

**Finance & Administration Committee Monthly Meeting**  
**Agenda for 1:15 p.m. September 19, 2022**

The Spokane City Council's Finance and Administration Committee meeting will be held at **1:15 AM September 19, 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 3<sup>rd</sup> 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. August 15 Minutes - (minutes)

**III. Discussion Items**

1. Monthly Investment Report - Conner Thorne & Gavin Cooley (5 minutes)
2. Annual Compliance Reporting for Weather Ordinance - John Hall (10 minutes)
3. Safe Air Center Ordinance - Zack Zappone (5 minutes)
4. SBO - My Spokane - Heather Sweet (5 minutes)
5. SBO - Director of Code Enforcement & Parking - Steve MacDonald (5 minutes)
6. SBO - Salvation Army Deficit - Breean Beggs (5 minutes)
7. Community Safety Act - Michael Cathcart (5 minutes)
8. Wildland Fire Risk Reduction Federal Grant - Chief Schaeffer (10 minutes)
9. Contract Amendment/Extension – Human Resources Consultant - Mike Piccolo (5 minutes)
10. Contract Amendment/Extension – Human Resources Consultant - Mike Piccolo (0 minutes)

11. Amendments to Outside Counsel Contracts (Summit) - Lynden Smithson (5 minutes)
12. Special Counsel Contract Amendment - Lynden Smithson (5 minutes)
13. 2022 Strategic Budget Discussion - Matt Boston (10 minutes)

#### **IV. Consent Items**

1. SBO - COPS Victim's Advocate Funding (Spokane Police Department)
2. LTAC Contract Award to Spokane Sports (Accounting)
3. SBO for less-than lethal 40mm launchers w/ accessories (Police)
4. Value Blanket - PURCHASE OF LIGHT BARS, SIRENS, AND ACCESSORIES (Fleet Services)
5. SBO - Budget Transfer to Pay Construction Management Bldg Retainage & Purchase of 4 Pickups (Public Works, Engineering)
6. SBO - PMO Contractual Services (Project Management Office)
7. Council Confirmation of Mayoral Appointee - Development Services Center (Community & Economic Development)
8. Council Confirmation of Mayoral Appointee - Director of Parking Services & Code Enforcement (Community & Economic Development)
9. Parking Management Systems Contract Amendment (Parking Services)
10. Robert Half Contract Amendment (Accounting)
11. Purchase Pre-Approval Request (Fleet Services)
12. SHORT-TERM CONTRACT EXTENSION – LUKE ESSER (City Council)
13. SHORT-TERM CONTRACT EXTENSION – NICK FEDERICI (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](mailto: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**  
**15 August, 2022**

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

Recording of the meeting may be viewed by at <https://vimeo.com/739781856>

**Attendance**

Committee Members Present: Council President Breean Beggs, Council President, CM Betsy Wilkerson (Chair), CM Michael Cathcart (Vice Chair), CM Karen Stratton, CM Jonathan Bingle, CM Zack Zappone

Staff/Others Present: Matt Boston, Hannahlee Allers, Conner Thorne, Gavin Cooley, Jessica Stratton, Teri Stripes, Spencer Gardner, Johnnie Perkins, Chief Brian Schaeffer, Mike Piccolo, Mike Ormsby, Steve MacDonald, Tonya Wallace, Michelle Murray, Carly Cortright, Jeff Gunn, Shae Blackwell, Kelly Thomas, Nicolette Ocheltree, Mark Carlos, John Hall, Colin Tracy

**Approval of Minutes:**

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

**Agenda Items**

**III. Discussion Items**

1. Local 29 Contract – Mike Piccolo – (15 mins)
  - Action Taken
  - CM Bingle agreed to sponsor this item to move it forward for formal consideration
2. Contact – Trent Shelters Operations - John Hall - (20 mins)
  - Action Taken
  - CM Bingle and CM Wilkerson agreed to sponsor this item to move it forward for formal consideration
3. Proposed Ordinance to Suspend Comp Plan Amendments in 2023 – Spencer Gardner (10 mins)
  - Action Taken
  - Council President Beggs and CM Kinnear agreed to sponsor this item to move it forward for formal consideration
4. SBO – Fire Overtime – Tonya Wallace (5 minutes)
  - Action Taken
  - CM Wilkerson and CM Cathcart agreed to sponsor this item to move it forward for formal consideration

5. East Sprague BID Special assessment Rate Change – Amanda Beck (10 mins)
- Action Taken
  - CM Bingle and CM Cathcart agreed to sponsor this item to move it forward for formal consideration
6. SBO – Election Expenses – Jessica Stratton (5 mins)
- Action taken
    - i. Council President Beggs and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
7. Investment Update – Gavin Cooley and Conner Thorne – (10 minutes)
- Action taken
    - i. Member Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
8. SBO – Channel 5 – John Delay (5 mins)
- No Action taken, Presentation & Discussion was had
    - i. Council Member Stratton and Council Member Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
9. Settlement Resolution – Mike Ormsby (5 mins)
- Action taken
    - i. Council Member Wilkerson agreed to sponsor this item to move forward for formal Council consideration.

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

1. Contract – AssetWorks Fleet Asset Management System (Innovation and Technology Services)
2. Contract – Rubicon Global, LLC Annual Software Maintenance (Innovation and Technology Services)
3. SBO – Worker;s Compensation Equipment (Safety Department (HR))
4. SBO – Fire Study (Fire Department)
5. SBO – Planning Services (Planning and Economic Development)
6. SBO – ARPA Parks Transfer (Finance)
7. SBO – Golf Fund (Parks & Recreation)
8. Update on Insurance Program for 2022-2023 (Risk Management)

**Executive session** None.

**Adjournment** The meeting adjourned at 2:35 PM PST , next meeting will be on September 19<sup>th</sup> at 1:15 PM PST

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

**Approved by:**

DRAFT

## Committee Agenda Sheet

### [COMMITTEE]

<b>Submitting Department</b>	Finance, Treasury and Administration – Treasury Services
<b>Contact Name &amp; Phone</b>	Conner Thorne (509) 625-6091
<b>Contact Email</b>	wthorne@spokanecity.org
<b>Council Sponsor(s)</b>	CM Betsy Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion     Time Requested: <u>5 Min</u>
<b>Agenda Item Name</b>	Monthly Investment Report
<b>Summary (Background)</b>	The Monthly Investment report is a standing topic presented by Finance. The objective of the presentation is to inform Council of the current position of the portfolio.
<b>Proposed Council Action &amp; Date:</b>	N/A
<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: N/A</b>	
What impacts would the proposal have on historically excluded communities? <b>N/A</b>	
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? <b>N/A</b>	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? <b>N/A</b>	
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? <b>N/A</b>	

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# Monthly Investment Report

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AS OF AUGUST 31, 2022

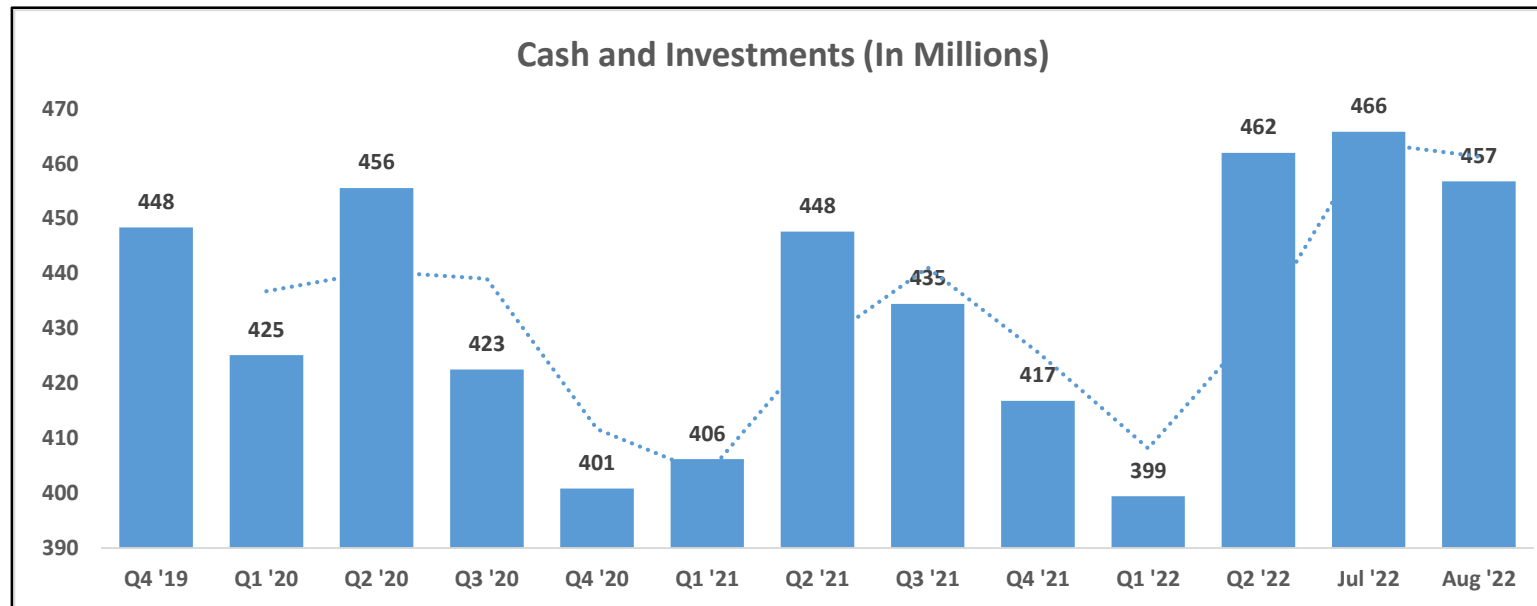
AUGUST 19, 2022



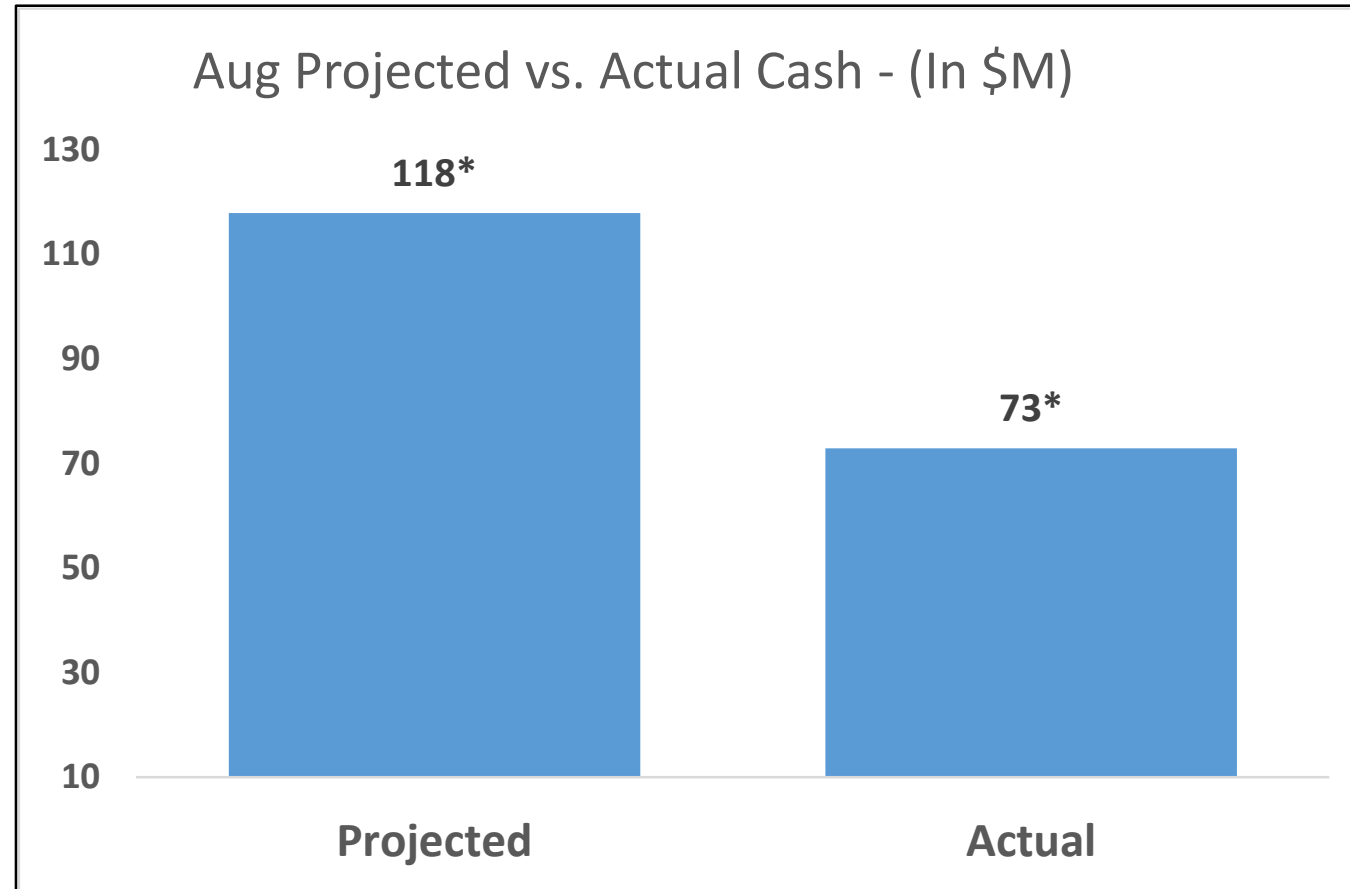


# Current Cash And Investment Activities

	July 31, 2022	August 31, 2022	Percent of Total
Cash	145,018,368	72,924,142	15.96%
Fixed Income	285,635,897	348,756,474	76.34%
SIP Loans	35,159,437	35,135,795	7.69%
<b>TOTAL</b>	<b>465,813,703</b>	<b>456,816,412</b>	<b>100.00%</b>



