

April 18 Finance & Administration Committee Meeting
Agenda for 1:15 p.m. April 18, 2022

The Spokane City Council's Finance and Administration Committee meeting will be held at **1:15 PM April 18, 2022**, in Council Chambers, located on the lower level of City hall at 808 W. Spokane Falls Blvd. The meeting can also be accessed live at <https://my.spokanecity.org/citycable5/live/> and <https://www.facebook.com/spokanecitycouncil> 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 3rd Monday of each month at 1:15 p.m. unless otherwise posted.

The meeting will be open to the public both virtually and in person, with the possibility of moving or reconvening into executive session only with members of the City Council and 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

1. [March 21, 2022 Meeting Minutes](#)

III. Discussion Items

1. [CTAB Interview – Brian Thomas \(5 minutes\)](#)
2. [EMS Levy Resolution - Breean Beggs \(5 minutes\)](#)
3. [Portfolio & Yield Planning - Gavin Cooley \(10 minutes\)](#)
4. [Quarterly Investment Report - Conner Thorne \(10 minutes\)](#)
5. [Mayoral Appointee - Water and Hydroelectric Services Director - Kristin Smith \(5 minutes\)](#)
6. [Mayoral Appointee - Public Defender - Kristin Smith \(5 minutes\)](#)
7. [SBO - Don Kardong Additional Funding - Garrett Jones \(10 minutes\)](#)
8. [Quarterly Financial Reports - Paul Ingiosi \(10 minutes\)](#)
9. [SBO – Real Estate Excise Tax Funded Projects in the Capital Improvement Program - Paul Ingiosi \(5 minutes\)](#)
10. [SBO - Deputy Treasurer - Tonya Wallace \(10 minutes\)](#)
11. [Appointing Members to the Equity Subcommittee - Betsy Wilkerson \(5 minutes\)](#)

IV. Consent Items

1. [Torre Refuse and Recycling Site Services \(Purchasing\)](#)

2. SBO - Electric Vehicle Purchase (Public Works)
3. Purchase of Used Dump Truck (Fleet Services)
4. SBO – Public Defender VISTA Site Support Payment (Finance)
5. SBO - Increased ARPA allocation for childcare initiatives (City Council)

V. Executive Session

VI. 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.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
21 March, 2022

Called to Order: 1:15 PM PST

Recording of the meeting may be viewed here: <https://vimeo.com/690703201>

Attendance

Committee Members Present:

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

Staff/Others Present:

Hannahlee Allers, Matt Boston, Mark Carlos (scribe), Johnnie Perkins, Tonya Wallace, Brian McClatchey, Conner Thorne, Howard Delaney, Kara Odegard, Jerry White Jr., Jeff Gunn, Shae Blackwell, Nicolette Ocheltree, Scotty Nicol, Paul Ingiosi

Approval of Minutes: 1:17 PM PST

CM Bingle moved to approve, CM Zappone seconded. Agenda and minutes were approved unanimously.

Agenda Items

Discussion Requests

1. SBO – Mayor’s Office and Council Office Staffing – CP Beggs
 - Discussion was had with Administrator Johnnie Perkins and CFO Tonya Wallace
 - No Action Taken, SBO was suggested to be taken apart
 - Sponsors: CP Beggs, CM Kinnear
2. True Value Investment Advisory Services Agreement – Tonya Wallace
 - Discussion was had, No Action Taken.
 - Sponsors: CM Stratton
3. Investment Allocation – Tonya Wallace/Conner Thorne
 - Discussion was had
 - CM Wilkerson is sponsoring
4. Position Revision – Supervisory Probation Officer to Director of CJS – Howard Delaney
 - Discussion was had, no action
5. River and Aquifer Interactions and Drought Impacts – Kara Odegard & Jerry White
 - Discussion was had, Kara will come to PIES Committee with more information

- Sponsors: CM Stratton
- 6.. SBO – Clean Fuel Infrastructure Reserve Budget – Rick Giddings
- Presentation
- Sponsors: CM Wilkerson, CM Kinnear
- 7. 2022 State Legislative Agenda Outcomes – Erik Poulen
- Action taken
- Sponsors: CM Kinnear

Consent Items (no discussion was requested or had)

1. Spokane County Detention Services Work Crew Services Agreement (Purchasing)
2. Resolution adopting the 2022 City Council Rules (City Council)
3. On-Call Off-Street Parking Lot Repair & Maintenance (Facilities)
4. UBit Truck Rebuild (Fleet)
5. Air Brake Parts Renewal (Fleet)

Executive session None.

Adjournment The meeting adjourned at PST, next meeting will be on March 18th at 2:36 PM

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

Approved by:

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

Committee Agenda Sheet

Finance & Administration

Submitting Department	City Council
Contact Name & Phone	CP Beggs – x6254
Contact Email	bbeggs@spokanecity.org
Council Sponsor(s)	CP Beggs; CM Cathcart
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 5
Agenda Item Name	Resolution Supporting the EMS Levy
Summary (Background)	This resolution is in support of the EMS Levy.
Proposed Council Action & Date:	Has been filed for a vote on 4/18
Fiscal Impact: 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.)	
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	

RESOLUTION NO. 2022-_____

A Resolution of the City of Spokane supporting Ballot Proposition No. 1, entitled “City of Spokane EMS – Emergency Medical Services Levy.”

WHEREAS, the current City of Spokane Emergency Medical Services (EMS) levy will expire at the end of December 2022; and

WHEREAS, Emergency Medical Services are a vital public service; and

WHEREAS, access to quality first response emergency medical care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, Spokane Fire Department’s EMS providers have traditionally served as the safety net of Spokane’s health care system; and

WHEREAS, the City and Spokane Fire Department could not provide first response emergency medical care to those in need without the funding support of the EMS Levy; and

WHEREAS, the EMS levy has contributed significantly to the provision of EMS which greatly promotes the health and safety of the citizens of the community; and

WHEREAS, on February 14, 2022, the City Council for the City of Spokane passed Resolution No. 2022 – 0015 requesting the Spokane County Auditor to hold a special election providing for the submission of Proposition No. 1 to the electors of the City of Spokane on the April 26, 2022 special election authorizing the City to impose additional regular property tax levies to be used exclusively for EMS – Emergency Medical Services for the years 2023 through 2028 in the sum of \$0.50 per \$1,000 of 2022 assessed value pursuant to Ordinance No. C – 36175; and

WHEREAS, on February 28, 2022, the Spokane County Elections Department provided notice of the ballot title language for the City of Spokane Proposition No. 1 for the April 26, 2022, Special Election, a copy of which is attached to this resolution; and

WHEREAS, Proposition No. 1, as approved by the City Council pursuant to Resolution No. 2022 - 0015 and as submitted to the Spokane County Elections Department, shall appear on the April 26, 2022, Special Election as the following ballot proposition:

PROPOSITION NO. 1

CITY OF SPOKANE

EMS – EMERGENCY MEDICAL SERVICES LEVY

The City of Spokane approved Resolution No. 2022 - 0015, authorizing a ballot proposition imposing additional regular property tax levies to be used exclusively for EMS - Emergency Medical Services for the years 2023 through 2028 in the sum of \$0.50 per \$1,000 of 2022 assessed value as set forth in Ordinance No. C - 36175.

Shall the City of Spokane be authorized to impose regular property tax levies in the sum of \$0.50 per \$1,000 of 2022 assessed valuation for the continued provision of EMS - Emergency Medical Services for each year for six consecutive years to be collected in 2023 through 2028 inclusive?

[] YES
[] NO

NOW, THEREFORE, be it resolved that the Spokane City Council supports the passage of the City of Spokane Proposition No. 1 on the April 26, 2022, Special Election regarding a ballot proposition imposing additional regular property tax levies to be used exclusively for EMS – Emergency Medical Services for the years 2023 through 2028 in the sum of \$0.50 per \$1,000 of 2022 assessed value.

Passed by the City Council this ____ day of _____, 2022.

City Clerk

Approved as to form:

Assistant City Attorney

Committee Agenda Sheet

[COMMITTEE]

Submitting Department	Finance, Treasury and Administration – Treasury Services
Contact Name & Phone	Conner Thorne (509) 625-6091
Contact Email	wthorne@spokanecity.org
Council Sponsor(s)	CM Betsy Wilkerson
Select Agenda Item Type	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: <u>10 Min</u>
Agenda Item Name	Quarterly Investment and SIP Loan Capacity Reports
Summary (Background)	<p>The Quarterly Investment and SIP Loan Capacity reports are standing topics presented by Finance. The objective of the presentation is to inform Council of the current position of the portfolio. Some of the items covered include:</p> <ul style="list-style-type: none"> Overview of Investment objectives Yield to Maturity Rate of Return Investment transactions (i.e. maturities, purchases) Unrealized Gain/Loss Weighted Average Maturities SIP Loan Capacity <p>Review go-forward investment strategy</p>
Proposed Council Action & Date:	N/A
Fiscal Impact: 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.)	
Operations Impacts: 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? N/A	

Committee Agenda Sheet

FINANCE & ADMINISTRATION

Submitting Department	Human Resources
Contact Name & Phone	Kristin Smith, Human Resources Director x6383
Contact Email	ksmith@spokanecity.org
Council Sponsor(s)	Council Member Kinnear and Council Member Stratton
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 10 mins
Agenda Item Name	Council Confirmation of Mayoral Appointee – Water and Hydroelectric Services Director
Summary (Background)	<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> <ul style="list-style-type: none"> <u>Appointment of Loren Searl to Water and Hydroelectric Services Director</u> – The Director of Water and Hydroelectric Services recruitment opened on December 3d, 2021, and closed on January 9th, 2022. 8 applications were received; 4 applicants did not meet the minimum qualifications; 4 applicants passed only the minimum screening; 4 applicants were selected to participate in the first round of interviews. 3 candidates were selected for and participated in the second round of interviews. Mr. Searl has been a City employee for 26 years with 5 years as the Water Superintendent. <p>Loren Searl was selected for appointment to the position by Mayor Woodward and is being presented for confirmation to the Water and Hydroelectric Services Director.</p>
Proposed Council Action & Date:	Confirm the Appointment of Loren Searl to Water and Hydroelectric Services Director
Fiscal Impact: 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.)	
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

Committee Agenda Sheet

FINANCE & ADMINISTRATION

Submitting Department	Human Resources
Contact Name & Phone	Kristin Smith, Human Resources Director x6383
Contact Email	ksmith@spokanecity.org
Council Sponsor(s)	Council President Beggs and Council Member Cathcart
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 10 mins
Agenda Item Name	Council Confirmation of Mayoral Appointee –Public Defender
Summary (Background)	<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 Nick Antush to Public Defender</u></p> <ul style="list-style-type: none"> The Public Defender recruitment opened on November 1st, 2021, and closed on December 7th, 2021. 10 applications were received; 3 applicants did not meet the minimum qualifications; 7 applicants passed only the minimum screening; 7 applicants were selected to participate in the first round of interviews. 2 candidates were selected for and participated in the second round of interviews. Mr. Antush has been a City employee for 27 years with the Public Defender’s Office. <p>Nick Antush was selected for appointment to the position by Mayor Woodward and is being presented for confirmation to Public Defender.</p>
Proposed Council Action & Date:	Confirm the Appointment of Nick Antush to Public Defender.
Fiscal Impact: 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.)	
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	

Committee Agenda Sheet

Finance & Administration

Submitting Department	Parks and Recreation
Contact Name & Phone	Garret Jones 509-795-9936
Contact Email	gjones@spokanecity.org
Council Sponsor(s)	
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 10 minutes
Agenda Item Name	Additional Don Kardong Bridge APRA Funds
Summary (Background)	<p>Park staff proposed American Rescue Plan Act (ARPA) funds be utilized to fund this bridge renovation project to restore the critical pedestrian bridge while enabling the Parks Division to implement regular repairs to other park assets citywide. A Council Ordinance (C36167) was passed to utilize \$1,450,000 towards the construction. The original estimate was \$2,250,000 for total project cost.</p> <ul style="list-style-type: none"> • We received public bids on Monday April 4. • Despite 5 qualified general contractors attending the mandatory pre-bid meeting and displaying interest in the project, we received on 1 bid from a qualified general contractor. • The apparent low bid price for the recommended scope of work came in 46% above the engineer's estimated cost (\$3.175M) • Including contingency and construction management, this places the total project cost @ \$3.7M • Upon debriefing with the project consultant team, apparent low bid contractor, and prospective bidders, we attribute the increased cost above the estimate to: <ol style="list-style-type: none"> 1. Radical increase in material cost 2. Shortage in labor availability 3. High Demand for Construction Work • Regarding schedule, if this project is not physically completed by April 1, 2023 – we will lose the WA State grant funding allocated this project totaling \$726,000.00. We have also received commitment from Gonzaga (\$50k) and University District (\$70k). • In summary, due to the continued increases in material & labor costs, high demand for bridge construction, and low contractor availability we believe rejecting this bid, re-packaging & re-bidding this project risks increasing rather than decreasing the project construction cost. There is also risk that re-bidding may in-fact increase the cost or result in no bidders. • We recommend awarding the recommended construction contract to the apparent low bidder despite the cost being significantly higher than estimated. The added costs total \$1,500,000. Staff proposes to split the additional costs \$750,000 from ARPA and \$750,000 from the Park Fund.

Proposed Council Action & Date:	Provide feedback and affirm direction on an additional \$750,000 ARPA funds towards the Don Kardong Bridge construction. Would propose action in April for May construction.
Fiscal Impact:	
Total Cost:	
Approved in current year budget? <input 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: APRA	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.) Parks would lose additional grant dollars if the bridge is not completed by April 2023.	
Operations Impacts	
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?

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 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 American Rescue Plan Fund, and the budget annexed thereto with reference to the American Rescue Plan Fund, the following changes be made:

- 1) Increase appropriation by \$750,000, funded from the city's direct allocation of the State and Local Fiscal Recovery Fund of the American Rescue Plan Act.
- A) Of the increased appropriation, \$750,000 is provided to the City of Spokane Parks and Recreation Division to replace funding lost due to COVID-19 solely for the renovation of the Centennial Trail Don Kardong Pedestrian Bridge.

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 provide additional appropriation authority for The Centennial Trail Renovations to the Don Kardong Bridge due to increased construction costs, 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

Submitting Department	Finance
Contact Name & Phone	Paul Ingiosi – 509-625-6061
Contact Email	pingiosi@spokanecity.org
Council Sponsor(s)	
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: <u>10 minutes</u>
Agenda Item Name	Quarterly Financial Report
Summary (Background)	<p><u>Background</u> The Finance, Treasury and Administration department routinely presents City financial information to the Finance & Administration committee of the City Council.</p> <p>The quarterly financial report is intended to provide more detail and greater insight into the financial well being of the City. Topics include an overview of revenues and expenditures by fund, updates on the General Fund reserve accounts, rotating special reports such as capital project updates or ARPA accounting, and an economic briefing.</p> <p><u>Summary</u> The attached report covers January through March 2022.</p>
Proposed Council Action & Date:	n/a
Fiscal Impact: n/a Total Cost: n/a 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.)	
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?
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n/a

Committee Agenda Sheet

Finance and Administration Committee

Submitting Department	Finance
Contact Name & Phone	Paul Ingiosi – 509-625-6061
Contact Email	pingiosi@spokanecity.org
Council Sponsor(s)	
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: <u>5 minutes</u>
Agenda Item Name	SBO – Real Estate Excise Tax Funded Projects in the Capital Improvement Program
Summary (Background)	<p><u>Background</u></p> <p>The City collects two separate 0.25% excise taxes on the selling price on each sale of real property in the City. Each Real Estate Excise Tax (REET) is accounted for in separate funds (REET 1 and REET 2) and may be used for specific purposes outlined in Washington state and City code.</p> <p>The 2022-2027 Capital Improvement Program (CIP) included \$3,646,500 in projects funded from the REET 1 Fund (attached). Of the amount included in the CIP, \$1,257,000 was appropriated in the budget as a transfer out to Facilities-Capital Fund. The remaining \$2,389,500 was inadvertently not appropriated in the 2022 budget.</p> <p><u>Summary</u></p> <p>The special budget ordinance would appropriate \$2,389,500 from the REET 1 unappropriated fund balance and transfer funds and budget authority to the following funds for projects already included in the 2022-2027 CIP:</p> <ul style="list-style-type: none"> Combined Communications Building - \$1,200,000 EMS Fund - \$695,000 ITSD Fund - \$424,500 General Fund (Police) - \$70,000
Proposed Council Action & Date:	SBO – May 2, 2022
<p>Fiscal Impact:</p> <p>Total Cost: \$2,389,500</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring</p> <p>Specify funding source: Various funds</p> <p>Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
Operations Impacts	
<p>What impacts would the proposal have on historically excluded communities?</p> <p>n/a</p>	

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 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 Real Estate Excise Tax Fund, and the budget annexed thereto with reference to the Real Estate Excise Tax Fund, the following changes be made:

- 1) Increase the appropriation by \$2,389,500.
- A) Of the increased appropriation, \$1,200,000 is provided solely for a transfer out to the Communications Building Maintenance and Operations Fund.
- B) Of the increased appropriation, \$695,000 is provided solely for a transfer out to the Emergency Medical Services Fund.
- C) Of the increased appropriation, \$424,500 is provided solely for a transfer out to the Management Information Services Fund.
- D) Of the increased appropriation, \$70,000 is provided solely for a transfer out to the General Fund, Police Department.
- E) The appropriation increase is funded from Real Estate Excise Tax unappropriated reserves.

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

- 1) Increase the revenue by \$1,200,000.
- A) Of the increased revenue, \$1,200,000 is from a transfer in from the Real Estate Excise Tax Fund.
- 2) Increase the appropriation by \$1,200,000.
- A) Of the increased appropriation, \$1,200,000 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

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

- 1) Increase the revenue by \$695,000.
- A) Of the increased revenue, \$695,000 is from a transfer in from the Real Estate Excise Tax Fund.
- 2) Increase the appropriation by \$695,000.
- A) Of the increased appropriation, \$695,000 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

Section 4. That in the budget of the Management Information Services Fund, and the budget annexed thereto with reference to the Management Information Services Fund, the following changes be made:

- 1) Increase the revenue by \$424,500.
- A) Of the increased revenue, \$424,500 is from a transfer in from the Real Estate Excise Tax Fund.

- 2) Increase the appropriation by \$424,500.
- A) Of the increased appropriation, \$424,500 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

Section 5. 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) Increase the revenue in the Police Department by \$70,000.
- A) Of the increased revenue, \$70,000 is from a transfer in from the Real Estate Excise Tax Fund.
- 2) Increase the appropriation by \$70,000.
- A) Of the increased appropriation, \$70,000 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

Section 6. 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 funds and align budget authority for projects included in the 2022-2027 Capital Improvement Program, 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

Fund Name	Project Title	To Date	2022	2023	2024	2025	2026	2027
REET1	City Hall Roof Replacement	-	\$700,000	-	-	-	-	-
	City-Owned Buildings ADA Restrooms Updates	-	\$150,000	-	-	-	-	-
	Citywide HVAC Controls Upgrade Phase 1	-	\$407,000	\$593,000	-	-	-	-
	Fire Facilities: HVAC and Mechanical Systems	\$309,894	\$140,000	-	-	-	-	-
	Fire Facilities: CCB Generator Control System Upgrade	-	\$150,000	-	-	-	-	-
	Fire Facilities: CCB Roof Replacement	-	\$1,000,000	\$557,163	-	-	-	-
	Fire Facilities: CCB UPS Replacement	-	\$50,000	\$1,200,000	-	-	-	-
	Fire Facilities: Critical Roof Replacements	\$336,811	\$95,000	-	-	-	-	-
	Fire Facilities: Individual Bunkroom & Nursing Room Updates	-	\$460,000	\$322,400	\$335,296	\$348,708	\$362,656	\$377,162
	Fire Facilities: Station 5 Permanent Construction	\$300,000	-	\$50,000	-	-	-	-
	P1F North Route Redundant Internet	-	\$200,000	-	-	-	-	-
	P2F Greene St. Bridge	-	\$50,000	-	-	-	-	-
	P3F City Hall to Fire Station 1 Fiber Increase	-	\$7,500	-	-	-	-	-
	PF4 Spokane Falls Blvd Conduit and Fiber	-	\$135,000	-	-	-	-	-
	PF5 Fire Station 1 to Cowley Fiber Increase	-	\$32,000	-	-	-	-	-
	Police Academy Remodel	-	\$70,000	\$15,000	-	-	-	-
	Total	\$946,705	\$3,646,500	\$2,737,563	\$335,296	\$348,708	\$362,656	\$377,162
Fund Name	Project Title	To Date	2022	2023	2024	2025	2026	2027
	EMS Fund		\$695,000					
	Combined Communications Building Fund		\$1,200,000					
	ITSD		\$424,500					
	Police (General Fund)		\$70,000					
	Facilities Fund (included in 2022 budget)		\$1,257,000					

Committee Agenda Sheet

Finance and Administration Committee

Submitting Department	Finance
Contact Name & Phone	Tonya Wallace – 509-625-6845
Contact Email	twallace@spokanecity.org
Council Sponsor(s)	
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: <u>10 minutes</u>
Agenda Item Name	SBO – Deputy Treasurer Position
Summary (Background)	<p><u>Background</u> The Treasury Manager position in the Finance, Treasury and Administration department is responsible for day-to-day management of the City's treasury operations. The City's previous Treasury Manager's last day was Jan. 28, 2022.</p> <p><u>Summary</u> A need for a higher-level, exempt Deputy Treasurer position has been identified. See attached job description.</p> <p>The special budget ordinance will delete the classified Treasury Manager position and create an exempt Deputy Treasurer position. The salary and benefit savings from the Treasury Manager position, approximately \$119,500, will be reappropriated for the Deputy Treasurer position resulting in no increase to the General Fund appropriation for 2022.</p>
Proposed Council Action & Date:	SBO – May 2, 2022
Fiscal Impact: Total Cost: n/a 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 checked="" type="checkbox"/> Recurring Specify funding source: General Fund Expense Occurrence <input type="checkbox"/> One-time <input checked="" 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) Delete one classified Treasury Manager position (from 1 to 0) and decrease the associated appropriation for salary and benefits in the Finance, Treasury and Administration department.
- 2) Add one exempt Deputy Treasurer position (from 0 to 1) and increase the associated appropriation for salary and benefits in the Finance, Treasury and Administration department.
- A) 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 create a Deputy Treasurer position, 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

Submitting Department	City Council Office
Contact Name & Phone	CM Wilkerson
Contact Email	bwilkerson@spokanecity.org
Council Sponsor(s)	CM Wilkerson
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Appointing Members to the Equity Subcommittee
Summary (Background)	<p>Appointing members to the Equity Subcommittee that was established by resolution 2021-0098 forming an ad hoc equity subcommittee. Recruitment for the subcommittee was open from March 14th to April 4th. We received 16 applications and were reviewed by a selection committee made up of community members and council staff.</p> <p>Please see attached list of community members being appointed.</p>
Proposed Council Action & Date:	
Fiscal Impact: Total Cost:	

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

Funding Source ☐ One-time ☐ Recurring
Specify funding source:

Expense Occurrence ☐ One-time ☐ Recurring

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

Operations Impacts

What impacts would the proposal have on historically excluded communities?

The purpose of the equity subcommittee is to identify, remove, and dismantle (disrupt), racial and social economic inequities in City services, programs, and decision -making processes by collaborating with City Council and administration leadership, and to ensure race, religion, creed, color, sex, national origin, marital status, familial status, domestic violence victims status, age, sexual orientation, gender identity, honorably discharged veteran or military status, refugee status, the presence of any sensory, mental or physical disability as defined by the Americans with Disabilities Act and/or Washington State Law Against Discrimination, do not predict one's success.

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 application collected optional demographic information; the majority of applicant completed it fully. Identifiers were left out of the selections process and applicants were evaluated on their answers.

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

The Equity Subcommittee that was established by resolution 2021-0098 and will be measured by advise provided to council on purposes outlined in the resolution that established it.

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?

Appointing members to the Equity Subcommittee that was established by resolution 2021-0098 forming an ad hoc equity subcommittee.

Committee Agenda Sheet

[COMMITTEE]

Submitting Department	Purchasing
Contact Name & Phone	Connie Wahl – 509-625-6411
Contact Email	cwahl@spokanecity.org
Council Sponsor(s)	CM Wilkerson
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 4/6/2022
Agenda Item Name	Torre Refuse & Recycling LLC - Portable Toilet and Wash Station Rental Services
Summary (Background)	<p>Master contract for multiple departments for portable toilet and hand wash station rental services to support ongoing operations. Examples of use include varying work sites that do not access to restrooms, golf course location sites, and public events that need additional toilet and hand wash capacity.</p> <p>A procurement process including a Request for Proposals and evaluation of Firm's proposals by an evaluation committee comprised of multiple departments determined it was in the City's best interest to have two options for services. Inventory and service capacity have been impacted by supply chain issues and increased need for rentals by the City, other agencies, and businesses.</p>
Proposed Council Action & Date:	Approval/Pass May 2 nd Council Meeting
Fiscal Impact: Total Cost: Up to \$140,000 based on unit pricing scheduled as needed. 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: various department budgets Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring – 3-year contract with 2 additional 1-year renewal options Other budget impacts: (revenue generating, match requirements, etc.) N/A	
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?

This contract complies with procurement requirements and supports internal department ongoing operations to provide quality customer service.



City of Spokane

MASTER CONTRACT

Title: **PORTABLE TOILET AND WASH
STATION RENTAL SERVICES**

THIS MASTER CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **TORRE REFUSE AND RECYCLING LLC, SDR SITE SERVICES**, whose address is 11320 West McFarland Road, Airway Heights, Washington 99001, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE**. The Company will provide portable toilet and wash station rental, cleaning, delivery, and pick-up services as needed for various City departments. Services will be provided on an as needed basis upon request and in accordance with the requirements, pricing, terms, and conditions in Request for Proposals #5593-22 titled "Portable Toilet and Wash Station Rental Services", and Company's Response to RFP and Pricing Schedule, attached as Exhibit B. This is an optional use master contract for various departments with no guarantee of usage. The City reserves the right to contract with other vendors providing similar products and services during the contract term. In the event of a discrepancy between the documents this City Contract controls.
2. **CONTRACT TERMS**. The Contract shall begin May 1, 2022, and run through April 30, 2025, unless amended by written agreement or terminated earlier under the provisions. This Contract can be extended and is renewable upon mutual agreement.
3. **COMPENSATION**. The City shall compensate the Company in accordance with Request for Proposal, Proposal response and "Pricing and Service Schedule" based on unit pricing. Payment will only be made for products or services requested, received, and accepted. This is a unit-price contract with no guarantee of usage or total dollar amount to be paid.
4. **PAYMENT**. The Company shall send its application for payment to the individual City Departments requesting service. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Contractor's application except as provided by state law.
5. **COMPLIANCE WITH LAWS**. Each party shall comply with all applicable federal, state, and local laws and regulations.
6. **ASSIGNMENTS**. This Contract is binding on the parties and their heirs, successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent.

7. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

8. 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 this Contract.

9. TERMINATION. Either party may terminate this Contract by thirty (30) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

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

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers; and
- 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 the Company's General Liability insurance policy must be a *minimum* of \$1,000,000, in order to meet the insurance coverages required under this Contract;
- 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.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company 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 Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the forty-five (45) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. INDEMNIFICATION. The Company 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 Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company 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 Company'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 Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company 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.

12. 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.

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

14. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

15. 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 Company 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 Company.

16. 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 Company 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 Company 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.

17. AUDIT / RECORDS. The Company 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 Company 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.

18. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is

legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Company's materials or information and the City determines there are exemptions only the Company can assert, City will endeavor to give Company notice. Company, at its own expense, will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

19. 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.

**TORRE REFUSE AND RECYCLING LLC,
SDR SITE SERVICES**

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:

Exhibit A – Certificate Regarding Debarment

Exhibit B – Company's Response to RFP

22-076

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.

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

EXHIBIT B
SEE ATTACHED

ATTACHMENT 2 - PRICING AND SERVICE SCHEDULE FORM				
ESTIMATED UNITS	SECTION A – FOR VARIOUS CITY DEPARTMENTS	RENTAL COST PER UNIT FOR:		
		DAY	WEEK	MONTH
	UNITS IN CONTINUOUS OR SEASONAL USE - WEEKLY CLEANING/MAINTENANCE SERVICE, DELIVERY AND PICK-UP TO BE INCLUDED IN UNIT COST			
15 EA	Standard Portable/Chemical Toilets with hand sanitizer.		\$145.00	\$110.00
4 EA	Portable/Chemical Toilets for Disabled with hand sanitizer.		\$175.00	\$135.00
4 EA	Portable/Chemical Toilets with Sink with hand sanitizer.		\$170.00	\$130.00
1 EA	Portable Trailer to hold/move Portable Toilet		\$25.00	\$35.00
1 EA	Privilege for City to supply and move trailer with rental unit		N/C	N/C
	UNITS FOR EVENTS AND MINOR EMERGENCIES – WEEKLY CLEANING/MAINTENANCE SERVICE, DELIVERY AND PICK-UP TO BE INCLUDED IN UNIT COST.			
7 EA	Standard Portable/Chemical Toilets with hand sanitizer.	\$95.00	\$145.00	
6 EA	Portable/Chemical Toilets for Disabled with hand sanitizer.	\$110.00	\$175.00	
4 EA	Portable Hand Wash Stations with hand soap. Two station unit	\$105.00	\$135.00	
5 EA	Service/Maintenance requested for event toilet – per each service	\$35.00	\$35.00	
5 EA	Service/Maintenance requested for event sink – per each service	\$35.00	\$35.00	
	Delivery within 1 day from receipt of order charge			
ADDITIONAL SERVICE PRICE: a. Indicate price for each cleaning/maintenance service requested in addition to what is included in standard weekly and monthly rentals: \$ <u>\$35.00</u> per service. b. Indicate percentage off retail for additional types of portable toilet and sink unit rentals: % <u>0</u>				

Standard Delivery: Firm will deliver the above items within 1 days from receipt of order request.

Payment Terms: Net 30 days **F.O.B. Delivery Point:** Multiple locations as requested by City Staff.

Response time to emergency request for unit placement or replacement: 1 Day or less

Response time to emergency request for service: 1 Day or Less Emergency Contact: Brad Young

Phone Number: 509-280-6000 Email Address: brady@sunshinedisposal.com

ESTIMATED UNITS	SECTION B WASTE TO ENERGY FACILITY	RENTAL COST PER UNIT FOR:		
		DAY	WEEK	MONTH
	UNITS IN CONTINUOUS USE - WEEKLY CLEANING/MAINTENANCE SERVICE, DELIVERY AND PICK-UP TO BE INCLUDED IN UNIT COST			
1 EA	Standard Portable/Chemical Toilets with hand sanitizer. Weekly cleaning/maintenance service as directed (currently Tuesday between the hours of 7:00 a.m. - 9:00 a.m.).		\$105.00	\$105.00
1 EA	Standard Portable/Chemical Toilets without hand sanitizer. Weekly cleaning/maintenance service as directed (currently Tuesday between the hours of 7:00 a.m. - 9:00 a.m.).		\$100.00	\$100.00
1 EA	Hook Toilet, Portable/Chemical Toilet with hand sanitizer. WTEF to lift/lower unit with Crane from 5th Floor. Unit located at 5 th Floor Crane Deck. Weekly cleaning/maintenance service as directed (currently Tuesday between the hours of 7:00 a.m. - 9:00 a.m.)		\$125.00	\$125.00
	UNITS FOR MAINTENANCE OUTAGES OR SEASONAL USE (approximately 3 times per year) - DAILY CLEANING/MAINTENANCE SERVICE, DELIVERY AND PICK-UP TO BE INCLUDED IN UNIT COST			
4 EA	Portable Hand Wash Stations with hand soap. Two station unit. <u>Daily</u> cleaning/maintenance service as directed.	\$105.00	\$130.00	
6 EA	Standard Portable/Chemical Toilets with hand sanitizer. <u>Daily</u> cleaning/maintenance service as directed	\$140.00	\$350.00	
OR - 6 EA	OR - Standard Portable/Chemical Toilets with hand sanitizer. <u>Every Other Day</u> cleaning/maintenance service as directed	\$140.00	\$245.00	
	Delivery within 1 day from receipt of order			
Firm shall coordinate placement of units with Maintenance Superintendent at phone: 509-625-6520 ADDITIONAL SERVICE PRICE: a. Indicate price for cleaning/maintenance service in addition to what is included in standard daily/weekly/monthly rentals as described in table: \$ <u>\$35.00</u> per service: _____				

Standard Delivery: We (I) will deliver the above items within 1 days from receipt of order request.

Payment Terms: Net 30 days **F.O.B. Delivery Point:** 2900 S. Geiger Blvd., Spokane, WA 99204.

Response time to emergency request for unit placement or replacement: 1 Day or less

Response time to emergency request for service: 1 Day or Less Emergency Contact: Brad Young

Phone Number: 509-280-6000 Email Address: brady@sunshinedisposal.com

Committee Agenda Sheet

Finance and Administration

Submitting Department	Public Works, Water & Hydroelectric Services
Contact Name & Phone	Loren Searl 625-6851
Contact Email	LSearl@spokanecity.org
Council Sponsor(s)	Betsy Wilkerson, Lori Kinnear
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	SBO – Water Electric F150 Vehicle Purchase(s)
Summary (Background)	<p>The Water Department is requesting a Special Budget Ordinance to pay for the purchase of six all –electric vehicles. The projected cost is \$250,000.00 including tax.</p> <p>The vehicle purchase was included in the 2021 Budget, but due to ordering issues the purchase was cancelled by vendor and the dollars were unencumbered in late 2021. The all-electric F150 Trucks have become available to order again, however they were not included in the 2022 Water & Hydroelectric Budget.</p> <p>Approval for the purchase of the vehicles was on the March 21, 2022 (2022 Pre-Approval of Purchased/Leased Vehicles and Equipment) presented by Fleet.</p>
Proposed Council Action & Date:	April 18, 2022, Approval
Fiscal Impact: Total Cost: <u>\$250,000.00</u> 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: Expense Occurrence <input checked="" 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? We will continue to monitor availability and pricing to make sure that we are budgeting correctly based on new realities for future replacements.	
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 Water-Wastewater 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 Water-Wastewater Fund, and the budget annexed thereto with reference to the Water-Wastewater Fund, the following changes be made:

- 1) Increase the appropriation by \$250,000.
- A) Of the increased appropriation, \$250,000 is provided solely for the purchase of new electric vehicles for the Water Department.
- B) The appropriation increase is funded from Water-Wastewater Fund Water Department 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 up to six all-electric vehicles for use by the Water 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

Finance and Administration Committee

April 18, 2022

Submitting Department	FLEET SERVICES
Contact Name & Phone	MICAELA MARTINEZ, 509-449-0959
Contact Email	MMARTINEZ@SPOKANECITY.ORG
Council Sponsor(s)	BETSY WILKERSON
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	PURCHASE OF USED DUMP TRUCK
Summary (Background)	Fleet Services would like to purchase a lightly used 2021 Western Star Dump Truck from Gordon Trucks, Spokane WA. Total cost including taxes is \$249,989.00
Proposed Council Action & Date:	May 2, 2022, Approval
Fiscal Impact: Total Cost: estimated: \$249,989.00 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.)	
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? 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

Submitting Department	Finance
Contact Name & Phone	Paul Ingiosi – 509-625-6061
Contact Email	pingiosi@spokanecity.org
Council Sponsor(s)	
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: _____
Agenda Item Name	SBO – Public Defender VISTA Site Support Payment
Summary (Background)	<p><u>Background</u></p> <p>In July 2020, the City signed a Memorandum of Understanding (MOU) with the Spokane County United Way where the Spokane County United Way would recruit and assign one AmeriCorps VISTA member to the City's Public Defender's Office for the purpose of creating a training program as well as identifying and creating a sustainable source for volunteer case managers to work in Community Court.</p> <p>As part of the (MOU) the City would pay the Spokane County United Way an annual Site Support Payment (SSP) of \$5,000. The original resolution from 2020 identified the Public Safety Personnel and Crime Reduction Fund as the funding source for the payment.</p> <p><u>Summary</u></p> <p>Since the MOU was signed the annual cost of the SSP has increased to \$6,250. Appropriation in the Public Safety Personnel and Crime Reduction Fund will be transferred to a transfer out to the General Fund. The special budget ordinance will establish a transfer in revenue line in the General Fund (Public Defender) and accompanying expenditure line for the SSP.</p>
Proposed Council Action & Date:	SBO – May 2, 2022
Fiscal Impact: Total Cost: \$6,250 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.)	
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) Increase the revenue in the Public Defender by \$6,250.
 - A) Of the increased revenue, \$6,250 is from a transfer in from the Public Safety Personnel and Crime Reduction Fund.
- 2) Increase the appropriation in the Public Defender by \$6,250.
 - A) Of the increased appropriation, \$6,250 is provided solely for contractual services.

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 provide budget authority for Public Defender contractual service needs, 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 & ADMINISTRATION COMMITTEE

Submitting Department	City Council
Contact Name & Phone	Zack Zappone
Contact Email	zzapone@spokanecity.org
Council Sponsor(s)	CM Wilkerson & CM Zappone
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	SBO – Increased allocation for \$2,000,000
Summary (Background)	<p>This SBO would increase the allocation by \$2,000,000 to a total of \$3,000,000 from the American Rescue Plan. This funding request is based on community member and source matter expert discussions.</p> <p>Two rounds of community outreach were conducted. Through these conversations providers conveyed a need for additional resources for childcare in our community. Providers indicated that there is a large need for vouchers. Providers also expressed the need to hire and retain staff, which allow them to increase capacity. This will allow providers to increase capacity, which will have a positive economic impact because it will allow parents to reenter or remain in the workforce.</p>
Proposed Council Action & Date:	Approval on 5/2/22
Fiscal Impact: 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: Expense Occurrence <input checked="" 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? Equity impact will be included when RFP is presented	
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? Equity impact will be included when RFP is presented	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

Performance evaluation of project will be performed as project benchmarks are achieved.

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?

Project aligns with Council priority set forth in original ARPA allocation. Full details of the project to follow.