The Spokane City Council’s Finance & Administration Committee meeting will be held at **10:15 a.m. on February 24, 2020** 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 January 27, 2020 Meeting**

III. **Consent Items**

- Grant Award Pioneer Human Services  
  George Dahl
- Grant Award Proclaim Liberty  
  George Dahl
- SBO Project Management Office Position  
  Dusty Fredrickson

IV. **Council Requests**

- SRECS Interlocal (20 min)  
  CM Mumm/ Ormsby
- Draft Language for Multiple Positions  
  CM Mumm/Bartridge

V. **Staff Requests**

- Surplus Property Sale (5 Min)  
  Dave Steele
- MOU with Frontier Behavioral Health for Mental Health Unit (15 Min)  
  Kevin King

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. Quarterly Investment Update(Frequency: April, July, Oct, Jan)  
   Jake Hensley
4. Intrafund Budget Transfer Report and General Fund Update (5 min)  
   Paul Ingiosi
5. Financial Update (10 min)  
   Paul Ingiosi
6. Budget Update (5 min)  
   Paul Ingiosi
VII. Executive Session:

VIII. Adjournment:

Next Finance & Administration Committee meeting will be on Monday, March 16, 2020 at 1:15 p.m.

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
(Finance Committee)

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Police</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>MOU with Frontier Behavioral Health for Mental Health Team services</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td>Kevin King <a href="mailto:kking@spokanepolice.org">kking@spokanepolice.org</a> 835-4514</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Councilwoman Kinnear</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Police Chief Meidl</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Public Safety &amp; Community Health</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>☒ Consent ☐ Discussion ☐ Strategic Initiative</td>
</tr>
<tr>
<td><strong>Alignment:</strong> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
<td></td>
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<tr>
<td><strong>Strategic Initiative:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Approval of memorandum of understanding with Frontier Behavioral Health (FBH) that would provide up to $157,310 to fund 2 mental health professionals during the grant term ended June 30, 2020.</td>
</tr>
</tbody>
</table>

**Background/History:** The Spokane County Sheriff’s Office was awarded funding from WASPC to implement a Mental Health Field Response Teams Program. The Spokane Police Department is a subrecipient of that award and will be forming its own dedicated Mental Health team. SPD was awarded funding for 2 FTE Mental Health Professionals that will be subawarded to Frontier Behavioral Health.

**Executive Summary:**
- MOU funded through Washington Association of Sheriffs and Police Chiefs (WASPC) grant MHFRT-2019-001-006 implementing a Spokane Regional Mental Health Field Response Team
- Spokane County Sherriff’s Office was the grant applicant and subawarded to Spokane Police Department under OPR 2020-0043
- FBH would assign 2 mental health professionals to work aside SPD officers
- Total compensation to FBH $157,310

**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:
INTERLOCAL COOPERATION AGREEMENT
COMBINED COMMUNICATIONS BUILDING OPERATIONS

THIS INTERLOCAL COOPERATION AGREEMENT (the "Agreement") is entered into this ___ day of __________, 2020, between the CITY OF SPOKANE, Washington (the "City") on behalf of its Fire and Police Department's dispatch operations and the City of Spokane ITSD Department, the COUNTY OF SPOKANE, Washington (the "County") on behalf of its Spokane Regional Emergency Communications and the County of Spokane IT Department, and the Spokane Regional Emergency Communications Board (SREC), a board created by Spokane County Code Section _______; and jointly referred to as the "Parties".

WITNESSETH:

WHEREAS, the Interlocal Cooperation Act (chapter 39.34 RCW) permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other public entities to provide services in a manner best serving the needs of local communities; and

WHEREAS, the County, pursuant to RCW 36.32.120(6), has the care of county property and the management of county funds and of the business of the County; and

WHEREAS, the City, pursuant to RCW 35.22.280(3), has the power to control the finances and property of the City; and

WHEREAS the Board of County Commissioners (the "Board"), by Resolution No. 0-0875, adopted on October 10, 2000, found that the health, welfare and safety of the County’s residents would be furthered by the acquisition, construction, installation, operation and maintenance of a Combined Communications Building (the "CCB"), and approved the execution of this Agreement by its Chairman and Clerk; and

WHEREAS, 911, through action taken at its regular meeting on September 26, 2000, found that the health, welfare and safety of the City and County residents would be furthered by the acquisition, construction, installation, operation and maintenance of a CCB, and approved the execution of this Agreement by its Chair;

-- Now, Therefore,

The Parties agree as follows:
1. PURPOSE. The purpose of this Agreement is to set forth the Parties’ understandings regarding the ownership, administration, management, on-going operations and payment for lease and services of the CCB.

2. OWNERSHIP. The City will continue to own the building housing the CCB, however there will be no lease cost to the Parties.

3. PREMISES. The City agrees that the Parties will occupy space in the CCB based on their proportion of occupancy and use costs as agreed by the parties and as shown in Exhibit "A" that is attached to this Agreement.

4. ADMINISTRATION/ MANAGEMENT.
   A. Management of each operational function and area within the CCB is the responsibility of the Party occupying that space.
   B. The City Fire Chief will be responsible for the administration of this Agreement and insuring that the adopted policies of the Site Council are implemented in an effective and timely manner.
   C. A Site Manager will be assigned by the City Fire Chief. The Site Manager will be responsible for the management and maintenance of the CCB's building and grounds. The Site Manager will work directly with the division heads from each of the Parties to insure that policy, procedures, training and maintenance are carried out and that coordination of activities occurs to maintain appropriate standards. The cost of the time the Site Manager spends on these duties will be shared among the Parties and will be included in the annual budget for the CCB and shared among the Parties as provided for in Paragraph 7 (a) hereinafter.
   D. Each Party will commit staff to develop, with the other Parties, a building operations procedure manual that will be followed by all personnel working in the building. A draft manual is to be completed and submitted to the City Fire Chief within six (6) months of all Parties occupying the building. The final manual shall be jointly approved by the City Fire Chief and the Site Council.

5. SITE COUNCIL.
   A. Creation. There is hereby created a Site Council which shall provide oversight, review and direction to the Parties regarding the budget and operations of the CCB.
   B. Makeup/Operation.
1) The Site Council will consist of the City Fire Chief, the City Police Chief, the SREC Director and a representative from both the City of Spokane IT Dept and Spokane County IT Dept.

2) Each representative will have one (1) vote.

3) The Site Council will be provided staff assistance by the City or the Spokane Regional Emergency Communications Administration Staff as necessary. Reimbursement for staff assistance shall be based solely on their hourly rate of pay plus the employer's cost of benefits. There shall be no reimbursement for direct and/or indirect costs associated with staff assistance.

4) The Site Council will meet as necessary, but not less than one (1) time per year. The Site Council will determine its own meeting schedule.

5) The Site Council must have a quorum to meet. A quorum shall be three- fifths (3/5) of the representatives.

C. Site Council Responsibility.

1) The Site Council will evaluate the types and levels of services being provided to the building.

2) The Site Council will evaluate the types and levels of services being provided to the building.

3) The Site Council will have responsibility for reviewing and approving the budget for the maintenance/ operational and capital construction costs for the Center. Provided, however, any capital improvement costing more than $50,000 must be unanimously approved by the Site Council. Additionally, the Site Council must approve any indirect charge/ cost that will be requested for reimbursement, as a part of the budget approval process.

4) The Site Council may establish a process, which may include financial penalty, to insure compliance with building policy and procedures by the Parties residing within the CCB.

6. MAINTENANCE/OPERATION.

A. The Site Manager will be responsible for obtaining operational and maintenance services for the CCB, including:

1) Utilities - telephone service not associated with current or future 911 system switches, gas, water, electric, sewer, solid waste, aquifer
protection, storm water and other similar services.

2) Site Maintenance - lawn care, lawn sprinkler care, snow removal, private road and parking lot repair/ maintenance including fencing, and other similar services.

3) Operational and Building Maintenance - janitorial, HVAC, detection / protection / security systems testing and maintenance, property insurance coverage for building, emergency power facilities / features including generator / UPS / battery backup and general building condition.

B. The Site Manager is not responsible for any equipment associated with the direct operation of any party (e.g., Enhanced 911 system, radios, consoles, CAD systems).

7. BUDGET/FINANCE/COSTS.

A. Costs. Commencing effective July 1, 2019, All maintenance/operational and building and site capital costs, including insurance will be allocated and paid by the Parties based on the square footage of their dedicated and shared space within the building. The percentage allocations are as follows:

- Spokane Fire = 11.5%
- Spokane Police = 14.7%
- SREC = 71.8%
- City of Spokane IT = 1.0%
- Spokane County IT = 1.0%
- Total = 100.0%

These percentages are based on the actual square footage calculations of spaces occupied. IT space has been approximated based on server-rack footprints.

These percentages will remain in place until there are changes to the space allocation for a Party that would substantially change the percentages. The Site Council will approve any change in the percentages.

B. Budgeting – Special Revenue Fund. The CCB will be operated as a separate Special Revenue Fund within the City's budgeting structure. All payments to the City for CCB services will be deposited in this Fund and CCB expenditures will be made from this Fund. The City may not borrow any moneys from this fund without prior approval from the Site Council. By its very nature, this Special Revenue Fund is a rollover fund through which all reserve, cash carryover and unencumbered
funds from one fiscal year will carry over to the next fiscal year. The Site Manager is responsible for managing this Fund within the policy direction established by the Site Council.

C. Audit. The Site Council or any party may call for an audit of the Special Revenue Fund at any time. Cost of the audit requested by the Site Council will be borne by the Parties on the same percentage basis as set forth in Paragraph 7 (A) herein above. Cost of an audit requested by a Party shall be borne by the Party.

D. Accounting. All accounting of revenue and expenditures of the CCB will be through the City Accounting Department using generally accepted accounting principles. Any capital replacement cost will be determined by the Site Council and depreciated over its expected useful life. These amortized costs will be shared based on each Party's payment percentage.

E. Billing/Payments:

1) Annual Charges. Each year by August 1st, the Site Manager will provide to the Site Council for its consideration, the expected annual charges for each Party for the next calendar year. This estimated cost would be based on previous years’ experience plus any additional charges approved by the Site Council. For the time period of July 1, 2019, through December 31, 2019, the Site Manager will compile the actual expenses and shore those with the Site Council for approval and payment. Adjustments (either refunds to those who overpaid or additional payments by those who may have underpaid) will be promptly remitted.

2) Billing. Each Party will be billed the annual contract amount which is to be paid to the City no later than March 1st of each year.

3) Dispute Resolution. Any Party may appeal its annual charge. Any appeal shall be in writing and shall be received by the chairperson of the Site Council within ten (10) working days of the Party's receipt of its annual billing. Upon receipt of the appeal, the Site Council chairman shall convene the Site Council to consider the appeal. The Party appealing the annual charge shall be afforded an opportunity to personally appear through its representative in front of the Site Council to address its appeal. The Site Council shall issue a written decision on the appeal. The appealing member of the Site Council shall not participate in his/its appeal. The written decision of the Site Council shall be binding on the appealing Party.
8. **INSURANCE.** The Site Manager shall insure that the City obtains and keeps in force property insurance for the replacement cost of the building. Each Party shall be responsible for its own comparative negligence, property damage covering its personal contents and equipment, business interruption, Worker’s Compensation (if appropriate), general liability, automobile liability.

9. **LIABILITY.**

   A. from any liability, loss, cost or expense claimed by third parties for property damage and bodily injury, including death, caused by any act or omission of the indemnified Party, its officers, employee and agents in connection with this Agreement.

   B. Each Party waives immunity under Title 51 RCW solely as to the other Parties. The Parties have specifically negotiated this provision.

10. **TERM.** The initial term of this Agreement shall be two (2) years, renewable for additional periods as agreed among the parties.

11. **TERMINATION.** Any Party may otherwise terminate its participation in this Agreement at any time with one hundred eighty (180) days advanced written notice.

12. **NOTICES.** All notices shall be in writing and served either personally or by certified mail, postage prepaid, return receipt requested to the following persons. Notices sent by certified mail shall be deemed served when deposited in the United Stated mail, postage prepaid.

   ► City: Mayor of the City of Spokane
      Seventh Floor, City Hall
      808 West Spokane Falls Blvd
      Spokane, Washington 99201
   
   ► County: Spokane County Sheriff
      1100 West Mallon Avenue
      Spokane, Washington 99260-0300
   
   ► 9-1-1: Spokane County Emergency Services Communications Board
      1100 West Mallon Avenue
      Spokane, Washington 99260

   ► City Clerk, City of Spokane
      Fifth Floor, City Hall Blvd
      808 West Spokane Falls Blvd,
      Spokane, Washington 99201
   
   ► Spokane County Clerk of the Board
      1116 West Broadway Avenue
      Spokane, Washington 99260-0100
   

13. **NO SEPARATE ENTITY CREATED.** This Agreement does not create nor seek to create a separate legal entity pursuant to RCW 39.34.030(3)(b).

