**CITY COUNCIL MEETING / PUBLIC HEARING**
**TUESDAY, JULY 7, 2020**
**CITY HALL**
**HELD REMOTELY**
**7:00 P.M.**

**The City Council will participate via ZOOM. The public can participate via the following:**

- Sign up to provide Public Comment at the meeting via calling in
- Submit Written Public Comment Prior to 4 pm on July 7, 2020
- Join the Zoom Meeting

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

**1. INVOCATION**

**2. PLEDGE OF ALLEGIANCE**

**3. CALL TO ORDER**

**4. ROLL CALL**

**5. AGENDA APPROVAL**

**6. CITIZEN COMMENTS**

**7. MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**

**8. CITY ADMINISTRATOR REPORT**

**9. ACTION ITEMS**

**A. Consent Agenda**

i. Approve June 16, 2020 City Council Minutes

ii. Approve July 7, 2020 vouchers in the amount of $236,763.61

**B. General Business**

i. Authorize Mayor to execute agreement with Inland Asphalt Company in the amount of $356,386, with a 10% contingency to be managed by staff, for the Liberty Lake Road Preservation Project

ii. Authorize the Mayor to sign the Agreement with Angela Mariani in the amount of $1,800 to update the City of Liberty Lake's Personnel Manual

**10. PUBLIC HEARING**

**Request to Vacate a Portion of Harvest Parkway South of Selkirk Middle School**

## 11. FIRST READ ORDINANCE

Ordinance No. 267 – Providing for the vacation of a right-of-way for a portion of Harvest Parkway

## 12. SECOND READ ORDINANCE

Ordinance No. 266 – Authorizing Local-State Shared Tax for Affordable & Supportive Housing (HB 1406)

## 13. INTRODUCTION OF UPCOMING AGENDA ITEMS

## 14. CITIZEN COMMENTS

## 15. ADJOURNMENT

## PUBLIC COMMENT

If you wish to provide oral public comments during the Council meeting, please register through this link: https://us02web.zoom.us/j/87112817900?pwd=MXRNa1VvQWc0dHE4T0tJTzVTbmpZdz09

## WRITTEN PUBLIC COMMENTS

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

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

## JOIN ZOOM MEETING

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

**Meeting Instructions:**

To join the Zoom web meeting:

https://us02web.zoom.us/j/87112817900?pwd=MXRNa1VvQWc0dHE4T0tJTzVTbmpZdz09

Dial-in Phone Number
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

**Meeting ID: 871 1281 7900**
**Password: 010131**

# ACTION ITEMS

**CITY COUNCIL MEETING**
**TUESDAY, JUNE 16, 2020**
**HELD REMOTELY**
**22710 E. COUNTRY VISTA DRIVE**
**7:00 P.M.**

Prior to the invocation, Mayor Brickner reviewed the logistics for this evening's meeting which, per Governor Inslee's Order 20-28, dated March 24, 2020, was being held remotely. Invocation then took place.

**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 7:00 p.m.

**ROLL CALL**

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Jennifer Camp, Operations & Maintenance Director, Trevor Slocum, Crew Lead, Brian Asmus, Chief of Police, Lisa Key, Director of Planning and Engineering, Ann Swenson, City Clerk, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

Mayor Pro Tem Kennedy, Council Members Kaminskas, Folyer, Dunne, and Kurtz.

The City Attorney and Liberty Lake Municipal Library Director also attended the meeting via Zoom.

At the time of roll call, Council Members Langford and Severs were not present. Mayor Pro Tem Kennedy moved to excuse Councilman Severs and Councilman Langford, seconded by Council Member Kaminskas. Motion carried unanimously.

Councilman Langford joined the meeting at 7:08 p.m. and Councilman Severs joined the meeting at 7:23 p.m., during the City Administrator's report.

**AGENDA APPROVAL:** Mayor Pro Tem Kennedy moved to approve the agenda as presented. Council Member Kaminskas seconded the motion, which carried unanimously.

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## CITIZEN COMMENTS

The City Clerk read a comment into the record from Liberty Lake resident Jeremy Niemi. Mr. Niemi suggested the City designate the 23-acre property it purchased a couple years ago with a connection at N. Liberty Lake Road and E. Sprague Avenue as a conservation area.

## MAYOR AND CITY COUNCIL REPORTS & INQUIRIES

Council Member Folyer reported on his participation in the coronavirus relief funds for local governments webinar.

Councilman Dunne reported on his participation with Central Valley School District's planning and organizing committee regarding school operations for the 2021-2022 school year.

Mayor Pro Tem Kennedy reported that as of today, the Association of Washington Cities had not received the city's voting delegates for their annual business meeting. He encouraged councilmember participation.

Mayor Brickner reported on the weekly COVID meetings, the second Farmer's Market event, and the celebration of the 2020 high school graduates that took place at Orchard Park. He reported on his attendance at the directors' meeting and the suggestion to the library director to have more cultural events once the library can reopen. He announced Spokane County Health District Officer, Dr. Lutz, indicated Phase 3 is a way out, but there is a possibility of opening at a Phase 2.5.

## CITY ADMINISTRATOR REPORT

The City Administrator gave an update on COVID. She reported on the PPE distribution to local businesses, the city's services and cleaning protocols, and phased status. She turned the floor over to the Finance Director, who provided an update. The Chief of Police then took the floor and gave a public safety update. The City Administrator resumed the floor announced the Council's retreat has been scheduled for August 2nd. Staff will resend draft agenda items previously discussed earlier in the year for council's review and feedback. She spoke about the valuation determination of city facilities as well as retaining outside resources for updates to the City's personnel policy. She concluded her report with updates about events, reservations, and programs.

## WORKSHOP DISCUSSIONS

The City Administrator reported there is currently no funding status update for the Harvard and/or Henry Road projects. She said work continues on the Henry Road design, currently at about 30%. She then shared a schematic of a roundabout on the north end of the Henry Road overpass. The overall goal is continuity of connection with

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Henry Road going north towards Indiana, which will be an important connection for the River District community.

Next, the Operations and Maintenance Director and Crew Lead took the floor and discussed the city's ballfield reservation policies.

## ACTION ITEMS

### Consent Agenda

Mayor Pro Tem Kennedy moved to approve action item 10Ai, approving the May 26, 2020 special city council meeting minutes. Council Member Langford seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Aii, approving the June 2, 2020 city council meeting minutes. Council Member Kurtz seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Aiii, the June 16, 2020 vouchers in the amount of $585,773.46. Council Member Langford seconded the motion, which carried unanimously.

A/P check numbers were 30061 through 30019, totaling $169,620.83. EFTs totaled $23,334.97. Payroll check numbers were 30055 through 30060 totaling $17,904.68. EFTs totaled $374,912.98.

## RESOLUTION

The City Clerk read, by title only Resolution No. 20-275, regarding finalization of the Rocky Hill North 5th addition plat, located in a portion of the Southeast Quarter and the Section 11, Township 25N, Range 45 E.W.M., Liberty Lake, WA, File P-11-0001E.

Mayor Pro Tem Kennedy moved to adopt Resolution No. 20-275, seconded by Council Member Kaminskas. Motion carried unanimously.

## FIRST READ ORDINANCE

The City Clerk read, by title only, Ordinance No.264C, amending Ordinance No. 264 passed by the City Council on December 17, 2019, Entitled "An Ordinance of the City of Liberty Lake, Washington, Adopting a Budget for the Period January 1, 2020 through December 31, 2020, Appropriating Funds and Establishing Salary Schedules for Established Positions".

Mayor Pro Tem Kennedy moved to suspend the City Council's Rules of Procedure and move this to a second read. Council Member Langford seconded the motion, which carried unanimously.

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## SECOND READ ORDINANCE

The City Clerk read, by title only, Ordinance No.264C, amending Ordinance No. 264 passed by the City Council on December 17, 2019, Entitled "An Ordinance of the City of Liberty Lake, Washington, Adopting a Budget for the Period January 1, 2020 through December 31, 2020, Appropriating Funds and Establishing Salary Schedules for Established Positions".

Councilman Langford moved to adopt Ordinance No. 264C, seconded by Council Member Dunne. Mayor Brickner invited citizen comments. No comments were received. He called for the vote. Motion carried unanimously.

## FIRST READ ORDINANCE

The City Clerk read, by title only, Ordinance No. 266, authorizing the maximum capacity of a local sales and use tax to fund investments in affordable and supportive housing, to be codified at Title 2, Chapter 3 of the City of Liberty Lake Municipal Code; providing for severability; and establishing an effective date.

## INTRODUCTION OF UPCOMING AGENDA ITEMS

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

## CITIZEN COMMENTS

Thomas Stanley, Liberty Lake resident: expressed his disappointment in city's response regarding his ballfield reservation request. He said he was only asking for help on five days out of two months of reservations.

Prior to the executive session, Councilman Langford took the opportunity to acknowledge that the City of Liberty Lake is debt free. He noted there are very few cities that can make that claim. He said, "To the Finance Director, his crew, all staff, the mayor and city councils that have influenced [financial] decisions over the past years – thank you".

Mayor Brickner seconded Councilmember Langford's thoughts. He recognized the great foresight and hard work to ensure good stewardship of the city's finances. He also took a moment to acknowledge the city staff for all their hard work in response to COVID, not just locally but regionally.

## EXECUTIVE SESSION

At 8:15 p.m., Mayor Brickner called adjournment for 20 minutes into Executive Session as per RCW 42.30.110 for discussion of real estate. At 8:35, the City Administrator

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announced an extension of the session for an additional 40 minutes. The Executive Session adjourned at 9:15 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:15 p.m.

These minutes were approved July 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*

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City of Liberty Lake

**Consent Agenda for July 7, 2020**
**City Council Meeting**

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

| Payee | | Description | | | Amount |
|---|---|---|---|---|---|
| | | **See attached check register.** | | | |
| Total vouchers through July 7, 2020 | | | | | $ 229,012.47 |
| | 6/17/2020 | Bank of America | Check No. 30120 | | $ 5,214.88 |
| | 6/24/2020 | Mastercard | EFT | | $ 2,536.26 |
| | | | | **TOTAL** | **$236,763.61** |

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

06/01/2020 To: 06/30/2020

Time: 11:18:29 Date: 06/17/2020
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | | Amount | Memo |
|---|---|---|---|---|---|---|---|---|
| **2233** | **06/17/2020** | **Claims** | **3** | **30120** | **BANK OF AMERICA** | | **5,214.88** | **6.4 ACRES** |
| | | 214 - 591 18 71 00 - LTGO Loan Principal | | | | 5,214.88 | | |
| | | 214 City Land LTGO Bond Fund | | | | | 5,214.88 | |
| | | | | | | | Claims: | 5,214.88 |
| | | | | | | | 5,214.88 | |

"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

6.17.2020
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

Manual check

# CHECK REGISTER

CITY OF LIBERTY LAKE
MCAG #: 2757

06/24/2020 To: 06/24/2020

Time: 08:27:28 Date: 06/24/2020
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| **2287** | **06/24/2020** | **Claims** | **3** | **EFT** | **MASTERCARD** | | **cc has credit on acct** |
| **2288** | **06/24/2020** | **Claims** | **3** | **EFT** | **MASTERCARD** | **2,536.26** | **MATERIALS** |
| | | 001 - 369 91 00 00 - Other Miscellaneous Revenue | | | | 325.00 | TRUREWARDS REDEMPTION |
| | | 001 - 511 60 31 00 - Legislative Supplies | | | | 19.99 | FOYER SURFACE PRO WINDOWS 10 |
| | | 001 - 511 60 31 00 - Legislative Supplies | | | | 19.99 | DUNNE SURFACE PRO WINDOWS 10 |
| | | 001 - 514 23 41 00 - Administrative Services-Profes | | | | 13.06 | DROPBOX |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 2,710.63 | COVID-19 LL BUSINESSES BARRICADES REOPENING |
| | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | | | | 97.59 | LICENSE TILT DECK TRAILER |

| | | |
|---|---|---|
| 001 General Fund | 2,438.67 | |
| 110 Street Fund | 97.59 | |
| | Claims: | 2,536.26 |
| * Transaction Has Mixed Revenue And Expense Accounts | 2,536.26 | |

"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

6·24·2020
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

06/24/2020
Manual EFT
Requested by Finance Director.

