

**FINANCE & ADMINISTRATION
COMMITTEE MEETING AGENDA FOR
October 19, 2020
1:15 p.m. – 3:15 p.m.**

The Spokane City Council's Finance & Administration Committee meeting will be held at **1:15 p.m. on October 19, 2020** as a Webex Meeting, 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 September 21, 2020 Meeting

III. Consent Items

- A. 2021 Downtown Spokane BID Assessment Process
- B. 2021 East Sprague BID Assessment Process
- C. Infinite Innovations – 2020 Contract Extension (SC 2020-0028)
- D. Volt Workforce Solutions – Contract Funding Extension for 2020
- E. Public Utilities Property Sale to Gonzaga Haven

IV. Discussion Requests

- | | |
|---|-----------------|
| a) SBO Engineering Construction Management Relocation (5 min) | Michelle Hughes |
| b) SIP Engineering Construction Management Relocation (5 min) | Michelle Hughes |
| c) Public Safety SIP Loan Resolution (5 min) | Michelle Hughes |
| d) Proposed Interlocal - Combined Communications Bldg. Operation (10 min) | Mike Ormsby |
| e) Purchase of Police K8s (5 min) | David Paine |
| f) Purchase of Police Tahoes (5 min) | David Paine |
| g) Water Department Parking Lot (10 min) | Scott Simmons |

V. Standing Topic Discussions

- | | |
|--|----------------------|
| 1. Quarterly Overtime Updates for Uniform (5 min) | Fire/Police Admin |
| 2. Intra-fund Budget Transfer Report and General Fund Update (5 min) | Paul Ingiosi |
| 3. Monthly General Fund Report (5 min) | Paul Ingiosi |
| 4. Financial Update (10 min) | Paul Ingiosi |
| 5. Budget Update - Process (5 min) | Paul Ingiosi/Wallace |
| 6. Quarterly Investment Update (10 min) | Jake Hensley |
| 7. SIP Loan Update (Jan., April, July, Oct.) (5 min) | Jake Hensley |

VI. Adjournment

Next Finance & Administration meeting will be on Monday, November 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

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
09/21/2020 – DRAFT

Attendance

Council Member Candace Mumm, Council Member Lori Kinnear, Council President Breean Beggs, Council Member Betsy Wilkerson, Council Member Michael Cathcart, Council Member Karen Stratton, Council Member Kate Burke, Tonya Wallace, Paul Ingiosi, Sally Stopher, Mike Sloon, Shauna Harshman, Hannahlee Allers, Tim Sigler, Mike Ormsby, Brian McClatchey, Tim Dunivant, David Steele, Amber Richards, Kandace Watkins, Kyle Twohig, Mark Carlos, and Amie Blain.

Meeting started at 1:17 p.m.

This meeting was conducted through Webex.

Approval of Minutes

Meeting Minutes for August were approved unanimously.

Agenda Items

III. Consent Items approved without discussion:

A. N/A

IV. Discussion Items

a) Reserve SMC Change_Sept 2020 – Tonya Wallace

Tonya discussed restricted versus unrestricted fund balance policies. When handling multiple reserves, it is important to determine the highest priority. Tonya recommended emergencies should be the highest priority. Tonya also discussed the handling of Contingency Reserves, Operating Reserves, Operating Revenues, and Operating Expenditures. She discussed the issue of replenishing reserve accounts, explaining that marginal increases should be included in the long-term financial plan. CM Kinnear asked if the City's bond rating would be affected by using reserves. Tonya advised it is affected, and she explained that most governments are expected to be using reserves. Tonya also advised that it is important to manage replenishment. CM Mumm advised past policies have helped us through this COVID situation to avoid furloughs and layoffs that other cities are experiencing. Please see the agenda packet for submitted documents to the committee.

b) General Fund Reserve Balances_Sept 2020 – Tonya Wallace

Tonya advised Revenue Stabilization Reserves and Contingency Reserves have restrictions on usage. Tanya offered to provide these balance updates monthly for the Council. CM Mumm requested the addition of CAFO guidance in the monthly reports. CP Beggs requested the addition of the percentages for each of the funds be included in the monthly reports. Please see the agenda packet for submitted documents to the committee.

c) Financing for Engineering Services Relocation – Tonya Wallace

Tonya is requesting a 5-year SIP loan to cover construction projects. CM Mumm asked if there are long-term plans for this site. Tonya advised there are no long-term plans. Dave Steele advised this site cannot be used as surplus. Tonya explained that the benefit of using the old Fleet Services building was due to having multiple services under one shell. Please see the agenda packet for submitted documents to the committee.

d) New Lease with Frontier Behavioral Health – Dave Steele

Dave advised the City placed a large amount of grant money in the past into the intermodal facility. The goal is to build enough of a revenue stream to offset the general fund as much as possible. This lease is for approximately half of the third floor to Frontier Behavioral Health. This will be a steady revenue stream. CM Stratton mentioned she is concerned about safety and security, and she asked about discussions regarding these issues. Dave explained Frontier Behavioral Health is familiar with the area, and security is currently on-site during the day. Frontier Behavioral Health does not have concerns about security, and the space is accessible only by elevator. Dave mentioned they are eager to begin using the space. CP Beggs asked for clarification on the use of the space. Dave explained it will be used as office space, and the only customer service would be related to paperwork. CM Stratton explained unsafe activities occur outside of that building at night. CM Kinnear mentioned moving forward with cleaning up the corner for Lutheran Community Services to use. Dave advised the Police Precinct will continue to use the first floor for now, and he is considering how to utilize that space going forward. CM Wilkerson echoed CM Stratton's concern about security, and that security services are needed in that area. CP Beggs requested information regarding what would be required to clear the corner. Dave explained it is important to clear and landscape areas that create hiding spots. CM Mumm and Dave discussed the clearing could take place this year and the planting could take place next year. CM Kinnear advised additional maintenance is required in addition to the clearing. Please see the agenda packet for submitted documents to the committee.

e) CARES Amendment and SBO – Sally Stopher

Sally advised of the additional funds and time extension provided by the CARES grant. Please see the agenda packet for submitted documents to the committee.

f) SBO for City COVID-19 Response – Paul Ingiosi

Paul advised this is the City's portion of the CARES grant. The revenue is from CARES or FEMA, and expenses are going to the departmental reserve line. Please see the agenda packet for submitted documents to the committee.

g) Contract Amendment for Special Counsel Contract – Mike Ormsby

Mike advised that the TDS agreement is complete, and the Comcast agreement is almost complete. He is requesting the Council to consider this contract amendment. CM Mumm asked for clarification regarding revenue from this contract, and Mike confirmed this will provide revenue for 10 years. Please see the agenda packet for submitted documents to the committee.

V. Standing Topic Items

1. 21st Century Workforce – Amber Richards

Amber Richards, Director of Human Resources, briefed the Committee regarding this item. Amber provided updates regarding diversity, equity, inclusion, and the 21st Century Workforce. She is consolidating previous reports and creating a plan. She is working with Alex to create an Internal Champions Network and an onboarding process for the City. The goal is to provide support and resources for new employees. Amber mentioned considering a required quarterly training for employees and additional trainings for established employees. The goal is to have

these in place by the beginning of 2021. Amber mentioned they are researching internship programs consisting of three tiers. This includes mentoring services, job shadowing, and an internal career program with a short-term work period. Amber also mentioned a management-level internship opportunity program. She advised that Matt Lowmaster and the safety team are working to expand the City's safety program. CM Cathcart asked for clarification on the Internal Champions Network program and the advertising scope for the Planner position currently available. Amber advised that the Internal Champions Network program tends to be a volunteer group within other organizations and usually represents various groups of people. Examples of groups would be a Veteran's group or a "Green Team" that would seek opportunities to promote greener options. She advised recruiting for the Planner position is occurring broadly in that it is on multiple websites and social media sites. CM Cathcart recommended seeking a highly qualified individual for this position. CM Mumm advised posting the position on the AWC website. CM Stratton advised that a Wellness employee position should be full-time and not a project position. She also advised this would be a great position in which to employ a person of color. Amber confirmed the Planner position is on the AWC website, and that the Wellness position is going to be a full-time position. CM Stratton recommended opening the opportunity to others instead of focusing on re-hiring previous employees. CM Mumm stated that she supports the idea of Wellness programs for supporting employees. CM Wilkerson advised she supports this idea as well. She also advised that many high-school students are not familiar with government work, and we have an aging workforce at the City. She also advised DEI should begin on the 7th floor. CM Kinnear advised she agrees with CM Wilkerson, and she suggested training for the City Council. She mentioned they would like to be included and interact with staff. Amber stated that her approach is that HR supports all of the City, and she is working to implement that approach.

2. Intra-fund Transfer Report and General Fund Update– Paul Ingiosi

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

3. Monthly General Fund Report – Paul Ingosi

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

4. Financial Update – Paul Ingosi

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

5. Budget Update – Paul Ingosi

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

6. 2021 City Council Budget Items – Tim Dunivant

- CM Burke is requesting \$5,000 for a new City flag. Discussion occurred regarding selling the rights of the flag.
- CM Kinnear is requesting supplemental funding for Parks. She would like to support the free swimming program and maintain equity amongst neighborhoods. The amount is approximately \$300,000. CM Burke advised she is supportive, but she would like additional discussion regarding Park's processes and the Council's limited involvement. Tim Dunivant advised that money can be set aside in the General Fund until a decision is made. Also, additional amounts above the requested 8% can be completed by a simple allocation if desired, without Park Board approval. CP Beggs requested an update regarding laying off employees and filling other vacant positions. CM Stratton advised she is concerned with

laying off regular full-time employees and replacing with project part-time employees. CM Cathcart agreed except in regards to the Public Safety employees. CP Beggs presented the question regarding employee layoffs and prioritizing employees that work directly with the public. CM Wilkerson advised that customer service positions are important in addition to roles that help the growth of the City. CP Beggs explained that this discussion is not in regards to any particular position. Please see the end of this document for the 2021 City Council Budget Items Report not included in the agenda packet.

7. Fire Station on 5-Mile – Tim Dunivant

Tim explained exploring using capital dollars for this item.

Adjournment

The meeting was adjourned at 3:01 p.m., next meeting is scheduled for October 19, 2020 at 1:15 p.m.

Prepared by:

Amie Blain

Approved by:

Chair

Council Member Candace Mumm

For further information contact: Kandace Watkins, 625-6718

City Council budget items for 2021 Budget

FINANCE & ADMINISTRATION

- City Flag: \$5,000 to pay for flags to be displayed throughout the community
- Parks supplemental funding: Provide GF support to Parks in addition to the 8% charter mandate to ensure that there are no layoffs due to the economic downturn. Cost is TBD.
- Explore new joint city/county revenues to fund regional programming for homelessness and criminal justice reform.
- Consider new financing strategies for transportation funding.

Briefing Paper and Staff Report

Finance and Administration Committee

Division & Department:	Community and Economic Development – Planning Services
Subject:	2021 Downtown Spokane Business Improvement District (BID) Assessment Process
Date:	October 19, 2020
Contact (email & phone):	Chris Green (509-625-6194) cgreen@spokanecity.org
City Council Sponsor:	CM Kinnear
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration
Type of Agenda item:	<input checked="" type="checkbox"/> Hearing <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Comprehensive Plan Downtown Plan
Strategic Initiative:	Advance downtown as the region's largest and strongest center
Deadline:	<ul style="list-style-type: none"> The draft Assessment Roll will be made available for public viewing at the City Clerk's office on November 6, 2020. An assessment formula for the BID must be adopted annually; Resolution 2020-0069 set December 7, 2020 as the Assessment Roll Hearing date. Per Chapter 4.31 SMC, the next due date for payment of assessments is January 31, 2021.
Outcome: (deliverables, delivery duties, milestones to meet)	On December 7, 2020 the Council will hold an annual assessment hearing and take action on an ordinance approving and confirming the 2021 Downtown BID Assessment Roll. Additionally, Downtown Spokane Partnership, the contracted manager of the BID, will present the BID management plan and budget for the upcoming year.
Background/History: <ul style="list-style-type: none"> <i>The Downtown Spokane business improvement district (BID) was established in 2001 to provide a variety of programs and services in the downtown district, including security ambassadors, marketing and promotions, parking and transportation programs, maintenance services, special events, and economic development support. The BID collects an annual assessment from business and property owners within the district to provide funding for these programs and services.</i> <i>Downtown Spokane Partnership administers and operates these programs through a contract with the City of Spokane.</i> <i>Chapter 4.31 SMC sets forth the annual process for assessing and collecting assessments from ratepayers within the district. In summary, the annual process includes the following steps:</i> <ul style="list-style-type: none"> <i>City Council sets an assessment roll hearing date by resolution;</i> <i>Staff from the City and the BID manager prepare the annual assessment roll based on tax assessment information from the Spokane County Assessor's Office and formulas established in Chapter 4.31 SMC;</i> <i>City staff provide mailed notice to property owners and businesses identified on the assessment roll at least fifteen days prior to the hearing;</i> <i>The City Council approves an assessment roll at the hearing;</i> 	

- *City staff carry out billing and collection of annual assessment payments.*

Executive Summary:

The Downtown Business Improvement District (BID) collects an annual assessment from business and property owners within the district to provide funding for these programs and services. The Assessment Roll is prepared annually by staff from the City and the BID manager, based on formulas established in Chapter 4.31 SMC. The proposed ordinance approves and confirms the 2021 Downtown BID Assessment Roll, allowing for billing and collecting payment of annual assessments from ratepayers within the BID.

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: Generates revenue in the form of an annual assessment within the BID; this assessment contributes the majority of the annual operating budget for the BID.

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: None

Attachment: Draft Ordinance Approving and Confirming the 2021 Assessments and Assessment Roll for the Downtown Spokane Parking and Business Improvement Area

ORDINANCE NO. C - _____

AN ORDINANCE APPROVING AND CONFIRMING THE 2021 ASSESSMENTS AND ASSESSMENT ROLL FOR THE DOWNTOWN SPOKANE PARKING AND BUSINESS IMPROVEMENT AREA, PREPARED UNDER ORDINANCE C-32923 AS CODIFIED AND AMENDED IN CHAPTER 4.31 SMC.

WHEREAS, the Spokane City Council on September 28, 2020 passed Resolution 2020 – 0069, which provided notice and set a date for hearing on the assessments to be levied under the above identified ordinance; and

WHEREAS, pursuant to Resolution No. 2020 – 0069, a public hearing was held on December 7, 2020 to take public testimony regarding the assessments and assessment roll for the Downtown Spokane Parking and Business Improvement Area; and

WHEREAS, the assessment roles have been on file in the Office of the City Clerk for public review and inspection; and

WHEREAS, the City Council, through this ordinance, intends to levy assessments in the Downtown Spokane Business Improvement District to provide programs and services, which will specifically benefit the businesses and properties in the District; and

THE CITY OF SPOKANE DOES ORDAIN:

Section 1. The 2021 assessments and the assessment roll of the Downtown Spokane Parking and Business Improvement Area, established under Ordinance C-32923, as codified and amended in Chapter 4.31 SMC, are hereby approved and confirmed. The assessments and assessment roll are attached hereto, available in the Office of the City Clerk and City Treasurer.

Section 2. Each of the businesses, as described in RCW 35.87A.020, lots, tracts, and parcels of land and other property, including improvements thereon, multi-family residential, mixed-use projects (as described in RCW 35.87A.020 (3), hotels, motels, government, and others, shown upon said rolls are hereby declared to be specially benefited by the programs authorized in Ordinance C-32923, as amended, in at least the amount levied against the same. The method of assessment is based upon the Special Assessment Formula in Appendix A.

Section 3. Pursuant to SMC 4.31.100, the projects, programs, activities and budget for the 2021 Downtown Parking and Business Improvement Area as presented to the City Council are hereby approved and may be revised by the City Council pursuant to a subsequent motion.

Section 4. The City Clerk is hereby directed to certify and transmit the assessment roll to the City Treasurer for collection, pursuant to City Ordinance and state law.

Section 5. That the assessments shown in the roll on file in the Office of the City Clerk may be paid in two installments with the first half of the assessment due and payable on the 31st day of January, 2021, and the second half of the assessment due and payable on the 31st day of July, 2021. Prior to the due date, ratepayers shall be sent a bill stating the amount of the assessment due and payable. If the assessment is not paid within thirty (30) days after its due date, a delinquency charge shall be added in the amount of ten percent (10%) of the assessment, not to exceed one hundred dollars (\$100) in addition to the processing fee. All assessments, or part thereof, shall also bear interest at the rate of twelve percent (12%) per annum, or part thereof, of delinquency. Within thirty (30) days of the due date(s), the City Treasurer or his/her designee shall send a late notice of the unpaid assessment including the assessment of appropriate interest, penalty and fees. Interest, penalties and other fees will be collected on any unpaid balance or portions thereof from the date the account became due.

Any ratepayer, aggrieved by the amount of an assessment or delinquency charge, shall request, within sixty (60) days of the assessment or charge, a meeting and/or hearing before the Ratepayer Board, and, if not satisfied with the decision of the Ratepayer Board, appeal within ten (10) days from the date of the decision, the matter de novo, to the City's Hearing Examiner, in the manner provided for in the City's Municipal Code. Failure to request a hearing shall result in a waiver of the right to challenge the assessment.

Section 6. This ordinance shall take effect and be in full force from and after the date of its passage.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

**CITY OF SPOKANE
NOTICE OF HEARING**

RESOLUTION NO. 2020-0073

**A RESOLUTION OF INTENTION TO MODIFY THE BOUNDARY OF THE
DOWNTOWN PARKING AND BUSINESS IMPROVEMENT AREA**

WHEREAS, RCW 35.87A.075 authorizes the City Council to take legislative action to modify the boundaries of the Downtown Parking and Business Improvement Area (PBIA); and

WHEREAS, the City Council desires to modify the PBIA boundary in the southwest quadrant of the PBIA in order to allow services currently requested by private owners in the area.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL THAT:

1. The City Council declares its intentions to modify the boundary of the Downtown Parking and Business Improvement Area pursuant to RCW 35.87A.075 to expand the boundary from between Cedar Street and Lincoln Street/BNSF Railroad Tracks south to the I 90 Freeway Underpass identified as Zone 5 as further depicted on the attached map.
2. A public hearing before the City Council to take public testimony and to consider proposed modification shall be held on November 9, 2020 starting at 6:00 P.M. in the City Council Chambers in the lower level of City Hall located at 808 W. Spokane Falls Blvd.
3. PUBLIC TESTIMONY PROCEDURE

Notice is hereby given that, pursuant to Governor Jay Inslee's Eleventh Updated Proclamation 20-28.11, dated October 2, 2020, all public meetings subject to the Open Public Meetings Act are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through November 9, 2020.

Individuals wishing to provide public testimony shall sign in to participate telephonically through the instructions set out in the City Council's agenda packet for the November 9, 2020 City Council meeting posted on the Council's website at:

<https://my.spokanecity.org/citycouncil/documents/>.

ADOPTED by the City Council this ____ day of October 2020.

City Clerk

Approved as to form:

Assistant City Attorney

**CITY OF SPOKANE
NOTICE OF HEARING**

RESOLUTION NO. 2020 - 0074

**A RESOLUTION OF INTENTION TO CHANGE OR ESTABLISH CERTAIN
ASSESSMENT RATES WITHIN THE DOWNTOWN PARKING AND BUSINESS
IMPROVEMENT AREA**

WHEREAS, RCW 35.87A.140 authorizes the City Council to take legislative action to change the assessment rates within the Downtown Parking and Business Improvement Area (PBIA); and

WHEREAS, the proposed changes related to assessment rate for the area contained in the proposed modified PBIA boundary identified as Zone 5 as set forth in the attached PBIA Special Assessment Matrix.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL THAT:

1. The City Council declares its intentions to change certain assessment rates of the Downtown Parking and Business Improvement Area pursuant to RCW 35.87A.140 as set forth in the attached Special Assessment Matrix as follows:
 - a) the adoption of a new assessment rate for the area contained in the PBIA expansion identified as Zone 5 with assessments based on assessed property valuation.
2. A public hearing before the City Council to take public testimony and to consider the proposed change shall be held on November 9, 2020 beginning at 6:00 P.M. in the City Council Chambers in the lower level of City Hall located at 808 W. Spokane Falls Blvd.

3. PUBLIC TESTIMONY PROCEDURE

Notice is hereby given that, pursuant to Governor Jay Inslee's Eleventh Updated Proclamation 20-28.11, dated October 2, 2020, all public meetings subject to the Open Public Meetings Act are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through November 9, 2020.

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ADOPTED by the City Council this ____ day of October 2020.

City Clerk

Approved as to form:

Assistant City Attorney

Appendix A – 2021-Zone 5

DOWNTOWN SPOKANE BUSINESS IMPROVEMENT DISTRICT Special Assessment Matrix

I. TENANT ASSESSMENT FORMULA

All tenant assessments are based upon square footage of space per lease except where noted. *There is an annual minimum assessment of \$110.00 per tenant.*

Type of Tenant	Zone 1	Zone 2	Zone 3	Zone 4*	Zone 5
Retail Tenants	\$0.28	\$0.16	\$0.13	-0-	<u>-0-</u>
-Ground floor and skywalk					
Office Tenants	\$0.16	\$0.15	\$0.12	-0-	<u>-0-</u>
-Ground floor and skywalk					
Office and Retail Tenants	\$0.12	\$0.11	\$0.10	-0-	<u>-0-</u>
-Upper floors and basement					
Manufacturing Tenants					<u>-0-</u>
-outside a C-1 zoning district	\$0.12	\$0.11	\$0.10	-0-	
-within a C-1 zoning district	\$0.05	\$0.05	\$0.05	-0-	
Commercial Parking	\$3.82	\$3.18	\$2.55	-0-	<u>\$2.58</u>
-per space assessment					
Commercial Theaters	\$3.18	\$2.42	\$2.04	-0-	<u>\$2.07</u>
-per seat assessment					
Apartments	\$5.09	\$4.45	\$3.82	-0-	<u>\$3.87</u>
-per unit assessment					

Combined Tenant/Owner	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
Hotels and Motels	\$25.43	\$25.43	\$25.43	-0-	<u>\$ 25.78</u>

II. PROPERTY OWNER ASSESSMENT FORMULA

Property owner assessments are based upon current values for land plus improvements, no exemptions, and are calculated at a rate per \$1,000 of total assessed value. Each property including its tenants shall be assessed under both the tenant and property owner formulas. *There is an annual minimum assessment of \$110.00 per property parcel.*

Type of Owner	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
Private Property	\$1.10	\$1.10	\$0.70	-0-	<u>\$1.92</u>
Government	\$0.80	\$0.80	\$0.60	-0-	<u>\$1.92</u>
Residential/Condominiums	\$0.60 up to a	\$0.60 up to a	\$0.40 up to a	-0-	<u>\$0.40 up to a</u>
-per unit assessment	max of \$215	max of \$215	max of \$215		<u>max of \$215</u>
Public Facilities District	\$0.31	\$0.31	\$0.31	-0-	<u>\$0.31</u>

III. GOVERNMENT PARK PROPERTY ASSESSMENT FORMULA

Type	Zone 4*
Public Parks	\$152.55 per acre

IV. GENERAL EXEMPTIONS

The following will be exempt from special assessments:

1. Organizations and property owners recognized under Section 501(c)(3) of the Internal Revenue Code as a tax exempt non-profit charitable organization;
2. Government agencies exempt from taxation pursuant to state or federal law;
3. Organizations conducting business in the BID less than 30 days per year.

V. TENANT EXEMPTIONS

The following tenants will be exempt from special assessments:

1. Businesses in the district less than 30 days per year.

ASSESSMENT GUIDELINES

Chapter 4.31 of the Spokane Municipal Code (SMC), as originally adopted in Ordinance No. C-32923 and as subsequently amended by the City Council, provides for the levy of special assessments upon businesses and properties within the area designated as the Downtown Business Improvement District (BID). The Ratepayer Advisory Board of Directors submits to City Council an annual BID Management Plan including a proposed budget and special assessment matrix. In early December, City Council holds a public hearing to hear all protests and receives evidence for or against the proposed action.

The following guidelines are provided as a supplement to the assessment matrix:

- Assessment rates are annual and are based upon gross leasable space (including storage) except where noted. If a ratepayer elects to pay the assessment in two installments there will be a \$10.00 service charge levied on each installment.
- A pro-rated assessment shall be available to tenant ratepayers upon request.
 - The pro-rated assessment shall be based on a full month, i.e. If a ratepayer leaves the district March 15th they will be invoiced for three full months.
 - A pro-rated assessment shall be available only to tenant ratepayers who move out of the district. When a tenant moves within the district, that tenant will be responsible for the assessment based on their previous location until the change is made for the next year's assessment roll.
- Assessments are based upon four "benefit zones", each of which pays a different level of assessment based upon the services it receives.
- A minimum assessment of \$110.00 is levied for each tenant and/or property parcel.
- The following will be exempt from assessment: Organizations and property owners recognized under Section 501 (c)(3) of the Internal Revenue Code as a tax exempt non-profit charitable organization; Governmental agencies exempt from taxation pursuant to State and Federal law, and organizations conducting business in the BID less than 30 days per year.
- No historic tax credit or other exemptions that would decrease the assessed value of land or improvements will be used to calculate the annual property assessment.
- The Downtown Spokane Partnership office should be contacted immediately to discuss any situations not covered in the above guidelines.
- Manufacturing businesses should have their businesses classified, and assessments applied, consistent with other uses in the District. Business classifications (i.e., office/manufacturing) should not be prorated for a single business operation. Per Section 4, Part E, "if multiple activities or uses are undertaken in a single business space, the predominant activity or usage shall determine the business classification. The predominant usage is that use that has the greatest proportional square footage of a building compared to other uses.

DISPUTES

The majority of assessment questions are quickly resolved by the billing agency or the Downtown Spokane Partnership office. If a satisfactory conclusion is not reached, a ratepayer aggrieved by the amount of an assessment or delinquency charge, shall request, **within sixty (60) days of the assessment or charge**, a hearing before the Ratepayer Advisory Board. An Assessment Resolution Policy, which fully outlines the appeal process, is available from the Downtown Spokane Partnership office.

SPECIAL ASSESSMENTS

The City of Spokane will levy a special assessment on each business, organization, building and a property within the area by applying an assessment rate according to the current assessment formula approved by City Council.

Assessment Rate Increases

Proposals with regards to assessment rate changes (including minimums, maximums, exemptions and increases) are all subject to approval by City Council per RCW 35.87A.

Subsequent increases of the amount of the special assessments for all flat-fee assessments will be adjusted based on the increase, if any, of the Consumer Price Index of the U.S. City Average for all urban consumers (CPI-U). The percentage increase in the assessment formula shall be computed as follows:

$$\frac{[(\text{Ending CPI-U} - \text{Beginning CPI-U}) \div \text{Beginning CPI-U}] \times 100}{1} = \text{Percentage Increase}$$

$$\frac{[(\text{September Present Year} - \text{September Previous Year}) \div \text{September Previous Year}] \times 100}{1} = \text{Percentage Increase}$$

Assessment Policies

1. Hotels and motels will be assessed for both property and tenancy at one rate per number of rooms.
2. All parking that is open and accessible to the public, including hotel lots and garages, for which a fee is charged shall be assessed on the same basis as commercial parking. For purposes of this assessment, commercial parking is defined as a parking space that is open and accessible to the public for which a charge is assessed for the privilege of parking a vehicle in the parking space for a set period of time.
3. Public parks will be assessed for both property and tenancy at one rate per number of acres.
4. A minimum assessment of one hundred and ten dollars (\$110.00) will be applied to every business or property parcel within the boundaries.
5. Square footage will be combined for office or retail tenants occupying multiple spaces in one building.

Downtown Business Improvement District Boundary (Proposed)

Drawn: October 14, 2020



Parcel



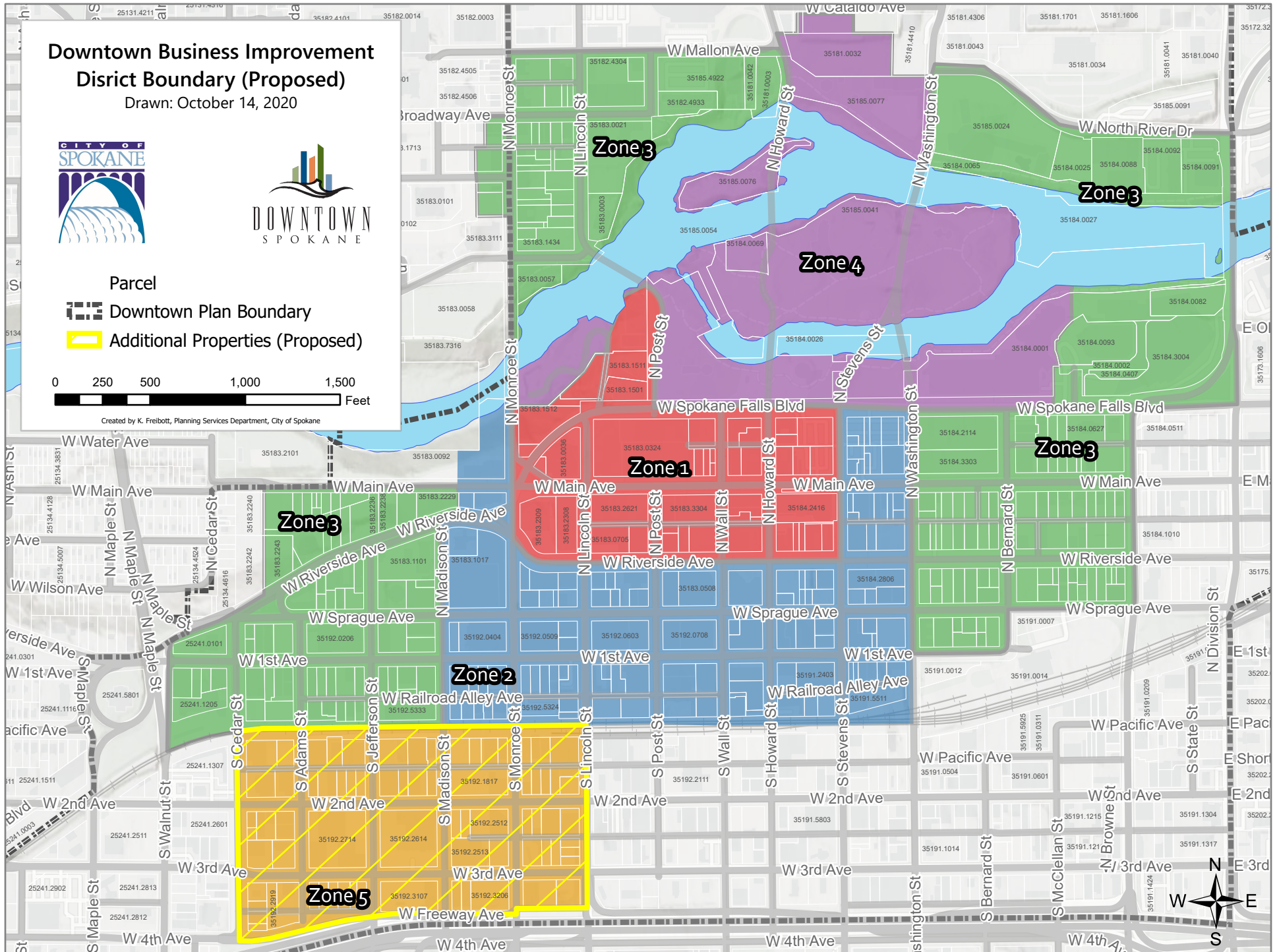
Downtown Plan Boundary



Additional Properties (Proposed)



Created by K. Freibott, Planning Services Department, City of Spokane



Briefing Paper and Staff Report

Finance and Administration Committee

Division & Department:	Community and Economic Development – Planning Services
Subject:	2021 East Sprague Business Improvement District (BID) Assessment Process
Date:	October 19, 2020
Contact (email & phone):	Chris Green (509-625-6194) cgreen@spokanecity.org
City Council Sponsor:	CM Kinnear
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration
Type of Agenda item:	<input checked="" type="checkbox"/> Hearing <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Comprehensive Plan Sprague Targeted Investment Pilot (TIP)
Strategic Initiative:	Invest in key neighborhoods and business centers; especially PDAs and small businesses
Deadline:	<ul style="list-style-type: none"> The draft Assessment Roll will be made available for public viewing at the City Clerk's office on November 6, 2020. An assessment formula for the BID must be adopted annually; Resolution 2020-0070 set December 7, 2020 as the Assessment Roll Hearing date. Per Chapter 4.31C SMC, the next due date for payment of assessments is January 31, 2021.
Outcome: (deliverables, delivery duties, milestones to meet)	On December 7, 2020 the Council will hold an annual assessment hearing and take action on an ordinance approving and confirming the 2021 East Sprague BID Assessment Roll. Additionally, East Spokane Business Association, the contracted manager of the BID, will present the BID management plan and budget for the upcoming year.
Background/History: <ul style="list-style-type: none"> <i>The East Sprague business improvement district (BID) was established in 2016 to provide a variety of programs and services in the East Sprague/Sprague Union business district, including cleaning and greening, neighborhood beautification, district branding and marketing, safety and security, and administration. The BID collects an annual assessment from property owners within the district to provide funding for these programs and services.</i> <i>East Sprague Business Association (ESBA) administers and operates these programs through a contract with the City of Spokane.</i> <i>Chapter 4.31C SMC sets forth the annual process for assessing and collecting assessments from ratepayers within the district. In summary, the annual process includes the following steps:</i> <ul style="list-style-type: none"> <i>City Council sets an assessment roll hearing date by resolution;</i> <i>Staff from the City and the BID manager prepare the annual assessment roll based on tax assessment information from the Spokane County Assessor's Office and formulas established in Chapter 4.31C SMC;</i> <i>City staff provide mailed notice to property owners and businesses identified on the assessment roll at least fifteen days prior to the hearing;</i> 	

- The City Council approves an assessment roll at the hearing;
- City staff carry out billing and collection of annual assessment payments.

Executive Summary:

The East Sprague Business Improvement District (BID) collects an annual assessment from property owners within the district to provide funding for these programs and services. The Assessment Roll is prepared annually by staff from the City and the BID manager, based on formulas set forth in Chapter 4.31C SMC. The proposed ordinance approves and confirms the 2021 East Sprague BID Assessment Roll, allowing for billing and collecting payment of annual assessments from ratepayers within the BID.

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: Generates revenue in the form of an annual assessment within the BID; this assessment contributes the majority of the annual operating budget for the BID.

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: None

Attachment: Draft Ordinance Approving and Confirming the 2021 Assessments and Assessment Roll for the East Sprague Parking and Business Improvement Area

ORDINANCE NO. C - _____

AN ORDINANCE APPROVING AND CONFIRMING THE 2021 ASSESSMENTS AND ASSESSMENT ROLL FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA, PREPARED UNDER ORDINANCE C-35377 AS CODIFIED AND AMENDED IN CHAPTER 4.31C SMC.

WHEREAS, the Spokane City Council on September 28, 2020 passed Resolution 2020 – 0070, which provided notice and set a date for hearing on the assessments to be levied under the above identified ordinance; and

WHEREAS, pursuant to Resolution No. 2020 – 0070, a public hearing was held on December 7, 2020 to take public testimony regarding the assessments and assessment roll for the East Sprague Parking and Business Improvement Area; and

WHEREAS, the assessment roles have been on file in the Office of the City Clerk for public review and inspection; and

WHEREAS, the City Council, through this ordinance, intends to levy assessments in the East Sprague Business Improvement District to provide programs and services, which will specifically benefit the businesses and properties in the District; and

THE CITY OF SPOKANE DOES ORDAIN:

Section 1. The 2021 assessments and the assessment roll of the East Sprague Parking and Business Improvement Area, established under Ordinance C-35377, as codified and amended in Chapter 4.31C SMC, are hereby approved and confirmed. The assessments and assessment roll are attached hereto, available in the Office of the City Clerk and City Treasurer.

Section 2. Each of the businesses, as described in RCW 35.87A.020, lots, tracts, and parcels of land and other property, including improvements thereon, multi-family residential, mixed-use projects (as described in RCW 35.87A.020 (3), hotels, motels, government, and others, shown upon said rolls are hereby declared to be specially benefited by the programs authorized in Ordinance C-35377, as amended, in at least the amount levied against the same. The method of assessment is based upon the Special Assessment Formula in Appendix A.

Section 3. Pursuant to SMC 4.31C.100, the projects, programs, activities and budget for the 2021 East Sprague Parking and Business Improvement Area as presented to the City Council are hereby approved and may be revised by the City Council pursuant to a subsequent motion.

Section 4. The City Clerk is hereby directed to certify and transmit the assessment roll to the City Treasurer for collection, pursuant to City Ordinance and state law.

Section 5. That the assessments shown in the roll on file in the Office of the City Clerk may be paid in two installments with the first half of the assessment due and payable on the 31st day of January, 2021, and the second half of the assessment due and payable on the 31st day of July, 2021. Prior to the due date, ratepayers shall be sent a bill stating the amount of the assessment due and payable. If the assessment is not paid within thirty (30) days after its due date, a delinquency charge shall be added in the amount of ten percent (10%) of the assessment, not to exceed one hundred dollars (\$100) in addition to the processing fee. All assessments, or part thereof, shall also bear interest at the rate of twelve percent (12%) per annum, or part thereof, of delinquency. Within thirty (30) days of the due date(s), the City Treasurer or his/her designee shall send a late notice of the unpaid assessment including the assessment of appropriate interest, penalty and fees. Interest, penalties and other fees will be collected on any unpaid balance or portions thereof from the date the account became due.

Any ratepayer, aggrieved by the amount of an assessment or delinquency charge, shall request, within sixty (60) days of the assessment or charge, a meeting and/or hearing before the Ratepayer Board, and, if not satisfied with the decision of the Ratepayer Board, appeal within ten (10) days from the date of the decision, the matter de novo, to the City's Hearing Examiner, in the manner provided for in the City's Municipal Code. Failure to request a hearing shall result in a waiver of the right to challenge the assessment.

Section 6. This ordinance shall take effect and be in full force from and after the date of its passage.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

APPENDIX A – 2021

EAST SPRAGUE BUSINESS IMPROVEMENT DISTRICT Special Assessment Matrix

Estimated Annual Revenue	% Assessment based on Land Square Footage (LSF)		% Assessment based on Taxable Assessed Value (TAV)	Total Parcels
\$62,185.37	75%		25%	233
Benefit Area by Zone	Minimums	Maximums	Rate per LSF	Rate per \$1,000 TAV
Center and Corridor (Commercial)	\$200	\$1,000	2.6 cents	60 cents
General Commercial	\$100	\$500	1.4 cents	30 cents
Industrial	\$50	\$250	0.6 cents	15 cents

2021 represents the sixth assessment year and the third year in the second three year assessment cycle for the East Sprague BID. As per section 4.31C.040.C.2.b. of the Spokane Municipal Code, for the sixth assessment year (2021), the assessments will equal the fourth year assessments multiplied by a CPI factor that is the lesser of 6 percent or the percentage change in CPI for All Urban Consumers (CPI-U) West Region between June 2018 and June 2020.

The CPI for All Urban Consumers (CPI-U): West Region between June 2018 and June 2020 was 3.93 percent. Therefore, 2020 assessments were increased by 3.93 percent for 2021 assessment year.

Briefing Paper

Finance & Administration Committee

Division & Department:	Office of Performance Management/Project Management Office
Subject:	Infinite Innovations – 2020 Contract Extension (SC 2020-0028)
Date:	10/07/2020
Author (email & phone):	Dusty Fredrickson, PMO - Sr. Project Manager, x-6482
City Council Sponsor:	
Executive Sponsor:	Tonya Wallace, City Chief Financial Officer
Committee(s) Impacted:	Finance Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This agenda item supports the completion of the eSuite Legal Case Management solution.
Strategic Initiative:	Safe and Healthy
Deadline:	12/31/2020
Outcome: (deliverables, delivery duties, milestones to meet)	Committee approval of the following: <ol style="list-style-type: none"> 1) Extension of SC 2020-0028 through the end of 2021 2) Allocation of PMO (5750) Contractual Services budget to fund the extension

Background/History:
 Infinite Innovations has been providing critical capacity to the ITSD Legal Case Management team for the purpose of:

- 1) Providing JustWare operational support and maintenance
- 2) Completing critical path activities for the eSeries project

Extending this contract and funding will continue to provide the ITSD and eSeries teams with critical skill set capacity that helps ensure JustWare production support and eSeries project timelines are successful.

Without this additional capacity, the ITSD team will be unable to support eSeries to the level required putting the project's completion at risk.

Executive Summary:
 Requesting approval to:

- 1) Extend SC 2020-0028 from December 31st, 2020 to December 31st, 2021
- 2) Use \$117,00 of PMO Contractual Services budget to fund SC 2020-0028 in 2021

This amount will be funded via the PMO's internal services departmental allocation model.

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:



City of Spokane

CONTRACT EXTENSION WITH COST

Title: BUSINESS ANALYSIS SOFTWARE
DEVELOPMENT AND SUPPORT

THIS AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as "City", and INFINITE INOCVATIONS, LLC, whose address is 8390 N CHATEAUX DR, HAYDEN LAKE, ID 83835, as "Company". Individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Compay agreed to PROVIDE BUSINESS ANALYSIS SOFTWARE DEVELOPMENT APPLICATION WITH SERVER SUPPORT AND QUALITY ASSURANCE FOR THE CITY OF SPOKANE'S JUSTWARE ESERIES SYSTEM; and

WHEREAS, additional work has been requested; -- Now, Therefore,

The parties agree as follows:

1. **CONTRACT DOCUMENTS.** The Contract dated January 8, 2020, 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. **EFFECTIVE DATE.** This Contract Extension shall become effective January 1,2021.
3. **ADDITIONAL WORK.** The scope of work of the original Contract is expanded to include the following:
.
4. **EXTENSION.** The contract documents are hereby extended and shall run through December 31,2021.
5. **COMPENSATION.** The City shall pay ONE HUNDRED SEVENTEEN THOUSAND DOLLARS AND NO]/100 DOLLARS, (\$117,000.00]) for everything furnished and done under this Contract Extension.

INFINITE INNOVATIONS, LLC	CITY OF SPOKANE:
By: _____ (signature)	By: _____ (signature)
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Email: _____	

ATTEST:	APPROVED AS TO FORM:
_____	_____
City Clerk	Assistant City Attorney

Attachments that are part of this Contract Extension:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/14/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER James E Dickinson Insurance Inc 609 N Syringa Street Post Falls ID 83854	CONTACT NAME: Keith Kline PHONE (A/C, No, Ext): (208) 773-0504 E-MAIL ADDRESS: keith@dickinsononline.com FAX (A/C, No): (208) 773-2805
INSURED Infinite Innovations LLC 8390 N Chateaux Dr Hayden ID 83835	INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 25895

COVERAGES**CERTIFICATE NUMBER:** CL2051405333**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MTK1559074D	02/19/2020	02/19/2021	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COMP/OP AGG \$ 2,000,000	
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Briefing Paper

Finance & Administration Committee

Division & Department:	Office of Performance Management/Project Management Office
Subject:	Volt Workforce Solutions – Contract Funding Extension for 2020
Date:	10/07/2020
Author (email & phone):	Dusty Fredrickson, PMO - Sr. Project Manager, x-6482
City Council Sponsor:	
Executive Sponsor:	Tonya Wallace, City Chief Financial Officer
Committee(s) Impacted:	Finance & Administration
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This agenda item directly supports the completion of the eSuite Legal Case Management solution.
Strategic Initiative:	Safe and Healthy
Deadline:	12/31/2020
Outcome: (deliverables, delivery duties, milestones to meet)	Committee approval of the following: 1) Extension of SC 2017-0876 through the end of 2021 2) Allocation of PMO (5750) Contractual Services budget to fund the extension

Background/History:

Volt has been a key strategic partner in providing scarce skill-setted resources critical to the successful completion of the eSuite Legal Case Management solution.

Funding this contract for 2021 will allow the eSuite project to retain:

- 1) Project Management capacity necessary to support the project's complexity and size
- 2) Business/Technical Analyst capacity to complete technically complex project deliverables

Without these resources, and their skill-sets, the eSuite project team will lose valuable content knowledge, as well as, team capacity that will put the project's completion at risk.

Executive Summary:

Requesting approval use \$240,00 of PMO 2021 Contractual Services to fund Volt Contract 2017-0876 in 2021 for:

- Project Management Services: \$140,000 @ \$72/hour
- Business/Technical Analyst Services: \$100,000 @ \$52/hour

This amount will be funded via the PMO's internal services departmental allocation model.

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:



City of Spokane

CONTRACT EXTENSION WITH COST

Title: eSuite Business/Technical Analyst

THIS AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as "City", and VOLT WORKFORCE SOLUTIONS, A DIVISION OF VOLT MANAGEMENT CORP. ("CONSULTANT"), whose address is 1420 N Mullan Rd #110, Spokane Valley, WA 99206, as "Consultant". Individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to supply resources to support the completion of the eSuite project; and

WHEREAS, additional work has been requested; -- Now, Therefore,

The parties agree as follows:

1. **CONTRACT DOCUMENTS.** The Contract dated December 15, 2017, 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. **EFFECTIVE DATE.** This Contract Extension shall become effective January 1, 2021.
3. **ADDITIONAL WORK.** The scope of work of the original Contract is expanded to include the following:
.
4. **EXTENSION.** The contract documents are hereby extended and shall run through December 31, 2021.
5. **COMPENSATION.** The City shall pay TWO HUNDRED FORTY THOUSAND DOLLARS AND NO 1/100 DOLLARS, (\$240,000.00) for everything furnished and done under this Contract Extension.

VOLT WORKFORCE SOLUTIONS	CITY OF SPOKANE:
By: _____ (signature)	By: _____ (signature)
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Email: _____	

ATTEST:	APPROVED AS TO FORM:
_____	_____
City Clerk	Assistant City Attorney

Attachments that are part of this Contract Extension:



2017-0876

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/26/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305-1911 USA		RECEIVED APR 06 2020 ACCOUNTING	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Volt Workforce Solutions A Division of Volt Management Corp 2401 North Glassell Orange, CA 92865			INSURER(S) AFFORDING COVERAGE <table border="1"> <thead> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: National Union Fire Insurance Company of P</td> <td>19445</td> </tr> <tr> <td>INSURER B: New Hampshire Insurance Company</td> <td>23841</td> </tr> <tr> <td>INSURER C: Illinois National Insurance Company</td> <td>23817</td> </tr> <tr> <td>INSURER D: American Home Assurance Company</td> <td>19380</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER	NAIC #	INSURER A: National Union Fire Insurance Company of P	19445	INSURER B: New Hampshire Insurance Company	23841	INSURER C: Illinois National Insurance Company	23817	INSURER D: American Home Assurance Company	19380	INSURER E:		INSURER F:
INSURER	NAIC #																
INSURER A: National Union Fire Insurance Company of P	19445																
INSURER B: New Hampshire Insurance Company	23841																
INSURER C: Illinois National Insurance Company	23817																
INSURER D: American Home Assurance Company	19380																
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER: W15930062

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000
						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
	OTHER:					PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR					AGGREGATE \$
	EXCESS LIAB					
	<input type="checkbox"/> CLAIMS-MADE					
	DED RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	No	WC 023096035	03/31/2020	03/31/2021	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
		N/A				E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Workers Compensation & Employers Liability		WC 023096041	03/31/2020	03/31/2021	EL Each Accident \$1,000,000
	Per Statute					EL Disease - Limit \$1,000,000
						EL Disease - Each Emp \$1,000,000

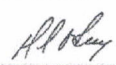
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City OPR Number is 2017-0876.

SEE ATTACHED

CERTIFICATE HOLDER

CANCELLATION

City of Spokane 808 W. Spokance Falls Blvd. Spokane, WA 99201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Volt Workforce Solutions A Division of Volt Management Corp 2401 North Glassell Street Orange, CA 92865	
POLICY NUMBER See Page 1		NAIC CODE See Page 1	
CARRIER See Page 1		EFFECTIVE DATE: See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The City of Spokane its officers and employees are Additional Insureds under Volt's General Liability and Auto Liability policies but only with respect to the Consultant's services to be provided under this Agreement.

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company

NAIC#: 23841

POLICY NUMBER: WC 023096040 EFF DATE: 03/31/2020 EXP DATE: 03/31/2021

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company

NAIC#: 23841

POLICY NUMBER: WC 023096039 EFF DATE: 03/31/2020 EXP DATE: 03/31/2021

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

INSURER AFFORDING COVERAGE: Illinois National Insurance Company

NAIC#: 23817

POLICY NUMBER: WC 023096038 EFF DATE: 03/31/2020 EXP DATE: 03/31/2021

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000



ADDITIONAL REMARKS SCHEDULE

Page 3 of 3

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Volt Workforce Solutions A Division of Volt Management Corp 2401 North Glassell Street Orange, CA 92865	
POLICY NUMBER See Page 1		NAIC CODE See Page 1	
CARRIER See Page 1		EFFECTIVE DATE: See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: American Home Assurance Company

NAIC#: 19380

POLICY NUMBER: WC 023096037

EFF DATE: 03/31/2020

EXP DATE: 03/31/2021

TYPE OF INSURANCE:

LIMIT DESCRIPTION:

LIMIT AMOUNT:

Workers Compensation &

EL Each Accident

\$1,000,000

Employers Liability

EL Disease - Limit

\$1,000,000

Per Statute

EL Disease - Each Emp

\$1,000,000

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company

NAIC#: 23841

POLICY NUMBER: WC 023096036

EFF DATE: 03/31/2020

EXP DATE: 03/31/2021

TYPE OF INSURANCE:

LIMIT DESCRIPTION:

LIMIT AMOUNT:

Workers Compensation &

EL Each Accident

\$1,000,000

Employers Liability

EL Disease - Limit

\$1,000,000

Per Statute

EL Disease - Each Emp

\$1,000,000



CERTIFICATE OF LIABILITY INSURANCE

OPR 2017-0876 Page 1 of 2

DATE (MM/DD/YYYY)
03/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Willis of New York, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 372305191 USA

CONTACT NAME:
PHONE (A/C No. Ext): 1-877-945-7378 **FAX (A/C No):** 1-888-467-2378
E-MAIL ADDRESS: certificates@willis.com

INSURED
Volt Workforce Solutions
A Division of Volt Management Corp
2401 North Glassell Street
Orange, CA 92865 USA

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: National Union Fire Insurance Company of P	19445
INSURER B: New Hampshire Insurance Company	23841
INSURER C: Illinois National Insurance Company	23817
INSURER D: American Home Assurance Company	19380
INSURER E:	
INSURER F:	

RECEIVED
APR 05 2019
ACCOUNTING

COVERAGES**CERTIFICATE NUMBER:** W10595637**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$
	OTHER:					\$
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					\$
	DED RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Workers Compensation & Employers Liability					EL Each Accident \$1,000,000
	Per Statute					EL Disease - Limit \$1,000,000
						EL Disease - Each Emp \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City OPR Number is 2017-0876.

SEE ATTACHED

RECEIVED

APR 08 2019

CITY CLERK'S OFFICE

CERTIFICATE HOLDER**CANCELLATION**

City of Spokane
808 W. Spokance Falls Blvd.
Spokane, WA 99201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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SR ID: 17702535

BATCH: 1127377

2 of 2 7451



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis of New York, Inc.		NAMED INSURED Volt Workforce Solutions A Division of Volt Management Corp 2401 North Glassell Street Orange, CA 92865 USA	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The City of Spokane its officers and employees are Additional Insureds under Volt's General Liability and Auto Liability policies but only with respect to the Consultant's services to be provided under this Agreement.

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company

NAIC#: 23841

POLICY NUMBER: WC 12717158 EFF DATE: 03/31/2019 EXP DATE: 03/31/2020

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

INSURER AFFORDING COVERAGE: Illinois National Insurance Company

NAIC#: 23817

POLICY NUMBER: WC 12717159 EFF DATE: 03/31/2019 EXP DATE: 03/31/2020

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

INSURER AFFORDING COVERAGE: American Home Assurance Company

NAIC#: 19380

POLICY NUMBER: WC 12717154 EFF DATE: 03/31/2019 EXP DATE: 03/31/2020

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company

NAIC#: 23841

POLICY NUMBER: WC 12717156 EFF DATE: 03/31/2019 EXP DATE: 03/31/2020

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 3

DATE (MM/DD/YYYY)
10/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of New York, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME:	
	PHONE (A/C, No, Ext): 1-877-945-7378	FAX (A/C, No): 1-888-467-2378
INSURED Volt Workforce Solutions A Division of Volt Management Corp 2401 North Glassell Street Orange, CA 92865 USA	E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: National Union Fire Insurance Company of P	NAIC # 19445
	INSURER B: New Hampshire Insurance Company	NAIC # 23841
	INSURER C: Illinois National Insurance Company	NAIC # 23817
	INSURER D: American Home Assurance Company	NAIC # 19380
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** W8525887**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		GL 4611583	03/31/2018	03/31/2019	EACH OCCURRENCE \$ 1,000,000	
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000							
	MED EXP (Any one person) \$ 10,000							
	PERSONAL & ADV INJURY \$ 1,000,000							
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000		
						PRODUCTS - COMP/OP AGG \$		
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		CA 7742188	03/31/2018	03/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	BODILY INJURY (Per person) \$							
	BODILY INJURY (Per accident) \$							
	PROPERTY DAMAGE (Per accident) \$							
						\$		
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$	
							AGGREGATE \$	
							\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WC 014590429	03/31/2018	03/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	E.L. EACH ACCIDENT \$ 1,000,000							
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000							
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000							
B	Workers Compensation & Employers Liability Per Statute			WC 014590436	03/31/2018	03/31/2019	EL Each Accident \$1,000,000	
	EL Disease - Limit \$1,000,000							
	EL Disease - Each Emp \$1,000,000							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City OPR Number is 2017-0876.

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**

City of Spokane 808 W. Spokance Falls Blvd. Spokane, WA 99201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 3

AGENCY Willis of New York, Inc.		NAMED INSURED Volt Workforce Solutions A Division of Volt Management Corp 2401 North Glassell Street Orange, CA 92865 USA	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

The City of Spokane its officers and employees are Additional Insureds under Volt's General Liability and Auto Liability policies but only with respect to the Consultant's services to be provided under this Agreement.

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company NAIC#: 23841
 POLICY NUMBER: WC 014590435 EFF DATE: 03/31/2018 EXP DATE: 03/31/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company NAIC#: 23841
 POLICY NUMBER: WC 014590434 EFF DATE: 03/31/2018 EXP DATE: 03/31/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

INSURER AFFORDING COVERAGE: New Hampshire Insurance Company NAIC#: 23841
 POLICY NUMBER: WC 014590433 EFF DATE: 03/31/2018 EXP DATE: 03/31/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation &	EL Each Accident	\$1,000,000
Employers Liability	EL Disease - Limit	\$1,000,000
Per Statute	EL Disease - Each Emp	\$1,000,000

Briefing Paper

Finance & Administration Committee

Division & Department:	Finance Division – Budget Office
Subject:	SBO - Public Utilities Property Sale to Gonzaga Haven
Date:	October 19, 2020
Author (email & phone):	Paul Ingiosi (pingiosi@spokanecity.org / 625-6061)
City Council Sponsor:	Council President Beggs
Executive Sponsor:	Tonya Wallace, CFO
Committee(s) Impacted:	Finance & Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	October 31, 2020
Outcome: (deliverables, delivery duties, milestones to meet)	Fulfill funding obligation of the City to Utilities for sale of asset.
<p><u>Background/History:</u></p> <p>On December 16, 2019, the City Council held a public hearing regarding the sale of real property commonly known as the North Foothills Triangle. The Purchase and Sale Agreement was entered into on January 14, 2020, between the City Council and Gonzaga Haven, LLC. This property is currently used for employee parking and city office space.</p> <p>The Fair Market Value of the property was determined to be \$1,062,500 which was the average of 2 independent appraisals. However, the agreed purchase price is \$550,000. Therefore, the difference of \$512,500 must be made up. It is proposed that the General Fund contribute \$500,000 from Unappropriated Reserves and Gonzaga Haven, LLC. Contribute \$12,500.</p> <p>The transaction is scheduled to close on Oct. 31, 2020.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> North Foothills property is an asset of the water utilities fund acquired from user fees. North Foothills property is to be sold and closed by Oct. 31, 2020. All proceeds of such sale are due the water utilities fund. City Council agreed to sale property to Gonzaga Haven, LLC for \$550,000 and negotiate any difference between the purchase price and fair market value. Fair market value is \$1,062,500. Proposal to fund the \$512,500 from a transfer of \$500,000 from the General Fund Unappropriated Reserves and an additional \$12,500 from Gonzaga Haven, LLC. 	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	

Operations Impact: There will be a cost incurred for the relocation and construction of employee parking and office space.

Consistent with current operations/policy?

☒

Yes

☐

No

Requires change in current operations/policy?

☐

Yes

☒

No

Specify changes required:

Known challenges/barriers:

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, and providing it shall take effect immediately upon passage", 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 and Water & Hydroelectric Services 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 Water & Hydroelectric Fund, the following changes be made:

FROM:	0100-99999 99999	General Fund Unappropriated Reserves	<u>\$ 500,000</u>
TO:	0980-89000 97193-80101	Allocations Operating Transfers Out	<u>\$ 500,000</u>

Section 2. That in the budget of the Water & Hydroelectric Fund, and the budget annexed thereto, the following changes be made:

FROM:	4100-42410 99999-39710	Water & Hydroelectric Fund Transfer from General Fund	<u>\$ 500,000</u>
TO:	4100-99999 99999	Water & Hydroelectric Fund Unappropriated Reserves	<u>\$ 500,000</u>

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to fulfill funding obligation of the City to the Water & Hydroelectric Fund based on the sale of existing parking lot to Gonzaga Haven LLC (OPR 2019-1100), and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to form: _____
Assistant City Attorney

Mayor

Date

Effective Date

Briefing Paper

Division & Department:	Finance & Finance
Subject:	SBO Engineering Construction Management Relocation
Date:	10/6/20
Contact (email & phone):	Michelle Hughes mhughes@spokanecity.org
City Council Sponsor:	CM Mumm
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Planning, Budget
Strategic Initiative:	
Deadline:	10/19/20
Outcome: (deliverables, delivery duties, milestones to meet)	Special Budget Ordinance for Loan proceeds to be spent on Engineering Construction Management Relocation
Background/History:	
<p><i>Special Budget Ordinance to add budget capacity Engineering Construction Management Relocation</i></p>	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A was approved in 2019 Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

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 Property Acquisition 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 Property Acquisition Fund, and the budget annexed thereto with reference to the Property Acquisition Fund, the following changes be made:

FROM:	5901-79220 99999-38271-84118	Property Acquisition - Loan Proceeds	<u>\$ 1,200,000</u>
TO:	5901-79220 94000-56301	Property Acquisition - Capital Expenditures	<u>\$ 1,200,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need for the Property Acquisition Fund to interfund loan the General fund to finance the relocation of the Engineering Construction Management 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

Mayor

Date

Effective Date

Engineering Relocation

Compounding Period: Semiannual

Nominal Annual Rate: 0.770%

Cash Flow Data - Loans and Payments

Event	Date	Amount	Number	Period	End Date
1 Loan	10/28/2020	1,200,000.00	1		
2 Payment	06/01/2021	122,644.77	10	Semiannual	12/01/2025

TValue Amortization Schedule - Normal, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 10/28/2020				1,200,000.00
2020 Totals	0.00	0.00	0.00	
1 06/01/2021	122,644.77	5,496.03	117,148.74	1,082,851.26
2 12/01/2021	122,644.77	4,168.98	118,475.79	964,375.47
2021 Totals	245,289.54	9,665.01	235,624.53	
3 06/01/2022	122,644.77	3,712.85	118,931.92	845,443.55
4 12/01/2022	122,644.77	3,254.96	119,389.81	726,053.74
2022 Totals	245,289.54	6,967.81	238,321.73	
5 06/01/2023	122,644.77	2,795.31	119,849.46	606,204.28
6 12/01/2023	122,644.77	2,333.89	120,310.88	485,893.40
2023 Totals	245,289.54	5,129.20	240,160.34	
7 06/01/2024	122,644.77	1,870.69	120,774.08	365,119.32
8 12/01/2024	122,644.77	1,405.71	121,239.06	243,880.26
2024 Totals	245,289.54	3,276.40	242,013.14	
9 06/01/2025	122,644.77	938.94	121,705.83	122,174.43
10 12/01/2025	122,644.77	470.34	122,174.43	0.00
2025 Totals	245,289.54	1,409.28	243,880.26	
Grand Totals	1,226,447.70	26,447.70	1,200,000.00	

Last interest amount decreased by 0.03 due to rounding.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
0.770%	\$26,447.70	\$1,200,000.00	\$1,226,447.70

Briefing Paper

Finance and Administration Committee

Division & Department:	Finance & Finance
Subject:	SIP Engineering Construction Management Relocation
Date:	10/6/20
Contact (email & phone):	Michelle Hughes mhughes@spokanecity.org
City Council Sponsor:	CM Mumm
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan, Budget
Strategic Initiative:	Finance & Administration
Deadline:	10/19
Outcome: (deliverables, delivery duties, milestones to meet)	Resolution to approve a SIP Loan relocation of Engineering Construction Management
Background/History:	
<p><i>Resolution for a \$1,200,000 SIP Loan to finance the relocation of Engineering Construction Management.</i></p> <p><i>Debt service payments for this SIP will be funded through chargeback fees to the City's construction projects in the amount of approximately \$245,000 a year for 5 years. See attached estimated amortization.</i></p>	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A was approved in 2019 Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

CITY OF SPOKANE, WASHINGTON

ENGINEERING CONSTRUCTION MANAGEMENT DEPARTMENT
RELOCATION PROJECT
LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2020 (TAXABLE)

RESOLUTION NO. 2020-_____

A RESOLUTION of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Bond in the aggregate principal amount of not to exceed \$1,200,000 to secure an interfund loan from the Spokane Investment Pool to the Asset Management Fund to finance a portion of the capital needs for the construction, relocation and equipping of the Engineering Construction Management Department; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City, and providing for other matters properly relating thereto.

ADOPTED October _____, 2020

PREPARED BY:

MCALOON LAW, PLLC
Spokane, Washington

CITY OF SPOKANE, WASHINGTON
ENGINEERING CONSTRUCTION MANAGEMENT DEPARTMENT
RELOCATION PROJECT
LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2020 (TAXABLE)
RESOLUTION NO. 2020-_____

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* This Table of Contents and the cover page are not a part of the following Resolution and are included only for the convenience of the reader.

CITY OF SPOKANE, WASHINGTON

RESOLUTION NO. 2020-_____

A RESOLUTION of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Bond in the aggregate principal amount of not to exceed \$1,200,000 to secure an interfund loan from the Spokane Investment Pool to the Asset Management Fund to finance a portion of the capital needs for the construction, relocation and equipping of the Engineering Construction Management Department; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City, and providing for other matters properly relating thereto.

WHEREAS, the City's Engineering Construction Management Department is currently located in a leased facility, and the City desires to relocate the Engineering Construction Management Department an alternate location (the "Engineering Construction Management Department Relocation Project"); and

WHEREAS, pursuant to chapters 35.22, 39.36 and 39.46 RCW and Article XIII of the City Charter, the City is authorized to issue general obligation bonds for the purpose of financing a portion of the costs of the construction, relocation and equipping of the Engineering Construction Management Department Relocation Project; and

WHEREAS, RCW 35.39.030(4) and Sections 5.8.5 and 5.12.1 of the City's Administrative Policy and Procedure for Investments ("Investment Policy") authorize the City Treasurer to purchase general obligation bonds or other bonds issued by the City as defined in Section 4.9 of the Investment Policy; and

WHEREAS, the City desires to secure the interfund loan obligation to the SIP with a bond issued by the City.

NOW THEREFORE, BE IT RESOLVED by the City Council as follows:

Section 1. Definitions. As used in this resolution the following words shall have the following meanings:

Annual Debt Service for any fiscal year or calendar year means the sum of the interest and principal due in such year on the Bond. If the interest rate on any such Bond is other than a fixed rate, the rate applicable at the time of the computation shall be used.

Asset Management Fund means the City's existing special fund of the same name into which all revenues collected for and allocated to the payment of the principal and interest the Bond shall be deposited into a separate account for such purpose; and into which the principal proceeds received from the sale and delivery of the Bond shall be paid into a separate account within the Asset Management Fund and used to pay a portion of the costs of the Engineering Construction Management Department Relocation Project.

Bond means the City of Spokane Engineering Construction Management Department Relocation Project Limited Tax General Obligation Bond, Series 2020 (Taxable), issued pursuant to this resolution in the aggregate principal amount of not to exceed \$1,200,000 to establish and secure the interfund loan facility authorized herein.

Bond Owner or Registered Owner means the City of Spokane, as payee, for the benefit of the Spokane Investment Pool.

Bond Registrar means the Treasurer or any successor appointed by the Treasurer.

Bond Year means the twelve (12) month period beginning on the date of issuance of the Bond.

City means the City of Spokane, Spokane County, Washington, a charter code city duly organized and existing under the laws of the State of Washington and its City Charter.

City Council means the general legislative authority of the City as the same shall be duly and regularly constituted from time to time.

Engineering Construction Management Department Relocation Project means the construction, relocation and equipping of the City's Engineering Construction Management Department.

Maturity Date means a date not to exceed five years from the date of issuance of the Bond.

Permitted Investments means any investments of City funds permitted under the laws of the State of Washington or the City's Investment Policy as amended from time to time.

SIP means the Spokane Investment Pool.

SIP Internal Lending Rate means an interest rate formula for the interfund lending of funds from the Spokane Investment Pool, calculated on the date of issuance of the Bond as follows: a rate equivalent to the United States Treasury Rate of like maturity plus 50 basis points (.50%).

Treasurer means the Treasurer of the City, or any successor to the functions of the Treasurer.

Rules of Interpretation. In this resolution, unless the context otherwise requires:

(a) The terms "hereby," "hereof," "hereto," "herein," "hereunder" and any similar terms, as used in this resolution, refer to this resolution as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this resolution;

(b) Words of the masculine gender shall mean and include correlative words of the feminine and neutral genders and words importing the singular number shall mean and include the plural number and vice versa;

(c) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) Any headings preceding the text of the several articles and Sections of this resolution, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience

of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect;

(e) All references herein to “articles,” “sections” and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Plan of Capital Acquisitions. The Engineering Construction Management Department Relocation Project will consist of the construction, relocation and equipping of the Engineering Construction Management Department from leased premises to the City’s existing Fleet facility at an estimated total cost of up to \$1,200,000, consisting of \$800,000 in estimated construction costs, plus approximately \$400,000 in design, engineering, permits, and other related costs.

The Engineering Construction Management Department Relocation Project will be undertaken in accordance with specifications and contracts approved by the Mayor and the City Council or their designees from time to time. It is hereby provided that the Engineering Construction Management Department Relocation Project shall be subject to such changes and additions as may be authorized by the City Council, provided, the total cost shall not exceed \$1,200,000.

Section 3. Authorization and Description of Bond. To finance the costs of the Engineering Construction Management Department Relocation Project, the City shall issue a taxable limited tax general obligation bond of the City to the Spokane Investment Pool (the “SIP”) in the principal amount of not to exceed \$1,200,000 (the “Bond”) to establish and secure an interfund loan facility with the SIP of not to exceed \$1,200,000. The Bond shall be dated as of the date of delivery to the SIP, shall be in the denomination of not to exceed \$1,200,000, shall be fully registered as to principal and interest, shall be numbered in such manner and with any additional identification as the Bond Registrar deems necessary for identification, and shall mature on the Maturity Date. Both principal of and interest on the Bond shall be paid semiannually on each June 1 and December 1,

commencing June 1, 2020. On the Maturity Date, the remaining principal of and any accrued interest on the Bond shall be paid in full.

The Bond shall bear interest at the applicable SIP Internal Lending Rate in effect on the date of issuance of the Bond and shall be calculated on the basis of a year of 30/360 days. The Bond shall be amortized over a period not to exceed five (5) years to create approximately level debt service based on semiannual payments of principal and interest, with final payment of principal and all accrued interest on the Maturity Date. The SIP shall provide an amortization schedule detailing the principal and interest payment amounts and dates, including the Maturity Date, and attach such schedule as an exhibit to the Bond.

Section 4. Sale of Bond.

(a) *Approval of Sale.* The City Council hereby approves the SIP's offer to purchase the Bond to establish and secure an interfund loan for the benefit of the Asset Management Fund for the capital acquisition purposes of the Engineering Construction Management Department Relocation Project and on the terms set forth in this resolution. The proper City officials are hereby authorized and directed to do everything necessary for the prompt execution and delivery of the Bond to the City of Spokane for the benefit of the SIP.

(b) *Prepayment.* At the option of the City, or upon demand of the SIP, the Bond may be prepaid, in whole or in part, at any time, with prepayments to apply first to interest and then to principal. No notice of prepayment to the Registered Owner is required. Interest on prepaid principal shall cease to accrue on the date of prepayment.

Section 5. Application of Bond Proceeds. The proceeds of the interfund loan secured by the Bond shall be expended solely to pay a portion of the costs of the Engineering Construction Management Department Relocation Project and pay the costs of issuing the Bond, as authorized herein. There has previously been created in the office of the Treasurer a special fund known as the Asset Management Fund (the "Project Fund"). The proceeds of the interfund loan secured by the

Bond shall be paid into the Project Fund to provide for the payment of a portion of the costs of the Engineering Construction Management Department Relocation Project and the payment of expenses incidental thereto. The Treasurer may invest any funds in the Project Fund temporarily in Permitted Investments that will mature prior to the date on which such money shall be needed. Earnings on such investments shall accrue to the benefit of the Project Fund. The proceeds of the interfund loan secured by the Bond shall be expended solely to pay a portion of the costs of the Engineering Construction Management Department Relocation Project or pay costs of issuance of the interfund loan secured by the Bond.

Section 6. Pledge of Funds and Credit. To pay principal of and interest on the Bond as the same shall become due, the City hereby irrevocably covenants that it will deposit legally available City funds into the Asset Management Fund in amounts sufficient to pay when due the principal of and interest on the Bond. The full faith, credit and taxing power of the City are hereby irrevocably pledged for the prompt payment of such principal and interest as necessary to repay the interfund loan.

Section 7. Registration and Payments. The Treasurer shall act as authenticating agent, paying agent and registrar for the Bond (collectively, the “Bond Registrar”). Both principal of and interest on the Bond shall be payable in lawful money of the United States of America. Payments of principal of and interest on the Bond shall be paid by interfund transfer, check, wire or electronic transfer. Final payment of all principal of and interest on the Bond shall be paid upon presentation and surrender of the Bond to the Bond Registrar. The Bond is not transferable.

Section 8. Execution and Authentication of Bond. The Bond shall be executed on behalf of the City with the manual or facsimile signature of the Mayor and attested by the manual or facsimile signature of the City Clerk, and the seal of the City shall be impressed thereon. In case any of the officers who shall have signed or attested the Bond shall cease to be such officer before such Bond has been actually issued and delivered, such Bond shall be valid nevertheless and may be issued by

the City with the same effect as though the persons who had signed or attested such Bond had not ceased to be such officers.

Only a Bond that bears a Registration Certificate in the form set forth in Section 9 hereof, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution. Such Registration Certificate shall be conclusive evidence that the Bond so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this resolution.

In case any of the officers who shall have executed the Bond shall cease to be an officer or officers of the City before the Bond shall have been authenticated or delivered by the Bond Registrar, or issued by the City, such Bond may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the City as though those who signed the same had continued to be such officers of the City. The Bond may also be signed and attested on behalf of the City by such persons as at the actual date of execution of the Bond shall be the proper officers of the City although at the original date of the Bond any such person shall not have been such officer of the City.

Section 9. Form of Bond. The Bond shall be in substantially the following form:

NO. R-__	UNITED STATES OF AMERICA	\$1,200,000
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STATE OF WASHINGTON
CITY OF SPOKANE
ENGINEERING CONSTRUCTION MANAGEMENT DEPARTMENT
RELOCATION PROJECT
LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2020 (TAXABLE)

INTEREST RATE: Variable, as described herein

MATURITY DATE: [December 1, 2025]

REGISTERED OWNER: CITY OF SPOKANE, WA for the benefit of the SPOKANE
INVESTMENT POOL

TAX IDENTIFICATION #: 91-6001280

PRINCIPAL AMOUNT: ONE MILLION TWO HUNDRED THOUSAND AND NO/100
DOLLARS

CITY OF SPOKANE, Spokane County, Washington, a municipal corporation of the State of Washington (the "City"), for value received hereby promises to pay to the Registered Owner identified above, the principal amount of this Bond as indicated above.

This Bond is issued under authority of Resolution No. _____, adopted by the City Council on October __, 2020 (the "Bond Resolution"), to establish and secure an interfund loan to pay a portion of the costs of acquiring and constructing the Engineering Construction Management Department Relocation Project. Capitalized terms not otherwise defined in this Bond shall have the meanings given such terms in the Bond Resolution.

Interest on the interfund loan established hereunder shall be determined as of the date of issuance of the Bond, shall be set at the SIP Internal Lending Rate, and shall be calculated on the basis of a year of 30/360 days.

Both principal of and interest on this Bond are payable in lawful money of the United States of America on the dates and in the amounts set forth in the amortization schedule attached hereto as Exhibit A. Upon final payment of all installments of principal and interest thereon, this Bond shall be submitted to the Treasurer of the City (the "Bond Registrar") for cancellation and surrender. Installments of principal of and interest on this Bond shall be paid by interfund transfer or by check or draft mailed on the date such principal and interest is due or by electronic funds transfer made on the date such interest is due to the registered owner or nominee at the address appearing on the Bond Register.

This Bond is not transferable.

The City reserves the right to prepay principal of this Bond in advance of the scheduled payments set forth above, in whole or in part, at any time, with no prepayment penalty in accordance with the terms of the Bond Resolution. The Bond is prepayable upon demand of the SIP.

To pay installments of principal of and interest on this Bond as the same shall become due, the City hereby irrevocably covenants that it will deposit funds from Project Fund and other legally-available funds in the SIP in amounts sufficient to pay such principal and interest.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Registration Certificate hereon shall have been manually signed by the Bond Registrar.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond have happened, been done and performed and that the issuance of this Bond does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Spokane, Washington, has caused this bond to be signed with the facsimile or manual signature of the Mayor, to be attested by the facsimile or manual

signature of the City Clerk, and the corporate seal of the City to be reproduced hereon, as of the _____ day of _____, 20 ____.

CITY OF SPOKANE, WASHINGTON

By _____/s/_____
Mayor

ATTEST:

_____/s/_____
City Clerk

(SEAL)

CERTIFICATE OF AUTHENTICATION

Date of Authentication: _____

This bond is the Engineering Construction Management Department Relocation Project Limited Tax General Obligation Bond, Series 2020 (Taxable) of the City dated _____, 20____ described in the within-mentioned Bond Resolution.

TREASURER of the City of Spokane, as
Bond Registrar

By _____/s/_____

Section 10. Ongoing Disclosure. The Bond secures an interfund loan. The City has determined that the Bond is not subject to Rule 15c2-12 of the Securities and Exchange Commission under the Securities Exchange Act of 1934, and the City makes no undertaking regarding ongoing disclosure with respect to the Bond.

Section 11. Prior Acts. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 12. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bond.

Section 13. Effective Date. This resolution shall become effective immediately upon its adoption.

Adopted this ____ day of October, 2020.

CITY OF SPOKANE
Spokane County, Washington

Breean Beggs, Council President

ATTEST:

Terri L. Pfister, Clerk

Nadine Woodward, Mayor

(SEAL)

APPROVED AS TO FORM:

[Assistant] City Attorney

Laura D. McAloon, Bond Counsel

Briefing Paper

Finance and Administration Committee

Division & Department:	Finance & Finance
Subject:	SIP Public Safety 2020 SIP Loan
Date:	10/6/20
Contact (email & phone):	Michelle Hughes mhughes@spokanecity.org
City Council Sponsor:	CM Mumm
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan, Budget
Strategic Initiative:	Finance & Administration
Deadline:	10/19
Outcome: (deliverables, delivery duties, milestones to meet)	Resolution to approve a SIP Loan for the 2020 Draw on round two of the Public Safety Loans
Background/History:	
<p><i>Resolution for a \$3,880,172,000 SIP Loan to finance the capital purchases to support public safety</i></p> <p><i>Debt service payments for this SIP will be funded from the General Funds property tax revenues. See attached estimated amortization.</i></p>	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A was approved in 2019 Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

CITY OF SPOKANE, WASHINGTON

PUBLIC SAFETY EQUIPMENT AND APPARATUS
LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2020 (TAXABLE)

RESOLUTION NO. 2020-_____

A RESOLUTION of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Bond in the aggregate principal amount of not to exceed \$3,880,172 to secure an interfund loan from the Spokane Investment Pool to the Property Acquisition Fund to finance a portion of the capital needs for public safety equipment, vehicles and apparatus; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City, and providing for other matters properly relating thereto.

ADOPTED October ____, 2020

PREPARED BY:

McALOON LAW, PLLC
Spokane, Washington

CITY OF SPOKANE, WASHINGTON
PUBLIC SAFETY EQUIPMENT AND APPARATUS
LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2020 (TAXABLE)
RESOLUTION NO. 2020-_____

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* This Table of Contents and the cover page are not a part of the following Resolution and are included only for the convenience of the reader.

CITY OF SPOKANE, WASHINGTON

RESOLUTION NO. 2020-_____

A RESOLUTION of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Bond in the aggregate principal amount of not to exceed \$3,880,172 to secure an interfund loan from the Spokane Investment Pool to the Property Acquisition Fund to finance a portion of the capital needs for public safety equipment, vehicles and apparatus; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City, and providing for other matters properly relating thereto.

WHEREAS, the City's Police Department and Fire Department do not presently have a predictable and reliable source of capital funding to meet ongoing and annual needs for public safety equipment, vehicles and apparatus; and

WHEREAS, the City will continue to pursue grant opportunities to fund the acquisition of public safety equipment, vehicles and apparatus as the primary source of revenue for funding these ongoing and annual needs; and

WHEREAS, the City Council desires to support a secondary capital funding methodology to provide a short-term source of funding through an interfund loan from the Spokane Investment Pool ("SIP") to the Property Acquisition Fund, repayable with interest over a five-year period; and

WHEREAS, the current six year public safety capital plan identifies Police Department capital needs for equipment, vehicles and apparatus totaling approximately Two Million Five Hundred Eighty-two Thousand One Hundred Forty-Nine dollars (\$2,582,149); and Fire Department capital needs for equipment, vehicles and apparatus totaling approximately One Million Two Hundred Ninety-eight Thousand Twenty-Three dollars (\$1,298,023), which together total \$3,880,172; and

WHEREAS, pursuant to chapters 35.22, 39.36 and 39.46 RCW and Article XIII of the City Charter, the City is authorized to issue general obligation bonds for the purpose of financing the acquisition of public safety equipment, vehicles and apparatus; and

WHEREAS, RCW 35.39.030(4) and Sections 5.8.5 and 5.12.1 of the City's Administrative Policy and Procedure for Investments (“Investment Policy”) authorize the City Treasurer to purchase general obligation bonds or other bonds issued by the City as defined in Section 4.9 of the Investment Policy; and

WHEREAS, the City desires to secure the interfund loan obligation to the SIP with a bond issued by the City.

NOW THEREFORE, BE IT RESOLVED by the City Council as follows:

Section 1. Definitions. As used in this resolution the following words shall have the following meanings:

Annual Debt Service for any fiscal year or calendar year means the sum of the interest and principal due in such year on the Bond. If the interest rate on any such Bond is other than a fixed rate, the rate applicable at the time of the computation shall be used.

Bond means the City of Spokane Public Safety Equipment and Apparatus Limited Tax General Obligation Bond, Series 2020 (Taxable), issued pursuant to this resolution in the aggregate principal amount of not to exceed \$3,880,172 to establish and secure the interfund loan facility authorized herein.

Bond Owner or Registered Owner means the City of Spokane, as payee, for the benefit of the Spokane Investment Pool.

Bond Registrar means the Treasurer or any successor appointed by the Treasurer.

Bond Year means the twelve (12) month period beginning on the date of issuance of the Bond.

City means the City of Spokane, Spokane County, Washington, a charter code city duly organized and existing under the laws of the State of Washington and its City Charter.

City Council means the general legislative authority of the City as the same shall be duly and regularly constituted from time to time.

Maturity Date means a date approximately five years from the date of issuance of the Bond and established by SIP upon purchase of the Bond in conformance with the semi-annual payment dates for the Bond.

Permitted Investments means any investments of City funds permitted under the laws of the State of Washington or the City's Investment Policy as amended from time to time.

Projects mean the plan for the acquisition of public safety capital needs for equipment, vehicles and apparatus as specified and adopted in Section 2 of this resolution.

Property Acquisition Fund means the City's existing special fund of the same name into which all revenues collected for and allocated to the payment of the principal and interest the Bond shall be deposited into a separate account for such purpose; and into which the principal proceeds received from the sale and delivery of the Bond shall be paid into a separate account within the Property Acquisition Fund and used to pay the costs of the Projects.

SIP means the Spokane Investment Pool.

SIP Internal Lending Rate means an interest rate formula for the interfund lending of funds from the Spokane Investment Pool, calculated on the date of issuance of the Bond as follows: a rate equivalent to the United States Treasury Rate of like maturity plus 50 basis points (.50%).

Treasurer means the Treasurer of the City, or any successor to the functions of the Treasurer.

Rules of Interpretation. In this resolution, unless the context otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms, as used in this resolution, refer to this resolution as a whole and not to any particular article, section, subdivision or clause hereof, and the term “hereafter” shall mean after, and the term “heretofore” shall mean before, the date of this resolution;

(b) Words of the masculine gender shall mean and include correlative words of the feminine and neutral genders and words importing the singular number shall mean and include the plural number and vice versa;

(c) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) Any headings preceding the text of the several articles and Sections of this resolution, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect;

(e) All references herein to “articles,” “sections” and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Plan of Capital Acquisitions. The City has previously adopted a plan for annual replacement of the capital equipment needs of the Police Department and the Fire Department over a period of six (6) years through the scheduled acquisition of equipment, vehicles and apparatus identified in the 2020-2025 Capital Funding Plan for Public Safety Departments (the “Projects”).

The Projects will be undertaken in accordance with specifications and contracts for acquisition approved by the Mayor, Council or their designees from time to time.

Section 3. Authorization and Description of Bond. To finance a portion of the costs of the Projects, the City shall issue a taxable limited tax general obligation bond of the City to the Spokane Investment Pool (the “SIP”) in the principal amount of not to exceed \$3,880,172 (the “Bond”) to establish and secure an interfund loan facility with the SIP of not to exceed \$3,880,172. The Bond shall be dated as of the date of delivery to the SIP, shall be in the denomination of not to exceed \$3,880,172, shall be fully registered as to principal and interest, shall be numbered in such manner and with any additional identification as the Bond Registrar deems necessary for identification, and shall mature on the Maturity Date. Both principal of and interest on the Bond shall be paid semiannually on each December 1 and June 1, commencing December 1, 2021. On the Maturity Date, the remaining principal of and any accrued interest on the Bond shall be paid in full.

The Bond shall bear interest at the applicable SIP Internal Lending Rate in effect on the date of issuance of the Bond and shall be calculated on the basis of a year of 30/360 days. The Bond shall be amortized over a period of not to exceed five (5) years to create approximately level debt service based on semiannual payments of principal and interest, with final payment of principal and all accrued interest on the Maturity Date. The SIP shall provide an amortization schedule detailing the principal and interest payment amounts and dates, including the Maturity Date, and attach such schedule as an exhibit to the Bond.

Section 4. Sale of Bond.

(a) *Approval of Sale.* The City Council hereby approves the SIP’s offer to purchase the Bond to establish and secure an interfund loan for the benefit of the Property Acquisition Fund for the capital acquisition purposes of the Projects and on the terms set forth in this resolution. The proper City officials are hereby authorized and directed to do everything necessary for the prompt execution and delivery of the Bond to the City of Spokane for the benefit of the SIP.

(b) *Prepayment.* At the option of the City, or upon demand of the SIP, the Bond may be prepaid, in whole or in part, at any time, with prepayments to apply first to interest and then to principal. No notice of prepayment to the Registered Owner is required. Interest on prepaid principal shall cease to accrue on the date of prepayment.

Section 5. Application of Bond Proceeds. The proceeds of the interfund loan secured by the Bond shall be expended solely to pay the costs of the Projects and pay the costs of issuing the Bond, as authorized herein. There has previously been created in the office of the Treasurer a special fund known as the Property Acquisition Fund (the “Project Fund”). The proceeds of the interfund loan secured by the Bond shall be paid into the Project Fund to provide for the payment of costs of the Projects and the payment of expenses incidental thereto. The Treasurer may maintain separate accounts within the Project Fund for the police and fire obligations and may invest any funds in the Project Fund temporarily in Permitted Investments that will mature prior to the date on which such money shall be needed. Earnings on such investments shall accrue to the benefit of the Project Fund. The proceeds of the interfund loan secured by the Bond shall be expended solely to pay the costs of the Projects or pay costs of issuance of the interfund loan secured by the Bond.

Section 6. Pledge of Funds and Credit. To pay principal of and interest on the Bond as the same shall become due, the City hereby irrevocably covenants that it will deposit legally available funds into the Property Acquisition Fund in amounts sufficient to pay when due the principal of and interest on the Bond. The full faith, credit and taxing power of the City are hereby irrevocably pledged for the prompt payment of such principal and interest as necessary to repay the interfund loan.

Section 7. Registration and Payments. The Treasurer shall act as authenticating agent, paying agent and registrar for the Bond (collectively, the “Bond Registrar”). Both principal

of and interest on the Bond shall be payable in lawful money of the United States of America. Payments of principal of and interest on the Bond shall be paid by interfund transfer, check, wire or electronic transfer. Final payment of all principal of and interest on the Bond shall be paid upon presentation and surrender of the Bond to the Bond Registrar. The Bond is not transferable.

Section 8. Execution and Authentication of Bond. The Bond shall be executed on behalf of the City with the manual or facsimile signature of the Mayor and attested by the manual or facsimile signature of the City Clerk, and the seal of the City shall be impressed thereon. In case any of the officers who shall have signed or attested the Bond shall cease to be such officer before such Bond has been actually issued and delivered, such Bond shall be valid nevertheless and may be issued by the City with the same effect as though the persons who had signed or attested such Bond had not ceased to be such officers.

Only a Bond that bears a Registration Certificate in the form set forth in Section 9 hereof, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution. Such Registration Certificate shall be conclusive evidence that the Bond so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this resolution.

In case any of the officers who shall have executed the Bond shall cease to be an officer or officers of the City before the Bond shall have been authenticated or delivered by the Bond Registrar, or issued by the City, such Bond may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the City as though those who signed the same had continued to be such officers of the City. The Bond may also be signed and attested on behalf of the City by such persons as at the actual date of execution of the Bond shall be the proper officers of the City although at the original date of the Bond any such person shall not have been such officer of the City.

Section 9. Form of Bond. The Bond shall be in substantially the following form:

NO. R-__ UNITED STATES OF AMERICA \$3,880,172

STATE OF WASHINGTON
CITY OF SPOKANE
PUBLIC SAFETY EQUIPMENT AND APPARATUS
LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2020 (TAXABLE)

INTEREST RATE: Variable, as described herein

MATURITY DATE: [December 1, 2025]

REGISTERED OWNER: CITY OF SPOKANE, WA for the benefit of the SPOKANE
INVESTMENT POOL

TAX IDENTIFICATION #: 91-6001280

PRINCIPAL AMOUNT: THREE MILLION EIGHT HUNDRED EIGHTY THOUSAND
ONE HUNDRED SEVENTY-TWO AND NO/100 DOLLARS

CITY OF SPOKANE, Spokane County, Washington, a municipal corporation of the State of Washington (the “City”), for value received hereby promises to pay to the Registered Owner identified above, the principal amount of this Bond as indicated above.

This Bond is issued under authority of Resolution No. _____, adopted by the City Council on October __, 2020 (the “Bond Resolution”), to establish and secure an interfund loan to pay the costs of acquiring public safety equipment, vehicles and apparatus (the “the Projects”). Capitalized terms not otherwise defined in this Bond shall have the meanings given such terms in the Bond Resolution.

Interest on the interfund loan established hereunder shall be determined as of the date of issuance of the Bond, shall be set at the SIP Internal Lending Rate, and shall be calculated on the basis of a year of 30/360 days.

Both principal of and interest on this Bond are payable in lawful money of the United States of America on the dates and in the amounts set forth in the amortization schedule attached hereto as Exhibit A. Upon final payment of all installments of principal and interest thereon, this Bond shall be submitted to the Treasurer of the City (the “Bond Registrar”) for cancellation and surrender. Installments of principal of and interest on this Bond shall be paid by interfund transfer or by check or draft mailed on the date such principal and interest is due or by electronic funds transfer made on the date such interest is due to the registered owner or nominee at the address appearing on the Bond Register.

This Bond is not transferable.

The City reserves the right to prepay principal of this Bond in advance of the scheduled payments set forth above, in whole or in part, at any time, with no prepayment penalty in accordance with the terms of the Bond Resolution. This Bond is prepayable upon demand of the SIP.

To pay installments of principal of and interest on this Bond as the same shall become due, the City hereby irrevocably covenants that it will deposit funds from Project Fund and other legally-available funds in the SIP in amounts sufficient to pay such principal and interest.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Registration Certificate hereon shall have been manually signed by the Bond Registrar.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond have happened, been done and performed and that the issuance of this Bond does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Spokane, Washington, has caused this bond to be signed with the facsimile or manual signature of the Mayor, to be attested by the facsimile or manual signature of the City Clerk, and the corporate seal of the City to be reproduced hereon, as of the ____ day of _____, 20__.

CITY OF SPOKANE,
WASHINGTON
By _____/s/_____
Mayor

ATTEST:
_____/s/_____
City Clerk

(SEAL)

CERTIFICATE OF AUTHENTICATION

Date of Authentication: _____

This bond is the Public Safety Equipment and Apparatus Limited Tax General Obligation Bond, Series 2020 (Taxable) of the City dated _____, 20__ described in the within-mentioned Bond Resolution.

TREASURER of the City of Spokane, as
Bond Registrar

By _____/s/_____

Section 10. Ongoing Disclosure. The Bond secures an interfund loan. The City has determined that the Bond is not subject to Rule 15c2-12 of the Securities and Exchange Commission under the Securities Exchange Act of 1934, and the City makes no undertaking regarding ongoing disclosure with respect to the Bond.

Section 11. Prior Acts. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 12. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bond.

Section 13. Effective Date. This resolution shall become effective immediately upon its adoption.

Adopted this _____ day of October, 2020.

CITY OF SPOKANE
Spokane County, Washington

Breann Beggs, Council President

ATTEST:

Terri L. Pfister, Clerk

Mayor Nadine Woodward

(SEAL)

APPROVED AS TO FORM:

Assistant City Attorney

Laura D. McAloon, Bond Counsel

Briefing Paper Study Session

Division & Department:	City Legal and Spokane Fire Department
Subject:	Interlocal Agreement with SREC for CCB Building Operations
Date:	September 30, 2020
Author (email & phone):	Michael Ormsby, mormsby@spokanecity.org , 6287
City Council Sponsor:	Lori Kinnear
Executive Sponsor:	Michael Ormsby
Committee(s) Impacted:	Public Safety and Administration and Finance
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget and Strategic Plan
Strategic Initiative:	Public Safety
Deadline:	October 19, 2020
Outcome: (deliverables, delivery duties, milestones to meet)	Provide framework for operation of the CCB Facility and provide for payments of other users of the CCB to the City.
<p>Executive Summary: <u>SREC stood up operations on July 1, 2019. SREC is housed in Combined Communications Facility on the Fire Campus adjacent to Spokane Community College in a facility owned by the City of Spokane. Other users of the CCD include City and County IT and City Fire and Police Dispatch. The parties worked together to identify the percentage of space each entity uses and the expenses to operate the facility that would be split with each entity based upon their percentage of use of the CCB. The ILA also sets forth operational protocols for the Facility.</u></p>	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source: City will be receiving payments from SREC and the County</p> <p>Other budget impacts: (revenue generating, match requirements, etc.) Revenue to the City will be approximately \$240,000 annually.</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Specify changes required: Known challenges/barriers:</p>	

Return to:
City Clerk for City of Spokane
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

City Clerk's No. _____

INTERLOCAL COOPERATION AGREEMENT
COMBINED COMMUNICATIONS BUILDING OPERATIONS

THIS INTERLOCAL COOPERATION AGREEMENT (the "Agreement") is entered into this ____ day of _____, 2020, among 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 IT Department, and Spokane Regional Emergency Communications (the "SREC"), 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. 00-0875, 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

WHEREAS; pursuant to Resolution No. 2018-0245, Spokane County under RCW 35.21.730-759 created Spokane Regional Emergency communications (the "SREC") to undertake, assist with, and otherwise facilitate the public function of providing an emergency communications and emergency management services, including but not limited to dispatch, and perform any other public function relating to providing such service; and

WHEREAS, SREC began offering certain dispatch and related services to Spokane County Fire Districts and the Spokane County Sheriff's Office (the "Services") on or about July 1, 2019; and

WHEREAS, these Services are provided utilizing the CCB, which is owned by the City and SREC agrees it should pay a pro-rata share of CCB expenses as it relates to SREC's use of the CCB facility;

-- 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. For the purpose of this Agreement, the terminology CCB shall mean that building and all property associate therewith, including parking, located at 1620 N. Rebecca Street, Spokane, Washington 99217.
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 ensuring 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 ensure 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) The City Fire Chief and City Police Chief will have a single vote combined. Either may cast their combined vote and they shall separately determine how their combined vote will be cast. All other Site Council representatives will have one (1) vote each.
- 3) The Site Council will be provided staff assistance by the City or the SREC staff as necessary. Reimbursement for staff assistance shall be based solely on their hourly rate of pay plus the employer's cost of benefits based on the percentage amounts set forth in Section 7A. 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 representatives eligible to vote; provided City Fire Chief and City Police Chief will constitute a single representative for purposes of determining a quorum.

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 have responsibility for reviewing and approving the budget for the maintenance/ operational and capital construction costs for the CCB. 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.
- 3) The Site Council may establish a process, which may include financial penalty, to ensure 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 911 systems, switches, or other equipment), 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=	<u>1.0%</u>
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 to this agreement 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 to this agreement shall be borne by that 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 June 30, 2020, the Site Manager will compile the actual expenses and share those with the Site Council for approval and payment. The Site Manager has compiled the expenses for this time period and determined them to be \$389,289.00 of which \$236,429.50 is allocated to SREC; \$48,405.48 is allocated to City Police; \$37,868.24 is allocated to Fire Dispatch; \$3,292.89 is allocated to City IT and \$3,292.89 is allocated to Spokane County IT. SREC and the County will remit these amounts to the City within thirty (30) days of the execution of the Agreement. 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, beginning in 2021.
- 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 ensure 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. Each Party shall defend, indemnify and hold harmless the other parties 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 to the other Parties.

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 States 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 IT
1100 West Mallon Avenue
Spokane, Washington 99260-0300

Spokane County Clerk of the
Board of Commissioners
1116 West Broadway Avenue
Spokane, Washington 99260-0100

► 9-1-1: Spokane County Emergency
Communications
1620 N. Rebecca Street
Spokane, Washington 99217

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.

19. HEADING. The section headings appearing in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to define, limit or extend the scope or intent of the sections to which they pertain.

20. EXECUTION AND APPROVAL. The Parties warrant that the officers executing below have been duly authorized to act for and on behalf of the party for purposes of confirming this Agreement.

21. COMPLIANCE WITH LAWS. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this Agreement.

22. NO THIRD-PARTY BENEFICIARIES. Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly, any benefit or right, greater than that enjoyed by the general public, to third persons.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed on date and year opposite their respective signatures.

COUNTY OF SPOKANE.

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

SPOKANE REGIONAL EMERGENCY COMMUNICATIONS

By _____
Signature Date

Type or Print Name

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Briefing Paper

Finance and Administration Committee

Division & Department:	Fianance, Fleet Services
Subject:	Purchase of Police K8s
Date:	October 19, 2020
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: Fleet Services would like to purchase 2 Police K8s from Columbia Ford in Longview, WA, using WA State Contract #05916. Total purchase amount is \$97,254.31, including tax.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The 2 Police K8s will replace units that have reached the end of their economic life. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the purchase of 2 Police K8s for the Police Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is included in the Police Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance and Administration Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of Police Tahoes
Date:	October 19, 2020
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: Fleet Services would like to purchase 2 Police Tahoes from Bud Clary Chevrolet in Longview, WA, using WA State Contract #05916. Total purchase amount is \$94,377.38, including tax.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The 2 Police Tahoes will replace units that have reached the end of their economic life. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the purchase of 2 Police Tahoes for the Police Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is included in the Police Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance Committee

Division & Department:	Public Works - Water Department
Subject:	Water Department Parking Lot
Date:	October 19, 2020
Author (email & phone):	James Sakamoto, jsakamoto@Spokanecity.org 625-7854
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	Finance Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	October 31, 2020 to Spring - 2021
Outcome: (deliverables, delivery duties, milestones to meet)	Design, bid and construction of a new parking lot within the Water Department Operational Area.

Background/History:

This briefing paper is being brought to the committee for awareness that Catholic Charities is moving forward with closing on the Water Department parking area property on the northwest corner of North Foothills and Hamilton/Wolverton Court. This has resulted in requiring the interim and final relocation of employee parking and city personnel office space. The following bullet items are the interim temporary requirements and final parking lot construction requirements with associated costs and timelines.

The following must occur prior to the October 31 deadline.

- Interim relocation of employees – Estimated Costs \$50,000
- Preparation of Temporary employee parking- Estimated Costs \$100,000

The following should be completed prior to Spring 2021.

- Design, Bid and Construction of the final parking lot. Estimated completion date May 2021 – Estimated Costs \$2.3 Million
- Design, Bid and Construction of final employee workspace. Estimated completion date March 2021 – Estimated Costs \$1 million
- Relocation of Employees to final workspace. Estimated completion date March – April 2021 – Estimated Cost \$50,000
- Construction Materials and Stockpile processing location with equipment requirements. Estimated completion date March 2021 – Estimated Costs \$100,000

Executive Summary:

- Interim relocation of employees by October 31, 2020 – Estimated Costs \$50,000
- Preparation of Temporary employee parking by October 31, 2020- Estimated Costs \$100,000
- Design, Bid and Construction of the final parking lot by May 2021– Estimated Costs \$2.3 Million
- Design, Bid and Construction of final employee workspace by March 2021 – Estimated Costs \$1 million
- Relocation of Employees to final workspace by April 2021 – Estimated Cost \$50,000

- Construction Materials and Stockpile processing location by March 2021 – Estimated Costs \$100,000

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:

MEMO



Finance Division
808 W. Spokane Falls Blvd.
Spokane, Washington 99201-3313
(509) 625-6845

Tonya Wallace
Chief Financial Officer

To: Mayor Woodward, Council President Beggs, & City Council Members
From: Tonya Wallace, Chief Financial Officer
Date: October 12, 2020
Subject: Intrafund Budget Transfer Report for September 2020

In accordance with SMC 7.09 – Intrafund Budget Transfers, Section 7.09.020 - Report required, attached please find the report for September 2020.

If you have any questions, please call me at x6845.

TW/pi

pc: Acting City Administrator Scott Simmons

Attachment

Intrafund Budget Transfers
Per SMC 7.09.020
Report for September 2020


FUND/DEPT	FROM	TO	AMOUNT	PURPOSE
4310 - Sewer Maintenance	(2) Laborer I	(2) Laborer II	\$24,000.00	Progressive promotion
4310 - Sewer Maintenance	Laborer II	Laborer I	\$11,000.00	Downgrade of a vacant position for hiring
4330 - Stormwater	(2) Laborer II	(2) Laborer I	\$22,000.00	Downgrade of vacant positions for hiring
4700 - Development Services Center	Permit Tech I / Reserve for Budget Adjustment	Permit Tech II	\$28,653.00	Progressive promotion
0680 - Police	Police Records Specialist / Service Advancement	Public Records Specialist	\$23,100.00	Civil Service position reclass
4600 - Golf Fund	Terminated Sick Leave / Terminated Vacation Leave	Operating Supplies	\$7,000.00	New sprinklers at Downriver Golf Course
5300 - ITSD	Project Employee	Advisory Technical Service	\$60,000.00	DBA software maintenance costs
0700 - Public Defender	Public Defender I	Public Defender II	\$7,854.00	Progressive promotion
0230 - Civil Service	Chief Examiner	Other Services & Charges	\$7,500.00	Assessment Systems contract and cell phone expenses
0520 - Mayor's Office	Reserve for Budget Adjustment	Temporary Seasonal	\$11,000.00	Increase current temp/seasonal employee to 40 hours per week
0620 - Human Resources	Clerk IV	Clerk III		Downgrade of a vacant position for hiring
1100 - Street Department	Various Accounts	Machinery/Equipment	\$25,000.00	Purchase an additional de-icer tank and salt shed
4320 - RPWRF	WWTP Operator III	WWTP Operator I	\$18,452.00	Downgrade of a vacant position for hiring
1680 - CD/HS	Contractual Services	Various Accounts	\$204,204.00	Four project employees added for COVID-19-related work
4320 - RPWRF	WWTP Operator I	WWTP Operator II	\$21,638.00	Progressive promotion
4320 - RPWRF	WWTP Operator III	WWTP Operator I	\$12,302.00	Downgrade of a vacant position for hiring
5300 - ITSD	Project Employee	Contractual Services	\$40,000.00	Purchase cybersecurity consulting services and online training

MEMO



Finance Division
808 W. Spokane Falls Blvd.
Spokane, Washington 99201-3313
(509) 625-6845

Tonya Wallace
Chief Financial Officer

To: Mayor Woodward, Council President Beggs, & City Council Members
From: Tonya Wallace, Chief Financial Officer
Date: October 12, 2020
Subject: General Fund Update

Attached for your information is an update of changes in the General Fund through September 2020.

If you have any questions, please call me at x6845.

2020 Budget as of 09/30/20	\$218,306,944
2020 Adopted Budget	<u>\$206,918,438</u>
Net Addition to Budget	\$ 11,388,506

TW: pi
pc: Acting City Administrator Scott Simmons

Attachment

ALL CHANGES INCREASING OR DECREASING THE GENERAL FUND AS OF September 30, 2020

Date	Department	Reason	Additional Expenditure	From Unapp. Reserves	From Add'l Revenue	Encumbrance Carryover	Operating Transfer In	Reference Document
1/31/2020	General Fund	Encumbrance Carryover running to expand emergency shelter facilities with needed services to ensure that people experiencing homelessness in Spokane are safe and assisted in obtaining the services they need to exit homelessness				\$ 2,989,424.00		
2/3/2020	0300 - Human Services	running to expand emergency shelter facilities with needed services to ensure that people experiencing homelessness in Spokane are safe and assisted in obtaining the services they need to exit homelessness	\$31,300.00	\$31,300.00				C35887
2/10/2020	0300 - Human Services	to fund two permanent housing projects to help alleviate emergency need in the community	\$18,466.00	\$18,466.00				C35891
2/26/2020	0300 - Human Services	to budget extra funds for SCRAPS regarding a one-time deficiency payment and to cover a budget deficit for the 2020 contract amount	\$280,000.00	\$280,000.00				C35892
2/26/2020	0020 - Non-Departmental	To create a Director of Emergency Management Position	\$110,000.00	\$110,000.00				C35886
3/23/2020	0520 - Mayor's Office	To recognize unbudgeted revenue and expenditure pertaining to acceptance of a Spokane Transit Authority contract for law enforcement presence on buses.	\$151,800.00	\$151,800.00				C35857
7/1/2020	0680 - Police		\$76,678.00		\$76,678.00			C35918
8/17/2020	0020 - Non-Departmental	To budget CARES Act funds for City response to COVID-19 pandemic.	\$2,902,815.00		\$2,902,815.00			C35929
8/27/2020	0650 - Planning Services	Contra salaries and benefits for grant work performed by Planning Services staff	-\$130,000.00		-\$130,000.00			
9/2/2020	0680 - Police	To reimburse the Traffic Calming Measures Fund for the transfer of Traffic Calming funds to the Police Department	\$500,000.00	\$500,000.00				C35931
9/2/2020	0020 - Non-Departmental	To budget CARES Act funds for City response to COVID-19 pandemic.	\$1,128,023.70		\$1,128,023.70			C35933
9/23/2020	0020 - Non-Departmental	To budget CARES Act funds for City response to COVID-19 pandemic.	\$3,330,000.00		\$3,330,000.00			C35948
		Total	\$8,399,082.70	\$1,091,566.00	\$7,307,516.70	\$2,989,424.00		



GENERAL FUND FINANCIAL SUMMARY - 2020
September 30, 2020

BEGINNING BALANCES* (actual as of 12/31/2019, unaudited)

		Actual %
--Assigned Funds for Encumbrance Rollover	2,989,424	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)	7,248,506	3.5%
--Contingency Reserve Balance (target 10.0% of expenditures)	20,691,844	10.0%
--Unappropriated Fund Balance	19,612,969	
Total Available Reserves (Revenue Stabilization, Contingency Reserves, Unappropriated)	47,553,318	
<i>% of Adopted Revenues</i>	<i>23.0%</i>	

2020 Adopted General Fund Revenues

	207,100,161	
Add - Other COVID-19 Relief Funding	TBD	
Add - FEMA Reimbursement**	516,250	
Add - COVID-19 Relief Funding (City Distribution)	9,990,000	
Add - 2020 Approved Budget Changes QR3	76,678	
Decrease - Sales Tax Revenue Loss (COVID-19)	(3,500,000)	
Decrease - Other Revenue Loss (COVID-19)	(5,000,000)	
Adjusted General Fund Revenue	209,183,089	209,183,089

2020 Adopted General Fund Expenses

	206,918,438	
Add - 2019 Encumbrance Rollovers	2,989,424	
Add - 2020 Approved Budget Changes QR1	591,566	
Add - 2020 Approved Budget Changes QR2	-	
Add - 2020 Approved Budget Changes QR3	576,678	
Add - Potential Guild Agreement	6,219,000	
Add - COVID-19 Response Expense	2,379,000	
Add - City Re-Opening Costs	250,000	
Add - Other Community COVID-19 Response Expense	7,361,000	
Decrease - Salary Savings from Vacancies	(3,333,400)	
Decrease - Expense Control	(3,268,507)	
Adjusted General Fund Expenses	220,683,199	220,683,199

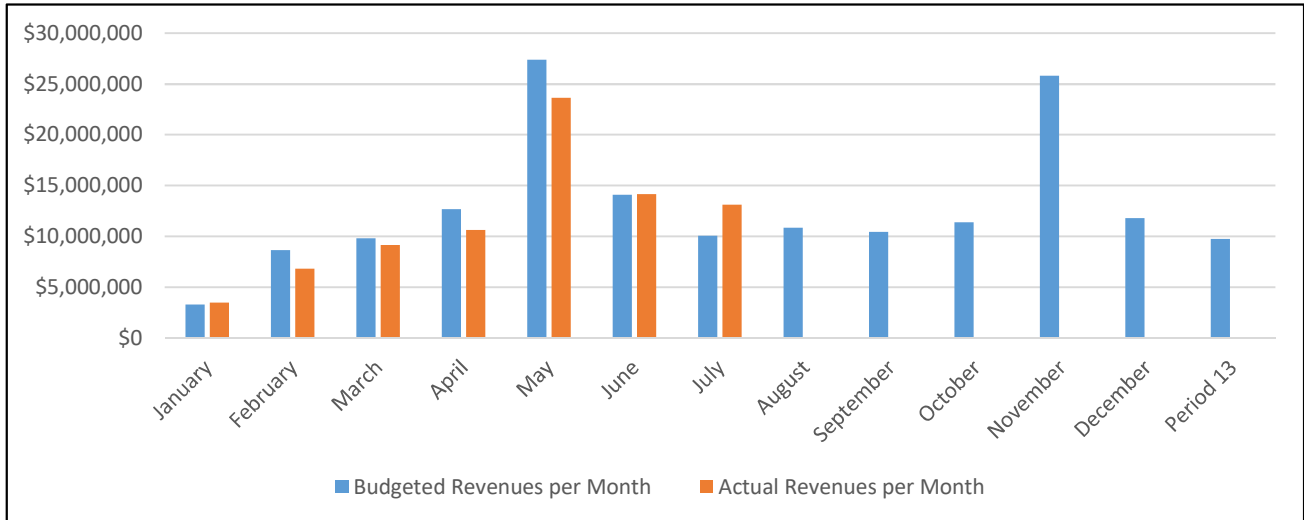
PROJECTED ENDING BALANCES

		Actual %
--Assigned Funds for Encumbrance Rollover	-	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)	5,073,665	3.5%
--Contingency Reserve Balance (target 10.0% of expenditures)	20,098,712	10.0%
--Unappropriated Fund Balance	10,880,832	
Total Available Reserves	36,053,208	
<i>% of Adopted Expenditures</i>	<i>17.4%</i>	

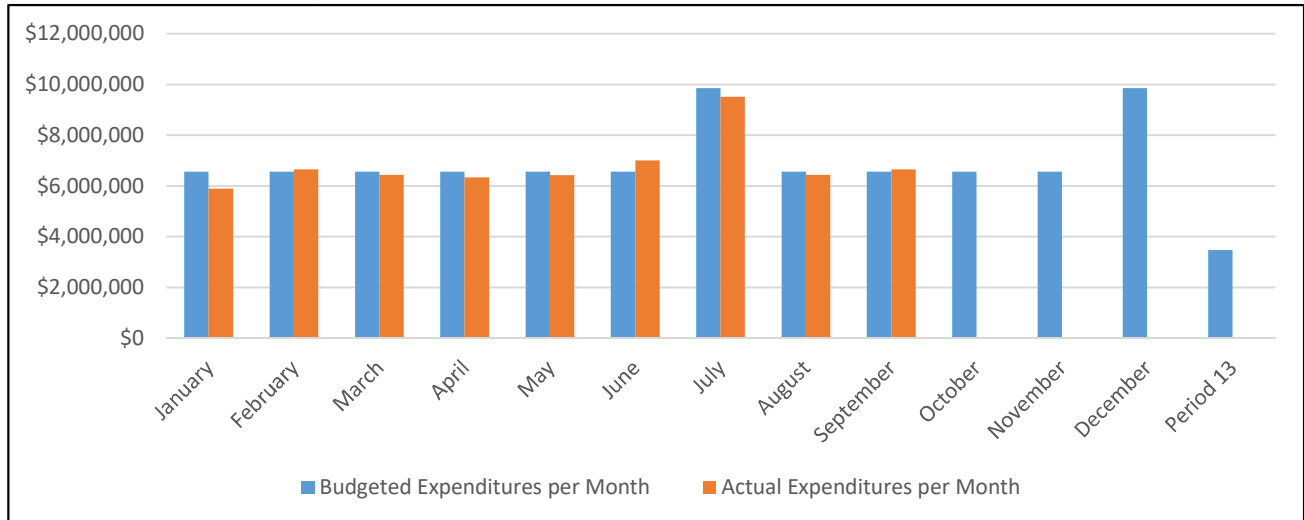
*Per SMC 07.08.010, any General Fund revenue in excess of expenditures from 2019 will first be deposited into the Revenue Stabilization Reserve until that reserve reaches its targeted funding level

**The City anticipates 75% reimbursement from FEMA for eligible costs

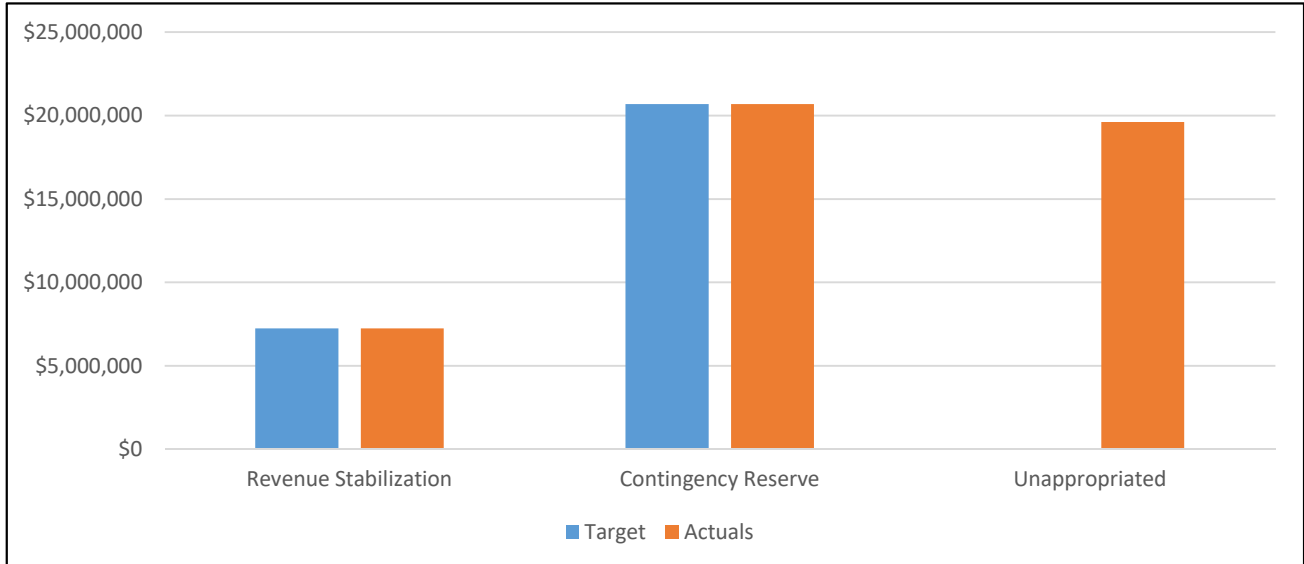
REVENUE - SALES, PROPERTY, and UTILITY TAXES



EXPENDITURES - SALARIES, WAGES & BENEFITS



RESERVE ACCOUNTS



General Fund Reserve Report

Oct-20

	Beginning Balance	Source/(Use)	Ending Balance
Revenue Stablization Reserve	7,248,506		
Revenue Loss Coverage		(8,500,000)	
PS SIP Savings		-	
2020 Cost Containment		6,601,907	
Funding Level Adjustment		(276,748)	5,073,665
Contingency Reserve	20,691,844		
Emergency Shelter Facilities (QR1)		(49,766)	
COVID-19 Response Cost		-	
Funding Level Adjustment		(543,366)	20,098,712
Unappropriated Reserve	19,612,969		
Permanent Housing Projects (QR1)		(280,000)	
SCRAPS Contract Increase (QR1)		(110,000)	
Emergency Managemnt (QR1)		(151,800)	
Traffic Calming Reconciliation		(500,000)	
Labor Agreements in excess of Budget		(6,219,000)	
Multi-modal Center Solvency Issue		(150,000)	
Other/Funding Gap		(4,310,761)	7,891,408
TOTALS	47,553,319	(14,489,534)	33,063,785
% of General Fund Operating Expenditures	23.0%		16.0%
<i>Targeted Fund Balance %</i>	<i>15.0%</i>		<i>15.0%</i>



CITY OF SPOKANE

Quarterly Investment Report

As of September 30, 2020

October 19, 2020

This report presents the City's investment portfolio for the quarter ending September 30, 2020. It has been prepared to comply with regulations contained in Washington State RCW 35.39 and Spokane Municipal Code Chapter 7.15. The report includes all investments managed by the City. As required, the report provides information on the investment type, issuer, maturity date, cost, and current market value for each security.

The investment objectives of the City of Spokane are first, to provide safety of principal to ensure the preservation of capital in the overall portfolio; second, to provide sufficient liquidity to meet all operating and capital spending requirements; and third, to earn a commensurate rate of return consistent with the constraints imposed by the safety and liquidity objectives.

The City follows the practice of pooling cash and investments for all funds under its direct control. Interest earned on pooled cash and investments is allocated monthly to the various funds based on the respective fund's average monthly investment balance. It is common for governments to pool the cash and investments of various funds to improve investment performance. By pooling funds, the city is able to benefit from economies of scale, diversification, liquidity, and ease of administration.

The City retains direct control of its investments. Primarily, investments are held by the City in a safekeeping account with Bank of New York Mellon. Exceptions to this rule would include investments held by trustees related to bond financings, which are held by US Bank, and Spokane Investment Pool Loans.

Investment Portfolio Benefits all Funds

The City's cash and investment portfolio represents money from all City funds, with the exception of Employees Retirement, Police Pension, and Fire Pension funds. City funds include the General Fund, enterprise funds, internal service funds, capital projects funds, and other funds which are restricted to specific purposes.

In general, monies held by the City are either allocated by the City Council for spending or are purposefully retained in reserve. For example, the money in the Capital Outlay Funds have been identified to provide particular capital projects for the community and there is a plan for spending down the cash balance as the projects progress. In the General Fund, approximately \$21.0 million is purposely held in reserve to meet the City's contingency reserve policy of 10% of operating expenditures. In addition, approximately \$7.3 million is purposely held to meet the City's Revenue Stabilization policy of 3.5% of operating revenues.

Quarterly Investment Report

Current Cash and Investment Summary

The following is a summary of the City's cash and investments based on market value as of September 30, 2020, compared with the prior quarter:

	June 30, 2020	September 30, 2020	Percent of Total
Cash	\$129,768,865	\$115,994,737	27.45%
Fixed Income	284,579,722	264,444,236	62.59%
SIP Loans	41,238,935	42,091,209	9.96%
TOTAL	\$455,587,523	\$422,530,182	100.00%

There are a number of factors which result in changes in cash and investment balances from month to month and quarter to quarter. Often they are the result of the receipt of revenues or a large disbursement. Some major City revenues are received on a periodic rather than a monthly basis. For example, the majority of City Property Taxes are received in May and November of each year. On the disbursement side, payments for bonded indebtedness or large capital projects can reduce the portfolio substantially in the quarter that they occur. Significant fluctuations of this type will be discussed in the following section of this report.

Securities in the City's portfolio are priced according to market values provided by Bank of New York Mellon at the end of each month. In some cases, the City may have investments with a current market value that is greater or less than the recorded value. These changes in market value are due to fluctuations in the marketplace having no effect on yield, as the City does not intend to sell securities prior to maturity. Nevertheless, these market changes will impact the total value of the portfolio as reported. At September 30, 2020, the market value of the portfolio was \$11,314,562 more than the cost basis. The difference is an unrealized gain due to the inverse relationship between interest rates and market values as it relates to the fixed income portion of the City's investment portfolio.

The portfolio's average yield to maturity as of September 30, 2020 was 1.23%. The effective rate of return for the 3rd quarter was 1.33%.

As of September 30, 2020, the investment portfolio was in compliance with all State laws, the City's Statement of Investment Policy and the City's investment management plan.

Summary of Activity for the Quarter and Future Liquidity

With the exception of tax receipts, which have been impacted by the COVID-19 environment and related deferral programs, cash receipts and disbursements are generally consistent with past trends for the quarter. The cash management program contains enough liquidity to meet at least the next three months of expected expenditures by the City.

Highlights:

- \$20 million in FHLB (coupon rate 1.75%) matured on August 26, 2020.
- The City refinanced six of its outstanding Public Safety SIP loans on September 1st. The loans when refinanced, earn .76% for the portfolio, compared to their previous weighted average yield of 2.95%.
- Issued SIP Loan for CHAS Dental clinic, in the amount of \$912,000 on July 31st.
- Increased spending on Library and Park Bonds.

Report Contents and Distribution. This report includes the following three schedules on the City's portfolio as of September 30, 2020; Summary of Investment Portfolio; Investment Detail; and Summary of Investment Portfolio Liquidity.

If you have any questions concerning this report, or require additional information, contact Tonya Wallace, Chief Financial Officer at (509) 625-6585 or Jake Hensley, Treasury Manager at (509) 625-6074.

DISTRIBUTION LIST

Administration

Nadine Woodward – Mayor

Scott Simmons – Acting City Administrator

City Council

Breean Beggs – Council President

Kate Burke – Council Member

Michael Cathcart – Council Member

Lori Kinnear – Council Member

Candace Mumm – Council Member

Karen Stratton – Council Member

Betsy Wilkerson – Council Member

Investment Oversight Committee

Tonya Wallace – Chief Financial Officer

TBD – Retirement Director

Jake Hensley – Treasury Manager

TBD – Council Member

TBD – Community Member

TBD – Community Member

CITY OF SPOKANE

As of September 30, 2020

SUMMARY OF INVESTMENTS

CITY OF SPOKANE INVESTMENT PORTFOLIO			
	Percent of Portfolio	Current Yield	Market Value
Checking Account	NA	NA	\$708,937
Investments			
Local Government Investment Pool	27.3%	0.21%	\$115,285,800
US Bank- Treasurer's Cash	0.0%	0.00%	-
Federal Agency Coupon Securities	45.0%	1.60%	189,677,002
Federal Agency Strip Bonds	10.5%	2.65%	44,293,034
Treasury Coupon Securities	7.2%	1.62%	30,474,200
Property Acquisition Fund	9.8%	0.79%	41,229,403
Consolidated Local Improvement Districts	0.2%	2.24%	861,805
Total Investments	100.0%	1.23%	\$421,821,245
Total Checking Account + Investments			\$422,530,182

SUMMARY OF INVESTMENT PORTFOLIO LIQUIDITY

INVESTMENT AGING		
	Percent of Portfolio	Market Value
Overnight	27.3%	115,285,800
Within Three Months	2.4%	10,058,400
Three to Six Months	1.2%	4,993,250
Six Months to One Year	8.0%	33,741,488
One to Five Years	36.0%	151,738,424
Over Five Years	15.2%	63,912,674
SIP Loans	10.0%	42,091,209
TOTAL	100.0%	\$421,821,245

CITY OF SPOKANE

As of September 30, 2020

INVESTMENT PERFORMANCE

BENCHMARK COMPARISON

The City of Spokane maintains certain performance objectives for its investments. The overall performance objective for the portfolio is to earn a total rate of return over the market cycle that equals or exceeds the market index. In order to achieve this objective the portfolio invests in high-quality money market instruments, rolling repurchase agreements, US Treasury securities, Agency securities, to maintain an average maturity of no longer than 3 years. The City generally invests in securities maturing in 5 years or less, except in such circumstances where the maturity of such investments coincide with an identifiable cash flow. To monitor the achievement of this objective, the City uses a "Benchmark" to compare to. Currently, the benchmark used by the City is the Treasury Yield relevant to the Weighted Average Maturity of the Portfolio. Below is a summary of the quarterly results as compared to the benchmark. While the City strives to achieve this performance objective every month, the goal is assumed to be met on an annual basis. The City of Spokane is currently outperforming its benchmark, however as investments mature and cash is needed to operating and capital purposes, the weighted average maturity of the portfolio has fallen to under 2 years. As excess cash becomes available for reinvestment, security purchases will be made to lengthen the Weighted Average Maturity, while considering liquidity needs and opportunity costs of the interest rate environment.

Benchmark Comparison for the Quarter Ended 09/30/2020

	<u>Benchmark</u>	<u>09/30/2020</u>	<u>06/30/2020</u>
Average Maturity (yrs)	3	1.90	1.94
Average Market Yield	.16%	1.23%	1.34%
Average Quality		AA/Aa1	AA/Aa1
Total Market Value		\$421,821,245	\$447,611,127

The following pages provide a summary of the portfolio, as well as a detailed holding report, for the previous month.



**SIP Investment Portfolio
Portfolio Management
Portfolio Summary
September 30, 2020**

City of Spokane
808 W. Spokane Falls Blvd
Treasury Department
Spokane, WA 99201

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
LGIP-Treasurers Cash	115,285,799.77	115,285,799.77	115,285,799.77	28.08	1	1	0.203	0.206
Federal Agency Coupon Securities	180,887,000.00	189,677,002.30	183,044,050.93	44.59	2,320	949	1.573	1.595
Treasury Coupon Securities	30,000,000.00	30,474,200.00	29,969,029.96	7.30	715	415	1.595	1.617
Strip Bonds	47,750,000.00	44,293,033.84	40,116,592.85	9.77	4,122	2,454	2.612	2.648
Property Acquisition Fund	41,229,403.39	41,229,403.39	41,229,403.39	10.04	1	1	0.776	0.787
CLIDS	861,805.21	861,805.21	861,805.21	0.21	1	1	2.205	2.235
Investments	416,014,008.37	421,821,244.51	410,506,682.11	100.00%	1,490	694	1.213	1.229

Total Earnings	September 30 Month Ending	Fiscal Year To Date
Current Year	422,253.11	7,308,468.19
Average Daily Balance	409,324,909.44	405,812,325.61
Effective Rate of Return	1.26%	2.40%

Jacob Hensley, Treasury Manager

Reporting period 09/01/2020-09/30/2020

Run Date: 10/05/2020 - 13:47

Portfolio SIPI
AP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1

SIP Investment Portfolio
Portfolio Management
Portfolio Details - Investments
September 30, 2020

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
LGIP-Treasurers Cash												
SYSLGIP	LGIP	WA Local Government Investment			115,285,799.77	115,285,799.77	115,285,799.77	0.206	0.203	0.206	1	
Subtotal and Average			114,085,905.30		115,285,799.77	115,285,799.77	115,285,799.77		0.203	0.206	1	
Federal Agency Coupon Securities												
3132X0GC9	20160048	Federal Agricultural Mtg Corp		05/19/2016	1,500,000.00	1,564,140.00	1,499,821.94	1.920	1.899	1.925	939	04/28/2023
3133ECKQ6	20160043	Federal Farm Credit Bank		04/21/2016	2,000,000.00	2,055,340.00	2,010,915.74	2.000	1.597	1.619	550	04/04/2022
3133EGYR0	20160074	Federal Farm Credit Bank		10/17/2016	10,000,000.00	10,607,000.00	10,000,000.00	1.820	1.795	1.820	1,477	10/17/2024
3133EGYR0	20160075	Federal Farm Credit Bank		10/17/2016	10,000,000.00	10,607,000.00	10,000,000.00	1.820	1.795	1.820	1,477	10/17/2024
3133EGZJ7	20160076	Federal Farm Credit Bank		10/25/2016	7,000,000.00	7,090,650.00	6,998,984.53	1.375	1.370	1.389	389	10/25/2021
3133ELB60	20200002	Federal Farm Credit Bank		06/26/2020	7,000,000.00	6,999,370.00	6,998,853.48	0.150	0.173	0.175	237	05/26/2021
3133ELN75	20200003	Federal Farm Credit Bank		06/26/2020	4,000,000.00	4,000,040.00	3,998,353.82	0.230	0.260	0.264	448	12/23/2021
313382AX1	20160028	Federal Home Loan Bank		03/30/2016	16,575,000.00	17,357,505.75	16,711,136.71	2.125	1.742	1.766	890	03/10/2023
313382AX1	20160031	Federal Home Loan Bank		03/30/2016	10,000,000.00	10,472,100.00	10,083,526.10	2.125	1.736	1.760	890	03/10/2023
313378CR0	20160040	Federal Home Loan Bank		04/21/2016	5,000,000.00	5,151,300.00	5,043,569.62	2.250	1.593	1.615	526	03/11/2022
3133XRWN6	20160042	Federal Home Loan Bank		04/21/2016	5,710,000.00	6,519,792.20	6,223,788.42	5.220	1.827	1.852	1,047	08/14/2023
313382AX1	20160044	Federal Home Loan Bank		04/21/2016	4,460,000.00	4,670,556.60	4,494,784.91	2.125	1.760	1.784	890	03/10/2023
3130A3DL5	20160063	Federal Home Loan Bank		08/18/2016	15,000,000.00	15,933,150.00	15,332,580.47	2.375	1.553	1.574	1,072	09/08/2023
313371U79	20190004	Federal Home Loan Bank		08/27/2019	10,000,000.00	10,058,400.00	10,027,947.20	3.125	1.642	1.665	71	12/11/2020
3130AHSR5	20200001	Federal Home Loan Bank		06/26/2020	4,000,000.00	4,073,160.00	4,068,776.67	1.625	0.209	0.212	445	12/20/2021
3137EAEC9	20160064	Federal Home Loan Mtg Corp		08/17/2016	14,945,000.00	15,071,584.15	14,922,084.19	1.125	1.291	1.309	315	08/12/2021
3137EAEC9	20160066	Federal Home Loan Mtg Corp		08/18/2016	10,000,000.00	10,084,700.00	9,983,430.67	1.125	1.306	1.324	315	08/12/2021
3136G02F7	20160020	Federal National Mtg Assn		03/08/2016	1,572,000.00	1,585,833.60	1,571,818.26	1.600	1.598	1.620	218	05/07/2021
3135G0K36	20160049	Federal National Mtg Assn		05/19/2016	10,000,000.00	10,918,600.00	9,968,624.34	2.125	2.158	2.188	2,031	04/24/2026
3135G0K36	20160055	Federal National Mtg Assn		07/12/2016	15,000,000.00	16,377,900.00	15,299,800.82	2.125	1.709	1.733	2,031	04/24/2026
742651DM1	20160047	Private Export Funding		05/19/2016	2,125,000.00	2,208,980.00	2,157,271.18	2.800	1.783	1.808	591	05/15/2022
742651DT6	20160052	Private Export Funding		05/23/2016	15,000,000.00	16,269,900.00	15,647,981.86	3.550	2.091	2.120	1,201	01/15/2024
Subtotal and Average			183,078,250.74		180,887,000.00	189,677,002.30	183,044,050.93		1.573	1.595	949	
Treasury Coupon Securities												
912828T67	20190010	U.S. Treasury		12/06/2019	20,000,000.00	20,242,200.00	19,920,964.48	1.250	1.600	1.623	395	10/31/2021
912828U81	20190011	U.S. Treasury		12/06/2019	10,000,000.00	10,232,000.00	10,048,065.48	2.000	1.584	1.606	456	12/31/2021
Subtotal and Average			29,967,657.05		30,000,000.00	30,474,200.00	29,969,029.96		1.595	1.617	415	
Strip Bonds												
3134A4MW1	20150008	Federal Home Loan Mtg Corp		01/14/2015	5,000,000.00	4,993,250.00	4,974,836.48		1.840	1.866	106	01/15/2021
3134A4CA0	20160039	Federal Home Loan Mtg Corp		04/21/2016	2,735,000.00	2,683,609.35	2,517,912.74		2.210	2.241	1,445	09/15/2024

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Strip Bonds												
31364EAV6	20160045	Federal National Mtg Assn		05/19/2016	15,000,000.00	13,948,500.00	12,547,636.06		2.726	2.763	2,563	10/08/2027
31364EBA1	20160051	Federal National Mtg Assn		05/19/2016	9,870,000.00	9,108,726.90	8,114,893.60		2.814	2.853	2,730	03/23/2028
31358C4V5	20160032	Federal National MtgAss Strip		04/18/2016	1,252,000.00	1,182,751.88	1,078,959.25	2.146	2.498	2.532	2,319	02/06/2027
31359YQF7	20160037	Federal National MtgAss Strip		04/18/2016	7,893,000.00	6,965,335.71	6,118,416.07	2.265	2.802	2.841	3,574	07/15/2030
3134A3U53	20160036	FRE PRIN STRIP		04/18/2016	6,000,000.00	5,410,860.00	4,763,938.65		2.770	2.809	3,271	09/15/2029
Subtotal and Average			40,074,015.29		47,750,000.00	44,293,033.84	40,116,592.85		2.612	2.648	2,454	
Property Acquisition Fund												
PAF RES20100043	20130030	Property Acquisition Fund		07/01/2013	0.00	0.00	0.00	2.170	2.140	2.170	1	
PAF RES20110036	20130032	Property Acquisition Fund		07/01/2013	0.00	0.00	0.00	2.893	2.853	2.893	1	
PAF RES20110053	20130033	Property Acquisition Fund		07/01/2013	0.00	0.00	0.00	1.510	1.489	1.510	1	
PAF RES20120110	20130034	Property Acquisition Fund		07/01/2013	0.00	0.00	0.00	2.070	2.042	2.070	1	
PAF RES20100042	20130036	Property Acquisition Fund		07/01/2013	0.00	0.00	0.00	1.950	1.923	1.950	1	
SYS20150080	20150080	Property Acquisition Fund		11/12/2015	0.00	0.00	0.00	2.170	2.140	2.170	1	
SYS20150082	20150082	Property Acquisition Fund		11/18/2015	0.00	0.00	0.00	2.410	2.377	2.410	1	
SYS20160068	20160068	Property Acquisition Fund		10/03/2016	0.00	0.00	0.00	1.880	1.854	1.880	1	
SYS20170001	20170001	Property Acquisition Fund		06/30/2017	0.00	0.00	0.00	2.600	2.600	2.636	1	
SYS20170004	20170004	Property Acquisition Fund		10/06/2017	0.00	0.00	0.00	2.720	2.683	2.720	1	
SYS20180001	20180001	Property Acquisition Fund		08/28/2018	0.00	0.00	0.00	3.630	3.580	3.630	1	
SYS20180002	20180002	Property Acquisition Fund		08/28/2018	0.00	0.00	0.00	3.630	3.580	3.630	1	
SYS20180003	20180003	Property Acquisition Fund		08/31/2018	0.00	0.00	0.00	2.970	2.929	2.970	1	
SYS20190002	20190001	Property Acquisition Fund		05/31/2019	0.00	0.00	0.00	3.060	3.018	3.060	1	
SYS20190006	20190006	Property Acquisition Fund		08/30/2019	0.00	0.00	0.00	2.430	2.397	2.430	1	
SYS20190007	20190007	Property Acquisition Fund		11/07/2019	0.00	0.00	0.00	2.260	2.229	2.260	1	
SYS20190008	20190008	Property Acquisition Fund		11/25/2019	0.00	0.00	0.00	2.300	2.268	2.300	1	
SYS20190009	20190009	Property Acquisition Fund		11/25/2019	0.00	0.00	0.00	2.300	2.268	2.300	1	
RES20-0034 A1	20200004	Property Acquisition Fund		06/30/2020	2,389,011.63	2,389,011.63	2,389,011.63	0.810	0.799	0.810	1	
RES20-0034 A2	20200005	Property Acquisition Fund		06/30/2020	2,500,000.00	2,500,000.00	2,500,000.00	0.810	0.799	0.810	1	
RES20-0034 B	20200006	Property Acquisition Fund		06/30/2020	536,750.86	536,750.86	536,750.86	0.810	0.799	0.810	1	
RES20-0034 C	20200007	Property Acquisition Fund		06/30/2020	262,629.51	262,629.51	262,629.51	0.810	0.799	0.810	1	
RES20-0034 D	20200008	Property Acquisition Fund		06/30/2020	1,358,963.14	1,358,963.14	1,358,963.14	0.810	0.799	0.810	1	
RES20-0034 E1	20200009	Property Acquisition Fund		06/30/2020	1,129,923.79	1,129,923.79	1,129,923.79	0.810	0.799	0.810	1	
RES20-0034 E2	20200010	Property Acquisition Fund		06/30/2020	1,746,254.87	1,746,254.87	1,746,254.87	0.810	0.799	0.810	1	
RES20-0034 E3	20200011	Property Acquisition Fund		06/30/2020	604,013.56	604,013.56	604,013.56	0.810	0.799	0.810	1	
RES20-0034 F	20200012	Property Acquisition Fund		06/30/2020	3,134,679.77	3,134,679.77	3,134,679.77	0.810	0.799	0.810	1	
RES20-0034 G	20200013	Property Acquisition Fund		06/30/2020	129,071.41	129,071.41	129,071.41	0.810	0.799	0.810	1	

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Property Acquisition Fund												
RES20-0034 H	20200014	Property Acquisition Fund		06/30/2020	500,000.00	500,000.00	500,000.00	0.810	0.799	0.810	1	
RES20-0033 I	20200015	Property Acquisition Fund		06/30/2020	2,927,080.00	2,927,080.00	2,927,080.00	0.810	0.799	0.810	1	
ORD35911 J	20200016	Property Acquisition Fund		06/30/2020	3,746,925.00	3,746,925.00	3,746,925.00	0.810	0.799	0.810	1	
ORD35911 J	20200016-1	Property Acquisition Fund		06/30/2020	322,059.94	322,059.94	322,059.94	0.810	0.799	0.810	1	
RES20-0050	20200017	Property Acquisition Fund		07/31/2020	912,000.00	912,000.00	912,000.00	0.810	0.799	0.810	1	
RES20--0065 A	20200018	Property Acquisition Fund		09/03/2020	1,721,027.96	1,721,027.96	1,721,027.96	0.760	0.750	0.760	1	
RES20-0065 H	20200019	Property Acquisition Fund		09/03/2020	1,934,581.53	1,934,581.53	1,934,581.53	0.760	0.750	0.760	1	
RES20-0065 I	20200020	Property Acquisition Fund		09/03/2020	2,997,308.39	2,997,308.39	2,997,308.39	0.760	0.750	0.760	1	
RES20-0065 J	20200021	Property Acquisition Fund		09/03/2020	3,524,125.13	3,524,125.13	3,524,125.13	0.760	0.750	0.760	1	
RES20-0065 K	20200022	Property Acquisition Fund		09/03/2020	4,325,058.90	4,325,058.90	4,325,058.90	0.760	0.750	0.760	1	
RES20-0065 L	20200023	Property Acquisition Fund		09/03/2020	4,527,938.00	4,527,938.00	4,527,938.00	0.760	0.750	0.760	1	
SYS20160070	20160070	BOND REFINANCE		10/11/2016	0.00	0.00	0.00	2.320	2.288	2.320	1	
SYS20160070	20160070-1	BOND REFINANCE		10/11/2016	0.00	0.00	0.00	2.320	2.288	2.320	1	
Subtotal and Average			41,229,403.39		41,229,403.39	41,229,403.39	41,229,403.39		0.776	0.787	1	
CLIDS												
CLID 219	20130047	CLID		09/16/2013	51,229.53	51,229.53	51,229.53	3.740	3.689	3.740	1	
CLID 221	20130048	CLID		09/16/2013	53,837.21	53,837.21	53,837.21	1.790	1.765	1.790	1	
CLID 222	20140009	CLID		12/31/2013	184,966.58	184,966.58	184,966.58	3.900	3.847	3.900	1	
CLID 223	20140078	CLID		11/19/2014	376,870.96	376,870.96	376,870.96	2.400	2.400	2.433	1	
CLID 224A	20150090	CLID		12/30/2015	194,900.93	194,900.93	194,900.93		0.000	0.000	1	
Subtotal and Average			889,677.67		861,805.21	861,805.21	861,805.21		2.205	2.235	1	
US Bank- Treasurers Cash												
SYSUSBANK	USBANK- SIP	US Bank			0.00	0.00	0.00	0.002	0.002	0.002	1	
Subtotal and Average			0.00		0.00	0.00	0.00		0.000	0.000	0	
Total and Average			409,324,909.44		416,014,008.37	421,821,244.51	410,506,682.11		1.213	1.229	694	

CITY OF SPOKANE
Quarterly SIP Loan Report
As of September 30, 2020

October 19, 2020

CITY OF SPOKANE INVESTMENT POOL LOAN LISTING			
As of September 30, 2020			
	Interest Rate	Maturity Date	Principal Balance
LTGO, 2020 Series A-1 (Indian Canyon Golf Course Improvements)	0.81%	December 31, 2025	\$2,389,012
LTGO, 2020 Series A-2 (Esmeralda Golf Course Improvements)	0.81%	December 31, 2025	\$2,500,000
LTGO, 2020 Series B (YMCA Interfund)	0.81%	December 1, 2021	\$536,751
LTGO, 2020 Series C (Library RFIS 2019)	0.81%	December 1, 2024	\$262,630
LTGO, 2020 Series D (Strategic Investments)	0.81%	December 31, 2025	\$1,358,963
LTGO, 2020 Series E-1 (Gardner Property)	0.81%	December 31, 2025	\$1,129,924
LTGO, 2020 Series E-2 (Alki Property)	0.81%	December 31, 2025	\$1,746,255
LTGO, 2020 Series E-3 (West Plains Fire Station)	0.81%	December 31, 2025	\$604,014
LTGO, 2020 Series F (Fleet)	0.81%	December 1, 2025	\$3,134,680
LTGO, 2020 Series G (Engineering Vehicles)	0.81%	June 1, 2022	\$129,071
LTGO, 2020 Series H (Maple Street Gateway)	0.81%	December 1, 2024	\$500,000
LTGO, 2020 Series I (U - District LRF)	0.81%	December 31, 2025	\$2,927,080
LTGO, 2020 Series J (Riverfront Park/Iron Bridge)	0.81%	December 31, 2025	\$4,068,985
LTGO, 2020 Series E-4 (Public Safety Equipment and Apparatus 2014)	0.76%	December 1, 2021	\$1,721,028
LTGO, 2020 Series E-5 (Public Safety Equipment and Apparatus 2015)	0.76%	December 1, 2021	\$1,934,582
LTGO, 2020 Series E-6 (Public Safety Equipment and Apparatus 2016)	0.76%	December 1, 2023	\$2,997,308
LTGO, 2020 Series E-7 (Public Safety Equipment and Apparatus 2017)	0.76%	December 1, 2024	\$3,524,125
LTGO, 2020 Series E-8 (Public Safety Equipment and Apparatus 2018)	0.76%	December 1, 2025	\$4,325,059
LTGO, 2020 Series E-9 (Public Safety Equipment and Apparatus 2019)	0.76%	December 1, 2024	\$4,527,938
LTGO, 2020 Series (CHAS East Central Dental Clinic)	0.81%	June 1, 2026	\$912,000
Consolidated Local Improvement District (CLID 219)	3.74%	September 15, 2022	\$51,230
Consolidated Local Improvement District (CLID 221)	2.29%	August 23, 2023	\$53,837
Consolidated Local Improvement District (CLID 222)	4.65%	October 15, 2021	\$184,967
Consolidated Local Improvement District (CLID 223)	3.15%	November 1, 2026	\$376,871
Consolidated Local Improvement District (CLID 224A)	3.00%	December 1, 2025	\$194,901
TOTAL SIP Loans Issued			\$42,091,209

Quarterly SIP Loan Report *(Continued)*

SIP LOAN CAPACITY		
As of September 30, 2020		
	Percentage	Amount
Investment Portfolio Balance		\$421,821,245
Less: Bond Proceeds*		75,268,675
Investment Portfolio Balance (Net of Bond Proceeds)	100.00%	\$346,552,570
SIP Loan Capacity per Investment Policy (15%)	15.00%	\$51,982,885
Less: Current SIP loans Issued	12.15%	42,091,209
Net Capacity	2.85%	\$9,891,677

*Bond proceeds include unspent cash and investment balances restricted in use for Library and Parks Capital Improvements.

Pending Additions

	Percentage of current portfolio	Amount
2020		
Engineering Construction Management Relocation Loan	0.35%	\$1,200,000
Public Safety Equipment 2020 I (estimated)	1.12%	3,900,000
	1.47%	\$5,100,000
2021 and later		
East Sprague 2021 (estimated)	1.15%	\$4,000,000
Golf System 2021 (estimated)	0.72%	2,500,000
Public Safety Equipment and Apparatus - 2021-2023 (estimated)	1.15%	4,000,000
	3.02%	\$10,500,000
Total Pending Additions	4.49%	\$15,600,000