



**CITY COUNCIL MEETING
TUESDAY, JULY 7, 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**
 - A. Confirm Mayor's appointment of Kathryn Lynn Atkins to the 'For' committee for the Public Safety Sales Tax Ballot Measure
- 8. Announcements / Proclamations / Special Presentations**
 - A. STA Proposition 1
- 9. Reports & Inquiries**
 - A. City Council
 - B. Mayor
 - C. City Administrator
- 10. Workshop Discussions**
- 11. General Business – Consent Agenda**
 - A. Meeting Minutes

Recommended Action: Approve the May 12, and June 16, 2026, City Council Meeting Minutes.

B. July 7, 2026 Vouchers

Recommended Action: Approve the July 7, 2026, vouchers, May 16–31, June 1–15, payroll and benefits in an amount not to exceed \$2,019,960.55.

C. SCJ Task Order No. 3 - Sidewalk Master Plan Engagement

Recommended Action: Move to approve Task Order No. 3 in an amount not to exceed \$15,000 and authorize the City Administrator to execute on behalf of the City.

D. Tyler Technologies Implementation Agreement

Recommended Action: Approve implementation agreement in an amount not to exceed \$82,000.

12. General Business - Action Items

13. Council Comments

14. Public Hearings / Appeals

A. 2027-2032 Transportation Improvement Plan

15. Resolutions

A. Resolution No. 26-287, Adopting the 2027-2032 Transportation Improvement Plan

B. Resolution No. 26-288, Approving River District Town Center 2nd Addition Final Plat

16. Ordinances

17. Emergency Ordinances

18. Introduction of Upcoming Agenda Items

19. Citizen Comments

20. Executive Session

A. Executive Session Per RCW 42.30.110(1)(i)(ii) Litigation

21. Adjournment

JOIN ZOOM MEETING

1st 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/86578556158>

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: 865 7855 6158

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.: 7.A.

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

For the Agenda Of: July 7, 2026

Subject: Confirm Mayor's appointment of Kathryn Lynn Atkins to the 'For' committee for the Public Safety Sales Tax Ballot Measure

Dept of Origin: Finance and Admin
Services

Dept. Head Approval: Kyle Dixon

Exhibit(s):
Kathryn Lynn Atkins_Redacted

Expenditure Required	No
Budgeted	N/A
City Program	Legislative Governance

Summary Statement

As part of the requirement for the Public Safety Sales Tax ballot measure scheduled for the 2026 November general election, the City is required to solicit interest from the public to draft for and against statements to be included in the voters' pamphlet. The deadline for submittals was June 25, and the City received one completed application for the 'For' committee from resident Kathryn Lynn Atkins.

Recommended Action

Confirm appointment



**CITY OF LIBERTY LAKE
PUBLIC SAFETY SALES TAX
BALLOT PROPOSITION STATEMENT
PRO/CON COMMITTEES**

The City of Liberty Lake is soliciting interest in representing pro and con committees for the following ballot proposition to be placed in front of voters at the November 3, 2026 general election.

**CITY OF
LIBERTY LAKE, WASHINGTON
PROPOSITION 1
IMPOSE A SALES AND USE TAX OF ONE-TENTH OF
ONE PERCENT FOR THE PURPOSE OF FUNDING
CRIMINAL JUSTICE SERVICES**

The Liberty Lake City Council is calling for an election to consider the imposition of a sales and use tax of one-tenth of one percent for the purpose of funding public safety and criminal justice services pursuant to RCW 82.14.450.

Should the City impose this sales and use tax?

YES ☐
NO ☐

The City of Liberty Lake will accept applications (attached) between June 3-25, 2026. The City Council will confirm appointments to committees at the July 7 council meeting. Committee representatives will be responsible for drafting a statement in support of, or in opposition to, the ballot measure that will be included in the November 3, 2026 general election voter's pamphlet. The full text of Resolution 26-284 authorizing the ballot measure is attached to this notice.

Those interested in serving on the pro or con committees are encouraged to submit a completed application to the City Clerk for consideration. Questions regarding the committee appointment process, or responsibilities of the committees can be directed to: Kyle Dixon, Finance Director – 509.755.6702 – kdixon@libertylakewa.gov



CITY OF LIBERTY LAKE
APPLICATION: PUBLIC SAFETY SALES TAX
BALLOT PROPOSITION STATEMENT
PRO/CON COMMITTEES

Name Kathryn Lynn Atkins

Date 06/11/2026

Address [REDACTED]

Daytime Phone [REDACTED]

Liberty Lake, WA

E-mail

On which committee are you interested in serving (circle one):

PRO

CON

Are you a resident of the City of Liberty Lake (circle one)?

YES

NO

Are you a registered voter (circle one)?

YES

NO

Please tell us, in a paragraph or less, why you are seeking appointment to this committee:

The current year over year increases to fund our police department is unsustainable.

Couple this issue with rising costs, the aging infrastructure and the continued growth of our city
and it is necessary to increase the city's income to maintain an acceptable level of service.

Kathryn L Atkins
Signature

Application Deadline: **Return form by 4 p.m. Thursday, June 25, 2026**

Application may be delivered in person or via USPS for receipt by deadline above, addressed to:
City Clerk, City of Liberty Lake - 22710 E Country Vista Drive, Liberty Lake WA 99019
OR sent electronically to rcaton@libertylakewa.gov

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 26-284**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE PROVIDING FOR
SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY A PROPOSITION
FOR THE CONSIDERATION OF A SALES AND USE TAX OF ONE-TENTH OF
ONE PERCENT FOR THE PURPOSE OF FUNDING CRIMINAL JUSTICE
SERVICES**

WHEREAS, the City of Liberty Lake has observed substantial increases in costs associated with providing public safety and criminal justice services; and

WHEREAS, to continue to provide the current level of service for public safety and criminal justice activities, additional sources of revenue are necessary to ensure long-term sustainability; and

WHEREAS, pursuant to RCW 29A.04.175, a local legislative body may conduct a special election in conjunction with a general election; and

WHEREAS, pursuant to RCW 82.14.450, cities may submit an authorizing proposition to the city voters and, upon approval by a majority of persons voting, impose a sales and use tax of an amount not to exceed one-tenth of one percent for the purpose of funding criminal justice services; and

WHEREAS, pursuant to RCW 82.14.450, if the city adopts an ordinance or resolution to submit a ballot proposition to the voters to impose the sales and use tax prior to the county, the county must provide a credit against its tax to the extent the total county and city tax rate, pursuant to RCW 82.14.450, would not exceed three-tenths of one percent; and

WHEREAS, Spokane County intends to submit a ballot proposition for the November 3, 2026, general election to impose a sales and use tax for the remaining two-tenths of one percent pursuant to RCW 82.14.450, as stated above; and

WHEREAS, the best interests of the City are served by maximizing the return of this revenue back to the City of Liberty Lake.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, WASHINGTON, as follows:

Section 1. Findings. The Council finds that the interests of the City of Liberty Lake will be best served by placing before the voters a proposition for the consideration of a sales and use tax of one-tenth of one percent for the purpose of funding criminal justice services.

Section 2. Calling of Election. The Council requests that the Spokane County Elections Division call and conduct an election in the City of Liberty Lake, in the manner

provided by law, to be held on November 3, 2026, for the purpose of submitting to the voters of the City a proposition to impose a sales and use tax of one-tenth of one percent for the purpose of funding criminal justice services pursuant to RCW 82.14.450.

Section 3. Ballot Proposition. The Mayor is authorized and directed to certify, no later than August 4, 2026, to the Spokane County Elections Division, a copy of this Resolution and the following proposition to be submitted to the qualified voters at that election, in substantially the following form:

**CITY OF
LIBERTY LAKE, WASHINGTON
PROPOSITION 1
IMPOSE A SALES AND USE TAX OF ONE-TENTH OF ONE
PERCENT FOR THE PURPOSE OF FUNDING CRIMINAL
JUSTICE SERVICES**

The Liberty Lake City Council is calling for an election to consider the imposition of a sales and use tax of one-tenth of one percent for the purpose of funding public safety and criminal justice services pursuant to RCW 82.14.450.

Should the City impose this sales and use tax?

YES ☐
NO ☐

For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the Council hereby designates the City Clerk as the individual to whom such notice should be provided. The City Clerk, in consultation with the City Attorney, is authorized to approve changes to the ballot title, if any, deemed necessary by the Director of Elections.

The City Clerk is authorized to make necessary clerical corrections to this Resolution including, but not limited to, the correction of scrivener's or clerical errors, references, resolution numbering, section/subsection numbers, and any reference thereto.

The proper City officials are authorized to perform such duties as are necessary or required by law to submit this proposition to City of Liberty Lake voters at the November 3, 2026, election.

Section 4. Voters' Pamphlet. The Council finds and declares it to be in the best interests of the City to have information regarding this proposition included in local voters' pamphlets and authorizes the appropriate costs thereof to be charged to and paid by the City of Liberty Lake and further authorizes and directs the City Attorney and Finance Director to provide such information to the Spokane County Elections Division.

Section 5. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

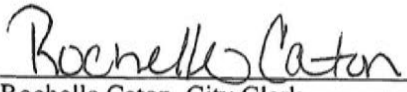
invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 6. Effective Date. This Resolution shall be effective immediately upon passage by the City of Liberty Lake City Council.

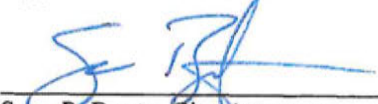
ADOPTED this 17th day of March, 2026.


Cris Kaminskas Mayor

Attest:


Rochelle Caton, City Clerk

Approved As to Form:


Sean P. Boutz, City Attorney



AGENDA ITEM NO.: 8.A.

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

For the Agenda Of: July 7, 2026

Subject: STA Proposition 1

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

None

Expenditure Required	No.
Budgeted	N/A
City Program	

Summary Statement

The Spokane Transit Board of Directors approved a resolution placing STA Proposition 1 on the August 4, 2026, ballot. If approved by voters, the measure would renew the existing 0.2% sales tax that funds public transportation for an additional 20 years, extending its expiration date from December 31, 2028, to December 31, 2048. STA CEO Karl Otterstrom will provide a brief presentation on Proposition 1 and its anticipated impacts.

Recommended Action

No action recommended.



AGENDA ITEM NO.: 11.A.

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

For the Agenda Of: July 7, 2026

Subject: Meeting Minutes

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

May 12, 2026, Special Meeting_Minutes, June 16, 2026, Meeting_Minutes

Expenditure Required	No.
Budgeted	N/A
City Program	

Summary Statement

Recommended Action

Approve the May 12, and June 16, 2026, City Council Meeting Minutes.



**CITY COUNCIL MEETING
TUESDAY, MAY 12, 2026
HELD IN PERSON & REMOTELY**

6:00 P.M. Regular Session:

Invocation: Given by Mayor Kamiskas.

Pledge of Allegiance: Led by City Council and Staff

Call to Order: Mayor Kaminskas called the meeting to order at 6:00 p.m.

Roll Call: City officials who physically attended the meeting: Mayor Kaminskas; Mayor Pro Tem Dunne; Councilmembers Severs, Kurtz, Darrow, Klingler, and Ball; Mark McAvoy, City Administrator; Sean Boutz, City Attorney; Deputy Chief Darin Morgan; Shane Miller, IT Manager; and Rochelle Caton, City Clerk.

City officials who remotely attended the meeting via Zoom: Ben Turner, Public Works Director; Jen Camp, Parks and Recreation Director; and Kyle Dixon, Finance Director.

Councilmember Severs made a motion to excuse Councilmember Fisher. The motion was seconded by Councilmember Darrow and passed 6-0.

Agenda Approval: Mayor Pro Tem Dunne made a motion to approve the agenda as presented. The motion was seconded by Seconded by Councilmember Severs and passed 6-0.

Citizen Comments: None made.

Appointments-No items currently:

Announcements / Proclamations / Special Presentations-No items currently:

Reports & Inquiries:

City Council: Mayor Pro Tem Dunne made mention that he and Councilmember Kurtz will be attending an event at Ridgeline High School later this week.

Mayor: Mayor Kaminskas noted that she will not attend the May 19, 2026, City Council Meeting.

City Administrator: City Administrator Mark McAvoy reminded Council of the Farmers Market schedule availability.

Workshop Discussions:

Review of Proposed Governance Manual: City Administrator McAvoy introduced the item, and the discussion was as follows:

Chapter 10: page 46 Limitations: Councilmember Klingler raised a question; Discussion ensued. Attorney Boutz will review RCWs and wordsmith along the way.

Chapter 5: page 28, Executive Sessions:/Section E.A: Councilmember Klingler raised a question related to conflicts of interest and recusal. Discussion ensued.

Chapter 10: page 48, Disruptive Public Comment: Remove "90 days", potentially add the word "suspension of their privilege". Additional consideration to potentially add language about adjournment procedures should a meeting need to be reconvened (page 38). Mayor Kaminskas would like to see an outlined process in the event where a meeting needs to be reconvened. Also, remove the language stating the City Clerk will "mute the microphone."

Chapter 5: page 29, Section 4, Special Council Meetings: Discussion ensued regarding special meetings.

Mayor Kaminskas requested that in the final draft that the RCW's be included as a hotlink in the electronic copy. Rather than including a quote from the RCW. Include a note at the beginning of the final document that says something to the effect of: "any changes to the RCW by the Legislature, the changes will then apply."

Chapter 4: pages 22-35, City Administrator: Discussion ensued, no changes requested, other than the overall attorney review.

Chapter 3: pages 18-21, State Public Disclosure Act and Open Meetings Act: General discussion ensued regarding compliance with the OPMA. Councilmember Severs requested that, in the Attorney's review, the final document not be more restrictive than the OPMA requires, allowing general Council communication to continue.

Chapter 21: page 81, City Advisory Boards and Commissions: Communication with City Council: General discussion ensued regarding the chapter as a whole.

Consensus was reached City Council members "should not" attend commission meetings in person or remotely. The suggestion is to watch commission meetings afterward. Councilmember Kurtz discussed the processes of the appointment and re-appointment of commission members and the need to ensure the ordinances do not conflict with this final document. Mayor Pro Tem Dunne noted his support to continue with the mayoral review of applicants.

Attorney Boutz will review the document to determine where "may, shall, should" is most appropriate.

Page 82 Reports to Council: overall attorney's review.

Page 77 Knowledge of Municipal Planning Process: Consensus was reached to include the word, "applicable." Add the word "minimum" to two weeks.

Page 77 Qualifications and Application: Additions needed to add some language to online applications that staff are available to assist with printed copies as needed (or similar.) ensuring access to applications for any ability.
City Administrator sought clarity on the subsection about residency in the Community Engagement Commission. Consensus was reached to have any changes made to the ordinance itself by the proposing commission and those changes to be brought forth for council consideration.

Chapter 22: Consensus to make it more concise.

Chapter 23 — Adherence to Governance Manual: Attorney Boutz will review the chapter in its entirety and make recommendations based on the intent of the Governance Manual.

Page 85 Enforcement—or Hearing Examiner via Code of Ethics: Councilmember Darrow suggested that Attorney Boutz review and propose revisions.

The Mayor called for a brief five-minute recess at 8:03 p.m. The meeting reconvened at 8:08 p.m.

Chapter 1. No further edits.

Chapter 2. Establish Policy: add language to say something similar to "approve contracts as provided for in the financial policies."

Emergency Response: "need to develop or reference." Consensus was reached to remove altogether.

Chapter 6. No further edits.

Chapter 8. Page 39. Order of Business: Consensus was reached to make general business and the Consent Agenda to be adjacent. Consensus reached to add a definition and section for "Special Presentations" to include groups presenting (similar to Ohana or Spokane River Keepers). Review all definitions. This chapter will need additional future discussion.

Chapter 11. Page 51—Sign in: Remove request for address, check box potentially added if someone lives within or outside city limits.

General Business – Consent Agenda- No items currently:

General Business - Action Items- No items currently:

Council Comments: None made.

Public Hearings / Appeals- No items currently:

Resolutions- No items currently:

Ordinances-No items currently:

Emergency Ordinances- No items currently:

Introduction of Upcoming Agenda Items: To be further discussed at the May 19, 2026, City Council Meeting.

Citizen Comments: No comments made.

Executive Session- No items currently:

Adjournment: With there being no further business, the meeting was adjourned at 8:51 p.m.

These minutes were approved May 19, 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.



**CITY COUNCIL MEETING
TUESDAY, JUNE 16, 2026
HELD IN PERSON & REMOTELY**

6:00 P.M. Regular Session:

Invocation:

Given by Mayor Pro Tem Dunne.

Pledge of Allegiance:

Led by Mayor Pro Tem Dunne, City Council and Staff.

Call to Order: Mayor Pro Tem Dunne called the meeting to order at 6:00 p.m.

Roll Call: City officials who physically attended the meeting: City officials who physically attended the meeting: Mayor Pro Tem Dunne; Councilmembers Severs, Kurtz, Darrow, Klingler, Fisher, and Ball; Mark McAvoy, City Administrator; Jandy Humble, Library Director; Deputy Chief Darin Morgan; Kyle Dixon, Finance Director; Shane Miller, IT Manager; Ben Turner, Public Works Director; David Goehner, Communications Specialist; and Rochelle Caton, City Clerk.

City officials who remotely attended the meeting via Zoom: Amy Mullerleile, Community Development Director; and Derek Kosanke, Parks Superintendent.

Councilmember Severs made a motion to excuse Mayor Kaminskis. The motion was seconded by Councilmember Kurtz, passing unanimously.

Agenda Approval: Councilmember Severs moved to approve the agenda as presented. The motion was seconded by Councilmember Ball and passed unanimously.

Citizen Comments: No comments were made.

Announcements / Proclamations / Special Presentations:

America's 250th Anniversary Proclamation: Rochelle Caton, City Clerk, read the proclamation. Councilmember Severs made a motion to support the proclamation. The motion was seconded by Councilmember Darrow. Mayor Pro Tem Dunne called for a vote, which passed unanimously.

Reports & Inquiries:

City Council:

Pro Tem Dunne recognized the upcoming Founders and Fireworks event, as well as the upcoming garage sale weekend.

Councilmember Klingler commented on the Public Safety Committee meeting and the micromobility enforcement measures going into effect on July 1, 2026.

Mayor: No report provided.

City Administrator: City Administrator McAvoy provided updates and reminders. He then invited Kyle Dixon, Finance Director, who provided a brief presentation on Tyler payroll software. Questions were asked and answered. A future agenda item for council consideration will be forthcoming.

Administrator McAvoy then invited David Goehner, Communications Specialist, who shared a brief presentation on forthcoming community engagement related to the 2027 budget.

Liberty Lake Sewer & Water District: Bill Genoway from the Liberty Lake Sewer & Water District provided brief updates to the Council and community. Questions were asked and answered.

Parks and Arts Commission: Commissioner Nancy Hill provided a brief presentation on the status of ongoing Parks and Arts projects. Commissioner Hill then gauged the Council's interest in participating on the art selection committee for the new City Hall. Councilmembers Ball, Fisher, Klingler, and Kurtz expressed interest in serving. The Mayor will review the interested members and assist in selecting participants.

Library Board of Trustees: Jandy Humble, Library Director, and Board of Trustees member Barb Richardson provided a joint presentation on the 2025 Annual Report. Questions were asked and answered throughout.

Workshop Discussions:

Governance Manual: City Administrator McAvoy provided a brief recap of the chapters previously discussed. Discussion ensued among the Council.

Chapter 14: Dual Roles: Clarifying language will be added.

Chapter 20: Council Representation on Committees and Boards: Incorporate the language adopted in the Rules of Procedure into this section.

After further discussion, the Council reached consensus to provide any remaining comments via email to the City Administrator. City Attorney Sean Boutz will then conduct a thorough review, and a revised draft will be presented to the Council at a future meeting.

General Business – Consent Agenda:

Councilmember Kurtz moved to approve Agenda Items 10.A, 10.B, 10.C, 10.D, and 10.E. Councilmember Severs seconded the motion, which passed unanimously.

10.A Meeting Minutes: Approve June 2, 2026, City Council Meeting Minutes.

10.B June 16, 2026, Vouchers: Approve June 16, 2026, vouchers in an amount not to exceed \$391,802.49.

10.C City Hall Renovation Commissioning Services Contract: Authorize the Mayor to execute a professional services agreement with Huskey Commissioning in an amount not to exceed \$19,675.

10.D Contract for Furniture, Fixtures, and Equipment (FF&E) – City Hall Renovation Project:

Authorize the City Administrator to execute a contract with Freeform for the procurement and installation of Furniture, Fixtures, and Equipment (FF&E) for the City Hall Renovation Project in an amount not to exceed \$412,000.

10.E Memorandum of Understanding between the City of Liberty Lake and HUB Sports Center: Approve the Memorandum of Understanding.

General Business - Action Items:

Council Comments: Councilmember Ball made comments related to road pavement and landscaping.

Public Hearings / Appeals:

Resolutions:

Ordinances:

Emergency Ordinances:

Introduction of Upcoming Agenda Items: Upcoming workshop items were discussed. Consensus was reached to remove the “Safe and healthy Taskforce” topic from the schedule and add the workshop topic of “Social Media” to the July 7, 2026, meeting.

Citizen Comments: Lynn Atkins, a city resident, spoke regarding the library. Brad Hamblett, a city resident, spoke regarding the library and e-bikes.

Executive Session:

Adjournment:

With there being no further business, the meeting was adjourned at 8:07 p.m.

These minutes were approved July 7, 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: July 7, 2026

Subject: July 7, 2026 Vouchers

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

7.6.2026 Vouchers, 07072026 Council

Expenditure Required	
Budgeted	
City Program	

Summary Statement

Recommended Action

Approve the July 7, 2026, vouchers, May 16–31, June 1–15, payroll and benefits in an amount not to exceed \$2,019,960.55.

City of Liberty Lake

Consent Agenda for July 7, 2026

City Council Meeting

Report from the Mayor for pending claims and payment of previously approved obligations through July 7, 2026.

Payee	Description	Amount
See attached voucher report.		
Total vouchers through July 7, 2026		
	Check(s) 36385-36427	\$515,265.48
	EFT	\$499,056.91
		<u>\$1,014,322.39</u>
May 16-31, 2026, payroll and benefits		
	EFT	\$405,407.10
June 1-15, 2026, payroll and benefits		
	EFT	\$600,231.06
		<u>\$2,019,960.55</u>

RECOMMENDATION: Approve and Authorize for Payment

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

SIGNATURES:

City Clerk

Mayor

Council Member

CHECK REGISTER

CITY OF LIBERTY LAKE

Time: 13:33:49 Date: 06/30/2026

07/07/2026 To: 07/07/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3570	07/07/2026	Claims	3	EFT	ACUSHNET COMPANY	5,519.47	MERCHANDISE
		420 - 576 61 34 01 - Pro Shop Merchandise				3,739.95	GOLF BALLS
		420 - 576 61 34 01 - Pro Shop Merchandise				625.00	TRAILHEAD SASQUATCH FLAGS
		420 - 576 61 34 01 - Pro Shop Merchandise				913.22	GOLF CLUBS
		420 - 576 61 34 01 - Pro Shop Merchandise				241.30	GOLF CLUB
3571	07/07/2026	Claims	3	EFT	ALCOBRA METALS INC	631.82	MATERIALS
		420 - 576 61 31 04 - Facilities - Supplies_Trailhead				631.82	1/8"X2-1/2" HR FLAT LONG CUT PC, 3/4" #9 STEEL EXP FLAT
3572	07/07/2026	Claims	3	EFT	AMAZON CAPITAL SERVICES	2,505.21	MATERIALS
		001 - 513 10 31 00 - Executive Supplies				17.06	STICKERS
		001 - 513 10 31 00 - Executive Supplies				10.88	STICKERS
		001 - 514 23 31 00 - Administrative Services Supplies				61.32	HANGING FILE FOLDERS
		001 - 518 80 30 00 - Supplies For Consumption IT				10.89	BATTERIES
		001 - 518 80 30 00 - Supplies For Consumption IT				43.18	HARD CASES, SSD MOUNTING SCREW KITS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				60.99	DIGITAL LEVEL
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				36.82	LED LIGHT BARS
		110 - 542 90 31 00 - Maint Admin & Overhead - Sup				66.68	LED LIGHT BAR MOUNTING BRACKETS
		001 - 571 00 31 04 - Special Events Supplies				70.20	PAPER WRISTBANDS
		001 - 571 00 31 04 - Special Events Supplies				671.23	BATTERIES, OUTDOOR PILLOWS, INFLATABLE COSTUME, GAS POWERED PORTABLE INVERTER GENERATOR, JUMPING HOPPING BALL, PAINT MARKERS
		001 - 572 10 31 00 - Library Supplies				42.99	COFEE PODS
		001 - 572 10 31 00 - Library Supplies				30.51	DUSTERS
		001 - 572 10 31 00 - Library Supplies				6.45	CALCULATOR
		001 - 572 10 31 00 - Library Supplies				10.89	MONTHLY PLANNER
		001 - 572 10 31 00 - Library Supplies				6.53	CLICKER COUNTER
		001 - 572 10 31 00 - Library Supplies				14.14	PAPER CLIPS
		001 - 572 10 31 00 - Library Supplies				12.25	POST-ITS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				296.97	PARTY DECORATIONS, PARTY FAVORS, FOAM BLOCKS, WOOD BUILDING BLOCKS SETS, CARDBOARD CUTOUT DECORATIONS, TINSEL, STICKERS, CRAFT STICKS, WALL DECALS, PAINT MARKERS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				50.11	DINOSAUR TOYS, FAKE PLANTS
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				70.47	BATH TOYS, BOX TOY, LED TEA LIGHTS, NESTING CUPS TOYS, WATER PLAY MAT
		001 - 572 10 31 05 - Children & Adult Prgrm Supplies				25.64	MARACAS, DANCE SCARVES
		001 - 572 20 34 06 - Library Books & Other Materials				20.42	DVD
		001 - 572 20 34 06 - Library Books & Other Materials				27.20	BOOK
		001 - 572 20 34 06 - Library Books & Other Materials				45.73	BOOK, BLU-RAY
		001 - 572 20 34 06 - Library Books & Other Materials				75.15	DVD'S, UKULELE PICKS, GUITAR PICKS
		001 - 572 20 34 06 - Library Books & Other Materials				-21.75	RETURN OF DVD
		420 - 576 61 31 03 - Maintenance Supplies				40.87	FLASH DRIVE
		420 - 576 61 31 03 - Maintenance Supplies				44.70	VEHICLE REAR VIEW MIRRORS
		420 - 576 65 31 01 - Maintenance Of Golf Course				87.78	CABLE, WIRE ROPE CABLE THIMBLES
		420 - 576 65 31 01 - Maintenance Of Golf Course				61.68	3D PRINTER FILAMENT
		001 - 576 80 31 01 - Parks Supplies				40.87	FLASH DRIVE
		001 - 576 80 31 01 - Parks Supplies				166.26	MOBILE FILE CABINET, HANGING FILE FOLDERS, FILE FOLDERS
		001 - 576 80 31 01 - Parks Supplies				44.70	VEHICLE REAR VIEW MIRRORS
		001 - 576 80 31 45 - Orchard Park Supplies				57.78	HAND SOAP
		001 - 576 80 31 45 - Orchard Park Supplies				139.84	FOAM SOAP DISPENSER AND REFILL STARTER KITS
		001 - 576 80 31 45 - Orchard Park Supplies				57.78	HAND SOAP

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3573	07/07/2026	Claims	3	EFT	APOLLO SHEET METAL INC	8,395.60	SERVICES
			001 - 518 30 41 10 - Facility - Professional Services_C		334.23	CH-HVAC REPAIR SVCS IN LITTLE HOUSE BLDG	
			001 - 518 30 41 10 - Facility - Professional Services_C		617.49	CH-HVAC PREVENTATIVE MAINTENANCE	
			110 - 518 30 41 20 - Facility - Professional Services_P		274.95	PW-HVAC PREVENTATIVE MAINTENANCE	
			001 - 521 50 41 00 - Facility - Professional Services_P		373.87	LLPD-HVAC SVCS	
			001 - 521 50 41 00 - Facility - Professional Services_P		776.62	LLPD-HVAC PREVENTATIVE MAINTENANCE	
			001 - 572 50 41 00 - Facility - Professional Services_Li		776.63	LLML-HVAC PREVENTATIVE MAINTENANCE	
			420 - 576 61 41 03 - Facilities - Professional Services_		5,241.81	TH-HVAC SVCS	
3574	07/07/2026	Claims	3	EFT	ASSOCIATION OF WA CITIES	543.00	REGISTRATION
			001 - 511 60 49 00 - Legislative-Dues,Subscriptions,R		271.50	FISHER, ARLENE REGISTRATION FOR MUNICIPAL BUDGETING & FISCAL MGMT WORKSHOP	
			001 - 514 23 49 01 - Administrative Services-Dues,Su		271.50	DIXON, KYLE REGISTRATION FOR MUNICIPAL BUDGETING & FISCAL MGMT WORKSHOP	
3575	07/07/2026	Claims	3	EFT	AW REHN & ASSOCIATES	553.35	SERVICES
			502 - 517 30 29 00 - Health Insurance Services		325.39	EMPLOYER FUNDING NOTIFICATION 06/23/2026-06/28/2026	
			502 - 517 30 29 00 - Health Insurance Services		227.96	EMPLOYER FUNDING NOTIFICATION 06/09/2026-06/14/2026	
3576	07/07/2026	Claims	3	EFT	LINDA M BALL	122.50	REIMBURSEMENT
			001 - 511 60 43 00 - Legislative Travel-Lodging,Meals		122.50	PARKING/MILEAGE FOR AWC EVENT	
3577	07/07/2026	Claims	3	EFT	CDW GOVERNMENT	6,433.18	SERVICES
			001 - 518 80 41 00 - Information Technology Service		6,433.18	RENEWAL OF FORTINET CUSTOM COTERM	
3578	07/07/2026	Claims	3	EFT	CENTRAL PRE MIX CONCRETE CO	863.28	MATERIALS
			310 - 594 18 60 00 - Capital Expenditures/Expenses-C		863.28	6 SK 3/4" EXTERIOR	
3579	07/07/2026	Claims	3	EFT	CMC DESIGN LLC	2,534.17	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise		2,534.17	HEAD COVERS	
3580	07/07/2026	Claims	3	EFT	COMCAST BUSINESS COMMUNICATIONS LLC	486.05	SERVICES
			420 - 576 61 42 01 - Golf Pro Shop-Telephone,Intern		486.05	SVCS THROUGH 07/01-07/31/2026	
3581	07/07/2026	Claims	3	EFT	CTMN INC	7,030.50	SERVICES
			310 - 594 76 63 09 - Capital Expenditures - Other Im		7,030.50	PAVILLION PARKING LOT SEALCOATING, LINE STRIPING	
3582	07/07/2026	Claims	3	EFT	DARDAN ENTERPRISES INC	336,709.03	AGENDA ITEM 11.B 03032026 COUNCIL
			001 - 594 18 62 04 - Central Services - New City Hall		336,709.03	CH CONSTRUCTION SVCS THROUGH 06/30/2026	
3583	07/07/2026	Claims	3	EFT	KYLE S DIXON	414.00	TRAVEL
			001 - 514 23 43 00 - Administrative Services Travel-L		414.00	PER DIEM FOR TRAVEL TO GFOA CONFERENCE	
3584	07/07/2026	Claims	3	EFT	EXECUTECH UTAH LLC	9,639.61	SERVICES
			001 - 518 80 41 00 - Information Technology Service		9,639.61	DUO ESSENTIALS, ACRONIS, SOPHOS, CENTRAL EXTENDED SUPPORT FOR OLDER VERSIONS OF WINDOWS, NINJA RMM, AUVIK ENHANCED NETWORK MONITORING SVCS, MICROSOFT ENTRA, OFFICE 365	
3585	07/07/2026	Claims	3	EFT	FEDEX	32.41	SERVICES

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			001 - 521 10 42 00 - Law Enforcement-Telephone,Int			32.41	LLPD PACKAGES
3586	07/07/2026	Claims	3	EFT	CARTER J FRANCIS	175.00	REIMBURSEMENT
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			175.00	FAA DRONE TEST
3587	07/07/2026	Claims	3	EFT	HD SUPPLY FACILITIES MAINTENANCE LTD	380.57	MATERIALS
			001 - 576 80 31 25 - Pavillion Park Supplies			377.10	TOILET PAPER
			001 - 576 80 31 25 - Pavillion Park Supplies			3.47	PROLINE CURVE DISPENSER
3588	07/07/2026	Claims	3	EFT	MARK B HOLTHAUS	244.16	REIMBURSEMENT
			001 - 521 10 48 00 - Vehicle Maintenance			244.16	WHEELS FOR EVOC TRAINING CAR
3589	07/07/2026	Claims	3	EFT	HOME DEPOT CREDIT SERVICES	4,705.91	MATERIALS
			001 - 518 30 31 00 - Facility - Central Supplies			19.58	5 GALLON WATER CONTAINERS
			001 - 518 30 31 00 - Facility - Central Supplies			17.37	WASP AND HORNET KILLER
			110 - 542 64 31 00 - Traffic Control Devices - Supplie			212.05	SCHEDULE 40 CONDUIT, CORNER POSTS, SHIELDED WIRE, ALUMINUM POST CAPS, PVC 90 DEGREE BELL-END ELBOWS, CONDUIT BODY CONDUIT FITTINGS, PVC SOLVENT CEMENT, SOLID COPPER BELL WIRE
			110 - 542 64 31 00 - Traffic Control Devices - Supplie			80.71	SHIELDED CABLE, SCREWS
			110 - 542 64 31 00 - Traffic Control Devices - Supplie			7.82	CONCRETE
			110 - 542 70 31 01 - Roadside - Supplies			64.76	5 GALLON WATER CONTAINERS, UNIVERSAL TRIMMER HEAD
			110 - 542 70 31 02 - Roadside - Horticulture Supplies			188.50	MARKERS, UTILITY KNIVES, TAPE MEASURE, RATCHETING PVC CUTTER, DRYWALL BLADE, LONG NOSE PLIERS, SLOTTED SCREWDRIVER, PHILLIPS SCREWDRIVER, ELECTRICIAN WIRE PLIERS, TOTE WITH STEEL HANDLE
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			13.05	N95 MASKS
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			61.53	DIMENSIONAL LUMBER, STRETCH WRAP
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			25.59	BOTTLED WATER
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			103.08	ALL PURPOSE CLEANING POWDER, DISINFECTING WIPES, SCRUB SPONGES, BOTTLED WATER, AIR FRESHENER, POWERADE
			001 - 572 10 31 05 - Children & Adult Prgm Supplie			32.08	SUPERBASS JOBSITE SPEAKER
			001 - 572 50 31 00 - Facilities - Supplies_Library			5.60	BARBED COUPLINGS, BARBED TEES
			420 - 576 61 31 03 - Maintenance Supplies			142.55	SCISSORS, BENT PINS, PEN LIGHT, SUPER GLUE, UTILITY BLADES, CLOTHS, TOILET PAPER, NITRILE GLOVES
			420 - 576 61 31 03 - Maintenance Supplies			141.70	POWER TOOL BATTERIES
			420 - 576 61 31 03 - Maintenance Supplies			42.41	WORK GLOVES, BOTTLED WATER
			420 - 576 61 31 03 - Maintenance Supplies			69.02	STEEL HAND TRUCK
			420 - 576 61 31 03 - Maintenance Supplies			13.96	GARDEN HOSE, BRASS ADAPTERS
			420 - 576 61 31 03 - Maintenance Supplies			24.54	POWERADE, BOTTLED WATER
			420 - 576 61 31 03 - Maintenance Supplies			404.46	POWER TOOL BATTERIES
			420 - 576 61 31 03 - Maintenance Supplies			-412.02	RETURN OF POWER TOOL BATTERIES
			420 - 576 61 31 03 - Maintenance Supplies			319.93	POWER TOOL BATTERIES
			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			15.78	SILICONE CAULK
			420 - 576 61 41 03 - Facilities - Professional Services			-67.55	RETURN OF DRILL BIT
			420 - 576 61 41 03 - Facilities - Professional Services			81.95	PRECISION PENCIL COMPASS, SPRAY PAINT, CEMENT BACKERBOARD, PAINT
			420 - 576 65 31 01 - Maintenance Of Golf Course			11.67	EYE BOLTS AND NUTS, SCREW HOOKS, TURNBUCKLE

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		420 - 576 65 31 01 - Maintenance Of Golf Course				47.45	ALUMINUM FERRULE & STOP SETS, WIRE ROPE THIMBLES, DRILL BIT
		420 - 576 65 31 01 - Maintenance Of Golf Course				18.36	SCREW HOOKS, TURNBUCKLES
		420 - 576 65 31 01 - Maintenance Of Golf Course				400.44	POST SLEEVES, POST CAPS
		111 - 576 80 30 00 - General Parks Supplies				33.65	TAPE
		001 - 576 80 30 01 - Parks - Horticulture Supplies				65.60	PROFESSIONAL GROWING MIX, POTTING MIX
		001 - 576 80 31 01 - Parks Supplies				230.02	POWER TOOL BATTERIES AND CHARGER KITS, CONCRETE, TOYOTA UNIVERSAL KEY BLANK
		001 - 576 80 31 01 - Parks Supplies				142.55	SCISSORS, BENT PINS, PEN LIGHT, SUPER GLUE, UTILITY BLADES, CLOTHS, TOILET PAPER, NITRILE GLOVES
		001 - 576 80 31 01 - Parks Supplies				141.70	POWER TOOL BATTERIES
		001 - 576 80 31 01 - Parks Supplies				42.41	WORK GLOVES, BOTTLED WATER
		001 - 576 80 31 01 - Parks Supplies				69.01	STEEL HAND TRUCK
		001 - 576 80 31 01 - Parks Supplies				13.97	GARDEN HOSE, BRASS ADAPTERS
		001 - 576 80 31 01 - Parks Supplies				90.34	WIRE NUTS, FOLDING KNIFE, PLIERS AND WIRE STRIP TOOL SET
		001 - 576 80 31 01 - Parks Supplies				76.28	TORCH KIT
		001 - 576 80 31 01 - Parks Supplies				12.80	BOTTLED WATER
		001 - 576 80 31 01 - Parks Supplies				19.24	WIRE CONNECTORS
		001 - 576 80 31 01 - Parks Supplies				24.53	POWERADE, BOTTLED WATER
		001 - 576 80 31 15 - Ballfields Supplies				17.40	BOTTLED WATER, SHOP TOWEL ROLLS
		001 - 576 80 31 15 - Ballfields Supplies				80.17	DEGREASER, CLOTHS, REUSABLE PVC LONG CUFF, PROPANE TANK GAUGE, ODOR ABSORBERS
		001 - 576 80 31 25 - Pavillion Park Supplies				43.31	SCREWS, DRILL BIT SET
		001 - 576 80 31 25 - Pavillion Park Supplies				22.06	MACHINE SCREWS, SUPER GLUE, INSERT NUTS
		001 - 576 80 31 25 - Pavillion Park Supplies				27.78	ALL PURPOSE CLEANER
		001 - 576 80 31 35 - Town Square Supplies				39.75	PVC BUSHINGS, PVC STREET ELBOWS
		001 - 576 80 31 45 - Orchard Park Supplies				160.00	BOTTLED WATER, PINE-SOL, MULTI-MATERIAL SAW BLADES, NITRILE GLOVES, PAPER TOWELS, LEATHER WORK GLOVES
		001 - 576 80 31 45 - Orchard Park Supplies				73.78	MULTI-PURPOSE FILE SET, LOPPER
		001 - 576 80 31 45 - Orchard Park Supplies				25.61	BOTTLED WATER, GATORADE
		001 - 576 80 31 55 - Rocky Hill Park Supplies				26.09	CONCRETE SCREW ANCHORS
		001 - 576 80 31 55 - Rocky Hill Park Supplies				180.81	DRILL BIT SET, DRILL BIT, SCRATCH AWL, STEEL ALIGNMENT PUNCH
		001 - 576 80 31 55 - Rocky Hill Park Supplies				493.19	PEX PIPE, CLAMPS, REDUCER ADAPTERS, PEX PINCH CLAMP REMOVAL TOOL, PROPEX/TUBING CUTTER, PEX CRIMP PRESS TOOL, BRAIDED SUPPLY LINES, BUCKET, CLAMP FANS, POWER TOOL BATTERIES AND CHARGER KIT
		001 - 576 80 31 55 - Rocky Hill Park Supplies				52.56	COPPER CRIMP RING JARS
		001 - 576 80 31 55 - Rocky Hill Park Supplies				26.09	SEALANT
		001 - 576 80 31 55 - Rocky Hill Park Supplies				45.75	DRILL BIT
		001 - 576 80 31 55 - Rocky Hill Park Supplies				86.45	FLAT WASHERS, HEX NUTS, DRILL BIT, SCREW ANCHORS
		310 - 594 18 60 00 - Capital Expenditures/Expenses-C				48.98	REBAR
		310 - 595 61 60 00 - Capital Expenditures/Expenses-C				76.23	GALVANIZED CORNER POSTS
		310 - 595 61 60 00 - Capital Expenditures/Expenses-C				12.96	CONDUIT BODY, SCHEDULE 40 90 DEGREE BELL END, REDUCER BUSHINGS

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			310 - 595 61 60 00 - Capital Expenditures/Expenses-5			118.47	CONDUIT BODIES, COUPLING, SCHEDULE 40 90 DEGREE BELL ENDS, FENCE POST, CONCRETE, SCHEDULE 40 TEN FOOT CONDUIT, SPRINKLER WIRE
3590	07/07/2026	Claims	3	EFT	HORIZON	5,940.03	MATERIALS
			110 - 542 70 31 01 - Roadside - Supplies			203.12	VALVE BOX WITH LID, PLST VALVE, INS COUPLINGS, INS RED COUPLING POLY, INSERT PLUG POLY, INS 90 DEGREE ELBOW, MANIFOLD TEE, MANIFOLD ELBOWS, DC LATCHING SOLEN PLAST VALVE
			110 - 542 70 31 01 - Roadside - Supplies			19.72	CLAMPS, INS 90 DEGREE ELBOW
			110 - 542 70 31 01 - Roadside - Supplies			12.40	MANIFOLD TEE
			110 - 542 70 31 01 - Roadside - Supplies			56.28	SOLENOID ASSEMBLIES
			110 - 542 70 31 01 - Roadside - Supplies			690.79	POP-UP SPRAY HEADS, P-U PC ROTORS
			110 - 542 70 31 01 - Roadside - Supplies			330.65	SCH80 NIPPLES, PVC COUPLINGS, PVC RISER EXTENDERS, 360 DEGREE ROTORS
			110 - 542 70 31 01 - Roadside - Supplies			54.77	PRECISION CONTROL NOZZLES
			110 - 542 70 31 01 - Roadside - Supplies			28.02	PVC COUPLINGS, SCH80 NIPPLES
			110 - 542 70 31 02 - Roadside - Horticulture Supplies			217.85	ROTATOR NOZZLES, MARLEX 90 DEGREE ELBOWS, SCH80 NIPPLES, PULL UP TOOL FOR POP-UP SPRAYERS, PRO-SPRAYS WITH CHECK VALVES, SOD KNIFE, CURVED JAWS PLIERS
			110 - 542 70 31 02 - Roadside - Horticulture Supplies			172.46	PRO-SPRAYS WITH CHECK VALVES
			110 - 542 70 31 02 - Roadside - Horticulture Supplies			209.28	ROTATOR NOZZLES
			110 - 542 70 31 02 - Roadside - Horticulture Supplies			69.76	ROTATOR NOZZLES
			001 - 576 80 30 01 - Parks - Horticulture Supplies			131.85	TREATED LODGE POLES
			001 - 576 80 31 15 - Ballfields Supplies			219.91	ROTOR POP-UP SPRINKLERS
			001 - 576 80 31 15 - Ballfields Supplies			14.52	VALVE BOX WITH LID
			001 - 576 80 31 15 - Ballfields Supplies			527.78	ROTOR POP-UP SPRINKLERS
			001 - 576 80 31 45 - Orchard Park Supplies			144.94	PVC TEES, PVC MALE ADAPTERS, PVC REDUCER BUSHINGS
			001 - 576 80 31 45 - Orchard Park Supplies			216.44	DIRECT BURY SILICONE TUBES WITH RED/YELLOW NUT
			001 - 576 80 31 45 - Orchard Park Supplies			128.66	REPAIR COUPLING, PVC TEE, PVC PIPES
			001 - 576 80 31 45 - Orchard Park Supplies			1.54	PVC 90 DEGREE ELBOW
			001 - 576 80 31 45 - Orchard Park Supplies			1,039.66	4-STATION DIRECT BURIAL BICODER, MASTER VALVE BICODER, DIRECT BURIAL STD FLOW BICODER
			001 - 576 80 31 45 - Orchard Park Supplies			77.68	TRIM LINE
			001 - 576 80 31 45 - Orchard Park Supplies			326.00	HYDROMETER PHOTO DIODE
			001 - 576 80 31 45 - Orchard Park Supplies			53.41	ARC NOZZLES
			001 - 576 80 31 45 - Orchard Park Supplies			6.62	SPRAY HEAD
			001 - 576 80 31 55 - Rocky Hill Park Supplies			842.58	2-STATION DIRECT BURIAL BICODER, 4-STATION DIRECT BURIAL BICODER, 1-STATION DIRECT BURIAL BICODER
			001 - 576 80 31 55 - Rocky Hill Park Supplies			143.34	PVC RISER EXTENDERS, SCH80 NIPPLES
3591	07/07/2026	Claims	3	EFT	HRA VEBA TRUST	2,600.00	CONTRIBUTIONS
			410 - 531 00 28 00 - Storm Drainage Utilities - HRA V			260.00	MCKEEVER, MORGAN CONTRIBUTIONS
			110 - 542 90 28 06 - HRA VEBA			2,340.00	MCKEEVER, MORGAN CONTRIBUTIONS
3592	07/07/2026	Claims	3	EFT	INGRAM LIBRARY SERVICES	900.69	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			900.69	BOOKS
3593	07/07/2026	Claims	3	EFT	LEAF CAPITAL FUNDING LLC	188.29	SERVICES
			001 - 514 23 41 00 - Administrative Services-Professi			28.66	KYOCERA INSURANCE & TAX

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			001 - 591 14 70 00 - Leases			159.63	KYOCERA CS 6054 CI
3594	07/07/2026	Claims	3	EFT	LEJIT CREATIVE LLC	2,725.00	SERVICES
			111 - 576 80 41 11 - Parks & Arts-Professional Service			2,725.00	SKATE PARK MURAL TOUCH-UP SVCS
3595	07/07/2026	Claims	3	EFT	MIZUNO USA INC - NDC	865.31	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			865.31	GOLF CLUB
3596	07/07/2026	Claims	3	EFT	NATIONAL BARRICADE CO	1,253.50	RENTAL
			001 - 571 00 41 07 - Special Events Business & Comm			1,253.50	RENTAL OF BARRICADES
3597	07/07/2026	Claims	3	EFT	NORTHWEST BUSINESS STAMP	17.40	MATERIALS
			001 - 572 10 31 00 - Library Supplies			17.40	NAME TAG FOR BRICKETT, DONNA
3598	07/07/2026	Claims	3	EFT	O'REILLY AUTO PARTS	98.58	MATERIALS
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			81.16	MASS AIR FLOW SENSOR CLEANER, BATTERY CLEANER, WORK LIGHT, WIRE MF CONNECTORS
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			17.42	CONNECTOR
3599	07/07/2026	Claims	3	EFT	OFFICE DEPOT	350.79	MATERIALS
			001 - 513 10 31 00 - Executive Supplies			19.66	DISPENSER, LETTER OPENER, SCISSORS
			001 - 514 23 31 00 - Administrative Services Supplies			48.55	COPY PAPER
			001 - 518 10 30 00 - Human Resources Supplies For			116.59	TAPE, TONER
			001 - 518 80 30 00 - Supplies For Consumption IT			49.90	TAPE
			001 - 558 50 31 00 - CP&ED Supplies			48.85	DRY ERASE MARKERS, BINDER CLIPS, NOTES, ADD MACH ROLLS
			001 - 558 50 31 00 - CP&ED Supplies			21.79	BINDER CLIPS, ADHESIVE FLAGS, FLAG TAPE
			001 - 576 80 31 01 - Parks Supplies			23.66	BINDER CLIPS, NOTES, ADD MACH ROLLS
			001 - 576 80 31 01 - Parks Supplies			21.79	BINDER CLIPS, ADHESIVE FLAGS, FLAG TAPE
3600	07/07/2026	Claims	3	EFT	PARAMETRIX	13,506.80	CLIMATE RESILIENCY PLANNING
			001 - 558 60 40 01 - Professional Services Climate Re			13,506.80	PUBLIC ENGAGEMENT STRATEGY, FINAL CLIMATE ELEMENT SVCS THROUGH 05/29/2026
3601	07/07/2026	Claims	3	EFT	PARAMETRIX	58,106.85	SERVICES
			310 - 595 30 60 05 - Capital Expenditures/Expenses-F			7,435.00	TASK 3777878037-COUNTRY VISTA DRIVE SVCS THROUGH 05/29/2026
			311 - 595 30 60 10 - Capital Expenditures-Mission Av			13,317.50	TASK 3777878033-MISSION FRONTAGE IMPROVEMENTS SVCS THROUGH 05/29/2026
			311 - 595 30 60 11 - Capital Expenditures-Mission Av			37,354.35	TASK 01-MISSION AVE OVERLAY SVCS THROUGH 05/29/2026
3602	07/07/2026	Claims	3	EFT	PURCHASE POWER	502.25	SERVICES
			001 - 514 23 41 00 - Administrative Services-Professi			2.25	POSTAGE OVERAGE FEE
			001 - 514 23 42 00 - Administrative Services-Telepho			139.59	05/27/2026 REFILL
			001 - 521 10 42 00 - Law Enforcement-Telephone,Int			3.25	05/27/2026 REFILL
			001 - 572 10 42 00 - Library-Telephone,Internet,Post			357.16	05/27/2026 REFILL
3603	07/07/2026	Claims	3	EFT	SHEA CARR & JEWEL INC	8,247.75	SERVICES
			001 - 558 60 40 05 - Professional Services - Developr			8,247.75	CODE DEVELOPMENT SVCS 05/02-05/29/2026
3604	07/07/2026	Claims	3	EFT	SITEONE LANDSCAPE SUPPLY LLC	2,070.11	MATERIALS
			420 - 576 65 31 01 - Maintenance Of Golf Course			1,256.37	TOPDRESS MIX GRAVEL
			001 - 576 80 30 01 - Parks - Horticulture Supplies			500.76	MEDIUM RED FIR MULCH BULK
			001 - 576 80 31 45 - Orchard Park Supplies			104.33	WITTKOPF TURF BUILDER SOIL BULK
			001 - 576 80 31 45 - Orchard Park Supplies			208.65	WITTKOPF TURF BUILDER SOIL BULK

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3605	07/07/2026	Claims	3	EFT	TAYLOR MADE GOLF COMPANY INC	2,496.36	MERCHANDISE
					420 - 576 61 34 01 - Pro Shop Merchandise	512.25	GOLF CLUB
					420 - 576 61 34 01 - Pro Shop Merchandise	394.80	GOLF CLUB
					420 - 576 61 34 01 - Pro Shop Merchandise	1,023.51	GOLF CLUBS
					420 - 576 61 34 01 - Pro Shop Merchandise	565.80	GOLF BALLS
3606	07/07/2026	Claims	3	EFT	THE F A BARTLETT TREE EXPERT COMPANY	315.01	SERVICES
					420 - 576 65 41 00 - Professional Services-Golf Greer	315.01	APPLY BOOST NK LIQUID TO GIANT SEQUOIA, WESTERN RED CEDAR TREE
3607	07/07/2026	Claims	3	EFT	TIRE-RAMA	4,040.75	MATERIALS; SERVICES
					001 - 521 10 48 00 - Vehicle Maintenance	298.96	2000 CROWN VIC-TWO WHEELS
					001 - 521 10 48 00 - Vehicle Maintenance	73.34	2024 FORD EXPLORER POLICE INTERCEPTOR-OIL CHANGE
					001 - 521 10 48 00 - Vehicle Maintenance	73.34	2016 FORD POLICE INTERCEPTOR UTILITY-OIL CHANGE
					001 - 521 10 48 00 - Vehicle Maintenance	73.34	2015 FORD POLICE INTERCEPTOR UTILITY-OIL CHANGE
					001 - 521 10 48 00 - Vehicle Maintenance	3,201.79	2021 DODGE CHARGER-DIAGNOSTIC TEST AND LABOR, 4-WHEEL ALIGNMENT, STRUT SVCS, CONTROL ARM SVCS
					001 - 521 10 48 00 - Vehicle Maintenance	73.34	2024 FORD EXPLORER POLICE INTERCEPTOR-OIL CHANGE
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	28.21	2022 BOBCAT UW56-TIRE REPAIR
					001 - 576 80 31 01 - Parks Supplies	69.95	TWO XUV TIRES
					001 - 576 80 41 00 - Parks-Professional Services	148.48	2020 FORD F-250 SUPER DUTY-OIL CHANGE
3608	07/07/2026	Claims	3	EFT	US CRAFT BRANDS LLC	855.75	MERCHANDISE
					420 - 576 61 34 01 - Pro Shop Merchandise	855.75	POLOS
3609	07/07/2026	Claims	3	EFT	VANGUARD CLEANING SYSTEMS	2,505.00	SERVICES
					001 - 518 30 41 10 - Facility - Professional Services_C	2,505.00	JANITORIAL SVCS 05/01-05/31/2026
3610	07/07/2026	Claims	3	EFT	VERMEER MOUNTAIN WEST	1,858.41	MATERIALS
					312 - 595 64 60 02 - Capital Expenditures/Expenses-E	1,858.41	3 IN LED TRAFF, LED DIRECTIONAL
3611	07/07/2026	Claims	3	EFT	WEX BANK 76 FLEET	547.12	FUEL
					001 - 576 80 32 45 - Orchard Park Fuel Consumed	547.12	ORCHARD FUEL CANS
3612	07/07/2026	Claims	3	EFT	WILBUR-ELLIS COMPANY LLC	354.94	MATERIALS
					420 - 553 60 31 20 - Weed Control Supplies	354.94	REVOLUTION SURFACTANT
3613	07/07/2026	Claims	3	EFT	HEIDI A WORKMAN	200.42	TRAVEL
					001 - 514 23 43 00 - Administrative Services Travel-Li	200.42	LYFT/PARKING FOR SHRM ANNUAL CONFERENCE
3614	07/07/2026	Claims	3	EFT	ZERO FRICTION LLC	590.98	MERCHANDISE
					420 - 576 61 34 01 - Pro Shop Merchandise	590.98	GOLF GLOVES
3615	07/07/2026	Claims	3	36385	ALLIED FIRE AND SECURITY	236.29	SERVICES
					001 - 518 30 41 10 - Facility - Professional Services_C	236.29	FIRE SVCS 05/01-07/31/2026
3616	07/07/2026	Claims	3	36386	AMERICAN ON-SITE SERVICES	178.77	SERVICES
					001 - 576 80 47 55 - Rocky Hill Park Utilities-Elec/Gas	178.77	PORTABLE RESTROOM, HAND SANITIZER 06/10-06/26/2026
3617	07/07/2026	Claims	3	36387	AMERICAN SOCIETY OF COMPOSERS, AUTHORS	464.50	SERVICES

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					001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re	6.50	LIC FEE ADJ 01/01-06/30/2026
					001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re	229.00	LICENSE FEE 07/01-12/31/2026
					001 - 513 10 49 00 - Dues,Subscriptions,Mbrships,Re	229.00	LICENSE FEE 01/01/2027-06/30/2027
3618	07/07/2026	Claims	3	36388	AMANDA BIANCHI	125.00	REFUND
					001 - 362 00 00 05 - Space And Facilities Rentals (Shc	-125.00	SHELTER RESERVATION REFUND
3619	07/07/2026	Claims	3	36389	RACHEL BRODHEAD	250.00	SERVICES
					001 - 571 00 41 05 - Special Events Professional Servi	250.00	LIVE MUISC PERFORMANCE FEE - TOUCH A TRUCK MUSIC
3620	07/07/2026	Claims	3	36390	CINTAS CORPORATION NO 2	8.21	SERVICES
					001 - 521 10 41 00 - Law Enforcement-Professional S	8.21	HARD SURFACE DISINFECTING SVCS
3621	07/07/2026	Claims	3	36391	CONSOLIDATED IRRIGATION DISTRICT 19	1,389.28	UTILITIES
					001 - 576 80 47 45 - Orchard Park Utilities-Elec/Gas,V	1,389.28	05/21-06/20/2026
3622	07/07/2026	Claims	3	36392	CORWIN FORD SPOKANE	1,486.45	SERVICES
					001 - 521 10 48 00 - Vehicle Maintenance	1,486.45	2020 FORD EXPLORER DRIVE TRAIN CONCERN, OIL CHANGE
3623	07/07/2026	Claims	3	36393	DEMCO	318.91	MATERIALS
					001 - 572 10 31 00 - Library Supplies	227.83	GRAPHIC NOVEL SPINE LABEL, GLASS REINFORCED FILAMENT TAPE, ADJUSTABLE PAPERFOLDS
					001 - 572 10 31 00 - Library Supplies	91.08	LABEL PROTECTOR, GENRE LABELS, REDDI CORNERS
3624	07/07/2026	Claims	3	36394	EMBROIDERED CORPORATE IMAGE	140.00	MERCHANDISE
					420 - 576 61 34 01 - Pro Shop Merchandise	140.00	EMBROIDERY OF TRAILHEAD LOGO ONTO GARMENTS
3625	07/07/2026	Claims	3	36395	FASTENAL COMPANY	301.12	MATERIALS
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	23.72	STEEL SOCKET SET SCREWS
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	274.92	SCREWS, FLAT WASHERS, SPLIT LOCK WASHERS
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	-23.72	CREDIT FOR THE ORIGINAL ORDER OF THE STEEL SOCKET SET SCREWS DUE TO INCORRECT TAX
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	-274.92	CREDIT FOR THE ORIGINAL ORDER OF THE SCREWS, FLAT WASHERS, SPLIT LOCK WASHERS DUE TO INCORRECT TAX
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	23.91	STEEL SOCKET SET SCREWS
					110 - 542 90 31 00 - Maint Admin & Overhead - Sup	277.21	SCREWS, FLAT WASHERS, SPLIT LOCK WASHERS
3626	07/07/2026	Claims	3	36396	FREE PRESS PUBLISHING INC	69.40	SERVICES
					001 - 558 50 41 00 - CP&ED-Professional Services	69.40	PUBLIC NOTICE AVAILABILITY OF SEPA CHECKLIST 2026-4026 CITY COMPREHENSIVE PLAN GMA PERIODIC REVIEW
3627	07/07/2026	Claims	3	36397	GALLS LLC	758.38	MATERIALS
					001 - 521 22 26 11 - Uniforms-Duty & Reserv	758.38	JAUCH, TYLER-JUMPSUIT
3628	07/07/2026	Claims	3	36398	GRAINGER	663.74	MATERIALS
					420 - 576 61 31 04 - Facilities - Supplies_Trailhead	162.59	FIRE EXTINGUISHERS
					420 - 576 61 31 04 - Facilities - Supplies_Trailhead	-483.41	RETURN OF FIRE EXTINGUISHERS
					420 - 576 61 31 04 - Facilities - Supplies_Trailhead	81.29	FIRE EXTINGUISHER CABINET

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			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			93.17	FIRE EXTINGUISHER SIGNS
			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			202.53	STEEL 45 DEGREE ELBOWS
			420 - 576 61 31 04 - Facilities - Supplies_Trailhead			607.57	STEEL 45 DEGREE ELBOWS
3629	07/07/2026	Claims	3	36399	GS4 LLC	37.89	MATERIALS
			110 - 542 70 31 01 - Roadside - Supplies			13.72	PVC CEMENT
			110 - 542 70 31 01 - Roadside - Supplies			6.86	EXTREME VELCRO
			110 - 542 70 31 01 - Roadside - Supplies			3.25	FASTENERS
			001 - 576 80 31 01 - Parks Supplies			14.06	FASTENERS
3630	07/07/2026	Claims	3	36400	INCLUSA HEALTH AND WELLNESS	46.00	SERVICES
			001 - 571 00 41 00 - Recreational Activities Professional			46.00	GROUP FITNESS CLASSES INSTRUCTOR FEES
3631	07/07/2026	Claims	3	36401	INLAND ASPHALT COMPANY	414,623.54	AGENDA ITEM 10.E 08052025 COUNCIL
			311 - 595 30 60 11 - Capital Expenditures-Mission Av			414,623.54	MISSION AVENUE OVERLAY WORK COMPLETED THROUGH 06/05/2026
3632	07/07/2026	Claims	3	36402	IRRIGATION MANAGERS LLC	10,762.50	SERVICES
			001 - 576 80 41 55 - Rocky Hill Park-Professional Sen			4,762.50	ROCKY HILL PARK WIRE FIELD TROUBLESHOOTING
			001 - 576 80 41 55 - Rocky Hill Park-Professional Sen			6,000.00	ROCKY HILL PARK 3200S CONTROLLER UPGRADE
3633	07/07/2026	Claims	3	36403	JOHNNIE-O	1,691.15	MERCHANDISE
			420 - 576 61 34 01 - Pro Shop Merchandise			1,691.15	POLOS
3634	07/07/2026	Claims	3	36404	KB MARKINGS LLC	8,829.00	AGENDA ITEM 10.F 04142026 COUNCIL
			110 - 542 30 48 06 - Roadway - Professional Services			8,829.00	MADISON AVE RE-STRIPING
3635	07/07/2026	Claims	3	36405	LIBERTY LAKE SEWER AND WATER DISTRICT	296.60	SERVICES
			310 - 594 59 60 00 - Capital Expenditures - City Hall I			296.60	JUB ENGINEER SVCS 03/01-03/28/2026
3636	07/07/2026	Claims	3	36406	MACKIN BOOK COMPANY	147.67	BOOKS
			001 - 572 20 34 06 - Library Books & Other Materials			147.67	BOOKS
3637	07/07/2026	Claims	3	36407	NORTH 40 OUTFITTERS	48.99	MATERIALS
			420 - 576 65 31 01 - Maintenance Of Golf Course			48.99	STRAINER 50 MESH 1" POLY TEE
3638	07/07/2026	Claims	3	36408	PACIFIC GOLF & TURF LLC	1,304.84	MATERIALS
			420 - 576 61 31 03 - Maintenance Supplies			1,027.88	LEVERS, POINTERS, LOCKS, BUSHINGS, COMPRESSION SPRINGS, BALL JOINTS
			420 - 576 61 31 03 - Maintenance Supplies			276.96	SWITCH
3639	07/07/2026	Claims	3	36409	PACWEST MACHINERY LLC	2,819.21	MATERIALS
			110 - 542 30 41 01 - Roadway - Professional Services			513.50	PUH CURTAIN BOX
			110 - 542 90 31 00 - Maint Admin & Overhead - Sup			39.60	OIL FILTER-KUBO
			110 - 542 90 41 00 - Maint Admin & Overhead - Prof			2,266.11	SWEEPER REPAIRS
3640	07/07/2026	Claims	3	36410	PLANET TURF	533.54	MATERIALS
			420 - 576 65 31 01 - Maintenance Of Golf Course			533.54	KICK 10-2-4, IRON POLYAMINE, MICRO-SEA, SOLAROUS PRECISION
3641	07/07/2026	Claims	3	36411	POWERDMS INC	740.11	SUBSCRIPTION
			001 - 521 10 41 00 - Law Enforcement-Professional S			740.11	ANNUAL ESOPH SUBSCRIPTION 06/27/2026-06/26/2027
3642	07/07/2026	Claims	3	36412	ROYAL BUSINESS SYSTEMS INC	16.35	MATERIALS
			001 - 514 23 31 00 - Administrative Services Supplies			16.35	TONER
3643	07/07/2026	Claims	3	36413	ROGER SANDERS	1,771.25	SERVICES

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			001 - 518 80 41 00 - Information Technology Service:			1,771.25	SOW INCIDENT RESPONSE TRAILHEAD POS CONNECTIVIITY INCIDENT
3644	07/07/2026	Claims	3	36414	SENSKE LAWN & TREE CARE INC	300.51	SERVICES
			001 - 572 50 41 00 - Facility - Professional Services_Li			224.21	LLML BUILDING EXTERIOR SPIDER CONTROL TREATMENT
			420 - 576 61 41 03 - Facilities - Professional Services_			76.30	TH PEST CONTROL SERVICE TREATMENT
3645	07/07/2026	Claims	3	36415	SPOKANE COUNTY SOLID WASTE	55.90	SERVICES
			110 - 542 30 41 01 - Roadway - Professional Services			55.90	GARBAGE
3646	07/07/2026	Claims	3	36416	SPOKANE COUNTY TREASURER	22,408.34	SERVICES
			001 - 521 10 40 00 - Sheriff (EMS Agreement)			21,327.00	LE DISPATCH SVCS JULY 2026
			001 - 554 30 41 00 - Animal Services			1,081.34	ANIMAL CONTROL SVCS 05/2026
3647	07/07/2026	Claims	3	36417	SPOKANE HOUSE OF HOSE INC	13.91	MATERIALS
			110 - 542 70 31 01 - Roadside - Supplies			13.91	6G-5MP GATES MC 3/8 BARB-3/8 MPT
3648	07/07/2026	Claims	3	36418	SPOKANE TEACHERS CREDIT UNION	31.25	SERVICES
			001 - 521 10 41 00 - Law Enforcement-Professional S			31.25	HOURLY RESEARCH FEE
3649	07/07/2026	Claims	3	36419	STORAGE SOLUTIONS LIBERTY LAKE	1,094.40	RENT
			001 - 514 23 41 00 - Administrative Services-Professi			547.20	RENT 07/01/2026-07/31/2026
			001 - 558 50 41 00 - CP&ED-Professional Services			547.20	RENT 07/01/2026-07/31/2026
3650	07/07/2026	Claims	3	36420	T MOBILE USA INC	750.00	SERVICES
			001 - 521 10 41 00 - Law Enforcement-Professional S			50.00	CELL TOWER DUMP
			001 - 521 10 41 00 - Law Enforcement-Professional S			600.00	CELL AREA DUMPS
			001 - 521 10 41 00 - Law Enforcement-Professional S			50.00	TIME DIFFERENCE OF ARRIVAL 01/14-02/06/2026
			001 - 521 10 41 00 - Law Enforcement-Professional S			50.00	TIME DIFFERENCE OF ARRIVAL 02/04-02/06/2026
3651	07/07/2026	Claims	3	36421	TRAFFIC SAFETY SUPPLY COMPANY	3,022.81	MATERIALS
			110 - 542 64 31 00 - Traffic Control Devices - Supplie			3,022.81	SEQUENTIAL SMARTER CONES
3652	07/07/2026	Claims	3	36422	TURNER & TOWNSEND HEERY, LLC	13,358.62	SERVICES
			001 - 594 18 62 07 - Central Services - Old City Hall F			5,371.83	CH TO PARKS & REC SVCS THROUGH 05/31/2026
			310 - 594 59 60 00 - Capital Expenditures - City Hall I			7,986.79	CH PROJECT SVCS THROUGH 05/31/2026
3653	07/07/2026	Claims	3	36423	UNITED RENTALS INC	1,964.86	SERVICES
			110 - 542 90 41 00 - Maint Admin & Overhead - Prof			1,964.86	TOWABLE BOOM LIFT-REPAIRS AND ANNUAL INSPECTION
3654	07/07/2026	Claims	3	36424	WA ASSOC OF SHERIFFS/POLICE CHIEF	872.80	REGISTRATION
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			872.80	SIMMONS, ISAAC CONFERENCE REGISTRATION
3655	07/07/2026	Claims	3	36425	WASHINGTON STATE CRIMINAL JUSTICE	2,520.80	REGISTRATION
			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			1,252.35	ESPARZA, ALFREDO USE OF FORCE CONTROL DEFENSIVE TACTICS INSTRUCTOR COURSE

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			001 - 521 10 49 00 - Law Enforcement-Dues,Subscrip			1,268.45	ESPARZA, ALFREDO USE OF FORCE CONTROL DEFENSIVE TACTICS
3656	07/07/2026	Claims	3	36426	WHITLEY FUEL LLC	4,512.34	FUEL
			001 - 518 30 32 00 - Central Services Fuel Consumed			18.01	UNLEADED
			001 - 518 30 32 00 - Central Services Fuel Consumed			82.19	UNLEADED
			001 - 518 30 32 00 - Central Services Fuel Consumed			53.69	UNLEADED
			001 - 518 30 32 00 - Central Services Fuel Consumed			58.67	UNLEADED
			001 - 518 30 32 00 - Central Services Fuel Consumed			27.75	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			5.54	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			57.35	DYED DIESEL #2
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			25.29	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			16.52	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			18.05	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			8.54	UNLEADED
			410 - 531 00 32 00 - Storm Drainage Utilities - Fuel			49.20	DYED DIESEL #2
			110 - 542 70 32 00 - Roadside - Fuel			33.26	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			172.06	DYED DIESEL #2
			110 - 542 70 32 00 - Roadside - Fuel			151.74	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			99.12	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			108.32	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			51.23	UNLEADED
			110 - 542 70 32 00 - Roadside - Fuel			147.59	DYED DIESEL #2
			001 - 558 50 32 00 - CP&ED Fuel Consumed			13.86	UNLEADED
			001 - 558 50 32 00 - CP&ED Fuel Consumed			63.23	UNLEADED
			001 - 558 50 32 00 - CP&ED Fuel Consumed			41.30	UNLEADED
			001 - 558 50 32 00 - CP&ED Fuel Consumed			45.13	UNLEADED
			001 - 558 50 32 00 - CP&ED Fuel Consumed			21.35	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			22.17	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			702.59	DYED DIESEL #2
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			101.16	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			66.08	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			72.21	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			34.15	UNLEADED
			420 - 576 61 32 00 - Golf Course-Fuel Consumed			602.64	DYED DIESEL #2
			001 - 576 80 32 00 - Parks Fuel Consumed			41.57	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			401.48	DYED DIESEL #2
			001 - 576 80 32 00 - Parks Fuel Consumed			189.68	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			123.90	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			135.40	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			64.04	UNLEADED
			001 - 576 80 32 00 - Parks Fuel Consumed			344.37	DYED DIESEL #2
			001 - 576 80 32 15 - Ballfields Fuel Consumed			4.16	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			100.38	DYED DIESEL #2
			001 - 576 80 32 15 - Ballfields Fuel Consumed			18.97	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			12.38	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			13.55	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			6.39	UNLEADED
			001 - 576 80 32 15 - Ballfields Fuel Consumed			86.08	DYED DIESEL #2
3657	07/07/2026	Claims	3	36427	WITHERSPOON BRAJCICH MCPHEE PLLC	14,300.25	SERVICES
			001 - 558 50 41 00 - CP&ED-Professional Services			14,300.25	LAND USE & REAL ESTATE MATTERS 05/12-05/29/2026
			001 General Fund			467,327.63	
			110 Street Fund			23,522.38	

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		111 Parks & Art Fund				2,758.65	
		310 REET 1 Capital Projects Fund				23,868.81	
		311 REET 2 Special Capital Projects Fund				465,295.39	
		312 Street Capital Fund				1,858.41	
		410 Stormwater Utility Fund				440.49	
		420 Golf Operations Fund				28,697.28	
		502 Medical Reimbursement (Bridge) Fund				553.35	
							Claims: 1,014,322.39
		* Transaction Has Mixed Revenue And Expense Accounts				1,014,322.39	

"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: July 7, 2026

Subject: SCJ Task Order No. 3 - Sidewalk Master Plan Engagement

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

Exhibit(s):

SCJ TO-3_7.7.2026, SCJ TO-3_SOW_7.7.2026

Expenditure Required	Yes.
Budgeted	Yes. General Fund 001;CP&ED Professional Services 558.50.41.00
City Program	Community Engagement

Summary Statement

The City of Liberty Lake executed a professional services agreement with Shea, Carr & Jewell, Inc. (SCJ Alliance) in September 2024 for on-call planning services. Specific services are assigned through individual task orders developed by the City staff and approved by the City Council on an as-needed basis.

Task Order No. 3 authorizes SCJ Alliance to provide community engagement and graphic production services to support implementation of the City's Sidewalk Master Plan. The scope includes development of educational materials, online and in-person public engagement activities, presentations to the City Council, Planning Commission, and Community Engagement Commission, and preparation of outreach materials and summaries of public feedback. The task order is structured as a time-and-materials agreement with a not-to-exceed amount of \$15,000.

The proposed work is intended to provide public information and gather community input regarding sidewalk priorities, accessibility, and future pedestrian improvements. Engagement activities may include community events, online participation opportunities, educational messaging, and related project coordination, with deliverables used to inform future implementation and communication efforts for the Sidewalk Master Plan.

Recommended Action

Move to approve Task Order No. 3 in an amount not to exceed \$15,000 and authorize the City Administrator to execute on behalf of the City.



**TASK ORDER NO. 3
FOR THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN**

Firm: Shea, Carr & Jewell, Inc (dba SCJ Alliance) ("SCJ")
Address: 108 N. Washington St. Spokane, WA 99201
Telephone: 509-835-3770
Fax: 360-352-1509

and

Client: City of Liberty Lake ("Client")
Address: 22710 E Country Vista Dr. Liberty Lake, WA 99019
Telephone: (509) 755-6732
Email: amullerleile@libertylakewa.gov

The terms and provisions of the Professional Services Agreement apply herein unless otherwise specifically revised.

Date: June 24, 2026
Project Name: City of Liberty Lake On-Call Services: TO 03 Engagement Materials
Project No.: 24-000540

Amendment Description and/or Reason:

Adding \$15,000 to the budget to provide graphic production support and public engagement and education materials for the implementation of the Sidewalk Master Plan.

Contract Price	
Original Contract:	\$10,000
Prior Amendments:	\$2,600
This Amendment:	\$15,000
Total Contract:	\$27,600

Schedule for Work Completion:

As Directed.

Fee Schedule:

☐ Lump Sum	Lump Sum Amount:	\$
☒ Time and Materials*	Estimated Fee:	\$ 15,000 (Not-to-Exceed**)
☐ Salary Multiplier	Total Fee:	\$

*10% Markup for materials and sub-consultant fees.

**Hourly Estimate of Fees: See attached Hourly Rate Schedule.



Approved By:

SCJ Alliance

By: _____

Title: _____

Date: _____

City of Liberty Lake

By: _____

Title: _____

Date: _____



Cost Estimate

Engagement to Support the Sidewalk Master Plan

- Liberty Lake On-Call Planning –

Prepared For: Amy Mullerleile, Community Development Director, City of Liberty Lake

Prepared By: Gen Dial, Senior Project Manager

Date Prepared: June 24, 2026

Introduction

The following scope of work outlines a community engagement and education approach designed to increase awareness of the City's Sidewalk Master Plan and gather input from residents, businesses, community organizations, and other interested parties. Engagement activities are intended to provide multiple opportunities for community members to learn about the Sidewalk Master Plan, understand its recommendations and priorities, and share feedback regarding pedestrian infrastructure, accessibility, and future sidewalk improvements. Information collected through these efforts will help the City better understand community priorities, identify implementation opportunities, and support future decision-making related to sidewalk and pedestrian improvements.

Engagement Strategies and Activities

City Council & Planning Commission Presentations

Cost Estimate: \$2,130

PM: 6 hours

Engagement Planner: 4 hours

Total: 10 hours

Prepare presentation materials, including PowerPoint presentations and staff memorandums, for three City Council/Planning Commission meetings. Presentations will provide project updates, summarize engagement activities and findings, and offer opportunities for Council discussion and direction.

Included:

- PowerPoint & Presentation materials
- Staff Report
- Presentation and facilitated discussion and travel time



Figure 1. Example City Council Presentation for Reference

Community Engagement Commission Presentations

Cost Estimate: \$2,130

PM: 6 hours

Engagement Planner: 4 hours

Total: 10 hours

Prepare presentation materials and attend three Engagement Commission meetings to support project coordination and communication. Presentations will include a project kickoff meeting to introduce the engagement effort, review project goals, and discuss upcoming outreach activities, a mid-project update, as well as a project wrap-up meeting to summarize engagement findings and discuss next steps.

Included:

- PowerPoint and presentation materials
- Staff Report
- Presentation and facilitated discussion and travel time



Figure 2. Example Commission Presentation for Reference

In-Person Engagement Events

Cost Estimate: \$4,392.50

PM: 1.5

Engagement Planner: 25

Planner: 2.5

Graphics: 4.5

Total: 33.5 hours

Conduct a series of in-person engagement activities to educate community members about the City's Sidewalk Master Plan and gather feedback on sidewalk priorities, barriers, and opportunities. Activities include reviewing the existing Sidewalk Master Plan to identify key topics, developing engagement activities and outreach materials, and coordinating pop-up engagement events. SCJ will attend and prepare materials in coordination with city staff on staffing, event times and locations.

Example of events may include a farmers market, community events, and pop-ups in partnership with local businesses or organizations. Following the events, SCJ will summarize feedback and key themes to help inform future implementation and education efforts. **Materials may be used by city staff to conduct further engagement.*

Included:

- Research
- Content development
- Graphic Design
- Travel Time
- Host Engagement Events



Figure 3. Example In-Person Engagement Event for Reference

Online Engagement Activity

Cost Estimate: \$1,810.50

PM: 3.5

Engagement Planner: 6.5

Total: 10 hours

Develop, administer, and summarize an online engagement activity using the City's online engagement platform and website. The online tool will serve as an additional outreach method to provide an accessible engagement platform for community members to learn about the Sidewalk Master Plan, identify concerns and priorities, and provide feedback regarding pedestrian infrastructure, accessibility, and sidewalk improvements. Results will be compiled and summarized for City review.

Included:

- Research & report writing
- Content development
- Graphic Design
- Technical coordination with City Communication's director

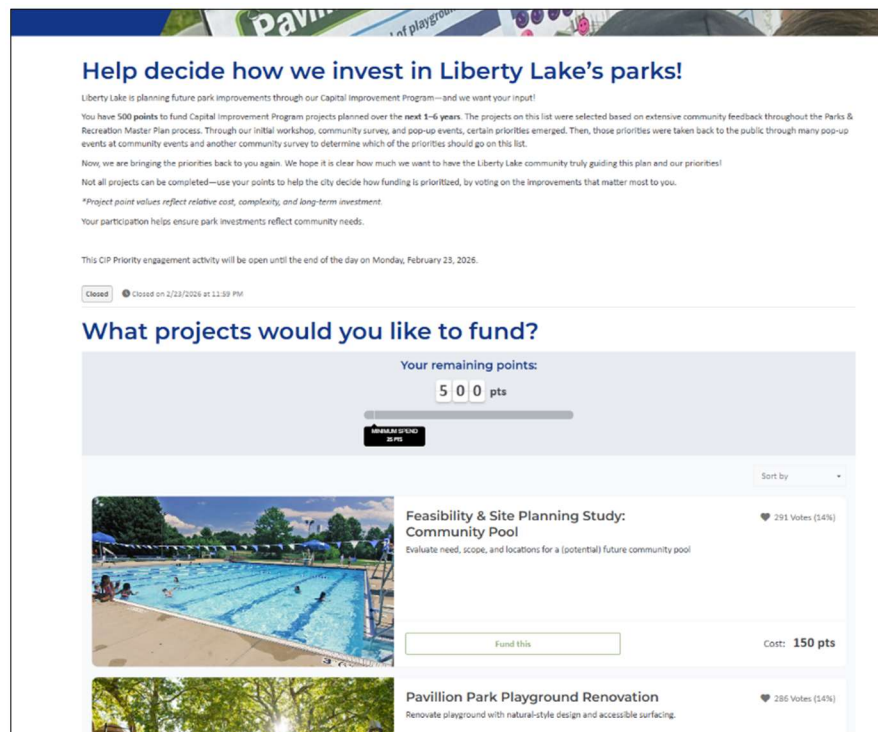


Figure 4. Example Online Engagement Activity for Reference

Educational Messaging

Cost Estimate: \$1,697.50

PM: 1.5

Engagement Planner: 5

Graphics: 3

Total: 9.5 hours

Develop educational messaging and outreach materials to help communicate the purpose, recommendations, and benefits of the City's Sidewalk Master Plan. Messaging may include project updates, informational content, and opportunities for community participation. Materials will be distributed through the City's interested parties email list and other communication channels to increase public awareness and encourage engagement.

Included:

- Research
- Content development
- Graphic Design
- QA/QC



CITY OF KETTLE FALLS 2027 COMPREHENSIVE PLAN PERIODIC UPDATE: WHAT YOU NEED TO KNOW

WHAT IS A COMPREHENSIVE PLAN, AND WHY ARE WE UPDATING IT?

Kettle Falls' Comprehensive Plan (or Comp Plan) is the community's **long-range vision for how Kettle Falls will grow and thrive over the next 20 years**. It guides decisions about housing, transportation, parks, utilities, economic development, and more while helping ensure we maintain our small-town character. The plan provides policy direction to inform decisions on development, town budgets, and long-range public investment.

GENERALIZED COMPREHENSIVE LONG RANGE EVOLVING NOT A ZONING ORDINANCE

Every town, city, and county in Washington has to prepare, and regularly update, its Comp Plan; most jurisdictions – including Kettle Falls – must plan fully under the provisions of the **Growth Management Act (RCW 36.70A)**, accommodating projected population and employment growth while also limiting urban expansion, or “sprawl.” This ensures we are planning responsibly for growth, protecting the environment, and providing the infrastructure and services our residents need. The City's Comprehensive Plan update will reflect new state requirements, respond to changing community needs, and incorporate the latest data and trends.

WHAT IS A CLIMATE RESILIENCE ELEMENT?

The Climate Resilience Element is a new part of Kettle Falls' Comprehensive Plan. It focuses on how the community prepares for and adapts to climate change. **It helps guide actions that:**

1. Reduce risks from climate-related hazards;
2. Protect natural systems that support resilience; and
3. Strengthen communities, infrastructure, and local economies.

WHY IS KETTLE FALLS REQUIRED TO PLAN FOR CLIMATE RESILIENCE?

Washington state passed a law in 2023 that requires cities like Kettle Falls to include climate resilience in their comprehensive plans. **This means Kettle Falls must:**

1. Plan for climate impacts using the best available science;
2. Develop policies to prepare for, respond to, and recover from hazards; and
3. Focus on protecting people and places most at risk.

WE WANT TO HEAR FROM YOU!

Share what matters most to you by taking our short community survey. Whether you're passionate about preserving Kettle Falls' roots, expanding housing options, or supporting local businesses, your input will help **set priorities for the next 20 years**.



Scan the QR Code above or visit bit.ly/KettleFallsCompPlan to participate and help shape our community's future! Survey closes June 30th, 2026.

Figure 5. Example Educational Messaging for Reference

General Engagement

Cost Estimate: \$2,840

PM: 3 hours

Engagement Planner: 5 hours

Planner: 2 hours

Graphics: 3 hours

Total: 13 hours

Provide general engagement support throughout the project to assist with additional outreach needs, graphic development, and other engagement-related activities as directed by City staff. This task is intended to provide flexibility for unanticipated engagement needs that may arise during the course of the project, including revisions to engagement materials, additional stakeholder coordination, supplemental graphics, meeting support, or other activities that help support public outreach and education related to the City's Sidewalk Master Plan.

Included:

- Project coordination
- Additional graphic design support
- Revisions to engagement materials
- Stakeholder coordination
- Meeting support
- Supplemental outreach activities as needed
- QA/QC



Figure 6. Example Pom-Pom Poll Activity

Total Cost Estimate

Included:

- City Council & Planning Commission Presentations
- Engagement Commission Presentations
- In-Person Engagement Activities
- Online Engagement Activities
- General Engagement
- Educational Messaging & Graphic Design

Cost Estimate: \$15,000

PM: 21.5 hours

Engagement Planner: 49.5 hours

Planner: 4.5 hours

Graphics: 10.5 hours

Total: 86 hours

The total cost estimate reflects the engagement activities described above, including presentations to City Council and Planning Commission and the Engagement Commission, in-person outreach events, online engagement, and educational messaging efforts related to the City's Sidewalk Master Plan. Costs assume development of engagement materials, administration of the Social Pinpoint platform, preparation of presentation materials, coordination of outreach activities, and SCJ participation in one in-person engagement event. Engagement activities may be adjusted based on City priorities, schedule, and available resources.

The engagement activities described above are intended to create an accessible and efficient process for educating the community about the City's Sidewalk Master Plan while providing opportunities for meaningful public participation. Together, these efforts will help increase awareness of the Plan, gather feedback on pedestrian needs and priorities, and strengthen community understanding of future sidewalk improvement efforts. Feedback collected through online engagement, in-person outreach, educational messaging, and community discussions will be summarized and provided to the City to help inform future implementation, communication, and decision-making efforts related to the Sidewalk Master Plan.



AGENDA ITEM NO.: 11.D.

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

For the Agenda Of: July 7, 2026

Subject: Tyler Technologies Implementation Agreement

Dept of Origin: Finance and Admin
Services

Dept. Head Approval: Kyle Dixon

Exhibit(s):
Liberty Lake WA ERP Pro Agreement 060926 (002)

Expenditure Required	Yes
Budgeted	Yes; General Fund 001 - Administrative Professional Services 514.23.41.00
City Program	Various Finance and Administrative Services programs

Summary Statement

The transition to Tyler Technology's accounting and timekeeping software will significantly improve efficiencies with A/P and payroll processes and improve how the Finance Department communicates financial and budgeting objectives to the Mayor, Council, and the public. This represents a one-time cost for implementation. Annual subscription fee for 2027 and beyond will be roughly \$50,000 per year. Upon approval, the City will retire its existing agreement with Springbrook accounting software in early 2027.

Recommended Action

Approve implementation agreement in an amount not to exceed \$82,000.



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. Our current Business Travel Policy is available here: <https://www.tylertech.com/portals/0/terms/Tyler-Business-Travel-Policy.pdf>.
- **"Client"** means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.

- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **“Order Form”** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **“Professional Services”** means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **“Support Call Process”** means the support call process applicable to all our customers who have a right to use the Tyler Software. Our current Support Call Process is available here: <https://www.tylertech.com/portals/0/terms/Tyler-Support-Call-Process.pdf>.
- **“Third-Party Hardware”** means the third-party hardware, if any, identified in the Investment Summary.
- **“Third-Party Products”** means the Third-Party Software and Third-Party Hardware.
- **“Third-Party SaaS Services”** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **“Third-Party Services”** means the third-party services, if any, identified in the Investment Summary.
- **“Third-Party Software”** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **“Third-Party Terms”** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties’ products or services, as applicable, and attached or indicated at Exhibit D.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we,” “us,” “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your governmental purposes, subject to any limits for Defined Users or Data

Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no obligation to ship copies of the Tyler Software as part of the SaaS Services. Your right to use the SaaS Services applies to releases provided as part of our Maintenance and Support Services as further detailed in this Agreement.

2. Ownership.

- 2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
- 2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3. Data.

- 3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
- 3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement. Additionally, you agree that Tyler may use deidentified Data for Client or third-party demonstrative or training purposes.
- 3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at <https://www.tylertech.com/privacy>) and applicable law.
- 3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.

4. Restrictions.

- 4.1. You may not:
 - 4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
 - 4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;
 - 4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
 - 4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
 - 4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.
6. SaaS Services.
- 6.1. *Audit & Compliance.* Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party.
- 6.2. *Service Levels.* The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center. Your Data will be inaccessible to our other customers.
- 6.3. *Business Continuity.* Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.
- 6.4. *Security Measures.* We provide secure Data transmission paths between your devices and the data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance

program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance> and, in the event of any change in our status, we will comply with applicable notice requirements.

6.5. *Password Security*. You are responsible for:

- 6.5.1. keeping your and your representatives' passwords secure and confidential;
- 6.5.2. any account activity or access that occurs pursuant to you and your representatives' passwords, its account or IdPs; and
- 6.5.3. notifying us of any unauthorized access to your account.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and if applicable, described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. You acknowledge that the fees stated in the Investment Summary, unless expressly stated otherwise, are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable rate by the quoted units.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
5. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. All of our employees undergo criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You certify that you will use reasonable efforts to cooperate with us and make your resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, you agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to support the efficient execution of the activities required for this Agreement. Accordingly, you will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. We will not be liable for failure to meet any project deadlines or milestones when such failure is due to Force Majeure or to the failure by you to comply with the requirements of this paragraph.
9. Maintenance and Support Services.
- 9.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
- 9.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
 - 9.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
 - 9.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;
 - 9.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.
- 9.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.
- 9.3. We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. We also reserve the right to collect Tyler Software or SaaS Services telemetry for product evaluation, quality assurance, and security monitoring and enhancement purposes. You agree to reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.
- 9.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

SECTION D – THIRD-PARTY PRODUCTS

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.
2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you. Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as applicable, to the Third-Party Products.
 - 3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
 - 3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.
4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

SECTION E – TERM AND TERMINATION

1. Term. This Agreement is binding when signed. The initial term of this Agreement is three (3) years. The initial term commences January 1, 2027. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(2).
 - 2.1. *Failure to Pay Fees*. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
 - 2.2. *For Cause*. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(2). You may terminate this Agreement for cause after following the procedures set forth in Section G(2).
 - 2.3. *Force Majeure*. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.

- 2.4. *Lack of Appropriations.* If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

- 1.1. We will defend you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.
- 1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:
 - 1.3.1. procure the right to continue its use;
 - 1.3.2. modify it to make it non-infringing; or
 - 1.3.3. replace it with a functional equivalent.We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.
- 1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

- 2.1. We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by our negligence or willful misconduct; or (ii) our violation of law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 2.2. To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by your negligence or willful misconduct; or (ii) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.
4. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (i) Commercial General Liability of at least \$1,000,000 per occurrence and \$2,000,000 aggregate; (ii) Automobile Liability of \$1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of \$1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION G – GENERAL TERMS AND CONDITIONS

1. **Additional Products and Services.** You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current pricing, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. **Performance Issues and Dispute Resolution.**

- 2.1. *Notice.* You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
- 2.2. *Invoice Issues.*
- 2.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.
 - 2.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.
 - 2.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.
 - 2.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.
 - 2.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.
- 2.3. *Dispute Resolution.* You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
3. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
4. Nondiscrimination. We will not discriminate against any employee or applicant in our employment practices or the performance of our duties, responsibilities, and obligations under this Agreement because of race, color, religion, gender, age, disability, religious beliefs, national, or ethnic origin. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
5. E-Verify. We use the U.S. Department of Homeland Security's E-Verify system to confirm the eligibility of all current employees and persons hired during the contract term to perform services within the United States under this Agreement.

6. Subcontractors. We will not subcontract any Professional Services specifically for this Agreement without your prior written consent, not to be unreasonably withheld.
7. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
8. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
9. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.
10. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, or implied. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified in writing, signed by an authorized representative of the party against whom enforcement is sought.
11. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
13. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
14. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; or (ii) five (5) days following deposit with registered or certified mail with proper postage affixed and addressed to the other party at the address set forth in this Agreement or such other address as the party may have designated by

proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

15. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
16. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - ii. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - iii. a party receives from a third party who has a right to disclose it to the receiving party; or
 - iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
17. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
18. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state or commonwealth of domicile, without regard to its rules on conflicts of law.
19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. In such cases, we reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
21. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights

data platform. Your rights, and the rights of any of your end users, to use Tyler’s Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

22. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Terms
Exhibit C	Service Level Agreement
Exhibit D	Third-Party Terms
Exhibit E	Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Liberty Lake, Washington

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
7701 College Boulevard
Overland Park, KS 66210
Attention: Chief Legal Officer

Address for Notices:

City of Liberty Lake
22710 E. Country Vista Drive
Liberty Lake, WA 99019-7592
Attention: _____



Exhibit A

Investment Summary

The Investment Summary details the products and services to be delivered by us, or a third party, as applicable, to you under the Agreement. This Investment Summary is effective as of the Effective Date regardless of any expiration date in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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**Billing Address:**

City of Liberty Lake
22710 E Country Vista Dr

Liberty Lake WA 99019-7592

Quoted By David Snow
Quote Expiration 9/21/26
Quote Name

Tyler Annual Software – SaaS	
Description	Annual
ERP Pro	
ERP Pro 10 Financial Management Suite	
AP Automation Capture with Disbursements	\$ 8,531
Core Financials	\$ 14,786
Human Resources Management (Includes Position Budgeting)	\$ 11,571
ERP Pro 10 Customer Relationship Management Suite	
Cashiering	\$ 3,858
Tyler One	
Time & Attendance	
Time & Attendance	\$ 4,143
Content Manager Suite	
Content Manager Core	\$ 5,466
TOTAL:	\$ 48,355

Term # of Years: 3

Tyler Fees per Transaction	
Description	Net Unit Price
ERP Pro	
ERP Pro 10 Financial Management Suite	
AP Automation Disbursements	\$ 0.00

Third Party Software & Hardware				
Description	Quantity	Unit Price	Extended Price	Annual
ERP Pro				
Third Party Software				
Third Party Verification Services - Work Number by Equifax	1	\$ 0	\$ 0	\$ 0
TOTAL:			\$ 0	\$ 0

Services		
Description	Hours/Units	Extended Price
ERP Pro 10 Financial Management Suite		
Professional Services	292	\$ 42,340
Data Conversion Services		\$ 9,000
Project Management	1	\$ 1,950
ERP Pro 10 Customer Relationship Management Suite		
Professional Services	36	\$ 5,220
Project Management	1	\$ 1,750
Time & Attendance		
Project Management	1	\$ 1,600
Professional Services	50	\$ 7,250
Content Manager Suite		
Professional Services	40	\$ 5,800

	TOTAL:	\$ 74,910
Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 48,355
Total Third Party Hardware, Software, Services	\$ 0	\$ 0
Total Tyler Services	\$ 74,910	
Summary Total	\$ 74,910	\$ 48,355

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

SaaS is considered a term of one year unless otherwise indicated.

Third Party Verification Services Work Number by Equifax

Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at <https://www.tylertech.com/client-terms/equifax-verification-terms-of-service>.

AP Automation Capture with Disbursements

A fully automated vendor payment system, including an automated invoice capture system, invoice approval system, AP Invoice Access. Tyler Software may include artificial intelligence ("AI") features that are provided as an administrative convenience, designed to analyze data or make suggestions, subject to changing laws applicable in your local jurisdiction. Client is responsible for independently validating the accuracy of data analyzed or suggestions provided via AI features and using such features only to the extent permissible under applicable law.

Cashiering

Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.

Human Resources Management / Payroll Data Conversion

Includes employee data, current calendar year balanced transactions, and unlimited unbalanced transaction history.

Financial Management Data Conversion

Includes Chart of Accounts, General Ledger, Accounts Payable, current fiscal year balanced transactions, and unlimited unbalanced transaction history.

AP Automation Disbursements

Expedited disbursement options available to vendors include instant transfer to a bank account, PayPal, Venmo and fast ACH where fees may apply. No fee options include standard ACH, and physical checks. All disbursements will be made pursuant to the terms and conditions found at <https://www.tylertech.com/client-terms/ap-automation-disbursements-software-and-services-terms-of-use>



Exhibit B

Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Annual Services.

- 1.1. *SaaS Services.* SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section E(1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
- 1.2. *Other Annual Services.* Fees for annual services other than SaaS Services are invoiced on an annual basis, beginning with the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2. Tyler Services.

- 2.1. *Professional Services Generally:* Unless otherwise indicated below, fees for Tyler services are invoiced as delivered.
- 2.2. *Consulting Services:* Fixed fee Consulting Services will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module.
- 2.3. *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
- 2.4. *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced (i) 50% upon delivery of specifications and (ii) 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
- 2.5. *Other Fixed Price Services:* Other fixed price services are invoiced as delivered. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning. Strategic Program Management Services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of program planning.

3. Hardware & Third-Party Products.
 - 3.1. *Hardware:* Hardware costs, if any, are invoiced upon delivery.
 - 3.2. *Hardware Maintenance:* The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
 - 3.3. *Third-Party Services:* Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
 - 3.4. *Third Party Software.* License Fees for Third Party Software, in any, are invoiced when the applicable Third Party Software is made available to you for download.
 - 3.5. *Third Party Software Maintenance:* The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
 - 3.6. *Third-Party SaaS Services.* Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.
4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.
5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



Exhibit C

SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. **Service Availability**

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work

with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



Exhibit D

Third-Party Terms

Third Party Verification Services Terms. Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at <https://www.tylertech.com/client-terms/equifax-verification-terms-of-service>.

Cornerstone OnDemand Terms. Your use of Cornerstone OnDemand software and services is subject to terms found here: <https://s3.us-east-1.amazonaws.com/sumtotalsystems.com/prod/images/cornerstone-terms-of-use.pdf>. By signing a Tyler Agreement or Order Form including Cornerstone software or services, or accessing, installing, or using Cornerstone software or services, you agree that you have read, understood, and agree to such terms. In addition, implementation of Cornerstone software and services may require inclusion of a Cornerstone Statement of Work

DebtBook. Your use of DebtBook software and services is subject to the terms found here: [DebtBook End User License Agreement | Tyler Technologies](#). By signing a Tyler Agreement or Order Form, or accessing, installing, or using DebtBook software or services, you agree that you have read, understood, and agree to such terms.

DigEplan Pro. Your use of DigEplan is subject to the LCT Software LLC Subscription Terms & Conditions found here: <https://www.tylertech.com/client-terms/lct-software-llc-an-avolve-company-subscription-terms-conditions>. By signing a Tyler Agreement or Order Form including DigEplan, or accessing, installing, or using DigEplan, you agree that you have read, understood, and agree to such terms.

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: <https://eclipsecorp.us/eula/>. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

Emphasys Terms. Your use of SymPro software and services is governed by terms available here: <https://tylertech.com/portals/0/terms/Emphasys-Software-Agreement/Emphasys-Software-Agreement.pdf>. By signing a Tyler Agreement or Order Form containing such software or services, or accessing, installing, or using SymPro software or services, you agree that you have read, understood, and agree to such terms.

Envisio Terms. Your use of Envisio software and services is subject to the terms found here: <https://www.tylertech.com/client-terms/envisio-solutions-inc-end-user-license-agreement>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Envisio software or services, you agree that you have read, understood, and agree to such terms.

Fire Prevention Mobile Terms. Your use of Tyler's Fire Prevention Mobile solutions is subject to the



terms found here: <https://www.tylertech.com/terms/fire-prevention-mobile-third-party-terms>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using the Fire Prevention Mobile solution, you agree that you have read, understood, and agree to such terms.

Koa Hills Terms. Your use of Koa Hills SaaS is governed by terms available here: <https://www.tylertech.com/Portals/0/Terms/Koa-Hills-Software-as-a-Service-Agreement.pdf>. By signing a Tyler Agreement or Order Form containing Koa Hills SaaS, or accessing, installing, or using Koa Hills SaaS, you agree that you have read, understood, and agree to such terms.

Pattern Stream Terms. Your use of Pattern Stream software and services is subject to the terms found here: <https://www.tylertech.com/terms/finite-matters-ltd-consolidated-terms>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Pattern Stream software or services, you agree that you have read, understood, and agree to such terms.

Polco Terms. Your use of Polco software and services is subject to the terms found here: <https://www.tylertech.com/client-terms/polco-end-user-license-agreement>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Polco software or services, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: <https://www.thinprint.com/en/legal-notes/eula/>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

TrueRoll Terms. Your use of TrueRoll software and services is subject to terms found here: <https://www.tylertech.com/portals/0/terms/TrueRoll-Software-Services-Agreement.pdf>. By signing a Tyler Agreement or Order Form including TrueRoll software or services, or accessing, installing, or using TrueRoll software or services, you agree that you have read, understood, and agree to such terms.

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- Electronic Warrants
- Online Dispute Resolution
- Enterprise Justice Notifications Add On (text notifications)
- Absence & Substitute
- Notify
- Enterprise Jury Manager
- Enterprise Supervision
- Virtual Court



Exhibit E
Statement of Work

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Liberty Lake, WA

SOW from Tyler Technologies, Inc.

6/5/2026

Presented to:
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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

This Statement of Work (SOW) outlines the scope as listed in the Investment Summary of the Agreement between Tyler (“we,” “us,” or “our”) and the Client (“you” or “your”), objectives, deliverables acceptance deadlines, and responsibilities for the implementation of the Tyler software solution. The purpose of this project is to deploy a comprehensive solution that will streamline business processes, improve data visibility, and enhance operational efficiency across key functional areas. This document serves as a mutual agreement between you and us, ensuring a clear understanding of project expectations, governance, and success criteria. The project will follow a structured implementation methodology tailored to align with the client’s business needs, regulatory requirements, and strategic goals.

This SOW will help you understand what to expect as we begin the implementation together and get you to a successful go-live so that you can transition over to our maintenance and support team. This SOW is also going to preview some of the challenges that may come with any implementation, regardless of how well it’s done and regardless of how well you and we are committed to your success. Moving from your legacy system to a Tyler solution, which is highly configurable but **not** custom-built and **not** a replica of what your users have known for years, is certainly a change.

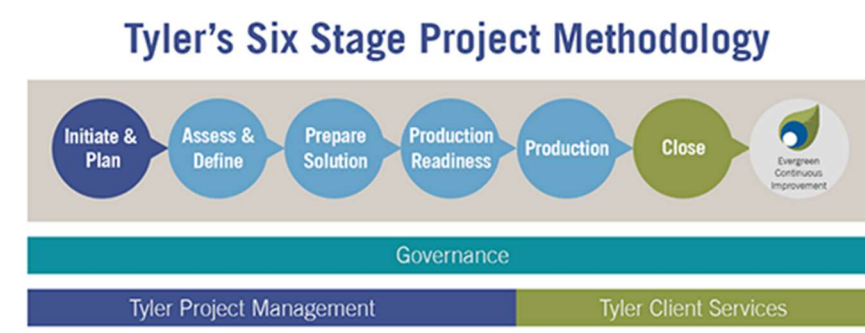
1.2 Project Goals

In a typical Tyler project, the goals are to:

- Successfully implement the contracted scope on time and on budget.
- Increase operational efficiencies and empower users to be more productive.
- Improve accessibility and responsiveness to external and internal customer needs.
- Overcome current challenges and meet future goals.

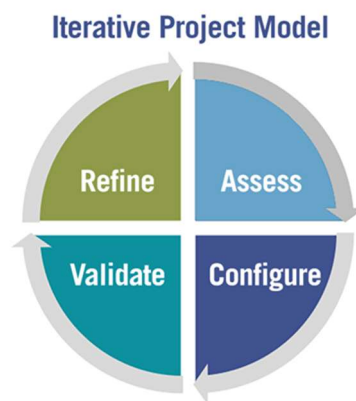
1.3 Methodology

Our implementations follow a six-stage methodology. While each project is unique, each phase will follow Tyler’s six-stage methodology. Each stage is comprised of several work packages that include a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix. A stage closes with a stage acceptance control point.



Tailored specifically for Tyler’s public sector clients, the project methodology contains stage acceptance control points throughout each phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats across phases and is scaled to meet the Client’s complexity and organizational needs. The methodology adapts to both single-phase and multiple-phase projects.

To achieve project success, it is imperative that both the Client and Tyler commit to including the necessary leadership and governance. During each stage of the project, it is expected that the Client and Tyler project teams will work collaboratively to complete tasks. An underlying principle of Tyler’s implementation process is to employ an iterative model where the Client’s business processes are assessed, configured, validated, and refined cyclically in line with the project constraints. This approach is used in multiple stages and work packages as illustrated in the graphic below.



The delivery approach is systematic, reducing variability, and ensuring project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the project efficiently and effectively.

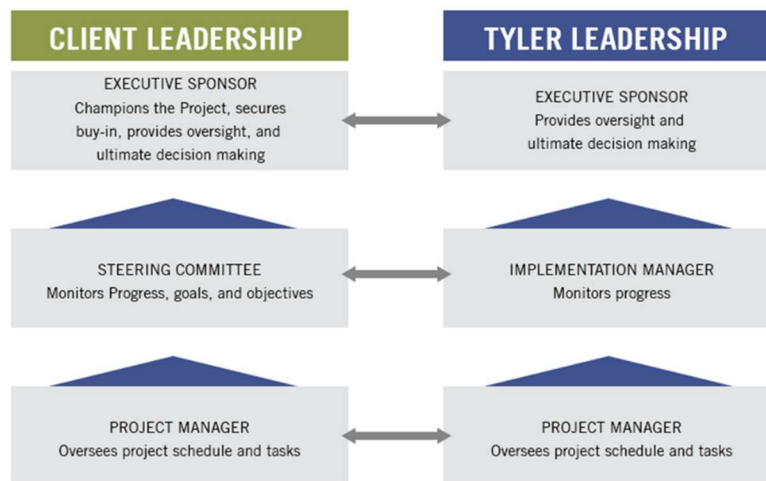
Part 2: Project Foundation

2. Project Governance

Project success requires that all participants commit to the necessary leadership and governance to define the management framework for making project decisions. Project governance defines the path for escalation of issues and risks, change control review and authority, and organizational change management activities. Throughout the Statement of Work, have provided RACI (Responsible – Accountable – Consulted – Informed) Matrices which outline responsibilities of different roles in each stage. Project governance for this project will be defined during project planning with specific people assigned to each role.

The chart below illustrates a typical structure in which we collaborate to resolve project challenges according to defined escalation paths. If project managers lack authority to determine a solution, resolve an issue, or mitigate a risk, our implementation management and your steering committee become the escalation points to triage responses prior to escalation to your and our executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. Our respective executive sponsors serve as the final escalation point.

Project Governance Relationships



The most successful projects are the ones where the client executive sponsor is clear on the “why” behind the project, and where that “why” is clearly and consistently communicated to other client project stakeholders. We find the most effective change management principles include the following client activities throughout the governance efforts:

- Helping employees and other stakeholders recognize and understand the need for the change
- Working to gain up-front buy-in from those same stakeholders
- Identifying a thorough, realistic, and strategic plan for achieving that change
- Determining what the yardsticks for success are and are not
- Ensuring accountability for different tasks and decisions over the life of the project
- Being laser-focused on what is in-scope and what is not

Effective project governance – and effective change management – is especially important to minimize and effectively address project disruptions. Please refer to Appendix 1 to this Statement of Work, where we flag challenges that can create these types of disruptions. Being aware of these challenges from the outset can help us both spot them before they fester and quickly move to resolve them before they grow.

Refer to Appendix 4 for Escalation Framework for leadership contacts. *(only applicable for specific products.)*

3. Project Scope Control

3.1 Managing Scope and Project Change

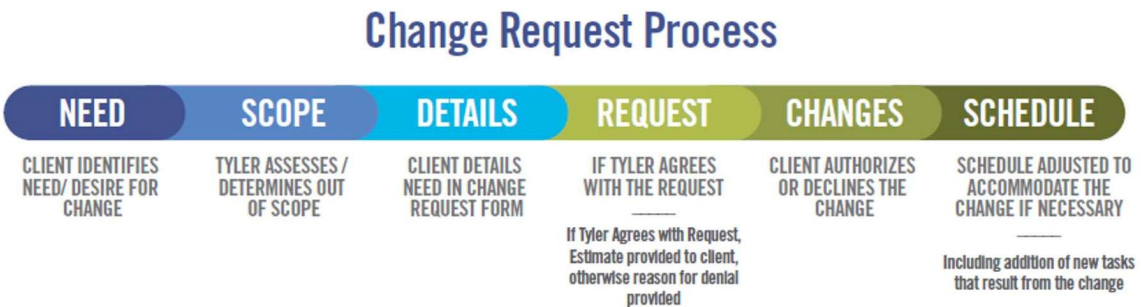
There are three interdependent constraints on a project which determine quality: budget, timeline, and scope. These “triple constraints” dictate that if one constraint is changed, the other two must be correspondingly adjusted. For example, if project scope is increased, cost and time to complete will also increase. The project and executive teams must remain cognizant of these constraints when making decisions that impact the scope, budget, or timeline of the project.

3.2 Change Control

It may become necessary to change the scope of this project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This project is being undertaken with the understanding that **project scope, schedule, and/or cost may need to change based on findings over the course of the implementation, or the impact of other circumstances we encounter together**. Changes to contractual requirements will follow the change control process as described below unless a specific change control process is identified in the contract.

3.3 Change Requests

Should the need for a change to project scope, schedule, and/or cost be identified during the project, the change will be brought to the attention of the steering committee, and an assessment of the change will occur. The process progresses as set forth below:



While such changes may result in additional costs and delays related to the schedule, some changes may result in less cost to you; for example, you may decide you no longer need a deliverable originally defined in the project. Regardless, any change will require a change request that will include the following information:

- The nature of the change
- A good-faith estimate of the additional cost or associated savings to you, if any
- The estimated timetable for implementing the change

- The effect on and/or risk to the schedule, resource needs, or resource responsibilities

You will use good-faith efforts to either approve or disapprove any change request within five (5) business days (or other period that we both agree to). **If you take longer to approve or disapprove, including through inaction or non-responsiveness, cascading impacts to related scheduling components is more likely than not to occur.**

4. Acceptance Process

Your project manager is responsible for obtaining all required authorizations and approvals for acceptance of project deliverables, change requests, and control points, if applicable. **It is crucially important that your project manager provides timely feedback on deliverables and does not unreasonably withhold approvals or signoffs, including a stage acceptance control point.**

The following process will be used for accepting deliverables and control points:

- You will have five (5) business days from the date of delivery, or an otherwise mutually agreed upon timeframe in writing, to accept each deliverable or control point. If you do not accept or acknowledge within five (5) business days, or the otherwise agreed upon timeframe, we will deem the deliverable or control point as accepted. You may not unreasonably withhold acceptance.
- If you do not agree that the deliverable or control point meets requirements, you will notify our project manager(s) with justification in writing within five (5) business days, or the otherwise agreed upon period.
- If applicable, we will address any deficiencies and re-deliver the deliverable or control point. You will then have two (2) business days from receipt of the re-delivered item to accept or again submit written justification for rejecting the item(s). If you do not provide acceptance within two (2) business days, or the otherwise agreed-upon timeframe, we will deem the deliverable or control point as accepted. Again, you may not unreasonably withhold acceptance.

5. Roles and Responsibilities

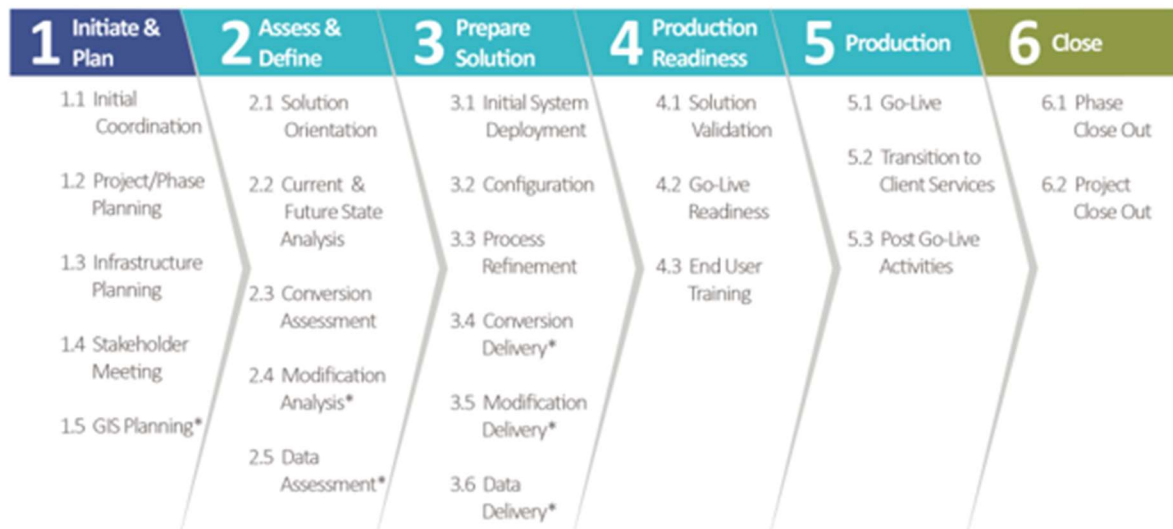
Detailed roles and responsibilities of each project resource are provided in Appendix 2. **Roles and responsibilities may not follow your specific organizational chart or position descriptions, so you may have to make specific designations for purposes of the project.** Note that it is common for individual resources on both project teams to fill multiple roles, and it is just as common for some to be filled by multiple people.

Part 3: Project Plan

6. Project Stages

Our six-stage methodology uses a work breakdown structure (WBS) to organize project work from stages into smaller, more manageable components called work packages. The work packages are further broken down into individual tasks during project planning to develop the detailed project schedule. Each stage concludes with a control point acceptance, confirming the work performed during that stage of the project is completed and has been accepted by the Client before advancing to the next stage. This section gives a brief overview of the assumptions and objectives of each work package and presents a RACI matrix for each stage.

Work Breakdown Structure (WBS)



**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as "This work package is not applicable" in Section 6 of the Statement of Work.*

6.1 Initiate & Plan

During the Initiate and Plan stage, you and we will gather required information, establish assets, and plan the infrastructure, resource, and schedule components of the project.

6.1.1 Initial Coordination

We provide initial project documents and tools used to gather required information.

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

Objectives:

- Formally launch the project.

- Establish project governance.
- Define and communicate governance for us.
- Identify your project team.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software and services purchased, and training requirements; and to plan the implementation schedule.

Work package assumptions:

- You have reviewed and completed the tasks in *A Guide to Starting Your Project* document.

Objectives:

- Conduct project planning meeting(s).
- Review scope, services, and methodology.
- Develop and deliver initial project planning documents.
- Develop the initial baseline project schedule.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. We will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. You are responsible for the installation, setup, and maintenance of all peripheral devices.

Work package assumptions:

- None

Objectives:

- Ensure your infrastructure meets Tyler's system requirements.
- Ensure your infrastructure is in place and available for use on time.

6.1.4 Stakeholder Meeting

We will schedule and conduct a meeting to review the objectives and communicate project planning outcomes to your project team, executives, and other key stakeholders.

Work package assumptions:

- None

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

6.1.5 GIS Planning – This work package is not in scope and therefore not applicable.

Stage 1: Initiate & Plan													
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Other Functional Roles	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Lead(s)	Client Subject Matter Experts	Client End Users	Client Other Functional Roles
1.1 Initial Coordination													
Assign Tyler project team	A	R	C	I		I		I					
Assign Client project team						A	I	R	I	I	I		
Provide initial project documents to the client		A	R	C	C	I		I					
Gather preliminary information			I			A		R	C		C	C	C
Sales to implementation knowledge transfer		A	R	I	I			I					
Create Project Portal		A	R					I					
1.2 Project/Phase Planning													
Schedule & conduct project planning		A	R			I		C	C	I			
Develop Project Management Plan		A	R			I		C	C	I			
Develop initial project schedule		A	R	I	I	I	I	C	C	I	I		I
1.3 Infrastructure Planning													
Schedule Environment Availability		A	R		C			I					
1.4 Stakeholder Planning													
Create Stakeholder Meeting Presentation	I	A	R	I	I	I	I	C		I			
Review Stakeholder Meeting Presentation		I	C			A		R		C			
Perform Stakeholder Meeting Presentation	I	A	R	I	I	I	I	C	I	I	I	I	I
1.5 This work package is not in scope and therefore not applicable.													
Inputs													
• Contract documents													
• Agreement													
• Statement of Work													
• Guide to Starting Your Project													
• Initial infrastructure requirements													
• Project Management Plan													
Outputs													
• Working initial project documents (WBS 1.1)													
• Client Project Portal (WBS 1.1)													



• Project Operational Plan (WBS 1.2)	
• Completed Infrastructure Requirements (WBS 1.3)	
• Stakeholder Meeting (WBS 1.4)	
Deliverables	Acceptance Criteria
Project Management Plan (WBS 1.2)	Delivered
Initial Project Schedule (WBS 1.4)	Delivered and accepted
Control Point 1: Initiate & Plan Stage Acceptance	
• All Stage Deliverables accepted based on acceptance criteria previously defined	
• Project Governance defined	
• We make the project portal available to you	
• Stakeholder meeting is completed	
• System passes Infrastructure Audit (as applicable)	

6.2 Assess & Define

We will provide an initial overview of the functionality of the solution. We will collaborate with the Client to gather information related to current Client business processes and work with the Client to identify, define, and document business processes as they are translated for use within our solution.

6.2.1 Solution Orientation

Solution Orientation provides a high-level understanding of the application functionality before starting the current and future state analysis.

Objectives:

- Provide a basic understanding of application functionality.
- Prepare the Client for current and future state analysis.

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides an understanding of process changes that will be achieved and/or required with the new system. The Client must dedicate the necessary time to identify, communicate, document, and/or explain its current business processes in a timely and consistent manner to mitigate risks to project schedule, budget, and/or scope.

Together, we will then evaluate corresponding options within the Tyler solution that most align with your business process goals. These information exchanges may occur before or within the same timeframe as the configuration work package. The available options within our solution will be limited to the scope of this implementation and will make use of standard functionality.

You will adopt business processes that are supported by the existing configurations within our applications wherever possible to avoid project schedule and quality risk from out-of-scope customization. The following guidelines will be followed when evaluating a custom modification request:

- Is a reasonable business process change available?
- Does functionality exist which satisfies the requirement?
- Can configuration of the application satisfy the requirement?

Out-of-scope desired functionality that is not available will follow the agreed upon change request/change control process and can have impacts on the project schedule, scope, budget, and resource availability.

Work package assumptions:

- Client participants retain enough knowledge and authority to make future state decisions.
- Client knows and can effectively communicate current state processes.
- Client understands that adaptation of legacy processes and adoption of new approaches is an integral part of transition to a new software solution.
- Tyler documents decisions for configuration purposes. Client documents decisions on the future state for procedural purposes.

Objectives:

- Determine and document future state process decisions.
- Identify and address any unsatisfied business requirements through the change control process.

6.2.3 Conversion Assessment

Our data experts will perform an analysis of your legacy system(s) and data to evaluate risks, suitability, and options to support a successful transition to our software solution. The project team will plan and document the activities required to successfully perform the data conversion.

Work package assumptions:

- You will provide legacy data in a format we approve.
- We will work with your staff to identify business rules before writing the conversion.
- You will provide resources familiar with the current data for conversion planning.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from your legacy system to our application(s).
- Document the data conversion/loading approach.

6.2.4 Modification Analysis – This work package is not in scope and therefore not applicable.

6.2.5 Data Assessment – This work package is not in scope and therefore not applicable.

Stage 2: Assess & Define												
RACI MATRIX KEY: R = Responsible	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Manager	Tyler Other Functional Roles	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management	Client Subject Matter Experts	Client End Users
												Client Other Functional Roles

A = Accountable													
C = Consulted													
I = Informed													
2.1 Solution Orientation													
Provide pre-requisites			A	R				I	I		I		I
Complete pre-requisites								A	R		C		C
Conduct Solution Orientation			A	R				I	I		I		I
2.2 Current & Future State Analysis													
Current State process review			A	R	I			C	C	C	C		C
Discuss Future State options			A	R	C			C	C	C	C		C
Make Future State decisions			C	C	C	C	I	A	R	I	C		C
Document anticipated configuration options required to support Future State			A	R	C			I	I	I	I		I
2.3 Conversion Assessment													
Extract Data from source systems			I		C			A					R
Review and scrub source data			I	I	I			A	R		C		I
Build/update Data Conversion Plan			R	C	C			C	I	I	I		I
2.4 This work package is not in scope and therefore not applicable.													
2.5 This work package is not in scope and therefore not applicable.													
Client Source Data													
Client source data documentation (if available)													
Outputs													
Solution Orientation Complete (WBS 2.1)													
Revised Project Schedule (WBS 2.4)													
Deliverables						Acceptance Criteria							
Documentation that describes Future State decisions and configuration options to support Future State decisions (WBS 2.2)						Decisions are documented and authorized							
Data Conversion Plan (WBS 2.3)						Delivery and Acceptance							
Control Point 2: Assess & Define Stage Acceptance													
All Stage Deliverables accepted based on acceptance criteria previously defined													
Solution Orientation is delivered													
Conversion data extracts are received by Tyler													
Data Conversion Plan built													

Note: Advancement to the Prepare Solution Stage is dependent upon our receipt of this stage acceptance.

6.3 Prepare Solution

Information gathered during the preceding stages will be used to configure our software solution. Configuration will be validated against future state decisions defined in previous stages and processes evaluated to ensure business requirements are met.

6.3.1 Initial System Deployment

We will schedule and execute the deployment of in-scope environments.

Work package assumptions:

- You retain technical resources with suitable expertise for application administration.
- You will provide a single layout per source system as identified in the investment summary.
- Your subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- Your project team will be responsible for completing the code mapping activity, with assistance from Tyler.

Objectives:

- Deploy and confirm environments for implementation.
- Prepare the environments for use.
- Identify your technical resources who will administer the application.

6.3.2 Configuration

The purpose of configuration is to configure the application so that it can be validated in the next stage. Our staff collaborates with yours to complete application configuration based on the future state analysis performed during the Assess and Define stage, and you work with us to verify that configuration tracks those outputs. **Note:** Verification typically follows an iterative process, where downstream changes could lead to rechecking of earlier configuration steps.

Work package assumptions:

- You participate, as needed, in answering questions when multiple options are available, or future state analysis is unclear.

Objectives:

- Application is ready for validation.

6.3.3 Process Refinement

We will educate your users on how to execute processes in the applications to prepare them for the validation of the application. You will collaborate with our staff to validate configuration options to support future state decisions. Should this iterative process result in new decisions, implementing those changes would be subject to the change control process.

Work package assumptions:

- None

Objectives:

- Ensure that you understand future state processes and how to execute the processes in the application.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

6.3.4 Conversion Delivery

To transition data from your legacy system(s) to the new software solution, your data will need to be mapped from the legacy system(s) into the new applications. The mapping is used to write programming to translate your legacy data into the new application. With guidance from us, you will review specific data elements within the applications and identify/report discrepancies. Iteratively, we will collaborate with you to address conversion discrepancies. Refer to the Conversion Appendix for additional detail.



Conversion Delivery Process

Work package assumptions:

- You will provide data from the legacy system(s) in a mutually agreed-upon format.
- Your subject matter experts engage and participate in the configuration and data conversion activities.
- Your project team is responsible for field mapping decisions and completion of the mapping document.

Objectives:

- Converted data is ready for Production.

6.3.5 Modifications Delivery – This work package is not in scope and therefore not applicable.

6.3.6 Data Delivery – This work package is not in scope and therefore not applicable.

Stage 3: Prepare Solution												
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Other Functional Roles	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Lead(s)	Client Subject Matter Experts	Client End Users
3.1 Initial System Deployment												
Prepare hosted environment			A		R			I				C
Install licensed software for included environments			A		R			I				C
Install licensed software on client devices (if applicable)			I		C			A				R
Tyler System Administration Training (if applicable)			A		R			I				C
3.2 Configuration												
Conduct configuration training			A	R				I	C		C	
Complete Tyler configuration tasks (where applicable)			A	R				I	I		I	
Complete Client configuration tasks (where applicable)			I	C				A	R		C	
Standard interfaces configuration training (if applicable)			A	R	C			I	R		C	C
Updates to Solution Validation Test Plan			C	C				A	R		C	C
3.3 Process Refinement												
Conduct process training			A	R				I	C	I	C	
Confirm process decisions			I	C			A	R	C	I	C	
Test configuration			I	C				A	R		C	
Refine configuration (Client Responsible)			I	C				A	R		C	
Refine configuration (Tyler Responsible)			A	R				I	I		I	
Validate interface process and results			I	C	C			A	R		C	C

Update Client-specific process documentation (if applicable)			I	C				A	R		C		
Updates to Solution Validation Test Plan			C	C				A	R		C		
3.4 Conversion Delivery													
Provide data mapping crosswalks/ code mapping tool			A	C	R			I	I		I		
Populate data crosswalks/code mapping tool			I	C	C			A	R		C		
Iterations: Conversion Development			A	C	R			I					I
Iterations: Deliver converted data			A	I	R			I					I
Iterations: Proof/Review data and reconcile to source system			C	C	C			A	R		C		C

3.5 This work package is not in scope and therefore not applicable.

3.6 This work package is not in scope and therefore not applicable.

Inputs

- Initial Configuration
- Solution Validation Test Plan
- Data Conversion Plan
- Configuration

Outputs

- Installation checklist/system document (WBS3.1)
- Configured System (WBS 3.2)
- Updated Solution Validation Test Plan (WBS 3.2)
- Completed Client-specific process documentation (completed by Client) (WBS 3.3)
- Code Mapping Complete/Validated (WBS 3.4)
- Updated Solution Validation Test Plan (WBS.3.3)
- Revised Configuration (if applicable) (WBS 3.3)

Deliverables	Acceptance Criteria
Conversion iterations and reviews complete (WBS 3.4)	Conversion complete, verified, and ready for final pass

Control Point 3: Prepare Solution Stage Acceptance

- All Stage Deliverables accepted based on acceptance criteria previously defined
- Application is configured
- Solution Validation Test Plan has been reviewed and updated if needed

Note: Advancement to the Production Readiness Stage is dependent upon our receipt of the stage acceptance.

6.4 Production Readiness

We prepare your team for go-live through solution validation, the development of a detailed go-live plan, and training of end users. A readiness assessment will be conducted to review the status of the project and the organization's readiness for go-live.

6.4.1 Solution Validation

Solution validation is end-to-end testing performed by you to verify all aspects of the solution (hardware, configuration, and business processes) are functioning properly and that all contracted features and functions are available.

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

Objectives:

- Validate that the software solution performs as expected.
- Ensure your organization is ready for end user training.

6.4.2 Go-Live Readiness

We both ensure that all requirements defined in project planning have been completed and go-live can occur as planned. A go-live readiness assessment will be completed to identify risks, mitigation, or action items to be addressed. Final preparation, critical tasks, and dates will be planned and communicated to project teams.

Work package assumptions:

- None

Objectives:

- Establish action plan for go-live.
- Assess go-live readiness.
- Inform stakeholders of go-live activities.

6.4.3 End User Training

End user training will be conducted to prepare for go-live.

Tyler-Led: We provide training for all applicable users. One or multiple occurrences of each scheduled training or implementation topic will be covered.

We will provide standard application documentation, but it is your responsibility to develop business process documentation specific to you, if desired. In addition, training labs that you lead, using Client-specific business process documentation, can be added to the regular training curriculum, enhancing the training experiences of the end users. This type of training is in addition to the training modules we provide and is developed, scheduled, and conducted by the Client.

Work package assumptions:

- Your project team will work with us to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- We will work with you to plan for end-user training in a manner that minimizes the impact on the daily operations of your departments.

- You will be responsible for training new users after go-live (exception—previously planned or regular training offerings by us).

Objectives:

- Your end users are trained prior to go-live.
- You are prepared for ongoing training and support of the solution.

Stage 4: Production Readiness													
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Other Functional Roles	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Lead(s)	Client Subject Matter Experts	Client End Users	Client Other Functional Roles
4.1 Solution Validation													
Update Solution Validation Plan			A	R	C			C	C		C		
Update test scripts (as applicable)			C	C	C			A	R		C		
Perform testing			C	C	C			A	R		C		
Document issues from testing			C	C	C			A	R		C		
Perform required follow-up on issues		A	R	C				C	C		C		
4.2 Go Live Readiness													
Perform Readiness Assessment	I	A	R	C	C	I	I	I		I			I
Conduct Go Live Planning session		A	R	C				C	C	C	C		C
Order peripheral hardware (if applicable)			I				A	R					C
Confirm procedures for Go Live issue reporting & resolution		A	R	I	I			C	C	I	I	I	I
Develop Go Live Checklist		A	R	C	C			C	C	I	C		C
Final system infrastructure review (where applicable)			A		R			C					C
4.3 End User Training													
Update training plan		A	R	C				C		I			
Tyler led End User Training		A	R	C				C	C	I	C	C	
Inputs													
- Solution Validation Test Plan - Completed work product from prior stages (configuration, business process, etc.) - Future State Decisions - Go Live Checklist - Training Plan - List of End Users & their Roles / Job Duties													

Configured Tyler System	
Outputs	
None	
Deliverables	Acceptance Criteria
Solution Validation Report (WBS 4.1)	Client updates report with testing results
Updated Go Live Checklist (WBS 4.2)	Updated Action Plan and Checklist for Go Live delivered to the Client
End User Training (WBS 4.3)	Client signoff that training was delivered
Control Point 4: Production Readiness Stage Acceptance	
All Stage Deliverables accepted based on acceptance criteria previously defined	
Go Live Planning session conducted	

Note: Advancement to the Production stage is dependent upon our receipt of this stage acceptance.

6.5 Production

We will follow the comprehensive action plan laid out during production cutover planning to support go-live activities and minimize risk during go-live. We support your team during the cutover period and introduce you to our Client Services. Any post-live services are scheduled.

6.5.1 Go-Live

Following the action plan for go-live defined in the Production Readiness stage, we both will complete work assigned to prepare for go-live.

You provide final data extract and reports from the legacy system for data conversion, and we execute final conversion iteration, if applicable. If defined in the action plan, you manually enter any data added to the legacy system into the new application(s).

Our staff collaborates with you during go-live activities. You transition to the new software solution for day-to-day business processing.

Some training topics are better addressed following go-live when additional data is available in the application or based on timing of applicable business processes and will be scheduled following go-live per the project schedule.

Work package assumptions:

- You will complete activities documented in the action plan for go-live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with live processing.
- Your business processes required for go-live are fully documented and tested.
- Your project team and subject matter experts are the primary point of contact for the end users when reporting issues during go-live.
- Your project team and subject matter experts provide business process context to the end users during go-live.

Objectives:

- Day-to-day processing is performed in our software solution.
- Your data is available in the Production environment.

6.5.2 Transition to Client Services

Our project manager schedules and conducts a meeting to transition your team to our Client Services, signaling the conclusion of implementation activities for the project.

Work package assumptions:

- No material project issues remain without assignment and plan

Objectives:

- Ensure that no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to your teams for key processes and subject areas.

