CITY COUNCIL MEETING
TUESDAY, OCTOBER 20, 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**
   - A. Mayor's 2027 Budget Message

9. **Reports & Inquiries**
   - A. City Council
   - B. Mayor
   - C. City Administrator
   - D. Liberty Lake Sewer & Water District
   - E. Parks and Art Commission

10. Workshop Discussions

A. Capital Facilities Plan Funding Options

B. Sidewalk Master Plan Public Engagement

11. General Business – Consent Agenda

A. October 6, 2026, Meeting Minutes
Recommended Action: Approve the October 6, 2026, Meeting Minutes.

B. October 20, 2026, Vouchers
Recommended Action: Approve the October 20, 2026, vouchers, 3rd Q. Quarterlies, September 16–30 payroll and benefits in the total amount of $835,320.28.

C. Molter Road Grind and Overlay Project — Engineering Services Contract
Recommended Action: Authorize the Mayor to execute an agreement with Parametrix, Inc. in the amount of $139,820 and any necessary documents consistent with the approved agreement and project scope.

D. City Hall Renovation Project — Additional Design Service Request
Recommended Action: Authorize the Mayor to sign Additional Service Request #4 with BCRA in the amount of $21,000, revising the total City Hall renovation design services contract to $443,728.

12. General Business - Action Items

A. Sponsorship - ICCU "Home for the Holidays"
Recommended Action: Approve the sponsorship of "Home for the Holidays" by Idaho Central Credit Union in the total amount of $1,300.

B. Sponsorship - STCU "Home for the Holidays"
Recommended Action: Approve the donation from Spokane Teachers Credit Union for "Home for the Holidays" as a Gold Sponsor in the amount of $1,000.

C. Sponsorship - Pawpular Companions "Home for the Holidays"
Recommended Action: Approve the sponsorship from Pawpular Companions as a Gold Sponsor for "Home for the Holidays" in the amount of $1,000.

13. **Council Comments**
14. **Public Hearings / Appeals**
15. **Resolutions**
16. **Ordinances**
    A. Ordinance 318: Adopting a New City Logo (2nd Read)
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: October 20, 2026

Subject: Capital Facilities Plan Funding Options

Dept of Origin: Finance & Administration **Dept. Head Approval:** Kyle Dixon

Exhibit(s):
None

Expenditure Required	No
Budgeted	N/a
City Program	Capital Project Delivery

Summary Statement

On the heels of the first discussion on the 2027-2032 Capital Facilities Plan, staff will discuss options to fund high-priority projects in an environment with increasing operating costs and reduced reserve fund balances.

Recommended Action

Workshop discussion.

AGENDA ITEM NO.: 10.B.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: October 20, 2026

Subject: Sidewalk Master Plan Public Engagement

Dept of Origin: Community Development **Dept. Head Approval:** Mark McAvoy

Exhibit(s):
LL Sidewalk Master Plan - Engagement Summary_2026-1014

Expenditure Required	No
Budgeted	N/a
City Program	Long Range Planning

Summary Statement

Staff will review the Sidewalk Master Plan's public engagement results and discuss how the findings should inform repair priorities, program administration, and funding options. The workshop is intended to give staff direction before further development of the plan. No adoption of a repair program or funding mechanism is requested at this meeting.

SCJ Alliance, assisted by city staff and volunteers, gathered community input during August and September 2026 through two Farmers Market events, a September 24 Town Hall, and online and paper surveys. The engagement summary reports 206 survey responses, supplemented by in-person activities and discussion. Participants consistently emphasized pedestrian safety, accessibility, timely repairs, and preventing recurring damage from street tree roots.
The findings show strong support for City coordination of repairs, but divided views about funding:

- **Repair priorities:** Sixty-two percent favored small, incremental improvements beginning with the most severely damaged sidewalk panels, compared with 16 percent favoring a few high-impact projects and 22 percent favoring localized, longer-term funding programs.
- **Program administration:** Approximately 90 percent preferred a City-led repair approach. The survey described this approach as the City arranging repairs at scale and then billing adjacent property owners. This result supports centralized

coordination but should not be interpreted as agreement that the City should absorb all repair costs.
- **Funding preferences:** Forty-three percent supported a modest tax or fee increase for faster, more consistent citywide repairs, and another 6 percent supported an increase only if it benefited their neighborhood or street. Thirty-four percent preferred using existing budgets, even with reductions elsewhere, while 17 percent opposed any new tax or fee.

Comments also raised questions about affordability, treatment of owners who have already paid for repairs, contributions from properties without adjacent sidewalks, and responsibility for tree-related damage. Participants expressed interest in coordinated contracting, shared costs, clearer maintenance expectations, and better tree selection and planting practices. These voluntary responses provide useful guidance but are not a statistically representative measure of citywide opinion.

The workshop will focus on the preferred balance between immediate hazard repairs and long-term maintenance; whether to develop a City-coordinated repair model; which funding and cost-sharing options warrant further analysis; and how tree management should be integrated into the repair program.

Recommended Action

Provide feedback on the engagement findings and direction to staff for future Council consideration and development.

LL Sidewalk Master Plan: Engagement Summary

Executive Summary

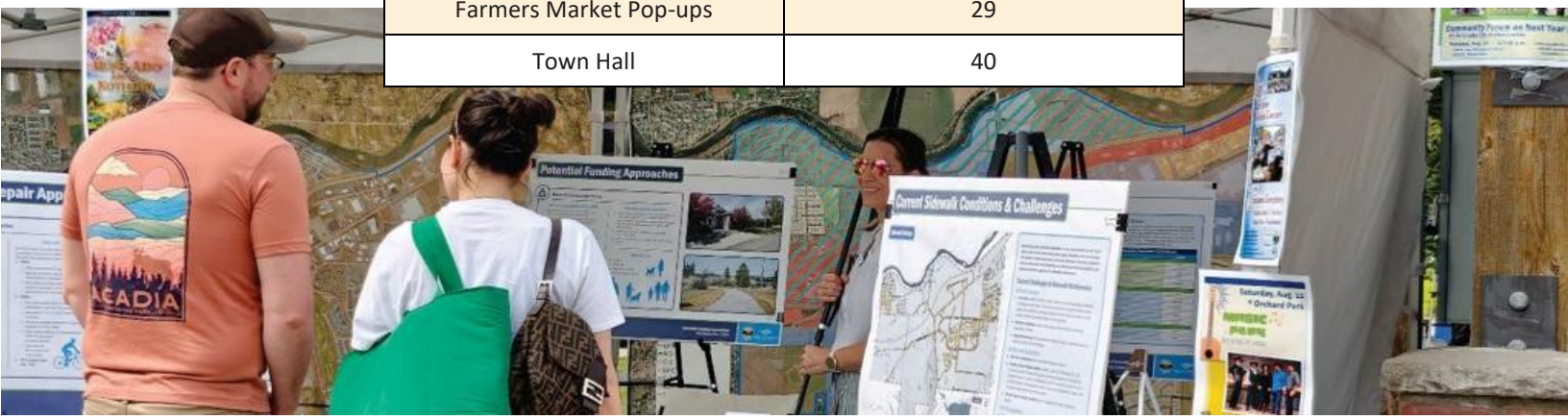
Public involvement was a foundational component of the Liberty Lake Sidewalk Master Plan. The purpose of the engagement effort was to ensure that resident feedback helped inform the plan's priorities and implementation strategies, specifically how sidewalk repairs should be coordinated and how a repair program could be funded. Engagement took place during August and September 2026 and was intentionally layered to reach residents at community events, in public spaces, and online. The City and SCJ Alliance staffed booths at the Liberty Lake Farmers Market on August 15 and September 5, where residents learned about current sidewalk conditions and took part in dot-voting and piggy bank funding activities. On September 24, the City hosted a Town Hall at the Rotary Room Event Center that included a presentation on the Sidewalk Master Plan, an opportunity to ask staff questions, and the same voting activities. An online survey and story map, shared through a QR code on a flyer, gave residents another way to participate, and paper surveys were also collected.

Engagement Reach

The City engaged the community through a community event, pop-up tabling, interactive activities, and online surveys. The process gathered input through more than 260 responses and activity votes across both in-person and online engagement opportunities.

Table 1: Public Engagement Participation

Engagement Opportunity	Number of Responses
Surveys (Online and Paper)	206
Farmers Market Pop-ups	29
Town Hall	40



Farmers Market Pop-Up Events

About the Event

On Saturday, August 15th, 2026 and Saturday, September 5th, 2026 the City of Liberty Lake set up a booth at the Liberty Lake Farmers Market in Town Square Park. The City along with SCJ Alliance displayed informational boards, provided survey flyers, and gave residents the opportunity to provide input through several engagement activities. During the first event, the engagement team had conversations with about 25 residents of Liberty Lake, many of whom participated in the voting activities.

Engagement Activities

There were two in-person activities people could take part in at the booth, plus one online survey and story map distributed via a QR code on a flyer.

Figure 1: Public Engagement Opportunities Flyer with StoryMap QR Code



Potential Repair Approaches

One of the front-facing boards provided residents with information on potential repair approaches for coordination sidewalk repair. Residents were informed of the current ordinance which states that the adjacent property owner is responsible for arranging and paying the full cost of sidewalk repairs. Several pros and cons of the current repair model were listed, along with the estimated costs for repairs for individual properties. Residents were then informed of the alternative, city-led approach, along with a list of pros and cons and the estimated cost savings for repairs when completed at scale.

Figure 2: Potential Repair Approaches Engagement Board



After learning more about the current conditions and repair approaches, residents were then asked to indicate with a sticky dot which approach to repairs they preferred. The results of this activity were as follows:

Table 2: Results of the Potential Repair Approaches Engagement Board

	Property Owner-Led	City-Led
Votes	1	12

Funding Poll

Residents were asked how they would feel about a local tax or fee to fund sidewalk repairs based on which statement they most agreed with. Each statement was placed in front of a piggy bank container. Residents could take a coin and place it into the corresponding bank to provide their input and symbolically vote with their money.

Figure 3: Piggy Bank Funding Poll Activity



The results of this activity are recorded below:

Table 3:Results of the Piggy Bank Funding Poll Activity

Statement	Votes
I would support a modest increase if it meant faster, more consistent repairs citywide.	3
I would only support an increase if it directly benefited my neighborhood or street.	0
I would prefer the City find funding through existing budgets rather than new taxes or fees, even if it meant cuts in other areas.	2
I would not support any new tax or fee for sidewalk repairs.	2

General Comments

- Passersby were interested in the topic.
- Some expressed concern in having a tax when their sidewalks were in fine condition.
- Others felt that the city should more freely utilize code enforcement efforts and make homeowners take care of their property.
- In general, people appreciated the cost savings with the city approach even if it meant a modest tax increase.
- Most residents had personal stories about safety concerns, including wheelchair access, potential for injury, people on bikes or using walkers, and more vulnerable age groups like kids and seniors.
- A resident expressed concern about golf cart owners taking shortcuts by driving through private apartment complexes. If the sidewalks were better maintained, along with clear wayfinding and regulation signage, they would encourage drivers to only use designated routes.
- Another resident commented, “Allowing golf carts on sidewalks increases wear and tear and damage. Consider a city registration fee to golf cart owners and use revenue to repair sidewalk damage.”

Key Takeaways

The Farmers Market pop-up reached a meaningful cross-section of Liberty Lake residents and surfaced consistent themes across every activity at the booth.

- **Meaningful turnout and engagement.** Over the four-hour event, the team spoke with about 25 residents, most of whom took part in one or both voting activities. This level of participation, combined with the general comments logged at the booth, indicates sidewalk conditions are a topic residents are willing to stop and engage with.
- **Clear preference for a city-led repair approach.** In the Potential Repair Approaches dot-voting activity, 13 of 14 votes favored a city-led approach over the current property owner-led model, suggesting residents are drawn to the cost savings and consistency of repairs completed at scale.
- **Openness to funding, but no single preferred mechanism.** In the Piggy Bank Funding Poll, five of seven votes went to statements supporting some form of funding solution, whether a modest tax increase (3 votes) or reallocating existing budgets (2 votes), while two votes rejected any new tax or fee. This small sample, combined with input provided in conversations suggests that many residents would be in favor of modest tax or fee to support a repair fund necessary for the city-led approach.
- **Safety and accessibility drive resident concern.** The general comments reinforced the voting results: most residents who spoke with the team described a personal safety or accessibility concern, including wheelchair access, injuries, and worries about kids, walkers, and seniors sharing damaged sidewalks with E-bikes and golf carts.

Sidewalk Master Plan Town Hall

About the Event

On Thursday, September 24th, 2026 from 6:00PM to 8:00PM the City of Liberty Lake hosted a public town hall event at the Rotary Room Event Center. This event provided an opportunity for community members to listen to a 15-minute presentation on the Sidewalk Master Plan, including existing conditions and challenges with the current repair ordinance. Attendees were then given the opportunity to ask staff questions and participate in the same activities that were present at the pop-up events. In total, about 40 community members attended the Town Hall, with almost all voting on repair and funding approaches.

Figure 4: Community Town Hall Engagement and Discussion



Engagement Results

The following results are compiled from the online survey, paper surveys, and in-person voting which occurred during the Town Hall event.

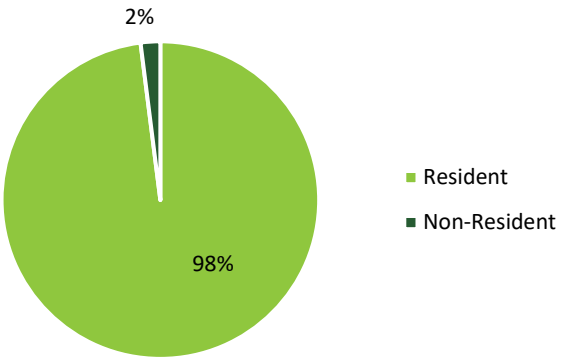
Key Takeaways

- **Almost everyone who participated is a resident of Liberty Lake.** 98 percent of people who took the survey were residents, while 2% were not.
- When people were asked to choose which approach to sidewalk repairs they preferred, **62% agreed that the most problematic sidewalks should be repaired in the short-term,** while developing a repair program and enforcing the new street tree planting standards as development occurs in the long term. There was less support for larger-scale projects and waiting to make repairs until a local funding mechanism is in place.
- **People who participated voted overwhelmingly in favor of a city-led approach to funding sidewalk repairs,** with 90% in support.
- People who chose the property owner-led approach had several concerns with the city-led model. Residents felt that property owners should be responsible for maintenance, just like they are for shoveling snow. There was also concern about fairness. Property owners who recently completed sidewalk repairs should be compensated in some way. Homeowners who do not have sidewalks abutting their property felt it is unfair to pay for repairs elsewhere in the city.
- People who favored the city-led model understood the challenges of code enforcement, particularly for those who are cost-burdened by the repairs. A city-led approach could lead to repairs being completed in a timelier manner. Many felt that the city needs to take responsibility for the mature tree root damage planted by developers decades ago, which the city authorized. Quality control and potential cost savings through economies of scale were also supported by many residents. Some also value the sidewalks as an important part of the transportation network that anyone can use, particularly for those who cannot drive themselves. The city should then maintain its sidewalks as a vital part of the public infrastructure.
- **Opinion on a new tax or fee to cover the costs of a repair program is split almost evenly.** 49 percent would support some increase (43 percent for a modest citywide increase that delivers faster, more consistent repairs, and 6 percent only if it benefits their own street). 51 percent prefer no new revenue (34 percent want the City to use existing budgets, even with cuts elsewhere, and 17 percent oppose any new tax or fee).
- **Among those willing to pay, most would stay at $50 or less per year.** 45 percent chose up to $20, 32 percent chose up to $50, and 23 percent chose up to $100.

Combined Survey Results

Q1. Are you a resident of Liberty Lake?

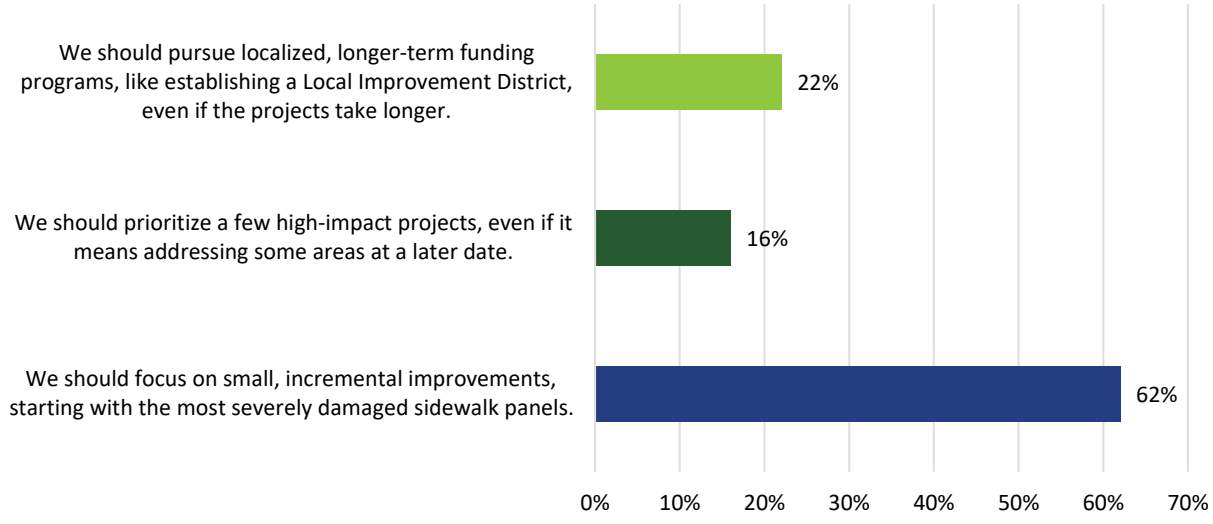
Figure 5: Survey Respondent Residency



98 percent of people who took the survey were residents, while 2% were not.

Q2. When funding is limited, which statement do you agree with most (choose one)?

Figure 6: Sidewalk Improvement Priorities with Limited Funding



Many residents agreed that the most problematic sidewalks should be repaired in the short-term, while developing a repair program and enforcing the new street tree planting standards as development occurs in the long term.

Regardless of the specific approach, residents were concerned about repairs taking place in a timely manner as a public safety priority.

Residents emphasized that sidewalk repairs are an ongoing maintenance obligation that the city would be taking on. There needs to be an orderly system for completing routine maintenance so that the problem does not become a safety hazard after the most severely distressed damage in addressed in the short-term.

Some were in favor of the city and property owners sharing responsibility. This would involve the city making the repairs and billing the adjacent property owner at a reduced rate.

Q3a. What are your thoughts on these sidewalk repair approaches?

Property Owner-Led (Current Ordinance) - The adjacent property owner is responsible for arranging and paying the full cost of sidewalk repairs.

City-Led - The City repairs sidewalks in priority areas, either in-house or through a contractor, allowing repairs to be completed at a larger scale. The City then bills the adjacent property owner.

Figure 7:Preferred Sidewalk Repair Approach

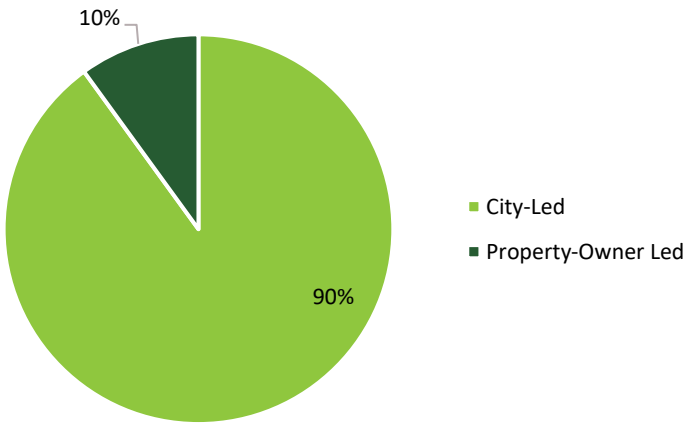


Table 4: Sidewalk Repair Approach Preferences by Engagement Method

Preferred Approach	Online Survey	%	Paper Survey	%	Town Hall	%
City-Led	175	90%	7	100%	27	93%
Property Owner-Led	20	10%	0	0%	2	7%
Grand Total	**195**	**100%**	**7**	**100%**	**29**	**100%**

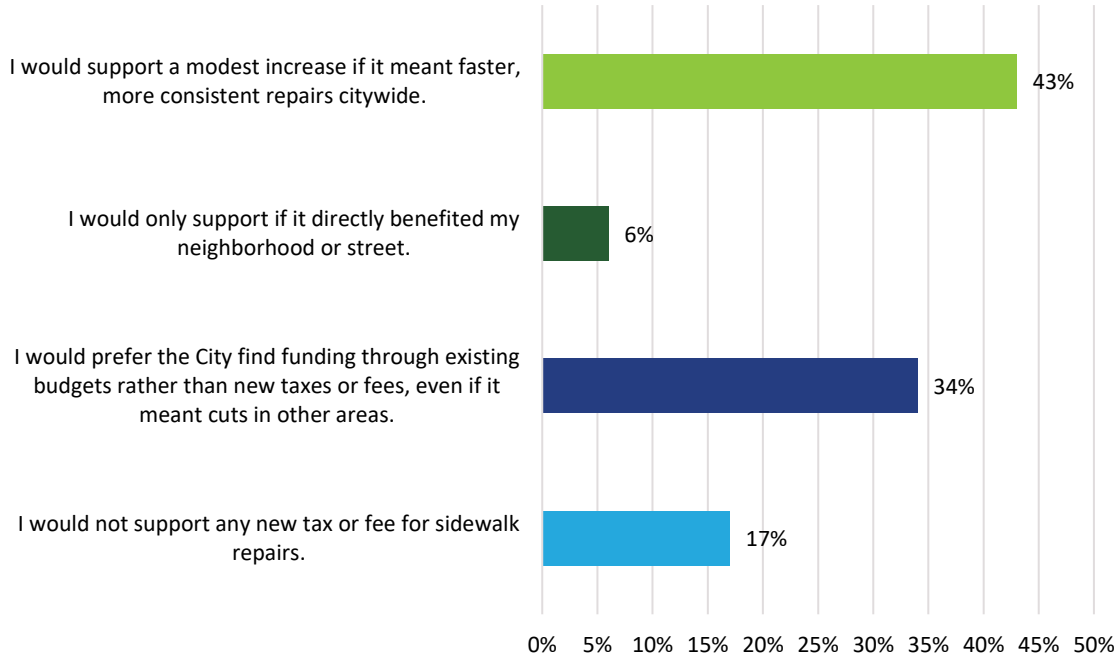
Q3b. Please tell us why you selected this approach.

People that chose the property owner led approach had several concerns with the city-led model. Residents felt that property owners should be responsible for maintenance, just like they are for shoveling snow. There was also concern about fairness. Property owners who recently completed sidewalk repairs should be compensated in some way. Homeowners who do not have sidewalks abutting their property felt it is unfair to pay for repairs elsewhere in the city.

People who favored the city-led model understood the challenges of code enforcement, particularly for those who are cost-burdened by the repairs. A city-led approach could lead to repairs being completed in a more timely manner. Many felt that the city needs to take responsibility for the mature tree root damage planted by developers decades ago. Quality control and potential cost savings through economies of scale were also supported by many residents. Some also valued the sidewalks as a important part of the transportation network that anyone can use, particularly for those who cannot drive themselves. The city should then maintain its sidewalks as a vital part of the public infrastructure.

Q4a. For the city to manage sidewalk repairs, there would need to be a dedicated revenue stream. How would you feel about a local tax or fee to fund sidewalk repairs? Choose the statement that you most align with.

Figure 8: Sidewalk Repair Funding Preferences



Q4b. If you selected either of the first two options, how much would you be willing to pay annually to support the city's sidewalk repair efforts?

Table 5: Willingness to Pay for Sidewalk Repairs

Amount	Combined Votes	Percentage
Up to $20 annually	14	45%
Up to $50 annually	10	32%
Up to $100 annually	7	23%
Total	**31**	**100%**

Q4 Comment:

"Also charge fees to property owners with major distresses, as they've fixed."

Q5 Open-Ended Survey Comments

- "Balance the costs equally throughout the population of the city."
- "No mention of dealing with existing trees."
- "I would be in favor of a partnership approach to repairs, shared by both the city and property owner. There is strength in numbers. The City can facilitate meetings with contractors and bill homeowners."
- "I really like your idea to make sure proper trees are planted and watered deeply to avoid surface roots. Terrific! Make sure developers are considering long term impacts. Taxes in WA are HIGH. Find a better way. How much money was spent gathering this data?"
- "If the City takes responsibility for repairs, assess fees to property owners with major issues (such as deferred maintenance) and use broad funds for later upkeep. Those properties who kept up with maintenance don't pay for those who didn't. This approach also reduces the tax implication to residents without sidewalks."
- "Add a fee through the golf cart city registration to cover this cost."
- "Again, the expenses should deal with trees, whether removal or abatement. You really can't do one without the other."
- "Arrange grants or discounts for volume."
- "As a property owner and a senior citizen I understand the importance of maintaining safe, accessible sidewalks. However, requiring individual property owners to repair sidewalks would be a significant financial burden. There are many sidewalk panels around my property, I cannot afford to repair or replace each one as problems arise. Two years ago, I repaired one panel, and now it appears to need replacement. I may also need to remove the tree causing the damage, if our HOA allows the removal. If permits are required, that would add further costs. I support repairing and maintaining our sidewalks and I am willing to contribute to the cost, either through a direct

contribution or a tax. I believe City-led repairs would be a more equitable approach and would help ensure that sidewalks are repaired correctly, consistently, and in a timely manner. I cannot take on sidewalk repairs on my own."

- "As a runner who has been hurt on the sidewalks in town, I would greatly appreciate they getting fixed. While my issue was more the cover of an electrical well coming up, we have some of the worst side walks I have ran on. I am a trail runner and would rather deal with roots and rock on a trail then our sidewalks"
- "Before changing the Current Ordinance or creating a new revenue stream to make repairs. I, as a home owner who needs to make repairs, I would like 1) contact information of contractors who can make these repairs. 2) Guildance on what types of trees will NOT cause sidewalks to lift. 3) Interaction between the city and homeowner associations so that we may continue to have tree lined streets, but move to a species of tree that will both be asthetically pleasing and not harm our sidewalks."
- "Driving through the city, it's obvious at which green spaces next to sidewalks are city owned. Majority are not well edged, no weed eating or weed control, grass over growing in some spots. While privately owned green spaces next to sidewalks that are contracted out to maintain, look exceptionally well maintained. This goes for homeowners who care about their piece of sidewalk/grass versus the ones who could care less."
- "First two answers are most accurate - support for modest increase if it benefitted all of the city, but also my neighborhood and street."
- "For the question above, my second choice would have been to support a small/modest increase if it benefitted my neighborhood. Are there any innovative means to keep the costs reasonable low?"
- "Greenstone and the city required homeowners to plant those trees so they should be required to pay for the damage from the trees they required homeowners to plant."
- "High foot traffic areas get priority."
- "Hire a professional company to complete larger repairs and replace sections, rather than trying to have the city do it in house."
- "HOA currently maintains other public areas. It should be funded from that existing budget."
- "Homeowner has no choice in trees whose roots damage sidewalks and lawns. We should not have to repair sidewalks damaged by trees planted in spaces too small to grow without damaging sidewalks and private sprinkler systems. Replace trees and repair sidewalks. Problem solved"
- "I am in favor of city wide sales tax increase."
- "I am very concerned about the tree root issue. The value of the street trees and the beneifts provided by them should be prioritized during the sidewalk repair and replacement process. For example- my neighbor in the Rocky Hill neighborhood was give approval to remove and not replace the street tree in front of their house las tyear by saying the sidewalk was lifting. They have not repaired the sidewalk because there is no issue with it."
- "I appreciate this consideration. It needs to happen. Has needed to happen. Having a good way to make it happen would be beneficial to the majority of people in the city."
- "I believe there should be the potential to increase funding streams from businesses and tourism, two things that I don't see prioritized right now. Too many large buildings sit empty in LL that should be employers and the city implements an embarrassingly lackluster tourist draw for a city that is

idyllic during every season. Even as a resident, I find more enticing events and businesses outside of our city (just in post falls or the valley) making me wonder why aren't we providing the same at home?"

- "I do not think the homeowner should be responsible for repairing the sidewalks as the trees are the main cause and the homeowner(s) did not plant the trees in many cases. And we are not allowed to remove the trees to avoid further sidewalk issues. Additionally, if it is the homeowners responsibility it should be outlined when someone purchases a house as a lot of homeowners cannot afford to pay for concrete to repair all the sidewalks around them (ex: my house is a corner lot)"
- "I don't see this clearly spelled out. Who legally owns the sidewalks, the land they are on? That is who should pay for the repairs."
- "I have reviewed the survey a few times but have chosen not to answer specific questions but will share my thoughts. I walk our community on a regular basis and there are areas that need to be addressed for safety. I understand it is the homeowners responsibility to do these repairs but if enforcement is not an easy option then what can be done. Are we able to make these regulations enforceable? If there needs to be some funding to address these issues then that is a consideration. I do appreciate the outreach the council constantly provides to keep the community informed. I also trust the council to make a good decision as to what the best option will be. Thanks for your dedication to our community and I hope you know your service is appreciated. Regards, Marsha Binder"
- "I live in the River District and I'm really disheartened at how poor the condition is of our sidewalks. They started showing damage very early- cracking, breaking, heaving up, sometimes within a year of construction. Greenstone did some repairs after about a year of my living in the district, but they only repaired sidewalks that an owner specifically complained about, and they made NO attempt to ask owners to report damaged sidewalks. It was done in a. secretive manner, and to obad if you didn't know repair crews were coming through. This shouldn't be allowed by developers making buckets of money. Where is the accountability?"
- "I live in the River District; I like our area, and I'd rather keep the trees and pay extra to repair the sidewalk. If the city led the initiative and provided guidelines that helped our HOA present the issue and the costs, I feel like there could be a middle ground where neighbors could make decisions on what benefits their street best. I don't want the city to decide my tree needs to be cut down bc it makes the most financial sense for sidewalks. I also don't want my HOA to have to figure it out on their own. If my street had a gofundme, I'd throw in $300 or so even though my property's sidewalks are fine bc it doesn't feel fair for my neighbor to have to carry the cost on a sidewalk I frequently use as well."
- "I live on a private street in Liberty Lake where I am solely responsible for the sidewalk in front of my house and our hoa takes care of our street. I would not support any new tax for residents since it would not apply to our neighborhood."
- "I think the City has an implicit obligation to maintain sidewalks. Think the current ordinance is unworkable."
- "I think we need to think critically about some of the projects we are taking on. We have done several art-related projects, the logo rebranding, and continue to talk about building a library. If we are truly concerned about ADA compliance, wouldn't this take priority over those?"

- "I urge the City to take full responsibility for sidewalk maintenance, particularly regarding damage from city-mandated street trees. Under current policy, the City's landscaping codes require specific street trees. Over time, these shallow-root species naturally buckle the concrete. It is unjust to force homeowners to pay thousands out of pocket to repair a structural failure directly caused by a City mandate. Framing this as a failure of private property upkeep ignores the reality that residents never had a choice in planting these trees. The City created a financial trap by requiring an environmental feature statistically guaranteed to destroy the public walkway. Because the public uses these paths and the City mandates the trees that break them, the City should absorb maintenance into the general infrastructure budget or a shared, community-wide utility fund."
- "I would not mind paying a little more for our city to repair the sidewalks, but all the work cannot be done only in one area at one time. Spread out the work so all of Liberty Lake, North and South of the Freeway, is getting repaired."
- "I've been here since 2008. Most of this damage is from allowing trees to be planted in incorrect locations and conditions. This has been confirmed by arborists and contractors repairing sidewalks. These decisions were made by builders/developers and pushed onto homeowners. They were done for esthetic reasons with no regard for long term lasting impact on the community or existing infrastructure. Some trees have encroached into public roadways disrupting asphalt and sidewalks. I would encourage a broader approach and allow for the removal and planting of correct trees in and around Liberty Lake by homeowners and businesses. This will reduce future damage and need to repair sidewalks. As far as costs I would encourage looking at the developers and their choices of location and tree type for their communities. If the trees planted are causing the issue I'd look at holding the developers accountable over the homeowners or city who had no say in the matter."
- "If any of the financial burden remains on the homeowners, they should have full ability to choose when and what contractor they would like to use. It might be beneficial for the city to arrange a bid with a contractor willing to do the "at scale" cost which homeowners could choose to use. While I understand the need the fix the sidewalks and reduce both city and homeowners liabilities, the HOA in our area has very specific requirements about things like the number of trees on the walkway which create an additional challenge and cost when trying to deal with the problem"
- "If it is the homeowners responsibility to repair the sidewalk then the city should allow the removal of a tree prior to the destruction of the sidewalk"
- "If property owners are required to have street trees, then the damage caused by them should not be their problem. I.e., if I have to maintain sidewalks, I will cut down my street trees to minimize my financial liability."
- "If the ordinance was enforced properly, this would not be the issue that it is. How about everybody take personal responsibility. I do believe that many people have no idea how to go about fixing the issue so, guidance from the city would be beneficial."
- "If the property owners are responsible for sidewalk repairs, but they find it cost prohibitive, perhaps the city could figure out a way to lower cost (booking one company to do multiple sidewalks in a time period) or cost share with property owners."
- "If we want people to use the sidewalks they need to be maintained. Walkable cities need places to walk. Leaving it individual owners has not, and will not provide that."

- “Is there a way to prevent tree roots from causing the sidewalk issues in the first place (type of trees, barriers, etc). If so, incorporate them when new trees are planted.”
- “It would ve nice if I actually had sidewalks in my neighborhood.”
- “Just make sure sidewalks are safe and walkable or ADA compliant for disabled. And reconfigure budgets if needed to accommodate.”
- “Keep the sidewalks the responsibility of the homeowner. This reduces liability of the city. And encourages proper tree selection and tree care. Require root barriers for new street trees. But city should coordinate repairs for a whole street at a time to get a better rate.”
- “My area near a swell was damaged by the builders sub contractor. They said they would fix it but never did. How do I get the builder to take responsibility. Also we are forced to have trees along the right of way but get no say in what trees are planted.”
- “No new taxes, stop wasting money on “want to have” things and pay for these “need to have” things! There is plenty of revenue, use it wisely.”
- “Not sure if it can be passed to HOA governance or not especially if public support for city-led funding isn’t there. HOA could possibly direct the repairs in specific neighborhoods and assess special fees by neighborhood to capture the economy of scale for repairs, and spread out the cost a bit but across those most directly benefiting. However, I feel like people would be more receptive to the City handling repairs and collecting the fees/taxes. Any excess funds can be redirected to other pedestrian flow initiatives that may come up as well. Either way, sidewalks and trails will be a recurring problem across all areas and to ensure proper maintenance, people will have to be more or less forced to deal with it. City-led repairs funded with taxes don’t really give them a choice (well, if it gets passed). Any potential to assess small additional fees (an “over-sized sidewalk operated vehicle” fee) on golf cart/ebike registrations?”
- “Perhaps providing some form of financial help from the city to homeowners who cannot afford repairs could be considered Many homeowners do not even realize that they are responsible for the sidewalk maintenance and street trees. The large maple trees , especially on the 1200 block of N Ormond, are a big problem. They are overgrown and need to be pruned back significantly and only a very small percentage of homeowners do this. Many of them actually should be removed. Finding funding for the city to help maintain these trees could keep this problem in check.”
- “Pick better trees.”
- “Please document the sidewalk heave @ 24999 E. Pine Point CT. Nils & Chris Ohlsen, homeowners. If questions, Chris cell#509-990-2654. Our neighbors down the street at the corner of Forest Ridge & Ludlow had sidewalk repairs covered by the city just over a year ago. Thanks for your consideration.”
- “Pre-planning for any future tree planting. City to choose trees based on root growth and where to plant trees based on full growth pattern.”
- “Sadly the city council only has 2 common sense representatives… all the others are liberals and only think about enforcing democrat woke propaganda. Case in point… they still put a new library as a priority—with the biggest liberal telling us—we voters are uninformed!! She has her own cheering ladies at every mtg—whispering and clapping. Quite an embarrassment last year slamming Charlie Kirk proclamation. So I got off subject… but even this poll/survey makes no difference… liberals do what they want.”

- “Safety vs beauty. We have already established a beauty endeavor, and further time invested will subtract from better performance and improvement in other area.”
- “Shaving down high-spots has been done in the past, I don't know why it ever stopped.”
- “Shouldn't the original developer contribute since many sidewalk issues are due to poor tree planting practices in the first place?”
- “Sidewalk maintenance and repair should be a high priority. Safety and ability for people of all ages and abilities to navigate and enjoy our beautiful city should be non negotiable”
- “Stop approving homeowner’s planting gardens on the curb strip as they do not get maintained and are ugly. City should revise their approved list of trees to only provide dwarf trees and those that do not have surface roots or roots that will invade and uplift the sidewalks. Homeowner’s have no say in what gets planted, but are left with the cost and responsibility of maintenance. It’s not just. This needs to be addressed and fixed”
- “Stop planting big trees in tiny 3 foot spaces! This is already a problem in established neighborhoods and yet they keep planting these trees in new developments.”
- “The "Equity" and "Proximity" criteria are terrible! Why does it matter if a sidewalk is close to manufactured homes? A sidewalk in a traditional stick-built neighborhood should be addressed as equally as any other. Your phrasing of "equity" is not equal. Treat things fairly and not intentionally biased under the guise of "equity".”
- “The asphalt path along Country Vista is beautiful, but it's been a hazard for way too long as far as I'm concerned.”
- “The asphalt sidewalks, particularly on Molter & Valleyway & other areas have cracks & dips that are not all related to roots & perhaps you can consider a chip seal which is what the Rocky Hill area just did on Country Vista which is much smoother for walking, biking, & golf carts. Thank you!”
- “The city should hold developers responsible for the kinds of trees planted along their sidewalks which are known to lead to root issues. Hold them accountable to only use city approved trees. A lot of sections of the city are private communities and should not be responsible for other neighborhoods.”
- “The city stole money and a building from the proposed new library for a new town hall. If city council can do this, you can find the money in the budget without cutting services or raising taxes and fees to pay for sidewalk repairs.”
- “The city would need a competent team or contractor so this does not end up like the irrigation situation at Rocky Hill Park. The city cleans up leaves and mows well, but the competence seems to end there.”
- “The developer was careless in their oversight of the number of trees planted per lot. Ex (Settler Dr), Size and type of tree, distance to sidewalks was poorly thought out. Homeowners shouldn’t be required to pay for the developers negligence. And if homeowners feel the trees in their yards are causing costly damage they should be able to remove without permission.”
- “The source of the problems are large trees known for large surface roots. Offending trees should be removed as a way to mitigate future sidewalk uplifting problems. That way the current repairs are a one-time cost.”
- “The tree types were not the residents choice, they are beautiful but damaging with the roots. Since the city selected the trees, they should make the repairs”

- “The trees. They look great -- but do people really know (or care) how to take care of them. Thebtrees add class to the neighborhood -- but if not taken care become a liability.”
- “There are a number of private sidewalks in the city. These should be taken care of by the HOAs or homeowners. I do not support the subsidies for private sidewalks.”
- “These are public sidewalks, not private property. They should be maintained by the city , county, or state. No one has ever been responsible for paving a public road in front of their home, why should a sidewalk be any different. The trees doing all the damage were not planted by the homeowner, but by the developer who is doing it because the city is a top tree city in the USA. If you were to do a little research you would see that New York city came out about 6 years ago and took responsibility for the sidewalk damages and lifted all the reins from home owners because they are public and the cities responsibility. I think we should do the same. You should also let people who's properties are severely damaged from trees have the option to remove them without replacement and enforce that with local HOA's. Last by law there should be no tree's planted within 40 feet of utility boxes or gas lines. Thank You!”
- “These trees were irresponsibly plants by the boulder with no long term thought. Most homeowners do not know they're responsible for the sidewalks. And ordinances requiring planted trees and of specific species only hamper fixes. There's a big tree planted between two driveways, in a 7 foot strip, which makes absolutely no sense. We had to fix this with our neighbor. The tree never should have been planted there. Removing the tree for $1,500ish is far more economical than continuously fixing the panels and then repeating the mistake by replanting. Quotes to fix panels run $5,000+. Nobody can afford that on shirt notice, if at all, especially given HOA and high city/state taxes. At some point, we can't be afraid to remove non-native trees, just as the city has done. Why are citizens held to a different standard than the city?”
- “This is the second survey I have taken about liberty lake taxes in the past 3 months. Time for new leadership. Are you not struggling in this economy? Or do you tax a ridiculous salary from the city that your not worried. Do you even live in the area? New leadership is must. Our city's infrastructure is falling apart and your doing nothing but try to raise taxes. You guys suck at management”
- “This is unfair if a city can’t main there sidewalks like they do trails it is definitely funds misuse maybe spend less on libraries and other projects and more on maintenance of safety. It is obvious to me the city can’t do Christmas light as good as the other people in charge so I don’t personally have much fa in the city”
- “Through the current budget make sidewalk repair a priority. No new taxes or hardship on homeowners. Quit updating facilities and worrying about a pool or library. Take care of the infrastructure.”
- “Ticket, ticket,fine, jail.,(”
- “Use TBD money”
- “We love the trees but the cost benefit verse so many repairs needed, should we reconsider number and spacing”
- “We MUST protect the streets trees trees!”
- “We need a safety tax. Sidewalks, CrossWalks, Bike Lanes, Golf Cart awareness, & Pedestrian blinking light visibility. If you propose a safety tax and add golf cart awareness into the tax. More people would understand. The city is better off with healthy sidewalks, bike lanes, golf cart signs,

and pedestrian light crosswalks. We already have an amazing trail sidewalk feel to our city. Expanding and rebuilding would be ideal for everyone."

- "We need to take a hard look at existing services and consider cuts to things that are nice to have, but not necessary. It's my understanding that the library is approaching $1M/year in costs to the city. Perhaps we need to start looking at whether the benefit outweighs the cost. What kind of savings would we have cutting out a few of the events the city puts on each year?"
- "We want the approach to be first class that results in timely repair and up to the standards of our community. City-led is best, since "chasing" homeowners to get things done is difficult. A fee or tax on everyone is the best way to keep our community commons in the best shape."
- "With everything associated with home ownership costing so much more, please consider long term solutions that benefit all. Personally, I feel that sidewalks add character and they don't need to be perfectly level! Note that I am an avid walker..."
- "You are getting a lot of negative feedback on the costs of furniture for the new city hall on social media. We need to be wise in how we spend taxpayer money."
- "If a crack or sinking of the cement in the sidewalk happens to fall within someone's driveway, but it still the sidewalk it should still be policy that it is the cities responsibility"
- "I love our LOGO. Please leave it alone. No changes."
- "As answered, I am willing to pay a small increase in taxes but feel this should be something the city planned for the upkeep of when installed!"
- "This is a safety hazmats. Those homeowners should be financially responsible but also be required to correct within a short timeline."
- "Make golf carts legal in bike lanes throughout Liberty Lake to protect our sidewalks."
- "Bill the property owners, including putting a lien on if needed."
- "I would add that the trees are causing this issue, but it is obvious."
- "The city needs to be consistent in city rules and home insurance responsibilities. If the city begins taking responsibility of home ownership sidewalks… the city will also be held responsible on any other damages, including personal injuries. City pays to fix a sidewalk and an injury occurs… that person can go after the city."
- "The city tends not to listen to the people, especially around important funding. Spent a little less time and money on the golf courses and a little more time and money on the existing conditions."
- "Be more responsible picking trees to plant by sidewalks so their giant roots don't cause damage to the sidewalks."
- "This issue should have been addressed years ago before the situation came to this. I feel like this problem has just been kicked down the street and now it is a larger issue."
- "Don't dump the cost on the homeowners. Chose more wisely for what is planted."
- "city council and mayor - stop spending beyond your means. budget like its your own checkbook and savings account. the liberal and progressive spending spree on this council and rino mayor need to be curbed."
- "Focus on the highest priority projects first while balancing cost and not overextending the city or increasing costs to residents that are already suffering as a result of the current federal government."

- “Like everything involving government, care would need to be taken to avoid the funding being swallowed up by bureaucracy rather than actual physical construction”
- “The city is highly walkable, which is why we moved here, but some of the sidewalks are broken, uneven, or just missing. Improving our current sidewalks and expanding them around would be such a great improvement.”
- “You have not taken any tax increase in years. We would be in better shape for this if you had thought ahead for how to handle aging infrastructure”
- “This is a quality of life as well as a safety issue. We need to address concerns that touch on the reasons that we all chose to live here.”
- “Perhaps having golf carts and e-bikes stay on trails instead of sidewalks.”
- “There are clear safety issues that need to be addressed quicker than others.”
- “City should incur through existing revenue to remove trees causing the sidewalks to heave.”
- “Let the community know when older trees will be replaced with street friendly trees”
- “Homeowners responsibility”
- “Don’t do it”
- “If the money from a new tax was used for the repairs would be fine but if it’s going to be sent to the general fund then dispersed then no new tax. I don’t want money being spent on useless drivel like redoing the cities logo.”
- “Maybe a gold tournament, we are a golf community and many of us use the sidewalks with our golf carts. We could also do a golf cart parade to raise funds etc.”

AGENDA ITEM NO.: 11.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: October 20, 2026

Subject: October 6, 2026, Meeting Minutes

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

Exhibit(s):
October 6 2026 Meeting_Minutes

Expenditure Required	No.
Budgeted	N/A
City Program	

Summary Statement

Recommended Action

Approve the October 6, 2026 Meeting Minutes.

CITY COUNCIL MEETING
TUESDAY, OCTOBER 6, 2026,
HELD IN PERSON & REMOTELY

6:00 P.M. Regular Session:

Invocation: Given by Mayor Pro Tem.

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

Call to Order: Mayor Pro Tem Dunne called the meeting to order at 6:01 p.m.

Roll Call: City officials who physically attended the meeting: Mayor Pro Tem Dunne; Councilmembers Fisher, Darrow, Kurtz, and Ball; Mark McAvoy, City Administrator; Sean Boutz, City Attorney; Kyle Dixon, Finance Director; Ben Turner, Public Works Director; Michael Vigue, IT Systems Engineer; Deputy Chief Darin Morgan; David Goehner, Communications Specialist; Stephen Reichert; Street Supervisor, Pedro Romero; Street Maintenance, Justin Robison; Street Maintenance, Cameron Moore; Street Maintenance, and Rochelle Caton, City Clerk.

City officials who remotely attended the meeting via Zoom: Councilmembers Klingler, and Severs, Jandy Humble; Library Director, Shane Miller; IT Manager, Luke Michels, City Engineer; and Jen Camp, Parks and Recreation Director.

Agenda Approval: Councilmember Darrow moved to remove Item 16.B, Ordinance 318, from the agenda. Councilmember Fisher seconded the motion. Discussion ensued. Mayor Pro Tem Dunne called for a vote, and the motion passed unanimously.

Councilmember Kurtz moved to move Item 11.F to General Business Action Item 12.C. Councilmember Ball seconded the motion, passing unanimously.

Councilmember Fisher moved to approve the agenda as amended. Councilmember Darrow seconded the motion, passing unanimously.

Citizen Comments: None made.

Appointments:

Announcements / Proclamations / Special Presentations:

Road Scholar and Road Master Certificate Presentations: Stephen Reichart; Street Supervisor, introduced Chainey Rhoades from Local Highway Technical Assistance Council (LHTAC) who provided a brief presentation on the program. Staff members, Pedro Romero and Justin Robison, were recognized for their continued professional development and achieving Road Scholar awards.

Government Relations and Legislative Advocacy Strategy: City Administrator McAvoy presented the Government Relations and Legislative Strategy for 2027 in connection with agenda Item 12.A, the Consulting Services Agreement with Capital Path Consulting LLC.

Questions were asked and answered throughout the presentation.

Reports & Inquiries:

City Council: Councilmembers Fisher and Klingler commented on attending a Rotary conference in Roslyn, British Columbia.

Councilmember Ball commented on attending the Sidewalk Master Plan Town Hall.

Councilmember Klingler commented on the proposed logo.

Mayor Pro Tem Dunne commented on attending the Liberty Creek Back-to-School Carnival and the Sidewalk Master Plan Town Hall. He also provided updates on the Spokane Transit Authority.

Mayor: None made.

City Administrator: City Administrator McAvoy provided reminders of upcoming events. He then invited Deputy Chief Morgan to provide a brief report on LLPD's compliance with SB 600.

Jen Camp, Parks and Recreation Director, provided a brief update on the status of RCO grant funding.

Finally, Ben Turner, Public Works Director, provided a brief update on the ongoing City Hall renovations.

Questions were asked and answered.

Workshop Discussions:

TIF/LIFT 3 Year Project Schedule: Kyle Dixon, Finance Director, introduced Phil Champlin of HUB Sport Center and Jim Frank of the Greenstone Foundation, who individually briefed the Council on eligible TIF/LIFT projects planned for the next three to five years. The Council will review and deliberate on eligible projects to include in an updated resolution at a subsequent meeting.

Kyle Dixon then provided a summary of 2027–2029 projects and potential next steps.

2027-2032 Capital Facilities Plan: Ben Turner, Public Works Director, and Judy Schumacker provided a joint presentation on the 2027–2032 Capital Facilities Plan. Questions were asked and answered throughout the presentation.

General Business – Consent Agenda: Councilmember Kurtz made a motion to approve items 11.A. B, C, D, E, and G. The motion was seconded by Councilmember Severs, passing unanimously.

11.A September 15, 2026, Meeting Minutes: Approve the September 15, 2026, Meeting Minutes.

11.B October 6, 2026, Vouchers: Approve the October 6, 2026, vouchers, August 16–31, September 1–15 payroll and benefits in the total amount of 2,054,997.91.

11.C Purchase of School Zone Beacons – Mission Avenue Frontage Improvements Project: Authorize purchase of school beacons for Mission Avenue Frontage Improvements Project in an amount not to exceed $16,000.

11.D Authorize Placer.ai location intelligence annual subscription payment: authorize payment of the Placer.ai subscription in an amount not to exceed $17,658.

11.E .SCJ Alliance — Task Order Reauthorization: Move to approve Amendment No. 1 to Task Order 7 and Amendment No. 1 to Task Order 9, authorizing increases of $10,000 each and revised task-order spending limits of $91,000 and $15,000, respectively.

11.G Reauthorization of Mini-Weather Station Service Renewal with Frost Solutions: Authorize payment to Frost Solutions in the amount not to exceed $13,080 for the use of four (4) mini-weather stations from November 1, 2026, through October 31, 2027.

General Business - Action Items:

12.A Consulting Services Agreement with Capital Path Consulting LLC: Councilmember Kurtz made a motion to approve item 12.A. The motion was seconded by Councilmember Darrow, passing unanimously.

12.B Donation of Fire Skid Unit by Heroes Homestead and One Mission: Councilmember Darrow made a motion to approve item 12.B. The motion was seconded by councilmember Fisher, passing unanimously.

12.C Molter Road Grind and Overlay Project — Engineering Services Contract: 12.C Councilmember Kurtz made a motion to table item to next meeting, seconded by Councilmember Fisher. Discussion ensued, Mayor Pro Tem called for a vote, passing unanimously.

Council Comments: Councilmembers Ball and Klingler made comments related to the ballot box.

Public Hearings / Appeals:

Resolutions:

Resolution 02-047L Periodic Update to Personnel Manual: Rochelle Caton, City Clerk, read by title only Resolution 02-047L. Councilmember Kurtz made a motion to approve Resolution 02-047L. The motion was seconded by Councilmember Klingler. Discussion ensued. No public comment received. Mayor Pro Tem Dunne called for a vote, passing unanimously.

Ordinances:

Ordinance 230B Comcast Franchise Agreement 10 Year Extension (2nd Read): Rochelle Caton, City Clerk, read by title only Ordinance NO.230B. Councilmember Severs made a motion to approve Ordinance NO.230B. the motion was seconded by councilmember Fisher. No public comments were received. Mayor Pro Tem called for a vote, passing unanimously.

Ordinance 318: Adopting a New City Logo (2nd Read): Removed from agenda.

Emergency Ordinances:

Introduction of Upcoming Agenda Items: Staff recommends placing a workshop on October 20th for 2027–2029 projects via Resolution 12-164I — Consensus was reached.
Councilmember Klingler made a motion to include the 2nd read of the Logo Ordinance at the October 20, 2026, meeting. The motion was seconded by Councilmember Ball. Staff requested clarification and council directions on expectations. Discussion ensued. Mayor Pro Tem summarized what the council is requesting to include a public engagement synopsis and additional design support. Mayor Pro Tem called for a vote on the motion, passing 6-1 with Councilmember Fisher opposed.

Citizen Comments: None.

Executive Session:

Executive Session Per RCW 42.30.110(1)(i)(ii) Litigation: Councilmember Kurtz made a motion to extend the meeting until 9:30 p.m. The motion was seconded by Councilmember Darrow. passing unanimously. The Executive Session will begin at 8:47 returning at 9:10. At the request of the Mayor Pro Tem, ten minutes was added.

Adjournment: With there being no further business, the meeting was adjourned at 9:26 p.m.

These minutes were approved October 20, 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: October 20, 2026

Subject: October 20, 2026 Vouchers

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

Exhibit(s):
10.20.2026 Consent Agenda, 10202026 Council, 10022026 Out of cycle check

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the October 20, 2026, vouchers, 3rd Q. Quarterlies, September 16–30 payroll and benefits in the total amount of $835,320.28.

City of Liberty Lake

Consent Agenda for October 20, 2026
City Council Meeting

Report from the Mayor for pending claims and payment of previously approved

Payee	Description	Amount
See attached voucher report.		
Total vouchers through October 20, 2026		
Check(s)	36693-36734	$173,244.02
EFT		$139,889.08
		$313,133.10
September 16-30, 2026, payroll, benefits, and Q.3 Quarterlies		
EFT		$522,187.18
$ 260.00 Out of cycle check re-printed #36692. Approved 9.1.2026		
		$835,320.28

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
5727	10/20/2026	Claims	3	EFT	ACRANET	89.38	SERVICES
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				44.69	LIPP, RYAN-BACKGROUND CHECK
		001 - 558 50 41 00 - CP&ED-Professional Services				44.69	ULRICH, MICHAEL-BACKGROUND CHECK
5728	10/20/2026	Claims	3	EFT	AMAZON CAPITAL SERVICES	11,514.32	MATERIALS
		001 - 518 80 30 00 - Supplies For Consumption IT				42.72	TRAVEL CASE
		001 - 518 80 30 00 - Supplies For Consumption IT				163.11	SURGE PROTECTOR POWER STRIPS, ETHERNET CABLES, MOUNTING TAPE, USB-C HUB, BLACK CABLE CLIPS, CABLE CLIPS, MAGNETIC CABLE CLIPS, USB WALL CHARGER
		001 - 518 80 30 00 - Supplies For Consumption IT				94.48	TRAVEL CASE, METAL ELECTRICAL ENCLOSURE BOX
		001 - 521 10 31 00 - Law Enforcement Supplies				25.81	DISINFECTING BLEACH CLEANER, EMPTY SPRAY BOTTLES
		001 - 521 10 31 00 - Law Enforcement Supplies				264.32	TONER CARTRIDGE, COPY PRINTER PAPER
		001 - 521 10 31 00 - Law Enforcement Supplies				30.93	MOUSE TRAPS
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				15.26	INDUSTRIAL SIGNAL TOWER
		110 - 542 70 31 02 - Roadside - Horticulture Supplies				117.42	HI VIS SAFETY T SHIRTS, HI VIS SAFETY LONG SLEEVE SHIRTS, HI VIS HOODIE
		001 - 572 10 31 00 - Library Supplies				22.88	MAGAZINE RACKS
		001 - 572 10 31 00 - Library Supplies				8.82	STICKY NOTES
		001 - 572 10 31 00 - Library Supplies				9.79	NITRILE GLOVES
		001 - 572 10 31 00 - Library Supplies				259.56	PAPER RECEIPT ROLLS
		001 - 572 10 31 00 - Library Supplies				139.55	DESK CHAIR
		001 - 572 10 31 00 - Library Supplies				42.44	BROWN PAPER BAGS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				12.99	ICE CREAM SANDWICHES
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				85.96	FOAM PUMPKINS DECORATING KIT
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				13.72	MAGNETIC SCREWDRIVERS SET
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				7.62	KEY TAGS WITH KEY CHAIN RINGS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				83.37	ERASERS, LINOLEUM CUTTER KIT
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				55.36	PAPER CHAIN GARLAND KIT, HALLOWEEN WINDOW LIGHTS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				8.98	PUMPKIN SEEDS
		001 - 572 20 34 06 - Library Books & Other Materials				9.80	DOTTING TOOLS SET FOR PAINTING ROCKS
		420 - 576 61 31 03 - Maintenance Supplies				27.14	TRAILER HITCH ADAPTERS
		420 - 576 61 31 03 - Maintenance Supplies				77.87	AIR FILTERS,WALL CHARGER, SAFETY SHIRTS
		420 - 576 61 31 03 - Maintenance Supplies				47.12	HEAVY DUTY WALL HOOKS, FOOD STORAGE BAGS, ID BADGE HOLDERS
		001 - 576 80 31 01 - Parks Supplies				178.08	SIDE MOUNT LIGHT BRACKETS
		001 - 576 80 31 01 - Parks Supplies				27.14	TRAILER HITCH ADAPTERS
		001 - 576 80 31 01 - Parks Supplies				77.87	AIR FILTERS,WALL CHARGER, SAFETY SHIRTS
		001 - 576 80 31 01 - Parks Supplies				87.15	PHONE CASE
		001 - 576 80 31 01 - Parks Supplies				35.67	USB C CABLES,CAR CHARGER
		001 - 594 18 62 04 - Central Services - New City Hall				49.04	NAME PLATE HOLDERS
		001 - 594 21 64 02 - Law Enforcement-Furniture,Com				5,008.15	FOLDING CONFERENCE TABLES, FOLDING OFFICE CHAIRS
		111 - 594 76 60 02 - Capital Outlays Public Art				4,384.20	OUTDOOR PARK BENCHES
5729	10/20/2026	Claims	3	EFT	APOLLO SHEET METAL INC	3,734.89	SERVICES
		001 - 518 30 41 10 - Facility - Professional Services_C				617.49	CH HVAC PREVENTATIVE MAINTENANCE
		001 - 521 50 41 00 - Facility - Professional Services_P				1,564.15	PD HVAC SVCS
		001 - 521 50 41 00 - Facility - Professional Services_P				776.62	PD HVAC PREVENTATIVE MAINTENANCE
		001 - 572 50 41 00 - Facility - Professional Services_Li				776.63	LLML HVAC PREVENTATIVE MAINTENANCE
5730	10/20/2026	Claims	3	EFT	AT&T MOBILITY LLC	8,250.64	SERVICES
		001 - 511 60 42 00 - Legislative-Telephone,Internet,P				281.61	CELL PHONE

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 513 10 42 00 - Executive - Communications				94.04	CELL PHONE
		001 - 514 23 42 00 - Administrative Services-Telepho				202.72	CELL PHONE
		001 - 518 10 40 00 - Human Resources Services				52.07	CELL PHONE
		001 - 518 30 42 00 - Central Services - Communicatic				141.06	CELL PHONE
		001 - 518 80 42 00 - Information Technology Services				706.78	CELL PHONE/MIFI
		001 - 521 10 42 00 - Law Enforcement-Telephone,Int				4,167.92	CELL PHONE/LAPTOP
		110 - 542 90 42 00 - Maint Admin & Overhead - Tele				707.93	CELL PHONE
		001 - 558 60 42 00 - Communications-Planning				653.35	CELL PHONE/TABLET
		001 - 571 00 41 00 - Recreational Activities Professior				47.02	CELL PHONE
		420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern				94.96	MIFI
		001 - 576 80 41 25 - Pavillion Park-Professional Servi				41.54	MIFI
		001 - 576 80 42 00 - Parks-Telephone,Internet,Postag				1,018.10	CELL PHONE
		001 - 576 80 42 45 - Orchard Park-Telephone,Interne				41.54	MIFI
5731	10/20/2026	Claims	3	EFT	AW REHN & ASSOCIATES	378.00	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				378.00	84 PARTICIPANTS - SEP 2026
5732	10/20/2026	Claims	3	EFT	BATTERIES PLUS BULBS	99.45	MATERIALS
		420 - 576 61 31 03 - Maintenance Supplies				45.73	HEAD LAMP
		420 - 576 61 31 03 - Maintenance Supplies				4.00	LITHIUM RECYCLE
		001 - 576 80 31 01 - Parks Supplies				45.72	HEAD LAMP
		001 - 576 80 31 01 - Parks Supplies				4.00	LITHIUM RECYCLE
5733	10/20/2026	Claims	3	EFT	COBRA PUMA GOLF INC	58.91	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				58.91	GOLF SHOES
5734	10/20/2026	Claims	3	EFT	COLEMAN OIL COMPANY LLC	218.63	FUEL
		110 - 542 70 32 00 - Roadside - Fuel				68.07	FUEL
		110 - 542 90 32 00 - Maint Admin & Overhead - Fuel				150.56	FUEL
5735	10/20/2026	Claims	3	EFT	COUNTRY LOCK & KEY INC	212.55	SERVICES
		001 - 576 80 41 25 - Pavillion Park-Professional Servi				212.55	LOCKSMITH FOR RESTROOM DOORS
5736	10/20/2026	Claims	3	EFT	COUNTRY VISTA CAR WASH	254.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				225.00	45 WASHES
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				29.00	5 WASHES
5737	10/20/2026	Claims	3	EFT	CTC ELECTRICAL CONTRACTING INC	599.50	SERVICES
		001 - 571 00 41 05 - Special Events Professional Servi				599.50	SYMPHONY ELECTRICAL SETUP&PERMIT
5738	10/20/2026	Claims	3	EFT	EXECUTECH UTAH LLC	2,445.40	SERVICES
		001 - 518 80 41 00 - Information Technology Services				2,397.72	OCTOBER 2026 IT SVCS
		001 - 518 80 41 00 - Information Technology Services				47.68	TICKET SVCS
5739	10/20/2026	Claims	3	EFT	HD SUPPLY FACILITIES MAINTENANCE LTD	125.20	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				125.20	PAPER TOWELS
5740	10/20/2026	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	1,237.08	MATERIALS
		001 - 518 80 30 00 - Supplies For Consumption IT				9.67	BATTERIES
		001 - 521 50 31 00 - Facility - Supplies_Public Safety				38.91	RODENT GLUE TRAPS, MOUSE ATTRACTANT, STORAGE TOTES
		110 - 542 30 31 00 - Roadway - Supplies_Signage				45.93	WORK GLOVES, STRIPING SPRAY PAINT
		110 - 542 70 31 01 - Roadside - Supplies				54.17	STEEL FLAT BAR, HEX BOLTS
		110 - 542 70 31 01 - Roadside - Supplies				43.83	CONSTRUCTION SCREWS
		110 - 542 70 31 01 - Roadside - Supplies				33.06	SPRAY PAINT, STRAP HINGES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				58.73	BOTTLED WATER, TOILET PAPER
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				63.50	5 GALLON WATER CONTAINERS, WORK GLOVES

