

**FINANCE, ADMINISTRATION & SUSTAINABLE RESOURCES
COMMITTEE MEETING AGENDA FOR
June 17, 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 June 17, 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 May 20, 2019 Meeting

III. Consent Items

- | | |
|--|------------------|
| • PM Web Professional Services | Eric Finch |
| • Pitney Bowes NASPO Lease | Eric Finch |
| • Pitney Bowes RISO Printer Lease | Eric Finch |
| • Firehouse Subs Foundation Grant | Jennifer Hammond |
| • Fixed Asset System Replacement Project | Michael Sloon |

IV. Council Requests

- | | |
|--|--------------|
| • SIP Loan Update | Cooley/Mumm |
| • STA Traffic Signal Prioritization Resolution | Kinnear/Mumm |

V. Staff Requests

- | | |
|-------------------------------------|---------------|
| • State Auditor Entrance Conference | State Auditor |
|-------------------------------------|---------------|

VI. Standing Topic Discussions:

- | | |
|---|-------------------|
| 1. 21 st 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. Quarterly Investment Update(Frequency: April, July, Oct, Jan) | Cooley/Hensley |
| 4. Intrafund Budget Transfer Report and General Fund Update (5 min) | Crystal Marchand |
| 5. Financial Update (10 min) | Crystal Marchand |

6. Budget Update (5 min)
7. SBO Medical Claims

Crystal Marchand
Chris Cavanaugh

VII. Executive Session:

VIII. Adjournment:

Next Sustainable Resources meeting will be on Monday, July 15, 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

Briefing Paper

Sustainable Resources Committee

Division & Department:	Innovation and Technology Services Division
Subject:	PMWeb Professional Services
Date:	June 17, 2019
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Sustainable Resources Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Integrated Capital and Engineering Services – Professional Services in support of PMWeb Budget Account # 4250-30210-38141-54201 \$33,333.00 Budget Account # 0370-30210-44200-54201 \$66,667.00
Strategic Initiative:	Sustainable Resources
Deadline:	June 30, 2019
Outcome: (deliverables, delivery duties, milestones to meet)	Professional Services in support of enhancing PMWeb for Integrated Capital and Engineering Services.
Background/History:	
<p>Contract for professional services with PMWeb for the following description of work: Training, report development, PMWeb software enhancements, software configuration, and workflow development. This is in support of existing contract OPR 2017-0005.</p> <p>The City selected PMWeb to provide Capital Project Management Software for the Public Works Division for department wide management of capital improvement projects. PMWeb is a SaaS (Software as a Service) solution that is hosted and maintained by PMWeb.</p> <p>This is a one year contract for \$100,000 with the option to renew.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • Contract with PMWeb for Professional Services. • Requesting \$100,000 including tax for this contract. • The \$100,000 will be broken out with 1/3 (\$33,333.00) to Integrated Capital and 2/3 Engineering Services (\$67,667.00) • Term is July 1, 2019 – June 30, 2020 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Sustainable Resources Committee

Division & Department:	Innovation and Technology Services Division
Subject:	NASPO Contract with Pitney Bowes for lease of new Mail Center equipment (Inserter, Mail Machine, associated software)
Date:	June 17, 2019
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Sustainable Resources Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD Budget: Mail Center Operating Leases, Hardware Maintenance, and Software Maintenance Utilizing Budget Codes: 5300-73700-18880-54501 = \$39,139.05 5300-73700-18850-54804 = \$7,651.84 5300-73700-18850-54820 = \$2,983.52
Strategic Initiative:	Sustainable Resources
Deadline:	New contract; start date will correspond with contract signing.
Outcome: (deliverables, delivery duties, milestones to meet)	Implementation of new Mail Center equipment, including folder-inserter, mailing machine, and proprietary software that connects and controls the new machinery in order to replace the current aged, end-of-life, and limited capacity machines.
Background/History:	
<p>In fourth quarter 2017, discussions began with Pitney Bowes in an effort to get an idea of what modernizing the Mail Center's technology would involve. Over the course of several meetings involving ITSD, Reprographics, and Utility Billing a solution was proposed. Because of a strong past and existing relationship with Pitney Bowes, and that this is on a state government contract, NASPO, no other bids were sought out. This contract contains Pitney Bowes Relay 7000 Tabletop Inserter, Pitney Bowes SendPro3000 Mailing Machine, Planet Press software, and File Based Processing software and all associated maintenance.</p> <p>This is a modernization project to replace the aging and limited capability systems that are currently in place. The new systems have expanded capabilities that will enable the Mail Center to offer a wider variety of services to its City department customers. Furthermore, it allows piece by piece tracking of mail through the mail stream, enabling follow up with Utilities customers.</p> <p>This project spans across three contracts, and between them there is a cost savings seen via eliminated maintenance costs on current equipment, lease and maintenance costs on Xerox printers from the Datacenter, as well as some replacement funds available on current equipment.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • Lease Contract with Pitney Bowes for Folder/Inserter, SendPro Mailing Machine, and proprietary software. • Contract term: 5 years – August 12, 2019 through August 11, 2024 • Annual lease and maintenance cost: \$45,706.56 plus \$4,067.85 sales tax for an annual total of \$49,774.41 (5300-73700-18880-54501 = \$39,139.05; 5300-73700-18850-54804 = \$7,651.84; 5300-73700-18850-54820 = \$2,983.52) • Total contract amount for five (5) years = \$248,872.05 including tax. 	