6.5.3 Post Go-Live Activities

If post-production services are contracted, our project manager will work with your project manager to schedule these activities and resources.

Work package assumptions:

- The system is being used in a live production state.

Objectives:

- Schedule activities that are planned for after go-live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

Stage 5: Production													
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Other Functional Roles	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Lead(s)	Client Subject Matter Experts	Client End Users	Client Other Functional Roles
5.1 Go Live													
Provide final source data extract (if applicable)			C		C			A					R

Final source data pushed into Production environment (if applicable)			A	C	R			I	C		C		C
Proof final converted data (if applicable)			C	C	C			A	R		C		
Complete Go Live activities as defined in the Go Live Action Plan			C	C	C		A	R	C	I	C		
Provide Go Live assistance			A	R	C			C	C	I	C	I	C

5.2 Transition to Client Services

Transfer client to Client Services and review issue reporting and resolution processes	I	I	A	I	R	I	I	C	C		C	I	
Review long-term maintenance and continuous improvement			A		R			C	C		C		

5.3 Post Go Live Activities

Schedule contracted activities that are planned for delivery after Go Live		A	R	C	I			C	C	I	C		C
Determine resolution plan in preparation for phase or project close out		A	R	C	I			C	C	I	C		

Inputs

- Comprehensive Action Plan for Go Live
- Final source data (if applicable)
- Open Items/Issues List
- List of Go Live activities

Outputs

- Converted data is available in Production environment (WBS 5.1)
- Client Services Support Document (WBS 5.2)
- Updated Issue log (WBS 5.3)

Deliverables

None

Acceptance Criteria

N/A

Control Point 5: Production Stage Acceptance

- All Stage Deliverables accepted based on acceptance criteria previously defined
- Go Live activities defined in the Go Live Action Plan completed
- Client Services Support document is provided

Note: Advancement to the Close stage is **not** dependent upon our receipt of this stage acceptance.

6.6 Close

Our project manager will deliver the final project summary and budget reconciliation, release our project team, and close the project in our financial system.

6.6.1 Phase Closeout

This work package represents phase completion and signals the conclusion of implementation activities for the phase. Our Client Services team will assume ongoing support of the client for systems implemented in the phase.

Work package assumptions:

- Our deliverables for the phase have been completed.

Objectives:

- Achieve agreement from both teams that activities within this phase are complete.

6.6.2 Project Closeout

Our project resources are released, and the implementation is closed.

Stage 6: Close													
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Other Functional Roles	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Lead(s)	Client Subject Matter Experts	Client End Users	Client Other Functional Roles
6.1 Phase Closeout													
Reconcile project budget and status of contract Deliverables	I	A	R			I	I	C					
Hold post phase review meeting		A	R	C	C			C	C	C	C		C
Release phase-dependent Tyler project resources	A	R	C	C	C			I					
6.2 Project Closeout													
Conduct post project review	I	A	R			I	I	C					
Deliver post project report to Client and Tyler leadership	I	A	R			I	I	C					
Release Tyler project resources	A	R	C					I					
Inputs													
- Contract - Statement of Work - Project artifacts													
Outputs													
- Final action plan (for outstanding items) (WBS 6.1) - Reconciliation Report (WBS 6.1)													

- Post Phase Review (WBS 6.1)

Deliverables	Acceptance Criteria
Post Project Report (WBS 6.2)	Client acceptance; Completed report indicating all project Deliverables and milestones have been completed
Control Point 6: Close Stage Acceptance	
• Completed report indicating all project Deliverables and milestones have been completed	



Part 4: Additional Information

7. General Assumptions

Assumptions related to specific work packages are documented in the previous sections. Below are general assumptions for the overall implementation process.

7.1 Project

- You are responsible for making all business process decisions based on the options available.
- You understand and accept that the new software solution may require process changes, and that defining, documenting, and implementing resulting new policies may be your responsibility.
- Your project team will dedicate sufficient time to participate in scheduled activities and complete necessary assignments as outlined in the project schedule.
- Delays in completion, reviews, and/or acceptance of any deliverable by you which extends the duration of the project are subject to the change control process for additional costs incurred by the delay, including but not limited to additional service hours for project management, consulting, and conversion development.

7.2 Organizational Change Management

You are responsible for managing organizational change. Your impacted resources will need consistent messaging from leadership to embrace and accept the changes inherent to a new software solution. You will communicate the value and reasons for the change to ensure organizational acceptance.

7.3 Resources and Scheduling

- The initial project schedule is a baseline, and that baseline may evolve over the course of the project based on realities within and outside the project team's control. You will partner with us to closely identify and manage fluctuations to the initial project schedule and communicate and document shifts and changes in project status meetings as appropriate.
- You are responsible for making your contracted vendors available to work with Tyler on project activities
- Project resources will participate in scheduled activities as assigned in the then-current project schedule.
- Abbreviated timelines and overlapping phases require sufficient resources to complete all required work as scheduled.
- Appropriate resources will be provided by both of us to support the efforts to complete the project as jointly scheduled and within the project budget constraints.
- Your team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- You will make timely project-related decisions, and will respond to information requests in a comprehensive, consistent, and timely manner, in accordance with the project schedule.
- Remote and on-site sessions will be scheduled and conducted at a mutually agreeable time that adheres to the project schedule.
- You will provide adequate meeting space or facilities, including appropriate system connectivity, for the project teams.

- For on-site visits, we will identify a travel schedule that balances the need for the project and the resource(s).
- Changes in scope will be requested through a change request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- You will ensure assigned resources will possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- You will respond to information requests in a comprehensive and timely manner, in accordance with the project schedule. You are responsible for ensuring your contracted vendors are available to work with Tyler on project activities.

8. Glossary

Word or Term	Definition
Acceptance	Confirmation that an output or deliverable is suitable and conforms to agreed-upon criteria.
Accountable	Single individual that ultimately ensures a task or deliverable is completed; may delegate the work to those responsible. [Also see RACI]
Application	Computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A connective intermediary that allows different applications to communicate and exchange data.
Agreement	Executed legal contract that defines the scope of the products to be implemented and services to be performed.
Artifact	Document or digital asset that establishes a record of an agreement, acceptance, project plan, or other project activity.
Business Process	Practice, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements	Specifications used to describe Client requirements for contracted applications.
Change Request	The step of the change control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Deliberate approach to addressing the transition of organization goals or technology, enabling the successful adoption of change.
Consulted	Resources that are solicited for opinion or expertise for a project activity (two-way communication). [Also see RACI]
Control Point	Activity and corresponding artifact at the end of each stage that serves as a formal opportunity to review deliverables and required acceptance criteria.
Data Mapping [where applicable]	Activity that determines and documents where data from the legacy system will be placed in the new application(s).

Deliverable	A defined and verifiable document, service, or outcome produced as part of the project.
Go-Live	The cutover event at which you cease using the legacy system and conduct daily operation in the live Production environment of the Tyler software solution.
Informed	Participants that are kept up to date on an activity, often only on completion of the task or deliverable (one-way communication). [Also see RACI]
Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler system.
Interface	The connection and exchange point of data between systems or applications.
Integration	An established connection to exchange or share data between Tyler and/or third-party applications.
Legacy System	The system from which you are transitioning.
Modification	Custom enhancement of our existing application to provide features or functions to meet your individual requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of your physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, and the effect of such changes on the organization.
Output	A product, result, or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Ex: scanner, printer, POS, credit card swiper.
Production Cutover	Synonymous with "Go-Live."
Project	The delivery of the applications and services per the agreement and the Statement of Work.
RACI	A matrix describing the level of participation by various roles in completing tasks or deliverables for a project or process. Individuals or groups are assigned only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of our physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]



Scope	Products and services that are documented in the Agreement.
Software Solution	The applications resulting in the connected system allowing users to meet project goals and gain anticipated efficiencies.
Stage	The top-level components of the work breakdown structure.
Standard	Functionality that is included in the base application (off-the-shelf); is not customized or modified.
Statement of Work (SOW)	Document which provides supporting detail to the Agreement defining project-specific activities, services, and deliverables.
System	The collective group of applications and hardware that are used by an organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm functionality, configuration, enhancement, or use case.
Training Plan	Document(s) that indicate how and when users will be trained relevant to their role in the implementation or use of the software solution.
Validation	The process of testing and approving a specific deliverable, process, or application is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a project or phase decomposed into smaller, more manageable components.
Work Package	A group of related tasks within a project.

Appendix 1

9. Common Project Challenges

Based on the thousands of projects we have implemented, we have learned the common symptoms of what typically causes a project to struggle. We think it is important to acknowledge those potential pitfalls early so that we can work together to avoid them. Those common symptoms include:

- End-user preference to mimic the legacy system: Your users have been doing their jobs for a healthy period of time using buttons, clicks, and workflows that they are very familiar to them. Switching to a new software solution, even if it is more modern and better tracks best practices, feels disruptive. But that is a short-term pain, and we have to be passionate advocates of the long-term gain: the investment you have intentionally made in a Tyler commercial off-the-shelf (COTS) software solution with an “evergreen” maintenance model that means your users will enjoy the latest and greatest features and functions long after this project goes live. It is not a marker of success or failure whether our software solution replicates the legacy system, and we must work together to ensure users are not making this assumption.
- Refusal to adapt legacy business processes: A close relative of the above is a refusal to adapt legacy business processes. Some of your existing business processes will likely be supported by an existing feature or configuration already available in our software solution. Some, however, will require an adjustment, whether because our software solution does not currently support it and/or because your existing business process is not current with today’s best practices. We need your partnership in helping your end users navigate this part of the change as well.
- A lack of focus on change management: Both of the above symptoms will jeopardize project success if they are not neutralized by consistent, committed change management leadership. That engagement is most successfully driven by your executive sponsor who can absorb the individual concerns of constituents and help remind them of the long-term goals that might require compromise along the way. Our project team is committed to providing timely information and communications to your executive sponsor to keep them informed with the data relevant to their successful change management function.
- A binary perspective of project schedule: We understand the value of a predictable project schedule; however, we both must also acknowledge that factors outside our control will catch both of us by surprise. These include weather events, personnel issues and absences, calendar limitations, third-party contingencies, and global contingencies, like pandemics. For this project to succeed, we need to control for scope as much as we can, we need to track project schedules as closely as possible, and we need to accept that when surprises hit, we’ll navigate them in good faith together.
- Over-referencing to the procurement demonstration: If your procurement included a demonstration stage, then you or your colleagues enjoyed a demonstration by one or more of our solution consultants who showed you standard functions of the Tyler software solution. Those functions relied on “demo data” – so, anonymized, generic data that is not your data, following workflows that have not been specifically configured to your existing workflows. Until that data conversion successfully occurs, and the application(s) are configured according to your choices, you will not be able to test and see it working with “your” data and following “your” workflows. We often have clients who are confused when, shortly after project kickoff, they cannot see an end-to-end function of theirs run in our software solution compared to how it used to run in their legacy system. That confusion is usually heightened when they’ve seen a demonstration. The simple answer is, we are not there yet!

- The “fewer clicks” concern: We often hear confusion or frustration from end users who are trained on a discrete task or two and learn that what they used to do “in three clicks” now “takes four clicks.” It is important to remember that the improved operational efficiency you are gaining from our software solution should be considered holistically, and not in the vacuum of a discrete task. And an “extra” step or two for a discrete task is usually the result of (a) not conforming a legacy business process to our software solution’s functional offering; or (b) the need to update a legacy business process to better track current best practices.

Appendix 2

10. Assigned Project Resources

Without limiting the scope of the governance framework, including the escalation paths and change management principles, that is addressed in the Statement of Work, these are the assigned project resources for both our team and yours that we expect to participate in the project. **Note:** Often, especially for your project team members, one person serves in more than one role.

We may each decide to assign additional resources over the course of the project.

10.1 Tyler Roles & Responsibilities

Tyler Implementation Manager

Our implementation manager does not have day-to-day involvement with the project and instead serves as part of our escalation process. Our project managers consult our implementation manager on issues and outstanding decisions critical to the project. Our implementation manager works toward a solution with our project manager or with your management as appropriate. Our executive management is the escalation point for any issues not resolved at the implementation manager level. In addition, our implementation manager:

- Assigns our project personnel.
- Provides support for the project team.
- Provides management support for the project to ensure it is staffed appropriately, and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

Tyler Project Manager

Our project manager(s) provides oversight for the project, coordinates our resources between departments, manages the project budget and schedule, manages project risk, and serves as the primary point of contact for all project related items. As requested by your project manager, our project manager provides regular updates to your steering committee and other members of our governance. Our project manager's role includes responsibilities in the following areas:

Contract Management

- Validates contract compliance throughout the project.
- Ensures deliverables meet contract requirements.
- Acts as a primary point of contact for all contract and invoicing questions.
- Prepares and presents stage acceptance control points for signoff.
- Coordinates change requests, if needed, to ensure proper scope and budgetary compliance.

Planning

- Defines project tasks and resource requirements.
- Develops initial project schedule and project management plan.

- Collaborates with your project manager(s) to plan and schedule project timelines to achieve on-time implementation.

Implementation Management

- Tightly manages the scope and budget of project to ensure scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the project schedule and are also in balance with scope/budget.
- Establishes risk/issue tracking/reporting process for the project and takes all necessary steps to proactively mitigate these items or communicate with transparency to your project manager any items that may impact the outcomes of the project.
- Collaborates with your stakeholders to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with your project manager(s) to set a routine communication plan that will aid all project team members in understanding the goals, objectives, status, and health of the project.

Resource Management

- Acts as a liaison between the project team and our manager(s).
- Identifies and coordinates all our resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to the project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the project schedule, task list, and go-live checklist.
- Assesses our team's performance and adjusts as necessary.
- Consulted on in-scope third-party providers to align activities with ongoing project tasks.

Tyler Implementation Consultant

- Completes tasks assigned by our project manager(s).
- Documents activities for services performed by us.
- Guides your project team through application validation process following configuration.
- Assists during go-live process and provides support until you transition to our Client Services.
- Facilitates training sessions to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

Tyler Sales

- Supports Sales-to-Implementation knowledge transfer during the Initiate & Plan stage.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.



10.2 Client Roles & Responsibilities

Client Executive Sponsor

Your executive sponsor could also be referred to as the project champion. They best serve the project by providing strategic direction and communicating key issues about the project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all project issues escalated by the Client steering committee.

Client Steering Committee

Your steering committee embeds cultural change into the project. The steering committee oversees your project manager and project through regular internal meetings. Your steering committee remains updated on all project progress, project decisions, and achievement of project milestones. Your steering committee also serves as the primary level of issue resolution for the project.

- Understands and supports the cultural change necessary for the project and fosters an appreciation for the project's value throughout the organization.
- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project is staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - Client Policies
- Needs of other client projects.

Client Project Manager

You shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to project scope, scheduling, and task assignment. Your project manager should communicate decisions and commitments to our project manager(s) in a timely and efficient manner. When your project manager(s) does not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid project delays. The Client project manager(s) is responsible for reporting to your steering committee and determining appropriate escalation points.

10.2.1.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and deliverables meet contract requirements.
- Acts as a primary point of contact for all contract and invoicing questions.

- Collaborates on and approves change requests, if needed, to ensure proper scope and budgetary compliance.

10.2.1.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for your project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with our project manager(s) to plan and schedule project timelines to achieve on-time implementation.

10.2.1.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with our project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with our project manager(s) to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with our project manager(s) to establish risk and issue tracking and reporting process between both of us and takes all necessary steps to proactively mitigate these items or communicate with transparency to us any items that may impact the outcomes of the project.
- Collaborates with our project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both your staff and us, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensures timely and quality business requirements are being provided to Tyler.

10.2.1.4 Resource Management

- Acts as a liaison between project team and stakeholders.
- Identifies and coordinates all Client resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to the project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to your technical teams to ensure appropriate response and collaboration with our Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-scope third-party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to our project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

Client Change Management Lead(s)

- Validates that users receive timely and thorough communication regarding process changes.



- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

Client Functional Lead(s)

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to our consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides project team members with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provides business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to your project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder meeting
 - Project management plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with our project team
- Coordination of your resources
 - Attendance at scheduled sessions
 - Change management activities
 - Data analysis assistance
 - Decentralized end user training
 - Process testing
 - Solution Validation.
- Client Subject Matter Expert(s) Participates in project activities as required by the project team and project manager(s).
- Provides subject matter expertise on your business processes and requirements.
- Acts as subject matter expert and attends Current & Future State Analysis sessions as needed.
- Attends all scheduled training sessions.
- Participates in all required post-training processes as needed throughout the project.
- Tests all application configuration to ensure it satisfies business process requirements.
- Becomes application experts.
- Participates in solution validation.
- Adopts and supports changed procedures.
- Completes all deliverables by the due dates defined in the project schedule.
- Demonstrates competency with Tyler products processing prior to go-live.
- Provides knowledge transfer to the Client staff during and after implementation.



- Participates in conversion review and validation.

Client End User(s)

- Attends all assigned training sessions.
- Becomes proficient in application functions related to job duties.
- Adopts and utilizes changed procedures.
- Completes all deliverables by the due dates defined in the project schedule.
- Uses application to perform job functions at and beyond go-live.

Client Technical Lead

- Coordinates updates and releases with us as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers, and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for your third-party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system infrastructure meets specifications provided by us.
- Assists with software deployment as needed.
- Extracts and transmits conversion data and control reports for your legacy system per the conversion schedule set forth in the project schedule.

Client Upgrade Coordination

- Becomes familiar with the software solution upgrade process and required steps.
- Becomes familiar with our releases and updates.
- Uses our resources to stay abreast of the latest of our releases and updates, as well as the latest helpful tools to manage your upgrade process.
- Assists with the upgrade process during implementation.
- Manages upgrade activities post-implementation.
- Manages upgrade plan activities.
- Coordinates upgrade plan activities with your and our resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade Production environment.

Client Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-Production performance and new process adherence.



Appendix 3

11. Conversion Appendix



Appendix 4

12. Additional Appendices





AGENDA ITEM NO.: 14.A.

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

For the Agenda Of: July 7, 2026

Subject: 2027-2032 Transportation Improvement Plan

Dept of Origin: Public Works

Dept. Head Approval: Ben Turner

Exhibit(s):

2027 Transportation Improvement Plan_FINAL

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

Summary Statement

Every year, the 6-year Transportation Improvement Plan (TIP) must be adopted by City Council by June 30, and disseminated to WSDOT, SRTC, and adjacent jurisdictions. Projects that are not listed on the TIP are not eligible for grant funding. The 2027 -2032 TIP is based on the adopted 2026-2031 Capital Facilities Plan with revisions made following the completion of the 20-yr Capital Facilities Plan in 2026. Any revisions are based upon updated schedules and/or more detailed cost information. The final 2027-2032 TIP will be the subject of this public hearing.

Recommended Action

Open the floor to public testimony regarding the proposed 2026-2031 Transportation Improvement Plan.



2027-2032

Transportation Improvement Plan

June 16, 2026

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SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (2027-2032)

STREET (ST) PROJECTS

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
ST-1	Preservation	Molter Rd Grind and Overlay - Phase 1	Appleway Ave to Mission Ave	FEET2/SF/TC	\$ 142,080	\$ 1,480,000	\$ 1,480,000						Local Match: \$370K SF/TC Grant: \$1,110K
ST-2	Preservation/Enhancement	Country Vista Dr Rebuild/Improvements - Phase 1	Kramer Rd to Liberty Lake Rd	FEET2/TIB/TBD		\$ 2,784,193	\$ 243,871	\$ 2,540,322					SF-2 and SF-3 to be completed concurrently
ST-3	Preservation	Country Vista Dr Grind and Overlay	Liberty Lake Rd to Mission Ave	FEET2/TBD		\$ 328,559	\$ 28,779	\$ 299,780					SF-2 and SF-3 to be completed concurrently
ST-4	Preservation	Molter Rd Grind and Overlay - Phase 2	Mission Ave to Country Vista Ave	FEET2/TIB/TBD		\$ 1,964,666		\$ 210,500	\$ 1,754,166				
ST-5	Preservation/Enhancement	Sprague Ave Rebuild - Phase 1	Molter Rd to East City Limits	FEET2/TBD		\$ 2,027,600	\$ 177,600	\$ 1,850,000					Design for SF-5 and SF-8 to be completed concurrently. Rebuild to be combined with SW-1
ST-6	Preservation/Enhancement	Country Vista Dr Rebuild/Improvements - Phase 2	West City Limits to Kramer Rd	FEET2/TIB/TBD		\$ 1,960,132			\$ 210,014	\$ 1,750,118			Moved to 2030 to align with proposed commercial development in that corridor.
ST-7	Preservation	Mission Avenue Grind and Overlay	Storage Facility to Harvard Rd	FEET2		\$ 1,276,762				\$ 1,276,762			Moved to 2030 following unselected grant application
ST-8	Preservation/Enhancement	Sprague Ave Rebuild - Phase 2	Liberty Lake Rd to Molter Rd	FEET2		\$ 2,069,096					\$ 2,069,096		Moved to 2031 to prioritize completion SF-5 and SF-6
ST-9	Preservation	Molter Rd Grind and Overlay - Phase 3	Country Vista Ave to Sprague Ave	FEET2/TIB/TBD		\$ 2,879,842				\$ 252,249	\$ 2,627,593		
ST-10	Preservation	Harvard Rd Grind and Overlay	Mission Ave to North City Limits	FEET2/TIB/TBD		\$ 2,971,217					\$ 260,253	\$ 2,710,964	
ST-11	Preservation	Residential Streets Grind and Overlay Program	City Wide	FEET2		\$ 1,512,312					\$ 105,510	\$ 1,406,802	Grind and Overlay projects for the following residential roadways: E/Alki Ln, E/Boone Ave, E/Colony Q, E/Olive Ln, E/Prestwick Pl, E/Schneidmiller Q, N/Homestead Dr, N/Mitchell Q, N/Mitchell Rd
ST-12	Preservation	Pavement Repair Allocation	City Wide	STR		\$ 646,841	\$ 100,000	\$ 103,000	\$ 106,090	\$ 109,273	\$ 112,551	\$ 115,927	Small pavement repairs not included in other CFP pavement preservation projects
TOTAL STREET PROJECTS					\$ 142,080	\$ 21,891,220	\$ 1,852,650	\$ 3,331,202	\$ 3,620,270	\$ 3,388,402	\$ 5,165,003	\$ 4,233,693	

PEDESTRIAN/BICYCLE SAFETY (PBS) PROJECTS

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
PBS-1	Enhancement	Pedestrian/Bicycle Safety Allocation	City Wide	FEET1	\$ 56,300	\$ 385,291	\$ 59,565	\$ 61,352	\$ 63,193	\$ 65,088	\$ 67,041	\$ 69,052	Safety Improvements for pedestrian and bicycle infrastructure. Adjusted annually for inflation
PBS-2	Preservation	Sidewalk Repair/Replacement Allocation	City Wide	TBD		\$ 452,789	\$ 70,000	\$ 72,100	\$ 74,263	\$ 76,491	\$ 78,786	\$ 81,149	Panel Replacement, ADA Ramp Compliance Projects, Panel Grinding, Street Tree Removal/Replacement (Pending budgetary approval)
TOTAL PEDESTRIAN SAFETY PROJECTS					\$ 56,300	\$ 838,080	\$ 129,565	\$ 133,452	\$ 137,456	\$ 141,579	\$ 145,827	\$ 150,201	

TRAFFIC CONTROL (TC) PROJECTS

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
TC-1	Enhancement	Install Traffic Cameras	City Wide	GF	\$ -	\$ 300,000		\$ 300,000					
TC-2	Enhancement	Liberty Lake/Country Vista Dual EBL Turn Lanes	N Liberty Lake Rd / E Country Vista Dr Intersection	FEET2		\$ 1,020,618		\$ 89,397	\$ 931,221				Network Analysis proposed project to accommodate near term population growth
TC-3	Enhancement	I-90 WB Ramp/Country Vista Roundabout	I-90 WB Off Ramp / E Country Vista Dr	FEET2		\$ 3,137,161				\$ 274,788	\$ 2,862,373		Network Analysis proposed project to accommodate near term population growth
TOTAL TRAFFIC CONTROL PROJECTS					\$ -	\$ 4,457,779	\$ 2,027	\$ 391,425	\$ 933,220	\$ 276,818	\$ 2,864,404	\$ 2,032	

PROJECTS BY OTHERS (OT)

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
OT-1	Enhancement	Cataldo Extension and Connection - Phase 2	Western States Boundary to Mission Ave	OTR/TIF/LIFT		\$ 4,802,000	\$ 4,802,000						
OT-2	Enhancement	Harvest Parkway Extension	South of Mission Ave	OTR/TIF/LIFT		\$ 2,344,000	\$ 2,344,000						
OT-3	Enhancement	Harvard/Wallington Signal	N Harvard Rd / E Wallington Ave	OTR/TIF/LIFT		\$ 1,401,905						\$ 1,401,905	
TOTAL PROJECTS BY OTHERS					\$ -	\$ 8,547,905	\$ 7,148,027	\$ 2,028	\$ 2,029	\$ 2,030	\$ 2,031	\$ 1,403,937	

COMPLETED PROJECTS PENDING CLOSEOUT

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
	Enhancement/New Construction	Harvard Rd Bridge/Kramer Overpass and Rd Extension	Country Vista Ave to Mission Ave	OW/TIF/LIFT	\$ -								
	Enhancement	Mission Ave Frontage Improvements	W City Limits to Glenbrook Rd (Southside)	COMMERCIAL/FEET	\$ 1,493,975								
	Preservation/Enhancement	Mission Ave Grind and Overlay	Country Vista Ave to Molter Rd	OW/GEN	\$ 1,300,000								
	Plan/Report	Network Analysis	City Wide	HRM/PUG	\$ 97,930								
	Plan/Report	Sidewalk Master Plan	City Wide	FEET	\$ 35,000	\$ -							
TOTAL TRAFFIC CONTROL PROJECTS					\$ 2,926,905	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Glossary and Abbreviations	
Abbreviation	Funding Source
OW	Connecting Washington - State Funding
STR	Street Operations Fund
SCF	Streets Capital Fund
GOLF	Golf Operations Fund
GEN	General Fund
HRM	Harvard Road Mitigation Fund

Glossary and Abbreviations	
Abbreviation	Funding Source
LIFT	Local Improvement Financing Tool
OTR	Funded by Others
FEET	Real Estate Excise Tax
TIB	Transportation Improvement Broad Grant
TBD	To Be Determined
TIF	Tax Increment Financing

3

2027 -2032 TRANSPORTATION IMPROVEMENT PLAN
ROADWAY/PEDESTRIAN DESCRIPTIONS

Street (ST) Preservation/Enhancement Projects:

ST-1 Molter Rd Grind and Overlay - Phase 1 2027

Grind and overlay preservation project between Mission Avenue and Appleway Avenue, was added based upon poor roadway condition (PCI:50). An SRTC grant was awarded to execute this project.

ST-2 Country Vista Dr Rebuild/Improvements - Phase 1 2028

Improvement costs to include design, construction, inspection, and contingency for pavement replacement and operational corridor improvements to include landscaped medians, pedestrian crossings, as may be identified in Network Analysis and Corridor Study, from Liberty Lake Road west to Kramer Road. Design started in 2026.

ST-3 Country Vista Dr Grind and Overlay 2028

Grind and overlay preservation project between Liberty Lake Road and Mission Ave. Combined with ST-2 based on proximity and road condition (PCI<50). Design started in 2026.

ST-4 Molter Rd Grind and Overlay - Phase 2 2029

Grind and overlay preservation project between Country Vista Drive and Mission Ave, was added based upon poor roadway conditions as well as proximity to local elementary schools.

ST-5 Sprague Ave Rebuild - Phase 1 2029

Originally planned as a grind and overlay preservation project, based on the Geotech analysis, this project is now being planned as full-depth pavement reconstruction project with additional improvements to existing stormwater management. Phase 1 of this project will be Molter Road to Gage Road, to be constructed in 2029. Design funds have been included in 2028 to complete the design and bid specs for Phase 1 and complete design for Phase 2.

ST-6 Country Vista Dr Rebuild/Improvements - Phase 2 2030

Improvement costs to include design, construction, inspection, and contingency for pavement replacement and operational corridor improvements to include landscape islands, pedestrian crossings, as may be identified in Network Analysis and Corridor Study, from Kramer Road west to City Limits. Design will be undertaken in 2028.

ST-7 Mission Avenue Grind and Overlay 2030

Grind and overlay preservation project located North of I-90 between Storage Facility and Harvard Road. Originally planned for 2026 completion, but lack of grant funding has delayed the project.

ST-8 Sprague Ave Rebuild - Phase 2 2031

Originally planned as a grind and overlay preservation project, based on the Geotech analysis, this project is now being planned as full-depth pavement reconstruction project. Phase 2 of the project, Molter Road to Liberty Lake Road. Design to be completed concurrently with Phase 1 project planned for 2029.

ST-9 Molter Rd Grind and Overlay - Phase 3 2031

Grind and overlay preservation project between Country Vista Drive and Sprague Ave, was added based upon poor roadway condition (PCI<50) as well as proximity to local elementary schools.

ST-10 Appleway Ave Grind and Overlay 2032

Grind and overlay preservation project between Liberty Lake Road and Molter Ave, was added based upon poor roadway condition (PCI<55).

ST-11 Residential Streets Grind and Overlay Program 2032

Grind and Overlay projects for the following residential roadways: E Boone Ave, E Broadway Ave, N Homestead Dr, N Mitchell Rd

ST-12 Pavement Repair Allocation Annual

Annual allocation from local streets fund to conduct minor pavement repairs to city streets (Crack sealing, mastic patching, and small hot mix asphalt patching.)

Traffic Control (TC) Enhancement Projects:

TC-1 Install Traffic Cameras 2028

New traffic camera installation throughout city for public safety enforcement.

TC-2 Liberty Lake/Country Vista Dual EBL Turn Lanes 2029

Identified as a near term deficiency (E-PM) by Network Analysis completed in 2026. Project will add eastbound turn lane on Liberty Lake Road to alleviate signal backup during PM peak hours.

TC-3 I-90 WB Ramp/Country Vista Roundabout 2031

Identified as a near term deficiency (E-AM) by Network Analysis completed in 2026. Project will install a two-lane roundabout at the I-90 on/exit ramp at Country Vista Dr just west of Ridgeline High School.

Pedestrian Safety (PS) Enhancement Projects:

PS-1	Pedestrian Safety Allocation	Annual
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Funding for annual improvements to pedestrian and bicycle safety throughout city limits. Includes marked crossings, signage, bike lane improvements, and school zone safety equipment.

PS-2	Sidewalk Repair/Replacement Allocation	Annual
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Panel Replacement, ADA Ramp Compliance Projects, Panel Grinding, Street Tree Removal/Replacement (Pending budgetary approval)

Transportation Capital Projects by Others (OT):

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

OT-2	Cataldo Extension & Connection, Phase II	2027
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The extension of Cataldo Avenue from the eastern edge of Western States property to connect to Mission Ave and Kramer Parkway is currently in design and will be constructed in 2027 as part of a planned Centennial Properties Binding Site Plan north of I-90, with requested reimbursement from TIF/LIFT anticipated in 2028.

OT-2	Harvest Parkway Extension	2027
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As part of the planned Binding Site Plan north of I-90, Centennial Properties is planning to extend Harvest Parkway south from the knuckle located southeast of Selkirk Middle School, to connect with Cataldo Avenue. That project is currently in design and anticipated to be constructed in 2027.

OT-3	Harvard Road & Wellington Traffic Signal	2032
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Greenstone proposes construction of a traffic signal at this intersection in 2032 to manage traffic generated from development in the NOLL District, as well as in Trutina.

2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ROADWAY PROJECTS





AGENDA ITEM NO.: 15.A.

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

For the Agenda Of: July 7, 2026

Subject: Resolution No. 26-287, Adopting the 2027-2032 Transportation Improvement Plan

Dept of Origin: Public Works

Dept. Head Approval: Ben Turner

Exhibit(s):

TIP RESOLUTION NO 26-287, 2027 Transportation Improvement Plan_FINAL

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

Summary Statement

The 6-year Transportation Improvement Plan (TIP) must be adopted annually by City Council by June 30, and disseminated to WSDOT, SRTC, and adjacent jurisdictions.

Projects that are not listed on the TIP are not eligible for grant funding. The 2027-2032 TIP is based on the adopted 2026-2031 Capital Facilities Plan with adjustments made following the completion of the Pavement Master Plan and the 20-year Capital Facilities Plan earlier this year. Upon approval of this Resolution, the adopted 2027-2032 TIP will be forwarded to the Washington Secretary of Transportation, SRTC, Spokane County, and Spokane Valley, as required by RCW 35.77.010.

Recommended Action

Approve the Resolution and authorize Mayor to execute.

RESOLUTION NO. 26-287
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON

**A RESOLUTION OF THE CITY OF LIBERTY LAKE UPDATING THE SIX (6) YEAR
TRANSPORTATION IMPROVEMENT PROGRAM FOR 2027 THROUGH 2032.**

WHEREAS, pursuant to RCW 35.77.010, the City of Liberty Lake, Spokane County, Washington ("City") has prepared a six (6) year Transportation Improvement Program ("TIP") for the years 2027 - 2032; and

WHEREAS, the City of Liberty City Council found the TIP to be in compliance with the City's Comprehensive Plan; and

WHEREAS, the City will utilize state and federal grants and low interest loans as necessary to supplement its financial resources, and such anticipated funding is incorporated in the TIP; and

WHEREAS, under RCW 35.77.010, the Liberty Lake City Council held a public hearing on the updated TIP at City Hall, Liberty Lake, Washington, on June 16, 2026.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Liberty Lake that the updated TIP is hereby adopted; and

BE IT FURTHER RESOLVED, that a copy of the updated TIP, together with a copy of this Resolution, shall be filed with the Office of the Secretary, Washington State Department of Transportation; and

BE IT FURTHER RESOLVED, that City staff is authorized to apply for state and federal grants and low-interest loans in support of and consistent with the projects identified in the updated TIP.

Approved by the City Council this _____ day of _____, 2026.

Mayor Cristella Kaminskas

ATTEST:

Rochelle Caton, City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney



2027-2032

Transportation Improvement Plan

June 16, 2026

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SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (2027-2032)

STREET (ST) PROJECTS

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
ST-1	Preservation	Molter Rd Grind and Overlay - Phase 1	Appleway Ave to Mission Ave	FEET2/SRTC	\$ 142,080	\$ 1,480,000	\$ 1,480,000						Local Match: \$370K SRTC Grant: \$1,110K
ST-2	Preservation/Enhancement	Country Vista Dr Rebuild/Improvements - Phase 1	Kramer Rd to Liberty Lake Rd	FEET2/TIB/TBD		\$ 2,784,193	\$ 243,871	\$ 2,540,322					ST-2 and ST-3 to be completed concurrently
ST-3	Preservation	Country Vista Dr Grind and Overlay	Liberty Lake Rd to Mission Ave	FEET2/TBD		\$ 328,559	\$ 28,779	\$ 299,780					ST-2 and ST-3 to be completed concurrently
ST-4	Preservation	Molter Rd Grind and Overlay - Phase 2	Mission Ave to Country Vista Ave	FEET2/TIB/TBD		\$ 1,964,666		\$ 210,500	\$ 1,754,166				
ST-5	Preservation/Enhancement	Sprague Ave Rebuild - Phase 1	Molter Rd to East City Limits	FEET2/TBD		\$ 2,027,600	\$ 177,600	\$ 1,850,000					Design for ST-5 and ST-8 to be completed concurrently. Rebuild to be combined with SW-1
ST-6	Preservation/Enhancement	Country Vista Dr Rebuild/Improvements - Phase 2	West City Limits to Kramer Rd	FEET2/TIB/TBD		\$ 1,960,132			\$ 210,014	\$ 1,750,118			Moved to 2030 to align with proposed commercial development in that corridor.
ST-7	Preservation	Mission Avenue Grind and Overlay	Storage Facility to Harvard Rd	FEET2		\$ 1,276,762				\$ 1,276,762			Moved to 2030 following unselected grant application
ST-8	Preservation/Enhancement	Sprague Ave Rebuild - Phase 2	Liberty Lake Rd to Molter Rd	FEET2		\$ 2,069,096					\$ 2,069,096		Moved to 2031 to prioritize completion ST-5 and ST-6
ST-9	Preservation	Molter Rd Grind and Overlay - Phase 3	Country Vista Ave to Sprague Ave	FEET2/TIB/TBD		\$ 2,879,842				\$ 252,249	\$ 2,627,593		
ST-10	Preservation	Harvard Rd Grind and Overlay	Mission Ave to North City Limits	FEET2/TIB/TBD		\$ 2,971,217					\$ 260,253	\$ 2,710,964	
ST-11	Preservation	Residential Streets Grind and Overlay Program	City Wide	FEET2		\$ 1,512,312					\$ 105,510	\$ 1,406,802	Grind and Overlay projects for the following residential roadways: E/Alki Ln, E/Boone Ave, E/Country Q, E/Olive Ln, E/Prestwick Pl, E/Schneidmiller Q, N/Homestead Dr, N/Mitchell Q, N/Mitchell Rd
ST-12	Preservation	Pavement Repair Allocation	City Wide	STR		\$ 646,841	\$ 100,000	\$ 103,000	\$ 106,090	\$ 109,273	\$ 112,551	\$ 115,927	Small pavement repairs not included in other CFP pavement preservation projects
TOTAL STREET PROJECTS					\$ 142,080	\$ 21,891,220	\$ 1,852,650	\$ 3,331,202	\$ 3,620,270	\$ 3,388,402	\$ 5,165,003	\$ 4,233,693	

PEDESTRIAN/BICYCLE SAFETY (PBS) PROJECTS

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TOTAL PEDESTRIAN SAFETY PROJECTS					\$ 56,300	\$ 838,080	\$ 129,565	\$ 133,452	\$ 137,456	\$ 141,579	\$ 145,827	\$ 150,201	

TRAFFIC CONTROL (TC) PROJECTS

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
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TOTAL TRAFFIC CONTROL PROJECTS					\$ -	\$ 4,457,779	\$ 2,027	\$ 391,425	\$ 933,220	\$ 276,818	\$ 2,864,404	\$ 2,032	

PROJECTS BY OTHERS (OT)

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OT-2	Enhancement	Harvest Parkway Extension	South of Mission Ave	OTR/TIF/LIFT		\$ 2,344,000	\$ 2,344,000						
OT-3	Enhancement	Harvard/Wallington Signal	N Harvard Rd / E Wallington Ave	OTR/TIF/LIFT		\$ 1,401,905						\$ 1,401,905	
TOTAL PROJECTS BY OTHERS					\$ -	\$ 8,547,905	\$ 7,148,027	\$ 2,028	\$ 2,029	\$ 2,030	\$ 2,031	\$ 1,403,937	

COMPLETED PROJECTS PENDING CLOSEOUT

LINE NO.	PROJECT TYPE	PROJECT NAME	LOCATION	FUND SOURCE	CURRENT (2026)	PROJECT TOTAL (2027-2032)	2027	2028	2029	2030	2031	2032	NOTES
	Enhancement/New Construction	Harvard Rd Bridge/Kramer Overpass and Rd Extension	Country Vista Ave to Mission Ave	OW/TIF/LIFT	\$ -								
	Enhancement	Mission Ave Frontage Improvements	W City Limits to Glenbrook Rd (Southside)	COMMERCIAL/FEET	\$ 1,493,975								
	Preservation/Enhancement	Mission Ave Grind and Overlay	Country Vista Ave to Molter Rd	OW/GEN	\$ 1,300,000								
	Plan/Report	Network Analysis	City Wide	HRM/PUG	\$ 97,930								
	Plan/Report	Sidewalk Master Plan	City Wide	FEET	\$ 35,000	\$ -							
TOTAL TRAFFIC CONTROL PROJECTS					\$ 2,926,905	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Glossary and Abbreviations	
Abbreviation	Funding Source
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Glossary and Abbreviations	
Abbreviation	Funding Source
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OTR	Funded by Others
FEET	Real Estate Excise Tax
TIB	Transportation Improvement Broad Grant
TBD	To Be Determined
TIF	Tax Increment Financing

3

2027 -2032 TRANSPORTATION IMPROVEMENT PLAN
ROADWAY/PEDESTRIAN DESCRIPTIONS

Street (ST) Preservation/Enhancement Projects:

ST-1 Molter Rd Grind and Overlay - Phase 1 2027

Grind and overlay preservation project between Mission Avenue and Appleway Avenue, was added based upon poor roadway condition (PCI:50). An SRTC grant was awarded to execute this project.

ST-2 Country Vista Dr Rebuild/Improvements - Phase 1 2028

Improvement costs to include design, construction, inspection, and contingency for pavement replacement and operational corridor improvements to include landscaped medians, pedestrian crossings, as may be identified in Network Analysis and Corridor Study, from Liberty Lake Road west to Kramer Road. Design started in 2026.

ST-3 Country Vista Dr Grind and Overlay 2028

Grind and overlay preservation project between Liberty Lake Road and Mission Ave. Combined with ST-2 based on proximity and road condition (PCI<50). Design started in 2026.

ST-4 Molter Rd Grind and Overlay - Phase 2 2029

Grind and overlay preservation project between Country Vista Drive and Mission Ave, was added based upon poor roadway conditions as well as proximity to local elementary schools.

ST-5 Sprague Ave Rebuild - Phase 1 2029

Originally planned as a grind and overlay preservation project, based on the Geotech analysis, this project is now being planned as full-depth pavement reconstruction project with additional improvements to existing stormwater management. Phase 1 of this project will be Molter Road to Gage Road, to be constructed in 2029. Design funds have been included in 2028 to complete the design and bid specs for Phase 1 and complete design for Phase 2.

ST-6 Country Vista Dr Rebuild/Improvements - Phase 2 2030

Improvement costs to include design, construction, inspection, and contingency for pavement replacement and operational corridor improvements to include landscape islands, pedestrian crossings, as may be identified in Network Analysis and Corridor Study, from Kramer Road west to City Limits. Design will be undertaken in 2028.

ST-7 Mission Avenue Grind and Overlay 2030

Grind and overlay preservation project located North of I-90 between Storage Facility and Harvard Road. Originally planned for 2026 completion, but lack of grant funding has delayed the project.

ST-8 Sprague Ave Rebuild - Phase 2 2031

Originally planned as a grind and overlay preservation project, based on the Geotech analysis, this project is now being planned as full-depth pavement reconstruction project. Phase 2 of the project, Molter Road to Liberty Lake Road. Design to be completed concurrently with Phase 1 project planned for 2029.

ST-9 Molter Rd Grind and Overlay - Phase 3 2031

Grind and overlay preservation project between Country Vista Drive and Sprague Ave, was added based upon poor roadway condition (PCI<50) as well as proximity to local elementary schools.

ST-10 Appleway Ave Grind and Overlay 2032

Grind and overlay preservation project between Liberty Lake Road and Molter Ave, was added based upon poor roadway condition (PCI<55).

ST-11 Residential Streets Grind and Overlay Program 2032

Grind and Overlay projects for the following residential roadways: E Boone Ave, E Broadway Ave, N Homestead Dr, N Mitchell Rd

ST-12 Pavement Repair Allocation Annual

Annual allocation from local streets fund to conduct minor pavement repairs to city streets (Crack sealing, mastic patching, and small hot mix asphalt patching.)

Traffic Control (TC) Enhancement Projects:

TC-1 Install Traffic Cameras 2028

New traffic camera installation throughout city for public safety enforcement.

TC-2 Liberty Lake/Country Vista Dual EBL Turn Lanes 2029

Identified as a near term deficiency (E-PM) by Network Analysis completed in 2026. Project will add eastbound turn lane on Liberty Lake Road to alleviate signal backup during PM peak hours.

TC-3 I-90 WB Ramp/Country Vista Roundabout 2031

Identified as a near term deficiency (E-AM) by Network Analysis completed in 2026. Project will install a two-lane roundabout at the I-90 on/exit ramp at Country Vista Dr just west of Ridgeline High School.

Pedestrian Safety (PS) Enhancement Projects:

PS-1	Pedestrian Safety Allocation	Annual
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Funding for annual improvements to pedestrian and bicycle safety throughout city limits. Includes marked crossings, signage, bike lane improvements, and school zone safety equipment.

PS-2	Sidewalk Repair/Replacement Allocation	Annual
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Panel Replacement, ADA Ramp Compliance Projects, Panel Grinding, Street Tree Removal/Replacement (Pending budgetary approval)

Transportation Capital Projects by Others (OT):

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

OT-2	Cataldo Extension & Connection, Phase II	2027
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The extension of Cataldo Avenue from the eastern edge of Western States property to connect to Mission Ave and Kramer Parkway is currently in design and will be constructed in 2027 as part of a planned Centennial Properties Binding Site Plan north of I-90, with requested reimbursement from TIF/LIFT anticipated in 2028.

OT-2	Harvest Parkway Extension	2027
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As part of the planned Binding Site Plan north of I-90, Centennial Properties is planning to extend Harvest Parkway south from the knuckle located southeast of Selkirk Middle School, to connect with Cataldo Avenue. That project is currently in design and anticipated to be constructed in 2027.

OT-3	Harvard Road & Wellington Traffic Signal	2032
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Greenstone proposes construction of a traffic signal at this intersection in 2032 to manage traffic generated from development in the NOLL District, as well as in Trutina.

2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ROADWAY PROJECTS





AGENDA ITEM NO.: 15.B.

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

For the Agenda Of: July 7, 2026

Subject: Resolution No. 26-288, Approving River District Town Center 2nd Addition Final Plat

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

Exhibit(s):

Resolution No. 26-288 (River District Town Center 2nd Add Final Plat), RD Town Center 2nd Addition Final Plat

Expenditure Required	No
Budgeted	N/A
City Program	Land Use Actions & Land Divisions

Summary Statement

River District Town Center 2nd Addition is part of the River Crossing East Preliminary Plat, which was approved on August 15th, 2018.

River District Town Center 2nd Addition consists of 9.14 acres located west of Harvard Road. The plat contains 13 lots, several tracts, and public streets.

All applicable conditions of the preliminary plat have been met, and the attached plat is in conformance with City Standards.

Recommended Action

Approve Resolution No. 26-288 and authorize the Mayor to sign the final plat.

**RESOLUTION NO. 26-288
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON APPROVING
THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER SECOND ADDITION,
LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND
THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9,
TOWNSHIP 25N, RANGE 45 E.W.M., LIBERTY LAKE, WASHINGTON**

WHEREAS, RCW 58.17 establishes the process by which land is divided and regulates the subdivision of land;

WHEREAS, The City of Liberty Lake adopted a Comprehensive Plan (September 2003, updated October 6, 2015), and a Development Code (adopted in December 2005, and amended through periodic updates);

WHEREAS, The Preliminary Plat of River Crossing East consisting of 612 parcels plus open space tracts and public streets and private alleys on approximately 164.11 acres was approved by the Hearing Examiner on August 15, 2018;

WHEREAS, The River District Town Center 2nd Addition Final Plat, a portion of the River Crossing East Preliminary Plat is 9.14 acres in size and contains 13 Lots, several tracts, and public streets;

WHEREAS, All applicable conditions from the preliminary plat approval have been met or a performance guarantee has been provided;

WHEREAS, The River District Town Center 2nd Addition Final Plat is in conformance with all applicable land use controls;

WHEREAS, Appropriate signatures and letters of acceptance have been obtained or will be obtained prior to recording; and

WHEREAS, Property taxes and all required fees will be paid prior to recording of the final plat.

THEREFORE, THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The Final Plat of the River District Town Center 2nd Addition, located in the southeast quarter of the northeast quarter and the northeast quarter of the southeast quarter of Section 9, Township 25N, Range 45 E.W.M., Liberty Lake, Washington, more precisely described in the dedication, having met all conditions and requirements, is hereby approved.

Passed by the City Council this _____ day of July, 2026.

Cristella Kaminskas, Mayor
City of Liberty Lake

ATTEST:

City Clerk, Rochelle Caton

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

DEDICATION
KNOW ALL MEN BY THESE PRESENTS, THAT, FRANK FAMILY INVESTMENT, LLC, A WASHINGTON LIMITED LIABILITY COMPANY, AND TELIDO PARTNERS, LLC, A WASHINGTON LIMITED LIABILITY COMPANY AND RIVERCROSSING, LLC, A WASHINGTON LIMITED LIABILITY COMPANY AND NOLL FLATS, LLC, A WASHINGTON LIMITED LIABILITY COMPANY AND RIVERCROSSING OWNER'S ASSOCIATION HAVE CAUSED TO BE PLATTED INTO LOTS THE LAND SHOWN HEREON, TO BE KNOWN AS RIVER DISTRICT TOWN CENTER SECOND ADDITION BEING PORTIONS OF THE GOVERNMENT LOTS 8 AND 9, LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 25 NORTH, RANGE 45 EAST W.M., MORE PARTICULARLY DESCRIBED AS FOLLOWS;
A RE--PLAT OF LOTS 5 THRU 12, BLOCK 1, AND TRACT B AND LOT 3 AND LOTS 6 THRU 11 BLOCK 2, AND LOTS 1 THRU 5, BLOCK 3 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, RECORDED IN BOOK 45 OF PLATS, PAGES 27 THRU 31 AND LOT 4 BLOCK 2 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION, RECORDED IN BOOK 43 OF PLATS, PAGES 66 THRU 68.
TOGETHER WITH A PORTION OF SAID GOVERNMENT LOT 8, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 12, BLOCK 1 OF SAID FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION; THENCE ALONG THE WESTERLY LINE OF SAID LOT 12 THE FOLLOWING (2) TWO COURSES;

1) N41°15'44"W A DISTANCE OF 164.76 FEET;

2) N43°23'03"W A DISTANCE OF 52.30 FEET TO THE SOUTHEASTERLY LINE OF A PARCEL OF LAND DESCRIBED IN QUIT CLAIM DEED, RECORDED UNDER SPOKANE COUNTY AUDITOR'S FILE NUMBER 6930580; THENCE ALONG SAID LINE THE FOLLOWING (2) TWO COURSES;

1) S29°33'22"W A DISTANCE OF 10.10 FEET;

2) S41°32'15"W A DISTANCE OF 79.73 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL OF LAND: THENCE CONTINUING S41°32'15"W A DISTANCE OF 51.85 FEET; THENCE S47°31'54"E A DISTANCE OF 113.62 FEET; THENCE N42°24'54"E A DISTANCE OF 68.68 FEET; THENCE S46°47'55"E A DISTANCE OF 85.25 FEET TO THE RIGHT OF WAY LINE OF INDIANA AVENUE; THENCE; ALONG SAID NORTHERLY RIGHT OF WAY LINE THE FOLLOWING (3) THREE COURSES;

1) N42°44'18"E A DISTANCE OF 36.41 FEET;

2) S47°15'42"E A DISTANCE OF 12.50 FEET;

3) N42°44'18"E A DISTANCE OF 15.69 FEET TO THE POINT OF BEGINNING

EXCEPT ALL RIGHTS OF WAYS
SUBJECT TO ALL EASEMENTS OF RECORD.
CONTAINING 9.14 ACRES MORE OR LESS
SITUATE IN THE CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON

THE OWNERS OF ALL LOTS WITHIN THIS SUBDIVISION SHALL BE MEMBERS OF THE NOLL BUSINESS OWNER'S ASSOCIATION. AN OWNERS ASSOCIATION CREATED BY DOCUMENT RECORDED JUNE 28, 2022 BY THE SECRETARY OF STATE OF THE STATE OF WASHINGTON UNDER U.B.I. NUMBER 604 927 851 AND SUBJECT TO THE ARTICLES OF INCORPORATION AND BYLAWS THEREOF. ALSO SUBJECT TO THE DECLARATION OF PROTECTIVE COVENANTS FOR NOLL BUSINESS OWNER'S OWNER ASSOCIATION AS RECORDED UNDER AUDITOR'S DOCUMENT NO. 7237961

A PERPETUAL UTILITY EASEMENT IS HEREBY DEDICATED TO THE LIBERTY LAKE SEWER AND WATER DISTRICT FOR THE ACCESS TO, OPERATION, MAINTENANCE, REPAIR AND REPLACEMENT OF SEWER AND WATER UTILITIES OVER TRACT C AND LOTS 1 AND 2, BLOCK 2 OF THE FINAL PLAT OF RIVER CROSSING TOWN CENTER 1ST ADDITION, RECORDED IN BOOK 45 OF PLATS, PAGES 27 THRU 31, AS SHOWN ON DETAIL B AND TRACT D AND PORTIONS OF LOTS 4, 5, AND 6, BLOCK 1 AS SHOWN ON DETAIL F AND TRACT E AND A PORTION OF LOT 4, BLOCK 2 AS SHOWN ON DETAIL H AND TRACT F AND PORTIONS OF LOTS 1, 2, AND 3 BLOCK 3 AS SHOWN IN DETAIL I.

UTILITY EASEMENTS (ELECTRIC, GAS, PHONE, FIBER, CABLE TV) AS SHOWN ON THE HEREIN DESCRIBED PLAT ARE HEREBY DEDICATED FOR THE USE OF SERVING UTILITY COMPANIES FOR THE CONSTRUCTION, RECONSTRUCTION, MAINTENANCE, PROTECTION, INSPECTION AND OPERATION OF THEIR RESPECTIVE FACILITIES, TOGETHER WITH THE RIGHT TO PROHIBIT CHANGES IN GRADE OVER INSTALLED UNDERGROUND FACILITIES AND THE RIGHT TO PROHIBIT, TRIM AND/OR REMOVE TREES, BUSHES, LANDSCAPING, WITHOUT COMPENSATION AND TO PROHIBIT BRICK, ROCK OR MASONRY STRUCTURES THAT MAY INTERFERE WITH THE CONSTRUCTION, RECONSTRUCTION, RELIABILITY, MAINTENANCE, AND SAFE OPERATION OF SAME. STORM DRAIN DRY WELLS AND WATER METER BOXES SHALL NOT BE PLACED WITHIN THE "DRY" EASEMENTS; HOWEVER, LATERAL CROSSING BY STORM DRAIN, WATER AND SEWER LINES ARE PERMITTED, SERVING UTILITIES RESERVE THE RIGHT TO CROSS BORDER EASEMENTS AND COMMON AREAS.

TRACTS C, D, E, F AND G ARE INGRESS AND EGRESS AND PARKING EASEMENTS DEDICATED TO THE NOLL BUSINESS OWNER'S ASSOCIATION FOR THE OWNERSHIP AND MAINTENANCE OF SAID PROPERTY.

NOLL BUSINESS OWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL LANDSCAPE STRIPS, TRACTS, COMMON AREAS, DRIVEWAYS, PRIVATE STREETS AND ALLEYS, AND STREET LIGHTING, AS APPLICABLE.

NOLL BUSINESS OWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL DRAINAGE SYSTEM.
BUILDING SETBACKS SHALL BE PER THE RD-M ZONE AS DELINEATED IN THE RIVER DISTRICT SPECIFIC AREA PLAN SAP--08--0001.

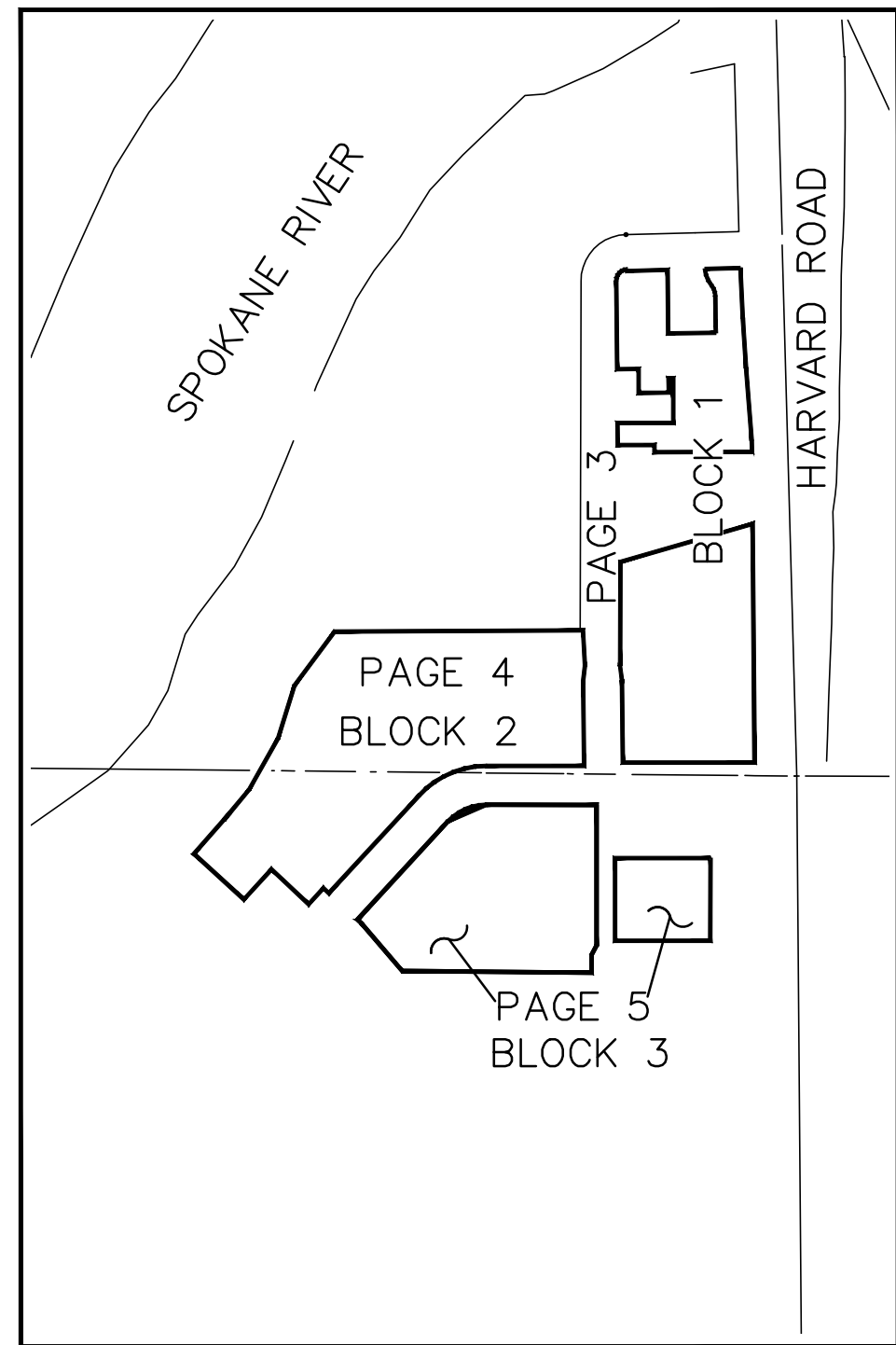
THE OWNERS OR SUCCESSORS IN INTEREST AGREE TO JOIN IN ANY CITY--APPROVED STORMWATER MANAGEMENT PROGRAM AND TO PAY SUCH RATES AND CHARGES AS MAY BE FIXED THROUGH PUBLIC HEARINGS FOR SERVICE OR BENEFIT OBTAINED BY THE PLANNING, DESIGN, CONSTRUCTING, MAINTAINING, OR OPERATION OF STORMWATER CONTROL FACILITIES.

THE OWNERS OR SUCCESSORS IN INTEREST ALSO AGREE TO JOIN IN ANY CITY--APPROVED LOCAL IMPROVEMENT DISTRICT FOR STREET IMPROVEMENTS AND TO PAY SUCH RATES AND CHARGES AS MAY BE FIXED THROUGH PUBLIC HEARINGS FOR SERVICE OR BENEFIT OBTAINED BY THE PLANNING, DESIGN, CONSTRUCTING, MAINTAINING, OR OPERATION OF STREETS.

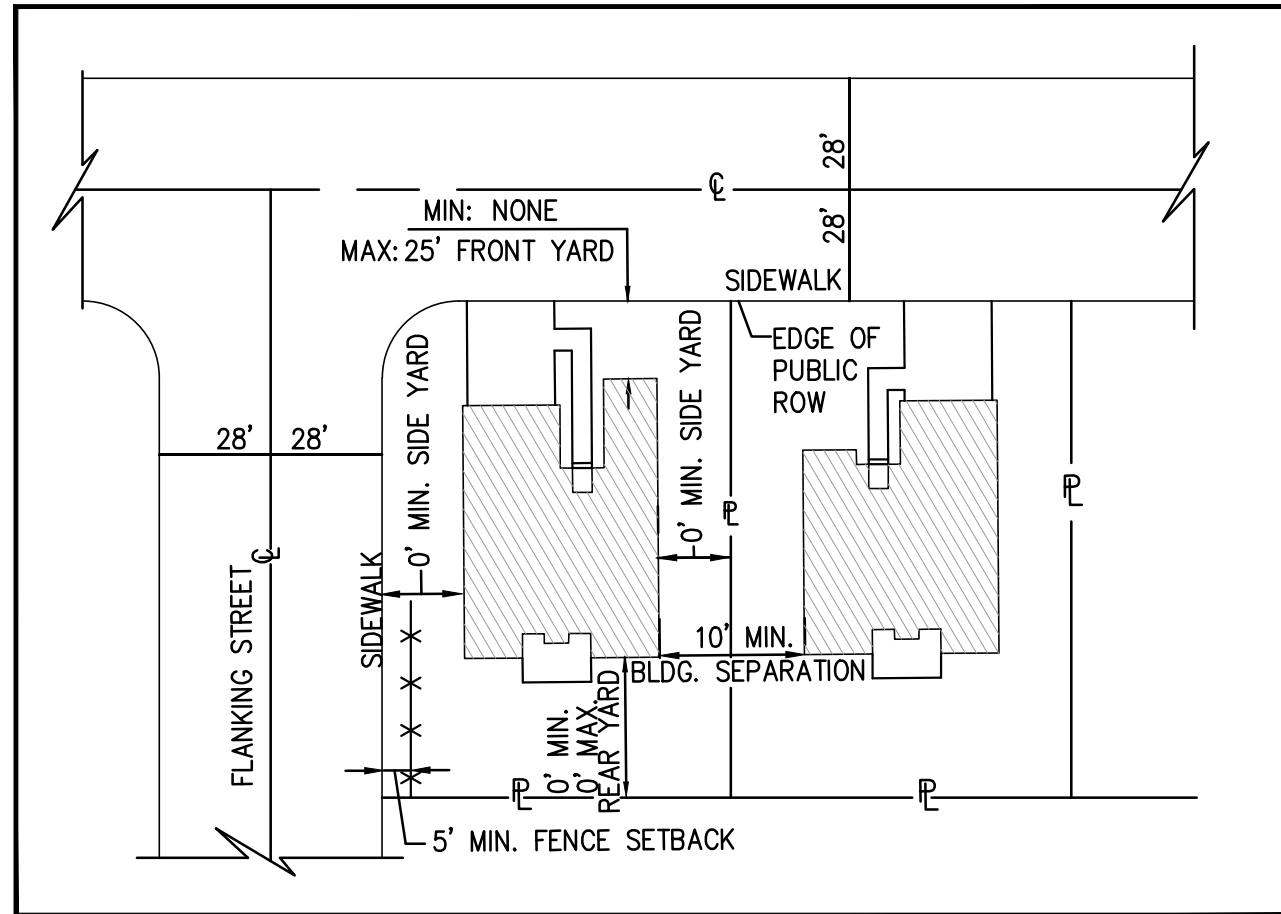
A PUBLIC SEWER SYSTEM WILL BE REQUIRED TO BE INSTALLED FOR THE PLAT. INDIVIDUAL SERVICE MUST BE PROVIDED TO EACH LOT PRIOR TO SALE. USE OF INDIVIDUAL ON-SITE DISPOSAL SYSTEMS SHALL NOT BE AUTHORIZED. THE DEVELOPER OF THE PROPOSAL SHALL BEAR THE COST OF PROVIDING THE REQUIRED SERVICES TO THE LOTS.

A PUBLIC WATER SYSTEM WILL BE REQUIRED TO BE INSTALLED FOR THE PLAT. INDIVIDUAL SERVICE MUST BE PROVIDED TO EACH LOT PRIOR TO SALE. THE USE OF PRIVATE WELLS OR WATER SYSTEMS IS PROHIBITED. THE DEVELOPER OF THE PROPOSAL SHALL BEAR THE COST OF AND SHALL PROVIDE FOR INDIVIDUAL DOMESTIC WATER SERVICE AS WELL AS FIRE PROTECTION TO EACH LOT PRIOR TO SALE OF EACH LOT AND PRIOR TO ISSUANCE OF A BUILDING PERMIT FOR EACH LOT.

THE DEVELOPMENT OF RIVER CROSSING EAST SHALL COMPLY WITH THE POWER TRANSMISSION UTILITY EASEMENT, AS RECORDED UNDER AUDITOR'S DOCUMENT NO. 440081B.



PAGE LAYOUT
NOT TO SCALE

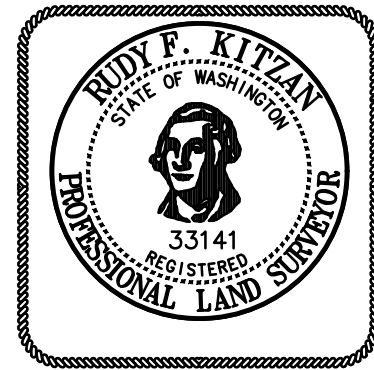


TYPICAL SETBACKS
FOR RD-M
NOT TO SCALE

SPOKANE COUNTY AUDITOR'S CERTIFICATE
FILED FOR RECORD THIS ____ DAY OF _____, 20____
AT _____ M., IN BOOK ____ OF _____ AT PAGE ____
AT THE REQUEST OF _____

SPOKANE COUNTY AUDITOR BY DEPUTY _____
SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION AND IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS ACTUALLY SURVEYED AND IS IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF LIBERTY LAKE SUBDIVISION ORDINANCE. THE LAND WAS CORRECTLY SURVEYED AND MARKED WITH THE PROPER MONUMENTS AS PROVIDED IN RCW 58.17.



RUDY F. KITZAN, PLS
CERTIFICATE NUMBER 33141

CITY OF LIBERTY LAKE
THIS PLAT WAS APPROVED AND ACCEPTED BY THE CITY OF LIBERTY LAKE OF SPOKANE COUNTY, WASHINGTON, ON THIS ____ DAY OF _____, 20____.

MAYOR, CITY OF LIBERTY LAKE

CITY OF LIBERTY LAKE PLANNING AND ENGINEERING SERVICES
EXAMINED AND APPROVED THIS ____ DAY OF _____, 20____.

CITY OF LIBERTY LAKE DIRECTOR OF PLANNING AND ENGINEERING

CITY OF LIBERTY LAKE ENGINEER
EXAMINED AND APPROVED THIS ____ DAY OF _____, 20____.

CITY OF LIBERTY LAKE ENGINEER

SPOKANE COUNTY ASSESSOR
EXAMINED AND APPROVED THIS ____ DAY OF _____, 20____.

SPOKANE COUNTY ASSESSOR BY DEPUTY

SPOKANE COUNTY TREASURER

I DO HEREBY CERTIFY THAT ALL TAXES WHICH HAVE BEEN LEVIED AND BECOME CHARGEABLE AGAINST THE LAND SHOWN WITHIN THIS MAP HAVE BEEN FULLY PAID THE ____ DAY OF _____, 20____.

SPOKANE COUNTY TREASURER, BY DEPUTY

RFK LAND SURVEYING INC.				
1420 WEST GARLAND AVENUE SPOKANE, WA 99205 TEL: (509) 324-7861 FAX: (509) 327-7249 E-MAIL: rudy@rfklandsurveying.com	DRAWN	APPROVED	SCALE	PROJECT
	MEM	RFK	AS NOTED	25-164
	DATE	DATE	SHEET	FIELD BOOK
	06/16/26	06/16/26	1 OF 7	

IN WITNESS WHEREOF, THE AFORESAID OWNERS HAVE CAUSED THEIR NAMES TO BE HEREUNTO SUBSCRIBED THIS ____DAY OF _____, 20____.

FRANK FAMILY INVESTMENT, LLC, A WASHINGTON LIMITED LIABILITY COMPANY
BY: _____
ITS: _____

STATE OF WASHINGTON)
) SS
COUNTY OF SPOKANE)

I CERTIFY THAT I KNOW OR THAT I HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE _____ OF FRANK FAMILY, LLC, A WASHINGTON LIMITED LIABILITY COMPANY TO BE THE FREE AND VOLUNTARY ACT OF SUCH COMPANY, FOR THE USES AND PURPOSES STATED IN THE INSTRUMENT.

DATED THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC, IN AND FOR THE STATE
OF WASHINGTON RESIDING AT SPOKANE,
MY COMMISSION EXPIRES_____

IN WITNESS WHEREOF, THE AFORESAID OWNERS HAVE CAUSED THEIR NAMES TO BE HEREUNTO SUBSCRIBED THIS ____DAY OF _____, 20____.

TELIDO PARTNERS, LLC, A WASHINGTON LIMITED LIABILITY COMPANY
BY: _____
ITS: _____

STATE OF WASHINGTON)
) SS
COUNTY OF SPOKANE)

I CERTIFY THAT I KNOW OR THAT I HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE _____ OF TELIDO PARTNERS, LLC, A WASHINGTON LIMITED LIABILITY COMPANY TO BE THE FREE AND VOLUNTARY ACT OF SUCH COMPANY, FOR THE USES AND PURPOSES STATED IN THE INSTRUMENT.

DATED THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC, IN AND FOR THE STATE
OF WASHINGTON RESIDING AT SPOKANE,
MY COMMISSION EXPIRES_____

IN WITNESS WHEREOF, THE AFORESAID OWNERS HAVE CAUSED THEIR NAMES TO BE HEREUNTO SUBSCRIBED THIS ____DAY OF _____, 20____.

RIVERCROSSING, LLC, A WASHINGTON LIMITED LIABILITY COMPANY
BY: _____
ITS: _____

STATE OF WASHINGTON)
) SS
COUNTY OF SPOKANE)

I CERTIFY THAT I KNOW OR THAT I HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE _____ OF RIVERCROSSING, LLC, A WASHINGTON LIMITED LIABILITY COMPANY TO BE THE FREE AND VOLUNTARY ACT OF SUCH COMPANY, FOR THE USES AND PURPOSES STATED IN THE INSTRUMENT.

DATED THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC, IN AND FOR THE STATE
OF WASHINGTON RESIDING AT SPOKANE,
MY COMMISSION EXPIRES_____

IN WITNESS WHEREOF, THE AFORESAID OWNERS HAVE CAUSED THEIR NAMES TO BE HEREUNTO SUBSCRIBED THIS ____DAY OF _____, 20____.

NOLL FLATS LLC, A WASHINGTON LIMITED LIABILITY COMPANY
BY: _____
ITS: _____

STATE OF WASHINGTON)
) SS
COUNTY OF SPOKANE)

I CERTIFY THAT I KNOW OR THAT I HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE _____ OF NOLL FLATS LLC, A WASHINGTON LIMITED LIABILITY COMPANY TO BE THE FREE AND VOLUNTARY ACT OF SUCH COMPANY, FOR THE USES AND PURPOSES STATED IN THE INSTRUMENT.

DATED THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC, IN AND FOR THE STATE
OF WASHINGTON RESIDING AT SPOKANE,
MY COMMISSION EXPIRES_____

IN WITNESS WHEREOF, THE AFORESAID OWNERS HAVE CAUSED THEIR NAMES TO BE HEREUNTO SUBSCRIBED THIS ____DAY OF _____, 20____.

RIVERCROSSING OWNER'S ASSOCIATION
BY: _____
ITS: _____

STATE OF WASHINGTON)
) SS
COUNTY OF SPOKANE)

I CERTIFY THAT I KNOW OR THAT I HAVE SATISFACTORY EVIDENCE THAT _____ IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS THE _____ OF RIVERCROSSING OWNER'S ASSOCIATION TO BE THE FREE AND VOLUNTARY ACT OF SUCH COMPANY, FOR THE USES AND PURPOSES STATED IN THE INSTRUMENT.

DATED THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC, IN AND FOR THE STATE
OF WASHINGTON RESIDING AT SPOKANE,
MY COMMISSION EXPIRES_____



FINAL PLAT OF
RIVER DISTRICT TOWN CENTER SECOND ADDITION
PLT2018-0001I
A RE-PLAT OF LOTS 5 THRU 12, BLOCK 1 AND TRACT B AND LOTS 1 AND 3, LOTS 6 THRU 11 BLOCK 2 AND LOTS 1 THRU 5, BLOCK 3 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, AND LOT 4, BLOCK 2 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION AND A PORTION OF GOVERNMENT LOT 8 LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 09, TOWNSHIP 25 NORTH, RANGE 45 EAST, W.M., CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON

RFK LAND SURVEYING INC.				
1420 WEST GARLAND AVENUE SPOKANE, WA 99205 TEL: (509) 324-7861 FAX: (509) 327-7249 E-MAIL:rudy@rfklandsurveying.com	DRAWN	APPROVED	SCALE	PROJECT
	MEM	RFK	N/A	25-164
	DATE	DATE	SHEET	FIELD BOOK
	06/16/26	06/16/26	2 OF 7	

- -FOUND 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER
- -SET 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER

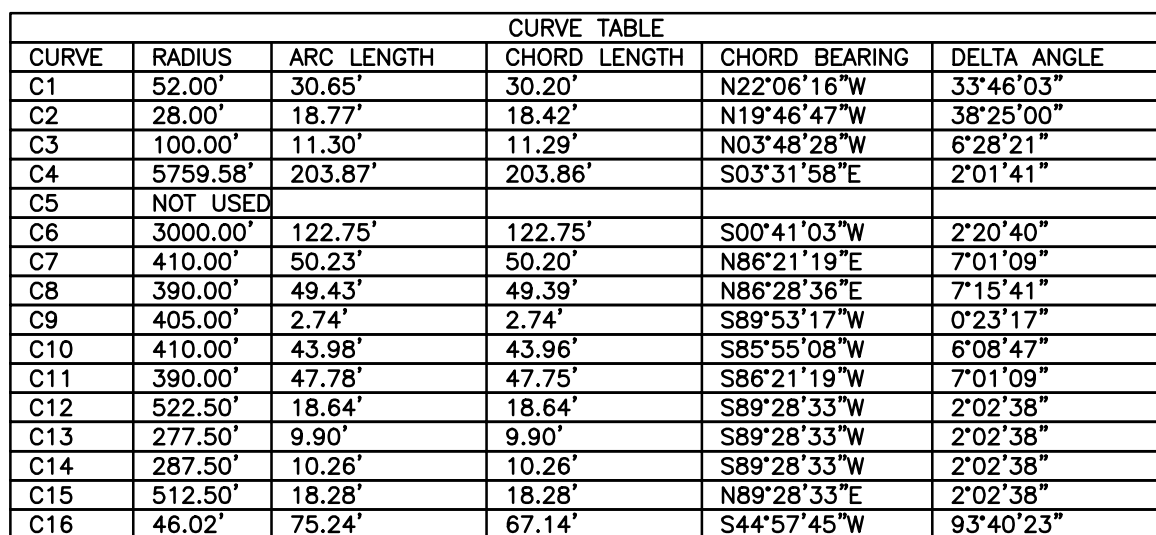
PLAT DATA
NUMBER OF LOTS AND TRACTS=20
LARGEST LOT=1,246 ACRES (LOT 2 BLOCK 3)
SMALLEST LOT=4,187 S.F. (LOT 5 BLOCK 1)
AREA PLATTED=9,10 AC
RIGHT OF WAY AREA=0
AREA OF TRACTS=3.86 ACRES
LOT NET DENSITY=396,396/18=22,022 S.F.
ZONING=R-D-R AND R-D-M ZONES AS DELINEATED IN THE
RIVER DISTRICT SPECIFIC AREA PLAN SAP-08-0001.
PROPOSED USE=COMMERCIAL
DATE OF SURVEY 8-3-22

EQUIPMENT AND PROCEDURES
THIS SURVEY WAS PERFORMED WITH A SOKKIA GSR270
ISX RTK GPS SYSTEM AND A TOPCON GT ROBOTIC TOT
STATION USING FIELD TRAVERSE PROCEDURES. THE
AMOUNT OF ERROR IN EACH GROUP IS WITHIN
WASHINGTON STATE TOLERANCES.

BASIS OF BEARINGS
THE BEARING OF N01°32'46W BETWEEN TWO FOUND
MONUMENTS ALONG THE EAST LINE OF THE NORTHEAST
QUARTER OF SECTION 9, WAS USED AS THE BASIS OF
BEARINGS FOR THIS MAP.

REFERENCES:

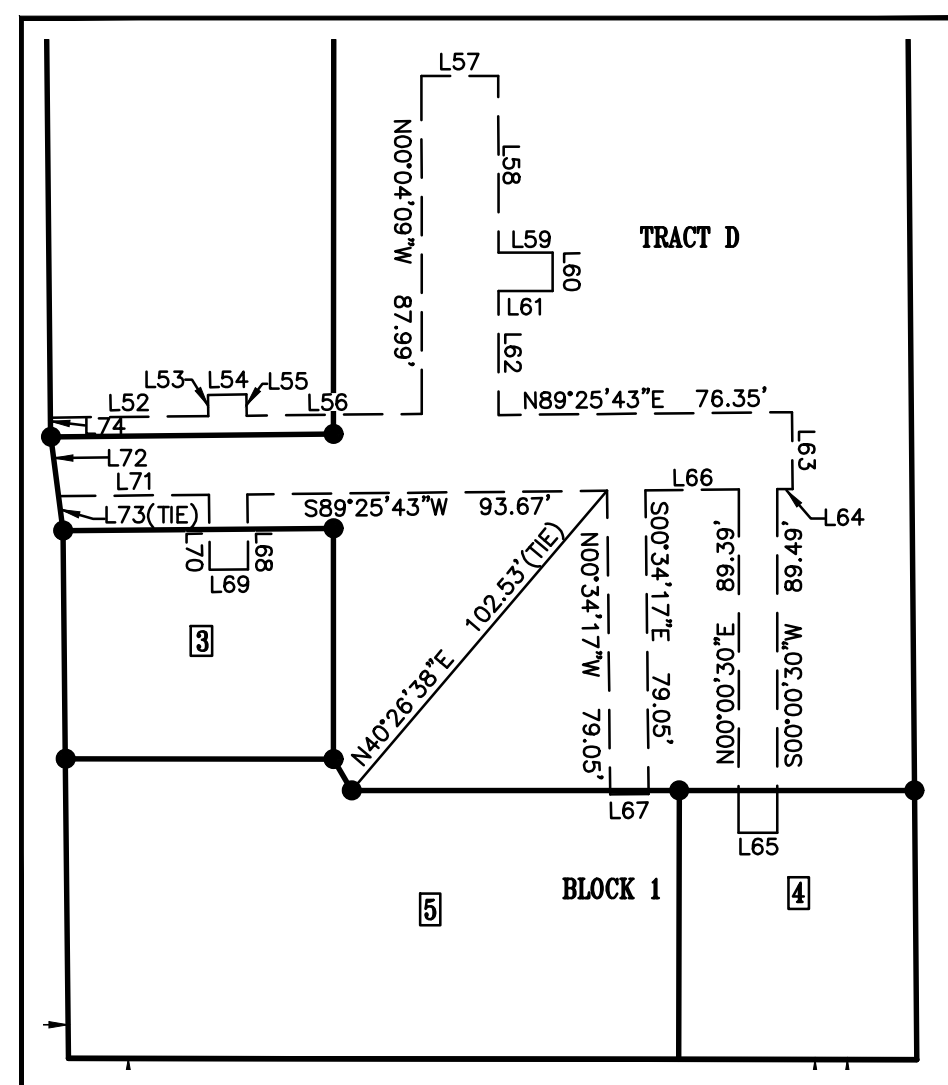
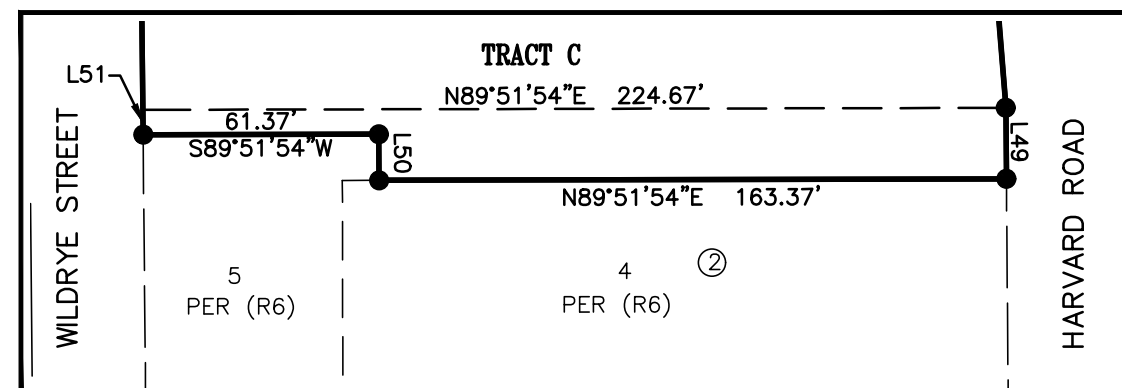
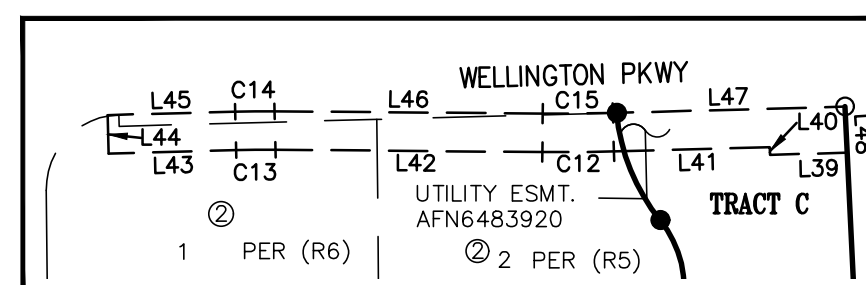
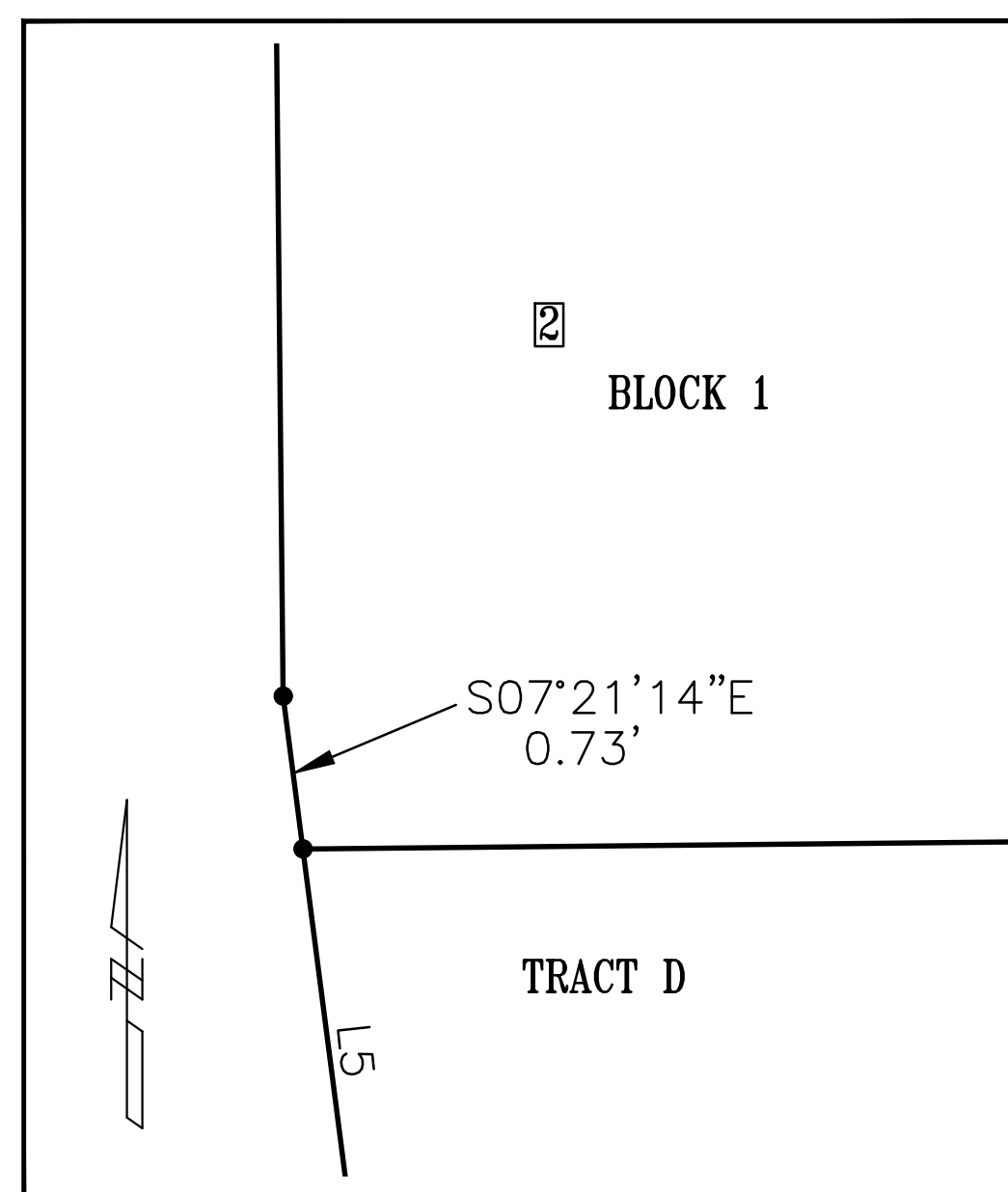
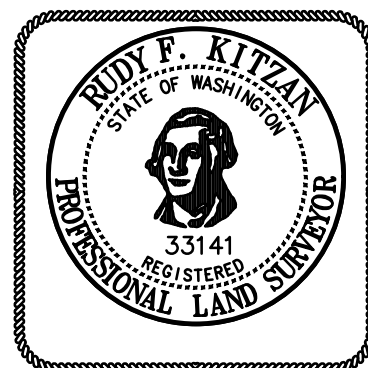
- (R1) FINAL PLAT OF TRUTINA ADDITION, RECORDED IN BOOK 38 OF PLATS, PAGES 68 THRU 70
- (R2) AMENDMENT TO FINAL PLAT OF TRUTINA 2ND ADDITION BOOK 40 OF PLATS, PAGES 78 AND 79
- (R3) SPOKANE COUNTY BINDING SITE PLAN NO. BSP-46-95 (PHASE 1), RECORDED IN BOOK 1 OF BSP, PAGES 85 & 86
- (R4) RECORD OF SURVEY BOOK 135, PAGE 55
- (R5) FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION, RECORDED IN BOOK 43 OF PLATS, PAGES 66 THRU 68.
- (R6) FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, RECORDED IN BOOK 45 OF PLATS. PAGES 27 THRU 31.



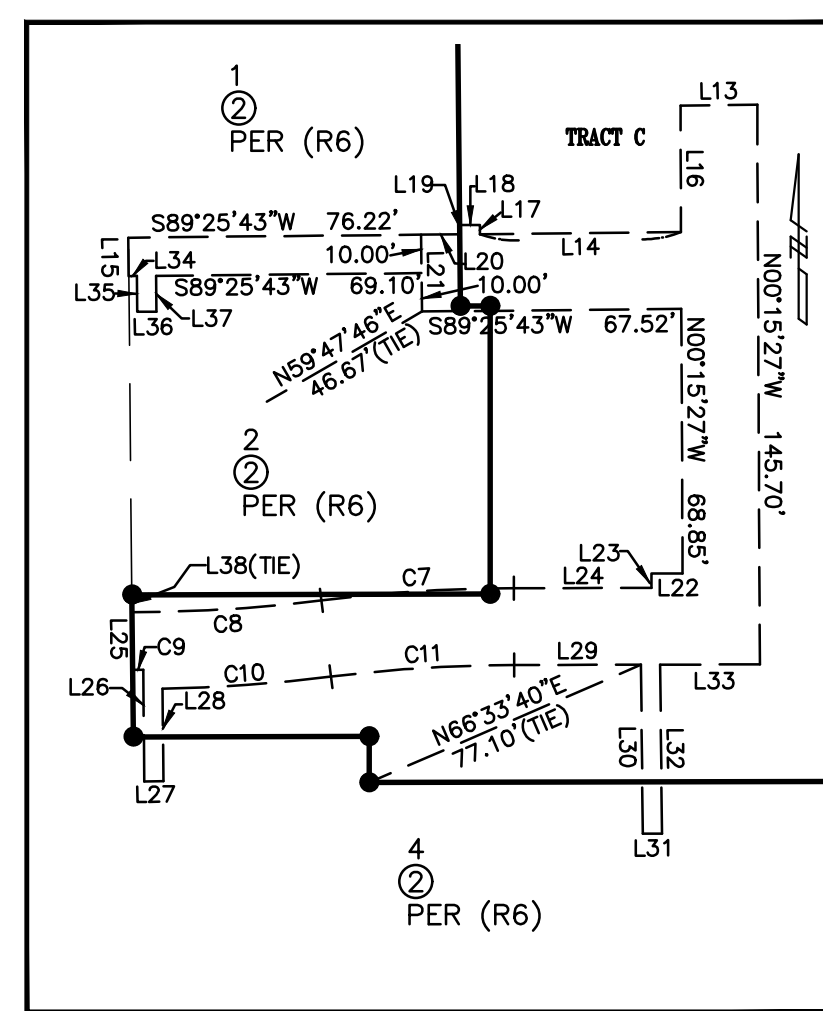
LINE TABLE		
LINE	BEARING	DISTANCE
L1	S89°59'59"E	7.74'
L2	N00°14'17"W	37.00'
L3	N00°08'06"E	5.00'
L4	S00°29'14"E	19.16'
L5	N07°21'14"W	24.67'
L6	N30°09'03"W	9.42'
L7	NOT USED	
L8	NOT USED	
L9	NOT USED	
L10	NOT USED	
L11	NOT USED	
L12	NOT USED	
L13	N89°23'41"E	20.00'
L14	N89°25'43"E	52.51'
L15	N00°34'17"E	10.00'
L16	N00°15'27"W	32.96'
L17	S00°34'17"E	24.21'
L18	N89°25'43"E	2.00'
L19	N00°34'17"W	5.40'
L20	S89°25'43"W	5.00'
L21	S00°34'43"E	20.00'
L22	N89°51'54"E	8.09'
L23	N00°08'06"W	3.73'
L24	N89°51'54"E	35.78'
L25	N00°34'17"W	15.00'
L26	N00°14'17"W	29.29'
L27	S89°25'43"E	5.00'
L28	S00°34'17"E	24.11'
L29	N89°51'54"W	33.01'
L30	S00°34'17"E	44.00'
L31	S89°34'43"W	5.00'
L32	S00°14'17"E	44.00'
L33	S89°51'54"W	25.91'
L34	S89°25'43"W	2.12'
L35	N00°34'17"W	9.33'
L36	S89°25'43"W	5.00'
L37	S00°34'17"E	9.00'
L38	S00°34'43"E	20.00'
L39	S89°27'14"W	20.36'
L40	N01°32'46"E	2.00'
L41	S89°27'14"W	40.59'
L42	N89°30'08"W	69.85'
L43	N89°27'14"E	33.18'
L44	N01°32'46"E	12.00'
L45	N89°27'14"E	33.18'
L46	S89°30'08"E	69.85'
L47	N89°27'14"E	60.44'
L48	S02°34'42"E	12.00'
L49	S00°29'14"E	19.16'
L50	N00°08'06"E	12.00'
L51	N00°34'17"W	6.50'
L52	N89°25'43"E	41.06'
L53	N00°34'17"W	5.50'
L54	S89°25'43"W	10.00'
L55	S00°34'17"E	5.50'
L56	S00°14'17"E	5.00'
L56	N89°25'43"E	45.63'
L57	N89°55'51"E	20.00'
L58	S00°04'09"E	46.03'
L59	N89°51'54"E	14.05'
L60	S00°08'06"E	10.00'
L61	N89°51'54"W	10.00'
L62	S00°34'17"E	32.28'
L63	S00°34'17"E	20.00'
L64	N89°25'43"E	4.06'
L65	N90°00'00"W	10.00'
L66	S89°25'43"W	24.25'
L67	S89°25'43"W	10.00'
L68	S00°34'17"E	19.50'
L69	S89°25'43"W	10.00'
L70	S00°34'17"E	19.50'
L71	S89°25'43"W	39.13'
L72	N02°17'14"W	16.06'
L73	N02°17'14"W	9.06'
L74	N00°34'17"E	4.27'

BLOCK & LOT	ADDRESS	AREA
B1L1	2558 N WILDIRE ST.	9,770 S.F.
B1L2	2528 N WILDIRE ST.	13,839 S.F.
B1L3	2464 N WILDIRE ST.	4,187 S.F.
B1L4	21807 E INDIANA AVE.	4,313 S.F.
B1L5	21801 E INDIANA AVE.	11,720 S.F.
TRACT C	N/A	34,636 S.F.
TRACT D	N/A	38,340 S.F.

F 1/4 COR. SECT. 9
FOUND 1/2" REBAR W/YPC "MOORE 18091" PER
(R2)
FOUND (4) MAG. NAILS IN ASPHALT WALK NEXT TO
HANDICAP RAMPS. (R2)
N60°01'39"E-55.27'
S38°31'57"E-74.58'
S38°02'25"W-73.50'
N60°22'20"W-53.15'
DATE VISITED 8-3-22



DETAIL F
PROPOSED WATERLINE EASEMENT
1"=50'



DETAIL B
EXIST. WATERLINE EASEMENT
PER (R5) & (R6)
1"=50'
SEE SURVEYOR'S NOTE 2

SURVEYOR'S NOTE
1.) SCHEDULE B ITEMS FROM TITLEONE A TITLE & ESCROW CO. FILE NUMBER 25570346
DATED MARCH 17, 2026
SCHEDULE B ITEMS

38.) AUDITOR'S FILE NUMBER 66895968, 8364948 (AS SHOWN PG 5)

39. & 40) AUDITOR'S FILE NUMBER 7910020109, RELEASE OF PORTION OF EASEMENT
AUDITOR'S FILE NUMBER 7464821 (AS SHOWN PG 6 DETAIL K)

41.) AUDITOR'S FILE NUMBER 8205030150 (NOT ON PROPERTY)

42.) AUDITOR'S FILE NUMBER 8808250251 (BLANKET IN NATURE)

43.) AUDITOR'S FILE NUMBER 8809010239 (NOT ON PROPERTY)

45.) AUDITOR'S FILE NUMBER 9512010378 (AS SHOWN ON PG 5)

46.) AUDITOR'S FILE NUMBER 5351581 (AS SHOWN ON PG 5)

52.) AUDITOR'S FILE NUMBER 6483920 (AS SHOWN PG 3 DETAIL D)

55.) AUDITOR'S FILE NUMBER 6684797 (AS SHOWN PG 6 DETAIL E)

61.) EASEMENTS ON RIVER DISTRICT TOWN CENTER ADDITION, RECORDED IN VOLUME 4
OF PLATS, PAGES 66 THRU 68 (AS SHOWN)

70.) AUDITOR'S FILE NUMBER 7277213 (AS SHOWN PG 4)

73.) EASEMENTS ON RIVER DISTRICT TOWN CENTER FIRST ADDITION (AS SHOWN PG 3)

75.) AUDITOR'S FILE NUMBER 7324416 (UNABLE TO PLOT, NO DEFINED LINES FOR THE
EASEMENT)

76.) AUDITOR'S FILE NUMBER 7362460 (UNABLE TO PLOT, NO DEFINED LINES FOR THE
EASEMENT)

78.) AUDITOR'S FILE NUMBER 7464822 (AS SHOWN PG 6 DETAIL F)

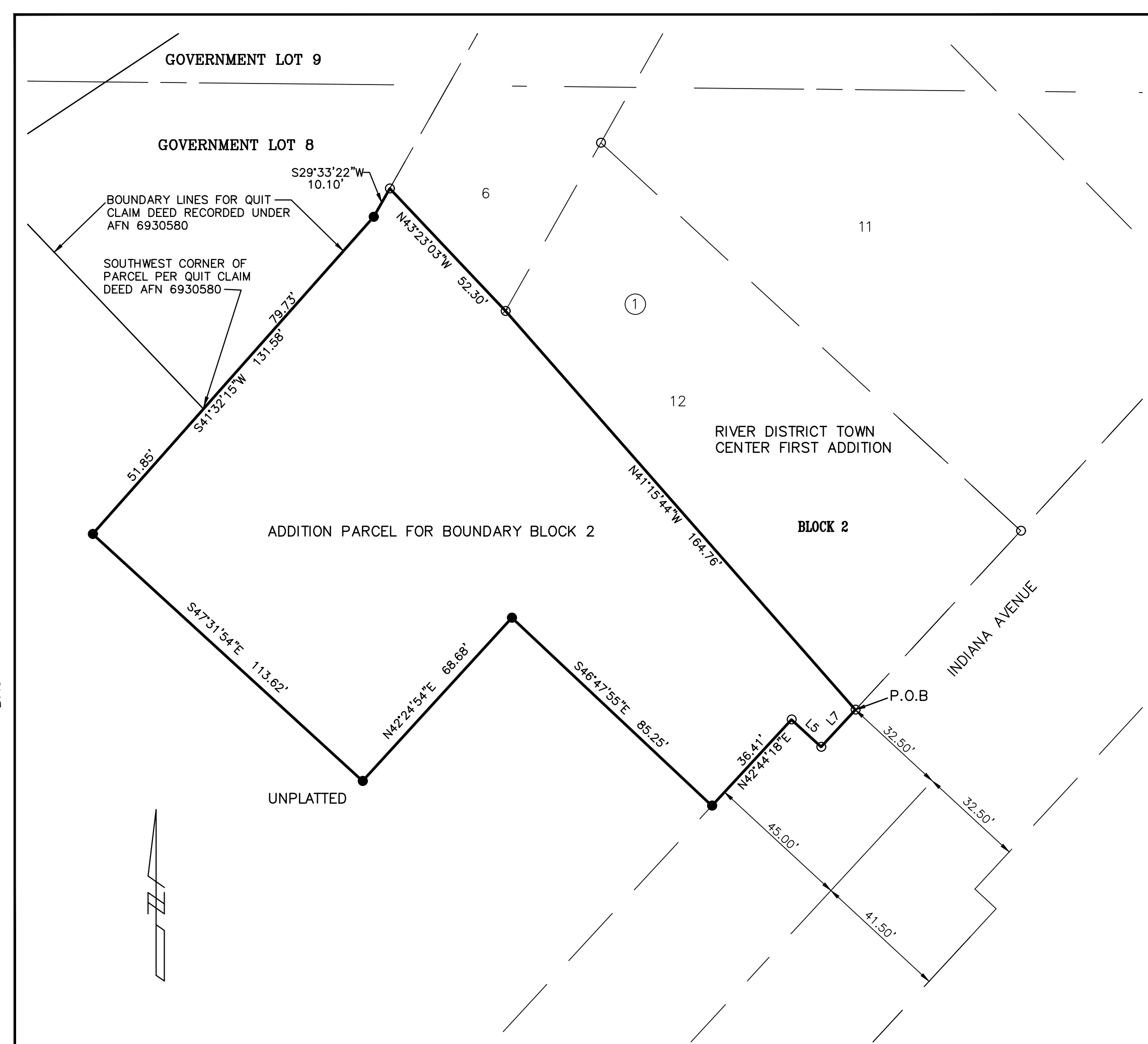
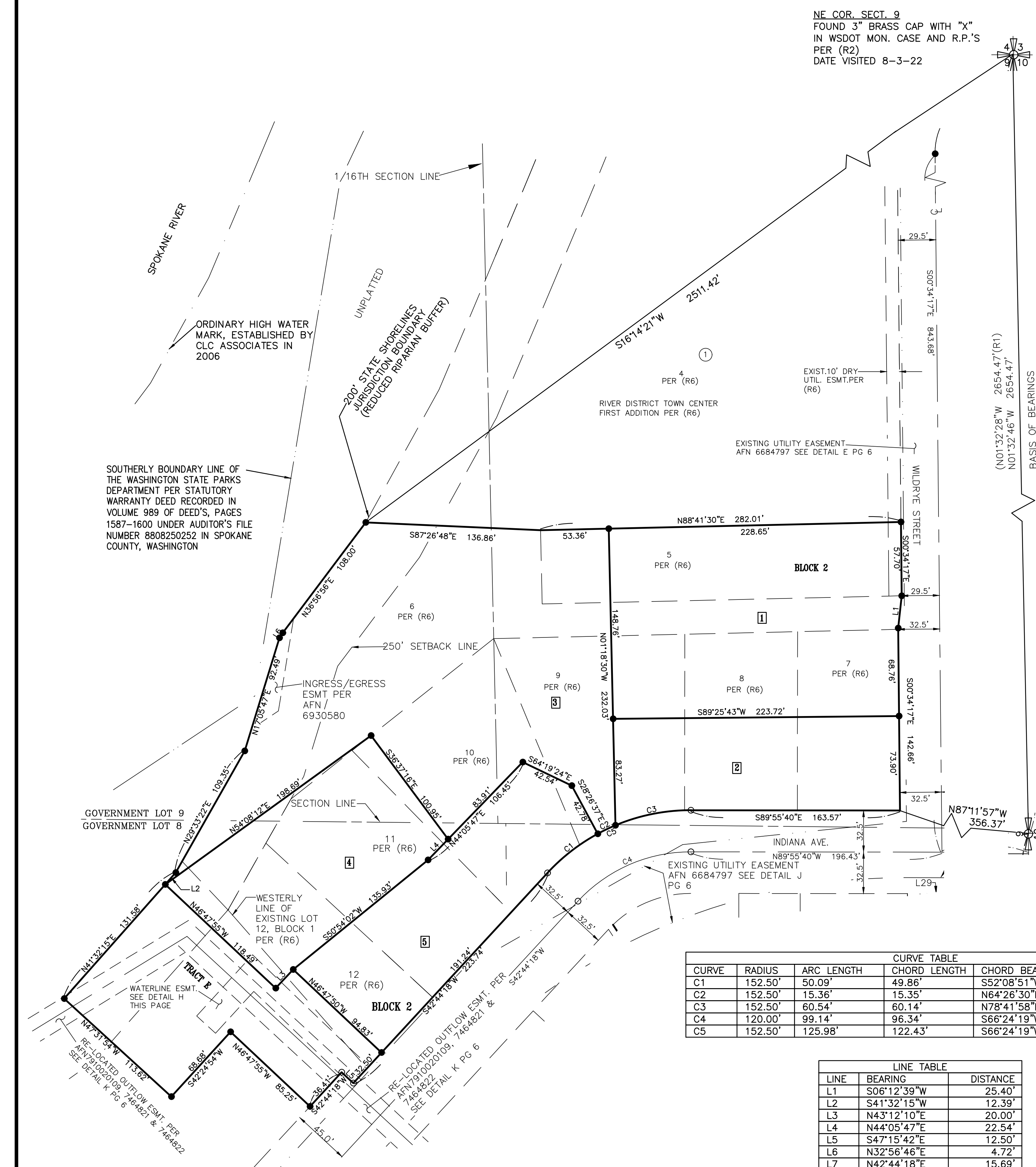
2.) THE WATERLINE EASEMENTS SHOWN HERE WERE DEDICATED TO THE LIBERTY LAKE
SEWER AND WATER DISTRICT PER THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER
ADDITION (R5) AND THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION
(R6) AND PORTIONS OF THESE EASEMENTS HAVE BEEN REVISED IN WIDTH FROM 10' TO
20' PER THE REQUEST OF LIBERTY LAKE SEWER AND WATER DISTRICT.

3.) DETAIL C WAS REMOVED.

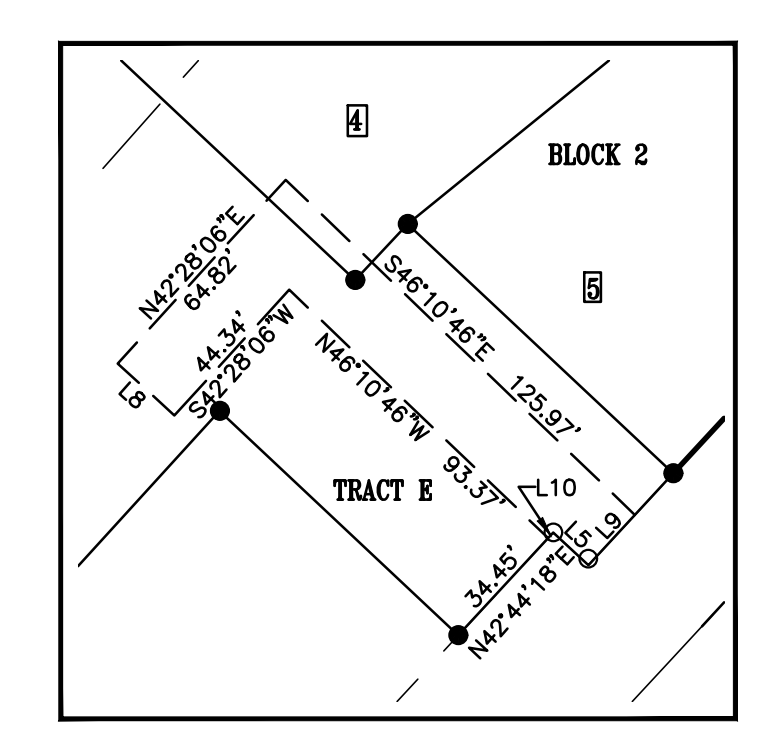
A RE-PLAT OF LOTS 5 THRU 12, BLOCK 1 AND TRACT B AND LOTS 1 AND 3, LOTS 6 THRU 11 BLOCK 2 AND LOTS 1 THRU 5, BLOCK 3 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, AND LOT 4, BLOCK 2 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION AND A PORTION OF GOVERNMENT LOT 8 LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 09, TOWNSHIP 25 NORTH, RANGE 45 EAST, W.M., CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON

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

DRAWN	APPROVED	SCALE	PROJECT
MEM	RFK	1"=50'	25-164
DATE	DATE	SHEET	FIELD BOOK
06/16/26	06/16/26	3 OF 7	



E 1/4 COR. SECT. 9
FOUND 1/2" REBAR W/YPC "MOORE 18091" PER
(R2)
FOUND (4) MAG. NAILS IN ASPHALT WALK NEXT TO
HANDICAP RAMPS. (R2)
N60°01'39"E=55.27'
S38°31'57"E=74.58'
S38°02'25"W=73.50'
N60°22'20"W=53.15'
DATE VISITED 8-3-22



FINAL PLAT OF
RIVER DISTRICT TOWN CENTER SECOND ADDITION
PLT2018-00011

A RE-PLAT OF LOTS 5 THRU 12, BLOCK 1 AND TRACT B AND LOTS 1 AND 3, LOTS 6 THRU 11 BLOCK 2 AND LOTS 1 THRU 5, BLOCK 3 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, AND LOT 4, BLOCK 2 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION AND A PORTION OF GOVERNMENT LOT 8 LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 09, TOWNSHIP 25 NORTH, RANGE 45 EAST, W.M., CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON

SPOKANE COUNTY AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS ____ DAY OF _____ 20____
AT _____ M., IN BOOK ____ OF _____ AT PAGE ____
AT THE REQUEST OF _____

SPOKANE COUNTY AUDITOR BY DEPUTY _____

GRAPHIC SCALE
50 0 25 50 100
(IN FEET)
1 inch = 50 ft.

LEGEND
□ -FOUND MONUMENT AS NOTED
○ -FOUND 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER
● -SET 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER

BLOCK 1 & 2 =NEW BLOCK AND LOT NUMBERS
② 2 =EXISTING BLOCK AND LOT NUMBERS
P.O.B. =POINT OF BEGINNING

PLAT DATA
NUMBER OF LOTS AND TRACTS=20
LARGEST LOT=1.246 ACRES (LOT 2 BLOCK 3)
SMALLEST LOT=4.187 S.F. (LOT 5 BLOCK 1)
AREA PLATTED=9.10 AC
RIGHT OF WAY AREA=0
AREA OF TRACTS=3.86 ACRES
LOT NET DENSITY=396,396/18=22,022 S.F.
ZONING=RD-R AND RD-M ZONES AS DELINEATED IN THE RIVER DISTRICT SPECIFIC AREA PLAN SAP-08-0001.
PROPOSED USES=COMMERCIAL
DATE OF SURVEY 8-3-22

EQUIPMENT AND PROCEDURES
THIS SURVEY WAS PERFORMED WITH A SOKKIA GSR2700 ISX RTK GPS SYSTEM AND A TOPCON GT ROBOTIC TOTAL STATION USING FIELD TRAVERSE PROCEDURES. THE AMOUNT OF ERROR IN EACH GROUP IS WITHIN WASHINGTON STATE TOLERANCES.

BASIS OF BEARINGS
THE BEARING OF N01°32'46"W BETWEEN TWO FOUND MONUMENTS ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 9, WAS USED AS THE BASIS OF BEARINGS FOR THIS MAP.

REFERENCES:
(R1) FINAL PLAT OF TRUTINA ADDITION, RECORDED IN BOOK 38 OF PLATS, PAGES 68 THRU 70
(R2) AMENDMENT TO FINAL PLAT OF TRUTINA 2ND ADDITION BOOK 40 OF PLATS, PAGES 78 AND 79
(R3) SPOKANE COUNTY BINDING SITE PLAN NO. BSP-46-95 (PHASE 1), RECORDED IN BOOK 1 OF BSP, PAGES 85 & 86
(R4) RECORD OF SURVEY BOOK 135, PAGE 55
(R5) FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION, RECORDED IN BOOK 43 OF PLATS, PAGES 66 THRU 68.
(R6) FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, RECORDED IN BOOK 45 OF PLATS, PAGES 27 THRU 31.

RFK LAND SURVEYING INC.

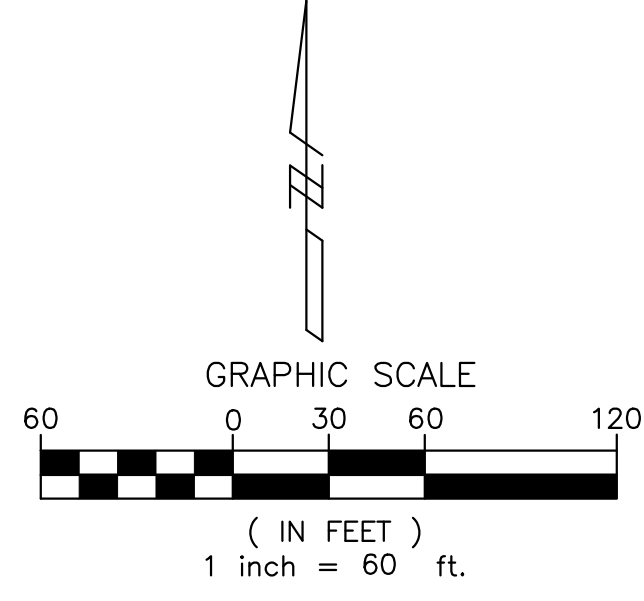
1420 WEST GARLAND AVENUE
SPOKANE, WA 99205
TEL: (509) 324-7861
FAX: (509) 327-7249
E-MAIL: rudy@rfklandsurveying.com

DRAWN	APPROVED	SCALE	PROJECT
MEM	RFK	1"=50'	25-164
DATE	DATE	SHEET	FIELD BOOK
06/16/26	06/16/26	4 OF 7	

BLOCK & LOT	ADDRESS	AREA
B2L1	2469 N WILDRIE ST.	33,958 S.F.
B2L2	21791 E INDIANA AVE.	16,450 S.F.
B2L3	21701 E INDIANA AVE.	54,285 S.F.
B2L4	21601 E INDIANA AVE.	20,524 S.F.
B2L5	21691 E INDIANA AVE.	20,025 S.F.
TRACT E	N/A	19,803 S.F.

FILED FOR RECORD THIS ____ DAY OF _____, 20____
AT _____ M., IN BOOK ____ OF _____ AT PAGE ____
AT THE REQUEST OF _____

SPOKANE COUNTY AUDITOR BY DEPUTY _____



- LEGEND
- - FOUND MONUMENT AS NOTED
 - - FOUND 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER
 - - SET 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER

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AREA PLATTED=9.10 AC
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AREA OF TRACTS=3.86 ACRES
LOT NET DENSITY=396,396/18=22,022 S.F.
ZONING=RD-R AND RD-M ZONES AS DELINEATED IN THE RIVER DISTRICT SPECIFIC AREA PLAN SAP-08-0001.
PROPOSED USES=COMMERCIAL
DATE OF SURVEY 8-3-22

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THE BEARING OF N01°32'46"W BETWEEN TWO FOUND MONUMENTS ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 9, WAS USED AS THE BASIS OF BEARINGS FOR THIS MAP.

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FINAL PLAT OF
RIVER DISTRICT TOWN CENTER SECOND ADDITION
PLT2018-00011

A RE-PLAT OF LOTS 5 THRU 12, BLOCK 1 AND TRACT B AND LOTS 1 AND 3, LOTS 6 THRU 11 BLOCK 2 AND LOTS 1 THRU 5, BLOCK 3 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, AND LOT 4, BLOCK 2 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION AND A PORTION OF GOVERNMENT LOT 8 LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 09, TOWNSHIP 25 NORTH, RANGE 45 EAST, W.M., CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON

CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	87.50'	67.20'	65.56'	S68°04'15"W	44°00'10"
C2	87.50'	5.09'	5.09'	S44°24'14"W	3°19'51"
C3	120.00'	99.14'	96.34'	S66°24'19"W	47°20'01"
C4	87.50'	72.29'	70.25'	N66°24'19"E	47°20'01"

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N89°55'40"W	15.00'
L2	N78°35'37"W	14.77'
L3	N78°35'37"W	16.29'
L4	S86°10'33"W	24.43'
L5	N47°15'42"W	9.00'
L6	S42°44'18"W	11.95'
L7	S27°04'01"W	17.65'
L8	S00°05'20"W	29.79'
L9	S71°06'25"W	42.22'
L10	S89°10'04"E	49.35'
L11	S01°32'49"E	20.00'
L12	N04°10'24"W	7.48'
L13	N47°15'42"W	52.75'
L14	S42°44'18"W	10.00'
L15	S47°15'42"E	48.61'
L16	S02°15'42"E	21.14'
L17	S47°15'42"E	14.14'
L18	N02°15'42"W	7.81'
L19	N89°10'04"E	57.67'
L20	N42°48'29"E	46.25'
L21	S47°11'31"E	20.75'
L22	N42°48'29"E	20.00'
L23	N47°11'31"W	20.75'
L24	N71°06'25"E	33.84'
L25	N25°39'38"W	16.66'
L26	S00°00'02"E	5.00'
L27	N89°54'40"W	14.99'
L28	S00°04'26"W	15.01'
L29	S89°55'40"E	12.00'
L30	S00°00'00"E	6.00'
L31	S89°55'40"E	19.00'

BLOCK & LOT	ADDRESS	AREA
B3L1	21790 E INDIANA AVE.	14,183 S.F.
B3L2	21750 E INDIANA AVE.	7,842 S.F.
B3L3	21680 E INDIANA AVE.	16,760 S.F.
TRACT F	N/A	52,952 S.F.
TRACT G	N/A	22,154 S.F.

RFK LAND SURVEYING INC.

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

DRAWN	APPROVED	SCALE	PROJECT
MEM	RFK	1"=60'	25-164
DATE	DATE	SHEET	FIELD BOOK
06/16/26	06/16/26	5 OF 7	

FILED FOR RECORD THIS ____ DAY OF _____, 20____
AT _____ M., IN BOOK ____ OF _____ AT PAGE ____
AT THE REQUEST OF _____

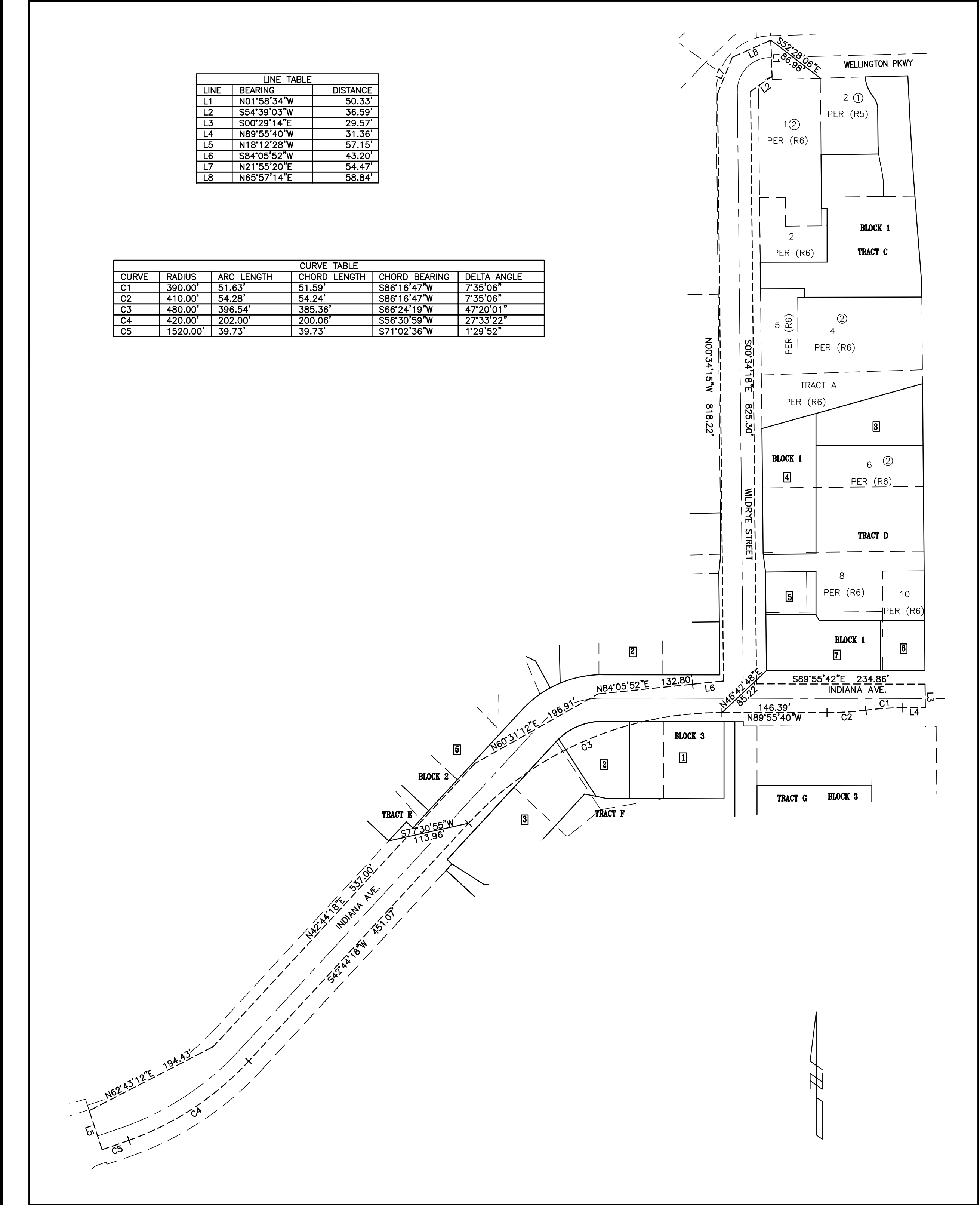
SPOKANE COUNTY AUDITOR BY DEPUTY _____

- LEGEND
- -FOUND MONUMENT AS NOTED
 - -FOUND 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER
 - -SET 1/2" X 18" REBAR WITH YELLOW PLASTIC CAP MARKED "KITZAN 33141" OR LEAD PLUG WITH WASHER MARKED "KITZAN 33141 AT ACTUAL CORNER
 - ② =NEW BLOCK NUMBERS
 - ② =EXISTING BLOCK NUMBERS

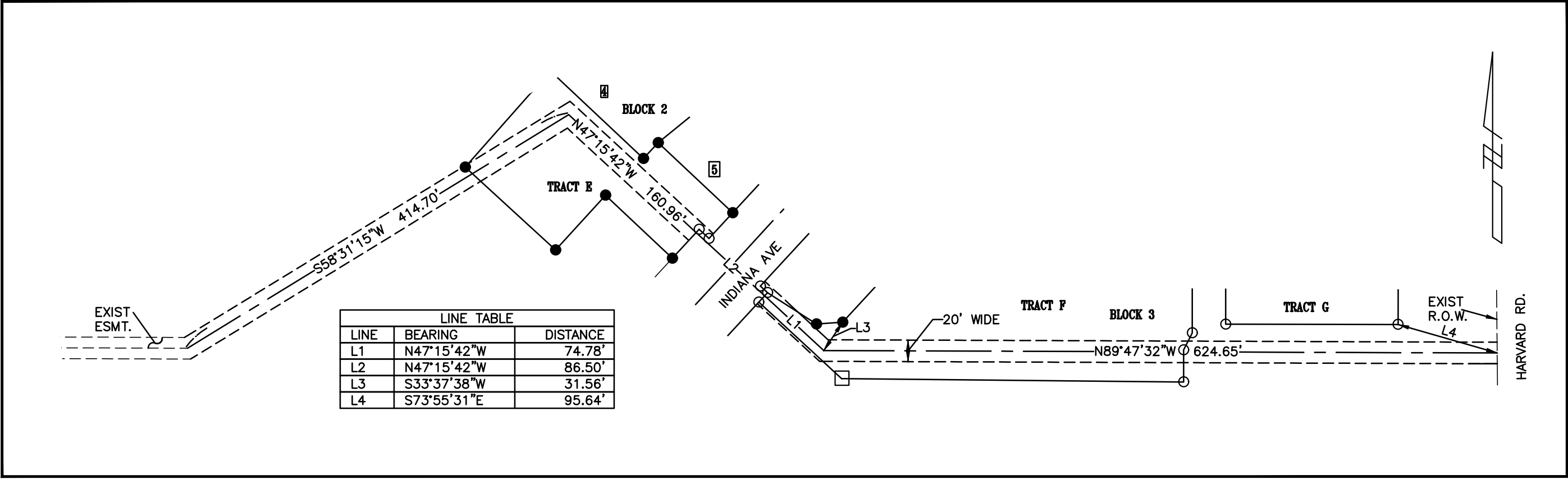


FINAL PLAT OF
RIVER DISTRICT TOWN CENTER SECOND ADDITION
PLT2018-00011

A RE-PLAT OF LOTS 5 THRU 12, BLOCK 1 AND TRACT B AND LOTS 1 AND 3, LOTS 6 THRU 11 BLOCK 2 AND LOTS 1 THRU 5, BLOCK 3 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, AND LOT 4, BLOCK 2 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION AND A PORTION OF GOVERNMENT LOT 8 LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 09, TOWNSHIP 25 NORTH, RANGE 45 EAST, W.M., CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON



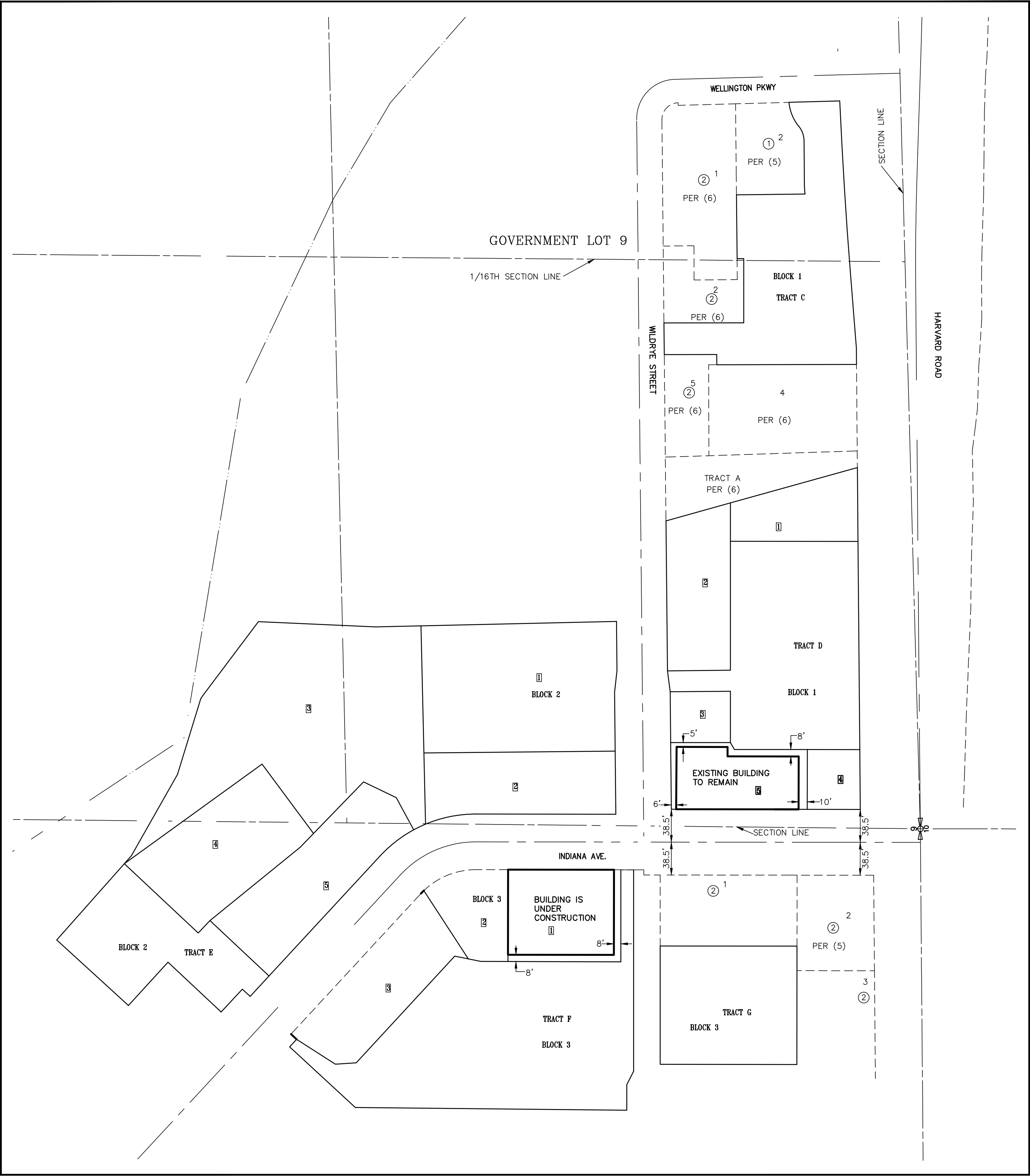
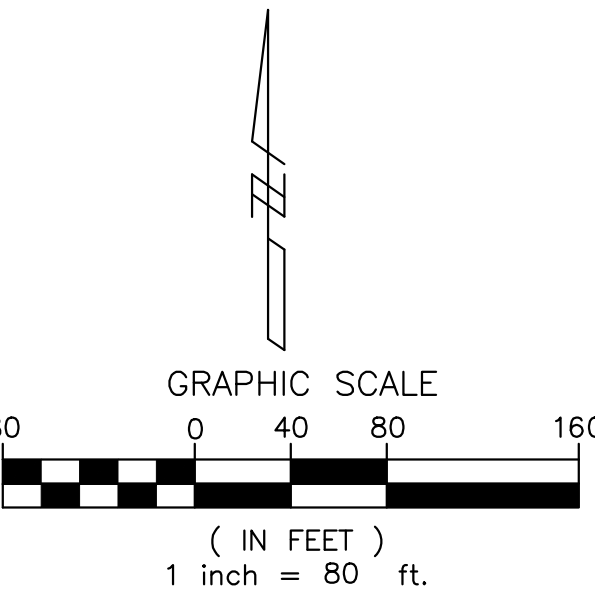
DETAIL J
UTILITY EASEMENT AFN 6684797
1"=100'



DETAIL K
RE-LOCATED OUTFALL SEWER EASEMENT AFN 7910020109,7464821 & 7464822
1"=100'

RFK LAND SURVEYING INC.				
1420 WEST GARLAND AVENUE SPOKANE, WA 99205 TEL: (509) 324-7861 FAX: (509) 327-7249 E-MAIL:rudy@rfklandsurveying.com	DRAWN	APPROVED	SCALE	PROJECT
	MEM	RFK	AS NOTED	25-164
	DATE	DATE	SHEET	FIELD BOOK
	06/16/26	06/16/26	6 OF 7	

SPOKANE COUNTY AUDITOR BY DEPUTY _____



DETAIL L
BUILDING LOCATIONS
TO REMAIN
1"=80'

FINAL PLAT OF
RIVER DISTRICT TOWN CENTER SECOND ADDITION
PLT2018-0001I
A RE-PLAT OF LOTS 5 THRU 12, BLOCK 1 AND TRACT B AND LOTS 1 AND 3, LOTS 6 THRU 11 BLOCK 2 AND LOTS 1 THRU 5, BLOCK 3 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER FIRST ADDITION, AND LOT 4, BLOCK 2 OF THE FINAL PLAT OF RIVER DISTRICT TOWN CENTER ADDITION AND A PORTION OF GOVERNMENT LOT 8 LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 09, TOWNSHIP 25 NORTH, RANGE 45 EAST, W.M., CITY OF LIBERTY LAKE, SPOKANE COUNTY, WASHINGTON

RFK LAND SURVEYING INC.				
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	MEM	RFK	1"=80'	25-164
	DATE	DATE	SHEET	FIELD BOOK
	06/16/26	06/16/26	7 OF 7	





AGENDA ITEM NO.: 20.A.

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

For the Agenda Of: July 7, 2026

Subject: Executive Session Per RCW 42.30.110(1)(i)(ii) Litigation

Dept of Origin:

Dept. Head Approval:

Exhibit(s):

None

Expenditure Required	No.
Budgeted	N/A
City Program	

Summary Statement

Per RCW 42.30.110(1)(i)(ii) Litigation

Recommended Action