14. **FILING OF THIS AGREEMENT.** The City shall cause this Agreement to be filed with the Spokane County Auditor.
15. **PROPERTY UPON TERMINATION.** Title to all property acquired by a Party under this Agreement shall remain with the acquiring party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

16. **AMENDMENTS.** This Agreement may be amended at any time by mutual Agreement of all Parties executed with the same formalities as the present Agreement.

17. **SEVERABILITY.** Any provision of the Agreement which is declared invalid, void or illegal shall in no way affect, impair, or invalidate any other provision hereof; and such other provision shall remain in full force and effect.

18. **ENTIRE AGREEMENT.** This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements or understandings pertaining to any such matters shall be effective for any purpose.
<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>BALANCE as of 12/31/2018</th>
<th>ACCOUNTING STATUS</th>
<th>ALLOWABLE USES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unappropriated Reserves</td>
<td>$24,941,734</td>
<td>Unassigned</td>
<td>Unappropriated reserves are dollars that have accumulated from actual revenue in excess of expenditures over the course of a fiscal year. These funds are not restricted and may be used for any general government purpose. Funds are allocated through the standard SBO process.</td>
</tr>
<tr>
<td>Revenue Stabilization</td>
<td>$3,954,998</td>
<td>Assigned</td>
<td>Funds are restricted by SMC and “assigned” by Accounting keeping them separate from the unappropriated reserves on the City balance sheet. Funds may be used to supplement revenue shortfalls in other City funds and mitigate a General Fund revenue shortfall if the situation meets certain criteria according to City Council.</td>
</tr>
<tr>
<td>Contingency Reserve</td>
<td>$14,879,422</td>
<td>Assigned</td>
<td>Funds are restricted by SMC and “assigned” by Accounting keeping them separate from the unappropriated reserves on the City balance sheet. Funds may be used to meet extraordinary expenditures if the situation meets certain criteria as determined by City Council.</td>
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</table>
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TO: MEMBERS, SPOKANE CITY COUNCIL
FROM: MICHAEL C. ORMSBY, CITY ATTORNEY
SUBJECT: SUSTAINABLE RESOURCES COMMITTEE – CITY OF SPOKANE INTERLOCAL AGREEMENT WITH SREC
DATE: FEBRUARY 14, 2020

CONFIDENTIALITY NOTICE
THE MATERIAL CONTAINED IN THIS LEGAL MEMORANDUM IS LEGALLY PRIVILEGED AND CONFIDENTIAL, INTENDED ONLY FOR THE USE OF THE INDIVIDUAL(S) TO WHOM IT IS ADDRESSED, AS IS IDENTIFIED ABOVE. IF THE READER OF THIS MEMORANDUM IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR DUPLICATION OF THIS MEMORANDUM IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS MEMORANDUM IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AT (509) 625-6225 AND WE WILL MAKE ARRANGEMENTS TO RETRIEVE IT. THANK YOU.

City Council has requested a draft of the proposed Interlocal Agreement (“ILA”) between the City of Spokane (“City”) and the Spokane Regional Emergency Communications (“SREC”) Board (which also includes the City and Spokane County (“County”) IT Departments. Separately, the City is working with the fourteen fire Districts which, along with the Spokane Fire Department, comprised the Combined Communication Center (“CCC”) on the division of various assets (equipment and money) held by the CCC.

At the Safe and Healthy Committee Meeting earlier this month, our office presented background information on the proposed ILA (memorandum enclosed for your reference). We have forwarded a copy of the draft ILA to the attorney for SREC and expect to get comments/suggestions back from her within the next week to ten days.

I am also attaching the Schedule of Equipment that is located at the Dispatch Facility (which was jointly compiled by a representatives of SFD and SREC). Every item highlighted in blue has been decommissioned and liquidated and/or destroyed. The remainder of the equipment continues to be in use. We have provided a copy of this schedule to all of the Fire Districts which comprised the CCC for their review and information. Additionally, the calculated fund balance for the CCC on June 30, 2019 (the last day of operation of the CCC) was $4,774,708.62.
The Interlocal Agreement under which the CCC was formed and operated provides for distribution of equipment and funds upon dissolution/termination of the CCC. The City and the other members of the CCC are currently doing the calculations on how they believe the equipment and funds should be distributed.

I am happy to respond to any questions or issues that you may have.
CONFIDENTIAL ATTORNEY / CLIENT COMMUNICATION
LEGAL MEMORANDUM

TO: MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF SPOKANE
FROM: MIKE ORMSBY, CITY ATTORNEY, CITY OF SPOKANE
SUBJECT: BACKGROUND OF THE FINANCING AND OPERATING USE OF THE COMBINED COMMUNICATIONS BUILDING AND POSSIBLE CONSIDERATIONS FOR DEVELOPMENT OF AN INTERLOCAL AGREEMENT WITH USERS OF THE FACILITY
DATE: JANUARY 29, 2020

CONFIDENTIALITY NOTICE
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INTRODUCTION

The Combined Communication Building ("CCB"), constituting approximately 21,200 feet, was constructed, beginning in 2000 on a 23 acre site owned by the City of Spokane’s ("City") Fire Department ("Fire Department") at the Fire Training Center in east Spokane (occupancy occurred in late 2003). Currently housed in the facility are the Fire Department and Spokane Police Department Dispatch operations and the Spokane Regional Emergency Center (which includes 9-1-1 Intake; Crime Check Reporting; dispatch for Spokane County Sheriff’s Office (which also includes the City of Spokane Valley) and dispatch services for 14 Fire Districts in Spokane County. The purpose of this memorandum is to provide background on the initial financing of the construction of the Facility and the payment of operating costs prior to June 30, 2019 (when SREC became operative) and identify considerations for any payments required of any parties identified in Lease/Interlocal Agreement between the City and SREC.

