FINANCE, ADMINISTRATION & SUSTAINABLE RESOURCES
COMMITTEE MEETING AGENDA FOR
May 20, 2019
1:15 p.m. – City Council Briefing Center

The Spokane City Council’s Sustainable Resources Committee meeting will be held at **1:15 p.m. on May 20, 2019** in City Council Briefing Center –Lower Level City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council.

The meeting will be open to the public, with the possibility of moving or reconvening into executive session only with the members of the City Council and the appropriate staff. No legislative action will be taken. No public testimony will be taken and discussion will be limited to appropriate officials and staff.

**AGENDA**

I. **Call to Order**

II. **Approval of Minutes from April 15, 2019 Meeting**

III. **Consent Items**

- Assistant Procurement Specialist SBO Sally Stopher
- Accela – Permitting and Licensing System Annual Support & Upgrades Eric Finch
- Professional Account Management, LLC – Amendment & Renewal Eric Finch
- Mitchell Humphrey – FMS Annual Support & Upgrades Eric Finch

IV. **Council Requests**

- West Quadrant TIF Update (boundary, Interface w/Northbank planning, board membership, strategic plan for investment within WQ TIF) TBD
- Flag Working Group Resolution (5 min) CM Burke

V. **Staff Requests**

- FCC Cable Franchise Order (10 min) Delay/Szambelan

VI. **Standing Topic Discussions:**

1. **21st Century Workforce (Frequency: May, July, September, November)** Human Resources
   - Skillsoft Update
   - Employee Engagement & Wellness
2. **Quarterly Overtime Updates for Uniform (Frequency: Jan, April, July, Oct)** Fire/Police Admin
3. **Intrafund Budget Transfer Report and General Fund Update (5 min)** Crystal Marchand
4. **Financial Update (10 min)** Crystal Marchand
Next Sustainable Resources meeting will be on Monday, June 17, 2019.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

“A good financial plan is a road map that shows us exactly how the choices we make today will affect our future” – Alexa Von Tobel
ORDINANCE NO __________

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the IT Fund and Purchasing & Stores Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the IT Fund, and the budget annexed thereto with reference to the IT Fund, the following changes be made:

FROM: 5300-73700 IT Fund
18810-01430 Computer Operations Manager $30,025
(from 1 to 0 positions)
18810-52310 Medical Insurance 6,731
18810-52110 FICA 2,297
18810-52210 Retirement 2,402
18810-52320 Dental 20
18810-52330 Life 20
18810-52340 Disability 20
18810-52400 Industrial Insurance 25
18810-52600 Paid Family Medical Leave 45
$41,585

TO: 5300-73700 IT Fund
18810-54126 Purchasing Services $ 41,585

Section 2. That in the budget of the Purchasing and Stores Fund, and the budget annexed thereto with reference to the Purchasing and Stores Fund, the following changes be made:

FROM: 5500-76500 Purchasing & Stores Fund
99999-34194 Purchasing Services $41,585

TO: 5500-76500 Purchasing & Stores Fund
18480-01740 Assistant Procurement Specialist 30,025
(from 1 to 2 positions)
18480-52310 Medical Insurance 6,731
18480-52110 FICA 2,297
18480-52210 Retirement 2,402
18480-52320 Dental 20
18480-52330 Life 20
18480-52340 Disability 20
18480-52400 Industrial Insurance 25
18480-52600 Paid Family Medical Leave 45
$41,585

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need hire an Assistant Procurement Specialist in the Purchasing & Stores Department to help the IT Department with their Purchasing needs, and because of such need, an urgency and emergency exists for the passage of this
ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council ____________________________________________

_______________________________________________________________
Council President

Attest:__________________________________________
City Clerk

Approved as to form:_____________________________________________
Assistant City Attorney

_______________________________________________________________
Mayor Date

_______________________________________________________________
Effective Date
**Briefing Paper**

**Sustainable Resources Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Communications /Legal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>FCC – Cable Franchise Order</td>
</tr>
<tr>
<td>Date:</td>
<td>May 20, 2019</td>
</tr>
<tr>
<td>Author (email &amp; phone):</td>
<td>John Delay 6355/ Tim Szambelan 6218</td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td></td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Marlene Feist</td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>Sustainable Resources Committee</td>
</tr>
<tr>
<td>Type of Agenda item:</td>
<td><img src="link" alt="Consent" />, Discussion, <img src="link" alt="Strategic Initiative" /></td>
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<tr>
<td>Alignment:</td>
<td>FCC regulation as it relates to Cable Franchising.</td>
</tr>
<tr>
<td>Strategic Initiative:</td>
<td>Sustainable Resources</td>
</tr>
<tr>
<td>Deadline:</td>
<td></td>
</tr>
<tr>
<td>Outcome:</td>
<td>Educate Council Members and Administrative Staff on the current challenges related to current FCC proposed regulations and how they impact cable franchising authorities.</td>
</tr>
</tbody>
</table>

**Background/History:** The FCC is expected to issue an order in the upcoming months that will significantly change local cable franchising. The FCC 621 order will likely provide cable operators the ability to reduce franchise fee payments to the City for “in kind” services provided under a cable franchise.

**Executive Summary:** Provide Council members and Staff an update on the potential impact of reduced franchise fee based on the anticipated FCC 621 order.

**Budget Impact:**
- Approved in current year budget? ![Yes](link), ![No](link)
- Annual/Reoccurring expenditure? ![Yes](link), ![No](link)
- If new, specify funding source: ![Yes](link), ![No](link)

**Operations Impact:**
- Consistent with current operations/policy? ![Yes](link), ![No](link)
- Requires change in current operations/policy? ![Yes](link), ![No](link)
- Specify changes required:

**Known challenges/barriers:**
RESOLUTION NO. 2019-____

A Resolution establishing a City Flag Working Group.

WHEREAS, the City of Spokane has had several flag designs throughout the years, and adopted different designs as the official city flag in 1912, 1958, and 1977; and

WHEREAS, the current city flag was designed by Lloyd L. Carlson, who also designed the famous “Mobius strip” symbol for the World’s Fair held in Spokane, Expo ’74; and

WHEREAS, the City of Spokane intends to update its flag to provide a symbol of which all people in Spokane can be proud and which represents the city we love; and

WHEREAS, the selection of a working group of people from a wide variety of backgrounds is now appropriate to select a simple, bold, new design for our city flag.

NOW THEREFORE, BE IT RESOLVED that the City of Spokane hereby forms a City Flag Working Group, composed of the following membership:

- The City Council shall select two of its members and one resident of each City Council district;
- The Mayor or designee shall serve on the working group, and the Mayor shall select one resident of the City at large and one youth representative; and
- the Spokane Arts Commission shall select one of its members to serve on the working group; and

BE IT ALSO RESOLVED that the City Flag Working Group shall establish procedures to govern the conduct of its activities, and shall recommend a single design for a new official City of Spokane flag to the City Council no later than December 31, 2019.

BE IT FURTHER RESOLVED that all meetings of the City Flag Working Group shall open to the public and recorded.

BE IT FINALLY RESOLVED that the City Flag Working Group shall, throughout its work, consult with the Spokane Tribe, and seek the Tribe’s input and participation.

PASSED by the City Council this ____ day of ________________, 2019.

________________________________________
City Clerk

Approved as to form:

________________________________________
Assistant City Attorney
A New Way to Advance
A Better Way to Learn

Welcome to Skillport, your gateway to learning when and where you need it. Skillport helps you access the information you need. Apply new skills to your daily work. Get better at what you do.

Log in to get started.

NOV 2017
Contract Finalized

JAN-MAR 2018
PILOT LAUNCHED

APRIL 2018
ORGANIZATION LAUNCH

OCT 2018
ONLINE SAFETY CURRICULUM

2019
INTERNAL TRAINING PUBLISHING
UTILIZATION

- 805 EMPLOYEES HAVE ACCESSED SKILLSOFT SO FAR
- EACH USER HAS ACCESSED AN AVERAGE OF 3.84 TITLES
- EVERY NEW EMPLOYEE GOING FORWARD WILL USE SKILLSOFT FOR PART OF THEIR NEW EMPLOYEE ORIENTATION

QUARTERLY USERS

Most Accessed Titles

- The Essentials for Anger Management
- PPE: Body Protection
- Payroll Clerk Instructions and Work Centers
- IT Security for End Users: IT Security Fundamentals
- Hazardous Material Handling and Storage Impact: Drum and Container Hazards
- Dealing with Customer Service Incidents and Complaints
- COS Heat Stress
- COMPLIANCE SHORT: Cybersecurity
- Bloodborne Pathogen Awareness
- Adapting Your Conflict Style
- Active Shooter
- Accident Investigation and Reporting

0 50 100 150 200
**EASE OF USE**

- **The Reality of Being a First-time Manager**
  
  Course: 26 Minutes
  
  Expertise Level: Everyone

- **Interviewing: Doing it Right**

  Course: 17 Minutes

- **Finding and Nurturing a Mentor Relationship**

  Course: 19 Minutes
  
  Expertise Level: Everyone

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*feedback gathered from 4/01/18 to present*

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- I enjoyed the whole course – liked the testing at the end.
- Overall very easy to use.
- The filmed interactions demonstrating skills were effective.
- I will have my employees watch it.
NEEDS IDENTIFICATION

Street Department

- Chainsaw safety
  Custom - Other
- Road grading
  Custom - Other
- Wirtgen safety training
  Custom - Other
REPORTING AND TRACKING

Employees have access to their training transcripts and managers have access to reporting based on user, group and content.
Executive Summary:

In 2018 Human Resources launched an e-learning system, Skillsoft, as a platform for online training for all full-time employees of the City of Spokane. Skillsoft is a global leader in e-learning and its content is available to employees via computer, tablet or phone. Content includes desktop skills, leadership, workplace essentials, leadership, personal effectiveness, and City-specific information.

The e-learning system has supplemented existing training, added training content and resources that were unavailable prior (or only available at significant cost), and is now serving as a platform for internally published training targeted towards specific groups, employees and functions.

Training data captured by Skillsoft allows our organization and departments to ensure compliance with training and safety regulations as well as helps supervisors and managers develop and track individualized learning programs. Human Resources is committed to continue to grow our e-learning system to meet the current and future needs of our workforce.

Budget Impact:

Approved in current year budget? ☒Yes ☐No ☐N/A
Annual/Reoccurring expenditure? ☒Yes ☐No ☐N/A
If new, specify funding source:
Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☐Yes ☒No ☐N/A
Requires change in current operations/policy? ☐Yes ☒No ☐N/A
Specify changes required:
Known challenges/barriers:
# Briefing Paper

## Sustainable Resources

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Finance- Purchasing Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Special Budget Ordinance</td>
</tr>
<tr>
<td>Date:</td>
<td>05/20/2019</td>
</tr>
<tr>
<td>Contact (email &amp; phone):</td>
<td>Sally Stopher <a href="mailto:ssstopher@spokanecity.org">ssstopher@spokanecity.org</a> 509-625-6032</td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td></td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Gavin Cooley</td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>Sustainable Resources Committee</td>
</tr>
<tr>
<td>Type of Agenda item:</td>
<td>☒ Consent  ☐ Discussion  ☐ Strategic Initiative</td>
</tr>
</tbody>
</table>

**Alignment:** (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)

- Budget

**Strategic Initiative:**

**Deadline:**

**Outcome:** (deliverables, delivery duties, milestones to meet)

- SBO to create a FTE in Purchasing for the hire of an Assistant Procurement Specialist to support the operational needs of the ITSD Department.

**Narrative:**

ITSD processed over 350 contracts and RFPs for services and department technology initiatives in 2018 and requests a dedicated and specialized procurement resource.

**Executive Summary:**

If approved, this SBO will allow for the hire of a new Assistant Procurement Specialist though standard Civil Service processes for dedicated support of ITSD procurement and contract management. This requested SBO will have a net zero impact to Citywide FTE as a vacant position in ITSD is deleted and the budget capacity will be moved to an IF expense line for payment to Purchasing.

**Budget Impact:**

- Approved in current year budget? ☐ Yes ☒ No ☐ N/A
- Annual/Reoccurring expenditure? ☒ Yes ☐ No ☐ N/A

If new, specify funding source: Transfer of budget capacity from a vacant FTE in ITSD to IF Purchasing expense; Purchasing will have IF Revenue to pay for the new FTE.

Other budget impacts: (revenue generating, match requirements, etc.) None

**Operations Impact:**

- Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A
- Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

Specify changes required: None

Known challenges/barriers:
**Briefing Paper**  
**Sustainable Resources Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Innovation and Technology Services Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Professional Account Management, LLC, a Duncan Subsidiary (PAM), Citation Management Software System Contract Amendment and Renewal</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>May 20, 2019</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>Michael Sloon, <a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a>, 625-6468</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td></td>
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<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Eric Finch and Michael Sloon</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Sustainable Resources Committee</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>□ Consent  □ Discussion  □ Strategic Initiative</td>
</tr>
</tbody>
</table>
| **Alignment:** | ITSD – Amendment and renewal of Citation Management Software System  
Utilizing Budget Account # 1460 21200 21710 54201 |
| **Strategic Initiative:** | Sustainable Resources |
| **Deadline:** | July 18, 2019 |
| **Outcomes:** | Ongoing support. |

**Background/History:**
Professional Account Management, LLC a subsidiary of Duncan Solutions, Inc (“PAM”) supports the City’s Citation Management Software system for Parking Services. The contract was put in place in 2013 for a five-year term. The Citation System provides, in real time, citation processing, online payments, online permit sales, data mapping, tracking of parking staff for safety, and a wide range of reporting and data tools. Software and Hardware support is included in this contract. The 2018 contracted amount was $150,000.00.

The City of Spokane seeks to renew the contract for another year to allow time to implement E-Suite and integrate the parking system.

**Executive Summary:**
- Contract with Professional Account Management, LLC  
- Requesting $150,000.00 including tax for the renewal of this contract.  
- Term is July 19, 2019 – July 18, 2020

**Budget Impact:**
- Approved in current year budget? □ Yes  □ No  
- Annual/Reoccurring expenditure? □ Yes  □ No  
- If new, specify funding source:  
- Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impact:**
- Consistent with current operations/policy? □ Yes  □ No  
- Requires change in current operations/policy? □ Yes  □ No  
- Specify changes required:  
- Known challenges/barriers:
## Executive Summary:

- Contract with Accela for Annual Software Maintenance and Support of the City’s Permitting & Licensing System.
- Requesting $183,797.73 including tax for the 2nd one-year renewal option of this contract for 2019 and $189,127.86 for the 3rd one-year renewal option of this contract for 2020.
- Contract is to be paid on an annual basis.
- Term is July 1, 2019 – June 30, 2021.

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### Budget Impact:

- **Approved in current year budget?**  
  - [ ] Yes  
  - [ ] No

- **Annual/Reoccurring expenditure?**  
  - [ ] Yes  
  - [ ] No

- **If new, specify funding source:**

- **Other budget impacts:** (revenue generating, match requirements, etc.)

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### Operations Impact:

- **Consistent with current operations/policy?**  
  - [ ] Yes  
  - [ ] No

- **Requires change in current operations/policy?**  
  - [ ] Yes  
  - [ ] No

- **Specify changes required:**

- **Known challenges/barriers:**
Briefing Paper
Sustainable Resources Committee

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<tr>
<th>Division &amp; Department:</th>
<th>Innovation and Technology Services Division</th>
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</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Mitchell Humphrey &amp; Co. Annual Support and Upgrades</td>
</tr>
<tr>
<td>Date:</td>
<td>May 20, 2019</td>
</tr>
<tr>
<td>Author (email &amp; phone):</td>
<td>Michael Sloon, <a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a>, 625-6468</td>
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<tr>
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<td>Eric Finch and Michael Sloon</td>
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<tr>
<td></td>
<td>Utilizing Budget Account #5300 73300 18850 54820</td>
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<tr>
<td>Strategic Initiative:</td>
<td>Sustainable Resources</td>
</tr>
<tr>
<td>Deadline:</td>
<td>June 30, 2019</td>
</tr>
<tr>
<td>Outcome:</td>
<td>Ongoing support and upgrades</td>
</tr>
</tbody>
</table>

Background/History:
Mitchell Humphrey supports the City’s Financial Management System (FMS), which is utilized by the Accounting Department. Mitchell Humphrey is the only supplier of FMS licensing. The 2018 contracted amount was $93,856.32. The price difference is the annual contract increase not to exceed 2.99%.

Executive Summary:
- Requesting $96,757.65 including tax for the renewal of this contract.
- Term is July 1, 2019 – June 30, 2020

Budget Impact:
- Approved in current year budget? Yes ☑ No ☐
- Annual/Reoccurring expenditure? Yes ☑ No ☐
- Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:
- Consistent with current operations/policy? Yes ☑ No ☐
- Requires change in current operations/policy? Yes ☐ No ☑
- Known challenges/barriers: