

**CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 15, 2020
CITY HALL
HELD REMOTELY**

PURSUANT TO GOVERNOR INSLEE'S ORDER 20-28.8 DATED July 31, 2020 – ALL PUBLIC MEETINGS WILL BE HELD REMOTELY.

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 September 15, 2020](#)
- [Join the Zoom Meeting](#)

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

COMMITTEE WORKSHOP DISCUSSION – 6:00 p.m.

- Facilitator Discussion and Selection
- Discuss Strategic Plan & Capital Facilities Plan

REGULAR SESSION – 7:00 p.m.

1. **INVOCATION**
2. **PLEDGE OF ALLEGIANCE**
3. **CALL TO ORDER**
4. **ROLL CALL**
5. **AGENDA APPROVAL**
6. **CITIZEN COMMENTS**
7. **REPORTS**
 - **CITY BOARD & COMMISSION REPORT – Planning Commission**
8. **MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**
9. **CITY ADMINISTRATOR REPORT**
10. **ACTION ITEMS**
 - A. **Consent Agenda**
 - i. Approve September 1, 2020 City Council Minutes
 - ii. Approve September 15, 2020 vouchers in the amount of

\$820,183.95

B. General Business

- i. Approve purchase of seven (7) 20X20 tents for local business using CARES Act funds from A to Z Rentals in the amount of \$29,266.88.

11. RESOLUTIONS

- i. Resolution adopting the Liberty Lake Network Analysis Update
- ii. Resolution declaring an emergency purchase for City Vehicle

12. UPCOMING AGENDA ITEMS

13. CITIZEN COMMENTS

14. EXECUTIVE SESSION

- Discuss potential litigation, per RCW 42.30.111(1)(i)
- Discuss real estate, per RCW 42.30.110(b)

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/87903584673?pwd=Y045Qm1RV1o2bmpvam02Yy85OFZDdz09>

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/87903584673?pwd=Y045Qm1RV1o2bmpvam02Yy85OFZDdz09>

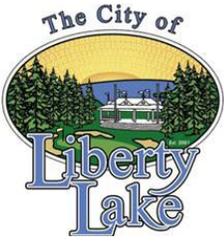
Dial-in Phone Number

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 879 0358 4673

Passcode: 625655



AGENDA ITEM NO.: _____

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Strategic Plan Workshop

FOR THE AGENDA OF: September 15, 2020

DEPT. OF ORIGIN: Planning, Engineering & Building Services

EXHIBIT: 2018 Adopted Strategic Plan

DEPT. HEAD APPROVAL: *Olivia D. Key*

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

SUMMARY STATEMENT

In 2018, City Council adopted the attached Strategic Plan for the City of Liberty Lake. This workshop is to review the content of the adopted Strategic Plan, and discuss the potential process for updating the document.

RECOMMENDED ACTION

1. Workshop as requested by City Council.



LIBERTY LAKE

Our HOME, Our COMMUNITY

We are a thriving and welcoming community known for our outstanding volunteers, schools, and businesses. We are proud of our abundant parks, trails, summer events, and farmers market. And we are most proud of what makes Liberty Lake truly shine – our people.

Our COMMUNITY VISION

Liberty Lake is a safe, family-friendly and engaged community. We are known for our great civic pride, quality recreational and educational opportunities, and abundant trails and green space. Our business environment supports a diverse, sustainable, and financially secure economic base.

Our MISSION

- To Serve with Integrity
- To Partner with Residents & Businesses
- To Preserve Quality of Life, Economic Vitality, & Sense of Community

Our VALUES

INTEGRITY

PARTNERSHIP

CIVIC PRIDE

COMMUNITY INVESTMENT

FAMILY-CENTERED ACTIVITIES

QUALITY OF LIFE

FINANCIAL SUSTAINABILITY

ENVIRONMENTAL SUSTAINABILITY



VIBRANT ECONOMY & BUSINESS ENVIRONMENT



SAFE, ACTIVE & ENGAGED COMMUNITY



SUSTAINABLE RESOURCES



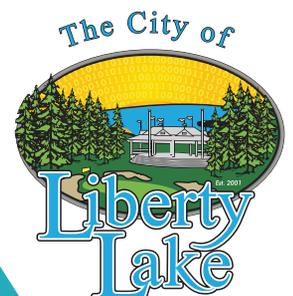
QUALITY FACILITIES & INFRASTRUCTURE

Our INVITATION

The City of Liberty Lake has a strong mayor-council form of government. As citizens of Liberty Lake, you are encouraged to be active in our proceedings, and attend our bimonthly City Council meetings on every first and third Tuesday at 7PM at City Hall.

For more information, we welcome you to call our Administrative Services at (509)755-6700, Monday-Friday from 8AM-5PM.

PLEASE VISIT OUR WEBSITE AT: LIBERTYLAKewa.GOV





VIBRANT ECONOMY & BUSINESS ENVIRONMENT

GOALS:

- Thriving businesses
- Investment in community
- Positive partnerships
- Diverse economic base
- Sustainable revenue stream



SAFE, ACTIVE & ENGAGED COMMUNITY

GOALS:

- Progressive community engagement & information exchange
- Lifelong activities & educational opportunities
- Proactive policing & public safety
- Connected & vibrant community
- Equitable services

Our

LIBERTY LAKE

16%
DEDICATED
OPEN SPACE

10
GOATS

35
MILES OF TRAILS

56%
BUILT TO
CAPACITY

400
GOLF CARTS

43
PAVILION EVENTS
ANNUALLY

BASED ON OUR CURRENT
GROWTH RATES, THE CITY IS
FORECASTED TO BE FULLY
BUILT OUT BY THE YEAR 2042



SUSTAINABLE RESOURCES

GOALS:

- Diversified revenue stream
- Fiscally prudent financial policies
- Strategic asset management
- Investment in employees
- Focus on core services first:
 - Public health
 - Safety
 - Welfare
 - Community priorities



QUALITY FACILITIES & INFRASTRUCTURE

GOALS:

- High quality city facilities that meet the needs of our growing community
- Efficient & effective operations & maintenance
- Financially sound capital investment for:
 - Trails, parks & open space
 - Multi-modal transportation network
 - Equipment
 - Bridging I-90



VIBRANT ECONOMY & BUSINESS ENVIRONMENT

Strategies

Tasks

| | |
|--|---|
| <p>Business Recruitment & Expansion</p> | <ul style="list-style-type: none">• Identify targeted business types<ul style="list-style-type: none">○ To diversify tax base○ To address needed services in the marketplace○ To attract visitors• Engage existing & potential new businesses, property owners & developers<ul style="list-style-type: none">○ Assess needs○ Build relationships○ Provide opportunities for local businesses to connect with City Council• Promote business recruitment strategy with economic development partners<ul style="list-style-type: none">○ GSI○ Inland Northwest Partners○ Spokane Valley Chamber of Commerce |
| <p>Advertising & Promotion as a Great Place to Do Business</p> | <ul style="list-style-type: none">• Buy Liberty Lake Local Campaign• Develop & maintain <i>Cost of Doing Business</i> comparison with neighboring jurisdictions (e.g. taxes, fees, permitting, utility costs, etc.)• City website, social media, brochures & annual report• Engage existing & potential new businesses• Cultivate economic development partnerships<ul style="list-style-type: none">○ GSI○ Inland Northwest Partners○ Spokane Valley Chamber of Commerce |
| <p>Simplify Development Regulations & Streamline Permitting Processes</p> | <ul style="list-style-type: none">• Audit development code and procedures• Identify opportunities to streamline application, review, and approval processes<ul style="list-style-type: none">○ Implement administrative changes as appropriate○ Propose procedural code revisions, where necessary and appropriate• Identify opportunities to streamline and simplify development regulations, where necessary and appropriate<ul style="list-style-type: none">○ Vet & prioritize code revisions with Planning Commission & City Council○ Implement code revisions |



SAFE, ACTIVE & ENGAGED COMMUNITY

Strategies

Tasks

| | |
|--|--|
| <p>Provide Clean, Safe & Secure Parks & Open Space</p> | <ul style="list-style-type: none"> • Enhance & expand video surveillance • Increase police presence in parks & open space <ul style="list-style-type: none"> ◦ Evaluate cost recovery fees for park reservations & events (e.g. refuse, clean-up costs, staff support, etc.) |
| <p>Utilize Park Facilities to Maximize Public Use & Sense of Community</p> | <ul style="list-style-type: none"> • Provide park programming including sports camps, day camps, recreational youth, and family activities • Provide exceptional park facilities for reservation and public use • Provide City-sponsored events with opportunities for local business involvement • Provide events & activities co-sponsored by local non-profit organizations |
| <p>Communicate, Connect, & Engage with the Public</p> | <ul style="list-style-type: none"> • Social media • City website • Electronic message board(s) & information kiosks • Farmers market & other events • The Splash • Ongoing information maintenance |
| <p>Maintain & Expand Extensive Trail System to Provide Connectivity & Promote Active Lifestyle</p> | <ul style="list-style-type: none"> • Ongoing, quality maintenance • Developer-driven expansion of network • Identify gaps in connectivity & opportunities for expanded interconnectivity • Identify funding strategies to address existing gaps |
| <p>Enrich & Enhance Intellectual, Cultural & Creative Opportunities through Liberty Lake Library Services</p> | <ul style="list-style-type: none"> • Increase Library's visibility & community use • Continuous improvement of technology resources available to community • Increase programming and improve access for all age groups • Increase educational classes • Increase regular & special events • Increase teen opportunities through innovative programming, events and technology • Continue implementation of early literacy programming • Build community partnerships with local businesses, community groups & supporters |



SUSTAINABLE RESOURCES

Strategies

Tasks

| | |
|--|--|
| <p>Implement & Refine Asset Management Plan</p> | <ul style="list-style-type: none"> • Ongoing needs assessment & evaluation • Refine & formalize asset management policies • Identify & implement funding strategies |
| <p>Implement Asset Management Funding Strategy</p> | <ul style="list-style-type: none"> • Develop funding stream for ongoing asset management • Buildings - Create maintenance schedule • Transportation Infrastructure – Maintain inventory of street condition • Equipment - Update maintenance and replacement schedules • Emergency repairs -Provide contingency funding • Implement, evaluate and adjust ongoing funding strategy as needed for maintenance, repairs and replacement |
| <p>Develop Financial Management Plan</p> | <ul style="list-style-type: none"> • Continue to implement policies • Evaluate & update financial software as needed |
| <p>Invest in Employees</p> | <ul style="list-style-type: none"> • Maintain a collaborative and supportive work environment • Provide a competitive compensation package • Invest in employee training that: <ul style="list-style-type: none"> ○ Promotes professional growth & development ○ Improves productivity ○ Maximizes services provided by existing work force |



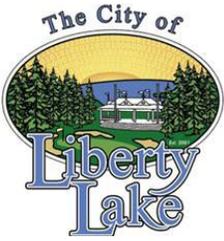
QUALITY FACILITIES & INFRASTRUCTURE

Strategies

Tasks

| | |
|---|--|
| <p>Develop Capital Facilities Improvement Plan</p> | <ul style="list-style-type: none"> • Prioritize projects • Develop project master plans, as needed • Prepare cost estimates & phasing plans • Identify potential funding sources • Develop schedule for design & construction |
|---|--|





AGENDA ITEM NO.: _____

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:
2021-2026 Capital Facilities Plan (CFP) Workshop

FOR THE AGENDA OF: September 15, 2020

DEPT. OF ORIGIN: Planning, Engineering & Building Services

EXHIBIT:
Draft 2021-2026 CFP
Draft City of Liberty Lake Capital Investment Summary
2021 -2026 CFP Project Descriptions

DEPT. HEAD APPROVAL: 

| | |
|------------------------------|------------|
| EXPENDITURE REQUIRED: | Yes |
| BUDGETED: | TBD |

SUMMARY STATEMENT

Workshop on Preliminary 2021-2026 Capital Facilities Plan. This is an update to last year’s adopted CFP, with revisions to transportation projects as based the adopted 2021-2026 Transportation Improvement Plan, and reflecting projects deferred from 2020 to 2021 due to CoVID austerity measures and staffing constraints, which resulted in some additional 2021 projects being deferred to 2022.

RECOMMENDED ACTION

1. Workshop to discuss the draft 2021 – 2026 Capital Facilities Plan, and allow City Council the opportunity to ask questions and provide feedback.

City of Liberty Lake
DRAFT 2021 - 2026
Capital Facilities Plan

| 2021 Project # | PROJECT NAME | LOCATION | FUNDING SOURCE | PROJECT TOTAL (2021-2026) | Current Year 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Notes |
|---|--|---|---------------------|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---|
| PARKS & PUBLIC FACILITIES CAPITAL PROJECTS | | | | | | | | | | | | |
| 1 | Trailhead Facility Master Plan | Trailhead | GF, REET | \$ | \$100,000 | | | | | | | Completed |
| 2 | Trailhead Facility Upgrades | Trailhead | GF, REET | TBD | | | | | | | | Pending Council Direction |
| 3 | Public Works Yard Development | Public Works Yard | GF, REET | \$ 1,260,000 | \$100,000 | \$600,000 | \$360,000 | \$300,000 | | | | Deferred \$600,000 programmed for 2020 to 2021, reschedules 2021 & 2022 to 2022 & 2023 |
| 4 | Shade Structure | Rocky Hill Park | GF, REET | \$ 20,000 | | | \$20,000 | | | | | |
| 5 | Parking Lot Expansion | Rocky Hill Park | GF, REET | TBD | | | | | | | | |
| 6 | Splash Pad | Rocky Hill Park | GF, REET | \$ | | | | | | | | |
| 7 | Master Plan | Town Square | GF, REET | \$ 75,000 | | | \$75,000 | | | | | Deferred from 2021 to 2022 |
| 8 | Park Expansion | Town Square | GF, REET | TBD | | | | | | | | |
| 9 | Fallen Heroes Circuit Course | Orchard Park | GF, REET | \$ 70,000 | | | \$70,000 | | | | | |
| 10 | Sound System | Orchard Park Depot | GF, REET | \$ 20,000 | | | \$20,000 | | | | | |
| 11 | Community Gardens | Orchard Park | GF, REET | \$ | | | | | | | | |
| 12 | Library Facility Upgrades | Library | GF, REET, LIB CAP | TBD | | | | | | | | |
| 13 | Public Art | TBD | GF, REET | \$ 197,500 | \$68,500 | \$64,500 | \$66,500 | \$66,500 | TBD | TBD | TBD | As per 2020 Plan |
| 14 | Kiosks | TBD | GF, REET | \$ 150,000 | | | | \$50,000 | \$50,000 | \$50,000 | | |
| 15 | River District Community Message Board | TBD | GF, REET | \$ 20,000 | | | | \$20,000 | | | | |
| 16 | Dog Park | TBD | GF, REET | TBD | | | | | | | | |
| 17 | Expand City Hall Meeting Room into Covered Porch | TBD | GF, REET | TBD | | | | | | | | |
| 18 | Golf Cart Charging Stations at City Facilities | TBD | GF, REET | TBD | | | | | | | | |
| 19 | Council Chamber Recording Hardware | City Hall | GF, REET | \$ 7,500 | \$30,845 | | | | | \$7,500 | | Completed |
| TOTALS | | | | \$ 1,820,000 | \$ 299,345 | \$ 664,500 | \$ 611,500 | \$ 436,500 | \$ 50,000 | \$ 57,500 | \$ | |
| PARKS & PUBLIC FACILITIES ASSET MANAGEMENT | | | | | | | | | | | | |
| A-1 | Pavillion Park Improvements (irrigation system replacement) | Pavillion Park | GF, REET | \$ 225,000 | \$150,000 | \$65,000 | \$115,000 | \$15,000 | 15000 | \$15,000 | | Deferred \$50K of 2020 Irrigation System upgrade to 2021 (with a reduction in 2020 funding by an additional \$15K, to reflect bid plus contingency); 2022 funding reflects playground equipment upgrade |
| A-2 | Rocky Hill Park Improvements | Rocky Hill Park | GF, REET | \$ 15,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | | |
| A-3 | Trailhead Improvements | Trailhead | GF, REET | \$ | | | | | | | | |
| A-4 | Orchard Park Improvements | Orchard Park | GF, REET | \$ 41,000 | | \$41,000 | | | | | | \$41,000 originally programmed for 2020 deferred to 2021 |
| A-5 | Town Square Improvements | Town Square | GF, REET | \$ 15,000 | \$3,000 | 3000 | 3000 | 3000 | 3000 | 3000 | | |
| A-6 | Liberty Lake Ball Field Improvements | Liberty Lake Ball Field | GF, REET | \$ | | | | | | | | |
| A-7 | City Hall Building Improvements | City Hall | GF, REET | \$ 250,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | | |
| A-8 | Library Building /Police Station Improvements | Library /Police Station | GF, REET | \$ 597,700 | \$90,000 | \$237,700 | \$90,000 | 90000 | 90000 | \$90,000 | | Deferred money for generator to 2021 |
| A-9 | Public Works Yard Maintenance | Public Works Yard | GF, REET | \$ | | | | | | | | |
| TOTALS | | | | \$ 1,143,700 | \$ 296,000 | \$ 399,700 | \$ 261,000 | \$ 161,000 | \$ 161,000 | \$ 161,000 | \$ | |
| TRANSPORTATION CAPITAL PROJECTS | | | | | | | | | | | | |
| 20 | I-90 Improve Interchanges & Local Roads (Harvard Road Bridge Widening & Henry Road Overpass) | Harvard & Henry | CW/TIF/LIFT | \$ 12,125,000 | \$4,325,000 | \$7,800,000 | \$4,325,000 | | | | | Harvard anticipated to be awarded by Sept, Henry under construction |
| 20 A | Harvard Bridge Widening & I-90 Ramp | Appleway to Mission | | \$ | | | | | | | | |
| 20 B | Henry Road Overpass/Roadway Extension | Country Vista to Mission | | \$ | | | | | | | | |
| 21 | Intersection Improvements (Signal) | Legacy Ridge & Country Vista Intersection | TIB/HRM/UT/REET | \$ 460,000 | \$115,000 | \$460,000 | | | | | | TIB Application being submitted-Design TO to Council in Sept 2020 |
| 22 | Country Vista Rebuild/ Operational Improvements | W City Limits to Liberty Lake Rd | TIB/REET/UT | \$ 3,176,000 | | | | \$135,000 | \$1,520,500 | \$1,520,500 | | \$ Amounts and timing approved in TIP |
| 23 | Intersection Improvements (TBD) | Country Vista /Mission (Safeway) | | \$ 575,000 | | \$115,000 | \$460,000 | | | | | Based on the network analysis, this project is not warranted |
| 23 | Intersection Improvements (Add turn lane) | Country Vista /Appleway Avenue | HRM | \$ 160,000 | | | \$40,000 | \$120,000 | | | | |
| 24 | Appleway Frontage Improvements | Fairway to E City Limits | REET/UT | \$ 2,200,000 | | | \$200,000 | \$2,000,000 | | | | |
| 25 | Mission Ave Frontage Improvements | W City Limits east to Glenbrook (southside) | REET/UT | \$ 750,000 | | | | | | \$50,000 | \$700,000 | Approved TIP deferred this out to 2025 & 2026 |
| 26 | Network Analysis Update & Corridor Study | City Wide | HRM | \$ | \$75,000 | | | | | | | To be completed in 2020 |
| 27 | Intersection Improvements (Signal) | Ridgeline HS Main Entrance | TIB/HRM/UT/REET/GEN | \$ 460,000 | \$115,000 | \$460,000 | | | | | | |
| 28 | Solar-powered School Zone Speed Limit Signs | Country Vista/ Ridgeline HS | HRM/UT/REET | \$ | \$5,500 | | | | | | | |
| 29 | Smart Signal Control | Multiple Locations | HRM | \$ 35,000 | | \$35,000 | | | | | | Deferred from 2020 |
| 30 | Stormwater Master Plan | Multiple Locations | STRMW/APA | \$ 250,000 | | \$250,000 | | | | | | Only if City successful in securing 75% grant/Outcome of Master Plan to id STRMW/APA capitol projects |
| TOTALS | | | | \$ 19,616,000 | \$ 4,635,500 | \$ 9,005,000 | \$ 4,565,000 | \$ 2,255,000 | \$ 1,520,500 | \$ 1,570,500 | \$ 700,000 | |

City of Liberty Lake
DRAFT 2021 - 2026
Capital Facilities Plan

| 2021 Project # | PROJECT NAME | LOCATION | FUNDING SOURCE | PROJECT TOTAL (2021-2026) | Current Year 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Notes |
|---|--|--|------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|--|
| TRANSPORTATION ASSET MANAGEMENT | | | | | | | | | | | | |
| A-10 | Annual Street Maintenance Allocation | TBD | UT | \$ 300,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | Adopted TIP changed this to \$50,000 annual general maintenance; specific overlay projects to be called out, based on 2024 Preservation Master Plan |
| A-11 | Liberty Lake Road Overlay | Sprague Avenue to Country Vista Drive | TIB/UT | \$ 840,000 | \$840,000 | | | | | | | To be completed in 2020 |
| A-12 | Mission Ave Overlay | Country Vista to Molter | TIB/REET/UT | \$ 400,000 | | | \$400,000 | | | | | |
| A-13 | Sprague Avenue Overlay | Liberty Lake Road to Gage | TIB/REET/UT | \$ 1,126,000 | | | | | | | \$1,126,000 | Approved TIP deferred this project out to 2026 |
| A-14 | KramerParkway Overlay | Sprague to Country Vista | TIB/REET/UT | \$ 645,000 | | | | | \$645,000 | | | Approved TIP added this project |
| A-15 | Pavement Condition Study/ Preservation Master Plan | Citywide | UT | \$ 117,000 | | | | | \$65,800 | \$25,600 | \$25,600 | To prioritize future preservation projects |
| TOTALS | | | | \$ 2,588,000 | \$ 890,000 | \$ 50,000 | \$ 450,000 | \$ 50,000 | \$ 760,800 | \$ 75,600 | \$ 1,201,600 | |
| TRAILS & PEDESTRIAN PATHWAYS¹ | | | | | | | | | | | | |
| 31 | Pedestrian Crossing Allocation | Multiple Locations | GF, REET | \$ 363,000 | \$40,000 | \$90,000 | \$69,000 | \$40,000 | \$40,000 | \$62,000 | \$62,000 | Deferred \$25K from 2020. Annual funding based on cost estimates for signals identified and prioritized as per adopted policy and engineer's matrix Note: Locations/costs subject to change, based on Pedestrian Master Plan |
| 32 | Trail Lighting Master Plan | Multiple Locations | GF, REET | \$ 25,000 | | | \$25,000 | | | | | |
| 33 | Sidewalk Improvements | Madson, from Mission to Appleway | GF, REET | \$ 280,000 | | | | | | \$280,000 | | Adopted TIP rescheduled this project from 2022 to 2025 |
| 34 | Sidewalk Improvements | Mission Ave , Northside, Aladdin to Caufield | GF, REET | \$ 175,000 | | \$175,000 | | | | | | Last segment needs to be rescheduled from 2020 to 2021 (\$175K deferred from 2020) |
| 35 | Sidewalk Master Plan | Multiple Locations | GF, REET | \$ 25,000 | | \$25,000 | | | | | | Rescheduled from 2020 to 2021 |
| TOTALS | | | | \$ 868,000 | \$ 40,000 | \$ 290,000 | \$ 94,000 | \$ 40,000 | \$ 40,000 | \$ 342,000 | \$ 62,000 | |
| FLEET EQUIPMENT | | | | | | | | | | | | |
| 36 | 12M Grader lease | | UT | \$ 111,300 | \$ 34,905 | \$ 37,100 | \$ 37,100 | \$ 37,100 | | | | 3 year lease |
| 37 | 926M Loader X2 | | UT | \$ 105,000 | \$ 31,549 | \$35,000 | \$35,000 | \$35,000 | | | | 3 year lease |
| 38 | 305 Mini Ex | | UT | \$ 9,400 | \$ 9,191 | \$ 9,400 | | | | | | 3 year lease |
| 39 | Street Sweeper | | STRMW/ APA/ GRAN | \$ 300,000 | | | \$ 300,000 | | | | | |
| 40 | Scag Zero | | GF | \$ 15,000 | | | | | | | | Purchased in 2020 |
| 41 | Freighliner | | GF, UT | \$ 250,000 | | | | \$250,000 | | | | |
| 42 | 5 Yard Sand/Salt Spreader | | UT | \$ 50,000 | | | | | | | | Purchased in 2020 |
| 43 | Roller | | GF, UT | \$ 30,000 | | | | | \$30,000 | | | |
| 44 | 14K Tilt Deck Trailer | | GF, UT | \$ 10,000 | | | | | | | | Purchased in 2020 |
| TOTALS | | | | \$805,700 | \$150,645 | \$81,500 | \$372,100 | \$322,100 | \$30,000 | \$0 | \$0 | |
| FLEET EQUIPMENT ASSET MANAGEMENT | | | | | | | | | | | | |
| A-16 | Tractor with 3 point Aerator | | GF | \$ 100,000 | | | \$100,000 | | | | | |
| A-17 | Pickup -1/2 Ton | | GF | \$ 200,000 | \$ 50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | | | |
| A-18 | Pickup 1 Ton | | GF | \$ 180,000 | | \$60,000 | \$60,000 | \$60,000 | | | | |
| A-19 | Kubota RTV with plow blade | | GF | \$ 28,000 | \$ 28,000 | | | \$ 28,000 | | | | Purchased |
| A-20 | Zero Turn | | GF, GOLF | \$ 15,000 | | | \$15,000 | | | | | |
| A-21 | Zero Turn | | GF, GOLF | \$ 15,000 | | | \$15,000 | | | | | |
| A-22 | Zero Turn | | GF, GOLF | \$ 15,000 | | | \$15,000 | | | | | |
| A-23 | Turfcut | | GF, GOLF | \$ 25,000 | | | \$25,000 | | | | | |
| A-24 | Gator | | GF, GOLF | \$ 9,000 | | \$ 9,000 | | | | | | |
| A-25 | Gator | | GF, GOLF | \$ 9,000 | | | \$9,000 | | | | | |
| A-26 | Gator | | GF, GOLF | \$ 9,000 | | | | \$ 9,000 | | | | |
| A-27 | Gator | | GF, GOLF | \$ 9,000 | | | | \$ 9,000 | | | | |
| A-28 | Gator | | GF, GOLF | \$ 9,000 | | | | \$ 9,000 | | | | |
| A-29 | Toro ReelMaster 3250D | | GF, GOLF | \$ 45,000 | | | \$ 45,000 | | | | | |
| A-30 | JD 2500A | | GF, GOLF | \$ 45,000 | | | \$ 45,000 | | | | | |
| A-31 | Club Car Golf Picker | | GOLF | \$ 18,000 | | | | | | | | Purchased |
| A-32 | 14 Golf Carts | | GOLF | \$ 95,000 | | \$95,000 | | | | | | |
| A-33 | Stand-on Mower | | GF | \$ 8,000 | | \$8,000 | | | | | | |
| A-34 | Toro Reclmaster 5410D Fairways | | GOLF | \$ 70,000 | | | | \$70,000 | | | | |
| TOTALS | | | | \$ 886,000 | \$ 96,000 | \$ 222,000 | \$ 379,000 | \$ 235,000 | \$ 50,000 | \$ | \$ | |