CONCEPT OF PAYMENTS BY CITY AND COUNTY TO EACH OTHER FOR JOINT USE OF FACILITIES

The City and County entered into numerous agreements for use of each other's facilities through the years. These agreements, typically in the form of Interlocal Agreements provide for each party to pay a pro-rata share (based on the percentage
of their use of the facility) for operating and maintenance expenses as detailed in the agreements. Examples of these agreements:

1) Interlocal Agreement for use of the Public Safety Building;
2) Interlocal Agreement for use of certain space in the Annex of the Spokane County Courthouse and the Broadway Center Building;
3) The Combined Communication Building on the Fire Training Center Campus; and
4) Other smaller facilities.¹

CONSTRUCTION OF THE CCB FACILITY

After passage of a Fire Bond Issue in 1999, Fire Department Chief Williams offered other agencies the opportunity to participate in the construction of the CCB Facility with the option to locate their individual operations in the CCB. It was agreed by the participating entities that they would pay a pro-rata share of the cost of construction of the Facility, based upon the square footage they occupied in the Facility. These estimates were determined as follows:

- Fire: 24.4%
- Spokane Police: 18.5%
- Spokane County Sheriff: 16.1%
- Spokane County 9-1-1: 41%

The total construction cost for the Facility was $3,510,000, of which $2,004,276 or 57% of the cost was paid by Spokane County and Spokane County 9-1-1. The City, for the sharing of the facility used for Police and Fire Dispatch, paid 43% of the construction cost.

All parties acknowledged that the City would own the building. In recognition of the financial contribution toward construction of the CCB, the agreement provided that there would be no lease cost to the participating parties. Undoubtedly, as a County PDA, SREC is a distinct entity from those who initially financed the construction. It is the successor entity that provides services to original County departments who provided financing for construction of the CCB.

INITIAL OPERATING AGREEMENT (“AGREEMENT”)

The City and County entered into an initial Interlocal Agreement in 2003 (slightly modified in 2004) which split the initial operating costs for the Facility. The City agreed to pay approximately 43.5% of the maintenance and operation costs (as defined in the Agreement) and the County agreed to pay 56.5% of these costs.

¹ Does not include the SCRAPS Facility.
PROPOSED USE OF CCB

City, County and SREC officials have completed an evaluation of the proposed, and current, use of the CCB to determine the percentage of the facility for which each entity is charged. (There is approximately 21,200 square feet in the facility). The final estimates of the space-use by agencies/departments are:

<table>
<thead>
<tr>
<th>Agency/Department</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SREC</td>
<td>71.8%</td>
</tr>
<tr>
<td>City (Fire/Police Dispatch)</td>
<td>26.2%</td>
</tr>
<tr>
<td>City IT and County IT²</td>
<td>1% each</td>
</tr>
</tbody>
</table>

The prospect of changing the basis of rent for the CCB has been raised by a member(s) of the City Council. The concept changes the current basis of the pro-rata sharing of operating and maintenance expenses to a new approach that levies market-based rent charges for the facilities used by SREC.

1 Potential Economic and Programmatic Impacts on the City with Change in Basis for Lease Changes:

A) Reciprocal Rent Increases levied by the County.

The City has joint use agreements with the County for significant square footage housed in County-owned facilities, including:

1) The Public Safety Building total of 66,974 square feet, constituted as (approximately 60,828 square feet) for use by Police and (approximately 6,146 square feet) for Municipal Court (Municipal Court Clerk, Administration and Probation).

2) Spokane County Courthouse and Broadway Center Building (approximately 4,302 square feet where the courtrooms, judicial officers and other court related facilities are housed).

Arguably the City has a potential risk for significant rent increases for these and other facilities that City departments occupy in County owned facilities if the County were to apply the “market rate” charge approach proposed by the City. Additionally, an increase in the charges to SREC for their use of the facility could provide additional incentive for SREC to construct their own facility, leaving the City to pay all of the costs.

---

² Both the City and County are planning to locate components of their technology back-up functions in the CCB Facility. As this use grows for each IT department and energy consumption increases, these departments share of the costs will increase, but it is not ever anticipated they would exceed 5% total.
operating costs of a building where they are only using approximately 27% of the facility.

B) Impact on Other Collaborative Efforts.

1) Mutual Aid Agreements. The Fire Department has Mutual Aid Agreements with the Fire Districts in Spokane County. All of the Fire Departments and the City Fire Department have historically worked well together.

All of the Fire Districts are members of SREC. It is possible that at least some of the Districts would view a City market-rate request as punitive. It is hard to anticipate if this would happen and what the reaction would be.

Likewise, SCSO has a Mutual Aid Agreement with City Police. Additionally, there are a number of joint programs (forensics, public records, evidence storage as examples) that are jointly operated by City and County Law Enforcement costs for these functions.

2) Future Collaborative Efforts.

The City and County are currently discussing many joint/collaborative efforts. One of particular significance is the new Mental Health Stabilization Facility. The County is taking the lead on this importance facility. Should the issue of market-rate be injected for use of the Communications Facility, it may complicate further development of this project and increase its expense when it is developed.

There are discussions regarding other joint projects, particularly in the Public Works and Utility Departments. These efforts could be compromised if the basis for the financial participation of the City and County on joint projects is modified.

SUMMARY

The CCB was initially constructed with funds from both the City and the County, with the County actually funding over half of the construction cost. Additionally the past and current practice for lease payments in both City and County owned facilities between each other have been based on a pro-rata allocation of the true costs of maintenance and operation of the facilities being used. Currently the County owns approximately 71,276 square feet that is leased to/used by the City. Conversely, the City owns approximately 15,434 square feet used by SREC and the County (21,200 total square feet in the CCB x 72.8% use rate of the facility by SREC). Any change in the basis of the rent/lease change could have an adverse impact on the City.

As always, if you have any questions or care to discuss further, please let me know.
INTERLOCAL COOPERATION AGREEMENT
COMBINED COMMUNICATIONS BUILDING OPERATIONS

THIS INTERLOCAL COOPERATION AGREEMENT (the "Agreement") is entered into this ____ day of __________, 2020, between the CITY OF SPOKANE, Washington (the "City") on behalf of its Fire and Police Department's dispatch operations and the City of Spokane ITSD Department, the COUNTY OF SPOKANE, Washington (the "County") on behalf of its Spokane Regional Emergency Communications and the County of Spokane IT Department, and the Spokane Regional Emergency Communications Board (SREC), a board created by Spokane County Code Section ________; and jointly referred to as the "Parties".

WITNESSETH:

WHEREAS, the Interlocal Cooperation Act (chapter 39.34 RCW) permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other public entities to provide services in a manner best serving the needs of local communities; and

WHEREAS, the County, pursuant to RCW 36.32.120(6), has the care of county property and the management of county funds and of the business of the County; and

WHEREAS, the City, pursuant to RCW 35.22.280(3), has the power to control the finances and property of the City; and

WHEREAS the Board of County Commissioners (the "Board"), by Resolution No. 0-0875, adopted on October 10, 2000, found that the health, welfare and safety of the County's residents would be furthered by the acquisition, construction, installation, operation and maintenance of a Combined Communications Building (the "CCB"), and approved the execution of this Agreement by its Chairman and Clerk; and

WHEREAS, 911, through action taken at its regular meeting on September 26, 2000, found that the health, welfare and safety of the City and County residents would be furthered by the acquisition, construction, installation, operation and maintenance of a CCB, and approved the execution of this Agreement by its Chair;

-- Now, Therefore,

The Parties agree as follows:
1. PURPOSE. The purpose of this Agreement is to set forth the Parties’ understandings regarding the ownership, administration, management, on-going operations and payment for lease and services of the CCB.

2. OWNERSHIP. The City will continue to own the building housing the CCB, however there will be no lease cost to the Parties.

3. PREMISES. The City agrees that the Parties will occupy space in the CCB based on their proportion of occupancy and use costs as agreed by the parties and as shown in Exhibit "A" that is attached to this Agreement.

4. ADMINISTRATION/ MANAGEMENT.
   
   A. Management of each operational function and area within the CCB is the responsibility of the Party occupying that space.
   
   B. The City Fire Chief will be responsible for the administration of this Agreement and insuring that the adopted policies of the Site Council are implemented in an effective and timely manner.
   
   C. A Site Manager will be assigned by the City Fire Chief. The Site Manager will be responsible for the management and maintenance of the CCB's building and grounds. The Site Manager will work directly with the division heads from each of the Parties to insure that policy, procedures, training and maintenance are carried out and that coordination of activities occurs to maintain appropriate standards. The cost of the time the Site Manager spends on these duties will be shared among the Parties and will be included in the annual budget for the CCB and shared among the Parties as provided for in Paragraph 7 (a) hereinafter.
   
   D. Each Party will commit staff to develop, with the other Parties, a building operations procedure manual that will be followed by all personnel working in the building. A draft manual is to be completed and submitted to the City Fire Chief within six (6) months of all Parties occupying the building. The final manual shall be jointly approved by the City Fire Chief and the Site Council.

5. SITE COUNCIL.
   
   A. Creation. There is hereby created a Site Council which shall provide oversight, review and direction to the Parties regarding the budget and operations of the CCB.
   
   B. Makeup/Operation.
1) The Site Council will consist of the City Fire Chief, the City Police Chief, the SREC Director and a representative from both the City of Spokane IT Dept and Spokane County IT Dept.

2) Each representative will have one (1) vote.

3) The Site Council will be provided staff assistance by the City or the Spokane Regional Emergency Communications Administration Staff as necessary. Reimbursement for staff assistance shall be based solely on their hourly rate of pay plus the employer's cost of benefits. There shall be no reimbursement for direct and/or indirect costs associated with staff assistance.

4) The Site Council will meet as necessary, but not less than one (1) time per year. The Site Council will determine its own meeting schedule.

5) The Site Council must have a quorum to meet. A quorum shall be three-fifths (3/5) of the representatives.

C. Site Council Responsibility.

1) The Site Council will evaluate the types and levels of services being provided to the building.

2) The Site Council will evaluate the types and levels of services being provided to the building.

3) The Site Council will have responsibility for reviewing and approving the budget for the maintenance/operational and capital construction costs for the Center. Provided, however, any capital improvement costing more than $50,000 must be unanimously approved by the Site Council. Additionally, the Site Council must approve any indirect charge/cost that will be requested for reimbursement, as a part of the budget approval process.

4) The Site Council may establish a process, which may include financial penalty, to insure compliance with building policy and procedures by the Parties residing within the CCB.

6. MAINTENANCE/OPERATION.

A. The Site Manager will be responsible for obtaining operational and maintenance services for the CCB, including:

1) Utilities - telephone service not associated with current or future 911 system switches, gas, water, electric, sewer, solid waste, aquifer
protection, storm water and other similar services.

2) Site Maintenance - lawn care, lawn sprinkler care, snow removal, private road and parking lot repair/maintenance including fencing, and other similar services.

3) Operational and Building Maintenance - janitorial, HVAC, detection/protection/security systems testing and maintenance, property insurance coverage for building, emergency power facilities/features including generator/UPS/battery backup and general building condition.

B. The Site Manager is not responsible for any equipment associated with the direct operation of any party (e.g., Enhanced 911 system, radios, consoles, CAD systems).

7. BUDGET/FINANCE/COSTS.

A. Costs. Commencing effective July 1, 2019, All maintenance/operational and building and site capital costs, including insurance will be allocated and paid by the Parties based on the square footage of their dedicated and shared space within the building. The percentage allocations are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spokane Fire</td>
<td>11.5%</td>
</tr>
<tr>
<td>Spokane Police</td>
<td>14.7%</td>
</tr>
<tr>
<td>SREC</td>
<td>71.8%</td>
</tr>
<tr>
<td>City of Spokane IT</td>
<td>1.0%</td>
</tr>
<tr>
<td>Spokane County IT</td>
<td>1.0%</td>
</tr>
<tr>
<td>Total</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

These percentages are based on the actual square footage calculations of spaces occupied. IT space has been approximated based on server-rack footprints.

These percentages will remain in place until there are changes to the space allocation for a Party that would substantially change the percentages. The Site Council will approve any change in the percentages.

B. Budgeting – Special Revenue Fund. The CCB will be operated as a separate Special Revenue Fund within the City’s budgeting structure. All payments to the City for CCB services will be deposited in this Fund and CCB expenditures will be made from this Fund. The City may not borrow any moneys from this fund without prior approval from the Site Council. By its very nature, this Special Revenue Fund is a rollover fund through which all reserve, cash carryover and unencumbered
funds from one fiscal year will carry over to the next fiscal year. The Site Manager is responsible for managing this Fund within the policy direction established by the Site Council.

C. Audit. The Site Council or any party may call for an audit of the Special Revenue Fund at any time. Cost of the audit requested by the Site Council will be borne by the Parties on the same percentage basis as set forth in Paragraph 7 (A) herein above. Cost of an audit requested by a Party shall be borne by the Party.

D. Accounting. All accounting of revenue and expenditures of the CCB will be through the City Accounting Department using generally accepted accounting principles. Any capital replacement cost will be determined by the Site Council and depreciated over its expected useful life. These amortized costs will be shared based on each Party's payment percentage.

