

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment, and Sustainability
September 28, 2020

Committee members present in person, phone or video

Council President Breean Beggs, Committee Chair
Council Member Michael Cathcart, Vice Committee Chair
Council Member Kate Burke
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Karen Stratton
Council Member Betsy Wilkerson

The recording of the meeting can be viewed here: <https://vimeo.com/462821356>

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

Review and approval of minutes

Council President Beggs asked for a motion to approve the minutes of the August 24, 2020 meeting.

- **Action taken**
- Council Member Burke moved to approve the minutes of the August 24, 2020 meeting as presented; the motion was seconded by Council Member Cathcart.

Discussion items

A. Council Requests

1. Consent items for discussion
2. Legislative update (if needed)
3. [2021 Budget Council Priorities Discussion](#)

B. Staff Requests

1. [Ecology Stormwater Grants Applications](#) – Katherine Miller
Katherine Miller answered questions from the Committee about the financial commitment and the scale of the projects.
2. Rate Setting – Scott Simmons
Marlene Feist discussed the timeline of adoption of the rates. Discussion was had on the rate components and the evaluation. Scott discussed the financial projections with the 2.9% increase in rates for Solid Waste. Discussion was had on the current revenues for solid waste. Scott presented information about the options for addressing higher recycling costs such as every other week collection

and surcharge of \$2 per month. The rate ordinances will be submitted for Council agenda briefing on October 26, 2020.

3. Havana Road petition to transfer responsibility – Scott Simmons
Scott Simmons shared a map of the area and discussed the county's petition for the City to take over the right of way responsibility. The area is Havana Street, north of Broadway to Eighth Avenue. The Spokane Valley incorporation was to the back of the sidewalk of Havana. Scott spoke about the connectivity to the County Fairgrounds and the associated costs of maintenance of the street.
4. Open Space Planning - Garrett Jones (10 minutes)
Garrett Jones shared a presentation on the Parks and public open space master planning process. He discussed the timeline and community engagement planning.

Strategic Plan Session

A. Priority Strategy 1. Rapidly accelerating street pavement maintenance projects

- [TransMap Pavement Assessment](#) – Clint Harris
Clint Harris discussed the pavement assessment process and the contracted company TransMap. He gave an overview of the data gathering

B. Priority Strategy 2. Repurposing public property to stimulate private investment

- No report for this meeting.

C. Priority Strategy 3. Sustainable City

- No report for this meeting.

Consent items

1. [Renewal of Anatek Lab & Edge Lab contracts for bacterial and chemical analysis \(Water Dept.\)](#)
2. [Construction of an Asphalt Approach \(Waste to Energy\)](#)
3. [Purchase of Feedbelt Pulley's and Rollers \(Waste to Energy\)](#)
4. [Contract Renewal for Valve Repairs \(Waste to Energy\)](#)
5. [Contract Renewal for Vacuum Support Services \(Waste to Energy\)](#)
6. [Contract Renewal for Offsite Rebuild of Hydraulic/Pneumatic Cylinders \(Waste to Energy\)](#)
7. [Value Blanket Renewal for Compressor Rentals \(Waste to Energy\)](#)
8. [Contract renewal for specialized testing of wastewater and stormwater, which fulfills the Department of Ecology issued discharge permit requirements \(RPWRF\)](#)
9. [Contract for COVID response software & implementation](#)

Executive session

None.

Adjournment

The meeting adjourned at 3:15 p.m.

Prepared by:

Barbara Patrick

Approved by:

A handwritten signature in blue ink, appearing to be 'BPA', is written over a horizontal line.

Chair

City Council budget items for 2021 Budget

PUBLIC INFRASTRUCTURE, ENVIRONMENT & SUSTAINABILITY

- Fare-free Transit: help provide fare free transit by providing funds to STA, along with County and other municipalities, as an offset to lost fare revenue
- Establish funding to provide for substantial increase in tree planting and maintenance in right of way
- Riparian Repair Project funding
- Continued ICLEI (Local Governments for Sustainability) membership - \$2,250
- Sustainability Public Outreach & Engagement: Requesting funding to host in-person events and/or software for online events. Cost range is \$5k - \$15k where the lower option would allow SAS to conduct public engagements via webinar and surveys. \$16k option would provide funding for Thought Exchange software for Council to engage with large or virtual crowds and Zoom w/Webinar add-on. This could be shared across all lines of business for the City.
- Community Climate Solutions subscription: WeRenew subscription \$4k or \$8k depending on level of service. Lower option allows residents to measure and make progress on their emissions, water usage, and waste generation. Higher option provides additional functionality of separating data by neighborhood and ability to send out neighborhood specific messages
- Native Plant Demo Garden & Greenhouse & Pollinator: Provide \$5k - \$10k to allow Parks to continue pollinator garden program (Audubon) with primary purpose to educate the public on native, low-water plants.
- Integrated Pest Management pilot project in Parks (\$6,000)
- Residential Composting pilot program (cost = TBD)

Briefing Paper

Public Infrastructure, Environment, and Sustainability

Division & Department:	Public Works & Integrated Capital Management
Subject:	Ecology Stormwater Grants Applications
Date:	09/28/2020
Author (email & phone):	mpapich@spokanecity.org & 625-6310
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Six Year Citywide Capital Improvement Program. Ordinance No. C35560 adopted the program and gives staff authorization to seek funding.
Strategic Initiative:	
Deadline:	10/13/2020
Outcome: (deliverables, delivery duties, milestones to meet)	Approve the list of stormwater projects for stormwater grant applications
<p><u>Background/History:</u> SMC chapter 7.19 requires that prior to submittal all applications need Council approval.</p> <p>Washington State Department of Ecology Stormwater Financial Assistant Program (SFAP) grants fund capital improvements and are awarded based on the highest water quality benefit provided by the project. Each jurisdiction can be awarded up to \$5 million. The funding offer is open every fall. Integrated Capital Management Department has identified this project from the <i>2020 through 2025 Six-year Citywide Capital Improvement Program Stormwater Program</i> that meets the funding timeline and will be both eligible and competitive for the grant.</p> <p>This is a resubmission of an unfunded application from last year's funding offer.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> • Project approval for SFAP grant application. • <i>Project is in the approved 2020 through 2025 Six-year Citywide Capital Improvement Program</i> • <i>Below is the project for this year's Ecology application.</i> <ol style="list-style-type: none"> 1. Cochran Basin Control Facility- 4 projects for the Cochran Basin have been partially funded by Ecology. The control facility will distribute prescribed flows to multiple treatment facilities (SFAP Stormwater Grant). 	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.) <i>The 25% match requirement of the grant is programmed through the utilities capital fund.</i></p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Specify changes required:

Known challenges/barriers:

Briefing Paper (PIES)

Division & Department:	Public Works - Street Department
Subject:	TransMap Pavement Assessment
Date:	9/28/2020
Contact (email & phone):	ceharris@spokanecity.org / 625-7744
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
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 Plan
Strategic Initiative:	Infrastructure
Deadline:	Before winter weather arrives
Outcome: (deliverables, delivery duties, milestones to meet)	Pavement assessment data for the City's Arterial Street system.
Background/History:	
<p><i>Street pavement condition assessments have historically been completed using seasonal workers to subjectively assess pavement condition. This information was input into an outdated asset management database that the department has used for 10+ years. The department has been evaluating innovative ways to improve current processes. TransMap is a vendor that provides pavement inspection and management services and was selected thru the procurement process after RFQ's were solicited for this service. Data is collected using the vendor's proprietary pavement inspection vehicle which utilizes multiple sensor technologies to measure pavement condition and rank the condition. Using this process to gather information results in more consistent and accurate data to review and is safer to gather the information. The technology enables the vehicle to drive through the streets in normal traffic flow detecting defects in the surface and subsurface of the roadway driving at normal speeds. This information is then made available to run reports regarding the condition of the streets and provided to the City in dashboard level analysis and review.</i></p>	
Executive Summary:	
<i>Impact</i>	
<ul style="list-style-type: none"> The Street Department maintains 750 miles of Arterial Streets. Management of the pavement preservation requires accurate consistent data to be used for assessing the pavement surface. 	
<i>Action</i>	
<ul style="list-style-type: none"> Approval of the contract for pavement assessment data for the City's Arterial Street System 	
<i>Funding</i>	
<ul style="list-style-type: none"> Funding for this would come from the Arterial Street Fund 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source: Arterial Street Levy	
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:	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date: 6/18/2020 **Type of expenditure:** Goods Services

Department: Street Department

Approving Supervisor: Clint E. Harris

Amount of Proposed Expenditure: 99,000.00

Funding Source: Street Arterial Maintenance Funding

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

Why is this expenditure necessary now?

Pavement assessment is completed annually using seasonal workers. Seasonal workers for the 2020 year were not approved due to COVID-19 and a freeze placed on hiring. Completing pavement assessment using a vendor will provide a current assessment of pavement conditions.

What are the impacts if expenses are deferred?

Not having current information on pavement condition to use for prioritizing projects and the 6 year street maintenance plan.

What alternative resources have been considered?

The current process for assessing pavement condition is a manual process using seasonal workers. that is why the request is to utilize advanced technology and automated process to gather data.

Description of the goods or service and any additional information?

The request is to hire a Vendor for Automated data collection using a vehicle to survey arterial streets. Data would be uploaded into the Pavement Management program currently be used. This Vendor is capable of expanding the data points for additional information to be gathered in the future and also has software to provide a different Pavement Management program if there is a need to upgrade.

Person Submitting Form/Contact: Clint Harris 625-7744

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

[Signature]

9C36E3376992442...

Briefing Paper

Public Infrastructure, Environment & Sustainability Committee

Division & Department:	Water Department
Subject:	Contract Extension for Bacteriological and Chemical Analysis
Date:	September 14, 2020
Contact (email & phone):	Doug Greenlund (dgreenlund@spokanecity.org 742-8166)
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Strategic Plan
Strategic Initiative:	
Deadline:	Current contracts expire Sept 30 th 2020
Outcome: (deliverables, delivery duties, milestones to meet)	Continuity of contracts to provide required bacteriological and chemical analysis for solid waste disposal and the Water Department.
<p><u>Background/History:</u> On June 25th, 2016, the City distributed Request for Proposal 4259-16 Bacteriological and Chemical Analysis of Water by email to 145 firms. Only July 18th, 2016 the City received three (3) proposals. In accordance with city policy an evaluation committee met and evaluated the proposals, The committee unanimously recommended an optional use contract with both Anatek and Edge. These contracts were in effect for three years and expired September 30th 2019. These contracts are for Solid Waste disposal; Northside landfill, Southside landfill, and Waste to Energy, and for the Water Department. The first contract extension option was utilized in September of 2019.</p> <p>Approval of the second and final of two one-year contract extensions as provided in the contracts.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> One (1) year contract extensions with Anatek Labs Inc., and with Edge Analytical to provide chemical and bacteriological analysis for Northside landfill, Southside landfill, WTE and Water Department. 	
<p><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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u> Consistent with current operations/policy? <input 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:</p>	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date: 7/1/2020

Type of expenditure: Goods Services

Department: Water Department and Solid Waste Disposal

Approving Supervisor: Jim Sakamoto for water Chris Averyt for S

Amount of Proposed Expenditure: \$58,575

Funding Source: utility rates (Water Department) & Solid Waste De

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

Why is this expenditure necessary now?

This funding covers required ongoing bacteriological and chemical analysis for the Solid Waste department and Water department to comply with state and federal requirements. These cover required testing for the Northside landfill, the Southside landfill, Waste to Energy, and the Water Department.

What are the impacts if expenses are deferred?

This is required testing to meet regulatory requirements. Failure to complete required testing can result in agency enforcement actions and possible penalties.

What alternative resources have been considered?

The analytical labs were selected with competitive bidding in accordance with city policy. The labs are required to be certified to perform the testing.

Description of the goods or service and any additional information?

This is a one year extension of optional use contracts OPR 2016-0784 and OPR 2016-0795. The original contracts were approved by the City council in 2016. The funds are included in the current budgets of the respective departments.

Person Submitting Form/Contact: Doug Greenlund

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

[Signature]

9C36E3376992442...

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Contract for Road Construction Services at the WTE
Date:	September 28, 2020
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	Breean Beggs, City Council President
Executive Sponsor:	Scott Simmons, Public Works Director
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: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Innovative Infrastructure-Sustainability of the WTE Operations
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval of the contract to construct an asphalt approach for the ash bypass building to allow for uninterrupted operations during the repair of the ash house at the WTE.
Background/History:	
<p>Due to the corrosive nature of the ash generated at the Waste to Energy Facility, the building where it is collected is in need of extensive repairs that cannot be completed while the facility is operational. In an effort to continue uninterrupted operations during these repairs, a bypass system is being constructed so the ash can be temporarily collected in a different location. In order for vehicles and equipment to get into and out of the bypass building to haul the ash, a new asphalt approach to the building will need constructed.</p> <p>On September 11, 2020, bidding closed for PW ITB 5322-20 for Road Construction Services-Spokane Solid Waste Disposal. There were two (2) responses received and Shamrock Paving of Spokane, WA was the low cost, responsive and responsible bidder. The cost of the contract will be \$106,066.00 with a 10% administrative reserve of \$10,606.60 and will span from October 1, 2020 through June 1, 2021.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • Construction of an asphalt approach to the new ash bypass building needed during repairs to the ash building at the WTE. • Shamrock Paving, Spokane, WA, was the low cost, responsive and responsible bidder of the two (2) responses received. • Cost of the contract is \$106,066.00 plus a 10% administrative reserve of \$10,606.60 • Term of contract is from October 1, 2020 through June 1, 2021. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date: 8/18/2020 **Type of expenditure:** Goods Services

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$132,500.00

Funding Source: SWD Budget: 4490-44100-94000-56301

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

Why is this expenditure necessary now?

Construction is getting ready to begin on a new ash bypass building at the Waste to Energy Facility. There will need to be an asphalt approach installed so that vehicles and equipment can get into and out of the building to haul the ash once construction is completed.

What are the impacts if expenses are deferred?

If deferred, there will be no mode of entry for vehicles into the newly constructed ash bypass building. If ash is not collected and hauled away then the facility will need to shut the boilers down which would result in a significant loss in electrical revenues.

What alternative resources have been considered?

There are no known alternative resources.

Description of the goods or service and any additional information?

The installation of an asphalt approach to the new ash bypass building being constructed at the Waste to Energy Facility is needed. This expense is in the capital plan for 2020.

Person Submitting Form/Contact: Michelle Dorgan

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

[Signature]

9C36E3376992442...

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Purchase of Feedbelt Pulleys and Rollers for the WTE
Date:	September 28, 2020
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	Breean Beggs, City Council President
Executive Sponsor:	Scott Simmons, Public Works Director
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: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Innovative Infrastructure-Sustainability of the WTE Operations
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval to purchase the needed pulley's and rollers for the ash bypass building to allow for uninterrupted operations during the repair of the ash house at the WTE.
<u>Background/History:</u>	
<p>Due to the corrosive nature of the ash generated at the Waste to Energy Facility, the building where it is collected is in need of extensive repairs that cannot be completed while the facility is operational. In an effort to continue uninterrupted operations during these repairs, a bypass system is being constructed so the ash can be temporarily collected in a different location. Pulley's and rollers are needed as components of the new conveyor system for this bypass.</p> <p>On September 8, 2020 bidding closed on RFQ 5323-20 for these Feedbelt Pulleys and Rollers. There were five (5) responses and Evergreen Tractor of Seattle, WA, was the low cost, responsive and responsible bidder. The cost for the purchase is \$110,000.00 excluding tax.</p>	
<u>Executive Summary:</u>	
<ul style="list-style-type: none"> • Purchase of feedbelt pulley's and rollers for the ash bypass system needed during repairs to the ash building at the WTE. • Evergreen Tractor, Seattle, WA, was the low cost, responsive and responsible bidder of the five (5) responses received. • Cost for the purchase is \$110,000.00 excluding tax. 	
<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:	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date: 8/25/2020

Type of expenditure: Goods Services

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$80,000.00

Funding Source: SWD Budget: 4490-44900-94000-56203

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

Why is this expenditure necessary now?

The ash house at the Waste to Energy Facility is in need of extensive repairs that will not be able to be performed while operational. As a result, a bypass system is being constructed that will allow us to continue operations uninterrupted. These pulleys and rollers are components of the new conveyor system as part of the ash bypass system.

What are the impacts if expenses are deferred?

If the facility is unable to process the ash coming out of the boilers, they will need shut down, which could result in costly repairs and a significant loss in electrical revenues.

What alternative resources have been considered?

There are no known alternative resources.

Description of the goods or service and any additional information?

This is for the purchase of feedbelt rollers and pulleys that are a part of the ash bypass system at the WTE. It is a part of the ash house refurbishment project that was planned and budgeted for in the 2020 and 2021 Capital Plan.

Person Submitting Form/Contact: Michelle Dorgan

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	On-site Valve Repair Services at the WTE
Date:	September 28, 2020
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	Breean Beggs, City Council President
Executive Sponsor:	Scott Simmons, Public Works Director
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: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Innovative Infrastructure-Sustainability of the WTE Operations
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval for on-site valve repairs; without which the WTE facility would not be able to continue uninterrupted operations.
Background/History:	
<p>The Waste to Energy Facility has many types of valves which are critical to the operation of the plant. On-site maintenance is required for safe and efficient operation. Any number of valve failures could result in a plant shutdown.</p> <p>On September 30, 2019 bidding closed to PW ITB 5133-19 for these valve repair services and Bay Valve Service, LLC of Longview, WA was the only response received. The initial contract was from January 1, 2020 through December 31, 2020 with a cost not to exceed \$300,000.00 with the option of four (4) additional one-year contract periods. This will be the first renewal spanning from January 1, 2021 through December 31, 2021 for a total cost not to exceed \$300,000.00.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • Contract renewal 1 of 4 for on-site valve repairs, which are critical to the operation of the WTE Facility. • PW ITB 5133-19 for these services was issued and Bay Valve Service, LLC. was the only response received. • Contract renewal term from January 1, 2021 through December 31, 2021. • Annual cost not to exceed \$300,000.00 including tax. • Rates to remain unchanged from original bid in 2021. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input 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:	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date:

Type of expenditure: Goods Services

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$300,000.00

Funding Source: SWD Budget: 4490-44100-37148-54803-34002

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

Why is this expenditure necessary now?

This is for as-needed valve repair services at the Waste to Energy Facility. The ability to respond quickly to needed repairs is necessary to keep the facility running without interruption.

What are the impacts if expenses are deferred?

If deferred, needed maintenance and repairs on the valves would not be possible and would likely result in an unplanned shutdown of the plant, incurring even more costly repairs and the loss of electrical revenues.

What alternative resources have been considered?

Basic maintenance and operation of the valves is performed by WTE staff, but the more complex repairs needs done by a specialized crew. There are no known alternative resources for this service.

Description of the goods or service and any additional information?

This is for the first of four (4) one-year renewals of OPR 2019-0957 with Bay Valve Services that supports any as-needed valve repairs and maintenance required at the WTE Facility. It would commence on January 1, 2021 and run through December 31, 2021. It is an annual reoccurring expenditure that was budgeted for in 2021.

Person Submitting Form/Contact: Michelle Dorgan X6555

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

[Handwritten Signature]

9C36E3376992442...

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Contract for Vacuum Support Services at the WTE
Date:	
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	Breean Beggs, City Council President
Executive Sponsor:	Scott Simmons, Public Works Director
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: (deliverables, delivery duties, milestones to meet)	Council approval of contract with Big Sky Industrial for vacuuming services that will allow maintenance work to be completed in a clean and environmentally conscious manner.
Background/History:	
<p>During maintenance outages at the WTE Facility, sandblasting is done throughout the boiler to clean the surface of the tubes. Vacuum support services are needed for vacuuming the sandblast sand and cleanup of various levels after sandblasting is complete.</p> <p>Also required is the vacuuming of sump and water jet transfer line in the ash house and vacuuming of the carbon room and overflow areas, as well as water wash of air cooled condensers. All work must be done with no vacuum exhaust being released outside the building. All vacuum materials will be disposed on site at the Waste to Energy facility.</p> <p>On September 30, 2019 bidding closed on PW ITB 5098-19 for these services and Big Sky Industrial of Spokane, WA was the only response received. The initial contract was from January 1, 2020 through December 31, 2020 with the option of four (4) additional one-year renewals. This will be the first of those renewals from January 1, 2021 through December 31, 2021 with an annual cost not to exceed \$110,000.00 including tax.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • Contract renewal #1 of 4 with Big Sky Industrial for Vacuum Support Services at the WTE per their response to PW ITB 5098-19. • Includes vacuuming of sandblast material, sump and water jet transfer lines, overflow areas and water washing of air cooled condensers. • Annual estimated cost of the renewal is \$110,000.00. • Term of the extension will run from January 1, 2021 through December 31, 2021. • Rates to remain the same for this renewal. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input 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:	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date:

Type of expenditure: Goods Services

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$110,000.00

Funding Source: SWD Budget: 4490-44100-37148-54803-34002

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

Why is this expenditure necessary now?

Vacuum support services are required to clean up sandblasting material and other vacuuming needs during scheduled maintenance outages at the WTE facility which occur semi-annually in the spring and fall.

What are the impacts if expenses are deferred?

Without scheduled maintenance at the facility, unplanned outages will occur and will result in costly repairs and a loss in electrical revenues.

What alternative resources have been considered?

There are no known alternative resources as it requires specialized, trailer-mounted equipment that the City does not possess.

Description of the goods or service and any additional information?

This is for the first of four (4) one-year renewals of OPR 2019-0956 with Big Sky Industrial for vacuum support services. It would commence on January 1, 2021 and run through December 31, 2021. It is an annual reoccurring expenditure that was budgeted for in 2021.

Person Submitting Form/Contact: Michelle Dorgan

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

[Signature]

9C90E9970992442...

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Extension to Contract for Offsite Hydraulic and Pneumatic Cylinder Rebuilding.
Date:	September 28, 2020
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	Breean Beggs, City Council President
Executive Sponsor:	Scott Simmons, Public Works Director
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: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Innovative Infrastructure-Sustainability of the WTE Operations
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval to extend the contract for cylinder rebuilding to allow the WTE Facility to continue uninterrupted operations at a lower cost than replacing the cylinders.
Background/History:	
<p>The WTE uses various hydraulic and pneumatic cylinders throughout the facility. Rebuilding these cylinders with OEM parts extends their life and is more cost effective than purchasing all new cylinders.</p> <p>In October of 2016, RFP #4303-16 responses were received for these services and Hydrotech Generator Repair Plus, Inc., dba Hydraulics Plus, of Spokane Valley, was awarded the contract. The initial term was one year with the option to extend for four (4) additional one-year periods. This will be the third of those extensions. The contract term will be from January 1, 2020 to December 31, 2020 with an annual cost of \$100,000.00 including taxes.</p>	
Executive Summary:	
<ul style="list-style-type: none"> • Extension #4 of 4 for rebuilding of hydraulic and pneumatic cylinders at the WTE Facility. • Repairs done off-site with OEM parts only. • Contract term from January 1, 2021 through December 31, 2021. • Annual cost not to exceed \$100,000.00 including taxes. • Pricing to remain unchanged for the 2021 extension. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input 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:	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date:

Type of expenditure: Goods Services

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$100,000.00

Funding Source: SWD Budget: 4490-44100-37148-54803-34002

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

Why is this expenditure necessary now?

The WTE uses various hydraulic and pneumatic cylinders throughout the facility. Having the ability to rebuild them with OEM parts extends their life and is more cost effective than purchasing new cylinders.

What are the impacts if expenses are deferred?

If deferred, not only would more costly replacement cylinders need purchased, but unplanned failures could result as well.

What alternative resources have been considered?

The only alternative would be to purchase new cylinders, rather than rebuilding the existing ones. This would result in significant up front costs but less maintenance costs initially.

Description of the goods or service and any additional information?

This is for the last of four (4) one-year renewals of OPR 2016-0913 with Hydrotech Generator Repair Plus, Inc. dba Hydraulics Plus. It would commence on January 1, 2021 and run through December 31, 2021. It is an annual reoccurring expenditure that was budgeted for in 2021.

Person Submitting Form/Contact: Michelle Dorgan X6555

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

[Signature]

9C36E3376992442...

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Value Blanket for Compressor Rentals at the WTE
Date:	September 28, 2020
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	Breean Beggs, City Council President
Executive Sponsor:	Scott Simmons, Public Works Director
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: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Sustainable Resources- Sustainable Practices; Innovative Infrastructure-Affordable Services
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval of the value blanket in order to perform outage related maintenance.
<u>Background/History:</u>	
Compressor rentals are required for the WTE to support maintenance operations during scheduled/unscheduled outages; as well as support operations in the event of a compressor failure.	
RFQ 5119-19 was issued for these rental services and closed to bidding on September 30, 2019. Atlas Copco of Arlington, WA was the only response received and was determined to be a responsive and responsible bidder.	
The initial value blanket was from January 1, 2020 spanning thru December 31, 2020 with the option of four (4) additional one-year renewals. This will be the first of those renewals, from January 1, 2021 through December 31, 2021 for an annual cost not to exceed \$135,000.00 including taxes.	
<u>Executive Summary:</u>	
<ul style="list-style-type: none"> • Compressor rentals are required for maintenance operations during scheduled/unscheduled outages. • Atlas Copco was the only response received for RFQ 5119-19 for the rental of 100% Oil Free Compressors, Dryers, Associated Hoses and Fittings on a Flat Bed Trailer. • Value Blanket Renewal #1 of 4 from Jan. 1, 2021 through Dec. 31, 2021. • Total annual cost not to exceed \$135,000.00 including taxes. 	
<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 checked="" type="checkbox"/> Yes <input 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:	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date:

Type of expenditure: Goods Services

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$135,000.00

Funding Source: SWD Budget: 4490-44100-37148-54501-34002

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

Why is this expenditure necessary now?

The Waste to Energy Facility has two planned maintenance outages each year. Compressor rentals are required to support maintenance operations during these outages or in the event of a compressor failure.

What are the impacts if expenses are deferred?

Without the ability to quickly have backup compressors on site during scheduled and unscheduled maintenance, costly failures that could result in extended periods of down time are possible.

What alternative resources have been considered?

The only alternative would be to purchase additional compressors, but that would result in a greater up-front cost than renting.

Description of the goods or service and any additional information?

This is for the first of four (4) one-year renewals of Value Blanket 301099 with Atlas Copco, for the rental of oil free compressors, dryers and associated hoses and fittings. It would commence on January 1, 2021 and run through December 31, 2021. It is an annual reoccurring expenditure that was budgeted for in 2021.

Person Submitting Form/Contact: Michelle Dorgan X6555

FINANCE SIGNATURE:

Tonya Wallace

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

[Signature]

9C36E3376992442...

Briefing Paper

Public Infrastructure, Environment, and Sustainability

Division & Department:	Public Works – Riverside Park Water Reclamation Facility
Subject:	Contract renewal for specialized testing of wastewater and stormwater, which fulfills the Department of Ecology issued discharge permit requirements to the City of Spokane.
Date:	September 28 th , 2020
Contact (email & phone):	Michael Cannon, Assistant Plant Manager 625-4642 mcannon@spokanecity.org
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	
Strategic Initiative:	Innovative Infrastructure – Affordable Utility Rates
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval to renew contract with ALS Environmental to provide specialized testing of wastewater and stormwater, at a yearly cost of \$55,930 plus applicable taxes.
<p><u>Background/History:</u> As part of the current NPDES discharge permit, The Riverside Park Water Reclamation Facility (RPWRF) is required by the Department of Ecology to monitor wastewater for three toxic pollutants, PCBs (polychlorinated biphenyls), PBDEs (polybrominated diphenyl ethers), and 2,3,7,8-TCDD (2,3,7,8-tetrachlorodibenzo-p-dioxin). PCB testing is also a component of the City's stormwater permit.</p> <p>This is the first of two, one-year renewals of RFP #4372-17, beginning October 1, 2020 and ending on September 30, 2021. The total contract period is five years.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> • <u>Impact</u> – approval of specialized testing contract renewal will allow the facility to remain in regulatory compliance. • <u>Action</u> – RPWRF is seeking Council approval to authorize the first of two renewals. • <u>Funding</u> – Funding for this purchase is in the Wastewater Management budget and revenue is derived from sewer rates. 	
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source: Department</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>	



Expenditure Control Form

1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date:	Type of expenditure:	Goods	Services
Department:			
Approving Supervisor:			
Amount of Proposed Expenditure:			
Funding Source:			
Please verify correct funding sources. Please indicate breakdown if more than one funding source.			
Why is this expenditure necessary now?			
What are the impacts if expenses are deferred?			
What alternative resources have been considered?			
Description of the goods or service and any additional information?			
Person Submitting Form/Contact:			
FINANCE SIGNATURE: <i>Tonya Wallace</i>		CITY ADMINISTRATOR SIGNATURE:	

Briefing Paper

Public Infrastructure, Environment, & Sustainability (PIES) Committee

Division & Department:	Public Safety ~ Fire
Subject:	Contract for COVID response software & implementation
Date:	09/21/2020
Author (email & phone):	Brian Schaeffer , bschaeffer@spokanecity.org , 625-7001
City Council Sponsor:	Lori Kinnear
Executive Sponsor:	Brian Schaeffer
Committee(s) Impacted:	Public Safety & Community Health 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)	Budget
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approve contract
<p><u>Background/History:</u> Knowledge is power. Our EMS providers and fire crews need the most recent and revealing information available at their fingertips--before they arrive. Currently, the information is silo'ed and in different areas. Intterra amalgamates the information onto a standard platform that integrates with current programs within the City, County, Public Health, and Federal/National Programs. Without this "heads-up" and planning tool, our field personnel run a higher risk of exposure and infection that can impact families, employees and other patients.</p> <p>Estimated first year costs are \$71,455 including sales tax, which includes 3 free months (Oct-Dec 2020).</p>	
<p><u>Executive Summary:</u> This software puts COVID pre-planning data in the field for planning for COVID response, and provider awareness of recent COVID positive cases at facilities they may visit, reducing potential line exposure and overtime.</p> <p>Intterra's unique COVID tools provide real time situational awareness for responders and command staff for all risks during pandemic response, from managing road closures and access barriers to mutual aid and response time planning.</p>	
<p><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: CARES grant Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><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: Known challenges/barriers:</p>	

Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today's Date: 09/18/2020 **Type of expenditure:** Goods Services

Department: Fire

Approving Supervisor: Brian Schaeffer, X7001

Amount of Proposed Expenditure: \$71,455 including sales tax

Funding Source: 0020-93529-19990-53104 (CARES grant)

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

Why is this expenditure necessary now?

Intterra Software & Implementation for COVID Response, Patter/Cluster Recognition and Deployment Planning for pandemic and disaster response/planning.

What are the impacts if expenses are deferred?

Knowledge is power. Our EMS providers and fire crews need the most recent and revealing information available at their fingertips--before they arrive. Currently, the information is silo'ed and in different areas. Intterra amalgamates the information onto a standard platform that integrates with current programs within the City, County, Public Health, and Federal/National Programs. Without this "heads-up" and planning tool, our field personnel run a higher risk of exposure and infection that

What alternative resources have been considered?

Fire Administration has researched software and there are no tools available with the current capacity. The only alternatives are to purchase other single-role programs and add to staff to integrate them (e.g., Planning software, Pandemic Surveillance software, Response/CAD integration software... etc).

Description of the goods or service and any additional information?

This software puts COVID pre-planning data in the field for planning for COVID response, and provider awareness of recent COVID positive cases at facilities they may visit, reducing potential line exposure and overtime.

Intterra's unique COVID tools provide real time situational awareness for responders and command staff for all risks during pandemic response, from managing road closures and access barriers to

Person Submitting Form/Contact: Brian Schaeffer

FINANCE SIGNATURE:

DocuSigned by:

 CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:
