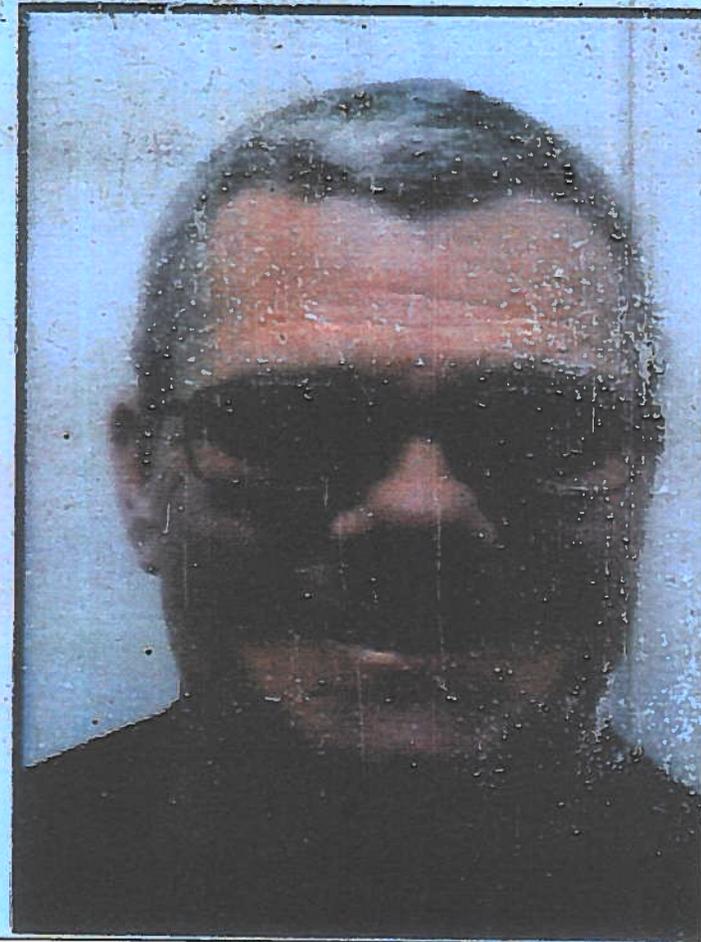
NO. 36566

RD NO. E42845

EXPIRATION DATE 12/17/2020

Laborers-Employers Training
Fund (800) 240-9112

ISSUING ORGANIZATION



The certified instructor identified below confirms that the flagger whose name appears on the front of this card has met the requirements and testing to be recognized as a certified flagger. This person has completed the Evergreen Safety Council Flagger Training Course, which has been accepted by the appropriate authorities as sufficient to meet job expectations and performance.

MALLORIE QUAMME

02657

INSTRUCTOR

CERTIFICATION

Start Date: 12/21/2017

State of Issue: WA

**This card may be verified by calling the
Evergreen Safety Council at:**

1-800-521-0778

Serving the Greater Northwest



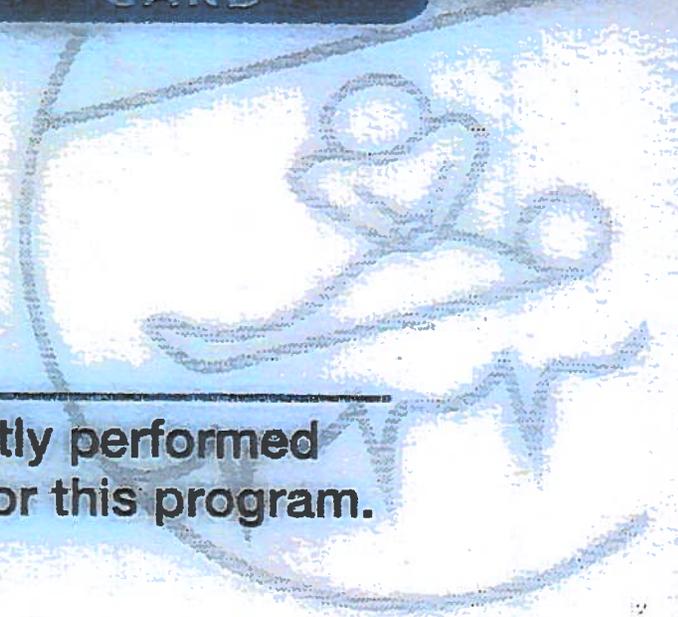
CERTIFICATION
CARD

BasicPlus

PR, AED, and First Aid for Adults

LAWRANCE JONES

has successfully completed and competently performed
the required knowledge and skill objectives for this program.



The certified instructor identified below confirms that the flagger whose name appears on the front of this card has met the requirements and testing to be recognized as a certified flagger. This person has completed the Evergreen Safety Council Flagger Training Course, which has been accepted by the appropriate authorities as sufficient to meet job expectations and performance.

RONNIE OCONNELL

02351

INSTRUCTOR

CERTIFICATION

Start Date: 12/18/2018

State of Issue: WA

*This card may be verified by calling the
Evergreen Safety Council at:*

1-800-521-0778

Serving the Greater Northwest



Ronnie O'Connell

Authorized Instructor (Print Name)

119235

Registry No.

12-18-18

Class Completion Date

12 18 20

Expiration Date

360 297 3035

Training Center Phone No.

NOR 983

Training Center I.D.

card certifies the above named individual has successfully completed the required objectives hands-on skill evaluations to the satisfaction of a currently authorized MEDIC First Aid Instructor. program conforms to the 2015 AHA Guidelines Update for CPR and ECC and the 2015 AHA and Guidelines Update for First Aid. Expiration date may not exceed two years from month of class completion.

429

Registry No.

1/18/2017

Class Completion Date

12/18/2019

Expiration Date

0-297-3035

Training Center Phone No.

NOR983

Training Center I.D.

Certifies the above named individual has successfully completed the required objectives on skill evaluations to the satisfaction of a currently authorized MEDIC First Aid Instructor. This course conforms to the 2015 AHA Guidelines Update for CPR and ECC and the 2015 AHA Guidelines Update for First Aid. Expiration date may not exceed two years from month of class

TCP 5 Typical Shoulder Closure - Low Speed (40 mph or Less)

BUFFER DATA										
LONGITUDINAL BUFFER SPACE = B										
SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH (feet)	55	200	250	305	-	-	-	-	-	-

Protective vehicle recommended - may be a work vehicle. If a TMA is not available, the protective vehicle shall be strategically located in the field to shield workers and no roll ahead distance is specified.

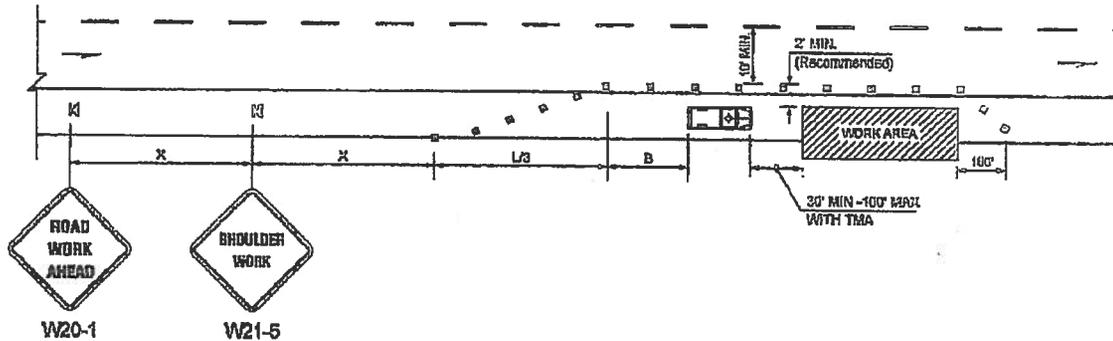
SIGN SPACING = X (FEET) (1)		
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	300±
RURAL ROADS, URBAN ARTERIALS RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200± (2)
URBAN STREETS	25 MPH OR LESS	100± (2)
ALL SIGNS ARE 45° x 45° BLACK ON ORANGE UNLESS OTHERWISE DESIGNATED.		

- (1) All spacing may be adjusted to accommodate interchange ramps, at-grade intersections, and driveways.
- (2) This spacing may be reduced in urban areas to fit roadway conditions.

MINIMUM TAPER LENGTH = L (feet)											
Shoulder Width (feet)	B	Posted Speed (mph)									
		25	30	35	40	45	50	55	60	65	70
8	04	120	100	210	-	-	-	-	-	-	-
10	105	150	224	270	-	-	-	-	-	-	-

3 DEVICES MINIMUM SPACED 10' O.C. IN TAPERS FOR SHOULDER WIDTHS LESS THAN 8 FEET

CHANNELIZING DEVICE SPACING (FEET)		
15PH	TAPER	TANGENT
35 / 40	20	60
25 / 30	20	40



LEGEND

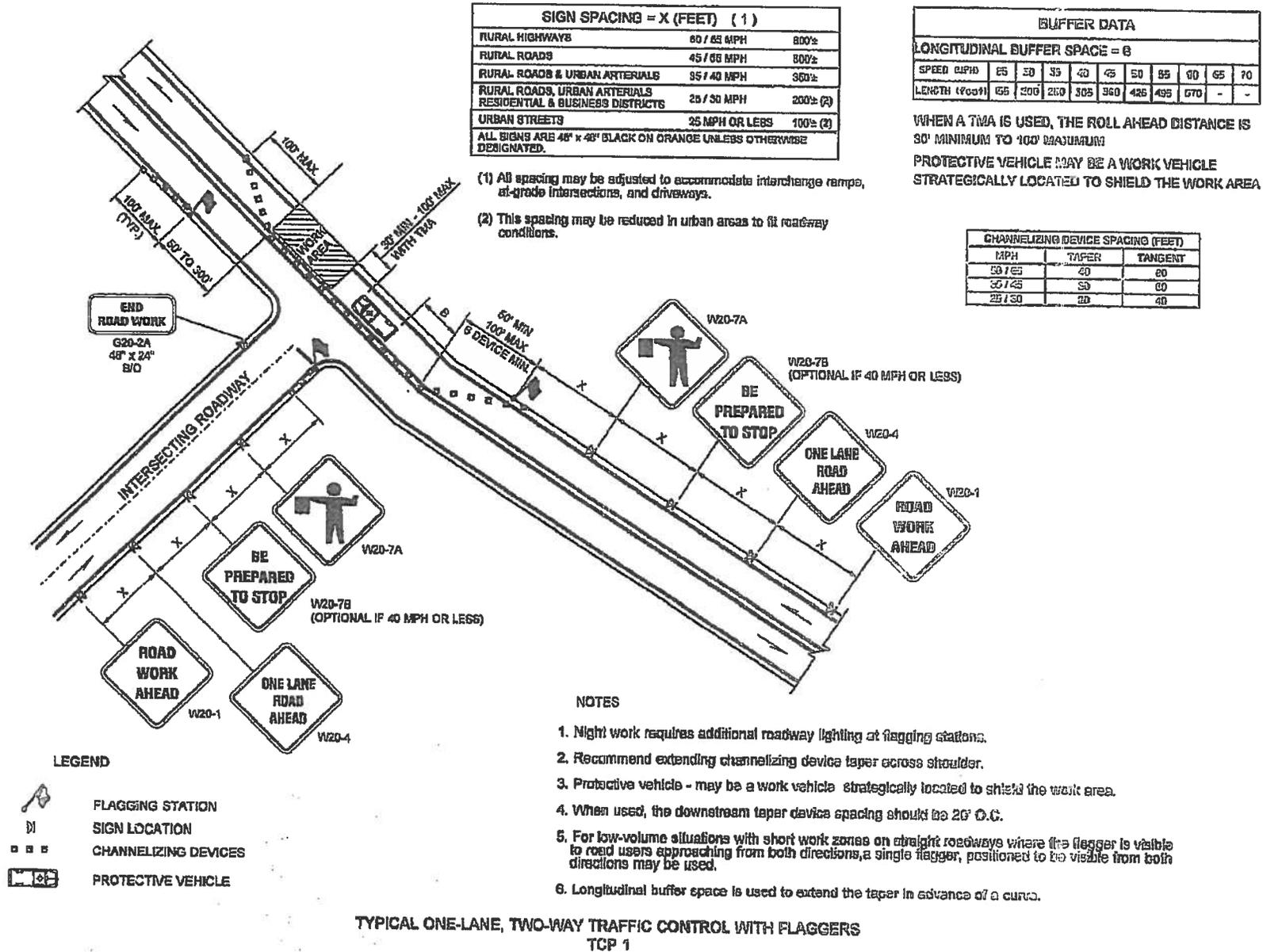
- SIGN LOCATION
- □ □ CHANNELIZING DEVICES
- ▣ PROTECTIVE VEHICLE - RECOMMENDED

NOTES

- 1. Protective vehicle recommended - may be a work vehicle.
- 2. When used, device spacing for the downstream taper should be 20' O.C.

TYPICAL SHOULDER CLOSURE - LOW SPEED (40 MPH OR LESS)
TCP 5

TCP 1 Typical Alternating One-Way Traffic Flagger Controlled



SIGN SPACING = X (FEET) (1)

RURAL HIGHWAYS	60 / 65 MPH	800±
RURAL ROADS	45 / 55 MPH	800±
RURAL ROADS & URBAN ARTERIALS	55 / 40 MPH	300±
RURAL ROADS, URBAN ARTERIALS RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200± (2)
URBAN STREETS	35 MPH OR LESS	100± (2)

ALL SIGNS ARE 48" x 48" BLACK ON ORANGE UNLESS OTHERWISE DESIGNATED.

- (1) All spacing may be adjusted to accommodate interchange ramps, at-grade intersections, and driveways.
- (2) This spacing may be reduced in urban areas to fit roadway conditions.

BUFFER DATA

LONGITUDINAL BUFFER SPACE = 6

SPEED (MPH)	65	50	35	40	45	50	55	60	65	70
LENGTH (Feet)	65	200	200	305	360	425	495	670	-	-

WHEN A TMA IS USED, THE ROLL AHEAD DISTANCE IS 30' MINIMUM TO 100' MAXIMUM
 PROTECTIVE VEHICLE MAY BE A WORK VEHICLE STRATEGICALLY LOCATED TO SHIELD THE WORK AREA

CHANNELIZING DEVICE SPACING (FEET)

MPH	TAPER	TANGENT
50 / 65	40	60
50 / 45	50	60
25 / 30	20	40

- NOTES**
1. Night work requires additional roadway lighting at flagging stations.
 2. Recommend extending channelizing device taper across shoulder.
 3. Protective vehicle - may be a work vehicle strategically located to shield the work area.
 4. When used, the downstream taper device spacing should be 20' O.C.
 5. For low-volume situations with short work zones on straight roadways where the flagger is visible to road users approaching from both directions, a single flagger, positioned to be visible from both directions may be used.
 6. Longitudinal buffer space is used to extend the taper in advance of a curve.

