

Finance and Administration Committee

MEETING AGENDA

November 15, 2021

1:15 PM to 3:15 PM

The Spokane City Council's Finance and Administration Committee meeting will be held at **1:15 PM on November 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](#)

III. Consent Items

- A. [Application for WSCJTC Recruitment Grant](#)
- B. [Station 1 Fire Boiler Replacement](#)
- C. [SBO for Station 1 Fire Boiler Replacement](#)
- D. [Contract Amendment for PMO Consulting Services](#)
- E. [Contract Extension for Infinite Innovations](#)
- F. [Lease of a Ford Ranger for Code Enforcement](#)
- G. [Lease of a Ford Ranger for RPWRF](#)
- H. [Value Blanket for Precast Concrete Products](#)

IV. Discussion Requests

- | | |
|--|------------------|
| A. Contract for Multi-Space Pay Stations (5 min.) | Kris Becker |
| B. Contract Renewal for Federal Lobbying Services (5 min.) | Brian McClatchey |
| C. Locomobi Accounts Receivable Write-Off (5 min.) | Michelle Murray |
| D. Departmental Structure Amendments (10 min.) | CP Beggs |
| E. Ordinance for PRR Web Posting (5 min.) | CP Beggs |
| F. SBO for Cannon Shelter Capital Improvements (5 min.) | Jacob Miller |

- G. SBO for Clarke Ave Landslide Accounting (5 min.) Paul Ingiosi
- H. SBO for Year-End Appropriation Authority (5 min.) Paul Ingiosi
- I. SBO for Fire Mobilization Recoveries (5 min.) Chief Schaeffer
- J. SBO for Interlocal Joint Use Agreement with Spokane County (5 min.) Howard Delaney
- K. SBO for Solid Waste Disposal 2022 Spring Outage Parts Order (5 min.) David Paine

V. Committee Briefs

- A. WA State Auditor's Exit Discussion (20 min.) Michelle Murray

VI. Standing Topic Discussions

- A. Monthly Financial Reports (10 min.) Paul Ingiosi

VII. Adjournment

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
October 18, 2021 – DRAFT

Attendance

Council Member Betsy 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, Tonya Wallace, Hannahlee Allers, Ariane Schmidt, Amanda Beck, Mark Carlos, Eric Finch, Alexander Gibilisco, Jacob Hensley, Paul Ingiosi, Dr. Kelley Cullen, Mark Richard, Michelle Murray, Dr. Patrick Jones, Johnnie Perkins, Mike Piccolo, Erik Poulsen, Phillip Tencick, and Amie Blain

CM Kinnear: Left meeting at 2:46 PM.

I. Call to Order

This meeting started at 1:15p.m. and was conducted through Webex.

II. Approval of Minutes

Meeting Minutes for September 20, 2021 were approved.

III. Consent Items Approved without Discussion:

- A. Council Confirmation of Mayoral Appointee
- B. Ordinance for 2022 Downtown BID Assessment
- C. Ordinance for East Sprague BID Assessment
- D. Purchase of Hydro Excavator
- E. Purchase of Used Roll Off Truck
- F. Settlement of Claim for Erin Stacey
- G. Settlement of Claim for Stephen Kessler
- H. Treasury Emergency Rent Assistance 2 Grant Acceptance

IV. Discussion Requests

- A. Business License Fees (Added by CM Mumm)
CM Cathcart requested to continue with reduction for initiating business, and hold off on fee increases for others. Discussion will continue at the Briefing Session later today.
- B. Home ARP Grant Agreement – Ariane Schmidt
Ariane presented the details regarding the grant agreement and requested direction going forward. Please see documents submitted to the committee.
- C. Ordinance for Rental Assistance – CP Beggs
This ordinance prevents eviction if a renter has applied for rental assistance for unpaid rent incurred due to the COVID pandemic, and there is a delay with the

paperwork. CM Cathcart requested the City Council to take additional cuts experienced by landlords into consideration when reviewing this ordinance. Please see documents submitted to the committee.

- D. Ordinance for REET and Intermodal Fund Housekeeping – Michelle Murray
Setup new fund for 1st quarter percent of REET funds. Proposal is to eliminate fund for Under Freeway parking and combine with Asset Management. Change Asset Management name to Facilities Management. CP Beggs asked whether this fund is the fund that can be used for homelessness expenses. Michelle explained that is for the REET 2 fund. Please see documents submitted to the committee.
- E. SBO for Accounting Salary Savings – Michelle Murray
There are three vacancies in the Accounting Department. This SBO would allow for a temporary employee while the process for hiring a permanent position is underway. Please see documents submitted to the committee.
- F. SBO for VOYA Deferred Comp Fund – Phillip Tencick
Please see documents submitted to the committee.
- G. Ordinance for SERS SMC Code Changes – Phillip Tencick
Please see documents submitted to the committee.
- H. Resolution for SERS Contribution Rate Change – Phillip Tencick
Please see documents submitted to the committee.

V. Committee Briefs

- A. Benefit Plans Annual Review – Phillip Tencick
CM Mumm asked if there is an option to infuse a one-time monetary amount into the fund in order to reduce the percentage being paid by employees. Phillip advised increasing staffing would be more effective. Please see documents submitted to the committee.
- B. Resolution to Establish an Equity Subcommittee – Alexander Gibilisco
Alexander is requesting to form an ad hoc subcommittee to the Finance and Administration Committee. CM Cathcart asked for clarification on subcommittee duties. Alexander explained that the Finance and Administration influences all of the other committees, and the subject of equity also falls within the realm of the various committees. So, it made sense to house it within the Finance and Administration committee. CM Wilkerson explained there is a gap with the communities of color, and we cannot continue to wait as our citizens work to participate in our government. Please see attached presentation and documents submitted to the committee.
- C. Quarterly Economic Brief – Dr. Patrick Jones and Dr. Kelley Cullen
Dr. Patrick Jones and Dr. Kelley Cullen presented, after which CM Mumm and Dr. Patrick Jones discussed Amazon's effect on unemployment. Please see attached presentation.

- D. Quarterly Investment Brief – Jacob Hensley
Please see documents submitted to the committee.
- E. SIP Loan Update – Jacob Hensley
Please see documents submitted to the committee.

VI. Standing Topic Discussions

- A. Monthly Financial Reports – Paul Ingiosi
Please see documents submitted to the committee.

VII. Adjournment

The meeting was adjourned at 3:04 p.m. The next meeting is scheduled for November 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

Equity Subcommittee

Finance and Administration Committee

10/18/2021

Agenda

Purpose

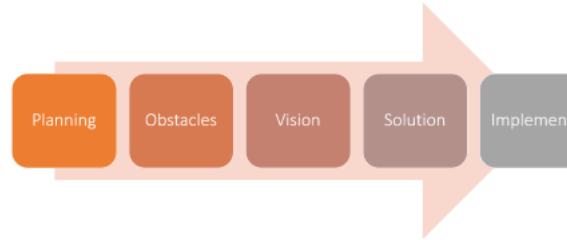
Section 1. The City Council recognizes that there is a need for an equity subcommittee that can partner with and support City Council and its staff in developing equitable policy and budget decisions.

Section 2. The City Council hereby forms an ad hoc Equity Subcommittee of the City Council's Finance and Administration Committee.

Section 3. The purposes of the Equity Subcommittee shall be:

1. to organize itself using guidance from the initial advisory committee;
2. to collaborate with the City Council Office on policy and budget initiatives;
3. to build relationships with the City Council Office and impacted community members;
4. to recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance equity and inclusion, including the diversity, equity and inclusion policy goals established by the City's Comprehensive Plan;
5. to organize itself into such working groups as are necessary to accomplish these purposes;
6. to collaborate and consult with any other City Council subcommittees, technical advisory groups, and City's boards and commissions established by the City Administration in developing the framework and guidance for implementation;
7. such other specific tasks as assigned or referred to the subcommittee by the City Council.

Process – Building Equity Subcommittee



Summarizing Obstacles

- Mistrust in government- need to see more action
- Need to set meeting norms in regards to the language we use
- Diversity in leadership from each community. One organization cannot represent the whole community's interest.
- Needs to create space to bring diverse groups together
- Ensure intersectionality is not lost in the conversations

Summarizing Suggestions

- Learning from each other, not making assumptions.
- Invest in community and center community.
- Use an equity lens while drafting programs and policy.
- Council lead in developing equitable practices with the advice and consultation of communities impacted by inequities.
- Participatory budgeting, train the community on participatory budgeting.
- Signage and how we are branding our City, use it to make our city more inclusive.

Next Steps and Questions

- Work with steering committee and city council on recruitment
 - Number of residents to participate on the subcommittee
 - Outreach so community based organizations, trusted messengers to nominate residents
- Questions or suggestions?

Purpose

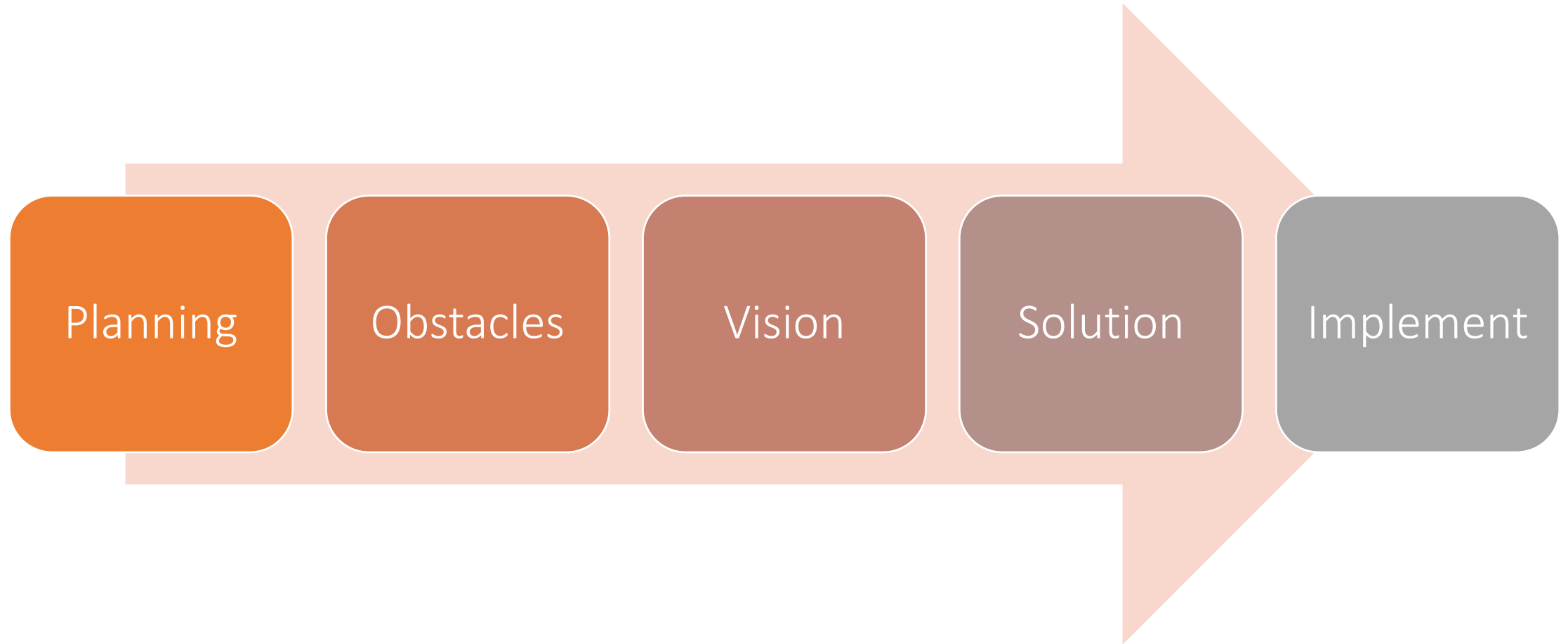
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Community Engagement Spectrum/Continuum and Examples

	INFORM	CONSULT	INVOLVE	COLLABORATE	COMMUNITY DIRECTS
COMMUNITY PARTICIPATION GOAL	To provide the community with balanced, factual and culturally-appropriate information to assist them in understanding the problems, alternatives and/or solutions.	To obtain community feedback on analysis, alternatives and/or decision.	To work directly with communities throughout the process to ensure that community issues and concerns are consistently understood and considered.	To partner with communities in each aspect of the decision, including the initial development of alternatives and the preferred solution.	To place final decision-making in the hands of the public or community.
MESSAGE TO THE COMMUNITY	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how community input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how community input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions. We will incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Press releases • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Forums • Coalitions 	<ul style="list-style-type: none"> • Community Advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Juries • Ballots • Delegated decisions • Participatory budgeting
WHO IS INVOLVED	All members of the public or the community	A sample of members of the community who respond or participate	Invited representatives of communities	Volunteer and invited representatives of communities	Members of the public or communities acting within a formal structure
BUDGET EXAMPLES	0.1 to 0.5 FTE, unpaid members of the public	0.5 FTE plus cost of focus groups and surveys, stipends for participants	0.5 to 1.5 FTE, payments to organizations representing the public, stipends	1.5 FTE to 4 FTE, payments to organizations, stipends	4 FTE or more, including salaries for liaisons, stipends, infrastructure support
TIMEFRAME EXAMPLES	Usually fast, often time-sensitive. For example, 1 day to 1 week.	Often episodic, usually tied to one-time projects, decisions or grants. Often 1 week to 1 month, e.g. 30 day public comment periods.	Variable, often several months. Moving toward on-going relationships rather than episodic, e.g. 4 to 6 week RFP response times.	Often several months, to on-going.	Variable, often weeks, months or on-going.

Sources: © International Association for Public Participation (framework and Spectrum used with permission and available at: www.iap2.org), King County Continuum of Community Engagement (example tools at: www.kingcounty.gov/equity), Community Liaison Networks Overview Matrix (budget examples, at: www.livingcities.org/resources/294-webinar-racial-equity-and-community-engagement-in-collective-impact) and Communities of Opportunity experiences (timeframe examples at: www.kingcounty.gov/coo).

City of Spokane Quarterly Economic Indicators

Q3, 2021

October 18, 2021



EASTERN
WASHINGTON UNIVERSITY

start something **big**

Overview

- Goal: to provide insights about important City trends via data with higher frequency than annual updates
- Track indicators in the following categories (# of indicators):
 - Population (2)
 - Employment (9)
 - Residential construction (4)
 - Non-residential construction (2)
 - Taxable sales & revenue (5)
- Local indicators are for the City of Spokane, unless noted

A word about population – estimates vs. count

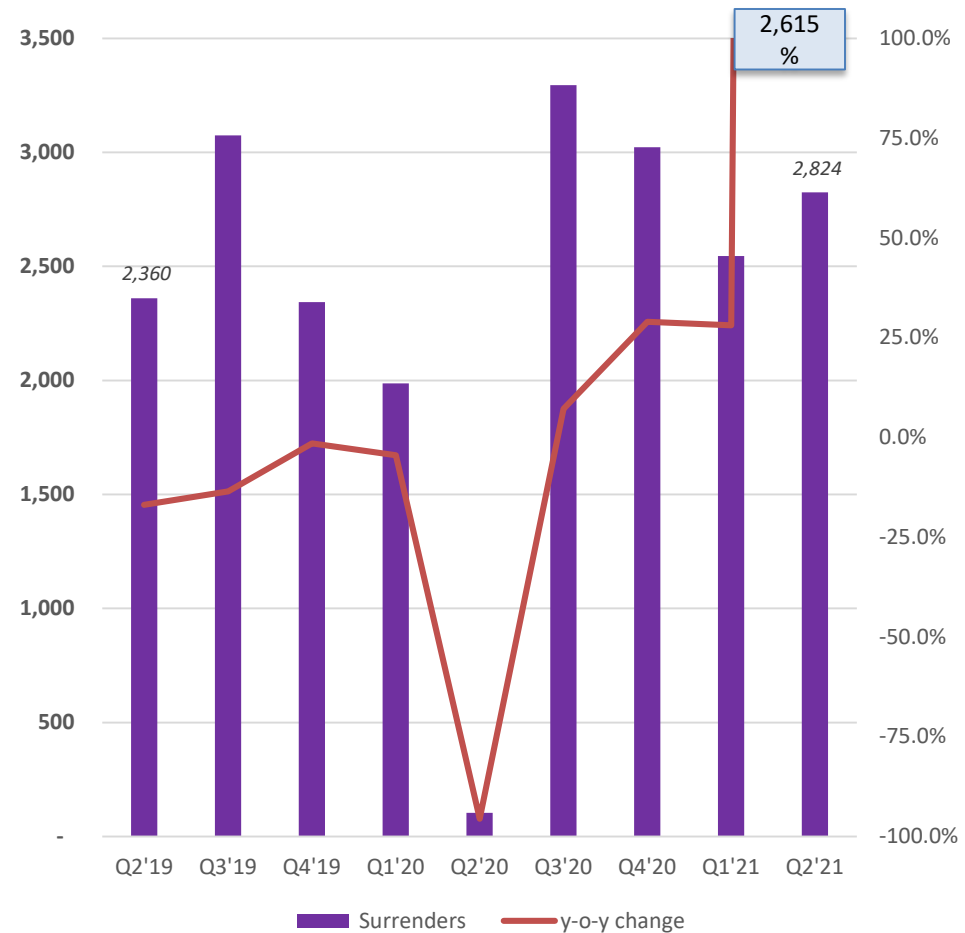
- 2020 County
 - OFM estimate: 522,600
 - Census count: 539,399 (+3.4%)
- 2020 City of Spokane
 - OFM estimate: 223,600
 - Census count: 228,989 (+2.4%)
- 2021 OFM estimate for City: 225,300 (really 230,000)

Population

County drivers license surrenders: A measure of in-migration

- Tracks those moving to the county from out-of-state
- Doesn't capture in-state moves, nor those Spokane residents who move out
- Rank: CA, ID, OR, AZ, TX
- '21 y-t-d surrenders > 2019 but still < 2017 or 2018

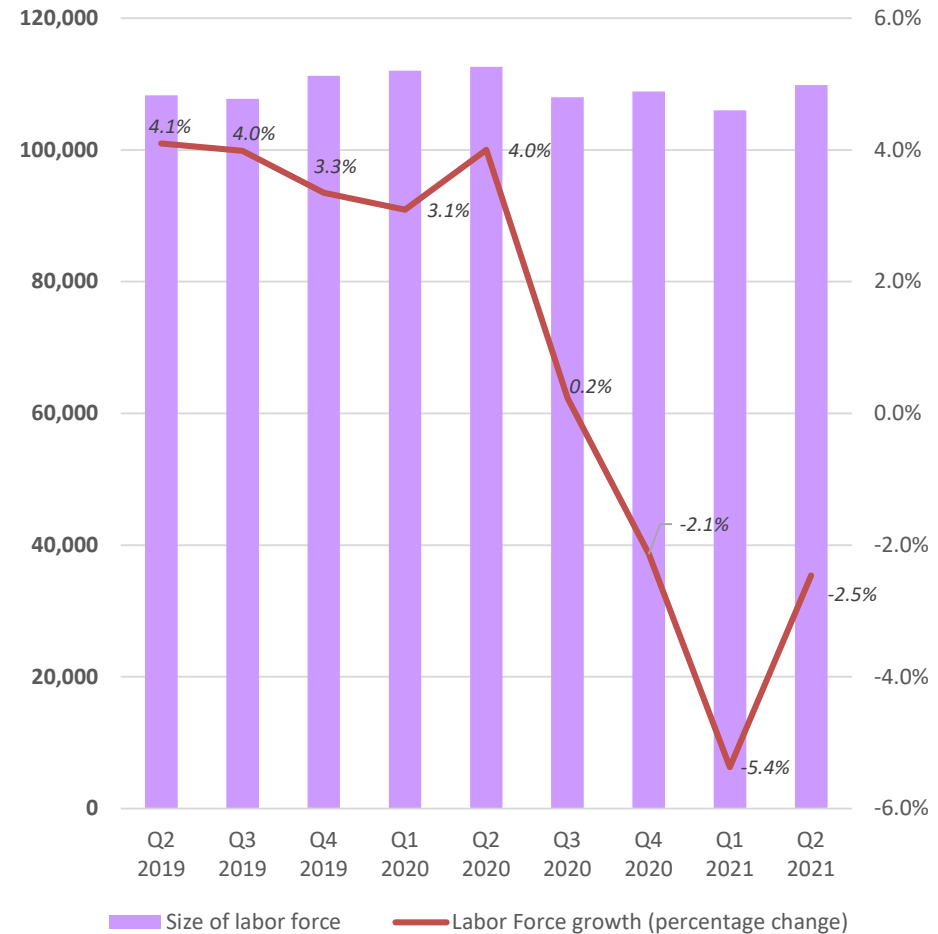
Source: WA Department of Licensing



Labor market

Size of the labor force & year-to-year change

- Civilian labor force (CLF) is the sum of those employed plus those unemployed and actively looking for work
- The CLF recovered in Q2 of 2021, increasing by over 3,800 from Q1 of 2021 to its post-pandemic high. But Q2 of 2021 was still below the local peak that occurred in Q2 of 2020.
- After three straight quarters of flat or increasingly negative year-to-year change, Q2 of 2021 was only 2.5% less than a year ago. Hopefully the trend will continue upwards into positive growth from the previous year.

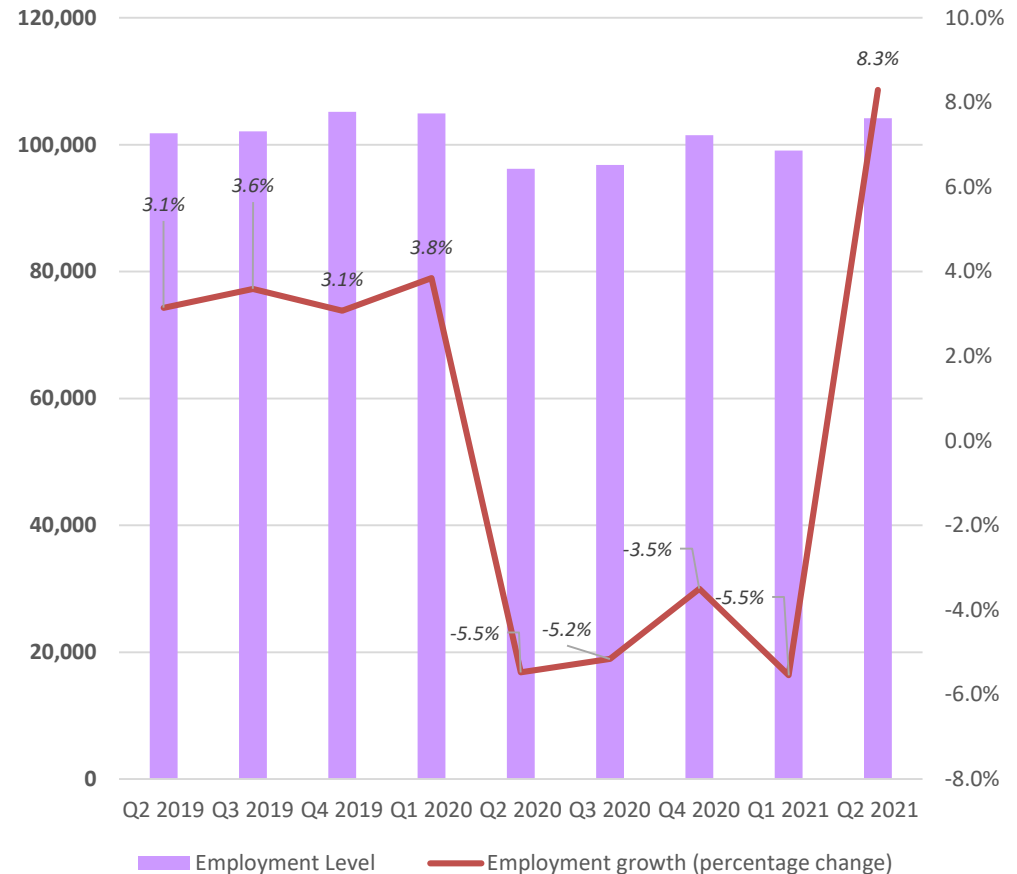


Source: Local Area Unemployment Statistics (LAUS)

Labor market

Number of jobs & year-to-year change

- After a large drop in Q2 & Q3 of 2020 due to stay-at-home directives related to Covid-19, total employment rebounded but is still below its peak in Q4 of 2019.
- After four straight quarters of negative year-to-year change, Q2 of 2021 showed strong job growth and was up 8.3% from the previous (pandemic) year.
- Total employment in Q2 of 2021 is just over 1,000 jobs short of the peak in Q4 of 2019. Both July (107,221) & August (105,423) showed strong job growth that could mean a new peak employment total for Q3 of 2021.

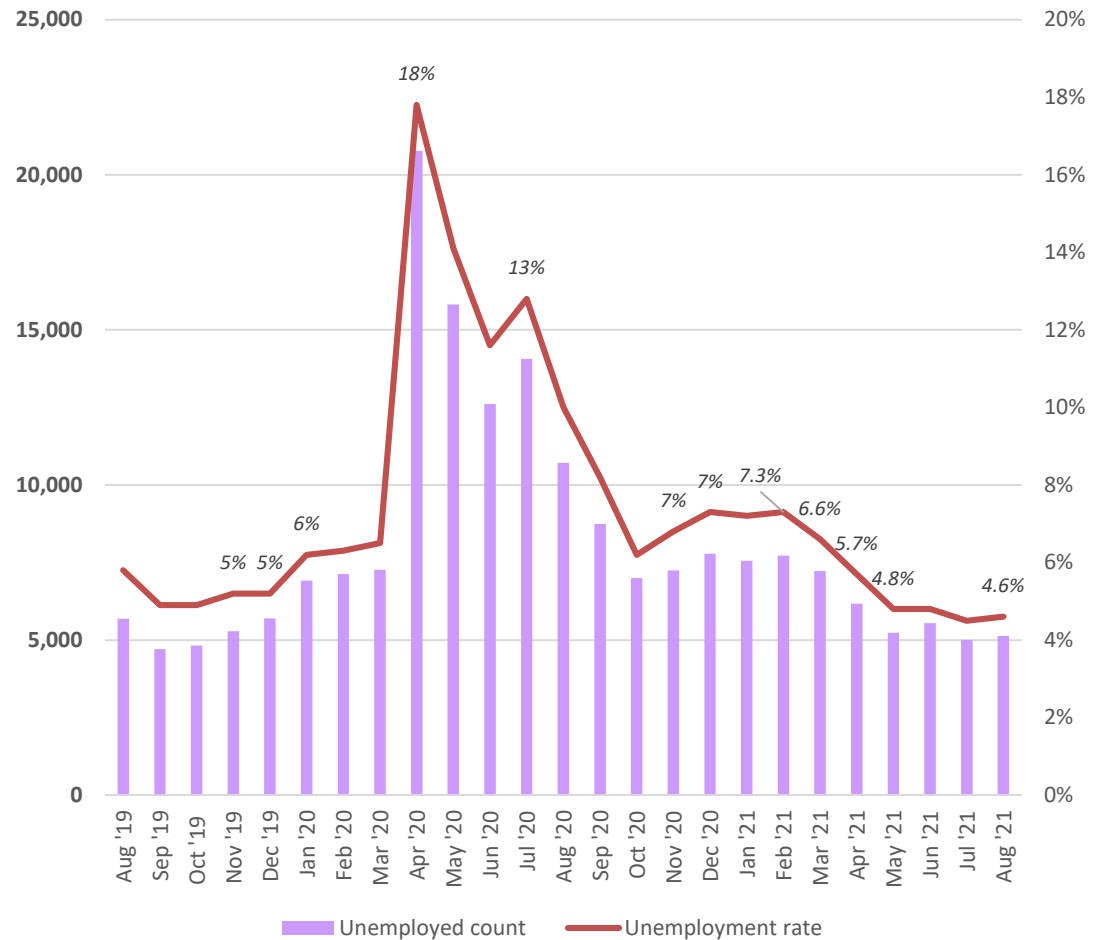


Source: Local Area Unemployment Statistics (LAUS)

Labor market

Monthly unemployment count & rate

- After the huge uptick in the due to stay-at-home directives from March to April 2020, both the unemployment count and unemployment rate have steadily fallen.
- Good News: The monthly unemployment rate in August, 2021 of 4.6% was lower than it was two years ago in August, 2019 (pre-pandemic).



Source: Local Area Unemployment Statistics (LAUS)

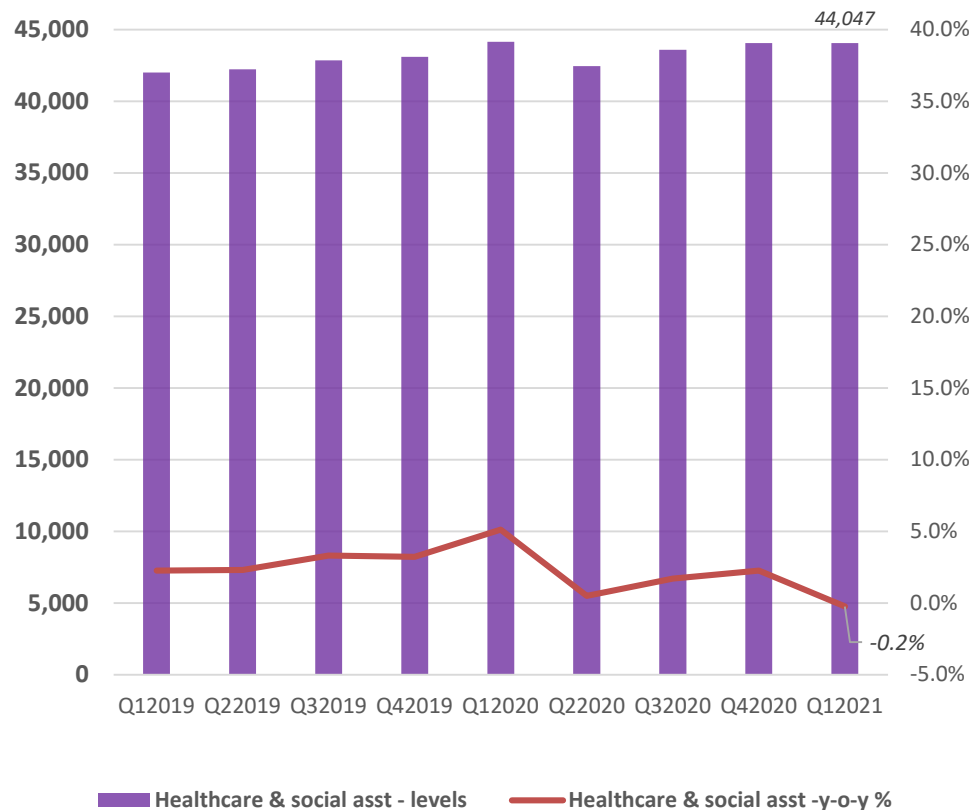
Summary of aggregate employment measures

- Second quarter of 2021 revealed the resiliency of the City's economy as both the civilian labor force and total employment rebounded and started to close in on previous pre-pandemic highs.
- Preliminary figures for July & August already suggest that Q3 of 2021 will be just as strong, if not stronger than Q2 in employment.
- The current monthly unemployment rate of 4.6% is now below what it was in 2019 when the economy was expansionary. As total employment continues to increase, the unemployment rate should stay low, perhaps in the 5% range in the near-future.

Key sectors

Quarterly employment in County Healthcare & Social Assistance

- Includes: ambulatory care, hospitals, social assistance, & nursing/residential care
- County's largest sector showed strong growth pre-pandemic but little growth since
- 8 quarter average employment: ~ 43,307
- ~ 100 < Q1 2020 peak
- 2020 ave. annual wage: \$53,521

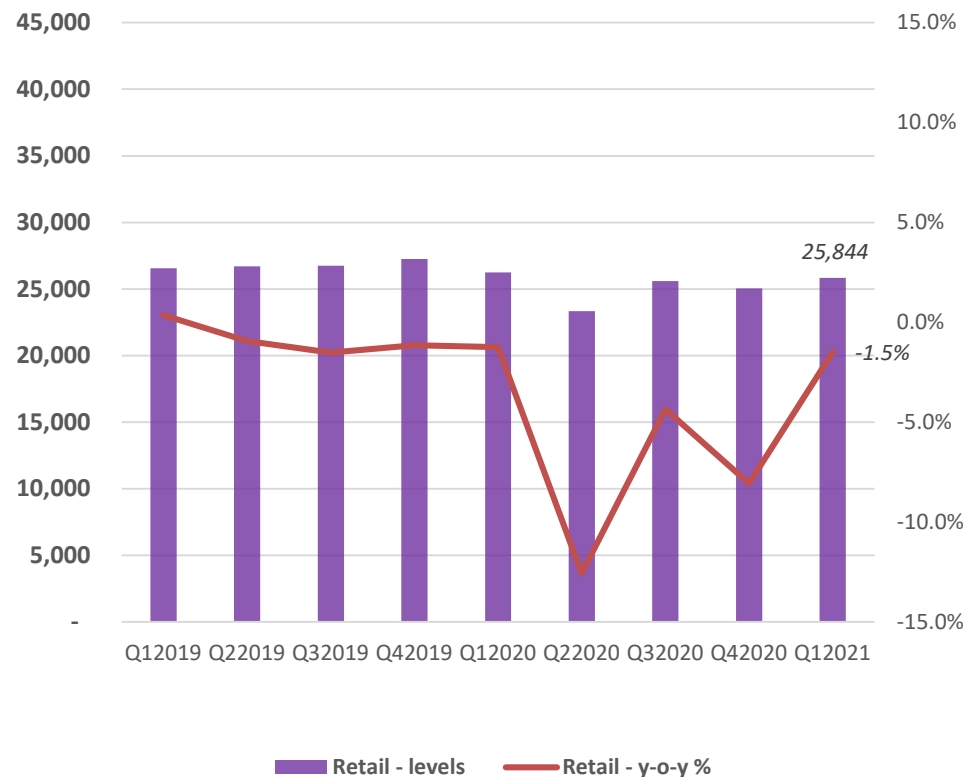


Source: WA Dept. of Employment Security, QCEW

Key sectors

Quarterly employment in County Retailing

- Retailing employment before the pandemic was already decreasing
- Among key sectors, its % decline in Q2 2020 was the 2nd worst
- Still ~1,500 < peak of Q4 2019
- 8 qtr. average employment: ~25,850
- 2020 ave. annual wage: \$37,078



Source: WA Dept. of Employment Security, QCEW

Key sectors

Quarterly employment in County Hospitality

- Hospitality composed of all lodging & restaurants, bars, coffee shops, caterers
- It's pandemic blow (in Q2 2020) was the worst – for both levels and percentage – of all the large sectors
- Now ~6,500 < peak of Q2 2019
- 8 qtr. ave employment: ~17,500
- 2020 AA wage: \$21,939

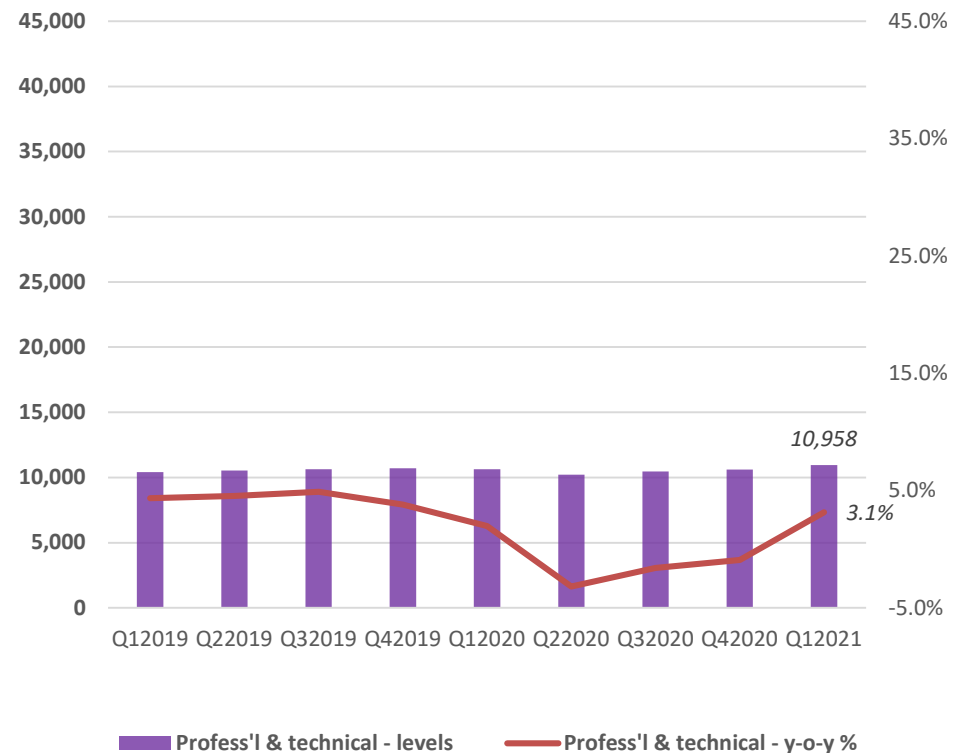


Source: WA Dept. of Employment Security, QCEW

Key sectors

Quarterly employment in County Professional & Technical services

- Consists of “white collar” knowledge occupations – lawyers, accountants, architects, engineers, consultants
- Growing fast, pre-pandemic
- Now > peak in Q1 2020
- 8 qtr. average employment: ~10,600
- 2020 AA wage: ~\$69,000

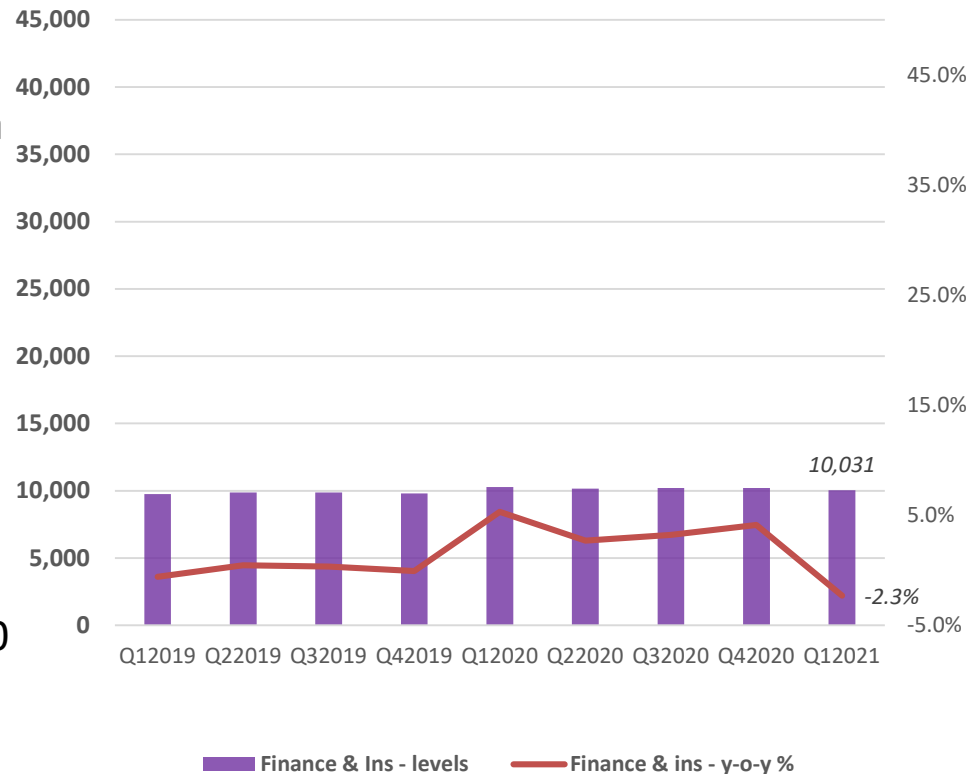


Source: WA Dept. of Employment Security, QCEW

Key sectors

Quarterly employment in County Finance & Insurance

- Little growth before the pandemic; but after it hit, one of the few sectors to experience growth. But a recent dip
- 8-quarter average employment: ~10,050
- Now ~250 < peak in Q1 2020
- 2020 average annual wage: \$91,650



Source: WA Dept. of Employment Security, QCEW

Summary of labor market measures

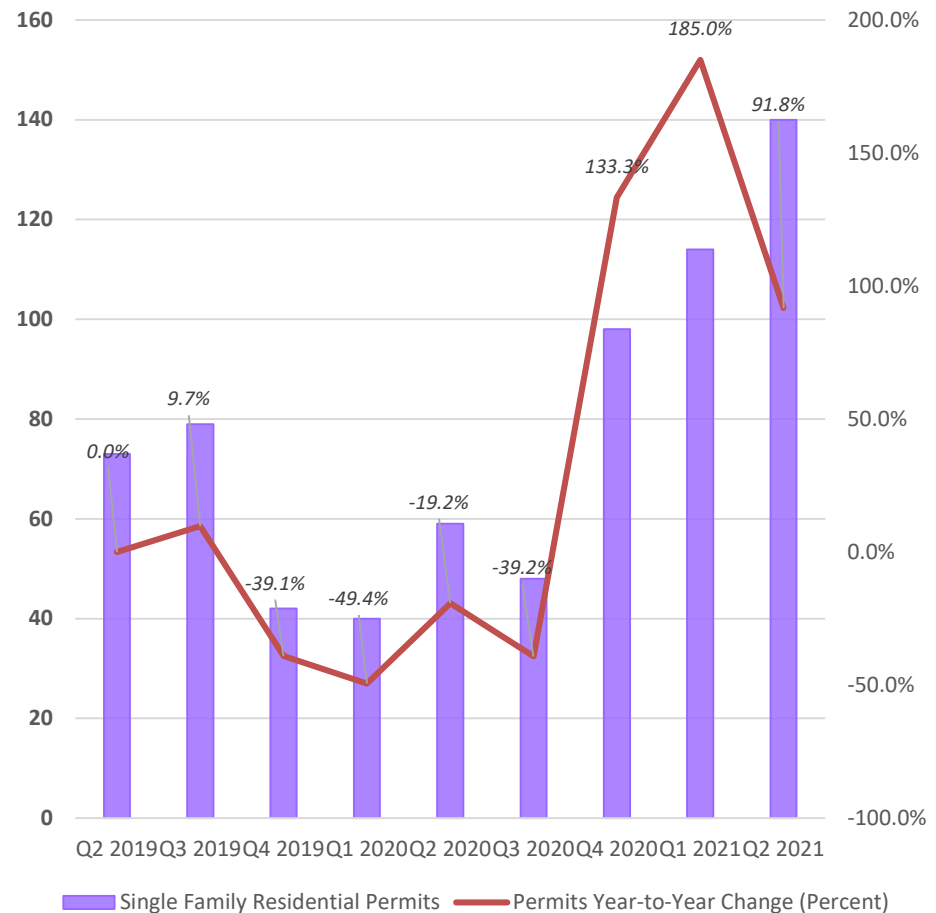
- Some of the County's "top 5" sectors show employment now (Q1 2021) exceeding or largely equal to previous peaks.
- Spokane's hospitality sector is still badly lagging other sectors & will likely not regain its prior peak before late 2022 -- perhaps not until 2023.
- Wage growth has been robust for two sectors
 - Retailing average annual wage increased by 8.6% between 2020 and 2019
 - Finance & insurance AAW increased by 8.2% over the period and remained the highest of the County's largest sectors

Housing

Residential building permits, single-family

- Second quarter of 2021 continued strong growth in residential building permits that had started in fourth quarter of 2020.
- Last three quarters showed increased permitting, making up for pre-Covid slump.
- Current levels of single-family residential building permits are above 2019 levels.

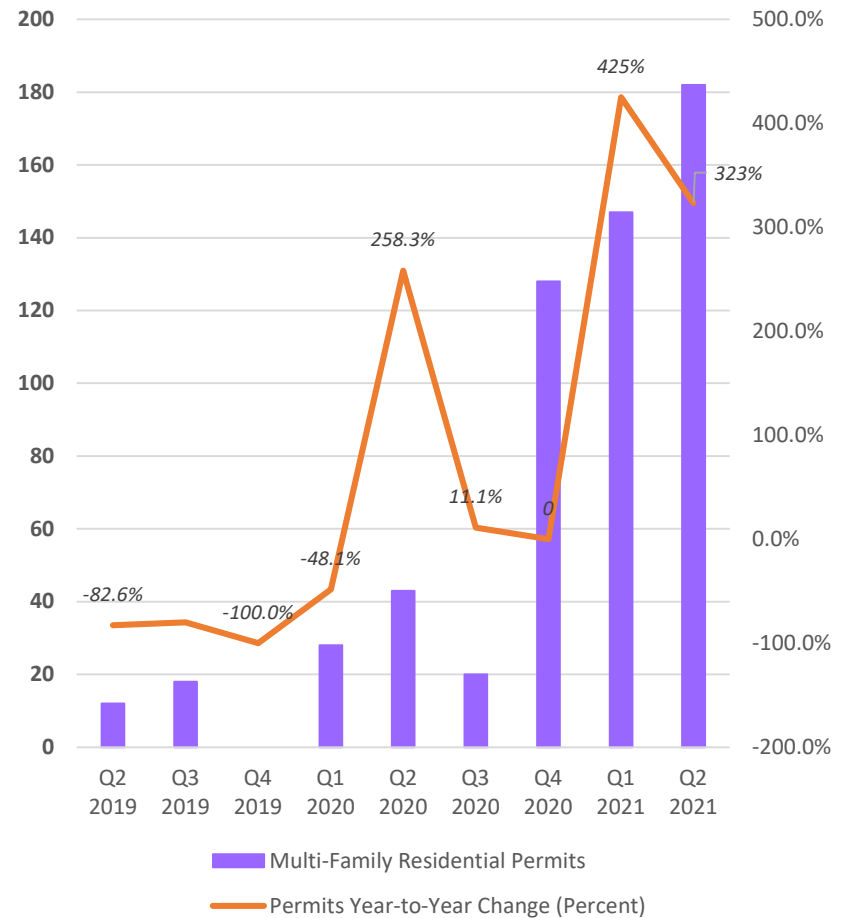
Source: City of Spokane



Housing

Multi-family building permits, by units

- Second quarter of 2021 exceed even the strong growth in multi-family building permitted units that had started in Q4 of 2020.
- Previous three quarters (Q4, 2020, Q1 & Q2, 2021) showed strong growth in multi-family building permits, possibly fueled by rising median home prices and suppressed demand during the pandemic.
- Even before the pandemic slowed the economy, multi-family building permits were lower in the last three quarters of 2019 than in the first quarter.



Source: City of Spokane

Housing

Average value of permitted single family residence

- Second quarter of 2021 showed a slight rebound in average value of permitted single family residences to a similar level to Q2 & Q4 of 2020.
- After peaking at \$358,055 (Q3 2020), the average value of permitted single family residences has fallen off slightly to \$326,493.
- The average value of permitted single family residences has fallen 27% over three years (Q2 2018 to Q2 2021).

Source: City of Spokane



Housing

Average value of permitted multi-family unit

- After a relative peak in Q3 of 2020, the average value of permitted multi-family units has steadily fallen to \$113,428 in Q2 of 2021.
- Last three quarters (Q4 2020, Q1 & Q2 2021) saw a similar decline that happened in Q1 – Q3 of 2019 from a peak of \$237,301 in Q1 2019.
- Second quarter of 2021 had average values of permitted multi-family units that were lower than the same quarter of both 2018 & 2019.
- Average value of permitted multi-family units is down 22% from three years ago (2018).

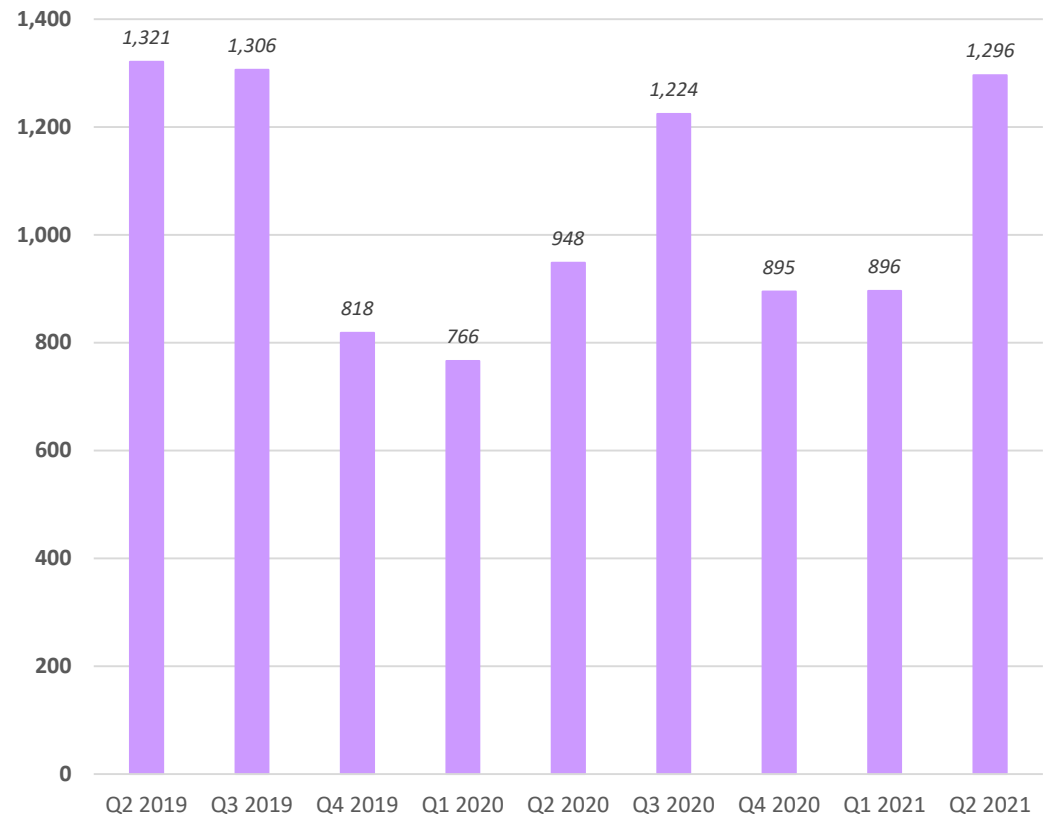


Source: City of Spokane

Commercial & public development

Total number of non-residential permits

- Measures all non-residential new construction & remodel permits issued by the City of Spokane.
- Includes commercial, industrial as well as public works (schools, cell towers, hospitals)
- Strong cyclical pattern with less activity in Q4 & Q1 typically, due to weather
- Second quarter of 2021 showed a similar amount of non-residential permitting as same quarter two years ago – a return to pre-Covid levels of activity.
- A healthy and stable amount of non-residential development seems to be occurring in the city, year-to-year.



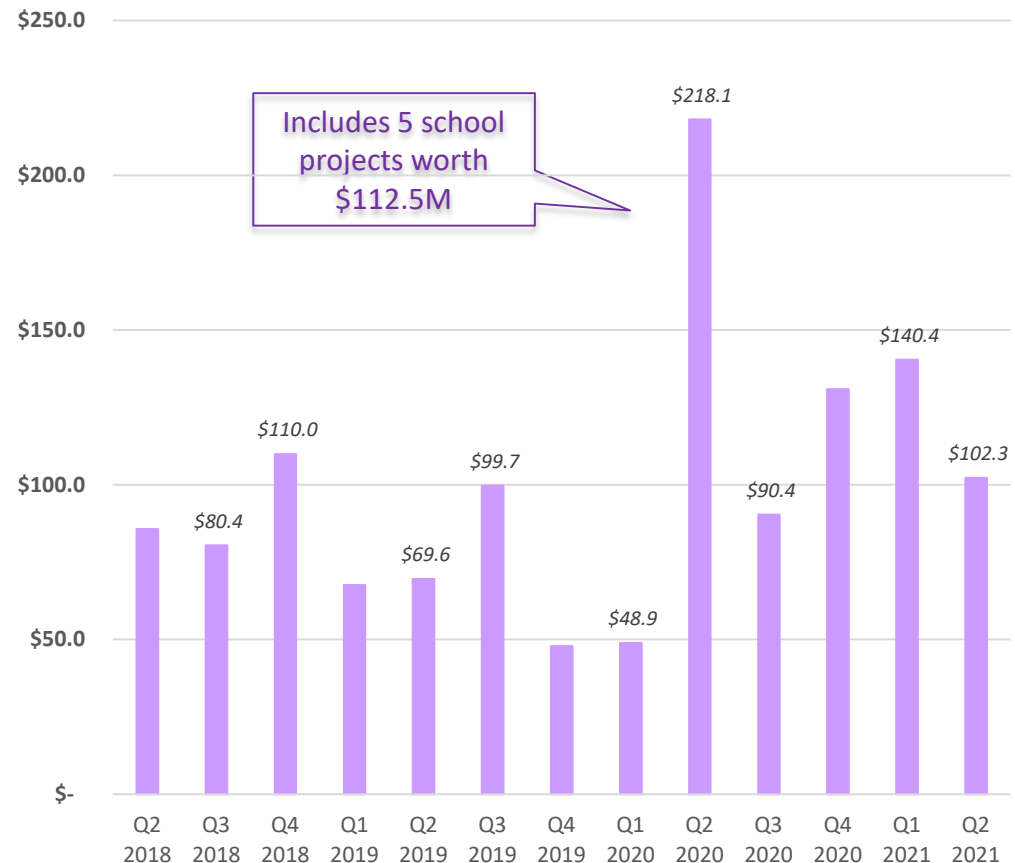
Source: City of Spokane

Commercial & public development

Total value of non-residential permits (\$m)

- Total permitted valuation of all non-residential permits issued by the City of Spokane (in \$millions).
- After three quarters of increasing valuations (Q3 2020 through Q1 2021, second quarter of 2021 dipped slightly to \$102.3M.
- Second quarter of 2021 value of non-residential permits is up 19% from same quarter 3 years ago.

Source: City of Spokane



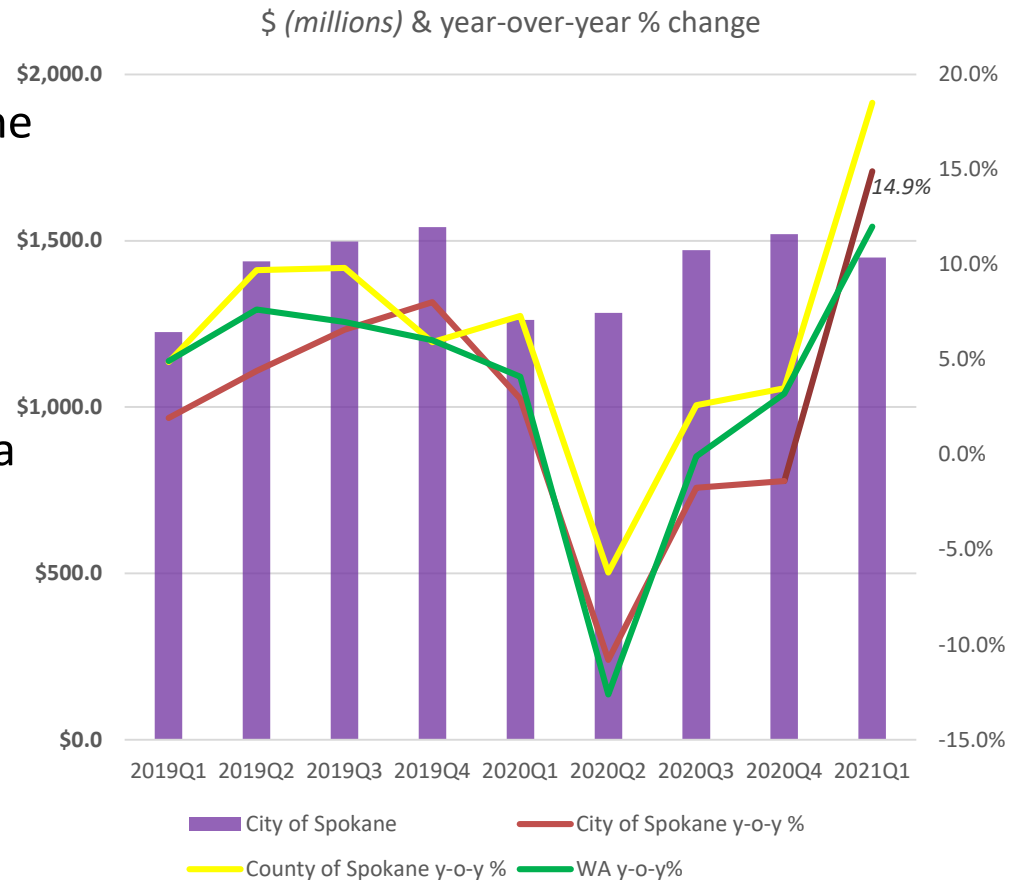
Summary of building permit measures

- Both single and multi-family building permits continued to trend upwards as they have for last three quarters (since Q4 of 2019).
 - Some of this could be a response to the very hot housing market right now in the area.
 - 164 new multi-family units (apartments) were permitted in Q2 2021 alone.
 - Single family permits continued to rise and the average valuation stabilized around \$325K.
 - Although the quantity of multi-family permits are up, the value of the permits has fallen off slightly, but this is often quite variable depending on the specific projects.
- Although the quantity of non-residential permits was strong for second quarter of 2021 (similar to Q2 of 2018), the average valuation was down slightly.
 - Permitting activity and valuation are consistent with 2018 levels (a strong economy) and signal a return to normal (post-pandemic).

City sales activity

Quarterly taxable retail sales in 2019-2021

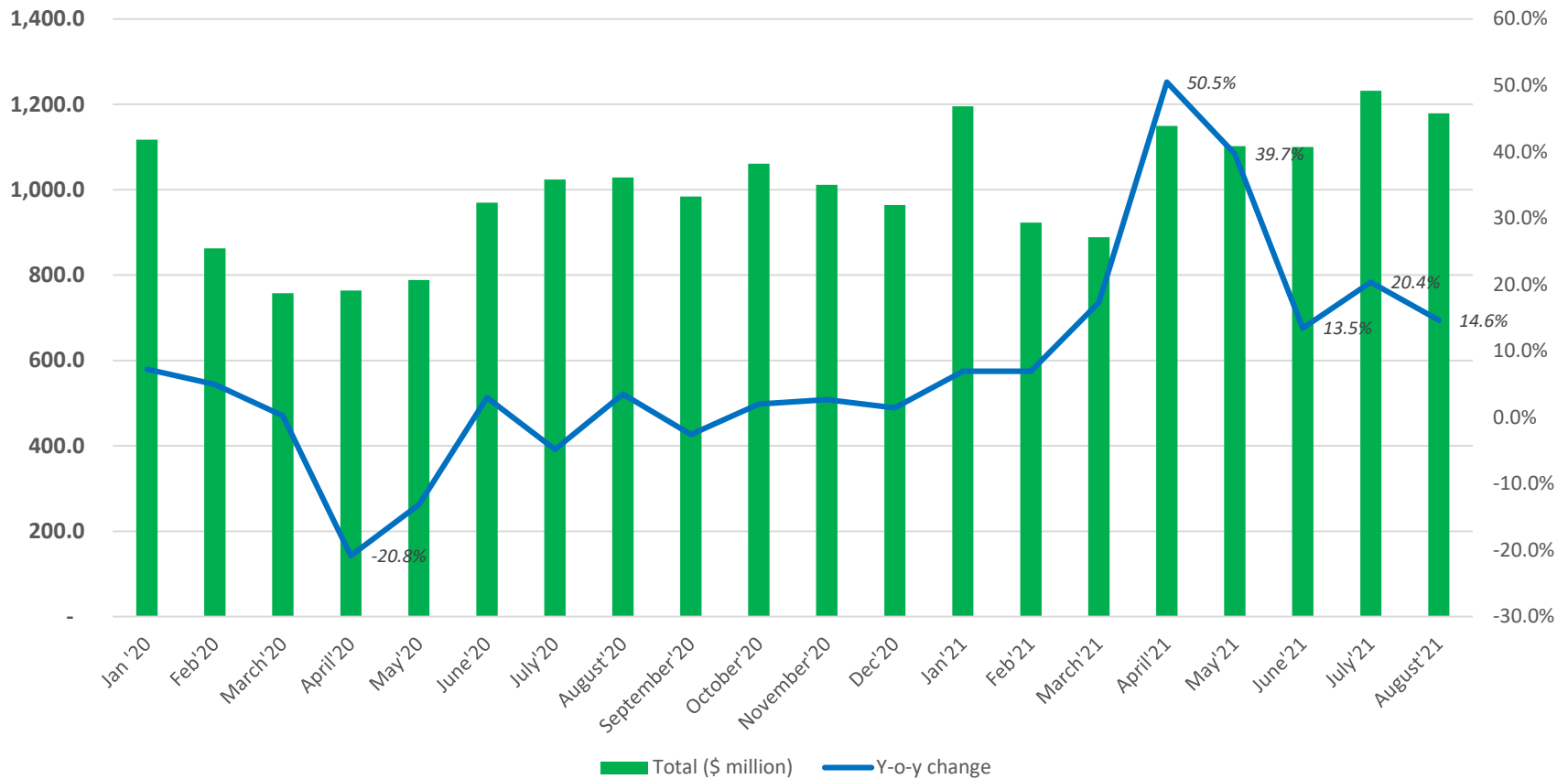
- For the City, Q1 brought a (large) year-over-year increase for 1st time since 2019
- 1st quarter of this year, far higher (~\$225 million) than Q1 2019
- Q2 likely to be much higher than a 15% y-o-y gain, if WA state serves as a reasonable guide.



Source: [Spokane Trends](#) (on data from WA State Department of Revenue)

Recent WA state retail sales tax collected: still historical year-over-year monthly increases

Source: Washington State Economic & Revenue Forecast Council



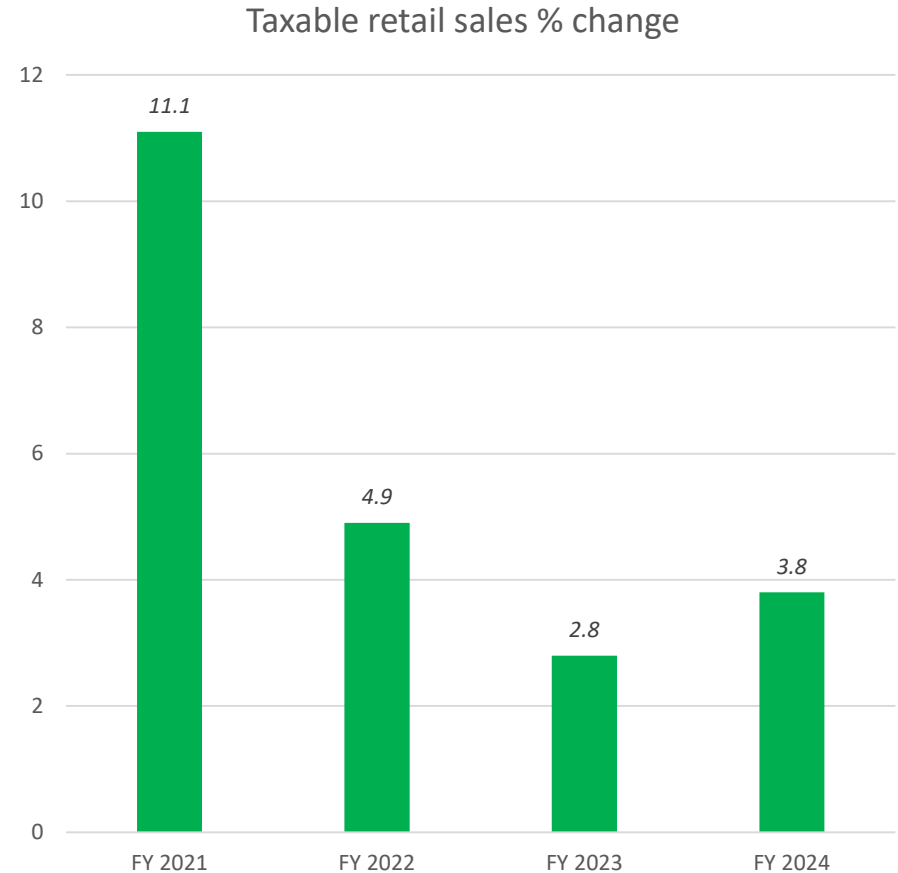
A look ahead at WA economy by the Economic & Revenue Forecast Council (Sept. '21 release)

- Personal income highly correlated with spending
- ERFC suggesting a large drop in the rate of increase of income
- My hunch for their result: the “punchbowl” of federal direct payments will be gone



The ERFC's outlook on WA revenue from taxable sales

- Note that these are WA fiscal years, i.e. FY 2022 = July 1, 2021 – June 30, 2022
- Decline in FY 2023 rate undoubtedly reflects ERFC's projection of a decline in the growth rate of personal income in 2022
- Note rebound in FY 2024



Summary observations

- Taxable retail sales in the City for 2021 will undoubtedly end the year with an increase in the teens double digits (over the -2.9% decrease in 2020).
 - City's Q1 results were very strong
 - City taxable retail sales are tracking closely those in WA state
 - WA state taxable retail sales for the first 8 months of 2021 have been very strong
- WA State revenue forecast for 2022 anticipates growth, but at a modest rate. The City might expect a similar outcome
- This assumes that the ERFC forecasts accurately. In recent years, their forecasts have shown to be lower than actual results.

Institute for Public Policy & Economic Analysis

Kelley Cullen, Ph.D.

D. Patrick Jones, Ph.D.

kcullen@ewu.edu, dpjones@ewu.edu

[Spokane Trends](#)

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Briefing Paper

Finance Committee

Division & Department:	Spokane Police Department
Subject:	Application for WSCJTC Recruitment Grant
Date:	11/15/2021
Contact (email & phone):	Jacqui MacConnell, jmacconnell@spokanepolice.org , 625-4109
City Council Sponsor:	Councilmember Kinnear
Executive Sponsor:	Justin Lundgren
Committee(s) Impacted:	Public Safety Community Health Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval to apply for grant funds from WSCJTC as part of their Dynamic-Diverse Community-Oriented Police Force recruitment and retention program.
Background/History: In October, 2021, the Washington State Criminal Justice Training Commission(WSCJTC) sent out a Request for Proposals related to available funding from WSCJTC as part of their Dynamic-Diverse Community-Oriented Police Force recruitment and retention program.	
Executive Summary: <ul style="list-style-type: none"> Intent: Dynamic-Diverse Community-Oriented Police Force recruitment and retention that will improve internal and external relations and ensure the effective delivery of services to the public Maximum amount per request is \$60,000 SPD applying for \$59,920 in grant funds <ul style="list-style-type: none"> Will cover media campaign and travel costs of recruiter trips Grant period of performance: 12/01/2021 to 12/01/2022 	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, 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/Administration)

Division & Department:	Fire
Subject:	Boiler (Facility Heat) replacement for Station 1/Fire Administration
Date:	11/15/2021
Author (email & phone):	dstockdill@spokanecity.org 509-435-7080
City Council Sponsor:	CM Lori Kinnear
Executive Sponsor:	Schaeffer
Committee(s) Impacted:	Finance/Administration
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget/Capital Plan
Strategic Initiative:	Adequate Capital Facilities and Utilities
Deadline:	As soon as possible
Outcome: (deliverables, delivery duties, milestones)	Replacement of the HVAC boiler for Station 1/Fire Administration by Pro Mechanical Services Inc.
<p>Background/History: Several years ago, the boiler that serves Fire Station 1 and Fire Administration had been identified as reaching the end of its service life. This 80% efficient, legacy boiler is the sole source of heat for both facilities. Funding for boiler replacement has been unidentified in recent-year capital plans. As a stop-gap measure, the condition of the boiler has been closely monitored each heating season and repairs have been made on an as-needed basis. The boiler is now beyond repair due to an irreparable leak in the primary heat exchanger. Due to the changing season, there is an immediate need for heat and the boiler must be replaced without delay. A 96% efficient modular boiler has been sourced as a replacement. Purchase has been coordinated with the Purchasing Department utilizing the Emergency Justification process. The Legal Department has drafted a contract with Pro Mechanical Services Inc.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> • Time Critical – Immediate replacement is necessary due to decreasing seasonal temperatures and continued supply-chain delays for equipment and components. • Mission essential – This boiler is the sole source of heat for both facilities. • Experienced Service Provider – Pro Mechanical Services Inc. is the primary contractor for maintenance and repair of the legacy HVAC system at Station 1/Fire Administration and is very familiar with the intricacies of this system. • Cost – Total cost for the new boiler and associated equipment, including 9.0% WSST, is \$132,707.50. A \$9,000 Avista rebate will be applied upfront to reduce City expenditures. 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source: Emergency</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</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>	



*The smart energy solutions company
for the Commercial building industry*

**Spokane Fire Department
Station #1
Boiler Update**

SP21-0175

Pro Mechanical Services, Inc.
4911 N. Rebecca
PO Box 6526
Spokane, WA 99217
(509) 483-1305 Main (509) 483-1805 Fax
24 Hrs. Service (509) 455-3872
Web: www.pro-msi.com

Date: 10/22/2021

To: Spokane Fire Department
1515 W 1st Ave
Spokane WA, 99201

Attn: David Stockdill

Ref: Boiler Update

Scope of Work: Complete removal and replacement of existing boiler with new Riello Array 1.5 MBTU boiler, along with 2 lead lag Taco loop pumps. Avista rebate to be signed over by owner to Pro Mechanical Services.

Inclusions:

- Demo and disposal of existing system
- Riello Array AR 1500 SS Condensing boiler
- Qty 2. Taco loop pumps
- Graphic touchscreen interface
- Venting/electrical/ gas line hook up
- Roofing
- Applicable permits

Exclusions:

- After hours work
- Building Controls
- AC upgrade/work
- Any additional upgrades required to meet code

Clarifications: All work to take place during normal business hours. Lead time on pumps is 6 weeks. Price excludes taxes.

Price: \$ 121,750.00

initial: _____

Respectfully,

Customer Name _____

Customer Signature: _____ Date: _____

Confidential


Pro Mechanical Services, Inc.
The future of Smart Energy....Today!

Service General Terms and Conditions

- 1) **ACCEPTANCE:** The acceptance of these general terms and conditions constitutes a binding contractual agreement between Pro Mechanical Services, Inc. (hereinafter known as "Contractor") and the customer requesting services and or goods (hereinafter known as "Customer") in accordance with the terms and conditions set hereinafter.

Initial

2) PRICE AND PAYMENT TERMS

- a) **Price Validity:** The proposal price(s) is valid for 30 days from issuance. Pro Mechanical Services, Inc. reserves the right to withdraw or amend the proposal at any time and is only binding after both Contractor and Customer have signed off on this contract. The proposal automatically is withdrawn for review after 30 days.
- b) **Payment Terms:** Payment is a **NET 30** from upon receipt of invoice, unless otherwise specified in a master service agreement.
- c) **Interest:** Interest will occur when the invoice ages 30 days past term. Interest will accrue at **1.5%** per month and no more than **128%** a year.
- d) ~~**Attorney's Fees:** Customer agrees to pay and reimburse Contractor for any and all attorney's fees including administration costs incurred by Contractor in an effort to collect contractual money owed under said contract.~~

3) PRICE CHANGES:

- a) **Increased Costs:** The price specified in this proposal is based upon labor, material and equipment costs ("Base Costs") in effect on the date hereof. Contractor shall be reimbursed for costs incurred in excess of Base Costs, plus reasonable overhead and profit, provided such excess costs are incurred for reasons beyond the control of Contractor. If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Contractor, then in the case of permanent unavailability, Contractor shall (a) be excused from furnishing said materials and/or equipment or (b) be reimbursed for the difference between the cost of the materials and/or equipment permanently unavailable and cost of a reasonable available substitute thereof.
- b) **Change orders:** Any extra work which is requested or required due to the condition of the building or building code changes or scope of work change, shall be performed only after a written change order is signed by the Customer upon a Contractor's change order form, and delivered to Contractor accompanied by full payment for the change order if applicable. A change order may increase or decrease the price, provided for more or less time to complete work, for more or less materials or labor and other clauses.

4) WARRANTIES AND LIMITATION ON LIABILITY:

- a) **Warranties:** Pro Mechanical Services, Inc. warrants that the equipment furnished by it shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or if installed by Contractor, for a period of one (1) year from the startup date. For equipment installed by Contractor, if Customer provides written notice to Contractor of any such defect within thirty (30) days after the appearance or discovery of such defect, Contractor shall, at its option, promptly repair or replace the defective equipment. For equipment not installed by Contractor, if Customer returns the defective equipment to Contractor within thirty (30) days after appearance or discovery of such defect, Contractor shall at its option, promptly repair or replace the defective equipment and return said equipment to Customer. All transportation charges incurred in connection with the warranty for equipment not installed by Contractor shall be borne by Customer. THESE WARRANTIES ARE IN LIEU OF OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE. Contractor assumes no responsibility for repairs made on Contractor's equipment unless done by Contractor's authorized personnel or by written authority from Contractor. Contractor makes no guarantee with respect to material not manufactured by it.
- b) **CUSTOMER'S REMEDIES:** The Customer remedies with respect to equipment found to be defective in material or workmanship shall be limited inclusively to the right of repair or replacement of such defective equipment. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR CLAIMS (BASED UPON BREACH OF IMPLIED WARRANTY) FOR ANY OTHER DAMAGES, WHETHER DIRECT, IMMEDIATE, FORESEEABLE, CONSEQUENTIAL, OR SPECIAL OR FOR ANY EXPENSES INCURRED BY REASON OF THE USE OR MISUSE OF EQUIPMENT WHICH DOES NOT CONFORM TO THE TERMS AND CONDITIONS OF ANY CONTRACT RESULTING FROM THIS PROPOSAL.

- 5) **ACT OF GOD AND DELAYS:** In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, then the completion of work shall be delayed until a later date and Contractor and Customer shall sign a change order reflecting the same. Contractor will not be held liable for any loss, injury or damage that may be caused by circumstances beyond its control. If Customer declines to sign the change order then this agreement may be terminated by Contractor where upon all sums then due to Contractor for work completed shall be immediately due and payable to Contractor.

6) TAXES AND OTHER CHARGES:

Taxes: The amount of any future sales, use, occupancy, or federal, state or local tax which the Contractor hereafter shall be obligated legally to pay, either on its own behalf or on behalf of the Customer or otherwise, with respect to the material covered by this proposal, shall be added to such prices and paid by the Customer.

- 7) **CANCELLATION AND SUSPENSION:** Any contract resulting from this proposal is subject to cancellation or instructions to suspend work only upon agreement to pay Contractor adjustment charge.

Briefing Paper (Finance/Administration)

Division & Department:	Fire
Subject:	SBO for Station 1 Fire Boiler Replacement
Date:	11/15/2021
Author (email & phone):	Paul Ingiosi, pingiosi@spokanecity.org , ext. 6061
City Council Sponsor:	CM Kinnear
Executive Sponsor:	Schaeffer
Committee(s) Impacted:	Finance/Administration
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget/Capital Plan
Strategic Initiative:	Adequate Capital Facilities and Utilities
Deadline:	As soon as possible
Outcome: (deliverables, delivery duties, milestones)	Approval of SBO for replacement of the HVAC boiler for Station 1/Fire Administration by Pro Mechanical Services Inc.
<p>Background/History: Several years ago, the boiler that serves Fire Station 1 and Fire Administration had been identified as reaching the end of its service life. This 80% efficient, legacy boiler is the sole source of heat for both facilities. Funding for boiler replacement has been unidentified in recent-year capital plans. As a stop-gap measure, the condition of the boiler has been closely monitored each heating season and repairs have been made on an as-needed basis. The boiler is now beyond repair due to an irreparable leak in the primary heat exchanger. Due to the changing season, there is an immediate need for heat and the boiler must be replaced without delay. A 96% efficient modular boiler has been sourced as a replacement. Purchase has been coordinated with the Purchasing Department utilizing the Emergency Justification process. The Legal Department has drafted a contract with Pro Mechanical Services Inc.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> Time Critical – Immediate replacement is necessary due to decreasing seasonal temperatures and continued supply-chain delays for equipment and components. Mission essential – This boiler is the sole source of heat for both facilities. Experienced Service Provider – Pro Mechanical Services Inc. is the primary contractor for maintenance and repair of the legacy HVAC system at Station 1/Fire Administration and is very familiar with the intricacies of this system. Cost – Total cost for the new boiler and associated equipment, including 9.0% WSST, is \$132,707.50. A \$9,000 Avista rebate will be applied upfront to reduce City expenditures. Unappropriated reserves from the Asset Management Capital fund would be used for replacement purchase. 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source: Emergency</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</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>	

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 Asset Management 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 Asset Management Fund, and the budget annexed thereto with reference to the Asset Management Fund, the following changes be made:

- (1) Increase appropriation by \$133,000.
- (A) \$133,000 of the increased appropriation is provided solely for emergency capital outlay and machinery & equipment expenses.
- (B) The increase in appropriation is from the Asset Management Fund's Unappropriated Reserves.

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 purchase a replacement boiler for Fire Station 1, 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:	Office of Performance Management/Project Management Office
Subject:	Contract Amendment for PMO Consulting Services
Date:	11/01/2021
Author (email & phone):	Dusty Fredrickson, PMO - Sr. Project Manager, x-6482
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	Tonya Wallace, City Chief Financial Officer
Committee(s) Impacted:	Finance & Administration
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This agenda item directly supports the completion of the eSuite Legal Case Management solution.
Strategic Initiative:	Safe and Healthy
Deadline:	12/31/2021
Outcome: (deliverables, delivery duties, milestones to meet)	Committee approval of the following: 1) Extension of SC 2017-0876 through the end of 2022 2) Allocation of PMO (5750) Contractual Services budget to fund the extension
Background/History: Volt has been a key strategic partner in providing scarce skill-setted resources critical to the successful completion of the eSuite Legal Case Management solution. Funding this contract for 2022 will allow the eSuite project to retain: 1) Project Management capacity necessary to support the project's complexity and size 2) Business/Technical Analyst capacity to complete technically complex project deliverables Without these resources, and their skill-sets, the eSuite project team will lose valuable content knowledge, as well as, team capacity that will put the project's completion at risk.	
Executive Summary: Requesting approval use \$240,000 of PMO 2022 Contractual Services to fund Volt Contract 2017-0876 in 2021 for: <ul style="list-style-type: none"> • Project Management Services: \$140,000 @ \$72/hour • Business/Technical Analyst Services: \$100,000 @ \$52/hour This amount will be funded via the PMO's internal services departmental allocation model.	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: <div style="display: flex; justify-content: center; gap: 20px;"> <input checked="" type="checkbox"/> <input type="checkbox"/> </div>	

Consistent with current operations/policy?

Yes

No

Requires change in current operations/policy?

☐

Yes

☐

No

Specify changes required:

Known challenges/barriers:



City of Spokane

CONTRACT AMENDMENT

Title: **PROJECT MANAGEMENT CONTRACTOR**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **VOLT WORKFORCE SOLUTIONS**, whose address is 1420 North Mullan Road, Suite 110, Spokane Valley, Washington 99206 as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide for the City a Project Management Contractor to assist the Project Management Officer by Supporting and Managing Priority Projects for the City; and

WHEREAS, the original Contract needs to be formally Amended to increase funds for Project Management Services in support of the Incapsulate CRM Replacement Project; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated December 15, 2017, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Amendment shall become effective on January 1, 2022 and shall run through December 31, 2022.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **TWO HUNDRED FORTY THOUSAND AND NO/100 DOLLARS (\$240,000.00)** including tax, for everything furnished and done under this Contract Extension.

4. DEBARMENT AND SUSPENSION.

The Company 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.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

VOLT WORKFORCE SOLUTIONS

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:
Certification Regarding Debarment

21-222

**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. I understand that a false statement of this certification may be grounds for termination of the contract.

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date (Type or Print)

Briefing Paper

Finance & Administration Committee

Division & Department:	Office of Performance Management/Project Management Office
Subject:	Contract Extension for Infinite Innovations
Date:	11/1/2021
Author (email & phone):	Dusty Fredrickson, PMO - Sr. Project Manager, dfredrickson@spokanecity.org , ext. 6482
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	Tonya Wallace, City Chief Financial Officer
Committee(s) Impacted:	Finance Committee
Type of Agenda item:	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This agenda item supports the completion of the eSuite Legal Case Management solution.
Strategic Initiative:	Safe and Healthy
Deadline:	12/31/2021
Outcome: (deliverables, delivery duties, milestones to meet)	Committee approval of the following: 1) Extension of SC 2020-0028 through the end of 2022 2) Allocation of PMO (5750) Contractual Services budget to fund the extension
<p><u>Background/History:</u> Infinite Innovations has been providing critical capacity to the ITSD Legal Case Management team for the purpose of: 1) Providing JustWare operational support and maintenance 2) Completing critical path activities for the eSeries project</p> <p>Extending this contract and funding will continue to provide the ITSD and eSeries teams with critical skill set capacity that helps ensure JustWare production support and eSeries project timelines are successful.</p> <p>Without this additional capacity, the ITSD team will be unable to support eSeries to the level required putting the project's completion at risk.</p>	
<p><u>Executive Summary:</u> Requesting approval to: 1) Extend SC 2020-0028 from December 31st, 2021 to December 31st, 2022 2) Use \$122,700 of PMO Contractual Services budget to fund SC 2020-0028 in 2022</p> <p>This amount will be funded via the PMO's internal services departmental allocation model.</p>	
<p><u>Budget Impact:</u> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	



Requires change in current operations/policy?

Yes



No

Specify changes required:

Known challenges/barriers:



City of Spokane

CONTRACT EXTENSION

Title: **BUSINESS ANALYSIS SOFTWARE
DEVELOPMENT AND SUPPORT**

This Contract Extension is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **INFINITE INNOVATIONS, LLC**, whose address is 8390 North Hayden, Idaho, 83835 ("Company"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Company agreed to provide business analysis software development application with server support and quality assurance for the City of Spokane's Justware e-Series System, and

WHEREAS, the Contract time for performance needs to be extended, thus the original Contract needs to be formally extended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated January 8, 2020, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE TERM.

This Contract Extension shall become effective on January 1, 2022 and shall end on December 31, 2022.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **ONE HUNDRED TWENTY-TWO THOUSAND SEVEN HUNDRED AND NO/100 DOLLARS (\$122,700.00)**, and applicable tax, for everything furnished and done under this Contract Extension. This is the maximum amount to be paid under this Extension, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Extension by having legally-binding representatives affix their signatures below.

INFINITE INNOVATIONS, LLC

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

21-224

Briefing Paper

Finance and Administration Committee

Division & Department:	Finance, Fleet Services
Subject:	Lease of a Ford Ranger for Code Enforcement
Date:	November 15, 2021
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Betsy Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: Code Enforcement would like to lease a Ford Ranger from Enterprise Services. Lease amount is \$516.54 monthly.	
Executive Summary: The Ford Ranger will replace a unit that has reached the end of its economic life. We recommend approval for the lease a Ford Ranger for the Code Enforcement Department. Funding for this is included in the department's budget.	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance and Administration Committee

Division & Department:	Finance, Fleet Services
Subject:	Lease of a Ford Ranger for RPWRF
Date:	November 15, 2021
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Betsy Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: RPWRF would like to lease a Ford Ranger from Enterprise Services. Lease amount is \$516.54 monthly.	
Executive Summary: The Ford Ranger will replace a unit that has reached the end of its economic life. We recommend approval for the lease a Ford Ranger for the RPWRF Department. Funding for this is included in the department's budget.	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance & Administration Committee

Division & Department:	Public Works, 4100 Water & Hydroelectric Services and 4310 Wastewater Maintenance
Subject:	Precast Concrete Products – Value Blanket
Date:	15 November 2021
Author (email & phone):	Steve Burns, sburns@spokanecity.org , 625-7840
City Council Sponsor:	Councilmember Wilkerson
Executive Sponsor:	Marlene Feist, 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 is available in the Water & Hydroelectric Services' and Wastewater Maintenance department budgets.
Strategic Initiative:	Innovative Infrastructure, Safe & Healthy
Deadline:	This order is needed as promptly as possible to support competitive procurement; departments are currently buying product on a 'spot buy' basis.
Outcome: (deliverables, delivery duties, milestones to meet)	This value blanket will support the Public Works' construction and maintenance season by facilitating the competitive purchase of these products on an as-needed basis.
<p>Background/History: <i>RFQ #5516-21 was issued to 55 contacts via the City's electronic bidding portal on September 17, 2021 for Precast Concrete Products – Value Blanket. One quote was received by the closing deadline on October 28, 2021. Award is recommended to CDA Redi Mix & Precast, Inc. (Coeur d'Alene, ID) as the low responsive, responsible bidder.</i></p> <p><i>This value blanket will be valid for an initial five (5) year term with no renewal options. Total term spend is estimated at \$250,000.00 including tax; total compensation shall be based on the unit prices accepted and the volume purchased by the City.</i></p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> <i>Award recommended to CDA Redi Mix & Precast, Inc. (Coeur d'Alene, ID) as low responsive, responsible bidder</i> <i>Five-year value blanket with no renewal options not to exceed a total term of five years</i> <i>Total term spend estimated at \$250,000.00 including tax</i> 	
<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: Water and Wastewater Maintenance Warehouse Inventory Budgets</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 - PURCHASING DEPARTMENT

QUOTE TABULATION

Quote Number	5516-21
Description	Precast Concrete Products
	CDA Redi Mix & Precast, Inc.
City #B3638-9x36 Concrete Meter Box Ring, 9" x 36", Qty. 288	\$ 21,888.00
City #B3638-Bttm Concrete Meter Box Bottom Ring, Qty. 72	\$ 5,472.00
City #B3639-9x34 Concrete Meter Box Cone, 9" x 34", Qty. 80	\$ 6,080.00
City #B3640-4x36 Concrete Meter Box Half Ring, 4" x 36", Qty. 12	\$ 876.00
City #B3636-1 Concrete Riser Ring, 1" x 36", Qty. 1	\$ 31.00
City #B3636-2 Concrete Riser Ring, 2" x 36", Qty. 106	\$ 3,498.00
City #B3636-3 Concrete Riser Ring, 3" x 36", Qty. 90	\$ 3,150.00
City #B3636-4 Concrete Riser Ring, 4" x 36", Qty. 45	\$ 1,665.00
Subtotal	\$ 42,660.00
Sales Tax (9%)	\$ 3,839.40
Quote Total	\$ 46,499.40

PLEASE NOTE THIS TABULATION IS NOT AN INDICATION OF AWARD RECOMMENDATION. CRITERIA, IN ADDITION TO PRICE, ARE EVALUATED TO DETERMINE RESPONSIVE QUOTE MEETING SPECIFICATIONS.

Briefing Paper

Finance and Administration

Division & Department:	Community and Economic Development, Parking Services
Subject:	Contract for Multi-Space Pay Stations
Date:	November 15, 2021
Author (email & phone):	Kris Becker, kbecker@spokanecity.org , 509-625-6392
City Council Sponsor:	Karen Stratton
Executive Sponsor:	Kris Becker
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)	2019 Downtown Parking Study
Strategic Initiative:	Finance and Administration
Deadline:	November 15, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	1.) Increase customer satisfaction with Paid Parking Equipment in the Spokane Paid Parking Zones. 2.) Provide multiple payment options to parking customers (contactless, mobile, coin). 3.) Replace aging meters with new technologically advanced kiosks that integrates with new parking management systems.
Background/History: <p>This contract was originally passed in August 2020; however, Cale America, Inc. wanted to add industry standard language to the Indemnification and Liquidated Damages sections. The monetary amounts did not change and the expected purchase order did not change.</p> <p>RFP# 5207-19 went out after the 2019 Downtown Parking Study was completed to ask for paid parking equipment services, including installation and ongoing support. Cale America, Inc. dba Flowbird, was chosen for multi-space pay station services and will work with the City to implement the first phase of installments. The CWT Touch will offer different methods for customer payment including contactless, card, and mobile payment. Payment for the CWT Touch and services will be priced per unit.</p>	
Executive Summary: Contract with Cale America, Inc. dba Flowbird, to purchase, install, and provide support for CWT Touch devices for Parking.	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reoccurring monthly expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: TBD Other budget impacts: TBD	
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: n/a	

Known challenges/barriers: n/a



City of Spokane

PUBLIC WORKS AGREEMENT

**Title: PAID PARKING EQUIPMENT
MULTIPLE SPACE PAY STATIONS**

This Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **CALE AMERICA, INC.**, whose address is 13190 56th Court, Suite 401, Clearwater, Florida 33760 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

PERFORMANCE/SCOPE OF WORK. The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization and other items of work and costs necessary for the proper execution and completion of the work described in the specifications entitled *Paid Parking Equipment Multiple Space Pay Stations with Installation Option*, selected via RFP 5207-19, which is attached as Exhibit B, Contractor's Proposal RFP 5207-19 Paid Parking Equipment, attached as Exhibit C, Information System Security, attached as Exhibit D, Technical Compliance Response, attached as Exhibit E, Compliance Matrix, attached as Exhibit F, Contractor's Costs and Fees, attached as Exhibit G, and Contractor's Service Level Agreement, attached as Exhibit H. In the event of a discrepancy between the documents this City Contract controls.

1. **CONTRACT DOCUMENTS.** The Contract Documents are this Contract, the Contractor's completed bid proposal form, Contractor's Response to Request for Proposal, the contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders and subsurface boring logs (if any). These contract documents are on file in the Parking Services Department, and are incorporated into this Contract by reference as if they were set forth at length. In the event of a conflict, or to resolve an ambiguity or dispute, federal and state requirements supersede this Contract, and this Contract supersedes the other contract documents.

3. **TERM.** The term of this Contract begins on August 1, 2021, and ends on July 31, 2026, unless amended by written agreement or terminated earlier under the provisions.

4. **TERMINATION.** Either party may terminate this Contract by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and performed prior to the termination date.

5. COMPENSATION/PAYMENT.

- A. COMPENSATION. Total compensation for Contractor's services under this Contract shall be a maximum amount not to exceed **TWO MILLION NINE HUNDRED THIRTY-TWO THOUSAND AND NO/100 DOLLARS (\$2,932,000.00)**, including sales tax if applicable, unless modified by a written amendment to this Contract. This is the maximum amount to be paid under this Contract 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 Contract.

If City chooses CWT Touch, Cale America, Inc. dba Flowbird, will provide credit in the amount of \$500 per kiosk for the 10 Strada machines currently in-use by the City for a total credit of \$5,000.00.

- B. PAYMENT. The Contractor will send its applications for payment to the Community and Economic Development Department, Third Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. All invoices should include the Department Contract No. "OPR XXXX-XXXX" and an approved L & I Intent to Pay Prevailing Wage number. The final invoice should include an approved Affidavit of Wages Paid number. Payment will not be made without this documentation included on the invoice. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law

6. WAGES. Retainage, prevailing wage and bonds only applies to the portion of the contract that involves removal/install.

The Contractor and all subcontractors will submit a "Statement of Intent to Pay Prevailing Wages" certified by the industrial statistician of the Department of Labor and Industries, prior to any payments. The "Statement of Intent to Pay Prevailing Wages" shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Each voucher claim submitted by the Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the "Statement(s) of Intent to Pay Prevailing Wages" on file with the City. Prior to the payment of funds held under RCW 60.28, the Contractor and subcontractors must submit an "Affidavit of Wages Paid" certified by the industrial statistician.

7. STATEMENT OF INTENT TO PAY PREVAILING WAGES TO BE POSTED. The Contractor and each subcontractor required to pay the prevailing rate of wages shall post in a location readily visible at the job site: (1) a copy of a "Statement of Intent to Pay Prevailing Wages" approved by the industrial statistician of the State Department of Labor and Industries; and (2) the address and telephone number of the industrial statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made.

8. RETAINAGE IN LIEU OF BONDS. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. In lieu of a one hundred percent (100%) payment/performance bond (for the cost of removal and installation), in accord with RCW 39.08.010, the City shall retain ten percent (10%) of the cost of removal and installation of the contract sum for thirty (30) days after date of final acceptance or until receipt of required releases and settlement of any liens filed under

Chapter 60.28 RCW, whichever is later.

9. PUBLIC WORKS REQUIREMENTS. The Contractor and each subcontractor are required to fulfill the Department of Labor and Industries Public Works and Prevailing Wage Training Requirement under RCW 39.04.350. The contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify the responsibility criteria listed in RCW 39.04.350(1) for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria. This verification requirement, as well as responsibility criteria, must be included in every public works contract and subcontract of every tier.

10. INSURANCE. During the period of the Contract, the Contractor shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

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 and Employer's Liability Insurance 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 include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Contractor's services to be provided under this Contract;

i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of \$1,000,000, in order to meet the insurance coverage limits required in this Contract; 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 and non-owned vehicles; and

D. Property Insurance if materials and supplies are furnished by the Contractor. The amount of the insurance coverage shall be the value of the materials and supplies of the completed value of improvement. Hazard or XCU (explosion, collapse, underground) insurance should be provided if any hazard exists.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) 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 Contractor's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) 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.

11. INDEMNIFICATION. The Contractor 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 Contractor's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Contractor 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 Contractor'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 Contractor, its agents or employees. The Contractor specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Contractor's own employees against the City and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Contractor 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. Neither party shall be liable to the other party for consequential (which shall be deemed to include but not be limited to lost parking revenue), incidental, exemplary or special damages of any nature and under any legal theory. Contractor's total liability to Client in connection with or as arising under this Agreement shall be limited to 25% of the total price set forth in the Pricing Schedule. This paragraph shall survive termination of this Agreement.

12. CONTRACTOR'S WARRANTY. The Contractor's warranty for all work, labor and materials shall be in accordance with the contract documents.

13. SUBCONTRACTOR RESPONSIBILITY.

A. The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the City, the Contractor shall promptly provide documentation to the City demonstrating that the subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.

B. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable, have:
 - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title

- 51 RCW;
- b. A Washington Employment Security Department number, as required in Title 50 RCW;
- c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
- d. An electrical contractor license, if required by Chapter 19.28 RCW;
- e. An elevator contractor license, if required by Chapter 70.87 RCW.
- 4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

C. All Contractors and subcontractors are required to comply with the Spokane Municipal Code (SMC). In accordance with Article X, 7.06 SMC, Public Works Apprentice Program, for public works construction projects as defined in RCW 39.04.010 with an estimated cost of six hundred thousand dollars (\$600,000.00) or more, at least fifteen (15%) percent of the total contract labor project (all contractor and subcontractor hours) shall be performed by apprentices enrolled in a state-approved apprenticeship program.

- 1. The utilization percentage requirement of apprenticeship labor for public works construction contracts shall also apply to all subcontracts which value exceeds one hundred thousand dollars (\$100,000), provided there is a state-approved apprenticeship program for the trade for which a subcontract is issued (see, SMC 7.06.510).
- 2. Each subcontractor which this chapter applies is required to execute a form, provided by the city, acknowledging that the requirements of Article X 07.06 SMC are applicable to the labor hours for the project.
- 3. Each subcontractor is required to submit by the 15th of each month, a City of Spokane Statement of Apprentice/Journeyman Participation form for worked performed the previous month.

14. 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 Contract 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 Contractor 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 Contractor.

15. EXECUTIVE ORDER 11246.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training,

- including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
 - C. The Contractor will send each labor union, or representative of workers with which it has a collective bargaining contract or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - D. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
 - F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part, and the Contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 - G. The Contractor will include the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, HOWEVER, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as the result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

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. LIQUIDATED DAMAGES. Liquidated damages shall be in accordance with the contract documents. Both parties will agree that the annual liquidated damages shall be limited to the amount paid or due to the Firm by the City during a one-year period except in

the initial 12-month period of this Agreement where liquidated damages shall be limited to 30% of the amount paid or due to the Firm by the City during the initial 12-month period of this Agreement.

18. ASSIGNMENTS. The Contractor may not assign, transfer or sublet any part of the work under this Contract, or assign any monies due, without the written approval of the City, except as may be required by law. In the event of assignment of accounts or monies due under this Contract, the Contractor specifically agrees to give immediate written notice to the City Administrator, no later than five (5) business days after the assignment.

19. 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 Contract shall have or acquire any interest in the Contract, 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 the Contract.

20. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations that are incorporated herein by reference.

21. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

22. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

23. AUDIT / RECORDS. The Contractor and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Contractor and its subcontractors 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 Contract, the federal law shall prevail.

24. 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 Contractor shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Contractor 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.

25. CONSTRUAL. The Contractor acknowledges receipt of a copy of the contract documents and agrees to comply with them. The silence or omission in the contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

26. MODIFICATIONS. The City may modify this Contract and order changes in the work whenever necessary or advisable. The Contractor will accept modifications when ordered in writing by the Director of Engineering Services, and the Contract time and compensation will be adjusted accordingly.

27. **INTEGRATION.** This Contract, including any and all exhibits and schedules referred to herein or therein set forth the entire Agreement and understanding between the parties pertaining to the subject matter and merges all prior agreements, negotiations and discussions between them on the same subject matter.

28. **FORCE MAJEURE.** Neither party shall be liable to the other for any failure or delay in performing its obligations hereunder, or for any loss or damage resulting therefrom, due to: (1) acts of God or public enemy, acts of government, riots, terrorism, fires, floods, strikes, lock outs, epidemics, act or failure to act by the other party, or unusually severe weather affecting City, Contractor or its subcontractors, or (2) causes beyond their reasonable control and which are not foreseeable (each a "Force Majeure Event"). In the event of any such Force Majeure Event, the date of delivery or performance shall be extended for a period equal to the time lost by reason of the delay.

29. **KEY PERSONS.** The Contractor shall not transfer or reassign any individual designated in this Contract as essential to the Work, nor shall those key persons, or employees of Contractor identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Contractor's employment, the Contractor shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Contractor from its obligations under this Contract.

CALE AMERICA, INC.

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Contract:

Exhibit A - Certification Regarding Debarment

Exhibit B – RFP 5207-19

Exhibit C – Contractor's Proposal RFP 5207-19 Paid Parking Equipment

Exhibit D – Information System Security

Exhibit E – Technical Compliance Response

Exhibit F – Compliance Matrix

Exhibit G – Contractor's Costs and Fees
Exhibit H - Service Level Agreement

21-094b

EXHIBIT 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. I understand that a false statement of this certification may be grounds for termination of the contract.

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date (Type or Print)

EXHIBIT B

EXHIBIT C

EXHIBIT D

EXHIBIT E

EXHIBIT F

EXHIBIT G

EXHIBIT H



City of Spokane

CONTRACT RENEWAL 2 of 4

Title: **FEDERAL LOBBYING SERVICES**

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **DESIMONE CONSULTING GROUP**, whose address is 1301 Second Avenue, Suite 2850, Seattle, WA 98101, as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide Federal Lobbying Services to the City; and

WHEREAS, the Request for Proposal called for four (4) additional one (1) year renewals with this being the second of those renewals.

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated April 10, 2020 and May 6, 2020, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Renewal shall become effective on January 1, 2022 and shall end on December 31, 2022.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **EIGHTY THOUSAND AND 00/100 DOLLARS, (\$80,000)** for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

4. 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.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Renewal by having legally-binding representatives affix their signatures below.

DESIMONE CONSULTING GROUP

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Attachment A – Certification Regarding Debarment

**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. I understand that a false statement of this certification may be grounds for termination of the contract.

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date (Type or Print)

Briefing Paper

FINANCE AND ADMINISTRATION

Division & Department:	City Council									
Subject:	Write off of Accounts Receivable									
Date:	10-27-2021									
Contact (email & phone):	Michelle Murray mmurray@spokanecity.org 509-625-6320									
City Council Sponsor:	CM Wilkerson									
Executive Sponsor:	Michelle Murray									
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:										
Strategic Initiative:										
Deadline:										
Outcome: (deliverables, delivery duties, milestones to meet)	Approval to write off of Accounts Receivable in the amount of \$133,370.37 which consists of \$85,231.00 principal and \$48,139.37 interest/late fees.									
Background/History:										
<p><u>Executive Summary:</u></p> <p>In 2012 the City of Spokane Parking Department contracted with Duncan Solutions to provide a software platform to issue parking infractions from hand held devices. With changing technology the City first went to meters that accepted debit cards and credit cards. Then in 2014 the City explored and launched a software application to allow payment to be made via smartphones. The City contracted through Duncan Parking Technologies (a Division of Duncan Solutions) with a 3rd party called Locomobi who then breached the contract and quit remitting revenue to the City. The City has attempted collections since 2017 and filed claims (outlined in the attached memo) in Canada and Delaware. Locomobi is no longer solvent and collection of the revenue due is unlikely.</p> <p>The City is requesting approval for the accounts receivable associated the uncollectable parking revenue to be written off to bad debt expense in the Parking Services Fund.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Principal</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 70%;">85,231.00</td> </tr> <tr> <td>Interest/Late fees</td> <td style="text-align: right;">\$</td> <td style="border-bottom: 1px solid black;">48,139.37</td> </tr> <tr> <td>Total Write off</td> <td></td> <td>\$1,33,370.37</td> </tr> </table>		Principal	\$	85,231.00	Interest/Late fees	\$	48,139.37	Total Write off		\$1,33,370.37
Principal	\$	85,231.00								
Interest/Late fees	\$	48,139.37								
Total Write off		\$1,33,370.37								
Budget Impact:										
TOTAL COST:										
Approved in current year budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A									
Annual/Reoccurring expenditure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A									
If new, specify funding source:										
Other budget impacts: (revenue generating, 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:										

Memo

To: Mayor Woodward
From: Michelle Murray
Cc: Tonya Wallace, CFO
Johnnie Perkins, City Administrator
Paul Ingiosi, Budget Director
Date: October 27, 2021
Re: Write off of Locomobi Accounts Receivable

Request: Staff requests approval to write-off \$133,370.37 in monies owed the City. This will result in an expense in the Parking Meter Fund.

Background: Parking services payment platform(s) has dramatically changed in the way payments can be made to for parking. Over the past decade, most cities are eliminating coin payments and are going to forms of electronic parking payments from smartphones and or Kiosks.

The City's Parking Services Department had success with meters that would accept debit and credit cards. Following this success and advancing technology, the City offered payment services through a mobile application in addition to payment at a meter. The City contracted with Locomobi, a 3rd party vendor that could provide an interface with the City's primary parking platform, Duncan Parking Technologies (a division of Duncan Solutions).

The City launched the new mobile parking application in late 2014. The payment process involved drivers paying via the smartphone application whereby the driver created a profile and entered a credit card to be charged. The credit card companies would then remit the payment to Locomobi, who would then remit the funds to the City. In June of 2015, the City started to see an increase in parking revenue larger than originally anticipated.

However, in June of 2016, the City's Accounting Department notified the Director of Parking Services that the City was not receiving payments from Locomobi. The Parking Services Director contacted the CEO of Locomobi concerning no remittance of payments. Several telephone conferences were held between the CEO and their accounting department regarding the funds owed to the City. The City established a payment plan for Locomobi. However, they failed to comply. Following the last payment received in February 2017, the City suspended any further use of the application. The City contacted Duncan Solutions and informed them of Locomobi's breach of contract. Duncan Solutions exercised legal action to collect against Locomobi.

In 2018, a judgment was obtained against Locomobi in Canada. Canadian counsel proceeded with collection efforts. Since that time, Locomobi filed bankruptcy in Canada. A claim has been filed for a judgement for the parking monies owed the City. Locomobi filed an assignment for the benefit of creditors in Delaware bankruptcy court. A City claim has also been filed in the Delaware action.

Conclusion/Recommendation: Locomobi is no longer operating and solvent. The likelihood of the City recovering any outstanding debt related to the collection of parking revenue owed is unlikely.

Staff recommends writing off the receivable in the amount of \$133,370.37 in the Parking Meter Fund, comprised of \$85,231.00 in principal and \$48,139.37 in penalties and interest.

Briefing Paper

Division & Department:	City Council
Subject:	Departmental structure amendments
Date:	November 4, 2021
Author (email & phone):	Council President Beggs (bbeggs@spokanecity.org 625-6254)
City Council Sponsor:	Council President Beggs
Executive Sponsor:	N/A
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)	Charter section 25 (“Administrative departments shall be created or discontinued by the city council at the time of the adoption of the annual budget, as the public business may demand. The rights, powers, and duties of the departments shall be prescribed, distributed, assigned, established, or discontinued by ordinance.”); SMC 03.01A.205 (“Except as otherwise provided, the departments and offices listed in this chapter shall have all the rights and powers granted and duties imposed by authority of the laws of the state and the charter and ordinances of the City now existing or subsequently adopted, subject to the general supervision and control of the mayor.”)
Strategic Initiative:	Sustainable Resources (“To make sustainable financial decisions that support strategic goals, deliver excellent customer service, and contribute to economic prosperity”)
Deadline:	Will file for Council consideration following committee meeting.
Outcome: (deliverables, delivery duties, milestones to meet)	Streamlining and updating department organizational purposes, duties, functions, and structure in the Community and Economic Development Services, Development Services, Code Enforcement, Parking Services, Water, Hydroelectric Services, and Police Departments.
<ol style="list-style-type: none"> 1. The current description of the purposes and goals of the Community and Economic Development Services Department is overly broad, so the City Council desires to amend the municipal code to add a higher level of specificity in the purposes and goals of the department. 2. To implement the 2021 City of Spokane Budget which included funding for the new position of Civil Rights Officer, and to establish greater levels of emphasis and significance in the areas of civil rights, equity, and inclusion, the City Council intends to establish a new Office of Civil Rights, Equity, and Inclusion by adopting a new section in the Spokane Municipal Code as a part of the Community and Economic Development Division. 	

3. Currently, development services, code enforcement and parking are combined under one department, and the City Council sees benefit in restoring parking services into a stand-alone, department.
4. Currently, Water and Hydroelectric Services are combined under one department, and the City Council sees benefit to placing Hydroelectric Services, which operates the Upriver Dam, into a new, stand-alone, department to match the new operational strategy of using a new senior level person to direct hydroelectric operations.
5. Currently, there are a multitude of departments within the Spokane Police Department, which the City Council wishes to streamline and align with a prior court ruling in fire services, by combining functions of the Police Business Services, Police Field Operations, Police Investigations, and Police Accountability and Administration departments back into the overall Spokane Police Department organization by repealing the municipal code sections which established those departments.

Budget Impact:

Approved in current year budget? ☐ Yes ☒ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source: N/A

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

Operations Impact:

Consistent with current operations/policy? ☐ Yes ☒ No

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

Specify changes required: N/A

Known challenges/barriers: N/A

ORDINANCE NO. C-_____

An ordinance amending the duties and functions of the community and economic development services department; amending section 03.01A.367 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the current description for the Community and Economic Development Services Department is overly broad; and

WHEREAS, the City Council desires to add a greater level of specificity to the functions of the Community and Economic Development Services department.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 03.01A.367 of the Spokane Municipal Code is amended to read as follows:

Section 03.01A.367 Community and Economic Development Services

- A. The division of community and economic development services administers a wide range of planning, design, economic development, historical preservation and business support services to promote comprehensive growth and community initiatives with a primary purpose of growing and enhancing existing City of Spokane businesses. This includes serving as liaison to local tribes, public development authorities, business improvement districts, neighborhood business associations and regional economic development organizations.
- B. The division director of community and economic development services is responsible for the leadership and management of the division and various departments under the supervision of the division.

Section 2. That this ordinance shall be effective either 30 days after its adoption or upon the adoption of the 2022 City of Spokane Budget, whichever is the later to occur, pursuant to Section 19B of the City Charter.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

DRAFT

ORDINANCE NO. C-_____

An ordinance establishing an office of civil rights, equity, and inclusion within the community and economic development services division; adopting a new section 03.01A.252 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the 2021 City of Spokane Budget included the new position of Civil Rights Officer; and

WHEREAS, the City Council seeks to establish a greater level of emphasis and significance in the areas of Civil Rights, Equity and Inclusion; and

WHEREAS, in accordance with Section 25 of the City of Spokane Charter, Administrative departments shall be created by the City Council at the time of the adoption of the annual budget.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That there is adopted a new section 03.01A.252 of the Spokane Municipal Code to read as follows:

Section 03.01A.252 Office of Civil Rights, Equity and Inclusion

- A. The Office of Civil Rights, Equity and Inclusion is established to provide citywide leadership and guidance in the areas of civil rights, equity and inclusion. It shall promote the removal of historical and existing barriers to access to services within the boundaries of The City of Spokane and work to eliminate discrimination in housing, employment, and public accommodations for all people; receive, oversee investigations and resolve complaints of discrimination not under the jurisdiction of other government entities; recommend policies to all departments and divisions of City government in matters affecting civil rights, equity and inclusion; recommend implementation plans for such programs and policies; and promote awareness within City government and the City of Spokane through public education and outreach.
- B. This Office is a new department with the organization structure of the City of Spokane and will be part of the Community and Economic Development Services Division. The head of the Office of Civil Rights, Equity and Inclusion will be a Director level position within the organization.

Section 2. That this ordinance shall be effective either 30 days after its adoption or upon the adoption of the 2022 City of Spokane Budget, whichever is the later to occur, pursuant to Section 19B of the City Charter.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

ORDINANCE NO. C-_____

An ordinance re-aligning parking services into its own stand-alone department; amending section 03.01A.520; adopting a new section 03.01A.254 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the current organization structure has development services, code enforcement and parking combined under one department; and

WHEREAS, the City Council sees benefit in separating these functions into two separate departments; and

WHEREAS, in accordance with Section 25 of the City of Spokane Charter, Administrative departments shall be created by the City Council at the time of the adoption of the annual budget.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 03.01A.253 of the Spokane Municipal Code is amended to read as follows:

Section 03.01A.253 Development Services Center and Code Enforcement

A. The development services center and code enforcement department performs the following functions:

1. Reviews and approves plans, issues building and occupancy permits and inspects building projects for compliance with building and other construction codes. It also enforces land use regulations and works with various city, county and state agencies in the regulation of property use requirements,
2. Coordinates the activities of the other City departments and local and regional agencies in the investigation and resolution of violations of the public health and safety laws, and has authority to issue civil infractions to enforce public health and safety laws under the municipal code.

~~((3. Coordinates the operation of parking services provided by the city including parking enforcement.))~~

B. The building official is appointed by the mayor.

Section 2. That there is adopted a new section 03.01A.254 of the Spokane Municipal Code to read as follows:

Section 03.01A.254 Parking Services Department

The parking services department coordinates the operation of parking services provided by the city including parking enforcement.

Section 3. That this ordinance shall be effective either 30 days after its adoption or upon the adoption of the 2022 City of Spokane Budget, whichever is the later to occur, pursuant to Section 19B of the City Charter.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

ORDINANCE NO. C-_____

An ordinance streamlining the organization of the Spokane Police Department; repealing sections 03.01A.375, 03.01A.385, 03.01A.390, and 03.01A.400 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the City Council wishes to streamline the Spokane Police Department and reduce the number of departments within the broader Spokane Police Department to continue to support the functions and work of the Police Department; and

WHEREAS, in accordance with Section 25 of the City of Spokane Charter, Administrative departments shall be discontinued by the City Council at the time of the adoption of the annual budget.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 03.01A.375 of the Spokane Municipal Code is repealed in its entirety.

Section 2. That section 03.01A.385 of the Spokane Municipal Code is repealed in its entirety.

Section 3. That section 03.01A.390 of the Spokane Municipal Code is repealed in its entirety.

Section 4. That section 03.01A.400 of the Spokane Municipal Code is repealed in its entirety.

Section 5. That this ordinance shall be effective either 30 days after its adoption or upon the adoption of the 2022 City of Spokane Budget, whichever is the later to occur, pursuant to Section 19B of the City Charter.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

DRAFT

ORDINANCE NO. C-_____

An ordinance re-aligning hydroelectric services into a new, stand-alone department; amending section 03.01A.520 and adopting a new section 03.01A.521 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the current organization structure has Water and Hydroelectric Services combined under one department; and

WHEREAS, the City Council sees benefit in separating these functions into two separate departments; and

WHEREAS, in accordance with Section 25 of the City of Spokane Charter, Administrative departments shall be created by the City Council at the time of the adoption of the annual budget.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 03.01A.520 of the Spokane Municipal Code is amended to read as follows:

Section 03.01A.520 Water Department

The water ((and hydroelectric services)) department operates and maintains the public water supply system, including fire protection via public fire hydrants((, and hydroelectric generating plant)).

Section 2. That there is adopted a new section 03.01A.521 of the Spokane Municipal Code to read as follows:

Section 03.01A.521 Hydroelectric Services Department

The Hydroelectric Service Department operates and maintains the hydroelectric generating plant.

Section 3. That this ordinance shall be effective either 30 days after its adoption or upon the adoption of the 2022 City of Spokane Budget, whichever is the later to occur, pursuant to Section 19B of the City Charter.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

DRAFT

ORDINANCE NO. C-_____

An ordinance providing for public web posting of records responsive to public records requests; enacting a new chapter 01.09 and a new section 03.10.080 of the Spokane Municipal Code.

WHEREAS, the state public records act is a crucial mechanism for ensuring that members of the public know what their government is doing, so that the people can remain informed and in control of the government institutions they have created; and

WHEREAS, the City of Spokane must ensure the greatest possible transparency in its operations, as an essential method for building, maintaining, and enhancing the public's trust in our local government; and

WHEREAS, the City can reduce or eliminate burdens of time and expense for each public records requester, and can eliminate costly and duplicative repeated requests for records by ensuring that all responses to records requests are posted on the web; and

WHEREAS, the Spokane Police Department's Internal Affairs Division had previously posted completed investigation reports online in their entirety, but terminated that practice in 2016 in favor of posting summaries of the investigations rather than actual investigation reports and documents; and

WHEREAS, since that time, Police Department staff have not been able to keep up with the timely posting of internal affairs investigation summaries; and

WHEREAS, the Police Department currently posts all use of force reports online on the City of Spokane's website; and

WHEREAS, the Office of Police Ombudsman has requested that Internal Affairs complaints, investigations, and body camera footage be posted publicly on the City of Spokane's website; and

WHEREAS, the Police Department has access to software which it can use to speed up the process of redacting complaints and investigations and the rest of the City departments should be able to access that same type of software to accelerate the process of redacting documents which are responsive to public records requests; and

WHEREAS, enhanced transparency of City of Spokane actions and governance is a continual request of Spokane residents and is just good governance; and

WHEREAS, the Washington Public Records Act (“PRA”) contains several exemptions for records of agency investigations, and requires the redaction of the personally-identifying information in a variety of contexts, including that of crime victims and of police officers who have been accused of misconduct but have been determined not to have committed misconduct; and

WHEREAS, the PRA allows cities to respond to public records requests by posting responsive records on a public website and directing the requester to that website in lieu of providing the records directly to a single requester; and

WHEREAS, reports and records of a variety of City activities, including without limitation investigations of officer involved deaths, shootings and internal affairs complaints, are all matters of great public interest and regularly attract multiple requests for records for the same incident; and

WHEREAS, responding to multiple requests with a single web-posting action will save money and personnel resources, ensure consistent responses, and will improve the public trust and confidence in local government; and

WHEREAS, the City Council has previously indicated a strong commitment to increasing transparency by, for example, dedicating funding for an employee to redact and post investigation reports and body camera footage to the City’s website.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new chapter 01.09 of the Spokane Municipal Code to read as follows:

Chapter 01.09 Public Records Fulfillment Policy and Process
Section 01.09.010 Purpose; Intent

- A. The City of Spokane intends to ensure that all City departments, including without limitation the Spokane Police Department and its Internal Affairs wing, perform at the highest levels of transparency possible without sacrificing public safety or legally recognized privacy concerns of all community members, including public employees.
- B. The City of Spokane intends to ensure that community members who file complaints against City employees are afforded, if requested, the maximum privacy allowed under the Washington Public Records Act.
- C. The City intends to ensure that all residents have barrier-free access to requested public records concerning all departments of the City of Spokane,

including without limitation its Police Department. With respect to the Police Department, this paragraph includes, without limitation, such documents as:

1. Internal Affairs complaints in their entirety, redacted for privacy and other public records exemptions;
2. Internal Affairs investigations in their entirety, redacted for privacy and other public records exemptions;
3. Officer involved shooting investigations in their entirety, redacted for privacy and other public records exemptions;
4. Officer involved death investigations in their entirety, redacted for privacy and other public records exemptions; and,
5. Video from on-duty officer-worn body cameras directly related to any encounter by a law enforcement officer that leads to the investigation of an internal affairs complaints, an officer involved shooting or officer involved death, redacted for privacy and other public records exemptions, including the provisions of RCW 42.56.240(14(e); and,
6. Use of Force Reports in their entirety, redacted for privacy and other public records exemptions.

Section 01.09.020 Public web posting of responsive documents

- A. To the greatest extent possible under the Washington Public Records Act, the City shall post all documents which are responsive to public records requests, after completing the necessary redactions, to a dedicated records access portal located in a prominent and easily accessed portion of the City's website. Such postings will stay on the website for at least a year after posting.
- B. Posting of documents responsive to new requests shall be conducted in real time on a go-forward basis no later than January 31, 2022.
- C. With respect to body-worn camera video and records related to both critical incidents and community impact cases, public web posting shall be completed within forty-five (45) days or less from the date of the request, subject to applicable exemptions.

Section 01.09.030 Library of Completed Public Records Requests for Internal Affairs Complaints, Internal Affairs Investigations and Police Body Camera Footage

- A. Any fulfilled public records requests for internal affairs complaints, internal affairs investigations, or police body camera footage for events occurring after December 31, 2015 shall be stored on a computer or other viewable electronic device accessible to the public in or adjacent to the City Clerk's Office during regular business hours.

- B. The City Clerk's Office shall maintain a searchable index to be accessible online and in-person of the records stored as required by this section.
- C. Upon request, any member of the public may review the library of public records requests stored in accordance with this section during regular business hours and may request up to one electronic copy of any record stored in that library for the actual cost of the computer disk or other digital storage device upon which the copied record is provided plus a reasonable charge for the actual labor cost of making the copy.

Section 01.09.040 Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this chapter is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of any of the remaining parts of this chapter.

Section 2. That there is enacted a new section 03.10.080 of the Spokane Municipal Code to read as follows:

Section 03.10.080 Web Publication of Responses to Public Records Requests

- A. If requested by a person or entity making a public records request in lieu of providing the records directly, the City will post the records directly to the City's website, as required by the Public Records Act, chapter 42.56, RCW, and as required by Chapter 01.09, SMC.
- B. If requested by the person or entity making a public records request, in lieu of providing the records directly to the requester, the Spokane Police Department will post to the City of Spokane's website, as required by Chapter 01.09, SMC, the following documents:
 - 1. Officer involved shooting investigations in their entirety, redacted for privacy and other exemptions authorized by the Public Records Act, RCW 42.56;
 - 2. Officer involved death investigations in their entirety, redacted for privacy and other exemptions authorized by the Public Records Act, RCW 42.56; and
- C. A requestor who chooses web publication in lieu of being provided records directly shall not be charged for the production of public records to the City of Spokane website except as otherwise provided for in this chapter.
- D. All persons who file a complaint against a member of the Spokane Police Department will be asked at the time they make their complaint if they want their identifying information to remain confidential to the degree legally permissible by the Public Records Act at RCW 42.56 and such a preference will be recorded

with the complaint to assist in processing public records requests with appropriate notification and redaction.

- E. All Use of Force reports involving members of the Spokane Police Department shall be posted to the City of Spokane's website as required by Chapter 01.09, SMC.
- F. The requirements in this chapter of offering web posting in response to public records requests shall only apply to records regarding events that occurred after December 31, 2015.

Section 3. That if any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of any of the remaining parts of this ordinance.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

Briefing Paper

Finance & Administration Committee

Division & Department:	Facilities Management - Asset Management Capital Fund & CHHS – Human Services (General Fund)
Subject:	SBO for Cannon Shelter Capital Improvements
Date:	November 15, 2021
Author (email & phone):	Jacob Miller [jmiller@spokanecity.org 509-625-6421]
City Council Sponsor:	Betsy Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Strategic Plan to End Homelessness
Strategic Initiative:	Safe & Healthy / Reduce Homelessness
Deadline:	The improvements for the Cannon Shelter include upgrades to the electrical system and a small quarantine structure to properly serve members of our community. The electrical upgrades are to begin as soon as possible as winter approaches.
Outcome: (deliverables, delivery duties, milestones to meet)	Transfer \$250,000 that is set aside in the CHHS Department, General Fund, to Facilities Management for capital improvements planned at the Cannon Shelter.

Background/History:

The Facilities Management department is responsible for maintenance and upgrades to the Cannon Shelter as needed. The shelter is currently needing upgrades to the electrical system to handle the needed power load. The current system limits the ability to properly serve citizens staying in the shelter. Use of high-powered devices such as microwaves frequently trip breakers within the shelter.

The shelter has been using two recreational vehicles (RVs) to quarantine people who have been exposed to COVID-19. The RVs will be replaced with a portable construction office structure. The new structures will require access to electricity and will be part of electrical system upgrade.

Executive Summary:

- Cannon Shelter: Facilities Management is upgrading the shelter's electrical system and will be establishing a portable construction office to replace two RVs used for COVID-19 quarantine.
- \$250,000 will be transferred from CHHS (General Fund) to Facilities Management for these and other minor capital improvements needed for a 24/7 shelter facility.

Budget Impact:

Approved in current year budget? ☐ Yes ☒ No
 Annual/Reoccurring expenditure? ☐ Yes ☒ No
 If new, specify funding source: N/A
 Other budget impacts: None – was already budgeted in CHHS

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No
 Requires change in current operations/policy? ☐ Yes ☒ No
 Specify changes required: None
 Known challenges/barriers: None

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 Asset Management 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 Asset Management Capital Fund, and the budget annexed thereto with reference to the Asset Management Capital Fund, the following changes be made:

- (1) Increase revenue by \$250,000.
 - (A) \$250,000 of the increased revenue represents a transfer in from the General Fund.
- (2) Increase expenditures by \$250,000.
 - (A) \$250,000 of the increased expenditure is provided solely for capital improvements to the Cannon Street Shelter, including the addition of supplementary shelter structures on the premises to be used for providing shelter to persons who have been exposed to COVID-19.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need for capital improvements to the Cannon Street shelter, 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 Committee

Division & Department:	Finance – Accounting
Subject:	SBO for Clarke Ave Landslide Accounting
Date:	11/15/21
Contact (email & phone):	Paul Ingiosi (pingiosi@spokanecity.org / 509-625-6061)
City Council Sponsor:	Council Member Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	SBO to Adjust Landslide Appropriation
Background/History: <p>City Council adopted Ordinance C36111 on October 4, 2021 to fund necessary operational expenses related to the emergency situation created by the Clarke Avenue landslide. The special budget ordinance increased revenue to the Engineering Services department by \$2.1 million with \$1.6 million in anticipated Federal Emergency Management Agency reimbursements and \$0.6 million from the City's unappropriated reserves. The ordinance also increased the expenditure authority of the Engineering Services department by \$2.1 million solely for emergency work related to the Clarke Avenue landslide.</p> <p>Since then, Finance staff have determined the more appropriate fund for these revenues and expenditures is the Arterial Street Fund, which is a capital projects fund.</p>	
Executive Summary: <p>Budget authority for emergency work related to the Clarke Avenue landslide is shifted from the Engineering Services department in the General Fund to the Arterial Streets Fund. The funding sources remain the same.</p>	
Budget Impact: <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts:</p>	
Operations Impact: <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

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:

- (1) Decrease revenue by \$1,575,000.
 - (A) \$1,575,000 of the decreased revenue represents the estimated amount that was to be reimbursed by the Federal Emergency Management Agency. The reimbursement will shift to the Arterial Street Fund.
- (2) Decrease appropriation by \$1,575,000.
 - (A) \$1,575,000 of the decreased appropriation was provided to the Engineering Services department solely for the purpose of emergency work related to the Clarke Ave. landslide. The emergency work will shift to the Arterial Street fund.

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

- (1) Increase revenue by \$2,100,000.
 - (A) \$1,575,000 of the increased revenue represents the estimated amount to be reimbursed by the Federal Emergency Management Agency.
 - (B) \$525,000 of the increased revenue represents a transfer in from the General Fund.
- (2) Increase appropriation by \$2,100,000.
 - (A) \$2,100,000 of the appropriation is provided solely for the purpose of emergency work related to the Clarke Ave. landslide.

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 fund necessary operation expenses related to the emergency situation created by the Clarke Ave. Landslide, 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 Committee

Division & Department:	Finance – Accounting
Subject:	SBO for Year-End Appropriation Authority
Date:	11/15/21
Contact (email & phone):	Paul Ingiosi (pingiosi@spokanecity.org / 509-625-6061)
City Council Sponsor:	Council Member Wilkerson
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	SBO to Adjust Year-End Appropriation Authority
Background/History: <p>Management and Budget staff compared 2021 budget appropriation versus actual expenditures at the fund level through October 2021. Funds that were projected to exceed their budgeted amounts by year-end, based on prior year spending patterns, were identified. Staff reached out to the accounting team members responsible for those identified funds to compare projections and solicit feedback.</p> <p>Of the 21 funds identified as potentially exceeding their budget authority, staff recommends increasing the expenditure appropriation levels for four funds. Three funds are included in a Special Budget Ordinance (SBO); an SBO for the fourth, the Fire/EMS Fund, will be submitted separately.</p>	
Executive Summary: <p>Staff recommends increasing the expenditure appropriation levels for four funds, three of which are included in this SBO (a fourth for the Fire/EMS Fund will be submitted separately): Iron Bridge TIF Debt Service Fund (\$200); University District LRF Debt Service Fund (\$1); and the Golf Fund (\$340,745). Budget authority for three funds in danger of exceeding their 2021 current appropriation levels is offset by unappropriated reserves in the respective funds.</p>	
Budget Impact: <p>Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts:</p>	
Operations Impact: <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

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 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 Iron Bridge TIF Debt Service Fund, and the budget annexed thereto with reference to the Iron Bridge TIF Debt Service Fund, the following changes be made:

- 1) Increase appropriation by \$200.
- A) \$200 of the increased appropriation is provided solely for debt payment.

Section 2. That in the budget of the University District LRF Debt Service Fund, and the budget annexed thereto with reference to the University District LRF Debt Service Fund, the following changes be made:

- 1) Increase appropriation by \$1.
- A) \$1 of the increased appropriation is provided solely for debt payment.

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

- 1) Increase appropriation by \$340,745.
- A) \$340,745 of the increased appropriation is provided solely for other improvements including roof and HVAC replacement.

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 to adjust appropriation authority in selected funds 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 Committee

Division & Department:	Spokane Fire Department
Subject:	SBO for Fire Mobilization Recoveries
Date:	11/15/2021
Contact (email & phone):	Brian Schaeffer bschaeffer@spokanecity.org 625-7001
City Council Sponsor:	Councilmember Kinnear
Executive Sponsor:	Brian Schaeffer
Committee(s) Impacted:	Public Safety Community Health Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of SBO to reflect cost and reimbursement of efforts responding to regional wildland fire mobilizations during 2021.
Background/History: SFD personnel were deployed to assist and work 24 individual mobilizations throughout the region during 2021; accumulating a total cost on the department of \$990,142 in overtime and other associated expenses. These costs are reimbursed by various state agencies; primarily the Department of Natural Resources.	
Executive Summary: <ul style="list-style-type: none"> SBO needed to update budget so that it accurately reflects total unbudgeted expenditures and reimbursement revenues related to these mobilizations As these were unbudgeted events, Fire has had to absorb the costs through use of existing budget meant for other purposes Total amount of SBO \$756,812 <ul style="list-style-type: none"> This is the amount in-excess of the adopted budget amount 	
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: Dept of Natural Resources 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 Fire/EMS 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 Fire/EMS Fund, and the budget annexed thereto with reference to the Fire/EMS Fund, the following changes be made:

- 1) Increase revenue by \$756,812
 - a. Revenue received by the department as reimbursement of costs incurred responding to regional fire mobilizations
- 2) Increase appropriations by \$756,812
 - a. Increase in appropriations to offset costs incurred responding to regional fire mobilizations
 - b. Costs related to overtime/backfill, and travel/lodging

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 unbudgeted costs related to responding to regional wildfire mobilizations 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 (Urban Experience)

Division & Department:	Municipal Court & Community Justice Services
Subject:	SBO for Interlocal Joint Use Agreement with Spokane County
Date:	November 8, 2021
Contact (email & phone):	Howard Delaney hdelaney@spokanecity.org / 509-625-4400
City Council Sponsor:	CM Wilkerson
Executive Sponsor:	Howard Delaney
Committee(s) Impacted:	Public Safety & Community Health
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan – Safe & Healthy
Strategic Initiative:	Advance public safety through criminal justice reform
Deadline:	11/30/2021
Outcome: (deliverables, delivery duties, milestones to meet)	Will permit the Court and Community Justice Services to pay their respective 2020 invoices for joint use space recently received from Spokane County.
Background/History: Due to the delayed invoicing cycle from Spokane County and the manner the City uses those invoices to project the Court's and Community Justice Service's annual budget for space in County facilities, each year the Court and Probation must identify funds in their respective budgets to fill the deficiency in funds budgeted for joint use rent expenses.	
Executive Summary: The Court and Community Justice Services requires additional funds to adjust for an unbudgeted deficit in funds available to pay invoices from the Spokane County for 2020 joint use space in the Public Safety Building and Courthouse Annex. SBO transfers will include: Probation: \$12,545: From – 0690-16100-23300-09540-99999 Probation Officer 1 To – 0690-16100-23500-54501-99999 Operating lease Muni Court: \$75,000: From – 0560-13100-12500-00120-99999 Court Clerk I To – 0560-13100-12500-54501-99999 Operating lease	
Budget Impact: No 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: None Known challenges/barriers: Adjusting City budgeting process so this ceases reoccurring on an annual basis.	

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 General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

- (1) Decrease the appropriation for the Probation Officer I position in the Community Justice Services department by \$12,545.
- (2) Increase the appropriation for operating lease in the Community Justice Services department by \$12,545.
- (3) Decrease the appropriation level for the Court Clerk I position in the Municipal Court department by \$77,500.
- (4) Increase the appropriation level for operating lease in the Municipal Court department by \$77,500.

(A) There is no change to the appropriation level in the General Fund.

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 increase the operating lease budget to pay the 2020 Public Safety Building and Courthouse Annex joint-use rent, 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:	Public Works, Solid Waste Disposal
Subject:	SBO – Solid Waste Disposal 2022 Spring Outage Parts Order
Date:	November 14, 2021
Author (email & phone):	David Paine (dpaine@spokanecity.org) 625-6878
City Council Sponsor:	Council President Beggs
Executive Sponsor:	Marlene Feist
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)	Budget
Strategic Initiative:	
Deadline:	Will file for Council consideration following committee meeting.
Outcome:	Purchase Critical Necessary Parts for the Spring 2022 Outage at Waste to Energy Plant

Background/History:

The Solid Waste Disposal Department is requesting a Special Budget Ordinance to fund the immediate order of critical parts necessary for use in the spring outage in 2022. Due to the pandemic, we are experiencing manufacturing and delivery delays on many of the parts necessary for our important maintenance outages. Maintaining the integrity and operation effectiveness of our grate and induced draft systems is key to the combustion process of our boilers. Poor combustion results in a poor burnout rate and affects our emissions as well as causing undo labor cost at the back end of our process by having to separate the unburned material from the ash and metals. In addition, the turbine/generator system is scheduled for a 5 year maintenance overhaul in the spring of 2022. The needed parts will help maintain safe and reliable operation and allow the facility to achieve maximum power generation revenue.

As a result, we are requesting an SBO in the amount of \$1,875,330 to cover the cost on most of the spring outage order. This amount was included as part of our 2022 budget request and we will reduce the 2022 budget accordingly.

Executive Summary:

This Special Budget Ordinance includes costs for the following orders:

- Grate parts. (Lead time average of 26 weeks) Grate parts are required for boiler smooth operation and provides the assurance to maintain permitted requirements. This cost meet the sum of \$389,000 tax included.
- ID fan shaft replacement. (Lead time average of 11-15 weeks) The ID fan draws a draft through the boilers allowing for proper combustion. This is to correct identified deficiencies found during inspection and ensure safe and smooth operation of the boilers. This cost will be \$389,950 plus tax.
- Turbine parts for upcoming overhaul. (Lead time average of 10 days to 26 weeks) The turbine is an essential part of our operations. This machine is precision piece of equipment that converts steam energy to mechanical energy to be transformed into power in the generator. This machine requires routine maintenance in scheduled overhaul periods to maintain safety and efficiency of its operation and is vital to our success. The parts required total \$973,653.98 plus tax, as quoted. If we do not get a PO issued this month we will see a 5% increase in costs or roughly \$50,000.00.

Budget Impact:

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

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

If new, specify funding source: Reserves

Other budget impacts: (revenue generating, match requirements, etc.) In 2022 Budget, would reduce 2022 request by this SBO

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 Solid Waste 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 Solid Waste Fund, and the budget annexed thereto with reference to the Solid Waste Fund, the following changes be made:

(1) Increase appropriation by \$1,875,330.

(A) The increase in appropriation is from the Solid Waste Fund's Unappropriated Reserves.

(B) Of the increased appropriation, \$1,061,284 is provided solely for machinery and equipment.

(C) Of the increased appropriation, \$814,046 is provided solely for repair and maintenance supplies.

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 order the essential parts with long lead times in November 2021 in preparation for the planned 2022 spring outage at the Waste to Energy Plant, 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