

**SPECIAL MEETING NOTICE OF THE  
FINANCE & ADMINISTRATION COMMITTEE**

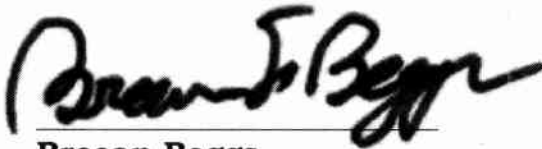
**A special meeting of the Finance & Administration Committee will be held  
virtually on February 28, 2022, at 10:00 a.m.**

The Spokane City Council's Finance & Administration Committee meeting will be held virtually via WebEx at **10:00 a.m. on Monday, February 28, 2022.**

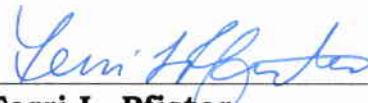
The meeting will be conducted in a standing committee format. The Finance & Administration Committee meeting is regularly held the 3<sup>rd</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

The public will be able to tune into the meeting by viewing the meeting live at Channel 5, or at <https://my.spokanecity.org/citycable5/live>, or by calling 1-408-418-9388 and entering the access code #2494 711 4521.

**See attached agenda**



**Breean Beggs  
Council President**



**Terri L. Pfister  
Spokane City Clerk**

**Finance and Administration Committee**  
**Agenda for 1:15 p.m. February 28, 2022**

The Spokane City Council's Finance and Administration Committee meeting will be held at **10:00 AM February 28, 2022**, streaming live online and airing on City Cable 5 at <https://my.spokanecity.org/citycable5/live/> or by calling 1-408-418-9388 and entering the access code #2491 952 4023; meeting password 0320.

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 Finance & Administration Committee meeting is regularly held every 3<sup>rd</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

Notice is hereby given that, pursuant to Governor Jay Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended.

Temporarily and until further notice, the public's ability to attend City Council meetings is by remote access only. In-person attendance is not permitted at this time. The public is encouraged to tune in to the meeting noted above or by calling 1-408-418-9388 and entering the access code #2491 952 4023; meeting password 0320.

**AGENDA**

**I. Call To Order**

**II. Approval of Minutes**

1. [1/24/22 Minutes - \(minutes\)](#)

**III. Discussion Items**

1. [Mayoral Appointee - Director of Customer Experience - Meghan Steinolfson \(5 minutes\)](#)
2. [SBO – Spokane Police Department Hire-Ahead FTEs - Jacqui MacConnell \(5 minutes\)](#)
3. [SBO – Positions from CD/HS Operations to Grants Management - Tonya Wallace \(5 minutes\)](#)
4. [SBO - Salary Savings to Contractual Services - Paul Ingiosi \(5 minutes\)](#)
5. [Robert Half Contract Amendment - Michelle Murray \(5 minutes\)](#)
6. [Pre-Approval Purchase - Micaela Martinez \(5 minutes\)](#)
7. [Monthly Transfer Report - Paul Ingiosi \(5 minutes\)](#)

8. Division organization amendment - Tonya Wallace (5 minutes)
9. New Dog Park Planning and Development - Garret Jones (10 minutes)
10. Investment Allocation Methodology - (5 minutes)

**IV. Consent Items**

1. SBO - JAG21 Grant Award (Police)
2. CME Cable Channel Agreement with KSPS ()
3. PURCHASE OF A TRACTOR (Fleet)
4. Special Counsel Contract Amendment (Legal)
5. Treasury Emergency Rental Assistance 1.0 Reallocation Subgrant Recommendation (CHHS)
6. Cityworks by Azteca Systems, LLC Annual Software Maintenance and Support (ITSD)
7. Continuation for Salesforce Licenses Ongoing annual maintenance and support of the City's CRM system. (ITSD)
8. Customer Relationship Management System (CRM) Annual Software Maintenance and Support (ITSD)
9. Oracle's PeopleSoft and Database Annual Software Maintenance and Support (ITSD)
10. Armored Car Service Contract Renewal (Finance)

**V. Executive Session**

**VI. Adjournment**

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**24 January, 2022**

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**Called to Order:** 1:17 PM PST

Recording of the meeting may be viewed here: <https://vimeo.com/669613842>

**Attendance**

Committee Members Present:

CM Wilkerson (Chair), CM Cathcart (Vice Chair), Council President Beggs, CM Kinnear, CM Stratton, CM Bingle, CM Zappone

Staff/Others Present:

Hannahlee Allers, Matt Boston, Mark Carlos (scribe), Kelley Cullen, Dr. Patrick Jones, Howard Delaney, Eric Finch, Jacob "Jake" Hensley, Paul Ingiosi, Jake Miller, Marlene Feist, Brian McClatchey, Michelle Murray, Tonya Wallace

**Approval of Minutes:** 1:18 PM PST

CP Beggs moved to approve, CM Cathcart seconded. Agenda and minutes were approved unanimously.

**Agenda Items**

**Discussion Requests**

1. Quarterly Economic Report - Patrick Jones, Kelley Cullen (1:19-1:59)
  - No action taken  
Presentation and discussion only
2. Probation New Position Request - Howard Delaney (2:00-2:06)
  - Action taken  
CP Beggs and CM Kinnear agreed to sponsor this item to move forward for formal Council consideration.
3. SBO - Additional Street Maintenance Supporting Economic - Marlene Feist (2:06-2:18)
  - Action taken  
CM Kinnear and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
4. SBO - Encumbrance Carryover - Paul Ingiosi (2:18-2:19)
  - Action taken  
CM Wilkerson and CM Cathcart agreed to sponsor this item to move forward for formal Council consideration.
5. SBO - Warming Center - Jake Miller, Michelle Murray (2:19-2:34)
  - No action taken  
Presentation and discussion only
6. SBO - Personal Protection Equipment ARPA - Jake Miller (taken at 2:47-2:35)
  - Action taken  
This item was referred to the City of Spokane ARPA Committee on procedural grounds, no other action taken during committee

7. Contract - ISS Facility Services - Michelle Murray (2:34-)  
➤ Action taken  
CM Wilkerson will sponsor this item to move forward for formal Council consideration.
8. Contract - SPFD - Michelle Murray (taken with 7)  
➤ Action taken  
CM Wilkerson will sponsor this item to move forward for formal Council consideration.
9. Contract - Guardians - Michelle Murray (taken with 7)  
➤ Action taken  
CM Wilkerson will sponsor this item to move forward for formal Council consideration.
10. Contract - Moss Adams ARPA Eligibility - Michelle Murray (-2:35)  
➤ Action taken  
CM Wilkerson will sponsor this item to move forward for formal Council consideration.
11. Monthly Financial Reports - Paul Ingiosi (2:35-2:38)  
➤ Action taken  
Presentation and discussion only
12. Quarterly Investment Brief and SIP Loan Update - Jacob Hensley (2:38-2:47)  
➤ Action taken  
Presentation and discussion only

**Consent Items** (no discussion was requested or had)

1. Council Confirmation of Mayoral Appointee – Planning Services Director
2. Council Confirmation of Mayoral Appointee - HR Director (HR)
3. Contract - Legal Summit Law Amendment
4. Contract - Legal McLane Contract Amendment
5. Contract - ITDS NeoGov
6. Contract - Cisco Phone Services
7. Contract - Lease of Ford Ranger Engineering
8. Contract - Fuel Facility Maintenance

**Executive session** None.

**Adjournment** The meeting adjourned at 2:57 p.m PST

**Prepared by:** Mark Carlos, Assistant to CM Betsy Wilkerson (Committee Chair)

**Approved by:**

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CM Betsy Wilkerson, District 2, Position 2  
Finance & Administration Committee Chair

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Human Resources
<b>Contact Name &amp; Phone</b>	Meghann Steinolfson, x6903
<b>Contact Email</b>	<a href="mailto:msteinolfson@spokanecity.org">msteinolfson@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion      Time Requested: _____
<b>Agenda Item Name</b>	Council Confirmation of Mayoral Appointee – Director of Customer Experience
<b>Summary (Background)</b>	<p>All administrative department heads shall not perform the duties of the position or be compensated directly or indirectly by the City of Spokane until approved by City Council SMC 03.01A.195.</p> <p><u>Appointment of Heather Sweet to Director of Customer Experience</u></p> <ul style="list-style-type: none"> <li>The Director of Customer Experience recruitment opened on November 2, 2021 and closed on December 2, 2021.</li> <li>106 applications were received; 53 applicants did not meet the minimum qualifications; 25 applicants passed only the minimum screening; 28 applicants passed the secondary screening which evaluated their KSAs through job description analysis; 10 applicants were selected to participate in the first round of telephone interviews.</li> <li>5 candidates were selected for and participated in virtual interviews.</li> <li>Heather Sweet was selected for appointment to the position by Mayor Woodward and is being presented for confirmation to Director of Customer Experience.</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	Confirm the Appointment of Heather Sweet to Director of Customer Experience
<b>Fiscal Impact:</b> Total Cost: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities? N/A	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? N/A	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? N/A	

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? N/A

## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Police Department
<b>Contact Name &amp; Phone</b>	Jacqui MacConnell, 625-4109
<b>Contact Email</b>	<a href="mailto:jmacconnell@spokanepolice.org">jmacconnell@spokanepolice.org</a>
<b>Council Sponsor(s)</b>	Councilmember Cathcart & Councilmember Kinnear
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion     Time Requested: <u>5 minutes</u>
<b>Agenda Item Name</b>	SBO – Spokane Police Department Hire-Ahead FTEs
<b>Summary (Background)</b>	<p>The police department requests 10 “hire ahead” FTE commissioned positions for a pilot period of three years, 2022-2024. This would allow the police department to process applicants for anticipated vacancies.</p> <p>Each time an officer resigns or retires, it creates a vacancy in the organization for several months until a replacement is available. Each vacancy depletes the department’s ability to function at full capacity and results in an increased potential for overtime to maintain staffing levels.</p> <p>The process to become a police officer, from the time one takes the Public Safety Test to when they are hired, can take six months to a year. The background investigation alone takes approximately two months. Officers are unable to be considered “staffing” for up to 1 year from the date of their hire.</p> <p>The SPD will utilize these positions as a strategy to streamline the onboarding of new police officers to proactively address anticipated departures.</p> <p>Once fully implemented, the hire-ahead positions will functionally reduce the time between the departure of one officer and his or her replacement with a new fully-trained officer. This will result in improved service to the community and sustain a more stable staffing level across the department.</p>
<b>Proposed Council Action &amp; Date:</b>	SBO – March 14, 2022
<b>Fiscal Impact:</b> Total Cost: <u>Initially, during 2022, these would be zero-budget positions.</u>	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:	
Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring	



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

**Operations Impacts**

What impacts would the proposal have on historically excluded communities?

n/a

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

n/a

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

n/a

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

n/a

ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C-36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C-36161, as above entitled, and which passed the City Council December 13, 2021, 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) Add 10 Police Officer positions to the Spokane Police Department.
- A) The 10 additional positions are to be used for temporary "hire-ahead" purposes as part of a three-year pilot project in the Spokane Police Department. Any costs associated with maintaining the "hire-ahead" positions will be covered from savings from retirements and separations.
- B) There is no change to the overall 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 mitigate the long lead time required to hire and onboard new police officers and maintain adequate staffing in the Spokane Police Department, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

## Committee Agenda Sheet

### [COMMITTEE]

<b>Submitting Department</b>	Finance
<b>Contact Name &amp; Phone</b>	Tonya Wallace 509-625-6845
<b>Contact Email</b>	<a href="mailto:twallace@spokanecity.org">twallace@spokanecity.org</a>
<b>Council Sponsor(s)</b>	
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5 minutes
<b>Agenda Item Name</b>	SBO – Positions from CD/HS Operations to Grants Management
<b>Summary (Background)</b>	<p>Currently, there are two grants management positions in the CHHS Operations department; one Grants Analyst and one Senior Grants Analyst.</p> <p>The purpose of this SBO is to centralize and streamline the grants management process for the City of Spokane. The Grants Analyst and Senior Grants Analyst positions will be moved from CHHS to the Grants Management department. These positions will continue to dedicate time to managing CHHS grants, but they will do so as part of a central grants management team that serves all grants for the City of Spokane.</p> <p>Centralizing grants management operations allows the City to standardize the grants management process for all departments and serves to protect the City from the “brain drain” that occurs when employees leave. Keeping the City’s grants management personnel in different departments makes it difficult to properly and accurately cover the work until a replacement is found. These two positions will join one Grants Analyst that is already part of the Grants Management department (currently vacant). Having a dedicated team with knowledge and understanding of all of the City’s grants will ensure the grants management function continues uninterrupted through changes in the workforce.</p>
<b>Proposed Council Action &amp; Date:</b>	SBO – March 7, 2022
<b>Fiscal Impact:</b> Total Cost: <b>\$0</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: Grants/Special Revenue Funds  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.) None	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  n/a	

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

n/a

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

n/a

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Creating a centralized grants management team will improve the City's ability to facilitate current and future plans that utilize grant funding.

ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C-36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C-36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the General Fund and the CD/HS Operations 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 CD/HS Operations Fund, and the budget annexed thereto with reference to the CD/HS Operations Fund, the following changes be made:

- 1) Transfer one (1) Senior Grants Analyst and one (1) Grants Analyst from the CD/HS Operations Fund to the Grants Management department in the General Fund.
  - A) Decrease salary and benefit appropriation for the Senior Grants Analyst by \$105,655 and transfer the FTE to the Grants Management department in the General Fund. This action reduces the number of Senior Grants Analysts in the CD/HS Operations Fund from one to zero.
  - B) Decrease salary and benefit appropriation for the Grants Analyst by \$80,547 and transfer the FTE to the Grants Management department in the General Fund. This action reduces the number of Grants Analysts in the CD/HS Operations Fund from one to zero.
  - C) Increase the salary and benefit contra accounts in the CD/HS Operations Fund by a total of \$186,202 for the two positions.
  - D) These adjustments offset for a net impact of \$0 to the CD/HS Operations Fund.

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

- 1) Transfer one (1) Senior Grants Analyst and one (1) Grants Analyst from the CD/HS Operations Fund to the Grants Management department in the General Fund.
  - A) Increase the salary and benefit appropriation for one Senior Grants Analyst by \$105,655 and add the FTE to the Grants Management department in the General Fund. This action increases the number of Senior Grants Analysts in the Grants Management department from zero to one.
  - B) Increase the salary and benefit appropriation for one Grants Analyst by \$80,547 and add the FTE to the Grants Management department in the General Fund. This action increases the number of Grants Analysts in the Grants Management department from one to two.
  - C) Decrease the salary and benefit contra accounts in the General Fund by a total of \$186,202 for the two positions.
  - D) These adjustments offset for a net impact of \$0 to the General Fund.

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to transfer two positions, 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

## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Finance
<b>Contact Name &amp; Phone</b>	Paul Ingiosi – 509-625-6061
<b>Contact Email</b>	pingiosi@spokanecity.org
<b>Council Sponsor(s)</b>	Council Member Wilkerson / Council Member Cathcart
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion     Time Requested: <u>5 minutes</u>
<b>Agenda Item Name</b>	SBO – Salary Savings to Contractual Services
<b>Summary (Background)</b>	<p><u>Background</u>  City code permits intrafund budget transfers of budgeted personnel expenses to non-personnel expenses only when approved by an ordinance passed by the vote of one more than the majority of all members of the City Council (SMC 07.09.010(A)(4)).</p> <p><u>Summary</u>  Due to vacancies in the Finance, Grants Management, and Accounting departments, there is a need to transfer salary savings from the vacant positions to contractual services to allow for temporary contractual staff support in the respective departments.</p> <p>The vacancies are:</p> <ul style="list-style-type: none"> <li>Finance – Administrative Specialist</li> <li>Grants Management – Director of Grants, Contracts &amp; Purchasing</li> <li>Accounting – Accounting Clerk</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	SBO – March 14, 2022
<b>Fiscal Impact:</b> Total Cost: TBD Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Various funds  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  n/a	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by	

racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

n/a

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

n/a

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

n/a



ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C-36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C-36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the American Rescue Plan Act 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 Administrative Specialist position in the Finance Department by \$50,000.
- 2) Increase the appropriation for contractual services by \$50,000.
- 3) Decrease the appropriation for the Director of Grants, Contracts & Purchasing in the Grants Management Department by \$60,000.
- 4) Increase the appropriation for contractual services by \$60,000.
- 5) There is no change to the overall appropriation level in the General Fund.

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

- 1) Decrease the appropriation for an Accounting Clerk in the Accounting Department position by \$15,000.
- 2) Increase the appropriation for contractual services by \$15,000.
- 3) There is no change to the overall appropriation level in the Accounting Services Fund.

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 transfer budget authority from personnel to non-personnel expenses to allow for temporary contractual staff support, 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

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Effective Date

## Committee Agenda Sheet

### Finance

<b>Submitting Department</b>	Accounting Department
<b>Contact Name &amp; Phone</b>	Michelle Murray
<b>Contact Email</b>	mmurray@spokanecity.org
<b>Council Sponsor(s)</b>	Betsy Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Amendment to Robert Half Contract for contracted professional Services
<b>Summary (Background)</b>	<p>The Accounting Department has an existing contract with Robert Half for contractual services for accounting help during a staffing shortage.</p> <p>The Accounting Department would like to amend the contract to include Executive Administration support for the Finance Department and Grant Administration work for Citywide Grants and the new ARPA Grant. This will give the City access to resources to temporarily fill a need due to a staffing shortage and during a time that the City has no active lists to hire for the classified positions. Civil service is currently working on getting a recruitment in place for 2 Grants Analyst positions and for the vacant Executive Administration Assistant positions in the City.</p>
<b>Proposed Council Action &amp; Date:</b>	Approve contract amendment for \$160,000 March 14, 2022
<b>Fiscal Impact:</b> Total Cost: \$160,000    \$50,000 from Finance, \$60,000 from Grants & \$50,000 from ARPA Administration Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  SBO from Salary savings and previous SBO for ARPA administration  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities? N/A	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? N/A	

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? N/A



**City of Spokane**

**CONTRACT AMENDMENT/EXTENSION**

Title: **ACCOUNTING SUPPORT  
TEMPORARY EMPLOYEES**

This Contract Amendment / Extension is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ROBERT HALF INTERNATIONAL, INC.**, whose address is 2613 Camino Ramon #3, San Ramon, California 94583, as ("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 Temporary Employees for Clerical and Accounting Support; and*

*WHEREAS, the scope of work in the original contract has changed, and the Contract time for performance needs to be extended, thus, the original Contract needs to be formally Amended and 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 October 7, 2021, 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 / Extension shall run through December 31, 2022.

**3. ADDITIONAL WORK.**

The Scope of Work in the original Contract is revised to include Executive Administration support for the Finance Department and Grant Administration work for Citywide Grants and the new ARPA Grant.

**4. COMPENSATION.**

The City shall pay an additional amount not to exceed **ONE HUNDRED SIXTY THOUSAND AND NO/100 DOLLARS (\$160,000.00)**, and applicable sales tax, for everything furnished and done under this Contract Amendment / Extension. This is the maximum amount to be paid under this Amendment / 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 Amendment / Extension by having legally-binding representatives affix their signatures below.

**ROBERT HALF INTERNATIONAL, 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

22-0049

# Committee Agenda Sheet

## Finance and Administration Committee

### February 28, 2022

<b>Submitting Department</b>	FLEET SERVICES
<b>Contact Name &amp; Phone</b>	MICAELA MARTINEZ, 509-449-0959
<b>Contact Email</b>	MMARTINEZ@SPOKANECITY.ORG
<b>Council Sponsor(s)</b>	BETSY WILKERSON
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	PURCHASE OF 23 VEHICLES AND EQUIPMENT
<b>Summary (Background)</b>	Fleet Services would like to receive pre-approval to purchase/lease 23 Units for various departments. We have seen across the board monthly price increases ranging from 2%-5% on units. We have also seen ordering banks closing 80% sooner than they typically do. Receiving pre approval on the purchase/lease of these 23 Units will allow us to purchase/lease the units as the units become available for purchase/lease and also allow us to avoid some of these price increases from the time a quote is received. These Units will replace units that have reached the end of their economic life. We recommend approval for the purchase/lease of 23 Units. Funding for these is included in the department budgets. Please see attached List
<b>Proposed Council Action &amp; Date:</b>	March 14, 2022, Approval
<b>Fiscal Impact:</b> Total Cost: estimated: \$3,530,000 Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities? n/a	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? n/a	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? We will continue to monitor pricing and availability of units to ensure we are purchasing/leasing appropriately.	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? n/a	

**Committee Agenda Sheet**  
**Finance and Administration Committee**  
**February 28, 2022**

2022 PRE APPROVAL OF PURCHASED/LEASED VEHICLES AND EQUIPMENT

VEHICLE	DEPT	QTY	ESTIMATED COST (EACH)	LEASE OR PURCHASE
F600 CAB AND CHASSIS	SWC	1	\$60,000.00	PURCHASE
CAT 420F BACKHOE	PARKS	1	\$150,000.00	PURCHASE OR LEASE
10 WHEEL DUMP WITH SPREADER	STREET	3	\$325,000.00	PURCHASE
FLUSHER TRUCK	STREET	2	\$325,000.00	PURCHASE
POTHOLE TRUCK	STREET	1	\$250,000.00	PURCHASE
INTERNATIONAL FLATBED	STREET	1	\$200,000.00	PURCHASE
LOADER WITH HENKE GATE	STREET	1	\$265,000.00	PURCHASE
DUMP TRUCK	TREATMENT PLANT	1	\$275,000.00	PURCHASE
PUP TRAILER	TREATMENT PLANT	1	\$150,000.00	PURCHASE
10 WHEEL DUMP W/ PLOWS	WASTEWATER	2	\$325,000.00	PURCHASE
TV VAN	WASTEWATER	1	\$350,000.00	PURCHASE OR LEASE
JET RODDER	WASTEWATER	1	\$400,000.00	PURCHASE
ROLL OFF UNIT	WASTE TO ENERGY	1	\$400,000.00	PURCHASE
F150 LIGHTNING OR SIMILAR	WATER	6	\$55,000.00	PURCHASE OR LEASE
	<b>TOTAL</b>	<b>23</b>	<b>\$3,470,000.00</b>	



## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Finance
<b>Contact Name &amp; Phone</b>	Paul Ingiosi – 509-625-6061
<b>Contact Email</b>	pingiosi@spokanecity.org
<b>Council Sponsor(s)</b>	Council Member Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion     Time Requested: <u>5 minutes</u>
<b>Agenda Item Name</b>	Monthly Transfer Reports
<b>Summary (Background)</b>	<p><u>Background</u>  SMC 07.09.020 requires the Mayor to prepare and submit to the City Council a report of all intrafund budget transfers from the prior month within 15 days of the close of that month.</p> <p>The report includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>Intrafund transfers between departments</li> <li>Intrafund transfers regarding valid position changes</li> <li>Intrafund transfers between categories</li> </ul> <p><u>Summary</u>  The attached report covers January 2022.</p>
<b>Proposed Council Action &amp; Date:</b>	
<b>Fiscal Impact:</b> Total Cost: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  n/a	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	

n/a

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

n/a

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

n/a

## Committee Agenda Sheet

### Finance & Administration

<b>Submitting Department</b>	Finance, Treasury and Administration Division
<b>Contact Name &amp; Phone</b>	Tonya Wallace 509-844-4456
<b>Contact Email</b>	twallace@spokanecity.org
<b>Council Sponsor(s)</b>	Breean Beggs
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5 minutes
<b>Agenda Item Name</b>	Division organization amendment
<b>Summary (Background)</b>	<p>During 2015/2016, the City created a department housing both procurement and grant accounting functions and appointed a department director that gained expertise in these separate functional areas. These functions are unique enough that they are commonly separate and distinct financial disciplines.</p> <p>As such, the Administration respectfully requests amending SMC so that the “Grants, Contracts and Purchasing Department” is described as the “Contracts and Purchasing Department” that focuses solely on procurement activities. Additionally, the CHHS grant, accounting, and financial reporting functions would be serviced by the Accounting Department. The Accounting Department currently administers non-CHHS grants and financial reporting; therefore, this is a natural and cohesive fit. The move of the CHHS accounting/grant administration function to the Accounting Department will also provide broader staffing capacity and standardized and consistent oversight.</p>
<b>Proposed Council Action &amp; Date:</b>	March 14, 2022
<b>Fiscal Impact:</b> N/A Total Cost: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?	

N/A

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This aligns with the F&A Division Strategic Plan.

## ORDINANCE C- \_\_\_\_\_

An ordinance relating to the executive and administrative organization of the City; amending SMC sections 1.07.005, 3.01A.215 and 3.01A.315.

The City of Spokane does ordain:

Section 1. That SMC section 1.07.005 is amended to read as follows:

### **1.07.005 Definitions**

- A. "Agency" means the City of Spokane (~~((Contract and Business Standards Compliance Office))~~) internal auditor within the City's Department of (~~Grants Management and Financial Assistance~~) \_\_\_\_\_ or its delegate.

Section 2. That SMC section 3.01A.215 is amended to read as follows:

### **3.01A.215 Accounting**

The Accounting Department is a financial administrative department responsible for preparing financial statements, maintaining the general ledger, paying bills, billing customers, payroll, inventory management, disseminating and monitoring financial policies and internal controls, financial analysis, (~~and~~) administration of some joint governmental agencies, receipt and technical review of grant applications and the close out of grants and financial assistance awards. The department is managed by the Accounting Director, who also serves on the City Investment Board.

Section 3. That SMC section 3.01A.315 is amended to read as follows:

### **3.01A.315 (~~Grants~~) Contracts(~~(,)~~) and Purchasing Department**

- A. The (~~Grants,~~) Contracts(~~(,)~~) and Purchasing Department is a financial administrative department responsible for the administration and operational support to program managers including (~~receipt and technical review of grant application,~~) contract engagement and compliance monitoring, relative performance and financial tracking, and budget review (~~(, and the close out of grants and financial assistance awards)~~). Additionally, the department is responsible for the procurement of public works, goods and services by competitive bid, quote or proposal; processing purchase orders and contracts; managing inventories; and the disposal of surplus property.

- B. The department director shall act as the Chief Compliance & Procurement Officer for all City activities involving purchasing ((, grants,)) and other Federal/State funding.

**PASSED** by the City Council on \_\_\_\_\_.

\_\_\_\_\_  
Council President

Attest:

Approved as to form:

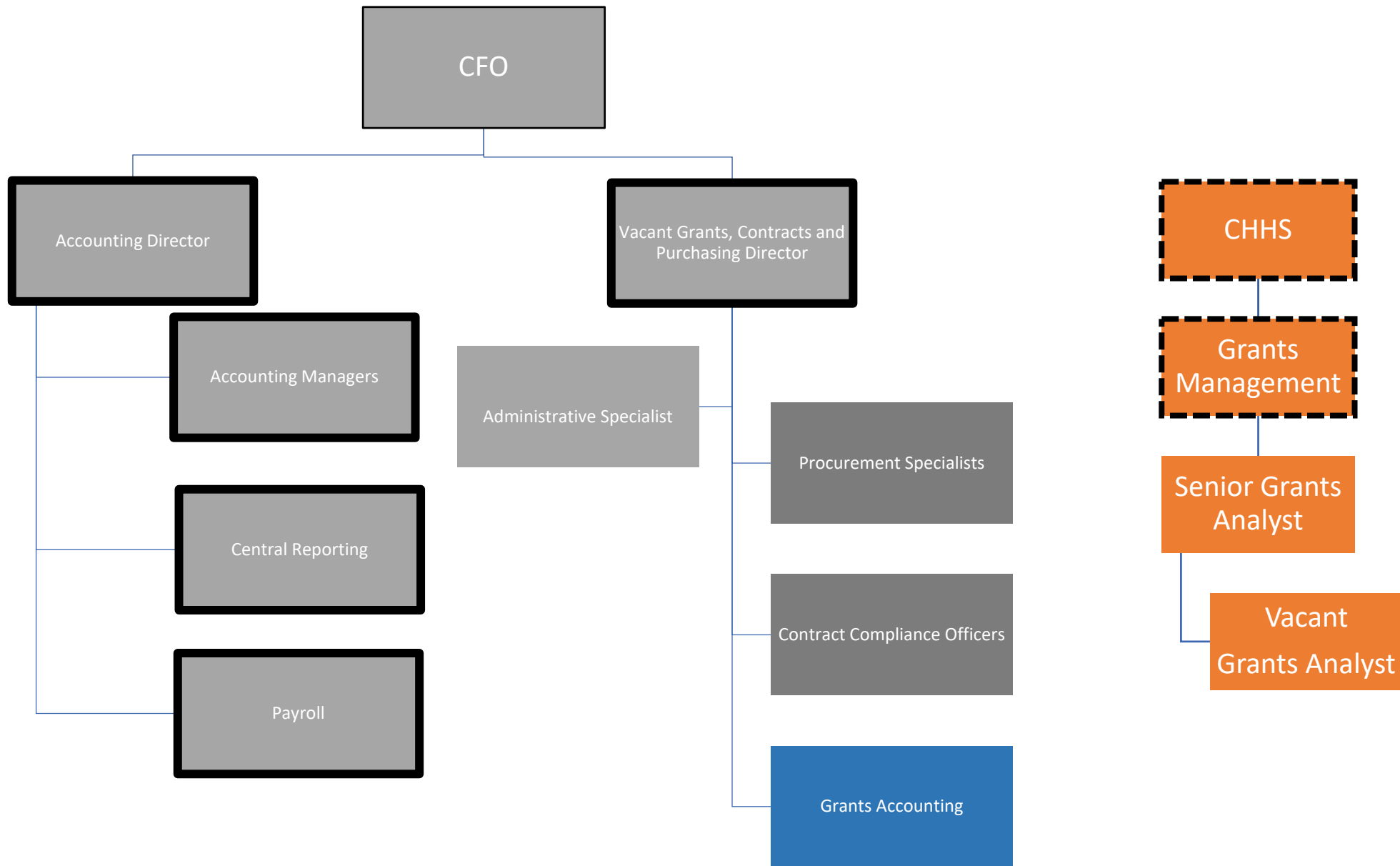
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City Clerk