TYPICAL ONE-LANE, TWO-WAY TRAFFIC CONTROL WITH FLAGGERS
 TCP 1

- LEGEND**
- FLAGGING STATION
 - SIGN LOCATION
 - CHANNELIZING DEVICES
 - PROTECTIVE VEHICLE

TCP 3 Typical Single-Lane Closure for Multi-Lane Roadways

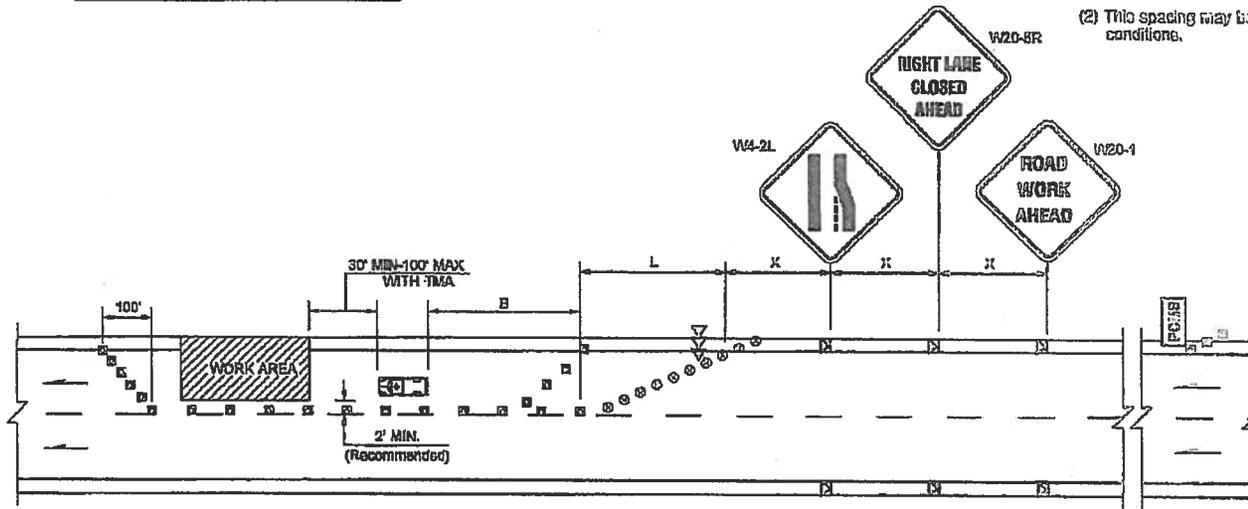
LONGITUDINAL BUFFER SPACE = B										
SPEED (MPH)	25	30	35	40	45	50	55	60	65	70
LENGTH (feet)	155	200	250	305	360	425	495	570	645	730

CHANNELIZING DEVICE SPACING (FEET)		
MPH	TAPER	TANGENT
60 / 70	40	60
35 / 45	30	60
25 / 30	20	40

Lane Width (feet)	MINIMUM TAPER LENGTH = L (feet)									
	Posted Speed (mph)									
	25	30	35	40	45	50	55	60	65	70
10	105	160	205	270	460	500	600	-	-	-
11	115	165	225	295	485	560	605	680	-	-
12	125	180	245	320	640	800	680	720	760	840

SIGN SPACING = X (FEET) (1)		
FREEWAYS & EXPRESSWAYS	55/70 MPH	1500'+
RURAL HIGHWAYS	60/65 MPH	600±
RURAL ROADS	45/55 MPH	600±
RURAL ROADS & URBAN ARTERIALS	35/40 MPH	350±
RURAL ROADS, URBAN ARTERIALS RESIDENTIAL & BUSINESS DISTRICTS	25/30 MPH	200± (2)
URBAN STREETS	25 MPH OR LESS	100± (2)
ALL SIGNS ARE 48" X 40" PLAC OR ORANGE UNLESS OTHERWISE DESIGNATED.		

- (1) All spacing may be adjusted to accommodate interchange ramps, at-grade intersections, and driveways.
- (2) This spacing may be reduced in urban areas to fit roadway conditions.



(SAMPLE MESSAGE)

PCMS	
1	2
LANE CLOSED	1 MILE AHEAD
2.0 SEC	2.0 SEC

FIELD LOCATE 1 MILE ± IN ADVANCE OF LANE CLOSURE TAPER.

NOTES

1. A TMA is required for roadway 45 mph or higher. For roads 40 mph or less - if a TMA is not available, the protective vehicle shall be strategically located in the field to shield workers and no roll ahead distance is specified.
2. Extend device taper across shoulder when shoulder width is 6 ft or more.
3. Devices should not encroach into adjacent lanes, see sheet TCD 3 for encroachment detail.
4. Use transverse devices in closed lane every 100'.
5. Traffic safety drums required for all lane closure tapers on roadway 45 mph or higher.
6. When used, device spacing for the downstream taper should be 2X O.C.
7. Coordinate with Region Traffic office for work hour restrictions.

LEGEND

- ⊠ SIGN LOCATION
- ➔ ARROW BOARD
- ⊙ ⊙ ⊙ TRAFFIC SAFETY DRUMS
- ⊠ ⊠ ⊠ CHANNELIZING DEVICES
- 🚚 PROTECTIVE VEHICLE REQUIRED
- PCMS PORTABLE CHANGEABLE MESSAGE SIGN

TYPICAL SINGLE-LANE CLOSURE FOR MULTI-LANE ROADWAYS
 TCP 3



AGENDA ITEM NO.: 10Biii

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Harvest Parkway Roundabout Repairs

FOR THE AGENDA OF: April 7, 2020

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:

Quote from Bacon Concrete

DEPT. HEAD APPROVAL: RJ Stevenson

EXPENDITURE REQUIRED:	Yes - \$8,712 including sales tax – Reimbursed by Insured Agency
BUDGETED:	NA

SUMMARY STATEMENT

On October 8, 2019, the Harvest Parkway Roundabout was damaged.

Bacon Concrete, Inc was the only contractor that responded to repair the concrete wall.

On December 17, 2019, the City Council accepted the bid for \$19,740.00 from R&R Masonry to prepare the bricks that will be needed to complete those repairs.

Because this damage was done by another party, the City has contacted the party's insurance agency and will be reimbursed for the damages to the roundabout.

RECOMMENDED ACTION

1. Accept the Quote from Bacon Concrete for Harvest Parkway Roundabout repairs.

BACON CONCRETE, INC.

16510 N Brannon Lane
Spokane, WA 99208-8750
(509) 924-3900
greg@baconconcrete.com

ESTIMATE

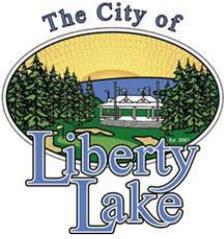
Name / Address
City of Liberty Lake 22710 E Country Vista Dr Liberty Lake, WA 99019-7592

Date	Estimate #
12/19/2019	3317
Project	
Mission & Harvest Parkway	

Bid Item	Description	Qty	Unit Price	Unit	Total
	REPAIR CONCRETE WALL		8,000.00		8,000.00
		Subtotal			\$8,000.00
		Sales Tax (0.0%)			\$0.00
		Total			\$8,000.00

Thank You! Greg Bacon _____

RESOLUTION(S)



AGENDA ITEM NO.: 11a

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Resolution 20-269 Mitigation Plan

FOR THE AGENDA OF: April 7, 2020

DEPT. OF ORIGIN: Police

EXHIBIT: Resolution 20-269

DEPT. HEAD APPROVAL: Chief Brian Asmus

EXPENDITURE REQUIRED:	No
BUDGETED:	N/A

SUMMARY STATEMENT

Liberty Lake is a partner agency in the development of the Multi-Jurisdiction Mitigation Plan. Representatives from LLPD participated in numerous planning sessions with our regional partners on updating the plan and providing information for the Liberty Lake Annex that is included as a part of this regional plan. Input was received from our city administration and the PEBS department. The plan was submitted to FEMA and they approved the plan and all annexes. The next step is to have each participating jurisdiction take action through a resolution to approve the plan. The proposed plan is for 5 years. If the resolution is passed, the resolution will be sent to our local emergency management office who will then send it to FEMA. The resolution has been reviewed by the city attorney.

RECOMMENDED ACTION

Approve Resolution 20-269 The Multi-Jurisdiction Hazard Mitigation Plan and City of Liberty Lake Annex

**RESOLUTION NO. 20-269
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON
AUTHORIZING THE ADOPTION OF THE
SPOKANE COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN**

WHEREAS, all of Spokane County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established requirements for pre and post disaster hazard mitigation programs requiring that "local and tribal government applicants for sub-grants must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of a Hazard Mitigation Grant Program sub-grant funding." The purpose of such local mitigation plan is to represent the Multi-Jurisdiction's commitment to reduce risks from natural and man-made hazards; and

WHEREAS, pursuant to 44 CFR 201.6, a coalition of Spokane County stakeholders with like-planning objectives was formed to pool resources and create consistent mitigation strategies to be implemented within each partner's identified capabilities within the Spokane County Planning Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy; and

WHEREAS, pursuant to 44 CFR 201.6 and 44 CFR 201.7, the Spokane County Multi-Jurisdiction Hazard Mitigation Plan has been reviewed and found to meet the regulatory criteria, and following adoption by participating jurisdictions, will be approved by FEMA, making all adopting jurisdictions eligible for mitigation project grants.

THEREFORE, THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The Spokane County Multi-Jurisdiction Hazard Mitigation Plan is hereby adopted in its entirety, including the City of Liberty Lake Jurisdictional Annex, which represents each planning partner's commitment to reduce risks from natural and man-made hazards.

Passed by the City Council this 7th day of April 2020.

Shane Brickner, Mayor
City of Liberty Lake

ATTEST:

Ann Swenson, City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney



AGENDA ITEM NO.: 11b

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:
Surplus Resolution

FOR THE AGENDA OF: April 7, 2020

DEPT. OF ORIGIN: Operations and Maintenance

EXHIBIT:
Resolution

DEPT. HEAD APPROVAL: Katy Allen

EXPENDITURE REQUIRED:	No
BUDGETED:	No

SUMMARY STATEMENT

The City desires to dispose of the surplus items by selling what we can and discarding what we 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 20-270 declaring as surplus, certain personal property of the City.

**RESOLUTION NO. 20-270
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 7th day of April, 2020.

Mayor, Shane Brickner

Attest:

Approved as to Form:

Ann Swenson, City Clerk

Sean P. Boutz, City Attorney

Exhibit A - Inventory List for Surplus Action 2020

DEPARTMENT	ITEM	DESCRIPTION	Value	LL Property # or Serial #	#	Location
Police	Dell PP08L	Laptop Computer	\$0.00	365		PD
Police	Dell Keyboard	Dell Keyboard	\$0.00	380		PD
Police	Canon Powershot Digital Camera	Digital Camera	\$0.00	386		PD
Police	Nikon Coolpix Digital Camera	Digital Camera	\$0.00	30467582		PD
Police	Canon Powershot Digital Camera	Digital Camera	\$0.00	52		PD
Police	HP Photosmart Digital Camera	Digital Camera	\$0.00	cn61D1318W		PD
Police	Casio Verizon Flip Phone	Cell Phone	\$0.00	2184899		PD
Police	Olympus Digital Voice Recorder	Digital Recorder	\$0.00	N4123		PD
Police	Olympus Digital Voice Recorder	Digital Recorder	\$0.00	N4123		PD
Police	Olympus Digital Voice Recorder	Digital Recorder	\$0.00	N4123		PD
Police	Canon PC1900 Digital Camera	Digital Camera	\$0.00	1022355		PD
Police	Verizon USB Air Cards	USB Air Cards	\$0.00	QTY (7)		PD
Police	Polycaom SoundStation	Polycom	\$0.00	71		PD
Police	Panasonic Micro Cassette Rec	Microcassette Recorder	\$100.00	358		PD
Police	Dell Vostro 230 Desktop Comp	Dell Vostro Desktop Computer	\$0.00	573/cnk19p1		PD
Police	Dell Optiplex 3020	Dell Optiplex Desktop	\$0.00	72150		PD
Police	Dell Monitor	Dell Monitor	\$0.00	379		PD
Police	Motorola HT750 Radio	Motorola Radio	\$0.00	327		PD
Police	Nikon Coolpix Digital Camera	Digital Camera	\$0.00	95473		PD
Police	Axon Body Camera 1	Axon	\$0.00	QTY (11)		PD
Police	2008 FORD CVPI Vehicle	Ford CVPI (145K Miles)	\$890.00	2FAFP71V28X1002895		PD
Police	2013 FORD PI Sedan	Ford PI Sedan (127K Miles)	\$5,185.00	1FAHP2M83DG134675		PD
Library	HP Laserjet 4300tn	Printer (needs replacement parts)		CNGY304901		Server rm
Library	Epson WF-2530	Inkjet printer - not working		QJZY057400		Server rm.
Library	3 HHP Scanner stands	Hand-held scanner stands		N/A		Server rm.
Library	Acer K202HQL Monitor	Monitor w/broken base		01487		Server rm.

Library	Tub of Legos	Big tub of Legos	At least \$100	N/A		Server rm.
Library	HP Office Jet 4500 and ink	Inkjet printer		CN165F44WB		Server rm.
Library	2 HHP Scanner	hand-held item scanners		Y-11010640 X-52-06570		Server rm.
Library	8 Wall Pockets	Clear acrylic		N/A		Server rm.
Library	2 Tao scanners	Item scanners		ZZZZG065 ZZZZG02N		Server rm.
Library	Leap Motion Controller	Leap Motion Controllers	appx. \$100	N/A		Server rm.
Library	Computer	TBD		TBD		Executec h (being wiped)
Library	Vosro 200	Desktop computer		00509		Server rm.
Library	Dell AS501 Monitor	Monitor with cords		00507		Server rm.
Library	Sylvania VHS/DVD player	VHS/DVD player		U34485109		Server rm.
Library	Speakers (1 broken)	Ceiling mount speakers		N/A		Server rm.
Library	100 Movable Shelf Label Holders	Made of high-impact polystyrene, 3/16"H x 5"W x 5-1/4"D	appx. \$300	N/A		Server rm.
Library	3-tiered display unit	w/glass shelves		N/A		Jocelyn's office
Library	Computer	Computer, not branded - not working		01464		Executec h (being wiped)
Library	Tactronics scanner stand				1	server room
Library	no name scanner stand				2	server room
Library	HHP IT 3800scanner				2	server room
Library	WASP WCS 3950			S/N A0025848	1	server room
Library	Metrologic MS 9535				1	server room
Library	Hard Drives	not solid state			10	server room
Library	Silver metal tablet stands				2	server room
Library	Black metal tablet stands				2	server room

