FINANCE & ADMINISTRATION
COMMITTEE MEETING AGENDA FOR
March 16, 2020
1:15 p.m. – City Council Briefing Center

The Spokane City Council’s Finance & Administration Committee meeting will be held at 1:15 p.m. on March 16, 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 February 24, 2020 Meeting

III. Consent Items

- CMTV Contract
- C.A.B.L.E. Peg Capital Contract
- Public Works Safety Program Renewal
- Draeger Portable Gas Detection Equipment
- Boilermaker Services/Superheater Pendant Replacements at WTE
- DFast (NBS Gov) Annual Licensing Fee & Maintenance Ext.
- SBO for Quarterly Changes
- SBO for City Council Director of Communications & Comm Engagement
- Exemptions Process Resolution

IV. Council Requests

- Mayoral Nominees Interview/CHHS Board/Historic Landmarks Commission
- Fleet Vehicle Purchase Process
- Corona Virus Financial Implications Update

V. Staff Requests

- Special Event Cost Recovery

VI. Standing Topic Discussions:

1. 21st Century Workforce (Frequency: May, July, September, November) Human Resources
2. Quarterly Overtime Updates for Uniform (Frequency: Jan, April, July, Oct) Fire/POLice Admin
3. Quarterly Investment Update (Frequency: Jan, April, July, Oct)  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 - Process (5 min)  Paul Ingiosi/Wallace

VII. Executive Session:

VIII. Adjournment:

Next Finance & Administration meeting will be on Monday, April 20, 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
ORDINANCE NO __________

An ordinance amending Ordinance No. C-35857, passed by the City Council December 16, 2019, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, declaring a public emergency, and providing it shall take effect immediately upon passage under Section 16(D) of the City Charter as necessary for the immediate support of the public health, safety, and welfare of the citizens of Spokane", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2020 budget Ordinance No. C-35857, as above entitled, and which passed the City Council December 16, 2019, it is necessary to make changes in the appropriations of the General 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 General Fund, and the budget annexed thereto with reference to the General Fund, the following changes be made:

<table>
<thead>
<tr>
<th>FROM:</th>
<th>0320-36100</th>
<th>City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>11600-59954</td>
<td>Total Cost of Compensation</td>
<td>$ 114,321</td>
</tr>
<tr>
<td>TO:</td>
<td>0320-36100</td>
<td>City Council</td>
</tr>
<tr>
<td>11600-07340</td>
<td>Dir – Communications &amp; Community Engagement</td>
<td></td>
</tr>
<tr>
<td>(from 0 to 1 positions)</td>
<td>$ 97,948</td>
<td></td>
</tr>
<tr>
<td>11600-52210</td>
<td>Retirement</td>
<td>$ 3,805</td>
</tr>
<tr>
<td>11600-52310</td>
<td>Medical Insurance</td>
<td>$ 11,016</td>
</tr>
<tr>
<td>11600-52320</td>
<td>Dental Insurance</td>
<td>$ 1,152</td>
</tr>
<tr>
<td>11600-52330</td>
<td>Life Insurance</td>
<td>$ 191</td>
</tr>
<tr>
<td>11600-52340</td>
<td>Disability Insurance</td>
<td>$ 121</td>
</tr>
<tr>
<td>11600-52400</td>
<td>Industrial Insurance</td>
<td>$ 88</td>
</tr>
</tbody>
</table>

$ 114,321

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 need to create a Director of Communications and Community Engagement in the City Council Office, 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
ORDINANCE NO __________

An ordinance amending Ordinance No. C-35857, passed by the City Council December 16, 2019, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, declaring a public emergency, and providing it shall take effect immediately upon passage under Section 16(D) of the City Charter as necessary for the immediate support of the public health, safety, and welfare of the citizens of Spokane", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2020 budget Ordinance No. C-35857, as above entitled, and which passed the City Council December 16, 2019, it is necessary to make changes in the appropriations of the General 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 General Fund, and the budget annexed thereto with reference to the General Fund, the following changes be made:

FROM: 0320-36100 City Council
      11600-59954 Total Cost of Compensation    $  1,475

TO: 0320-36100 City Council
     11600-07340 Sr Exec Assistant to the City Council
     (from Range 27 step 6 to Range 30 Step 6) $ 1,475

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 need to adjust salary ranges following a review of incumbent’s responsibilities and job descriptions, 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
CME CABLE CHANNEL
AMENDMENT NO. 121

THIS AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as “City,” and COMMUNITY-MINDED ENTERPRISES, whose physical address is 104 W 3rd St., Spokane, Washington 99201, as “CME.”

WHEREAS, the City has previously entered into an Agreement dated February 6, 2007, with Community Minded Enterprises (CME), a not for profit corporation organized under the laws of the State of Washington, wherein the City provided certain capital grant funds from “PEG” fees from the City’s cable franchise (C-33571), together with limited operational support; and

WHEREAS, CME agreed to provide community programming on the cable channel designated for that purpose; and,

WHEREAS, City staff has proposed and CME has accepted a capital grant fund reimbursement for 2019-2020 needs from Comcast PEG monies, with the grant not involving funds other than PEG fees dedicated to such purposes under the Comcast franchise; and

WHEREAS, CME has agreed to continue to provide community access cable programming and the continued operation of CME as Community Channel Manager is in the public interest; —

NOW, THEREFORE,

The parties agree as follows:

1. DOCUMENTS. The Agreement dated February 6, 2007, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. AMENDMENT. Section 3 of the Agreement is amended to include the following:

2019 CAPITAL FUNDING. Subject to applicable Franchise requirements as provided in the cable franchise between the City and the Comcast cable company (C-33571) for PEG Fee source expenditures, the City agrees to pay CME from the “PEG Fee” resource identified in Section 19 J of the franchise, a grant up to SEVENTY-EIGHT SIXTY NINE.
THOUSAND, NINE HUNDRED AND NO/100 DOLLARS ($7869,000.00) for capital expenditures for the calendar year 2019. Future grant funding at this value is not a guarantee, and is subject to change on a yearly basis.

A. CME agrees to continue to present community programming on the cable channel designated for this purpose and represents to the City that it has adequate operational funding and other resources necessary to accomplish this function; and

B. CME understands its obligation to be sure that all expenditures of PEG fee grant monies are consistent with any Comcast franchise restrictions for use of said monies. CME shall furnish the City with reasonable proof, upon request, that its use meets cable franchise requirements. In the event CME cannot do so to City's satisfaction, CME is responsible to reimburse the City any reduction in PEG funding obligations by Comcast under Section 19 J (4). CME further agrees to indemnify and hold harmless the City from any other loss or liability for failure to the City from failure to satisfy Comcast; and

C. This is a grant from PEG fee resources only. Under no circumstances shall the City be independently liable to CME for payment of any sums under this agreement, directly or indirectly by way of reduction of other monies due and payable by Comcast.

3. FUNDING APPROVAL. PEG funds and expenses will be approved upon submission of expense receipts to the City.

Dated: __________________________ CITY OF SPOKANE

By: __________________________
Mayor

Attest: __________________________ Approved as to form:

______________________________
City Clerk Assistant City Attorney
# Briefing Paper

**SUSTAINABLE RESOURCES COMMITTEE**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Finance - Treasury</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>DFast (NBS Gov) Annual Licensing Fee and Maintenance Extension</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>3/16/2020</td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td><a href="mailto:jahensley@spokanecity.org">jahensley@spokanecity.org</a>; 625-6074 (Jake Hensley, Treasury Manager)</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>CM Mumm</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Tonya Wallace</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Finance and Administration Committee</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>
</tr>
<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>License and extension applies to year 2020</td>
</tr>
<tr>
<td><strong>Background/History:</strong></td>
<td>• DFast is the software used for local improvement district assessments and billing.</td>
</tr>
</tbody>
</table>
| **Executive Summary:** | • This extension exceeds the $130,000 Minor Contract limit (for the term of the contract).  
  • Cost of this year’s renewal: $12,028.12 |
| **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 |
| **Operations Impact:** |  
  Consistent with current operations/policy?  ☑ Yes ☐ No ☐ N/A  
  Requires change in current operations/policy?  ☑ Yes ☐ No ☐ N/A  
  Specify changes required: n/a  
  Known challenges/barriers: n/a |
City of Spokane
E-mail invoices to Jacob Hensley
jhensley@spokanecity.org

