

**Finance & Administration Committee  
Agenda for 1:15 p.m. Monday, October 16, 2023**

The Spokane City Council's Finance & Administration Committee meeting will be held at **1:15 p.m. on October 16, 2023**, in City Council Chambers, located on the lower level of City Hall at 808 W. Spokane Falls Blvd. The meeting can also be accessed live at [my.spokanecity.org/citycable5/live/](http://my.spokanecity.org/citycable5/live/) and [www.facebook.com/spokanecitycouncil](http://www.facebook.com/spokanecitycouncil) or by calling 1-408-418-9388 and entering the access code #2489 486 3168; 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 ATTACHED**

**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 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# City Council Standing Committee - Finance & Administration

Team City Council Standing Committees

City of Spokane

## Agenda - 16 October 2023

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**1 Call to Order**

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**2 Approval of Minutes**

Approval of September 18, 2023, meeting minutes

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**3 Discussion Items**

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**3.1 Q3 2023 Investment Report**

10 min  
*Thorne, Conner*

Q3 investment report

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**3.2 Quarterly Financial Report**

15 min  
*Stratton, Jessica*

The quarterly financial report is intended to provide more detail and greater insight into the financial well-being of the City. Topics include an overview of the General Fund, other funds, CIP project status and an economic briefing.

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**3.3 Municipal Court SBO for Safety/Security Upgrades and Maintenance**

10 min  
*Delaney, Howard*

Council Sponsor: CM Wilkerson  
SBO request to use salary savings to resolve serious safety/security issues and maintenance in spaces leased for Municipal Court operations and judicial chambers in the Spokane County Courthouse Annex.

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**3.4 Joint Budget Discussion Ordinance**

10 min

Based on current budget conditions, an update to budget SMC that addresses the need for budget conversations to be had by all Council Members, Administration, and Cabinet members on a monthly basis.

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**3.5 East Central Community Center Roof Restoration Contract with Krueger**

10 min

*Nechanicky, Jason, Striker, Patrick, Teal, Jeffrey*

The ECCC (MLK Family Outreach Center) roof is in need of restoration. A contract to complete the work was originally approved as OPR 2023-0829. In order to comply with all applicable statutes the contract awardee was changed from WTI to Krueger. This change is allowable within the Contractor Network Delivery Model identified in the Omnia contract R180903.

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**3.6 NWFHA Contract**

5 min

Entering in to Contract with Northwest Fair Housing Alliance.

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**4 Consent Items**

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**4.1 2024 Property Tax Ordinance**

*Stratton, Jessica*

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**4.2 2024 Capital Improvement Program (CIP) Ordinance**

*Stratton, Jessica*

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**4.3 Spokane Airport Board 2024 Budget Joint Resolution**

*Byrd, Giacobbe*

Council Sponsors: CP Kinnear and CM Stratton  
Per the Airport Joint Operating Agreement, the Spokane Airport Board is submitting the 2024 budget for approval. The Airports are financially self-sufficient, therefore, do not require any financial support from the City or County. The 2024 operating budget is \$51,594,945 and the capital budget is \$133,288,000. The total 2024 budget is \$184,882,945.

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**4.4 N.E. Community Center Lease Extension**

*Steele, David*

The Facilities Department in partnership with the Northeast Community Center leadership, is forwarding a ground lease term extension that moves the expiration date to 2038, allowing NECC to secure DOC loans for the project.

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**4.5 2024 East Sprague Business Improvement District Special Assessment**

*Beck, Amanda*

Sponsors: CP Kinnear & CM Wilkerson  
Annual assessment for the East Sprague Business Improvement District

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**4.6 5100 Pre-Approval to Purchase one (1) truck for Engineering Services**

*Prince, Thea, Giddings, Richard*

Council Sponsor: CM Bingle

Fleet Services would like pre-purchase approval for one (1) Ford F150 Lightning for the Engineering Services Department. Vehicle will be purchased using the Washington State DES contract or other competitive bidding process as vehicle availability dictates. The cost including commissioning and sales tax is not to exceed \$60,000.00.

This vehicle will be used to replace a truck that the department has been leasing from Enterprise.

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**4.7 2024 Downtown Business Improvement District Special Assessment**

*Beck, Amanda*

Sponsors: CMs Cathcart & Bingle  
Annual assessment for the Downtown Spokane Business Improvement District

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**4.8 APRA Contract with Habitat for Humanity**

5 min  
*Murray, Michelle*

Contract with Habitat for Humanity using ARPA funds allocated to their shared equity program.

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**4.9 ARPA Small Business Awards**

*Murray, Michelle*

This funding approval is for an additional 55 small business that qualified for funding during the second half of the funding period. The ARPA Accounting

team would like to finalized the recommendations for these conditional awards totaling \$ 1,403,517.35 as listed.

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**4.10 Primary Towing Contract**

*Giddings, Richard*

Council Sponsor CM Wilkerson. Primary contract with Evergreen Towing for towing services for Fleet vehicles.

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**4.11 Secondary Towing Contract**

*Giddings, Richard*

Council Sponsor CM Wilkerson. Secondary contract with Reliable Towing for Fleet vehicle towing.

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**4.12 Contract with Clean Energy**

*Giddings, Richard*

Council Sponsor CM Wilkerson. CNG Fueling site maintenance and repair contract with Clean Energy Fuels.

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**4.13 5300 ESRI Small Municipal and County Government EA Program**

*Sloon, Michael*

Council Sponsor: CM Bingle for ESRI Small Municipal and County Government EA Program

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**4.14 5300 Interagency Firewalls - State & Local Cybersecurity Grant Awa**

Council Sponsor: CM Bingle for State & Local Cybersecurity Grant Program (SLGCP) Award for: Inter-Agency Firewall Initiative

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**4.15 5300 Cisco ISE - State & Local Cybersecurity Grant Award**

Council Sponsor: CM Bingle for State & Local Cybersecurity Grant Program (SLGCP) Award for: Cisco Identity Service Engine

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**5 Adjournment**

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**6 Executive Session**

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Executive Session may be held or reconvened during any committee meeting.

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**7**

**Next Meeting**

The next meeting of the Finance & Administration Committee will be held at 1:15 p.m. on Month XX, 202X.

# Table of contents

10/16/2023 01:15 PM - 03:15 PM

---

<b>1 - Call to Order</b>	<b>11</b>
<hr/>	
<b>2 - Approval of Minutes</b>	<b>12</b>
<hr/>	
<b>Attachments</b>	
F_A Committee Minutes 18September_2023 Draft	13
<b>3 - Discussion Items</b>	<b>16</b>
<hr/>	
<b>3.1 - Q3 2023 Investment Report</b>	<b>17</b>
<hr/>	
<b>Attachments</b>	
FY 2023 3rd Quarter Presentation	18
City of Spokane - Q3 Investment Report - 9.30.23	28
<b>3.2 - Quarterly Financial Report</b>	<b>35</b>
<hr/>	
<b>Attachments</b>	
10-16-2023 Quarterly Financial Report_ Briefing Paper	36
September Financial Report	37
<b>3.3 - Municipal Court SBO for Safety/Security Upgrades and Maintenance</b>	<b>61</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper -Muni Court Fac_Tech Improvements v2	62
SBO-Muni Court Fac_Tech Improvements v2	64
<b>3.4 - Joint Budget Discussion Ordinance</b>	<b>66</b>
<hr/>	
<b>Attachments</b>	
Joint Meeting Resolution - BP	67
ORD- Mandating Monthly Joint Meetings (v1 10-010-23)	69
<b>3.5 - East Central Community Center Roof Restoration Contract with Krueger</b>	<b>72</b>
<hr/>	
<b>Attachments</b>	
_Briefing Paper MLK Roof Krueger contract - 09272023	73
23-168 Krueger Sheet Metal PW	75
MLK Roof expenditure form signed	90
<b>3.6 - NWFHA Contract</b>	<b>92</b>
<hr/>	



<b>Attachments</b>	
NWFHA contract briefing paper	93
2024 Fair Housing Plan - Consultant Agreement	95
<b>4 - Consent Items</b>	<b>106</b>
<hr/>	
<b>4.1 - 2024 Property Tax Ordinance</b>	<b>107</b>
<hr/>	
<b>Attachments</b>	
10-16-23 Property Tax Ordinance	108
2024 Property Tax Ordinance	109
<b>4.2 - 2024 Capital Improvement Program (CIP) Ordinance</b>	<b>113</b>
<hr/>	
<b>Attachments</b>	
10-16-23 CIP Ordinance	114
Ordinance Approving Six-Year Capital Improvement Program_2024-2029	116
<b>4.3 - Spokane Airport Board 2024 Budget Joint Resolution</b>	<b>118</b>
<hr/>	
<b>Attachments</b>	
City Briefing Paper Re 2024 SAB Budget	119
<b>4.4 - N.E. COmmunity Center Lease Extension</b>	<b>120</b>
<hr/>	
<b>Attachments</b>	
Finance Briefing Paper - NECC Lease Extension	121
NECC 3rd Amendment to Lease Agreement - Dec. 31 - 2038 (OPR 2007-0528)	123
<b>4.5 - 2024 East Sprague Business Improvement District Special Assessment</b>	<b>126</b>
<hr/>	
<b>Attachments</b>	
2023-10-16_Finance_ESBID Special Assessment Ordinance	127
<b>4.6 - 5100 Pre-Approval to Purchase one (1) truck for Engineering Services</b>	<b>133</b>
<hr/>	
<b>Attachments</b>	
Pre-Approval of one Ford F150 Lightning for Engineering Services 10.4.23	134
<b>4.7 - 2024 Downtown Business Improvement District Special Assessment</b>	<b>135</b>
<hr/>	
<b>Attachments</b>	
2023-10-16_Finance_DBID Special Assessment Ordinance	136
<b>4.8 - APRA Contract with Habitat for Humanity</b>	<b>141</b>
<hr/>	
<b>4.9 - ARPA Small Business Awards</b>	<b>142</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper- Small Business Awards Round2 2nd half and final	143
<b>4.10 - Primary Towing Contract</b>	<b>146</b>
<hr/>	
<b>Attachments</b>	

Evergreen Towing Contract Briefing Paper	147
<b>4.11 - Secondary Towing Contract</b>	<b>148</b>
<hr/>	
<b>Attachments</b>	
Reliable Towing Contract Briefing Paper	149
<b>4.12 - Contract with Clean Energy</b>	<b>150</b>
<hr/>	
<b>Attachments</b>	
Clean Energy - City of Spokane_OM Contract Renewal_Bi-Weekly_9.21.23	151
Clean Energy Contract Briefing Paper	154
<b>4.13 - 5300 ESRI Small Municipal and County Government EA Program</b>	<b>155</b>
<hr/>	
<b>Attachments</b>	
ESRI Finance and Administration Briefing Paper	156
<b>4.14 - 5300 Interagency Firewalls - State &amp; Local Cybersecurity Grant Awa</b>	<b>158</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper Template_2023_Inter-Agency Firewall-update	159
<b>4.15 - 5300 Cisco ISE - State &amp; Local Cybersecurity Grant Award</b>	<b>161</b>
<hr/>	
<b>Attachments</b>	
Briefing Paper Template_2023_Cisco Identity Service Engine-update	162
<b>5 - Adjournment</b>	<b>164</b>
<hr/>	
<b>6 - Executive Session</b>	<b>165</b>
<hr/>	
<b>7 - Next Meeting</b>	<b>166</b>
<hr/>	

1

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## 1 - Call to Order

## 2 - Approval of Minutes

Approval of September 18, 2023, meeting minutes

| For Decision

### **Attachments**

[F\\_A Committee Minutes 18September\\_2023 Draft.docx](#)

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**18 September, 2023**

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**I. Called to Order: 1:27 PM PST**

Recording of the meeting may be viewed by at <https://vimeo.com/865748221>

**Attendance**

Committee Members Present:

Council President Lori Kinnear, CM Wilkerson (Chair), CM Michael Cathcart (Vice Chair), CM Karen Stratton, CM Zack Zappone, CM Ryan Oelrich, CM Jonathan Bingle (virtual)

Staff/Others Present:

Amanda Beck, Lynden Smithson, Jessica Stratton, Jacqui MacConall, Steve MacDonald, Michelle Murray, Alex Gibilisco, Matt Boston, Michelle Murray, Garrett Jones, Nicolette Ocheltree, Giacobbe Byrd, Chris Wright, Mark Carlos, Ginny Ramos, Kelly Thomas, Candi Davis, Conner Thorne, Tonya Wallace, Jeff Gunn, Erin Haugen, Chief Schaeffer, Assistant Fire Chief Tom Williams, Alicia Shaw, Andy Rudd, Larissa Nolte

**Approval of Minutes:**

- Action Taken Council Member Zappone moved to approve, Council Member Stratton seconded. Agenda and minutes were approved unanimously.

**Discussion Items**

1. Washington State Audit's Audit Exit – Michelle Murray (30 mins)
  - No Action Taken, Presentation Only
2. August Investment Report – Tonya Wallace, Conner Thorne (10 mins)
  - No Action Taken, Presentation Only
3. Resolution Updating Council Boards and Commissions Assignments – Giacobbe Byrd - (5 mins)
  - Action Taken, Council President Kinnear agreed to sponsor this item to move forward for formal Council consideration.
4. Resolution Regarding Measure 1 – Zack Zappone (10 mins)

- Action taken, Council Member Wilkerson and Council Member Zappone agreed to sponsor this item to move forward for formal Council consideration.
- 5. SBO- Community Center HVAC upgrades grant subaward (EPA) – Sarah Nuss (5 minutes)
  - Action Taken, Councilmembers Cathcart and Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
- 6. Public Safety Uniform Overtime – Matt Boston, Chief Brian Schaeffer (5 mins)
  - No Action Taken, Presentation Only.
- 7. Ordinance Pertaining to Language Access – Alex Gibilisco (5 mins)
  - Action taken, Council Member Cathcart and Council Member Wilkerson agreed to sponsor this item to move forward for formal Council consideration.

Consent Items

1. 2024 Downtown Business Improvement District Special Assesment
2. Council Sponsor: CP Kinnear MOU w/Spokane County and JAG23 Grant
3. CM Wilkerson – Purchase of 3 Service Trucks for the Water Department
4. 2024 East Sprague Business Improvement District Special Assessment
5. DSC Fee Study
6. Council Sponsor: CP Kinnear MOU regarding JAG Disparate Jurisdictions
7. Set Revenue Hearing for 10/23/2023
8. Set CIP hearing for 11/6/2023
9. Set Budget hearing for 11/13 & 11/20

Executive session None.

**IV. Adjournment** The meeting adjourned at 2:54 PM PST, next meeting will be on the 16th of October, 2023 at 1:15 PM PST

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

**Approved by:**

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

DRAFT

## 3 - Discussion Items



3.1

10 min

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## 3.1 - Q3 2023 Investment Report

*Thorne, Conner*

Q3 investment report

| For Information

### **Attachments**

[FY 2023 3rd Quarter Presentation.pdf](#)

[City of Spokane - Q3 Investment Report - 9.30.23.pdf](#)

# City of Spokane

## *Investment Report*

*3<sup>rd</sup> Quarter – 2023*



October 16, 2023

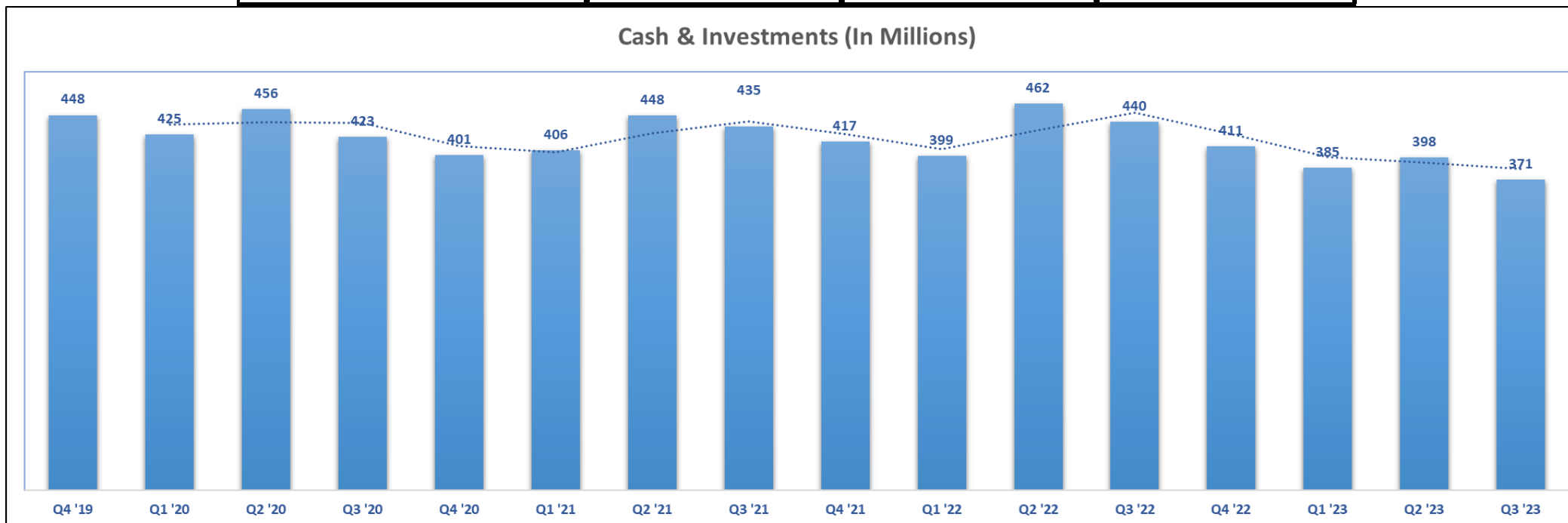
# Topics

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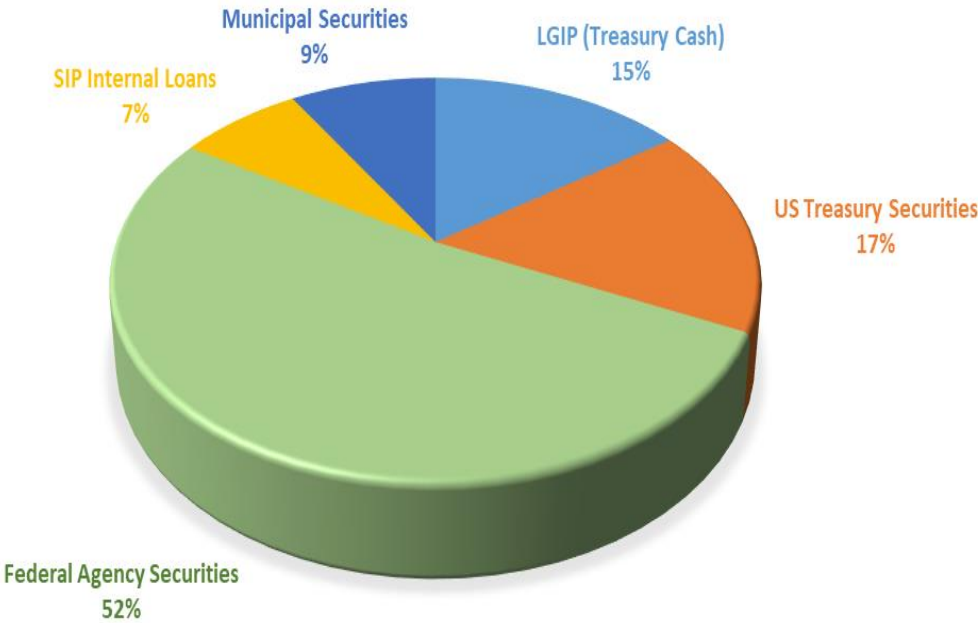
- Current Cash & Investment Balances
- Portfolio Composition
- Portfolio Performance
- Unrealized Gains/(Losses)

# Current Cash & Investment Balances

Portfolio Category	June 30, 2023	September 30, 2023	Percent of Total
Cash & Equivalents	59,019,503	58,783,962	15.83%
Fixed Income Investments	311,321,845	284,667,152	76.66%
SIP Internal Loans	27,907,830	27,900,747	7.51%
<b>TOTAL</b>	<b>398,249,178</b>	<b>371,351,860</b>	<b>100.00%</b>



# Portfolio Composition *(positions)*



Top Portfolio Allocations			
Issuer	Actual Composition	Maximum Composition	Policy Compliance
Federal National Mortgage Assoc.	25%	40%	Complies
US Treasury Securities	17%	100%	Complies
LGIP (Treasury Cash)	15%	100%	Complies
Federal Farm Credit Bank	13%	40%	Complies
Municipal Securities	9%	10%	Complies
Federal Home Loan Bank	8%	40%	Complies
SIP Internal Loans	7%	15%	Complies
Private Export Funding Corp	4%	40%	Complies
Federal Home Loan Mortgage Corp	1%	40%	Complies
Federal Agriculture Mortgage Corp	1%	40%	Complies

# Portfolio Composition (*maturities & purchases*)

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## Maturities

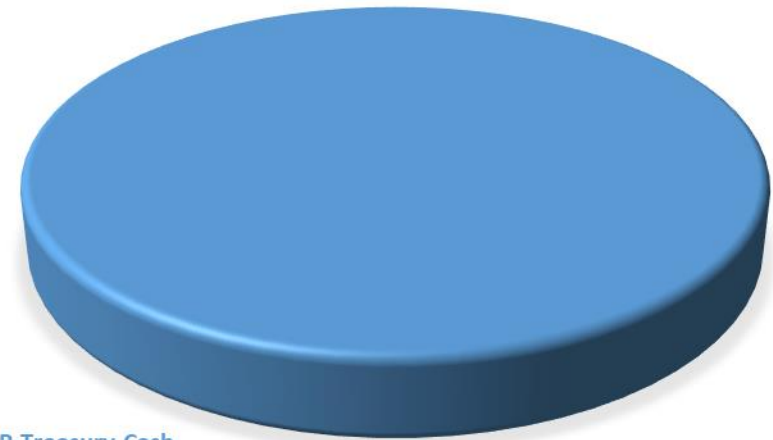
*Investment roll-off via security reaching maturity & principal returned to portfolio*

- \$5MM 2yr FFCB 0.13% @ 0.19%
- \$5.7MM 7yr FHLB 5.22% @ 1.85%
- \$15MM 7yr FHLB 2.38% @ 1.57%

## Purchases

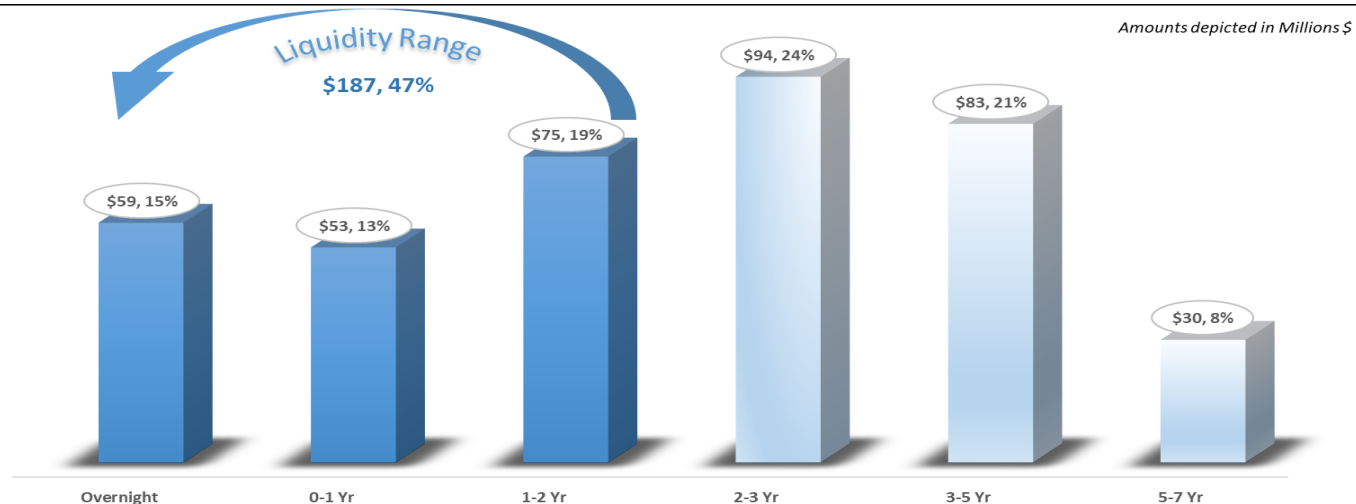
*New Investments added to portfolio via market purchasing activity.*

- No purchases in Q3. Maturities re-invested in LGIP



LGIP-Treasury Cash,  
25,710,000, 100%

# Portfolio Composition (*liquidity*)



MATURITY-BASED CASH FLOWS														
Security Issuer	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Total	
FHLMC	-	-	-	-	-	-	-	-	-	-	-	-	2,735,000	2,735,000
FAMC	-	-	5,000,000	-	-	-	-	-	-	-	-	-	-	5,000,000
FFCB	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FHLB	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PEFCO	-	-	-	15,000,000	-	-	-	-	-	-	-	-	-	15,000,000
US Treasury	-	-	5,000,000	-	5,000,000	10,000,000	5,000,000	-	-	5,000,000	-	-	-	30,000,000
<b>Interest Income</b>	<b>507,000</b>	<b>339,385</b>	<b>431,178</b>	<b>535,000</b>	<b>641,031</b>	<b>687,500</b>	<b>507,000</b>	<b>332,288</b>	<b>428,125</b>	<b>268,750</b>	<b>637,906</b>	<b>575,000</b>	<b>5,890,163</b>	
<b>Monthly CF</b>	<b>507,000</b>	<b>339,385</b>	<b>10,431,178</b>	<b>15,535,000</b>	<b>5,641,031</b>	<b>10,687,500</b>	<b>5,507,000</b>	<b>332,288</b>	<b>428,125</b>	<b>5,268,750</b>	<b>637,906</b>	<b>3,310,000</b>		
<b>Total 12-month Forward: Portfolio Cash Flows</b>													<b>58,625,163</b>	

# Portfolio Performance

## Unrealized Gains/Losses

*Impact of market-based interest rates on the value of the portfolio.*

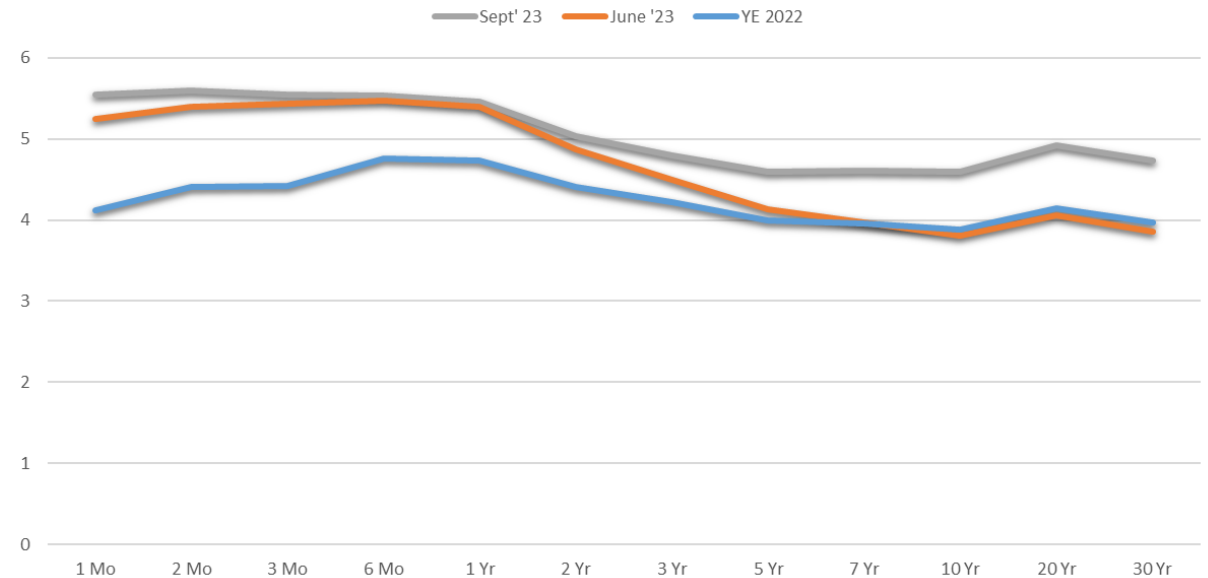
- \$14.0 Million (loss)

## Interest Income

*Income earned from Treasury Cash & Fixed Income positions.*

- \$8.5 Million Year-to-Date

US Treasury Curve





# Unrealized Gains & (Losses)

Losses Attributed to Positions - Based on Investment Year					
Year <u>Acquired</u>	Unrealized <u>Loss</u>	% of <u>Net Loss</u>	Initial Avg. <u>Maturity</u>	Position <u>Avg. Coupon</u>	Position <u>Avg. Yield</u>
2016 <sup>a</sup>	(6,446,891)	46%	10	1.44%	2.34%
2020	0	0%	0	0.00%	0.00%
2021	(615,988)	4%	3	0.31%	0.36%
2022 <sup>b</sup>	(5,990,142)	43%	5	2.54%	3.31%
2023	(994,976)	7%	2	3.23%	4.48%
Total	<u>(14,047,997)</u>				
'16 & '22	(12,437,033)	89%			

(a) Portfolio was not Hold to Maturity, but actively traded.  
 (b) Third quarter purchases before Treasury Portfolio Structure implementation.

• How does the current Portfolio Structure and Investment Strategy enhance meeting future emergent needs?

- Structured maturity-based cash flows
- Increase Strategic Liquidation capability
- Increase flexibility of options

# Portfolio vs SIP Portfolio Index Benchmark

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## Portfolio Maturity

*Average maturity (in years) for investments in the portfolio.*

- 2.3 Years

## Portfolio Duration

*Average duration (in years) for investments in portfolio.*

- 2.1 Years

## Portfolio Coupon

*Average coupon rate for investments in portfolio.*

- 2.59%

## Portfolio Yield (YTM)

*Weighted Average return if investments held to maturity.*

- 3.25%

## Benchmark Maturity

*Average maturity (in years) for Index.*

- 2.1 Years

## Benchmark Duration

*Average duration (in years) for Index.*

- 1.9 Years

## Benchmark Coupon

*Average coupon rate for investments in Index.*

- 1.66%

## Benchmark Yield (YTM)

*Weighted Average return for Index..*

- 5.22%

# Questions?

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# CITY OF SPOKANE

## Quarterly Investment Report

### As of September 30, 2023

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October 16, 2023

This report presents the City's investment portfolio for the quarter ending September 30, 2023. It has been prepared to comply with regulations contained in Washington State RCW 35.39 and Spokane Municipal Code Chapter 7.15. The report includes all investments managed by the City. As required, the report provides information on the investment type, issuer, maturity date, cost, and current market value for each security.

The investment objectives of the City of Spokane are first, to provide safety of principal to ensure the preservation of capital in the overall portfolio; second, to provide sufficient liquidity to meet all operating and capital spending requirements; and third, to earn a commensurate rate of return consistent with the constraints imposed by the safety and liquidity objectives.

The City follows the practice of pooling cash and investments for all funds under its direct control. Interest earned on pooled cash and investments is allocated monthly to the various funds based on the respective fund's average monthly investment balance. It is common for governments to pool the cash and investments of various funds to improve investment performance. By pooling funds, the city is able to benefit from economies of scale, diversification, liquidity, and ease of administration.

The City retains direct control of its investments. Primarily, investments are held by the City in a safekeeping account with Bank of New York Mellon. Exceptions to this rule would include investments held by trustees related to bond financings, which are held by US Bank, and Spokane Investment Pool Loans.

#### ***Investment Portfolio Benefits all Funds***

The City's cash and investment portfolio represents money from all City funds with the exception of Employee Retirement, Police Pension, and Fire Pension funds. City funds include the General Fund, enterprise funds, internal service funds, capital projects funds, and other funds which are restricted to specific purposes.

In general, monies held by the City are either allocated by the City Council for spending or are purposefully retained in reserve. For example, the money in the Capital Outlay Funds has been identified to provide particular capital projects for the community and there is a plan for spending down the cash balance as the projects progress. In the General Fund, a determined amount is held in reserve to meet the City's contingency reserve policy of 10% of operating expenditures and City's Revenue Stabilization policy of 3.5% of operating revenues.

#### ***Current Cash and Investment Summary***

The following is a summary of the City's cash and investments based on market value as of September 30, 2023, compared with the prior quarter:

## Quarterly Investment Report

Portfolio Category	June 30, 2023	September 30, 2023	Percent of Total
Cash & Equivalents	59,019,503	58,783,962	15.83%
Fixed Income Investments	311,321,845	284,667,152	76.66%
SIP Internal Loans	27,907,830	27,900,747	7.51%
<b>TOTAL</b>	<b>398,249,178</b>	<b>371,351,860</b>	<b>100.00%</b>

There are several factors resulting in changes in cash and investment balances from month to month and quarter to quarter. Often they are the result of the receipt of revenues or a large disbursement. Some major City revenues are received on a periodic rather than a monthly basis. For example, the majority of City Property Taxes are received in May and November of each year. On the disbursement side, payments for bonded indebtedness or large capital projects can reduce the portfolio substantially in the quarter that they occur.

Securities in the City's portfolio are priced according to market values provided by Bank of New York Mellon at the end of each month. In some cases, the City may have investments with a current market value that is greater or less than the recorded value. These changes in market value are due to fluctuations in the marketplace having no effect on yield, as the City does not intend to sell securities prior to maturity. Nevertheless, these market changes will impact the total value of the portfolio as reported. At September 30, 2023, the market value of the portfolio was \$14,047,996.99 less than the cost basis. The difference is an unrealized loss due to the inverse relationship between interest rates and market values as it relates to the fixed income portion of the City's investment portfolio.

The portfolio's average *yield to maturity* as of September 30, 2023 was 3.25%. The effective *rate of return* for the 3<sup>rd</sup> quarter was 3.28%.

As of September 30, 2023, the investment portfolio was in compliance with all State laws, the City's Statement of Investment Policy and the City's investment management plan.

### ***Summary of Activity for the Quarter and Future Liquidity***

With the exception of periods impacted by COVID-19, cash receipts and disbursements are generally consistent with past trends for the quarter. The cash management program contains enough liquidity to meet at least the next three months of expected expenditures by the City.

### **Investment Portfolio Activities:**

- **Maturities:**
  - \$5MM – Federal Farm Credit Bank 0.13, due 07/14/2023 – 0.19% YTM
  - \$5.7MM – Federal Home Loan Bank 5.22, due 08/14/2023 – 1.85% YTM
  - \$15MM – Federal Home Loan Bank 2.38, due 09/08/2023 – 1.57% YTM
- **Purchases:**
  - No purchases in Q3

***Report Contents and Distribution.*** This report includes the following three schedules on the City's portfolio as of September 30, 2023; Summary of Investment Portfolio; Summary of Investment Portfolio Liquidity; Investment Performance versus benchmark; SIP Loan Capacity Report.

If you have any questions concerning this report, or require additional information, contact Tonya Wallace, Chief Financial Officer/City Treasurer at (509) 625-6585.

## **DISTRIBUTION LIST**

### **Administration**

Nadine Woodward – Mayor

Garrett Jones – City Administrator

### **City Council**

Lori Kinnear – Council President

Betsy Wilkerson – Councilmember

Jonathan Bingle – Councilmember

Karen Stratton – Councilmember

Michael Cathcart – Councilmember

Ryan Oelrich – Councilmember

Zack Zappone – Councilmember

### **Investment Oversight Committee**

Tonya Wallace – Chief Financial Officer/City Treasurer

Betsy Wilkerson – Councilmember

Christine Shisler (interim) – Retirement

Brian Brill – Community Member

# CITY OF SPOKANE

As of September 30, 2023

## SUMMARY OF INVESTMENT PORTFOLIO:

CITY OF SPOKANE INVESTMENT PORTFOLIO			
	Percent of Portfolio	Current Yield	Market Value
<b>Checking Account</b>	NA	NA	1,301,274
<b>Investments:</b>			
Local Government Investment Pool	15.5%	5.39%	57,482,687
US Bank- Treasurer's Cash	0.0%	0.00%	-
Federal Agency Coupon Securities	41.0%	2.66%	151,837,550
Municipal Bond	8.2%	3.58%	30,496,112
Federal Agency Strip Bonds	9.3%	2.76%	34,333,790
Treasury Coupon Securities	17.1%	3.96%	63,144,850
Treasury Discounts	1.3%	4.75%	4,854,850
SIP Loans	7.5%	0.92%	27,900,747
<b>Total Investments</b>	<b>100.0%</b>	<b>3.27%</b>	<b>370,050,586</b>
<b>Total Checking Account &amp; Investments</b>			<b>371,351,860</b>

## SUMMARY OF INVESTMENT PORTFOLIO LIQUIDITY:

INVESTMENT AGING		
	Percent of Portfolio	Par Value
Overnight	14.6%	57,482,687
Within Three Weeks	2.5%	10,000,000
Three to Six Months	5.1%	20,000,000
Six Months to One Year	5.8%	22,735,000
One to Two Years	19.1%	75,000,000
Two to Three Years	24.1%	94,537,997
Three to Five Years	21.1%	83,009,750
Five to Seven Years	4.2%	16,393,000
Over Seven Years	3.5%	13,690,000
<b>TOTAL</b>	<b>100.0%</b>	<b>\$392,848,434</b>

## CITY OF SPOKANE

As of September 30, 2023

### INVESTMENT PERFORMANCE VS BENCHMARK:

#### BENCHMARK COMPARISON

The City of Spokane maintains certain performance objectives for its investments. The overall performance objective for the portfolio is to earn a reasonable rate of return, within the parameters of the investment policy, in tandem with meeting the liquidity needs of the City. In order to achieve this objective, the portfolio invests in high-quality money market instruments, rolling repurchase agreements, US Treasury securities, and Agency securities, while maintaining an average maturity of no longer than 3 years. The City generally invests in securities maturing in 5 years or less, except in such circumstances where the maturity of such investments coincide with an identifiable cash flow. To monitor the achievement of this objective, the City uses a comparison “Benchmark” function. Currently, the benchmark used by the City is a blend of three Bloomberg-based indices directly correlated to the allocation of liquidity for the City portfolio. Below is a summary of the quarterly results as compared to the benchmark. While the City strives to achieve this performance objective every month, the goal is assumed to be met on an annual basis. The City’s performance fell below the benchmark, on a market yield basis, during the quarter, due to significant market shifts caused largely by increased and increasing short-term interest rates.

#### **Benchmark Comparison for the Quarter Ended 09/30/2023**

	<b><u>Benchmark</u></b>	<b><u>09/30/2023</u></b>	<b><u>6/30/2023</u></b>
<b>Average Maturity (yrs)</b>	2.10	2.30	2.40
<b>Average Market Yield</b>	5.22%	3.25%	3.10%
<b>Average Coupon</b>	1.66%	2.59%	2.54%
<b>Total Market Value</b>		\$371,351,860	\$398,249,178

### SIP LOAN CAPACITY REPORT:

<b>SIP LOAN CAPACITY</b>		
	<b>Percentage</b>	<b>Amount</b>
<b>Investment Portfolio Balance</b>		\$384,098,583
Less: Bond Proceeds*		2,751,854
Less: ARPA Funds		49,150,127
<b>Investment Portfolio Balance (Net of Bond Proceeds)</b>	100.00%	\$332,196,602
<b>SIP Loan Capacity per Investment Policy (15%)</b>	15.00%	\$49,829,490
Less: Current SIP loans Issued	8.40%	27,900,747
<b>Net Capacity</b>	<b>6.60%</b>	<b>\$21,928,744</b>

\*Bond proceeds include unspent cash and investment balances restricted in use for Library and Parks Improvements.





**City of Spokane**  
**Positions by Period**  
**Outstanding and Closed Debt Service**  
**07/01/2023 to 09/30/2023**  
**Primary Sort Issue Group, Secondary Sort Issue Group**

Issue	Issue Group	Dated Date	Maturity Dates	Range of Rates (%)	Beginning Balance	Bonds Issued	Principal Paid	Interest Paid	Ending Balance
<b><u>GOB</u></b>									
LTGO 2015	GOB	2/11/2015	Dec/2027 - 2034	3 to 4	48,305,000.00	0.00	0.00	0.00	48,305,000.00
LTGO 2016	GOB	1/20/2016	Dec/2025	3.24	7,280,197.00	0.00	0.00	0.00	7,280,197.00
LTGO 2020	GOB	11/30/2020	Dec/2021 - 2026	1.38	14,598,300.00	0.00	0.00	0.00	14,598,300.00
REV 2014	GOB	12/2/2014	Dec/2015 - 2034	3 to 5	127,390,000.00	0.00	0.00	0.00	127,390,000.00
UTGO 2015	GOB	1/27/2015	Dec/2021 - 2034	3 to 5	59,470,000.00	0.00	0.00	0.00	59,470,000.00
UTGO 2017	GOB	2/16/2017	Dec/2017 - 2027	4 to 5	13,895,000.00	0.00	0.00	0.00	13,895,000.00
UTGO 2018	GOB	12/20/2018	Dec/2019 - 2041	3.125 to 5	58,100,000.00	0.00	0.00	0.00	58,100,000.00
UTGO 2018	GOB	12/20/2018	Dec/2043	3.625	12,900,000.00	0.00	0.00	0.00	12,900,000.00
	Subtotal				341,938,497.00	0.00	0.00	0.00	341,938,497.00
<b><u>Loans</u></b>									
CLID #221	Loans	9/15/2012	Aug/2023	2.29	7,083.71	0.00	0.00	0.00	7,083.71
CLID #223	Loans	11/1/2014	Nov/2026	3.15	225,312.06	0.00	0.00	0.00	225,312.06
CLID #224A	Loans	12/31/2015	Dec/2025	3	101,768.43	0.00	0.00	0.00	101,768.43
PAF ALKI REFUNDED	Loans	6/30/2020	Dec/2025	0.81	1,397,894.26	0.00	0.00	0.00	1,397,894.26
PAF CHAS DENTAL CLINIC	Loans	7/31/2020	Dec/2025	0.81	691,856.51	0.00	0.00	0.00	691,856.51
PAF DOWNRIVER GOLF SIP LOAN 20	Loans	5/26/2021	Dec/2026	1.34	2,287,491.28	0.00	0.00	0.00	2,287,491.28
PAF EAST SPRAGUE RECON PJCT	Loans	3/30/2021	Jun/2026	1.21	2,000,000.00	0.00	0.00	0.00	2,000,000.00
PAF ENGINEERING RELOCATION	Loans	10/30/2020	Dec/2025	0.77	757,722.93	0.00	0.00	0.00	757,722.93
PAF FLEET REFUNDED	Loans	6/30/2020	Dec/2025	0.81	1,382,876.09	0.00	0.00	0.00	1,382,876.09
PAF GARDNER REFUND	Loans	6/30/2020	Dec/2025	0.81	904,515.16	0.00	0.00	0.00	904,515.16
PAF GOLF SIP LOAN 2018 REFUNDE	Loans	6/30/2020	Dec/2025	0.81	2,162,028.86	0.00	0.00	0.00	2,162,028.86
PAF GOLF SIP LOAN 2019 REFUNDE	Loans	6/30/2020	Dec/2025	0.81	2,175,649.76	0.00	0.00	0.00	2,175,649.76
PAF LTGO 2016 REFUNDED	Loans	6/30/2020	Dec/2025	0.81	2,004,818.17	0.00	0.00	0.00	2,004,818.17
PAF MAPLE GATEWAY REFUNDED	Loans	6/30/2020	Dec/2024	0.81	158,442.38	0.00	0.00	0.00	158,442.38
PAF PARKING METERS	Loans	12/10/2021	Dec/2026	1.65	849,946.55	0.00	0.00	0.00	849,946.55
PAF PUBLIC SAFETY 2016 REFUNDE	Loans	10/30/2020	Dec/2023	0.76	388,512.47	0.00	0.00	0.00	388,512.47



**City of Spokane**  
**Positions by Period**  
**Outstanding and Closed Debt Service**  
**07/01/2023 to 09/30/2023**  
**Primary Sort Issue Group, Secondary Sort Issue Group**

Issue	Issue Group	Dated Date	Maturity Dates	Range of Rates (%)	Beginning Balance	Bonds Issued	Principal Paid	Interest Paid	Ending Balance
PAF PUBLIC SAFETY 2017 REFUNDE	Loans	10/30/2020	Dec/2024	0.76	1,128,998.85	0.00	0.00	0.00	1,128,998.85
PAF PUBLIC SAFETY 2018 REFUNDE	Loans	10/30/2020	Dec/2025	0.76	1,732,039.17	0.00	0.00	0.00	1,732,039.17
PAF PUBLIC SAFETY 2019 REFUNDE	Loans	10/30/2020	Dec/2024	0.76	1,486,602.72	0.00	0.00	0.00	1,486,602.72
PAF PUBLIC SAFETY 2020	Loans	10/30/2020	Dec/2025	0.77	1,960,063.55	0.00	0.00	0.00	1,960,063.55
PAF STRATEGIC INVESTMENT REFUN	Loans	6/30/2020	Dec/2025	0.81	857,101.10	0.00	0.00	0.00	857,101.10
PAF UNIVERSITY DISTRICT REFUND	Loans	6/30/2020	Dec/2025	0.81	2,763,587.55	0.00	0.00	0.00	2,763,587.55
PAF WEST PLAINS REFUNDED	Loans	6/30/2020	Dec/2025	0.81	483,518.83	0.00	0.00	0.00	483,518.83
Subtotal					27,907,830.39	0.00	0.00	0.00	27,907,830.39
Grand Total					369,846,327.39	0.00	0.00	0.00	369,846,327.39

[Selected Issues]

Issue Group	Issue	Issue Group	Issue
Loans	CLID #222	Loans	CLID #221
Loans	PAF ALKI REFUNDED	Loans	PAF GARDNER REFUND
Loans	PAF UNIVERSITY DISTRICT REFUND	Loans	PAF WEST PLAINS REFUNDED
Loans	PAF LIBRARY REFUNDED	Loans	PAF RIVERFRONT PARK REFUNDED
Loans	PAF FLEET REFUNDED	Loans	PAF ENGINEERING VEHICLES REFUN
Loans	PAF GOLF SIP LOAN 2018 REFUNDE	Loans	PAF GOLF SIP LOAN 2019 REFUNDE
Loans	PAF LTGO 2016 REFUNDED	Loans	PAF STRATEGIC INVESTMENT REFUN
Loans	PAF MAPLE GATEWAY REFUNDED	Loans	PAF CHAS DENTAL CLINIC
Loans	CLID #223	Loans	CLID #224A
Loans	CLID #219	Loans	PAF ENGINEERING RELOCATION
Loans	PAF PUBLIC SAFETY 2020	Loans	PAF PUBLIC SAFETY 2014 REFUNDE
Loans	PAF PUBLIC SAFETY 2015 REFUNDE	Loans	PAF PUBLIC SAFETY 2016 REFUNDE
Loans	PAF PUBLIC SAFETY 2017 REFUNDE	Loans	PAF PUBLIC SAFETY 2018 REFUNDE
Loans	PAF PUBLIC SAFETY 2019 REFUNDE	Loans	PAF DOWNRIVER GOLF SIP LOAN 20
Loans	PAF EAST SPRAGUE RECON PJCT	Loans	PAF PARKING METERS
GOB	LTGO 2015	GOB	UTGO 2015
GOB	UTGO 2017	GOB	REV 2014
GOB	UTGO 2018	GOB	LTGO 2020
GOB	LTGO 2016		

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## 3.2 - Quarterly Financial Report

***Stratton, Jessica***

The quarterly financial report is intended to provide more detail and greater insight into the financial well-being of the City. Topics include an overview of the General Fund, other funds, CIP project status and an economic briefing.

| For Information

### **Attachments**

[10-16-2023 Quarterly Financial Report Briefing Paper.docx](#)

[September Financial Report.pdf](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Finance
<b>Contact Name</b>	Jessica Stratton
<b>Contact Email &amp; Phone</b>	<a href="mailto:jstratton@spokanecity.org">jstratton@spokanecity.org</a> , 509-625-6369
<b>Council Sponsor(s)</b>	CM Wilkerson
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 15 min
<b>Agenda Item Name</b>	Quarterly Financial Report
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p><u>Background</u> The Finance department routinely presents City financial information to the Finance &amp; Administration committee of the City Council. The quarterly financial report is intended to provide more detail and greater insight into the financial well-being of the City. Topics include an overview of the General Fund, other funds, CIP project status and an economic briefing.</p> <p><u>Summary</u> The report covers through September 2023. As always, due to the timing of data, the report will be submitted the week before committee.</p>
<b>Proposed Council Action</b>	n/a
<p><b>Fiscal Impact</b>  Total Annual Cost: \$  Total Cost Remaining This Year: \$  Approved in current year budget?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input checked="" type="checkbox"/> N/A</p> <p>Funding Source    <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring  Specify funding source: <a href="#">Click or tap here to enter text.</a></p> <p>Expense Occurrence    <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? n/a – recurring financial report	
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 – recurring financial report	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? n/a – recurring financial report	
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 – recurring financial report	



September Financial Report  
October 16, 2023  
Table of Contents

Section I – General Fund Financial Summary .....	1
<i>Revenue</i> .....	2
<i>Expense</i> .....	4
<i>Reserves</i> .....	6
Section II – Other Funds Financial Summary .....	7
<i>Revenue</i> .....	7
<i>Expense</i> .....	10
Section III – CIP Project Status Updates.....	14
Section IV – Economic Briefing .....	21

**Note:** The City of Spokane operates under cash accounting until the year end process begins. At year end the City moves to modified accrual accounting and figures can change significantly.

September 2023 - Quarterly Financial Report

I. General Fund Financial Summary

City of Spokane

**GENERAL FUND OVERVIEW**

	<b>2023 Amended Budget</b>	<b>Budget YTD*</b>	<b>Actuals YTD</b>	<b>\$ Variance YTD (Unfavorable)/ Favorable</b>	<b>% Variance YTD (Unfavorable)/ Favorable</b>
Revenues	\$237,683,986	\$137,910,549	\$140,061,378	\$2,150,829	1.6%
Expenditures	\$240,941,588	\$169,151,831	\$169,884,466	(\$732,635)	(0.4%)

Note: The City of Spokane budgets annual figures. In order to prepare periodic variance reporting, the annual budget is amortized using either the previous year’s trend or the twelve month calendar.

**SUMMARY**

Through September 2023, General Fund revenues are 1.6 percent above City budget projections with approximately \$137.9 million collected year-to-date (YTD) and \$6.6 million more than through September 2022. On the expenditure side, actuals are 0.4 percent above budget, or \$0.7 million above YTD budget projections.

**CHANGES TO 2023 ADOPTED GENERAL FUND (GF) BUDGET**

Changes Adopted GF Revenues

Adopted GF Revenues	\$228,882,286
BTs and SBOs - YTD <sup>1</sup>	\$8,801,700
<b>CURRENT REVENUES (Adopted + BTs and SBOs)</b>	<b>\$237,683,986</b>

Changes Adopted GF Expenditures

Adopted GF Expenditures	\$228,689,174
Encumbrance Carry Forward	\$3,286,971
BTs and SBOs – YTD <sup>1</sup>	\$8,965,443
<b>CURRENT EXPENDITURES (Adopted + Encumbrance + BTs and SBOs)</b>	<b>\$240,941,588</b>

1- There were no BTs or SBOs for Aug or Sep.

Note: Encumbrance Carry Forward budgets are for contracted goods or services, grants, or capital projects from the prior fiscal year which continue into the current fiscal year; funds to pay for these expenses are set aside in reserve. City Council passed ORD C36353 on February 6, 2023 to carry budget capacity forward from 2022 into 2023.

September 2023 - Quarterly Financial Report

I. General Fund Financial Summary

City of Spokane

GENERAL FUND REVENUES

Department	2023 Amended Budget	YTD Actuals	% Received
0020 NONDEPARTMENTAL	205,656,450	125,826,248	61%
0260 CITY CLERK	750	620	83%
0300 HUMAN SERVICES	30,000	21,743	72%
0320 COUNCIL	0	971	0%
0350 COMMUNITY CENTERS	95,756	71,817	75%
0370 ENGINEERING SERVICES	9,137,261	6,773,802	74%
0410 FINANCE	81,000	20,387	25%
0430 GRANTS MANAGEMENT	0	122	0%
0450 NEIGHBHD HOUSING HUMAN SVCS	305,371	0	0%
0470 HISTORIC PRESERVATION	49,082	24,825	51%
0500 LEGAL	684,000	254,953	37%
0550 NEIGHBORHOOD SERVICES	42,500	20,250	48%
0560 MUNICIPAL COURT	2,209,108	1,302,397	59%
0570 OFFICE OF HEARING EXAMINER	30,000	23,226	77%
0650 PLANNING SERVICES	48,050	89,550	186%
0680 POLICE	18,156,195	5,422,097	30%
0690 COMMUNITY JUSTICE SERVICES	603,262	45,746	8%
0700 PUBLIC DEFENDER	238,975	162,623	68%
0750 COMMUNITY/ECONOMIC DEV DVSN	316,226	0	0%
<b>TOTAL</b>	<b>237,683,986</b>	<b>140,061,378</b>	<b>59%</b>

**Non-departmental:** 90% of General Fund revenue is budgeted in this department which receives most of the City’s sales tax, property tax and utility tax. The majority of property taxes are received in May and November.

Non-Departmental	2023 YTD Actuals	2022 YTD Actuals	Change
31000 TAXES	109,587,007	106,560,016	2.8%
32000 LICENSES & PERMITS	4,639,068	4,599,630	0.9%
33000 INTERGOVERNMENTAL REVENUES	1,850,645	1,847,009	0.2%
34000 CHARGES FOR SERVICES	4,021,478	4,095,755	-1.8%
35000 FINES & FORFEITS	(16,121)	7,666	-310.3%
36000 MISCELLANEOUS REVENUES	5,744,186	3,155,103	82.1%
<b>TOTAL REVENUE</b>	<b>125,826,263</b>	<b>120,265,179</b>	<b>4.6%</b>

The table above shows taxes and especially miscellaneous revenues are contributing to revenue growth.

September 2023 - Quarterly Financial Report

I. General Fund Financial Summary

City of Spokane

Revenue Category	2023 Amended Budget	Budget YTD*	Actuals YTD	% Variance YTD -Unfavorable/ Favorable	\$ Actuals YTD vs. Prior Year (Unfavorable)/ Favorable
<b>Sales Tax – GF Only</b>	<b>63,800,000</b>	<b>36,249,692</b>	<b>35,613,925</b>	<b>-1.8%</b>	<b>486,979</b>
<i>Local Retail Sales Tax – GF Only</i>	<i>58,650,000</i>	<i>33,370,446</i>	<i>32,618,952</i>	<i>-2.3%</i>	<i>414,367</i>
<b>Property Tax</b>	<b>49,000,000</b>	<b>28,246,078</b>	<b>28,014,367</b>	<b>-0.8%</b>	<b>104,735</b>
<b>Interfund Utility Taxes</b>	<b>47,555,000</b>	<b>30,293,277</b>	<b>30,023,855</b>	<b>-0.9%</b>	<b>1,511,072</b>
<b>Business Taxes</b>	<b>24,736,000</b>	<b>16,346,896</b>	<b>17,589,670</b>	<b>7.6%</b>	<b>932,299</b>
<i>Taxes on Private Utilities</i>	<i>24,411,000</i>	<i>16,178,881</i>	<i>17,398,473</i>	<i>7.5%</i>	<i>913,517</i>
<b>Charges for Services (Services Provided by City Departments)</b>	<b>20,177,258</b>	<b>11,316,123</b>	<b>12,687,198</b>	<b>12.1%</b>	<b>954,227</b>
<b>Licenses &amp; Permits</b>	<b>7,110,000</b>	<b>4,818,370</b>	<b>4,792,678</b>	<b>-0.5%</b>	<b>55,626</b>
<i>Business Registrations</i>	<i>4,420,000</i>	<i>3,178,497</i>	<i>3,271,910</i>	<i>2.9%</i>	<i>137,232</i>
<i>Franchise Fees</i>	<i>2,360,000</i>	<i>1,393,487</i>	<i>1,353,668</i>	<i>-2.9%</i>	<i>(41,203)</i>
<b>Miscellaneous Revenue</b>	<b>6,195,988</b>	<b>4,512,999</b>	<b>5,971,736</b>	<b>32.3%</b>	<b>2,627,097</b>
<i>Interest Earnings</i>	<i>4,810,000</i>	<i>3,169,539</i>	<i>4,789,996</i>	<i>51.1%</i>	<i>2,174,927</i>
<b>Intergovernmental Revenues</b>	<b>5,030,975</b>	<b>3,085,132</b>	<b>2,883,412</b>	<b>-6.5%</b>	<b>(25,140)</b>
<i>Cannabis Use Tax</i>	<i>500,000</i>	<i>367,760</i>	<i>485,814</i>	<i>32.1%</i>	<i>(11,429)</i>
<b>Fines &amp; Forfeits</b>	<b>1,919,000</b>	<b>1,904,013</b>	<b>1,251,090</b>	<b>-34.3%</b>	<b>(228,245)</b>
<i>Traffic &amp; Parking Violations</i>	<i>1,705,500</i>	<i>1,733,251</i>	<i>1,142,132</i>	<i>-34.1%</i>	<i>(175,444)</i>
<b>Other Taxes</b>	<b>1,720,000</b>	<b>1,133,524</b>	<b>1,198,991</b>	<b>5.8%</b>	<b>97,695</b>
<i>Admission Tax</i>	<i>1,400,000</i>	<i>1,003,175</i>	<i>944,837</i>	<i>-5.8%</i>	<i>(13,262)</i>
<b>Operating Transfer-In</b>	<b>10,399,765</b>	<b>0</b>	<b>34,435</b>		<b>34,435</b>
<b>Disposition of Fixed Assets</b>	<b>40,000</b>	<b>4,444</b>	<b>21</b>		<b>21</b>
<b>TOTAL</b>	<b>237,683,986</b>	<b>137,910,549</b>	<b>140,061,378</b>	<b>1.6%</b>	<b>6,550,801</b>

REVENUE OVERVIEW

Sales tax and local retail sales tax revenues (July 2023 activity) are both tracking below budget projections but above prior year actuals. Property tax revenue is tracking slightly below budget projections by about \$232 thousand. Taxes on Private Utilities are 7.5 percent above projections while Interfund Taxes, City utilities, are 0.9 percent below YTD budget projections. Charges for Services is beating budget projections because of engineering services. The revenue line item that has contributed the most to the favorable variance, is Interest Earnings which is above budget 51.1 percent. This is being driven by national Fed Fund rate increases.



September 2023 - Quarterly Financial Report

I. General Fund Financial Summary

City of Spokane

GENERAL FUND EXPENDITURES

Department	2023 Amended Budget	Budget YTD*	Actuals YTD	\$ Variance YTD (Unfavorable)/ Favorable
Allocations to Other Funds	94,531,062	70,898,297	71,194,698	(296,402)
City Clerk	888,403	634,786	544,323	90,463
Civil Service	1,801,679	1,197,870	1,158,323	39,547
NHHS Division	569,731	373,253	351,196	22,058
Community Centers	779,352	481,552	460,563	20,990
Council	2,427,335	1,662,151	1,606,391	55,759
CED Services	2,743,791	1,653,421	1,371,753	281,667
Engineering Services	8,296,647	5,721,936	5,247,852	474,084
Finance	1,856,436	1,216,598	1,152,975	63,623
Historic Preservation	278,495	211,229	217,472	(6,243)
Human Resources	1,370,731	917,261	869,383	47,879
Human Services	3,866,926	2,578,668	2,395,293	183,375
Internal Service Charges	12,305,855	8,284,515	8,761,728	(477,213)
Legal	4,802,470	3,328,634	3,440,288	(111,654)
Mayor	1,338,206	1,019,598	776,975	242,623
Municipal Court	4,606,480	3,124,906	3,197,978	(73,072)
Neighborhood Services	646,491	463,730	444,818	18,913
Non-departmental	5,553,603	3,600,847	3,216,508	384,339
Office of Civil Rights	389,000	264,667	82,446	182,221
Office of Hearing Examiner	287,432	200,865	198,981	1,884
Office of Youth	45,000	22,500	22,500	0
Planning Services	2,641,463	1,762,846	1,745,132	17,714
Police	81,846,390	54,686,467	56,596,164	(1,909,696)
Police Ombudsman	496,051	315,483	325,145	(9,663)
Community Justice Services	2,052,673	1,348,069	1,255,735	92,333
Public Affairs/Communications	1,289,469	871,007	886,554	(15,547)
Public Defender	3,230,418	2,310,675	2,363,293	(52,618)
<b>TOTAL</b>	<b>240,941,588</b>	<b>169,151,831</b>	<b>169,884,466</b>	<b>(732,635)</b>

Through September, overall General Fund spending appears to be over budget *projections*. As mentioned before in this report, the City operates under cash accounting throughout the year, meaning accruals are not made, and the City budgets annual figures, meaning monthly budgets are calculated. Due to these circumstances, variance reporting is very sensitive to actuals. For this report, several General Fund departments appear to be trending over budget, however, only Legal, Municipal Court, Public Defender and Fire are on a watch list for potentially going over budget at year's end. All four departments are experiencing an increase in demand for their services.

**September 2023 - Quarterly Financial Report**

**I. General Fund Financial Summary**

**City of Spokane**

<b>Expense Category</b>	<b>2023 Amended Budget</b>	<b>Budget YTD*</b>	<b>Actuals YTD</b>	<b>YTD Variance (Unfavorable)/ Favorable</b>
51000 SALARIES & WAGES	85,630,040	64,222,530	59,427,626	4,794,904
52000 PERSONNEL BENEFITS	23,373,732	16,814,187	16,310,455	503,733
53000 SUPPLIES	2,092,068	1,502,802	1,366,311	136,491
54000 OTHER SERVICES & CHARGES	18,483,974	10,136,115	10,159,995	(23,880)
56000 CAPITAL OUTLAY	148,767	89,802	48,173	41,629
59000 INTERFUND PAYMENT FOR SERVICES	14,647,821	9,681,033	10,928,860	(1,247,827)
59950 RESERVE FOR BUDGET ADJUSTMENT	146,822	0	0	0
80100 OPERATING TRANSFERS OUT	96,418,363	66,143,204	71,642,984	(5,499,780)

**EXPENDITURE OVERVIEW**

Other Services & Charges has an unfavorable variance mostly because membership dues were paid for at the beginning of the year. Furthermore, plenty of security has been paid for at both the Tapio center and the Community Courts and utility charges have also increased. The Interfund Payment for Services over budget is caused by one Internal Service department billing annually at the beginning of the year rather than throughout the year and SPD fleet repair, fuel and car wash expenses have or will go over budget. Finally, Operating Transfers Out are over budget because Fire has received two advances so far this year which is typical before May property taxes are received. In the second half of the year, they will receive two fewer transfers to even it out. Additionally, the transfers out budget is weighted heavily in December due to last year's Fire retro pay.

**CONCLUSION**

General Fund revenues have been beating the budget all year primarily due to the favorable interest earnings environment. General Fund expenses have been gaining ground against budget and will likely end the year favorable. 2023 is expected to end the year with a small addition to unappropriated fund balance.

GENERAL FUND FINANCIAL AND RESERVE SUMMARY  
 September 30, 2023

<b>BEGINNING BALANCES (actual as of 12/31/2022, unaudited)</b>		<u>Actual %</u>
--Assigned Funds for Encumbrance Rollover	3,286,971	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)	7,362,901	3.2%
--Contingency Reserve Balance (target 10.0% of expenditures)	21,065,706	9.2%
--Unappropriated Fund Balance	<u>7,575,426</u>	
<b>Total Available Reserves (Revenue Stabilization, Contingency Reserves, Unappropriated)</b>	<b>36,004,033</b>	
<i>Total's (less Encumbrance Rollover) % of Adopted Expenses</i>	15.7%	

<b>2023 Adopted General Fund Revenues</b>	228,882,286
Add - 2023 Approved Budget Changes QR1	-
Add - 2023 Approved Budget Changes QR2	8,801,700
Add - 2023 Approved Budget Changes QR3	-
Add - 2023 Approved Budget Changes QR4	-
<b>Amended General Fund Revenue</b>	<b>237,683,986</b>

<b>2023 Adopted General Fund Expenses</b>	228,689,174
Add - 2022 Encumbrance Rollovers	3,286,971
Add - 2023 Approved Budget Changes QR1	-
Add - 2023 Approved Budget Changes QR2	8,965,443
Add - 2023 Approved Budget Changes QR3	-
Add - 2023 Approved Budget Changes QR4	-
<b>Amended General Fund Expenses</b>	<b>240,941,588</b>

<b>ENDING BALANCES</b>	CALCULATED	<u>Actual %</u>
--Assigned Funds for Encumbrance Rollover	-	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)	7,362,901	3.2%
--Contingency Reserve Balance (target 10.0% of expenditures)	21,065,706	9.2%
--Unappropriated Fund Balance	<u>7,604,795</u>	
<b>Total Available Reserves</b>	<b>36,033,402</b>	
<i>Total's % of Adopted Expenditures</i>	15.8%	
<i>Unappropriated's % of Adopted Expenditures</i>	3.3%	

<b>DIFFERENCE FROM RESERVE ACCOUNT TARGETS</b>	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)	647,979
--Contingency Reserve Balance (target 10.0% of expenditures)	<u>1,803,211</u>
	<b>2,451,190</b>

September 2023 - Quarterly Financial Report

II. Other Funds Financial Summary

City of Spokane

OTHER FUND REVENUES

Department	2023 Amended Budget	Budget YTD*	Actuals YTD	\$ Variance
1100 STREET FUND	30,693,756	21,249,523	14,414,538	(6,834,986)
1200 CODE ENFORCEMENT FUND	3,484,818	2,412,566	3,235,179	822,613
1300 LIBRARY FUND	12,367,348	8,562,010	9,317,007	754,996
1340 HISTORIC PRESERVATION INCENTIV	8,650	5,988	7,430	1,442
1350 PENSION CONTRIBUTIONS FUND	9,797,405	6,782,819	3,787,001	(2,995,818)
1360 MISCELLANEOUS GRANTS FUND	4,280,926	2,963,718	732,749	(2,230,969)
1370 DOMESTIC VIOLENCE PREVENTION	500	346	869	523
1380 TRAFFIC CALMING MEASURES	7,331,094	5,075,373	4,778,726	(296,647)
1390 URBAN FORESTRY FUND	20,000	13,846	3,900	(9,946)
1400 PARKS AND RECREATION FUND	24,309,223	16,829,462	17,819,733	990,271
1425 AMERICAN RESCUE PLAN	-	-	49,000	49,000
1440 FIRE GRANTS MISCELLANEOUS	591,508	409,506	102,943	(306,562)
1460 PARKING METER REVENUE FUND	6,365,900	4,407,162	3,347,799	(1,059,363)
1500 PATHS AND TRAILS RESERVE FUND	135,500	93,808	108,013	14,206
1540 HUMAN SERVICES GRANTS FUND	28,547,198	19,763,445	12,456,934	(7,306,511)
1541 CONTINUUM OF CARE	7,640,796	5,289,782	1,177,798	(4,111,984)
1560 FORFEITURES & CONTRIBUTION FND	395,868	274,062	222,926	(51,136)
1570 INTERMODAL FACILITY OPERATION	-	-	-	-
1590 HOTEL/MOTEL TAX FUND	4,518,803	3,128,402	3,199,719	71,317
1595 HOUSING SALES TAX	6,000,000	4,153,846	4,256,504	102,658
1610 REET 2ND QUARTER PERCENT	6,000,000	4,153,846	3,264,426	(889,420)
1615 REET 1ST QUARTER PERCENT	6,000,000	4,153,846	3,096,519	(1,057,327)
1620 PUBLIC SAFETY & JUDICIAL GRANT	4,246,877	2,940,146	888,631	(2,051,514)
1625 PUBLIC SAFETY PERSONNEL FUND	6,710,280	4,645,578	3,833,539	(812,039)
1630 COMBINED COMMUNICATIONS CENTER	-	-	-	-
1640 COMMUNICATIONS BLDG M&O FUND	286,692	198,479	306	(198,173)

**September 2023 - Quarterly Financial Report**

**II. Other Funds Financial Summary**

**City of Spokane**

1650 COMMUNITY DEVELOPMENT FUND	15,000	10,385	6,328	(4,057)
1690 COMM DEVELOPMENT BLOCK GRANTS	10,230,000	7,082,308	2,996,185	(4,086,123)
1695 CDBG REVOLVING LOAN FUND	2,000,000	1,384,615	744,781	(639,834)
1700 MISC COMMUNITY DEVPMNT GRANTS	4,719,000	3,267,000	2,110,340	(1,156,660)
1710 HOME ENTITLEMENT PROGRAM	5,400,000	3,738,462	(58,938)	(3,797,400)
1715 HOME REVOLVING LOAN FUND	385,000	266,538	40,240	(226,298)
1720 HOUSING ASSISTANCE PROGRAM	2,500	1,731	5,215	3,484
1725 AFFORDABLE & SUPTIVE HOUSING	400,000	276,923	169,952	(106,971)
1760 EMERGENCY RENTAL ASSTNCE GRANT	485,296	335,974	1,099,310	763,336
1770 HOUSING TRUST GRANT FUND	1,600	1,108	5,111	4,004
1780 RENTAL REHABILITATION FUND	51,150	35,412	15,741	(19,671)
1890 TRIAL COURT IMPROVEMENT FUND	64,608	44,729	49,690	4,961
1910 CRIMINAL JUSTICE ASSISTANCE FD	7,078,000	4,900,154	3,603,263	(1,296,891)
1920 FINANCIAL PARTNERSHIP FUND	189,815	131,410	189,815	58,405
1940 CHANNEL FIVE EQUIPMENT RESERVE	230,430	159,528	155,700	(3,829)
1950 PARK CUMULATIVE RESERVE FUND	4,192,500	2,902,500	3,064,709	162,209
1970 FIRE/EMS FUND	68,996,643	47,766,907	51,123,830	3,356,923
1980 DEFINED CONTRIBUTION ADMIN FND	75,000	51,923	-	(51,923)
1985 VOYA DEFINED CONTR ADMIN FUND	46,000	31,846	12,663	(19,183)
1990 TRANSPORTATION BENEFIT FUND	3,277,827	2,269,265	2,292,017	22,752
2100 GO BOND REDEMPTION FUND	17,160,562	11,880,389	6,765,642	(5,114,747)
2300 SPECIAL ASSESSMENT DEBT FUND	530,000	366,923	102,962	(263,962)
2350 SPECIAL ASSESSMENT GUARANTY FD	2,500	1,731	-	(1,731)
2500 IRON BRIDGE TIF DEBT SERVICE	101,361	70,173	52,850	(17,324)
2502 UNIVERSITY DISTRICT LRF DS	275,000	190,385	136,787	(53,598)
3160 GENERAL CAPITAL IMPROVEMENTS	1,400,000	969,231	-	(969,231)
3200 ARTERIAL STREET FUND	56,569,456	39,163,470	23,041,158	(16,122,312)
3346 UTGO 2015 PARKS	-	-	19,588	19,588

**September 2023 - Quarterly Financial Report**

**II. Other Funds Financial Summary**

**City of Spokane**

3365 2018 UTGO LIBRARY CAPITAL BOND	-	-	76,325	76,325
3495 CAPITAL IMPROVEMENTS 1995	-	-	-	-
3500 KENDALL YARDS TIF	400,000	276,923	184,503	(92,420)
3501 WEST QUADRANT TIF	465,000	321,923	327,379	5,456
3502 UNIVERSITY DISTRICT LRF	195,000	135,000	98,142	(36,858)
4100 WATER DIVISION	53,217,064	36,842,583	40,568,310	3,725,727
4210 WATER/WW DEBT SERVICE FUND	13,548,028	9,379,404	2,609,014	(6,770,390)
4250 INTEGRATED CAPITAL MANAGEMENT	93,821,036	64,953,025	39,290,750	(25,662,275)
4300 SEWER FUND	-	-	(72,300)	(72,300)
4310 SEWER MAINTENANCE DIVISION	50,136,858	34,710,132	43,062,603	8,352,471
4320 RIVERSIDE PARK RECLAMATION FAC	7,985,294	5,528,280	14,265,145	8,736,864
4330 STORMWATER	8,975,577	6,213,861	85,468	(6,128,394)
4360 ENVIRONMENTAL PROGRAMS	608,549	421,303	-	(421,303)
4370 SEWER CONSTRUCTION FUND	-	-	1,509,576	1,509,576
4480 SOLID WASTE FUND	-	-	137,719	137,719
4490 SOLID WASTE DISPOSAL	24,063,266	16,659,184	16,905,773	246,589
4500 SOLID WASTE COLLECTION	64,668,100	44,770,223	48,371,373	3,601,150
4530 SOLID WASTE LANDFILLS	421,263	291,644	250,956	(40,687)
4600 GOLF FUND	4,924,818	3,409,489	5,280,568	1,871,079
4700 DEVELOPMENT SVCS CENTER	9,407,000	6,512,538	6,632,809	120,270
5100 FLEET SERVICES FUND	17,403,857	12,048,824	11,015,749	(1,033,075)
5110 FLEET SVCS EQUIP REPL FUND	2,802,447	1,940,156	1,808,019	(132,137)
5200 PUBLIC WORKS AND UTILITIES	6,289,180	4,354,048	5,121,456	767,408
5300 IT FUND	14,269,832	9,879,114	9,476,676	(402,438)
5310 IT CAPITAL REPLACEMENT FUND	1,835,897	1,271,006	1,090,532	(180,473)
5400 REPROGRAPHICS FUND	762,584	527,943	318,668	(209,274)
5500 PURCHASING & STORES FUND	1,323,645	916,370	856,579	(59,791)
5600 ACCOUNTING SERVICES	5,781,275	4,002,421	4,478,735	476,314
5700 MY SPOKANE	1,921,854	1,330,514	1,441,395	110,880
5750 OFFICE OF PERFORMANCE MGMT	1,644,489	1,138,492	1,402,431	263,939
5800 RISK MANAGEMENT FUND	7,165,000	4,960,385	4,962,901	2,516
5810 WORKERS' COMPENSATION FUND	6,829,500	4,728,115	5,389,889	661,774
5820 UNEMPLOYMENT COMPENSATION FUND	304,000	210,462	227,731	17,270
5830 EMPLOYEES BENEFITS FUND	46,270,354	32,033,322	34,857,620	2,824,298

September 2023 - Quarterly Financial Report

II. Other Funds Financial Summary

City of Spokane

5900 FACILITIES MANAGEMENT FUND OPS	5,357,185	3,708,820	3,177,159	(531,661)
5901 ASSET MANAGEMENT FUND CAPITAL	11,122,121	7,699,930	4,670,261	(3,029,669)
5902 PROPERTY ACQUISITION POLICE	3,484,947	2,412,656	5,228,202	2,815,546
5903 PROPERTY ACQUISITION FIRE	5,106,505	3,535,273	1,827,224	(1,708,049)
5904 FACILITIES CAPITAL	8,136,946	5,633,270	2,379,709	(3,253,561)
6010 FINCH MEMORIAL ARBORETUM FUND	8,000	5,538	5,060	(478)
6100 RETIREMENT	28,302,000	19,593,692	45,860,355	26,266,662
6200 FIREFIGHTERS' PENSION FUND	4,998,349	3,460,395	3,547,363	86,968
6230 BUILDING CODE RECORDS MGMT	60,000	41,538	38,584	(2,955)
6250 MUNICIPAL COURT	1,500,100	1,038,531	488,618	(549,913)
6300 POLICE PENSION	3,579,556	2,478,154	1,765,039	(713,116)
6730 PARKING & BUSINESS IMPROV DIST	-	-	1,629,451	1,629,451
<b>TOTAL</b>	<b>872,708,866</b>	<b>604,183,061</b>	<b>560,496,644</b>	<b>(43,686,417)</b>

OTHER FUND EXPENSES

Department	2023 Amended Budget	Budget YTD*	Actuals YTD	\$ Variance
1100 STREET FUND	37,189,275	25,746,421	19,528,121	6,218,301
1200 CODE ENFORCEMENT FUND	3,630,465	2,513,399	2,284,191	229,208
1300 LIBRARY FUND	12,689,621	8,785,122	8,975,769	(190,647)
1340 HISTORIC PRESERVATION INCENTIV	15,000	10,385	-	10,385
1350 PENSION CONTRIBUTIONS FUND	9,797,405	6,782,819	3,610,640	3,172,179
1360 MISCELLANEOUS GRANTS FUND	4,280,930	2,963,721	435,902	2,527,818
1370 DOMESTIC VIOLENCE PREVENTION	500	346		346
1380 TRAFFIC CALMING MEASURES	13,760,886	9,526,767	2,436,728	7,090,040
1390 URBAN FORESTRY FUND	20,000	13,846		13,846
1400 PARKS AND RECREATION FUND	24,976,570	17,291,472	17,152,410	139,062
1425 AMERICAN RESCUE PLAN	63,757,271	44,139,649	15,831,652	28,307,997
1440 FIRE GRANTS MISCELLANEOUS	591,509	409,506	103,824	305,682
1460 PARKING METER REVENUE FUND	5,986,429	4,144,451	2,298,920	1,845,530
1500 PATHS AND TRAILS RESERVE FUND	781,947	541,348	32,287	509,060
1510 SPOKANE REG EMERG COM SYS		-	-	-

**September 2023 - Quarterly Financial Report**

**II. Other Funds Financial Summary**

**City of Spokane**

1540 HUMAN SERVICES GRANTS FUND	38,540,190	26,681,670	13,361,357	13,320,313
1541 CONTINUUM OF CARE	11,986,458	8,298,317	2,576,701	5,721,616
1560 FORFEITURES & CONTRIBUTION FND	672,180	465,355	204,018	261,337
1590 HOTEL/MOTEL TAX FUND	4,773,755	3,304,907	2,565,142	739,765
1595 HOUSING SALES TAX	3,514,350	2,433,012	1,709,366	723,645
1610 REET 2ND QUARTER PERCENT	16,617,770	11,504,610	2,751,050	8,753,560
1615 REET 1ST QUARTER PERCENT	19,503,129	13,502,166	7,785,397	5,716,769
1620 PUBLIC SAFETY & JUDICIAL GRANT	4,175,303	2,890,594	1,287,339	1,603,255
1625 PUBLIC SAFETY PERSONNEL FUND	11,884,753	8,227,906	5,475,476	2,752,430
1630 COMBINED COMMUNICATIONS CENTER		-	-	-
1640 COMMUNICATIONS BLDG M&O FUND	342,310	236,984	193,433	43,551
1650 COMMUNITY DEVELOPMENT FUND	45,000	31,154	4,907	26,247
1680 CD/HS OPERATIONS	938	649	106,999	(106,349)
1690 COMM DEVELOPMENT BLOCK GRANTS	12,837,910	8,887,784	3,156,086	5,731,698
1695 CDBG REVOLVING LOAN FUND	4,003,823	2,771,877	871,410	1,900,468
1700 MISC COMMUNITY DEVPMNT GRANTS	6,088,908	4,215,398	2,546,041	1,669,357
1710 HOME ENTITLEMENT PROGRAM	5,438,634	3,765,208	170,208	3,595,001
1715 HOME REVOLVING LOAN FUND	1,085,000	751,154		751,154
1720 HOUSING ASSISTANCE PROGRAM	177,500	122,885		122,885
1725 AFFORDABLE & SUPTIVE HOUSING	978,700	677,562	758,947	(81,386)
1760 EMERGENCY RENTAL ASSTNCE GRANT	1,354,041	937,413	1,134,549	(197,136)
1770 HOUSING TRUST GRANT FUND	211,600	146,492		146,492
1780 RENTAL REHABILITATION FUND	411,150	284,642	7,855	276,787
1890 TRIAL COURT IMPROVEMENT FUND	64,608	44,729		44,729
1910 CRIMINAL JUSTICE ASSISTANCE FD	17,153,268	11,875,339	6,976,915	4,898,424
1920 FINANCIAL PARTNERSHIP FUND	1,076,680	745,394	95,092	650,301
1940 CHANNEL FIVE EQUIPMENT RESERVE	230,433	159,531	74,780	84,751
1950 PARK CUMULATIVE RESERVE FUND	7,754,293	5,368,357	3,413,310	1,955,046



**September 2023 - Quarterly Financial Report**

**II. Other Funds Financial Summary**

**City of Spokane**

1970 FIRE/EMS FUND	69,780,572	48,309,627	50,946,461	(2,636,834)
1980 DEFINED CONTRIBUTION ADMIN FND	68,800	47,631	39,503	8,127
1985 VOYA DEFINED CONTR ADMIN FUND	45,913	31,786	15,832	15,954
1990 TRANSPORTATION BENEFIT FUND	9,146,763	6,332,374	3,140,942	3,191,432
2100 GO BOND REDEMPTION FUND	17,160,562	11,880,389	3,945,802	7,934,587
2300 SPECIAL ASSESSMENT DEBT FUND	183,982	127,372	7,948	119,424
2350 SPECIAL ASSESSMENT GUARANTY FD	8,000	5,538	6,867	(1,329)
2500 IRON BRIDGE TIF DEBT SERVICE	101,361	70,173	50,781	19,392
2502 UNIVERSITY DISTRICT LRF DS	224,225	155,233	112,317	42,916
3160 GENERAL CAPITAL IMPROVEMENTS	1,440,000	996,923		996,923
3200 ARTERIAL STREET FUND	57,079,447	39,516,540	17,450,831	22,065,709
3346 UTGO 2015 PARKS	958,650	663,681	617,143	46,537
3365 2018 UTGO LIBRARY CAPITAL BOND	9,715,096	6,725,836	4,369,405	2,356,431
3495 CAPITAL IMPROVEMENTS 1995	40,778	28,231		28,231
3500 KENDALL YARDS TIF	400,000	276,923	178,410	98,513
3501 WEST QUADRANT TIF	1,953,935	1,352,724	5	1,352,719
3502 UNIVERSITY DISTRICT LRF	195,000	135,000	-	135,000
4100 WATER DIVISION	83,453,841	57,775,736	38,617,387	19,158,349
4210 WATER/WW DEBT SERVICE FUND	13,548,028	9,379,404	763,363	8,616,041
4250 INTEGRATED CAPITAL MANAGEMENT	122,814,106	85,025,150	48,288,894	36,736,256
4310 SEWER MAINTENANCE DIVISION	40,478,221	28,023,384	22,612,301	5,411,083
4320 RIVERSIDE PARK RECLAMATION FAC	36,084,399	24,981,507	29,659,145	(4,677,638)
4330 STORMWATER	8,736,045	6,048,031	3,529,640	2,518,390
4360 ENVIRONMENTAL PROGRAMS	565,296	391,359	291,317	100,041
4370 SEWER CONSTRUCTION FUND	1,634,663	1,131,690	1,636,232	(504,542)
4490 SOLID WASTE DISPOSAL	45,706,943	31,643,269	30,602,341	1,040,928
4500 SOLID WASTE COLLECTION	63,230,438	43,774,919	36,166,433	7,608,486
4530 SOLID WASTE LANDFILLS	701,000	485,308	375,468	109,840
4600 GOLF FUND	5,372,072	3,719,127	3,489,008	230,119
4700 DEVELOPMENT SVCS CENTER	10,680,646	7,394,293	5,805,997	1,588,296
5100 FLEET SERVICES FUND	17,749,823	12,288,339	11,782,088	506,251
5110 FLEET SVCS EQUIP REPL FUND	5,749,228	3,980,235	1,523,093	2,457,142
5200 PUBLIC WORKS AND UTILITIES	6,057,383	4,193,573	3,802,418	391,155

**September 2023 - Quarterly Financial Report**

**II. Other Funds Financial Summary**

**City of Spokane**

5300 IT FUND	14,903,444	10,317,769	10,230,394	87,375
5310 IT CAPITAL REPLACEMENT FUND	2,021,996	1,399,843	881,902	517,941
5400 REPROGRAPHICS FUND	727,995	503,996	436,250	67,746
5500 PURCHASING & STORES FUND	1,321,172	914,658	777,283	137,374
5600 ACCOUNTING SERVICES	5,777,678	3,999,931	3,849,419	150,513
5700 MY SPOKANE	1,924,347	1,332,240	1,220,452	111,789
5750 OFFICE OF PERFORMANCE MGMT	1,644,917	1,138,789	787,319	351,470
5800 RISK MANAGEMENT FUND	7,242,690	5,014,170	5,183,272	(169,101)
5810 WORKERS' COMPENSATION FUND	6,795,476	4,704,561	4,940,507	(235,946)
5820 UNEMPLOYMENT COMPENSATION FUND	588,482	407,411	177,930	229,480
5830 EMPLOYEES BENEFITS FUND	47,864,185	33,136,744	33,448,652	(311,908)
5900 FACILITIES MANAGEMENT FUND OPS	7,179,534	4,970,447	2,807,249	2,163,197
5901 ASSET MANAGEMENT FUND CAPITAL	12,348,846	8,549,201	10,314,926	(1,765,725)
5902 PROPERTY ACQUISITION POLICE	8,173,586	5,658,636	1,161,488	4,497,148
5903 PROPERTY ACQUISITION FIRE	6,300,036	4,361,563	874,482	3,487,082
5904 FACILITIES CAPITAL	8,652,059	5,989,887	2,618,872	3,371,015
6010 FINCH MEMORIAL ARBORETUM FUND	8,000	5,538		5,538
6100 RETIREMENT	40,444,242	27,999,860	28,565,533	(565,673)
6200 FIREFIGHTERS' PENSION FUND	5,242,195	3,629,212	3,253,156	376,056
6230 BUILDING CODE RECORDS MGMT	60,000	41,538	33,783	7,756
6250 MUNICIPAL COURT	1,500,100	1,038,531	454,650	583,881
6300 POLICE PENSION	3,579,037	2,477,795	2,238,745	239,049
6730 PARKING & BUSINESS IMPROV DIST	75,000	51,923	55,600	(3,677)
<b>TOTAL</b>	<b>1,163,840,727</b>	<b>805,735,888</b>	<b>564,056,056</b>	<b>241,679,832</b>

\*Budget YTD calculated as annual budget/13 periods \* # of periods completed YTD

## Capital Improvement Program: FY 2023 Project Status Report

Department-Section	CIP-Project Title	2023 Expense	
		Budget	Status Update
0410-700 - Facilities	FAC-2018-148 - Citywide General Facility Maintenance	244,381	
0410-700 - Facilities	FAC-2019-24 - City Hall Roof Replacement	1,200,000	Completed
0410-700 - Facilities	FAC-2019-3 - City Hall HVAC Upgrade Phase II	1,267,500	Will begin after Citywide Phase 1 is completed
0410-700 - Facilities	FAC-2021-38 - Citywide HVAC Controls Upgrade Phase 1	593,000	Currently in process of gathering all necessary information
0410-700 - Facilities	FAC-2022-1500 - Meter Shop Windows	200,000	Cancelled
0410-700 - Facilities	FAC-2023-1502 - Police Evidence Building - Exterior Wall Treatment	200,000	Postponed due to bids coming in double
0410-700 - Facilities	FAC-2023-1544 - City Hall Reconfiguration Implementation	250,000	To begin after a City Hall Space Utilization Plan is adopted
<b>0410-700 - Facilities Total</b>		<b>3,954,881</b>	
			40 ACL2 charging stations are complete at various City Facilities. Awaiting site selection for DCL3 Fast Charger. RNG expansion is underway for SWC. Suspension of Fuel Surcharge collection may delay future projects.
0410-800 - Fleet	FLT-2023-1494 - Establishing Clean Fuel Infrastructure	300,000	
<b>0410-800 - Fleet Total</b>		<b>300,000</b>	
			\$150k target turning system won't be used/\$70k flooring project is out for RFP
0680-150 - Police Facilities	SPD-2022-1545 - Police Academy Upgrades & Remodel	220,000	
<b>0680-150 - Police Facilities Total</b>		<b>220,000</b>	
0680-800 - Police Capital	SPD-2012-224 - SPD Fleet	351,726	Pending arrival of ordered vehicles
0680-800 - Police Capital	SPD-2014-172 - Patrol Rugged Laptops and Tablets	70,500	In Procurement
0680-800 - Police Capital	SPD-2014-177 - Specialty Team Protective Gear/Equipment and Gun Replacement	341,060	In Procurement
0680-800 - Police Capital	SPD-2014-190 - Desktop/Laptop Computers	213,300	In Procurement
0680-800 - Police Capital	SPD-2020-61 - Forensic Equipment	32,000	In Procurement
0680-800 - Police Capital	SPD-2022-1566 - Department Software & Large IT Equipment	290,050	In Procurement
0680-800 - Police Capital	SPD-2022-1567 - Conference Room IT/Comm Upgrades	100,000	In Procurement
0680-800 - Police Capital	SPD-2022-1576 - Gunshot Detection System	1,843,500	Has been pushed back to 2024 and beyond
<b>0680-800 - Police Capital Total</b>		<b>3,242,136</b>	
			The Parking System Upgrade is still in progress. We have completed device installation in the most high use area of the downtown core. We are awaiting more new devices as well as signage to complete the next round of device installation.
0750-600 - Parking System	CED-2019-69 - Parking System Upgrade	1,200,000	
<b>0750-600 - Parking System Total</b>		<b>1,200,000</b>	
1300-500 - Library Capital	LIB-2018-144 - Replacement Delivery Truck	70,000	
<b>1300-500 - Library Capital Total</b>		<b>70,000</b>	
1400-600 - Parks Capital	PKS-2012-275 - Ops - Coeur d'Alene Park Irrigation	250,000	<u>Ongoing</u> - design completed. Bidding in summer, construction start in fall 2023.
1400-600 - Parks Capital	PKS-2012-286 - Ops - Don Kardong Bridge	175,000	<u>Substantially Complete</u> . Awaiting final retainage authorization by WA State.
1400-600 - Parks Capital	PKS-2012-291 - Adm - Computer/Hardware Replacement - System Wide	50,000	<u>Ongoing</u> . Completion expected in late summer 2023.
1400-600 - Parks Capital	PKS-2012-302 - Rec - Minnehaha Park Redevelopment	30,000	<u>Not Yet Started</u> . Design scheduled to begin in Fall 2023.
1400-600 - Parks Capital	PKS-2012-303 - Rec - SE Sports Complex Renovations	150,000	<u>Deferred to 2024</u> . Requires adjacent development work to begin before commencing this work.
1400-600 - Parks Capital	PKS-2012-316 - Ops - Liberty Park Playground & Restroom Improvements	460,000	<u>In Construction</u> . Substantial completion expected in early fall 2023.
1400-600 - Parks Capital	PKS-2012-330 - Ops - Franklin Park Irrigation	50,000	<u>Deferred to 2025</u> . Funds shifted to complete irrigation work @ Liberty Park concurrent with playground work.
1400-600 - Parks Capital	PKS-2012-333 - Ops - Cannon Hill Park Irrigation & Pond	750,000	<u>Ongoing</u> . Design scheduled to begin in Summer 2023. Construction not yet fully funded. Construction as early as 2024 and as late as 2025.
1400-600 - Parks Capital	PKS-2013-136 - Rec - Make Beacon Hill Public - Phase 2	150,000	<u>Ongoing</u> . Design contracted and in progress. Design completion expected by year end.

## Capital Improvement Program: FY 2023 Project Status Report

Department-Section	CIP-Project Title	2023 Expense	
		Budget	Status Update
1400-600 - Parks Capital	PKS-2014-201 - RFP - Non-Bond Projects	75,000	<u>Substantially Complete.</u> Implemented repairs @ theme stream and skyride.
1400-600 - Parks Capital	PKS-2015-137 - Rec - Dwight Merkel Synthetic Field Enhancements	200,000	<u>Ongoing.</u> Annual debt service payment for work previously completed.
1400-600 - Parks Capital	PKS-2016-1571 - OPS - Corbin Park Sport Court Replacement	225,000	<u>Bidding for Construction.</u> Construction expected in fall of 2024.
1400-600 - Parks Capital	PKS-2017-53 - Ops - Park Irrigation Vaults	50,000	<u>In Construction.</u> Funding work within Liberty Park concurrent with playground work.
1400-600 - Parks Capital	PKS-2017-56 - Ops - Park-Wide Irrigation Controller Upgrades	15,000	<u>In Construction.</u> Funding work within Liberty Park concurrent with playground work.
1400-600 - Parks Capital	PKS-2018-107 - UF - Riverfront 2:1 Tree Replacement (Parkwide)	67,000	<u>Ongoing.</u> Plantings being incorporated in other projects as appropriate.
1400-600 - Parks Capital	PKS-2018-64 - UF - Susie Stephens Trail - Phase 1	10,000	<u>In Construction.</u> Substantial completion expected in late summer 2023.
1400-600 - Parks Capital	PKS-2019-39 - Ops - Meadowglen Park Development	75,000	<u>Not Yet Started.</u> Design scheduled to begin in Fall 2023.
1400-600 - Parks Capital	PKS-2022-1570 - OPS - Franklin Park East-West Pathway	75,000	<u>Not Yet Started.</u> Design scheduled to begin in Fall 2023.
<b>1400-600 - Parks Capital Total</b>		<b>2,857,000</b>	
1400-700 - Golf	GLF-2013-62 - Golf - On Course Renovations	100,000	<u>Substantially Complete.</u> Downriver golf course forest health management
1400-700 - Golf	GLF-2013-63 - Golf - Facilities Renovations	300,000	<u>Ongoing.</u> 1 of 2 planned projects completed - Downriver Roof renovation. Second project, esmeralda golf course furnace replacement planned in fall 2023.
1400-700 - Golf	GLF-2016-142 - Golf - Golf Course Strategic Investments	150,000	<u>Substantially Complete.</u> Downriver Golf Course Irrigation planned retainage release not yet authorized by WA state.
1400-700 - Golf	GLF-2016-143 - Golf - Computer/Hardware Replacement Funding	10,000	<u>Complete.</u> Computer replacements @ clubhouses.
<b>1400-700 - Golf Total</b>		<b>560,000</b>	
1970-300 - Fire Facilities	SFD-2017-130 - Fire Facilities: Critical Roof Replacements	120,000	Under Contract OPR 2023-0444
1970-300 - Fire Facilities	SFD-2020-63 - Fire Facilities: Urgent Repair Fieldhouse & Training Bldg.	60,000	Partial under contract OPR 2023-0871
1970-300 - Fire Facilities	SFD-2021-103 - Fire Facilities: CCB Roof Replacement	622,000	Roof A complete, roof B under contract
1970-300 - Fire Facilities	SFD-2021-104 - Fire Facilities: CCB UPS Replacement	240,000	Complete
1970-300 - Fire Facilities	SFD-2021-1575 - Fire Site Study	400,000	Near completion; regular updates provided at PSCHC
1970-300 - Fire Facilities	SFD-2021-95 - Fire Facilities: HVAC and Mechanical Systems	140,000	50% completion.
1970-300 - Fire Facilities	SFD-2021-98 - Fire Facilities: Dispatch Chiller replacement	182,000	Under contract OPR 2023-0847
<b>1970-300 - Fire Facilities Total</b>		<b>1,764,000</b>	
1970-800 - Fire Capital	SFD-2012-444 - Equipment: Personal Protective Equip (Structural)	489,265	In Procurement
1970-800 - Fire Capital	SFD-2012-449 - Equipment: IMS for FD Facilities & Apparatus	611,200	In Procurement
1970-800 - Fire Capital	SFD-2012-451 - Equipment: Apparatus, Operations & Training	298,171	In Procurement
<b>1970-800 - Fire Capital Total</b>		<b>1,398,636</b>	
5200-300 - Street Maintenance	STR-2017-83 - Replacement 6-Wheel Dump Trucks - 2023 (x2)	400,000	PO created vehicle on order not yet received
5200-300 - Street Maintenance	STR-2017-84 - Replacement Street Sweeper 2023	400,000	PO created vehicle on order not yet received
5200-300 - Street Maintenance	STR-2017-85 - Replace 3 Each: 10-Wheel Dump Trucks - 2023	900,000	vehicles pushed to 2024 2 F-550's now on order and Cat 926M Wheel Loader on order
5200-300 - Street Maintenance	STR-2020-76 - Ford Explorer	32,000	vehicle not ordered, delayed to 2024 CIP
5200-300 - Street Maintenance	STR-2021-58 - Replace 6-Wheel Crackseal Truck in 2023	100,000	vehicle canceled will evaluate in future CIP years as need arises
5200-300 - Street Maintenance	STR-2021-59 - Replace F-250 Radio Truck in 2023	60,000	PO created vehicle on order now F-350
5200-300 - Street Maintenance	STR-2021-90 - Street Department Snow Maintenance Facility Improvements	1,000,000	in progress, uncertain due to funding
5200-300 - Street Maintenance	STR-2022-1525 - Residential Grind & Overlay Projects	1,201,633	current/multiple Residential G&O projects in construction or design phase, TBD funded approx 1.4M spent in 2023

## Capital Improvement Program: FY 2023 Project Status Report

Department-Section	CIP-Project Title	2023 Expense	
		Budget	Status Update
5200-300 - Street Maintenance	STR-2022-1526 - Residential Chip Seal Projects	1,782,130	current/multiple Residential Chip Seal projects in construction or design phase, approx 1.6M spent so far in 2023
5200-300 - Street Maintenance	STR-2022-1527 - Residential Crack Seal Work	400,000	construction in progress, approx 315k spent so far in 2023
5200-300 - Street Maintenance	STR-2022-1528 - Paving Unpaved Roadway Program	700,000	current/multiple Paving Unpaved Roadway projects in construction or design phase, approx 884k spent so far in 2023
5200-300 - Street Maintenance	STR-2022-1529 - Transportation Benefit District New Sidewalk Program	600,000	no activity
5200-300 - Street Maintenance	STR-2022-1543 - 2022 Business Area Grind and Overlay	4,034,500	construction is approx 20% complete
5200-300 - Street Maintenance	STR-2022-1563 - Residential Slurry Seal and Micro Overlay Projects	300,000	no activity, not performing Slurry Seal or Micro Overlay projects in 2023
5200-300 - Street Maintenance	STR-2022-1564 - Street Capital Enhancement Maintenance Projects	4,000,000	approx 3.4M spent so far in 2023
<b>5200-300 - Street Maintenance Total</b>		<b>15,910,263</b>	
5200-400 - Streets Capital (Arterial)	STR-2012-100 - Minor Construction Assistance	40,000	current year project in progress
5200-400 - Streets Capital (Arterial)	STR-2012-26 - Post Street Replacement Bridge	825,841	construction in progress
5200-400 - Streets Capital (Arterial)	STR-2012-63 - Bike Route Signing and Striping	10,000	current year project in progress
5200-400 - Streets Capital (Arterial)	STR-2012-99 - General Engineering-Street	625,000	current year project in progress
5200-400 - Streets Capital (Arterial)	STR-2014-23 - Traffic Calming Program	550,000	current Traffic Calming projects in construction or design phase construction approx 85% complete, costs will be allocated from Utilites fund before the end of 2023
5200-400 - Streets Capital (Arterial)	STR-2015-10 - TJ Meenach Dr, TJ Meenach Bridge to Northwest Blvd	500,000	Utilites fund before the end of 2023
5200-400 - Streets Capital (Arterial)	STR-2015-17 - Ray-Thor St, 17th Ave to Hartson Ave	352,000	project in planning/design phase, per 2024-29 CIP CN in 2025 project in design phase, grant funding secured for future construction per 2024-29 CIP design continues in 2024, 2025, construction 2026
5200-400 - Streets Capital (Arterial)	STR-2016-13 - Sunset Highway Bike Path - Royal to Deer Heights - Design	50,000	construction 2026
5200-400 - Streets Capital (Arterial)	STR-2016-33 - Transportation Benefit District (TBD) Sidewalk Program	400,000	current TBD Sidewalk projects in construction or design phase
5200-400 - Streets Capital (Arterial)	STR-2016-79 - Riverside Avenue, Monroe St to Wall St	100,000	construction complete, finalized in 2023
5200-400 - Streets Capital (Arterial)	STR-2018-10 - Broadway Avenue – Ash to Post	50,000	project in planning phase
5200-400 - Streets Capital (Arterial)	STR-2018-101 - Thor and Freya St, Hartson to Sprague Ave, Et. Al.	2,217,000	Phase 1 construction is nearly complete, Phase 2 construction rebid in fall but construction will not occur until 2024, remaining project budget will be carried over to 2024 budget
5200-400 - Streets Capital (Arterial)	STR-2018-17 - Aubrey L. White Parkway, Downriver to Treatment Plant	50,000	project in planning phase, per 2024-29 CIP construction in 2025 construction has begun in September, project will probably not be complete until 2024
5200-400 - Streets Capital (Arterial)	STR-2018-20 - South Gorge Trail Connection - Main Ave to CSO 26	170,000	project in design phase approx 36k spent so far in 2023
5200-400 - Streets Capital (Arterial)	STR-2018-3 - Wellesley Ave, Freya St to Havana St	87,000	construction complete, finalized in 2023
5200-400 - Streets Capital (Arterial)	STR-2018-4 - Hatch Rd Bridge Deck Replacement	183,500	construction complete, finalized in 2023
5200-400 - Streets Capital (Arterial)	STR-2018-6 - Spokane Falls Blvd – Post to Division	75,000	project in design phase approx 37k spent so far in 2023 construction approx 79% complete, costs will also be allocated from Utilites fund before the end of 2023
5200-400 - Streets Capital (Arterial)	STR-2018-66 - Holland Avenue, Normandy St to Colton St	1,550,000	construction is approx 99% complete
5200-400 - Streets Capital (Arterial)	STR-2019-6 - NSC - Wellesley Avenue PH 2, Haven to Market	550,000	construction is approx 99% complete
5200-400 - Streets Capital (Arterial)	STR-2019-87 - School Safety Program	1,600,000	current School Safety projects in construction or design phase
5200-400 - Streets Capital (Arterial)	STR-2019-88 - Flexible Arterial Maintenance Program	7,000,000	current Flex Paving projects in construction or design phase or postponed due to funding - Strong Rd construction is 90% complete, Park S Suspension Bridge construction is in progress
5200-400 - Streets Capital (Arterial)	STR-2020-18 - Meadow Lane Rd. / US 195 Intersection	10,000	project in design phase approx 6k spent so far in 2023

## Capital Improvement Program: FY 2023 Project Status Report

Department-Section	CIP-Project Title	2023 Expense	
		Budget	Status Update
5200-400 - Streets Capital (Arterial)	STR-2020-19 - Garland Pathway	1,435,660	construction is approx 27% complete
5200-400 - Streets Capital (Arterial)	STR-2020-20 - Freya Ave. / Palouse Highway Roundabout	39,000	project in planning phase
5200-400 - Streets Capital (Arterial)	STR-2020-21 - NSC - 2nd & 3rd Fiber Reroute	520,000	no activity in project - project was cancelled
5200-400 - Streets Capital (Arterial)	STR-2020-29 - Riverside Ave, Monroe St to Division St	300,000	construction complete, finalized in 2023
5200-400 - Streets Capital (Arterial)	STR-2020-4 - NSC - Ralph Street Improvements	210,000	project in design phase, includes Traffic Calming funded project from Cycle 9
5200-400 - Streets Capital (Arterial)	STR-2021-1 - 44th Avenue - Crestline to Altamont	45,000	construction substantially complete, should be finalized before year end
5200-400 - Streets Capital (Arterial)	STR-2021-3 - Boone Ave. Protected Bike Lanes - Howard to Ruby	50,000	project in planning phase
5200-400 - Streets Capital (Arterial)	STR-2021-4 - Division Street Pedestrian Hybrid Beacons	1,300,000	construction in progress
5200-400 - Streets Capital (Arterial)	STR-2021-5 - Driscoll - Alberta - Cochran Sidewalk	1,783,602	construction is approx 8% complete
5200-400 - Streets Capital (Arterial)	STR-2021-6 - Riverside Ave., Grant to Sherman	30,000	Phase 1 (sidewalk) construction finalized in 2022; Phase 2 (street/utilities) TBD
5200-400 - Streets Capital (Arterial)	STR-2022-1463 - Maple Street Bridge Deck Repair	350,000	construction is approx 30% complete
5200-400 - Streets Capital (Arterial)	STR-2022-1465 - Washington Street and Stevens Street Bridges Deck Repair	650,000	project in design phase, approx 301k spent so far in 2023
5200-400 - Streets Capital (Arterial)	STR-2022-1466 - Greene-Carlisle PHB and Sidewalk	1,200,000	construction is finalized
5200-400 - Streets Capital (Arterial)	STR-2022-1467 - Nevada-Joseph Ped Hybrid Beacon	370,000	construction is approx 83% complete
5200-400 - Streets Capital (Arterial)	STR-2022-1468 - Bemiss Elementary Walk Route	774,000	construction is approx 83% complete
5200-400 - Streets Capital (Arterial)	STR-2022-1469 - Haven St. Sidewalk - Rockwell to Heroy	285,000	project in design phase; bidding in fall/winter, construction is delayed until 2024 combined with Haven St G&O
5200-400 - Streets Capital (Arterial)	STR-2022-1470 - Pacific Ave. Greenway Study - Sherman to Ben Burr Trail	138,000	project in planning phase
5200-400 - Streets Capital (Arterial)	STR-2022-1471 - Market - Monroe - 29th Ave. Grind & Overlay	2,300,000	project in design phase; bidding Fall, 2023, approx 424k spent so far in 2023
5200-400 - Streets Capital (Arterial)	STR-2022-1472 - 29th Ave. - Washington - Monroe Grind & Overlay	3,000,000	project in design phase; bidding Fall, 2023, approx 567k spent so far in 2023
5200-400 - Streets Capital (Arterial)	STR-2022-1473 - Haven St. Grind & Overlay - Market to Market	1,339,000	project in design phase; bidding in fall/winter, construction is delayed until 2024 combined with Haven St Sidewalk
5200-400 - Streets Capital (Arterial)	STR-2022-1474 - Maple / Ash Chip Seal - Northwest Blvd. to Rowan	881,355	project contract awarded 10/2, construction will begin in 2023, majority of construction delayed until 2024
5200-400 - Streets Capital (Arterial)	STR-2022-1475 - Illinois Ave. Grind & Overlay and Shared Path	565,000	Phase 1 (street and path) complete; Phase 2 (plazas) in design. - construction is approx 95% complete
5200-400 - Streets Capital (Arterial)	STR-2022-1476 - Pacific Ave. Greenway - Howard to Sherman	80,000	project in design phase
5200-400 - Streets Capital (Arterial)	STR-2022-1477 - Cook St. Greenway - Illinois to Francis	75,000	no activity in project, pushed out to 2026 design per 2024-29 CIP
5200-400 - Streets Capital (Arterial)	STR-2022-1478 - US 195 / Inland Empire Way	225,000	project just started design phase, grant funded, approx 2k spent so far in 2023
5200-400 - Streets Capital (Arterial)	STR-2022-1530 - Annual Arterial Street Maintenance Plan	5,259,522	combination for Street Dept Arterial G&O work and corresponding ADA Curb ramp projects, approx 1.8M spent so far in 2023, 2023 ADA Curb Ramp project will be delayed until 2024
<b>5200-400 - Streets Capital (Arterial) Total</b>		<b>40,200,480</b>	
5200-500 - Water Division	WAT-2012-141 - Plains System New Booster	600,000	Project awarded DOH loan funds. Design scheduled for '24 and construction in '25.
5200-500 - Water Division	WAT-2012-184 - Thorpe Road Reservoir No. 2	500,000	The project is currently out to bid.
5200-500 - Water Division	WAT-2013-156 - Metering	2,400,000	10 year project - 16,710 updated meter radios and 10 network collectors installed
5200-500 - Water Division	WAT-2013-157 - SCADA System	200,000	Review of system ongoing, Backup server on order
5200-500 - Water Division	WAT-2013-163 - Tank Rehabilitation Fund	1,500,000	Ongoing fund for tank maintenance. Strong Rd is being repainted this fall.

## Capital Improvement Program: FY 2023 Project Status Report

Department-Section	CIP-Project Title	2023 Expense	
		Budget	Status Update
5200-500 - Water Division	WAT-2013-167 - SIA System Additional Reservoir	8,000,000	Bowl has been raised. Internal plumbing is being installed.
5200-500 - Water Division	WAT-2013-172 - Hoffman Well Station Rehabilitation	500,000	Tank will be coated and completed in '24.
5200-500 - Water Division	WAT-2013-173 - High System Tank	3,373,486	Will be complete by end of 2024.
5200-500 - Water Division	WAT-2013-174 - Havana Well	2,000,000	Tank is currently under construction.
5200-500 - Water Division	WAT-2014-163 - 16th Ave Transmission Main, Chestnut to Milton Booster	300,000	Construction expected to be complete the end of 2023.
5200-500 - Water Division	WAT-2015-104 - TJ Meenach Dr. Water Transmission Main; Bridge to NW Blvd	865,000	The project scope is currently being re-evaluated.
5200-500 - Water Division	WAT-2015-115 - Ray St., 11th to Hartson Ave, Main Replacement	2,500,000	Currently under construction. Complete by Fall 2023.
5200-500 - Water Division	WAT-2015-121 - Post Street Bridge Water Main	10,000	Design is currently underway.
5200-500 - Water Division	WAT-2015-144 - Parkwater Pump and Motor Replacements	640,000	Complete.
5200-500 - Water Division	WAT-2016-17 - Study - Water Capital Facilities Plan	300,000	Delayed to 2025
5200-500 - Water Division	WAT-2016-94 - Well Electric Well Station Update	1,250,000	Underway.
5200-500 - Water Division	WAT-2016-95 - Ray Street Well Station Update	2,500,000	Test well drilling underway. Study complete early 2024.
5200-500 - Water Division	WAT-2016-96 - Marshall Road from Thorpe to Qualchan Transmission Main	8,000,000	Design delayed to 2024. Construction 2025.
5200-500 - Water Division	WAT-2017-22 - Riverside Ave, Monroe to Division	50,000	Pipe procurement issues have pushed the construction of the project to '24.
5200-500 - Water Division	WAT-2017-27 - SIA Transmission Line Crossing Under I-90	2,000,000	Complete.
5200-500 - Water Division	WAT-2017-34 - Assessment of Existing Pipes	250,000	construction under I-90 in progress.
5200-500 - Water Division	WAT-2018-121 - Backhoe	350,000	Ongoing fund with dollars in several years of the program.
5200-500 - Water Division	WAT-2018-122 - Loader	400,000	Assessment of Havana pipe was completed this year.
5200-500 - Water Division	WAT-2018-146 - Upriver Dam Ops Facility Remodel	100,000	Funds were reallocated for purchase of service vehicles and approved through council last week.
5200-500 - Water Division	WAT-2018-1508 - Upriver Dam Spillway Rehabilitation Phase 3a	210,000	Ordered from Pape
5200-500 - Water Division	WAT-2018-1509 - Upriver Dam Spillway Rehabilitation Phase 3b	540,000	RFQ for design underway
5200-500 - Water Division	WAT-2018-1510 - Upriver Dam Spillway Gate Replacement	1,780,000	Project Spec's submitted to FERC
5200-500 - Water Division	WAT-2018-44 - Thor and Freya, Hartson to Sprague Avenue Water Upgrades	800,000	Will be rolled into phase 3a tasks
5200-500 - Water Division	WAT-2019-10 - NSC Planning from Spokane River to Sprague Avenue	5,000	Need to complete phase 3a first
5200-500 - Water Division	WAT-2019-13 - 9th & Pine Booster Station	6,000,000	Construction started with completion expected by the end of '23.
5200-500 - Water Division	WAT-2019-28 - NSC Planning from Interstate 90 to Sprague Avenue	5,000	Ongoing NSC planning
5200-500 - Water Division	WAT-2019-30 - Study - Water System Vulnerability Assessment	50,000	Bid and award late '23. Construction in Spring of '24
5200-500 - Water Division	WAT-2019-51 - NSC Wellesley Avenue PH2 - Haven Street to Market Street	85,000	Ongoing NSC planning
5200-500 - Water Division	WAT-2020-12 - NSC - 2nd Ave Water Reroutes	3,000,000	Complete.
5200-500 - Water Division	WAT-2020-13 - NSC - Trumpet Area Water Reroutes	200,000	construction in progress
5200-500 - Water Division	WAT-2020-14 - NSC - 3rd Ave Water Reroute	150,000	project in planning/design
5200-500 - Water Division	WAT-2020-1515 - Distribution System Monitoring	50,000	project in planning/design
5200-500 - Water Division	WAT-2020-35 - Fire Suppression System Upgrades	300,000	Parts on order for NW Terrace monitoring
5200-500 - Water Division	WAT-2020-48 - Rebuild Generators #4 and #5 in Powerhouse #2	300,000	Ongoing planning/study to continue into 2025
5200-500 - Water Division	WAT-2020-51 - Indian Trail Reservoir Frontage Improvements	440,000	Project delayed until 2026
5200-500 - Water Division	WAT-2020-52 - Study - Nevada Well Station Rehabilitation	200,000	Project is pending development.
5200-500 - Water Division	WAT-2020-7 - NSC - Trent Interchange Water Reroute	950,000	Study is underway. Expected completion in 2024.
5200-500 - Water Division	WAT-2021-13 - Northwest Terrace PRV's	300,000	project in design phase
5200-500 - Water Division	WAT-2021-14 - Study-Well Transmission Optimization	150,000	Design to start in 2024.
5200-500 - Water Division	WAT-2021-1556 - Lowboy Trailer	154,000	Expected completion in 2023.
5200-500 - Water Division	WAT-2021-16 - Ray St., 17th to 11th Ave, Main Replacement	300,000	Received from Pape waiting on fleet to commission.
5200-500 - Water Division	WAT-2021-22 - Future Development Water Projects	250,000	Design has been pushed to start in 2024.
5200-500 - Water Division	WAT-2021-25 - Northwest Terrace Transmission Main	320,000	Ongoing project coordination work with development.
5200-500 - Water Division	WAT-2021-69 - Water Dept. Ops Facility Maintenance and Renovation	1,100,000	Design to start in 2024.
			First phase completed, RFQ for achitecture work is underway

## Capital Improvement Program: FY 2023 Project Status Report

Department-Section	CIP-Project Title	2023 Expense	
		Budget	Status Update
5200-500 - Water Division	WAT-2021-75 - Light Vehicles	150,000	Vehicles on order through CARS system.
5200-500 - Water Division	WAT-2022-1506 - NSC - Regal St. Water Main Crossing	125,000	project in planning/design
5200-500 - Water Division	WAT-2022-1507 - NSC - Napa St. Water Main Crossing	125,000	project in planning/design
5200-500 - Water Division	WAT-2022-1554 - Study - Asset Management Framework	75,000	Project to start in 2024.
<b>5200-500 - Water Division Total</b>		<b>56,702,486</b>	
5200-700 - Sewer	WWM-2012-11 - Public Sewer Extensions	450,000	Planning to go out to bid soon
5200-700 - Sewer	WWM-2012-13 - Rehabilitation Project Fund	270,000	Planning to go out to bid soon
5200-700 - Sewer	WWM-2012-22 - Bio-Infiltration System Rehabilitation	175,000	out to bid
5200-700 - Sewer	WWM-2012-276 - Large Line Rehabilitation from Hydrogen Sulfide Damage	300,000	Planning stage
5200-700 - Sewer	WWM-2012-277 - Marion Hay Intertie-Holland St and Everett Ave	1,600,000	Currently under construction. Complete in Fall 2023.
5200-700 - Sewer	WWM-2012-354 - Serpentex Biosolids Conveyor Replacement	400,000	Request for Bid currently being prepared.
5200-700 - Sewer	WWM-2012-4 - Citywide Ongoing Cure In Place Pipe (CIPP) Project	300,000	Planning stage
5200-700 - Sewer	WWM-2013-138 - Post Street Bridge Rehabilitation	3,100,000	Sewer line has been installed. Overall bridge work is ongoing.
5200-700 - Sewer	WWM-2014-113 - Inflow and Infiltration (I/I) Reduction/ Net Enviro. Benefit	300,000	Planning stage
5200-700 - Sewer	WWM-2014-96 - Study - Sewer Capital Facility Plan	200,000	Work is currently underway.
5200-700 - Sewer	WWM-2015-109 - Cochran Basin Treatment Facility-Downriver Boat Launch	400,000	Under construction. Complete in Fall 2023.
5200-700 - Sewer	WWM-2015-68 - Cochran Basin Stormwater Piping, TJ Meenach-River to NW Blvd	2,900,000	Under construction. Complete in Fall 2023.
5200-700 - Sewer	WWM-2015-83 - TJ Meenach, NW Blvd to Pettet Dr, Sewer Upgrade	500,000	Under construction. Complete in Fall 2023.
5200-700 - Sewer	WWM-2016-111 - Closed Circuit Television Inspection Truck 2023	350,000	Ordered
5200-700 - Sewer	WWM-2016-121 - Plant-wide Supply Fan Upgrade/Replacement (Occupied Spaces)	120,000	2023 work is completed. (More in future years)
5200-700 - Sewer	WWM-2016-122 - Air Handling Units Supply and Exhaust (non-occupied)	150,000	2023 work is completed. (More in future years)
5200-700 - Sewer	WWM-2016-130 - Headworks Building and Grit Chambers Odor Control System	200,000	Design RFP currently being prepared.
5200-700 - Sewer	WWM-2016-133 - Study - Northeast Stormwater	50,000	Project will be complete in summer 2023.
5200-700 - Sewer	WWM-2016-15 - Cochran Basin Treatment Facility-Downriver Disc Golf Course	400,000	Under construction. Complete in Fall 2023.
5200-700 - Sewer	WWM-2016-41 - Lift Station Repair and Upgrade Fund	275,000	Projects being identified/selected.
5200-700 - Sewer	WWM-2016-58 - Study - Stormwater Capital Facility Plan	350,000	Work is currently underway.
5200-700 - Sewer	WWM-2017-43 - Critical Digester Expansion Joint Replacement	500,000	Modifying scope
5200-700 - Sewer	WWM-2017-68 - Heavy Construction Equipment- Loader 2023	250,000	Ordered
5200-700 - Sewer	WWM-2018-110 - Boiler Burners and Controls	500,000	Request for Bid ready to go out waiting on Expenditure control form Construction expected to start in July and be complete in Fall of '23.
5200-700 - Sewer	WWM-2018-55 - Thor and Freya, Hartson to Sprague Avenue Sewer Upgrades	720,000	
5200-700 - Sewer	WWM-2018-72 - Washington Basin Stormwater Project (Knox and Montgomery)	5,000	Complete.
5200-700 - Sewer	WWM-2018-73 - Study - Indian Trail Stormwater	240,000	Study delayed to future date.
5200-700 - Sewer	WWM-2019-11 - Cochran Basin Lift Station and Control Facility	4,000,000	Under construction. Complete in 2024.
5200-700 - Sewer	WWM-2019-29 - NSC Planning - Interstate 90 to Sprague Avenue	10,000	Ongoing NSC planning
5200-700 - Sewer	WWM-2019-42 - Desmet & Superior Sewer Replace Pipe Under R/R & Adj. Lines	90,000	Design expected to begin in late 2023.
5200-700 - Sewer	WWM-2019-44 - Underground Injection Control (UIC) Regulation Compliance	50,000	Ongoing work to assess the City's many drywells.
5200-700 - Sewer	WWM-2019-46 - NSC Planning - Sprague Avenue to Spokane River	10,000	Ongoing NSC planning Work is currently underway by a consultant. Will likely extend into 2024.
5200-700 - Sewer	WWM-2019-7 - Rehabilitation of Combined Sewer Overflow (CSO) Facilities	1,100,000	
5200-700 - Sewer	WWM-2019-9 - NSC Planning - Interstate 90 to Sprague Avenue	5,000	Duplicate, see WWM-2019-29 above
5200-700 - Sewer	WWM-2020-16 - NSC - I-90 Sewer Interceptor Crossings	300,000	project in design phase
5200-700 - Sewer	WWM-2020-17 - NSC - 2nd Ave and Trumpet Area Sewer Reroutes	250,000	project in design phase
5200-700 - Sewer	WWM-2020-30 - Heavy Construction Van- 2023	300,000	Ordered
5200-700 - Sewer	WWM-2020-39 - Sewer Line Replacement	180,000	for unforeseen repairs
5200-700 - Sewer	WWM-2020-40 - Northeast Lift Station Forcemain	840,000	Currently under construction
5200-700 - Sewer	WWM-2020-5 - NSC - Greene Basin Storm Improvements	100,000	no activity



## Capital Improvement Program: FY 2023 Project Status Report

Department-Section	CIP-Project Title	2023 Expense	
		Budget	Status Update
5200-700 - Sewer	WWM-2020-64 - Wind River Lift Station Improvements	50,000	Project removed from program because the station will be eliminated.
5200-700 - Sewer	WWM-2020-74 - Emergency Overflow Modifications for Digesters 4 and 5	300,000	Design RFP currently being prepared.
5200-700 - Sewer	WWM-2020-9 - NSC - Trent Interchange Storm and Sewer Reroute	260,000	project in design phase
5200-700 - Sewer	WWM-2021-11 - Future Development Sewer Upgrades	250,000	Ongoing project coordination work with development.
5200-700 - Sewer	WWM-2021-37 - WWC SCADA Equipment Upgrades	10,000	in planing stages
5200-700 - Sewer	WWM-2021-85 - Maintenance and Warehouse Roof Membrane Replacement	250,000	Combining with a safety stair project for efficiencies
5200-700 - Sewer	WWM-2022-1486 - Cheney-Spokane Rd Sewer	1,000,000	Design currently underway. Construction scheduled for '24
5200-700 - Sewer	WWM-2022-1497 - North Spokane Corridor - 3rd Ave Sewer Reroute	75,000	Currently in planning stages.
5200-700 - Sewer	WWM-2022-1536 - Neutanix Server Replacements	1,000,000	Under construction. Complete in 2023. Project cost has changed. Funds to be combined with 2024 funds to complete this project in 2024.
5200-700 - Sewer	WWM-2022-1540 - AC Unit for Blower Building	350,000	Currently in planning stages. Implementation 2024-2029.
5200-700 - Sewer	WWM-2023-1483 - Sewer Collections SCADA System	75,000	
<b>5200-700 - Sewer Total</b>		<b>25,860,000</b>	
5200-800 - Solid Waste	SW-2022-1495 - Camera System Replacement	100,000	Preparing RFP, project will not be complete until 2024 IT assisting with development of RFP, due to lead times this project will likely will not be completed until 2024
5200-800 - Solid Waste	SW-2022-1498 - Automated Scale Upgrade	280,000	RFP is being prepared for the purchase of compressor.
5200-800 - Solid Waste	SW-2022-1519 - Compressed Natural Gas (CNG) Backup Generator	300,000	Installation will be completed in 2024
5200-800 - Solid Waste	SWM-2012-194 - Metal Commercial Refuse & Recycling Containers	175,000	All containers have been ordered, awaiting completion of deliveries Project placed on hold due to funding needed to complete other projects
5200-800 - Solid Waste	SWM-2012-345 - Replace Generating Tubes	200,000	
5200-800 - Solid Waste	SWM-2015-35 - Superheater Replacement #2 Boiler	1,300,000	Secondary tubes to be replaced in Fall 2023 outage
5200-800 - Solid Waste	SWM-2015-36 - Superheater Replacement #1 Boiler	1,300,000	Secondary tubes to be replaced in Fall 2023 outage Due to increased costs, submitting a SIP loan request to purchase. Vehicles should be ordered in 2023 but many not arrive until 2024
5200-800 - Solid Waste	SWM-2015-67 - Front-End Loader and Other Mobile Equipment	233,000	
5200-800 - Solid Waste	SWM-2017-41 - Rear-Load Collection Vehicles	1,380,000	3 Labrie rear-loaders have been ordered, awaiting delivery Air Dryer has been delivered, awaiting compressor delivery due in October. Installation scheduled for fall of 2023
5200-800 - Solid Waste	SWM-2018-129 - Compressor/Air Dryer Upgrades	862,300	6 Labrie automated side loaders have been ordered, awaiting delivery
5200-800 - Solid Waste	SWM-2018-18 - Automated Side Load Collection Vehicles	3,250,000	Order placed, awaiting delivery. Likely will not be completed until 2024
5200-800 - Solid Waste	SWM-2020-34 - Motor and Mechanical Systems Upgrades	500,000	Due to increased building material costs, project was rescheduled for 2024
5200-800 - Solid Waste	SWM-2020-59 - Cart/Container Storage & Maintenance Building	140,000	
<b>5200-800 - Solid Waste Total</b>		<b>10,020,300</b>	
5300-500 - IT Replacement	ITD-2015-143 - Datacenter Hardware Upgrades	376,002	Rolling upgrades. 59% expensed as of June.
5300-500 - IT Replacement	ITD-2015-148 - Desktop Replacement Program	350,000	Rolling upgrades. 37% expensed as of June.
5300-500 - IT Replacement	ITD-2015-149 - Network Hardware Upgrades	300,000	Rolling upgrades. 59% expensed as of June.
5300-500 - IT Replacement	ITD-2015-150 - Server/Storage Hardware Upgrades	170,352	Rolling upgrades. 59% expensed as of June.
5300-500 - IT Replacement	ITD-2019-89 - Fiber Network Infrastructure Upgrades	200,000	Multiple cabling projects. 41% expensed as of June.
<b>5300-500 - IT Replacement Total</b>		<b>1,396,354</b>	
<b>Grand Total</b>		<b>165,656,536</b>	

**September 2023 - Quarterly Financial Report**

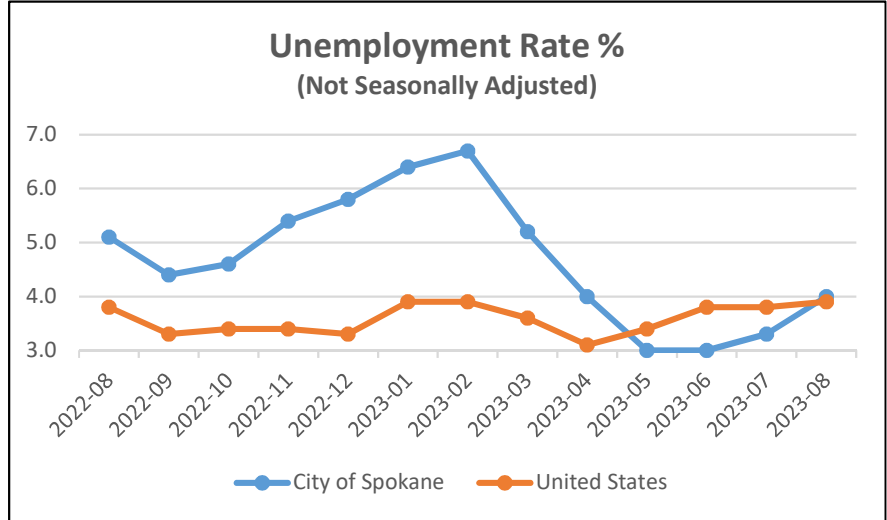
**IV. Economic Briefing**

**City of Spokane**

**KEY ECONOMIC INDICATORS**

**Unemployment Rate - Spokane-Spokane Valley, WA (MSA)**

MONTH	UNEMPLOYMENT RATE
September 2022	4.4%
October 2022	4.6%
November 2022	5.4%
December 2022	5.8%
January 2023	6.4%
February 2023	6.7%
March 2023	5.2%
April 2023	4.0%
May 2023	3.0%
June 2023	3.0%
July 2023	3.3%
August 2023*	4.0%



\*Preliminary data

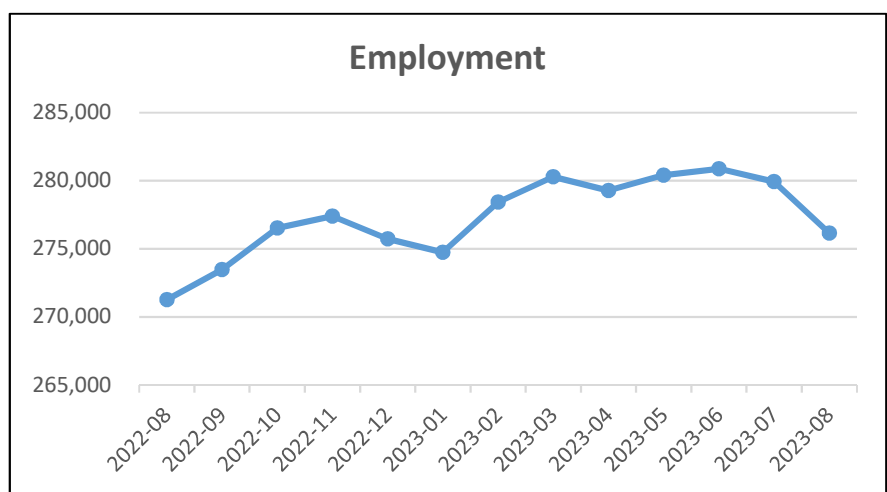
Source: U.S. Bureau of Labor Statistics (BLS). On April 21, 2023 BLS issued major revisions to all prior months, may not match previous reports.

The unemployment rate in the Spokane-Spokane Valley metropolitan statistical area (MSA) was at 4.0 percent for August 2023. This is an expected increase from last quarter’s low of 3.0 percent which marked the lowest unemployment rate that Spokane has experienced in at least twenty years.

Historically, the unemployment rate tends to increase in the winter months as we can see throughout the last year. Spokane’s unemployment rate dipped below the national rate during the summer months, but Spokane’s unemployment rate is expected to surpass the national rate as the winter weather begins to disrupt the operations of weather-dependent industries.

**Employment – Spokane-Spokane Valley, WA (MSA)**

MONTH	EMPLOYMENT
September 2022	273,482
October 2022	276,535
November 2022	277,399
December 2022	275,740
January 2023	274,746
February 2023	278,429
March 2023	280,285
April 2023	279,279
May 2023	280,404
June 2023	280,883
July 2023	279,928
August 2023*	276,151



\*Preliminary data

Source: U.S. Bureau of Labor Statistics (BLS). On April 21, 2023 BLS issued major revisions to all prior months, may not match previous reports.

September 2023 - Quarterly Financial Report

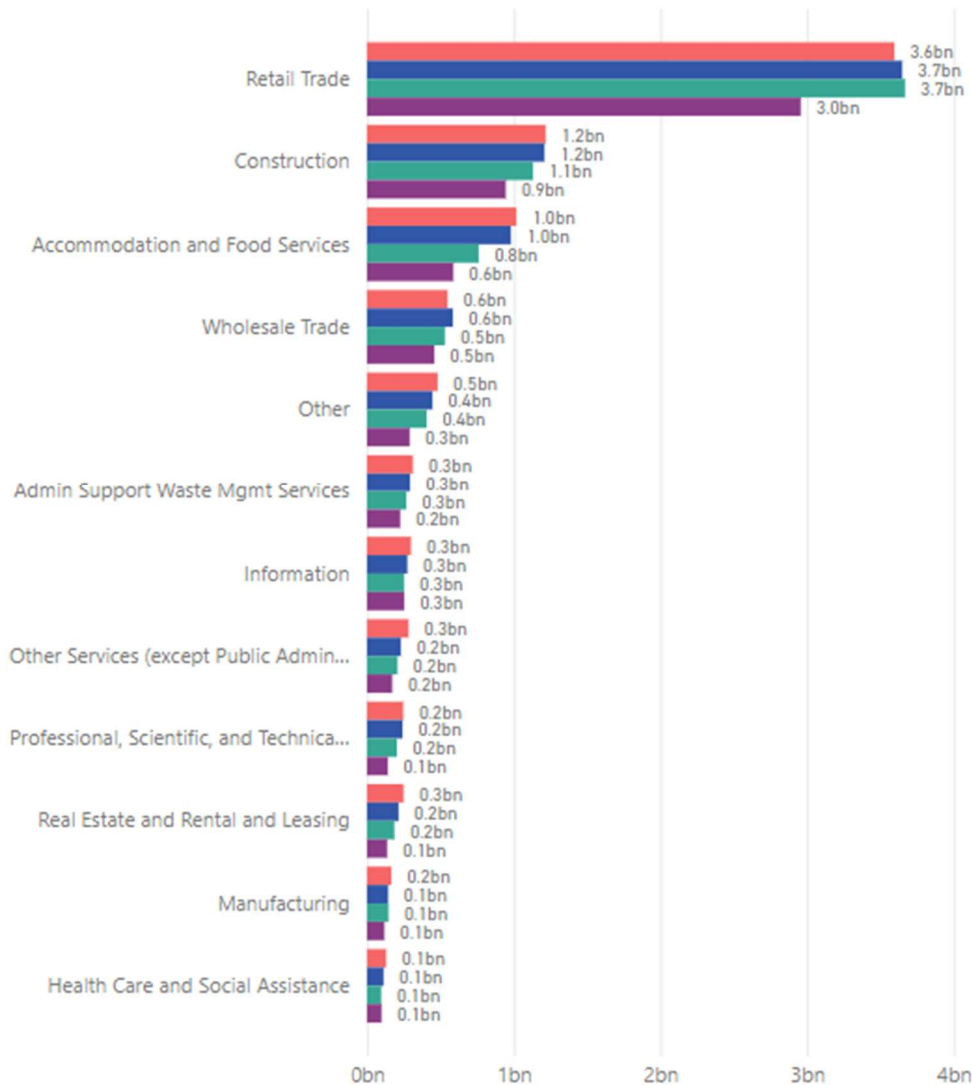
IV. Economic Briefing

City of Spokane

Taxable Sales

Taxable Sales by NAICS Group - Year to Date

Activity Year ● 2023 ● 2022 ● 2021 ● 2020



Activity Month

July 2023

**Taxable Sales for the Month of July, 2023**

**\$1,239,861,067**  
Taxable Current Year

**\$1,248,144,702**  
Taxable Prior Year

**(\$8,283,635)**  
Change

**-0.66%**  
Change Pct

**YTD Taxable Sales Through July, 2023**

**\$8,560,988,391**  
YTD Current Year

**\$8,395,381,517**  
YTD Prior Year

**\$165,606,874**  
ChangeYTD

**1.97%**  
ChangeYTDpct

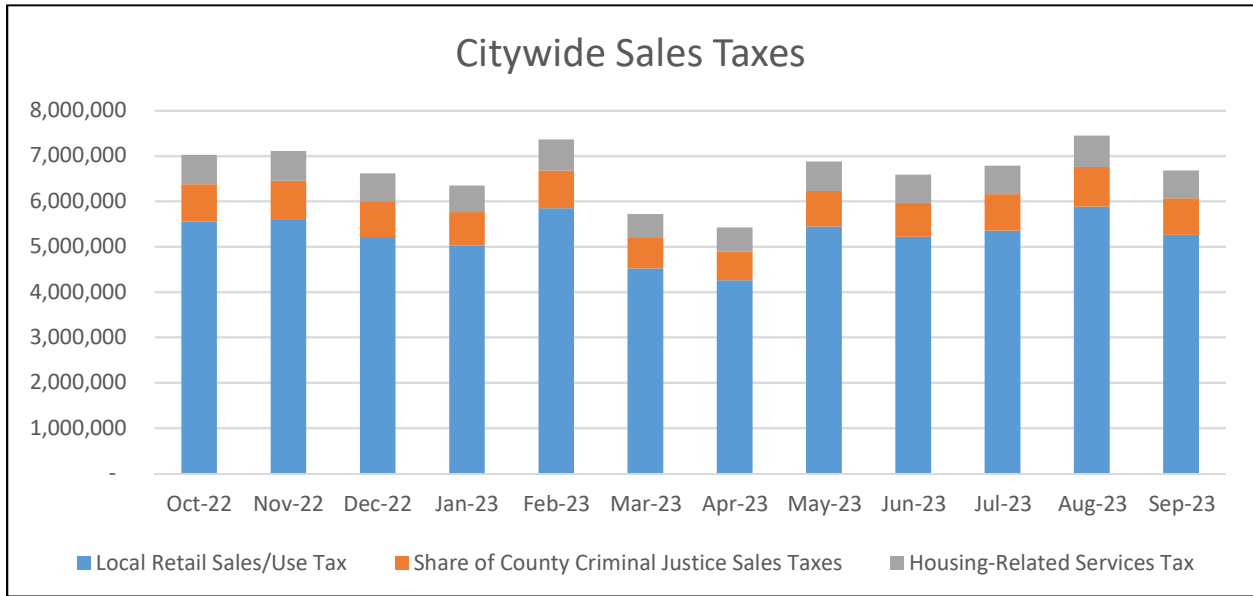
NAICS: North American Industry Classification System  
Source: Washington State Department of Revenue

Year-to-Date (YTD) total taxable sales through the month of July 2023 were 1.97 percent greater than YTD taxable sales in July 2022. Retail Trade continues to be the largest category of taxable sales, but has experienced a YTD decrease of 1.47 percent through July 2023 when compared to July 2022. This is in spite of the inflated prices of goods and is likely due to changes in consumer behavior as a reaction to increased interest rates and continued fears of recession. The decline in Retail Trade is offset by YTD increases in nearly every other category, with the exception of Wholesale Trade which is closely related to Retail Trade.

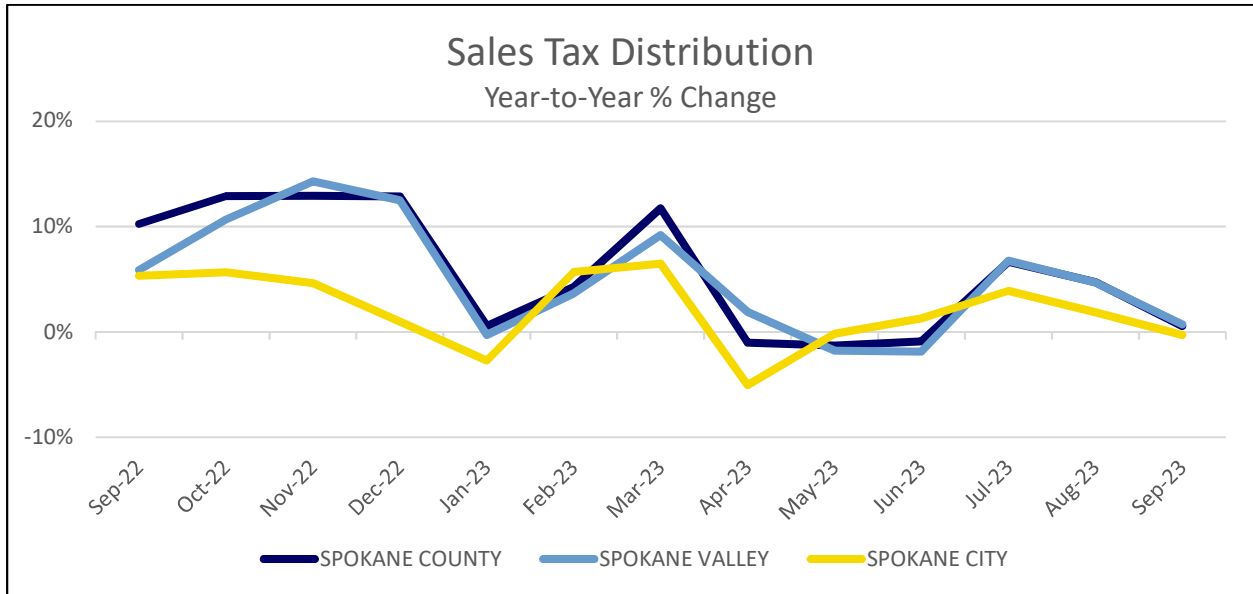
September 2023 - Quarterly Financial Report

IV. Economic Briefing

City of Spokane



The City receives revenue from three versions of sales tax: local option retail sales/use tax (1%), portions of Spokane County criminal justice sales taxes, and housing-related services tax (0.1%). In general, sales tax is received approximately two months following the taxable sale activity. For example, the chart above shows the typical seasonality of sales tax with December holiday sales appearing in February 2023.



A view of Eastern Washington’s economy can be seen in the year-to-year percent change in sales tax revenue distributions. The City of Spokane has averaged 1.23 percent growth in the first nine months of the year. The City of Spokane Valley and Spokane County have experienced stronger growth through the first nine months of 2023 at 2.56 percent growth and 2.81 percent growth, respectively. Generally speaking, this shows that most of the expansion in the area is occurring outside of the City of Spokane.

3.3

10 min

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### 3.3 - Municipal Court SBO for Safety/Security Upgrades and Maintenance

*Delaney, Howard*

Council Sponsor: CM Wilkerson

SBO request to use salary savings to resolve serious safety/security issues and maintenance in spaces leased for Municipal Court operations and judicial chambers in the Spokane County Courthouse Annex.

| For Discussion

#### **Attachments**

[Briefing Paper -Muni Court Fac Tech Improvements v2.docx](#)

[SBO-Muni Court Fac Tech Improvements v2.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Municipal Court
<b>Contact Name</b>	Howard F. Delaney
<b>Contact Email &amp; Phone</b>	<a href="mailto:hdelaney@spokanecity.org">hdelaney@spokanecity.org</a> / 509-625-4450
<b>Council Sponsor(s)</b>	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>	SBO-Safety/Security Upgrades, Maintenance & Operational Needs
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>Spokane Municipal Court has operated in the same spaces and with more or less the same courtroom and Clerk’s Office furnishings since the inception of the Court in 2009.</p> <p>During that time, our four courtrooms have not been painted and despite some “budget” furnishings purchased, no commercial grade upgrades to our furnishings have been made. The courtrooms and furnishings associated therewith have become unacceptable and unprofessional, including dirty walls, degraded paint, and broken furniture.</p> <p>The current interlocal agreement with the County requires the City to pay for the vast majority of maintenance for the subject spaces, including painting.</p> <p>Additionally, a recent US Marshal’s report identified several serious safety concerns in the spaces leased from the County that must be addressed to ensure the safety and well-being of judicial officers, court staff, participants and visitors to court.</p> <p>The most concerning of the safety/security issues identified in the US Marshal’s report include: enclosing a large fuel tank immediately adjacent to the courtrooms and in the parking lot designated for judicial officers; install a locking door on the fire hose in the public hallway immediately outside of courtrooms; replace the west entry door to secure building access for judicial officers; enclose or reconfigure the 2<sup>nd</sup> floor HVAC system to prevent any tampering. The cost to address these issues is estimated at \$15,350.</p> <p>We have obtained quotes from the County for surface preparation and painting of the four courtrooms. Based on the age of the quotes and the current rate of inflation and the fact that County Facilities is now charging for estimates, we estimate the current cost of the project to be \$30,550.</p> <p>WA state court administrative rule ARLJ 13 requires courts of limited jurisdiction to record all proceedings electronically. The audio equipment and wiring configuration in the four courtrooms leased by Municipal Court is outdated and was poorly installed. Wiring is run across heavily trafficked floors and under desks where it is vulnerable to damage and shorts in the wiring result in interruption to the audio record. The cost to upgrade and properly install a solution to preserve the record in each of four courtrooms is estimated at \$25,000.</p>

	<p><b>SBO</b>  Facilities – salary savings, \$45,900  Facilities – bldg. repair &amp; maintenance, \$45,900</p> <p>CJS – salary savings, \$12,000  IT – computer/micro equipment, \$25,000</p>
<p><b>Proposed Council Action</b></p>	<p>Approve SBO  October 30, 2023</p>
<p><b>Fiscal Impact</b>  Total Cost: <u>\$70,900</u>  Approved in current year budget?      <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p>Funding Source            <input checked="" type="checkbox"/> One-time    <input type="checkbox"/> Recurring  Specify funding source: salary savings in Facilities &amp; CJS, Muni Court reserve funds in IT</p> <p>Expense Occurrence    <input checked="" type="checkbox"/> One-time    <input type="checkbox"/> Recurring</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><b>Operations Impacts</b> (If N/A, please give a brief description as to why)</p>	
<p>What impacts would the proposal have on historically excluded communities?  N/A</p>	
<p>How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?  N/A</p>	
<p>How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?  N/A</p>	
<p>Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?  Improves employee safety.</p>	

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

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Asset Management Fund, the General Fund and the Management Information Services Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

- 1) Decrease appropriation by \$45,900.
  - A) Of the decreased appropriation, \$45,900 is removed from base wages.
- 2) Increase appropriation by \$45,900.
  - A) Of the increased appropriation, \$45,900 is provided solely for building repair & maintenance on behalf of Municipal Court.

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

- 1) Decrease appropriation by \$12,000.
  - A) Of the decreased appropriation, \$12,000 is removed from base wages in the Community Justice Services department.
- 2) Increase appropriation by \$12,000.
  - A) Of the increased appropriation, \$12,000 is provided solely for an operating transfer-out to the Management Information Services Fund in the Community Justice Services department.

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

- 1) Increase revenue by \$12,000.
  - A) Of the increased revenue \$12,000 is provided solely for an operating transfer-in from the Community Justice Services department.
- 2) Increase appropriation by \$25,000.
  - A) Of the increased appropriation, \$25,000 is provided solely for computer/micro equipment on behalf of Municipal Court.

Section 4. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to perform facility and technical improvements at Municipal Court, 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

---

## 3.4 - Joint Budget Discussion Ordinance

Based on current budget conditions, an update to budget SMC that addresses the need for budget conversations to be had by all Council Members, Administration, and Cabinet members on a monthly basis.

### Attachments

[Joint Meeting Resolution - BP.docx](#)

[ORD- Mandating Monthly Joint Meetings \(v1 10-010-23\).docx](#)

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	City Council
<b>Contact Name</b>	Matt Boston
<b>Contact Email &amp; Phone</b>	<a href="mailto:mboston@spokanecity.org">mboston@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CP Kinnear, CM Bingle, CM Cathcart
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 10
<b>Agenda Item Name</b>	Ordinance Update – Monthly joint budget discussion
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>Council understands the challenges that the organization is facing within the current budget climate and that it is necessary for the Legislative and Executive bodies to work simultaneously with the cabinet members in order to ensure a sustainable future for the City of Spokane.</p> <p>These meetings will be during study session on the second Thursday of each month.</p>
<b>Proposed Council Action</b>	Pass on 10/23/24
<b>Fiscal Impact</b>	
Total Cost: <small>Click or tap here to enter text.</small>	
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: <small>Click or tap here to enter text.</small>	
Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? As these meetings would be publicly accessible meetings, historically excluded communities would have better access to budget information.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? No additional data of meetings will be reported.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? No additional data of meetings will be collected.	
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? Proposal brings better transparency and communication between all aspects of the local government in order to create better overall efficiencies within the organization.	



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

An ordinance relating to budget planning and budget presentations, amending Section 07.14.030, of the Spokane Municipal Code, and declaring an emergency.

**WHEREAS**, pursuant to RCW 35.33.075, the City of Spokane must adopt a balanced budget each year, wherein expenditures do not exceed anticipated revenues and available funds carried forward from the prior year; and

**WHEREAS**, pursuant to RCW 35.33.135 and SMC 07.14.010, the mayor is to provide the city council with current information on estimates of revenues from all sources as adopted in the budget for the current year, together with any preliminary budget prepared by the Director of Finance, Treasury and Administration; and

**WHEREAS**, SMC 7.14.030 requires the Finance, Treasury and Administration Division to provide to the City Council “regular, monthly, financial reports including budget-to-actual data for the General Fund and any other key fund(s)”; and

**WHEREAS**, development and adoption of a balanced annual city budget is a complex process that depends on regular reports as required by SMC 7.14.030 and further depends on regular and year-long communication between the administration and the city council; and

**WHEREAS**, the city council regularly holds study sessions each Thursday for briefings on topics and issues relating to city matters.

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

**Section 1.** That Section 07.14 030 of the Spokane Municipal Code is amended to read as follows:

Section 07.14.030 Budget Monitoring and Review

- A. The Finance, Treasury and Administration Division shall provide regular, monthly, financial reports including budget-to-actual data for the General Fund and any other key fund(s), as necessary. The reports will be provided to the City Council as soon as reasonably available upon the closing of the period.
1. As part of the regular monthly reports, a summary of the General Fund budgeted revenue and expenditures shall be provided with estimates of beginning and ending fund balance and reserves with presumptions and trends including both optimistic and pessimistic outlooks defined in the estimates.
  2. In the month following the end of a quarter’s Finance and Administration Committee Meeting, the Management and Budget Department will provide a summary of potential financial or operational issues that may impact the City’s

overall financial position, either positively or negatively, based on analysis of actuals relative to the approved budget.

3. In the month following the end of the quarter, the Management and Budget Department will provide proposed budget amendments as deemed appropriate based on operational activities, grant or contract awards, financial projections, or other relative information. City Council will determine which proposed budget amendments will proceed for the approval process via a special budget ordinance. The special budget ordinance will be scheduled for approval accordingly.
- B. The Finance, Treasury and Administration Division shall provide a pre-audit year- end financial report for the General Fund, and any other key fund deemed appropriate. The report will include relative fund/reserve balances for the General Fund. The report will be provided to the City Council as soon as reasonable and reliable financial information is available following the close of the fiscal year, but no later than the end of May.
- C. Based on analysis of financial activity from the previous fiscal year, as reported in the pre-audit year-end financial report, the Finance, Treasury and Administration Division shall provide:
1. An update to the General Fund Five-Year Forecast based on all known or expected revenues and expenditures. The General Fund Five-Year Forecast will include the current year's budget, current year projections, and updated projections including pessimistic and optimistic outlooks for the subsequent four years. The report will be provided to the City Council by the May Finance and Administration Committee meeting.
  2. Focused discussion on current year General Fund "summary type code" accounts (both within the General Fund and supported by the General Fund) that have a materiality level of a budgeted 5% of overall expenditures and/or is projected to be +/- of \$250,000 of its annual budget allocation.
  3. By the May Finance and Administration Committee meeting, the Administration will provide a recommendation to the City Council which, via Special Budget Ordinance, rectifies the material budget inaccuracies identified within 07.14.030 (C)(2) to fall below thresholds identified.
- D. The Finance, Treasury and Administration Division, and other senior administration personnel and cabinet members, shall make themselves available for budget deliberations with the City Council on a monthly basis, or more frequently as mutually agreed with the mayor. The city council shall set aside its regular study sessions on the second Thursday of each month, if coinciding with a holiday, the third Thursday shall be set aside for budget presentations and discussions with program managers, cabinet-level department heads, and senior level administrators. The Administration should make other staff members available as necessary or beneficial to the content of the planned discussion.

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

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

Attest:

Approved as to form:

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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

### 3.5 - East Central Community Center Roof Restoration Contract with Krueger

*Nechanicky, Jason,  
Striker, Patrick, Teal,  
Jeffrey*

The ECCC (MLK Family Outreach Center) roof is in need of restoration. A contract to complete the work was originally approved as OPR 2023-0829. In order to comply with all applicable statutes the contract awardee was changed from WTI to Krueger. This change is allowable within the Contractor Network Delivery Model identified in the Omnia contract R180903.

| For Decision

#### **Attachments**

[\\_Briefing Paper MLK Roof Krueger contract - 09272023.docx](#)

[23-168 Krueger Sheet Metal PW.docx](#)

[MLK Roof expenditure form signed.pdf](#)



## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Office of Neighborhood Services
<b>Contact Name</b>	Jason Nechanicky (Jeffrey Teal, Patrick Striker)
<b>Contact Email &amp; Phone</b>	<a href="mailto:jnechanicky@spokanecity.org">jnechanicky@spokanecity.org</a> , <a href="mailto:jteal@spokanecity.org">jteal@spokanecity.org</a> , <a href="mailto:pstriker@spokanecity.org">pstriker@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Wilkerson
<b>Committee Date</b>	10/9/2023
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	East Central Community Center Roof Restoration Contract with Krueger
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>The roof on the center is in need of repair, the Facilities briefed the specifics of the roof requirements in Study Session on March 9<sup>th</sup> 2023. This contract will authorize the supplier to restore the roof with a new warranty.</p> <p>Contract total – 797,830.00 (plus applicable sales tax)</p> <p>Originally approved as OPR 2023-0829 in 8/21/2023 legislative session. Through the Contractor Network Delivery model identified in Omnia contract R180903 tab 4, the contract is changing from Weatherproofing Technologies Inc. to Kreuger Sheet Metal</p>
<b>Proposed Council Action</b>	Approve
<b>Fiscal Impact</b>	
Total Cost: <small>Click or tap here to enter text.</small>	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Specify funding source: Dept of Commerce Grant S22115	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?	
The MLK center provides various services to the neighborhood and will ensure the building is properly maintained to continue to serve it community needs.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
No data will be collected resulting from this action.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

No data will be collected resulting from this action.

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

This action aligns with City Facility building plans to ensure that buildings are properly maintained.



**City of Spokane**

**PUBLIC WORKS CONTRACT**

Title: **MARTIN LUTHER KING COMMUNITY CENTER 2023 ROOF IMPROVEMENTS**

This Contract is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **KRUEGER SHEET METAL CO.**, whose address is 18420 E. Garland Avenue, Spokane Valley, Washington 99027 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE/SCOPE OF WORK.** The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization and other items of work and costs necessary for the proper execution and completion of the work described in the specifications entitled **MARTIN LUTHER KING COMMUNITY CENTER 2023 ROOF IMPROVEMENTS**, selected through Omnia contract R180903.
2. **CONTRACT DOCUMENTS.** The Contract Documents are this Contract, the Contractor's completed Proposal No. WA-R-180903-318729 (Exhibit B), the contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders and subsurface boring logs (if any).. These contract documents are on file in the Office of Neighborhood Services and are incorporated into this Contract by reference as if they were set forth at length. In the event of a conflict, or to resolve an ambiguity or dispute, federal and state requirements supersede this Contract, and this Contract supersedes the other contract documents.
3. **TERM.** The term of this Contract begins on August 21, 2023, and ends on March 1, 2024, unless amended by written agreement or terminated earlier under the provisions.
4. **TERMINATION.** Either party may terminate this Contract by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and performed prior to the termination date.
5. **COMPENSATION/PAYMENT.**
  - A. **COMPENSATION.** Total compensation for Contractor's services under this Contract shall be a maximum amount not to exceed **SEVEN HUNDRED NINETY-SEVEN THOUSAND EIGHT HUNDRED THIRTY AND NO/100 DOLLARS (\$797,830.00)**, plus sales tax if applicable, unless modified by a written amendment to this Contract. This is the maximum amount to be paid under this Contract for the work described in Section 1 above, and shall not be exceeded

without the prior written authorization of the City in the form of an executed amendment to this Contract.

- B. PAYMENT. The Contractor will send its applications for payment to the City of Spokane Office of Neighborhood Services, Sixth Floor, 808 West Spokane Falls Boulevard, Spokane, Washington 99201.. All invoices should include the City Clerk File No. "OPR XXXX-XXXX" and an approved L & I Intent to Pay Prevailing Wage number. The final invoice should include an approved Affidavit of Wages Paid number. Payment will not be made without this documentation included on the invoice. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. Five percent (5%) of the Contract price may be retained by the City, in accord with RCW 60.28 for a minimum of forty five (45) days after final acceptance, as a trust fund for the protection and payment of: the claims of any person arising under the Contract; and the State with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor.

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

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

8. BONDS. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a performance bond and a payment bond on the forms attached, each equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

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

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

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Contractor's services to be provided under this Contract;
  - i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of \$1,000,000, in order to meet the insurance coverage limits required in this Contract; and
- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
- D. Property Insurance if materials and supplies are furnished by the Contractor. The amount of the insurance coverage shall be the value of the materials and supplies of the completed value of improvement. Hazard or XCU (explosion, collapse, underground) insurance should be provided if any hazard exists.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. **The certificate shall specify the City of Spokane as "Additional Insured"** specifically for Contractor's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. **INDEMNIFICATION.** The Contractor shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Contractor's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Contractor to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Contractor's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Contractor, its agents or employees. The Contractor specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Contractor's own employees against the City and, solely for the purpose of this indemnification

and defense, the Contractor specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Contractor recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

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

13. SUBCONTRACTOR RESPONSIBILITY.

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

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

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable, have:
  - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
  - b. A Washington Employment Security Department number, as required in Title 50 RCW;
  - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
  - d. An electrical contractor license, if required by Chapter 19.28 RCW;
  - e. An elevator contractor license, if required by Chapter 70.87 RCW.
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

C. On Public Works construction projects, as defined in RCW 39.04.010, with an estimated cost of six hundred thousand dollars (\$600,000) or more, at least fifteen (15) percent of the labor hours on each project shall be performed by apprentices enrolled in a State-approved apprenticeship program; and for each contract in the project fifteen (15) percent of the labor hours

for each craft that has an available state-approved apprenticeship program for Spokane County and utilizes more than one hundred sixty (160) hours in each contract shall be performed by apprentices enrolled in a state-approved apprenticeship program.

1. Subcontracting Requirements. The utilization percentages for apprenticeship labor for Public Works construction contracts shall also apply to all subcontracts of one hundred thousand dollars (\$100,000) or more within those contracts, and at least fifteen percent (15%) of the labor hours for each such subcontract shall be performed by apprentices in a state-approved apprenticeship program. For each craft that has an available apprenticeship program for Spokane county and performs more than one hundred sixty (160) hours on each project, fifteen (15) percent of the labor hours shall be performed by apprentices enrolled in a State-approved apprenticeship program
2. Each subcontractor which this chapter applies is required to execute a form, provided by the city, acknowledging that the requirements of Article X 07.06 SMC are applicable to the labor hours for the project.

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

15. EXECUTIVE ORDER 11246.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- C. The Contractor will send each labor union, or representative of workers with which it has a collective bargaining contract or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

- E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part, and the Contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The Contractor will include the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, HOWEVER, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as the result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

16. DEBARMENT AND SUSPENSION. The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

17. LIQUIDATED DAMAGES. Liquidated damages shall be in accordance with the contract documents.

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

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

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

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



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

23. AUDIT / RECORDS. The Contractor and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Contractor and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

24. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Contractor shall be responsible for contacting the State of Washington Business License Services at [www.dor.wa.gov](http://www.dor.wa.gov) or 360-705-6741 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

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

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

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

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

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

Contractor from its obligations under this Contract.

**KRUEGER SHEET METAL CO.**

**CITY OF SPOKANE**

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

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

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

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

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

**Attachments that are part of this Contract:**

Exhibit A - Certification Regarding Debarment

Exhibit B – Contractor’s Proposal No. WA-R-180903-318729

Exhibit C - Certification of Compliance with Wage Payment Statutes

Payment Bond

Performance Bond

23-168

**EXHIBIT A**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
  
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
  
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:
 

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

  1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
  
4. I understand that a false statement of this certification may be grounds for termination of the contract.

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

**EXHIBIT B**



## Certification of Compliance with Wage Payment Statutes and Washington Department of Labor and Industries Training Requirement

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (\_\_\_\_\_), the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction. As of July 1, 2019, have fulfilled the Department of Labor and Industries’ Public Works and Prevailing Wage Training Requirement before bidding and/or performing work on public works projects under RCW 39.04.350 and RCW 39.06.020 by either of the following:

- 1) Received training on the requirements related to public works and prevailing wage under chapter RCW 39.04.350 and chapter 39.12; or
- 2) Be certified exempt by the Department of Labor and Industries by having completed three or more public work projects and have a had a valid business license in Washington for three or more years.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Bidder’s Business Name

\_\_\_\_\_  
Signature of Authorized Official\*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

\_\_\_\_\_  
State

*Check One:*

Sole Proprietorship  Partnership  Joint Venture  Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

\_\_\_\_\_  
If a co-partnership, give firm name under which business is transacted:

\_\_\_\_\_

*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

**PAYMENT BOND**

We, **KRUEGER SHEET METAL CO.**, as principal, and \_\_\_\_\_, as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of **SEVEN HUNDRED NINETY-SEVEN THOUSAND EIGHT HUNDRED THIRTY AND NO/100 DOLLARS (\$797,830.00)**, plus sales tax if applicable, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a contract with the City of Spokane, Washington, to do all work and furnish all materials for the **MARTIN LUTHER KING COMMUNITY CENTER 2023 ROOF IMPROVEMENTS**. If the principal shall:

- A. pay all laborers, mechanics, subcontractors, material suppliers and all person(s) who shall supply such person or subcontractors; and pay all taxes and contributions, increases and penalties as authorized by law; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the contract or this bond, shall be conclusive against the principal and the surety, as to the amount of damages, and their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on \_\_\_\_\_.

**KRUEGER SHEET METAL CO.,**  
AS PRINCIPAL

By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_,  
AS SURETY

By: \_\_\_\_\_

Its Attorney in Fact

A valid POWER OF ATTORNEY  
for the Surety's agent must  
accompany this bond.



**PERFORMANCE BOND**

We, **KRUEGER SHEET METAL CO.**, as principal, and \_\_\_\_\_, as Surety, are held and firmly bound to the City of Spokane, Washington, in the sum of **SEVEN HUNDRED NINETY-SEVEN THOUSAND EIGHT HUNDRED THIRTY AND NO/100 DOLLARS (\$797,830.00)**, plus sales tax if applicable, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all the work and furnish all materials for the **MARTIN LUTHER KING COMMUNITY CENTER 2023 ROOF IMPROVEMENTS**. If the principal shall:

- A. promptly and faithfully perform the Contract, and any contractual guaranty and indemnify and hold harmless the City from all loss, damage or claim which may result from any act or omission of the principal, its agents, employees, or subcontractors; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the Contract or this bond, shall be conclusive against the principal and the Surety, not only as to the amount of damages, but also as to their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on \_\_\_\_\_

**KRUEGER SHEET METAL CO.,  
AS PRINCIPAL**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_,  
AS SURETY

By: \_\_\_\_\_  
Its Attorney in Fact

A valid POWER OF ATTORNEY  
for the Surety's agent must  
accompany this bond.



STATE OF WASHINGTON            )  
  ) ss.  
County of \_\_\_\_\_            )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
\_\_\_\_\_ signed this document; on oath stated that  
he/she was authorized to sign the document and acknowledged it as the agent or representative of  
the named Surety Company which is authorized to do business in the State of Washington, for the  
uses and purposes mentioned in this document.

DATED on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

My appointment expires \_\_\_\_\_

Approved as to form:

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

# Expenditure Control Form



1. All requests being made, including those against master agreements, must be accompanied by this form.
2. All requests requiring City Council approval exceeding \$100,000 must be accompanied by this form.
3. Route ALL requests to the Division Director first and then the CFO for signature.
4. The CFO will route for signature to the City Administrator.

Today's Date: 9/27/23      Type of expenditure:      Goods       Services

Department: Office of Neighborhood Services

Approving Supervisor: Patrick Striker

Amount of Proposed Expenditure: 797,830.00

Is this against a master agreement? If yes, please provide the number:

Funding Source Department of Commerce Grant

**Please verify correct funding sources. Indicate breakdown if more than one funding source.**

### Why is this expenditure necessary now?

The roof is past it's warranty and is in need of restoration.

### What are the impacts if expenses are deferred?

Reduced function of the building negatively impacting the tenants and planned, as well increased costs related to short term repairs.

### What alternative resources have been considered?

A&E assessment recommends either a roof restoration or a roof replacement. No other viable options are present.

### Description of the goods or service and any additional information?

Materials and labor required to restore the roof.

### Person Submitting Form/Contact:

Division Director:

CFO Signature:

Tonya Wallace

City Administrator Signature:

  
Garrett\_Johns (Oct 4, 2023 07:36 PDT)

### Additional Comments:

This item was already approved by the Council on OPR 2023-0829 on August 21st, 2023. Due to the change from WTI to Krueger which is allowed under the Omnia contract, the Council would prefer to formally approve this change through the council process.

# MLK Roof

Final Audit Report

2023-10-04

Created:	2023-10-03
By:	Tonya Wallace (twallace@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMmeZbEARc6jzWDjJORWWx0WxT71H2NCu

## "MLK Roof" History

-  Document created by Tonya Wallace (twallace@spokanecity.org)  
2023-10-03 - 8:06:31 PM GMT- IP address: 198.1.39.252
-  Document emailed to Garrett Jones (gjones@spokanecity.org) for signature  
2023-10-03 - 8:06:51 PM GMT
-  Email viewed by Garrett Jones (gjones@spokanecity.org)  
2023-10-04 - 4:43:03 AM GMT- IP address: 104.28.116.99
-  Document e-signed by Garrett Jones (gjones@spokanecity.org)  
Signature Date: 2023-10-04 - 2:36:10 PM GMT - Time Source: server- IP address: 73.221.102.108
-  Agreement completed.  
2023-10-04 - 2:36:10 PM GMT

## 3.6 - NWFHA Contract

Entering in to Contract with Northwest Fair Housing Alliance.

### **Attachments**

[NWFHA contract briefing paper.docx](#)

[2024 Fair Housing Plan - Consultant Agreement.pdf](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	CHHS
<b>Contact Name</b>	Christy Jeffers
<b>Contact Email &amp; Phone</b>	cjeffers@spokanecity.org
<b>Council Sponsor(s)</b>	Stratton
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Entering in to Contract with Northwest Fair Housing Alliance
<b>Summary (Background)</b>	<p>*use the Fiscal Impact box below for relevant financial information</p> <p>The Department of Housing and Urban Development (HUD) requires that participating jurisdictions Affirmatively Further Fair Housing. The Analysis of Impediments to Fair Housing Choice was adopted by the City of Spokane in 2019. Five-year updates are required to stay compliant with this regulation to Affirmatively Further Fair Housing.</p>
<b>Proposed Council Action</b>	Approve Contract with Northwest Fair Housing Alliance (NWFHA)
<b>Fiscal Impact</b> Total Cost: <u>\$31,150</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Community Development Block Grant (CDBG)  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.) NA	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?  This Plan will provide data showing how protected classes are affected by fair housing choice. Data on fair housing will impact future planning to determine how to best serve historically excluded communities. These are the community members most often affected by fair housing laws and supports.	
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?  Northwest Fair Housing Alliance is well versed in gaining the data needed to identify and address existing disparities in housing choice.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

Yes, this project will collect a great deal of data and provide summary and suggestions toward solutions. Deliverables are listed in the attached contract.

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

This proposal aligns with the 2020-2024 Consolidated Plan and will provide needed data for the 2025-2029 Consolidated Plan. As a HUD requirement this proposal will keep the City of Spokane in compliance with HUD regulations to Affirmatively Further Fair Housing.



**City of Spokane**

**CONSULTANT AGREEMENT**

Title: Preparing the 2024 Fair Housing Plan project

This Agreement is made and entered into by and between the **CITY OF SPOKANE** as (“City”), a Washington municipal corporation, and **NORTHWEST FAIR HOUSING ALLIANCE**, whose address is 35 W Main Suite 250, Spokane, WA 99201 as (“Consultant”), individually hereafter referenced as a “party”, and together as the “parties”.

WHEREAS, the purpose of this Agreement is to Review, analyze, & summarize local data, maps and Hud Tables for the 2024 Fair Housing Plan,

*NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:*

**1. TERM OF AGREEMENT.**

The term of this Agreement begins on November 1, 2023, and ends on April 15, 2024, unless amended by written agreement or terminated earlier under the provisions

**2. SCOPE OF WORK.**

The General Scope of Work for this Agreement is described Attachment B; made a part of this Agreement. In the event of a conflict or discrepancy in the Agreement documents, this City Consultant Agreement controls.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant’s progress.

**3. COMPENSATION / PAYMENT.**

Total compensation for Consultant’s services under this Agreement shall be a maximum amount not to exceed **THIRTY ONE THOUSAND ONE HUNDRED FIFTY AND NO/100 DOLLARS (\$31,150.00)**, and applicable sales tax, unless modified by a written amendment to this Agreement. This is the maximum amount to be paid under this Agreement for the work described in Section 2 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

The Consultant shall submit its applications for payment to City of Spokane Community, Housing, and Human Services Department, Sixth Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201-3317, preferably to [chhsreports@spokanecity.org](mailto:chhsreports@spokanecity.org). **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Consultant’s application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Consultant 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.

**4. TAXES, FEES AND LICENSES.**

A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant’s sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.

B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

## 5. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at [www.dor.wa.gov](http://www.dor.wa.gov) or 360-705-6741 to obtain a business registration. If the Consultant 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.

## 6. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

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 Agreement 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 Consultant agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

## 7. INDEMNIFICATION.

The Consultant shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity-asserted by third parties for bodily injury (including death) and/or property damage which arise from the Consultant's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Consultant's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this Agreement.

The Consultant waives its immunity under Industrial Insurance, title 51 RCW, to the extent necessary to protect the City's interests under this indemnification. This provision has been specifically negotiated.

## 8. GENERAL CONDITIONS.

A. **General Compliance:** The Consultant agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Consultant does not assume the City's environmental responsibilities described in 24 CFR 58 and (2) the Consultant does not assume the City's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Consultant also agrees to comply with all other applicable Federal, state, and local laws, regulations, and policies governing the funds provided under this Agreement. The Consultant further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. **Independent Contractor:** Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all



Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Consultant is an independent contractor.

C. **Hold Harmless:** The Consultant shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Consultant's performance or nonperformance of the services or subject matter called for in this Agreement.

D. **Suspension or Termination:**

1) In accordance with 2 CFR 200.338 and 200.339, the City may suspend or terminate this Agreement if the Consultant materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

- a. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD or City guidelines, policies or directives as may become applicable at any time;
- b. Failure, for any reason, of the Consultant to fulfill in a timely and proper manner its obligations under this Agreement;
- c. Ineffective or improper use of funds provided under this Agreement; or
- d. Submission by the Consultant to the City reports that are incorrect or incomplete in any material respect.

2) In accordance with 2 CFR 200.339, this Agreement may also be terminated for convenience by either the City or the Consultant, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the City determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the City may terminate the award in its entirety.

3) If the Agreement is terminated or partially terminated, both the City and Consultant remain responsible for compliance with the requirements in 2 CFR 200.343 Closeout and 200.344 Post closeout adjustments and continuing responsibilities. In addition, City shall report any terminations for the Consultant's material failure to comply with the Federal statutes, regulations, or terms and conditions of the Federal award into the Office of Management and Budget ("OMB") designated integrity and performance system accessible through the System for Award Management (currently FAPIIS) as required under 2 CFR 200.340.

E. **Disclosure:**

- a. "Confidential Information" as used in this section includes:
  - i. All material provided to the Consultant by City that is designated as "confidential" by City;
  - ii. All material produced by the Consultant that is designated as "confidential" by City; and
  - iii. All personal information in the possession of the Consultant that may not be disclosed under state or Federal law. "Personal information" includes but is not limited to information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" under the Federal Health Insurance Portability and

Accountability Act of 1996 (HIPAA).

- b. The Consultant shall comply with all state and Federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Consultant shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of City or as may be required by law. The Consultant shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or Federal laws related thereto. Upon request, the Consultant shall provide City with its policies and procedures on confidentiality. City may require changes to such policies and procedures as they apply to this Agreement whenever City reasonably determines that changes are necessary to prevent unauthorized disclosures. The Consultant shall make the changes within the time period specified by City. Upon request, the Consultant shall immediately return to City any Confidential Information that City reasonably determines has not been adequately protected by the Consultant against unauthorized disclosure.
  - c. Unauthorized Use or Disclosure. The Consultant shall notify City within five (5) working days, and without unreasonable delay, of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure, pursuant to applicable privacy laws and regulations
  - d. Consultant shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.
  - e. Consultant certifies that the address or location of any family violence project will not be made public, except with written authorization of the person responsible for the operation of such project.
- F. **Domestic Preference:** As appropriate and to the extent consistent with the law, the Consultant should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracts and purchase orders for work or products under this award in accordance with 2 CFR 200.321.

**9. AUDIT.**

The Consultant and its sub-Consultants shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. All Consultant records with respect to any matters covered by this Agreement shall be made available to the City, HUD, or its agent, or other authorized Federal officials, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

**10. DEBARMENT AND SUSPENSION.**

The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98

**11. INDEPENDENT CONSULTANT.**

The Consultant is an Independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be

an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due.

**12. KEY PERSONS.**

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

**13. ASSIGNMENT AND SUBCONTRACTING.**

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall ensure that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

**14. TERMINATION.**

Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Consultant for all work previously authorized and performed prior to the termination date.

**15. STANDARD OF PERFORMANCE.**

The standard of performance applicable to Consultant's services will be the degree of skill and diligence normally employed by professional Consultants performing the same or similar services at the time the services under this Agreement are performed.

**16. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.**

Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Consultant shall be safeguarded by the Consultant. The Consultant shall make such data, documents and files available to the City upon the City's request. If the City's use of the Consultant's records or data is not related to this project, it shall be without liability or legal exposure to the Consultant.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

**17. ANTI KICK-BACK.**

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

**18. MISCELLANEOUS PROVISIONS.**

A. **Amendments/Modifications:** This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.

B. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.

C. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.

D. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

E. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below. The undersigned certifies compliance with all Agreement provisions as listed above.

**GRANTEE**

**CITY OF SPOKANE**

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

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

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

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

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

Attachments that are part of this Agreement:  
Attachment A – Debarment and Suspension  
Attachment B – Scope of Work

**ATTACHMENT B**

**SCOPE OF SERVICES**

For each task performed, a specific scope of work and fee estimate is included. Consultant will be paid only for work completed. Invoices shall be submitted monthly and shall contain sufficient detail to identify personnel, hours worked and tasks completed.

<b>TOTAL ESTIMATE:</b>	<b>\$31,150</b>
------------------------	-----------------

<b>I. REVIEW, ANALYZE, &amp; SUMMARIZE LOCAL DATA, MAPS AND HUD TABLES</b>	<b>Estimated Hours</b>	<b>Rate</b>	<b>Est. Cost</b>
<b>Demographics</b>			
<ul style="list-style-type: none"> <li>• What are the current demographics of the geographic area of analysis by protected class group (race, color, national origin, religion, sex, familial status, and disability) and how have demographics changed over time (e.g., since 1990 or the three last decennial censuses, whichever is shorter)?</li> </ul>			
<ul style="list-style-type: none"> <li>• What are the current demographics of residents of different categories of publicly supported housing in the jurisdiction and how have those demographics changed over time?</li> </ul>			
<ul style="list-style-type: none"> <li>• Segregation and Integration</li> </ul>			
<ul style="list-style-type: none"> <li>• Which areas within the geographic area of analysis have significant concentrations of particular protected class groups, including racial/color/ethnic groups, national origin groups, particular limited English proficient (LEP) groups, individuals with disabilities, and other protected class groups?</li> </ul>			
<ul style="list-style-type: none"> <li>• Which, if any, of these geographic areas extend beyond the boundaries of the jurisdiction? Please note that depending on the geographic areas used in this analysis, the jurisdiction's analysis may need to include areas that go beyond the jurisdiction's specific boundaries.</li> </ul>			
<ul style="list-style-type: none"> <li>• How have patterns of segregation and integration in particular geographic areas changed over time in the jurisdiction and region?</li> </ul>			
<ul style="list-style-type: none"> <li>• Compare the locations of publicly supported housing with the areas of concentration.</li> </ul>			
<ul style="list-style-type: none"> <li>• How do the demographics of publicly supported housing compare to the demographics of areas where the housing is located?</li> </ul>			
<ul style="list-style-type: none"> <li>• How have siting decisions of private or publicly supported housing or the location of residents using Housing Choice Vouchers impacted the overall patterns of concentration?</li> </ul>			
<ul style="list-style-type: none"> <li>• What public or private policies or practices, demographic shifts, economic trends, or other factors may have caused or contributed to the patterns?</li> </ul>			
<b>Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)</b>			
<ul style="list-style-type: none"> <li>• Identify and describe R/ECAPs, including their location.</li> </ul>			
<ul style="list-style-type: none"> <li>• What are the demographic groups living in R/ECAPs by protected class?</li> </ul>			
<ul style="list-style-type: none"> <li>• Which protected class groups predominantly reside in R/ECAPs? To the extent that data is available, what percentage of each protected class group in the jurisdiction or region resides in R/ECAPs?</li> </ul>			
<ul style="list-style-type: none"> <li>• How have the demographics and location of R/ECAPs changed over time? For example, has there been an expansion or decrease in the number of R/ECAPs in the geographic area of analysis? Has concentration of protected class groups within each R/ECAP increased or decreased?</li> </ul>			

<ul style="list-style-type: none"> <li>• How do R/ECAPs in the geographic area of analysis align with the location of publicly supported housing?</li> </ul>
<ul style="list-style-type: none"> <li>• What are the demographics of residents of publicly supported housing residing in R/ECAPs, including by program category, in comparison to the demographics of R/ECAPs?</li> </ul>
<ul style="list-style-type: none"> <li>• What public or private policies or practices, demographic shifts, economic trends, or other factors may have caused or contributed to the patterns described?</li> </ul>
<p><b>Access to community assets</b></p>
<ul style="list-style-type: none"> <li>• Which protected class groups experience significant disparities in access to the following community assets:</li> </ul>
<ul style="list-style-type: none"> <li>○ Education</li> </ul>
<ul style="list-style-type: none"> <li>○ Employment</li> </ul>
<ul style="list-style-type: none"> <li>○ Transportation</li> </ul>
<ul style="list-style-type: none"> <li>○ Low-poverty neighborhoods</li> </ul>
<ul style="list-style-type: none"> <li>○ Environmentally healthy neighborhoods</li> </ul>
<ul style="list-style-type: none"> <li>○ Other community assets</li> </ul>
<ul style="list-style-type: none"> <li>• Are there locations in the geographic areas of analysis in which protected class groups experience significant disparities in access to community assets?</li> </ul>
<ul style="list-style-type: none"> <li>• If so, which protected class groups experience lack of access and where?</li> <li>• Describe whether there is a difference in whether residents of segregated areas and R/ECAPs, have access to each of the community assets compared to the jurisdiction as a whole?</li> <li>• Describe the barriers that deny individuals with disabilities access to opportunity and community assets in your geographic area of analysis with regard to the following: <ul style="list-style-type: none"> <li>○ Accessible and affordable housing;</li> <li>○ Accessible government facilities and websites;</li> <li>○ Accessible public infrastructure (sidewalks, pedestrian crossings, parks and recreation, libraries);</li> <li>○ Reliable and accessible transportation;</li> <li>○ Accessible schools and educational programs, and, in particular, high-performing schools and educational programs;</li> <li>○ Employment; and</li> <li>○ Community-based supportive services.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• In what ways do residents of publicly supported housing, by protected class group, experience disparities in access to opportunity and community assets?</li> </ul>
<ul style="list-style-type: none"> <li>• In what ways do underserved communities experience such disparities?</li> </ul>
<ul style="list-style-type: none"> <li>• Is there a disproportionate need in underserved communities for place-based community or economic development, such as assistance for small businesses and microenterprises, infrastructure, commercial redevelopment, job creation or retention and job training? If so, note the type of issues identified by program participants or residents.</li> </ul>
<ul style="list-style-type: none"> <li>• What public or private policies or practices, demographic shifts, economic trends, or other factors may have caused or contributed to the patterns described?</li> </ul>
<p><b>Access to affordable housing opportunities</b></p>
<ul style="list-style-type: none"> <li>• Describe the availability of affordable housing opportunities that are affordable to families, by protected class group, at various income levels and where such housing is located in the geographic area of analysis, including whether such housing affords access to community assets and well-resourced areas. This assessment includes an evaluation of whether different protected class groups at various income levels have fair housing choice in their</li> </ul>

ability to access affordable housing in particular areas in the jurisdiction.
<ul style="list-style-type: none"> <li>Describe the housing cost burden ( e.g., more than 30 percent of monthly income) and severe housing cost burden ( e.g., more than 50 percent of monthly income) and overcrowding (particularly for large families) experienced by protected class groups and indicate whether such burden aligns with previously identified segregated or integrated areas, or R/ECAP or non-R/ECAP areas.</li> </ul>
<ul style="list-style-type: none"> <li>Describe disparities in housing quality ( i.e., substandard housing conditions) by protected class group and indicate whether such disparities align with previously identified segregated or integrated areas, or R/ECAP or non-R/ECAP areas.</li> </ul>
<ul style="list-style-type: none"> <li>Which protected class groups, in the geographic area of analysis, disproportionately face housing instability due to rising rents, loss of existing affordable housing, and displacement due to economic pressures, eviction, source of income discrimination, or code enforcement?</li> </ul>
<ul style="list-style-type: none"> <li>Describe how access to affordable housing opportunities has changed in the geographic area of analysis over time. Describe how this change has affected patterns of segregation and integration or the expansion or contraction of R/ECAP and non-R/ECAP areas in the geographic area of analysis.</li> </ul>
<ul style="list-style-type: none"> <li>What public or private policies or practices, demographic shifts, economic trends, or other factors may have caused or contributed to the patterns described?</li> </ul>
<b>Access to homeownership and economic opportunity</b>
<ul style="list-style-type: none"> <li>Which protected class groups experience significant disparities in access to homeownership opportunities?</li> </ul>
<ul style="list-style-type: none"> <li>What are the homeownership rates by protected class?</li> </ul>
<ul style="list-style-type: none"> <li>Are there protected class groups that experience significant disparities in access to other economic opportunities, which may include but are not limited to: <ul style="list-style-type: none"> <li>Access to livable-wage jobs;</li> <li>Access to services of reputable mortgage lenders and other financial institutions;</li> <li>Access to fair and affordable credit;</li> <li>Access to reputable financial counseling services; and</li> <li>Fair residential real estate appraisals and valuations? If so, which protected class groups experience lack of access?</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>What public or private policies or practices, demographic shifts, economic trends, or other factors may have caused or contributed to the patterns described?</li> </ul>
<b>Local and State policies and practices impacting fair housing</b>
<ul style="list-style-type: none"> <li>How do local laws, policies, ordinances, and other practices impede or promote the siting or location of affordable housing in well-resourced neighborhoods? What is the relationship between those laws, policies, ordinances, and other practices and the segregated or integrated areas and R/ECAP or non-R/ECAP areas?</li> </ul>
<ul style="list-style-type: none"> <li>How do local laws, policies, ordinances, and other practices impede or promote equitable access to homeownership and other asset building and economic opportunities by protected class group?</li> </ul>
<ul style="list-style-type: none"> <li>How have existing zoning and land use policies or ordinances, the presence or lack of source of income anti-discrimination laws, eviction policies and practices, and other State and local policies or practices contributed to the patterns of segregation, integration, and R/ECAPs identified in paragraphs (d)(2) and (3) of this section, as well as access to affordable housing opportunities in well-resourced areas throughout the geographic area of analysis for protected class groups?</li> </ul>
<ul style="list-style-type: none"> <li>Describe the efforts and activities undertaken by the program participant to work,</li> </ul>

collaborate, or partner with other offices, departments, agencies, or entities within the program participant's jurisdiction that aim to advance equity.			
• What is the status of any unresolved findings, lawsuits, enforcement actions, settlements, or judgments in which the program participant has been a party related to fair housing or other civil rights laws in the jurisdiction?			
• What efforts does the program participant take to increase fair housing compliance and enforcement capacity, and to ensure compliance with existing fair housing and civil rights laws and regulations, in its geographic area?			
<b>Subtotal</b>	<b>100</b>	<b>\$150/hr.</b>	<b>\$15,000</b>

<b>II. COMMUNITY ENAGEMENT:</b>	<b>Estimated Hrs. / Units</b>	<b>Rate</b>	<b>Est. Cost</b>
<b>Community Surveys:</b>			
Draft a community survey	3	\$150/hr.	\$450
Translate survey to Spanish, Russian, Marshallese, Vietnamese, and Arabic	5	\$200	\$1,000
Distribute surveys to housing, social service, and non-profit agencies; housing consumers, including voucher holders; landlords and housing providers; the public generally			
Distribute via on-line via email and website postings	4	\$150/hr.	\$600
Summarize survey results	5	\$150/hr.	\$750
<b>Consultations with Community Stakeholders</b>			
Interviews = 1 hr. per interview x 8	8	\$150/hr.	\$1,200
Schedule and summarize interviews = 1 hr. per interview x 8	8	\$150/hr.	\$1,200
<b>Publish draft report</b> and provide at least 30 calendar days to receive comments from residents of the community. Publish draft via City website, email campaigns, and newspaper ads <b>Newspaper ads: cost not included</b>	4	\$150	\$600
Summarize comments received	2	\$150	\$300
<b>Public meetings</b> – 3, at sites throughout the City:			
• Schedule meetings, reserve meeting facilities and technology draft meeting announcements, publish announcements via websites, email, newspapers, draft agendas = 5 hrs. per mtg. ○ <b>Newspaper ads: cost not included</b>	15	\$150	\$2,250
• Prepare PowerPoints = 4 hrs. per mtg.	12	\$150	\$1,800
• Provide overview of draft = 2 hrs. per	6	\$150	\$900



mtg • Summarize public comments = 2 hrs. per meeting	6	\$150	\$1,350
<b>Subtotal</b>	73 hrs. 5	\$150/hr. \$200	\$10,950 <u>\$1,000</u> <b>\$11,950</b>

<b>III. DRAFTING REPORT - including:</b>	<b>Estimated Hours</b>	<b>Rate</b>	<b>Est. Cost</b>
<b>Cover Sheet</b>			
<b>Executive Summary</b>	4	\$150	\$600
<b>Summary of Community Engagement Activities</b>	4	\$150	\$600
<b>Fair Housing Issues</b>	15	\$150	\$2,250
<b>Housing Goals</b>	15	\$150	\$2,250
<b>Subtotal</b>	<b>28 hours</b>	<b>\$150</b>	<b>\$4,200</b>

<b>TOTAL ESTIMATE:</b>	<b>201 hrs. 4</b>	<b>\$150/hr. \$200</b>	<b>\$30,150 <u>\$1,000</u> <b>\$31,150</b></b>
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DRAFT

## 4 - Consent Items

# 4.1

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## 4.1 - 2024 Property Tax Ordinance

*Stratton, Jessica*

| For Information

### **Attachments**

[10-16-23 Property Tax Ordinance.docx](#)

[2024 Property Tax Ordinance .docx](#)

## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Finance
<b>Contact Name</b>	Jessica Stratton
<b>Contact Email &amp; Phone</b>	<a href="mailto:jstratton@spokanecity.org">jstratton@spokanecity.org</a> , x6369
<b>Council Sponsor(s)</b>	CP Kinnear, CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: _____
<b>Agenda Item Name</b>	2024 Property Tax Ordinance
<b>Summary (Background)</b>	<p><u>Background</u>            Each year, per RCW 84.52.070, the City Council must pass the annual property tax levy and transmit to the County Assessor and the Board of County Commissioners the amount of property taxes levied on property in the City.</p> <p>The revenue hearing will be on October 23, 2023 with the ordinance on November 13, 2023.</p>
<b>Proposed Council Action &amp; Date:</b>	Property Tax Ordinance adoption on 11/13/23
<p><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</p> <p>Funding Source    <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring            Specify funding source:</p> <p>Expense Occurrence    <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<b>Operations Impacts</b>	
<p>What impacts would the proposal have on historically excluded communities?            n/a– recurring budget process</p>	
<p>How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?            n/a– recurring budget process</p>	
<p>How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?            n/a– recurring budget process</p>	
<p>Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?            n/a– recurring budget process</p>	

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

An ordinance updating the annual City of Spokane property tax levy for 2024.

WHEREAS, the Spokane City Council, the governing body of the City of Spokane, a taxing district (“District” or “City”) of the State of Washington, has met and considered its budget for the calendar year 2024, holding public hearings thereon; and

WHEREAS, the District’s actual regular levy amount from the previous year (2023) was \$66,540,373.29 exclusive of administrative refunds; and

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Spokane requires a regular levy as provided hereafter, as well as an EMS levy as provided hereafter, both of which include an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, and authorized refunds, in order to discharge the expected expenses and obligations of the City and in its best interest; and

WHEREAS, the District population is more than 10,000; Now, Therefore,

The City of Spokane does ordain:

**Section 1. Regular Levy.**

- A. An increase in the regular annual property tax levy is hereby authorized for the levy to be collected in the 2024 tax year, said increase to be in the amount of \$665,403.73, which is a percentage increase of 1% from the previous year’s actual levy, prior to the inclusion of administrative refunds.
- B. This increase is exclusive of additional revenue in 2024 resulting from new construction, improvements to property, newly constructed wind turbines, increases in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law.
- C. Resolution No. 2014-0085 concerning a levy lid lift for improved and integrated streets, passed by the Spokane City Council on July 28, 2014, and approved by the voters in the election of November 4, 2014, replaces the existing \$0.57 property tax assessment for repayment of the 2004 street bond beginning in 2015. The voter approved Measure authorizes a levy lid lift of up to \$0.57 per \$1,000 of assessed valuation, in the first year, resulting in no net increase in the 2015 tax rate. This voter approved levy will remain in effect for 20 years.
- D. Resolution No. 2016-0093 concerning a levy for library services, passed by the Spokane City Council on November 14, 2016 and approved by the voters in the

election of April 25, 2017, provides for an increase in the regular property tax levy in excess of state law beginning in 2018. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.07 per \$1,000 of assessed valuation. This voter approved levy will remain in effect for a period of seven years.

- E. The total regular property tax levy for 2024, including amounts estimated for new construction, annexations, refunds, any other add-ons, and the voter approved levy for library services, is estimated at \$67,940,000 and is a percentage increase of 2.10% from the previous year's actual levy prior to the inclusion of 2023 administrative refunds. Inclusive of 2023 administrative refunds, the 2024 levy represents a 1.62% increase.

## **Section 2. Public Safety Levy Lid Lift (Regular Levy).**

- A. Resolution No. 2018-0103 concerning a levy for police and fire personnel and funding crime reduction programs, passed by the Spokane City Council on December 10, 2018 and approved by the voters in the election of February 12, 2019, provides for an increase in the regular property tax levy in excess of state law beginning in 2020. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.30 per \$1,000 of assessed valuation. This voter approved levy will remain in effect in perpetuity.
- B. As stated in Resolution No. 2018-0103, this levy lid lift is a Permanent Single Year Levy Lid Lift. Pursuant to RCW 85.55.050(1), the dollar amount collected in 2020 shall be used for the purpose of computing the limitations of the Public Safety lid lift for subsequent levies in 2021 and each subsequent year thereafter.
- C. An increase in the Public Safety Levy Lid Lift property tax levy is hereby authorized for the levy to be collected in the 2024 tax year, said increase to be in the amount of \$67,851.65, which is a percentage increase of 1% from the previous year's actual levy, prior to the inclusion of administrative refunds.
- D. This increase is exclusive of additional revenue in 2024 resulting from new construction, improvements to property, newly constructed wind turbines, increase in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law. The total Public Safety Levy Lid Lift levy for 2024, including amounts we have estimated for new construction, annexations, refunds, and other add-ons, is estimated at \$6,935,000 and is a percentage increase of 1.76% from the previous year levy of \$6,814,727.

**Section 3. Existing GO Bonds.**

In the case of the tax levied to raise \$10,364,775 for Principal and Interest on the City of Spokane’s outstanding General Obligation Bonds, the County Assessor, in spreading the tax upon the rolls shall determine the dollar rate required.

**Section 4. EMS Levy.**

Ordinance C-36175 concerning a levy for emergency medical services (EMS), passed by the Spokane City Council on February 14, 2022 and approved by the voters in the election of April 26, 2022, provides for a levy for six consecutive years beginning in 2023, with the rate in the first year being 50 cents per \$1,000 of assessed valuation.

- A. As required by RCW 84.55.120, this ordinance must specifically state the dollar increase requested, as well as the percent change from the previous year. For 2024 the City is requesting an increase of \$168,667.97 which is a 1% increase over the 2023 EMS Levy.
- B. This increase is exclusive of additional revenue in 2024 resulting from new construction, improvements to property, newly constructed wind turbines, increase in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law. The total EMS levy for 2024, including amounts we have estimated for new construction, annexations, refunds, and other add-ons, is estimated at \$17,225,000 and is a percentage increase of 2.12% from the previous year levy of \$16,866,797.

**Section 5. Certification; Filing.**

The City Council certifies all information as stated herein. Appropriate City staff is directed to transmit all required information required to the Clerk of Spokane County Board of County Commissioners and County Assessor, including budget estimates of amounts to be raised by taxation on assessed value of property (RCW 84.55.020), estimated beginning and ending cash balances (RCW 84.52.025), and the amount of taxes levied on assessed value within the City (RCW 84.52.070). Pursuant to Section 19 of the City Charter, this measure takes effect immediately on first reading and passage.

Passed by the City Council on \_\_\_\_\_.

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

Attest:

Approved as to form:

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City Clerk

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Assistant City Attorney

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Mayor

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Date



## 4.2

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### 4.2 - 2024 Capital Improvement Program (CIP) Ordinance

***Stratton, Jessica***

| For Information

#### **Attachments**

[10-16-23 CIP Ordinance.docx](#)

[Ordinance Approving Six-Year Capital Improvement Program 2024-2029.docx](#)

## Committee Agenda Sheet

### Finance and Administration Committee

<b>Submitting Department</b>	Finance
<b>Contact Name</b>	Jessica Stratton
<b>Contact Email &amp; Phone</b>	<a href="mailto:jstratton@spokanecity.org">jstratton@spokanecity.org</a> , x6369
<b>Council Sponsor(s)</b>	CP Kinnear, CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: _____
<b>Agenda Item Name</b>	2024 Capital Improvement Program Ordinance
<b>Summary (Background)</b>	<p><u>Background</u></p> <p>In accordance with the State Growth Management Act and the City of Spokane’s Spokane Municipal Code Chapter 07.17, the City must annually update and adopt a Citywide Six-Year Capital Improvement Program. The Program must be updated annually as part of the budget process. With the approval of the 2024 budget, the first year of the Capital Improvement Program reflects the 2024 CIP budget.</p> <p>An update on the CIP will be delivered to the City Council on October 19, 2023. A Plan Commission workshop was held on September 13, 2023 and the Plan Commission hearing will be held on October 11, 2023.</p> <p>The first reading of the CIP ordinance will be on October 30, 2023 with the final reading &amp; adoption on November 6, 2023.</p>
<b>Proposed Council Action &amp; Date:</b>	CIP Ordinance adoption on 11/6/23
<p><b>Fiscal Impact:</b> n/a</p> <p>Total Cost: n/a</p> <p>Approved in current year budget?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input checked="" type="checkbox"/> N/A</p> <p>Funding Source    <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring</p> <p>Specify funding source:</p> <p>Expense Occurrence    <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<b>Operations Impacts</b>	
<p>What impacts would the proposal have on historically excluded communities?</p> <p>n/a – recurring budget process</p>	
<p>How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?</p> <p>n/a– recurring budget process</p>	
<p>How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?</p> <p>n/a– recurring budget process</p>	

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

n/a- recurring budget process

## ORDINANCE NO. C \_\_\_\_\_

AN ORDINANCE OF THE CITY OF SPOKANE, WASHINGTON, ADOPTING A SIX-YEAR CITYWIDE CAPITAL IMPROVEMENT PROGRAM FOR THE YEARS 2024 THROUGH 2029. AND AMENDING THE CITYWIDE CAPITAL IMPROVEMENT PROGRAM (CIP) AS REFERENCED IN APPENDIX C OF THE CITY OF SPOKANE COMPREHENSIVE PLAN.

WHEREAS, in accordance with the Growth Management Act (“GMA”), the City of Spokane previously adopted a Comprehensive Plan that includes a Capital Facilities Plan (“CFP”) that includes an inventory, analysis, and a six-year financing plan for needed capital facilities otherwise referred to as the Six-Year Capital Improvement Program; and

WHEREAS, the City formed a Capital Facilities Technical Team which has assembled proposed amendments to the CIP, which amendments consist of an updated six-year plan (years 2024 through 2029) identifying the proposed locations and capacities of expanded or new capital facilities and a plan to finance such capital facilities within projected funding capacities (the “Six-Year Citywide Capital Improvement Program” or “CIP”); and

WHEREAS, the City previously adopted the Six-Year Street Program (RCW 35.77.010) on June 12, 2023 by Council Resolution 2023-0044, and that program is incorporated into the CIP; and

WHEREAS, GMA provides that proposed amendments to a comprehensive plan may be considered by the governing body of a city no more frequently than once per year, but further provides that amendments to the capital facilities element of a comprehensive plan may be considered outside of this annual process where the amendment is considered concurrently with the adoption or amendment of a city budget; and

WHEREAS, on September 25, 2023, the City’s responsible official issued a Determination of Non-Significance for the CIP; and

WHEREAS, the Spokane City Plan Commission conducted a public workshop regarding the CIP on September 13, 2023; and

WHEREAS, after providing appropriate public notices, on October 11, 2023, the Spokane City Plan Commission, conducted a public hearing to take testimony on the CIP, and at the close of the hearing, and after considering public input, the SEPA determination, and required decision criteria, found that the CIP is consistent with the Comprehensive Plan and voted unanimously to recommend that the City Council approve the CIP; and

Now, Therefore,

The City of Spokane does ordain:

Section 1. Amendment. The City of Spokane Comprehensive Plan and its capital facilities element are hereby amended to reflect a six-year plan for capital improvement projects (2024-2029), as set forth in the attached Citywide Capital Improvement Program (2024-2029).

A. Any vehicle procurement must comply with Spokane Municipal Code 07.06.175A regarding the procurement of clean fuel vehicles.

Section 2. Authorization to Seek Funding. City staff are authorized to apply for state and federal grants and low-interest loans in support of the projects identified in the Citywide Capital Improvement Program (2024-2029).

Section 3. Effective Date. This ordinance shall take effect and be in force on \_\_\_\_\_.

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

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

Approved as to Form:

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

## 4.3

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### 4.3 - Spokane Airport Board 2024 Budget Joint Resolution

*Byrd, Giacobbe*

Council Sponsors: CP Kinnear and CM Stratton

Per the Airport Joint Operating Agreement, the Spokane Airport Board is submitting the 2024 budget for approval. The Airports are financially self-sufficient, therefore, do not require any financial support from the City or County. The 2024 operating budget is \$51,594,945 and the capital budget is \$133,288,000. The total 2024 budget is \$184,882,945.

| For Information

#### **Attachments**

[City Briefing Paper Re 2024 SAB Budget.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Spokane Airport Board
<b>Contact Name</b>	Rob Schultz, CFO
<b>Contact Email &amp; Phone</b>	<a href="mailto:rschultz@spokaneairports.net">rschultz@spokaneairports.net</a> ; 509.455.6448
<b>Council Sponsor(s)</b>	CP Kinnear
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Spokane Airport Board 2024 Budget
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	Per the Airport Joint Operating Agreement, the Spokane Airport Board is submitting the 2024 budget for approval. The Airports are financially self-sufficient, therefore, do not require any financial support from the City or County. The 2024 operating budget is \$51,594,945 and the capital budget is \$133,288,000. The total 2024 budget is \$184,882,945.
<b>Proposed Council Action</b>	Approve Joint Resolution
<b>Fiscal Impact</b> Total Cost: <small>Click or tap here to enter text.</small> 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: <small>Click or tap here to enter text.</small>  Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	} N/A
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?	

## 4.4

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### 4.4 - N.E. COmmunity Center Lease Extension

*Steele, David*

The Facilities Department in partnership with the Northeast Community Center leadership, is forwarding a ground lease term extension that moves the expiration date to 2038, allowing NECC to secure DOC loans for the project.

#### **Attachments**

[Finance Briefing Paper - NECC Lease Extension.docx](#)

[NECC 3rd Amendment to Lease Agreement - Dec. 31 - 2038 \(OPR 2007-0528\).docx](#)



## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Facilities Department
<b>Contact Name</b>	Dave Steele
<b>Contact Email &amp; Phone</b>	509-625-6064
<b>Council Sponsor(s)</b>	CM Stratton / Cathcart
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Northeast Community Center – Lease Term Extension
<b>Summary (Background)</b>  *Use the Fiscal Impact box below for relevant financial information	<p>The Facilities Department in partnership with the Northeast Community Center leadership, is forwarding a ground lease term extension that moves the expiration date to 2038, allowing NECC to secure DOC loans for the project.</p> <p>In an effort to expand mental health care availability in the Spokane’s Hillyard community, the NECC has secured a partnership with the Department of Commerce and MultiCare Health Systems for the development and sublease of a new clinic on the NECC property. This clinic will be located in the former Hillyard Library building at the NECC.</p> <p>The document attached provides for:</p> <p>Amended property lease between the City and NECC to extend expiration date from December 31<sup>st</sup> of 2032 to December 31<sup>st</sup> of 2038. This meets the DOC loan document requirements.</p>
<b>Proposed Council Action</b>	Document approval
<b>Fiscal Impact</b> Total Expense: NA  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 <input checked="" type="checkbox"/> N/A Specify funding source: <b>Varies</b>  Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A  Other budget impacts: (revenue generating, match requirements, etc.) Reduction of long term replacement costs by completing proper ongoing maintenance.	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?	

The Northeast community Center is a direct service provider for a wide variety of excluded and underserved populations, this extension allows for additional dollars to be secured allowing for sustained services at a high level.

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

The Northeast community Center is a direct service provider for a wide variety of excluded and underserved populations, this extension allows for additional dollars to be secured allowing for sustained services at a high level.

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

The Northeast community Center is a direct service provider for a wide variety of excluded and underserved populations, this extension allows for additional dollars to be secured allowing for sustained services at a high level.

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

The Northeast community Center is a direct service provider for a wide variety of excluded and underserved populations, this extension allows for additional dollars to be secured allowing for sustained services at a high level.



**City of Spokane**

**LEASE AGREEMENT AMENDMENT**

THIS LEASE AGREEMENT AMENDMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as "City," and NORTHEAST COMMUNITY CENTER ASSOCIATION, whose address is c/o Northeast Community Center, 4001 North Cook Street, Spokane, Washington 99207, as "Association."

WHEREAS, the parties entered into a lease agreement for the Northeast Community Center Association to lease and manage the Northeast Community Center; and

WHEREAS, the lease term has been extended from time to time and was most recently extended through December 31, 2032; and

WHEREAS, the Association has applied a for loan with the Washington State Department of Commerce resulting in a Leasehold Deed of Trust that requires that there be at least a fifteen-year lease commitment between the City and the Association; and

NOW, THEREFORE, the parties agree as follows:

1. **DOCUMENTS.** The original lease dated June 22<sup>nd</sup> and June 26, 2007, and any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. **EFFECTIVE DATE.** This amendment shall become effective upon signature of both parties.

3. **AMENDMENTS.**

**Amendment No. 1:** Section 2 of the lease agreement is amended to read as follows:

1. TERM. The Association shall have the use of the premises beginning January 1, 2008 through December 31, ((2032)) 2038, unless terminated earlier.

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

Dated: \_\_\_\_\_

NORTHEAST COMMUNITY CENTER  
ASSOCIATION

By: \_\_\_\_\_  
David Richardson  
Title: Executive Director

Dated: \_\_\_\_\_

CITY OF SPOKANE

By: \_\_\_\_\_

Attest:

Approved as to form:

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Assistant City Attorney

STATE OF WASHINGTON        )  
  ) ss.  
County of Spokane            )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ and TERRI PFISTER, are the persons who appeared before me and said persons acknowledged that they signed this document, on oath stated that they were authorized to sign it and acknowledged it as the City Administrator and the City Clerk, respectively, of the CITY OF SPOKANE, a municipal corporation, to be the free and voluntary act of such party for the uses and purposes therein mentioned.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington  
residing at \_\_\_\_\_  
My appointment expires \_\_\_\_\_

STATE OF WASHINGTON        )  
  ) ss.  
County of Spokane            )

I certify that I know or have satisfactory evidence that David Richardson is/are the person(s) who appeared before me and said person(s) acknowledged that he/she/they signed this document, on oath stated that he/she/they were authorized to sign it and acknowledged it as the Executive Director of the NORTHEAST COMMUNITY CENTER ASSOCIATION, a Washington Non Profit- Corporation, to be the free and voluntary act of such party for the uses and purposes therein mentioned.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington  
residing at \_\_\_\_\_  
My appointment expires \_\_\_\_\_

## 4.5

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### 4.5 - 2024 East Sprague Business Improvement District Special Assessment

*Beck, Amanda*

Sponsors: CP Kinnear & CM Wilkerson  
Annual assessment for the East Sprague Business Improvement District

| For Information

#### **Attachments**

[2023-10-16\\_Finance\\_ESBID Special Assessment Ordinance.pdf](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Planning Services, Community and Economic Development
<b>Contact Name</b>	Amanda Beck
<b>Contact Email &amp; Phone</b>	<a href="mailto:abeck@spokanecity.org">abeck@spokanecity.org</a> , x6414
<b>Council Sponsor(s)</b>	Council Members Kinnear and Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	2024 East Sprague Business Improvement District Special Assessment
<b>Summary (Background)</b>	<p>The East Sprague Business Improvement District (ESBID) collects an annual special assessment from property owners within the district to provide funding for programs and services, as outlined in Chapter 04.31C SMC. The East Sprague Business Association (ESBA) administers and operates these programs through a contract with the City of Spokane. As part of the annual process their annual management plan and proposed budget is reviewed and approved as well.</p> <p>Chapter 04.31C SMC sets forth the annual process for assessing and collecting assessments from ratepayers within the ESBID. The annual process includes the following steps:</p> <ul style="list-style-type: none"> <li>• City Council sets an assessment roll hearing date by resolution;</li> <li>• City staff and the BID manager prepare the annual assessment roll based on tax assessment information from the Spokane County Assessor’s Office and formulas established in Chapter 04.31C SMC;</li> <li>• City staff provide mailed notice to property owners and identified on the assessment roll at least fifteen days prior to the hearing;</li> <li>• The City Council approves an assessment roll at the hearing;</li> <li>• City staff carry out billing and collection of annual assessment payments.</li> </ul>
<b>Proposed Council Action</b>	Approve ordinance confirming and approving the assessment roll for 2024
<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 checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A	
Specify funding source: BID special assessments from Downtown and East Sprague ratepayers	
Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A	
Other budget impacts: N/A	

## Operations Impacts

*What impacts would the proposal have on historically excluded communities?*

In administering the BID contract, ESBA is tasked with assisting existing and potential businesses that want to be located with the East Sprague BID, and this can include women and minority owned businesses that benefit from an entity that can manage district-wide marketing and events to attract customers that support local Spokane businesses.

*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?*

ESBA, the BID contract manager, completes an annual management plan as part of the annual special assessment process, which includes information on how the BID serves rate payers. No specific information is broken down by racial, gender identity, or other metrics at this time. Feedback from ratepayers to the ESBID Ratepayer Board is one avenue through which both the City and ESBA knows if ratepayers believe they are receiving services commensurate with the collected special assessment.

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

Effectiveness of the proposed changes would be collected annually during the special assessment process, and as analyzed in the annual management plan ESBA completes as the BID contract manager. The ability to maintain, or expand, services as funded through the special assessments would be a positive indicator that the BID is self-sufficient.

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

The creation and continuation of the East Sprague BID achieves a large goal from the 2014 East Sprague Targeted Investment Pilot (TIP) Advisory Board's Implementation Plan, in alignment with the recommendations from the Smart Growth America technical assistance grant report on how to achieve an economically vibrant neighborhood through targeted public and private investments. This resolution sets the hearing for the ordinance that confirms and approves the special assessment for 2024, thereby ensuring the ESBID has the funds to provide ratepayer services established in their contract which supports economic development focused specifically on the East Sprague area, in alignment with the vision and values of Comprehensive Plan Chapter 7, [Economic Development](#), and policy ED 1.2.



**ORDINANCE NO. C \_\_\_\_\_**

AN ORDINANCE APPROVING AND CONFIRMING THE 2024 ASSESSMENTS AND ASSESSMENT ROLL FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA, PREPARED UNDER ORDINANCE C35377 AS CODIFIED AND AMENDED IN CHAPTER 04.31C SMC.

WHEREAS, on September 9, 2023, the Spokane City Council passed Resolution 2023–0087, which provided notice and set a date for hearing on the assessments to be levied under the above identified ordinance; and

WHEREAS, pursuant to Resolution 2023–0087, a public hearing was held on December 4, 2023 to take public testimony regarding the assessments and assessment roll for the East Sprague Parking and Business Improvement Area; and

WHEREAS, the assessment roles have been on file in the Office of the City Clerk for public review and inspection; and

WHEREAS, the City Council, through this ordinance, intends to levy assessments in the East Sprague Business Improvement District to provide programs and services, which will specifically benefit the businesses and properties in the District; and

THE CITY OF SPOKANE DOES ORDAIN:

Section 1. The 2024 assessments and the assessment roll of the East Sprague Parking and Business Improvement Area, established under Ordinance C35377, as codified and amended in Chapter 04.31C SMC, are hereby approved and confirmed. The assessments and assessment roll are attached hereto, available in the Office of the City Clerk and City Treasurer.

Section 2. Each of the businesses, as described in RCW 35.87A.020, lots, tracts, and parcels of land and other property, including improvements thereon, multi-family residential, mixed-use projects as described in RCW 35.87A.020(4), hotels, motels, government, and others, shown upon said rolls are hereby declared to be specially benefited by the programs authorized in Ordinance C35377, as amended, in at least the amount levied against the same. The method of assessment is based upon the Special Assessment Formula in Appendix A.

Section 3. Pursuant to SMC 04.31C.100, the projects, programs, activities and budget for the 2024 East Sprague Parking and Business Improvement Area as presented to the City Council are hereby approved and may be revised by the City Council pursuant to a subsequent motion.

Section 4. The City Clerk is hereby directed to certify and transmit the assessment roll to the City Treasurer for collection, pursuant to City Ordinance and state law.

Section 5. That the assessments shown in the roll on file in the Office of the City Clerk are due on January 31, 2024. The ratepayer may elect to make payments in two installments with the first half of the assessment due and payable on the 31<sup>st</sup> day of January, 2024, and the second half of the assessment due and payable on the 31<sup>st</sup> day of July, 2024. Prior to the due date, ratepayers shall be sent a bill stating the amount of the assessment due and payable. If the assessment is not paid within thirty (30) days after its due date, a delinquency charge shall be added in the amount of ten percent (10%) of the assessment, not to exceed one hundred dollars (\$100) in addition to the processing fee. All assessments, or part thereof, shall also bear interest at the rate of twelve percent (12%) per annum, or part thereof, of delinquency. Within thirty (30) days of the due date(s), the City Treasurer or his/her designee shall send a late notice of the unpaid assessment including the assessment of appropriate interest, penalty and fees. Interest, penalties and other fees will be collected on any unpaid balance or portions thereof from the date the account became due.

Any ratepayer, aggrieved by the amount of an assessment or delinquency charge, shall request, within sixty (60) days of the assessment or charge, a meeting and/or hearing before the Ratepayer Board, and, if not satisfied with the decision of the Ratepayer Board, appeal within ten (10) days from the date of the decision, the matter de novo, to the City's Hearing Examiner, in the manner provided for in the City's Municipal Code. Failure to request a hearing shall result in a waiver of the right to challenge the assessment.

Section 6. This ordinance shall take effect and be in full force from and after the date of its passage.

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

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

Attest:

Approved as to form:

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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

APPENDIX A – 2024 ESBID PBIA

EAST SPRAGUE  
BUSINESS IMPROVEMENT DISTRICT  
Special Assessment Matrix

Estimated Annual Revenue	% Assessment based on Land Square Footage (LSF)		% Assessment based on Taxable Assessed Value (TAV)	Total Parcels
<b>\$79,990.00</b>	75%		25%	245
Benefit Area	Minimums	Maximums	Rate per LSF	Rate per \$1,000 TAV
Zone 1: Center and Corridor (Commercial)	\$250	\$1,200	3.1 cents	60 cents
Zone 2: General Commercial	\$125	\$600	1.6 cents	30 cents
Zone 3: Industrial	\$65	\$300	0.7 cents	15 cents

2024 represents the ninth assessment year for the East Sprague BID since 2016. As per section 4.31C.040(C)(3) of the Spokane Municipal Code, for subsequent years the assessment will continue on a three-year cycle as provided by SMC 4.31C.040(C)(2). The ninth year represents the third year of a three-year cycle. To account for inflation and maintain the equivalent buying power, in 2022 the assessment rate on LSF was increased by an Inflationary Factor that was equal to the percentage change in CPI for All Urban Consumers (CPI-U) West Region since the first assessment year, and applied to 2021 property information. The TAV rate remains the same

For 2024 the assessments will equal the “fourth year” (2022) multiplied by a CPI factor that is the lesser of 6 percent or the percentage change in CPI for All Urban Consumers (CPI-U) West Region between June 2021 and June 2023.

The CPI for All Urban Consumers (CPI-U): West Region between June 2021 and June 2022 was 12.55 percent. Therefore, 2022 assessments were increased by 6.0 percent for the 2024 assessment year.

## 4.6

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### 4.6 - 5100 Pre-Approval to Purchase one (1) truck for Engineering Services

*Prince, Thea,  
Giddings, Richard*

Council Sponsor: CM Bingle

Fleet Services would like pre-purchase approval for one (1) Ford F150 Lightning for the Engineering Services Department. Vehicle will be purchased using the Washington State DES contract or other competitive bidding process as vehicle availability dictates. The cost including commissioning and sales tax is not to exceed \$60,000.00.

This vehicle will be used to replace a truck that the department has been leasing from Enterprise.

| For Information

#### **Attachments**

[Pre-Approval of one Ford F150 Lightning for Engineering Services 10.4.23.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Fleet Services
<b>Contact Name</b>	Rick Giddings
<b>Contact Email &amp; Phone</b>	<a href="mailto:rgidding@spokanecity.org">rgidding@spokanecity.org</a> 625-7706
<b>Council Sponsor(s)</b>	CM Bingle
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	5100 PRE-APPROVAL TO PURCHASE ONE (1) TRUCK FOR ENGINEERING SERVICES
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	Fleet Services would like pre-purchase approval for one (1) Ford F150 Lightning for the Engineering Services Department. Vehicle will be purchased using the Washington State DES contract or other competitive bidding process as vehicle availability dictates. The cost including commissioning and sales tax is not to exceed \$60,000.00.  This vehicle will be used to replace a truck that the department has been leasing from Enterprise.
<b>Proposed Council Action</b>	Approve pre-approval
<b>Fiscal Impact</b>	
Total Cost: <u>\$60,000.00</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Specify funding source: Police Department Budget	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? No Impact identified.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? Data will not be collected.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Data will be collected by Fleet in order to analyze and compare lifecycle cost and fuel efficiency.	
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 Capital improvement Plan and Fleet Policy.	

## 4.7

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### 4.7 - 2024 Downtown Business Improvement District Special Assessment

*Beck, Amanda*

Sponsors: CMs Cathcart & Bingle  
Annual assessment for the Downtown Spokane Business Improvement District

| For Information

#### **Attachments**

[2023-10-16\\_Finance\\_DBID Special Assessment Ordinance.pdf](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Planning Services, Community and Economic Development
<b>Contact Name</b>	Amanda Beck
<b>Contact Email &amp; Phone</b>	<a href="mailto:abeck@spokanecity.org">abeck@spokanecity.org</a> , x6414
<b>Council Sponsor(s)</b>	Council Members Cathcart and Bingle
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	2024 Downtown Business Improvement District Special Assessment
<b>Summary (Background)</b>	<p>The Downtown Spokane Business Improvement District (Downtown BID) collects an annual assessment from business and property owners within the district to provide funding for programs and services. The Downtown Spokane Partnership (DSP) administers and operates these programs through a contract with the City of Spokane. As part of the annual process their annual management plan and proposed budget is reviewed and approved as well.</p> <p>Chapter 04.31 SMC sets forth the annual process for assessing and collecting assessments from ratepayers within the district. The annual process includes the following steps:</p> <ul style="list-style-type: none"> <li>• City Council sets an assessment roll hearing date by resolution;</li> <li>• City staff and the BID manager prepare the annual assessment roll based on tax assessment information from the Spokane County Assessor’s Office and formulas established in Chapter 04.31C SMC;</li> <li>• City staff provide mailed notice to property owners and identified on the assessment roll at least fifteen days prior to the hearing;</li> <li>• The City Council approves an assessment roll at the hearing;</li> <li>• City staff carry out billing and collection of annual assessment payments.</li> </ul>
<b>Proposed Council Action</b>	Approve ordinance confirming and approving the assessment roll for 2024
<p><b>Fiscal Impact</b></p> <p>Total Cost: <small>_Click or tap here to enter text.</small></p> <p>Approved in current year budget?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input checked="" type="checkbox"/> N/A</p> <p>Funding Source    <input type="checkbox"/> One-time    <input checked="" type="checkbox"/> Recurring    <input type="checkbox"/> N/A</p> <p>Specify funding source: BID special assessments from Downtown ratepayers</p> <p>Expense Occurrence    <input type="checkbox"/> One-time    <input type="checkbox"/> Recurring    <input checked="" type="checkbox"/> N/A</p> <p>Other budget impacts: N/A</p>	



## Operations Impacts

*What impacts would the proposal have on historically excluded communities?*

In administering the BID contract, the Downtown Spokane Partnership is tasked with assisting existing and potential businesses that want to be located with the Downtown BID, and this can include women and minority owned businesses that benefit from an entity that manages district-wide marketing and events to attract customers that support local Spokane businesses. Ratepayer Board positions are designated by geography, business, and property type to ensure that a variety of interests are well represented and guide decision making for the BID. This includes utilizing the Security Ambassadors to complete additional vehicle and e-bike patrols to monitor for possible mobility issues so that business owners, employees, and visitors are better able to access downtown.

*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?*

DSP, the BID contract manager, completes an annual management plan as part of the annual special assessment process, which includes information on how the BID serves rate payers. No specific information is broken down by racial, gender identity, or other metrics at this time. Feedback from ratepayers to the Downtown BID Ratepayer Board is one avenue through which both the City and DSP knows if ratepayers believe they are receiving services commensurate with the collected special assessment.

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

Hosted events, grants to new businesses, and response calls from Clean & Green and the Security Ambassadors teams, which are detailed in the BID management plan, provide data for effectiveness of the Downtown BID. The ability to maintain, or expand, services as funded through the special assessments would be a positive indicator that the BID is self-sufficient and appropriately servicing ratepayers.

*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?*

Programs administered by the DSP support several strategies in the recently updated [Spokane Downtown Plan](#), such as energize streets and alleys that are activated for pedestrians (Live by Five, 509 Day, Welcome Back to Downtown) and supporting existing and emerging businesses downtown (Strategy LWP2.3). The Downtown BID aligns with the vision and values of Comprehensive Plan Chapter 7, [Economic Development](#), and policy ED 1.2. This resolution sets the hearing for the ordinance that confirms and approves the special assessment for 2024, thereby ensuring the Downtown BID has the funds to provide ratepayer services established in their contract which supports economic development focused specifically on downtown, a cultural and commercial regional hub.

**ORDINANCE NO. C \_\_\_\_\_**

AN ORDINANCE APPROVING AND CONFIRMING THE 2024 ASSESSMENTS AND ASSESSMENT ROLL FOR THE DOWNTOWN SPOKANE PARKING AND BUSINESS IMPROVEMENT AREA, PREPARED UNDER ORDINANCE C-32923 AS CODIFIED AND AMENDED IN CHAPTER 04.31 SMC.

WHEREAS, on September 9, 2023, the Spokane City Council passed Resolution 2023–0086 which provided notice and set a date for hearing on the assessments to be levied under the above identified ordinance; and

WHEREAS, pursuant to Resolution 2023–0086, a public hearing was held on December 4, 2023 to take public testimony regarding the assessments and assessment roll for the Downtown Spokane Parking and Business Improvement Area; and

WHEREAS, the assessment roles have been on file in the Office of the City Clerk for public review and inspection; and

WHEREAS, the City Council, through this ordinance, intends to levy assessments in the Downtown Spokane Business Improvement District to provide programs and services, which will specifically benefit the businesses and properties in the District; and

**THE CITY OF SPOKANE DOES ORDAIN:**

Section 1. The 2024 assessments and the assessment roll of the Downtown Spokane Parking and Business Improvement Area, established under Ordinance C-32923, as codified and amended in Chapter 04.31 SMC, are hereby approved and confirmed. The assessments and assessment roll are attached hereto, available in the Office of the City Clerk and City Treasurer.

Section 2. Each of the businesses, as described in RCW 35.87A.020, lots, tracts, and parcels of land and other property, including improvements thereon, multi-family residential, mixed-use projects as described in RCW 35.87A.020(4), hotels, motels, government, and others, shown upon said rolls are hereby declared to be specially benefited by the programs authorized in Ordinance C-32923, as amended, in at least the amount levied against the same. The method of assessment is based upon the Special Assessment Formula in Appendix A.

Section 3. Pursuant to SMC 04.31.100, the projects, programs, activities and budget for the 2024 Downtown Parking and Business Improvement Area as presented to the City Council are hereby approved and may be revised by the City Council pursuant to a subsequent motion.

Section 4. The City Clerk is hereby directed to certify and transmit the assessment roll to the City Treasurer for collection, pursuant to City Ordinance and state law.

Section 5. That the assessments shown in the roll on file in the Office of the City Clerk are due on January 31, 2024. The ratepayer may elect to make payments in two installments with the first half of the assessment due and payable on the 31<sup>st</sup> day of January, 2024, and the second half of the assessment due and payable on the 31<sup>st</sup> day of July, 2024. Prior to the due date, ratepayers shall be sent a bill stating the amount of the assessment due and payable. If the assessment is not paid within thirty (30) days after its due date, a delinquency charge shall be added in the amount of ten percent (10%) of the assessment, not to exceed one hundred dollars (\$100) in addition to the processing fee. All assessments, or part thereof, shall also bear interest at the rate of twelve percent (12%) per annum, or part thereof, of delinquency. Within thirty (30) days of the due date(s), the City Treasurer or his/her designee shall send a late notice of the unpaid assessment including the assessment of appropriate interest, penalty and fees. Interest, penalties and other fees will be collected on any unpaid balance or portions thereof from the date the account became due.

Any ratepayer, aggrieved by the amount of an assessment or delinquency charge, shall request, within sixty (60) days of the assessment or charge, a meeting and/or hearing before the Ratepayer Board, and, if not satisfied with the decision of the Ratepayer Board, appeal within ten (10) days from the date of the decision, the matter de novo, to the City's Hearing Examiner, in the manner provided for in the City's Municipal Code. Failure to request a hearing shall result in a waiver of the right to challenge the assessment.

Section 6. This ordinance shall take effect and be in full force from and after the date of its passage.

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

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

Attest:

Approved as to form:

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

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

DRAFT

4.8

5 min

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4.8 - APRA Contract with Habitat for Humanity

*Murray, Michelle*

Contract with Habitat for Humanity using ARPA funds allocated to their shared equity program.

## 4.9

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### 4.9 - ARPA Small Business Awards

*Murray, Michelle*

This funding approval is for an additional 55 small business that qualified for funding during the second half of the funding period. The ARPA Accounting team would like to finalized the recommendations for these conditional awards totaling \$ 1,403,517.35 as listed.

| For Information

#### **Attachments**

[Briefing Paper- Small Business Awards Round2 2nd half and final.pdf](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Accounting
<b>Contact Name</b>	Michelle Murray
<b>Contact Email &amp; Phone</b>	mmurray@spokanecity.org
<b>Council Sponsor(s)</b>	CM Stratton & CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Small Business Assistance Awards Round 2
<b>Summary (Background)</b>	On August 8, 2022 City Council approved Tranche 3 of the ARPA Allocation that allocated \$5,000,000 to small business entities inside the City limits. Round 1, in a two part process, \$2,061,806.60 was successfully awarded to local small businesses. Round 2 opened on May 24, 2023. The city awarded 31 organizations in the first half of this funding period for a total of \$1,037,097.82 on eligible first come first serve applications. The applications closed on August 31, 2023 and an additional 55 small businesses qualified for awards in the second half of the funding period. The ARPA Accounting team would like to finalize the recommendations for these conditional awards totaling \$1,403,517.35 to receive funding as listed.
<b>Proposed Council Action</b>	Approve award recommendations as attached.
<b>Fiscal Impact</b>	
Total Cost: <u>\$1,403,517.35</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Specify funding source: American Rescue Plan Act	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? Local small businesses would further struggle in their recovery from the COVID pandemic.	
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? Aiding small business in recovering from COVID 19.	

**Assistance to Small Business Awards Round 2 Period 2**

<b>App #</b>	<b>Organization</b>	<b>Approved Amount</b>
1	Heads & Tails Photography	\$14,372.54
2	Julia M. Hayes, LLC	\$2,732.50
3	Comstock Place	\$22,533.00
4	Maker And Made LLC	\$45,000.00
5	NewBeginnings Spokane LLC	\$27,781.00
6	Ladder Coffee LLC	\$45,000.00
7	Range Media	\$3,388.15
8	Brady, Shelley Marie DBA Retreat	\$30,840.47
9	Twenty-Seventh Heaven LLC	\$7,955.00
10	The Wet Whistle	\$15,000.00
11	Out There Monthly, LLC	\$45,000.00
12	Natural Foods INC	\$45,000.00
13	Time2Shine Movers	\$1,170.00
14	Wiley's Downtown Bistro	\$45,000.00
15	Movement Industries INC	\$9,294.07
16	AMGB INC	\$7,504.11
17	Elliotts an urban kitchen	\$43,137.00
18	Made With Love LLC	\$8,787.06
19	Inter-Tribal Beauty	\$15,000.00
20	Perry Street Brewing Company	\$45,000.00
21	The Twisted Churro	\$8,452.00
22	La Latina	\$8,044.00
23	EV of Washinton	\$45,000.00
24	Bare Productions L.L.C.	\$10,853.00
25	Mai Nails	\$17,920.00
26	Cronk Chiropractic	\$15,000.00
27	The Health Hub LLC	\$19,253.00
28	The North Hill On Garland	\$45,000.00
29	Fuel to Thrive LLC	\$11,913.82
30	Dom And Bomb, LLC	\$15,000.00
31	T-Dog Enterprises LLC	\$45,000.00
32	Anthony's Driving Service LLC	\$35,081.00
33	Inland Empire Media	\$45,000.00
34	Spa Nails	\$45,000.00
35	RGZprints LLC	\$1,858.41
36	KSDCUTS	\$1,842.00
37	Hi Tek Nails	\$45,000.00
38	Sunny Buns Tanning Salon And Spa	\$45,000.00
39	Plant Health Solutions & Pest Control	\$45,000.00
40	Pho Thinh Restaurant	\$45,000.00
41	Shawn C. Horn PsyD, P.S.	\$45,000.00
42	NYNE Bar & Bistro	\$45,000.00
43	M.O.D. Printing	\$15,000.00
44	Lilac City Legends	\$9,783.00



<b>App #</b>	<b>Organization</b>	<b>Approved Amount</b>
45	The Chop Shop	\$15,000.00
46	One Body One Mind	\$24,963.00
47	New Beginnings Hair & Beauty Salon	\$5,690.49
48	Larry's Afro Barber Styling	\$31,533.00
49	Express Nails Inc	\$45,000.00
50	Salon Dolce	\$35,171.95
51	The Regal Barber LLC	\$10,264.06
52	All Knight Stealth Services	\$1,183.00
53	Kizuri Collective LLC	\$33,959.53
54	LDT Mugshots Espresso LLC	\$20,805.11
55	I Am Alliance LLC	\$35,452.08

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**\$1,403,517.35**

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## 4.10

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### 4.10 - Primary Towing Contract

*Giddings, Richard*

Council Sponsor CM Wilkerson. Primary contract with Evergreen Towing for towing services for Fleet vehicles.

| For Information

#### **Attachments**

[Evergreen Towing Contract Briefing Paper.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Fleet Services
<b>Contact Name</b>	Rick Giddings
<b>Contact Email &amp; Phone</b>	<a href="mailto:rgiddings@gmail.com">rgiddings@gmail.com</a>
<b>Council Sponsor(s)</b>	
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	5100 – Primary Towing Services Contract with Evergreen Towing
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	Fleet would like to contract with Evergreen Towing as our primary towing services vendor. An RFP was issued, and an evaluation committee unanimously scored Evergreen highest for experience, capability, and cost. The yearly expenditure for our primary vendor is not to exceed \$65,000. An additional contract will be issued to the second-place respondent for \$10,000 to ensure coverage and response time requirements. This is a yearly contract with optional renewals for up to five years.
<b>Proposed Council Action</b>	Approve Contract
<b>Fiscal Impact</b> Total Cost: <u>\$65,000</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: <a href="#">Click or tap here to enter text.</a>  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? Non Identified.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? Data will not be collected.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Cost and response time data will be collected to gauge success.	
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 Centralized Fleet Policy.	

## 4.11

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### 4.11 - Secondary Towing Contract

*Giddings, Richard*

Council Sponsor CM Wilkerson. Secondary contract with Reliable Towing for Fleet vehicle towing.

| For Information

#### **Attachments**

[Reliable Towing Contract Briefing Paper.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Fleet Services
<b>Contact Name</b>	Rick Giddings
<b>Contact Email &amp; Phone</b>	<a href="mailto:rgiddings@gmail.com">rgiddings@gmail.com</a>
<b>Council Sponsor(s)</b>	CM Stratton
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	5100 – Secondary Towing Services Contract with Reliable Towing
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	Fleet would like to contract with Reliable Towing as our secondary towing services vendor. An RFP was issued, and an evaluation committee scored Reliable second for experience, capability, and cost. The yearly expenditure for our secondary vendor is not to exceed \$10,000. A secondary vendor is necessary to ensure coverage and quick response time for the City's towing needs.
<b>Proposed Council Action</b>	Approve Contract
<b>Fiscal Impact</b> Total Cost: <u>\$10,000</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: Fleet Services Fund  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? Non Identified.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? Data will not be collected.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Cost and response time data will be collected to gauge success.	
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 Centralized Fleet Policy.	

## 4.12

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### 4.12 - Contract with Clean Energy

*Giddings, Richard*

Council Sponsor CM Wilkerson. CNG Fueling site maintenance and repair contract with Clean Energy Fuels.

| For Information

#### **Attachments**

[Clean Energy - City of Spokane OM Contract Renewal Bi-Weekly 9.21.23.pdf](#)

[Clean Energy Contract Briefing Paper.docx](#)



September 15, 2023

Richard Giddings  
Fleet Services Director  
City of Spokane  
915 North Nelson  
Spokane, WA 99202

**Re: CNG Fueling Station Operations & Maintenance (O&M) Contract Renewal - Biweekly**

Dear Mr. Giddings,

Clean Energy appreciates the opportunity to continue serving as the City of Spokane’s CNG maintenance provider. Our comprehensive O&M program ensures all CNG equipment operates within OEM specifications, and City employees have a safe, reliable fueling operation.

The O&M program provides bi-weekly inspections, 24/7 customer support line and an onsite emergency response time within 6 hours. All recommended maintenance and repairs, including parts and labor, remote monitoring, and emergency callouts are included. The City is only responsible for damage caused by its own negligence and weekly checks in between Clean Energy site inspections. Weekly checks to be determined following the completion of Site Operations Awareness Training.

As you know, The City’s current rate structure is \$0.625 per Diesel Gallon Equivalent (DGE) with weekly service. Over the past 12 months, the station has dispensed approximately 27,444 DGEs per month. The addition of 13 trucks is expected to increase this monthly usage to approximately 35,000 DGEs per month. Below is a revised cost structure assuming two (2) preventative maintenance visits per month.

Operations & Maintenance Cost Structure	
Monthly Volume* (DGE)	O&M Fee** (DGE)
20,000 - 35,000	\$0.48
35,001 – 50,000	\$0.43
>50,001	\$0.38

*\*Minimal volume commitment of 20,000 DGEs*

*\*\*O&M fee subject to annual CPI increase and does not include cost of electricity, cost of natural gas commodity or taxes.*

**Clean Energy**

4675 MacArthur Court, Suite 800  
Newport Beach, CA 92660  
949.437.1000

[CleanEnergyFuels.com](http://CleanEnergyFuels.com)



Please advise if the City accepts this increased rate structure for a period of 1 year with four (4) single year options. If you have any questions regarding this proposal, I can be reached at (480) 340-4039 or michael.haag@cleanenergyfuels.com

Clean Energy looks forward to continuing to service the City's station. Thank you in advance for your consideration.

Sincerely,

*Mike Haag*

Mike Haag  
Account Manager, Western Region

Encl. IMW CLNE Agreement – Jul 2022

**Clean Energy**

4675 MacArthur Court, Suite 800  
Newport Beach, CA 92660  
949.437.1000

[CleanEnergyFuels.com](http://CleanEnergyFuels.com)



Clean Energy Compression  
Unit #610 - 44688 South Sumas Road  
Chilliwack, BC, Canada V2R 5M3



11 July, 2022

To whom it concerns,

IMW Industries Ltd. (dba Clean Energy Compression) (IMW) has engaged Clean Energy (CE) as the exclusive provider of sales, distribution, commissioning and service of all vehicle transportation products in the United States of America and Canada.

Regards,

A handwritten signature in blue ink, appearing to read "Colm", is written over a horizontal line.

Colm Murphy  
General Manager

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Fleet Services
<b>Contact Name</b>	Rick Giddings
<b>Contact Email &amp; Phone</b>	<a href="mailto:rgiddings@spokanecity.org">rgiddings@spokanecity.org</a> 509-625-7706
<b>Council Sponsor(s)</b>	CM Stratton
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	5100 - Contract with Clean Energy for CNG Site Maintenance
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	Fleet Services would like to contract with Clean Energy Fuels for the maintenance and repair of Solid Waste Collection's CNG Fueling Site. Clean Energy has been our sole source maintenance provider since the fueling site was built and is the only certified supplier of parts and service for the IMW compressors that are installed at the site. We have renegotiated a service schedule that will not affect the function of the site but will save approximately \$70,000 per year compared to previous years. The contract is based on CNG/RNG usage, so the yearly expenditure is estimated to be no higher than \$225,000 per year. This is a yearly contract with optional renewals for up to 5 years.
<b>Proposed Council Action</b>	Contract Approval
<b>Fiscal Impact</b>	
Total Cost: <u>225,000</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Specify funding source: Fleet Services Fund	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? None Identified	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? Data will not be collected.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Fleet Services collects fuel cost data to determine viability.	
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 Centralized Fleet Policy.	

## 4.13

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### 4.13 - 5300 ESRI Small Municipal and County Government EA Program

*Sloon, Michael*

Council Sponsor: CM Bingle for ESRI Small Municipal and County Government EA Program

| For Information

#### **Attachments**

[ESRI Finance and Administration Briefing Paper.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Innovation and Technology Services Division
<b>Contact Name</b>	Michael Sloon
<b>Contact Email &amp; Phone</b>	<a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a> & 509-625-6468
<b>Council Sponsor(s)</b>	CM Bingle
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: 10/16/2023
<b>Agenda Item Name</b>	5300 ESRI Small Municipal and County Government EA Program
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>The City relies on Environmental Systems Research Institute, Inc. (ESRI) ArcGIS software to run its Geographic Information System (GIS), including desktop, server, and cloud systems, e.g. databases for storing geographic data, desktop software for analyzing and managing geographic data, web software for publishing maps for staff and the public, and mobile mapping solutions for collecting and retrieving geographic data in the field.</p> <p>Three (3) year contract with ESRI Inc., beginning 01/01/2024 through 12/31/2026. The 2024 cost \$167,000, 2025 cost \$169,000.00, 2026 cost \$175,100.00, for a grand total of \$511,100.00 plus applicable sales tax. Utilizing GSA Schedule GS-35F-253CA. The 2022 cost was \$165,000.00 plus sales tax.</p>
<b>Proposed Council Action</b>	Pass Council on 10/30/2023
<b>Fiscal Impact</b> 2024 Cost \$167,000.00 pls tax Total Cost: <u>\$511,100.00 pls tax</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: <a href="#">Click or tap here to enter text.</a>  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.): N/A	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?	
Not Applicable – GIS Software	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
Not Applicable – GIS Software	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Not Applicable – GIS Software	

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

Not Applicable – GIS Software

## 4.14

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### 4.14 - 5300 Interagency Firewalls - State & Local Cybersecurity Grant Awa

Council Sponsor: CM Bingle for State & Local Cybersecurity Grant Program (SLGCP) Award for:  
Inter-Agency Firewall Initiative

#### **Attachments**

[Briefing Paper Template 2023 Inter-Agency Firewall-update.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Innovation and Technology Services Division
<b>Contact Name &amp; Phone</b>	Dan Wordell, 625-6456
<b>Contact Email</b>	<a href="mailto:dwordell@spokanecity.org">dwordell@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Bingle
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested: 10/16/2023
<b>Agenda Item Name</b>	State and Local Cybersecurity Grant Program (SLGCP) Award for: Inter-Agency Firewall Initiative
<b>Summary (Background)</b>	SLGCP grant funding has been approved for the Inter-Agency Firewall Initiative. This project will install network firewalls between the City of Spokane and SREC and Spokane County interconnected networks. City of Spokane, Spokane County and Spokane Regional Emergency Communications (SREC) are interconnected agencies. The network boundary between these agencies and the City of Spokane is not visible to our existing security monitoring solutions and the network boundaries are not protected on the City of Spokane side of the network trust relationship.
<b>Proposed Council Action &amp; Date:</b>	Approval/Pass Council on October 30 <sup>th</sup> , 2023
<b>Fiscal Impact:</b>	
Total Cost: \$77,000	
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 – Annual	
Specify funding source: ITSD 5300-73150-18850-54820: \$77,000	
Revenue: ITSD 5300-73150-99999-33397-99999: \$77,000	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring - Annual	
Other budget impacts: none	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?	
Not applicable – IT Related, Data Security	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
Not applicable – IT Related, Data Security	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Not applicable – IT Related, Data Security	

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

Not applicable- IT related, Data Security



## 4.15

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### 4.15 - 5300 Cisco ISE - State & Local Cybersecurity Grant Award

Council Sponsor: CM Bingle for State & Local Cybersecurity Grant Program (SLGCP) Award for:  
Cisco Identity Service Engine

#### **Attachments**

[Briefing Paper Template 2023 Cisco Identity Service Engine-update.docx](#)

## Committee Agenda Sheet

### Finance & Administration Committee

<b>Submitting Department</b>	Innovation and Technology Services Division
<b>Contact Name &amp; Phone</b>	Dan Wordell, 625-6456
<b>Contact Email</b>	<a href="mailto:dwordell@spokanecity.org">dwordell@spokanecity.org</a>
<b>Council Sponsor(s)</b>	CM Bingle
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:10/16/2023
<b>Agenda Item Name</b>	State and Local Cybersecurity Grant Program (SLGCP) Award for: Cisco Identity Service Engine Initiative
<b>Summary (Background)</b>	SLGCP grant funding has been approved for the Cisco Identity Service Engine Initiative. This project for the implementation of identity services, identity-based network access control and policy enforcement system, for the City of Spokane Network. This project will allow the network to automatically detect the connection of authorized and unauthorized devices and implement a system to validate the connected device's security posture, including its patch and signatures level. Systems not meeting the defined security posture will be quarantined to a network zone that only has access to the update server.
<b>Proposed Council Action &amp; Date:</b>	Approval/Pass Council on October 30 <sup>th</sup> , 2023
<b>Fiscal Impact:</b> Total Cost: \$160,000 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 – Annual  Specify funding source: ITSD 5300-73150-18850-54820: \$160,000 Revenue: ITSD 5300-73150-99999-33397-99999: \$77,000  Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring - Annual  Other budget impacts: none	
<b>Operations Impacts</b>	
What impacts would the proposal have on historically excluded communities?	
Not applicable – IT related, Data Security	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
Not applicable – IT related, Data Security	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Not applicable – IT related, Data Security	

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

Not applicable- IT related, Data Security

## 5 - Adjournment

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## 6 - Executive Session

Executive Session may be held or reconvened during any committee meeting.

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## 7 - Next Meeting

The next meeting of the Finance & Administration Committee will be held at 1:15 p.m. on Month XX, 202X.