Library	Epson EX71 Projector	working condition unknown		S/N M57F011691L	1	server room
Library	Assorted multi-media cases	empty			16	server room
Library	Clear plastic label holders				2	server room
Library	Mesh stacking sorter				1	server room
Library	Schoolmate Headphones	Model H45			5	server room
Library	Highsmith Headphones	H20810			6	server room
Library	Valinks Network Mike	computer microphone			1	server room
Library	Black metal stand				1	server room
Library	Black metal mount				1	server room
Library	Jet Tech tablet			#01500	1	server room
Library	Asus tablet			#1498	1	server room
Library	Asus tablet			#01497	1	server room
Library	Ipad			#01499	1	server room
Library	Laser toner cartridge			101011003109	2	server room
Library	Box assorted hard drives				1	server room
Library	TP-Link Broadband Router	Model # TL-R470T			1	server room
Library	Linksys Dual Band Access Point	AC1200		LAPAC1200	1	server room
Previously surplused items that need to be picked up						
Library	Shoe stands					Server rm.
OPS&MAINT	CPU Monitor	Dell Monitor		LL #00435	1	Break RM
OPS&MAINT	CPU Monitor	Dell Monitor		LL #00616	1	Break RM
OPS&MAINT	CPU Monitor	Dell Monitor		CN-OM2771-48220-4W-0144	1	Break RM
OPS&MAINT	CPU Monitor	Dell Monitor		CN-OF5035-64180-48V-2LKV	1	Break RM
OPS&MAINT	CPU Monitor	Dell Monitor		CN-OTW956-64180-7BD-3LKV	1	Break RM
OPS&MAINT	CPU Monitor	Lenevo Moniotor		V6-94776	1	Break RM
OPS&MAINT	CPU Keyboard	HP Keyboard		BBXAF0BvB1T1VO	1	Break RM
OPS&MAINT	CPU Keyboard	Logitech Keyboard		SY849UK	1	Break RM
OPS&MAINT	CPU Keyboard	Dell Keyboard		CN-ORKROM-71616-599	1	Break RM
OPS&MAINT	Television	Samsung TV		24NS3CUDC03023L	1	Break RM
PEBS	Computer	HP Desk Top Computer	unknown	Inspector1-2013	1	Mailroom
PEBS	Computer	HP Desk Top Computer	unknown	Inspector2-2013	1	Mailroom
PEBS	Computer Monitor	Acer Monitor	unknown	N/A	1	Mailroom
PEBS	Computer Mouse	HP Computer Mouse	unknown	N/A	2	Mailroom
PEBS	Computer Keyboard	HP Computer Keyboard	unknown	N/A	2	Mailroom



AGENDA ITEM NO.: 11c

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Financial Management Policy

FOR THE AGENDA OF: April 7, 2020

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:

Proposed Financial Policy 1335
Resolution 02-048E – with edits

DEPT. HEAD APPROVAL: RJS

EXPENDITURE REQUIRED:	No
BUDGETED:	NA

SUMMARY STATEMENT

The City desires to update its Financial Policy to include a monthly vehicle allowance for the Mayor. City staff analyzed the mileage and parking reimbursements for the Mayor over the last two years. Average month of reimbursement is \$140.00.

RECOMMENDED ACTION

1. Adopt the Resolution 02-048E

Proposed Financial Policy:

POLICY 1335 - MONTHLY VEHICLE ALLOWANCE POLICY

The City provides a monthly vehicle allowance for the Mayor.

In consideration for the use of a personal vehicle, the City will provide a monthly vehicle allowance of \$140.00. The \$140.00 is based on historical mileage and parking expenses within Spokane County. This monthly vehicle allowance is provided in lieu of a reimbursement for expenses incurred or expected to be incurred for using a personal vehicle for City business related travel, including insurance and deductibles in the case of an accident. A Mayor that receives a monthly vehicle allowance will not be provided with a City vehicle or mileage reimbursement.

The monthly vehicle allowance may be reviewed by the City Council and the Mayor shall be notified at least sixty (60) days in advance of any changes to the policy or monthly vehicle allowance amount. The City Council reserves the right to make changes to this policy at any time it deems reasonable, including the monthly vehicle allowance amount.

The monthly vehicle allowance paid will be prorated as appropriate. The monthly vehicle allowance will be paid through the City's payroll system.

Personal cellphones or other electronic devices may not be used while driving any vehicle related to City business or travel, unless utilizing a hands-free device. The Mayor is required to maintain 1) a valid driver's license to operate a motor vehicle, and 2) personal vehicle insurance, which must be in force and effective at all times while utilizing said personal vehicle for City business related travel. The personal vehicle used for City business related travel must be maintained in a safe working condition, have a current license registration, and meet all vehicle requirements for the State of Washington.

This policy does not apply to any travel outside of Spokane County and any travel outside of Spokane County will follow the City Travel Policy 1315.

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 02-048E**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON AMENDING
RESOLUTION NO. 02-048D PASSED BY THE CITY COUNCIL ON NOVEMBER 20,
2018, ENTITLED “A RESOLUTION ADOPTING A FINANCIAL MANAGEMENT
POLICY FOR THE CITY OF LIBERTY LAKE, WASHINGTON”.**

WHEREAS, the stewardship of public funds is one of the most important responsibilities vested upon public officials;

WHEREAS, the establishment and maintenance of prudent financial policies enables public officials to protect the public’s interest and ensure the public’s trust;

WHEREAS, the City’s Administrative Services Department has recommended a certain proposed amendment to the Financial Management Policy;

WHEREAS, the proposed amendments to the Financial Management Policy establish guidelines for sound and efficient financial planning and management, reflect current requirements and laws that apply to the City’s financial activities, and have the following objectives for the City’s fiscal performance: to set forth operating principals that minimize financial risk; to employ balanced and fair revenue policies that provide adequate funding for desired programs; to maintain appropriate financial capacity for present and future needs; to promote sound financial management by providing accurate and timely information on the City’s financial condition; and to ensure the legal use of financial resources through an effective system of internal controls.

WHEREAS, the City Council wishes to adopt these amendments to the City’s Financial Management Policy in pursuit of its objective of sound and efficient financial planning and management.

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

Section 1. Financial Management Policy Amendments Adopted. The Council hereby adopts the amendment to the City’s Financial Management Policy now entitled “City of Liberty Lake Financial Management Policies” attached hereto as Exhibit “A” and incorporated herein by this reference.

Section 2. Inclusion of Amendments. The amendments to the Financial Management Policies adopted by the passage of this Resolution shall be included as part of said Policies, and those Policies shall hereafter remain in effect until the same are amended or repealed by subsequent action of the City Council.

Section 3. Severability. If any section, sentence, clause or phrase of this Resolution shall be found to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of said Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon passage by the Liberty Lake City Council.

Adopted April 7, 2020.

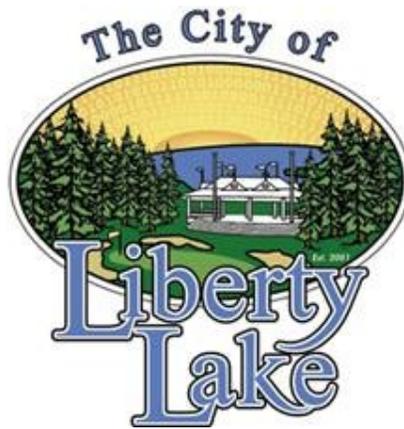
Mayor, Shane Brickner

Attest:

Approved as to Form:

Ann Swenson, City Clerk

Sean Boutz, City Attorney



CITY OF LIBERTY LAKE
FINANCIAL MANAGEMENT POLICIES

ADOPTED BY RESOLUTION NO. 02-048
JUNE 18, 2002

AMENDED BY RESOLUTION NO. 02-048D
February 20, 2018

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City of Liberty Lake

Comprehensive Financial Management Policies

Introduction

PURPOSE

This manual establishes and provides written documentation of the policies used by the City of Liberty Lake employees and elected officials in conducting the fiscal affairs of the City.

The City of Liberty Lake is 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.

The Policy Manual is the responsibility of Administrative Services. It includes policies for the operation of Administrative Services and for interaction with other departments in financial matters.

OBJECTIVES

In order to achieve its purpose, the Comprehensive Financial Management Policy has the following objectives for the City's fiscal performance.

- A. To guide City Council and management policy decisions that have significant fiscal impact.
- B. To set forth-operating principles that minimizes the cost of government and financial risk.
- C. To employ balanced and fair revenue policies that provides adequate funding for desired programs.
- D. To maintain appropriate financial capacity for present and future needs.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

SECTION 1000 – BUDGET

POLICY 1010 – Financial Planning

The City shall develop and maintain a 6-year Financial Forecast that estimates resources and expenditure behavior for the three years beyond the current budget period. This Forecast will provide the City’s decision-makers with an indication of the long-term fiscal impact of current policies and decisions. This planning tool must recognize the effects of economic cycles on the demand for services and the City’s resources. To this end, the Forecast should differentiate between revenue associated with one-time economic activities and revenues derived as a result of base economic growth. City financial planning should ensure the delivery of needed services by assuring adequate reliance on ongoing resources in order to support continued City services during economic downturns.

POLICY 1015 – General Budget Policies

The budget is the central financial planning document which embodies all operating revenue and expenditure decisions. It establishes the level of services to be provided by each department and embodies the City Council’s collective prioritization of service delivery options. To this end, the City has established the following general budget guidelines:

Operating Deficits – Current revenues will be sufficient to support current expenditures. Revenue estimates will be realistic and debt financing will not be used to support current operating expenses.

Resources Greater than Budgeted Expenditures – Resources (fund balances) greater than budgeted expenditures in any fund shall be considered “one-time” resources and shall not be used to fund ongoing service delivery programs.

Budget Adoption Level – Budget adoption by the City Council shall be at the fund level. Any changes in appropriations at the fund level shall require City Council approval.

Current Service Levels – To aid in the prudent management of City affairs, City service levels will be established, monitored, and reviewed so a determination of required resources (both personnel and non-personnel) can be made for the ensuing budget year.

Expenditures that Delay Future Cost Increases – When practical, resources should be allocated for selective expenditures whose purpose is to avoid even larger costs in the future.

Commitments that Can Reasonably be Maintained Over the Long Term – Funding for new programs and services should be limited to the extent that they can be funded over the near-to-long-term given the current revenue stream.

Overhead and Full Cost Allocation – Department and Fund budgets shall be prepared in a manner that reflects the full cost of providing services.

Future Fiscal Effect of Programs or Personnel – Whenever programs or personnel are proposed, the current and future fiscal impact (as reflected in the 4-year financial forecast) shall be determined and reported to the City Council to aid in their deliberations.

Distinguished Budget Presentation – The City will seek to comply with the suggested criteria of the Government Finance Officers Association in producing a budget document that meets the Distinguished Budget Presentation program.

Formulation and Approval of Budgets

State law designates the timeline for budget formulation and adoption. The City of Liberty Lake will adhere to these guidelines while striving to complete the budget adoption process prior to the December 31 deadline.

1. Budget Preparation: Department directors have the primary responsibility for formulating budget proposals in line with Mayor, City Council, and Mayor's Designee priority direction, and for implementing them once they are approved.

Administrative Services is responsible for coordinating the overall preparation and administration of the City's annual budget and Capital Investment Program (CIP) Plan. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.

Administrative Services assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.

The schedule for adoption of the annual budget will be as specified in RCW 35A.33.

2. Public Hearings: The City Council will hold three public hearings on the budget. The first will be held sufficiently early in the process to allow citizens to influence budget decisions and to allow the Council to indicate special priorities before City staff develops a preliminary budget recommendation. The second public hearing will be held shortly after the preliminary budget's initial presentation to the Council and third (final) public hearing will be prior to budget approval.
3. Overhead and Full Cost Allocation: Department budgets should be prepared in a manner to reflect the full cost of providing services.
4. Examination of Existing Base Budget: During each annual budget development process, the existing base budget will be thoroughly examined to assure removal or reduction of any services that could be eliminated or reduced in cost.

5. Services to Keep Pace with Needs of Community: The City will strive to ensure that City service priorities keep pace with the dynamic needs of the community by incorporating a service needs review as part of the budget process.
6. Maintenance of Quality Service Programs: Quality service programs will be offered by the City of Liberty Lake. If expenditure reductions are necessary, service elimination is preferable to poor or marginal quality programs.
7. Maintenance of Existing Services Versus Additional or Enhanced Service Needs: Significant annual resource allocations needed to maintain existing service quality will compete directly with investment proposals during the budget evaluation process. Inflation adjustments will be provided for all operating budgets.
8. Budget Monitoring: Administrative Services will maintain a system for monitoring the City's budget performance. This system will provide the City Council with monthly and quarterly information in a timely manner on fund level resource collections and department level expenditures.
9. Performance Budgeting: Performance measures will be utilized and reported in department budgets. The City will prepare trends, comparisons to other cities, and other financial management tools to monitor and improve service delivery in City programs.
10. Program Budget Presentation Format: The focus of the budget presentation is directed to displaying the City's services plan in a Council and constituent-friendly format. The Budget will be presented in a way that clearly communicates the budget to members of the public.

POLICY 1020 – Budget Adjustments and Transfers

This policy applies to adjustments and budget transfers for current budget years. This policy is approved by the Mayor and Council by motion.

Amending the City budget occurs whenever the requested changes will cause the existing appropriation levels for the fund to change. This situation generally occurs when the City Council authorizes additional appropriation throughout the year. Budget amendments are completed through an ordinance that amends the original budget and states the sources of funding for the incremental appropriations.

It is the policy of the City of Liberty Lake to bring to the attention of the City Council, as they become apparent, any and all expenditures that are deemed necessary but not included in the original budget. In those instances, City staff will inform the Council if the additional expenditures can be accomplished within the existing budgetary authority of the fund or if a budget amendment is necessary.

1. Budget Adjustments Requiring City Council Approval by Ordinance Amending the Original Budget.
 - A. An increase in expenditures through the realization of additional revenues or use of fund balance (RCW 35.33.121).
 - B. To adjust budgets involving the increase/decrease of employee positions, salaries, or benefits.
 - C. An increase or decrease of capital budget expenditures.
2. Final Budget Adjustments at Year-end.

Estimates of expenditures through the current year end are generally, made during the budget process to determine the carry over for the next year; however, the estimates need to be kept updated to determine if an amendment to the budget will be necessary. Budget amendments must be made no later than mid-December so that they may become effective on or before December 31st.

3. Budget Transfers.

Transfers between individual appropriations within any one fund may be made during the current fiscal year by order of the Mayor or designee. Transfers may be made within the same fund regardless of the various offices, departments or divisions of the city which may be affected. Budget transfers will be reviewed by the Finance Committee.

SECTION 1100 – ACCOUNTING AND FINANCIAL REPORTING POLICY

POLICY – 1110 Accounting and Financial Reporting

The City of Liberty Lake recognizes the need for ensuring accountability for the collection, management, and expenditure of all public funds under its jurisdiction. To this end, a basic City accounting system and policy has evolved with a number of critical objectives including:

- Accountability for money and property under control of the City
- Compliance with governing laws, ordinances, and procedures
- Providing timely and accurate information on the financial status of the City
- Maintaining financial systems to monitor expenditures, revenues, and performance of all municipal programs
- Reporting and providing information to City officials, City Council, and taxpayers.

To further these objectives, the following policies are adopted:

1. The City of Liberty Lake will establish and maintain a high standard of accounting practices. The City uses the cash basis of accounting which is a departure from Generally Accepted Accounting Principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the Budgeting, Accounting and Reporting System (BARS) prescribed by the State Auditor for its revenues and expenditure classification.
3. A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate the City.
4. The City will meet the financial reporting standards set by the Governmental Accounting Standards Board (GASB).
5. Full disclosure will be provided in all City financial reports and bond representations.
6. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit will be performed by the State Auditor's Office to include the issuance of a financial opinion.

8. Quarterly budget reports showing the current revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner made available for public inspection.
9. Monthly financial updates will be presented to the City Council

Section 1200 REVENUES & RECEIVABLES

POLICY 1210 – 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. 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 two years to adjust for the effects of inflation and other factors as appropriate.
6. The City will set fees and user charges for each enterprise fund, such as the Golf Course, at a level that fully supports the total direct and indirect cost of the activity. The proposed rates shall also take into account debt service coverage commitments made by the City for the particular enterprise fund.

POLICY 1215 – Cash Receipting

This policy applies to all cash collected. “Cash” includes checks, money orders, currency, and coin.

1. Cash Receipting Duties Will Be Adequately Segregated.
Whenever possible, the person who collects cash, issues receipts, or performs the daily reconciliation of cash receipts should not be the same person who deposits cash, records cash in the departmental accounting records, or reconciles the monthly depository bank statement.
2. All Cash Collected By Departments Will Be Appropriately Recorded.
All cash collected at city departments will be recorded by cash register.
3. Cash Collected Will Be Reconciled Daily To Tapes.
The Finance Director or designee will reconcile cash collections daily with the cash register tapes. Overages and shortages will be recorded in a separate account from other cash receipts. BARS revenue source code 369.81 will be used to record the overages and shortages on the Cash Receipt Form.
4. All Cash Receipts Will Be Deposited Intact Daily.
Within 24 hours of receipt, all cash received will be deposited the City’s bank depository account. (Exception: If total accumulated receipts amounts to less than \$200, whichever comes first.)

All daily receipts should be deposited together in the order received. All cash collected must be deposited. Cash collected may not be used as petty cash for making minor purchases or issuing refunds.
5. Cash Collections Will Be Adequately Safeguarded.
All Cash Receipt Reports submitted with cash deposits and transmittals will be filled out to show proper distributions of cash received.
 - A. All cash received by departments as revenue will be recorded using the appropriate BARS revenue source code number.
 - B. All cashier overages and shortages will be recorded using the BARS revenue source code No. 369.81.
 - C. Cash received by departments because of refunds from vendors will also be recorded in the accounting system.
 - D. Refunds received during the same accounting period (fiscal year) in which the original expenditure was made will be recorded as a reduction of expenditure.
6. Cash Refunds from Vendors.
Cash refunds from vendors will be classified as payments received for returned goods; for services paid for, but not used; or for overpayments. Payments received by any department as reimbursements for the sale of goods or services are not refunds

and should be recorded as revenue, not as a reduction of expenditures. If the refund is received after the end of the accounting period in which the original expenditure was made, and the dollar amount of the refund is not material, BARS revenue source code 369.90 will be credited for the amount of the refund.

If the refund is received after the end of the accounting period in which the original expenditure was made, and the dollar amount of the refund is material, BARS revenue source code 388.80 will be credited for the amount of the refund.

A refund will be considered material if the improper classification of it might distort the results of the fund's financial operations or if it might improperly influence a decision of management; whether or not such a refund is material will be determined by the City Treasurer.

7. Receipt of Cash For Refunds Will Be Properly Documented.

Adequate documentation will be attached to Treasurer's Cash Receipt Forms that record refunds. Documentation must be in sufficient detail for the Treasurer to approve the Cash receipt distribution. The documentation required for the approval of the Cash Receipt distribution will be determined by the Treasurer.

8. Accounts Receivable/Refund Approval.

Any Treasurer's Cash Receipt Form that records a payment on Accounts Receivable or the refunds must be approved by the City Treasurer.

9. Depository Accounts Will Be Established By the Finance Director.

New depository bank accounts will be established by the Finance Director.

9. Internal Cash Drawer Audits

Cash drawer audits will be performed at random by the Finance Director's designee. The audit will include, but not limited to: cash, checks, credit cards, gift certificates.

POLICY 1220 – Departmental Refunds of Cash Receipts

This policy applies to refunds made at the department level of receipts/revenues which have previously been deposited with the City Treasurer.

1. Department Refunds Will Be Made Through The Voucher Process.
Refunds of department revenues will be made by checks. A payment voucher will be prepared and submitted to the City Treasurer. The revenue account to which the original receipt was credited, will be charged to reduce revenues by the amount of the refund. Refunds of prior period revenues will be recorded in the current period unless material. If the refund is material, contact the City Treasurer.

2. Refunds Will Be Properly Approved and Documented.
All refunds will be approved and certified by the department head or other person authorized to certify payment vouchers. A copy of the original receipt for which the refunds is being made, along with an explanation of why the refund is necessary, will be attached to the payment voucher.

POLICY 1225 – Bank Returned (NSF) Checks

This policy applies to all checks made payable to the City, which are returned by the bank. The checks may be returned because of insufficient funds, closed account, invalid signature, stop payment, or any other condition making the check invalid. They are often called NSF checks (non sufficient funds).

1. City Will Not Accept Checks From Those Issuing Returned Checks.
The City will accept only the following as payment for a bank returned check: cash, money order, cashier's or other bank check. City departments will maintain lists of persons who have had checks returned by the bank. No checks will be accepted from these customers for a period of one year from the date of the returned check.
2. City Will Stop Service or Revoke License/Permit for Returned Checks.
When a check issued in payment of goods or services is returned by the bank, it will be deemed that no payment has been received for the goods or services.

When appropriate the service will be stopped, the license or permit revoked, the action voided, or other suitable action taken. No new goods or services will be provided until payment is received for the prior goods or services. The department will adequately document the action taken in their files and records.

3. City Will Take Appropriate Legal Action On Returned Checks.
Uncollected bank returned checks will be treated as delinquent accounts of the City. Interest or penalties will be charged as appropriate. The accounts will be sent out for collection service. Other legal action will be taken as appropriate.

POLICY 1230 – Departmental Billings and Payments

This policy applies to intergovernmental or customer billings made by city departments for charges for services (excluding those of the public works department done by Accounting Services staff).

The City maintains a cash basis accounting system which does not provide for formal double entry accounting for accounts receivable. However it may become necessary that the City bill for various city services. The following outlines procedures for maintaining a subsidiary receivable tracking system.

1. Departments Will Prepare Invoices.

The departments will prepare invoices for billing private customers and other governments. City invoices must contain adequate billing and accounting information and be approved by the City Treasurer or Finance Director.

All invoices issued will include a remittance copy of the invoice for transmittal with payment.

2. Departments Will Send Billing Information To Administrative Services.

A copy of the invoice or a summary of invoices sent will be transmitted to Administrative Services at least monthly. Minimum information to be transmitted will be invoice date, individual or organization billed, invoice number, amount and the seller's revenue account distribution. Formats used for the summary of invoices shall be approved by the City Treasurer or Finance Director.

When sending billing information to Administrative Services, the departments will segregate billings to private customers, other governments, and other funds. Department records should be adequate to provide this segregation.

3. Departments Will Maintain Subsidiary Accounts Receivable Ledgers

The departments will maintain subsidiary ledgers recording all accounts receivable transactions. The ledgers will contain, at a minimum, customer name, address, date, amount; and invoice number for billings; date, amount and cash receipt number for cash receipts; and outstanding account balance, if applicable. Formats used for the subsidiary ledgers shall be approved by the City Treasurer or Finance Director.

4. Accounts Receivable Control Accounts Will Be Maintained

An accounts receivable control account will be maintained for all accounts receivable. A control account summarizes the information contained in the subsidiary accounts. It contains a total outstanding receivables balance which is updated periodically with batch receipts (daily, weekly, etc.) and batch billings.

Departments maintaining an accounts receivable control account will reconcile to the subsidiary ledgers monthly. The City Treasurer shall review departmental reconciliations quarterly.

5. Payments on Accounts Receivable Will Be Recorded on Cash Receipt Forms.
When payments are received on accounts receivable the department will process the payment by recording the revenue on the receipt and closing the account receivable in the secondary ledger. The receipt number will be noted in the receivable subsidiary ledger.
6. New Accounts Will Be Properly Authorized And Documented.
All new accounts will be properly authorized. New accounts will be supported with the appropriate source documents; contracts, agreements, notes, court orders, citations, credit applications, etc.

POLICY 1235 – Delinquent and Uncollectible Accounts Receivable

This policy applies to all private customer or intergovernmental accounts receivable which are delinquent or uncollectible, except as noted below.

1. City Will Age Accounts Receivable.
Departments will age the individual accounts in the accounts receivable subsidiary ledger monthly. The aged accounts will show accounts which are 30 days, 60 days, and 90 days overdue, at a minimum.
2. City Will Send Past Due Notices For Overdue Accounts.
Outstanding receivables will be reviewed on a regular basis for past due accounts. Past due notices will be sent out for all accounts that are 30 days in arrears.

Past due notices for all customer accounts receivable will include a statement that the account will be referred to a collection agency if not paid in a timely manner.
3. City Will Collect Interest and Penalties As Appropriate.
Interest and penalties will be charged on all accounts as authorized by state statutes.
4. Departments Will Not Provide Services To Delinquent Accounts.
When applicable, a city department will no longer provide services to a private customer or other government when the individual or organization has a delinquent account balance, unless the service is required by some legal criteria.
5. City Will Send Past Due Accounts Out For Collection.
Departments will send delinquent private customer accounts to a collection agency in accordance with City contract(s) for collection services. The accounts will be sent no later than 120 days after they become delinquent. Any exceptions must be authorized by the City Treasurer. The customer must have had 30 days notice prior to sending the account to the collection agency.
6. Council Will Approve Write-offs of Uncollectible Accounts.

All write-offs of uncollectible accounts will be authorized by council resolution. The City Treasurer will prepare a resolution annually, detailing the uncollectible accounts.

POLICY 1240 - Cash Management and Investment Policies

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.
- The City will review investments on a monthly basis.
- 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. Non-negotiable 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.

- The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
- Monthly reports will be prepared and distributed to all departments and the City Council showing cash position and year to date budgeted and actual expenditures.
- The City will conduct annual reviews of its internal controls and cash handling procedures.
- Internal controls will be tested on a quarterly basis at a minimum.

- 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.

- The City Treasurer shall submit a monthly report of investment holdings to the Mayor and the Finance Committee. The City Council will be provided with quarterly reports on the City's investment strategy and performance.

- 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.

SECTION 1300 – EXPENDITURES AND PAYABLES

POLICY 1310 – 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. After consultation with City Council, programs that are determined to be inefficient and/or ineffective by the Mayor may be reduced in scope or eliminated.

POLICY 1315 – PROCEDURE FOR TRAVEL AUTHORIZATION AND REIMBURSEMENT

This policy applies to establishing a procedure related to obtaining travel authorization, eligible expenditures, and reimbursing employees for expenses incurred in conduct of business of the City.

1. Reimbursement of Travel Expenses Incurred in the Course of City Business.
It is the policy of the City of Liberty Lake to reimburse City elected and appointed officials, employees, and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business for the City.
Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and compliance with this policy and with Chapter 42.24, Revised Code of Washington. Such expenditures will be commensurate with the employee's normal standard of living, but it is assumed and expected that expenses will be consistent with the best interests of the City and its desire to minimize travel costs.

Any normal travel time in excess of one day each way, which is brought about by the employee's choice of transportation, will be charged to the employee as vacation time. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel.

City charge cards may be issued to elected officials and staff who will travel outside the City on City business. Elected officials and staff using a City issued credit card for travel expenses shall not purchase food, gas or other sundries for other persons, employees, or officials, except that if a meal is purchased by a user of a City credit card on behalf of other persons, the person purchasing the meal shall note on the receipt the persons in attendance. Elected officials and staff who use their personal automobile while on official travel shall not use a City credit card for gasoline. When renting an automobile while on official city travel, the City credit card may be used

for rental and gasoline/oil expenses. The cards are kept at City Hall or with the Department Head and must be signed out prior to departure and signed back in upon return.

2. Authorization Procedure

2.1 Authorization to Travel - Travel by city employees, Mayor, City Council, and board and commission members shall be specifically provided for in an approved budget and as provided below:

- 2.1.1 Specific trip authorization shall be approved on Travel Authorization as provided in Section 2.5.
- 2.1.2 Council Members - Travel and attendance is authorized for Council workshops and all annual committee workshops or task force meetings scheduled by the Association of Washington Cities, National League of Cities, or special events that may require Council attendance.
- 2.1.3 Board and commission members – Workshops, seminars, and conferences are normally included in budget requests.
- 2.1.4 Unanticipated or special travel may be approved provided such approval is received as noted on the Travel Request and Authorization Form.
- 2.1.5 All Travel Request and Authorization forms shall be submitted to the City Treasurer to be made available for review upon request.

2.2 Eligible Expenditures

Generally, eligible expenditures include travel and living costs incurred by the employee while away from the City and expenses incurred within the City necessitated by City business. In the Spokane County area, necessary expenses will be reimbursed only for an employee representing the City in his/her official capacity and in the discharge of his/her duties. Such in-City expenses should be authorized as provided for in Section 2.5 below.

- 2.2.1. Registration – Actual cost of registration of any employee at a meeting, conference, or convention for which he/she has received approval. Registration should be prepaid. The City Treasurer is to be contacted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement, or accompany the credit card billing statement.
- 2.2.2 Transportation – Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are eligible, provided all air travel shall be by coach class, unless, only higher cost accommodations are available. Payment for air travel shall be at actual cost from Spokane International Airport to destination and return.

Employees using a personally owned auto to travel out of town on City business will be reimbursed at the Internal Revenue Service rate and

provided payment will not exceed coach class airfare to and from the same destination.

- 2.2.3. Lodging – Actual cost of hotel or motel accommodations is eligible. If a member or guest accompanies the employee, the employee shall pay for the amount over that of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted.
- 2.2.4. Meals – An individual shall be deemed on travel status where the travel includes reimbursable lodging.

Expenses for meals, where City business is conducted and that could reasonably occur during non-meal periods, are not eligible for reimbursement.

Meals for City Council, boards, commissions, and staff conducting formal City business during meal times are specifically authorized.

Non-travel status travel expense need not be pre-approved prior to being incurred unless the individual who would normally approve such expenditures after the fact has set a policy that requires such pre-approval. Where pre-approval has not been required and the person proposing to incur the expense has any question about the legitimacy of the expense, pre-approval should be obtained. Individuals who incur non-travel status travel expense or authorization of the charge on a City credit card is not approved, the expense will be the individual's personal obligation. Travel expense incurred while on travel status requires the pre-approval as set forth in Section 2.5. The act of obtaining a City credit card does not indicate pre-approval of expenses.

Eligible meal expense when not on travel status requires submission of the restaurant receipt (not the receipt which can be filled out by the individual) and shall be reimbursed or charged on city credit card approved at actual cost.

Individuals may be reimbursed for single non-travel status meal expense from the petty cash fund, provided proper documentation and approval is submitted.

Except for lodging where individuals share the same room and transportation conveyance (cab, rental car, etc.) each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. The only exceptions are group meals arranged for working sessions or banquets arranged by a department.