\_\_\_\_\_  
Assistant City Attorney

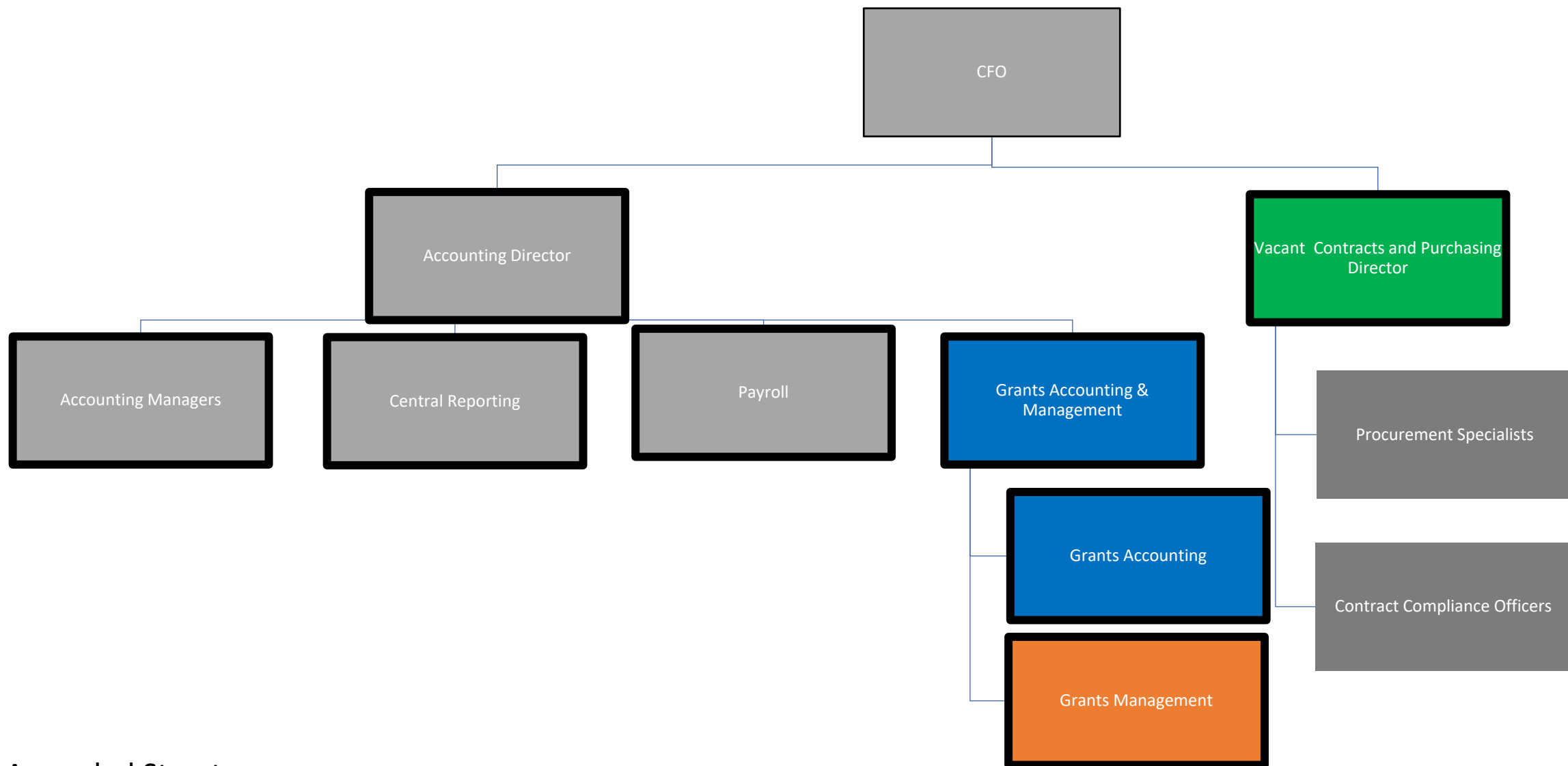
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date



Current Structure



Amended Structure



## Committee Agenda Sheet

### Finance & Administration

<b>Submitting Department</b>	Parks and Recreation
<b>Contact Name &amp; Phone</b>	Garret Jones 509-795-9936
<b>Contact Email</b>	gjones@spokanecity.org
<b>Council Sponsor(s)</b>	Lori Kinnear and Karen Stratton
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 10 minutes
<b>Agenda Item Name</b>	New Dog Park Planning and Development
<b>Summary (Background)</b>	<p>The City of Spokane and the School District agreed to work together to determine the location of the Unofficial Dog Park which will be displaced by the School District's construction of a new middle school on Spokane's South Hill (Carla Peperzak Middle School). The Parties acknowledge and agree that the Spokane Parks and Natural Lands Master Planning process should inform decisions around the need and priority areas for future dog parks / off leash areas within the City of Spokane.</p> <p>Recognizing the need to both improve dog park / off leash amenities citywide and the need to identify and improve one specific location as an Official Dog Park in the general vicinity of the land previously used as an unofficial dog park ("Official Dog Park), the City agrees to complete a citywide 'Type, Size and Location' dog park study ("Study") by the end of 2022 to include participation by the School District.</p>
<b>Proposed Council Action &amp; Date:</b>	Provide feedback and affirm direction.
<b>Fiscal Impact:</b> Total Cost: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?	

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Spokane Parks and Natural Lands Master Plan

## Committee Agenda Sheet

### Finance & Administration

<b>Submitting Department</b>	Finance, Treasury and Administration – Treasury Services
<b>Contact Name &amp; Phone</b>	Tonya Wallace 509-844-4456
<b>Contact Email</b>	<a href="mailto:twallace@spokanecity.org">twallace@spokanecity.org</a>
<b>Council Sponsor(s)</b>	Betsy Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion         Time Requested: _____
<b>Agenda Item Name</b>	Investment Allocation Methodology
<b>Summary (Background)</b>	<p>Update methodology for the distribution of investment earnings in Spokane Investment Pool to participating funds not restricted by bond covenants, grant terms, contractual terms, or establishing ordinances.</p> <p>Distributions of investment earnings will be based on a proportionate share of earnings for such funds that held an average book value of more than \$2,500,000 in the prior year. This update replaces the guaranteed minimum earnings allocation and streamlines administrative workload.</p>
<b>Proposed Council Action &amp; Date:</b>	Approve amendments to resolution ____ TBA
<b>Fiscal Impact:</b> Total Cost: \$0 Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: City funds having held less than \$2.5M in average book value from the prior year would see a reduction of \$48,040 previously budgeted in their departments	
<b>Operations Impacts: N/A</b>	
What impacts would the proposal have on historically excluded communities?  N/A	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?  N/A	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

N/A

RESOLUTION NO. \_\_\_\_\_

~~Concerning distribution of investment revenues of moneys deposited in the Spokane Investment Pool.~~

CONCERNING DISTRIBUTION OF INVESTMENT REVENUES OF MONEYS DEPOSITED IN THE SPOKANE INVESTMENT POOL

WHEREAS, The City of Spokane has provided for the establishment of various separate funds for the deposit of moneys in the conduct of its business; and

WHEREAS, RCW 35.39.030 provides for the authority of the City to invest any portion of its moneys deposited in inactive funds or in other funds in excess of current needs; and

WHEREAS, RCW 35.39.032 provides that no investments may be made without the approval of the City's legislative authority, expressed by ordinance, and this has been done; and

WHEREAS, RCW 35.39.034 provides that moneys from individual funds may, unless otherwise restricted by law, be commingled within one common investment portfolio for investment, and

WHEREAS, City investment activity was aggregated citywide in the city's Spokane Investment Pool (SIP) effective September 30, 2007; and

WHEREAS, The SIP is managed by the City's Chief Financial Officer or his or her designee; and

WHEREAS, prior to the creation of the SIP, the City's investable funds outside of the General Fund were generally invested at the direction of the individual departments in the State of Washington's Local Government Investment Pool (LGIP) and/or other short term investments; and

WHEREAS, RCW 35.39.034 provides that the governing body of a city may determine by ordinance or resolution that, unless otherwise restricted by law, income derived from citywide investments may be apportioned to the General Fund subject to certain restrictions pertaining to moneys derived from various types of indebtedness or grant-related activity; and

WHEREAS, is the desire of the City Council to apportion a reasonable level of investment income to the originating funds consistent with investment practices followed prior to the creation of the SIP;

NOW, THEREFORE -- ~~BE IT RESOLVED it is hereby resolved by the Spokane City Council by the City Council of the City of Spokane:~~

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1. That effective ~~January 1, 2019~~ January 1, 2022, SIP Investment earnings shall be apportioned to ~~participating originating funds on a monthly basis~~ monthly, based on ~~their~~ average invested balances.

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2. The ~~General Fund and City~~ funds restricted by bond covenants, grant terms, contractual terms or establishing ordinances shall be allocated investment earnings at a rate equal to the full interest earned for a given month. Realized and Unrealized gains and losses, and amortization of Premium and Discount shall be apportioned to such funds on a basis not to exceed quarterly.

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3. City funds otherwise not restricted by bond covenants, grant terms, contractual terms or establishing ordinances, and maintain an average book value greater than \$2,500,000 based on the previous year balances, shall receive a proportionate share of all monthly investment earnings based on average invested balance, be allocated investment earnings at a rate equal to the 84 month average LGIP earnings rate in effect on December 31st of the preceding fiscal year. The remaining investment earnings balance or deficit, if any, will be deposited into or withdrawn from the General Fund.

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~~The interest allocation on City Funds not restricted by bond covenants, grant terms, contractual terms, or establishing ordinances will be applied to such funds that held greater than \$2,500,000 in average book value from the previous year.~~

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BE IT ALSO RESOLVED, that a one-time allocation adjustment will be performed in the year ~~2022~~2018 to amend current practice and ensure consistency with this resolution.

ADOPTED by City Council on this \_\_\_\_\_ day of \_\_\_\_\_ 2022~~2018~~.

~~CITY OF SPOKANE~~  
~~Spokane County, Washington~~

\_\_\_\_\_  
City Clerk

Approved as to form:

Updated

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Assistant City Attorney

Updated

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Spokane Police Department
<b>Contact Name &amp; Phone</b>	Major Eric Olsen 835-4505
<b>Contact Email</b>	<a href="mailto:eolsen@spokanepolice.org">eolsen@spokanepolice.org</a>
<b>Council Sponsor(s)</b>	Michael Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	SBO for JAG21 Grant award
<b>Summary (Background)</b>	<p>In August, 2021, the City of Spokane Police Department filed a joint grant application along with Spokane County. The application was successfully approved and grant funds awarded.</p> <ul style="list-style-type: none"> <li>Total award amount - \$176,381</li> <li>City share - \$97,010 County share - \$79,371</li> <li>Grant period 10/01/20 through 09/30/2024</li> <li>City award funds to be used for law enforcement equipment</li> <li>Subaward contract to County to be used for prosecution services and law enforcement equipment</li> </ul> <p>A special budget ordinance is needed to appropriate the awarded amount to SPD's grants budget.</p>
<b>Proposed Council Action &amp; Date:</b>	SBO approval – March 14th
<b>Fiscal Impact:</b> Total Cost: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Dept. of Justice JAG21 grant  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  Not applicable	



How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Not applicable

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

Not applicable

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Not applicable

ORDINANCE NO \_\_\_\_\_

An ordinance amending Ordinance No. C-36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C-36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the Public Safety & Judicial Grant fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

Section 1. That in the budget of the Public Safety & Judicial Grant fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$176,381
  - A) \$176,381 of the increased revenue is from the Department of Justice as part of the Edward Byrne Memorial Justice Assistance grant JAG21
- 2) Increase appropriations by \$176,381
  - A) \$97,010 is provided solely for the procurement of law enforcement equipment
  - B) \$79,371 is provided solely for the subaward amount to Spokane County to be used for prosecution services and law enforcement equipment

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 procure law enforcement equipment as well as subaward to our grant partners, 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

## Committee Agenda Sheet

### Finance Committee

<b>Submitting Department</b>	Communications/PEG Funds
<b>Contact Name &amp; Phone</b>	John Delay 6355
<b>Contact Email</b>	jdelay@spokanecity.org
<b>Council Sponsor(s)</b>	Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	CME Cable Channel Agreement with KSPS
<b>Summary (Background)</b>	The City of Spokane designates KSPS as the administrator of C.A.B.L.E. PEG funds under Section 19 of the City's Cable Franchise. KSPS prioritizes the Capital Equipment needs of the C.A.B.L.E then relays those requests on to the City for funding. KSPS distributes Educational and Community Access Programming from its broadcast facility.
<b>Proposed Council Action &amp; Date:</b>	Approval of this contract to fulfill Comcast Cable Franchise Requirements under section 19 "Community Programming".
<b>Fiscal Impact:</b> Total Cost: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  As part of the Franchise, the City Contracts with KSPS to distribute PEG programming to Comcast for delivery of the community and educational access programming.	

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The recently adopted cable franchise requires Comcast Cable to provide educational access programming to be carried on the basic cable tier which is the most affordable tier of cable television.

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This reimbursement contract fulfills Section 19 of the Comcast Cable Franchise adopted in the fall of 2021 in regard to Educational programming.

**February 28, 2022**

<b>Submitting Department</b>		FLEET SERVICES											
<b>Contact Name &amp; Phone</b>		MICAELA MARTINEZ, 509-449-0959											
<b>Contact Email</b>		MMARTINEZ@SPOKANECITY.ORG											
<b>Council Sponsor(s)</b>		BETSY WILKERSON											
<b>Select Agenda Item Type</b>		<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion      Time Requested:											
<b>Agenda Item Name</b>		PURCHASE OF A TRACTOR											
<b>Summary (Background)</b>		The Treatment Plant would like to purchase a JOHN DEERE 8R 250 Tractor from Pape Machinery in Spokane, WA. Cost of the tractor is \$198,291.88. The Tractor will replace a unit that has reached the end of its economic life. We recommend approval for the purchase of a John Deere 8R 250 Tractor for the Treatment Plant. Funding for this is included in the Treatment Plant budget. TCO											
<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Capital Costs</b>	<b>Residual Value</b>	<b>Lifetime Maintenance</b>	<b>Lifetime Fuel Cost</b>	<b>Lifetime Usage Hours</b>	<b>Expected Life Years</b>	<b>TCO Lifetime</b>	<b>TCO/ Hour</b>	<b>TCO/Year</b>		
2022	John Deere	8R250 Tractor	\$282,292	\$84,000	\$28,800	\$157,500	5000	10	\$384,592	\$76.92	\$38,459		
2022	Case	Magnum 250	\$283,965	\$84,000	\$28,800	\$157,500	5000	10	\$386,265	\$77.25	\$38,627		
<b>Proposed Council Action &amp; Date:</b>			March 14, 2022, Approval										
<b>Fiscal Impact:</b> Total Cost: \$198,291.88. Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)													
<b>Operations Impacts</b>													
What impacts would the proposal have on historically excluded communities? n/a													
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? n/a													
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? The tractor that is being purchased is replacing a unit that has worked well for the department. The new tractor is expected to perform just as well if not better.													
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? n/a													

## Committee Agenda Sheet

### [COMMITTEE]

<b>Submitting Department</b>	City Attorney
<b>Contact Name &amp; Phone</b>	Michael C. Ormsby
<b>Contact Email</b>	<a href="mailto:mormsby@spokanecity.org">mormsby@spokanecity.org</a>
<b>Council Sponsor(s)</b>	Finance & Administration – Vice Michael Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: _____
<b>Agenda Item Name</b>	Special Counsel Contract Amendment
<b>Summary (Background)</b>	The City has an existing contract with Stewart A. Estes and the law firm of KEATING, BUCKLIN & McCORMACK, INC., P.S., as outside counsel services and advice in the legal matter of <u>Estate of David Novak, et al. v. City of Spokane, et al.</u> This is a lawsuit against the City, an SPD detective, Chief Meidl, and former-Mayor Condon for the alleged wrongful death of David Novak in February 2019. It is estimated that this litigation will take substantial time and thus the request to increase the amount on the contract. This amendment will increase the contract by \$100,000 for a total contract amount of \$249,500.00.
<b>Proposed Council Action &amp; Date:</b>	Consent of contract amendment on February 28, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$100,000.00</u>  Approved in current year budget?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: General Fund  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities? N/A	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?  N/A	

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

N/A



**City of Spokane**  
**OUTSIDE COUNSEL  
CONTRACT AMENDMENT**

This Contract Amendment is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **KEATING, BUCKLIN & MCCORMACK, INC., P.S.**, whose address is 800 Fifth Avenue, Suite 4141, Seattle, Washington 98104-3175, as ("Firm"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Firm agreed to act as OUTSIDE SPECIAL COUNSEL providing legal services and advice to the City regarding the matter of THE ESTATE OF DAVID NOVAK, ET. AL. v. CITY OF SPOKANE, ET. AL., and*

*WHEREAS, additional funds are necessary, thus the original Contract needs to be formally Amended by this written document; and*

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

**1. CONTRACT DOCUMENTS.**

The Contract, attested by the City Clerk on September 6, 2019, 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.

**3. COMPENSATION.**

The City shall pay an additional amount not to exceed **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)** for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **TWO HUNDRED FORTY-NINE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$249,500.00).**



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.

**KEATING, BUCKLIN &  
MCCORMACK, INC., P.S.**

**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

22-048

## Committee Agenda Sheet

### Finance & Admin Committee

<b>Submitting Department</b>	Neighborhood, Housing, and Human Services Division – Community, Housing, and Human Services Department
<b>Contact Name &amp; Phone</b>	Kelsey Martin, 509-867-8539
<b>Contact Email</b>	<a href="mailto:kmartin@spokanecity.org">kmartin@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: 5 minutes
<b>Agenda Item Name</b>	Treasury Emergency Rental Assistance 1.0 Reallocation Subgrant Recommendation
<b>Summary (Background)</b>	<p>The Treasury ERA is part of The U.S. Department of Treasury’s response to the COVID-19 disaster, making available \$25 billion in funds intended to prevent evictions that would contribute to the spread of the virus by paying rental arrears, current due rent, future rent, and utilities and home energy costs.</p> <p>On October 15, 2021 Treasury announced it would begin accepting requests from Grantees for reallocated funds. The ERA1 statute required reallocated funds would only be available to Grantees that had obligated at least 65% of their own initial ERA1 allocations. Treasury indicated these additional funds must be obligated by September 30, 2022.</p>
<b>Proposed Council Action &amp; Date:</b>	CHHS is requesting permission to award the additional reallocation award of \$234,629.26 in ERA 1.0 funds to geocko, inc. dba LiveStories. The grant has a retroactive start date of March 1, 2021 and the grant expires on September 30, 2022.
<b>Fiscal Impact:</b> Total Cost: N/A Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: U.S. Department of Treasury Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Other budget impacts: (revenue generating, match requirements, etc.) N/A	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  Households must meet the three federally required initial screening criteria: <ul style="list-style-type: none"> <li>Income at or below 80% of Area Median Income (AMI).</li> <li>Experiencing a financial hardship directly or indirectly due to the COVID-19 outbreak that threatens the household’s ability to pay the costs of the rental property when due.</li> <li>At risk of experiencing homelessness or housing instability.</li> </ul> The following households must be prioritized: <ul style="list-style-type: none"> <li>Income at or below 50% AMI.</li> <li>Households with one or more individuals who are unemployed and have been unemployed for 90 days before application date.</li> </ul>	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	

Data is collected monthly by partners on forms provided by Treasury. Monthly and Quarterly reporting will continue to be required on the additional reallocation award dollars.

The percentage of head of households provided rent assistance must at least equal the proportion to the population living in poverty in the county for each of the following groups:

- People of Color (includes Black or African American, American Indian and Alaska Native, Native Hawaiian or other Pacific Islander, Hispanic/Latinx, Asian, Other/Multi-Racial)
- Black or African American
- American Indian and Alaska Native
- Hispanic/Latinx

Additional performance targets include:

- Ten percent of households served must be young adults age 18-25.
- Ten percent of financial assistance must be utility assistance.

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

The City of Spokane had obligated nearly 100% of its ERA1 award at the time of the reallocation announcement, and subsequently applied for additional ERA1 funds on 11/12/21. CHHS was notified on 12/30/21 that The City of Spokane was awarded an additional \$234,629.26 in ERA1 funds. Since the CHHS RFP Evaluation & Review Committee sub-awarded the initial ERA1 funds, the additional funds were again referred to the Committee for their subaward review and recommendation.

The Review Committee met on January 25, 2022 to assess performance and capacity of the three ERA1 funded agencies. After evaluation of capacity and examination of the sub-awardee's ability to distribute the full reallocation award quickly, it was recommended the full award of \$234,629.26 be distributed to LiveStories. Their recommendation was approved by the CHHS Board on February 2, 2022.

Treasury is continuing to allow for 10% of the award for administrative fees. The City of Spokane will not be withholding any of the funds for City of Spokane admin costs.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

2020-2025 Strategic Plan to End Homelessness; Greater Spokane Comprehensive Emergency Management Plan

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Innovation and Technology Services Division
<b>Contact Name &amp; Phone</b>	Michael Sloon, 625-6468
<b>Contact Email</b>	<a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Michael Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion      Time Requested: 2/28/2022
<b>Agenda Item Name</b>	Cityworks by Azteca Systems, LLC Annual Software Maintenance and Support
<b>Summary (Background)</b>	Cityworks is a powerful, flexible and affordable GIS-Centric Asset Maintenance Management System. Cityworks is currently utilized by the City's Water and Wastewater departments. In addition, Cityworks is currently being implemented to the Street and Parks & Recreation departments. The 2021 contract amount was \$135,036.00. There is a slight increase for 2022 due to an increase in WA sales tax.
<b>Proposed Council Action &amp; Date:</b>	Pass Council on 3/14/2022
<b>Fiscal Impact:</b> Total Cost: \$135,160.00 Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring – Annual  Specify funding source: 5300-733000-18850-54820  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring - Annual  Other budget impacts: NA	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?	
Not applicable – annual software maintenance	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
Not applicable – annual software maintenance	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Not applicable – annual software maintenance	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?	
This service aligns with the Sustainable Resources strategic initiative based on sound financial objectives, and quality customer service in our asset management system.	

## Committee Agenda Sheet

### FINANCE & ADMINISTRATION

<b>Submitting Department</b>	Innovation and Technology Services Division
<b>Contact Name &amp; Phone</b>	Michael Sloon, 625-6468
<b>Contact Email</b>	<a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Michael Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion      Time Requested: 2/28/2022
<b>Agenda Item Name</b>	Continuation for Salesforce Licenses Ongoing annual maintenance and support of the City's CRM system.
<b>Summary (Background)</b>	The Customer Relationship Management (CRM) system is the application used to track citizen engagement, through multiple city entities, including My Spokane-311, Utility Billing, Mayor's Office, Solid Waste Management, City Council and Streets Departments. Carahsoft supplies the Salesforce licensing in support of the City's Customer Relationship Management (CRM). Salesforce was selected and implemented in 2019. 2021 contracted amount was \$115,870.58 including tax. The difference from 2021 to 2022 is the addition of one Salesforce license. 2022 contract term is 5/1/22 – 4/30/23.
<b>Proposed Council Action &amp; Date:</b>	Pass Council on 3/14/2022
<b>Fiscal Impact:</b> Total Cost: \$117,823.55 Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring - Annual  Specify funding source: 5300-73300-18850-54820  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring - Annual  Other budget impacts:	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?	
Not applicable – annual software maintenance	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
Not applicable – annual software maintenance	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Not applicable – annual software maintenance	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?	

