

2018 FURNITURE STANDARD LIST
FACILITY/LOBBY FURNITURE



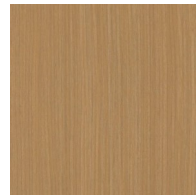


Herman Miller Everywhere tables flip top

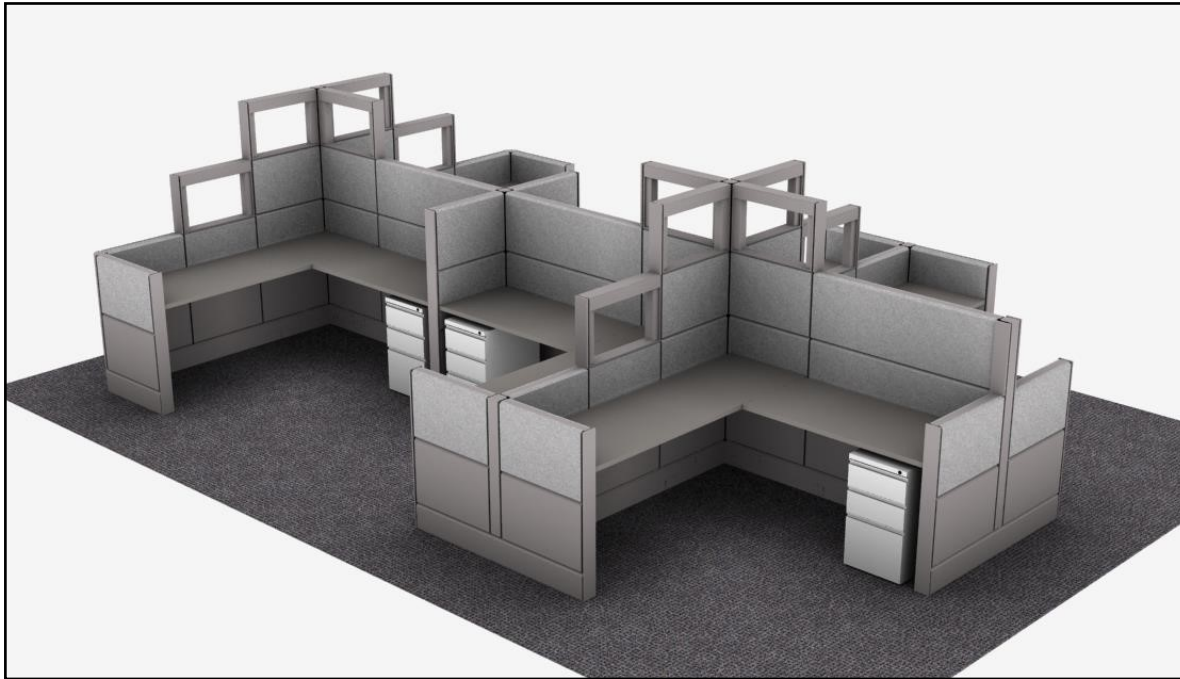
\$ 586.08

US Communities# 440003403

30"x72 " casters and non caster option.



Oak on Ash LBB



Crossing
Indigo
8T18



Crossing
Shale
8T19

**Herman Miller Ethospace
Crossing Indigo accent color
Crossing Shale main color**

US Communities# 440003403

Qty of stations and layouts dictate price

\$ 1,500.00– 10,000.00

Lobby

Ideon Visit chair with wood arms

TCPN Contract #R142205

\$ 756.70

Wood Arm Options:



Clear Maple



Amber Mahogany



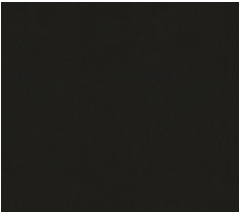
Ideon Visit chair armless

TCPN Contract #R142205

\$660.10



Vinyl Seat—All Chair Styles:



Slide Onyx

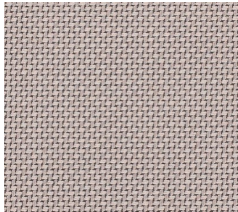


Slide Fog

Fabric Back Options—All Chair Styles:



Odyssey Captain



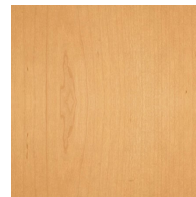
Tradition Ash



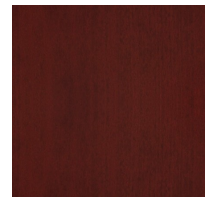
Ideon Occasional tables

TCPN Contract #R142205

\$ 470.00– 730.00



Clear Maple



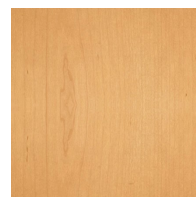
Amber Mahogany



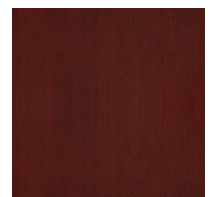
Ideon Cube tables

TCPN Contract #R142205

\$ 350.00– 473.00



Clear Maple



Amber Mahogany

2018 FURNITURE STANDARD LIST
INDIVIDUAL WORK STATION FURNITURE



Torsa Chair - Task

SitOnIt • Seating®



Torsa task:

Black Fabric: \$ 363.09

Black Vinyl: \$ 390.39

US Communities# 440003403

Fully adjustable arm
Fully adjustable seat
Black frame
Black arms
Partially Assembled
Delivery additional



Fabric:
Sugar Licorice

Lumin Chair - Conference

SitOnIt • Seating®



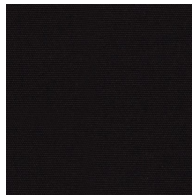
Lumin task:

Black Fabric: \$ 240.70

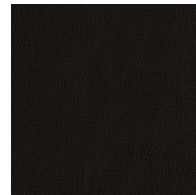
Black Vinyl: \$ 261.17

US Communities# 440003403

Fixed arm
Fixed seat
Black frame
Black arms
Delivery additional



Fabric:
Sugar Licorice



Vinyl:
Canter Onyx

Amplify Stool

SitOnIt • Seating®

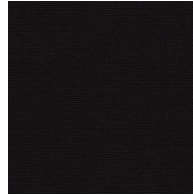


Amplify stool:

\$ 308.95

US Communities# 440003403

Adjustable arms
Adjustable seat
Black frame
Black base
Black arms
Black fabric and frame
Partially Assembled
Delivery additional



Fabric:
Sugar Licorice

Lumin 4 Leg Chair

SitOnIt • Seating®

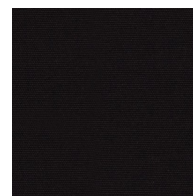


**Lumin 4 Leg Chair—Plastic Stacker
occasional chair not for conference
room use.**

\$ 108.75

US Communities# 440003403

Armless
Fixed height
Black frame
Plastic seat and back
Assembled
Delivery additional



Black

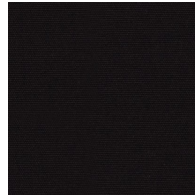
Lumin 4 Leg Chair



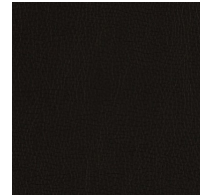
Lumin 4 Leg chair—Office Side
For conference rooms side chair and Office guest chair.

Black Fabric: \$ 187.92
Black Vinyl: \$ 221.59
US Communities# 440003403

Arms
Fixed height
Black frame Fully upholstered
Assembled
Delivery additional



Fabric:
Sugar Licorice



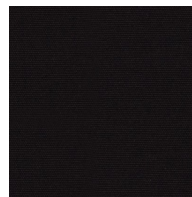
Vinyl:
Canter Onyx



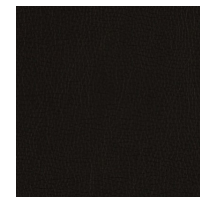
Lumin 4 Leg chair—Office Side
For conference rooms side chair and Office guest chair.

Black Fabric: \$ 161.53
Black Vinyl: \$ 195.20
US Communities# 440003403

Armless
Fixed height
Black frame
Assembled
Delivery additional



Fabric:
Sugar Licorice



Vinyl:
Canter Onyx

Storage



BBF

\$ 222.95

US Communities# 440003403

*Full extension drawers
Ball bearing drawer glides*



Finish: Inner Tone Light HF



FF

\$ 189.00

US Communities# 440003403

*Full extension drawers
Ball bearing drawer glides*



Finish: Inner Tone Light HF



BF Mobile (matches existing)-with Cushion Seat Top

\$ 356.04

US Communities# 440003403

*Full extension drawers
Ball bearing drawer glides*



Finish: Inner Tone Light HF

Tables



Hat electric height table base

\$ 554.90—Base Only in silver

For 24" to 30" wide tops from 48" to 96" long.



**Hat electric height table base with top
Top color to be HT Inner tone**

\$680.47 - base with 24"x72" Top

For 24" to 30" wide tops from 48" to 96" long.



Top: Inner Tone HT

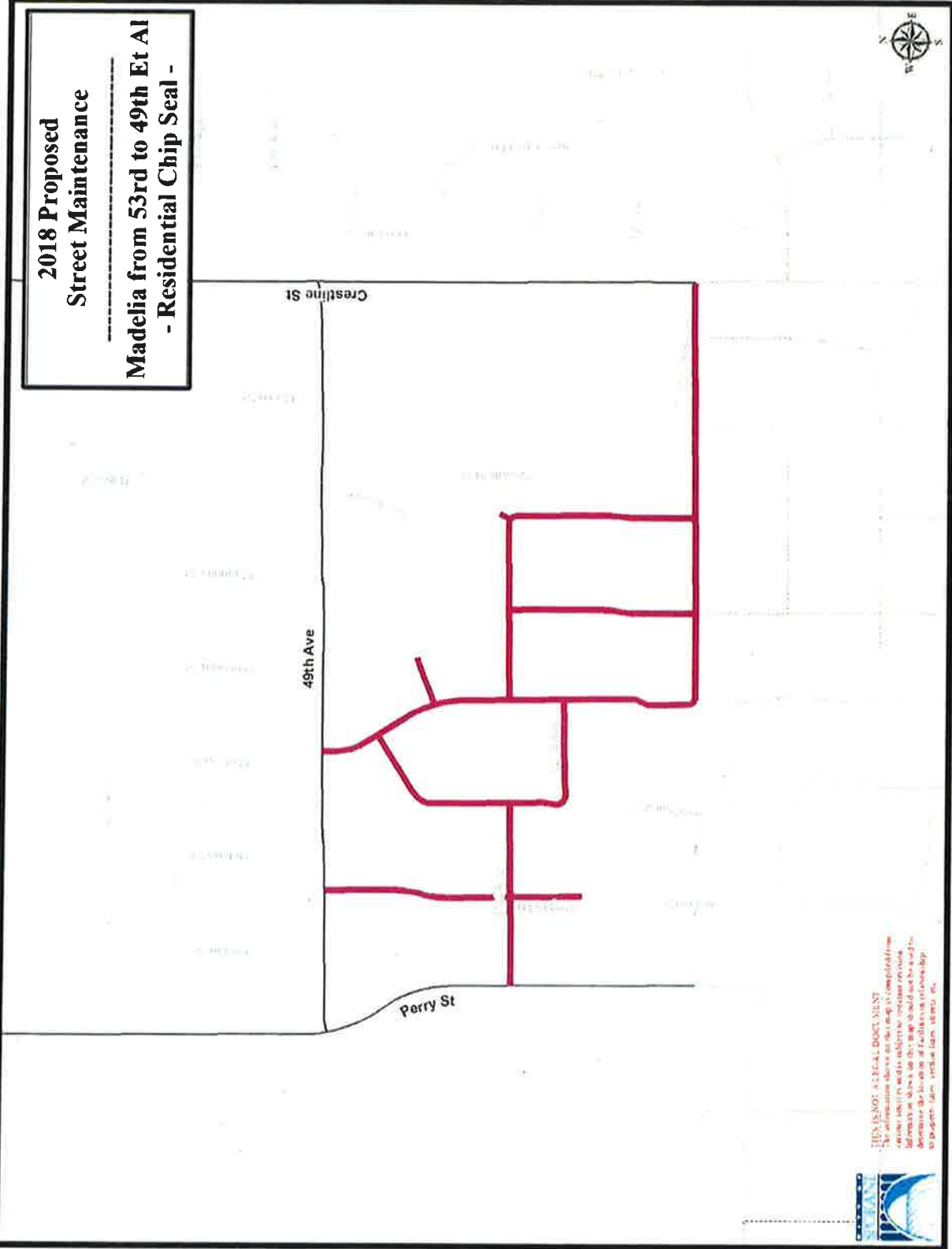
Briefing Paper

Finance & Administration

Division & Department:	Engineering Services; Public Works
Subject:	2018 Residential Chipseal (2018043)
Date:	March 19, 2018
Contact (email & phone):	Dan Buller (dbuller@spokanecity.org , 625-6391)
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	The project is in the 6 Year Street Plan
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of construction contracts (once bids are opened and recommendation to award submitted to council for approval)
Background/History:	
<ul style="list-style-type: none"> • This project will chip seal residential streets in three areas as shown on the attached exhibits. • Public involvement consisted of a letter and brochure describing the project limits and how chip sealing works mailed to fronting property owners. 	
Executive Summary:	
<ul style="list-style-type: none"> • This project is the annual TBD funded residential chip seal project. • Included areas are shown on the attached exhibits • Engineer's estimate is \$760,000 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Specify changes required:	
Known challenges/barriers:	

**2018 Proposed
Street Maintenance

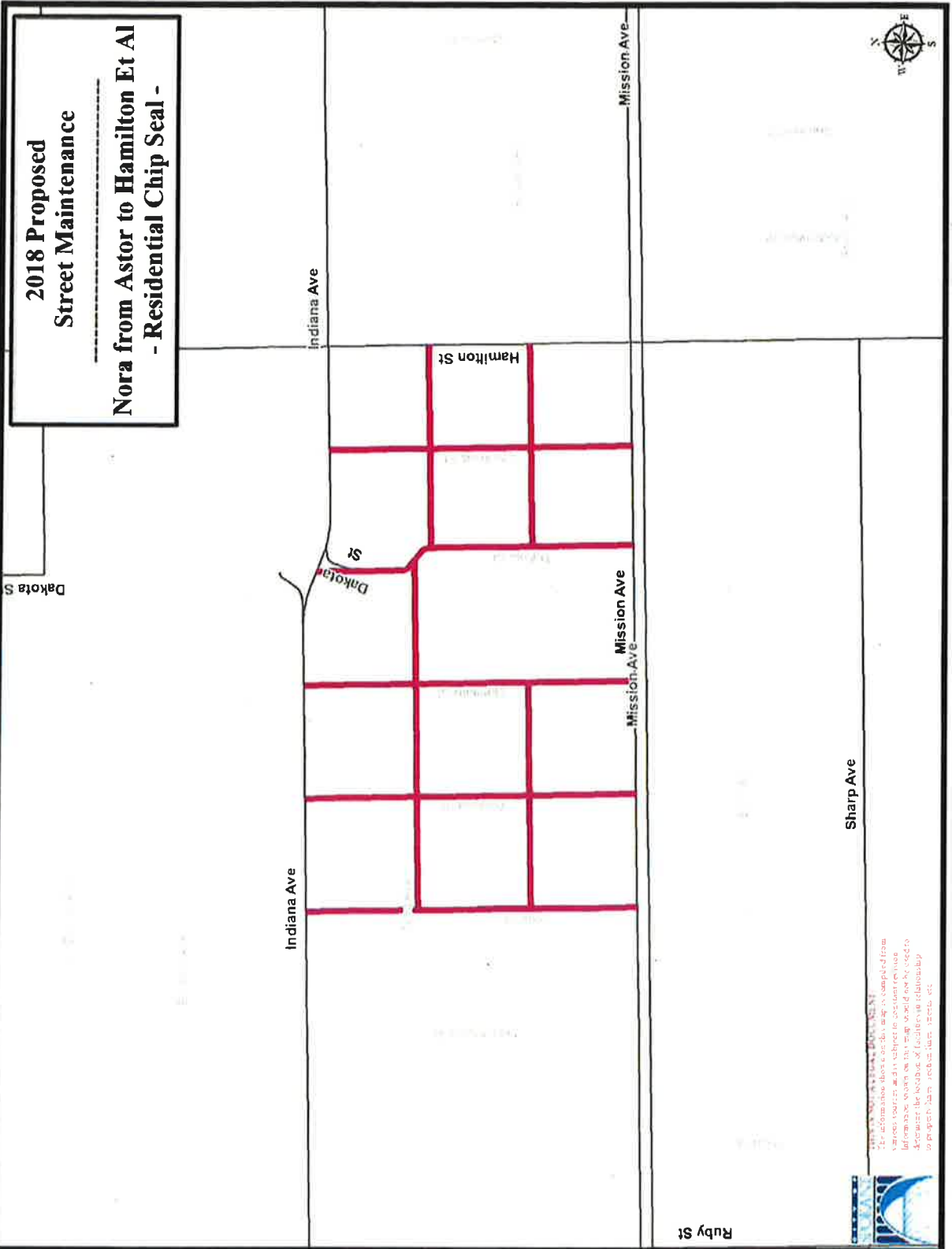
Madelia from 53rd to 49th Et Al
- Residential Chip Seal -**



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**2018 Proposed
Street Maintenance
Nora from Astor to Hamilton Et Al
- Residential Chip Seal -**



The information shown on this map is compiled from various sources and is subject to change without notice. Information shown on this map should not be used to determine the location of facilities or relationship to property lines, easements, etc.



Ruby St

Indiana Ave

Indiana Ave

Mission Ave

Mission Ave

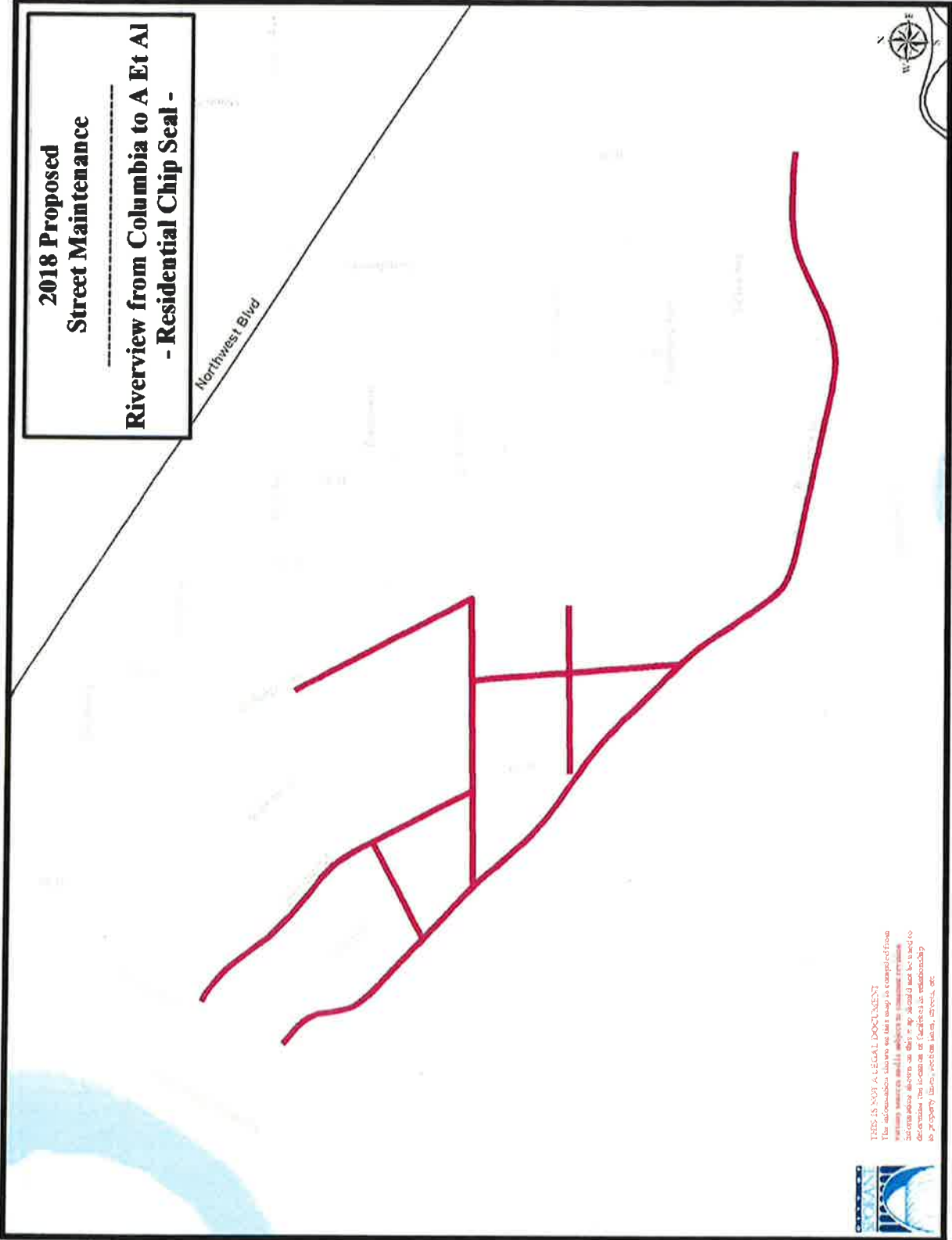
Sharp Ave

Dakota St

Hamilton St

**2018 Proposed
Street Maintenance
Riverview from Columbia to A Et Al
- Residential Chip Seal -**

Northwest Blvd



THIS IS NOT A LEGAL DOCUMENT
The information shown on this map is compiled from various sources and is subject to change without notice. The City of Riverview does not warrant the accuracy of the information shown on this map and is not liable for any errors or omissions. The information is provided for informational purposes only and should not be used as a basis for any legal or financial decisions.

Briefing Paper

Finance & Administration

Division & Department:	Engineering Services; Public Works
Subject:	Project 2018054 On-Call Construction Management Consultants
Date:	March 19, 2018
Contact (email & phone):	Dan Buller (dbuller@spokanecity.org , 625-6391)
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of proposed consultant agreement when brought to council
Background/History:	
<ul style="list-style-type: none"> • 2018 will be one of the highest volume construction years ever. • Engineering Services has, therefore, advertised a Request for Qualifications for construction management consultants to assist over the next year or two with the abnormally large project volume. • Five firms submitted Statements of Qualifications. Those SOQs were evaluated and the top two firms selected. 	
Executive Summary:	
<ul style="list-style-type: none"> • Engineering Services proposes to hire Parametrix and Hill International, each for a two year contract to provide construction management services on yet to be determined project during the 2018 and 2019 construction seasons. • The proposed contract with the number one rated firm, Parametrix, is for \$300,000 • The proposed contract with the number two rated firm, Hill International is for \$200,000 	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Specify changes required:	
Known challenges/barriers:	

Briefing Paper

Finance & Administration Committee

Division & Department:	Asset Management / Finance
Subject:	Value Blanket for Standardized Furniture and Workstation Purchases
Date:	March 19, 2018
Author (email & phone):	Ed Lukas / elukas@spokanecity.org / x6286
City Council Sponsor:	Candace Mumm
Executive Sponsor:	Tim Dunivant
Committee(s) Impacted:	
Type of Agenda item:	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan: <ul style="list-style-type: none"> • Live within our means • 21st Century Workforce • Sustainable Practices
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Standardized furniture and work station purchasing. See attachments.
<p><u>Background/History:</u> In order to create a consistent, coordinated office environment throughout the City of Spokane, the City has established office furniture standards as shown in the attached standards list. The standards balance fiscal responsibility with providing good quality, long lasting furniture that promotes a healthy work environment.</p> <p>These standards complement and expand the following policies: Administrative Policy 5900-17-02, Purchasing Furniture Office Systems; and Administrative Policy 5900-17-01, City Hall Operations, Furniture and Equipment.</p> <p>The furniture standards contain the most commonly requested items by City departments, including chairs, tables, filing cabinets, lobby area pieces, and workstations. It provides specifics as to colors and materials to create a consistent look and enable flexibility of furniture placement.</p>	
<p><u>Executive Summary:</u> Approve the Value Blanket for standardized purchasing at defined costs per unit. The anticipated annual expenditure City-wide is \$125,000. The pricing term is 5 years.</p>	
<p><u>Budget Impact:</u> Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u> Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Specify changes required: Known challenges/barriers:</p>	

Briefing Paper

Finance & Administration Committee

Division & Department:	Purchasing
Subject:	Competitive Procurement Requirements
Date:	3/19/2018
Author (email & phone):	Sally Stopher sstopher@spokanecity.org
City Council Sponsor:	Council President Stuckart
Executive Sponsor:	Tim Dunivant
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
<p><u>Background/History:</u> <i>Recent changes to Spokane Municipal Code removed line item detail of competitive procurement requirements from SMC. These requirements are now to be briefed to City Council and will be included in City Policy 5600-14-03 Purchases of Goods and Services Under the Public Bid Dollar Threshold.</i></p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> • <i>Informational update on 2018 Procurement Requirements (purchasing policy guidelines and dollar thresholds for various types of competitive procurement).</i> • <i>Aligns competitive procurement to municipality best practices</i> • <i>Complies with all state requirements</i> • <i>Allows for standardized use of MRSC Small Works Roster, Consultant Roster and Vendor Roster</i> 	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.) N/A</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Specify changes required: updated document will be added to City Policy</p> <p>Known challenges/barriers:</p>	

Briefing Paper

Finance & Administration Committee

Division & Department:	Parks and Recreation
Subject:	Requisition for Event Specialist and Clerk II
Date:	3/9/2018
Author (email & phone):	Mark Buening, mbuening@spokanecity.org , 625-6544
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	Finance & Admin
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
<p>Background/History: <i>As the construction at RFP is completing projects, there is a need for the new positions of Event Specialist and Clerk II to perform necessary business. The Event Specialist position was not adopted by Civil Service Commission prior to the adoption of the 2018 budget, so this position is not currently budgeted for. The Clerk II position is included in the 2018 budget.</i></p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> • <i>Provide details in bullet format</i> 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>see above</i></p> <p>Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

ORDINANCE NO _____

An ordinance amending Ordinance No. C-35565, passed by the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Park and Recreation 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 Park and Recreation Fund, and the budget annexed thereto with reference to the Park and Recreation Fund, the following changes be made:

FROM:

1400-54300-	Park and Recreation Fund	
73900-59954	Reserve for Total Cost Compensation	<u>\$ 45,760</u>

TO:

1400-54300	Park and Recreation Fund	
73900-00830	Event Specialist	<u>\$ 45,760</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to create an Event Specialist position, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to form: _____
Assistant City Attorney

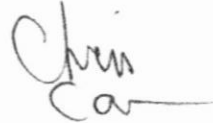
Mayor

Date

Effective Date

Memo

To: Tim Dunivant, Finance & Administration Director
From: Christine M. Cavanaugh, Human Resources Director
Effective Date: January 30, 2018
Subject: New Classification Specification- Event Specialist



Recently a new classification specification of Event Specialist-083 was adopted by the Civil Service Commission. Human Resources evaluated the classification using the City's adopted internal equity Point Factor system and by conducting an analysis of surrounding classifications. The below salary grade assignment has been agreed to by the City and Spokane Managerial and Professional Association.

<u>SPN</u>	<u>CLASSIFICATION</u>	<u>PAY PLAN</u>	<u>PAY GRADE</u>
083	Event Specialist	A02- M&P-B	29

The FLSA status is designated as Exempt, the EEO4 Code is 2- Professionals and the Worker's Compensation Code is 5305- City Office Employee

If you have any questions please let me know.

CC:
Department
Theresa Sanders, City Administrator
HR Analysts
HR Clerks
Payroll

Briefing Paper

Finance & Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Journal Technologies, Inc. Annual Support and Upgrades
Date:	March 1, 2018
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Annual Support and Upgrades of Justware Case Management Software and annual subscription of Business Intelligence.
Strategic Initiative:	
Deadline:	March 31, 2019
Outcome: (deliverables, delivery duties, milestones to meet)	Ongoing support
Background/History:	
<p><i>This contract combines the annual maintenance and support for City Prosecutor, Probation, Public Defender, and Municipal Court. Using the same case management software package with custom modules designed specifically for the various agencies, improves efficiency and aids in establishing consistency in case counting methodology and reporting across the various agencies, in addition to allowing each agency to use the City's existing document imaging system to move towards a paperless environment.</i></p>	
Executive Summary:	
<ul style="list-style-type: none"> • Requesting \$117,327.76 including tax for the renewal of this contract. • 2017 contract amount was \$113,816.48. • Utilizing budget account # 5300-73300-18850-54820. <p>This 2.99% increase is consistent with the annual license and maintenance fees established in the Support Service Agreement from Journal Technologies, Inc. to City of Spokane.</p>	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance & Administration Committee

Division & Department:	Asset Management / Finance
Subject:	Modular Conference Walls in City Hall Lobby
Date:	March 19, 2018
Author (email & phone):	Ed Lukas / elukas@spokanecity.org / x6286
City Council Sponsor:	Candace Mumm
Executive Sponsor:	Tim Dunivant
Committee(s) Impacted:	
Type of Agenda item:	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan <ul style="list-style-type: none"> 21st Century Workforce Live Within Our Means
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Create three (3) conference rooms in the City Hall lobby.
<p>Background/History: When the City of Spokane acquired our present City Hall and reconfigured the lobby circa 1982, the lobby incorporated many public interaction desks and customer service points on the entire 1st floor. Subsequent remodels walled off sections of the lobby and reduced public interaction in favor of record storage and non-public workstations for city departments.</p> <p>Over 3,000 square feet of City Hall's most visible, accessible, and arguably, valuable space has been unavailable to the public for years.</p> <p>In December 2017, the City relocated employees into more effective workstations created on the west side of the lobby. This has enabled the City to reconfigure and optimize our lobby to better serve the public and integrate well with our surrounding properties, including The Gathering Place, the Riverfront Park, and the Spokane Falls Blvd promenade which is under construction.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> Conference rooms will provide seating for at least 44 people in three distinct areas. Location at the ground floor of City Hall facilitates public meetings and greater security. Conference room space can support public events at Riverfront Park, The Gathering Place, and downtown in general (e.g., Hoopfest, Spokefest, Bloomsday). Modular wall system can be reconfigures as needed in the future without expensive stick built construction costs. Modular wall system avails itself of the existing HVAC and lighting system, keeping costs down. Estimated cost: \$75,000 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	

Operations Impact:

Consistent with current operations/policy?

Yes

No

Requires change in current operations/policy?

Yes

No

Specify changes required:

Known challenges/barriers:

Briefing Paper

Finance & Administration

Division & Department:	City Council
Subject:	Budget Reform Ordinance
Date:	March 19, 2018
Author (email & phone):	Ben Stuckart – bstuckart@spokanecity.org 625-6269
City Council Sponsor:	Ben Stuckart/Karen Stratton
Executive Sponsor:	None
Committee(s) Impacted:	Finance & Administration
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan; 2019 Budget
Strategic Initiative:	Live Within our Means; Sustainable Practices; 21 st Century Workforce; Sustainability
Deadline:	Will file for Council consideration following committee meeting.
Outcome: (deliverables, delivery duties, milestones to meet)	More sustainable budget.
Executive Summary:	
<p>This ordinance:</p> <ul style="list-style-type: none"> • Ends the use of employment service contracts • Requires that all City of Spokane employment opportunities be adopted in the annual budget or by special budget ordinance before advertisement. Creates exception for temp/seasonal and project employees. • Requires that all vacant positions be budgeted at the Step 1 level. • Requires financial justification when an employee is hired at a level higher than Step 1 or is promoted to a step beyond the employee’s next successive step in the current range. • Prohibits the base salary of any City employee from being more than 4 times the median household income of the city of Spokane. (based on most recently available data) • Prohibits out-of-classification pay for Division Directors or Department Heads unless working out-of-classification as the City Administrator. • Automatically expires vacant line-item positions that have not been filled within six days of budget or special budget ordinance approval. The expired funds go automatically to the department’s reserves. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.) Current revenues will be freed to allow for more investment in citizen priorities.	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Specify changes required: Known challenges/barriers:

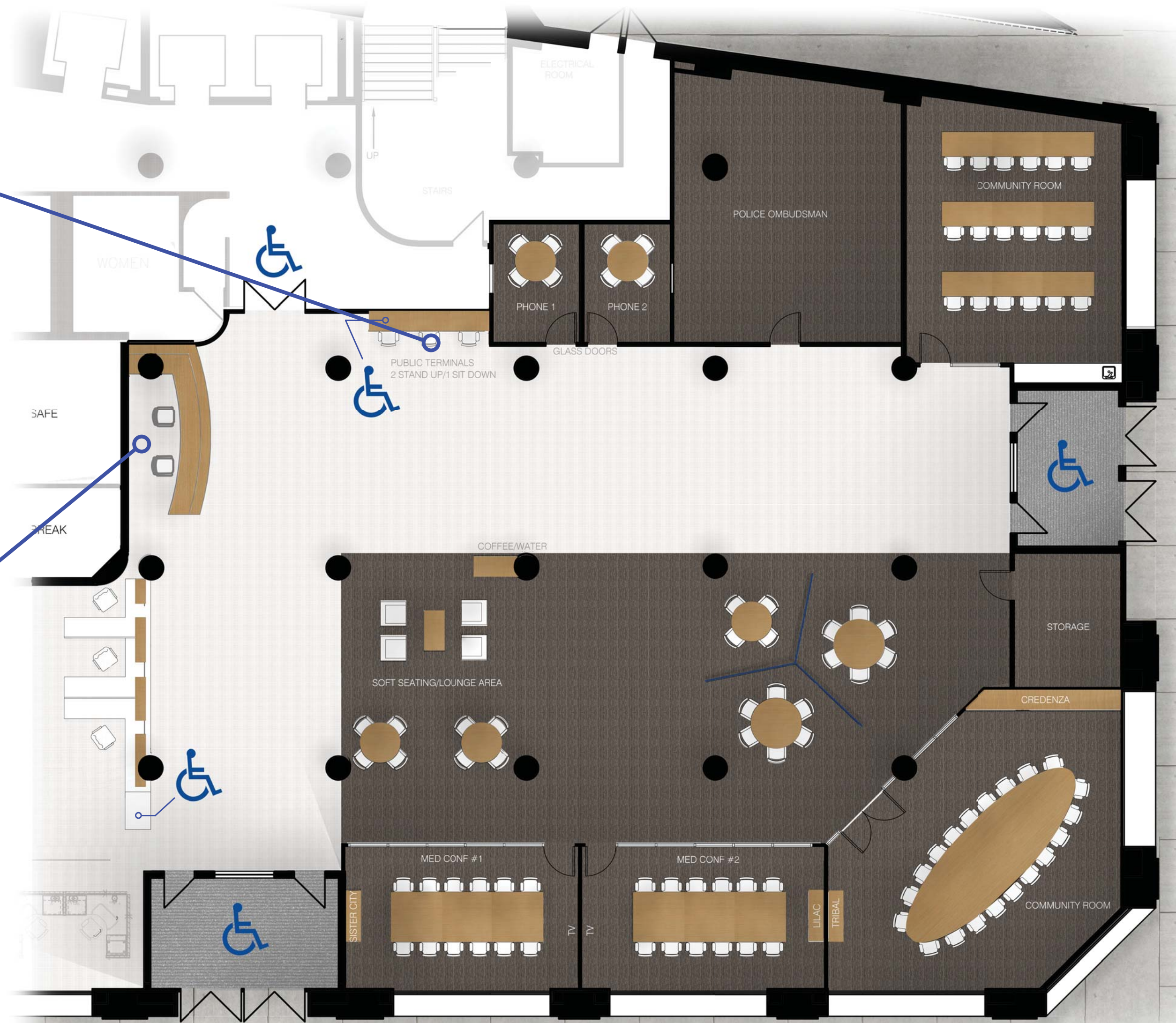
5 VALUES

INSPIRING THE CITY HALL LOBBY UPGRADE

1 CUSTOMER SERVICE & CIVIC ENGAGEMENT



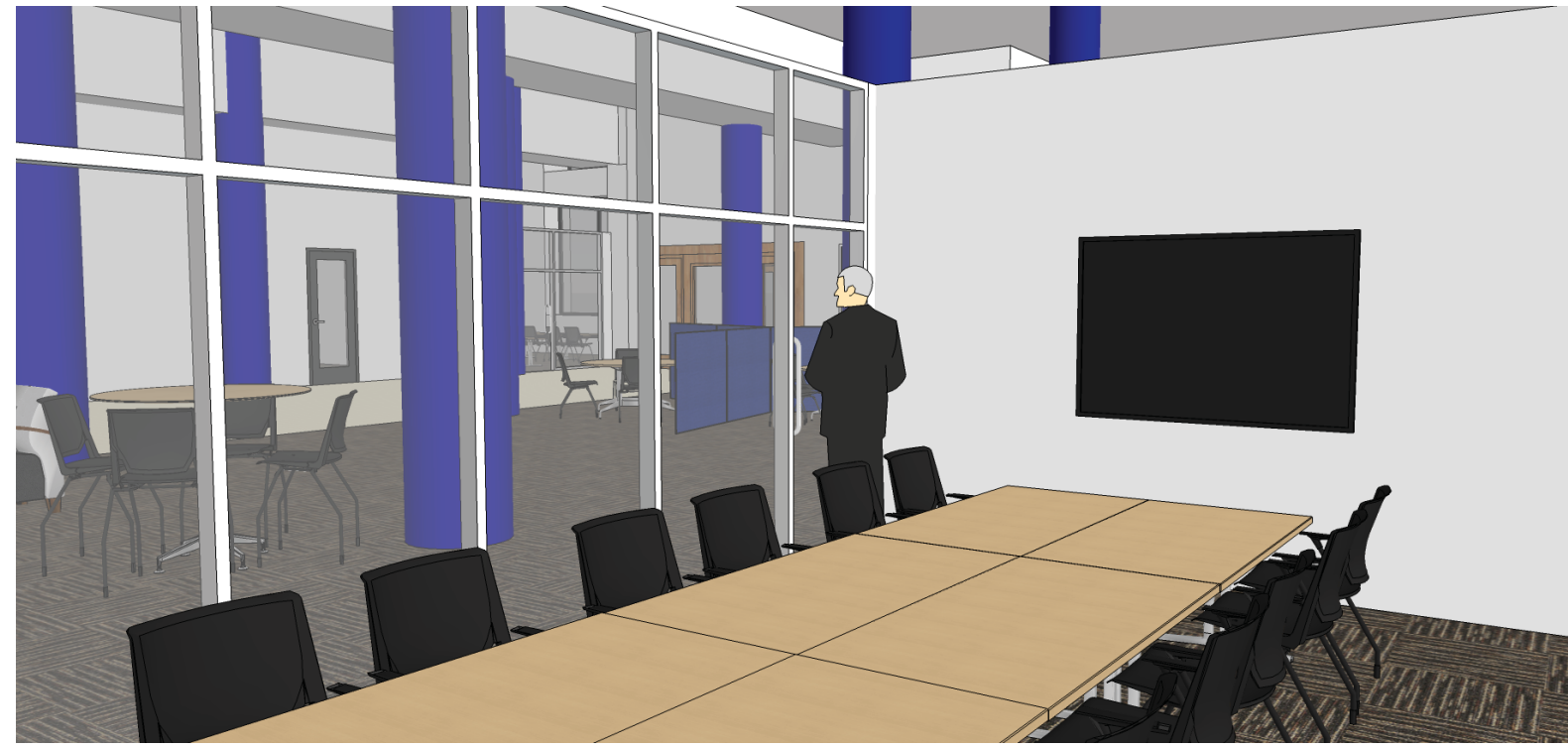
2 SECURITY & SAFETY



CITY OF SPOKANE
CITY HALL | Lobby Remodel

design source
interior planning + design

3 WORK EFFICIENCY
FOR CITY EMPLOYEES



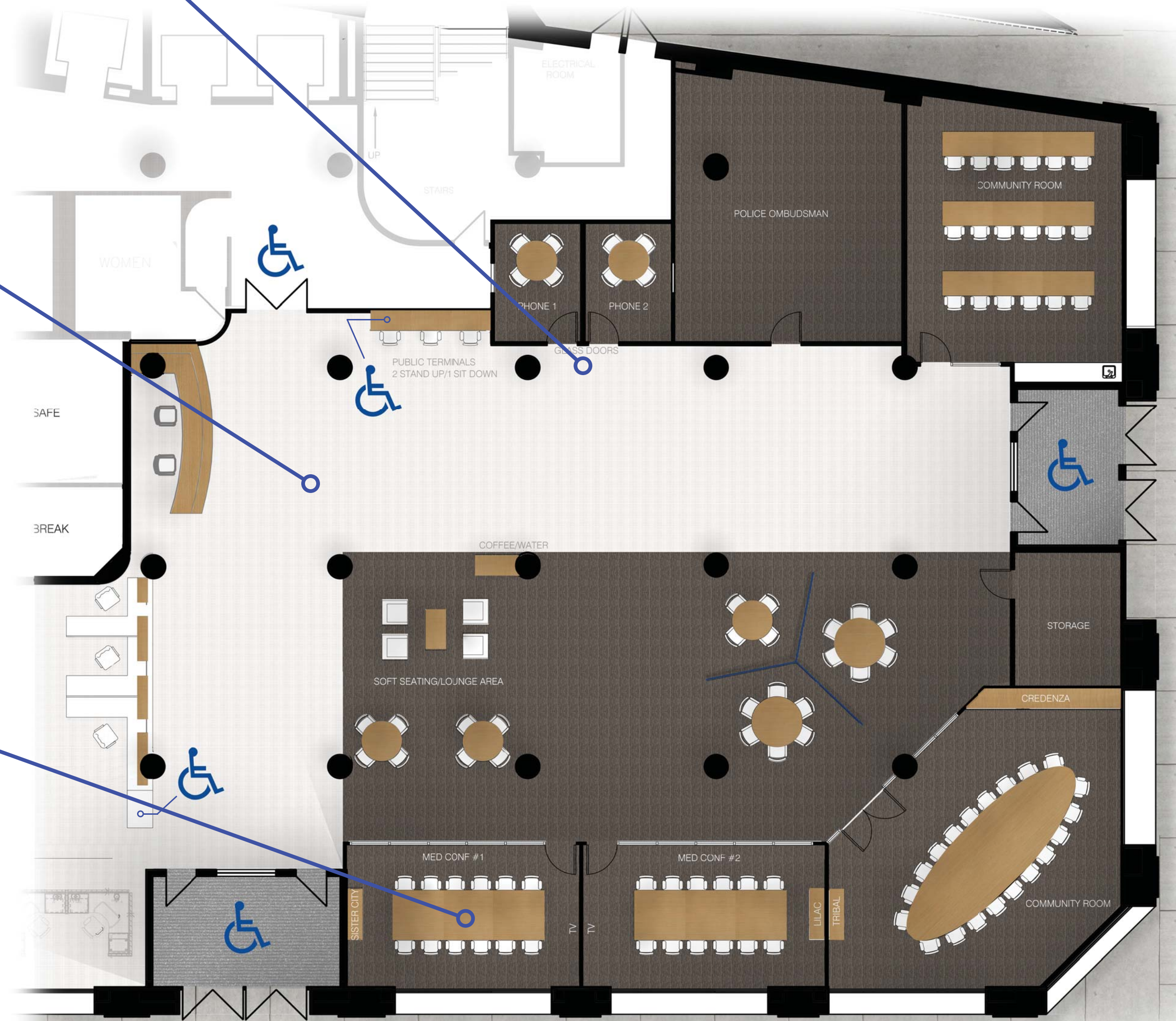
4 ENVIRONMENTAL & ENERGY
EFFICIENCY



5 CIVIC PARTNERSHIPS



*My*Spokane **3 1 1**
for city services



CITY OF SPOKANE
CITY HALL | Lobby Remodel

design source
interior planning + design

CITY OF SPOKANE - FURNITURE STANDARDS

In order to create a consistent, coordinated office environment throughout the City of Spokane, the City has established office furniture standards as shown in the attached standards list. The standards balance fiscal responsibility with providing good quality, long lasting furniture that promotes a healthy work environment.

These standards complement and expand the following policies: Administrative Policy 5900-17-02, Purchasing Furniture Office Systems; and Administrative Policy 5900-17-01, City Hall Operations, Furniture and Equipment.

The furniture standards contain the most commonly requested items by City departments, including chairs, tables, filing cabinets, lobby area pieces, and workstations. It provides specifics as to colors and materials to create a consistent look and enable flexibility of furniture placement.

Department purchasers can buy any furniture shown on the standards list—providing they have department budget and managerial approval to do so—without contacting asset management for approval. The list is a pre-approved list of selections. The only exceptions are workstations.

Workstations involve electrical and data needs, and asset management maintains a small inventory of workstation components that can offset furniture purchases. Consequently, asset management must review and approve workstations.

We recognize that the furniture standards list will not capture every furniture need in the City. If you need furniture not on the list, furniture requests are to be presented to asset management for review and approval.

Roles and responsibilities of key parties:

Department Directors and Division Heads:

- Budget management. Sorting out wants from needs before furniture purchases are made is incumbent upon managers overseeing their financial resources.
- Creating a professional and attractive work environment. The needs for a healthy employee workspace and an office area that meets expectations of our citizens are primary responsibilities.

Asset management:

- Keep furniture standards current and seek upgrades whenever possible. Advances in office environments and maintaining standards are not mutually exclusive, but they do require effort reconciling them.
- Provide guidance and recommendations on requested exceptions and workstations.
- Manage vendor relations.

Department purchasers:

- Follow the “Citywide Furniture Standard List – Order Procedure.”
- Make the actual purchases after receiving department managerial approval. Purchases are made by purchasers, not asset management.
- Follow through on furniture order completion and payment.
- Escalate problems to asset management and department managers.

Effective Date for Changes: January 1, 2018

Attachments:

1. Citywide Furniture Standard List- Order Procedure
2. 2018 Individual Workstation Furniture Standard List
3. 2018 Facility – Lobby Furniture Standard List

Attachments will also be stored online under SharePoint → Request → City Facility Request.

CITYWIDE FURNITURE STANDARD LIST – ORDER PROCEDURE

The Asset Management Department has developed a Citywide Furniture Standard List. Purchases from this list do not require pre-approval from the Asset Management Department.

The Furniture Standard List falls into two categories:

- Facility/Lobby Furniture Standard List
- Individual Work Station Furniture Standard List

Purchasing has developed two Value Blankets for use by Departments when ordering from the Furniture Standard List:

- Value Blanket #300924 for Facility/Lobby Furniture
- Value Blanket #300925 for Individual Work Station Furniture

The Furniture List for each Value Blanket is on the SharePoint Purchasing site.

1. Departments will look at the lists to determine which Value Blanket to use.
2. For either of these Value Blankets, Departments will contact Contract Design Associates (“CDA”) at (509) 624-4220 and ask for the City of Spokane account executive for assistance with your specific furniture order.
3. Reference the Value Blanket Order number the Department is using.
4. CDA will provide a quote for the order referencing the Value Blanket Order number.
5. The Department will create a release against the Value Blanket Order and place the order with Contract Design Associates referencing the release number.
6. The standard Department process will follow for order receipt and payment.

If any issues arise during the order process, contact purchasinghelp@spokanecity.org or the Procurement Specialist assigned to your Department for assistance.

NOTE: Only furniture items on the Furniture Standard List may be ordered from these Value Blankets. For furniture items not on the Furniture Standard List, contact the Asset Management Department for guidance and approval.

Briefing Paper

Finance and Administration

Division & Department:	Engineering Services; Public Works
Subject:	Approve funding for CSO 26 Construction Management Support
Date:	3/19/18
Contact (email & phone):	Kyle Twohig (ktwohig@spoknecity.org) 625-6152
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	This project is in the 6 year street/utility plan and the CSO Reduction Program
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	This budget will provide for consulting engineering services from the design company (AECOM) for construction support during project construction.
Background/History:	
<p>There were remaining funds available in the design contract to pay for design consultant construction engineering support through 2017. Additional funds are needed for continued construction activities through August 2019.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • The CSO 26 Control Facility project has been under construction since February 2017 and will be completed in August 2019. • Initial utility relocations are complete, most of the large pipe has been installed, shoring and excavation is complete and the tank foundation and floor is nearing completion. • This project is funded by a DOE loan and Green Bonds. • Estimated cost of these engineering services are \$85,000; 0.3% of the \$30M construction cost. This is an estimate with payment made on a time and materials basis. • This is a request to amend the contract to add \$85,000 and extend the contract through August 2019. 	
Budget Impact:	
Approved in current year budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Annual/Reoccurring expenditure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
If new, specify funding source:	

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

Operations Impact:

Consistent with current operations/policy? Yes No N/A

Requires change in current operations/policy? Yes No N/A

Specify changes required:

Known challenges/barriers:

Briefing Paper

Finance & Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	XO Communications – Funds Increase for 2 nd year variable costs associated with Telecommunications Carrier Services
Date:	March 19, 2018
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Funds Increase for 2 nd year variable costs associated with Telecommunications Carrier Services.
Strategic Initiative:	
Deadline:	December 31, 2018
Outcome: (deliverables, delivery duties, milestones to meet)	Ongoing telecommunications services.
Background/History:	
<p><i>XO Communications was selected through RFP #4299-16 to provide telecommunications carrier services to the City. XO Communications had the most competitive pricing, account management and breadth of services that best fit the City's requirements.</i></p>	
Executive Summary:	
<ul style="list-style-type: none"> • Requesting \$38,166.22 including tax for the increase of variable funds associated with this contract for 2018. • 2017 contract amount was \$76,416.22. • Utilizing budget account #5300-73200-18880-54301 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Finance Committee Meeting



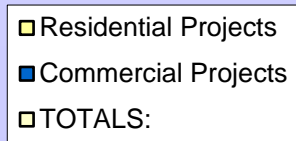
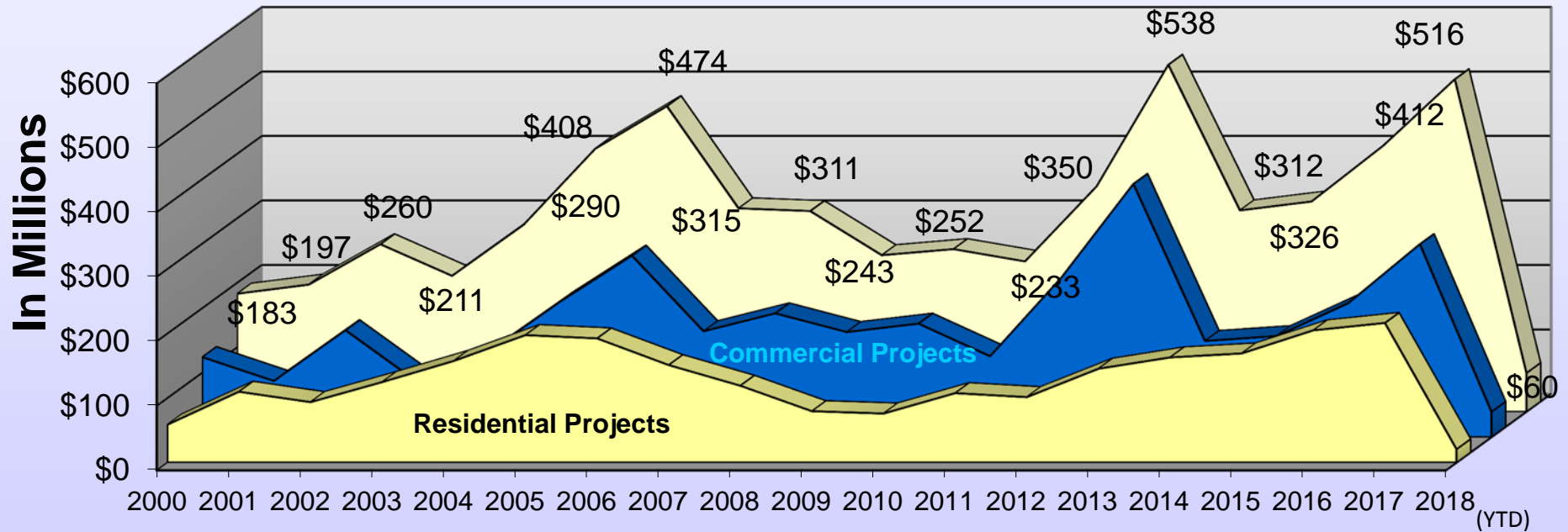
March 2018

Sales Tax Report												
LOCATION	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr
BENTON COUNTY	-11.0%	-6.6%	-41.9%	-15.6%	-12.8%	-3.5%	-7.9%	48.5%	7.2%	-2.0%	-4.2%	-16.4%
KENNEWICK	8.9%	4.4%	5.4%	3.6%	8.0%	2.4%	-1.9%	0.2%	2.9%	-2.1%	-0.1%	-11.0%
CHELAN COUNTY	9.2%	-0.1%	-18.8%	-23.5%	-14.8%	-13.6%	-3.1%	-18.4%	-23.9%	-30.5%	-36.3%	-21.1%
WENATCHEE	48.4%	0.3%	-1.2%	13.9%	8.6%	2.9%	4.2%	12.4%	24.9%	14.3%	19.7%	10.7%
CLARK COUNTY	20.0%	7.1%	10.6%	12.6%	6.9%	9.7%	7.7%	11.7%	17.3%	7.4%	6.4%	4.2%
VANCOUVER	16.2%	9.9%	10.8%	19.2%	9.2%	3.9%	7.0%	5.4%	9.6%	7.6%	7.4%	2.1%
KING COUNTY	10.4%	13.7%	11.3%	8.8%	7.4%	6.0%	4.4%	1.6%	-2.5%	-1.9%	3.0%	-0.5%
BELLEVUE	12.7%	6.7%	7.3%	7.1%	3.0%	5.9%	5.2%	3.6%	-3.4%	5.2%	13.7%	7.8%
SEATTLE	9.1%	16.6%	7.9%	9.7%	3.5%	4.8%	4.0%	4.8%	4.1%	1.5%	7.4%	5.5%
PIERCE COUNTY	15.6%	8.3%	15.1%	12.3%	8.4%	10.1%	9.3%	9.9%	11.9%	4.1%	10.0%	1.7%
TACOMA	3.4%	3.8%	4.0%	11.2%	8.5%	10.8%	10.2%	13.1%	5.9%	5.2%	7.7%	3.0%
SNOHOMISH COUNTY	10.0%	9.8%	10.4%	8.1%	6.9%	5.1%	4.0%	6.0%	9.2%	3.5%	5.5%	5.1%
EVERETT	7.6%	7.7%	16.5%	4.3%	5.2%	-0.1%	-4.2%	2.4%	2.4%	0.7%	-0.2%	-0.5%
SPOKANE - COUNTY	16.0%	9.0%	13.8%	15.4%	10.3%	14.4%	16.6%	8.1%	12.0%	-0.2%	5.9%	-0.9%
SPOKANE - CITY	9.9%	7.3%	6.1%	11.0%	7.4%	18.5%	10.3%	8.2%	10.2%	-1.9%	7.2%	-1.5%
SPOKANE VALLEY	12.2%	4.3%	11.5%	7.1%	4.1%	7.1%	7.5%	8.9%	6.7%	-0.1%	5.9%	0.8%
WALLA WALLA COUNTY	10.6%	0.3%	51.9%	11.7%	12.2%	49.6%	-10.6%	12.5%	71.2%	30.8%	5.4%	-15.4%
WALLA WALLA	17.5%	7.9%	2.6%	7.4%	1.1%	-2.3%	-1.9%	-6.1%	0.5%	-6.1%	-3.7%	4.1%
WHITMAN COUNTY	-12.9%	8.9%	61.3%	-2.4%	-7.3%	27.2%	6.4%	1.0%	11.2%	-3.0%	-3.2%	1.2%
PULLMAN	1.9%	-33.7%	-17.5%	-0.4%	5.9%	-4.7%	-2.2%	11.8%	5.5%	6.7%	20.1%	0.7%
YAKIMA COUNTY	22.3%	6.4%	0.6%	3.4%	13.0%	4.6%	2.5%	1.6%	3.9%	-0.4%	2.7%	-12.7%
YAKIMA	17.4%	9.9%	-4.1%	5.4%	3.8%	-1.7%	-1.8%	2.8%	7.7%	-8.3%	3.7%	-10.5%
SUBTOTAL	10.9%	9.9%	7.5%	8.9%	5.5%	6.4%	5.0%	6.0%	5.0%	1.5%	6.0%	1.7%
ALL OTHERS	11.4%	7.2%	9.9%	6.5%	5.1%	4.3%	5.2%	6.2%	5.9%	1.1%	7.0%	1.8%
STATEWIDE	11.1%	8.6%	8.6%	7.8%	5.3%	5.4%	5.1%	6.1%	5.4%	1.3%	6.4%	1.8%

City of Spokane Permit Activity

- ▶ **Total Permit Activity up 14.5% (vs. up 15.6% last month)**
 - 2,906 permits were issued through February 2018 compared to 2,537 that were issued in the first 2 months of 2017. Permit volume is down 2% over 2016.
- ▶ **New Single Family Residences down 11% (vs. down 41% last month)**
 - There were 33 SFR permits issued through February 2018 and 37 permits issued through February 2017. SFR permits are down 3% from 2016 when 34 permits were issued.
- ▶ **Construction Valuation down 32% (vs. up 2.6% last month)**
 - The valuation of permits issued through February 2018 was \$60M, the valuation for permits issued in the first 2 months of 2017 was \$87.4M. Valuations are up 28.5% from February 2016.

Yearly Construction Valuations



City of Spokane 2018 Commercial Permits



Legend

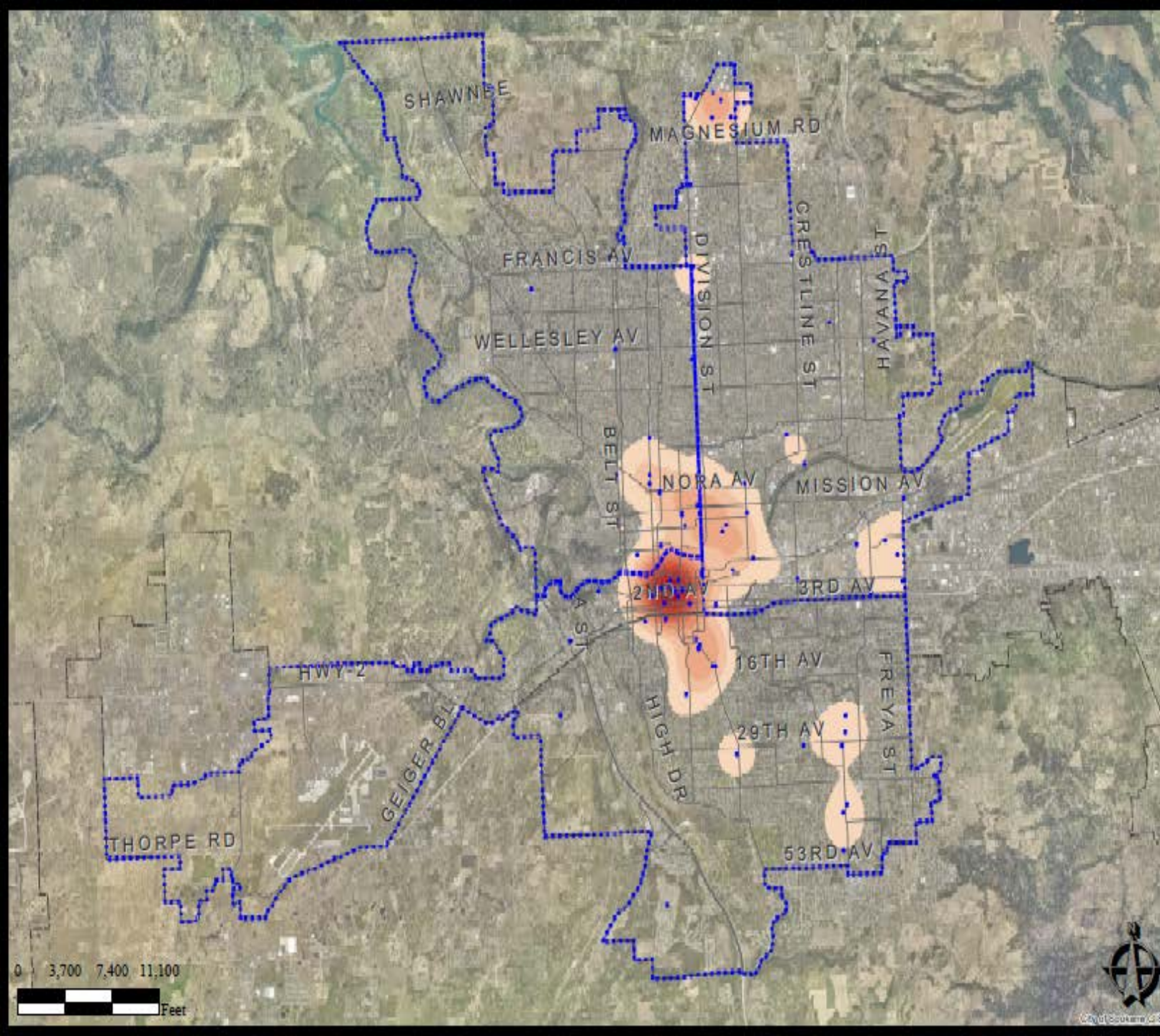
-  City Council District
-  Commercial Permits
-  City Limits



The location of the structural sidewalk shown on this map, are a solid line or a dashed line. Do not use all of the buildings were able to be entered, the survey is not a complete representation of all structural sidewalk. Some structural sidewalk may be present that are not represented on the map.

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Printed by: edjohnson
Print date: 3/7/2018



City of Spokane 2018 Residential Permits



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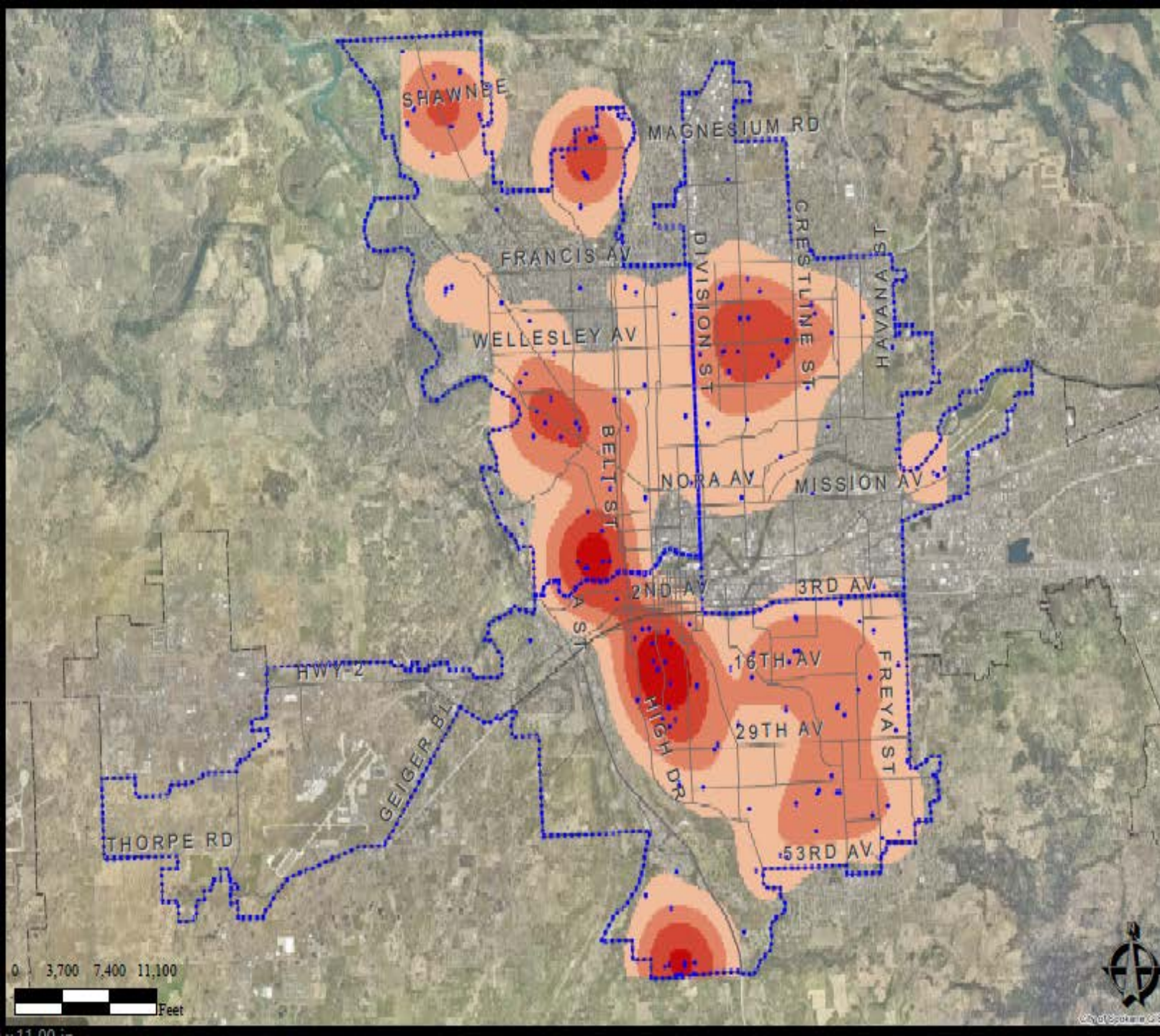
- Residential Permits
- City Limits
- City Council District



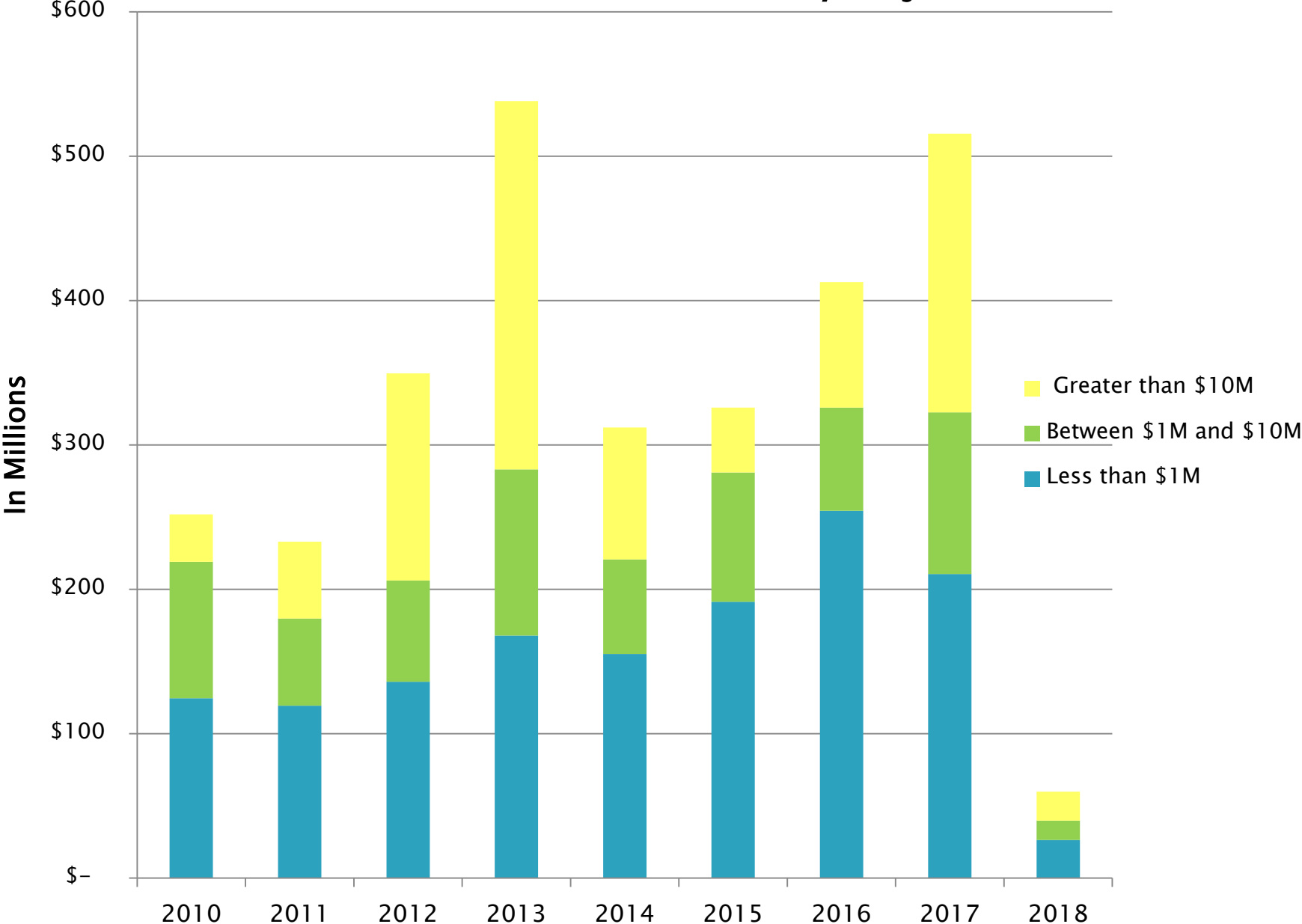
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Printed by: edjohnson
Print date: 3/7/2018



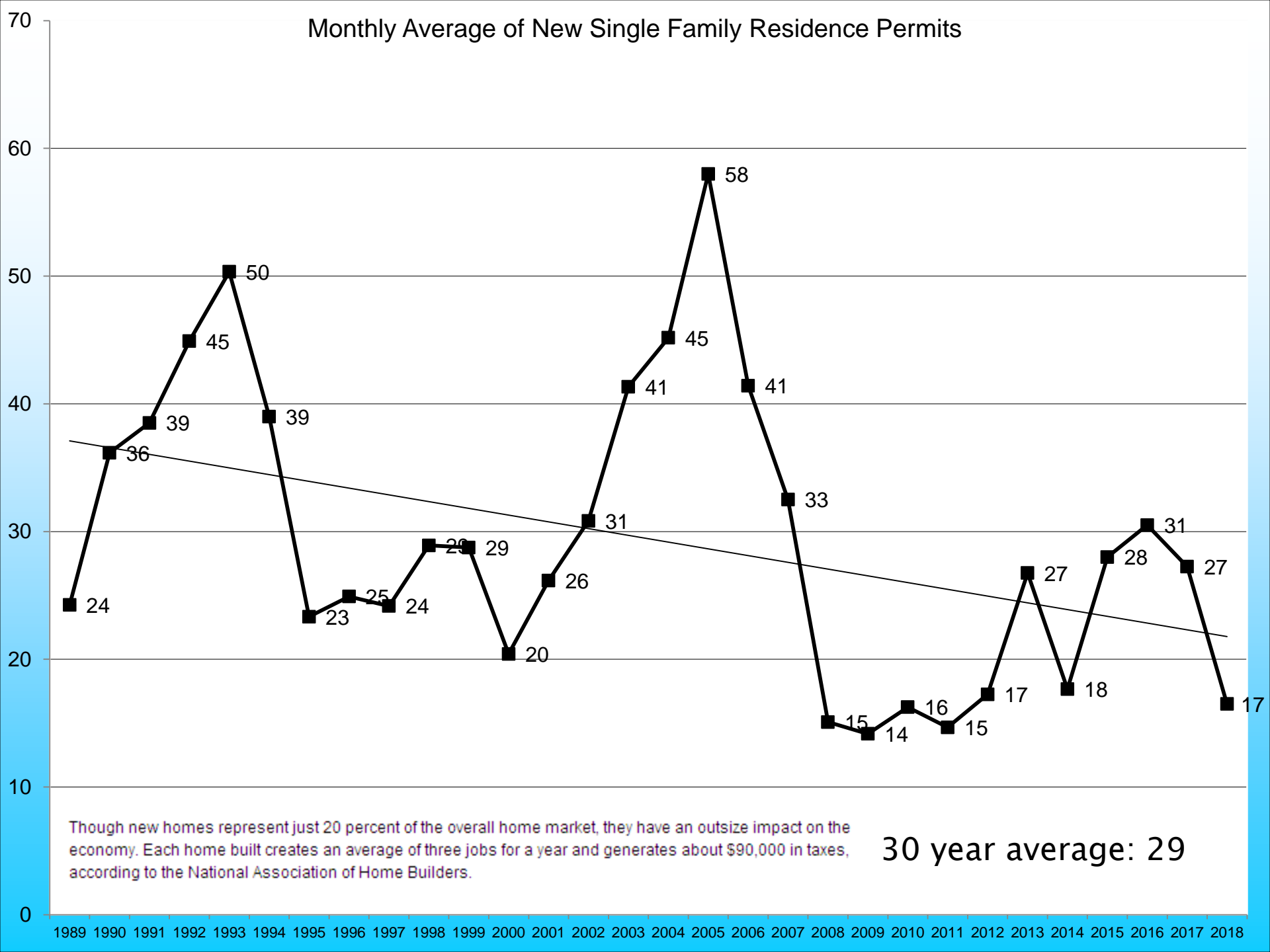
Annual Construction Valuations by Project Size



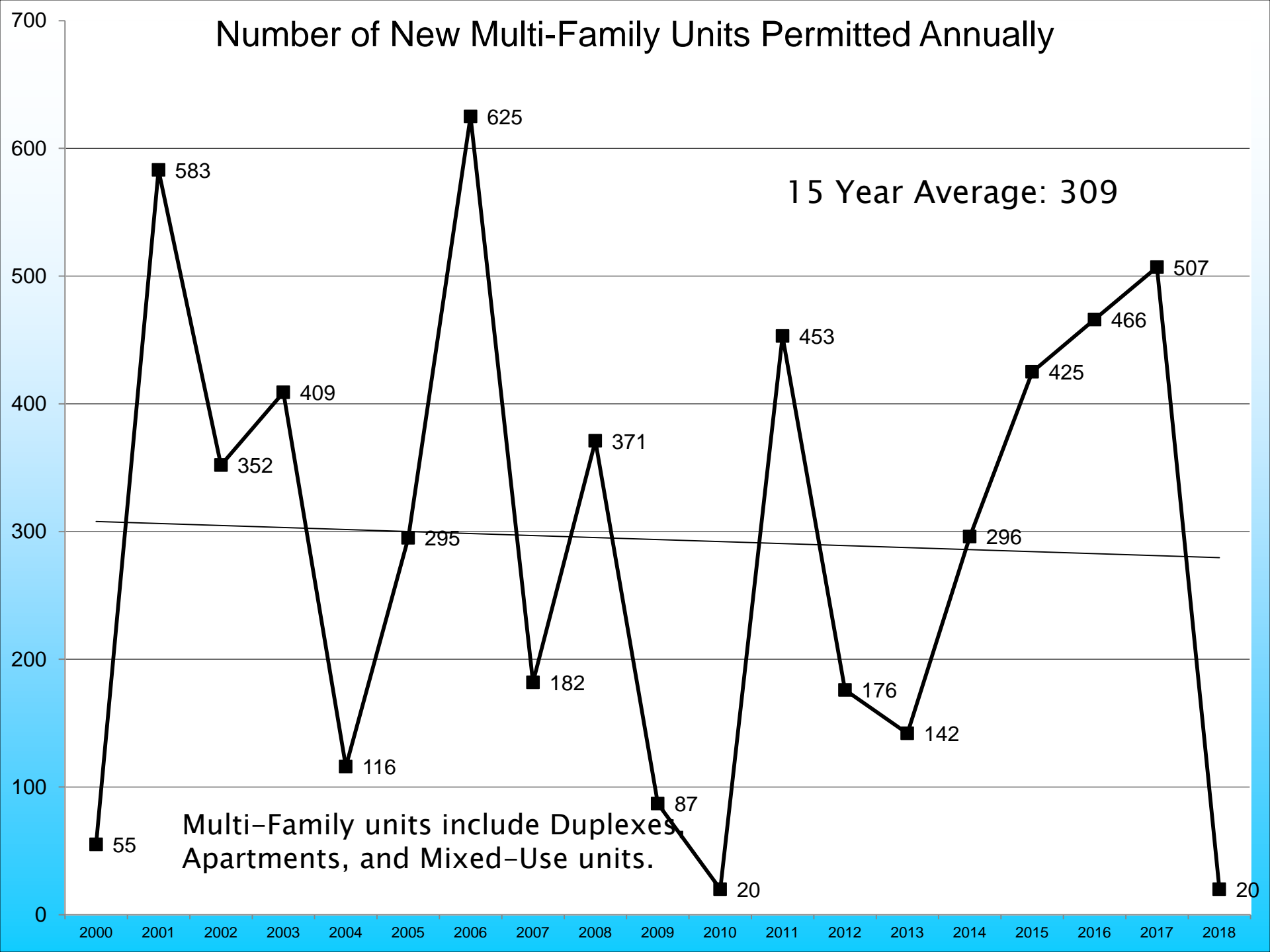
Construction Valuation Comparison of Publicly and Privately Funded Projects

		Private	Public	Total	Public %
In Millions of Dollars	2018	\$ 32	\$ 28	\$ 60	47%
	2017	\$ 458	\$ 57	\$ 516	11%
	2016	\$ 350	\$ 63	\$ 413	15%
	2015	\$ 291	\$ 35	\$ 326	11%
	2014	\$ 253	\$ 57	\$ 310	18%
	2013	\$ 440	\$ 98	\$ 538	18%
	2012	\$ 235	\$ 114	\$ 349	33%
	2011	\$ 182	\$ 51	\$ 233	22%
	2010	\$ 142	\$ 110	\$ 252	44%
	2009	\$ 150	\$ 93	\$ 243	38%
Averages:	\$ 253	\$ 71	\$ 324	22%	

Monthly Average of New Single Family Residence Permits



Number of New Multi-Family Units Permitted Annually



Construction Valuation Comparisons

	City	Valley	County	Total	City %
2017	\$ 515,642,426	\$ 273,460,000	\$ 309,626,794	\$ 1,098,729,220	47%
2016	\$ 412,764,824	\$ 262,450,000	\$ 272,716,073	\$ 947,930,897	44%
2015	\$ 325,863,780	\$ 98,180,000	\$ 256,109,833	\$ 680,153,613	48%
2014	\$ 312,104,458	\$ 111,876,535	\$ 225,905,141	\$ 649,886,134	48%
2013	\$ 534,607,011	\$ 173,820,000	\$ 317,800,000	\$ 1,026,227,011	52%
2012	\$ 349,474,428	\$ 111,594,294	\$ 221,030,312	\$ 682,099,034	51%
2011	\$ 233,012,833	\$ 65,378,378	\$ 245,839,900	\$ 544,231,111	43%
2010	\$ 252,003,323	\$ 86,463,600	\$ 186,776,741	\$ 525,243,664	48%
2009	\$ 242,594,589	105192518	\$ 178,725,029	\$ 526,512,136	46%

COMPARISON OF PROJECTS FROM 2018 & 2017

Largest Projects of 2018	Valuation		Valuation	Largest Projects of 2017
SCC Main Bldg Renovation	\$20,000,000	1	\$34,658,000	Myrtle Woldson Performing Arts Center
STA NW Garage	\$10,700,000	2	\$27,397,406	Copper River Apartments
Garfield St. Townhomes	\$2,517,433	3	\$26,000,000	UHS Behavioral Health
GU Humanities Bldg	\$2,500,000	4	\$20,200,000	Franklin Elementary TI & Addition
TI - Macy's Level 4 Residential Buildout	\$1,250,000	5	\$20,000,000	Macy's Shell
Chronicle Apts - 2nd Floor	\$950,000	6	\$18,000,000	Center for Athletic Achievement
IR-7 Biplane Replacement	\$787,799	7	\$13,200,000	SFCC Gym Addition and Reno
Nike Store TI	\$756,456	8	\$11,783,348	Riverview Lofts
Driscoll Blvd Townhomes	\$639,038	9	\$11,751,170	Iron Bridge
TI - Gonzaga IT Services Dept	\$547,027	10	\$10,054,859	Holy Names Haven
	\$40,647,753		\$193,044,783	

COMPARISON OF PROJECTS ISSUED with PROJECTS IN PLAN REVIEW

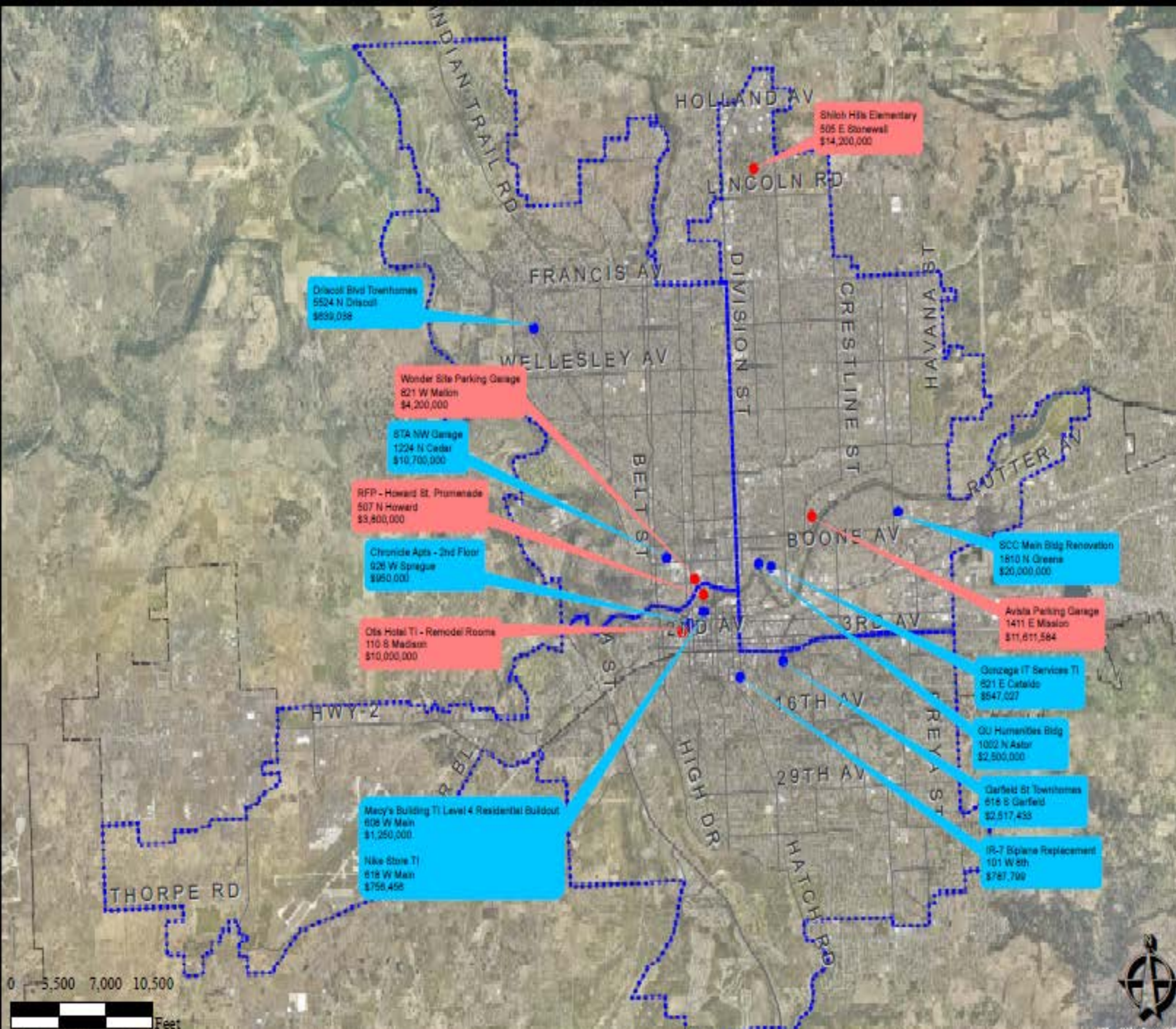
Largest Projects of 2018	Valuation		Valuation	Largest Projects in Review
SCC Main Bldg Renovation	\$20,000,000	1	\$14,200,000	Shiloh Hills Elementary
STA NW Garage	\$10,700,000	2	\$11,611,584	Avista Parking Garage
Garfield St. Townhomes	\$2,517,433	3	\$10,000,000	Otis Hotel TI - Remodel Rooms
GU Humanities Bldg	\$2,500,000	4	\$4,200,000	Wonder Site Parking Garage
TI - Macy's Level 4 Residential Buildout	\$1,250,000	5	\$3,800,000	RFP - Howard Street Promenade
	\$36,967,433		\$43,811,584	

City of Spokane 2018 Large Projects



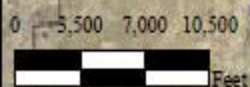
Legend

- Permits In review
- Issued Permits
- City Limits
- City Council District



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Largest Projects Issued in 2018

- ▶ **SCC Main Building Renovation** – 1810 N. Greene St. – Partial renovation of the existing instructional spaces and a 6,000 sf addition.
- ▶ **STA NW Garage** – 1224 N. Cedar – Construct a one story transit vehicle storage building. The building houses vehicle fueling, fare retrieval, vehicle washing and staff support functions for STA.
- ▶ **Garfield Street Townhomes** – 618 S. Garfield – New townhouse buildings with garages underneath – 14 units in two buildings.
- ▶ **Gonzaga Humanities Building TI** – 1002 N. Astor – Partial renovation, repair, and upgrades to existing building. Mechanical replacement, lighting upgrades, new fire alarm, and fire sprinklers.
- ▶ **Macy's 4th Floor TI/COU** – 608 W. Main Residential Unit Build Out for Level 4 – 16 Units

Largest Projects Issued in 2018

- ▶ **Chronicle Apartments – Second Floor – 926 W Sprague – Converting office space into apartments.**
- ▶ **Sacred Heart – IR–7 Biplane Replacement – 101 W. 8th – Remodel existing space to accommodate new equipment**
- ▶ **Nike Store TI – 618 W. Main – Interior remodel for new apparel store.**
- ▶ **Driscoll Blvd Townhomes – 5524 N. Driscoll – New 6–unit townhouse project.**
- ▶ **Gonzaga IT Services Department TI– 621 E. Cataldo – Consolidate / upgrade Information Technology Services Dept on lower level east wing. Develop open office plan; re–route circulation' provide new furnishings**

COMPARISON OF PROJECTS FROM 2018 & 2017

Largest Projects of 2018	Valuation		Valuation	Largest Projects of 2017
SCC Main Bldg Renovation	\$20,000,000	1	\$34,658,000	Myrtle Woldson Performing Arts Center
STA NW Garage	\$10,700,000	2	\$27,397,406	Copper River Apartments
Garfield St. Townhomes	\$2,517,433	3	\$26,000,000	UHS Behavioral Health
GU Humanities Bldg	\$2,500,000	4	\$20,200,000	Franklin Elementary TI & Addition
TI - Macy's Level 4 Residential Buildout	\$1,250,000	5	\$20,000,000	Macy's Shell
Chronicle Apts - 2nd Floor	\$950,000	6	\$18,000,000	Center for Athletic Achievement
IR-7 Biplane Replacement	\$787,799	7	\$13,200,000	SFCC Gym Addition and Reno
Nike Store TI	\$756,456	8	\$11,783,348	Riverview Lofts
Driscoll Blvd Townhomes	\$639,038	9	\$11,751,170	Iron Bridge
TI - Gonzaga IT Services Dept	\$547,027	10	\$10,054,859	Holy Names Haven
	\$40,647,753		\$193,044,783	

COMPARISON OF PROJECTS ISSUED with PROJECTS IN PLAN REVIEW

Largest Projects of 2018	Valuation		Valuation	Largest Projects in Review
SCC Main Bldg Renovation	\$20,000,000	1	\$14,200,000	Shiloh Hills Elementary
STA NW Garage	\$10,700,000	2	\$11,611,584	Avista Parking Garage
Garfield St. Townhomes	\$2,517,433	3	\$10,000,000	Otis Hotel TI - Remodel Rooms
GU Humanities Bldg	\$2,500,000	4	\$4,200,000	Wonder Site Parking Garage
TI - Macy's Level 4 Residential Buildout	\$1,250,000	5	\$3,800,000	RFP - Howard Street Promenade
	\$36,967,433		\$43,811,584	

Largest Projects in Plan Review

- ▶ **Shiloh Hills Elementary School Addition and Modernization** – 505 E. Stonewall – 11,000 sf addition and modernization of existing elementary school including parking reconfiguration and site work
- ▶ **Avista Corporation Parking Garage** – 1411 E. Mission Ave – New 500 stall parking garage
- ▶ **Otis Hotel** – 110 S. Madison – Tenant improvement to remodel rooms, remove some walls to reduce the number of rooms from 41 to 29 per floor.
- ▶ **Wonder Building Parking Garage** – 821 W. Mallon – New construction of a 3-story plus open top roof occupancy. Public parking garage to be located north of the adaptive re-use, mixed use commercial building.
- ▶ **Riverfront Park – Howard Street Promenade** – 507 N. Howard – Park improvements including civil, lighting and electrical, sidewalks, planting, and irrigation.

Proposed Projects:

The Falls	2020 Construction	\$60,000,000
Integrated Science & Engineering	Spring 2018	\$36,000,000
Touchmark Memory Care	Late 2018	\$15,000,000
RFP US Pavilion	Summer 2018	\$15,000,000
Medical Professional Offices	Winter 2017	\$12,000,000
Eagle Ridge West	June 2018	\$12,000,000
SIA Springhill	Spring 2019	\$10,000,000
Scott St. Apartments	Spring 2018	\$9,500,000
Jayne Auld Apartments	2019	\$7,000,000
Cathedral Plaza	Late 2018	\$5,000,000
Vinegar Flats Mixed Use	Summer 2018	\$4,500,000

Proposed Projects Descriptions

- ▶ **The Falls – 829 W. Broadway** – Mixed use building with retail, office, and residential (rent & condo). The scope of work is two 13 floor towers and a podium building over below grade parking.
- ▶ **Integrated Science and Engineering – 502 E. Boone Ave** – New mixed use university classroom and lab building with three levels.
- ▶ **Touchmark Memory Care – 2929 S. Waterford Drive** – New 12,000 sf resident/community use health and fitness center and a new two-story memory care building of approximately 63,000 sf. Site development is also included.
- ▶ **Riverfront Park – US Pavilion – 610 W. Spokane Falls Blvd** – Reconstruction of US Pavilion within existing structure. Outdoor space will be configured as an assembly area for concerts.
- ▶ **Medical Professional Offices – 307 W. 4th Ave.** – New medical office building with six floors and a parking garage with 3.5 floors and a basement.
- ▶ **Eagle Ridge West – 6321 S. Cheney–Spokane Road** – Development of a 240-lot plat for future construction of single family homes. The scope of work includes a pedestrian tunnel under Cedar Road.

Proposed Projects Descriptions

- ▶ **SIA Springhill** – 9000 W. Airport Drive – New 4–story hotel and associated parking lot and site work.
- ▶ **Scott Street Townhouses** – 729 S. Scott Street – A new 15 unit apartment building with three floors and no basement and a detached parking garage.
- ▶
- ▶ **Jayne Auld Apartments** – 2830 E. Francis – Construction of several buildings and development of the site. The project will include a 36 unit apartment building, five duplexes, and a community center with two dwelling units on the second.
- ▶ **Cathedral Plaza** – 1120 W. Sprague – The scope of work is the remodel of an existing residential building with 15 floors and a basement. The extent of the remodel is primarily finishes, new appliances, and the addition of sprinklers to the building.
- ▶ **Vinegar Flats Mixed Use** – Construction of two, possibly three, separate mixed–use buildings, 5–stories above underground parking, built in a phased approach.

Looking Ahead – Yield Curve Discussion

- ▶ [Link: Yield Curve Discussion](#)

**FINANCE & ADMINISTRATION COMMITTEE MEETING
AGENDA FOR
March 19, 2018
1:15 p.m. – City Council Briefing Center**

The Spokane City Council's Finance & Technology Committee meeting will be held at **1:15 p.m. on March 19, 2018** in City Council Briefing Center –Lower Level City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.

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 meeting will be open to the public, with the possibility of moving or reconvening into executive session only with the members of the City Council and the appropriate staff. No legislative action will be taken. No public testimony will be taken and discussion will be limited to appropriate officials and staff.

AGENDA

I. Call to Order

II. Approval of Minutes from February 26, 2018 Meeting

III. Council Requests

- Budget Reform Ordinance – Council President Stuckart

IV. Staff Requests

- | | |
|--|---------------|
| 1. Strategic Re-Organization Update (10-15 minutes) | Dawn Kinder |
| 2. Federal Opportunity Zones (5 minutes) | Dawn Kinder |
| 3. Modular Conference Walls in City Hall Lobby (5 minutes) | Ed Lukas |
| 4. A/R Collection Update (5-10 minutes) | Morse/Delaney |
| 5. Financial Update (10 min) | |
| A. Economic Policy & Forecasting Update | Gavin Cooley |
| 6. IT Update (10 min) | Eric Finch |

V. Consent Items

- Laundau Havana Wells Field CM – Dan Buller
- Library SBO Kiosk Books – CM Mumm
- Competitive Purchasing Requirements – Sally Stopher
- On-Call Construction Management Consultants – Dan Buller
- 2018 Residential Chipseal – Dan Buller
- Funding Approval for CSO 26 Construction Management Support – Kyle Twohig
- Journal Technologies Annual Support and Upgrade of Justware – Eric Finch
- XO Communications amendment for 2nd year variable costs for Telecommunications Carrier Services – Eric Finch
- Citywide Furniture Value Blanket Increase – Ed Lukas

- SBO for Event Specialist Position in Parks – Jonathan Moog/Diana Whaley

VI. **Executive Session:**

VII. **Adjournment:**

Next Finance & Technology Committee meeting will be on Monday, April 16, 2018.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
03/19/2018 - FINAL

Attendance

Council Member Candace Mumm, Council Member Lori Kinnear, Council Member Kate Burke, Council Member Mike Fagan, Council Member Breean Beggs, Council President Ben Stuckart, Council Member Karen Stratton, Tim Dunivant, Debra Robole, Eric Finch, Anna Everano, Brian McClatchey, Adam McDaniel, Skyler Oberst, Kandace Watkins, Sally Stopher, Mike Ormsby, Laura Williams, Hannalee Allers, Joan Hamilton Teri Stripes, Jacob Fraley, Meghan Steinolfson, Brandon Meiers, Crystal Marchand, Dawn Kinder, Ed Lukas, Heather Trautman, Kris Becker, Jonathan Moog, Dan Buller, Andrew Warlock, Toby Hatley

Approval of Minutes:

Meeting Minutes for February 2018 were approved.

Agenda Items:

1. Budget Reform Ordinance – CP Stuckart

Council President Stuckart briefed the Committee regarding this item. This is a series of reforms to use for the future. Please see attached briefing paper and ordinance.

2. Strategic Re-Organization Update – Dawn Kinder

Dawn Kinder, Director of Neighborhood & Business Services, briefed the Committee regarding this item. Please see attached briefing paper and presentation.

3. Federal Opportunity Zones – Teri Stripes

Teri Stripes, Planning Department, briefed the Committee regarding this item. Please see attached briefing paper and presentation.

4. Modular Conference Walls in City Hall Lobby – Ed Lukas

Ed Lukas, Director of Asset Management, briefed the Committee regarding this item. Please see attached briefing paper and presentation.

5. Financial Update – Gavin Cooley/Tim Dunivant

Tim Dunivant, Director of Finance and Administration, briefed the Committee regarding this item. Sales tax for December was 6.5%. By April Tim will have the accruals ready for year-end.

6. IT Update – Eric Finch

Eric Finch, CITO, briefed the Committee regarding this item. Please see attached presentation.

Consent Items:

The consent items were approved and moved forward.

Strategic Plan Session

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:33 p.m.

Prepared by:

Laura Williams

Approved by:

Chair

For further information contact: Laura Williams, 625-6585

Revenue Report
City of Spokane - General Fund Variance Analysis
Period 13, 2017

Revenues	Year-to-date	Budgeted YTD	/----- V
			<i>Over / (Under)</i> Budget
Sales Tax - General Fund Only	41,678,567	38,820,000	2,858,567
Admissions Tax	915,100	870,000	45,100
Private Utility Taxes/Franchise Fees	28,253,882	27,960,000	293,882
Utility Tax - Water	8,113,135	8,160,000	(46,865)
Utility Tax - Sewer	18,247,483	17,840,000	407,483
Utility Tax - Solid Waste (Interfund)	9,004,967	8,950,000	54,967
Utility Tax - Stormwater	1,470,907	1,470,000	907
Utility Tax - IF Electric	482,008	470,000	12,008
Other Bus License/Permit Revenue	4,032,191	3,610,000	422,191
Interest Revenue	7,601,879	6,100,000	1,501,879
Traffic & Parking Violations	2,771,794	2,289,500	482,294

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122,571,912	116,539,500	6,032,412

38,820,000	2,858,567
77,719,500	3,173,846
116,539,500	6,032,412

Gross Surplus / (Shortfall)	6,032,412
Incremental Variances to Year End	
Sales Tax - General Fund Only	0
Utility Tax - Sewer / ICM	0
Other Bus License/Permit Revenue	0
Traffic & Parking Violations	0
	6,032,412

Variations -----/

Variance Prior Month	Increase / (decrease)
2,889,164	(30,598)
(21,472)	66,571
68,640	225,242
(33,676)	(13,189)
(1,259,134)	1,666,617
90,355	(35,387)
1,467	(560)
3,781	8,226
351,261	70,930
2,010,213	(508,333)
266,671	215,623

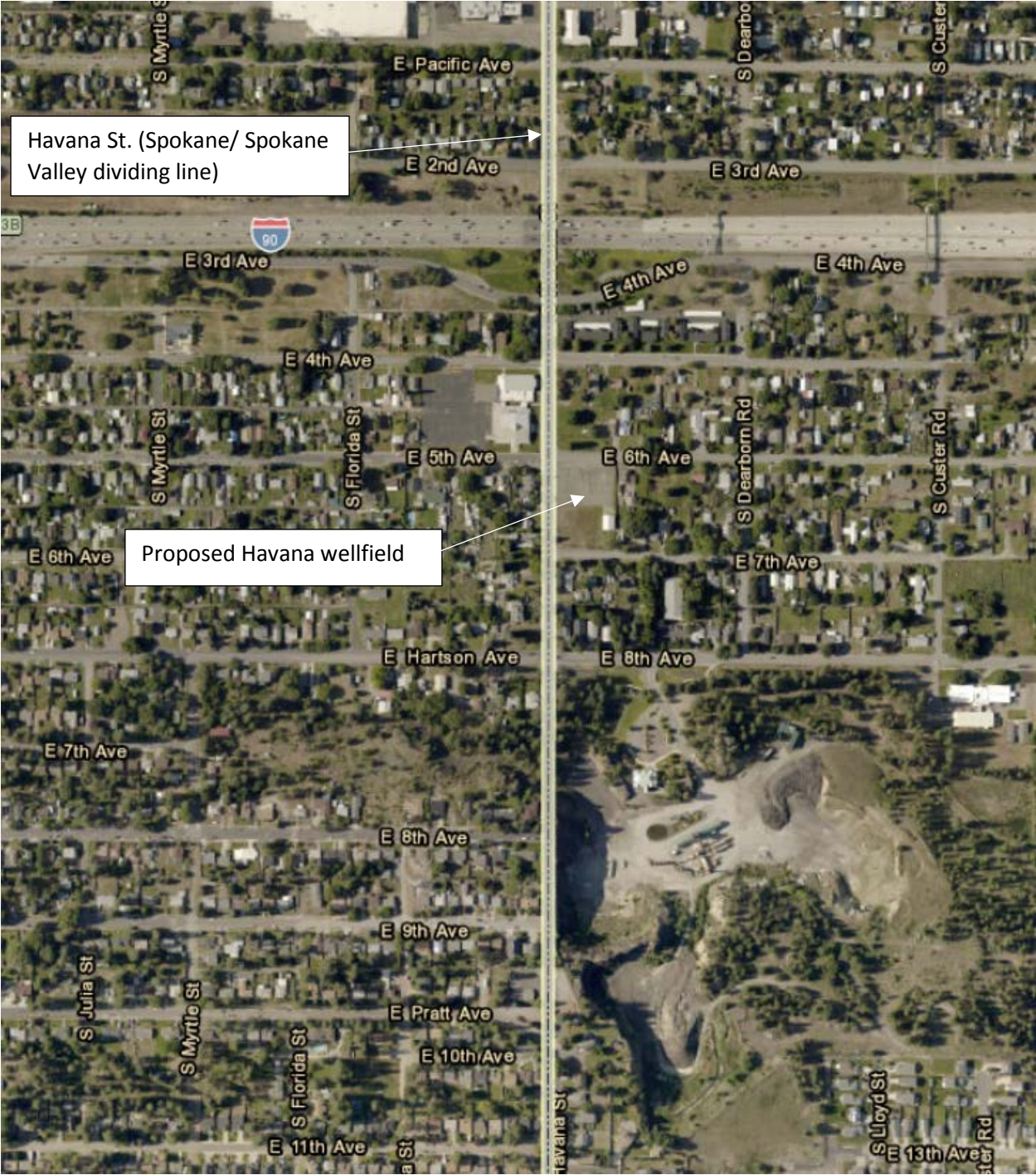
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4,367,271	1,665,142

7.36% sales tax only
4.08% excluding sales tax
5.18% Total of above

Briefing Paper

Finance & Administration

Division & Department:	Public Works, Engineering
Subject:	Havana Well Project
Date:	3-19-18
Contact (email & phone):	Dan Buller (dbuller@spokanecity.org 625-6391)
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This project is in the 6 year water plan
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of consultant contract
Background/History:	
<ul style="list-style-type: none"> The Havana well field project consists of drilling 6 wells on the city owned parcel at the southeast corner of Havana St. and 6th Ave.. This project was bid and awarded fall 2017 with construction planned spring/summer 2018. A subsequent project, scheduled for 2019, will install the pumps and associated piping, building and electrical and connect it all to the city's existing transmission mains in Havana St. This project only drills the wells. 	
Executive Summary:	
<ul style="list-style-type: none"> Engineering Services is conducting an RFQ to select a firm to provide construction management/quality control services for the Havana well drilling project due to the specialized nature of this work. The contract with the proposed consultant is likely to be in the \$250,000 - \$300,000 range and will include construction management as well as Washington State Department of Health required new source (well) approval documentation. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	



Havana St. (Spokane/ Spokane Valley dividing line)

Proposed Havana wellfield

Briefing Paper

Finance & Administration

Division & Department:	Council Office
Subject:	SBO to transfer funds to the library for the purchase of books for the 24/7 WCCC library kiosk
Date:	March 19, 2018
Contact (email & phone):	Kandace (kwatkins@spokanecity.org , 625-6718)
City Council Sponsor:	CM Mumm
Executive Sponsor:	
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
Strategic Initiative:	Sustainable Resources
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of proposed SBO
Background/History:	
<ul style="list-style-type: none"> Library purchased 24/7 kiosk for WCCC This SBO allows the purchase of books for check out by community users 	
Executive Summary:	
<ul style="list-style-type: none"> Transferring \$2400 from CM Mumm's budget to the library to support the purchase of books for a newly purchased 24/7 library kiosk that allows community users to check out books at the West Central Community Center in an effort to grow literacy by eliminating barriers to the ability to check out books. They will also be able to apply for library cards as well at the kiosk. 	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Specify changes required:	
Known challenges/barriers:	



Briefing Paper

Finance & Administration Committee

Division & Department:	Planning Economic Development Team
Subject:	Seeking an Opportunity Zone Designation
Date:	3/19/2018
Author (email & phone):	Teri Stripes x6597
City Council Sponsor:	Ben Stuckart
Executive Sponsor:	Tim Dunivant
Committee(s) Impacted:	Finance & Administration Committee
Type of Agenda item:	<input type="checkbox"/> Consent X Discussion X Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	<p>Strategic Key Advancement of:</p> <p>Strategies and Tactics:</p> <ul style="list-style-type: none"> • Grow Targeted Areas and Key Neighborhoods and Business Centers; especially PDA's • Advance Downtown as Regions Largest and Strongest Center • Planning for and Encouraging Growth • Stimulation of Private Investment in PDAs and Target Investment Areas <p>Expected Outcomes:</p> <ul style="list-style-type: none"> • Increased Property Values • Increased Livable-wage Jobs • Increased Median Household Income Levels <p>Comprehensive Plan, Charter 7 Economic Development:</p> <p>ED 2 LAND AVAILABILITY FOR ECONOMIC ACTIVITIES Goal: Ensure that an adequate supply of useable industrial and commercial</p> <ul style="list-style-type: none"> • Property is available for economic development activities. <p>ED 6 INFRASTRUCTURE Goal: Implement infrastructure maintenance and improvement programs that support new and existing business and that reinforce Spokane's position as a regional center.</p> <p>ED 7 REGULATORY ENVIRONMENT AND TAX STRUCTURE Goal: Create a regulatory environment and tax structure that encourage investment, nurture economic activity, and promote a good business climate.</p> <ul style="list-style-type: none"> • ED 7.4 Tax Incentives for Land Improvement <i>Support a tax structure that encourages business investment and construction where infrastructure exists, especially in centers or other target areas for development.</i> • ED 7.5 Tax Incentives for Renovation <i>Use tax incentives and investments to encourage revitalization, modernization, or rehabilitation of deteriorated residential and commercial properties and buildings for new economic activity.</i>

Strategic Initiative:	Yes, see the above alignment mentions with Urban Edge and PIES
Deadline:	The Governor has to name the Opportunity Zones to federal gov't by 3/22/2018
Outcome: (deliverables, delivery duties, milestones to meet)	Having a significant portion of our City designated as an Opportunity Zone increases the tools available to make our distressed areas (most of the City) more attractive to outside investors.

Background/History:

The "Investing in Opportunity Act," (the "Act") is a \$7.7 billion has a bipartisan provision designed to bolster economically depressed areas across the United States by offering deferred taxes and then significant tax breaks to those parties willing to sustain investment in low-income areas. The provision signed into law by President Trump with the Tax Cut and Job Act seeks to provide incentives for a broad array of investors to pool and deploy their resources in "Opportunity Zones" with the purpose of significantly increasing the scale of private investments in vulnerable and underserved areas at a low risk to investors.

Governors will be able to designate up to 25% of their State's total number of low-income census tracts as "Opportunity Zones" where investors would be encouraged to invest. Governors of each state have 90 days from the time the tax bill was signed into law (until approximately March 22) to designate these Opportunity Zones, and the U.S. Treasurer will have 30 days to review the suggested Opportunity Zones from every state and approve or deny them.

Executive Summary:

The State has asked Tribes and ADOs (Greater Spokane Incorporated) to put forth a limited number of census Tracts for the Governor's recommendation to the Federal Treasury for Federal Opportunity Zone designation. Greater Spokane Incorporated, as the ADO for Spokane County, can put forward five eligible Tracts for the County.

The City of Spokane has been working with our ADO and will put forward four County Qualifying Tracts for the ADO's five Tract application. Only one other request has come forward for County tracts, and that includes the only portion of the west plains/airport PDA that is eligible.

The State has also opened a competitive application for eligible entities (cities, towns, counties, tribes, ADOs, housing authorities, and port districts). The City intends to put forward three applications of three contiguous qualifying tracts per application. More than one application can be put forth entities.

ADO Five Tracts Proposal & two competitive applications

- Downtown #35, University District/Sprague #145, PFD/Kendal Yards #24, and N North Bank/Kendal Yards #23.
- #1 competitive the Yard #144, #2 and #16
- #2 competitive application: MFTE eligible #14, # 4, and #25 North University District
- #3 competitive application: Lower South Hill and Medical District #40, #32, and #31

Budget Impact:

Approved in current year budget? Yes No
 Annual/Reoccurring expenditure? Yes No

If new, specify funding source:

Other budget impacts: The designation does not include expenditure requirements by the City.

Operations Impact:

Consistent with current operations/policy? Yes No
 Requires change in current operations/policy? Yes No

Specify changes required:

Known challenges/barriers:

ORDINANCE NO. C – _____

An ordinance relating to budget reforms; amending section 03.07.230; enacting new sections 03.07.340, 03.07.350, 03.07.360, and 03.07.370 of the Spokane Municipal Code.

Section 1. That section 03.07.230 of the Spokane Municipal Code is amended to read as follows:

Section 03.07.230 Nonrepresented Employee Personal Service Contracts

- A. All ~~((new, amended or renegotiated personal service contracts or))~~ letters of appointment for nonrepresented employees shall either be subject to final approval by the ~~((city council))~~ City Council or negotiated within the parameters set forth by the ~~((city council))~~ City Council by ordinance ~~((or within existing personnel procedures adopted by the city council))~~. All new, amended or renegotiated ~~((personal service contracts or))~~ letters of appointment for nonrepresented employees shall contain as a condition of employment that the nonrepresented employee shall be subject to the Code of Ethics, chapter ~~((1.04))~~ 01.04A, SMC.
- B. The City of Spokane shall not enter into any new personal service contracts upon the effective date of this chapter.

Section 2. That there is adopted a new section 03.07.340 of the Spokane Municipal Code to read as follows:

Section 03.07.340 Budget Approval Prior to City Employment Advertisement

- A. All City employment opportunities shall be approved as a detailed line item in the annual budget or by a special budget ordinance prior to being advertised for applicants.
- B. This section shall not apply to City of Spokane temporary or seasonal employment opportunities.

Section 3. That there is adopted a new section 03.07.350 of the Spokane Municipal Code to read as follows:

Section 03.07.350 Salary Grades and Steps

- A. All vacant positions shall be budgeted at the lowest step in the salary grade based on the range listed in the job description created by Human Resources or Civil Service.

- B. The City Council shall be provided a financial justification at the appropriate Council committee whenever a vacant position will be filled at a higher step than the lowest step in the salary grade or whenever an employee is promoted to a step beyond the employee's next successive step in the current range.
- C. At no time shall the base salary of any City employee be more than four (4) times the median household income of the city of Spokane.

Section 4. That there is adopted a new section 03.07.360 of the Spokane Municipal Code to read as follows:

Section 03.07.360 Out-of-Classification Assignments

- A. When an employee is called upon to fill a temporary vacancy in a higher level classification and that employee performs the full range of duties of that higher level position, the employee shall be paid the appropriate step of the salary range of the higher level position.
- B. Division directors and department heads shall not be eligible for out-of-classification pay unless filling a temporary vacancy in the position of City Administrator.

Section 5. That there is adopted a new section 03.07.370 of the Spokane Municipal Code to read as follows:

Section 03.07.370 Vacant Positions

- A. All funds allocated to a nonrepresented vacant position adopted in the annual budget or by special budget ordinance shall expire if not filled within sixty (60) days of the vacancy.
- B. The funds allocated to expired vacant nonrepresented positions shall be transferred to that department's reserves.
- C. The expired vacant nonrepresented position may be restored by special budget ordinance adopted by the City Council pursuant to Section 19 of the City Charter.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

RESOLUTION

A RESOLUTION declaring JustWare by Journal Technologies, Inc. as a sole source for Legal Case Management Systems software and authorizing staff to negotiate and execute a contract with Journal Technologies, Inc., for the procurement at a cost of \$117,327.76 including tax.

WHEREAS the City Prosecutor's Office, City Public Defender's Office, Municipal Court and City Probation Department all already use JustWare to manage their criminal justice responsibilities and caseload for the City of Spokane; and

WHEREAS the City Prosecutor's Office, City Public Defender's Office, Municipal Court and City Probation Department has gone entirely paperless in an effort to reduce costs, increase the efficiency and speed of case handling; and

WHEREAS the contract before the City will include API (Application Programming Interfaces) software to link the City Prosecutor's Office, City Public Defender's Office, Municipal Court and City Probation Department to other participating offices and departments within the City as well as state agencies to speed the receipt and handling of criminal cases before it and between one another; and

WHEREAS extensive experience exists with this program and its vendor and there are city employees well trained in the program's requirements, capabilities, hardware needs, and the business requirements of the Offices, Department, and the Court; and

BE IT RESOLVED by the City Council for the City of Spokane that it declares JustWare Municipal Court by Journal Technologies, Inc. a sole source and authorizes its purchase from Journal Technologies, Inc. without public bidding at a cost of \$117,327.76, including sales tax.

ADOPTED BY THE CITY COUNCIL ON _____

City Clerk

Approved as to form:

Assistant City Attorney

ORDINANCE NO _____

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the General Fund and Library Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0320-36100	General Fund: City Council	
	11600-54999	Other Misc Charges	<u>\$ 2,400</u>
TO:	0980-89000	General Fund	
	97113-80101	Transfer to Library	<u>\$ 2,400</u>

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

FROM:	1300-30210	Library Fund	
	99999-39710	From General Fund	<u>\$ 2,400</u>
TO:	1300-56100	Library Fund	
	94000-56402	Library Books	<u>\$ 2,400</u>

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to purchase additional books for the new Book Kiosk in the Library Department, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to form: _____
Assistant City Attorney

Mayor

Date

Effective Date