



## REVISED Special Meeting Notice

### Public Infrastructure, Environment, and Sustainability Committee

The regularly scheduled December 23, 2019 meeting for the Public Infrastructure, Environment, and Sustainability Committee has been rescheduled to December 16, 2019 at 10:30 a.m. to be held in the Council Briefing Center.

Please note the time change:

The December 16, 2019 meeting will be held at 1:15 p.m. in the Council Briefing Center.

The Spokane City Council's Public Infrastructure, Environment, and Sustainability Committee meeting will be held at **10:30 a.m. on December 16, 2019** in 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 Public Infrastructure, Environment and Sustainability Committee meeting is regularly held every 4<sup>th</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

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.

**SEE ATTACHED AGENDA**

**Ben Stuckart**  
**Council President**

**Terri Pfister**  
**Spokane City Clerk**

**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 Council Briefing Center 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.) 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 [msteinhofson@spokanecity.org](mailto:msteinhofson@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.

**Public Infrastructure, Environment, and Sustainability  
Committee  
Special Meeting Agenda for  
December 16, 2019  
COUNCIL BRIEFING CENTER  
Please note the time change to 1:15 p.m.**

The Spokane City Council's Public Infrastructure, Environment, and Sustainability Committee meeting will be held at **1:15 p.m. on December 16, 2019** in 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 Public Infrastructure, Environment and Sustainability Committee meeting is regularly held every 4<sup>th</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

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 November 25, 2019**
- III. **Discussion Items**
  - A. Council Requests
    1. Consent Items for Discussion
  - B. Staff Requests
    1. Semi-annual update on administration and monitoring of Article X Public Works Apprentice Program – Jason Sandobal
    2. Pilot partnership with Local Motors for three-month deployment of the "Olli" autonomous shuttle in Riverfront Park – Garrett Jones
- IV. **Strategic Initiatives Session – Council Member Beggs and Scott Simmons**

**Priority Strategy 1: Rapidly Accelerating Street Pavement Maintenance Projects**

  - 1976 Status and Legal Update – Mike Ormsby
  - Financing Alternatives for Transportation Benefit District – Paul Ignacio

**Priority Strategy 2: Repurposing Public Property and Assets to Stimulate Private Investment**

  - West Plains PDA Update – Todd Coleman

**Priority Strategy 3: Sustainable City**

  - Water Conservation Plan Update – Dan Kegley/Kristin Zimmer
  - Hydrant Security Program – Dan Kegley
- V. **Consent Items**
  1. Value Blanket for the Purchase of Superheater Tube Panels (Waste to Energy)

2. Value Blanket Order Renewal for Traffic Signal Standards and Luminaire Standards (Streets)
3. Special Budget Ordinance for Water and Hydroelectric Project Manager (Water/Wastewater)
4. Multi-Family Tax Exemption Contract – 508 W Building (NBS)
5. Software House International, Inc. (SHI) Value Blanket (ITSD)
6. Dell Marketing L.P. (Dell Financial, L.L.C.) Value Blanket (ITSD)
7. CDW Government (CDW-G) Value Blanket (ITSD)
8. Contract Extension with Access Information Protected for Off-Site Records Storage and Retrieval Services (City Clerk)
9. Mobile Pay by Phone Parking Services and E-Permit System contract amendment/extension with Passport Labs, Inc. (NBS, Parking Services)
10. Uncollectable Balances >5.5 Years (Utility Billing)
11. SBO Hotel Motel Tax (Accounting)

**VI. Executive Session**

Executive Session may be held or reconvened during any Public Infrastructure, Environment, and Sustainability Committee meeting.

**VII. Adjournment**

**Next Public Infrastructure, Environment, and Sustainability Committee Meeting**

Please note the December 23<sup>rd</sup> meeting is cancelled. The next meeting will be held January 27, 2019 1:15 p.m. in the Council Briefing Center.

**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 Council Briefing Center 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.) 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 [msteinhofson@spokanecity.org](mailto:msteinhofson@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**  
**Public Infrastructure, Environment, and Sustainability**  
**November 25, 2019**

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**Committee Members Present**

Council Member Breean Beggs, Committee Chair  
Council Member Mike Fagan, Vice Committee Chair  
Council Member Kate Burke  
Council Member Lori Kinnear

**Committee Members Absent**

Council Member Candace Mumm  
Council President Ben Stuckart  
Council Member Karen Stratton

**Staff Present**

Angela Albin-Moore, Hannahlee Allers, Nate Anunson, Chris Averyt, Brandon Blankenagel, Giacobbe Byrd, Mike Cannon, Mike Coster, Anna Everano, Marlene Feist, Beryl Fredrickson, Raylene Gennett, Clint Harris, Garrett Jones, Dan Kegley, Rod Mann, Brian McClatchey, Adam McDaniel, Louis Meuler, Katherine Miller, Kara Odegard, Mike Ormsby, Tami Palmquist, Kevin Picanco, Erik Poulsen, Jim Sakamoto, Jason Sandobal, Elizabeth Schoedel, Loren Searl, Scott Simmons, Angela Tagnani, Kyle Twohig, Charlie Wolff

Council Member Beggs called the meeting to order at 1:15 p.m.

**Review and Approval of Minutes**

Council Member Beggs asked for a motion to approve the minutes of the October 28, 2019 meeting.

- **Action Taken**
- Council Member Fagan moved to approve the minutes of the October 28, 2019 meeting as presented; the motion was seconded by Council Member Burke.

**Discussion Items**

**A. Council Requests**

1. Consent Items for Discussion
2. Update on 5G Installation Issues

Mr. Rudusko from Verizon was introduced and he gave an overview of the projects on the South Hill. He spoke about the communication with residents on Verizon's fiber and small cell projects. Mr. Rudusko spoke about the difficulties with the work to replace the poles that have reached their life-span. The work is disruptive and lengthy with drilling and Jack hammer due to basalt and is delaying the timeline. Discussion was had on the communication and the notification to the neighborhoods. Verizon is working on a broader notification process and working



with property owners and contractors. Avista representatives discussed the pole replacements.

3. Integrated Pest Management

Kara Odegard introduced Trenton Miller and Christa of the Sustainability Action Subcommittee. Trenton began the discussion by reviewing information on the over-application of pesticides. Christa discussed the proposal and the coordinated policy with the Parks Department. Discussion on the benefits of an integrated pest management policy and how it has been implemented in other communities that have also adopted similar plans. The next step is to adopt a Formal policy, and the subcommittee will be holding a Summit, inviting the public and private stakeholders.

B. Staff Requests

1. Yellowstone Pipeline Franchise

Tim Szambelan and Dan Kegley discussed the upcoming Franchise with Yellowstone Pipeline. These franchise are under Federal Regulations and safety regulations. Discussion was had on locations of the pipelines and the current maintenance projects. Tim outlined the terms of the Franchise. Discussion on emergency response and necessary insurance policies. There was an independent audit and legal review as outlined in the briefing paper.

2. Cable Franchise

Tim Szambelan and Marlene Feist discussed the new proposed franchise agreement with TDS Metrocom. Once enacted and built this will provide another provider to citizens. Marlene discussed the terms of the franchise and briefly described the services Discussion was had on the public access Funding and the build out of their system.

3. Resolution to adopt a Public Rule and Policy for the Wastewater Treatment Facility Industrial Pretreatment Program – Fine Schedule

Angela Tagnani discussed the proposed public rule and policy for the wastewater treatment industrial pretreatment program. The program has a goal of reducing hazardous fumes, preventing backups, pass through pollutants protecting the infrastructure and water. She discussed the regulations of the enforcement response when companies do not comply. Discussion was had on the fine structure. The structure also documents the process and testing. The public rule works towards education and cooperation as the first steps. Angela walked through the Industrial Pretreatment Program Administrative Fine worksheet that is modeled after other communities.

4. Multi-Family Tax Exemption Conditional Contracts: The Falls Tower, Denver Townhomes, Duris Four-Plex, The Wall Lofts

Ali Brast reviewed the locations of each application. Discussion on the scope and estimate size of the developments. Tami Palmquist discussed the height of The Falls and unit counts. Ali discussed the foregone revenue on the residential portions of the development.

#### 5. West Plains PDA Stormwater Funding

Katherine Miller and Todd Coleman discussed the stormwater management plan that is currently in the data collection and regional investigation phase. Discussion was had on the possible outcomes working within the area's constraints. Todd discussed the coordination of contribution of either funds or in-kind work for this study.

### Strategic Plan Session

#### A. Priority Strategy 1. Rapidly Accelerating Street Pavement Maintenance Projects

- Impact of 1976 on Residential Street Maintenance

Scott Simmons gave an overview and noted what was previously discussed in Finance Committee recently. The Residential Street Maintenance Fund comes from TBD. CTAB and street Dept. work together to make recommendations. Less \$5 million in revenue. They are currently meeting to discuss how to prioritize The Remaining \$2 million. The unpaved residential streets and questions remain on what to design for next year. Discussion was had on the makeup of the current residential work. Council Member Mumm discussed the email by CTAB Chair that summarized their recommendation to ask the citizens to vote to continue to support and fund the current program. Discussion was had on the pending outcome of the hearings and the deadlines required for a vote. Council Member Mumm Thanked John Deitzman for his work on the board during this difficult time.

Council Member Mumm discussed the Letter from the Five Mile Neighborhood and the Fire station. The request is to open the road with traffic control at the driveways. Kyle Twohig discussed the work that is being assessed before it is opened on Wednesday. The public meeting was notified of the change to the neighborhood meeting on December 17th.

#### B. Priority Strategy 2. Repurposing Public Property to Stimulate Private Investment

- No report this meeting.

#### C. Priority Strategy 3. Sustainable City

- Report on Sustainability Action Subcommittee

Kara Odegard gave a high level overview of the work by the Subcommittee. There are 32 Members on the team with 7 work groups including Built Environment, Energy, Natural Resources, Climate Action Plan. She discussed the goals and tasks, reviewing the impacts and ease of implementation of the initiatives. The subcommittee is working to communicate to Neighborhood groups and setting up a webpage on the city website.

### Consent Items

1. Climbing Inspection of Sunset Bridge
2. Purchase of Deicer
3. Vacation of the alley between Lindeke and the railroad and north of 14th Ave.
4. Vacation of a portion of Thor St. north of Garnet Ave
5. Engineering Consultant Contract for On-Call Sewer Model Support
6. Purchase of Trailer Mounted Four-Inch Wastewater Pumps
7. Recycled Materials – Value Blanket Renewal

8. Purchase and Sole Source Resolution of Pumps, Parts and Supplies for RPWRF
9. Strategic Investment Fund Projects (Parks)  
Garrett Jones discussed the projects identified to be funded by the Strategic Investment fund including: North Suspension Bridge, North Bank/Sportsplex Connection, and Riverfront North Bank Project Public Parking Lot Construction match totaling \$1.9 million. Discussion was had on opportunities for funding Council member Mumm Invited Garrett to the meeting with Legislature on December 12<sup>th</sup>.

#### Fleet Services

10. Purchase Replacement Pressure Reducing Valve Truck for Water Department
11. Purchase Replacement Construction Truck for Water Department
12. Purchase Replacement Repair Trucks for Water Department

#### Waste to Energy

13. Contract for Removal and Replacement of Insulation and Cladding
14. Contract for Metals Recycling

#### Executive Session

None.

#### Adjournment

The meeting adjourned at 3:00 p.m.

#### Prepared by:

Barbara Patrick, Administrative Specialist

#### Approved by:

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Chair

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division
<b>Subject:</b>	Hydrant Permit Program revisions
<b>Date:</b>	12/10/19
<b>Author (email &amp; phone):</b>	Dan Kegley <a href="mailto:dkegley@spokanecity.org">dkegley@spokanecity.org</a> 625-7840
<b>City Council Sponsor:</b>	Breean Beggs
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
<b>Strategic Initiative:</b>	Water System Resiliency
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of an ordinance to update the City's Hydrant Permit Program.

Background/History:  
 A proposal to update the City's hydrant permit program and hydrant use policies to support the Water Department's mission of providing safe, clean, and reliable drinking water to customers. The new program is designed to enhance hydrant security, ensure use of necessary equipment to protect the water supply, and appropriately account for water use. The program also is designed to complement additional hydrant security measures that are being evaluated, including the installation of hydrant locks and water fill stations.

Executive Summary:

- Update SMC with Ordinance revisions for water hydrant permits
- Communicate to affected members of the community (contractors)
- Require use of water department provided and approved equipment
- Meter water use for all hydrant permits

Budget Impact:  
 Approved in current year budget? ☐ Yes ☒ No  
 Annual/Reoccurring expenditure? ☐ Yes ☒ No  
 If new, specify funding source: Water Rates  
 Other budget impacts: (revenue generating, match requirements, etc.)

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

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Value Blanket for the Purchase of Superheater Tube Panels at the WTE
<b>Date:</b>	December 16, 2019
<b>Contact (email &amp; phone):</b>	Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a> , 625-6540
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons, Director, Public Works
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	
<b>Strategic Initiative:</b>	Innovative Infrastructure-Sustainability of the WTE Operations
<b>Deadline:</b>	
<b>Outcome:</b>	Council approval of the purchase of superheater boiler tubes.
<p><u>Background/History:</u></p> <p>The superheater section of a boiler increases the temperature of the steam and dries it out; increasing the amount of energy realized in the turbine generator. High temperatures, corrosion, and erosion in the boiler causes wear on the boiler tubes, requiring periodic replacement. This periodic replacement is currently scheduled in the six year capital plan for one superheater replacement in 2020 and one in 2021.</p> <p>On November 18, 2019 bidding closed on ITB 5195-19 for the fabrication of these superheater tube panels. There were three responses to the bid, of which Helfrich Brothers Boiler Works, Inc., of Lawrence, MA was the lowest cost responsible bidder.</p> <p>This order will be a value blanket for the off-site fabrication of these tubes with the first delivery in April of 2020 and additional tubes to be delivered in March of 2021. The installation of these tubes will be bid out separately. The total cost of the value blanket will be \$2,300,000.00 (excl. tax) and span from Jan. 1 2020 through August 1, 2021.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>Value blanket for the purchase of superheater boiler tubes.</li> <li>Tubes for the first boiler to be delivered no later than April 1, 2020 and the second boiler tubes no later than March 1, 2021.</li> <li>Total cost not to exceed \$2,300,000.00 (excl. tax) and span from Jan. 1, 2020 through Aug. 1, 2021.</li> <li>Installation of tubes to be bid out as a separate project.</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

## Briefing Paper

### Public Infrastructure & Environmental Sustainability Committee

<b>Division &amp; Department:</b>	Public Works / Street Department
<b>Subject:</b>	Value Blanket Order Renewal for Traffic Signal Standards and Luminaire Standards
<b>Date:</b>	11/26/2019
<b>Contact (email &amp; phone):</b>	<a href="mailto:gokihara@spokanecity.org">gokihara@spokanecity.org</a> 232-8842
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Clint Harris
<b>Committee(s) Impacted:</b>	Public Infrastructure & Environmental Sustainability
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	6 year Street Plan
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Current Contract expires 12/31/2019
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of the contract extension with Valmont Industries, Inc.
<b>Background/History:</b>	
This is the fourth of a 4 year extension of this contract with Valmont Industries.	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>Renews the existing request for bids #4173-15 awarded to Valmont Industries as a value blanket contract for one year.</li> <li>The last year of renewal on the contract.</li> <li>Allows the ordering of signal and luminaire standards up to a cumulative amount of \$343,000 including tax for 2020.</li> <li>Signal Standards are paid for by project dollars or street maintenance dollars already budgeted.</li> </ul>	
<b>Budget Impact:</b>	
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.)	
<b>Operations Impact:</b>	
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

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works – Water & Hydroelectrical Services Department
<b>Subject:</b>	Special Budget Ordinance
<b>Date:</b>	December 16, 2019
<b>Author (email &amp; phone):</b>	Dan Kegley ( <a href="mailto:dkegley@spokanecity.org">dkegley@spokanecity.org</a> 625 7821)
<b>City Council Sponsor:</b>	Breean Beggs
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	P.I.E.S.
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	
<b>Strategic Initiative:</b>	Innovative Infrastructure – Sustainable Resources
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of Special Budget Ordinance to provide budget for the Water & Hydroelectrical Services Department for various Upriver Dam critical tasks.
<b>Background/History:</b>	
Total increase to the budget of \$86, 214 plus benefits, which will be recouped through Water Rates.	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>Plans and manages the work, in consultation with the Plant Manager, of subordinates engaged in the operation, maintenance, construction and inspection of the municipal water system equipment and hydroelectric plant infrastructure.</li> <li>Specifying and purchasing large equipment, writing technical specifications, contracting for custom projects, contract management, and construction management.</li> <li>Designated as the Upriver Dam Hydroelectric Project EAP Coordinator responsible for maintaining and implementing the plant's emergency action plan required by FERC including periodic testing, detailed reports, annual training curriculum, extensive table top exercises, and all other FERC related EAP requirements and correspondence.</li> <li>Responsible for the Training Plan which includes site specific training on safety and regulatory compliance, communication regarding dam safety and regulatory compliance, recognition of potential dam safety deficiencies, audits and assessments as outlined in the Owners Dam Safety Program (ODSP)</li> <li>Participates directly in all FERC related inspections, analyses, and reports to assist in maintaining the city's license to own and operate a hydroelectric plant.</li> <li>Maintains liaison and coordinates work with private utilities companies, contractors, and other departments; coordinates inspection activities of outside contracting work.</li> <li>Participates in the planning and design of water system and hydroelectric facility infrastructure repair, replacement and new construction.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" 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.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" 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:	

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

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Water & Hydroelectrical 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 Water & Hydroelectrical Services Fund, and the budget annexed thereto with reference to the Water & Hydroelectrical Services Fund, the following changes be made:

FROM:	4100-99999	Water & Hydroelectrical Services Unappropriated Reserves	<u>\$86,214</u>
TO:	4100-42460 34141-01310	Water & Hydroelectrical Services Water Hydroelectric Project Manager	<u>\$86,214</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 create a Water Hydroelectric Project Manager, 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

## Briefing Paper

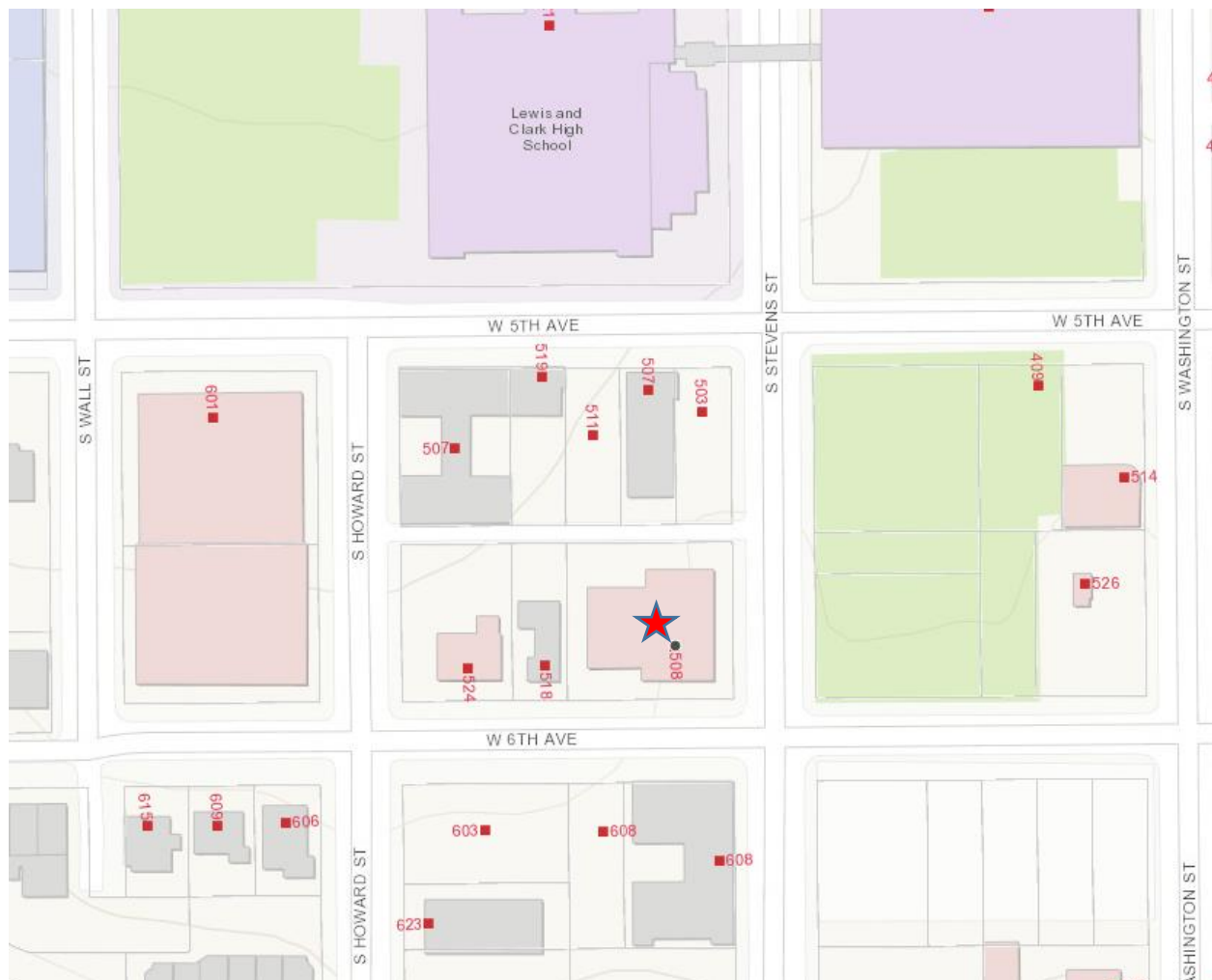
### PIES Committee

<b>Division &amp; Department:</b>	Development Services Center
<b>Subject:</b>	MFTE Conditional Contract
<b>Date:</b>	December 16, 2019
<b>Contact (email &amp; phone):</b>	Ali Brast ( <a href="mailto:abrast@spokanecity.org">abrast@spokanecity.org</a> , 625-6638)
<b>City Council Sponsor:</b>	TBD
<b>Executive Sponsor:</b>	Teresa Sanders
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	SMC 08.15 Multi- Family Housing Property Tax Exemption
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee meeting
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p><b>Background/History:</b> Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax exemption. The City Council enacted Ordinance No. C-32575, which provides for the property tax exemption program for multiple housing in residential targeted areas. Pursuant to Ordinance No. C-33079, the City Council expanded the residential targeted areas. Pursuant to Ordinance No. C-35524, the regulations were revised, allowing for rental rates of up to 115% AMI. The State statute and the City ordinance require the City to approve the application regarding the tax exemption and the necessary construction requirements. This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office.</p>	
<p><b>Executive Summary:</b></p> <ul style="list-style-type: none"> <li>Applicant applying for a conditional contract for change of use of the upper stories from office to residential for 80-90 new units at 508 W 6<sup>th</sup> Ave.</li> <li>Property is zoned OR-150, so use is allowed.</li> </ul>	
<p><b>Budget Impact:</b></p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><b>Operations Impact:</b></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

### Tax Abatement Information:

<b>2019 Multi-Family Tax Exemption MFTE Property Tax Forgone &amp; Savings Calculator</b>	
Project Name: 508 W Building	
Number of units in the project	85
<b>*Average Property Value Exempt per unit</b>	<b>\$121,094</b>
<b>Estimated City Property Tax forgone annually per unit</b>	<b>\$4,426</b>
Estimated Property Tax saved per project annually	\$139,985
Enter the number of years of MFTE (8 or 12)	12
Estimated Property Tax saved during the term of exemption	\$1,679,819
<b>Estimated City Tax forgone during the term of exemption per unit</b>	<b>\$53,112</b>
<b>Estimated City Tax forgone during the term of exemption all units</b>	<b>\$637,343</b>
<i>Once a project has met programmatic criteria the owner can expect to save approximately \$1,600 on their tax bill for every \$120,000 of Exempt Assessed Value on the housing portions of the property.</i>	
*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2017 Property value assessments	

### Site Map:





## Briefing Paper

### Finance, Administration and Sustainable Resources Committee

<b>Division &amp; Department:</b>	Innovation and Technology Services Division
<b>Subject:</b>	Software House International, Inc. (SHI) Value Blanket
<b>Date:</b>	December 9, 2019
<b>Author (email &amp; phone):</b>	Theresa Pellham, <a href="mailto:tpellham@spokanecity.org">tpellham@spokanecity.org</a> , 625-6948
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Eric Finch and Michael Sloon
<b>Committee(s) Impacted:</b>	Finance, Administration and Sustainable Resources Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Value Blanket  Utilizing various budget accounts.
<b>Strategic Initiative:</b>	Sustainable Resources
<b>Deadline:</b>	December 31, 2019
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval to purchase software products including maintenance and support subscriptions/upgrades from Software House International, Inc., (SHI) without bringing each purchase over the City Purchase Limit (\$50,000.00) to City Council for approval.
<b>Background/History:</b>  <p>Washington State DES currently provides NASPO Valuepoint Master agreements for previously negotiated pricing and established contracts with pricing advantages for other government agencies to utilize. The City of Spokane Innovation and Technology Services Division utilizes this opportunity whenever possible. We will utilize Master Agreement No. ADSP016-130651, Washington State Master Contract No. 06016 with Software House International Corp. for various software purchases.</p> <p>2019 SHI Value Blanket contract was limited to Microsoft and Adobe. For 2020, ITSD intends to expand purchasing authorization to VMware, Azure, Bluebeam, Autoturn, DocuSign, Microcall, Symantec, Nuance, Netscout, Mindjet, Tenable, Netmotion, KnowBe4, Microsoft Premier, Smarsh, and other necessary software for which SHI provides best pricing.</p>	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Approval to purchase software products including maintenance and support subscriptions/upgrades from Software House International, Inc., (SHI) without bringing each purchase over the City Purchase Limit (\$50,000.00) to City Council for approval.</li> <li>January 1, 2020, through December 31, 2020. Requesting \$1,200,000, plus tax and shipping.</li> </ul>	
<b>Budget Impact:</b> 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.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" 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 and Sustainable Resources Committee

<b>Division &amp; Department:</b>	Innovation and Technology Services Division
<b>Subject:</b>	Dell Marketing L.P. (Dell Financial, L.L.C.) Value Blanket
<b>Date:</b>	December 2, 2019
<b>Author (email &amp; phone):</b>	Theresa Pellham, <a href="mailto:tpellham@spokanecity.org">tpellham@spokanecity.org</a> , 625-6948
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Eric Finch and Michael Sloon
<b>Committee(s) Impacted:</b>	Finance, Administration and Sustainable Resources Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Value Blanket  Utilizing various budget accounts
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Deadline:</b>	December 31, 2019
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval to purchase PC, laptop, and mobile data hardware equipment from Dell Marketing L.P. (Dell Financial, L.L.C.) without bringing each purchase over the City Purchase Limit (\$50,000.00) to City Council for approval.
<b>Background/History:</b>  The City of Spokane currently utilizes Dell Marketing L.P. (Dell Financial, L.L.C.) (Austin, TX) for PC, laptop, and mobile data hardware equipment purchases for various departments. The purpose of the new equipment is for efficiencies, improved service, high-speed connectivity, future capacity, and aligns with the City of Spokane's standard for PC, laptop, and mobile data equipment and deployment. We are increasing the amount to support the new Desktop Replacement Program initiative that is fully funded by capital replacement funds. The City of Spokane Innovation and Technology Services Division has utilized Washington State Contract #05815-003/MNWNC-108 for its selection of Dell Marketing L.P. (Dell Financial, L.L.C.).	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Approval to purchase PC, laptop, and mobile data hardware equipment from Dell Marketing L.P. (Dell Financial, L.L.C.) without bringing each purchase over the City Purchase Limit (\$50,000.00) to City Council for approval.</li> <li>January 1, 2020, through December 31, 2020. Requesting \$750,000.00, plus tax and shipping.</li> <li>Current 2019 - \$550,000.00, plus tax and shipping.</li> </ul>	
<b>Budget Impact:</b> 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.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" 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 and Sustainable Resources Committee

<b>Division &amp; Department:</b>	Innovation and Technology Services Division
<b>Subject:</b>	CDW Government (CDW-G) Value Blanket
<b>Date:</b>	December 9, 2019
<b>Author (email &amp; phone):</b>	Theresa Pellham, <a href="mailto:tpellham@spokanecity.org">tpellham@spokanecity.org</a> , 625-6948
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Eric Finch and Michael Sloon
<b>Committee(s) Impacted:</b>	Finance, Administration and Sustainable Resources Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Value Blanket  Utilizing various budget accounts.
<b>Strategic Initiative:</b>	Sustainable Resources
<b>Deadline:</b>	December 31, 2019
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval to purchase technology equipment (hardware and software) from CDW Government (Vernon Hills, IL), without bringing each purchase over the City Purchase Limit (\$50,000.00) to City Council for approval.
<b>Background/History:</b>  The City of Spokane currently utilizes CDW-G for hardware and software purchases for various departments. The City of Spokane Innovation and Technology Services Division has utilized the King County Directors' Association (KCDA) Agreement #AEPA 018-A for its selection of CDW-G. In addition, the following contracts will be used to procure the reasonable pricing: HP products through National IPA CO-OP Contract #2018011-01; Panasonic NVP computer equipment through WA State Contract #05815-011 (MNWNC-124); various hardware/software through GSA Federal Contract #47QTCA18D004K, Schedule 70.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Approval to purchase technology equipment (hardware and software) from CDW Government (Vernon Hills, IL) without bringing each purchase over the City Purchase Limit (\$50,000.00) to City Council for approval.</li> <li>January 1, 2020, through December 31, 2020. Requesting \$100,000.00, plus tax and shipping.</li> <li>Current 2019 - \$175,000.00, plus tax and shipping.</li> </ul>	
<b>Budget Impact:</b> 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.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" 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

### Sustainable Resources Committee

<b>Division &amp; Department:</b>	City Clerk
<b>Subject:</b>	Contract Extension with Access Information Protected (Spokane, WA) for off-site records storage and retrieval services for City departments from January 1, 2020, through December 31, 2020-estimated \$52,000.
<b>Date:</b>	December 16, 2019
<b>Author (email &amp; phone):</b>	Terri Pfister, tpfister@spokanecity.org , 625-6354
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	City Attorney Mike Ormsby
<b>Committee(s) Impacted:</b>	Sustainability Committee
<b>Type of Agenda item:</b>	X Consent      Discussion      Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Sustainable Resources
<b>Deadline:</b>	Current one-year extension expires on December 31, 2019
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Contract allows City departments to store records offsite and allows for retrieval and destruction services for those records.
<b>Background/History:</b> The City went through and RFP (#4183-15) process in November 2015 and the review committee selected Northwest Vital Records. The City entered into a three-year contract (\$50,000/year or total of \$150,000), with the option for two one-year renewals. This is the second of the two renewal options. Northwest Vital Records changed its name to Access at the beginning of 2019.	
<b>Executive Summary:</b> Access tracks everything by cubic feet rather than by box and actual box size is converted to cubic footage, instead of check, small, large, etc. The City's total cubic footage is approximately 26,000 cubic feet (approx. 21,700 boxes). Access has requested a fee increase of .0083 per cubic feet per box, based on 1.2 cubic feet for the check and small boxes and 2.4 cubic feet for the large boxes. The estimated monthly increase would be \$216.68 a month or \$2,600.16 annually. Estimated contract renewal for 2020: \$52,000 (approx. increase of \$2,600 over previous year).	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (for 2020) 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.)	
<b>Operations Impact:</b> 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:	



**City of Spokane**

**CONTRACT RENEWAL 2 OF 2**

**Title: OFFSITE RECORDS STORAGE**

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ACCESS INFORMATION PROTECTED**, whose address is 124 South Wall Street, Spokane, Washington 99210 as ("Access"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein Access shall provide offsite records storage, indexing, pickup and delivery of boxes, maps, files, books and film, and record destruction for the City; and*

*WHEREAS, the initial contract provided for 2 additional one-year renewals, with this being the 2nd of those renewals.*

*-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Contract, dated February 1, 2016, any previous amendments, renewals and / or extensions / 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 TERM.**

This Contract Renewal shall become effective on January 1, 2020 and shall run through December 31, 2020.

**3. COMPENSATION.**

The City shall pay Access, an estimated annual amount of **FIFTY TWO THOUSAND AND 00/100 (\$52,000.00)** for everything furnished and done under this Contract Renewal in accordance the 2020 City of Spokane Fee Schedule attached as Attachment A. This is the maximum amount to be paid under this Renewal, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

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

**ACCESS INFORMATION PROTECTED**

**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:**

2020 City of Spokane Fee Schedule



## ATTACHMENT A

### 2020 CITY OF SPOKANE FEE SCHEDULE

• Check Boxes: 18.5" x 13.25" x 5.5"	\$0.004158 per day, per cubic foot
• Letter Boxes: 24" x 12" x 10"	\$0.004433 per day, per cubic foot
• Standard Boxes: 15" x 12" x 10"	\$0.004433 per day, per cubic foot
• Map Case	\$5.60 each, per month (5-drawer map file case)
• Fax charge for Transmitting Item(s)	\$0.25 per item
• Printed copy of the Database at termination of contract	\$0.10 per page
• Electronic copy of Database at termination of contract	\$100.00
• Additional Services or Special Projects using Warehouse Labor	\$15.00 per hour, per person
• Additional Services or Special Projects using Clerical labor or research	\$15.00 per hour, per person
• Box Retrieval/Item	\$1.00 per box or file
• Re-file Box or File	\$1.00 per box or file

#### Transport and Delivery Charges:

- Standard Delivery Rate is \$4.75 per delivery of up to 100 standard size boxes or the equivalent.
- Maximum number of items in the base rate is 100 standard size boxes or the equivalent.
- The charge over the maximum number shall be \$4.75 for the next 100 standard size boxes or the equivalent.
- Special Delivery (non-scheduled delivery made within two hours of order Monday through Friday unless otherwise arranged) base rate is \$5.00 per delivery.
- Emergency Delivery (non-scheduled deliveries made within one hour of order Monday through Friday unless otherwise arranged) base rate is \$10.00 per delivery.
- There is no charge for pick-up, only for delivery.

#### Other:

There shall be no permanent removal fee associated with the closing of the City's account.

# Briefing Paper

## Finance and Administration Committee

<b>Division &amp; Department:</b>	Neighborhood and Business Services, Parking Services
<b>Subject:</b>	Mobile Pay by Phone Parking Services and E-Permit System contract amendment/extension with Passport Labs, Inc.
<b>Date:</b>	12/16/2019
<b>Author (email &amp; phone):</b>	Kris Becker, <a href="mailto:kbecker@spokanecity.org">kbecker@spokanecity.org</a> ; 625-6392
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Kris Becker and Theresa Sanders
<b>Committee(s) Impacted:</b>	Finance and Administrative
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> <b>Consent</b> <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	January 22, 2019 (contract end date)
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	<ul style="list-style-type: none"> <li>Continue providing mobile pay by phone for customer convenience and thus decreasing the amount of coins used to pay for parking and that the City must count.</li> <li>Streamline permit administration thereby improving the customer experience, improving enforcement efficiency, and minimizing abuse of permits.</li> </ul>
<b>Background/History:</b> The City has been using the Passport Parking App to allow parkers to pay on-street with a mobile device since January of 2018. The original contract, OPR 2018-0029, was for \$34,400. The City pays \$.10 for each completed parking transaction. App use has increased, thus a need to add money to the contract and additional monies to cover projected use in the upcoming year. The City also anticipates using the e-permit system and is adding additional monies for expected e-permit use over the next year. The original contract allowed for 3, one year renewals, this would be the first renewal and expire on January 31, 2021.	
<b>Executive Summary:</b> Contract Amendment and Extension with Passport Labs, Inc. in Charlotte, North Carolina for mobile payment for parking program and digital permit platform for Parking Services.	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes    No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes    No If new, specify funding source: 1460-21200-21710-54201-99999 Other budget impacts: This contract does bring in revenue as well.	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" 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: N/A Known challenges/barriers: N/A	



City of Spokane

**CONTRACT AMENDMENT/EXTENSION  
1 OF 3**

**Title: MOBILE PAY BY PHONE PARKING  
SERVICES AND E-PERMIT SYSTEM**

This Contract Amendment/Extension including additional compensation is made and entered into by and between the **CITY OF SPOKANE**, as ("City") and **PASSPORT LABS, INC.**, whose address is, 128 S Tryon Street, Suite 2200, Charlotte, North Carolina, 28202 as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into an Agreement for the Company agreed to provide all services and licensed software necessary for mobile payments for the City's parking program and digital permit platform; and,*

*WHEREAS, the fee schedule set forth the in Section 3 of the original contract did not provide for sales tax and did not provide for fees to compensate for a growing customer base; and*

*WHEREAS, the customer base of the mobile payment service is growing in popularity and the use of mobile payment allows for faster, safer, and more efficient collection of payments made at City parking meters; and,*

*WHEREAS, the initial contract provided for 3 additional one-year extensions, with this being the 1st of those extension; thus the original Contract needs to be formally Amended and Extended by this written document; and*

NOW, THEREFORE, in consideration of the mutual promises made herein and other valuable consideration, the parties hereto now amend the original agreement as follows:

**1. CONTRACT DOCUMENTS.**

The original Contract, dated January 17, 2018 and February 8, 2018, any previous amendments, addendums and/or extensions/renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE TERM.**

This Contract Extension shall become effective on January 20, 2020 and shall run through January 31, 2021.

**3. COMPENSATION.**

The City shall pay an additional amount to cover fees for Mobile Payment for Parking Program "MPP" not to exceed **FOUR THOUSAND AND NO/100 DOLLARS (\$4,000.00)** for the remainder of the current 2018-2020 term, and **EIGHTY SIX THOUSAND AND NO/100 DOLLARS (\$86,000.00)** for the 2020-2021 term, for a total of **NINETY THOUSAND AND NO/100 DOLLARS (\$90,000.00)** for both terms. The City shall pay Company \$850.00 per month for up to 1,000 active permits per month, and \$1.00 each month for each active permit in excess of 1,000 active permits per month for the Digital Permit Platform "DPP". Fees estimated for DPP are TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000.00) for the 2020-2021 term. This is a total of **ONE HUNDRED TEN THOUSAND AND NO/100 DOLLARS (\$110,000)** for everything furnished and done under this Contract Amendment/Extension.

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

**PASSPORT LABS, INC.**

**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

## Briefing Paper

### City Council Briefing

<b>Division &amp; Department:</b>	Public Works, Utility Billing
<b>Subject:</b>	Uncollectable Balances >5.5 Years
<b>Date:</b>	December 3, 2019
<b>Author (email &amp; phone):</b>	Corin Morse ( <a href="mailto:cmorse@spokanecity.org">cmorse@spokanecity.org</a> ) or 625.6855
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Sustainable Resource Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	Utilities Charge Off Policy
<b>Strategic Initiative:</b>	Aged Balances – Data Integrity – Billing System Conversion (UIS)
<b>Deadline:</b>	December 31, 2019
<b>Outcome:</b>	Reduction of uncollectable balances of >5.5 Years

#### Background/History:

The UIS Billing System Project began July, 2019. An important step towards successful implementation is to evaluate aged and inactive data to avoid transferring to the new system. The data evaluation process has identified 174 accounts aged >5.5 years that should be written off as uncollectable. Some balances date back to 1999 when the City converted to our current billing system, C-Star. This evaluation will continue on a yearly basis and is expected to be a fraction of the total today. Below is a breakdown of balances dated between 1999 to 2013 and uncollected.

**\*As of Q3/2019: UB billed an average of \$17.6mm per month.**

SERVICE TYPE	TOT >5.5 YRS
ICM	\$ 2,325
RDISP (CODE ENF)	\$ 25,938
REF	\$ 53,411
REFWO	\$ 22,307
SEWER	\$ 88,985
STORMWATER	\$ 12,658
WATER	\$ 91,797
UTIL (FEES)	\$ 153,504
TOTAL UNCOLLECTABLE	\$ 450,925
UTIL (FEES)	\$ (153,504)
<b>TOTAL A/R &gt;5.5 Years</b>	<b>\$ 297,421</b>

\*174 Accounts

#### Executive Summary:

The integrity of data moving into the new billing system is vital to implementation.

#### Budget Impact:

Approved in current year budget? ☐ Yes ☒ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source:

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

Operations Impact:

Consistent with current operations/policy?

☒

Yes

☐

No

Requires change in current operations/policy?

☐

Yes

☒

No

Specify changes required:



## Briefing Paper

<b>Division &amp; Department:</b>	Accounting
<b>Subject:</b>	SBO Hotel Motel Tax
<b>Date:</b>	12/16/19
<b>Contact (email &amp; phone):</b>	Michelle Hughes <a href="mailto:mhuges@spokanecity.org">mhuges@spokanecity.org</a>
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Special Budget Ordinance to add budget capacity for intergovernmental payments to the Public Facilities District
<b>Background/History:</b>	
<p><i>Hotel Motel Tax payments to the Public Facilities District was budgeted at \$4,206,298 with a matching revenue. It is expected that the actual amounts will be \$4,585,860 so a Special Budget Ordinance is necessary to add budget capacity to the Hotel Motel Tax Fund so that payments received for hotel motel tax can be paid to the Public Facilities District for 2019 without exceeding the current budgetary appropriations.</i></p>	
<b>Budget Impact:</b>	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A was approved in 2018 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.)	
<b>Operations Impact:</b>	
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:	

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

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Property Acquisition 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 Hotel Motel Tax Fund, and the budget annexed thereto with reference to the Hotel Motel Tax Fund, the following changes be made:

TO:	1590-25300	Hotel Motel Tax	
	99999-31330	Hotel Motel Transient Tax	\$ 400,000

FROM:	1590-25300	Hotel Motel Tax	
	57300-55201	IG Payment from Fed/Sate/Local	<u>\$ 400,000</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 for intergovernmental payments to the Public Facilities District for payments received from Hotel Motel Tax, 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