

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment, and Sustainability
November 23, 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 may be viewed here: <https://vimeo.com/482852927>

Council President Beggs called the meeting to order at 1:18 p.m.

Discussion items

A. Council Requests

1. Consent items for discussion
2. Legislative update (if needed)
3. [Contract with Northeast PDA](#)

Council Member Cathcart presented an overview of an agreement with the Northeast Public Development Authority stating the city will distribute \$100,000 funding to the Northeast PDA from the community investment funds to be used by the Authority for economic development purposes for infrastructure planning and project capital within the geographical boundaries of the Authority.

4. SPD fleet purchases

Tonya Wallace explained the request for City Council is not a request to purchase the vehicles, but is an SBO request to increase SPD's budget to replace money which was borrowed from the regular equipment plan for the purchase of four SPD vehicles which are grant-funded purchases. She explained city staff has completed extensive research and cost analysis on purchase options. Spokane Police Major Michael McNab presented a cost analysis on how electric vehicles can fit into the SPD fleet. Vehicles are used until the cost of maintenance exceeds replacement. Currently, SPD is about 90 vehicles behind in fleet rotation purchases. Using lifecycle cost analysis, it has been determined the upfront cost to purchase an electric vehicle would be approximately 26% more than the standard K8 SUV, 20% more than the K8 hybrid and 18% more than the Tahoe. Staff presented findings from a one-year pilot program conducted by the Fremont Police Department in California involving Tesla electric vehicles. Based on pilot program results, it was determined the Tesla was feasible for Fremont's patrol work. Major McNab explained the Tesla would not be feasible for SPD's patrol use, in part, due to the

amount of time required to charge the vehicle; however, the Tesla could be used for investigators and administrative use. Council encouraged staff to continue efforts to partner with Avista in developing infrastructure for charging stations. SPD recently added 14 K8 hybrids into its fleet. City Council voiced support for introducing electric vehicles into the City-wide fleet in hopes of reducing carbon footprint and saving taxpayers' dollars. Staff is expected to return to Council with details on how this project may be implemented. In addition, staff will also provide a five-year plan which includes infrastructure and fleet data.

5. [Fleet leasing pilot project](#)

Tonya Wallace provided an overview of the Fleet leasing pilot project which has been underway for about one and a half years. Benefits include the ability to save on maintenance expenses and the lease program is environmentally sustainable since the newer leased vehicles with improved gas mileage are replacing older purchased vehicles. The newer vehicles are also determined to be safer. Enterprise Fleet representatives Cody Bykonen and Joe Hatcher presented a high-level overview of the leasing project with the City. Parks and Recreation Budget and Finance Director Mark Buening reported the benefits Parks experienced in the past year while participating in the pilot lease program. Parks was able to replace five aging vehicles with safer, more efficient vehicles while saving on maintenance costs. Ms. Wallace explained with City Council's approval staff would like to continue the program by identifying the vehicles which need to be replaced and to begin the replacement process.

6. Fluoridation engineering study discussion

Scott Simmons opened the discussion regarding the fluoridation engineering study and introduced Katherine Miller who explained the process to select a consultant to study fluoridating the City's water supply. It could take up to two and a half year before construction may begin. The first step in selecting a consultant will be to develop a request for qualifications (RFQ) which is expected to take about two months. The selection process to determine the most qualified consultant is anticipated to take several more months. The study is estimated to cost between \$250,000 to \$500,000 and will take approximately 12-16 months to complete. After a scope of work is determined, the design process will begin which will take about six to eight months. Once the design is completed, construction may begin which involves building two stations per year.

B. Staff Requests

1. Update on 2020 unpaved streets project

Kyle Twohig provided an overview of the projects which rolled out this year. The first round of unpaved streets to be paved in the new program included Falls Avenue, Napa Street and Altamont Street. This project is expected to continue next year.

2. Update on 2020 carryover construction projects

Kyle Twohig provided an overview of the projects to carry over to next year. These projects include Hamilton signalization, South Gorge Trail Phase 2, NSC project at Cleveland, Jackson and Grace, grind/overlay at Indian Trail, Spokane Street

Preservation North at Nevada, Ben Burr pedestrian signals at 2nd and 3rd avenues, Post Street Bridge, and Geiger Boulevard Phase 2.

3. Residential street program

Marlene Feist presented an overview of the residential street repair program. Of the 2,200 lane miles of streets within the city of Spokane, about 1,400 miles are residential or non-arterial streets. More than 90% of the miles traveled are on arterials and less than 10% of miles traveled are on residential streets. This data directs how the funding system is determined. Ms. Feist reviewed the street funding strategy which includes focus on arterials and doubling investment in residential streets through other funds, including TBD and street maintenance dollars. Available funding from Streets budget and TBD totals \$8.9 million. Ms. Feist reviewed spending options which includes unpaved streets, sidewalks, Cook Street project, residential street repair, and additional investment in unpaved streets, sidewalks and other priorities. Next steps involve Council to confirm the following: 1) participation in the Cook Street project; 2) investment amount in the Unpaved Street Rehabilitation project; 3) investment amount in sidewalks; and 4) acknowledgement of capacity limitation that will stretch work out. Council President Beggs explained Council is seeking an SBO on the Cook Street project and to bring the project forward to the school district. He suggested Council work on a resolution on the four items identified by Ms. Feist.

4. [Executive and Administrative SMC Code cleanup ordinance](#)

Amber Richards reviewed the SMC Code Cleanup Ordinance which involves housekeeping changes proposed for the Administrative and Personnel section of the SMC designed to accurately reflect reporting structures and organizational changes within the Administrative branch.

Strategic Plan Session

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

- No report for this meeting.

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. [Recycled Materials - Value blanket renewal \(Wastewater\)](#)
2. [American Recycling - Revenue contract for the recycling of metals ash and scrap metal \(Waste to Energy\)](#)
3. [Foust Fabrication - Service contract for offsite grapple rebuilding \(Waste to Energy\)](#)

4. Wemco Inc. - Value blanket for the purchase of OEM mechanical bridge crane parts (Waste to Energy)
5. Northstar Chemical - Value blanket renewal for the purchase of sodium hydroxide (Waste to Energy)
6. GPI Strategies - Sole source resolution and contract for computer based training (Waste to Energy)
7. Engineering consultant contract - Sewer lift station sewer assessment (Wastewater)
8. Consulting contract - Risk and resiliency analysis (Wastewater)
9. Media Services contract renewal (Water & Hydroelectric Services and Wastewater)
10. Parkwater Well Station - Purchase of vertical turbine replacement pumps & motors (Water & Hydroelectric Services)
11. Toby's Body and Fender - Auto body repair service contract renewal (Fleet)
12. Spokane House of Hose - Value blanket renewal (Fleet)
13. Kenworth Sales - Construction truck purchase (Fleet)
14. Kenworth Sales - Valve truck purchase (Fleet)
15. Compressed gases – Value blanket (City wide)

Executive session

None.

Adjournment

The meeting adjourned at 2:43 p.m.

Prepared by:

Pamela Clarke

Approved by:



Chair

City Clerk's No. OPR 2020-0596



City of Spokane

**AGREEMENT BETWEEN THE CITY OF
SPOKANE AND THE NORTHEAST PUBLIC
DEVELOPMENT AUTHORITY**

This Agreement is made and entered into by and between the City of Spokane as ("City"), a Washington municipal corporation, and Northeast Public Development Authority, a public corporation created pursuant to chapter 35.21 RCW, as ("Authority"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the City previously created the Northeast Public Development Authority pursuant to chapter 35.21 RCW; and

WHEREAS, on November 4, 2019, the City Council adopted Ord. No. C-35829 regarding the reformation of the Authority with a reconfigured board to include representation from Spokane County; and

WHEREAS, the City and Spokane County entered into an Interlocal Agreement regarding the reformation of the Authority, which included a revenue sharing structure between the parties to fund the operation of the Authority; and

WHEREAS, the City identified in 2017 community investment funds for each of the public development authorities, which included \$2,000,000 identified for the Authority and of the \$2,000,000, the Authority has requested \$100,000 to be distributed to the Authority; and

WHEREAS, it is the City's intent in providing these additional funds to that the funds be used for economic development purposes for infrastructure planning and project capital; and

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

1. Agreement. The parties agree that the City shall distribute by December 31, 2020 funding to the Authority in the amount of ONE HUNDRED THOUSAND DOLLARS

(\$100,000) from the community investment funds to be used by the Authority for economic development purposes for infrastructure planning and project capital within the geographical boundaries of the Authority.

**NORTHEAST PUBLIC
DEVELOPMENT AUTHORITY**

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



FLEET MANAGEMENT

PREPARED FOR:



Cody Bykonen

FLEET CONSULTANT

425-917-6308

PHONE

Cody.R.Bykonen@efleets.com

EMAIL



FLEET SYNOPSIS | CITY OF SPOKANE

THE SITUATION

Current fleet age is negatively impacting the overall budget and fleet operations

- 18% of the light duty fleet is currently 20 years or older
- 56% of the light duty fleet is currently 10 years or older
- 11.2 years is the current average age of the fleet
- 21 years – time it would take to cycle the entire fleet at current acquisition rates
- Older vehicles have higher fuel costs, lower resale values, higher maintenance costs, and tend to be unreliable, causing increased downtime and loss of productivity.

THE OBJECTIVES

Identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a conservative savings of over \$3,657,453 in 10 years

- Shorten the current vehicle life cycle from 20.77 years to 3.51 years
- Provide a lower sustainable fleet cost that is predictable year over year
- Free up more than \$96,000 in capital from the salvage of 96 vehicles in the first year
- Significantly reduce maintenance costs
- Reduce the overall fuel spend through more fuel-efficient vehicles
- Leverage an open-ended lease to maximize cash flow opportunities and recognize equity.

Increase employee safety with newer vehicles

- Currently:
 - 99 vehicles predate Anti-Lock Brake standardization (2007)
 - 166 vehicles predate Electronic Stability Control standardization (2012)
 - *ESC is the most significant safety invention since the seatbelt*
 - 254 vehicles predate standardization of back up camera (2018)

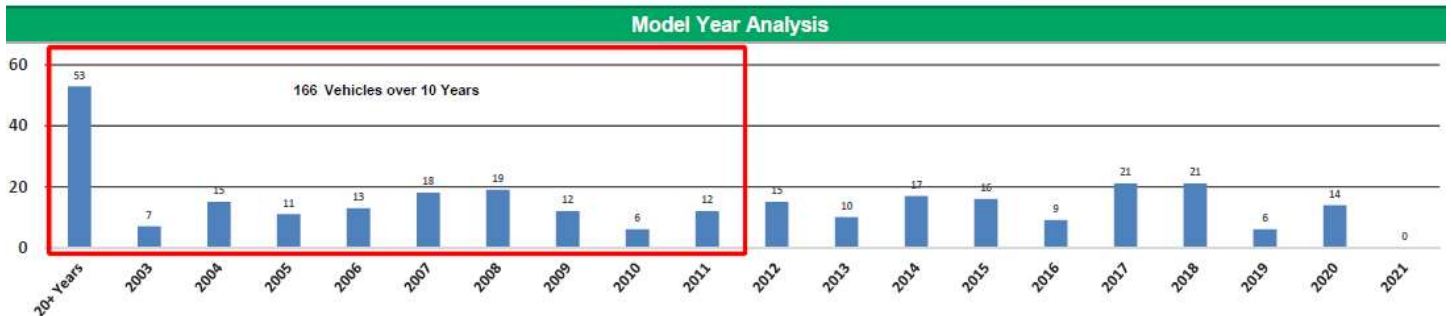
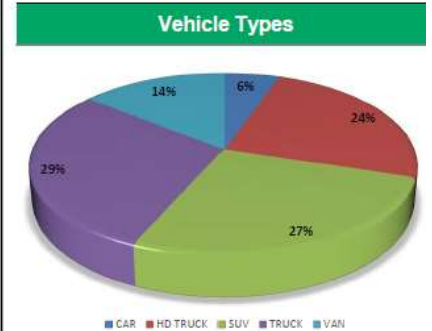
THE RESULTS

By utilizing Enterprise Fleet Management's 2021 recommendation, City of Spokane will be better able to leverage its buying power, implement a tighter controlled resale program to lower total cost of ownership and in turn minimize operational spend. City of Spokane will reduce fuel costs by 28.6% and limit maintenance to routine, significantly reducing operational costs. Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, City of Spokane will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 113% above Black Book value. By shifting from reactively replacing inoperable vehicles to proactively planning vehicle purchases, City of Spokane will be able to replace all of its light duty vehicles over the course of five years while creating an annual savings of \$389,932.

FLEET PLANNING ANALYSIS | CITY OF SPOKANE

Non-Emergency Response Light Duty Vehicle Fleet

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2021	2022	2023	2024	2025	Under-Utilized	
Compact Sedan	1	23.7	2,200	1	0	0	0	0	0	Year one: Replace 96 oldest vehicles Year two through five: replace remaining equipment from oldest to newest
Full-size Sedan	11	15.5	5,600	6	3	1	0	0	1	
Hybrid Sedan	4	13.3	2,600	2	1	1	0	0	0	
Minivan-Cargo	3	12.5	1,900	1	0	1	0	0	1	
Minivan-Passenger	11	17.6	4,100	9	0	0	1	0	1	
Full-size Van-Passenger	7	17.4	4,600	6	0	0	1	0	0	
1/2 Ton Van Cargo	4	6.7	5,800	0	1	0	3	0	0	
3/4 Ton Van Cargo	17	10.4	6,100	6	2	1	4	4	0	
Compact SUV 4x2	1	11.5	3,500	0	1	0	0	0	0	
Compact SUV 4x4	62	5.9	4,800	4	6	14	10	25	3	
Mid Size SUV 4x4	14	9.8	4,700	4	1	0	8	0	1	
Full Size SUV 4x4	2	14.5	3,900	1	0	1	0	0	0	
Compact Pickup Ext 4x2	3	23.7	2,500	3	0	0	0	0	0	
Compact Pickup Ext 4x4	33	16.2	4,500	19	7	6	1	0	0	
1/2 Ton Pickup Ext 4x2	2	8.5	4,700	0	1	0	1	0	0	
1/2 Ton Pickup Ext 4x4	48	11.2	5,600	18	6	4	10	7	3	
3/4 Ton Pickup Ext 4x2	3	17.6	2,800	1	2	0	0	0	0	
3/4 Ton Pickup Ext 4x4	65	10.4	4,700	13	12	16	7	14	3	
3/4 Ton Pickup Quad 4x4	4	16.0	5,300	2	2	0	0	0	0	
Totals/Averages	295	11.2	4,800	96	45	45	46	50	13	



Current Fleet	295	Fleet Growth	-1.01%	Proposed Fleet	282
Current Cycle	21.07	Annual Miles	5,000	Proposed Cycle	3.51
Current Maint.	\$125.00			Proposed Maint.	\$29.33
Maint. Cents Per Mile	\$0.30	Current MPG	10	Price/Gallon	\$2.25

Fleet Mix				Fleet Cost				Annual				
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	295	14.0	295	0	367,914	0			442,500	318,600	1,129,014	0
'21	282	96	186	96	0	525,989	-102,500	-143,036	312,782	287,612	880,848	248,166
'22	282	63	141	141	0	882,387	-90,000	-383,944	261,118	273,086	942,647	186,367
'23	282	86	96	186	0	1,219,959	-157,500	-445,591	209,454	258,560	1,084,881	44,133
'24	282	95	50	232	0	1,418,964	-299,000	-696,398	156,641	243,711	823,918	305,096
'25	282	123	0	282	0	1,553,242	-425,000	-1,250,069	99,236	227,571	204,980	924,033
'26	282	128	0	282	0	1,553,242		-1,213,446	99,236	227,571	666,604	462,410
'27	282	126	0	282	0	1,553,242		-895,668	99,236	227,571	984,382	144,631
'28	282	96	0	282	0	1,553,242		-1,097,132	99,236	227,571	782,918	346,095
'29	282	113	0	282	0	1,553,242		-973,699	99,236	227,571	906,351	222,662
'30	282	111	0	282	0	1,553,242		-1,524,896	99,236	227,571	355,153	773,860
10 Year Savings												\$3,657,453

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

CASE STUDY | CITY OF SPOKANE

CASE STUDY | CITY OF SAN MARCOS



The City of San Marcos Reduces Costs by 27% and Replaces Aging Vehicles.

BACKGROUND

Location: San Marcos, CA
Industry: Government
Total vehicles: 90 vehicles

THE CHALLENGE

Half of The City of San Marcos' vehicles were operating past their useful life. The City's fleet was deteriorating rapidly, and many of the vehicles needed to be replaced to mitigate escalating repair and maintenance costs. Budget challenges prevented the City from purchasing new vehicles. Major repairs reduced the number of available vehicles, and the City vehicle downtime was significantly affecting its operations. Maintenance costs continued to erode the budget and interfere with the efficiency of City operations.

THE SOLUTION

Enterprise Fleet Management evaluated the City's entire fleet to identify the most cost-effective way to replace its aging vehicles. Ten vehicles were identified as under-utilized and completely removed from service. By implementing an open-ended lease structure, the City was able to replace the remaining ninety vehicles within a three-year period. The program did not require a large initial outlay of funds. The City of San Marcos was not burdened with extensive capital requirements for vehicle replacement, allowing them to replace highly important, heavy-duty and emergency vehicles first.

"The Enterprise Fleet Management lease program has not only alleviated some of the maintenance burden placed on our lean fleet maintenance staff and budget, it has also provided a level of flexibility that allows my team to promptly address the City's dynamic fleet needs without sacrificing service."

— Lisa Fowler, Public Works Manager- Administration & Fleet

The Full Maintenance Program provides a low fixed monthly cost, which is easily budgeted for every year. The program eliminates the need for City resources to work on the light-duty fleet, so the maintenance staff can solely focus on the heavy-duty equipment.

THE RESULTS

The partnership with Enterprise Fleet Management has significantly reduced the portions of the Public Works-Fleet Operations budget and the Vehicle Replacement fund that was affected by the declining condition of the light-duty fleet. The City realized a 27% decrease in the cost to purchase and maintain the light duty fleet. The program will result in a combined fund savings of \$1.1 million over a five-year period.

To learn more, visit efleets.com or call 877-23-FLEET.

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Key Results

**27%
DECREASE
IN FLEET COSTS**



**RIGHT-SIZED
FLEET BY 10%
FOR BETTER
UTILIZATION**

**REPLACED
90 VEHICLES
OVER A 3-YEAR PERIOD**



PROGRAM RESOURCES | CITY OF SPOKANE

SAFETY

- 56% of all vehicles are older than 10 years of age and do not contain the most up to date safety features, such as electronic stability control, airbag standardization and anti-lock brake control.

ACCOUNT MANAGEMENT

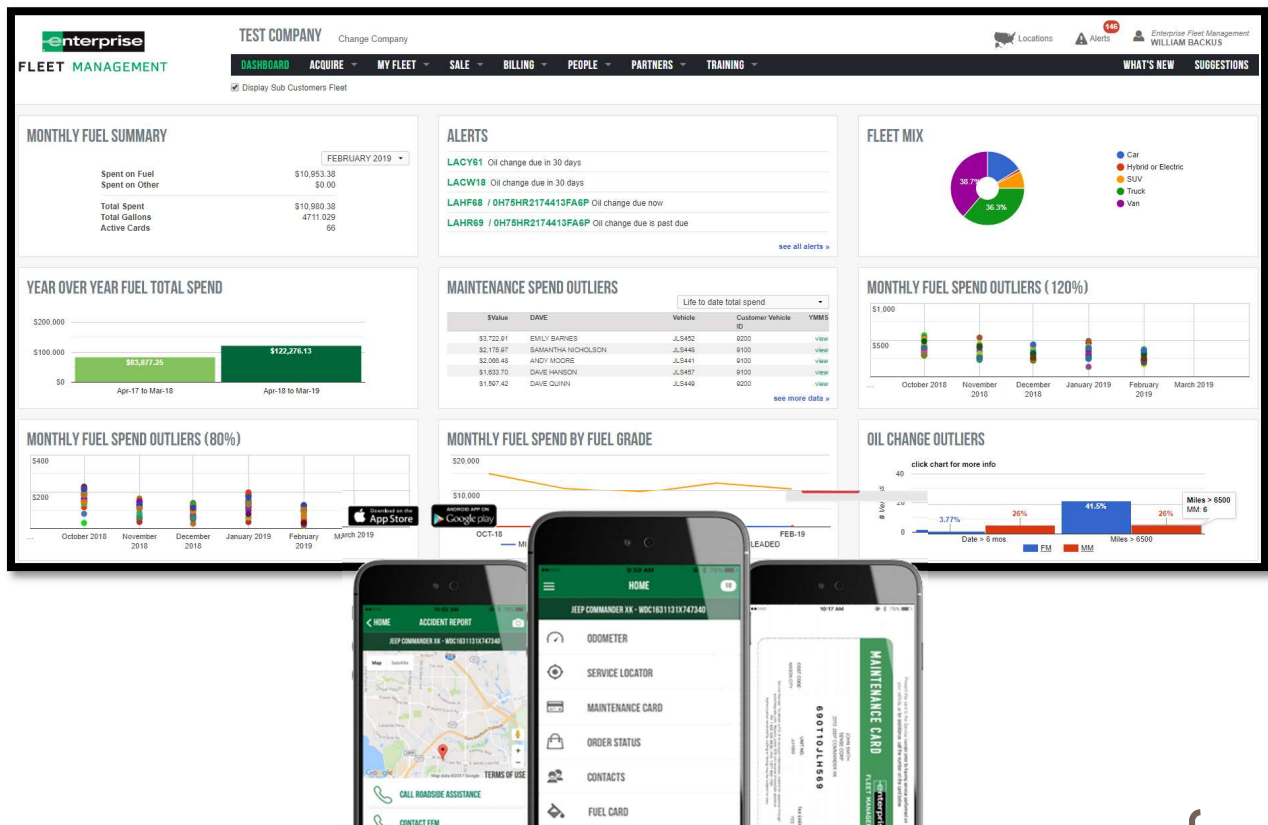
The City of Spokane will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Your dedicated Account Manager meets with you 3-4 times a year for both financial and strategic planning.
- Your Account Manager provides on-going analysis – this includes most cost-effective vehicle makes/models, cents per mile, total cost of ownership, and replacement analysis.

TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data so that you may have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our Mobile App gives drivers all of the convenience and functionality they need.

- **Consolidated Invoices** - Includes lease, maintenance, and any additional ancillaries
- **Maintenance Utilization** - Review the life-to-date maintenance per vehicle
- **Recall Information** - See which units have open recalls
- **License & Registration** - See which plate renewals are being processed by Enterprise and view status
- **Alerts** - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis** - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction



REFERENCES | CITY OF SPOKANE

CURRENT PARTNERS

- City of Chicago
- City of Saint Helens
- City of San Marcos
- County of Kern
- County of Yuba
- County of Bonner
- City of Navasota
- Garco Construction
- City of Alvin
- City of Beaumont
- City of Waxahachie
- Gillespie County
- Hidalgo County
- County of Grays Harbor

REFERENCE:

- 1. City of Chicago**
Business Phone #: (312) 745-2614
Email: kcampbell@cityofchicago.org
Contact Person: Kevin Campbell, Manager of Fleet Services
- 2. City of San Marcos**
Business Phone #: (512) 393-9999
Email: hhurlbert@sanmarcostx.gov
Contact Person: Heather Hurlbert, Director of Finance
- 3. County of Mason**
Business Phone #: (360) 427-9670 x 530
Email: fpinter@co.mason.wa.us
Contact Person: Frank Pinter, Director of Support Services

COOPERATIVES:

- TIPS/TAPS USA
- SOURCEWELL

BRIEFING PAPER

DATE: TBD

Subject: Proposed Ordinance Changes – Ordinance changes relating to Administration and Personnel updates; amending sections **3.01A.215, 3.01A.315, 3.01A.260, 3.01A.340, and 3.01A.415** of the Spokane Municipal Code.

Briefing: Housekeeping changes are proposed for the Administrative and Personnel section of the Spokane Municipal code to accurately reflect reporting structures and organizational changes within the Administrative branch.

A. Accounting and Grants, Contracts and Purchasing

PROPOSED LANGUAGE CHANGES RE: Section 3.01A.215 Accounting AND Section 3.01A.315 Grants Management and Financial Assistance

Reason: The department of “Grants, Contracts, and Purchasing” has facilitated the procurement of public works, goods and services since 2016. Proposed language changes reflect the accurate department name and functionality from Accounting to Grants, Contracts, and Purchasing.

The proposed language also names the Grants, Contracts, and Purchasing Director as the Chief Compliance & Procurement Officer.

B. Chief Financial Officer and City Treasurer

PROPOSED LANGUAGE CHANGES RE: Section 3.01A.260 Finance, Treasury and Administration.

Reason: The Chief Financial Officer serves as the City Treasurer and is responsible for all City Treasurer duties.

C. Fleet and Facilities

PROPOSED LANGUAGE CHANGES RE: 3.01A.500 Public Works AND 3.01A.310 Fleet Services AND 3.01A.220 Asset Management Group

Reason: Fleet Services moved from Public Works to Finance in 2020. Fleet Services and Facilities are departments responsible for the assets of the City, now managed by Finance as separate departments.

D. Reprographic Services

PROPOSED LANGUAGE CHANGES RE: Section 3.01A.340 Innovation and Technology Services AND 3.01A.415 Communications and Marketing

Reason: Reprographic services have been under Communications and Marketing since 2014.

E. Water and Hydroelectric Services Director

PROPOSED LANGUAGE CHANGES RE: 3.01A.520 Water and Hydroelectric Services

Reason: Covered under SMC 03.01A.100

ORDINANCE C- _____

An ordinance relating to the executive and administrative organization of the City; amending SMC section 3.01A.215, 3.01A.220, 3.01A.260, 3.01A.310, 3.01A.315, 3.01A.340, 3.01A. 415, 3.01A.500 and 3.01A.520.

The City of Spokane does ordain:

Section 1. That SMC Section 3.01A.215 is amended to read as follows:

3.01A.215 Accounting

~~((A. The accounting department provides various accounting services, including accounts payable, accounts receivable, payroll, purchasing, inventory, and budget control, for the City administration and some joint governmental agencies. The department compiles and produces the City's combined annual financial statements. It disseminates and monitors financial policies and internal controls, and provides analysis and reporting.~~

~~B. The director of accounting serves on the City investment board.~~

~~C. The purchasing section is responsible for the procurement of public works, goods and services by competitive bid, quote or proposal; processing purchase orders and contracts; maintaining and accounting for inventories; and the disposal of surplus property. The director of accounting, or a designee, is a permanent member of the committee to receive bids.))~~

The Accounting Department is a financial administrative department responsible for preparing financial statements, maintaining the general ledger, paying bills, billing customers, payroll, inventory management, disseminating and monitoring financial policies and internal controls, financial analysis, and administration of some joint governmental agencies. The department is managed by the Accounting Director, who also serves on the City Investment Board.

Section 2. That SMC Section 3.01A.220 is amended to read as follows:

3.01A.220 ((Asset)) Facilities Management ((Group))

~~((The asset management group provides focused leadership in maintaining and managing the City's hard assets.))~~

The Facilities Management Department is responsible for maintaining and operating many of the he City's municipal buildings, including preventive facility maintenance, emergency repairs, boiler inspections, minor repairs and other work on City facilities, coordinating major repairs and modifications by contract,

reviewing plans for new facilities, and maintaining equipment inspection records as required by federal and state laws.

Section 3. That SMC Section 3.01A.260 is amended to read as follows:

3.01A.260 Finance, Treasury and Administration

- ~~((A. The chief financial officer shall coordinate all debt issuances and supervise all other finance and treasury functions of the City. The chief financial officer shall regularly communicate to the city council on matters material to the City's financial condition, including quarterly financial and budget updates. The chief financial officer shall attend all meetings of the city council finance and administration committee, apprise the committee of the activities that he/she is responsible for and provide the committee any information related to these activities that is requested. The chief financial officer shall oversee all finance and treasury related departments and functions including the finance, treasury and administration department and the management and budget department. Department heads and managers of the finance and budget departments shall report to the chief financial officer~~
- ~~B. The finance and administration department manages the accounting, budgeting, grants and contracts management, asset management and risk management functions of the City, and is responsible for maintaining sound fiscal management practices throughout the City. The director of finance and administration shall present to city council committees regarding changes in past practices or procedures or recommended ordinance amendments deemed necessary to maintain or increase the efficiency or effectiveness of the financial services division or the financial operations of the City.~~
- ~~C. The City treasurer is responsible for receiving, investing, safekeeping and accounting for cash of the City; issuing, paying and redeeming City bonds; collecting local improvement district and parking and business improvement district assessments, utility bill payments, and accounts receivable payments and tax payments; accepting and paying City warrants; providing federal tax reporting on arbitrage; and billing, managing taxes and licenses. The city treasurer is a member of the fire pension board and the police relief and pension board. The city treasurer also serves on the City investment board.))~~
- A. The Finance, Treasury, and Administration Division/Department is responsible for managing all the fiscal affairs of the City. The department provides financial and management information, control, and guidance to the Mayor, City Council, department directors and agencies. The division/department is managed by the Chief Financial Officer.
- B. The Chief Financial Officer has the primary responsibility for managing the City's finances, including financial planning, managing of financial risk, record-keeping, and financial reporting. The Chief Financial Officer shall regularly communicate to

the city council on matters material to the City's financial condition, including quarterly financial and budget updates. The Chief Financial Officer shall attend all meetings of the city council finance and administration committee, apprise the committee of the activities that he/she is responsible for and provide the committee any information related to these activities that is requested. As City treasurer, the Chief Financial Officer is also responsible for receiving, investing, safekeeping and accounting for cash of the City; issuing, paying and redeeming City bonds; collecting local improvement district and parking and business improvement district assessments, utility bill payments, and accounts receivable payments and tax payments; accepting and paying City warrants; providing federal tax reporting on arbitrage; and billing, managing taxes and licenses. The city treasurer is a member of the fire pension board and the police relief and pension board. The city treasurer also serves on the City investment board. The Finance, Treasury, and Administration division/department manages all administrative financial departments and functions of the City and is responsible for maintaining sound fiscal management practices throughout the City.

Section 4. That SMC Section 3.01A.310 is amended to read as follows:

3.01A.310 Fleet Services

~~((The fleet services department has three sections:~~

- ~~A. Equipment maintenance, which develops specifications for and administers the acquisition of motor vehicles and other rolling equipment, schedules and performs equipment maintenance and repairs, and maintains replacement schedules, rental rates and equipment history.~~
- ~~B. Facilities maintenance, which provides preventive maintenance, emergency repairs, boiler inspections, minor repairs and other work on City facilities, coordinates major repairs and modifications by contract, reviews plans for new facilities, and maintains equipment inspection records as required by federal and state laws; and~~
- ~~C. Communications management, which manages and maintains communications networks for the police, fire, water, engineering and other departments, develops specifications for equipment acquisition, ensures compliance with Federal Communications Commission requirements, maintains replacements schedules, rental rates and equipment history, and coordinates joint activities with other governmental entities.))~~

- A. The Fleet Services Department is responsible for the management of all vehicles and equipment in the City's fleet, including fuel management, installing and maintaining vehicular communication equipment and systems, emergency and preventative maintenance, assisting with the development of specifications for and administering the acquisition of motor vehicles and other rolling equipment, scheduling and performing equipment maintenance and repairs, and maintaining

replacement schedules, rental rates and equipment history, and coordinates joint activities with other governmental entities.

Section 5. That SMC Section 3.01A.315 is amended to read as follows:

3.01A.315 Grants ((Management and Financial Assistance)), Contracts, and Purchasing Department

~~((A. The department of grants management and financial assistance provides centralized management and other support services to city-wide activities involving the application, administration reporting and closeout of grants and financial assistance awards. The department shall provide centralized consultation and coordination with City administration and city council, to strategically identify and manage the grants and financial assistance opportunities to be pursued by the City and region. The department will coordinate with other jurisdictions and strategic community partners on the identification, application and administration of financial assistance opportunities to improve regional collaboration and competitiveness in obtaining these resources.~~

~~B. The director of grants management and financial assistance shall act as the chief compliance officer for all City activities involving grants, loans and other Federal/State funding.~~

~~C. The director of grants management and financial assistance shall establish and be responsible for the administration of a centralized grants and financial assistance tracking and management database.~~

~~D. The director shall serve as the authorized organization representative for grants and other awards of financial assistance made to the City.))~~

A. The Grants, Contracts, and Purchasing Department is a centralized financial administrative department responsible for the administration and operational support to program managers including receipt and technical review of grant application, contract engagement and compliance monitoring, relative performance and financial tracking, budget review, and the close out of grants and financial assistance awards. Additionally, the department is responsible for the procurement of public works, goods and services by competitive bid, quote or proposal; processing purchase orders and contracts; maintaining and accounting for inventories; and the disposal of surplus property.

B. The department director shall act as the Chief Compliance & Procurement Officer for all City activities involving purchasing, grants, and other Federal/State funding.

Section 6. That SMC Section 3.01A.340 is amended to read as follows:

3.01A.340 Innovation and Technology Services

- A. The innovation and technology services department is responsible for information technology application and system support, to include electronic mail, telephone system, network infrastructure, city web site, help desk, GIS, datacenter operations, and security and monitoring systems.
- B. The mail room services section collects and distributes interoffice mail and posts outgoing City mail including utility billing invoices.
- ~~((C. The reprographic services section provides full digital imaging and printing services for the City.))~~

Section 7. That SMC Section 3.01A.415 is amended to read as follows:

3.01A.415 Communications and Marketing

- A. The department of communications and marketing informs citizens and employees about important City issues and provides opportunities for increased participation in government. Its efforts focus on three major areas:
 - 1. External communications with the public and the media;
 - 2. Internal communications with employees; and
 - 3. Media relations.
- B. The department uses a multi-media approach to provide information; the goal is to provide information in ways that are convenient for citizens and employees.
- C. Cable TV Channel 5.
 - 1. Through City personnel or by contract, the City produces programming for the City government channel (CityCable5) available under the cable television system franchise.
 - ~~2. The office of cable TV is operated by a City employee, who is appointed by the mayor and confirmed by the city council.~~
- D. The reprographic services section provides full digital imaging and printing services for the City within the department of communications and marketing.

Section 8. That SMC Section 3.01A.500 is amended to read as follows:

3.01A.500 Public Works

The public works department manages the City's public utilities including water, wastewater, and solid waste operations and infrastructure, as well as the City's ((vehicle fleet,)) integrated capital management, street and engineering departments.

Section 9. That SMC Section 3.01A.520 is amended to read as follows:

3.01A.520 Water and Hydroelectric Services

((A)) The water and hydroelectric services department operates and maintains the public water supply system, including fire protection via public fire hydrants, and hydroelectric generating plant.

~~((B. The director of water and hydroelectric services is appointed by the mayor and confirmed by the city council.))~~

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

Briefing Paper

Public Infrastructure, Environment, and Sustainability Committee

Division & Department:	Public Works, 4100 Water/4310 Wastewater Maintenance/1100 Street Departments
Subject:	Recycled Materials – Value Blanket Renewal
Date:	11/23/2020
Author (email & phone):	Mike Lowdon, mldowd@spokanecity.org , x7909
City Council Sponsor:	President Breean Beggs
Executive Sponsor:	Scott Simmons, Director – Public Works
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)	Funding for these purchases has been budgeted in the Water, Wastewater Maintenance, and Street department budgets, respectively. Charges will be paid according to actual usage.
Strategic Initiative:	Sustainable Resources, Innovative Infrastructure
Deadline:	Renewal to Support Continued Operations
Outcome: (deliverables, delivery duties, milestones to meet)	This renewal supports the continued timely processing of materials generated and required by City Water, Wastewater, and Street projects in an environmentally friendly manner, while also maximizing cost savings.
<p><u>Background/History:</u> Invitation for Bids #4264-16 for recycling of dirt, rock, concrete, and asphalt debris as well as purchase of recycled dirt, rock, concrete, and asphalt in compliance with WA DOT specifications was issued July 15, 2016. Three bid responses were opened on August 8, 2016. Action Materials was awarded the business as the lowest responsive bid.</p> <p><i>This value blanket will be valid for a one-year term and represents the last of four optional annual renewals upon mutual agreement. This renewal includes no change in cost from 2020.</i></p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> • <i>Renewal of Existing Value Blanket Order for Debris Recycling and Purchase of Recycled Materials with Action Materials (Cheney, WA)</i> • <i>Estimated Annual Expenditure of \$300,000.00</i> • <i>Final of Four Annual Renewal Options at Mutual Agreement</i> • <i>No Change in Rates from 2020</i> 	
<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 checked="" type="checkbox"/> No</p> <p>If new, specify funding source: ---</p> <p>Other budget impacts: ---</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</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: 10/28/2020 **Type of expenditure:** Goods ☒ Services ☐

Department: Wastewater Maintenance/Water/Street

Approving Supervisor: Mike Lowdon/Loren Searl/Clint Harris

Amount of Proposed Expenditure: Not to Exceed \$300,000

Funding Source: Department Materials Budgets

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

Why is this expenditure necessary now?

The City's existing value blanket for these materials/services expires 12/31/2020 and time is needed to get the renewal through Council approval before year end.

What are the impacts if expenses are deferred?

These materials and services support construction and maintenance services provided by the Wastewater Maintenance, Water, and Street departments, which cannot be foregone. If this value blanket renewal is not approved, materials will be procured independently by each department in a much less cost-effective and efficient manner.

What alternative resources have been considered?

Purchases of new materials and outright disposal of project materials have been considered, but the departments find this recycling process to be cheaper as well as more environmentally-conscious.

Description of the goods or service and any additional information?

Dirt/Rock/Asphalt/Concrete Recycling and Purchase of Recycled Materials

Person Submitting Form/Contact: Samantha Johnson

FINANCE SIGNATURE:

Tonya Wallace

CITY ADMINISTRATOR SIGNATURE:

Scott Simmons

Scott Simmons (Oct 29, 2020 09:19 PDT)

Expenditure Control Form - Recycled Materials VB Renewal

Final Audit Report

2020-10-29

Created:	2020-10-28
By:	Samantha Johnson (sjohnson@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKPUGCMCaXX1wqhGYTmfg3ANqqCyXumYk

"Expenditure Control Form - Recycled Materials VB Renewal" History



Document created by Samantha Johnson (sjohnson@spokanecity.org)

2020-10-28 - 10:32:00 PM GMT- IP address: 174.204.84.33



Document emailed to Tonya Wallace (twallace@spokanecity.org) for signature

2020-10-28 - 10:34:03 PM GMT



Email viewed by Tonya Wallace (twallace@spokanecity.org)

2020-10-29 - 3:50:07 AM GMT- IP address: 73.225.133.164



Document e-signed by Tonya Wallace (twallace@spokanecity.org)

Signature Date: 2020-10-29 - 3:50:53 AM GMT - Time Source: server- IP address: 73.225.133.164



Document emailed to Scott Simmons (smsimmons@spokanecity.org) for signature

2020-10-29 - 3:50:55 AM GMT



Email viewed by Scott Simmons (smsimmons@spokanecity.org)

2020-10-29 - 4:19:12 PM GMT- IP address: 198.1.39.252



Document e-signed by Scott Simmons (smsimmons@spokanecity.org)

Signature Date: 2020-10-29 - 4:19:50 PM GMT - Time Source: server- IP address: 198.1.39.252



Agreement completed.

2020-10-29 - 4:19:50 PM GMT

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Contract for Metals Recycling at the WTE Facility
Date:	November 23, 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 - Recycling Metal
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval to send ash metals and scrap metals to American Recycling, thereby allowing this material to be utilized for recycling instead of disposing of it in a landfill.
Background/History: <p>At the Waste to Energy Facility, ferrous metals are removed from the ash for recycling prior to disposing of the ash at the landfill. Also, large metal items are removed from the waste on the tipping floor for recycling prior to incineration. This not only reduces disposal costs, but also generates revenue and increases recycling rates within the city.</p> <p>On November 4, 2019 bidding was closed to RFP 5176-19 for the processing, transportation and purchase of the WTEF metals. American Recycling Corporation of Spokane Valley, WA, was the only response received. The RFP stipulated that the term of the agreement would be for one year from January 1, 2020 through December 31, 2020 and may be renewed for four (4) additional one-year periods. This will be the first of those renewals from January 1, 2021 through December 31, 2021. The revenue received for the materials is determined by a formula based on market prices on the 15th of the previous month. Based on recent market trends, it is anticipated that this should generate approximately \$70,000.00 in annual revenue.</p>	
Executive Summary: <ul style="list-style-type: none"> Revenue contract renewal #1 of 4 with American Recycling Corporation for the recycling of metals ash and scrap metals from the tipping floor. Contract awarded from RFP 5176-19 of which American Recycling of Spokane Valley, WA was the only response received. Pricing is formula-based and dependent on market prices on the 15th of the previous month. Projected annual revenue, based on 2020's market trends, of approximately \$70,000.00. Contract term from January 1, 2021 through December 31, 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:

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Contract for Offsite Grapple Repairs for the WTE Facility
Date:	November 23, 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 for grapple repairs in order to maintain uninterrupted operation at the Waste to Energy Facility
Background/History: <p>The grapples used on the cranes at the WTE facility operate in a 24/7 environment transporting municipal solid waste. As part of the facilities maintenance program, the grapples are rotated out annually and refurbished. Upon examination, one of the grapples was discovered to have significant damage and some components can no longer be refurbished, requiring these components to be replaced. Without a backup grapple, a failure would result in an unplanned boiler shut down.</p> <p>On October 16, 2020, bidding closed on ITB 5342-20 for this as-needed annual requirement for offsite grapple rebuilding. There were three (3) responses received; Foust Fabrication Co. (Colville, WA), K&N Electric Motors, Inc. (Spokane Valley, WA) and WEMCO Inc. (Spokane, WA). Foust Fabrication Co. was the lowest cost, responsive and responsible bidder. The contract award would be for one year, from December 1, 2020 through November 30, 2021 with the option of four (4) additional one-year renewals and have an annual cost not to exceed \$85,000.00 excluding tax.</p>	
Executive Summary: <ul style="list-style-type: none"> Contract for annual, as-needed, offsite grapple repairs for the WTE Facility. Foust Fabrication Co. was the low cost, responsive and responsible bidder to ITB 5342-20 for these services. Term will be from Dec. 1, 2020-Nov. 30, 2021 with the option of four (4) one-year renewals. Annual cost not to exceed \$85,000.00 excluding taxes. 	
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



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Today's Date: 9/24/20

Type of expenditure: Goods ☐ Services ☒

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$100,000.00

Funding Source: SWD Budget: 4490-44900-94000-56401

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

Why is this expenditure necessary now?

The grapples used on the cranes at the WTE facility operate in a 24/7 environment transporting municipal solid waste. As part of the facilities maintenance program, the grapples are rotated out annually and refurbished. Upon examination, one of the grapples was discovered to have significant damage and some components can no longer be refurbished, requiring these components to be replaced. Without a backup grapple, a failure would result in an unplanned boiler shut down.

What are the impacts if expenses are deferred?

If deferred, a grapple failure would result in an unplanned shut down of the boilers, resulting in increased costs to transport solid waste to a landfill and a significant loss in revenue from electrical generation.

What alternative resources have been considered?

There are no known alternative resources.

Description of the goods or service and any additional information?

This bid is to fabricate the needed components and provide a refurbishment on the reusable parts to return the Waste to Energy Facility's crane grapple to usable condition. Funding is available in the Major R&M 2020 budget for this due to less than anticipated spending on other projects this year.

Person Submitting Form/Contact: Michelle Dorgan

FINANCE SIGNATURE:

DocuSigned by:

Tonya Wallace

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CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

Scott Simmons

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Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Value Blanket for OEM Bridge Crane Replacement Parts
Date:	November 23, 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 value blanket for mechanical crane parts to ensure uninterrupted operation of the WTE Facility.
Background/History: <p>The Waste to Energy Facility recently replaced two bridge cranes with WEMCO brand cranes. They are under warranty for two more years but only if original OEM manufactured parts are utilized for any repairs or maintenance done.</p> <p>On October 15, 2020 bidding closed on RFQ 5338-20 for the as-needed purchase of new, OEM, mechanical replacement parts for the refuse crane system. WEMCO Inc. (Spokane, WA) was the only response received. The value blanket award would be for one year from December 1, 2020 through November 30, 2021 with the option of four (4) additional one-year renewals and have an annual cost not to exceed \$100,000.00 including tax.</p>	
Executive Summary: <ul style="list-style-type: none"> Value blanket for the purchase of replacement mechanical parts for the two bridge cranes currently operating at the WTE Facility. WEMCO Inc. was the only response received to RFQ 5338-20 for these parts. Term will span from Dec. 1, 2020-Nov. 30, 2021 with the option of four (4) additional one-year renewals. Total annual cost not to exceed \$100,000.00 including tax. 	
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



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Today's Date: 9/29/20

Type of expenditure: Goods ☒ Services ☐

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$175,000.00

Funding Source: SWD Budget: 4490-44100-37148-53210-34002

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 recently replaced two bridge cranes with WEMCO brand cranes. They are under warranty for two more years but only if original OEM manufactured parts are utilized for any repairs or maintenance.

What are the impacts if expenses are deferred?

If OEM parts are not readily available and substitutions are used, an equipment failure could result in extremely costly repairs that would normally have been covered by warranty and could result in an unplanned outage.

What alternative resources have been considered?

There are no known alternative resources. Replacement parts, in the event of a failure, are needed regardless of the manufacturer.

Description of the goods or service and any additional information?

This is for a value blanket to purchase OEM crane parts, as-needed, for the two WEMCO bridge cranes utilized at the Waste to Energy Facility. This is an annual reoccurring expenditure that was planned for in the 2020 and 2021 budgets.

Person Submitting Form/Contact: Michelle Dorgan

FINANCE SIGNATURE:

Tonya Wallace

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CITY ADMINISTRATOR SIGNATURE:

Scott Simmons

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Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Value blanket renewal for the purchase of sodium hydroxide at the WTE
Date:	November 23, 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 value blanket renewal for the purchase of sodium hydroxide.
Background/History: Sodium Hydroxide 50% Membrane (Caustic Soda) is required for feedwater treatment at the WTE Facility. In 2018 Northstar Chemical of Tacoma, WA, was the lowest of four received responses to RFB 4418-17 to provide, transport and deliver approximately 140,000 pounds of this chemical annually. The initial value blanket award was for three (3) years, from February 1, 2018 through January 31, 2021, with the option of two (2) additional one-year renewals with an annual cost not to exceed \$66,000.00 (\$198,000.00 total) excluding taxes. This will be the first of two renewals from February 1, 2021 through January 31, 2022 with an additional cost of \$66,000.00 excluding tax. Pricing for this renewal to remain at the originally bid amount of \$575/ton (\$0.2875/pound).	
Executive Summary: <ul style="list-style-type: none"> Value blanket renewal #1 of 2 with Northstar Chemical of Tacoma, WA, for the purchase and delivery of Sodium Hydroxide 50% Membrane (Caustic Soda) for the WTE. Annual cost not to exceed \$66,000.00 excluding tax. Term from Feb. 1, 2021 through Jan. 31, 2022. Pricing to remain at original bid amount of \$575/ton 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



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Today's Date: 11/4/2020

Type of expenditure:

Goods



Services



Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$66,000.00 excl. tax

Funding Source: SWD Budget: 4490-44100-37148-53203

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

Why is this expenditure necessary now?

Sodium Hydroxide (caustic soda) is required for the treatment of feedwater at the WTE. It balances the pH levels and prevents corrosion in the boilers.

What are the impacts if expenses are deferred?

If deferred and the boiler's feedwater is not treated, it would cause corrosion which would result in boiler tube failures. The repairs would be costly and would result in a loss of electrical generation revenues as well.

What alternative resources have been considered?

There are no known alternative resources.

Description of the goods or service and any additional information?

This is the first of two option year renewals of a value blanket with Northstar Chemical of Tacoma, WA for the purchase of sodium hydroxide for feedwater treatment at the WTE. It would span 2/1/2021-1/31/2022. This is an annual reoccurring expenditure that was planned for in the 2021 budget.

Person Submitting Form/Contact: Michelle Dorgan X6555

FINANCE SIGNATURE:

CITY ADMINISTRATOR SIGNATURE:

Briefing Paper

Public Infrastructure, Environment and Sustainability Committee

Division & Department:	Public Works Division; Solid Waste Disposal
Subject:	Sole Source Contract for Computer Based Training at the WTE
Date:	November 23, 2020
Contact (email & phone):	Chris Averyt, caveryt@spokanecity.org , 625-6540
City Council Sponsor:	Breean Beggs, 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 sole source contract to continue to provide specialized computer based training to WTE personnel.
Background/History: <p>In 2015, via a competitive bidding process, GPI Strategies developed a site specific, online training program for the Waste To Energy Facility for its operations, health, and safety needs, that has been utilized over the past five years. This training is needed to remain in compliance with OSHA, as well as for efficient plant operations due to the very specialized, job specific training provided. Many of the WTE's training programs and policies specifically reference the use of GPI Strategies training modules as well. They also maintain a historical database that provides tracking of the training for 70+ employees. Any alternative resource would require a great deal of time and funding to set up from scratch again.</p> <p>The contract and sole source resolution requested for this would be for a five (5) year term, beginning on February 1, 2021 and spanning through January 31, 2026. The total cost would be \$150,000.00 (\$30,000.00 annually) including taxes.</p>	
Executive Summary: <ul style="list-style-type: none"> Request for sole source resolution and contract with GP Strategies for computer based online training for Waste to Energy personnel. The initial contract awarded to GP Strategies in 2015 was via competitive bid. A change in vendor now would require increased time and costs, as well as revisions to numerous programs and policies. Contract and Sole Source Resolution award would be for five (5) years, spanning from Feb. 1, 2021 – Jan. 31, 2026. Total cost not to exceed \$150,000.00 (\$30,000.00 annually) including taxes. 	
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: 10/14/20

Type of expenditure: Goods ☐ Services ☒

Department: Solid Waste Disposal

Approving Supervisor: Chris Averyt

Amount of Proposed Expenditure: \$150,000.00 (\$30K annually)

Funding Source: SWD Budget: 4490-30210-37141-54902

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

Why is this expenditure necessary now?

In 2015, via a competitive bidding process, GPI Strategies developed a site specific, online training program for the Waste To Energy Facility for its operations, health, and safety needs, that has been utilized over the past five years to meet OSHA annual training requirements and will be needed going forward as well.

What are the impacts if expenses are deferred?

This training is needed to remain in compliance with OSHA, as well as for efficient plant operations due to the very specialized, job specific training provided. If deferred, the facility would be in violation of these requirements and have a less-knowledgeable employee base on job specific tasks.

What alternative resources have been considered?

Many of the WTE's training programs and policies specifically reference the use of GPI Strategies training modules. They also maintain a historical database that provides tracking of the training for 70+ employees. Any alternative resource would require a great deal of time and funding to set up from scratch again.

Description of the goods or service and any additional information?

This is for the award of a 5 year sole source contract (2021-2026) with GPI Strategies to continue to provide site specific, online training for job specific and OSHA required training for Waste to Energy employees. This service has been provided by GPI Strategies since 2015 and has been budgeted for in 2021. The annual cost for this service is \$30,000.00 (\$150,000.00 over the 5 year life of the contract).

Person Submitting Form/Contact: Michelle Dorgan x6555

FINANCE SIGNATURE:

DocuSigned by:

CBC812B631244E9...

CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

E2AAB6F5A12B489...

Briefing Paper

Public Infrastructure, Environment, and Sustainability Committee

Division & Department:	Public Works Division / Integrated Capital Management
Subject:	Engineering Consultant Contract for Sewer Lift Station Sewer Assessment
Date:	11/03/2020
Author (email & phone):	Beryl Fredrickson bfredrickson@spokanecity.org & 625-6008
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	Public Infrastructure, Environment, and 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)	Six Year Capital Wastewater Management Program
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of contract

Background/History:

The Lift Station Condition Assessment study will review current conditions and provide priority ranking of recommended projects necessary to maximize functionality and peak performance of the City's sewer systems. Field inspections and condition assessment will prioritize the recommendations based on available yearly funding, expected longevity of existing stations, and the associated risks.

The Lift Station Condition Assessment project was presented at the 6/22/2020 PIES meeting before the Request for Qualifications was advertised. Engineering consultant selection has followed the City procurement process. Parametrix was the single bidder and was selected based on past lift station pilot study assessment. Final scoping and contract negotiations have been completed. Expenditure Control Form has been submitted.

Executive Summary:

- 30 lift station locations to inspect.
- Parametrix was selected to perform the work.
- The contract budget is \$700,000.
- Work to be in phases starting in December 2020 and ending in early 2023.

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:

Known challenges/barriers:

Briefing Paper

Public Infrastructure, Environment, and Sustainability

Division & Department:	Public Works & Integrated Capital Management
Subject:	Consulting Contract for Wastewater Risk & Resiliency Analysis
Date:	11/23/2020
Author (email & phone):	mdavis@spokanecity.org & 625-6398
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This study is part of the work necessary for the Sewer Capital Facility Plan in the 2020-2025 Six Year Citywide Capital Improvement Program.
Strategic Initiative:	
Deadline:	None
Outcome: (deliverables, delivery duties, milestones to meet)	Approve the consulting contract with Jacobs to perform the wastewater study.
<p>Background/History: The purpose of this study is to conduct a risk assessment of the City's wastewater and stormwater systems, which will result in a prioritization of what problems, or risks, the City should invest in addressing. This risk assessment will provide a transparent and quantitative framework for prioritizing the risks that can be used to guide investment plans being developed through the Capital Facilities Plans. The proposed approach consists of using a standard risk framework to evaluate the components of the City's wastewater system. The risk framework consists of estimating the consequence and likelihood of an event occurring. The resulting product of the consequence and likelihood represent the total risk from the event.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> <i>Likelihood of risks and consequence of failure will be evaluated for the wastewater systems.</i> <i>The final deliverables will consist of a risk register documenting the identified risks, their risk scores, and mitigation actions identified.</i> <i>Jacobs Engineering Group has been selected through the City's competitive procurement method for Architects and Engineers.</i> <i>The contract amount will be \$73,458 with a \$7,000 administrative reserve bringing the total to \$80,458.</i> <i>The work is expected to be completed by the end of October 2021.</i> 	
<p>Budget Impact:</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 checked="" type="checkbox"/> No</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>Operations Impact:</p> <p>Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

Briefing Paper

Urban Experience Committee

Division & Department:	Public Works, 4100 Water & Hydroelectric Services
Subject:	Media Services Contract Renewal for Water Stewardship & Stormwater Pollution
Date:	23 November 2020
Author (email & phone):	Kristen Zimmer, kzimmer@spokanecity.org , x6573
City Council Sponsor:	President Beggs
Executive Sponsor:	Scott Simmons, Director – Public Works
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)	Funding for this contract is available in the Water & Hydroelectric Services and Wastewater Maintenance department budgets.
Strategic Initiative:	Innovative Infrastructure, Safe & Healthy
Deadline:	The existing contract expired October 15, 2020.
Outcome: (deliverables, delivery duties, milestones to meet)	Renewal of this contract will continue existing media services for the Water Stewardship program and educational services targeting Stormwater Pollution.
<p>Background/History: <i>Informal Request for Proposals #4100-354-2019 was issued in February of 2019 to more than 90 firms. Two proposals were received: the evaluation committee correspondingly recommended award to Rogue Heart Media after thorough evaluation and reference checking. In light of the new components added to the Public Education and Outreach section of the 2019-2024 Eastern Washington Phase II Municipal Stormwater Permit, the 2019 renewal incorporated stormwater education into the existing services deployed for the water conservation program to ensure consistent design, representation, and value messaging.</i></p> <p><i>Annual renewals were built into the existing contract up to a total term of five years. This represents the second such renewal at mutual consent with two renewals remaining.</i></p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> <i>Renewal of OPR 2019-0238 with Rogue Heart Media, Inc. (Spokane, WA) for media services</i> <i>Renewal not to exceed \$100,000.00 annually (including tax)</i> <i>Two optional renewals remain</i> 	
<p>Budget Impact:</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 checked="" type="checkbox"/> No</p> <p>If new, specify funding source: N/A</p> <p>Other budget impacts: N/A</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required: N/A</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: 08/26/2020 **Type of expenditure:** Goods ☐ Services ☒

Department: Water/ Wastewater Management

Approving Supervisor:

Amount of Proposed Expenditure: \$100,000

Funding Source: Water Budget (\$70k)/ WWM Budget(\$30K)

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

Why is this expenditure necessary now?

Renewal of this contract will continue existing media services for the Water Conservation and Stormwater Pollution Prevention education and outreach programs.

What are the impacts if expenses are deferred?

During these challenging times where in-person outreach cannot take place and people are turning to social media more than ever, it is essential to continue building the momentum of our social media engagement. Public education and outreach are required components of both WAC 249-290-810 and the Eastern Washington Phase II Municipal Stormwater Permit- discontinuing public outreach could result in noncompliance.

What alternative resources have been considered?

Both the Water Conservation and Stormwater Public outreach and education are the responsibility of one FTE; there is no capacity to handle these services in house.

Description of the goods or service and any additional information?

Media services include development of campaign messages, strategy, video and radio production, performance and engagement analytics.
Stormwater media services will be reimbursed from a Capacity Grant from the State Department of Ecology.

Person Submitting Form/Contact: Kristen Zimmer

FINANCE SIGNATURE:

Tonya Wallace

CITY ADMINISTRATOR SIGNATURE:

Scott Simmer


Expenditure Control Form Template - RH Media Services

Final Audit Report

2020-11-11

Created:	2020-11-11
By:	Samantha Johnson (sjohnson@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVZKAjt23blwDZJLrylk8M3N9iuFdN6YA

"Expenditure Control Form Template - RH Media Services" History

-  Document created by Samantha Johnson (sjohnson@spokanecity.org)
2020-11-11 - 4:54:07 PM GMT- IP address: 67.165.124.149
-  Document emailed to Tonya Wallace (twallace@spokanecity.org) for signature
2020-11-11 - 4:54:48 PM GMT
-  Email viewed by Tonya Wallace (twallace@spokanecity.org)
2020-11-11 - 7:03:42 PM GMT- IP address: 198.1.39.252
-  Document e-signed by Tonya Wallace (twallace@spokanecity.org)
Signature Date: 2020-11-11 - 7:03:51 PM GMT - Time Source: server- IP address: 198.1.39.252
-  Agreement completed.
2020-11-11 - 7:03:51 PM GMT

Briefing Paper

Public Infrastructure, Environment, & Sustainability Committee

Division & Department:	Public Works, 4100 Water & Hydroelectric Services
Subject:	Parkwater Well Station: Purchase of Vertical Turbine Replacement Pumps & Motors
Date:	11/23/2020
Author (email & phone):	Jim Sakamoto, jsakamoto@spokanecity.org , x7854
City Council Sponsor:	President Breean Beggs
Executive Sponsor:	Scott Simmons, Director – Public Works
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)	Funding for this purchase has been reserved in the Water department capital budget.
Strategic Initiative:	Sustainable Resources, Innovative Infrastructure
Deadline:	Product has a lead time of 190 business days
Outcome: (deliverables, delivery duties, milestones to meet)	This purchase supports continued proper function of the Parkwater Well Station.
<p><u>Background/History:</u> Invitation for Bids #5337-20 was issued October 7, 2020. Four bid responses were received by the closing deadline on October 26, 2020. Triangle Pump & Equipment, Inc. is recommended for award as the lowest responsive bid.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> Purchase of Replacement Pumps & Motors from Triangle Pump & Equipment, Inc. (Ridgefield, WA) Base Bid Value: \$497,488.00 Plus Applicable Sales Tax 	
<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 checked="" type="checkbox"/> No</p> <p>If new, specify funding source: ---</p> <p>Other budget impacts: ---</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required: ---</p> <p>Known challenges/barriers: ---</p>	



Expenditure Control Form

All Expenditures \$100,000 or more

Today's Date: 9/1/2020	Type of expenditure: Goods
Department: Water	
Approving Supervisor: Steve Burns	
Amount of proposed Expenditure: \$564,000	
Funding Source: Water 6-year Capital Plan	
Please verify correct funding sources. Please indicate breakdown if more than one funding source.	
Why is this expenditure necessary now?	
These two pumps and motors are under-performing, with efficiencies falling below 45% during the most recent performance tests. New efficient equipment will produce more at less energy cost.	
What are the impacts if expenses are deferred?	
Increase risk of failure. These units are original equipment purchased in 1949, and are nearing the end of useful life. Motors barely passed electrical insulation (megger) tests. One other pump at this station, one of the most important sources of drinking water, is currently out of service awaiting replacement.	
What alternatives resources have been considered?	
None - the Parkwater well station is critical to water operations. A 2019 study demonstrated that supply to the Low Pressure Zone (one of the City's largest) would be deficient by over 13,000 gpm if Parkwater were to be offline in a potential emergency condition.	
Description of the goods or service and any additional information.	
Two (2) vertical turbine pumps and two (2) electric motors	
Person Submitting Form/Contact: Jeanne Finger	
CITY ADMINISTRATOR APPROVAL: Yes <input type="checkbox"/> No <input type="checkbox"/>	BUDGET APPROVAL: Yes <input type="checkbox"/> No <input type="checkbox"/>

Briefing Paper

Public Infrastructure, Environment, and Sustainability Committee

Division & Department:	Finance, Fleet Services
Subject:	Contract Renewal-Auto Body Repair Services
Date:	November 23, 2020
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Tonya Wallace
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:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: Fleet Services requests the approval of a contract renewal of Auto Body Repair Services. Contract renewal is with Toby's Body and Fender, Inc. for an annual expenditure of \$385,000.00, including sales tax.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The Auto Body Repair Services Contract will provide auto body repair of City Fleet, as needed. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the Auto Body Repair Services Contract renewal for one year, for the Fleet Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is included in the Fleet Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
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

Public Infrastructure, Environment, and Sustainability Committee

Division & Department:	Finance, Fleet Services
Subject:	VB Renewal-Hydraulic Hoses and Fittings
Date:	November 23, 2020
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Tonya Wallace
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:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: Fleet Services requests the approval of a two-year value blanket (VB) renewal. Renewal is for a Keep Fill system for Hydraulic Hoses and Fittings with Spokane House of Hose, Inc. VB is for an estimated expenditure of \$120,000.00, including sales tax.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The Keep Fill system for Hydraulic Hoses and Fittings VB will supply the Fleet Department with Hydraulic Hoses and Fittings for City vehicles, as needed. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the VB renewal for two years, for the Fleet Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is included in the Fleet Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
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

Public Infrastructure, Environment, and Sustainability Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of Construction Truck
Date:	November 23, 2020
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Tonya Wallace
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:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: The Water Department would like to purchase a Construction Truck. The Construction Truck will be purchased from Kenworth Sales, Spokane, WA, using Sourcwell Contract # 081716-KTC. Total purchase price is \$208,001.00, including tax.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The Construction Truck will replace a unit that has reached the end of its economic life. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the purchase of a Construction Truck for the Water Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is included in the Water Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
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

Public Infrastructure, Environment, and Sustainability Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of Valve Truck
Date:	November 23, 2020
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Tonya Wallace
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:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: The Water Department would like to purchase a Valve Truck. The Valve Truck will be purchased from Kenworth Sales, Spokane, WA, using Sourcewell Contract # 081716-KTC. Total purchase price is \$319,353.16, including tax.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The Valve Truck will replace a unit that has reached the end of its economic life. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the purchase of a Valve Truck for the Water Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is included in the Water Department budget. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
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

PUBLIC INFRASTRUCTURE, ENVIRONMENT & SUSTAINABILITY

Division & Department:	Finance, Purchasing
Subject:	Purchase of Compressed Gases
Date:	11/23/2020
Author (email & phone):	Sally Stopher, sstopher@spokanecity.org , 625-6032
City Council Sponsor:	Council President Breean Beggs
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 Plan
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	City Departments will have access to competitive pricing for miscellaneous compressed gases

Background/History:
 On October 12, 2020, bids were received to provide the City of Spokane departments with Compressed/Specialty Gases. Two responses were received with Norco being the lowest responsive bidder. The estimated annual expenditure is \$75,000.00 – including taxes

Executive Summary:

Impact
 Compressed/Specialty Gases are used through the City of Spokane departments for a variety of functions. This Value Blanket order combines those products into one Value Blanket Order and with combining the quantities, our best pricing was obtained.

Action
 Approval of the Value Blanket Order with Norco for Compressed/Specialty Gases for a five (5) year period.

Funding
 Multiple departments use this VB so there will be multiple budget codes involved.

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:
 Known challenges/barriers: