

## REVISED

CITY COUNCIL MEETING  
TUESDAY, OCTOBER 6, 2020  
CITY HALL

**HELD REMOTELY**

- [Sign up to provide Public Comment at the meeting via calling in](#)
- [Submit Written Public Comment Prior to 4 pm on October 6, 2020](#)
- [Join the Zoom Meeting](#)

Questions or Need Assistance? Please contact City Clerk at [aswenson@libertylakewa.gov](mailto:aswenson@libertylakewa.gov)

### COMMITTEE WORKSHOP DISCUSSION – 6:00 p.m.

- Continuation of Capital Facilities Plan discussion

### 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. PROCLAMATION – Fire Prevention Week
8. **MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**
  - Discuss City Council Rules of Procedure, Section 4.1 Order of Business
9. CITY ADMINISTRATOR REPORT
10. ACTION ITEMS
  - A. Consent Agenda
    - i. Approve September 15, 2020 City Council Minutes
    - ii. Approve October 6, 2020 vouchers in the amount of \$652,262.89

**10. ACTION ITEMS**

**B. General Business**

- i. Approve agreement with Ann Macfarlane for an online training workshop for elected officials
- ii. Approve Coronavirus Relief Contract Amendment A to provide additional funding to the City of Liberty Lake in the amount of \$165,000 and authorize the Mayor to execute the agreement
- iii. Accept donation from Dannela Garcia for LLPD flag
- iv. Accept donation from Coca Cola Swire for 10 cases of energy drinks for LLPD
- v. Authorize a total of \$7,012 to remove striping on Knox Avenue and authorize the Mayor to sign the work order with Road Products, Inc.
- vi. Approve Task Order No. 2020-08 with Parametrix for design services for the Legacy Ridge intersection signal in an amount not to exceed \$51,815
- vii. Authorize a total of \$353,488.16 to construct Ridgeline High School traffic signal and authorize Mayor to sign contract with Midland Electric after TIB approval and Midland Electric signing
- viii. Approve Transportation Improvement Board Consultant Supplemental Agreement, amending the original contract amount from \$51,808.24 to \$61,660.62 to include construction support services, and authorize the Mayor to execute the Agreement
- ix. Approve addendum to Palenque Lease Agreement
- x. Approve purchase of de-ice for snow services an amount not to exceed the amount of \$40,000
- xi. Approve purchase of granular salt for snow removal services an amount not to exceed \$20,000
- xii. Authorize a total of \$12,826.88 to purchase water and sewer taps for the public works yard and authorize the Mayor to sign the agreement with the Liberty Lake Sewer and Water District for tap purchase once plans are approved

**11. FIRST READ ORDINANCE**

Ordinance No. 267D – amending the city’s 2020 budget to recognize the additional revenue received from the Coronavirus Relief Fund (COVID-19) for Local Governments and appropriate these dollars for expenditures on COVID-19

**12. INTRODUCTION OF UPCOMING AGENDA ITEMS**

**13. CITIZEN COMMENTS**

**14. EXECUTIVE SESSION – Discuss potential litigation, per RCW 42.30.111(1)(i)**

**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/88160809106?pwd=NGl3YTkwWndvVDI0cE1jQTR3M3Z4UT09>

Dial-in Phone Number

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

**Meeting ID: 881 6080 9106**

**Passcode: 676524**

## WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming council meeting, please email your comments to [aswenson@libertylakewa.gov](mailto: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/88160809106?pwd=NGI3YTkwWndvVDI0cE1jQTR3M3Z4UT09>

Dial-in Phone Number

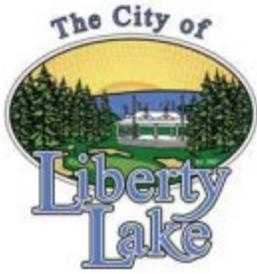
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

**Meeting ID: 881 6080 9106**

**Passcode: 676524**

# **PROCLAMATION**



# Proclamation

## City of Liberty Lake, Washington

### Fire Prevention Reduction Week

**Whereas**, the City of Liberty Lake, Washington, is committed to ensuring the safety and security of all those living in and visiting Liberty Lake; and

**Whereas**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**Whereas**, home fires killed more than 2,630 people in the United States in 2017, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 357,000 home fires; and

**Whereas**, cooking is the leading cause of home fires in the United States where fire departments responded to more than 173,200 annually between 2013 and 2017; and

**Whereas**, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

**Whereas**, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

**Whereas**, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire; and

**Whereas**, Liberty Lake's residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas, and keep anything that can catch fire away from stove tops; and

**Whereas**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**Whereas**, working smoke alarms cut the risk of dying in reported home fires in half; and

**Whereas**, Spokane Valley Fire Department's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**Whereas**, Liberty Lake's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**Whereas**, the 2020 Fire Prevention Week theme, "Serve Up Fire Safety in the Kitchen!!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

#### **THEREFORE BE IT RESOLVED**

That the week of October 4 – 10, 2020, be designated as

### **Fire Prevention Week**

throughout this city, and I urge all the people of Liberty Lake to check their kitchens for fire hazards and use safe cooking practices during Fire Prevention Week 2020, and to support the many public safety activities and efforts of the Spokane Valley Fire Department, serving the residents of Liberty Lake.

Dated this 6<sup>th</sup> day of October 2020.

---

Shane Brickner, Mayor

# REPORT

**Liberty Lake Municipal Library**  
August 2020 Report

|                                | <b>2020</b>   | <b>2019</b>   |
|--------------------------------|---|---------------|
| Checkouts                      | 3,445   | 9,132         |
| Renewals                       | 728   | 1,327         |
| ILL – Lent to Other Libraries  | 10  | 22            |
| Lent to CIN                    | 1,079   | 1,024         |
| Overdrive Downloads            | 1,985   | 1,871         |
| InHouse                        | 0   | 681           |
| Freegal                        | 140   | 478           |
| Database Use                   | 178   | 51            |
| <b>TOTAL:</b>                  | <b>7,565</b>  | <b>14,586</b> |
|                                |   |               |
| Borrowed from CIN              | 1,685   | 1,349         |
| Checkins                       | 3,436   | 9,847         |
| Computer Sessions              | 0   | 299           |
|                                |   |               |
| Patron Visits                  | Appx. 1,670   | 5,308         |
|                                |   |               |
| New Cards                      | 35  | 142           |
| Total Cards                    | 6,662   | 7,230         |
|                                |   |               |
| <b>Programs</b>                |   |               |
| Story Time                     | 4 online programs – appx. 131                             | 453           |
| Outreach Story Time            | 0   | 140           |
| 1000 Books                     | 0   | 0             |
| Other Youth                    | 2 online programs – appx. 207<br>1 take & go program - 15 | 139           |
| Teen                           | 2 online programs – appx. 184                             | 41            |
| Adult                          | 3 online programs – appx. 107                             | 77            |
| <b>TOTAL:</b>                  | <b>Appx. 644</b>  | <b>850</b>    |
|                                |   |               |
| Meeting Room (non-library use) | 0   | 15            |
| Proctoring                     | 0   | 4             |

Liberty Lake Library continued offering contactless holds pickup for the community.

**Programming**

Library staff continued to offer summer reading programs during the first two weeks of August. Programs included story times, school-age Fun Fridays where children could create big bubbles and mug cakes, teens completed a “Choose Your Own Adventure” program and learned how to make s’mores dip. Families were able to pick up balloon tennis kits from the library for a fun at-home activity as well.

**Collection**

Library staff worked on projects related to the library’s needs assessment report and regular collection maintenance.

**Facility**

City maintenance crews began installing the children's room shelving this month.

**Other**

The library began offering their Book Bundles service in August. Patrons who miss the browsing experience can request that library staff browse for them with this service. After filling out an online form detailing their interests, staff will pull materials and place them on hold for the patron.

**Upcoming Highlights**

The library will be closed on Monday, September 7 in observance of the Labor Day holiday.

*Online Story Time – September 9 – December 16*

*Watch via Facebook Live. Find more details at <https://www.libertylakewa.gov/616/Online-Storytime>*

*Mondays with Miss Jandy*

*Wednesdays with Miss Erin*

***Take & Go Programs***

*Family Craft: Monday, September 14 – Apple Craft*

*School Age: Wednesday, September 16 – Perler Bead Keychains*

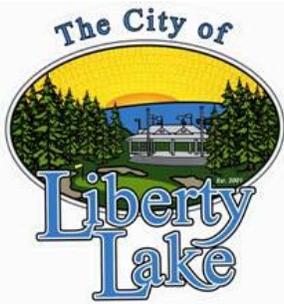
*School Age: Wednesday, September 30 – Clay Boat Float*

*Teens: Tuesday, September 15 – Shrinky-Dink Keychains*

*Teens: Tuesday, September 29 – Duct-tape Crafts*

*Adults: Thursday, September 17 – Mini-Zen Gardens*

# **ACTION ITEMS**



**CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 15, 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, Darin Morgan, Police Sergeant, Lisa Key, Director of Planning & Engineering, Ann Swenson, City Clerk, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

Mayor Pro Tem Kennedy, Council Members Severs, Folyer, Dunne, Kaminskis, Langford, and Kurtz.

**Facilitator Discussion and Selection**

After roll call, Mayor Brickner turned the floor over to the city administrator, who followed up with information on the two recommended facilitators that were discussed at the September 1<sup>st</sup> City Council meeting. After council's discussion, it was determined that the city administrator will reach out to Ann Macfarlane to schedule a 6:00 p.m. workshop on an off Tuesday from a regular City Council meeting.

**Discuss Strategic Plan & Capital Facilities Plan**

The Director of Planning & Engineering Services then took the floor and led the discussion for review of the Strategic Plan and potential process for updating the Plan. She reviewed the work that was completed in 2018, which included the strategies and tasks for each of the four pillars of the plan. After debate and discussion, it was determined that staff will bring forward a quarterly dashboard that identifies performance measures and connects the Capital Facilities Plan with the Strategic Plan. It was recommended that the quarterly dashboard be included on the City's website and Facebook page.

The topic then turned to the discussion of the 2021 – 2026 Capital Facilities Plan (CFP). The Director of Planning & Engineering gave a high-level overview of the draft CFP. She reviewed the few minor changes that are being proposed either due to staff resources or the impact of COVID. She requested feedback on the 2021 projects. After further discussion, it was determined to restart the prioritization discussion on projects

to use for both this and the strategic plan at the same time. However, due to time constraints, the decision was made to continue the discussion on the CFP at the October 6<sup>th</sup> 6:00 p.m. workshop.

## **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 20-28.9, dated September 2, 2020, was being held remotely. Invocation then took place.

**INVOCATION** – Given by Mayor Brickner

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

**CALL TO ORDER** – Mayor Brickner called the meeting to order at 7:00 p.m.

### **ROLL CALL**

City officials who physically attended the meeting were:

Mayor Brickner, Katy Allen, City Administrator, RJ Stevenson, Finance Director, Darin Morgan, Police Sergeant, Lisa Key, Director of Planning & Engineering, Ann Swenson, City Clerk, and Todd Henderson, Information Technology.

City officials who remotely attended the meeting via Zoom were:

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

The City Attorney, Operations and Maintenance Director, City Engineer, Liberty Lake Municipal Library Director, and Street Lead also attended the meeting via Zoom.

**AGENDA APPROVAL:** Mayor Pro Tem Kennedy moved to amend the agenda to change General Business Item 10 Bi to purchase nine 20 x 20 tents for \$37,628.85 rather than seven tents for \$29,268.88 and to add General Business Item Bii, to approve a Task Order with Parametrix for up to \$7,000 to provide technical support in order to respond to City of Spokane Valley's SEPA appeal for a project in Liberty Lake. Council Member Langford seconded the motion, which carried unanimously.

### **REPORTS**

Planning Commissioner Chairman Richard Siler gave an update on the commission's work. They have been working remotely on the comp plan and code amendments. The landscape update is on hold since it is too challenging to do remotely. The commission will be bringing forward to the council for their consideration a change to zoning for food trucks.

## **MAYOR AND CITY COUNCIL REPORTS & INQUIRIES**

Councilman Dunne gave a shout out to the Liberty Lake Sewer & Water District for their recent assistance regarding a flood in a building which he witnessed. He recognized the support of the District for dos and don'ts for public safety for everyone and advised that people know where the main water shut off is for your building(s). He also recognized an action taken during the city council's last meeting, addressing the city property's land use discussion and the sale of the 23-acre parcel adjacent to Legacy Ridge Drive. He expressed his disappointment in not being available at that meeting to participate in that discussion as well as his disappointment in the sake of the conversation that was had.

Mayor Pro Tem Kennedy reported on his recent trip to the west side of the state and his witness of the impact they are suffering there because of the COVID shutdowns. He commented on how fortunate this city is.

Mayor Brickner reported on his attendance at the COVID meeting this morning. He said things have not changed; numbers have gone up just slightly; and we are not hitting the downward trend we are hoping for. He also reported on LLPD's well-attended recent get together, which was another great opportunity to let Chief Asmus and his wife, Carol, know how much they are appreciated.

Councilman Folyer announced he will be pursuing the discussion about the City Council's rules of procedure and asked the councilmembers to review the resolution.

## **CITY ADMINISTRATOR REPORT**

The city administrator asked if there were any questions regarding this evening's agenda. She then spoke about the purchase of the tents for local businesses as well as the Task Order with Parametrix related to the SEPA appeal from the City of Spokane Valley. She expressed gratitude to Anita Eylar and Tom Salhberg for their work on the recent Chalk & Walk event and gave an update on how the smoke from the fires have impacted the city's operations. She then turned the floor over to the Finance Director, who gave updates on the CARES Act funding, finance, and the budget. The city administrator resumed the floor and gave updates on employee recruitments, the Harvard and Henry Road projects, and COVID-19. She concluded her report with updates about events, reservations, and programs.

At the conclusion of her report, council discussed the purchase of tents for local businesses using the CARES Act funding. The question was posed about whether to increase the number of tents, amending the purchase from nine to 11, to meet more businesses' needs. A motion to reflect this change will be made to modify the purchase of the tents during Action Items General Business Bi.

## **ACTION ITEMS**

### **Consent Agenda**

Mayor Pro Tem Kennedy moved to approve action item 10Ai, approving the September 1, 2020 city council meeting minutes. Council Member Langford seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve action item 10Aii, approving the September 15, 2020 vouchers in the amount of \$820,183.95. Council Member Severs seconded the motion, which carried unanimously.

A/P check numbers were 30403 through 30452, totaling \$375,776.24. EFTs totaled \$33,897.64. Payroll check numbers were 30396 through 30402 totaling \$12,145.18. EFTs totaled \$398,364.89.

### **General Business**

Mayor Pro Tem Kennedy moved to approve the purchase of 11 20 x 20 tents for the local businesses using CARES Act funds in the amount of \$45,990.81. Council Member Kaminskis seconded the motion, which carried unanimously.

Mayor Pro Tem Kennedy moved to approve the Task Order with Parametrix for Western States technical support in an amount not to exceed \$7,000. Council Member Langford seconded the motion, which carried unanimously.

## **RESOLUTIONS**

The city clerk read, by title only, Resolution No. 20-280, adopting the Liberty Lake Network Analysis Update. Councilman Langford moved to adopt Resolution No. 20-280, seconded by Council Member Kaminskis. Motion carried unanimously.

The city clerk read, by title only, Resolution No. 20-281, declaring an emergency relating to purchasing a replacement vehicle and waiving the public bidding requirements pursuant to RCW 39.04.280. Mayor Pro Tem Kennedy moved to adopt Resolution No. 20-281, seconded by Council Member Severs. Motion carried unanimously.

## **INTRODUCTION OF UPCOMING AGENDA ITEMS**

The city administrator then reviewed the upcoming agenda items for the October 6<sup>th</sup> City Council meeting.

## **EXECUTIVE SESSION**

As per RCWs 42.30.110(1)(i) and RCW 42.30.110(b), at 8:15 p.m., Mayor Brickner called adjournment into Executive Session for discussion of potential litigation for 30 minutes. At 8:45 p.m., the city administrator announced an extension of the executive session for an additional 60 minutes. At 9:45, the city administrator announced an extension of the executive session for an additional 10 minutes. The session adjourned at 9:49 p.m.

## **ADJOURNMENT**

No action was taken following the executive session. There being no further business, the meeting adjourned at 9:49 p.m.