# Cash Balance – Projected vs. Actual



**August Variance:** \$35M  
invested in securities – not  
included in projection.  
\*Dollars include LGIP/US Bank  
balance

# Investment Activities

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## **Purchases:**

- o \$17.3M – MUN WAS 3.400, due 8/1/2028 – 3.514% YTM**
- o \$15.0M – FFCB 3.000, due 8/3/2026 – 3.051% YTM**
- o \$13.7M – MUN CAL 1.750, due 11/1/2030 – 3.690% YTM**
- o \$10.0M – FHLB 3.250, due 9/8/2028 – 3.025% YTM**
- o \$10.0M – FHLB 0.625, due 4/22/2025 – 3.252% YTM**
- o \$1.3M – MUN ALMCTY 3.519, due 8/1/2028 – 3.433% YTM**
- o \$2.5M – MUN ALMCTY 3.599, due 8/1/2029 – 3.513% YTM**

# Investment Performance

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## City of Spokane

### Maturity

Average maturity (in years) for investments in the portfolio

- 2.4 Years

### Yield to Maturity (YTM)

(Weighted Avg.) Total return anticipated on bonds if held to maturity

- 2.05%

## Benchmark

### Maturity

Average maturity (in years) for investments in the portfolio

- 1-2 Years

### Yield to Maturity (YTM)

(Weighted Avg.) Total return anticipated on bonds if held to maturity

- 3.50%-3.45%

# Questions?

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## Committee Agenda Sheet

### Finance & Administration

<b>Submitting Department</b>	Neighborhood, Housing and Human Services
<b>Contact Name &amp; Phone</b>	John E. Hall
<b>Contact Email</b>	jehall@spokanecity.org
<b>Council Sponsor(s)</b>	CM Wilkerson and CM Bingle
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: <u>10 min</u>
<b>Agenda Item Name</b>	Annual Compliance Reporting for Weather Ordinance ORD C36077
<b>Summary (Background)</b>	<p>In July 2021, the City of Spokane Municipal Code (SMC) was amended by City Council, outlining revised criteria for the provision of temporary shelter spaces (via “safe centers”) during various seasonal weather-related events. See <a href="#">Appendix A</a> attached hereto for more information about the amendments.</p> <p>Since January of 2020, eight total activations have occurred, to meet the requirements set out in <a href="#">SMC 18.05.020</a>: (1) a safer air center in September 2020 due to dangerous <a href="#">Air Quality Index (AQI) levels</a> from regional wildfire smoke, (1) a temporary warming center at the Spokane Convention Center December 2021 to January 2022 due to extreme cold and (6) cooling center spaces in July 2021 and July-August 2022 due to extreme heat.</p>
<b>Proposed Council Action &amp; Date:</b>	Accept & File; September 26, 2022
<b>Fiscal Impact:</b> Total Cost: \$470,000 + expenses incurred for this year’s cooling centers (e.g., security)  Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A \$150,000 Funding Source <input checked="" type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: The costs overrun were provided from the City’s savings.  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?  The compliance reporting demonstrates the public policy responses provided to ensure historically excluded communities are provided decent, safe and sanitary conditions during extreme weather events	

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?

Census data is collected by emergency shelters and input into the Homeless Management Information System. Other sites such as public libraries merely collect gate counts and report percentage differences during an extreme weather event.

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

All participating locations provide daily census totals. Each site assesses if building capacity is reached and if so, alternative sites are activated.

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 annual compliance reporting is in accordance with SMC 18.05.020.

# Interim SMC 18.05.020 Compliance Plan

## City of Spokane

*Sept. 7, 2022*

### BACKGROUND

In July 2021, the City of Spokane Municipal Code (SMC) was amended by City Council, outlining revised criteria for the provision of temporary shelter spaces (via “safe centers”) during various seasonal weather-related events. See [Appendix A](#) for more information about the amendments.

Since January of 2020, eight total activations have occurred, to meet the requirements set out in [SMC 18.05.020](#): (1) a safer air center in September 2020 due to dangerous [Air Quality Index \(AQI\) levels](#) from regional wildfire smoke, (1) a temporary warming center at the Spokane Convention Center December 2021 to January 2022 due to extreme cold and (6) cooling center spaces in July 2021 and July-August 2022 due to high heat.

### EXTREME WEATHER SHELTERING CENTERS

The function of extreme weather sheltering is to provide temporary relief to people who are generally exposed to extreme weather (i.e., unhoused community members) and to people who are vulnerable to the effects of extreme weather (i.e., community members without air conditioning or low-income community members who may not be able to afford to use air conditioning during extreme heat).

#### COOLING CENTERS

Cooling centers are generally leveraged to provide a temporary temperature-controlled space to community members during the hottest part of the daytime, during periods of extreme heat. Cooling centers are unique from other year-round or temporary supplemental shelters in that the goal is to provide respite during the hot hours of the daytime. Therefore, public facilities that are already staffed and in operation (e.g., libraries, community centers) are often utilized to provide expanded access to air-conditioned public spaces during daytime hours.

#### SAFER AIR CENTERS

Safe(r) air centers are generally utilized to provide temporary shelter to community members when air quality conditions are unhealthy or hazardous to human health. This need could result from dangerous AQI levels from wildfire smoke, larger



HazMat incidents, volcanic activity (dust and ash) and more. This type of shelter is leveraged when it is determined that the region's existing shelter system does not have capacity (beds), to provide the at-risk population (people experiencing homelessness and people living in non-traditional spaces like RVs) with safer air space. As smoke or other air-conditions don't necessarily dissipate during nighttime hours, the need for safer air centers (whether through expanded capacity in existing shelter system OR the activation of an additional congregate shelter) is a 24/7 operation, until AQI returns to non-harmful levels.

## **WARMING CENTERS**

Warming centers are employed to provide temporary shelter to community members during extreme cold winter conditions (e.g., snow, ice, very low temperatures). Generally, community members experiencing homelessness represent the primary users of warming centers. Therefore, the existing (homeless) shelter system of a region will pre-identify ways to expand the shelter system capacity to meet seasonal cold weather-related capacity needs (i.e., reduce barriers to entry). Additional temporary shelter spaces are sometimes activated when it is determined that the region's existing shelter system does not have the ability to expand capacity (available beds) safely (i.e., enough operational staff to meet guest needs).

## **SMC AMENDMENT JULY 2021**

In 2017, the [SMC Chapter 18.05](#) was amended to include provisions for activating sheltering spaces (via "safe centers") for community members experiencing homelessness during extreme seasonal weather events.

The purpose of this document is to meet the new (July 2021) requirement set out in SMC [18.05.020 C](#), wherein the city shall publish and disseminate the city's plan for emergency warming, cooling and safe air centers for the coming year.

## CURRENT PLAN

While the city works to develop a comprehensive plan for meeting the requirements set out in [SMC 18.05.020](#), the city has implemented the plan below.

### COOLING CENTERS

#### ACTIVATION HISTORY

- In 2022, cooling center space has been activated on 20 total days over four activation periods in July and August. These were generally during the hottest daytime hours of noon to 8 p.m., at four libraries, including Central, Liberty Park, Shadle Park and Hillyard.
- Overall, there was a 4.8% increase during all activation dates in total library gate count compared to the average during same day of the week in the past two months. Here is a breakdown of the increases by activation:
  - Tuesday, Aug. 30-Friday, Sept. 2 (3.8% increase in total visits compared to the same previous weekdays in July, August during this activation period)
  - Tuesday, July 26-Monday, Aug. 1 (8.6% increase in total visits compared to the same previous weekdays in July during this activation period)
  - Monday, Aug. 8-Wednesday, Aug. 10 (3.3% increase in total visits)
  - Tuesday, Aug. 16-Sunday, Aug. Aug. 21 (3.4% increase in total visits)
- Total capacity across all four libraries is 1,784. At no time during any day was any library near its capacity.
- For all activations, the biggest percentage increase for a single library was at Hillyard at 132% on July 31. The biggest percentage decrease for a single library was at Hillyard at -38.6% on Aug. 21.
- During the four activations, there were 46 total increases in individual library gate counts compared to the same weekday average in the past two months and 24 decreases.

#### PROCESS IN PLACE

- **Facilities:** Currently, the city leverages (city-staffed) four citywide public libraries and downtown park facilities and for cooling center spaces. Additional resources provided to center guests includes bottled water, wi-fi connectivity, access to social services personnel, restrooms and an interactive play area. Information on splash pads, aquatic centers, misters,

drinking fountains and other ways to cool off was disseminated. In addition, community centers are often open to the public as cooling center space.

- **Activation process:** A working group consisting of NHHS, Emergency Management, Facilities, Libraries, Fire and security firms collaborated on the National Weather Service weather forecasts and activation. Daily gate reports were provided to the NHHS Division by the Spokane Public Library to gauge attendance. As temperatures were predicted to cool down sooner in the early evenings toward the fall, cooling center hours were modified accordingly, including the last activation.
- **Operators/staff:** City parks and library staff that are already working in the city-owned facility spaces serve as the on-site coordinators for the cooling center spaces when activated, supported by community volunteers and other city staff who volunteer to support the operations. Starplex provided security during the extra hours that the cooling centers stayed open from normal library closure hours.
- **Public communications:** The city communications team puts out public messaging in anticipation of upcoming extreme hot weather, based on National Weather Service (NWS) briefings and related data. In addition, the city publicly shares information about the city activated cooling center spaces and provides information about additional public spaces for cooling such as commerce centers, religiously affiliated facilities, splash pads, aquatic centers, drinking fountains, dangers of heat and the like. Press releases were sent before each activation. Communications channels included:
  - City's Community Update email newsletter
  - CHHS Department newsletter (sent to internal/external stakeholder groups, shelters, etc.)
  - Social media
  - City websites – Hazard Sheltering
  - 311/MySpokane
  - Spokane Homeless Coalition
  - 211 state resource system
  - Other government agencies
  - Spokane Public Library

## ONGOING WORK

- **Facilities:** As cooling center space is generally offered during daytime hours (finite amount of time), the city will continue to identify city-owned and already staffed facilities to leverage for cooling center space. Northeast Community Center served as a backup in case of overflow.

- **Operators/staff:** The current process of employing spontaneous community volunteers to support the operation of cooling centers can sometimes prove challenging if volunteers aren't found in a timely fashion. Therefore, the city is working to create a more robust volunteer program. In addition, the city is working to pre-establish formal contracts with external agencies for secured staffing during activations.
- **Public communications:** The city created a stand-alone webpage on the city website (Hazard Sheltering), wherein all cooling center activation information can be posted in real time, to supplement the regular communication process identified above.
- **Transportation:** The city partnered with Spokane Transit Authority on finding a way to provide transportation to the identified venues for cooling centers.

## SAFER AIR CENTERS

### ACTIVATION HISTORY

- In **2020**, the city activated a safer air center in September 2020. The center was open for six days (9/13/20 – 9/18/20) at the Spokane Convention Center, seeing an average of 50 guests per day (most guests were the same individuals each day, with the maximum guests peaking around 75 people on one day).
- Three meals per day were provided to guests, volunteers and convention center staff, and donated supplies were also provided for guests (hygiene items, books, clothing, bags, hand sanitizer, individually packaged snacks, etc.)
- Domestic pets were accommodated at the center, and both dogs and cats (caged and leashed) were sheltered during the activation. Too, donated pet food was provided to guests during their stay at the center and provided to guests to take with them post-activation.
- Community service providers ([SNAP](#), [CHAS Street Outreach Program](#), [SRHD's Street Medicine Program](#)) were present daily during the activation, working to connect shelter guests to community resources (longer term housing, job resources, medical and public health resources, military veteran resources etc.)
- In **2021**, the regional AQI did not reach the threshold for activation of a safer air center (AQI 250)
- In **2022**, the regional AQI has not reached the threshold for activation of a safe air center. Monitoring continues. Departments such as Emergency Management, NHHS and Fire collaborate on possible future activations.

## PROCESS IN PLACE

- **Facilities:** The Trent Resource and Assistance Center that opened at 4320 E. Trent on Sept. 6 will serve as the safe air center.
- **Operators/staff:** The Guardians Foundation is running the day-to-day operations of the center.
- **Food/meal providers:** The Guardians is providing three meals per day at the center.
- **Public communications:** The city communications team puts out public messaging as early as possible during poor AQI events based on [AirNow](#) data. In addition, the city publicly shares information about supplementary indoor safer air spaces like community centers, libraries, commerce centers, religiously affiliated facilities, and the like.
- **Domestic pet accommodations:** The city is in touch with regional animal care agencies for crate/cage lending and related resource support.