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 571 00 31 00 - Recreational Activities Supplies				55.57	STORAGE TOTES
		001 - 571 00 31 04 - Special Events Supplies				58.70	STORAGE TOTES
		001 - 571 00 31 04 - Special Events Supplies				41.62	STORAGE TOTES
		001 - 572 50 31 00 - Facilities - Supplies_Library				233.26	UTILITY FANS
		420 - 576 61 31 03 - Maintenance Supplies				63.07	BOTTLED WATER, BOW SHACKLES, SLIDELOCK CARABINERS, JOBSITE STRAIGHT SCISSORS, DUAL CARABINERS
		420 - 576 61 31 03 - Maintenance Supplies				26.62	BOTTLED WATER, DUCT TAPE
		420 - 576 61 31 03 - Maintenance Supplies				112.81	KNEELING PAD, BOTTLED WATER, WD-40, DISINFECTING WIPES, AIR FRESHENER, X-MOUNT SECURITY KITS, TOILET PAPER
		001 - 576 80 30 01 - Parks - Horticulture Supplies				57.67	ROSE & BLOOM PLANT FOOD, INSECTICIDAL SOAP SPRAY
		001 - 576 80 31 01 - Parks Supplies				63.08	BOTTLED WATER, BOW SHACKLES, SLIDELOCK CARABINERS, JOBSITE STRAIGHT SCISSORS, DUAL CARABINERS
		001 - 576 80 31 01 - Parks Supplies				26.62	BOTTLED WATER, DUCT TAPE
		001 - 576 80 31 01 - Parks Supplies				112.81	KNEELING PAD, BOTTLED WATER, WD-40, DISINFECTING WIPES, AIR FRESHENER, X-MOUNT SECURITY KITS, TOILET PAPER
		001 - 576 80 31 15 - Ballfields Supplies				21.88	POWER MOP FLOOR CLEANER, BOTTLED WATER
		001 - 576 80 31 45 - Orchard Park Supplies				6.40	BOTTLED WATER
		001 - 576 80 31 45 - Orchard Park Supplies				6.52	BOTTLED WATER
		001 - 594 18 62 00 - Central Services - Buildings & St				2.65	MIDWAY BLANK WALL PLATE
5741	10/20/2026	Claims	3	EFT	INGRAM LIBRARY SERVICES	1,797.75	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				1,797.75	BOOKS
5742	10/20/2026	Claims	3	EFT	LIBERTY LAKE SEWER AND WATER DISTRICT	18,055.12	SERVICES
		001 - 518 30 47 00 - Facility - Utilities_City Hall				220.00	CITY HALL
		001 - 518 30 47 00 - Facility - Utilities_City Hall				1,200.12	CITY HALL IRR2
		001 - 521 50 47 00 - Facility - Utilities_Public Safety				548.73	LLPD/LLML BLDG
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				2,102.29	HARVARD RD IRR21
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				43.57	LIBERTY LAKE DR IRR1
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				285.89	MDWD VISTAS IRR5
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				357.50	MDWD VISTAS IRR8
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				761.12	MISSION&MOLTER IRR15
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				897.50	MISSION/MOLTER ROUNDABOUT IRR16
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				1,136.10	MOLTER RD IRR4
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				272.01	MDWD VISTAS IRR7
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				196.49	MDWD VISTAS IRR6
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				440.83	MISSON&SIGNAL IRR
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				75.00	MDWD VISTAS 4 TR C IRR9
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				507.45	WOODBROOK TR B IRR11
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				160.28	LIBERTY LAKE RD IRR22
		410 - 531 00 40 00 - Storm Drainage Utilities - Utilitie				1,575.31	GRAYHAWK HOA IRRIG PID 55141.3602
		110 - 542 30 47 01 - Roadway - Utility Services_Irriga				227.52	APPLEWAY (A) AVE IRR19
		110 - 542 30 47 01 - Roadway - Utility Services_Irriga				127.27	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				246.53	LLPD/LLML BLDG
		001 - 572 50 47 00 - Facility - Utilities_Library				80.79	23129 E MISSION AVE-IRR
		001 - 572 50 47 00 - Facility - Utilities_Library				440.00	23129 E MISSION AVE
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				990.00	TRAILHEAD

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				214.39	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				583.12	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				454.82	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				910.96	ROCKY HILL PARK IRR14
		001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas				2,409.57	ROCKY HILL PARK WINROCK&MISSION IRR13
5743	10/20/2026	Claims	3	EFT	MASTERCARD	9,586.11	MATERIALS; SERVICES; MEMBERSHIPS; REGISTRATIONS
		001 - 513 10 31 00 - Executive Supplies				74.50	YOKES-PURIFIED DRINKING WATER, CLASSIC MIX, PEANUT BUTTER GO, GOURMET SUGAR CO, FRITOS, KIMBERLYS RR ORE, COOKIE FROSTING, PLASTIC BAG
		001 - 513 10 43 00 - Executive Travel-Lodging,Meals,				272.42	HILTON GARDEN INN-LODGING FOR GARCIA, TAIT WHILE ATTENDING THE 2026 WSRO CONFERENCE
		001 - 513 10 43 00 - Executive Travel-Lodging,Meals,				20.33	LOVES GAS STATION-FUEL FOR CITY VEHICLE WHILE ATTENDING THE 2026 WSRO CONFERENCE
		001 - 513 10 43 00 - Executive Travel-Lodging,Meals,				34.32	LOVES GAS STATION-FUEL FOR CITY VEHICLE WHILE ATTENDING THE 2026 WSRO CONFERENCE
		001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re				40.00	GREATER SPOKANE, INC.-REGISTRATION FOR KAMINSKAS, CRIS FOR THE 2026 SPOKANE REGIONAL TRANSPORTATION SUMMIT
		001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re				60.00	GREATER SPOKANE, INC.-REGISTRATION FOR KAMINSKAS, CRIS FOR THE 2027 ECONOMIC FORECAST EVENT
		001 - 514 23 41 00 - Administrative Services-Professi				255.07	THE SPOKESMAN-REVIEW-CITY OF LIBERTY LAKE RFQ CUSTOM NOTICE
		001 - 514 23 43 00 - Administrative Services Travel-L				471.06	RED LION HOTEL COLUMBIA CENTER-LODGING FOR MENDEZ, ERIKA WHILE ATTENDING THE WFOA ANNUAL CONFERENCE
		001 - 514 23 49 01 - Administrative Services-Dues,Su				450.00	MILLER, SHANE ACCIS 2026 FALL CONFERENCE
		001 - 518 10 40 00 - Human Resources Services				299.00	SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)-ANNUAL PROFESSIONAL MEMBERSHIP RENEWAL
		001 - 518 10 40 00 - Human Resources Services				62.42	INDEED-JOB POSTING FOR STREETS MAINT. WORKER 1 POSITION
		001 - 518 30 49 00 - Central Services-Dues,Subscripti				650.00	AMERICAN PUBLIC WORKS ASSOCIATION (APWA)-REGISTRATION FOR TURNER, BEN FOR THE 2026 APWA-WA FALL CONFERENCE
		001 - 518 80 30 00 - Supplies For Consumption IT				62.12	TABLET WALL MOUNT
		001 - 518 80 30 00 - Supplies For Consumption IT				151.77	DESKTOP KEYBOARD
		001 - 518 80 30 00 - Supplies For Consumption IT				44.97	DEVICE CASES
		001 - 518 80 30 00 - Supplies For Consumption IT				128.61	PHONE CASES

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 518 80 30 00 - Supplies For Consumption IT				72.28	TRIPOD LIGHT, RETRACTABLE CORD, TOOLBOX
		001 - 518 80 30 00 - Supplies For Consumption IT				200.53	WIRE SHELVING UNIT, BUMPERS
		001 - 518 80 41 00 - Information Technology Services				30.52	VECTEEZY CREATIVE IT SOLUTIONS
		001 - 518 80 41 00 - Information Technology Services				841.78	OFFICE 365, MICROSFOT ENTRA IDS
		001 - 518 80 41 00 - Information Technology Services				5.85	VECTEEZY CREATIVE IT SOLUTIONS
		001 - 518 80 41 00 - Information Technology Services				25.56	ZOOM
		001 - 518 80 41 00 - Information Technology Services				249.97	ZOOM
		001 - 521 10 31 00 - Law Enforcement Supplies				3.26	WALGREENS-INTERNET PHOTO
		001 - 521 10 31 00 - Law Enforcement Supplies				58.89	CROWN AWARDS-BLACK PHOTO FRAME PLAQUE
		001 - 521 10 41 00 - Law Enforcement-Professional S				392.38	BEST BUY-SERVICE APPOINTMENT TO INSTALL TWO TV MOUNTS
		001 - 521 10 41 00 - Law Enforcement-Professional S				20.00	OVER LIMIT FEE
		001 - 521 10 43 00 - Law Enforcement Travel-Lodging				1,578.90	ISAAC/SIMMONS HOTEL FOR EVIDENCE & PROPERTY MGMT
		001 - 521 10 43 00 - Law Enforcement Travel-Lodging				1,532.30	LAROCCO 2026 NW ICAC CONFERENCE
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				-770.00	GREEN RIVER COLLEGE-REFUND FOR BACKFLOW ASSEMBLY TESTER CERTIFICATION COURSE
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				102.00	AMERICAN RED CROSS-REGISTRATION FOR ROMERO, PEDRO FOR AN ADULT FIRST AID/CPR/AED CLASS
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				102.00	AMERICAN RED CROSS-REGISTRATION FOR MACINNES, SHAYNE FOR AN ADULT FIRST AID/CPR/AED CLASS
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				139.00	EVERGREEN SAFETY COUNCIL-REGISTRATION FOR MACINNES, SHAYNE FOR ATTENDING A WASHINGTON STATE FLAGGER CERTIFICATION CLASS
		001 - 558 50 43 00 - CP&ED Travel-Lodging,Meals,M				485.91	ICICLE VILLAGE RESORT-LODGING FOR HUDSON-RAU, SUE WHILE ATTENDING THE WACE 2026 FALL CONFERENCE
		001 - 571 00 41 07 - Special Events Business & Comn				37.02	SODA FOR SYMPHONY SNACKS
		001 - 571 00 41 07 - Special Events Business & Comn				96.15	ICE, VEG/HUMMUS TRAY, VEG/DIP FOR SYMPHONY
		001 - 571 00 41 07 - Special Events Business & Comn				44.95	ICE, COOKIES FOR SYMPHONY
		001 - 571 00 41 07 - Special Events Business & Comn				92.20	COFFEE FOR SYMPHONY
		001 - 572 10 31 00 - Library Supplies				173.68	ONLINE LABELS, LLC-LABELS
		001 - 572 10 31 00 - Library Supplies				68.13	ETSY-CALENDAR
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				6.67	WALMART-TABLECLOTHS, POWDERED DRINK MIX
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				14.37	WALMART-TABLECLOTHS, POWDERED DRINK MIX
		001 - 572 10 49 00 - Library-Dues,Subscriptions,Mbrs				14.16	SPOTIFY-SUBSCRIPTION FOR STORYTIME MUSIC
		001 - 572 20 34 06 - Library Books & Other Materials				34.95	RANGER RICK & ZOOBOOKS-SUBSCRIPTION RENEWAL
		001 - 572 20 34 06 - Library Books & Other Materials				45.68	HONEST HISTORY-MAGAZINES
		420 - 576 61 41 00 - Golf Pro Shop-Professional Serv				296.02	COMCAST-SVCS SEP 2026
		001 - 576 80 31 55 - Rocky Hill Park Supplies				179.98	OYSTER SHELLS
		001 - 576 80 41 00 - Parks-Professional Services				156.96	GRAMMARLY SUBSCRIPTION 12 MONTHS
		001 - 576 80 49 01 - Parks-Registration Fees,Mbrship				95.79	PESTICIDE LICENSE RENEWAL FOR BARR, ETHAN

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				81.68	SPOKANE CONSERVATION DISTRICT-REGISTRATION FOR MAUS, DAN FOR THE TREE SCHOOL: MODERN TREE SAFETY ASSESSMENT & EVALUATION
5744	10/20/2026	Claims	3	EFT	NATIONAL BARRICADE CO	1,137.96	MATERIALS
		110 - 542 64 31 00 - Traffic Control Devices - Supplie				623.48	PEDESTRIAN SYMBOL SIGNS
		110 - 542 64 31 00 - Traffic Control Devices - Supplie				514.48	PEDESTRIAN SYMBOL SIGNS
5745	10/20/2026	Claims	3	EFT	O'REILLY AUTO PARTS	111.39	MATERIALS
		420 - 576 61 31 03 - Maintenance Supplies				30.97	PIN & CLIP, REC TUBE
		420 - 576 61 31 03 - Maintenance Supplies				-6.54	RETURN OF REC TUBE AND PURCHASE OF RCVR BUSHING ON THE SAME INVOICE
		420 - 576 61 31 03 - Maintenance Supplies				25.93	AIR FRESHENERS, BATTERIES
		420 - 576 61 31 03 - Maintenance Supplies				5.34	FUEL STABILIZER
		001 - 576 80 31 01 - Parks Supplies				30.97	PIN & CLIP, REC TUBE
		001 - 576 80 31 01 - Parks Supplies				-6.54	RETURN OF REC TUBE AND PURCHASE OF RCVR BUSHING ON THE SAME INVOICE
		001 - 576 80 31 01 - Parks Supplies				25.93	AIR FRESHENERS, BATTERIES
		001 - 576 80 31 01 - Parks Supplies				5.33	FUEL STABILIZER
5746	10/20/2026	Claims	3	EFT	OFFICE DEPOT	74.21	MATERIALS
		001 - 558 50 31 00 - CP&ED Supplies				37.11	BINDER CLIPS, POP UP NOTES, PICTURE HANGING STRIPS, WRITING PADS
		001 - 576 80 31 01 - Parks Supplies				37.10	BINDER CLIPS, POP UP NOTES, PICTURE HANGING STRIPS, WRITING PADS
5747	10/20/2026	Claims	3	EFT	OPPORTUNITY INDUSTRIES INC	13,581.40	SERVICES
		001 - 594 18 62 00 - Central Services - Buildings & St				2,381.65	INSTALL 6 NEW DATA LINES & RELOCATE 2 TO VARIOUS LOCATIONS
		001 - 594 18 62 00 - Central Services - Buildings & St				6,294.75	INSTALL 16 NEW OUTLETS IN POLICE STATION
		310 - 594 76 62 05 - Capital Expenditures - Buildings				4,905.00	POWER/LIGHTING FOR GRINDER
5748	10/20/2026	Claims	3	EFT	OXARC	48.41	SERVICES
		420 - 576 65 41 00 - Professional Services-Golf Greer				24.21	TANK RENTALS
		001 - 576 80 41 00 - Parks-Professional Services				24.20	TANK RENTALS
5749	10/20/2026	Claims	3	EFT	POWERDMS INC	4,567.86	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				4,567.86	POWERTIME SUBSCRIPTION 12/05/2026-12/04/2026, POWERSTANDARDS FOR WASPC LE
5750	10/20/2026	Claims	3	EFT	PUBLIC SAFETY TESTING INC	224.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				224.00	SUBSCRIPTION FEES Q2 APRIL-JUNE 2026
5751	10/20/2026	Claims	3	EFT	SAMBA HOLDINGS INC	483.05	SERVICES
		001 - 518 10 40 00 - Human Resources Services				483.05	ESSENTIALS SVCS 10/01-10/31/2026, MONITORING SERVICE FEE / MVR SERVICE FEE / STATE FEE / DATA FEE 09/01-09/30/2026
5752	10/20/2026	Claims	3	EFT	SIR SPEEDY PRINTING	206.20	MATERIALS
		001 - 558 50 31 00 - CP&ED Supplies				206.20	DOOR HANGERS
5753	10/20/2026	Claims	3	EFT	SITEONE LANDSCAPE SUPPLY LLC	2,933.82	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				1,083.88	BULK USGA TOPDRESS MIX GRAVEL
		420 - 576 65 31 01 - Maintenance Of Golf Course				1,105.98	TOPDRESS MIX GRAVEL
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK
		001 - 576 80 31 45 - Orchard Park Supplies				106.28	WITTKOPF TURF BUILDER SOIL BULK
5754	10/20/2026	Claims	3	EFT	THE UPS STORE 3037	43.59	SERVICES
		001 - 521 10 42 00 - Law Enforcement-Telephone,Int				25.96	LLPD PACKAGES
		420 - 576 61 34 01 - Pro Shop Merchandise				17.63	TRAILHEAD RETURNED
5755	10/20/2026	Claims	3	EFT	TIRE-RAMA	73.34	SERVICES
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				73.34	2026 DODGE DURANGO PURSUIT/ENFORCER-OIL CHANGE
5756	10/20/2026	Claims	3	EFT	BENJAMIN TURNER	32.23	REIMBURSEMENT
		110 - 542 90 43 00 - Maint Admin & Overhead - Lod				32.23	APWA CONFERENCE PARKING
5757	10/20/2026	Claims	3	EFT	ULINE	81.31	MATERIALS
		001 - 572 10 31 00 - Library Supplies				81.31	DVD CASE MAILERS
5758	10/20/2026	Claims	3	EFT	VANGUARD CLEANING SYSTEMS	2,505.00	SERVICES
		001 - 518 30 41 10 - Facility - Professional Services_C				2,505.00	CH-CLEANING SVCS 10/01-10/31/2026
5759	10/20/2026	Claims	3	EFT	VISIT SPOKANE	20,479.26	TOURISM Q3 2026
		117 - 557 30 41 17 - Intergov't Payment TPA				20,479.26	
5760	10/20/2026	Claims	3	EFT	WASHINGTON STATE AUDITORS OFFICE	1,728.48	SERVICES
		001 - 514 23 41 00 - Administrative Services-Professi				1,728.48	ACCOUNTABILITY & FINANCIAL AUDIT SVCS OCT 2026
5761	10/20/2026	Claims	3	EFT	WASHINGTON STATE DEPARTMENT OF REVENUE	2,668.49	USE TAX Q3 2026
		001 - 511 60 31 00 - Legislative Supplies				1.57	FISHER, ARLENE NAME TAG
		001 - 518 80 41 00 - Information Technology Services				2.30	ZOOM 07/27-08/26/2026
		001 - 518 80 41 00 - Information Technology Services				0.44	1PASSWORD 10 USERS 07/01/2026-07/01/2027
		001 - 518 80 41 00 - Information Technology Services				2.30	ZOOM 08/27-09/26/2026
		001 - 521 10 31 00 - Law Enforcement Supplies				9.59	WHITE BARCODE LABELS
		001 - 521 10 41 00 - Law Enforcement-Professional S				372.78	CLASS 2 UAS LICENSE DJI MATRIC, SCREEN SHARE ONLY, SETUP AND TRAINING
		001 - 521 10 41 00 - Law Enforcement-Professional S				316.86	POWERPLUS INVESTIGATION SYSTEM 10/01/2026-09/30/2027
		001 - 521 10 41 00 - Law Enforcement-Professional S				12.60	PACKTRACK SUBSCRIPTION
		110 - 542 30 31 00 - Roadway - Supplies_Signage				27.00	AM CONSTRUCTION SUPPLY, INC-AM ELITE SPEED MASTER ASPHALT 14
		110 - 542 70 31 01 - Roadside - Supplies				17.29	LIBRANDI OUTDOOR POWER-TIRE
		110 - 542 70 31 01 - Roadside - Supplies				7.59	LIBRANDI OUTDOOR POWER-TIRE
		110 - 542 90 49 00 - Maint Admin & Overehad - Regi				1.71	MOORE, CAMERON ID TAG
		001 - 572 10 31 00 - Library Supplies				1.57	NAME TAG FOR BRICKETT, DONNA
		001 - 572 10 31 00 - Library Supplies				9.11	1DVD POLY SLEEVES
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				21.15	REYNOLDS MANUFACTURING CORPORATION-STORY CENTER BIG BOOK HOLDER
		001 - 572 10 41 01 - Software Maint/data Ba				235.80	ENVISIONWARE CLOUDNINE PRINT SERVICE ANNUAL SUBSCRIPTION
		001 - 572 20 34 06 - Library Books & Other Materials				4.04	HONEST HISTORY-MAGAZINES
		001 - 572 20 34 06 - Library Books & Other Materials				54.80	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				27.40	BOOKS

