

## **Finance & Administration Committee November Meeting**

### **Agenda for 1:15 p.m. November 21, 2022**

The Spokane City Council's Finance and Administration Committee meeting will be held at **1:15 PM November 21, 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. 10/17 Meeting Minutes**

#### **III. Discussion Items**

- 1. 2023 Budget Discussions - Tonya Wallace (30 minutes)**
- 2. SBO - 2022 Police Overtime - Jessica Stratton (10 minutes)**
- 3. SBO - 2022 Fire Overtime - Jessica Stratton (10 minutes)**
- 4. SBO - NEPDA Payout - Conner Thorne (5 minutes)**
- 5. SBO - WPPDA Payout - Conner Thorne (2 minutes)**
- 6. SBO - UDPDA Payout - Conner Thorne (2 minutes)**
- 7. SBO - M&P Labor Agreement - Retro pay increase - Jake Miller (5 minutes)**
- 8. Monthly Investment Report - Chris Johnson (5 minutes)**
- 9. Parking/Code Enforcement Ordinance - Steve MacDonald (5 minutes)**
- 10. Contract Renewal - Universal Transit Action Pass - Mike Piccolo (5 minutes)**
- 11. 2023 Tier 1 Legislative Priorities - Erik Poulsen (15 minutes)**

12. ARPA - Upcoming RFP discussion - Matt Boston (10 minutes)

**IV. Consent Items**

1. Purchase Approval - Roll Off Truck (Fleet Services)
2. 2023 Budget Ordinance (Finance)
3. Tire Service Contract Renewal (Fleet Services)

**V. Executive Session**

**VI. Adjournment**

**Next Finance & Administration Committee meeting**

The next meeting will be held at the regular date and time of 1:15 p.m. **December 19, 2022.**

**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 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@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**  
**17 October, 2022**

---

**Called to Order: 1:18 PM PST**

Recording of the meeting may be viewed by at <https://vimeo.com/761514424>

**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, Christine Crowley, Conner Thorne, Gavin Cooley, Jessica Stratton, Jenn Cerecedes, Johnnie Perkins, Mike Piccolo, Tonya Wallace, Michelle Murray, Chris Johnson, Jeff Gunn, Shae Blackwell, Kelly Thomas, Nicolette Ocheltree, Mark Carlos, Colin Tracy, Justin Bingham, Erin Haugen, Dusty Frederickson, Dan Bueller

**Approval of Minutes:**

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

**Agenda Items**

**III. Discussion Items**

1. 2020 Accountability Audit – Christine Croskey - (20 mins)
  - No Action Taken
  - Presentation & Discussion Only
2. Administration Q&A regarding the 2023 preliminary budget – Tonya Wallace – (20 mins)
  - No Action Taken
  - CP Beggs and CM Wilkerson agreed to sponsor this item to move it forward for formal consideration
3. 2023 Budget Resolution - Breean Beggs (10 minutes)
  - Action Taken
  - CP Beggs, CM Cathcart and CM Wilkerson agreed to sponsor this item to move it forward for formal consideration
4. Quarterly Budget Report - Jessica Stratton (10 minutes)
  - No Action Taken
  - Presentation & Discussion Only

5. Quarterly Investment Report and Investment Strategy Review – Chis Johnson, Conner Thorne, Gavin Cooley (15 minutes)

- No Action Taken
- Presentation and Discussion Only

6. Ordinance adopting a City Council Redistricting Plan – Hannahlee Allers (10 minutes)

- Action Taken
- CP Beggs and CM Zappone agreed to sponsor this item to move it forward for formal consideration

7. SBO – PMO Contractual Services – Dusty Frederickson (10 minutes)

- Action Taken
- CP Beggs and CM Cathcart agreed to sponsor this item to move it forward for formal consideration

2.

8. SBO – Retainage Payment and Vehicle acquisition from salary savings – Dan Bueller (10 minutes)

- Action Taken
- CM Kinnear and Bingle agreed to sponsor this item to move it forward for formal consideration

9. SBO – Interpreter Costs - Lynden Smithson (5 minutes)

- Action Taken
- CM Bingle and CM Cathcart agreed to sponsor this item to move it forward for formal consideration

10. SBO – Salary Savings to Janitorial – Lynden Smithson – (5 minutes)

- Action Taken
- CM Bingle and CM Stratton agreed to sponsor this item to move it forward for formal consideration

11. Capital Improvement Plan and Ordinance – Jessica Stratton (5 minutes)

- Action Taken
- CP Beggs and CM Wilkerson agreed to sponsor this item to move it forward for formal consideration

12. Revenue Hearing and Property Tax Ordinance – Tonya Wallace (5 minutes)

- Action Taken
- CM Beggs and Wilkerson agreed to sponsor this item to move it forward for formal consideration

13. TRAC Services SBO – Tonya Wallace (5 minutes)

- Action Taken
- CM Beggs and Stratton agreed to sponsor this item to move it forward for formal consideration

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

1. 2023 East Sprague Business Improvement District Special Assesment (Planning Services)
2. Amend contract with Solid Waste Systems to add more money (Fleet Services)
3. SCADA Hardware Purchase for Upriver Dam (Water Department)
4. Call for Budget Hearings (Budget)
5. AV Grant & SBO (Municipal Court)
6. 2023 Airport Budget Approval (Spokane Airport)

**Executive session** None.

**Adjournment** The meeting adjourned at      PM PST , next meeting will be on November 21<sup>st</sup> at 1:15 PM PST

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

**Approved by:**

---

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

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Police Department
<b>Contact Name &amp; Phone</b>	Chief Meidl
<b>Contact Email</b>	cmeidl@spokanepolice.org
<b>Council Sponsor(s)</b>	CP Beggs & CM Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 10 min
<b>Agenda Item Name</b>	Police Overtime 2022 SBO
<b>Summary (Background)</b>	<p>Throughout 2022 the Police department has incurred uniform overtime costs above budget for various reasons. Ongoing vacancies in the department coupled with increasing major crime events and activities related to homelessness have all contributed. SPD also saw no recovery of overtime costs related to major special events throughout the City based on new agreements.</p> <p>SPD will be transitioning officers assigned outside Patrol back to Patrol in January 2023. This increased staffing will assist in reducing overtime as it relates to holding officers over or calling officers in on days off, to cover shifts that will allow SPD to maintain minimum officer safety staffing levels. This increased staffing is also anticipated to spread the workload from call responses to more officers, allowing officers more time to complete their reports during their shift (as opposed to after their shift due to large call volumes preventing them from completing reports).</p> <p>The new configuration should also eliminate the need for overtime to cover DT bar patrols on Friday and Saturday evenings / early mornings. Currently SPD spends approximately \$300,000 annually in overtime to cover these bar patrols, all on overtime.</p> <p>Based on actuals and projections through the remainder of the fiscal year, the over budget amount is estimated at <b>\$2.5 million</b>.</p>
<b>Proposed Council Action &amp; Date:</b>	Approval November 21, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$2,500,000</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: ARPA under the Revenue Replacement category  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?	
NA	

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?

NA

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

NA

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?

NA

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

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

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

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

The City of Spokane does ordain:

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

- 1) Increase the appropriation by \$2,500,000.
- A) Of the increased appropriation, \$2,500,000 is provided solely for uniformed overtime in the Police department.

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 pay Police uniformed overtime while understaffed, 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

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Fire Department
<b>Contact Name &amp; Phone</b>	Brian Schaeffer
<b>Contact Email</b>	bschaeffer@spokanecity.org
<b>Council Sponsor(s)</b>	CP Beggs & CM Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 10 min
<b>Agenda Item Name</b>	Fire Overtime 2022 SBO
<b>Summary (Background)</b>	<p>During February 2022, Finance &amp; Administration projected that Fire would exceed their total 2022 Budget due to continued vacant firefighter positions and the need to backfill scheduled slots with firefighters on overtime. The increased number of vacant positions accumulated during the pandemic and the inability to schedule the necessary recruit academies to replace the incumbents. Several meetings were held in February and March to inform City leadership of the challenge and to discuss options.</p> <p>To mitigate the cost to the extent possible, while not impacting services nor requiring bargaining with the labor union, the Fire Department scheduled a second recruit academy during 2022 and targeted the hiring of 40 new firefighters. The department also carefully monitored all other expenses and will continue to do so through the remainder of the fiscal year so that any budgetary savings achieved can be redirected to cover the overtime overspend.</p> <p>Based on actual costs and revenues for the Fire Department and projections through the remainder of the fiscal year, the overall net funding need is <b>\$3.7 million</b>.</p> <p>Specifically, uniform overtime is projected to be approximately \$9.0 million, or nearly \$6.4 million over the budgeted amount of about \$2.6 million. Savings in various other account types, such as wages from vacant positions, will help cover the budget overage.</p>
<b>Proposed Council Action &amp; Date:</b>	Approval November 21, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$3,700,000</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: ARPA under the Revenue Replacement category  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?	

NA

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?

NA

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

NA

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?

NA

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

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

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

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

The City of Spokane does ordain:

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

- 1) Increase the appropriation by \$3,700,000.
- A) Of the increased appropriation, \$3,700,000 is provided solely for uniformed overtime in the Fire department.

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 pay Fire uniformed overtime while understaffed, 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

## SBO Committee Agenda Sheet

### F&A 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>2 Min</u>
<b>Agenda Item Name</b>	Northeast PDA Payment True Up 2022
<b>Summary (Background)</b>	<p>The Northeast PDA is owed back taxes for the construction and non-construction portion of sales taxes per their interlocal agreement going back to 2020. These catch up payments will result in the City being over budget by an estimated <b><u>\$206,137</u></b> (no amounts budgeted for Northeast in 2022).</p> <p>This particular expense occurrence is a one-time impact to make up of past due payments going back to 2020. We will have bi-annual recurring payments to the PDA, but not at this high level and future payments will be captured in the budget.</p>
<b>Proposed Council Action &amp; Date:</b>	SBO approval Nov 28, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$206,137</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: Unappropriated General Fund Balance  Expense Occurrence <input checked="" 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>These payments contribute to the local revitalization efforts of the Northeast PDA.</b>	

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

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

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

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

The City of Spokane does ordain:

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

- 1) Increase appropriation by \$206,137.
  - A) Of the increased appropriation, \$206,137 is to be used solely for the payment of back taxes owed to the Northeast PDA.
  - B) This is an increase to the overall appropriation level in the General Fund and will be funded by General Fund unappropriated fund balance.

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 pay owed back taxes to the Northeast PDA per their interlocal agreement, 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

---

# PDA Sales Tax Methodology

---

2022



# Overview

---

- PDA Background
- Tax funding sources and methodologies
- Questions/Comments

# What is a PDA?

---

- “Public Development Authority”
- Created through an interlocal agreement between PDA and City and/or County
- To assist with public benefit projects consistent with economic development initiatives of the parties
- Mission: improve economic conditions in and around the City/County of Spokane



# Current PDAs

---

- University District (established 2012)
- West Plains (established 2015)
- Northeast (established 2011)

# Funding Sources

---

- Sales Tax (Construction/Non-Construction)
- Property Tax
- Utility Tax

---

# Retail Sales Tax Methodology

# Determining Base

---

- Base year taxable sales provided by County colleague – in-depth analysis on all companies participating in PDA boundaries (excluding U-District)

# YoY Growth

---

- Taxable sales Citywide in Spokane provided by DOR:  
<https://apps.dor.wa.gov/ResearchStats/Content/TaxableRetailSalesLocal/Report.aspx>
- Using YoY growth rates, we can determine annual incremental changes in the region
- We then have an incremental change each year over the base year

# Tax Rate

---

- City's effective regular + optional tax rate: 0.84% (DOR takes 0.1% admin fee)
- Multiply the incremental changes by the rate to determine retail sales tax specific to PDA

# How much does the PDA get?

---

- U-District: 100% through 2019, 50% beginning 2020 (remainder stays with City)
- West Plains: 75%
- Northeast: 75%

**Base Year x Growth Rate = YoY Sales**



**Current Year – Base Year = Incremental  
YoY Change**



**Incremental Change x City Tax Rate =  
PDA Sales Tax**



**75% or 100% (PDA Portion) x PDA Sales  
Tax = PDA Funding (Less 1% Admin Fee)**



# SBO

	2022 Budget	Est. '22 Payment	Variance
U-District	550,000.00	624,228.00	74,228.00
West Plains	550,000.00	1,137,742.46	587,742.46
Northeast	-	206,137.13	<u>206,137.13</u>
Total			<u>868,107.59</u>

Good News: Estimated payments for 2023 included in the budget for next year

- Since we have catch up payments for past year's sales taxes, we are expected to exceed budget allotted for PDA sales taxes
- Northeast (years 2020-2022)
- West Plains (years 2018-2022)

# Questions?

---

## SBO Committee Agenda Sheet

### F&A 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>2 Min</u>
<b>Agenda Item Name</b>	West Plains PDA Payment True Up 2022
<b>Summary (Background)</b>	<p>The West Plains PDA is owed back taxes for the non-construction portion of sales taxes per their interlocal agreement going back to 2018. These catch up payments will result in the City being over budget by an estimated <b><u>\$587,742</u></b> (\$1,137,742 estimated – 550,000 budget).</p> <p>This particular expense occurrence is a one-time impact to make up past due payments going back to 2018. We will have bi-annual recurring payments to the PDA, but not at this high level and future payments will be captured in the budget.</p>
<b>Proposed Council Action &amp; Date:</b>	SBO approval Nov 28, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$587,742</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: Unappropriated General Fund Balance  Expense Occurrence <input checked="" 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>These payments contribute to the local revitalization efforts of the West Plains PDA.</b>	

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

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

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

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

The City of Spokane does ordain:

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

- 1) Increase appropriation by \$587,742.
  - A) Of the increased appropriation, \$587,742 is to be used solely for the payment of back taxes owed to the West Plains PDA.
  - B) This is an increase to the overall appropriation level in the General Fund and will be funded by General Fund unappropriated fund balance.

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 pay owed back taxes to the West Plains PDA per their interlocal agreement, 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

## SBO Committee Agenda Sheet

### F&A 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>2 Min</u>
<b>Agenda Item Name</b>	U-District PDA Payment True Up 2022
<b>Summary (Background)</b>	<p>The U-District's sales taxes owed for 2022 came in above budget. The difference is attributed to slightly higher growth rates in the U-District. The estimated over budget is <b><u>\$74,228</u></b> (\$624,228 estimated – \$550,000 budget).</p> <p>This particular expense overage is a one-time impact. The 2023 budget accurately reflects the payments we are expected to make to the UDPDA and we should not see a budget overage next year.</p>
<b>Proposed Council Action &amp; Date:</b>	SBO approval Nov 28, 2022
<b>Fiscal Impact:</b> Total Cost: <u>\$74,228</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: Unappropriated General Fund Balance  Expense Occurrence <input checked="" 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>These payments contribute to the local revitalization efforts of the U-District PDA.</b>	

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

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

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

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

The City of Spokane does ordain:

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

1) Increase appropriation by \$74,228.

A) Of the increased appropriation, \$74,228 is to be used solely for the payment of sales taxes owed to the U-District PDA.

B) This is an increase to the overall appropriation level in the General Fund and will be funded by General Fund unappropriated fund balance.

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 pay sales taxes to the U-District PDA per their interlocal agreement, 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

### Public Safety Committee

<b>Submitting Department</b>	Finance (on behalf of multiple funds/departments)																																						
<b>Contact Name &amp; Phone</b>	Jacob Miller x6421																																						
<b>Contact Email</b>	jmillier@spokanecity.org																																						
<b>Council Sponsor(s)</b>	Council President Beggs & Councilmember Wilkerson																																						
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested:5																																						
<b>Agenda Item Name</b>	SBO – M&P Labor Agreement – Retroactive Wages & Wage Increase																																						
<b>Summary (Background)</b>	<p>The labor agreement between the City and the Managerial &amp; Professional (M&amp;P) unions (MPA &amp; MPB) expired 12/31/2021. The City reached an agreement for the time period covering 1/1/2022 through 12/31/2026. The contract included the following wage increases for MPA (Appointed) staff and MPB (Classified) by year:</p> <ul style="list-style-type: none"> <li>- 2022: 5.0% increase effective 1/1/2022 (MPA &amp; MPB)</li> <li>- 2023: 5.0% increase effective 1/1/2023 (MPA &amp; MPB)</li> <li>- 2024: 5.0% increase effective 1/1/2024 (MPA)</li> <li style="padding-left: 40px;">2.75% increase effective 1/1/2024 (MPB)</li> <li>- 2025: 2.5% - 4.0% (min/max) increase effective 1/1/2025 (MPA &amp; MPB)</li> <li>- 2026: 1.0% - 3.0% (min/max) increase effective 1/1/2026 (MPA &amp; MPB)</li> </ul> <p>The wage increases from 1/1/2022 are retroactively incurred and paid to employees in 2022. <b><u>This SBO provides funding in 2022 for these retroactive costs and the estimated increased cost of remaining wages in 2022</u></b> in the total amount of \$2,156,526.</p> <p>Below is a summary of retroactive wages paid in 2022 by fund:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left;">Fund</th><th style="text-align: right;">Retro &amp; Current Wages</th></tr> </thead> <tbody> <tr><td>0100 - General Fund</td><td style="text-align: right;">\$ 740,747</td></tr> <tr><td>1100 - Street Maintenance Fund</td><td style="text-align: right;">44,957</td></tr> <tr><td>1200 - Code Enforcement Fund</td><td style="text-align: right;">8,785</td></tr> <tr><td>1400 - Parks And Recreation Fund</td><td style="text-align: right;">159,776</td></tr> <tr><td>1460 - Parking Meter Revenue Fund</td><td style="text-align: right;">9,498</td></tr> <tr><td>1620 - Public Safety &amp; Judicial Grant</td><td style="text-align: right;">2,547</td></tr> <tr><td>1625 - Public Safety Levy Fund</td><td style="text-align: right;">1,403</td></tr> <tr><td>1630 - Combined Communications Center</td><td style="text-align: right;">7,582</td></tr> <tr><td>1680 - Community Housing &amp; Human Services Fund</td><td style="text-align: right;">54,825</td></tr> <tr><td>1970 - Fire/Ems Fund</td><td style="text-align: right;">107,483</td></tr> <tr><td>4100 - Water Division</td><td style="text-align: right;">67,953</td></tr> <tr><td>4250 - Integrated Capital Management</td><td style="text-align: right;">61,721</td></tr> <tr><td>4300 - Sewer Fund</td><td style="text-align: right;">202,116</td></tr> <tr><td>4480 - Solid Waste Fund</td><td style="text-align: right;">76,902</td></tr> <tr><td>4600 - Golf Fund</td><td style="text-align: right;">7,293</td></tr> <tr><td>4700 - Development Svcs Center</td><td style="text-align: right;">117,780</td></tr> <tr><td>5100 - Fleet Services Fund</td><td style="text-align: right;">14,585</td></tr> <tr><td>5200 - Public Works And Utilities</td><td style="text-align: right;">20,187</td></tr> </tbody> </table>	Fund	Retro & Current Wages	0100 - General Fund	\$ 740,747	1100 - Street Maintenance Fund	44,957	1200 - Code Enforcement Fund	8,785	1400 - Parks And Recreation Fund	159,776	1460 - Parking Meter Revenue Fund	9,498	1620 - Public Safety & Judicial Grant	2,547	1625 - Public Safety Levy Fund	1,403	1630 - Combined Communications Center	7,582	1680 - Community Housing & Human Services Fund	54,825	1970 - Fire/Ems Fund	107,483	4100 - Water Division	67,953	4250 - Integrated Capital Management	61,721	4300 - Sewer Fund	202,116	4480 - Solid Waste Fund	76,902	4600 - Golf Fund	7,293	4700 - Development Svcs Center	117,780	5100 - Fleet Services Fund	14,585	5200 - Public Works And Utilities	20,187
Fund	Retro & Current Wages																																						
0100 - General Fund	\$ 740,747																																						
1100 - Street Maintenance Fund	44,957																																						
1200 - Code Enforcement Fund	8,785																																						
1400 - Parks And Recreation Fund	159,776																																						
1460 - Parking Meter Revenue Fund	9,498																																						
1620 - Public Safety & Judicial Grant	2,547																																						
1625 - Public Safety Levy Fund	1,403																																						
1630 - Combined Communications Center	7,582																																						
1680 - Community Housing & Human Services Fund	54,825																																						
1970 - Fire/Ems Fund	107,483																																						
4100 - Water Division	67,953																																						
4250 - Integrated Capital Management	61,721																																						
4300 - Sewer Fund	202,116																																						
4480 - Solid Waste Fund	76,902																																						
4600 - Golf Fund	7,293																																						
4700 - Development Svcs Center	117,780																																						
5100 - Fleet Services Fund	14,585																																						
5200 - Public Works And Utilities	20,187																																						

	5300 - IT Fund	207,083
	5500 - Purchasing & Stores Fund	30,332
	5600 - Accounting Services	118,974
	5700 - My Spokane	4,413
	5750 - Office Of Performance Mgmt	27,809
	5800 - Risk Management Fund	2,044
	5810 - Workers' Compensation Fund	18,948
	5820 - Unemployment Compensation Fund	320
	5830 - Employees Benefits Fund	14,514
	5900 - Facilities Operating Fund	12,671
	6100 - Retirement	13,277
	<b>Grand Total</b>	<b>\$ 2,156,526</b>
<b>Proposed Council Action &amp; Date:</b>	Approval of this Special Budget Ordinance in order to fund retroactive wages in each impacted fund.  November 7, 2022	
<b>Fiscal Impact:</b> Total Cost: \$2,156,526 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: Unappropriated fund balance (multiple funds)  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.) N/A		
<b>Operations Impacts</b>		
What impacts would the proposal have on historically excluded communities?  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 various funds, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

- 1) Increase the appropriation by 848,230.
- A) Of the increased appropriation, \$740,747 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) Of the increased appropriation, \$107,483 is provided solely for an operating transfer-out to the Fire/EMS fund for the cost of retroactive wages related to the recently approved M&P labor agreement.
- C) The increased appropriation is funded by the General Fund's unappropriated fund balance.

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

- 1) Increase the appropriation by \$44,957.
- A) Of the increased appropriation, \$44,957 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Street Fund's unappropriated fund balance.

Section 3. 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) Increase the appropriation by \$8,785.
- A) Of the increased appropriation, \$8,785 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Code Enforcement Fund's unappropriated fund balance.

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

- 1) Increase the appropriation by \$159,776.
- A) Of the increased appropriation, \$159,776 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Parks and Recreation Fund's unappropriated fund balance.

Section 5. That in the budget of the Parking Meter Revenue Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$9,498.
- A) Of the increased appropriation, \$9,498 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.

- B) The increased appropriation is funded by the Parking Meter Revenue Fund's unappropriated fund balance.

Section 6. That in the budget of the Public Safety & Judicial Grant Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$2,547.
- A) Of the increased appropriation, \$2,547 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Public Safety & Judicial Grant Fund's unappropriated fund balance.

Section 7. 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:

- 2) Increase the appropriation by \$1,403.
- C) Of the increased appropriation, \$1,403 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- D) The increased appropriation is funded by the Public Safety Personnel and Crime Reduction Fund's unappropriated fund balance.

Section 8. That in the budget of the Combined Communications Center Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$7,582.
- A) Of the increased appropriation, \$7,582 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Combined Communications Center Fund's unappropriated fund balance.

Section 9. That in the budget of the Community Development/Human Services Operations Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 2) Increase the appropriation by \$54,825.
- C) Of the increased appropriation, \$54,825 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- D) The increased appropriation is funded by the Community Development/Human Services Operations Fund's unappropriated fund balance.

Section 10. That in the budget of the Fire/EMS Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$107,483.
- A) Of the increased revenue, \$107,483 is provided solely as an operating transfer-in from the General Fund.
- 2) Increase the appropriation by \$107,483.
- A) Of the increased appropriation, \$107,483 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.

Section 11. That in the budget of the Water Division Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$67,953.
- A) Of the increased appropriation, \$67,953 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.

- B) The increased appropriation is funded by the Water Division Fund's unappropriated fund balance.

Section 12. That in the budget of the Integrated Capital Management Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$61,721.
- A) Of the increased appropriation, \$61,721 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Integrated Capital Management Fund's unappropriated fund balance.

Section 13. That in the budget of the Sewer Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$202,116.
- A) Of the increased appropriation, \$202,116 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Sewer Fund's unappropriated fund balance.

Section 14. That in the budget of the Solid Waste Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$76,902.
- A) Of the increased appropriation, \$76,902 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Solid Waste Fund's unappropriated fund balance.

Section 15. That in the budget of the Golf Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$7,293.
- A) Of the increased appropriation, \$7,293 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Golf Fund's unappropriated fund balance.

Section 16. That in the budget of the Development Services Center Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$117,780.
- A) Of the increased appropriation, \$117,780 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Development Services Center Fund's unappropriated fund balance.

Section 17. That in the budget of the Fleet Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$14,585.
- A) Of the increased appropriation, \$14,585 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Fleet Services Fund's unappropriated fund balance.

Section 18. That in the budget of the Public Works and Utilities Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$20,187.

- A) Of the increased appropriation, \$20,187 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Public Works and Utilities Fund's unappropriated fund balance.

Section 19. That in the budget of the Innovation Technology Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$207,083.
- A) Of the increased appropriation, \$207,083 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Innovation Technology Fund's unappropriated fund balance.

Section 20. That in the budget of the Purchasing & Stores Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$30,332.
- A) Of the increased appropriation, \$30,332 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Purchasing & Stores Fund's unappropriated fund balance.

Section 21. That in the budget of the Accounting Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$118,974.
- A) Of the increased appropriation, \$118,974 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Accounting Services Fund's unappropriated fund balance.

Section 22. That in the budget of the My Spokane Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$4,413.
- A) Of the increased appropriation, \$4,413 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the My Spokane Fund's unappropriated fund balance.

Section 23. 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 the appropriation by \$27,809.
- A) Of the increased appropriation, \$27,809 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Office of Performance Management Fund's unappropriated fund balance.

Section 24. That in the budget of the Risk Management Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 2) Increase the appropriation by \$2,044.
- C) Of the increased appropriation, \$2,044 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- D) The increased appropriation is funded by the Risk Management Fund's unappropriated fund balance.

Section 25. That in the budget of the Workers' Compensation Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 3) Increase the appropriation by \$18,948.
- E) Of the increased appropriation, \$18,948 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- F) The increased appropriation is funded by the Workers' Compensation Fund's unappropriated fund balance.

Section 26. That in the budget of the Unemployment Compensation Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$320.
- A) Of the increased appropriation, \$320 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Unemployment Compensation Fund's unappropriated fund balance.

Section 26. That in the budget of the Employees Benefits Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 2) Increase the appropriation by \$14,514.
- C) Of the increased appropriation, \$14,514 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- D) The increased appropriation is funded by the Employees Benefits Fund's unappropriated fund balance.

Section 27. That in the budget of the Facilities Management Operations Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 3) Increase the appropriation by \$12,671.
- E) Of the increased appropriation, \$12,671 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- F) The increased appropriation is funded by the Facilities Management Operations Fund's unappropriated fund balance.

Section 28. That in the budget of the Retirement Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$13,277.
- A) Of the increased appropriation, \$13,277 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) The increased appropriation is funded by the Retirement Fund's unappropriated fund balance.

Section 29. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to budget for prior year costs related to the recently approved Management & Professional union labor agreements, 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>	Finance, Treasury and Administration – Treasury Services
<b>Contact Name &amp; Phone</b>	Chris Johnson (509) 625-6074
<b>Contact Email</b>	<a href="mailto:cejohnson@spokanecity.org">cejohnson@spokanecity.org</a>
<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 (October 2022)
<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 with an update on performance.
<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</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>	

# Committee Agenda Sheet

## FINANCE & ADMINISTRATION

<b>Submitting Department</b>	Community & Economic Development Division
<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>	Ordinance to Combine Code Enforcement & Parking Services
<b>Summary (Background)</b>	<p>City Council removed Parking from the Development Services Center, Code Enforcement, &amp; Parking Department to create its own department (Parking Services) at the end of 2021. Luis Garcia was confirmed as Director of Parking Services in September 2022.</p> <p>This ordinance would remove Code Enforcement from the Development Services Center &amp; Code Enforcement Department and combine it with Parking Services to make a new Code Enforcement &amp; Parking Services Department, both of which are responsible for enforcement duties. Luis Garcia was confirmed as Director of Code Enforcement &amp; Parking Services, with 45 full-time employees, in September 2022, conditioned upon the subsequent update of the job description and salary survey resulting from the change in department title and responsibilities.</p> <p>Tami Palmquist would then be the Director of the Development Services Center, with 51 full-time employees, as confirmed in September 2022, also conditioned upon the subsequent update of the job description and salary survey resulting from the change in department title and responsibilities.</p> <p>Both departments, Code Enforcement &amp; Parking Services and the Development Services Center would remain under Steve MacDonald and the Community &amp; Economic Development Division.</p>
<b>Proposed Council Action &amp; Date:</b>	None (Informational for Council at F&A) – November 21, 2022 Approval at Final Reading Ordinance – December 12, 2022
<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

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

An ordinance relating to the executive and administrative organization of the City; amending SMC sections 3.01A.253 and 3.01A.254.

The City of Spokane does ordain:

Section 1. That SMC section 3.01A.253 is amended to read as follows:

### **3.01A.253 Development Services Center ((and Code Enforcement))**

- A. The development services center ((and code enforcement)) department performs the following functions:
1. Reviews and approves plans, issues building and occupancy permits and inspects building projects for compliance with building and other construction codes. ~~((It also enforces land use regulations and works with various city, county and state agencies in the regulation of property use requirements.~~
  2. ~~Coordinates the activities of the other City departments and local and regional agencies in the investigation and resolution of violations of the public health and safety laws, and has authority to issue civil infractions to enforce public health and safety laws under the municipal code.))~~
- B. The building official is appointed by the mayor.

Section 2. That SMC section 3.01A.254 is amended to read as follows:

### **3.01A.254 Code Enforcement and Parking Services**

The code enforcement and parking services department enforces land use regulations and works with various city, county and state agencies in the regulation of property use requirements. Code enforcement activities include coordinating the activities of the other City departments and local and regional agencies in the investigation and resolution of violations of the public health and safety laws. The department has authority to issue civil infractions to enforce public health and safety laws under the municipal code and coordinates the operation of parking services provided by the city including parking enforcement.

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

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

Attest:

Approved as to form:

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

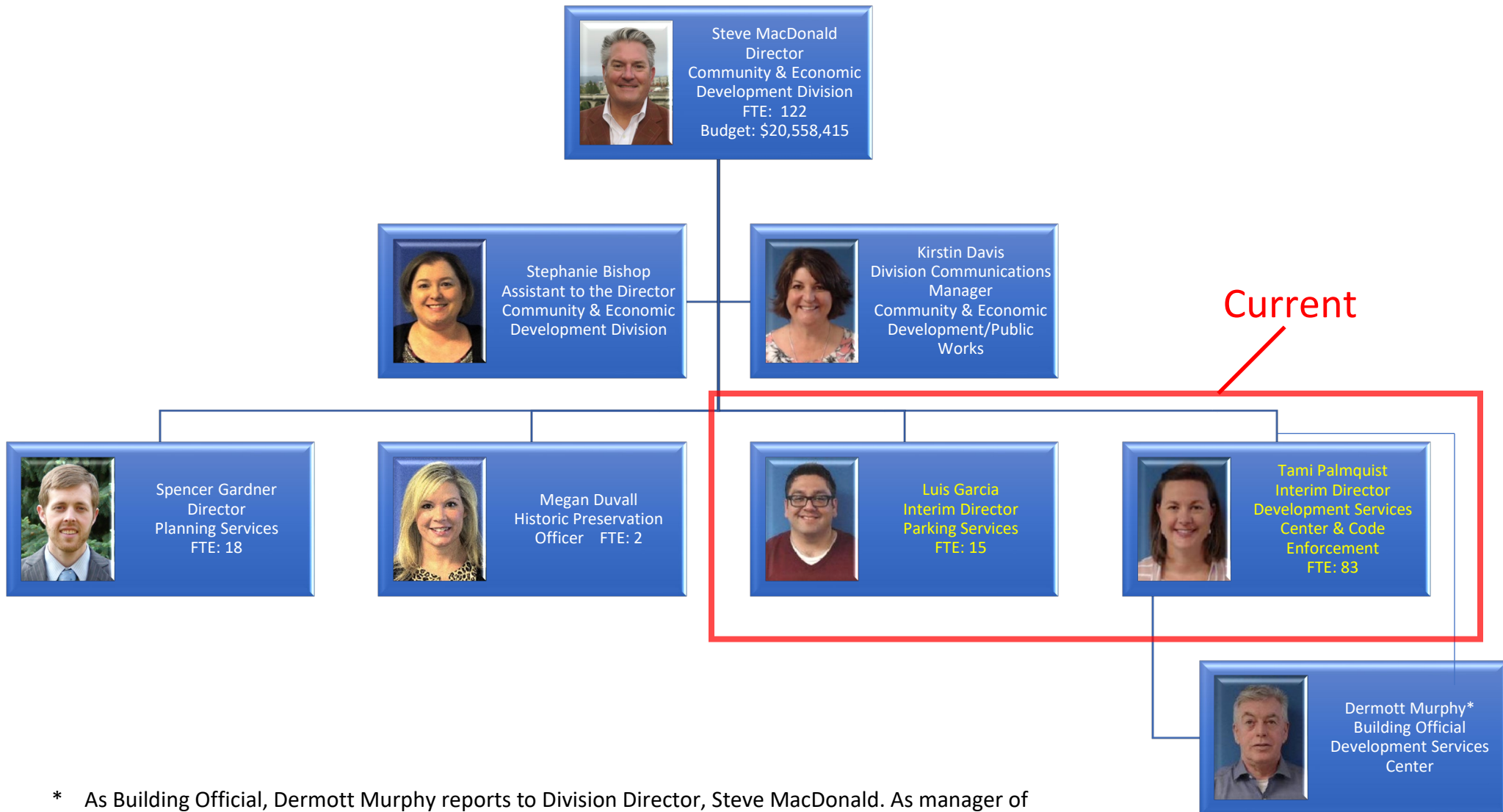
\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

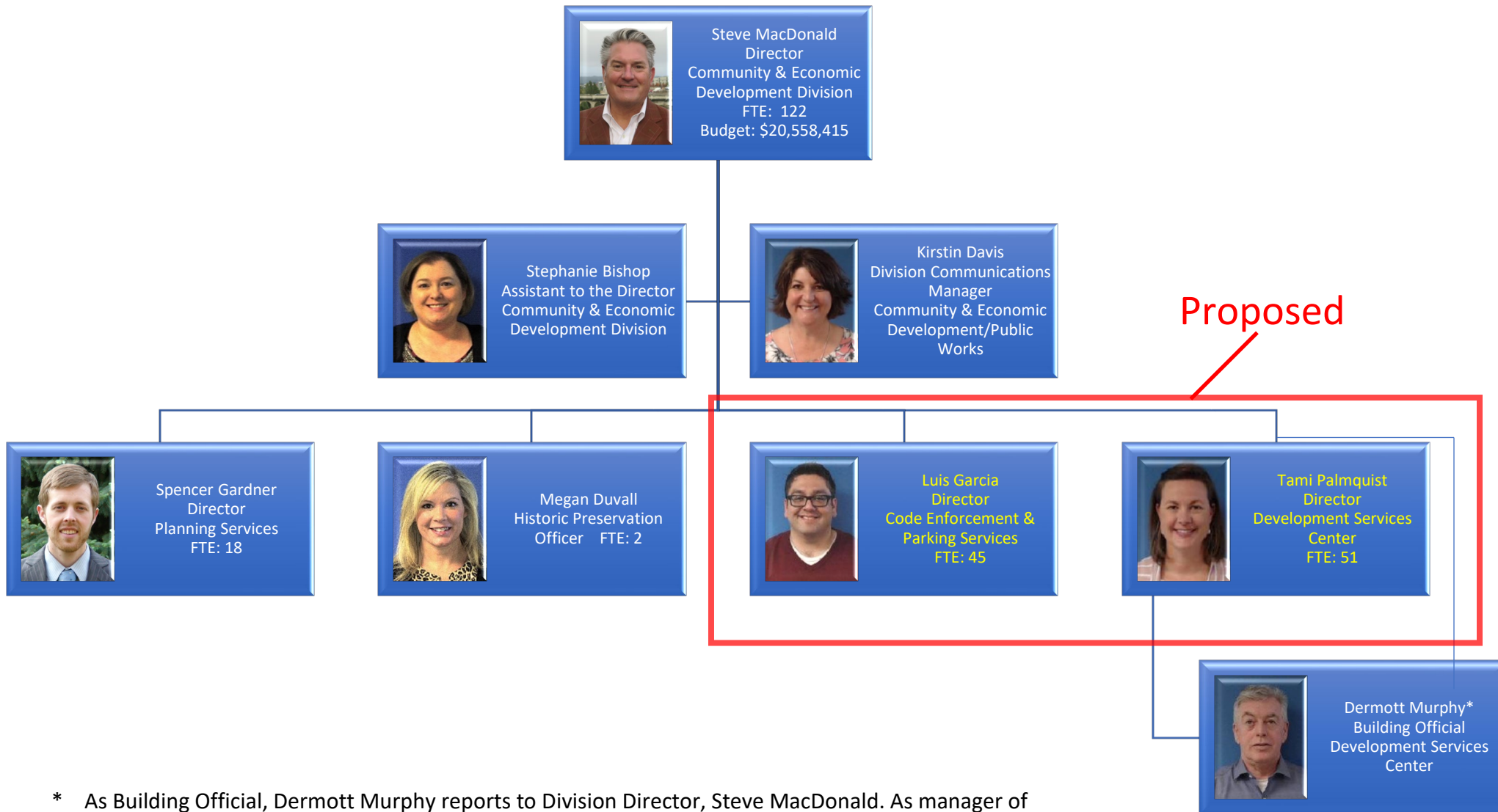
\_\_\_\_\_  
Effective Date

# COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION



\* As Building Official, Dermott Murphy reports to Division Director, Steve MacDonald. As manager of Building Services, Dermott Murphy reports to Development Services Center Director, Tami Palmquist.

# COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION



\* As Building Official, Dermott Murphy reports to Division Director, Steve MacDonald. As manager of Building Services, Dermott Murphy reports to Development Services Center Director, Tami Palmquist.

## Committee Agenda Sheet

### Finance and 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>	CM Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5 min.
<b>Agenda Item Name</b>	Universal Transit Action Pass (U-TAP) Program Contract Renewal
<b>Summary (Background)</b>	<p>This program has been in place since 2012. It enables City staff to utilize the City-issued ID card as a transit pass through Spokane Transit Authority (STA). Passes will change over to the new Connect Cards in January but will still function the same as the existing badges.</p> <p>Providing access to mass transit promotes environmentally sustainable travel to and from the work location which reduces carbon emissions from single occupant vehicles and wear and tear on city roadways. Additionally, it is a benefit to employees, which enables the City to be competitive in the labor market, aligns with our goal of becoming an employer of choice and developing a 21<sup>st</sup> Century Workforce. Is a major part of our CTR program required by the State Department of Transportation.</p>
<b>Proposed Council Action &amp; Date:</b>	Approve Contract with Spokane Transit Authority December 12, 2022
<b>Fiscal Impact:</b> Cost for 2023 not to exceed \$40,021  Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?  n/a	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?  n/a	

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

*Human Resources will review the monthly bills and collect feedback from employees and departments on level and quality of service along with wait and turnaround times for results.*

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?

*These services provide protection to employees by ensuring their safety in the workplace and identifies and/or mitigates risk to the City.*



# Universal Transit Access Program (UTAP) Information 2023



# UTAP Explanation

- UTAP is an annual program made available on a contractual basis in which all members of an organization have unlimited access to STA buses and paratransit vans.
- The contract price is based on each trip taken by members of the program.
- The UTAP rates are based on the direct expenses required to provide a typical trip by each route. This formula usually results in a highly discounted rate per trip.
- The participating organization is billed monthly for the previous month's trips.
- In order to allow participating organizations to budget, contracts will also include a "not to exceed" total price for an annual contract.
- Actual monthly ridership may result in the cost of the contract to be lower than the "not to exceed" amount.



# UTAP Benefits

- By using the UTAP program, the participating organization is likely to experience more occasional ridership because of the convenient availability of an 'anytime' pass. This occasional ridership can reduce parking demand and traffic congestion.
- Employers participating in the UTAP program provide employees with a competitive transportation benefit by reducing out of pocket expenses for gas, maintenance, and parking fees.
- The UTAP program provides region-wide value. For those employees who do not live near routes, STA has 14 convenient Park and Ride locations that offer free parking and frequent bus service.



# Participating Organizations

- Eastern Washington University
- Whitworth University
- Gonzaga University
- City of Spokane
- Spokane County
- Washington State University (Spokane Campus)
- Community Colleges of Spokane
- Kendall Yards – residents and businesses
- Spokane Regional Health District
- Blockhouse Life

# Sample Monthly Invoice

Spokane Transit Authority Bus Pass Program 2020					
Customer	WSU				
Period	August 2020				
Not to Exceed Contract Rate					\$ 31,025
Route	Rate	Boardings	Rides 1-30	Rides 31+	Billing
4 Monroe-Regal (new route-24 & 44 Combo)	\$0.98	42	36	6	\$38.22
11 Arena Shuttle	\$1.00	19	12	7	\$15.50
12 Medical Shuttle	\$1.06	10	10	-	\$10.60
20 Spokane Falls Community College	\$1.02	39	21	18	\$30.60
21 West Broadway	\$0.78	-	-	-	\$0.00
22 NW Blvd.	\$0.95	75	30	45	\$49.88
23 Maple/Ash	\$0.95	26	17	9	\$20.43
25 Division	\$0.91	93	81	12	\$79.17
26 Lidgerwood	\$1.18	89	63	26	\$89.68
27 Hillyard	\$1.13	1	1	-	\$1.13
28 Nevada	\$1.16	104	83	21	\$108.46
29 SCC	\$1.10	37	19	18	\$30.80
32 Trent/Montgomery	\$1.37	-	-	-	\$0.00
33 Wellesley	\$0.89	13	6	7	\$8.46
34 Freya	\$1.03	-	-	-	\$0.00
39 Mission	\$1.04	2	2	-	\$2.08
42 South Adams	\$0.86	-	-	-	\$0.00
43 Lincoln/37th	\$0.96	2	2	-	\$1.92
45 Regal	\$1.02	-	-	-	\$0.00
60 Airport/Browne's Add	\$1.24	6	6	-	\$7.44
61 Highway 2/ Browne's Add	\$1.38	12	11	1	\$15.87
62 Medical Lake	\$1.41	-	-	-	\$0.00
63 Airway Heights/ West Plains (new route)	\$1.40	-	-	-	\$0.00
64 Cheney/West Plains	\$2.00	3	3	-	\$6.00
66 Cheney/EWU	\$1.50	8	8	-	\$12.00
662 EWU North Express	\$1.87	-	-	-	\$0.00
663 EWU VTC Express	\$1.91	-	-	-	\$0.00
664 EWU South Hill Express	\$2.00	-	-	-	\$0.00
67 Swoop Loop	\$0.73	-	-	-	\$0.00
68 Cheney Loop	\$0.92	-	-	-	\$0.00
74 Mirabeau/Liberty Lake	\$1.83	-	-	-	\$0.00
888 Special Events	\$1.24	-	-	-	\$0.00
90 Sprague	\$1.26	5	5	-	\$6.30
94 East Central	\$1.16	2	2	-	\$2.32
95 Mid Valley	\$1.22	2	2	-	\$2.44
96 Pines/Sullivan	\$1.16	-	-	-	\$0.00
97 South Valley	\$1.17	-	-	-	\$0.00
98 Liberty Lake via Sprague	\$1.14	-	-	-	\$0.00
124 North Express	\$1.44	-	-	-	\$0.00
144 South Express (new route)	\$1.01	1	1	-	\$1.01
172 Liberty Lake Express	\$2.00	-	-	-	\$0.00
173 Valley Transit Center Express	\$1.61	1	1	-	\$1.61
190 Valley Express	\$1.61	-	-	-	\$0.00
342 Fair Shuttle	\$1.02	-	-	-	\$0.00
P Paratransit	\$2.00	-	-	-	\$0.00
Total		592	422	170	\$541.91
Amount Due	\$541.91				
Previous billings on Contract					
Remaining on Contract	\$ 30,483.10				

- Individual route rates are calculated once a year.
- Total of monthly billings will not be greater than 'Not to Exceed' ceiling.
- Statements include:
  - Route number
  - Route rate
  - Number of boardings
  - Total amount due
  - Amount remaining on contract

# 2022 Ridership

Calendar Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct*	Nov*	Dec*	Total Ridership	15% Ridership Increase
2022 Actual & Projected Ridership	1,930	1,899	2,486	2,215	2,508	2,632	2,661	2,760	2,736	2,906	2,802	3,110	30,645	35,241

\*Ridership is estimated based on actual ridership for the year.

# Not to Exceed Amount Proposal

Institution	Current NTE	2022 Projected Ridership*	Projected Billing	Amount above NTE	% above NTE	NTE Recommendation with 15% Increase in Ridership
City of Spokane	\$31,426	30,645	\$34,853	\$3,427	11%	<b>\$40,021</b>

\*2022 Projected Ridership is actual ridership through Sep & forecasted ridership for the remainder of the contract.

## FOURTH AMENDMENT TO THE CITY OF SPOKANE UNIVERSAL TRANSIT ACCESS PASS AGREEMENT

This “Fourth Amendment” to the City of Spokane Universal Transit Access Pass Agreement is between the **City of Spokane** and the **Spokane Transit Authority**; jointly referred to as “Parties”.

WHEREAS, on November 27, 2017, the Parties executed the City of Spokane Universal Transit Access Pass Agreement (“Agreement”); and

WHEREAS, on January 23, 2019, the Parties executed the First Amendment to the Agreement, updating the Direct Utility Rates and NTE for the 2019 Renewal Term and modifying certain terms of the Agreement; and

WHEREAS, on February 19, 2020, the Parties executed the Second Amendment to the Agreement, updating the Direct Utility Rates and NTE for the 2020 Renewal Term; and

WHEREAS, on January 19, 2021, the Parties executed the Third Amendment to the Agreement, updating the Direct Utility Rates and NTE for the 2021 Renewal Term; and

WHEREAS, Section 4 of the Agreement allows for an annual adjustment of the Direct Utility Rates and the NTE Fee for each Renewal Term.

NOW, THEREFORE, the Parties agree as follows:

The following changes shall be effective January 1, 2022:

1. The NTE Fee for the 2022 Renewal Term is \$31,426.00 (thirty-one thousand, four hundred, twenty-six dollars and zero cents).
2. Exhibit A shall be replaced with Exhibit A, *2021-22 Direct Utility Rates*, attached hereto.


All other terms, prices and conditions as they currently relate to this Agreement shall remain unchanged.


[signatures on the following page]



City of Spokane


Spokane Transit Authority

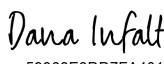
DocuSigned by:  
  
39851E7EC71D4A0...  
By: Nadine Woodward  
Title: Mayor  
Date: 1/6/2022

DocuSigned by:  
  
EDDE1472A8544BA...  
By: E. Susan Meyer  
Title: Chief Executive Officer  
Date: 1/6/2022

Attest:


Attest:


DocuSigned by:  
  
CC56CBA4DCC84D6...  
By: Terri Pfister  
Title: City Clerk  
Date:

DocuSigned by:  
  
59968E3DD7FA401...  
By: Dana Infalt  
Title: Clerk of the Authority  
Date: 1/6/2022

Approved as to form:

Approved as to form:

DocuSigned by:  
  
0E8DBB1D5EFE4BA...  
Title: Assistant City Attorney  
Date: 1/6/2022

DocuSigned by:  
  
8F16EBC140D44F2...  
Name: Laura McAloon  
Title: STA Attorney  
Date: 1/5/2022





## EXHIBIT A

2021-22 Direct Utility Rates		
Route	Route Name	Direct Utility Rate (per Boarding)
4	5-Mile P&R to Moran Station	\$ 1.01
11	Plaza/Arena Shuttle	\$ 1.04
12	Southside Medical Shuttle	\$ 1.07
20	SFCC	\$ 1.03
21	West Broadway	\$ 0.77
22	Northwest Boulevard	\$ 0.97
23	Maple/Ash	\$ 0.96
25	Division	\$ 0.93
26	Lidgerwood	\$ 1.19
27	Hillyard	\$ 1.18
28	Nevada	\$ 1.12
29	S.C.C.	\$ 1.09
32	Trent/Montgomery	\$ 1.30
33	Wellesley	\$ 0.96
34	Freya	\$ 0.98
39	Mission	\$ 1.02
42	South Adams	\$ 0.86
43	Lincoln/37th	\$ 1.00
45	Perry District	\$ 0.95
60	Airport via Browne's Addition	\$ 1.26
61	Highway 2 via Browne's Addition	\$ 1.49
62	Medical Lake	\$ 1.51
63	Airway Heights/West Plains	\$ 1.38
64	Cheney/West Plains	\$ 1.63
66	EWU	\$ 1.62
67	Swoop Loop	\$ 0.85
68	Cheney Loop	\$ 0.98
74	Mirabeau/Liberty Lake	\$ 1.63
90	Sprague	\$ 1.27
94	East Central/Millwood	\$ 1.16
95	Mid-Valley	\$ 1.22
96	Pines/Sullivan	\$ 1.22
97	South Valley	\$ 1.23
98	Liberty Lake via Sprague	\$ 1.20
124	North Express	\$ 1.55
144	South Express	\$ 1.05
172	Liberty Lake Express	\$ 1.63
173	VTC Express	\$ 1.63
190	Valley Express	\$ 1.63
342/343	Bureau/Fairgrounds Shuttle	\$ 0.88
633	Geiger Shuttle	\$ 0.85
662	EWU North Express	\$ 1.63
663	EWU VTC Express	\$ 1.63
664	EWU South Hill Express	\$ 1.63
X	New or Special Event Route	\$ 1.21
P	Paratransit Utility Rate	\$ 2.00

## Committee Agenda Sheet

### [COMMITTEE]

<b>Submitting Department</b>	City Council
<b>Contact Name &amp; Phone</b>	Erik Poulsen, 625-6721
<b>Contact Email</b>	epoulsen@spokanecity.org
<b>Council Sponsor(s)</b>	CM Beggs
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent    X <input checked="" type="checkbox"/> Discussion Time Requested: <u>15 mins</u>
<b>Agenda Item Name</b>	2023 Tier 1 State Legislative Priorities
<b>Summary (Background)</b>	<p>City Council's Legislative Team is responsible for recommending "tier 1" legislative priorities for adoption by Council resolution prior to the 2023 state legislative session, which begins Jan. 9, 2023. The Legislative Team is currently made up of Council Members Beggs, Bingle and Zappone, Council and Administration staff, and lobbyists.</p> <p>The attached tier 1 list comprises various policy proposals and funding requests that represent the highest legislative priorities for the City of Spokane, whereby the City will take a primary advocacy role and lead outreach efforts with legislators and stakeholders. These priorities may be updated again prior to the start of the 2023 session and periodically throughout the session.</p>
<b>Proposed Council Action &amp; Date:</b>	
<b>Fiscal Impact:</b> Total Cost:	

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

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

Expense Occurrence ☐ One-time ☐ Recurring

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

### **Operations Impacts**

What impacts would the proposal have on historically excluded communities?

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?



## **Tier 1 Legislative Priorities**

as of 11/21/22

### Housing Access & Affordability

- Accelerate new condominium construction as a critical source of additional housing in our region by passing insurance and construction reforms that lower the cost of development and ownership while preserving consumer protection.
- Convert distressed properties into productive use by pursuing legislation that helps to:
  - acquire tax-foreclosed properties more cost-effectively
  - extinguish liens and clear titles
  - stabilize and revitalize vacant, abandoned, and deteriorated properties.

### Public Safety

- Expand funding for Law Enforcement Training Facilities in Spokane and across the state to address immediate maintenance needs and enable future expansion.
- Seek scope and design funding for suicide prevention barriers on the Monroe Street Bridge in response to the well-documented increase in mental health crises and significant number of preventable deaths on this roadway each year.

### Climate Resiliency

- Facilitate Spokane's compliance with the Washington State Climate Commitment Act by seeking a lifecycle analysis of WTE's environmental benefits in lieu of landfilling. Secure offset credits that recognize the facility's role in reducing greenhouse gasses and help spur investment in emerging waste-reduction technologies.
- Pass Extended Producer Responsibility (EPR) legislation that encourages manufacturers to design more environmentally friendly products by holding producers responsible for their waste management costs at end of life.

### Community Vitality

Secure state funding for local projects that promote equity, improve infrastructure, and enhance quality of life in our community:

- Create a permanent and expanded home for Spokane's American Indian Community Center, which operates a food bank, workforce training, youth programs and other vital services for all.
- Increase state funding for the North Spokane Corridor to account for increased project costs and to improve connections for residents, businesses, and emergency services in neighborhoods along the planned construction route.
- Upgrade HVAC equipment at the Martin Luther King Jr. Family Outreach Center located in East Central Spokane, founded in 1970 to serve one of the most ethnically diverse neighborhoods in Spokane County.

- Install soundproofing measures to help address increasing outside noise during performances at the Spokane Civic Theatre, an award-winning nonprofit community theatre that has been a fixture in Spokane's North Bank area since 1967.

**RESOLUTION NO. 2022-\_\_\_\_\_**

A Resolution adopting the City of Spokane's legislative agenda for the upcoming 2023 state legislative session.

**WHEREAS**, "Any legislative agenda to be advocated for by the City of Spokane at the state or federal level shall be adopted and may be amended by resolution of the City Council, after consultation with the Mayor, as the official legislative agenda of the City of Spokane" (SMC 02.03.030); and

**WHEREAS**, the City Council has consulted with its contract lobbyists, state legislators, administration staff and interested stakeholders to form the attached initial list of Tier 1 priorities for the upcoming state legislative session(s); and

**WHEREAS**, the attached legislative agenda shall guide the City of Spokane's efforts at the state level for the 2023 regular legislative session and any special session(s) that may be held.

**NOW, THEREFORE, BE IT RESOLVED** that the Spokane City Council hereby adopts its City of Spokane 2023 State Legislative Agenda, as specified in Attachment A to this Resolution.

**PASSED** by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

Approved as to form:

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

## Committee Agenda Sheet

### Finance & Administration

<b>Submitting Department</b>	Council/Accounting
<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, CM Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5
<b>Agenda Item Name</b>	NOFA Update to Council
<b>Summary (Background)</b>	<p>As part the ARPA allocation process, the sub-committees that are assigned to build the parameters of the RFP/NOFAs are to report back to the entirety of Council before being released. This approach assures complete transparency within Council and Administration of the allocation made to the entirety of Council prior to issuance of the announcement.</p> <p>NOFAs being discussed are:</p> <ul style="list-style-type: none"> <li>- Not for Profit support (tranche 1) – \$2.5M</li> <li>- Small Business support (tranche 1) - \$2.5M</li> </ul> <p>RFP being discussed is:</p> <ul style="list-style-type: none"> <li>- Down payment assistance (supported by credit unions) – \$1.5M</li> </ul> <p>Soul source:</p> <ul style="list-style-type: none"> <li>- Down payment assistance/shared equity program (Habitat for Humanity) - \$2M</li> </ul>
<b>Proposed Council Action &amp; Date:</b>	Discussion
<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



CITY OF SPOKANE – Accounting/Grants  
808 W. Spokane Falls Blvd.  
Spokane, Washington  
[accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org)

2022

## NOTICE OF FUNDING AVAILABILITY (NOFA)

### American Rescue Plan Act

### *Assistance to Impacted Nonprofit Organizations*

**NOFA COORDINATOR:**

Caleb Stanton, ARPA Coordinator

<p><b><u>NOFA TITLE:</u></b> Nonprofit ARPA Recovery</p> <p><b><u>NOFA COORDINATOR:</u></b> Caleb Stanton, ARPA Coordinator</p> <p><b><u>PRE-SUBMITTAL MEETING:</u></b> None</p>	<p><b><u>Proposal Submittal:</u></b></p> <p>All Proposals shall be submitted electronically through the City of Spokane <a href="#">Neighborly</a> portal before the due date and time.</p>
--	---

## Table of Contents

1. GENERAL INFORMATION .....	3
1.1 BACKGROUND AND PURPOSE .....	3
1.2 DEFINITIONS .....	3
1.3 COMMUNICATION .....	4
1.4 ESTIMATED SCHEDULE .....	4
1.5 FUNDING .....	4
1.6 MINIMUM QUALIFICATIONS .....	4
1.7 AWARD PERIOD .....	5
1.8 ADDENDA .....	5
1.9 TERMS AND CONDITIONS .....	5
2. SCOPE OF SERVICES .....	5
3. APPLICATION CONTENTS .....	6
3.1 APPLICATION .....	6
3.2 ORGANIZATION INFORMATION .....	6
3.3 BUDGET AND NARRATIVE .....	6
3.4 PROPOSED BUDGET WORKSHEET .....	6
4. APPLICATION SUBMISSION AND EVALUATION .....	7
4.1 SUBMISSION OF APPLICATIONS .....	7
4.2 EVALUATION PROCEDURE .....	7
4.3 AWARD/REJECTION OF APPLICATION .....	7
5. GRANT REQUIREMENTS .....	7
6. NOFA ATTACHMENTS .....	8
ATTACHMENT 1: TERMS AND CONDITIONS .....	8

# 1. GENERAL INFORMATION

## 1.1 BACKGROUND AND PURPOSE

The City of Spokane, through its Accounting/Grants Department is initiating this Notice of Funding Availability (NOFA) to solicit applications from nonprofits for ARPA Recovery funds. The purpose of this NOFA is to identify nonprofits that have been disproportionately impacted and their communities need help in post-pandemic recovery.

Grants of up to \$45,000 will be awarded to nonprofits who can show operating expenses from March 2020 till now. This funding is retrospective reimbursement for expenses already paid. Your organization will be required to provide information in the narrative section to show how it has been disproportionately impacted.

This Notice of Funding Availability will be the first of two rounds of recovery funding. Organizations applying for funding may or may not be eligible for funding in the second round. This first round of funding is open for 30 days, awards will be given in the order of applications received or until funding is exhausted. Please note that you must disclose all other covid relief funds applied for and/or received (grant money cannot reimburse expenses that have been or will be recovered/reimbursed through other funding programs). Additionally, if the organization contracting with the City of Spokane owes any back due utility payments to the City of Spokane money from this grant will go directly toward paying those utilities first before other expenses are reimbursed.

## 1.2 DEFINITIONS

Definitions for the purposes of this Notice of Funding Availability include:

**ARPA** - American Rescue Plan Act, ARPA was signed into law on March 11, 2021, to provide additional financial relief in the wake of the COVID-19 pandemic. ARPA includes a significant amount of "Coronavirus State and Local Fiscal Recovery Funds" (SLFRF) for state and local governments to use over a period of several years.

**NOFA** - Notice of Funding Availability

**Applicant** - Individual or company who is seeking funding and has been selected for an award by the City and award is fully executed by a written contract.

**Nonprofit** - RCW 82.04.3651 defines a nonprofit as "organization that does not pay its members, stockholders, officers, directors, or trustees any amount from its gross income, except as compensation to any person for services rendered and does not engage in a substantial amount of political activity."

**City** - The City of Spokane, a Washington State municipal corporation, the agency issuing this NOFA.

**Debarred** - Excluded from Federal procurement and non-procurement programs throughout the US Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representation and Certification Applications, and the Excluded Parties List System.

### 1.3 COMMUNICATION

All communication between the Applicant and the City shall be submitted by e-mail [accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org). Any communication directed to other parties is prohibited. All questions received will be answered by the City through a publicly posted Q and A so all Applicants have access to the information. It is the responsibility of Applicants to check the City of Spokane's website for this information.

### 1.4 ESTIMATED SCHEDULE

Notice of Funding Availability	Nov 21 <sup>st</sup> 2022
Last Day to Submit Questions	Dec 5 <sup>th</sup> 2022
Application Deadline	Dec 20 <sup>th</sup> 2022
Evaluation, and Notice of Awards	Jan 6 <sup>th</sup> 2022

\*The City reserves the right to revise the above schedule.

### 1.5 FUNDING

This project is solely funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) - Catalog of Federal Domestic Assistance (CFDA) number 21.027. Submitting a Proposal indicates acceptance of all requirements listed within ARP/CSLFRF CFDA 21.027.

### 1.6 MINIMUM QUALIFICATIONS

To be eligible, applicants must:

- Meet the qualifications in RCW 80.04.3651 for a "Nonprofit" as stated in 1.2 above.
- Principal place of business must be within the city limits of Spokane. See: [Spokane City Limits](#)
- Have an annual average operational budget of less than \$1,500,000 in the years of 2018-2021 if applicable.
- Have been disproportionately impacted.
- Operating in and/or serving a clientele located in economically distressed census tracts within the City of Spokane. See Link: [Qualified Census Tracts](#)
- Disclose all covid relief funding applied for and/or received.
- Show expenses from March 2020-Current.
- Complete the Budget Allocation Worksheet.

*\*The City of Spokane understands some applying organizations may have started as a result of the COVID-19 pandemic and as such full documentation from previous years will not be possible.*

Additionally, applicants must be able to meet the City contracting requirements, such as:

- Audit and financial requirements if applicable.
- Possess a 501(c)(1)-501(c)(29)
- Business licensing requirements if applicable.
- Possess an active Unique Entity ID (generated by [SAM.gov](#)).
- Not be debarred with in the last 5 years. (See Agreement Terms section).

Please note: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with contracts or agreements that may result from the NOFA because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

### **1.7 AWARD PERIOD**

Any Award resulting from this NOFA will be negotiated and subject to available funding.

### **1.8 ADDENDA**

It is the responsibility of Applicant to check the City of Spokane's website for Addenda or other additional information that may be posted regarding this Notice of Funding Availability. However, the City of Spokane will provide any addenda to organizations who request addenda or submit a response to this NOFA. The city will not provide individual notice of changes; and applicants are responsible for regularly checking the City of Spokane's website for answers to questions, process updates, clarifications, or amendments. The City will not pay for any cost organizations may incur while they are preparing their application, providing information requested by the City, or participating in the selection process.

### **1.9 TERMS AND CONDITIONS**

Terms and Conditions applicable to this NOFA are included herein by reference and attached to this NOFA and attached to this application as a certification prior to submission.

## **2. SCOPE OF SERVICES**

The City will be awarding funds for this category of projects as retroactive reimbursements only. The application will require that the recipient provide supporting documentation for the allowable expenditures incurred. The below information is referenced from the US Treasury Final Rule.

- The American Rescue Plan (ARP) aims to respond to the negative economic impacts of the COVID-19 pandemic. The Final Rule outlines that ARP resources can be used for assistance to households, small businesses, and nonprofits, as well as to offer aid to impacted industries such as tourism, travel, and hospitality.
- The pandemic has had a severe impact on households and small businesses, particularly low-income workers and communities and people of color. While eligibility is flexible to respond to a recipient's needs, the intent of this portion of ARPA is to remediate the impact of the pandemic on these households, businesses, non-profits, and workers in communities disproportionately affected.
- This NOFA is specifically focused on the Negative Economic Impacts and Projects for assistance to nonprofits, eligible category (2.34) providing goods and/or services to Impacted or Disproportionately Impacted populations in the City of Spokane.

### 3. APPLICATION CONTENTS

#### 3.1 APPLICATION

Applications shall be clear, concise, and have all proper documentation in order and titled as: Organization Information, Budget and Narrative, and Budget Allocation. All applications shall be submitted electronically through the City of Spokane [Neighborly](#) portal. Application shall be signed and dated by a person authorized to legally bind the organization to a contractual relationship.

#### 3.2 ORGANIZATION INFORMATION

Include the following information about the organization and any proposed sub-consultants:

- Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- Identification of any current or former employees from the participating Agencies employed by or on the applicants governing board as of the date of the application or during the previous twelve (12) months.
- Acknowledgement that the organization will comply with all terms and conditions set forth in the Notice of Funding Availability, unless otherwise agreed by the Agencies.

#### 3.3 BUDGET AND NARRATIVE

Expenses from March 2020 till now should be provided if your organization was providing services during that timeframe. You should include all allowable operating expenses (even over \$45,000 if possible) to give the best picture of how your organization operated through the pandemic. If expenses are not available a Loss Worksheet will be provided so you can give the best picture of your organizations expense during the required timeframe. Additionally, you will use the Narrative section to briefly describe (500 words or less) how your organization was disproportionately impacted during the pandemic.

The **Expense Worksheet** includes:

- Expenses of Salaries/Wages/Benefits, Fixed Expenses, Variable Expenses, and Other

For each line item shown you will need the cost and a brief description. If you select “other” you must describe in the space provided. DO NOT lump all expenses into one number, specific line items are needed for different types of expenses.

#### 3.4 BUDGET ALLOCATION

Applicants will need to take the time to lay out how your organization plans to allocate all grant money received using the provided ARPA Budget Allocation Worksheet. You may allocate funds to expenses starting March 2020. Please note all funds are replacement funds used to reimburse expenses already paid, receipts of these transactions must be provided before ARPA funds will be distributed. Any change to this budget must first be approved, or funds will not be reimbursed.

The **ARPA Budget Allocation Worksheet** includes:

- Administrative cost, Salaries/Wages/Benefits, Fixed cost, Variable cost and Other.

For each line item you will need a brief description, date, and amount spent (cost). If you select “other” you must describe that entry in the space provided.

Financial records and supporting documents related to an award under this NOFA must be retained for a period of six (6) years after all funds have been expended or returned to Treasury, whichever is later. This includes records which demonstrate that the award funds were used for eligible purposes in accordance with ARPA, Treasury’s regulations and guidance on eligible uses of funds.

## 4. APPLICATION SUBMISSION AND EVALUATION

### 4.1 SUBMISSION OF APPLICATIONS

Applications shall be submitted electronically through the through the City of Spokane [Neighborly](#) portal before the due date and time. **Hard paper e-mailed or faxed copies will not be accepted. Late Applications shall not be accepted.** Applicants must register if they have not done so previously and follow the steps below to enter and submit the electronic Proposal:

1. Register email address
2. Verify email address
3. Log in
4. Select Notice of Funding Available
5. Fill out required application and supply required documents
6. Certify application
7. Submit Application

\*Once an application is submitted it is final, no revisions or edits can be made.

### 4.2 EVALUATION PROCEDURE

Responsive applications will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. **We encourage you to submit the application as early as possible for the best chance of securing a grant.** The NOFA Coordinator may contact the Organization for clarification of any portion of the Organization’s Application.

### 4.3 AWARD/REJECTION OF APPLICATION

This NOFA does not obligate the City to grant an award. Any contract awarded as a result of this solicitation is contingent upon the availability of funding.

Failure to comply with any part of the NOFA may result in rejection of Application as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all Applications received without penalty and to not issue a contract from this NOFA. More than one contract may be awarded. Award when and if made, will be contingent upon available funding.

## 5. GRANT REQUIREMENTS

Initial project funding is provided by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funding is utilized for this grant. See Terms and Conditions accompanying this NOFA.



## **6. NOFA ATTACHMENTS**

### **ATTACHMENT 1: TERMS AND CONDITIONS**

#### **1. CONTRACTING WITH CURRENT OR FORMER CITY EMPLOYEES**

Specific restrictions apply to contracting with current or former City officers and employees pursuant to the Code of Ethics in chapter 1.04A of the Spokane Municipal Code. Proposers shall familiarize themselves with the requirements prior to submitting a Proposal that includes current or former City officers or employees.

#### **2. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

All materials submitted to the City in responses to this competitive procurement shall become the property of the City.

All materials received by the City are public records and are subject to being released pursuant to a valid public records request. Washington state law mandates that all documents used, received or produced by a governmental entity are presumptively public records, and there are few exemptions. Chapter 41.56 RCW.

When responding to this competitive procurement, please consider that what you submit will be a public record. If you believe that some part of your response constitutes legally protected proprietary information, you MUST submit those portions of your response as a separate part of your response, and you MUST label it as "PROPRIETARY INFORMATION." If a valid public records request is then received by the City for this information, you will be given notice and a 10-day opportunity to go to court to obtain an injunction to prevent the City from releasing this part of your response. If no injunction is obtained, the City is legally required to release the records.

The City will neither look for nor honor any claims of "proprietary information" that are not within the separate part of your response.

#### **3. OWNERSHIP OF DOCUMENTS**

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other material created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the Business or the Business's subcontractors or consultants for delivery to the City under this Agreement shall be the sole and absolute property of the City. Such property shall constitute "work made for hire" as defined by U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Business uses to perform this Agreement, but is not created, prepared, constructed, assembled, made, performed or otherwise produced for, or paid for, by the City is owned by the Business and is not "work made for hire" within the terms of this Agreement.

#### **4. REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP or provide any other pertinent information, it shall be posted to the City of Spokane's website. The City also reserves the right to cancel or reissue the RFP in whole or in part, prior to final award of a contract.

#### **5. ACCEPTANCE PERIOD**

Proposals shall remain in effect for ninety (90) days for acceptance by the City from the due date for receipt of Proposals.

#### 6. COSTS TO PROPOSE

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

#### 7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. Discussion will be limited to a critique of the requesting Firm's Proposal. Debriefing conferences may be conducted in person or on the telephone.

#### 8. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by Firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at (360)753-9693 to obtain information on certified Firms.

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

#### 10. BUSINESS REGISTRATION REQUIREMENT

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

#### 11. PAYMENT

Payment will be made via direct deposit/ACH except as provided by state law. A completed ACH application is required before a City Order will be issued. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

#### 12. ANTI-KICKBACK

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited,

accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

### 13. DISPUTES

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

### 14. TERMINATION

A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination

C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.

D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.

E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

### 15. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

A certification form will accompany the contract to be signed confirming that, to the best of its knowledge and belief, Firm and its principals.

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

B. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,

D. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

16. LIABILITY The Firm shall indemnify, defend and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from the Firm's negligence or breach or its obligations under the contract. The Firm's duty to indemnify shall not apply to liability caused by the sole negligence of the City, its officers and employees. The Firm's duty to indemnify for liability arising from the concurrent negligence of the City, its officers and employees and the Firm, its officers and employees shall apply only to the extent of the negligence of the Firm, its officers and employees. The Firm's duty to indemnify shall survive termination or expiration of the contract. The Firm waives, with respect to the City only, its immunity under RCW Title 51, Industrial Insurance.

#### 17. INSURANCE COVERAGE

During the term of the contract, the Firm shall maintain in force at its own expense, each insurance coverage noted below:

A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000; and

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the City, its officers and employees are additional insureds, but only with respect to the Firm's services to be provided under this contract; and

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

D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the Firm or its insurer(s) to the City. As evidence of the insurance coverages required by this contract, the Firm shall furnish acceptable insurance certificates to the City at the time it returns the signed contract. The certificate shall specify all of the parties who are additional insured, and include applicable policy endorsements,

and the deductible or retention level, as well as policy limits. Ensuring companies or entities are subject to City acceptance and must have a rating of A- or higher by Best. Copies of all applicable endorsements shall be provided. The Firm shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.



CITY OF SPOKANE – Accounting/Grants  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3316  
[accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org)

2022

## NOTICE OF FUNDING AVAILABILITY (NOFA)

### American Rescue Plan Act

### *Assistance to Impacted Small Businesses*

**NOFA COORDINATOR:**

Caleb Stanton, ARPA Coordinator

<p><b><u>NOFA TITLE:</u></b> Small Business ARPA Recovery</p> <p><b><u>NOFA COORDINATOR:</u></b> Caleb Stanton, ARPA Coordinator</p> <p><b><u>PRE-SUBMITTAL MEETING:</u></b> None</p>	<p><b><u>Proposal Submittal:</u></b></p> <p>All Proposals shall be submitted electronically through the City of Spokane <a href="#">Neighborly</a> portal before the due date and time.</p>
---	---

## Table of Contents

1. GENERAL INFORMATION .....	3
1.1 BACKGROUND AND PURPOSE .....	3
1.2 DEFINITIONS.....	3
1.3 COMMUNICATION .....	3
1.4 ESTIMATED SCHEDULE .....	4
1.5 FUNDING .....	4
1.6 MINIMUM QUALIFICATIONS .....	4
1.7 AWARD PERIOD.....	5
1.8 ADDENDA .....	5
1.9 TERMS AND CONDITIONS .....	5
2. SCOPE OF SERVICES .....	5
3. APPLICATION CONTENTS .....	5
3.1 APPLICATION.....	5
3.2 ORGANIZATION INFORMATION .....	6
3.3 BUDGET AND NARRATIVE .....	6
3.4 PROPOSED BUDGET .....	6
4. APPLICATION SUBMISSION AND EVALUATION .....	7
4.1 SUBMISSION OF APPLICATIONS .....	7
4.2 EVALUATION PROCEDURE.....	7
4.3 AWARD/REJECTION OF APPLICATION .....	7
5. GRANT REQUIREMENTS.....	7
6. NOFA ATTACHMENTS .....	8
ATTACHMENT 1: TERMS AND CONDITIONS.....	8

# 1. GENERAL INFORMATION

## 1.1 BACKGROUND AND PURPOSE

The City of Spokane, through its Accounting/Grants Department is initiating this Notice of Funding Availability (NOFA) to solicit applications from small businesses for ARPA Recovery funds. The purpose of this NOFA is to identify small businesses that have been disproportionately impacted and their communities need help in post-pandemic recovery.

Grants of up to \$45,000 will be awarded to small businesses who can show a decline in revenue equal to or greater than that amount from March 2020 till now. This funding is retrospective reimbursement for expenses paid March 2020 till now.

This Notice of Funding Availability will be the first of two rounds of recovery funding. Organizations applying for funding at this time may or may not be eligible for funding in the second round. This first round of funding will be open for 30 days, awards will be given in the order of application received or until funding is exhausted. Please note that you must disclose all other covid relief funds applied for and/or received (grant money cannot reimburse expenses that have been or will be recovered/reimbursed through other funding programs). Additionally, if the organization contracting with the City of Spokane owes any back due utility payments to the City of Spokane money from this grant will go directly toward paying those utilities first before other expenses are reimbursed.

## 1.2 DEFINITIONS

Definitions for the purposes of this NOFA include:

**ARPA** - American Rescue Plan Act

**NOFA** - Notice of Funding Availability

**Applicant** - Individual or company who is seeking funding and has been selected for an award by the City and award is fully executed by a written contract.

**Small Business** - RCW 19.85.020 defines a small business as “including a sole proprietorship, corporation, partnership, or other legal entity, that is owned and operated independently from all other businesses, and that has fifty or fewer employees.”

**City** - The City of Spokane, a Washington State municipal corporation, the agency issuing this NOFA.

**Debarred** - Excluded from Federal procurement and non-procurement programs throughout the US Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representation and Certification Applications, and the Excluded Parties List System.

## 1.3 COMMUNICATION

All communication between the Applicant and the City shall be submitted by e-mail [accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org). Any communication directed to other parties is prohibited. All questions received will be answered by the City through a publicly posted Q and A so all Applicants have access to the information. It is the responsibility of Applicants to check the City of Spokane’s website for this information.



## 1.4 ESTIMATED SCHEDULE

Notice of Funding Availability	Nov 21 <sup>st</sup> 2022
Last Day to Submit Questions	Dec 5 <sup>th</sup> 2022
Application Deadline	Dec 20 <sup>th</sup> 2022
Evaluation, and Notice of Awards	Jan 6 <sup>th</sup> 2022

\*The City reserves the right to revise the above schedule.

## 1.5 FUNDING

This project is solely funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) - Catalog of Federal Domestic Assistance (CFDA) number 21.027. See ARPA Terms and Conditions attached to this NOFA and will be certified to in the application process. Submitting an application indicates acceptance of all requirements listed within ARP/CSLFRF CFDA 21.027.

## 1.6 MINIMUM QUALIFICATIONS

To be eligible, applicants must:

- Meet the qualifications in RCW 19.85.020 for a “Small Business” as stated in paragraph 1.2 above.
- Principal place of business must be within the city limits of Spokane. See: [Spokane City Limits](#)
- Be licensed to do business in City of Spokane.
- Have annual average revenue of less than 1,000,000 in the years of 2018-2021.
- Have been disproportionately impacted and/or operating in economically distressed census tract within the City of Spokane. See: [Qualified Census Tracts](#)
- Not a licensed marijuana operation.
- Show Gross Business Revenue 2018-2021 if applicable or fill out provided Revenue Loss Worksheet.
- Complete the Budget Allocation Worksheet.
- Disclose all covid relief funding applied for and/or received.
- Nonprofit organizations are excluded from this NOFA. See nonprofit NOFA

Additionally, applicants must be able to meet the City contracting requirements, such as:

- Audit and financial requirements if applicable.
- Business licensing requirements
- Possess an active Unique Entity ID (generated by [SAM.gov](#))
- Not be debarred with in the last 5 years. (see Agreement Terms section).

Please note: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with contracts or agreements that may result from the NOFA because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

## 1.7 AWARD PERIOD

Any award resulting from this NOFA is subject to available funding.

## **1.8 ADDENDA**

It is the responsibility of Applicants to check the City of Spokane's website for Addenda or other additional information that may be posted regarding this Notice of Funding Availability. However, the City of Spokane will provide any addenda to organizations who request addenda or submit a response to this NOFA. The city will not provide individual notice of changes; and applicants are responsible for regularly checking the City of Spokane's website for answers to questions, process updates, clarifications, or amendments. The City will not pay for any cost organizations may incur while they are preparing their application, providing information requested by the City, or participating in the selection process.

## **1.9 TERMS AND CONDITIONS**

Terms and Conditions applicable to this NOFA are included herein by reference and attached to this NOFA.

# **2. SCOPE OF SERVICES**

The City will be awarding funds for this category as retroactive reimbursements only. The application will require that the recipient provide supporting documentation for the revenue loss incurred. The below information is referenced from the US Treasury Final Rule.

- The American Rescue Plan (ARP) aims to respond to the negative economic impacts of the COVID-19 pandemic. The Final Rule outlines that ARP resources can be used for assistance to households, small businesses, and nonprofits, as well as to offer aid to impacted industries such as tourism, travel, and hospitality.
- The pandemic has had a severe impact on households and small businesses, particularly low-income workers and communities and people of color. While eligibility is flexible to respond to a recipient's needs, the intent of this portion of ARPA is to remediate the impact of the pandemic on these households, businesses, non-profits, and workers in communities disproportionately affected.
- This NOFA is specifically focused on the Negative Economic Impacts and Projects for assistance to Small Businesses, eligible category (2.34) providing goods and/or services to Impacted or Disproportionately Impacted populations in the City of Spokane.

# **3. APPLICATION CONTENTS**

## **3.1 APPLICATION**

Applications shall be clear, concise, and have all proper documentation in order and titled as: Organization Information, Budget and Narrative, and Budget Allocation. All applications shall be submitted electronically through the City of Spokane [Neighborly](#) portal. Application shall be signed and dated by a person authorized to legally bind the organization to a contractual relationship.

## **3.2 ORGANIZATION INFORMATION**

Include the following information about the organization and any proposed sub-consultants:

- Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- Legal status of the applicant (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the applicant operates.
- Identification of any current or former employees from the participating Agencies employed by or on the applicants governing board as of the date of the application or during the previous twelve (12) months.
- Acknowledgement that the organization will comply with all terms and conditions set forth in the Notice of Funding Availability, unless otherwise agreed by the Agencies.

### 3.3 BUDGET AND NARRATIVE

Financial Statements from the years of 2018-2021 should be provided if your organization was providing services during that timeframe. You should include all revenue loss (even over \$45,000 if possible) to give the best picture of how your organization was affected through the pandemic. If financial statements are not available a Revenue Loss Worksheet will be provided so you can give the best picture of your organizations profit/loss for the last several years. In the Narrative section to briefly describe (500 words or less) how your organization was impacted.

The **Revenue Loss Worksheet** includes:

- Expenses of Salaries/Wages/Benefits, Fixed Expenses, Variable Expenses, and Other

For each line item shown you will need the cost and a brief description. If you select “other” you must describe in the space provided. DO NOT lump all revenue and all expenses into one number, specific line items are needed for different types of revenue and expenses.

### 3.4 BUDGET ALLOCATION

Applicants will need to take the time to lay out how your organization plans to allocate all grant money received using the provided ARPA Budget Allocation Worksheet. You may allocate funds to allowable expenses starting March 2020. Please note all funds are replacement funds used to reimburse operational costs such as rent, utilities, payroll, and supplies. Receipts of these transactions must be provided before ARPA funds will be distributed. Any change to this proposed budget must first be approved, or funds will not be reimbursed.

The **ARPA Budget Allocation Worksheet** includes:

- Administrative cost, Salaries/Wages/Benefits, Rent, Utilities, Fixed cost, Variable cost and Other.

For each line item you will need the cost, and a brief description. If you select “other” you must describe in the space provided. This Proposed Budget may identify all costs to be charged including any expenses necessary to accomplish the tasks laid out in the narrative section. Do not include Washington state sales tax in Proposal.

Financial records and supporting documents related to an award under this NOFA must be retained for a period of six (6) years after all funds have been expended or returned to Treasury, whichever is later. This includes records which demonstrate that the award funds were used for eligible purposes in accordance with ARPA, Treasury’s regulations and guidance on eligible uses of funds.

## 4. APPLICATION SUBMISSION AND EVALUATION

### 4.1 SUBMISSION OF APPLICATIONS

Applications shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. Applications shall be submitted electronically through the City of Spokane [Neighborly](#) portal before the due date and time. **Hard paper, e-mailed or faxed copies will not be accepted. Late Proposals shall not be accepted.** Applicants must register if they have not done so previously and follow the steps below to enter and submit the electronic Proposal:

1. Register email address
2. Verify email address
3. Log in
4. Select Notice of Funding Available
5. Fill out required application and supply required documents
6. Certify application
7. Submit Application.

\*Once an application is submitted it is final, no revisions or edits can be made.

### 4.2 EVALUATION PROCEDURE

Responsive applications will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. **We encourage you to submit the application as early as possible for the best chance of securing a grant.** The NOFA Coordinator may contact the applicant for clarification of any portion of the applicant's application

### 4.3 AWARD/REJECTION OF APPLICATION

This NOFA does not obligate the City to grant an award. Any contract awarded as a result of this solicitation is contingent upon the availability of funding.

Failure to comply with any part of the NOFA may result in rejection of Application as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all. Applications received without penalty and to not issue a contract from this NOFA. More than one contract may or may not be awarded. Award when and if made, will be contingent upon available funding.

## 5. GRANT REQUIREMENTS

Initial project funding is provided by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funding is utilized for this grant. See Terms and Conditions accompanying this NOFA.

## **6. NOFA ATTACHMENTS**

### **ATTACHMENT 1: TERMS AND CONDITIONS**

#### **1. CONTRACTING WITH CURRENT OR FORMER CITY EMPLOYEES**

Specific restrictions apply to contracting with current or former City officers and employees pursuant to the Code of Ethics in chapter 1.04A of the Spokane Municipal Code. Proposers shall familiarize themselves with the requirements prior to submitting a Proposal that includes current or former City officers or employees.

#### **2. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

All materials submitted to the City in responses to this competitive procurement shall become the property of the City.

All materials received by the City are public records and are subject to being released pursuant to a valid public records request. Washington state law mandates that all documents used, received or produced by a governmental entity are presumptively public records, and there are few exemptions. Chapter 41.56 RCW.

When responding to this competitive procurement, please consider that what you submit will be a public record. If you believe that some part of your response constitutes legally protected proprietary information, you MUST submit those portions of your response as a separate part of your response, and you MUST label it as "PROPRIETARY INFORMATION." If a valid public records request is then received by the City for this information, you will be given notice and a 10-day opportunity to go to court to obtain an injunction to prevent the City from releasing this part of your response. If no injunction is obtained, the City is legally required to release the records.

The City will neither look for nor honor any claims of "proprietary information" that are not within the separate part of your response.

#### **3. OWNERSHIP OF DOCUMENTS**

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other material created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the Business or the Business's subcontractors or consultants for delivery to the City under this Agreement shall be the sole and absolute property of the City. Such property shall constitute "work made for hire" as defined by U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Business uses to perform this Agreement, but is not created, prepared, constructed, assembled, made, performed or otherwise produced for, or paid for, by the City is owned by the Business and is not "work made for hire" within the terms of this Agreement.

#### **4. REVISIONS TO THE NOFA**

In the event it becomes necessary to revise any part of this NOFA or provide any other pertinent information, it shall be posted to the City of Spokane's website. The City also reserves the right to cancel or reissue the NOFA in whole or in part, prior to final award of a contract.

## 5. ACCEPTANCE PERIOD

Proposals shall remain in effect for ninety (90) days for acceptance by the City from the due date for receipt of Proposals.

## 6. COSTS TO PROPOSE

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this NOFA, in conduct of a presentation, or any other activities related to responding to this NOFA

## 7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. Discussion will be limited to a critique of the requesting Firm's Proposal. Debriefing conferences may be conducted in person or on the telephone.

## 8. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by Firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at (360)753-9693 to obtain information on certified Firms.

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

## 10. BUSINESS REGISTRATION REQUIREMENT

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

## 11. PAYMENT

Payment will be made via direct deposit/ACH except as provided by state law. A completed ACH application is required before a City Order will be issued. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

## 12. ANTI-KICKBACK

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

### 13. DISPUTES

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

### 14. TERMINATION

A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination

C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.

D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.

E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

### 15. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

A certification form will accompany the contract to be signed confirming that, to the best of its knowledge and belief, Firm and its principals.

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

B. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,

D. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

16. LIABILITY The Firm shall indemnify, defend and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from the Firm's negligence or breach or its obligations under the contract. The Firm's duty to indemnify shall not apply to liability caused by the sole negligence of the City, its officers and employees. The Firm's duty to indemnify for liability arising from the concurrent negligence of the City, its officers and employees and the Firm, its officers and employees shall apply only to the extent of the negligence of the Firm, its officers and employees. The Firm's duty to indemnify shall survive termination or expiration of the contract. The Firm waives, with respect to the City only, its immunity under RCW Title 51, Industrial Insurance.

#### 17. INSURANCE COVERAGE

During the term of the contract, the Firm shall maintain in force at its own expense, each insurance coverage noted below:

A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000; and

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the City, its officers and employees are additional insureds, but only with respect to the Firm's services to be provided under this contract; and

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

D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the Firm or its insurer(s) to the City. As evidence of the insurance coverages required by this contract, the Firm shall furnish



acceptable insurance certificates to the City at the time it returns the signed contract. The certificate shall specify all of the parties who are additional insured, and include applicable policy endorsements, and the deductible or retention level, as well as policy limits. Ensuring companies or entities are subject to City acceptance and must have a rating of A- or higher by Best. Copies of all applicable endorsements shall be provided. The Firm shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.



CITY OF SPOKANE - Accounting/Grants  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3316  
[accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org)

## Notice of Funding Availability

<b><u>NOFA TITLE:</u></b>  <b><u>Organizations to distribute ARPA funds for Down payment Assistance specified programs</u></b>  <b><u>NOFA COORDINATOR:</u></b> Makayla Sauve, ARPA Coordinator  <b><u>PRE-SUBMITTAL MEETING:</u></b> <b><u>None</u></b>	<b><u>Proposal Submittal:</u></b>  All Proposals shall be submitted electronically through the City of Spokane Neighborly portal before the due date and time.
--	--

### TABLE OF CONTENTS

1.1	COMMUNICATION.....	2
1.2	BACKGROUND AND PURPOSE .....	2
1.3	MINIMUM QUALIFICATIONS .....	2
1.4	CONTRACT PERIOD.....	2
1.5	ADDENDA.....	2
1.6	TERMS AND CONDITIONS .....	3
1.7	ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES .....	3
1.8	FUNDING .....	3
1.9	DEFINITIONS.....	3
2.	SCOPE OF SERVICES.....	4
3.	PROPOSAL CONTENTS.....	4
3.1	PREPARATION OF PROPOSAL.....	4
3.2	LETTER OF SUBMITTAL.....	4
3.4	MANAGEMENT PROPOSAL .....	4
3.5	COST PROPOSAL.....	6
4.	PROPOSAL SUBMISSION AND EVALUATION .....	7
4.1	SUBMISSION OF PROPOSALS.....	7
4.2	EVALUATION PROCEDURE .....	7
4.3	EVALUATION SCORING .....	7
4.4	AWARD/REJECTION OF PROPOSAL/CONTRACT .....	8
5.	GRANT REQUIREMENTS .....	8
6.	NOFA ATTACHMENTS .....	8

## **1. GENERAL INFORMATION**

### **1.1 COMMUNICATION**

All communication between the Proposer and the City shall be with the NOFA Coordinator and submitted to [accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org). Any communication directed to other parties is prohibited. All questions received will be answered by the City through a publicly posted Q and A so all proposers have access to the information. It is the responsibility of the proposers to check the City of Spokane's website for this information.

### **1.2 BACKGROUND AND PURPOSE**

The City of Spokane, through its Accounting and Grants Department (hereinafter "City") is initiating this Notice of Funding for Down Payment Assistance (NOFA) to solicit Proposals from qualified organizations interested in providing administrations of an economic support finding program to address COVID-19 impact in Spokane. This NOFA seeks one or more organizations to distribute ARPA grant dollars with the following parameters:

- First time homebuyers
- Have a family income below 200% AMI (\$100,000/year)
- Ability to provide proof of income eligibility and location of home

### **1.3 MINIMUM QUALIFICATIONS**

Eligible applicants include:

- Non-profit financial institutions registered with NCUA
- Non-profit financial institution registered within the City of Spokane
- Licensed to do business in the State of Washington

Additionally, applicants must be able to demonstrate the legal, financial, and programmatic ability to administer the proposed project and meet the City contracting requirements, such as:

- Audit and Financial requirements if applicable
- Business Licensing Requirements
- Proof of Insurance
- Possess and active Unique Entity ID (generated by SAM.Gov)

See Agreement Terms sections as well as the guideline specific to ARPA/federal programs.

### **1.4 CONTRACT PERIOD**

Any contract resulting from this NOFA will be negotiated and subject to available funding. It is anticipated this will be a multi-year contract that is renewable upon mutual agreement.

### **1.5 ADDENDA**

It is the responsibility of Proposers to check the City of Spokane's website for Addenda or other additional information that may be posted regarding this Notice of Funding Availability. However, the City will

provide any addenda to organizations who request addenda or submit a response to this NOFA. The City will not provide individual notice or changes; and applicants are responsible for regularly checking the City of Spokane's website for answers to questions, process updates, clarifications, or amendments. The City will not pay for any costs the organization may incur while they are preparing their application, providing information requested by the City, or participating in the selection process.

## 1.6 TERMS AND CONDITIONS

Terms and Conditions applicable to this NOFA are included herein by reference and attached to this NOFA as Attachment B.

## 1.7 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

NOFA Timeline	Date
Notice of Funding Availability	November 22, 2022
Last Day to Submit Questions	December 6, 2022
Application Deadline	December 21, 2022
Evaluation and Notice of Awards	January 6, 2023

The City reserves the right to revise the above schedule.

## 1.8 FUNDING

This project is solely funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) - Catalog of Federal Domestic Assistance (CFDA) number 21.027. Submitting a Proposal indicates acceptance of all requirements listed within ARP/CSLFRF CFDA 21.027 Funds document, see Attachment 1. The total available to up to \$1.5 million.

## 1.9 DEFINITIONS

Definitions for the purposes of this NOFA include:

**City** – The City of Spokane, a Washington State municipal corporation, the agency issuing this NOFA.

**Firm or Consultant** – Individual or company whose Proposal has been accepted by the City and is awarded a fully executed, written contract.

**Proposal** – A formal offer submitted in response to this solicitation.

**Proposer** - Individual or Firm submitting a Proposal in order to attain a contract with the City.

**NOFA** – Notice of Funding Availability

**Debarred** – Excluded from Federal procurement and non-procurement programs throughout the U.S Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representation and Certification Applications, and Excluded Parties List System.

## **2. SCOPE OF SERVICES**

The City of Spokane, through its Accounting and Grants Department, (hereinafter “City”) is initiating this Notice of Funding Availability (NOFA) to solicit applications from qualified and experienced organizations/agencies to select and organization(s) to distribute ARPA grants to Down Payment Assistance organizations for specified programs and staffing support needs within the City of Spokane.

## **3. PROPOSAL CONTENTS**

### **3.1 ORGANIZATION INFORMATION**

Proposals shall be clear, concise, in order and titled as: Letter of Submittal, Technical Proposal, Management Proposal and Cost Proposal. Collaboration and proposal partnerships are encouraged.

### **3.2 LETTER OF SUBMITTAL**

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Firm to a contractual relationship. Include the following information about the Firm and any proposed sub-consultants:

- A. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- B. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.
- C. Identification of any current or former employees from the participating Agencies employed by or on the Firm’s governing board as of the date of the Proposal or during the previous twelve (12) months.
- D. Acknowledgement that the Firm will comply with all terms and conditions set forth in the Notice of Funding Availability, unless otherwise agreed by the Agencies.

### **3.3 MANAGEMENT PROPOSAL**

Proposal content for this section shall include experience, capabilities, qualifications and application of resources to convey the ability to perform the scope of services.

- A. Indicate the experience the Firm, staff and any sub-consultants have relevant to the scope of services. Provide name, title, brief description of duties, responsibilities, qualifications, and years of pertinent experience. Provide details describing project team, team assignments, allocation of resources, lines of authority, and responsibility. Identify person within the Firm that will have prime responsibility and authority for the work. Indicate availability for each staff member assigned to the project and include percentage of time each will be assigned to the project. Describe how Firm will respond proactively to issues and project scope changes. Resumes may be included limited to 2 pages per person. The Firm shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the City.

B. Include a list of contracts the Firm has had during the last three (3) years up to a maximum of ten (10) contracts that relate to the Firm's ability to perform the services needed under this NOFA. Provide contract period, contact names, phone numbers and e-mail addresses. Identify three (3) specific references from this list and briefly describe the work accomplished. Do not include City staff as references. The Firm grants permission to the City to contact the list provided.

C. If the Firm has had a contract terminated for default in the last five (5) years, describe the incident. Termination for default is defined as notice to stop performance due to the Firm's non-performance or poor performance and if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Provide other party's name, address, phone number and email address. If no such termination for default has been experienced by the Firm in the past five (5) years, so indicate.

## **DOWN PAYMENT ASSISTANCE RESPONSE**

1. Do you currently have staff to dedicated to managing the ARPA Grant Funding distributions?
2. What makes your organization the best option for selection?
3. What constraints, limitations, or restrictions will impact the performance of service?
4. Provide a measurable goal that will be used to determine the success and impact of this program. Specifically define outcomes of this goal and how it would be measured.

## **RACIAL EQUITY AND CLIENT ENGAGEMENT**

1. Describe the steps the applicant(s) have taken (or plans to take) in order to establish, develop, or to continue policies, practices, and procedures that increase racial and social equity in the following areas: training, hiring and retention, plan development, community engagement and partnerships, and other organizational work.
2. Describe the areas which represent the applicant organization's/partnership's strengths or assets, and describe the areas in which the applicant organization has room for growth?
3. Describe how the applicant's engagement and service delivery model assures access to underserved communities who are typically not able to respond to formal NOFAs. Include efforts related to service design, staffing, outreach and engagement approach, and language access.
4. Explain how the applicant agency/partnership will make services available to populations under-represented, including racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ youth and adults, and people with limited English-language proficiency.
5. How will the organization accommodate and adjust in response to these underrepresented populations and what systems are in place (or will be) to track this data?

The City of Spokane is committed to equitably and effectively utilizing ARP resources to help out community bounce back as soon as we can and in the best way possible. To do this we look to fund organizations and businesses that take into consideration past inequalities and will go forward to honor the expertise, relationships, and resilience within communities of color and those historically impacted by inequalities providing them with lasting partnerships and co-created solutions to eliminate systemic hardships.

## PROGRAM OVERVIEW AND DISCRIPTION

1. Describe the existing or proposed programs

## STAFFING PLAN

1. Describe the existing or proposed staffing model

## PROGRAM PERFORMAMCE AND EVALUATION

Applicants organizations are required to continuously monitor the effectiveness, efficiency, relevance, and sustainability of their projects through targeted and feasible performance evaluations.

1. Outline a plan that details how the applicant organization/partnership will continually ensure that project performance meets or exceeds the performance standard as outlined by the City of Spokane.
2. The plan should address the following:
  - Explain your organization's prior experience with the program type. Project, and/or client population
  - Describe how your organization has involved clients input into project/program design, evaluation and/or decision-making.
3. Describe what technical assistance may be needed for successful implementation of deliverables indicated in this NOFA

## 3.5 COST PROPOSAL

Applicants will be required to complete and submit a **Detailed Budget** which outlines a composite annual budget for the proposed services. The Detailed Budget must have an accompanying budget *narrative and justification* that provides, in detail, the total amount for implementation of the project your organization is proposing. If multiple agencies will be partnering on this proposal provide a cost breakdown of the expenses that will be incurred by each individual agency.

1. Describe if the applicant organization has other committed sources of funding that will support the sustainability of this program. Please detail the source and the terms for when the funds will be available for this project, if any.
2. Describe what the applicant organization is doing to attract, develop, and leverage a variety of financial, volunteer, and other in-kind resources to support this project.
3. If the budget included indirect costs, please provide an explanation of the proposed indirect cost method

## BUDGET NARRATIVE

Explain how the requested funds will be used to support the participants served by this project. For each line item listed with a dollar figure (except expense category subtotals), provide a brief narrative detailing:

- a) how the item relates to the proposed service
- b) the method used to determine the cost

## 4. PROPOSAL SUBMISSION AND EVALUATION

### 4.1 SUBMISSION OF PROPOSALS

Proposals shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. Proposals shall be submitted electronically through the City of Spokane's online procurement system portal: [Neighborly](#) before the due date and time. **Hard paper, e-mailed or faxed copies will not be accepted. Late Proposals shall not be accepted.** Proposers must register if they have not done so previously and follow the steps below to enter and submit the electronic proposal:

1. Register email address
2. Verify email address
3. Log in
4. Select Notice of Funding Available
5. Fill out required application and supply required documents
6. Certify application
7. Submit application

### 4.2 EVALUATION PROCEDURE

Responsive Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The City, at its sole discretion, may elect to select the top-scoring Firms as finalists for an oral presentation and evaluation. The NOFA Coordinator may contact the Firm for clarification of any portion of the Firm's Proposal.

### 4.3 EVALUATION SCORING

The Proposal will be evaluated as follows:

<b>MANAGEMENT PROPOSAL – 75%</b> <ul style="list-style-type: none"> <li>• Overall proposal – 15%</li> <li>• Proposal Requirement Responses – 15%</li> <li>• Racial Equity and Client Engagement – 15%</li> <li>• Staffing Plan – 15%</li> <li>• Project Performance and Evaluation – 15%</li> </ul>	75 Points (Maximum)	75 points
<b>COST PROPOSAL – 25%</b>	25 Points (Maximum)	25 points



<b>GRAND TOTAL FOR WRITTEN PROPOSAL</b>		<b>100 POINTS</b>
---	--	-------------------

#### **4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT**

This NOFA does not obligate the City to award a contract. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

The City of Spokane reserves the option of awarding this contract in any manner most advantageous for the City and without further discussion of submitted Proposal. Failure to comply with any part of the NOFA may result in rejection of Proposal as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all Proposals received without penalty and to not issue a contract from this NOFA. More than one contract may be awarded. Contract negotiations may incorporate some or all of the Proposal.

Award of contract, when and if made, will be to the proposer whose Proposal is the most favorable to the City including consideration the evaluation criteria. Interlocal agreements accessing other agency contracts where applicable may be considered as a Proposal. Contract is optional (non-exclusive) use.

### **5. GRANT REQUIREMENTS**

Initial project funding is provided by the Coronavirus State and Local Fiscal Recovery Funds or H.R 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funding is utilized for this grant. See Terms and Conditions accompanying this NOFA.

### **6. NOFA ATTACHMENTS**

#### **ATTACHMENT 1: REQUEST FOR PROPSAL – TERMS AND CONDITIONS**

##### **1. CONTRACTING WITH CURRENT OR FORMER CITY EMPLOYEES**

Specific restrictions apply to contracting with current or former City officers and employees pursuant to the Code of Ethics in chapter 1.04A of the Spokane Municipal Code. Proposers shall familiarize themselves with the requirements prior to submitting a Proposal that includes current or former City officers or employees.

##### **2. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

All materials submitted to the City in responses to this competitive procurement shall become the property of the City.

All materials received by the City are public records and are subject to being released pursuant to a valid public records request. Washington state law mandates that all documents used, received or produced by a governmental entity are presumptively public records, and there are few exemptions. Chapter 41.56 RCW.

When responding to this competitive procurement, please consider that what you submit will be a public record. If you believe that some part of your response constitutes legally protected proprietary information, you MUST submit those portions of your response as a separate part of your response, and you MUST label it as “PROPRIETARY INFORMATION.” If a valid public records request is

then received by the City for this information, you will be given notice and a 10-day opportunity to go to court to obtain an injunction to prevent the City from releasing this part of your response. If no injunction is obtained, the City is legally required to release the records.

The City will neither look for nor honor any claims of “proprietary information” that are not within the separate part of your response.

### 3. OWNERSHIP OF DOCUMENTS

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other material created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the Business or the Business’s subcontractors or consultants for delivery to the City under this Agreement shall be the sole and absolute property of the City. Such property shall constitute “work made for hire” as defined by U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Business uses to perform this Agreement, but is not created, prepared, constructed, assembled, made, performed or otherwise produced for, or paid for, by the City is owned by the Business and is not “work made for hire” within the terms of this Agreement.

### 4. REVISIONS TO THE NOFA

In the event it becomes necessary to revise any part of this NOFA or provide any other pertinent information, it shall be posted to the City of Spokane’s website. The City also reserves the right to cancel or reissue the NOFA in whole or in part, prior to final award of a contract.

### 5. ACCEPTANCE PERIOD

Proposals shall remain in effect for ninety (90) days for acceptance by the City from the due date for receipt of Proposals.

### 6. COSTS TO PROPOSE

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this NOFA, in conduct of a presentation, or any other activities related to responding to this NOFA

### 7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. Discussion will be limited to a critique of the requesting Firm’s Proposal. Debriefing conferences may be conducted in person or on the telephone.

### 8. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by Firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE). Proposers may contact OMWBE at (360)753-9693 to obtain information on certified Firms.

9. NONDISCRIMINATION No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service

animal by a person with disabilities. The Firm agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Firm.

#### 10. BUSINESS REGISTRATION REQUIREMENT

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

#### 11. PAYMENT

Payment will be made via direct deposit/ACH except as provided by state law. A completed ACH application is required before a City Order will be issued. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

#### 12. ANTI-KICKBACK

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

#### 13. DISPUTES

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

#### 14. TERMINATION

A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination

C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.

D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.

E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

#### 15. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

A certification form will accompany the contract to be signed confirming that, to the best of its knowledge and belief, Firm and its principals.

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

B. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

## Notice of Funding

Down payment Assistance

City of Spokane – ARPA/SLFRF

**Description:** The City of Spokane is soliciting electronic Proposals for organizations offering Down Payment Assistance . This grant award is solely funded by United States Department of Treasury under the American Rescue Plan (ARP)/ Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) – (CFDA 21.027). Funds shall be used to assist artists and art oriented creative businesses/organizations impacted by COVID-19.

### Application Deadline

Applications will be available beginning Tuesday, November 22 on the City of Spokane’s ARPA website under “Current Funding Opportunities” [American Rescue Plan Act \(ARPA\) - City of Spokane, Washington \(spokanecity.org\)](https://spokanecity.org/american-rescue-plan-act-arpa-city-of-spokane-washington)

Last day to submit questions is Tuesday, December 6 at 5:00 PM

### **Application submission deadline is Wednesday, December 21 at 5:00 PM**

Applications submitted after this deadline **WILL NOT** be considered for funding

Complete applications will be submitted electronically (via email) to [accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org) . The City of Spokane will **not accept hard** copies of the application. Applications that do not contain the required attachments will be considered incomplete and not eligible for funding consideration. In some instances, the required attachments may require multiple email submissions.

It is the responsibility of the applicants to be sure the proposals are submitted with the required documents on time. **Applicants are encouraged to submit proposals in advance of Wednesday, December 21. at 5:00 PM**

### APPLICATION REVIEW AND RATING PROCESS

All applications will go through the following evaluations and review process:

- 1) Part I – Project Proposal Evaluations
  - a. Members of the NOFA Committee
    - i) Score, rank, and make funding recommendations
      - Does the presented proposal follow ARPA guidelines and is it in line with the objective of the proposal?
      - Is the scope of work clear and well thought out?

- Has the applicant clearly tied their proposal to a funding priority and target population?
- Do the performance measures fit the with the proposal scope? Are they reasonable and attainable outcomes?
- Overall rating of the proposal application

ii) Applications and recommendations are presented and reviewed to Council/Director

iii) Applications are approved by Council/Director

## 2) Part II – Notice to Applicants

- a. Notice to Applicants on funding authorized by Council/Director on or before November 31, 2022
- b. Appeal Procedure
  - i) Applicants wishing to appeal a funding decision must make their appeal to the ARPA Coordinator at [accountinggrantsadmin@spokanecity.org](mailto:accountinggrantsadmin@spokanecity.org) .

## 3) Part III – Contracting

- a. Contract Executions

<b>GENERAL INFORMATION</b>
----------------------------

### PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive process shall become the property of the City.

All applications received shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the Applications shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, “Public Records.”

Any information in the application that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on it. Marking the entire application exempt from disclosure will not be honored.

The City will consider an applicant’s request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the application, it will not be made available until the affected applicant has been given an opportunity to seek a court injunction against the requested disclosure

All requests for information should be directed to the NOFA Coordinator

#### REVISIONS TO THE NOFA

In the event it becomes necessary to revise any part of this NOFA, addenda will be posted on the Community, Housing and Human Services Department website. Applicants are encouraged to monitor the website for any changes and/or notifications.

The City also reserves the right to cancel or to reissue the NOFA in whole or in part, prior to final award of a contract.

#### RESPONSIVENESS

All applications will be reviewed by the NOFA Coordinator or designee to determine compliance with administrative requirements and instructions specified in this NOFA. The applicant is specifically notified that failure to comply with any part of the NOFA may result in rejection of the application as non-responsive.

The City reserves the right at its sole discretion to waive minor administrative irregularities

#### MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360/753-9693 to obtain information on certified firms

#### MOST FAVORABLE TERMS

The City reserves the right to make an award without further discussion of the application submitted. Therefore, the application should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City does reserve the right to contact an applicant for clarification of its application.

#### COSTS TO MAKE APPLICATION

The City will not be liable for any costs incurred by the Applicant in preparation of an application submitted in response to this NOFA, in conduct of a presentation, or any other activities related to responding to this NOFA

#### NO OBLIGATION TO CONTRACT

This NOFA does not obligate the City to contract for services specified herein.

#### REJECTION OF APPLICATIONS

The City reserves the right at its sole discretion to reject any and all Applications received without penalty and to not issue a contract or grant agreement as a result of this NOFA





## **NOTICE OF INTENT OF AWARD SOLE SOURCE**

The City of Spokane intends to grant sole source funding to the **Habitat for Humanity**, 1805 E Trent Ave, Spokane, WA 99202 to provide the following:

### **Habitat for Humanity**

### **Down payment – Shared Equity Program**

### **For**

### **COVID-19 Relief**

This project is solely funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local fiscal Recovery Fund (CSLFRF) – CFDA number 21.027. Firms who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and other questions regarding this funding should be directed to Makayla Sauve, ARPA Coordinator at: [yjoesph@spokanecity.org](mailto:yjoesph@spokanecity.org) by November 9, 2022. The City does not guarantee that organizations responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Makayla Sauve  
ARPA Coordinator

## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Fleet Services
<b>Contact Name &amp; Phone</b>	Rick Giddings 509-625-7706
<b>Contact Email</b>	rgiddings@spokanecity.org
<b>Council Sponsor(s)</b>	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>	5100-Update OPR for Purchase of SWC Roll Off Truck
<b>Summary (Background)</b>	<p>In June, Fleet Services received pre-purchase authorization for one Roll Off Container Truck for Solid Waste Collections in the amount of \$340,000. (OPR 2022-0499) This cost was based on vendor estimates and previous purchase information since accurate quotes cannot be obtained until a build slot becomes available. We have recently received an official quote for this vehicle and body which significantly exceeds the estimated cost.</p> <p>Fleet Services is seeking approval to purchase this vehicle from Western Peterbilt using Sourcewell Contract #060920-PMC in the amount of \$433,549.12 including sales tax.</p>
<b>Proposed Council Action &amp; Date:</b>	Purchase Approval December 5, 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 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? NA	
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? NA	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? NA	
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? Approved in Capital Improvement Plan	

## Committee Agenda Sheet

### Finance & Administration

<b>Submitting Department</b>	Finance
<b>Contact Name &amp; Phone</b>	Jessica Stratton x6369
<b>Contact Email</b>	<a href="mailto:jstratton@spokanecity.org">jstratton@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Beggs, CM Wilkerson, CM Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	2023 Budget Ordinance
<b>Summary (Background)</b>	Adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane for the year ending December 31, 2023, providing it shall take effect immediately upon passage.
<b>Proposed Council Action &amp; Date:</b>	Approval on 12/12/22
<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?	
See budget proposal	
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?	
Through ongoing analysis and reporting by internal departments and public financial reporting.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
See above	
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?	
See budget proposal	

## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Finance
<b>Contact Name &amp; Phone</b>	Jessica Stratton
<b>Contact Email</b>	jstratton@spokanecity.org
<b>Council Sponsor(s)</b>	CP Beggs, CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion         Time Requested: _____
<b>Agenda Item Name</b>	2023 Budget Adoption
<b>Summary (Background)</b>	<u>Background</u> The City of Spokane is a first-class city with a population of less than 300,000 persons and is required, pursuant to RCW 35.33.075, to adopt a final budget prior to the close of the current fiscal year at midnight, December 31, 2022.
<b>Proposed Council Action &amp; Date:</b>	Approve and adopt the annual budget on Dec 12, 2022
<b>Fiscal Impact:</b> n/a Total Cost: n/a Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source:  Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<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 C\_\_\_\_\_

An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage.

WHEREAS, the City of Spokane is a first-class city with a population of less than 300,000 persons and is required, pursuant to RCW 35.33.075 to adopt a final budget prior to the close of the current fiscal year at midnight, December 31, 2022; and

WHEREAS, all appropriations in the final budget must be limited to the total estimated revenues therein including the amount to be raised by all municipal revenue sources and the unencumbered fund balances estimated to be available at the close of the current fiscal year; and

WHEREAS, pursuant to RCW 35.33.121 the expenditures as classified and itemized by fund in the final budget adopted by the City Council shall constitute the City of Spokane's appropriations for the fiscal year commencing after midnight, December 31, 2022, subject to later adjustments as provided therein;

NOW, THEREFORE,

The City of Spokane does ordain:

### Section 1.

A. That the revenues to be generated by the revenue sources set forth in the final budget are required for the continuation of the existing essential municipal programs and services of the City of Spokane.

B. That without said essential municipal programs and services, the public health, safety and welfare of the citizens of the City of Spokane would be seriously impaired.

C. That the following Annual Budget of the City of Spokane for 2023 reflects a continuation of said essential municipal services and programs provided by the City of Spokane for the public health, safety and welfare of the citizens of the City of Spokane as required by the constitution and laws of the State of Washington, the City Charter, ordinances, other legislative enactments and lawful obligations of the City of Spokane.

Section 2. That the Annual Budget of the City of Spokane for the fiscal year ending December 31, 2023, as set forth in the document attached hereto and entitled, "2023 Adopted Budget, City of Spokane, Washington," hereinafter referred to as the 2023 Annual Budget, be and the same is, hereby fixed, determined, and adopted at the fund level; and that the amounts set forth in said budget are hereby appropriated for the use of the several funds as specified.

Section 3. Estimated resources for each separate fund of the City of Spokane, and aggregate expenditures for all such funds for the year 2023 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2023 as set forth in the 2023 Annual Budget.

<b>FUNDS</b>	<b>Total Estimated Revenues</b>	<b>Appropriated Beginning Fund Balances</b>	<b>Est. Revenues &amp; Approp. Fund Balance</b>	<b>Total Appropriations</b>
<b>General Fund</b>	<b>\$226,802,286</b>	<b>\$2,626,340</b>	<b>\$229,428,626</b>	<b>\$229,428,626</b>
<b>Special Revenue Funds</b>				
Street Maintenance	26,693,756	8,470,995	35,164,751	34,814,538
Code Enforcement	3,484,818	794,380	4,279,198	3,485,240
Library	12,367,348	5,360,210	17,727,558	12,487,480
Historic Preservation Incentive	8,650	7,718	16,368	10,000
Pension Contributions (LEOFF)	9,797,405	-	9,797,405	9,797,405
Miscellaneous Grants	16,000	-	16,000	16,000
Domestic Violence Prevention	500	5,700	6,200	500
Traffic Calming Measures	7,331,094	6,930,438	14,261,532	11,566,860
Urban Forestry Fund	20,000	37,926	57,926	20,000
Parks and Recreation	24,309,223	4,393,114	28,702,337	24,563,642
American Rescue Plan		11,474,655	11,474,655	11,474,655
Fire Miscellaneous Grants	140,695	-	140,695	140,695
Parking Meter Revenue Fund	6,365,900	(425,000)	5,940,900	5,938,912
Paths and Trails Reserve	135,500	425,997	561,497	561,497
Human Services Grants Fund	12,938,531	1,500,000	14,438,531	14,438,531
Continuum of Care	7,640,796	-	7,640,796	7,640,796
Forfeitures & Contributions (SPD)	395,868	710,611	1,106,479	631,591
Hotel/Motel Tax	4,518,803	635,000	5,153,803	4,534,452
Housing Sales Tax	6,000,000	3,000,000	9,000,000	7,000,000
REET 2nd Quarter Percent	6,000,000	15,413,590	21,413,590	20,517,770
REET 1st Quarter Percent	6,000,000	7,380,563	13,380,563	13,380,563
Public Safety & Judicial Grants	1,695,469	131,666	1,827,135	1,087,449
Public Safety Personnel Fund	6,710,280	6,064,327	12,774,607	7,763,978
Combined Communications Center (SFD Dispatch)	-	-	-	
Communications Building M&O	286,692	452,725	739,417	319,860
Community Development Fund	15,000	30,000	45,000	45,000
CD/HS Operations	-	-	-	-
Community Development Block Grants	10,230,000	-	10,230,000	10,230,000
CDBG Revolving Loan Fund	2,000,000	500,000	2,500,000	2,500,000
Misc. Community Development Grants	19,000	192,907	211,907	211,907
Home Program	5,400,000	-	5,400,000	5,400,000
Home Revolving Loan Fund	385,000	700,000	1,085,000	1,085,000
Housing Assistance Program	2,500	175,000	177,500	177,500
Affordable & Supportive Housing Fund	400,000	850,000	1,250,000	1,250,000
Emergency Rental Assistance Grant	150,000	-	150,000	150,000

Housing Trust Grant Fund	1,600	210,000	211,600	211,600
Rental Rehabilitation Fund	51,150	360,000	411,150	411,150
Trial Court Improvement Fund	64,608	730	65,338	64,608
Criminal Justice Assistance (Detention)	7,078,000	4,869,621	11,947,621	8,104,300
Financial Partnership Fund	189,815	-	189,815	189,815
Channel Five Equipment Reserve	230,430	326,000	556,430	230,430
Park Cumulative Reserve	1,363,000	3,376,845	4,739,845	3,742,596
Fire/EMS	68,996,643	-	68,996,643	68,996,643
Defined Contribution Administration	75,000	-	75,000	68,800
VOYA Defined Contribution Administration	46,000	-	46,000	45,913
Transportation Benefit Fund	3,277,827	3,073,192	6,351,019	5,019,083
<b>Debt Service Funds</b>				
GO Bond Redemption	17,160,562	7,314,608	24,475,170	17,160,562
Special Assessment Debt	530,000	172,850	702,850	183,982
Special Assessment Guaranty	2,500	589,981	592,481	8,000
Iron Bridge TIF Debt Service	101,361	109,219	210,580	101,361
University District LRF Debt Service	275,000	759,899	1,034,899	224,225
<b>Capital Projects Funds</b>				
General Capital Improvements	-	123,044	123,044	40,000
Arterial Street	47,607,295	6,155,522	53,762,817	42,305,986
Capital Improvements 2015 Park	-	763,361	763,361	760,000
Capital Improvements 2018 Library	-	6,347,790	6,347,790	6,347,790
Capital Improvements 1995	-	40,778	40,778	40,778
Kendall Yards TIF	400,000	-	400,000	400,000
West Quadrant TIF	465,000	1,488,935	1,953,935	1,953,935
University District LRF	195,000	-	195,000	195,000
<b>Enterprise Funds</b>				
Water	53,217,064	35,588,465	88,805,529	76,918,665
Water/Wastewater Debt Service	13,548,028	-	13,548,028	13,548,028
Integrated Capital Management	93,821,036	10,000,000	103,821,036	103,819,867
Sewer	67,706,278	25,909,622	93,615,900	81,883,239
Solid Waste Fund	89,152,629	24,993,483	114,146,112	98,483,192
Golf	4,924,818	2,173,785	7,098,603	5,324,191
Development Services Center	9,407,000	7,254,935	16,661,935	9,454,806
<b>Internal Service Funds</b>				
Fleet Services	17,403,857	138,495	17,542,352	17,501,654
Fleet Services Equipment Replacement	2,802,447	14,853,329	17,655,776	2,627,000
Public Works and Utilities	6,289,180	-	6,289,180	6,042,955
Information Technology (IT)	14,269,832	3,068,347	17,338,179	14,269,895
IT Capital Replacement	1,411,397	905,266	2,316,663	1,396,354

Reprographics	762,584	139,789	902,373	725,871
Purchasing & Stores	1,323,645	-	1,323,645	1,316,495
Accounting Services	5,781,275	-	5,781,275	5,770,451
My Spokane	1,921,854	-	1,921,854	1,909,411
Office of Performance Management	1,644,489	85,976	1,730,465	1,644,487
Risk Management	7,165,000	252,103	7,417,103	7,242,641
Workers' Compensation	6,829,500	4,254,829	11,084,329	6,856,649
Unemployment Compensation	304,000	738,020	1,042,020	588,476
Employee Benefits	46,270,354	17,308,220	63,578,574	47,864,022
Facilities Management - Operations	5,357,185	2,398,203	7,755,388	6,838,673
Facilities Management - Capital	11,122,121	282,639	11,404,760	11,272,121
Police Capital	1,398,636	-	1,398,636	1,398,636
Fire Capital	1,398,636	-	1,398,636	1,398,636
Capital Facilities	5,038,881	500,000	5,538,881	5,538,881
<b>Trust and Agency Funds</b>				
Finch Memorial Arboretum	8,000	-	8,000	8,000
Employees' Retirement (SERS)	28,302,000	12,201,225	40,503,225	40,444,056
Firefighters' Pension	4,998,349	248,057	5,246,406	5,242,195
Building Code Records Mgmt	60,000	-	60,000	60,000
Municipal Court	1,500,100	-	1,500,100	1,500,100
Police Pension	3,579,556	-	3,579,556	3,579,037
<b>TOTAL FUNDS</b>	<b>\$1,045,091,636</b>	<b>\$277,216,025</b>	<b>\$1,322,307,662</b>	<b>\$1,181,945,690</b>



Section 4. That the foregoing appropriations are to be paid from the respective funds as specifically indicated in the 2023 Annual Budget and the salaries and wages therein set forth in detail as prescribed by RCW 35.33.051 shall be paid on a biweekly basis, payable every other Friday of such fiscal year.

Section 5. That because this ordinance adopts the Annual Budget, as provided by Section 19 of the City Charter, it shall take effect immediately upon its passage.

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

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

\_\_\_\_\_  
Mayor

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

Approved as to form:

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

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Fleet Services
<b>Contact Name &amp; Phone</b>	Richard Giddings 625-7706
<b>Contact Email</b>	<a href="mailto:rgiddings@spokanecity.org">rgiddings@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion     Time Requested: _____
<b>Agenda Item Name</b>	5100 – Tire Service Contract Renewal
<b>Summary (Background)</b>	<p>Fleet Services would like to renew the Tire Services Contract with Wingfoot Commercial Tire Systems, LLC for one year, using Washington State Contract 00519 for an annual amount of \$150,000.00</p> <p>This Tire Service Contract will provide timely tire service to all city vehicles. Funding for this contract is in the Fleet Department's budget.</p>
<b>Proposed Council Action &amp; Date:</b>	Approve Contract Renewal 12/5/2022
<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 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? NA	
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? NA	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Ongoing cost benefit analysis through Fleet Services	
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? Aligns with City Centralized Fleet Policy	