Ann Marie Gale
City Treasurer

# CHECK REGISTER

CITY OF LIBERTY LAKE — Time: 13:31:59 Date: 07/01/2020

MCAG #: 2757 — 07/07/2020 To: 07/07/2020 — Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| **2449** | **07/07/2020** | **Claims** | **3** | **EFT** | **CALLAWAY** | **961.00** | **PRO SHOP ITEMS** |
| | | 420 - 576 61 34 01 - Pro Shop Merchandise | | | | 240.45 | SPECIAL ORDER D MCBOURNIE |
| | | 420 - 576 61 34 01 - Pro Shop Merchandise | | | | 417.44 | |
| | | 420 - 576 61 34 01 - Pro Shop Merchandise | | | | 303.11 | |
| **2450** | **07/07/2020** | **Claims** | **3** | **EFT** | **CINTAS CORPORATION NO 3** | **190.60** | **MAT SVCS 06/8,15,22,30/2020** |
| | | 420 - 576 61 41 03 - Facilities - Professional Servic | | | | 190.60 | |
| **2451** | **07/07/2020** | **Claims** | **3** | **EFT** | **O'REILLY AUTO PARTS** | **17.41** | **PARTS** |
| | | 110 - 542 70 31 01 - Roadside Supplies | | | | 17.41 | OLD TURFCAT TIE ROD END |
| **2452** | **07/07/2020** | **Claims** | **3** | **EFT** | **SITEONE LANDSCAPE SUPPLY LLC** | **445.17** | **MATERIALS** |
| | | 001 - 518 30 31 00 - Centralized Services Supplies | | | | 4.46 | SHOP DRIP EMITTER REPLACEMENT |
| | | 110 - 542 30 31 00 - Roadway Supplies | | | | 137.37 | HARVEST PKWY ROUNDABOUT INS CLAIM |
| | | 410 - 542 40 31 00 - Drainage Supplies | | | | 184.58 | IRRIG PARTS SWALE REPAIR |
| | | 110 - 542 70 31 01 - Roadside Supplies | | | | 10.59 | IRRIG REPAIR |
| | | 001 - 576 80 31 25 - Pavillion Park Supplies | | | | 108.17 | IRRIG SUPPLIES |
| **2453** | **07/07/2020** | **Claims** | **3** | **EFT** | **VERIZON WIRELESS** | **2,454.94** | **SERVICES 5/23-6/22/2020** |
| | | 001 - 518 80 42 00 - Information Technology Servic | | | | 66.79 | CELL PHONE |
| | | 001 - 521 10 42 00 - Law Enforcement-Telephone,I | | | | 1,376.27 | CELL PHONE/MODEM CHARGES |
| | | 110 - 542 90 42 00 - Maint Admin & Overhead Tele | | | | 123.58 | CELL PHONE CHARGES |
| | | 001 - 558 60 42 00 - Communications-Planning | | | | 233.61 | CELL PHONE CHARGES |
| | | 001 - 576 80 42 00 - Parks-Telephone,Internet,Posta | | | | 654.69 | CELL PHONE/TABLET CHARGES |
| **2454** | **07/07/2020** | **Claims** | **3** | **EFT** | **WILBUR-ELLIS COMPANY LLC** | **512.59** | **MATERIALS; MATERIALS** |
| | | 420 - 553 60 31 20 - Weed Control Supplies | | | | 188.18 | FERT/HERBICIDE |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 246.55 | GREENS FERTILIZER |
| | | 001 - 576 80 31 45 - Orchard Park Supplies | | | | 77.86 | |
| **2455** | **07/07/2020** | **Claims** | **3** | **EFT** | **XEROX CORPORATION** | **481.14** | **BLACK/COLOR BILLABLE PRINTS** |
| | | 001 - 514 23 41 00 - Administrative Services-Profes | | | | 481.14 | |
| **2456** | **07/07/2020** | **Claims** | **3** | **30128** | **ABADAN REPROGRAPHICS/IMAGING** | **201.99** | **SERVICES** |
| | | 001 - 558 50 40 03 - CP&ED Legal Notices Reimbu | | | | 73.76 | HARVEST PARKWAY |
| | | 001 - 558 50 40 03 - CP&ED Legal Notices Reimbu | | | | 54.89 | SWISS PRODUCTIONS |
| | | 001 - 558 50 40 03 - CP&ED Legal Notices Reimbu | | | | 73.34 | NOA SIGNS |
| **2457** | **07/07/2020** | **Claims** | **3** | **30129** | **ACUSHNET COMPANY** | **214.60** | **PRO SHOP ITEMS** |
| | | 420 - 576 61 34 01 - Pro Shop Merchandise | | | | 214.60 | |
| **2458** | **07/07/2020** | **Claims** | **3** | **30130** | **AMAZON** | **13,612.42** | **MATERIALS** |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 2,271.75 | COVID-19 MASKS |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 16.99 | COVID-19 LLML COUNTER SHIELDS |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 16.72 | COVID-19 SANITIZING TABLETS |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 735.98 | COVID-19 NITRILE,LATEX GLOVES |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 39.01 | COVID-19 CLEANING WIPES |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 50.20 | COVID-19 MED PT PENS LL BUSINESSES PPE P/UP |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 26.68 | COVID-19 SCRUBS IN A BUCKET |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 209.60 | COVID-19 DISPSABLE DRY WASHCLOTHS |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 38.32 | COVID-19 THANK U PLASTIC BAGS LL BUSINESSES PPE P/UP |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 135.30 | COVID-19 PPE FOR STAFF |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 57.30 | COVID-19 ISOPROPYL ALCOHOL |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 5,623.61 | COVID-19 LL BUSINESSES SUPPLIES |

# CHECK REGISTER



| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 611.54 | COVID-19 DISINFECTANT, HAND SANITIZER |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 168.64 | COVID-19 LLML PAPER TOWELS,GLOVES,MASKS |
| | | 001 - 518 30 31 00 - Centralized Services Supplies | | | | 30.48 | POW FLAG |
| | | 410 - 542 40 31 00 - Drainage Supplies | | | | 53.96 | HAND LEVEL |
| | | 110 - 542 70 31 01 - Roadside Supplies | | | | 46.72 | SAMURAI 13" HEAVY DUTY SAW |
| | | 110 - 542 70 31 01 - Roadside Supplies | | | | 157.47 | MOWER PARTS |
| | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | | | | 13.95 | MEASURING CUPS |
| | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | | | | 76.59 | FIRST AID SUPPLIES |
| | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | | | | 23.96 | STOCK SUPPLIES |
| | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | | | | 16.55 | SHOP SUPPLIES |
| | | 001 - 572 10 31 00 - Library Supplies | | | | 115.29 | THUMB DRIVES,PAPER BAGS,RED CROSS |
| | | 420 - 576 61 31 03 - Maintenance Supplies | | | | 13.95 | MEASURING CUPS |
| | | 420 - 576 61 31 03 - Maintenance Supplies | | | | 16.55 | SHOP SUPPLIES |
| | | 420 - 576 61 31 03 - Maintenance Supplies | | | | 152.45 | GOLF CART TIRES |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 76.60 | FIRST AID SUPPLIES |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 182.73 | RANGE PAINT,FLAGSTICK TAPE |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 13.95 | MEASURING CUPS |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 76.60 | FIRST AID SUPPLIES |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 16.55 | SHOP SUPPLIES |
| | | 001 - 576 80 31 25 - Pavillion Park Supplies | | | | 207.98 | CONCESSION STA ND FAUCET |
| | | 001 - 576 80 31 45 - Orchard Park Supplies | | | | 43.55 | GAS CAN |
| | | 001 - 594 13 64 00 - Executive-Furniture,Computers | | | | 326.69 | KATY ALLEN STANDING DESK |
| | | 001 - 594 21 64 02 - Law Enforcement-Furniture,Co | | | | 1,839.32 | |
| | | 001 - 594 72 64 00 - Library-Furniture,Computers& | | | | 108.89 | PROTECTION PLAN FOR SERVER |
| **2459** | **07/07/2020** | **Claims** | **3** | **30131** | **AMERICAN SOCIETY OF COMPOSERS, AUTHORS** | **366.00** | **LICENSE FEE 07/01/2020-06/30/2021** |
| | | 001 - 513 10 49 00 - Dues,Subscriptions,Mbrships | | | | 366.00 | |
| **2460** | **07/07/2020** | **Claims** | **3** | **30132** | **ARROW CONSTRUCTION SUPPLY INC** | **249.08** | **MATERIALS** |
| | | 110 - 542 30 31 00 - Roadway Supplies | | | | 249.08 | COLD MIX |
| **2461** | **07/07/2020** | **Claims** | **3** | **30133** | **AW REHN & ASSOCIATES** | **3,637.38** | **SERVICES** |
| | | 502 - 517 30 29 00 - Health Insurance Services | | | | 314.20 | EMPLOYER FUNDING NOTIFICATION 6/10-14/2020 |
| | | 502 - 517 30 29 00 - Health Insurance Services | | | | 1,813.36 | EMPLOYER FUNDING NOTIFICATION 6/15-21/2020 |
| | | 502 - 517 30 29 00 - Health Insurance Services | | | | 1,509.82 | EMPLOYER FUNDING NOTIFICATION 6/23-28/2020 |
| **2462** | **07/07/2020** | **Claims** | **3** | **30134** | **BACON CONCRETE INC** | **8,000.00** | **REPAIR HARVEST PARKWAY ROUNDABOUT-GEICO INS TO PAY** |
| | | 110 - 542 30 41 01 - Roadway - Professional Servic | | | | 8,000.00 | |
| **2463** | **07/07/2020** | **Claims** | **3** | **30135** | **CANNON HILL INDUSTRIES INC** | **525.00** | **WASTE BIN** |
| | | 110 - 542 64 41 00 - Traffic Control Devices-Profes | | | | 262.50 | |
| | | 110 - 542 70 41 00 - Roadside Professional Services | | | | 262.50 | |
| **2464** | **07/07/2020** | **Claims** | **3** | **30136** | **CATERPILLAR FINANCIAL SERVICES CORP** | **9,199.59** | **HYDRAULIC EXCAVATOR** |
| | | 410 - 542 40 41 00 - Drainage-Professional Services | | | | 375.92 | |
| | | 110 - 542 90 41 00 - Maint Admin & Overhead Prof | | | | 375.92 | |
| | | 410 - 591 31 70 00 - Debt Repayment-Storm Draina | | | | 3,186.05 | |
| | | 110 - 591 95 70 00 - Debt Repayment-Roads/Streets | | | | 3,186.05 | |
| | | 410 - 592 31 80 00 - Interest And Other Debt Servic | | | | 1,037.82 | |
| | | 110 - 592 95 80 00 - Interest And Other Debt Servic | | | | 1,037.83 | |

# CHECK REGISTER



| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| **2465** | **07/07/2020** | **Claims** | **3** | **30137** | **CATERPILLAR FINANCIAL SERVICES CORP** | **31,519.82** | **WHEEL LOADERS 1 & 2** |
| | | 110 - 542 90 41 00 - Maint Admin & Overhead Prof | | | | 1,288.00 | WHEEL LOADER 1 |
| | | 110 - 542 90 41 00 - Maint Admin & Overhead Prof | | | | 1,288.00 | WHEEL LOADER 2 |
| | | 110 - 591 95 70 00 - Debt Repayment-Roads/Streets | | | | 8,067.29 | WHEEL LOADER 1 |
| | | 110 - 591 95 70 00 - Debt Repayment-Roads/Streets | | | | 8,067.29 | WHEEL LOADER 2 |
| | | 110 - 592 95 80 00 - Interest And Other Debt Servic | | | | 6,404.62 | WHEEL LOADER 1 |
| | | 110 - 592 95 80 00 - Interest And Other Debt Servic | | | | 6,404.62 | WHEEL LOADER 2 |
| **2466** | **07/07/2020** | **Claims** | **3** | **30138** | **CENTRAL PRE MIX CONCRETE CO** | **439.17** | **MATERIALS** |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 439.17 | GREENS SAND |
| **2467** | **07/07/2020** | **Claims** | **3** | **30139** | **CENTURYLINK** | **84.41** | **TH PHONE 6/5-7/5/2020** |
| | | 420 - 576 61 42 01 - Golf Pro Shop-Telephone,Inter | | | | 84.41 | |
| **2468** | **07/07/2020** | **Claims** | **3** | **30140** | **CONSOLIDATED IRRIGATION DISTRICT 19** | **542.07** | **UTILITIES 05/21-06/20/2020** |
| | | 110 - 542 70 47 00 - Roadside Utilities | | | | 29.53 | |
| | | 001 - 576 80 47 45 - Orchard Park Utilities-Elec/Ga | | | | 512.54 | |
| **2469** | **07/07/2020** | **Claims** | **3** | **30141** | **CONSUMER REPORTS** | **53.36** | **SUBSCRIPTION 2 YR** |
| | | 001 - 572 20 34 06 - Library Books & Other Materia | | | | 53.36 | |
| **2470** | **07/07/2020** | **Claims** | **3** | **30142** | **CRYSTALLUS INC** | **167.00** | **GALE, ANN MARIE ACCOUNTS PAYABLE NOW & TOMORROW NEWSLETTER** |
| | | 001 - 514 23 49 01 - Administrative Services-Dues,S | | | | 167.00 | |
| **2471** | **07/07/2020** | **Claims** | **3** | **30143** | **DEMCO SOFTWARE** | **842.86** | **SIGN UP SUBSCRIPTION 8/12/2020-8/11/2021** |
| | | 001 - 572 10 41 01 - Software Maint/data Ba | | | | 842.86 | |
| **2472** | **07/07/2020** | **Claims** | **3** | **30144** | **DEMCO** | **145.54** | **LABEL PEELER,CLASSIFICATION LABELS,LAMINATE SQUEEGEE,CD LBL IMPRINTED** |
| | | 001 - 572 10 31 00 - Library Supplies | | | | 145.54 | |
| **2473** | **07/07/2020** | **Claims** | **3** | **30145** | **EAST FARM FEED** | **181.44** | **MATERIALS** |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 181.44 | GOAT HAY |
| **2474** | **07/07/2020** | **Claims** | **3** | **30146** | **EVANS CRAVEN & LACKIE PS** | **7,956.55** | **PROF SVCS 5/25-6/23/2020** |
| | | 001 - 513 10 41 00 - Executive-Professional Service | | | | 2,456.55 | TITLE SEARCH TOWN SQ PARCELS |
| | | 001 - 515 41 41 00 - External Legal Services - Cons | | | | 5,500.00 | |
| **2475** | **07/07/2020** | **Claims** | **3** | **30147** | **EVERGREEN STATE TOWING** | **130.68** | **TOW BUICK** |
| | | 001 - 521 10 41 00 - Law Enforcement-Professional | | | | 130.68 | |
| **2476** | **07/07/2020** | **Claims** | **3** | **30148** | **EXECUTECH UTAH LLC** | **840.66** | **O365:M365 APPS** |
| | | 001 - 518 80 41 00 - Information Technology Servic | | | | 840.66 | |
| **2477** | **07/07/2020** | **Claims** | **3** | **30149** | **FASTENAL COMPANY** | **14.14** | **SHOP SUPPLIES** |
| | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | | | | 4.71 | |
| | | 420 - 576 61 31 03 - Maintenance Supplies | | | | 4.72 | |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 4.71 | |
| **2478** | **07/07/2020** | **Claims** | **3** | **30150** | **FISHERS TECHNOLOGY** | **51.48** | **CONTRACT OVERAGE CHG 5/12-6/11/2020** |
| | | 001 - 572 10 41 00 - Library-Professional Services | | | | 51.48 | |
| **2479** | **07/07/2020** | **Claims** | **3** | **30151** | **FREE PRESS PUBLISHING INC** | **371.80** | **LEGAL ADS** |
| | | 001 - 511 60 41 00 - Legislative - Professional Servi | | | | 25.00 | ORD NO. 264C |

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| | | 001 - 558 50 40 03 - CP&ED Legal Notices Reimbu | | | | 42.50 | VACATE PORTION HARVEST PKWY S OF SELKIRK MIDDLE SCH |
| | | 001 - 558 50 40 03 - CP&ED Legal Notices Reimbu | | | | 102.00 | NOTICE OF APP SWISS PRODUCTIONS MANUFACTURING FACILITY |
| | | 001 - 558 50 40 03 - CP&ED Legal Notices Reimbu | | | | 108.80 | NOTICE OF APP WESTERN STATES CATERPILLAR DEALER |
| | | 001 - 558 50 41 00 - CP&ED-Professional Services | | | | 93.50 | NOTICE OF AVAILABILITY RV SALES & SERVICE |
| **2480** | **07/07/2020** | **Claims** | **3** | **30152** | **GIBSONS NURSERY** | **580.99** | **MATERIALS** |
| | | 410 - 542 40 31 00 - Drainage Supplies | | | | 335.96 | SWALE SOD |
| | | 110 - 542 70 31 01 - Roadside Supplies | | | | 245.03 | PINE REPLACEMENT HARVEST PKWY |
| **2481** | **07/07/2020** | **Claims** | **3** | **30153** | **GOLF CARS ETC** | **25.50** | **TS GATOR #1 PARTS** |
| | | 420 - 576 61 31 03 - Maintenance Supplies | | | | 25.50 | |
| **2482** | **07/07/2020** | **Claims** | **3** | **30154** | **GREATER SPOKANE INC** | **12,500.00** | **BASE INVESTMENT,ECONOMIC DEVELOPMENT PARTNERSHIP SVCS** |
| | | 001 - 558 70 49 00 - Econ. Dev. - Dues/membership | | | | 12,500.00 | |
| **2483** | **07/07/2020** | **Claims** | **3** | **30155** | **H D FOWLER COMPANY** | **123.80** | **IRRIG MATERIALS** |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 123.80 | |
| **2484** | **07/07/2020** | **Claims** | **3** | **30156** | **H W LOCHNER INC** | **60,066.89** | **HENRY RD OVERPASS&ROADWAY EXT 5/1-29/2020** |
| | | 318 - 595 50 60 00 - Roads/Streets Const. & Other I | | | | 60,066.89 | |
| **2485** | **07/07/2020** | **Claims** | **3** | **30157** | **HORIZON** | **111.63** | **MATERIALS** |
| | | 001 - 576 80 31 15 - Ballfields Supplies | | | | 111.63 | Z-WIRE DECODER |
| **2486** | **07/07/2020** | **Claims** | **3** | **30158** | **SHARON R JONES** | **20.26** | **UTILITY TAX REBATE 2019** |
| | | 110 - 518 63 40 00 - Utility Tax Rebate-Electric | | | | 20.26 | |
| **2487** | **07/07/2020** | **Claims** | **3** | **30159** | **KIWANIS CLUB OF LIBERTY LAKE** | **3,500.00** | **LODGING TAX REIMBURSEMENT 2019** |
| | | 115 - 557 30 41 00 - Tourism Prof Services | | | | 3,500.00 | |
| **2488** | **07/07/2020** | **Claims** | **3** | **30160** | **KPFF INC** | **39.23** | **SERVICES THROUGH** |
| | | 320 - 595 64 60 00 - Capital Expenditures/Expenses | | | | 39.23 | APPLEWAY SIGNALS TIB 8-3-988(004)-1 |
| **2489** | **07/07/2020** | **Claims** | **3** | **30161** | **LIBRARY JOURNALS LLC** | **82.19** | **13 MONTHS DIGITAL-BTS** |
| | | 001 - 572 20 34 06 - Library Books & Other Materia | | | | 82.19 | |
| **2490** | **07/07/2020** | **Claims** | **3** | **30162** | **NATIONAL BARRICADE CO** | **1,294.01** | **MATERIALS** |
| | | 110 - 542 64 31 00 - Traffic Control Devices Suppli | | | | 812.67 | TRAFFIC CONES |
| | | 110 - 542 64 31 00 - Traffic Control Devices Suppli | | | | 272.25 | ROAD SIGNS |
| | | 110 - 542 64 41 00 - Traffic Control Devices-Profes | | | | 209.09 | SIGNS |
| **2491** | **07/07/2020** | **Claims** | **3** | **30163** | **NORTH 40 OUTFITTERS** | **99.58** | **MATERIALS** |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 99.58 | GOAT FEED |
| **2492** | **07/07/2020** | **Claims** | **3** | **30164** | **OFFICE DEPOT** | **7.58** | **COVID-19 PARK SIGN SUPPLIES** |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 7.58 | |
| **2493** | **07/07/2020** | **Claims** | **3** | **30165** | **OFFICE DEPOT** | **1,713.36** | **MATERIALS** |
| | | 001 - 513 10 31 00 - Executive Supplies | | | | 382.91 | |
| | | 001 - 514 23 31 00 - Administrative Services Suppli | | | | 363.64 | |
| | | 001 - 518 80 30 00 - Supplies For Consumption IT | | | | 18.50 | |
| | | 001 - 518 80 30 00 - Supplies For Consumption IT | | | | 60.96 | USB |
| | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | | | | 20.92 | |
| | | 001 - 558 50 31 00 - CP&ED Supplies | | | | 20.92 | |
| | | 001 - 571 00 31 04 - Special Events Supplies | | | | 20.91 | |

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| | | 001 - 572 10 31 00 - Library Supplies | | | | 35.37 | ASTROBRIGHT PAPER |
| | | 001 - 572 10 31 00 - Library Supplies | | | | 251.32 | BATTERY BACKUP |
| | | 420 - 576 61 31 00 - Pro Shop Supplies | | | | 516.99 | |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 20.92 | |
| **2494** | **07/07/2020** | **Claims** | **3** | **30166** | **ORIENTAL TRADING COMPANY** | **63.77** | **LIBRARY DIVIDERS** |
| | | 001 - 572 10 31 00 - Library Supplies | | | | 63.77 | |
| **2495** | **07/07/2020** | **Claims** | **3** | **30167** | **PACIFIC GOLF & TURF** | **469.93** | **FAIRWAY MOWER PARTS** |
| | | 420 - 576 61 31 03 - Maintenance Supplies | | | | 469.93 | |
| **2496** | **07/07/2020** | **Claims** | **3** | **30168** | **PARAMETRIX** | **8,343.70** | **RIDGELINE HIGH SCH SIGNAL TIB 8-3-988(005)-1 THROUGH 5/30/2020** |
| | | 320 - 595 64 60 01 - Capital Expenditures/Expenses | | | | 8,343.70 | |
| **2497** | **07/07/2020** | **Claims** | **3** | **30169** | **PARAMETRIX** | **13,351.48** | **LL RD PRESERVATION TIB 3-E-988(003)-1 THROUGH 05/30/2020** |
| | | 312 - 595 30 60 02 - Capital Expenditures-Roadway | | | | 13,351.48 | |
| **2498** | **07/07/2020** | **Claims** | **3** | **30170** | **PARAMETRIX** | **12,218.75** | **SERVICES THROUGH** |
| | | 001 - 558 50 40 02 - CP&ED Plan Checking Outsid | | | | 468.75 | ROCKY HILL NORHT 5TH |
| | | 311 - 594 18 60 01 - Capital Expenditures/Expenses | | | | 1,810.00 | PWY SURVEY,CIVIL DESIGN |
| | | 320 - 595 30 63 00 - Capital Expenditures/Expenses | | | | 4,472.50 | LONG TERM ANALYSIS |
| | | 110 - 595 64 63 00 - Roads/Streets Const. & Other I | | | | 5,467.50 | PEDESTRIAN CORSSING IMP SURVEY,CIVIL DESIGN |
| **2499** | **07/07/2020** | **Claims** | **3** | **30171** | **REBA PARKINSON** | **109.44** | **COVID-19 OFFICE FACE MASKS** |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 109.44 | |
| **2500** | **07/07/2020** | **Claims** | **3** | **30172** | **PATRIOT FIRE PROTECTION, INC** | **463.91** | **CH FIRE SPRINKLER REPAIR** |
| | | 001 - 518 30 41 00 - Central Services-Professional S | | | | 463.91 | |
| **2501** | **07/07/2020** | **Claims** | **3** | **30173** | **JOANNE T PERCY** | **159.39** | **CANVA-PRO ANNUAL,FILMORA VIDEO EDITING** |
| | | 001 - 572 10 41 00 - Library-Professional Services | | | | 159.39 | |
| **2502** | **07/07/2020** | **Claims** | **3** | **30174** | **PLANET TURF** | **2,044.60** | **MATERIALS** |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 917.48 | FERTILIZER |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 735.08 | FUNGICIDE |
| | | 001 - 576 80 31 15 - Ballfields Supplies | | | | 392.04 | FERTILIZER |
| **2503** | **07/07/2020** | **Claims** | **3** | **30175** | **PROQUEST LLC** | **183.64** | **ONLINE SUBSCRIPTIONS 7/01/2020-6/30/2021** |
| | | 001 - 572 10 41 01 - Software Maint/data Ba | | | | 183.64 | |
| **2504** | **07/07/2020** | **Claims** | **3** | **30176** | **PTERA INC** | **5,448.56** | **SERVICES JUNE,JULY 2020** |
| | | 001 - 518 30 42 00 - Central Services - Communicat | | | | 3,104.65 | INTERNET,FIBER/CROSS CONNECT,PHONES,VOIP |
| | | 001 - 521 10 42 00 - Law Enforcement-Telephone,I | | | | 1,160.30 | INTERNET,VOIP,PARK CAMERA RH&BF |
| | | 110 - 542 90 42 00 - Maint Admin & Overhead Tele | | | | 228.00 | INTERNET,VOIP,CAMERA |
| | | 001 - 572 10 42 00 - Library-Telephone,Internet,Pos | | | | 855.70 | INTERNET,VOIP,PHONES |
| | | 420 - 576 61 42 01 - Golf Pro Shop-Telephone,Inter | | | | -216.59 | INTERNET,VOIP |
| | | 001 - 576 80 41 25 - Pavillion Park-Professional Ser | | | | 20.00 | PARK CAMERA |
| | | 001 - 576 80 41 35 - Town Square-Professional Serv | | | | 20.00 | PARK CAMERA |
| | | 001 - 576 80 41 45 - Orchard Park-Professional Serv | | | | 20.00 | PARK CAMERA |
| | | 001 - 576 80 42 15 - Ballfields-Telephone,Internet,F | | | | 69.00 | PARK CAMERAS/IRRIGATION |
| | | 001 - 576 80 42 45 - Orchard Park-Telephone,Intern | | | | 118.50 | PARK CAMERAS/IRRIGATION ORCHARD PARK |
| | | 001 - 576 80 42 55 - Rocky Hill Park-Telephone,Int | | | | 69.00 | PARKCAMERAS/IRRIGATION |
| **2505** | **07/07/2020** | **Claims** | **3** | **30177** | **R&R PRODUCTS INC** | **309.28** | **COVID-19 LL BUSINESSES DISPOSABLE GLOVES** |

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|---|---|---|---|---|---|---|---|
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 309.28 | |
| **2506** | **07/07/2020** | **Claims** | **3** | **30178** | **R&R PRODUCTS INC** | **722.67** | **PARTS** |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 722.67 | SANDMOWER REEL PARTS |
| **2507** | **07/07/2020** | **Claims** | **3** | **30179** | **RACOM CORPORATION** | **271.00** | **REMOVE SPOTLIGHT W/STRIPPED SCREW** |
| | | 001 - 521 10 48 00 - Vehicle Maintenance | | | | 271.00 | |
| **2508** | **07/07/2020** | **Claims** | **3** | **30180** | **JOCELYN V REDEL** | **42.44** | **COVID-19 FACE MASK,HAND SANITIZER** |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 42.44 | |
| **2509** | **07/07/2020** | **Claims** | **3** | **30181** | **RODDA PAINT** | **640.33** | **MATERIALS** |
| | | 110 - 542 30 31 01 - Roadway Striping Supplies | | | | 640.33 | PAINT STENCIL WORK |
| **2510** | **07/07/2020** | **Claims** | **3** | **30182** | **ROTO ROOTER PLUMBING & DRAIN SVC** | **672.46** | **PLUMBING/PIPE WORK CHASE RM LEAK** |
| | | 001 - 576 80 41 15 - Ballfields-Professional Service | | | | 672.46 | |
| **2511** | **07/07/2020** | **Claims** | **3** | **30183** | **BRETT R SARGENT** | **2,616.99** | **STREET CLEANING MAY 2020** |
| | | 411 - 542 40 41 01 - Drainage-Professional Services | | | | 1,308.50 | |
| | | 410 - 542 67 41 01 - Street Cleaning - Professional S | | | | 1,308.49 | |
| **2512** | **07/07/2020** | **Claims** | **3** | **30184** | **SHARP SHOOTING INDOOR RANGE** | **21.78** | **LARGE TARGETS** |
| | | 001 - 521 10 31 00 - Law Enforcement Supplies | | | | 21.78 | |
| **2513** | **07/07/2020** | **Claims** | **3** | **30185** | **SIR SPEEDY PRINTING** | **167.71** | **BUSINESS CARDS MAYOR,CITY ADMINISTRATOR** |
| | | 001 - 513 10 31 00 - Executive Supplies | | | | 167.71 | |
| **2514** | **07/07/2020** | **Claims** | **3** | **30186** | **SNAP-ON INDUSTRIAL** | **19.83** | **DRINKING FOUNTAIN** |
| | | 001 - 576 80 31 45 - Orchard Park Supplies | | | | 19.83 | |
| **2515** | **07/07/2020** | **Claims** | **3** | **30187** | **SPOKANE COUNTY DIST** | **10,726.04** | **COURT FEES MAY 2020** |
| | | 001 - 512 50 40 00 - Court Services | | | | 10,726.04 | |
| **2516** | **07/07/2020** | **Claims** | **3** | **30188** | **SPOKANE COUNTY TREASURER** | **596.05** | **SERVICES** |
| | | 001 - 554 30 41 00 - Animal Services | | | | 596.05 | ANIMAL CNTRL SVCS JULY 2020 |
| **2517** | **07/07/2020** | **Claims** | **3** | **30189** | **SPRAY CENTER ELECTRONICS INC** | **113.35** | **PARTS WEED CNTRL SPRAY** |
| | | 110 - 553 60 31 10 - Weed Control Supplies | | | | 113.35 | |
| **2518** | **07/07/2020** | **Claims** | **3** | **30190** | **STRIDELINE LLC** | **336.00** | **JR CAMP SUPPLIES** |
| | | 420 - 576 61 31 00 - Pro Shop Supplies | | | | 336.00 | |
| **2519** | **07/07/2020** | **Claims** | **3** | **30191** | **T-MOBILE** | **567.13** | **CELL PHONES 05/13-06/12/2020** |
| | | 001 - 511 60 42 00 - Legislative-Telephone,Internet, | | | | 67.42 | |
| | | 001 - 513 10 42 00 - Executive - Communications | | | | 10.02 | |
| | | 001 - 518 30 40 00 - COVID-19 Professional Servic | | | | 337.38 | COVID-19 PHONES FOR CLEANERS |
| | | 001 - 558 50 42 00 - CP&ED-Telephone,Internet,Po | | | | 24.98 | |
| | | 001 - 576 80 42 00 - Parks-Telephone,Internet,Posta | | | | 127.33 | |
| **2520** | **07/07/2020** | **Claims** | **3** | **30192** | **THE HOME DEPOT PRO** | **686.07** | **MATERIALS** |
| | | 420 - 576 61 31 04 - Facilities Supplies | | | | 453.46 | PALENQUE RR SUPPLIES |
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 232.61 | COURSE RR |
| **2521** | **07/07/2020** | **Claims** | **3** | **30193** | **TIRE-RAMA** | **367.37** | **SERVICES** |
| | | 001 - 521 10 48 00 - Vehicle Maintenance | | | | 321.64 | BATTREY '17 FORD INTERCEPTOR |
| | | 110 - 542 70 41 00 - Roadside Professional Services | | | | 22.87 | LOF '03 SONOMA |
| | | 001 - 576 80 41 00 - Parks-Professional Services | | | | 22.86 | LOF '03 SONOMA |
| **2522** | **07/07/2020** | **Claims** | **3** | **30194** | **VARSITY BRANDS HOLDING CO INC** | **130.03** | **PIN FLAGS** |

# CHECK REGISTER



| Trans | Date | Type | Acct # | Chk # | Claimant | | Amount | Memo |
|---|---|---|---|---|---|---|---|---|
| | | 420 - 576 65 31 01 - Maintenance Of Golf Course | | | | 130.03 | | |
| **2523** | **07/07/2020** | **Claims** | **3** | **30195** | **WCP SOLUTIONS** | | **277.15** | **COVID-19 MATERIALS** |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | | 277.15 | COVID-19 FACILITY CLEANING WIPES,SANITIZER,DISENFECTING | |
| **2524** | **07/07/2020** | **Claims** | **3** | **30196** | **WCP SOLUTIONS** | | **28.97** | **MATERIALS** |
| | | 001 - 576 80 31 55 - Rocky Hill Park Supplies | | | | 28.97 | URINAL BLOCKS | |
| **2525** | **07/07/2020** | **Claims** | **3** | **30197** | **WESTERN EQUIPMENT** | | **306.91** | **GM4000 BIG RED MOWER PARTS** |
| | | 001 - 576 80 31 01 - Parks Supplies | | | | 306.91 | | |
| **2526** | **07/07/2020** | **Claims** | **3** | **30198** | **WHITLEY FUEL LLC** | | **1,960.83** | **FUEL; FUEL** |
| | | 110 - 542 90 32 00 - Maint Admin & Overhead Fuel | | | | 138.85 | | |
| | | 110 - 542 90 32 00 - Maint Admin & Overhead Fuel | | | | 116.06 | | |
| | | 420 - 576 61 32 00 - Golf Course-Fuel Consumed | | | | 758.31 | | |
| | | 420 - 576 61 32 00 - Golf Course-Fuel Consumed | | | | 633.88 | | |
| | | 001 - 576 80 32 00 - Parks Fuel Consumed | | | | 170.89 | | |
| | | 001 - 576 80 32 00 - Parks Fuel Consumed | | | | 142.84 | | |

| | | |
|---|---|---|
| 001 General Fund | 63,530.04 | |
| 110 Street Fund | 53,859.31 | |
| 115 Tourism Promotion Fund | 3,500.00 | |
| 311 REET 2 Special Capital Projects Fund | 1,810.00 | |
| 312 Street Capital Fund | 13,351.48 | |
| 318 Harvard Road Bridge Widening Fund | 60,066.89 | |
| 320 Harvard Road Mitigation Fund | 12,855.43 | |
| 410 Stormwater Utility Fund | 6,482.78 | |
| 411 Aquifer Protection Fund | 1,308.50 | |
| 420 Golf Operations Fund | 8,610.66 | |
| 502 Medical Reimbursement (Bridge) Fund | 3,637.38 | |
| | | Claims: 229,012.47 |
| | 229,012.47 | |

"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.:** 9Bi

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

**SUBJECT:** Contract Authorization for Liberty Lake Road Preservation Project

**FOR THE AGENDA OF:** July 7, 2020

**DEPT. OF ORIGIN:** Planning, Engineering & Building

**EXHIBIT:**
Contract with Bid Proposal Attachment
Bid Summary

**DEPT. HEAD APPROVAL:** Lisa D Key

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | **Yes** |
| **BUDGETED:** | **Yes** |

## SUMMARY STATEMENT

Staff is requesting Council authorization for the award of a contract in the amount of $356,386 to Inland Asphalt Company for a grind and overlay project on Liberty Lake Road from Country Vista south to the City's southern boundary, with a contingency fund not to exceed $35,639 to be managed by staff, for a total authorization of $392,025. 70% of project costs are funded by TIB. The project was budgeted at $840,000 (including engineering costs). Based on the bid price, the total project cost, including engineering costs and contingency, is now projected to total $460,586 plus inspection services.

## RECOMMENDED ACTION

1. Authorize Mayor to execute agreement with Inland Asphalt Company in the amount of $356,386, with a 10% contingency to be managed by staff, for the Liberty Lake Road Preservation Project.

# AGREEMENT FOR CONSTRUCTION SERVICES

**THIS AGREEMENT FOR CONSTRUCTION SERVICES** ("Contract") is made by and between the City of Liberty Lake, a code City of the State of Washington ("City") and Inland Asphalt Company ("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**. The Contractor shall do all work and furnish all labor, tools, materials, supplies and equipment for the City of Liberty Lake LIBERTY LAKE ROAD PRESERVATION PROJECT ("Work") in accordance with, and as described in the Contract Provisions and Plans for Construction of: City of Liberty Lake LIBERTY LAKE ROAD PRESERVATION PROJECT ("Contract Documents") and, 2020 Standard Specifications for Road, Bridge and Municipal Construction of the Washington State Department of Transportation which are by this reference incorporated herein and made part hereof ("Contract Documents"), and shall perform any changes in the work in accord with the Contract Documents.

The Contractor, as set forth in the Contractor's bid proposal attached hereto as Exhibit A (the "Bid Proposal"), shall assume and be responsible for the cost and expense of all Work provided in the Contract Plans and Contract Documents, except those items agreed in writing to be furnished by the City of Liberty Lake.

The Mayor or designee shall administer and be the primary contact for Contractor. Prior to commencement of work, Contractor shall contact the Mayor or designee to review the Work, schedule, and time of completion. Contractor shall receive written authorization from the City to proceed with the Work. Upon notice from the Mayor or designee, Contractor shall promptly commence Work, complete the same in a timely manner, and cure any failure in performance under this Contract.

All Work shall be performed in conformance with the Contract Plans, Contract Documents, City and State standards and Bid Proposal. Contractor acknowledges review of the Contract Plans and Contract Documents and accepts the same. In the event of a conflict between this Contract, the Contract Plans, Contract Documents, City and State standards or Bid Proposal, they shall be interpreted, given precedent and relied upon in the order listed herein.

2. **Term of Contract**. This Contract shall be in full force and effect upon execution of this Contract and shall remain in effect until completion of the Work.

The City may terminate this Contract by ten (10) days written notice to the Contractor. 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.

3. **Compensation**. The City agrees to pay the Contractor the sum of $ [ ] ("Contract Price") or such amounts as shown in the Bid Proposal.

4. **Payment**. The Contractor may elect to be paid in monthly installments upon presentation of an invoice to the City, or in a lump sum upon completion of the Work. Applications for payment shall be sent to the City Engineer at the below-stated address.

The City reserves the right to withhold payment under this Contract if the Work is determined, in the reasonable judgment of the Mayor or designee, to be noncompliant with the Contract Plans, Contract Documents, City or State standards, or Bid Proposal.

5. **Retainage**. State law requires that a contract for a public improvement or work, other than performance of professional services, requires that the City withhold from monies earned by the Contractor during the progress of the Work, a sum not to exceed 5.0% of the cost of the Work ("Retainage"), as a trust fund for the protection and payment of any person, mechanic, subcontractor or material men who shall perform any labor upon the contract, including the State of Washington, with respect to taxes imposed pursuant to RCW Title 82. The Retainage is held by the City pursuant to RCW 60.28.010 with the Contractor having certain options concerning the deposit or escrow of such funds. In addition, the Contractor may elect to submit a bond for all or any portion of the Retainage. After completion of the Work, other than landscaping, the Contractor may request that the City release the Retainage and sixty (60) days thereafter, the City shall pay the Retainage provided there are no claims against the retained funds.

6. **Notice**. Notice shall be given in writing as follows:

| TO THE CITY: | TO THE CONTRACTOR: |
|---|---|
| Name: Lisa Key, Dir. of Planning & Engr. Services | Name: Tony Via |
| Phone Number: (509) 934-0269 | Phone Number: 509-534-2657 |
| Address: 22710 E. Country Vista Drive | Mobile: |
| Liberty Lake, WA 99019 | Address: P.O. Box 3366<br>Spokane, WA 99220-3366 |

7. **Applicable Laws and Standards**. The Parties, in the performance of this Contract, agree to comply with all applicable Federal, State and local laws, and City ordinances and regulations. Contractor shall exercise best efforts, including the selection of highest quality materials, so that all Work performed shall be in compliance with current related industry standards.

8. **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 only in 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 Contract shall be deemed employees solely of the Contractor.
The Contractor shall be solely responsible for the conduct and actions of all employees under this Contract and any liability that may attach thereto.

9. **Contractor to Be Licensed, Bonded and Insured**.

A. Licensed. The Contractor shall be duly licensed by the State of Washington pursuant to RCW 39.06.010.

B. Bond. The Contractor shall, except as set forth below, obtain a bond from a surety company in an amount equal to the Contract Price for the purpose of guaranteeing the faithful performance of this Contract, including paying all labors, mechanics, subcontractors and material men pursuant to RCW 39.08.010.

For a contract less than $25,000.00, the Contractor may, in lieu of a bond, request the City retain fifty percent (50%) of the Contract Price for a period of thirty (30) days after final acceptance of the Work, or the necessary releases are obtained from the State of Washington.

C. Insurance. Contractor shall purchase and maintain, during the term of this Contract, a comprehensive general liability policy in the amount of $1,000,000.00 per occurrence, with the City as an additional named insured. A copy of the certificate shall be provided to the City. Notice of cancellation of such insurance shall be given to the City by Contractor's insurer.

10. **Prevailing Wages on Public Works.** This Contract provides for the construction of a public work and payment of prevailing wages according to Washington law. All employees, workers, laborers or mechanics shall be paid a prevailing rate of wage that is set forth in an attachment to this Contract. The payment of prevailing wages is required by Washington law, RCW 39.12.020 and WAC 296-127-01308. A prevailing rate of wage is determined by the Industrial Statistician of the Department of Labor and Industries. RCW 39.12.015.

Before any payment may be made to Contractor, a "Statement of Intent to Pay Prevailing Wages" must be submitted to the City. Following final acceptance of the public works project, the Contractor and each subcontractor shall submit an "Affidavit of Wages Paid" before retained funds will be released to the Contractor. The affidavit must be certified by the industrial statistician of the Department of Labor and Industries. Any exemption to the above must be submitted by Contractor through an acknowledged statement.

11. **Warranty.** Unless provided otherwise in the Contract Plans or Contract Documents, Contractor warrants all work and materials performed or installed under this Contract is free from defect or failure for a period of two (2) years following final acceptance by the City, unless a supplier or manufacturer has a warranty for a greater period, which warranty shall be assigned to the City. In the event a defect or failure occurs in work or materials, the Contractor shall within the warranty period remedy the same at no cost or expense to the City.

12. **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 Contract.

13. **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 Contract. No waiver in one instance shall be held to be waiver of any other subsequent breach or nonperformance. All remedies afforded in this Contract 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 Contract, or to require, at any time, performance by the other party of any provision hereof, shall in no way be construed to be a waiver of such provisions, nor shall it affect the validity of this Contract, or any part thereof.

14. **Assignment and Delegation**. Neither party shall assign, transfer, or delegate any or all of the responsibilities of this Contract, or the benefits received hereunder, without first obtaining the written consent of the other party.

15. **Jurisdiction and Venue**. This Contract is entered into in Spokane County, Washington. Venue shall be in Spokane County, State of Washington.

16. **Arbitration.** All disputes arising under this Contract shall be resolved through arbitration pursuant to State law. Rules for arbitration shall be those prescribed by the American Association of Arbitration. Enforcement of judgments, orders or decisions shall be pursuant to state law.

17. **Entire Contract**. This written Contract constitutes the entire and complete agreement between the Parties and supersedes any prior oral or written agreements. This Contract may not be changed, modified, or altered, except in writing and signed by the Parties hereto.

18. **Anti-kickback**. No officer or employee of the City, having the power or duty to perform an official act or action related to this Contract, shall have, or acquire, any interest in this Contract, 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 Contract.

19. **Exhibits.** Exhibits attached and incorporated into this contract are:

Contract Provisions and Plans for Construction of:
City of Liberty Lake LIBERTY LAKE ROAD PRESERVATION PROJECT

IN WITNESS WHEREOF, the parties have executed this Contract this _____ day of _____, 2020.

CITY OF LIBERTY LAKE:

_____
Owner

ATTEST:

_____

CONTRACTOR:

_____

| EXHIBIT A<br><br>CITY OF LIBERTY LAKE<br>LIBERTY LAKE ROAD PRESERVATION PROJECT | | | | | |
|---|---|---|---|---|---|
| **ITEM #** | **ITEM DESCRIPTION** | **UNITS** | **QTY.** | **PRICE/ UNIT** | **TOTAL** |
| 1 | MOBILIZATION | L.S. | 1 | L.S. | $33,063.00 |
| 2 | SPCC PLAN | L.S. | 1 | L.S. | $500.00 |
| 3 | REFERENCE AND PROTECT EXISTING SURVEY MONUMENTS | EA | 1 | $700.00 | $700.00 |
| 4 | PROJECT TEMPORARY TRAFFIC CONTROL | L.S. | 1 | L.S. | $39,000.00 |
| 5 | PEDESTRIAN TRAFFIC CONTROL | L.S. | 1 | L.S. | $300.00 |
| 6 | BEAM GUARD RAIL | L.S. | 1 | L.S. | $320.00 |
| 7 | SAWCUT ASPHALT CONCRETE PAVEMENT | L.F. | 700 | $2.00 | $1,400.00 |
| 8 | REMOVING ASPHALT CONC. PAVEMENT | S.Y. | 100 | $62.00 | $6,200.00 |
| 9 | ROADWAY EXCAVATION INCL. HAUL | C.Y. | 20 | $320.50 | $6,410.00 |
| 10 | CRUSHED SURFACING TOP COURSE | C.Y. | 60 | $320.50 | ~~$19,200.00~~ $19,230 |
| 11 | TAPER AND BUTT JOINT PLANING BITUMINOUS PAVEMENT | S.Y. | 920 | $23.00 | $21,160.00 |
| 12 | HMA CL. 3/8" PG 64S-28, 0.17 FT. DEPTH (OVERLAY) | TN | 1,800 | $67.00 | $120,600.00 |
| 13 | HMA FOR PRELEVELING CL. 3/8" PG 64S-28 | TN | 1,000 | $71.00 | $71,000.00 |
| 14 | HMA FOR PAVEMENT REPAIR, CL. 3/8" PG 64S-28, 0.25 FT. DEPTH | S.Y. | 100 | $137.00 | $13,700.00 |
| 15 | JOB MIX COMPLIANCE PRICE ADJUSTMENT | CALC. | 1 | $1.00 | $1.00 |
| 16 | COMPACTION PRICE ADJUSTMENT | CALC. | 1 | $1.00 | $1.00 |
| 17 | RAISE EXISTING BEAM GUARDRAIL | L.F. | 2,800 | $5.40 | $15,120.00 |
| 18 | ADJUST MANHOLE | EA. | 1 | $534.00 | $534.00 |
| 19 | ADJUST CATCH BASIN | EA. | 1 | $534.00 | $534.00 |
| 20 | ESC LEAD | DAY | 20 | $30.00 | $600.00 |
| 21 | INLET PROTECTION | EA. | 1 | $200.00 | $200.00 |
| 22 | TEMPORARY PAVEMENT MARKING – SHORT DURATION | L.F. | 4,600 | $0.54 | $2,484.00 |
| 23 | PAINT LINE | L.F. | 13,300 | $0.23 | $3,059.00 |
| 24 | PAINTED WIDE LANE LINE | L.F. | 70 | $1.00 | $70.00 |
| 25 | PLASTIC TRAFFIC ARROW | EA. | 1 | $200.00 | $200.00 |
| | | | | **TOTAL** | ~~$356,336.00~~ $356,386.00 |

PERSON / ENTITY NAME: Tony Via / Inland Asphalt Company

SIGNATURE OF BIDDER: T. Via

**Parametrix**
ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

835 NORTH POST, SUITE 201 | SPOKANE, WA 99201 | P 509.328.3371

June 24, 2020

Parametrix No. 377-7878-008

City of Liberty Lake
Attn: Lisa Key
22710 E Country Vista Dr
Liberty Lake, WA 99019

Re: Liberty Lake Road Preservation Project – Recommendation of Award

Dear Lisa:

On June 18, 2020, bids were opened for the Liberty Lake Road Preservation project. Two bids were received. The low bidder is Inland Asphalt Company. Their bid amount was written in numbers as $356,356.00. The attached bid tabulation indicates that Inland Asphalt Company made minor math error in computing a unit price and quantity multiplication function on one bid item. The total amount that was corrected and is indicated in yellow on the attached bid tabulation. The other bidders' total was correct. The attached bid tabulation has corrected the minor error and the bid results are not affected by the minor multiplication error. The corrected total amount of Inland Asphalt Company's bid is $356,386.00.

Inland Asphalt Company submitted a responsive bid. Parametrix recommends award of the bid to Inland Asphalt Company. Attached is a tabulation of bid results, including the engineers estimate that was previously provided to Jason Phelps at the Transportation Improvement Board.

Please call me at 509-381-6172 if you have any questions regarding this recommendation of award.

Sincerely,
Parametrix

Mike Morse, PE

Attachments

Cc: Jason Phelps, Transportation Improvement Board

## CITY OF LIBERTY LAKE

## LIBERTY LAKE ROAD PRESERVATION PROJECT
## BID TABULATIONS

**T.I.B. PROJECT NUMBER 3-E-988(003)-1**

Bid Opening Date and Time: June 18, 2020 at 10:00 AM

| Item # | DESCRIPTION | UNITS | ESTIMATED QUANTITY | Engineer's Estimate BID PRICE | Engineer's Estimate TOTAL COST | Bidder: INLAND ASPHALT COMPANY BID PRICE | Bidder: INLAND ASPHALT COMPANY TOTAL COST | Bidder: POE ASPHALT PAVING, INC. BID PRICE | Bidder: POE ASPHALT PAVING, INC. TOTAL COST |
|---|---|---|---|---|---|---|---|---|---|
| 1 | MOBILIZATION | LS | 1 | $60,000.00 | $ 60,000.00 | $ 33,063.00 | $ 33,063.00 | $ 32,780.00 | $ 32,780.00 |
| 2 | SPCC PLAN | LS | 1 | $1,000.00 | $ 1,000.00 | $ 500.00 | $ 500.00 | $ 771.00 | $ 771.00 |
| 3 | REFERENCE AND PROTECT EXISTING SURVEY MONUMENTS | EA | 1 | $750.00 | $ 750.00 | $ 700.00 | $ 700.00 | $ 1,455.00 | $ 1,455.00 |
| 4 | PROJECT TEMPORARY TRAFFIC CONTROL | LS | 1 | $65,000.00 | $ 65,000.00 | $ 39,000.00 | $ 39,000.00 | $ 54,110.00 | $ 54,110.00 |
| 5 | PEDESTRIAN TRAFFIC CONTROL | LS | 1 | $15,000.00 | $ 15,000.00 | $ 300.00 | $ 300.00 | $ 291.00 | $ 291.00 |
| 6 | BEAM GUARD RAIL | LS | 1 | $6,500.00 | $ 6,500.00 | $ 320.00 | $ 320.00 | $ 5,660.00 | $ 5,660.00 |
| 7 | SAWCUT ASPHALT CONCRETE PAVEMENT | LF | 700 | $2.50 | $ 1,750.00 | $ 2.00 | $ 1,400.00 | $ 0.35 | $ 245.00 |
| 8 | REMOVING ASPHALT CONCRETE PAVEMENT | SY | 100 | $30.00 | $ 3,000.00 | $ 62.00 | $ 6,200.00 | $ 33.50 | $ 3,350.00 |
| 9 | ROADWAY EXCAVATION INCLUDING HAUL | CY | 20 | $45.00 | $ 900.00 | $ 320.50 | $ 6,410.00 | $ 167.00 | $ 3,340.00 |
| 10 | CRUSHED SURFACING TOP COURSE | CY | 60 | $65.00 | $ 3,900.00 | $ 320.50 | $ 19,230.00 | $ 136.00 | $ 8,160.00 |
| 11 | TAPER AND BUTT JOINT PLANING BITUMNOUS PAVEMENT | SY | 920 | $7.50 | $ 6,900.00 | $ 23.00 | $ 21,160.00 | $ 13.50 | $ 12,420.00 |
| 12 | HMA CL. 3/8" PG 64-28, 0.17-FT DEPTH (OVERLAY) | TN | 1,800 | $100.00 | $ 180,000.00 | $ 67.00 | $ 120,600.00 | $ 67.50 | $ 121,500.00 |
| 13 | HMA FOR PRELEVELING CL. 3/8" PG 64-28 | TN | 1,000 | $130.00 | $ 130,000.00 | $ 71.00 | $ 71,000.00 | $ 77.00 | $ 77,000.00 |
| 14 | HMA FOR PAVEMENT REPAIR CL. 3/8" PG 64-28, 0.25-FT DEPTH | SY | 100 | $30.00 | $ 3,000.00 | $ 137.00 | $ 13,700.00 | $ 53.50 | $ 5,350.00 |
| 15 | JOB MIX COMPLIANCE PRICE ADJUSTMENT | CALC | 1 | $1.00 | $ 1.00 | $ 1.00 | $ 1.00 | $ 1.00 | $ 1.00 |
| 16 | COMPACTION PRICE ADJUSTMENT | CALC | 1 | $1.00 | $ 1.00 | $ 1.00 | $ 1.00 | $ 1.00 | $ 1.00 |
| 17 | RAISE EXISTING BEAM GUARDRAIL | LF | 2,800 | $11.00 | $ 30,800.00 | $ 5.40 | $ 15,120.00 | $ 5.80 | $ 16,240.00 |
| 18 | ADJUST MANHOLE | EA | 1 | $1,000.00 | $ 1,000.00 | $ 534.00 | $ 534.00 | $ 1,150.00 | $ 1,150.00 |
| 19 | ADJUST CATCH BASIN | EA | 1 | $1,000.00 | $ 1,000.00 | $ 534.00 | $ 534.00 | $ 1,150.00 | $ 1,150.00 |
| 20 | ESC LEAD | DAY | 20 | $200.00 | $ 4,000.00 | $ 30.00 | $ 600.00 | $ 283.00 | $ 5,660.00 |
| 21 | INLET PROTECTION | EA | 1 | $150.00 | $ 150.00 | $ 200.00 | $ 200.00 | $ 320.00 | $ 320.00 |
| 22 | TEMPORARY PAVEMENT MARKING - SHORT DURATION | LF | 4,600 | $2.50 | $ 11,500.00 | $ 0.54 | $ 2,484.00 | $ 0.60 | $ 2,760.00 |
| 23 | PAINT LINE | LF | 13,300 | $0.50 | $ 6,650.00 | $ 0.23 | $ 3,059.00 | $ 0.25 | $ 3,325.00 |
| 24 | PAINTED WIDE LANE LINE | LF | 70 | $0.60 | $ 42.00 | $ 1.00 | $ 70.00 | $ 0.85 | $ 59.50 |
| 25 | PLASTIC TRAFFIC ARROW | EA | 1 | $500.00 | $ 500.00 | $ 200.00 | $ 200.00 | $ 204.00 | $ 204.00 |
| | **TOTAL** | | | | **$533,344.00** | | **$356,386.00** | | **$357,302.50** |

**AGENDA ITEM NO.:** 9Bii

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

**SUBJECT:**
Agreement for Professional Services
With Angela Mariani

**FOR THE AGENDA OF:** July 7th, 2020

**DEPT. OF ORIGIN:** Administrative Services

**EXHIBIT:**
Exhibit A – Proposal

**DEPT. HEAD APPROVAL:** RJS

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | **Yes - $1,800** |
| **BUDGETED:** | **No but there are cost savings in 2020 in wages.** |

## SUMMARY STATEMENT

Liberty Lake Personnel Manual was last updated seven years ago and we've been advised by our risk manager to update certain sections to include new State laws such as a Paid Family Medical Leave and Paid Sick Leave Policy that conflict in the current manual. In addition, there are sections within the manual the City desires to clarify, modify, and update with current information.

If approved, we expect the Personnel Manual update to be complete by the end of 2020. When complete, staff will bring the new proposed Personnel Policy Manual back to City Council for consideration, review and approval.

Staff desires to hire the services of Angela Mariani to perform this task and update our Personnel policy manual with current laws, best practices and consistent information for our employees.

## RECOMMENDED ACTION

1. Authorize the Mayor to sign the Agreement.

# Proposal for the City of Liberty Lake Employee Handbook revision

Submitted by Angela Mariani
angeemariani@gmail.com
LinkedIn.com/in/angeemariani
509-290-1848

June 16, 2020

Thank you for considering me regarding updating the City of Liberty Lakes Employee Handbook. I'm glad we had the opportunity to connect last week so I could get a clear understanding of your expectations.

An employee handbook is a valuable document that not only informs employees of the organizations policies and expectations, but it also can provide the organization with protection against potential employee lawsuits and other complaints. An up-to-date, carefully drafted employee handbook tailored to the City of Liberty Lake's (The City) particular needs is a strong line of defense to minimize both litigation and liability. As your organizations changes, so do the federal, state and local laws, and so should your employee handbook. The City's handbook has had three small amendments since its inception in 2002.

*Objectives*:

Among the results to be achieved are these key objectives:

- Provide a complete, updated and professional employee handbook with extra attention to:
    - the At-Will Statement
    - the Complaint Procedures
        - Disciplinary Procedure
        - Pre-Termination
    - Equal Employment Opportunity
        - Recent Supreme Court ruling
    - the Substance Abuse Policy
    - Political Activities
    - Leave of Absence(s)
        - Family Medical Leave Act (FMLA)
        - Washington Domestic Violence Leave Act
        - Washington Paid Sick and Safe Time (PSST)
        - Washington Paid Family Medical Leave (PFML)

In achieving these objectives, the following parameters will be met:

- alignment between Federal, State and local regulations and laws
- individual and organizational awareness of expectations
- individual and organizational awareness of regulations and laws

*Metrics*:

1. Agreement between The City and me regarding the specific outcomes for which I am accountable.

2. Three satisfactory monthly assessments by senior management defined as RJ Stevenson, Finance Director and Katy Allen, City Administrator.

3. Completion of the project within a three-month and/or a 90-day period.

*Accountabilities*:

The City will provide me with reasonable access to Mr. Stevenson and Ms. Allen, documentation and City information, as appropriate, within the confines of the project. I can sign all required non-disclosure and confidentiality agreements if required to do so.

As I shared on the phone call I am not licensed or bonded. This document serves as your notice I will not be held liable or bear any responsibility resulting from any lawsuit occurring regarding my assistance with the update of The City's handbook. If I am presented with a lawsuit, The City will cover all expenses including any awards to the plaintiff, all lawyer fees and my time ($39.00/hour) while preparing for or in Court. The City will be responsible to have their lawyers review the updated Employee Handbook prior to a resolution, amendment and distribution to employees.

*Credentials*:

I have served in HR for over 14 years at several employers which has made me a well-rounded individual with a unique blend of skills working for non-profit, for profits, government, non-represented and represented union organizations. These experiences have taught me how to use my knowledge of various human resources functions and have given me the capabilities to take on and complete projects and assignments of high importance. I am certified with the HR Certification Institute (HRCI®) obtaining my PHR in 2008 and the Society for Human Resource Management-Certified SHRM-CP *obtained in 2013.* If you have not already, you can view my credentials on LinkedIn at LinkedIn.com/in/angeemariani.

*Timing:*

I am able to begin within a week of your approval, provided that it is forthcoming by the beginning of July 2020.

*Payment terms:*

The total cost of the project is $1,800. A payment at the beginning each month in the amount of $600.00 in the form of a check be paid to me, the consultant. If completion of the project occurs prior to the three-month and/or a 90-day period payment, payment in full is required within two-weeks of the finalized product being submitted to Mr. Stevenson and Ms. Allen.

This project is cancelable, by either party at any time. In the event you feel that I am not meeting the standards, meeting objectives or based on our mutual conversations and agreements, and I cannot meet them after your notification and an attempt to correct the shortcoming described herein, cancelation of this agreement will be agreed to. The payment for services will be prorated for work completed.

*Acceptance*:

Your signature below indicates acceptance of this proposal and the terms and conditions herein. Alternatively, your initial payment per the terms above will also represent acceptance of this proposal.

For Liberty Lake:

Name & Title: Shane Brickner, Mayor, City of Liberty Lake

Signature & date:_____

Name: Angela Mariani, consultant

Signature & date:_____

# PUBLIC HEARING INFORMATION

**AGENDA ITEM NO.:** 10

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

**SUBJECT:** Public Hearing on Vacating a Portion of Harvest Parkway ROW

**FOR THE AGENDA OF:** July 7, 2020

**DEPT. OF ORIGIN:** Planning, Engineering & Building

**EXHIBIT:** **Staff Report**

**DEPT. HEAD APPROVAL:** Lisa D Key

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | **No** |
| **BUDGETED:** | **No** |

## SUMMARY STATEMENT

Western States Equipment Company has acquired the 3 parcels fronting on the southern leg of Harvest Parkway to develop as a Western States CAT Sales & Services dealership. As a condition of development, Western States Equipment Company is required to extend E Cataldo Avenue to their eastern property boundary for improvement and dedication to the City of Liberty Lake. The E Cataldo Avenue entrance will be used as their primary access, specifically for equipment deliveries and public access, while Harvest Parkway will serve as the employee entrance. They have requested vacation of a portion of Harvest Parkway right-of-way as detailed in the staff report.

In accordance with RCW §35.79, City Council established the hearing date of July 7, 2020 for this vacation of right-of-way request by Resolution No. 20-274. Notice of public hearing was mailed to affected property owners and posted on the City website on June 10, 2020. The notice of public hearing was also published in the Spokane Valley News Herald on June 19, 2020.

## RECOMMENDED ACTION

1. Accept public testimony on the proposed vacation of right-of-way.

# PLANNING, ENGINEERING & BUILDING SERVICES

TO: Mayor Shane Brickner & City Council Members
FROM: Lisa D. Key, Director
DATE: June 26, 2020

**Staff Report - Vacation of a Portion of Harvest Parkway ROW**

Western States Equipment Company has acquired the 3 parcels fronting on the southern leg of Harvest Parkway to develop as a Western States CAT Sales & Services dealership (reference Figure 1). On May 12, 2020, Western States Equipment Company applied for vacation of the southern leg of Harvest Parkway, to include the cul-de-sac, as depicted in Figure 2. Western States Equipment Company owns 100% of the property fronting on the portion of section of street proposed for vacation.

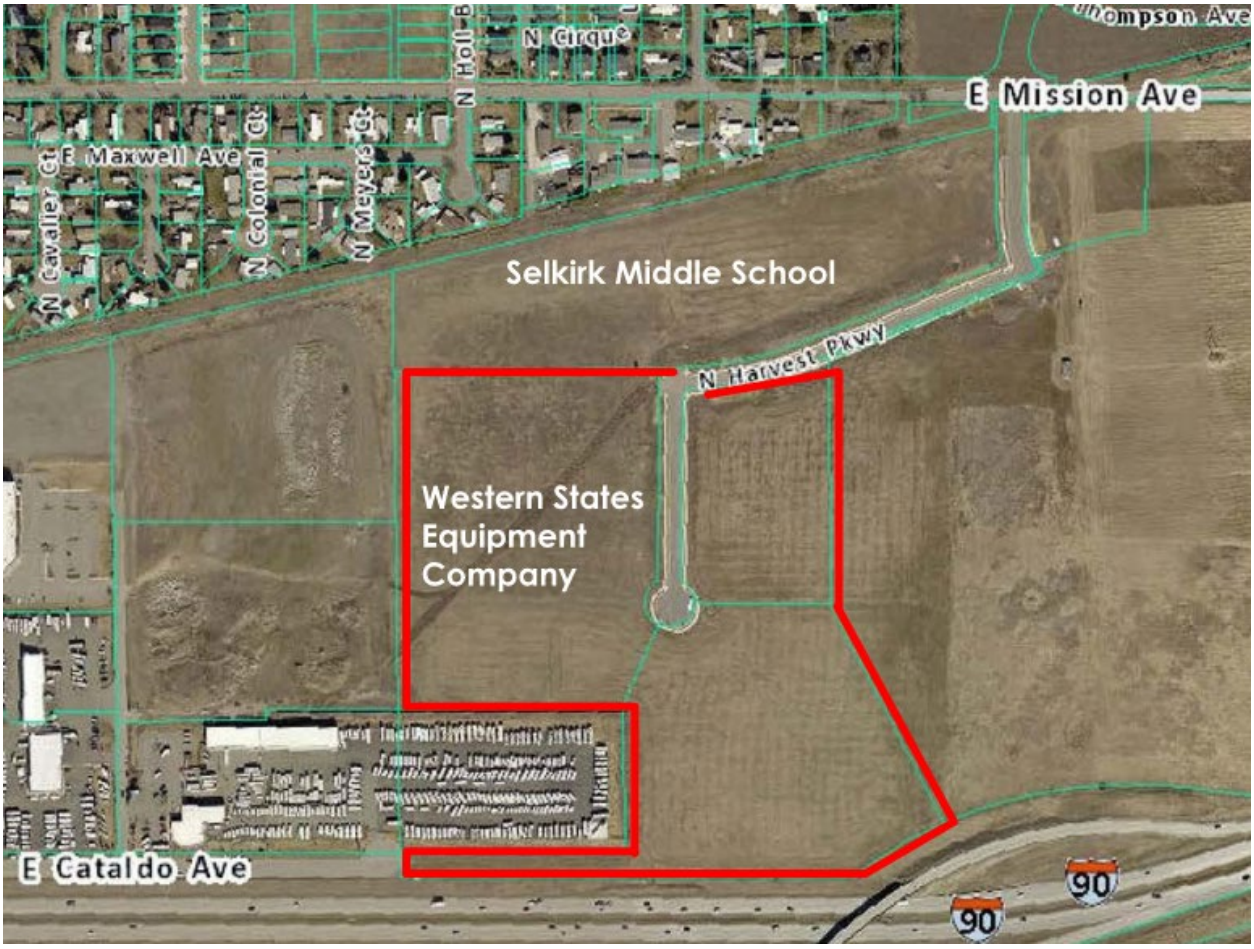



**Figure 1: Map of Properties acquired by Western States Equipment Company**

22710 E. COUNTRY VISTA DR., LIBERTY LAKE WA 99019
TELEPHONE (509) 755-6700 FAX: (509) 755-6713
WWW.LIBERTYLAKEWA.GOV

A condition of the Telido Station Final Plat requires that E Cataldo Avenue be constructed to Western State's eastern property boundary by the developer and dedicated to the City of Liberty Lake at the time of development. Western States proposes that the E Cataldo Avenue entrance be used as their primary access, specifically for equipment deliveries and public access. Harvest Parkway will serve as the employee entrance to the site.

As part of the vacation request, Western States Equipment Company has proposed an easement for a hammerhead turnaround west of the proposed terminus of Harvest Parkway, as depicted in Figure 3, consistent with the standards detailed in Appendix D of International Fire Code. Spokane Valley Fire has reviewed and approved the proposed emergency turnaround.

Harvest Parkway improvements, including street, water, and sewer improvements, were constructed in support of the Telido Station Short Plat, and then reimbursed through TIF and LIFT. While the water and sewer improvements will remain public and will require the dedication of the easements, the proportionate share of TIF and LIFT funds associated with the street improvements being vacated must be reimbursed to Spokane County by Western States Equipment Company as a condition of vacation of the right-of-way. Proportionate share costs to be reimbursed to Spokane County are estimated at $98,854.42.

Should City Council adopt an ordinance to vacate this portion of Harvest Parkway, an agreement will be required between the City and the applicant to address the following conditions of vacation:

- Western States Equipment's responsibility to reimburse of $98,854.42 in TIF/LIFT payments to Spokane County for the portion of Harvest Parkway being vacated;
- Western States Equipment's dedication of easements for public water and sewer to utility purveyors (Spokane County Utilities for sewer and Consolidated Irrigation System #19 for water) for the public water and sewer infrastructure installed in Harvest Parkway;
- Western States Equipment's dedication of easement for the emergency turnaround;

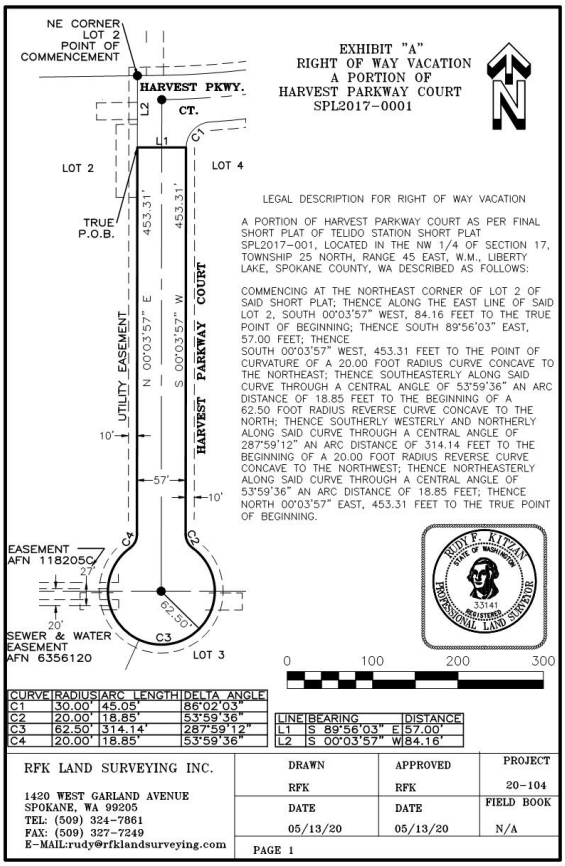



**Figure 2: Survey of Proposed Vacation**

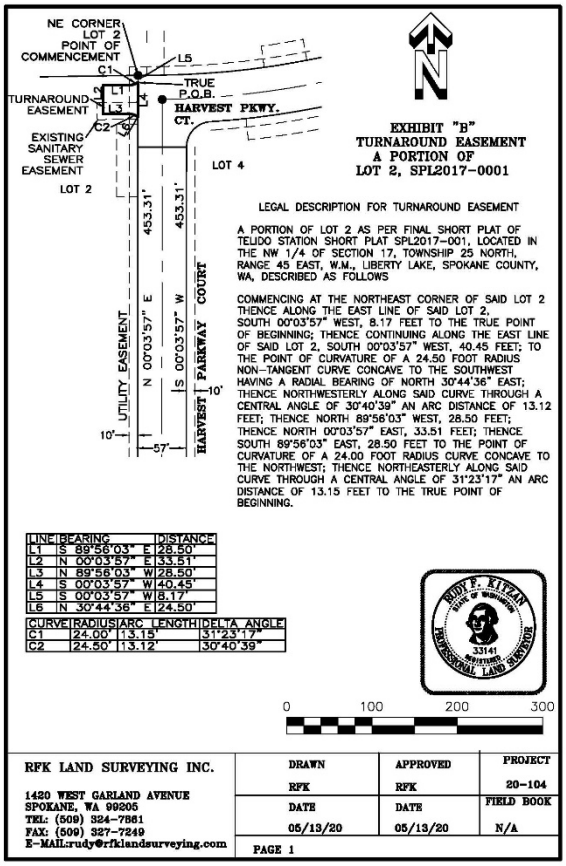



**Figure 3: Turnaround Easement**

- Western States Equipment's responsibility to pay all closing costs, real estate excise fees (if applicable), and recording costs associated with the vacation of ROW and dedication of easements.

In accordance with RCW §35.79, City Council established the hearing date of July 7, 2020 for this vacation of right-of-way request by Resolution No. 20-274. Notice of public hearing was mailed to affected property owners and posted on the City website on June 10, 2020. The notice of public hearing was also published in the Spokane Valley News Herald on June 19, 2020.

To date, the City has received no public comments.

# FIRST READ

# ORDINANCE

**AGENDA ITEM NO.:** 11

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

**SUBJECT:** 1st Read Ordinance Harvest Parkway ROW Vacation

**FOR THE AGENDA OF:** July 7, 2020

**DEPT. OF ORIGIN:** Planning, Engineering & Building

**EXHIBIT:** Ordinance

**DEPT. HEAD APPROVAL:** Lisa D Key

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | **No** |
| **BUDGETED:** | **No** |

## SUMMARY STATEMENT

Western States Equipment Company has acquired the 3 parcels fronting on the southern leg of Harvest Parkway to develop as a Western States CAT Sales & Services dealership. As a condition of development, Western States Equipment Company is required to extend E Cataldo Avenue to their eastern property boundary for improvement and dedication to the City of Liberty Lake. The E Cataldo Avenue entrance will be used as their primary access, specifically for equipment deliveries and public access, while Harvest Parkway will serve as the employee entrance. They have requested vacation of a portion of Harvest Parkway right-of-way as detailed in the staff report.

In accordance with RCW §35.79, City Council established the hearing date of July 7, 2020 for this vacation of right-of-way request by Resolution No. 20-274. The public hearing was properly noticed in accordance with RCW §35.79 and City Development Code §10-4B, and City Council provided an opportunity for public comments at that hearing.

## RECOMMENDED ACTION

1. First reading of the ordinance vacating the portion of Harvest Parkway depicted in Exhibit A of that ordinance.

**ORDINANCE NO. 267**
**CITY OF LIBERTY LAKE**
**SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, PROVIDING FOR THE VACATION OF A RIGHT-OF-WAY VACATION FOR A PORTION OF HARVEST PARKWAY; SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, on May 12, 2020, an application for vacation was filed requesting the vacation of a portion of the southern leg of Harvest Parkway right-of-way, as depicted in Exhibit A of this Ordinance, and totaling approximately 26,455 square feet; and,

WHEREAS, the applicant for vacation is Western States Equipment Company, the owner of 100% of the property adjacent to this section of right-of-way; and,

WHEREAS, Harvest Parkway terminates in a cul-de-sac adjacent to property owned by Western States Equipment Company; and

WHEREAS, on June 2, 2020, the City Council set a public hearing date for July 7, 2020 by Resolution No. 20-274; and,

WHEREAS, the public hearing scheduled for July 7, 2020 was duly noticed in accordance with the provision of Liberty Lake Municipal Code §10-4B and RCW §35.79; and,

WHEREAS, on July 7, 2020, City Council held a public hearing; and,

WHEREAS, pursuant to RCW §35.79, upon vacation of the right-of-way, the City of Liberty Lake shall transfer the vacated property to the abutting property owners, and the zoning designation of the properties shall attach to the vacated property, and all direct and indirect costs of title transfer to the vacated street shall be paid for by the recipient of the transferred property;

WHEREAS, the City Council desires to vacate the above street pursuant to RCW §35.79, provided that certain conditions detailed in an agreement with the City and the applicant are fully satisfied prior to the transfer of the title by the City;

WHEREAS, said conditions shall include the reimbursement of the Tax Increment Financing (TIF) and Local Improvement Financing Tool (LIFT) revenues funding the street improvements on the vacated property to Spokane County, and the dedication of easements for public utilities and emergency access;

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

**Section 1.** Findings of Fact. The City Council makes the following findings of fact:

1. The area proposed to be vacated is improved with pavement and utilities serving the adjacent property owned by Western States Equipment Company. The area

proposed to be vacated has existing public water and sewer services that will be located in a utility easement to be dedicated at the time of closing.

2. The subject ROW was improved as part of the Telido Station Binding Site Plan and dedicated to the City of Liberty Lake in 2014. The developer was reimbursed by Spokane County for the cost of the roadway improvements through Tax Increment Financing (TIF), pursuant to Spokane Resolution No. 2005-1169, and the Local Improvement Financing Tool (LIFT), pursuant to Spokane County Resolution No. 07-0223, based on the improvements being dedicated to the public.
3. The land served by the portion of Harvest Parkway that has been petitioned to be vacated is wholly owned by Western States Equipment Company, the petitioner.
4. No objections or public comment have been received.
5. The petitioner, Western States Equipment Company, has agreed to reimburse Spokane County $98,854.42 through written agreement, the proportionate share of the value of the roadway improvements located on the land proposed to be vacated.

**Section 2.** Property to be Vacated. Based upon the above findings and in accordance with this Ordinance, the City Council does hereby vacate the street or alley which is incorporated herein by reference, and legally described in Exhibit A of this Ordinance.

**Section 3.** Closing. Following satisfaction of the conditions detailed in the Right-of Way Vacation Agreement between the City of Liberty Lake and Western States Equipment Company, the City Clerk shall record a certified copy of this Ordinance in the office of the County Auditor, and the City Administrator is authorized to execute and finalize all necessary documents in order to complete the transfer of the property identified herein.

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

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

PASSED by the City Council this _____day of July, 2020.

_____

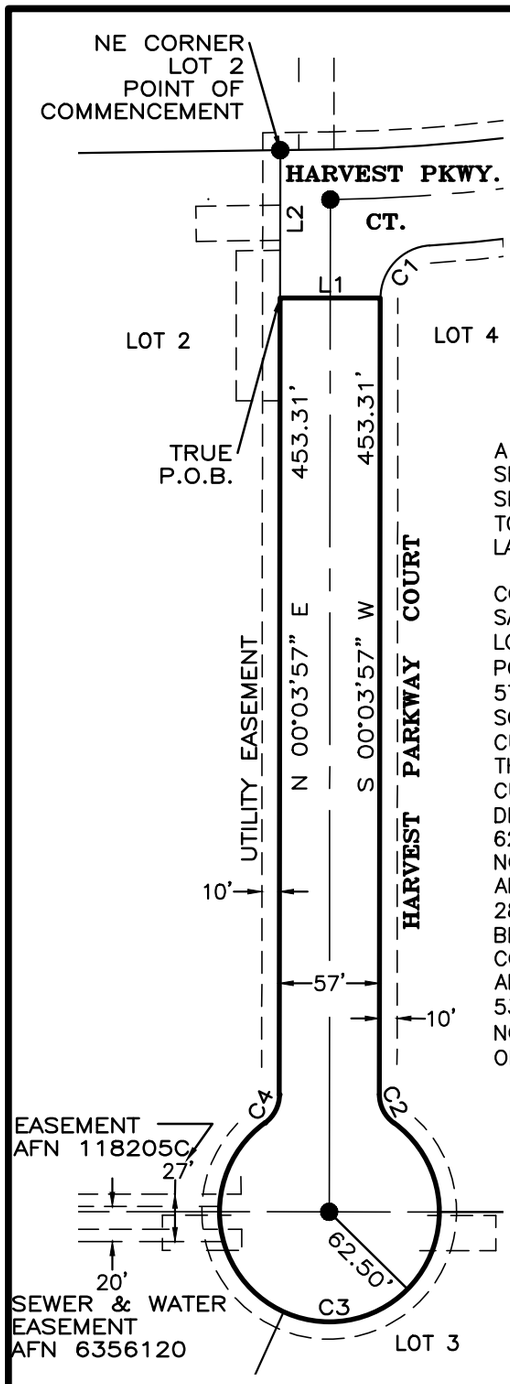
MAYOR SHANE BRICKNER

**ATTEST:**

_____
ANN SWENSON, City Clerk

**APPROVED AS TO FORM:**

_____
SEAN P. BOUTZ, City Attorney

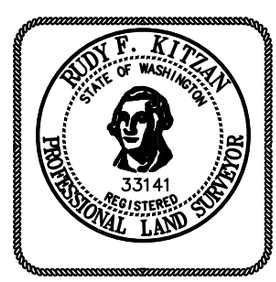



# EXHIBIT "A"
# RIGHT OF WAY VACATION
# A PORTION OF
# HARVEST PARKWAY COURT
# SPL2017-0001

LEGAL DESCRIPTION FOR RIGHT OF WAY VACATION

A PORTION OF HARVEST PARKWAY COURT AS PER FINAL SHORT PLAT OF TELIDO STATION SHORT PLAT SPL2017-001, LOCATED IN THE NW 1/4 OF SECTION 17, TOWNSHIP 25 NORTH, RANGE 45 EAST, W.M., LIBERTY LAKE, SPOKANE COUNTY, WA DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 2 OF SAID SHORT PLAT; THENCE ALONG THE EAST LINE OF SAID LOT 2, SOUTH 00°03'57" WEST, 84.16 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 89°56'03" EAST, 57.00 FEET; THENCE
SOUTH 00°03'57" WEST, 453.31 FEET TO THE POINT OF CURVATURE OF A 20.00 FOOT RADIUS CURVE CONCAVE TO THE NORTHEAST; THENCE SOUTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 53°59'36" AN ARC DISTANCE OF 18.85 FEET TO THE BEGINNING OF A 62.50 FOOT RADIUS REVERSE CURVE CONCAVE TO THE NORTH; THENCE SOUTHERLY WESTERLY AND NORTHERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 287°59'12" AN ARC DISTANCE OF 314.14 FEET TO THE BEGINNING OF A 20.00 FOOT RADIUS REVERSE CURVE CONCAVE TO THE NORTHWEST; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 53°59'36" AN ARC DISTANCE OF 18.85 FEET; THENCE NORTH 00°03'57" EAST, 453.31 FEET TO THE TRUE POINT OF BEGINNING.




0 100 200 300

| CURVE | RADIUS | ARC LENGTH | DELTA ANGLE |
|---|---|---|---|
| C1 | 30.00' | 45.05' | 86°02'03" |
| C2 | 20.00' | 18.85' | 53°59'36" |
| C3 | 62.50' | 314.14' | 287°59'12" |
| C4 | 20.00' | 18.85' | 53°59'36" |

| LINE | BEARING | DISTANCE |
|---|---|---|
| L1 | S 89°56'03" E | 57.00' |
| L2 | S 00°03'57" W | 84.16' |


RFK LAND SURVEYING INC.

1420 WEST GARLAND AVENUE
SPOKANE, WA 99205
TEL: (509) 324-7861
FAX: (509) 327-7249
E-MAIL:rudy@rfklandsurveying.com


| DRAWN | APPROVED | PROJECT |
|---|---|---|
| RFK | RFK | 20-104 |
| DATE | DATE | FIELD BOOK |
| 05/13/20 | 05/13/20 | N/A |

# SECOND READ

# ORDINANCE

**AGENDA ITEM NO.:** 12

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

**SUBJECT:** 2nd Read of Ordinance 266, Authorizing Local-State Shared Tax for Affordable & Supportive Housing

**FOR THE AGENDA OF:** July 2, 2020

**DEPT. OF ORIGIN:** Planning, Engineering & Building

**EXHIBIT:** Ordinance 266

**DEPT. HEAD APPROVAL:** Lisa D Key

| | |
|---|---|
| **EXPENDITURE REQUIRED:** | **Yes** |
| **BUDGETED:** | **Yes** |

## SUMMARY STATEMENT

On December 3, 2019, Liberty Lake City Council passed Resolution No. 19-261, declaring the intent to adopt legislation to authorize a sales and use tax for affordable and supportive housing in accordance with Substitute House Bill (SHB) 1406, enacted in the 2019 regular session of the Washington State Legislature. SHB 1406 provides up to 0.0146% local sales and use tax credited against the state sales tax for affordable housing programs, with funds split between the County and local jurisdictions wishing to participate. With the adoption of this resolution, City of Liberty Lake indicated their intent to "opt in", however, to take advantage of this program, the City must pass an ordinance authorizing the imposition of the sales and use tax for affordable housing by July 27, 2020.

Should City Council approve this ordinance, of the 0.0146% local sales and use tax dedicated to affordable housing, 0.0073% will go to Spokane County, and the remaining 0.0073% will be available to the City of Liberty Lake for eligible affordable and supportive housing programming. Based on an average of $400 million in sales per year within City limits, the City's revenue share is estimated at approximately $29,000 per year. Given the amount of funds generated, the most effective programming of these funds will be through an interlocal agreement with other jurisdictions, or an agreement with a not-for-profit offering affordable housing, homeless prevention, or re-housing services. Some options that are being explored include:

- Interlocal Agreement with City of Spokane, Spokane County and/or City of Spokane Valley to support a capital investment (buildings or land trust) in affordable housing or integrated, supportive re-housing programs; and/or
- Contracting with a not-for-profit, such as Spokane Valley Community Partners to provide affordable housing, rental assistance, or other homelessness prevention services consistent with the allowances of the legislation.

The ordinance expressly indicates the intent to consider such future agreements, however, City Council will not be asked to make a decision regarding the programming of such funds until a later date. A first reading of the Ordinance was done on June16, 2020.

## RECOMMENDED ACTION

1. Accept public testimony.
2. 2nd reading of the ordinance.
3. Approve, amend or deny ordinance.

**ORDINANCE NO. 266**
**CITY OF LIBERTY LAKE**
**SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, AUTHORIZING THE MAXIMUM CAPACITY OF A LOCAL SALES AND USE TAX TO FUND INVESTMENTS IN AFFORDABLE AND SUPPORTIVE HOUSING, TO BE CODIFIED AT TITLE 2, CHAPTER 3 OF THE CITY OF LIBERTY LAKE MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, Housing Goal 2 of the City of Liberty Lake Comprehensive Plan states that the City will encourage the availability of affordable housing to all economic segments; and

WHEREAS, Housing Policy 5 of the City of Liberty Lake Comprehensive Plan states that the City of Liberty Lake will support the efforts of low-income housing advocacy organizations; and

WHEREAS, the Liberty Lake City Council, in accordance with Washington State Legislature Chapter 338, Laws of 2019, has adopted a resolution of intent to adopt legislation to authorize the maximum capacity of a sales and use tax within six months of the effective date of Chapter 338, Laws of 2019; and

WHEREAS, the City of Liberty Lake intends to impose the maximum local sales and use tax authorized under Chapter 338, Laws of 2019 within one year of the date on which said law takes effect; and

WHEREAS, the Department of Revenue requires 30 days' notice of adoption of sales tax credits and the credit will then take effect on the first day of the month following the 30-day period; and

WHEREAS, the local sales and use tax will be credited against the state sales and use tax so that the total tax paid by the consumer will not increase; and

WHEREAS, the local sales and use tax revenue shall be spent on acquiring, rehabilitating, constructing affordable housing or supportive housing, or rental assistance and other related expenditures as authorized by Chapter 338, Laws of 2019; and

WHEREAS, Chapter 338, Laws of 2019 authorizes the City of Liberty Lake to issue general obligation or revenue bonds to carry out the purposes of the legislation and to pledge the revenue collected by the local sales and use tax to repay the bonds; and

WHEREAS, the City of Liberty Lake is a member of the Spokane County Community Development Block Grant Consortium, which is responsible for the allocation of CDBG funds, HOME, Affordable Housing Trust Fund, Homeless Housing Assistance Act activities, and

will likely manage Spokane County's affordable and supportive housing local sales and use tax; and

WHEREAS, the City has had preliminary discussions with Spokane County, the City of Spokane, the City of Spokane Valley, and Spokane Valley Community Partners regarding potential opportunities to collaboratively pool resources in support of affordable and supportive housing projects and/or programs; and

WHEREAS, it is likely the most cost effective and efficient approach for the City of Liberty Lake is to partner with a larger jurisdiction or not-for-profit within Spokane County to cooperatively pool resources to address affordable housing needs in the region; however, no decisions have been made at this time; and

WHEREAS, the City has determined it is in the best interest of the City and its residents to begin implementation of the tax and then later determine the process for the distribution of the funds collected by a resolution of the Liberty Lake City Council to meet the requirements of Chapter 338, Laws of 2019;

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

**Section 1**. A new Section 2-3-1-3 shall be added to Title 2, Chapter 3 of the City of Liberty Lake Municipal Code, and is hereby adopted as follows:

**2-3-1-3: Local Sales and Use Tax for Affordable and Supportive Housing:**

A. Imposition. There is imposed a sales and use tax as authorized by Washington State Legislature Chapter 338, Laws of 2019, which shall be codified in Chapter 82.14 RCW, upon every taxable event, as defined in Chapter 82.14 RCW, occurring within the City of Liberty Lake. The tax shall be imposed upon and collected from those persons from whom the State sales tax or use tax is collected pursuant to Chapter 82.08 and 82.12 RCW.

B. Tax Rate. The rate of the tax imposed by City of Liberty Lake Municipal Code Section 2-3-1-3 shall be 0.0073 percent of the selling price or value of the article used. The tax imposed under Paragraph A of this Section shall be deducted from the amount of tax otherwise required to be collected or paid to the Department of Revenue under Chapter 82.08 or 82.12 RCW. The Department of Revenue will perform the collection of such taxes on behalf of the City of Liberty Lake at no cost to the City.

C. Purpose and Regulations.

1. The City may use the moneys collected by the tax imposed under Paragraph A of this Section only for the following purposes:

   a. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385; and

   b. Providing the operations and maintenance costs of new units of affordable or supportive housing; and

   c. Providing rental assistance to tenants.

2. The housing and services provided under this Paragraph may only be provided to persons whose income is at or below 60 percent of the median income of the City.

3. In determining the use of funds under this Paragraph, the City must consider the income of the individuals and families to be served, the leveraging of the resources made available under Paragraph A, and the housing needs within the City.

4. The Finance Director must report annually to the Washington State Department of Commerce, in accordance with the Department's rules, on the collection and use of the revenue from the tax imposed under Paragraph A.

5. The tax imposed by the City under Paragraph A will expire 20 years after the date on which the tax is first imposed. The Finance Director shall provide notice to the City Council and the Mayor of the expiration date of the tax each year beginning three years before the expiration date, and shall also promptly notify the City Council and the Mayor of any changes to the expiration date.

D. Administration and Collection. The administration and collection of the tax imposed by Paragraph A of this Section shall be in accordance with the provisions of Washington State Legislature Chapter 338, Laws of 2019, which shall be codified in Chapter 82.14 RCW.

**Section 2**. The Finance Director is authorized to provide any necessary notice to the Department of Revenue to effectuate the tax enacted by this Ordinance and to execute, for and on behalf of the City of Liberty Lake, any necessary agreement with the Department of Revenue for the collection and administration of the tax enacted by this Ordinance.

**Section 3**. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance

**Section 4**. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this _____day of July, 2020.

_____
MAYOR SHANE BRICKNER

**ATTEST:**

_____
ANN SWENSON, City Clerk

**APPROVED AS TO FORM:**

_____
SEAN P. BOUTZ, City Attorney

# Introduction of Upcoming Agenda Items

**DRAFT CITY COUNCIL**
**ADVANCED AGENDAS**
For Planning Discussion Purposes Only
**As of July 2, 2020**
Please note: This is a work in progress; items are tentative

**TENTATIVE ITEMS:**

| Date | Item | Point of Contact |
|---|---|---|
| | **PENDING** | |
| 7/21 | Workshop Discussion: Network Analysis | Lisa Key |
| | Approve purchase of a sand salt box | Stephen Williams / Jen Camp |
| | RESOLUTION: Disposing of Surplus Items | Jen Camp |
| | RESOLUTION: Approve final plat for River Crossing East 1st Addition | Lisa Key |
| | RESOLUTION: Approve final plat for Hawkstone | Lisa Key |
| | SECOND READ ORDINANCE: Vacation of ROW on Harvest Parkway | Lisa Key |
| | Executive Session – To discuss real estate | Katy Allen |
| 8/2 | City Council Retreat | City Council |
| 8/4 | Approve easement for Ridgeline High School traffic signal | Katy Allen |
| TBD | Public Hearing: Allowing recreational vehicle sales and service in the C-1 zone | Lisa Key |
| | FIRST READ ORDINANCE – Eminent Domain RE: Henry Road | Lisa Key |
| | Workshop – discussion on I-90 project design review | Katy Allen |
| | Workshop – revisit threshold for utility tax rebate qualification | RJ Stevenson |
| | Workshop – discussion on clarifying Parks & Arts funding | RJ Stevenson / Jen Camp |
| | Continued discussion on Lime Scooters | Councilman Dunne |
| | Approve service contract for phones and internet | RJ Stevenson |
| | Approve agreement for IT services | RJ Stevenson |
| | Mission Avenue sidewalk gap design | Lisa Key |
| | Rescission of City's Emergency Declaration - COVID | Katy Allen |

DRAFT