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		111 - 576 80 41 11 - Parks & Arts-Professional Servic				245.25	SKATE PARK MURAL TOUCH-UP SVCS
		001 - 594 14 64 00 - Finance and IT-Furniture,Compu				113.60	PORT REPLICATOR
		111 - 594 76 60 02 - Capital Outlays Public Art				171.68	PAINT
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				19.78	ASPHALT
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				746.91	SEALMATE 200 GALLON HOT TACK KETTLE SKID SPRAYER SYSTEM
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				229.70	1/2 COMM 75 GYRO PG58-28 IAS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				15.67	1/2 COMM 75 GYRO PG58-28 IAS
5762	10/20/2026	Claims	3	EFT	WASHINGTON STATE DEPARTMENT OF REVENUE	17,388.56	TH B&O/SALES TAX SEPT 2026
		420 - 576 61 40 00 - Business & Occupation, Sales Ta				17,388.56	
5763	10/20/2026	Claims	3	EFT	WASHINGTON STATE DEPT OF REVENUE	1,771.92	LEASEHOLD EXCISE TAX RETURN Q3 2026
		630 - 589 30 00 01 - Rents and Leases Leasehold Exci				1,771.92	
5764	10/20/2026	Claims	3	EFT	WASTE MGMT OF SPOKANE	1,514.17	SERVICES
		110 - 542 90 41 00 - Maint Admin & Overhead - Prof				514.25	SHOP GARBAGE SVCS 09/01-09/30/2026
		001 - 576 80 41 45 - Orchard Park-Professional Servic				999.92	ORCHARD GARBAGE SVCS 09/01-09/30/2026
5765	10/20/2026	Claims	3	EFT	WESTERN STATES EQUIPMENT COMPANY	212.25	MATERIALS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				165.77	ENGINE OIL FILTER, SEPARATOR ELEMENT, OIL, ELEMENT-PRIM, ELEMENT-SEC
		420 - 576 61 31 03 - Maintenance Supplies				46.48	HOSE, COUPLINGS, SEAL O RINGS
5766	10/20/2026	Claims	3	EFT	WEX BANK 76 FLEET	463.24	FUEL
		001 - 576 80 32 45 - Orchard Park Fuel Consumed				463.24	ORCHARD FUEL CANS
5767	10/20/2026	Claims	3	EFT	WEX BANK-FUEL CARDS	8,429.44	FUEL
		001 - 521 10 32 00 - Law Enforcement Fuel Consume				8,429.44	LLPD FUEL
5768	10/20/2026	Claims	3	EFT	WILBUR-ELLIS COMPANY LLC	345.19	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				109.03	GREENS MOSS CONTROL
		420 - 576 65 31 01 - Maintenance Of Golf Course				236.16	GREEN MOSS CONTROL
5769	10/20/2026	Claims	3	EFT	YOKES FRESH MARKET	127.38	MATERIALS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				4.16	CREAM CHEESE
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				24.89	APPLES
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				6.40	PEARS, APPLES
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				91.93	CANDY
5770	10/20/2026	Claims	3	36693	ADIDAS AMERICA INC	1,972.41	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				103.31	JACKET
		420 - 576 61 34 01 - Pro Shop Merchandise				1,794.60	HOODIE, VEST, JACKETS
		420 - 576 61 34 01 - Pro Shop Merchandise				74.50	JACKETS
5771	10/20/2026	Claims	3	36694	ALBERTSONS/SAFEWAY	59.59	MATERIALS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				59.59	BAKING SODA, PUMPKIN SPICE, FLOUR, PUMPKIN, FOOD STORAGE BAG, CHINET CW LUNCH, RENU ADVANCED MPS
5772	10/20/2026	Claims	3	36695	ALLIED FIRE AND SECURITY	1,555.75	SERVICES
		001 - 518 30 41 10 - Facility - Professional Services_C				236.29	CH FIRE SVCS 11/01/2026-01/31/2027
		001 - 518 30 41 10 - Facility - Professional Services_C				610.40	CH SECURITY SYSTEM SERVICE
		001 - 572 50 41 00 - Facility - Professional Services_Li				709.06	LLML ANNUAL TEST & INSPECTION 10/01/2026-09/30/2027
5773	10/20/2026	Claims	3	36696	KENDI ATTEBERRY	125.00	REFUND

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		420 - 362 00 00 00 - Golf Club Rentals				-125.00	PARK RESERVATION REFUND
5774	10/20/2026	Claims	3	36697	AVISTA UTILITIES	20,652.61	SERVICES
		001 - 518 30 47 00 - Facility - Utilities_City Hall				47.62	LL RD/CV COMMUNITY MESSAGE BRD
		001 - 518 30 47 00 - Facility - Utilities_City Hall				153.01	22710 E COUNTRY VISTA DR CH LITTLE HOUSE
		001 - 518 30 47 00 - Facility - Utilities_City Hall				1,191.82	22710 E COUNTRY VISTA DR CITY HALL
		110 - 518 30 47 20 - Facility - Utilites_Public Works				391.49	375 N KRAMER PKWY MAINTENANCE SHOP CT SVC
		110 - 518 30 47 20 - Facility - Utilites_Public Works				538.12	375 N KRAMER PKWY MAINTENANCE SHOP PUBLIC WORKS YARD
		001 - 521 50 47 00 - Facility - Utilities_Public Safety				1,483.18	LLML/LLPD BLDG
		110 - 542 63 47 00 - Street Lighting - Utility Services_				7,634.67	STREET LIGHTS
		110 - 542 63 47 00 - Street Lighting - Utility Services_				210.84	HARVEST AND MISSION ROUNDABOUT LIGHTS
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				116.46	MOLTER & APPLEWAY SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				89.92	APPLEWAY & LLAKE RD SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				87.78	LLAKE RD & CVISTA SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				32.81	924 N MOLTER RD SCHOOL SPEED SIGN
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				31.07	21806 E MISSION AVE HARVARD RD ROUNDABOUT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				79.61	APPLEWAY & MADSON TRFC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				59.28	SIGNAL/APPLEWAY TRAFFIC SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				34.92	23500 E MISSION AVE MISSION/MOLTER ROUNDABOUT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				82.97	20150 E COUNTRY VISTA DR TRAFFIC SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				96.30	COUNTRY VISTA DR&KRAMER PKWY SIGNAL
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				88.99	E COUNTRY VISTA DR & N LEGACY RIDGE DR TRAFFIC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				82.50	HARVARD RD & INDIANA AVE TRAFFIC LIGHT
		110 - 542 64 47 00 - Traffic Control Devices - Utility S				319.00	KRAMER PKWY & MISSION RAB S LIGHTS
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				31.18	HARVARD & INDIANA IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				41.22	2701 N HARVARD RD MONUMENTS
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				31.19	1425 N LIBERTY LAKE RD SPRINKLER
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.83	23104 E APPLEWAY AVE SPKL IRRIG CLOCK
		110 - 542 70 47 00 - Roadside - Utility Services_Electr				30.58	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				666.35	LLML/LLPD BLDG
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				1,931.80	1102 N LIBERTY LAKE RD TRAILHEAD GOLF COURSE
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				1,501.34	1102 N LIBERTY LAKE RD PUMP
		420 - 576 61 47 00 - Facilities - Utilities_Trailhead				868.53	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,				39.69	21851 E WELLINGTON PKWY
		001 - 576 80 47 15 - Ballfields Utilities-Elec/Gas,Wtr/S				113.67	23820 E BOONE AVE LIBERTY LAKE BALL FIELDS
		001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V				203.89	727 N MOLTER RD PAVILLION PARK IRRIG
		001 - 576 80 47 25 - Pavillion Park Utilities-Elec/Gas,V				320.04	24501 E VALLEYWAY PP PUMP LOCATED @MEADOWWOOD GC
		001 - 576 80 47 35 - Town Square Utilities-Elec/Gas,V				159.66	1420 N MEADOWWOOD LN TOWN SQ PARK LIGHTS
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				412.83	20300 E INDIANA AVE ORCHARD PARK
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				30.82	20298 E INDIANA AVE ORCHARD PARK

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas				103.81	24800 E MISSION AVE ROCKY HILL PARK IRRIG
		001 - 594 18 62 04 - Central Services - New City Hall				390.53	23129 E MISSION AVE, HSE
		001 - 594 18 62 04 - Central Services - New City Hall				564.69	23129 E MISSION AVE STE A
		001 - 594 18 62 04 - Central Services - New City Hall				287.10	23129 E MISSION AVE STE B1
5775	10/20/2026	Claims	3	36698	CAMTEK INC	621.30	SERVICES
		001 - 518 30 41 00 - Central Services-Professional Se				359.70	PW FIRE MONITORING SVCS AND OPENEYE WEB SERVICE 10/01-12/31/2026
		420 - 576 61 41 03 - Facilities - Professional Services_				261.60	TH FIRE MONITORING SVCS 10/01-12/31/2026
5776	10/20/2026	Claims	3	36699	CENTER POINT INC	1,070.34	BOOKS
		001 - 572 20 34 06 - Library Books & Other Materials				1,070.34	BOOKS
5777	10/20/2026	Claims	3	36700	CONTINENTAL DOOR COMPANY LLC	4,615.23	SERVICES
		001 - 576 80 41 25 - Pavillion Park-Professional Servi				4,615.23	REPLACEMENT RESTROOM DOORS
5778	10/20/2026	Claims	3	36701	DAY MANAGEMENT CORPORATION	626.75	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				626.75	RADAR CALIBRATION
5779	10/20/2026	Claims	3	36702	DIGITAL BUYER LLC	3,751.76	MATERIALS
		001 - 594 21 64 02 - Law Enforcement-Furniture,Com				3,751.76	3-WIDE DESIGNER WOOD LOCKERS, WOOD LOCKER WITHOUT SLOPING HOOD
5780	10/20/2026	Claims	3	36703	DORSH & KAHL CO INC	599.50	MATERIALS
		001 - 576 80 41 45 - Orchard Park-Professional Servi				599.50	SVCS TO TIE BOOSTER STATION TO SPRINKLER TIMER
5781	10/20/2026	Claims	3	36704	EMBANKSCAPE EQUIPMENT LLC	24.29	MATERIALS
		420 - 576 61 31 03 - Maintenance Supplies				12.14	IDLE ARM SPACE, BOLT RHSSN .50-13X3.25 G5 ZCC
		001 - 576 80 31 01 - Parks Supplies				12.15	IDLE ARM SPACE, BOLT RHSSN .50-13X3.25 G5 ZCC
5782	10/20/2026	Claims	3	36705	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	4,647.76	SERVICES
		001 - 558 50 49 00 - CP&ED-Dues,Subscriptions,Mbrs				4,647.76	ANNUAL SUBSCRIPTION 12/09/2026-12/08/2027
5783	10/20/2026	Claims	3	36706	GCSAA	530.00	MEMBERSHIP
		420 - 576 61 49 01 - Golf-Dues,Subscriptions,Mbrship				530.00	SHERMAN, ZACH DUES 10/01/26-09/30/27
5784	10/20/2026	Claims	3	36707	GOOD GOOD GOLF LLC	960.92	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				960.92	HOODIES, TSHIRTS, DRIVER COVERS, BALL MARKER, MALLET COVER
5785	10/20/2026	Claims	3	36708	GREENSTONE FOUNDATION	22,000.00	REIMBURSEMENT
		001 - 571 00 41 05 - Special Events Professional Servi				22,000.00	2026 SYMPHONY
5786	10/20/2026	Claims	3	36709	GS4 LLC	47.04	MATERIALS
		001 - 518 30 31 00 - Facility - Central Supplies				10.77	BUTT SPLICE, HEAT SHRINK TUBE
		001 - 518 30 31 00 - Facility - Central Supplies				8.82	JB CLEARWELD EPOXY
		001 - 518 80 30 00 - Supplies For Consumption IT				27.45	USB CABLE, USB TYPE C JACK MONSTER
5787	10/20/2026	Claims	3	36710	MARC HOWSER	350.00	SERVICES
		001 - 518 80 41 00 - Information Technology Services				350.00	OCTOBER 2026 FIBER SERVICES
5788	10/20/2026	Claims	3	36711	INLAND SHARE LIBRARY GROUP	9,655.77	DUES

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 572 10 41 00 - Library-Professional Services				3,434.51	COURIER PORTION OF DUES 2027
		001 - 572 10 49 00 - Library-Dues,Subscriptions,Mbrs				6,221.26	2027 DUES
5789	10/20/2026	Claims	3	36712	KIWANIS CLUB OF LIBERTY LAKE	6,214.60	2026 LODGING TAX REIMBURSEMENT
		115 - 557 30 41 00 - Tourism Prof Services				6,214.60	SUMMER MOVIES IN PARK
5790	10/20/2026	Claims	3	36713	ATTN: CASHIER LABOR AND INDUSTRIES	1,548.00	FEES
		001 - 576 80 49 01 - Parks-Registration Fees,Mbrship				1,548.00	ROCKY HILL SAFETY VIOLATION
5791	10/20/2026	Claims	3	36714	LEE EQUIPMENT LLC	831.73	SERVICES
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				297.63	FILTER OIL ENGINE, ELEMENT FILTER, FILTER ELEMENT, OIL
		420 - 576 61 41 00 - Golf Pro Shop-Professional Serv				267.05	BELT ACCESSORY REPAIR
		001 - 576 80 41 00 - Parks-Professional Services				267.05	BELT ACCESSORY REPAIR
5792	10/20/2026	Claims	3	36715	NORTH 40 OUTFITTERS	143.66	MATERIALS
		001 - 576 80 31 01 - Parks Supplies				143.66	GOAT FEED
5793	10/20/2026	Claims	3	36716	NW CORNERSTONE SERVICES INC	3,065.61	SERVICES
		111 - 594 76 60 02 - Capital Outlays Public Art				3,065.61	EXTERIOR PAINTING OF CONCRETE BUILDING AT HARVARD/WELLINGTON
5794	10/20/2026	Claims	3	36717	ONE CALL CONCEPTS INC	110.40	SERVICES
		110 - 542 30 41 01 - Roadway - Professional Services				110.40	2026 ANNUAL UTILITY MEMBERSHIP, TICKET USAGE-92
5795	10/20/2026	Claims	3	36718	PLACER LABS INC	17,658.00	AGENDA ITEM 11.D 10062026 COUNCIL
		001 - 513 10 41 00 - Executive-Professional Services				17,658.00	SVCS FOR 06/04/2026-06/03/2026
5796	10/20/2026	Claims	3	36719	PLANET TURF	2,410.84	MATERIALS
		420 - 576 65 31 01 - Maintenance Of Golf Course				53.14	REPLACEMENT CUP SLEEVES
		420 - 576 65 31 01 - Maintenance Of Golf Course				2,357.70	DIRECTIONAL MARKERS, TAPERED FLAG STICKS, QUICK RELEASE TOP STUD, REGULATION CUP PLUGS, SQUEEGEE, PAR AIDE SAFETY NET
5797	10/20/2026	Claims	3	36720	POE ASPHALT PAVING INC	1,096.52	MATERIALS
		310 - 594 18 60 00 - Capital Expenditures/Expenses-(				901.20	DISPOSAL OF DIRT FOR FACILITY BUILDING
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				61.33	1/2" COMM 75 GYRO PG58-28 IAS
		110 - 595 64 63 00 - Roads/Streets Const. & Other In				133.99	1/2" COMM 75 GYRO PG58-28 IAS
5798	10/20/2026	Claims	3	36721	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	COMMERCIAL PWR,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

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 576 80 42 55 - Rocky Hill Park-Telephone,Interr				70.00	RHP COMMERCIAL PWR
5799	10/20/2026	Claims	3	36722	R&R PRODUCTS INC	1,807.78	MATERIALS
		420 - 576 61 31 03 - Maintenance Supplies				1,807.78	BEDKNIFE, ALLOY HOLLOW SIDE EJECT TINE W/CARBIDE TIP, PRY BAR SET
5800	10/20/2026	Claims	3	36723	SPOKANE ARTS FUND	287.50	SERVICES
		111 - 594 76 60 02 - Capital Outlays Public Art				287.50	KAREN MOBLEY CONSULT HOURS
5801	10/20/2026	Claims	3	36724	SPOKANE COUNTY ENVIRONMENTAL SERVICES	50.41	SERVICES
		001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V				50.41	OCTOBER 2026 SEWER CHARGES
5802	10/20/2026	Claims	3	36725	SPOKANE COUNTY SOLID WASTE	124.00	SERVICES
		110 - 542 90 47 00 - Maint Admin & Overhead Utility				66.75	GARBAGE
		110 - 542 90 47 00 - Maint Admin & Overhead Utility				57.25	GARBAGE
5803	10/20/2026	Claims	3	36726	SPOKANE COUNTY TREASURER	24,674.97	SERVICES
		001 - 521 10 40 00 - Sheriff (EMS Agreement)				21,327.00	LE DISPATCH SVCS OCT 2026
		001 - 521 10 40 01 - Spokane County - Jail				3,347.97	CONFINEMENT PROGRAM OCT 2026
5804	10/20/2026	Claims	3	36727	SPOKANE HOUSE OF HOSE INC	1,232.54	MATERIALS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				479.98	F276187 [BR COUPLER LPG SET 3/8, ASM-9616
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				30.45	ASM-8180
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				431.31	180AR-300
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				162.98	D1162-4, D1165-4
		001 - 576 80 31 01 - Parks Supplies				127.82	HOSES
5805	10/20/2026	Claims	3	36728	SPOKANE REGIONAL CLEAN AIR AGENCY	8,689.25	LOCAL ASSESSMENT FEE
		001 - 553 70 40 00 - Pollution Control And Remediat				8,689.25	2026 LOCAL ASSESSMENT Q4
5806	10/20/2026	Claims	3	36729	TURNER & TOWNSEND HEERY, LLC	737.31	SERVICES
		001 - 594 18 62 07 - Central Services - Old City Hall F				737.31	P&R PROJECT SVCS THROUGH 06/30/2026
5807	10/20/2026	Claims	3	36730	VERIZON WIRELESS VSAT	150.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				75.00	SMS 05/21/2026-05/22/2026
		001 - 521 10 41 00 - Law Enforcement-Professional S				75.00	SMS 06/09/2026-06/10/2026
5808	10/20/2026	Claims	3	36731	WA ASSOC OF SHERIFFS/POLICE CHIEF	75.00	SERVICES
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				75.00	HOLTHAUS, MARK DUES
5809	10/20/2026	Claims	3	36732	WASHINGTON STATE CRIMINAL JUSTICE	201.10	REGISTRATION
		001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip				201.10	ISAAC, JEFFREY-EVIDENCE AND PROPERTY ROOM MGT COURSE
5810	10/20/2026	Claims	3	36733	WASHINGTON STATE TREASURER	9,270.19	Q3-26 WA STATE REMIT
		630 - 586 00 40 00 - Court Remittances				8,499.69	
		630 - 589 30 00 00 - State Bld Code Surcharge				770.50	
5811	10/20/2026	Claims	3	36734	WHITLEY FUEL LLC	2,664.16	FUEL
		001 - 558 50 32 00 - CP&ED Fuel Consumed				80.46	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				93.58	UNLEADED
		001 - 558 50 32 00 - CP&ED Fuel Consumed				79.19	UNLEADED
		001 - 571 00 32 00 - Recreational Activities Fuel				9.47	UNLEADED
		001 - 571 00 32 00 - Recreational Activities Fuel				11.01	UNLEADED

