

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment, and Sustainability
December 16, 2019

Committee Members Present

Council Member Breean Beggs, Committee Chair
Council Member Kate Burke
Council Member Lori Kinnear
Council Member Candace Mumm

Committee Members Absent

Council Member Mike Fagan, Vice Committee Chair
Council President Ben Stuckart
Council Member Karen Stratton

Staff Present

Angela Albin-Moore, Hannahlee Allers, Nate Anunson, Chris Averyt, Kris Becker, Lauren Berry, Giacobbe Byrd, Chirs Cafaro, Marlene Feist, Beryl Fredrickson, Raylene Gennett, Clint Harris, Michelle Hughes, Paul Igniosi, Garrett Jones, Dan Kegley, Brian McClatchey, Katherine Miller, Corin Morse, Kara Odegard, Gerald Okihara, Cadie Olsen, Mike Ormsby, Kevin Picanco, Terri Pfister, Erik Poulsen, Jason Sandobal, Elizabeth Schoedel, Loren Searl, Scott Simmons, Michael Sloon, Sally Stopher, Kyle Twohig, Kandace Watkins, Charlie Wolff, Kristen Zimmer

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 November 25, 2019 meeting.

- Action Taken
- Council Member Mumm moved to approve the minutes of the November 25, 2019 meeting as presented; the motion was seconded by Council Member Burke.

Discussion Items

A. Council Requests

1. Consent Items for Discussion
 3. Special Budget Ordinance for Water and Hydroelectric Project Manager (Water/Wastewater)
Dan Kegley discussed the staffing at Upriver Dam and described the duties of Steve Burns, the current Superintendent. The position is responsible for the ODSN and Emergency Action Plan, as well as project management and the SCADA system.
 9. Mobile Pay by Phone Parking Services and E-Permit System contract amendment/extension with Passport Labs, Inc. (NBS, Parking Services)

Kris Becker discussed the contract amendment/extension to cover the expected use for the coming year. The usage has increased and this will continue to provide mobile pay by phone for customer convenience and streamlining permit administration.

10. Uncollectable Balances >5.5 Years (Utility Billing)

Corin Morse discussed the uncollectable balances that are past the statute of limitations as they are older than 5.5 years. These total approximately \$300,000 and include fees for liens, abatements, and utility bills. Council Member Mumm inquired about the levels for stopping the utility bills and collection process. Corin discussed the collection policy, the notification process, and reviewed the water shut-off notice process. She spoke about the types of liens that are allowable in Washington State and about the new utility billing System. Utility Billing is working with IT for reports on quarterly past due accounts in the future. Council Member Burke asked for a monthly reporting to be given to the Committee on past due accounts by District to show what areas are struggling to pay their bills.

11. SBO Hotel Motel Tax (Accounting)

Michelle Hughes discussed the Special Budget Ordinance for the Hotel Motel Tax to match the actual amounts of revenue to make the payments to the Public Facilities District for 2019. Discussion was had on the Tax and the grants for public events.

B. Staff Requests

1. Semi-annual update on administration and monitoring of Article X Public Works Apprentice Program

Jason Sandobal gave an overview of the progress January through November with over 17 % participation that includes over 147,000 utilization hours. He discussed the summary of the utilization report that is filed with the clerk's office. To date they have collected \$22,000 in fines and granting to organizations that further education opportunities and apprenticeship programs in the area.

2. Pilot partnership with Local Motors for three-month deployment of the "Olli" autonomous shuttle in Riverfront Park

Garrett Jones reviewed questions about the pilot partnership with the company, Local Motors, to provide autonomous shuttle vehicles during a three month period in Riverfront Park. The Park Board is supporting a Letter. Discussion was had on the speed and accessibility of the vehicles. Garrett discussed the details of the commitment and terms of the partnership.

Strategic Plan Session

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

- 1976 status and legal update

Mike Ormsby reviewed the initiative and gave an outline of the next steps for the trial court. Discussion was had on the County Ballot filing dates and costs for local support and solutions to funding.

- Financing Alternatives for Transportation Benefit District
Paul Igniosi discussed the funding options including a handout that outlined the Transportation Benefit District public vote, property tax levy lid lift, excess property taxes.

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

- West Plains PDA Update – Todd Coleman
Todd Coleman gave an overview of the purpose of the Public Development Authority that includes growing economic prosperity of the area. He discussed the PDA Board and the make-up of the current PDA boundaries, 9251 acres. The PDA is working with existing business and discussed the major initiatives such as workforce housing, adequate educated workforce, land use, available buildings, infrastructure, stormwater, wetlands mitigation bank, stormwater utility and transportation. The PDA is launching a website in the next month and will continue to work with STA as they try out new bus stops. Next steps include marketing campaign, innovation zone, regional partnerships, development of the eco-business park and exploration of solar cover crop.

C. Priority Strategy 3. Sustainable City

- Water Conservation Plan Update
Kristen Zimmer reviewed a PowerPoint presentations on the Water Conservation Master Plan update. Dan Kegley and Kristin reviewed the water usage and the current conservation goals for the previous years. Discussion was had on the program that includes showerhead, toilets, cooling tower controllers, SpokaneScape, and irrigation controllers. Kristen discussed the cost/benefit analysis of the programmed activities and the proposed measured goals, education outreach. Dan Kegley gave an update that irrigation standards will be presented at a future meeting. This Conservation Master Plan will be finalized in March after meeting with the SAS and adopted in April.
- Hydrant Security Program
Dan Kegley gave an overview of the hydrant water incident as well as the coordination work the Water department has been involved in since to better secure hydrants and water safety. Areas being discussed are locking mechanisms, better backflow prevention, inspection and monitoring. Dan reviewed the draft hydrant ordinance that would reinvesting back into hydrant security and additional fill stations. The ordinance is on the January 6, 2020 City Council agenda.

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)

Executive Session

None.

Adjournment

The meeting adjourned at 3:05 p.m.

Prepared by:

Barbara Patrick, Administrative Specialist

Approved by:

A handwritten signature in blue ink, appearing to be 'BJR', is written over a light blue grid background.

Chair



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 4th 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. 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 4th 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 23rd 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. 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.

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division
Subject:	Hydrant Permit Program revisions
Date:	12/10/19
Author (email & phone):	Dan Kegley dkegley@spokanecity.org 625-7840
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	Public Infrastructure, Environment and Sustainability Committee
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
Strategic Initiative:	Water System Resiliency
Deadline:	
Outcome: (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

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Value Blanket for the Purchase of Superheater Tube Panels at the WTE
Date:	December 16, 2019
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	
Executive Sponsor:	Scott Simmons, Director, Public Works
Committee(s) Impacted:	Public Infrastructure, Environment and Sustainability Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	
Strategic Initiative:	Innovative Infrastructure-Sustainability of the WTE Operations
Deadline:	
Outcome:	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"> Value blanket for the purchase of superheater boiler tubes. 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. Total cost not to exceed \$2,300,000.00 (excl. tax) and span from Jan. 1, 2020 through Aug. 1, 2021. Installation of tubes to be bid out as a separate project. 	
<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

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

Division & Department:	Public Works – Water & Hydroelectrical Services Department
Subject:	Special Budget Ordinance
Date:	December 16, 2019
Author (email & phone):	Dan Kegley (dkegley@spokanecity.org 625 7821)
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	P.I.E.S.
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	
Strategic Initiative:	Innovative Infrastructure – Sustainable Resources
Deadline:	
Outcome: (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.
Background/History:	
Total increase to the budget of \$86, 214 plus benefits, which will be recouped through Water Rates.	
Executive Summary:	
<ul style="list-style-type: none"> 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. Specifying and purchasing large equipment, writing technical specifications, contracting for custom projects, contract management, and construction management. 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. 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) 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. Maintains liaison and coordinates work with private utilities companies, contractors, and other departments; coordinates inspection activities of outside contracting work. Participates in the planning and design of water system and hydroelectric facility infrastructure repair, replacement and new construction. 	
Budget Impact:	
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.)	
Operations Impact:	
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

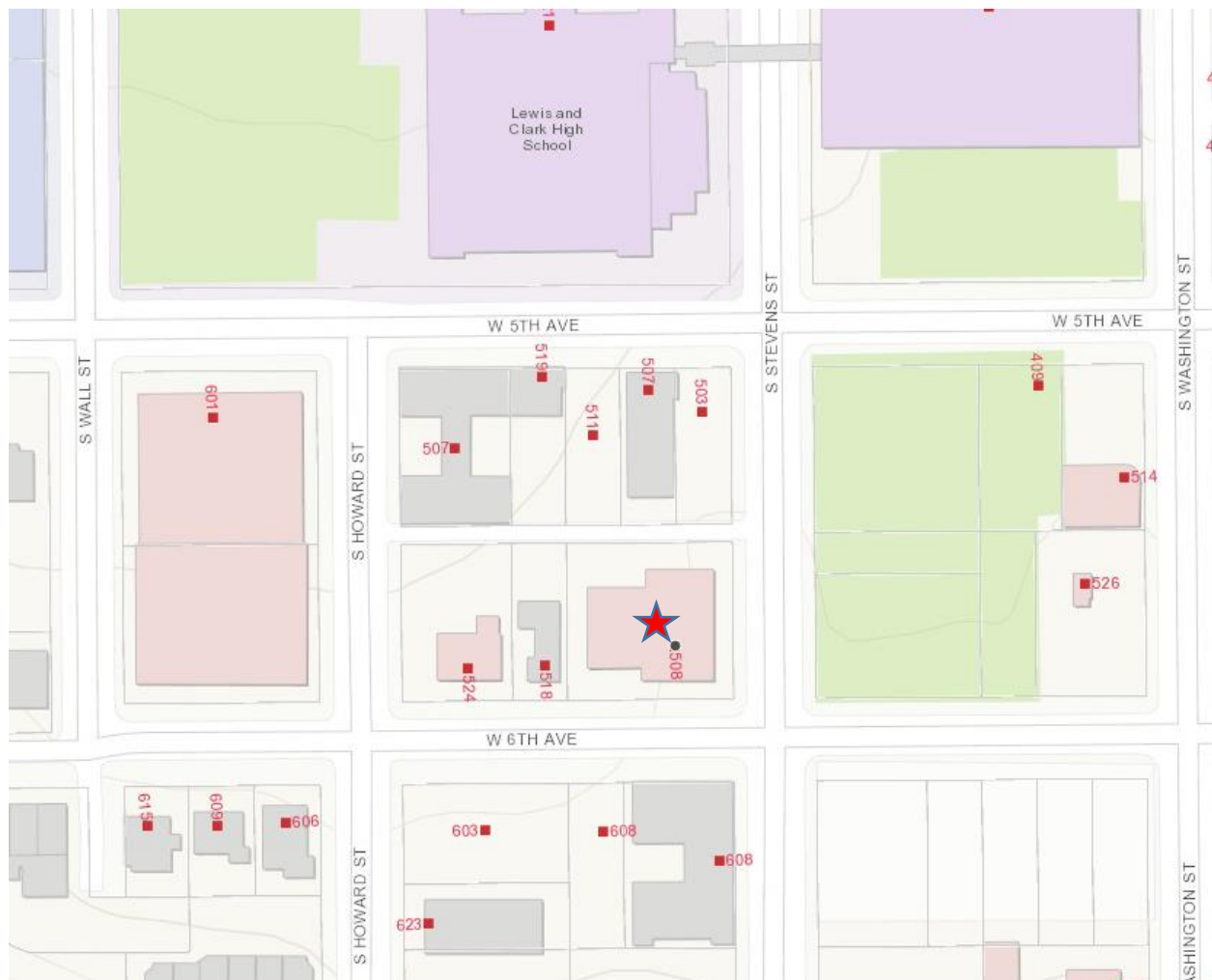
PIES Committee

Division & Department:	Development Services Center
Subject:	MFTE Conditional Contract
Date:	December 16, 2019
Contact (email & phone):	Ali Brast (abrast@spokanecity.org , 625-6638)
City Council Sponsor:	TBD
Executive Sponsor:	Teresa Sanders
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)	SMC 08.15 Multi- Family Housing Property Tax Exemption
Strategic Initiative:	
Deadline:	Will file for Council consideration following committee meeting
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p>Background/History: 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>Executive Summary:</p> <ul style="list-style-type: none"> 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 6th Ave. Property is zoned OR-150, so use is allowed. 	
<p>Budget Impact:</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>Operations Impact:</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:

2019 Multi-Family Tax Exemption MFTE Property Tax Forgone & Savings Calculator	
Project Name: 508 W Building	
Number of units in the project	85
*Average Property Value Exempt per unit	\$121,094
Estimated City Property Tax forgone annually per unit	\$4,426
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
Estimated City Tax forgone during the term of exemption per unit	\$53,112
Estimated City Tax forgone during the term of exemption all units	\$637,343
<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

Division & Department:	Innovation and Technology Services Division
Subject:	Software House International, Inc. (SHI) Value Blanket
Date:	December 9, 2019
Author (email & phone):	Theresa Pellham, tpellham@spokanecity.org , 625-6948
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Finance, Administration and Sustainable Resources 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 – Value Blanket Utilizing various budget accounts.
Strategic Initiative:	Sustainable Resources
Deadline:	December 31, 2019
Outcome: (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.
Background/History: <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>	
Executive Summary: <ul style="list-style-type: none"> 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. January 1, 2020, through December 31, 2020. Requesting \$1,200,000, plus tax and shipping. 	
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 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

Division & Department:	Innovation and Technology Services Division
Subject:	Dell Marketing L.P. (Dell Financial, L.L.C.) Value Blanket
Date:	December 2, 2019
Author (email & phone):	Theresa Pellham, tpellham@spokanecity.org , 625-6948
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Finance, Administration and Sustainable Resources 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 – Value Blanket Utilizing various budget accounts
Strategic Initiative:	Innovative Infrastructure
Deadline:	December 31, 2019
Outcome: (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.
Background/History: 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.).	
Executive Summary: <ul style="list-style-type: none"> 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. January 1, 2020, through December 31, 2020. Requesting \$750,000.00, plus tax and shipping. Current 2019 - \$550,000.00, plus tax and shipping. 	
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 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

Division & Department:	Innovation and Technology Services Division
Subject:	CDW Government (CDW-G) Value Blanket
Date:	December 9, 2019
Author (email & phone):	Theresa Pellham, tpellham@spokanecity.org , 625-6948
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Finance, Administration and Sustainable Resources 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 – Value Blanket Utilizing various budget accounts.
Strategic Initiative:	Sustainable Resources
Deadline:	December 31, 2019
Outcome: (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.
Background/History: 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.	
Executive Summary: <ul style="list-style-type: none"> • 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. • January 1, 2020, through December 31, 2020. Requesting \$100,000.00, plus tax and shipping. • Current 2019 - \$175,000.00, plus tax and shipping. 	
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 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

Division & Department:	City Clerk
Subject:	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.
Date:	December 16, 2019
Author (email & phone):	Terri Pfister, tpfister@spokanecity.org , 625-6354
City Council Sponsor:	
Executive Sponsor:	City Attorney Mike Ormsby
Committee(s) Impacted:	Sustainability Committee
Type of Agenda item:	X Consent Discussion Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Sustainable Resources
Deadline:	Current one-year extension expires on December 31, 2019
Outcome: (deliverables, delivery duties, milestones to meet)	Contract allows City departments to store records offsite and allows for retrieval and destruction services for those records.
Background/History: 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.	
Executive Summary: 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).	
Budget Impact: 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.)	
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:	



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

Division & Department:	Neighborhood and Business Services, Parking Services
Subject:	Mobile Pay by Phone Parking Services and E-Permit System contract amendment/extension with Passport Labs, Inc.
Date:	12/16/2019
Author (email & phone):	Kris Becker, kbecker@spokanecity.org ; 625-6392
City Council Sponsor:	
Executive Sponsor:	Kris Becker and Theresa Sanders
Committee(s) Impacted:	Finance and Administrative
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:	
Deadline:	January 22, 2019 (contract end date)
Outcome: (deliverables, delivery duties, milestones to meet)	<ul style="list-style-type: none"> 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. Streamline permit administration thereby improving the customer experience, improving enforcement efficiency, and minimizing abuse of permits.
Background/History: 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.	
Executive Summary: 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.	
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: 1460-21200-21710-54201-99999 Other budget impacts: This contract does bring in revenue as well.	
Operations Impact: 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

Division & Department:	Public Works, Utility Billing
Subject:	Uncollectable Balances >5.5 Years
Date:	December 3, 2019
Author (email & phone):	Corin Morse (cmorse@spokanecity.org) or 625.6855
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	Sustainable Resource Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Utilities Charge Off Policy
Strategic Initiative:	Aged Balances – Data Integrity – Billing System Conversion (UIS)
Deadline:	December 31, 2019
Outcome:	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)
TOTAL A/R >5.5 Years	\$ 297,421

*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

Division & Department:	Accounting
Subject:	SBO Hotel Motel Tax
Date:	12/16/19
Contact (email & phone):	Michelle Hughes mhuges@spokanecity.org
City Council Sponsor:	
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)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Special Budget Ordinance to add budget capacity for intergovernmental payments to the Public Facilities District
Background/History:	
<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>	
Budget Impact:	
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.)	
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:	

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