Individuals on travel status shall be reimbursed for meal expense using per diem rates. Meal and incidental expense (M&IE) per diem will be applied using IRS guidelines. M&IE per diem will be reduced by the amount of any meal not related to the travel and the amount of any meal provided as part of the conference or training. Incidental expenses can be pro-rated based upon the number of reimbursed meals.

2.2.5. Laundry and Valet Services – Actual cost of laundry and/or valet service are allowable expenses when employees are required to be away from the City for more than six days at one time or the conditions under which they are required to work while away from the City create a more than normal need for such services.

2.2.6. Telephone – Charges for telephone are eligible for reimbursement if City business requires such communication. Employees staying outside of Spokane County on business are allowed one personal call per day at City expense. Such calls shall not exceed 10 minutes in duration. Any personal calls in excess of one per day are to be paid by the employee.

2.3 Ineligible Expenses – None of the following expenses shall be paid by the City: travel paid for by any other organization, alcoholic beverages, valet services (except as noted above), meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, trip insurance, hosting, or any other personal expenditures for entertainment or other purposes.

2.4 Documentation of Expenses – All actual expenses shall be submitted to the City Treasurer for reimbursement on the Travel Authorization form with their Department Head's signature. In the case of lodging expense, a detailed statement of charges must be submitted. Each employee is expected to submit his/her own travel expense voucher reflecting reimbursable expenses actually incurred.

If lodging accommodations are shared between two or more employees, the lodging portion of the billing for all such employees may be submitted by the employee paying the bill.

Claim of any charge which could reasonably raise a question should be accompanied with an explanation of such charge.

2.5 Approvals – Travel and expense reimbursement or credit card payment authorization under this policy must be signed, approved and filed with the City Treasurer.. Travel requests should be preapproved for any travel expenses that are anticipated to be \$500 or over. Normally, claims for reimbursement and

credit card charge receipts are to be submitted no later than 5 days after the return from travel. Ongoing approval responsibility for specific travel, reimbursement for expenditures and credit card charges shall be made, pursuant to normal purchase order duly verified by the claimant, and submitted for final approval as noted below:

- A. If Council or other commissions or boards – approval will be made by the Mayor.
- B. If the Mayor – approval will be made by the Mayor Pro Tem.
- C. If the Mayor’s Designee– by the Mayor, or if the Mayor is not available, the Mayor Pro-Tem.
- D. If the City Attorney – by the Mayor or Mayor’s Designee.
- E. If the Department Director – approval by the Mayor’s Designee.
- F. If other employees – by the direct supervisor and/or department director.

POLICY 1320 – Credit Card Policy (Ordinance No. 84-A)

Delegation of Authority

The Mayor or designee is authorized to obtain City credit cards for the use of travel; procurement purchases (i.e. office supplies, library material, and other items).

Employee and Elected Official Eligibility

Credit cards will be issued to authorized City employees and elected officials. Department Heads are responsible for authorizing an employee to use a credit card.

If the employee’s name appears on the card, only that employee may use the card as prescribed above.

Department Head Procedures

Department Heads may issue a non-individualized “department” card to eligible employees for use as described in section three. Department Heads are responsible for the issuance of each card and must keep a written log to ensure cards are checked in and out properly.

Department Heads are responsible for the monthly statements including reconciliation and the issuance of purchase orders as prescribed in the City’s purchasing policy procedures. Statements must be returned to Administrative Services before the billing statement due date to allow for processing and Council approval.

Purchasing Card Use

The maximum monthly limit per card and the City’s aggregate monthly limit will be established by the banking institution. A Department Head may establish lower limits for department employees.

Use of the Credit Card does not relieve the employee/cardholder from complying with city and departmental policies and procedures. The Credit Card is not intended to replace effective procurement planning which can result in quantity discounts, reduced number of trips, and more efficient use of City resources.

All employees are encouraged to use the invoicing and vouchering process when procuring goods or services from a vendor. The Credit Card shall be used on a limited basis if there is a cost savings to the City or use of the Credit Card is the only means available to purchase a product or service.

Resolution of any merchandise returns and billing errors are the Cardholder and/or Department Head's responsibility. All verifiable charges must be paid upon invoicing.

The Cardholder will be responsible to report a lost or stolen card by contacting Administrative Services immediately. Administrative Services will confirm the loss in writing to the bank.

The following conditions must be met when using the Credit Card:

Each single purchase may be comprised of multiple items, but the total amount must not exceed the transaction limit. When a purchase exceeds the \$500 transaction limit, the normal procedure of using purchase orders must be followed. Purchases must not be split to circumvent the transaction limit. The least expensive item that meets the needs of the department should be sought.

Cardholders must follow their department's administrative control of funds procedures to ensure that sufficient budgeted funds are available for the purchase.

The cardholder must obtain an itemized receipt from the vendor and submit the receipt to their Department Head for processing.

Card Restrictions

The following list covers purchases for which the Credit Cards are specifically prohibited:

- Cash advances or cash refunds;
- Personal use of any kind or any non-city purpose;
- Tuition and/or other reimbursable personal expenses;
- Gas for personal vehicle; (if using personal vehicle, mileage must be claimed and processed on a City Travel Voucher);
- Personal cellular phone bills;
- Capital expenditures (unless approved by a Department Head);
- Any work considered to be Public Works;
- Goods or services on City contracts; unless payment by credit card was specifically contracted.

Misuse of the Credit Card

If for any reason disallowed charges are not repaid by the cardholder before the card billing is due and payable, the city shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the purchasing card holder. Consequences for misuse of the Purchasing Card can include:

- Permanent revocation of Credit Card privileges;
- Assignment of wages for repayment of discrepancies;
- Notification to the Finance Director and the Internal Auditor to investigate the matter further; and
- Disciplinary action.

Credit Card Cancellation

The Credit Card may be cancelled for any of the following reasons:

- The card is lost or stolen;
- If the card is used in a manner which is inconsistent with City Policy;
- The employee retires, resigns or is otherwise terminated from city employment;
- The authorizing Department Head requests cancellation for any reason;
- The Mayor or designee requests cancellation.

Administration

The Credit Card policy is administered by the Administrative Services Department. The Mayor and City Council are responsible for ensuring that all policies and procedures are followed.

POLICY 1330 – Cellular Telephones

This policy applies to Cellular Telephones.

1. Director's are responsible:
Directors are responsible for the authorization and cost of all cellular telephones and other wireless devices issues to employees within their departments. Directors are also responsible for the administration of the City stipend for personal cellular telephone usage.
2. City Issuance of Cellular Telephone:
The City may supply a cellular telephone when such loan or issuance is a benefit to the City and will not be construed as a privilege or benefit. Use of a City cellular telephone may be of convenience to the employee or elected official, but convenience alone will not determine usage.

Additionally, employees or elected officials from time to time, or on a regular basis, may be provided a city-owned cellular telephone for the use while on the job.

Cellular telephones issued to an employee or elected official will remain the property of the City. Should such property become damaged lost or stolen due to the negligence of the employee or elected official, such property will be replaced or repaired at the employee or elected official's own expense. Obligation to replace or repair will not include "normal wear and tear".

The Director will monitor on a monthly basis, City issued cellular telephone bills.

Cellular telephones will not be used when more cost effective means of communication are readily available (i.e. two-way radio or land line telephones). In an emergency, or if safety is a consideration, this provision does not apply.

Prohibited Use:

The following uses of the City telephones (including voice mail) are strictly prohibited:

1. Using the phone system to pursue outside business ventures or political or religious causes.
2. Sending offensive or improper voice mail message, including those of a racial or sexual nature.
3. Using the phone system in a frivolous nature, such as for practical jokes.

3. City Stipend Program for use of Personal Cellular Phone:

On behalf of the City, if a Director determines that an employee needs to carry a cellular telephone for City business the employee may, upon approval of the City Administrator, be eligible to receive a monthly stipend for use of their personal cellular telephone. The personal cellular telephone would replace the need to carry a city-owned cellular telephone. The following is required to receive a City stipend for use of a personal cellular telephone:

1. An employee must agree in writing (City's Stipend Agreement) to have his or her personal cellular telephone accessible and available at all times during City business hours or while on call or standby or other times that an employee may be required to be available for City business.

The City Administrator shall have the sole discretion to determine what department employees are eligible to receive a stipend for use of a personal cellular telephone.

The monthly stipend is paid through the payroll system, and the amount of the monthly stipend is based on one of the two plan options as determined appropriate by the City Administrator:

- A. Phone & Data \$50.00 / month
- B. Phone or Data Plan Only \$25.00 / month

Policy 1335 -MONTHLY VEHICLE ALLOWANCE POLICY

The City provides a monthly vehicle allowance for the Mayor.

In consideration for the use of a personal vehicle, the City will provide a monthly vehicle allowance of \$140.00. The \$140.00 is based on historical mileage and parking expenses within Spokane County. This monthly vehicle allowance is provided in lieu of a reimbursement for expenses incurred or expected to be incurred for using a personal vehicle for City business related travel, including insurance and deductibles in the case of an accident. A Mayor that receives a monthly vehicle allowance will not be provided with a City vehicle or mileage reimbursement.

The monthly vehicle allowance may be reviewed by the City Council and the Mayor shall be notified at least sixty (60) days in advance of any changes to the policy or monthly vehicle allowance amount. The City Council reserves the right to make changes to this policy at any time it deems reasonable, including the monthly vehicle allowance amount.

The monthly vehicle allowance paid will be prorated as appropriate. The monthly vehicle allowance will be paid through the City's payroll system.

Personal cellphones or other electronic devices may not be used while driving any vehicle related to City business or travel, unless utilizing a hands-free device. The Mayor is required to maintain 1) a valid driver's license to operate a motor vehicle, and 2) personal vehicle insurance, which must be in force and effective at all times while utilizing said personal vehicle for City business related travel. The personal vehicle used for City business related travel must be maintained in a safe working condition, have a current license registration, and meet all vehicle requirements for the State of Washington.

This policy does not apply to any travel outside of Spokane County and any travel outside of Spokane County will follow the City Travel Policy 1315.

Policy 1340 Employee Recognition Program

Purpose: To provide recognition for exceptional employee performance and/or actions which represent a significant contribution to the City.

Policy: Exceptional work performance and/or service to the community serves as a role model for other employees and often leads to improved morale and productivity among others in a work unit. This in turn contributes to the overall success of the City in meeting the community's goals and objectives. The Mayor, City Council, and Department Managers appreciate and recognize the value of exceptional employee performance that contributes to improved service, quality, productivity, and/or actions that are beneficial to the community. This program is established to provide a process for such employee recognition.

At the discretion of the Mayor, employee recognition may include the presentation of an award based on the value of the performance. The value of all awards may not exceed \$400 in a calendar year.

The Mayor shall also encourage department directors to use a number of awards valued at under \$50 to routinely recognize employees' excellence in the performance of day-to-day duties. The value of all awards may not exceed \$200 in a calendar year.

Procedures: Informal employee recognition may take many forms, such as an in-person or written "thank you", a commendation to the employee's personnel file, assignment to a special project allowing an employee to present his/her work to others, recognizing the employee's work at a staff meeting, additional training or professional development or other similar forms of recognition. While Department Managers and supervisors frequently acknowledge and commend employees for good performance, and may with approval of the Mayor or his/her designee establish a written departmental employee award program, the following formal recognition programs will additionally be made for exceptional work performance and /or service to the community.

Liberty Lake Public Service Awards: Employees achieving twenty-five (25) years, twenty (20) years, fifteen (15) years, ten (10) years, and five (5) years of service with the City shall be honored and recognized by their Department Manager at a City Council Meeting.

Liberty Lake Police Safety Achievement Awards: Recognizing achievements in Public Safety throughout the year.

Are Awards Taxable: As a general rule awards are taxable wages to the employee, however there are exceptions. Awards are not taxable wages to the employee if they meet the following criteria:

- **Be given for length of service or safety achievement**
- **Be tangible personal property, other than cash, gift certificates or equivalent items.**
- **Be given under conditions and circumstances that do not create a significant likelihood of the payment of disguised compensation**
- **Be given as part of a meaningful presentation**
- **Be no more than the specified dollar limits (\$400)**

SECTION 1400 – INTERFUND TRANSACTIONS

POLICY – 1410 INTERFUND LOAN TRANSACTIONS

This policy applies to all loans made between two city funds. Interfund loans are temporary borrowings of cash or other assets.

1. The City Council Will Authorize Interfund Loans.
The Council will approve all interfund loan transactions by ordinance. The ordinance will provide for the term of the loan as well as setting a reasonable rate of interest to be paid to the lending fund.
2. Interest Will Be Paid On Interfund Loans.
The lending fund will charge the borrowing fund a reasonable rate of interest, based on the external rate available to the City. Interest is not required in the following circumstances, though may be charged:
 - A. The borrowing fund has no independent source of revenue other than the lending fund.
 - B. The borrowing fund is normally funded by the lending fund.
 - C. The lending fund is the General Fund, which, being unrestricted, can loan interest fee, except to a proprietary fund.
3. Loans May Be Made Only To Solvent Funds.
The borrowing fund must anticipate sufficient revenues to be in a position over the period of the loan to make the specified principal and interest payments as required in the authorizing ordinance.
4. Loans Must Be Of A Temporary Nature.
The term of the loan will be for a period not in excess of three years. No permanent diversion of the lending fund shall result from the failure of the borrowing fund to repay the loan.
5. Interfund Loans Will Be Properly Accounted For.
All inter-fund loans and repayments will be promptly recorded in the City's accounting system. Interfund loans receivable and interfund loans payable will be disclosed in the financial notes. Interfund loans will be recorded as Non-revenues (380) and Non-expenditures (580).

POLICY 1415 – TRANSFERS OF PROPERTY BETWEEN FUNDS

RCW 43.09.210 requires that, when property is transferred between funds of the same municipality, it should be paid for at its full value by the fund which receives it. The following rules are intended to clarify the application of this statute.

1. Transfer of Assets Between Governmental Funds.

The transfer of capital assets between two governmental funds of the same entity should be accounted for merely as a change of location and/or custodian because the assets are not owned by the particular funds. Such transfers are not subject to budgetary control, but the assets should be declared surplus (see Policy 2110) to the needs of the relinquishing fund and the transfer approved by the Mayor's Designee.

2. Transfer of Capital Assets to an Enterprise Fund.

The transfer of capital assets to an enterprise fund should be budgeted and accounted for as a sale and purchase of property. Proceeds of such sale should be deposited to the fund which originally paid for the item or to the general fund at the discretion of legislative body.

The transfer of capital assets to an internal service fund must be approved by the entity's legislative body.

SECTION 1500 – DEBT MANAGEMENT

Policy 1510 – Debt Management

The amount of debt issued by the City is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages.

The basic objectives of the City's debt management policies are to:

1. Achieve the lowest possible cost of borrowing.
2. Ensure access to capital markets to adequately provide the long-term financial needs of the City.
3. Be received by the markets as a strong and sound credit which has fully demonstrated its commitment to meet all obligations in a timely fashion.
4. Monitor and control capital spending in such a way that capital market entry can be planned.
5. Maintain a level and structure of outstanding indebtedness that does not lead to erratic and excessive debt service requirements, thereby avoiding unnecessary strain on the operating budgets.