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 571 00 32 00 - Recreational Activities Fuel				9.32	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				151.45	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				176.14	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				171.46	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				149.07	UNLEADED
		420 - 576 61 32 00 - Golf Course-Fuel Consumed				509.80	DYED DIESEL
		001 - 576 80 32 00 - Parks Fuel Consumed				189.31	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				220.18	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				106.42	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				186.34	UNLEADED
		001 - 576 80 32 00 - Parks Fuel Consumed				316.43	DYED DIESEL
		001 - 576 80 32 15 - Ballfields Fuel Consumed				42.59	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				49.54	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				17.74	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				41.92	UNLEADED
		001 - 576 80 32 15 - Ballfields Fuel Consumed				52.74	DYED DIESEL
5812	10/20/2026	Claims	3	36735	WINTERGREEN CORP	3,626.43	MATERIALS
		001 - 571 00 31 04 - Special Events Supplies				3,626.43	LIGHTS
5813	10/20/2026	Claims	3	36736	YELENA YUNIN	10,000.00	SERVICES
		111 - 594 76 60 02 - Capital Outlays Public Art				10,000.00	WE GOT THIS MURAL AT ORCHARD PARK

001 General Fund	189,734.07
110 Street Fund	16,670.98
111 Parks & Art Fund	18,154.24
115 Tourism Promotion Fund	6,214.60
117 Tourism Promotion Area (TPA)	20,479.26
310 REET 1 Capital Projects Fund	5,806.20
410 Stormwater Utility Fund	8,811.34
420 Golf Operations Fund	36,220.30
630 Custodial Fund-State Of Washington Collections	11,042.11
	Claims: 313,133.10
* Transaction Has Mixed Revenue And Expense Accounts	313,133.10

"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

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5694	10/02/2026	Claims	3	36692	K-9 SERVICES GROUP	260.00	SERVICES
		001 - 521 10 41 00 - Law Enforcement-Professional S				160.00	BOOKING FOR MAVERICK 10/20/2025-10/28/2025
		001 - 521 10 41 00 - Law Enforcement-Professional S				100.00	BOOKING FOR MAVERICK 08/23/2026-08/28/2026
		001 General Fund				260.00	
						260.00	Claims: 260.00

"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: October 20, 2026

Subject: Molter Road Grind and Overlay Project — Engineering Services Contract

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

Exhibit(s):
Molter Contract-NegRates_101426v2_Redacted

Expenditure Required	Yes
Budgeted	Yes; (311) REET 2 Special Capital Projects Fund; (595 30 60 17) Molter Grind and Overlay Design
City Program	Streets Maintenance

Summary Statement

The City proposes to enter into an agreement with Parametrix, Inc. to provide surveying, geotechnical, and design engineering services for the N. Molter Road Overlay Project between E. Appleway Avenue and E. Mission Avenue. The project is anticipated to include topographic surveying, pavement/HMA thickness evaluation, ADA ramp evaluations and upgrades, HMA grinding and overlay, pavement markings, and evaluation of roadway crown and slopes to identify potential drainage issues.

Parametrix will develop the project design and prepare construction plans, specifications, and bidding documents. Traffic control and pedestrian control plans will also be incorporated into the design to maintain safe access for motorists and pedestrians during construction. The project is anticipated to be advertised for bid with a proposed bid opening in February 2027. Construction management and construction administration services may be added through a future contract amendment following completion of the design phase.

The cost of the engineering services is $139,820 and will be funded through the SRTC grant awarded for the project.

Recommended Action

Authorize the Mayor to execute an agreement with Parametrix, Inc. in the amount of $139,820 and any necessary documents consistent with the approved agreement and project scope.

Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number: LA11533

Firm/Organization Legal Name (do not use dba's): Parametrix, Inc.	
Address: 835 N. Post, Suite 201	Federal Aid Number: STBGUL-4127[redacted]
UBI Number: 600-135-349	Federal TIN or SSN Number: 91-[redacted]
Execution Date:	Completion Date: April 30, 2027
1099 Form Required: ☐ Yes ☑ No	Federal Participation: ☑ Yes ☐ No
Project Title: N. Molter Road Overlay (E. Appleway Ave. to E. Mission Ave.)	
Description of Work: Parametrix to provide surveying, geotechnical, and design engineering services for the overlay and ADA ramp improvement work on N. Molter Road, between E. Appleway Ave. and E. Mission Ave.	
☐ Yes ☑ No DBE Participation ☐ Yes ☑ No MBE Participation ☐ Yes ☑ No WBE Participation ☐ Yes ☑ No SBE Participation	Maximum Amount Payable: $139,820.00

Index of Exhibits

Exhibit A Scope of Work
~~Exhibit B DBE Participation~~
Exhibit C Preparation and Delivery of Electronic Engineering and Other Data
Exhibit D Prime Consultant Cost Computations
Exhibit E Sub-consultant Cost Computations
Exhibit F Title VI Assurances
Exhibit G Certification Documents
~~Exhibit H Liability Insurance Increase~~
Exhibit I Alleged Consultant Design Error Procedures
Exhibit J Consultant Claim Procedures

Agreement Number: LA11533

THIS AGREEMENT, made and entered into as shown in the "Execution Date" box on page one (1) of this AGREEMENT, between the ,
hereinafter called the "AGENCY," and the "Firm / Organization Name" referenced on page one (1) of this AGREEMENT, hereinafter called the "CONSULTANT."

WHEREAS, the AGENCY desires to accomplish the work referenced in "Description of Work" on page one (1) of this AGREEMENT and hereafter called the "SERVICES;" and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

I. General Description of Work

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

II. General Scope of Work

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit "A" attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

III. General Requirements

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days' notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit "A."

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit "B" attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY's "DBE Program Participation Plan" and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

The CONSULTANT, on a monthly basis, is required to submit DBE Participation of the amounts paid to all DBE firms invoiced for this AGREEMENT.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit "C – Preparation and Delivery of Electronic Engineering and other Data."

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:
Name: Luke Michels
Agency: City of Liberty Lake
Address: 22710 E. Country Vista Drive
City: Liberty Lake State: WA Zip: 99019
Email: lmichels@libertylakewa.gov
Phone: (509) 755-6700
Facsimile: N/A

If to CONSULTANT:
Name: Ryan Zimmerman
Agency: Parametrix, Inc.
Address: 835 N. Post, Suite 201
City: Spokane State: WA Zip: 99201
Email: rzimmerman@parametrix.com
Phone: (509) 328-3371
Facsimile: N/A

IV. Time for Beginning and Completion

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled "Completion Date."

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 (www.ecfr.gov).

A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fixed Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits "D" and "E" attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT's direct labor rates and indirect cost rate computations and agreed upon fixed fee. The accepted negotiated rates shall be memorialized in a final written acknowledgement between the parties. Such final written acknowledgement shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgement, to 180 days following the CONSULTANT's fiscal year end (FYE) date.

   The direct (raw) labor rates and classifications, as shown on Exhibits "D" and "E" shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT's FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits "D" and "E", will remain in effect for the twelve (12) month period.

   Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgement between the parties. Such final written acknowledgement shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT's books and records to determine the CONSULTANT's actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

   The fixed fee as identified in Exhibits "D" and "E" shall represent a value to be applied throughout the life of the AGREEMENT.

   The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rates under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY's option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgement.

   The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fixed fee (profit) percentage. The CONSULTANT shall bill each employee's actual classification, and actual salary plus indirect cost rate plus fixed fee.

B. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges and fees of sub-consultants. Air or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train and rental card costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the STATE upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.

C. Maximum Amount Payable: The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.

D. Monthly Progress Payments: Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. The monthly billings shall be supported by detailed statements for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.

E. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

   The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings.

F. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.

   An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

VI. Sub-Contracting

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub-consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fixed fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgement between the parties.

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

VII. Employment and Organizational Conflict of Interest

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit "F" attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit "F" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT's failure to perform is without the CONSULTANT's or its employee's fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee. The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

X. Changes of Work

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

XI. Disputes

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

XII. Legal Relations

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and /or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers' and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. This waiver has been mutually negotiated by the Parties.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

Insurance Coverage

A. Worker's compensation and employer's liability insurance as required by the STATE.

B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars ($1,000,000.00) per occurrence and two million dollars ($2,000,000.00) in the aggregate for each policy period.

C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage for any "Auto" (Symbol 1) used in an amount not less than a one million dollar ($1,000,000.00) combined single limit for each occurrence.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance, the STATE and AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the "AIs"), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT's and the sub-consultant's and/or subcontractor's insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name: Luke Michels
Agency: City of Liberty Lake
Address: 22710 N. Country Vista Drive
City: Liberty Lake State: WA Zip: 99019
Email: lmichels@libertylakewa.gov
Phone: (509) 755-6700
Facsimile: N/A

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY, including that which may arise in reference to section IX "Termination of Agreement" of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT or one million dollars ($1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

The AGENCY will pay no progress payments under section V "Payment Provisions" until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

Agreement Number: LA11533

XIII. Extra Work

A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.

B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.

C. The CONSULTANT must submit any "request for equitable adjustment," hereafter referred to as "CLAIM," under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.

D. Failure to agree to any adjustment shall be a dispute under the section XI "Disputes" clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.

E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

XIV. Endorsement of Plans

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

XV. Federal Review

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

XVI. Certification of the Consultant and the Agency

Attached hereto as Exhibit "G-1(a and b)" are the Certifications of the CONSULTANT and the AGENCY, Exhibit "G-2" Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit "G-3" Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit "G-4" Certificate of Current Cost or Pricing Data. Exhibit "G-3" is required only in AGREEMENT's over one hundred thousand dollars ($100,000.00) and Exhibit "G-4" is required only in AGREEMENT's over five hundred thousand dollars ($500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III "General Requirements" prior to its performance of any SERVICES under this AGREEMENT.

XVII. Complete Agreement

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

XVIII. Execution and Acceptance

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT's contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

XIX. Protection of Confidential Information

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state or federal statutes ("State's Confidential Information"). The "State's Confidential Information" includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State's Confidential Information in strictest confidence and not to make use of the State's Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY's express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State's Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY's option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State's Confidential Information; or (ii) returned all of the State's Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State's Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State's Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State's Confidential Information was received; who received, maintained and used the State's Confidential Information; and the final disposition of the State's Confidential Information. The CONSULTANT's records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State's Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State's Confidential Information, monetary damages, or penalties.

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as "Confidential" and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT; or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and/or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

XX. Records Maintenance

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTs, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribblings, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, "ESI" means any and all computer data or electronic recorded media of any kind, including "Native Files", that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as: Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

"Native files" are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified.

The CONSULTANT shall include this section XX "Records Maintenance" in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the "Execution Date" box on page one (1) of this AGREEMENT.

Signature	Date
Signature	Date

Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.

Agreement Number: LA11533

Project No. STBGUL-4127(001)

See Attached Scope of Work (Exhbit A-1)

Exhibit A-1
N. Molter Road Overlay (E. Appleway Ave. to E. Mission Ave.)
City of Liberty Lake
Parametrix, Inc.

OBJECTIVE

The Owner's objective in this Agreement is for the Consultant to provide surveying, geotechnical, and design engineering services for the overlay and ADA ramp improvement work on N. Molter Road, between E. Appleway Ave. to E. Mission Ave. The project is anticipated to include a topographic survey, HMA thickness evaluation, ADA ramp evaluations and upgrades, HMA grinding, HMA paving, HMA overlay, and the installation of pavement markings. The consultant will provide the professional services required to design the project and prepare construction plans, specifications, and bidding documents. Construction management / construction administration services may be amended to this contract after design is complete. The design will include general evaluation of the road crown and slopes to identify any drainage problem areas for the City. To accommodate vehicle and pedestrian traffic, traffic control and pedestrian control plans are anticipated to be included as part of the design.

PROJECT SCOPE

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

Task 1 – Survey / Utility Research / Kick-off Meeting

(Task 1.1): Topographic Surveying

Topographic survey will be based on NAD83/11 horizontal datum and NAVD 88 vertical datum and will encompass the full roadway along N. Molter Road and up to 10-feet behind the back of walk at intersections and locations with ADA ramps. The full survey limits are shown in purple in Exhibit 1. The survey will include but is not limited to the following surface items: Road Crown, Striping, Edge of Asphalt, Curb, Sidewalk, Driveways, Fences, Mailboxes, Trees, Landscaping Areas, Drainage Features, Surface Utilities, Underground Paint Utility Marks, and Spot Elevations sufficient to generate 1-foot contours of the existing ground surface. Dips on storm and sewer structures are not included in the scope of work.

A right of way survey will now be performed to determine the right of way lines of N. Molter Road and E. Appleway Avenue, within the project limits. Adjacent property lines, located withing the project corridor will also be determined and shown. Parametrix will perform the necessary survey research, site investigation, boundary analysis, and calculations to determine the right of way and property line locations.

Setting of property corners or monuments is not included in this scope of work.

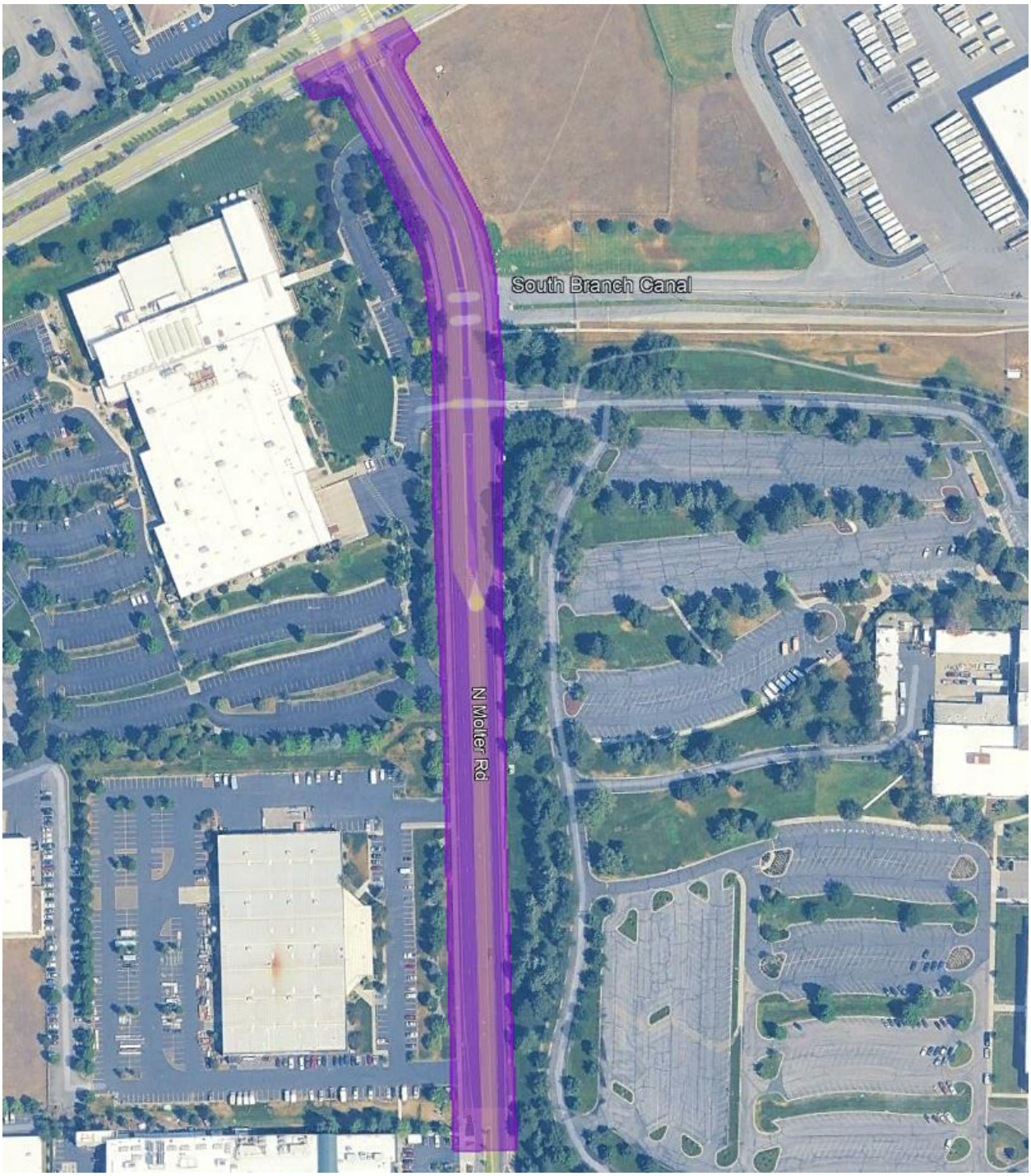


Exhibit 1: Project Area

(Task 1.2): Existing Utility Research

Coordinate with the City of Liberty Lake, Liberty Lake Sewer & Water District (LLSWD), Avista Utlities , and any other utility purveyors with utilities located within the project limits to gather utility maps for buried utilities located within the project limits.

(Task 1.3): Prepare Survey Basemap

Prepare a basemap in AutoCAD format showing the survey information gathered in Section 1.1, with attributes suitable for electronic data transfer. The base map will include a model for the existing roadway surface to allow for vertical evaluation of the existing roadway and ADA ramps. The basemap will be utilized in the design of the roadway improvements.

(Task 1.4): Pavement & ADA Ramp Investigation & Coordination Meeting

Perform site visits to research and investigate the location and extents of the existing pavement patches or areas where patches may be required. Evaluation the slopes and widths of existing ADA ramps. This information, along with the topographic survey will be used to help determine the ramp replacement and grinding and overlay limits. The Consultant will attend a coordination meeting with the City and WSDOT Local Programs to discuss the ADA ramps that will need to be upgraded and to determine if alterations or adjustments should be made to the existing crosswalks and pedestrians routes.

(Task 1.5): Project Kick-off Meeting

A project kick-off meeting will be held at the City with the Consultant and City of Liberty Lake to discuss project scope, requirements, concerns, and objectives.

(Task 1.6): Drainage Review & Analysis

Site visit during a rain event to locate any drainage issues/ponding within the project limits and prepare a map identifying the problem areas. Review the survey basemap to determine the extent and/or causes of any identified drainage issues and begin looking at potential fixes to the drinage issues.

(Task 1.7): Pavement Investigation / Geotechnical Work

Strata will complete a limited site geotechnical investigation. Please refer to their attached scope of work for more details.

(Task 1.8): NEPA Documentation

Consultant will work with the City to provide documentation that the project meets the requirements for a categorical exclusion. A full NEPA process is not anticipated or included as part of the scope of work.

Task 2 – Preliminary Design

(Task 2.1): Evaluate Road Vertical Design

Based on the survey base map, the existing roadway centerline and curb lines will be analyzed to determine where there are potential problems with centerline or road cross slope grades. The consultant will evaluate revising the centerline elevation to improve grades while maintaining existing curbing.

(Task 2.2): Prepare 60% Plans

Consultant will prepare an estimated thirteen (13) Preliminary Plan Sheets consisting of:

- Title Sheet / Drawing Index / Vicinity Map *(1 Sheet)*
- Abbreviations / Legend *(1 Sheet)*
- Temporary Erosion and Sediment Control Plan *(1 Sheet)*
- Pavement Removals / Grinding / Overlay Plans *(2 Sheets)*
- Roadway and ADA Ramp Details *(2 Sheets)*
- Striping and Signage Plans *(2 Sheets)*
- Construction Phasing / Traffic Detour Plans *(4 Sheets)*

(Task 2.3): 60% Quantities and Cost Estimate

Prepare a bid schedule including all anticipated project bid items. Update the Construction Cost Estimate based on the quantities of work shown on the 60% drawings, applying an estimated unit cost to each item to each item and a contingency amount appropriate to the completion status.

(Task 2.4): 60% Design Submittal Meeting

Consultant will attend a coordination meeting with the City of Liberty Lake to present and discuss the 60% design plans and anticipated construction costs for the project. The purpose of the meeting will be to present any design, phasing, or cost concerns/questions and receive input from the City as we proceed into final design.