These minutes were approved October 6, 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*



**CHECK REGISTER**

CITY OF LIBERTY LAKE

Time: 07:45:50 Date: 09/25/2020

MCAG #: 2757

09/01/2020 To: 09/30/2020

Page: 1

| Trans            | Date       | Type   | Acct #             | Chk # | Claimant                     | Amount          | Memo   |
|------------------|------------|--------|--------------------|-------|------------------------------|-----------------|--|
| 3728             | 09/25/2020 | Claims | 3                  | 30453 | WALTS MAILING SERVICE<br>LT  | 1,024.78        | POSTAGE PRE PAYMENT                                  |
|                  |            |        | 001 - 518 30 40 00 |       | COVID-19 Professional Servic | 1,024.78        | 2E LLML POSTCARDS TO CITIZENS<br>COVID-19 COMPLIANCE |
| 001 General Fund |            |        |                    |       |                              | 1,024.78        |  |
|                  |            |        |                    |       |                              | <u>1,024.78</u> | Claims: 1,024.78                                     |
|                  |            |        |                    |       |                              | 1,024.78        |  |

"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

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:39:19 Date: 09/30/2020

MCAG #: 2757

10/01/2020 To: 10/31/2020

Page: 1

| Trans       | Date              | Type          | Acct #   | Chk #      | Claimant   | Amount          | Memo  |
|-------------|-------------------|---------------|----------|------------|--|-----------------|---|
| <b>3867</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>ACUSHNET COMPANY</b>                                | <b>170.61</b>   | <b>REPLACEMENT BAG,SO R NELSEN</b>                          |
|             |                   |               |          |            | 420 - 576 61 34 01 - Pro Shop Merchandise              | 50.00           |   |
|             |                   |               |          |            | 420 - 576 61 34 01 - Pro Shop Merchandise              | 120.61          |   |
| <b>3868</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>ALLIED FIRE AND SECURITY</b>                        | <b>205.83</b>   | <b>LLML FIRE SYS SVC</b>                                    |
|             |                   |               |          |            | 001 - 518 30 41 00 - Central Services-Professional S   | 205.83          |   |
| <b>3869</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>BTAC ACQUISITION CORP</b>                           | <b>1,848.58</b> | <b>BOOKS</b>  |
|             |                   |               |          |            | 001 - 572 20 34 06 - Library Books & Other Materi      | 1,848.58        |   |
| <b>3870</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>CENTURYLINK</b>                                     | <b>89.51</b>    | <b>TH PHONE 7/24-8/23/2020</b>                              |
|             |                   |               |          |            | 420 - 576 61 42 01 - Golf Pro Shop-Telephone,Inter     | 89.51           |   |
| <b>3871</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>CINTAS CORPORATION NO 3</b>                         | <b>47.65</b>    | <b>MAT SVC 9/14/2020</b>                                    |
|             |                   |               |          |            | 420 - 576 61 41 03 - Facilities - Professional Service | 47.65           |   |
| <b>3872</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>HOME DEPOT CREDIT SERVICES</b>                      | <b>1,571.30</b> | <b>MATERIALS</b>  |
|             |                   |               |          |            | 001 - 518 30 31 00 - Centralized Services Supplies     | 99.47           | <b>DRILL BITS,SCREWS,MOUSE RAPS</b>                         |
|             |                   |               |          |            | 001 - 518 30 31 00 - Centralized Services Supplies     | 27.69           | <b>VEHICLE CLEANING SUPPLIES</b>                            |
|             |                   |               |          |            | 001 - 518 30 31 00 - Centralized Services Supplies     | 142.13          | <b>LITTLE HOUSE REPLACEMENT LOCK KEYS</b>                   |
|             |                   |               |          |            | 110 - 542 30 31 01 - Roadway Striping Supplies         | 233.63          |   |
|             |                   |               |          |            | 110 - 542 70 31 01 - Roadside Supplies                 | 23.93           |   |
|             |                   |               |          |            | 110 - 542 90 31 00 - Maint Admin & Overhead Sup        | 10.15           | <b>BATTERIES</b>  |
|             |                   |               |          |            | 110 - 542 90 31 00 - Maint Admin & Overhead Sup        | 123.52          |   |
|             |                   |               |          |            | 420 - 576 61 31 03 - Maintenance Supplies              | 57.43           | <b>GLOVES&amp;PAINT</b>                                     |
|             |                   |               |          |            | 420 - 576 61 31 04 - Facilities Supplies               | 269.64          | <b>REPLACEMENT LOCKS,AIR FRESHENERS</b>                     |
|             |                   |               |          |            | 420 - 576 65 31 01 - Maintenance Of Golf Course        | 23.93           |   |
|             |                   |               |          |            | 420 - 576 65 31 01 - Maintenance Of Golf Course        | 10.15           | <b>BATTERIES</b>  |
|             |                   |               |          |            | 001 - 576 80 31 01 - Parks Supplies                    | 23.93           |   |
|             |                   |               |          |            | 001 - 576 80 31 01 - Parks Supplies                    | 10.15           | <b>BATTERIES</b>  |
|             |                   |               |          |            | 001 - 576 80 31 01 - Parks Supplies                    | 32.40           | <b>FLAG POLE KEYS, PRY BAR</b>                              |
|             |                   |               |          |            | 001 - 576 80 31 01 - Parks Supplies                    | 57.44           | <b>GLOVES&amp;PAINT</b>                                     |
|             |                   |               |          |            | 001 - 576 80 31 25 - Pavillion Park Supplies           | 20.60           | <b>COMBO LOCK</b>   |
|             |                   |               |          |            | 001 - 576 80 31 45 - Orchard Park Supplies             | 36.94           | <b>CLEANING SUPPLIES</b>                                    |
|             |                   |               |          |            | 001 - 576 80 31 55 - Rocky Hill Park Supplies          | 61.71           | <b>MOUSE TRAPS,WOOD FILLER,GRAFFITI REMOVER&amp;BRUSHES</b> |
|             |                   |               |          |            | 001 - 576 80 31 55 - Rocky Hill Park Supplies          | 22.84           | <b>LT BULB</b>  |
|             |                   |               |          |            | 110 - 594 42 64 00 - Capital Expenditures - Furnitur   | 111.61          | <b>MAKITA BATTERIES</b>                                     |
|             |                   |               |          |            | 110 - 594 42 64 00 - Capital Expenditures - Furnitur   | 30.20           | <b>FORD F250 AMBER LT WIRE</b>                              |
|             |                   |               |          |            | 001 - 594 76 64 01 - Parks-Furniture,Computers&Et      | 111.61          | <b>MAKITA BATTERIES</b>                                     |
|             |                   |               |          |            | 001 - 594 76 64 01 - Parks-Furniture,Computers&Et      | 30.20           | <b>FORD F250 AMBER LT WIRE</b>                              |
| <b>3873</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>O'REILLY AUTO PARTS</b>                             | <b>187.02</b>   | <b>MATERIALS</b>  |
|             |                   |               |          |            | 110 - 542 90 31 00 - Maint Admin & Overhead Sup        | 36.01           | <b>SHOP SUPPLIES</b>  |
|             |                   |               |          |            | 420 - 576 61 31 03 - Maintenance Supplies              | 36.00           | <b>SHOP SUPPLIES</b>  |
|             |                   |               |          |            | 420 - 576 61 31 03 - Maintenance Supplies              | 79.00           | <b>OLD PICKER BATTERY</b>                                   |
|             |                   |               |          |            | 001 - 576 80 31 01 - Parks Supplies                    | 36.01           | <b>SHOP SUPPLIES</b>  |
| <b>3874</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>OFFICE DEPOT</b>                                    | <b>524.41</b>   | <b>SUPPLIES; BATTERY BACKUP</b>                             |
|             |                   |               |          |            | 001 - 518 30 31 00 - Centralized Services Supplies     | 480.86          |   |
|             |                   |               |          |            | 001 - 521 10 31 00 - Law Enforcement Supplies          | 43.55           | <b>ETHERNET WALL MOUNT</b>                                  |
| <b>3875</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>PEPSI COLA</b>                                      | <b>200.61</b>   | <b>WATER,GATORADE</b>                                       |
|             |                   |               |          |            | 420 - 576 61 34 01 - Pro Shop Merchandise              | 200.61          |   |
| <b>3876</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b> | <b>EFT</b> | <b>SITONE LANDSCAPE SUPPLY LLC</b>                     | <b>965.57</b>   | <b>MATERIALS</b>  |

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:39:19 Date: 09/30/2020

MCAG #: 2757

10/01/2020 To: 10/31/2020

Page: 2

| Trans       | Date              | Type          | Acct #               | Chk #        | Claimant                            | Amount          | Memo   |
|-------------|-------------------|---------------|----------------------|--------------|-------------------------------------|-----------------|--|
|             |                   |               | 001 - 576 80 31 25 - |              | Pavillion Park Supplies             | 965.57          | PLAY CHIPS   |
| <b>3877</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>EFT</b>   | <b>ULINE</b>                        | <b>67.17</b>    | <b>CORRUGATED SHOW BOXES</b>                                     |
|             |                   |               | 001 - 572 10 31 05 - |              | Children & Adult Prgm Suppl         | 67.17           |  |
| <b>3878</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>EFT</b>   | <b>VERIZON WIRELESS</b>             | <b>2,229.09</b> | <b>SERVICES 8/23-9/22/2020</b>                                   |
|             |                   |               | 001 - 518 80 42 00 - |              | Information Technology Servic       | 61.00           | CELL PHONE   |
|             |                   |               | 001 - 521 10 42 00 - |              | Law Enforcement-Telephone,In        | 1,243.06        | 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      | 591.00          | CELL PHONE/TABLET CHARGES  |
| <b>3879</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>EFT</b>   | <b>WEX BANK 76 FLEET</b>            | <b>20.99</b>    | <b>FUEL</b>  |
|             |                   |               | 001 - 576 80 32 00 - |              | Parks Fuel Consumed                 | 20.99           |  |
| <b>3880</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>EFT</b>   | <b>WILBUR-ELLIS COMPANY LLC</b>     | <b>524.81</b>   | <b>MATERIALS</b>   |
|             |                   |               | 420 - 576 65 31 01 - |              | Maintenance Of Golf Course          | 524.81          | FUNGICIDE  |
| <b>3881</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>EFT</b>   | <b>XEROX CORPORATION</b>            | <b>325.38</b>   | <b>BLACK/COLOR BILLABLE PRINTS 8/21-9/21/2020</b>                |
|             |                   |               | 001 - 514 23 41 00 - |              | Administrative Services-Profes      | 325.38          |  |
| <b>3882</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30459</b> | <b>AIR CONTROL HEATING &amp; AC</b> | <b>468.27</b>   | <b>TRAILHEAD GAS LEAK</b>  |
|             |                   |               | 420 - 576 61 41 03 - |              | Facilities - Professional Servic    | 468.27          |  |
| <b>3883</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30460</b> | <b>AMAZON</b>                       | <b>8,186.31</b> | <b>MATERIALS</b>   |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 1,013.73        | 2B CITIZEN FACE COVERINGS  |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 1,524.60        | 4C WRIGHT,WILLIAMS TELEWORK LAPTOPS ASUS Q506FA                  |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 171.95          | 4C WRIGHT,WILLIAMS TELEWORK LAPTOP DOCKING STATIONS              |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 76.22           | 4C GALE WEBCAM ZOOM MTGS   |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 9.79            | 4C CITY CLERK WORK CELL PHONE SCREEN PROTECTOR                   |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 716.60          | 2E LL BUSINESSES FACE SCHIELDS                                   |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 762.30          | 4C LLML STAFF TELEWORK LAPTOP ASUS                               |
|             |                   |               | 001 - 518 30 30 19 - |              | COVID-19 Supplies                   | 189.60          | 2C LLML HEAVEY DUTY PAPER TOWELS                                 |
|             |                   |               | 001 - 518 30 31 00 - |              | Centralized Services Supplies       | 50.75           | LLML FIRE SIGNS,DOORBELL REPLACEMENT                             |
|             |                   |               | 001 - 521 10 31 00 - |              | Law Enforcement Supplies            | 257.70          |  |
|             |                   |               | 110 - 542 70 31 01 - |              | Roadside Supplies                   | 64.14           | MOISTURE METER   |
|             |                   |               | 110 - 542 70 31 01 - |              | Roadside Supplies                   | 262.50          | RTV TIRE   |
|             |                   |               | 110 - 542 70 31 01 - |              | Roadside Supplies                   | 49.73           | 54" HUSTLER XONE CARBURETOR                                      |
|             |                   |               | 110 - 542 90 31 00 - |              | Maint Admin & Overhead Sup          | 22.85           | CELL PHONE SCREEN PROTECTOR,CHARGER                              |
|             |                   |               | 110 - 542 90 31 00 - |              | Maint Admin & Overhead Sup          | 24.05           | REUSABLE CLOTHS  |
|             |                   |               | 110 - 542 90 31 00 - |              | Maint Admin & Overhead Sup          | 6.38            | 1ST AID KIT ALLERGY MEDICINE                                     |
|             |                   |               | 110 - 542 90 31 00 - |              | Maint Admin & Overhead Sup          | 101.23          | BREAK RM MONITOR REPLACEMENT MOUNT,MONITOR/KEYBRD,NUMERIC KEYPAD |
|             |                   |               | 110 - 542 90 31 00 - |              | Maint Admin & Overhead Sup          | 5.15            | SHOP SUPPLIES  |
|             |                   |               | 001 - 558 50 35 00 - |              | CP&ED Small Tools & Minor           | 69.52           | SANDISK,WIFI SPORTS ACTION CAMERA                                |
|             |                   |               | 001 - 571 00 31 00 - |              | Recreation Supplies                 | 119.72          | CHALK WALK SUPPLIES  |
|             |                   |               | 001 - 572 10 31 00 - |              | Library Supplies                    | 650.43          |  |
|             |                   |               | 001 - 572 20 34 06 - |              | Library Books & Other Materi        | 409.52          |  |
|             |                   |               | 420 - 576 61 31 03 - |              | Maintenance Supplies                | 326.64          | GOLF CAR TIRES,GENERATOR   |
|             |                   |               | 420 - 576 61 31 03 - |              | Maintenance Supplies                | 273.03          | TS GATOR TIRES   |
|             |                   |               | 420 - 576 61 31 03 - |              | Maintenance Supplies                | 24.04           | REUSABLE CLOTHS  |

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:39:19 Date: 09/30/2020

MCAG #: 2757

10/01/2020 To: 10/31/2020

Page: 3

| Trans Date  | Type              | Acct #   | Chk #    | Claimant   | Amount           | Memo   |
|-------------|-------------------|--|----------|--|------------------|--|
|             |                   | 420 - 576 61 31 03 - Maintenance Supplies            |          |  | 101.31           | BREAK RM MONITOR REPLACEMENT MOUNT,MONITOR/KEYBRD,NUMERIC KEYPAD |
|             |                   | 420 - 576 61 31 03 - Maintenance Supplies            |          |  | 5.15             | SHOP SUPPLIES  |
|             |                   | 420 - 576 65 31 01 - Maintenance Of Golf Course      |          |  | 6.37             | 1ST AID KIT ALLERGY MEDICINE                                     |
|             |                   | 001 - 576 80 31 01 - Parks Supplies                  |          |  | 22.81            | CELL PHONE SCREEN PROTECTOR,CASE                                 |
|             |                   | 001 - 576 80 31 01 - Parks Supplies                  |          |  | 24.05            | REUSABLE CLOTHS  |
|             |                   | 001 - 576 80 31 01 - Parks Supplies                  |          |  | 6.37             | 1ST AID KIT ALLERGY MEDICINE                                     |
|             |                   | 001 - 576 80 31 01 - Parks Supplies                  |          |  | 101.23           | BREAK RM MONITOR REPLACEMENT MOUNT,MONITOR/KEYBRD,NUMERIC KEYPAD |
|             |                   | 001 - 576 80 31 01 - Parks Supplies                  |          |  | 7.61             | TOR GM4000 PARTS   |
|             |                   | 001 - 576 80 31 01 - Parks Supplies                  |          |  | 5.15             | SHOP SUPPLIES  |
|             |                   | 001 - 576 80 31 45 - Orchard Park Supplies           |          |  | 22.86            | STARIS BALL BEARING  |
|             |                   | 110 - 594 42 64 00 - Capital Expenditures - Furnitur |          |  | 350.60           | FORD F250 TOOL HLDR,TOOLS,SUN VISOR STORAGE,BED STEPS            |
|             |                   | 001 - 594 76 64 01 - Parks-Furniture,Computers&Et    |          |  | 350.63           | FORF F250 TOOL HLDR,TOOLS,SUN VISOR STORAGE,BED STEPS            |
| <b>3884</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30461 AW REHN &amp; ASSOCIATES</b>            | <b>423.00</b>    | <b>SERVICES</b>  |
|             |                   | 502 - 517 30 29 00 - Health Insurance Services       |          |  | 52.70            | EMPLOYER FUNDING NOTIFICATION 09/09-13/2020                      |
|             |                   | 502 - 517 30 29 00 - Health Insurance Services       |          |  | 199.50           | EMPLOYER FUNDING NOTIFICATION 09/18-20/2020                      |
|             |                   | 502 - 517 30 29 00 - Health Insurance Services       |          |  | 170.80           | EMPLOYER FUNDING NOTIFICATION 09/22-27/2020                      |
| <b>3885</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30462 AWARDS ETC</b>                          | <b>139.92</b>    | <b>MIC CURRY RETIREMENT PLAQUE</b>                               |
|             |                   | 001 - 513 10 31 00 - Executive Supplies              |          |  | 43.03            |  |
|             |                   | 001 - 513 10 31 00 - Executive Supplies              |          |  | 96.89            |  |
| <b>3886</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30463 CASCADE DEFENSE LLC</b>                 | <b>1,250.00</b>  | <b>COVID-19</b>  |
|             |                   | 001 - 518 30 40 00 - COVID-19 Professional Servic    |          |  | 1,250.00         | 4C FIREWALL INSTALLATION   |
| <b>3887</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30464 CHOPCHOP FAMILY INC</b>                 | <b>30.95</b>     | <b>2YR MAGAZINE SUBSCRIPTION</b>                                 |
|             |                   | 001 - 572 20 34 06 - Library Books & Other Materi    |          |  | 30.95            |  |
| <b>3888</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30465 COEUR D ALENE METALS</b>                | <b>31.67</b>     | <b>MATERIALS</b>   |
|             |                   | 110 - 542 70 31 01 - Roadside Supplies               |          |  | 31.67            | NEW RTV SNOW BLADE FLAT BAR                                      |
| <b>3889</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30466 CONSOLIDATED IRRIGATION DISTRICT 19</b> | <b>344.02</b>    | <b>IRRIG 8/21-9/20/2020</b>                                      |
|             |                   | 110 - 542 70 31 01 - Roadside Supplies               |          |  | 20.19            |  |
|             |                   | 001 - 576 80 47 45 - Orchard Park Utilities-Elec/Ga  |          |  | 323.83           |  |
| <b>3890</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30467 CONTROL FREEK INC</b>                   | <b>310.35</b>    | <b>IRRIG PUMP TROUBLESHOOT</b>                                   |
|             |                   | 001 - 576 80 41 15 - Ballfields-Professional Service |          |  | 310.35           |  |
| <b>3891</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30468 D-MCP CONSTRUCTION LLC</b>              | <b>26,022.30</b> | <b>RELEASE RETAINAGE ORCHARD PARK PAVILION</b>                   |
|             |                   | 314 - 594 76 61 01 - Orchard Park Land & Land Imj    |          |  | 26,022.30        |  |
| <b>3892</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30469 DATEC INC</b>                           | <b>7,971.48</b>  | <b>4C FIREWALL SOFTWARE &amp; HARDWARE</b>                       |
|             |                   | 001 - 518 30 30 19 - COVID-19 Supplies               |          |  | 7,971.48         |  |
| <b>3893</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30470 DEMCO</b>                               | <b>458.67</b>    | <b>CD 2-RING ALBUM; MATERIALS</b>                                |
|             |                   | 001 - 572 10 31 00 - Library Supplies                |          |  | 178.61           |  |
|             |                   | 001 - 572 10 31 00 - Library Supplies                |          |  | 280.06           |  |
| <b>3894</b> | <b>10/06/2020</b> | <b>Claims</b>  | <b>3</b> | <b>30471 DEPT OF TRANSPORTATION</b>              | <b>1,278.54</b>  | <b>HENRY RD DESIGN &amp; PS&amp;E AUG 2020</b>                   |

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:39:19 Date: 09/30/2020

MCAG #: 2757

10/01/2020 To: 10/31/2020

Page: 4

| Trans       | Date              | Type          | Acct #               | Chk #        | Claimant                                   | Amount            | Memo   |
|-------------|-------------------|---------------|----------------------|--------------|--|-------------------|--|
|             |                   |               | 319 - 595 50 40 00 - |              | Henry Rd Design                            | 1,278.54          |  |
| <b>3895</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30472</b> | <b>EAST FARM FEED</b>                      | <b>240.88</b>     | <b>GOAT FEED</b>                                     |
|             |                   |               | 001 - 576 80 31 01 - |              | Parks Supplies                             | 240.88            |  |
| <b>3896</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30473</b> | <b>EVERGREEN STATE TOWING</b>              | <b>130.68</b>     | <b>SERVICES</b>                                      |
|             |                   |               | 001 - 521 10 41 00 - |              | Law Enforcement-Professional               | 130.68            | TOW '02 CHEVY SUBURBAN 1500                          |
| <b>3897</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30474</b> | <b>EXECUTECH UTAH LLC</b>                  | <b>2,884.89</b>   | <b>SERVICES</b>                                      |
|             |                   |               | 001 - 518 80 41 00 - |              | Information Technology Servic              | 263.67            | O365:M365 8/15-9/14/2020                             |
|             |                   |               | 001 - 518 80 41 00 - |              | Information Technology Servic              | 2,621.22          | IT SVCS OCT 2020                                     |
| <b>3898</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30475</b> | <b>FASTENAL COMPANY</b>                    | <b>78.32</b>      | <b>MATERIALS</b>                                     |
|             |                   |               | 110 - 542 90 31 00 - |              | Maint Admin & Overhead Sup                 | 26.11             | SHOP SUPPLIES  |
|             |                   |               | 420 - 576 61 31 03 - |              | Maintenance Supplies                       | 26.10             | SHOP SUPPLIES  |
|             |                   |               | 001 - 576 80 31 01 - |              | Parks Supplies                             | 26.11             | SHOP SUPPLIES  |
| <b>3899</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30476</b> | <b>FISHERS TECHNOLOGY</b>                  | <b>13.46</b>      | <b>CONTRACT OVERAGE CHARGE 8/12-9/11/2020</b>        |
|             |                   |               | 001 - 572 10 41 00 - |              | Library-Professional Services              | 13.46             |  |
| <b>3900</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30477</b> | <b>FREE PRESS PUBLISHING INC</b>           | <b>183.95</b>     | <b>LEGAL ADS</b>                                     |
|             |                   |               | 001 - 511 60 41 00 - |              | Legislative - Professional Servi           | 25.00             | ORD 10A  |
|             |                   |               | 001 - 558 50 40 03 - |              | CP&ED Legal Notices Reimbu                 | 62.05             | BLD2020-0454 NOTICE OF APPLICATION                   |
|             |                   |               | 001 - 558 50 41 00 - |              | CP&ED-Professional Services                | 96.90             | NOTICE OF AVAILABILITY                               |
| <b>3901</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30478</b> | <b>GLOBAL EQUIPMENT COMPANY INC</b>        | <b>49.01</b>      | <b>BIOHAZARD CLEANUP KIT</b>                         |
|             |                   |               | 001 - 572 10 31 00 - |              | Library Supplies                           | 49.01             |  |
| <b>3902</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30479</b> | <b>GREENWOOD PUBLISHING GROUP LLC</b>      | <b>25.00</b>      | <b>FOUNTAS/LEVELED BOOK WEB SUBSCRIPTION</b>         |
|             |                   |               | 001 - 572 10 41 01 - |              | Software Maint/data Ba                     | 25.00             |  |
| <b>3903</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30480</b> | <b>GRIZZLY GLASS CENTERS INC</b>           | <b>245.03</b>     | <b>2010 DODGE CHARGER WINDSHIELD</b>                 |
|             |                   |               | 001 - 521 10 48 00 - |              | Vehicle Maintenance                        | 245.03            |  |
| <b>3904</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30481</b> | <b>H W LOCHNER INC</b>                     | <b>105,098.50</b> | <b>HENRY RD OVERPASS/RDWAY EXT 8/22-9/18/2020</b>    |
|             |                   |               | 319 - 595 50 40 00 - |              | Henry Rd Design                            | 105,098.50        |  |
| <b>3905</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30482</b> | <b>HRA VEBA TRUST</b>                      | <b>750.00</b>     | <b>MCCARY, CHRISTOPHER CONTRIBUTION</b>              |
|             |                   |               | 001 - 558 50 28 00 - |              | HRA VEBA-Building Permits/                 | 750.00            |  |
| <b>3906</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30483</b> | <b>INLAND ASPHALT COMPANY</b>              | <b>338,590.81</b> | <b>LL RD MAINT TIB 3-E-988(003)-1 FY 2021</b>        |
|             |                   |               | 312 - 595 30 60 02 - |              | Capital Expenditures-Roadway               | 338,590.81        |  |
| <b>3907</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30484</b> | <b>KENDALL DEALERSHIP HOLDINGS LLC</b>     | <b>42,932.00</b>  | <b>PWY REPLACE STOLEN TRUCK 2020 GMC SIERRA 2500</b> |
|             |                   |               | 110 - 594 42 64 00 - |              | Capital Expenditures - Furnitur            | 42,932.00         |  |
| <b>3908</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30485</b> | <b>LIBRARY FURNITURE INTERNATIONAL INC</b> | <b>1,450.00</b>   | <b>DEPOSIT QTY 3 PICTURE BOOK SHELVING UNITS</b>     |
|             |                   |               | 001 - 594 72 64 00 - |              | Library-Furniture,Computers&               | 1,060.50          |  |
|             |                   |               | 001 - 594 72 64 00 - |              | Library-Furniture,Computers&               | 389.50            |  |
| <b>3909</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>             | <b>30486</b> | <b>MERIT ELECTRIC OF SPOKANE INC</b>       | <b>370.26</b>     | <b>TEST SOLAR PANEL BATTERIES</b>                    |
|             |                   |               | 001 - 518 30 41 00 - |              | Central Services-Professional S            | 370.26            |  |

# CHECK REGISTER

CITY OF LIBERTY LAKE  
MCAG #: 2757

10/01/2020 To: 10/31/2020

Time: 13:39:19 Date: 09/30/2020  
Page: 5

| Trans | Date       | Type   | Acct # | Chk # | Claimant   | Amount    | Memo   |
|-------|------------|--------|--------|-------|--|-----------|--|
| 3910  | 10/06/2020 | Claims | 3      | 30487 | MIDAMERICA BOOKS                                   | 693.61    | BOOKS  |
|       |            |        |        |       | 001 - 572 20 34 06 - Library Books & Other Materi  | 693.61    |  |
| 3911  | 10/06/2020 | Claims | 3      | 30488 | NATIONAL BARRICADE CO                              | 248.29    | SUPPLIES   |
|       |            |        |        |       | 110 - 542 66 31 00 - Snow And Ice Control Supplie  | 248.29    |  |
| 3912  | 10/06/2020 | Claims | 3      | 30489 | NATIONAL WILDLIFE FEDERATION                       | 28.90     | RANGER RICK 2 YR SUBSCRIPTION  |
|       |            |        |        |       | 001 - 572 20 34 06 - Library Books & Other Materi  | 28.90     |  |
| 3913  | 10/06/2020 | Claims | 3      | 30490 | NEWSBANK INC                                       | 386.50    | ANNUAL SUBSCRIPTION JAN-DEC 2021   |
|       |            |        |        |       | 001 - 572 10 41 01 - Software Maint/data Ba        | 386.50    |  |
| 3914  | 10/06/2020 | Claims | 3      | 30491 | NORTH 40 OUTFITTERS                                | 732.88    | TRANSFER TANK&TOOL BOX   |
|       |            |        |        |       | 110 - 542 90 30 00 - PWY Break In Insurance Clain  | 732.88    |  |
| 3915  | 10/06/2020 | Claims | 3      | 30492 | NORTHWEST BUSINESS STAMP                           | 19.95     | BRIAN K ASMUS LEOSA ID BADGE   |
|       |            |        |        |       | 001 - 521 10 41 00 - Law Enforcement-Professional  | 19.95     |  |
| 3916  | 10/06/2020 | Claims | 3      | 30493 | NORTHWEST FENCE CO                                 | 2,657.95  | PWY REPAIR FENCE FRM BREAKIN   |
|       |            |        |        |       | 110 - 542 90 40 00 - PWY Break In Insurance Clain  | 2,657.95  |  |
| 3917  | 10/06/2020 | Claims | 3      | 30494 | ON TARGET SOLUTIONS GROUP INC                      | 375.00    | BOWMAN, JORDAN EVIDENCE PROCESSING TRNG  |
|       |            |        |        |       | 001 - 521 10 49 00 - Law Enforcement-Dues,Subscr   | 375.00    |  |
| 3918  | 10/06/2020 | Claims | 3      | 30495 | ONLINE LABELS LLC                                  | 26.03     | LABELS   |
|       |            |        |        |       | 001 - 572 10 31 00 - Library Supplies              | 26.03     |  |
| 3919  | 10/06/2020 | Claims | 3      | 30496 | ORIENTAL TRADING COMPANY                           | 211.57    | LIBRARY DIVIDERS   |
|       |            |        |        |       | 001 - 572 10 31 00 - Library Supplies              | 211.57    |  |
| 3920  | 10/06/2020 | Claims | 3      | 30497 | OTIS HARDWARE                                      | 23.35     | MATERIALS  |
|       |            |        |        |       | 001 - 518 30 31 00 - Centralized Services Supplies | 8.65      | KEY COPIES   |
|       |            |        |        |       | 001 - 576 80 31 01 - Parks Supplies                | 14.70     | KEY COPIES   |
| 3921  | 10/06/2020 | Claims | 3      | 30498 | PACIFIC GOLF & TURF                                | 350.09    | JD CABLE,KNOB,HYDRAULIC REPAIR KIT   |
|       |            |        |        |       | 420 - 576 61 31 03 - Maintenance Supplies          | 350.09    |  |
| 3922  | 10/06/2020 | Claims | 3      | 30499 | PALENQUE MEXICAN RESTAURANT                        | 5.00      | REFUND LEASE OVERPAYMENT   |
|       |            |        |        |       | 420 - 362 00 00 03 - Restaurant Lease              | -5.00     |  |
| 3923  | 10/06/2020 | Claims | 3      | 30500 | PARAMETRIX   | 1,151.97  | LL RD PRESERVATION TIB 3-E-988(003)-1 FY 2021 OVERLAY PROJECTS                 |
|       |            |        |        |       | 312 - 595 30 60 02 - Capital Expenditures-Roadway  | 1,151.97  |  |
| 3924  | 10/06/2020 | Claims | 3      | 30501 | PARAMETRIX   | 1,877.28  | SVCS THROUGH 08/29/2020 TIB 8-3-988(005)-1 CV DR HIGH SCH ACCESS SIGNALIZATION |
|       |            |        |        |       | 320 - 595 64 60 01 - Capital Expenditures/Expenses | 1,877.28  |  |
| 3925  | 10/06/2020 | Claims | 3      | 30502 | PARAMETRIX   | 12,557.72 | SERVICES THROUGH   |
|       |            |        |        |       | 001 - 558 50 40 02 - CP&ED Plan Checking Outsid    | 280.00    | LUA2020-0025   |
|       |            |        |        |       | 001 - 558 50 40 02 - CP&ED Plan Checking Outsid    | 600.88    | PRJ2020-002  |
|       |            |        |        |       | 001 - 558 50 41 00 - CP&ED-Professional Services   | 1,117.50  | LEGACY RIDGE W   |
|       |            |        |        |       | 311 - 594 18 60 01 - Capital Expenditures/Expenses | 6,804.34  | PWY CIVIL DESIGN   |
|       |            |        |        |       | 320 - 595 30 63 00 - Capital Expenditures/Expenses | 3,755.00  | TIB GRANT APPLICATION PROJ   |
| 3926  | 10/06/2020 | Claims | 3      | 30503 | PEPLINSKI CONSTRUCTION LLC                         | 315.00    | REFUND PWD2020-0025  |

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:39:19 Date: 09/30/2020

MCAG #: 2757

10/01/2020 To: 10/31/2020

Page: 6

| Trans       | Date              | Type          | Acct #   | Chk #        | Claimant                           | Amount           | Memo   |
|-------------|-------------------|---------------|--|--------------|------------------------------------|------------------|--|
|             |                   |               | 001 - 322 10 00 00 - Building Permits                |              |                                    | -315.00          |  |
| <b>3927</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30504</b> | <b>JOANNE T PERCY</b>              | <b>48.25</b>     | <b>REIMBURSE PROGRAMMING SUPPLIES</b>                                |
|             |                   |               | 001 - 572 10 31 05 - Children & Adult Prgm Suppl     |              |                                    | 48.25            |  |
| <b>3928</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30505</b> | <b>PLANET TURF</b>                 | <b>487.33</b>    | <b>MATERIALS</b>   |
|             |                   |               | 420 - 576 65 31 01 - Maintenance Of Golf Course      |              |                                    | 247.75           | GREENS APPLICATION   |
|             |                   |               | 420 - 576 65 31 01 - Maintenance Of Golf Course      |              |                                    | 239.58           | FERTILIZER   |
| <b>3929</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30506</b> | <b>QUALITY SERVICES INC</b>        | <b>351.00</b>    | <b>IEP PASSES<br/>122833-122837,46685,6903-6904,38<br/>490-38492</b> |
|             |                   |               | 001 - 514 81 40 00 - Inland Empire Paper Permit      |              |                                    | 351.00           |  |
| <b>3930</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30507</b> | <b>BRETT R SARGENT</b>             | <b>1,610.56</b>  | <b>SERVICES</b>  |
|             |                   |               | 110 - 542 30 41 01 - Roadway - Professional Service  |              |                                    | 1,266.44         | EMERGENCY CALL LL RD/SPRAGUE AVE                                     |
|             |                   |               | 312 - 595 30 60 02 - Capital Expenditures-Roadway    |              |                                    | 344.12           | LLRD STREET WASHING  |
| <b>3931</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30508</b> | <b>SHOWCASES</b>                   | <b>75.06</b>     | <b>DVD POLY FULL SLEEVE BLK</b>                                      |
|             |                   |               | 001 - 572 10 31 00 - Library Supplies                |              |                                    | 75.06            |  |
| <b>3932</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30509</b> | <b>SIR SPEEDY PRINTING</b>         | <b>70.79</b>     | <b>BUSINESS CARDS CHRIS MCCARY</b>                                   |
|             |                   |               | 001 - 558 50 41 00 - CP&ED-Professional Services     |              |                                    | 70.79            |  |
| <b>3933</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30510</b> | <b>SPIKES GOLF SUPPLIES INC</b>    | <b>439.91</b>    | <b>PRO SHOP ITEMS</b>  |
|             |                   |               | 420 - 576 61 34 01 - Pro Shop Merchandise            |              |                                    | 439.91           |  |
| <b>3934</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30511</b> | <b>SPOKANE COUNTY DIST</b>         | <b>8,872.97</b>  | <b>COURT FEES AUG 2020</b>   |
|             |                   |               | 001 - 512 50 40 00 - Court Services                  |              |                                    | 8,872.97         |  |
| <b>3935</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30512</b> | <b>SPOKANE COUNTY TREASURER</b>    | <b>51,972.08</b> | <b>SERVICES</b>  |
|             |                   |               | 001 - 519 70 40 00 - Sheriff (EMS Agreement)         |              |                                    | 51,048.00        | LAW ENFORCEMENT SVCS OCT-DEC 2020                                    |
|             |                   |               | 001 - 554 30 41 00 - Animal Services                 |              |                                    | 924.08           | ANIMAL CNTRL SVCS OCT 2020   |
| <b>3936</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30513</b> | <b>SPOKANE OVERHEAD DOOR INC</b>   | <b>174.23</b>    | <b>SVC CALL SHOP DOOR REPAIR</b>                                     |
|             |                   |               | 110 - 542 90 41 00 - Maint Admin & Overhead Prof     |              |                                    | 58.08            |  |
|             |                   |               | 420 - 576 65 41 00 - Professional Services-Golf Gre  |              |                                    | 58.07            |  |
|             |                   |               | 001 - 576 80 41 00 - Parks-Professional Services     |              |                                    | 58.08            |  |
| <b>3937</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30514</b> | <b>SPOKANE VALLEY FIRE DEPT</b>    | <b>661.00</b>    | <b>SERVICES</b>  |
|             |                   |               | 001 - 558 50 40 01 - CP&ED Protective Inspection (   |              |                                    | 454.00           | FIRE ALARM PLAN CHK OPEN EYE+ALARM.COM TI                            |
|             |                   |               | 001 - 558 50 40 01 - CP&ED Protective Inspection (   |              |                                    | 207.00           | UNDERGROUND FIRE MAIN PLAN CHK SWISS PRODUCTIONS                     |
| <b>3938</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30515</b> | <b>STONEWAY ELECTRIC SUPPLY CO</b> | <b>130.51</b>    | <b>LLPD EVIDENCE RM REPLACEMENT BULBS</b>                            |
|             |                   |               | 001 - 518 30 31 00 - Centralized Services Supplies   |              |                                    | 130.51           |  |
| <b>3939</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30516</b> | <b>T-MOBILE</b>                    | <b>454.05</b>    | <b>CELL PHONES 8/21-9/20/2020</b>                                    |
|             |                   |               | 001 - 511 60 42 00 - Legislative-Telephone,Internet, |              |                                    | 67.40            |  |
|             |                   |               | 001 - 513 10 42 00 - Executive - Communications      |              |                                    | 10.05            |  |
|             |                   |               | 001 - 518 30 40 00 - COVID-19 Professional Service   |              |                                    | 204.87           | 4C CITY CLERK TELEWORK PHONE   |
|             |                   |               | 001 - 558 50 42 00 - CP&ED-Telephone,Internet,Po     |              |                                    | 34.65            |  |
|             |                   |               | 001 - 576 80 42 00 - Parks-Telephone,Internet,Posta  |              |                                    | 137.08           |  |
| <b>3940</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30517</b> | <b>THE SPOKESMAN REVIEW</b>        | <b>418.22</b>    | <b>LEGAL ADS</b>   |
|             |                   |               | 001 - 514 23 41 00 - Administrative Services-Profes  |              |                                    | 139.22           | RFP INTERNET&TELEPHONE SVCS  |

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:39:19 Date: 09/30/2020

MCAG #: 2757

10/01/2020 To: 10/31/2020

Page: 7

| Trans       | Date              | Type          | Acct #   | Chk #        | Claimant                              | Amount           | Memo                                       |
|-------------|-------------------|---------------|--|--------------|---------------------------------------|------------------|--|
|             |                   |               | 001 - 558 50 41 00 -                                 |              | CP&ED-Professional Services           | 279.00           | BUILDING INSPECTOR                         |
| <b>3941</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30518</b> | <b>TIRE-RAMA</b>                      | <b>2,907.60</b>  | <b>SERVICES</b>                            |
|             |                   |               | 001 - 521 10 48 00 -                                 |              | Vehicle Maintenance                   | 1,095.95         | LLPD06 TIRES,LOF                           |
|             |                   |               | 001 - 521 10 48 00 -                                 |              | Vehicle Maintenance                   | 39.20            | LLPD21 LOF                                 |
|             |                   |               | 001 - 521 10 48 00 -                                 |              | Vehicle Maintenance                   | 1,452.77         | LLPD16 BRAKES                              |
|             |                   |               | 001 - 521 10 48 00 -                                 |              | Vehicle Maintenance                   | 319.68           | '11 FORD BATTERY                           |
| <b>3942</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30519</b> | <b>WASHINGTON LIBRARY ASSOCIATION</b> | <b>100.00</b>    | <b>ORGANIZATIONAL RATE</b>                 |
|             |                   |               | 001 - 572 40 49 00 -                                 |              | Library-Trainings                     | 100.00           |  |
| <b>3943</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30520</b> | <b>WCP SOLUTIONS</b>                  | <b>366.56</b>    | <b>COVID-19</b>                            |
|             |                   |               | 001 - 518 30 30 19 -                                 |              | COVID-19 Supplies                     | 366.56           | 2C FACILITIES PURELL SANITIZER FOAM        |
| <b>3944</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30521</b> | <b>WCP SOLUTIONS</b>                  | <b>288.67</b>    | <b>MATERIALS</b>                           |
|             |                   |               | 001 - 576 80 31 01 -                                 |              | Parks Supplies                        | 288.67           | RR SUPPLIES                                |
| <b>3945</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30522</b> | <b>WHITLEY FUEL LLC</b>               | <b>1,128.93</b>  | <b>FUEL</b>                                |
|             |                   |               | 110 - 542 90 32 00 -                                 |              | Maint Admin & Overhead Fuel           | 146.76           |  |
|             |                   |               | 420 - 576 61 32 00 -                                 |              | Golf Course-Fuel Consumed             | 801.54           |  |
|             |                   |               | 001 - 576 80 32 00 -                                 |              | Parks Fuel Consumed                   | 180.63           |  |
| <b>3946</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30523</b> | <b>STEPHEN J WILLIAMS</b>             | <b>82.50</b>     | <b>PICK UP NEW TRUCK NAMPA ID PER DIEM</b> |
|             |                   |               | 110 - 542 90 43 00 -                                 |              | Maint Admin & Overhead Lod            | 82.50            |  |
| <b>3947</b> | <b>10/06/2020</b> | <b>Claims</b> | <b>3</b>   | <b>30524</b> | <b>WINTER GLOW SPECTACULAR</b>        | <b>10,000.00</b> | <b>WINTER GLOW TITLE SPONSOR</b>           |
|             |                   |               | 001 - 571 00 41 05 -                                 |              | Special Events Professional Ser       | 10,000.00        |  |
|             |                   |               |  |              |                                       |                  |  |
|             |                   |               | 001 General Fund                                     |              |                                       | 111,239.51       |  |
|             |                   |               | 110 Street Fund                                      |              |                                       | 49,770.55        |  |
|             |                   |               | 311 REET 2 Special Capital Projects Fund             |              |                                       | 6,804.34         |  |
|             |                   |               | 312 Street Capital Fund                              |              |                                       | 340,086.90       |  |
|             |                   |               | 314 Orchard Park                                     |              |                                       | 26,022.30        |  |
|             |                   |               | 319 Henry Rd Project From Mission To Appleway        |              |                                       | 106,377.04       |  |
|             |                   |               | 320 Harvard Road Mitigation Fund                     |              |                                       | 5,632.28         |  |
|             |                   |               | 420 Golf Operations Fund                             |              |                                       | 4,882.19         |  |
|             |                   |               | 502 Medical Reimbursement (Bridge) Fund              |              |                                       | 423.00           |  |
|             |                   |               |  |              |                                       |                  | Claims: 651,238.11                         |
|             |                   |               | * Transaction Has Mixed Revenue And Expense Accounts |              |                                       | 651,238.11       |  |

# CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:39:19 Date: 09/30/2020

MCAG #: 2757

10/01/2020 To: 10/31/2020

Page: 8

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

---

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

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date



AGENDA ITEM NO.: 10Bi

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

**SUBJECT:** Professional Service Contract                      **FOR THE AGENDA OF:** Oct. 6, 2020  
With Ann Macfarlane  
For Council Facilitation Services                      **DEPT. OF ORIGIN:** Administration

**EXHIBIT:** Contract and supporting                      **DEPT. HEAD APPROVAL:** Katy Allen  
Documents

|                              |  |
|------------------------------|--|
| <b>EXPENDITURE REQUIRED:</b> | <b>\$1,500</b>                             |
| <b>BUDGETED:</b>             | <b>Yes – Council Professional Services</b> |

**SUMMARY STATEMENT**

The City Council desires to schedule a workshop to discuss “Clarity of Roles and Council Meeting Procedures”. The workshop is titled “Great City Council Meetings” and is scheduled for October 27<sup>th</sup> from 6:00 p.m. to 8:15 p.m. The workshop will be held remotely.

Ann Macfarlane (dba Jurassic Parliament) was selected by the City Council to facilitate the workshop. Attached is the contract and scope of services to be provided by Ms. Macfarlane.

**RECOMMENDED ACTION**

1. Approve the scope of services and deliverables as described on the attached contract with Jurassic Parliament.

## **Jurassic Parliament**

P.O. Box 77553  
Seattle WA 98177  
Tel: 206-542-8422  
[www.jurassicparliament.com](http://www.jurassicparliament.com)

September 22, 2020

Katy Allen  
City Administrator  
City of Liberty Lake  
22710 E. Country Vista Dr.  
Liberty Lake, Washington 99019  
*Via email to [kallen@libertylakewa.gov](mailto:kallen@libertylakewa.gov)*

Dear Katy:

This letter confirms our offer to provide online training to the City of Liberty Lake (CITY).

### **PROPOSAL**

Jurassic Parliament offers to provide a 2.5 hour online training workshop to elected officials and staff of the City on Tuesday, October 27, from 6 to 8:30 pm. There will be a maximum of 20 participants in this event. The workshop will be entitled "Great City Council Meetings." The City will host the event on the Zoom meeting platform. The public may observe the workshop.

### **FORMAT**

The workshop will take the form of an interactive scenario modeling the meeting of a city council. The workshop is based upon adult learning principles and is highly interactive. Participants have found the approach to be informative, engaging and entertaining. A list of recent clients is attached.

### **PRESENTER**

The presenter for these workshops will be Ann G. Macfarlane, a Professional Registered Parliamentarian with wide experience in training

both in-person and online. Her primary professional focus is training local governments. Ann's resume is attached.

## MATERIALS

Two business days before the webinar, Jurassic Parliament will provide the City with a PDF file giving the slides for the webinar in 3-up note-taking format. Note that this handout is not necessary to take the webinar, but some participants prefer to be able to take notes during the session.

## INVITATION TO MAILING LIST SIGNUP

Jurassic Parliament will be provided the opportunity during the training to invite attendees to sign up for the Jurassic Parliament mailing list, and to inform them about relevant training materials available free or for purchase.

## ADVANCE PREPARATION

The City will be available for inquiries in order for Jurassic Parliament to customize the material for the attendees. The City will provide Jurassic Parliament with all relevant background materials and a list of participants 5 business days before the session.

## TERMS

The fee for this training will be \$1500. We will invoice the City after completion. All charges are due and payable 30 days from date of invoice. Checks should be made out to Macfarlane Estep Inc. DBA Jurassic Parliament. Our fee schedule is attached.

In addition, Jurassic Parliament offers to provide copies of our book, *Mastering Council Meetings: A handbook for elected officials and local government*, at a discounted cost of \$10 plus shipping and handling. (The retail price of this book is \$24.95)

## INTELLECTUAL PROPERTY

The intellectual property, training material and documents prepared by Jurassic Parliament for this training session are and remain the property of Jurassic Parliament. However, the PDF handout prepared for the session will be licensed to the City for training of its board and staff for one year. In addition, the educational articles provided in PDF format may be freely shared provided that the content is left unchanged.

**DISCLAIMER**

Ann G. Macfarlane, the presenter for this workshop, is a Professional Registered Parliamentarian with extensive experience in parliamentary procedure as used in local governments. Jurassic Parliament will use its best efforts to provide accurate and relevant information within the area of its professional expertise. Jurassic Parliament provides these services as an independent contractor and not as an employee of the City or any company affiliated with the City. Nothing in the presentation provided will constitute legal or business advice. Participants with legal or business questions will be advised to seek qualified counsel.

If there are any questions about these terms, please contact me so we can resolve them. If these terms are satisfactory, a signature will constitute acceptance. Thank you for the opportunity to provide this proposal. I look forward to working with you.

Sincerely yours,



Ann G. Macfarlane  
Professional Registered Parliamentarian  
EIN 91-1858072 UBI 601-816-428

Attachments: Macfarlane resume, fee schedule, client listing

---

Signature

---

Name (please print)

---

Title

## ONLINE WORKSHOP

### Great City Council Meetings

The thick book of Robert's Rules of Order contains simple principles and guidelines that can transform meetings. This interactive videoconference workshop will give you the tools to run meetings that are efficient, fair, and democratic, even when members disagree.

Topics covered include "who's in charge" of the meeting; what do to when members are difficult or disruptive; how to hold powerful discussions; responding to inappropriate remarks; and making and amending motions.

2.5 hours.

After taking this workshop, participants will be able to:

- Describe the authority and role of chair, members and staff
- List guidelines for effective discussion
- Label 5 types of inappropriate remark
- Use "Point of Order" and "Appeal" correctly
- Make and amend a motion

**Jurassic Parliament**  
P.O. Box 77553  
Seattle WA 98177  
Tel: 206-542-8422  
www.jurassicparliament.com

### Fees for Professional Services

|  |                  |
|--|------------------|
| Training at conference or other major event  | \$3600           |
| Local half-day customized training for up to 20 people<br>Add fee of \$59/person for up to 40 total participants.<br>(Includes a complimentary copy of <i>Mastering Council Meetings</i> for all participants) | \$1900           |
| Customized live training via videoconference for up to 20 people<br>2 hours<br>3 hours   | \$1400<br>\$1700 |
| 60 or 90-minute online interactive class or webinar  | varies           |
| Coaching services<br>(Two-hour minimum for in-person coaching)   | \$90/hour        |
| Travel time (if applicable)  | \$75/hour        |

Travel costs are additional to the above fees (economy air travel, baggage fees, ground transfers, mileage, tolls and parking, lodging, meals, tips)

*Mastering Council Meetings: A guidebook for elected officials and local governments* available from Amazon, \$24.95.

As of June 1, 2020

## **ANN G. MACFARLANE, PRP**

PO Box 77553

Seattle WA 98177

Tel: 206-542-8422

Email: ann@jurassicparliament.com

Ann Griffin Macfarlane studied Russian and Ancient Greek at the University of California, Santa Cruz. She was awarded a Marshall Scholarship by the British government to earn a B.A./M.A. degree from Cambridge University, England. She began her career as a diplomat in the U.S. Foreign Service. Fluent in Urdu, Ann served in Lahore, Pakistan and on the Bangladesh desk of the State Department before becoming the first woman staff assistant in the Near East South Asia Bureau. In that position she supported Henry Kissinger's shuttle diplomacy in the Middle East and supervised the flow of reporting and memoranda for other hot spots in the region.

After study at the Army Russian Institute in Garmisch-Partenkirchen, Ann married fellow Foreign Service Officer Lew Macfarlane. She served on the Soviet desk before resigning her commission to devote herself to their family in the Congo, Tanzania, and Kathmandu.

The Macfarlanes returned to Seattle, Lew's native city, with their three sons. Ann became a professional translator and was elected President of the American Translators Association. She then served as Executive Director of the National Association of Judiciary Interpreters and Translators before becoming a partner with Andrew Estep as an owner of ERGA, Inc., an association management company, from 2007 to 2014.

Ann and Andrew developed "Jurassic Parliament" as a way of helping people run productive meetings. Their approach makes Robert's Rules of Order understandable, enjoyable, and easy to learn. They published *Mastering Council Meetings: A guidebook for elected officials and local governments* in 2013.

### Education and Credentials:

- Professional Registered Parliamentarian, National Association of Parliamentarians
- Certificate in Nonprofit Management, University of Washington
- U.S. Army Russian Institute Certificate, Garmisch-Partenkirchen, Germany
- B.A./M.A. Cambridge University, England
- Marshall Scholarship, Her Majesty's Government, United Kingdom
- B.A. with highest honors, University of California Santa Cruz

## JURASSIC PARLIAMENT TRAINING 2019

| <b>Date</b>   | <b>Client</b>   | <b>Venue</b>      |
|---------------|---|-------------------|
| 2019 01 03    | King County OLEO  | Videoconference   |
| 2019 01 08    | Skagit County Planning Dept                                 | Mt. Vernon WA     |
| 2019 01 12    | UW Leadership Institute                                     | Seattle WA        |
| 2019 01 16    | Anchorage Charter Schools                                   | Anchorage AK      |
| 2019 01 19    | City of Tukwila WA  | Bellingham WA     |
| 2019 01 30    | City of Seattle WA  | Seattle WA        |
| 2019 02 09    | Utah School Boards Association                              | Salt Lake City UT |
| 2019 02 15    | Clark County Association of Realtors                        | Vancouver WA      |
| 2019 02 23    | City of Sultan WA   | Sultan WA         |
| 2019 03 02    | City of Maple Valley WA                                     | Maple Valley WA   |
| 2019 03 13    | Washington State Association of Counties                    | Olympia WA        |
| 2019 03 19    | Columbia River PUD  | St. Helens OR     |
| 2019 03 29    | City of SeaTac WA   | SeaTac WA         |
| 2019 04 17    | Washington Public Utility District                          | Olympia WA        |
| 2019 04 26    | Washington State Association of Municipal Attorneys         | Vancouver WA      |
| 2019 04 30    | Roosevelt High School                                       | Seattle           |
| 2019 05 06    | City of Bellingham WA                                       | Videoconference   |
| 2019 05 08    | Sound Cities Association                                    | Renton WA         |
| 2019 05 15    | Puget Sound Regional Fire Authority                         | Covington WA      |
| 2019 05 21    | City of Sumner WA   | Sumner WA         |
| 2019 05 30    | City of Sammamish WA  | Sammamish WA      |
| 2019 06 06-07 | Northwest Clerks Institute                                  | Tacoma WA         |
| 2019 06 21    | University of Washington NEW Leadership Institute           | Seattle WA        |
| 2019 06 27    | Association of Washington Cities                            | Spokane WA        |
| 2019 07 08    | Boeing SPEEA  | Everett WA        |
| 2019 07 12    | Colorado Municipal Clerks Association                       | Denver CO         |
| 2019 07 17    | City of Lynnwood WA   | Videoconference   |
| 2019 07 23    | Boeing SPEEA  | Tukwila WA        |
| 2019 08 16    | Michigan Association of School Boards                       | Bellair MI        |
| 2019 09 13    | Nonprofit Leaders Conference for Rural & Coastal Washington | Aberdeen WA       |

|            |   |                 |
|------------|---|-----------------|
| 2019 09 23 | Scappoose School District                                   | Scappoose OR    |
| 2019 10 03 | City of Port Angeles WA                                     | Videoconference |
| 2019 10 17 | Washington Realtors   | Tukwila WA      |
| 2019 10 23 | Pierce County Clerks and Finance Officers Association       | Auburn WA       |
| 2019 10 30 | Association of Washington State Public Facilities Districts | Yakima WA       |
| 2019 11 05 | Oregon Rural Electric Cooperatives Association              | Salem OR        |

11/11/2019



AGENDA ITEM NO.: 10Bii

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

**SUBJECT:**

Washington State Department of Commerce  
Interagency Agreement for Coronavirus Relief Fund

**FOR THE AGENDA OF:** October 6, 2020

**DEPT. OF ORIGIN:** Finance

**EXHIBIT:**

Interagency Agreement  
Local Government Program Guideline

**DEPT. HEAD APPROVAL:** RJ Stevenson

|                              |   |
|------------------------------|---|
| <b>EXPENDITURE REQUIRED:</b> | <b>Yes – Dollars are cost reimbursement</b> |
| <b>BUDGETED:</b>             | <b>Propose Budget Amendment</b>             |

**SUMMARY STATEMENT**

The City of Liberty Lake has been awarded an additional \$165,000 from the Washington State Department of Commerce. This brings the total Cares Act dollars allotted to a total of \$495,000. The timeline to expend these funds has also been extended to November 30, 2020. These funds may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020 and ends on November 30, 2020.

**RECOMMENDED ACTION**

1. Approve the Interagency Agreement and authorize the Mayor to sign the Agreement.

**Amendment**

**Contract Number:** 20-6541C-227  
**Amendment Number:** A

**Washington State Department of Commerce  
Local Government Division  
Community Capital Facilities Unit  
Coronavirus Relief Fund for Local Governments**

|   |  |  |  |
|---|--|--|--|
| <b>1. Contractor</b><br>City of Liberty Lake<br>22710 E Country Vista Drive<br>LIBERTY LAKE, Washington 99019-7592  |  | <b>2. Contractor Doing Business As (optional)</b>  |  |
| <b>3. Contractor Representative (only if updated)</b><br>RJ Stevenson<br>Finance Director<br>(509) 755-6702<br>rstevenson@libertylakewa.gov   |  | <b>4. COMMERCE Representative (only if updated)</b><br>Matthew Ojennus<br>Project Manager<br>(360) 725-4047<br>Fax 360-586-5880<br>matthew.ojennus@commerce.wa.gov |  |
| <b>5. Original Contract Amount<br/>(and any previous amendments)</b><br>\$330,000.00  | <b>6. Amendment Amount</b><br>\$165,000.00         | <b>7. New Contract Amount</b><br>\$495,000.00  |  |
| <b>8. Amendment Funding Source</b><br>Federal: X State:      Other:      N/A:   |  | <b>9. Amendment Start Date</b><br>Date of Execution  | <b>10. Amendment End Date</b><br>November 30, 2020 |
| <b>11. Federal Funds (as applicable):</b><br>\$495,000.00   | <b>Federal Agency:</b><br>US Dept. of the Treasury | <b>CFDA Number:</b><br>21.019  |  |
| <b>12. Amendment Purpose:</b><br>To provide additional funding for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru November 30, 2020. Final invoices must be received by December 15, 2020. |  |  |  |

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

|                       |   |
|-----------------------|---|
| <b>FOR CONTRACTOR</b> | <b>FOR COMMERCE</b>                                       |
| _____                 | _____   |
| Shane Brickner, Mayor | Mark K. Barkley, Assistant Director, Local Government Div |
| _____                 | _____   |
| Date                  | Date  |
|                       | <b>APPROVED AS TO FORM ONLY</b>                           |
|                       | _____   |
|                       | Sandra Adix   |
|                       | Assistant Attorney General                                |
|                       | _____   |
|                       | 3/20/2014   |
|                       | Date  |

## Amendment

This Contract is **amended** as follows:

**Contract amount has been increased by \$165,000.00.**

**Contract end date has been extended from October 31, 2020 to November 30, 2020.**

**Final reimbursement request must be received by December 15, 2020.**

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.**



# Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments  
In Washington State

Administered by the Department of Commerce  
Local Government Division

*P.O. Box 42525  
Olympia, WA 98504-2525*

*(Dated 5-18-2020)*

# Contact Information

## Mailing / Street Address:

Washington State Department of Commerce  
Local Government Division  
PO Box 42525  
1011 Plum Street SE  
Olympia, WA 98504-2525

## Program Leadership:

Tony Hanson  
Deputy Assistant Director  
Community Capital Facilities Unit  
360-725-3005  
[Tony.Hanson@commerce.wa.gov](mailto:Tony.Hanson@commerce.wa.gov)

Tina Hochwender  
Managing Director  
Community Assistance and Research Unit  
360-725-3087  
[Tina.Hochwender@commerce.wa.gov](mailto:Tina.Hochwender@commerce.wa.gov)

## Commerce Leadership:

Lisa Brown, Ph.D.  
Director

Mark Barkley  
Assistant Director  
Local Government Division

*This publication is available in an alternative format upon request. Events sponsored by Commerce are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days' notice by calling 360-725-3087*

# Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

---

## TABLE OF CONTENTS

|  |   |
|--|---|
| General Information.....                       | 1 |
| 1. Source of Funds.....                        | 1 |
| 2. Allocation Formula .....                    | 1 |
| 3. Period of Performance .....                 | 1 |
| 4. Intended Use.....                           | 1 |
| 5. Eligible Costs .....                        | 2 |
| 6. Ineligible Costs .....                      | 4 |
| 7. Eligible Cost Test .....                    | 4 |
| 8. Cost Reimbursements.....                    | 5 |
| Process & Procedure to Obtain Funds .....      | 7 |
| 1. Award Letter.....                           | 7 |
| 2. Working Papers .....                        | 7 |
| 3. Contract .....                              | 7 |
| 4. Reimbursement Requests.....                 | 8 |
| 5. A-19 Certification and Activity Report..... | 8 |

# General Information

## 1. Source of Funds

You have been awarded funds through the state's Coronavirus Relief Funds (CRF). The funds are available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Your grant is funded entirely through the federal stimulus funding under the CARES Act provided by the U.S. Department of Treasury (US Treasury) to the Governor via the Office of Financial Management (OFM).

On April 27, 2020 Governor Inslee announced the award of nearly \$300 million to local governments in CRF from the state's allocation of the CARES Act funding.

## 2. Allocation Formula

OFM developed the allocation methodology and determined the jurisdiction amounts. The allocations were based on 2019 population estimates for each jurisdiction.

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Each county will receive a minimum distribution of \$250,000 and each city will receive a minimum distribution of \$25,000.

Cities and counties with populations over 500,000 did not receive a direct allocation from the state. Instead these jurisdictions received a direct allocation from the US Treasury (i.e. city of Seattle, King Co., Pierce Co., Snohomish Co., etc.).

For a complete list of cities and counties and their allocations, click [here](#).

## 3. Period of Performance

The Coronavirus Relief Funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

The [US Treasury's Guidance](#) provides an end date of December 30, 2020. This is the end date in which the state must have reimbursed all "recipients of the funds" (grantees) their costs incurred in response to the COVID-19 emergency. In order to allow time for Commerce to process final payments and conduct contract closeouts; and for OFM to fully utilize any unspent funds before they expire, expenditures are only being accepted on costs incurred through October 31, 2020.

***All final requests for reimbursement must be submitted no later than November 15, 2020.***

## 4. Intended Use

Under the CARES Act, the Coronavirus Relief Funds (CRF) may be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); *AND*
2. Are **NOT** accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government. The "most recently

approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost meets this requirement if:

- a) The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; *OR*
  - b) The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.
3. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Funds may **NOT** be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The use of these funds are very broad and flexible, and can be used for both operating and **capital expenditures**.

If funds are being used for capital expenditures such as acquisition of real property or construction / renovation costs, please contact us immediately. We will provide you with further information and guidance. Utilizing CRF for these purposes will require additional Federal and state provisions being applied to the project such as:

- All projects must be reviewed under a Federal Section 106 review for archaeological and cultural resources if the project: acquires property, disturbs ground, and/or involves structures more than 50 years old. Grantees must submit documentation to the project manager when the review is complete. Section 106 supersedes the [Governor's Executive Order 05-05](#) review.
- Construction / renovation projects may be required to meet high-performance building standards and document they have entered the state's LEED certification process.
- Construction / renovation projects will be required to follow Federal Davis Bacon and state prevailing wage laws, rules, and regulations.

Additionally, grantees must ensure all capital expenditures are only for costs incurred through the limited timeframe of March 1, 2020 thru October 31, 2020.

## **5. Eligible costs**

There are six (6) primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

1. **Medical expenses** such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. **Expenses associated with the provision of economic support** in connection with the COVID-19 public health emergency, such as:
- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - Expenditures related to a state, territorial, local, or Tribal government payroll support program.
  - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. **Any other COVID-19-related expenses** reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

## 6. *Ineligible costs*

Non-allowable expenditures include, but are not limited to:

1. Expenses for the state share of Medicaid.
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

## 7. *Eligible cost test*

Grantees are charged with determining whether or not an expense is eligible based on the [US Treasury's Guidance](#) and as provided in the grantee's contract scope of work with Commerce.

To assist grantees with this determination, Commerce has developed an [eligibility cost test](#). This test gives each grantee full authority to make the appropriate call for each circumstance.

**TEST** – If all responses for the particular incurred cost are “true” for all five statements below, then a jurisdiction can feel confident the cost is eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary”.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.
5. The expense wouldn't exist without COVID-19 OR would be for a “substantially different” purpose.

It is the responsibility of each grantee to define “**necessary**” or “**substantially different**”, giving the grantee the authority and flexibility to make their own determination.

**Additional consideration** – The intent of these funds is to help jurisdictions cover the *immediate impacts* of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities. There are many possible eligible costs.

Many costs are clearly eligible and others are in more of a grey area. One could probably justify some of the “grey area” costs based on the test, but are they directly addressing the *immediate impacts*? Possibly not. In these situations it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Again, each grantee has the full authority to make the final call based on their circumstances and justification.

## 8. Cost reimbursement

Funds are available on a reimbursement basis only, and cannot be advanced under *any* circumstances. If funds are being used for the acquisition of real property or construction / renovation costs, please contact us immediately. Reimbursable costs are those that a Grantee has already incurred. We may only reimburse grantees for eligible costs incurred in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

### Final Date of Reimbursements

In order to ensure all awardees and their costs incurred in response to the COVID-19 emergency are paid out by December 30, 2020 per the [US Treasury's Guidance](#), expenditures are only being accepted on costs incurred through **October 31, 2020**.

***All final requests for reimbursement must be submitted no later than November 15, 2020.***

Grantees will not be required to submit a proposed budget prior to contract execution. Grantees will have the discretion and flexibility to determine where these funds may best serve their communities.

Each grantee will determine eligible costs to submit for reimbursement. For reporting purposes, expenditures must be tracked at the sub-category level for the six (6) primary eligible cost categories, as follows:

1. Medical Expenses
  - A. Public hospitals, clinics, and similar facilities
  - B. Temporary public medical facilities & increased capacity
  - C. COVID-19 testing, including serological testing
  - D. Emergency medical response expenses
  - E. Telemedicine capabilities
  - F. Other
2. Public Health Expenses
  - A. Communication and enforcement of public health measures
  - B. Medical and protective supplies, including sanitation and PPE
  - C. Disinfecting public areas and other facilities
  - D. Technical assistance on COVID-19 threat mitigation
  - E. Public safety measures undertaken
  - F. Quarantining individuals
  - G. Other
3. Payroll expenses for public employees dedicated to COVID-19
  - A. Public Safety
  - B. Public Health
  - C. Health Care
  - D. Human Services
  - E. Economic Development
  - F. Other
4. Expenses to facilitate compliance with COVID-19 measures
  - A. Food access and delivery to residents
  - B. Distance learning tied to school closings
  - C. Telework capabilities of public employees

- D. Paid sick and paid family and medical leave to public employees
- E. COVID-19-related expenses in county jails
- F. Care and mitigation services for homeless populations
- G. Other

5. Economic Supports

- A. Small Business Grants for business interruptions
- B. Payroll Support Programs
- C. Other

6. Other COVID-19 Expenses

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws. Monitoring visits may be scheduled.

# Process and Procedure to Obtain Funds

## 1. Award Letter

Commerce strives to administer funds expediently and with a minimum of red tape. We do so within the policies and procedures established by the US Treasury and state's Legislature, OFM, Commerce, and the Office of the Attorney General. Prior to receiving funds, a contract will need to be executed with Commerce.

Award letters with instructions to initiate the contracting process will be emailed to each city and county receiving an allocation by no later than May 22<sup>nd</sup>. Emails to cities will be sent to mayors and any other contacts obtained with the assistance of the Association of Washington Cities. Emails to counties will be sent to the county commissioners and any other contacts obtained with the assistance of the Washington State Association of Counties.

Included with the award letter will be:

- CRF Program Guidelines
- A draft contract template for review and to initiate the public process for authorization to execute once the final contract is available for execution
- Working Papers

## 2. Working papers

Your grant award packet includes *Working Papers*. The *Working Papers* ask for basic information needed to create a contract:

- Contact information for the person who will administer the grant once the contract is signed. Grant documents and correspondence will be sent to this person.
- Your Statewide Vendor Number (SWV#)
- Your Federal Indirect Rate
- Your fiscal year end date
- Name and title for the person authorized by the jurisdiction to sign the contract

Please complete and return the *Working Papers* to the Commerce project manager identified in the award letter as soon as possible, even if you do not plan to begin drawing your funds for a while. Your project manager will manage your contract until project completion. Feel free to give us a call if you have any questions as you fill out the form (see contact information on previous page).

## 3. Contract

Once the completed *Working Papers* have been received by the Commerce project manager identified in the award letter, a contract will be prepared and sent to you for signature. Have the authorized representative sign the contract and then return a scanned pdf copy to your project manager. Then the project manager will route the contract for Commerce's signature. It generally takes two to four weeks to fully execute a contract. Once executed by Commerce a fully executed copy will be scanned and a pdf copy emailed to the jurisdiction and you will have access to your funds.

Commerce is working to make the contracting process as quick and easy as possible.

#### 4. Reimbursements

This is a reimbursement-style grant, meaning no advance payments. Funds are available once a contract is executed. All grantees are required to set up a SWV number so funds may be sent electronically. Grantees have the flexibility to cash out their grant or draw down funds as frequently as once a month as long as you have incurred documented eligible costs in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020. All final requests for reimbursement must be submitted no later than November 15, 2020.

Commerce has moved to electronic vouchering through their Contracts Management System (CMS) Online A-19 Portal. Requests for reimbursement must be submitted online through the CMS System by an individual authorized by the Grantee's organization. Online electronic vouchering provides for grantees to receive reimbursements as quickly as possible. Grantees with barriers to using the online A-19 portal, may request an A-19 form from their Commerce project manager.

Access to CMS is available through the Secure Access Washington (SAW) portal. You will need to create a SAW account if you do not already have one. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. We will automatically receive your SWV number from the office that sets them up.

Once logged into SAW, add the Department of Commerce to your 'services' and submit an [Online A-19 External User Request form](#). Then Commerce will add you as a new external user in CMS; and the CMS system will generate and email a registration code to you to complete the CMS registration.

For additional grantee support, refer to the [Commerce Online A-19 Webpage for External Users](#), which includes SAW resources and the CMS manual for external users.

The A-19 voucher must include a detailed breakdown of the costs incurred within each eligible budget category and the total reportable eligible expenses in response to the COVID-19 public health emergency. Accompanying with each voucher must be an executed A-19 certification and A-19 activity report. Incomplete or improperly prepared submissions may result in payment delays. After receipt and acceptance of a fully completed A-19 voucher submittal, grantees can expect electronic reimbursements within 7-10 days.

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws; and are responsible for maintaining clear and accurate program records, and making them accessible to Commerce and the State Auditor.

***Monitoring visits may be scheduled.***

#### 5. A-19 Certification and Activity Report

In order to receive reimbursement for eligible expenses incurred, each A-19 Voucher must include:

1. A completed [A-19 Certification](#):
  - An individual authorized to execute on behalf of the local government must certify by signing this document under penalty of perjury that the items and costs listed herein and on the accompanying Commerce A-19 Voucher are eligible charges for necessary expenditures incurred due to the COVID-19 public health emergency that were not previously accounted for in the most recent approved budget as of March 27, 2020,

and that the funds were used in accordance with section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

2. A completed [A-19 Activity Report](#) (*instructions included in document*):

- Must be submitted as an Excel spreadsheet, not a PDF.
- Include a detailed breakdown of the individual eligible expenditures reported by each sub-category of the six (6) primary budget categories. Each primary budget category includes sub-categories and provides an option to add “other” sub-categories.
- Include the total amount of all previous reimbursement requests for each applicable sub-category.
- Include the total amount of funds being requested in the current reimbursement request for each applicable sub-category.
- Include a brief description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds addressed the COVID-19 emergency. If applicable, please consider:
  - Providing a brief description of the specific activities performed.
  - Identifying specific populations served.
  - Identifying specific programs created or utilized.
  - Including any known or intended outcomes, results, or community impacts.

A certification and activity report must be completed and returned with each reimbursement voucher.

After the contract is executed, you will receive additional instructions on how to submit electronic reimbursement requests with the A-19 certification and A-19 activity report.



AGENDA ITEM NO.: 10Biii

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

**SUBJECT:**

Donation from Dg Garcia

**FOR THE AGENDA OF:** 10.6.2020

**DEPT. OF ORIGIN:** Police

**EXHIBIT:**

None

**DEPT. HEAD APPROVAL:** Interim Chief

|                              |    |
|------------------------------|----|
| <b>EXPENDITURE REQUIRED:</b> | No |
| <b>BUDGETED:</b>             | No |

**SUMMARY STATEMENT**

Liberty Lake Police Department desires to accept a donation from Dg Garcia in receipt of a Liberty Lake City Flag to be used for display at the Police Department.

**RECOMMENDED ACTION**

1. Accept donation.



AGENDA ITEM NO.: 10Biv

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

**SUBJECT:**

Donation from Coca Cola Swire

**FOR THE AGENDA OF:** 10.6.2020

**DEPT. OF ORIGIN:** Police

**EXHIBIT:**

None

**DEPT. HEAD APPROVAL:** Interim Chief

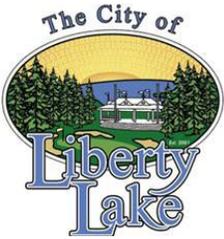
|                              |    |
|------------------------------|----|
| <b>EXPENDITURE REQUIRED:</b> | No |
| <b>BUDGETED:</b>             | No |

**SUMMARY STATEMENT**

Liberty Lake Police Department desires to accept a donation of 10 cases of Coca Cola Energy drinks (estimated value \$400) for consumption by Police staff at the Police Department.

**RECOMMENDED ACTION**

1. Accept donation.



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

**SUBJECT:**  
Knox Avenue Contract to Remove Existing Striping

**FOR THE AGENDA OF:** October 6<sup>th</sup>, 2020

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

**EXHIBIT:**  
Work Order

**DEPT. HEAD APPROVAL:** 

|                              |     |
|------------------------------|-----|
| <b>EXPENDITURE REQUIRED:</b> | Yes |
| <b>BUDGETED:</b>             | Yes |

**SUMMARY STATEMENT**

Knox Ave between Madson St and Molter Rd is currently striped as a bike lane and travel lane section, with no designated on-street parking. In many instances, vehicles are parked in the bike lane in the street which causes safety concerns for cyclists. Staff proposes to restripe Knox Ave. to include parking, a bike lane, and travel lane section on both sides of the street. Street, Pathway, and Pedestrian Safety improvements were identified in the 2016-2021 Capital Facilities Plan. The cost for removing the existing striping is \$6,375, and Spokane County is currently contracted for restriping work. Approval is requested for a total of \$7,012 which includes the bid price, inspection costs and contingency. Under this approval staff will manage the contingency.

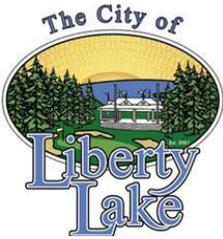
**ALIGNMENT WITH STRATEGIC PLAN GOALS**

**Safe, Active, and Engaged Community** (*Identify Gaps in Connectivity and Opportunities for Expanded Interconnectivity*) – Approving the restripe of Knox Ave promotes safe cycling and parking accessibility in a commercial corridor.

**RECOMMENDED ACTION**

1. Authorize a total of \$7,012 to remove existing striping on Knox Ave. and authorize the Mayor to sign the attached work order with Road Products, Inc.





**AGENDA ITEM NO.: 10Bvi**

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

**SUBJECT:**  
Legacy Ridge Signal Design

**FOR THE AGENDA OF:** October 6<sup>th</sup>, 2020

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

**EXHIBIT:**  
Task Order

**DEPT. HEAD APPROVAL:** 

|                              |     |
|------------------------------|-----|
| <b>EXPENDITURE REQUIRED:</b> | Yes |
| <b>BUDGETED:</b>             | Yes |

**SUMMARY STATEMENT**

The one-way stop intersection of Country Vista Drive and Legacy Ridge drive was identified in the 2016-2021 Capital Facilities Plan to be improved to a signalized intersection. Staff has submitted for a TIB grant for the improvements, and award of grants will be announced in November of 2020. The proposed agreement between Parametrix and the City of Liberty Lake is for plans, specifications, and estimates for this signal not to exceed \$51,815.

**ALIGNMENT WITH STRATEGIC PLAN GOALS**

**Safe, Active, and Engaged Community** (*Identify Gaps in Connectivity and Opportunities for Expanded Interconnectivity*) – Approving the construction of the signal at the intersection promotes safe pedestrian access across Country Vista drive for future developments, providing safe links between commercial and residential properties.

**Quality Facilities and Infrastructure** (*Prepare Cost Estimates and Phasing Plans, Develop Schedule for Design and Construction*) – Approving the construction of the signal utilizes the Plans, Specs, and Estimates documents and phased construction schedule to build quality infrastructure for safe passage of pedestrians and vehicles.