Budget Impact:

Approved in current year budget? Yes No

Annual/Reoccurring expenditure? Yes No

If new, specify funding source: Cost offsets from replacement of older machines with lease/maintenance/replacement funds.

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: Processes with handling of Utility Bill insertion and mailing will be updated to match the functionality of the new software and hardware.

Known challenges/barriers:

Briefing Paper

Sustainable Resources Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Sourcewell Contract with Pitney Bowes for lease of new Mail Center equipment (RISO printer)
Date:	June 17, 2019
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Sustainable Resources Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD Budget: Mail Center Operating Leases and Hardware Maintenance Utilizing Budget Codes: 5300-73700-18880-54501 = \$24,845.54 5300-73700-18850-54804 = \$7,256.53
Strategic Initiative:	Sustainable Resources
Deadline:	New contract; start date will correspond with contract signing
Outcome: (deliverables, delivery duties, milestones to meet)	Moving utility bill printing out of the datacenter and into the Mail Center. Implementing new printing hardware to integrate with other new Mail Center hardware to create an improved, and more dynamic workflow.
<u>Background/History:</u>	
<p>In fourth quarter 2017, discussions began with Pitney Bowes in an effort to get an idea of what modernizing the Mail Center's technology would involve. Over the course of several meetings involving ITSD, Reprographics, and Utility Billing a solution was proposed. Because of a strong past and existing relationship with Pitney Bowes, and that this is on a state government contract, Sourcewell, no other bids were sought out. This contract contains a RISO ComColor GD9630 printer, and all associated maintenance serviced by Pitney Bowes, to be utilized primarily for the printing of utility bill cycles prior to inserting and mailing.</p> <p>This is a modernization project to replace the current disjointed, and aged, systems for printing utility bills prior to mailing. This new solution has expanded interactivity with other mailing components, streamlines workflow, and enables the Mail Center to offer a wider variety of services to its City department customers.</p> <p>This project spans across three contracts, and between them there is a cost savings seen via eliminated maintenance costs on current equipment, lease and maintenance costs on Xerox printers from the Datacenter, as well as some replacement funds available on current equipment.</p>	
<u>Executive Summary:</u>	
<ul style="list-style-type: none"> • Lease Contract with Pitney Bowes for RISO ComColor GD9630 Printer • Contract term: 5 years – July 15, 2019 through July 14, 2024 • Annual lease and maintenance cost: \$29,478.48 plus \$2,623.59 sales tax for an annual total of \$32,102.07 (5300-73700-18880-54501 = \$24,845.54; 5300-73700-18850-54804 = \$7,256.53). • Total contract amount for five (5) years = \$160,510.35 including tax. 	

Budget Impact:

Approved in current year budget? Yes No

Annual/Reoccurring expenditure? Yes No

If new, specify funding source: Cost offsets from replacement funds of older machines with leases/maintenance/replacement funds.

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: The moving of utility bill printing operations from the ITSD Datacenter to the ITSD Mail Center. Also, Reprographics will no longer be pre-printing utility bill forms.

Known challenges/barriers:

Briefing Paper (Public Safety & Community Healthy Committee)

Division & Department:	Spokane Police Department
Subject:	Approval to apply for Firehouse Subs Foundation Grant
Date:	6/4/2019
Contact (email & phone):	Jennifer Hammond, 625-4056
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	PSCHC; Finance & Admin
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget Revenue
Strategic Initiative:	Safe & Healthy
Deadline:	August 28, 2019
Outcome: (deliverables, delivery duties, milestones to meet)	The total grant application is \$18,975.83 for TAC team equipment purchase. There is no matching requirement.
Background/History: The need for the TAC Team has increased significantly. The TAC team worked at least 25 events last year and will work at least 35 in 2019. SPD has a history of working well with protestors, but demonstrations can become violent. Political events, including those related to the upcoming Presidential election, can become especially volatile. During large events and demonstrations, officers can be injured from debris flying through the air and objects thrown at them by protestors. The equipment prevents line-of-duty injuries by providing protective cover. The TAC Team has not updated its protective equipment for over 20 years and would like to have the opportunity to apply for a grant to acquire up-to-date equipment.	
Executive Summary: SPD would like to submit a request for funding for protective equipment for the TAC team in the amount of \$18,975.83. The funding request includes 45 protective riot suits and 20 riot shields, as well as tax and shipping charges. The Firehouse Subs Foundation program funds the total cost of the protective equipment. The equipment is a one-time cost.	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: Revenue generating; no match requirement	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers: None	

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.



**Firehouse Subs Public Safety Foundation
Grant Application**

SAMPLE

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
Congratulations! Your organization has met Firehouse Subs Public Safety Foundation's pre-qualification criteria to be considered for a grant.
STOP HERE & PRINT THIS PAGE.
You will not be able to return to this page.

Thank you for your interest in Firehouse Subs Public Safety Foundation, where we are committed to giving back to communities by supporting first responders and public safety organizations with lifesaving equipment and funding resources.

Grants are considered on a quarterly basis by the Foundation's Board of Directors, and ALL applicants will be notified of a decision regarding their application within two months of the close of the grant deadline.

PLEASE APPLY EARLY

Due to the large number of applications, assistance is available at foundation@firehousesubs.com until two weeks before the deadline. Any inquiries received after that time will not be addressed until the next grant cycle.

PLEASE:

- **DO NOT** send email inquiries to the Firehouse Subs Care Center or through the Firehouse Subs EMS survey.
- **DO NOT** phone the Firehouse Subs main office or Firehouse Subs restaurants with grant inquiries.

The grant process is a partnership. We greatly appreciate your cooperation and compliance.

**A PRINTABLE COPY OF THE APPLICATION FORM CAN BE DOWNLOADED HERE.
THE PDF IS AVAILABLE AS A REFERENCE FOR YOUR CONVENIENCE, IT IS NOT MEANT TO BE SUBMITTED.**

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

APPLICATION GUIDELINES AND REQUIRED ATTACHMENTS

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Please prepare the following attachments before you continue. We cannot consider your application if any of the required information is missing.

- **Background/History**

- Brief history of your department or organization, and how this grant will benefit your community

- **Vendor Equipment Quote**

You must provide an official vendor quote with the following information for your grant request to be considered. Submitted quotes MUST meet the requirements below, please read carefully:

- Vendor sales representative first and last name must be included on quote
- Vendor email address must be included on quote
- The name & *physical* address of your organization must be included
- The name of a contact person from your organization must be included
- Only one vendor quote can be submitted, our organization no longer accepts multiple quotes. If more than one quote is submitted, your application will be marked incomplete
- Online quotes will not be accepted
- Must be dated within six months of the application deadline
- Must contain *only* the item(s) pertaining to your grant request
- The total dollar amount and equipment quantities in the vendor quote **MUST MATCH** the total that your department is requesting
- Include sales tax if applicable and an estimated freight charge if applicable
- The cost of maintenance plans and extended warranties are not permissible
- Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote
- Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or tax not included in the submitted quote

Note: When requesting a quote from a vendor, we highly recommend sharing our quote requirements with the sales representative and making them aware the quote is for a Firehouse Subs Public Safety Foundation grant application.

- **Most Recent Financial Information**

Submitted financials must meet the requirements below. One of the following options must be submitted. Financials must show revenue and expenses.

- A recent - within one month - Balance Sheet which consists of Assets and Liabilities
- A recent - within one month - Profit & Loss Statement also called an Income Statement
- A current year annual budget showing projected income and expenses
- A previous year audit or 990

- **Equipment Inventory**

- Please include a list of apparatus, vehicles and other specialized equipment. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE)

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

*For more details, please reference the **FREQUENTLY ASKED QUESTIONS & TIPS** on the next page.*

FREQUENTLY ASKED QUESTIONS & TIPS

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You will not be able to return to this page.

Please Apply Early.