(Task 2.5): Public Meeting / Open House

Consultant will have up to two people attend a public open house meeting and prepare displays and presentation materials to be shared with the public at the meeting. The open house is anticipated to be held between the preliminary and final design stages.

Task 3 – Final Design

(Task 3.1): Update 60% Plans to 90% Plans

Update and make adjustments to 60% plans based on review comments provided by the City. Refine the overall design and progress the plans toward the final bid documents. Provide final grading designs for all proposed ADA ramps. Provide final design and details for grinding/paving areas. Update all plans generated in Item 2.2.

(Task 3.2): Specifications

Prepare Construction Contract Documents. (Specifications) for a competitive public works bid, in accordance with WSDOT, LAG Manual, and City requirements utilizing the WSDOT 2026 Standard Specifications.

(Task 3.3): 90% Quantities and Cost Estimate

Update the cost estimate generated in Item 2.3, and reduce the contingency amount due to the progressed completion status.

(Task 3.4): 90% PS&E Submittal and Review Meeting

Consultant will schedule a Final Design Review Meeting with the City and will present the 90% PS&E Package for review and comments. Immediately prior to the meeting with the City, the 90% PS&E Package will also be submitted to WSDOT Local Programs for review and comment.

(Task 3.5): WSDOT Design Approval Documentation

Consultant will prepare Design Approval Documentation in accordance with Chapter 42, Section 43.62 of the WSDOT Local Agency Guidelines Manual. The documentation will be submitted to the WSDOT Local Programs for approval/acceptance.

(Task 3.6): Final Revisions and Bid Advertisement

Consultant will incorporate City and WSDOT review comments from the 90% PS&E submittal and update the project plans and specifications. The Consultant will submit the final PS&E Package to the City and WSDOT Local Programs for approval to bid. Consultant will coordinate with the City of Liberty Lake regarding the Advertisement to Bid language and dates. The City of Liberty Lake will be responsible for placing the advertisement in the newspaper of record for the project.

Task 4 – Bidding Services

(Task 4.1): Issue Bid Package

Consultant will upload the final plans and specifications to the City of Liberty Lake's online plan room for bidding purposes.

(Task 4.2): Support During Bidding Phase

Consultant will field questions from prospective bidders during the advertisement period and provide responses via addendum documents as required. A pre-bid meeting with prospective bidders is not anticipated to be required and has not been included in this scope of work.

(Task 4.3): Review Bids / Concurrence to Award

Consultant will attend Bid Opening with the City. Consultant will review bids for compliance with bidding requirements, tabulate bids / prepare spreadsheet of bid results. Consultant will complete and submit the "Request for Concurrence to Award" to WSDOT Local Programs.

(Task 4.4): Issue Conformed Set of Construction Documents

After the bid opening and award, the Consultant will revise the bid drawings and specifications to conform to substantial revisions made be an addenda issued during the bidding phase. PDF copies of the Conformed Set of documents will be issued to the City, WSDOT Local Programs, and the apparent low bidder.

TARGET SCHEDULE

The following dates summarize the target completion dates of significant project tasks:

MILESTONE	TARGET COMPLETION DATE
Complete Task 1 (Survey / Utility Research / Kick-Off Meeting)	November 6, 2026
Complete Task 2 (Preliminary Design)	December 18, 2026
Complete Task 3 (Final Design) / Advertisement	January 29, 2027
Bid Opening	February 12, 2027

DELIVERABLES

Consultant shall furnish the following documents, exhibits, or presentation for the work covered by the Agreement:

1. Preliminary (60%) Plans and Cost Estimate
2. Final (90%) Plans, Specifications, and Cost Estimate (PS&E) Package
3. Final (100%) Plans, Specifications, and Cost Estimate (PS&E) Package, for bidding
4. Conformed set of Plans and Specifications following the bidding process

EXTRA SERVICES

In addition to the foregoing specific services, the following special services may be added upon written agreement of the parties be executing an Amendment to the Agreement:

1. Legal Descriptions and Easement
2. Traffic Studies
3. Re-designs ordered by the Owner after final plans have been accepted.
4. Biological Assessment or other Environmental Studies or Reports not specifically described above.
5. Construction Administration / Construction Management Services.

Exhibit C
Preparation and Delivery of Electronic Engineering and Other Data

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

I. Surveying, Roadway Design & Plans Preparation Section

A. Survey Data

AutoCAD Civil 3D 2024

B. Roadway Design Files

AutoCAD Civil 3D 2024 and/or PDF format

C. Computer Aided Drafting Files

AutoCAD Civil 3D 2024

Agreement Number: LA11533

D. Specify the Agency's Right to Review Product with the Consultant

N/A

E. Specify the Electronic Deliverables to Be Provided to the Agency

Preliminary (60%) Plans and Cost Estimate
Final (90%) Plans, Specifications, and Cost Estimate (PS&E) Package
Final (100%) Plans, Specifications, and Cost Estimate (PS&E) Package, for bidding
Conformed set of Plans and Specifications following the bidding process

F. Specify What Agency Furnished Services and Information Is to Be Provided

The City of Liberty Lake will be responsible for placing the advertisement in the newspaper of record for the project.

II. Any Other Electronic Files to Be Provided

N/A

III. Methods to Electronically Exchange Data

Exchange via email and/or shared FTP site

A. Agency Software Suite

N/A

B. Electronic Messaging System

N/A

C. File Transfers Format

N/A

Exhibit D
Prime Consultant Cost Computations

See Attached Cost Computations (Exhbit D-1)

WORKSHEET FOR PARAMETRIX COST COMPUTATIONS

Local Agency: Liberty Lake
Project Title: N. Molter Road Overlay (E. Appleway Ave. to E. Mission Ave.)

Exhibit D-1

												Totals	
		PROFESSIONAL CLASSIFICATION	Project Manager	Senior Engineer (Des. Sprt.)	Project Engineer 2	Senior Engineer (QA/QC)	Survey Manager	Surveyor 3 (Office)	Surveyor 3 (Office)	Surveyor 3 (Field)	Project Ctrl Spec	LABOR HOURS	LABOR COST
		NEGOTIATED RATE	$210.00	$200.00	$130.00	$200.00	$195.00	$135.00	$135.00	$135.00	$120.00		
TASK NO.		TASK DESCRIPTION											
1		SURVEY / UTILITY RESEARCH / KICK-OFF MEETING											
	1.1	Topographic Surveying					40	9	70	30	2	151	$22,755.00
	1.2	Existing Utility Research	2		10							12	$1,720.00
	1.3	Prepare Survey Basemap	4		16		5	40				65	$9,295.00
	1.4	Pavement & ADA Ramp Invest. & Coord. Meeting	2		2							4	$680.00
	1.5	Project Kick-off Meeting	4		4							8	$1,360.00
	1.6	Drainage Review & Analysis	2	5	4	2						13	$2,340.00
	1.7	Pavement Investigation / Geotechnical Work	SEE STRATA LINE ITEM BELOW									0	$0.00
	1.8	NEPA Documentation		2	6							8	$1,180.00
		SUBTOTAL TASK 1	14	7	42	2	45	49	70	30	2	261	$39,330.00
2		PRELIMINARY DESIGN											
	2.1	Evaluate Vertical Road Design	10		30							40	$6,000.00
	2.2	Prepare 60% Plans	20	15	100	5						140	$21,200.00
	2.3	60% Quantities and Cost Estimate	2		20	2						24	$3,420.00
	2.4	60% Design Submittal Meeting	2		2							4	$680.00
	2.5	Public Meeting / Open House	8		12							20	$3,240.00
		SUBTOTAL TASK 2	42	15	164	7	0	0	0	0	0	228	$34,540.00
3		FINAL DESIGN											
	3.1	Update 60% Plans to 90% Plans	15	15	80	2						112	$16,950.00
	3.2	Specifications	30	4		2						36	$7,500.00
	3.3	90% Quantities and Cost Estimate	6		12	2						20	$3,220.00
	3.4	90% PS&E Submittal and Review Meeting	2			2						4	$820.00
	3.5	WSDOT Design Approval Documentation	4			6						10	$2,040.00
	3.6	Final Revisions and Bid Advertisement	16	8	24	10						58	$10,080.00
		SUBTOTAL TASK 3	73	27	116	24	0	0	0	0	0	240	$40,610.00
4		BIDDING SERVICES											
	4.1	Issue Bid Package	2		4						2	8	$1,180.00
	4.2	Support During Bidding Phase	8		4	2						14	$2,600.00
	4.3	Review Bids / Concurrance to Award	2		4							6	$940.00
	4.4	Issue Conformed Set of Construction Documents	2		20	8						30	$4,620.00
		SUBTOTAL TASK 4	14	0	32	10	0	0	0	0	2	58	$9,340.00
		TOTAL	143	49	354	43	45	49	70	30	4	787	$123,820.00

SUB-TOTAL:	$123,820.00
SURVEY EXPENSES:	$2,500.00
GEOTECHINCAL SERVICES (STRATA):	$13,500.00
TOTAL:	**$139,820.00**

Exhibit E
Sub-consultant Cost Computations

There isn't any sub-consultant participation at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI "Sub-Contracting" of this AGREEMENT.

PRELIMINARY FEE ESTIMATE

Molter Road Pavement Cores

Liberty Lake, WA

SPP26089

Project Manager: Steve Litalien

	Quantity	Unit	@	Rate	Totals
Task I - Proposal					
Senior Engineer	1.50	hours	@	$230.00	$345.00
Project Engineer I	1.50	hours	@	$160.00	$240.00
Staff Engineer III	4.00	hours	@	$145.00	$580.00
Project Administrator	1.00	hours	@	$90.00	$90.00
Mark Up/Mark Down for Over/Under Budget	1.00	each	@	$32.00	$32.00
				ESTIMATED FEE:	**$1,287.00**
Task 2 - Field Exploration					
Staff Engineer III	12.00	hours	@	$145.00	$1,740.00
x1 12-hour day exploration					
Staff Engineer III	4.00	hours	@	$145.00	$580.00
x1 trip to site to paint locations/call in locates					
Field Professional	12.00	hours	@	$98.00	$1,176.00
X1 12-hour day exploration					
Patching Supplies	1.15	each	@	$150.00	$172.50
Cold Patch					
Coring Equipment & Generator	1.00	each	@	$325.00	$325.00
Traffic Control	3,000.00	each	@	$1.15	$3,450.00
Place holder based on past invoices					
Mileage	28.00	each	@	$1.50	$42.00
x2 trips at 14 miles per					
				ESTIMATED FEE:	**$7,485.50**
Task 3 - Laboratory Testing					
Moisture Content - Soils	5.00	each	@	$65.00	$325.00
Sieve Analysis	5.00	each	@	$185.00	$925.00
Staff Engineer III	0.50	hours	@	$145.00	$72.50
				ESTIMATED FEE:	**$1,322.50**
Task 4 - Evaluation & Report					
Senior Engineer	3.00	hours	@	$230.00	$690.00
Project Engineer I	3.00	hours	@	$160.00	$480.00
Staff Engineer III	8.00	hours	@	$145.00	$1,160.00
Project Administrator	2.00	hours	@	$90.00	$180.00
				ESTIMATED FEE:	**$2,510.00**

PM, Documentation, & Client Communication					
Senior Engineer	2.00	hours	@	$230.00	$460.00
Staff Engineer III	3.00	hours	@	$145.00	$435.00
				ESTIMATED FEE:	**$895.00**

Total Preliminary Fee Estimate: $13,500.00

STRATA | stratageotech.com © by STRATA. All rights reserved.

Exhibit F
Title VI Assurances

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agrees as follows:

1. Compliance with Regulations: The CONSULTANT shall comply with the Regulations relative to non-discrimination in federally assisted programs of the AGENCY, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "REGULATIONS"), which are herein incorporated by reference and made a part of this AGREEMENT.

2. Non-discrimination: The CONSULTANT, with regard to the work performed during this AGREEMENT, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when this AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.

3. Solicitations for Sub-consultants, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this AGREEMENT and the REGULATIONS relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports: The CONSULTANT shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the AGENCY, the STATE, or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the AGENCY, the STATE, or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance: In the event of the CONSULTANT's non-compliance with the non-discrimination provisions of this AGREEMENT, the AGENCY shall impose such AGREEMENT sanctions as it, the STATE, or the FHWA may determine to be appropriate, including, but not limited to:
   - Withholding of payments to the CONSULTANT under this AGREEMENT until the CONSULTANT complies, and/or;
   - Cancellation, termination, or suspension of this AGREEMENT, in whole or in part.

6. Incorporation of Provisions: The CONSULTANT shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any sub-consultant or procurement as the STATE, the AGENCY, or FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance.

   Provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY enter into such litigation to protect the interests of the STATE and/or the AGENCY and, in addition, the CONSULTANT may request the United States enter into such litigation to protect the interests of the United States.

Agreement Number: LA11533

Exhibit G
Certification Documents

Exhibit G-1(a)	Certification of Consultant
Exhibit G-1(b)	Certification of _____
Exhibit G-2	Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
Exhibit G-3	Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
Exhibit G-4	Certificate of Current Cost or Pricing Data

Agreement Number: LA11533

Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of

whose address is

and that neither the above firm nor I have:

a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;

b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or

c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the
and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

Parametrix, Inc.

Consultant (Firm Name)

Signature (Authorized Official of Consultant)

Date

Agreement Number: LA11533

Exhibit G-1(b) Certification of

I hereby certify that I am the:

☑

☐ Other

of the , and
or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

a) Employ or retain, or agree to employ to retain, any firm or person; or

b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the
and the Federal Highway Administration, U.S. Department of Transportation, in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

Signature

Date

Agreement Number: LA11533

Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions

I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.

II. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Parametrix, Inc.

Consultant (Firm Name)

Signature (Authorized Official of Consultant)

Date

Agreement Number: LA11533

Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative AGREEMENT, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative AGREEMENT.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative AGREEMENT, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000.00, and not more than $100,000.00, for each such failure.

   The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed $100,000, and that all such sub-recipients shall certify and disclose accordingly.

Parametrix, Inc.

Consultant (Firm Name)

Signature (Authorized Official of Consultant)

Date

Agreement Number: LA11533

Exhibit G-4 Certificate of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 2.101 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of * are accurate, complete, and current as of **.

This certification includes the cost or pricing data supporting any advance AGREEMENT's and forward pricing rate AGREEMENT's between the offer or and the Government that are part of the proposal.

Firm: Parametrix, Inc.

Signature

Title

Date of Execution***:

*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)
**Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.
***Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

Agreement Number: LA11533

Exhibit I
Alleged Consultant Design Error Procedures

The purpose of this exhibit is to establish a procedure to determine if a consultant's alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

Step 2 Project Manager Documents the Alleged Consultant Design Error(s)

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include: all decisions and descriptions of work; photographs, records of labor, materials and equipment.

Step 3 Contact the Consultant Regarding the Alleged Design Error(s)

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

Step 4 Attempt to Resolve Alleged Design Error with Consultant

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

Step 5 Forward Documents to Local Programs

For federally funded projects all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

Exhibit J
Consultant Claim Procedures

The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than $1,000. If the consultant's claim(s) are a total of $1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total $1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

Step 1 Consultant Files a Claim with the Agency Project Manager

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will met with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action in needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

Step 5 Informing Consultant of Decision Regarding the Claim

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit.

AGENDA ITEM NO.: 11.D.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: October 20, 2026

Subject: City Hall Renovation Project — Additional Design Service Request

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

Exhibit(s):
ASR #4 Summary Document, 25080_LL City Hall_ ASR 4_R1docx

Expenditure Required	Yes
Budgeted	Yes, (001) General Fund; (594 18 62 04) City Hall Design and Construction
City Program	Capital Projects

Summary Statement

Staff recommends approval of Additional Services Request #4 with BCRA in the amount of $21,000 for additional architectural and engineering design services and construction coordination associated with the City Hall renovation project. The additional services address design revisions and coordination requested throughout construction, including fire protection and mechanical system modifications, floor finishes, exterior lighting and landscaping, IT infrastructure, audiovisual systems, security improvements, signage design, and exterior paint selections. The additional scope also includes coordination with the general contractor, project consultants, City departments, and signage permitting agencies to support implementation of these changes.

Approval of this request will increase the overall BCRA design services contract from $422,728 to $443,728, inclusive of all project consultants and previously approved contract adjustments.

Recommended Action

Authorize the Mayor to sign Additional Service Request #4 with BCRA in the amount of $21,000, revising the total City Hall renovation design services contract to $443,728.

bcra
304 W. Pacific Avenue, Suite 210
Spokane, WA 99201

Ben,

Please see below for a summary of BCRA's contract status and the requested Additional Service Request (ASR) #04 for the Liberty Lake City Hall Project.

1. Summary of BCRA's Contract and Additional Service Requests

- **Original Contract – $415,398:** Executed on September 8, 2025. This amount includes all project consultants.
- **ASR #1 – $7,330:** Approved on November 26, 2025, for off-site improvements and sanitary sewer improvement coordination with the City of Liberty Lake. This request increased BCRA's original contract amount.
- **ASR #2 – $7,230:** Approved on February 17, 2026. This was a **net-zero** change to the contract and authorized activation of the design contingency phase to accommodate additional requested scope changes.
- **ASR #3 – $8,560:** Approved on August 21, 2026. This was a **net-zero** change to the contract and involved reallocating fees from one phase to another.
- **ASR #4 – $21,000:** Submitted on October 12, 2026, to cover additional design services and coordination efforts, as detailed in the scope summary below.

Revised Contract Amount: $443,728

2. ASR #4 – Summary of Additional Design Services

The following items summarize the additional design changes and coordination efforts associated with the respective Change Order Proposals (COPs):

- **COP-040 – Fire Main and Exterior Landscaping:** Increased the size of the fire main and coordinated exterior landscaping. Issued ASI #01 for coordination with the general contractor.
- **COP-050 – Floor Finish Changes:** Revised floor finishes associated with add alternates. Issued ASI #02 for coordination with the general contractor.
- **COP-070 – Roof Ladder Access:** Added an exterior sidewalk to provide access to the roof ladder.

- **COP-090 – Mechanical and Fire Suppression Revisions:** Revised mechanical ductwork and fire suppression systems. Issued ASI #06 for coordination with the general contractor.
- **COP-010 – Dry-Fall Painting:** Coordinated dry-fall painting at the lobby and office areas with exposed ceilings, including review of the cost and extent of the painting scope with the general contractor.
- **COP-011 – Exterior Lighting and IT Coordination:** Coordinated exterior site lighting and additional power and data requirements requested by the City of Liberty Lake IT group. Responded to associated RFIs.
- **COP-012 – Lobby Monitors:** Added receptacles and data connections in the lobby for additional monitors. Issued ASI #04 for coordination with the general contractor.
- **COP-014 – Council Chambers AV and Security:** Coordinated additional audiovisual (AV) and security requirements for the Council Chambers. Issued ASI #08 for coordination with the general contractor.
- **COP-015 – IT Data Points and Wireless Access:** Added data points per the client's IT department requirements, coordinated wireless access points, and established termination pathways back to the IDF room. Issued ASI #07 for coordination with the general contractor.
- **COP-016 – Exterior Security Cameras:** Coordinated additional conduit west of the exterior light poles for security cameras, including coordination with subconsultants and the general contractor regarding security devices.
- **COP-017 – Exterior Window Coverings:** Coordinated exterior window coverings and reviewed the associated change order. Worked with the general contractor to expedite the submittal.
- **COP-019 – Additional Security Measures:** Coordinated additional security measures requested by the Liberty Lake Police Department, including bollards, wheel stops, and exterior camera requirements. Issued ASI #09 for coordination with the general contractor.

- **Exterior Signage Design:** Developed concepts and 3D renderings for exterior signage options. Coordinated with the client, signage fabricator, general contractor, and City of Liberty Lake regarding signage permitting and application requirements.
- **Exterior Paint Coordination:** Coordinated the new exterior paint selection, reviewed on-site submittals, and worked with the general contractor on implementation.

Please let me know if you have any questions or need any additional information regarding ASR #04.

Thank you,

Nicky Poole

bcra

304 W. Pacific Avenue, Suite 210
Spokane, WA 99201

bcradesign.com

October 12, 2026

Ben Turner
Public Work Director
Cit of Liberty Lake

Sent VIA Email: Ben Turner

RE: Liberty Lake City Hall
Liberty Lake, WA
ADDITIONAL SERVICE REQUEST #4
BCRA Project No. 25080.00.00

Dear Ben:

BCRA is submitting Additional Service Request #4 due to additional client requested changes during construction along with engagement and design support and developing conceptual options for exterior signage. Additional detailed information presented below for additional scope added.

