CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2026
HELD REMOTELY & IN PERSON AT CITY HALL
22710 E COUNTRY VISTA DRIVE

Instructions for providing public comment can be found at the end of the agenda.

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

6:00 P.M. REGULAR SESSION

1. **Invocation**
2. **Pledge of Allegiance**
3. **Call to Order**
4. **Roll Call**
5. **Agenda Approval**
6. **Citizen Comments**
7. **Appointments**
8. **Announcements / Proclamations / Special Presentations**
9. **Reports & Inquiries**
   - A. City Council
   - B. Mayor
   - C. City Administrator
   - D. Liberty Lake Sewer & Water District
   - E. Parks and Arts Commission
10. **Workshop Discussions**
    - A. Records Management Requirements Defined in RCW 42.56.070
    - B. Comp Plan Periodic Update—Development Code Changes

11. General Business – Consent Agenda

A. August 4, 2026, Meeting Minutes
Recommended Action: Approve the August 4, 2026, Meeting Minutes.

B. August 18, 2026 Vouchers
Recommended Action: Approve the 8.18.2026 vouchers, 7.16.2026-7.31.2026 payroll and benefits in the total amount of $798,053.94.

C. Survey/Engineering Services Contract with Parametrix for Country Vista and Molter Sidewalk Improvement Project
Recommended Action: Authorize the Mayor to sign a survey/engineering services contract with Parametric for the Country Vista and Molter Sidewalk Improvement Project for an amount not to exceed $29,445.

D. Design Services Contract with Design West Architects for the Parks and Recreation Facility Renovation Project
Recommended Action: Authorize the Mayor to sign a design services contract with Design West Architects for the Parks and Recreation Facility Renovation Project for an amount not to exceed $93,700.

E. Purchase of Hot Tack Kettle Skid Sprayer System for Public Works from M&M Distribution, LLC
Recommended Action: Authorize the Mayor to approve the purchase of the Sealmate 200-gallon hot tack kettle skid sprayer system from M&M Distribution, LLC for an amount not to exceed $9,050.

F. A/V Installation Contract with CTI for New City Hall Council Chambers and Conference Rooms
Recommended Action: Approve the proposal from CTI for an amount not to exceed $308,337.

G. Interlocal Agreement for School Resource Officer
Recommended Action: Move to approve and authorize the Mayor to execute the Interlocal Agreement with the Central Valley School District for School Resource Officer.

12. General Business - Action Items

A. GMA Periodic Update Grant for FY2027
Recommended Action: Approve the GMA Periodic Update Grant Contract and authorize the Mayor to execute.

13. Council Comments

14. Public Hearings / Appeals

15. Resolutions

16. **Ordinances**
17. **Emergency Ordinances**
18. **Introduction of Upcoming Agenda Items**
19. **Citizen Comments**
20. **Executive Session**
21. **Adjournment**

JOIN ZOOM MEETING

2nd meeting of the month:
To view the meeting live via Zoom Meeting, join the Zoom web meeting:

Meeting Instructions:

Join from a PC, Mac, iPad, iPhone or Android device:
https://us02web.zoom.us/j/83557862246

Or One tap mobile:
+12532050468,,86578556158# US
+12532158782,,86578556158# US (Tacoma)

Or join by phone:
Dial: +1 253 205 0468 or +1 253 215 8782

Webinar ID: 835 5786 2246

PUBLIC COMMENT

If you wish to provide oral public comments during the Council meeting, you may do so in-person at City Hall or virtually via zoom. If you wish to speak in-person, please fill out a yellow Request to Speak Form. If you wish to speak via zoom, please join the zoom meeting using the meeting information above. The Mayor will invite public comments during the appropriate section of the agenda, at which time you can raise your hand, or send a request to speak to our meeting host using the chat function within the zoom meeting.

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to rcaton@libertylakewa.gov by 4:00 p.m. the day of the council

meeting and include all 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

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

AGENDA ITEM NO.: 10.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: Records Management Requirements Defined in RCW 42.56.070

Dept of Origin: Executive **Dept. Head Approval:** Mark McAvoy

Exhibit(s):
None

Expenditure Required	No
Budgeted	N/a
City Program	Records Management

Summary Statement

RCW 42.56.070 requires local agencies to maintain and make available for public inspection a current index identifying certain categories of public records, including adopted policies, administrative manuals affecting the public, planning decisions, factual reports and studies, and certain regulatory correspondence. State law also provides that a local agency may determine that maintaining such an index would be unduly burdensome or would interfere with agency operations. In that circumstance, the agency must issue and publish a formal order explaining the reasons for and extent of that burden and make available any indexes maintained for agency use.

During this workshop, staff will review the requirements of RCW 42.56.070, discuss their application to the City, and present staff's proposed approach for bringing the City into compliance with the statute. The workshop is intended to provide the City Council with background on the statutory requirements and an opportunity to discuss the proposed action before formal consideration.

Based on Council's discussion and direction, staff anticipates returning at the September 1, 2026 City Council meeting with a resolution for Council consideration addressing the City's compliance with RCW 42.56.070.

Recommended Action

Discuss the staff's recommendation and provide direction on future council action.

AGENDA ITEM NO.: 10.B.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: Comp Plan Periodic Update—Development Code Changes

Dept of Origin: Community Development **Dept. Head Approval:** Amy Mullerleile

Exhibit(s):
Council Briefing Memo_08182026

Expenditure Required	N/A
Budgeted	N/A
City Program	Long Range Planning

Summary Statement

As part of the City of Liberty Lake's required periodic update to the Comprehensive Plan, the City must review and update its development code to ensure consistency with the updated Comprehensive Plan and applicable state requirements.

This workshop will provide the City Council with a high-level overview of the development code amendments required as part of the periodic update, including the general scope of the changes, key areas of the code affected, and the regulatory requirements driving the update. The workshop is intended to provide context and familiarize Council with the upcoming amendments; no formal action is requested at this time.

The Planning Commission is scheduled to complete the final review of the proposed development code amendments and make a recommendation at the September 9 meeting. Following the Planning Commission's review and recommendation, staff will return to the City Council for a follow-up workshop on September 15th. At that workshop, staff will provide a more detailed review of the proposed amendments, including redline changes, for Council discussion and direction.

Recommended Action

Discussion and feedback.

SCJ ALLIANCE
CONSULTING SERVICES

Liberty Lake Development Code Update

To: Amy Mullerleile, Community Development Director, City of Liberty Lake

From: Liam J. Taylor, AICP, Planner, SCJ Alliance

Date: August 11, 2026

Project: Liberty Lake On-Call Planning

Subject: Outline of Updates to the City's Development Code

Introduction

City staff, SCJ Alliance, and the Planning Commission have collaborated to review and update the City of Liberty Lake's development code to comply with State Periodic Update requirements, including the Critical Areas Ordinance, new mandatory housing requirements, and to align with the Comprehensive Plan's updated elements. These code updates are intended to expand housing options across more areas of the city. Some housing types, including accessory dwelling units (ADUs), are generally more affordable than standard single-family detached homes and may help increase affordable housing opportunities in Liberty Lake. In coordination with the Sidewalk Master Plan and the City Arborist, we also prepared revisions to the street tree provisions in the landscape code.

This memo summarizes the proposed updates.

Proposed Revisions

Accessory Dwelling Units (ADUs)

Restrictions on ADUs were lifted and simplified. The primary change is that up to two ADUs may be permitted on all residential parcels that meet the minimum lot size requirements. This affects the R-1, R-2, R-3, M-1, M-2, and M-3 zones.

Adaptive Reuse

Expanded the section on adaptive reuse, which is the conversion of nonresidential buildings into residential dwellings where multifamily is allowed, including bonus density and restrictions on parking.

Critical Areas Ordinance (CAO)

Following State agency review requirements, expanded the section on riparian buffers and added a "no net loss" requirement to all critical areas.

Definitions

During the code update process, several key definitions were identified for revision or addition to the development code. Approximately 50 definitions added or modified to meet new state requirements and reduce ambiguity in code interpretation. Definitions match the respective state definition whenever possible.

Duplexes

Duplexes are now regulated the same as detached single-family homes, and are allowed in the R-1, R-2, and R-3 zones.

Landscaping

Revised street tree standards to implement Sidewalk Master Plans goals and align with new City Climate Element.

Manufactured Homes

Manufactured home regulations were revised to better align with state requirements. Most existing standards remain in place, including minimum size requirements and the requirement that homes be placed on a permanent foundation.

Parking

Reduced the parking requirements for ADUs and middle housing on smaller lots and within a half mile walking distance from the STA Park and Ride.

Specialty Housing

A new definition and standards for specialty housing were added to clarify uses such as senior housing and assisted living and to distinguish them from STEP housing, which is primarily intended to address homelessness.

Transportation Demand Management (TDM)

Added an exemption for concurrency review for projects for transportation facilities and services of highways of statewide significance, added multimodal levels of service (LOS) to the transportation concurrency test.

Unit Lot Subdivision (ULS)

Added a new type of subdivision where middle housing dwelling units can be separated into fee simple real estate with a shared “parent” lot without increasing residential density.

Conclusion

The required updates to the development code will be necessary for state periodic update compliance, will reduce restrictions on different types of housing, and bolster the city’s landscaping standards.

AGENDA ITEM NO.: 11.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: August 4, 2026, Meeting Minutes

Dept of Origin: **Dept. Head Approval:**

Exhibit(s):
8.4.2026 Meeting Minutes

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the August 4, 2026, Meeting Minutes.

CITY COUNCIL MEETING
TUESDAY, AUGUST 4, 2026,
HELD IN PERSON & REMOTELY

6:00 P.M. Regular Session:

Invocation: Given by Mayor Kaminskas.

Pledge of Allegiance: Led by Mayor Kaminskas, City Council and Staff.

Call to Order: Mayor Kaminskas called the meeting to order at 6:04 p.m.

Roll Call: City officials who physically attended the meeting: Mayor Kaminskas; Mayor Pro Tem Dunne; Councilmembers Severs, Kurtz, Darrow, and Ball; Mark McAvoy, City Administrator; Sean Boutz, City Attorney; Kyle Dixon, Finance Director; Shane Miller, IT Manager; Amy Mullereile, Community Development Director; Lieutenant Mark Holthaus; and Rochelle Caton, City Clerk.

City officials who remotely attended the meeting via Zoom: Councilmembers Klingler and Fisher; Ben Turner, Public Works Director; Jandy Humble, Library Director; Chief Damon Simmons; David Goehner, Communications Specialist; and Jen Camp, Parks and Recreation Director.

Agenda Approval:

Mayor Pro Tem Dunne made a motion to move Agenda Item 11.E to Action Item 12.B. The motion was seconded by Councilmember Severs and passed unanimously.

Mayor Pro Tem Dunne made a motion to add Emergency Ordinance No. 317 to the agenda as Item 17.A. The motion was seconded by Councilmember Severs and passed unanimously.

Councilmember Ball made a motion to move Item 11.D to Item 12.C. The motion was seconded by Mayor Pro Tem Dunne and passed unanimously.

Mayor Pro Tem Dunne made a motion to approve the agenda as amended. The motion was seconded by Councilmember Severs and passed 7-0.

Citizen Comments: Tisha Goodman, a city resident, provided comments on item 10. A.

Appointments:

Confirmation of Appointments to City Council Committees: City Administrator McAvoy recommended the appointment of Councilmember Kurtz to the proposed Growth, Development and Infrastructure Committee. Mayor Pro Tem Dunne made a motion to confirm the appointment of Councilmember Kurtz. The motion was seconded by Councilmember Severs and passed 7-0.

Announcements / Proclamations / Special Presentations:

Reports & Inquiries:

City Council: Councilmember Ball commented on being appointed to the AWC Federal Legislative Priorities Committee, as well as being called to assist as a CERT volunteer the previous day.

Mayor Pro Tem Dunne reminded attendees that Movie Night at the Park will take place on August 8, 2026.

Councilmember Fisher commented on fire smoke conditions across the state and extended her sympathies to those displaced by the fires. Councilmember Fisher shared that she raised her family in a home located in the affected area.

Councilmember Darrow provided updates on also being appointed to the AWC Federal Legislative Priorities Committee, as well as attending the final WA-CELI (Washington Collaborative Elected Leaders Institute) training program.

Mayor: Mayor Kaminskas reminded the public of the Farmers Market schedule and highlighted emergency preparedness brochures provided by Greater Spokane Emergency Management, which are now available at City Hall.

City Administrator: City Administrator McAvoy provided updates and reminders, including the Community Meeting on the 2027 City Budget, scheduled for August 20, 2026, at 6 p.m. at the Liberty Lake Library.

City Administrator McAvoy then introduced Kyle Dixon, Finance Director, who presented the Financial Report for the second quarter of 2026. Questions were asked and answered throughout the presentation.

Council Committee Updates: Mayor Pro Tem Dunne and Councilmembers Severs and Darrow provided brief updates on the current work of their respective Council committees.

Workshop Discussions:

Gardens at Meadowwood Sign Notice of Violation: Amy Mullereile, Community Development Director, presented information regarding the Meadowwood sign notice of violation. Questions were asked and answered, followed by Council discussion. General Council consensus was to follow staff's recommendation for continued engagement with the applicant.

General Business – Consent Agenda: Mayor Pro Tem Dunne made a motion to approve Items 11.A through 11.C. Councilmember Severs seconded the motion, which passed unanimously.

11.A. July 21, 2026, Meeting Minutes: Approve the July 21, 2026, Meeting Minutes.

11.B. Approve Payroll: Approve the August 4, 2026, vouchers, July 1–15, payroll and benefits in an amount not to exceed $1,496,607.31.

11.C. Purchase of Reel Grinder for Golf Course Equipment: Approve the purchase of the reel grinder from Pacific Golf and Turf in an amount not to exceed $79,984.20.

General Business - Action Items:

12.A. Local Highway Technical Assistance Council (LHTAC) Safety Package Donation to Public Works: Mayor Pro Tem Dunne made a motion to accept the donation. Councilmember Severs seconded the motion.

Ben Turner, Public Works Director, provided additional information regarding the donation. Mayor Kaminskas called for a vote, and the motion passed unanimously.

12.B. Design Services Contract with BCRA for Library Improvements: Mayor Pro Tem Dunne made a motion to approve Item 12.B. The motion was seconded by Councilmember Severs. Questions were asked and answered throughout.

Mayor Pro Tem Dunne called a point of order regarding the item order, and it was determined to continue with consideration of the item.

Discussion ensued among the Council. Mayor Kaminskas clarified that the total the Council would authorize was $15,500 and that she would await a corrected invoice before signing. Mayor Kaminskas then called for a vote on the motion, which passed 7-0.

12.C. Molter Road Overlay Local Area Agreement: Mayor Pro Tem Dunne made a motion to approve and authorize the Mayor to sign the agreement. The motion was seconded by Councilmember Severs.

Kyle Dixon, Finance Director, explained an amended agreement recently received from WSDOT. The amendment changed the total engineering estimate to $143,975 rather than the published amount of $141,975.

Councilmember Severs made a motion to amend page one of the agreement to reflect the revised engineering estimate of $143,975. The motion was seconded by Councilmember Ball and passed 7-0.

Mayor Kaminskas then called for a vote on the Molter Road Overlay Local Agency Agreement, as amended. The motion passed 7-0.

Council Comments: None.

Public Hearings / Appeals: None.

Resolutions: None.

Ordinances: None.

Emergency Ordinances: Mayor Kaminskas and staff provided an overview of Emergency Ordinance No. 317. Rochelle Caton, City Clerk, read Ordinance No. 317 by title only.

As background, Bretz RV and Marine requested authorization to provide temporary space for individuals displaced by the Spokane Complex Fire. Under the City's existing development code, this use would not otherwise be permitted. City Administrator McAvoy and City Attorney Boutz explained the procedural considerations and framework of the ordinance while Councilmembers reviewed the copies provided to them. Amy Mullereile, Community Development Director, answered questions from the Council and stated that staff would continue coordinating with Bretz RV and Marine regarding implementation and operational guidelines.

Councilmember Ball made a motion to suspend the rules and move to a second reading. The motion was seconded by Mayor Pro Tem Dunne and passed unanimously.

Rochelle Caton, City Clerk, read Ordinance No. 317 for a second reading by title only.

Councilmember Severs made a motion to approve Ordinance No. 317. The motion was seconded by Mayor Pro Tem Dunne.

Councilmember Severs recognized Bretz RV and Marine for its willingness to assist individuals impacted by the Spokane Complex Fire.

Susan Schuler, a community member, shared that she was coordinating with Bretz RV and Marine and would also provide space on her personal property for dry camping.

Mayor Kaminskas then called for a vote on the motion to approve Ordinance No. 317. The motion passed unanimously.

Introduction of Upcoming Agenda Items: No workshop additions were requested.

Citizen Comments: None.

Executive Session: None.

Adjournment: With there being no further business, the meeting was adjourned at 7:38 p.m.

These minutes were approved August 18, 2026.

_____

Cris Kaminskas, Mayor
City of Liberty Lake

_____

These minutes were prepared by Rochelle Caton. This meeting was also recorded. Anyone who desires to listen to the recording may visit the city's website or contact the City Clerk.

AGENDA ITEM NO.: 11.B.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: August 18, 2026 Vouchers

Dept of Origin: **Dept. Head Approval:**

Exhibit(s):
8.18.2026 Vouchers, 08182026 Council

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the 8.18.2026 vouchers, 7.16.2026-7.31.2026 payroll and benefits in the total amount of $798,053.94.

City of Liberty Lake

Consent Agenda for August 18, 2026
City Council Meeting

Report from the Mayor for pending claims and payment of previously approved obligations through August 18, 2026.

Payee	Description	Amount
	See attached voucher report.	
Total vouchers through August 18, 2026		
	Check(s) 36523-36564	$227,356.13
	EFT	$139,934.10
		$367,290.23
July 16-31, 2026, payroll and benefits		
	EFT	$430,763.71
		$798,053.94

RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

City Clerk

Mayor

Council Member

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4525	08/18/2026	Claims	3	EFT	ACRANET	72.49	SERVICES
		001 - 572 10 41 00 - Library-Professional Services				72.49	MANNION, JOSIAH-BACKGROUND CHECK
4526	08/18/2026	Claims	3	EFT	AMAZON CAPITAL SERVICES	3,827.01	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				1,593.28	DIGITAL LEVER LOCKS
		001 - 521 10 31 00 - Law Enforcement Supplies				69.66	BATTERIES, SHIPPING LABEL SLEEVES, ZIP TIES
		110 - 542 70 31 01 - Roadside - Supplies				92.64	FLAT FREE TIRE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				61.12	PENS, 3 RING BINDER WITH CLIPBOARD, DESKTOP STAPLER
		001 - 558 50 31 00 - CP&ED Supplies				119.89	ERGONOMIC COMPUTER MOUSE
		001 - 571 00 31 04 - Special Events Supplies				47.95	SCISSORS FOR RIBBON CUTTINGS
		001 - 572 10 31 00 - Library Supplies				47.94	CARDSTOCK
		001 - 572 10 31 00 - Library Supplies				7.61	CLIPBOARDS
		001 - 572 10 31 00 - Library Supplies				194.02	THERMAL PAPER ROLLS
		001 - 572 10 31 00 - Library Supplies				106.93	CLEAR STORAGE BINS WITH LIDS, STACKABLE CLEAR PLASTIC BINS
		001 - 572 10 31 00 - Library Supplies				23.34	WIRELESS COMPUTER MICE
		001 - 572 10 31 00 - Library Supplies				158.25	AIR PURIFIERS
		001 - 572 10 31 00 - Library Supplies				10.29	NON-GLARE SHEET PROTECTOR FOR DOCUMENTS
		001 - 572 10 31 00 - Library Supplies				46.10	PRINTING CALCULATOR
		001 - 572 10 31 00 - Library Supplies				-97.01	RETURN OF THERMAL PAPER ROLLS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				41.40	ELECTRIC PENCIL SHARPENER, GUILLOTINE PAPER CUTTER
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				15.52	ROLLS OF RAFFLE TICKETS
		001 - 572 20 34 06 - Library Books & Other Materials				39.31	DVD, BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				25.06	DVD
		001 - 572 20 34 06 - Library Books & Other Materials				48.10	DVD'S
		420 - 576 61 31 03 - Maintenance Supplies				60.14	MAGNETIC SOCKET ORGANIZER SETS
		420 - 576 61 31 03 - Maintenance Supplies				29.40	COMPUTER SPEAKERS, LED LIGHT BULBS
		420 - 576 61 31 03 - Maintenance Supplies				194.81	JUMP STARTERS, WORK GLOVES
		420 - 576 61 31 03 - Maintenance Supplies				49.95	GATORADE
		420 - 576 65 31 01 - Maintenance Of Golf Course				115.43	PHONE CASE, PHONE SCREEN PROTECTOR
		420 - 576 65 31 01 - Maintenance Of Golf Course				81.70	ATHLETIC FIELD MARKING SPRAY PAINT
		001 - 576 80 31 01 - Parks Supplies				131.93	PHONE SCREEN PROTECTORS, PHONE CHARGER, PHONE CASE, PHONE CAMERA LENS PROTECTOR
		001 - 576 80 31 01 - Parks Supplies				54.48	SOLAR CAR BATTERY CHARGER MAINTAINERS
		001 - 576 80 31 01 - Parks Supplies				60.13	MAGNETIC SOCKET ORGANIZER SETS
		001 - 576 80 31 01 - Parks Supplies				29.40	COMPUTER SPEAKERS, LED LIGHT BULBS
		001 - 576 80 31 01 - Parks Supplies				194.81	JUMP STARTERS, WORK GLOVES
		001 - 576 80 31 01 - Parks Supplies				173.43	HEADLIGHT ASSEMBLY, GATORADE
4527	08/18/2026	Claims	3	EFT	APOLLO SHEET METAL INC	6,235.89	SERVICES
		001 - 521 50 41 00 - Facility - Professional Services_P				6,235.89	PD-HVAC REPAIR SVCS
4528	08/18/2026	Claims	3	EFT	AT&T MOBILITY LLC	8,280.56	SERVICES
		001 - 511 60 42 00 - Legislative-Telephone,Internet,P				228.94	CELL PHONE
		001 - 513 10 42 00 - Executive - Communications				91.78	CELL PHONE
		001 - 514 23 42 00 - Administrative Services-Telepho				198.20	CELL PHONE
		001 - 518 10 40 00 - Human Resources Services				50.94	CELL PHONE
		001 - 518 30 42 00 - Central Services - Communicatic				137.67	CELL PHONE
		001 - 518 80 42 00 - Information Technology Services				1,001.50	CELL PHONE/MIFI
		001 - 521 10 42 00 - Law Enforcement-Telephone,Int				4,072.45	CELL PHONE/LAPTOP
		110 - 542 90 42 00 - Maint Admin & Overhead - Tele				645.44	CELL PHONE

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 558 60 42 00 - Communications-Planning				640.75	CELL PHONE/TABLET
		001 - 571 00 41 00 - Recreational Activities Professio				45.89	CELL PHONE
		420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern				92.83	MIFI
		001 - 576 80 41 25 - Pavillion Park-Professional Servi				40.54	MIFI
		001 - 576 80 42 00 - Parks-Telephone,Internet,Postag				993.09	CELL PHONE
		001 - 576 80 42 45 - Orchard Park-Telephone,Interne				40.54	MIFI
4529	08/18/2026	Claims	3	EFT	CALLAWAY	69.67	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				-15.40	FREIGHT CREDIT
		420 - 576 61 34 01 - Pro Shop Merchandise				302.90	GOLF CLUB
		420 - 576 61 34 01 - Pro Shop Merchandise				-374.10	CREDIT FOR GOLF CLUB MISORDER
		420 - 576 61 34 01 - Pro Shop Merchandise				156.27	GOLF CLUB
4530	08/18/2026	Claims	3	EFT	CDW GOVERNMENT	5,414.20	SERVICES
		001 - 518 80 41 00 - Information Technology Service				5,414.20	CISCO DIRECT DUO ESSENTIALS
4531	08/18/2026	Claims	3	EFT	COBRA PUMA GOLF INC	495.23	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				495.23	GOLF CLUB
4532	08/18/2026	Claims	3	EFT	COLEMAN OIL COMPANY LLC	2,687.23	FUEL
		110 - 542 90 32 00 - Maint Admin & Overhead - Fuel				2,687.23	FUEL
4533	08/18/2026	Claims	3	EFT	COMCAST BUSINESS COMMUNICATIONS LLC	486.07	SERVICES
		420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern				486.07	SVCS THROUGH 08/01-08/31/2026
4534	08/18/2026	Claims	3	EFT	COUNTRY VISTA CAR WASH	290.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				290.00	58 LLPD WASHES
4535	08/18/2026	Claims	3	EFT	EXECUTECH UTAH LLC	2,408.62	SERVICES
		001 - 518 80 41 00 - Information Technology Service				2,408.62	MONTHLY BILLING AUGUST 2026
4536	08/18/2026	Claims	3	EFT	FISHERS TECHNOLOGY	117.23	SERVICES
		001 - 572 10 41 00 - Library-Professional Services				117.23	CONTRACT OVERAGE 06/28-07/27/2026
4537	08/18/2026	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	1,615.25	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				19.22	5 GALLON WATER CONTAINERS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				32.07	BALL SOCKETS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				22.32	HEAVY DUTY SM BOXES
		110 - 542 70 31 01 - Roadside - Supplies				23.96	STEM MOUNT PHOTO CONTROL
		110 - 542 70 31 01 - Roadside - Supplies				39.00	FENCE POST, BATTERY
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				53.24	POTTING MIX, PERLITE, GLOVES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				43.96	2-CYCLE OIL, ANVIL TRANSFER SHOVEL
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				64.03	BOTTLED WATER, GATORADE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				68.39	5 GALLON WATER CONTAINERS
		001 - 572 50 31 00 - Facilities - Supplies_Library				21.76	BLUEGRASS SOD
		420 - 576 61 31 03 - Maintenance Supplies				42.44	BOTTLED WATER, GATORADE
		420 - 576 61 31 03 - Maintenance Supplies				76.80	U-BOLTS, RESPIRATORS, GATORADE
		420 - 576 61 31 03 - Maintenance Supplies				115.69	NITRILE GLOVES, WORK GLOVES, GATORADE, STORAGE TOTES
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				111.58	PLASTIC ROLLER TRAYS, SILICONE PAINT CAN LID, MINI CAGE FRAMES, HAND DISH SOAP, SANDPAPER
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				85.34	TAPCONS
		001 - 576 80 31 01 - Parks Supplies				42.45	BOTTLED WATER, GATORADE
		001 - 576 80 31 01 - Parks Supplies				351.05	PROOF COIL CHAIN, THREADLOCK, TOOL BAG, FLASHLIGHTS
		001 - 576 80 31 01 - Parks Supplies				33.01	CATA6 PATCH CABLE, BATTERIES
		001 - 576 80 31 01 - Parks Supplies				76.79	U-BOLTS, RESPIRATORS, GATORADE

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		001 - 576 80 31 01 - Parks Supplies				115.70	NITRILE GLOVES, WORK GLOVES, GATORADE, STORAGE TOTES
		001 - 576 80 31 15 - Ballfields Supplies				51.10	LONG NOSE PLIERS, ALUMINUM FENCE TIES
		001 - 576 80 31 15 - Ballfields Supplies				4.33	BRACE BAND
		001 - 576 80 31 25 - Pavillion Park Supplies				47.33	SCOUR PAD, TOILET BOWL CLEANER, ANTIBACTERIAL ALL-PURPOSE CLEANER, NITRILE GLOVES
		001 - 576 80 31 45 - Orchard Park Supplies				12.80	BOTTLED WATER
		001 - 576 80 31 45 - Orchard Park Supplies				60.89	ODOR PARTICULATE FILTERS, CARTRIDGE FOR RESPIRATOR, PERFORMANCE CARTRIDGE
4538	08/18/2026	Claims	3	EFT	HORIZON	1,666.60	MATERIALS
		110 - 542 70 31 01 - Roadside - Supplies				73.58	DC LATCHING SOLENOID POTTED
		110 - 542 70 31 01 - Roadside - Supplies				4.58	MIPT X FPT 90 DEGREE ELBOWS
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				31.40	PRESSURE REG FILTER
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				10.19	CLAMP TOOL
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				33.14	DRIP GOOF PLUGS, TRUE SPRAY 5" SPIKE SPRAYS
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				5.94	PVC COUPLING, INS COUPLING, MANIFOLD NIPPLE
		001 - 576 80 31 45 - Orchard Park Supplies				183.92	PVC TEES, PVC REDUCING TEE, PVC REDUCER BUSHING, PVC 90 DEGREE ELBOW
		410 - 594 31 60 01 - Capital Expenditures/Expenses				331.35	REPEATER
		411 - 594 42 60 05 - Capital Expense Neyland Ave St				338.51	WEED BARRIERS
		110 - 595 30 60 09 - Small_Attractive Items - Roadsid				653.99	SELF PROPELLED LAWNMOWER
4539	08/18/2026	Claims	3	EFT	INGRAM LIBRARY SERVICES	1,974.73	BOOKS
		001 - 572 10 31 00 - Library Supplies				98.55	99 BUNDLES I CLASSIC B'S
		001 - 572 20 34 06 - Library Books & Other Materials				1,876.18	BOOKS
4540	08/18/2026	Claims	3	EFT	INLAND ASPHALT COMPANY	911.91	MATERIALS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				911.91	PLANT ASPHALT
4541	08/18/2026	Claims	3	EFT	LEADSONLINE PARENT LLC	3,520.70	SUBSCRIPTION
		001 - 521 10 41 00 - Law Enforcement-Professional S				3,520.70	POWERPLUS INVESTIGATION SYSTEM 10/01/2026-09/30/2027
4542	08/18/2026	Claims	3	EFT	LIBERTY LAKE SEWER AND WATER DISTRICT	17,542.58	SERVICES
		001 - 518 30 47 00 - Facility - Utilities_City Hall				220.00	CITY HALL
		001 - 518 30 47 00 - Facility - Utilities_City Hall				430.68	CITY HALL IRR2
		001 - 518 30 47 00 - Facility - Utilities_City Hall				50.00	23129 E MISSION AVE-IRR LEGACY BUILDING
		001 - 518 30 47 00 - Facility - Utilities_City Hall				440.00	23129 E MISSION AVE-LEGACY BUILDING
		001 - 521 50 47 00 - Facility - Utilities_Public Safety				491.11	LLPD/LLML BLDG
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				1,708.28	HARVARD RD IRR21
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				37.39	LIBERTY LAKE DR IRR1
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				286.34	MDWD VISTAS IRR5
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				431.30	MDWD VISTAS IRR8
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				749.86	MISSION&MOLTER IRR15
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				1,036.89	MISSION/MOLTER ROUNDABOUT IRR16
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				921.72	MOLTER RD IRR4
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				191.73	MDWD VISTAS IRR7
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				179.58	MDWD VISTAS IRR6
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				346.67	MISSION&SIGNAL IRR
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				637.69	MDWD VISTAS 4 TR C IRR9
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				460.63	WOODBROOK TR B IRR11
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				199.29	LIBERTY LAKE RD IRR22

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		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				1,187.76	GRAYHAWK HOA IRRIG PID 55141.3602
		110 - 542 30 47 01 - Roadway - Utility Services_Irriga				75.00	APPLEWAY (A) AVE IRR19
		110 - 542 30 47 01 - Roadway - Utility Services_Irriga				280.94	APPLEWAY (B) AVE IRR20
		110 - 542 90 47 00 - Maint Admin & Overhead Utility				25.00	375 N KRAMER PKWY IRR
		110 - 542 90 47 00 - Maint Admin & Overhead Utility				184.96	375 N KRAMER PKWY
		001 - 572 50 47 00 - Facility - Utilities_Library				220.64	LLPD/LLML BLDG
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				990.00	TRAILHEAD
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				162.44	TRAILHEAD GOLF COURSE IRR PID 55155.9145
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				25.00	WASH STATION GOLF COURSE
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				25.00	22302 E COUNTRY VISTA DR RR/SETTLER
		001 - 576 80 47 15 - Ballfields Utilities-Elec/Gas,Wtr/S				110.00	BALLFIELDS DRINKING FOUNTAIN/RESTROOMS 23900 E BOONE AVE
		001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V				1,005.42	PAVILLION PARK RESTOOM&SPLASH PAD
		001 - 576 80 47 35 - Town Square Utilities-Elec/Gas,V				110.00	TOWN SQUARE PARK
		001 - 576 80 47 35 - Town Square Utilities-Elec/Gas,V				326.86	TOWN SQUARE IRR18
		001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas				110.00	ROCKY HILL RESTROOMS
		001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas				1,043.82	ROCKY HILL PARK IRR14
		001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas				2,840.58	ROCKY HILL PARK WINROCK&MISSION IRR13
4543	08/18/2026	Claims	3	EFT	MASTERCARD	7,818.59	SERVICES; REGISTRATIONS; MATERIALS; SUBSCRIPTIONS;
		001 - 514 23 41 00 - Administrative Services-Professi				145.23	STATE OF WASHINGTON DEPT. OF LICENSING - VEHICLE REGISTRATION SVCS
		001 - 514 23 41 00 - Administrative Services-Professi				72.75	STATE OF WASHINGTON DEPT. OF LICENSING - VEHICLE REGISTRATION SVCS
		001 - 514 23 41 00 - Administrative Services-Professi				0.47	INTERNATIONAL TRANSACTION FEE
		001 - 514 23 49 01 - Administrative Services-Dues,Su				790.00	WASHINGTON FINANCE OFFICERS ASSOCIATION - 2026 WFOA ANNUAL CONFERENCE REGISTRATION FOR MENDEZ, ERIKA
		001 - 514 23 49 01 - Administrative Services-Dues,Su				75.00	WASHINGTON FINANCE OFFICERS ASSOCIATION - MENDEZ, ERIKA MEMBERSHIP DUES
		001 - 518 80 41 00 - Information Technology Services				30.52	VECTEEZY DESIGN SVCS
		001 - 518 80 41 00 - Information Technology Services				74.56	OFFICE 365 LICENSES
		001 - 518 80 41 00 - Information Technology Services				135.06	WIFIMAN WIZARD
		001 - 518 80 41 00 - Information Technology Services				25.56	ZOOM 07/27-08/26/2026
		001 - 518 80 41 00 - Information Technology Services				249.97	ZOOM 07/27-08/26/2026
		001 - 518 80 41 00 - Information Technology Services				4.89	1PASSWORD 10 USERS 07/01/2026-07/01/2027
		001 - 518 80 41 00 - Information Technology Services				47.62	1PASSWORD 10 USERS 07/01/2026-07/01/2027
		001 - 521 10 31 00 - Law Enforcement Supplies				129.86	PLAQUE
		001 - 521 10 41 00 - Law Enforcement-Professional S				35.89	NATIONAL PHOTOLABS HUNT
		001 - 521 10 41 00 - Law Enforcement-Professional S				416.67	MEAL FOR TRAINING CLASS
		001 - 521 10 41 00 - Law Enforcement-Professional S				140.00	PACKTRACK SUBSCRIPTION
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				990.00	HOWARD, ESPARZA TPOR COURSE REGISTRATION
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				175.00	LAROCCO, CODY APPLE & IOS INVESTIGATION
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				3.29	FAXZERO
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				-599.00	OFFSET CREDIT VOUCHER
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				-475.00	PUBLIC SAFETY CREDIT VOUCHER
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				-452.82	PUBLIC SAFETY CREDIT VOUCHER