E. Billing/Payments:

1) Annual Charges. Each year by August 1st, the Site Manager will provide to the Site Council for its consideration, the expected annual charges for each Party for the next calendar year. This estimated cost would be based on previous years' experience plus any additional charges approved by the Site Council. For the time period of July 1, 2019, through December 31, 2019, the Site Manager will compile the actual expenses and share those with the Site Council for approval and payment. Adjustments (either refunds to those who overpaid or additional payments by those who may have underpaid) will be promptly remitted.

2) Billing. Each Party will be billed the annual contract amount which is to be paid to the City no later than March 1st of each year.

3) Dispute Resolution. Any Party may appeal its annual charge. Any appeal shall be in writing and shall be received by the chairperson of the Site Council within ten (10) working days of the Party's receipt of its annual billing. Upon receipt of the appeal, the Site Council chairman shall convene the Site Council to consider the appeal. The Party appealing the annual charge shall be afforded an opportunity to personally appear through its representative in front of the Site Council to address its appeal. The Site Council shall issue a written decision on the appeal. The appealing member of the Site Council shall not participate in his/its appeal. The written decision of the Site Council shall be binding on the appealing Party.
8. INSURANCE. The Site Manager shall insure that the City obtains and keeps in force property insurance for the replacement cost of the building. Each Party shall be responsible for its own comparative negligence, property damage covering its personal contents and equipment, business interruption, Worker’s Compensation (if appropriate), general liability, automobile liability.

9. LIABILITY.

   A. from any liability, loss, cost or expense claimed by third parties for property damage and bodily injury, including death, caused by any act or omission of the indemnified Party, its officers, employee and agents in connection with this Agreement.

   B. Each Party waives immunity under Title 51 RCW solely as to the other Parties. The Parties have specifically negotiated this provision.

10. TERM. The initial term of this Agreement shall be two (2) years, renewable for additional periods as agreed among the parties.

11. TERMINATION. Any Party may otherwise terminate its participation in this Agreement at any time with one hundred eighty (180) days advanced written notice.

12. NOTICES. All notices shall be in writing and served either personally or by certified mail, postage prepaid, return receipt requested to the following persons. Notices sent by certified mail shall be deemed served when deposited in the United Stated mail, postage prepaid.

   ► City: Mayor of the City of Spokane
   Seventh Floor, City Hall
   808 West Spokane Falls Blvd
   Spokane, Washington 99201
   City Clerk, City of Spokane
   Fifth Floor, City Hall Blvd
   808 West Spokane Falls Blvd,
   Spokane, Washington 99201

   ► County: Spokane County Sheriff
   1100 West Mallon Avenue
   Spokane, Washington 99260-0300
   Spokane County Clerk of the Board
   1116West Broadway Avenue
   Spokane, Washington 99260-0100

   ► 9-1-1: Spokane County Emergency Services Communications Board
   1100 West Mallon Avenue
   Spokane, Washington 99260
   Spokane County Clerk
   1116 West Broadway Avenue
   Spokane, Washington 99260-0100

13. NO SEPARATE ENTITY CREATED. This Agreement does not create nor seek to create a separate legal entity pursuant to RCW 39.34.030(3)(b).

14. FILING OF THIS AGREEMENT. The City shall cause this Agreement to be filed with the Spokane County Auditor.
15. PROPERTY UPON TERMINATION. Title to all property acquired by a Party under this Agreement shall remain with the acquiring party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

16. AMENDMENTS. This Agreement may be amended at any time by mutual Agreement of all Parties executed with the same formalities as the present Agreement.

17. SEVERABILITY. Any provision of the Agreement which is declared invalid, void or illegal shall in no way affect, impair, or invalidate any other provision hereof; and such other provision shall remain in full force and effect.

18. ENTIRE AGREEMENT. This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements or understandings pertaining to any such matters shall be effective for any purpose.
| Owner DEPT | TYPE | DEPT | ASSET ID | DESCRIPTION | MAKE | Acquired | Depreciated | Accum. Dep | Book Value | Useful Life | Depreciation Start | Depreciation 0F MONTHS | Depreciation Year | Notes | Allocation City | Allocation Others | Total Allocation | Allocation Notes |
|------------|------|------|----------|-------------|------|----------|------------|------------|------------|------------|-------------------|----------------------|----------------|-------|---------------|----------------|----------------|-------------------|------------------|
| 1630 | E 00 0095 | N003077 | SPEECTRAC COMPARATOR RECEIVER | Dell PowerEdge R710 Server | FT82BP1 | 7,893.84 | 7,893.84 | - | - | - | 6/1/2013 | 60 | 2003 | - | - | - | - | - | - |
| 1630 | E 00 0095 | N003079 | SQL CAD UPGRADE | Dell PowerEdge R710 Server | T315743 | 11,074.46 | 6,275.52 | 3,154.94 | 60 | 3/1/2016 | 34 | 2016 | 1,438.87 | 2,252.63 | 3,691.50 | - | - | - | - |
| 1630 | E 00 0095 | N003085 | RACKMOUNT POWER HYDRAULIC | Dell PowerEdge R710 Server | T315147 | 2,579.91 | 2,579.91 | - | - | - | 11/1/2014 | 50 | 2014 | 487.94 | 763.89 | 1,251.83 | - | - | - | - |
| 1630 | E 00 0095 | N003080 | RAID STORAGE CONSOLE | Dell PowerEdge R710 Server | T312696 | 7,893.84 | 7,893.84 | - | - | - | 6/1/2011 | 60 | 2011 | - | - | - | - | - | - |
| 1630 | E 00 0095 | N003078 | OLD SFD CAD A | Dell PowerEdge R710 Server | T308527 | 6,327.52 | 6,327.52 | - | 72 | 10/3/2006 | 72 | 2006 | - | - | - | - | - | - |
| 1630 | E 00 0095 | N003081 | CAD TO FOREIGN CAD INTERFACE | Dell PowerEdge R710 Server | T315713 | 3,937.96 | 6,165.10 | 10,103.06 | - | - | - | - | - | - | - | - | - | - |
| 1630 | E 00 0095 | N006721 | CAD TO FOREIGN CAD INTERFACE | Dell PowerEdge R710 Server | T312146 | 10,939.90 | 10,939.90 | - | - | - | 2009 | - | - | - | - | - | - | - |
| 1630 | E 00 0095 | N003078 | OLD SFD CAD A | Dell PowerEdge R710 Server | T315716 | 2016 Ford Escape SE AWD | 1FMCU9G95GUC82208 | 25,570.71 | 13,637.71 | - | 5/1/2016 | 32 | 2016 | 9,375.93 | 9,375.93 | City keeping this asset | In custody of SFD | - | - | - |
| 1630 | E 00 0095 | N003085 | RAID STORAGE CONSOLE | Dell PowerEdge R710 Server | T315715 | 10,939.90 | 10,939.90 | - | - | - | 2009 | - | - | - | - | - | - | - |
| 1630 | E 00 0095 | N003089 | RACKMOUNT POWER HYDRAULIC | Dell PowerEdge R710 Server | T315717 | 2,579.91 | 2,579.91 | - | - | - | 11/1/2014 | 50 | 2014 | 487.94 | 763.89 | 1,251.83 | - | - | - | - |
| 1630 | E 00 0095 | N003080 | RAID STORAGE CONSOLE | Dell PowerEdge R710 Server | T315716 | 28,897.26 | 9,430.47 | 17,466.79 | 14,800.05 | 120 | 2012 | 9,375.93 | 9,375.93 | City keeping this asset | In custody of SFD | - | - | - |
| 1630 | E 00 0095 | N003089 | RACKMOUNT POWER HYDRAULIC | Dell PowerEdge R710 Server | T315717 | 28,897.26 | 9,430.47 | 17,466.79 | 14,800.05 | 120 | 2012 | 9,375.93 | 9,375.93 | City keeping this asset | In custody of SFD | - | - | - |

**Total:**
- **Acquired:** 1,421,469.29
- **Depreciated:** 778,471.91
- **Accum. Dep:** 76,111.79
- **Book Value:** 548,885.59
- **Useful Life:** 666,205.15
- **Depreciation Start:** 6/1/2013
- **Depreciation 0F MONTHS:** 60
- **Depreciation Year:** 2003
- **Notes:** -
- **Allocation City:** -
- **Allocation Others:** -
- **Total Allocation:** -
- **Allocation Notes:** -

**Wrong dep start date:**
- **Wrong asset number in original file:** 3,937.96
- **Wrong asset number in original file:** 6,165.10

**Wrong asset number in original file:** 3,937.96

**Wrong asset number in original file:** 6,165.10

**Wrong asset number in original file:** 10,103.06

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**Wrong asset number in original file:** 10,103.06
**Briefing Paper**

**Sustainable Resources**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Finance Division, Asset Management Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Sale of Surplus Property</td>
</tr>
<tr>
<td>Date:</td>
<td>February 24&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
</tr>
<tr>
<td>Contact (email &amp; phone):</td>
<td>Dave Steele, 625-6064</td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td>Candace Mumm</td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Mayor’s Office</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)

- Strategic

**Strategic Initiative:** Reinvesting Capital Dollars

**Deadline:**

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

- Sale of real property previously declared surplus

**Narrative:** After an extensive site search, the City of Spokane identified this 12.5 acres piece of property as a suitable site for the development of a temporary fire station. The City acquired the property fully intending to surplus and sell the unneeded 10.5 acres of property upon completion of the temporary fire station. The existing residential structure needed virtually no modifications to function as a temporary station and the location provides sufficient response times to meet the needs of the area while the City plans for the future construction of a permanent fire station at the Cheney Spokane Road off ramp. The surplus property has been provided the required right of way access to allow for sale as residential property. This property was declared surplus and listed in 2016 for $450,000 with the intent of recovering as much of the initial capital investment as quickly as possible. The intent was to use the recovered dollars to meet other one time capital needs.

The city has received a full price offer from a buyer that desires to develop it as residential housing.

**Executive Summary:**

- Sale of residential property declared surplus in 2016
- Sale is a full price offer
- Dollars to be re-invested in current capital needs

**Budget Impact:**

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

**Operations Impact:**

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

**Known challenges/barriers:**
### Briefing Paper

**Finance & Administration**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>General Fund, Office of Performance Management (PMO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>SBO – Budget Allocation</td>
</tr>
<tr>
<td>Date:</td>
<td>02/19/2020</td>
</tr>
<tr>
<td>Contact (email &amp; phone):</td>
<td>Dusty Fredrickson (<a href="mailto:dfredrickson@spokanecity.org">dfredrickson@spokanecity.org</a>) (625-6482)</td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td>Council Member Mumm</td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Wes Crago, City Administrator</td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>Finance &amp; Administration</td>
</tr>
<tr>
<td>Type of Agenda item:</td>
<td>☒ Consent ☐ Discussion ☐ Strategic Initiative</td>
</tr>
<tr>
<td>Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
<td>2020 Budget Funding Allocation</td>
</tr>
<tr>
<td>Strategic Initiative:</td>
<td>Sustainable Resources</td>
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<tr>
<td>Deadline:</td>
<td></td>
</tr>
<tr>
<td>Outcome:</td>
<td></td>
</tr>
</tbody>
</table>

**Narrative:**
The Office of Performance Management is seeking approval to fund the Senior Project Manager position presented in October of 2019 and currently being filled by a Project Employee.

The purpose of this position is to augment the Project Management Office’s (PMO) ability to support ongoing and increasing demand for Project Management (PM) capacity to:
- Execute technically, or organizationally, complex strategic projects
- Support all Divisions to develop PM skill sets within their organizations

The functions of this position as follows:

**Senior Project Manager: $113,801 – Fully Benefitted Cost**
- Apply Project Management methodology to lead complex cross-departmental projects
- Participate, as a member of the PMO, to develop, enhance, and mature the City’s practice of Project, Program and Portfolio Management
- Develop and deliver Project Management training to Department resources City-wide
- Support City leadership in project selection and prioritization by developing comprehensive business case and cost/benefit analysis

**Justification**

*Mitigate Reliance on Vendor Resources*
A vital tool in the PMO’s toolkit is having the ability to bring in vendor resources to fill project-specific skillset gaps and to staff projects that are shorter in duration so the FTE’s can maintain focus on the larger, longer-term, strategic projects.

To augment capacity, PM resources were contracted to support strategic projects as follows Utility System RFP: PM 1600 hours/$280,000
**Deliver additional Project Management Training City-wide**

Division and Department heads across the City have recognized the benefit of investing in PM skills and support this request. The return on this investment takes the form of improvements to deliver quality and cost savings for the public.