- COP-040_Increased size of fire main, and coordination of landscaping at exterior. Issuance of ASI #01 for coordination with general contractor.
- COP-050_Floor finishes changes for add alternatives. Issuance of ASI #02 for coordination with general contractor.
- COP-070_Added exterior sidewalk for roof ladder access.
- COP-090_Mechanical ducting and fire suppression revisions. Issuance of ASI #06 for coordination with the general contractor.
- COP-010_Dry fall painting at lobby and office areas with exposed ceilings. Coordination with the GC on review of cost and extent of painting scope.
- COP-011_Coordination of exterior site lighting and additional power and data changes as requested by Liberty Lake IT group. Response to associated RFI's.
- COP-012_added receptacles and data to lobby for additional monitors. Issuance of ASI #04 for coordination with general contractor.
- COP-014_Added AV and Security coordination for Council Chambers. Issuance of ASI #08 for coordination with the general contractor.
- COP-015_Added data points per client IT department, coordination of wireless access points, termination pathway back to the IDF room for client IT. Issuance of ASI #07 for coordination with general contractor.
- COP-016_Security Camera coordination for additional conduit west of light poles on exterior. Coordination with subconsultants and general contractor on security devices.
- COP-017_Exterior Window Coverings and review of change order. Coordination with general contractor on expediting submittal.
- COP-019 _Additional requested security measures requested from Liberty Lake PD to add bollards and wheel stops, exterior camera coordination. Issuance of ASI #09 for coordination with general contractor.

- Concept development and 3D rendering for exterior signage options. Coordination with the client, signage fabricator, and general contractor. Coordination with City of Liberty Lake for support in signage permit and application.
- Coordination for new exterior paint. Review of submittals on site and coordination with the general contractor.

Fees:

Phase	Architecture
50 – Construction Administration- BCRA	$15,700
87-Design Contingency & Exterior Signage Coordination	$5,300
TOTAL	$21,000

This additional service is governed by our existing Professional Services Contract dated September 2, 2025.

Closing

Thank you for continuing to work with us to make this project a success. Should you have any questions or concerns, please feel free to contact me.

Sincerely,

Nicole Poole-Duris

Nicole Poole-Duris
Associate Principal, Interiors

Approved:

_____

Client Signature Date

AGENDA ITEM NO.: 12.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: October 20, 2026

Subject: Sponsorship - ICCU "Home for the Holidays"

Dept of Origin: Parks and Recreation **Dept. Head Approval:** Jennifer Camp

Exhibit(s):
ICCU HFTH SPONSORSHIP

Expenditure Required	N/A
Budgeted	N/A
City Program	Community Events

Summary Statement

ICCU would like to sponsor some of our new Home for the Holidays events. We are adding free horse-drawn carriage rides for the community, and their sponsorship of $1,000 will help cover a portion of the carriage rides' costs. They also want to sponsor the new Jingle Bell Cruise, and this portion of the sponsorship will be in the form of pre-paid visa cards at a $300 value that can be handed out as prizes to the winners of the decorated vehicles or they may just supply a $300 check.

Recommended Action

Approve the sponsorship of "Home for the Holidays" by Idaho Central Credit Union in the total amount of $1,300.

Docusign Envelope ID: 03E89AAD-F574-8316-803B-2479C780659C

HOME FOR THE HOLIDAYS



EVENT PROFILE

This community event is a month-long celebration of the holiday season. With fun filled activities and lights at multiple locations throughout the City of Liberty Lake.

TARGET AUDIENCE	Families, youth, teens, adults, and seniors
EXPECTED ATTENDANCE	5,000+
DATE & TIME	Sat, Nov 21, 2026 – Sun, Jan 3, 2027
LOCATION	Orchard Park, Trailhead Golf Course, and more

Holiday Event Promotional Plan

- Posters displayed at all City Facilities
- E – Flyer distributed to our email lists
- Post in the Splash
- Website information
- Information displayed on City reader board
- A – Frames placed throughout the community
- Social media campaign

Gold Sponsor

INVESTMENT - $1,000 (4 sponsorships available)

- Logo or name listed on City website/event page.
- Recognition in front of one of the display areas.
- Thank you in the Splash.
- Name recognized on social media.

Docusign Envelope ID: 03E89AAD-F574-8316-803B-2479C780659C

- Recognition at the main park or facility entrance and two (2) high traffic locations.

Silver Sponsorship

INVESTMENT - $400 (6 sponsorships available)

- Thank you in the Splash.
- Name recognized on social media.
- Recognition at the main park or facility entrance and one (1) high traffic location.

Bronze Sponsorship

INVESTMENT - $150 (10 sponsorships available)

- Logo or name listed on City website/event page.
- Thank you in the Splash.
- Name recognized on social media.

Battle of the Branches Overall Winner Sponsorship

INVESTMENT - $200 (1 sponsorship available)

- Logo or name listed on City website/event page.
- Thank you in the Splash.
- Name recognized on social media.
- Recognition during the winner's announcement.

Deck the Homes 1st Place Sponsorship

INVESTMENT – $200 (1 sponsorship available)

- Logo or name listed on City website/event page.
- Thank you in the Splash.
- Name recognized on social media.
- Recognition during the winner's announcement.

Docusign Envelope ID: 03E89AAD-F574-8316-803B-2479C780659C

Deck the Homes 2nd Place Sponsorship

INVESTMENT – $150 (1 sponsorship available)

- Logo or name listed on City website/event page.
- Thank you in the Splash.
- Name recognized on social media.
- Recognition during the winner's announcement.

Deck the Homes 3rd Place Sponsorship

INVESTMENT – $100 (1 sponsorship available)

- Logo or name listed on City website/event page.
- Thank you in the Splash.
- Name recognized on social media.
- Recognition during the winner's announcement.

Coca & Carriage Rides

INVESTMENT – $1,000 (1 sponsorship available)

- Logo or name listed on City website/event page.
- Recognition at the event.
- Thank you in the Splash.
- Name recognized on social media.
- Recognition at the main park or facility entrance and two (2) high traffic locations.

Reindeer Rendezous

INVESTMENT – $1,000 (1 sponsorship available)

- Logo or name listed on City website/event page.
- Recognition at the event.
- Thank you in the Splash.
- Name recognized on social media.

Docusign Envelope ID: 03E89AAD-F574-8316-803B-2479C780659C

- Recognition at the main park or facility entrance and two (2) high traffic locations.

Jingle Bell Cruise Sponsorship

INVESTMENT – $300 (1 sponsorship available)

- Logo or name listed on City website/event page.
- Thank you in the Splash.
- Name recognized on social media.
- Recognition during the winner's announcement.

Docusign Envelope ID: 03E89AAD-F574-8316-803B-2479C780659C

2026 Sponsorship Packet – City of Liberty Lake Community Events

Business Name: ICCU

Contact Name: Molly Lukens Phone: 509-993-4045

Mailing Address: 41 W. Riverside

E-Mail Address: mlukens@iccu.com

Do you have a Facebook Page (business owners only)? ☐ Yes ☐ No

If yes, Facebook address: https://m.facebook.com/IdahoCentralCreditUnion/

Select the Event(s) & Level of Sponsorship:

☐ HOME FOR THE HOLIDAYS

- ☐ Gold Sponsor - $1,000.00
- ☐ Silver Sponsor - $400.00
- ☐ Bronze Sponsor - $150.00
- ☐ Battle of the Branches Overall Winner Sponsor - $200.00
- ☐ Deck the Homes First Place Sponsor - $200.00
- ☐ Deck the Homes Second Place Sponsor - $150.00
- ☐ Deck the Homes Third Place Sponsor - $100.00
- ☑ Coca & Carriage Rides - $1,000.00
- ☐ Reindeer Rendezvous - $1,000.00
- ☑ Jingle Bell Cruise - $300.00

***Sponsorship forms are due by six weeks before the schedule event date to get FULL benefits.**

****All sponsorships over $500.00 must be referred to and approved by City Council and Mayor.**

*****All sponsorships under $500.00 must be approved by the Mayor or City Administrator.**

******You will be invoiced for your Sponsorship once they have been approved!**

Docusign Envelope ID: 03E89AAD-F574-8316-803B-2479C780659C

☐ The undersigned sponsor(s) hereby donates to the City of Liberty Lake, Washington the amount of $ 1,300 which said sponsorship shall be considered accepted upon approval from the Mayor and receipt of the funds by the City.

The City represents that it is duly organized and existing municipal corporation of the State of Washington and that the sponsorship funds will be used to the extent listed above in the sponsorship levels.

The City of Liberty Lake will make all reasonable efforts to fulfill the specific purpose(s) as outlined in the previous section for this sponsorship. If the specified sponsorship purposes are not feasible, substitutions for the purposes will be made. The sponsorship funds will be managed and accounted for by the City of Liberty Lake in accordance with the Liberty Lake Municipal Code.

For IRS purposes, this agreement serves as written acknowledgment of your sponsorship. The City of Liberty Lake did not provide you with any goods or services in consideration for this sponsorship.

Sponsor Signature: DocuSigned by: Clark Rasmussen A50A17DB557B4C0... Date: 10/5/2026

Mayor Approving Signature: _____ Date: _____

AGENDA ITEM NO.: 12.B.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: October 20, 2026

Subject: Sponsorship - STCU "Home for the Holidays"

Dept of Origin: Parks and Recreation **Dept. Head Approval:** Jennifer Camp

Exhibit(s):
STCU HFTH SPONSORSHIP

Expenditure Required	N/A
Budgeted	N/A
City Program	Community Events

Summary Statement

STCU would like to be a Gold Sponsor for Home for the Holidays. This sponsorship helps cover some of the costs of the overall event. The total amount for the Gold Sponsor is $1,000.

Recommended Action

Approve the donation from Spokane Teachers Credit Union for "Home for the Holidays" as a Gold Sponsor in the amount of $1,000.

Business Name: STCU

Contact Name: Adeline Kraft Phone: 509.343.6109

Mailing Address: 1620 N Signal Dr, Liberty Lake, WA 99019

E-Mail Address: adelinek@stcu.org

Do you have a Facebook Page (business owners only)? ☒ Yes ☐ No

If yes, Facebook address: https://www.facebook.com/mySTCU/

Select the Event(s) & Level of Sponsorship:

☒ HOME FOR THE HOLIDAYS

- ☒ Gold Sponsor - $1,000.00
- ☐ Silver Sponsor - $400.00
- ☐ Bronze Sponsor - $150.00
- ☐ Battle of the Branches Overall Winner Sponsor - $200.00
- ☐ Deck the Homes First Place Sponsor - $200.00
- ☐ Deck the Homes Second Place Sponsor - $150.00
- ☐ Deck the Homes Third Place Sponsor - $100.00
- ☐ Coca & Carriage Rides - $1,000.00
- ☐ Reindeer Rendezvous - $1,000.00
- ☐ Jingle Bell Cruise - $300.00

***Sponsorship forms are due by six weeks before the schedule event date to get FULL benefits.**

****All sponsorships over $500.00 must be referred to and approved by City Council and Mayor.**

*****All sponsorships under $500.00 must be approved by the Mayor or City Administrator.**

******You will be invoiced for your Sponsorship once they have been approved!**

☒ The undersigned sponsor(s) hereby donates to the City of Liberty Lake, Washington the amount of $ 1,000 which said sponsorship shall be considered accepted upon approval from the Mayor and receipt of the funds by the City.

The City represents that it is duly organized and existing municipal corporation of the State of Washington and that the sponsorship funds will be used to the extent listed above in the sponsorship levels.

The City of Liberty Lake will make all reasonable efforts to fulfill the specific purpose(s) as outlined in the previous section for this sponsorship. If the specified sponsorship purposes are not feasible, substitutions for the purposes will be made. The sponsorship funds will be managed and accounted for by the City of Liberty Lake in accordance with the Liberty Lake Municipal Code.

For IRS purposes, this agreement serves as written acknowledgment of your sponsorship. The City of Liberty Lake did not provide you with any goods or services in consideration for this sponsorship.

STCU, Community Engagement Manager

Sponsor Signature: Buffy Nustad Date: 10.2.2026

Mayor Approving Signature: _____ Date: _____

AGENDA ITEM NO.: 12.C.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: October 20, 2026

Subject: Sponsorship - Pawpular Companions "Home for the Holidays"

Dept of Origin: Parks and Recreation **Dept. Head Approval:** Jennifer Camp

Exhibit(s):
PC Gold Sponsor Form

Expenditure Required	N/A
Budgeted	N/A
City Program	Community Events

Summary Statement

Pawpular Companions would like to be a Gold Sponsor for Home for the Holidays. This sponsorship helps cover some of the costs of the overall event. The total amount for a Gold Sponsor is $1,000.

Recommended Action

Approve the sponsorship from Pawpular Companions as a Gold Sponsor for "Home for the Holidays" in the amount of $1,000.

2026 Sponsorship Packet – City of Liberty Lake Community Events

Business Name: PAWPULAR COMPANIONS PET SUPPLIES

Contact Name: MARA CROWELL Phone: 509-927-8890

Mailing Address: 21801 E. COUNTRY VISTA DRIVE, STE. 111, LIBERTY LAKE, WA 99019

E-Mail Address: pawpularcompanions@gamil.com

Do you have a Facebook Page (business owners only)? ☒ Yes ☐ No

If yes, Facebook address: PAWPULARCOMPANIONS

Select the Event(s) & Level of Sponsorship:

☐ HOME FOR THE HOLIDAYS

- ☒ Gold Sponsor - $1,000.00
- ☐ Silver Sponsor - $400.00
- ☐ Bronze Sponsor - $150.00
- ☐ Battle of the Branches Overall Winner Sponsor - $200.00
- ☐ Deck the Homes First Place Sponsor - $200.00
- ☐ Deck the Homes Second Place Sponsor - $150.00
- ☐ Deck the Homes Third Place Sponsor - $100.00
- ☐ Coca & Carriage Rides - $1,000.00
- ☐ Reindeer Rendezvous - $1,000.00
- ☐ Jingle Bell Cruise - $300.00

***Sponsorship forms are due by six weeks before the schedule event date to get FULL benefits.**

****All sponsorships over $500.00 must be referred to and approved by City Council and Mayor.**

*****All sponsorships under $500.00 must be approved by the Mayor or City Administrator.**

******You will be invoiced for your Sponsorship once they have been approved!**

☒ The undersigned sponsor(s) hereby donates to the City of Liberty Lake, Washington the amount of $ 1000.00 which said sponsorship shall be considered accepted upon approval from the Mayor and receipt of the funds by the City.

The City represents that it is duly organized and existing municipal corporation of the State of Washington and that the sponsorship funds will be used to the extent listed above in the sponsorship levels.

The City of Liberty Lake will make all reasonable efforts to fulfill the specific purpose(s) as outlined in the previous section for this sponsorship. If the specified sponsorship purposes are not feasible, substitutions for the purposes will be made. The sponsorship funds will be managed and accounted for by the City of Liberty Lake in accordance with the Liberty Lake Municipal Code.

For IRS purposes, this agreement serves as written acknowledgment of your sponsorship. The City of Liberty Lake did not provide you with any goods or services in consideration for this sponsorship.

Sponsor Signature: Mara Crowell Date: 10/05/2026

Mayor Approving Signature: _____ Date: _____

AGENDA ITEM NO.: 16.A.

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

For the Agenda Of: October 20, 2026

Subject: Ordinance 318: Adopting a New City Logo (2nd Read)

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

Exhibit(s):
Ordinance 318_New Logo_2nd

Expenditure Required	No
Budgeted	N/a
City Program	Public Information Management

Summary Statement

Staff recommends that the City Council adopt the proposed ordinance establishing the newly designed logo as the official logo of the City of Liberty Lake and repealing Ordinance No. 71, which adopted the City's current logo in 2001. The new design reflects community preferences identified through multiple rounds of public engagement conducted before and during the design process. The ordinance also establishes standards for the logo's official use and protection while allowing the City to transition existing signs, vehicles, uniforms, supplies, and other materials in an orderly and cost-conscious manner.

Recommended Action

Move to approve Ordinance 318.

ORDINANCE NO. 318
CITY OF LIBERTY LAKE
SPOKANE COUNTY WASHINGTON

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON, ADOPTING A NEW CITY LOGO; ESTABLISHING ITS OFFICIAL USE AND PROTECTION; REPEALING ORDINANCE NO. 71; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City adopted its existing City logo through Ordinance No. 71 on November 20, 2001; and

WHEREAS, the City determined that an updated logo would better reflect Liberty Lake's current identity, community character, and future direction; and

WHEREAS, the City conducted multiple rounds of community engagement through various channels before and during the design process to identify the qualities and essential elements the logo should convey, evaluate initial concepts, and guide refinements, and the City Council finds that the final design incorporates the community's expressed preferences while providing a distinctive, functional, and enduring visual identity for the City; and

WHEREAS, the City Council finds it appropriate to adopt the new logo as the City's official logo, protect its integrity, and repeal Ordinance No. 71 so that the City's logo requirements are stated in one ordinance.

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

Section 1. Findings. The recitals above are adopted as findings of fact and are incorporated into this ordinance by this reference. The City Council further finds that the official City logo is a valuable public asset that identifies the City and should be used consistently and protected from misleading, deceptive, or unauthorized use.

Section 2. Adoption of Official City Logo. The design shown in Exhibit A, attached to and incorporated into this ordinance, is adopted as the official logo of the City of Liberty Lake. Authorized variations, including horizontal, vertical, one-color, reversed, and other production formats, may be maintained in the City's adopted brand standards provided that they do not materially alter the official design shown in Exhibit A.

Section 3. Official Use and Administrative Authority. The City logo may be displayed or used for official City purposes and in other circumstances authorized by the Mayor or the Mayor's designee. The Mayor or designee may adopt and administer brand standards governing approved logo files, colors, clear space, minimum size, placement, accessibility, and related applications, provided those standards remain consistent with Exhibit A and this ordinance.

Section 4. Unauthorized Use. Except as authorized by the Mayor or the Mayor's designee, no person may use the City logo, or a design that imitates or is deceptively similar to it, in connection with advertising, promotion, endorsement, fundraising, merchandise, a product, a business, an organization, or a service, whether offered for profit or not for profit. This section does not prohibit fair use of the logo for news reporting, commentary, criticism, education, or other use protected by law when the use does not reasonably imply City sponsorship, approval, or endorsement.

Section 5. Enforcement. The City may pursue any civil, injunctive, administrative, or other remedy available under federal, state, or local law to prevent or remedy unauthorized use of the City logo. A willful violation of this ordinance is subject to the penalties established by applicable City code. Enforcement

under this section does not limit any rights or remedies available to the City under trademark, copyright, unfair competition, or other law.

Section 6. Intellectual Property Protection. The Mayor or designee is authorized to seek and maintain trademark, copyright, or other legal protection for the City logo and to take reasonable actions necessary to protect the City's rights in the logo.

Section 7. Transition. Following the effective date of this ordinance, the City shall implement the new logo in an orderly and cost-conscious manner. Existing signs, vehicles, uniforms, forms, supplies, digital materials, and other items displaying the former logo may remain in use until they are replaced, updated, exhausted, or otherwise removed in the ordinary course of City operations, unless the Mayor or designee determines earlier replacement is necessary. This section does not authorize any new use of the former logo by a person other than the City.

Section 8. Repeal of Ordinance No. 71. Ordinance No. 71 is repealed in its entirety on the effective date of this ordinance. The repeal does not impair any right, obligation, enforcement action, or proceeding that accrued or began under Ordinance No. 71 before the effective date of this ordinance.

Section 9. Severability. If any section, sentence, clause, or phrase of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, the invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 10. Corrections. Upon approval of the City Attorney, the City Clerk and codifiers are authorized to make necessary clerical corrections to this ordinance, including the correction of scrivener's errors, references, numbering, section or subsection numbers, and any reference to this ordinance.

Section 11. Effective Date. This ordinance shall take effect and be in full force five days after publication of the ordinance, or a summary thereof, in the City's official newspaper as provided by law.

PASSED by the City Council this [____] day of [_____], 2026.

ATTEST:

_____
Rochelle Caton, City Clerk

CITY OF LIBERTY LAKE:

_____
Cristella Kaminskas, Mayor

APPROVED AS TO FORM:

_____
Sean P. Boutz, City Attorney

Date of Publication: _____

Effective Date: _____

EXHIBIT A
OFFICIAL CITY OF LIBERTY LAKE LOGO DESIGN