Assistance is available through foundation@firehousesubs.com until two weeks prior to the grant deadline. Please **do not** contact area restaurants or Firehouse Subs Care center with grants questions.

What does the Firehouse Subs Public Safety Foundation support?

Our Mission is to impact the lifesaving capabilities, and the lives of local heroes and their communities. This is accomplished by providing lifesaving equipment and prevention education tools to first responders and public safety organizations. Requests such as event sponsorships, exercise equipment, and family support services are not supported by our Foundation. See below for more information regarding items that are not supported by our grants program.

Is this grant only available for Fire Departments?

No. Law enforcement, EMS, public safety organizations, non-profits and schools are encouraged to apply for lifesaving equipment.

If my organization has received a grant award from Firehouse Subs Public Safety Foundation in the past, when can we reapply?

We ask that grant recipients wait a minimum of two years from the time of approval before reapplying.

Does the Foundation provide reimbursements for purchased equipment?

Our program DOES NOT provide reimbursements for purchased equipment. If your organization has already purchased the equipment and is requesting reimbursement, please DO NOT apply.

What are the most common reasons a grant application is marked incomplete?

- Quote is missing vendor sales representative first and last name & vendor email address
- Quote is missing name & physical address of the applying organization, and a contact person from the organization
- Online quotes are not permissible
- Quote does not match the dollar amount or quantity requested in the grant application
- Quote includes item(s) that are not being requested in the grant
- Attachments are uploaded that don't pertain to the grant
- Attachments are missing
- Attachments that are not saved as .doc, .pdf, .jpeg or .xlsx
- Financials are outdated or do not include both revenues and expenses
- Alternate contact information is the same contact information as the main contact information
- The requested equipment does not fall within the Foundation's funding guidelines

Can my organization submit multiple grant applications?

No, the Foundation does not accept more than one grant request per organization.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

Can an individual apply for a fire school or police academy scholarship?

No, however, the Foundation may partner with accredited schools for scholarship programs for individuals pursuing or advancing their career in the public safety sector.

Is the Firehouse Subs Public Safety Foundation grant a matching grant?

There are no matching funds involved in our organization's grants program.

If my request is more or less than \$20,000 will it be denied?

\$15,000-\$25,000 is a guideline. Requests exceeding \$50,000 will not be accepted.

What financial information should we provide?

Submitted financials must meet the requirements below. One of the following options must be submitted. Financials must show revenue and expenses.

- A recent - within one month - Balance Sheet which consists of Assets and Liabilities
- A recent - within one month - Profit & Loss Statement also called an Income Statement
- A current year annual budget showing projected income and expenses
- A previous year audit or 990

What is needed for the required vendor quote attachment?

You must provide an official vendor quote with the following information for your grant request to be considered. Submitted quotes MUST meet the requirements below, please read carefully:

- Vendor sales representative first and last name must be included on quote
- Vendor email address must be included on quote
- The name & *physical* address of your organization must be included
- The name of a contact person from your organization must be included
- Only one vendor quote can be submitted, our organization no longer accepts multiple quotes. If more than one quote is submitted, your application will be marked incomplete
- Online quotes will not be accepted
- Must be dated within six months of the application deadline
- Must contain *only* the item(s) pertaining to your grant request
- The total dollar amount and equipment quantities in the vendor quote **MUST MATCH** the total that your department is requesting
- Include sales tax if applicable and an estimated freight charge if applicable
- The cost of maintenance plans and extended warranties are not permissible
- Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote
- Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or tax not included in the submitted quote

Note: When requesting a quote from a vendor, we highly recommend sharing our quote requirements with the sales representative and making them aware the quote is for a Firehouse Subs Public Safety Foundation grant application.

What inventory information should I provide?

Please include a list of apparatus, vehicles and other specialized equipment. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE)

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

If my department is located more than 60 miles from a Firehouse Subs restaurant, should I still apply?

Our Foundation mainly focuses its resources in areas served by Firehouse Subs restaurants. We recognize the need of rural and volunteer departments throughout the country, and will consider applications outside of the 60 mile guideline.

When can we expect to find out if our grant has been approved or denied?

ALL applicants will be notified of a decision regarding their application within two months of the close of the grant deadline. Please do not contact restaurants or the Firehouse Subs Care Center with questions regarding your grant. For technical assistance or questions other than grant status, email foundation@firehousesubs.com. We offer assistance until two weeks before the grant deadline.

Does Firehouse Subs Public Safety Foundation fund requests for "use of force"?

As per our guidelines, Firehouse Subs Public Safety Foundation does not accept grant requests for "use of force" items such as guns or lasers.

Are there items that your Foundation does not support?

All requests must fall within our Foundation's funding guidelines which can be found on our website via firehousesubsfoundation.org/about-us/funding-areas. Examples of items that are not supported by our board of directors at this time include drones, body cameras, power load systems, exercise equipment, radar detectors, uniforms, recording devices, Narcan, safety education robots and costumes, building exhaust removal systems, security systems, and use of force equipment. The Foundation does not accept requests for refurbished, pre-owned equipment or patent-pending products.

Note: Our organization is unable to accept requests for Philips automated external defibrillator FR models at this time. All other Philips product requests are acceptable.

Does the Foundation only work with specific equipment vendors?

No, the Firehouse Subs Public Safety Foundation does not endorse any specific equipment vendor or brand. It is up to the grant applicant to submit a quote for the requested equipment which will include the brand and manufacturer. As needed, the Foundation's procurement team will evaluate pricing and reach out to other distributors of the same manufacturer and brand.

Does the Foundation fund requests for refurbished equipment?

No, our organization does not accept grant requests for refurbished or pre-owned equipment.

Does the Foundation fund request for patent-pending equipment?

No, our organization does not accept grant requests for patent-pending products.

Does the Foundation accept requests for partial funding?

The Foundation does consider request for partial funding, however, the balance of funds must already be secured and outlined within your grant request. We ask that you include a note about the project and the secured funding as part of your organization's background/history attachment if submitting a request for partial funding.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

ACCOUNT REGISTRATION

Applicant First Name* _____

Applicant Last Name* _____

Applicant Title* _____

Email* _____ (we prefer an official email address for your organization/department)

*Please note, this information cannot be edited once submitted.

APPLICANT and DEPARTMENT INFORMATION

Firehouse Subs Public Safety Foundation

Grant Application

Organization/Department: (this must be your organization's official name) _____

Department Tax ID # (xx-xxxxxxx): _____

Mailing Address 1: _____

Mailing Address 2: _____

City, State & Zip Code: _____

Shipping Address: _____

Organization Phone Number: _____

Organization Phone Ext: _____

Alternate Contact Name: (must be different from applicant name) _____

Alternate Contact Phone Number: (must be different from applicant phone number) _____

Alternate Contact Ext: _____

Alternate Contact Email Address: (must be different from applicant email) _____

Communities Served: _____

Population: _____

Number of Runs/Calls for Service per Year (for fire, EMS and police only): _____

Local Approval Pre-Qualifications (Select the option that applies to your department/organization)

- As required by our community, this request has been presented and approved by our local government as part of our process when applying for external funding.
- Our jurisdiction requires approval from local officials once the award is granted.
- Our jurisdiction does not require pre-approval from local officials.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

APPLICATION REQUEST INFORMATION

Please select the type of grant you are requesting:

Equipment Donation/Prevention Education Items

Scholarships/Continuing Education

- Please note, our Foundation only reviews scholarship/continuing education grants connected with accredited schools
- For all-terrain wheelchair grant applications, email foundation@firehousesubs.com to request a paper all-terrain wheelchair grant application, and please title the email All-Terrain Wheelchair Grant Request

EQUIPMENT DONATION/PREVENTION EDUCATION ITEMS

The Foundation will determine the procurement method if your grant is approved. The equipment purchase will be implemented in one of two ways:

1) The Foundation Team will purchase the requested equipment on your behalf, and the vendor will ship it directly to your organization. Upon delivery, you must email a *signed & dated* copy of the packing slip to the Foundation.

OR

2) You will receive a Memo of Understanding from the Foundation. Once it is signed by both parties, you will receive a check to make your purchase according to the vendor quote. After you receive your equipment, you must email *signed and dated* copies of all invoices to the Foundation within one week of delivery.

What Equipment are you requesting? Please include the quantity of each item. _____

Vendor company name: _____

Sales representative first and last name: _____

Sales representative email address: _____

What is the TOTAL cost of the equipment?

Include sales tax and shipping, where applicable. Requests exceeding \$50,000 will not be accepted.

I understand that in order to be considered for funding, the total dollar amount and equipment quantities listed on the submitted quote must match the total above.

Has your department applied for this specific request in the past and been denied?

____ Yes ____ No

If yes, how many times, prior to this application, has this request been submitted? _____

Briefly explain how the equipment will benefit your community and your department.

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
This would have a direct impact on more than _____ children and _____ senior citizens in our community. (For prevention education items.)

COMMUNITY IMPACT (equipment & prevention education requests)

Have you unsuccessfully reached out to the city for funds to purchase the equipment?

Was there a particular instance where a life would have been positively impacted if you would have had the equipment available?

What positive effects will the equipment specifically have? Please describe how the requested equipment or funding would benefit your local community. We ask that you do not cite national statistics.

SCHOLARSHIPS/CONTINUED EDUCATION REQUESTS

Please note:

Our Foundation only reviews scholarships/continuing education grants connected with accredited schools.

For all-terrain wheelchair grant applications, please email foundation@firehousesubs.com to request a paper All-Terrain Wheelchair Grant Request.

If you are requesting funds for scholarships or continued education:

How do you plan to use the funds requested? _____

What is the amount of funding you are requesting? _____

Has your department applied for this specific request in the past and been denied?

____ Yes ____ No

If yes, how many times, prior to this application, has this request been submitted? _____

Please provide a detailed description of how the funding will assist your department:

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

COMMUNITY IMPACT (scholarship/funding requests)

What positive effects will the funds specifically have? Please describe how the requested funding would benefit your local community. We ask that you do not cite national statistics.

FIREHOUSE SUBS RELATIONSHIP

Address of Firehouse Subs location nearest you:

How far is this location from your department? _____ Miles

How did you hear about our organization? _____

Has your department received funding from Firehouse Subs Public Safety Foundation in the past two years? This information will be verified, if submitted incorrectly it will result in an automatic denial. Yes No

It is strongly recommended and greatly appreciated that your organization acknowledges the donation by displaying our Foundation logo on donated items/equipment whenever possible. Please note that the artwork will need to be approved by our Foundation team before being displayed.

If approved for funding we may facilitate a media presentation/press event at a local Firehouse Subs restaurant to demonstrate the equipment and acknowledge the donation. It may take up to a year depending on location and donation delivery timeframe. In the meantime, we ask that any immediate media announcements regarding the grant award be approved by the Foundation.

By applying, you grant Firehouse Subs Public Safety Foundation (the "Foundation") permission to use your organization's name and identifying trademarks in connection with this application and in connection with the Foundation's solicitations for support.

Initial Acceptance

PIO (Public Information Officer) Name: _____

(If you do not have a PIO, please list a contact for event planning and publicity. This individual will need to be readily available by email and phone.)

PIO e-mail: _____ PIO phone number: _____

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.

FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION
PRINT/VIDEO RELEASE

Applicant First and Last Name: _____

Applicant Organization: _____

Date: _____

The undersigned representing the organization listed above, and its members, hereby grants Firehouse Subs Public Safety Foundation, Inc., Firehouse Restaurant Group, Inc. (including its subsidiaries and affiliates) and its officers, directors, nominees, designees, successors, and assigns (hereinafter called "Producer"), permission to use, sell, assign, convey, reproduce, copyright, and publish images or visual likenesses, names, and/or voices ("Personal Information") in any motion picture, videotape, photograph, sound or other recording, and/or other media for commercial, informational, educational, advertising, or promotional purposes.

I hereby waive any right that I may have to inspect or approve the finished product or the advertising copy which may be used in connection therewith, or the use to which it may be applied.

I hereby release, discharge, and agree to hold harmless Producer from any liability of any nature or description by virtue of any use whatsoever of my Personal Information, whether intentional or otherwise, including but not limited to any change that may occur or be produced in the taking of said pictures or images or in the recording of any sound, or in any processing in connection with the completion of the finished product.

I Accept the Terms of the Agreement

Briefing Paper

Sustainable Resources Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Fixed Asset System Replacement Project
Date:	June 17, 2019
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Sustainable Resources Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Professional services and software purchase with Mitchell Humphrey for replacing the City of Spokane's Fixed Asset System (FAS). Utilizing Budget Account # 5310-73100-94000-56403
Strategic Initiative:	Sustainable Resources
Deadline:	June 24, 2019
Outcome: (deliverables, delivery duties, milestones to meet)	Replacement of the City's FAS with Mitchell Humphrey's Fixed Asset Module and annual maintenance.
Background/History:	
<p>The Innovation and Technology Services Department issued RFP 4495-18 for a project to implement a new Fixed Asset System (FAS). The City's goal was to select and implement a solution that would capture key departmental fixed asset attributes, capable of performing essential accounting functions such as depreciation, interfaces with the City's Mitchell Humphrey's Financial Management System, and allows the accounting team to prepare and distribute both periodic and ad hoc reports. The City chose Mitchell Humphrey's Fixed Asset module.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • Contract with Mitchell Humphrey's for one year for professional services, purchase of Fixed Asset module and annual maintenance fee. • Requesting \$74,403.00 including tax for this this contract. • Term is June 24, 2019 – June 23, 2020 • The annual maintenance will be added to the existing contract OPR 2016-0396 after the initial year. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance, Administration & Sustainable Resources Committee

Division & Department:	City Council
Subject:	STA Traffic Signal Prioritization Resolution
Date:	June 3, 2019
Contact (email & phone):	Jacob Fraley; jfraley@spokanecity.org - 509.625.6715
City Council Sponsor:	Lori Kinnear & Candace Mumm
Executive Sponsor:	
Committee(s) Impacted:	Finance, Administration & Sustainable Resources; Public Infrastructure, Environment & Sustainability
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Comprehensive Plan; Strategic Plan
Strategic Initiative:	Grow Targeted Areas, Transportation Options
Deadline:	Will be filed following Committee briefing
Outcome: (deliverables, delivery duties, milestones to meet)	Council consideration and hopeful adoption of the proposed resolution.
Background/History:	
<p><i>Phase I of the Sprague Avenue Rebuild project, completed in the fall of 2017, was designed to allow for in-lane stops by STA busses for passenger pick-up and drop-off. These stops occur at the four different STA bus stops included in the project (two on each the North and South sides of the street). Numerous constituents and business owners along the E Sprague corridor complained to STA Board members that the in-lane stops of STA busses were causing traffic jams and delays on E Sprague Ave between Helena and Stone Streets. In response to these concerns, STA Boar Member Al French proposed a motion at the STA Board meeting of April 18, 2019, calling for traffic signals along E Sprague to be prioritized in conjunction with STA bus operations to alleviate these concerns. The Board carried the motion.</i></p>	
Executive Summary:	
<ul style="list-style-type: none"> The proposal resolves that the City of Spokane supports and endorses the traffic signal prioritization concept contained in the STA Board motion for implementation at intersections along E Sprague Ave. from Division to Altamont St. It further resolves that City staff work with STA planning staff to formulate an implementation plan for the concept by October 1, 2019. 	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	

Requires change in current operations/policy? Yes No N/A

Specify changes required: Implementation of new technology to effect the signal prioritization concept

Known challenges/barriers: costs and logistics

RESOLUTION NO. 2019-_____

A Resolution supporting traffic signal prioritization for Spokane Transit Authority buses on high-performance transit routes.

WHEREAS, at its April 18, 2019 meeting, the Spokane Transit Authority (“STA”) board passed a motion which requested that STA and City staff work together to create a system for traffic signal priority in conjunction with transit bus operations on East Sprague Avenue; and

WHEREAS, this East Sprague Avenue portion of STA’s bus routes is within both a targeted investment area for the City’s infrastructure investments which support and incentivize further business investment in the area, and a High Performance Transit (“HPT”) line planned and to be built by STA; and

WHEREAS, this proposal furthers the City’s Comprehensive Plan, specifically goal TR 11, by which the City commits to “[s]upport[ing] efficient transit operations through street and transit stop designs on transit priority streets that comply with standards and include transit supportive elements, such as shelters, lighting, and schedule information. [The City also commits to] [a]ssist[ing] in implementing the STA Comprehensive Plan”; and

WHEREAS, the City’s Comprehensive Plan states repeatedly the City’s desire and goal to create livable, walkable, vibrant streets and commercial districts, providing transportation choices, committing to efficient transit service, and noting the strong linkages between land use decisions and our transportation network; and

WHEREAS, the City has also invested in enhanced bus loading platforms to enable faster and more efficient loading through this corridor, with similar investments planned for construction on other HPT lines within the City, including the future Central City Line.

NOW THEREFORE, BE IT RESOLVED that the City of Spokane supports and endorses the concept contained in the motion adopted by the Spokane Transit Authority board to create traffic signal priority for high-performance transit lines at key/critical intersections in centers and corridors, starting with the East Sprague Avenue corridor, defined for the purpose of this resolution as Sprague Avenue, from Division Street to Altamont Street.

BE IT ALSO RESOLVED that City staff should coordinate with STA’s planning staff, if so requested, to determine the locations, timing, costs, and process for implementing such signal prioritization, by no later than October 1, 2019.

Passed by the City Council this ____ day of _____, 2019.

City Clerk

Approved as to form:

Assistant City Attorney



DRAFT

EDI-USA

Tel: (215) 235-4301
www.ExecDefense.com

QUOTATION

May 21, 2019 – Spokane PD

Picture	Description	Price per unit	Quantity	Total
	<p>TURBO-X Riot Suit (complete, includes half gloves)</p> <p>Color: Black & navy</p> <p>Size: Standard</p> <p>Note: <u>Helmet sold separately.</u></p>	\$ 295	45	\$ 13,275
	<p>Riot Shield</p> <p>Color: Transparent</p> <p>Size: Standard (90x50cm).</p> <p>Front Inscription: POLICE or customized.</p>	\$ 109	20	\$ 2,180

Products Total: \$ 15,455
Freight to WA: \$ 1,970 (5 pallets)
Sales Tax for Spokane, WA (8.9%): \$ 1,550.83

Total: \$ 18,975.83

PAYMENT DUE WITHIN 30 DAYS OF FINAL INVOICE DATE

Quote issued by:

Chris Sfedu, EDI-USA
Tel: 215-235-4301
Email: Chris@ExecDefense.com

Payment Terms:

EDI-USA accepts payment via bank wire transfer or check.

Please note, if you wish to pay by credit card, a 3.5% fee applies if payment is made by credit card. There is no fee if payment is made by bank wire transfer or by check.

If paying by check, please remit to "**Executive Distributors International**" and send to:

EDI
400 Morris Avenue
Bryn Mawr, PA, 19010

If paying by wire transfer, please remit payment to the following bank coordinates:

Name of Bank: Wells Fargo Bank
Name of Bank Account: Executive Distributors International
Address of Company : 400 Morris Avenue, Bryn Mawr, Pennsylvania, 19010, USA.
Bank Account Number: 1103122543
Bank Routing Number: 121000248
Bank SWIFT Code: WFBIUS6S
Bank Address: 420 Montgomery St, San Francisco, CA, 94104, U.S.A.
Bank Telephone: +1-888-384-8400

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Briefing Paper

Public Health & Safety Committee

Division & Department:	Human Resources
Subject:	SBO – Medical Expenses
Date:	May 23, 2019
Contact (email & phone):	Christine Cavanaugh ccavanaugh@spokanecity.org ; 625-6383
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	Sustainable Resources
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	Budget – Medical Plans
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Request approval of SBO for \$740,000.00
<p>Background/History: <i>Provide brief history e.g. this is the 3rd and final 5 year extension of the contract which was put in place in 2007.</i></p> <p>Due to the following factors there is a deficit in the Employee Benefits budget. The factors are:</p> <ul style="list-style-type: none"> • Prior to 2018 prescription rebates were recorded as a reduction to the claims cost. In a BARS training it was determined these rebates should actually be recorded as revenue. That adjustment was made in 2018. The budget adjustment for 2019 now needs to be made, therefore we are moving the estimated 2019 revenue to the proper budget code. <ul style="list-style-type: none"> ○ Premera - \$600,000 ○ Kaiser Permanente - \$100,000 • A VEBA for Library employees was agreed to after the 2019 budget was approved. \$40,000.00 will be moved from a City revenue fund to a City cost fund. The Library will reimburse the City for this amount. 	

Executive Summary:

- This request is for \$300,000 from the Undesignated Employee Benefits fund in order to pay claims costs. The current balance of the Undesignated Employee Benefits fund is approximately \$16 million.

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:

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 Employees Benefits 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 Employees Benefits Fund, and the budget annexed thereto with reference to the Employees Benefits Fund, the following changes be made:

FROM:	5830-78720-	Employees Benefits Fund	
	99999-36999	Other Misc. Revenue	600,000
	5830-78721-	Employees Benefits Fund	
	99999-37210	Insurance Recovery	100,000
	5830-78777-	Employees Benefits Fund	
	99999-34896	IF City Contribution	40,000
			<u>\$ 740,000</u>
TO:	5830-78720-	Employees Benefits Fund	
	17380-54601	Insurance Claims	600,000
	5830-78721-	Employees Benefits Fund	
	17380-54601	Insurance Claims	100,000
	5830-78777-	Employees Benefits Fund	
	17960-54603	Insurance Premiums	40,000
			<u>\$ 740,000</u>

Section 2. 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 increased claims costs, 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