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		110 - 542 64 31 00 - Traffic Control Devices - Supplie				799.00	INVARION LLC - RAPIDPLAN SINGLE-MACHINE
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				257.00	GREEN RIVER COLLEGE - BAT CERT EXAM FOR MCKEEVER, MORGAN
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				945.00	PACIFIC NORTHWEST ISA - REGISTRATION FOR MAUS, DAN FOR THE PACIFIC NORTHWEST ISA 2026 ANNUAL TRAINING CONFERENCE
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				770.00	GREEN RIVER COLLEGE - BACKFLOW ASSEMBLY TESTER CERTIFICATION COURSE FOR MCKEEVER, MORGAN
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				90.00	INTERNATIONAL SOCIETY OF ARBORICULTURE - DIGITAL GUIDE FOR PLANT APPRAISAL
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				116.00	METRO INSTITUTE - PESTICIDE TEST REGISTRATION FOR CRITES, STEVEN
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				51.50	WA STATE DEPT. OF AGRICULTURE - PESTICIDE TEST FOR CRITES, STEVEN
		001 - 558 50 41 00 - CP&ED-Professional Services				326.93	INDEED - JOB POSTINGS FOR SENIOR PLANNER POSITION
		001 - 558 50 49 00 - CP&ED-Dues,Subscriptions,Mbrs				50.00	MRSC - MULLERLEILE, AMY REGISTRATION FOR A TRAINING ON PREPARING FOR LARGE DATA CENTERS
		001 - 558 50 49 00 - CP&ED-Dues,Subscriptions,Mbrs				130.00	INTERNATIONAL CODE COUNCIL - SINGLE CERTIFICATE RENEWAL FOR MCCARY, CHRIS
		001 - 571 00 31 04 - Special Events Supplies				255.75	FAST SIGNS - POLE BANNER HARDWARE SETS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				298.83	BOOK OUTLET - BOOKS
		001 - 572 10 49 00 - Library-Dues,Subscriptions,Mbrs				14.16	SPOTIFY - SUBSCRIPTION FEE
		001 - 572 10 49 00 - Library-Dues,Subscriptions,Mbrs				120.00	MOBILE BEACON - INTERNET SERVICE
		001 - 572 10 49 00 - Library-Dues,Subscriptions,Mbrs				120.00	MOBILE BEACON - INTERNET SERVICE
		420 - 576 61 42 01 - Golf Pro Shop-Telephone,Interne				251.88	COMCAST BUSINESS - COMMUNICATION SVCS
		111 - 576 80 30 00 - General Parks Supplies				76.29	OFFICE DEPOT - LAMINATE FOR PARKS & ARTS STORYWALK BOOKS
		001 - 576 80 49 01 - Parks-Registration Fees,Mbrship				21.79	ARLO TECHNOLOGIES - ARLO SUBSCRIPTION 07/17-08/17/2026
		111 - 594 76 60 02 - Capital Outlays Public Art				595.00	DIY COURT - ACRYLIC LATEX EMULSION
		111 - 594 76 60 02 - Capital Outlays Public Art				5.36	DIY COURT - INTERNATIONAL TRANSACTION FEE
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				508.58	HERC RENTALS - RENTAL OF SKIDSTEER ATTACHMENT PLANER
4544	08/18/2026	Claims	3	EFT	MIZUNO USA INC - NDC	901.01	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				901.01	GOLF CLUBS
4545	08/18/2026	Claims	3	EFT	NATIONAL BARRICADE CO	3,072.71	RENTAL
		110 - 542 64 31 00 - Traffic Control Devices - Supplie				218.00	BIKE RELATED SIGNS, STOP SIGN
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				2,854.71	RENTAL OF BARRICADES, SIGNS, AND SIGN STANDS FROM 06/26-07/31/2026
4546	08/18/2026	Claims	3	EFT	O'REILLY AUTO PARTS	645.89	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				110.62	CAPSULE, MOTOR OIL, OIL FILTER
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				116.07	CODE READER, MAGNETIC PICK-UP TOOL
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				262.33	BATTERY, AIR FILTER
		001 - 576 80 31 01 - Parks Supplies				150.97	BATTERY
		001 - 576 80 31 01 - Parks Supplies				5.90	WIPER BLADES
4547	08/18/2026	Claims	3	EFT	OPPORTUNITY INDUSTRIES INC	190.75	SERVICES

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		110 - 542 70 41 00 - Roadside - Professional Services				190.75	MISSION/HARVEST PARKWAY ROUNDABOUT POWER TROUBLE SHOOTING
4548	08/18/2026	Claims	3	EFT	ORIENTAL TRADING COMPANY	18.73	MATERIALS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				18.73	BOOK BUDDIES, GLITTER TATTOOS
4549	08/18/2026	Claims	3	EFT	OXARC	45.59	MATERIALS
		420 - 576 65 41 00 - Professional Services-Golf Greer				22.80	TANK RENTAL
		001 - 576 80 41 00 - Parks-Professional Services				22.79	TANK RENTAL
4550	08/18/2026	Claims	3	EFT	RAMH ENTERTAINMENT	6,043.18	SERVICES
		001 - 571 00 41 05 - Special Events Professional Servi				6,043.18	INFLATABLES FOR FOUNDERS & FIREWORKS EVENT
4551	08/18/2026	Claims	3	EFT	SAMBA HOLDINGS INC	460.75	SERVICES
		001 - 518 10 40 00 - Human Resources Services				460.75	ESSENTIALS SVCS 08/01-08/31/2026, MONITORING SERVICE FEE / STATE FEE / DATA FEE 07/01-07/30/2026
4552	08/18/2026	Claims	3	EFT	SHEA CARR & JEWEL INC	21,146.50	SERVICES
		001 - 558 60 40 05 - Professional Services - Developr				21,146.50	SVCS THROUGH 05/30-06/30/2026
4553	08/18/2026	Claims	3	EFT	ROBERT R SHELLBERG	26.12	REIMBURSEMENT
		110 - 542 90 43 00 - Maint Admin & Overhead - Lod				26.12	REIMBURSEMENT FOR MEAL ON DAY TRIP
4554	08/18/2026	Claims	3	EFT	SITEONE LANDSCAPE SUPPLY LLC	717.79	MATERIALS
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK
		411 - 594 42 60 05 - Capital Expense Neyland Ave St				611.51	BARK NUGGET MULCH 2 IN. BULK
4555	08/18/2026	Claims	3	EFT	THE BUNKER	148.49	MATERIALS
		001 - 521 22 26 11 - Uniforms-Duty & Reserv				148.49	WIDMAN-METAL NAME TAG, SOLID BRASS TIE BAR
4556	08/18/2026	Claims	3	EFT	THE F A BARTLETT TREE EXPERT COMPANY	292.12	SERVICES
		420 - 576 65 41 00 - Professional Services-Golf Greer				292.12	INSPECT WOODY TREES/SHRUBS
4557	08/18/2026	Claims	3	EFT	THE UPS STORE 3037	109.49	POSTAGE
		001 - 572 10 42 00 - Library-Telephone,Internet,Posta				109.49	LLML RETURN PACKAGES
4558	08/18/2026	Claims	3	EFT	TIRE-RAMA	1,976.08	SERVICES
		001 - 521 10 48 00 - Vehicle Maintenance				865.75	2022 DODGE CHARGER-OIL CHANGE, FOUR NEW TIRES
		110 - 542 70 41 00 - Roadside - Professional Services				28.21	2019 FORD RANGER XL/XLT/LARIAT-TIRE REPAIR
		001 - 572 10 41 00 - Library-Professional Services				1,082.12	2014 FORD ESCAPE-FOUR NEW TIRES, LUGNUT REPLACEMENT
4559	08/18/2026	Claims	3	EFT	JORDAN TUTTLE	387.00	PER DIEM
		001 - 521 10 43 00 - Law Enforcement Travel-Lodgin				387.00	2026 HITS K9 CONFERENCE
4560	08/18/2026	Claims	3	EFT	ULINE	683.99	MATERIALS
		001 - 576 80 31 01 - Parks Supplies				226.88	TRASH CAN FLAT LID, DOG WASTE BAGS, PALLET NOTES
		001 - 576 80 31 35 - Town Square Supplies				457.11	TOILET PAPER
4561	08/18/2026	Claims	3	EFT	VANGUARD CLEANING SYSTEMS	2,505.00	SERVICES
		001 - 518 30 41 10 - Facility - Professional Services_C				2,505.00	CH CUSTODIAL SVCS
4562	08/18/2026	Claims	3	EFT	WASHINGTON STATE DEPARTMENT OF REVENUE	22,959.57	TH B&O/SALES TAX JULY 2026

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		420 - 576 61 40 00 - Business & Occupation, Sales Ta				22,959.57	
4563	08/18/2026	Claims	3	EFT	WASTE MGMT OF SPOKANE	1,514.17	SERVICES
		001 - 518 30 41 00 - Central Services-Professional Se				514.25	CH GARBAGE SVCS 07/01-07/30/2026
		001 - 576 80 41 45 - Orchard Park-Professional Servic				999.92	ORCHARD GARBAGE SVCS 07/01-07/31/2026
4564	08/18/2026	Claims	3	EFT	WESTERN STATES EQUIPMENT COMPANY	144.75	MATERIALS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				30.52	RETAINER A'S, PIN-GETS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				114.23	TIP-WIDE
4565	08/18/2026	Claims	3	EFT	WEX BANK-FUEL CARDS	7,747.43	FUEL
		001 - 521 10 32 00 - Law Enforcement Fuel Consume				7,747.43	FUEL
4566	08/18/2026	Claims	3	EFT	WILBUR-ELLIS COMPANY LLC	2,324.31	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				656.83	FUNGICIDE
		420 - 576 65 31 01 - Maintenance Of Golf Course				1,667.48	FERTILIZER, FUNGICIDE
4567	08/18/2026	Claims	3	EFT	XEROX CORPORATION	307.17	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				307.17	07/01-07/30/2026 SVCS, 06/21-07/30/2026
4568	08/18/2026	Claims	3	EFT	YOKES FRESH MARKET	130.95	MATERIALS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				26.31	PURIFIED DRINKING WATER, PARTY ICE LARGE, ICE BLOCK ICE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				6.53	PARTY ICE LARGE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				23.05	PURIFIED DRINKING WATER, PARTY ICE LARGE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				6.53	PARTY ICE LARGE
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				13.05	PURIFIED DRINKING WATER, PARTY ICE LARGE
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				14.98	SNOQ FALLS PANCA, SUGARMAN ORG VT
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				40.50	MISC BAKERY ITEMS, SHORTBREAD COOKIES
4569	08/18/2026	Claims	3	36523	ADIDAS AMERICA INC	674.91	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				674.91	POLOS
4570	08/18/2026	Claims	3	36524	ALBERTSONS/SAFEWAY	38.13	MATERIALS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				38.13	DRINKING WATER, SPAGHETTI, PENNE PASTAM MARSHMALLOWS, CUP, BATH TISSUE
4571	08/18/2026	Claims	3	36525	ALBRIGHT MANAGED NETWORKS LLC	653.46	SERVICES
		001 - 518 80 41 00 - Information Technology Services				653.46	WINDOWS 10 ESU YEAR 1
4572	08/18/2026	Claims	3	36526	ALLIED FIRE AND SECURITY	1,493.36	SERVICES
		001 - 518 30 41 10 - Facility - Professional Services_C				179.70	CH-SECURITY SVCS
		001 - 518 30 41 10 - Facility - Professional Services_C				596.41	CH-SECURITY & VIDEO SVCS
		001 - 521 50 41 00 - Facility - Professional Services_P				414.01	LLPD-VIDEO & SECURITY SVCS
		001 - 572 50 41 00 - Facility - Professional Services_Li				303.24	LLML-FIRE SVCS
4573	08/18/2026	Claims	3	36527	AMERICAN LEGAL PUBLISHING CORP	756.00	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				756.00	2026 S-4 SUPPLEMENT PAGES
4574	08/18/2026	Claims	3	36528	ARROW CONCRETE & ASPHALT SPECIALTIES	10,401.31	AGENDA ITEM 11.E 06022026 COUNCIL

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		111 - 594 76 60 02 - Capital Outlays Public Art				10,401.31	ROCKY HILL-MURAL PREP SVCS THAT INCLUDED RESURFACING EXISTING CONCRETE BASKETBALL COURT AND RE-ADDING BASKETBALL LINES
4575	08/18/2026	Claims	3	36529	AVISTA UTILITIES	21,449.46	SERVICES
		001 - 518 30 47 00 - Facility - Utilities_City Hall				1,514.68	22710 E COUNTRY VISTA DR CITY HALL
		001 - 518 30 47 00 - Facility - Utilities_City Hall				215.27	22710 E COUNTRY VISTA DR CH LITTLE HOUSE
		001 - 518 30 47 00 - Facility - Utilities_City Hall				54.36	LL RD/CV COMMUNITY MESSAGE BRD
		110 - 518 30 47 20 - Facility - Utilites_Public Works				664.10	375 N KRAMER PKWY MAINTENANCE SHOP PUBLIC WORKS YARD
		110 - 518 30 47 20 - Facility - Utilites_Public Works				364.60	375 N KRAMER PKWY MAINTENANCE SHOP CT SVC
		001 - 521 50 47 00 - Facility - Utilities_Public Safety				1,653.99	LLML/LLPD BLDG
		110 - 542 63 47 00 - Street Lighting - Utility Services_				7,621.68	STREET LIGHTS
		110 - 542 63 47 00 - Street Lighting - Utility Services_				210.40	HARVEST AND MISSION ROUNDABOUT LIGHTS
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				32.86	924 N MOLTER RD SCHOOL SPEED SIGN
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				32.36	21806 E MISSION AVE HARVARD RD ROUNDABOUT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				78.93	APPLEWAY & MADSON TRFC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				60.29	SIGNAL/APPLEWAY TRAFFIC SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				34.27	23500 E MISSION AVE MISSION/MOLTER ROUNDABOUT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				80.84	20150 E COUNTRY VISTA DR TRAFFIC SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				91.19	COUNTRY VISTA DR&KRAMER PKWY SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				83.67	E COUNTRY VISTA DR & N LEGACY RIDGE DR TRAFFIC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				81.72	HARVARD RD & INDIANA AVE TRAFFIC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				318.50	KRAMER PKWY & MISSION RAB S LIGHTS
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				109.46	MOLTER & APPLEWAY SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				89.57	APPLEWAY & LLAKE RD SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				87.06	LLAKE RD & CVISTA SIGNAL
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				31.12	HARVARD & INDIANA IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				41.14	2701 N HARVARD RD MONUMENTS
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				31.41	1425 N LIBERTY LAKE RD SPRINKLER
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.90	23104 E APPLEWAY AVE SPKL IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.77	22427 E APPLEWAY AVE SPKL IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.00	MISSION & KRAMER IRRIG
		001 - 572 50 47 00 - Facility - Utilities_Library				743.09	LLML/LLPD BLDG
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				1,990.52	1102 N LIBERTY LAKE RD TRAILHEAD GOLF COURSE
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				2,337.32	1102 N LIBERTY LAKE RD PUMP
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				890.08	22302 E COUNTRY VISTA DR, RESTAURANT
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				10.50	22302 E COUNTRY VISTA DR TRAILHEAD
		001 - 576 80 47 01 - Parks Utilities-Elec/Gas,Wtr/Swr,				38.82	21851 E WELLINGTON PKWY
		001 - 576 80 47 15 - Ballfields Utilities-Elec/Gas,Wtr/S				152.53	23820 E BOONE AVE LIBERTY LAKE BALL FIELDS
		001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V				185.47	727 N MOLTER RD PAVILLION PARK IRRIG
		001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V				457.88	24501 E VALLEYWAY PP PUMP LOCATED @MEADOWWOOD GC
		001 - 576 80 47 35 - Town Square Utilities-Elec/Gas,V				128.51	1420 N MEADOWWOOD LN TOWN SQ PARK LIGHTS

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				715.55	20300 E INDIANA AVE ORCHARD PARK
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				30.85	20298 E INDIANA AVE ORCHARD PARK
		001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas				93.20	24800 E MISSION AVE ROCKY HILL PARK IRRIG
4576	08/18/2026	Claims	3	36530	BCRA INC	1,352.49	SERVICES
		330 - 594 72 62 00 - Library - Buildings & Structures				1,352.49	LLML INTERIOR DESIGN SVCS 07/01-07/31/2026
4577	08/18/2026	Claims	3	36531	CAROLYN BORDWELL	125.00	REFUND RESERVATION
		001 - 362 00 00 05 - Space And Facilities Rentals (Sh				-125.00	
4578	08/18/2026	Claims	3	36532	BRODART COMPANY	231.76	MATERIALS
		001 - 572 10 31 00 - Library Supplies				231.76	DIGITAL SINGL MATTE BLUE
4579	08/18/2026	Claims	3	36533	CENTER POINT INC	304.44	MATERIALS
		001 - 572 20 34 06 - Library Books & Other Materials				304.44	BOOKS
4580	08/18/2026	Claims	3	36534	MELISSA COLE	6,000.00	SERVICES
		111 - 594 76 60 02 - Capital Outlays Public Art				6,000.00	50% OF TOTAL PROJECT COST FOR ROCKY HILL MURAL
4581	08/18/2026	Claims	3	36535	DEMCO	274.31	MATERIALS
		001 - 572 10 31 00 - Library Supplies				274.31	REDDI-COVERS BOOK COVERS, BOOK TAPE, GENRE LABELS
4582	08/18/2026	Claims	3	36536	BIANCA ESTEVES	125.00	REFUND RESERVATION
		001 - 362 00 00 05 - Space And Facilities Rentals (Sh				-125.00	
4583	08/18/2026	Claims	3	36537	MUNICIPAL LIBRARY FRIENDS OF THE LIBERTY LAKE	2,727.83	LODGING TAX REIMBURSEMENT
		115 - 557 30 41 00 - Tourism Prof Services				2,727.83	
4584	08/18/2026	Claims	3	36538	GRAINGER	895.82	MATERIALS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				6.55	SOCKET BIT
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				19.65	SOCKET BITS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				697.27	DRYWALL TRUCK
		001 - 576 80 31 55 - Rocky Hill Park Supplies				172.35	WATER EFFICIENT BUBBLER
4585	08/18/2026	Claims	3	36539	GREENLEAF LANDSCAPING INC	1,635.00	SERVICES
		001 - 576 80 30 01 - Parks - Horticulture Supplies				1,635.00	ROCKY HILL PARK-WEEDS SVCS
4586	08/18/2026	Claims	3	36540	GS4 LLC	67.61	MATERIALS; MATERIALS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				9.79	HEX KEY SETS
		110 - 542 30 31 00 - Roadway - Supplies_Signage				24.50	ROPE, STARTER CORD UNIVERSAL
		420 - 576 61 31 03 - Maintenance Supplies				9.33	FASTENERS
		001 - 576 80 31 01 - Parks Supplies				9.95	WOODRUF KEYS, FASTENERS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				14.04	PROPANE
4587	08/18/2026	Claims	3	36541	KANOPY INC	93.00	MATERIALS
		001 - 572 10 41 01 - Software Maint/data Ba				93.00	TICKETS
4588	08/18/2026	Claims	3	36542	SAM KINGMAN	125.00	REFUND RESERVATION
		001 - 362 00 00 05 - Space And Facilities Rentals (Sh				-125.00	
4589	08/18/2026	Claims	3	36543	KELLY LUNDBERG	200.00	REFUND RESERVATION
		001 - 362 00 00 05 - Space And Facilities Rentals (Sh				-200.00	
4590	08/18/2026	Claims	3	36544	MACKIN BOOK COMPANY	205.00	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				205.00	BOOKS
4591	08/18/2026	Claims	3	36545	BRENT MALAKOWSKY	250.00	REFUND RESERVATION
		001 - 362 00 00 05 - Space And Facilities Rentals (Sh				-250.00	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4592	08/18/2026	Claims	3	36546	MOUNTAIN DOG SIGN COMPANY	474.16	MATERIALS
		001 - 521 10 31 00 - Law Enforcement Supplies				474.16	HALF-FOLD PAMPHLETS
4593	08/18/2026	Claims	3	36547	NORTHWEST FENCE CO	16.44	MATERIALS
		001 - 576 80 31 15 - Ballfields Supplies				16.44	PRESSED STEEL RAIL-ENDS, CARRIAGE BOLTS
4594	08/18/2026	Claims	3	36548	OLUKAI LLC	818.10	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				69.25	SANDALS
		420 - 576 61 34 01 - Pro Shop Merchandise				748.85	SANDALS
4595	08/18/2026	Claims	3	36549	OVERHEAD DOOR CORPORATION	245.25	SERVICES
		420 - 576 61 41 03 - Facilities - Professional Services_				245.25	CHAVELITAS GARAGE DOOR SVCS
4596	08/18/2026	Claims	3	36550	PLANET TURF	1,119.98	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				476.88	PLANET SPORT PLUS SEED
		420 - 576 65 31 01 - Maintenance Of Golf Course				643.10	MICRO-SEA MICRO NUTRIENTS, IRON POLYAMINE, ORO AGRI, PLANET TURF KICK
4597	08/18/2026	Claims	3	36551	PTERA INC	2,708.00	SERVICES
		001 - 518 30 42 00 - Central Services - Communicatic				1,469.00	SVC TRADE CR,COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT,ENTERPRISE DIA 1G
		001 - 521 10 40 00 - Sheriff (EMS Agreement)				304.00	COMMERCIAL PWR,BASIC PHONE SYS,ADD'L EXT
		110 - 542 90 42 00 - Maint Admin & Overhead - Tele				115.00	PWY SVC TRADE CR,COMMERCIAL 50/50 INTERNET
		001 - 572 10 42 00 - Library-Telephone,Internet,Posta				279.00	BASIC PHONE SYS,ADD'L EXT
		420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern				101.00	SVC TRADE CR,COMMERCIAL 50/50 INTERNET
		001 - 576 80 41 25 - Pavillion Park-Professional Servi				200.00	PP COMMERCIAL PWR;SOFTBALL FIELD COMMERCIAL PWR
		001 - 576 80 42 35 - Town Square-Telephone,Interne				85.00	TS COMMERCIAL PWR
		001 - 576 80 42 45 - Orchard Park-Telephone,Interne				85.00	ORCHARD PARK COMMERCIAL PWR,10M/5M
		001 - 576 80 42 55 - Rocky Hill Park-Telephone,Interr				70.00	RHP COMMERCIAL PWR
4598	08/18/2026	Claims	3	36552	SENSKE LAWN & TREE CARE INC	1,575.10	SERVICES
		110 - 553 60 31 10 - Weed Control - Supplies				149.34	VEGETATION CONTROL TREATMENT SVCS
		110 - 553 60 31 10 - Weed Control - Supplies				149.34	VEGETATION CONTROL TREATMENT SVCS
		110 - 553 60 31 10 - Weed Control - Supplies				149.34	VEGETATION CONTROL TREATMENT SVCS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				563.54	VEGETATION CONTROL TREATMENT SVCS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				563.54	VEGETATION CONTROL TREATMENT SVCS
4599	08/18/2026	Claims	3	36553	SLE INC	129,972.18	AGENDA ITEM 10.D 06062026 COUNCIL
		411 - 594 42 60 05 - Capital Expense Neyland Ave St				129,972.18	NEYLAND SW IMPROVEMENT SVCS THROUGH 07/30/2026
4600	08/18/2026	Claims	3	36554	SPOKANE ARTS FUND	2,012.50	SERVICES
		111 - 594 76 60 02 - Capital Outlays Public Art				2,012.50	CONSULTANT JANUARY 2026
4601	08/18/2026	Claims	3	36555	SPOKANE COUNTY ENVIRONMENTAL SERVICES	50.41	UTILITIES
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				50.41	AUGUST SEWER CHARGES
4602	08/18/2026	Claims	3	36556	SPOKANE COUNTY TREASURER	24,674.97	SERVICES
		001 - 521 10 40 00 - Sheriff (EMS Agreement)				21,327.00	LE DISPATCH SVCS AUG 2026
		001 - 521 10 40 01 - Spokane County - Jail				3,347.97	CONFINEMENT PROGRAM AUG 2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4603	08/18/2026	Claims	3	36557	TRAVIS MATHEW LLC	1,740.94	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				1,740.94	SHOT GLASSES, HOODIES, TEES, 1/4 ZIPS, POLOS
4604	08/18/2026	Claims	3	36558	VERIZON WIRELESS VSAT	75.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				75.00	PRESEVATION OR WARRANT 02/23-03/02/2026
4605	08/18/2026	Claims	3	36559	WALTON'S STUMP REMOVAL LLC	2,180.00	SERVICES
		001 - 576 80 30 01 - Parks - Horticulture Supplies				2,180.00	STUMP GRINDING ROCKY HILL &TOWN SQUARE
4606	08/18/2026	Claims	3	36560	WASHINGTON RECREATION AND PARK	175.00	MEMBERSHIP
		001 - 576 80 49 01 - Parks-Registration Fees,Mbrship				175.00	CAMP, JEN PROFESSIONAL MEMBERSHIP JOIN THROUGH 08/10/2027
4607	08/18/2026	Claims	3	36561	WESTERN EQUIPMENT	1,081.61	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				1,081.61	FLEX CONVERSION ASSEMBLIES
4608	08/18/2026	Claims	3	36562	WHITLEY FUEL LLC	8,207.10	FUEL
		001 - 518 30 32 00 - Central Services Fuel Consumed				39.01	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				97.96	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				43.10	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				273.61	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				109.63	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				120.49	UNLEADED
		001 - 518 30 32 00 - Central Services Fuel Consumed				86.09	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				12.00	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				30.14	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				13.26	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				33.73	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				37.08	UNLEADED
		410 - 531 00 32 00 - Storm Drainage Utilities - Fuel				26.49	UNLEADED
		110 - 542 66 32 00 - Snow And Ice Control - Fuel				2,865.69	DIESEL
		110 - 542 70 32 00 - Roadside - Fuel				72.02	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				180.84	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				79.56	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				586.32	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				202.40	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				222.45	UNLEADED
		110 - 542 70 32 00 - Roadside - Fuel				158.94	UNLEADED
		110 - 542 90 32 00 - Maint Admin & Overhead - Fuel				1,094.46	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				30.01	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				75.35	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				33.15	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				84.33	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				92.69	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				66.23	UNLEADED
		420 - 576 61 31 03 - Maintenance Supplies				-215.28	CREDIT FOR DELIVERY
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				48.02	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				120.56	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				53.04	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				134.93	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				148.30	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				105.96	UNLEADED
		001 - 576 80 31 01 - Parks Supplies				-215.27	CREDIT FOR DELIVERY

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 32 00 - Parks Fuel Consumed				90.03	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				226.05	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				99.45	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				253.00	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				278.06	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				198.68	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				9.01	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				22.60	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				9.94	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				25.31	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				27.81	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				19.87	UNLEADED
4609	08/18/2026	Claims	3	36563	ANGELA WILSON	6.50	REFUND
		001 - 341 81 00 02 - Public Record Fees				-6.50	REFUND PUBLIC RECORDS REQUEST FEE
4610	08/18/2026	Claims	3	36564	BETTY WOLF	144.00	REFUND REGISTRATION
		001 - 347 60 00 00 - Recreation Program Fees				-144.00	

001 General Fund	131,910.50
110 Street Fund	30,951.29
111 Parks & Art Fund	19,090.46
115 Tourism Promotion Fund	2,727.83
330 Library Capital Fund	1,352.49
410 Stormwater Utility Fund	8,859.18
411 Aquifer Protection Fund	130,922.20
420 Golf Operations Fund	41,476.28
	Claims: 367,290.23
* Transaction Has Mixed Revenue And Expense Accounts	367,290.23

"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.: 11.C.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: Survey/Engineering Services Contract with Parametrix for Country Vista and Molter Sidewalk Improvement Project

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
Scope and Fee Molter-Country Vista

Expenditure Required	Yes
Budgeted	Yes; REET 1 Capital Projects Fund (310); Pedestrian Crossing Allocation (595 61 60 00)
City Program	Streets Maintenance

Summary Statement

This consent agenda item authorizes the execution of an engineering services agreement with Parametrix, Inc. in the amount of $29,445 for surveying and design services associated with sidewalk and curb ramp improvements at the intersection of E. Country Vista Drive and N. Molter Road. Parametrix serves as the City's on-call engineering consultant for these types of services; therefore, this agreement was not competitively bid in accordance with the City's procurement policies.

The scope of work includes completion of a topographic and boundary survey to support design, evaluation and redesign of existing curb ramps to meet current Americans with Disabilities Act (ADA) standards, and design of a new sidewalk segment on the south side of E. Country Vista Drive east of the intersection. The consultant will prepare all necessary construction plans and supporting documentation required for project implementation.

This project supports the City's ongoing efforts to improve pedestrian accessibility, safety, and compliance with federal ADA requirements.

Recommended Action

Authorize the Mayor to sign a survey/engineering services contract with Parametric for the Country Vista and Molter Sidewalk Improvement Project for an amount not to exceed $29,445.

Scope of Work – Surveying/Engineering Services

Project: **City of Liberty Lake – Country Vista and Molter Sidewalks**
Local Agency: **City of Liberty Lake**
Consultant: **Parametrix, Inc.**

OBJECTIVE

The Owner's objective in this Agreement is for the Consultant to provide surveying, and design engineering services for a sidewalk and curb ramp construction project at the intersection of E. Country Vista Drive and N. Molter Road. A topographic and boundary survey of the area will be completed in support of design. Using the new background, the existing curb ramps will be re-designed for compliance with the latest ADA standards, and a new sidewalk will be designed east of the intersection on the south side of S. Country Vista Drive. The Consultant will provide the professional services required to design the project and to prepare construction plans (specifications and bidding documents not anticipated). Construction management / construction administration services may be amended to this contract after design is complete.

PROJECT SCOPE

Parametrix, Inc. will provide the following services for the Project:

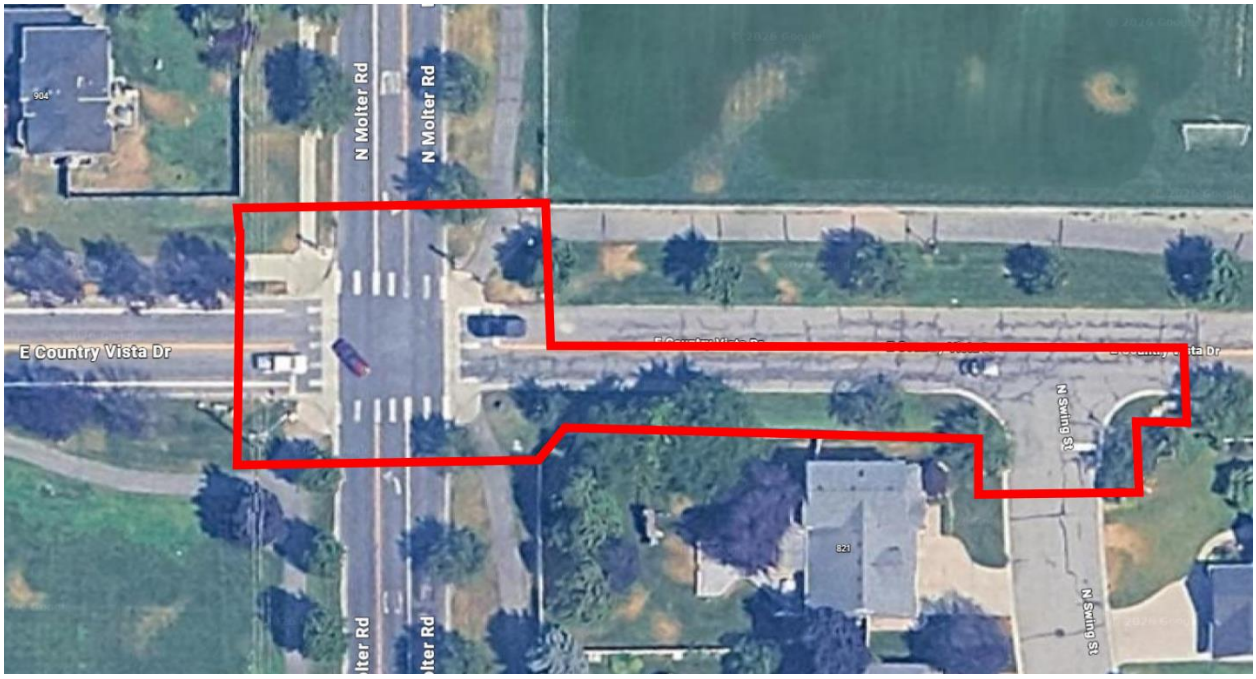
1. SURVEY SERVICES

1.1 Boundary and Topographic Surveying:

Parametrix will retrace a portion of the right of way of E Country Vista Dr, N Molter Rd and N Swing St, as shown in **Figure 1**. Parametrix will perform a boundary survey of the subject property based on deeds supplied by the city and will perform additional Spokane County records research for evidence of previous surveys, perform control measurements, and locate evidence of occupation near the boundary of the property.

In addition, Parametrix will perform a topographic survey of the area shown in **Figure 1** along E Country Vista Dr, N Molter Rd, and N Swing St. Storm and sanitary structures to be located shall include one structure upstream and downstream of the property. Contours will be at 1-foot intervals, or as required, and based on the North American Vertical Datum of 1988, NAVD88.

Figure 1. Survey Limits



Topographic Elements

Topographic elements consist of information shown on a map which depicts the horizontal and vertical positions of natural and/or fabricated features and existing terrain surfaces. The topographic mapping will include evidence of, including but not limited to, the following improvements:

• Buildings • Curbs • Sidewalks/paths • Driveways/curb cuts • Pavement delineation between concrete and asphalt • Retaining walls, bulkheads, and fences – materials and heights • Underground utility location paint marks set by an underground utility locate service and record information (if provided by the client)	• Storm drainage and storm drain structures • Sanitary sewer manholes and/or septic tank/drain field areas as identified to our field survey crew by the Client • Electrical power vaults and associated surface features • Overhead wires, guy wires • Natural gas • Cable or fiber optic pedestals	• Meters or utility connects to existing buildings • Water valve boxes • Fire hydrants • Telephone pedestals • Signage • Ponds • Street lighting • Trees with drip lines 6” and up (measured 4.5 feet above the ground)

Assumptions

This proposal is based on the following assumptions and/or receiving the following site-specific information.

- Parametrix will be provided reasonable access to all areas requiring surveys.
- For safety reasons, our survey crews are not allowed to enter subsurface vaults. Our work will be conducted from the surface, using measure-down techniques. Crews will also not open any structure covers in excess of 80 pounds.
- All electronic mapping standards will be based on Parametrix drafting standards.
- Parametrix field crews may need to perform minor brushing with machetes to conduct this survey and has client's permission to do so.
- This scope does not include setting any monuments for property boundaries.
- Unless otherwise specified by the client, horizontal datum shall be North American Datum (NAD) 83/11, Washington Coordinate System, North Zone, and vertical datum shall be North American Vertical Datum of 1988 (NAVD 88).
- Parametrix has not accounted for the cost of an arborist. If it is determined to be in the interest of the client to retain an arborist, and if there are tags, flagging, etc. on-site during the field survey, we will incorporate this information into the topographic mapping.

Deliverables

At completion of our work on this project, Parametrix will provide:

- An electronic drawing file of the Boundary and Topographic Survey in AutoCAD Civil 3D 2024 format in a single dwg file, to be delivered internally to our engineering team for use in civil design.

2. CONCEPTUAL DESIGN

2.1 Conceptual Finish Surfacing Plan: Consultant will prepare a conceptual plan for curb ramp re-design, sidewalk alignment, and grading revisions for the proposed project. Retaining walls and/or stormwater pump systems are not anticipated or included and drainage patterns will be un-changed. This plan will also include on-site location of the impacted site surfacing and limits of surfacing replacement. Basic dimensioning at critical locations will be included.

2.2 Design Meeting & Site Visit: Conceptual plan will be submitted to the Owner for general review of overall improvements to determine consistency with Owner's intent. Consultant will attend one (1) review/coordination meeting with the Owner to review the conceptual drawings and gain insight into any potential minor adjustments or concerns that they may have as we proceed into final design. Consultant will perform one (1) project site visit to review and document existing conditions and to help inform the design plans and communications with the Owner.

Deliverables:

Conceptual finish surfacing plan will be provided in *.pdf format to Owner for review and comments. Comments to be incorporated/addressed in Construction Documents phase (Item 3).

3. CONSTRUCTION DOCUMENTS

3.1 Cover Sheet and Construction Notes: Consultant will prepare the Cover Sheet and Construction Notes sheet for inclusion into the plan set. The cover sheet will list project name, sheet index, abbreviations, legend, and critical survey benchmark information. The Construction Notes sheet will list the applicable standards and project specific notes that will be used to specify the materials and work elements for the project.

3.2 Demolition and Temporary Erosion and Sediment Control Plan: Consultant will prepare the Demolition and Temporary Erosion and Sediment Control (TESC) Plan based on the limits of the Site Surfacing Plan. The plan will incorporate Best Management Practice (BMP) measures such as silt fence, wattles, inlet protection and construction entrances, as necessary, to reduce potential erosion. The consultant will reference the applicable Washington State Department of Transportation's Standard Plans for BMP's utilized by the contractor, together with standard notes. The plan will show, but will not be limited to, limits of sidewalk removal, removal of existing signage, protection of trees, curb and gutter removal, and saw cut locations.

3.3 Finish Surfacing Plan: Consultant will prepare a final Finish Surfacing Plan for the site based upon the plan developed during the Conceptual Design phase. The plan will include finished contouring, spot elevations, grading limits, general site surfacing and layout with detail sufficient for construction. Consultant will note and detail any minor drainage modifications needed to accommodate the re-aligned sidewalk. No adjustments to disposal/treatment facilities are anticipated or included. Consultant will incorporate signage, as requested and provided by the Owner together with typical site plan notes and references to City, County and State Standard Details.

3.4 Stormwater Site Plan (Drainage Report): Consultant will conduct a stormwater analysis for the proposed project design at the location where a sidewalk is planned to traverse the existing swale. The analysis will include a drainage basin map and drainage report including narrative, hydrology calculations and other necessary information for justifying the proposed improvements. The calculations and methodology will be completed in accordance with City of Liberty Lake requirements. The goal will be to use the existing drywell and justify a reduction in size of the swale. If additional storage or treatment is needed to meet the standards, a strategy will be developed and included in the design. One round of comments on the drainage report is included.

3.5 Design Meeting & Project Management: Consultant will attend one (1) meeting with the Owner to review and coordinate proposed site layout and discuss final adjustments, as necessary.

Deliverables:

- Construction Document plan set in *.pdf format containing:
    - Cover and Construction Notes Sheet
    - Temporary Erosion and Sediment Control (TESC) Plan
    - Stormwater Analysis
    - Finished Surfacing Plan

EXCLUSIONS

- Construction Administration/Assistance or Staking
- Utility Plan or design
- Landscape Planting and Irrigation Plan or design
- Electrical or site light design
- Separate technical specifications are not anticipated. Project requirements will be included on the plans or referenced to agency standards.
- Traffic or pedestrian studies/projections
- Geotechnical investigations or evaluations
- Cultural, environmental, SEPA Checklist, Wetland or other Special studies
- Cost estimates
- Construction General Permit for Discharge Activities
- Paying fees associated with applications or State Agency review
- Drywell registration
- Structural design for retaining walls
- Pump systems for stormwater conveyance
- Traffic Control Plans

WORKSHEET FOR PARAMETRIX COST COMPUTATIONS

Local Agency: City of Liberty Lake
Project Title: Country Vista and Molter Sidewalk Improvements

										Totals	
		PROFESSIONAL CLASSIFICATION	Project Manager	Senior Engineer	Engineer III	Surveyor III Field	Surveyor Manager	Surveyor III Office	Admin	LABOR HOURS	LABOR COST
		NEGOTIATED RATE	$185.00	$195.00	$145.00	$130.00	$195.00	$130.00	$110.00		
TASK NO.		TASK DESCRIPTION									
1.0		SURVEY SERVICES									
	1.1	Boundary and Topographic Surveying				24	17	20	2	63	$9,255.00
	1.2	Utility Locates (APS see expenses below)									
		SUBTOTAL TASK 1	0	0	0	24	17	20	2	63	$9,255.00
2.0		CONCEPTUAL DESIGN									$0.00
	2.1	Conceptual Finish Surfacing Plan	4		16					20	$3,060.00
	2.2	Design Meeting & Site Visit	4							4	$740.00
		SUBTOTAL TASK 2	8	0	16	0	0	0	0	24	$3,800.00
3.0		CONSTRUCTION DOCUMENTS									
	3.1	Cover Sheet and Construction Notes	1		3					4	$620.00
	3.2	Demolition and TESC Plan	4	1	16					21	$3,255.00
	3.3	Finish Surfacing Plan	4	2	32					38	$5,770.00
	3.4	Stormwater Site Plan (Drainage Report)	4	2	20					26	$4,030.00
	3.5	Design Meeting & Project Management	4						2	6	$960.00
		SUBTOTAL TASK 3	17	5	71	0	0	0	2	95	$14,635.00
		TOTAL	25	5	87	24	17	20	4	182	$27,690.00

COST	$27,690.00
EXPENSES	
1.1 Survey	$250.00
1.2 APS	$1,505.00
TOTAL	**$29,445.00**

AGENDA ITEM NO.: 11.D.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: Design Services Contract with Design West Architects for the Parks and Recreation Facility Renovation Project

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
LL City Hall Renovation DWA Fee Proposal 7.28.26, AIA B105-2017 - CoLL Parks and Recreation Facility

Expenditure Required	Yes
Budgeted	Yes, General Fund (001); Old City Hall Renovation (594 18 62 07)
City Program	Capital Projects

Summary Statement

This consent agenda item authorizes the execution of an architectural design services agreement with Design West Architects in the amount of $93,700 for the renovation of the existing City Hall building into a Parks and Recreation facility. Design West Architects (DWA) was selected following a qualifications-based review process in which three firms were evaluated for the project.

The scope of work includes investigative site visits to verify existing conditions, coordination with City staff to finalize the design of approximately 8,000 square feet of interior renovations, and development of complete construction drawings and specifications. The proposed improvements include offices, meeting rooms, restrooms, assembly spaces, secure entries, and supporting facilities necessary for Parks and Recreation operations and indoor community programming. The design will ensure compliance with current building, life-safety, and Americans with Disabilities Act (ADA) standards. DWA will also provide coordination with sub-consultants for structural, mechanical, electrical, and plumbing engineering services; administer the building permit review process; and support the public bidding process, including pre-bid meetings, addenda, and contractor coordination.

This project supports the City’s long-term planning efforts included in the City's Facility Master Plan by repurposing the existing City Hall facility following its relocation in early 2027, enhancing recreational programming capacity and community access to City services.

Recommended Action

Authorize the Mayor to sign a design services contract with Design West Architects for the Parks and Recreation Facility Renovation Project for an amount not to exceed $93,700.

July 28, 2026

Ben Turner, Public Works Director
City of Liberty Lake
22710 East Country Vista Drive
Liberty Lake, WA 99019
bturner@libertylakewa.gov
509-613-9901

RE: **Existing City Hall Renovations for Parks & Recreation Department**
Scope of Services and Fee Proposal

Dear Ben,

Thank you for considering Design West Architects for the existing city hall building renovation project for the new parks and recreation department and meeting with us to clarify the scope of work and new timeline. Based on that information, we are pleased to provide the following scope of services and fee proposal:

Services:
Design West Architects proposes to provide architectural services, to include the following:

- Conduct up to two more investigative site visits, to observe visible conditions of the existing building and related items, including verification of existing conditions and the as-built drawings to be provided.
- Work with the City of Liberty Lake Public Works Department and Parks & Rec representatives to finalize the design of approximately 8,000 SF of renovations to the existing city hall building. This process is anticipated to include up to 4 design meetings with city representatives.
- Develop construction drawings, and specifications for the full improvements to the building, including offices, meeting rooms, restrooms, assembly spaces, secure entries and similarly related support spaces for the Parks & Rec department relocation. The improvements will bring the building into compliance with current life-safety code compliance for the planned occupant count and current ADA requirements.
- The document list shall include the following drawings: vicinity plan, basic site plan, building code compliance diagrams, floor plan, reflected ceiling plans, interior elevations and related construction details. The specifications will include information necessary for the City's selected contractor to price and complete the project through the public bidding process. Design West Architects will work within the requirements of any City design standards or provided specifications.
- As a sub-consultant, we will include the services of LSB Engineers (structural) and MSI Engineers to provide plumbing, HVAC, and electrical drawings for the project.
- Administer the process for building permit review with the City of Liberty Lake
- Coordinate, support and/or administer the process for publicly bidding the project, to include the coordination and review of contractor substitution requests, pre-bid on site meetings and any addenda that may need issued.
- Visit the site up to twice monthly, as required during the construction of the project to observe progress and provide any requested interpretations or clarifications.

SPOKANE, WASHINGTON
PULLMAN, WASHINGTON
KENNEWICK, WASHINGTON
MERIDIAN, IDAHO
ONTARIO, OREGON

DESIGN WEST ARCHITECTS, P.A.
905 W RIVERSIDE AVE
SUITE 605
SPOKANE, WA 99201
TEL. 509-290-6843
www.designwestpa.com

- Manage and coordinate the construction administration process to include regular meeting progress, submittal review and approval, answering RFIs, providing ASIs as required and processing any cost change documents.
- Manage the coordination and completion of the project closeout documentation, to include the conclusion of punch list items, O&M manuals and record as-built drawings.

Our services will be provided under the basic provisions and conditions contained within a standard AIA B105 Owner-Architect Agreement or a contract provided by City of Liberty Lake representatives. The proposed fee below is based upon the assumptions related to the scope of services described above.

The services will include Architectural, Structural, Mechanical and Electrical Engineering services, as required for the scope of the project. The proposal does not include Civil, or Geotechnical disciplines, as these services are not anticipated for this project given the current project description and scope. These services also exclude hazardous materials surveys, abatement design services, or other building survey or assessment consultants that may be required by the city permitting process. We have currently excluded a third party NREC review as well until we are able to verify if it will be required by the City of Liberty Lake for permitting. Generally, the phases of service are defined as follows:

Schematic Design Phase: The design team shall process all the information we have received so far so that we can define the project goals better and begin to review the city's preferred floor plan. A kick off meeting will be held with all team members to review the preferred plan and any recommendations we might have for betterment. The verification of any provided as-built drawings will take place during SD and the design team will begin organizing the full project schedule and budget.

Design Development Phase: The design team will refine and update the concept design to confirm the project scope with the City of Liberty Lake Public Works Department representatives and begin laying out and organizing the construction documents in preparation for the next step. Project schedules and budgets will get solidified in this process as well.

Construction Documents: Based upon the discussions in the previous phase, the architect will prepare construction documents including drawings and specifications for the construction of the project. Design changes typically do not happen during this phase.

Permitting & Bidding: The architect will assist, coordinate, and manage the process for having the project reviewed by the authorities having jurisdiction (City of Liberty Lake) to the completion of the process and obtaining building permits. The permit reviews that are included in the design team's scope are limited to City of Liberty Lake's Building Permit Review. During the bidding process, we will assist, coordinate and manage the process to include a contractor site visit, the issue of a single addenda during the bid period and respond to questions from contractors that will result in a fair and legal public bidding process.

Construction Administration: The architect will provide review and approval of submittals, response to contractor's requests for information (RFIs), coordination and issuing of Architects Supplemental Instructions (ASIs), coordination and issue of cost change documents, progress meeting attendance, and records as on-site review of required contractor as-built drawings. As the project nears completion, the architect will coordinate and/or issue the substantial completion and generate the final punch-list.

Close Out: In the final project phase, the architect will wrap up all physical and administrative tasks, coordinate with the contractor for any final TAB and owner required trainings, and begin the process of finalizing the contractor's as-built drawings and O&M manuals.

Compensation:

Compensation for the basic services shall be on a lump sum basis, plus reimbursable expenses as needed. The fee is broken down by phase as follows, note that unexpended amounts in other phases or from our sub-consultants can be billed up to the total maximum not-to-exceed:

Schematic Design Phase (as-built verification)	*$16,866*
Design Development Phase	*$18,740*
Construction Documents Phase	*$29,047*
Permitting & Bidding	*$1,874*
Construction Administration	*$25,299*
Project Close Out	*$1,874*
Total compensation for services not-to-exceed	*$93,700*

Reimbursable expenses will be billed in addition to the basic services fee. These expenses will be billed at direct cost plus 15%; reimbursable expenses are limited to third party NREC reviews (if required by the permitting process), drawing, scanning or printing/reproduction expenses directly associated with the project. The design team does not expect these costs to exceed $8,000 and will not proceed beyond that amount without prior authorization. All other costs are covered by the basic design team fee.

Any additional services requested by the City team shall be billed based upon the hourly rates defined below or by an additional fee proposal that will be developed based on the scope of any added work.

These standard hourly rates are fixed for the duration of one year from the date of this proposal:

Hourly Fee Rate Schedule:

Principal Architect	$250
Project Architect	$225
Project Manager	$200
Architectural Technical Support	$150
Office Administration	$110

Thank you for your time and consideration in this matter. If you have any questions, or would like to meet to discuss this further, please call.

Sincerely,



Amy Browne-Minden, AIA, NCARB, NCIDQ, LEED AP BD+C, ID+C
Principal

DRAFT

AIA® Document B105™ – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the 19th day of August in the year 2026
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Liberty Lake
22710 E. Country Vista Drive
Liberty Lake, WA 99019

and the Architect:
(Name, legal status, address and other information)

Design West Architects, P.A.
905 W. Riverside Ave, Ste 605
Spokane, WA 99201

for the following Project:
(Name, location and detailed description)

Parks and Recreation Facility Renovation
22710 E. Country Vista Drive
Liberty Lake, WA 99019

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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User Notes: (1450276938)

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect has been retained as a professional Architect for the Project and its obligations to the Client and to the Project shall be limited to that professional discipline without any other responsibilities or obligations. Consultants included in this Agreement under Article 1 are retained as professional engineers for the Project and their obligations to the Client and to the Project shall be limited to that professional discipline without any other responsibilities or obligations. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Owner acknowledges that this standard of care does not imply or represent that the Contract Documents produced by the Architect and his Consultants will be 100% free from inconsistencies, conflicts or discrepancies and they do not guarantee that 100% of the elements of the project are included. The Owner understands that since the Architect and his consultants cannot produce 100% accurate documents, that construction related changes will occur and the changes may result in additional construction costs. These changes are in addition to any changes required due to unforeseen or hidden conditions, changes in the codes or regulations and any Owner directed changes. The Owner will establish a construction contingency to fund construction changes. All costs or credits associated with construction changes will be handled by a modification to the original contract between the Owner and the Contractor(s). The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

« »

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.

During the Construction Phase, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents. The Architect's services during construction include interpreting the Contract Documents and reviewing the Contractor's submittals.

The Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the Substantial Completion date as outlined in the contract between the Owner and the Contractor. The Owner acknowledges that if the Construction Phase Services covered by this Agreement cannot completed within the time frame established in the contract documents and the contract between the Contractor and the Owner (Substantial Completion) because construction is not yet completed, extension of the Architect's services beyond that time shall be compensated as Additional Services. Time and expense incurred by the Architect and his Consultants on the project beyond the Substantial Completion date established by the Contract Documents will be billed and become due on a monthly basis at the rates established in this Agreement until Substantial Completion of construction is achieved by the Contractor(s).

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information. The Owner shall furnish the services of a separate consultant for any required evaluations of hazardous materials with reports and appropriate recommendations.

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ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A101–2017, Standard Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

$93,700

The Owner shall pay the Architect an initial payment of « Zero Dollars » ($ « 0 ») as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus « fifteen » percent (« 15 » %).

Services beyond 24 months from the date of this agreement shall be subject to renegotiation of contract terms and hourly rates. Should such renegotiation not occur then the contract shall lapse and become void at that time.

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid « forty-five » (« 45 ») days after the invoice date shall bear interest from the date payment is due at the legal rate prevailing at the project location at the time payment is due.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond the date of Substantial Completion outlined in the Agreement between the Owner and Contractor.

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ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

7.1 In recognition of the relative risks and benefits of the Project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Architect to the Owner shall not exceed the Architect's total coverage under their professional liability insurance policy for this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Additional limits of liability may be made a part of this Agreement for an additional fee, upon written request by the Owner, subject to availability, within 30 days of executing this Agreement.

The Architect shall maintain the following insurance for the duration of this Agreement.
(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1	General Liability	$2,000,000 each occurrence / $4,000,000 Aggregate
.2	Automobile Liability	$1,000,000
.3	Workers' Compensation	$1,000,000
.4	Professional Liability	$3,000,000 each claim / $3,000,000 Aggregate

7.2 Claims For Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Owner nor the Architect shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connection in any way to the subject projects or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of project, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Owner and Architect shall require similar waivers of consequential damages protecting all entities or persons named herein in all contracts and subcontracts with others involved in this project.

7.3 In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and sub-consultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Architect.

7.4 The Owner and the Architect agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the Architect and, therefore, that the final cost of construction for the project may exceed the estimated construction cost. The Owner agrees to set aside a reserve as a contingency to be used, as required, to pay for any such increased costs. The Owner further agrees to make no claim by way of direct or third-party action against the Architect with respect to increased costs because of such changes.

7.5 The Owner shall provide a summary narrative of the issue(s) leading to a claim, dispute or other matter in question arising out of or related to this Agreement, identifying in detail the Drawing Sheet, Specification Section and/or other document issued by the Architect and his Consultants that the Owner believes is relevant to the claim or dispute.

7.6 IRS 179D Deduction Allocation: In accordance with the Energy Tax Incentive Act of 2005, the Owner hereby designates the Architect as its primary designer of the Project and allocates, to the extent permissible, any deduction applicable to the Project to Design West Architects, P.A.

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User Notes: (1450276938)

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**ARCHITECT** *(Signature)*
Cristella Kaminskas, Mayor	« »« »
(Printed name and title)	*(Printed name, title, and license number, if required)*

DRAFT

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AGENDA ITEM NO.: 11.E.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: Purchase of Hot Tack Kettle Skid Sprayer System for Public Works from M&M Distribution, LLC

Dept of Origin: Public Works **Dept. Head Approval:** Ben Turner

Exhibit(s):
Estimate_4105_from_MM_DISTRIBUTION_LLC

Expenditure Required	Yes
Budgeted	Yes, (110) Streets Fund, (595 64 63 00) Pavement Repair Allocation
City Program	Street Maintenance

Summary Statement

This item authorizes the purchase of a Sealmate 200-gallon hot tack kettle skid sprayer system for use by the Public Works Street Division to support pavement repair and maintenance operations. The equipment will improve the efficiency and quality of crack sealing and asphalt repair activities, extending the service life of the City's roadway network.

In accordance with procurement requirements, three quotes were obtained for the equipment. The lowest responsive quote was submitted by M&M Distribution, LLC in the amount of $8,299, including shipping. Applicable local sales tax of 9% will be added to the purchase, bringing the total requested amount to $9,050.

Approval of this item will allow the Street Division to enhance in-house maintenance capabilities and reduce reliance on contracted services for routine pavement preservation work.

Recommended Action

Authorize the Mayor to approve the purchase of the Sealmate 200-gallon hot tack kettle

skid sprayer system from M&M Distribution, LLC for an amount not to exceed $9,050.

M&M DISTRIBUTION, LLC
P.O. Box 122
Kechi, KS 67067 US
8006892098
carol@mm-distribution.com
www.mm-distribution.com

Estimate

ADDRESS
Sephen Reichert

SHIP TO
Sephen Reichert

ESTIMATE # 4105
DATE 07/31/2026
EXPIRATION DATE 08/31/2026

ACTIVITY	QTY	RATE	AMOUNT
SM-200HT Sealmate 200 Gallon Hot Tack Kettle Skid Sprayer System (Reid Manufacturing) NOTE: The price includes shipping NOTE: We do not offer a smaller kettle	1	8,299.00	8,299.00

TOTAL **$8,299.00**

Accepted By

Accepted Date

All sales are subject to the terms of service set forth by the respective brand site where the item was purchased or the policies enacted by M&M Distribution, LLC.

AGENDA ITEM NO.: 11.F.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: A/V Installation Contract with CTI for New City Hall Council Chambers and Conference Rooms

Dept of Origin: Finance and Admin Services

Dept. Head Approval: Kyle Dixon

Exhibit(s):
Liberty Lake- City Hall AV - Rev1 (002)

Expenditure Required	Yes
Budgeted	Yes; 001 General Fund - New City Hall Design/Construction 594.18.62.04
City Program	Capital Projects - Facilities

Summary Statement

City Staff received proposals from A/V firms to build out council chambers, conference rooms, the lobby and common department spaces. CTI provided the most cost effective proposal and will meet the needs of the new city hall. Recommended approval includes a 10% staff-managed contingency. Costs were accounted for in the overall project budget for the new city hall.

Recommended Action

Approve the proposal from CTI for an amount not to exceed $308,337.

PROPOSAL

City of Liberty Lake, WA

Liberty Lake, City Hall AV

DATE

Friday, 07 August 2026

PREPARED BY

Jennifer Miranda
Design Consultant

Scope of Work

Proposal Number: J26410133

Proposal Date: 8/7/2026

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Bill to: City of Liberty Lake, WA
22710 E COUNTRY VISTA DR
LIBERTY LAKE, WA
99019-7592

Ship to: City of Liberty Lake, WA
22710 E COUNTRY VISTA DR
LIBERTY LAKE, WA
99019-7592

1. Project Overview

This Statement of Work responds to the City of Liberty Lake's request for an audiovisual design and integration for the new City Hall buildout, a full renovation of an existing building. Per the referenced RFP, the design covers the following spaces as defined by the Architectural Design Development Floor Plan: Council Chambers, Lobby, Antechamber, Large Conference Room, Medium Secure Conference Room, Medium (Casual) Conference Room, Open Collaboration, and Community Development Open Space.

Our proposal delivers the full functionality requested in the RFP on a unified Q-SYS audio, video, and control platform, complemented by Microsoft Teams Rooms in the conference spaces, Newline commercial displays, and Audio-Technica microphone systems. This SOW includes all manufacturer equipment and software, technical services including audiovisual engineering, offsite pre-programming and commissioning at our corporate rack facility, onsite installation and wiring, coordination and supervision, testing, owner training, and new system warranty.

2. Contract Structure, Options, and Summary

The project is structured as a Base Scope (Council Chambers and AV Headend) with two mutually exclusive conference room options and one additive alternate. The City has elected Conference Room Option 2 — Basic Conference Room Systems, All Spaces. Conference Room Option 1 (Microsoft Teams Rooms) was evaluated during design and is retained in Section 4 for reference; it is not part of the awarded scope.

Conference Room Option Election

Option 1 — Microsoft Teams Rooms (MTR), All Spaces (Not Selected). The full-featured configuration: MTR operating systems, beamforming array microphones, Dante ceiling speakers, AI auto-framing cameras, and door-mounted room schedulers across the conference spaces.

Option 2 — Basic Conference Room Systems, All Spaces (Selected). A simplified configuration in the same six spaces: room-appropriate display, all-in-one videoconferencing bar, and USB/HDMI extension to the room table for user-connected devices.

With Conference Room Option 2 elected, the overall project scope is reduced accordingly. The reduction equals the Option 1 conference room value minus the Option 2 value of **$58,991.56**.

The labor impact of the election follows the same direction: Option 1 conference rooms would have carried 107 estimated labor hours across the six spaces versus 51 hours for the elected Option 2 configuration — a 56-hour reduction that compounds the equipment savings (see Section 9 for the itemized labor summary, inclusive of the added Large Conference Room scheduling panel).

3. Base Scope of Work

3.1 AV Headend

A Lowell 42-inch-deep 42U rack-configured enclosure with thermal management houses the building's centralized AV processing and network infrastructure, fabricated, loaded, and pre-commissioned at our corporate rack facility prior to delivery. The headend comprises:

- Q-SYS Core 24f processor — 24 local audio I/O channels, 160×160 network audio channels, 24 channels of acoustic echo cancellation, integrated USB AV bridging, and the full Q-SYS control engine with no additional control licensing.
- Q-SYS Software-based Dante 32×32 channel perpetual license (SLDAN-32-P), enabling beam-level integration of the Council Chambers ceiling array microphones.

- Two QSC MPA-Q 8x125 network amplifiers — sixteen total channels of 125 W amplification with direct 70V/100V drive for the Council Chambers ceiling loudspeaker zones, with headroom reserved for the Lobby alternate.
- Netgear AV Line M4250-40G8XF-PoE+ (GSM4248PX) managed switch — 40 × 1G PoE+ ports with a 960 W PoE budget and 8 × SFP+ uplinks, factory-profiled for Q-SYS, Dante, and AES67 traffic and configured with segregated AV VLANs and multicast management.
- Middle Atlantic rack power distribution with cooling, plus rack peripheral budget for lacing, panels, and finishing hardware.

3.2 Council Chambers

The Council Chambers receives an automated, high-quality audio and video system supporting large-attendance hybrid meetings for in-person and remote attendees, integrated with the City's UC platform via Q-SYS AV bridging.

Video

- Four 75" Newline DSX-7526 ceiling-mounted displays on single-screen ceiling mounts, providing viewing for the dais and in-room participants.
- Three 86" Newline DSX-8626 wall-mounted displays — two at the front of the room as the main displays for in-room viewing, and one on the south wall for Clerk and IT monitoring.
- Q-SYS NV Series AV-over-IP video transport: seven NV-21-HU endpoints and two NV-32-H endpoints route any source to any display over the network with no fixed matrix hardware, software-configurable as encoder or decoder.
- Six QSC NC-12x80 PTZ network cameras (12× optical zoom, 80° horizontal field of view) with ceiling mount brackets, delivering camera video natively onto the Q-SYS platform and to far-end attendees via USB bridging.

Camera Automation and Functional Use

The six PTZ cameras are deployed to provide complete coverage of the dais, podium, staff desk, and in-room attendee areas. Camera automation is driven by the audio system: the four beamforming ceiling array microphones report sound-source positional data into Q-SYS, and the control engine uses that microphone zone activity to automatically select the camera — and recall the preset — best framing the active speaker, with priority weighting so dais and podium positions take precedence over ambient room pickup. Auto-framing on the NC Series cameras refines the shot to the detected participants. Critically, this behavior is toggleable at the touch panel on a per-meeting basis: operators may run fully automated voice-tracking switching, lock the system to a fixed shot, or take manual camera control, and camera privacy mutes are available at any time. The selected camera feed and content video are delivered to the far end so remote attendees always see the active speaker.

Audio — Mix-Minus Design

- Fifteen Audio-Technica ES925ML21/FM3 MicroLine gooseneck microphones capture close speech for maximum intelligibility at the Council Member dais, podium, staff desk, Clerk, and IT positions, terminating on Q-SYS QIO-ML4i network mic/line input peripherals.
- Four Audio-Technica ATND1061DAN beamforming ceiling array microphones (Dante, PoE) provide sound-source positional data for camera automation and coverage of non-specific positions such as commentary from in-room attendees, with a toggleable mute function per meeting requirements.
- Fourteen QSC AC-C6T 70V/100V in-ceiling loudspeakers, zoned and driven by the headend MPA-Q amplifiers, provide program and speech reinforcement for in-room listeners.

- The loudspeaker system is engineered as a mix-minus reinforcement design: each ceiling zone receives the full program mix minus the microphones located beneath and adjacent to that zone. Council members therefore never hear their own voices reinforced above them, which maximizes gain-before-feedback, keeps speech reinforcement natural for the audience, and protects the echo-cancellation references feeding the far end. All microphone channels receive Q-SYS acoustic echo cancellation and automatic mixing on the Core 24f, and the completed system will be calibrated for intelligibility and optimized for the room's acoustics.

Control

A Q-SYS TSC-101-G3 10.1" in-wall touch screen controller provides the end user with all standard meeting controls, audio muting and unmuting, audio zoning and independent volume controls, camera privacy mutes and automation enable/disable, and one-touch system automation for on, off, and standby states.

UC Bridge — How the Chambers Connects to the Meeting Platform

The Council Chambers does not use a self-contained meeting appliance. Instead, the entire room is presented to the meeting platform as a single, standards-compliant USB camera and USB audio device, so the platform "sees" one professional device rather than a collection of microphones and cameras. The bridge works as follows:

- Room audio to the far end. All fifteen gooseneck microphones and the four beamforming ceiling arrays are gain-staged, echo-cancelled, and automatically mixed in the Q-SYS Core 24f. A single optimized program mix — not raw microphone feeds — is presented across the USB bridge as the room's microphone. Remote attendees hear one balanced, intelligible mix regardless of who is speaking or how many people are talking.
- Far-end audio into the room. Audio returning from the meeting platform arrives over the same USB connection and is routed into the Q-SYS mix-minus zone structure, so remote participants are reinforced through the ceiling loudspeakers at properly zoned levels. This return signal is also the acoustic echo cancellation reference, which is what prevents remote attendees from hearing themselves back through the room's microphones.
- Room video to the far end. The six PTZ cameras deliver their feeds natively onto the Q-SYS network. The camera automation logic selects the active shot, and that single switched, auto-framed feed is presented across the USB bridge as the room camera. Remote attendees always see the current speaker without any operator switching a source at the meeting platform.
- Far-end video into the room. Incoming participant and content video is decoded onto the Q-SYS NV Series network and routed to any combination of the four ceiling displays and three wall displays, independently per display, so the dais, the audience, and the Clerk/IT position can each be shown what is appropriate for them.
- Control integration. Meeting actions the end user expects — join, leave, mute, volume, camera privacy, layout — are surfaced on the Q-SYS touch panel and passed to the meeting platform, so the room is operated from one panel rather than from a separate platform controller.

Physically, the bridge is made at the Q-SYS NV-32-H (Core Capable) endpoint in the Chambers, which carries the USB host connection to the meeting platform compute and requires only a network cable back to the headend. This architecture is intentionally platform-agnostic: because the room presents as generic USB audio and video, it operates identically whether the City runs the Zoom Rooms compute described in the RFP or a Microsoft Teams Rooms compute, and the platform can be changed in the future by replacing a single small PC — with no change to the microphones, cameras, displays, DSP, or cabling. Owner coordination is required for owner accounts and platform licensing, as noted in the RFP; the meeting platform compute and license are owner-furnished unless added to this scope by change order.

4. Conference Room Option 1 — Microsoft Teams Rooms (MTR), All Spaces (Not Selected — Reference Only)

This option was evaluated during design but was not elected by the City. Section 5 describes the selected Option 2 configuration; this section is retained for reference and RFP-compliance documentation.

Option 1 delivers Microsoft Teams Room operating systems with additional audio peripherals, AI auto-framing cameras, and entrance schedulers, per the RFP. Each MTR space includes a local Netgear AV Line M4250-10G2XF-PoE+ switch (8 × PoE+, 240 W) powering that room's Dante and network devices, uplinked to the headend.

4.1 Large Conference Room (MTR)

- Two 75" Newline DSX-7526 displays mounted side by side, presenting the MTR Pro dual-display layout — content on one screen, far-end participants on the other.
- MAXHUB XCore Kit Pro compute and touch console, Microsoft Teams Rooms certified for large rooms, with HDMI ingest at the table.
- One Audio-Technica ATND1061DAN beamforming ceiling array microphone and four Audio-Technica ATSP-30DP Dante/PoE network ceiling loudspeakers (supplied as two pairs), bridged to the MTR compute via an Audinate Dante AVIO USB 2×2 adapter.
- BirdDog Max White 4K PTZ camera with 12× zoom and dynamic AI auto-framing.
- QSC QSP-11 11" scheduling panel with glass/mullion mounting kit at the entrance door.

4.2 Antechamber (MTR) and Medium Secure Conference Room (MTR) — Typical of Two

These two rooms are built to an identical standard:

- One 86" Newline DSX-8626 display per room.
- MAXHUB XCore Kit Pro MTR compute and touch console per room.
- One ATND1061DAN beamforming ceiling array microphone and four ATSP-30DP Dante ceiling loudspeakers per room (supplied as two pairs), bridged via Dante AVIO USB adapter.
- BirdDog Max 4K auto-framing PTZ camera per room.
- QSP-11 scheduling panel at each entrance door.

4.3 Medium (Casual) Conference Room (MTR)

- One 65" Newline DSX-6526 display on tilt mount.
- MAXHUB V50 Kit — Android MDEP Teams Rooms videobar with 26 ft voice pickup, 125° field of view, and MTR touch console.
- QSP-11 scheduling panel at the entrance door.

4.4 Open Collaboration (MTR)

- One 65" Newline DSX-6526 display on tilt mount.
- MAXHUB V50 Kit videobar and MTR touch console; per the RFP, the MTR touchscreen also serves as the scheduling screen for this space.

4.5 Community Development Open Office

- One 75" Newline DSX-7526 display. Note: the RFP calls for a rolling cart in this space; the current equipment schedule carries a wall mount, and the mount will be finalized as a cart during submittals at no functional change to scope.
- Sennheiser TeamConnect Bar M all-in-one videoconferencing bar with USB and HDMI connections for end-user devices. As specified in the RFP, this space is intentionally designed as a bring-your-own-device room rather than an MTR.

5. Conference Room Option 2 — Basic Conference Room Systems, All Spaces (Selected)

Option 2 equips the same six spaces with a simplified, BYOD-first standard exactly as described in the RFP: a room-appropriate display, an all-in-one videoconferencing bar, and USB/HDMI extension to the room table so users connect personal devices to the display and bar.

- Displays sized to room: two 86" DSX-8626 (Large Conference, Antechamber), two 75" DSX-7526 (Medium Secure, Community Development), two 65" DSX-6526 (Medium Casual, Open Collaboration), on appropriate Peerless mounts.
- Six Sennheiser TeamConnect Bar M all-in-one audio/video conferencing bars, one per space.
- Six Inogeni Toggle Rooms XT switchers providing USB/HDMI device connectivity from up to three host connections at the table, with extension.

5.1 Large Conference Room — Added Scheduling Panel

At the City's direction, the Large Conference Room includes one QSC QSP-11 11" scheduling panel with glass/mullion mounting kit at the entrance door, in addition to the standard Option 2 equipment described above. This adds entrance-door meeting status and booking visibility to the Large Conference Room only; the remaining five Option 2 spaces follow the standard configuration above with no scheduling panel.

Electing Option 2 removes the MTR compute kits, beamforming microphones, Dante loudspeakers, PTZ cameras, and per-room network switches carried in Option 1, producing the scope reduction summarized in Section 2. As an owner-directed addition to the standard Option 2 configuration, the Large Conference Room also receives a QSC QSP-11 scheduling panel (Section 5.1).

6. Additive Alternate — Lobby Integration

This alternate extends the Council Chambers experience beyond the Chambers walls, riding on the Base Scope headend with no additional processing hardware:

- One 86" Newline DSX-8626 wall-mounted display in the Lobby, fed by one Q-SYS NV-21-HU network video endpoint decoding Chambers content and cameras, enabling the Lobby to serve as an overflow space during high-attendance meetings.
- Two QSC AC-C6T ceiling loudspeakers in the Lobby carrying Chambers program audio, driven from reserved channels on the headend MPA-Q amplifiers and level-managed independently in Q-SYS.
- Amplifier, DSP, and control processing are provided by the AV Headend; overflow routing is presented as a one-touch action on the Council Chambers control panel.

7. Why Q-SYS — Platform Advantages

The RFP contemplated a multi-vendor system combining separate video transport, control, audio DSP, and camera automation products. Our design consolidates those functions onto the Q-SYS platform, and that consolidation is a deliberate advantage for the City rather than a substitution of convenience:

- One operating system for audio, video, and control. The Core 24f processes room audio, routes NV Series AV-over-IP video, hosts the touch panel UCI, and executes camera automation logic in a single software environment. There is no boundary between the DSP, the control processor, and the video matrix where integration can fail or fall out of sync.
- Software-defined and license-light. The full Q-SYS control engine ships with the Core at no added license cost, NV endpoints are software-configurable as encoders or decoders, and capacity expansions — such as the included 32×32 Dante license — are software line items rather than hardware replacements. The system the City buys today grows by configuration, not forklift.
- Native camera-to-microphone intelligence. Because the cameras, microphones, and control logic live on one platform, voice-tracking automation is a first-class configuration rather than a third-party bolt-on: beam positional data from the ceiling arrays drives camera selection directly, and the behavior is exposed to the end user as a simple on/off choice.
- Standard IT infrastructure. Q-SYS, Dante, and AES67 all converge on the Netgear AV Line switching with ordinary category cabling — one network discipline for the City's IT staff, remote-manageable, and monitored end to end from Q-SYS Core Manager, including online/offline status of every networked peripheral in the building.
- Enterprise-grade resilience and support. The platform is backed by a single manufacturer ecosystem for the processing, amplification, cameras, endpoints, and touch panels in the Chambers — one support path and one firmware discipline, which materially reduces long-term ownership cost for a municipal facility expected to serve for decades.
- Open where it matters. Dante, AES67, and USB bridging keep the platform interoperable with the Audio-Technica microphone ecosystem, the Microsoft Teams Rooms in the conference spaces, and the owner's chosen UC platform in the Chambers.

8. RFP Compliance Matrix

The table below maps each functional requirement of the referenced RFP to this proposal. Where our design achieves the requirement with equivalent equipment from a different manufacturer than the RFP's illustrative basis of design, the substitution is noted and meets or exceeds the specified function.

RFP Requirement	How This Proposal Meets It	Status
Council Chambers: automated AV for hybrid, large-attendance meetings with high-quality audio/video to and from the UC platform	Q-SYS Core 24f AV&C platform with USB AV bridging to owner's UC codec; full-room capture and reinforcement; one-touch automation	**Met**
Qty (4) 75" ceiling-mounted displays for dais and in-room viewing	Four Newline DSX-7526 75" displays on Mount-It Pro single-screen ceiling mounts	**Met**
Qty (3) 85" wall displays — two front mains, one south wall for Clerk/IT	Three Newline DSX-8626 86" displays on Peerless XXL tilt mounts, placed per RFP	**Exceeded**
AVoIP video transport (Crestron basis of design)	Q-SYS NV Series (7× NV-21-HU, 2× NV-32-H) — equivalent AV-over-IP transport, software-configurable, natively controlled by the same platform running room audio	**Met — equal alt.**

Qty (6) PTZ cameras with automated switching/auto-framing keyed to source audio location with priority weighting (One Beyond basis of design)	Six QSC NC-12x80 PTZ cameras; ATND1061 positional data drives automated camera selection and preset recall in Q-SYS with priority weighting; NC Series auto-framing; toggleable per meeting	**Met — equal alt.**
System integrates with the meeting room platform to deliver in-room cameras and video signals to far-end attendees/collaborators	Q-SYS USB AV bridge at the NV-32-H presents the room as a single USB camera and USB audio device to the platform compute; switched auto-framed camera feed and optimized room mix sent to far end, return audio/video routed to speaker zones and displays (see Section 3.2)	**Met**
Qty (15) wired gooseneck microphones (Shure basis of design) — dais, podium, staff desk, Clerk, IT	Fifteen Audio-Technica ES925ML21/FM3 MicroLine goosenecks into Q-SYS QIO-ML4i network inputs — equivalent capture performance at all specified positions	**Met — equal alt.**
Qty (4) beamforming array microphones providing positional data for camera automation, attendee coverage, and toggleable mute	Four Audio-Technica ATND1061DAN Dante beamforming ceiling arrays, exactly as specified	**Met**
Qty (13) in-ceiling speakers with mix-minus for council members	Fourteen QSC AC-C6T ceiling loudspeakers, zoned mix-minus design driven by MPA-Q network amplifiers	**Exceeded**
Q-SYS processing to manage audio and amplification	Core 24f DSP with 24 AEC channels; two MPA-Q 8x125 network amplifiers	**Met**
Audio calibrated for intelligibility and room acoustics	Onsite calibration and acoustic optimization included in commissioning	**Met**
End-user control: UC controls, audio mute/zoning/volume, camera privacy mutes, on/off/standby automation	Q-SYS TSC-101-G3 touch panel with custom UCI providing every listed control	**Met**
Option 1: MTR in all conference spaces with peripherals, AI auto-framing cameras, schedulers	MAXHUB XCore Pro / V50 MTR systems, ATND1061 arrays, ATSP-30DP Dante speakers, BirdDog AI cameras, QSP-11 schedulers, per Section 4 (Not Selected)	**Met**
Option 1: Qty (4) ceiling speakers in Large Conference, Antechamber, and Medium Secure rooms (Not Selected)	Four ATSP-30DP Dante/PoE ceiling loudspeakers per room, supplied as two pairs (two catalog line items per room)	**Met**
Option 2: basic systems — display, all-in-one bar, USB/HDMI table extension	Newline displays, Sennheiser TC Bar M, Inogeni Toggle Rooms XT extension, per Section 5; Large Conference Room additionally receives a QSC QSP-11 scheduling panel (Section 5.1)	**Met**
Community Development: 75" display on rolling cart, non-MTR BYOD bar with USB/HDMI	75" DSX-7526 with TC Bar M, BYOD design; cart to be finalized at submittal (schedule currently carries wall mount)	**Met — see note**
Optional Lobby: 1× 86" display + 2 speakers for overflow (Antechamber feed not elected)	One 86" DSX-8626 on NV-21-HU decoder, two AC-C6T on headend amplification — additive $ [Updated Add/Alt Value]	**Met — Reduced to Lobby only per City direction**

Owner provides viable cable pathway (accessible ceiling, wall chases, floor conduit/boxes)	Acknowledged; integrator furnishes and pulls all AV data cabling within owner-provided pathway under TI conditions	**Ack.**
Owner coordination for owner UC accounts	Acknowledged; enrollment coordinated during commissioning	**Ack.**

9. Included Services, Assumptions, and Exclusions

Included

- All manufacturer equipment and software listed herein; audiovisual engineering, drawings, and submittals.
- Offsite (corporate rack facility) pre-programming and commissioning; onsite installation and wiring, including furnishing and pulling all AV data cabling.
- Coordination and supervision with the construction team; testing and calibration; owner training; new system warranty.

Assumptions and Owner Responsibilities

- Per the RFP, Owner/Others provide viable cable pathway to all devices, including accessible ceiling, wall chases, and floor conduit/floor boxes; wall backing for displays is provided by the GC.
- Owner provides UC platform compute/codec and licensing for the Council Chambers, and coordinates owner accounts for UC enrollment in all spaces.
- Owner network provides internet access and any required firewall rules for MTR and UC services; AV traffic rides the dedicated AV switching provided under this scope.
- Building power at all display, rack, and floor-box locations by Division 26.
- Pricing placeholders in Section 2 for Base Scope and Option 1 values are completed on the accompanying quote schedule under project reference J26410133.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	$140,053.13
Implementation Services	$83,687.00
IMaterials	$6,160.46
Travel	$10,300.66
Freight	$6,434.73
CTI Complete	$10,525.20
Subtotal	$257,161.18
Tax	$23,144.49
Grand Total	**$280,305.67**

Recommended

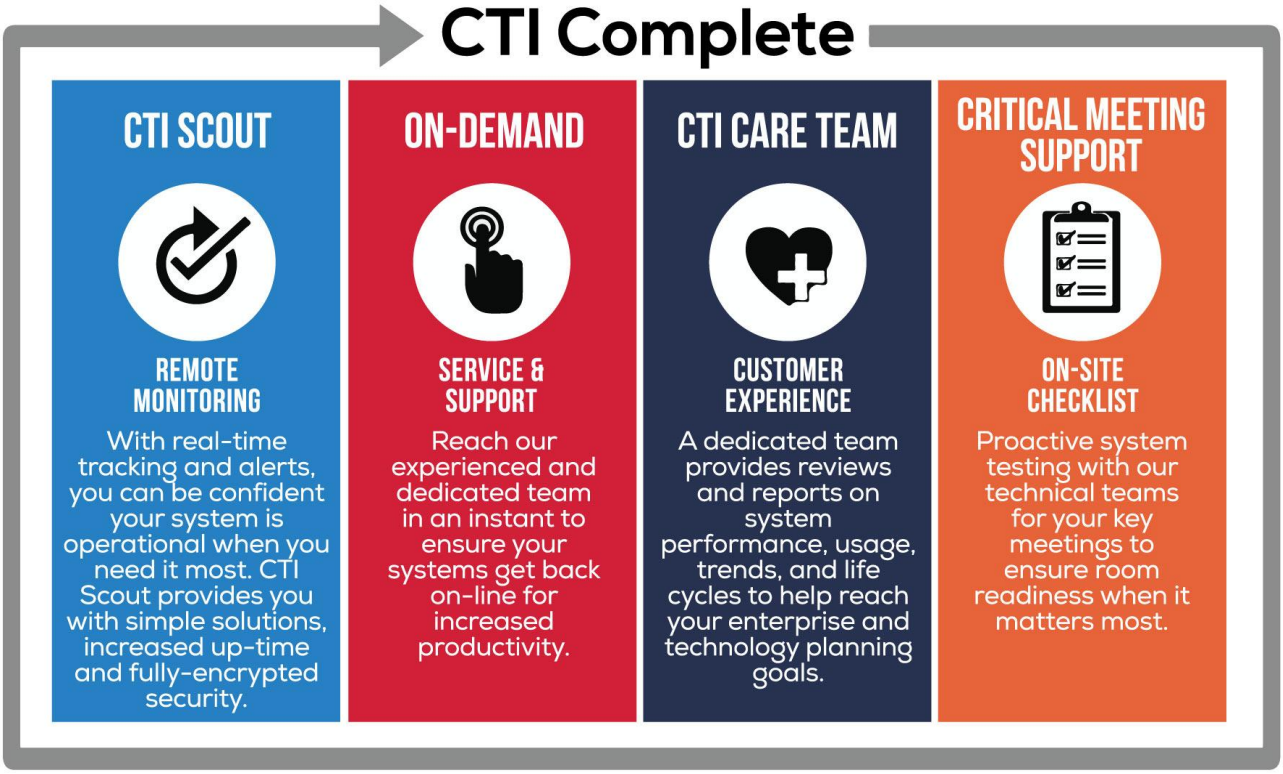
Description	Price
2 Additional Years CTI Complete Service Agreement	$21,613.30
4 Additional Years CTI Complete Service Agreement	$43,226.59

Down Payment Requirements

Down payment of 60% required to initiate order.

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Council Chambers - QSYS

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$85,139.97**					
QSC	PTZ-CMB1	Accessory Ceiling Mount Bracket for PTZ Camera, NC-12x80 and NC-20x60.	6	$117.18	$703.08
QSC	TSC-101-G3	Q-SYS 10.1□ PoE Touch Screen Controller for In-Wall Mounting. Color - Black only.	1	$2,445.88	$2,445.88
Newline	DSX-7526	75" Commercial Non-Interactive Display, ADA compliant, and Portrait & Landscape Support	4	$1,604.71	$6,418.84
QSC	TSC-710t-G3	Table top mounting accessory for TSC-70-G3 and TSC-101-G3. Color - Black only.	1	$344.47	$344.47
Audio Technica	ES925ML21/ FM3	MicroLine Condenser Microphone	15	$475.59	$7,133.85
QSC	NV-32-H (Core Capable)	4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem, software configurable as Encoder or Decoder. 3 HDMI 2.0 Inputs, 2 HDMI 2.0 Outputs, on-board AV Bridging. Supports optional stand-alone □Q-SYS Core Mode" operation for audio DSP with local video switching (no encoding or decoding) and AV Bridging. Includes Scripting/UCI Functionality.	2	$3,275.29	$6,550.58
QSC	NV-21-PSU	12v 10a Aux Power Supply for NV-21-HU to enable USB-C device charging	7	$225.88	$1,581.16
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output.	7	$1,761.88	$12,333.16
Newline	DSX-8626	86" Commercial Non-Interactive Display, ADA compliant, and Portrait & Landscape Support	3	$2,283.53	$6,850.59

Mount-it Pro	MI-20101	Single-Screen Ceiling Mount	4	$422.35	$1,689.40
MaxHub	XCore Kit Pro	MAXHUB MTR XCore Kit PRO with Compute and Touch Console for Large Room Teams Certified	1	$2,082.35	$2,082.35
QSC	NC-12x80	12x Optical Zoom 80□ Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket	6	$3,494.12	$20,964.72
Audio Technica	ATND1061DAN	Beamforming Ceiling Array Microphone□	4	$2,849.12	$11,396.48
QSC	AC-C6T	6.5" Two-way ceiling speaker, 70/100V transformer with 8? bypass, 110□ conical coverage, includes C-ring and rails for blind mount installation. Priced individually, sold only in pairs.	14	$130.59	$1,828.26
Peerless	ST680P	UNIV TILT WALL MNT XXL NON-SEC BLK 60-98	3	$174.81	$524.43
QSC	QIO-ML4i	Q-SYS peripheral providing 4 mic/line inputs. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	4	$573.18	$2,292.72

Bill of Materials

AV Headend - Q-SYS

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$17,039.79**					
QSC	MPA-Q 8x125	8-Channel 125W/Ch Q-SYS Network Amplifier, Lo-Z, 70V/100V direct drive, Line Inputs, GPIO and Relays, 100-240V. Supports Analog Mode operation and optional PoE backup.	2	$2,505.88	$5,011.76
Netgear	GSM4248PX-100NAS	M4250-40G8XF-POE+ MNGD SWITCH PERP	1	$2,953.76	$2,953.76
QSC	SLDAN-32-P	Q-SYS Software-based Dante 32x32 Channel (16x16 Flows) License, Perpetual.	1	$722.82	$722.82
Middle Atlantic	PDCOOL-1115R	1RU,11OUTS,15A,50CFM,BL	1	$497.65	$497.65
Lowell	LCDR-4224	Rack-Configured Design-42U, 24inD, includes thermal management, shelves (shallow and deep depths), blank panels, casters, and front door (see website for details)	1	$1,560.85	$1,560.85
CTi	RCKBDGET	Rack Budget for Peripherals	1	$1,764.71	$1,764.71
QSC	CORE 24f	Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual Ethernet ports for network redundancy plus two auxiliary Ethernet ports, two RS232 ports, 8x8 GPIO, 24 next-generation AEC processors, 1RU. Includes Scripting/UCI functionality.	1	$4,528.24	$4,528.24

Bill of Materials

All/Alt - Lobby - Q-SYS

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$4,481.40**					
Peerless	ST680P	UNIV TILT WALL MNT XXL NON-SEC BLK 60-98	1	$174.81	$174.81
Newline	DSX-8626	86" Commercial Non-Interactive Display, ADA compliant, and Portrait & Landscape Support	1	$2,283.53	$2,283.53
QSC	AMP_CTRL	Audio Audio Amplifier - DSP - Control Processor - AV Headend	1	$0.00	$0.00
QSC	AC-C6T	6.5" Two-way ceiling speaker, 70/100V transformer with 8? bypass, 110□ conical coverage, includes C-ring and rails for blind mount installation. Priced individually, sold only in pairs.	2	$130.59	$261.18
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output.	1	$1,761.88	$1,761.88

Bill of Materials

Conference Room Opt-2 - Basic Conference Room

Systems – All Spaces

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$32,350.80**					
Newline	DSX-8626	86" Commercial Non-Interactive Display, ADA compliant, and Portrait & Landscape Support	2	$2,283.53	$4,567.06
Inogeni	TOGGLE ROOMS XT	Switcher - USB/HDMI devices to 3 host with an extension	6	$1,840.02	$11,040.12
Peerless	ST680P	UNIV TILT WALL MNT XXL NON-SEC BLK 60-98	4	$174.81	$699.24
Newline	DSX-7526	75" Commercial Non-Interactive Display, ADA compliant, and Portrait & Landscape Support	2	$1,604.71	$3,209.42
Peerless	ST650P	TILT MOUNT 39"-75"	2	$104.18	$208.36
Sennheiser	TC BAR M US	TeamConnect Bar M all-in-one audio and video conferencing device for mid-sized meeting rooms and collaboration spaces. Includes (1) TeamConnect Bar M, (1) Mounting Bracket, (1) PSU or POE Power Supply, (1) IR Remote Control with batteries, mounting bracket & storage, (1) Magnetic Lens Cap, (1) HDMI Cable, (1) USB-C to USB-A cable, Dante audio input and output	6	$1,693.06	$10,158.36
Newline	DSX-6526	65" Commercial Non-Interactive Display, ADA compliant, and Portrait & Landscape Support	2	$1,234.12	$2,468.24

Bill of Materials

Large Conference Room - Scheduling Panel

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$1,041.17**					
QSC	QSP-GMK	Glass and mullion mounting kit for QSP-11	1	$105.88	$105.88
QSC	QSP-11	11□ Scheduling Panel, supports Microsoft Teams Rooms. Includes wall mount.	1	$935.29	$935.29

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 30% upon substantial completion, and 10% upon completion, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 3.0% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

Taxes and Tariffs

City of Liberty Lake, WA is responsible for all applicable taxes, including but not limited to sales tax, value-added tax (VAT), and goods and services tax (GST), as well as any import duties, tariffs, and customs fees imposed by the destination location. These charges are not included in the product price or freight and must be paid by City of Liberty Lake, WA. The Seller will provide all necessary documentation for customs clearance, and both parties agree to comply with all relevant laws and regulations regarding these charges.

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of City of Liberty Lake, WA for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.

2. If you have questions about the process as we move forward, please contact me at Jennifer.Tallon@cti.com or 208-990-3125.

3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J26410133 - $280,305.67

Customer Signature	CTI Signature
Printed Name	Printed Name
Title	Title
Date	Date

AGENDA ITEM NO.: 11.G.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: Interlocal Agreement for School Resource Officer

Dept of Origin: Executive **Dept. Head Approval:** Mark McAvoy

Exhibit(s):
ILA School Resource Officer CVSD LLPD_2026-2027 - signed by CVSD

Expenditure Required	No.
Budgeted	N/a
City Program	School Resource Officer

Summary Statement

Staff recommends City Council approve the 2026–2027 Interlocal Agreement with Central Valley School District (CVSD) for the continued assignment of a Liberty Lake Police Department School Resource Officer. This agreement continues the City's unique partnership with CVSD to provide a dedicated commissioned officer who works collaboratively with students, staff, and school administrators to promote safe and secure learning environments. The agreement runs from September 1, 2026, through June 30, 2027.

The primary change for the 2026–2027 school year is an increase in CVSD's contribution under Section 1 from $51,526 to $60,000 toward the cost of the School Resource Officer. The increase is intended to cover rising police officer compensation costs associated with the City's most recent collective bargaining agreement. CVSD will also continue to provide an additional $3,600 in specialty pay to support recruitment and retention for the assignment.

The Central Valley School District Board approved the agreement at its August 10, 2026, meeting. Council approval will authorize the City to continue this longstanding partnership for the upcoming school year.

Recommended Action

Move to approve and authorize the Mayor to execute the Interlocal Agreement with the Central Valley School District for School Resource Officer.

INTERLOCAL AGREEMENT FOR SCHOOL RESOURCE OFFICER CENTRAL VALLEY SCHOOL DISTRICT NO. 356

THIS INTERLOCAL AGREEMENT ("AGREEMENT"), made and entered into by and between the **City of Liberty Lake,** a municipal corporation of the State of Washington, having offices for the transaction of business at 22710 East County Vista Drive, Liberty Lake, Washington 99019, hereinafter referred to as the "CITY," the **Liberty Lake Police Department,** a department of the CITY, having offices for the transaction of business at 23127 East Mission Avenue, Liberty Lake, Washington 99019, hereinafter referred to as the "LLPD", and **Central Valley School District No. 356,** a municipal corporation of the State of Washington, having offices for the transaction of business at 2218 North Molter Road, Liberty Lake, Washington 99019, hereinafter referred to as "CENTRAL VALLEY," jointly hereinafter referred to as the "PARTIES."

WITNESSETH:

WHEREAS, the CITY, through LLPD, provides CENTRAL VALLEY with police services when such are needed from time to time;

WHEREAS, the PARTIES are committed to protecting the safety and well-being of CENTRAL VALLEY students and staff;

WHEREAS, CENTRAL VALLEY annually reviews its school resource officer program using a process that involves parents, students, and community members;

WHEREAS, CENTRAL VALLEY desires to enhance school security by funding one (1) commissioned School Resource Officer starting August 25, 2026;

WHEREAS, pursuant to the Interlocal Cooperation Act as codified in chapter 39.34 RCW, the PARTIES wish to enter an Interlocal Agreement to utilize one (1) commissioned LLPD Officer as a School Resource Officer; and

WHEREAS, it is the intention of the PARTIES that this AGREEMENT reflects a clear understanding between CENTRAL VALLEY and LLPD in order to help maintain an effective partnership to protect the health and safety of all students.

NOW, THEREFORE, for and in consideration of the mutual promises set forth hereinafter and as provided for in the above-referenced recitals, the PARTIES agree as follows:

1. PERFORMANCE

The LLPD shall provide CENTRAL VALLEY with one (1) commissioned LLPD Officer as School Resource Officer at CENTRAL VALLEY and supply each LLPD Officer with the basic

LLPD Officer-required equipment and a vehicle to fulfill the obligations of the School Resource Officer as set forth in this AGREEMENT, and further described in Attachment "A" attached

CENTRAL VALLEY shall contribute Sixty Thousand Dollars ($60,000.00) in the 2026-2027 school year to pay a portion of the LLPD Officer's costs, including, but not limited to salary, benefits, overtime, uniform, training, travel, equipment, and supplies.

CENTRAL VALLEY shall also contribute an additional Three Thousand Six Hundred Dollars ($3,600) to cover the cost of "Specialty Pay" to be utilized in recruiting and retaining officers to the School Resource Deputy Program.

2. TERM

The term of this AGREEMENT shall commence on August 25, 2026, and run through June 30, 2027.

3. OBLIGATIONS

3.1 Duty Status. The School Resource Officer is subject to call by the LLPD or its designee at any time for emergencies, special assignment, or overtime duty. The School Resource Officer is obligated to discharge all the duties of their office, enforce all laws and ordinances, and adhere to LLPD's policies and procedures at all times in meeting CENTRAL VALLEY's needs.

The School Resource Officer has a primary obligation to the LLPD, not CENTRAL VALLEY. Accordingly, in the event the LLPD needs the School Resource Officer at any time to fulfill duties other than acting as School Resource Officer, the LLPD, in its sole discretion, may reassign the School Resource Officer.

3.2 Training. The PARTIES acknowledge and agree that the School Resource Officer is subject to certain training requirements, including but not limited to training required by Chapter 28A.320 RCW. The LLPD agrees to confirm, upon the request of CENTRAL VALLEY, that the School Resource Officer supplied under the terms of this AGREEMENT has received training on the topics set forth in RCW 28A.320 and further described in Attachment "A."

3.3 Student Behavior and Discipline. The PARTIES acknowledge that the role of School Resource Officer includes that of a teacher, informal counselor, and law enforcement officer; and recognize that a trained School Resource Officer knows when to informally interact with students to reinforce school rules and when to enforce the law.

3.4 Data Collection and Reporting. The PARTIES agree to annually collect and report data regarding calls for law enforcement service and the outcome of each call, including student arrest and referral for prosecution, disaggregated by school, offense type, race, gender, age, and students who have an individualized education program or plan developed under section 504 of the federal Rehabilitation Act of 1973.

4. COMPLAINTS

Both CENTRAL VALLEY and the LLPD shall have a process for families to file complaints with the school and/or local law enforcement agency related to School Resource Officers, as well as a process for investigating and responding to any such complaints.

5. NON-DISCRIMINATION

During the performance of this AGREEMENT, the PARTIES shall not discriminate based on race, color, sex, religion, national origin, creed, age or the presence of any sensory, mental or physical handicap.

6. LIABILITY

Each Party shall be responsible and liable for the consequences of any act or failure to act on the part of itself, its employees, and its agents. Each party shall be responsible for its own negligence. Neither Party shall indemnify nor hold the other party harmless, in accordance with state and federal law.

7. NOTICES

All notices, requests, approvals, consents, or other communication, which may be required by this AGREEMENT, shall be given as follows:

CITY:	**Mark McAvoy, City Administrator** **22710 East Country Vista Drive** **Liberty Lake, Washington 99019**
LLPD:	**Damon L. Simmons, Chief** **23127 East Mission Avenue** **Liberty Lake, Washington 99019**
CENTRAL VALLEY:	**John Parker, Superintendent** **Central Valley School District No. 356** **2218 North Molter Road** **Liberty Lake, Washington 99019**

8. TERMINATION

Any Party reserves the right to terminate this AGREEMENT for any reason whatsoever upon thirty (30) days written notice, as provided for in Section 7 herein above.

9. AMENDMENTS

This AGREEMENT may be amended by agreement of all PARTIES, executed in writing, and appended to this AGREEMENT.

10. WHOLE AGREEMENT

This is the entire agreement of the PARTIES. To the extent it is inconsistent with other oral or written communication, this AGREEMENT supersedes and replaces it. No other written or oral promise shall be considered to alter or affect this AGREEMENT.

11. GOVERNING LAW

This AGREEMENT is to be governed by the laws of the State of Washington, and in the event of litigation, venue shall be in Spokane County Superior Court.

12. DISPOSITION OF ASSETS UPON TERMINATION

All assets provided by the PARTIES will remain the property of the Party who furnished the asset, and any assets purchased by CENTRAL VALLEY will remain the property of CENTRAL VALLEY.

13. REMEDY

Termination of this AGREEMENT shall be the sole remedy for breach of this AGREEMENT.

14. HEADINGS

The section headings appearing in this AGREEMENT have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to define, limit, or extend the scope or intent of the sections to which they pertain.

15. COOPERATION

The PARTIES agree to cooperate and work together to the best of their abilities to effectuate the purpose of this AGREEMENT.

16. COMPLIANCE WITH LAWS

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

17. FILING

An original of this AGREEMENT shall be executed and retained by the CITY, and the CITY may make this AGREEMENT available on the City of Liberty Lake website.

IN WITNESS WHEREOF, the PARTIES have caused this AGREEMENT to be executed on this _____ day of _____, 2026.

By signing below, the undersigned represent and warrant that they are authorized to enter into this AGREEMENT on behalf of the PARTIES.

CENTRAL VALLEY SCHOOL DISTRICT NO. 356

JOHN PARKER
Superintendent

CITY OF LIBERTY LAKE

CRISTELLA KAMINSKAS
Mayor

ATTEST:

ROCHELLE CATON
City Clerk

APPROVED AS TO FORM:

SEAN P. BOUTZ
City Attorney

ATTACHMENT "A"

JOB DESCRIPTION/TRAINING REQUIREMENTS
SCHOOL RESOURCE OFFICER

RESPONSIBLE TO: Building Principals

GENERAL DUTIES AND RESPONSIBILITIES:

The School Resource Officer will work in collaboration with staff, students, regional school safety centers and community to ensure an environment conducive to learning and to maintain an atmosphere where teachers feel safe to teach and students feel safe enough to learn. He or she would function as an advisor to administrators, a law enforcement officer, and a mentor to students and faculty who provide tips to resolve problems.

SPECIFIC DUTIES

1. Supervise campuses and surrounding areas to ensure that students are provided a safe and secure learning environment.
2. Enforce school disciplinary plans.
3. Assist and supervise activities outside of the normal school day.
4. Investigate and deter criminal conduct.
5. Go into classrooms to promote a better understanding of our laws, why they were enacted and their benefits.
6. Provide a visible positive image for law enforcement and bring expertise into schools that will help young people make more positive choices in their lives.
7. Be available as a confidential source of counseling to students concerning problems they face.
8. Collaborate with staff and community, specifically with the LLPD's Office, Central Valley School District Safety Task Force, Care Team, the drug/alcohol intervention specialist, and the school parking lot monitors.
9. Provide expertise in staff training, drill, and implementation of school safety plans.
10. Provide expertise in an ongoing assessment of school safety.

QUALIFICATIONS

1. Experience in law enforcement.
2. School-specific security education training.
3. Understanding of urban, suburban, and rural school security needs.
4. Real world knowledge of school issues.
5. Current with latest trends and strategies of school safety and security.
6. Experience with school safety assessment.
7. Ability to develop rapport with students and staff.
8. Ability to communicate both orally and in written form.
9. Ability to successfully resolve/diffuse conflicts.
10. Skilled in first aid and CPR.
11. Willingness to work flexible hours.

TRAINING REQUIREMENTS

Every School Resource Officer shall have received training on the following topics:

a. Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
b. Child and adolescent development:
c. Trauma-informed approaches to working with youth;
d. Recognizing and responding to youth mental health issues;
e. Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
f. Collateral consequences of arrest, referral for prosecution, and court involvement;
g. Resources available in the community that serve as alternatives to arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
h. Local and national disparities in the use of force and arrests of children;
i. De-escalation techniques when working with youth or groups of youth;
j. State law regarding restraint and isolation in schools, including RCW 28A.600.485;
k. Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learners, LGBTQ, and immigrants; and
l. The federal family educational rights and privacy act (20 U.S.C. Sec. 1232g) requirements including limits on access to and dissemination of student records for non-educational purposes.
m. Restorative Justice Principles and Practices

AGENDA ITEM NO.: 12.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: August 18, 2026

Subject: GMA Periodic Update Grant for FY2027

Dept of Origin: Community Development **Dept. Head Approval:** Amy Mullerleile

Exhibit(s):
Liberty Lake PUG 27-63114-249

Expenditure Required	Yes
Budgeted	Yes
City Program	Long Range Planning

Summary Statement

The Washington State Department of Commerce provides grants for Comprehensive Plan Updates to defray some of the cost of Plan development. This grant agreement is an extension of the previous grant and covers work completed between July 1, 2026, and June 30, 2027, including the following deliverables:

- Draft formal resolution on Comprehensive Plan;
- Draft Critical Areas Ordinance;
- Draft Development Regulations Ordinance

The grant funding will be disbursed upon submittal of the deliverables, with all deliverables due by December 16, 2026.

Recommended Action

Approve the GMA Periodic Update Grant Contract and authorize the Mayor to execute.

Interagency Agreement with

City of Liberty Lake

through

Growth Management Services

Contract Number:
27-63114-249

For

GMA Periodic Update Grant – FY2027

Dated: Date of Execution

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DRAFT

Face Sheet

Local Government Division
Growth Management Services
GMA Periodic Update Grant (PUG)

Contract Number: 27-63114-249

1. Contractor City of Liberty Lake 22710 E Country Vista Dr Liberty Lake, WA 99019		**2. Contractor Financial Representative**	
3. Contractor Representative Amy Mullerleile Community Development Director amullerleile@libertylakewa.gov		**4. COMMERCE Representative** Melissa Alofaituli Senior Planner melissa.alofaituli@commerce.wa.gov	PO Box 42525 1500 Jefferson St. SE Olympia, WA 98501
5. Contract Amount $14,676	**6. Funding Source** **Federal:** ☐ **State:** ☒ **Other:** ☐ **N/A:** ☐	**7. Start Date** Date of Execution	**8. End Date** June 30, 2027
9. Federal Funds (as applicable) N/A	**Federal Agency:** N/A	**ALN** N/A	
10. Tax ID # N/A	**11. SWV #** SWV0013473-00	**12. UBI #** 602-124-505	**13. UEI #** N/A
14. Award Method ☒ **Non-Competitive** ☐ **Competitive**	**NOFO/RFX #** N/A	**Proviso #** N/A	

15. Contract Purpose
Grant funding to assist the City of Liberty Lake with planning work for the completion the Growth Management Act (GMA) requirement to review and revise the comprehensive plan and development regulations under RCW 36.70A.130(5).

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget.

FOR CONTRACTOR	**FOR COMMERCE**
Cristella Kaminskas, Mayor City of Liberty Lake	Mark K. Barkley, Assistant Director Local Government Division
Date	Date **APPROVED AS TO FORM ONLY** **BY ASSISTANT ATTORNEY GENERAL** **APPROVAL ON FILE**

DRAFT

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING

If this Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

> "The [PROGRAM NAME / GRANT / ETC.] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at CCA brand toolkit, including:

A. Any project related website or webpage that includes logos from other funding partners;
B. Any publication materials that include logos from other funding partners;
C. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
D. Any equipment purchased with CCA funding through a generally visible decal.

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed **fourteen thousand six hundred seventy-six dollars ($14,676)**, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

5. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services and deliverables provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices shall describe and document, to COMMERCE's satisfaction, deliverables or a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 27-63114-249. If

expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of $50.00 or more in order to receive reimbursement.
Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Contract funds must be used only for work covered by this Agreement. All back-up documents including but not limited to, consultant or subcontractor invoices, receipts, expense reports, staff time and expenses related to contract work, must be maintained by the Contractor. COMMERCE may request additional documents, but it is not required to be submitted with initial submittal of the invoice and completed deliverables. Back-up documentation should be retained during the life of the contract, as well as anytime past that to be compliant with Contractor's records retention policies.

Invoices and End of Fiscal Year
Final invoices for a state fiscal year may be due sooner than the 30th and Commerce will provide notification of the end of fiscal year due date.
The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Grant Timeline
COMMERCE will pay the Contractor for costs incurred beginning July 1, 2026, for services and COMMERCE will reimburse the Contractor beginning July 1, 2026, for costs paid performing work as described under this Agreement.

Allowable expenses for the performance of work and submission of completed deliverables to COMMERCE are eligible for reimbursement under this Contract from July 1, 2026, cost date listed above, through June 30, 2027, end date listed on the Face Sheet, subject to reimbursement requirements stated herein. Commerce shall not reimburse Contractor expenses for activities outside this period.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final deliverable (or completion of the project, final report, etc.).

Line Item Modification of Budget

A. Notwithstanding any other provision of this Contract, the Contractor may, at its discretion, make one-time modification or modifications to line items in the Budget (Attachment B), reallocating no more than twenty percent (20%) of the overall contract budget.

B. The Contractor shall notify COMMERCE in writing (by email) when proposing any budget modification to the Budget (Attachment B). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this Contract that would cause reallocation of line items amounts to exceed the twenty percent (20%) threshold increase described above.

C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email), and such written approval shall amend the Budget. Each party to this Contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.

D. Nothing in this section shall be construed to permit an increase in the amount of funds available as set forth in Section 4 of this Contract, nor does this section allow any proposed changes to the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this Contract

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

8. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.

B. "COMMERCE" shall mean the Washington Department of Commerce.

C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.

E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

F. "State" shall mean the state of Washington.

G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;

ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day

notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this Contract. Before suspending or terminating the Contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the Contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this Contract, COMMERCE, in addition to any other rights provided in this Contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

A. Stop work under the Contract on the date, and to the extent specified, in the notice;

B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;

C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;

E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Contract had been completed, would have been required to be furnished to COMMERCE;

F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and

G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Contract.

B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.

C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.

D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.

E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

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Attachment A: Scope of Work

Tasks & Deliverables	Description– Extension contract	End Date
Task 12	Have formal language acknowledging fulfillment of statutory duties, summarizing key milestones, and confirming completion of the update	
Deliverable 12	**D12: Draft formal resolution on Comprehensive Plan**	**December 16, 2026**
Task 13	Draft Critical Areas Ordinance consistent with GMA amendments and Comprehensive Plan	
Deliverable 13	**D13: Draft Critical Areas Ordinance**	**December 16, 2026**
Task 14	Draft Development Regulations Ordinance consistent with GMA amendments and Comprehensive Plan	
Deliverable 14	**D14: Draft Development Regulations Ordinance**	**December 16, 2026**

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Attachment B: Budget

Deliverable – Extension contract	SFY27 Amount
D12: Draft formal resolution on Comprehensive Plan	$2,500
D13: Draft Critical Areas Ordinance	$6,176
D14: Draft Development Regulations Ordinance	$6,000
Contract Total (State Fiscal Year 2027 only)	**$14,676**

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