City of Liberty Lake
DRAFT 2021 - 2026
Capital Facilities Plan

| 2021 Project # | PROJECT NAME | LOCATION | FUNDING SOURCE | PROJECT TOTAL (2021-2026) | Current Year 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Notes |
|--|------------------------------------|---|----------------|------------------------------|-------------------|-----------|---------|---------|---------|---------|----------|---|
| COMPUTER EQUIPMENT ASSET MANAGEMENT | | | | | | | | | | | | |
| A-35 | COLL-BI Server | Police Station (Security) | GF | \$ 30,000 | | \$ 15,000 | | | | | \$15,000 | |
| A-36 | COLL-HyperV Server | Police Station (Main Server) | GF | \$ 60,000 | | \$ 30,000 | | | | | \$30,000 | |
| A-37 | FS01 Server | Library | GF | \$ 3,000 | | | | | | | \$3,000 | |
| A-38 | Fortigate Firewall | Police | GF | \$ 8,500 | \$4,250 | | | \$4,250 | | | \$4,250 | |
| A-39 | Fortigate Firewall | Police | GF | \$ 8,500 | \$4,250 | | | \$4,250 | | | \$4,250 | |
| A-40 | Fortigate Firewall | ProShop | GF | \$ 8,500 | \$4,250 | | | \$4,250 | | | \$4,250 | |
| A-41 | Fortigate Firewall | Library | GF | \$ 8,500 | \$4,250 | | | \$4,250 | | | \$4,250 | |
| A-42 | Edge Switch | City Hall | GF | \$ 2,000 | \$1,000 | | | \$1,000 | | | \$1,000 | |
| A-43 | Edge Switch | Police | GF | \$ 2,000 | \$1,000 | | | \$1,000 | | | \$1,000 | |
| A-44 | Edge Switch | Police | GF | \$ 2,000 | | | | \$1,000 | | | \$1,000 | |
| A-45 | Edge Switch | Library | GF | \$ 2,000 | | | | \$1,000 | | | \$1,000 | |
| A-46 | UPS Battery BackUp | Police | GF | \$ 1,000 | | | | \$500 | | | \$500 | |
| A-47 | UPS Battery Backup | Library | GF | \$ 250 | \$250 | | | | | | \$250 | |
| A-48 | COLL-19-INSP1 | City Hall - Chris Mccary | GF | \$ 800 | | | | | \$800 | | | Updated Baseed od Todd H inventory |
| A-49 | COLL-19-INSP2 | City Hall - Wayne Hammond | GF | \$ 800 | | | | | \$800 | | | |
| A-50 | COLL-20-PLNRENG | City Hall - Megan Abhold | GF | \$ 800 | \$800 | | | | | \$800 | | |
| A-51 | INSPECTOR1-2014 | City Hall-Temp Building Inspector | GF | \$ 800 | | | | \$800 | | | | Due for replacement -replace with COLL-18-SCOTTB? |
| A-52 | Planner-HP | City Hall - Megan Abhold (laptop back up) | GF | \$ 800 | | | \$800 | | | | | Due for replacement |
| A-53 | COLL20ENA35B17 | City Hall - Lisa Key Notebook | GF | \$ 800 | \$800 | | | | | \$800 | | |
| A-54 | COLL-18-PLAN | City Hall - Kelsey Wright | GF | \$ 800 | | | | \$800 | | | | |
| A-55 | COLL20PLNEN5 | City Hall-Kelsey Wright Notebook | GF | \$ 800 | \$800 | | | | | \$800 | | |
| A-56 | COLL20ENA37B18 | City Hall-Ben Schmitt Notebook | GF | \$ 800 | \$800 | | | | | \$800 | | |
| A-57 | LLL-MICHELLE | | GF | \$ 800 | | | | | | \$800 | | |
| A-58 | LLL-JOANNE | | GF | \$ 800 | | | | | | \$800 | | |
| A-59 | LLL-WORKROOM | | GF | \$ | \$800 | | | | | | | |
| A-60 | LLL-RONDA | | GF | \$ | \$800 | | | | | | | |
| A-61 | LLL-JOCELYN | | GF | \$ 800 | | \$800 | | | | | | |
| A-62 | LLL-CHECKOUT | | GF | \$ 800 | | | | \$800 | | | | |
| A-63 | LLL-DELAIN | | GF | \$ 800 | | | | \$800 | | | | |
| A-64 | LLL-GEORGETTE | | GF | \$ 800 | | | | | \$800 | | | |
| A-65 | LLL-JANDY | | GF | \$ 800 | | | | | \$800 | | | |
| A-66 | LLPD-PC20 | LLPD-Derek Arnold | GF | \$ 1,000 | | | | | | \$1,000 | | |
| A-67 | POLICE-2013 | | GF | \$ 1,000 | | | | | | \$1,000 | | |
| A-68 | LLPD-PC03 | LLPD-Jeff Jones | GF | \$ 1,000 | | \$1,000 | | | | | | |
| A-69 | LLPD-PC05 | LLPD- Darin Morgan | GF | \$ 1,000 | | \$1,000 | | | | | | |
| A-70 | LLPD-PC07 | LLPD- Jeff Isaac | GF | \$ 1,000 | | | | | | \$1,000 | | |
| A-71 | LLPD-PC07 | LLPD- Mark Holthaus | GF | \$ 1,000 | | | \$1,000 | | | | | |
| A-72 | LLPD-PC08 | LLPD- Mike Bogenreif | GF | \$ 1,000 | | | \$1,000 | | | | | |
| A-73 | LLPD-PC09 | | GF | \$ | \$1,000 | | | | | | | |
| A-74 | LLPD-PC10 | LLPD- Ray Bourgeois | GF | \$ | \$1,000 | | | | | | | |
| A-75 | LLPD-PC21 | LLPD- Jordan Bowman | GF | \$ 1,000 | | | | | | \$1,000 | | |
| A-76 | LLPD-PC12 | LLPD- Matt McKay | GF | \$ 1,000 | | | | | | \$1,000 | | |
| A-77 | POLICE11 | | GF | \$ | \$1,000 | | | | | | | |
| A-78 | POLICE12 | Chaplin Bauer | GF | \$ 1,000 | | \$1,000 | | | | | | |
| A-79 | LLPD-PC17 | LLPD- Reserve Officer | GF | \$ 1,000 | | | | | \$1,000 | | | |
| A-80 | LLPD-PC16 | LLPD- Tuan Nguyen | GF | \$ 1,000 | | | \$1,000 | | | | | |
| A-81 | LLPD-PC19 | LLPD-Jordan Sowell | GF | \$ 1,000 | | | \$1,000 | | | | | |
| A-82 | LLPD-PC04 | LLPD- Stephani Olivas | GF | \$ | | | | | | | | |
| A-83 | LLPD-PC18 | LLPD- Erin Kelly | GF | \$ 1,000 | | | | | | \$1,000 | | |
| A-84 | LLPD-PC14 | LLPD-Sakti Hiatt | GF | \$ 1,000 | | | | | | \$1,000 | | |
| A-85 | LLPD-PC15 | LLPD-Chief | GF | \$ 1,000 | | | \$1,000 | | | | | |
| A-86 | IRRIGATION-PC (Break Room Shop) | | GF | \$ 800 | | | | | \$800 | | | |
| A-87 | LB-14-JOY (Joice) | | GF | \$ 800 | | | | | | \$800 | | |
| A-88 | MGRIFFIN-PC (Engineering Intern) | | GF | \$ 800 | | | | | | \$800 | | |
| A-89 | SHOP001-PC (Mic Curry) | | GF | \$ | \$800 | | | | | | | |
| A-90 | SEASONAL-2013 (Break Roomk Shop) | | GF | \$ | \$800 | | | | | | | |
| A-91 | LL-14-SHOP (Jeff Nelson) | | GF | \$ | \$800 | | | | | | | |
| A-92 | COLL-18-SUR1 (Stephen Williams) | | GF | \$ 800 | | \$800 | | | | | | |
| A-93 | COLL-18-SUR2 (Trevor Ragan) | | GF | \$ 800 | | \$800 | | | | | | |
| A-94 | COLL-18-SUR3 (Trevor Slocum) | | GF | \$ 800 | | | \$800 | | | | | |
| A-95 | COLL-18-FRONT1 | City Hall- Tait Hunter | GF | \$ 1,600 | | | \$800 | \$800 | | | | |
| A-96 | COLL-19-PC1 | City Hall - Jen Camp | GF | \$ 800 | | | | | \$800 | | | |
| A-97 | COLL-17-SUR3 (Zach Sherman) | | GF | \$ 800 | | | | \$800 | | | | |
| A-98 | COLL-16-LAPTOP (Ryan Rapp) | | GF | \$ 800 | | \$800 | | | | | | |
| A-99 | COLL18-PROSHOP1 | | GOLF | \$ 800 | | \$800 | | | | | | |
| A-100 | COLL18-PROSHOP2 | | GOLF | \$ 800 | | | | \$800 | | | | |
| A-101 | COLL18-TRAILSRV | | GOLF | \$ 800 | | | | | \$800 | | | |
| A-102 | DESKTOP-9RP235Q (Ryan Rapp Tablet) | | GF | \$ | | | | | | | | |
| A-103 | COLL-19-SUR1 | City Hall - Anita Eylar | GF | \$ 800 | | | | \$800 | | | | |
| A-104 | TOUGHPAD (Field Computer) | | GF | \$ | | | | | | | | |
| A-105 | COLL-19-Seasonal (Breakroom) | | GF | \$ | | | | | | | | |

City of Liberty Lake
DRAFT 2021 - 2026
Capital Facilities Plan

| 2021 Project # | PROJECT NAME | LOCATION | FUNDING SOURCE | PROJECT TOTAL (2021-2026) | Current Year 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Notes |
|--|--|--|----------------|------------------------------|---------------------|---------------------|---------------------|---------------------|------------------|------------------|------------------|-----------|
| A-106 | CITY099 | City Hall - Tricia Sacco | GF | \$ 800 | | | | \$800 | | | | |
| A-107 | COLL-20-CTYADMIN-A81-B1 | City Hall-Katy Allen Notebook | GF | \$ 800 | \$800 | | | | | \$800 | | |
| A-108 | COLL-20-FIN-A82-B2 | City Hall-RJ Notebook | GF | \$ 800 | \$800 | | | | | \$800 | | |
| A-109 | ANN-2019 | City Hall- Ann Swenson | GF | \$ 800 | | | | | \$800 | | | |
| A-110 | COLL-17-NUC | | GF | \$ 800 | | \$800 | | | | | | |
| A-111 | COLL-17-ACCT1 | City Hall- Ann Marie Gale | GF | \$ 800 | | | | | \$800 | | | |
| A-112 | COLL-17-DESK1 (Ryan Rapp) | | GF | \$ 800 | | | \$ 800 | | | | | |
| A-113 | LL-15-MAYOR | | GF | \$ | \$800 | | | | | | | |
| A-114 | COLL-17-CSUR1 | | GF | \$ 800 | | | \$800 | | | | | |
| A-115 | COLL-17-CSUR3 | | GF | \$ 800 | | | \$800 | | | | | |
| A-116 | COLL-17-CSUR4 | | GF | \$ 800 | | | \$800 | | | | | |
| A-117 | COLL-17-CSUR5 | | GF | \$ 800 | | | \$800 | | | | | |
| A-118 | COLL-17-CSUR6 | | GF | \$ 800 | | | \$800 | | | | | |
| A-119 | COLL-17-CSUR7 | | GF | \$ 800 | | | \$800 | | | | | |
| A-120 | COLL-17-CSUR8 | | GF | \$ 800 | | | \$800 | | | | | |
| TOTALS | | | | \$ 188,250 | \$ 31,850 | \$ 52,000 | \$ 14,600 | \$ 28,700 | \$ 8,200 | \$ 15,000 | \$ 69,750 | |
| UTILITIES-CAPITAL PROJECTS BY OTHERS | | | | | | | | | | | | |
| 45 | River District - Indiana Ave. Sewer | Trutina Development - East of Harvard Rd. | OTR/TIF/LIFT | \$ | \$100,000 | | | | | | | |
| 46 | River District - Indiana Ave. Water | Trutina Development - East of Harvard Rd. | OTR/TIF/LIFT | \$ | \$150,000 | | | | | | | |
| 47 | River District - Indiana Ave. Sewer | Bitterroot to Harvard Rd | OTR/TIF/LIFT | \$ | \$65,000 | | | | | | | |
| 48 | River District - Indiana Ave. Water | W. Of Harvard Rd. to W. Boundary of Courtyard Plat 2013.PI0002 | OTR/TIF/LIFT | \$ | \$65,000 | | | | | | | |
| 49 | River District - Sewer Lift Station, Force Main, & Other Associated Improvements | | OTR/TIF/LIFT | \$ | | | | | | | | Completed |
| 50 | River District - Telido Station Offsite Sewer | | OTR/TIF/LIFT | \$ | | | | | | | | Completed |
| 51 | River District - Telido Station Offsite Water Main | | OTR/TIF/LIFT | \$ | | | | | | | | Completed |
| 52 | River District - Wellington St. Sewer | | OTR/TIF/LIFT | \$ | | | | | | | | Completed |
| 53 | River District - Wellington St. Water | | OTR/TIF/LIFT | \$ | | | | | | | | Completed |
| 54 | Underground Utility Program (Liberty Lake Rd., Molter Rd., Mission Ave.) | | GF | \$ 150,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | |
| TRANSPORTATION CAPITAL PROJECTS BY OTHERS² | | | | | | | | | | | | |
| 55 | Harvard Rd & Indiana Ave Intersection Improvements | Harvard Rd & Indiana Intersection | OTR/TIF/LIFT | \$ 1,200,000 | | \$1,200,000 | | | | | | |
| 56 | Harvard Road & Wellington Roundabout | Harvard Rd & Wellington Intersection | OTR/TIF/LIFT | \$ 750,000 | | \$187,500 | \$562,500 | | | | | |
| 57 | Mission Improvements | Harvest Parkway east to Corrigan Road | OTR/TIF/LIFT | \$ 1,100,000 | \$250,000 | \$1,100,000 | | | | | | |
| 58 | Street & Drainage Improvements | Bitterroot to Harvard Rd. | OTR/TIF/LIFT | \$ | \$750,000 | | | | | | | |
| 59 | Transit Parking | TBD | OTR/TIF/LIFT | \$ 5,000,000 | | | \$ 2,500,000 | \$ 2,500,000 | | | | |
| 60 | Cataldo Extension & Connection - Phase I | Western States Frontage | OTR/TIF/LIFT | \$ 1,500,000 | \$ 900,000 | \$ 1,500,000 | | | | | | |
| 61 | Cataldo Extension & Connection - Phase II | Western States Boundary to Henry Road | OTR/TIF/LIFT | \$ 1,530,000 | | | \$ 105,000 | \$ 1,425,000 | | | | |
| 62 | Henry Road Improvements | Sprague to Country Vista Dr | OTR/TIF/LIFT | \$ | \$ 2,013,000 | | | | | | | |
| 63 | Indiana Ave Construction | Bitterroot East to Harvard Rd | OTR/TIF/LIFT | \$ | \$ 2,164,500 | | | | | | | Completed |
| 64 | Indiana Ave Construction | Trutina-East of Harvard Road | OTR/TIF/LIFT | \$ | \$ 600,000 | | | | | | | |
| TOTALS | | | | \$ 11,230,000 | \$ 6,832,500 | \$ 4,012,500 | \$ 3,192,500 | \$ 3,950,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | |

General Note: All costs are listed in 2021 dollars

COLOR LEGEND

| |
|--|
| BLUE = CAPITAL PROJECTS |
| RED=ASSET MANAGEMENT PROJECTS |
| GREEN= CAPITAL PROJECTS BY OTHERS |
| 2020 Funds being deferred to 2021 -see notes for \$ amount |

ATTACHMENT A
2021-2026 CAPITAL FACILITIES PLAN
PROJECT DESCRIPTIONS

Parks & Public Facilities Capital Projects

Trailhead Facility Upgrades: Placeholder for Trailhead Facility upgrades, as may be identified by City Council. If no action is recommended, critical maintenance will need to be completed as indicated in “Trailhead Improvements” under Parks & Public Facilities Asset Management.

Public Works Yard Development: Clearing, grading, site planning, permanent fencing, permanent lighting, electricity and temporary structures have been completed to date. Anticipate completion of water line installation in 2020, with frontage improvements to include sidewalk, road widening, street trees & landscaping, paving & sewer, anticipated to be completed in 2021. Building anticipated to be constructed in 2022-2023.

Rocky Hill Park Shade Structure: City Council approved replacing the Rocky Hill Splash Pad, with a shade structure in the 2019-2024 CFP, due to cost and difficulties in permitting under new regulations. The shade structure was originally proposed to be purchased and installed in 2021, but has been deferred to 2022.

Rocky Hill Park Splash Pad: City Council included this in the 2020-2025 CFP as a placeholder, with no funding year identified. Based on a 3,000 square foot design, the cost for design and construction with contingency is estimated at \$180,000. If City Council wishes to move forward with this project, it needs to determine what year and whether or not this replaces the Rocky Hill Park Shade Structure.

Town Square Master Plan: Given status of other 2020 priority projects continuing into 2021, staff recommends deferring this project until at least 2022.

Town Square Park Expansion: This is a placeholder for Town Square Park improvements as may be identified in the Town Square Master Plan.

Fallen Heroes Circuit Course- Orchard Park: Approved in the 2020-2025 CFP for design and installation in 2021. Proposed to be deferred to 2022 to accommodate 2020 projects that were deferred due to CO-VID.

Sound System for Orchard Park Pavilion: The 2020-2025 CFP included the purchase and installation of sound system for 2021 (similar to Pavillion Park sound system). Proposed to be deferred to 2022 to accommodate 2020 projects that were deferred due to CO-VID.

Orchard Park Community Gardens: Staff recommendation for installation at Orchard Park was included in the 2020-2025 CFP as a placeholder, but no funding year was identified. Need to identify year of construction.

Library Facility Upgrades: Placeholder for Library facility improvements as may be identified in the Library needs assessment, and dependent upon possible City Hall Library co-location. If no action is

recommended, critical maintenance will need to be completed as indicated in “Library Facility Improvements” under Parks & Public Facilities Asset Management.

Public Art: Funding proposal as recommended by the Parks & Art Commission in their 2020 plan.

Kiosks: Electronic public information kiosks to be piloted at Pavillion Park, the Library and Orchard Park. Staff recommends pushing out. Estimated cost is \$50,000 per kiosk. When funded, City will also need to incorporate funding for software maintenance in the operating budget.

River District Community Message Board: Location in River District to be determined.

Parks & Public Facilities Asset Management: Asset management budgets for each of the public facilities listed below are based on the identified maintenance items from the asset management assessments, and as recommended by the asset management software. The CFP includes engineering costs, equipment, taxes, and contingency where applicable.

- Pavillion Park Improvements
- Rocky Hill Park Improvements
- Trailhead Improvements
- Orchard Park Improvements
- Town Square Improvements
- Liberty Lake Ball Field Improvements
- City Hall Building Improvements
- Library Building Improvements
- Police Station Building Improvements
- Library / PD Site
- Public Works Yard Maintenance

Transportation Capital Projects

Harvard Rd Bridge Widening/ I-90 Westbound On-Ramp/Henry Road Overpass: Combines Harvard & Henry Roads, as state funding is intertwined, and depends on credits for ROW, etc. For the Harvard Road bridge widening and ramp improvements, the contract for construction has been awarded, with construction to begin in fall. Henry Road design is underway, and it is expected to go out to bid in the spring of 2021, with construction continuing through 2022. Note that CFP costs for this project reflects combined City-State funding.

Country Vista & Legacy Ridge Intersection Improvements: Intersection improvements to include design, construction, inspection and contingency for a signal. The City has applied for a TIB grant for construction in 2021, with design scheduled to begin this fall.

Country Vista Rebuild/Operational Improvements: Improvement costs to include design, construction, inspection, and contingency for pavement replacement and operational corridor improvements to include landscape islands, pedestrian crossings, as may be identified in Network Analysis and Corridor Study, from Liberty Lake Road west to the City limits.

Country Vista & Mission Intersection Improvements: This project was intended to address intersection improvements to be determined by the Network Analysis and Corridor Study. The project is recommended to be removed, as the network Analysis determined that this project was not warranted, even at build out.

Country Vista & Appleway Intersection Improvements: Intersection improvements to include design, construction, inspection and contingency, for the addition of a right turn lane.

Appleway Improvements - Fairway to E City Limits: Improvement costs to include design, construction, inspection and contingency, for road widening, sidewalks, swales, and street trees along frontages not subject to developer improvements, and the addition of medians consistent with Appleway Avenue's aesthetic corridor designation.

Mission Ave Frontage Improvements - Southside, City Limits east to Glenbrook: Acquisition of right-of-way, and design, construction, inspection and contingency for road widening, curbs, swales, street trees and sidewalks along the south side of Mission Avenue, from City limits east to Glenbrook.

Intersection Improvements (signal) at Ridgeline HS Main Entrance: Addition of a signal at entrance to Ridgeline High School and Country Vista Drive. Project was funded with a 2020 TIB grant, with 70% of the cost covered by the TIB grant. Design was completed in 2020, and the project is currently out to bid, with construction planned for 2021.

Solar-powered School Zone Speed Limit Signs: This 2021 project includes the cost of equipment and installation of solar-powered flashing school limits signs for Country Vista corridor in the vicinity of the new high school.

Smart Signal Control: To provide signal coordination on Appleway and Liberty Lake /Harvard Road. Cost includes signal communication consultant, controller communication, installation and cloud storage. Funding for this project was deferred from 2020.

Stormwater Master Plan: With funding from the Stormwater Reserves and Aquifer Protection funds, the master plan will help the City develop a policy and capital improvement plan to maintain and upgrade the City's stormwater management facilities. Staff seek CMAQ grant funding in support of this project.

Transportation Asset Management

Annual Street Maintenance Allocation: Annual funding for pot-hole repair, crack sealing, restriping, etc.

Mission – Country Vista to Molter- Grind and Overlay: This maintenance project was identified for construction in 2022, given relative roadway condition, and will be a candidate for TIB preservation grant.

Sprague Avenue Overlay: Potential grind and overlay project proposed for 2026 for possible TIB grant funding at 70%.

Kramer Parkway Overlay: Preservation project to grind and overlay Kramer Road from Country Vista to Sprague Avenue, proposed for construction in 2024. This project is a candidate for TIB preservation funding.

Pavement Condition Study/ Preservation Master Plan: This 2024 proposes to complete a City-wide pavement condition study, and to develop a data-driven street preservation master plan to identify and prioritize needed roadway preservation projects as the City's infrastructure ages.

Trails & Pedestrian Pathways

Annual Pedestrian Crossing Allocation: Annual funding for pedestrian crossing improvements and flashing beacons. In 2020, funds allocated were used for design of five prioritized intersections, with actual construction deferred due to Co-VID. Construction dollars proposed in this CFP include equipment and construction costs as based on the engineer's estimate of probable cost, based upon project locations prioritized in accordance with the City's adopted policy, recognizing that future projects will be determined through Pedestrian Master Plan and prioritization policy. Note that \$25,000 in 2020 is proposed to be deferred to 2021 for construction.

Trail Lighting Master Plan: Identified as a 2022 project in the 2020 – 2025 CFP. No changes proposed.

Sidewalk Improvements-Mission Ave, Northside, between Aladdin & Caulfield: Remaining funds from the sidewalk Improvements to close sidewalk gaps on the north side of Mission from City limits to SW corner of River Crossing East, and Mission Ave Temporary Trail grindings in 2019. The 2020 project was to address the final, 330-foot sidewalk gap on north side of Mission Ave, west of Caulfield & east of Aladdin was is proposed to be deferred to 2021 due to Co-VID.

Sidewalk Master Plan: Funding for project in 2021 to identify and prioritize pedestrian projects was deferred from 2020 due to Co-VID and staff capacity issues.

Fleet Equipment

12M Grader lease: The three-year lease for this equipment expires in 2020. The budget in 2021 through 2023 is based on a three-year equipment lease, however, staff will complete a lease-purchase cost-benefit analysis before making a decision to lease or purchase in 2024.

926M Loader: The three-year lease for these two loaders expires in 2020. The budget in 2021 through 2023 is based on a three-year equipment lease, however, staff will complete a lease-purchase cost-benefit analysis before making a decision to lease or purchase in 2024.

305 Mini Ex: The three-year lease for these two loaders expires in 2020. The budget in 2021 through 2023 is based on a three-year equipment lease, however, staff will complete a lease-purchase cost-benefit analysis before making a decision to lease or purchase in 2024.

Street Sweeper: Currently, the City contracts for street sweeping services on an as-needed basis. Staff will be submitting a grant application from the Washington's Section 319 Nonpoint Source Pollution in 2021 to cover 75% of the purchase cost. The City will not move forward with this purchase unless the grant application is funded.

Freightliner: For use with sand/salt spreader needed for winter maintenance. Will also serve as a second truck for hauling materials.

Roller: To allow for compaction in street repair projects, proposed for purchase in 2024.

Fleet Equipment Asset Management: The following Operations & Maintenance equipment is included the fleet equipment rotation, with the replacement schedule based on the equipment's useful life.

- JD Aercore 1500 Tractor Mount Aerator
- Pickup
- Pickup
- Kubota RTV with plow blade
- Pickup
- Pickup
- Zero Turn
- Zero Turn
- Turfcats
- Gator

- Gator
- Toro ReelMaster 3250D
- JD 2500A
- Club Car Golf Picker

Computer Equipment Asset Management: Computer and associated equipment in City inventory are in a 5 to 6 year rotation for replacement. Computer replacement includes hardware and operating system, but does not generally include software, which is addressed in the operating budget, most commonly through annual licenses.

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

- River District - Indiana Ave. Sewer (Trutina Development - Harvard Rd. to east of Harvard Rd.)
- River District - Indiana Ave. Water (Trutina Development - Harvard Rd. to east of Harvard Rd.)
- River District - Indiana Ave. Sewer (Bitterroot to Harvard Rd)
- River District - Indiana Ave. Water (W. Of Harvard Rd. to W. Boundary of Courtyard Plat 2013.PI0002)
- River District - Sewer Lift Station, Force Main, & Other Associated Improvements
- River District - Telido Station Offsite Sewer
- River District - Telido Station Offsite Water Main
- River District - Wellington St. Sewer
- River District - Wellington St. Water

Underground Utility Program (Liberty Lake Rd., Molter Rd., Mission Ave.)

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

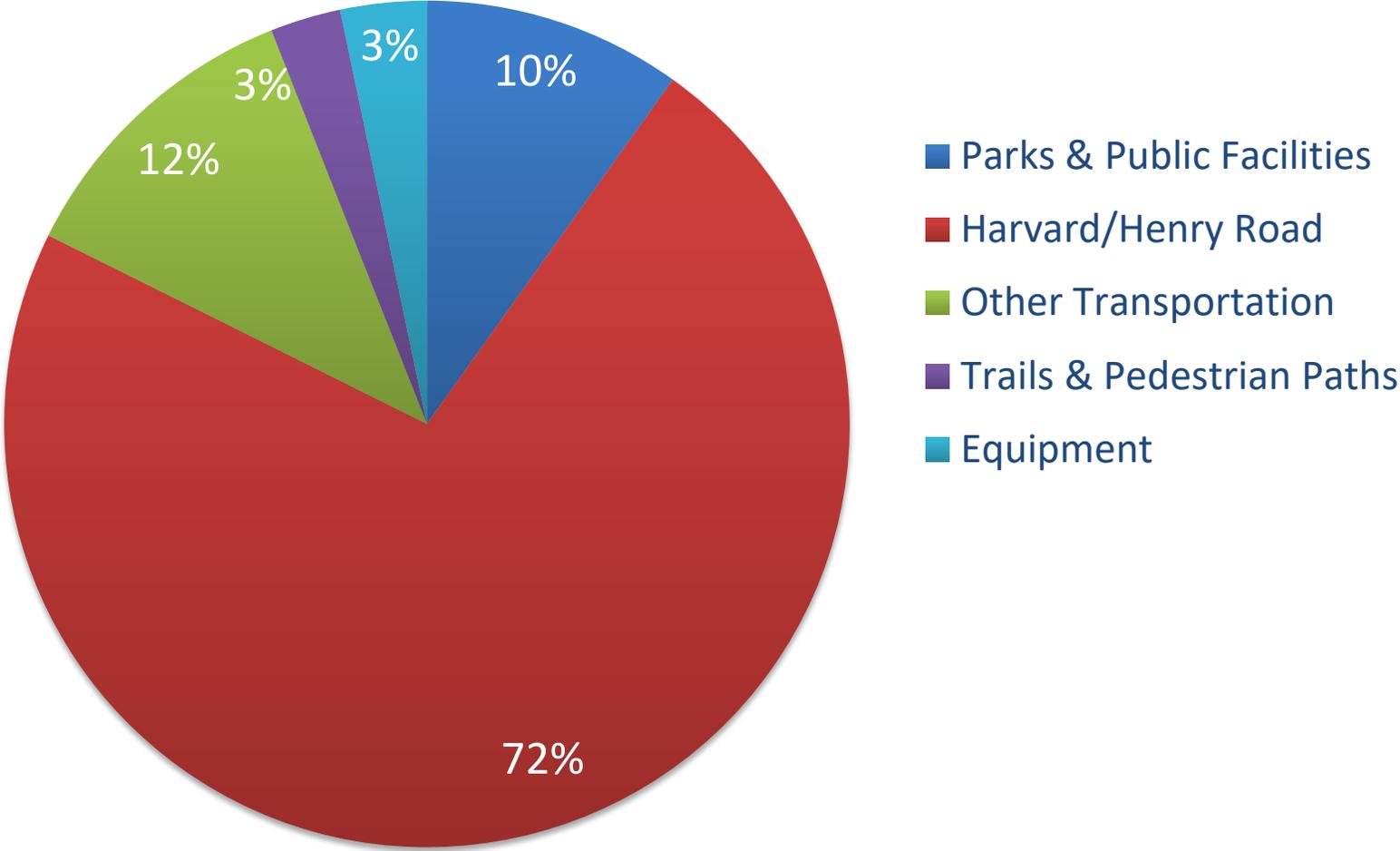
- Harvard Rd & Indiana Ave Intersection Improvements
- Harvard Road & Wellington Roundabout

- Mission Improvements - Harvest Parkway east to Corrigan Road
- Indiana Ave. (Trutina Development - Harvard Rd. to east of Harvard Rd.)
- Indiana Ave. Water (Bitterroot to Harvard Rd.)
- Transit Parking
- Cataldo Extension & Connection
- Henry Road Improvements - Sprague to Country Vista Dr
- Indiana Ave Construction - Glenbrook Rd to East of Harvard Rd

CITY OF LIBERTY LAKE 2021 CAPITAL INVESTMENT SUMMARY

| Project No. | | 2021 \$ |
|-------------|---|----------------------|
| | PARKS & PUBLIC FACILITIES | |
| 3 | Public Works Yard Development (Deferred from 2020) | \$ 600,000 |
| 13 | Public Art | \$ 64,500 |
| A-1 | Pavillion Park Improvements (Deferred \$50,000 from 2020 to complete irrigation system) | \$ 65,000 |
| A-2 | Rocky Hill Park Improvements | \$ 3,000 |
| A-4 | Orchard Park Improvements (Deferred from 2020) | \$ 41,000 |
| A-5 | Town Square Improvements | \$ 3,000 |
| A-7 | City Hall Building Improvements | \$ 50,000 |
| A-8 | Library Building /Police Station Improvements (Deferred \$147,700 for generator from 2020) | \$ 237,700 |
| | TOTAL | \$ 1,064,200 |
| | | |
| | TRANSPORTATION | |
| 20 (A & B) | Harvard Rd Bridge Widening & I-90 Westbound On-Ramp Construction/Henry Road Overpass Design (Net state grant for Harvard Road Bridge & Ramp Construction) | \$ 7,800,000 |
| 21 | Country Vista & Legacy Ridge Intersection Improvement Design | \$ 460,000 |
| 27 | Signal - CVSD HS Main Entrance | \$ 460,000 |
| 29 | Smart Signal Control (deferred from 2020) | \$ 35,000 |
| 30 | Stormwater Master Plan (seeking CMAQ grant) | \$ 250,000 |
| A-10 | Annual Sreet Maintenance Allocation | \$ 50,000 |
| | TOTAL | \$ 9,055,000 |
| | | |
| | TRAILS & PEDESTRIAN PATHWAYS | |
| 31 | Pedestrian Crossing Allocation | \$ 90,000 |
| 34 | Sidewalk Improvements-Mission Ave , Northside, west of Harvest Parkway Roundabout (deferred from 2020) | \$ 175,000 |
| 35 | Sidewalk Master Plan (deferred from 2020) | \$ 25,000 |
| | TOTAL | \$ 290,000 |
| | | |
| | EQUIPMENT | |
| | Fleet Equipment | \$ 303,500 |
| | Computer Equipment | \$ 52,000 |
| | TOTAL | \$ 355,500 |
| | | |
| | TOTAL CAPITAL INVESTMENT, 2021 | \$ 10,764,700 |

City of Liberty Lake 2021 Capital Investments

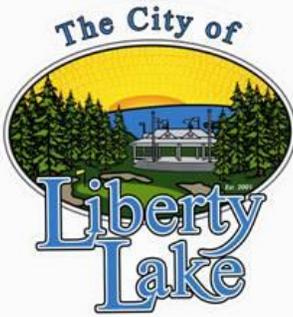


| NEAR-TERM PROJECT STATUS & SCHEDULE | | |
|--|---|---|
| Project No | Project Name | Status |
| PROJECTS TO BE COMPLETED IN 2020 | | |
| Project No | Project Name | Status |
| 2018 Project | Appleway Signal at Signal Rd | Closed Out |
| 2019 Project | Harvard Road Bridge Overlay | Closed Out |
| 2019 Project | Northfield Parking Lot & Frontage Improvement | Closed Out |
| 2019 Project | Appleway Signal at Madson | Closeout in Process |
| 2019 Project | Orchard Park Depot | Closeout in Process |
| 1 | Trailhead Facility Master Plan | Completed |
| 19 | Council Chamber Recording Hardware | Completed |
| 26 | Network Analysis Update & Corridor Study | Final Report to City Council for Approval |
| A-11 | Liberty Lake Road Overlay | Construction Complete |
| 2020 PROJECTS TO CONTINUE IN 2021 | | |
| Project No | Project Name | Status |
| 3 | Public Works Yard Development | Waterline to be completed this year, frontage improvements and building design to be completed next year |
| 13 | Public Art | Ongoing |
| A-1 | Pavillion Park Improvements (irrigation system replacement) | Construction to begin in October, with completion in the spring |
| A-4 | Orchard Park Improvements | Deferred to 2021 due to CO-VID |
| A-8 | Library Building /Police Station Improvements | Generator deferred to 2021 |
| 20 A | Harvard Bridge Widening & I-90 Ramp | Contract awarded, construction to begin in fall |
| 20 B | Henry Road Overpass/Roadway Extension | Design to be completed by end of year, bid in Spring |
| 21 | Country Vista/Legacy Ridge Intersection Improvements (Signal) | TIB grant application submitted, TO for design to come to Council in October |
| 27 | Country Vista/Ridgeline High Intersection Improvements (Signal) | Bid to be awarded in October |
| 29 | Smart Signal Control | Equipment included in Ridgeline Signal specs; additional hardware & software for system deferred due to CO-VID & staff capacity |
| 31 | Pedestrian Crossing- Mission at Bitterroot | Design at 50%; Deferred due to CO-VID |
| NEW PROJECTS IN 2021 | | |
| Project No | Project Name | Status |
| 28 | Solar-powered School Zone Speed Limit Signs -CV near High School | New project |
| 30 | Stormwater Master Plan | CMAQ application in process |
| 34 | Sidewalk Improvements (Mission Ave , Northside, Aladdin to Caulfield) | Deferred due to CO-VID, staff capacity |
| 35 | Sidewalk Master Plan | Deferred due to CO-VID, staff capacity |

**2020 Budgeted Project Funds Proposed for Deferral to
2021**

| Project No | Project Name | Proposed Deferral to 2021 |
|-------------------|--|--------------------------------------|
| 3 | Public Works Yard Development | \$ 600,000 |
| A-1 | Pavillion Park Improvements (irrigation system replacement) | \$ 50,000 |
| A-4 | Orchard Park Improvements | \$ 41,000 |
| | | |
| A-8 | Library Building /Police Station Improvements (generator) | \$ 147,700 |
| 29 | Smart Signal Control | \$ 35,000 |
| 31 | Pedestrian Crossing Allocation | \$ 25,000 |
| 34 | Sidewalk Improvements /Mission Ave, northside, Aladdin to Caufield | \$ 175,000 |
| TOTAL | | \$ 1,073,700 |

ACTION ITEMS



**CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2020
HELD REMOTELY
22710 E. COUNTRY VISTA DRIVE**

COMMITTEE WORKSHOP DISCUSSION

Mayor Brickner called the committee workshop to order at 6:00 p.m.

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Brian Asmus, Chief of Police, Darin Morgan, Police Sergeant, 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, Langford, Folyer, Kaminskas, and Kurtz.

The Operations & Maintenance Director, Liberty Lake Municipal Library Director, and City Engineer also attended via Zoom.

After roll call, Mayor Brickner turned the floor over to the council members for dialogue regarding follow-up from their last 6:00 p.m. workshop. He thanked the facilitators, Latisha Hill & Melanie Rose from Avista, for their assistance on August 18th.

Council discussed what steps should be taken to secure further workshop facilitators for roles and responsibilities and decision-making processes. Some discussion included having face-to-face meetings vs. virtual meetings; re-examining their procedures as times change; having one or more facilitator to address the topics during a future workshop; the newest councilmembers not having had a good opportunity to get to know the incumbents due to the pandemic restrictions; limiting the workshop discussion to 30 minutes in order to provide time for councilmember follow-up Q&A; and bringing all councilmembers into the chambers for the workshop at a social distance and having staff onsite in their offices.

After debate and discussion, Councilman Langford moved to direct staff per the city administrator to contact two recommended facilitators, Registered Parliamentarian, Ann MacFarlane, and Laura McAloom, Spokane based City of Pullman attorney, and bring back proposals and pricing for facilitation. Council Member Kaminskas seconded the motion. After further brief discussion, Mayor Brickner called for the vote. Motion carried unanimously.

It was recommended that councilmembers write their questions down for the facilitator(s) to address them during the future workshop.

With there being no further business, the meeting adjourned at 6:41 p.m.

REGULAR CITY COUNCIL MEETING SESSION

Prior to the invocation, Mayor Brickner reviewed the logistics for this evening's meeting which, per Governor Inslee's Order 20-28.8, dated July 31, 2020, was being held remotely. Invocation then took place.

INVOCATION – Given by Mayor Pro Tem Kennedy

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, Brian Asmus, Chief of Police, Darin Morgan, Liberty Lake Police Sergeant, 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 Langford, Kaminskis, Folyer, and Kurtz. The City Attorney, Liberty Lake Municipal Library Director, Operations and Maintenance Director, Director of Planning & Engineering, and City Engineer also participated via Zoom.

Mayor Pro Tem Kennedy moved to excuse Council Member Dunne due to a family issue and to excuse Council Member Severs due to a work conflict. Council Member Langford seconded the motion, which carried unanimously.

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

PROCLAMATION

The city clerk read a proclamation into the record declaring September 2020 as Childhood Cancer Awareness Month.

MAYOR AND CITY COUNCIL REPORTS & INQUIRIES

Mayor Brickner reported the city is looking into whether the CARES Act funding will be extended and or continued. He said there was a great response and support for the Chief of Police for his parade this past weekend to honor him for his service.

CITY ADMINISTRATOR REPORT

The city administrator turned the floor over to the city engineer, who gave an update on the Liberty Lake Road construction project. She resumed the floor and spoke about the recordings of meetings and workshops being available on the city's website. She then turned the floor over to the chief of police, who gave updates on the solar panel testing at the police station. Chief Asmus reported on defense attorney, Steve Clark, who reached out to Sergeant Jones to extend his compliment on LLPD's Officer Isaac's professionalism in dealing with his client. The city council then talked about the HVAC and lighting at the LLPD and library building. After brief discussion, Councilman Folyer moved to move forward with a task order up to \$3,000 to provide the scope of work for the HVAC units and the lighting for the police department. Mayor Pro Tem Kennedy seconded the motion, which carried unanimously. The city administrator resumed the floor then gave updates on employee recruitment, Harvard and Henry Road, and COVID. She turned the floor over to the finance director, who provided an update on CARES Act funding. The city administrator resumed the floor and concluded her report with updates on events, reservations, and programs.

WORKSHOP DISCUSSION

Mayor Pro Tem Kennedy led the discussion on city property and city hall, noting that he appreciated that this topic was added to the agenda. He spoke about the time and money invested in the previous Trailhead discussions, remarking that a lot of decisions cannot be made currently about Trailhead. What he thinks can be done is to have the council workshop discussions on low-hanging fruit to move some of the lesser topics off their list of items for consideration.

City Hall:

Mayor Pro Tem Kennedy asked the question to the council, "Are we interested in moving city hall? Council Members Langford and Kaminkas spoke in opposition of that idea. Councilman Folyer suggested nothing should be taken anything off table until council can have a discussion on all city assets and Council Member Kurtz agreed.

After further debate and discussion, Mayor Pro Tem Kennedy moved to remove city hall off the list of council topics for consideration and move forward. Councilman Langford seconded the motion. After further discussion, Mayor Pro Tem Kennedy called for the vote. Motion failed 2-3. Mayor Pro Tem Kennedy and Councilman Langford in favor; Council Members Kaminkas, Folyer, and Kurtz opposed.

City Property:

Mayor Pro Tem Kennedy then directed the topic to city property. He talked about the 23 acres that the city purchased a few years ago. They discussed how that piece of property is landlocked and whether the city should sell it and put the money back in to the general fund.

After debate and discussion, Council Member Kurtz moved to sell the city-owned 23 acres adjacent to Legacy Ridge. Mayor Pro Tem Kennedy seconded the motion. Motion carried unanimously.

ACTION ITEMS

Consent Agenda

Mayor Pro Tem Kennedy moved to approve action item 11Ai, approving the August 18, 2020 city council minutes. Council Member Kaminskas seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 11Aii, approving the September 1, 2020 vouchers in the amount of \$164,977.18. Council Member Kaminskas seconded the motion, which carried unanimously.

A/P check numbers were 30360 through 30395, totaling \$158,203.40. EFTs totaled \$6,773.78.

General Business

Mayor Pro Tem Kennedy moved to accept the dedication of easement for installation of Ridgeline High School traffic signal. Council Member Langford seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to accept the \$800 donation from Stacy Julian to be used for the Liberty Lake Municipal Library's collection development purposes. Council Member Langford seconded the motion, which carried unanimously.

RESOLUTION

The city clerk read, by title only, Resolution No. 20-279 into the record, approving the final plat of River Crossing East First Addition, located in a portion of the Southwest quarter of section 9, Township 25N, Range 45 E.W.M., Liberty Lake, Washington.

Mayor Pro Tem Kennedy moved to adopt Resolution No. 20-279, seconded by Council Member Kaminskas. Motion carried unanimously.

SECOND READ ORDINANCE

The city clerk read, by title only, Ordinance No. 10A, into the record, repealing Ordinance No. 10 establishing rules and regulations for obtaining travel authorization, advance of travel funds, and reimbursement of expenses.

Mayor Pro Tem Kennedy moved to adopt Ordinance No. 10A, seconded by Council Member Kaminskas. Mayor Brickner invited citizen comments. No comments were received. He then called for the vote. Motion carried unanimously.

INTRODUCTION OF UPCOMING AGENDA ITEMS

The City Administrator reviewed the upcoming agenda items for the September 15th City Council meeting.

Councilman Folyer suggested adding a place on the 7:00 p.m. agenda to include action items for any discussions that may arise from their 6:00 p.m. workshops.

CITIZEN COMMENTS

Dannetta Garcia (Dg), Liberty Lake resident: commented on this evening's previous items. She acknowledged her appreciation to Council Member Kurtz for her suggestion of the strategic plan conversation. She also acknowledged her appreciation for Mayor Pro Tem Kennedy and Councilman Langford's discussions about moving forward yet understanding the need to get the newest council members get up to speed about past council member conversations. She also expressed the importance for council members to keep the public informed about their 21 projects and priorities with a brief overview.

EXECUTIVE SESSION

As per RCW 42.30.110(1)(i), at 9:15 p.m., Mayor Brickner called adjournment into Executive Session for discussion of potential litigation for 10 minutes. At 9:25 p.m., the city administrator announced an extension of the executive session for an additional 10 minutes. The session adjourned at 9:35 p.m.

ADJOURNMENT

No action was taken following the Executive Session. There being no further business, the meeting adjourned at 9: 35 p.m.

These minutes were approved September 15, 2020.

Shane Brickner, Mayor
City of Liberty Lake

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

DRAFT

City of Liberty Lake

Consent Agenda for September 15, 2020
City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through September 15, 2020

| <u>Payee</u> | <u>Description</u> | <u>Amount</u> |
|---|-------------------------------------|-----------------------------|
| | See attached voucher report. | |
| Total vouchers through September 15, 2020 | | \$ 409,673.88 |
| August payroll & benefits | | \$ 410,510.07 |
| | TOTAL | <u>\$ 820,183.95</u> |

RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

City Clerk

Mayor

Finance Committee

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:41:13 Date: 09/09/2020

MCAG #: 2757

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------------|-------------------|---------------|--------------------|------------|--|-----------------|--|
| 3538 | 09/15/2020 | Claims | 3 | EFT | BTAC ACQUISITION CORP | 681.56 | BOOKS |
| | | | 001 - 572 20 34 06 | | - Library Books & Other Materi | 681.56 | |
| 3539 | 09/15/2020 | Claims | 3 | EFT | CINTAS CORPORATION NO 3 | 238.25 | MAT SVCS 8/10,17,24,31,9/8/2020 |
| | | | 420 - 576 61 41 03 | | - Facilities - Professional Service | 238.25 | |
| 3540 | 09/15/2020 | Claims | 3 | EFT | CITY SERVICE VALCON-CREDIT CARD | 508.95 | FUEL |
| | | | 110 - 542 90 32 00 | | - Maint Admin & Overhead Fuel | 508.95 | |
| 3541 | 09/15/2020 | Claims | 3 | EFT | FEDEX | 35.31 | US SECRET SVC,WA ST TOX LAB PKGS |
| | | | 001 - 521 10 42 00 | | - Law Enforcement-Telephone,It | 35.31 | |
| 3542 | 09/15/2020 | Claims | 3 | EFT | HOME DEPOT CREDIT SERVICES | 5,542.66 | MATERIALS |
| | | | 001 - 518 30 30 19 | | - COVID-19 Supplies | 304.62 | 2E LL BUSINESS REOPENING INDOOR/OUTDOOR FOLDING CHAIR |
| | | | 001 - 518 30 30 19 | | - COVID-19 Supplies | 51.88 | 2E TAPE&TAPE SUPPLIES FOR SIGNS |
| | | | 001 - 518 30 30 19 | | - COVID-19 Supplies | 40.82 | 2C FACILITIES DISINFECTING WIPES |
| | | | 001 - 518 30 31 00 | | - Centralized Services Supplies | 422.51 | REPLACEMENT LADDER&DOLLY |
| | | | 001 - 518 30 31 00 | | - Centralized Services Supplies | 82.47 | CLEANING WIPES,EXPLORER STABILIZING BARS,STRAP WRENCH |
| | | | 001 - 518 30 31 00 | | - Centralized Services Supplies | 139.62 | LITTLE HOUSE JANITORIAL |
| | | | 001 - 518 30 31 00 | | - Centralized Services Supplies | 8.43 | LLML SHELIVING |
| | | | 001 - 518 30 31 00 | | - Centralized Services Supplies | 84.58 | LLPD/LLML FURNACE DESC #S,FURNACE FILTERS |
| | | | 110 - 542 30 31 00 | | - Roadway Supplies | 129.60 | LLRD WORK |
| | | | 110 - 542 30 31 00 | | - Roadway Supplies | 58.64 | |
| | | | 110 - 542 30 31 01 | | - Roadway Striping Supplies | 44.98 | STRIPING SUPPLIES |
| | | | 110 - 542 64 31 00 | | - Traffic Control Devices Suppli | 71.28 | |
| | | | 110 - 542 70 31 01 | | - Roadside Supplies | 137.74 | IRRIG SUPPLIES |
| | | | 110 - 542 70 31 01 | | - Roadside Supplies | 23.90 | HOSE REPLACEMENT |
| | | | 110 - 542 70 31 01 | | - Roadside Supplies | 38.61 | |
| | | | 110 - 542 70 31 01 | | - Roadside Supplies | 180.81 | REPLACEMENT IRRIG TOOLS,GARBAGE PICKER |
| | | | 110 - 542 90 30 00 | | - PWY Break In Insurance Clain | 385.11 | COMPACT DRILL,SCREWDRIVER SET,ELECTRICIANS TOOL SET,HUSKY STORAGE BIN,HUSKY TOOL BAG |
| | | | 110 - 542 90 30 00 | | - PWY Break In Insurance Clain | 300.00 | SUPPLIES&RESTOCK |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 1,553.81 | PWY SECURITY |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 17.86 | YARD SUPPLIES |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 17.41 | CLEANING SUPPLIES |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 32.51 | SAFETY SUPPLIES |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 13.98 | IRRIG |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 96.80 | SHOP SUPPLIES |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 14.65 | SHOP TIE DOWN ORGANIZERS |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 23.03 | PWY CAMERA WIFI |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 99.08 | REPLACEMENT BIT&BIT DRIVER,PLIERS,SOCKET SET,COMBO WRENCH |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 15.22 | PWY WATER |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 348.15 | SUPPLIES/RESTOCK |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 26.96 | DRIP SUPPLIES,GLOVES |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 8.85 | BOTTLED WATER |
| | | | 110 - 542 90 31 00 | | - Maint Admin & Overhead Sup | 52.35 | |
| | | | 420 - 576 61 31 00 | | - Pro Shop Supplies | 20.82 | KEYS/KEY HOLDERS |
| | | | 420 - 576 61 31 03 | | - Maintenance Supplies | 17.43 | CLEANING SUPPLIES |
| | | | 420 - 576 61 31 03 | | - Maintenance Supplies | 14.64 | SHOP TIE DOWN ORGANIZERS |
| | | | 420 - 576 61 31 03 | | - Maintenance Supplies | 51.76 | SHOP SUPPLIES |
| | | | 420 - 576 61 31 03 | | - Maintenance Supplies | 11.55 | REPLACEMENT BIT&BIT DRIVER |

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| Trans Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------------|-------------------|--------------------|----------|--|-----------------|--|
| | | 420 - 576 61 31 03 | | Maintenance Supplies | 21.90 | DRIP SUPPLIES,GLOVES |
| | | 420 - 576 61 31 04 | | Facilities Supplies | 47.87 | REPLACE DOOR CLOSER&TOILET SEAT |
| | | 420 - 576 65 31 01 | | Maintenance Of Golf Course | 44.17 | PRO SHOP REPLACEMENT NOZZLES |
| | | 420 - 576 65 31 01 | | Maintenance Of Golf Course | 45.01 | SHOP SUPPLIES |
| | | 420 - 576 65 31 01 | | Maintenance Of Golf Course | 50.27 | CLEANING SUPPLIES |
| | | 420 - 576 65 31 01 | | Maintenance Of Golf Course | 13.89 | BOTTLED WATER |
| | | 001 - 576 80 31 01 | | Parks Supplies | 17.41 | CLEANING SUPPLIES |
| | | 001 - 576 80 31 01 | | Parks Supplies | 96.77 | SHOP SUPPLIES |
| | | 001 - 576 80 31 01 | | Parks Supplies | 21.71 | SPRINKLERS |
| | | 001 - 576 80 31 01 | | Parks Supplies | 14.65 | SHOP TIE DOWN ORGANIZERS |
| | | 001 - 576 80 31 01 | | Parks Supplies | 11.55 | REPLACEMENT BIT&BIT DRIVER |
| | | 001 - 576 80 31 01 | | Parks Supplies | 38.61 | |
| | | 001 - 576 80 31 01 | | Parks Supplies | 21.91 | DRIP SUPPLIES,GLOVES |
| | | 001 - 576 80 31 01 | | Parks Supplies | 21.47 | BOTTLED WATER |
| | | 001 - 576 80 31 45 | | Orchard Park Supplies | 42.68 | CLEANING SUPPLIES |
| | | 001 - 576 80 31 55 | | Rocky Hill Park Supplies | 30.12 | NEW GFI/WIRE NUTS |
| | | 001 - 576 80 31 55 | | Rocky Hill Park Supplies | 18.49 | WEATHER PROFF COVER |
| | | 110 - 594 42 64 00 | | Capital Expenditures - Furnitur | 20.86 | FORD F250 TOOLS |
| | | 001 - 594 76 64 01 | | Parks-Furniture,Computers&E | 20.86 | FORD F250 TOOLS |
| 3543 | 09/15/2020 | Claims | 3 | EFT LIBERTY LAKE SEWER AND WATER DISTRICT | 6,954.38 | UTILITIES AUG 2020 |
| | | 001 - 518 30 47 00 | | Central Services-Utility Service | 391.75 | CITY HALL |
| | | 001 - 518 30 47 00 | | Central Services-Utility Service | 228.60 | CITY HALL IRR2 |
| | | 001 - 521 50 47 00 | | Law Enforcement - Utility Serv | 241.29 | LLPD/LLML BLDG |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 1,172.37 | HARVARD RD IRR21 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 275.47 | LIBERTY LAKE DR IRR1 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 106.86 | MDWD VISTAS IRR5 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 222.83 | MDWD VISTAS IRR8 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 281.70 | MISSION&MOLTER IRR15 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 214.55 | MISSION/MOLTER ROUNDABOUT IRR16 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 16.01 | MOLTER RD IRR4 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 113.92 | MDWD VISTAS IRR7 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 71.70 | MDWD VISTAS IRR6 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 63.60 | MISSON&SIGNAL IRR |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 305.90 | MDWD VISTAS 4 TR C IRR9 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 296.85 | WOODBROOK TR B IRR11 |
| | | 410 - 542 30 47 00 | | Roadway - Utilities-Elec/Gas,V | 126.29 | LIBERTY LAKE RD IRR22 |
| | | 110 - 542 30 47 01 | | Roadway - Utility Services | 187.77 | APPLEWAY (B) AVE IRR20 |
| | | 001 - 572 50 47 00 | | Library Building Utilities-Elec/ | 108.41 | LLPD/LLML BLDG |
| | | 420 - 576 61 47 00 | | Golf Utilities-Elec/Gas,Wtr/Sw | 289.46 | TRAILHEAD |
| | | 001 - 576 80 47 15 | | Ballfields Utilities-Elec/Gas,W | 78.35 | BALLFIELDS DRINKING FOUNTAIN/RESTROOMS 23900 E BOONE AVE |
| | | 001 - 576 80 47 25 | | Pavillion Park Utilities-Elec/Ga | 80.69 | PAVILLION PARK RESTOOM&SPLASH PAD |
| | | 001 - 576 80 47 35 | | Town Square Utilities-Elec/Ga | 78.35 | TOWN SQUARE PARK |
| | | 001 - 576 80 47 35 | | Town Square Utilities-Elec/Ga | 207.59 | TOWN SQUARE IRR18 |
| | | 001 - 576 80 47 55 | | Rocky Hill Park Utilities-Elec/ | 78.35 | ROCKY HILL RESTROOMS |
| | | 001 - 576 80 47 55 | | Rocky Hill Park Utilities-Elec/ | 920.08 | ROCKY HILL PARK IRR14 |
| | | 001 - 576 80 47 55 | | Rocky Hill Park Utilities-Elec/ | 795.64 | ROCKY HILL PARK WINROCK&MISSION IRR13 |
| 3544 | 09/15/2020 | Claims | 3 | EFT LOWES | 235.83 | FORD F250 TOOLS |
| | | 110 - 594 42 64 00 | | Capital Expenditures - Furnitur | 117.92 | |
| | | 001 - 594 76 64 01 | | Parks-Furniture,Computers&E | 117.91 | |
| 3545 | 09/15/2020 | Claims | 3 | EFT MASTERCARD | 2,307.20 | MATERIALS |
| | | 001 - 514 23 41 00 | | Administrative Services-Profes | 13.06 | DROPBOX |

CHECK REGISTER

CITY OF LIBERTY LAKE
MCAG #: 2757

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Time: 13:41:13 Date: 09/09/2020
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| Trans Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------------|-------------------|--|----------|---|------------------|--|
| | | 001 - 518 30 30 19 - COVID-19 | | Supplies | 34.18 | 4C WRIGHT,WILLIAMS WINDOWS 10 @HOME WORK LAPTOP |
| | | 001 - 518 30 40 00 - COVID-19 Professional Servic | | | 14.51 | 4C ZOOM SVC |
| | | 001 - 518 30 40 00 - COVID-19 Professional Servic | | | 44.97 | 4C ZOOM SVC |
| | | 001 - 518 30 41 00 - Central Services-Professional S | | | 1,414.61 | AMAZON PRIME MEMBERSHIP |
| | | 001 - 558 50 41 00 - CP&ED-Professional Services | | | 50.00 | JOB LISTING BLDG INSPECTOR-PLANS EXAMINER |
| | | 001 - 558 50 49 00 - CP&ED-Dues,Subscriptions,M | | | 646.87 | BLUEBEAM REVU STD ANNUAL MAINT RENEWAL |
| | | 001 - 576 80 41 00 - Parks-Professional Services | | | 25.00 | JOB POSTING SEASONAL MAINT |
| | | 110 - 594 42 64 00 - Capital Expenditures - Furnitur | | | 32.00 | FORD F250 LICENSING |
| | | 001 - 594 76 64 01 - Parks-Furniture,Computers&E | | | 32.00 | FORD F250 LICENSING |
| 3546 | 09/15/2020 | Claims | 3 | EFT O'REILLY AUTO PARTS | 26.07 | MATERIALS |
| | | 001 - 521 10 31 00 - Law Enforcement Supplies | | | 26.07 | WIPER FLUID |
| 3547 | 09/15/2020 | Claims | 3 | EFT OFFICE DEPOT | 1,017.78 | MATERIALS; 2E MANILA FLDRS PATRON PRINTING SVCS |
| | | 001 - 513 10 31 00 - Executive Supplies | | | 6.94 | ALLEN FOLDER |
| | | 001 - 514 23 31 00 - Administrative Services Suppli | | | 756.10 | TYLENOL,POCKET FILE,DIVIDERS,TONER |
| | | 001 - 518 30 30 19 - COVID-19 Supplies | | | 5.34 | |
| | | 001 - 518 80 30 00 - Supplies For Consumption IT | | | 185.41 | MOUSEPAD,USB |
| | | 001 - 572 10 31 00 - Library Supplies | | | 63.99 | INK STAMPS,NOTEBOOK,POST IT, PLANNER |
| 3548 | 09/15/2020 | Claims | 3 | EFT SITEONE LANDSCAPE SUPPLY LLC | 199.73 | MATERIALS |
| | | 001 - 576 80 31 01 - Parks Supplies | | | 199.73 | IRRIG SUPPLIES |
| 3549 | 09/15/2020 | Claims | 3 | EFT STATE OF WASHINGTON | 10,089.12 | TH B&O/SALES TAX AUG 2020 |
| | | 420 - 576 61 40 00 - Business & Occupation, Sales | | | 10,089.12 | |
| 3550 | 09/15/2020 | Claims | 3 | EFT STERICYCLE INC | 10.36 | ON CALL |
| | | 001 - 521 10 41 00 - Law Enforcement-Professional | | | 10.36 | |
| 3551 | 09/15/2020 | Claims | 3 | EFT STONEWAY ELECTRIC SUPPLY CO | 130.51 | LLPD EVIDENCE RM REPLACEMENT BULBS |
| | | 001 - 518 30 31 00 - Centralized Services Supplies | | | 130.51 | |
| 3552 | 09/15/2020 | Claims | 3 | EFT VERIZON WIRELESS | 2,462.09 | SERVICES 07/23-08/22/2020 |
| | | 001 - 518 80 42 00 - Information Technology Servic | | | 61.00 | CELL PHONE |
| | | 001 - 521 10 42 00 - Law Enforcement-Telephone,In | | | 1,312.72 | CELL PHONE/MODEM CHARGES |
| | | 110 - 542 90 42 00 - Maint Admin & Overhead Tele | | | 112.00 | CELL PHONE CHARGES |
| | | 001 - 558 60 42 00 - Communications-Planning | | | 222.03 | CELL PHONE CHARGES |
| | | 001 - 576 80 42 00 - Parks-Telephone,Internet,Posta | | | 754.34 | CELL PHONE/TABLET CHARGES |
| 3553 | 09/15/2020 | Claims | 3 | EFT WASTE MGMT OF SPOKANE | 380.58 | PWY GARB SVC AUG 2020 |
| | | 110 - 542 90 47 00 - Maint Admin & Overhead Util | | | 380.58 | |
| 3554 | 09/15/2020 | Claims | 3 | EFT WESTERN STATES EQUIPMENT COMPANY | 43.39 | MATERIALS |
| | | 110 - 542 90 30 00 - PWY Break In Insurance Clain | | | 43.39 | KEY REPLACEMENT |
| 3555 | 09/15/2020 | Claims | 3 | EFT WEX BANK-CHEVRON | 2,618.41 | FUEL 8/7-9/6/2020 |
| | | 001 - 521 10 32 00 - Law Enforcement Fuel Consum | | | 2,171.73 | |
| | | 110 - 542 90 32 00 - Maint Admin & Overhead Fuel | | | 109.80 | |
| | | 001 - 558 50 32 00 - CP&ED Fuel Consumed | | | 148.64 | |
| | | 420 - 576 61 32 00 - Golf Course-Fuel Consumed | | | 7.29 | |
| | | 001 - 576 80 32 00 - Parks Fuel Consumed | | | 180.95 | |
| 3556 | 09/15/2020 | Claims | 3 | EFT XEROX CORPORATION | 415.46 | BLACK/COLOR BILLABLE PRINTS 7/21-8/21/2020 |

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|-------------|-------------------|---------------|--------------------|--------------|--|------------------|---|
| | | | 001 - 514 23 41 00 | | Administrative Services-Profes | 415.46 | |
| 3557 | 09/15/2020 | Claims | 3 | 30403 | ABADAN REPROGRAPHICS/IMAGIN G | 47.88 | SERVICES |
| | | | 001 - 558 50 40 03 | | CP&ED Legal Notices Reimbu | 47.88 | NOA SIGN |
| 3558 | 09/15/2020 | Claims | 3 | 30404 | ACRANET | 34.50 | BACKGROUND CHECK |
| | | | 110 - 542 90 41 00 | | Maint Admin & Overhead Prof | 34.50 | |
| 3559 | 09/15/2020 | Claims | 3 | 30405 | AMA GOLF | 201.48 | PLASTIC BALL MARKERS |
| | | | 420 - 576 61 31 00 | | Pro Shop Supplies | 201.48 | |
| 3560 | 09/15/2020 | Claims | 3 | 30406 | AMERICAN ON-SITE SERVICES | 195.00 | PWY RR RENTAL |
| | | | 110 - 542 90 41 00 | | Maint Admin & Overhead Prof | 195.00 | |
| 3561 | 09/15/2020 | Claims | 3 | 30407 | AVISTA UTILITIES | 12,426.90 | UTILIITES THROUGH 08282020 |
| | | | 001 - 518 30 47 00 | | Central Services-Utility Service | 858.95 | CITY HALL |
| | | | 001 - 518 30 47 00 | | Central Services-Utility Service | 112.45 | CITY HALL-LITTLE HOUSE |
| | | | 001 - 518 30 47 00 | | Central Services-Utility Service | 40.83 | COMMUNITY MESSAGE BOARD |
| | | | 001 - 521 50 47 00 | | Law Enforcement - Utility Serv | 1,028.03 | LLML/LLPD BLDG |
| | | | 110 - 542 63 47 00 | | Street Lighting - Utility Service | 4,636.04 | STREET LIGHTS |
| | | | 110 - 542 63 47 00 | | Street Lighting - Utility Service | 124.92 | HARVEST AND MISSION ROUNDAABOUT LIGHTS |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 79.17 | MOLTER & APPLEWAY SIGNAL |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 68.44 | APPLEWAY & LLAKE RD SIGNAL |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 65.95 | LLAKE RD & CVISTA SIGNAL |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 22.85 | SCHOOL SPEED SIGN |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 31.69 | HARVARD RD ROUNDAABOUT |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 57.24 | APPLEWAY & MADSON TRFC LIGHT |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 42.59 | SIGNAL/APPLEWAY TRAFFIC SIGNAL |
| | | | 110 - 542 64 47 00 | | Traffic Control Devices-Elec/C | 24.59 | MISSION/MOLTER ROUNDAABOUT |
| | | | 110 - 542 70 47 00 | | Roadside Utilities | 21.60 | HARVARD & INDIANA IRRIG CLOCK |
| | | | 110 - 542 70 47 00 | | Roadside Utilities | 28.08 | HARVARD RD MONUMENTS |
| | | | 110 - 542 70 47 00 | | Roadside Utilities | 22.35 | 1425 N LIBERTY LAKE RD SPRINKLER |
| | | | 110 - 542 70 47 00 | | Roadside Utilities | 22.09 | 23104 E APPLEWAY AVE SPKL IRRIG CLOCK |
| | | | 110 - 542 70 47 00 | | Roadside Utilities | 21.72 | 22427 E APPLEWAY AVE SPKL IRRIG CLOCK |
| | | | 110 - 542 90 47 00 | | Maint Admin & Overhead Util | 143.28 | PUBLIC WORKS YARD |
| | | | 001 - 572 50 47 00 | | Library Building Utilities-Elec/ | 461.87 | LLML/LLPD BLDG |
| | | | 420 - 576 61 47 00 | | Golf Utilities-Elec/Gas,Wtr/Sw | 1,579.48 | TRAILHEAD UNIT 2 |
| | | | 420 - 576 61 47 00 | | Golf Utilities-Elec/Gas,Wtr/Sw | 1,704.43 | TRAILHEAD PUMP |
| | | | 001 - 576 80 47 15 | | Ballfields Utilities-Elec/Gas,W | 140.46 | LIBERTY LAKE BALL FIELD 23820 E BOONE AVE |
| | | | 001 - 576 80 47 25 | | Pavillion Park Utilities-Elec/Ga | 199.33 | PAVILLION PARK IRRIGATION |
| | | | 001 - 576 80 47 25 | | Pavillion Park Utilities-Elec/Ga | 317.97 | PP PUMP @ MEADOWWOOD GC |
| | | | 001 - 576 80 47 35 | | Town Square Utilities-Elec/Ga | 105.41 | TOWN SQ PARK LIGHTS |
| | | | 001 - 576 80 47 45 | | Orchard Park Utilities-Elec/Ga | 408.11 | 20300 E INDIANA AVE ORCHARD PARK |
| | | | 001 - 576 80 47 55 | | Rocky Hill Park Utilities-Elec/ | 56.98 | ROCK HILL PARK-IRRIGATION |
| 3562 | 09/15/2020 | Claims | 3 | 30408 | AW REHN & ASSOCIATES | 1,022.40 | SERVICES |
| | | | 001 - 514 23 41 00 | | Administrative Services-Profes | 140.00 | MO ADMIN FEE AUG 2020 35 ACTIVE |
| | | | 502 - 517 30 29 00 | | Health Insurance Services | 574.35 | EMPLOYER FUNDING NOTIFICATION 8/25-30/2020 |
| | | | 502 - 517 30 29 00 | | Health Insurance Services | 308.05 | EMPLOYER FUNDING NOTIFICATION 9/1-7/2020 |
| 3563 | 09/15/2020 | Claims | 3 | 30409 | COEUR D'ALENE PRESS | 143.10 | JOB LISTING BLDG INSPECTOR-PLANS |
| | | | 001 - 558 50 41 00 | | CP&ED-Professional Services | 143.10 | |

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|-------|------------|--------|--------|-------|---|-----------|---|
| 3564 | 09/15/2020 | Claims | 3 | 30410 | COLVICO INC | 79,910.57 | E APPLEWAY AVE/MADSON AVE INTERSECTION TIB 8-3-988(004)-1 |
| | | | | | 320 - 595 64 60 00 - Capital Expenditures/Expenses | 79,910.57 | |
| 3565 | 09/15/2020 | Claims | 3 | 30411 | CONSOLIDATED IRRIGATION DISTRICT 19 | 436.00 | IRRIG 7/21-8/20/2020 |
| | | | | | 110 - 542 70 47 00 - Roadside Utilities | 21.04 | |
| | | | | | 001 - 576 80 47 45 - Orchard Park Utilities-Elec/Ga | 414.96 | |
| 3566 | 09/15/2020 | Claims | 3 | 30412 | COUNTRY VISTA CAR WASH | 200.00 | WASHES |
| | | | | | 001 - 521 10 48 00 - Vehicle Maintenance | 200.00 | 40 WASHES |
| 3567 | 09/15/2020 | Claims | 3 | 30413 | DATAPRO SOLUTIONS INC | 338.95 | ATTENDANCE ON DEMAND HOSTING AUG 2020 |
| | | | | | 001 - 514 23 41 00 - Administrative Services-Profes | 338.95 | |
| 3568 | 09/15/2020 | Claims | 3 | 30414 | DEPT OF TRANSPORTATION | 374.97 | HENRY RD DESIGN & PS&E JULY 2020 |
| | | | | | 319 - 595 50 40 00 - Henry Rd Design | 374.97 | |
| 3569 | 09/15/2020 | Claims | 3 | 30415 | DESIGN SPACE MODULAR BUILDINGS PNW LP | 372.95 | PWY 8X40 GROUND LEVEL OFFICE RENTAL 9/18-10/17/2020 |
| | | | | | 110 - 542 90 41 00 - Maint Admin & Overhead Prof | 31.01 | |
| | | | | | 110 - 542 90 41 00 - Maint Admin & Overhead Prof | 341.94 | |
| 3570 | 09/15/2020 | Claims | 3 | 30416 | EAST FARM FEED | 277.61 | GOAT FEED |
| | | | | | 001 - 576 80 31 01 - Parks Supplies | 277.61 | |
| 3571 | 09/15/2020 | Claims | 3 | 30417 | EVANS CRAVEN & LACKIE PS | 5,500.00 | PROF SVCS 07/24-08/21/2020 |
| | | | | | 001 - 515 41 41 00 - External Legal Services - Cons | 5,500.00 | |
| 3572 | 09/15/2020 | Claims | 3 | 30418 | EVERGREEN STATE TOWING | 261.36 | SERVICES |
| | | | | | 001 - 521 10 41 00 - Law Enforcement-Professional | 130.68 | TOW '98 LEXUS ES300 |
| | | | | | 001 - 521 10 41 00 - Law Enforcement-Professional | 130.68 | TOW '99 CHEVROLET SILVERADO 1500 |
| 3573 | 09/15/2020 | Claims | 3 | 30419 | FREE PRESS PUBLISHING INC | 285.05 | AD FOR BIDS CV DR HIGH SCH ACCESS SIGNALIZATION TIB 8-3-988(005)-1; LEGAL ADS |
| | | | | | 001 - 511 60 41 00 - Legislative - Professional Servi | 25.00 | ORD 268 |
| | | | | | 001 - 511 60 41 00 - Legislative - Professional Servi | 25.00 | ORD 67-C |
| | | | | | 110 - 542 90 41 00 - Maint Admin & Overhead Prof | 38.25 | RFP WORK TRUCK STR CREW |
| | | | | | 320 - 595 64 60 01 - Capital Expenditures/Expenses | 196.80 | |
| 3574 | 09/15/2020 | Claims | 3 | 30420 | GCR TIRES & SERVICES | 130.68 | ZERO TURN MATERIALS |
| | | | | | 110 - 542 70 31 01 - Roadside Supplies | 130.68 | |
| 3575 | 09/15/2020 | Claims | 3 | 30421 | GENERAL FIRE PROTECTION SYSTEMS INC | 948.29 | SERVICES |
| | | | | | 331 - 518 30 41 03 - Central Services-Professional S | 287.82 | CH/MAINT FIRE EXT INSPECTION |
| | | | | | 331 - 518 30 41 03 - Central Services-Professional S | 386.32 | LLPD FIRE EXT INSPECTION |
| | | | | | 331 - 518 30 41 03 - Central Services-Professional S | 81.29 | LLML FIRE EXT INSPECTION |
| | | | | | 420 - 576 61 41 03 - Facilities - Professional Servic | 135.58 | TH FIRE EXT INSPECTION |
| | | | | | 001 - 576 80 41 00 - Parks-Professional Services | 57.28 | FIRE EXT INSPECTION |
| 3576 | 09/15/2020 | Claims | 3 | 30422 | GREENLEAF LANDSCAPING INC | 1,093.14 | SERVICES |
| | | | | | 110 - 542 70 41 00 - Roadside Professional Services | 522.24 | IRRIG REPAIR |
| | | | | | 001 - 576 80 41 25 - Pavillion Park-Professional Ser | 570.90 | IRRIG REPAIR |

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|-------|------------|--------|--------|-------|--|------------|---|
| 3577 | 09/15/2020 | Claims | 3 | 30423 | H W LOCHNER INC | 200,909.91 | HENRY RD OVERPASS&RDWAY EXT 7/25-8/21/2020 |
| | | | | | 319 - 595 50 40 00 - Henry Rd Design | 200,909.91 | |
| 3578 | 09/15/2020 | Claims | 3 | 30424 | HRA VEBA TRUST | 1,000.00 | ADHOLD, MEGAN E CONTRIBUTION |
| | | | | | 001 - 558 50 28 00 - HRA VEBA-Building Permits/ | 1,000.00 | |
| 3579 | 09/15/2020 | Claims | 3 | 30425 | INLAND EMPIRE BAPTIST ASSOCIATION | 25.00 | REFUND 08/17/2020 PAVILLION PARK RESERVATION DUE TO COVID-19 |
| | | | | | 001 - 362 00 00 05 - Space And Facilities Rentals (S | -25.00 | |
| 3580 | 09/15/2020 | Claims | 3 | 30426 | KPFF INC | 16,531.00 | HARVARD RD WIDENING |
| | | | | | 318 - 595 30 60 01 - Roads/Streets Const. & Other I | 16,531.00 | |
| 3581 | 09/15/2020 | Claims | 3 | 30427 | MOBILE BEACON | 240.00 | 1 YR SVC PLAN 2 DEVICES |
| | | | | | 001 - 572 10 31 00 - Library Supplies | 240.00 | |
| 3582 | 09/15/2020 | Claims | 3 | 30428 | NATIONAL BARRICADE CO | 1,231.66 | MATERIALS |
| | | | | | 110 - 542 30 31 01 - Roadway Striping Supplies | 687.16 | STENCILS |
| | | | | | 110 - 542 64 41 00 - Traffic Control Devices-Profes | 544.50 | STICKER FOR SIGNS |
| 3583 | 09/15/2020 | Claims | 3 | 30429 | ORIENTAL TRADING COMPANY | 64.21 | PROGRAM SUPPLIES |
| | | | | | 001 - 572 10 31 05 - Children & Adult Prgm Suppl | 64.21 | |
| 3584 | 09/15/2020 | Claims | 3 | 30430 | PARAMETRIX | 23,790.61 | PROF SVCS THROUGH 08/01/2020; PROF SVCS THROUGH 8/1/2020 CV DR HIGH SCH ACCESS SIGNALIZATION TIB 8-3-988(005)-1; PROF SVCS THROUGH 8/1/2020 LIB LAKE RD PRESERVATION TIB 3-E-988(003)-1 |
| | | | | | 001 - 558 50 40 02 - CP&ED Plan Checking Outsid | 1,292.50 | LUS2020-0025 |
| | | | | | 312 - 595 30 60 02 - Capital Expenditures-Roadway | 909.99 | |
| | | | | | 319 - 595 50 40 00 - Henry Rd Design | 1,160.88 | LONG TERM ANALYSIS |
| | | | | | 320 - 595 64 60 01 - Capital Expenditures/Expenses | 20,427.24 | |
| 3585 | 09/15/2020 | Claims | 3 | 30431 | PATRIOT FIRE PROTECTION, INC | 246.11 | CH SVC CALL ADJ FIRE SPRINKLER HEAD |
| | | | | | 001 - 518 30 41 00 - Central Services-Professional S | 246.11 | |
| 3586 | 09/15/2020 | Claims | 3 | 30432 | PEPLINSKI CONSTRUCTION LLC | 408.38 | VAC TRAILER RENTAL |
| | | | | | 410 - 542 40 41 00 - Drainage-Professional Services | 408.38 | |
| 3587 | 09/15/2020 | Claims | 3 | 30433 | PTERA INC | 2,887.27 | SERVICES SEPT 2020 |
| | | | | | 001 - 518 30 42 00 - Central Services - Communicat | 1,543.77 | INTERNET,FIBER/CROSS CONNECT,PHONES,VOIP |
| | | | | | 001 - 521 10 42 00 - Law Enforcement-Telephone,In | 580.15 | INTERNET,VOIP,PARK CAMERA RH&BF |
| | | | | | 110 - 542 90 42 00 - Maint Admin & Overhead Tele | 109.00 | INTERNET,VOIP,CAMERA |
| | | | | | 001 - 572 10 42 00 - Library-Telephone,Internet,Pos | 427.85 | INTERNET,VOIP,PHONES |
| | | | | | 420 - 576 61 42 01 - Golf Pro Shop-Telephone,Inter | 93.00 | INTERNET,VOIP |
| | | | | | 001 - 576 80 41 25 - Pavillion Park-Professional Ser | 10.00 | PARK CAMERA |
| | | | | | 001 - 576 80 41 35 - Town Square-Professional Ser | 10.00 | PARK CAMERA |
| | | | | | 001 - 576 80 41 45 - Orchard Park-Professional Ser | 10.00 | PARK CAMERA |
| | | | | | 001 - 576 80 42 15 - Ballfields-Telephone,Internet,F | 34.50 | PARK CAMERAS/IRRIGATION |
| | | | | | 001 - 576 80 42 45 - Orchard Park-Telephone,Intern | 34.50 | PARK CAMERAS/IRRIGATION ORCHARD PARK |
| | | | | | 001 - 576 80 42 55 - Rocky Hill Park-Telephone,Int | 34.50 | PARKCAMERAS/IRRIGATION |

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|-------|------------|--------|--------|-------|--|-----------|---|
| 3588 | 09/15/2020 | Claims | 3 | 30434 | QUALITY SERVICES INC | 522.00 | IEP PASSES 122829-122832;46681-46684;6324-6325;6901-6902;38488-38489 |
| | | | | | 001 - 514 81 40 00 - Inland Empire Paper Permit | 522.00 | |
| 3589 | 09/15/2020 | Claims | 3 | 30435 | RACOM CORPORATION | 1,243.66 | FORD F250 2WAY RADIO |
| | | | | | 110 - 594 42 64 00 - Capital Expenditures - Furnitur | 621.83 | |
| | | | | | 001 - 594 76 64 01 - Parks-Furniture,Computers&E | 621.83 | |
| 3590 | 09/15/2020 | Claims | 3 | 30436 | REBUILDING AND HARDFACING INC | 1,307.89 | CUTTING EDGES FOR SNOW WING |
| | | | | | 110 - 542 66 31 00 - Snow And Ice Control Supplie: | 1,307.89 | |
| 3591 | 09/15/2020 | Claims | 3 | 30437 | SCREEN TEK | 174.24 | CHIEF RETIREMENT DECAL |
| | | | | | 001 - 513 10 31 00 - Executive Supplies | 174.24 | |
| 3592 | 09/15/2020 | Claims | 3 | 30438 | SENSKE LAWN & TREE CARE INC | 163.35 | BEE CNTRL |
| | | | | | 420 - 576 65 41 00 - Professional Services-Golf Gre | 163.35 | |
| 3593 | 09/15/2020 | Claims | 3 | 30439 | SIR SPEEDY PRINTING | 247.71 | MATERIALS |
| | | | | | 001 - 514 23 31 00 - Administrative Services Suppli | 176.92 | WINDOWED ENVELOPES |
| | | | | | 001 - 558 50 41 00 - CP&ED-Professional Services | 70.79 | MCCARY,CHRIS BUSINESS CARDS |
| 3594 | 09/15/2020 | Claims | 3 | 30440 | SPOKANE COUNTY ENVIRONMENTAL SERVICES | 48.01 | SEWER |
| | | | | | 001 - 576 80 47 45 - Orchard Park Utilities-Elec/Ga: | 48.01 | |
| 3595 | 09/15/2020 | Claims | 3 | 30441 | SPOKANE COUNTY SOLID WASTE | 29.00 | ROAD GARBAGE |
| | | | | | 110 - 542 90 47 00 - Maint Admin & Overhead Util | 29.00 | |
| 3596 | 09/15/2020 | Claims | 3 | 30442 | SPOKANE COUNTY TREASURER | 11,385.37 | SERVICES |
| | | | | | 001 - 519 70 40 00 - Sheriff (EMS Agreement) | 2,288.39 | Q3 2020 EMERGENCY MGMT SVCS |
| | | | | | 001 - 519 70 40 01 - Spokane County - Jail | 9,096.98 | JAIL SVCS GEIGER/COUNTY SEPT |
| 3597 | 09/15/2020 | Claims | 3 | 30443 | SPOKANE HOUSE OF HOSE INC | 226.86 | MATERIALS |
| | | | | | 110 - 542 90 31 00 - Maint Admin & Overhead Sup | 75.62 | MECHANIC TOOLS |
| | | | | | 420 - 576 61 31 03 - Maintenance Supplies | 75.62 | MECHANIC TOOLS |
| | | | | | 001 - 576 80 31 01 - Parks Supplies | 75.62 | MECHANIC TOOLS |
| 3598 | 09/15/2020 | Claims | 3 | 30444 | SPOKANE POWER TOOL | 62.00 | MATERIALS |
| | | | | | 110 - 542 66 31 00 - Snow And Ice Control Supplie: | 62.00 | TRASH PUMP PART |
| 3599 | 09/15/2020 | Claims | 3 | 30445 | SPOKANE SUNSCREEN LLC | 119.79 | 2016 FORD EXPLORER DECALS |
| | | | | | 001 - 521 10 48 00 - Vehicle Maintenance | 119.79 | |
| 3600 | 09/15/2020 | Claims | 3 | 30446 | SPOKANE VALLEY FIRE DEPT | 828.00 | SERVICES |
| | | | | | 001 - 558 50 40 01 - CP&ED Protective Inspection t | 207.00 | FIRE ALARM PLAN CHECK ORCHARD PARK LOFTS BLDG A |
| | | | | | 001 - 558 50 40 01 - CP&ED Protective Inspection t | 207.00 | FIRE ALARM PLAN CHECK ORCHARD PARK LOFTS BLDG B |
| | | | | | 001 - 558 50 40 01 - CP&ED Protective Inspection t | 207.00 | FIRE ALARM PLAN CHECK ORCHARD PARK LOFTS BLDG C |
| | | | | | 001 - 558 50 40 01 - CP&ED Protective Inspection t | 207.00 | FIRE ALARM PLAN CHECK ORCHARD PAKR LOFTS BLD D |
| 3601 | 09/15/2020 | Claims | 3 | 30447 | STAPLES GOLF RESOURCE GROUP LLC | 5,000.00 | TASK 5 THE FINAL DESIGN PLAN |
| | | | | | 331 - 518 30 41 03 - Central Services-Professional S | 5,000.00 | |
| 3602 | 09/15/2020 | Claims | 3 | 30448 | T-MOBILE | 80.56 | CELL PHONES 08/13-20/2020 |

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|-------------|-------------------|---------------|----------------------|--------------|---------------------------------|-----------------|---------------------------------|
| | | | 001 - 511 60 42 00 - | | Legislative-Telephone,Internet, | 20.34 | |
| | | | 001 - 513 10 42 00 - | | Executive - Communications | 3.39 | |
| | | | 001 - 558 50 42 00 - | | CP&ED-Telephone,Internet,Po | 11.20 | |
| | | | 001 - 576 80 42 00 - | | Parks-Telephone,Internet,Posta | 45.63 | |
| 3603 | 09/15/2020 | Claims | 3 | 30449 | THE HOME DEPOT PRO | 504.32 | MATERIALS; MATERIALS |
| | | | 001 - 518 30 30 19 - | | COVID-19 Supplies | 331.18 | 2C FACILITIES PURELL SNTZR FOAM |
| | | | 001 - 576 80 31 01 - | | Parks Supplies | 173.14 | RR SUPPLIES |
| 3604 | 09/15/2020 | Claims | 3 | 30450 | TIRE-RAMA | 86.60 | SERVICES |
| | | | 001 - 521 10 48 00 - | | Vehicle Maintenance | 47.40 | LLPD23 LOF |
| | | | 001 - 521 10 48 00 - | | Vehicle Maintenance | 39.20 | LLPD16 LOF |
| 3605 | 09/15/2020 | Claims | 3 | 30451 | WHITLEY FUEL LLC | 986.90 | FUEL |
| | | | 110 - 542 90 32 00 - | | Maint Admin & Overhead Fuel | 128.30 | |
| | | | 420 - 576 61 32 00 - | | Golf Course-Fuel Consumed | 700.70 | |
| | | | 001 - 576 80 32 00 - | | Parks Fuel Consumed | 157.90 | |
| 3606 | 09/15/2020 | Claims | 3 | 30452 | BEN WICK | 1,225.00 | SPLASH ADS SEPT 2020 |
| | | | 001 - 558 70 41 00 - | | Econ. Dev. - Advertising | 1,225.00 | |

| | | |
|--|------------|--------------------|
| 001 General Fund | 47,824.03 | |
| 110 Street Fund | 15,497.16 | |
| 312 Street Capital Fund | 909.99 | |
| 318 Harvard Road Bridge Widening Fund | 16,531.00 | |
| 319 Henry Rd Project From Mission To Appleway | 202,445.76 | |
| 320 Harvard Road Mitigation Fund | 100,534.61 | |
| 331 Municipal Facilities Fund Master Plan | 5,755.43 | |
| 410 Stormwater Utility Fund | 3,676.43 | |
| 420 Golf Operations Fund | 15,617.07 | |
| 502 Medical Reimbursement (Bridge) Fund | 882.40 | |
| | 409,673.88 | Claims: 409,673.88 |
| * Transaction Has Mixed Revenue And Expense Accounts | 409,673.88 | |

"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

Date

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

City Clerk

Date



AGENDA ITEM NO.: 10Bi

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Purchase of 20X20 Tents for local business

FOR THE AGENDA OF: September 15,2020

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:

Vendor Quote from A to Z Rental
Memo regarding eligibility for Cares \$

DEPT. HEAD APPROVAL: RJ Stevenson

| | |
|------------------------------|--|
| EXPENDITURE REQUIRED: | \$29,266.88 |
| BUDGETED: | Purchase is eligible for Cares Act \$ |

SUMMARY STATEMENT

The City desires to purchase seven (7) 20x20 tents from A to Z Rental. These tents are to be used by locally businesses to extend their operations to the citizens of Liberty Lake. We have coordinated with Spokane Valley Fire District to ensure that the tents meet fire code requirements. Each business that receives a tent will sign a waiver to reimburse the City for any damages to the tents. The business will also assume any liability for the use of the tents. A to Z rentals will deliver the tents directly to the businesses. The City will maintain ownership of the tents and will store them for future use in City Parks and events.

These expenses would be covered under the CARES Act to. See attached memo regarding Cares Act eligibility test.

RECOMMENDED ACTION

1. Authorize the purchase of seven (7) tents from A to Z Rental.



10903 E. Sprague Ave.
 Spokane, Wa 99206
 www.rentatoz.com
 509-924-2000 Phone
 509-924-2958 Fax

Status: Quote

Quote #: q8949-1

Quote To: Mon 9/21/2020 9:00AM

Operator: Chaus Fleury

Terms: On Account

Customer #: 74411

CITY OF LIBERTY LAKE

509-755-6700 Phone

22710 E COUNTRY VISTA DRIVE.

Liberty Lake, WA 99019

| Qty | Key | Items | Part# | Status | Quote Date | Price | |
|-----|------------|--|-------|----------|------------|-------------|--|
| 7 | MS-7 | 20' X 20' HIGH PEAK TENT | MS | Retail | | \$23,100.00 | |
| 13 | MS-7 | 20' CLEAR SIDEWALL | MS | Retail | | \$3,250.00 | |
| | | 6- WINDOW WALLS @TRAILBREAKERS, 3- WINDOW WALLS @ HAY JAY'S, 4- WINE CELLARS | | | | | |
| 7 | DEL-TENT-1 | Delivery, (Tent 20' x) | | Delivery | | \$525.00 | |

Delivery Wed 9/16/2020 8:00AM - 4:00PM

KATY ALLEN 509-755-6728

22710 E COUNTRY VISTA DRIVE.

Liberty Lake, WA 99019

INCLUDES THE FIRST SET UP.

3 TENTS AT TRAILBREAKERS

2 TENTS AT HAY J'S

2 TENTS AT WINE CELLARS

COMES WITH STAKES, RATCHETING STRAPS.

TENT SOLD AS IS: ALL ALUMINUM FRAMEWORK WITH BLACKOUT WHITE VINYL TOP. 8' PERIMETER HEIGHT WITH A 14' SINGLE PEAK. FREESTANDING WITH 4 CORNER POLES SPACED 20' APART.

THREE

THIS PRICE INCLUDES THE FIRST INSTALLATION OF THE TENTS AT THE ~~TWO~~ LOCATIONS. CUSTOMER ASSUMES RESPONSIBILITY AFTER THE SET UP.

Quote valid for 30 days.

| | |
|-------------------------------------|--------------------|
| Sales: | \$26,350.00 |
| Delivery Charge: | \$525.00 |
| Subtotal: | \$26,875.00 |
| Sales Tax Spokane Valley: | \$2,391.88 |
| Total: | \$29,266.88 |
| Paid: | \$0.00 |
| Amount Due: | \$29,266.88 |

Signature: _____

CITY OF LIBERTY LAKE

SIDE 1
TERMS AND CONDITIONS OF RENTAL

- .1. AUTHORITY TO SIGN. It is hereby agreed that any individual signing this contract as a representative or agent for the person or company with whom he or she is employed (hereinafter referred to as "customer") is authorized to sign this contract as representative or agent and shall thereby make said person or company liable for full payment of all purchases, rental charges or any other costs that might be incurred against any equipment rented or sold by A to Z Rental and Sales.
- .2. DISCLAIMER OF WARRANTIES. A to Z Rental MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OF THE EQUIPMENT OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. THERE IS NO WARRANTY THAT THE EQUIPMENT IS SUITED FOR CUSTOMER'S INTENDED USE OR THAT IT IS FREE FROM DEFECTS EXCEPT AS MAY BE SPECIFICALLY SET FORTH IN THE RENTAL CONTRACT. A TO Z RENTAL DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, MADE IN CONNECTION WITH THIS RENTAL TRANSACTION.
- .3. INDEMNITY/HOLD HARMLESS/ DAMAGES CUSTOMER ACKNOWLEDGES AND ASSUMES ALL RISKS INHERENT IN THE OPERATION AND USE OF THE EQUIPMENT BY CUSTOMER, AND WILL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL PERSONS AND PROPERTY FROM INJURY OR DAMAGE FROM EQUIPMENT. A TO Z RENTAL SHALL NOT BE RESPONSIBLE TO CUSTOMER OR ANY OTHER PARTY FOR, AND TO THE FULLEST EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO DEFEND, IDENTIFY AND HOLD A TO Z RENTAL HARMLESS FROM AND AGAINST ANY LIABILITY CLAIM, LOSS, DAMAGE OR INJURY (INCLUDING ANY ATTORNEY'S FEES, LOSS OF PROFITS, BUSINESS INTERRUPTION OR OTHER SPECIAL OR CONSEQUENTIAL DAMAGES) CAUSED BY, OR IN ANY OTHER WAY CONNECTED WITH THE USE, MAINTENANCE, INSTRUCTION, OPERATION, POSSESSION, OWNERSHIP OR RENTAL, OF THE EQUIPMENT, HOWEVER CAUSED.
- .4. RENTAL PERIOD/SINGLE SHIFT/EXCESSIVE USE/ RATE It is agreed that the rental rate is based on single shift operation of eight (8) hours, five (5) days per week. All rentals shall commence when the equipment leaves A to Z Rental premises. No allowance will be made for time in transit, or for any period of time equipment is not in actual use while in Customer's possession. Equipment must be returned during A to Z Rental regular office hours.
- .5. RECEIPT OR INSPECTION OF EQUIPMENT/USE OF EQUIPMENT Customer acknowledges that Customer has inspected the equipment prior to taking possession thereof and is in good working order and repair and suitable for Customer's needs. Customer is familiar with the proper operation and use of each item of Equipment. Customer will not use or allow anyone to use the equipment, (a) for an illegal purpose or in an illegal manner; (b) without a license, if required under any applicable law or (c) who is not qualified to operate it. Customer agrees at Customer's sole expense to comply with all applicable municipal, state, and federal laws, ordinances, and regulations (including OSHA) which may apply to the use of the Equipment. Customer agrees to check all fluid levels and tire pressure, to clean and visually inspect the Equipment daily and to immediately notify A to Z Rental when Equipment needs repair or maintenance. Customer acknowledges that A to Z Rental has no responsibility to inspect the Equipment while it is in Customer's possession. A to Z Rental shall have the right to replace the Equipment with other similar equipment at any time and for any reason. Should the equipment become unsafe, malfunction or require repair, Customer shall immediately cease using the Equipment and immediately notify A to Z Rental. If such operation is the result of normal operation, A to Z Rental will repair or replace the Equipment with similar Equipment in working order if such replacement Equipment is available. A to Z Rental has no obligation to repair or replace Equipment rendered inoperable by misuse, abuse, or neglect. Customer's sole remedy for any failure or defect in equipment shall be by termination or any rental charges accruing after the time of failure. At the expiration of the Rental Period, Customer will return the Equipment to the Store location during regular business hours, such Equipment to be in the condition and repair as when delivered to Customer, subject to reasonable wear and tear. Customer shall be liable for all damages to or loss of the Equipment from the time the Equipment leaves the Store until the equipment is returned to the store. In the case of the loss or destruction of any Equipment or inability or failure to return same to A to Z Rental for any reason, Customer will pay A to Z Rental the then full replacement value together with the full rental rate so specified until Equipment is replaced. If the Equipment is returned in a damaged or excessively worn condition, Customer shall pay A to Z Rental the reasonable cost of repair and pay rental on the Equipment at the regular rental rate until all repairs have been completed. A to Z Rental shall be under no obligation to commence repair work until Customer has paid to A to Z Rental the estimated cost therefore. Rental equipment does not carry the option to purchase unless A to Z Rental and the Customer agree in writing upon the same prior to the rental of the Equipment.
- .6. REASONABLE WEAR AND TEAR. Reasonable wear and tear of rented Equipment shall mean only the normal deterioration of the equipment caused by ordinary and reasonable use on a one-shift basis. The following shall not be deemed reasonable wear and tear: (a) damage resulting from lack of lubrication or maintenance of necessary oil, water, fluid, and air pressure levels; (b) damages resulting from lack of servicing or preventative maintenance suggested in the manufacturer's operation and maintenance manual; (c) damage resulting from any collision, overturning, or improper operation, including overloading or exceeding the rated capacity of the Equipment; (d) damage in the nature of dents, bending, tearing, staining and misalignment of the equipment or part thereof; (e) damage from dirt/dirtying of the milled equipment by mud, paint, plaster, concrete, resin or any other material; (f) wear resulting from use in excess of a one-shift basis and (g) any other damage to the equipment which is not considered ordinary and reasonable in the equipment rental industry. Repairs to the Equipment shall be made to the reasonable satisfaction of A to Z Rental and in a manner which will not adversely affect the operation, manufacturer's design or value of the equipment. Customer shall not disconnect or tamper with the hour meter, odometer, or speedometer on any rented equipment, and if the same shall now signs of having been disconnected or tampering with. Customer agrees to pay A to Z Rentals. In addition to the regular rental, the rate of five dollars (\$5.00) per hour for each and every hour the Customer has the vehicle, machine or equipment off the premises of A to Z Rental.
- .7. LATE RETURN. Customer agrees that if the Equipment is not returned by the end of The Rental Period, A to Z Rental, in its sole discretion, may require the Customer to do any of the following: (a) continue to pay the rental rate(s) applicable to the Equipment as specified On the front page of the Rental Contract; (b) for periods less than 24 hours, pay the full daily rental rate applicable to the Equipment; or (c) pay any increased rental rate(s) in effect at the time of, or after, the expiration of the Rental Period.
- .8. DEPOSIT/PAYMENT. In addition to securing the payment of rental charges hereunder, Customer agrees that any rental deposit shall be deemed to be a guaranty by Customer of the full and complete performance of each and all of the terms, covenants, and agreements to be performed by Customer hereunder, and in any event of any breach by Customer. The deposit will be credited against any damages, cost or expense incurred by A to Z Rental as a result of the breach. All amounts due hereunder shall be payable in full upon the end of the Rental Period, return of the equipment to A to Z Rental, or 30 days following A to Z Rental's invoice to Customer, whichever comes first. Customer acknowledges that timely payment of rental charges is essential to A to Z Rental's business operations and it would be impractical and extremely difficult to fix the actual damages caused by late payment. Customer and A to Z Rental agree there shall be added to all past due rental charges a late payment fee equal to the lesser of 2% per month (24% per annum) on any such past due amounts, or the maximum amount allowed by applicable law.
- .9. FAILURE TO DELIVER. Customer hereby releases and discharges A to Z Rental from any and all liability damages, which might be caused by failure of A to Z Rental to deliver any equipment within the agreed time.
- .10. TITLE: Title to all rented Equipment is and shall remain with A to Z Rental. If the equipment is levied upon or the agreement is terminated for any reason whatsoever, A to Z Rental may retake the equipment without notice or legal process, and may take all action reasonably necessary to do so, including going onto the Customer's property to retake the equipment. Customer waives for himself, agents, and employees all claims for damages and losses, physical and pecuniary, caused by retaking by A to Z Rental. Customer agrees to pay all costs and expenses incurred by A to Z Rental in retaking the equipment. Title and the right to immediate possession of any purchased equipment described on the front side hereof shall remain in A to Z Rental until all items have been paid for in full. Customer hereby grants A to Z Rental a security interest in said equipment pursuant to the Washington Uniform Commercial Code and any other applicable provisions of law, except to the extent as otherwise provided herein. In the event of default by Customer, A to Z Rental shall be entitled to immediate possession of all equipment described herein and any other remedies afforded A to Z Rental by this agreement or law.
- .11. TIRE/TUBE REPLACEMENT OR REPAIR. Repair or replacement of tires and tubes is the responsibility of the Customer, and is not included in the rental rate.
- .12. NOTICE OF NONWAIVER. Any failure of A to Z Rental to insist upon strict performance by Customer of the conditions and terms of this agreement shall not be construed as a waiver by A to Z Rental to demand strict compliance. Time is expressly made the essence of this agreement.
- .13. DEFAULT. Customer shall be deemed to be in default should Customer in any way fail to pay any amount when due hereunder, or to perform, observe or keep any provision of this Rental Contract or should the Customer become insolvent, or should A to Z Rental anticipate that the Customer may become insolvent that Customer may otherwise become in default. If the Customer is in default, A to Z Rental may do any one or more of the following: (a) terminate the rental period; (b) declare the entire amounts due hereunder immediately due and payable and commence legal action therefore; (c) cause A to Z Rental's employees or agents, without notice or legal process, to enter upon Customer's property and take all action necessary to retain and repossess the Equipment, in which event Customer waives all claims for damages and losses, physical and pecuniary, caused thereby and shall pay all costs and expenses incurred by A to Z Rental in retaining and repossessing; or (d) pursue any other remedies available by law. The Customer shall be considered insolvent if the Customer (i) shall generally not pay or shall be unable to pay, or shall admit its inability or anticipated inability to pay its debts as such debts become due; or (ii) shall make an assignment for the benefit of creditors, or petition or apply to any tribunal for the appointment of a custodian, receiver, or trustee for it or a substantial part of its assets; or (iii) shall commence any proceeding under any bankruptcy, reorganization, arrangement, readjustment of debt, dissolution, or liquidation law or statute of jurisdiction, whether now or hereafter in effect; or (iv) shall have had any such petition or application filed or, any such proceeding commenced against it in which an order for relief is entered or an adjudication or appointment is made; or (v) shall take any action indicating its consent to, approval of, or acquiescence in any such petition application, proceeding, or order for relief or time appointment of a custodian, receiver, or trustee for all or any substantial part of its properties.
- .14. PURCHASE ORDERS. The use of Customer's purchase order number on this contract is to; Customer's convenience and identification only. This contract constitutes the sole agreement between the Customer and A to Z Rental and supersedes any purchase, order provision whether sent or received prior to or subsequent to this contract. Absence of purchase order number shall not constitute grounds for nonpayment of rental charges when customer has the right to enjoy the use of the rented items.
- .15. NO ASSIGNMENT, LENDING, OR SUBLETTING Customer shall not sublease, subrent, assign or loan the Equipment without first obtaining the written consent of A to Z Rental, and any such action by Customer, without A to Z Rental's written consent, shall be void. Customer agrees to use and keep the Equipment at the job site set forth on the first page of the Rental Contract unless A to Z Rental provides for and approves otherwise in writing. A to Z Rental may, at any time, without notice to the Customer, transfer or assign this Rental Contract or any equipment or any moneys or other benefits due on to become due hereunder.
- .16. ATTORNEY FEES AND VENUE. In the event that A to Z Rental is required to retain an attorney or any collection agency to enforce any provision of this agreement, whether or not suit is instituted, Customer shall be responsible for and pay, in addition to any other sums due under this agreement, attorney's fees, expenses, collection fees and court costs. TRIAL BY JURY IS WAIVED. Customer agrees that venue may be at the option of A to Z Rental in Spokane County, Washington.
- .17. AGENCY Customer shall not, at any time, be construed as being the agent of A to Z Rental for any purpose whatsoever. A to Z Rental shall not be responsible for any acts or omissions of Customer or its agents.
- .18. DAMAGE WAIVER RENTAL PROTECTION PLAN. The Plan is not Insurance Notwithstanding the foregoing, A to Z Rental will not waive a claim for loss or damage. (i) to equipment as a result of overloading or exceeding its rated capacity; (ii) to motors, generators, drills or other electrical appliances or devices caused by portable, electric current; unless the source is a generator supplied by A to Z Rental; (iii) to hydraulic cylinders; (iv) to tires and tubes caused by blow out, bruises, cuts, punctures or other causes inherent in the use of the Equipment; (v) resulting from a lack of, or improper lubrication or servicing of the Equipment, or damages resulting from misuse, abuse, failure to maintain, cleanliness, proper fuel, hydraulic fluid, coolant OR pressure levels; (vi) due to mysterious disappearance or any Equipment that is not returned for whatever reason, including theft, unless from break and entry substantiated by a police report. Break and entry includes forced entry into a building, enclosed area, or fencing at which the Equipment is located, or forced entry into the Equipment itself; (vii) due to theft of all accessories, such as, but not limited to air hoses, electric cords, blades, welding cable, liquid fuel tanks, harnesses and lanyards and other similar items, and (viii) due to use of Equipment in violation of any terms of the Rental Contract or any illegal use. IF Customer has insurance covering any loss or damages to which DAMAGE WAIVER RENTAL PROTECTION PLAN and/or paragraph 18 relates, the Plan becomes secondary and shall only apply to the extent such damage is not covered by Customer's insurance. Customer shall exercise all rights available to Customer under said insurance and take all action necessary to process a claim therefore. Customer hereby assigns said claim and any and all proceeds from such insurance to A to Z Rental. Upon request of A to Z Rental, Customer shall fully cooperate with A to Z Rental and furnish the name of Customer's insurance agent, insurance company, and information concerning Customer's insurance coverage.
- .19. WARNING: The use of false or fictitious identification to obtain the rented equipment described in the front of this agreement, or the failure to return equipment on the expiration and due date, in certain circumstances, may be considered a theft resulting in criminal prosecution. Your attention is directed to the Penal Code of Washington state law, ROW 9.45.060 and/or 9A.56.030/050 and/or Replevin Law and/or Idaho law.

20'x20' HIGH PEAK with clear sidewalls



RJ Stevenson

From: Katy Allen
Sent: Thursday, September 10, 2020 2:52 PM
To: RJ Stevenson
Subject: FW: Warming in Outdoor Restaurant Seating

From: Harvey, Traci <HarveyT@SpokaneValleyFire.com>
Sent: Thursday, September 10, 2020 2:43 PM
To: Katy Allen <kallen@libertylakewa.gov>
Subject: Warming in Outdoor Restaurant Seating

Kay,
This is a follow-up on our phone conversation – I found the sections that I was thinking about related to food warming but I also tried to include other sections related to topics that might come up.

IFC 3104.11 clearance. There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside the membrane structures.

IFC 3104.15.3 Location. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. (This would related to true cooking not warming and heating would be for keeping the structure itself warm.)

IFC 3104.15.4 Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or similar devices that do not pose an ignition hazard, shall be approved. (Sterno warming units would be permitted. As discussed they would need to be located out of the egress path and on a surface so that they are not likely to be “bumped”.)

Let me know if you have any questions and as I stated earlier we would be more than happy to conduct courtesy inspections to aid in the set-up.



Thanks



Traci Harvey

Fire Protection Engineer
Spokane Valley Fire Department
2120 N. Wilbur
Spokane Valley, WA 99206
509-892-4183 Work
509-892-4144 Fax

Email from Trailbreakers & Liberty Lake Wine Cellars

From: Trent Maier <trent@trailbreakercider.com>

Sent: Thursday, September 10, 2020 3:03 PM

To: Katy Allen <kallen@libertylakewa.gov>

Subject: Re: Tent Purchases

Thanks for the information Katy. I agree that the windows/no windows issue shouldn't be a problem at all for us.

As far as the benefit to us, it's honestly hard to see a scenario where having some space outside would not be enormously beneficial. I have had so many discussions with people about the benefit our particular outdoor area has been not only for us as a business, but also for so many folks that live here in Liberty Lake to have a spot where they can feel comfortable going out to eat or have a couple drinks. For families that also want a spot where kids can stretch their legs during all of this chaos, it's been immeasurably helpful and adding weeks (and maybe months) onto that space availability by adding tents and some heaters is obviously very helpful to the success of our business. I cannot state enough how appreciative we are to have a community that thinks of these things, and we thank you very much for reaching out.

Like I said before, please feel free to forward any other questions you might have.

Cheers,
Trent

Katy,

Thanks so much. If we have a few panels with windows we will be very happy (although we're just so grateful in general for all the help from the City).

See paragraph below (and I can send photos if you'd like):

Like many retail businesses, COVID has hit us hard. Our tasting room is currently limited to inside seating of 15 people (50% capacity) of groups of 5 or less in the same household. These limitations make it very hard to gain new customers (we are very grateful for our repeat customers) and continue to be profitable under these circumstances. We have expanded our outdoor seating, which has allowed us to increase our capacity outside, follow all WA State guidelines and laws, and remain profitable. But with the change of seasons, going to indoor seating only will be very tough on our business. The ability to maintain our outdoor seating in inclement weather would continue to keep our business operational during the next few months and allow us to open outdoor seating earlier than normal in the spring.

Thanks!

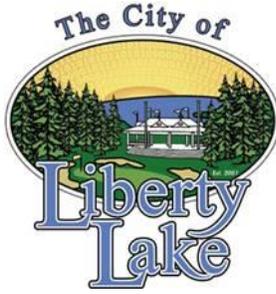
Sarah Lathrop

Please note my new email address: sarah@libertylakewine.com

Liberty Lake Wine Cellars
23110 E. Knox Ave.

PO Box 383
Liberty Lake, WA 99019
509-255-9205

www.LibertyLakeWineCellars.com



CITY OF LIBERTY LAKE
Administrative Services

Determination for Eligible Cost:

Description of expense: As we move into the fall and winter months, customers will not be able to easily sit outside at restaurants and other food and beverage establishments. The City asked local restaurants and other businesses what support they may need over these months. A few businesses answered some type of covered outdoor seating. The City researched options and determined that a tent structure that meant fire code restrictions would assist businesses in increasing their seating capacity and maintaining adequate social distancing for safety.

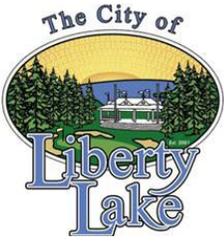
I performed the Eligible Cost Test as provided by the Department of Commerce to determine if the cost of the tables and chairs are eligible. I believe the expense meets all the aspects of the test, but I will add more definition to item #2: THE EXPENSE IS NECESSARY.

Given the public health crisis our state is facing, there is a strong basis for state and local governments to make expenditures for the primary purpose of protecting and promoting public health which may have an incidental benefit on private citizens and entities. Excerpt from Attorney General dated 3-17-2020.

As businesses attempt to open under COVID-19 conditions, the City of Liberty Lake role is to ensure safety of the public and businesses. In this instance, the City finds it necessary to allow restaurants to expand their seating capacity by providing restaurants to 20x20 tents to increase capacity and social distancing.

RJ Stevenson
Finance Director
City of Liberty Lake

RESOLUTION(S)



AGENDA ITEM NO.: 11i

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Resolution Adopting the Liberty Lake Network Analysis Update

FOR THE AGENDA OF: September 15, 2020

DEPT. OF ORIGIN: Planning, Engineering & Building Services

EXHIBIT: Liberty Lake Network Analysis Update Report & Resolution

DEPT. HEAD APPROVAL: 

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

SUMMARY STATEMENT

In December of 2019, City Council authorized Parametrix to complete a Transportation Network Analysis and Corridor Study to include:

- Near-term traffic projections and operational analysis to include:
 - Current traffic volumes with projections to include the new high school, 408 new dwelling units adjacent to the high school of Henry Lane, and background growth through 2025
 - Operational analysis (to include planned 2020 network/operational improvements as identified in the draft 2020-2025 CFP) of primary collectors and arterials
 - Identification of priority near term network/operational/safety design solutions & improvements to include intersection improvements and pedestrian enhancements along primary collectors and arterials

- Build-out traffic projections and operational analysis to include:
 - 2040 projected traffic volumes (consistent with Population Buildout Analysis and employment growth)
 - Operational analysis (to include network and operational improvements as identified in the near term operational analysis) of primary collectors and arterials
 - Identification of long-term network/operational/safety design solutions & improvements to include intersection improvements and pedestrian enhancements along primary collectors and arterials

This resolution adopts the findings of the Liberty Lake Network Analysis Update.

RECOMMENDED ACTION

1. Approve resolution adopting the Liberty Lake Network Analysis Update, and the recommendations contained therein.

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

A RESOLUTION OF THE CITY OF LIBERTY LAKE ADOPTING THE LIBERTY LAKE NETWORK ANALYSIS UPDATE

WHEREAS, the City of Liberty Lake, Spokane County, Washington ("City") authorized Parametrix to complete a Transportation Network Analysis and Corridor Study in November of 2019 to assess traffic projections and operational needs as our City continues to grow; and

WHEREAS, the scope of that study included an early technical memorandum to specifically identify intersection and operational improvements on the Country Vista Corridor; and

WHEREAS, on May 19, 2020, City Council accepted the Country Vista Corridor Analysis Technical Memorandum by Resolution 20-272; and

WHEREAS, on July 21st, City Council held a workshop on the findings of the Liberty Lake Network Analysis Update; and

WHEREAS, on August 4, 2020, the full report of the Liberty Lake Network Analysis Update was posted on the City website; and

WHEREAS, on August 25, 2020, the City of Liberty Lake held a virtual open house on the Liberty Lake Network Analysis Update; and

WHEREAS, the City has invited public comments on the report on the City's web site and Facebook page starting August 4th, 2020 and continuing through September 4th, 2020; and

WHEREAS, the recommendations of this Network Analysis Update are needed to inform the City's 2021-2026 Capital Facilities Plan; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Liberty Lake that it hereby adopts the Liberty Lake Network Analysis Update, and the recommendations contained therein.

Approved by the City Council this _____ day of _____, 20__.

Mayor Shane Brickner

ATTEST:

Ann Swenson, City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

Liberty Lake Network Analysis Update

Prepared for



City of Liberty Lake

Prepared by

Parametrix

835 North Post, Suite 201

Spokane, WA 99201

T. 509.328.3371 F. 1.855.542.6353

www.parametrix.com

CITATION

Parametrix. 2020. Liberty Lake Network Analysis Update.
Prepared by Parametrix, Spokane, WA. September 3, 2020.

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ACRONYMS

| | |
|------|---|
| APA | American Planning Association |
| FAR | Floor-area ratio |
| HCM | Highway Capacity Manual |
| ITE | Institute of Transportation Engineers |
| LOS | Level of Service |
| RMSE | Root Mean Square Error |
| SRTC | Spokane Regional Transportation Council |
| STA | Spokane Transit Authority |
| TAZ | Traffic Analysis Zone |

1. INTRODUCTION

In February 2017, the City of Liberty Lake (the City) conducted a network analysis of the transportation system to identify short-term and long-term needs. Since that time, development and roadway project plans have evolved in key areas of the city, particularly along the Country Vista Drive corridor. The purpose of this study is to update the 2017 network analysis with a specific focus on multi-mobility issues for the Country Vista Drive corridor.

This report documents and summarizes the results and recommendations of the network analysis update. A description of the study area is provided followed by a documentation of data collection methods and results. Next, the future land use and growth assumptions are discussed. The methods and results of the use of the Spokane Regional Transportation Council (SRTC) regional travel demand model are also provided. Traffic analysis methods are then presented including detailed traffic performance metrics for short-term and long-term conditions. Finally, the report identifies the network-wide recommendations. Though this report incorporates the roadway network conclusions for the Country Vista Drive corridor, more detailed documentation of the multi-modal analysis is contained within the *County Vista Drive Corridor Analysis Memo* (May 2020).

2. STUDY AREA

The study area for this analysis includes major roadways and intersections within the City boundaries. The boundaries of the City extend from the Spokane River on the north to Sprague Avenue on the south, and from Aladdin Road on the west to King James Lane on the east. Figure 1 shows the roadway network for the City.

2.1 Description of Major Roads

There are several key roads within the City.

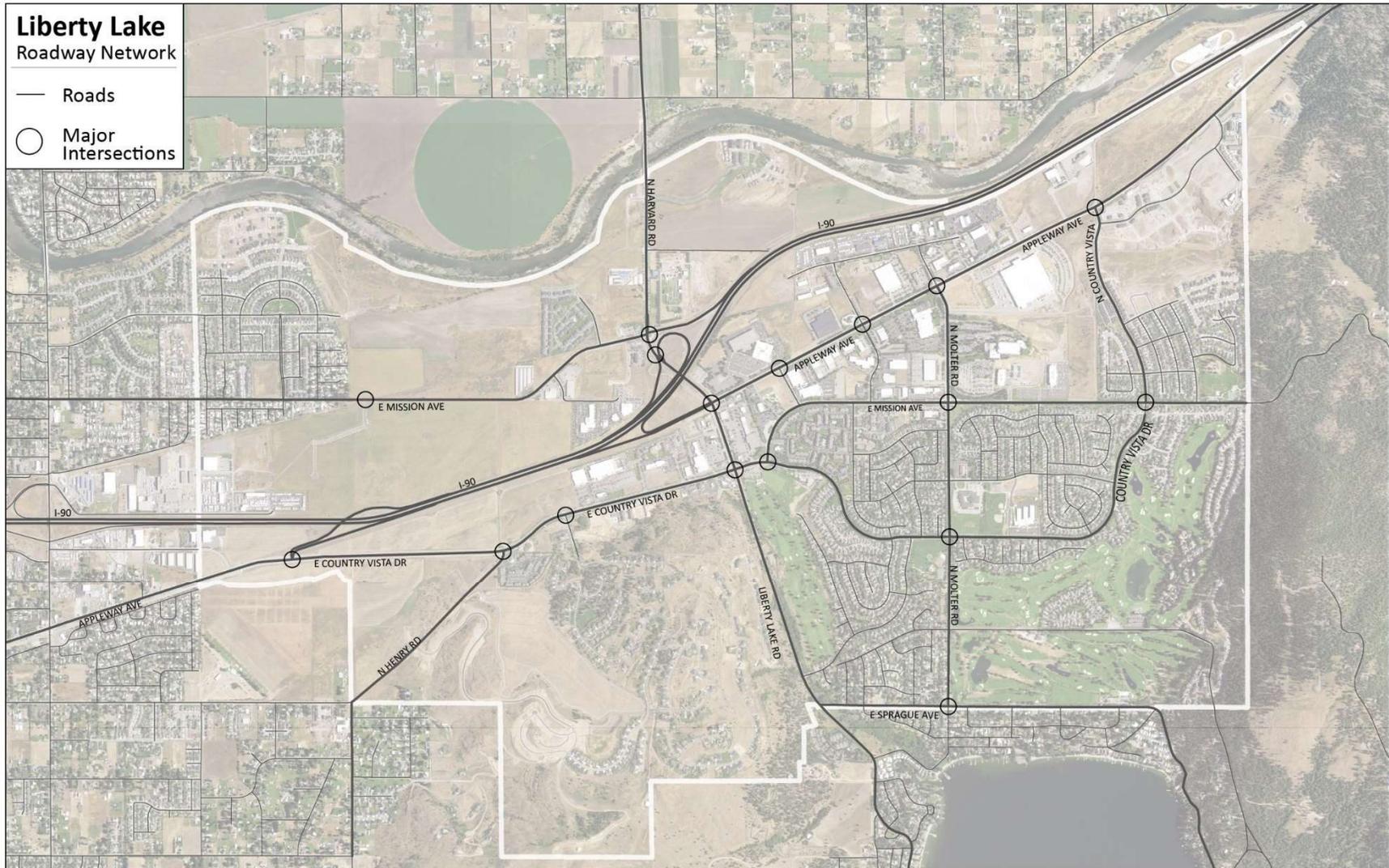
Country Vista Drive – is a major east-west roadway in the City. West of Liberty Lake Road, Country Vista Drive is a four-lane arterial with a two-way center turn lane that parallels I-90 to the south. East of Liberty Lake Road, Country Vista Drive becomes a two-lane roadway that circumnavigates the eastern residential areas of the City and eventually meets Appleway Avenue in the northeastern section of the city.

Liberty Lake Road – is a major north-south roadway that runs from the I-90 ramps on the north to the southern boundary of the City. Liberty Lake Road is four lanes with a center landscaped median between the I-90 ramps and Country Vista Drive. South of the Country Vista Drive intersection, Liberty Lake Road narrows to one lane in each direction.

Harvard Road – is a continuation of Liberty Lake Road north of the I-90 ramps and extends north to the northern city boundary. Harvard Road runs north-south as a two-lane roadway, before expanding out to four lanes with a landscaped median north of the roundabout at Mission Avenue.

Appleway Avenue – runs east to west from Liberty Lake Road to the eastern boundary of the City. It is a four-lane arterial with a landscaped center median and left-turn pockets. East of Molter Road, Appleway Avenue begins narrowing down to one lane in each direction as it continues east towards an interchange with I-90 outside of the city boundaries.

Figure 1: Roadway Network



Mission Avenue – is an east-west roadway that has two sections, the western section runs from the western city boundary to Harvard Road as a two-lane roadway, paralleling I-90 to the north. The eastern section of Mission Avenue is a two-lane roadway that runs south of I-90 from an intersection with Country Vista Drive near the center of the City to the eastern city boundary.

Molter Road – is a north-south roadway on the eastern side of the city that runs from Knox Avenue on the north to Sprague Avenue and the southern city boundary on the south. Molter Road is a four-lane roadway with a two-way center turn lane between Appleway Avenue and Mission Avenue. South of the Mission Avenue intersection, Molter Road narrows to one lane in each direction with a two-way center turn lane for most of its length.

2.2 Description of Major Intersections

There are 17 intersections within the City of Liberty Lake that were studied in this analysis. Additionally, three intersections that are anticipated to be added in the short term are also included: the intersection at the new Ridgeline High School Entrance on Country Vista Drive, the intersection at the East High School Access from Country Vista Drive, and the future intersection at Mission Avenue/Henry Road after the Henry Road bridge is built over I-90. Table 1 details the 20 total study intersections and existing intersection control. The existing 17 intersections were also depicted previously in Figure 1.

Table 1: Liberty Lake Study Intersections

| Intersection | Existing Intersection Control |
|--|-------------------------------|
| Mission Avenue/Harvest Parkway | Roundabout |
| Mission Avenue/Henry Road (Bridge) | --- |
| Mission Avenue/Harvard Road | Roundabout |
| Harvard Road/I-90 Ramps | Free |
| I-90 EB Ramps/Country Vista Drive | Stop-Controlled SB |
| High School Entrance/Country Vista Drive | Signal |
| East HS Access-Henry/Country Vista Drive | --- |
| Henry Road-Kramer/Country Vista Drive | Stop-Controlled NB |
| Legacy Ridge Drive/Country Vista Drive | Stop-Controlled NB |
| Liberty Lake Road/Country Vista Drive | Signal |
| Mission Avenue/Country Vista Drive (3-leg) | Stop-Controlled SB |
| Liberty Lake Road/Appleway Avenue | Signal |
| Signal Drive/Appleway Avenue | Signal |
| Madson Street/Appleway Avenue | Signal |
| Molter Road/Appleway Avenue | Signal |
| Country Vista Drive/Appleway Avenue | Stop-Controlled NB |
| Molter Road/Mission Avenue | Roundabout |
| Country Vista Drive/Mission Avenue (4-leg) | Stop-Controlled NB/SB |
| Country Vista Drive/Molter Road | Stop-Controlled EB/WB |
| Sprague Avenue/Molter Road | Four-Way Stop-Controlled |

2.3 Transit

The City is served by three Spokane Transit Authority (STA) bus routes. These include Route 74 (Mirabeau/Liberty Lake), Route 98 (Liberty Lake via Sprague), and Route 172 (Liberty Lake Express).

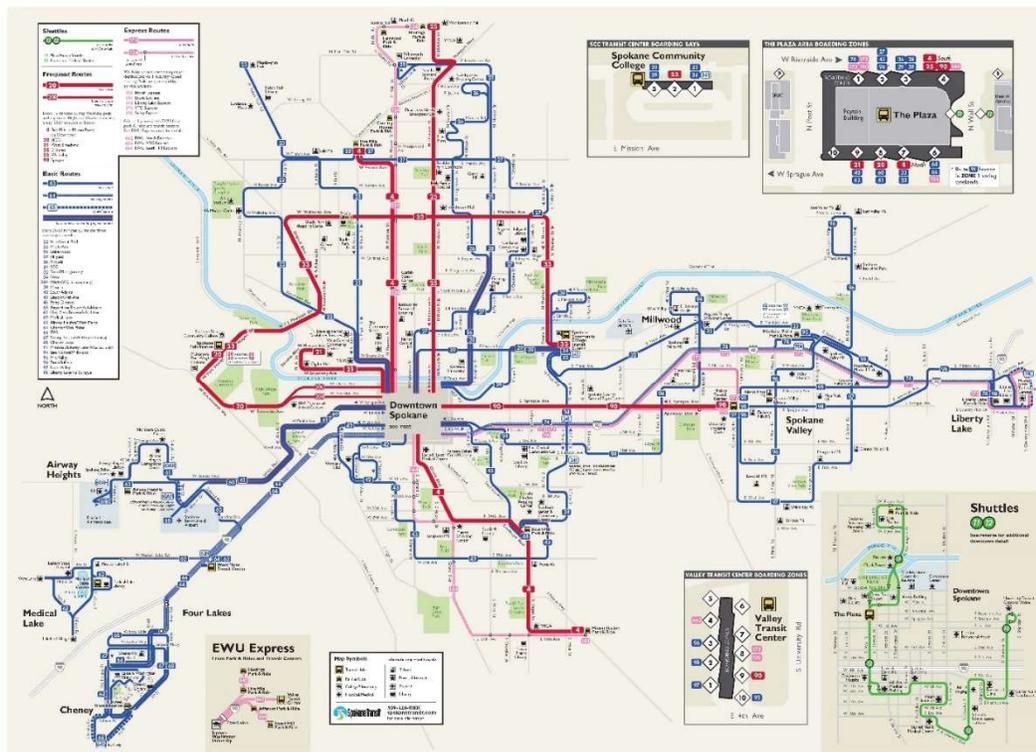
Route 74 connects downtown Liberty Lake (including the Park & Ride and Library) to downtown Spokane (with a stop at the Mirabeau Park & Ride) and terminating at The Plaza. This route also offers non-stop service between Spokane and Liberty Lake via I-90. There is a spur to this route (Route 74C), with twice daily weekday service to the Meadowood Technology Campus via North Country Vista Boulevard. Also, in January 2020, there was a slight service change to Route 74, with minor schedule adjustments including one morning trip shortened to begin at Mirabeau Park & Ride (7:37 AM Plaza arrival).

Route 172 also connects downtown Liberty Lake and downtown Spokane. This is an express route that also connects to the Meadowood Technology Campus in Liberty Lake. Express routes offer high-speed routing service. Peak and some midday service are available for this route, but overall it has fewer stops than Route 74. Both Route 74 and Route 172 utilize I-90 for most of each trip.

Route 98 connects the Valley Transit Center in Spokane Valley to the Liberty Lake Park & Ride via Sprague Avenue, Appleway Avenue, and Mission Avenue. This route helps provide access to a portion of the city not currently served by the other two bus routes, including some residential neighborhoods.

STA has plans to realign a portion of Route 98 onto Country Vista Drive. Bus stops will likely be placed every ½ mile on the corridor. STA plans to build bus shelters at these stops, which will help improve the overall experience of the transit line and aid in attracting and maintaining ridership. With proper frequency, bus stop spacing, and access to destinations, this bus route can significantly enhance the pedestrian and bike-friendly nature of the street and the city as a whole.

Figure 2: Regional Transit Service



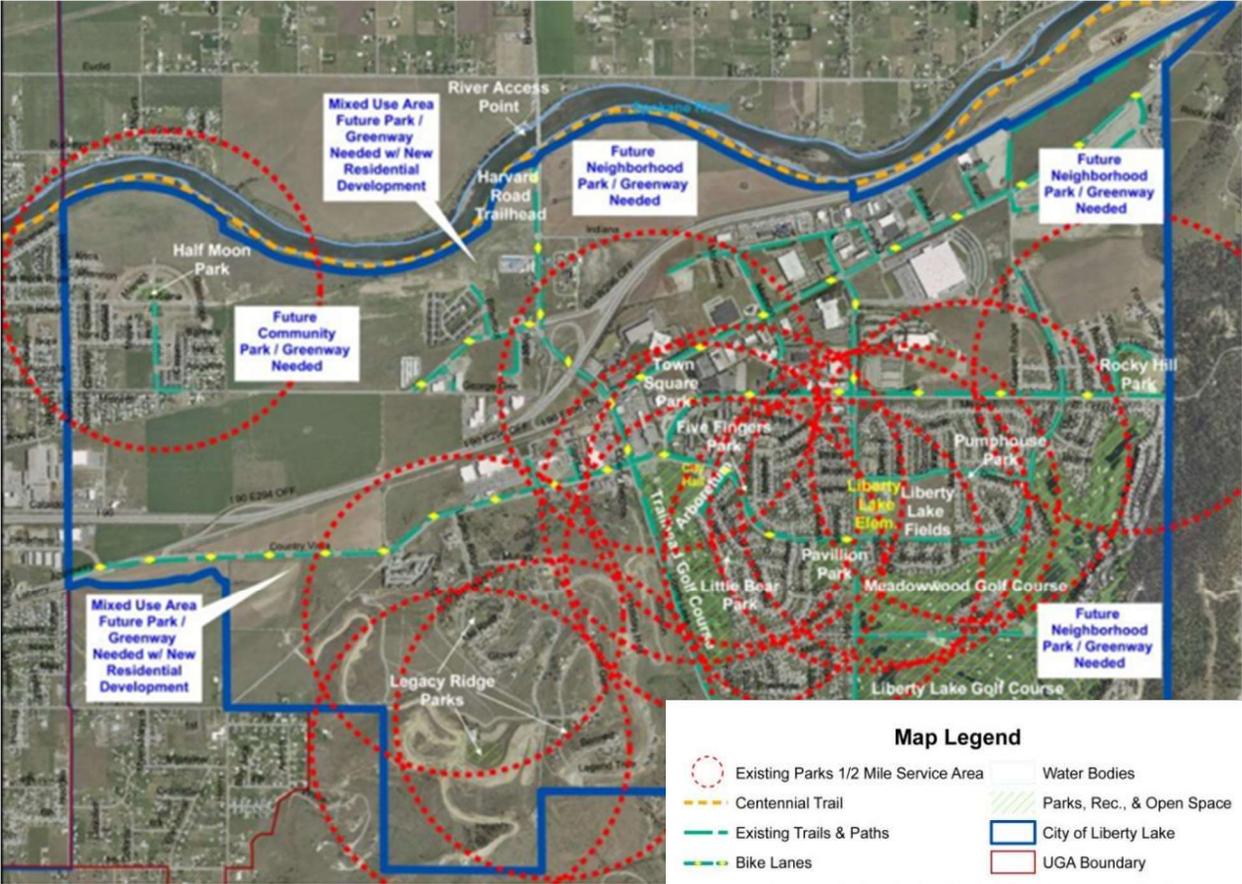
Source: Spokane Transit Authority

2.4 Active Transportation

The Centennial Trail is a regional bikeway that follows the Spokane River and cuts through Liberty Lake. Improving bike lane connections to this trail can greatly improve its accessibility to surrounding communities. There are several bike lanes found along primary roads in Liberty Lake. These roads include Mission Ave (north of I-90), Liberty Lake Road, Country Vista Drive, and Appleway Avenue. Most of these are painted bike lanes. There are a few local roads with bike lanes as well, but coverage can be extended.

In 2015, Liberty Lake also adopted the *Parks, Recreation, Open Space, and Trails Plan*. This plan highlights existing active transportation infrastructure, as well as needed improvements. Greenways were identified in several areas of the city as an active transportation need, especially with new residential development (see Figure 3). The Legacy Ridge subdivision is a notable gap in bike lane coverage.

Figure 3: Liberty Lake Parks and Greenways



Source: City of Liberty Lake, "Parks, Recreation, Open Space, and Trails Plan" (pg. 72)

2.5 Background Improvements

There are several background traffic improvements within the City that are also included in this analysis. Two intersections were recently converted to signalized intersections and these improvements are incorporated into the existing conditions analysis:

- New signal at Signal Drive/Appleway Avenue
- New signal at Madson Street/Appleway Avenue

Additionally, there are future improvements planned in the near-term that are included in the short-term and long-term analysis of this report. These near-term improvements are:

- New signal at the Ridgeline High School/Country Vista Drive intersection
- Harvard Road bridge widening to include an additional northbound lane
- Additional westbound right-turn lane at the Liberty Lake Road/Appleway Avenue intersection

3. DATA COLLECTION

To determine existing conditions, Parametrix conducted city-wide traffic counts the week of November 4, 2019 including AM and PM peak period turning movement counts at 17 intersections and 72-hour tube counts at 11 locations. Figure 4 summarizes the city-wide traffic count results. Full traffic count data is provided in the Appendix.

Traffic counts were compared to the counts collected for the 2017 network analysis (obtained in August 2016). Generally, the 2019 volumes were higher than the 2016 volumes. For the six common tube count locations between both data collection efforts, the average increase in traffic volumes was four percent. Peak period intersection counts were also generally higher in 2019 than 2016. The increases in volumes were much more pronounced in the AM peak hour than the PM peak hour. This is likely related to the presence of school traffic during the November 2019 AM counts whereas school was not in session during the August 2016 AM counts.

4. GROWTH ASSUMPTIONS

Growth assumptions set the stage for forecasting travel demand, and thus understanding transportation system deficiencies. Parametrix conducted an analysis of growth assumptions for both short-term (2025) and long-term (2040) conditions. The primary sources of information to determine the growth assumptions include, the *Liberty Lake Land Quality Analysis* (July 2015), its subsequent update entitled *City of Liberty Lake Updated Population Build-Out Analysis* (September 2018), city land use and zoning policies, information about pending development plans provided directly by City staff, and socioeconomic forecasts provided within the SRTC regional travel demand model (SRTC model).

4.1 Short-term Growth

Parametrix worked closely with City staff to develop assumptions about pending or likely development within the next five years. Development areas were identified city-wide and included known or ongoing development such as the new high school and adjacent multi-family residential units on the Country Vista corridor as well as the River District growth area north of I-90 off of Harvard Road and Mission Avenue, which includes a large residential component, neighborhood center and business park.

Parametrix and city staff also identified more generic land use growth assumptions for areas likely to develop but where specific plans are unclear or not available at this time.

With the assessment of short-term growth areas, Parametrix conducted a trip generation exercise to estimate the number of trips new development would incur on the roadway. The Institute of Transportation Engineers (ITE) compiles trip generation rates for various land uses in the *Trip Generation 10th Edition*. The trip generation rates are based on studies conducted nationwide. Parametrix selected and applied trip generation rates from ITE's *Trip Generation 10th Edition* for assumed development.

For each future land use development, trip generation was calculated using ITE trip generation rates for the AM peak hour, PM peak hour and daily trips. The trip generation calculation is derived from the square footage or number of dwelling units of a given development. For development areas where only the acreage was known, industry standard FAR (floor area ratios) from the American Planning Association (APA) were used to estimate the proposed square footage.

Once the trips were calculated for each land use, several further adjustments were made, including a build-out adjustment, pass-by adjustment, and a shared-trip adjustment. The build-out adjustment was based on the estimated build-out percentage of the future land use in the short-term (2025). The pass-by adjustment is a reduction based on the number of trips for a given land use that would be considered "pass-by" trips, which are trips that are already in the network that make a stop at the land use while "passing by" (such as a gas station), therefore they are not a new trip added to the network and are subtracted from the land use trip generation total. Pass-by rates for various land uses were derived from the ITE *Trip Generation Handbook*.

The shared-trip adjustment is a reduction to account for a certain percentage of new trips that will be shared between new land uses, such as a trip from a new residential development traveling to work at a new office. A reduction is made so that the trip is not counted twice. Full trip generation results are contained within the Appendix.

Parametrix then distributed the peak hour trips throughout the road network based on logical origin and destination pairs, land use patterns, and existing traffic volume directional splits. Finally, combining the distributed short-term growth trips with existing traffic counts, Parametrix developed the short-term traffic demand estimates. Figure 5 summarizes the short-term traffic volumes.

4.2 Long-term Growth

Long-term growth projections were guided by the city planning documents previously mentioned as well as the SRTC model. According to the *City of Liberty Lake Updated Population Build-Out Analysis*, the city has a population of 8,975 in 2015 is expected to reach build-out population of approximately 18,708 in about 2042. From these figures, Parametrix interpolated a 2040 population estimate of 18,595. Likewise, Parametrix used the household capacity analysis within the *City of Liberty Lake Updated Population Build-Out Analysis* to help apportion future growth to various sectors of the City.

Table 2: Population Projections

| 2015 ¹ | 2042 ¹ | 2040 (Interpolated) |
|-------------------|-------------------|---------------------|
| 8,975 | 18,708 | 18,595 |

1. City of Liberty Lake Updated Population Build-Out Analysis

Parametrix reviewed City zoning and land use policies and worked closely with City staff to understand the planned and desired growth patterns for the area. Parametrix also reviewed ongoing and future development proposals to understand the types of planned development and roadway network access patterns. Finally, Parametrix incorporated all this information to refine the SRTC model and generate long-term traffic forecasts as discussed in the following section.

4.2.1 Travel Demand Modeling

The SRTC model was used to develop traffic volume forecasts for 2040 conditions within the City. The SRTC model is a region-wide forecasting tool covering the greater Spokane area from the City of Airway Heights on the west to the City of Liberty Lake on the east. The model utilizes the four-step travel demand forecasting process to evaluate the relationship between land use and the transportation network and thus generate travel pattern predictions for future conditions.

Because of the regional setting of the SRTC model, refinements were made to target results for the smaller scale of this study. Refinements included updates and modifications to base year and horizon year roadway network representations and land use assumptions. For example, major street connections in the City generalized by the regional model were added to the network. Future road network assumptions were also adjusted to align with current plans, such as modifying a future I-90 interchange at Henry Road to be a grade-separated overpass only.

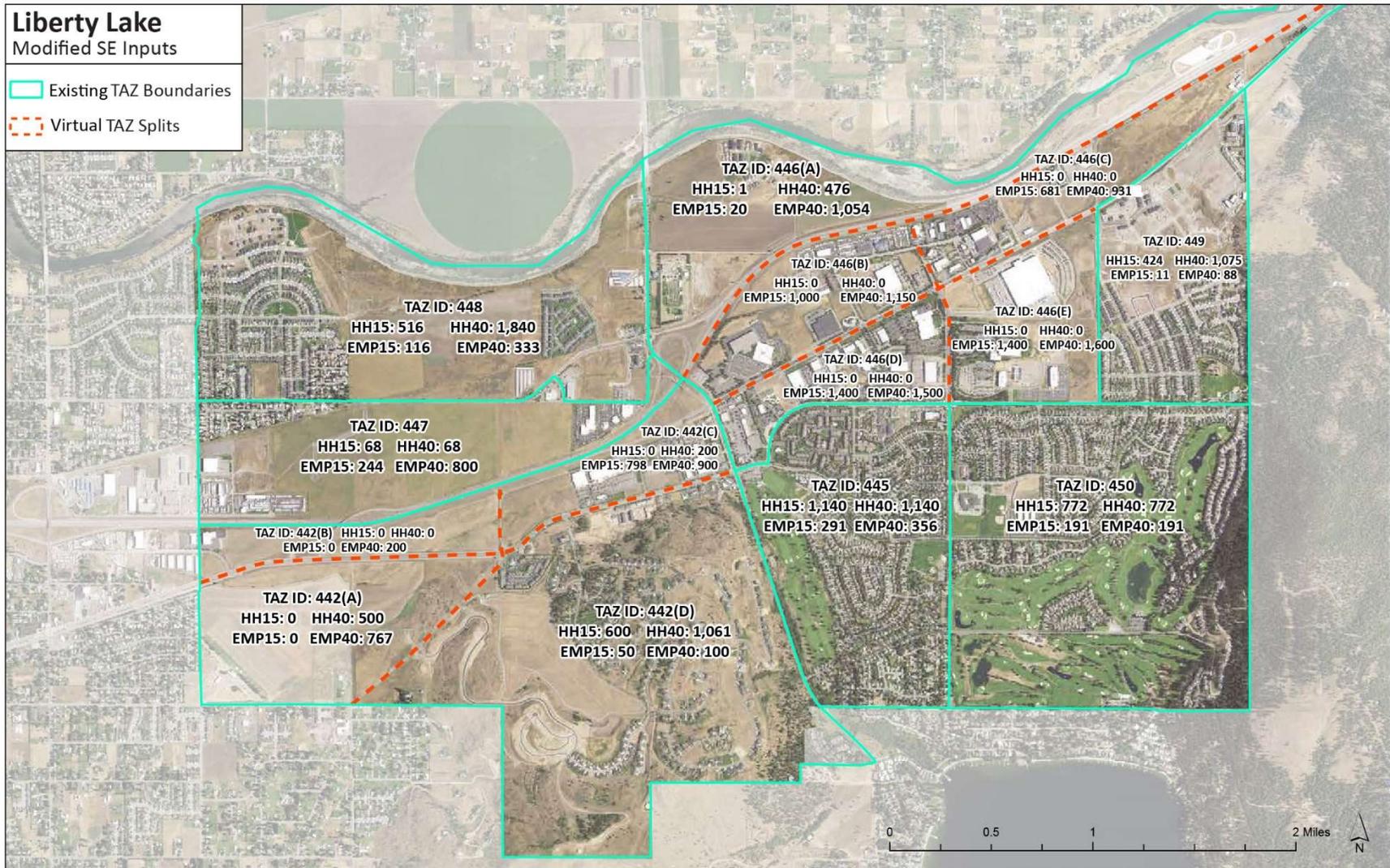
As mentioned previously, land use assumptions for the City in the SRTC model were reviewed with city staff to identify adjustments to better reflect current conditions and plans. The SRTC model divides the region into subareas called traffic analysis zones (TAZs) which contain population and employment estimates for their geography. Population and employment values were first modified to better match base year conditions. Then the horizon year population and employment values were adjusted to reflect city land use plans, zoning, and known development proposals. Finally, because the TAZ structure within the City is quite large, additional TAZ centroid connectors were added to represent the travel patterns of smaller TAZs, thus creating virtual TAZ splits. Figure 6 shows the virtual TAZ splits for the refined SRTC model.

The refined SRTC model was compared to traffic counts to determine whether model refinements resulted in reasonable traffic volume predictions. The percent root-mean-square-error (RMSE) and the R-squared value are two statistics commonly used to measure model accuracy. For the refined SRTC

model, the overall RMSE was 25 percent which is within the industry standard for calibration. Likewise, the overall R-squared value was 0.89 which is better than industry recommendations. Full documentation of the SRTC model refinement and forecast results are contained in the Appendix.

Finally, with long-term forecasts from the refined SRTC model, Parametrix developed long-term AM and PM intersection turning movement forecasts. This was an iterative process utilizing growth rates from the refined SRTC model, existing traffic counts, as well as the short-term traffic volumes derived from trip generation and trip distribution exercises. Figure 7 summarizes the long-term traffic volumes.

Figure 6: SRTC Model TAZ Revisions



5. ANALYSIS

Parametrix performed a city-wide traffic analysis on each of the study intersections within Liberty Lake. Intersections were analyzed for three time periods: existing, short-term (2025) and long-term (2040). The list of analysis intersections was shown in Table 1. As mentioned previously, 17 of the 20 intersections are existing, while three study intersections are only analyzed under future conditions: the intersection at the new Ridgeline High School Entrance on Country Vista Drive, the intersection at the East High School Access from Country Vista Drive, and the anticipated intersection at Mission Avenue/Henry Road after the Henry Road bridge is built over I-90.

5.1 Intersection Performance

Vehicular performance at intersections is often defined by the concept of intersection Level of Service (LOS). LOS is defined by average vehicle delay (sec/vehicle) and is associated with a letter grade on a scale from A (free flowing traffic), to F (intersection failure, major delays). Typically, LOS D service flow rates are used as minimally acceptable standards for traffic operations.

- A – free flow operation
- B – reasonably unimpeded operation
- C – stable operation
- D – small increases in flow may cause substantial delay
- E – operates with significant delays
- F – operates with extremely slow speeds and/or intersection failures

Parametrix calculates LOS for signalized and stop-controlled intersections using *Synchro*, a traffic engineering software program published by Trafficware. Synchro methods are comparable with the methods and procedures of the *Highway Capacity Manual (HCM) 6th Edition* to calculate vehicle delay on the roadway network. Table 3 illustrates the LOS definitions for unsignalized intersections (stop-controlled) and signalized intersections. It should be noted that Highway Capacity Manual definitions for LOS do not apply to uncontrolled movements.

Table 3: Level of Service

| Level of Service | Unsignalized Intersection Average Delay (sec/veh) ¹ | Signalized Intersection Average Delay (sec/veh) |
|------------------|--|---|
| A | 0 - 10 | 0 - 10 |
| B | 10 - 15 | 10 - 20 |
| C | 15 - 25 | 20 - 35 |
| D | 25 - 35 | 35 - 55 |
| E | 35 - 50 | 55 - 80 |
| F | > 50 | > 80 |

1. Reported for the worst stop or yield-controlled approach
 Source: HCM 6th Edition

Parametrix utilized the traffic analysis program SIDRA 8 to evaluate the roundabout intersections. SIDRA supports several methodologies for roundabout analysis including the SIDRA standard roundabout model as well as the roundabout methodologies contained in the 2000 and 2010 versions of the

Highway Capacity Manual (HCM). For this analysis, Parametrix reports results using the SIDRA methodology which is the methodology supported by the Washington Department of Transportation. SIDRA methodology reports LOS and average delay based on the signalized intersection thresholds.

5.2 Intersection Operations

For this intersection operations analysis, three alternatives were analyzed: existing conditions, short-term horizon (2025), and long-term horizon (2040). The existing conditions analysis is based on the traffic counts and turn movement data that was collected city-wide in November 2019. The short-term analysis utilizes traffic volumes forecasts that were developed in conjunction with city staff, adding trips from projected land use development to existing volumes. Finally, the long-term traffic analysis uses traffic volume forecasts that were developed using 2040 forecasts from the SRTC model.

5.3 Existing Conditions Analysis

Existing conditions analyzed 17 of the 20 study intersections in the city of Liberty Lake. Under existing conditions, each of the study intersections operate at LOS D or better with the majority of the intersections operating as LOS A or LOS B. The intersection at Liberty Lake Road/Appleway Avenue is the only intersection that operates at LOS D during the PM peak hour under existing conditions. For the AM peak hour under existing conditions, all study intersections operate at LOS C or better. Table 4 details LOS and vehicle delay for each of the study intersections under existing conditions. Figure 8 shows existing LOS for each of the intersections.

For existing conditions, 95th percentile queue lengths for approaches of each study intersection were also analyzed. During existing conditions, most intersections experienced queues of 100 feet or less during the AM and PM peak hours. Some exceptions include the Mission Avenue/Harvard Road roundabout, which experienced 200 feet queues on the northbound approach during the PM peak hour. The Liberty Lake Road/Appleway Avenue intersection experienced the longest queues, recording queues over 300 feet for several approaches during both the AM and PM peak hours. Table 5 details 95th percentile queue lengths by approach for each of the study intersections.

Table 4: Existing Conditions LOS

| Intersection | Intersection Control | LOS (Avg Delay) | |
|---------------------------------------|--------------------------|-----------------|--------|
| | | AM | PM |
| Mission Ave/Harvest Parkway | Roundabout | A (9) | A (8) |
| Mission Ave/Henry Rd (Bridge) | Roundabout | --- | --- |
| Mission Ave/Harvard Rd | Roundabout | B (10) | B (17) |
| Harvard Road/I-90 Ramps | Free | --- | --- |
| I-90 EB Ramps/Country Vista Dr | Stop-Controlled SB | B (12) | C (17) |
| High School Entrance/Country Vista Dr | Signal | --- | --- |
| East HS Access-Henry/Country Vista Dr | Stop-Controlled NB | --- | --- |
| Henry Rd (Bridge)/Country Vista Dr | Stop-Controlled NB | B (12) | C (17) |
| Legacy Ridge Dr/Country Vista Dr | Stop-Controlled NB | C (17) | C (21) |
| Liberty Lake Rd/Country Vista Dr | Signal | B (19) | C (26) |
| Mission Ave/Country Vista Dr (3-leg) | Stop-Controlled SB | B (11) | B (15) |
| Liberty Lake Road/Appleway Ave | Signal | C (29) | D (40) |
| Signal Dr/Appleway Ave | Signal | B (12) | B (10) |
| Madson St/Appleway Ave | Signal | A (5) | A (6) |
| Molter Rd/Appleway Ave | Signal | C (23) | C (21) |
| Country Vista Dr/Appleway Ave | Stop-Controlled NB | B (13) | C (16) |
| Molter Rd/Mission Ave | Roundabout | A (9) | A (7) |
| Country Vista Dr/Mission Ave (4-leg) | Stop-Controlled NB/SB | B (12) | B (12) |
| Country Vista Dr/Molter Rd | Stop-Controlled EB/WB | B (12) | B (14) |
| Sprague Ave/Molter Rd | Four-Way Stop-Controlled | A (7) | A (8) |

Table 5: Existing Conditions 95th Percentile Queue Lengths

| Intersection | Intersection Control | 95 th Percentile Queues (feet) | | | | | | | |
|---------------------------------------|----------------------|---|-----|-----|-----|-----|-----|-----|-----|
| | | AM | | | | PM | | | |
| | | NB | SB | EB | WB | NB | SB | EB | WB |
| Mission Ave/Harvest Parkway | Roundabout | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| Mission Ave/Henry Rd (Bridge) | Roundabout | --- | --- | --- | --- | --- | --- | --- | --- |
| Mission Ave/Harvard Rd | Roundabout | 50 | 150 | 75 | 50 | 200 | 175 | 150 | 125 |
| I-90 EB Ramps/Country Vista Dr | Stop-Control | --- | 25 | 25 | 0 | --- | 50 | 25 | 0 |
| High School Entrance/Country Vista Dr | Signal | --- | --- | --- | --- | --- | --- | --- | --- |
| East HS Access-Henry/Country Vista Dr | Stop-Control | --- | --- | --- | --- | --- | --- | --- | --- |
| Henry Rd (Bridge)/Country Vista Dr | Stop-Control | 25 | --- | 0 | 25 | 25 | --- | 0 | 25 |
| Legacy Ridge Dr/Country Vista Dr | Stop-Control | 25 | --- | 0 | 25 | 50 | --- | 0 | 25 |
| Liberty Lake Rd/Country Vista Dr | Signal | 100 | 75 | 100 | 150 | 75 | 175 | 175 | 250 |
| Mission Ave/Country Vista Dr (3-leg) | Stop-Control | --- | 25 | 25 | 0 | --- | 100 | 25 | 0 |
| Liberty Lake Road/Appleway Ave | Signal | 200 | 325 | 300 | 100 | 300 | 325 | 275 | 250 |
| Signal Dr/Appleway Ave | Signal | 150 | --- | 200 | 75 | 100 | --- | 100 | 175 |
| Madson St/Appleway Ave | Signal | 25 | 25 | 25 | 25 | 25 | 25 | 50 | 50 |
| Molter Rd/Appleway Ave | Signal | 100 | 25 | 125 | 150 | 100 | 25 | 175 | 100 |
| Country Vista Dr/Appleway Ave | Stop-Control | 25 | --- | 0 | 25 | 25 | --- | 0 | 25 |
| Molter Rd/Mission Ave | Roundabout | 25 | 25 | 50 | 50 | 25 | 50 | 50 | 50 |
| Country Vista Dr/Mission Ave (4-leg) | Stop-Control | 25 | 25 | 25 | 0 | 25 | 25 | 25 | 0 |
| Country Vista Dr/Molter Rd | Stop-Control | 25 | 0 | 25 | 25 | 25 | 0 | 50 | 25 |
| Sprague Ave/Molter Rd | Stop-Control | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |

5.4 Short-term Analysis

The short-term analysis assumes a 2025 horizon year and utilizes traffic volumes forecasts that were developed in conjunction with the City of Liberty Lake, adding trips from projected land use development to existing volumes. Several new intersections and transportation improvements are assumed to be in place by 2025:

- A signalized intersection at the new Ridgeline High School entrance on Country Vista Drive.
- An unsignalized intersection on Country Vista Drive just east of the new high school to provide access to the high school and anticipated new residential development.
- A new intersection at Henry Road/Mission Avenue with the extension of the Henry Road bridge over I-90. In discussions with the City, this intersection is anticipated to be a roundabout design to maintain consistency along the Mission Avenue corridor.
- Intersection improvements at the Henry Road/Country Vista Drive to accommodate a new north leg of the intersection in conjunction with the new Henry Road bridge over I-90.
- Harvard Road bridge improvements, including an additional northbound lane across the bridge, and an additional westbound right-turn lane at the Liberty Lake Road/Appleway Avenue intersection.

Under short-term conditions, the majority of the study intersections operate at LOS D or better, however there are two intersections that will operate at LOS F in 2025 with no improvements. The intersection at Henry Road/Country Vista Drive will operate at LOS F as an unsignalized intersection due to the anticipated new traffic at the intersection with the addition of the Henry Road bridge. The Legacy Ridge Drive/Country Vista Drive intersection will also fail under short-term conditions due to increased traffic growth on Country Vista Drive.

Under short-term conditions, the Liberty Lake Road/Appleway Avenue intersection will remain at LOS C in AM and LOS D in PM and improve slightly in average delay over existing conditions despite an increase in traffic volumes at the intersection. The intersection experiences less vehicle delay due to the intersection improvements associated with the Harvard bridge widening project, which include an additional westbound right-turn lane. Table 6 details short-term delay and LOS. Figure 9 shows short-term LOS for each of the intersections.

Table 6: Short-term LOS

| Intersection | Intersection Control | LOS (Avg Delay) | |
|---------------------------------------|--------------------------|-----------------|---------|
| | | AM | PM |
| Mission Ave/Harvest Parkway | Roundabout | A (9) | A (9) |
| Mission Ave/Henry Rd (Bridge) | Roundabout | A (8) | A (8) |
| Mission Ave/Harvard Rd | Roundabout | B (14) | D (50) |
| Harvard Road/I-90 Ramps | Free | --- | --- |
| I-90 EB Ramps/Country Vista Dr | Stop-Controlled SB | B (14) | D (30) |
| High School Entrance/Country Vista Dr | Signal | A (7) | A (6) |
| East HS Access-Henry/Country Vista Dr | Stop-Controlled NB | D (33) | D (35) |
| Henry Rd (Bridge)/Country Vista Dr | Stop-Controlled NB | F (>50) | F (>50) |
| Legacy Ridge Dr/Country Vista Dr | Stop-Controlled NB | F (>50) | F (>50) |
| Liberty Lake Rd/Country Vista Dr | Signal | C (22) | C (27) |
| Mission Ave/Country Vista Dr (3-leg) | Stop-Controlled SB | B (11) | B (15) |
| Liberty Lake Road/Appleway Ave | Signal | C (33) | D (36) |
| Signal Dr/Appleway Ave | Signal | B (12) | B (10) |
| Madson St/Appleway Ave | Signal | A (5) | A (6) |
| Molter Rd/Appleway Ave | Signal | C (24) | C (21) |
| Country Vista Dr/Appleway Ave | Stop-Controlled NB | B (15) | C (18) |
| Molter Rd/Mission Ave | Roundabout | A (9) | A (8) |
| Country Vista Dr/Mission Ave (4-leg) | Stop-Controlled NB/SB | B (12) | B (13) |
| Country Vista Dr/Molter Rd | Stop-Controlled EB/WB | B (12) | B (15) |
| Sprague Ave/Molter Rd | Four-Way Stop-Controlled | A (8) | A (8) |

Under short-term conditions, 95th percentile queue lengths for approaches of each study intersection were analyzed. As with existing conditions, most intersections in short-term experienced only minor queuing during the AM and PM peak hours. However, The Mission Avenue/Harvard Road roundabout experienced 95th percentile queues of 500 feet northbound and 625 feet westbound during the PM peak hour. The Henry Road/Country Vista Drive intersection experienced queues of over 500 feet northbound and southbound as an unsignalized intersection. The Liberty Lake Road/Country Vista intersection had 400 feet queues on the westbound approach during the PM peak hour, and the Liberty Lake Road/Appleway Avenue intersection experienced 400 feet queues southbound during the AM peak hour. Table 7 details 95th percentile queue lengths by approach for each of the study intersections.

Given the LOS, vehicle delay and queue results for short-term conditions, there are two intersections that will need improvements to avoid LOS F: the intersection at Henry Road/Country Vista Drive, and the intersection at Legacy Ridge Drive/Country Vista Drive. Both of these intersections will fail by 2025 if they remain as stop-controlled intersections.

Table 7: Short-term 95th Percentile Queue Lengths

| Intersection | Intersection Control | 95 th Percentile Queues (feet) | | | | | | | |
|---------------------------------------|----------------------|---|-----|-----|-----|------|------|-----|-----|
| | | AM | | | | PM | | | |
| | | NB | SB | EB | WB | NB | SB | EB | WB |
| Mission Ave/Harvest Parkway | Roundabout | 25 | 25 | 25 | 25 | 25 | 25 | 50 | 50 |
| Mission Ave/Henry Rd (Bridge) | Roundabout | 25 | --- | 0 | 25 | 25 | --- | 0 | 25 |
| Mission Ave/Harvard Rd | Roundabout | 75 | 225 | 150 | 75 | 325 | 625 | 500 | 350 |
| I-90 EB Ramps/Country Vista Dr | Stop-Control | --- | 25 | 25 | 0 | --- | 75 | 25 | 0 |
| High School Entrance/Country Vista Dr | Signal | 100 | --- | 75 | 100 | 25 | --- | 75 | 100 |
| East HS Access-Henry/Country Vista Dr | Stop-Control | 75 | --- | 0 | 25 | 50 | --- | 0 | 25 |
| Henry Rd (Bridge)/Country Vista Dr | Stop-Control | 275 | 125 | 50 | 50 | >500 | >500 | 50 | 50 |
| Legacy Ridge Dr/Country Vista Dr | Stop-Control | 150 | --- | 25 | 25 | 175 | --- | 50 | 50 |
| Liberty Lake Rd/Country Vista Dr | Signal | 175 | 75 | 150 | 250 | 100 | 200 | 225 | 400 |
| Mission Ave/Country Vista Dr (3-leg) | Stop-Control | --- | 25 | 50 | 0 | --- | 125 | 25 | 0 |
| Liberty Lake Road/Appleway Ave | Signal | 200 | 400 | 325 | 125 | 300 | 300 | 275 | 300 |
| Signal Dr/Appleway Ave | Signal | 150 | --- | 225 | 100 | 100 | --- | 125 | 175 |
| Madson St/Appleway Ave | Signal | 25 | 25 | 50 | 25 | 25 | 25 | 50 | 50 |
| Molter Rd/Appleway Ave | Signal | 100 | 25 | 125 | 150 | 100 | 25 | 225 | 100 |
| Country Vista Dr/Appleway Ave | Stop-Control | 25 | --- | 0 | 25 | 25 | --- | 0 | 25 |
| Molter Rd/Mission Ave | Roundabout | 25 | 25 | 50 | 50 | 25 | 50 | 50 | 50 |
| Country Vista Dr/Mission Ave (4-leg) | Stop-Control | 25 | 25 | 25 | 0 | 25 | 25 | 25 | 0 |
| Country Vista Dr/Molter Rd | Stop-Control | 25 | 0 | 25 | 25 | 25 | 0 | 50 | 25 |
| Sprague Ave/Molter Rd | Stop-Control | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |

5.5 Long-term Analysis

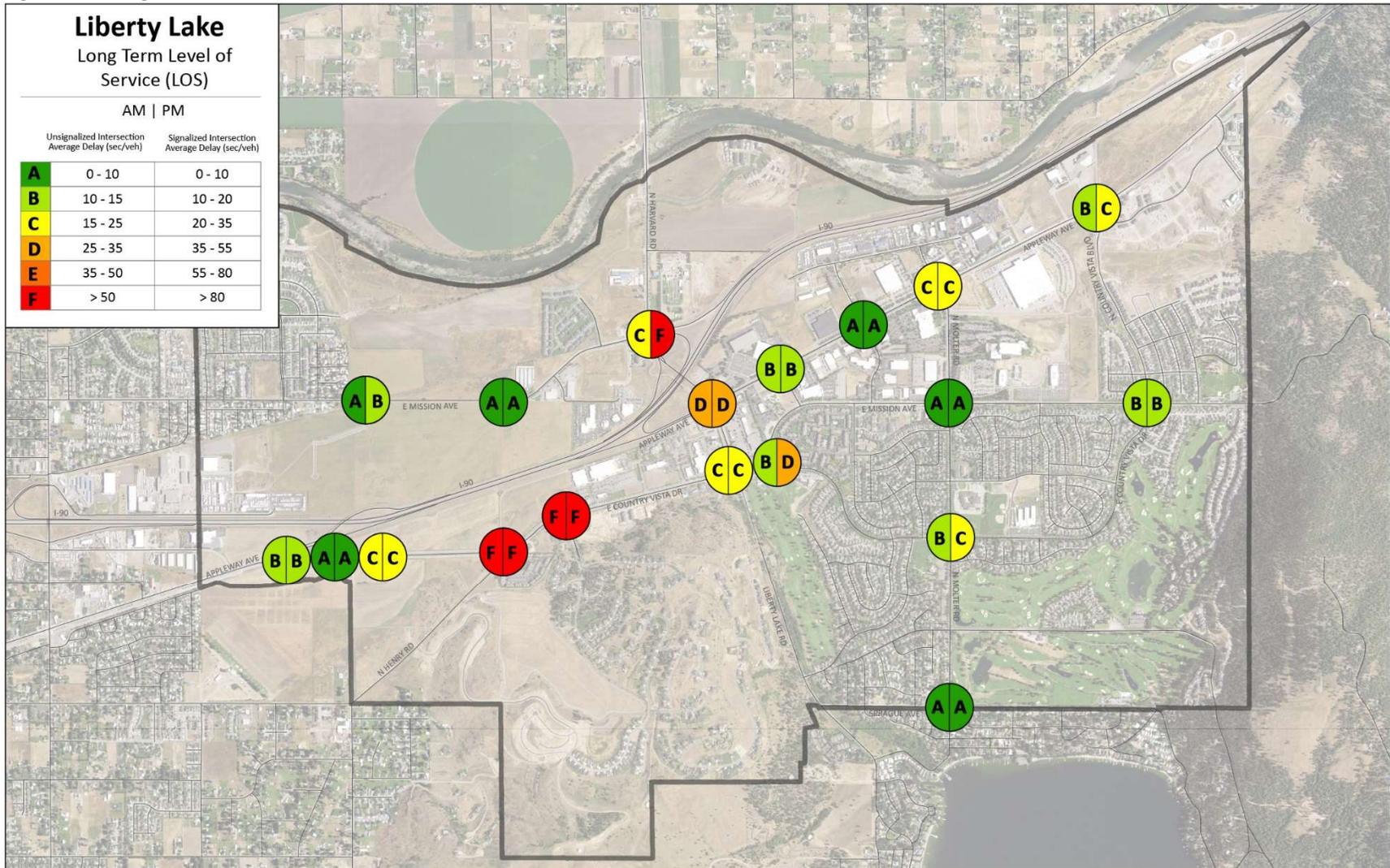
The long-term analysis assumes a 2040 horizon year and utilizes traffic volume forecasts that were developed using travel demand model forecasts for 2040, while also accounting for the added trips from projected land use development used to develop short-term volume forecasts. The new intersections and transportation improvements that are assumed to be in place under short-term conditions are also included in the long-term analysis.

Under long-term conditions, most of the study intersections continue to operate at LOS D or better, however, the Mission Avenue/Harvard Road roundabout will operate at LOS F during the PM peak hour under the existing lane configuration. Additionally, the intersections of Henry Road/Country Vista Drive and Legacy Drive/Country Vista Drive will also continue to operate at LOS F in 2040 with no improvements. Table 8 details long-term delay and LOS. Figure 10 displays long-term LOS for each of the intersections.

Table 8: Long-term LOS

| Intersection | Intersection Control | LOS (Avg Delay) | |
|---------------------------------------|--------------------------|-----------------|---------|
| | | AM | PM |
| Mission Ave/Harvest Parkway | Roundabout | A (9) | B (10) |
| Mission Ave/Henry Rd (Bridge) | Roundabout | A (8) | A (8) |
| Mission Ave/Harvard Rd | Roundabout | C (24) | F (>80) |
| Harvard Road/I-90 Ramps | Free | --- | --- |
| I-90 EB Ramps/Country Vista Dr | Stop-Controlled SB | B (12) | B (14) |
| High School Entrance/Country Vista Dr | Signal | A (7) | A (6) |
| East HS Access-Henry/Country Vista Dr | Stop-Controlled NB | C (16) | C (16) |
| Henry Rd (Bridge)/Country Vista Dr | Stop-Controlled NB | F (>50) | F (>50) |
| Legacy Ridge Dr/Country Vista Dr | Stop-Controlled NB | F (>50) | F (>50) |
| Liberty Lake Rd/Country Vista Dr | Signal | C (24) | C (31) |
| Mission Ave/Country Vista Dr (3-leg) | Stop-Controlled SB | B (13) | D (27) |
| Liberty Lake Road/Appleway Ave | Signal | D (44) | D (38) |
| Signal Dr/Appleway Ave | Signal | B (13) | B (11) |
| Madson St/Appleway Ave | Signal | A (5) | A (6) |
| Molter Rd/Appleway Ave | Signal | C (24) | C (26) |
| Country Vista Dr/Appleway Ave | Stop-Controlled NB | B (13) | C (16) |
| Molter Rd/Mission Ave | Roundabout | A (9) | A (8) |
| Country Vista Dr/Mission Ave (4-leg) | Stop-Controlled NB/SB | B (13) | B (14) |
| Country Vista Dr/Molter Rd | Stop-Controlled EB/WB | B (13) | C (18) |
| Sprague Ave/Molter Rd | Four-Way Stop-Controlled | A (8) | A (8) |

Figure 10: Long-term Intersection LOS



95th percentile queue lengths for each approach of each study intersection were analyzed under long-term conditions. Table 9 details 95th percentile queue lengths by approach for each of the study intersections. Queue lengths of over 500 feet are experienced at several intersections under long-term conditions including the Mission Avenue/Harvard Road roundabout, Henry Road/Country Vista Drive, and Legacy Ridge Drive/Country Vista Drive.

Level of Service, vehicle delay and queue results for long-term conditions show that there are several needed intersection improvements. In addition to the intersection needs under short-term conditions at Henry Road/Country Vista Drive and Legacy Ridge Drive/Country Vista Drive, the intersections at Mission Avenue/Harvard Road and Liberty Lake Road/Appleway Avenue will need operations improvements by 2040 to maintain an acceptable LOS.

Table 9: Long-term 95th Percentile Queue Lengths

| Intersection | Intersection Control | 95 th Percentile Queues (feet) | | | | | | | |
|---------------------------------------|----------------------|---|------|-----|-----|------|------|------|------|
| | | AM | | | | PM | | | |
| | | NB | SB | EB | WB | NB | SB | EB | WB |
| Mission Ave/Harvest Parkway | Roundabout | 25 | 25 | 50 | 50 | 25 | 25 | 75 | 75 |
| Mission Ave/Henry Rd (Bridge) | Roundabout | 50 | --- | 50 | 50 | 100 | --- | 75 | 75 |
| Mission Ave/Harvard Rd | Roundabout | 100 | 550 | 275 | 100 | 750 | 1000 | 1000 | 1000 |
| I-90 EB Ramps/Country Vista Dr | Stop-Control | --- | 25 | 25 | 0 | --- | 50 | 25 | 0 |
| High School Entrance/Country Vista Dr | Signal | 100 | --- | 75 | 100 | 50 | --- | 100 | 100 |
| East HS Access-Henry/Country Vista Dr | Stop-Control | 25 | --- | 0 | 25 | 25 | --- | 0 | 25 |
| Henry Rd (Bridge)/Country Vista Dr | Stop-Control | >500 | >500 | 50 | 50 | >500 | >500 | 50 | 50 |
| Legacy Ridge Dr/Country Vista Dr | Stop-Control | 225 | --- | 50 | 50 | >500 | --- | 50 | 50 |
| Liberty Lake Rd/Country Vista Dr | Signal | 175 | 100 | 175 | 275 | 125 | 200 | 250 | 500 |
| Mission Ave/Country Vista Dr (3-leg) | Stop-Control | --- | 50 | 75 | 0 | --- | 250 | 25 | 0 |
| Liberty Lake Road/Appleway Ave | Signal | 225 | 450 | 350 | 175 | 300 | 375 | 350 | 300 |
| Signal Dr/Appleway Ave | Signal | 175 | --- | 250 | 100 | 125 | --- | 150 | 200 |
| Madson St/Appleway Ave | Signal | 25 | 25 | 75 | 50 | 25 | 25 | 50 | 75 |
| Molter Rd/Appleway Ave | Signal | 125 | 25 | 125 | 150 | 125 | 25 | 275 | 125 |
| Country Vista Dr/Appleway Ave | Stop-Control | 25 | --- | 0 | 25 | 25 | --- | 0 | 25 |
| Molter Rd/Mission Ave | Roundabout | 25 | 25 | 50 | 75 | 25 | 75 | 75 | 75 |
| Country Vista Dr/Mission Ave (4-leg) | Stop-Control | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| Country Vista Dr/Molter Rd | Stop-Control | 25 | 0 | 25 | 25 | 25 | 25 | 75 | 25 |
| Sprague Ave/Molter Rd | Stop-Control | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |

6. RECOMMENDATIONS

The following section details city-wide needs and recommendations over both the five-year short-term horizon (2025) and the long-term horizon (2040). Overall, traffic operations at most of the intersections within Liberty Lake remain at acceptable conditions through 2040. The City of Liberty Lake has been proactive in pushing forward projects to assess current traffic issues and provide a more complete transportation network within the city. These projects include the Henry Road bridge over I-90, the widening of the Harvard Road bridge over I-90, and the intersection improvements at the Liberty Lake Drive/Country Vista Drive intersection which include the addition of a westbound right-turn lane to accommodate heavy traffic volumes for the right-turn movement. For this reason, there is not an extensive list of recommendations. However, several needed improvements develop over both short-term and long-term that merit further discussion.

6.1 Short-term Recommendations

Under short-term conditions, Parametrix identified several locations for needed improvements. These areas are generally centered along the Country Vista Drive corridor, which is one of the high-growth areas of the City. The intersections that need improvements over the short-term are:

- Henry Road/Country Vista Drive
- Legacy Ridge Drive/Country Vista Drive
- Henry Road/Mission Avenue (new intersection)

6.1.1 Country Vista Drive Intersections

The Henry Road/Country Vista Drive intersection and the Legacy Ridge Drive/Country Vista Drive intersection were identified as potential concerns for the near future at. Both intersections are currently unsignalized stop-controlled intersections. Under existing conditions, the Henry Road/Country Vista Drive intersection operates at LOS B during the AM peak hour and LOS C during the PM peak hour and the Legacy Ridge Drive intersection operate at LOS C during both the AM and PM peak hour. Under short-term (2025) conditions, both intersections reach LOS F during both AM and PM peak hours (see Table 10).

Table 10: Intersection LOS Summary

| Intersection | LOS (Avg Delay) | | | |
|--|-----------------|--------|------------------------|---------|
| | Existing | | With Short-term Growth | |
| | AM | PM | AM | PM |
| Henry Road / Country Vista Drive | B (12) | C (17) | F (>50) | F (>50) |
| Legacy Ridge Drive / Country Vista Drive | C (17) | C (21) | F (>50) | F (>50) |

With the Henry Road/Country Vista Drive intersection and the Legacy Ridge Drive/Country Vista Drive intersection being projected to operate at LOS F under short-term growth conditions, Parametrix further analyzed potential mitigations to convert the intersections to roundabouts or signals.

Parametrix first analyzed the two intersections as a roundabout configuration using the traffic analysis program SIDRA. It was determined that both intersections would need two-lane approaches eastbound

and westbound on Country Vista Drive to operate at LOS D or better. The Henry Road intersection is expected to operate at LOS C as a two-lane roundabout configuration with two-lane approaches eastbound and westbound on Country Vista Drive, and one-lane approaches north and south on Henry Road. The Legacy Ridge intersection is expected to operate at LOS B as a two-lane roundabout with two-lane approaches eastbound and westbound on Country Vista Drive, and a one-lane approach northbound on Legacy Ridge Drive.

The Henry Road/Country Vista Drive and Legacy Ridge Drive/Country Vista Drive intersections were also evaluated as signalized intersections. A partial signal warrant analysis of the Legacy Ridge Drive intersection was completed and showed that Warrant 1B would be met under short-term conditions (12 of 8 hours met). Synchro analysis was performed for the Henry Road and Legacy Ridge Drive intersections as signalized intersections. Table 11 shows the LOS and vehicle delay for each of the intersections under the short-term volume scenario. As seen in Table 11, both the Henry Road and Legacy Ridge Drive intersections will perform at LOS B or LOS C during the AM and PM peak hours as signalized intersections under the short-term growth scenario. Full analysis of these intersections is documented in the *County Vista Drive Corridor Analysis Memo*.

Table 11: Intersection LOS Summary with Signals

| Intersection | LOS (Avg Delay) | | | | | |
|--|-----------------|--------|------------------------|---------|------------|--------|
| | Existing | | With Short-term Growth | | | |
| | Unsignalized | | Unsignalized | | Signalized | |
| | AM | PM | AM | PM | AM | PM |
| Henry Road / Country Vista Drive | B (12) | C (17) | F (>50) | F (>50) | C (22) | B (13) |
| Legacy Ridge Drive / Country Vista Drive | C (17) | C (21) | F (>50) | F (>50) | B (15) | B (17) |

Parametrix recommends traffic signalization for both intersections over a roundabout configuration. Traffic signals will be more consistent with other treatments on the corridor, namely the signal at Liberty Lake Drive and the proposed signal at the new high school entrance. Additionally, the signals will offer a more controlled experience for pedestrians and bicyclists traveling along Country Vista Drive and crossing the roadway. Roundabouts can be intimidating to pedestrians and bicyclists who are unsure if vehicles will yield as required by law and a two-lane roundabout design increases the pedestrian crossing distance without additional traffic control. Also, left-turns for bicyclist in a two-lane roundabout can be difficult due to the need to change lanes inside the circle among faster-traveling vehicles. Furthermore, there have been past concerns about dual-lane roundabouts at other locations on the corridor with number of young drivers to travel to and from the planned high school. Finally, roundabouts require a larger footprint and there are concerns about environmentally sensitive land near the intersection.

Further analysis shows that as signalized intersections, the Henry Road/Country Vista Drive and Legacy Ridge Drive/Country Vista Drive intersections will continue to operate at LOS B or LOS C under long-term conditions through 2040 (see Table 12).

Table 12: 2040 Intersection LOS Summary

| Intersection | LOS (Avg Delay) | | | | | |
|--|-----------------|--------|------------|--------|------------|--------|
| | Existing | | Short-term | | Long-term | |
| | Unsignalized | | Signalized | | Signalized | |
| | AM | PM | AM | PM | AM | PM |
| Henry Road / Country Vista Drive | B (12) | C (17) | C (22) | B (13) | C (22) | B (16) |
| Legacy Ridge Drive / Country Vista Drive | C (17) | C (21) | B (15) | B (17) | B (18) | B (17) |

6.1.2 Henry Road/Mission Avenue

With the planned Henry Road bridge over I-90, a new intersection at Henry Road/Mission Avenue is anticipated. As part of the planning process for the future Henry Road bridge project, Parametrix assisted the project team by analyzing the intersection as both a roundabout intersection and signalized intersection. While the intersection is anticipated to be built under short-term conditions, Parametrix analyzed the intersection under both short-term and long-term conditions, to ensure that the intersection would work through 2040. Table 13 details 2040 LOS results.

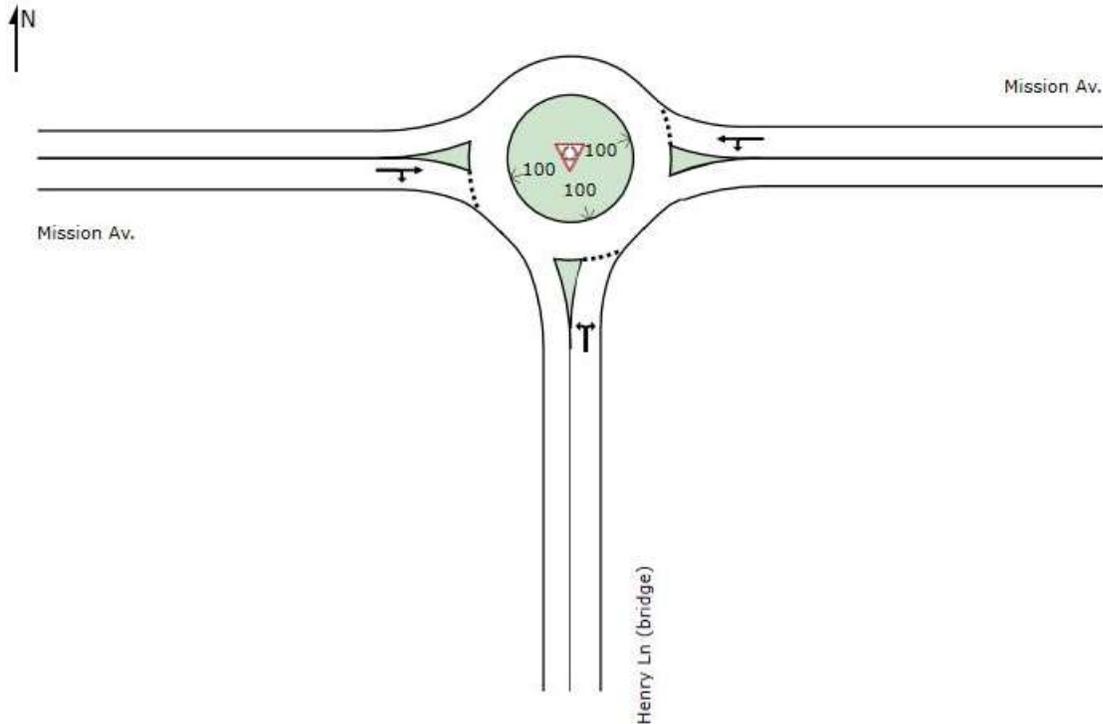
Table 13: Intersection LOS Summary for Henry Road/Mission Avenue Intersection

| Horizon Year | LOS (Avg Delay) | | | | | |
|-----------------------|-----------------|-------|------------|-------|-------|--------|
| | Signalized | | Roundabout | | | |
| | | | 3-leg | | 4-leg | |
| | AM | PM | AM | PM | AM | PM |
| Short-term Conditions | A (6) | A (6) | A (8) | A (8) | A (8) | A (8) |
| Long-term Conditions | A (6) | A (8) | A (8) | A (8) | A (9) | B (12) |

Parametrix recommends a one-lane roundabout at the Henry Road/Mission Avenue intersection. Traffic volumes are supportive of a one-lane roundabout and there are already two roundabouts on the corridor, therefore a roundabout design will maintain consistency along the Mission Avenue corridor with the other two roundabout intersections at Harvest Parkway and Harvard Road.

Parametrix also conducted a brief sensitivity test assuming a fourth leg on the north side of the roundabout providing a connection to unspecified future residential development. Results indicate the roundabout will be able to accommodate a future fourth leg. Figure 11 illustrates the conceptual recommended configuration.

Figure 11: Henry Road/Mission Avenue Roundabout



6.2 Long-term Recommendations

To meet acceptable traffic LOS through 2040, Parametrix identified locations for needed improvements under long-term conditions. The intersections that need improvements over the long-term are:

- Liberty Lake Road/Appleway Avenue
- Harvard Road/Mission Avenue

6.2.1 Harvard Road/Mission Avenue

The roundabout at Harvard Road/Mission Avenue shows a failing LOS during the PM peak hour under long-term conditions. The intersection is also projected to experience 95th percentile queue lengths of 1000 feet by 2040. Parametrix analyzed expanding the roundabout to accommodate traffic volumes through 2040 and considered several roundabout configurations. The analysis concluded that the roundabout would operate with an acceptable LOS by expanding the northbound and southbound approaches from one lane to two lanes in each direction, maintaining two through lanes through the roundabout northbound and southbound, and adding right turn lanes on the eastbound and westbound approaches. A single lane through the roundabout would be maintained eastbound and westbound. Figure 12 shows the proposed conceptual roundabout configuration. Table 14 details LOS at the intersection with and without the proposed improvements.

Under long-term conditions, the proposed configuration will improve LOS during the PM peak hour from LOS F to LOS D. Parametrix recommends improving the Harvard Road/Mission Avenue roundabout to the proposed configuration presented in Figure 12 between 2025 and 2040.

Figure 12: 2040 configuration - Harvard Road/Mission Avenue Roundabout

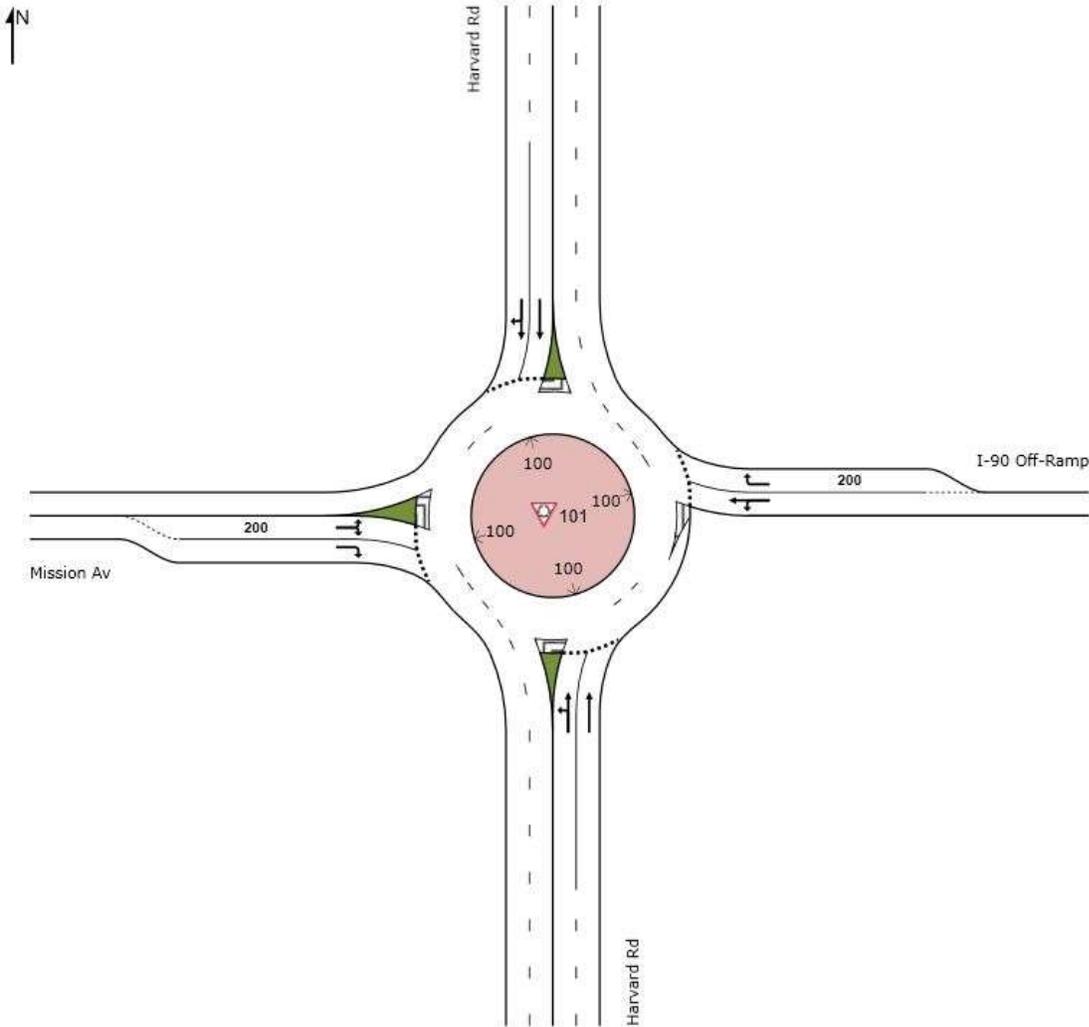


Table 14: Harvard Road/Mission Avenue LOS

| Intersection | LOS (Avg Delay) | | | | | |
|-------------------------------|-----------------|--------|----------------------|---------|-------------------|--------|
| | Existing | | Long-term (2040) | | | |
| | | | Without Improvements | | With Improvements | |
| | AM | PM | AM | PM | AM | PM |
| Harvard Road / Mission Avenue | B (10) | B (17) | C (24) | F (>80) | B (12) | D (48) |

Widening the roundabout to two lanes northbound and southbound can directly tie in to the existing four lane cross-section on Harvard Road on the north side of the roundabout. South of the roundabout, it will need to be determined how the two-lanes in each direction will tie into Harvard Road, which is currently only one lane in each direction. The current Harvard Road bridge widening project will extend an additional northbound lane across the bridge. However, the two northbound lanes will split at the

I-90 on-ramp, with only one through lane continuing to the roundabout. A plausible option is to extend the outer northbound lane from the current lane split to the roundabout, which is about 350 feet.

Southbound, the two lanes from the roundabout could be extended south to feed directly into the existing lane split between the westbound I-90 on ramp lane and through lane across the bridge. However, the distance between the roundabout and the lane split southbound is about 175 feet which may present weaving difficulties, as the outside lane would become a right-only lane onto the ramp. Directional signing on roundabout approaches could possibly mitigate this issue. Other potential options would be to continue the second southbound lane past the ramp gore, narrowing down to one lane before the bridge. Another option would be to widen the bridge to carry a second southbound lane across the bridge to the intersection with Appleway Avenue. Further analysis will be required to determine the optimal configuration.

6.2.2 Liberty Lake Road/Appleway Avenue

The intersection of Liberty Lake Road/Appleway Avenue will receive an additional westbound right-turn lane as part of the upcoming Harvard Road bridge project. This will allow the intersection to maintain an acceptable LOS over the short-term. However, by 2040 several of the left-turn movements will operate at LOS E or LOS F during the AM and PM peak hours. Table 15 details LOS and 95th percentile queue lengths for each of the left-turn movements at the Liberty Lake Road/Appleway Avenue intersection under long-term conditions.

Table 15: Liberty Lake Road/Appleway Avenue Long-term LOS

| Measure | Long-term (2040) | | | | | | | |
|--|------------------|---------|--------|---------|--------|--------|--------|--------|
| | AM | | | | PM | | | |
| | NBL | SBL | EBL | WBL | NBL | SBL | EBL | WBL |
| Movement LOS | F (>80) | F (>80) | D (40) | F (>80) | D (53) | F (80) | E (72) | E (73) |
| 95 th Percentile Queue (feet) | 175 | 450 | 200 | 150 | 125 | 375 | 350 | 275 |

As shown in Table 15, several of the left-turn movements operate at LOS F in long-term. Considering LOS and queue lengths over both the AM and PM peak hours, the southbound left-turn is in most need of improvement. Parametrix analyzed the possibility of expanding one or more of the left-turn pockets at the intersection from a single left-turn lane to dual left-turns.

Based on analysis, Parametrix recommends expanding the southbound left-turn lane to dual left-turns by 2040 at the Liberty Lake Road/Appleway Avenue intersection. One advantage of expanding the southbound left-turn movement is that the intersection can remain aligned north to south, as the additional left-turn lane would align with the existing median on the south leg. As shown in table 16, LOS and queue lengths improve for all left-turn movements with the recommended improvements.

Table 16: Liberty Lake Road/Appleway Avenue Long-term LOS with Improvements

| Measure | Long-term (2040) | | | | | | | |
|--|------------------|--------|--------|--------|--------|--------|--------|--------|
| | AM | | | | PM | | | |
| | NBL | SBL | EBL | WBL | NBL | SBL | EBL | WBL |
| Movement LOS | D (49) | D (44) | C (34) | D (51) | D (46) | D (36) | D (45) | E (55) |
| 95 th Percentile Queue (feet) | 100 | 150 | 150 | 100 | 125 | 125 | 275 | 250 |

The westbound and eastbound left-turn pockets may also merit consideration for dual left-turns in the future, but with the above improvement to southbound, it is expected they can likely remain single lanes with additional signal timing optimization at the intersection. Additionally, the eastbound left-turn pocket has nearly 500 feet of storage space to accommodate vehicle queues, which likely would lessen the need to expand the movement to dual lefts.

6.3 Summary of Recommendations

The City of Liberty Lake has been proactive in developing projects to assess current traffic issues and provide a more complete transportation network within the city. Most of the intersections within Liberty Lake remain at acceptable conditions through 2040. Parametrix developed recommendations for several needed improvements over both the short-term and long-term horizon. Table 17 provides a summary of the short-term and long-term recommendations.

Table 17: Summary of Recommendations

| Analysis Horizon | Intersection | Recommendation |
|------------------|----------------------------------|---|
| Short-term | Henry Rd/Country Vista Dr | Construct traffic signal |
| | Legacy Ridge Dr/Country Vista Dr | Construct traffic signal |
| | Henry Rd/Mission Ave | Construct roundabout |
| Long-term | Harvard Rd/Mission Ave | Expand roundabout to two lanes NB/SB |
| | Liberty Lake Rd/Appleway Ave | Convert southbound left-turn lane to dual lefts |



AGENDA ITEM NO.: 11ii

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Emergency Purchase for Public Works
Truck

FOR THE AGENDA OF: September 15, 2020

DEPT. OF ORIGIN: Finance & Streets

EXHIBIT:

Resolution

DEPT. HEAD APPROVAL: RJ Stevenson

| | |
|------------------------------|------------|
| EXPENDITURE REQUIRED: | Yes |
| BUDGETED: | No |

SUMMARY STATEMENT

In August of 2020, a City vehicle was stolen from the Public Works Yard. The vehicle has yet to be located and the insurance company has declared the vehicle to be a total loss at an estimated value of \$40,000. In late August, the City issued a request for proposals to replace this vehicle. No bids were received.

The vehicle that was stolen is necessary to the City for snow removal operations. The City typically uses the State Contract for such purchases, however the lead time on these purchases historically have taken eight to 10 months.

Stephen Williams has contacted a dealer directly after the bid deadline directly and has received a quote on the truck that is currently available for \$43,350. Quote does not include sales tax or title fees.

Because of the need to ensure public safety related to snow removal in the City, Staff recommendation is to declare an emergency and waive the City purchasing policies and procedures.

RECOMMENDED ACTION

1. Adopt Resolution 20-281

CITY OF LIBERTY LAKE, WASHINGTON
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO 20-281

**A RESOLUTION DECLARING AN EMERGENCY RELATING TO PURCHASING
A REPLACEMENT VEHICLE AND WAIVING THE PUBLIC BIDDING
REQUIREMENTS PURSUANT TO RCW 39.04.280**

WHEREAS, the City of Liberty Lake (“City”) had a vehicle stolen from its property in August of 2020, and this vehicle was imperative for the operations of snow and ice removal for City arterials; and

WHEREAS, the City issued a “Request for Proposals” in August 2020 for a replacement vehicle and no bids were submitted; and

WHEREAS, the City finds that this vehicle is a necessary and important piece of equipment for snow and ice removal; and

WHEREAS, due to the current COVID-19 conditions manufacturers have limited production and inventory of the type of vehicle that is necessary to perform snow and ice removal; and

WHEREAS, in lieu of the City receiving no responsive bids, the City would likely be unable to obtain a vehicle in time for the winter season of 2020-2021 without purchasing a vehicle immediately from a local dealership; and

WHEREAS, RCW 39.04.280 provides that a local agency, by Resolution, may waive the competitive bidding requirements when the purchase is in the event of an emergency, including public works and purchases involving special market conditions, in order to provide the ability to respond and not compromise the health, safety, or welfare of the people; and

WHEREAS, the City Council finds that an emergency situation does exist and that it is appropriate to waive the competitive bidding requirements for the above reasons; and

NOW, THEREFORE, be is resolved that the City Council of the City of Liberty Lake does hereby adopt the following:

1. Pursuant to RCW 39.04.280(1)(b) and (e), an emergency is hereby declared for the above stated reasons to purchase a replacement vehicle for City snow and ice removal and related needs therein.
2. The formal bidding requirements set forth in the City of Liberty Lake Financial Policy are hereby waived for the purpose of undertaking the vehicle purchase.
3. City Staff are hereby authorized and directed to purchase a vehicle that will replace the stolen vehicle.

PASSED by the City Council this _____ day of September 15, 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 September 3, 2020

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

TENTATIVE ITEMS:

| Date | Item | Point of Contact |
|-------------|---|-------------------------|
| | PENDING | |
| 10/6 | PROCLAMATION: Fire Prevention Week | Mayor Brickner |
| | Award bid for traffic signal project @ Ridgeline High School | Lisa Key |
| 11/3 | PRESENTATION: Peter King, CEO, AWC – recognizing Mayor Brickner & Mayor Pro Tem Kennedy for their achievement in getting their advanced Certificate of Municipal Leadership | Katy Allen |
| TBD | City Council Retreat | City Council |
| | Approve purchase of de-ice for snow services | Jen Camp |
| | Approve agreement for City Attorney Services | RJ Stevenson |
| | Budget Amendment RE: Police Chief | RJ Stevenson |
| | Discussion of C-2 Zoning – HUB Sports Center | |
| | Mental Health Crisis Facility - discussion | Katy Allen |
| | RESOLUTION – Adopting the Network Analysis & Corridor Study | 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 |