February 3, 2020
Project No: SPOKANE DFAST
Invoice No: 12023034

D-FAST 3

2019 Annual Licensing fee was $10,775.72 + 2.5% CPI as (full year 2019 published rate for the Seattle, WA area) = $11,045.11 for the 2020 Annual fee.

(License fees are subject to Sales and Use Tax)

<table>
<thead>
<tr>
<th>Fee</th>
<th>11,045.11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td></td>
</tr>
<tr>
<td>Spokane Sales and Use</td>
<td>8.90 % of 11,045.11</td>
</tr>
<tr>
<td>Total Taxes</td>
<td>983.01</td>
</tr>
<tr>
<td>TOTAL THIS INVOICE</td>
<td>$12,028.12</td>
</tr>
</tbody>
</table>

helping communities fund tomorrow
**Briefing Paper**  
**Finance and Administration Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Communications – Cable Franchise</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>KSPS PEG Reimbursement Contract</td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>2-27-20</td>
<td></td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>John Delay <a href="mailto:jdelay@spokancity.org">jdelay@spokancity.org</a> 6355</td>
<td></td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Breean Beggs</td>
<td></td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Brian Coddington</td>
<td></td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Sustainable Resources Committee</td>
<td></td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>- Consent  - Discussion  - Strategic Initiative</td>
<td></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>City of Spokane Cable Franchise – PEG Requirement  Utilizing Budget Account #1940-37330-18900-54201</td>
<td></td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td>Innovative Infrastructure</td>
<td></td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>3/31/2020</td>
<td></td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Approval of this contract to fulfill Comcast Cable Franchise Requirements.</td>
<td></td>
</tr>
<tr>
<td><strong>Background/History:</strong></td>
<td>The City of Spokane designates KSPS as the administrator of C.A.B.L.E. PEG funds under Section 19 subsection (b) of the City’s Cable Franchise. KSPS prioritizes the Capital Equipment needs of the C.A.B.L.E then relays those requests on to the City for funding.</td>
<td></td>
</tr>
<tr>
<td><strong>Executive Summary:</strong></td>
<td>As part of the Franchise, KSPS ensures that the (E) Educational Channels of the PEG Channels are provided to any subscriber, at no additional charge, and viewable by Comcast Subscribers without the need for additional equipment beyond that required to receive the Basic Cable Tier.</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Impact:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved in current year budget?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Annual/Reoccurring expenditure?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other budget impacts: (revenue generating, match requirements, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operations Impact:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistent with current operations/policy?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Requires change in current operations/policy?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Known challenges/barriers:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Briefing Paper**

**Finance and Administration Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Public Works Division; Solid Waste Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Boilermaker Services and Superheater Pendant Replacements at the WTE</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>March 16, 2020</td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td>Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a>, 625-6540</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Breean Beggs, City Council President</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Scott Simmons, Director, Public Works</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Finance and Administration/Public Infrastructure, Environment and Sustainability Committee</td>
</tr>
</tbody>
</table>

**Type of Agenda item:**
- ☑ Consent
- ❑ Discussion
- ❑ Strategic Initiative

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

**Strategic Initiative:** Innovative Infrastructure-Sustainability of the WTE Operations

**Deadline:**

**Outcome:** (deliverables, delivery duties, milestones to meet)
- Council approval of the contract

**Background/History:**

Each year, two scheduled outages on each of the two boilers at the Waste to Energy facility are performed in order to repair or replace worn components and at times, emergency services are required when failures occur in between outages. In addition, every three to four years a complete replacement of the pendants in the Superheater section of the boilers is necessary. Without these repairs and maintenance, the boilers would be unable to continue uninterrupted operation. Due to the unique and extensive nature of this type of repair work, utilization of boilermakers with proven and substantiated historical experience is required. On March 2, 2020 two responses were received for PW ITB 5238-20 for these services; New England Mechanical Overlay of Pittsfield, NH and Helfrich Brothers Boiler Works, Inc., of Lawrence, MA. Helfrich Brothers Boiler Works, Inc. was the lowest cost bidder.