**RECOMMENDED ACTION**

1. Authorize a total of \$51,815 for PS&E documents for the Legacy Ridge/Country Vista Signal, and authorize the Mayor to sign the attached task order with Parametrix.

**TASK AUTHORIZATION No. 2020-08**

|                          |  |
|--------------------------|--|
| <b>PARAMETRIX, INC.:</b> | <b>September 23, 2020</b>                |
| Office Address:          | <b>835 North Post, Spokane, WA 99201</b> |
| Project Number:          | _____                                    |
| Project Manager:         | <b>K.J. Hanley</b>                       |

|                                 |   |
|---------------------------------|---|
| <b>TASK AUTHORIZATION NAME:</b> | <b>Legacy Ridge Intersection Signal</b> |
|---------------------------------|---|

|                |                             |
|----------------|-----------------------------|
| <b>CLIENT:</b> | <b>City of Liberty Lake</b> |
|----------------|-----------------------------|

|                       |                                   |
|-----------------------|-----------------------------------|
| <b>SCOPE OF WORK:</b> | <b>See attached scope of work</b> |
|-----------------------|-----------------------------------|

|  |  |
|--|--|
| <b>SCHEDULE FOR COMPENSATION (check one):</b>                | Per Agreement  |
| <input type="checkbox"/> Lump Sum                            | Lump Sum Amount: \$  |
| <input checked="" type="checkbox"/> Negotiated Billing Rates | Estimated Compensation Amount: \$ 51,815.00 (Hourly Not-to-Exceed) |
| <input type="checkbox"/> Salary Multiplier _____             | Total Compensation Amount: \$                                      |

|                                      |                     |
|--------------------------------------|---------------------|
| <b>SCHEDULE FOR WORK COMPLETION:</b> | <b>As Directed.</b> |
|--------------------------------------|---------------------|

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>HOURLY ESTIMATE OF FEES::</b> | <b>See attached Fee Schedule.</b> |
|----------------------------------|-----------------------------------|

This Task Authorization is subject to the terms of the PROFESSIONAL SERVICES TASK AUTHORIZATION AGREEMENT between the CLIENT and Parametrix, Inc. which became effective April 21, 2017

**For CLIENT**

By: \_\_\_\_\_  
 Title: Mayor, City of Liberty Lake  
 Date: \_\_\_\_\_

**For Parametrix, Inc.**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**PARAMETRIX, INC.**  
**EXHIBIT B-1**  
**SCOPE**  
**Of WORK FOR**  
**ENGINEERING SERVICES**

**Local Agency:** City of Liberty Lake  
**Project Title:** Legacy Ridge Intersection Signal  
**Work Description:** Design Phase

**OBJECTIVE**

The owner's objective in this agreement is for the Consulting Engineer to provide design engineering services for a new traffic signal and associated site restoration work including revised pavement marking, curb and sidewalk repairs, and landscape restoration within the project limits. The Consultant and required subconsultant will provide the professional services required to design the project and to bring the project to bid; through award with direction, review, and support provided by the City of Liberty Lake. The Consultant will prepare plans, specifications and estimates to bid the project and will coordinate with known local utilities that may be affected by the project.

**PROJECT LOCATION**

The Legacy Ridge Intersection Signal project is located at the intersection of East Country Vista Drive and North Legacy Ridge Drive.

**PROJECT SCOPE**

**1 – PRELIMINARY ENGINEERING / CONCEPT DESIGN**

- 1.1 Project Kick-Off Meeting:** A project kick-off meeting shall be held to discuss the project scope, requirements, and objectives.
- 1.2 Coordination Meetings:** One coordination meeting will be held with the City of Liberty Lake and other interested parties.

**2 – DESIGN PHASE**

- 2.1 Site Survey and Basemap:** A topographic survey will be completed to identify existing street horizontal dimensioning, striping, landscaping and surface structures located within the street. An Autocad basemap drawing will be created showing all of the items picked up during the survey. Right of way survey and analysis for the intersection and areas immediately adjacent will be provided to help advise the City if additional right of way or easements are required to complete the project. Parametrix will not be responsible for obtaining any right of way or for providing right of way plans or easements if required.
- 2.2 PS&E Package:** Plans, specifications, and cost estimates will be prepared based on the approved concept design and submitted for the 60% and 90% design phase to the City of Liberty Lake. A 100% submittal will be made based on comments received from the 90% submittal. All work will be per City of Liberty Lake Standards, and the Spokane County standard with regard to the traffic signal improvements. The submittals will include the following information:

- A. **Title Sheet, Index of Drawings, Vicinity Map:** Services include preparing the cover sheet for the plan set and the specifications, along with a project aerial drawing. Two sheets are anticipated.
- B. **Demolition and Intersection Plans:** Services include preparing plan view sheets within the project limits. Three sheets are anticipated. Construction information will include:
- Demolition Plan and TESC improvements
  - Surfacing, and Grading Plan
  - Striping and Signage Plan.
- C. **Temporary Traffic Control Plans:** Services will include preparing plan view sheets showing required temporary traffic control signage and phasing. One sheet is anticipated.
- D. **Details:** Services will include preparing project-specific details and incorporating standard City details into the design. One sheet is anticipated.
- E. **Special Provisions:** Review WSDOT General Special Provisions and prepare additional special provisions as required to complete the work.
- F. **Specifications:** Incorporate special provisions to the WSDOT 2021 Standard Specification plans and proposal into contract provisions.
- G. **Engineers Estimate:** Complete a summary of quantities tabulation and develop unit prices for each item based on recent bid history and engineering judgment.

### **3. BIDDING SERVICES**

#### **3.1 Support during Ad, Bid, and Award:**

Services provided under this category will include answering questions from bidders during the bid advertisement period, preparing addenda, coordinating and attending a pre-bid conference (if needed), provide assistance reviewing bids for award, and preparation of bid tabulations.

**EXTRA SERVICES:** These services are not included at this time but may be added as a supplement agreement to this contract at a later date if agreed upon by all parties.

- Environmental Assessment.
- Geotechnical Evaluation
- Stormwater design
- Right-of-Way Acquisitions
- Structural Engineering (including retaining walls)
- Title Company, Utility Company, Agency and Processing Fees
- Landscape Architecture services
- Construction Staking/Final Grade Certification
- SEPA paperwork and process
- Construction Administration/Management

**Worksheet for Exhibit D - Consultant Fee Determination Sheet**  
**Legacy Ridge Intersection Signal**

**For: City of Liberty Lake**  
**By: Parametrix, Inc.**

| TASK DESCRIPTION      | PERSONNEL & LABOR RATE                       |          |          |          |          |         | PROJECT TOTALS |            |             |    |    |   |     |             |
|-----------------------|--|----------|----------|----------|----------|---------|----------------|------------|-------------|----|----|---|-----|-------------|
|                       | Principal                                    | Proj     | Design   | Field    | Engr     | Word    | LABOR HOURS    | LABOR COST |             |    |    |   |     |             |
|                       | \$175.00                                     | \$155.00 | \$120.00 | \$110.00 | \$110.00 | \$65.00 |                |            |             |    |    |   |     |             |
| <b>1</b>              | <b>PRELIM ENGR'G / CONCEPT DESIGN</b>        |          |          |          |          |         |                |            |             |    |    |   |     |             |
| 1.1                   | Project Kick-Off Meeting                     | 4        |          |          |          |         | 4              | \$620      |             |    |    |   |     |             |
| 1.2                   | Coordination Meetings                        | 4        |          |          |          |         | 4              | \$620      |             |    |    |   |     |             |
| <b>1</b>              | <b>PRELIM PHASE TOTALS</b>                   |          |          |          |          |         | 0              | 8          | 0           | 0  | 0  | 0 | 8   | \$1,240     |
| <b>2</b>              | <b>DESIGN PHASE</b>                          |          |          |          |          |         |                |            |             |    |    |   |     |             |
| 2.1                   | Site Survey / Basemap                        | 4        | 12       | 16       | 8        |         | 40             | \$4,700    |             |    |    |   |     |             |
| 2.2                   | PS&E Package                                 |          |          |          |          |         | 0              | \$0        |             |    |    |   |     |             |
| 2.2A                  | Title Sheet, Index of Drawings, Vicinity Map | 2        |          |          | 10       |         | 12             | \$1,410    |             |    |    |   |     |             |
| 2.2B1                 | Demolition Plan and TESC Improvements        | 4        |          |          | 20       |         | 24             | \$2,820    |             |    |    |   |     |             |
| 2.2B2                 | Surfacing, Striping and Signage Plan         | 4        |          |          | 34       |         | 38             | \$4,360    |             |    |    |   |     |             |
| 2.2C                  | Temporary Traffic Control Plans              | 4        |          |          | 12       |         | 16             | \$1,940    |             |    |    |   |     |             |
| 2.2D                  | Details                                      | 2        |          |          | 10       |         | 12             | \$1,410    |             |    |    |   |     |             |
| 2.2E                  | Special Provisions                           | 8        |          |          |          | 4       | 12             | \$1,500    |             |    |    |   |     |             |
| 2.2F                  | Specifications                               | 14       |          |          |          | 2       | 16             | \$2,300    |             |    |    |   |     |             |
| 2.2G                  | Engineers Estimate                           | 3        | 6        |          |          |         | 9              | \$1,185    |             |    |    |   |     |             |
| <b>2</b>              | <b>DESIGN PHASE TOTALS</b>                   |          |          |          |          |         | 0              | 45         | 18          | 16 | 94 | 6 | 179 | \$21,625.00 |
| <b>3</b>              | <b>BIDDING SERVICES</b>                      |          |          |          |          |         |                |            |             |    |    |   |     |             |
| 3.1                   | Support during Ad, Bid, and Award            | 9        | 2        |          |          |         | 11             | \$1,635    |             |    |    |   |     |             |
| <b>3</b>              | <b>BIDDING SERVICES TOTALS</b>               |          |          |          |          |         | 0              | 9          | 2           | 0  | 0  | 0 | 11  | \$1,635     |
| <b>PROJECT TOTALS</b> |  |          |          |          |          |         |                |            |             |    |    |   |     |             |
|                       |  | 0        | 62       | 20       | 16       | 94      | 6              | 198        | \$24,500.00 |    |    |   |     |             |

September 18, 2020

Mr. KJ Hanley, P.E.  
Senior Engineer  
**Parametrix**  
835 North Post Street  
Suite 201  
Spokane, WA 99201

**Re: Proposal for Country Vista Drive at Legacy Ridge Drive Signal Design in Liberty Lake, Washington**

08063-238.21

Dear Mr. Hanley:

**Iteris, Inc.** (Iteris) is pleased to submit this proposed scope of work and fee to prepare a traffic signal design in the City of Liberty Lake, WA. The signal will serve the intersection of Country Vista Drive and Legacy Ridge Drive, which is currently one-way stop controlled. Our understanding is that the County of Spokane will assume maintenance responsibilities for this new signal (as is the case for the City's other existing signals), and thus will be part of the governance of the design.

## SCOPE OF SERVICES

The following tasks describe the anticipated effort and Iteris' general approach to providing the previously discussed traffic engineering services, and is divided into the following tasks:

### TASK 1. PROJECT MANAGEMENT

Iteris strongly believes that excellent project management is essential in the successful completion of any project. Successful completion does not only mean finishing the project, but also completing the project to the client's satisfaction, within budget, and on schedule. Jennifer Emerson-Martin, PE will serve as Project Manager (PM) for this project and will be the main point of contact. Iteris' project management approach has been developed through many years of experience, and has proven effective in measuring progress, anticipating problems, reacting quickly to changes in the requirements and maintaining schedule integrity.

#### Subtask 1.1. Kick-Off Meeting

Iteris will schedule the initial kick-off meeting in coordination with Parametrix upon NTP. Iteris anticipates meeting with the City and County to discuss each agency's needs and desires for the new signal equipment and communications, and obtain any additional pertinent documentation (record plans, or other available data or studies). Iteris will prepare an agenda and minutes for this meeting to be distributed to the project team for record keeping.

#### Task 1 Deliverables

- Project status reports and schedules
- Meeting Agenda(s) & Minutes

## TASK 2. COUNTRY VISTA DRIVE AT LEGACY RIDGE DRIVE SIGNAL DESIGN

Iteris will prepare plans and specifications suitable for bidding for the proposed signal and communications improvements at the Country Vista Drive and Legacy Ridge Drive intersection. Our design will be prepared in accordance with County of Spokane standards, including standard WSDOT standards which the County has adopted, as well as the Manual on Uniform Traffic Control Devices (MUTCD) 2009 and Washington Modification. This task assumes that Parametrix will provide all base files (topographic survey, proposed intersection roadway improvements, landscaping, utility improvements and existing conditions, etc.) in a suitable format for inclusion in our design as appropriate, as well as desired borders and technical document templates (specifications, estimates, etc.).

### Subtask 2.1. 60% Design

Traffic signal plans will be prepared using AutoCAD at a standard 20-scale on 24" by 36" size plan sheets, with details and notes as required. This scope assumes the City will utilize wireless Ethernet communications, and that the intersection will be outfitted with an Ethernet radio, antenna and Edge switch for future wireless communications. This task shall include the preparation of draft technical specifications for the traffic signal and communications elements designed. Iteris assumes communications equipment will match those installed in the recent design at Ridgeline High School.

### Subtask 2.2. 90% Design

Upon receipt of City and County comments on the 60% design, Iteris will prepare a comment resolution document which details how each comment will be and ultimately is addressed in the final design documents. Design plans and technical specifications shall be revised and advanced based on comments.

### Subtask 2.3. 100% Design

Upon receipt of final City and County comments on the 90% design, Iteris will prepare a comment resolution document which details how each comment will be and ultimately is addressed in the final design documents. Design plans and technical specifications shall be finalized based on comments.

### Task 2 Deliverables

- 60% and 90% Plans & Specifications (pdf, docx, as appropriate)
- 100% Design Bid Documents (pdf, dwg, docx, xlsx, as appropriate)
- Comment Resolution Matrices (pdf)

## TASK 3. BID SUPPORT

Iteris will provide as-needed bidding support as it relates to our prepared design. Iteris will be available to support the bid process, selection and award, including responding to questions and preparing addenda if necessary.

### Task 3 Deliverables

- Question responses and/or addenda (email or pdf, respectively)

## SCHEDULE

Iteris will work with Parametrix to meet a mutually agreed upon schedule. The following constitutes our estimated timelines for design preparation following key milestones.

| MILESTONE                         | WEEK |   |   |   |   |   |   |   |   |    |    |    |    |    |    |     |
|-----------------------------------|------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|-----|
|                                   | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16+ |
| Notice to Proceed (NTP)           | █    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |     |
| Task 1: Kick-Off Meeting          |      | █ |   |   |   |   |   |   |   |    |    |    |    |    |    |     |
| Task 1: Receipt of Requested Data |      | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |     |
| 2.1: Prepare 60% Design           |      |   |   | █ | █ | █ | █ |   |   |    |    |    |    |    |    |     |
| City Review Period                |      |   |   |   |   |   |   | █ | █ |    |    |    |    |    |    |     |
| Task 2.2: Prepare 90% Design      |      |   |   |   |   |   |   |   |   | █  | █  |    |    |    |    |     |
| City Review Period                |      |   |   |   |   |   |   |   |   |    |    | █  | █  |    |    |     |
| Task 2.3: Prepare 100% Design     |      |   |   |   |   |   |   |   |   |    |    |    |    | █  | █  |     |
| Task 3: Bid Support               |      |   |   |   |   |   |   |   |   |    |    |    |    |    |    | █   |

## COMPENSATION

Iteris proposes to complete the described scope of work in this proposal for an hourly not to exceed price of **\$27,315** as broken down in **Table 1. Attachment A** includes Iteris standard billing rates.

**Table 1 – Cost Proposal**

| TASK                     |                                   | Jennifer Emerson-Martin, PE<br>Project Manager | David Huyhn, PE<br>Senior Advisor & QA/QC | Monique Fuhrman, PE<br>Project Engineer | Kassra Rafiee<br>Project Engineer | TOTAL HOURS | TOTAL COST      |                 |
|--------------------------|-----------------------------------|--|---|---|-----------------------------------|-------------|-----------------|-----------------|
| Staff Rates              |                                   | \$220  | \$285                                     | \$195                                   | \$110                             |             |                 |                 |
| <b>Task 1</b>            | <b>Project Management</b>         | <b>11</b>                                      | <b>0</b>                                  | <b>3</b>                                | <b>0</b>                          | <b>14</b>   | <b>\$3,005</b>  |                 |
|                          | Project Accounting/Administration | 10   |   |   |                                   | 10          | \$2,200         |                 |
|                          | 1.1: Kick-Off Meeting             | 1  |   | 3                                       |                                   | 4           | \$805           |                 |
| <b>Task 2</b>            | <b>CV @ RHS Signal Design</b>     | <b>6</b>                                       | <b>11</b>                                 | <b>39</b>                               | <b>100</b>                        | <b>156</b>  | <b>\$23,060</b> |                 |
|                          | 2.1: 60% Plans                    | 1  | 2   | 8                                       | 45                                | 56          | \$7,300         |                 |
|                          | 2.1: 60% Specifications           | 1  | 2   | 10                                      | 6                                 | 19          | \$3,400         |                 |
|                          | 2.2: 90% Plans                    | 1  | 2   | 8                                       | 20                                | 31          | \$4,550         |                 |
|                          | 2.2: 90% Specifications           | 1  | 2   | 5                                       | 6                                 | 14          | \$2,425         |                 |
|                          | 2.3: Final Plans                  | 1  | 2   | 6                                       | 18                                | 27          | \$3,940         |                 |
|                          | 2.3: Final Specifications         | 1  | 1   | 2                                       | 5                                 | 9           | \$1,445         |                 |
| <b>Task 3</b>            | <b>Bid Support</b>                | <b>1</b>                                       | <b>0</b>                                  | <b>4</b>                                | <b>0</b>                          | <b>5</b>    | <b>\$1,000</b>  |                 |
|                          | Bid Support (questions, addenda)  | 1  |   | 4                                       |                                   | 5           | \$1,000         |                 |
| <b>PROJECT SUB-TOTAL</b> |                                   | <b>18</b>                                      | <b>11</b>                                 | <b>46</b>                               | <b>100</b>                        | <b>175</b>  | <b>\$27,065</b> |                 |
|                          |                                   | ODCs (Travel, expenses, etc.)                  |   |   |                                   |             |                 | \$250           |
|                          |                                   | <b>PROJECT TOTAL</b>                           |   |   |                                   |             |                 | <b>\$27,315</b> |

#### Standard Terms and Conditions

Billings will be monthly at the individual Categories and Maximum Rates for the persons actually performing the work during the performance period and are subject to annual adjustments. Expenses will be billed at cost plus 10% for services and handling. Expenses include project-related costs, such as subcontractor services, traffic counts, postage/delivery service, reproduction, transportation and subsistence. All mileage rates will be based upon IRS standard rates (\$0.575 as of January 1, 2020). This proposal and billing rates is effective through May 31, 2021.

All work will be performed under the existing Subconsultant Agreement dated April 19, 2017, and is submitted subject to the successful negotiation of a mutually agreeable contract between Iteris and Parametrix.

We sincerely thank you for the opportunity to work with **Parametrix**. Please feel free to contact me at (714) 724-7089 or sec@iteris.com, or the designated Project Manager, Jennifer Emerson-Martin, at (509) 309-8581 or JMartin@iteris.com, should you have any questions or require additional information.

Sincerely,  
Iteris, Inc.



Scott Carlson, PE  
Vice President & Assistant General Manager, Western Region  
Transportation Systems



## ATTACHMENT A

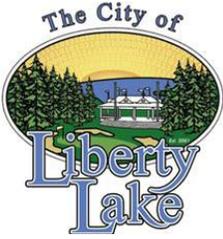
### ITERIS STANDARD BILLING RATES\*

*\*Rates effective through May 31, 2020*

| CLASSIFICATION   | BILLING RATE |       |
|--|--------------|-------|
|  | Min          | Max   |
| Support Staff  | \$105        | \$135 |
| Analyst  | \$100        | \$120 |
| Assistant Engineer/Planner                                       | \$105        | \$135 |
| Associate Engineer/Planner                                       | \$135        | \$150 |
| Engineer/Planner/Data Scientist                                  | \$150        | \$175 |
| Senior Engineer/Planner/Manager I                                | \$175        | \$225 |
| Senior Engineer/Planner/Manager II                               | \$225        | \$280 |
| Associate Vice President/Principal/Director                      | \$280        | \$305 |
| Vice President/Chief Scientist                                   | \$305        | \$345 |
| Software Development Engineer I & II                             | \$120        | \$180 |
| Software Development Engineer III & IV/Software Development Lead | \$180        | \$280 |
| Senior Development Engineer I & II                               | \$175        | \$205 |
| Senior Development Engineer III & IV                             | \$235        | \$305 |

#### Standard Terms and Conditions

- Billings will be monthly at the individual Categories and Maximum Rates for the persons actually performing the work during the performance period and are subject to annual adjustments.
- An escalation of 4% will apply to the rates above effective June 1 of each year.
- Subcontractor and equipment expenses will be billed at cost plus 10%. Other expenses, such as traffic counts, postage/delivery service, reproduction, transportation, and subsistence, will be billed at cost.
- All mileage rates will be based upon current IRS standard rates.



**AGENDA ITEM NO.:** 10Bvii

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

**SUBJECT:**  
Ridgeline High School Traffic Signal  
Construction Contract

**FOR THE AGENDA OF:** October 6<sup>th</sup>, 2020

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

**EXHIBIT:**  
Agreement for Professional Services

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

|                              |     |
|------------------------------|-----|
| <b>EXPENDITURE REQUIRED:</b> | Yes |
| <b>BUDGETED:</b>             | Yes |

**SUMMARY STATEMENT**

On 4/24/19 bids were opened for the Ridgeline High School Traffic Signal Project. Low bidder was Midland Electric. with a bid price of \$321,316.51. This is lower than the Engineers Estimate. Approval is requested for a total of \$353,488.16 which includes the bid price, inspection costs and contingency. Under this approval staff will manage the contingency. TIB will separately approve the amount and provide agreed funding in the amount \$268,084.00 toward the total.

**ALIGNMENT WITH STRATEGIC PLAN GOALS**

**Safe, Active, and Engaged Community** (*Identify Gaps in Connectivity and Opportunities for Expanded Interconnectivity*) – Approving the construction of the signal at the new Ridgeline High School promotes safe pedestrian access across Country Vista drive for future developments, connecting future commercial and residential properties to the student population in the school.

**Quality Facilities and Infrastructure** (*Prepare Cost Estimates and Phasing Plans, Develop Schedule for Design and Construction*) – Approving the construction of the signal utilizes the Plans, Specs, and Estimates documents and phased construction schedule to build quality infrastructure for safe passage of pedestrians vehicles at the intersection of the High School entrance.

**RECOMMENDED ACTION**

1. Authorize a total of \$353,488.16 to construct the signals and authorize the Mayor to sign the attached contract with Midland Electric after TIB approval and Midland Electric signing.

## AGREEMENT FOR CONSTRUCTION SERVICES

**THIS AGREEMENT FOR CONSTRUCTION SERVICES** ("Contract") is made by and between the City of Liberty Lake, a code City of the State of Washington ("City") and Midland Electric Inc ("Contractor"), jointly referred to as "Parties".

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

1. **Work to Be Performed.** The Contractor shall do all work and furnish all labor, tools, materials, supplies and equipment for the City of Liberty Lake RIDGELINE HIGH SCHOOL SIGNAL PROJECT ("Work") in accordance with, and as described in the Contract Provisions and Plans for Construction of: City of Liberty Lake RIDGELINE HIGH SCHOOL SIGNAL PROJECT ("Contract Documents") and, 2020 Standard Specifications for Road, Bridge and Municipal Construction of the Washington State Department of Transportation which are by this reference incorporated herein and made part hereof ("Contract Documents"), and shall perform any changes in the work in accord with the Contract Documents.

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

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

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

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

The City may terminate this Contract by ten (10) days written notice to the Contractor. In the event of such termination, the City shall pay the Contractor for all Work previously authorized and satisfactorily performed prior to the termination date.

3. **Compensation.** The City agrees to pay the Contractor the sum of \$ [321,316.51] ("Contract Price") or such amounts as shown in the Bid Proposal.

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

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

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

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

**TO THE CITY:**

Name: Lisa Key, Dir. of Planning & Engr. Services  
Phone Number: (509) 934-0269  
Address: 22710 E. Country Vista Drive  
Liberty Lake, WA 99019

**TO THE CONTRACTOR:**

Name: Travis Massie  
Phone Number: (509) 725-7005  
Mobile:  
Address: 1006 Jefferson St,  
Davenport WA, 99122

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

8. **Relationship of the Parties.** It is hereby understood, agreed and declared that the Contractor shall be an Independent Contractor, and not the agent or employee of the City; that the City is interested only in the results to be achieved; and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of the Contractor. Any and all employees who provide services to the City under this Contract shall be deemed employees solely of the Contractor. The Contractor shall be solely responsible for the conduct and actions of all employees under this Contract and any liability that may attach thereto.

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

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

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

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

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

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

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

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

12. **Indemnification and Hold Harmless.** Each party shall indemnify and hold the other, its officers, employees, agents, and volunteers, harmless from, and against, any and all claims, demands, orders, decrees, or judgments for injuries, death, or damage to any person or property arising, or resulting, from any act or omission on the part of said party, or its agents, employees or volunteers, in the performance of this Contract.

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

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

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

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

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

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

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

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

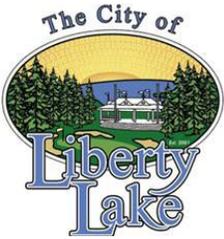
IN WITNESS WHEREOF, the parties have executed this Contract this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF LIBERTY LAKE:

CONTRACTOR:

\_\_\_\_\_  
Owner

ATTEST:  
  
\_\_\_\_\_



**AGENDA ITEM NO.: 10Bviii**

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

**SUBJECT:**  
 Ridgeline High School Traffic Signal  
 Design – Contract Amendment

**FOR THE AGENDA OF:** October 6<sup>th</sup>, 2020

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

**EXHIBIT:**  
 Supplemental Agreement

**DEPT. HEAD APPROVAL:** 

|                              |     |
|------------------------------|-----|
| <b>EXPENDITURE REQUIRED:</b> | Yes |
| <b>BUDGETED:</b>             | Yes |

**SUMMARY STATEMENT**

On 4/24/19 bids were opened for the Ridgeline High School Traffic Signal Project. Pending award of this project, staff will require engineer of record support during construction. Approval is requested to amend the existing contract with Parametrix dated 2/17/2020 for design services from \$51,808.24 to \$61,660.62 to include these supplemental support services. TIB will separately approve the amount as part of the entire signal project and provide agreed funding in the amount \$268,084.00 toward the total.

**ALIGNMENT WITH STRATEGIC PLAN GOALS**

**Quality Facilities and Infrastructure** (*Prepare Cost Estimates and Phasing Plans, Develop Schedule for Design and Construction*) – Approval for construction support for the signal utilizes specific expertise of the engineer of record to ensure quality infrastructure construction for safe passage of pedestrians vehicles at the intersection of the High School entrance.

**RECOMMENDED ACTION**

1. Approve Consultant Supplemental Agreement amending the original contract amount from \$51,808.24 to \$61,660.62 to include construction support services from the engineer of record, and authorize the execution of said agreement.



Transportation Improvement Board  
**Consultant Supplemental Agreement**

Agency **City of Liberty Lake**

Project Number **8-3-988(005)-1**

Project Name **Ridgeline High School – Signal**

Consulting Firm **Parametrix**

Supplement Phase **Supplement for Construction Phase**

The Local Agency of **City of Liberty Lake** desires to supplement the agreement entered into with **Parametrix** and executed on February 27<sup>th</sup>, 2020.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include  
**See attached Scopes of Work.**

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE August 31<sup>st</sup>, 2021

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibit A

MAXIMUM AMOUNT PAYABLE \$61,660.62

| <b>EXHIBIT A</b>                         |                           |                   |                    |
|--|---------------------------|-------------------|--------------------|
|  | <b>Original Agreement</b> | <b>Supplement</b> | <b>Total</b>       |
| Direct Salary Cost                       | \$6,659.50                | \$522.00          | \$7,181.50         |
| Overhead<br>(including Salary Additives) | \$11,955.13               | \$937.09          | \$12,892.22        |
| Fixed Fee                                | \$1,997.85                | \$156.60          | \$2,154.45         |
| Reimbursables                            | \$300.00                  | \$0               | \$300.00           |
| Subconsultant Cost                       | \$30,895.76               | \$8,236.69        | \$39,132.45        |
| <b>Total</b>                             | <b>\$51,808.24</b>        | <b>\$9,852.38</b> | <b>\$61,660.62</b> |

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

|                      |      |
|----------------------|------|
| Agency Signature     | Date |
| Consultant Signature | Date |

**PARAMETRIX, INC.**  
**EXHIBIT B-1**  
**SCOPE**  
**Of WORK FOR**  
**CONSTRUCTION MANAGEMENT SERVICES**

**Local Agency:** City of Liberty Lake  
**Project Title:** Ridgeline High School Signal

**Work Description:** Construction Phase

**OBJECTIVE**

The owner's objective in this supplement is for the Consulting Engineer to provide assistance and answer questions that may arise during the construction phase for the new traffic signal and associated site restoration work including revised pavement marking, curb and sidewalk repairs, and landscape restoration within the project limits. The Consultant will complete the work on an hourly basis and will answer questions from the City when asked.

**PROJECT LOCATION**

The Ridgeline High School Signal project is located 500' east of exit 294 offramp and E Country Vista Drive.

**PROJECT SCOPE**

**1. CONSTRUCTION SERVICES**

**1.1 Administration and Support during Construction:**

Services provided under this category will include coordinating with our subconsultant when necessary for project questions, answering questions from the City during the construction period and preparing invoices.

**EXTRA SERVICES:** These services are not included at this time but may be added as a supplement agreement to this contract at a later date if agreed upon by all parties.

- Construction Staking/Final Grade Certification
- Construction Management (It is anticipated the City will manage the project and Parametrix will just answer questions when needed.)

**Worksheet for Exhibit D - Consultant Fee Determination Sheet**  
**Ridgeline High School Signal**

**For: City of Liberty Lake**  
**By: Parametrix, Inc.**

| TASK DESCRIPTION | PERSONNEL & LABOR RATE                         |                    |                 |                   |                 |                    | PROJECT TOTALS |               |          |   |   |   |    |       |
|------------------|--|--------------------|-----------------|-------------------|-----------------|--------------------|----------------|---------------|----------|---|---|---|----|-------|
|                  | Principal                                      | Proj               | Design          | Field             | Engr            | Word               | LABOR<br>HOURS | LABOR<br>COST |          |   |   |   |    |       |
|                  | \$60.00  | Manager<br>\$54.00 | Engr<br>\$37.00 | Survey<br>\$28.50 | Tech<br>\$35.50 | Process<br>\$30.00 |                |               |          |   |   |   |    |       |
|                  |  |                    |                 |                   |                 |                    |                |               |          |   |   |   |    |       |
| <i>1</i>         | <b>CONSTRUCTION SERVICES</b>                   |                    |                 |                   |                 |                    |                |               |          |   |   |   |    |       |
| 1.1              | Administration and Support during Construction | 8                  |                 |                   |                 | 3                  | 11             | \$522         |          |   |   |   |    |       |
| <i>1</i>         | <b>CONSTRUCTION SERVICES TOTALS</b>            |                    |                 |                   |                 |                    | 0              | 8             | 0        | 0 | 0 | 3 | 11 | \$522 |
|                  |  |                    |                 |                   |                 |                    |                |               |          |   |   |   |    |       |
|                  | <b>PROJECT TOTALS</b>                          | 0                  | 8               | 0                 | 0               | 0                  | 3              | 11            | \$522.00 |   |   |   |    |       |

September 16, 2020

Mr. KJ Hanley, P.E.  
Senior Engineer  
**Parametrix**  
835 North Post Street  
Suite 201  
Spokane, WA 99201

**Re: Proposal for Ridgeline High School Signal Construction Support in Liberty Lake, Washington**

08063-772.20  
10907.20

Dear Mr. Hanley:

**Iteris, Inc.** (Iteris) is pleased to submit this proposed scope of work and fee to support the construction of the traffic signal located on E. Country Vista Drive at the proposed new Ridgeline High School. All work will be performed under the existing Subconsultant Agreement dated April 19, 2017.

## SCOPE OF SERVICES

The following tasks describe the anticipated effort and Iteris' general approach to providing the previously discussed traffic engineering services, and is divided into the following tasks:

### TASK 1. PROJECT MANAGEMENT

Jennifer Emerson-Martin, PE will serve as Project Manager (PM) for this project and will be the main point of contact. Iteris' project management approach has been developed through many years of experience, and has proven effective in measuring progress, anticipating problems, reacting quickly to changes in the requirements and maintaining schedule integrity.

#### Task 1 Deliverables

- Project status reports and schedules

### TASK 2. CONSTRUCTION SUPPORT

Iteris will provide design support during the construction phase of this project on an as-needed basis. Anticipated services include attendance at the pre-construction meeting(s), reviewing submittals and/or shop drawings, as required in the project Special Provisions, and responding to RFIs to provide clarification of plans and/or specifications. If necessary, we will review up to two (2) Contract Change Orders (CCO) for design changes as part of this task.

This task does not include inspection services.

#### Task 2 Deliverables

- Pre-Construction meeting agenda and minutes
- Responses to RFIs and/or Product Submittals
- Assistance with reviews and response to CCOs

## SCHEDULE

Iteris will work with Parametrix to meet a mutually agreed upon schedule. We anticipate responding to product submittals and/or RFIs within 5 working days of our receipt. It is anticipated that the construction support will begin in October, 2020, and extend through May 31, 2021.

## COMPENSATION

A total of 40 hours is anticipated for this task. We will notify Parametrix in advance should the services requested exceed the 40 hours allotted.

Iteris proposes to complete the described scope of work in this proposal for an hourly not to exceed price of **\$8,237** as broken down in the table below. In consideration for the services set forth in the Scope of Services, Iteris shall be compensated for actual hours billed and at the rates set forth in the fee table included as **Exhibit G-2**. **Exhibit G-3** is a breakdown of Iteris' Overhead Cost. **Attachment A** includes Iteris standard billing rates.

| TASK                         | TASK FEE       |
|------------------------------|----------------|
| Task 1: Project Management   | \$918          |
| Task 2: CV/RHS Signal Design | \$7,318        |
| Expenses                     | \$0            |
| <b>Total</b>                 | <b>\$8,237</b> |

### Standard Terms and Conditions

Billings will be monthly at the individual Categories and Maximum Rates for the persons actually performing the work during the performance period and are subject to annual adjustments. Expenses will be billed at cost plus 10% for services and handling. Expenses include project-related costs, such as subcontractor services, traffic counts, postage/delivery service, reproduction, transportation and subsistence. All mileage rates will be based upon IRS standard rates (\$0.575 as of January 1, 2020). This proposal and billing rates is effective through May 31, 2020.

This proposal is submitted under the current City of Liberty Lake On-Call Engineering and Survey Project Number 377-7878-004 of which Iteris is a subconsultant to Parametrix. This proposal is submitted subject to the successful negotiation of a mutually agreeable contract between Iteris and Parametrix.

We sincerely thank you for the opportunity to work with **Parametrix**. Please feel free to contact me at (714) 724-7089 or sec@iteris.com, or the designated Project Manager, Jennifer Emerson-Martin, at (509) 309-8581 or JMartin@iteris.com, should you have any questions or require additional information.

Sincerely,  
Iteris, Inc.



Scott Carlson, PE  
Vice President & Assistant General Manager, Western Region  
Transportation Systems

## EXHIBIT G-2 Subconsultant Fee Determination Summary Sheet

|  |           |              |   |                   |  |
|--|-----------|--------------|---|-------------------|--|
| Prepared by<br>Jennifer Emerson-Martin                         |           |              |   | Date<br>9/16/2020 |  |
| Project<br>Ridgewood High School Signal – Construction Support |           |              |   |                   |  |
| <b>Direct Salary Cost (DSC)</b>                                |           |              |   |                   |  |
| Classification   | Man Hours | Rate         | = | Cost              |  |
| Project Manager  | 4         | x<br>\$67.86 | = | \$918.30          |  |
| Senior Advisor & AQ/QC   | 0         | x<br>\$91.39 | = | \$0.00            |  |
| Project Engineer   | 36        | x<br>\$60.09 | = | \$7,318.39        |  |
| Project Engineer   | 0         | x<br>\$31.84 | = | \$0.00            |  |
|  |           | x            | = |                   |  |
|  |           | x            | = |                   |  |
|  |           | x            | = |                   |  |
|  |           | x            | = |                   |  |
|  |           | x            | = |                   |  |
| <b>TOTAL DSC</b>   |           |              |   | <b>\$2,434.68</b> |  |
| <b>OVERHEAD (OH Cost including Salary Additives)</b>           |           |              |   |                   |  |
| OH Rate x DSC or <u>194.18</u> % x \$ _____                    |           |              |   | <b>\$4,727.66</b> |  |
| <b>FIXED FEE (FF)</b>  |           |              |   |                   |  |
| FF Rate x DSC or <u>15</u> % x \$ _____                        |           |              |   | <b>\$1,074.35</b> |  |
| <b>REIMBURSABLES</b>   |           |              |   |                   |  |
| Itemized   |           |              |   | <b>\$0</b>        |  |
| <b>GRAND TOTAL</b>   |           |              |   | <b>\$8,236.69</b> |  |

**EXHIBIT G-3**  
**Breakdown of Subconsultant's Overhead Cost**

| <b>FRINGE BENEFITS</b>   |         |
|--|---------|
| FICA & Unemployment  | 13.52%  |
| Medical Aid and Industrial Insurance                             | 18.59%  |
| Company Insurance and Medical                                    | 0.31%   |
| Vacation, Holiday, and Sick Leave                                | 19.79%  |
| Commission, Bonuses/Pension Plan                                 | 19.56%  |
| TOTAL FRINGE BENEFITS  | 71.78%  |
| <b>GENERAL OVERHEAD</b>  |         |
| State B&O Taxes  | 1.27%   |
| Insurance  | 2.47%   |
| Administration, Professional Development and Time Not Assignable | 80.49%  |
| Printing, Stationery, and Supplies                               | 0.96%   |
| Professional Services  | 19.04%  |
| Travel Not Assignable  | 1.93%   |
| Telephone and Telegraph Not Assignable                           | 2.34%   |
| Fees, Dues, Professional Meetings                                | 1.45%   |
| Utilities and Maintenance  | 2.17%   |
| Rent   | 11.46%  |
| Equipment Support  | 5.45%   |
| Office Miscellaneous, Postage                                    | 0.11%   |
| TOTAL GENERATED OVERHEAD   | 129.14% |
| GRAND TOTAL  | 200.92% |



## ATTACHMENT A

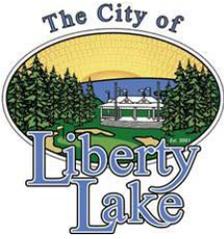
### ITERIS STANDARD BILLING RATES\*

*\*Rates effective through May 31, 2020*

| CLASSIFICATION   | BILLING RATE |       |
|--|--------------|-------|
|  | Min          | Max   |
| Support Staff  | \$105        | \$135 |
| Analyst  | \$100        | \$120 |
| Assistant Engineer/Planner                                       | \$105        | \$135 |
| Associate Engineer/Planner                                       | \$135        | \$150 |
| Engineer/Planner/Data Scientist                                  | \$150        | \$175 |
| Senior Engineer/Planner/Manager I                                | \$175        | \$225 |
| Senior Engineer/Planner/Manager II                               | \$225        | \$280 |
| Associate Vice President/Principal/Director                      | \$280        | \$305 |
| Vice President/Chief Scientist                                   | \$305        | \$345 |
| Software Development Engineer I & II                             | \$120        | \$180 |
| Software Development Engineer III & IV/Software Development Lead | \$180        | \$280 |
| Senior Development Engineer I & II                               | \$175        | \$205 |
| Senior Development Engineer III & IV                             | \$235        | \$305 |

#### Standard Terms and Conditions

- Billings will be monthly at the individual Categories and Maximum Rates for the persons actually performing the work during the performance period and are subject to annual adjustments.
- An escalation of 4% will apply to the rates above effective June 1 of each year.
- Subcontractor and equipment expenses will be billed at cost plus 10%. Other expenses, such as traffic counts, postage/delivery service, reproduction, transportation, and subsistence, will be billed at cost.
- All mileage rates will be based upon current IRS standard rates.



AGENDA ITEM NO.: 10Bix

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

**SUBJECT:**

Restaurant Lease

**FOR THE AGENDA OF:** October 6<sup>th</sup>, 2020

**DEPT. OF ORIGIN:** Administrative Services

**EXHIBIT:**

A – Addendum

B – Summary of Lease Information

**DEPT. HEAD APPROVAL:** Administration

|                              |     |
|------------------------------|-----|
| <b>EXPENDITURE REQUIRED:</b> | NA  |
| <b>BUDGETED:</b>             | Yes |

**SUMMARY STATEMENT**

The current lease agreement with Palenque's Restaurant expires on September 30, 2020. Attached is an addendum that will extend the agreement through March 31, 2021.

City Staff reviewed four other properties in the area for lease. The average lease rate was \$19.25 SQ/NNN. This agreement lease rate is \$19.26 Sq feet.

**RECOMMENDED ACTION**

1. Authorize the Mayor to sign the addendum with Palenque's Restaurant.

**FOURTH LEASE ADDENDUM**

On or around April 30, 2018, the City of Liberty Lake, Washington, a municipal corporation, and Jose de J Ceresero and Gina Ceresero (Ceresero & Gomez Corporation), as owners and operators of Palenque Restaurant (collectively “Parties”), entered into that Trailhead Golf Course Concession and Lease Agreement (“Agreement”).

The Agreement was to expire on December 31, 2018. The Parties entered into a Lease Addendum to continue the Agreement under the same terms, covenants, and conditions as set forth in the Agreement. The parties have subsequently executed additional addendums with the term contained in the latest Lease Addendum set to expire on September 30, 2020, and the Parties are desirous of a further extension until March 31, 2021.

All of the terms, covenants, and conditions in the Agreement shall remain in full force and effective throughout the extended term of the Agreement as if fully set forth herein.

Effective this 1 day of October, 2020.

CITY OF LIBERTY LAKE

By: \_\_\_\_\_  
Mayor Shane Brickner

OWNER

By: \_\_\_\_\_

**CITY OF LIBERTY LAKE - SUMMARY OF RESTAURANT AGREEMENT**

| <b>Per Month</b>     |                    | <b>Notes</b>  |
|----------------------|--------------------|---|
| Current Rent         | \$ 4,000.00        | Effective 5-1-2018  |
| Leasehold Excise Tax | \$ 513.00          | City does not pay property taxes, Statute dictates Lessee to pay Leasehold Tax (12.84%) |
| Janitorial           | \$ (500.00)        | Lessee cares for bathrooms & common area  |
| <b>Total</b>         | <b>\$ 4,013.00</b> |   |

Price per sq ft per month \$ 1.61

Price per sq ft per year \$ 19.26

**Proposed Adendum: April 1, 2020 thru September 30, 2020**

**Square Footage = 2,500 sq feet**

**Other Notes:**

Restaurant pays 40% of Avg \$453  
# the Electricity per month

# City pays water and Sewer

# Lessee is required to have insurance to cover its operation

**Comparables**

Triple Net Lease (NNN): Base Rent + Real Estate Taxes + Insurance + Common Area Maintenance

# 23801 E Appleway Ave (2600 sf) = \$17.00 per sq foot plus Electric and Taxes

# 21950 E Country Vista Dr Suite 500 (1350 sf) = \$18/SF NNN

# 21951 E Country Vista Dr Suite 100 (1223 sf) = \$22/SF NNN

# 1429 N Liberty Lake Rd (2500 sf) = \$20/ SF NNN

Source: selectspokane



AGENDA ITEM NO.: 10Bx

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

**SUBJECT:**

Purchase of De-ice for winter 2020-2021

**FOR THE AGENDA OF:** 11/06/2020

**DEPT. OF ORIGIN:** O&M Department

**EXHIBIT:**

None

**DEPT. HEAD APPROVAL:** Katy Allen

|                              |                       |
|------------------------------|-----------------------|
| <b>EXPENDITURE REQUIRED:</b> | <b>Up To \$40,000</b> |
| <b>BUDGETED:</b>             | <b>Yes</b>            |

**SUMMARY STATEMENT**

The Operations and Maintenance department is requesting authorization to purchase liquid de-ice for the upcoming snow season 2020-2021. The plan is to purchase up to, but not exceed the amount of \$40,000, staff will manage the purchases. Staff will be applying liquid deice in the form of mag-chloride and/or calcium chloride. Snow crews need the flexibility to meet the demands of the change in weather and temperature and will purchase the best product at the best price as the demands change.

**RECOMMENDED ACTION**

Authorize purchase.



AGENDA ITEM NO.: 10Bxi

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

**SUBJECT:**

Purchase of Granular Salt for winter 2020-2021

**FOR THE AGENDA OF:** 11/06/2020

**DEPT. OF ORIGIN:** O&M Department

**EXHIBIT:**

None

**DEPT. HEAD APPROVAL:** Katy Allen

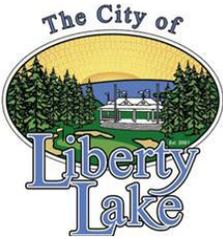
|                              |                       |
|------------------------------|-----------------------|
| <b>EXPENDITURE REQUIRED:</b> | <b>Up To \$20,000</b> |
| <b>BUDGETED:</b>             | <b>Yes</b>            |

**SUMMARY STATEMENT**

The Operations and Maintenance department is requesting authorization to purchase granular salt for the upcoming snow season 2020-2021. The plan is to purchase up to, but not exceed the amount of \$20,000. Staff will stockpile salt at the Public Works Yard and apply to roads as needed. Snow crews need the flexibility to meet the demands of the changing weather and temperature and will purchase the best product at the best price as the demands change.

**RECOMMENDED ACTION**

Authorize purchase.



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

**SUBJECT:** Public Works Yard Sewer and Water Taps      **FOR THE AGENDA OF:** October 6<sup>th</sup>, 2020

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

**EXHIBIT:** Connection Calculation Worksheet

**DEPT. HEAD APPROVAL:** 

|                              |     |
|------------------------------|-----|
| <b>EXPENDITURE REQUIRED:</b> | Yes |
| <b>BUDGETED:</b>             | Yes |

**SUMMARY STATEMENT**

To provide domestic and irrigation water to the Public Works Yard, the City will need to purchase 2 water ERU's and 1 sewer ERU from Liberty Lake Water and Sewer District. Approval is requested for a total of \$12,826.88 which includes the estimated water tap fees, inspection costs and contingency. Under this approval staff will manage the contingency.

**ALIGNMENT WITH STRATEGIC PLAN GOALS**

**Quality Facilities and Infrastructure** (*Prepare Cost Estimates and Phasing Plans, Develop Schedule for Design and Construction*) – Approving purchase of the water taps utilizes the Plans, Specs, and Estimates documents and phased construction schedule to build quality infrastructure and operational facilities for the City.

**RECOMMENDED ACTION**

1. Authorize a total of \$12,826.88 to purchase water and sewer taps for the Public Works Yard and authorize the Mayor to sign agreement with Liberty Lake Water and Sewer District for tap purchase once plans are approved.

## Liberty Lake Sewer and Water District Connection Calculation Worksheet

Date 9/29/2020

Company City of Liberty Lake

Phone 509-755-6700

Contact Steven

Email

Parcel 55163.9191

Site Address 375 N Kramer Parkway | Liberty Lake WA 99019

| *Schedule of Rates and Charges |                  |            |                          |            |                  |            |
|--------------------------------|------------------|------------|--------------------------|------------|------------------|------------|
| Mter Size                      | Water Connection | \$2,000.00 | Irrigation Connection    | \$2,000.00 | Sewer Connection | \$4,980.00 |
| NA                             | Water Hookup     | \$556.27   | Irrigation Hookup        | \$469.32   | Sewer Hookup     | \$100.00   |
|                                | Water Tapping    | \$275.00   | Irrigation Tapping       | NA         | Sewer Tapping    | NA         |
|                                | Water Meter      | \$234.14   | Irrigation Meter         | \$163.35   |                  |            |
|                                | Meter Box & Lid  | \$441.36   | Irrigation Meter Box/Lid | \$441.36   |                  |            |

\*The Schedule of Rates and Charges are subject to change, please call update pricing .

| Domestic Connection | Irrigation Connection |
|---------------------|-----------------------|
|---------------------|-----------------------|

Number of Domestic Sewer & Water ERUs

Number of Irrigation ERUs

Meter Size

Meter Size

Service Requested

Service Requested

|                             |                             |
|-----------------------------|-----------------------------|
| Water Connection \$2,000.00 | Sewer Connection \$4,980.00 |
| Water Hookup \$556.27       | Sewer Hookup \$100.00       |
| Water Tapping \$275.00      | Sewer Tapping NA            |
| Water Meter \$234.14        |                             |
| Meter Box & Lid \$441.36    |                             |

|                                   |
|-----------------------------------|
| Irrigation Connection \$2,000.00  |
| Irrigation Meter \$163.35         |
| Irrigation Hookup \$469.32        |
| Irrigation Tapping NA             |
| Irrigation Meter Box/Lid \$441.36 |

Domestic Connection Total

Irrigation Connection Total

| ERU Per Equivalent User Schedule | Comments |
|----------------------------------|----------|
|                                  |          |

Permit Total

**FIRST READ  
ORDINANCE**



**AGENDA ITEM NO.: 11**  
**BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON**

**SUBJECT:**  
Budget Amendment 264D

**FOR THE AGENDA OF:** October 6, 2020

**DEPT. OF ORIGIN:** Finance

**EXHIBIT:**  
Ordinance  
Exhibits A & B

**DEPT. HEAD APPROVAL:** RJ Stevenson

|                              |  |
|------------------------------|--|
| <b>EXPENDITURE REQUIRED:</b> | <b>No</b>  |
| <b>BUDGETED:</b>             | <b>This is a Budget Amendment for appropriations</b> |

**SUMMARY STATEMENT**

This budget amendment is to recognize the additional revenue received from the Coronavirus Relief Fund (COVID-19) for Local Governments and appropriate these dollars for expenditures on COVID-19. COVID-19 related expenses criteria are as follows:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary”.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded through another budget line item, allotment or allocation, as of March 27, 2020.
5. The expense wouldn’t exist without COVID-19 or would be for a “substantially different” purpose.

**RECOMMENDED ACTION**

1. Staff recommends suspending the rules for first read and adopt Ordinance 264D.

**ORDINANCE NO. 264D  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE AMENDING ORDINANCE NO. 264 PASSED BY THE CITY COUNCIL ON DECEMBER 17, 2019, ENTITLED “AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2020, THROUGH DECEMBER 31, 2020, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS”.**

WHEREAS, state law provides for the adoption of a budget by the City Council of the City of Liberty Lake for the purpose of making appropriations of the total estimated revenues for each separate fund and the aggregate totals for all such funds combined;

WHEREAS, subsequent to the adoption of the annual budget, it has become necessary to make changes in certain appropriations;

WHEREAS, the following changes could not reasonably have been anticipated or known at the time Ordinance 264 was passed by the City Council;

WHEREAS, the City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance 264;

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

**Section 1.** The following accounts contained in the 2020 Budget are hereby amended as set forth in Exhibit “A” which only includes the additional funds received for Coronavirus Relief (COVID-19) and appropriating expenses related to COVID-19.

**Section 2.** The detail of the amendments is listed in Exhibit “B”.

**Section 3. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

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

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

---

Mayor, Shane Brickner

ATTEST:

---

Ann Swenson, City Clerk

APPROVED AS TO FORM:

---

City Attorney, Sean Boutz

City of Liberty Lake  
2020 Budget Amendment  
Exhibit A

**AMENDMENT #4: Coronavirus Relief Funding**

City of Liberty Lake is eligible for an additional \$165,000 of CARES ACT FUNDS through the Department of Commerce on a cost reimbursement basis.

| FUND             | Revenue and Other Sources |            |           | Expenditures    |            |           | Ending Fund Balance |           |
|------------------|---------------------------|------------|-----------|-----------------|------------|-----------|---------------------|-----------|
|                  | Original Budget           | Adjustment | Proposed  | Original Budget | Adjustment | Proposed  | Original Budget     | Proposed  |
| 001 GENERAL FUND | 8,425,537                 | 165,000    | 8,590,537 | 8,516,166       | 165,000    | 8,681,166 | 3,234,165           | 3,234,165 |

Exhibit B

**AMENDMENT #4: Coronavirus Relief Funding**

**Proposed Budget Amendments for 2020**

**Line item detail of Budget Amendment**

|                            |                               | 2020            | 2020               |                                   |
|----------------------------|-------------------------------|-----------------|--------------------|-----------------------------------|
| Line Items affected        | Account Title                 | ORIGINAL BUDGET | PROPOSED AMENDMENT | Description                       |
| <b><u>GENERAL FUND</u></b> |                               |                 |                    |                                   |
| <b><u>Revenue</u></b>      |                               |                 |                    |                                   |
| 333 21 01 90               | Coronavirus Relief Fund (CRF) | 330,000         | 495,000            | CRF funds available per agreement |
| <b><u>Expenditures</u></b> |                               |                 |                    |                                   |
| 518 31 30 19               | COVID-19 Supplies             | 330,000         | 495,000            | Appropriate CRF funds.            |

# **Introduction of Upcoming Agenda Items**



**DRAFT CITY COUNCIL  
ADVANCED AGENDAS**

For Planning Discussion Purposes Only  
**As of October 1, 2020**

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

**TENTATIVE ITEMS:**

| <b>Date</b> | <b>Item</b>   | <b>Point of Contact</b> |
|-------------|---|-------------------------|
|             | <b>PENDING</b>  |                         |
| 10/20       | PRESENTATION: Mayor's 2021 Budget   | Mayor Brickner          |
|             | Award bid for internet and phone services   | RJ Stevenson            |
|             | <b>PUBLIC HEARING:</b> City of Liberty Lake's 2021 budget   | RJ Stevenson            |
| 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              |
|             | PRESENTATION: Visit Spokane, Meg Winchester, CMP President & CEO  | Katy Allen              |
|             | <b>PUBLIC HEARING:</b> City of Liberty Lake's 2021 budget   | RJ Stevenson            |
| 12/1        | FIRST READ ORDINANCE: Adopting City's 2021 budget   | RJ Stevenson            |
| 12/15       | SECOND READ ORDINANCE: Adopting City's 2021 budget  | RJ Stevenson            |
| TBD         | City Council Retreat  | City Council            |
|             | WORKSHOP DISCUSSION: City owned 22 acres site   | Katy Allen              |
|             | RESOLUTION: Approving final plat for Trutina  | Lisa Key                |
|             | Approve stormwater easement with Spokane County ROW   | Lisa Key                |
|             | WORKSHOP DISCUSSION: Review of City Council's Rules of Procedure  | City Council            |
|             | Confirm Mayor Brickner's appointments to the Planning Commission  | Lisa Key                |
|             | STCU property @ Town Square   | Katy Allen              |
|             | FIRST READ ORDINANCE – Changing Auditing Officer  | RJ Stevenson            |
|             | 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              |
|             | 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        |
|             | Mission Avenue sidewalk gap design  | Lisa Key                |
|             | Rescission of City's Emergency Declaration - COVID  | Katy Allen              |