## ONGOING WORK

- **Facilities:** The Trent Resource and Assistance Center, 4320 E. Trent, will continue to undergo improvements to add additional capacity as funding permits. The city continues to explore regional partnerships to identify ways for individuals to escape harsh weather elements.
- **Operators/staff:** The city formalized a contract with the Guardians Foundation this year for the 24/7 staffing needs associated with operating a safer air center.
- **Public communications:** The city created a stand-alone webpage on the city website (Hazard Sheltering), wherein all safer air center activation information can be posted in real time, to supplement the regular communication process identified above. Communications channels include:
  - City's Community Update email newsletter
  - CHHS Department newsletter (sent to internal/external stakeholder groups, shelters, etc.)
  - Social media
  - City websites – Hazard Sheltering
  - 311/MySpokane
  - Spokane Homeless Coalition
  - 211 state resource system
  - Other government agencies
  - Spokane Public Library

- **Transportation:** The city is working to identify ways to work with community partners such the public transit system and the Guardians Foundation to provide ways to support transportation to the identified venues for safer air centers. The city has partnered with Spokane Transit Authority on finding a way to provide transportation to the identified venues during harsh weather.

## WARMING CENTERS

### ACTIVATION HISTORY

- During past extreme cold events, the city has worked with the existing regional sheltering system to identify ways to expand capacity (beds) for community members experiencing homelessness. Through a method of activities, such as reducing normal barriers to entry at shelters, the city has been able to maintain capacity for the community experiencing homelessness during extreme cold events. The addition of the Trent Resource and Assistance Center that opened on Sept. 6, 2022, will be a significant addition the existing sheltering system. A temporary warming center was activated at the Spokane Convention Center for 15 days from Dec. 26, 2021 to Jan. 9, 2022. It was staffed by the Guardians Foundation and utilized a partnership with the Public Facilities District. Peak usage of the temporary shelter ranged from 103 to 343 guests between 2 and 6 a.m. The Guardians served more than 9,000 meals. Guests were tested voluntarily on three separate days for COVID, all with negative results.

### PROCESS IN PLACE

**Facilities:** The Trent Resource and Assistance Center that opened at 4320 E. Trent on Sept. 6, 2022, will complement the existing shelter system as a warming center. This is a significant addition to the sheltering system. Initial capacity is expected to be 150 individuals with separate spaces for men, women, couples, employed and LGBTQ+. Additional areas can be added based upon need. Capacity will grow to at least 250 over time. In recent previous years, the city previously leveraged the existing shelter system, to expand capacity temporarily during extreme cold weather events through the following actions: (a) gain approval from City Council for [the Guardians Foundation](#) 24/7 access facility contract starting 10/1/21, (b) extend and maintain contract with [Truth Ministries](#) through 6/30/21, (c) increase services at [Hope House \(Volunteers of America\)](#), (d) open [the Way Out Facility](#) (Salvation Army) for 90-days with continuous stay housing in



November 2021, (e) work with regional partners to bring the [Volunteers of America Young Adult Shelter online](#) ASAP.

- **Operators/staff:** The Guardians oversees day-to-day operations of the Trent Resource and Assistance Center. In addition, by also leveraging the existing shelter system, there is limited need for contracting with additional operators/staff.
- **Food/meal providers:** By leveraging the existing shelter system, there is no need for contracting with additional meal providers.
- **Public communications:** The city communications team puts out public messaging in anticipation of upcoming extreme cold weather, based on [National Weather Service \(NWS\)](#) briefings and related data. In addition, the city publicly shares information about expanded capacity in the existing shelter system and provides information about additional public spaces for warming like libraries, community centers, commerce centers, religiously affiliated facilities, and the like. Communications channels include:
  - City's Community Update email newsletter
  - CHHS Department newsletter (sent to internal/external stakeholder groups, shelters, etc.)
  - Social media
  - City websites – Hazard Sheltering
  - 311/MySpokane
  - Spokane Homeless Coalition
  - 211 state resource system
  - Other government agencies
  - Spokane Public Library
- **Domestic pet accommodations:** The city is in touch with regional animal care agencies for crate/cage lending and related resource support.

## ONGOING WORK

- **Facilities:** The city is working to identify venues that are willing to enter pre-event contracts with the city, for this need. Establishing contracts with one or more venues ahead of cold weather events eases the burden on city staff who often face just-in-time challenges identifying available venues.
- **Operators/staff:** The city is working to formalize the contract with the staffing agency, for the 24/7 staffing needs associated with operating a warming center.
- **Public communications:** The city intends to create a standalone webpage on the city website, wherein all warming center activation information can be posted in real time, to supplement the regular communication process identified above.

- **Transportation:** The city is working to identify ways to work with community partners like the public transit system to provide ways to support transportation to the identified venues for warming centers. The city has partnered with Spokane Transit Authority on finding a way to provide transportation to the identified venues during harsh weather.

#### **ADDITIONAL PLANNING IN PLACE**

In addition to the current planning listed above, the city has also completed the following pre-event planning:

- Formalized “trigger” events/thresholds, to guide shared planning steps for each type of potential extreme weather event (i.e., high temperatures, very low temperatures, and air quality index values)
- Identified a pod/container leasing entity, for the storage of personal belongings of guests for standalone center activations
- Developed “roles and responsibilities” for city leadership and staff, as it pertains to activations for congregate standalone centers
- Developed “roles and responsibilities” tool for volunteers
- Established a process for post-activation assessments, using after-action reports and improvement plans
- Outlined considerations for access and functional needs considerations for congregate standalone center activations
- Created a process for executive leadership briefings during congregate standalone center activations
- Created a process for notification of external support partners during activations, such as healthcare facilities, medical transport partners, public health partners, community resource partners, and english second language support agencies



## APPENDIX A: SPOKANE MUNICIPAL CODE CHAPTER 18.05

Content that was amended in July 2021 is bolded below; non-bolded font represents content that remained the same.

- **City Council finds that the City must approach the emergency weather sheltering issue with the foresight, increased resources, and prior planning which is a characteristic of prepared and resilient cities around the world, so that Spokane is ready at all times to handle the types of conditions that require the provision of emergency shelter for all people in Spokane who need it, including securing written agreements with private and government entities to provide additional shelter on short notice** [\(18.05.010 E\)](#)
- **City Council finds that providing protection to Spokane residents from extreme heat, cold and unsafe air is an essential government function** [\(18.05.010 F\)](#)
- Warming centers **sufficient to meet the shelter needs of currently unsheltered homeless individuals seeking shelter in Spokane** will be activated on each day during which the temperature is predicted by the National Weather Service to be 32 degrees Fahrenheit or lower and designated **low-barrier** shelter space was at ninety percent (90%) capacity or greater during the previous night. **The warming centers will operate at a minimum during the hours that temperatures are lower than thirty-two (32) degrees Fahrenheit.** The City may, by contract with its center provider(s), raise the activation temperature for warming centers, but in no event will the activation temperature be **lower** than thirty-two (32) degrees Fahrenheit. [\(18.05.020 A1\)](#)
- Cooling centers **sufficient to meet the shelter needs of currently unsheltered homeless individuals seeking cooling shelter within the City and sheltered individuals who lack air conditioning** will be activated when the temperature is predicted by the National Weather Service to be **95** degrees Fahrenheit or higher for two consecutive days or more. **The cooling centers will be operated at a minimum during all hours when the temperature is 95 degrees Fahrenheit or higher. The City may, by contract with its center provider(s) extend the hours of operation and/or lower the activation temperature for cooling centers.** [\(18.05.020 A2\)](#)
- Safe air centers **sufficient to meet the shelter needs of currently unsheltered homeless individuals seeking safe air shelter within the City** will be activated for the entire day on which the Spokane Regional Clean Air Agency forecasts the current air quality index to reach 250 or higher. [\(18.05.020 A3\)](#)

- Emergency centers may also be activated by the Mayor or the Mayor's designee on any day in which a civil emergency or extreme storm or weather condition exists or is predicted to occur and which, in the determination of the Mayor or the Mayor's designee, poses a severe threat to the health or safety of **unsheltered** homeless individuals and families in the City of Spokane. (18.05.020 A4)
- The Community Health and Human Services ("CHHS") Department shall implement the appropriate policies and procedures, including without limitation making funding requests; recommendations regarding center providers; the designation of specific locations to be used as warming, cooling, and safe air centers; ((and)) the arrangement of other appropriate measures to the City Council in order to carry out the specific provisions and intent of this section; **and shall continuously maintain contracts and/or appropriate non-monetary agreements scalable to the need for emergency warming, cooling and safe air center provider services, with no lapse in coverage at any point in time throughout each year, regardless of whether the services are provided under contract or by city staff.** (18.05.020 B)
- **No later than September 30 of each year, and annually thereafter, the City shall publish and disseminate the City's plan for emergency warming, cooling and safe air centers for the coming year, which shall provide details of the name(s) and location(s) of center providers and similar resources, the capacity and scalability of all emergency centers, by type and population(s) focus (if any), activation criteria, cost, funding source(s), partnerships and the communications and publicity plan to ensure that people experiencing homelessness will know where they can obtain these services.** (18.05.020 C)

## Committee Agenda Sheet

### [COMMITTEE]

<b>Submitting Department</b>	City Council
<b>Contact Name &amp; Phone</b>	Zack Zappone 6256
<b>Contact Email</b>	<a href="mailto:zzappone@spokanecity.org">zzappone@spokanecity.org</a>
<b>Council Sponsor(s)</b>	Council President Beggs, Councilmember Zappone
<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>	Safe Air Center Ordinance
<b>Summary (Background)</b>	<p>An ordinance improving the standards for the City's efforts to help unhoused and vulnerable people; amending section 18.05.020 A.3 of the Spokane Municipal Code; and declaring an emergency.</p> <p>Lowens the threshold for the activation of Safe Air Centers from and air quality index of 250 to an air quality index of 150.</p>
<b>Proposed Council Action &amp; Date:</b>	Pass by vote on October 3 <sup>rd</sup> .
<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?  <p>Spokane's unhoused population is at a greater risk of negative health effects from wildfire smoke, therefore opening up the Safe Air Centers at a lower AQI will do more to protect our historically excluded communities.</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?

Data can be kept to determine whether or not there is an increase in usage of the Safe Air Centers.

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. C-\_\_\_\_\_

An ordinance improving the standards for the City's efforts to help unhoused and vulnerable people; amending section 18.05.020 of the Spokane Municipal Code; and declaring an emergency.

**WHEREAS**, homelessness continues to be an issue of public concern in Spokane; and

**WHEREAS**, at the same time, Spokane is in the midst of a severe shortage of available housing for all people, at all income levels, and this shortage is a crisis for those who need shelter and related services in Spokane; and

**WHEREAS**, these crises, which persist even during normal weather conditions, are exacerbated whenever Spokane faces extreme conditions, such as smoke from wildfires which make the air unsafe to breathe; and

**WHEREAS**, wildfire smoke has been on a consistent rise in the past two decades, with Spokane averaging eight "unhealthy" days per year; and

**WHEREAS**, an air quality index of 150 is considered "unhealthy" for all people per the Environmental Protection Agency; and

**WHEREAS**, the City of Spokane recognizes the dangers to public health and safety caused by wildfire smoke and closes all aquatic and outdoor recreation programs once the air quality index reaches 150; and

**WHEREAS**, in order to protect unhoused individuals who are at a greater risk of health concerns from wildfire smoke, the City of Spokane must activate Safe Air Centers; and

**WHEREAS**, per section 18.05.020(A)(3) of the Spokane Municipal Code, the City of Spokane opens Safe Air Centers when the air quality index reaches 250; and

**WHEREAS**, the dangers to public health and safety are apparent at an air quality index of 150; and

**WHEREAS**, all of these facts establish that there exists in Spokane emergency conditions which present a threat to the public health and safety, and which require that this ordinance be made effective immediately pursuant to Section 19(A) of the City Charter.

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That section 18.05.020 of the Spokane Municipal Code is amended to read as follows:

### **Section 18.05.020 Activation Criteria**

A. The activation criteria for inclement weather centers beyond existing homeless shelter capacity in the City of Spokane are as follows:

1. Warming centers sufficient to meet the shelter needs of currently unsheltered homeless individuals and other vulnerable individuals seeking shelter in Spokane will be activated on each day during which the

temperature is predicted by the National Weather Service to be 32 degrees Fahrenheit or lower and designated low-barrier shelter space was at ninety percent (90%) capacity or greater during the previous night. The warming centers will operate at a minimum during the hours that temperatures are lower than thirty-two (32) degrees Fahrenheit. The City may, by contract with its center provider(s), raise the activation temperature for warming centers, but in no event will the activation temperature be lower than thirty-two (32) degrees Fahrenheit.

2. Cooling centers sufficient to meet the shelter needs of currently unsheltered homeless individuals and other vulnerable individuals seeking cooling shelter within the City will be activated when the temperature is predicted by the National Weather Service to be 95 (ninety-five) degrees Fahrenheit or higher for two (2) consecutive days or more. The cooling centers will be operated at a minimum during all hours when the temperature is 95 (ninety-five) degrees Fahrenheit or higher. The City may, by contract with its center provider(s) extend the hours of operation and/or lower the activation temperature for cooling centers. The City should seek out a network of cooling center locations throughout the City at schools, libraries, churches and community centers and encourage other municipal governments to join in providing a regional cooling center network.
  3. Safe air centers sufficient to meet the shelter needs of currently unsheltered homeless individuals and other vulnerable individuals seeking safe air shelter within the City will be activated for the entire day and evening on which the Spokane Regional Clean Air Agency forecasts the current air quality index to reach ((250)) 150 or higher.
  4. Emergency centers may also be activated by the Mayor or the Mayor's designee on any day in which a civil emergency or extreme storm or weather condition exists or is predicted to occur and which, in the determination of the Mayor or the Mayor's designee, poses a severe threat to the health or safety of vulnerable and unsheltered homeless individuals and families in the City of Spokane.
- B. The Community Health and Human Services ("CHHS") Department shall implement the appropriate policies and procedures, including without limitation making funding requests; recommendations regarding center providers; the designation of specific locations to be used as warming, cooling, and safe air centers; the arrangement of other appropriate measures to the City Council in order to carry out the specific provisions and intent of this section; and shall continuously maintain contracts and/or appropriate non-monetary agreements scalable to the need for emergency warming, cooling and safe air center provider services, with no lapse in coverage at any point in time throughout each year, regardless of whether the services are provided under contract, by interlocal agreement or by city staff.
- C. No later than September 30 of each year, and annually thereafter, the City shall publish and disseminate the City's plan for emergency warming, cooling and safe

air centers for the coming year, which shall provide details of the name(s) and location(s) of center providers and similar resources, the capacity and scalability of all emergency centers, by type and population(s) focus (if any), activation criteria, cost, funding source(s), partnerships and the communications and publicity plan to ensure that people who are vulnerable or are experiencing homelessness will know where they can obtain these services.

**Section 2.** That the City Council declares that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately, under Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

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

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

Attest:

Approved as to form:

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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

DRAFT



## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	My Spokane
<b>Contact Name &amp; Phone</b>	Heather Sweet
<b>Contact Email</b>	<a href="mailto:hsweet@spokanecity.org">hsweet@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Wilkerson, CM Stratton
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5
<b>Agenda Item Name</b>	SBO – My Spokane
<b>Summary (Background)</b>	<p>My Spokane has had some expenses this year that we are unable to cover with our existing budget. However, we have some salary savings from a vacant Program Professional position and we propose using those funds to cover these expenses.</p> <p>The Program Professional position has been vacant since January 2022; however, I anticipate filling the position by the end of the year as I'm actively working with HR on the job posting.</p> <p>We need to use these salary savings to cover the following:</p> <ul style="list-style-type: none"> <li>• Hardware for new hires and new workstations to eliminate desk sharing amongst existing staff – we need to purchase four laptops, twelve monitors, four monitor hubs, and four USB headsets. The cost of the equipment is estimated to be \$18,000.</li> <li>• Furniture for five workspaces (adjustable desks, peds, partition wall, and chairs). We currently have 11 workspaces; however, our approved headcount is 16. Team members have been sharing workspaces for those who are telecommuting. Sharing workspaces has worked to date; however, based on recent internal transfers and new hires not yet eligible for telecommuting. New hires in My Spokane must be in their role for six months before they become eligible for consideration to telecommute. We are now borrowing open desks based on availability from other departments. While this works in the short term, borrowing desks will not always work as both departments occupying the first-floor space fill their open positions. A dedicated workspace for everyone ensures that we have individual desks for all, regardless of our team's hiring/employee tenure cycle. Additionally, sharing workspaces prevents us from having all team members in the office for team meetings on the same day and does not allow each team member to have their own workspace. Purchasing the five additional workspace setups is estimated to cost \$12,000.</li> </ul> <p>SBO Request:</p> <ul style="list-style-type: none"> <li>• \$18,000 to Computers in 5700 – My Spokane</li> <li>• \$12,000 to Office Supplies in 5700 – My Spokane</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	SBO Approval on 10/3/22

**Fiscal Impact:**Total Cost: \$30,000Approved in current year budget? ☐ Yes ☒ No ☐ N/AFunding Source ☒ One-time ☐ Recurring

Specify funding source: Salary savings from vacant position

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?

No impacts created by fund transfer.

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?

No impacts created by fund transfer.

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

No impacts created by fund transfer.

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?

No impacts created by fund transfer.

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

- 1) Decrease the appropriation for a Program Professional position by \$30,000.
- 2) Increase the appropriation for office supplies by \$12,000.
- 3) Increase the appropriation for computers by \$18,000.
- (A) There is no change to the overall appropriation level in the MySpokane 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 of additional workstations for new 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 & ADMINISTRATION

<b>Submitting Department</b>	Community & Economic Development
<b>Contact Name &amp; Phone</b>	Steve MacDonald, x6835
<b>Contact Email</b>	<a href="mailto:smacdonald@spokanecity.org">smacdonald@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Breean Beggs & CM Karen Stratton
<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 to Use Salary Savings to Fund the New Director of Code Enforcement & Parking Services Position Through 2022
<b>Summary (Background)</b>	<p><u>Funding of Code/Parking Director Through 2022</u></p> <ul style="list-style-type: none"> <li>Parking was separated from DSC/Code/Parking Department to form its own department in November 2021 (by City Council). A department head position was not created at that time.</li> <li>The proposed Special Budget Ordinance (attached) states \$37,500 is requested in salary savings to fund the new position through 2022.</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	Confirm the SBO to fund the Director of Parking Services & Code Enforcement through 2022 at the September 26th Council Meeting.
<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:  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	

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 Code Enforcement Fund and the Parking System 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 Code Enforcement Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease the appropriation for a Laborer I position by \$18,750.
  - 2) Add one Director of Code Enforcement & Parking Services position in the Code Enforcement department. This action increases the number of Director of Code Enforcement & Parking Services from 0 to 0.5
  - 3) Increase the appropriation for Director of Code Enforcement & Parking Services by \$18,750. The appropriation provides budget authority for salary and benefits through the rest of the current fiscal year.
- (A) There is no change to the overall appropriation level in the Code Enforcement Fund.

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

- 1) Decrease the appropriation for a Parking Enforcement Specialist I position by \$18,750.
  - 2) Add one Director of Code Enforcement & Parking Services position in the Parking Meter Revenue department. This action increases the number of Director of Code Enforcement & Parking Services from 0 to 0.5
  - 3) Increase the appropriation for Director of Code Enforcement & Parking Services by \$18,750. The appropriation provides budget authority for salary and benefits through the rest of the current fiscal year.
- (B) There is no change to the overall appropriation level in the Parking System 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 create a director position for code and parking, 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

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Mayor

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Date

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Effective Date

ORDINANCE NO. C-\_\_\_\_\_

AN ORDINANCE relating to Recidivism Reduction, Community Safety, and Victim Justice; amending Sections 05A.18.020 Article VI of Title 05A.18 of the Spokane Municipal Code.

Whereas, protecting the health, safety and lives of its residents is the primary purpose of city government; and

Whereas, Spokane's Community Court has been recognized by the Center for Court Innovation as a model for successful problem-solving courts; and that participants are able to access services that include case management, substance abuse treatment, mental health care and housing referrals; and

Whereas, Spokane's Community Court does not penalize homelessness, but rather serves as a mechanism for assisting unsheltered persons to access and engage in the services and programming that assist individuals in exiting homelessness and through diversion, allows participants the opportunity to change their trajectory without a criminal conviction; and

**NOW, THEREFORE**, the City of Spokane does ordain:

**Section 1.** That 05A.18.020 [Section 05A.18.020](#) Therapeutic Court Established

- A. Pursuant to, and as authorized by, RCW 2.30.030, the Court's previous establishment of a Community Court as a program within the Municipal Court is hereby codified as presently constituted, including a docket separate from other criminal matters, operating in accordance with the policies and procedures established by the community court core team as defined by associated Court's Policies and Procedure Manual and endorsed by the Center for Court Innovation, except for the following requirements:
  - a. No defendant shall be referred to community court more than once in an 8 month period nor more than 3 times in a 36 month period
- B. Pursuant to, and as authorized by, RCW 2.30.030, the Court's previous establishment of a Veterans Court as a program within the Municipal Court is hereby codified as presently constituted, including a docket separate from other criminal matters, operating in accordance with the policies and procedures established by the Veterans Court Core Team as defined by associated Court's Policies and Procedure Manual and endorsed by the Center for Court Innovation.

Pursuant to, and as authorized by, RCW 2.30.030, the Court's previous establishment of a DUI Court as a program within the Municipal Court is hereby

codified as presently constituted, including a docket separate from other criminal matters, operating in accordance with the policies and procedures established by the DUI Court core team as defined by associated Court's Policies and Procedure Manual and endorsed by the Washington Traffic Safety Commission.

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

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

Attest:

Approved as to form:

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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



## Committee Agenda Sheet

### [F&A COMMITTEE]

<b>Submitting Department</b>	City Council
<b>Contact Name &amp; Phone</b>	Michael Cathcart
<b>Contact Email</b>	mcathcart@spokanecity.org
<b>Council Sponsor(s)</b>	CM Michael Cathcart
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion     Time Requested: 5 minutes
<b>Agenda Item Name</b>	Community Safety Act
<b>Summary (Background)</b>	<p>An ordinance amendment relating to Recidivism Reduction, Community Safety, and Victim Justice in Spokane. Reference sections 05A.18.020 Article VI of Title 05A.18 of the Spokane Municipal Code.</p>
<b>Proposed Council Action &amp; Date:</b>	Finance and Administration 9/19, First Reading 9/26, Final Reading 10/3
<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.)	

**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?

## Committee Agenda Sheet

### Finance Committee

<b>Submitting Department</b>	Fire
<b>Contact Name &amp; Phone</b>	Brian Schaeffer
<b>Contact Email</b>	bschaeffer@spokanefire.org
<b>Council Sponsor(s)</b>	Betsy Wilkerson, Lori Kinnear
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion      Time Requested: 5-10
<b>Agenda Item Name</b>	Wildland Fire Risk Reduction Federal Grant
<b>Summary (Background)</b>	<p>As a result of the Council budget and legislative support in 2022 for wildland fire risk reduction efforts, the Fire Department (SFD) has hired Nick Jeffries as the City's first Wildland Fire Planner. Mr. Jefferies started on August 1, 2022, and his focus is to mitigate the community's risk from wildland fire through planning and fuel mitigation practices. The SFD requests permission to apply for this grant opportunity. This brief explains what, why, and how the SFD can implement wildland fire fuels mitigation practices on City and privately-owned properties, specifically forested grounds at a higher risk for wildland fires. The foremost step can be accomplished by Grant funding that we are applying for and City matching funds (25% of the grant award). The Community Wildfire Defense Grant is a Federal Program designed to assist at-risk local communities with planning for and mitigating the risk created by wildfire. The grant pays for thinning, pruning, and disposal by chipping, masticating, or burning small diameter trees under 8 inches at chest height, commonly known as Fuels Reduction. Thinning accomplishes two primary objectives. First, it reduces the risk of catastrophic wildfires by reducing fuel to burn. Second, it increases forest health and resilience against insect attacks. Both challenges exist in abundance in our community. The grant goals follow the cohesive wildland management strategy to restore and maintain landscapes, making them resilient to fire-related disturbances. In addition, creating "Fire Adapted Communities" will make human populations and infrastructure more resilient to wildfire. This grant will also improve wildfire response by making and implementing safe and effective risk-based management decisions. SFD needs \$750,000 in grant funding for fuel mitigation to accomplish the first two primary objectives in the highest-risk areas. This grant requires a 25% match. As a result, the SFD requests that \$187,500 be committed during the next two years to match the Federal contribution. The grant will expire in five years; however, if the funding is readily available, we could put full implementation of the budgeted ground into a contract well before it expires in the fifth year.</p> <p>If the grant and the City's contribution are approved, we will target approximately 470 acres of high-risk vegetation in the next five years. The project will require \$937,500.00 total (grant + city funding), at a maximum cost of \$2000 per acre (this amount is the highest cost per acre for planning purposes), which will treat a minimum of 470 acres for fuel reduction. A rough calculation of the City of Spokane-owned forested ground is approximately 1850 acres and over 2000 acres of private property. These funds will be assigned to fuel reduction contracts completed addressing City properties in critical</p>

	<p>need of action. In addition, a nationwide project designed with the Federal, State, and local agencies using Intterra (geographic information system) will track the location, size, and type of treatment in real-time, allowing partners to track progress and assist in tactical decisions during emergencies such as the recent fire in Palisades Park. SFD will maintain a close partnership with the Washington Department of Natural Resources (DNR) for tracking, collaborative work, and other funding opportunities for the City and/or private lands adjacent to the mitigation work. Additional funding opportunities will be assessed and capitalized on regardless of our grant acquisition and City funding outcome.</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 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?



**BRIAN SCHAEFFER**  
FIRE CHIEF

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## **CWDG Grant Request Briefing September Finance Committee**

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As a result of the Council budget and legislative support in 2022 for wildland fire risk reduction efforts, the Fire Department (SFD) has hired Nick Jeffries as the City's first Wildland Fire Planner. Mr. Jeffries started on August 1, 2022, and his focus is to mitigate the community's risk from wildland fire through planning and fuel mitigation practices.

The SFD requests permission to apply for this grant opportunity. This brief explains what, why, and how the SFD can implement wildland fire fuels mitigation practices on City and privately-owned properties, specifically forested grounds at a higher risk for wildland fires. The foremost step can be accomplished by Grant funding that we are applying for and City matching funds (25% of the grant award).

The Community Wildfire Defense Grant is a Federal Program designed to assist at-risk local communities with planning for and mitigating the risk created by wildfire. The grant pays for thinning, pruning, and disposal by chipping, masticating, or burning small diameter trees under 8 inches at chest height, commonly known as Fuels Reduction. Thinning accomplishes two primary objectives. First, it reduces the risk of catastrophic wildfires by reducing fuel to burn. Second, it increases forest health and resilience against insect attacks. Both challenges exist in abundance in our community.

The grant goals follow the cohesive wildland management strategy to restore and maintain landscapes, making them resilient to fire-related disturbances. In addition, creating "Fire Adapted Communities" will make human populations and infrastructure more resilient to wildfire. This grant will also improve wildfire response by making and implementing safe and effective risk-based management decisions.

SFD needs \$750,000 in grant funding for fuel mitigation to accomplish the first two primary objectives in the highest-risk areas. This grant requires a 25% match. As a result, the SFD requests that \$187,500 be committed during the next two years to match the Federal contribution. The grant will expire in five years; however, if the funding is readily available, we could put full implementation of the budgeted ground into a contract well before it expires in the fifth year.

If the grant and the City's contribution are approved, we will target approximately 470 acres of high-risk vegetation in the next five years. The project will require \$937,500.00 total (grant + city funding), at a maximum cost of \$2000 per acre (this amount is the highest cost per acre for planning purposes), which will treat a minimum of 470 acres for fuel reduction. A rough calculation of the City of Spokane-owned forested ground is approximately 1850 acres and over 2000 acres of private property.

These funds will be assigned to fuel reduction contracts completed addressing City properties in critical need of action. In addition, a nationwide project designed with the Federal, State, and local agencies using Intterra (geographic information system) will track the location, size, and type of treatment in real-time, allowing partners to track progress and assist in tactical decisions during emergencies such as the recent fire in Palisades Park.



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**BRIAN SCHAEFFER**  
FIRE CHIEF

SFD will maintain a close partnership with the Washington Department of Natural Resources (DNR) for tracking, collaborative work, and other funding opportunities for the City and/or private lands adjacent to the mitigation work. Additional funding opportunities will be assessed and capitalized on regardless of our grant acquisition and City funding outcome.

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Human Resources
<b>Contact Name &amp; Phone</b>	Mike Piccolo – 625-6237
<b>Contact Email</b>	mpiccolo@spokanecity.org
<b>Council Sponsor(s)</b>	Council Member Lori Kinnear
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Contract Amendment/Extension – Human Resources Consultant
<b>Summary (Background)</b>	The Human Resources Department previously contracted with Archbright for Human Resources Consulting. The contract provided services from July 19 <sup>th</sup> – Oct. 4 <sup>th</sup> in the amount of \$45,360. Due to continued challenges in filling current vacancies in the HR Director position, the Senior Labor Analyst and two human resources analyst positions, the department will need the continued services from Archbright through the end of the year for \$54,000. The amended/extended contract will bring the total contract amount above the minor contract threshold and, therefore, needs Council approval.
<b>Proposed Council Action &amp; Date:</b>	Approve Archbright contract amendment/extension and associated SBO, Oct 3, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$54,000</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: salary savings  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? Extending the contract with Archbright will enable the HR department to perform human resource analyst work on a timely and professional manner, which will assist in the hiring process and other HR related tasks that may benefit individual from historically excluded communities in the hiring process.	
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?

The City needs a fully staffed work force to implement the various plans and programs. The recruitment, hiring and other HR procedures performed by the HR analyst will assist in creating a fully staffed work force. The Departments needs the assistance of the HR analyst to accomplish various personnel/HR work. At the present time and at the present staffing level, the HR analysts will not be able to complete the necessary work to support the departments without the assistance of Archbright.

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) Decrease the appropriation for a Senior Human Resource Analyst position in the Human Resources Department by \$54,000.
- 2) Increase the appropriation for contractual services by \$54,000.
- (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 entering into a contract with Archbright to provide personnel services, 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



**City of Spokane**

**CONTRACT AMENDMENT/EXTENSION**

Title: **HUMAN RESOURCES CONSULTING**

This Contract Amendment/Extension is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **ARCHBRIGHT WORKPLACE PERFORMANCE EXPERTS**, whose Spokane address is 5601 6th Avenue South, Suite 400, Seattle, WA 98108 as ("Company"), individually a "party", and together referenced as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Company agreed to provide Human Resources Operation Support for Nine (9) Weeks; and*

*WHEREAS, due to staffing shortages in the Human Resources Department, there is a need to extend this work and add additional funds, 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 original Contract, dated July 20, 2022, 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 **October 5, 2022** and shall run through December 31, 2022.

**3. COMPENSATION.**

The City shall pay an additional amount not to exceed **FIFTY-FOUR THOUSAND AND NO/100 DOLLARS (\$54,000.00)** as full compensation for everything furnished and done under this Contract Amendment/Extension. The total amount under the original Contract, any subsequent amendments, and this Contract Amendment/Extension is **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)**.

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/ Extension by having legally-binding representatives affix their signatures below.

**ARCHBRIGHT WORKPLACE  
PERFORMANCE EXPERTS**

**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

## Committee Agenda Sheet

### [COMMITTEE]

<b>Submitting Department</b>	Human Resources
<b>Contact Name &amp; Phone</b>	Mike Piccolo – 625-6237
<b>Contact Email</b>	mpiccolo@spokanecity.org
<b>Council Sponsor(s)</b>	Council Member Lori Kinnear
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion      Time Requested:
<b>Agenda Item Name</b>	Contract Amendment/Extension – Human Resources Consultant
<b>Summary (Background)</b>	The Human Resources Department previously contracted with Archbright for Human Resources Consulting. The contract provided services from July 19 <sup>th</sup> – Oct. 4 <sup>th</sup> in the amount of \$46,000. Due to continued challenges in filling current vacancies in the HR Director position, the Senior Labor Analyst and two human resources analyst positions, the department will need the continued services from Archbright through the end of the year. The amended/extended contract will bring the total contract amount above the minor contract threshold and, therefore, needs Council approval.
<b>Proposed Council Action &amp; Date:</b>	Approve Contract Amendment/Extension
<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? Extending the contract with Archbright will enable the HR department to perform human resource analyst work on a timely and professional manner, which will assist in the hiring process and other HR related tasks that may benefit individual from historically excluded communities in the hiring process.	
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?

The City needs a fully staffed work force to implement the various plans and programs. The recruitment, hiring and other HR procedures performed by the HR analyst will assist in creating a fully staffed work force. The Departments needs the assistance of the HR analyst to accomplish various personnel/HR work. At the present time and at the present staffing level, the HR analysts will not be able to complete the necessary work to support the departments without the assistance of Archbright.



**City of Spokane**

**CONTRACT AMENDMENT**

Title: **OUTSIDE COUNSEL CONTRACT**

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **SUMMIT LAW GROUP**, whose address is 315 5th Avenue South, Suite #1000, Seattle, Washington 98104, as ("Firm"), individually a "party", and together referenced 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 lawsuit of Travis J. Wise, et. al., v. Governor Jay Inslee, 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 dated October 28, 2021, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Contract Amendment shall become effective on September 1, 2022.

**3. COMPENSATION.**

The City shall pay an additional amount not to exceed **THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00)**, 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 FIFTEEN THOUSAND AND NO/100 DOLLARS (\$215,000.00)**.

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.

**SUMMIT LAW GROUP**

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

22-164





**City of Spokane**

**CONTRACT AMENDMENT**

Title: **OUTSIDE COUNSEL CONTRACT**

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **SUMMIT LAW GROUP**, whose address is 315 5th Avenue South, Suite #1000, Seattle, Washington 98104, as ("Firm"), individually a "party", and together referenced 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 lawsuit of Travis J. Wise, et. al., v. Governor Jay Inslee, 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 dated October 28, 2021, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Contract Amendment shall become effective on September 1, 2022.

**3. COMPENSATION.**

The City shall pay an additional amount not to exceed **THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00)**, 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 FIFTEEN THOUSAND AND NO/100 DOLLARS (\$215,000.00)**.

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.

**SUMMIT LAW GROUP**

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

22-164



**City of Spokane**

**CONTRACT AMENDMENT**

Title: **OUTSIDE COUNSEL CONTRACT**

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **SUMMIT LAW GROUP**, whose address is 315 5th Avenue South, Suite #1000, Seattle, Washington 98104, as ("Firm"), individually a "party", and together referenced 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 lawsuit of Michael Bacon, 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 dated October 29, 2021 and November 8, 2021, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Contract Amendment shall become effective on September 1, 2022.

**3. COMPENSATION.**

The City shall pay an additional amount not to exceed **THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00)**, for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **ONE HUNDRED FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$155,000.00)**.

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.

**SUMMIT LAW GROUP**

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

## Committee Agenda Sheet

### Finance Committee Meeting

<b>Submitting Department</b>	Interim City Attorney
<b>Contact Name &amp; Phone</b>	Lynden P. Smithson
<b>Contact Email</b>	<a href="mailto:lsmithson@spokanecity.org">lsmithson@spokanecity.org</a>
<b>Council Sponsor(s)</b>	Council Member Kinnear
<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>	<p>The City has an existing contract with Stewart A. Estes and the law firm of KEATING, BUCKLIN &amp; 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 for the alleged wrongful death of David Novak on January 7, 2019. Discovery (which included over 25 depositions) has been completed and the attorneys representing the City are preparing for a three to four-week trial, beginning September 19, 2022 in Spokane County Superior Court. The parties unsuccessfully attempted mediation in July; through, the City, through continued negotiations has reached a tentative settlement with Plaintiff Michael Novak.</p> <p>This amendment will increase the contract by \$300,000 for a total contract amount of \$874,500.00.</p>
<b>Proposed Council Action &amp; Date:</b>	Committee review on September 12th with Council Approval on October 3 <sup>rd</sup>
<b>Fiscal Impact:</b> Total Cost: <u>\$300,000.00</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: City Risk 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 July 1, 2022.

**3. COMPENSATION.**

The City shall pay an additional amount not to exceed **THREE HUNDRED THOUSAND AND NO/100 DOLLARS (\$300,000.00)** for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **EIGHT HUNDRED SEVENTY-FOUR THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$874,500.00).**

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



## Committee Agenda Sheet

### [Finance and Administration Committee]

<b>Submitting Department</b>	City Council
<b>Contact Name &amp; Phone</b>	Matt Boston x6820
<b>Contact Email</b>	<a href="mailto:Mboston@spokanecity.org">Mboston@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Beggs
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	2022 Strategic Budget Discussion
<b>Summary (Background)</b>	<p>City Council has received requests from administration throughout the 2022 fiscal year that were not originally budgeted for. It was the request of Council to receive a comprehensive view of what the aggregate impact of requests and pending unbudgeted expenses will have on the overall General Fund, allocation reserves, and remaining (unallocated) American Rescue Plan Act funds.</p> <p>The Council has been briefed on current projections of budget shortfalls and opportunities and will now be briefed on the Budget Committee's recommendations and complications it may cause on future fiscal years.</p>
<b>Proposed Council Action &amp; Date:</b>	None
<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 and Administration

<b>Submitting Department</b>	Spokane Police Department
<b>Contact Name &amp; Phone</b>	Maj. Mike McNab 835-4505
<b>Contact Email</b>	mmcnab@spokanepolice.org
<b>Council Sponsor(s)</b>	Councilwoman Stratton and Councilman Zappone
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: 5 minutes
<b>Agenda Item Name</b>	SBO for COPS victim advocacy funding
<b>Summary (Background)</b>	<p>In 2021, the Spokane City Council approved an amendment to OPR 2020-0306 that increased the annual amount to be paid to the Spokane C.O.P.S. non-profit toward funding two victim advocate positions within the organization.</p> <p>The purpose of the C.O.P.S. Advocates is to work in conjunction with the C.O.P.S. shops and assist victims of crime who need extra support. Often, people who come into the C.O.P.S. shop have been victimized in a manner that is more than a shop volunteer can handle, so they will refer them to C.O.P.S. Advocates. The Advocates deal with issues such as identity theft and fraud, anti-harassment orders, helping obtain written statements for NROs, performing CPTED assessments, appearing in court with the victim, and organizing neighbors to deal with a neighborhood issue. These positions work in conjunction with SPD's regional victim advocacy partners, and do not handle crimes such as domestic violence, sexual assaults, and human trafficking that SPD victim advocacy partners specialize in.</p> <p>Total amount of the increase in 2022 is \$135,000 and will be funded from the Public Safety Personnel and Crime Reduction Fund.</p>
<b>Proposed Council Action &amp; Date:</b>	October 3 <sup>rd</sup> , 2022
<p><b>Fiscal Impact:</b>  Total Cost: <u>\$135,000</u>  Approved in current year budget?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Funding Source    <input checked="" type="checkbox"/> One-time    <input type="checkbox"/> Recurring  Specify funding source: Public Safety Personnel fund 1625</p> <p>Expense Occurrence    <input checked="" type="checkbox"/> One-time    <input type="checkbox"/> Recurring  Increase of \$67,500 over currently budgeted amount in 2023 to be requested through resource request.</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<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?

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 Personnel and Crime Reduction 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 Personnel and Crime Reduction Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$135,000.
- A) Of the increased appropriation, \$135,000 is provided solely for the provision of additional services in the current contract between the Spokane Police Department and the Spokane C.O.P.S. organization to include victim advocacy support.

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 fund the 2022 victim advocacy services provided by C.O.P.S., 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

<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>	CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	LTAC Contract Award to Spokane Sports
<b>Summary (Background)</b>	<p>In May of 2022 the Lodging and Tax Grant Committee evaluated applications received for the Fiscal Year 2022.</p> <p>One application received by and awarded to Spokane Sports for the amount of \$ 51,120 for their events to support the WIAA State Girls High School Volleyball Championships in November of 2022 and 2023 along with the Spokane Speed Games in December of 2022.</p>
<b>Proposed Council Action &amp; Date:</b>	<p>Approve contract for \$ 51,120 of Lodging and Tax Grant funds to Spokane Sports.</p> <p>October 3, 2022</p>
<b>Fiscal Impact:</b> Total Cost: <u>\$51,120</u> 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:  Lodging and Tax Grant 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? Lodging and Tax report to be submitted after the event.	

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? Promotes tourism and lodging in the City

## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Spokane Police Department
<b>Contact Name &amp; Phone</b>	Maj. Eric Olsen 835-4505
<b>Contact Email</b>	eolsen@spokanepolice.org
<b>Council Sponsor(s)</b>	Councilmembers Kinnear & Bingle
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	SBO for less-than lethal 40mm launchers w/ accessories
<b>Summary (Background)</b>	<p>In 2021, The City of Spokane was awarded \$889,807 to assist with one-time costs related to law enforcement and criminal justice legislation.</p> <p>Approximate funding to-date has been allocated as shown below:</p> <ul style="list-style-type: none"> <li>\$213,800 Pepperball system and shield</li> <li>\$69,341 Hostage Unit safety equipment</li> <li>\$192,000 TAC team bike unit truck &amp; trailer</li> </ul> <p>That leaves a currently unallocated balance of \$414,666</p> <p>SPD would like to use approximately \$41,400 of this funding to purchase:</p> <ul style="list-style-type: none"> <li>Twenty-five 40mm launchers along with               <ul style="list-style-type: none"> <li>Optics</li> <li>Slings</li> <li>Soft sided carry bags.</li> <li>Impact rounds</li> <li>Training kits</li> </ul> </li> </ul>
<b>Proposed Council Action &amp; Date:</b>	SBO approval on Oct. 3 <sup>rd</sup> , 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$41,400</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: State reform implementation 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?  Not Applicable – This purchase is neutral to 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?

A Use of Force report (a specific report) is completed and much of this information is collected. The report is thoroughly reviewed by the chain of command and by the Use of Force Review Board. The Ombudsman serves on the Use of Force Review Board.

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

A Use of Force report (a specific report) is completed and much of this information is collected. The report is thoroughly reviewed by the chain of command and by the Use of Force Review Board. The Ombudsman serves on the Use of Force Review Board.

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?

The 40 mm Launcher is a less lethal tool that is used alone and in conjunction with other de-escalation tactics to reduce the level of force used in accomplishing the mission of the Spokane Police Department.



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 Grants 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 Grants Fund, and the budget annexed thereto with reference to the Public Safety & Judicial Grants Fund, the following changes be made:

- 1) Increase the appropriation by \$41,400.
  - A) Of the increased appropriation, \$41,400 is provided solely for the purchase of twenty-five 40mm launchers and accessories.
  - B) The increased appropriation is funded from the balance in the Public Safety & Judicial Grants Fund unappropriated reserves portion of the state distribution to assist with one-time costs related to law enforcement and criminal justice related legislation.

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 procure less-than lethal equipment, 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

### September 19, 2022

<b>Submitting Department</b>	FLEET SERVICES
<b>Contact Name &amp; Phone</b>	ADAM RUSSELL, 509-232-8843
<b>Contact Email</b>	ATRUSSELL@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>	VB FOR THE PURCHASE OF LIGHT BARS, SIRENS, AND ACCESSORIES
<b>Summary (Background)</b>	Fleet Services would like to set up a Value Blanket with McLoughlin & Eardley Group, using WA State Contract #03719, for the purchase of as needed light bars, sirens, and accessories. Contract term to be 10/1/2022 through 8/31/2023. Total estimated expenditure for this VB will be \$100,000 per year. This VB will allow Fleet to continue supplying vehicles with needed lighting and accessories.
<b>Proposed Council Action &amp; Date:</b>	Council Action, Approved. October 3, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$100,000</u> 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: 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? We will continue to analyze the cost of parts compared to industry standard.	
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>	Public Works, Engineering
<b>Contact Name &amp; Phone</b>	Dan Buller 625-6391
<b>Contact Email</b>	<a href="mailto:dbuller@spokanecity.org">dbuller@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Kinnear
<b>Select Agenda Item Type</b>	X Consent <input type="checkbox"/> Discussion Time Requested: _____
<b>Agenda Item Name</b>	SBO for Budget Transfer to Pay Construction Management Bldg Retainage & Purchase of 4 Pickups
<b>Summary (Background)</b>	<ul style="list-style-type: none"> <li>The Construction Management building replacement, necessitated by transfer of the underlying property to Spokane Public Schools, was constructed in 2020 and 2021. The last bill is retainage which we withheld per state law in the amount of \$102,000.</li> <li>Engineering Services proposes to replace four pickup trucks at the end of their service life with electric Ford F-150 Lightning pickups for use by Engineering Services construction inspectors at a total cost of \$228,000.</li> <li>With Council approval, we propose to pay for the above proposed capital expenditures totaling \$330,000 with salary savings from Engineering Services. These savings were generated by vacancies over the past 8 months caused by an inability to fill positions due to ongoing labor shortages.</li> <li>All but two of the vacant positions have now been filled and recruitment is underway to fill those two.</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	Approval of SBO on October 3, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$330,000</u> Approved in current year budget? <input type="checkbox"/> Yes    X No <input type="checkbox"/> N/A  Funding Source            X One-time <input type="checkbox"/> Recurring Specify funding source: salary savings  Expense Occurrence    X 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?  <p>Public Works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community, and to respond to gaps in services identified in various City plans. We recognize the need to maintain affordability and predictability for utility customers. And we are committed to delivering work that is both financially and environmentally responsible. This item supports the operations of Public Works.</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 – This contract supports multiple public works projects and should not impact racial, gender identity, national origin, income level, disability, sexual orientation or other existing disparity factors.

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

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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?

The projects which will use this on-call contract are consistent with our adopted six year programs as well as the annual budget and strategic initiative to advance street maintenance activities.

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 Fund, the following changes be made:

- 1) Decrease the appropriation for a Senior Engineer position, including benefits, by \$127,500.
- 2) Decrease the appropriation for a Public Works Lead Inspector position, including benefits, by \$120,000.
- 3) Decrease the appropriation for an Engineering Tech I position, including benefits, by \$21,250.
- 4) Decrease the appropriation for an Engineer in Training position, including benefits, by \$21,250.
- 5) Decrease the appropriation for a Director of Engineering Services position by \$35,000.
- 6) Decrease the appropriation for a Program Professional position by \$5,000.
- 7) Increase the appropriation for vehicles by \$228,000.
- 8) Increase the appropriation for a relocation retainage payment by \$102,000.
- (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 replace four pickup trucks and pay the last retainage bill for the Construction Management building, 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

<b>Submitting Department</b>	Project Management Office
<b>Contact Name &amp; Phone</b>	Dusty Fredrickson (509) 435.2569
<b>Contact Email</b>	<a href="mailto:dfredrickson@spokanecity.org">dfredrickson@spokanecity.org</a>
<b>Council Sponsor(s)</b>	Council President Beggs & CM Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion      Time Requested:
<b>Agenda Item Name</b>	SBO - PMO Contractual Services
<b>Summary (Background)</b>	<p>As public safety continues to rise as the primary concern of Spokane citizens, the Criminal Justice Workgroup has been re-established following a pause during the COVID-19 pandemic and staffing changes across the organization.</p> <p>Now known more broadly as the Community Safety Initiative, a workgroup of cross-branch leadership, including elected officials and city department heads will begin developing solutions in the second half of 2022 aimed at addressing operational efficiencies that will directly impact the health and safety of all citizens of Spokane.</p> <p>To accomplish this goal, the team will leverage best practice Project Management and Continuous Improvement methodology to identify, prioritize and execute initiatives that enhance the City's tools for responding to Community Safety challenges and opportunities.</p> <p>This initiative requires full time Senior-Level Project Management experience to structure and administer the program, as well as manage the execution and implementation of the solutions developed by the workgroup.</p> <p>The Project Management Office (PMO) has identified a Senior Project Manager candidate from Volt Workforce Solution with the experience to fill the role of Program Manager for the Community Safety Initiative. Due to staffing shortages and current assignments, the PMO has been utilizing contractual services for targeted assignments and recommends this approach to ensure adequate resources are assigned to address a need as urgent and critical to the community as safety.</p> <p>The department requests a transfer of \$100,000 from the Criminal Justice Assistance Fund reserves to PMO contractual services to secure this vendor resource through the end of the year.</p> <p>This contract capacity will be allocated to Volt Resource Solutions (SC 2017-0876).</p> <p>Without the support for this role, it is unlikely the Community Safety Initiative program will be successfully implemented due to the complexity of the subject</p>

	<p>matter and would likely be put on hold until Q1 or Q2 2023 when it is expected the PMO SR Project Manager position can be filled.</p>
<b>Proposed Council Action &amp; Date:</b>	SBO Approval – October 3, 2022
<p><b>Fiscal Impact:</b>  Total Cost: <u>\$100,000</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: Criminal Justice Assistance Fund Reserves   Expense Occurrence      <input checked="" type="checkbox"/> One-time   <input type="checkbox"/> Recurring   Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<b>Operations Impacts</b>	
<p>What impacts would the proposal have on historically excluded communities?</p> <p><i>The operational solutions expected from of this workgroup are intended to address community safety related challenges across all communities in the Spokane City population while emphasizing an improvement of recidivism for those involved in our Municipal Criminal Justices process.</i></p>	
<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?</p> <p><i>This September, the remaining components of the new Municipal Court Legal Case Management system (e.g. eSeries) will be live. For the first time, the City will have access to data integrated (and standardized) across the four Municipal Criminal Justice agencies (e.g. Court, Supervision, Prosecution and Defender).</i></p> <p><i>The PMO Performance Measures team will work closely with Agency and Community Safety Initiative workgroup leadership to identify and collect appropriate ‘demographic-related’ data while observing the necessary data analysis and dissemination controls.</i></p>	
<p>How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?</p> <p><i>Please reference the answer above. In the same spirit of the ‘demographic-related’ data, programmatic performance data can also be harvested from the eSeries solution to gauge the performance of implemented solutions. Again, agency and workgroup leadership will play a key role in ensuring data is responsibly and appropriately collected, reported and disseminated.</i></p>	

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 initiative is intended to deliver outcomes that support a wide-range of plans, policies etc in that pertain to improving topics that the community and the City consider safety orientated.*



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 Criminal Justice Assistance Fund and the Office of Performance Management Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

- 1) Increase appropriation by \$100,000.
- (A) Of the increased appropriation, \$100,000 is provided solely as a transfer-out to the Office of Performance Management department.

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

- 1) Increase revenue by \$100,000.
- (B) Of the increased revenue, \$100,000 is provided solely as a transfer-in from the Criminal Justice Assistance Fund.
- 2) Increase appropriation by \$100,000.
- (C) Of the increased appropriation, \$100,000 is provided solely for contractual services.

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 provide full time senior-level project management expertise to the Community Safety Initiative, 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

<b>Submitting Department</b>	Community & Economic Development
<b>Contact Name &amp; Phone</b>	Steve MacDonald, x6835
<b>Contact Email</b>	<a href="mailto:smacdonald@spokanecity.org">smacdonald@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Breean Beggs & CM Karen Stratton
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion         Time Requested: _____
<b>Agenda Item Name</b>	Council Confirmation of Mayoral Appointee – Director of Parking Services & Code Enforcement
<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 Luis Garcia to Director of Parking Services</u></p> <ul style="list-style-type: none"> <li>Parking was separated from DSC/Code/Parking Department to form its own department in November 2021 (by City Council). That department had been without its own department head until recently.</li> <li>The Director of Parking Services became vacant, with the retirement of Kris Becker, on 7/6/22.</li> <li>Luis Garcia was approved as Interim Director of Parking Services 7/11/22 (letter attached).</li> <li>Luis Garcia was selected for appointment to the position by Mayor Woodward and is being presented for confirmation to Director of Parking Services (&amp; Code Enforcement, if approved as a combined department by Council at a later date) to become effective after confirmation by City Council.</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	Confirm the appointment of Luis Garcia to Director of Parking Services (& Code Enforcement)
<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 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	

**RESOLUTION 2022 - \_\_\_\_\_**

A resolution approving the appointment of Luis Garcia as the Director of Parking Services and Code Enforcement for the City of Spokane.

WHEREAS, Section 24 of the City Charter provides that the Mayor shall have the power to appoint department heads subject to the approval of the City Council; and

WHEREAS, Section 2.14 F of the City Council Rules of Procedures states that approval of appointment of department heads shall be by resolution during the City Council's legislative session; and

WHEREAS, after full consideration, Mayor Nadine Woodward has appointed Luis Garcia as the Director of Parking Services and Code Enforcement for the City of Spokane.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Spokane that it hereby approves the appointment of Luis Garcia as the Director of Parking Services and Code Enforcement for the City of Spokane.

BE IT FURTHER RESOLVED THAT the appointment of Luis Garcia as Director of Parking Services and Code Enforcement is conditioned upon the subsequent update of the job description and salary survey and the mutual execution of an offer letter containing any updated department head title and salary.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2022.

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

Approved as to form:

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



## Mayor Nadine Woodward

July 11, 2022

Luis Garcia  
822 S Bannen Rd  
Spokane Valley, WA 99037

Dear Mr. Garcia,

It is with great pleasure that I offer you the interim position of Director of Parking Services for the City of Spokane. I believe that you possess the experience and qualifications the City is looking for as well as the ability to complement current department staff.

The appointment to this interim, at-will, exempt position will be effective July 11, 2022. You will serve in this capacity until such time as a resolution is submitted to City Council for confirmation. You will receive project pay at a rate of \$600 per pay period.

In December of 2021, Section 3.01A.254 of the Spokane Municipal Code was adopted, establishing Parking Services as a separate department. Human Resources is in the process of developing the job description and conducting a salary analysis for this position. At which point a final salary will be determined.

You will be serving in this position at the pleasure of the current, sitting Mayor. At my discretion, the term of your assignment will be subject to my evaluation of your performance.

Sincerely,

Nadine Woodward  
Mayor

I hereby accept the position of interim Director of Parking Services with the City of Spokane and agree to the salary stated herein.

I understand that this assignment serves at the pleasure of the current, sitting Mayor.

---

Luis Garcia

---

Date

***The City of Choice***

808 W. Spokane Falls Blvd. • Spokane, Washington 99201-3335  
Phone: 509.625.6250 FAX: 509.625.6563

Please return to:

Christa Boone  
Human Resources Department  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3327

## Committee Agenda Sheet

### FINANCE & ADMINISTRATION

<b>Submitting Department</b>	Community & Economic Development
<b>Contact Name &amp; Phone</b>	Steve MacDonald, x6835
<b>Contact Email</b>	<a href="mailto:smacdonald@spokanecity.org">smacdonald@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Breean Beggs & CM Karen Stratton
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion         Time Requested: _____
<b>Agenda Item Name</b>	Council Confirmation of Mayoral Appointee – Development Services Center
<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 Tami Palmquist to Director of Development Services Center</u></p> <ul style="list-style-type: none"> <li>The Director of Development Services Center &amp; Code Enforcement became vacant, with the retirement of Kris Becker, on 7/6/22.</li> <li>Tami Palmquist was approved as Interim Director of Development Services and Code Enforcement 7/11/22 (letter attached).</li> <li>Tami Palmquist was selected for appointment to the position by Mayor Woodward and is being presented for confirmation to Director of Development Services Center (once Code Enforcement is combined with Parking at a later date) to become effective after confirmation by City Council.</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	Confirm the appointment of Tami Palmquist to Director of Development Services Center
<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 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	

**RESOLUTION 2022 - \_\_\_\_\_**

A resolution approving the appointment of Tami Palmquist as Director of Development Services Center for the City of Spokane.

WHEREAS, Section 24 of the City Charter provides that the Mayor shall have the power to appoint department heads subject to the approval of the City Council; and

WHEREAS, Section 2.14 F of the City Council Rules of Procedures states that approval of appointment of department heads shall be by resolution during the City Council's legislative session; and

WHEREAS, after full consideration, Mayor Nadine Woodward has appointed Tami Palmquist as Director of Development Services Center for the City of Spokane.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Spokane that it hereby approves the appointment of Tami Palmquist as Director of Development Services Center for the City of Spokane.

BE IT FURTHER RESOLVED THAT the appointment of Tami Palmquist as Director of Development Services Center is conditioned upon the subsequent update of the job description and salary survey and the mutual execution of an offer letter containing any updated department head title and salary.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2022.

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

Approved as to form:

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





## Mayor Nadine Woodward

July 11, 2022

Tami Palmquist  
4818 S Park Lane  
Spokane, WA 99223

Dear Ms. Palmquist,

It is with great pleasure that I offer you the interim position of Director of Development Services Center and Code Enforcement for the City of Spokane. I believe that you possess the experience and qualifications the City is looking for as well as the ability to complement current department staff.

The appointment to this interim, at-will, exempt position will be through an Out-of-Grade assignment, effective July 11, 2022. You will serve in this capacity until such time as a resolution is submitted to City Council for confirmation. Your salary for this position is Grade 62, Step 4 of the Exempt-Confidential pay plan, or \$61.63 /hr.

The salary for this position is based on the current Director of Development Services Center, Code Enforcement and Parking job description. In December of 2021, Section 3.01A.254 of the Spokane Municipal Code was adopted, establishing Parking Services as a separate department. As such, the pay grade for this position may be updated at a later date depending on updates made to the job description and the outcome of a salary analysis.

You will be serving in this position at the pleasure of the current, sitting Mayor. At my discretion, the term of your assignment will be subject to my evaluation of your performance.

Sincerely,

A handwritten signature in purple ink that reads "Nadine Woodward".

Nadine Woodward  
Mayor

I hereby accept the position of interim Director of Development Services Center and Code Enforcement with the City of Spokane and agree to the salary stated herein.

I understand that this assignment serves at the pleasure of the current, sitting Mayor.

---

Tami Palmquist

---

Date

***The City of Choice***

808 W. Spokane Falls Blvd. • Spokane, Washington 99201-3335  
Phone: 509.625.6250 FAX: 509.625.6563

Please return to:

Christa Boone  
Human Resources Department  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3327

## Committee Agenda Sheet

### FINANCE & ADMINISTRATION

<b>Submitting Department</b>	Community & Economic Development
<b>Contact Name &amp; Phone</b>	Steve MacDonald, x6835
<b>Contact Email</b>	<a href="mailto:smacdonald@spokanecity.org">smacdonald@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Breean Beggs & CM Karen Stratton
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion         Time Requested: _____
<b>Agenda Item Name</b>	Council Confirmation of Mayoral Appointee – Director of Parking Services & Code Enforcement
<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 Luis Garcia to Director of Parking Services</u></p> <ul style="list-style-type: none"> <li>Parking was separated from DSC/Code/Parking Department to form its own department in November 2021 (by City Council). That department had been without its own department head until recently.</li> <li>The Director of Parking Services became vacant, with the retirement of Kris Becker, on 7/6/22.</li> <li>Luis Garcia was approved as Interim Director of Parking Services 7/11/22 (letter attached).</li> <li>Luis Garcia was selected for appointment to the position by Mayor Woodward and is being presented for confirmation to Director of Parking Services (&amp; Code Enforcement, if approved as a combined department by Council at a later date) to become effective after confirmation by City Council.</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	Confirm the appointment of Luis Garcia to Director of Parking Services (& Code Enforcement)
<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 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	

**RESOLUTION 2022 - \_\_\_\_\_**

A resolution approving the appointment of Luis Garcia as the Director of Parking Services and Code Enforcement for the City of Spokane.

WHEREAS, Section 24 of the City Charter provides that the Mayor shall have the power to appoint department heads subject to the approval of the City Council; and

WHEREAS, Section 2.14 F of the City Council Rules of Procedures states that approval of appointment of department heads shall be by resolution during the City Council's legislative session; and

WHEREAS, after full consideration, Mayor Nadine Woodward has appointed Luis Garcia as the Director of Parking Services and Code Enforcement for the City of Spokane.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Spokane that it hereby approves the appointment of Luis Garcia as the Director of Parking Services and Code Enforcement for the City of Spokane.

BE IT FURTHER RESOLVED THAT the appointment of Luis Garcia as Director of Parking Services and Code Enforcement is conditioned upon the subsequent update of the job description and salary survey and the mutual execution of an offer letter containing any updated department head title and salary.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2022.

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

Approved as to form:

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



## Mayor Nadine Woodward

July 11, 2022

Luis Garcia  
822 S Bannen Rd  
Spokane Valley, WA 99037

Dear Mr. Garcia,

It is with great pleasure that I offer you the interim position of Director of Parking Services for the City of Spokane. I believe that you possess the experience and qualifications the City is looking for as well as the ability to complement current department staff.

The appointment to this interim, at-will, exempt position will be effective July 11, 2022. You will serve in this capacity until such time as a resolution is submitted to City Council for confirmation. You will receive project pay at a rate of \$600 per pay period.

In December of 2021, Section 3.01A.254 of the Spokane Municipal Code was adopted, establishing Parking Services as a separate department. Human Resources is in the process of developing the job description and conducting a salary analysis for this position. At which point a final salary will be determined.

You will be serving in this position at the pleasure of the current, sitting Mayor. At my discretion, the term of your assignment will be subject to my evaluation of your performance.

Sincerely,

Nadine Woodward  
Mayor

I hereby accept the position of interim Director of Parking Services with the City of Spokane and agree to the salary stated herein.

I understand that this assignment serves at the pleasure of the current, sitting Mayor.

---

Luis Garcia

---

Date

***The City of Choice***

808 W. Spokane Falls Blvd. • Spokane, Washington 99201-3335  
Phone: 509.625.6250 FAX: 509.625.6563

Please return to:

Christa Boone  
Human Resources Department  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3327

## Committee Agenda Sheet

### Finance and Administration

<b>Submitting Department</b>	Parking Services
<b>Contact Name &amp; Phone</b>	Luis Garcia, 509-625-6850
<b>Contact Email</b>	<a href="mailto:lgarcia@spokanecity.org">lgarcia@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Kinnear and CM Stratton
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion     Time Requested: _____
<b>Agenda Item Name</b>	Parking Management Systems Contract Amendment
<b>Summary (Background)</b>	<p>Parking Services has a contract (OPR 2021-0185) with Electronic Data Collection Corp. (EDC) for Parking Management Systems, which includes citation and permit management as well as License Plate Recognition.</p> <p>Within the first year of implementation the City needed additional items from EDC which were not included in the original contract under costs and fees. This amendment replaces the original exhibit (E) with a new document which has additional fees that were not included and keeps all other fees the same.</p> <p>This is a no cost contract amendment for Parking Services.</p>
<b>Proposed Council Action &amp; Date:</b>	Monday, October 3, 2022
<b>Fiscal Impact:</b> Total Cost of Contract: 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: 1460  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.): revenue generating	
<b>Operations Impacts</b>	
<b>What impacts would the proposal have on historically excluded communities?</b>	
The City strives to offer a consistent level of service to everyone and to make parking easy, convenient, and accessible. This item supports the operations of Parking Services.	
<b>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?</b>	
We do not collect data on race, ethnicity, gender, income level, etc. Those demographics are not available to us.	
<b>How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?</b>	
Parking Services follows the City's established procurement regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.	

**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 project implements recommendations from the 2019 Downtown Parking Study.





**CITY OF SPOKANE**  
**CONTRACT AMENDMENT**  
Title: **PARKING MANAGEMENT SYSTEMS**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ELECTRONIC DATA COLLECTION CORPORATION, (EDC)**, whose address is 105 Wyoming Street, Suite 300, Syracuse, New York 13204, 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 the City with a Parking Management Systems; and*

*WHEREAS, a change or revision of the original contract is needed, 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, dated March 24, 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 shall become effective on September 1, 2022 and shall run through March 14, 2026.

**3. AMENDMENT.**

Exhibit E - EDC Costs and Fees is hereby replace with the revised Exhibit E , attached hereto.

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.

**ELECTRONIC DATA COLLECTION  
CORPORATION, (EDC)**

**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 to this Contract Amendment**

Revised Exhibit E - EDC Costs and Fees Cost Sheet

22-159

## REVISED EXHIBIT E

## City of Spokane Parking Management Systems Costs and Fees

Item	Description	Price	Unit or Period
<b>1. Hardware</b>			
Zebra ZQ511	3" Direct Thermal Mobile Printer	\$920.00	Each
ZQ511 Accessory	Shoulder Strap ( P1051921)	\$12.00	Each
ZQ511 Adapter	AC Adapter (P1031365-024)	\$75.00	Each
ZQ511 Battery	Battery ( P1031365-059)	\$115.00	Each
Zebra ZQ310	2" Direct Thermal Mobile Printer	\$650.00	Each
ZQ310 Accessory	Shoulder Strap (SG-MPM-SS231)	\$10.00	Each
ZQ310 Adapter	Docking Cradle (CRD-MPM-1S231-01)	\$85.00	Each
ZQ310 Battery	Battery (BTRY-MPM-22MA1-01)	\$130.00	Each
ZQ510 Battery	ZQ510 Battery	\$115.00	Each
Samsung Galaxy S10	Citation Issuance Handheld	\$500.00	Each
PAX S300	Credit Card Device Retail Pad	\$335.00	Each
<b>2. Parking Management Software</b>			
AIMS Parking Management Software	Single Agency Use Software Site License (01222100224). EDC hosted environment with an unlimited number of users.	\$0.00	1
<b>3. Software Handhelds (reoccurring)</b>			
AIMS Mobile Enforcement (Ticketer) APP (Fee)	Parking Citation Issuance transmitted real time to AIMS Parking Management System database. Integrates with pay by space, pay by plate and LPR. (Android)	\$208.00	Each device a month
<b>4. Citation Management System (reoccurring)</b>			
AIMS Citation Management System Subscription	Tickets, Adjudication, Register Owner/Vehicle Identification Number export/import, Registration holds, , Boot and Tow Module.	\$6,761.50	Month
Registered Owner Look-up	Register Owner/Vehicle Identification Number lookups (in and out of state).	\$1.25	Each
Citation Fee Online Payment Transaction	Customer convenience fee for online payment transaction through AIMS Web.	\$.10	Each
Citation Fee IVR Payment Transaction	Customer convenience fee for payment transaction through Interactive Voice Response (IVR) System.	\$3.25	Each
IVR System	Dedicated phone number and setup for customers to call in to pay parking citation with a credit card from phone prompts in English and other languages the customer can choose from (44). Can be cancelled at any time with 30-day notice, minimum of one year use.	\$414.00	Month
Collections Pending Notice	8.5 x 11 Pre-collect notice and envelope	\$.60	Each
Collections Pending Notice Postage	Postage Fee		Varies
<b>5. Permit Management System (reoccurring)</b>			
AIMS Permit Management System Subscription	Permit management software, services, and support.	\$2,931.25	Month
Permit Fee Online Payment Transaction	Customer convenience fee for online permit payment (space or license plate based).	\$.10	Each
<b>6. AIMS Web</b>			
AIMS Web	Online customer web portal that connects in real time to AIMS Parking Management System database. AIMS hosts the server for AIMS Web + online customer portal.	\$0.00	n/a
<b>7. License Plate Recognition (LPR) System</b>			
<b>Hardware</b>			
AIMS Mobile LPR Enforcement System	Camera equipment* (AutoVu SharpZ3), in-vehicle laptop**, laptop mounting equipment, communications equipment (GPS technology), and all associated mounting hardware and cables. *Equipment comes with a 1-year repair and return warranty. **Laptop has a 5-year warranty from Panasonic.	\$30,954.00	Unit
AIMS Mobile LPR Enforcement System (Overtime Kit)	AU-K-Q2Z3-850: AutoVu™ SharpZ3 OVERTIME Single base KIT includes base unit, LPR module for up to 2 LPR cameras, hard mount brackets, advanced GPS navigation with dead reckoning, POE aux camera option, 2 Tire Cameras, 2 LPR units and in-vehicle license. Panasonic Toughpad, keyboard and RAM Mounts included. *Equipment comes with a 1-year repair and return warranty. **Laptop has a 5-year warranty from Panasonic.	\$33,845.00	Unit
Installation (Basic)	Genetec AutoVu LPR Camera's installed on-site in Spokane, system set-up with real-time integration with AIMS.	\$5,000.00	Unit
Installation (Overtime Kit)	Genetec AutoVu LPR Camera's installed on-site in Spokane, system set-up with real-time integration with AIMS.	\$5,500.00	Unit
Shipping	Fee to Ship LPR equipment.	\$500.00	Unit

<b>Software</b>			
Patroller and Security Desk	Patroller (in-vehicle) and Security Desk (desktop) training and testing. Includes licensing and software fees, system integration costs, interface and report development.	\$5,000.00	1
Hosting (reoccurring)	Data storage and maintenance - Genetec Security Center LPR server.	\$4,800.00	Annual
<b>Warranty</b>			
Repair and Return	The LPR hardware comes with a 1-year repair and return warranty.	\$0.00	Unit
Advance Swap	AU-K-CXX upgrade from return and repair to Advanced Swap warranty service for first year. (AU-K-CXX-EWUP-1Y)	\$558.60	Unit
<b>Extended coverage must be prepaid and maxes out at 5 years</b>			
Extended Repair and Return (Basic Kits)	1 Years additional coverage for AU-K-CXX kit with Return and Repair coverage - This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWRR-1Y)	\$2,633.40	Unit
	2 Years additional coverage for AU-K-CXX kit with Return and Repair coverage - This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWRR-2Y)	\$4,740.12	Unit
	3 Years additional coverage for AU-K-CXX kit with Return and Repair coverage - This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWRR-3Y)	\$6,715.17	Unit
	4 Years additional coverage for AU-K-CXX kit with Return and Repair coverage - This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWRR-4Y)	\$8,426.88	Unit
Extended Repair and Return (Overtime Kits)	Extended Warranty for AU-K-OXX kit with Return and Repair coverage 1 Year (warranty cannot extend past 5th year after purchase). This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWRR-1Y)	\$3268.45.00	Unit
	Extended Warranty for AU-K-OXX kit with Return and Repair coverage 2 Year (warranty cannot extend past 5th year after purchase). This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWRR-2Y)	\$5,883.21	Unit
	Extended Warranty for AU-K-OXX kit with Return and Repair coverage 3 Year (warranty cannot extend past 5th year after purchase). This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWRR-3Y)	\$8,334.55	Unit
	Extended Warranty for AU-K-OXX kit with Return and Repair coverage 4 Year (warranty cannot extend past 5th year after purchase). This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWRR-4Y)	\$10,459.04	Unit
Extended Advance Swap (Basic Kits)	1 Years additional coverage for AU-K-CXX kit with Advance Replacement coverage. Does not Include update to advanced replacement for year 1. This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWAS-1Y)	\$3,192.00	Unit
	2 Years additional coverage for AU-K-CXX kit with Advance Replacement coverage. Does not Include update to advanced replacement for year 1. This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWAS-2Y)	\$5,745.60	Unit
	3 Years additional coverage for AU-K-CXX kit with Advance Replacement coverage. Does not Include update to advanced replacement for year 1. This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWAS-3Y)	\$8,139.60	Unit
	4 Years additional coverage for AU-K-CXX kit with Advance Replacement coverage. Does not Include update to advanced replacement for year 1. This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-CXX-EWAS-4Y)	\$10,214.40	Each
Extended Advance Swap (Overtime Kits)	AU-K-OXX- advanced swap warranty service upgrade from return and repair for first year of sale. (AU-K-OXX-EWUP-1Y)	\$723.55	Unit
	Extended Warranty for AU-K-OXX kit with Advance Replacement coverage 1 Year (warranty cannot extend past 5th year after purchase). This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWAS-1Y)	\$3,992.00	Unit
	Extended Warranty for AU-K-OXX kit with Advance Replacement coverage 2 Year (warranty cannot extend past 5th year after purchase). This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWAS-2Y)	\$7,185.60	Unit
	Extended Warranty for AU-K-OXX kit with Advance Replacement coverage 3 Year (warranty cannot extend past 5th year after purchase). This includes coverage of	\$10,179.60	Unit

	AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWAS-3Y)		
	Extended Warranty for AU-K-OXX kit with Advance Replacement coverage 4 Year (warranty cannot extend past 5th year after purchase). This includes coverage of AutoVu™ vehicle hardware, Genetec Patroller™ software upgrades and Benomad updates. Does not cover in-vehicle PC. (AU-K-OXX-EWAS-4Y)	\$12,774.40	Unit
<b>8. Handheld Citation Paper Stock</b>			
Zebra ZQ310	200 Rolls for Thermal Printer 2" x 8" (20# Poly Thermal) (45/Roll)	\$11.00	Roll
	300 Rolls for Thermal Printer 2" x 8" (20# Poly Thermal) (45/Roll)	\$8.07	Roll
	500 Rolls for Thermal Printer 2" x 8" (20# Poly Thermal) (45/Roll)	\$5.60	Roll
	1000 Rolls for Thermal Printer 2" x 8" (20# Poly Thermal) (45/Roll)	\$4.25	Roll
Zebra ZQ510/511	200 Rolls (3 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$12.70	Roll
	300 Rolls (3 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$10.15	Roll
	400 Rolls (3 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$8.85	Roll
	500 Rolls (3 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$8.09	Roll
	1000 Rolls (3 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$6.58	Roll
	200 Rolls (4 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$13.98	Roll
	300 Rolls (4 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$10.92	Roll
	400 Rolls (4 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$8.49	Roll
	500 Rolls (4 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$8.37	Roll
	200 Rolls (5 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$16.87	Roll
	300 Rolls (5 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$12.88	Roll
	400 Rolls (5 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$10.96	Roll
	500 Rolls (5 Color) for Thermal Printer 3" x 8" (20# Poly Thermal) (90/Roll)	\$9.70	Roll
<b>9. Add-on Options</b>			
AIMS Code Enforcement Module		\$5,143.00	Annual
AIMS Carpool Module		\$3,429.00	Annual
AIMS Event System	Special Events Module.	\$6,857.00	Annual
AIMS eTicketing Module	Tool for virtual enforcement.	\$1,714.00	Annual
AIMS MobilePay	Parking Pay by Phone App (does not include additional \$0.20 per transaction invoiced monthly).	\$500.00	Annual
Text Communications	Does not include additional \$.025 per text invoiced monthly.	\$500.00	Annual
Email Communications	If using AIMS e-mail server.	\$500.00	Annual
Agency	To add additional agencies to the database	\$1,714.00	Annual
Agency Setup		\$5,000.00	Once
AIMS Test Server (Initialize)	Fee to turn on test server	\$500.00	Each
AIMS Test Server (Ongoing)	Ongoing monthly fee for test server	\$480	Month
<b>10. Additional Fees</b>			
PAX S300	Monthly Fee per device (in use, if not in use \$5.00).	\$20.00	Month
PAX S300	Transaction Fee.	\$.10	Each
PAX A80	P2PE Card Present Device	\$380.00	Each
PAX A80	Monthly Fee per device (in use, if not in use \$5.00).	\$20.00	Month
PAX A80	Transaction Fee	\$0.15	Each
Customization Rate	Hour rate for specialized work or report that is customized for Spokane	\$275.00	Hour

## Committee Agenda Sheet

### Finance and Administration

<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>	CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input 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 add funds for The ARPA Grant Administration contracted support.</p>
<b>Proposed Council Action &amp; Date:</b>	Approve contract amendment for \$100,000 October 3, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$100,000 from ARPA Administration</u> 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:  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



# Committee Agenda Sheet

## Finance and Administration Committee

### September 19, 2022

<b>Submitting Department</b>	FLEET SERVICES
<b>Contact Name &amp; Phone</b>	RICHARD GIDDINGS, 509-625-7706
<b>Contact Email</b>	RGIDDINGS@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>	PRE APPROAL PURCHASE OF 2 UNITS
<b>Summary (Background)</b>	Fleet Services would like to receive pre-approval to purchase 2 Units, one for the Street department and one for the Water department. We have seen across the board monthly price increases ranging from 2%-5% on units. We have also seen ordering banks closing a day after they open which is NOT typical. Receiving pre approval on the purchase 2 units will allow us to purchase the units as they become available. This will 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 of 2 units. Funding for these is included in the department budgets. Please see attached List
<b>Proposed Council Action &amp; Date:</b>	October 3, 2022, Approval
<b>Fiscal Impact:</b> Total Cost: estimated: \$275,000 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 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**  
**September 19, 2022**

2022 PRE APPROVAL OF PURCHASED VEHICLES AND EQUIPMENT

VEHICLE	DEPT	QTY	ESTIMATED COST (EACH)	LEASE OR PURCHASE
ATTENUATOR	STREET	1	\$ 75,000.00	\$ 75,000.00
EXCAVATOR	WATER	1	\$ 200,000.00	\$ 200,000.00
	<b>TOTAL</b>	<b>2</b>		<b>\$ 275,000.00</b>

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Spokane City Council Office
<b>Contact Name &amp; Phone</b>	Breean Beggs
<b>Contact Email</b>	<a href="mailto:bbeggs@spokanecity.org">bbeggs@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Beggs
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	SHORT-TERM CONTRACT EXTENSION – LUKE ESSER
<b>Summary (Background)</b>	<p>4 month contract extension for state lobbying services contract that expired 6/30/2022 (OPR 2016-0743).</p> <p>Contract Extension in place for 7/1/2022-10/31/2022 in order to cover current legislative session support at the state level. Extension is needed to cover the gap period between expiration of previous contract and RFP conclusion.</p> <p>Lobbying expenses are historically and currently budgeted for within the Council budget.</p>
<b>Proposed Council Action &amp; Date:</b>	Approval of contract extension on 10/3/2022
<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?  Lobbyist are continuing to strive to fight for key initiatives at the state level that impact the City of Spokane Locally.	
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?

Effectiveness of program is continually evaluated by City Council officials and staff which are in consistent communication to set forth the direction of the State Lobbying efforts.

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?

Council is in regular communication of State Lobbyists to ensure that the direction and lobbying efforts are in alignment of the City and City Council.

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Spokane City Council Office
<b>Contact Name &amp; Phone</b>	Breean Beggs
<b>Contact Email</b>	<a href="mailto:bbeggs@spokanecity.org">bbeggs@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Beggs
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	SHORT-TERM CONTRACT EXTENSION – NICK FEDERICI
<b>Summary (Background)</b>	<p>4 month contract extension for state lobbying services contract that expired 6/30/2022 (OPR 2016-1040).</p> <p>Contract Extension in place for 7/1/2022-10/31/2022 in order to cover current legislative session support at the state level. Extension is needed to cover the gap period between expiration of previous contract and RFP conclusion.</p> <p>Lobbying expenses are historically and currently budgeted for within the Council budget.</p>
<b>Proposed Council Action &amp; Date:</b>	Approval of contract extension on 10/3/2022
<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?  Lobbyist are continuing to strive to fight for key initiatives at the state level that impact the City of Spokane Locally.	
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?

Effectiveness of program is continually evaluated by City Council officials and staff which are in consistent communication to set forth the direction of the State Lobbying efforts.

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?

Council is in regular communication of State Lobbyists to ensure that the direction and lobbying efforts are in alignment of the City and City Council.