The initial contract will be for two years from April 1, 2020 through March 31, 2022 and may be extended for three (3) additional one-year periods. The total cost of the contract is $3,100,000.00 for the two year term.

**Executive Summary:**
- Two year contract with Helfrich Brothers Boiler Works, Inc. for boilermaker services as well as a superheater pendant replacement project.
- Initial term of two (2) years from Apr. 1, 2020 through Mar. 31, 2022 with the option of three (3) additional one-year renewals.
- Total cost for two years is $3,100,000.00.

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

**Operations Impact:**
- Consistent with current operations/policy? ☑ Yes ❑ No ❑ N/A
- Requires change in current operations/policy? ❑ Yes ☑ No ❑ N/A
- Specify changes required: 
- Known challenges/barriers:
### Briefing Paper

**Finance & Administration Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>CME Cable Channel Agreement with Community Minded Enterprises</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>2-27-20</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>John Delay  <a href="mailto:jdelay@spokancity.org">jdelay@spokancity.org</a>  6355</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Breean Beggs</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Brian Coddington</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Finance and Administration</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>This contract fulfills a subsection of the City’s Cable Franchise with Comcast to provide for Public Access Television.</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td>Innovative Infrastructure</td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>3/31/2020</td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>As part of the Franchise, CME operates CMTV at no additional charge, and viewable by Comcast Subscribers without the need for additional equipment beyond that required to receive the Basic Cable Tier.</td>
</tr>
<tr>
<td><strong>Background/History:</strong></td>
<td>The City of Spokane Contracts with Community Minded Enterprises to operate CMTV 14, the City of Spokane’s Community access Television Channel as part of the City’s Cable Franchise with Comcast Cable.</td>
</tr>
</tbody>
</table>

**Executive Summary:**

Approval of this contract allows the City to fulfill Comcast Cable Franchise Requirements

**Budget Impact:**

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

**Operations Impact:**

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

### Finance & Administration Committee

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Public Works; 4310/4320/4330 Wastewater Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Draeger Portable Gas Detection Equipment – Annual Value Blanket Order</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>16 March 2020</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>Raylene Gennett, <a href="mailto:rgennett@spokanecity.org">rgennett@spokanecity.org</a>, x7909</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Council President Breean Beggs</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Scott Simmons, Director – Public Works</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>PIES</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>☑ Consent ☐ Discussion ☐ Strategic Initiative</td>
</tr>
<tr>
<td><strong>Alignment:</strong></td>
<td>Funding for this value blanket is available in the Wastewater Maintenance, Wastewater Treatment, and Stormwater department budgets.</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td>Safe &amp; Healthy</td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>The Wastewater departments need to purchase new gas detection equipment and have some existing equipment serviced to support employee safety.</td>
</tr>
<tr>
<td><strong>Outcome:</strong></td>
<td>This value blanket order will allow competitive procurement of and service to Draeger Portable Gas Detection Equipment on an as-needed basis with optional annual renewals at mutual agreement not to exceed a total term of five (5) years.</td>
</tr>
</tbody>
</table>

### Background/History:

Request for Quotes #5243-20 was issued publicly through the City’s electronic bidding portal on February 7, 2020. One submission was received by the closing deadline on March 3, 2020. Award is correspondingly recommended to Oxarc, Inc. (Spokane, WA) as the low responsive, responsible bidder. Pricing shall be based on a discount percentage off the manufacturer’s catalog price by product category. The resulting order will include annual renewal options up to a total term of five (5) years. The value of the annual order is estimated not to exceed $90,000.00 including tax.