6. To smooth the use of debt so that debt service payments will be predictable and a manageable part of the operating budget.
7. Provide for the distribution of pertinent information to rating agencies.
8. Apply and promote prudent fiscal practices.

The following debt guidelines are established to provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues:

1. City Council approval is required prior to the issuance of debt.
2. The City will use the services of certified and credible legal counsel and underwriting firms in the preparation of all long-term debt representations.
3. The term of the debt shall never extend beyond the useful life of the improvements to be financed.
4. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease-purchase equipment whose useful life is less than the term of the lease.
5. The City will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
6. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
7. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
8. The City will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The City will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
9. The City shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 4% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified.
10. Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.

11. The City will comply with all statutory debt limitations imposed by the Revised Code of Washington (RCW). The City of Liberty Lake debt will not exceed an aggregated total of 7.5% of the assessed valuation of the taxable property with the City. Compliance with state law and this policy shall be documented each year in the City's Annual Report.

The following individual percentages (as defined in state law) shall not be exceeded in any specific debt category:

General Debt	2.5% of assessed valuation
Utility Debt	2.5% of assessed valuation
Open Space and Park Facilities	2.5% of assessed valuation

Debt Policies

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

Purpose and Overview

The Debt Policy for the City is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations.

Capital Planning:

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the City shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

Legal Governing Principles

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

1. State Statutes – The City may contract indebtedness as provided for by State law, subject to the statutory and constitutional limitations on indebtedness.
2. Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
3. Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

Roles & Responsibilities

The City Council shall:

- Approve indebtedness;
- Approve appointment of the bond underwriter and bond counsel;
- Approve the Financial Policy, including the section on the Debt Policy;
- Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

The Finance Director in consultation with the City staff members such as Administrator, Finance Committee, the Mayor and full Council shall:

1. Assume primary responsibility for debt management
2. Provide for the issuance of debt at the lowest possible cost and risk;
3. Determine the available debt capacity;
4. Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
5. Recommend to the City Council the manner of sale of debt;
6. Monitor opportunities to refund debt and recommend such refunding as appropriate.
7. Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
8. Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
9. Provide for and participate in the preparation and review of offering documents;
10. Comply with all terms, conditions and disclosure required by the legal documents governing the debt issued;
11. Submit to the City Council all recommendations to issue debt;
12. Provide for the distribution of pertinent information to rating agencies;
13. Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2-

14. Apply and promote prudent fiscal practices.

Ethical Standards Governing Conduct

The members of the City staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17 and Ethics in Public Service, RCW 42.52.

Types of Debt Instruments:

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

1. **Unlimited Tax General Obligation Bonds** – The City shall use Unlimited Tax General Obligation Bonds (UTGO), also known as “Voted General Obligation Bonds” for the purpose of general purpose, open space and parks, and utility infrastructure. Voted issues are limited to capital purposes only.

Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.

2. **Limited Tax General Obligation Bonds** – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the City and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:

- a. A project requires funding not available from alternative sources;
- b. Matching fund monies are available which may be lost if not applied for in a timely manner; or,
- c. Emergency conditions exist.

3. **Revenue Bonds** – The City shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities of enterprise (i.e., utility) systems operated by the City (if any) in accordance with the Capital Improvement Plan.

4. **Special Assessment/Local Improvement District Bonds** – The City shall use Special Assessment Bonds as permitted under State law for the purpose of assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID’s are formed by the City Council after a majority of property owners

agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.

5. **Short Term Debt** – The City shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
6. **Leases** – The City is authorized to enter into capital leases under State law, subject to the approval of City Council.
7. **Public Works Trust Fund Loans** – The City shall use Public Works Trust Fund Loans (when available) as provided under State law for the purpose of repairing, replacing or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.

Policy 1515 – Communication Policy

1. It is the policy of the City to remain as transparent as possible.
2. The City shall manage relationships with the rating analysts assigned to the City’s credit, using both informal and formal methods to disseminate information.
3. The City’s Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The Notes to the Financial Statements may be supplemented with additional documentation as required. Each year included in the Notes to the Financial Statements, the City will report its compliance with debt targets and the goals of the Debt Policies.
4. The City shall seek to maintain and improve its current bond rating.

Policy 1520 – Compliance Policy

Investment of Proceeds

The City shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Legal Covenants

The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

Periodic Policy Review

At a minimum, the Debt Policy and the City’s Post Issuance Compliance Policy will be reviewed and updated every five years.

SECTION 1600 – PURCHASING

Purpose and Overview

Purpose. This policy is intended to direct the purchase of goods and services at a reasonable cost, using an open, fair, documented and competitive process whenever reasonable and possible. The integrity, efficiency, and effectiveness of Liberty Lake's procurement functions are critical elements of sound government.

POLICY 1610 – PURCHASING

CHAPTER	TITLE	PAGE #
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City of Liberty Lake Purchasing Procedures

All employees must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public. Procedures are divided into six major areas: 1) Purchases of Supplies, Materials, and Equipment, 2) Public Works Contracts, 3) Architectural and Engineering Services 4) Professional Services, 5) Sole Source Purchases, and 6) Emergency Purchases.

Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes and City policies.

I. PURCHASES OF SUPPLIES, MATERIALS, AND EQUIPMENT

A. APPROVAL AUTHORITY

Amount	Approval Authority	Procedure
\$0-\$500	- City Engineer - Planning and Building Services Manage	No purchase order needed, invoice/receipts and packing slips given to the City Treasurer.
\$0 - \$1,000	-Finance Director -Chief of Police -Library Director -Operations & Maintenance Director	No purchase order needed, invoice/receipts and packing slips given to the City Treasurer.
1,000.01 - \$5,000	Mayor or Mayor’s Designee	Obtain three quotes, P.O.

		needed, fill out P.O. on BIAS for approval, email P.O. notification to Mayor or designee for approval
\$5,000.01 - \$7,500	City Council	Written quotes, Vendor List, or Competitive Bid
\$7,500.01 - \$15,000	City Council	Vendor List or Competitive Bid
\$15,000 or Over	City Council	Competitive Bid

PROCESS

Purchase Orders must be used for purchases over \$1,000. Direct bill accounts may be established and payment authorized by invoice only for purchases of \$1,000 or less.

The purchase order is a legal contract between the City and a vendor specifying the scope and cost of the equipment, materials, and supplies.

1. The original copy is provided to the vendor, either prior to purchase or as a remittance copy.
2. The second copy is provided to the City Treasurer at the time the purchase is made to encumber funds.
3. The third copy is retained by the department making the purchase until the items purchased have been received. After the items are received and determined to be satisfactory, the copy is attached to the invoice. Signed by the authorized official attesting to the satisfactory receipt of items as ordered, and provided to the City Treasurer for preparation of vendor payment.
4. The City Treasurer retains all copies of documentation for at least a seven-year period for audit by the State Auditor and for reference, should other questions arise.

Purchases between \$1,000.01 and \$5,000:

Three written quotes are required for purchases between \$1,000.01 and \$5,000. Best practice purchasing will be used to ensure that the City obtains quality goods or services at reasonable prices. Spreading purchases out over several months or making separate single purchases, when the total of the purchases is greater than \$1,000, circumvents the policies set forth below and is not authorized.

Purchases between \$5,000.01 and \$7,500:

Three written quotes can be obtained for purchases between \$5,000.01 and \$7,500. The City's Roster of Vendors for Materials, Supplies, and Equipment can also be used to obtain quotations

from vendors. In the event sufficient qualified vendors cannot be found through either direct contact or through the City's Roster of Vendors, formal competitive sealed bids are required.

Purchases between \$7,500.01 and \$15,000

Written quotations will be obtained from vendors who have requested to be listed on the City's Roster of Vendors for Materials, Supplies, and Equipment. A purchase order or contract is required for payment to the lowest responsible bidder.

In the event sufficient qualified vendors are not on the City's Roster of Vendors, formal competitive sealed bids are required.

At least every two months, the City using vendor lists to award contracts valued at more than \$5,000, but not more than \$15,000, must post a list of contracts awarded. The list must contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

Purchases of \$15,000.01 and above:

Formal, competitive sealed bids are required pursuant to RCW 35.23.352.

Advertisement of Request for Bid

The department initiating a purchase shall prepare an Advertisement for Bid containing:

- a) Item(s) or services to be purchased.
- b) Delivery time requirements, including Point of Delivery.
- c) Bid bond requirements, if applicable.
- d) Terms of payment, if appropriate.
- e) Date and time of bid opening.
- f) The location where detailed specifications are available for public inspection and the cost to obtain a set of plans and specifications.
- g) Name and telephone number of City contact person.
- h) Notice that the City reserves the right to reject any and all bids.
- i) Notice that bids received after the scheduled bid opening will not be considered.
- j) Notice that all bid documents are a public record and subject to disclosure.

The Advertisement for Bid must be posted in City Hall and published in the City's official newspaper by the City Clerk once a week for two consecutive weeks with the last publication being at least 13 days prior to the last date upon which bids will be received.

The Advertisement for Bid may be mailed to a listing of vendors from the City's Roster of Vendors by the initiating department.

If changes or clarifications to the specifications are issued during the bid period, the initiating department must send a notice to all prospective bidders and a copy filed with the City Clerk.

Request for Bid Log

The initiating department must prepare a log and record containing the following information: (the log is a formal public record to be filed with the City Clerk after award of the contract or purchase order.)

- a) The name, address, and phone number of every vendor who received a copy of the Advertisement for Bid and Detailed Specifications.
- b) If communications with prospective bidders occur during the bid period, record the substance of the communication on the bid log.
- c) The date and time any changes or clarifications to the specifications are sent to bidders.

Bid Opening

The City Clerk, or his/her designee, shall be present at all bid openings to verify the date and time of bid opening; open each bid proposal; announce the bids of each submitter; record the unit prices, sales tax, delivery charge if applicable, and total cost of each bid proposal. A tabulation of bid results will be prepared by the City Clerk and made available to the public following the formal bid opening.

Bid Award

The requesting department will evaluate the bids, determine, and document the lowest responsible bidder, prepare a purchase order or contract, and submit the documentation to the Mayor's Designee for submission to the City Council. If a contract is required, secure the City Attorney's approval as to form. Contract or purchase order documents are signed by the Mayor after Council approval.

After the purchase order or contract is issued, a copy of the log should be submitted to the City Clerk with the encumbering copy of the purchase order/contract and the unsuccessful vendors should be notified.

Public Record

Immediately after opening of the bids, the original copy of every bid proposal and a copy of the bid log should be filed with the City Clerk for retention; the bids are a public record. A copy of the proposal of the successful bidder should remain with the initiating department until completion of the purchase and /or service.

II. PUBLIC WORKS CONTRACTS

A. Approval Authority

When MRSC Small Works Roster is Not Used

AMOUNT	APPROVAL AUTHORITY	PROCEDURE
\$0 - \$1,000	<u>Supervisor</u> -Finance Director -Chief of Police -Library Director -Operations & Maintenance Director	No Competitive Bids Required, Section Selects
\$1,000.01 - \$5,000	Mayor or Mayor's Designee	Three Quotes, Section makes recommendation and Mayor or designee approves
\$5,000.01 - \$40,000	City Council	Three Written Quotes
Over \$40,000.01 for One Craft or Trade, or Street Signalization or Street Lighting	City Council	Competitive Bid
Over \$65,000 for Two or More Crafts or Trades	City Council	Competitive Bid
Over \$300,000	City Council	Competitive Bid

When MRSC Small Works Roster is Used

AMOUNT	APPROVAL AUTHORITY	PROCEDURE
\$0 - \$1,000	-Finance Director -Chief of Police -Library Director -Operations & Maintenance Director	Solicit quotations from a minimum of three contractors from the appropriate Small Works Roster and award the contract to the lowest responsible bidder as defined under RCW 39.04.010.
\$1,000.01 - \$5,000	Mayor or Mayor's Designee	Solicit quotations from a minimum of three contractors from the appropriate small works roster and award the contract to the lowest responsible bidder as defined under RCW 39.04.010
\$5,000.01 - \$35,000	City Council	Solicit quotations from a minimum of three contractors

		from the appropriate Small Works Roster and award the contract to the lowest responsible bidder as defined under RCW 39.04.010
\$35,000.01 - \$150,000	City Council	Quotations may be invited from all appropriate contractors on the small works roster or quotations may be invited from at least five contractors on the Small Works Roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors in the roster.
\$150,000.01 - \$300,000	City Council	City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought.
Over \$300,000	City Council	Competitive Bid (Small Works Roster Cannot Be Used for Public Works Projects over \$300,000)

B. Procedure

Procedures When Not Using MRSC Small Works Roster

Projects that will not exceed \$40,000 and a single craft or trade is involved or it is a street signalization project and projects that will not exceed \$65,000, and more than one craft or trade is involved.

Competitive bids are not legally required for these public works contracts; however, best practice purchasing will be used to assure the City obtains quality services at reasonable prices.

Contracts issued are to be reviewed for form by the City Attorney; payments to the contractor will be by purchase order and completion of the Request for Pay form.

Procedures When Using MRSC Small Works Roster

Cost. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth within the MRSC Small Public Works Roster contract. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract.

Publication. At least once a year, on behalf of the City, MRSC will publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

Written Quotations. The City shall obtain written or electronic quotations for public works contracts from contractors on the appropriate Small Works Roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1) and may establish supplementary bidder criteria under RCW 39.04.350(2)

- a) A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works

roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- d) At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- e) A written record shall be made by the City's representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

Determining Lowest Responsible Bidder. The approval authority shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the approval authority may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the

mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the City.

Award. All of the quotations shall be collected and presented at the same time to the approval authority for consideration, determination of the lowest responsible bidder, and award of the contract.

The competitive bid process must be used for projects over \$300,000.

Advertisement for Bid of Public Works Project:

The City Engineer or designee shall prepare an Advertisement for Bid of Public Works Project containing the following information:

- a. Brief description of the Public Works Project being bid.
- b. Notice of the requirement of a bid proposal deposit in the amount of 5% of the amount bid in the form of a cashier's check, postal money order, or surety bond in favor of the City of Liberty Lake.
- c. Terms of payment, if appropriate.
- d. Date and time of bid opening.
- e. The location where detailed plans, specifications, and contract documents are available for public inspection and the cost to obtain a set of plans and specifications.
- f. The name and telephone number of the City contact person.
- g. Notice that the City reserves the right to reject any and all bids.
- h. Notice that the bids received after the scheduled bid opening will not be considered.
- i. Notice that all bid documents are public record and subject to disclosure.

The Advertisement for Bid must be posted in City Hall and published in the City's official newspaper by the City Clerk once a week for two consecutive weeks with the last publication being at least 13 days prior to the last date upon which bids will be received.

Detailed Plans and Specifications:

Detailed plans and specifications of public works project will be prepared at the direction of the City Engineer or designee, along with an estimate of the cost of such work. The specifications will be approved by the City Engineer or designee and a certified copy filed with the City Clerk. Copies will be provided to prospective bidders upon payment of a sum equal to the cost of having said documents prepared.

Any changes or clarifications to the contract documents, specifications, or design drawings made after advertising and before the bid submittal and bid opening, should be

issued to all document holders as numbered and dated addenda. A copy of the change order clarification must be filed with the City Clerk.

Request for Bid Log:

The initiating department must prepare a log and record containing the following information (the log is a formal public record to be filed with the City Clerk after award of the contract):

- a. The name, address, and phone number of every contractor who received a copy of the Detailed Plans and Specifications for the project and the date and time specifications were provided.
- b. If communications with prospective bidders occur during the bid period, record the substance of the communication on the bid log.

Bid Opening:

The City Clerk, or his/her designee, shall be present at all bid openings to verify the date and time of bid opening; open each bid proposal; announce the bids of each submitter; record the unit process, sales tax, delivery charge if applicable, and total cost of each bid proposal. A tabulation of bid results will be prepared by the City Clerk and is available to the public immediately following the formal bid opening.

Bid Award:

The requesting department will evaluate the bids, determine, and document the lowest responsible bidder, prepare a contract including review as to form by the City Attorney, and submit the documentation to the Mayor for approval and submission to the City Council.

After the purchase order or contract is issued, a copy of the log should be submitted to the City Clerk with the encumbering copy of the purchase order/contract and the unsuccessful vendors should be notified.

All bid proposals deposits must be returned to the unsuccessful bidders; the 5% bid bond of the successful bidder will be retained until a contract is entered into and a bond to perform the work is furnished, with surety satisfactory to the City Council. If the bidder fails to enter into the contract in accordance with his or her bid and furnishes a bond within ten days from the date of being notified of the successful bid, the 5% bid bond will be forfeited to the City of Liberty Lake.

Public Record:

Immediately after opening of the bids, the original copy of every bid proposal and a copy of the bid log should be filed with the City Clerk for retention; the bids are a public record. A copy of the proposal of the successful bidder should remain with the initiating department until completion of the project.

III. ARCHITECTURAL AND ENGINEERING SERVICES CONTRACTS

A. Approval Authority

AMOUNT	APPROVAL AUTHORITY	PROCEDURE
\$0-\$5,000	Mayor	Contract/Invoices
Over \$5,000	City Council	Contract/Invoices

B. Process

The initiating department shall prepare a Request for Qualifications and publish in advance of the department’s requirements for professional services. The RFQ and its publication are intended to reach those potentially interested consultants that can provide the services required within the established time frame.

Whether the RFQ is for a specific project or for a “category or type” of service, it should contain the following information:

- a. Project title and description.
- b. Scope of services desired.
- c. Submission deadline.
- d. Format of response.
- e. Criteria for selection.
- f. Number of copies desired.
- g. Name and telephone number of City contact person.
- h. Instructions for submittal of qualifications and deadline for response.
- i. Specific contract provisions, if applicable.
- j. Notice that all documents submitted are a public record and subject to disclosure.

The responses received will be evaluated at the direction of the initiating department against established and consistently applied evaluation criteria. In some cases, top finalists may be selected for an interview procedure for further

evaluation and rating. Upon conclusion of the evaluation procedure, a recommendation will be presented to the appropriate budget authority for approval, or to the Mayor for submission to the City Council for approval.

Contract negotiations proceed after selection of the most qualified firm at which time statute provides for negotiation on a “fair and reasonable price.”

The contract is a legal contract between the City and a vendor and will specify the scope and costs of the services to be provided, as well as the terms of payment. All contracts must be reviewed and approved as to form by the City Attorney.

The contract should be composed of two originals and two copies and is distributed as follows after execution:

1. One original provided to the vendor prior to commencing work.
2. One original provided to the City Clerk.
3. One copy to the City Clerk.
4. One copy to the department responsible for monitoring contract performance and authorizing progress and final payments.

IV. PROFESSIONAL SERVICES CONTRACTS

A. Approval Authority

AMOUNT	APPROVAL AUTHORITY	PROCEDURE
\$0 - \$5,000	Mayor or designee	P.O. for Amount Over \$1,000 and Invoices (Discretionary Contract)
Over \$5,000	City Council	Contract/Invoices

B. Process

Contracts for professional services such as attorney services, computer programmers, financial consultants, planners bond counsel, accountants, etc., may be procured by direct negotiation with a selected firm or individual.

Although formal competitive bids or Requests for Qualifications are not legally required, it is recommended the process described under Architectural and Engineering Services be followed.

V. SOLE SOURCE PURCHASES

Compliance to the provisions of these purchasing policies and procedures may be waived upon approval of the City Mayor and by resolution of the City declaring that the purchase is clearly and legitimately limited to a single source or supply within the near vicinity, or the materials, supplies, equipment, or services are subject to special market conditions, and recites why this situation exists.

VI. EMERGENCY PURCHASES

Compliance to the provisions of these purchasing policies and procedures may be waived for certain public works projects or purchases in the event of an emergency in order to provide the ability to respond and so as not to compromise the health, safety, or welfare of the people.

Within 48 hours of the initiating of the emergency contract or purchase, and declaration of the emergency by the Mayor or designee or budget authority, a purchase order will be prepared indicating the emergency for which issued.

Additional justification, documentation, or other materials may be required by the Mayor or City Council.

Within seven days after the commencement of an emergency public works project, the City must record and publish the description and cost estimate of the project. Within two weeks of the finding that such an emergency existed, the City must adopt a resolution certifying the existence of the emergency situation.

VII. DEFINITIONS

Architectural and Engineering Services – Those services within the scope of practice of architecture, engineering, or land surveying.

Best Practice Purchasing – Whenever formal written quotes/bids are not required, competitive relationships with vendors/suppliers/contactors will be shopped or negotiated to assure competitiveness and reasonableness in achieving low cost, good quality, and service.

Budget Authority - Person(s) authorized to spend funds up to amounts as budgeted on behalf of the City.

Competitive Sealed Bid – Notice to bidders is advertised and sealed bids are required. Usually, the bid document is very detailed and specific.

Direct Bill Account – The City may negotiate direct bill accounts with local suppliers and authorized employees may purchase items on the City's account with packing/shipping slips matched to invoices for payment.

Emergency – A situation which results from the occurrence of a disaster, such as, but not limited to, flood, hurricane, riot, power outage, disease, or a situation which may lead to the impairment of the health, safety, or welfare of the public, if not immediately attended to.

Lowest Responsible Bidder – In addition to price, elements which may be considered when selecting the best bid/proposal, include, but not limited to:

1. Tax revenue the City would receive by purchasing locally.
2. The ability of the bidder to perform the work.
3. The experience, efficiency, reputation, judgment, integrity, and character of the bidder.
4. Ability to perform promptly and within time specified without delay or interference.
5. Performance quality of previous contracts or services.
6. Previous and/or existing compliance by the bidder with laws relating to contracts or services.
7. Financial responsibility of the bidder to perform the contract or provide the service.
8. Limitations of any license the bidder may be required to possess.
9. The quality, availability, and/or adaptability of the product or service.
10. Ability of the bidder to provide future maintenance and/or service.
11. Life cycle maintenance and performance of the equipment or product.
12. Compatibility and uniformity with existing equipment, services, and/or procedures.
13. Other information as may be pertinent and having a bearing on the decision to award the contract.

Proposal - The consultant's proposal describing key personnel, technical approach, experience, and familiarity with the area, time schedules, work plan, and other information relating to the specific service being sought.

Professional Services – An occupation wherein the labor and skill involved is predominately mental or intellectual rather than physical or manual. Professionals included in this category are: Accountants, artists, attorneys, bond brokers, computer programmers/consultants, insurance brokers, economists, financial analysts, planners, real estate appraisers, and codification of municipal ordinances.

Purchasing Agent – Person(s) responsible for purchasing in each department.

Request for Proposal (RFP) – A solicitation sent to known vendors, usually prepared by a department head or designee, which includes in a general manner the work or type of service which the City desires to contract. RFP's generally solicit original ideas from experienced and knowledgeable workers.

Roster – Small Works – A listing of pre-qualified bidders for public works projects up to \$300,000.

Roster – Vendors for Supplies, Materials, and Equipment – A listing of vendors from which bids/quotations will be sought for purchases of supplies, materials, and equipment estimated to cost between \$5,000.01 and \$15,000.

Statement of Qualifications – A form of proposal wherein the prospective consultant/contractor provides information relating to the proposer's qualifications to perform the type(s) of work being sought, and may include brochures, resumes of key personnel, descriptions of work completed in other places, references, etc.

Written Quotation – A written record of prices and other terms provided by prospective vendors in response to written solicitation sent to the prospective vendors by the City.

SECTION 1700 – GRANTS

POLICY 1710 – INTERGOVERNMENTAL REVENUES

Many service costs of the City are influenced by other governments, either because of service overlap or service mandates imposed by the county, state, or federal government. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants while aggressively opposing mandates that distort local service priorities.

1. Grants Should Not Fund Ongoing Services.
The City will refrain from using grants to meet ongoing service delivery needs. In the City's financial planning, grants will be treated in the same manner as all other temporary and uncertain resources and will not be used to fund ongoing, basic service needs.
2. Grant Agreements Reviewed for Compliance with Regulations.
All grant agreements will be reviewed by the appropriate City staff, including Administrative Services, City Attorney's Office, and sponsoring department, to ensure compliance with state, federal, and City regulations.
3. Budgeting for Grant Expenditures.
The City will budget expenditures for grant-funded programs only after grant award or letter of commitment, and only for the amount of grant award. City overhead or indirect costs for grant-funded programs will be included in all grant proposals, where permitted.
4. Protecting the City's Interests.
The City will aggressively oppose state or federal actions that mandate expenditures that the City Council considers unnecessary. The City will pursue intergovernmental funding to support the incremental cost of those mandates.

POLICY 1715 – ACCOUNTING FOR GRANTS

Grants will be accounted for according to standards listed in the manual for Budgeting, Accounting, and Reporting System (BARS) as issued by the Washington State Auditor's Office.

Grants will be reported according to standards for Schedule 16 – Expenditures of Federal Awards and State/Local Financial Assistance as detail in the manual for Budgeting, Accounting, and Reporting System (BARS) as issued by the Washington State Auditor's Office.

SECTION 1800 – DISBURSEMENTS

Policy 1810 – CLAIMS VOUCHERS

This policy applies to all vouchers prepared for processing through the claims fund. The following are authorized claims vouchers:

1. Payment Vouchers
2. Travel Expense Vouchers
3. Petty Cash Vouchers

1. City Claims Vouchers Will Be Adequately Documented

Adequate documentation will be attached to city payment vouchers to assure that it supports a valid, legally authorized purchase. Payments will be made only on original invoices. Properly prepared and approved requisitions, purchase orders and receiving reports will be attached when applicable.

If the original invoice has been lost, the preparer should write “Original lost” on the copy. Voucher files should be examined to assure that the original has not been paid. Claims for travel or other business expenses will be documented as detailed in Policy 1315.

2. Claim Vouchers Will Be Properly Approved, Certified and Audited.

The City Clerk, in the absence of the Finance Director, will sign the check register, certifying that the “materials have been furnished, the services rendered or the labor performed...and that the claim is a just, due and unpaid obligation against the city...” Claims for travel expenses will be certified by the individual incurring the travel expense, as well as the designated department official. Expense claims for department heads will be approved by the Mayor or Mayor’s designee.

All claims vouchers will be audited by the City Clerk, in the absence of the Finance Director (see City Ordinance #5A) prior to payment and entry into the city’s financial system.

All claims against the city will be certified by the Executive Officer or delegate. The certification will be made on a blanket voucher authorization indicating all voucher expenditures by fund, and supported by listings of the vouchers certified. The City executive will provide final approval of all city check issues.

3. Vouchers Will Be Processed Bi-Monthly.

The City Treasurer or designee will process vouchers the Thursday before the bi-monthly council meeting. Vouchers must be submitted to the City Treasurer by noon on Wednesday to be included in the current processing. Claims checks will be issued after approval by Council.

4. Payment Vouchers May Not Be Used To Record Personnel Expenditures.

Payment vouchers will not be used to record expenditures for salaries or wages, overtime or extra help. All personnel expenditures must be processed through the payroll system.

Payment vouchers will be used to record professional services expenditures for individuals who are not employees of the City of Liberty Lake.

POLICY 1815 – PETTY CASH AND REVOLVING FUNDS (Ordinance 04)

This policy applies to all petty cash funds. Petty cash funds include change funds, revolving funds, and stamp funds, or any sum of money or other resources set aside for the specific purpose of minor disbursements, making change, or other similar uses.

1. The Mayor will Authorize Petty Cash Funds.
Petty Cash funds will be authorized in writing by the Mayor or his/her representative. In addition, all increases or decreases in petty cash amounts, or closeout of petty cash funds, will be authorized in writing by the Mayor or his/her representative. The City Treasurer will maintain a master file of all petty cash funds authorized in the City.

2. The Mayor will Appoint a Custodian for the Petty Cash Fund.
The Mayor will appoint a custodian for the fund. The custodian will prepare a petty cash fund authorization card to acknowledge receipt of the funds entrusted to him/her. The original authorization card will be filed with City Clerk with a copy being sent to the City Treasurer.

If a new custodian is appointed, the revolving fund will be reconciled, replenished, and turned over to the new custodian intact. A new authorization card will be prepared by the new custodian and transmitted to the City Clerk.

3. Petty Cash funds will be Established by Voucher and Check.
New petty cash funds and increases in petty cash funds will be established by voucher and check. The payment voucher will be approved in writing from the Mayor or his/her representative.

4. Closed-Out Funds will be Deposited with the Treasurer.
Monies from petty cash funds which are closed out, for which the authorized amount is reduced, will be deposited with the City Treasurer.

5. Petty Cash will be kept in a locked box during the day.
The custodian and department head or designee should be the only persons with access to the fund. Petty cash should be stored in a safe at night, if available.

6. Petty Cash will be Reconciled and Replenished Regularly.
Petty cash and revolving funds will be reconciled to the authorized amounts at least every 2 months or as needed. Reimbursement requests will be prepared and

submitted to the City Treasurer with a payment voucher monthly or on an as-needed basis.

Reimbursement requests will be submitted for all petty cash funds at fiscal year end to assure that expenditures are recorded in the proper period.

7. Petty Cash Funds May Not Be Used for Personal Advances.
Petty cash funds may not be used for personal cash advances, even if secured by check or other IOU's.
8. Petty Cash Funds will be Properly Reported.
The authorized amounts for all petty cash funds will be recorded in the City's general ledger and reported in the City's financial statements.
9. All Disbursements will have Adequate Documentation.
All disbursements from petty cash funds will be supported by a voucher or petty cash receipt showing the date, recipient, purpose and amount and will be signed by the recipient of the funds when applicable. The vendor's original invoice or receipt will be attached to the voucher or petty cash receipt.
10. Petty Cash Funds will be Audited on a Surprise Basis.
Fund accountants in charge of funds that include petty cash funds will audit the petty cash fund on a surprise basis.

POLICY –1820– Vendor Refunds and Credit Memos

This policy applies to cash refunds and credit memorandums received by city departments from vendors for returned goods; for services paid for, but not used; or for overpayments.

1. Receipt of Credit Memos Will Be Properly Documented.
Adequate documentation will be attached to the credit memo. Documentation must be in sufficient detail for the City Treasurer to approve the distribution of the credit. The City Treasurer will determine what constitutes adequate documentation.

If no invoice is currently due to the vendor, the credit memo will remain in Budget System until a future invoice is paid to that vendor. The system will automatically reduce the next voucher payment to the vendor by the amount of the credit memo, and the credit memo will be cleared from the records.
2. Refunds Will Be Recorded in Accounting System.
Refunds should be requested when a department does not expect to do further business with a vendor. Refunds received from a vendor because of returned goods; services paid for, but not used; or for overpayments will be recorded in the accounting system. (See Policy 1215.7)

If the refund is received during the same accounting period (fiscal year) as the original expenditure was made, the refund will be recorded in the accounting system as a reduction of expenditures, rather than a revenue. The expenditure account to which the original payment was charged will be credited for the amount of the refund.

If the refund is received after the end of the accounting period in which the original expenditure was made, and the dollar amount of the refund is not material, BARS revenue source code 369.90 will be credited for the amount of the refund.

If the refund is received after the end of the accounting period in which the original expenditure was made, and the dollar amount of the refund is material, BARS revenue source code 388.80 will be credited for the amount of the refund.

5. City Treasurer Will Determine Materiality of Refunds.

A refund received will be considered material if the improper classification of the refund might distort the results of the fund's financial operations or might improperly influence a decision of management. Whether or not such a refund is material will be determined by the City Treasurer.

6. Department Will Notify Administrative Services When Cash Refunds Are Received For Amounts Previously Entered as Credit.

When a department receives a refund for an amount which has previously been entered as a credit memo on a payment voucher, the refund should be recorded as noted in the preceding paragraphs. In addition, the department must contact the City Treasurer to reverse the credit memo. The City Treasurer will prepare a modified payment voucher reversing the original credit memo entry.

POLICY 1825 – Claims Checks Issue, Cancellation, and Reconciliation

This policy applies to all checks issued through the City's accounting system.

1. Check Stock Will Be Controlled and Accounted For.
All check stock will be pre-numbered. A check log will be maintained to account for all document numbers of checks issued and checks not used due to spoilage or other reasons. The automated disbursement system will assign a check number to all checks issued by the system. This number will be the official check number.
2. Check Cancellations Will Be Adequately Documented.
All check cancellation requests must be accompanied by the original check which is to be cancelled, or by an Affidavit of Lost/Destroyed Check.
3. Check Cancellations Will Be Properly Approved.
All check cancellations will be approved by the Mayor's designee.
4. Checks Reconciled Monthly.
A monthly reconciliation by fund will be made of all checks issued, cancelled checks and checks outstanding. Outstanding check balances will be reconciled to the ending cash balance.

POLICY 1830 – Manual Checks

This policy applies to all claims checks which are not produced through the automated accounts payable system.

1. Use of Manual Checks Will Be Restricted.
Manual Checks will be authorized only under the following circumstances:
 - A. Events beyond the control of the requestor create an immediate need for the check, which if delayed would result in a fine, penalty or other costly impact on the City.
 - B. If the immediate need for the check is caused by processing delays or errors originating in the Administrative Services itself.
 - C. If the immediate need for the check results from a court order or other legal constraint.
 - D. If the check is being issued from a segregated cash account.
2. Manual Check Requests Will Be Properly Approved.
Manual check requests will be approved by the department head or authorized delegate prior to submitting to Cash Operations and Payables.

The City Clerk, in the absence of the Finance Director, will approve the preparation of the manual check after an audit of the voucher and supporting

documents has been completed and will approve as to fiscal period and accounting distribution.

3. Manual Checks Will Be Adequately Controlled and Safeguarded.
Manual checks will be pre-numbered from the normal check stock. Checks issued will be sequentially recorded in a check log.

SECTION 1900 – RESERVE FUND POLICIES

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.

POLICY 1910 – Restricted Reserve

Resolution 107-D provides for the management and use of the Restricted Reserve Fund. The balance of the Restricted 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. Following the appropriation of money from the Fund, the City Council shall use best efforts to replenish the Fund from unencumbered and un-appropriated monies in the General Fund. At all times, the Restricted Reserve Fund shall be invested in permitted municipal investments for the purpose of earning interest on the fund balance. The Restricted Reserve Fund should not be used for current expenses of the City, except in unusual or emergency conditions. The procedures for appropriation and use of the Restricted Reserve are defined in Resolution 107-D.

POLICY 1915 – General Fund

The City’s goal shall be to maintain a General Fund ending balance of at least 20 percent of the budgeted General Fund operating revenues.

These reserves shall be created and maintained to:

- 1) Provide sufficient cash flow to meet daily financial needs.
- 2) Sustain City services in the event of a catastrophic event such as a natural/manmade disaster or a major downturn in the economy.

POLICY 1917 – Other City Reserves

The City also maintains other Reserve funds for Contingency, Capital, and Equipment Replacement, as detailed below:

Contingency Reserve

1. A Contingency account in an amount of 5 percent of the General Fund expenditure budget may be maintained annually in the City budget as City resources allow. The Contingency account will be reestablished annually as part of the budget process
2. The Contingency account will be maintained to meet any municipal expense, the necessity or extent of which could not have been reasonably foreseen at the time of adopting the annual budget. The account provides some flexibility for unforeseen events without the necessity to appropriate additional funds from the City's reserves.
3. All transfers from the Contingency account will require City Council approval.

Capital Reserve

1. A Capital account in an amount of 5 percent of the General Fund expenditure budget may be maintained annually in the City budget as City resources allow. The Capital account will be reestablished annually as part of the budget process
2. The Capital account will be maintained to meet any municipal expense, the necessity or extent of which could not have been reasonably foreseen at the time of adopting the annual budget. The account provides some flexibility for unforeseen events without the necessity to appropriate additional funds from the City's reserves.
3. All transfers from the Capital account will require City Council approval.

Equipment Rental & Replacement Fund

1. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
2. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

Additional Reserves

Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

POLICY 1920 – Other City Operating Funds

The City's goal shall be to maintain ending balances for other City operating funds of at least 5 percent of the budgeted Fund's operating revenues for emergency or unforeseen needs.

SECTION 2000 – CAPITAL IMPROVEMENT PLAN (CIP) POLICIES

POLICY 2010 – Capital Improvement Plan

The City of Liberty Lake’s government is accountable for considerable investment in buildings, parks, roads, equipment, and other capital investments. The preservation, maintenance, and future improvement of these facilities are a primary responsibility of the City. Planning and implementing sound capital improvement policies and programs today will help the City avoid emergencies and major costs in the future.

The Capital Improvement Plan (CIP) is a list of public improvement projects identified by the City. The list is updated annually and identifies all the capital projects the City could undertake given adequate revenues. Since the City’s revenue is limited, the City prioritizes the projects in the CIP and chooses a portion of those projects based on need and finances available. Those projects chosen are adopted into the Capital Facilities Plan.

The City will make capital improvements in accordance with an adopted capital facilities plan. All municipal capital facility needs for existing and future development will continue to be assessed on an annual basis. Planning documents will be prepared describing, in detail, the capacity of facilities and the funding estimates for the proposed capital facility projects, including lists of proposed projects and their funding sources over the next six years.

The Capital Improvement Plan addresses needed improvements which are of relatively large scale, are generally non re-occurring high cost projects, and may involve multi-year financing. They tend to cost more than \$25,000, have a life expectancy of more than ten (10) years, and result in additions to municipal fixed assets and/or extend the life of existing capital infrastructure. Smaller scale capital improvement expenditures are addressed in the City’s annual budget process.

SECTION 2100 – FIXED ASSETS

POLICY 2110 – ACCOUNTABILITY OF FIXED AND ATTRACTIVE ASSETS

General Fixed Assets are long-lived assets of the City as a whole and are recorded as expenditures when purchased. Although no general fixed asset account group is established, it shall be the policy of the City to list and inventory fixed and attractive assets to ensure accountability and stewardship of the City’s assets.

1. Capitalization Level.

Assets costing more than \$5,000 and having a useful life of more than one year will be accounted for by listing the item, date of purchase, cost, and responsible person. When an asset is disposed of a notation of the method of disposal will be made in the listing.

2. Attractive and Sensitive Items.
Attractive items such as cameras, televisions, DVD players, computers or similar items will be capitalized regardless of cost. Sensitive items such as weapons, radar guns, or radios will also be capitalized regardless of cost.
3. Inventory of Items
All items will be inventoried at least once every two years.

POLICY 2115 – DISPOSAL OF SURPLUS CITY ASSETS

This policy applies to the disposal of surplus city property.

1. Council Determines Surplus:
Assets of the City that are no longer useable, are no longer of value to the City, or are surplus to the City's needs may not be removed from City ownership, sold, or in any other way disposed without a declaration by the City Council.
2. Reassignment of Assets.
When a City department makes a determination that an asset is surplus to its needs, notification shall be made to the Mayor's designee. Prior to bringing the item to the City Council for a declaration of surplus, the first option will be reassign the asset within the City where it can be of use or value.
3. Minimum Requirements.
If it is not possible to be reassigned, the Mayor's designee shall prepare the asset for a determination by the City Council. Each asset requiring a declaration of surplus must have a value assigned and a recommended method of disposal.
4. Methods of Disposal.
Primary methods of disposal to the general public are recognized as direct sale, sealed bid, trade-in or auction. Other methods of disposal to the general public must be clearly detailed in writing and must have the consent of the City Council. The City Council may transfer a surplus asset to another public agency upon written request and a determination that it is in the public interest to do so. Such request shall specify the asset and the inability of the agency to otherwise afford to buy it. The City Council may elect to trade assets, authorize the Mayor or designee to negotiate payment or transfer it without compensation.
5. Additional Requirements, Assets Over \$50,000; Utility Assets.
If the asset proposed as surplus is evidence released by the Court, seized assets or unclaimed property, the Mayor's Designee shall review the appropriate statutes

prior to asking the City Council to declare it surplus. If the value of the asset is estimated to be more than \$50,000, and if the sale or conveyance is to another governmental entity, the provisions of Section 39.33.020 RCW shall apply. This includes several requirements, including a public hearing and certain notice provisions. If the asset was originally purchased for utility purposes, the provisions of Section 35.94.040 shall apply. This includes several requirements, including a resolution and public hearing.

6. Final Determination of Value.

When disposal is made to the general public through direct sale, sealed bid or auction, final determination of value shall be the highest responsible bid or offer.

7. Prohibited Benefit; Delegation of Authority.

It is recognized that City Council members are prohibited by state law from benefiting from the disposal of public assets of the City. The City Council may elect to delegate the task of declaring items surplus to the Mayor or Mayor's Designee by amending or adding to this policy and identifying the conditions thereof within this policy. If such a delegation is made, the prohibition of benefiting from the disposal of public assets is extended to the Mayor, if the Mayor is delegated, or the Mayor and Mayor's Designee if the Mayor's Designee is delegated.

Attachment “A”

Trailhead Cash Handling Procedures

Administrative and Recreation Services staff has prepared this guide to develop cash handling procedures to ensure proper internal controls, segregation of duties, and adequate safeguards of City assets. Trailhead staff is responsible for complying with cash handling policies and procedures outlined, and also for developing detailed written departmental operating procedures. Upon completion of the department's cash handling procedures documents, Administrative Services will review the procedure documents and make any appropriate recommendations.

Internal controls are necessary to prevent mishandling of funds to safeguard against loss. Strong internal controls also protect employees from inappropriate charges of mishandling funds by defining responsibilities in the cash handling process.

Segregation of duties is essential to prevent one individual from having responsibility for more than one component. Components of cash handling are collecting, depositing and reconciling. When developing these cash handling procedures we took into consideration the importance of internal controls and segregation of duties and implemented these two concepts into the procedures.

The procedures include, but are not limited to the following guidelines. Cash is defined as coin, currency, checks, money orders and credit/debit card transactions. We will also decide on a cut-off time of when your business day will end.

Receipt

- For all transactions where funds are transferred face to face, an official cash receipt must be issued to the customer by the person receiving the funds.
- Voids can only be processed by individuals with supervisor access after the transaction has been completed.
- Endorse check immediately
- Place cash in safekeeping
- Voids prior to receipt can be made by users, but should be monitored by reconciler.
- One person can open the mail, endorse, date stamp the check, and enter it into the till. The Z tape will produce a printable log of the checks received. A second person will verify receipt of the funds, make deposit and secure until delivered to bank.

Sales tax

- Taxable items will be marked as taxable.

Checks

- The Trailhead Golf Course will not accept personnel checks for payment for golf services, which includes green fees, driving range, and merchandise services.

Protecting cash

- During hours of operations, secure cash to restrict access. The golf pro-shop (and till) should always be staffed to ensure cash security.
- Staff who handles cash are properly trained.
- Cash is ALWAYS to be kept in a locked secure place until deposited.
 1. Combinations should be changed periodically or when personnel changes occur
 2. Locks should be re-keyed periodically
- Don't leave checks or deposits sitting in the out box or on top of a desk or counter when you leave your area.
- Keys to be kept on your person.
- Two signature lines for people signing cash
- When cash or cash bags are removed from safe it should be counted by two people and both people should sign the cash count sheet acknowledging that the recorded amount of cash was in the bag.
- The person taking the cash should also take the signed copy of the cash record and keep it with the cash.
- When cash is returned to the safe, it should again be double counted and the cash count sheet should be signed by both parties.

Cash handling guidelines

- Trailhead staff is not authorized to use collected funds for any purpose whatsoever other than for deposit.
- Count cash between shifts. Two staff are required to witness counting out the cash. Any discrepancies will be reported immediately to Recreation Manager and City Treasurer. The goal is 100% accuracy for every deposit.
- Balance cash to register/receipts/inventory daily
- Separate the components of cash handling – collecting, depositing and reconciling
- The controls (rules) that we will discuss are designed to protect both YOU and the cash you are handling.
- **Never make change from your personal cash!**

Deposit of funds:

- Staff must ensure timely deposits

1. All deposits must be deposited daily
 - a. Nominal amounts of deposits are exempt
 - b. Must make deposits > \$200 daily
 - c. < \$200 every 3 business days regardless of amount
- Overage/shortages must be reported and deposited.

Internal controls

Receipt monitoring

- Ensure that voids are being handled properly

Surprise cash counts

- Recreation Manager and City Treasurer will audit employees work periodically, without notice.
- They will also review and report on the nature and extent of daily overages and shortages.

Limited access/segregation of duties

- The person taking the cash should not be the same person making the deposit!
- If using two registers ensure that only one person has access at any time.

Reconciliations

- Should be done daily, weekly and/or monthly
- Reconciliations should be performed by City Treasurer and always by someone other than the person performing the activity.

Record Retention

- All cash receipts and related documents must be maintained in accordance with record retention schedules. Cash register tapes, deposit slips, credit card receipts, copies of manual cash receipts, etc. should be kept for six years.