With the additional capacity these resources will provide, the PMO will be able to deliver:

- 4 Project Management Training Sessions/Year (80 Employees Trained)
- Ongoing coaching and support to organizations putting these skills into practice
- Coverage for 2-4 more Citywide projects of significance for current and expected new administration initiatives

**Alleviate Chronic Over-Allocation of PMO Resources**

In any given quarter in 2018 and 2019, the PMO team is allocated over 100% capacity. This pace is not sustainable for individual team members, and does not allow the PMO to be the agile organization it needs to be in responding to high-value ‘projects of opportunity’ as they are identified.

These resources will add 3,300 productive hours to the PMO’s capacity annually.

**Funding**

Reallocate PMO 2020 Project Employee budget to fund this full time position without an increase to department allocations.

**Executive Summary:**

Approval to move forward with reallocating 2020 PMO Project Employee budget to fund a FTE Senior Project Manager position.

**Budget Impact:**

<table>
<thead>
<tr>
<th>Approved in current year budget?</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual/Reoccurring expenditure?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

If new, specify funding source:

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

**Operations Impact:**

<table>
<thead>
<tr>
<th>Consistent with current operations/policy?</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires change in current operations/policy?</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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</table>

Specify changes required:

Known challenges/barriers:
**Briefing Paper**

**Finance & Administration Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Neighborhood and Business Services Division – Community, Housing, and Human Services (CHHS) Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>CHHS grant awards to Pioneer Human Services and Proclaim Liberty</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>February 17, 2020</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>George Dahl  (<a href="mailto:gdahl@spokanecity.org">gdahl@spokanecity.org</a>  ext. 6036)</td>
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<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Tim Sigler</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Finance &amp; Administration Committee</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>☐ Consent  ☐ Discussion  ☐ Strategic Initiative</td>
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</table>

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

- 2015-2020 Strategic Plan to End Homelessness
- 2015-2020 Consolidated Plan for Community Development

**Strategic Initiative:** Safe & Healthy

**Deadline:** 12/31/2020

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

- Rehabilitation of 74 affordable housing units at 206 S. Post St.
- Construction of new ECEAP Facility for 40 part-time & 20 full-time students on Spokane’s lower south hill.

**Background/History:** The CHHS Board approved a consolidated application process for housing, acquisition, and capital improvement projects during their November 6, 2019 meeting. CHHS facilitated the first application process during the 2nd week of December 2019. CHHS received three separate applications during the month of December.

1. Family Promise of Spokane - $180,000 (grant) request to acquire SF home at 2012 E. Mission Ave.
2. Pioneer Human Services - $594,474 (grant) request to rehabilitate 74 units of affordable housing at 206 S. Post St.
3. Proclaim Liberty - $744,150 request to construct new ECEAP facility serving 40 part-time and 20 full-time students on Spokane’s lower south hill. A second request for $455,850 (loan) was made to fund offsite improvements for 65 units of new affordable housing.

**Executive Summary:**

- The CHHS Board approved the following recommendations at their February 5, 2020 meeting:
  - Do not fund Family Promise of Spokane’s request for $180,000.00
    - Acquire SF home at 2012 E. Mission Ave
  - Fund Pioneer Human Services Carlyle Rehabilitation application in full $594,474.00
    - 74 units of permanent affordable housing
  - Fund Proclaim Liberty’s new ECEAP facility in full $744,474.00
    - 40 part-time, and 20 full-time students
  - Fund Proclaim Liberty’s request for offsite improvements related to Liberty Park Terrace Phase II affordable housing development $455,850.00
    - 65 units of new affordable housing on Spokane’s lower south hill
<table>
<thead>
<tr>
<th>Budget Impact:</th>
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<tbody>
<tr>
<td>Approved in current year budget?</td>
<td>□ Yes</td>
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<tr>
<td></td>
<td>□ No</td>
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<td>Annual/Reoccurring expenditure?</td>
<td>□ Yes</td>
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<tr>
<td>If new, specify funding source:</td>
<td></td>
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<tr>
<td>Other budget impacts: (revenue generating, match requirements, etc.)</td>
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<th>Operations Impact:</th>
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<td>Consistent with current operations/policy?</td>
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SUBJECT: CHHS received three separate applications requesting funding during the PHACIP’s first open application period the week of December 9th.

BACKGROUND: The CHHS Board approved the creation of the PHACIP at their meeting on November 6, 2019. Staff created a webpage on the CHHS website to provide information for perspective applicants. Staff hosted two separate technical assistance workshops to assist partner agencies preparing to submit application. A total of 11 individuals from nine separate partner agencies attended the two workshops, including one CHHS Board member (Melody).

The table below is meant to summarize each of the three proposals received during the month of December 2019.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Proposal Type</th>
<th>Requested</th>
<th>Staff Summary</th>
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</table>
| Family Promise       | Acquisition   | $180,000 (grant) | • Acquisition of single-family home located at 2012 E. Mission Ave. Home will be converted to expand shelter capacity and centralize services for homeless families with special needs and infants.  
• Existing purchase sale agreement with owner of 2012 E. Mission Ave.  
• $20,000 match commitment from Providence Health Systems Grant  
• Plan to conduct a capital campaign in 2020 |
| Pioneer Human Services | Rehabilitation | $594,474 (grant) | • Complete building rehabilitation to transition the Carlyle from an assisted living facility to a high-barrier permanent supportive housing complex (74-units: 62 studio & 12 one-bed) of affordable housing (<50% AMI).  
• Pioneer has already invested $585,218 into facility improvements as part of the transition  
• $392,000 grant/leverage from Washington State Department of Commerce  
• Request for CHHS to fund necessary electrical upgrades (gap funding) |
| Proclaim Liberty     | New Construction | $1,200,000 (grant & loan) | • Complete construction of new ECEAP facility (2020) that will serve 20 full-time & 40 part-time students (2 classrooms).  
  o Requesting $744,150 grant  
• Complete onsite and offsite improvements for the ECEAP Center and future apartment development (approximately 65 units of affordable housing anticipated to begin construction in 2021).  
  o Requesting $455,850 loan (no interest) |

TIMELINE: Each of the three applications received should be considered “shovel ready” with project completion planned during the 2020 calendar year.

IMPACT: CHHS has approximately $1,000,000 to support this program. Consider funding availability and most pressing community needs when making funding recommendations.

ACTION: Vote to approve, or disapprove funding any of the proposals listed above.

For more information, please contact George Dahl at gdahl@spokanecity.org