### Executive Summary:

- Award Recommended to Oxarc, Inc. (Spokane, WA)
- Value blanket not to exceed $90,000.00 including tax
- Annual term with optional annual renewals up to a total term of five (5) years
- Purchase Competed on Request for Quotes #5243-20

### Budget Impact:

- Approved in current year budget? ☑ Yes ☐ No
- Annual/Reoccurring expenditure? ☐ Yes ☑ No
- If new, specify funding source: N/A
- Other budget impacts: None

### Operations Impact:

- Consistent with current operations/policy? ☑ Yes ☐ No
- Requires change in current operations/policy? ☐ Yes ☑ No
- Specify changes required: None
- Known challenges/barriers: None
**Briefing Paper**
**Finance & Administration Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Public Works Division, Multiple Public Works Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Public Works Safety Program Renewal</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>3/16/2020</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>Matt Lowmaster, <a href="mailto:mlowmaster@spokanecity.org">mlowmaster@spokanecity.org</a> ext. 6221</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Council President Breean Beggs</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Scott Simmons, Director – Public Works</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>PIES</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>Funding for this contract has been allocated from the following department budgets: Solid Waste, Waste to Energy, Wastewater Maintenance, Wastewater Treatment, and Water &amp; Hydroelectric Services.</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td>Safe &amp; Healthy</td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>The current contract for this program expires April 13, 2020.</td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Contract for ongoing implementation and development of a Public Works Safety Program to include (but not be limited to) on-site classroom safety sessions, a safety exam and supplemental materials, safety videos, and a recognition program.</td>
</tr>
</tbody>
</table>

**Background/History:**

On April 10, 2017 City Council approved a one (1) year contract with Delta Business Training for a public works safety program not to exceed $50,000.00 at the award recommendation from RFP #4344-17. That program currently covers safety when working in public right of ways, operating vehicles and heavy equipment, and executing job duties. It has been used by employees from the following Public Works departments: Solid Waste, Streets, Waste to Energy, Wastewater Maintenance, Wastewater Treatment, and Water & Hydroelectric Services. This represents the third annual renewal of this program to support further implementation and development at no change in cost.

**Executive Summary:**

This represents the third of four optional one-year renewals of the existing contract for a Public Works Safety Program with Delta Business Training at no change in cost.

Value of This Renewal: Not to Exceed $50,000.00 Including Tax

Total Contract Value Including This Renewal: Not to Exceed $200,000.00 Including Tax

**Budget Impact:**
- Approved in current year budget? ☑ Yes □ No
- Annual/Reoccurring expenditure? □ Yes ☑ No
- If new, specify funding source: N/A
- Other budget impacts: None

**Operations Impact:**
- Consistent with current operations/policy? ☑ Yes □ No
- Requires change in current operations/policy? □ Yes ☑ No
- Specify changes required: None
- Known challenges/barriers: None
CABLE EDUCATIONAL ACCESS AGREEMENT
FRIENDS OF KSPS
Amendment No. 910

THIS AMENDMENT NO. 10 to the AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, whose address is W. 808 Spokane Falls Blvd., Spokane, Washington, 99201, as (“City,”) and Friends of KSPS, whose address is 3911 South Regal Street, Spokane, Washington 99223, as (“KSPS.”)

WHEREAS, the City entered into an Agreement dated February 6, 2007, with Spokane School District 81 that provided PEG monies to KSPS for public educational programming, and the above mentioned agreement was assigned from Spokane School District 81 to KSPS in 2013; and,

WHEREAS, KSPS has agreed to continue to provide public educational television on the cable channel designated for that purpose; and,

WHEREAS, City staff has proposed, and KSPS has accepted, capital grant fund reimbursement for 2019-2020 needs from Comcast PEG monies, with the grant not involving funds other than PEG fees dedicated to such purposes under the Comcast franchise; and,

WHEREAS, KSPS has agreed to continue to provide public educational television programming and the continued operation of the channel is in the public interest; --

NOW THEREFORE, the parties agree as follows:

1. DOCUMENTS. The Agreement dated February 6, 2007, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. 2019–2020 CAPITAL FUNDING. Subject to applicable Franchise requirements as provided in the cable franchise between the City and the Comcast cable company (C-33571) for PEG Fee source expenditures, the City agrees to pay KSPS from the “PEG Fee” resource identified in Section 19 J of the franchise, a grant up to FIFTY FIVE THOUSAND FIVE HUNDRED ($55,500) Fifty Three dollars and 00/100 Dollars ($70,053.00) for capital expenditures for the calendar year 2019–2020. Future grant funding at this value is not a guarantee, and is subject to change on a yearly basis.
A. KSPS agrees to continue to present community public programming on the cable channel designated for this purpose and represents to the City that it has adequate operational funding and other resources necessary to accomplish this function; and

B. KSPS understands its obligation to be sure that all expenditures of PEG fee grant monies are consistent with any Comcast franchise restrictions for use of said monies. KSPS shall furnish the City with reasonable proof, upon request, that its use meets cable franchise requirements. In the event KSPS cannot do so to City’s satisfaction, KSPS is responsible to reimburse the City any reduction in PEG funding obligations by Comcast under Section 19 J (4). CKSPS further agrees to indemnify and hold harmless the City from any other loss or liability for failure to the City from failure to satisfy Comcast; and

C. This is a grant from PEG fee resources only. Under no circumstances shall the City be independently liable to KSPS for payment of any sums under this agreement, directly or indirectly by way of reduction of other monies due and payable by Comcast.

3. FUNDING APPROVAL. PEG funds and expenses will be approved upon submission of expense receipts to the City.

Dated: ________________ CITY OF SPOKANE

By: ________________
Mayor

Attest: ______________________ Approved as to form:

___________________________
City Clerk
___________________________
Assistant City Attorney

Dated: ________________ Friends of KSPS

Email Address: ______________________

By: ______________________
Title: ______________________
Attest: __________________________   Approved as to form: __________________________

City Clerk __________________________ Assistant City Attorney

14-543
RESOLUTION NO. 2020-____

A resolution establishing the process for the City Council’s consideration of transportation impact fee exemption applications in 2020 and referring the development of the guiding criteria for such exemption applications to the Plan Commission for its recommendations.

WHEREAS, on September 16, 2019, the City Council amended the transportation impact fee ordinance (SMC 17D.075.060) specific to the areas contained in the West Plains/Airport and Northeast Public Development Areas (“PDAs”); and

WHEREAS, this section provides that the planning director will recommend to the City Council whether to exempt a specific project from the transportation impact fee requirement, which the City Council may approve or reject; and

WHEREAS, also, the City Council “shall adopt by resolution such additional criteria as the City Council wishes to have applied to requests” for impact fee exemptions; and

WHEREAS, transportation impact fee exemptions are among the incentives which may be offered as part of the City’s “targeted areas” economic development strategy, established by Resolution No. 2015-0084 (Aug. 10, 2015) (“A resolution regarding supporting and establishing the City’s Economic Development Strategy to implement the City’s Comprehensive Plan and growth strategies”), and which, with respect to the Northeast Public Development Authority targeted area, among others, are to be reassessed in 2020; and

WHEREAS, during that reassessment period, and prior to considering or taking any action on any application(s) for transportation impact fee exemptions, the City Council wishes to have the benefit of the recommendations and input from the Plan Commission to help guide its future actions as it implements this portion of the City’s economic development strategy.

NOW THEREFORE, BE IT RESOLVED, that the Spokane City Council requests that the Plan Commission add to its 2020 work program the development of the specific and appropriate criteria to recommend that the Council adopt to help guide its decisions on whether to approve impact fee exemption applications pursuant to SMC 17D.075.060.

AND BE IT ALSO RESOLVED that the Spokane City Council will not consider or take action on impact fee exemption applications in 2020, to allow the Plan Commission sufficient time to develop recommended criteria to help guide the City Council’s decision whether to approve or reject the planning director’s recommendation on any application to exempt a specific proposal from transportation impact fees as a part of the City’s adopted economic development strategy.

Passed by the City Council this ____ day of ________________, 2020.
City Clerk

Approved as to form:

____________________________________
Assistant City Attorney
**Briefing Paper**
**Finance & Administration Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>0620 – Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Quarterly Range Changes</td>
</tr>
<tr>
<td>Date:</td>
<td>03/10/2020</td>
</tr>
<tr>
<td>Contact (email &amp; phone):</td>
<td>Tom Bartridge x6386 <a href="mailto:tbartridge@spokanecity.org">tbartridge@spokanecity.org</a></td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td>Breean Beggs</td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Tom Bartridge</td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>Finance &amp; Administration Committee</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>Budget</td>
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<tr>
<td>Strategic Initiative:</td>
<td>Quarterly Range Changes</td>
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<tr>
<td>Deadline:</td>
<td></td>
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<tr>
<td>Outcome: (deliverables, delivery duties, milestones to meet)</td>
<td>To change the range for the Senior Exec to the City Council</td>
</tr>
<tr>
<td>Narrative:</td>
<td>Range changes for currently filled classifications are done on a quarterly basis.</td>
</tr>
</tbody>
</table>

**Executive Summary:**

There has been a request to change the Senior Exec to the City Council from Range 27, Step 6 of the A07 Pay Plan to Range 30, Step 6 of the A07 Pay Plan.

**Budget Impact:**

- Approved in current year budget? ☒ Yes ☐ No ☐ N/A
- Annual/Reoccurring expenditure? ☒ Yes ☐ No ☐ N/A
- If new, specify funding source: Total Cost of Compensation
- 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:
Background/History:
SMC 10.39 currently outlines 100% public safety cost recovery for events in the right of way unless waived by City Council or Mayor. Historically, we have completely waived public safety costs for parades and have waived 40% of the costs for Bloomsday, Hoopfest, and Pig Out in the Park in recognition of their economic impact. Starting in 2017, we did cap the cost recovery for Hoopfest to not exceed $67,000 in recognition of the Riverfront Park remodel impacting their footprint and increasing their external costs as well as in response to feedback their costs from the City were growing at a rate exceeding inflation and they could not budget properly. In 2019, in further recognition of Hoopfest’s $46 million economic impact to the City, we recommended only 30% cost recovery; however, this MOU was not approved as there were concerns of equality. This proposal is an effort to create a cost recovery model that is transparent and equitable while still recognizing that not all events are created equal/have the same funding streams.

We are recommending a tiered approach to cost recovery that creates better balance between events. The tiers are community events (defined as parades that are open for the community to attend), legacy events with economic impact (Bloomsday, Hoopfest, and Pig Out in the Park), and all other events. The one exception would be for demonstration events which are already capped in the SMC to $500 maximum cost recovery. We are proposing a cost recovery model of 25% for community events, 50% for events with economic impact, and 75% for all other events. This model would only increase our total cost recovery from approximately 37% to 44% (approximately $27,000), but does create a more equitable approach where every event is both required to cover at least some portion of public safety costs, but every event also has part of the cost waived.

The following table shows how this would impact our Top 10 events. For Bloomsday, Hoopfest, and Pig Out in the Park, their costs would mostly decrease (Hoopfest would pay more, but that was due to the cap on their last MOU). There were three other events in the Top 10 in 2019 (Spokane Marathon, Every Woman Can Pink Ribbon Run, and Spokefest) that would also pay less. The four parades all would have increased cost; the MLK Unity March has not been charged anything as we traditionally have not billed parades, though as a demonstration event, we are entitled to collect the $500. The 25% cost recovery for the other three parades should not be overly burdensome and recognizes not
only that they do not have entry fees beyond those for parade participants, but also provide free entertainment for the Spokane community. However, since this is a change in policy, we are also proposing phasing in the cost recovery over two years. For the first year, the cost recovery would be 12.5% and for the second year we would increase to 25%. As the majority of the parades are in the first 6 months of the year, we are proposing this start in 2021. This will allow these events time to properly budget. We still recommend the ordinance be changed now, but we would sign MOUs with these events memorializing this arrangement.

### Executive Summary:

- Proposed change to SMC 10.39.090 for cost recovery for public safety in the right of way; instead of 100% cost recovery, cost recovery would be tiered based on type of event
- Tiers: 25% for community events such as parades, 50% for three legacy events (Bloomsday, Hoopfest, and Pig Out in the Park), and 75% for all other events
- For the community events, this 25% cost recovery would be phased over two year; the first year would be 12.5%. This would be recognized via an MOU

### Budget Impact:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoopfest</td>
<td>$137,852.25</td>
<td>$54,387.78</td>
<td>$68,926.12</td>
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<td>Bloomsday</td>
<td>$74,896.27</td>
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<td>Pig Out in the Park</td>
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<td>Spokane Marathon</td>
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<td>Every Woman Can Pink Ribbon Run</td>
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<td>$8,132.51</td>
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<td>Spokefest</td>
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<td>$4,892.65</td>
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<td>Lilac Parade</td>
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<td>St. Patrick's Day Parade</td>
<td>$22,111.29</td>
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<td>$5,527.82</td>
<td>$5,527.82</td>
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<td>Jr. Lilac Parade</td>
<td>$11,660.39</td>
<td>$-</td>
<td>$2,915.10</td>
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<td>MLK Unity March</td>
<td>$6,283.29</td>
<td>$-</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
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</table>

### Operations Impact:

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

### Known challenges/barriers:
ORDINANCE NO. C - __________

AN ORDINANCE relating to cost recovery for special events; amending SMC section 10.39.090.

The City of Spokane does ordain:

Section 1. That SMC section 10.39.090 is amended to read as follows:

10.39.090 Cost Recovery for Special Events

A. Except when waived by the mayor or by city council resolution for any special event, the licensing officer shall charge:

1. an administrative processing fee ((of fifty dollars)) per event paid at the time of application in the amount of:

   a. $50 for Small Event (0-50 attendees),
   b. $100 for Medium Event (51-1000 attendees), and
   c. $250 for Large Event (1001-10,000 attendees), and
   d. $500 for Extra Large Event (10,001 or more attendees).

2. the cost of the City personnel involved in traffic control, fire department response, facility or street support, clean up and repair and the cost of City equipment and any other non-personnel expense involved in the special event as follows: ((.))

   a. 25% of these costs for parades,
   b. 50% of these costs for legacy events (Bloomsday, Hoopfest, Pig Out in the Park, and
   c. 75% for all other events

B. The fees and costs shall be estimated in writing by the licensing officer to the applicant prior to the issuance of the special event permit.

C. The fees and costs shall be paid by the applicant to the City within thirty days from the receipt of the bill for such costs and fees.

D. When a special event permit is sought for an expressive activity involving a demonstration, rally or march, as defined by this chapter, and the special event will not require temporary street closures, cost recovery shall be limited to the administrative processing fee.

E. When a special event permit is sought for an expressive activity requiring street closure or other City services, personnel and equipment, the special event permit
may be conditioned upon payment of estimated costs incurred by the City to a maximum amount of five hundred dollars.

1. In no way will an indigent applicant’s First Amendment rights be impaired in any fashion.

2. The terms and conditions of a permit shall not infringe upon the rights of petition, assembly or free expression protected by the First Amendment of the U.S. Constitution and/or Article 1, Section 3, 4 and 5 of the Washington State Constitution.

PASSED by the City Council on ________________________________.

__________________________________________
Council President

Attest:                                               Approved as to form:

__________________________________________
City Clerk                                          Assistant City Attorney

__________________________________________
Mayor                                               Date

__________________________________________
Effective Date