This service aligns with the Sustainable Resources strategic initiative based on sound financial objectives, and quality customer service in our 311 CRM system.

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Innovation and Technology Services Division
<b>Contact Name &amp; Phone</b>	Michael Sloon, 625-6468
<b>Contact Email</b>	<a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Michael Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion      Time Requested: 2/28/2022
<b>Agenda Item Name</b>	Customer Relationship Management System (CRM) Annual Software Maintenance and Support
<b>Summary (Background)</b>	Incapsulate supports the City's CRM 311 system. The CRM 311 system is utilized by various City Departments. Incapsulate was selected from a formal RFP process in 2019. The 2021 contracted amount was \$109,734.10 with tax.
<b>Proposed Council Action &amp; Date:</b>	Pass Council on 3/14/2022
<b>Fiscal Impact:</b> Total Cost: \$113,118.94 Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring – Annual  Specify funding source: 5300-733000-18850-54820  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring - Annual  Other budget impacts: NA	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  Not applicable – annual software maintenance	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?  Not applicable – annual software maintenance	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?  Not applicable – annual software maintenance	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?  This service aligns with the Sustainable Resources strategic initiative based on sound financial objectives, and quality customer service in our CRM 311 system.	

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Innovation and Technology Services Division
<b>Contact Name &amp; Phone</b>	Michael Sloon, 625-6468
<b>Contact Email</b>	<a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Michael Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion      Time Requested: 2/28/2022
<b>Agenda Item Name</b>	Oracle's PeopleSoft and Database Annual Software Maintenance and Support
<b>Summary (Background)</b>	Oracle America, Inc supports the City's PeopleSoft Human Capital Management (HCM) System and Utility Billing Oracle database, which is utilized by various City Departments. Oracle Software was selected and implemented in 2009 for the City of Spokane's PeopleSoft Benefits, Payroll and Time & Labor software. Oracle Software is the only supplier of PeopleSoft licensing. 2021 contracted amount was \$207,462.82. The increase is 4% per Oracle's annual inflationary adjustment rate. Term is April 21, 2022 – April 20, 2023.
<b>Proposed Council Action &amp; Date:</b>	Pass Council on 3/14/2022
<b>Fiscal Impact:</b> Total Cost: \$215,959.47 including taxes Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring – Annual  Specify funding source: 5300-73300-18850-54820  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring – Annual  Other budget impacts: NA	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?	
Not applicable – annual software maintenance	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
Not applicable – annual software maintenance	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Not applicable – annual software maintenance	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?	
This service aligns with the Sustainable Resources strategic initiative based on sound financial objectives, and quality customer service in our Human Capital management system and Utility Billing Database.	



## Committee Agenda Sheet

### Finance & Administration

<b>Submitting Department</b>	Finance, Treasury and Administration – Treasury Services
<b>Contact Name &amp; Phone</b>	Conner Thorne 625-6091
<b>Contact Email</b>	<a href="mailto:wthorne@spokanecity.org">wthorne@spokanecity.org</a>
<b>Council Sponsor(s)</b>	Betsy Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion         Time Requested: _____
<b>Agenda Item Name</b>	Armored Car Service Contract Renewal
<b>Summary (Background)</b>	<p>The City of Spokane has an interlocal agreement with the Washington State Department of Economic Services allowing the City to purchase or acquire goods and services under the contracts entered into by Department of Enterprise Services that permit such use. The City of Spokane seeks to purchase Loomis Armored Car Services under the Washington State Department of Enterprise Services Contract #08115. Contract #08115 terms and conditions are incorporated into the work order agreement by reference. All obligations owed to the State by Loomis under Contract #08115 are also owed to the City of Spokane.</p> <p>Loomis will provide the following services effective Jan 1, 2022*:</p> <ul style="list-style-type: none"> <li>Armored Car Services</li> <li>Smart Safes</li> <li>Courier Services</li> </ul> <p>*Previous contract expired 12/31/2021</p>
<b>Proposed Council Action &amp; Date:</b>	Approve renewal of Armored Car Service contract March 14, 2022
<b>Fiscal Impact:</b> Total Cost: \$54,000 Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts:</b> N/A	
What impacts would the proposal have on historically excluded communities?  N/A	

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This contract helps to ensure the City is compliant with its cash handling procedures.

## City of Spokane

### Contract #08115 Armored Car Services: Work Request

This Work Request is issued under Contract #08115 with the Department of Enterprise Services.

Work Request Number:	Agency assigned number	DATE 02-03-2022
Category of Service: Armored Car Services	Services are provided in Spokane County for the City of Spokane as outlined in Contract #08115 and Exhibit B.	Number of pickups per week: See below
<b>Expected Work Period</b>		
Work period is projected from:		January 1, 2022 – December 31, 2022

Pick up from physical address and contacts any known changes to last year's schedule? -cw

Jobsite Location: Various locations in the City of Spokane. Contact is:  
[treasuryaccounting@spokanecity.org](mailto:treasuryaccounting@spokanecity.org) (509) 625-6030

LOCATION	ADDRESS	FREQUENCY PER WEEK
City Hall	City Hall, 1st Floor	Monday- Friday
City Hall Parking Riverfront Park <sup>1</sup>	City Hall, Lower Level	Monday - Friday
Riverfront Park <sup>2</sup>	507 North Howard Street	Monday
Riverfront Park <sup>3</sup>	507 North Howard Street	Monday and Friday
Riverfront Park <sup>4</sup>	507 North Howard Street	On Call
Manito Park Cafe <sup>4</sup>	507 North Howard Street	Monday - Sunday
Municipal Court	1928 S Tekoa Street	Monday – Sunday
Municipal Court Parking	1100 W. Mallon Ave.	Monday- Friday
Police Records	1100 W. Mallon Ave.	Monday- Friday
Police Evidence Room	1100 W. Mallon Ave.	Monday- Friday
Waste To Energy - Geiger	4010 E Alki	On Call
	2900 S Geiger	Monday- Friday

<sup>1</sup> December – March only

<sup>2</sup> April – May and September – November

<sup>3</sup> June – August only

<sup>4</sup> May – September only

**NOTE: Locations and frequency per week may be added, deleted, or changed as needed.**

#### **Scope of Work/Services Required:**

*The City of Spokane has an interlocal agreement with the Washington State Department of Economic Services allowing the City to purchase or acquire goods and services under the contracts entered into by DES that permit such use. The City of Spokane seeks to purchase Loomis Armored Car Services under the Washington State Department of Enterprise Services Contract #08115. Contract #08115 is attached hereto and all terms and conditions are incorporated into this work order by reference. All obligations owed to the State by Loomis under Contract #08115 are also owed to the City of Spokane.*

**Invoice Address and Account Payable Contact:** City of Spokane, City Hall, Attn: Accounts Payable, 808 W. Spokane Falls Blvd. Spokane, WA 99201

**CONTACT PERSON:**

Where to send invoices and contact name / number for billing questions

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

[treasuryaccounting@spokanecity.org](mailto:treasuryaccounting@spokanecity.org)

(509) 625-6030

Banking: Where are deposits and change order delivered or picked up from

US Bank Spokane Cash Vault

**Projected Budget (if applicable):**

Agency (Project Manager): \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax : \_\_\_\_\_

Exhibit A- Contract #08115 with the Department of Enterprise Services

Exhibit B – Washington State Contract 2022 Pricing and Ordering

**LOOMIS ARMORED US**

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
City Clerk

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney