

**FINANCE & ADMINISTRATION
COMMITTEE MEETING AGENDA FOR
March 15, 2021
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 March 15, 2021** 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 February 22, 2021 Meeting

III. Consent Items

- A. [Cold Mix Annual Value Blanket](#)
- B. [Miscellaneous Stock Steel Annual Value Blanket](#)
- C. [On-Call Arborist Contract Amendment](#)
- D. [Copiers Northwest, Inc. Master Contract](#)
- E. [Sewer Bend Value Blanket Renewal](#)

IV. Discussion Requests

- | | | |
|----|--|------------------|
| A. | <u>Federal Lobbyist Contract (5 min)</u> | Erik Poulsen |
| B. | <u>Budget Software (10 min)</u> | Tonya Wallace |
| C. | <u>Closing Identified Funds (10 min)</u> | Michelle Hughes |
| D. | <u>SBO to move position from Public Works Utility Fund to the General Fund (5 min)</u> | Kyle T./Paul I. |
| E. | <u>SBO for Police Guild Contract (5 min)</u> | Paul Ingiosi |
| F. | <u>SBO-System Support-Fleet Mgmt Apps and SW Servicing Apps (5 min)</u> | Paul I./Erica J. |
| G. | <u>Access Frames and Covers Annual Value Blanket (5 min)</u> | Mike Lowdon |
| H. | <u>SBO for School District 81 PEG Reimbursement (5 min)</u> | John Delay |
| I. | <u>North Monroe Sign (10 min)</u> | TBD |

V. Committee Briefs

- | | | |
|----|--|-------------|
| A. | <u>Downtown Parking Analysis (5 min)</u> | Kris Becker |
|----|--|-------------|

VI. Standing Topic Discussions

- | | | |
|----|---|----------------|
| A. | COVID Monthly Update (10 min) | Amber Richards |
| B. | <u>Monthly Financial Reports (10 min)</u> | Paul Ingiosi |

VII. Adjournment

The next Finance & Administration Committee meeting will be on **Monday, April 19, 2021 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
February 22, 2021 – DRAFT

Attendance

Council Member Becky Wilkerson, Council Member Candace Mumm, Council President Breean Beggs, Council Member Karen Stratton, Council Member Kate Burke, Council Member Lori Kinnear, Council Member Michael Cathcart, Mayor Woodward, Paul Warfield, Tonya Wallace, Paul Ingiosi, Hannahlee Allers, Mark Carlos, Amie Blain, Brian McClatchey, Meghann Steinolfson, Dusty Fredrickson, Eric Finch, Mike Piccolo, Mike Sloon, Sally Stopher, and Michelle Hughes

I. Call to Order

This meeting started at 10:00 a.m. and was conducted through Webex.

II. Approval of Minutes

Meeting Minutes for January 25, 2021 were approved unanimously.

III. Consent Items Approved without Discussion:

- A. Oracle's PeopleSoft and Database Annual Software Maintenance and Support
- B. Cityworks by Azteca Systems, LLC Annual Software Maintenance and Support
- C. Hyland Software, Inc. Annual Software Maintenance and Support
- D. DFast (NBS Gov) Annual Licensing Fee and Maintenance Extension
- E. KSPS PEG Reimbursement Contract
- F. CME Cable Channel Agreement with Community Minded Enterprises
- G. Resolution for SIP Loan to fund East Sprague Project according to ILA with UDPDA
- H. SBO for SIP Loan Proceeds of East Sprague Project in the U District
- I. Renewal of Contract for Insurance Brokerage Services
- J. Approve SBO for Spenddown of Normandie Proceeds

IV. Discussion Requests

- A. Police Guild Contract – Mayor/Staff

The Mayor explained that she and CP Beggs became personally involved in the negotiations, and all parties involved had the opportunity to listen to each other. Although the conversations were difficult at times, it was necessary for the negotiations. She explained the Ombudsman was also involved. Meghann Steinolfson shared a PowerPoint presentation explaining the details of the contract. Please see the agenda packet and the presentation attached to this document.

- B. SBO for Emergency Rental Assistance Funding – Michelle Hughes

Michelle Hughes advised this is grant money received for rental assistance. Sally Stopher advised she is working with Cupid Alexander to get those funds to the community. Please see the agenda packet for documents submitted to the committee.

C. Resolution for SIP Loan to fund Parking Meter Replacement – Tonya Wallace/Michelle Hughes

Tonya Wallace reviewed the attached report. CM Kinnear asked if this has been presented to the Parking Advisory Board. She advised they have a meeting tomorrow, and she suggested getting on the schedule. CM Mumm discussed this item with CP Beggs and the River Park Square Bonds. Tonya confirmed this would pay off the bonds. Michelle Hughes provided more insight into the bonds. Tonya advised the need for this SIP loan is a result of lost revenue due to COVID. The City Council further discussed the details of this item. CP Beggs requested more information regarding the kiosks, and CM Mumm requested input from the Parking Advisory Board. Please see the agenda packet for documents submitted to the committee.

D. SBO for SIP Loan Proceeds Parking Meter Replacement – Tonya Wallace/Michelle Hughes

Please refer to the discussion above regarding the Parking Meter Replacement and the agenda packet for documents submitted to the committee.

E. SBO for New Senior Business Systems Analyst Position – Mike Sloon/Dusty Fredrickson

Eric Finch explained the need for the position to provide adequate software support for the JustWare software for Municipal Court. Dusty Fredrickson provided additional information explaining the need for the position in order to meet the demands of the requirements of the new software system. CM Cathcart asked if activities could be contracted to a third party versus hiring an additional position. Dusty advised this is a specialized software system, and we currently have a project employee in place that has learned the system. He also explained that as we lose employees with institutional knowledge, it is difficult to replace that experience. Eric Finch explained that sometimes project employees are utilized, and the role is then analyzed to determine whether that position is needed full time, or if the work should be shifted back to other existing employees. CM Mumm advised she is concerned whether we have enough funds to offer this position since it is so competitive in the market currently. Eric Finch advised they are reviewing those details. Please see the agenda packet for documents submitted to the committee.

V. Committee Briefs

A. Redistricting Process – Mike Piccolo

Mike Piccolo advised this process occurs every ten years. It was completed in 1999, and then again in 2011, corresponding with the U.S. Census. The Census has been delayed due to COVID, with the expectation of the Census materials being available around September. Once the City receives the information, it has eight months to review and adjust the boundaries for the following elections. Mike provided the rules regarding the redistricting process, and he reviewed the relevant rules in the City Charter. He advised the Legal and Planning departments would be involved with this process. He also suggested that a Board be established as soon as possible, and he reviewed the rules regarding members comprising the Board. The Board will make a recommendation regarding the new boundaries, and once approved, they will become effective at the time of the following election.

B. 2020 COVID-19 Expenditure Summary – Sally Stopher

Sally Stopher explained expenditures related to COVID-19 paid by the City in 2020. Please see the agenda packet for documents submitted to the committee.

C. Minor Contract Threshold Update – Sally Stopher

Please see the agenda packet for documents submitted to the committee.

D. Budget Survey Results – Tonya Wallace

Tonya Wallace discussed the results of the Budget Department's survey. Tonya and CM Cathcart discussed the plan for the public-facing portion of the budget process this year. Please see the agenda packet for documents submitted to the committee.

E. Windstorm Cost Report – Michelle Hughes/Sarah Nuss

CM Mumm asked whether the landslide area is privately owned. Tonya Wallace advised more information is forthcoming. CM Mumm mentioned she was advised that there is possibly some illegal grading in that area. She also stated that the Parks Department has been affected by this windstorm, and Tonya Wallace confirmed. Tonya also confirmed that some of these costs might be reimbursable by FEMA pending City Council financial approval. CM Cathcart advised that cost information will be presented by Parks at the Urban Experience Committee. Please see the agenda packet for documents submitted to the committee.

VI. Standing Topic Discussions

A. COVID Monthly Update – Amber Richards

Amber Richards advised we are seeing a positive trend, and that we are able to focus more on future planning at this point. CM Kinnear asked if we have plans regarding external outreach to the population. She advised we are receiving conflicting reports and she is not seeing leadership from the Health District. She believes the Mayor and City Council can take steps to advise the community directly regarding next steps for reopening the community. Amber suggested a two-step approach including internal and community-facing. CM Mumm advised the neighborhood meetings have been experiencing good attendance, and they would be good platforms on which to share the information. CM Cathcart noted that he believes the Health District has been providing information. CM Mumm, CM Cathcart, and Amber discussed vaccination rollouts.

B. General Fund Monthly Budget Report – Paul Ingiosi

Please see the agenda packet for documents submitted to the committee.

C. Intrafund Budget Transfer Report – Paul Ingiosi

Please see the agenda packet for documents submitted to the committee.

VII. Adjournment

The meeting was adjourned at 11:27 a.m. The next meeting is scheduled for March 15, 2021 at 1:15 p.m.

Prepared by:

Amie Blain

Approved by:

Chair

Council Member Betsy Wilkerson

For further information contact: Amie Blain, 509-625-6585

Briefing Paper

FINANCE AND ADMINISTRATION

Division & Department:	Finance/Purchasing
Subject:	Cold Mix – New Annual Value Blanket Orders
Date:	3/3/2021
Contact (email & phone):	Thea Prince, tprince@spokanecity.org , 625-6403
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	This Value Blanket Order allows all City Departments to purchase cold mix at competed pricing as needed for City projects.
Background/History: <i>This material is used by the Street Department, Sewer Maintenance and Water Department when hot mix asphalt is not available (usually November through March). These mixes are proprietary asphalt oils.</i> <i>Each asphalt company has a different product that has a specific asphalt oil blend and aggregate requirement. We are creating Blanket Orders with each of the four Asphalt Companies so we can purchase the product that is most effective for the condition the product is being used.</i> <i>The City of Spokane Purchasing Department requested bids in February of 2021 from the major asphalt producers in the state for a five year contract. The estimated annual cost for all departments is \$300,000.</i>	
Executive Summary: Impact <ul style="list-style-type: none"> The Street Department along with other City Departments will use cold mix asphalt when hot mix is not available. The use for the Street Department is mainly for pothole repair throughout the winter months. Action <ul style="list-style-type: none"> Approve the use of Annual Blanket Orders for Asphalt Mixes with Central Pre-Mix, Shamrock Mfg. and Lakeside Industries. Funding <ul style="list-style-type: none"> This has been programmed in to the Department's 2021 budget. 	
Budget Impact: TOTAL COST: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input 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:	

Briefing Paper

FINANCE AND ADMINISTRATION

Division & Department:	Finance/Purchasing
Subject:	Miscellaneous Stock Steel – Renew Annual Value Blanket Order
Date:	3/3/2021
Contact (email & phone):	Thea Prince, tprince@spokanecity.org , 625-6403
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	This Value Blanket Order allows all City Departments to purchase miscellaneous stock steel at competed pricing as needed for city projects.
Background/History: Bid #4453-18 for Miscellaneous Stock Steel was opened on April 2, 2018 – Notice that this Bid was posted on our webpage was sent out to nineteen (19) vendors and plancenters. Only one (1) response was received. This bid allowed for three (3) one-year renewals – this will be the first of those renewals.	
Executive Summary: <ul style="list-style-type: none"> This is set up as a Value Blanket Order used by multiple city departments for an annual amount of \$200,000.00 including tax which will be effective upon award and shall terminate on 4/30/21. The contract may be renewed for two (2) additional one-year contract periods, subject to mutual agreement, with the total contract period not to exceed five (5) years. The Value Blanket Order will provide raw material needed in the fabrication and repair of tools and equipment. The Current Value Blanket Order expires 4/30/20 	
Budget Impact: TOTAL COST: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input 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:	

Briefing Paper

FINANCE AND ADMINISTRATION

Division & Department:	Finance/Purchasing
Subject:	Contract Amendment – On-Call Arborist Master Contract
Date:	3/3/2021
Contact (email & phone):	Thea Prince, tprince@spokanecity.org , 625-6403
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	This Master Contract allows departments to have access to an Arborist as needed. The amendment is adding the FEMA language so that when this contract is used for storm cleanup the services may be reimbursable.
Background/History: This service was originally bid out and awarded in March of 2020. PW ITB 5239-20.	
Executive Summary: <ul style="list-style-type: none"> • Add an additional \$150,000 to the Master Contract that expires April 30, 2022 • Add FEMA language • Housekeeping change fixing the “end date” of the original contract. 	
Budget Impact: TOTAL COST: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input 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:	

Briefing Paper

Finance and Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Copiers Northwest, Inc. Master Contract
Date:	March 15, 2021
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
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)	ITSD – Master Contract with Copiers Northwest, Inc. Utilizing Budget Account # Various Accounts
Strategic Initiative:	Sustainable Resources
Deadline:	March 31, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	Ongoing purchasing, leasing, service, software maintenance and support
Background/History: Master Contract with Copiers Northwest, Inc. for purchasing, leasing, service, software maintenance and support for the City of Spokane's copier and printer purchases. Contract will provide the city with a Master Contract (to be managed by the ITSD) from which all City Departments will accrue future copiers or printers. 2020 contracted amount was \$280,142.88 including tax.	
Executive Summary: <ul style="list-style-type: none"> Master Contract with Copiers Northwest, Inc. for expenditures relating to copiers and printers citywide. Utilizing WA State Contract #06619 (NASPO No.140595). Requesting \$300,000 including tax annually. Term is April 1, 2021 – March 31, 2024 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance & Administration Committee

Division & Department:	Public Works, 4310 Wastewater Maintenance
Subject:	Sewer Bend Value Blanket Renewal
Date:	3/15/2021
Author (email & phone):	Mike Lowdon, mldowd@spokanecity.org , x7927
City Council Sponsor:	Council President Breean Beggs
Executive Sponsor:	Scott Simmons, Director – Public Works
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Funding for these purchases has been included in the Wastewater Maintenance Warehouse budget
Strategic Initiative:	Innovative Infrastructure
Deadline:	The last order expired on 2/28/2021
Outcome: (deliverables, delivery duties, milestones to meet)	This blanket order supports efficient and competitive procurement of galvanized sheet metal sewer bends in sizes ranging four to twelve inches for the 2021 construction/repair season (80% of this expenditure estimated to be used on eight-inch bends).
<p>Background/History: Bid #4326-17 was issued in January of 2017 to twenty-one companies and plan holders. Two bid responses were received. Spokane Tin & Sheet Iron Works, Inc. was correspondingly awarded a one-year value blanket order as the low, responsive bidder.</p> <p>Spokane Tin & Sheet Iron Works, Inc. has agreed to renew that order for an additional year at no increase over the original bid pricing. This represents the last of four optional annual renewals upon mutual consent. No further annual renewal options remain.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> Renewal of existing value blanket order with Spokane Tin & Sheet Iron Works, Inc. (Spokane, WA) for \$75,000.00 including tax Original Bid #4326-17 Existing order expired at the end of February 2021 This renewal represents the last of four annual renewal options at mutual consent This renewal maintains the 2017 pricing through February 2022 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source: Wastewater Maintenance Warehouse Budget</p> <p>Other budget impacts: None</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required: None</p> <p>Known challenges/barriers: None</p>	



City of Spokane

CONSULTANT AGREEMENT

Title: Federal Lobbying Services

THIS AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as ("City"), and DESIMONE CONSULTING GROUP, whose address is 1301 2ND Avenue, Suite 2850, Seattle, WA 98101, as ("Consultant"). Individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. DESCRIPTION OF WORK.

The Consultant shall perform the following Work or services for the City:

FEDERAL LOBBYING SERVICES.

The Consultant represents the services furnished under this Agreement will be performed in accordance with generally accepted professional practices within the region, in effect at the time those services are performed.

2. CONTRACT TERM. This Agreement is effective on January 1, 2021 and shall end on December 31, 2021.

3. COMPENSATION. The City shall pay the Consultant a maximum amount not to exceed THIRTY-SIX THOUSAND AND 00/100 DOLLARS, (\$36,000.00) as full compensation for the services provided for under in this Agreement. This is the maximum amount to be paid under this Agreement for the work described in Section 1 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

4. PAYMENT. The Consultant shall submit its applications for payment to City Council, Administration Office, 808 W. Spokane Falls Blvd., Spokane, Washington 99201 (Attn: Hannahlee Allers). Payment will be made via direct deposit/ACH within thirty (30) days after receipt of the Consultant's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Consultant and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

5. **TERMINATION.** Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Consultant for all work previously authorized and performed prior to the termination date.

6. **STANDARD OF PERFORMANCE.** The standard of performance applicable to Consultant's services will be the degree of skill and diligence normally employed by professional consultants performing the same or similar services at the time the services under this Agreement are performed.

7. **OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.** Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Consultant shall be safeguarded by the Consultant. The Consultant shall make such data, documents and files available to the City upon the City's request.

8. **COMPLIANCE WITH LAWS.** Each party shall comply with all federal, state, and local laws and regulations applicable to the subject matter of this Agreement.

9. **INDEPENDENT CONTRACTOR.** The parties intend that an independent contractor relationship will be created by this Agreement, no employment relationship is intended nor created.

10. **INDEMNIFICATION.** The Consultant shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Consultant's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Consultant's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

11. **INSURANCE.** During the term of the Agreement, the Consultant shall maintain in force at its own expense, the following insurance coverages:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers in the amount of \$1,000,000.;
- B. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. It shall provide that the City, its agents, officers and employees are Additional Insureds but only with respect to the Consultant's services to be provided under this Agreement; and

- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Consultant's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

12. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Consultant agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Consultant.

13. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Consultant does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

14. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

15. AUDIT / RECORDS. The Consultant and its sub-companies shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Consultant and its sub-companies shall provide access to authorized City representatives at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

16. DEBARMENT AND SUSPENSION. The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

17. MISCELLANEOUS PROVISIONS.

- A. **ASSIGNMENTS.** Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent. In the event of an assignment or transfer, the terms of this Agreement shall continue to be in full force and effect.
- B. **DISPUTES.** This Agreement shall be performed under the laws of the State of Washington. Any litigation to enforce this Agreement or any of its provisions shall be brought in courts of competent jurisdiction in Spokane County, Washington.
- C. **SEVERABILITY.** In the event any provision of this Agreement should become invalid, the rest of the Agreement shall remain in full force and effect.
- D. **AMENDMENTS.** This Agreement may be amended at any time by mutual written agreement, and shall be memorialized with the same formality as this agreement.

<p>DESIMONE CONSULTING GROUP</p> <p>By: _____ (signature)</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>Email: _____</p> <p>_____ Consultant's UBI #</p>	<p>CITY OF SPOKANE:</p> <p>By: _____ (signature)</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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<p>APPROVED:</p> <p>_____ Assistant City Attorney</p>	<p>Attest:</p> <p>_____ City Clerk</p>
---	--

Attachments that are part of this Agreement:
Debarment Certificate

ATTACHMENT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this exhibit, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. The undersigned may contact the City for assistance in obtaining a copy of these regulations.
5. I understand that a false statement of this certification may be grounds for termination of the contract.

<hr/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
<hr/> Name of Certifying Official (Type or Print)	<hr/> Signature
<hr/> Title of Certifying Official (Type or Print)	<hr/> Date (Type or Print)

Briefing Paper

Division & Department:	Finance
Subject:	Contract with Questica to implement new Financial Planning & Management Application
Date:	3/11/21
Contact (email & phone):	Michelle Hughes mhughes@spokanecity.org
City Council Sponsor:	Council Member Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration
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:	Sustainability
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Implementation of a new Financial Planning and Management application with built-in efficiencies to make the budget process more streamlined and accessible
Background/History:	
<p>Budgeting, forecasting, and planning are vital to the City's future to ensure that the limited resources are used as efficiently and effectively to deliver the expected services. The City's current budgeting process requires many manual processes supported by spreadsheets and emails, which simply do not meet the needs of stakeholders. This application would create efficiencies and allow budget submission through a single electronic platform, streamline the process, have available reports on demand, and sync with our current financial and HR systems.</p> <p>An application that would better facilitate budget development and enhance financial management and accountability has been discussed for several months and was approved as a budgeted capital project for 2021. The Questica contract will provide the application, configuration, implementation, and training of the core product. Additionally, this contract supports a budget publication platform and performance measures. It does not include budget simulation from the sister company, Balancing Act, which would be subsequent phase if approved.</p>	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A was approved in 2020 Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input 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:	

Spokane Financial Planning & Management Application

FINANCE &
ADMINISTRATION
COMMITTEE

MARCH 15, 2021

Agenda

❖ Strategic Goal

❖ Justification

❖ Outcomes

❖ The Product

❖ The Project

“Enough with the busy. Start being brilliant.” Questica

GOAL: Make the budget development process easier, collaborative, and transparent.

- **Implement a budget-development and management application.**
- Transform the process so that it is more inclusive and actively involves department directors, mayoral leadership, city council, and the public.
- Provide real-time information to support decisions in an easy-to-understand format.
- Establish a rolling forecast where alternative scenarios can be evaluated, and decision impacts can be understood.
- Connect other operational data to the financial data.
- Offer budget simulation to the citizens to inform priorities, bolster involvement and support understanding.

Justification

- Move away from using Excel spreadsheets, email, and Word as the primary tools to develop and communicate the budget.
- Eliminate the hundreds of hours of manual processes, and potential errors.
- Provide single place to manage all budget change requests.
- Visually track the process as it progresses through the various stages of development.
- Increase the involvement of department directors.
- Easy ability to incorporate operational data.
- Read-only access to all relevant staff and leadership.
- Easily assessable valuable data for publication.

Outcomes

- All budget submission performed through a single electronic platform
- Built-in efficiencies to make the budgeting process more streamlined and accessible
- All Department Budgets, new Budget Requests and Capital Projects roll into City-level budget
- Sync with financial and HR systems happen as scheduled or on-demand, no clean-up required
- Reports available on-demand for end users
- Flexible, out-of-the-box and ad-hoc reports, tailored to specific needs
- Configurable, personalized dashboards, tracking relevant performance metrics and mid-year variance tracking
- Automated Budget Book process and public facing transparency site

Questica

Core Modules and Features

Operating
Salary and Position Planning
Capital
Performance
Advanced Calculation Engine
Reporting Center

Transparency and Stakeholder Engagement

OpenBook transparency and visualizations
Budget Book powered by CaseWare
Balancing Act – budget simulation*



The Project

Cost

- Questica - \$350,000
- Add-ons - \$50,000
- Contingency - \$100,000

Team

- Core Team
- Governance Team
- User Team

Schedule

- Phase I – Implementation (2021)
- Phase II – Public View (2022)
- Phase III – Budget Simulation (2023)

Immediate Next Steps

- ☐ Approve the contract
- ☐ Confirm the teams and team roles
- ☐ Complete the project charter
- ☐ Schedule kick-off

Capital Funds

Available Capital Dollars for Programing 3/2/2021

Funds to close in 2021

In reviewing the City's funds during the 2020 financial reporting process, three funds have been identified with fund balance and zero expenditures over consecutive years.

Fund 1600 – Capital Improvement Fund

- Special Revenue Fund established in 2007 Ordinance C34024 Section 1
 - SMC Section 07.08.115
 - Dormant since 2016
 - To be used as a fund for the receipt of all moneys designated by the city council for payment of any capital improvements included as part of the adopted capital improvement program each year.
 - Amount available 2/26/2021 \$82,858

Fund 1900 – Cumulative Reserve Fund

- Special Revenue Fund established in 2007 Ordinance C34024 Section 1
 - SMC Section 7.08.109
 - Dormant since FMS Conversion in 2000
 - Fund purposes include the accumulation of funds for capital outlay and equipment, supplies and materials, and the construction, alteration, replacement and repair of public buildings, and the acquisition of necessary building sites, and the replacement and repair of equipment now owned or hereafter acquired by the City, also the accumulation of funds for health and sanitation purposes, and the construction, alteration, replacement and repair of sewers and drains or the making of any public improvement.
 - Expenses may be included in the City's annual budget or estimate of amounts required to meet public expense for the ensuing year and a tax levy made within limits and as authorized by law for said item; and said item and levy may be repeated from year to year until, in the judgment of the city council, the amount required for the specified purpose or purposes has been raised or accumulated.
 - Amount available 2/26/2021 \$22,569

Fund 3101 – Improvement Project Construction Fund 2001

- Capital Project Fund established in 2007 Ordinance C34024 Section 1
 - SMC Section Not Found
 - Dormant since 2011
 - Revenue Source was Tax Anticipation Notes
 - Generally, the tax anticipation note is issued by a state or local government with the understanding that a certain amount of taxes will be collected within an appreciable period of time. The note allows the municipality to fund capital projects now rather than waiting for the actual collection of the taxes.
 - Amount available 2/26/2021 \$35,195

Summary of Funds

- Fund 1600 – Capital Improvement Fund
- Fund 1900 – Cumulative Reserve Fund
- Fund 3101- Improvement Project Construction Fund

Total

Funds Available	
	\$ 82,858
	\$ 22,569
	<u>\$ 35,195</u>
	\$ 140,622

*Seeking approval to close these funds to another fund and program for capital project purposes needed within the City.

Recommendations

- It is finance's recommendation to close these funds and transfer \$ 140,622 to the Asset Management Fund for capital outlay.
 - Reasons to consider this recommendation:
 - The Administrative Services Program was receiving \$500,000 a year for miscellaneous citywide capital projects and this funding was cut in the 2021 budgetary process.
 - Placed here funds will be used for their intended purpose of capital outlay.

Briefing Paper

Finance and Administration Committee

Division & Department:	Public Works, Engineering
Subject:	SBO to move position from Division to Department budget
Date:	March 15, 2021
Contact (email & phone):	Kyle Twohig (ktwohig@spokanecity.org 625-6152)
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	Finance and Administration
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)	Budget
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of SBO
Background/History: <ul style="list-style-type: none"> The public works division budget has had an Administrative Specialist position for many years This position has historically supported the division director The opportunity to utilize this position to lead the Engineering admin team was explored on a trial basis over the past year Incumbent has performed wonderfully in this revised role and this move would make the trial permanent 	
Executive Summary: <ul style="list-style-type: none"> SBO proposed would move the administrative specialist position from the Public Works division budget into the Engineering Services departmental budget This position is currently held by Barbara Patrick, who has been leading the Engineering admin team on a trial basis for much of the past year The trial period has resulted in excellent results for both the department and division Better aligning this position with current role and duties provides clarity and future opportunities 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input 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-35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C-35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the Public Works & Utilities Fund and the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	5200-30210	Public Works & Utilities	
	38141-00250	Administrative Specialist	\$ 57,311
	38141-52110	Social Security	\$4,385
	38141-52210	Retirement	\$5,588
	38141-52310	Medical	\$10,725
	38141-52320	Dental	\$1,216
	38141-52330	Life	\$309
	38141-52340	LTD	\$171
	38141-52400	Industrial Insurance	\$102
			<u>\$ 79,807</u>
TO:	5200-30210	Public Works & Utilities	
	99999-34919	IF Other General Govt Services	<u>\$ -79,807</u>

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

FROM:	0370-30210	Engineering Services	
	99999-34932	IF Engineering Services	<u>\$ 79,807</u>
TO:	0370-30210	Engineering Services	
	44200-00250	Administrative Specialist	\$ 57,311
	44200-52110	Social Security	\$4,385
	44200-52210	Retirement	\$5,588
	44200-52310	Medical	\$10,725
	44200-52320	Dental	\$1,216
	44200-52330	Life	\$309
	44200-52340	LTD	\$171
	44200-52400	Industrial Insurance	\$101
			<u>\$ 79,807</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 transfer the administrative specialist position currently in the Public Works & Utilities department to the Engineering department, 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

Finance and Administration

Division & Department:	Finance
Subject:	Police Guild Contract – SBO
Date:	March 15, 2021
Contact (email & phone):	Paul Ingiosi (pingiosi@spokanecity.org; 625-6061)
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Public Safety 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)	Budget
Strategic Initiative:	N/A
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	SBO for Costs Related to Police Guild Contract
Background/History: The labor agreement between the City of Spokane and the Spokane Police Guild expired December 31, 2016. The City and the Guild have reached an agreement for the time period of January 1, 2017 through December 31, 2021.	
Executive Summary: <ul style="list-style-type: none"> The labor agreement between the City and the Guild expired December 31, 2016. The City and Guild have reached an agreement for the time period covering January 1, 2017 through December 31, 2021. The agreement includes annual salary increases of 2.25%, 3%, 3%, 3%, and 2.5% over the life of the contract. The SBO covers employee costs retroactive to the start date of the agreement in the total amount of \$9,875,000. 	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: General Fund unappropriated reserves. Other budget impacts: (revenue generating, match requirements, etc.) n/a	
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-35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C-35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the various funds, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0100-99999	General Fund	
	99999	Unappropriated Reserves	<u>\$ 9,875,000</u>
TO:	0680-xxxxx	General Fund	
	xxxxx-09010	Police Officer	\$ 1,552,000
	xxxxx-09020	Sr. Police Officer	2,368,000
	xxxxx-09040	Police Officer 1 st Class	145,000
	xxxxx-09050	Detective	1,244,000
	xxxxx-09110	Police Corporal	408,000
	xxxxx-09150	Police Sergeant	1,162,000
	xxxxx-51215	Overtime-Uniform	923,000
	xxxxx-51220	Out of Grade	10,000
	xxxxx-51225	Standby Pay	152,000
	xxxxx-51230	Shift Differential Premium	54,000
	xxxxx-51235	Holiday Pay Extra	190,000
	xxxxx-51240	Extra Duty	55,000
	xxxxx-51250	Terminated Sick Leave Pay	74,000
	xxxxx-51260	Terminated Vacation Leave Pay	69,000
	xxxxx-51275	Annual Leave Payout	151,000
	xxxxx-51295	Education Pay	81,000
	xxxxx-51400	Specialty Pay	94,000
	xxxxx-51640	Deferred Compensation-Matching	497,000
	xxxxx-52230	Pension LEOFF II	646,000
			<u>\$ 9,875,000</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 to budget for prior year costs related to the recently approved Police Guild contract, 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

Finance and Administration

Division & Department:	ITSD / ITSD
Subject:	System Support for Citywide Fleet Management Applications - SBO
Date:	03/15/21
Author (email & phone):	Paul Ingiosi (pingiosi@spokanecity.org / 625-6061)
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration
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)	Budget
Strategic Initiative:	N/A
Deadline:	
Outcome:	SBO to Add Staff Support for Citywide Fleet Management Applications

Background/History:

As the City's fleet management applications come online there is an identified need for dedicated staff support of the software applications. The City utilizes both M5, a citywide fleet management system, as well as Rubicon, a recycling management system. Over the past year, Continuous Improvement (CI) staff from the City's Office of Performance Management has been providing support for both systems, bridging the needs of the users and the use of the system.

A need has been identified for dedicated staff support of these complex systems as the systems are fully operational and CI staff returns to their regular assignments.

Executive Summary:

Both Fleet Services and Solid Waste Collection would benefit from dedicated staff support of these systems. Salary savings from vacant positions in each department would be transferred to ITSD to fund a Business Systems Analyst II position for the remainder of 2021.

A Business Systems Analyst II position would be created in ITSD to support these complex systems. Typical responsibilities of the BSA II include analyzing current business processes and making recommendations for improvement, improving training and operational procedures for use of the system, creating and presenting reports, and overseeing system improvements and upgrades.

Budget Impact:

Approved in current year budget? ☐ Yes ☒ No ☐ N/A

Annual/Reoccurring expenditure? ☒ Yes ☐ No ☐ N/A

If new, specify funding source: Reclassify current expenses

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

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

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

Specify changes required:

Known challenges/barriers: Known challenges/barriers:

ORDINANCE NO _____

An ordinance amending Ordinance No. C-35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C-35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the various funds, 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 Solid Waste Collection Fund, and the budget annexed thereto with reference to the Solid Waste Collection Fund, the following changes be made:

FROM:	4500-30210	Solid Waste Collection Fund	
	37141-07690	Public Works Business Services Director	<u>\$30,000</u>
TO:	4500-30210	Solid Waste Collection Fund	
	97180-80101	Operating Transfers-Out – IT	<u>\$30,000</u>

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

FROM:	5100-30210	Fleet Services Fund	
	48341-08110	Asst. Director Fleet Services	<u>\$30,000</u>
TO:	5100-30210	Fleet Services Fund	
	97180-80101	Operating Transfers-Out – IT	<u>\$30,000</u>

Section 3. That in the budget of the IT Fund, and the budget annexed thereto with reference to the IT Fund, the following changes be made:

FROM:	5300-30210	IT Fund	
	99999-39743	Operating Transfers-In – SW Mgmt	\$30,000
	99999-39747	Operating Transfers-In – Fleet Services	\$30,000
			<u>\$ 60,000</u>
TO:	5300-73300	IT Fund	
	18880-01610	Business Systems Analyst II (from 0 positions to 1 position)	\$ 42,000
	18880-52110	Social Security	\$3,213
	18880-52210	Retirement	\$4,200
	18880-52310	Medical Insurance	\$9,184
	18880-52320	Dental Insurance	\$800
	18880-52330	Life Insurance	\$386
	18880-52340	Disability Insurance	\$130
	18880-52400	Industrial Insurance	\$71
	18880-54602	Retiree's Insurance Benefit	\$16
			<u>\$60,000</u>

Section 4. 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 staff support

of the City's fleet management and recycling management systems, 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

Finance & Administration Committee

Division & Department:	Public Works, 4310 Wastewater Maintenance
Subject:	Access Frames & Covers - Annual Value Blanket
Date:	3/15/2021
Author (email & phone):	Mike Lowdon, mldowdon@spokanecity.org , x7927
City Council Sponsor:	Council President Breean Beggs
Executive Sponsor:	Scott Simmons, Director – Public Works
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Funding for these purchases has been included in the Wastewater Maintenance Warehouse budget
Strategic Initiative:	Innovative Infrastructure
Deadline:	Purchase of these products is needed to support the 2021 construction and maintenance season
Outcome: (deliverables, delivery duties, milestones to meet)	This blanket order supports efficient and competitive procurement of access frames and covers used by the department to safely restrict access to the City's sewer and stormwater systems.
Background/History: RFQ #5405-21 for Access Frames & Covers on Annual Value Blanket was issued to more than thirty companies via the City's electronic bidding portal on February 23, 2021. The project will close to quote submissions on March 5, 2021; award of a one-year value blanket will be correspondingly recommended to the lowest responsive, responsible bidder with four optional annual renewals at mutual consent.	
Executive Summary: <ul style="list-style-type: none"> New value blanket order estimated not to exceed \$125,000.00 including tax RFQ #5405-21 Access Frames & Covers - Annual Value Blanket Award recommended to lowest responsive, responsible bidder One-year value blanket with four annual renewal options at mutual consent 	
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: Wastewater Maintenance Warehouse Budget Other budget impacts: None	
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: None Known challenges/barriers: None	

Briefing Paper

Finance and Administration

Division & Department:	Communications (PEG)
Subject:	School District #81 PEG Reimbursement - SBO
Date:	03/15/21
Author (email & phone):	John Delay jdelay@spokanecity.org 3xt. 6355
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Brian Coddington
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 Initiative:	N/A
Deadline:	
Outcome:	SBO to Increase Funds for PEG Capital Reimbursement
Background/History: As part of the Comcast Cable Franchise, School District #81 has been given an educational access channel to disseminate public information regarding school district activities. The school district receives funds from the Cable PEG fees to purchases capital equipment to produce video programming.	
Executive Summary: This SBO transfer is needed to cover the unbudgeted request for 2021 capital expenditures for Spokane School District #81 \$6400	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Reclassify current expenses 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: Known challenges/barriers:	

ORDINANCE NO _____

An ordinance amending Ordinance No. C-35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C-35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the Channel Five 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 Channel Five Fund, and the budget annexed thereto with reference to the Channel Five Fund, the following changes be made:

FROM:	1940 -99999	Channel Five Fund	
	99999 -	Unappropriated Reserves	<u>\$ 6,400</u>
TO:	1940-37330	Channel Five Fund	
	18900-54201	Contractual Services	<u>\$ 6,400</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 to reimburse School District #81 for capital equipment purchases, 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

Request for 2020/21 PEG Funds – Spokane Public Schools

Spokane Public Schools has two video/photo shooters – myself, and Ally Barrera. Currently, we’re juggling one C-100 video camera between us. Working from home during Covid has complicated the handoff, as Ally lives in the Spokane Valley, and I’m in North Spokane. While we’re doing our best to make it work, a second C-100 would alleviate a great deal of stress and allow us to produce more video.

We currently have three lenses to use with the C-100 and our Canon 80D primary stills camera. Purchasing additional lenses will give us much greater capability and flexibility while shooting both video and photos.

I’ve chosen the EF 17-55, as it’s a fast lens that works well in low light (we often shoot in classrooms and gymnasiums with less-than-optimal lighting). I chose the EF 70-22 because we’re occasionally called upon to shoot sporting events and other fast-paced activities. Having this long zoom would add a lot of capacity to our toolkit.

The extra battery, memory cards, and bag are all necessary accessories for the second video camera kit.

I’ve itemized everything below, according to current pricing.

Thank you for your consideration.

-Ryan Lancaster

Director of Media and Marketing

Spokane Public Schools

509-354-7348

Ryanla@spokaneschools.org

Itemized list

1. Canon EOS C100 Mark II camera with 24-105mm lens kit
 - a. Price: \$3,399 ([B&H Photo](#))
2. Canon EF-S 17-55mm f/2.8 IS USM Lens
 - a. Price estimate \$719 ([B&H Photo](#))
3. Canon EF 70-200 USM Lens
 - a. Price estimate: \$1,099 ([B&H Photo](#))
4. Camera bag
 - a. Price estimate: \$325.99 ([Amazon](#))

5. Extra battery

- a. Price estimate: \$199 ([B&H Photo](#))

6. SanDisk memory cards (3)

- a. Price estimate: \$100.47 ([B&H Photo](#))

Total estimated tax: \$29.01 (Amazon) + 490.97 (B&H) = \$519.98

Total estimated cost (with tax): \$6,362.44

Downtown Parking	Actual 2019	Actual 2020	2021	2022	2023	2024	Projections		2026	2027	2028	2029	2030
Funding Sources:													
Operating Revenue	\$ 3,948,389	\$ 2,449,657	\$ 3,072,733	\$ 4,066,841	\$ 4,148,178	\$ 4,189,660	\$ 4,231,556	\$ 4,273,872	\$ 4,316,611	\$ 4,359,777	\$ 4,403,374	\$ 4,447,408	
GF Transfer	\$ 1,250,000	\$ 1,250,000	\$ 1,125,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
SIP Proceeds							\$ 2,600,000						
Total Sources	\$ 5,198,389	\$ 3,699,657	\$ 4,197,733	\$ 5,316,841	\$ 5,398,178	\$ 5,439,660	\$ 8,081,556	\$ 5,523,872	\$ 5,566,612	\$ 5,609,779	\$ 5,653,377	\$ 5,697,412	
Funding Use:													
Parking Operations	\$ 2,222,302	\$ 2,015,975	\$ 2,352,126	\$ 2,107,555	\$ 2,165,678	\$ 2,225,542	\$ 2,287,203	\$ 2,355,819	\$ 2,426,494	\$ 2,499,288	\$ 2,574,267	\$ 2,651,495	
Capital Outlay	\$ 11,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Services	\$ 443,687	\$ 363,442	\$ 526,209	\$ 541,995	\$ 558,255	\$ 575,003	\$ 592,253	\$ 610,021	\$ 628,321	\$ 647,171	\$ 666,586	\$ 686,584	
Annual Debt Service	\$ 1,980,934	\$ 1,855,572	\$ 2,121,809	\$ 2,377,282	\$ 2,638,484	\$ 2,766,499	\$ 5,316,872	\$ 1,340,267	\$ 903,517	\$ 656,767	\$ 533,392	\$ 533,392	
Total Use	\$ 4,658,312	\$ 4,234,990	\$ 5,000,144	\$ 5,026,832	\$ 5,362,417	\$ 5,567,044	\$ 8,196,328	\$ 4,306,106	\$ 3,958,332	\$ 3,803,226	\$ 3,774,245	\$ 3,871,470	
Unappropriated Retained Earnings	\$ 1,339,596	\$ 804,263	\$ 1,853	\$ 291,862	\$ 327,622	\$ 200,238	\$ 85,466	\$ 1,303,231	\$ 2,911,510	\$ 4,718,061	\$ 6,597,191	\$ 8,423,129	
Net operating Income/(Loss)			\$ (802,411)	\$ 290,009	\$ 35,761	\$ (127,385)	\$ (114,772)	\$ 1,217,765	\$ 1,608,279	\$ 1,806,551	\$ 1,879,130	\$ 1,825,938	
SIP Loan Proceeds			\$ 1,200,000	\$ 1,200,000	\$ 1,200,000		\$ 2,600,000						
Capital Outlay			\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)								
Debt Service			\$ -	\$ -	\$ -	\$ -	\$ 2,600,000						
Debt Service Payments													
Financial Partnership			190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00					
Maple Gateway			106,526.05	106,538.65	106,551.53	106,558.11							
LTGO 2016			326,717.00	282,160.42	235,878.38	187,628.98	137,666.18						
LTGO 2016			1,375,191.00	1,428,458.00	1,489,179.00	1,542,062.00	4,248,956.00						
2021 \$1.2M SIP - 5yr			123,375.03	246,750.06	246,750.06	246,750.06	246,750.06	123,375.03					
2022 \$1.2M SIP - 5 yr				123,375.03	246,750.06	246,750.06	246,750.06	246,750.06	123,375.03				
2023 \$1.2M SIP - 5yr					123,375.03	246,750.06	246,750.06	246,750.06	246,750.06	123,375.03			
2026 \$2.6M SIP - 5yr								533,391.54	533,391.54	533,391.54	533,391.54	533,391.54	
			2,121,809.08	2,377,282.16	2,638,484.06	2,766,499.27	5,316,872.36	1,340,266.69	903,516.63	656,766.57	533,391.54	533,391.54	

Notes:
* Projections have been updated as of February 22, 2021. FY 2020 Financials are not finalized and may still change.
* Parking Fund lost an estimated \$2.3 million in 2020 and \$1.0 million in 2021 due to COVID-19. General Fund Revenue Stabilization Reserves may be required until the fund has fully recovered.
* Assumes three (3) years of \$1.2M 5 year SIP Loans to replace parking meters and install kiosks.
* A strategy needs to be implemented to incrementally increase certain parking fees to promote churn and cover the cost of the parking operations and capital expneditures.
* Assumes a \$2.6M 5year SIP loan in 2025 to pay off the 2016 Bond (River Park Square debt)

Parking Advisory Committee
Parking Services Update
February 2021



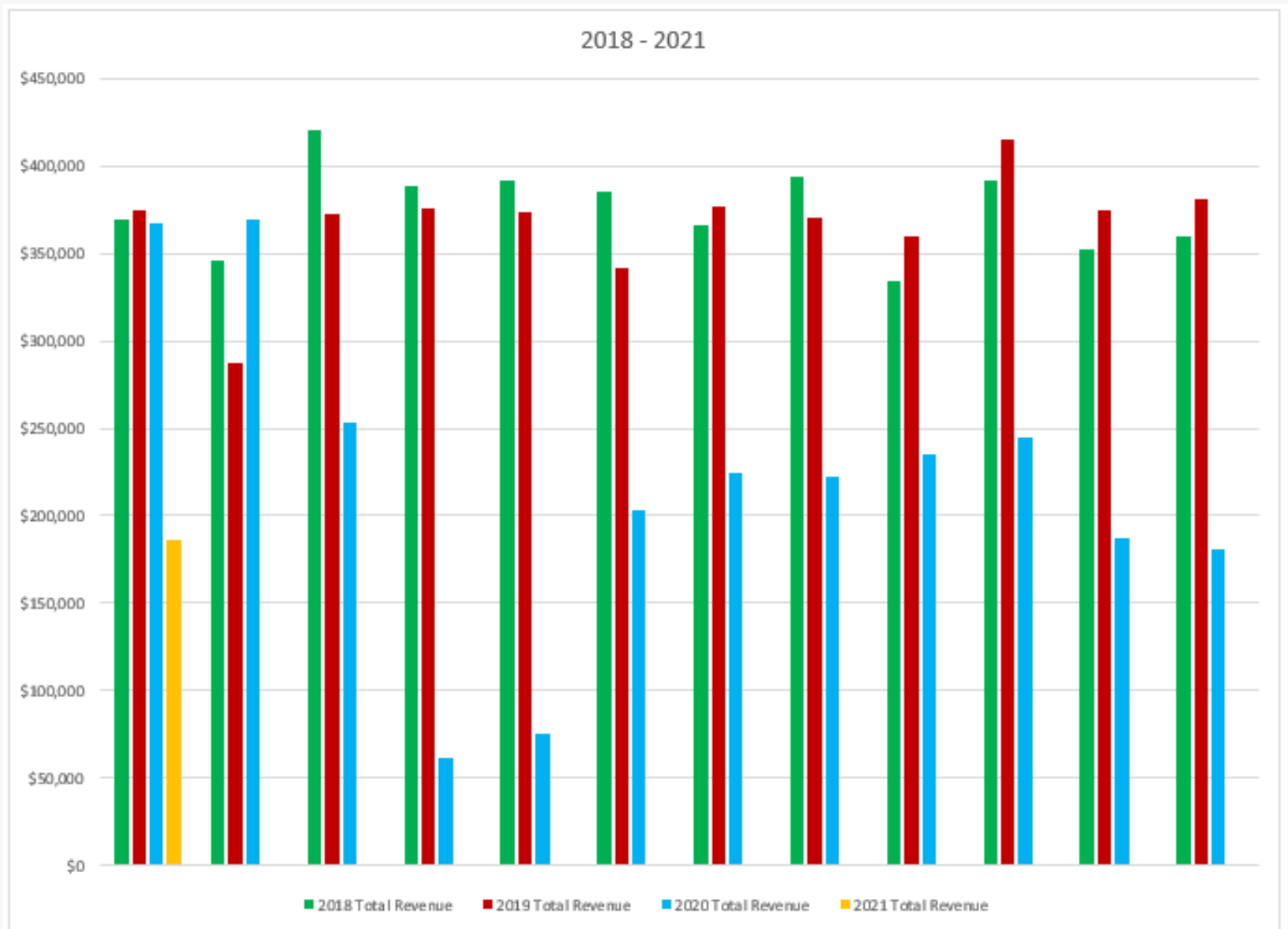
• **Staffing and Operations** •

- We will have three retirements at the end of this month – a PES II and two PES I's.
 - Civil Service is actively recruiting and we expect to be able to start interviews in mid-March
 - We are leveraging resources in Code Enforcement to assist with neighborhood parking complaints so that we can keep as many people downtown as possible
- We continue to deploy the free 10-minute curbside pick up zone signs to support local restaurants and retailers. We are making upgrades to this program to include:
 - Painting the meter heads yellow to match the signage
 - Replace paper signs with something sturdier
 - Standardizing locations of zones (first and last stall on the block)
 - Specifying the hours the zone is in effect (not 24/7)
 - Outreach to businesses has been overwhelmingly positive

Revenue

Month	2018 Total Revenue	2019 Total Revenue	2020 Total Revenue	2021 Total Revenue	% Change from 2019
January	\$369,176.11	\$374,313.74	\$367,193.74	\$186,199.85	-50.3
February	\$345,887.16	\$287,497.08	\$369,532.17		28.5
March	\$420,203.81	\$372,237.85	\$253,182.74		-32.0
April	\$388,519.68	\$375,838.55	\$61,847.89		-83.5
May	\$391,094.10	\$373,650.69	\$75,352.67		-79.8
June	\$384,787.12	\$341,844.66	\$203,025.49		-40.6
July	\$365,517.15	\$376,227.27	\$224,205.49		-40.4
August	\$393,171.48	\$369,786.37	\$222,781.68		-39.8
September	\$333,633.07	\$359,392.81	\$234,888.92		-34.6
October	\$391,746.20	\$414,812.56	\$244,972.38		-40.9
November	\$352,226.56	\$374,827.93	\$186,735.34		-50.2
December	\$359,999.62	\$380,640.79	\$181,297.02		-52.4
Total	\$4,495,962.06	\$4,401,070.30	\$2,625,015.53	\$186,199.85	-40.4

Revenue



Spokane Municipal Code Update

- Code package was presented to PAC in September and a comment period for PAC members ran for 2 weeks.
- Overview of this code package:
 - Combine industry best practices with Spokane regulations
 - *Review of peer city's municipal code: Seattle; Tacoma; Olympia; Vancouver; Boise, ID; Portland, OR*
 - Future-proof code
 - Clear understanding of parking rules
 - *Simplifies language for both the public and City/Court staff*
 - Optimize parking enforcement and close language gaps

Spokane Municipal Code Update

- Move all parking fees & fines to a fee schedule
 - ☐ Annual review by Parking Manager and City Council
- Define framework for Paid Parking Zone rates
 - ☐ *85% occupancy (industry best practice)*
 - ☐ *No meter rate increases are proposed at this time*
- Parking violation rate options:
 - ☐ *\$30 paid parking violations/\$45 all other violations*
 - ☐ *\$30 paid parking violations/\$65 for safety related violations/\$45 all other violations*
 - ☐ *\$30 paid parking violations/\$45 all other violations – Graduated escalation for repeat offenders within one calendar year*
- We have been working with legal for the last 3 months to tie up a few loose ends related to enforcement – comparing RCW to SMC and identifying which staff members have the legal authority to perform certain duties

Spokane Municipal Code Update

- Approval Process:
 - ☐ Council Study Session – August 2020
 - ☐ PAC – September 2020
 - ☐ Urban Experience – December 2020
 - ☐ Urban Experience – March 2021?
 - ☐ Council Approval in March 2021
- Future Code Amendments include PAC section
 - ☐ Relocate from Title 7 (finance) to Title 4 (boards and commissions)
 - ☐ include language that is consistent with all of the other City boards and commissions (staff support, OPMA, etc)
 - ☐ Diversify membership (include representation from U-District, neighborhoods, ...) and include more flexible language for membership

Paid Parking Equipment

Single/Dual Space Meters McKay	Kiosks/Pay Stations Flowbird
<p>Benefits:</p> <ul style="list-style-type: none">• Convenience and ease of use• Effective for dense commercial areas• Reduced footprint with dual space meters• Decals and meter information instead of signage• Visual indicators for foot enforcement patrol• Reduced collections• Increased visibility of enforcement personnel	<p>Benefits:</p> <ul style="list-style-type: none">• Payment and virtual permit status monitored with LPR• Increase in mobile payment• Less time and frequency for collections• Reduced maintenance• Eliminates “piggy-back” on remaining parking time• Less infrastructure
<p>Considerations:</p> <ul style="list-style-type: none">• More infrastructure than pay stations• Minimal reduction in collection time• Space-based	<p>Considerations:</p> <ul style="list-style-type: none">• Distance• Signage impacts• Out-of-order status impacts

Paid Parking Equipment

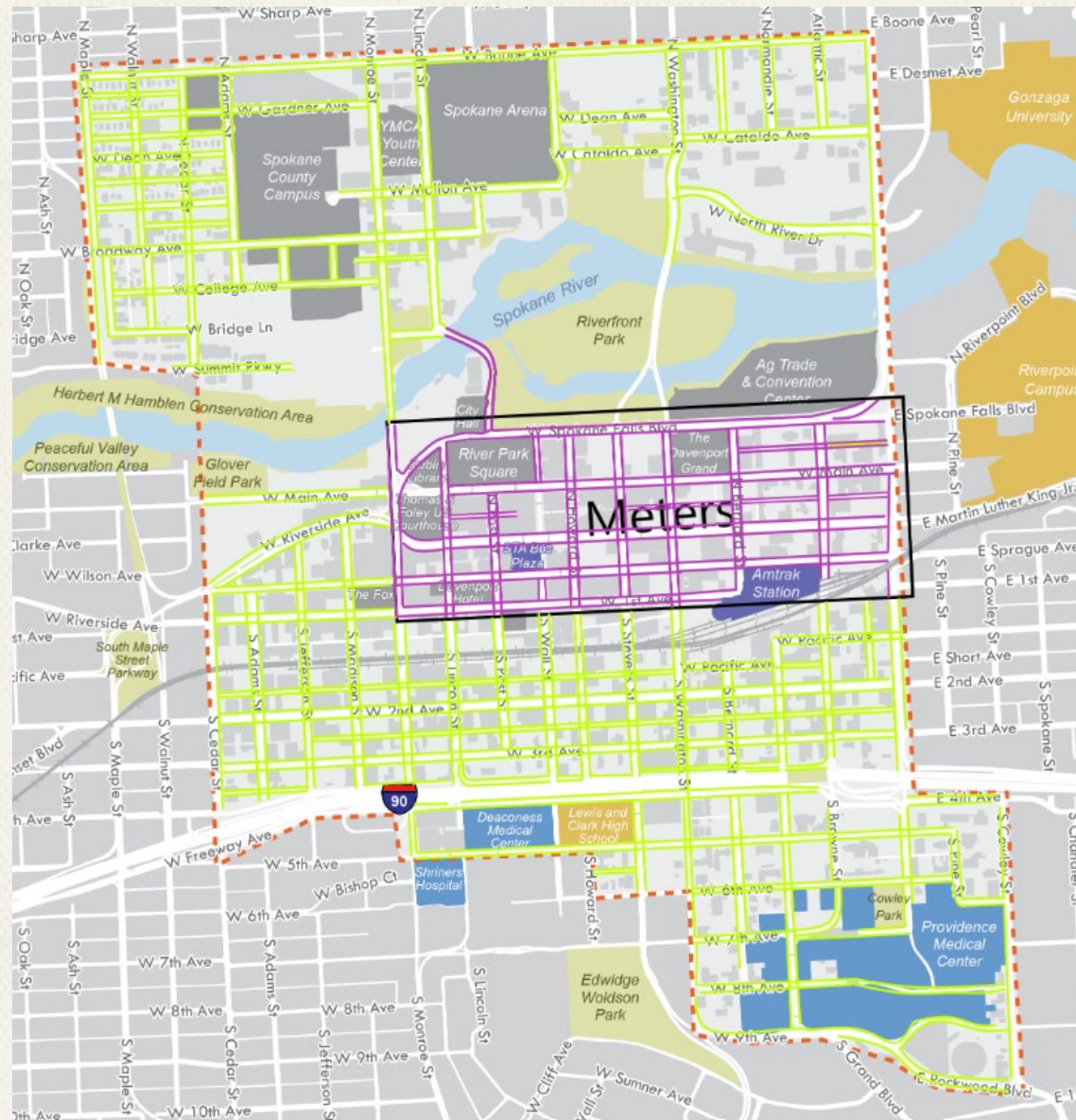
○ Recommended Plan for Spokane

- Single / Dual space meters in immediate highest turnover area in downtown (2 hour zone)
 - Patrolled by foot
 - Visual indicator for payment and out-of-order
 - Mobile payments pushed to meters
 - High turnover
- Pay stations in all other paid parking zone areas
 - Patrolled by LPR
 - Pay-by-plate payments and permits

○ How will the LPR units be used in Spokane?

- LPR units will patrol **ALL** areas of the downtown
- Digital time markings will be shared between LPR units and handheld devices and vice-versa
- LPR hits will be sent to handheld devices
- LPR units will be used to collect occupancy data which will inform on future meter rate increases

Paid Parking Equipment



• Paid Parking Equipment •

- AIMS software and supplies- ~\$200k/year
- LPR equipment - ~\$115k for equipment (3 vehicles), \$5k annually for backend software
- Dual Space Meters 475 at \$800 each = \$380,000
- Kiosks 310 at \$6,226 each = \$1,930,060
- Annual costs for meters/kiosks = \$235,000
- Additional costs for signage, implementation staff, etc
- Capital costs ~ \$2,425,000
- Annual costs ~ \$440,000

SIP Loan

- Insert Kim's slide here

Parking Study Implementation Plan



Downtown Parking Study | FINAL

IMPLEMENTATION AND PHASING

Figure 5-1 Strategy Implementation Matrix

Partners						Phasing					
Parking Services City Departments University District Development Association DSP & Downtown Business Interest Groups Parking Operators Spokane Transit Authority Taxi/Uber/Lyft Freight Special Events/Tourism Spokane County						Planning Implementation Refinement					
Category	#	Strategy	Key Actions	Lead Partners	Supporting Partners	Timeline					
						2019	2020	2021	2022	2023	2024
A. Adopt Downtown Parking Goals	A.1	Adopt formal parking goals and objectives.	<ul style="list-style-type: none"> Adopt formal parking goals and objectives to serve as a guiding framework for parking management and policy. 								
	B.1	Adopt a formal performance-based management program.	<ul style="list-style-type: none"> Adopt a code ordinance establishing a performance-based parking management program. Revise current rate structure to: 1) establish 'Premium' and 'Value' zones, 2) increase rate differential between low and high demand areas, and 3) reduce cost differential between on- and off-street parking. Establish a monitoring program to assess parking occupancy on a periodic basis to inform rate adjustments. Establish internal and external data sharing protocols, including the development of an annual report shared with City Council and the public. 								
B. Maximize Use of Existing Supply	B.2	Adjust on-street regulations to allow for a more flexible user experience.	<ul style="list-style-type: none"> Expand existing meter district. Adjust timed stay designations to accommodate longer parking stays in lower demand areas, simplify the system, and better manage high demand areas. Increase citation rates for common offenses to further discourage those behaviors. 								
	B.3	Pilot shared parking programs with willing property owners.	<ul style="list-style-type: none"> Pilot a partner program with private property owners to make all or a portion of their underutilized off-street spaces part of a shared public supply. Create an interactive and open-source parking database and web platform for facilitating shared parking opportunities. 								
	B.4	Evaluate right-of-way changes to mitigate on-street parking impacts, while supporting multimodal improvements.	<ul style="list-style-type: none"> Coordinate with partner departments and share parking study data to further assess parking impacts from right-of-way changes. Develop formal procedures for right-of-way change assessment in relation to on street parking. 								
C. Optimize Management Policy and Programs	C.1	Adopt a policy framework that encourages flexible, but consistent freight and passenger loading activity.	<ul style="list-style-type: none"> Evaluate creation of an official flex zone policy which prioritizes various uses of the curb and adjusts allocation accordingly. Evaluate creation of shared loading zones. Continue to monitor impacts of shared mobility services, delivery, and future autonomous vehicles on curb demands. 								
	C.2	Modify permits and programs.	<ul style="list-style-type: none"> Transition the Commercial Loading Zone and the Special Loading Zone into virtual permit programs. Adopt an Urban Goods Delivery Strategy to improve commercial deliveries and loading. Evaluate modifications to Residential Parking Pass program. 								
	C.3	Implement modifications to event management policies.	<ul style="list-style-type: none"> Establish event management zones within downtown (and potentially the University District) that result in pricing and regulations changes. Partner with Spokane Transit Authority for park-and-ride shuttle service during major events. 								

Parking Study Implementation Plan



Downtown Parking Study | FINAL

Partners		Parking Services	City Departments	University District Development Association	DSP & Downtown Business Interest Groups	Parking Operators	Spokane Transit Authority	Taxi/Uber/Lyft	Freight	Special Events/Tourism	Spokane County	Phasing	Planning	Implementation	Refinement
Category	#	Strategy	Key Actions	Lead Partners	Supporting Partners	Timeline									
						2019	2020	2021	2022	2023	2024				
	C.4	Pilot a universal valet program.	<ul style="list-style-type: none">Evaluate implementation of a pilot program for universal valet to facilitate convenient drop-off/pick-up within the Downtown Core.												
D. Enhance Administration and Operations	D.1	Adopt formal enforcement and maintenance goals and metrics.	<ul style="list-style-type: none">Develop policies and procedures guidelines that define a proactive and reactive maintenance program that defines performance measures.Adopt a parking ambassador program that is focused on customer service, compliance, and education.Develop parking enforcement standards using performance measures.Consider a monthly review with parking personnel to discuss performance measures.Implement an ongoing enforcement training program.												
	D.2	Improve staff training and communications. Identify long-term parking staffing needs.	<ul style="list-style-type: none">Establish a communications plan with parking enforcement personnel that regularly disseminates performance measure information.Invest in on-going training for PEOs and meter maintenance staff.Document legacy operational knowledge and create a Policies and Procedures Manual.Expand parking enforcement staffing schedule to include evenings and weekends consistent with paid parking hours of operation.												
	D.3	Enhance technology systems for enforcement.	<ul style="list-style-type: none">Replace parking enforcement handheld ticket writer equipment.Purchase additional License Plate Recognition equipment to support the City's use of digital permits and license plate-based payments including mobile payment and pay stations.Work with mobile payment provider Passport to address payment loopholes.Consider releasing a comprehensive Request for Proposals for an integrated citation and permit management solution.												
	D.4	Enhance revenue collections and reconciliation.	<ul style="list-style-type: none">Invest in a closed-can collection system and consider installing e-locks and/or keying meters by route or location to increase security and reduce risk to staff.Reallocate staffing resources to ensure morning parking enforcement is supported.Increase security policies for coin counting with oversight and consistently reconcile financial revenue reports with Loomis deposit slips within one day of pickup.Develop meter collection routes based upon technology to allow for simplified reconciliation and tracking processes.												
E. Make Parking Simple to Find and Use	E.1	Develop and implement a formal downtown parking "brand" and a parking wayfinding program.	<ul style="list-style-type: none">Coordinate with Visit Spokane and other downtown partners.Adopt a formal parking brand and style guide for signage, wayfinding, and parking collateral.Install signage at all public facilities and roll out in coordination with other elements of communication program.Work with Downtown Spokane Partnership and other key stakeholders to integrate private parking facilities into program.												
	E.2	Develop an enhanced marketing and communications plan.	<ul style="list-style-type: none">Augment existing parking communications and marketing in downtown.Utilize new brand, signage, and content to conduct a comprehensive public education campaign about downtown parking.Evaluate creation of an interactive and open-source parking inventory website and database.												

Parking Study Implementation Plan



Downtown Parking Study | FINAL

Partners



Parking Services



City Departments



University District Development Association



DSP & Downtown Business Interest Groups



Parking Operators



Spokane Transit Authority



Taxi/Uber/Lyft



Freight



Special Events/Tourism



Spokane County

Phasing



Planning



Implementation



Refinement

Category	#	Strategy	Key Actions	Lead Partners	Supporting Partners	Timeline					
						2019	2020	2021	2022	2023	2024
	E.3	Streamline downtown payment systems.	<ul style="list-style-type: none"> Transition to a single and consistent meter type for on-street parking, ensuring multiple payment options are provided. Modify zoning code to require a payment receipt for all off-street parking transactions, ensuring that outdated payment technologies (e.g., slot boxes) are phased out. Incentivize use of consistent payment systems and mobile apps within private, off-street facilities. 								
F. Update City Policy and the Zoning Code	F.1	Revise existing zoning policies and standards.	<ul style="list-style-type: none"> Revise existing zoning policies and standards to ensure downtown develops and manages parking in support of its long-term vision. Modify the zoning code to expand the use of transportation demand management (TDM) in downtown to reduce parking demand and promote enhanced mobility. 								
	F.2	Expand and diversify funding approaches and financial incentives.	<ul style="list-style-type: none"> Expand and diversify parking funding approaches. Further define net revenue allocation policies and develop a formal annual expenditure planning process to support six-year plan recommendations. Monitor impacts of shared mobility services and automated vehicles on parking demand and revenues. 								
G. Reduce Parking Demand	G.1	Strengthen the use of TDM in downtown.	<ul style="list-style-type: none"> Evaluate existing Commute Trip Reduction (CTR) agreement with County of Spokane and identify opportunities for improvement in meeting single-occupancy vehicle (SOV) trip-reduction targets for CTR employment sites. Explore the creation of a downtown-specific Transportation Management Association (TMA) to bolster TDM programs for all downtown users. Implement priority elements of previously-developed TDM toolkit. 								
	G.2	Support multimodal improvements.	<ul style="list-style-type: none"> Support and coordinate with city departments and regional agencies to invest in transit, biking, walking, and shared mobility services that: 1) reduce parking demand and 2) extend the reach of the parking system. 								

Return to Downtown

- Parking Philosophy – Use of Courtesy Notices
- 10-minute zones – business use of Courtesy Notices, increased patrols
- Small Business Saturdays Promotions - \$1 off
- #SupportSpokane – Partnership with DSP?

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: March 10, 2021

Subject: General Fund Update

Attached for your information is an update of changes in the General Fund through February 2021.

Please let us know if you have any questions.

2021 Budget as of 2/28/21	\$212,742,791
2021 Adopted Budget	<u>\$208,569,897</u>
Net Addition to Budget	\$ 4,172,894

TW: ab
pc: Acting City Administrator Scott Simmons

Attachment

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: March 10, 2021

Subject: Intrafund Budget Transfer Report for February 2021

In accordance with SMC 7.09 – Intrafund Budget Transfers, Section 7.09.020 - Report required, attached please find the report for February 2021.

Please let us know if you have any questions.

TW/ab

pc: Acting City Administrator Scott Simmons

Attachment

Intrafund Budget Transfers
Per SMC 7.09.020
Report for February 2021

FUND/DEPT	FROM	TO	AMOUNT	PURPOSE
0370 - Engineering Services	Associate Engineer	Senior Engineer	\$84,254	Progressive promotion
0620 - General Fund	HRANLST II	HRANLST I	\$57,000	Position reclassification
0680 - General Fund	SR Police Officer	Lieutenant	\$124,660	Progressive promotion
0680 - Police	Spokane County	Building Improvements	\$5,330	Budget transfer for door keypad/security parts and installation for DT Precinct.
0750 - Economic Development	Director Plan/CD & Econ	Division Director Community Economic Development	\$146,035	Update classification for vacant division director position
1360 - Misc Grant	Contra Benefits	Advertising	\$2,500	Spokesman Review invoices related to the Shoreline Master Plan Grant
1990 - Transportation Benefit District	Contractual Services	Right of Way	\$60,000	TBD and I-976; ROW budget for the project in 2021-2026 CIP book, originally funded by REET
4100 - Water	Water Service Specialist	Certified Water Service Specialist	\$58,402	Progressive promotion
4320 - RPWRF	WWTOP OPII	WWTOP OPI	\$58,959	Downgrade of vacant position for hiring
4320 - RPWRF	Machinery/Equip	Equip Repairs/Maint	\$290,300	Reclass Capital to Operation & Maintenance
4490 - Solid Waste Disposal	Machinery/Equip	Equip Repairs/Maint	\$2,121,000	Boiler maintenance should not be capitalized
4600 - Golf	Reserve for Capital Outlay	Repairs/Maint	\$10,000	Bluebird contract for windstorm damage
4700 - Developer Services Center	Customer Service Specialist	Customer Service Assistant	\$37,431	Downgrade of vacant position for hiring
4700 - Developer Services Center	Assistant Planner II	Permit Tech I	\$89,563	Position reclassification
5300 - ITSD	Project Employee	Temporary Seasonal	\$50,000	To hire temp/seasonal help
5300 - ITSD	GIS Analyst	Information Systems Analyst II	\$55,413	Position reclassification
5300 - ITSD	Supervisory DB Administrator	Senior Database Administrator	\$62,653	Position reclassification
5300 - ITSD	Information Systems Analyst II	Information Systems Analyst II	\$55,413	Position transfer from GIS to Applications
5700 - My Spokane	Customer Service Assistant	Customer Service Specialist	\$5,734	Progressive promotion

Taxable Sales | All Categories

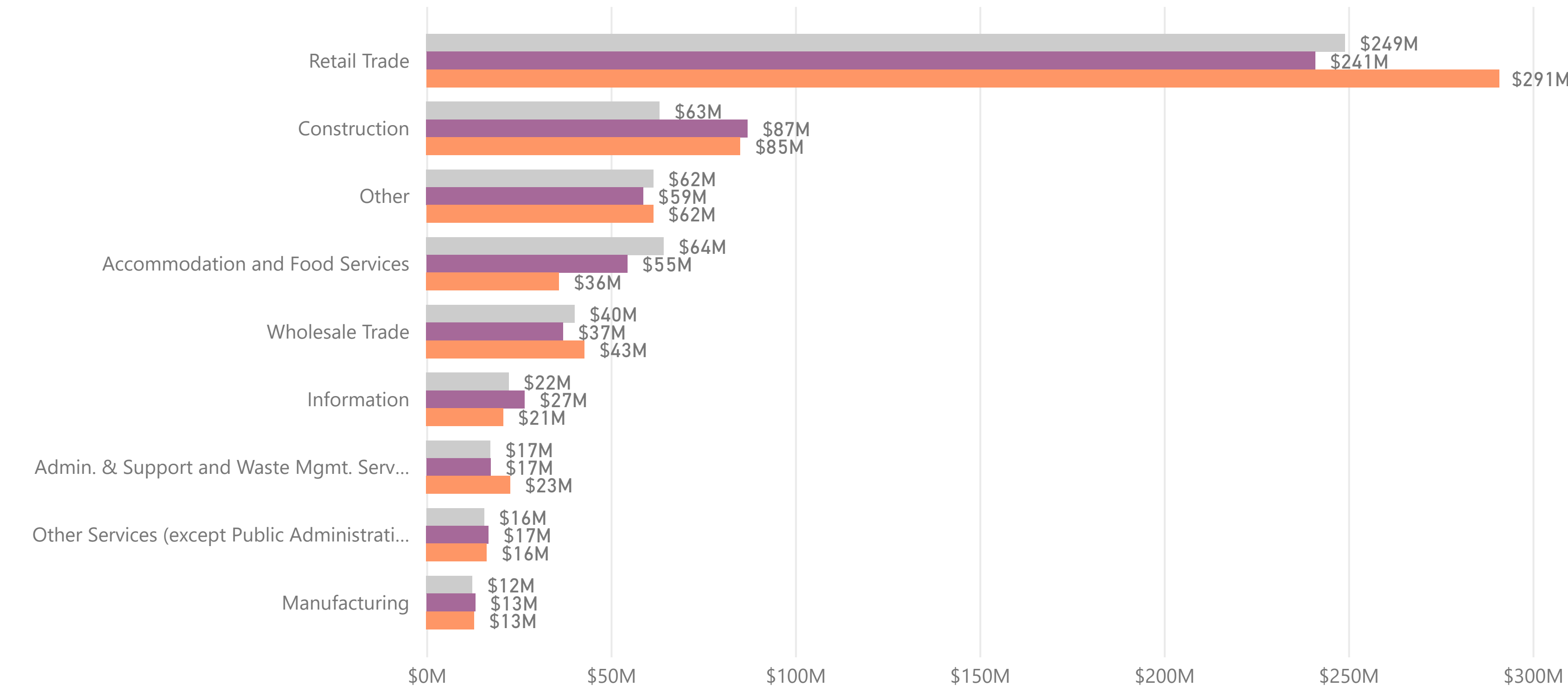
Activity Month

December, 2020



Taxable Sales by Category for Selected Activity Period

ActivityYear ● 2018 ● 2019 ● 2020



Taxable Sales for the Month of Dec, 2020

\$589,563,440

Taxable Current Year

\$553,094,506

Taxable Prior Year

\$36,468,934

Change

6.6%

Change Pct

YTD Taxable Sales Through Dec, 2020

\$5,860,530,059

YTD Current Year

\$6,033,411,902

YTD Prior Year

(\$172,881,844)

Change YTD

-2.9%

Change YTD Pct

ActivityYear

● 2018

● 2019

● 2020

