

CITY COUNCIL MEETINGS RULES – PUBLIC DECORUM

Strict adherence to the following rules of decorum by the public will be observed and adhered to during City Council meetings, including open forum, public comment period on legislative items, and Council deliberations:

- 1. No Clapping!**
- 2. No Cheering!**
- 3. No Booing!**
- 4. No public outbursts!**
- 5. Three-minute time limit for comments made during open forum and public testimony on legislative items!**
- 6. No person shall be permitted to speak at open forum more often than once per month.**

In addition, please silence your cell phones when entering the Council Chambers!

Further, keep the following City Council Rules in mind:

Rule 2.2 Open Forum

- 2.2.4 The open forum is a limited public forum and all matters discussed shall relate to affairs of the City. No person may use the open forum to speak on such matters and in such a manner as to violate the laws governing the conduct of municipal affairs. No person shall be permitted to speak on matters related to the current or advance agendas, potential or pending hearing items, or ballot propositions for a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not make personal comment or verbal insults about any individual.
- 2.2.6 In an effort to encourage wider participation in open forum so that the Council can hear a wide array of citizen comment, no person shall be permitted to speak at open forum more often than once per month. However, this limitation has no effect on the public comment rules concerning items on the Council's current legislative agenda, special consideration items, hearing items, and other items before the City Council requiring Council action that are not adjudicatory or administrative in nature, as specified in Rules 5.3 and 5.4.

Rule 5.4 Public Testimony Regarding Legislative Agenda Items – Time Limits

- 5.3.1 Members of the public may address the Council regarding items on the Council's legislative agenda, special consideration items, hearing items and other items before the City Council requiring Council action that are not adjudicatory or administrative in nature. This rule shall not limit the public's right to speak during the open forum.
- 5.3.2 No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide his or her address as a condition of recognition. In order for a council member to be recognized by the Chair for the purpose of obtaining the floor, the council member shall either raise a hand or depress the call button on the dais until recognized by the Council President.
- 5.3.3 Each person speaking at the public microphone shall verbally identify him(her)self by name and, if appropriate, representative capacity.
- 5.3.4 Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded and documents submitted for the record are identified and marked by the Clerk.
- 5.3.5 In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, including but not limited to demonstrations, banners, applause, profanity, vulgar language, or personal insults will be permitted.
- 5.3.6 A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.
- 5.3.7 When addressing the Council, members of the public shall direct all remarks to the Council President and shall confine remarks to the matters that are specifically before the Council at that time.
- 5.3.8 When any person, including members of the public, City staff and others are addressing the Council, council members shall observe the same decorum and process, as the rules require among the members inter se. That is, a council member shall not engage the person addressing the Council in colloquy, but shall speak only when granted the floor by the Council President. All persons and/or council members shall not interrupt one another. The duty of mutual respect set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order* shall extend to all speakers before the City Council. The council president pro-tem shall be charged with the task of assisting the council president to insure that all individuals desiring to speak, be they members of the public, staff or council members, shall be identified and provided the opportunity to speak.

THE CITY OF SPOKANE



CURRENT COUNCIL AGENDA

MEETING OF MONDAY, APRIL 10, 2017

MISSION STATEMENT

TO DELIVER EFFICIENT AND EFFECTIVE SERVICES
THAT FACILITATE ECONOMIC OPPORTUNITY
AND ENHANCE QUALITY OF LIFE.

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBER BREEAN BEGGS

COUNCIL MEMBER MIKE FAGAN

COUNCIL MEMBER LORI KINNEAR

COUNCIL MEMBER CANDACE MUMM

COUNCIL MEMBER KAREN STRATTON

COUNCIL MEMBER AMBER WALDREF

CITY COUNCIL CHAMBERS
CITY HALL

808 W. SPOKANE FALLS BLVD.
SPOKANE, WA 99201

City of Spokane Guest Wireless access for Council Chambers for April 10, 2017:

User Name: **COS Guest**

Password: **JSApxm3k**

Please note the space in user name. Also, both user name and password are case sensitive

CITY COUNCIL BRIEFING SESSION

Council will adopt the Administrative Session Consent Agenda after they have had appropriate discussion. Items may be moved to the 6:00 p.m. Legislative Session for formal consideration by the Council at the request of any Council Member.

SPOKANE CITY COUNCIL BRIEFING SESSIONS (BEGINNING AT 3:30 P.M. EACH MONDAY) AND LEGISLATIVE SESSIONS (BEGINNING AT 6:00 P.M. EACH MONDAY) ARE BROADCAST LIVE ON CITY CABLE CHANNEL FIVE AND STREAMED LIVE ON THE CHANNEL FIVE WEBSITE. THE SESSIONS ARE REPLAYED ON CHANNEL FIVE ON THURSDAYS AT 6:00 P.M. AND FRIDAYS AT 10:00 A.M.

The Briefing Session is open to the public, but will be a workshop meeting. Discussion will be limited to Council Members and appropriate Staff and Counsel. There will be an opportunity for the expression of public views on any issue not relating to the Current or Advance Agendas during the Open Forum at the beginning and the conclusion of the Legislative Agenda.

ADDRESSING THE COUNCIL

- No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet as a condition of recognition.
- Each person speaking at the public microphone shall print his or her name and address on the sheet provided at the entrance and verbally identify him/herself by name, address and, if appropriate, representative capacity.
- If you are submitting letters or documents to the Council Members, please provide a minimum of ten copies via the City Clerk. The City Clerk is responsible for officially filing and distributing your submittal.
- In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, modes of expression such as demonstration, banners, applause and the like will not be permitted.
- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.

SPEAKING TIME LIMITS: Unless deemed otherwise by the Chair, each person addressing the Council shall be limited to a three-minute speaking time.

CITY COUNCIL AGENDA: The City Council Advance and Current Agendas may be obtained prior to Council Meetings from the Office of the City Clerk during regular business hours (8 a.m. - 5 p.m.). The Agenda may also be accessed on the City website at www.spokanecity.org. Agenda items are available for public review in the Office of the City Clerk during regular business hours.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Christine Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-7083 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

If you have questions, please call the Agenda Hotline at 625-6350.

BRIEFING SESSION

(3:30 p.m.)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

Council Reports

Staff Reports

Committee Reports

Advance Agenda Review

Current Agenda Review

ADMINISTRATIVE SESSION

Roll Call of Council

CONSENT AGENDA**REPORTS, CONTRACTS AND CLAIMS****RECOMMENDATION**

- | | | | |
|----|---|---------------------|------------------------------|
| 1. | City Clerk Report on Initiative 2017-3 filed by Kristine Schuler regarding the public's right to speak at the Open Forum.
Terri Pfister | Council
Decision | LGL 2017-0010 |
| 2. | Purchase of two Goodyear Conveyor Belts from Applied Industrial Technologies (Spokane, WA)—\$82,245.58 (incl. tax) (First of four one-year renewal options).
Chuck Conklin | Approve | OPR 2015-0908
BID 4168-15 |
| 3. | Purchase of House Fabric Filter Tapered Bags from National Filter Media (Winchester, VA)—\$108,831.01 (incl. tax) (First of four one-year renewal options).
Chuck Conklin | Approve | OPR 2015-0909
BID 4171-15 |
| 4. | Contract with Helfrich Brothers Boiler Works, Inc., (Lawrence, MA) for scheduled and unscheduled outages and related services for the Waste to Energy Facility from April 1, 2017 through March 31, 2018—\$600,000 plus a 10% administrative reserve of \$60,000 for a total of \$660,000 (excl. taxes). (Deferred from the March 27, 2017, Agenda)
David Paine | Approve | OPR 2017-0210
RFB 4309-17 |

- | | | | |
|---|---|---------|------------------------------|
| 5. | Contract Extension with United States Electric Corporation of Washington (Olympia, WA) to provide electrical technical and maintenance support services for the Waste to Energy Facility from May 1, 2017 through April 30, 2018—\$99,000.
David Paine | Approve | OPR 2015-0374
BID 4077-14 |
| 6. | Contract with Nalco Company, (Spokane, WA) for chemical management program and water treatment for the Waste to Energy Facility from April 1, 2017 through March 31, 2019—\$28,772.50 plus a 10% administrative reserve of \$2,877.25 for a total of \$31,649.75 (excl. taxes).
David Paine | Approve | OPR 2017-0256
RFP 4302-17 |
| 7. | Contract with Knight Construction & Supply, Inc., (Deer Park, WA) for mechanical repairs at the Waste to Energy Facility from April 18, 2017 through April 17, 2018—\$1,200,000 plus a 10% administrative reserve of \$120,000 for a contract total of \$1,320,000 (excl. taxes).
David Paine | Approve | OPR 2017-0257
RFB 4337-17 |
| 8. | Contract with Dresser Rand Company to perform the overhaul of the Condensing Steam Turbine Generator at the Waste to Energy Facility under the terms of the Sole Source Resolution (RES 2015-0017) from May 1, 2017 through April 30, 2018—\$1,320,000.
David Paine | Approve | OPR 2017-0258 |
| Moved to Resolutions: See Resolution 2017-0027 | | | |
| 9. | Consultant Agreement with Journal Technologies for Pre-placement/Upgrade of the case management software platform used by Spokane Municipal Court, as well as prosecutors, probation and public defender offices—\$290,000.
Howard Delaney | Approve | OPR 2017-0259 |
| 10. | Five-year Contract with Rule Steel Tanks, Inc. (Caldwell, ID) for supplying new metal refuse and recycling containers—annual estimated expenditure \$300,000 (incl. tax).
Scott Windsor | Approve | OPR 2017-0260
BID 4319-17 |
| 11. | Contract for a public works safety program with Delta Business Training (Spokane, WA) for one year, with four optional renewals—not to exceed \$50,000 (incl. tax).
Matt Lowmaster | Approve | OPR 2017-0261
BID 4344-17 |
| 12. | Contract Amendment with the firm of Keating, Bucklin & McCormack, Inc., P.S., for outside counsel services in the legal matter of Estate of Daniel Jones v. City of Spokane—\$201,660. Total Contract Amount: \$250,000.
Nate Odle | Approve | OPR 2016-0156 |

13. Report of the Mayor of pending:
- | | | |
|---|------------------------------|---------------|
| a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 3, 2017, total \$13,258,646.98, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$11,404,522.50. | Approve & Authorize Payments | CPR 2017-0002 |
| b. Payroll claims of previously approved obligations through March 25, 2017: \$6,244,912.25. | | CPR 2017-0003 |
14. City Council Meeting Minutes: March 23, 2017 and March 27, 2017.
- | | | |
|--|-------------|---------------|
| | Approve All | CPR 2017-0013 |
|--|-------------|---------------|

EXECUTIVE SESSION

(Closed Session of Council)

(Executive Session may be held or reconvened during the 6:00 p.m. Legislative Session)

CITY COUNCIL SESSION

(May be held or reconvened following the 3:30 p.m. Administrative Session)

(Council Briefing Center)

This session may be held for the purpose of City Council meeting with Mayoral nominees to Boards and/or Commissions. The session is open to the public.

LEGISLATIVE SESSION

(6:00 P.M.)

(Council Reconvenes in Council Chamber)

WORDS OF INSPIRATION

PLEDGE OF ALLEGIANCE

ROLL CALL OF COUNCIL

ANNOUNCEMENTS

(Announcements regarding Changes to the City Council Agenda)

NO BOARDS AND COMMISSIONS APPOINTMENTS

ADMINISTRATIVE REPORT

COUNCIL COMMITTEE REPORTS

(Committee Reports for Finance, Neighborhoods, Public Safety, Public Works, and Planning/Community and Economic Development Committees and other Boards and Commissions)

OPEN FORUM

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located in the Chase Gallery.

Note: No person shall be permitted to speak at Open Forum more often than once per month (Council Rule 2.2.6).

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

(Require Five Affirmative, Recorded Roll Call Votes)

Ordinance C35488 amending Ordinance No. C35457 passed by the City Council November 28, 2016, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2017, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2017, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund

FROM: Reserve for Budget Adjustment, \$27,935;

TO: Various Accounts, same amount.

and

Code Enforcement Fund

FROM: Contractual Services, \$1,625;

TO: Various Accounts, same amount.

and

Water Fund

FROM: Reserve for Budget Adjustment, \$3,940;

TO: Various Accounts, same amount.

Chris Cavanaugh

(These actions implement quarterly classification and pay adjustments in accordance with approved union agreements and City policies, and as approved by management.)

NO EMERGENCY ORDINANCES

RESOLUTIONS & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

- RES 2017-0022 Authorizing a parklet demonstration project for summer, 2017.
Council Member Kinnear
- RES 2017-0023 Establishing a decision matrix for construction projects within centers and corridors.
Katherine Miller
- RES 2017-0027 Declaring eSuite case management software system a sole source,
OPR 2017-0259 authorizing its procurement without a public request for proposals;
OPR 2017-0268 and authorizing staff to negotiate and execute a contract with Journal Technologies, Inc., 915 East First Street Los Angeles, CA 90012 at an estimated implementation cost of \$290,000, not including taxes if applicable and an annual licensing and maintenance fees cost of \$123,000, not including taxes if applicable, and a network environment cost of \$72,277 not including taxes if applicable for a total cost of \$485,277, not including taxes if applicable.
Howard Delaney
- ORD C35471 (To be considered under Hearings item H1.)
- ORD C35486 Relating to the asset forfeiture policy of the City of Spokane; enacting a new chapter 8.19 of the Spokane Municipal Code.
Council Member Beggs
- ORD C35487 Relating to the creation of four new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 & adopting new sections 3.01A.341, 3.01A.342, and 3.01A.344 to chapter 3.01A of the Spokane Municipal Code.
Eric Finch & Michael Sloon

NO FIRST READING ORDINANCES

SPECIAL CONSIDERATIONS

(If there are items listed you wish to speak on, please sign your name on the sign-up sheets in the Chase Gallery.)

RECOMMENDATION

- S1. Letter which outlines the City Council's goals and objectives for the upcoming collective bargaining negotiations with the Police Guild. (Deferred from March 27, 2017, Agenda). **Council Member Kinnear** Approval OPR 2017-0211

HEARINGS

(If there are items listed you wish to speak on, please sign your name on the sign-up sheets in the Chase Gallery.)

RECOMMENDATION

- H1. Final Reading Ordinance C35471 relating to the process for amending the unified development code; amending section 17G.025.010 of the Spokane Municipal Code. **Council President Stuckart** Pass Upon Roll Call ORD C35471
Vote

OPEN FORUM (CONTINUED)

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located in the Chase Gallery.

Note: No person shall be permitted to speak at Open Forum more often than once per month (Council Rule 2.2.6).

ADJOURNMENT

The April 10, 2017, Regular Legislative Session of the City Council is adjourned to April 17, 2017.

NOTES

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/30/2017

Clerk's File #

LGL 2017-0010

Renews #**Submitting Dept**

CITY CLERK

Cross Ref #**Contact Name/Phone**

TERRI PFISTER 625-6354

Project #**Contact E-Mail**

TPFISTER@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Report Item

Requisition #**Agenda Item Name**

0260-SCHULER INITIATIVE NO. 2017-3 RE OPEN PUBLIC FORUM

Agenda Wording

City Clerk Report on Initiative No. 2017-3 filed by Kristine Schuler regarding public's right to speak at the Open Forum.

Summary (Background)

On March 28, 2017, Kristine Schuler filed a proposed initiative with the Office of the City Clerk. Pursuant to SMC 2.02.230, the City Attorney's Office reviewed the measure and no changes were made. Per SMC 2.02.040, upon receiving this report from the City Clerk, the City Council may pass the measure as proposed, reject the initiative measure and propose another one dealing with the same subject to be considered as

Fiscal Impact**Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

PFISTER, TERRI

Study Session**Division Director****Other****Finance**

ORLOB, KIMBERLY

Distribution List**Legal**

PICCOLO, MIKE

mpiccolo@spokanecity.org

For the Mayor

SANDERS, THERESA

preschoolpolitics@yahoo.com

Additional Approvals**Purchasing**



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

council legislation, or submit the initiative measure to the voters on its own motion. If the city council does not pass the measure as proposed or submit the initiative measure to the voters, the initiative and the ballot title and summary of the measure shall be forwarded by the city clerk to the city hearing examiner who shall issue a formal written opinion as to the legal validity and effect of the proposed measure to the city council, city clerk, and initiative measure sponsor within fourteen days of receiving the initiative measure from the city clerk.

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List

WARNING

Every person who signs this petition with any other than his or her true name, knowingly signs more than one of these petitions, signs this petition when he or she is not a legal voter, or makes any false statement on this petition may be punished by fine or imprisonment.

INITIATIVE PETITION TO THE SPOKANE CITY COUNCIL

INITIATIVE NO. 2017 - 3

We, the undersigned citizens and legal voters of the City of Spokane, Washington, respectfully direct that this proposed ordinance, known as Initiative No. 2017 - 3, a full, true, and correct copy of which is printed herein, be submitted to the electors of the City of Spokane for their approval or rejection at the next available special or general municipal election. If submitted to election, the proposed ordinance shall appear as the following proposition:

BALLOT TITLE

INITIATIVE REGARDING PUBLIC'S RIGHT TO SPEAK AT THE OPEN FORUM

The Spokane Municipal Code provides that people may speak at the City Council open forum only once per month. This measure would amend the Code to allow people to speak during the open forum once a week and provide additional amendments regarding City Council meeting procedures. Shall the Spokane Municipal Code be amended to permit a person to speak once per week during the City Council's open forum and provide for other meeting procedural amendments?

_____ YES

_____ NO

Each of us for himself or herself says: I have personally signed this petition; I am a legal voter of the City of Spokane; my residence address is correctly stated; and I have knowingly signed this petition only once.

(The full text of the proposed ordinance is printed on the reverse side of this page and continuing on the pages following.)

PETITIONER'S SIGNATURE (in dark ink and as shown on the signer's voter registration)	PRINTED NAME (legibly in dark ink)	ADDRESS WHERE REGISTERED TO VOTE (Street Address,
--	--	---

		City, State, Zip Code)
1.		
20.		

Kristine Schuler, 108 South State Street, Apt. 109, Spokane, WA. (509)294-8073

SUMMARY OF MEASURE

THE LAW AS IT CURRENTLY EXISTS:

The Spokane Municipal Code provides that people may speak at the City Council open forum only once per month. The Code provides other meeting procedures and allows the City Council to adopt applicable rules.

THE EFFECT OF THE PROPOSAL, IF APPROVED:

This measure would amend the Spokane Municipal Code to allow people to speak during the open forum once a week and provide additional amendments regarding City Council meeting procedures, including the allotment of time for the open forum.

DECLARATION OF SIGNATURE GATHERER

I, (print name legibly), swear or affirm under penalty of law that I circulated this sheet of the foregoing petition, and that, to the best of my knowledge, every person who signed this sheet of the foregoing petition knowingly and without any compensation or promise of compensation willingly signed his or her true name and that the information provided therewith is true and correct. I further acknowledge that under chapter 29A.84 RCW, forgery of signatures on this petition constitutes a class C felony, and that offering any consideration or gratuity to any person to induce them to sign a petition is a gross misdemeanor, such violations being punishable by fine or imprisonment or both.

_____(Signature)_____(Date)

|

ORDINANCE NO. C - _____

AN ORDINANCE relating to people's participation in the City Council open forum; amending SMC sections 2.01.030, 2.01.040 and 2.01.050.

WHEREAS, in order to encourage a wider participation in Spokane City Council Open Forum Sessions, and

WHEREAS, SMC 02.01.040 currently states that items of interest "may be discussed in front of and with City Council members by interested citizens" while the current City Council President routinely declares that the open forum session "IS NOT A DISCUSSION" causing the need for this legislation to clarify the parts of Spokane Municipal Code that are not being obeyed anyway, and

WHEREAS, Article 1 Section 1 of the Washington State Constitution declares: "All political power is inherent in the people, and governments derive their just powers from the consent of the governed, and are established to protect and maintain individual rights," thereby reaffirming the authority of the people to demand that open forum rules be returned to pre-2016 values; and

WHEREAS, the City Council should be committed to Spokane's history of listening to a person's open forum testimony on a weekly allotment, as it had for decades, until a January 4, 2016 Resolution to 'only once a month participation' changed that history; and

WHEREAS, one person is able to provide testimony on a wide array of topics, not only for themselves, but for the sake of others who seek a designated representative to speak for their community, issue, club, group, school or peers, and would need more than once a month to address multiple issues; and

WHEREAS, allowing people their previously long-held right to speak on a weekly basis at City Council open forum sessions is preferable for a dignified city than is contending with weekly protests in the public streets from people who seek to be heard; and

WHEREAS, in the past year numerous individuals have been using their limit of only once a month participation during open forum to request that open forums be returned to a weekly right, thereby causing them less opportunity to speak on other issues; and

WHEREAS, unnecessarily limiting participation in open forum is the opposite of increasing participation in open forum; and

WHEREAS, during 2016 there were forty-three Spokane City Council Legislative meetings held, and of those, thirty-one were less than two hours in length and only two of those forty-three meetings lasted more than four hours, thereby allowing plenty of time that could have been used for listening to the public.

WHEREAS, SMC 2.01.050 is an actual law that is binding and entitled "Rules of Procedure" and is regarding the Spokane City Council meetings, and it should not continue to suffer from confusion and conflict due to another document of rules entitled "City Council Rules Of Procedure" that is not an actual law or allowed to be decided by the people as our City's rules should be and legislation is needed to rectify that, and

NOW, THEREFORE, THE PEOPLE OF THE CITY OF SPOKANE HEREBY ORDAIN:

Section 1. That SMC section 2.01.030 is amended to read as follows:

Section 02.01.030 Right to Speak

All meetings of the City Council are open to the public except an executive session. Members of the public shall have the right to speak to an item on the City Council's legislative, special consideration, or hearing agendas that are not adjudicatory hearings. Members of the public may attend but do not have the right to speak when the City Council is meeting in briefing, study, or other workshop sessions, standing or ad hoc committee, or acting in an adjudicative capacity. It shall be the duty of the presiding officer to ~~((determine and allot whatever time is necessary due to the number of public participants and extent of the proposed participation))~~ monitor that the speaking times that are stated in Spokane Municipal Code are being obeyed.

Section 2. That SMC section 2.01.040 is amended to read as follows:

2.01.040 Open Forum Session

- A. In the course of each regular City Council meeting, prior to the City Council considering its legislative agenda, an allotment of time not less than thirty minutes shall be offered for public comment, at which time items of interest to the public that were not placed upon the current or advance agenda may be discussed in front of the City Council members by those individuals who have indicated their desire to address the City Council. When all matters on the agenda have been acted on, unless it is ten p.m. or later, ((there may be an allotment of meeting time that shall)) the open forum shall continue for a period of time not to exceed ((thirty)) sixty minutes, ((at which time items of interest to the citizens of the City that were not placed upon the current or advance agenda may be discussed in front of and with City Council members by interested citizens who have indicated their desire to address the City Council by such procedure as the City Council may prescribe)). If no one has signed up or is remaining to speak at the open forum session, the open forum session shall be concluded.
- B. Individuals providing open forum testimony for the first time in a calendar month may be allowed their allotted time during the first thirty minutes of the open forum session, while all other individuals participating in open forum shall defer their allotted time until after the agenda items have been acted on, providing the open forum session continues. Individuals shall be called forward to speak by the Chair in the order the individuals signed up to speak. The open forum session is a limited public forum and all matters discussed shall relate to the affairs of the City. No person shall be permitted to speak at open forum more often than once per ((month)) week and shall be limited to three minutes for each appearance.

Section 3. That SMC section 2.01.050 is amended to read as follows:

2.01.050 Rules of Procedure

The City Council may implement and specify this chapter and applicable state law by appropriate rules and practices, including all administrative policies and procedures related to the preparation and submission of the agenda, and the conduct of City Council meetings, which must be consistent with Spokane Municipal Code, and the Revised Code of Washington State. ~~((All administrative policies and procedures related to the conduct of City Council meetings, including the preparation and submission of the City Council agenda, shall conform to City Council Rules of Procedure and practices.))~~

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/28/2017

Clerk's File #

OPR 2015-0908

Renews #**Submitting Dept**

SOLID WASTE DISPOSAL

Cross Ref #**Contact Name/Phone**

CHUCK 625-6524

Project #**Contact E-Mail**

CCONKLIN@SPOKANECITY.ORG

Bid #

BID #4168-15

Agenda Item Type

Purchase w/o Contract

Requisition #

RE# 18473

Agenda Item Name

4490 - PURCHASE OF GOODYEAR CONVEYOR BELTS

Agenda Wording

Purchase of two (2) Goodyear Conveyor Belts from Applied Industrial Technologies (Spokane, WA) - \$82,245.58 including tax

Summary (Background)

On 10/26/15 City Council approved the award of Bid #4168-15 to Applied Industrial Technologies as the low bidder. The waste to energy ash handling system utilizes a conveyor belt that is 72 inches wide by 370 feet long. If this belt fails, the ash system must be shut down, resulting in the waste to energy being shut down. To minimize the downtime, the City issued a request for bids to be able to purchase replacement belts while the current belt is still in place. Applied Industrial Technologies

Fiscal Impact**Budget Account**

Expense \$ 82,245.58

4490-44100-37148-54850

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

CONKLIN, CHUCK

Study Session

PWC 3/27/17

Division Director

CONKLIN, CHUCK

Other**Finance**

DOVAL, MATTHEW

Distribution List**Legal**

WHALEY, HUNT

ttauscher@spokanecity.org

For the Mayor

SANDERS, THERESA

jsalstrom@spokanecity.org

Additional Approvals

tprince@spokanecity.org

Purchasing

PRINCE, THEA



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

has agreed to renew the terms of the original bid and provide this belt to the WTE for an additional year. This is the first of four renewals.

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal
March 27, 2017

Subject

Purchase of 2 Goodyear Conveyor Belts for the WTE from Applied Industrial Technologies, Spokane, WA. \$74,570.17 plus 10% administrative reserve of \$7,457.02 for a total of \$82,027.19 excluding taxes.

Background

The waste to energy ash handling system utilizes a conveyor belt that is 72 inches wide by 370 feet long. If this belt fails, the ash system must be shut down, resulting in the waste to energy being shut down. To minimize the downtime, the City issued a request for bids to be able to purchase replacement belts while the current belt is still in place.

There was only one response received to Request for Bids #4168-15. The bidder, Applied Industrial Technologies, provided the belt that is currently in use, and had previously provided belts to Wheelabrator. Applied Industrial Technologies also has local facilities to be able to store the belts until they need to be installed. Installation of the belt will be solicited under a separate Request for Proposals.

Applied Industrial Technologies has agreed to renew the terms of the original bid and provide this belt to the WTE for an additional year. This is the first of 4 renewals.

Impact

Having a belt available locally for a short delivery will minimize downtime at the WTE should the current belt fail..

Action

Recommend approval.

Funding

Funding for the belts is included in the 2017 repair and maintenance budget for the WTE.

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/28/2017

Clerk's File #

OPR 2015-0909

Renews #**Submitting Dept**

SOLID WASTE DISPOSAL

Cross Ref #**Contact Name/Phone**

CHUCK 625-6524

Project #**Contact E-Mail**

CCONKLIN@SPOKANECITY.ORG

Bid #

BID #4171-15

Agenda Item Type

Purchase w/o Contract

Requisition #

RE #18472

Agenda Item Name

4490 - PURCHASE OF FABRIC FILTER TAPERED BAGS

Agenda Wording

Purchase of House Fabric Filter Tapered Bags from National Filter Media (Winchester, VA) - \$108,831.01 including taxes

Summary (Background)

On 10/26/15 City Council Approved the award of Bid #4171-15 to Midwesco Filter Resources (OPR #2015-0909). Midwesco Filter Resources has been acquired by National Filter Media. The bid contract between the City of Spokane and Midwesco Filter Resources has been assigned to National Filter Media, which has agreed to maintain the terms of the bid. The RFB allowed for 4 additional 1 year periods. This is the first of those periods. The waste to energy facility utilizes fabric filter bags to remove

Fiscal Impact**Budget Account**

Expense \$ 108,831.01

4490-44100-37148-54850

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

CONKLIN, CHUCK

Study Session**Division Director**

FEIST, MARLENE

Other

PWC 3/27/17

Finance

DOVAL, MATTHEW

Distribution List**Legal**

WHALEY, HUNT

ttauscher@spokanecity.org

For the Mayor

SANDERS, THERESA

jsalstrom@spokanecity.org

Additional Approvals

tprince@spokanecity.org

Purchasing

PRINCE, THEA



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

the fine particulate from the air before discharge. These bags must be replaced as they become worn or otherwise no longer to filter the air.

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal
March 27, 2017

Subject

Purchase of bag House Fabric Filter Tapered Bags from National Filter Media, Winchester, VA, for \$90,935.00 plus 10% administrative reserve of \$9,093.50 for a total of \$100,028.50 excluding taxes.

Background

The waste to energy facility utilizes fabric filter bags to remove the fine particulate from the air before discharge. These bags must be replaced as they become worn or otherwise no longer able to filter the air. The City issued Request for Bids RFB #4171-15, and received 2 responses.

Midwesco Filter Resources, of Winchester, VA, and United Process Control, of Hillsborough, New Jersey. Midwesco was determined to be the lowest cost bidder.

Midweco Filter Resources has been acquired by National Filter Media. The bid contract between the City of Spokane and Midwesco Filter Resources has been assigned to National Filter Media, which has agreed to maintain the terms of the bid. The RFB allowed for 4 additional 1 year periods. This is the first of those periods.

Impact

Replacement of these bags will allow the wte to continue to maintain environmental compliance.

Action

Recommend approval.

Funding

Funding is included in the 2017 repair and maintenance budget for the WTE.

**Agenda Sheet for City Council Meeting of:**

03/27/2017

Date Rec'd	3/15/2017
Clerk's File #	OPR 2017-0210
Renews #	
Cross Ref #	
Project #	
Bid #	RFB#4309-17
Requisition #	CR 17898

Submitting Dept	SOLID WASTE DISPOSAL
Contact Name/Phone	DAVID PAINE 625-6878
Contact E-Mail	DPAINE@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	4490 CONTRACT FOR BOILERMAKER SERVICES FOR THE WTE

Agenda Wording

Contract with Helfrich Brothers Boiler Works, Inc., Lawrence, MA, for scheduled and unscheduled outages and related services for the WTE. April 1, 2017 through March 31, 2018. \$600,000.00, plus a 10% administrative reserve of \$60,000, excluding taxes

Summary (Background)

On February 22, 2017, responses to Request for Bid #4309-17 were received. Three companies responded. All 3 companies were determined to be responsible bidders. Helfrich Brothers Boiler Works, Inc., was the lowest cost bidder. Helfrich Brothers Boiler Works, Inc., of Lawrence, MA CH Murphy, Inc., of Portland, OR PSF Industries, Inc., of Seattle, WA This contract will allow for the needed maintenance of the WTE to be completed in a timely and cost effective manner.

Fiscal Impact		Budget Account	
Expense	\$ 660,000.00	#	4490-44100-37148-54201
Select	\$	#	
Select	\$	#	
Select	\$	#	
Approvals		Council Notifications	
<u>Dept Head</u>	CHILDS, BRANDON	<u>Study Session</u>	PWC 3/13/17
<u>Division Director</u>	SIMMONS, SCOTT M.	<u>Other</u>	
<u>Finance</u>	CLINE, ANGELA	<u>Distribution List</u>	
<u>Legal</u>	DALTON, PAT	ttauscher@spokanecity.org	
<u>For the Mayor</u>	SANDERS, THERESA	jsalstrom@spokanecity.org	
<u>Additional Approvals</u>		tprince@spokanecity.org	
<u>Purchasing</u>	PRINCE, THEA	mdoval@spokanecity.org	



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

The contract is for an initial one (1) year term, with an option of one (1) additional two-year renewal, for a total contract period of three (3) years. This is a time and materials contract with all labor being subject to WA State Prevailing Wage regulations

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal
March 13, 2017

Subject

Contract with Helfrich Brothers Boiler Works, Inc., Lawrence, MA, for scheduled and unscheduled outages and related boilermaker services for the WTE. April 1, 2017 through March 31, 2018. \$600,000.00, plus a 10% administrative reserve of \$60,000.00 for a total cost of \$660,000.00 excluding taxes.

Background

On February 22, 2017, responses to Request for Bid #4309-17 were received. Three companies responded. All 3 companies were determined to be responsible bidders. Helfrich Brothers Boiler Works, Inc., was the lowest cost bidder.

Helfrich Brothers Boiler Works, Inc., of Lawrence, MA
CH Murphy, Inc., of Portland, OR
PSF Industries, Inc., of Seattle, WA

The contract is for an initial one (1) year term, with an option of one (1) additional two-year renewal, for a total contract period of three (3) years. This is a time and materials contract with all labor being subject to WA State Prevailing Wage regulations.

Impact

This contract will allow for the needed maintenance of the WTE to be completed in a timely and cost effective manner.

Action

Recommend approval.

Funding

Funding is included in the 2017 operations and maintenance budget for the WTE.



City of Spokane

CONTRACT

Title: **BOILERMAKER SERVICES FOR
WASTE TO ENERGY FACILITY (WTE)**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **HELFRICH BROTHERS BOILER WORKS, INC.**, whose address is 39 Merrimack Street, Lawrence, Massachusetts 01843, as ("Contractor"). Individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE**. The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization and other items of work and costs necessary for the proper execution and completion of the work described in the specifications entitled BOILERMAKER SERVICES FOR SCHEDULED OUTAGES AND EMERGENCY OUTAGES AT THE WASTE TO ENERGY (WTE) FACILITY FOR THE CITY OF SPOKANE SOLID WASTE DISPOSAL DEPARTMENT.
2. **CONTRACT DOCUMENTS**. The contract documents are this Contract, the City's Request for Bids (RFB # 4309-17), entitled boilermaker services for scheduled outages and unscheduled outages at the Waste To Energy (WTE) Facility for the City of Spokane Solid Waste Disposal Department, the Contractor's completed bid proposal form, contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders, and subsurface boring logs (if any). Federal and state requirements and the terms of this Contract, respectively, supersede other inconsistent provisions. These contract documents are on file in the Waste to Energy Facility, 2900 South Geiger Boulevard, Spokane, and are incorporated into this Contract by reference, as if they were set forth at length.
3. **TIME OF PERFORMANCE**. The time of performance of the Contract shall be in accordance with the contract documents.
4. **LIQUIDATED DAMAGES**. Liquidated damages shall be in accordance with the contract documents. Liquidated damages shall apply up to the point of the City's completion and acceptance of a satisfactory hydrostatic test on the WTE boiler units.

5. TERMINATION. This Contract may be terminated in accordance with the contract documents.

6. COMPENSATION. The City shall pay a maximum of **SIX HUNDRED THOUSAND AND NO/100 DOLLARS (\$600,000.00)**, plus a ten percent (10%) Administrative Reserve unless modified by a written amendment to this Contract.

7. TAXES. Retail sales tax where applicable shall be added to the amounts due and the Contractor shall be responsible for making payment of the tax to Washington State. The City reserves the right to claim any exemption authorized by law. The City reserves the right to claim any exemption authorized by law.

8. PAYMENT. The Contractor will send its applications for payment to the Waste To Energy Facility, 2900 South Geiger Boulevard, Spokane, Washington 99224. Payment will be made within thirty (30) days after receipt of the Contractor's application except as provided in RCW 39.76. Five percent (5%) of the Contract price may be retained by the City, in accord with RCW 60.28 for a minimum of forty five (45) days after final acceptance, as a trust fund for the protection and payment of: the claims of any person arising under the Contract; and the State with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor.

Additional work or time will be billed at the rates quoted in Helfrich Brothers Boiler Works, Inc.'s Bid response to the City's Boilermaker Services - Request for Bids (RFB #4309-17).

9. INDEMNIFICATION.

A. The Contractor is an independent contractor and not the agent or employee of the City. No liability shall attach to the City for entering into this Contract or because of any act or omission of the Contractor except as expressly provided.

B. The Contractor agrees to defend, indemnify and hold the City and Engineers harmless from any and all claims, demands, losses and liabilities to or by third parties arising from, resulting from or connected with services performed or to be performed under this Contract by the Contractor, its agents or employees to the fullest extent permitted by law. The Contractor's duty to indemnify the City and Engineers shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its agents or employees. The Contractor's duty to indemnify the City and Engineers for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the City or its agents or employees, and (b) the Contractor or its agents or employees, shall apply only to the extent of negligence of the Contractor or its agents or employees. Contractor's duty to defend, indemnify and hold the City and Engineers harmless shall include, as to all claims, demands, losses and liability to which it applies, the City's personnel-related costs, reasonable attorneys' fees, court costs and all other claim-related expenses.

C. **The Contractor waives immunity under Title 51 RCW to the extent necessary to protect the City's interests under this indemnification. This provision has been specifically negotiated.**

10. BONDS. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a performance bond and a payment bond on the forms attached, each equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

11. INSURANCE. The Contractor represents that it and its employees, agents and subcontractors, in connection with the Contract, are protected against the risk of loss by the insurance coverages required in the contract documents. The policies shall be issued by companies that meet with the approval of the City Risk Manager. The policies shall not be canceled without at least minimum required written notice to the City as Additional Insured.

12. CONTRACTOR'S WARRANTY. The Contractor's warranty for all work, labor and materials shall be in accordance with the contract documents.

13. WAGES. The Contractor and all subcontractors will submit a "Statement of Intent to Pay Prevailing Wages" certified by the industrial statistician of the Department of Labor and Industries, prior to any payments. The "Statement of Intent to Pay Prevailing Wages" shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Each voucher claim submitted by the Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the "Statement(s) of Intent to Pay Prevailing Wages" on file with the City. Prior to the payment of funds held under RCW 60.28, the Contractor and subcontractors must submit an "Affidavit of Wages Paid" certified by the industrial statistician.

14. STATEMENT OF INTENT TO PAY PREVAILING WAGES TO BE POSTED. The Contractor and each subcontractor required to pay the prevailing rate of wages shall post in a location readily visible at the job site: (1) a copy of a "Statement of Intent to Pay Prevailing Wages" approved by the industrial statistician of the State Department of Labor and Industries; and (2) the address and telephone number of the industrial statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made.

15. FEES. Reimbursement for the fees paid by the Contractor for the approval of "Statements of Intent to Pay Prevailing Wages" and certification of "Affidavits of Wages Paid" by the industrial statistician of the State Department of Labor and Industries will be added to the actual submittal of the documents to the industrial statistician. In order to receive this reimbursement the Contractor will be required to submit to the City, prior to final acceptance of the work, a list of its subcontractors at all tiers and have their "Statements of Intent to Pay Prevailing Wages" on file with the City.

16. SUBCONTRACTOR RESPONSIBILITY. The Contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that

hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in RCW 39.04.350(1) and possesses an electrical contractor license, if required by chapter 19.28 RCW, or an elevator contractor license, if required by chapter 70.87 RCW. The responsibility criteria are listed in the request for bids document.

17. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.

18. ASSIGNMENTS. The Contractor may not assign, transfer or sublet any part of the work under this Contract, or assign any monies due, without the written approval of the City, except as may be required by law. In the event of assignment of accounts or monies due under this Contract, the Contractor specifically agrees to give immediate written notice to the City Administrator, no later than five (5) business days after the assignment.

19. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Contract.

20. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations that are incorporated herein by reference.

21. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

22. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

23. AUDIT / RECORDS. The Contractor and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Contractor and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

24. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first

having obtained a valid annual business registration. The Contractor shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

25. CONSTRUAL. The Contractor acknowledges receipt of a copy of the contract documents and agrees to comply with them. The silence or omission in the contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

Dated: _____

CITY OF SPOKANE

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

HELFRICH BROTHERS BOILER
WORKS, INC.

By: _____

Title: _____

Email Address, if available: _____

Attachments that are a part of this Contract:

Payment Bond

Performance Bond

City's Request for Bids (RFB # 4309-17), entitled Boilermaker Services for Scheduled and Emergency Outages at the Waste To Energy (WTE) Facility for the City of Spokane Solid Waste Disposal Department

PAYMENT BOND

We, **HELFRICH BROTHERS BOILER WORKS, INC.**, as principal, and _____, as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00), plus a ten percent (10%) administrative reserve, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all work and furnish all materials for the BOILERMAKER SERVICES FOR SCHEDULED OUTAGES AND EMERGENCY OUTAGES AT THE WASTE TO ENERGY (WTE) FACILITY FOR THE CITY OF SPOKANE SOLID WASTE DISPOSAL DEPARTMENT project defined in the City's Request for Bids (RFB # 4309-17). If the principal shall:

- A. pay all laborers, mechanics, subcontractors, material suppliers and all person(s) who shall supply such person or subcontractors;
- B. pay all taxes and contributions, increases and penalties as authorized by law including payment of all taxes incurred on the Contract under title 50 and 51 Revised Code of Washington (RCW) and all taxes imposed on the principal under Title 82 RCW; and
- C. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The surety hereby waives notice of and consents to any contract alteration or extension of time made by the City. Any judgment obtained against the City, which relates to or is covered by the contract or this bond, shall be conclusive against the principal and the surety, as to the amount of damages, and their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____.

HELFRICH BROTHERS BOILER
WORKS, INC., AS PRINCIPAL,

By: _____
Title: _____

A valid POWER OF ATTORNEY
for the surety's agent must
accompany this bond.

AS SURETY

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) .ss
County of _____)

I certify that I know or have satisfactory evidence that _____
 _____ signed this document; on oath
 stated that he/she was authorized to sign the document and acknowledged it as the agent
 or representative of the named surety company which is authorized to do business in the
 State of Washington, for the uses and purposes mentioned in this document.

DATED on _____.

Signature of Notary

My appointment expires _____

Approved as to form:

Assistant City Attorney

PERFORMANCE BOND

We, **HELFRICH BROTHERS BOILER WORKS, INC.**, as principal, and _____, as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00), plus a ten percent (10%) administrative reserve, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all work and furnish all materials for the BOILERMAKER SERVICES FOR SCHEDULED OUTAGES AND EMERGENCY OUTAGES AT THE WASTE TO ENERGY (WTE) FACILITY FOR THE CITY OF SPOKANE SOLID WASTE DISPOSAL DEPARTMENT project defined in the City's Request for Bids (RFB # 4309-17). If the principal shall:

- A. promptly and faithfully perform the contract, and any contractual guaranty and indemnify and hold harmless the City from all loss, damage or claim which may result from any act or omission of the principal, its agents, employees, or subcontractors; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The surety hereby waives notice of and consents to any contract alteration or extension of time made by the City. Any judgment obtained against the City, which relates to or is covered by the contract or this bond, shall be conclusive against the principal and the surety, not only as to the amount of damages, but also as to their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____

HELFRICH BROTHERS BOILER
WORKS, INC., AS PRINCIPAL,

By: _____

Title: _____

_____,
AS SURETY

A valid POWER OF ATTORNEY
for the surety's agent must
accompany this bond.

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____
_____ signed this document; on oath
stated that he/she was authorized to sign the document and acknowledged it as the agent
or representative of the named surety company which is authorized to do business in the
State of Washington, for the uses and purposes mentioned in this document.

DATED on _____.

Signature of Notary

My appointment expires _____

Approved as to form:

Assistant City Attorney

12	HELFRICH 2017 BID	PSF 2017 BID	CH Murphy 2017 BID
Bid Comparison			
Mobilization	\$9,000.00	\$11,593.00	\$17,158.00
Demobilization	\$9,000.00	\$7,955.00	\$17,158.00
Per shift Price			
Tools & Equipment	\$1,175.00	\$9,053.00	\$5,315.83
Average Labor per 12 hr shift	\$7,760.00	\$16,618.00	\$35,530.00
Down or standby shift cost	\$1,120.00	\$2,713.00	\$2,500.00
Emergency work (2 Welders per 12hr shift)	\$3,258.00	\$5,178.00	\$3,800.00
Travel expense	\$3,600.00	\$0.00	\$0.00
Cost of a typical 12 shift outage			
Mob/Demob	\$18,000.00	\$19,548.00	\$34,316.00
Tools & Equipment	\$14,100.00	\$108,636.00	\$5,315.83
Average Labor per 12 hr shift	\$93,120.00	\$199,416.00	\$426,360.00
Down or standby shift cost	\$13,440.00	\$32,556.00	\$30,000.00
Emergency work (2 Welders per 12hr shift)	\$39,096.00	\$62,136.00	\$45,600.00
Travel expense	\$3,600.00	\$0.00	\$0.00
Subtotal	\$181,356.00	\$422,292.00	\$541,591.83
Sales Tax	\$15,777.97	\$36,739.40	\$47,118.49
12 Shifts, 2 Boiler Outage	\$197,133.97	\$459,031.40	\$588,710.32

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/28/2017

Clerk's File #

OPR 2015-0374

Renews #**Cross Ref #****Project #****Bid #**

RFP# 4077-14

Requisition #

CR 17961

Submitting Dept

SOLID WASTE DISPOSAL

Contact Name/Phone

DAVID PAINE 625-6878

Contact E-Mail

DPAINE@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Agenda Item Name

EXTENSION TO CONTRACT FOR ELECTRICAL TECHNICAL SERVICES FOR WTE

Agenda Wording

Extension of contract with United States Electric Corporation of Washington (Olympia, WA) to provide electrical technical and maintenance support services for the WTEF. May 1, 2017 to April 30, 2018.

Summary (Background)

Electrical technical and maintenance support services were solicited under RFP#4077-14. United States Electric Corporation was selected as the lowest cost of the 2 proposers. A contract was entered into with United States Electric Corporation of Washington in January 2015. In 2016 it was determined that the need for electrical technical and maintenance services would be reduced, so a small contract was issued with United States Electric Corporation.

Fiscal Impact

Expense \$ 99,000.00

Select \$

Select \$

Select \$

Budget Account

4490-44100-37148-54201

#

#

#

Approvals**Dept Head**

CONKLIN, CHUCK

Division Director

FEIST, MARLENE

Finance

DOVAL, MATTHEW

Legal

WHALEY, HUNT

For the Mayor

SANDERS, THERESA

Council Notifications**Study Session**

PWC 3/27/17

Other**Distribution List**

ttauscher@spokanecity.org

jsalstrom@spokanecity.org

tprince@spokanecity.org

mdoval@spokanecity.org

Additional Approvals**Purchasing**

PRINCE, THEA



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

The contract cost is \$90,000.00 with a 10% administrative reserve for a total of \$99,000.00 excluding taxes.

Summary (Background)

Due to the work planned for the scheduled maintenance outages in 2017, this contract is being returned to the initial cost per the terms of the RFP. The contract term specified in the RFP allowed for 4 one-year extensions. This the 2nd of those extensions. This contract extension will allow for the needed electrical technical and maintenance work to be completed during the scheduled outages at the WTE.

Fiscal Impact		Budget Account
Select	\$	#
Select	\$	#

Distribution List

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal
March 27, 2017

Subject

Extension of contract with United States Electric Corporation of Washington to provide electrical technical and maintenance support services for the WTEF. May 1, 2017 to April 30, 2018 for a cost of \$90,000.00 plus a 10% administrative reserve of \$9,000.00 for a total of \$99,000.00 excluding taxes.

Background

Electrical technical and maintenance support services were solicited under RFP#4077-14. United States Electric Corporation was selected as the lowest cost of the 2 proposers. A contract was entered into with United States Electric Corporation of Washington in January 2015. In 2016 it was determined that the need for electrical technical and maintenance services would be reduced, so a small contract was issued with United States Electric Corporation. Due to the work planned for the scheduled maintenance outages in 2017 the WTEF this contract is being returned to the initial cost per the terms of the RFP.

The contract term specified in the RFP allowed for 4 one-year extensions. This is the 2nd of those extensions.

Impact

This contract will allow for the needed electrical technical and maintenance work needed to be completed during the scheduled outages at the WTEF.

Action

Recommend approval.

Funding

Funding is included in the 2017 repair and maintenance budget for the WTEF.



City of Spokane

CONTRACT AMENDMENT / EXTENSION

Title: **ELECTRIC MAINTENANCE AND SUPPORT SERVICES
TO THE CITY'S WASTE TO ENERGY FACILITY (WTE)**

This Contract Amendment / Extension is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **United States Electric Corporation of Washington, Inc.**, whose address is PO Box 87, Olympia, Washington, 98507 as ("Contractor"). Individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Contractor agreed to provide for the City electrical technical and maintenance support services for the City's Waste To Energy Facility (WTE), in response to a formal City solicitation; and

WHEREAS, a change or revision of the Work has been requested, and the Contract time for performance needs to be extended, thus the original Contract needs to be formally Amended and Extended by this written document; and

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

1. CONTRACT DOCUMENTS.

The original Contract executed by the parties on May 5, 2015 and May 28, 2015, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Amendment / Extension shall become effective upon signatures of the parties and end on April 30, 2018.

3. EXTENSION.

The Contract Amendment / Extension is hereby extended and shall run through April 30, 2018.

4. COMPENSATION.

The City shall pay an additional amount not to exceed **NINETY THOUSAND AND NO/100 DOLLARS (\$90,000.00)** for everything furnished and done under this Contract Amendment / Extension. This is the maximum amount to be paid under this Amendment / Extension, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

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

**UNITED STATES ELECTRIC CORPORATION
OF WASHINGTON, INC.**

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Additional Scope of Work document

17-033

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/28/2017

Clerk's File #

OPR 2017-0256

Renews #**Submitting Dept**

SOLID WASTE DISPOSAL

Cross Ref #**Contact Name/Phone**

DAVID PAINE 625-6878

Project #**Contact E-Mail**

DPAINE@SPOKANECITY.ORG

Bid #

RFP #4302-17

Agenda Item Type

Contract Item

Requisition #

CR 17964

Agenda Item Name

CONTRACT FOR CHEMICAL MANAGEMENT AND WATER TREATMENT FOR THE

Agenda Wording

Contract with Nalco Company, Spokane, for chemical management program and water treatment for the WTE. April 1, 2017 to March 31, 2019. \$28,772.50 plus a 10% administrative reserve of \$2,877.25 for a total of \$31,649.75 excluding taxes.

Summary (Background)

The WTE boiler and component cooling water system requires chemical management and treatment for all water used to protect the boiler and components. RFP#4302-17 was issued to solicit a vendor to provide all testing, chemicals, tanks, feed pumps, and equipment to maintain reliable chemistry for boiler water. Four responses were received. Nalco was determined to be the most qualified proposer. The contract is for 2 years, with three 1-year extensions, for a total contract not to exceed 5 years.

Fiscal Impact**Budget Account**

Expense \$ 31,649.75

4490-44100-37148-53203

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

CONKLIN, CHUCK

Study Session

PWC 3/27/17

Division Director

CONKLIN, CHUCK

Other**Finance**

DOVAL, MATTHEW

Distribution List**Legal**

WHALEY, HUNT

ttauscher@spokanecity.org

For the Mayor

SANDERS, THERESA

jsalstrom@spokanecity.org

Additional Approvals

tprince@spokanecity.org

Purchasing

PRINCE, THEA

mdoval@spokanecity.org



City of Spokane

PERSONAL SERVICES AGREEMENT

Title: **Chemical Management and Water Treatment Services per RFP #4302-17**

This Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **NALCO COMPANY**, whose address is 421 West Riverside Avenue, Suite 770, Spokane, Washington 99201 as ("Consultant").

Whereas, the Consultant was selected from a Request for Proposals #4302-17.

-- NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:

1. TERM OF AGREEMENT.

The term of this Agreement begins on April 1, 2017, and ends on March 31, 2019, unless amended by written agreement or terminated earlier under the provisions. Contract renewals or extensions shall be initiated at the discretion of the City and subject to mutual agreement. The contract may be extended for three (3) additional one-year contract periods with the total contract period not to exceed five (5) years.

2. TIME OF BEGINNING AND COMPLETION.

The Consultant shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

3. SCOPE OF WORK.

The General Scope of Work for this Agreement is described in Exhibit A, which is attached to and made a part of this Agreement. In the event of a conflict or discrepancy in the Agreement documents, this City Consultant Agreement controls.

The Consultant shall provide the following services for the City:

Chemical Management Program and Treatment Chemicals to Protect the Boiler and Component Cooling Water System And Lab Reagents For All Water Testing For Water Treatment Testing And Control as well as Tank(s) and Feed Pump System at the Waste to Energy Facility per scope of work in RFP #4302-17.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of

completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

4. COMPENSATION / PAYMENT.

Total compensation for Consultant's services under this Agreement shall be a maximum amount not to exceed **TWENTY EIGHT THOUSAND SEVEN HUNDRED SEVENTY TWO AND 50/100 DOLLARS (\$28,772.50)**, unless modified by a written amendment to this Agreement. This is the maximum amount to be paid under this Agreement for the work described in Section 3 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

The Company shall submit its applications for payment to Wastewater Maintenance Department, 909 East Sprague Avenue, Spokane, Washington 99202. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

5. TAXES, FEES AND LICENSES.

- A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

6. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

7. REIMBURSABLES

If reimbursables under this Agreement are to be included, they are considered part of the maximum amount not to exceed (above), and require the Consultant's submittal of appropriate documentation and actual itemized receipts, the following limitations apply.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Agreement provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. The billing for third party direct expenses specifically identifiable with this project shall be an itemized listing of the charges supported by copies of the original bills, invoices, expense accounts, subconsultant paid invoices, and other supporting documents used by the Consultant to generate invoice(s) to the City. The original supporting documents

shall be available to the City for inspection upon request. All charges must be necessary for the services provided under this Agreement.

- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Spokane Travel Policy, details of which can be provided upon request.
- D. **Airfare:** Airfare will be reimbursed at the actual cost of the airline ticket. The City will reimburse for Economy or Coach Fare only. Receipts detailing each airfare are required.
- E. **Meals:** Meals will be reimbursed at the Federal Per Diem daily meal rate for the city in which the work is performed. *Receipts are not required as documentation.* The invoice shall state "the meals are being billed at the Federal Per Diem daily meal rate", and shall detail how many of each meal is being billed (e.g. the number of breakfasts, lunches, and dinners). The City will not reimburse for alcohol at any time.
- F. **Lodging:** Lodging will be reimbursed at actual cost incurred up to a maximum of the published General Services Administration (GSA) Index for the city in which the work is performed (*the current maximum allowed reimbursement amount can be provided upon request*). Receipts detailing each day / night lodging are required. The City will not reimburse for ancillary expenses charged to the room (e.g. movies, laundry, mini bar, refreshment center, fitness center, sundry items, etc.)
- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred (currently that rate for 2016 is 54 cents per mile.) Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.
- H. **Rental Car:** Rental car expenses will be reimbursed at the actual cost of the rental. Rental car receipts are required for all rental car expenses. The City will reimburse for a standard car of a mid-size class or less. The City will not reimburse for ancillary expenses charged to the car rental (e.g. GPS unit).
- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a mark up. Receipts are required for all miscellaneous expenses that are billed.

Subconsultant: Subconsultant expenses will be reimbursed at the actual cost incurred and may not include a mark up. Copies of all Subconsultant invoices that are rebilled to the City are required.

8. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Consultant agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

9. INDEMNIFICATION.

The Consultant shall indemnify and hold the City and the State and their officers and employees harmless from all claims, demands, or suits at law or equity, including but not limited to attorney's fees and litigation costs asserted by third parties for bodily injury (including death) and/or property damage which arise from the Consultant's negligence or willful misconduct under this Agreement; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the conduct of the City, its agents, officers and employees and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the Consultant's agents or employees and (b) the City, its agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence, (2) the costs to the City of defending such claims and suits, etc.; shall be valid and enforceable only to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes potential liability for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the state industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnification provided for in this section shall survive any termination or expiration of this Agreement.

The parties agree that the City is fully responsible for its own negligence, and for its material breaches of this Agreement. It is not the intent of this Section to limit this understanding.

10. INSURANCE.

During the period of the Agreement, the Consultant shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48:

A. **Worker's Compensation Insurance** in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;

B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,500,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this Agreement;

i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of \$1,500,000, in order to meet the insurance coverage limits required in this Agreement; and

C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

D. **Professional Liability Insurance** with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this

Agreement. The coverage must remain in effect for at least two (2) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates Of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Consultant's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. AUDIT.

The Consultant and its sub-consultants shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Consultant and its sub-consultants shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

12. INDEPENDENT CONSULTANT.

The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due.

13. KEY PERSONS.

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Consultant identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

14. ASSIGNMENT AND SUBCONTRACTING.

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall ensure that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

15. TERMINATION.

Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Consultant for all work previously authorized and performed prior to the termination date.

16. STANDARD OF PERFORMANCE.

The standard of performance applicable to Consultant's services will be the degree of skill and diligence normally employed by professional consultants performing the same or similar services at the time the services under this Agreement are performed.

17. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.

Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Consultant shall be safeguarded by the Consultant. The Consultant shall make such data, documents and files available to the City upon the City's request. If the City's use of the Consultant's records or data is not related to this project, it shall be without liability or legal exposure to the Consultant.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

18. ANTI KICK-BACK.

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

19. MISCELLANEOUS PROVISIONS.

- A. **Amendments/Modifications:** This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.
- B. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.
- D. **Captions:** The titles of sections or subsections are for convenience only and do not define or limit the contents.
- E. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- F. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Nei-

ther the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

- G. **Entire Agreement:** This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.
- H. **No personal liability:** No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

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

NALCO COMPANY

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Consultant's UBI #

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Exhibit A – Consultant's Proposal dated January 24, 2017 regarding 4302-17 Chemical Management Program

U2017-130

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal
March 27, 2017

Subject

Contract with Nalco Company for chemical management program and water treatment for the WTE. April 1, 2017 to March 31, 2019. \$28,772.50 plus a 10% administrative reserve of \$2,877.25 for a total of \$31,649.75 excluding taxes.

Background

The WTE boiler and component cooling water system requires chemical management and treatment for all water required to protect the boiler and components.

RFP#4302-17 was issued to solicit a vendor to provide all testing, chemicals, tanks, feed pumps, and equipment as required to maintain reliable chemistry for boiler water.

Four responses were received. Nalco was determined to be the most qualified proposer.

The contract is for 2 years, with three 1-year extensions, for a total contract not to exceed 5 years.

Impact

Maintaining proper chemistry in the boiler feed water and component cooling water system will protect the systems, helping keep the WTE in good operating order.

Action

Recommend approval.

Funding

Funding is included in the 2017 operations budget for the WTE.

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/29/2017

Clerk's File #

OPR 2017-0257

Renews #**Submitting Dept**

SOLID WASTE DISPOSAL

Cross Ref #**Contact Name/Phone**

DAVID PAINE 625-6878

Project #**Contact E-Mail**

DPAINE@SPOKANECITY.ORG

Bid #

RFB #4337-17

Agenda Item Type

Contract Item

Requisition #

CR 17969

Agenda Item Name

4490 CONTRACT FOR MECHANICAL REPAIRS AT THE WTE

Agenda Wording

Contract with Knight Construction & Supply, Inc., Deer Park, for mechanical repairs at the WTE. April 18, 2017 through April 17, 2018. \$1,200,000 plus a 10% administrative reserve of \$120,000 for a contract total of \$1,320,000 excluding taxes.

Summary (Background)

The necessary scheduled and emergency maintenance work at the WTE requires specialized millwright skills. In response to RFB #4337-17, on March 13, 2017, the City received bids from contractors qualified to perform grate module replacement and grate module inspections and repairs on Von Roll Type R-10046 grates in accordance with manufacturer's specifications. Knights Construction & Supply, Inc., was the only bidder.

Fiscal Impact**Budget Account**

Expense \$ 1,320,000.00

4490-44100-37148-54201

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

CONKLIN, CHUCK

Study Session

PWC 3/27/17

Division Director

FEIST, MARLENE

Other**Finance**

DOVAL, MATTHEW

Distribution List**Legal**

WHALEY, HUNT

ttauscher@spokanecity.org

For the Mayor

SANDERS, THERESA

jsalstrom@spokanecity.org

Additional Approvals

tprince@spokanecity.org

Purchasing

PRINCE, THEA

mdoval@spokanecity.org



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

After reviewing the bid, it was determined that Knight Construction & Supply, Inc., is a responsible bidder. The term of the contract is April 18, 2017 through April 17, 2018, with the option to extend the contract for 4 additional 1-year periods, for a total contract term not to exceed 5 years.

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List



City of Spokane

CONTRACT

**Title: MECHANICAL REPAIRS AT THE CITY'S
WASTE TO ENERGY FACILITY (WTE)**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **KNIGHT CONSTRUCTION AND SUPPLY, INC.**, whose address is 28308 North Cedar Road, Deer Park, Washington 99006, as ("Contractor"). Individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE.** The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization, and other items of work and costs necessary for the proper execution and completion of the work described in the City's Request For Bids (RFB # 4337-17) entitled MECHANICAL REPAIRS AT THE CITY'S WASTE TO ENERGY FACILITY (WTE), and in accordance with the attached Contractor's Bid Tabulation response from the City's RFB # 4337-17.
2. **CONTRACT DOCUMENTS.** This Contract, the Contractor's quote constitute the contract documents and are complementary. Federal and state requirements and the terms of this Contract, respectively, supersede other inconsistent provisions. These contract documents are on file with Solid Waste Disposal, 2900 South Geiger Boulevard, Spokane, Washington 99224, and are incorporated into this Contract by reference as if they were set forth at length.
3. **TIME OF PERFORMANCE.** The Contract shall begin on April 1, 2017 and run through March 31, 2018, with the possibility of four (4) one (1) year Extensions/Renewals, for a total Term of five (5) years, upon mutual agreement of the parties, or unless amended by written agreement or terminated earlier under the provisions.
4. **LIQUIDATED DAMAGES.** Liquidated damages shall be in accordance with the contract documents.
5. **TERMINATION.** Either party may terminate this Contract by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and performed prior to the termination date.
6. **COMPENSATION.** The City will pay a maximum amount not to exceed **ONE MILLION EIGHT HUNDRED THOUSAND AND NO/100 (\$1,800,000.00)**, including taxes as applicable, as full compensation for everything furnished and done under this Contract, subject to allowable additions and deductions as provided.
7. **TAXES.** Retail sales tax where applicable shall be added to the amounts due and the Contractor shall be responsible for making payment of the tax to Washington State. The City reserves the right to claim any exemption authorized by law.

8. PAYMENT. The Contractor will send its applications for payment to the Director of Solid Waste Disposal, 2900 South Geiger Boulevard, Spokane, Washington 99224. Payment will be made within thirty (30) days after receipt of the Contractor's application except as provided in RCW 39.76. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. Five percent (5%) of the Contract price may be retained by the City, in accord with RCW 60.28 for a minimum of forty five (45) days after final acceptance, as a trust fund for the protection and payment of: the claims of any person arising under the Contract; and the State with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor.

9. INDEMNIFICATION.

- A. The Contractor is an independent contractor and not the agent or employee of the City. No liability shall attach to the City for entering into this Contract or because of any act or omission of the Contractor except as expressly provided.
- B. The Contractor agrees to defend, indemnify and hold the City harmless from any and all claims, demands, losses and liabilities to or by third parties arising from, resulting from or connected with services performed or to be performed under this Contract by the Contractor, its agents or employees to the fullest extent permitted by law. The Contractor's duty to indemnify the City shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its agents or employees. The Contractor's duty to indemnify the City for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the City or its agents or employees, and (b) the Contractor or its agents or employees, shall apply only to the extent of negligence of the Contractor or its agents or employees. The Contractor's duty to defend, indemnify and hold the City harmless shall include, as to all claims, demands, losses and liability to which it applies, the City's personnel-related costs, reasonable attorneys' fees, court costs and all other claim-related expenses.
- C. **The Contractor waives immunity under Title 51 RCW to the extent necessary to protect the City's interests under this indemnification. This provision has been specifically negotiated.**

10. BONDS. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a payment bond and performance bond on the forms attached, equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

11. INSURANCE. During the term of the Contract, the Contractor shall maintain in force at its own expense, the following insurance coverages:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers;
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,500,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the

Contractor's services to be provided under this Contract;

- C. Property insurance if materials and supplies are furnished by the contractor. The amount of the insurance coverage shall be the value of the materials and supplies of the completed value of improvement. Hazard or XCU (explosion, collapse, underground) insurance should be provided if any hazard exists; and
- D. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Contractor or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Contract, the Contractor shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Contract. The certificate shall specify the City of Spokane as "Additional Insured" specifically for the Contractor's specific services under this Contract, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. CONTRACTOR'S WARRANTY. The Contractor guarantees all work, labor and materials under this Contract for one (1) year following final acceptance. If any unsatisfactory condition or defect develops within that time, the Contractor will immediately place the work in a condition satisfactory to the City and repair all damage caused by the condition or defect. The Contractor will repair or restore to the City's satisfaction, in accordance with the contract documents and at its expense, all property damaged by its performance under this Contract. This warranty is in addition to any manufacturer's or other warranty in the contract documents.

12. WAGES. The Contractor and all subcontractors will submit a "Statement of Intent to Pay Prevailing Wages" certified by the industrial statistician of the Department of Labor and Industries, prior to any payments. The "Statement of Intent to Pay Prevailing Wages" shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Each voucher claim submitted by the Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the "Statement(s) of Intent to Pay Prevailing Wages" on file with the City. Prior to the payment of funds held under RCW 60.28, the Contractor and subcontractors must submit an "Affidavit of Wages Paid" certified by the industrial statistician.

13. STATEMENT OF INTENT TO PAY PREVAILING WAGES TO BE POSTED. The Contractor and each subcontractor required to pay the prevailing rate of wages shall post in a location readily visible at the job site: (1) a copy of a "Statement of Intent to Pay Prevailing Wages" approved by the industrial statistician of the State Department of Labor and Industries; and (2) the address and telephone number of the industrial statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made.

14. FEES. Reimbursement for the fees paid by the Contractor for the approval of "Statements of Intent to Pay Prevailing Wages" and certification of "Affidavits of Wages Paid" by the industrial statistician of the State Department of Labor and Industries will be added to the amounts due the Contractor. The Contractor will remain responsible for the actual submittal of the documents to the industrial statistician. In order to receive this reimbursement the Contractor will be required to submit to the City, prior to final acceptance of the work, a list of its subcontractors at all tiers and have their "Statements of Intent to Pay Prevailing Wages" on file with the City.

15. SUBCONTRACTOR RESPONSIBILITY.

- A. The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the City, the Contractor shall promptly provide documentation to the City demonstrating that the subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.
- B. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:
1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
 2. Have a current Washington Unified Business Identifier (UBI) number;
 3. If applicable, have:
 - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
 - b. A Washington Employment Security Department number, as required in Title 50 RCW;
 - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 - d. An electrical contractor license, if required by Chapter 19.28 RCW;
 - e. An elevator contractor license, if required by Chapter 70.87 RCW.
 4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

16. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.

17. ASSIGNMENTS. The Contractor may not assign, transfer or sublet any part of the work under this Contract, or assign any monies due, without the written approval of the City, except as may be required by law. In the event of assignment of accounts or monies due under this Contract, the Contractor specifically agrees to give immediate written notice to the City Administrator, no later than five (5) business days after the assignment.

18. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Contract.

19. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations applicable to the subject matter of this Contract, and are incorporated herein by reference.

20. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

21. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

22. AUDIT / RECORDS. The Contractor and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Contractor and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

23. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Contractor shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

24. CONSTRUAL. The Contractor acknowledges receipt of a copy of the contract documents and agrees to comply with them. The silence or omission in the contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

25. CONTRACTOR'S ACKNOWLEDGEMENT. The Contractor acknowledges that it has visited the site of the work, has examined it, and is qualified to perform the work required by this Contract.

26. MODIFICATIONS. The City may modify this Contract and order changes in the work whenever necessary or advisable. The Contractor will accept modifications when ordered in writing by the Director of Solid Waste Disposal and the Contract time and compensation will be adjusted accordingly.

28. INTEGRATION. This Contract, including any and all exhibits and schedules referred to herein or therein set forth the entire agreement and understanding between the parties pertaining to the subject matter and merges all prior agreements, negotiations and discussions between them on the same subject matter.

29. FORCE MAJEURE. Neither party shall be liable to the other for any failure or delay in performing its obligations hereunder, or for any loss or damage resulting therefrom, due to: (1) acts of God or public enemy, acts of government, riots, terrorism, fires, floods, strikes, lock outs, epidemics, act or failure to act by the other party, or unusually severe weather affecting City, Contractor or its subcontractors, or (2) causes beyond their reasonable control and which are not foreseeable (each a "Force Majeure Event"). In the event of any such Force Majeure Event, the date of delivery or performance shall be extended for a period equal to the time lost by reason of the delay.

Dated: _____

CITY OF SPOKANE

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

KNIGHT CONSTRUCTION AND
SUPPLY, INC.

By: _____

Title: _____

Email Address, if available: _____

Attachment that is a part of this Contract:

Contractor's Bid Tabulation response from the City's RFB # 4337-17.
Payment Bond
Performance Bond

PAYMENT BOND

We, **KNIGHT CONSTRUCTION AND SUPPLY, INC.**, as principal, and, _____ as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of **ONE MILLION NINE HUNDRED EIGHTY THOUSAND AND NO/100 (\$1,980,000.00)** for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all work and furnish all materials for the **MECHANICAL REPAIRS AT THE CITY'S WASTE TO ENERGY FACILITY (WTE)**. If the principal shall:

- A. pay all laborers, mechanics, subcontractors, material suppliers and all person(s) who shall supply such person or subcontractors;
- B. pay all taxes and contributions, increases and penalties as authorized by law including payment of all taxes incurred on the Contract under title 50 and 51 Revised Code of Washington (RCW) and all taxes imposed on the principal under Title 82 RCW; and
- C. comply with all applicable federal, state and local laws and regulations; then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the Contract or this bond, shall be conclusive against the principal and the Surety, as to the amount of damages, and their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____.

**KNIGHT CONSTRUCTION
AND SUPPLY, INC.,
AS PRINCIPAL**

By: _____

Title: _____

A valid POWER OF ATTORNEY
for the Surety's agent must
accompany this bond.

AS SURETY

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) .ss
County of _____)

I certify that I know or have satisfactory evidence that _____
_____ signed this document; on oath
stated that he/she was authorized to sign the document and acknowledged it as the agent or
representative of the named surety company which is authorized to do business in the State of
Washington, for the uses and purposes mentioned in this document.

DATED on _____.

Signature of Notary

My appointment expires _____

Approved as to form:

Assistant City Attorney

PERFORMANCE BOND

We, **KNIGHT CONSTRUCTION AND SUPPLY, INC.**, as principal, and, _____ as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of **ONE MILLION NINE HUNDRED EIGHTY THOUSAND AND NO/100 (\$1,980,000.00)**, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all work and furnish all materials for the **MECHANICAL REPAIRS AT THE CITY'S WASTE TO ENERGY FACILITY (WTE)**. If the principal shall:

- A. promptly and faithfully perform the Contract, and any contractual guaranty and indemnify and hold harmless the City from all loss, damage or claim which may result from any act or omission of the principal, its agents, employees, or subcontractors; and
- B. comply with all applicable federal, state and local laws and regulations; then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the Contract or this bond, shall be conclusive against the principal and the Surety, not only as to the amount of damages, but also as to their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____

**KNIGHT CONSTRUCTION
AND SUPPLY, INC.**
AS PRINCIPAL

By: _____

Title: _____

A valid POWER OF ATTORNEY
for the Surety's agent must
accompany this bond.

AS SURETY

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) .ss
County of _____)

I certify that I know or have satisfactory evidence that _____
_____ signed this document; on oath
stated that he/she was authorized to sign the document and acknowledged it as the agent or
representative of the named surety company which is authorized to do business in the State of
Washington, for the uses and purposes mentioned in this document.

DATED on _____.

Signature of Notary

My appointment expires _____

Approved as to form:

Assistant City Attorney

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal
March 27, 2017

Subject

Contract with Knight Construction & Supply, Inc., Deer Park, for mechanical repairs at the WTE. April 18, 2017 through April 17, 2018. \$1,200,000.00 plus an administrative reserve of \$180,000.00 for a contract total of \$1,320,000.00 excluding taxes.

Background

The necessary scheduled and emergency maintenance work at the WTE requires specialized millwright skills. In response to RFB #4337-17, on March 13, 2017, the City received bids from contractors qualified to perform grate module replacement and grate module inspections and repairs on Von Roll Type R-10046 grates, and Combustion Engineering continuous ash discharge spreader stoker in accordance with manufacturers' specifications. Knight Construction & Supply, Inc., was the only bidder. After review of the bid it was determined that Knight Construction & Supply, Inc., is a responsible bidder.

The term of the contract is April 18, 2017 through April 17, 2019 with the option to extend the contract for 4 additional 1-year periods.

Impact

Knight Construction has performed this work for the WTE for a number of years and is very knowledgeable of the plant. Having a well-qualified contractor to complete the needed maintenance will help minimize the costs and downtime at the WTE.

Action

Recommend approval of this addendum.

Funding

Funding for this contract addendum is included in the 2017 operations and maintenance budget.

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/28/2017

Clerk's File #

OPR 2017-0258

Renews #**Cross Ref #**

RES 2015-0017

Submitting Dept

SOLID WASTE DISPOSAL

Contact Name/Phone

DAVID PAINE 625-6878

Project #**Contact E-Mail**

DPAINE@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Contract Item

Requisition #

CR 17966

Agenda Item Name

SOLE SOURCE CONTRACT FOR TURBINE OVERHAUL AT WTE

Agenda Wording

Authorization to contract with Dresser Rand Company to perform the overhaul of the Condensing Steam Turbine Generator at the WTE under the terms of the Sole Source Resolution RES 2015-0017. May 1, 2017 through April 30, 2018.

Summary (Background)

The Condensing Steam Turbine Generator uses the steam produced by the WTE to generate electricity, which is used to power the facility, with the remaining being sold. The revenue from the sale of electricity offsets the cost of operations of the WTE. To keep the turbine in good operating condition, it is necessary that it be overhauled periodically. Dresser Rand Company possesses the design, fabrication and manufacturing information to supply service for the turbine.

Fiscal Impact**Budget Account**

Expense \$ 1,320,000.00

4490-44100-94000-56401

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

CONKLIN, CHUCK

Study Session

PWC 3/27/17

Division Director

FEIST, MARLENE

Other**Finance**

DOVAL, MATTHEW

Distribution List**Legal**

WHALEY, HUNT

ttauscher@spokanecity.org

For the Mayor

SANDERS, THERESA

jsalstrom@spokanecity.org

Additional Approvals

tprince@spokanecity.org

Purchasing

mdoval@spokanecity.org



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Contract cost is \$1,200,000.00 with a 10% administrative reserve of \$120,000.00 for a total contract of \$1,320,000.00 excluding taxes.

Summary (Background)

On February 23, 2015, Council approved a sole source resolution declaring Dresser Rand Company the sole source for this service.

Fiscal Impact		Budget Account	
Select	\$		#
Select	\$		#

Distribution List

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal
March 27, 2017

Subject

Authorization to contract with Dresser Rand Company to perform the overhaul of the Condensing Steam Turbine Generator at the WTE under the terms of the Sole Source Resolution RES 2015-0017. May 1, 2017 through April 30, 2018 for a cost of \$1,200,000.00 with a 10% administrative reserve of \$120,000.00 for a total contract of \$1,320,000.00 excluding taxes.

Background

The Condensing Steam Turbine Generator uses the steam produced by the WTE to generate electricity, which is used to power the facility, with the remaining being sold to Avista Utilities. The revenue from the sale of electricity offsets the cost of operations of the WTE. To keep the turbine in good operating condition, it is necessary that it be overhauled periodically.

Dresser Rand Company possesses the design, fabrication, and manufacturing information required to supply maintenance and service for the Turbine at the WTE, therefore on February 23, 2015, Council approved a sole source resolution declaring Dresser Rand Company the sole source for this service.

Impact

Maintaining the WTE in good operating condition will maximize the ability to produce electricity, and reduce the potential for unplanned generator outages, helping maintain the revenues used to offset the costs of operations.

Action

Recommend approval.

Funding

Funding for the condensing steam turbine generator overhaul is include in the 2017 capital budget for the WTE.

02/11/15
883



Agenda Sheet for City Council Meeting of:
02/23/2015

Date Rec'd	2/11/2015
Clerk's File #	RES 2015-0017
Renews #	

Submitting Dept	SOLID WASTE DISPOSAL	Cross Ref #	OPR2015-0017
Contact Name/Phone	CHUCK 625-6524	Project #	
Contact E-Mail	CCONKLIN@SPOKANECITY.ORG	Bid #	
Agenda Item Type	Resolutions	Requisition #	
Agenda Item Name	4490 SOLE SOURCE RESOLUTION DRESSER RAND		

Agenda Wording

A resolution declaring DRESSER RAND COMPANY (Seattle) a sole source for the maintenance, service, and product supplies necessary for the Condensing Steam Turbine Generator Drive Package for the WTE Facility.

Summary (Background)

DRESSER RAND COMPANY possesses the design, fabrication and manufacturing information required to supply maintenance, service and parts to the Turbine at the WTE. The Company can readily respond to maintenance requests for the Turbine. The Turbine is an integral part of the 24 hr/7 day a week operation of the WTE Facility and an interruption in service would likely cause an outage if it were to break down and maintenance/parts were not readily available. Recommend approval of this resolution.

Fiscal Impact		Budget Account	
Expense	\$ 108,700	#	4490-44100-37148-54803
Select	\$	#	
Select	\$	#	
Select	\$	#	
Approvals		Council Notifications	
Dept Head	CONKLIN, CHUCK	Study Session	PWC 1/12/2015
Division Director	GIMPEL, KEN	Other	
Finance	LESESNE, MICHELE	Distribution List	
Legal	WHALEY, HUNT	ttauscher@spokanecity.org	
For the Mayor	CODDINGTON, BRIAN	lbutz@spokanecity.org	
Additional Approvals		mlesesne@spokanecity.org	
Purchasing	PRINCE, THEA		

ADOPTED BY SPOKANE CITY COUNCIL

on 2/23/2015
[Signature]
SPOKANE CITY CLERK

BRIEFING PAPER
Public Works Committee
Solid Waste Disposal Department
January 12, 2015

Subject

Resolution declaring Dresser Rand Company a sole source for maintenance, service, and product supplies necessary for the Condensing Steam Turbine Generator Drive Package.

Background

The Condensing Steam Turbine Generator Drive Package, Serial #D0823, was supplied to the Waste to Energy Facility in 1990. Dresser Rand Company possesses the design, fabrication and manufacturing information required to supply maintenance, service, and parts to the Turbine and can readily respond to maintenance requests.

Impact

The Turbine is an integral part of the 24hr/7 day a week operation of the Waste to Energy Facility, and an interruption in service would likely cause an outage if it were to break down and maintenance/parts were not readily available.

Action

Request approval.

Funding

Funding is included in the 2015 operation and maintenance budget.

RESOLUTION

A resolution declaring Dresser Rand Company (Seattle, WA) a sole source for the maintenance, service, and product supplies necessary for the Condensing Steam Turbine Generator Drive Package, Serial #D0823 supplied to the Waste to Energy Facility in 1990.

WHEREAS, the Waste to Energy Facility is a 24 hr/7 day a week facility and if something goes wrong with the Turbine immediate services will be needed; and

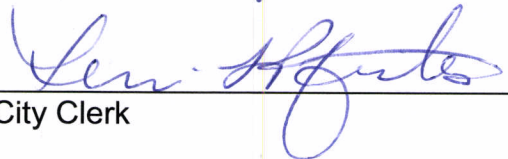
WHEREAS, Dresser Rand Company possesses the design, fabrication and manufacturing information required to supply such maintenance, service and parts to this Turbine; and

WHEREAS, Dresser Rand Company can readily respond to maintenance requests for the Turbine, as the Turbine is an integral part of the 24 hr/7 day a week operation of the Waste to Energy Facility and an interruption in service would likely cause an outage if it were to break down and maintenance/parts not be readily available; and

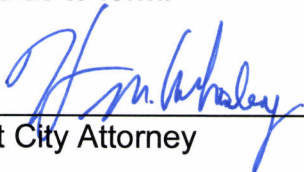
WHEREAS, the cost of the products and related services exceeds the 2015 public bid limit of \$48,400; -- Now, Therefore,

BE IT RESOLVED by the city council for the City of Spokane that it hereby declares Dresser Rand Company a sole source for the maintenance, service and product supplies necessary for the Condensing Steam Turbine Generator Drive Package at an estimated cost of \$100,000.00 per year. And further authorizes the City to contract with Dresser Rand Company for this service without further council action. This Resolution shall be reviewed and updated in five (5) years or sooner if a different brand of equipment is procured.

ADOPTED BY THE CITY COUNCIL ON February 23, 2015


City Clerk

Approved as to form:


Assistant City Attorney



**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/27/2017

Clerk's File #

OPR 2017-0260

Renews #**Submitting Dept**

SOLID WASTE COLLECTION

Contact Name/Phone

SCOTT 625-7806

Contact E-Mail

SWINDSOR@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Agenda Item Name

4500 CONTRACT FOR NEW METAL DUMPSTERS

Cross Ref #**Project #****Bid #**

4319-17

Requisition #

VALUE BLANKET

Agenda Wording

Five-year ontract with Rule Steel Tanks, Inc. (Caldwell, ID) for supplying new metal refuse and recycling containers -- annual estimated expenditure \$300,000 (including tax).

Summary (Background)

Solid Waste Collection owns, operates and maintains an inventory of metal front load, rear load and roll off containers that are used by commercial customers for refuse and recycling services. These containers need to be replaced when they can no longer be refurbished. Bid #4319-17 was issued with two responses received. Rule Steel Tanks, Inc. was the lowest responsive bidder. Solid Waste Collection believes this company will supply quality containers built to the department's

Fiscal Impact

Expense \$ 300,000

Select \$

Select \$

Select \$

Budget Account

various

#

#

#

Approvals**Dept Head**

WINDSOR, SCOTT

Division Director

FEIST, MARLENE

Finance

DOVAL, MATTHEW

Legal

WHALEY, HUNT

For the Mayor

SANDERS, THERESA

Council Notifications**Study Session**

PWC 03/27/17

Other**Distribution List**

swindsor@spokanecity.org

Tax & Licenses

Additional Approvals

Burt.Roberts@rulesteel.com

Purchasing

PRINCE, THEA

rschoonover@spokanecity.org

cwahl@spokanecity.org

jsalstrom@spokanecity.org

bpaschal@spokanecity.org



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

required technical specifications. These new metal containers will be paid for out of the Capital Outlay Equipment and Minor Equipment budget lines in the Solid Waste Operations and Recycling programs.

Fiscal Impact

Select \$

Select \$

Budget Account

#

#

Distribution List

BID TABULATION

BID NUMBER: 4319-17

BID TITLE: FRONT LOAD, REAR LOAD AND ROLL OFF REFUSE/RECYCLING CONTAINERS

DUE DATE: MONDAY, FEBRUARY 27, 2017



CITY OF SPOKANE - PURCHASING
 808 W. Spokane Falls Blvd.
 Spokane, Washington 99201-3316
 (509) 625-6400
 FAX (509) 625-6413

BIDS RECEIVED FROM:	RULE STEEL TANKS, INC. CALDWELL, ID		CAPITAL INDUSTRIES, INC. SEATTLE, WA	
QUANTITY AND DESCRIPTION	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
SECTION 1: REAR LOAD REFUSE/RECYCLING CONTAINERS				
45 EA REAR LOAD REFUSE/RECYCLING CONTAINERS, 1 CUBIC YARD	519.50	23,377.50	510.00	22,950.00
18 EA REAR LOAD REFUSE/RECYCLING CONTAINERS, 2 CUBIC YARD	643.50	11,583.00	560.00	10,080.00
24 EA REAR LOAD REFUSE/RECYCLING CONTAINERS, 3 CUBIC YARD WITH SWING AWAY LIDS	1,190.00	28,560.00	1,315.00	31,560.00
45 EA REAR LOAD REFUSE/RECYCLING CONTAINERS, 4 CUBIC YARD WITH SWING AWAY LIDS	1,455.00	65,475.00	1,435.00	64,575.00
60 EA REAR LOAD REFUSE/RECYCLING CONTAINERS, 6 CUBIC YARD WITH SWING AWAY LIDS	1,880.00	112,800.00	1,895.00	113,700.00
SECTION 2: FRONT LOAD REFUSE/RECYCLING CONTAINERS				
30 EA FRONT LOAD REFUSE/RECYCLING CONTAINERS, 1 CUBIC YARD	460.00	13,800.00	470.00	14,100.00
12 EA FRONT LOAD REFUSE/RECYCLING CONTAINERS, 2 CUBIC YARD	560.75	6,729.00	520.00	6,240.00
12 EA FRONT LOAD REFUSE/RECYCLING CONTAINERS, 3 CUBIC YARD	625.50	7,506.00	600.00	7,200.00
30 EA FRONT LOAD REFUSE/RECYCLING CONTAINERS, 4 CUBIC YARD	736.50	22,095.00	665.00	19,950.00
40 EA FRONT LOAD REFUSE/RECYCLING CONTAINERS, 6 CUBIC YARD	876.80	35,072.00	885.00	35,400.00
SECTION 3: ROLL OFF REFUSE/RECYCLING CONTAINERS				

7 EA ROLL OFF REFUSE/RECYCLING CONTAINERS, 20 CUBIC YARD TUB STYLE WITH DOME LINE	6,295.00	44,065.00	7,730.00	54,110.00
7 EA ROLL OFF REFUSE/RECYCLING CONTAINERS, 30 CUBIC YARD TUB STYLE WITH DOME LINE	7,165.00	50,155.00	8,350.00	58,450.00
SECTION 4: DELIVERY CONTAINERS				
192 EA DELIVERY OF CONTAINERS, REAR LOAD, ALL SIZES	112.50	21,600.00	85.00	16,320.00
124 EA DELIVERY OF CONTAINERS, FRONT LOAD, ALL SIZES	112.50	13,950.00	110.00	13,640.00
14 EA DELIVERY OF CONTAINERS, ROLL OFF, ALL SIZES	385.00	5,390.00	425.00	5,950.00
SUBTOTAL:		\$462,157.50		\$474,225.00
SALES TAX:		\$40,207.70		\$41,257.58
TOTAL BID:		\$502,365.20		\$515,482.58
ADDENDUM 1 ACKNOWLEDGED:	YES		YES	

The Request for bid was e-mailed to 37 Firms/Plan Holders, with 2 bid responses received.

PLEASE NOTE THAT THIS BID TABULATION IS NOT AN INDICATION OF AWARD RECOMMENDATION. CRITERIA, IN ADDITION TO PRICE, ARE EVALUATED TO DETERMINE RESPONSIVE BID MEETING SPECIFICATIONS. AWARD OF BID IS MADE BY CITY COUNCIL.

BRIEFING PAPER
Public Works Committee
Solid Waste Collection
March 27, 2017

Subject

Award of a five year Value Blanket Order for the supplying of new metal refuse and recycling front and rear load containers and roll off containers.

Background

The Solid Waste Collection Department owns, maintains and operates an inventory of metal refuse and recycling containers that need to be replaced when they are no longer repairable. A bid was issued, #4319-17, and two responses were received. Rule Steel Tanks, Inc. Caldwell, ID was the lowest bidder that took no exceptions. The Solid Waste Collection Department believes that this company will provide quality containers for our customers use.

Impact

The cost for purchasing new metal refuse and recycling containers is approximately \$300,000 per year.

Action

Recommend approval.

Funding

These funds are from the operations and recycling capital outlay equipment/machinery budget and/or minor equipment budget.



City of Spokane

CONTRACT

**Title: Purchase of Front Load, Rear Load and
Roll Off Refuse/Recycling Containers**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **RULE STEEL TANKS, INC.**, whose address is 11299 Bass Lane, Caldwell, Idaho 83605, as ("Company"). Individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE.** The Company shall provide for the City of Spokane Solid Waste Collection Department an annual supply of FRONT LOAD, REAR LOAD AND ROLL OFF REFUSE/RECYCLING CONTAINERS.
2. **CONTRACT DOCUMENTS.** The contract documents are this Contract, the City's Request for Bids (RFB # 4319-17), entitled Front Load, Rear Load and Roll Off Refuse/Recycling Containers for the City of Spokane Solid Waste Collection Department, the Company's completed bid proposal form, contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders, and subsurface boring logs (if any). Federal and state requirements and the terms of this Contract, respectively, supersede other inconsistent provisions. These contract documents are on file with the Solid Waste Collection Department, 915 North Nelson Street, Spokane, Washington and are incorporated into this Contract by reference, as if they were set forth at length.
3. **CONTRACT TERM.** The Contract term shall be for five (5) years, beginning upon signature of both parties, unless terminated sooner. Orders will be placed as needed using a blanket order process.
4. **LIQUIDATED DAMAGES.** In the event of delivery delay beyond the date specified in the Bid, the City shall assess, as liquidated damages TEN AND NO/100 DOLLARS (\$10.00) per day per container beyond the completion date specified. The City shall have the right to deduct and retain the amount of such liquidated damages from any monies due or which may become due the Company or to initiate legal proceedings for the collection of same.

5. TERMINATION. This Contract may be terminated in accordance with the contract documents.

6. COMPENSATION. The City shall pay the Company a maximum annual amount of **THREE HUNDRED THOUSAND AND NO/100 DOLLARS (\$300,000.00)**, including applicable sales tax, for everything furnished and done under this contract.

7. TAXES. Retail sales tax where applicable shall be added to the amounts due and the Company shall be responsible for making payment of the tax to Washington State. The City reserves the right to claim any exemption authorized by law. The City reserves the right to claim any exemption authorized by law.

8. PAYMENT. The Company will send its applications for payment to the Solid Waste Collection Department, 915 North Nelson Street, Spokane, Washington 99202. Payment will be made via direct deposit/**ACH** within thirty (30) days after receipt of the Company's application except as provided in RCW 39.76. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

9. INDEMNIFICATION.

A. The Company is an independent Company and not the agent or employee of the City. No liability shall attach to the City for entering into this Contract or because of any act or omission of the Company except as expressly provided.

B. The Company agrees to defend, indemnify and hold the City and Engineers harmless from any and all claims, demands, losses and liabilities to or by third parties arising from, resulting from or connected with services performed or to be performed under this Contract by the Company, its agents or employees to the fullest extent permitted by law. The Company's duty to indemnify the City and Engineers shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City, its agents or employees. The Company's duty to indemnify the City and Engineers for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the City or its agents or employees, and (b) the Company or its agents or employees, shall apply only to the extent of negligence of the Company or its agents or employees. Company's duty to defend, indemnify and hold the City and Engineers harmless shall include, as to all claims, demands, losses and liability to which it applies, the City's personnel-related costs, reasonable attorneys' fees, court costs and all other claim-related expenses.

C. **The Company waives immunity under Title 51 RCW to the extent necessary to protect the City's interests under this indemnification. This provision has been specifically negotiated.**

10. BONDS. The Company may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a performance bond and a payment bond on the forms attached, each equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

11. INSURANCE. The Company represents that it and its employees, agents and subcontractors, in connection with the Contract, are protected against the risk of loss by the insurance coverages required in the contract documents. The policies shall be issued by companies that meet with the approval of the City Risk Manager. The policies shall not be canceled without at least minimum required written notice to the City as Additional Insured.

12. COMPANY'S WARRANTY. The Company's warranty for all work, labor and materials shall be in accordance with the contract documents.

13. SUBCONTRACTOR RESPONSIBILITY. The Company must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in RCW 39.04.350(1) and possesses an electrical Company license, if required by chapter 19.28 RCW, or an elevator Company license, if required by chapter 70.87 RCW. The responsibility criteria are listed in the request for bids document.

14. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Company.

15. ASSIGNMENTS. The Company may not assign, transfer or sublet any part of the work under this Contract, or assign any monies due, without the written approval of the City, except as may be required by law. In the event of assignment of accounts or monies due under this Contract, the Company specifically agrees to give immediate written notice to the City Administrator, no later than five (5) business days after the assignment.

16. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Contract.

17. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations that are incorporated herein by reference.

18. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

19. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

20. AUDIT / RECORDS. The Company and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Company and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

21. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

22. CONSTRUAL. The Company acknowledges receipt of a copy of the contract documents and agrees to comply with them. The silence or omission in the contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

Dated: _____

CITY OF SPOKANE

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

RULE STEEL TANKS, INC.

By: _____

Title: _____

Email Address, if available: _____

Attachments that are a part of this Contract:

Performance Bond

City's Request for Bids (RFB # 4319-17), entitled Front Load, Rear Load and Roll Off Refuse/Recycling Containers for the City of Spokane Solid Waste Collection Department

U2017-129

PERFORMANCE BOND

We, **RULE STEEL TANKS, INC.**, as principal, and _____, as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of THREE HUNDRED THOUSAND AND 00/100 DOLLARS (\$300,000.00), plus a ten percent (10%) administrative reserve, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all work and furnish all materials for the FRONT LOAD, REAR LOAD AND ROLL OFF REFUSE/RECYCLING CONTAINERS FOR THE CITY OF SPOKANE SOLID WASTE COLLECTION DEPARTMENT project defined in the City's Request for Bids (RFB # 4319-17). If the principal shall:

- A. promptly and faithfully perform the contract, and any contractual guaranty and indemnify and hold harmless the City from all loss, damage or claim which may result from any act or omission of the principal, its agents, employees, or subcontractors; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The surety hereby waives notice of and consents to any contract alteration or extension of time made by the City. Any judgment obtained against the City, which relates to or is covered by the contract or this bond, shall be conclusive against the principal and the surety, not only as to the amount of damages, but also as to their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____

RULE STEEL TANKS, INC.

By: _____

Title: _____

_____,
AS SURETY

A valid POWER OF ATTORNEY
for the surety's agent must
accompany this bond.

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____
_____ signed this document; on oath
stated that he/she was authorized to sign the document and acknowledged it as the agent
or representative of the named surety company which is authorized to do business in the
State of Washington, for the uses and purposes mentioned in this document.

DATED on _____.

Signature of Notary

My appointment expires _____

Approved as to form:

Assistant City Attorney

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/27/2017

Clerk's File #

OPR 2017-0261

Renews #**Submitting Dept**

PUBLIC WORKS

Contact Name/Phone

MATT 625-6221

Contact E-Mail

MLOWMASTER@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Agenda Item Name

5200 - PUBLIC WORKS SAFETY PROGRAM

Cross Ref #**Project #****Bid #**

4344-17

Requisition #

CR 17960

Agenda Wording

Contract for a public works safety program with Delta Business Training (Spokane, WA) not to exceed \$50,000 including tax. This contract will have a one (1) year term with four (4) optional annual renewals not to exceed a total of five (5) years.

Summary (Background)

RFP #4344-17 was issued March 6, 2017 to thirty-two (32) firms/plan holders. One (1) proposal was received and opened on March 20, 2017. That proposal was determined by the evaluation committee to be reasonable in cost and responsive to the City's needs. This project will include (but not be limited to) on-site classroom safety sessions, a safety exam and supplemental materials, safety videos, and a recognition program.

Fiscal Impact**Budget Account**

Expense \$ 50,000.00

VARIOUS ENTERPRISE FUND BUDGETS

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

FEIST, MARLENE

Study Session**Division Director**

FEIST, MARLENE

Other

PWC 3/27/2017

Finance

HUGHES, MICHELLE

Distribution List**Legal**

WHALEY, HUNT

DAVE@DELTABUSINESSTRAINING.COM

For the Mayor

SANDERS, THERESA

KGIMPEL@SPOKANECITY.ORG

Additional Approvals

MLOWMASTER@SPOKANECITY.ORG

Purchasing

PRINCE, THEA

CWAHL@SPOKANECITY.ORG

MLOWDON@SPOKANECITY.ORG

SJOHNSON@SPOKANECITY.ORG

TAXES & LICENSES

BRIEFING PAPER
Public Works Committee
Public Works Division
March 27, 2017

Subject

Contract for public works safety program with Delta Business Training (Spokane, WA) not to exceed \$50,000 including tax.

Background

Request for Proposals #4344-17 was issued March 6, 2017 to thirty-two (32) firms/plan holders. One (1) proposal was received and opened on March 20, 2017. The evaluation committee has determined that proposal, from Delta Business Training, responsive to the City's needs and reasonable in cost. This contract will be good for a one (1) year period with four (4) optional annual renewals at mutual agreement not to exceed a total term of five (5) years.

This project will include (but not be limited to) on-site classroom safety sessions, a safety exam and supplemental materials, safety videos, and a recognition program.

Impact

This program will improve the safe job performance of Public Works employees and assist with standardizing safety training across the following departments in the Public Works Division: Solid Waste, Streets, Waste to Energy, Wastewater Maintenance, Wastewater Treatment, and Water & Hydroelectric Services.

Action

Recommend approval.

Funding

Funding for this purchase will be split evenly between the participating enterprise department budgets.



City of Spokane

CONTRACT

**Title: DEVELOP AND IMPLEMENT SAFETY
PROGRAM FOR CITY
PUBLIC WORKS EMPLOYEES**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **DELTA BUSINESS TRAINING, LLC**, whose address is 2301 West Pacific Avenue, Suite 510, Spokane, Washington 99201, as ("Company"). Individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE.** The Company shall provide DEVELOPMENT AND IMPLEMENTATION OF A SAFETY TRAINING PROGRAM; INCLUDING (BUT NOT LIMITED TO) PUBLICATION OF ALL NECESSARY HANDBOOKS, VIDEOS, AND SUPPLEMENTAL MATERIALS, INCLUDING ALL ASSOCIATED TRAINING, EXAMINATION, AND A RECOGNITION PROGRAM IN ACCORDANCE WITH THE PROPOSAL PROVIDED IN RESPONSE TO RFP #4344-17.
2. **CONTRACT TERM.** The Contract shall begin April 14, 2017, and run through April 13, 2018, with the possibility of four (4) one (1) year Extensions/Renewals, for a total Term of five (5) years, upon mutual agreement of the parties, or unless amended by written agreement or terminated earlier under the provisions.
3. **COMPENSATION.** The City shall pay the Company a maximum amount not to exceed **FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00)**, including applicable taxes, for everything furnished and done under this Contract.
4. **PAYMENT.** The Company shall send its application for payment to Wastewater Management, 909 East Sprague Avenue, Spokane, Washington 99202. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law.
5. **COMPLIANCE WITH LAWS.** Each party shall comply with all applicable federal, state, and local laws and regulations applicable to the subject matter of this Contract, and are incorporated herein by reference.
6. **ASSIGNMENTS.** This Contract is binding on the parties and their heirs, successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent.
7. **AMENDMENTS.** This Contract may be amended at any time by mutual written agreement.

8. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Contract.
9. INDEMNIFICATION. The Company shall defend, indemnify and hold harmless the City, its officers and employees, from and against all claims for damages, liability, cost and expense arising out of the negligent conduct of the Company, its officers, employees and subcontractors in connection with the performance of the Contract, except to the extent of those claims arising from the negligence of the City, its officers and employees.
10. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.
11. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.
12. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.
13. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.
14. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.
15. INSURANCE. During the term of the Contract, the Company shall maintain in force at its own expense, the following insurance coverages:
- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;
 - B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,500,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Contract; and
 - C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than

\$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Consultant's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

16. AUDIT / RECORDS. The Company and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Company and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

Dated: _____

CITY OF SPOKANE

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

DELTA BUSINESS TRAINING, LLC

By: _____

Title: _____

E-Mail address: _____



CITY OF SPOKANE
PROPOSAL RESPONSE LIST

PROJECT #: RFP #4344-17

TITLE: PUBLIC WORKS SAFETY PROGRAM

FOR: Public Works Division

DUE: Monday, March 20, 2017

No Addenda

PROPOSALS RECEIVED FROM:

1. Delta Business Training – Spokane, WA

This Request for Proposals was sent to 32 Firms/Plan holders with 1 response.

PLEASE NOTE THAT THIS RESPONSE LIST IS NOT AN INDICATION OF AWARD. PROPOSALS ARE FORWARDED TO THE REQUESTING DEPARTMENT FOR EVALUATION AND RECOMMENDATION TO CITY COUNCIL. AWARD OF CONTRACT IS MADE BY CITY COUNCIL.

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/27/2017

Clerk's File #

OPR 2016-0156

Renews #**Submitting Dept**

CITY ATTORNEY

Contact Name/Phone

NATE ODLE 6288

Contact E-Mail

NODLE@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Cross Ref #**Project #****Bid #****Requisition #**

CLAIMS

Agenda Item Name

0500 AMENDMENT TO SPECIAL COUNSEL CONTRACT

Agenda Wording

Amendment to contract with the firm of Keating, Bucklin & McCormack, Inc., P.S., for outside counsel services in the legal matter of Estate of Daniel Jones v. City of Spokane. Increase of \$201,660.00 for a total of \$250,000.00.

Summary (Background)

The City entered into contract with the above firm for outside legal counsel service in the matter of Estate of Daniel Jones v, City of Spokane. Additional funds are necessary.

Fiscal Impact**Budget Account**

Expense \$ 201,600.00

5800-78100-18680-54601

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

DALTON, PAT

Study Session**Division Director****Other**

Exec Session 3/27/17

Finance

ORLOB, KIMBERLY

Distribution List**Legal**

DALTON, PAT

sestes@kbmlawyers.com

For the Mayor

SANDERS, THERESA

tdinivant@spokanecity.org

Additional Approvals

james.scott@ascrisk.com

Purchasing

nodle@spokanecity.org

jasampson@spokanecity.org

sdhansen@spokanecity.org



City of Spokane

CONTRACT AMENDMENT

Title: **SPECIAL COUNSEL CONTRACT**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **KEATING, BUCKLIN & MCCORMACK, INC., P.S.**, whose address is 800 Fifth Avenue, Suite 4141, Seattle, Washington 98104-3175, as ("Firm"). Individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to shall act as SPECIAL COUNSEL providing legal services and advice to the City and individual officers and employees regarding the matter of the Estate of Daniel Jones consistent with applicable laws and this Contract; and

WHEREAS, a change or revision of the Work has been requested, thus the original Contract needs to be formally Amended by this written document; and

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

1. CONTRACT DOCUMENTS.

The original Contract executed by the parties on January 27, 2016 and February 17, 2016, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Amendment shall become effective upon signatures of the parties.

3. AMENDMENT.

Section 3 of the contract documents is amended to read as follows:

3. **COMPENSATION.** The City shall pay the hourly fees and other charges, as stated in the attached exhibit, up to a maximum amount of ~~FORTY EIGHT THOUSAND FOUR HUNDRED AND NO/100 DOLLARS (\$48,400.00)~~ **TWO HUNDRED ONE THOUSAND SIX HUNDRED AND NO/100 DOLLARS (\$201,600.00)**, as full compensation for everything furnished and done under this this Contract Amendment. The new amount under the original Contract and this Amendment is **TWO HUNDRED FIFTY THOUSAND AND NO/100 (\$250,000.00)**.

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

**KEATING, BUCKLIN &
MCCORMACK, INC., P.S.**

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

17-032



Agenda Sheet for City Council Meeting of:
04/10/2017

Date Rec'd	4/5/2017
Clerk's File #	CPR 2017-0002
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	ACCOUNTING
Contact Name/Phone	LEONARD DAVIS 625-6028
Contact E-Mail	LDAVIS@SPOKANECITY.ORG
Agenda Item Type	Claim Item
Agenda Item Name	5600-CLAIMS-2017

Agenda Wording

Report of the Mayor of pending claims & payments of previously approved obligations through: 4/3/17.
Total:\$ 13,258,646.98 with Parks & Library claims being approved by their respective boards. Claims excluding Parks & Library Total:\$

Summary (Background)

Pages 1-68 Check numbers: 535637 - 536010 ACH payment numbers: 35913 - 36380 On file for review in City Clerks Office: 68 Page listing of Claims NOTE: 2 weeks since last report

<u>Fiscal Impact</u>	<u>Budget Account</u>
Expense \$ 11,404,522.50	# Various
Select \$	#
Select \$	#
Select \$	#

<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	BUSTOS, KIM	<u>Study Session</u>	
<u>Division Director</u>	COOLEY, GAVIN	<u>Other</u>	
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	DALTON, PAT		
<u>For the Mayor</u>	COOLEY, GAVIN		
<u>Additional Approvals</u>			
<u>Purchasing</u>			

REPORT: PG3620
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

APPROVAL FUND SUMMARY

DATE: 04/03/17
TIME: 07:32
PAGE: 1

FUND	FUND NAME	AMOUNT
0100	GENERAL FUND	946,144.71
1100	STREET FUND	358,257.18
1200	CODE ENFORCEMENT FUND	9,126.90
1300	LIBRARY FUND	27,218.26
1380	TRAFFIC CALMING MEASURES	62,707.90
1400	PARKS AND RECREATION FUND	49,197.65
1460	PARKING METER REVENUE FUND	12,101.91
1510	SPOKANE RGL EMERG COM SYS	609.92
1530	LOCAL LAW ENF BLOCK GRANT FUND	17,139.82
1540	HUMAN SERVICES GRANTS FUND	50,312.21
1541	CONTINUUM OF CARE	0.00
1560	FORFEITURES & CONTRIBUTION FND	103,894.95
1570	INTERMODAL FACILITY OPERATION	35,000.00
1590	HOTEL/MOTEL TAX FUND	10,333.33
1620	PUBLIC SAFETY & JUDICIAL GRANT	4,566.18
1630	COMBINED COMMUNICATIONS CENTER	13,118.74
1640	COMMUNICATIONS BLDG M&O FUND	8,966.03
1680	CD/HS OPERATIONS	13,027.86
1690	COMM DEVELOPMENT BLOCK GRANTS	0.00
1695	CDBG REVOLVING LOAN FUND	62,237.09
1710	HOME PROGRAM	0.00
1910	CRIMINAL JUSTICE ASSISTANCE FD	1,440.00
1940	CHANNEL FIVE EQUIPMENT RESERVE	3,306.32
1950	PARK CUMULATIVE RESERVE FUND	11,403.78
1970	FIRE/EMS FUND	452,742.91
3200	ARTERIAL STREET FUND	197,043.19
3346	UTGO 2015 PARKS	159.98
4100	WATER DIVISION	283,115.06
4250	INTEGRATED CAPITAL MANAGEMENT	622,092.82
4300	SEWER FUND	413,999.48
4340	WATER/WW REVENUE BOND FUND	1,998,937.95
4480	SOLID WASTE FUND	189,036.69
4490	SOLID WASTE DISPOSAL	408,368.08
4600	GOLF FUND	6,424.25
4700	DEVELOPMENT SVCS CENTER	16,972.58
5100	FLEET SERVICES FUND	251,293.66
5200	PUBLIC WORKS AND UTILITIES	11,748.51
5300	IT FUND	262,613.00
5310	IT CAPITAL REPLACEMENT FUND	600.56
5400	REPROGRAPHICS FUND	11,705.37
5600	ACCOUNTING SERVICES	9,670.74
5700	MY SPOKANE	4,638.43
5800	RISK MANAGEMENT FUND	25,938.70
5810	WORKERS' COMPENSATION FUND	5,494.80
5820	UNEMPLOYMENT COMPENSATION FUND	10.56
5830	EMPLOYEES BENEFITS FUND	2,173,340.57
5900	ASSET MANAGEMENT FUND OPS	53,578.48
5901	ASSET MANAGEMENT FUND CAPITAL	44,104.08
6060	EMPLOYEES' RETIREMENT FUND	1,058.51
6070	FIREFIGHTERS' PENSION FUND	102,083.14
6080	POLICE PENSION FUND	144,878.19
6785	TRANSPORTATION BENEFIT DIST	40,258.26
6920	CLAIMS CLEARING FUND	5,771.87

REPORT: PG3620
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

APPROVAL FUND SUMMARY

DATE: 04/03/17
TIME: 07:32
PAGE: 2

FUND	FUND NAME	AMOUNT
-----	-----	-----
6960	SALARY CLEARING FUND NEW	1,866,731.34

	TOTAL:	11,404,522.50

REPORT: PG3630
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

DATE: 04/03/17
TIME:
PAGE: 1

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 2

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

0020 - NONDEPARTMENTAL

ARCHBRIGHT INC	LEGAL SERVICES ACH PMT NO. - 80036063	20,611.87
DAVIS WRIGHT TREMAINE	LEGAL SERVICES ACH PMT NO. - 80036275	3,821.42
EASTERN WASHINGTON UNIVERSITY	CONTRACTUAL SERVICES ACH PMT NO. - 80036177	2,767.55
FINANCIAL CONSULTING SOLUTIONS GROUP INC DBA FCS GROUP	SURVEYS/STUDIES ACH PMT NO. - 80036076	8,745.69
HENLEY LEADERSHIP GROUP INC	CONTRACTUAL SERVICES ACH PMT NO. - 80035987	4,500.00
INSLEE, BEST, DOEZIE & RYDER P.S.	LEGAL SERVICES ACH PMT NO. - 80035989	2,000.00
SUMMIT LAW GROUP PLLC	LEGAL SERVICES ACH PMT NO. - 80036302	3,627.00
US BANK CORPORATE TRUST SVCS	OTHER MISC CHARGES ACH PMT NO. - 80035969	300.00

TOTAL FOR 0020 - NONDEPARTMENTAL

46,373.53

0030 - POLICE OMBUDSMAN

BANK OF AMERICA BANKCARD CENTER	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535769	1.30
COPIERS NORTHWEST INC	MISC SERVICES/CHARGES ACH PMT NO. - 80036324	172.13
US BANK	COMPUTERS & PERIPHERAL EQUIP CHECK NO. - 00536000	44.20
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	28.11
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	300.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	554.63

TOTAL FOR 0030 - POLICE OMBUDSMAN

1,100.37

0100 - GENERAL FUND

ANGEL'S BAIL BONDS 815 N MONROE	DEPOSIT-REFUNDS IN PROGRESS CHECK NO. - 00535776	500.00
------------------------------------	---	--------

HONORABLE MAYOR
AND COUNCIL MEMBERS04/03/17
PAGE 3

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

BANK OF AMERICA BANKCARD CENTER	TRAVEL CARD ADVANCE PYMT CHECK NO. - 00535769	3,262.20-
------------------------------------	--	-----------

CATHOLIC CHARITIES	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80036269	41,075.43
CCRC LLC 1325 W 1ST AVE	PERMIT REFUNDS PAYABLE CHECK NO. - 00535642	2,700.00
CHERYL ROCHDE 6104 N ELM	DEPOSIT - RESTITUTION CHECK NO. - 00535826	60.00
CLARKS CLEANERS 159 S DIVISION ST	DEPOSIT - RESTITUTION CHECK NO. - 00535983	25.00
DSHS/ESA/FINANCE UNIT PO BOX 45445	DEPOSIT-REFUNDS IN PROGRESS CHECK NO. - 00535950	252.00
FRANK FORREST GILES 9717 N STEVENS ST	DEPOSIT-REFUNDS IN PROGRESS CHECK NO. - 00535645	136.00
GOODWILL INDUSTRIES OF THE INLAND NORTHWEST	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80036284	134,340.15
JESSICA M VARGAS 8948 GOODRICH	DEPOSIT - RESTITUTION CHECK NO. - 00535647	40.00
KAREN WHEELRIGHT 816 E 35TH AVE	DEPOSIT - RESTITUTION CHECK NO. - 00535827	100.00
LOIS FAYE YEAGER 4871 WILLIAMS VALLEY RD	DEPOSIT-CASH BAIL BONDS CHECK NO. - 00535825	1,000.00
MARK A ANDERSON 3501 W NORTHWEST BLVD	DEPOSIT - RESTITUTION CHECK NO. - 00535653	100.00
NAOMI SMITH 4680 W REEVES ST	DEPOSIT-REFUNDS IN PROGRESS CHECK NO. - 00535664	70.00
PAR ACCEPTANCE 1718 W BROADWAY	DEPOSIT-REFUNDS IN PROGRESS CHECK NO. - 00535650	178.00
POTELCO INC 14103 STEWART ROAD	PERMIT REFUNDS PAYABLE CHECK NO. - 00535761	420.00
RICHARD BERGER 3928 N MADISON	DEPOSIT - RESTITUTION CHECK NO. - 00535733	100.00
RICKY LEE ARNOLD 1927 E HERROY AVE	DEPOSIT-REFUNDS IN PROGRESS CHECK NO. - 00535654	136.00
SOUTHWEST SPOKANE COMMUNITY CENTER	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035961	1,975.00
SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035963	2,814.67
SPOKANE HOUSING AUTHORITY DBA NE WASHINGTON HOUSING	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80036301	8,519.33

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 4

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

SPOKANE NEIGHBORHOOD ACTION PARTNERS	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80036357	37,367.93
TRANSITIONS DBA TRANSITIONAL PROGRAMS FOR WOMEN	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035968	61,954.87
US BANK	PCARD ADVANCE PYMT REC	

	CHECK NO. - 00536000	328,715.11-
US BANK TRAVEL CARD	TRAVEL CARD ADVANCE PYMT	
	CHECK NO. - 00535780	49,872.39-
VALLEY EMPIRE	DEPOSIT-REFUNDS IN PROGRESS	
8817 E MISSION SUITE 101	CHECK NO. - 00535988	52.00
VOLUNTEERS OF AMERICA OF	GRANT CASH PASS THRU ACCOUNT	
EASTERN WA & N IDAHO	ACH PMT NO. - 80035970	24,928.33
TOTAL FOR 0100 - GENERAL FUND		63,004.99-

0230 - CIVIL SERVICE

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80036071	228.74
CRAIG E HULT	OTHER MISC CHARGES	
	ACH PMT NO. - 80036104	35.00
CRYSTAL RODGERS	OTHER TRANSPORTATION EXPENSES	
	ACH PMT NO. - 80036106	298.53
GITA GEORGE HATCHER	OTHER TRANSPORTATION EXPENSES	
	ACH PMT NO. - 80036101	238.63
GITA GEORGE HATCHER	PER DIEM	
	ACH PMT NO. - 80036101	14.00
JUDITH GILMORE	OTHER MISC CHARGES	
	ACH PMT NO. - 80036078	35.00
MARK E LINDSEY	OTHER MISC CHARGES	
	ACH PMT NO. - 80036105	35.00
PAMELA DECOUNTER	OTHER MISC CHARGES	
	ACH PMT NO. - 80036072	35.00
US BANK	ADVERTISING	
	CHECK NO. - 00536000	365.04
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT	
	CHECK NO. - 00536000	188.81
US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	333.48
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	CHECK NO. - 00536000	199.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 5

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	REGISTRATION/SCHOOLING	
	CHECK NO. - 00536000	1,300.00
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	1,916.55
US BANK TRAVEL CARD	AIRFARE	
	CHECK NO. - 00535780	764.76
US BANK TRAVEL CARD	LODGING	
	CHECK NO. - 00535780	1,294.53

TOTAL FOR 0230 - CIVIL SERVICE

7,282.07

0260 - CITY CLERK

US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	30.90
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	1,094.13
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	2.69

TOTAL FOR 0260 - CITY CLERK

1,127.72

0300 - HUMAN SERVICES

LUTHERAN COMMUNITY SERVICES NW	CONTRACTUAL SERVICES ACH PMT NO. - 80036347	14,993.10
PARTNERS WITH FAMILIES & CHILDREN: SPOKANE	CONTRACTUAL SERVICES ACH PMT NO. - 80035959	4,183.69
SPOKANE NEIGHBORHOOD ACTION PARTNERS	CONTRACTUAL SERVICES ACH PMT NO. - 80036357	11,844.42
TRANSITIONS DBA TRANSITIONAL PROGRAMS FOR WOMEN	CONTRACTUAL SERVICES ACH PMT NO. - 80036305	11,485.12
VOLUNTEERS OF AMERICA OF EASTERN WA & N IDAHO	CONTRACTUAL SERVICES ACH PMT NO. - 80036308	6,234.54
YFA CONNECTIONS	CONTRACTUAL SERVICES ACH PMT NO. - 80035943	3,346.67

TOTAL FOR 0300 - HUMAN SERVICES

52,087.54

0320 - COUNCIL

BANK OF AMERICA BANKCARD CENTER	AIRFARE CHECK NO. - 00535769	50.00
------------------------------------	---------------------------------	-------

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 6

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

BANK OF AMERICA BANKCARD CENTER	LODGING CHECK NO. - 00535769	442.26
BANK OF AMERICA BANKCARD CENTER	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535769	53.50
BANK OF AMERICA BANKCARD CENTER	REGISTRATION/SCHOOLING CHECK NO. - 00535769	18.00
EASTERN WASHINGTON UNIVERSITY	CONTRACTUAL SERVICES ACH PMT NO. - 80036278	6,963.89
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	348.22

US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	2,371.63
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	274.00
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	133.60
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING CHECK NO. - 00535780	100.00

TOTAL FOR 0320 - COUNCIL	-----	10,755.10
--------------------------	-------	-----------

0330 - PUBLIC AFFAIRS/COMMUNICATIONS

THE FIG TREE/SPOKANE ECUMENICAL MINISTRIES	ADVERTISING CHECK NO. - 00535980	140.00
US BANK	ADVERTISING CHECK NO. - 00536000	15.00
US BANK	CONTRACTUAL SERVICES CHECK NO. - 00536000	1,295.12
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	231.83
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	1,207.48
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	1,673.21
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	268.40
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	20.17

TOTAL FOR 0330 - PUBLIC AFFAIRS/COMMUNICATIONS	-----	4,851.21
--	-------	----------

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 7

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

0350 - COMMUNITY CENTERS

EAST CENTRAL COMMUNITY ORGANIZATION	CONTRACTUAL SERVICES ACH PMT NO. - 80035977	28,703.83
NE COMMUNITY CENTER ASSN	CONTRACTUAL SERVICES ACH PMT NO. - 80035992	31,476.12

TOTAL FOR 0350 - COMMUNITY CENTERS	-----	60,179.95
------------------------------------	-------	-----------

0370 - ENGINEERING SERVICES

ABM JANITORIAL SERVICES SOUTH SOUTH CENTRAL INC dba	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80036312	741.97
JOEL GRAFF	LOCAL MILEAGE CHECK NO. - 00535948	58.85

MARK MELNICK	LOCAL MILEAGE CHECK NO. - 00535762	9.63
MICHELE L DAILEY	LOCAL MILEAGE ACH PMT NO. - 80036100	6.96
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	2,247.74
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	2,559.70
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	105.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	11,694.96
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	390.10
WA STATE DEPT OF HEALTH	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00535809	1,511.00
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	80.00
WESTERN REBAR	OPERATING SUPPLIES ACH PMT NO. - 80036098	27.18
TOTAL FOR 0370 - ENGINEERING SERVICES		19,433.09

0410 - FINANCE

US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	388.56
HONORABLE MAYOR AND COUNCIL MEMBERS		04/03/17 PAGE 8
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	28.99
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	180.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	2,546.18
TOTAL FOR 0410 - FINANCE		3,143.73

0430 - GRANTS MANAGEMENT

US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	1,879.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	739.96
TOTAL FOR 0430 - GRANTS MANAGEMENT		2,618.96

0450 - COMM & NEIGHBHD SVCS DIVISION

FLECK LLC	CONTRACTUAL SERVICES	
DBA CROWN SPEAKERS	ACH PMT NO. - 80036017	422.60
NEXUS INLAND NW	INTERPRETER COSTS	
	ACH PMT NO. - 80036230	112.98
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	580.42
US BANK TRAVEL CARD	AIRFARE	
	CHECK NO. - 00535780	412.39
US BANK TRAVEL CARD	LODGING	
	CHECK NO. - 00535780	437.39
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES	
	CHECK NO. - 00535780	30.00

TOTAL FOR 0450 - COMM & NEIGHBHD SVCS DIVISION	1,995.78
--	----------

0470 - HISTORIC PRESERVATION

US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	8.75
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	300.67
US BANK TRAVEL CARD	LODGING	
	CHECK NO. - 00535780	131.81

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 9

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 0470 - HISTORIC PRESERVATION	441.23
--	--------

0500 - LEGAL

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80036071	371.73
LANGUAGE LINE SERVICES	INTERPRETER COSTS	
LANGUAGE LINE LLC	ACH PMT NO. - 80036026	32.43
THOMSON WEST	PUBLICATIONS	
WEST PUBLISHING PAYMENT CTR	ACH PMT NO. - 80035967	4,032.29
US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	492.75
US BANK	REGISTRATION/SCHOOLING	
	CHECK NO. - 00536000	69.19
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	8,241.25
US BANK TRAVEL CARD	CLE TRAVEL	
	CHECK NO. - 00535780	450.00

US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	44.97
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING CHECK NO. - 00535780	200.00
YWCA	PROFESSIONAL SERVICES ACH PMT NO. - 80036059	1,898.69

TOTAL FOR 0500 - LEGAL

15,833.30

0520 - MAYOR

US BANK	CONTRACTUAL SERVICES CHECK NO. - 00536000	326.33
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	563.28
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	239.35
US BANK	PROMOTIONAL SUPPLIES CHECK NO. - 00536000	739.83
US BANK	PUBLICATIONS CHECK NO. - 00536000	537.37
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	36.74-

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 10

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	1,752.45
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	1,983.60
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	418.78
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	420.81
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	2.88
WA STATE DEPT OF REVENUE	PROMOTIONAL SUPPLIES -	11.51
WA STATE DEPT OF REVENUE	PUBLICATIONS -	35.22

TOTAL FOR 0520 - MAYOR

6,994.67

0550 - NEIGHBORHOOD SERVICES

ALLIED ENVELOPE	PRINTING/BINDING/REPRO ACH PMT NO. - 80035973	38.94
CDW GOVERNMENT INC	OFFICE SUPPLIES	

	ACH PMT NO. - 80036270	1,103.31
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	874.18
TOTAL FOR 0550 - NEIGHBORHOOD SERVICES		2,016.43
0560 - MUNICIPAL COURT		
COMCAST	IT/DATA SERVICES	
	CHECK NO. - 00535755	106.15
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80036071	929.67
LOOMIS ARMORED US INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80035990	2,471.04
SPOKANE COUNTY SUPERIOR COURT	JURY COSTS	
SPOKANE COUNTY TREASURER	ACH PMT NO. - 80036361	641.78
US BANK	COMPUTERS & PERIPHERAL EQUIP	
	CHECK NO. - 00536000	47.02
US BANK	MINOR EQUIPMENT	
	CHECK NO. - 00536000	139.13
HONORABLE MAYOR		04/03/17
AND COUNCIL MEMBERS		PAGE 11
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	610.22
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	CHECK NO. - 00536000	681.63
US BANK	REGISTRATION/SCHOOLING	
	CHECK NO. - 00536000	450.00
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	7,612.27
US BANK TRAVEL CARD	AIRFARE	
	CHECK NO. - 00535780	50.00
US BANK TRAVEL CARD	LODGING	
	CHECK NO. - 00535780	798.39
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES	
	CHECK NO. - 00535780	60.00
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING	
	CHECK NO. - 00535780	65.21
VALLEY EMPIRE COLLECTION	CASH OVER/SHORT	
8817 E MISSION SUITE 101	CHECK NO. - 00535992	164.61
WA STATE DEPT OF REVENUE	COMPUTERS & PERIPHERAL EQUIP	
	-	2.96
TOTAL FOR 0560 - MUNICIPAL COURT		14,830.08

0570 - OFFICE OF HEARING EXAMINER

BRIAN MCGINN	OTHER TRANSPORTATION EXPENSES	
	ACH PMT NO. - 80035972	107.00
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	491.71
TOTAL FOR 0570 - OFFICE OF HEARING EXAMINER		598.71

0620 - HUMAN RESOURCES

DELL MARKETING LP	OFFICE SUPPLIES	
%DELL USA LP	ACH PMT NO. - 80036276	144.56
NAVEX GLOBAL INC	PROFESSIONAL SERVICES	
	ACH PMT NO. - 80036349	7,206.05
OCCUPATIONAL MEDICINE	MEDICAL SERVICES	
ASSOCIATES PS	ACH PMT NO. - 80035994	20.00
US BANK	ADVERTISING	
	CHECK NO. - 00536000	395.00
HONORABLE MAYOR		04/03/17
AND COUNCIL MEMBERS		PAGE 12

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	218.66
US BANK	REGISTRATION/SCHOOLING	
	CHECK NO. - 00536000	454.00
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	1,469.06
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES	
	-	13.92
WILDROSE LTD dba	OFFICE SUPPLIES	
WILDROSE GRAPHICS	ACH PMT NO. - 80036162	20.65
TOTAL FOR 0620 - HUMAN RESOURCES		9,941.90

0650 - PLANNING SERVICES

US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT	
	CHECK NO. - 00536000	92.11
US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	55.09
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	CHECK NO. - 00536000	1,629.00
US BANK	REGISTRATION/SCHOOLING	
	CHECK NO. - 00536000	1,419.55
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	3,582.31
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES	
	CHECK NO. - 00535780	6.00-

WA STATE DEPT OF REVENUE

OFFICE SUPPLIES

0.96

TOTAL FOR 0650 - PLANNING SERVICES

6,773.02

0680 - POLICE

A W REHN & ASSOCIATES INC OR SPOKANE CITY TREASURER	HRA-POST EMPLOYMENT ACH PMT NO. - 80036311	10,500.00
ALL SERVICE WEST TOWING	TOWING EXPENSE ACH PMT NO. - 80035944	105.98
ARAMARK UNIFORM SERVICES AUS WEST LOCKBOX	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80036316	523.93
AT&T MOBILITY	MOBILE BROADBAND CHECK NO. - 00535768	244.62

HONORABLE MAYOR
AND COUNCIL MEMBERS04/03/17
PAGE 13

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80036318	6,139.09
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80036318	5,938.78
A-PRO AUTO BODY AND TOWING	TOWING EXPENSE CHECK NO. - 00535661	70.66
BANK OF AMERICA BANKCARD CENTER	TELEPHONE CHECK NO. - 00535769	151.15
BEACON SERVICE INC	LAUNDRY/JANITORIAL SERVICES CHECK NO. - 00535976	847.79
CENTURYLINK	ALARM/SECURITY SERVICES CHECK NO. - 00535977	106.18
CENTURYLINK	TELEPHONE CHECK NO. - 00535977	177.66
COLUMBIA MEDICAL ASSOC LLC	MEDICAL SERVICES CHECK NO. - 00535802	265.00
COOK SECURITY GROUP	ALARM/SECURITY SERVICES ACH PMT NO. - 80036323	240.72
COPIERS NORTHWEST INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036324	210.10
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036174	59.96
CRAIG MEIDL OR JUSTIN LUNDGREN CRAIG MEIDL TRUSTEE	CONFIDENTIAL FUNDS CHECK NO. - 00535736	1,120.00
CRITICAL MENTION INC	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80036327	5,000.00
CW NIELSEN MFG CORP	OPERATING SUPPLIES ACH PMT NO. - 80036175	78.26
DIVINES TOWING/DIV OF	TOWING EXPENSE	

DIVINE CORP	ACH PMT NO. - 80035953	88.32
EVERGREEN STATE TOWING LLC DBA SPOKANE VALLEY TOWING	TOWING EXPENSE ACH PMT NO. - 80036073	423.93
FBI NATIONAL ACADEMY	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00535803	90.00
FBI - LEEDA	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00535979	50.00
FIKES NORTHWEST INC/DIV OF VIKING LOGIC INC	OPERATING SUPPLIES ACH PMT NO. - 80036334	47.41
GALLS LLC	CLOTHING ACH PMT NO. - 80036336	1,118.97

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 14

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

GRAINGER INC	OPERATING SUPPLIES ACH PMT NO. - 80036338	505.53
GUN AGENTS LLC DBA PROTECTION FIRST	MINOR EQUIPMENT ACH PMT NO. - 80035984	1,950.00
GUN AGENTS LLC DBA PROTECTION FIRST	OPERATING SUPPLIES ACH PMT NO. - 80035984	2,002.33
GUN AGENTS LLC DBA PROTECTION FIRST	WEAPONS/FIREARMS/SIGNALGUNS ACH PMT NO. - 80035984	5,460.00
GUNARAMA WHOLESALE INC	OPERATING SUPPLIES ACH PMT NO. - 80036340	261.48
ICMA RETIREMENT TRUST 457 % FIRST NATIONAL BANK OF MD	DEFERRED COMPENSATION-MATCHING CHECK NO. - 00535981	57,749.01
IDAHO CHIEF'S OF POLICE ASSOC.	REGISTRATION/SCHOOLING CHECK NO. - 00535663	350.00
LANGUAGE LINE SERVICES LANGUAGE LINE LLC	INTERPRETER COSTS ACH PMT NO. - 80036137	21.64
LOOMIS ARMORED US INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036188	1,338.23
NELSON'S TOWING AND REPAIR/ DIV OF NELCO SERVICES INC	TOWING EXPENSE ACH PMT NO. - 80036190	70.66
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80036143	1,794.25
PORAC LEGAL DEFENSE FUND % DHS / POLICE BENEFITS ADMIN	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00535975	121.50
ROBERT EARL ALFORD dba ALL SERVICE EAST TOWING	TOWING EXPENSE ACH PMT NO. - 80035945	88.32
ROBERT R COLLINS JR	CLOTHING CHECK NO. - 00535801	120.00
SPOKANE COPS	CONTRACTUAL SERVICES ACH PMT NO. - 80036201	91,143.75
SPOKANE COUNTY 911 SPOKANE COUNTY TREASURER	OPERATING RENTALS/LEASES ACH PMT NO. - 80036362	758.24

SPOKANE COUNTY TREASURER	COUNTY 911 SERVICES ACH PMT NO. - 80036363	56,821.75
SPOKANE COUNTY TREASURER	OTHER INTERGOVT SERVICES ACH PMT NO. - 80036089	100,912.85
SPOKANE COUNTY TREASURER	SPOKANE COUNTY MISC SERVICES ACH PMT NO. - 80036202	463.04
SPOKANE POLICE CHAPLAINCY BOARD	PROFESSIONAL SERVICES ACH PMT NO. - 80036203	9,375.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 15

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

SPOKANE POLICE DEPARTMENT IMPREST FUND	OPERATING SUPPLIES CHECK NO. - 00535998	8.68
SPOKANE TOWING/DIV OF NELCO SERVICES INC	TOWING EXPENSE ACH PMT NO. - 80036204	70.66
ST ANN PARISH	OPERATING RENTALS/LEASES ACH PMT NO. - 80036205	825.00
STANLEY M SLOWIK INC	REGISTRATION/SCHOOLING ACH PMT NO. - 80036365	350.00
UNITED PARCEL SERVICE	POSTAGE CHECK NO. - 00535807	18.70
US BANK	BACKGROUND CHECKS CHECK NO. - 00536000	157.50
US BANK	CLOTHING CHECK NO. - 00536000	3,183.38
US BANK	COMPUTERS & PERIPHERAL EQUIP CHECK NO. - 00536000	403.69
US BANK	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00536000	511.68
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	17,914.68
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	31.32
US BANK	OFFICE FURNITURE (NON CAPITAL) CHECK NO. - 00536000	1,576.41
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	2,903.67
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	33,281.44
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	770.27
US BANK	POSTAGE CHECK NO. - 00536000	101.00
US BANK	PROFESSIONAL SERVICES CHECK NO. - 00536000	138.59

US BANK	PROMOTIONAL SUPPLIES CHECK NO. - 00536000	783.95
US BANK	PUBLICATIONS CHECK NO. - 00536000	659.45
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	25,597.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 16

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	REPAIR & MAINTENANCE SUPPLIES CHECK NO. - 00536000	607.71
US BANK	SOFTWARE (NONCAPITALIZED) CHECK NO. - 00536000	19.95
US BANK	WEAPONS/FIREARMS/SIGNALGUNS CHECK NO. - 00536000	43.37
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	35,436.88
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	4,284.46
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	6,512.40
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	2,816.15
VERIZON WIRELESS BELLEVUE	CELL PHONE ACH PMT NO. - 80036157	13,668.37
VERIZON WIRELESS BELLEVUE	MOBILE BROADBAND ACH PMT NO. - 80036157	14,142.63
VERIZON WIRELESS BELLEVUE	SMART PHONES, IPAD, TABLETS ACH PMT NO. - 80036157	314.64-
WA STATE CRIMINAL JUSTICE TRAINING COMMISSION	REGISTRATION/SCHOOLING ACH PMT NO. - 80036212	700.00
WA STATE DEPT OF AGRICULTURE PESTICIDE MGMT DIVISION	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00535810	50.40
WA STATE DEPT OF REVENUE	CLOTHING -	177.75
WA STATE DEPT OF REVENUE	COMPUTERS & PERIPHERAL EQUIP -	22.35
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	368.94
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	70.12
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	1,398.83
WA STATE DEPT OF REVENUE	POSTAGE -	1.30
WA STATE DEPT OF REVENUE	PROMOTIONAL SUPPLIES	

	-	68.20
WA STATE DEPT OF REVENUE	PUBLICATIONS	
	-	57.36

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 17

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

WA STATE DEPT OF REVENUE	SOFTWARE (NONCAPITALIZED)	
	-	1.74
WASHINGTON LEOFF DEPT OF RETIREMENT SYSTEMS	PENSION LEOFF I CHECK NO. - 00536004	3.04
WASHINGTON LEOFF DEPT OF RETIREMENT SYSTEMS	PENSION LEOFF II CHECK NO. - 00536004	187,885.99
WCP SOLUTIONS	PRINTING/BINDING/REPRO ACH PMT NO. - 80036096	541.19
WEST CENTRAL COMMUNITY DEVELOPMENT ASSOCIATION INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036213	346.60
YWCA	OPERATING RENTALS/LEASES ACH PMT NO. - 80036379	989.70
TOTAL FOR 0680 - POLICE		724,093.95

0690 - PROBATION SERVICES

FEDERAL EXPRESS CORP/DBA FEDEX	POSTAGE ACH PMT NO. - 80036074	21.15
PROFESSIONAL LANGUAGE SERVICES ATTN: ELENA MCGIVERN	INTERPRETER COSTS CHECK NO. - 00535764	156.00
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	65.36
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	232.25
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	2,501.20
TOTAL FOR 0690 - PROBATION SERVICES		2,975.96

0700 - PUBLIC DEFENDER

ARAMARK UNIFORM SERVICES AUS WEST LOCKBOX	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80035947	36.95
BRIAN RAYMON	CLE TRAVEL CHECK NO. - 00535673	1,226.60
CERTIFIED SECURITY SYSTEMS SPOKANE SECURITY SYSTEMS INC	ALARM/SECURITY SERVICES ACH PMT NO. - 80036169	339.14
COPIERS NORTHWEST INC	OFFICE SUPPLIES ACH PMT NO. - 80036225	141.26
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036071	317.35

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

FRANCIS ADEWALE	PARKING/TOLLS (LOCAL) CHECK NO. - 00535797	32.10
JENNIFER PENCE	CLE TRAVEL CHECK NO. - 00535672	731.76
LARRY TANGEN	LEGAL SERVICES ACH PMT NO. - 80036207	617.50
TED PULVER DBA PULVER INVESTIGATIONS	LEGAL SERVICES ACH PMT NO. - 80036196	450.00
US BANK	MISC SERVICES/CHARGES CHECK NO. - 00536000	50.00
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	1,367.56
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	30.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	6,025.58
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	1,515.20
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	2.34
TOTAL FOR 0700 - PUBLIC DEFENDER		12,883.34

0750 - ECONOMIC DEVELOPMENT		

US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	818.06
TOTAL FOR 0750 - ECONOMIC DEVELOPMENT		818.06

1100 - STREET FUND

ABM JANITORIAL SERVICES SOUTH SOUTH CENTRAL INC dba	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80036312	980.19
ADVANCED TRAFFIC PRODUCTS INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036107	8,714.05
ARAMARK UNIFORM SERVICES AUS WEST LOCKBOX	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80036219	33.59
AT & T MOBILITY	MOBILE BROADBAND CHECK NO. - 00535754	660.84
AVERY DENNISON	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036111	5,546.96

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

CITY OF BELLEVUE FLEET OPERATIONS DEPT	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535800	64.00
CORAL SALES COMPANY	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535771	1,049.41
CPM DEVELOPMENT CORP DBA INLAND ASPHALT COMPANY	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036344	24,200.73
DELL MARKETING LP %DELL USA LP	COMPUTER/MICRO EQUIPMENT ACH PMT NO. - 80036329	1,964.11
MARK W O'DONNELL	PERMITS/OTHER FEES CHECK NO. - 00535828	102.00
MICHAEL J BLACKMON DBA NORTHWEST SAFETY	REGISTRATION/SCHOOLING ACH PMT NO. - 80036140	250.00
NARWHAL MET LLC dba WEATHERNET LLC	ADVISORY TECHNICAL SERVICE ACH PMT NO. - 80036253	445.00
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80035994	297.00
ROADWISE INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036297	263,482.95
SENSKE PEST CONTROL SENSKE LAWN & TREE CARE	LANDSCAPE/GROUNDS MAINT ACH PMT NO. - 80036199	171.75
SHAMROCK PAVING CO/DIV OF MURPHY BROS INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036200	2,360.96
SPECIAL ASPHALT PRODUCTS	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80035962	2,940.64
SPOKANE COUNTY WATER DIST NO 3	PUBLIC UTILITY SERVICE CHECK NO. - 00535832	11.87
TRAFFICWARE LTD	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535779	6,015.00
US BANK	CELL PHONE CHECK NO. - 00536000	40.75
US BANK	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00536000	721.67
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	1,863.12
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	3,498.40
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	116.00
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	2,022.45

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 20

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	POSTAGE
---------	---------

	CHECK NO. - 00536000	146.08
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	99.00
US BANK	SMALL TOOLS CHECK NO. - 00536000	381.04
US BANK	UTILITY LIGHT/POWER SERVICE CHECK NO. - 00536000	27.60
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	17,656.04
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	805.46
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	220.89
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	885.91
VERIZON WIRELESS BELLEVUE	IT/DATA SERVICES ACH PMT NO. - 80036094	40.01
VIRGIL L STRATTON	PERMITS/OTHER FEES CHECK NO. - 00535806	102.00
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	12.18
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	7.53
WA STATE DEPT OF REVENUE	OTHER REPAIRS/MAINT SUPPLIES -	538.88
WA STATE GOOD ROADS AND TRANSPORTATION ASSN	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00535678	200.00
WESTERN SYSTEMS INC	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00535836	8,337.59
WHITE BLOCK COMPANY INC	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535813	1,243.53
TOTAL FOR 1100 - STREET FUND		358,257.18

1200 - CODE ENFORCEMENT FUND

CARRIE L PAETSCH DBA NORTH COUNTRY SERVICES	CONTRACTUAL SERVICES ACH PMT NO. - 80036192	3,212.24
CORELOGIC TAX SERVICES LLC 1 FIRST AMERICAN WAY	DEMOLITION LIENS CHECK NO. - 00535823	500.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 21

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

SHAWN C CLARK	REGISTRATION/SCHOOLING CHECK NO. - 00535817	102.00
US BANK	LAUNDRY/JANITORIAL SERVICES CHECK NO. - 00536000	101.59

US BANK	LEGAL SERVICES CHECK NO. - 00536000	147.75
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	33.58
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	1,065.76
US BANK	PARKING/TOLLS (LOCAL) CHECK NO. - 00536000	304.00
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	735.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	2,517.76
VERIZON WIRELESS BELLEVUE	CELL PHONE ACH PMT NO. - 80036094	91.44
WA ASSN OF CODE ENFORCEMENT WACE TREASURER/ORLANDO HOWELL	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80036252	160.00
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	91.83
WA STATE DEPT OF REVENUE	REGISTRATION/SCHOOLING -	63.95
TOTAL FOR 1200 - CODE ENFORCEMENT FUND		9,126.90

1300 - LIBRARY FUND

US BANK	COMPUTERS & PERIPHERAL EQUIP CHECK NO. - 00536000	2,120.72
US BANK	LIBRARY BOOKS/OTHER MATERIALS CHECK NO. - 00536000	29.00
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	473.59
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	7,795.74
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	1,847.73
US BANK	OTHER REPAIRS/MAINTENANCE CHECK NO. - 00536000	87.34

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 22

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	PERMITS/OTHER FEES CHECK NO. - 00536000	57.00
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	1,012.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	13,684.64

WA STATE DEPT OF REVENUE	OFFICE SUPPLIES	12.00
	-	
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES	96.37
	-	
WA STATE DEPT OF REVENUE	OTHER REPAIRS/MAINT SUPPLIES	2.13
	-	
TOTAL FOR 1300 - LIBRARY FUND		27,218.26

1380 - TRAFFIC CALMING MEASURES		

AMERICAN TRAFFIC SOLUTIONS INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80036165	62,707.90
TOTAL FOR 1380 - TRAFFIC CALMING MEASURES		62,707.90

1400 - PARKS AND RECREATION FUND		

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80036071	314.76
MCKINSTRY CO LLC	MISC SERVICES/CHARGES	
LOCKBOX	CHECK NO. - 00535954	764.16
OCCUPATIONAL MEDICINE	MEDICAL SERVICES	
ASSOCIATES PS	ACH PMT NO. - 80035994	35.00
US BANK	ADVERTISING	
	CHECK NO. - 00536000	1,384.97
US BANK	BUILDING REPAIRS/MAINTENANCE	
	CHECK NO. - 00536000	1,183.15
US BANK	CONTRACTUAL SERVICES	
	CHECK NO. - 00536000	493.72
US BANK	EQUIPMENT REPAIRS/MAINTENANCE	
	CHECK NO. - 00536000	1,953.98
US BANK	GENERAL REPAIRS/MAINT SUPPLIES	
	CHECK NO. - 00536000	923.56
US BANK	INVENTORY HELD FOR RESALE	
	CHECK NO. - 00536000	1,187.67
HONORABLE MAYOR		04/03/17
AND COUNCIL MEMBERS		PAGE 23
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
US BANK	ITEMS PURCHASED FOR INVENTORY	
	CHECK NO. - 00536000	408.17
US BANK	MINOR EQUIPMENT	
	CHECK NO. - 00536000	1,525.45
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT	
	CHECK NO. - 00536000	380.07
US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	533.88
US BANK	OPERATING RENTALS/LEASES	

	CHECK NO. - 00536000	197.18
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	8,542.87
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	450.00
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	670.78
US BANK	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00536000	44.00
US BANK	PARKING/TOLLS (LOCAL) CHECK NO. - 00536000	6.64
US BANK	PERMITS/OTHER FEES CHECK NO. - 00536000	480.00
US BANK	RECREATIONAL SUPPLIES CHECK NO. - 00536000	1,807.15
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	1,628.63
US BANK	REPAIRS/MAINTENANCE CHECK NO. - 00536000	4,814.60
US BANK	SMALL TOOLS CHECK NO. - 00536000	891.83
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	16,808.87
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	970.20
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	201.60
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	77.45
WA STATE DEPT OF REVENUE	ADVERTISING -	18.79

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 24

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

WA STATE DEPT OF REVENUE	BUILDING REPAIRS/MAINTENANCE -	1.98
WA STATE DEPT OF REVENUE	EQUIPMENT REPAIRS/MAINTENANCE -	78.64
WA STATE DEPT OF REVENUE	GENERAL REPAIRS/MAINT SUPPLIES -	20.59
WA STATE DEPT OF REVENUE	INVENTORY HELD FOR RESALE -	71.34
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	8.00
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	251.09

WA STATE DEPT OF REVENUE	OTH DUES/SUBSCRIPTNS/MEMBERSHP	15.23
	-	
WA STATE DEPT OF REVENUE	RECREATIONAL SUPPLIES	48.17
	-	
WA STATE DEPT OF REVENUE	SMALL TOOLS	3.48
	-	

TOTAL FOR 1400 - PARKS AND RECREATION FUND	49,197.65
--	-----------

1460 - PARKING METER REVENUE FUND

BAKER CONSTRUCTION & DEVELOPMENT	DEPOSIT-MISCELLANEOUS DEPOSITS CHECK NO. - 00535641	50.00
CENTURYLINK	TELEPHONE CHECK NO. - 00535816	109.00
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036071	89.72
DUNCAN PARKING TECHNOLOGIES INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036229	6,834.85
FEDERAL EXPRESS CORP/DBA FEDEX	POSTAGE ACH PMT NO. - 80036074	8.79
LOOMIS ARMORED US INC	CONTRACTUAL SERVICES ACH PMT NO. - 80035990	1,714.58
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	53.07
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	793.54
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	8.50

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 25

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	2,429.86
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES	10.00
	-	

TOTAL FOR 1460 - PARKING METER REVENUE FUND	12,101.91
---	-----------

1510 - SPOKANE RGL EMERG COM SYS

US BANK	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00536000	7.50
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	154.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	281.02

US BANK TRAVEL CARD	AIRFARE	
	CHECK NO. - 00535780	167.40

TOTAL FOR 1510 - SPOKANE RGL EMERG COM SYS	609.92
--	--------

1530 - LOCAL LAW ENF BLOCK GRANT FUND

US BANK	MINOR EQUIPMENT	
	CHECK NO. - 00536000	15,768.00

WA STATE DEPT OF REVENUE	MINOR EQUIPMENT	
	-	1,371.82

TOTAL FOR 1530 - LOCAL LAW ENF BLOCK GRANT FUND	17,139.82
---	-----------

1540 - HUMAN SERVICES GRANTS FUND

CATHOLIC CHARITIES	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80036269	31,431.08

CATHOLIC CHARITIES	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80036269	31,431.08-

GOODWILL INDUSTRIES OF THE INLAND NORTHWEST	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80036284	134,340.15

GOODWILL INDUSTRIES OF THE INLAND NORTHWEST	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80036284	134,340.15-

INTERFAITH HOSPITALITY NETWORK OF SPOKANE	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80035926	17,380.21

SPOKANE NEIGHBORHOOD ACTION PARTNERS	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80035960	75.00

HONORABLE MAYOR AND COUNCIL MEMBERS	04/03/17 PAGE 26
-------------------------------------	---------------------

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

VOLUNTEERS OF AMERICA OF EASTERN WA & N IDAHO	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80035970	39,359.27

VOLUNTEERS OF AMERICA OF EASTERN WA & N IDAHO	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80035970	6,502.27-

TOTAL FOR 1540 - HUMAN SERVICES GRANTS FUND	50,312.21
---	-----------

1541 - CONTINUUM OF CARE

CATHOLIC CHARITIES	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80036269	9,644.35

CATHOLIC CHARITIES	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80036269	9,644.35-

SPOKANE NEIGHBORHOOD ACTION PARTNERS	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80036357	37,367.93

SPOKANE NEIGHBORHOOD ACTION PARTNERS	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80036357	37,367.93-

VOLUNTEERS OF AMERICA OF	CONTRACTUAL SERVICES	
--------------------------	----------------------	--

EASTERN WA & N IDAHO	ACH PMT NO. - 80035970	13,874.48
VOLUNTEERS OF AMERICA OF EASTERN WA & N IDAHO	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035970	13,874.48-
TOTAL FOR 1541 - CONTINUUM OF CARE		0.00

1560 - FORFEITURES & CONTRIBUTION FND

FIRST AMERICAN TITLE INS	LEGAL SERVICES ACH PMT NO. - 80036335	543.50
IBM CORP	SOFTWARE MAINTENANCE ACH PMT NO. - 80036185	21,180.90
LARRY H MILLER TOYOTA LEXIS SPOKANE	VEHICLES CHECK NO. - 00535822	24,950.00
MCCOLLUM FORD SALES INC GUS JOHNSON FORD	VEHICLES ACH PMT NO. - 80035985	24,998.85
PROFORCE LAW ENFORCEMENT PROFORCE MARKETING INC	MINOR EQUIPMENT CHECK NO. - 00535805	11,417.35
SPOKANE COUNTY SUPERIOR COURT	LEGAL SERVICES CHECK NO. - 00535997	240.00
US BANK	COMPUTERS & PERIPHERAL EQUIP CHECK NO. - 00536000	18,370.70
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	547.75

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 27

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

WA STATE DEPT OF REVENUE	COMPUTERS & PERIPHERAL EQUIP -	1,598.25
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	47.65

TOTAL FOR 1560 - FORFEITURES & CONTRIBUTION FND	103,894.95
---	------------

1570 - INTERMODAL FACILITY OPERATION

GOODALE & BARBIERI COMPANY	DEP W/EXTERNAL FISCAL AGENT ACH PMT NO. - 80035924	35,000.00
----------------------------	---	-----------

TOTAL FOR 1570 - INTERMODAL FACILITY OPERATION	35,000.00
--	-----------

1590 - HOTEL/MOTEL TAX FUND

CONNOISSEUR CONCERTS ASSN	CONTRACTUAL SERVICES ACH PMT NO. - 80036069	7,000.00
SPOKANE REGIONAL SPORTS COMMISSION	CONTRACTUAL SERVICES ACH PMT NO. - 80036090	3,333.33

TOTAL FOR 1590 - HOTEL/MOTEL TAX FUND	10,333.33
---------------------------------------	-----------

1620 - PUBLIC SAFETY & JUDICIAL GRANT

ICMA RETIREMENT TRUST 457 % FIRST NATIONAL BANK OF MD	DEFERRED COMPENSATION-MATCHING CHECK NO. - 00535981	801.02
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	77.30
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	1,390.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	207.30
WASHINGTON LEOFF DEPT OF RETIREMENT SYSTEMS	PENSION LEOFF II CHECK NO. - 00536004	2,090.56
TOTAL FOR 1620 - PUBLIC SAFETY & JUDICIAL GRANT		4,566.18

1630 - COMBINED COMMUNICATIONS CENTER

CENTURYLINK	TELEPHONE CHECK NO. - 00535728	249.32
ICMA RETIREMENT TRUST 457 % FIRST NATIONAL BANK OF MD	DEFERRED COMPENSATION-MATCHING CHECK NO. - 00535981	1,264.30

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 28

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

ING LIFE INSURANCE & ANNUITY OR CITY OF SPOKANE TREASURER	DEFERRED COMPENSATION-MATCHING CHECK NO. - 00535982	1,204.28
JEREMY J ATWOOD	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80036163	376.64
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80036033	164.00
SPOKANE FIRE FIGHTERS BENEFIT TRUST	VEBA POST EMPLOYMENT ACH PMT NO. - 80036364	1,000.00
STUART CONSULTING GROUP INC	CONTRACTUAL SERVICES ACH PMT NO. - 80035965	2,400.00
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	613.47
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	12.95
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	92.00
US BANK	PUBLICATIONS CHECK NO. - 00536000	151.42
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	250.00
US BANK	REPAIR & MAINTENANCE SUPPLIES CHECK NO. - 00536000	40.07

US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	4,040.99
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	1.13
WA STATE DEPT OF REVENUE	PUBLICATIONS -	2.27
WASHINGTON LEOFF DEPT OF RETIREMENT SYSTEMS	PENSION LEOFF II CHECK NO. - 00536004	1,255.90

TOTAL FOR 1630 - COMBINED COMMUNICATIONS CENTER	-----	13,118.74
---	-------	-----------

1640 - COMMUNICATIONS BLDG M&O FUND

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80036002	7,357.22
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80036002	1,327.16
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	281.65

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 29

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 1640 - COMMUNICATIONS BLDG M&O FUND	-----	8,966.03
---	-------	----------

1680 - CD/HS OPERATIONS

BANK OF AMERICA BANKCARD CENTER	AIRFARE CHECK NO. - 00535769	1,744.96
BANK OF AMERICA BANKCARD CENTER	LODGING CHECK NO. - 00535769	330.48
BANK OF AMERICA BANKCARD CENTER	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535769	462.47
BANK OF AMERICA BANKCARD CENTER	PER DIEM CHECK NO. - 00535769	8.08
SOFTWAREONE INC	SOFTWARE MAINTENANCE ACH PMT NO. - 80036088	643.65
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	1,106.98
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	401.95
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	255.00
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	2,495.53
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	3,560.11
US BANK TRAVEL CARD	AIRFARE	

	CHECK NO. - 00535780	1,559.28
US BANK TRAVEL CARD	LODGING	
	CHECK NO. - 00535780	414.83
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT	
	-	44.54
TOTAL FOR 1680 - CD/HS OPERATIONS		13,027.86
1690 - COMM DEVELOPMENT BLOCK GRANTS		
SOUTHWEST SPOKANE COMMUNITY CENTER	CONTRACTUAL SERVICES ACH PMT NO. - 80035961	1,975.00
SOUTHWEST SPOKANE COMMUNITY CENTER	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035961	1,975.00-
SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL	CONTRACTUAL SERVICES ACH PMT NO. - 80035963	2,814.67
HONORABLE MAYOR AND COUNCIL MEMBERS		04/03/17 PAGE 30
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035963	2,814.67-
TRANSITIONS DBA TRANSITIONAL PROGRAMS FOR WOMEN	CONTRACTUAL SERVICES ACH PMT NO. - 80035968	61,954.87
TRANSITIONS DBA TRANSITIONAL PROGRAMS FOR WOMEN	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035968	61,954.87-
VOLUNTEERS OF AMERICA OF EASTERN WA & N IDAHO	CONTRACTUAL SERVICES ACH PMT NO. - 80035970	4,551.58
VOLUNTEERS OF AMERICA OF EASTERN WA & N IDAHO	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80035970	4,551.58-
TOTAL FOR 1690 - COMM DEVELOPMENT BLOCK GRANTS		0.00
1695 - CDBG REVOLVING LOAN FUND		
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80036318	44.84
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80036318	179.75
SPOKANE CITY TREASURER	STORMWATER FEES CHECK NO. - 00535995	155.17
SPOKANE NEIGHBORHOOD ACTION PARTNERS	CONTRACTUAL SERVICES ACH PMT NO. - 80036357	61,857.33
TOTAL FOR 1695 - CDBG REVOLVING LOAN FUND		62,237.09
1710 - HOME PROGRAM		
SPOKANE HOUSING AUTHORITY DBA NE WASHINGTON HOUSING	CONTRACTUAL SERVICES ACH PMT NO. - 80036301	8,519.33

SPOKANE HOUSING AUTHORITY	GRANT CASH PASS THRU ACCOUNT	
DBA NE WASHINGTON HOUSING	ACH PMT NO. - 80036301	8,519.33-

TOTAL FOR 1710 - HOME PROGRAM	0.00
-------------------------------	------

1910 - CRIMINAL JUSTICE ASSISTANCE FD

WA STATE DEPT OF CORRECTIONS	STATE OF WASHINGTON	
SPOKANE WORK CREW	ACH PMT NO. - 80036158	1,440.00

TOTAL FOR 1910 - CRIMINAL JUSTICE ASSISTANCE FD	1,440.00
---	----------

1940 - CHANNEL FIVE EQUIPMENT RESERVE

HONORABLE MAYOR	04/03/17
AND COUNCIL MEMBERS	PAGE 31

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	CAMERAS AND PROJECTION EQUIPMT	
	CHECK NO. - 00536000	815.05

US BANK	MINOR EQUIPMENT	
	CHECK NO. - 00536000	2,275.87

WA STATE DEPT OF REVENUE	CAMERAS AND PROJECTION EQUIPMT	
	-	70.91

WA STATE DEPT OF REVENUE	MINOR EQUIPMENT	
	-	144.49

TOTAL FOR 1940 - CHANNEL FIVE EQUIPMENT RESERVE	3,306.32
---	----------

1950 - PARK CUMULATIVE RESERVE FUND

DELL MARKETING LP	COMPUTER/MICRO EQUIPMENT	
%DELL USA LP	ACH PMT NO. - 80036329	11,403.78

TOTAL FOR 1950 - PARK CUMULATIVE RESERVE FUND	11,403.78
---	-----------

1970 - FIRE/EMS FUND

AARON P GOLDMAN	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80036262	52.72

ACTION APPAREL	CLOTHING	
	CHECK NO. - 00535767	186.09

ALSCO DIVISION OF ALSCO INC	LAUNDRY/JANITORIAL SERVICES	
	ACH PMT NO. - 80036217	340.86

ANDERSON POWERSPORTS CORP	VEHICLE REPAIRS/MAINT	
SPROCKET SPORT MOTOTEK	CHECK NO. - 00535778	159.79

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80036002	16,212.75

AVISTA UTILITIES	UTILITY NATURAL GAS	
	ACH PMT NO. - 80036002	16,254.13

B & E ELECTRIC INC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80035915	415.78
BATTERY SYSTEMS INC	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80036115	50.72
BRENNEN J COOKE	REGISTRATION/SCHOOLING ACH PMT NO. - 80036261	200.00
BRIDGESTONE AMERICAS INC dba GCR TIRES & SERVICE	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80035949	20.60
BRIDGESTONE AMERICAS INC dba GCR TIRES & SERVICE	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80035949	1,167.38

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 32

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

BRIDGESTONE AMERICAS INC dba GCR TIRES & SERVICE	VEHICLE REPAIRS/MAINT ACH PMT NO. - 80035949	59.79
CAMTEK INC	ALARM/SECURITY SERVICES ACH PMT NO. - 80036168	363.00
CENTURYLINK	TELEPHONE CHECK NO. - 00535728	306.78
CITY SERVICE VALCON LLC	MOTOR FUEL-OUTSIDE VENDOR ACH PMT NO. - 80036170	6,986.39
CLC SPOKANE LLC TACO BELL	PROTECTIVE INSPECTION FEES CHECK NO. - 00535804	19.00
CONNELL OIL INC DBA CO-ENERGY	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80036171	1,022.21
CONTROL SOLUTIONS NW INC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80036011	356.26
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036012	286.13
CW NIELSEN MFG CORP	CLOTHING ACH PMT NO. - 80036227	1,174.12
DEACONESS MEDICAL CENTER PHARMACY	SAFETY SUPPLIES CHECK NO. - 00535774	3,881.26
DELL MARKETING LP %DELL USA LP	COMPUTER/MICRO EQUIPMENT ACH PMT NO. - 80036122	2,254.70
EMERGENCY SERVICES CONSULTING INC	CONTRACTUAL SERVICES CHECK NO. - 00535731	24,856.00
FEDERAL EXPRESS CORP/DBA FEDEX	POSTAGE ACH PMT NO. - 80036074	6.06
FIKES NORTHWEST INC/DIV OF VIKING LOGIC INC	OPERATING SUPPLIES ACH PMT NO. - 80036180	43.30
FRANK P WOOD	REGISTRATION/SCHOOLING CHECK NO. - 00535837	350.00
FRED'S APPLIANCE INC	MINOR EQUIPMENT CHECK NO. - 00535662	1,954.44
GALLS LLC	CLOTHING	

	ACH PMT NO. - 80036128	993.25
GENERAL FIRE EXTINGUISHER SERVICE INC	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00535821	59.84
HRA VEBA TRUST HRA VEBA TRUST CONTRIBUTIONS	VEBA POST EMPLOYMENT ACH PMT NO. - 80036343	500.00
HUGHES FIRE EQUIPMENT INC	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80036132	894.20

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 33

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

ICMA RETIREMENT TRUST 457 % FIRST NATIONAL BANK OF MD	DEFERRED COMPENSATION-MATCHING CHECK NO. - 00535981	10,932.01
ING LIFE INSURANCE & ANNUITY OR CITY OF SPOKANE TREASURER	DEFERRED COMPENSATION-MATCHING CHECK NO. - 00535982	33,761.60
KENT D BRUCE COMPANY KENT D BRUCE-OWNER	VEHICLE REPAIR & MAINT SUPPLY CHECK NO. - 00535732	21.71
KRONOS INCORPORATED	SOFTWARE MAINTENANCE ACH PMT NO. - 80036025	4,256.20
LAKEYLAND INC DBA NORTHWEST SAFETY CLEAN	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036193	434.60
LUSDEN SPECIALTIES DBA LANDLOCKED DIVERS	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80035927	240.23
MICAH EDWARDS	REGISTRATION/SCHOOLING CHECK NO. - 00535818	200.00
NM-COIN LLC ATTN BRIAN MONETTE	CLOTHING ACH PMT NO. - 80036263	842.43
NORCO INC	SAFETY SUPPLIES ACH PMT NO. - 80036191	88.42
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80036033	15,348.50
PAINTCRAFTERS PLUS INC	VEHICLE REPAIRS/MAINT ACH PMT NO. - 80036195	1,032.65
PLUMB LOCO INC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80036352	21,495.43
SACRED HEART ENGINEERING SERVICES/SACRED HEART MED CTR	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036148	2,220.94
SPOKANE EXERCISE EQUIPMENT SALES AND SERVICE	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036248	119.57
SPOKANE FIRE FIGHTERS BENEFIT TRUST	VEBA POST EMPLOYMENT ACH PMT NO. - 80036364	16,600.00
TORRE REFUSE & RECYCLING DBA SUNSHINE DISPOSAL &	UTIL GARBAGE/WASTE REMOVAL CHECK NO. - 00535738	158.09
UNIFIRE POWER BLOWERS INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036051	119.57
UNIFIRE POWER BLOWERS INC	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80036051	8,685.13

US BANK	CLOTHING CHECK NO. - 00536000	45.61
US BANK	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00536000	1,802.35

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 34

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	1,171.84
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	712.88
US BANK	OFFICE FURNITURE (NON CAPITAL) CHECK NO. - 00536000	395.00
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	2,116.05
US BANK	OPERATING RENTALS/LEASES CHECK NO. - 00536000	685.14
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	5,693.53
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	617.99
US BANK	PERSONAL PROTECTIVE EQUIPMENT CHECK NO. - 00536000	1,619.69
US BANK	POSTAGE CHECK NO. - 00536000	115.58
US BANK	PROMOTIONAL SUPPLIES CHECK NO. - 00536000	769.48
US BANK	PUBLICATIONS CHECK NO. - 00536000	573.44
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	4,989.00
US BANK	REPAIR & MAINTENANCE SUPPLIES CHECK NO. - 00536000	3,701.07
US BANK	SAFETY SUPPLIES CHECK NO. - 00536000	384.28
US BANK	SMALL TOOLS CHECK NO. - 00536000	101.25
US BANK	SOFTWARE (NONCAPITALIZED) CHECK NO. - 00536000	10.86
US BANK	VEHICLE REPAIR & MAINT SUPPLY CHECK NO. - 00536000	6,821.25
US BANK	VEHICLE REPAIRS/MAINT CHECK NO. - 00536000	1,798.68
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	20,395.73

US BANK TRAVEL CARD	AIRFARE	
	CHECK NO. - 00535780	2,063.48

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 35

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK TRAVEL CARD	LODGING	
	CHECK NO. - 00535780	5,412.53
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES	
	CHECK NO. - 00535780	561.22
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING	
	CHECK NO. - 00535780	1,375.00
VERIZON WIRELESS BELLEVUE	CELL PHONE	
	ACH PMT NO. - 80036157	32.48
VERIZON WIRELESS BELLEVUE	IT/DATA SERVICES	
	ACH PMT NO. - 80036157	20.01
WA STATE DEPT OF REVENUE	EQUIPMENT REPAIRS/MAINTENANCE	
	-	156.80
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT	
	-	54.09
WA STATE DEPT OF REVENUE	OFFICE FURNITURE (NON CAPITAL)	
	-	34.36
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES	
	-	12.90
WA STATE DEPT OF REVENUE	PERSONAL PROTECTIVE EQUIPMENT	
	-	12.27
WA STATE DEPT OF REVENUE	PROMOTIONAL SUPPLIES	
	-	34.60
WA STATE DEPT OF REVENUE	PUBLICATIONS	
	-	18.00
WA STATE DEPT OF REVENUE	REPAIR & MAINTENANCE SUPPLIES	
	-	22.93
WA STATE DEPT OF REVENUE	SAFETY SUPPLIES	
	-	33.43
WA STATE DEPT OF REVENUE	VEHICLE REPAIR & MAINT SUPPLY	
	-	64.37
WASHINGTON LEOFF	PENSION LEOFF I	
DEPT OF RETIREMENT SYSTEMS	CHECK NO. - 00536004	17.56
WASHINGTON LEOFF	PENSION LEOFF II	
DEPT OF RETIREMENT SYSTEMS	CHECK NO. - 00536004	179,709.77
WATERSHED LLC	CLOTHING	
	CHECK NO. - 00535812	1,405.04
WAYNE-DALTON DIVISION OF	BUILDING REPAIRS/MAINTENANCE	
OVERHEAD DOOR CORPORATION	CHECK NO. - 00535835	263.86
WESTERN PETERBILT LLC	VEHICLE REPAIR & MAINT SUPPLY	
	ACH PMT NO. - 80036057	161.53

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

WILDROSE LTD dba	CLOTHING	
WILDROSE GRAPHICS	ACH PMT NO. - 80036162	8,737.14
XO COMMUNICATIONS INC	TELEPHONE	
	ACH PMT NO. - 80036058	34.21

TOTAL FOR 1970 - FIRE/EMS FUND	-----	452,742.91
--------------------------------	-------	------------

3200 - ARTERIAL STREET FUND

ABADAN REPROGRAPHICS	CONSTRUCTION OF FIXED ASSETS	
BUSINESS EQUIPMENT CENTER	CHECK NO. - 00535814	5,557.90
ALTA PLANNING AND DESIGN INC	CONSTRUCTION OF FIXED ASSETS	
	CHECK NO. - 00535815	9,689.26
BUDINGER & ASSOCIATES INC	CONSTRUCTION OF FIXED ASSETS	
	ACH PMT NO. - 80036005	1,087.18
COWLES PUBLISHING COMPANY	CONSTRUCTION OF FIXED ASSETS	
DBA THE SPOKESMAN-REVIEW	ACH PMT NO. - 80035952	535.09
HALME CONSTRUCTION INC	CONSTRUCTION OF FIXED ASSETS	
	ACH PMT NO. - 80036183	152,575.40
HISTORICAL RESEARCH ASSOCIATES	CONSTRUCTION OF FIXED ASSETS	
	ACH PMT NO. - 80035956	390.44
LSB CONSULTING ENGINEERS PLLC	CONSTRUCTION OF FIXED ASSETS	
	ACH PMT NO. - 80035958	440.00
PARAMETRIX INC DBA	CONSTRUCTION OF FIXED ASSETS	
TAYLOR ENGINEERING INC	ACH PMT NO. - 80035966	4,970.00
RED DIAMOND CONSTRUCTION INC	CONSTRUCTION OF FIXED ASSETS	
	ACH PMT NO. - 80036355	19,342.41
T LARIVIERE EQUIPMENT &	CONSTRUCTION OF FIXED ASSETS	
EXCAVATION INC	CHECK NO. - 00535766	2,398.33
US BANK	CONSTRUCTION OF FIXED ASSETS	
	CHECK NO. - 00536000	57.18

TOTAL FOR 3200 - ARTERIAL STREET FUND	-----	197,043.19
---------------------------------------	-------	------------

3346 - UTGO 2015 PARKS

US BANK	CONSTRUCTION PROFESSIONAL SRVC	
	CHECK NO. - 00536000	159.98

TOTAL FOR 3346 - UTGO 2015 PARKS	-----	159.98
----------------------------------	-------	--------

4100 - WATER DIVISION

ANATEK LABS INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80036315	20.00
ARAMARK UNIFORM SERVICES	LAUNDRY/JANITORIAL SERVICES	
AUS WEST LOCKBOX	ACH PMT NO. - 80036110	560.58
CINTAS CORPORATION NO 3	CLOTHING	
LOC 606	ACH PMT NO. - 80035950	116.81
CONSOLIDATED SUPPLY CO	INVENTORY PURCHASES FOR WATER	
	ACH PMT NO. - 80036172	1,064.13
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80036071	452.36
CORNELIUS STOOP	REFUNDS	
755 N COLES LOOP	CHECK NO. - 00535643	172.07
DAVID P SHRIVER	REFUNDS	
APT 102	CHECK NO. - 00535666	32.59
DENNIS DOIDGE	PERMITS/OTHER FEES	
	CHECK NO. - 00535775	87.00
DENNIS DOIDGE	REGISTRATION/SCHOOLING	
	CHECK NO. - 00535775	98.00
EDGE CONSTRUCTION SUPPLY	MINOR EQUIPMENT	
	ACH PMT NO. - 80036231	1,220.27
ERIC INABINET	REFUNDS	
6615 S. HIGHLAND PARK DR.	CHECK NO. - 00535984	987.61
ERPORTAL SOFTWARE INC	CAPITALIZED SOFTWARE	
	ACH PMT NO. - 80035921	12,248.61
FEDERAL EXPRESS CORP/DBA FEDEX	POSTAGE	
	ACH PMT NO. - 80036074	310.79
FERGUSON ENTERPRISES INC	INVENTORY PURCHASES FOR WATER	
dba FAMILIAN NW INC	ACH PMT NO. - 80036179	33,115.49
FIKES NORTHWEST INC/DIV OF	CONTRACTUAL SERVICES	
VIKING LOGIC INC	ACH PMT NO. - 80036075	40.63
H D SUPPLY WATERWORKS LTD	INVENTORY PURCHASES FOR WATER	
	ACH PMT NO. - 80036081	13,899.47
H D SUPPLY WATERWORKS LTD	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80036020	123.91
H20 SOLUTIONS LLC	REPAIRS/MAINTENANCE	
	ACH PMT NO. - 80036130	8,017.60
HASKINS STEEL CO INC	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80036341	1,327.13
INLAND POWER & LIGHT CO	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80036345	510.18

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 38

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

JACK BENEDETTO	REFUNDS	
608 E 25TH AVE	CHECK NO. - 00535646	395.83

JACK IN THE BOX ATTN PAOLA/ALPMGR	REFUNDS CHECK NO. - 00535668	2,912.52
KARIN NOVAK 1020 E 19TH AVE	REFUNDS CHECK NO. - 00535669	630.31
KELLY M MOFFATT 10215 N MOSS LANE	REFUNDS CHECK NO. - 00535667	15.80
KENNETH R. HAIRSTON 7512 N AUDUBON ST	REFUNDS CHECK NO. - 00535648	20.68
MICHAEL J BLACKMON DBA NORTHWEST SAFETY	REGISTRATION/SCHOOLING ACH PMT NO. - 80036140	250.00
MURRAY, SMITH & ASSOCIATES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036029	854.50
NEPTUNE TECHNOLOGY GROUP INC	INVENTORY PURCHASES FOR WATER ACH PMT NO. - 80036350	12,026.54
NICHOLAS MELMARK 2568 W RENOIR DR	REFUNDS CHECK NO. - 00535670	108.88
NICKS HOMEMADE BOOTS 6510 E SPRAGUE AVE	REFUNDS CHECK NO. - 00535665	225.69
NORCO INC	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80036085	51.44
NORTHWEST VITAL RECORDS CENTER INC	CONTRACTUAL SERVICES CHECK NO. - 00535734	1,365.05
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80035994	707.00
OLYMPIC FOUNDRY INC	INVENTORY PURCHASES FOR WATER ACH PMT NO. - 80036194	2,047.91
OXARC INC	OPERATING SUPPLIES ACH PMT NO. - 80035995	1,740.51
QLT CONSUMER LEASE SERVICES INC	TELEPHONE CHECK NO. - 00535829	14.91
ROB & SARA KENNEY 1225 W NORTH DRAGON DR	REFUNDS CHECK NO. - 00535986	63.13
RONALD ROWE	PERMITS/OTHER FEES CHECK NO. - 00535735	98.00
RONALD ROWE	REGISTRATION/SCHOOLING CHECK NO. - 00535735	200.00
ROYCE & LINDA CUNEO 502 E TIETON AVE	REFUNDS CHECK NO. - 00535651	5.69

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 39

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

SAJB-WELLHEAD IMPLEMENTATION BOARD PROGRAM	CONTRACTUAL SERVICES ACH PMT NO. - 80036087	25,150.00
SPOKANE CITY TREASURER	DEPOSIT - U-HELP CHECK NO. - 00535676	233.50
SPOKANE CITY TREASURER	OTHER MISC CHARGES	

	CHECK NO. - 00535676	835.28
SPOKANE CITY TREASURER	REFUNDS	
	CHECK NO. - 00535996	100.00
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	DEPOSIT-SALES TAX	
	CHECK NO. - 00535831	111.54
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	EXTERNAL TAXES/OPER ASSESSMT	
	CHECK NO. - 00535831	85,056.06
STANDARD DIGITAL PRINT CO INC DBA STANDARD PRINTWORKS	PRINTING/BINDING/REPRO	
	ACH PMT NO. - 80035938	331.56
THOMAS A NOVAK 3007 W WELLESLEY AVE	REFUNDS	
	CHECK NO. - 00535652	16.66
TRAFFIC SAFETY SUPPLY INC	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80036092	3,435.46
TYLER LE VASSEUR 30416 N ELK CHATTAROY RD	REFUNDS	
	CHECK NO. - 00535987	10.01
US BANK	ADVERTISING	
	CHECK NO. - 00536000	264.14
US BANK	CELL PHONE	
	CHECK NO. - 00536000	136.41
US BANK	CHEMICAL/LAB SUPPLIES	
	CHECK NO. - 00536000	864.81
US BANK	CLOTHING	
	CHECK NO. - 00536000	116.55
US BANK	COMPL MAINTENANCE EXPENSE WO	
	CHECK NO. - 00536000	1,815.92
US BANK	INVENTORY PURCHASES FOR WATER	
	CHECK NO. - 00536000	4,915.86
US BANK	MINOR EQUIPMENT	
	CHECK NO. - 00536000	1,171.82
US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	1,823.83
US BANK	OPERATING SUPPLIES	
	CHECK NO. - 00536000	1,730.58
US BANK	POWER TOOLS/EQUIPMENT	
	CHECK NO. - 00536000	325.01

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 40

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	PRINTING/BINDING/REPRO	
	CHECK NO. - 00536000	60.63
US BANK	PUBLICATIONS	
	CHECK NO. - 00536000	394.83
US BANK	REGISTRATION/SCHOOLING	
	CHECK NO. - 00536000	3,185.00
US BANK	REPAIR & MAINTENANCE SUPPLIES	
	CHECK NO. - 00536000	19,585.05

US BANK	REPAIRS/MAINTENANCE CHECK NO. - 00536000	925.15
US BANK	TESTING SERVICES CHECK NO. - 00536000	10.78
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	28,344.55
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	1,208.09
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	4.55
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING CHECK NO. - 00535780	450.00
VAN NESS FELDMAN LLP	LEGAL SERVICES ACH PMT NO. - 80036210	840.00
WA STATE DEPT OF HEALTH	PERMITS/OTHER FEES CHECK NO. - 00535781	1,027.00
WA STATE DEPT OF REVENUE	CHEMICAL/LAB SUPPLIES -	15.92
WA STATE DEPT OF REVENUE	COMPL MAINTENANCE EXPENSE WO -	80.04
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	7.28
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	52.36
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	62.82
WA STATE DEPT OF REVENUE	PRINTING/BINDING/REPRO -	5.27
WA STATE DEPT OF REVENUE	PUBLICATIONS -	34.35
WA STATE DEPT OF REVENUE	REPAIR & MAINTENANCE SUPPLIES -	236.77

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 41

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 4100 - WATER DIVISION

283,115.06

4250 - INTEGRATED CAPITAL MANAGEMENT

ABADAN REPROGRAPHICS BUSINESS EQUIPMENT CENTER	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00535796	101.26
AECOM TECHNICAL SERVICES INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035999	327,502.02
CENTURY WEST ENGINEERING CORP	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036224	3,061.60

CORNELIUS STOOP 755 N COLES LOOP	REFUNDS CHECK NO. - 00535643	8.37
COWLES PUBLISHING COMPANY DBA THE SPOKESMAN-REVIEW	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035952	100.70
EZRA CROOKS	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535772	468.66
GARCO CONSTRUCTION INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036337	220,439.85
HATCH ASSOCIATES CONSULTANTS INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035986	7,475.50
HISTORICAL RESEARCH ASSOCIATES	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035956	175.86
JACK BENEDETTO 608 E 25TH AVE	REFUNDS CHECK NO. - 00535646	38.91
KARA HEATHERLY	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80036103	170.13
KELLY M MOFFATT 10215 N MOSS LANE	REFUNDS CHECK NO. - 00535667	27.89
MSI ENGINEERS INC MEULINK STAUFFENBERG INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036189	375.00
MURRAY, SMITH & ASSOCIATES INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035929	834.00
OAC SERVICES INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036032	3,584.97
RED DIAMOND CONSTRUCTION INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036355	8,116.82
ROB & SARA KENNEY 1225 W NORTH DRAGON DR	REFUNDS CHECK NO. - 00535986	13.02
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	EXTERNAL TAXES/OPER ASSESSMT CHECK NO. - 00535831	45,409.49

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 42

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TYLER LE VASSEUR 30416 N ELK CHATTAROY RD	REFUNDS CHECK NO. - 00535987	17.66
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	71.85
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	516.06
US BANK	OTHER PROFESSIONAL SERVICES CHECK NO. - 00536000	26.00
US BANK	PUBLICATIONS CHECK NO. - 00536000	161.95
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	246.50
US BANK OR CITY TREASURER	SOCIAL SECURITY	

EMP BENEFITS (CITY)	CHECK NO. - 00535999	3,134.66
-----------------------	----------------------	----------

WA STATE DEPT OF REVENUE	PUBLICATIONS	
	-	14.09

TOTAL FOR 4250 - INTEGRATED CAPITAL MANAGEMENT	622,092.82
--	------------

4300 - SEWER FUND

CORNELIUS STOOP	REFUNDS	
755 N COLES LOOP	CHECK NO. - 00535643	9.38
KELLY M MOFFATT	REFUNDS	
10215 N MOSS LANE	CHECK NO. - 00535667	33.89
ROB & SARA KENNEY	REFUNDS	
1225 W NORTH DRAGON DR	CHECK NO. - 00535986	15.81
THOMAS A NOVAK	REFUNDS	
3007 W WELLESLEY AVE	CHECK NO. - 00535652	1,023.66
TYLER LE VASSEUR	REFUNDS	
30416 N ELK CHATTAROY RD	CHECK NO. - 00535987	10.44

TOTAL FOR 4300 - SEWER FUND	1,093.18
-----------------------------	----------

4310 - SEWER MAINTENANCE DIVISION

ADRIANNE PEARSON	LODGING	
	ACH PMT NO. - 80036380	310.48
ADRIANNE PEARSON	OTHER TRANSPORTATION EXPENSES	
	ACH PMT NO. - 80036380	528.58
ADRIANNE PEARSON	PER DIEM	
	ACH PMT NO. - 80036380	72.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 43

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80036064	4,434.25
AVISTA UTILITIES	UTILITY NATURAL GAS	
	ACH PMT NO. - 80036064	2,058.44
CENTURYLINK	TELEPHONE	
	CHECK NO. - 00535798	329.96
CINTAS CORPORATION NO 3 LOC 606	SAFETY SUPPLIES	
	ACH PMT NO. - 80036009	3,396.56
CITY SERVICE VALCON LLC	MOTOR FUEL-OUTSIDE VENDOR	
	ACH PMT NO. - 80036322	1,792.79
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80036071	269.85
CPM DEVELOPMENT CORP DBA CENTRAL PRE-MIX CONCRETE CO	OTHER REPAIRS/MAINT SUPPLIES	
	ACH PMT NO. - 80036008	218.63
MICHAEL J BLACKMON DBA NORTHWEST SAFETY	REGISTRATION/SCHOOLING	
	ACH PMT NO. - 80036140	350.00

OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80035994	233.75
SPOKANE CITY TREASURER	OTHER MISC CHARGES CHECK NO. - 00535676	835.29
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	EXTERNAL TAXES/OPER ASSESSMT CHECK NO. - 00535831	51,742.50
STANDARD DIGITAL PRINT CO INC DBA STANDARD PRINTWORKS	PRINTING/BINDING/REPRO ACH PMT NO. - 80035938	449.32
TRAFFIC SAFETY SUPPLY INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036050	3,733.85
US BANK	BUILDING REPAIRS/MAINTENANCE CHECK NO. - 00536000	128.41
US BANK	CELL PHONE CHECK NO. - 00536000	136.39
US BANK	CHEMICAL/LAB SUPPLIES CHECK NO. - 00536000	72.75
US BANK	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00536000	320.64
US BANK	IT EXPENSES CHECK NO. - 00536000	476.85
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	477.64
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	982.20

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 44

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	651.44
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	2,526.47
US BANK	OTHER REPAIRS/MAINTENANCE CHECK NO. - 00536000	1,021.80
US BANK	SAFETY SUPPLIES CHECK NO. - 00536000	550.66
US BANK	SMALL TOOLS CHECK NO. - 00536000	302.91
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	12,130.21
VARELA & ASSOCIATES INC	OTHER PROFESSIONAL SERVICES ACH PMT NO. - 80035997	18,531.07
WA STATE DEPT OF REVENUE	IT EXPENSES -	10.38
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	32.10

WHITE BLOCK COMPANY INC	OTHER REPAIRS/MAINT SUPPLIES	
	CHECK NO. - 00535783	2,390.08

TOTAL FOR 4310 - SEWER MAINTENANCE DIVISION	-----	111,498.25
---	-------	------------

4320 - RIVERSIDE PARK RECLAMATION FAC

AVISTA UTILITIES	HEATING SUPPLIES	
	ACH PMT NO. - 80035914	931.09
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80036318	17,527.03
AVISTA UTILITIES	UTILITY NATURAL GAS	
	ACH PMT NO. - 80036318	29,915.41
CDW GOVERNMENT INC	EQUIPMENT REPAIRS/MAINTENANCE	
	ACH PMT NO. - 80036006	119.57
CENTURYLINK	TELEPHONE	
	CHECK NO. - 00535638	2,954.04
CITY SERVICE VALCON LLC	MOTOR FUEL-OUTSIDE VENDOR	
	ACH PMT NO. - 80036322	2,601.32
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80036071	381.58
DALLY ENVIRONMENTAL LLC	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	ACH PMT NO. - 80036328	5,545.65

HONORABLE MAYOR	04/03/17
AND COUNCIL MEMBERS	PAGE 45

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

DELL MARKETING LP	MINOR EQUIPMENT	
%DELL USA LP	ACH PMT NO. - 80036329	1,445.70
DELL MARKETING LP	OTHER REPAIRS/MAINT SUPPLIES	
%DELL USA LP	ACH PMT NO. - 80036276	371.21
DETECTION INSTRUMENTS CORP	MINOR EQUIPMENT	
	CHECK NO. - 00535730	1,605.93
EMPIRE CONCRETE CUTTING INC	OTHER REPAIRS/MAINTENANCE	
	CHECK NO. - 00535820	150.00
FEDERAL EXPRESS CORP/DBA FEDEX	POSTAGE	
	ACH PMT NO. - 80036333	1,131.39
FIKES NORTHWEST INC/DIV OF	MISC SERVICES/CHARGES	
VIKING LOGIC INC	ACH PMT NO. - 80036075	47.40
FISHER SCIENTIFIC	CHEMICAL/LAB SUPPLIES	
	ACH PMT NO. - 80036016	388.36
HACH COMPANY	CHEMICAL/LAB SUPPLIES	
AMERICAN SIGMA	ACH PMT NO. - 80036235	2,704.22
INLAND ENVIRONMENTAL RESOURCES	CHEMICAL/LAB SUPPLIES	
INC	ACH PMT NO. - 80036239	26,340.73
INLAND POWER & LIGHT CO	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80036288	119.70
K & L GATES LLP	PROFESSIONAL SERVICES	

RCAC	ACH PMT NO. - 80036346	6,756.20
KING SOFT WATER COMPANY	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00535640	885.91
NW BIOSOLIDS MGNT ASSN ATTN: MAILE LONO	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80036086	6,308.00
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80035994	65.00
OLIN CORPORATION CHLOR ALKALI	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80036244	14,719.67
SIEMENS DEMAG DELAVAL TURBOMACHINERY INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036041	14,585.37
SIERRA MONITOR CORP	MACHINERY/EQUIPMENT ACH PMT NO. - 80036043	9,822.02
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	EXTERNAL TAXES/OPER ASSESSMT CHECK NO. - 00535831	34,546.13
SVL ANALYTICAL INC	TESTING SERVICES ACH PMT NO. - 80036368	423.00
TESTAMERICA LABORATORIES INC	TESTING SERVICES ACH PMT NO. - 80036049	1,479.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 46

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TRAFFIC SAFETY SUPPLY INC	OPERATING SUPPLIES ACH PMT NO. - 80036250	212.78
TWO RIVERS TERMINAL LLC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80036251	4,312.78
UNITED TECHNOLOGY CORP dba OTIS ELEVATOR CO	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80036372	4,239.30
US BANK	BUILDING REPAIRS/MAINTENANCE CHECK NO. - 00536000	2,853.78
US BANK	CHEMICAL/LAB SUPPLIES CHECK NO. - 00536000	2,692.44
US BANK	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00536000	4,861.19
US BANK	LUBRICANTS CHECK NO. - 00536000	1,007.05
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	296.75
US BANK	MISC SERVICES/CHARGES CHECK NO. - 00536000	17.50
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	3,666.86
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	2,422.61
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	195.00

US BANK	OTHER MISC CHARGES CHECK NO. - 00536000	675.83
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	16,968.23
US BANK	PARKING/TOLLS (LOCAL) CHECK NO. - 00536000	31.25
US BANK	PERMITS/OTHER FEES CHECK NO. - 00536000	88.00
US BANK	PUBLICATIONS CHECK NO. - 00536000	106.97
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	8,606.16
US BANK	SMALL TOOLS CHECK NO. - 00536000	153.85
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	22,082.40

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 47

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	247.66-
VISIONARY COMMUNICATIONS, INC	TELEPHONE CHECK NO. - 00536001	73.12
WA STATE DEPT OF REVENUE	EQUIPMENT REPAIRS/MAINTENANCE -	182.90
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	139.72
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	47.97
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	33.84
WA STATE DEPT OF REVENUE	OTHER REPAIRS/MAINT SUPPLIES -	360.97
WHITNEY EQUIPMENT COMPANY INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036257	3,511.01
WILLIAM STARR	PERMITS/OTHER FEES CHECK NO. - 00535957	148.00
XO COMMUNICATIONS INC	TELEPHONE ACH PMT NO. - 80035942	141.94
YOKOGAWA CORPORATION OF AMERICA	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00535739	9,886.92

TOTAL FOR 4320 - RIVERSIDE PARK RECLAMATION FAC	273,640.09
---	------------

ABADAN REPROGRAPHICS BUSINESS EQUIPMENT CENTER	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00535814	54.62
ADVANCED TRAFFIC PRODUCTS INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036107	4,872.94
AVISTA UTILITIES	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036065	1,637.64
BUDINGER & ASSOCIATES INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035916	7,721.94
CH2M HILL ENGINEERS INC	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00535729	824,678.09
COWLES PUBLISHING COMPANY DBA THE SPOKESMAN-REVIEW	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035952	211.02
GARCO CONSTRUCTION INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036077	8,696.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 48

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

GROUNDWATER SOLUTIONS INC dba WATER SOLUTIONS INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036019	58,692.01
HALME CONSTRUCTION INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036183	3,095.50
HISTORICAL RESEARCH ASSOCIATES	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035956	554.38
JODI LYNN SIEMIENCZUK	RIGHT OF WAY ACH PMT NO. - 80036042	5,000.00
KENNETH A BARRETT	RIGHT OF WAY ACH PMT NO. - 80036004	14,000.00
MICHAEL TERRELL LANDSCAPE ARCHITECTURE PLLC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036027	608.36
MSI ENGINEERS INC MEULINK STAUFFENBERG INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036189	7,125.00
MURRAY, SMITH & ASSOCIATES INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035929	3,414.27
MWH CONSTRUCTORS INC & SLAYDEN CONSTRUCTION GROUP INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035930	849,146.12
OAC SERVICES INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036142	27,326.01
PERKINS COIE LLP	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80035932	252.87
ROSEMARY J RILEY	RIGHT OF WAY ACH PMT NO. - 80036061	22,000.00
S M HANSEN CONSULTING	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036198	3,697.50
SIGNS NOW DIV OF IN PROCESS INC	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00535674	905.30
T LARIVIERE EQUIPMENT &	CONSTRUCTION OF FIXED ASSETS	

EXCAVATION INC	CHECK NO. - 00535766	151,556.77
TERRACON CONSULTANTS INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80036048	2,188.75
US BANK	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00536000	794.87
WA STATE DEPT/TRANSPORTATION	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00535808	707.99
TOTAL FOR 4340 - WATER/WW REVENUE BOND FUND		1,998,937.95
4360 - ENVIRONMENTAL PROGRAMS		
HONORABLE MAYOR AND COUNCIL MEMBERS		04/03/17 PAGE 49
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	17.85
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	67.50
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	757.58
TOTAL FOR 4360 - ENVIRONMENTAL PROGRAMS		842.93
4370 - SEWER CONSTRUCTION FUND		
WA STATE DEPT OF ECOLOGY	INTEREST ON LONG TERM DEBT ACH PMT NO. - 80036055	3,211.83
WA STATE DEPT OF ECOLOGY	INTERGOVERNMENTAL LOANS ACH PMT NO. - 80036055	23,713.20
TOTAL FOR 4370 - SEWER CONSTRUCTION FUND		26,925.03
4480 - SOLID WASTE FUND		
CORNELIUS STOOP 755 N COLES LOOP	REFUNDS CHECK NO. - 00535643	4.99
KELLY M MOFFATT 10215 N MOSS LANE	REFUNDS CHECK NO. - 00535667	16.62
RLS CONSTRUCTION LLC 668 N 1250 W	REFUNDS CHECK NO. - 00535985	500.00
ROB & SARA KENNEY 1225 W NORTH DRAGON DR	REFUNDS CHECK NO. - 00535986	17.21
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	DEPOSIT-SALES TAX CHECK NO. - 00535831	893.78
TYLER LE VASSEUR 30416 N ELK CHATTAROY RD	REFUNDS CHECK NO. - 00535987	10.44
TOTAL FOR 4480 - SOLID WASTE FUND		1,443.04

4490 - SOLID WASTE DISPOSAL

ALLIED SAFE & VAULT CO INC DBA ALLIED FIRE AND SECURITY	ALARM/SECURITY SERVICES ACH PMT NO. - 80035946	78.00
ANDERSON TECHNOLOGIES INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036218	4,801.00
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80035974	28,965.40

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 50

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

BHS MARKETING LLC DBA BHS SPECIALTY CHEMICAL PRO	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80036067	3,097.52
BRIGGS MACHINE & FABRICATION INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036320	2,074.00
CENTURYLINK	TELEPHONE CHECK NO. - 00535816	234.29
CINTAS CORPORATION NO 3 LOC 606	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80036321	16.31
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036071	1,152.08
DEECO INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036228	76,428.00
DICK IRVIN INC.	CONTRACTUAL SERVICES ACH PMT NO. - 80035976	13,727.46
DIVCO INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036014	2,644.79
ELJAY OIL CO INC	LUBRICANTS ACH PMT NO. - 80035978	75.94
ELJAY OIL CO INC	MOTOR FUEL-OUTSIDE VENDOR ACH PMT NO. - 80036178	1,905.43
EUREKA! ENGINEERING	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036332	19,750.00
EXCHANGE PUBLISHING	ADVERTISING ACH PMT NO. - 80035922	149.00
EXPERT EVALUATIONS INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80035979	2,950.00
FASTENAL CO	OPERATING SUPPLIES ACH PMT NO. - 80035980	42.71
FASTENAL CO	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036232	351.14
FASTENAL CO	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80036232	2,081.57
FASTENAL CO	SAFETY SUPPLIES ACH PMT NO. - 80035980	42.74

GENERAL KINEMATICS CORPORATION	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80035982	427.86
GRAINGER INC	OPERATING SUPPLIES ACH PMT NO. - 80036233	55.08
GRAYMONT CAPITAL INC.	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80036234	34,980.65

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 51

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

GROUP W MARKETING INC KIDS NEWSPAPER	ADVERTISING CHECK NO. - 00535639	500.00
HELFRICH BROTHERS BOILER WORKS	CONTRACTUAL SERVICES ACH PMT NO. - 80036021	4,087.85
HITACHI ZOSEN INOVA U.S.A.	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80035988	16,859.83
ITT CORPORATION/GOULDS PUMPS INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036083	10,400.00
KONECRANES INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036024	3,978.42
MCCOY POWER CONSULTANTS INC	CONTRACTUAL SERVICES ACH PMT NO. - 80035991	6,250.00
NORCO INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036191	456.54
NORCO INC	OPERATING SUPPLIES ACH PMT NO. - 80036243	438.39
NORTHWEST INDUSTRIAL SERVICES DBA AMERICAN ON SITE SERVICES	OPERATING RENTALS/LEASES CHECK NO. - 00535637	398.00
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80035994	1,261.25
ONLINE CLEANING SERVICES	CONTRACTUAL SERVICES ACH PMT NO. - 80036035	49,676.11
PRIME PEST CONTROL	PROFESSIONAL SERVICES CHECK NO. - 00535655	154.35
SCS ENGINEERS	CONTRACTUAL SERVICES ACH PMT NO. - 80035933	2,800.23
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	DEPOSIT-REFUSE COLLECTION TAX CHECK NO. - 00535831	54.54
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	EXTERNAL TAXES/OPER ASSESSMT CHECK NO. - 00535831	12,875.56
SPOKANE COUNTY TREASURER	EXTERNAL TAXES/OPER ASSESSMT ACH PMT NO. - 80035935	120.00
SPOKANE INT'L AIRPORT	OPERATING RENTALS/LEASES ACH PMT NO. - 80035936	348.48
TESTAMERICA LABORATORIES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036371	9,015.00
TRAFFIC SAFETY SUPPLY INC	OPERATING SUPPLIES	

	ACH PMT NO. - 80036208	172.84
US BANK	BUILDING REPAIRS/MAINTENANCE CHECK NO. - 00536000	717.91
HONORABLE MAYOR AND COUNCIL MEMBERS		04/03/17 PAGE 52
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
US BANK	CHEMICAL/LAB SUPPLIES CHECK NO. - 00536000	1,012.73
US BANK	CLOTHING CHECK NO. - 00536000	321.79
US BANK	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00536000	2,657.06
US BANK	HAZARDOUS WASTE DISPOSAL CHECK NO. - 00536000	4,104.98
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	40.27
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	404.38
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	24,995.36
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	347.00
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	25,255.04
US BANK	PERSONAL PROTECTIVE EQUIPMENT CHECK NO. - 00536000	529.14
US BANK	POSTAGE CHECK NO. - 00536000	391.97
US BANK	POWER TOOLS/EQUIPMENT CHECK NO. - 00536000	3,248.83
US BANK	PUBLICATIONS CHECK NO. - 00536000	31.00
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	1,078.50
US BANK	SAFETY SUPPLIES CHECK NO. - 00536000	523.95
US BANK	SMALL TOOLS CHECK NO. - 00536000	537.92
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	17,511.55
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	2,399.14
VERIZON WIRELESS BELLEVUE	CELL PHONE ACH PMT NO. - 80035940	521.92
WA STATE DEPT OF REVENUE	CHEMICAL/LAB SUPPLIES -	88.11

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

WA STATE DEPT OF REVENUE	EQUIPMENT REPAIRS/MAINTENANCE -	1,005.93
WA STATE DEPT OF REVENUE	HAZARDOUS WASTE DISPOSAL -	357.14
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	3.49
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	1,037.06
WA STATE DEPT OF REVENUE	OTHER REPAIRS/MAINT SUPPLIES -	2,421.82
WA STATE DEPT OF REVENUE	POWER TOOLS/EQUIPMENT -	263.68
WA STATE DEPT OF REVENUE	PUBLICATIONS -	2.69
WA STATE DEPT OF REVENUE	SAFETY SUPPLIES -	45.58
WA STATE DEPT OF REVENUE	SMALL TOOLS -	23.84
WEST COAST SEED MILL SUPPLY CO	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536005	609.94
TOTAL FOR 4490 - SOLID WASTE DISPOSAL		408,368.08

4500 - SOLID WASTE COLLECTION

ALLIED ENVELOPE	REPROGRAPHICS ACH PMT NO. - 80035973	79.11
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80036167	10,971.74
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80036167	3,600.06
BNSF RAILWAY COMPANY	OPERATING RENTALS/LEASES CHECK NO. - 00535727	2,202.79
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036071	664.93
CRAMBLIT INC dba HOTSYS OF SPOKANE	OPERATING SUPPLIES ACH PMT NO. - 80036237	6,331.78
FIKES NORTHWEST INC/DIV OF VIKING LOGIC INC	OPERATING SUPPLIES ACH PMT NO. - 80035981	67.72
LINN MACHINE & MFG	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036187	21,261.86

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80035994	462.25
SCOTT K WINDSOR	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00535679	20.00
SPOKANE CITY TREASURER	OTHER MISC CHARGES CHECK NO. - 00535676	835.29
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	EXTERNAL TAXES/OPER ASSESSMT CHECK NO. - 00535831	51,708.38
SPOKANE COUNTY TREASURER	UTIL GARBAGE/WASTE REMOVAL ACH PMT NO. - 80035964	64,878.36
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	900.56
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	2,998.28
US BANK	OTHER REPAIRS/MAINTENANCE CHECK NO. - 00536000	114.14
US BANK	SAFETY SUPPLIES CHECK NO. - 00536000	159.79
US BANK	SMALL TOOLS CHECK NO. - 00536000	71.69
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	20,177.75
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	87.17
TOTAL FOR 4500 - SOLID WASTE COLLECTION		187,593.65

4600 - GOLF FUND

DELL MARKETING LP %DELL USA LP	IT REPLACEMENT ACH PMT NO. - 80036276	432.18
US BANK	GENERAL REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	370.46
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	617.42
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	93.59
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	726.54
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	34.91

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 55

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	REPAIRS/MAINTENANCE
---------	---------------------

	CHECK NO. - 00536000	1,426.85
US BANK	SMALL TOOLS	
	CHECK NO. - 00536000	542.15
US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	2,115.40
WA STATE DEPT OF REVENUE	GENERAL REPAIRS/MAINT SUPPLIES	
	-	32.23
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES	
	-	28.72
WA STATE DEPT OF REVENUE	REPAIRS/MAINTENANCE	
	-	3.80
TOTAL FOR 4600 - GOLF FUND		6,424.25

4700 - DEVELOPMENT SVCS CENTER

ABC CONSTRUCTION & ELECTRIC LLC	PERMIT REFUNDS PAYABLE CHECK NO. - 00535756	40.00
ADT LLC 16810 E EUCLID AVE	PERMIT REFUNDS PAYABLE CHECK NO. - 00535757	15.00
COMPLETE HEATING AND SHEET METAL INC	PERMIT REFUNDS PAYABLE CHECK NO. - 00535758	36.00
CONTRACT DESIGN ASSOCIATES INC	OFFICE FURNITURE (NON CAPITAL) ACH PMT NO. - 80036070	2,446.34
DAVENPORT HOTEL 111 S POST ST	PERMIT REFUNDS PAYABLE CHECK NO. - 00535644	135.00
DUANE LEOPARD	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00535952	300.00
KTU OF SPOKANE PO BOX 28899	PERMIT REFUNDS PAYABLE CHECK NO. - 00535759	47.00
RAINBOW ELECTRIC 809 N NAPA	PERMIT REFUNDS PAYABLE CHECK NO. - 00535824	170.00
STANDARD DIGITAL PRINT CO INC DBA STANDARD PRINTWORKS	PRINTING/BINDING/REPRO ACH PMT NO. - 80035938	117.76
THE HOME DEPOT AT- HOME SERVICES INC	PERMIT REFUNDS PAYABLE CHECK NO. - 00535760	138.00
TREVER JONES 502 E GORDON AVE	PERMIT REFUNDS PAYABLE CHECK NO. - 00535951	164.00
US BANK	MISC SERVICES/CHARGES CHECK NO. - 00536000	73.55

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 56

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	163.30
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	26.59

US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	120.00
US BANK	PARKING/TOLLS (LOCAL) CHECK NO. - 00536000	484.80
US BANK	PUBLICATIONS CHECK NO. - 00536000	666.50
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	9,298.33
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	395.41
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	39.07
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING CHECK NO. - 00535780	525.00
VERIZON WIRELESS BELLEVUE	CELL PHONE ACH PMT NO. - 80036211	1,060.92
VERIZON WIRELESS BELLEVUE	IT/DATA SERVICES ACH PMT NO. - 80036211	240.06
WA STATE BOILER INSPECTORS ASSN	REGISTRATION/SCHOOLING CHECK NO. - 00535656	60.00
WA STATE DEPT OF ECOLOGY CASHERING SECTION	REGISTRATION/SCHOOLING CHECK NO. - 00535657	150.00
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	1.96
WA STATE DEPT OF REVENUE	PUBLICATIONS -	57.99

TOTAL FOR 4700 - DEVELOPMENT SVCS CENTER	-----	16,972.58
--	-------	-----------

5100 - FLEET SERVICES FUND

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80036167	35.34
BATTERY SYSTEMS INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036222	189.93
BRIDGESTONE AMERICAS INC dba GCR TIRES & SERVICE	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036223	5,615.52

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 57

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

CHEVRON USA INC	MOTOR FUEL-OUTSIDE VENDOR CHECK NO. - 00535799	634.50
CLEAN ENERGY INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036010	6,364.28
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036071	216.39

CUMMINS NORTHWEST LLC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036226	253.43
D & W SUPPLIES INC D & W TIRE DEALERS SUPPLIES	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535773	114.96
FREEDOM TRUCK CENTERS INC DBA FREIGHTLINER NORTHWEST	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036127	796.69
FREEDOM TRUCK CENTERS INC DBA FREIGHTLINER NORTHWEST	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036127	2,224.02
KAMAN FLUID POWER LLC	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535682	925.43
KENWORTH SALES COMPANY	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036134	8,728.74
MCMLOUGHLIN & EARDLEY GROUP dba SIRENNET.COM	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535777	2,180.72
NAPA AUTO PARTS GENUINE PARTS CO	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036084	210.94
OCCUPATIONAL MEDICINE ASSOCIATES PS	MEDICAL SERVICES ACH PMT NO. - 80035994	36.00
PACWEST MACHINERY LLC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036144	1,981.10
PETROCARD SYSTEMS INC PACIFIC PRIDE	MOTOR FUEL-OUTSIDE VENDOR CHECK NO. - 00535956	152.80
SETCOM CORP	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036245	2,111.93
SIX ROBBLEES INC	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535830	9,168.23
SOLID WASTE SYSTEMS INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036150	3,491.45
SOLID WASTE SYSTEMS INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036246	1,707.65
TITAN TRUCK EQUIPMENT	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036249	1,186.06
US BANK	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00536000	13,804.84

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 58

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	2,265.30
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	773.83
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	85,728.93
US BANK	PROFESSIONAL SERVICES CHECK NO. - 00536000	30.00
US BANK	REGISTRATION/SCHOOLING	

	CHECK NO. - 00536000	109.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	6,267.76
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	769.70
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING CHECK NO. - 00535780	1,550.00
VALENCE INC VALENCE WIRELESS &	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535834	1,594.78
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	32.83
WA STATE DEPT OF REVENUE	OTHER REPAIRS/MAINT SUPPLIES -	676.51
WATSON PAINT AND BODY WORKS	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036159	1,298.70
WENDLE FORD NISSAN ISUZU	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00535782	639.94
WESTERN PETERBILT LLC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036097	4,101.28
WESTERN PETERBILT LLC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036255	8,759.82
WESTERN REFUSE & RECYCLING EQUIPMENT INC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036214	2,479.68
WESTERN STATES EQUIPMENT CO	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80036256	6,920.57
WINGFOOT COMMERCIAL TIRE SYSTEMS LLC DBA GOODYEAR TIRE	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036259	65,164.08
TOTAL FOR 5100 - FLEET SERVICES FUND		251,293.66

5200 - PUBLIC WORKS AND UTILITIES

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 59

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

DELL MARKETING LP %DELL USA LP	OPERATING SUPPLIES ACH PMT NO. - 80036276	110.48
LU A GLASSER	CLOTHING ACH PMT NO. - 80036102	103.23
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	EXTERNAL TAXES/OPER ASSESSMT CHECK NO. - 00535831	778.14
STRATEGIC RESEARCH ASSOCIATES INC	SURVEYS/STUDIES ACH PMT NO. - 80036206	3,375.00
THOMAS A NOVAK 3007 W WELLESLEY AVE	REFUNDS CHECK NO. - 00535652	48.10
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	202.68

US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	925.28
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	39.95
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	160.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	4,314.72
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	738.80
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	10.00
VERIZON WIRELESS BELLEVUE	CELL PHONE ACH PMT NO. - 80036094	942.13
TOTAL FOR 5200 - PUBLIC WORKS AND UTILITIES		11,748.51

5300 - IT FUND

AT&T MOBILITY	CELL PHONE CHECK NO. - 00535660	126.75
EUROPLUS DIRECT LTD DBA EPD IT SERVICES LLC	HARDWARE MAINTENANCE ACH PMT NO. - 80036279	2,700.00
GRAYBAR ELECTRIC COMPANY INC	OPERATING SUPPLIES ACH PMT NO. - 80036079	832.65
NORTHWEST VITAL RECORDS CENTER INC	ALARM/SECURITY SERVICES CHECK NO. - 00535955	612.50
SHELLEY MCCARREY	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00535953	34.68

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 60

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

SPOKANE COUNTY INFO SYSTEMS SPOKANE COUNTY TREASURER	SOFTWARE MAINTENANCE ACH PMT NO. - 80036300	35,287.75
STORMWIND LLC dba STORNWIND STUDIOS	REGISTRATION/SCHOOLING ACH PMT NO. - 80036091	8,970.00
STRUCTURED COMMUNICATION SYSTEMS INC	ADVISORY TECHNICAL SERVICE CHECK NO. - 00535958	6,602.50
STRUCTURED COMMUNICATION SYSTEMS INC	HARDWARE MAINTENANCE CHECK NO. - 00535737	81,019.17
STRUCTURED COMMUNICATION SYSTEMS INC	SOFTWARE MAINTENANCE CHECK NO. - 00535958	108,724.28
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	2,004.69
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	182.81

US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	820.11
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	100.00
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	560.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	11,192.58
US BANK TRAVEL CARD	LODGING CHECK NO. - 00535780	705.00
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535780	0.99
WA STATE DEPT OF REVENUE	HARDWARE MAINTENANCE -	234.90
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	43.64
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	25.12
WILLIAM M. SCHRIER 1917 46TH AVE SW	AIRFARE CHECK NO. - 00535671	266.40
WILLIAM M. SCHRIER 1917 46TH AVE SW	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00535671	88.20
ZAYO GROUP HOLDINGS INC	TELEPHONE ACH PMT NO. - 80036215	1,478.28

TOTAL FOR 5300 - IT FUND	-----	262,613.00
--------------------------	-------	------------

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 61

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

5310 - IT CAPITAL REPLACEMENT FUND

DELL MARKETING LP %DELL USA LP	COMPUTER/MICRO EQUIPMENT ACH PMT NO. - 80036276	600.56
-----------------------------------	--	--------

TOTAL FOR 5310 - IT CAPITAL REPLACEMENT FUND	-----	600.56
--	-------	--------

5400 - REPROGRAPHICS FUND

ARAMARK UNIFORM SERVICES AUS WEST LOCKBOX	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80036265	23.37
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80036071	7,909.37
GREAT WESTERN INK INC	OPERATING SUPPLIES CHECK NO. - 00535949	349.63
HAIGHT BROTHERS INC	OPERATING SUPPLIES ACH PMT NO. - 80036285	197.73
US BANK	OFFICE FURNITURE (NON CAPITAL) CHECK NO. - 00536000	67.72

US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	1,242.54
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	600.76
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	85.13
WCP SOLUTIONS	OPERATING SUPPLIES ACH PMT NO. - 80036254	1,229.12
TOTAL FOR 5400 - REPROGRAPHICS FUND		11,705.37

5600 - ACCOUNTING SERVICES

LOOMIS ARMORED US INC	CONTRACTUAL SERVICES ACH PMT NO. - 80035990	1,891.34
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	14.89
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	610.00
US BANK	PARKING/TOLLS (LOCAL) CHECK NO. - 00536000	3.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	6,937.75

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 62

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK TRAVEL CARD	BANK FEES CHECK NO. - 00535780	213.76
TOTAL FOR 5600 - ACCOUNTING SERVICES		9,670.74

5700 - MY SPOKANE

CENTURYLINK	PHONES CHECK NO. - 00535816	477.00
COWLES PUBLISHING COMPANY DBA THE SPOKESMAN-REVIEW	ADVERTISING ACH PMT NO. - 80036326	1,250.00
US BANK	ADVERTISING CHECK NO. - 00536000	1,043.52
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	16.88
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	258.46
US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	55.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	1,537.57

TOTAL FOR 5700 - MY SPOKANE

4,638.43

5800 - RISK MANAGEMENT FUND

US BANK OR CITY TREASURER	INSURANCE CLAIMS	
LIABILITY CLAIMS	ACH PMT NO. - 80036306	25,782.15

US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	156.55

TOTAL FOR 5800 - RISK MANAGEMENT FUND

25,938.70

5810 - WORKERS' COMPENSATION FUND

FEDERAL EXPRESS CORP/DBA FEDEX	POSTAGE	
	ACH PMT NO. - 80036074	23.03

MICHAEL J BLACKMON	CONTRACTUAL SERVICES	
DBA NORTHWEST SAFETY	ACH PMT NO. - 80036140	125.00

US BANK	OFFICE SUPPLIES	
	CHECK NO. - 00536000	125.48

US BANK	PARKING/TOLLS (LOCAL)	
	CHECK NO. - 00536000	97.48

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 63

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	PERSONAL PROTECTIVE EQUIPMENT	
	CHECK NO. - 00536000	13.90

US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	1,037.03

US BANK TRAVEL CARD	INSURANCE CLAIMS	
	CHECK NO. - 00535780	1,849.54

VERIZON WIRELESS BELLEVUE	CELL PHONE	
	ACH PMT NO. - 80036094	24.34

VICTOR J GIAMPIETRI II	CONTRACTUAL SERVICES	
DBA WA STATE FIRST AID	ACH PMT NO. - 80036056	1,000.00

WASHINGTON SELF INSURERS	REGISTRATION/SCHOOLING	
ASSOCIATION	ACH PMT NO. - 80036376	1,199.00

TOTAL FOR 5810 - WORKERS' COMPENSATION FUND

5,494.80

5820 - UNEMPLOYMENT COMPENSATION FUND

US BANK OR CITY TREASURER	SOCIAL SECURITY	
EMP BENEFITS (CITY)	CHECK NO. - 00535999	10.56

TOTAL FOR 5820 - UNEMPLOYMENT COMPENSATION FUND

10.56

5830 - EMPLOYEES BENEFITS FUND

ALLIANT INSURANCE SERVICES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036314	4,800.00
KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	INSURANCE CLAIMS ACH PMT NO. - 80036339	282,338.71
PREMERA BLUE CROSS	INSURANCE ADMINISTRATION ACH PMT NO. - 80036353	56,118.44
PREMERA BLUE CROSS OR SPOKANE CITY TREASURER	INSURANCE CLAIMS ACH PMT NO. - 80036295	1,063,410.01
SPOKANE FIRE FIGHTERS BENEFIT TRUST	INSURANCE PREMIUMS ACH PMT NO. - 80036045	689,223.29
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	55.50
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	200.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	631.16
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	241.40

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 64

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK TRAVEL CARD	REGISTRATION/SCHOOLING CHECK NO. - 00535780	250.00
WASHINGTON DENTAL SERVICE OR CITY OF SPOKANE	INSURANCE ADMINISTRATION ACH PMT NO. - 80036377	6,599.86
WASHINGTON DENTAL SERVICE OR CITY OF SPOKANE	INSURANCE CLAIMS ACH PMT NO. - 80036377	69,472.20

TOTAL FOR 5830 - EMPLOYEES BENEFITS FUND	----- 2,173,340.57
--	-----------------------

5900 - ASSET MANAGEMENT FUND OPS

ARAMARK UNIFORM SERVICES AUS WEST LOCKBOX	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80036265	435.36
AVISTA CORPORATION	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80036317	15,547.92
AVISTA CORPORATION	UTILITY NATURAL GAS ACH PMT NO. - 80036317	2,150.85
COEUR D'ALENE SERVICE STATION EQUIPMENT	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036273	142.40
FIKES NORTHWEST INC/DIV OF VIKING LOGIC INC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80035923	142.21
FIRE CHIEF EQUIPMENT COMPANY INC	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00535947	425.08
KEN DAVIS LAWN & TREE CAR	LANDSCAPE/GROUNDS MAINT ACH PMT NO. - 80036186	97.83
MCKINSTRY CO LLC	OTHER REPAIRS/MAINT SUPPLIES	

LOCKBOX	CHECK NO. - 00535993	690.46
SPECIALTY ROOFING LLC	OTHER REPAIRS/MAINT SUPPLIES ACH PMT NO. - 80036299	746.50
SPOKANE ARTS FUND	CONTRACTUAL SERVICES ACH PMT NO. - 80036247	22,083.33
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	397.04
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	26.28
US BANK	OPERATING SUPPLIES CHECK NO. - 00536000	2,017.17
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	100.00
US BANK	OTHER REPAIRS/MAINT SUPPLIES CHECK NO. - 00536000	5,905.55

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 65

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	REGISTRATION/SCHOOLING CHECK NO. - 00536000	534.02
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	1,898.17
US BANK TRAVEL CARD	AIRFARE CHECK NO. - 00535780	203.40
WA STATE DEPT OF REVENUE	OFFICE SUPPLIES -	2.29
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	18.18
WA STATE DEPT OF REVENUE	OTHER REPAIRS/MAINT SUPPLIES -	14.44

TOTAL FOR 5900 - ASSET MANAGEMENT FUND OPS

53,578.48

5901 - ASSET MANAGEMENT FUND CAPITAL

INDUSTRIAL COMMUNICATIONS SALES & SERVICE CO	VEHICLES ACH PMT NO. - 80036238	7,885.06
US BANK	COMPUTER/MICRO EQUIPMENT CHECK NO. - 00536000	832.62
US BANK	MACHINERY/EQUIPMENT CHECK NO. - 00536000	11,190.00
US BANK	MINOR EQUIPMENT CHECK NO. - 00536000	497.72
US BANK	PERSONAL PROTECTIVE EQUIPMENT CHECK NO. - 00536000	2,442.38
US BANK	SMALL TOOLS CHECK NO. - 00536000	173.83

US BANK	VEHICLES	
	CHECK NO. - 00536000	252.40
US BANK	WEAPONS/FIREARMS/SIGNALGUNS	
	CHECK NO. - 00536000	19,799.71
WA STATE DEPT OF REVENUE	MACHINERY/EQUIPMENT	
	-	973.53
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT	
	-	4.18
WA STATE DEPT OF REVENUE	PERSONAL PROTECTIVE EQUIPMENT	
	-	38.63
WA STATE DEPT OF REVENUE	SMALL TOOLS	
	-	14.02

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 66

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 5901 - ASSET MANAGEMENT FUND CAPITAL	44,104.08
--	-----------

6080 - POLICE PENSION FUND

US BANK TRUST NA OR CITY OF SPOKANE	PURCHASE OF INVESTMENTS ACH PMT NO. - 80036209	68,000.00
--	---	-----------

TOTAL FOR 6080 - POLICE PENSION FUND	68,000.00
--------------------------------------	-----------

6100 - RETIREMENT

DELL MARKETING LP %DELL USA LP	OFFICE SUPPLIES ACH PMT NO. - 80036276	92.93
US BANK	NON-TRAVEL MEALS/LGHT RFRSHMT CHECK NO. - 00536000	151.25
US BANK	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00536000	50.00
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	SOCIAL SECURITY CHECK NO. - 00535999	764.33

TOTAL FOR 6100 - RETIREMENT	1,058.51
-----------------------------	----------

6200 - FIREFIGHTERS' PENSION FUND

ALLIANT INSURANCE SERVICES INC	INSURANCE ADMINISTRATION ACH PMT NO. - 80036314	1,665.00
ALLIED ENVELOPE	PRINTING/BINDING/REPRO ACH PMT NO. - 80036062	39.56
LEONARD J VANDERBOSCH MD	OTHER CONTRACTUAL SERVICES ACH PMT NO. - 80036054	175.00
PREMERA BLUE CROSS	INSURANCE ADMINISTRATION ACH PMT NO. - 80036353	10,160.98

PREMERA BLUE CROSS OR SPOKANE CITY TREASURER	SERVICE REIMBURSEMENT ACH PMT NO. - 80036295	88,598.49
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	22.76
WASHINGTON DENTAL SERVICE OR CITY OF SPOKANE	INSURANCE ADMINISTRATION ACH PMT NO. - 80036377	1,421.35

TOTAL FOR 6200 - FIREFIGHTERS' PENSION FUND	-----	102,083.14
---	-------	------------

6300 - POLICE PENSION

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 67

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

ALLIANT INSURANCE SERVICES INC	INSURANCE ADMINISTRATION ACH PMT NO. - 80036314	1,665.00
ALLIED ENVELOPE	PRINTING/BINDING/REPRO ACH PMT NO. - 80036062	39.56
LEONARD J VANDERBOSCH MD	OTHER CONTRACTUAL SERVICES ACH PMT NO. - 80036054	175.00
PREMERA BLUE CROSS	INSURANCE ADMINISTRATION ACH PMT NO. - 80036353	7,830.48
PREMERA BLUE CROSS OR SPOKANE CITY TREASURER	SERVICE REIMBURSEMENT ACH PMT NO. - 80036295	66,051.54
US BANK	OFFICE SUPPLIES CHECK NO. - 00536000	22.76
WASHINGTON DENTAL SERVICE OR CITY OF SPOKANE	INSURANCE ADMINISTRATION ACH PMT NO. - 80036377	1,093.85

TOTAL FOR 6300 - POLICE PENSION	-----	76,878.19
---------------------------------	-------	-----------

6785 - TRANSPORTATION BENEFIT DIST

SHAMROCK PAVING CO/DIV OF MURPHY BROS INC	CONTRACTUAL SERVICES ACH PMT NO. - 80036040	40,258.26
--	--	-----------

TOTAL FOR 6785 - TRANSPORTATION BENEFIT DIST	-----	40,258.26
--	-------	-----------

6920 - CLAIMS CLEARING FUND

DEILA ELLIOTT	ACCOUNTS PAYABLE CHECK NO. - 00535819	5,771.87
---------------	--	----------

TOTAL FOR 6920 - CLAIMS CLEARING FUND	-----	5,771.87
---------------------------------------	-------	----------

6960 - SALARY CLEARING FUND NEW

A W REHN & ASSOCIATES INC OR SPOKANE CITY TREASURER	AW REHN-SEC 125 DEPENDENT CARE ACH PMT NO. - 80036311	3,747.68
A W REHN & ASSOCIATES INC OR	AW REHN-SEC 125 HEALTH	

SPOKANE CITY TREASURER	ACH PMT NO. - 80036311	8,742.81
AFLAC/AMERICAN FAMILY LIFE ASSURANCE CO OF COLUMBUS	AFLAC ACH PMT NO. - 80036313	40,356.81
DANIEL H BRUNNER, TRUSTEE CHAPTER 13 TRUSTEE	DANIEL H BRUNNER,TRUSTEE CHECK NO. - 00535978	764.40
DIGNITARY PROTECTION TEAM FUND % SPOKANE LAW ENFORCEMENT C U	DIGNITARY PROTECTION TEAM FUND ACH PMT NO. - 80036331	120.00

HONORABLE MAYOR
AND COUNCIL MEMBERS

04/03/17
PAGE 68

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

ICMA RETIREMENT TRUST 457 % FIRST NATIONAL BANK OF MD	ICMA RETIREMENT TRUST 457D CHECK NO. - 00535981	87,977.10
ICMA RETIREMENT TRUST 457 % FIRST NATIONAL BANK OF MD	ICMA ROTH IRA CHECK NO. - 00535981	400.15
ING LIFE INSURANCE & ANNUITY OR CITY OF SPOKANE TREASURER	ING LIFE INSURANCE&ANNUITY CO CHECK NO. - 00535982	51,195.40
JUNE WALLACE	JUNE WALLACE CHECK NO. - 00536003	883.40
PEOPLE QUALIFIED COMMITTEE AFL-CIO	PEOPLE QUALIFIED COMMITTEE CHECK NO. - 00535994	15.35
SPOKANE POLICE K-9 MEMBERSHIP FUND	POLICE K9 MEMBERSHIP FUND ACH PMT NO. - 80036360	60.00
SPOKANE POLICE SWAT TEAM %SPOKANE LAW ENFORCEMENT C U	SPOKANE POLICE SWAT TEAM ACH PMT NO. - 80036369	210.00
SPOKANE POLICE TACTICAL TEAM % SPOKANE LAW ENFORCEMENT C U	SPOKANE POLICE TACTICAL TEAM ACH PMT NO. - 80036370	264.00
UNITED WAY	UNITED WAY ACH PMT NO. - 80036373	1,659.67
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	FICA WITHHOLDING-CITY CHECK NO. - 00535999	235,618.04
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	FIT WITHHOLDING-CITY CHECK NO. - 00535999	749,503.13
US BANK OR CITY TREASURER EMP BENEFITS (CITY)	MEDI WITHHOLDING-CITY CHECK NO. - 00535999	89,143.28
WA ST COUNCIL OF CITY & COUNTY EMPLOYEES	WA ST COUNCIL OF CITY&CO EMPL ACH PMT NO. - 80036375	26.87
WA STATE SUPPORT REGISTRY OR CITY OF SPOKANE TREASURER	WA STATE CHILD SUPPORT CHECK NO. - 00536002	586.13
WASHINGTON LEOFF DEPT OF RETIREMENT SYSTEMS	DEPT OF RET SYS-LEOFF 2 CHECK NO. - 00536004	595,457.12

TOTAL FOR 6960 - SALARY CLEARING FUND NEW

1,866,731.34

TOTAL CLAIMS

11,404,522.50

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
TIME: 07:33
PAGE: 1

CHECK #	VENDOR	CITY	LIBRARY	PARKS
	USE TAX AMOUNTS	16,357.62	53.52	2,121.45
00529356	CORVEL CORP			
00535637	NORTHWEST INDUSTRIAL SERVICE	398.00		
00535638	CENTURYLINK	3,123.85		
00535639	GROUP W MARKETING INC	500.00		
00535640	KING SOFT WATER COMPANY	885.91		
00535641	BAKER CONSTRUCTION &	50.00		
00535642	CCRC LLC	2,700.00		
00535643	CORNELIUS STOOP	194.81		
00535644	DAVENPORT HOTEL	135.00		
00535645	FRANK FORREST GILES	136.00		
00535646	JACK BENEDETTO	434.74		
00535647	JESSICA M VARGAS	40.00		
00535648	KENNETH R. HAIRSTON	20.68		
00535650	PAR ACCEPTANCE	178.00		
00535651	ROYCE & LINDA CUNEO	5.69		
00535652	THOMAS A NOVAK	1,088.42		
00535653	MARK A ANDERSON	100.00		
00535654	RICKY LEE ARNOLD	136.00		
00535655	PRIME PEST CONTROL	154.35		
00535656	WA STATE BOILER INSPECTORS	60.00		
00535657	WA STATE DEPT OF ECOLOGY	150.00		
00535659	ABADAN REPROGRAPHICS	4,835.76		
00535660	AT&T MOBILITY	126.75		
00535661	A-PRO AUTO BODY AND TOWING	70.66		
00535662	FRED'S APPLIANCE INC	1,954.44		
00535663	IDAHO CHIEF'S OF POLICE ASSO	350.00		
00535664	NAOMI SMITH	70.00		
00535665	NICKS HOMEMADE BOOTS	225.69		
00535666	DAVID P SHRIVER	32.59		
00535667	KELLY M MOFFATT	94.20		
00535668	JACK IN THE BOX	2,912.52		
00535669	KARIN NOVAK	630.31		
00535670	NICHOLAS MELMARK	108.88		
00535671	WILLIAM M. SCHRIER	354.60		
00535672	JENNIFER PENCE	731.76		
00535673	BRIAN RAYMON	1,226.60		
00535674	SIGNS NOW	905.30		
00535675	SPOKANE CITY TREASURER	77.59		
00535676	SPOKANE CITY TREASURER	2,739.36		
00535678	WA STATE GOOD ROADS AND	200.00		
00535679	SCOTT K WINDSOR	20.00		
00535680	WA STATE DEPT OF REVENUE		133.51	
00535682	KAMAN FLUID POWER LLC	925.43		
00535683	ABADAN REPROGRAPHICS			172.18
00535684	AFCO DISTRIBUTION			686.16
00535685	NORTHWEST INDUSTRIAL SERVICE			2,265.24
00535686	AUDUBON PARK MASONIC BLDG AS			500.00
00535687	ILLUSTRATED BUSINESS CARD			480.00
00535688	KEIGLEY & CO INC			2,799.03
00535726	ABADAN REPROGRAPHICS	709.27		
00535727	BNSF RAILWAY COMPANY	2,202.79		
00535728	CENTURYLINK	556.10		

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
TIME: 07:33
PAGE: 2

CHECK #	VENDOR	CITY	LIBRARY	PARKS
00535729	CH2M HILL ENGINEERS INC	824,678.09		
00535730	DETECTION INSTRUMENTS CORP	1,605.93		
00535731	EMERGENCY SERVICES CONSULTIN	24,856.00		
00535732	KENT D BRUCE COMPANY	21.71		
00535733	RICHARD BERGER	100.00		
00535734	NORTHWEST VITAL RECORDS	1,365.05		
00535735	RONALD ROWE	298.00		
00535736	CRAIG MEIDL OR JUSTIN LUNDGR	1,120.00		
00535737	STRUCTURED COMMUNICATION	81,019.17		
00535738	TORRE REFUSE & RECYCLING	158.09		
00535739	YOKOGAWA CORPORATION OF	9,886.92		
00535740	CENTER POINT PUBLISHING INC		310.38	
00535741	NORTHWEST INDUSTRIAL SERVICE			65.00
00535742	CENTURYLINK			54.51
00535743	JENSEN DISTRIBUTION SERVICES			478.55
00535744	DANIELLE MARTINI			10.00
00535745	VICTORIA RUSSELL			225.00
00535746	ROBIN MARKS			618.80
00535747	PRECISION GREENHOUSE CONST I			489.15
00535748	SERVPRO OF SOUTH & WEST			243.90
00535749	SUSAN C SNIDER			255.00
00535750	SPOKANE COUNTY TREASURER			172.87
00535751	WA STATE DEPT OF REVENUE			9,792.37
00535752	DIAN ZAHNER			371.70
00535754	AT & T MOBILITY	660.84		
00535755	COMCAST	106.15		
00535756	ABC CONSTRUCTION &	40.00		
00535757	ADT LLC	15.00		
00535758	COMPLETE HEATING AND	36.00		
00535759	KTU OF SPOKANE	47.00		
00535760	THE HOME DEPOT AT- HOME	138.00		
00535761	POTELCO INC	420.00		
00535762	MARK MELNICK	9.63		
00535763	PETROCARD SYSTEMS INC	106.82		
00535764	PROFESSIONAL LANGUAGE SERVIC	156.00		
00535765	SIX ROBBLEES INC	6,534.66		
00535766	T LARIVIERE EQUIPMENT &	153,955.10		
00535767	ACTION APPAREL	186.09		
00535768	AT&T MOBILITY	244.62		
00535769	BANK OF AMERICA			
00535770	CENTURYLINK	181.00		
00535771	CORAL SALES COMPANY	1,049.41		
00535772	EZRA CROOKS	468.66		
00535773	D & W SUPPLIES INC	114.96		
00535774	DEACONESS MEDICAL CENTER	3,881.26		
00535775	DENNIS DOIDGE	185.00		
00535776	ANGEL'S BAIL BONDS	500.00		
00535777	MCLOUGHLIN & EARDLEY GROUP	2,180.72		
00535778	ANDERSON POWERSPORTS CORP	159.79		
00535779	TRAFFICWARE LTD	6,015.00		
00535780	US BANK TRAVEL CARD			
00535781	WA STATE DEPT OF HEALTH	1,027.00		
00535782	WENDLE FORD NISSAN ISUZU	639.94		

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
TIME: 07:33
PAGE: 3

CHECK #	VENDOR	CITY	LIBRARY	PARKS
00535783	WHITE BLOCK COMPANY INC	2,390.08		

00535784	AMERICAN LIBRARY ASSN	270.00	
00535785	BERKLEY INSURANCE COMPANY	4,169.00	
00535786	JENNILYN WEIGHT	75.00	
00535787	RIVER RIDGE ASSOC OF FINE AR	150.00	
00535788	SPOKANE CITY TREASURER	45.00	
00535789	SPOKANE COUNTY LIBRARY	672.31	
00535790	SPOKANE PUBLIC LIBRARY IMPRE	74.50	
00535791	WA STATE PATROL	72.00	
00535792	LABAR ARCHITECTURE INC		2,327.50
00535793	ROBERT W DROLL LANDSCAPE		6,425.00
00535794	SPOKANE CITY TREASURER		2,203.11
00535795	WESTERN STATES CONSTRUCTION		63,846.50
00535796	ABADAN REPROGRAPHICS	101.26	
00535797	FRANCIS ADEWALE	32.10	
00535798	CENTURYLINK	329.96	
00535799	CHEVRON USA INC	634.50	
00535800	CITY OF BELLEVUE	64.00	
00535801	ROBERT R COLLINS JR	120.00	
00535802	COLUMBIA MEDICAL ASSOC LLC	265.00	
00535803	FBI NATIONAL ACADEMY	90.00	
00535804	CLC SPOKANE LLC	19.00	
00535805	PROFORCE LAW ENFORCEMENT	11,417.35	
00535806	VIRGIL L STRATTON	102.00	
00535807	UNITED PARCEL SERVICE	18.70	
00535808	WA STATE DEPT/TRANSPORTATION	707.99	
00535809	WA STATE DEPT OF HEALTH	1,511.00	
00535810	WA STATE DEPT OF AGRICULTURE	50.40	
00535811	WASHINGTON LEOFF	640.18	
00535812	WATERSHED LLC	1,405.04	
00535813	WHITE BLOCK COMPANY INC	1,243.53	
00535814	ABADAN REPROGRAPHICS	67.49	
00535815	ALTA PLANNING AND DESIGN INC	9,689.26	
00535816	CENTURYLINK	650.48	
00535817	SHAWN C CLARK	102.00	
00535818	MICAH EDWARDS	200.00	
00535819	DEILA ELLIOTT	5,771.87	
00535820	EMPIRE CONCRETE CUTTING INC	150.00	
00535821	GENERAL FIRE EXTINGUISHER	59.84	
00535822	LARRY H MILLER TOYOTA LEXIS	24,950.00	
00535823	CORELOGIC TAX SERVICES LLC	500.00	
00535824	RAINBOW ELECTRIC	170.00	
00535825	LOIS FAYE YEAGER	1,000.00	
00535826	CHERYL ROCHDE	60.00	
00535827	KAREN WHEELRIGHT	100.00	
00535828	MARK W ODONNELL	102.00	
00535829	QLT CONSUMER LEASE SERVICES	14.91	
00535830	SIX ROBBLEES INC	2,633.57	
00535831	SPOKANE CITY TREASURER OR	283,176.12	
00535832	SPOKANE COUNTY WATER DIST NO	11.87	
00535834	VALENCE INC	1,594.78	
00535835	WAYNE-DALTON DIVISION OF	263.86	
00535836	WESTERN SYSTEMS INC	8,337.59	

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
TIME: 07:33
PAGE: 4

CHECK #	VENDOR	CITY	LIBRARY	PARKS
00535837	FRANK P WOOD	350.00		
00535838	49 DEGREES NORTH			217.00
00535839	NORTHWEST INDUSTRIAL SERVICE			275.00
00535840	COMMUNITY COLLEGES OF SPOKAN			158.20
00535841	EMPIRE GLASS			391.67

00535842	JULIE LEHR		118.00
00535843	ALANNA CROUCH		16.00
00535844	ESTA G ROSEVEAR		142.10
00535845	VISIONARY COMMUNICATIONS, IN		589.73
00535846	WA STATE PATROL		684.00
00535947	FIRE CHIEF EQUIPMENT COMPANY	425.08	
00535948	JOEL GRAFF	58.85	
00535949	GREAT WESTERN INK INC	349.63	
00535950	DSHS/ESA/FINANCE UNIT	252.00	
00535951	TREVER JONES	164.00	
00535952	DUANE LEOPARD	300.00	
00535953	SHELLEY MCCARREY	34.68	
00535954	MCKINSTRY CO LLC	900.03	
00535955	NORTHWEST VITAL RECORDS	612.50	
00535956	PETROCARD SYSTEMS INC	45.98	
00535957	WILLIAM STARR	148.00	
00535958	STRUCTURED COMMUNICATION	115,326.78	
00535959	MCKINSTRY CO LLC		574.43
00535960	SUSANNE MILLER		24.24
00535961	LINDA SCHNEIDER		75.00
00535962	DAVE LIEZEN		150.00
00535963	SPOKANE PUBLIC LIBRARY IMPRE		60.00
00535964	WASHINGTON LIBRARY ASSN		3,584.00
00535965	ADVANCED UNDERGROUND UTILITY		170.00
00535966	NORTHWEST INDUSTRIAL SERVICE		2,719.02
00535967	CENTURYLINK		50.85
00535968	CH2M HILL ENGINEERS INC		13,884.97
00535969	COMCAST		66.38
00535970	THE F.A. BARTLETT TREE EXPER		3,375.97
00535971	NAC ARCHITECTURE		24,346.93
00535972	PARK DEPT IMPREST FUND		242.12
00535973	SANDBAGGERS CLUB LLC		99.16
00535974	DIAN ZAHNER		123.90
00535975	PORAC LEGAL DEFENSE FUND	121.50	
00535976	BEACON SERVICE INC	847.79	
00535977	CENTURYLINK	102.84	
00535978	DANIEL H BRUNNER, TRUSTEE	764.40	
00535979	FBI - LEEDA	50.00	
00535980	THE FIG TREE/SPOKANE	140.00	
00535981	ICMA RETIREMENT TRUST 457	159,123.59	
00535982	ING LIFE INSURANCE & ANNUITY	86,161.28	
00535983	CLARKS CLEANERS	25.00	
00535984	ERIC INABINET	987.61	
00535985	RLS CONSTRUCTION LLC	500.00	
00535986	ROB & SARA KENNEY	109.17	
00535987	TYLER LE VASSEUR	48.55	
00535988	VALLEY EMPIRE	52.00	
00535989	VALLEY EMPIRE COLLECTION	48.84	

REPORT: PG3640 CITY OF SPOKANE
 SYSTEM: FMSAP COUNCIL CHECK RANGE/TOTAL
 USER: MANAGER
 RUN NO: 13

DATE: 04/03/17
 TIME: 07:33
 PAGE: 5

CHECK #	VENDOR	CITY	LIBRARY	PARKS
00535990	VALLEY EMPIRE COLLECTION	55.00		
00535991	VALLEY EMPIRE COLLECTION	59.98		
00535992	VALLEY EMPIRE COLLECTION	0.79		
00535993	MCKINSTRY CO LLC	554.59		
00535994	PEOPLE QUALIFIED COMMITTEE	15.35		
00535995	SPOKANE CITY TREASURER	77.58		
00535996	SPOKANE CITY TREASURER	100.00		
00535997	SPOKANE COUNTY SUPERIOR COUR	240.00		
00535998	SPOKANE POLICE DEPARTMENT	8.68		

00535999	US BANK OR CITY TREASURER	1,399,025.43		
00536000	US BANK			
00536001	VISIONARY COMMUNICATIONS, IN	73.12		
00536002	WA STATE SUPPORT REGISTRY OR	586.13		
00536003	JUNE WALLACE	883.40		
00536004	WASHINGTON LEOFF	965,779.76		
00536005	WEST COAST SEED MILL SUPPLY	609.94		
00536006	NORTHWEST INDUSTRIAL SERVICE			703.00
00536007	THE F.A. BARTLETT TREE EXPER			5,000.20
00536008	HILLYARD SENIOR ACTIVITY CTR			6,666.00
00536009	LAW OFFICE OF ROBYNNE THAXTO			4,042.50
00536010	T LARIVIERE EQUIPMENT &			351,525.65
80035913	ALSCO DIVISION OF ALSCO INC	158.81	70.58	
80035914	AVISTA UTILITIES	48,233.37		
80035915	B & E ELECTRIC INC	415.78		
80035916	BUDINGER & ASSOCIATES INC	7,721.94		
80035917	COMPLETE OFFICE LLC		1,493.39	
80035918	CONTROL SOLUTIONS NW INC		760.85	
80035919	COPIERS NORTHWEST INC	213.82		
80035920	DICK IRVIN INC.	10,292.03		
80035921	ERPORTAL SOFTWARE INC	12,248.61		
80035922	EXCHANGE PUBLISHING	149.00		
80035923	FIKES NORTHWEST INC/DIV OF	142.21		
80035924	GOODALE & BARBIERI COMPANY	35,000.00		
80035925	GRAINGER INC		1,308.75	
80035926	INTERFAITH HOSPITALITY	17,380.21		
80035927	LUSDEN SPECIALTIES	240.23		
80035928	MSI ENGINEERS INC	6,500.00		
80035929	MURRAY, SMITH & ASSOCIATES I	4,248.27		
80035930	MWH CONSTRUCTORS INC &	849,146.12		
80035931	OCCUPATIONAL MEDICINE	1,190.00		
80035932	PERKINS COIE LLP	252.87		
80035933	SCS ENGINEERS	2,800.23		
80035935	SPOKANE COUNTY TREASURER	120.00		
80035936	SPOKANE INT'L AIRPORT	348.48		
80035937	DEANNA TIEMAN		195.00	
80035938	STANDARD DIGITAL PRINT CO IN	898.64		
80035939	TRANSITIONS DBA TRANSITIONAL	47,608.02		
80035940	VERIZON WIRELESS BELLEVUE	521.92		
80035941	VOLUNTEERS OF AMERICA OF	41,465.21		
80035942	XO COMMUNICATIONS INC	141.94		
80035943	YFA CONNECTIONS	3,346.67		
80035944	ALL SERVICE WEST TOWING	105.98		
80035945	ROBERT EARL ALFORD	88.32		

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
TIME: 07:33
PAGE: 6

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80035946	ALLIED SAFE & VAULT CO INC D	78.00		
80035947	ARAMARK UNIFORM SERVICES	36.95		
80035948	AVISTA UTILITIES	114.97		
80035949	BRIDGESTONE AMERICAS INC	1,247.77		
80035950	CINTAS CORPORATION NO 3	116.81		
80035951	CITY SERVICE VALCON LLC	5,011.34		
80035952	COWLES PUBLISHING COMPANY	846.81		
80035953	DIVINES TOWING/DIV OF	88.32		
80035954	ELJAY OIL CO INC	821.01		
80035955	EVERGREEN STATE TOWING LLC	317.95		
80035956	HISTORICAL RESEARCH ASSOCIAT	1,120.68		
80035957	HITACHI ZOSEN INOVA U.S.A.	5,032.93		
80035958	LSB CONSULTING ENGINEERS PLL	440.00		

80035959	PARTNERS WITH FAMILIES &	4,183.69	
80035960	SPOKANE NEIGHBORHOOD ACTION	15,869.22	
80035961	SOUTHWEST SPOKANE COMMUNITY	1,975.00	
80035962	SPECIAL ASPHALT PRODUCTS	2,940.64	
80035963	SPOKANE AREA WORKFORCE	2,814.67	
80035964	SPOKANE COUNTY TREASURER	64,878.36	
80035965	STUART CONSULTING GROUP INC	2,400.00	
80035966	PARAMETRIX INC DBA	4,970.00	
80035967	THOMSON WEST	4,032.29	
80035968	TRANSITIONS DBA TRANSITIONAL	14,346.85	
80035969	US BANK CORPORATE TRUST SVCS	300.00	
80035970	VOLUNTEERS OF AMERICA OF	16,563.18	
80035971	WCP SOLUTIONS	853.63	
80035972	BRIAN MCGINN	107.00	
80035973	ALLIED ENVELOPE	118.05	
80035974	AVISTA UTILITIES	28,965.40	
80035975	DELL MARKETING LP	76.08	
80035976	DICK IRVIN INC.	3,435.43	
80035977	EAST CENTRAL COMMUNITY	28,703.83	
80035978	ELJAY OIL CO INC	75.94	
80035979	EXPERT EVALUATIONS INC	2,950.00	
80035980	FASTENAL CO	491.90	
80035981	FIKES NORTHWEST INC/DIV OF	67.72	
80035982	GENERAL KINEMATICS CORPORATI	427.86	
80035983	GRAYMONT CAPITAL INC.	8,608.50	
80035984	GUN AGENTS LLC	9,412.33	
80035985	MCCOLLUM FORD SALES INC	24,998.85	
80035986	HATCH ASSOCIATES CONSULTANTS	7,475.50	
80035987	HENLEY LEADERSHIP GROUP INC	4,500.00	
80035988	HITACHI ZOSEN INOVA U.S.A.	11,826.90	
80035989	INSLEE, BEST, DOEZIE &	2,000.00	
80035990	LOOMIS ARMORED US INC	6,076.96	
80035991	MCCOY POWER CONSULTANTS INC	6,250.00	
80035992	NE COMMUNITY CENTER ASSN	31,476.12	
80035993	NORCO INC		4.04
80035994	OCCUPATIONAL MEDICINE	6,213.50	
80035995	OXARC INC	1,740.51	
80035996	PRO CUT CONCRETE CUTTING		478.28
80035997	VARELA & ASSOCIATES INC	18,531.07	
80035998	WINGFOOT COMMERCIAL TIRE	55,335.79	

REPORT: PG3640 CITY OF SPOKANE
SYSTEM: FMSAP COUNCIL CHECK RANGE/TOTAL
USER: MANAGER
RUN NO: 13

DATE: 04/03/17
TIME: 07:33
PAGE: 7

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80035999	AECOM TECHNICAL SERVICES INC	327,502.02		
80036000	ALSCO DIVISION OF ALSCO INC			896.78
80036001	ARCHBRIGHT INC	10,188.00		
80036002	AVISTA UTILITIES	41,151.26		
80036003	BAKER & TAYLOR BOOKS		15,200.05	
80036004	KENNETH A BARRETT	14,000.00		
80036005	BUDINGER & ASSOCIATES INC	1,087.18		
80036006	CDW GOVERNMENT INC	119.57		
80036007	CENGAGE LEARNING INC		570.45	
80036008	CPM DEVELOPMENT CORP DBA	218.63		
80036009	CINTAS CORPORATION NO 3	3,396.56		
80036010	CLEAN ENERGY INC	6,364.28		
80036011	CONTROL SOLUTIONS NW INC	356.26		
80036012	COPIERS NORTHWEST INC	1,021.91		
80036013	DESAUTEL HEGE COMMUNICATIONS			625.00
80036014	DIVCO INC	2,644.79		
80036015	DAVID TOUTONGHI dba			258.40

80036016	FISHER SCIENTIFIC	388.36		
80036017	FLECK LLC	422.60		
80036018	GEO ENGINEERS INC			14,755.35
80036019	GROUNDWATER SOLUTIONS INC	58,692.01		
80036020	H D SUPPLY WATERWORKS LTD	123.91		
80036021	HELFRICH BROTHERS BOILER WOR	4,087.85		
80036022	INGRAM LIBRARY SERVICES LLC		82.21	
80036023	INLAND ENVIRONMENTAL RESOURC	12,703.23		
80036024	KONECRANES INC	3,978.42		
80036025	KRONOS INCORPORATED	4,256.20		
80036026	LANGUAGE LINE SERVICES	32.43		
80036027	MICHAEL TERRELL LANDSCAPE	608.36		
80036028	MIDWEST TAPE		2,521.04	
80036029	MURRAY, SMITH & ASSOCIATES I	854.50		
80036030	NEPTUNE TECHNOLOGY GROUP INC	1,590.82		
80036031	NRC ENVIRONMENTAL SERVICES I			10,650.06
80036032	OAC SERVICES INC	19,940.55		
80036033	OCCUPATIONAL MEDICINE	11,297.50		
80036034	OLIN CORPORATION	9,839.22		
80036035	ONLINE CLEANING SERVICES	49,676.11		
80036036	JEFF LATTIN			179.36
80036037	PREMERA BLUE CROSS OR	881,174.91		
80036038	RECORDED BOOKS INC		1,512.65	
80036039	ROADWISE INC	219,313.76		
80036040	SHAMROCK PAVING CO/DIV OF	40,258.26		
80036041	SIEMENS DEMAG DELAVAL	14,585.37		
80036042	JODI LYNN SIEMIENCZUK	5,000.00		
80036043	SIERRA MONITOR CORP	9,822.02		
80036044	SPOKANE COUNTY TREASURER			68.83
80036045	SPOKANE FIRE FIGHTERS BENEFI	689,223.29		
80036046	STRATA GEOTECHNICAL ENGINEER			582.25
80036047	SVL ANALYTICAL INC	234.00		
80036048	TERRACON CONSULTANTS INC	2,188.75		
80036049	TESTAMERICA LABORATORIES INC	1,479.00		
80036050	TRAFFIC SAFETY SUPPLY INC	3,733.85		
80036051	UNIFIRE POWER BLOWERS INC	8,804.70		

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
TIME: 07:33
PAGE: 8

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80036052	URBAN ART COOP			498.40
80036053	US BANK OR CITY TREASURER	23,003.17		
80036054	LEONARD J VANDERBOSCH MD	350.00		
80036055	WA STATE DEPT OF ECOLOGY	26,925.03		
80036056	VICTOR J GIAMPIETRI II	1,000.00		
80036057	WESTERN PETERBILT LLC	161.53		
80036058	XO COMMUNICATIONS INC	34.21		168.52
80036059	YWCA	1,898.69		
80036060	ALICE M BUSCH			447.30
80036061	ROSEMARY J RILEY	22,000.00		
80036062	ALLIED ENVELOPE	79.12		
80036063	ARCHBRIGHT INC	10,423.87		
80036064	AVISTA UTILITIES	6,365.39		
80036065	AVISTA UTILITIES	1,637.64		
80036066	BATTERY SYSTEMS INC	30.91		
80036067	BHS MARKETING LLC	3,097.52		
80036068	BRIDGESTONE AMERICAS INC	4,204.04		
80036069	CONNOISSEUR CONCERTS ASSN	7,000.00		
80036070	CONTRACT DESIGN ASSOCIATES I	2,446.34		
80036071	COPIERS NORTHWEST INC	12,348.93		
80036072	PAMELA DECOUNTER	35.00		

80036073	EVERGREEN STATE TOWING LLC	105.98
80036074	FEDERAL EXPRESS CORP/DBA FED	1,038.37
80036075	FIKES NORTHWEST INC/DIV OF	88.03
80036076	FINANCIAL CONSULTING Solutio	8,745.69
80036077	GARCO CONSTRUCTION INC	8,696.00
80036078	JUDITH GILMORE	35.00
80036079	GRAYBAR ELECTRIC COMPANY INC	832.65
80036080	KAISER FOUNDATION HEALTH PLA	127,524.80
80036081	H D SUPPLY WATERWORKS LTD	13,899.47
80036082	CRAMBLIT INC	4,744.76
80036083	ITT CORPORATION/GOULDS PUMPS	10,400.00
80036084	NAPA AUTO PARTS	210.94
80036085	NORCO INC	282.48
80036086	NW BIOSOLIDS MGNT ASSN	6,308.00
80036087	SAJB-WELLHEAD IMPLEMENTATION	25,150.00
80036088	SOFTWAREONE INC	643.65
80036089	SPOKANE COUNTY TREASURER	100,912.85
80036090	SPOKANE REGIONAL SPORTS	3,333.33
80036091	STORMWIND LLC	8,970.00
80036092	TRAFFIC SAFETY SUPPLY INC	3,435.46
80036093	US BANK	241,899.27
80036094	VERIZON WIRELESS BELLEVUE	1,097.92
80036095	WASHINGTON DENTAL SERVICE OR	34,409.38
80036096	WCP SOLUTIONS	541.19
80036097	WESTERN PETERBILT LLC	11,431.93
80036098	WESTERN REBAR	27.18
80036099	WINGFOOT COMMERCIAL TIRE	1,637.73
80036100	MICHELE L DAILEY	6.96
80036101	GITA GEORGE HATCHER	252.63
80036102	LU A GLASSER	103.23
80036103	KARA HEATHERLY	170.13
80036104	CRAIG E HULT	35.00

REPORT: PG3640
 SYSTEM: FMSAP
 USER: MANAGER
 RUN NO: 13

CITY OF SPOKANE
 COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
 TIME: 07:33
 PAGE: 9

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80036105	MARK E LINDSEY	35.00		
80036106	CRYSTAL RODGERS	298.53		
80036107	ADVANCED TRAFFIC PRODUCTS IN	13,586.99		
80036108	AHBL INC			490.75
80036109	ALSCO DIVISION OF ALSCO INC	85.60	70.58	
80036110	ARAMARK UNIFORM SERVICES	560.58		
80036111	AVERY DENNISON	5,546.96		
80036112	AVISTA UTILITIES		8,780.61	80,725.77
80036113	AVISTA UTILITIES			14,269.50
80036114	BAKER & TAYLOR BOOKS		9,674.03	
80036115	BATTERY SYSTEMS INC	50.72		
80036116	MIDWEST COMMUNICATIONS TCH I		435.01	
80036117	CLUB PROPHET SYSTEMS			3,097.95
80036118	COLVICO INC			42,314.74
80036119	COMPLETE OFFICE LLC		76.95	
80036120	CONSOLIDATED ELECTRICAL		3,338.83	
80036121	CREEK AT QUALCHAN GOLF COURS			1,474.34
80036122	DELL MARKETING LP	2,254.70		
80036123	DESAUTEL HEGE COMMUNICATIONS			10,158.75
80036124	DEVRIES INFORMATION MANAGEME		38.64	
80036125	ELECTRIC CITY INC			1,607.13
80036126	ENVISIONWARE INC		45,853.16	
80036127	FREEDOM TRUCK CENTERS INC	3,020.71		
80036128	GALLS LLC	993.25		
80036129	GOODWILL INDUSTRIES OF THE		748.80	

80036130	H2O SOLUTIONS LLC	8,017.60		
80036131	HASKINS STEEL CO INC	340.67		
80036132	HUGHES FIRE EQUIPMENT INC	894.20		
80036133	INDUSTRIAL BOLT & SUPPLY INC		75.42	
80036134	KENWORTH SALES COMPANY	8,728.74		
80036135	KERSHAW INC		21.62	
80036136	LANDSITE DEVELOPMENT INC		529.91	
80036137	LANGUAGE LINE SERVICES	21.64		
80036138	LOOMIS ARMORED US INC	396.00		95.26
80036139	MAIL FINANCE INC		385.52	
80036140	MICHAEL J BLACKMON	975.00		
80036141	LAKEYLAND INC DBA	130.39		
80036142	OAC SERVICES INC	10,970.43		
80036143	OCCUPATIONAL MEDICINE	1,723.00		
80036144	PACWEST MACHINERY LLC	1,981.10		
80036145	PRINTING TECHNOLOGIES INC		244.85	
80036146	RAY-PAC, INC		120.22	
80036147	ROADWISE INC	11,289.04		
80036148	SACRED HEART ENGINEERING	2,220.94		
80036149	SAFETY KLEEN CORPORATION			155.17
80036150	SOLID WASTE SYSTEMS INC	4,778.92		
80036151	SPOKANE COUNTY PARKS			20,000.00
80036152	STEVEN A MEEK ARCHITECTS			5,847.22
80036153	SUMMIT LAW GROUP PLLC	2,487.00		
80036154	T & T GOLF MANAGEMENT INC			411.34
80036155	THOMAS DEAN & HOSKINS INC			2,539.71
80036156	URLACHER ENTERPRISES INC DBA		9,798.22	
80036157	VERIZON WIRELESS BELLEVUE	27,548.85	120.05	

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
TIME: 07:33
PAGE: 10

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80036158	WA STATE DEPT OF CORRECTIONS	1,440.00		
80036159	WATSON PAINT AND BODY WORKS	1,298.70		
80036160	WESTERN PETERBILT LLC	910.58		
80036161	WESTERN STATES EQUIPMENT CO	1,968.13		1,145.09
80036162	WILDROSE LTD dba	8,757.79		
80036163	JEREMY J ATWOOD	376.64		
80036164	SUMITTRA A SHADDUCK		16.07	
80036165	AMERICAN TRAFFIC SOLUTIONS I	62,707.90		
80036166	ARAMARK UNIFORM SERVICES	290.24		
80036167	AVISTA UTILITIES	14,607.14		
80036168	CAMTEK INC	363.00		
80036169	CERTIFIED SECURITY SYSTEMS	339.14		
80036170	CITY SERVICE VALCON LLC	1,975.05		
80036171	CONNELL OIL INC	1,022.21		
80036172	CONSOLIDATED SUPPLY CO	1,064.13		
80036173	COOK SECURITY GROUP	180.72		
80036174	COPIERS NORTHWEST INC	59.96		
80036175	CW NIELSEN MFG CORP	78.26		
80036176	EASTERN WASHINGTON UNIVERSIT	2,191.55		
80036177	EASTERN WASHINGTON UNIVERSIT	576.00		
80036178	ELJAY OIL CO INC	1,084.42		
80036179	FERGUSON ENTERPRISES INC	33,115.49		
80036180	FIKES NORTHWEST INC/DIV OF	43.30		
80036181	GRAINGER INC	332.54		
80036182	GRAYMONT CAPITAL INC.	19,429.15		
80036183	HALME CONSTRUCTION INC	155,670.90		
80036184	HASKINS STEEL CO INC	434.77		
80036185	IBM CORP	21,180.90		
80036186	KEN DAVIS LAWN & TREE CAR	97.83		

80036187	LINN MACHINE & MFG	21,261.86
80036188	LOOMIS ARMORED US INC	942.23
80036189	MSI ENGINEERS INC	1,000.00
80036190	NELSON'S TOWING AND REPAIR/	70.66
80036191	NORCO INC	544.96
80036192	CARRIE L PAETSCH	3,212.24
80036193	LAKEYLAND INC DBA	304.21
80036194	OLYMPIC FOUNDRY INC	2,047.91
80036195	PAINTCRAFTERS PLUS INC	1,032.65
80036196	TED PULVER	450.00
80036197	ROADWISE INC	17,141.90
80036198	S M HANSEN CONSULTING	3,697.50
80036199	SENSKE PEST CONTROL	171.75
80036200	SHAMROCK PAVING CO/DIV OF	2,360.96
80036201	SPOKANE COPS	91,143.75
80036202	SPOKANE COUNTY TREASURER	463.04
80036203	SPOKANE POLICE CHAPLAINCY	9,375.00
80036204	SPOKANE TOWING/DIV OF	70.66
80036205	ST ANN PARISH	825.00
80036206	STRATEGIC RESEARCH ASSOCIATE	3,375.00
80036207	LARRY TANGEN	617.50
80036208	TRAFFIC SAFETY SUPPLY INC	172.84
80036209	US BANK TRUST NA	68,000.00
80036210	VAN NESS FELDMAN LLP	840.00

REPORT: PG3640
 SYSTEM: FMSAP
 USER: MANAGER
 RUN NO: 13

CITY OF SPOKANE
 COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
 TIME: 07:33
 PAGE: 11

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80036211	VERIZON WIRELESS BELLEVUE	1,300.98		
80036212	WA STATE CRIMINAL JUSTICE	700.00		
80036213	WEST CENTRAL COMMUNITY	346.60		
80036214	WESTERN REFUSE & RECYCLING	2,479.68		
80036215	ZAYO GROUP HOLDINGS INC	1,478.28		
80036216	ABI ATTACHMENTS, INC.			18,364.54
80036217	ALSCO DIVISION OF ALSCO INC	96.45		24.79
80036218	ANDERSON TECHNOLOGIES INC	4,801.00		
80036219	ARAMARK UNIFORM SERVICES	33.59		
80036220	AVISTA CORPORATION	39.54		
80036221	A-L COMPRESSED GASES			117.40
80036222	BATTERY SYSTEMS INC	159.02		
80036223	BRIDGESTONE AMERICAS INC	1,411.48		
80036224	CENTURY WEST ENGINEERING COR	3,061.60		
80036225	COPIERS NORTHWEST INC	141.26		68.88
80036226	CUMMINS NORTHWEST LLC	253.43		
80036227	CW NIELSEN MFG CORP	1,174.12		
80036228	DEECO INC	76,428.00		
80036229	DUNCAN PARKING TECHNOLOGIES	6,834.85		
80036230	NEXUS INLAND NW	112.98		68.00
80036231	EDGE CONSTRUCTION SUPPLY	1,220.27		
80036232	FASTENAL CO	2,026.26		
80036233	GRAINGER INC	55.08		
80036234	GRAYMONT CAPITAL INC.	6,943.00		
80036235	HACH COMPANY	2,704.22		
80036236	HASKINS STEEL CO INC	98.08		
80036237	CRAMBLIT INC	1,587.02		
80036238	INDUSTRIAL COMMUNICATIONS	7,885.06		
80036239	INLAND ENVIRONMENTAL RESOURC	13,637.50		
80036240	INLAND POWER & LIGHT CO			299.06
80036241	ELIZABETH A PIKE			189.00
80036242	CARUSO'S FLOORS			268.00
80036243	NORCO INC	207.35		

80036244	OLIN CORPORATION	4,880.45	
80036245	SETCOM CORP	2,111.93	
80036246	SOLID WASTE SYSTEMS INC	420.18	
80036247	SPOKANE ARTS FUND	22,083.33	
80036248	SPOKANE EXERCISE EQUIPMENT	119.57	
80036249	TITAN TRUCK EQUIPMENT	1,186.06	
80036250	TRAFFIC SAFETY SUPPLY INC	212.78	
80036251	TWO RIVERS TERMINAL LLC	4,312.78	
80036252	WA ASSN OF CODE ENFORCEMENT	160.00	
80036253	NARWHAL MET LLC	445.00	
80036254	WCP SOLUTIONS	375.49	
80036255	WESTERN PETERBILT LLC	518.59	
80036256	WESTERN STATES EQUIPMENT CO	4,952.44	
80036257	WHITNEY EQUIPMENT COMPANY IN	3,511.01	
80036258	WILDROSE LTD dba		744.70
80036259	WINGFOOT COMMERCIAL TIRE	8,190.56	
80036260	XO COMMUNICATIONS INC		66.60
80036261	BRENNEN J COOKE	200.00	
80036262	AARON P GOLDMAN	52.72	
80036263	NM-COIN LLC	842.43	

REPORT: PG3640	CITY OF SPOKANE	DATE: 04/03/17
SYSTEM: FMSAP	COUNCIL CHECK RANGE/TOTAL	TIME: 07:33
USER: MANAGER		PAGE: 12
RUN NO: 13		

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80036264	YAYALAH ANN SENKLIP			360.00
80036265	ARAMARK UNIFORM SERVICES	168.49		
80036266	BAKER & TAYLOR BOOKS		4,993.43	
80036267	BATTERY SYSTEMS INC		104.20	
80036268	BERGER PARTNERSHIP PS			182,623.03
80036269	CATHOLIC CHARITIES	41,075.43		
80036270	CDW GOVERNMENT INC	1,103.31		
80036271	CENGAGE LEARNING INC		155.64	
80036272	CITY SERVICE VALCON LLC			1,327.02
80036273	COEUR D'ALENE SERVICE STATIO	142.40		
80036274	CREEK AT QUALCHAN GOLF COURS			5,156.05
80036275	DAVIS WRIGHT TREMAINE	3,821.42		
80036276	DELL MARKETING LP	3,166.96		
80036277	DESAUTEL HEGE COMMUNICATIONS			287.50
80036278	EASTERN WASHINGTON UNIVERSIT	6,963.89		
80036279	EUROPLUS DIRECT LTD	2,700.00		
80036280	EXPRESS NAME TAGS & MORE, IN		27.83	
80036281	FIREPOWER INC		502.19	
80036282	FORT WALLA WALLA MUSEUM			20,888.45
80036283	GEO ENGINEERS INC			23,197.11
80036284	GOODWILL INDUSTRIES OF THE	134,340.15		
80036285	HAIGHT BROTHERS INC	197.73		
80036286	HASKINS STEEL CO INC	170.99		
80036287	INGRAM LIBRARY SERVICES LLC		462.60	
80036288	INLAND POWER & LIGHT CO	119.70		
80036289	LEVEL 3 COMMUNICATIONS LLC		425.76	
80036290	MAE WOLFE PHOTOGRAPHY			62.50
80036291	MICHAEL TERRELL LANDSCAPE			88.50
80036292	MIDWEST TAPE		2,134.74	
80036293	GEORGE H MORRISON			6,921.00
80036294	NORCO INC			27.18
80036295	PREMERA BLUE CROSS OR	336,885.13		
80036296	RECORDED BOOKS INC		234.09	
80036297	ROADWISE INC	15,738.25		
80036298	SPOKANE NEIGHBORHOOD ACTION	11,548.28		
80036299	SPECIALTY ROOFING LLC	746.50		
80036300	SPOKANE COUNTY INFO SYSTEMS	35,287.75		

80036301	SPOKANE HOUSING AUTHORITY	8,519.33	
80036302	SUMMIT LAW GROUP PLLC	1,140.00	
80036303	T & T GOLF MANAGEMENT INC		377.40
80036304	TRAFFIC SAFETY SUPPLY INC		486.44
80036305	TRANSITIONS DBA TRANSITIONAL	11,485.12	
80036306	US BANK OR CITY TREASURER	2,778.98	
80036307	VERIZON WIRELESS BELLEVUE		878.71
80036308	VOLUNTEERS OF AMERICA OF	5,991.48	
80036309	WILBUR ELLIS COMPANY		8,494.04
80036310	YELLOWSTONE TRACK SYSTEMS, I		5,540.00
80036311	A W REHN & ASSOCIATES INC OR	22,990.49	
80036312	ABM JANITORIAL SERVICES SOUT	1,722.16	
80036313	AFLAC/AMERICAN FAMILY LIFE	40,356.81	
80036314	ALLIANT INSURANCE SERVICES I	8,130.00	
80036315	ANATEK LABS INC	20.00	
80036316	ARAMARK UNIFORM SERVICES	523.93	

REPORT: PG3640

SYSTEM: FMSAP

USER: MANAGER

RUN NO: 13

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17

TIME: 07:33

PAGE: 13

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80036317	AVISTA CORPORATION	17,659.23		
80036318	AVISTA UTILITIES	12,454.95		
80036319	BELSBY ENGINEERING			1,660.00
80036320	BRIGGS MACHINE & FABRICATION	2,074.00		
80036321	CINTAS CORPORATION NO 3	16.31		
80036322	CITY SERVICE VALCON LLC	4,394.11		
80036323	COOK SECURITY GROUP	60.00		
80036324	COPIERS NORTHWEST INC	382.23		
80036325	CORBIN SENIOR ACTIVITY CENTE			2,612.50
80036326	COWLES PUBLISHING COMPANY	1,250.00		
80036327	CRITICAL MENTION INC	5,000.00		
80036328	DALLY ENVIRONMENTAL LLC	5,545.65		
80036329	DELL MARKETING LP	13,322.47		
80036330	DESAUTEL HEGE COMMUNICATIONS			17,330.14
80036331	DIGNITARY PROTECTION TEAM FU	120.00		
80036332	EUREKA! ENGINEERING	19,750.00		
80036333	FEDERAL EXPRESS CORP/DBA FED	462.84		
80036334	FIKES NORTHWEST INC/DIV OF	47.41		
80036335	FIRST AMERICAN TITLE INS	543.50		
80036336	GALLS LLC	1,118.97		
80036337	GARCO CONSTRUCTION INC	220,439.85		
80036338	GRAINGER INC	172.99		
80036339	KAISER FOUNDATION HEALTH PLA	154,813.91		
80036340	GUNARAMA WHOLESALE INC	261.48		
80036341	HASKINS STEEL CO INC	282.62		
80036342	HILL INTERNATIONAL INC			32,334.29
80036343	HRA VEBA TRUST	500.00		
80036344	CPM DEVELOPMENT CORP DBA	24,200.73		
80036345	INLAND POWER & LIGHT CO	510.18		
80036346	K & L GATES LLP	6,756.20		
80036347	LUTHERAN COMMUNITY SERVICES	14,993.10		
80036348	MID CITY CONCERNS INC			1,543.75
80036349	NAVEX GLOBAL INC	7,206.05		
80036350	NEPTUNE TECHNOLOGY GROUP INC	10,435.72		
80036351	NORTHEAST YOUTH CENTER			23,256.34
80036352	PLUMB LOCO INC	21,495.43		
80036353	PREMERA BLUE CROSS	74,109.90		
80036354	PROJECT JOY			2,580.83
80036355	RED DIAMOND CONSTRUCTION INC	27,459.23		
80036356	SINTO SENIOR CENTER			6,434.17
80036357	SPOKANE NEIGHBORHOOD ACTION	83,727.18		

80036358	SOUTHSIDE SENIOR ACTIVITY CT		8,859.00
80036359	SOUTHWEST SPOKANE COMMUNITY		3,328.92
80036360	SPOKANE POLICE K-9 MEMBERSHI	60.00	
80036361	SPOKANE COUNTY SUPERIOR COUR	641.78	
80036362	SPOKANE COUNTY 911	758.24	
80036363	SPOKANE COUNTY TREASURER	56,821.75	
80036364	SPOKANE FIRE FIGHTERS BENEFI	17,600.00	
80036365	STANLEY M SLOWIK INC	350.00	
80036366	STANTEC ARCHITECTURE INC		11,277.50
80036367	STRATA GEOTECHNICAL ENGINEER		4,438.50
80036368	SVL ANALYTICAL INC	189.00	
80036369	SPOKANE POLICE SWAT TEAM	210.00	

REPORT: PG3640
 SYSTEM: FMSAP
 USER: MANAGER
 RUN NO: 13

CITY OF SPOKANE
 COUNCIL CHECK RANGE/TOTAL

DATE: 04/03/17
 TIME: 07:33
 PAGE: 14

CHECK #	VENDOR	CITY	LIBRARY	PARKS
80036370	SPOKANE POLICE TACTICAL TEAM	264.00		
80036371	TESTAMERICA LABORATORIES INC	9,015.00		
80036372	UNITED TECHNOLOGY CORP	4,239.30		
80036373	UNITED WAY	1,659.67		
80036374	US BANK TRUST NA			
80036375	WA ST COUNCIL OF CITY & COUN	26.87		
80036376	WASHINGTON SELF INSURERS	1,199.00		
80036377	WASHINGTON DENTAL SERVICE OR	44,177.88		
80036378	WEST CENTRAL COMMUNITY			6,056.25
80036379	YWCA	989.70		
80036380	ADRIANNE PEARSON	911.06		
		11,404,522.50	123,576.83	1,124,794.75
				=====
		CITYWIDE TOTAL:		13,258,646.98



Agenda Sheet for City Council Meeting of:
04/10/2017

Date Rec'd	3/29/2017
Clerk's File #	CPR 2017-0003
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	ACCOUNTING
Contact Name/Phone	KIM BUSTOS 6034
Contact E-Mail	KBUSTOS@SPOKANECITY.ORG
Agenda Item Type	Claim Item
Agenda Item Name	5600-ACCOUNTING-PAYROLL

Agenda Wording

Report of the Mayor of pending payroll claims of previously approved obligations through: March 25, 2017.
Payroll check #544010 through check #544146 \$6,244,912.25

Summary (Background)

N/A

<u>Fiscal Impact</u>	<u>Budget Account</u>
Expense \$ 6,244,912.25	# N/A
Select \$	#
Select \$	#
Select \$	#

<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	BUSTOS, KIM	<u>Study Session</u>	
<u>Division Director</u>	DUNIVANT, TIMOTHY	<u>Other</u>	
<u>Finance</u>	ORLOB, KIMBERLY	<u>Distribution List</u>	
<u>Legal</u>	DALTON, PAT		
<u>For the Mayor</u>	SANDERS, THERESA		
<u>Additional Approvals</u>			
<u>Purchasing</u>			

PAYROLL RECAP BY FUND
PAY PERIOD ENDING MARCH 25, 2017

FUND	FUND NAME	TOTAL
0100	GENERAL FUND	
0030	POLICE OMBUDSMAN	7,288.53
0230	CIVIL SERVICE	25,172.92
0260	CITY CLERK	14,340.81
0320	COUNCIL	31,152.24
0330	PUBLIC AFFAIRS / COMMUNICATIONS	21,996.01
0370	ENGINEERING SERVICES	153,502.82
0410	FINANCE	35,316.80
0430	GRANTS MNGMT & FINANCIAL ASSIST	9,672.80
0450	CD/HS DIVISION	7,587.20
0470	HISTORIC PRESERVATION	3,930.40
0500	LEGAL	108,182.53
0520	MAYOR	22,908.00
0550	NEIGHBORHOOD SERVICES	11,482.40
05601	MUNICIPAL COURT	100,088.30
05602	PARKING VIOLATIONS	0.00
0570	OFFICE OF HEARING EXAMINER	6,458.40
0620	HUMAN RESOURCES	20,056.80
0650	PLANNING SERVICES	47,035.52
0680	POLICE	1,422,328.02
0690	PROBATION SERVICES	32,850.40
0700	PUBLIC DEFENDERS	78,694.02
0750	ECONOMIC DEVELOPMENT	10,693.60
	TOTAL GENERAL FUND	2,170,738.52

FUND	FUND NAME	TOTAL
1100	STREET	231,078.49
1200	CODE ENFORCEMENT	32,872.57
1300	LIBRARY	179,715.85
1390	URBAN FORESTRY FUND	0.00
1400	PARKS AND RECREATION	223,740.41
1460	PARKING METER	32,304.32
1510	LAW ENFORCEMENT INFO SYSTEM FUND	3,673.60
1620	PUBLIC SAFETY & JUDICIAL GRANT	25,465.90
1630	COMBINED COMMUNICATIONS CENTER	57,729.89
1680	CD/HS	47,118.73
1840	WIA ADMINISTRATIVE COST POOL	0.00
1970	EMS FUND	1,241,470.71
4100	WATER	370,804.00
4250	INTEGRATED CAPITAL FUND	41,293.23
4300	SEWER	457,868.66
4480	REFUSE	262,541.03
4490	SOLID WASTE	231,743.01
4600	GOLF	24,562.81
4700	GENERAL SERVICES FUND	121,703.86
5100	FLEET SERVICE	82,049.42
5200	PUBLIC WORKS & UTILITY FUND	56,193.19
5300	MIS	146,903.37
5400	REPROGRAPHICS	7,803.21
5600	ACCOUNTING SERVICES	91,024.48
5700	MY SPOKANE	20,121.75
5810	WORKER'S COMPENSATION	13,594.40
5830	SELF-FUNDED MEDICAL/DENTAL	7,942.40
5900	ASSET MANAGEMENT	24,954.43
6060	CITY RETIREMENT	10,002.41
6750	REGIONAL PLAN	27,897.60
	TOTAL	6,244,912.25

SPECIAL MEETING MINUTES SPOKANE CITY COUNCIL

Thursday, March 23, 2017

A Special Meeting of the Spokane City Council was held on the above date in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. The meeting was called to order at 3:33 p.m.

The purpose of the special meeting was for the City Council to hold a Special Administrative Session for ratification and confirmation of the Mayor's "Executive Declaration of Emergency or Disaster" and to hold the City Council's regularly scheduled Study Session. Both portions of the meeting were open to the public. No public testimony was taken and discussion was limited to appropriate officials and staff.

SPECIAL ADMINISTRATIVE SESSION

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Mumm, Kinnear, Mumm, and Stratton present. Council Member Waldref arrived at 3:34 p.m.

SPECIAL ADMINISTRATIVE AGENDA

Ratification and Confirmation of Civil Emergency (LGL 2017-0013)

Upon Unanimous Voice Vote (in the affirmative) (Council Member Waldref absent), the City Council **approved** ratification and confirmation of the Mayor's "Executive Declaration of Emergency or Disaster" (extensive flooding due to continuous rains, compounded by high temperatures and snow melting, causing damage to property and effecting the usefulness of public roadways and other public properties).

As the matter was an Administrative Agenda item, no public testimony was taken.

The Special Administrative Session adjourned at 3:34 p.m. and the City Council immediately convened into the Study Session portion of the meeting.

(Council Member Waldref entered the meeting at 3:34 p.m.)

STUDY SESSION AGENDA

The topic of discussion during the study session was, as follows:

- Resiliency Training

ADJOURNMENT

The Study Session portion of the Special Meeting adjourned at 4:30 p.m.

Minutes prepared and submitted for publication in the April 5, 2017, issue of the *Official Gazette*.

Terri L. Pfister, MMC
Spokane City Clerk

Minutes approved by Spokane City Council on _____, 2017.

Ben Stuckart
Council President

MINUTES OF SPOKANE CITY COUNCIL

Monday, March 27, 2017

BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

On roll call, Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton and Waldref were present.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present on the dais. City Administrator Theresa Sanders was absent.

Reminder – No City Council Meeting on April 3, 2017

Council President Stuckart provided a reminder that there will be no City Council meeting next week (Monday, April 3, 2017).

Advance Agenda Review

There was no briefing of an Advance Agenda since the regularly scheduled City Council meeting on Monday, April 3, 2017, is cancelled.

ADMINISTRATIVE SESSION

Current Agenda Review

The City Council reviewed the March 6, 2017, Current Agenda for any changes.

Contract with Helfrich Brothers Boiler Works, Inc. (OPR 2017-0210 / RFP 4309-17)

Motion by Council Member Mumm, seconded by Council Member Stratton, **to defer** to April 10, 2017, Agenda the contract with Helfrich Brothers Boiler Works, Inc., (Lawrence, MA) for scheduled and unscheduled outages and related services for the Waste to Energy Facility from April 1, 2017 through March 31, 2018; **carried unanimously**.

Final Reading Ordinance C35485 Relating to Human Rights Protections

Motion by Council Member Stratton, seconded by Council Member Beggs, **to accept** the new version (of the ordinance as filed with the City Clerk); **carried 6-1 (Council Member Fagan voting “no”)**.

Final Reading Ordinance C35471 Relating to the Process for Amending the Unified Development Code

Motion by Council Member Fagan, seconded by Council Member Waldref, **to accept** the new version (of the ordinance) which reflects minor changes (as filed with the City Clerk); **carried unanimously**.

Final Reading Ordinance C35486 Relating to the Asset Forfeiture Policy

Motion by Council Member Mumm, seconded by Council Member Waldref, **to accept** the new version (of the ordinance) which has some language changes (a copy of which was provided to the City Clerk's Office prior to the meeting); **carried 6-1 (Council Member Fagan voting "no")**.

City Council Letter (Regarding Upcoming Collective Bargaining Negotiations with the Police Guild) (OPR 2017-0211)

Council Member Kinnear noted she would like Special Counsel Beth Kinnard to review the letter and make any further changes or suggestions, and Ms. Kinnard has not had time to do that yet. The following action was subsequently taken:

Motion by Council Member Kinnear, seconded by Council Member Beggs, **to defer** the Letter to April 10 (Agenda); **carried unanimously**.

CONSENT AGENDA

Upon motion by Council Member Fagan, seconded by Council Member Waldref, the City Council approved Staff Recommendations for the following:

Purchase OEM recommended parts from Dresser Rand Co. (Seattle, WA) necessary for the 7-year turbine overhaul for the Waste to Energy Facility—\$550,000 plus a 10% reserve of \$55,000 for a total of \$605,000 (excl. taxes). (OPR 2017-0208)

Contract with Simplex Grinnell, (Spokane Valley, WA) for as needed inspections, repairs and installations of Fire Suppression Systems and Hydrants at the Waste to Energy Facility from May 1, 2017 through April 30, 2018—\$46,034.45. (OPR 2017-0209; RFB 4310-17)

Low Bid of Cameron-Reilly LLC (Spokane, WA) for Division Gateway – 3rd Avenue to Spokane Falls Boulevard—\$3,620,352.60. An administrative reserve of \$362,035.26 which is 10% of the contract price will be set aside. (PRO 2017-0012; ENG 2014149)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through March 17, 2017, total \$6,977,951.76 (Check Nos. 535415-535634; ACH Payment Nos. 35669-35912), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,560,640.90. (CPR 2017-0002)

City Council Meeting Minutes: March 13, 2017 and March 16, 2017. (CPR 2017-0013)

Council Recess/Executive Session

The City Council adjourned at 3:40 p.m. The City Council immediately reconvened into an Executive Session to discuss pending litigation for five minutes. Interim City Attorney Mike Piccolo and Assistant City Attorney Nate Odle were present during the Executive Session. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

LEGISLATIVE SESSION**Pledge of Allegiance**

The Pledge of Allegiance was led by Troop 258.

Invocation

Gretchen Rehberg, new Bishop of the Episcopal Diocese of Spokane.

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton, and Waldref were present.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present.

PROCLAMATIONS

April 4, 2017 *National Service Day*

Council Member Mumm read the proclamation and presented it to Julie Gautier-Downes, Community Frameworks. The proclamation notes that service to others is the hallmark of a community's character and central to meeting challenges. National Service programs, including AmeriCorps and Senior Corps, strengthen neighborhoods and faith based organizations that are vital to our social wellbeing and expand economic opportunity and create a more sustainable resilient community by providing education, career skills, and leadership abilities.

Month of April 2017 *Fair Housing Month*

Council Member Stratton read the proclamation and presented it to Marley from Northwest Fair Housing Alliance. April 2017 marks the 49th Anniversary of the passage of the Civil Rights Act of 1968 popularly known as the Federal Fair Housing Act. The proclamation asks that all members of the community join with the Mayor in support of endorsing the practice of fair housing.

March 31, 2017 *Transgender Day of Visibility*

Council President Stuckart read the proclamation and presented it to a representative of Spokane TALL. The proclamation notes that trans people are our neighbors, coworkers, families, and friends, and are at a disproportionate risk of violence, discrimination, and marginalization. The Spokane community affirms the value and dignity of its trans members as it affirms the value and dignity of all its citizens. The proclamation encourages citizens to join together in promoting understanding, compassion, and acceptance of the trans community.

BOARDS AND COMMISSIONS APPOINTMENTS

Spokane Regional Law and Justice Council

Motion by Council Member Kinnear, seconded by Council Member Stratton, **to replace** Council President Stuckart with Council Member Beggs as the City Council's representative on the Spokane Regional Law and Justice Council; **carried unanimously.**

Council President Stuckart noted he was honored to be on the Spokane Regional Law and Justice Council and feels the City Council will be better served to have the expertise that Council Member Beggs offers.

ADMINISTRATIVE REPORTS

Human Rights Commission Report

John Lemus, Human Rights Commission Chair, along with members of the Commission, presented the Human Rights Commission 2017 Work Plan. Mr. Lemus noted the Work Plan is more of a focus on the Commission's five subcommittees, which are as follows: 1) LGBTQIA (Commissioner Torres); 2) Human Trafficking (Commissioner Bishop); 3) Education/Planning (Commissioner Bishop); 4) Rules and Procedures (Commissioner Reilly); and 5) Complaint (Commissioner Fields).

COUNCIL COMMITTEE REPORTS

Public Works Committee

Council Member Waldref reported on the Public Works Committee meeting held earlier today (March 27, 2017). Minutes of the Public Works Committee are filed with the City Clerk's Office and are available for review following approval by the Public Works Committee.

OPEN FORUM

Rick Bocook presented concerns regarding private security at the (STA) plaza.

Alfredo Llamedo commented on the City Council adding verbiage to an important document; however, he feels the Council is not doing enough because people are being discriminated against.

Laura Renz, with the Northwest Service Dog Alliance, spoke regarding service dogs and ADA and making progress on getting the word out as to what you can and cannot do in public.

Michael Jepson spoke in support of the Human Rights Commission of Spokane.

Kelly Cruz remarked on a recent neighborhood council meeting where residents of West Central learned that their neighborhood is being used to warehouse sex offenders, and expressed concerns regarding sex offenders in West Central.

Dave Bilsland remarked on “Free Speech Friday,” which he indicated is held from 4 to 6 in the afternoon every Friday at the “V” where Ruby and Division split by North River Drive.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2017-0019

Subsequent to an overview by Council President Stuckart and public testimony, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2017-0019**—Joint Resolution stating the City Council’s and Park Board’s support for the continued integrated planning and work to utilize Parks and other City properties to meet a range of mutually identified strategic goals and objectives.

Resolution 2017-0020

Subsequent to commentary by Human Resources Director Chris Cavanaugh and Interim Street Department Director Gary Kaesemeyer, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2017-0020** approving the appointment of Gary Kaesemeyer as the Director of the Street Department for the City of Spokane.

FINAL READING ORDINANCE

Final Reading Ordinance C35485

Council Member Stratton provided an overview of revised Final Reading Ordinance C35485. (The City Council accepted the revised version of Ordinance C35485 during its 3:30 p.m. Briefing Session.) Considerable public testimony was received and Council commentary was held. Subsequently, the following action was taken:

Motion by Council Member Waldref, seconded by Council Member Mumm, **to not take any enforcement action** based on discrimination due to the use of housing choice as defined in Title 18 until July 1, 2017, which would allow an ad hoc group to be formed to help provide input on any appropriate amendments to make sure everybody understands the rules and gives input into those rules so we can enforce it effectively as a City; **carried 5-2 (Council President Stuckart and Council Member Beggs voting “no”)**.

(Clerical Note: In light of the above action, Ordinance C35485 was amended by adding a subsection F under Section 18.01.050 Administration, which reads: “The City shall not take any enforcement action based on discrimination due to the use of “housing choice or other subsidy program or alternative source of income” as defined in this Title 18 before July 1, 2017. The City Council shall name an ad hoc stakeholder group to make recommendations to the City Council for amendments to Chapter 18.03, SMC, concerning the use of housing choice or other subsidy programs or alternative sources of income.”)

Subsequent to additional Council commentary, the following action was taken:

Upon a 6-1 roll call vote (Council Member Fagan voting “no”), the City Council **passed Final Reading Ordinance C35485, as amended**, relating to human rights protections; repealing chapters 1.06, 1.08, 10.08E, and 10.18; sections 3.10.040, 3.10.050, and 3.10.060; enacting a new Title 18; and amending sections 1.05.210, 4.10.040 and 4.10.050 of the Spokane Municipal Code.

FIRST READING ORDINANCES

The following ordinances were read for the First Time, with further action deferred:

- ORD C35471** Relating to the process for amending the unified development code; amending section 17G.025.010 of the Spokane Municipal Code. (Deferred from March 6, 2017, Agenda)
- ORD C35486** Relating to the asset forfeiture policy of the City of Spokane; enacting a new chapter 8.19 of the Spokane Municipal Code.

ORD C35487 Relating to the creation of four new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 & adopting new sections 3.01A.341, 3.01A.342, and 3.01A.344 to chapter 3.01A of the Spokane Municipal Code.

SPECIAL CONSIDERATIONS

(For Council Action on the Letter which outlines the City Council's goals and objectives for the upcoming collective bargaining negotiations with the Police Guild, see section of minutes under 3:30 p.m. Briefing Session where this item was deferred to April 10, 2017, Agenda.) (OPR 2017-0211)

There were no **Hearings**.

SECOND OPEN FORUM

Cherrie Barnett remarked that something is going on in the country and we've forgotten God, morality, and our own individual truth and we're being pushed in a political correct direction – being pushed by the schools and being pushed by the media; and she read some quotes of a Russian dissident.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 9:22 p.m.

Minutes prepared and submitted for publication in the April 5, 2017, issue of the *Official Gazette*.

Terri Pfister
Spokane City Clerk

Approved by Spokane City Council on _____, 2017.

Ben Stuckart
City Council President

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/28/2017

Clerk's File #

ORD C35488

Renews #**Submitting Dept**

HUMAN RESOURCES

Cross Ref #**Contact Name/Phone**

CHRIS 625-6383

Project #**Contact E-Mail**

CCAVANAUGH@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Emergency Budget Ordinance

Requisition #**Agenda Item Name**

0620 EBO RANGE CHANGES FOR FOUR POSITIONS

Agenda Wording

Range Changes for 1st Quarter. Four positions going up in Range.

Summary (Background)

SPN 063 going from 45 to 46 SPN 922 going from 22 to 37 SPN 839 going from 46 to 51 SPN 715 going from 61 to 64

Fiscal Impact**Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

CAVANAUGH, CHRISTINE

Study Session**Division Director**

CAVANAUGH, CHRISTINE

Other**Finance**

ORLOB, KIMBERLY

Distribution List**Legal**

DALTON, PAT

For the Mayor

SANDERS, THERESA

Additional Approvals**Purchasing**

Range Changes for 1st Quarter

- SPN 063 – Going from Range 45 to Range 46 of M & P – B – Name Change from Code Enforcement Supervisor to Enforcement Supervisor. Currently there is one person in this position, Suzanne Tresko, who is at step 4 of Range 45.
- SPN 922 – Going from Range 22 to Range 37 of the Exempt/Confidential Pay Plan – Currently there is one person in this position, Luvimae Omana, who is at step 6 of range 22.
- SPN 839 – Going from Range 46 to Range 51 of the M & P-A Pay Plan – Currently there is one person in this position, Megan Duvall, who is at step 6 of range 46.
- SPN 715 – Going from Range 61 to Range 64 of the M & P-A Pay Plan – Currently there is one person in this position, Dan Kegley, who is at step 6 of this range. There is also a name change for this position going from “Director – Water-Hydroelectric Services” to “Director – Water/Wastewater/Hydro Services.

ORDINANCE NO. C35488

An ordinance amending Ordinance No. C-35457, passed the City Council November 28, 2016, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2017, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2017, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2017 budget Ordinance No. C-35457, as above entitled, and which passed the City Council November 28, 2016, it is necessary to make changes in the appropriations of the General Fund, Code Enforcement Fund, and the Water Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0020-88100	General Fund	
	18900-59951	Reserve for Budget Adjustment	<u>\$ 27,935</u>
TO:	0030-11500	General Fund – Ombudsman Office	
	57200-09220	Asst to Ombudsman (Grade 22 to 37)	\$ 15,500
	57200-52110	FICA	1,185
	57200-52210	Retirement	1,280
	0470-53610	General Fund – Historic Preservation	
	58620-08390	Historic Preservation Officer (Grade 46 to 51)	8,600
	58620-52100	FICA	660
	58620-52210	Retirement	710
			<u>\$ 27,935</u>

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

FROM:	1200-30210	Code Enforcement Fund	
	24600-54201	Contractual Services	<u>\$ 1,625</u>
TO:	1200-30210	Code Enforcement Fund	
	24600-00630	Code Enforcement Sup. (Grade 45 to 46) (from grade 45 to 46)	\$ 1,400
	24600-52110	FICA	110
	24600-52210	Retirement	115
			<u>\$ 1,625</u>

Section 3. That in the budget of the Water Fund, and the budget annexed thereto with reference to the Water Fund, the following changes be made:

FROM:	4100-30210	Water Fund	
	34141-59951	Reserve for Budget Adjustment	<u>\$ 3,940</u>
TO:	4100-30210	Water Fund	
	34141-07150	Director – Water (Grade 61 to 64)	\$ 3,400
	34141-52110	FICA	260
	34141-52210	Retirement	280

\$ 3,940

Section 4. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to implement quarterly classification and pay adjustments in accordance with approved union agreements and City policies, and as approved by management, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to form: _____
Assistant City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/28/2017

Clerk's File #

RES 2017-0022

Renews #**Submitting Dept**

CITY COUNCIL

Cross Ref #**Contact Name/Phone**

LORI KINNEAR 625-6261

Project #**Contact E-Mail**

LKINNEAR@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Resolutions

Requisition #**Agenda Item Name**

0320 - AUTHORIZING 2017 PILOT PROGRAM FOR DOWNTOWN PARKLETS

Agenda Wording

This resolution authorizes a demonstration program for the installation and operation of parklets in downtown Spokane from May to October, 2017.

Summary (Background)

The City of Spokane has authorized pilot programs in the summers of 2015 and 2016 for the installation and operation of parklets in downtown Spokane. Currently, staff are working on the formation of permanent permitting regulations for the installation and operation of parklets throughout the City. However, these regulations will likely not be prepared in time for summer, 2017, which is a period in which some property and business owners downtown desire to establish parklets.

Fiscal Impact**Budget Account**

Neutral \$

#

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

MCCLATCHEY, BRIAN

Study Session**Division Director****Other**

CHE Committee, 2-6-

Finance

ORLOB, KIMBERLY

Distribution List**Legal**

DALTON, PAT

tpalmquist@spokanecity.org

For the Mayor

SANDERS, THERESA

kbecker@spokanecity.org

Additional Approvals

htrautman@spokanecity.org

Purchasing

RESOLUTION NO. 2017-0022.

A Resolution authorizing a parklet demonstration project for summer, 2017.

WHEREAS, parklets are public gathering spaces located in the public right of way designed to energize and activate specific areas of a city; and

WHEREAS, parklets activate the streetscape, generate interest in the immediate area, increase the vibrancy of the public realm, and increase opportunities for local business activity by increasing pedestrian presence in focused areas; and

WHEREAS, parklets have been shown to have a very positive impact on pedestrian and business activity in cities such as Seattle, Portland, San Francisco, New York, Washington, D.C., and others; and

WHEREAS, business and property owners in several areas of downtown Spokane and in other neighborhoods near downtown have expressed sustained enthusiasm for the placement of a parklet in their areas; and

WHEREAS, the Downtown Spokane Partnership (“DSP”) worked with City staff and with the local nonprofit design group you express studio (“YES”) to implement a successful parklet demonstration project in 2015 in downtown Spokane which had the support of the adjacent business owners and the public and which the City Council authorized by passage of Resolution 2015-0093 (Aug. 31, 2015); and

WHEREAS, the City of Spokane extended the pilot project into the summer of 2016 by the passage of Resolution 2016-0040 (April 25, 2016), which resulted in the construction of parklets in two different locations in downtown Spokane; and

WHEREAS, the DSP, YES, and business owners in both downtown Spokane and in several neighborhoods have expressed an interest in hosting parklets in their areas in the future; and

WHEREAS, to be successful, a parklet demonstration project must adequately address infrastructure and parking impacts, be tied to a specific location, have the support of the adjacent business owners, not reduce available parking in the immediate area, be safe for the public to use, be easily maintained by a sponsor of the project, be for an express duration, and be capable of easy and fast installation and removal; and

WHEREAS, prior to formalizing the criteria for parklets city-wide, a further phase of the pilot project is needed to ensure that these public realm enhancements can work in several different kinds of contexts; and

WHEREAS, a City Council resolution is needed to ensure that the next phase of the parklet demonstration project in summer 2017 adheres to specific design guidance and operational criteria.

NOW, THEREFORE, BE IT RESOLVED BY THE SPOKANE CITY COUNCIL that the City Council requests that the administration, the Downtown Spokane Partnership, YES, and the owners of property adjacent to the selected sites enter into memoranda of understanding to implement a parklet demonstration project in downtown Spokane during the summer of 2017.

BE IT ALSO RESOLVED, that the City Council requests that DSP make a follow-up report to the City Council on outcomes and lessons learned from the 2017 parklet demonstration project at some point in the third or fourth quarter of 2017 along with a staff report containing recommendations concerning a permanent development code section authorizing a permit process for parklets City-wide.

BE IT FURTHER RESOLVED, that the 2017 parklet demonstration project shall adhere at all times to the design and operational guidance document which attached to this Resolution as Attachment 'A'.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

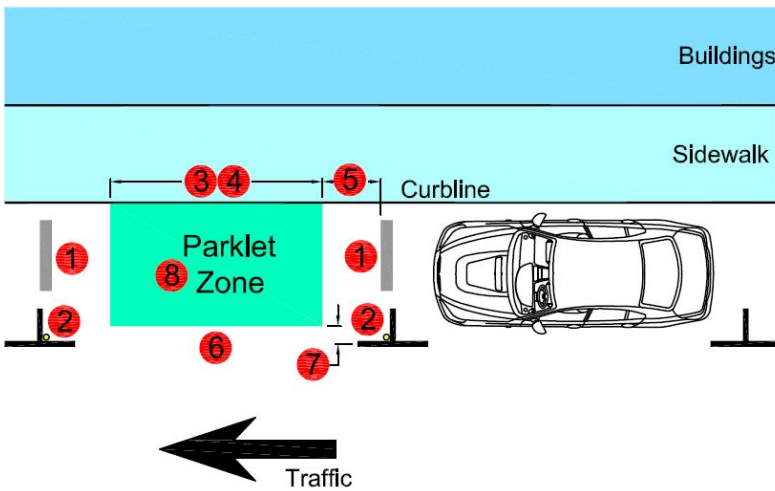
Assistant City Attorney

Mayor

Date

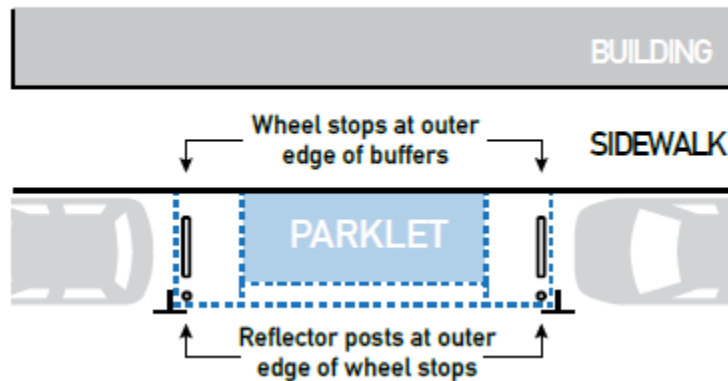
Effective Date

Parklet Overview

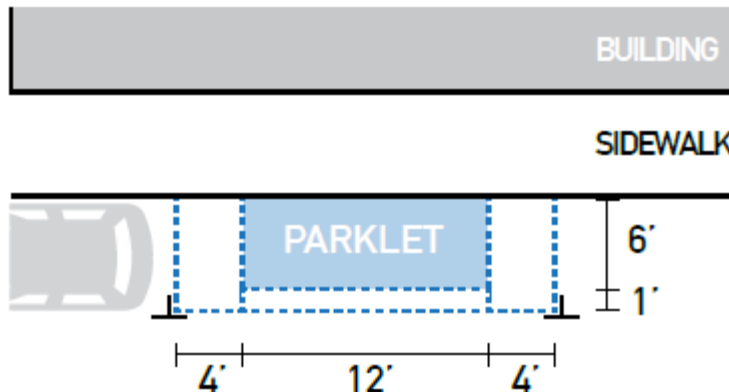


1. Wheel stops shall be installed one foot from the curbline at the edge of the parking spaces in front of and behind the parklet.
2. Reflective elements (soft-hit posts) are required at the outside corners of the parklet.
3. Maintain curbline drainage.
4. The parklet shall be flush with the curb (no more than 1/2" gap), level with the adjacent sidewalk, and must be accessible at several locations by pedestrians.
5. Buffer zone - The parklet shall be located at least four feet from the wheel stops.
6. The outside edge and railings shall not create a visual barrier.
7. There must be one foot setback from the edge of an adjacent bike lane or vehicle travel lane and shall have an edge to buffer the street. This edge can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on context of the site.
8. The parklet frame should be a freestanding structural foundation that rests on the street surface or curb. This frame can't be permanently attached to the street, curb, or adjacent planting strip.

WHEEL STOP & REFLECTOR POSTS

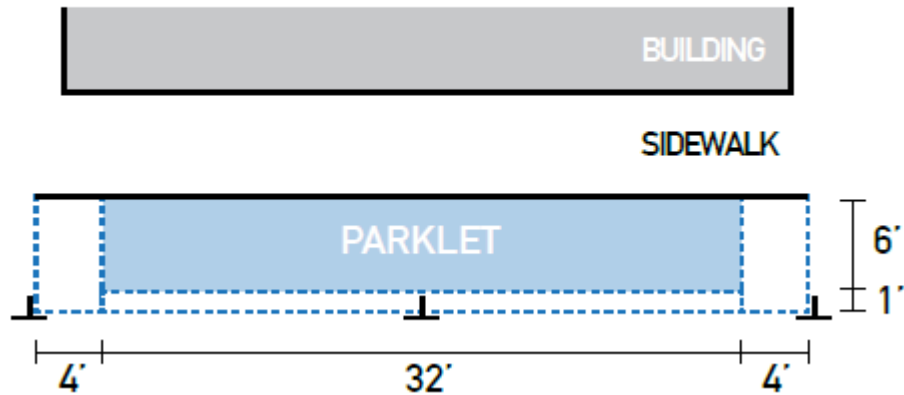


MINIMUM DIMENSIONS



Parklet Overview

DOUBLE SPACE DIMENSIONS



If you are considering putting a parklet in a load zone or another specially designated space, we recommend you first look for a nearby place to move that zone and then notify other businesses on the block. Consideration will be given to removing the special zone with written acknowledgment from your block's other property managers, owners, street-level businesses, and/or residential property associations.

• PARKLET PLAN REQUIRED ELEMENTS

A parklet plan that includes the existing sidewalk and street environment is required for all applications. The plan must indicate where the proposed parklet will be located on the street and should include the following elements:

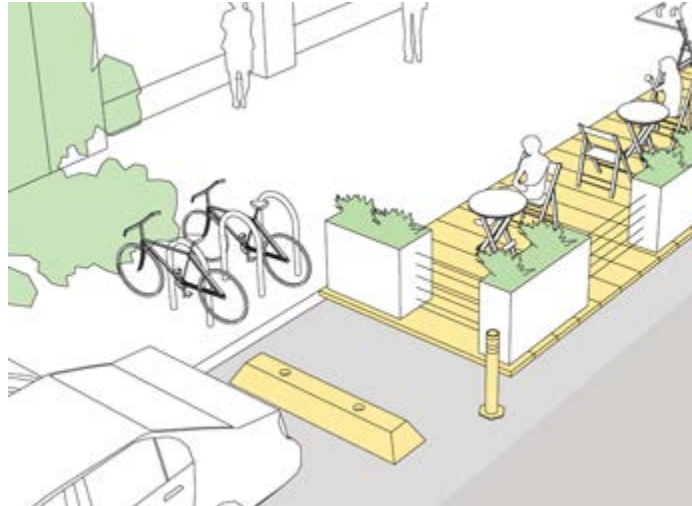
- Street and sidewalk utilities (e.g. manholes, water valves, etc.)
- Street poles and signs
- Parking meters including those that you would like to have removed
- Fire hydrants and fire department connections on buildings
- Street furniture (litter cans, benches, etc.)
- Street trees, including tree surrounds
- Sidewalk and street grade elevations
- Bike lanes (if applicable)
- Parklet dimensions
- Parklet materials and details as necessary
- Parklet Planting Plan
- Flexible bollards and wheel stops
- Sufficient notations regarding materials, design elements, or other proposed features to allow for adequate review
- Parklet design should allow for stormwater flow and drainage along curb.
- Parklets shall include a physical barrier along the street, while also maintaining clear visual sightlines.

Parklet Safety Elements

- Safety is our most important consideration, so all parklet locations must be chosen to keep sightlines clear for people on streets and sidewalks.
- The parklet must have installed wheel stops and reflective delineator posts at the outside edges of your parklet buffer. Wheel stops must be placed on each end of the parklet that borders a parking space. The wheel stops must be mounted four feet back from the edge of the parklet and one foot out from the curb.

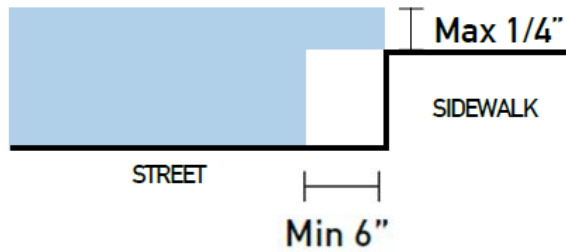
The delineator posts must be placed six inches out from the corners of the wheel stops.

The wheel stops are to be four feet long, bolt-mounted, and preferably made of recycled rubber. Delineator posts must be 36-inch tall, cylindrical, white safe-hit posts and must include reflective striping. These posts should follow the City of Spokane standard and be attached to the street with either a butyl adhesive pad or epoxy kit.

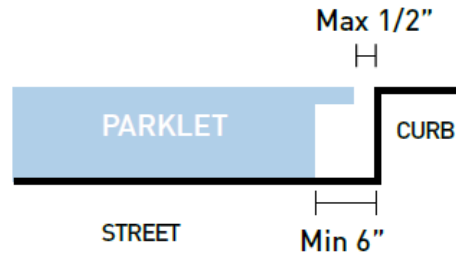


Parklet Curb Elements

MAXIMUM VERTICAL GAP



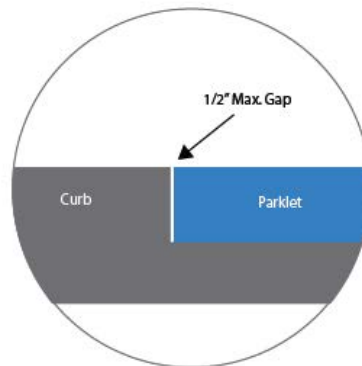
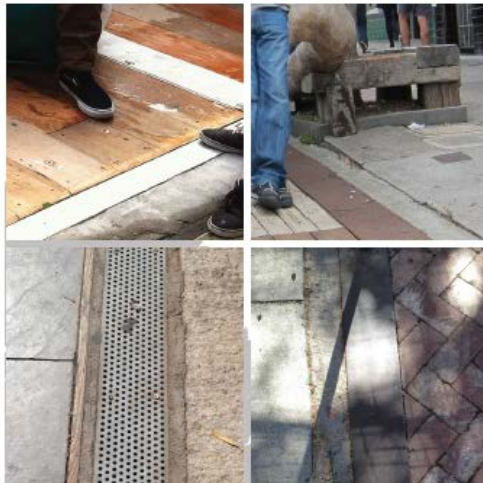
GUTTER & DECK GAP



- Parklet design shall allow for stormwater flow and drainage along curb.

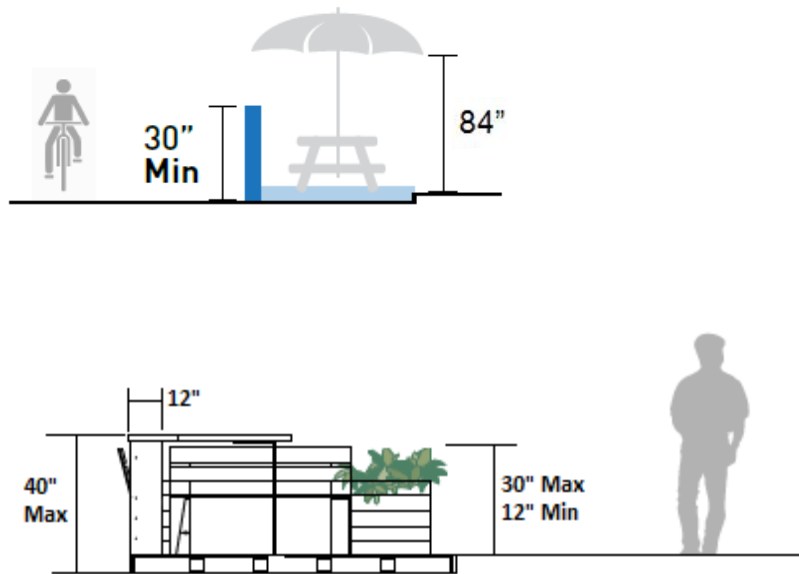
The Parklet must have a seamless connection to the existing curb to meet ADA requirements. Below are examples of connections found at other parklets.

"SPANNING THE GAP"



Parklet Sight Line Elements

MINIMUM HEIGHT



- The parklet design must ensure visibility to passing traffic and pedestrians and not create a visual barrier.
- The parklet shall maintain a visual connection to the street. Continuous opaque walls above 42" that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns and other vertical elements. 96" is the minimum overhead clearance that must be provided for any parklet enclosure that has a canopy to not create a visual barrier and provide adequate clearance.
- The parklet should have a notable, defined edge along the side of the parklet facing the roadway and adjacent parking stalls to protect parklet users from moving traffic. This could be a continuous railing, planter, fence, or similar structure.
- The height of the outside wall is dependent on the context, but should be between 30 inches minimum on the street side to a maximum of 42 inches.

It is recommended to have a minimum buffer width of 12 inches from a busy travel lane to improve the parklet experience.

Decision Matrix Layout

		Weight of decision			
	Percent YES	Percent NO		Weighted YES	Weighted NO
Planning Documents			42		
Comp Plan			32	0	0
Subarea/Neighborhood Plan			10	0	0
Feedback- Public Input			42		
Neighborhood Residence			10	0	0
Property owners			10	0	0
Businesses			10	0	0
Adjacent Neighborhood Res			8	0	0
Rest of City Neighborhoods and Out side of City (if collected)			4	0	0
Matrix: Existing Conditions			10	0	0
Other Considerations:			6	0	0
			100	0	0

Looking for at least a 60% or more weighted “Yes” to move forward



**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/22/2017

Clerk's File #

RES 2017-0023

Renews #**Submitting Dept**

INTEGRATED CAPITAL

Cross Ref #**Contact Name/Phone**

KATHERINE 625-6338

Project #**Contact E-Mail**

KEMILLER@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Resolutions

Requisition #**Agenda Item Name**

4250 - RESOLUTION - DECISION MATRIX FOR CONSTRUCTION PROJECTS

Agenda Wording

Resolution establishing a decision matrix for construction projects within centers and corridors.

Summary (Background)

As the City moves forward to implement within Centers & Corridors the Comprehensive Planning Goals through further planning processes such as Neighborhood Plans, Area Wide Plans, Downtown Plan there is a need to balance the planning level scope and public input that occurs during planning stages with the input received from adjacent property/business owners, adjacent neighborhoods during the engineering level scoping stage which typically occurs closer to the actual construction of a project.

Fiscal Impact**Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

MILLER, KATHERINE E

Study Session**Division Director**

SIMMONS, SCOTT

Other

PWC 3/27/17

Finance

CLINE, ANGELA

Distribution List**Legal**

RICHMAN, JAMES

For the Mayor

SANDERS, THERESA

Additional Approvals**Purchasing**

BRIEFING PAPER
Public Works Committee
Integrated Capital Management
March 27, 2017

Subject:

A Decision Matrix has been created to help both Council and the Administration to better evaluate whether project scopes within Centers and Corridors should move forward to design based on being consistent with planning documents, having public support for the project and other key factors as shown in the attached document.

Background:

As the City moves forward to implement, within Centers and Corridors, the City's Comprehensive Planning Goals through further planning processes such as Neighborhood Plans, Area Wide Plans, Downtown Plan, etc., there is a need to balance the planning level scope and public input that occurs during planning stages with the input received from adjacent property/business owners, adjacent neighborhoods, etc during the engineering level scoping stage which typically occurs closer to the actual construction of a project.

City staff has developed a "Decision Matrix" to help Council determine their support for future projects that fall within Centers and Corridors. City Staff will seek Council approval of the "Decision Matrix" through Resolution prior to applying it to current and future projects within Centers and Corridors.

Impact:

State and Federal funding agencies are no longer allowing local governments to have significant delays in the project delivery once they go to design. Because of this Integrated Capital Management has actively been engaging adjacent property owners/businesses/neighborhoods to develop consensus on the final scope prior to handing the project over to design. This decision matrix will help gauge support for projects prior to design and in some cases prior to project funding to ensure the City does not find itself in the position of having to give funds back due to missed funding deadlines.

Action:

Seeking a Resolution to accept the Decision Matrix, associated weighting and establishing a 60% or better "yes" result from the Decision Matrix confirms.

RESOLUTION NO. 2017-0023

A RESOLUTION ESTABLISHING A DECISION MATRIX FOR CONSTRUCTION PROJECTS WITHIN CENTERS AND CORRIDORS

WHEREAS, Planning for large infrastructure construction projects within a business center or corridor requires the input of many stakeholders with differing opinions; and

WHEREAS, These kinds of investments likely will set the direction for a center or corridor for many decades, demanding a thorough, thoughtful approach and a way to consistently evaluate project options and acceptance; and

WHEREAS, the City's Integrated Capital Management team endeavors to actively engages adjacent property owners/businesses/neighborhoods to develop consensus on a final scopes prior to projects going to design; and

WHEREAS, Additionally, State and Federal funding agencies are demanding greater accountability and more timely use of dollars, requiring projects to move ahead without significant delays once they are in design; and

WHEREAS, The City does not want to jeopardize funding due to lack of clear direction on the scope of a construction project, while also allowing for a robust discussion among stakeholders; and

WHEREAS, A standard Decision Matrix is needed to provide a means for both the City Council and the Administration to determine whether a project moves to design and, ultimately, construction; and

WHEREAS, To be used successfully, the tool would need to be an effective way to gauge support for projects prior to design; and

WHEREAS, Such a matrix must balance the general goals derived from the City's Comprehensive Plan, transportation project prioritization, and any subsequent area planning documents including public feedback taken at the time with the more detailed scoping work and public input that typically occurs prior to the project going to design; and

NOW, THEREFORE BE IT RESOLVED, that the Spokane City Council has reviewed and accepts the attached "Decision Matrix" and accompanying weighting to be used to evaluate current and future projects within Centers and Corridors at the stage of engineering scoping work led by Integrated Capital Management; and

BE IT FURTHER RESOLVED, That a score of a 60 percent or better "yes" result confirms the City's resolve to move the project forward to design and ultimately construction.

ADOPTED BY THE CITY COUNCIL ON _____

City Clerk

Approved as to form:

Assistant City Attorney

**Agenda Sheet for City Council Meeting of:**

04/10/2017

Date Rec'd

3/22/2017

Clerk's File #

RES 2017-0027

Renews #**Submitting Dept**

MUNICIPAL COURT

Contact Name/Phone

HOWARD 625-4450

Contact E-Mail

HDELANEY@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Agenda Item Name

JTI JUSTWARE TO ESUITE

Cross Ref #**Project #****Bid #****Requisition #****Agenda Wording**

Preplacement/Upgrade of the case management software platform used by Spokane Municipal Court, as well as prosecutors, probation and public defender offices.

Summary (Background)

Since March 11, 2009, the city's prosecution, probation, and public defender offices have been using JustWare to manage the City's 7,000 to 10,000 annual criminal case filings in the Municipal Court. The Municipal Court began using JustWare to manage its criminal, civil, and infraction filings on August 13, 2013.

Fiscal Impact**Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

DELANEY, HOWARD

Study Session**Division Director**

SZAMBELAN, SHELLEY

Other**Finance**

ORLOB, KIMBERLY

Distribution List**Legal**

WHALEY, HUNT

For the Mayor

SANDERS, THERESA

Additional Approvals**Purchasing**

Briefing Paper
Contract with Journal Technologies, Inc.
City Council
April 3, 2017

Subject

Preplacement/upgrade of the case management software platform used by Spokane Municipal Court, as well as the prosecutors, probation, and public defender offices.

Background

Since March 11, 2009, the city's prosecution, probation, and public defender offices have been using JustWare to manage the City's 7,000 to 10,000 annual criminal case filings in the Municipal Court. The Municipal Court began using JustWare to manage its criminal, civil, and infraction filings on August 13, 2013.

The JustWare system was originally developed, marketed, and supported by New Dawn Technologies, Inc. In 2013, New Dawn Technologies, Sustain Technologies, and ISD Corporation, all competitors in the criminal justice database market merged to form Journal Technologies, Inc. The best elements of the three software platforms are merging into the integrated eSuite of products, with dedicated modules for courts, prosecutors, probation, and public defenders.

Post-merger, Journal Technologies has nearly 600 customers in 41 states, 4 countries, and 2 U.S. territories. The customers of each of the predecessor companies are all on an upgrade path to the eSuite product line and the majority of Journal Technologies' development effort is now going to that product line.

The rapid development in software features and functionality, coupled with the new IT directive to minimize support requirements for city software applications, led to formation of a chartered project team to assess the costs and benefits of: (a) remaining with JustWare and improving the software interfaces between local and regional agencies; (b) transitioning to a new vendor and software application; or (c) upgrading with our current vendor to the eSuite line of products. The team is composed of representatives of the court, prosecutors, probation, public defenders, and Innovation & Technology Services Division (ITSD).

The project team began by conducting an intensive review of both the justice agencies' business needs and ITSD support requirements. The resulting RFI produced seven (7) responses. After an internal review of all responses, the project team selected Tyler Technologies Odyssey platform and the Journal Technologies eSuite platform as worthy of additional investigation.

In order to see both products in the field and meet with current end users, designees of the project team conducted a series of site visits. In each site visit, the programs were demonstrated as they are used in the particular jurisdiction, the justice system end users interviewed, and the ITSD support group interviewed.

Following the post-mortem on the site visits by the project team and the receipt of cost figures, the project team unanimously selected Journal Technologies, Inc., as the vendor.

Impact

The upgrade to the eSuite software platform will allow the Spokane Municipal Court, prosecutors, probation, and public defenders to all operate seamlessly in a unified software environment, with the ability to exchange both data and documents. This will minimize duplicate data entry across city criminal justice entities and free clerical staff up to provide support for emerging criminal justice reform programs and problem solving/therapeutic Courts.

The upgrade will also improve the ability of our criminal justice agencies to expeditiously extract data from all four modules, allowing for improved decision making and program/project evaluation.

Additionally, the new platform will have interfaces with the jail management system, parking citation issuance software, and financial management system. This will reduce the number of systems IT must support, further reduce duplicate data entry, and minimize customer inconveniences associated with having cases spread across multiple case management systems.

Given the fact the proposed contract minimizes the implementation and ongoing efforts required of ITSD, the workload associated with criminal justice case management application should be minimized and become more predictable, thereby reducing stress on ongoing ITSD staffing issues.

Finally, King County and other jurisdictions within the state have adopted the same platform and vendor. Conversations with King County have already begun for collaboration on administrative elements of the program and data exchange.

Action

Spokane Municipal Court, prosecutors, probation, public defenders, ITSD, and the City Administrator all recommend approval of the Journal Technologies, Inc. agreements.

Funding

A total of \$413,000.00 (\$290,000.00 implementation + \$123,000.00 annual license and maintenance fees) in 2018 funding and \$72,277.00 (for usage of existing hardware) in 2017 funding will be allocated by Finance and Budget, with no contract expenditures required until Journal Technologies, Inc., has fully discharged all its contractual obligations.

SOLE SOURCE RESOLUTION

A SOLE SOURCE RESOLUTION declaring eSuite case management software system a sole source, authorizing its procurement without a public request for proposals; and authorizing staff to negotiate and execute a contract with Journal Technologies, Inc., 915 East First Street Los Angeles, CA 90012 at an estimated implementation cost of \$290,000.00, not including taxes if applicable and an annual licensing and maintenance fees cost of \$123,000.00, not including taxes if applicable, and a network environment cost of \$72,277.00 not including taxes if applicable for a total cost of \$485,277.00, not including taxes if applicable.

WHEREAS, the Public Defender's Office is operating on an adapted version of a case management system ("JustWare") originally developed by Spokane County for use by the County Public Defender's Office; and the JustWare software cannot be updated without the loss of significant custom modifications already having been made to the software for use by the City; and

WHEREAS, the Prosecutor's Office, Public Defenders Office and Probation Department have successfully utilized the JustWare database to track cases between offices to move in the direction of a paperless environment; and

WHEREAS, for efficiency, interoperability and economy of scale the Prosecutor's Office, Public Defenders Office and Probation Department all currently utilize JustWare; and

WHEREAS, during the last nine (9) years the Prosecutor's Office, Public Defenders Office and Probation Department have successfully utilized JustWare; and

WHEREAS, JustWare proved to be the only vendor with separate and distinct modules of the same software package specially customized for Prosecutors, Public Defenders and Probation; and

WHEREAS, JustWare's customized modules minimize the need for intensive modification to the software prior to use in the Prosecutor's Office, Public Defenders Office and Probation Department; and

WHEREAS, the use of the same software package with custom modules for Prosecutors, Public Defenders and Probation aids in establishing consistency in case counting methods and reporting across the various agencies; and

WHEREAS, the JustWare software has been reviewed by the City IT Department and determined to be compatible with existing City servers and network environment; and

WHEREAS, JustWare is in use by numerous criminal justice agencies in twenty three (23) states, including the Northwest Defender's Association in Seattle and the Okanogan County Prosecutor's Office; and

WHEREAS, the cost of the software system exceeds the 2016 year limit of \$48,700 for procurement of data processing systems; and

WHEREAS, the in depth analysis by City staff for the last nine (9) years indicates that JustWare is the only software that can meet all the features desired by the Prosecutors, Public Defenders and Probation; and

WHEREAS, JustWare is a copyrighted software and only available from a single vendor, Journal Technologies, Inc.,;-- Now, Therefore,

BE IT RESOLVED by the city council for the City of Spokane that it hereby declares JustWare a sole source and authorizes its procurement without a public request for proposals; and

BE IT FURTHER RESOLVED that staff is authorized to negotiate and execute a contract for the JustWare system from Journal Technologies, Inc., at an estimated cost of \$485,277.00 plus applicable tax.

ADOPTED BY THE CITY COUNCIL ON _____

City Clerk

Approved as to Form:

Assistant City Attorney



City of Spokane
CONSULTANT AGREEMENT

Title: **Journal Technologies, Inc. (JTI) Software**

This Consultant Agreement is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **Journal Technologies, Inc.**, whose address is 915 East First Street, Los Angeles, CA 90012 ("Consultant").

WHEREAS, the City and the Consultant are entering into that certain Software License, Maintenance and Support Agreement of even date herewith (the "License Agreement") and that certain Professional Services Agreement of even date herewith (the "Professional Services Agreement") and the purpose of this Agreement is to set forth additional terms and conditions governing the provision of services under the Professional Services Agreement.

-- NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:

1. TERM OF AGREEMENT.

The term of this Agreement begins on the date executed by both Licensor and Licensee, and ends on the date terminated by the parties, unless amended by written agreement or terminated earlier under the provisions.

2. TIME OF BEGINNING AND COMPLETION.

The Consultant shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above and shall be completed by October 31, 2018. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

3. SCOPE OF WORK.

The General Scope of Work for this Agreement is described in Exhibit E to the Professional Services Agreement.

The Work is subject to City review and approval. The Consultant shall confer with the City throughout the life of the project as described in "Section 2.6 - Status Reporting" and "Section 2.7 – Status Meetings" of the Professional Services Agreement.

Section 2.3 of the Professional Services Agreement describes the scope of the work to be completed, the agreement by both parties of this work, and the schedule for the work, as:

2.3.1 Final Statement of Work. Journal Technologies services and delivery of a final integrated end product satisfactory to the Client shall be in accord with Journal Technologies Statement of Work (SOW) document – page 27, second to last paragraph describing the eSuite family of Journal Technologies products as fully integrated, and capable of sharing data.

2.3.2 Incorporations of Statement of Work. At such time as the Parties shall have agreed upon a Statement of Work, the Statement of Work as so completed, approved and executed by their authorized representatives shall constitute an agreement under and be subject to the non-conflicting provisions of this Agreement.

2.3.3 At the Project Kick Off meeting(s) the critical project milestones for the entire duration of the project will be mutually agreed upon between the Parties. The current list of critical project milestones with initial estimated dates is attached hereto, and is entitled “Exhibit F”.

4. AGREEMENT DOCUMENTS.

The following documents constitute the Agreement Documents:

- A. City of Spokane – 16-628 eSuite Sole Source Resolution.
- B. City of Spokane – Consultant Agreement
- C. Journal Technologies – 16-809 Software License, Maintenance and Support Agreement and Professional Services Agreement (Including Exhibits C, D, and F)
- D. Journal Technologies – Exhibit A – License, Maintenance and Support Fees
- E. Journal Technologies – Exhibit B – Source Code Escrow Agreement
- F. Journal Technologies – Exhibit E – Journal Technologies Response to the City of Spokane Statement of Work

In the event of a conflict, ambiguity, or discrepancy, the City Consultant Agreement controls.

5. PAYMENT.

Total compensation for Consultant’s services under this Agreement FOR A ONE TIME FEE shall be a maximum amount not exceed **TWO HUNDRED AND NINETY THOUSAND AND NO/100 DOLLARS (\$290,000.00)**, unless modified by a written amendment to this Agreement. The Annual Software License and Maintenance Fee for Consultant’s services under this Agreement shall be a maximum amount not exceed **ONE HUNDRED TWENTY THREE THOUSAND AND NO/100 DOLLARS (\$123,000.00)**.

The ONE TIME FEE Compensation for Consultant’s services will not be made until completion of the upgrade, and shall be based upon a Lump Sum arrangement according to further payment details as set forth on Exhibit A to the Consultant’s License Agreement.

6. PAYMENT PROCEDURES.

The Consultant shall submit a final invoice to the City when work is completed. Payment shall be made by the City to the Consultant upon the City’s receipt of an invoice containing the information listed below.

Invoices shall be submitted to:
CITY OF SPOKANE IT DEPARTMENT 7 th Floor – City Hall 808 West Spokane Falls Boulevard Spokane, WA 99201
Invoices under this Contract shall clearly display the following information (sub-consultants' invoices shall also include this information):

- Invoice Date and Invoice Number
- **Innovation and Technology Services Division**
- Project Coordinator: Sandra Willard
(Please do not put name in the address portion of the invoice)
- Department Contract No. OPR # _____
- Contract Title: **Journal Technologies, Inc. Software**
- Period covered by the invoice
- Payments for Services shall be in accordance to Consultant's Agreement – Payment Method = Lump Sum
- Cost for the total Agreement

7. TAXES, FEES AND LICENSES.

- Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.
- The Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.
- The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

8. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

9. ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS.

Deliver all official notices under this Agreement to:

If to the City:	If to the Consultant:
Sandra Willard – Project Coordinator ITSD PMO City of Spokane 7th Floor – City Hall 808 West Spokane Falls Boulevard Spokane, Washington 99201	Journal Technologies, Inc. 915 East First Street Los Angeles, CA 90012 Attention: President and Munger, Tolles & Olson LLP 355 South Grand Avenue, 36 th Floor Los Angeles, CA 90071 Attention: Michael O'Sullivan

10. SOCIAL EQUITY REQUIREMENTS.

- No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of

age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Consultant agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Consultant. Consultant shall seek inclusion of woman and minority business for subcontracting. A woman or minority business is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.

11. INDEMNIFICATION.

The Consultant shall indemnify and hold the City and the State and their officers and employees harmless from all claims, demands, or suits at law or equity, including but not limited to attorney's fees and litigation costs asserted by third parties for bodily injury (including death) and/or property damage, in each case which arise from the Consultant's negligence or willful misconduct under this Agreement; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the conduct of the City, its agents, officers and employees and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the Consultant's agents or employees and (b) the City, its agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence, (2) the costs to the City of defending such claims and suits, etc.; shall be valid and enforceable only to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes potential liability for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the state industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnification provided for in this section shall survive any termination or expiration of this Agreement.

The parties agree that the City is fully responsible for its own negligence, including negligent plant operations controlled by the City, and for its material breaches of this Contract. It is not the intent of this Section to limit this understanding.

12. INSURANCE. [Under review by JTI's insurance broker]

The Consultant shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of Washington.

During the period of the Agreement, the Consultant shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48:

A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,500,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two (2) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates Of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Consultant's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

13. AUDIT.

Upon request, the Consultant shall permit the City and any other governmental agency ("Agency") involved in the funding of the Work to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available upon reasonable notice of a request by the City, including up to three (3) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Spokane County, Washington, or other reasonable locations mutually agreed to by the parties. The Consultant shall permit the City to copy such books and records at its own expense. The Consultant shall ensure that inspection, audit and copying rights of the City is a condition of any subcontract, agreement or other arrangement under which any other persons or entity may perform Work under this Agreement.

14. INDEPENDENT CONSULTANT.

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.
- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and not a City employee. The Consultant will notify the City Project Manager if s/he or any other Workers are within ninety (90) days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field.

15. KEY PERSONS.

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Consultant identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's

employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

16. ASSIGNMENT AND SUBCONTRACTING.

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall ensure that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract. Notwithstanding the foregoing, the City hereby approves in advance Consultant's use of any independent contractors or consultants who, individually or through small companies, act as regular staff enhancements to Consultant.

17. CITY ETHICS CODE.

- A. Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two (2) years.
- C. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to a City employee if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

18. NO CONFLICT OF INTEREST.

Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this Section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term "close family relationship" refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

19. ERRORS AND OMISSIONS, CORRECTIONS.

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement in the delivery of a final work product. The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services at the time said services are performed. The Final Work Product is defined as a stamped, signed work product. Consultant, without additional compensation, shall correct or revise errors or mistakes in designs, drawings, specifications, and/or other consultant services immediately upon notification by the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration.

20. INTELLECTUAL PROPERTY RIGHTS.

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive license, subject to the terms of the License Agreement, to use copy and distribute every document and all the materials prepared by the Consultant solely for the City under this Agreement during the License Term (as defined in the License Agreement). If requested by the City, a copy of all reports, documents, files, input materials, output materials, and/or related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.
- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed specifically for the performance of the Agreement or any subcontract and paid for by the City. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City). If pre-existing materials are incorporated in the Work, the Consultant grants the City a non-exclusive license, subject to the terms of the License Agreement, to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work and only during the License Term (as defined in the License Agreement).
- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project, and the City releases the Consultant from liability for any unauthorized reuse of such documents.

21. CONFIDENTIALITY.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Spokane are **public records**. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material. Some records or portions of records are legally *exempt from disclosure* and can be redacted or withheld. The Public Records Act (RCW 42.56 and RCW 19.10) describes those exemptions. Consultant must familiarize themselves with the Washington State Public Records Act (PRA) and the City of Spokane's process for managing records.

The City will try to redact anything that seems obvious in the City opinion for redaction. For example, the City will black out (redact) Social Security Numbers, federal tax identifiers, and financial account numbers before records are made viewable by the public. However, this does not replace your own obligations to identify any materials you wish to have redacted or protected, and that you think are so under the Public Records Act (PRA).

Protecting your Materials from Disclosure (Protected, Confidential, or Proprietary): You must determine and declare any materials you want exempted (redacted), and that you also believe are eligible for redaction. This includes but is not limited to your bid submissions, contract materials and work products.

Contract Work Products: If you wish to assert exemptions for your contract work products you must notify the City Project Manager at the time such records are generated. For the avoidance of doubt, the Licensed Software (as defined in the License Agreement) shall not be deemed a record subject to disclosure pursuant to this Section 21.

Please note the City cannot accept a generic marking of materials, such as marking everything with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not exempt an entire page unless each

sentence is entitled to exemption; instead, identify paragraphs or sentences that meet the RCW exemption criteria you are relying upon.

City's Response to a Public Records Act Requests: The City will prepare two versions of your materials:

Full Redaction: A public copy that redacts (blacks out) both the exemptions (such as social security numbers) identified by the City and also materials or text you identified as exempt. The fully redacted version is made public upon contract execution and will be supplied with no notification to you.

Limited Redaction: A copy that redacts (blacks out) only the exemptions (such as social security numbers) identified by the City. This does not redact (black out) exemptions you identified. The Limited Redaction will be released only after you are provided "third party notice" that allows you the legal right under RCW 42.56.540 to bring a legal action to enjoin the release of any records you believe are not subject to disclosure.

If any requestor seeks the Limited Redacted or original versions, the City will provide you "third party notice", giving ten business days to obtain a temporary restraining order while you pursue a court injunction. A judge will determine the status of your exemptions and the Public Records Act.

22. DISPUTES.

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to mediation, arbitration and/or alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the Agreement. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute. Waiver of any of these rights is not deemed a future waiver of any such right or remedy available at law, contract or equity.

23. TERMINATION.

- A. For Cause: In the unlikely event of a calendar delays longer than 60 days past any date specifically identified in the project plan as a "major milestone" agreed during the initial planning phase of the project, which delay is due solely to Contractor's failure (and not due to the failure by any other person) to perform the tasks assigned to it on the project plan, the contractor must, within 15 days after receiving a written request from the City, present a plan of action reasonably acceptable to the City to mitigate such delay. If contractor fails to present a reasonably acceptable plan within such time period, or the City may terminate the agreement for cause with no financial obligation (if such termination occurs within six months of the contract start) or a financial obligation limited to 50% of the termination for convenience amounts (if such termination occurs more than after six months after the contract start). In the unlikely event the contractor abandons or otherwise stops effort on the project for more than 30 consecutive days and does not resume effort on the project within 15 days after receiving written notice from the City of its intent to terminate the Agreement on that basis for cause, the City may terminate the agreement for cause without financial obligation.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the

Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

- C. For City's Convenience: The City may terminate this Agreement without cause and including the City's convenience, upon written notice to the Consultant. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than ninety (90) business days prior to the effective date of termination.
- D. Actions upon Termination: Upon termination for any reason, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

24. EXPANSION FOR NEW WORK.

This Agreement scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either the City or Consultant at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call contract, and similar. New Work must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

25. MISCELLANEOUS PROVISIONS.

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. Americans with Disabilities Act (ADA): Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from

accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.

- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of Spokane County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- J. Additional Provisions: This Agreement may be modified by additional terms and conditions ("Special Conditions") which shall be attached to this Agreement as Exhibit D. The parties agree that the Special Conditions shall supplement the terms and conditions of the Agreement, and in the event of ambiguity or conflict with the terms and conditions of the Agreement, these Special Conditions shall govern.
- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, and the License Agreement and the Professional Services Agreement comprise the entire agreement between the City and the Consultant.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship.
- M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Contract, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

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

Journal Technologies, Inc.

By _____
Signature Date

Type or Print Name

Title

City of Spokane

By _____
Signature Date

Type or Print Name

Title

Consultant's UBI #

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments:

City of Spokane – 16-628 eSuite Sole Source Resolution.

Journal Technologies – 16-809 Software License, Maintenance and Support Agreement and Professional Services Agreement (Including Exhibits C, D, and F)

Journal Technologies – Exhibit A – License, Maintenance and Support Fees

Journal Technologies – Exhibit B – Source Code Escrow Agreement

Journal Technologies – Exhibit E – Journal Technologies Response to the City of Spokane Statement of Work

17-459city

SOFTWARE LICENSE, MAINTENANCE AND SUPPORT AGREEMENT

This SOFTWARE LICENSE, MAINTENANCE AND SUPPORT AGREEMENT (this “**Agreement**”), by and between Journal Technologies, Inc., a Utah corporation (hereinafter “**Licensor**”), and City of Spokane (hereinafter “**Licensee**”), is made as of the date executed by both Licensor and Licensee (the “**Effective Date**”). In consideration for the representations and agreements contained herein, the Parties hereby covenant and agree as follows:

1. DEFINITIONS

1.1 **Application Administrator** is a designated employee or contractor of Licensee responsible for managing the case management system. This role includes communicating with Licensor staff for support, troubleshooting problems, and coordinating maintenance tasks.

1.2 **Documentation** includes user, administrative and technical electronic guides which facilitate the use of and relate to the Licensed Software, together with any written product information, instructions, specifications or use guidelines made available by Licensor.

1.3 **Go Live** means that the Licensed Software is being Used (as defined below) in an operational capacity with operational data in Licensee's production environment.

1.4 **Licensed Software** means the proprietary computer software program or programs identified in Exhibit A (“LICENSE, MAINTENANCE AND SUPPORT FEES”), together with all related Documentation.

1.5 **License, Maintenance and Support Fees** means the fees to be paid by Licensee to Licensor annually in advance of each year of the License Term pursuant to Section 2.2.2 (“License, Maintenance and Support Fees”).

1.6 **Maintenance** means enhancements, upgrades and new releases of the Licensed Software, which includes only those additions and/or modifications to the Licensed Software which (A) enhance functionality and/or performance without fundamentally altering the nature or manner in which the Licensed Software operates, and (B) are made generally available without additional or increased charges to other persons entitled to receive maintenance from Licensor.

1.7 **Professional Services Agreement** means that certain Professional Services Agreement between Licensor and Licensee, which shall work in concert with this Software License, Maintenance, and Support Agreement.

1.8 **Support** means access to technical assistance for the Licensed Software, including support for questions about functionality, the resolution of error messages, bug fixes and troubleshooting.

1.9 **Use or Using** means (i) transferring any portion of the Licensed Software from storage units or media into computer or terminal equipment for utilization or processing; (ii) accessing any portion of the Licensed Software for any purpose (including, without limitation, viewing information already in the Licensed Software); or (iii) merging any Licensed Software in machine readable form into another program.

1.10 **User** means (a) any individual person, computer terminal or computer system (including, without limitation, any workstation, pc/cpu, laptop and wireless or network node) that has been authorized by the Licensee (through a username and password) to use the Licensed Software, (b) any other non-court government employees and contractors who are performing their jobs, or a computer terminal or computer system used by such a person, in each case, interfacing with or accessing the Licensed Software through an interface or its public portal or (c) any individual person who is a member of the general public (including litigants and their attorneys, reporters and interested citizens, but not government employees or contractors who are performing their jobs), or a computer terminal or computer system used by such a person, accessing the Licensed Software at any given time for any reason through its public portal (including to file documents electronically or to view information already in or accessible through the Licensed Software).

2. LICENSE

2.1 Grant of License. Upon commencement of the License Term, Licenser grants to Licensee, and Licensee hereby accepts from Licenser, a non-exclusive, non-transferable, personal license to install and Use the Licensed Software; provided, however, that Licensee's rights with respect to the Licensed Software are at all times and in all respects subject to the terms and conditions of this Agreement. Licensee's authorized Users may Use the Licensed Software only during the License Term and only so long as Licensee has paid the required License, Maintenance and Support Fees and is not otherwise in default under this Agreement. This license includes the right to make one copy of the Licensed Software in machine-readable form solely for Licensee's back-up purposes. The Licensed Software is the proprietary information and a trade secret of Licenser, and this Agreement grants Licensee no title or rights of ownership in the Licensed Software. The Licensed Software is being licensed and not sold to the Licensee. The Licensed Software is protected by United States copyright laws and international copyright treaties, as well as other intellectual property laws.

2.2 License Term and License, Maintenance and Support Fees.

2.2.1 License Term. The License Term shall commence on the date of Go Live; provided that the License, Maintenance and Support Fees for the first year of the License Term and any unpaid fees for implementation services under the Professional Services Agreement must have been received prior to such date (and the license file shall not be delivered, and the License Term shall not begin, until such License, Maintenance and Support Fees and fees for implementation services have been received by Licenser). The License Term

shall continue until the first anniversary of the date of Go Live, and shall thereafter automatically renew (unless Licensee elects to not renew) for successive one-year periods until the fifth anniversary of the date of Go Live. Thereafter, the License Term shall only be renewed at the City's discretion and institution of additional one (1) year periods (the term provided in this Section 2.2.1, the "**License Term**"). If Licensee elects to not renew the License Term, Licensee shall deliver written notice of termination to Licensor not less than ninety (90) days prior to the end of the then-current License Term.

2.2.2 License, Maintenance and Support Fees. Licensee shall make payment of the License, Maintenance and Support Fees to Licensor based on the number of Users and calculated in accordance with Exhibit A, in advance of each applicable year of the License Term, including each year of the original License Term and each one-year extension (if continued); provided that the License, Maintenance and Support Fees for the first year of the License Term and any unpaid fees for implementation services under the Professional Services Agreement must be paid prior to Go Live. Annual License, Maintenance and Support Fees are subject to increase in accordance with Exhibit A. Licensee may increase the number of Users at any time upon written notice to Licensor, which shall be promptly followed by payment reflecting the increased License, Maintenance and Support Fees, calculated according to Exhibit A, and pro-rated for any partial year of the License Term. Licensee may also reduce the number of Users of the Licensed Software, and the commensurate fee payable, but such reduction shall only become effective at the beginning of the following year of the License Term, and the written reduction notice must be given at least sixty (60) days before the next anniversary of the start of the License Term. All sales taxes or similar fees levied on account of payments to Licensor are the responsibility of Licensee.

2.2.3 Certain Specific Limitations. Licensee shall not, and shall not permit any User or other party to, (a) copy or otherwise reproduce, reverse engineer or decompile all or any part of the Licensed Software, (b) make alterations to or modify the Licensed Software, (c) grant sublicenses, leases or other rights in or to the Licensed Software, or (d) permit any party access to the Licensed Software for purposes of programming against it. Licensee is solely responsible for all data entered, contained in, and modified while using the Licensed Software, including, without limitation, the accuracy, responsibility for archival, loss of, use and misuse of all such data.

2.2.4 E-Commerce Functionality Fees. If Public Portal is included in the Licensed Software and the e-commerce functionality of Public Portal is utilized, Licensor shall provide a PCI compliant payment gateway and payment processing functionality. A Merchant Services Agreement (MSA) will be provided to Licensee upon request. If Licensee requires an alternate payment processor provider, Licensee is responsible for all additional development costs to connect Public Portal with the payment processor provider.

2.2.5 Source Code Escrow. Licensee shall have the opportunity to be added as a beneficiary under the Software Source Code Agreement between Licensee and InnovaSafe, Inc., as it may be amended from time to time, a copy of which is attached as Exhibit B ("**SOURCE CODE ESCROW AGREEMENT**"). Licensee shall complete the beneficiary

enrollment form and pay the required fees directly to InnovaSafe.

2.2.6 Hosted Services. If Licensee desires for Licensor to provide hosted services for the Licensed Software, Licensor can provide such services subject to the terms and conditions set forth in Exhibit D (“HOSTED SERVICES”) and to the payment of the requisite hosting fees set forth in Exhibit A. Notwithstanding the foregoing, Licensor shall not provide hosted services unless included in the proposal attached to Exhibit A, or Licensee and Licensor have entered into a separate written agreement for such services.

3. MAINTENANCE AND SUPPORT

3.1 Maintenance. Maintenance will be provided for the Licensed Software provided that Licensee has paid the applicable License, Maintenance and Support Fees described in Section 2.2.2, and subject to all of the terms and conditions of this Agreement. Maintenance for the Licensed Software will be available when the applicable enhancement, upgrade or release is first made generally available to persons entitled to receive maintenance from Licensor.

3.2 Support. Support for eCourt and Public Portal is available by telephone, e-mail, or internet support forum from 5:00 am to 6:00 pm Mountain time, Monday through Friday, except for federal holidays. Support for interfaces using eCourt API provided by Licensor is available by the same contact methods and during the same times for ninety (90) days following Go Live. Licensor shall generally provide an initial response within four (4) hours of first contact. Licensor shall use all reasonable diligence in correcting verifiable and reproducible errors reported to Licensor. Licensor shall, after verifying that such an error is present, initiate work in a diligent manner toward development of a solution. If the error is categorized as “Critical” (meaning an error for which there is no workaround and which causes data loss, affects a mission critical task or poses a possible security risk that could compromise the system), Licensor shall provide a solution through a service release as soon as possible. Licensor shall not be responsible for correcting errors in any version of the Licensed Software other than the current version, with the exception of Critical errors, for which a service release will be provided for the most recent previous version as well. Licensor shall not be responsible for errors caused by hardware limitations or failures, network infrastructure, operating system problems, operator errors or any errors related to processes, interfaces or other software.

3.3 Conditions to Receive Support.

3.3.1 Licensee must designate one (1) or more Application Administrators, each of whom shall be an employee or contractor of Licensee. Only a designated Application Administrator may request Support. It is the responsibility of Licensee to instruct Users to route Support requests through the Application Administrator.

3.3.2 Licensee must maintain a dedicated connection for the duration of each unique support instance, approved by Licensor, to the Licensed Software’s database and/or application server, with full screen access to the server and full administrative rights to publish information and make changes.

3.3.3 Licensee must maintain all related hardware and software systems required for the operation of the Licensed Software. Minimum System requirements are attached as Exhibit C (“SYSTEM REQUIREMENTS”). Licensor shall have no responsibility for configuring, maintaining or upgrading Licensee’s operating system, hardware, network, or any other software not provided by Licensor. Licensor is not responsible for creating or maintaining database or storage backup files.

3.3.4 Licensee must keep current and have installed the latest generally available version of the Licensed Software or the most recent previous version.

3.4 Other Support. Services that go beyond routine Support may be provided under the terms of a professional services agreement, upon mutual agreement of the Parties.

4. WARRANTY

4.1 Licensed Software Warranty. Licensor warrants that the Licensed Software will perform in all material respects during the License Term in accordance with the applicable user, administrative, and technical electronic guides. Notwithstanding the foregoing, this warranty shall not apply and Licensor will incur no liability whatsoever if there is or has been (a) the use of any non-current version (or the most recent previous version) of the Licensed Software, (b) the combination of the Licensed Software with any other software not recommended, provided or authorized by Licensor, (c) modification of the Licensed Software not conducted and/or approved by Licensor, (d) any use of the Licensed Software in breach of this Agreement or (e) any failure to satisfy the conditions to receive Support under Section 3.4 above. If at any time during the License Term the Licensed Software fails to perform according to this warranty, Licensee shall promptly notify Licensor in writing of such alleged nonconformance, and Licensor shall provide bug fixes and other Support, but only so long as the alleged nonconformance is not caused by an act of Licensee or any third party not under the control of or authorized by Licensor. After the bug fixes and Support have been provided, if any such non-performance materially impairs the ability of Licensee to utilize the Licensed Software, Licensee shall have the right, on thirty (30) days’ notice, to terminate the license and this Agreement (with a credit for License, Maintenance and Support Fees paid with respect to the period in which utilization was materially impaired).

4.2 Warranty of Law. Licensor represents and warrants that to the best of Licensor’s knowledge: (i) there is no claim, litigation or proceeding pending or threatened against Licensor with respect to the Licensed Software or any component thereof alleging infringement of any patent or copyright or any trade secret or any proprietary right of any person; (ii) the Licensed Software complies in all material respects with applicable laws, rules and regulations; (iii) Licensor has full authority to enter into this Agreement and to consummate the transactions contemplated hereby; and (iv) this Agreement is not prohibited by any other agreement to which Licensor is a party or by which it may be bound (the “**Legal Warranty**”). In the event of a breach of the Legal Warranty, Licensor shall indemnify and hold harmless Licensee from and against any and all losses, liabilities, damages, causes of action, claims, demands, and expenses (including reasonable legal fees and expenses) incurred by Licensee, arising out of or resulting from said breach.

4.3 Warranty of Title. Licensor further warrants that (i) it has good title to the Licensed Software; (ii) it has the absolute right to license the Licensed Software; (iii) as long as Licensee is not in material default hereunder, Licensee shall be able to quietly and peacefully possess and Use the Licensed Software provided hereunder subject to and in accordance with the provisions of this Agreement; and (iv) Licensor shall be responsible for and have full authority to license all proprietary and/or third party software modules, algorithms and protocols that are incorporated into the Licensed Software (the “**Title Warranty**”). In the event of a breach of the Title Warranty, Licensor shall indemnify and hold harmless Licensee from and against any and all losses, liabilities, damages, causes of action, claims, demands, and expenses (including reasonable legal fees and expenses) incurred by Licensee, arising out of or resulting from said breach.

4.4 No Other Warranties. THE WARRANTIES AND REPRESENTATIONS STATED WITHIN THIS AGREEMENT ARE EXCLUSIVE, AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

5. LIMITATIONS ON LIABILITY

NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR LOSS OF ANTICIPATED PROFITS OR REVENUES IN CONNECTION WITH OR ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT. FURTHERMORE, LICENSEE’S TOTAL LIABILITY WITH RESPECT TO CLAIMS ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT SHALL NOT EXCEED, IN THE AGGREGATE, THE TOTAL AMOUNT OF FEES PAYABLE HEREUNDER TO LICENSOR. IN NO EVENT SHALL LICENSOR’S TOTAL LIABILITY WITH RESPECT TO CLAIMS ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT EXCEED, IN THE AGGREGATE, THE TOTAL AMOUNT OF FEES PAID HEREUNDER TO LICENSOR FOR THE FIRST FIVE-YEARS OF THE LICENSE TERM.

6. CONFIDENTIALITY

6.1 Licensee’s Responsibilities. Licensee hereby agrees that (a) the Licensed Software and other materials received from Licensor under this Agreement are the confidential and proprietary information of Licensor, (b) Licensee shall take all necessary steps to protect and ensure the confidentiality of the Licensed Software and other materials, and (c) except as permitted by the terms of Section 2.1 (“Grant of License”), the Licensed Software shall not in any way be disclosed by Licensee to any third party, in whole or in part, without the prior written consent of Licensor, which may be granted or withheld in its sole discretion. If Licensee becomes aware of the unauthorized possession of the Licensed Software or any of the other materials, it shall promptly notify Licensor. Licensee shall also assist Licensor with preventing the recurrence of such unauthorized possession and with any litigation against the third parties deemed necessary by Licensor to protect its proprietary rights.

6.2 Licensor’s Responsibilities. Licensor hereby agrees that (a) any information

related to the official business of Licensee that Licensor obtains from Licensee in the course of the performance of this Agreement is the confidential and proprietary information of Licensee, (b) Licensor shall take all necessary steps to protect and ensure the confidentiality of such information, and (c) such information shall not be in any way disclosed by Licensor to any third party, in whole or in part, without the prior written consent of Licensee, which may be granted or withheld in its sole discretion. If Licensor becomes aware of the unauthorized possession of such information, it shall promptly notify Licensee. Licensor shall also assist Licensee with preventing the recurrence of such unauthorized possession and with any litigation against the third parties deemed necessary by Licensee to protect its proprietary rights.

6.3 Confidentiality Breach. In the event a party breaches any of its obligations under this Section 6 (“Confidentiality”), the breaching party shall indemnify, defend and hold harmless the non-breaching party from and against any and all losses, liabilities, damages, causes of action, claims, demands, and expenses (including reasonable legal fees and expenses) incurred by the non-breaching party arising out of such breach. In addition, the non-breaching party will be entitled to obtain injunctive relief against the breaching party.

6.4 Exclusions. The provisions of this Section 6 (“Confidentiality”) shall not apply to any information (a) that is in the public domain prior to the disclosure or that becomes part of the public domain other than by way of a breach of this Agreement, (b) that was in the lawful possession of the Licensor or Licensee, as the case may be, prior to the disclosure without a confidentiality obligation to any person, (c) that was disclosed to the Licensor or Licensee, as the case may be, by a third party who was in lawful possession of the information without a confidentiality obligation to any person, (d) that was independently developed by Licensor or Licensee, as the case may be, outside the scope of this Agreement, or (e) that Licensor or Licensee, as the case may be, is required to disclose by law or legal process including under the Washington State Public Records Act (PRA), and any Public Records Requests (PRR) under the PRA.

7. TERM AND TERMINATION

7.1 Term. The term of this Agreement shall expire at the end of the License Term or, if earlier, upon termination of this Agreement in accordance with the terms of this Section 7 (“Term and Termination”).

7.2 Termination by Licensor.

7.2.1 Payment Default. Licensor shall have the right to terminate the license granted in Section 2.2 (“License Term and License, Maintenance and Support Fees”), and this Agreement (but reserving cumulatively all other rights and remedies under this Agreement, in law and/or in equity), for any failure of Licensee to make payments of moneys due when the same are due, and such failure continues for a period of thirty (30) days after written notice thereof by Licensor to Licensee.

7.2.2 Other Licensee Defaults. Licensor may terminate the license granted in Section 2.2 (“License Term and License, Maintenance and Support Fees”), and this

Agreement (but reserving cumulatively all other rights and remedies under this Agreement, in law and/or in equity), for any other material breach by Licensee which breach continues for a period of thirty (30) days after written notice thereof by Licensor to Licensee.

7.3 Termination by Licensee. Licensee shall have the right to terminate this Agreement (reserving cumulatively all other rights and remedies under this Agreement, in law and/or in equity) without further obligation or liability to Licensor (except as specified herein) if Licensor commits any material violation or breach of this Agreement and fails to remedy such breach within thirty (30) days after written notice by Licensee to Licensor of such breach. Licensee shall have the right to terminate this Agreement effective immediately and without prior notice if Licensor goes into liquidation or bankruptcy, or if Licensor permanently discontinues Maintenance and Support for the Licensed Software.

7.4 Actions Upon and Following Termination. Termination of this Agreement shall not affect any rights and/or obligations of the Parties which arose prior to any such termination and such rights and/or obligations shall survive any such termination. Licensee must cease use of the Licensed Software immediately upon termination, and must remove and return the Licensed Software and all other products and information received by Licensee from Licensor within thirty (30) days after termination. If not removed and returned within such thirty (30) day period, Licensee hereby grants Licensor the right to remove the Licensed Software. In addition, the confidentiality obligations of the Parties in Section 6 ("Confidentiality") shall survive the termination of this Agreement.

8. GENERAL

8.1 Waiver, Amendment or Modification. The waiver, amendment or modification of any provision of this Agreement or any right, power or remedy hereunder shall not be effective unless made in writing and signed by both Parties. No failure or delay by either party in exercising any right, power or remedy with respect to any of its rights hereunder shall operate as a waiver thereof.

8.2 Notice. All notices under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person, by commercial overnight courier or by registered or certified mail, postage prepaid, return receipt requested, and addressed as follows:

To Licensor: Journal Technologies, Inc.
915 East First Street
Los Angeles, CA
90012 Attention:
President

and

Munger, Tolles & Olson LLP

355 South Grand Avenue, 36th
Floor Los Angeles, CA 90071
Attention: Michael O'Sullivan

To Licensee: Name
Address
Address
Attention:

8.3 No Third Party Beneficiaries. This Agreement is not intended to create any right in or for the public, or any member of the public, any subcontractor, supplier or any other third party, or to authorize anyone not a party to this Agreement to maintain a suit to enforce or take advantage of its terms.

8.4 Successors and Assigns. Neither party may assign this Agreement in whole or part without the prior written consent of the other party. Any attempt to assign this Agreement without the prior written consent of the other party is void and without legal effect, and such an attempt constitutes grounds for termination by the other party. Subject to the foregoing, all of the terms, conditions, covenants, and agreements contained herein shall inure to the benefit of, and be binding upon, any successor and any permitted assignees of the respective Parties hereto. It is further understood and agreed that consent by either party to such assignment in one instance shall not constitute consent by the party to any other assignment. A transfer of corporate control, merger, sale of substantially all of a party's assets and the like, even though including this Agreement as an assigned asset or contract, shall not be considered an assignment for these purposes.

8.5 Dispute Resolution. Any dispute arising under or related to this Agreement shall be resolved exclusively as follows, with the costs of any mediation and arbitration to be shared equally by both Parties:

8.5.1 Initial Resolution by Meeting. The Parties shall first attempt to resolve amicably the dispute by meeting with each other, by telephone or in person at a mutually convenient time and location, within thirty (30) days after written notice of a dispute is delivered from one party to the other. Subsequent meetings may be held upon mutual agreement of the Parties.

8.5.2 Mediation. If the dispute is not resolved within sixty (60) days of the first meeting, the Parties shall submit the dispute to mediation by an organization or company specializing in providing neutral, third-party mediators. Licensee shall be entitled to select either
(i) the location of the mediation or (ii) the organization or company, and Licensor shall select the other. The mediation shall be conducted within sixty (60) days of the date the dispute is submitted to mediation, unless the Parties mutually agree on a later date.

8.5.3 Arbitration. Any dispute that is not otherwise resolved by meeting or mediation shall be exclusively resolved by arbitration between the Parties in accordance with

the Comprehensive Arbitration Rules & Procedures of JAMS, with the arbitration to be conducted in Spokane, Washington, or another location mutually agreed by the Parties. The results of such arbitration shall be binding on the Parties, and judgment may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek interim injunctive relief from any court of competent jurisdiction.

8.6 Control of Defense. All indemnification obligations under this Agreement are conditioned upon (i) written notice by the indemnified party to the indemnifying party within thirty (30) days of the indemnified party's receipt of any claim for which indemnification is sought, (ii) tender of control over the defense and settlement to the indemnifying party and (iii) such reasonable cooperation by the indemnified party in the defense as the indemnifying party may request; provided, however, the indemnifying party shall not, without the prior written consent of the indemnified party, settle, compromise or consent to the entry of any judgment with respect to any pending or threatened claim unless the settlement, compromise or consent provides for and includes an express, unconditional release of such claim against the indemnified party.

8.7 Governing Law. The validity, construction and performance of this Agreement and the legal relations among the Parties to this Agreement shall be governed by and construed in accordance with the laws of the State of Washington without giving effect to its conflict of law principles.

8.8 Severability. In the event any one or more of the provisions of the Agreement shall for any reason be held to be invalid, illegal or unenforceable, the remaining provisions of this Agreement shall be unimpaired, and the invalid, illegal or unenforceable provision shall be replaced by a provision, which, being valid, legal and enforceable, comes closest to the intention of the Parties underlying the invalid, illegal or unenforceable provision.

[Continued on Next Page]

IN WITNESS WHEREOF, the Parties have caused this instrument to be duly executed as of the date last written below.

JOURNAL TECHNOLOGIES, INC:

By: _____

Date: _____

Printed Name and Title: Jon Peek, Chief Operating Officer

City of Spokane:

By: _____

Date: _____

Printed Name and Title: _____

EXHIBIT A

LICENSE, MAINTENANCE AND SUPPORT FEES

[See attached]

EXHIBIT B

SOURCE CODE ESCROW AGREEMENT

[See attached]

EXHIBIT C
MINIMUM SYSTEM REQUIREMENTS

Technical Infrastructure

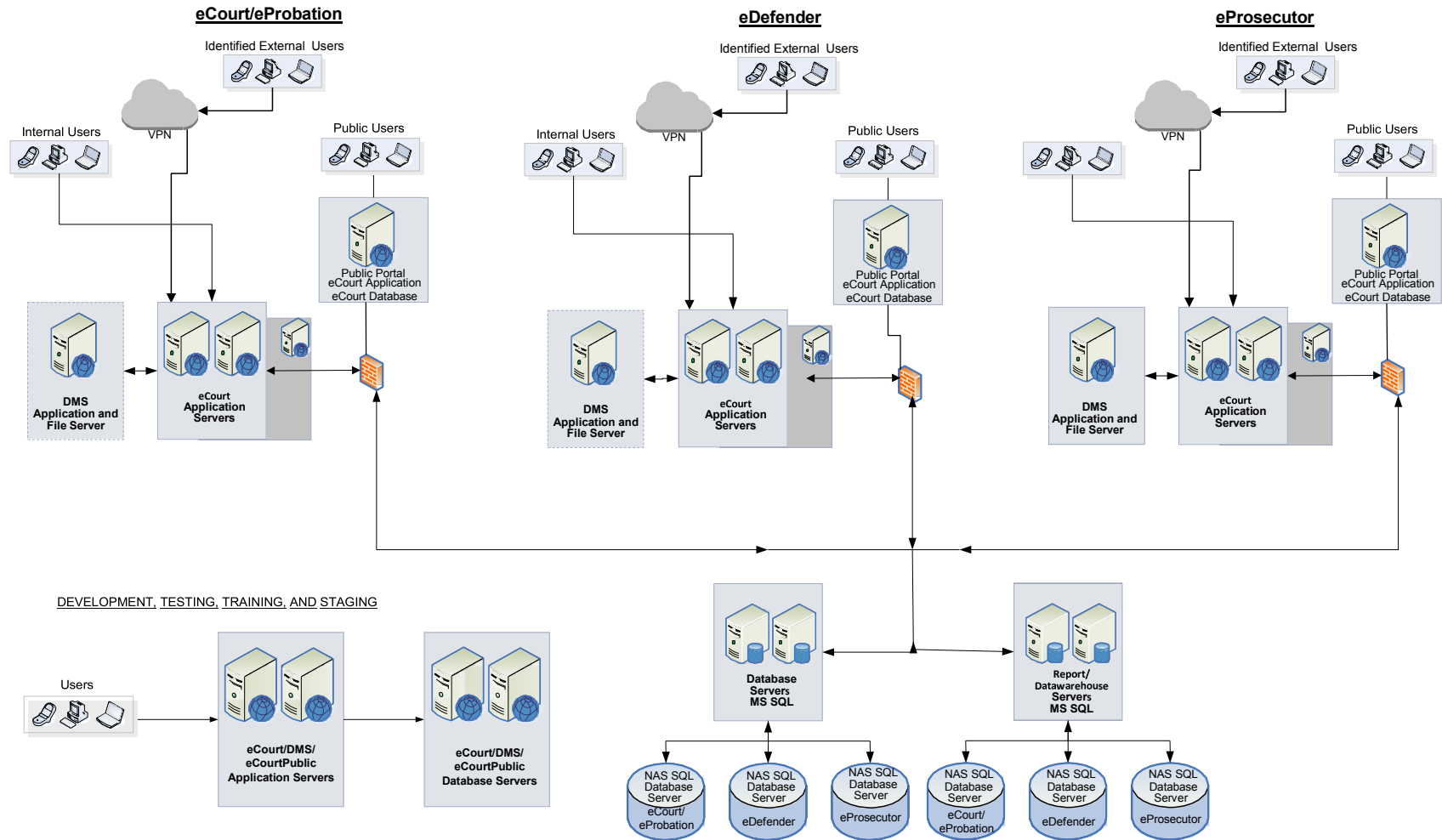
We have included an in-house system configuration of hardware and system software that provides for all agencies to be on the same hardware with separate databases for each agency. (Typically, the court and probation are grouped together.) The system includes optional fail-over application and database servers that allow uninterrupted access to eCourt if the primary servers are down. A duplicate system will probably be required if you want off-site disaster recovery. All can be virtualized using VMWare or equivalent.

Your IT department will want to determine the physical environment and network requirements for the widely used hardware and install the centralized hardware and system software; we will provide assistance, if needed. The basic network requires a minimum 100MB to end-users and a 1G core switching.

There are several choices for the hardware; we have provided specifications for H-P. You can purchase/lease equipment at significant discounts or you might already have some of the equipment. eCourt supports twain compliant scanners such as Kodak i2800, as well as the Fujitsu fi-5530C, fi-5750C, and fi-6770 models. We do not provide hardware and its maintenance and support.

Users only need a web browser (Internet Explorer 10+, Chrome, Firefox, etc.) to access eCourt and the Public Portal from desktops, laptops, smartphones (iPhone, Android) and tablet devices (iPad, Galaxy, etc.) The system's graphical user interface, including all screens and dashboards, is natively touch screen enabled. eCourt is database agnostic; you can use Microsoft SQL, Oracle, etc.

Hardware and System Software (Large System)



Hardware and System Software

All can be virtualized using VMWare or equivalent.

Environment	Item Description	Hardware and Software Requirement	QTY
Production	eCourt Application Servers	Hardware: (2 app servers for each agency)	
		HP DL360/G9 Dual CPU Xeon E5 2650 (10 Core, 2.3 GHz, 25M Cache)	2
		32 GB RAM	
		3x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		Apache Tomcat, Jasper iReport	
	Future eCourt Application Servers (Optional)	See above.	
	DMS Application and File Server	HP DL360/G9 Single CPU Xeon E5 2660 (10 Core, 2.6GHz, 12M Cache) (1 DMS server for each agency)	1
		32 GB RAM	
		5x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	1
	MS SQL Database Servers (eCourt)	Hardware: (2 database servers for all agencies)	
		HP DL360/G9 Dual CPU Xeon E5 2670 (12 Core, 2.3 GHz, 30M Cache)	2
		64 GB RAM	
		8x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		MS SQL Server 2014 Standard Edition	2
	NAS - Database Servers	Hardware: (2 NAS servers for each agency)	
		HP X1800 Xeon X5530 (4 Core, 2.4 GHz, 12M Cache)	2
		16GB RAM	
		8 X 300 GB 10K RPM Hot Pluggable HD	
		Software:	
		Windows 2008 Storage Server 2008 R2 (Pre-Installed)	
		Double Take Mirroring Software	1
	Report Server & Datawarehouse Servers (Optional)	Hardware: (2 app servers for each agency)	
		HP DL360/G9 Dual CPU Xeon E5 2670 (12 Core, 2.3 GHz, 30M Cache)	2
		64 GB RAM	
		8x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		MS SQL Server 2014 Standard Edition	2
	Load Balancer (Optional)	Coyote Point Systems E370LX	1
Public Portal	Application & Database Servers	Hardware: (2 app server for each agency)	
		HP DL360/G9 Dual CPU Xeon E5 2650 (10 Core, 2.3 GHz, 25M Cache)	2
		32 GB RAM	
		3x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		PHP, MSSQL	
Development, Testing,	Application & Database Servers	Hardware: (2 app server for each agency)	

Training & Staging		HP DL360/G9 Dual CPU Xeon E5 2670 (12 Core, 2.3 GHz, 30M Cache)	2
	(eCourt,	64 GB RAM	
	eCourtPublic)	8x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		MS SQL Server 2014 Standard Edition	2
		MSSQL	2
	Scanning Hardware	Kodak 2800; Fujitsu fi-5530C, fi-5750C, and fi-6770	
	Signature Pads	Topaz	
	Report Writers	Jasper Reports, if desired	

EXHIBIT D HOSTED SERVICES

Licensor Hosting. In exchange for an annual hosting fee, Licensor will provide Licensed Software hosted services (the “**Hosted Service**”), which Licensee may access via an Internet connection. Access to the Hosted Service will be secured and encrypted via HTTPS and/or a VPN connection.

Licensor hosting includes fully redundant hardware, network/internet, power backup, in temperature and humidity-controlled rooms with electronics-safe fire suppression which eliminates single point of failure interruptions to uptime within the data center. To protect against physical disasters at the data center the entire operating environment is replicated at the SAN level to a secondary site in a geographically distinct location. Together, this guarantees 99.9% uptime with a 24 hour Recovery Point Objective (RPO) and 24-48 hour Recovery Time Objective (RTO).

Licensor Responsibilities. Licensor’s responsibilities with respect to the Hosted Service are as follows:

- a. Provide infrastructure for the hosting of Licensee data.
- b. Provide maintenance of the Hosted Service.
- c. Provide hourly snapshot backups of data (daily backups are also taken and kept for two weeks).
- d. Provide copies of Licensee data upon Licensee’s request not to exceed once per month.
- e. Treat all information, data and files provided by Licensee as confidential, maintaining secure access to such material only for Licensor’s support personnel for purposes of investigating or solving a support request.

Licensee Responsibilities. Licensee’s responsibilities with respect to the Hosted Service are as follows:

- a. Pay the annual hosting fees listed in Exhibit A.
- b. Ensure that all activity occurring under User accounts abides by all applicable laws and regulations in connection with use of the Hosted Service, including those related to data privacy, international communications and the transmission of technical or personal data. Without limiting the foregoing, Licensee shall: (i) notify Licensor immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (ii) report to Licensor immediately and use reasonable efforts to stop immediately any copying or distribution of content that is known or suspected by Licensee or Users; and (iii) not impersonate another Licensor user or provide false identity information to gain access to or use the Hosted Service.

- c. Accept that each hosted instance allows for 100 gigabytes of filing cabinet storage. Storage required for the database server is covered by the Hosting Fees. Licensee will be notified when storage usage thresholds exceed 80%, 90%, 95%, and 100%. At 100% usage, storage will automatically be expanded by 50 gigabytes and Licensee's hosting fees will be adjusted accordingly at the then current yearly rate. The current rate is listed in Exhibit A. Additional storage may be pre-purchased at any time, however is not required.
- d. Provide Licensor support personnel with accurate configuration information, screen shots, or other files and documentation as required for a support request.

System Period of Maintenance.

- a. *Weekly Maintenance Outage* (Wednesday, 9:00PM to Thursday, 4:00AM MT). The Hosted Service shall be subject to a maintenance outage each Wednesday evening (Hosted Service downtime may include loss of network access, the servers, and the operating system). The Hosted Service will not always be disrupted during each weekly maintenance outage.
- b. *Monthly Website and Internet Services Maintenance Outage* (Third Wednesday of each month 9:00PM to Thursday, 4:00AM MT). Website and Internet related services shall be subject to a maintenance outage the third Wednesday of each month. The Hosted Service will not always be disrupted during each maintenance outage.
- c. *Extended Maintenance Outage.* If Licensor requires additional time for maintenance or installation, Licensor shall provide written notification to Licensee at least 24 hours prior to implementing an extended maintenance outage. Licensor's notice shall explain the nature and expected duration for the extended maintenance outage.

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT (this “**Agreement**”), by and between Journal Technologies, Inc., a Utah corporation (hereinafter “**Journal Technologies**”), and City of Spokane (hereinafter “**Client**”), both hereinafter collectively referred to as (“**the Parties**”), is made as of the date executed by both Journal Technologies and Client (the “**Effective Date**”).

In consideration for the representations and agreements contained herein, the Parties hereby covenant and agree as follows:

1. DEFINITIONS

1.1 **Deliverable(s)** means one or more items (which may include software, services or other items) to be delivered by Journal Technologies to Client under the Statement of Work attached hereto as Exhibit E.

1.2 **Project** means each project undertaken by Journal Technologies under Section 10 (“Services”) pursuant to a Statement of Work.

1.3 **Service Fees** means the fees to be paid by Client for Services, as set forth in the Pricing Proposal attached hereto as Exhibit A for the initial Services or in the applicable Statement of Work for additional Services.

1.4 **Services** means those services provided by Journal Technologies to Client under Section 10 (“Services”) of this Agreement.

1.5 **Statement of Work** means the Statement of Work attached hereto as Exhibit E or a statement of work, prepared and executed pursuant to the provisions of Section 2 (“Services”) of this Agreement.

2. SERVICES

2.1 Projects. Journal Technologies agrees to provide Services to Client, as such may be determined from time to time in accordance with the provisions of this Section 2 (“Services”). All Services will be rendered in accordance with the provisions of this Agreement, the applicable Statement of Work and any other guidelines agreed upon in writing by Journal Technologies and Client.

2.2 Project Requests. If Client requests Services, Client shall submit a reasonably detailed Project request to Journal Technologies. Journal Technologies shall have the right to request additional details about the proposed Project described in the Project request. If Journal Technologies believes that it can provide the requested services, within a commercially reasonable time, Journal Technologies shall submit a proposed Statement of Work with a proposed Project Plan to Client.

2.3 Completion of Proposed Statements of Work.

2.3.1 Final Statement of Work. Journal Technologies services and delivery of a final integrated end product satisfactory to the Client shall be in accord with Journal Technologies Statement of Work (SOW) document – page 27, second to last paragraph describing the eSuite family of Journal Technologies products as fully integrated, and capable of sharing data.

2.3.2 Incorporations of Statement of Work. At such time as the Parties shall have agreed upon a Statement of Work, the Statement of Work as so completed, approved and executed by their authorized representatives shall constitute an agreement under and be subject to the non-conflicting provisions of this Agreement.

2.3.3 At the Project Kick Off meeting(s) the critical project milestones for the entire duration of the project will be mutually agreed upon between the Parties. The current list of critical project milestones with initial estimated dates is attached hereto, and is entitled “Exhibit F”.

2.4 Changes. Modifications to a Statement of Work shall be accomplished by the negotiation and execution of an amendment reasonably satisfactory to each of the Parties, which may result in an increase or decrease in the overall cost of a Project.

2.5 Journal Technologies’ Employees and Subcontractors; Indemnification Generally. Journal Technologies shall require all of its employees and subcontractors to comply with the terms of this Agreement and any reasonable and lawful employment and security policies and procedures adopted from time to time by Client. Journal Technologies shall procure all business permits necessary to perform under this Agreement and pay all related fees. Journal Technologies and Client shall each indemnify, defend and hold harmless the other and their respective affiliates, officers, directors, employees and agents, from and against any and all losses, liabilities, damages, causes of action, claims, demands, and expenses (including reasonable legal fees and expenses) incurred by the indemnified party, arising out of or resulting from (i) the violation by the indemnifying party or its employees, agents, or contractors of any applicable law, order, ordinance, regulation or code or (ii) the gross negligence or intentional misconduct of the indemnifying party or its employees, agents or contractors.

2.6 Status Reporting. Journal Technologies will provide a status report to Client not less than (3) three business days prior to each Status Meeting. At a minimum, each status report shall contain the following information as to the Final Statement of Work and the associated timeline for completion of such work: (a) Identification of each project element JTI believes is completed, ahead of schedule, on schedule, or behind schedule as of the date of the next status meeting; (b) For each project element that is identified as behind schedule, JTI shall identify how far each element is believed behind schedule, whether the Client or JTI is primarily responsible for each identified element being behind schedule, and how many days are necessary to complete any behind

schedule due to a delay created or caused by JTI.

Client will provide a status report to Journal Technologies not less than (3) three business days prior to each Status Meeting. At a minimum, each status report shall contain the following information as to the Final Statement of Work and the associated timeline for completion of such work as of the date of the next status meeting: (a) Identification of each project element Client believes is completed, ahead of schedule, on schedule, or behind schedule. (b) For each project element that is identified as behind schedule, Client shall identify how far each element is believed behind schedule, whether Client believes the Client or JTI is primarily responsible for each identified element being behind schedule; and how many days are necessary to complete any behind schedule due to a delay created or caused by Client.

2.7 Status Meetings. Journal Technologies and Client shall hold periodic status meetings every six weeks following the date of kickoff, in order to review the status of all project activities.

The Parties will review the status reports provided by each party under paragraph 10.6, reconcile the differences in the two reports and agree on the following items. (a) project elements completed; (b) project elements ahead of schedule; (c) project elements on schedule; (d) project elements behind schedule; and (c) the dates for milestone elements of the project remain unchanged or not.

For each element agreed to be behind schedule, the Parties shall seek to agree on which party is primarily responsible for the delay. The Parties shall also seek to agree on the timeline for each element behind schedule to be completed as rapidly as practical, in order to prevent further impact on the project.

Following the reconciliation of the current status report, the Parties shall define the specific project work elements for the next six week period, with a focus on keeping the project on the original schedule and catching up any elements that may have previously been designated as "behind schedule".

At the time set for the fourth, eighth, and twelfth status meeting the Parties shall also mutually confirm the project is on track to meet the Go Live date agreed to in the Final Statement of Work.

In the event the Parties are unable to reconcile the status reports, unable to agree on the project elements to be completed before the next status meeting, unable to agree on which party is responsible for a given delay, and/or unable to agree that the project will Go Live within 45 days of the date agreed to in the Final Statement of Work, the Parties may mutually elect to proceed to the next status meeting without reconciliation, or either party may elect to invoke the dispute resolution process defined in paragraph 8.5.

2.8 Record Keeping and Inspection. Journal Technologies shall maintain reasonable accounting records, in a form sufficient to substantiate Journal Technologies' charges hereunder. Journal Technologies shall retain such records in accordance with its

general record retention policies. Client shall have the right to inspect any such records upon reasonable notice, at Journal Technologies' main office and during Journal Technologies' normal business hours.

2.9 Ownership of Product of Services. Unless otherwise specified to the contrary in the applicable Statement of Work, all data, materials, Deliverables and other products developed by Journal Technologies under a Statement of Work or this Agreement shall be and remain the sole and exclusive property of Journal Technologies, which shall retain all rights therein; provided that upon payment of all required amounts by Client, Client shall have the right to utilize any Deliverables for Client's internal purposes in accordance with the terms and conditions of the Statement of Work and the applicable license agreement (or, in the absence of an applicable license agreement, on a perpetual, royalty-free basis following the payment of all applicable Service Fees).

3. WARRANTIES

3.1 Services Warranties. Journal Technologies warrants that the Services rendered to Client pursuant to this Agreement shall be performed in a competent and professional manner, and that each of Journal Technologies' employees, contractors and agents assigned to perform Services pursuant to this Agreement shall have training, background and skills commensurate with the level of performance reasonably expected for the tasks to which he or she is assigned.

3.2 Warranty of Law. Journal Technologies warrants and represents that to the best of its knowledge: (i) Journal Technologies has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and (ii) this Agreement is not prohibited by any other agreement to which Journal Technologies is a party or by which it may be bound (the "**Legal Warranty**"). In the event of a breach of the Legal Warranty, Journal Technologies shall indemnify and hold harmless Client from and against any and all losses, liabilities, damages, causes of action, claims, demands, and expenses (including reasonable legal fees and expenses) incurred by Client, arising out of or resulting from said breach.

3.3 No Other Warranties. THE WARRANTIES AND REPRESENTATIONS STATED WITHIN THIS AGREEMENT ARE EXCLUSIVE, AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WARRANTIES WITH RESPECT TO THE OPERATION OF ANY DELIVERABLE SHALL BE AS SET FORTH IN THE APPLICABLE LICENSE AGREEMENT OR STATEMENT OF WORK.

4. PAYMENT

Service Fees shall be payable in respect of Services provided by Journal Technologies (including its agents and contractors) to, for, or at the request of Client or those acting on its behalf under this Agreement, including but not limited to installation, configuration, training and the like. If such Services are provided pursuant to a Statement of Work, all work and all

Deliverables related to such Services, and the payment therefor, shall be completed as provided in the Statement of Work. If any Services are requested and provided without a Statement of Work, they will be billed by Journal Technologies to Client in accordance with Journal Technologies' normal billing practices at the time, on a time-and-expense basis, with hourly rates at the then-standard rates, and expenses charged at cost, or as the Parties may otherwise agree in writing. Unless otherwise set forth in an applicable Statement of Work or other written agreement of the Parties, payment for a Deliverable shall become due and payable upon delivery, net thirty (30) days. All sales and similar taxes levied on account of payments to Journal Technologies are the responsibility of the Client.

5. LIMITATIONS ON LIABILITY

NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR LOSS OF ANTICIPATED PROFITS OR REVENUES IN CONNECTION WITH OR ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT. FURTHERMORE, CLIENT'S TOTAL LIABILITY WITH RESPECT TO CLAIMS ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT SHALL NOT EXCEED, IN THE AGGREGATE, THE TOTAL AMOUNT OF FEES PAYABLE HEREUNDER TO JOURNAL TECHNOLOGIES. IN NO EVENT SHALL JOURNAL TECHNOLOGIES' TOTAL LIABILITY WITH RESPECT TO CLAIMS ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT EXCEED, IN THE AGGREGATE, THE TOTAL AMOUNT OF FEES PAID HEREUNDER TO JOURNAL TECHNOLOGIES.

6. CONFIDENTIALITY

6.1 Client's Responsibilities. Client hereby agrees that (i) all materials received from Journal Technologies under this Agreement are the confidential and proprietary information of Journal Technologies, (ii) Client shall take all necessary steps to protect and ensure the confidentiality of such confidential information, and (iii) except as permitted by a Statement of Work, none of such materials shall be in any way disclosed by Client to any third party, in whole or in part, without the prior written consent of Journal Technologies, which may be granted or withheld in its sole discretion. If Client becomes aware of the unauthorized possession of such materials, it shall promptly notify Journal Technologies. Client shall also assist Journal Technologies with preventing the recurrence of such unauthorized possession and with any litigation against the third Parties deemed necessary by Journal Technologies to protect its proprietary rights.

6.2 Journal Technologies' Responsibilities. Journal Technologies hereby agrees that (i) any information related to the official business of Client that Journal Technologies obtains from Client in the course of the performance of this Agreement is the confidential and proprietary information of Client, (ii) Journal Technologies shall take all necessary steps to protect and ensure the confidentiality of such information, and (iii) such information shall not be in any way disclosed by Journal Technologies to any third party, in whole or in part, without the prior written consent of Client, which may be granted or withheld in its sole discretion. If Journal Technologies becomes aware of the unauthorized possession of such information, it shall promptly notify Client. Journal Technologies shall also assist Client with

preventing the recurrence of such unauthorized possession and with any litigation against the third Parties deemed necessary by Client to protect its proprietary rights.

6.3 Confidentiality Breach. In the event a party breaches any of its obligations under this Section 6 (“Confidentiality”), the breaching party shall indemnify, defend and hold harmless the non-breaching party from and against any and all losses, liabilities, damages, causes of action, claims, demands, and expenses (including reasonable legal fees and expenses) incurred by the non-breaching party arising out of such breach. In addition, the non-breaching party will be entitled to obtain injunctive relief against the breaching party.

6.4 Exclusions. The provisions of this Section 6 (“Confidentiality”) shall not apply to any information (i) that is in the public domain prior to the disclosure or that becomes part of the public domain other than by way of a breach of this Agreement, (ii) that was in the lawful possession of Journal Technologies or Client, as the case may be, prior to the disclosure without a confidentiality obligation to any person, (iii) that was disclosed to Journal Technologies or Client, as the case may be, by a third party who was in lawful possession of the information without a confidentiality obligation to any person, (iv) that was independently developed by Journal Technologies or Client, as the case may be, outside the scope of this Agreement or (v) that Journal Technologies or Client, as the case may be, is required to disclose by law or legal process.

7. TERM AND TERMINATION

7.1 Term. The term of this Agreement shall commence on the Effective Date and shall continue until terminated in accordance with the terms of this Section 7 (“Term and Termination”).

7.2 Term of Statements of Work. Each Statement of Work pertaining to the provision of Services, and each other written agreement for such Services, shall commence on the date of execution of such Statement of Work or other agreement and shall continue in full force and effect thereafter until terminated in accordance with the provisions thereof or until the Services required have been provided and paid for. A termination of this Agreement shall simultaneously terminate any outstanding Statements of Work or other agreement for Services.

7.3 Termination by Journal Technologies.

7.3.1 Payment Default. Journal Technologies shall have the right to terminate this Agreement (but reserving cumulatively all other rights and remedies under this Agreement, in law and/or in equity), for any failure of Client to make payments of moneys due when the same are due, and such failure continues for a period of thirty (30) days after written notice thereof by Journal Technologies to Client.

7.3.2 Other Client Defaults. Journal Technologies may terminate this Agreement (but reserving cumulatively all other rights and remedies under this

Agreement, in law and/or in equity), for any other material breach by Client which violation or breach continues for a period of thirty (30) days after written notice thereof by Journal Technologies to Client.

7.4 Termination by Client. Client shall have the right to terminate this Agreement (reserving cumulatively all other rights and remedies under this Agreement, in law and/or in equity) without further obligation or liability to Journal Technologies (except as specified in Subsection 7.5 below) if Journal Technologies commits any material breach of this Agreement and fails to remedy such breach within thirty (30) days after written notice by Client to Journal Technologies of such breach. Client shall have the right to terminate this Agreement effective immediately and without prior notice if Journal Technologies goes into liquidation or files for bankruptcy.

At six (6) month intervals during the term of this Agreement Client reserves the right to audit the progression of the Agreement Services to monitor deliverables up to this point, and be certain progress milestones are satisfactorily achieved. Based upon Clients aforementioned audit, Client will decide to continue or not continue the project.

Client shall have the right to terminate this Agreement for convenience upon thirty (30) days prior written notice to Journal Technologies.

7.5 Effect of Termination. Termination of this Agreement or any Statement of Work shall not affect any rights and/or obligations of the Parties which arose prior to any such termination and such rights and/or obligations shall survive any such termination. Within thirty (30) days after the effective date of any such termination, Client shall pay Journal Technologies' fees and expenses at its then-standard rates for all Services rendered under the applicable Statement of Work or this Agreement up to the effective date of termination, including, without limitation, all work in process. Upon termination, each party shall return the confidential property of the other party obtained under the terminated Statement of Work or this Agreement, as applicable. This includes, without limitation, all work product of Journal Technologies produced pursuant to this Agreement or any Statement of Work, and Client shall have no further right to retain or use such work product following termination. In addition, the confidentiality obligations of the Parties in Section 6 ("Confidentiality") shall survive the termination of this Agreement.

8. GENERAL

8.1 Waiver, Amendment or Modification. The waiver, amendment or modification of any provision of this Agreement or any right, power or remedy hereunder shall not be effective unless made in writing and signed by both Parties. No failure or delay by either party in exercising any right, power or remedy with respect to any of its rights hereunder shall operate as a waiver thereof.

8.2 Notice. All notices under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person, by commercial overnight courier or by registered or certified mail, postage prepaid, return receipt requested, and addressed as follows:

To Journal Technologies:

Journal Technologies, Inc. 915
East First Street
Los Angeles, CA 90012
Attention: President

and

Munger, Tolles & Olson LLP
355 South Grand Avenue, 36th Floor Los
Angeles, CA 90071
Attention: Michael O'Sullivan

To Client: Name
 Address
 Address
 Attention:

8.3 No Third Party Beneficiaries. This Agreement is not intended to create any right in or for the public, or any member of the public, any subcontractor, supplier or any other third party, or to authorize anyone not a party to this Agreement to maintain a suit to enforce or take advantage of its terms.

8.4 Successors and Assigns. Neither party may assign this Agreement in whole or part without the prior written consent of the other party; provided that Journal Technologies may assign this Agreement to another subsidiary of Daily Journal Corporation, directly or by operation of law, without the prior written consent of Client. Any attempt to assign this Agreement without the prior written consent of the other party is void and without legal effect, and such an attempt constitutes a material breach and grounds for termination by the other party. Subject to the foregoing, all of the terms, conditions, covenants and agreements contained herein shall inure to the benefit of, and be binding upon, any successor and any permitted assignees of the respective Parties hereto. It is further understood and agreed that consent by either party to such assignment in one instance shall not constitute consent by the party to any other assignment. A transfer of corporate control, merger, sale of substantially all of a party's assets and the like, even though including this Agreement as an assigned asset or contract, shall not be considered an assignment for these purposes.

8.5 Dispute Resolution. Any dispute arising under or related to this Agreement shall be resolved exclusively as follows:

8.5.1 Initial Resolution by Meeting. The Parties shall first attempt to resolve amicably the dispute by meeting with each other, by telephone or in person at a mutually convenient time and location, within thirty (30) days after written notice of a dispute is delivered from one party to the other. Subsequent meetings may be held

upon mutual agreement of the Parties.

8.5.2 Mediation. If the dispute is not resolved within sixty (60) days of the first meeting, the Parties shall submit the dispute to mediation by an organization or company specializing in providing neutral, third-party mediators. Client shall be entitled to select either (i) the location of the mediation or (ii) the organization or company, and Journal Technologies shall select the other. The mediation shall be conducted within sixty (60) days of the date the dispute is submitted to mediation, unless the Parties mutually agree on a later date.

8.5.3 Arbitration. Any dispute that is not otherwise resolved by meeting or mediation shall be exclusively resolved by arbitration between the Parties in accordance with the Comprehensive Arbitration Rules & Procedures of JAMS, with the arbitration to be conducted in Spokane, Washington, or another location mutually agreed by the Parties. The results of such arbitration shall be binding on the Parties, and judgment may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek interim injunctive relief from any court of competent jurisdiction.

8.6 Control of Defense. All indemnification obligations under this Agreement are conditioned upon (i) written notice by the indemnified party to the indemnifying party within thirty (30) days of the indemnified party's receipt of any claim for which indemnification is sought, (ii) tender of control over the defense and settlement to the indemnifying party and (iii) such reasonable cooperation by the indemnified party in the defense as the indemnifying party may request; provided, however, the indemnifying party shall not, without the prior written consent of the indemnified party, settle, compromise or consent to the entry of any judgment with respect to any pending or threatened claim unless the settlement, compromise or consent provides for and includes an express, unconditional release of such claim against the indemnified party.

8.7 Governing Law. The validity, construction and performance of this Agreement and the legal relations among the Parties to this Agreement shall be governed by and construed in accordance with the laws of the State of Washington without giving effect to its conflict of law principles.

8.8 Independent Contractor. Journal Technologies, in performance of this Agreement, is acting as an independent contractor. Personnel supplied by Journal Technologies (including personnel supplied by subcontractors) hereunder are not Client's personnel or agents, and Journal Technologies assumes full responsibility for their acts. Journal Technologies shall be solely responsible for the payment of compensation of Journal Technologies employees and contractors assigned to perform services hereunder, and such employees and contractors shall be informed that they are not entitled to the provision of any Client employee benefits. Client shall not be responsible for payment of worker's compensation, disability or other similar benefits, unemployment or other similar insurance or for withholding income or other similar taxes or social security for any Journal Technologies employee, and such responsibility shall solely be that of Journal Technologies.

8.9 Severability. In the event any one or more of the provisions of the Agreement shall for any reason be held to be invalid, illegal or unenforceable, the remaining provisions of this Agreement shall be unimpaired, and the invalid, illegal or unenforceable provision shall be replaced by a provision, which, being valid, legal and enforceable, comes closest to the intention of the Parties underlying the invalid, illegal or unenforceable provision.

8.10 Counterparts. This Agreement and any Statement of Work may be executed in counterparts and by the exchange of signatures by facsimile or PDF.

[Continued on Next Page]

IN WITNESS WHEREOF, the Parties have caused this instrument to be duly executed as of the date last written below.

JOURNAL TECHNOLOGIES, INC.:

By: _____

Date: _____

Printed Name and Title: Jon Peek, Chief Operating Officer

City of Spokane:

By: _____

Date: _____

Printed Name and Title: _____

EXHIBIT E

STATEMENT OF WORK

Constituted by Journal Technologies response to the Client on October 11, 2016 entitled "Response to City of Spokane – Legal Case Management System Statement of Work".

EXHIBIT F

ESTIMATED CRITICAL

PROJECT

MILESTONES

Project Kickoff	Apr 24, 2017
Public Defender system acceptance	Oct 6, 2017
Probation system acceptance	Jan 4, 2018
Prosecutor system acceptance	Mar 23, 2018
Integration complete	Jul 20, 2018
Muni Court system acceptance	Sept 14, 2018
Go Live	Sept 21, 2018

Pricing Proposal

	One-Time Cost	Annual License and Maintenance Fees
	(in thousands)	
Municipal Court –		
Professional services, including expenses		
Implementation services	\$ 200	
Interfaces (Notes)	90	
Conversions (Notes)	-	
Licenses, maintenance, upgrades and support		\$ 45
	<u>\$ 290</u>	<u>\$ 45</u>
City Prosecutor, Probation & Public Defender –		
Professional services, including expenses		
Implementation services	\$ -	
Interfaces (Notes)	-	
Conversions (Notes)	-	
Licenses, maintenance, upgrades and support		\$ 78
	<u>\$ -</u>	<u>\$ 78</u>
Total, excluding eFiling and ePay-it fees, if any.		
Professional services, including expenses		
Implementation services	\$ 200	
Interfaces (Notes)	90	
Conversions (Notes)	-	
Licenses, maintenance, upgrades and support		\$ 123
	<u>\$ 290</u>	<u>\$ 123</u>

Notes

Since governments normally have limited capital budgets, we lease our systems so that our clients are not confronted with large initial capital investments. We have found that this model allows the you to plan for growth in a cost conscious way and provides reinforcement and incentives in a “succeed-or-lose” environment for us to provide high-quality products and continuing services to our clients. For a highly service-oriented software agreement, the court and agencies pay an annual fee. These costs include licenses, maintenance, updates, upgrades and routine support. This approach also spreads costs over the life of the project. The continuing licenses are subject to the payment of the annual fees. *Because we lease our products, they are under continuous warranty.*

There are no upfront, one-time license fees or implementation progress payments. The annual license and maintenance fees and the professional service fees are due at the final go-live. Because our products are configurable, there should be no customization required, except for the interfaces.

We have two pricing schedules: court and agencies (probation, public defender and prosecutors), which costs less per user license.

Municipal Court

We will include eCourt user licenses for 39 court users and additional user licenses (10% of court users) for unlimited use of eCourt Public Portal by the public, including lawyers, and (20% of court users) for unlimited use by other governmental agencies, and those accessing eCourt via interfaces, for a total of 51 user licenses. If the number of court user's increases, there will be increases to the annual eCourt fees, including an annual CPI adjustment, pursuant to the following schedule:

Pricing Schedule for Court User Licenses

<u>User Groups*</u>	<u>Licenses</u>	<u>Annual License and Maintenance Fees</u>	
		<u>Per License</u>	<u>For Group</u>
1-100	100	\$ 890	\$ 89,000
101-200	100	1,010	101,000
201-500	300	830	249,000

* Maintenance Fee is governed by a five-year contract with an annual CPI adjustment.

Probation, Public Defender & Prosecutor

We will include user licenses for 65 agency users and additional user licenses (10% of agency users) for unlimited use of the Public Portal by the public, including lawyers, and (20% of those users) for unlimited use by other governmental agencies, including those accessing the system via interfaces, for a total of 85 user licenses. If the number of user's increases, there will be increases to the annual license and maintenance fees, including an annual CPI adjustment, pursuant to the following schedule:

Pricing Schedule for Agency User Licenses

<u>User Groups*</u>	<u>Licenses</u>	<u>Annual License and Maintenance Fees</u>	
		<u>Per License</u>	<u>For Group</u>
1-50	50	\$ 1,000	\$ 50,000
51-100	50	800	40,000

* The Annual License and Maintenance Fee is governed by a five-year contract with an annual CPI adjustment.

Training will be integrated into all facets of configuration and implementation. Training begins day one. The more you do, the more you learn...and that is the basic training! Then you will be able to configure the system when your business processes change; we have an unlimited budget for implementation training; we will train until you want no more.

There must be significant involvement from your IT personnel during the installation of the hardware and system software, and the conversion and the interfaces.

The data conversions from the JustWare database to eCourt, eProsecutor, eDefender and eProbation are included at no cost.

Since your IT department will become familiar with eCourt's API, you will be able to assist with and maintain the interfaces as well as develop interfaces. For all interfaces involving a 3rd party vendor, the 3rd party vendor must be a willing partner to provide or accept the data in an agreed upon format. We will complete the following interfaces in the solution at no cost:

- Warrant System (WS) (included in EDR)
- EDR (replacement to AOC/JIS)
- DOL
- Other internal agencies using eSuite
- Sector

The follow interfaces are included in the pricing:

- ATI
- Parking system
- GTL (OMS)
- PAR/VEC
- OnBase
- FMS
- Beast
- JBRS
- OLR

We have provided the hardware and system software specifications. Government agencies can purchase/lease equipment, especially the recommended standard hardware, at significant discounts. Consequently, you should use your costs of any additional equipment and system software you need in the planning process. We do not provide hardware and its maintenance and support.

The annual license and maintenance fees include licenses, updates, upgrades and routine support. Non-routine projects will be done pursuant to a Statement of Work using an agreed upon hourly rate. However, because the system is configurable, the IT department and power users will be able to make most changes.

Electronic Filing fees (Most, if not all, paid by the filer.)

This Price Proposal includes the eCourt Public Portal which also provides for eFiling and ePay-it functionalities. The pricing structure follows:

\$5.00/filing (unlimited documents).

- There are no additional charges for Electronic Service (“eService”) when combined with a filing.
- A credit card fee of 2.75% is passed on to the filer unless alternate forms of payment are established. There is no fee for ACH fund transfers.
- There are no transaction charges for fee waiver cases.

ePay-it

- a. JTI’s charges for processing electronic payments made to the Court, including but not limited to payments made using the ePay-it system, and including but not limited to the payment of fees, fines, penalties, assessments and any other court-ordered debt, will be as follows. These payments can be borne totally by the public or partially offset by the Court. Many courts absorb the credit card fees and have the public pay the fixed fee.
 - i. Payments in full - JTI will charge a fixed fee of \$5.95 per transaction;
 - ii. Partial payments - JTI will charge a fixed fee of \$2.95 per transaction.
- b. JTI will credit the Court \$.50 per transaction with no increase to this pricing schedule, which JTI will forward to Court on a monthly basis within ten (10) days of the end of each calendar month.
- c. On transactions paid via credit card JTI may charge an additional fee of 2.75% of the total amount paid in each transaction. These fees may be absorbed directly by the Court and paid upon invoice from JTI to the Court if requested by the Court.
- d. JTI will provide a weekly ACH transfer of funds at no additional charge.



IS2ex

Software Escrow Agreement

This Agreement is between the Depositor and InnovaSafe.
Licensees are enrolled as a Beneficiary.

Use This Agreement if:

- Multiple Licensees will be added and management of single or multiple deposits are needed.
- Beneficiary specific terms and conditions may be required.
- Modifiable Agreement is required
- Services include:
 - Complete client service
 - Fees Locked For the Initial Term
 - Physical or Electronic Deposits
 - Quarterly Deposits Included
 - No Additional Storage Fee
 - Toll Free Telephone Support (800) 239-3989

**Questions? Please call (800) 239-3989 or
Live Online Support at www.innovasafe.com**

This Software Source Code Escrow Agreement ("Agreement"), number 2738, effective as of the date signed by the Depositor ("Effective Date"), is made and entered into by InnovaSafe, Inc. ("InnovaSafe"), a California corporation, located at 28502 Constellation Road, Valencia, California, 91355-5082, and Journal Technologies, Inc. formerly known as Sustain Technologies, Inc. ("Depositor"), located at 915 East First Street, Los Angeles, California 90012 and each additional person or entity subscribed hereto as a Beneficiary or Designated Beneficiary in accordance with the requirements of this Agreement. In consideration of the covenants, conditions, warranties and restrictions contained in this Agreement, the parties agree as follows:

1. DEFINITIONS

For purposes of this Agreement, the following capitalized terms shall have the meanings set forth below, unless expressly defined otherwise in this Agreement:

"*Beneficiary*" means and includes a person or entity that has subscribed hereto as a Beneficiary in accordance with the requirements of Paragraphs 3.1 and 3.2(a) of this Agreement and each Designated Beneficiary.

"*Beneficiary Enrollment Form*" means the form used by InnovaSafe for the addition of a Beneficiary or Beneficiaries to this Agreement in accordance with the requirements of Paragraph 3 hereof, as such form may be modified or replaced by InnovaSafe in its sole discretion from time to time during the term of this Agreement. A copy of the current Beneficiary Enrollment Form is attached hereto as Exhibit B and incorporated herein.

"*Designated Beneficiary*" means and includes any person or entity that has not subscribed hereto as a Beneficiary pursuant to Paragraph 3.2(a), but has been designated by Depositor as a Beneficiary hereof in accordance with the requirements of Paragraphs 3.1 and 3.2(b) of this Agreement. Each Designated Beneficiary shall have the rights and obligations of a Beneficiary under this Agreement, including but not limited to the conditional rights set forth in Paragraph 4 of this Agreement.

"*Description of Escrow Deposit*" means a general description of the Software and the Escrow Deposit as set forth on Exhibit A attached hereto and incorporated herein.

"*Escrow Deposit*" or "*Deposit*" means the copies of the Source Code, drawings, computer intellectual property, documentation, web site content, trade secrets, and other related material, deposited with InnovaSafe by the Depositor, or otherwise held by InnovaSafe pursuant to the terms of this Agreement.

"*License Agreement*" means any agreement pursuant to which Depositor licenses the Software to a Beneficiary in object code form.

"*Replacement*" means a Deposit relating to any complete change, modification, enhancement or alteration of the Source Code since the last Deposit which completely replaces all of the previous Deposits.

"*Software*" means the software that as of the date hereof is licensed by the Depositor to a Beneficiary pursuant to a License Agreement, and which is generally described in the Description of Escrow Deposit.

"*Source Code*" means the Software in source code form, including all documentation and instructions necessary to maintain, duplicate, compile, interpret and install the source code for the Software.

"*Update*" means any modification, update or revision of any Software that is subject of the Escrow Deposits currently being held by InnovaSafe.

2. DEPOSIT PROCEDURES

2.1 Initial, Additional, and Duplicate Deposits: (a) Within thirty (30) days of the Effective Date of this Agreement, Depositor agrees to deposit with InnovaSafe, copies of the Source Code for the version of the Software as licensed under a License Agreement. With such delivery, Depositor agrees to provide InnovaSafe with a completed Description of Deposit (Exhibit A). (b) Depositor also agrees to deposit with InnovaSafe the Deposit for each Update or Replacement within thirty (30) days after its

release, distribution, or other publication by Depositor in the ordinary course of business. With each such delivery, Depositor agrees to provide InnovaSafe with a completed Description of Deposit (Exhibit A). (c) Depositor shall deliver a duplicate Deposit (including all Updates) within five (5) days of receipt of a written request from an authorized representative of InnovaSafe. Without limiting the foregoing, Depositor shall deliver a duplicate Deposit (including all Updates) to replace any previous Deposit that is impaired due to a defect in or natural degeneration of the recorded medium. All duplicate Deposits may not be encrypted, except for an Update or Replacement Deposit that is transmitted to InnovaSafe in accordance with Paragraph 2.2. (d) Notwithstanding any other provision of this Agreement, InnovaSafe shall have no obligation to return to Depositor any Deposit.

2.2 Encrypted Electronic Deliveries: Subject to the prior agreement of InnovaSafe and Depositor regarding delivery and decryption protocols, Depositor shall have the option but not the obligation to encrypt and transmit the encrypted Deposit for each Deposit over the Internet using InnovaSafe's SafeDeposit services. InnovaSafe shall not be liable to Depositor or Beneficiary for any encrypted Deposit, or any part thereof that is transmitted over the Internet..

2.3 Deposit Receipt Notification: For each Deposit, InnovaSafe will issue a receipt to Depositor, accompanied by a general list or description of the materials deposited. InnovaSafe shall notify Depositor and Beneficiary of receipt of each Deposit by electronic mail ("email") to the email address described in Paragraph 10 of this Agreement or the Beneficiary Enrollment Form, as applicable, within thirty (30) days following receipt by InnovaSafe of the Deposit.

2.4 Technical Verification of Deposit: Any party may request that InnovaSafe perform a deposit verification of the Deposit. Any charges and expenses incurred by InnovaSafe in carrying out a deposit verification will be paid by the party requesting the deposit verification, unless otherwise agreed to in writing. Limitations: Except solely in connection with the performance by InnovaSafe of a deposit verification or another technical verification that has been requested and agreed to by the parties in accordance with this Agreement, InnovaSafe shall have no obligation to determine the physical condition, accuracy, completeness, functionality, performance or non-performance of any Deposit or whether the Deposit contains Source Code.

2.5 Failed Deliveries, Duty of Care and Sub-Contractors: (a) InnovaSafe will not be responsible for procuring the delivery of any Deposit. (b) InnovaSafe shall perform all of the duties required by this Agreement diligently and in good faith. Except as expressly stated in Section 2 of this Agreement, InnovaSafe shall have no duty of care, inquiry or disclosure, whether express or implied. (c) Any and all sub-contractors performing verification or other services on behalf of InnovaSafe shall be subject to the same duty of care as InnovaSafe.

3. BENEFICIARY ENROLLMENT PROCEDURES

3.1 Enrollment of Beneficiaries: After InnovaSafe's acceptance of the initial Deposit, Depositor may join additional Beneficiaries, or name Designated Beneficiaries to this Agreement at any time and from time to time, in its sole and absolute discretion, provided that (a) at the time of entering into this Agreement the Depositor and the proposed Beneficiary or Designated Beneficiary are parties to a License Agreement; (b) Depositor is not in breach of this Agreement; (c) all fees and costs required to be paid to InnovaSafe under this Agreement have been paid; and (d) the proposed Beneficiary completes, signs and delivers the Beneficiary Enrollment Form as required hereunder or Depositor provides a written execution and delivery of the Exhibit Bns, Beneficiary Enrollment Form for a Designated Beneficiary, as applicable.

3.2 Beneficiary Enrollment Forms: (a) Each person or entity that subscribes as a Beneficiary to this Agreement shall be required to agree to the terms hereof and indicate such agreement by delivering to Depositor and InnovaSafe the completed Beneficiary Enrollment Form (Exhibit B) that has been signed by an authorized representative of Beneficiary. A person or entity that has not subscribed hereto as a Beneficiary in accordance with the requirements of this Agreement, including but not limited to, any other licensees of the Software, shall not have any rights hereunder and InnovaSafe shall have no duties to any such persons or entities, except as expressly provided in clause (b) of this Paragraph 3.2. (b) Subject to Paragraph 3.1 above, Depositor may name Designated Beneficiaries to this Agreement at any time and

from time to time, in its sole and absolute discretion, upon execution and delivery of the Exhibit Bns, Beneficiary Enrollment Form for a Designated Beneficiary. InnovaSafe shall issue an enrollment letter and a copy of the Agreement, and any other applicable document required hereunder to the Designated Beneficiary upon receipt of the Exhibit Bns. All rights and obligations of a Designated Beneficiary expressly provided for hereunder, may be modified, supplemented, extended, terminated or assigned by Depositor and InnovaSafe at any time, and from time to time, by amendment of this Agreement as further provided herein. Unless otherwise expressly set forth in an amendment to this Agreement as provided for in this Agreement, the rights and obligations of a Designated Beneficiary interests established hereunder shall not be modified by (i) any waiver for the benefit of such Designated Beneficiary that is entirely conditioned upon the complete and continuous satisfaction of each of the performance of and obligation required under this Agreement, or (ii) any failure to enforce any following the execution of the form of acknowledgement attached hereto as Exhibit D in which Beneficiary accept and agrees to be bound by the terms, conditions and obligations set forth in this Agreement, including, but not limited to, all obligations of Beneficiary set forth in Paragraph 4.4 of this Agreement, and all obligations of Designated Beneficiary set forth in Sections 9, 10 and 11 of this Agreement. No Deposit shall be released to any Designated Beneficiary until the Designated Beneficiary accepts and agrees to be bound by the terms, conditions and obligations in accordance with the requirements of this Agreement.

4. DEPOSIT RELEASE PROCEDURES

4.1 Conditions to Enforcement: Each Beneficiary shall have the right to enforce the Release Procedures described in this Paragraph 4 only if at the time of the requested release: (a) the License Agreement between Depositor and Beneficiary is in full force and effect, and Beneficiary is not in breach thereof; (b) the Beneficiary is not in breach of this Agreement; and (c) all fees and costs then due and owing to InnovaSafe shall have been paid in full.

4.2 Release Conditions: The release by InnovaSafe of the Deposit to Beneficiary as further provided in this Paragraph 4, shall be subject to the occurrence of one or more of the following conditions (each a "Release Condition"): (a) Depositor requests in writing that InnovaSafe release the Deposit to Beneficiary; (b) Depositor takes any action under any state corporation or similar law that will cause both the dissolution of the corporate existence of Depositor and the liquidation by Depositor of its assets; (c) Depositor has materially breached an obligation to provide maintenance or bug fixes to which Beneficiary is entitled under the License Agreement and (i) such material breach will cause Beneficiary to incur immediate and substantial injury for which money damages, or such other remedies provided by the License Agreement, would be inadequate, (ii) Beneficiary is not in breach of the terms of the License Agreement and (iii) Beneficiary has terminated the License Agreement in accordance with the terms of the License Agreement; (d) Depositor's duly appointed trustee in a bankruptcy or dissolution proceeding of Depositor requests in writing that InnovaSafe release the Deposit to Beneficiary; or (e) A court of competent jurisdiction, or an arbitrator, if applicable, issues an order or judgment directing InnovaSafe to release the Deposit to Beneficiary.

4.3 Release Procedures: InnovaSafe will release the Deposit to a Beneficiary subject to and in accordance with each of the following conditions: (a) Depositor may provide InnovaSafe with a written release request at any time, and a Beneficiary may provide InnovaSafe with a written release request following the occurrence of a Release Condition; (b) Provided that InnovaSafe has been paid all fees and costs then due and owing, InnovaSafe shall promptly deliver a copy of the release request to Depositor or such Beneficiary, as applicable (the "Notice of Release Request"); (c) If Depositor or Beneficiary objects to the requested release, then within thirty (30) days of the receipt of the Notice of Release Request, such party agrees to provide InnovaSafe with written notice of such objection, and to provide a copy of such notice to the party requesting the release, stating that a Release Condition has not occurred or has been cured, and instructing InnovaSafe not to release the Deposit as requested (the "Contrary Instructions"); (d) If InnovaSafe does not receive Contrary Instructions within the time and in the manner required above, then InnovaSafe shall deliver a copy of the Deposit to such Beneficiary; (e) If InnovaSafe does receive Contrary Instructions within the time and in the manner required above, then InnovaSafe shall not deliver a copy of the Deposit to such Beneficiary, but shall continue to hold the Deposit until the first to occur of the following: (i) InnovaSafe receives joint written release instructions from Depositor and such Beneficiary;

or (ii) InnovaSafe receives a copy of an order or judgment of a court of competent jurisdiction, or the decision of an arbitrator, if applicable, directing InnovaSafe to act with regard to disposition of the Deposit.

4.4 Rights in Bankruptcy and Effect of Release: (a) The parties agree that this Agreement, as it may be modified, supplemented, or replaced from time to time, is not intended and shall not be construed to constitute an election of remedies by any Beneficiary, or otherwise to supersede or foreclose any rights to which Beneficiary otherwise would be entitled under Title 11 United States Bankruptcy Code §365(n), as a licensee of intellectual property. (b) Upon receipt of the Deposit, and subject to the covenants, conditions, warranties and restrictions of this Agreement and the License Agreement, each Beneficiary shall have the right and hereby agrees to use the Deposit, including copying and modification thereof, only as reasonably necessary for the sole purpose of enabling such Beneficiary to use the Software for its intended purpose (unless otherwise authorized by the express terms of the License Agreement). Each Beneficiary shall use commercially reasonable measures to protect the integrity, security and confidentiality of the Deposit. The foregoing does not grant, sell, assign or otherwise transfer to any Beneficiary any title to or ownership of all or any part of the Deposit or Software, or related documentation, or any other property of Depositor, and without limiting the foregoing, does not grant to any Beneficiary any right to publish, perform, adapt, create derivative works from, or distribute the Software or any part thereof.

5. FEES AND PAYMENTS

5.1 Fee Schedule, Payments and Suspension of Performance: (a) The fees and charges of InnovaSafe are set forth on the fee schedule attached hereto as Exhibit C and incorporated herein. After the expiration of the initial term, InnovaSafe may increase its fees and costs on an annual basis by providing written notice of such increase at least sixty (60) days prior to the commencement of the next renewal term. (b) All fees, costs and any other amounts due and payable to InnovaSafe for annual service fees as provided hereunder, shall be paid by Depositor. Initial and annual fees must be paid to InnovaSafe within 30 days of the Effective Date and on each anniversary thereof. All other amounts payable to InnovaSafe shall be paid within thirty (30) days from the date of invoice to Depositor or Beneficiary, as applicable. Any release fee under this Agreement shall be paid by the Beneficiary requesting release of the Deposit. Neither Depositor nor any Beneficiary shall be entitled to any refunds, withholds, offsets, reductions in, or deductions from, any payments due to InnovaSafe hereunder. (c) In addition to and without limiting any other right or remedy to which InnovaSafe may be entitled, InnovaSafe shall have the right, in its sole discretion, to suspend the performance of any or all of its obligations hereunder for so long as any amount due hereunder remains unpaid in whole or in part.

6. TERM AND TERMINATION

6.1 Term: This Agreement shall have an initial term of one year from the date hereof unless earlier terminated as provided herein. At the expiration of the initial term, this Agreement shall automatically renew from year to year thereafter until this Agreement is terminated in accordance with the terms hereof.

6.2 Termination for Cause: (a) Notwithstanding the foregoing, this Agreement shall terminate as to each specific Beneficiary immediately and automatically upon either the expiration of the applicable License Agreement between such Beneficiary and Depositor, or the earlier termination of the applicable License Agreement between such Beneficiary and Depositor, whichever is applicable, provided, however, that in the case of termination (as distinguished from the expiration) of the applicable License Agreement between such Beneficiary and Depositor, such termination has been effected by Depositor in accordance with the requirements of the applicable License Agreement. (b) InnovaSafe shall have the right to terminate this Agreement as to all parties or as to any Beneficiary, in the event of non-payment of any fees or other amounts due and payable to InnovaSafe or its designee, or if Depositor otherwise breaches any material term of this Agreement, provided, however, that written notice of such breach is given to all applicable parties. If Depositor or the applicable Beneficiary fails to cure such breach within five (5) business days of the date such notice is delivered, then InnovaSafe shall have the right to terminate this Agreement by sending written notice of termination to Depositor and all applicable Beneficiaries, and further provided, however that if payment is due from a Beneficiary and not from Depositor, then InnovaSafe may terminate this Agreement only as to that Beneficiary. InnovaSafe shall have no obligation

to perform any obligations under this Agreement so long as such breach remains uncured, including but not limited to, the receipt or release of any Deposit as required under this Agreement. Any party may cure amounts past due, whether or not such party is obligated under this Agreement.

6.3 Termination Without Cause: (a) After the expiration of the initial term of this Agreement, Depositor shall have the right to terminate this Agreement without cause, in its sole discretion, by giving each Beneficiary and InnovaSafe written notice of its intent to terminate this Agreement at least forty-five (45) business days prior to the expiration of the initial term or the next renewal term, whichever is applicable; (b) Notwithstanding any other provision hereof, at any time during the term of this Agreement, InnovaSafe shall have the right to terminate this Agreement without cause, in its sole discretion, by giving Depositor and each Beneficiary written notice of its intent to terminate this Agreement at least ninety (90) days prior to the date set for termination. During such 90 day period Depositor shall have the right to provide InnovaSafe with written instructions authorizing InnovaSafe to return the Deposit, and if InnovaSafe does not receive such written instructions from Depositor within the foregoing 90 day period, then InnovaSafe will use good faith in an attempt to return any Deposit in its possession to Depositor, or if InnovaSafe is not able to locate the Depositor after such attempts, then InnovaSafe may destroy the Deposit. InnovaSafe shall continue to be entitled to payment at its then current fees and charges (notwithstanding the termination date specified in its notice) until the Deposits are returned or destroyed. Notwithstanding anything to the contrary herein, InnovaSafe shall refund all fees paid hereunder in the prorated amount attributable to the time period after termination of the is Agreement pursuant to this provision; (c) A Beneficiary may not terminate this Agreement; (d) This Agreement shall terminate automatically, in the event that copies of the Deposit are released to all qualified Beneficiaries as provided by this Agreement.

6.4 Disposition of Deposit: Upon the termination of this Agreement, the following shall apply: (a) all amounts then due and owing to InnovaSafe hereunder shall be paid in full; (b) if the termination is as to all Beneficiaries, then InnovaSafe will return any Deposit in its possession to Depositor, and (c) if InnovaSafe does not receive written instructions from Depositor authorizing InnovaSafe to return all Deposits, or if InnovaSafe is not able to locate Depositor after reasonable attempts, then InnovaSafe shall destroy the Deposit.

6.5 Survival of Certain Obligations: Upon the termination of this Agreement, all future and continuing rights and obligations established hereunder will terminate, except: (a) the obligations of each party to maintain confidentiality, as defined herein; (b) the obligations of the parties under Paragraphs 6.4, 8.3 and 9.4 of the Agreement; and (c) any claim or cause of action for breach of this Agreement, or for indemnity or contribution under Paragraph 9.3 of the Agreement, existing as of the date of termination, which claim or cause of action will remain in full force and effect until such rights and obligations are fully discharged.

7. REPRESENTATIONS AND WARRANTIES OF DEPOSITOR

7.1 No Conflicts: Depositor represents and warrants to each Beneficiary and to InnovaSafe that the grant by Depositor to Beneficiary of the rights granted hereunder, the Deposits made pursuant hereto, and the implementation of this Agreement in accordance with its terms, do not and will not conflict with, violate or infringe upon (a) any rights or interests of any person or entity not a party to this Agreement, (b) any terms of any express or implied contract between Depositor and any other person or entity, or (c) any judicial or administrative order, award, judgment or decree of any state or country applicable to Depositor, or (d) any laws, rules or regulations of any country from or to which any Deposit may be delivered in accordance with the provisions of this Agreement, including but not limited to, customs laws, import, export, and re-export laws.

7.2 Usability of Source Code: Depositor represents and warrants that the Deposits made to InnovaSafe will, at all times, (a) be the version of the current release of the Software, as offered by Depositor to the Beneficiaries or other licensees in the ordinary course of business from time to time during the term of this Agreement, (b) be understandable and useable by a reasonably skilled programmer or other professional to understand, maintain, and correct the Software without assistance of any other person, (c) contains sufficient documentation to enable such a skilled programmer or other professional to understand and use any proprietary languages or programming components that such a skilled programmer or other

professional could not reasonably be expected to understand, and (d) includes all the devices, programming, and documentation necessary for the maintenance of the Software by the Beneficiary upon release of the Deposit pursuant to this Agreement, except for devices, programming, and documentation commercially available to the Beneficiaries on reasonable terms through readily known sources other than the Depositor.

8. RECORDS, REPORTS, ADMINISTRATION

8.1 Records of Deposits: InnovaSafe will maintain written records of all Deposits made by Depositor pursuant to this Agreement. InnovaSafe shall be entitled to rely on the completeness and accuracy of all information, documents and materials provided to InnovaSafe by Depositor, Beneficiary or any other person or entity, in connection with this Agreement. Depositor shall be entitled at reasonable times during normal InnovaSafe business hours and upon reasonable notice to InnovaSafe to inspect the records of Deposits maintained by InnovaSafe pursuant to this Agreement. Beneficiary shall be entitled at reasonable times during normal InnovaSafe business hours and upon reasonable notice to both Depositor and InnovaSafe, to inspect the records of Deposits maintained by InnovaSafe pursuant to this Agreement, provided, however, the right of each Beneficiary to inspect such records of Deposit shall be limited to only those records that pertain to the requesting Beneficiary.

8.2 Intentionally Omitted

8.3 Confidentiality and Storage of Deposits: (a) InnovaSafe will protect the confidentiality of the Deposit and all proprietary information of Depositor incorporated therein. Except as otherwise required to carry out its duties under this Agreement, InnovaSafe will not permit any unauthorized person access to the Deposit. If InnovaSafe receives any order from a court or other judicial or arbitral tribunal pertaining to the disclosure or release of the Deposit, InnovaSafe will immediately notify the parties to this Agreement unless prohibited by law. Challenge of any such disclosure or release order shall be the sole responsibility of Depositor and Beneficiary. InnovaSafe does not waive its rights to present its position with respect to any such order. No party has the right to require InnovaSafe to disobey any order from a court or other judicial or arbitral tribunal. (b) InnovaSafe shall implement measures to maintain the security of all Deposits including, but not limited to, the storage of all Deposits in secured locked facilities.

9. DISPUTE RESOLUTION AND CLAIMS

9.1 Reliance and Suspension of Performance: (a) InnovaSafe shall have no responsibility for determining the genuineness or validity of any instruction, document or other item given to or deposited with it, and in the performance of its obligations under this Agreement shall be entitled to rely upon any email or written notice, instruction or request furnished to InnovaSafe by any of the parties hereto if such instructions are believed by InnovaSafe to have been given by a designated representative ("Designated Representative") identified by the applicable party. With respect to the Depositor, the initial Designated Representative shall be Gerald Salzman. Each Beneficiary shall identify its Designated Representatives on Exhibit B or Exhibit Bns, as applicable. If no Designated Representatives are identified, all employees of Depositor and any Beneficiary, respectively, are conclusively deemed to have proper authority to act on behalf of such party hereunder. InnovaSafe shall have no responsibility with respect to the Deposit other than to follow such instructions as may be provided herein. (b) If any controversy exists between or among the Depositor and any of the Beneficiaries hereto, or with any other person or entity with respect to the Deposit or the subject matter of this Agreement, InnovaSafe shall not be required to determine the same or take any action with respect thereto, but in addition to and without limiting any other right or remedy to which InnovaSafe may be entitled, InnovaSafe shall have the right, in its sole discretion, to suspend the performance of any or all of its obligations hereunder for so long as any such conflict or controversy may exist hereunder.

9.2 Intentionally Omitted

9.3 Indemnification :

Depositor, on the one hand, and each Beneficiary on the other hand, jointly and severally, agree to indemnify, defend and hold harmless InnovaSafe and its directors, officers, agents and employees (collectively "InnovaSafe") from and against any losses, claims, damages, judgments, assessments, costs

IS2ex v09.2
Account#2738

© 2009 InnovaSafe, Inc. All Rights Reserved

and other liabilities (collectively "Liabilities"), and will reimburse InnovaSafe for all reasonable fees and expenses (including the reasonable fees and expenses of counsel) (collectively, "Expenses") as they are incurred in investigating, preparing, pursuing or defending any claim, action, proceeding or investigation, whether or not in connection with pending or threatened litigation or arbitration and whether or not InnovaSafe is a party (collectively, "Actions"), relating to this Agreement or arising out of or in connection with the services rendered or to be rendered by InnovaSafe pursuant to this Agreement, or any actions or inactions of InnovaSafe in connection with any such services or this Agreement; provided that Depositor and Beneficiary will not be responsible for any Liabilities or Expenses of InnovaSafe that are determined to have resulted from the gross negligence or willful misconduct of InnovaSafe in connection with any of the services, actions, or inactions referred to above.

9.4 Mediation and Arbitration: (a) In the event of any controversy, dispute or claim between InnovaSafe and any other party hereto that arises under or otherwise relates to this Agreement, the parties agree that the dispute shall be submitted to mediation facilitated by a mediator as mutually approved by the parties, which approval shall not be unreasonably withheld or delayed by either party ("Mediator"). The parties agree to participate in good faith in the mediation conferences. Each party shall bear one-half (or its proportionate share if there are more than two parties) of the costs of the mediation, including the Mediator's fees. (b) If the parties are unable to resolve the claim, controversy or dispute through mediation, then it shall be decided by arbitration in Los Angeles County, California, in front of a single retired judge through the Judicial Arbitration and Mediation Service or, in its absence, any similar organization providing the arbitration services of retired judges ("JAMS"). If for any reason within 30 days of an arbitration demand, any other party to the Agreement fails to state in writing that it will cooperate in selecting the sole arbitrator, then the remaining party shall select the arbitrator. If for any reason the sole arbitrator is not selected within 45 days of the written arbitration demand, then JAMS shall have sole authority to assign one of its retired judges as the arbitrator that has experience with intellectual property law. The parties shall be entitled to discovery to the full extent provided in civil actions pending in the Superior Court for Los Angeles County, with the arbitrator deciding any controversies arising during and with respect to discovery. The decision of the arbitrator with respect to any issues submitted for determination shall be final and binding on all of the parties to this Agreement, provided, however that the arbitrator shall not have the power to award punitive or exemplary damages. Not less than 21 days before the first scheduled session of the arbitration hearing, each party shall deliver to the other: (i) a complete list of the names of the witnesses that the party will call to testify at the hearing; and (ii) a complete and accurate copy of each document the party will offer in evidence at the hearing, excluding witnesses and documents that are used for impeachment.

9.5 (a) Disclaimer of Warranties: InnovaSafe expressly disclaims any and all warranties, express or implied, in connection with this Agreement, or its implementation, or arising out of a course of performance, dealing, or trade usage, including, without limitation, any warranties of title, non infringement, merchantability, fitness for a particular purpose, defect, workmanship or uninterrupted or error-free use or operation. (b) Limitations of Claims and Consequential Damages Limitation: (i) No action or claim against InnovaSafe arising out of or in any way relating to this Agreement may be instituted after the first to occur of the following: (a) the expiration of the period of limitation required by applicable law; (b) the expiration of two (2) years after the event giving rise to such action or claim, or (iii) the expiration of one (1) year after the date upon which the claiming party discovers, or reasonably should have discovered, the facts giving rise to such action or claim. (ii) In no event shall any party, its affiliates, or any of its or their representatives be responsible or liable for any indirect, incidental, consequential, special, exemplary, or punitive damages (including, but not limited to, loss of data, savings, revenue or profits), even if such party, its affiliates, or any of its or their representatives has been advised of the possibility of such damages, including but not limited to, any damages from the use of, interruption of use, or inability to use any software or any data related thereto. (c) Limitation of Liability: In no event shall the total collective liability of InnovaSafe, its affiliates, and any of its or their representatives arising out of or relating in any way to this Agreement or its implementation exceed the total amounts paid or payable by the depositor or Beneficiary to InnovaSafe hereunder, provided, however, that the foregoing limitation does not apply to damages (excluding damage to the Deposit media) that are determined by a judgment of a court of competent jurisdiction which is no longer subject to appeal or further review to have resulted from the gross negligence or willful misconduct of InnovaSafe.. (d) Proceedings: If InnovaSafe is threatened to be made a party, required, compelled to be a party to, assist in, otherwise participate, or otherwise becomes

involved in, whether as a witness or in any other capacity, in any investigation, audit, action or proceeding, whether judicial, arbitral or administrative, instituted by Depositor, Beneficiary, or any third party (collectively, a "Proceeding") then in any such case Depositor and Beneficiary each agree to pay in advance, upon receipt of written demand therefor from InnovaSafe, any and all reasonable expenses that may be incurred by InnovaSafe in connection therewith, which shall include, without limitation, reasonable attorneys' fees, disbursements and retainers, court costs, transcript costs, fees of accountants, experts and witnesses, travel expenses, duplicating costs, printing and binding costs, telephone charges, postage, delivery service fees, and all other expenses of the types customarily incurred in connection with prosecuting, defending, preparing to prosecute or defend, investigating, or being or preparing to be a witness or other participant in a Proceeding.

10. NOTICES

10.1 Notices and Notice Address: Except as otherwise provided herein for Deposits or notices of Updates and Replacements, all notices, requests, demands, or other communications required or permitted under this Agreement shall be in writing. Notice shall be sufficiently given for all purposes if done by personal delivery, or electronic mail, or First Class Mail, or Certified Mail, or commercial overnight delivery service (DHL, FedEx, UPS), or facsimile transmission. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service. Any party may change its contact information by giving the other party notice of the change in any manner permitted by this Agreement. Any party has the option to update their contact information with InnovaSafe using the "Change of Status" form on our website, <http://www.innovasafe.com/update.html>.

DEPOSITOR:

Contact Name:	Gerald Salzman
Title:	President
Street address:	915 E. 1 st . St.
City, State, Postal Code	Los Angeles, CA 90012
Country:	USA
Phone:	213-229-5300
Facsimile:	213-229-5481
Email:	c/o claudia_nading@dailyjournal.com
Purchase Order (if applicable):	NA

INNOVASAFE, INC.

Corporate Address: 28502 Constellation Road, Valencia, California, 91355-5082 USA
Mailing Address: PO Box 800256, Valencia, California 91380-0256 USA
Phone: USA Direct: 1-800-239-3989
International Direct: 1-661-310-1810
Facsimile: 1-661-295-5515
eMail: clientservices@innovasafe.com

BENEFICIARY: As set forth in Exhibit B or Exhibit Bns.

11. MISCELLANEOUS PROVISIONS

11.1 Independent Contractors: The parties are independent contractors, and no party shall be held to be a fiduciary or trustee, or to have any fiduciary obligation, to any other party, or shall be considered, by entering into or performing any obligation under this Agreement, to assume or become liable for any special duty, or any existing or future obligations, liabilities or debts of the other party. No employee or agent of one party shall be considered to be an employee or agent of any other party.

11.2 Complete Statement, Interpretation and Modification of Agreement: The parties hereto acknowledge that each has read this Agreement, understands it, and agrees to be bound by its terms. The parties further agree that this Agreement is the complete and exclusive statement of their agreement with respect to the subject matter hereof, and supersedes all oral or written proposals, understandings, representations, warranties, covenants, and communications between the parties relating hereto. InnovaSafe is not a party to any License Agreement and no provision of any License Agreement shall be construed to apply to InnovaSafe or otherwise give rise to any obligation of InnovaSafe. Each party and its counsel have participated fully in the review and approval of this Agreement. Any statute or rule of law to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by Depositor and InnovaSafe, and by each Beneficiary if it affects any material right or obligation of such Beneficiary provided hereunder. No course of performance by the parties hereunder shall be deemed to constitute an amendment of this Agreement.

11.3 Waiver: No waiver of a breach, failure of a condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the waiving party. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

11.4 Attorneys' Fees: In any litigation, arbitration or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorneys' fees, together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

11.5 Force Majeure: Except for obligations to make payment as indicated herein, no party shall be held responsible for any act, failure, event, or circumstance addressed herein if such act, failure, event, or circumstance is caused by conditions beyond such party's reasonable control.

11.6 Due Authorization, No Third Party Rights, Partial Invalidity, Headings: (a) Each party represents and warrants that the execution, delivery and performance of this Agreement has been duly authorized by all necessary corporate, partnership, or limited liability company action. (b) This Agreement is made solely for the benefit of the parties to this Agreement, the Designated Beneficiaries, and their respective permitted, authorized and acknowledged successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement. (c) If any provision of this Agreement is held illegal, unenforceable, or in conflict with any law of any federal, state or local government having jurisdiction over this Agreement, the validity of the remaining provisions hereof shall not be affected thereby. (d) The headings in this Agreement are included for convenience only and shall neither effect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

11.7 Governing Law: The validity of this agreement and any of its terms or provisions, as well the rights and duties of the parties under this agreement, shall be construed pursuant to and in accordance with the laws of the State of California, and each party to this agreement specifically agrees to submit to the jurisdiction of the courts of the State of California.

11.8 Instructions to InnovaSafe: This Agreement shall constitute instructions to InnovaSafe as escrow agent. In addition, Depositor and each Beneficiary agrees to execute, deliver and be bound by any supplemental or general policies or procedures of InnovaSafe or such other instruments as may be reasonably required by InnovaSafe in order to perform its obligations as contemplated by this Agreement. In the event of any conflict or any inconsistency between such policies or procedures and any provision of this Agreement, the provision of this Agreement shall control.

11.9 Authorization to Copy: Depositor authorizes InnovaSafe to use and copy the Deposit as determined by InnovaSafe in its sole discretion as necessary for the performance of its obligations hereunder, including but not limited to, performing any Deposit verification testing as authorized

hereunder, provided, however, that the foregoing authorization does not grant, sell, assign or otherwise transfer to InnovaSafe any title to or ownership of any part of the Deposit or Software, or related documentation, or any other property of Depositor, except for the media upon which the Deposit is recorded, title to and ownership of which shall pass to InnovaSafe as provided herein.

11.10 Counterparts, Facsimile and Scanned Copy: This Agreement may be signed in one or more counterparts, by facsimile or scanned copy each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date below the signatures.

DEPOSITOR

BY: Gerald L. Salzman
Signature

Name: Gerald L. Salzman

Title: President

Date: 7/13/10

INNOVASAFE

BY: [Signature]
Signature

Name: John J. Stulman

Title: President/CEO

Date: 19 JUL 10

EXHIBIT A
DESCRIPTION OF DEPOSIT
INNOVASAFE ACCOUNT # 2738

**THIS FORM MUST ACCOMPANY EACH DEPOSIT TO INNOVASAFE. PLEASE SEND ALL
DEPOSITS TO THE INNOVASAFE CORPORATE OFFICES LOCATED AT:
28502 CONSTELLATION ROAD, VALENCIA, CA, 91355 USA**

The Ex. A can also be completed online at: <http://www.innovasafe.com/exhibitA.html>

DEPOSITOR CONTACT INFORMATION:

Company:	Contact:
Title:	Email:
St. Address:	City/State:
Postal Code:	Country:
Tel #:	Fax #:

Deposit Details			
Media Type (CD, DVD, DAT etc...):		Indicate hardware used to create deposit:	
Number of Media:		Indicate operating systems used:	
Copies (1 or 2):		Indicate backup command/software used:	
Product(s) Name:		Indicate software compression used:	
Product Version:		Indicate whether encryption/password protection was used:	
		What computer language was the source written:	
		Approximate size of the data on the media: (MB/GB)	

TYPE OF DEPOSIT (REQUIRED): *Please Check Only One Box

☐ Initial Deposit ☐ Update Deposit ☐ Replacement Deposit

IF THIS IS A REPLACEMENT DEPOSIT, PLEASE INDICATE WHETHER WE SHOULD RETURN OR DESTROY THE PREVIOUS DEPOSIT(S):

☐ Return OR ☐ Destroy (Checking this box authorizes InnovaSafe to Destroy the previous deposit(s)) If this deposit is to be returned or destroyed, please indicate in the space below the name and version of the previous deposit(s) you would like to replace. If you would like to replace all previous deposits select "All":

☐ All or Specific Deposits (list here): _____

EXHIBIT B
BENEFICIARY ENROLLMENT FORM
INNOVASAFE ACCOUNT # 2738

This form can be completed online. Go to <http://www.InnovaSafe.com/ExhibitB.html>

The undersigned Beneficiary hereby acknowledges, accepts, and agrees to be bound by the terms of the above-referenced Software Source Code Escrow Agreement by and between InnovaSafe, Inc., a California corporation, as intellectual property Escrow Agent and Sustain Technologies, Inc. as Depositor, on this _____ day of _____, 20____ (the "Agreement").

BENEFICIARY INFORMATION:

*This contact person will receive ALL deposit and update deposit notifications.

☐ Check here if there is an alternate contact person or additional Designated Representatives and list them on the back of this form.

Company:	Designated Representative:
Title:	Email:
St. Address:	City/State:
Postal Code:	Country:
Tel #:	Fax #:

Signature (Required): _____

DEPOSITOR INFORMATION:

Company:	Contact:
Title:	Email:
St. Address:	City/State:
Postal Code:	Country:
Tel #:	Fax #:

PLEASE LIST WHICH SOFTWARE PACKAGE(S) THIS BENEFICIARY IS ENTITLED:

See Ex. "C" Schedule of Fees	Party responsible for:	<input type="checkbox"/> Depositor	Party responsible for:	<input type="checkbox"/> Depositor
	Annual Deposit fee:	<input type="checkbox"/> Beneficiary	Annual Beneficiary fee:	<input type="checkbox"/> Beneficiary

Invoicing Contact (Required):

Depositor:	Beneficiary:
Contact Name:	Contact Name:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
eMail:	eMail:
PO#:	PO#:
Please return this form to:	InnovaSafe, Inc. PO Box 800256 Valencia, CA 91380-0256 USA

EXHIBIT BNS
BENEFICIARY ENROLLMENT FORM
INNOVASAFE ACCOUNT # 2738

Pursuant to this Software Escrow Agreement, Depositor hereby enrolls the following as a Beneficiary.

BENEFICIARY INFORMATION:

*This contact person will receive the Beneficiary enrollment notification.

☐ Check here if there is an alternate contact person or additional Designated Representatives and list them on the back of this form.

Company:	Contact:
Title:	Email:
St. Address:	City/State:
Postal Code:	Country:
Tel #:	Fax #:

PLEASE LIST WHICH SOFTWARE PACKAGE(S) THIS BENEFICIARY IS ENTITLED:

DEPOSITOR INFORMATION:

Company:	Contact:
Title:	Email:
St. Address:	City/State:
Postal Code:	Country:
Tel #:	Fax #:

Signature (Required): _____

Date: _____

See Ex. "C" Schedule of Fees	Party responsible for:	<input type="checkbox"/> Depositor	Party responsible for:	<input type="checkbox"/> Depositor
	Annual Deposit fee:	<input type="checkbox"/> Beneficiary	Annual Beneficiary fee:	<input type="checkbox"/> Beneficiary

Invoicing Contact (Required):

Depositor:	Beneficiary:
Contact Name:	Contact Name:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
eMail:	eMail:
PO#:	PO#:
Please return this form to:	InnovaSafe, Inc. PO Box 800256 Valencia, CA 91380-0256 USA

EXHIBIT C

SCHEDULE OF FEES

INNOVASAFE ACCOUNT #2738

Set Up Fee	No Fee	
Traditional Escrow Annual Deposit Fee*		
▪ 1st Product	\$675	
▪ Additional Products – per product	\$350	
▪ Included Benefits and Services		
○ 4 Free Updates/Replacements		
○ Physical or Electronic Deposits		
○ Deposit Notification – all parties		
Annual Beneficiary Fee	\$200	
Dynamic Escrow Option		
▪ Annual Fee – Per Vault	\$995	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ Basic Report	No Fee	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ Detailed Report	\$95 per report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Optional Benefits and Services (annual fee)		
▪ Unlimited Updates	\$200	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ Dual Vaulting	\$200	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ Account Status Reports - Quarterly	\$200	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ Deposit Tracking - Quarterly	\$200	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ SafeAccess (24/7) Online Deposit History Only	\$200	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ FullAccess (24/7) Online Comprehensive	\$200	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
▪ L1 Deposit Verification – Limited Only	\$200	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Additional Optional Services		
▪ L2 Verification – File Analysis – per check	Quote Only	
▪ L3 Verification – Comprehensive – per check	Quote Only	
Release Request Fee – per request	\$200	

**One product deposit and one beneficiary fee will always be invoiced*

All Fees Are Payable in US Dollars unless otherwise agreed to in writing

EXHIBIT D
BENEFICIARY ACKNOWLEDGEMENT FORM
INNOVASAFE ACCOUNT # 2738

The undersigned Designated Beneficiary hereby acknowledges, accepts, and agrees to be bound by the terms of the above referenced intellectual property Escrow Agreement by and between InnovaSafe, Inc., a California corporation, as intellectual property Escrow Agent and Sustain Technologies, Inc. as Depositor, on this _____ day of _____, 20____ (the "Agreement"). Beneficiary further agrees to pay InnovaSafe a release request fee of \$_____ per request for release of the Deposit Material listed on the Ex Bns due immediately at the same time that the release condition notice is submitted to InnovaSafe pursuant to Paragraph 4.3 Release Procedures.

BENEFICIARY INFORMATION:

☐ Check here if there is an alternate contact person and list them on the back of this form.

Company:	Contact:
Title:	Email:
St. Address:	City/State:
Postal Code:	Country:
Tel #:	Fax #:

Signature (Required): _____

PLEASE RETURN THIS FORM COMPLETED AND SIGNED TO:

BY FIRST CLASS MAIL:

INNOVASAFE, INC.
PO BOX 800256
VALENCIA, CA 91380-0256 USA

BY COMMERCIAL COURIER

INNOVASAFE, INC.
28502 CONSTELLATION ROAD
VALENCIA, CA 91355

BY FACSIMILE:

1-661-295-5515



Statement of Work

for a

Legal Case Management System

for the

CITY OF SPOKANE, WASHINGTON

Table of Contents

SECTION A: EXECUTIVE SUMMARY	- 3 -
A.1 Objectives of the Project	- 3 -
A.2 Scope of the Implementation	- 3 -
A.3 Project Timeline / High Level Project Plan.....	- 15 -
A.4 Project Roles and Responsibilities	- 15 -
SECTION B: PROJECT GOVERNANCE	- 16 -
B.1 Project Governance Structure	- 16 -
B.2 Project Management Reporting	17
B.3 Decision Making Process.....	18
B.4 Approval Process	19
B.5 Contract Change Process	19
SECTION C: TECHNOLOGY ARCHITECTURE.....	19
C.1 Infrastructure	19
C.2 Roles and Responsibilities.....	22
SECTION D: IMPLEMENTATION.....	23
D.1 Implementation Scope.....	23
D.2 Implementation Methodology	44
D.3 Implementation Schedule.....	46
Calendars and Scheduling	47
Calendars and Scheduling	52
Calendars and Scheduling	56
D.4 Implementation Team	60
D.5 Project Staffing	60
D.6 Roles and Responsibilities for Key Project Activities.....	60
SECTION E: TRAINING	61
E.1 Project Team Training	61
E.2 Technical Training.....	61
E.3 End User Training	61
E.4 Training Content Development / Coordination	61
E.5 Other Knowledge Transfer	62
SECTION F: POST GO-LIVE SUPPORT.....	70
F.1 DESCRIBE WHAT IS INCLUDED FOR POST GO LIVE SUPPORT INCLUDING SPECIFIC SERVICES TO BE PERFORMED, HOW SERVICES WILL BE PERFORMED, RESPONSIBILITY, AND ANY RELEVANT SERVICE LEVELS Overview of Post Go-Live Support	70
F.2 Service Level Agreements	70
SECTION G: PROJECT ASSUMPTIONS.....	70
SECTION H: CITY.....	72
H.1 Contract Amount.....	72

USER GROUPS* ERROR! BOOKMARK NOT DEFINED.

USER GROUPS* ERROR! BOOKMARK NOT DEFINED.

H.2 Payment Schedule72

SECTION I: APPENDIX.....73

I.1 Functional Requirements73

I.2 Interface Exchanges.....118

I.3 Reports and Documents148

I.4 Requirements - Name and Case Record fields198

Section A: Executive Summary

A.1 Objectives of the Project

The City of Spokane has recently initiated a Legal Case Management System Replacement Project in support of its plan to provide a more robust and encompassing software solution to manage the municipal criminal justice agency's legal cases. In order to provide more timely feedback to customers and improved agency interaction, the Legal Case Management System Replacement Project will focus on implementing a software solution that will provide an improved level of service that meets the business process needs of the City criminal justice system.

The City anticipates that the selected software will provide a long-term solution which will deliver an exceptional return on investment. It is imperative that the software solution allows for secure data input, retrieval, and exchange of the City legal cases, which comply with CJIS and HIPAA regulatory standards.

A.1.1 Project Goal

The implementation of a comprehensive software solution that will allow for secure data input, retrieval, and exchange of the City of Spokane's legal cases, which will comply with CJIS and HIPAA regulatory standards.

A.2 Scope of the Implementation

The scope of work for the Legal Case Management System Replacement Project includes all execution, implementation, data conversion, testing, and training for a new legal case management system for City. The selected vendor will be responsible for the configuration of the application based on feedback to be provided by City.

The selected vendor must ensure it has adequate resources for configuration , converting data, testing, and implementing the new application. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this SOW.

A.2.1 Software Modules in Scope

LIST MODULES TO BE IMPLEMENTED. DESCRIBE HOW CITY'S NEEDS ARE MET BY EACH MODULE. FOR EACH IDENTIFY MODULE VERSION, PHASE, PRIMARY FUNCTIONALITY AND ANY SIGNIFICANT CUSTOMIZATION THAT WILL BE NECESSARY.

The scope of work will include implementation of our products for Municipal Courts (including Parking), Probation, City Prosecutors, and Public Defenders.

eCourt

eCourt/eProsecutor/eDefender/eProbation ("eCourt") is configurable; this is why we can provide a unique solution for your agencies. Using our core eCourt configuration, we will modify it to accommodate your unique business needs.

Configurability and flexibility

- *Configurable Navigation* – eCourt's Site Navigation Manager allows you to adjust general navigation of the system to perfectly fit the needs of the specific user role.
- *Configurable Screens* – Our Screen Builder utility enables you to not only control the data being displayed on case-management screens, but it also provides functionality to display the data in different views and styles (columnar vs. tree, grouping, different colors and icons, etc) for different users.
- *Configurable Data Elements* – Our Metadata Tool enables administrators to precisely meet any new requirements by extending our baseline database tables. This includes creating new entities and fields, creating relations between different tables, and assigning data types to the fields. With some additional configuration using the Screen Builder, a new form can be quickly created and modified in a fraction of the time that older systems would require for similar changes.
- *Configurable Business Rules* – These types of rules are used to represent behaviors of the type IF condition THEN action. For example, "IF pending charges still exist, THEN the case cannot be disposed". Through a web administrative interface, users with security clearance can create and manage business rules in real-time without changing the underlying code.

eCourt provides a business rule engine for administrative users. It allows complete access to the system objects and thus a rule can be written to provide Create, Read, Update and Delete operations. The rules can to be implemented using a scripting language called Groovy that follows the standard programming standards and compliance. These rules can be applied/implemented in various ways:

- In screens as validation rules or transactional rules.
- In entities to allow for additional complex validation and transactional rules.
- In document templates to calculate complex template fields.
- In minutes.
- For Interfaces for communication with 3rd party interfaces

The Workflow engine in eCourt also utilizes rules for automation to e.g. generate a notice of hearing when an event is scheduled. The business rules provide full access to consume SOAP and REST web services.

- *Configurable Financial Distributions* - Our Auto-assessment Engine allows you to modify the distribution of funds to the proper general ledger accounts.

Consequently, eCourt's configurability reduces the efforts needed to accommodate the differing needs of each agency.

Workflow

eCourt's workflow engine can accommodate automated workflows by nearly any data-driven parameters including case type, agency/agency, case status or any event-driven activity. eCourt's built-in workflow configuration utility enables your administrators to control all aspects of workflow including (i) creating new workflows or modifying existing ones, (ii) identifying the specific event or action that inserts work into the queue, (iii) determining how many items may be assigned, (iv) automating actions to take if work is not completed within the specified timeframe, etc.

We will configure your workflows to accommodate the various processes. eCourt's workflow system contains a variety of functionality. For instance:

- *Configurable Triggers* – Triggers initiate items in workflow queues based on either data-driven or event-driven actions such as the filing of a document, the entry of a judgment or disposition, the creation of a document, etc. Triggers are often configured to move items into "automated" queues, which can automatically update case records with virtually any kind of data.
- *Configurable Time Standards* – Time Standards work very much like triggers except that they are based on the age of items rather than "listening" for a particular action. For example, an item can be created in a workflow queue if a party fails to comply with an order of the agency/agency within a set number of days from the filing of a document. Similarly, the time standards give supervisors the flexibility to specify different actions, such as automatic escalation, based on the age of an item within a work queue. These actions include routing the item to another work queue, notifying the user that the item requires immediate attention, notifying the supervisor, or some combination of all of the above. Multiple time standards can be put into place so that, for example, the user gets a message when the item is five days old, the user and supervisor are both notified when the item is 10 days old, and the item is automatically routed to another queue (with notifications), as needed, when the item reaches 15 days old.
- *Ad-hoc Workflow Redirection* – Users with supervisor rights can redirect work from one staff member to another in the event of an absence, special assignment, or other circumstances that require a temporary reallocation of work.

We have provided later in this response brief descriptions of some of the common processes, including workflows, for prosecutors, public defenders and probation offices.

Judge View

All of eCourt is one price and includes a document management system and a comprehensive Judge View module that was developed sitting side-by-side with judicial officers across nearly every case type and combining their feedback with our own technological expertise. For example, our sessions with civil appeals court judges led to an end-to-end use case highlighting exactly how each feature of Judge View could improve their case management and research. It also lead to a new feature called "Share Book" allowing the panel of bench officers to collaboratively share document annotations with each other during the post-hearing conference using a live chat window.

In another example, we've worked with judges from Los Angeles Superior Court to develop features a judicial officer can use to manage their electronic docket both before a hearing ("Chambers View") and during the hearing ("Bench View"). The result is a finely tuned set of screens that give judges a broad set of features to manage their electronic docket such as digital signatures, rapid note taking, research tools, keyboard shortcuts and drill-down views of case data.

The courts can leverage our baseline *Judge View* module and customize it during the configuration phase to meet the exact requirements of your own judicial officers. And since the *Judge View* already has built-in "hooks" to our public portal, many of your online services such as viewing matters or searching calendars can also be satisfied without risking delivery delays.

Calendaring

eCourt's calendaring system provides flexibility and efficiency for scheduling events, and when coupled with workflow, allows the agency to predetermine the scheduling of all or some events as the agency sees fit. Notices are automatically generated to a printer or email. Court holidays, the judge's personal time off, reservations for agency business and the attorneys' other scheduled events in that agency are checked for conflicts in the process. eCourt's Outlook interface also posts events to the judges' Outlook calendars.

The calendaring system also includes configurable time slots that allow the agency to determine, in advance, which events will be heard by which judge or panel, in what location, and on what dates and times. This allows the agency to automatically schedule cases upon case initiation, or a subset of them, according to specific rules.

The calendaring system provides a monthly, weekly and daily view, and can be searched by official (judge), facility, case type, resource and date. The monthly view shows at a glance the number of events scheduled in the morning and afternoon, the maximum number of time slots that are available, and a number of events that are reserved.

The weekly and daily views show the events that are scheduled. The electronic case file can be opened by clicking on the event link. Events can be scheduled, reserved, rescheduled; agency business can be scheduled; and time off can be scheduled. Time slots can also be closed from this area, which is helpful if a judge wants to accept no further events for a particular time slot.

From the RFI: To solicit information specifically associated with the type of out-of-the-box reports of the product.

Dynamic Advanced Searching and Ad-Hoc Reporting

Along with a library of pre-defined searches, you can compose custom searches across all case elements in the database. The criteria for these inquiries can be based upon a wide-range of parameters contained within the database you require such as case type, case number, case name, party name, unique person identifier, statute number or charge, docket code, calendar date, event type, or date, etc. Search results can be sorted by column and "drill down" into case information via hyperlinks. They can also be downloaded as Microsoft Excel, .pdf, .rtf, .xml and .csv format documents.

- *Saved Searches* – Often times, users run certain searches more frequently than others. eCourt provides "saved search" functionality in which an individual's search parameters can be saved

for future use and are readily accessible from the left hand navigation panel under “*My Saved Searches*.”

- *Reports* – eCourt provides full reporting capabilities, with possibilities to output the reports into pdf, xls, html, xml and many other formats. eCourt supports ad-hoc as well as batch processing of pre-designed reports. The reporting module is fully integrated with the eCourt workflow system, which allows automatic and batch processing of reports. It also uses the bundled document management system for storing reports on demand or when they are automatically processed in batch mode. The report module is based on a popular, open source, reporting framework called Jasper Reports (<http://jasperforge.org>). With this system, agencies use their tools of choice (such as the iReport free desktop application, <http://jasperforge.org/projects/ireport>) to design the reports. Then the report designs are uploaded into eCourt and configured, and thus become available for ad-hoc or batch processing. You can also use Crystal Reports.
- *Expression Builder* - The ability to perform configurable searching and reporting in eCourt is due to our Expression Builder utility which is the backbone of nearly all customized inquiries to the database including Searches, Reporting (including statistics), Work Queues, Form Builder, etc. To shield users from the complexity of generating these queries, the Expression Builder allows users to “point-and-click” their way into creating whatever queries are necessary.

We have provided later in this response (Implementations) additional information about the search/report configuration processes. As a starter, we can enhance your current searches and reports.

Document Management

We provide within eCourt a document management system as well as scanning, indexing and storage of paper-based and electronic documents. All documents, regardless of file formats (scanned images and electronic files such as PDF, Word, Excel, PowerPoint, Visio, text, audio, video), are easily stored, managed, and retrieved from within eCourt for a single, centrally managed repository that has the necessary security and automation features to support the business.

When a document is generated by eCourt, it is automatically associated to the case and saved to the repository. Additionally, when the user has to provide edits prior to saving the document and sending it, they can upload it to eCourt using the Microsoft Word ribbon tool bar and all revisions are saved.

In addition to saving these electronic types of documents, you will have the need to scan paper. Scanning allows you to import documents with the additional ability to perform image enhancements and read bar codes which offers easy to use methods for storing documents. There are three ways information can be captured: Scan Now, Scan Later, and Bulk scanning. The combined offering provides scanning functionality at every level.

- Scan Now is a feature that is launched directly within the eCourt document interface. Users that are creating a document record can choose the Scan Now button to drive a scanner that is directly attached to their PC.
- Scan Later is a feature that is used when there is a need to quickly identify the documents with a cover page and perform the scanning later. The user selects Scan Later to automatically print a cover page that will tie the document to the specific case and document record in eCourt. This way you can centralize your scanning equipment and staff.
- Bulk Scanning is a feature that provides the ability to batch scan thousands of pages across multiple scanners. This allows you to quickly and efficiently scan large volumes of documents.

Therefore, our approach to capturing information falls under two philosophies - day forward or backfile. All three features can be used for either strategy. However, you would typically see Bulk Scanning be used for the backlog of paper and the other two for capturing all of the paper moving forward.

eCourt provides point and click access to all documents and their associated records. You can retrieve and enhance document images, view keywords associated with the document and change them if appropriate, add a note, highlight, stamp or signature. Users may also print documents, send them via internal or external email, save the document to the desktop or clipboard, and view the document's audit trail with a date and time stamp for each action performed on that document record, and by whom.

eCourt is also integrated with Hyland's OnBase, IBM's FileNet, EMC's Documentum and Microsoft's SharePoint document management systems.

eFiling, including by Self-represented Litigants

eCourt comes with a cloud-based eFiling module which allows attorneys, attorney service firms and self-represented litigants to securely file cases, documents and other information to any appropriate agency in the State – one or many agencies. A dedicated Clerk Review module exists at every eCourt location to allow clerks, judges and other agency personnel the ability to process filings and automatically route cases to the “next step in the process” without ever having to print out a piece of paper. In 2016, Los Angeles County Superior Court will be using our eFiling solution to handle all electronically filed civil case documents.

Our cloud-based eFiling solution is hosted through Amazon Web Services (AWS). AWS is a world-class provider of cloud-based services that allows our eFiling solution to scale on-demand as needed to meet your requirements. AWS is a fully FedRAMP compliant cloud service provider ensuring data is always secure, available, backed-up and can be audited as required by federal guidelines.

Law Firms

Law firms are able to submit filings directly to the agency. Our eFiling attorney system provides the capability for firms to submit new cases or file documents on existing cases. Fees are calculated and presented to the filer as an estimate of the fees subject to agency review of the documents. No funds are obtained from the filer until it is accepted by the agency. In addition, the system maintains a filing history of all documents submitted, the current status of each submission, copies of the conformed documents and any supplemental documents the agency transmitted upon acceptance of the filing.

Attorney Service Firms

Attorney service firms provide services to law firms such as couriers, personal service of documents, monthly billing and the advancement of fees. Our eFiling solution provides the capability for Attorney Service Firms to submit filings electronically on behalf of their clients. In addition, the Attorney Service Firm can also provide an eFiling system to their clients for purposes of submitting documents directly without intervention by the Attorney Service Firm.

Self-represented litigants

Self-represented present a different usability challenge compared to law firms and attorney service firms. They need much more assistance and guidance to step them through the legal requirements of

a filing. For this reason, our eFiling solution provides an eFiling system that includes multi-lingual help text, video links, step-by-step filing instructions and labels for each data entry field. A data entry wizard guides users throughout the filing forms.

An example of this specialization (and why it's important) is when an electronic filing is rejected. Simply listing the reasons for a rejected filing and writing lots of text often leaves the filer confused on how to proceed. Customizations allow the agency to provide users (i) a customized explanation from the clerk about why the filing was rejected along with (ii) highlighting the fields that are not filled out correctly. Filers can immediately fix the error, re-print any pleadings, and immediately re-file again. Such customizations allows the Court system to appropriately provide the best information needed to file electronically without crossing the line of giving legal advice.

Payments

Our eFiling solution accommodates multiple versions of online payment methods.

- Standard, one-time credit card transactions are supported. Filers can use standard credit and debit cards such as Visa, MasterCard and American Express. eFiling uses a hosted payment gateway for single-payment transactions and since we never store, process or transmit payment cardholder data, it's PCI-compliant.
- We support "payment tokenization" allowing us to charge a card multiple times without having to create PCI Compliant data storage. Tokenization replaces credit card payment account numbers (PAN) with tokens which are submitted to a payment provider for authorizations. Users create tokenized payment profiles during eFiling registration which can be re-used for every filing.
- For law firms and attorney service firms, our eFiling solution supports automated clearing house (ACH) payments giving members of the same organization a single account for making payments. This daily Electronic Fund Transfer (EFT) approach provides an efficient and cost effective means for collecting payments.

Public Facing Website

24/7 access to case information (documents, searches, calendars, case summaries, etc) is now an expected feature of any CMS. Requests can come from virtually anywhere -- the general public, case litigants, justice partners, county counsel, press and data aggregators just to name a few. eCourt also comes with a cloud-based electronic case access (eAccess) module which provides the ability for outside users to securely access case information from the appropriate agencies throughout State. This single point of access will allow all agencies to enforce consistent payment methods and security rules across all agencies while removing the burden of each agency hosting their own case access portal, if desired.

Payments & Fees; if desired

Many agencies are searching for areas where their revenue streams can be supplemented. eCourt provides the capability to charge for services that increase access to electronic agency records. You determine (i) which type of case access requires a fee as well as (ii) which user type will be assessed the fee. For example, you may charge standard users a document download fee of \$1.00 per page for the first 5 pages, \$0.40/pg for each additional page (per document) with a maximum fee per document of \$40.00. But you may allow users of verified public agencies (such as public defenders) the ability to download these documents for free or at a reduced rate. eAccess supports multiple types of payment methods such as standard credit cards, prepayment accounts, tokenized credit cards and ACH/EFT payments. These options appeal to the spectrum of users from "pay as you go" users who just want to download documents in a case to high-volume legal researchers.

Additional eCourt Functionality

Notes

Notes allow judges and others to attach "virtual post-it notes" to nearly any case. Notes are often used to organize simple reminders and memos about case information that don't require formal database fields. Users can quickly create notes of virtually any length with high levels of custom formatting (font, color size, indentation, bullet items, etc). Most important, every note is "security enabled" allowing the note author to precise control who can read/edit the note.

A popular feature of Notes is called "My Library" which acts like a repository of commonly used notes. Individual users can build their own library of these text snippets and can "reuse" them anywhere in the system that accepts text input. Users can create their own personal index of notes or add notes to a common "Court Library" which can be used by agency staff. All notes can be categorized and tagged so the user can rapidly find the exact note they are looking for. My Library allows judges to save their commonly used snippets of text and re-use them in any written document.

Minutes

eCourt makes this process simple. eCourt's Minutes component provides tools to enable users to quickly record information using pre-defined templates, cut and paste, use short-cut keys, and optionally use a bar-code reader to select commonly used text. Most importantly, information recorded through minutes is posted directly to the CMS, eliminating the need to double enter the information. eCourt's workflow tools can then, for example, process the information according to rules established by the agencies (send out alerts, schedule an event, etc).

Checklists

eCourt's Checklists component can be used to help monitor and prepare cases. These checklists can include the major steps in the case as well as the required documents, which can be "mapped" to eCourt's document received screen. And checklists can be customized with case notes. Thus, the overall status of the case can be recorded on the checklist and viewed in the work queues by the appropriate personnel.

Both Case- and Person-centric

eCourt supports both case-centric (activity for all of the participants within a case) and person-centric (activity for all of the cases for a specific participant) activity. Typically, legacy case management systems have been limited to the former, and they provided detailed case history information (referred to by agencies as the Register of Actions) on a case-by-case basis, including information such as the documents filed, actions and decisions of the agency, and the case participants (including the parties, their legal representatives, expert witnesses, etc.).

Joinders

eCourt has unique functionality in which a user can establish different types of links (or "joins") between two or more related cases. Once joined, a variety of actions can automatically take place when records for one case are affected. For instance, the agency can identify logical groups of cases with common staff assignments and other group-applicable business rules. Once joined, for example, scheduling and financial actions affecting any one of the cases can be automatically applied to all of them.

Accounting

eCourt provides a case and trust accounting system that includes the following: case billing with fine/fee calculations and distributions, accounts receivable subsidiary general ledger, cash receipts and till management, collections, accounts payable subsidiary general ledger and check writing for refunds, if required.

eProsecutor

- ***Intake workflow*** – electronic and manual case referral from Agency, assignment workflow to intake assignment attorney/investigator/paralegal with time standard for assignment and filing of charges.
- ***Case assignment by reviewing attorney-manual*** – Case has been filed, next agency date entered, workflow of intake case to trial assignment supervisor, then manual reassignment of case to assigned attorney, with receipt and acknowledgement of assignment by assigned attorney.
- Conflict checking of defendant, witnesses and co-defendants for prior case involvements, status of defendant as a witness in a pending case, and prior representation of witnesses by counsel.
 - Conflict checking of judge, defendant, defense counsel, plaintiff, and assigned attorney for personal or professional relationships that would create a conflict situation.
- ***Case assignment-automated*** – workflow for automatic case assignment based on team or specialty team. Charge is filed, workflow assigns case to a team leader based on a date schedule (e.g., team A takes all cases filed on Mondays or during a duty week, or filed in a specific courtroom) or specialty team leader based on the type of charge or matter filed, then manual assignment of case to a team member.
 - Ability to automatically assign cases based on the number of existing cases of a team member, and/or an automatic evaluation of the weight of the cases currently assigned to each team member based on a weight assigned to the single highest level charge filed.
- Workflow to set time standard for witness/victim interview and checklist for interview.
- ***Hearing-specific proof outline*** – the ability to link a case research item (motions issue or element of the charge) to a specific hearing type, and create a proof/fact outline that can then be exported to a document or viewed on an in-agency screen from which the attorney can conduct the direct and cross-examination of witnesses.
- Co-Defendant case status and offer tracking.
- Searches for common statistical needs:
 - Specific charge, matter, or grouping of related charges or matters with offer made, final disposition charge, judgment or disposition, and full sentence imposed by Court.
 - Current cases assigned to each attorney or investigator.
 - Cases assigned to attorney and age of case from the date of the filing of charges.
 - Cases assigned to an attorney with future events listed, speedy trial expiration date shown, grouped by days to expiration of speedy trial standard.
 - All cases closed in a specified time period, grouped by attorney, ordered by charge severity of first charge, showing disposition type (plea or finding) to each charge, able to sortable by each type of disposition. Objective is to compare the severity of highest charge to the charge severity of the final disposition. Track offers and trial results for high level charges ultimately pled or found by Agency to be a significantly lower level charge.
 - Cases opened and closed in a specific time period.
 - Upcoming Jury Trials grouped by attorney and ordered by date of closest trial to date of report.
- ***Discovery*** – methodology to receive, process, and disclose discovery, using scanning and save it to a case, and notify a discovery clerk or investigator as initial and subsequent discovery is received.
 - Method of tracking disclosed and received discovery items, with dates, so undiscovered/undisclosed items can be easily identified.

- ***Subpoena generation process*** – workflow to generate subpoenas for specific event dates for a specific case, and as a “batched” job of subpoenas for multiple cases.
- ***Investigations work*** – workflow to assign attorney-requested interviews, tasks, and investigation items free-form and as checklist items, with corresponding screens and searches to track progress towards completion and due dates.
 - Workflow to assign personal service of a subpoena to an investigator, track all service notes, and relate certificate of service to the subpoena served.
- ***Motions filed and legal analysis of issues*** – ability to associate keywords or some type of topical organization to documents created by attorneys so that the research can be located at a later date when similar issues arise. Commonly referred to as a “brief bank”.
- ***Time standards*** – workflows with speedy trial calculation including excluded time periods, reset speedy trial periods, and the ability to track progress toward and notify persons about upcoming due dates and missed time standards.

Time and expense for attorney time tracking, investigations, victim-witness, or case auditing situations.

eDefender

eDefender contains the tools and configuration needed to effectively manage cases. Some of the standard Public Defender business practices that can be accomplished are:

- ***Intake workflow*** – electronic and manual case referral from Court, assignment workflow to intake assignment attorney/investigator/paralegal with time standard for assignment and filing of charges.
- ***Case assignment by reviewing attorney-manual*** – Case has been filed, next court date entered, workflow of intake case to trial assignment supervisor, then manual reassignment of case to assigned attorney, with receipt and acknowledgement of assignment by assigned attorney.
- Conflict checking of defendant, witnesses and co-defendants for prior case involvements, status of defendant as a witness in a pending case, and prior representation of prosecution witnesses by the public defender or defense counsel.
 - Conflict checking of judge, defendant, defense counsel, and assigned prosecutor for personal or professional relationships that would create a conflict situation.
- ***Case assignment-automated*** – workflow for automatic case assignment based on team or specialty team. Charge is filed, workflow assigns case to a team leader based on a date schedule (e.g., team A takes all cases filed on Mondays or during a duty week, or filed in a specific courtroom) or specialty team leader based on the type of charge filed (adult sex crime, burglary, child sex crime), then manual assignment of case to a team member.
 - Ability to automatically assign cases based on the number of existing cases of a team member, and/or an automatic evaluation of the weight of the cases currently assigned to each team member based on a weight assigned to the single highest level charge filed.
- Workflow to set time standard for client and witness interview, and checklist for interview.
- ***Hearing-specific proof outline*** – the ability to link a case research item (element of the charge) to a specific hearing type, and create a proof/fact outline for element weakness, which could be exported to a document or viewed on an in-court screen from which the attorney can conduct the cross-examination of prosecution witnesses and the presentation of defense witnesses
- Co-Defendant case status and offer tracking.
- ***Searches/Reports*** - Searches for common statistical needs:

- Specific charge or grouping of related charges (all murder charges, all DUI charges) with offer made, final disposition charge, disposition, and full sentence imposed by Court.
- Current cases assigned to each attorney or investigator.
- Cases assigned to attorney and age of case from the date of the filing of charges.
- Cases assigned to an attorney with future events listed, speedy trial expiration date shown, grouped by days to expiration of speedy trial standard.
- All cases closed in a specified time period, grouped by attorney, ordered by charge severity of first charge, showing disposition type (plea or finding) to each charge, able to sortable by each type of disposition. Objective is to compare the severity of highest charge to the charge severity of the final disposition. Track offers and trial results for high level charges ultimately pled or found by Court to be a significantly lower level charge.
- Cases opened and closed in a specific time period.
- Upcoming Jury Trials grouped by attorney and ordered by date of closest trial to date of report.
- **Discovery** – methodology to request and receive discovery from prosecutors, scan and assign to a case, and notify a discovery clerk or investigator as initial and subsequent discovery is received.
 - Method of tracking disclosed items, with dates of disclosure, so undiscovered/undisclosed items can be easily identified.
- **Subpoena generation process** – workflow to generate subpoenas for specific event dates for a specific case, and as a “batched” job of subpoenas for multiple cases.
- **Investigations** – workflow to assign attorney-requested interviews, tasks, and investigation items free-form and as checklist items, with corresponding screens and searches to track progress towards completion and due dates.
 - Workflow to assign personal service of a subpoena to an investigator, track all service notes, and relate certificate of service to the subpoena served.
- **Motions filed and legal analysis of issues** – ability to associate keywords or some type of topical organization to documents created by attorneys so that the research can be located at a later date when similar issues arise. Commonly referred to as a “brief bank”.
- **Time standards** – workflows with speedy trial calculation including excluded time periods, reset speedy trial periods, and the ability to track progress toward and notify persons about upcoming due dates and missed time standards.
- **Time and expense** - eDefender provides a time keeping system and a case and trust accounting system that can track expert witness fees, restitution, subpoena service fees, discovery charges, and other case-specific costs.

eProbation

Included within the eProbation product are pre-configured screens and business processes that will be tailored to your requirements.

- **Case Intake/Initiation workflow** – manual and electronic case initiation from referring Court or Agency, focus on potential tablet or mobile data input while in Court at sentencing, workflow to complete case initiation or investigation as supplemental data entry whether case received through electronic interface or manual entry, assign case to proper personnel to conduct Risk Assessment or Intake interview
- **Risk Assessment** – conduct required risk assessment based on case type/charges or criminal history, completion of built-in assessment automatically displays Risk Score/Level and

triggers workflow for supervisor review and approval, supervisor approval triggers case assignment workflow

- **Case assignment** – workflow for automatic case assignment based on many levels of criteria defined by team and agency. Two main levels of automation: allow system to make case assignment recommendation and wait for supervisor/manager approval or automatically assign case based on agency defined criteria such as current caseload numbers and weighting, risk score and level, supervision level, defendant already actively supervised by agency's probation officer. Case assignment triggers workflow for Probation Officer to begin case plan. Manual methods of case assignment are also available in lieu of the automated approach if desired.
- **Case Plan creation** – workflow to create case plan and conditions. Case details, responses and scoring within risk assessment automatically create recommended case plan conditions using evidence-based practices or specific public domain assessments like the ORAS-CST. Proprietary Assessments and case plan building can be recreated in system where agreements are in place. Probation officer reviews recommendation and customizes the case plan to the defendant's needs. Case plan workflow for supervisor review and approval.
- **Monitoring and Supervision workflow** – supervision period for probationer/defendant/juvenile is managed for life of the case.
 - *Chronos/Contacts* – Probation officer schedules contacts manually or automatically and records interaction with parties on case. Home/Work/Office contacts are logged, upload photographic evidence discovered during contact using mobile device or tablet, log law enforcement contacts and other pertinent information using computer or any mobile device.
 - *Condition compliance* – Track all Court ordered and case plan conditions like Substance Abuse and Domestic Violence Counseling, Community Service, Obtaining GED, GPS monitoring. Programs and treatment attendance is tracked for each individual meeting/session/counseling date. Certificates of completion can be loaded via Portal by providers. Notify probation officer of submission and automatically update condition status. Drug Testing workflow and configuration, administer UA and record results, notify the probation officer.
 - *Violations* – workflow triggered by probation violations during supervision. Positive UA results, GPS alerts, missed appointments and general condition violations begin workflow for probation officer to schedule Review or Compliance hearings with Court. Probation termination or revocation workflow triggered when criteria met.
- **Full Financial Package** – assess Court fines and fees along with supervision fees.
 - Record restitution to victims or involved parties
 - Take payments and disburse money for all financial tacking purposes
 - Send reminders for scheduled payments along with past-due notices
 - Till management tracks starting and ending balances, and collections per user
 - Full financial reporting
 - Payment plans
 - Recurring Billing
 - Automated NSF handling with full audit trail
- **Lobby Management** – Defendant signs-in to see probation officer, workflow reviews scheduled appointments and assigned probation officer office availability, if scheduled and probation officer in office then eProbation notifies officer of individuals in waiting room for review and contact. If defendant has no appointment and/or assigned probation officer is unavailable, defendant is placed in pool to meet with different probation officer and that probation officer is notified so case and conditions can be reviewed and contact made.

- **Facilities Management** – Juvenile Detention and Adult in-patient or work-release monitoring.
 - *Booking/Referral* – Process booking and intake of party. Assign room and site location. Utilize tablet or device mobility.
 - *Location Tracking* – Using tablet or mobile device, check juvenile out to agency/hospital/yard/etc. and record date/time and staff automatically. Perform room check or rounds in similar fashion and display full location history.
 - *Incident Reporting* – Log incident between multiple parties: juveniles, staff etc. Record date/time, location involved parties, description of incident and begin reporting workflow. Workflow notifies supervisors and next shift staff as well as creates Incident Log.
- **Searches for common statistical needs**
 - Caseload deficiency tracking – positive UAs, FTA, Warrants and past-due accounts contribute to caseload deficiency
 - Case inactivity report – shows supervisor cases lacking activity for different periods and displays assigned probation officer and last action on case
 - Caseload distribution by supervision level
 - Calendar searches showing scheduled UAs, UA results, scheduled office/home/work contacts, Court appearances and more
 - Active Warrants
 - New Arrests of active Probationers
 - Community Service hours
 - Recidivism reports that analyze the effectiveness of case plans and specific treatment and providers. These reports help the agency provide the most successful case planning and supervision for their local population

And should you need to incorporate Functional Family Therapy (FFP) and Probation (FFP), those programs can be configured.

A.3 Project Timeline / High Level Project Plan

PROVIDE AN OVERALL, HIGH-LEVEL PROJECT TIMELINE THAT IDENTIFIES MAJOR MILESTONES AND PHASES.

See Implementation section

A.4 Project Roles and Responsibilities

HIGH-LEVEL OVERVIEW OF WHO IS GOING TO BE PRIMARILY RESPONSIBLE FOR VARIOUS GENERAL AREAS OF RESPONSIBILITY IN THE IMPLEMENTATION.

City of Spokane

City of Spokane	Primary responsibility
LCMS steering committee	Decision making and dispute resolution.
Project Sponsors	Provide the vision for the project
City of Spokane Sr. Project Manager	Accountable for city resources, communications and primary contact for JTI Sr. Project Manager.
eSuite System Administrators	System configuration, training, trouble shooting and maintenance.

SME	Assist in JTI implementation staff in configuration by providing business requirements and testing of delivered solutions for those requirements.
City I.T.	Infrastructure/hardware/software. Provide remote access for JTI.
Power User/Trainers	Assist in validating eSuite configuration/provide training to end users via the train-the-trainer method.
Journal Technologies	
JTI Sr. Project Manager	Accountable for JTI resources, project communications and primary contact for City PM.
JTI Project Manager	There will be several Project Managers under the direction of the Sr. PM leading implementation teams for the court, prosecution/defense and probation.
JTI Implementation staff	eSuite configuration, training and testing.
JTI Data conversion engineers	Data conversion work.
JTI Interface engineers	Interface coding.

Section B: Project Governance

B.1 Project Governance Structure

DESCRIPTION OF PROJECT GOVERNANCE STRUCTURE INCLUDING ALL RELEVANT TEAMS AND THE RELATIONSHIP BETWEEN THE TEAMS. FOR KNOWN TEAMS, SPECIFIC RESOURCES (PEOPLE) SHOULD BE IDENTIFIED) EACH LEVEL OF THE GOVERNANCE STRUCTURE SHOULD IDENTIFY ROLES AND KEY ACTIVITIES THAT WILL BE PERFORMED

See Professional Service Agreement

B.2 Project Management Reporting

DESCRIBE PROJECT MANAGEMENT REPORTING PROCEDURES TO FOLLOW DURING THE PROJECT. DESCRIBE THE PROJECT STATUS REPORTING PROCESS INCLUDING THE FREQUENCY, HOW INFORMATION WILL BE REPORTED, WHAT INFORMATION WILL BE REPORTED, ETC.

City and JTI Sr. Project Managers will agree on appropriate level of project reporting as part of communications planning after project kick off. We generally recommend that project reporting includes status meeting notes, risk management strategies and project schedules disseminated to ALL project stakeholders and project team members on a regular schedule.

Some specific report requirements are outlined in the Professional Service Agreement

B.3 Decision Making Process



Any large project will require hundreds of decisions over the course of its lifetime. Decisions can be broadly grouped into three categories as noted below. Some decisions will require escalation through the issue or scope management processes, and others simply need to be made, documented and acted on. But the process of decision-making should be transparent to those involved, and documented so that everyone understands it.

Strategic Decisions

- Affect, or are affected by, project vision, direction or objectives
- Affect, or are affected by, project culture
- May have an impact on the institution
- Must be escalated through issue, scope and/or change management
- Affect, or are affected by, external engagement and alliances

Tactical Decisions

- Determine how to resource appropriately to accomplish a work task
- Determine how a strategy will be fulfilled

Operational Decisions

- Determine the detailed steps to accomplish tasks or new processes
- Affect team operations (rather than project deliverables specifically)



- Affect content

All decisions will begin with the project team and escalate, if required.

B.4 Approval Process

DESCRIBE THE APPROVAL PROCESS FOR ALL DECISIONS

For a decision to be approved by the City, the decision must be made with full consensus (or 100% agreement) by the project team. In the event that the project team cannot come to a consensus, the project customers will make the decision or they will escalate the decision to be made by the project sponsors.

The City is responsible for managing this decision making process.

B.5 Contract Change Process

Any changes to the contract will require approval by the Project Sponsors and will follow the City's legal and contract amendment process.

This is described in the Professional Services Agreement

Section C: Technology Architecture

C.1 Infrastructure

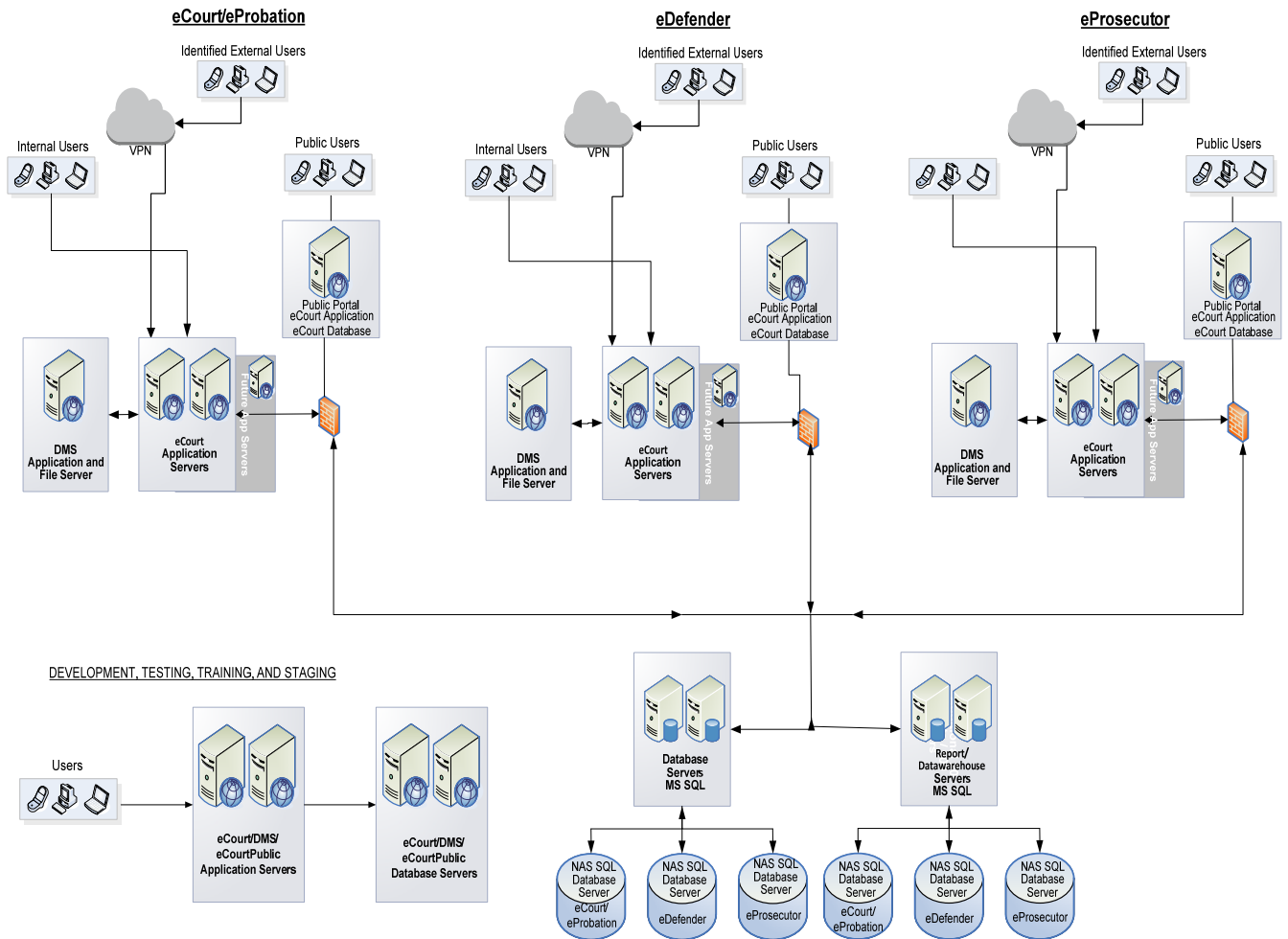
DESCRIPTION OF INFRASTRUTURE USED TO DEPLOY THE SYSTEM. SECTION SHOULD DESCRIBE THE DIFFERENT ENVIORNMENTS (DEVELOPMENT, TEST, TRAINING) THAT WILL BE REQUIRED AND THE TIMING OF THOSE REQUIREMENTS

The Sr. Project Managers for the City and JTI will make a plan for hardware rollout. JTI will host phase I of rollout if necessary to assist in any timing issues with hardware project plan to ensure no lag in project schedules. All configuration work is stored in the database for easy rollout to phase II hardware.

We have included an in-house system configuration of hardware and system software that provides for all agencies to be on the same hardware with separate databases for each agency. (Typically, the court and probation are grouped together.) The system includes optional fail-over application and database servers that allow uninterrupted access to eCourt if the primary servers are down. A duplicate system will probably be required if you want off-site disaster recovery. All can be virtualized using VMWare or equivalent.

Your IT department will want to determine the physical environment and network requirements for the widely used hardware and install the centralized hardware and system software; we will provide assistance, if needed. The basic network requires a minimum 100MB to end-users and a 1G core switching.





C.1.1 Minimal Requirements

DESCRIPTION OF MINIMUM REQUIREMENTS FOR INFRASTRUTURE TO DEPLOY THE SYSTEM. SECTION SHOULD DESCRIBE THE DIFFERENT ENVIORNMENTS (DEVELOPMENT, TEST, TRAINING) THAT WILL BE REQUIRED AND THE TIMING OF THOSE REQUIREMENTS (WHAT IS REQUIRED FOR PHASE 1)

Hardware and System Software

All can be virtualized using VMWare or equivalent.

Environment	Item Description	Hardware and Software Requirement	QTY
Production	eCourt Application Servers	Hardware: (2 app servers for each agency)	
		HP DL360/G9 Dual CPU Xeon E5 2650 (10 Core, 2.3 GHz, 25M Cache)	2
		32 GB RAM	
		3x 146GB 15K RPM Hot Pluggable HD	
	Future eCourt Application Servers (Optional)	Software:	
		Windows 2012 R2 Server Standard Edition	2
		Apache Tomcat, Jasper iReport	
		See above.	
	DMS Application and File Server	HP DL360/G9 Single CPU Xeon E5 2660 (10 Core, 2.6 GHz, 12M Cache) (1 DMS server for each agency)	1
		32 GB RAM	



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

		5x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	1
	MS SQL Database Servers (eCourt)	Hardware: (2 database servers for all agencies)	
		HP DL360/G9 Dual CPU Xeon E5 2670 (12 Core, 2.3 GHz, 30M Cache)	2
		64 GB RAM	
		8x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		MS SQL Server 2014 Standard Edition	2
	NAS - Database Servers	Hardware: (2 NAS servers for each agency)	
		HP X1800 Xeon X5530 (4 Core, 2.4 GHz, 12M Cache)	2
		16GB RAM	
		8 X 300 GB 10K RPM Hot Pluggable HD	
		Software:	
		Windows 2008 Storage Server 2008 R2 (Pre-Installed)	
		Double Take Mirroring Software	1
	Report Server & Datawarehouse Servers (Optional)	Hardware: (2 app servers for each agency)	
		HP DL360/G9 Dual CPU Xeon E5 2670 (12 Core, 2.3 GHz, 30M Cache)	2
		64 GB RAM	
		8x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		MS SQL Server 2014 Standard Edition	2
	Load Balancer (Optional)	Coyote Point Systems E370LX	1
Public Portal	Application & Database Servers	Hardware: (2 app server for each agency)	
		HP DL360/G9 Dual CPU Xeon E5 2650 (10 Core, 2.3 GHz, 25M Cache)	2
		32 GB RAM	
		3x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		PHP, MSSQL	
Development, Testing, Training & Staging	Application & Database Servers	Hardware: (2 app server for each agency)	
		HP DL360/G9 Dual CPU Xeon E5 2670 (12 Core, 2.3 GHz, 30M Cache)	2
		64 GB RAM	
		8x 146GB 15K RPM Hot Pluggable HD	
		Software:	
		Windows 2012 R2 Server Standard Edition	2
		MS SQL Server 2014 Standard Edition	2
		MSSQL	2
	Scanning Hardware	Kodak 2800; Fujitsu fi-5530C, fi-5750C, and fi-6770	
	Signature Pads	Topaz	
	Report Writers	Jasper Reports, if desired	

C.1.2 Optimal Requirements

DESCRIPTION OF OPTIMAL REQUIREMENTS TO DEPLOY THE SYSTEM (IF DIFFERENT FROM WHAT IS ACTUALLY USED). SECTION SHOULD DESCRIBE THE DIFFERENT ENVIRONMENT (DEVELOPMENT, TEST, TRAINING) THAT WILL BE REQUIRED AND THE TIMING OF THOSE REQUIREMENTS (WHAT IS REQUIRED FOR PHASE 1)

The requirements listed above represent optimal requirements.

C.2 Roles and Responsibilities

LISTING AND DESCRIPTION OF ROLES AND RESPONSIBILITIES FOR DEVELOPMENT AND MAINTENANCE OF TECHNICAL INFRASTRUCTURE

City will be responsible for all hardware maintenance and infrastructure.



Section D: Implementation

D.1 Implementation Scope

D.1.1 Interfaces

All interface work will require an arrangement between the City and the third party system to assure the third party system is willing and able to provide required data for the development of the interface.

- Journal Technologies will provide interface development and project management professional services.
- Interface development services will create connectivity between the new case management system and other Justice Community agency systems as required by the Client in this SOW.
- Interface development services will include the development of software code leveraging API functionality provided by the JOURNAL TECHNOLOGIES case management system to allow for data exchanges between these systems.
- Journal Technologies will create and provide an interface requirements document based on requirements determined and jointly agreed upon to by Journal Technologies and the Client as they relate to all interfaces identified in this section.
Journal Technologies will work with the Client to determine the data mapping required for the interfaces.
- Journal Technologies will develop the interfaces utilizing the eCourt APIs to import and export data into and from the eCourt database.
- Journal Technologies will proceed with development of the interfaces upon the Client's written approval of the interface requirements document.
- Journal Technologies will test the connectivity between eCourt and the other agency systems.
- Journal Technologies will test the ability to successfully exchange messages between systems according to the interface requirements document.
- Journal Technologies will use test messages to confirm error checking is in place and in accordance with the interface requirements document.
- Journal Technologies will work with the Client to determine the Data Elements, Triggers, Frequencies, Logging and Error Handling requirements for each interface.
- Journal Technologies will resolve issues, complete final design and development of interface messages.
- Journal Technologies will develop error logging for each message.
- Journal Technologies will create the necessary error-handling functionality and exception reports prior to interface testing. These reports will be utilized post go-live for production interface errorhandling.
- Journal Technologies will document the final schema/XML message design.
- Journal Technologies will provide the necessary documentation and on-going support through golive of the new case management system.
- Journal Technologies will produce data interface architectural documentation identifying:
 - Interface names
 - Specifications
 - Connectivity points
 - Triggers and/or schedule
 - Data elements contained in each interface
 - Coding standards used
 - Testing performed
- Journal Technologies will provide exception reports after testing for any data that was not delivered successfully between systems.

- During the development of the agreed upon interfaces, and applicable warranty period, Journal Technologies will address any issues and exceptions from these reports.
- Journal Technologies will work with the Client's management and technical teams throughout this engagement to complete this work order.
- Journal Technologies will provide on-going pre-Go-Live support (as required):
 - Troubleshooting participation as required
 - Code modifications as required
 - Implementation as required
 - Testing code changes as required
 - Documentation changes as required
 - Participation in go-live planning as required

ACCEPTANCE CRITERIA

- Interface requirements document meets the business requirements of the Client for interfaces listed in this section into eCourt.

CITY RESPONSIBILITIES

- Ensure that all of the below Client Responsibilities are achieved within the agreed upon Project Plan timelines.
- Provide Subject Matter Experts ("SMEs") to work with Journal Technologies to define interface mapping into the eCourt API's based on the Client's business requirements.
- Sign-off on the interface requirements document provided by Journal Technologies.
- Provide Journal Technologies with written Plan of Action for issues found in the interface requirements document.
- Verify interface testing meets the interface requirements document.
- Provide web server, a SQL Server database server and remote access for Journal Technologies to install interfaces.
- Provide remote access to Journal Technologies with proper access necessary to import data via the eCourt API into the Test eCourt system.
- Provide remote access to Journal Technologies with proper access necessary to import data via eCourt API into the Production eCourt system.
- Ensure that all type codes and configuration parameters (document types, etc.) are created in eCourt for the interfaces.
- Ensure that all type codes and configuration parameters match across eCourt test and production environments.
- Verify the results of each interface test.
- Identify and report any issues that the Client desires to be resolved by Journal Technologies during interface testing.
- Resolve issues identified by Journal Technologies that are determined to be the responsibility of another 3rd party vendor.
- Verify issues and exceptions are resolved.
- Provide Journal Technologies written instruction on how to handle identified issues ("Plan of Action").

Refer to appendix I.2. for further detail regarding each exchange.



Item#	Application	Description	Background	Direction	Vendor
A.	ATI	A bi-directional interface with the ATI call reminder service will be needed.	The defendant/client's phone number and case event information will need to be queried from the LCMS to place a reminder call. Feedback from the ATI system will be added back into the LCMS. This is expected to happen through the LCMS's API's. At this time there is no implementation in place for any call reminder system.	Bi-directional	StreamWrite LLC. http://streamwrite.com/about/partners/
B.	Parking system	Information and documents regarding citations issued will need to be pulled from the parking system and pushed into the new LCMS. Parking information will also need to be pushed to PAR/VEC and DOL as defined in interfaces F. PAR/VEC and N. DOL.	Currently Duncan is being used as the City's parking system which could be changed to GTechna in the near future. The timeline and roadmap for the implementation of GTechna is still being determined. The frequency of this feed is critical as this information will be used in the LCMS to provide a defendant the functionality to pay their ticket online as close to real time as possible, the duration not to extend beyond 5 minutes.	One way	Duncan http://www.duncansolutions.com/ Gtechna https://www.gtechna.com/

Item#	Application	Description	Background	Direction	Vendor
C.	OMS/JTNS	An interface with Spokane County's "Offender Management System", or "OMS" will be needed. Information regarding an offender's custody status and gang affiliations will need to be extracted.	A feed into OMS will be needed by all agencies. At this time there is no API to the OMS system. Connectivity would need to be done via direct database access through a custom exchange. If a feed was built to OMS then the interface with JTNS application may not be needed.	One way	GTL (OMS) http://www.gtl.net/correctional-facility-services/enterprise-management-solutions/offender-management-system/ JTNS Custom solution built by Spokane County.
D.	Warrant System (WS)	An interface will be needed to send warrants from the LCMS/JIS to the City's Police records department.	Currently this is done by screen scraping JIS to get defendant and warrant information and placing it into one of two databases: "DBF slips Warr upload[BlueZoneVer].mdb" and "BWR_db_MC[BlueZoneVer].mdb" for processing. This information is then compiled and sent to the City's Police Records division via FTP and email. We will need to simulate this using the new LCMS and an interface with AOC's JIS so these two Access databases can be deprecated.	Bi-directional/ One way	City of Spokane Police Department
D.1	Declaration of Bail Forfeiture database	Queries and sends warrant information from JIS to Police Records	This database screen scrapes defendant and warrant information from JIS, compiles and cleans it up and then FTP's it to Police Records.	One way	

Item#	Application	Description	Background	Direction	Vendor
D.2	Bench Warrant Recall database	Queries and processes recalled warrant information from JIS and provides functionality to update JIS and generate reports and emails with the information.	This database screen scrapes defendant and recalled warrant information from JIS and imports it into an Access database to be processed. Through the database a user can mark a defendant as returned and add a date for the return in JIS. The database also provides the ability for a user to email police records with this information as well as report on the data that has been collected and processed.	Bi-directional	
E.	AOC/JIS	An interface to replace the City's custom Access databases and interface directly with AOC instead of BOXI/screen scraping	There are several Access databases which query JIS, the state system through the use of screen scraping. Action is then taken on that data. Currently this is done by accessing the AOC directly these databases can be phased out.	Bi-directional/ One way	Administrative Office of the Courts/Judicial Information System - State SW https://www.courts.wa.gov/jis/

Item#	Application	Description	Background	Direction	Vendor
E.1	Probation new charges BOXI)	Currently Probation imports BOXI reports which are manually downloaded from AOC into an Access database. The reports are used to find new charges in JIS both inside and outside their jurisdiction. They then use the database to generate an email based on an alpha-split assignment to each Probation Officer	It's important to note that there is no screen scraping with this database. The data from AOC is retrieved manually through the AOC BOXI site by running two reports and exporting them to a spreadsheet which the database uses as a linked table.	One way	
E.2	Afternoon transport list	This database is used to automatically pull calendar information from the PCS screen in JIS and populates it with name and case information which is used to verify what mental health inmates need to be transported.	The transport of non-mental health inmates is done within the current LCMS however since the County is responsible for mental health cases their information is in JIS. This database bridges that gap and provides the user the ability to pull that data from JIS.	One way	

Item#	Application	Description	Background	Direction	Vendor
F.	PAR/VEC	A feed to PAR Acceptance Corp/Valley Empire Collections (VEC) will be needed to provide them with cases that should be added or removed from collections for both Court and Parking cases.	This is currently done by a SQL job which queries custom views in SQL that were created in-house by City of Spokane IT and exports the data into a series of flat files which are automatically sent to the vendor.	Bi-directional/ One way	PAR Acceptance Corp http://www.parpayonline.com/ Valley Empire Collections http://debtintocash.com/
F.1	Collections Notices (Muni Court)	Provides collection notice information for PAR/VEC to create the collection notice	This feed provides a compiled file containing all defendants who will receive a 30 day collections notice which is mailed to PAR/VEC for processing.	One way	
F.2	Collections Assigned (Muni Court)	Assigns defendants to collections	This feed provides a list of defendants in a file that is automatically generated and emailed to PAR/VEC who have not responded to the 30 day collection notice and will be assigned to collections.	One way	
F.3	Assignment/updates to PAR/VEC timepay (Muni Court)	Adds, updates or removes a defendant from a PAR timepay.	This feed consists of two files that are automatically generated and sent to PAR/VEC via email which provides a list of defendants needing to be added or updated for time payment billing. One file is for the "Community Relicensing" program and the other is for regular time payments.	One way	

Item#	Application	Description	Background	Direction	Vendor
F.4	Pre-Collections Referral (Parking)	Provides collection notice information for PAR/VEC to create the collection notice for parking violations.	This feed is similar to the feed identified in F.1. but for parking violations from the parking system and in a slightly different format which uses the “ ” character as a separator and TAB as a sub separator. It is compiled by Duncan and uploaded to their SFTP site where VEC downloads it. It's responsible for providing PAR/VEC with a list of defendants that should be sent a 30 day notice. In the new interface with the new LCMS this feed should be combined with F.1.	One way	
F.5	Collections Referral (Parking)	Assigns defendants to collections for parking violations.	This feed is similar to the feed identified in F.2. but for parking violations from the parking system and in a slightly different format which uses the “ ” character as a separator and TAB as a sub separator. It is compiled by Duncan and posted to their SFTP site where VEC downloads it. It's responsible for providing PAR/VEC with a list of defendants that should be sent to collections. In the new interface with the new LCMS this feed should be combined with F.2.	One way	

Item#	Application	Description	Background	Direction	Vendor
F.6	PAR/VEC Payment Feedback	Processes defendant payment information from PAR/VEC	This is a feed that is not in place today but has been requested to eliminate the manual process of removing a defendant from collections based on payment information sent from PAR/VEC. A list of statute cases that are no longer collectible would also be identified in this feed.	One way	
G.	FMS II	Financial information will need to be pushed from the replacement system to the City's Financial Management System.	This is done through the use of exported flat files that would be exported from the replacement system and then imported into the FMS system. There is still discussion of the results being imported back to the LCMS from the FMS system.	Bi-directional/ One way	Mitchell Humphries http://www.mitchellhumphrey.com/
G.1	LCMS to FMS II AP Feed	Accounts Payable information from the LCMS will need to be entered into the FMS system via the submission of a batch file.	The interface file records must have a fixed length of 186 bytes plus a CR/LF. The file is broken out into three sections, a header record which contains batch information, a document header record which contains information about the document and transaction records which detail the transactions to be imported.	One way	

Item#	Application	Description	Background	Direction	Vendor
G.2	FMS II to LCMS	This feed will be from the FMS II system to the LCMS and will provide information regarding the details of the payments made.		One way	
H.	Other internal agencies using eCourt/Just Ware	All agencies (Court, Pros, Prob and PD) will need to be tied together if not in same system.	The ability to exchange data real time between the agencies stated will be critical to the project's success. Specific examples of this data are: police reports, disposition information, case assignment, etc. At this time the City of Spokane uses JTI's JusticeBroker to transfer some of these items between Prosecution/Probation and Public Defender. Outside of the JusticeBroker there are no other interfaces at this time.	Bi-directional/ One way	N/A
H.1	Prosecutor to Muni Court and Probation	Provided some cases (specifically misdemeanors) will originate from the Prosecutor's instance a case and name record as well as some additional details will need to be transmitted to the Muni Court and Probation instances.		One way	

Item#	Application	Description	Background	Direction	Vendor
H.2	Prosecutor to Public Defender	Basic case and name information as well as the police report will need to be transferred to the Public Defender	Currently this is being done by the JustWare JusticeBroker which this interface will replace.	One way	
H.3	Muni Court to Prosecutor, Public Defender and Probation	With the Muni Court being the official record for a case all basic case and name information for infractions will need to be transferred to the other agencies. With the Muni Court instance being the source of truth all codes within the statute table and all dockets should be able to be pushed to the other instances via this exchange. In addition, the judgment and sentence data and documents will need to be transferred between all agencies bi-directionally.		Bi-directional	

Item#	Application	Description	Background	Direction	Vendor
H.4	Public Defender to Muni Court, Prosecutor, Probation	Information from the Public Defender's instance will need to be pushed to the other agencies, specifically documents, case involved persons and name attributes. In addition, the Public Defender may be able to provide non-confidential statistics that are valuable to the other agencies for grant reasons.		One way	
H.5	All agencies document exchange	This exchange will be needed to send a document between instances, for example a Public Defender's notice of appearance or Probation's probation violation notice.		Bi-directional	
I.	Beast (Bar-Coded Evidence Analysis Statistical Tracking)	Interface to extract information about evidence/property	Staging tables would be supplied containing the data needed from BEAST for the interfacing system to pull from.	One way	Porter Lee http://www.porterlee.com/ems.html

Item#	Application	Description	Background	Direction	Vendor
J.	Sector (Statewide Electronic Collision & Ticket Online Records)	Access to e-citations directly	Access to Sector citations would be done by plugging directly into the State's JINDEX system. If this is not possible then an interface would be needed to process the XML files that are generated by the Sector application manually by a user.	One way	Washington State Patrol https://fortress.wa.gov/wsp/sector/DesktopDefault.aspx?ReturnUrl=%2f
K.	JBRS (Jail Booking and Reporting System)	Jail Booking and Reporting System	JusticeXchange is an integrated justice solution that gives criminal justice professionals an instant, up-to-date database of booking records, persons of interest, and other data from thousands of agencies across the country. Analytic capabilities help users analyze the data being presented. Learn more about JusticeXchange at www.appriss.com/justiceexchange .	One way	Appriss Inc http://www.waspc.org/jail-booking-and-reporting-system-jbrs-
L.	OLR	Probation Online Referral Tool	This is a home grown system that links our outside treatment agencies to both City and County Probation. They pass referral/releases to the agencies and the agencies then report back to Probation compliance/non-compliance of defendants they are monitoring.	One way	In-house (City)

Item#	Application	Description	Background	Direction	Vendor
M.	OnBase	Interface with OnBase to pull police reports; there was a mention that police records system might change from OnBase in the future. We must be able to interface (preferably) or at least obtain data directly from police records	Access to OnBase would need to be done through the OnBase API's.	One way	Hyland Software https://www.onbase.com/
N.	DOL	Information regarding parking violations will need to be sent from the LCMS to Washington's Department of Licensing (DOL). This would be citation number, license plate state and number.	This is currently being done through the creation of flat files which are provided to DOL from the current parking system, Duncan. This information would need to come from the new LCMS instead.	One way	Department of Licensing http://www.dol.wa.gov/

D.1.2 Data Conversion

LISTING OF ALL DATA TO BE CONVERTED INTO THE SYSTEM. DATA CONVERSION DESCRIPTIONS SHOULD IDENTIFY THE TYPE OF MATER OR TRANSACTIONAL DATA, THE SOURCE SYSTEM. INSERT CONVERSION STEPS, DESCRIPTION, ROLES, AND RESPONSIBILITIES.

- Journal Technologies will provide data conversion and project management professional services to migrate the databases listed in table below into to the eCourt system.
- Journal Technologies will create and provide a data conversion requirements document based on requirements determined and jointly agreed upon to by the Client and Journal Technologies as they relate to all databases identified in table below.
- Journal Technologies will be utilizing a database structure specifically designed to map data to the eCourt APIs ("Journal Technologies Standard DB").
- Journal Technologies will map the source database schemas from the data extracts provided by the Client to the "Journal Technologies Standard DB".
- Journal Technologies will work with the Client to determine the data mapping required for the data conversion.
- Journal Technologies will develop an import program that utilizes the eCourt APIs to import data



into the eCourt database from the “Journal Technologies Standard DB”.

- Journal Technologies will proceed with development of the import program upon the Client’s written approval of the data conversion requirements document.
- Journal Technologies will test the integrity of the data according to the Data Conversion Requirements Document.
- Journal Technologies will test developed SSIS/API scripts according to the Data Conversion Requirements Document.
- Journal Technologies will provide three (3) test passes and a final conversion pass of the data conversion.
- Journal Technologies will provide exception reports after each pass for any data that did not successfully import into eCourt.
- Journal Technologies will address any issues and exceptions from the reports.
- Journal Technologies will correct any issues related to data being incorrectly converted due to errors or omissions in the data conversion scripts.
- Journal Technologies will provide a listing of data issues that require corrections to be made (“Exception Report”).
- The Client will review the Exception Report and decide what to do about each item and provide direction to Journal Technologies on how to correct to ensure the integrity of the data.
- The data conversion process will be divided into the phases listed below.

- **Data Discovery:**

Journal Technologies will map the list of fields to be converted to the appropriate location in eCourt.

- **Iteration 1 Development:**

First iteration of the development of the code needed to perform the data conversion.

- **Iteration 1 Review:**

Journal Technologies provides the Client with a fully functional eCourt database to use for data verification against the source system(s). Journal Technologies provides Client with Exception Report and Journal Technologies will schedule a period of time to review the data conversion with the Client. Any issues found during the review will be documented in the Data Conversion Spreadsheet to be addressed in the next development iteration.

- **Iteration 2 Development:**

Second iteration of the development of the code needed to correct any issues discovered in the iteration 1 review.

- **Iteration 2 Review:**

Journal Technologies provides the Client with a fully functional eCourt database to use for data verification against the source system(s). Journal Technologies provides Client with Exception Report and Journal Technologies will schedule a period of time to review the data conversion with the Client. Any issues found during the review will be documented in the Data Conversion Spreadsheet to be addressed in the next development iteration.

- **Iteration 3 Development:**

Third iteration of the development of the code needed to correct any issues discovered in the iteration 2 review.

- **Iteration 3 Review:**

Journal Technologies provides the customer with a fully functional eCourt database to use for data verification against the source system(s). Journal Technologies provides Client with Exception Report and Journal Technologies will schedule a period of time to review the data conversion with the customer. Any issues found during the review will be documented in the Data Conversion Spreadsheet to be addressed in the next development iteration. This will be the final opportunity for the customer to report necessary changes to the conversion before the go-live phase.

- **Final Development:**

Final iteration of the development of the code needed to correct any issues discovered in the iteration 3 review. No conversion changes will be made after this phase.



- **Final Pass:**

Journal Technologies will run a full run of the database conversion process based on the code developed during Final Development. This Final Pass will be executed against that eCourt database that is to become the Production System. Due to the extremely large volume of data for this conversion, this process most likely will not be able to run in a timeframe suitable for final cutover. A subsequent Go-Live run (below) will be run over a weekend prior to Go-Live.

- **Go – Live Conversion Run:**

On the scheduled date the Go-Live data conversion will be run into the final Production eCourt database as created by the Final Pass above. This Go-Live Pass will contain a “delta” of the data added/modified from the source database between the Final Pass and Go-Live Pass.

ACCEPTANCE CRITERIA

- Data conversion requirements document meets the business requirements of the Client for conversion of the databases listed in Exhibit B into eCourt.
- The data is imported into eCourt using the eCourt APIs based on the data conversion requirements document.

CITY RESPONSIBILITIES

- Ensure that all of the below Client Responsibilities are achieved within the agreed upon Project Plan timelines.
- Provide Subject Matter Experts (“SMEs”) to work with Journal Technologies to define mapping of data into the eCourt API’s based on the Client’s business requirements.
- Sign-off on the data conversion specifications document provided by Journal Technologies.
- Provide Journal Technologies with written Plan of Action for issues found in the data conversion specifications document.
- Verify data conversion testing meets the Data Conversion Requirements Document.
- Provide virtual workstations, a SQL Server database server and remote access for Journal Technologies to perform data conversion services.
 - NOTE: The actual number of virtual workstations needed for the data conversion will be determined during development and/or conversion testing; at which time Journal Technologies will be able to better determine the speed of the conversion and the number of conversion processing workstations needed to perform the conversion in an acceptable timeframe.
- Provide data extracts of all source databases listed in table above of SOW.
- Provide remote access to Journal Technologies with proper access necessary to import data into the Test and Production eCourt system via the eCourt API.
- Ensure that all type codes and configuration parameters (agency codes, charge codes, etc.) are created in eCourt for the data mapped from the source databases.
- Ensure that all type codes and configuration parameters match across eCourt test and production environments.
- Verify the results of each pass of the database conversion.
- Identify and report any data issues that the Client desires to be resolved by Journal Technologies during the first three (3) passes of the database conversion process.
- Resolve issues identified by Journal Technologies with the source data after each pass of the data conversion.
- Verify issues and exceptions are resolved.
- Provide Journal Technologies written instruction on how to handle identified issues (“Plan of Action”).
- Provide Journal Technologies with the written approval to proceed with each pass of the data conversion.
- Approve the final sign-off document after the Final Go-Live pass within 15 days.



Agency	Data	Scope	Amount	System/Format
Municipal Court	Name Records(including financials)	All		JustWare
Municipal Court	Case Records(including financials)	All		Justware
Municipal Court	Statute Records	All		Justware
Municipal Court	Documents	All		Justware
Municipal Court	Business Rules	Not in Scope		Justware
Municipal Court	Calendar Dockets	Active as needed		Justware
Municipal Court	Reports	Not in Scope		Justware
Municipal Court	Security Profiles	Not in Scope		Justware
Municipal Court	Financial Tables	Not in Scope		Justware
Municipal Court	Code Partitioning	Not in Scope		Justware
Municipal Court	Notifications	Not in Scope		Justware
Municipal Court	Tasks	All		Justware
Municipal Court	Agency Profiles	Not in Scope		Justware
Probation	Name Records	All		JustWare
Probation	Case Records	All		JustWare
Probation	Law/Statute Tables	All – If needed (Not sure yet since we're currently not on our own database)		JustWare
Probation	Documents/Images	All		All formats **
Probation	Business Rules	Not in Scope		JustWare
Probation	Notifications	Not in Scope		JustWare
Probation	Reminders	Not in Scope		JustWare
Probation	Reports	Not in Scope		JustWare
Probation	Code Partitioning	Not in Scope		JustWare
Probation	Data Partitioning	Not in Scope		JustWare
Probation	Security Profiles	Not in Scope		JustWare
Probation	Agency Info	All		JustWare
Parking	All	All		Duncan/JustWare
Prosecutor	Name Records	All		JustWare
Prosecutor	Case Records	All		JustWare
Prosecutor	Law/Statute Tables	All		JustWare
Prosecutor	Documents/Images	All		All formats **

Agency	Data	Scope	Amount	System/Format
Prosecutor	Business Rules	Not in Scope		JustWare
Prosecutor	Notifications	Not in Scope		JustWare
Prosecutor	Reminders	Not in Scope		JustWare
Prosecutor	Reports	Not in Scope		JustWare
Prosecutor	Code Partitioning	Not in Scope		JustWare
Prosecutor	Data Partitioning	Not in Scope		JustWare
Prosecutor	Security Profiles	Not in Scope		JustWare
Prosecutor	Agency Info	All		JustWare
Prosecutor	Relicensing Data	All		JustWare
Public Defender	Name Records	All		JustWare
Public Defender	Case Records	All		JustWare
Public Defender	Law/Statute Tables	All		JustWare
Public Defender	Documents/Images	All		All formats **
Public Defender	Business Rules	Not in Scope		JustWare
Public Defender	Notifications	Not in Scope		JustWare
Public Defender	Reminders	Not in Scope		JustWare
Public Defender	Reports	Not in Scope		JustWare
Public Defender	Code Partitioning	Not in Scope		JustWare
Public Defender	Data Partitioning	Not in Scope		JustWare
Public Defender	Security Profiles	Not in Scope		JustWare
Public Defender	Agency Info	All		JustWare
Public Defender	Relicensing Data	All		JustWare

** = All documents and images currently in JustWare will be converted. Any file type conversions are out of scope for the data conversion. (.mdi format)

“Active as needed” = We really only need those that are *currently* active AND only if they are applicable to the new system. (We still need the functionality this data achieves, but newer programs may achieve that in different ways which would make the data unnecessary.)

“Limited w/ updates” = There are very few reports that we actually use... and most of those need to be updated prior to conversion.

D.1.3 Customizations

Customizations are defined as those responses in the functional requirements matrix answered with a “CU”. Any requirement listed as CU will be considered to be in scope. Customizations are further explained below.

LIST CUSTOMIZATIONS NECESSARY FOR EACH CUSTOMIZATION, BRIEFLY DESCRIBE THE CUSTOMIZATION, THE LEVEL OF EFFORT REQUIRED, AND HOW THE



CUSTOMIZATION WILL BE COMPLETED FOR THE PROJECT (INCLUDED VS. BUCKET OF HOURS)

No customization has been proposed in the functional requirements document.

D.1.4 Reports

INSERT CUSTOM REPORT AND DOCUMENT DEVELOPMENT STEPS, DESCRIPTION, ROLES AND RESPONSIBILITIES.

Reports that will be required at the time of deployment are as follows

Along with a library of pre-defined searches, you can compose custom searches across all case elements in the database. The criteria for these inquiries can be based upon a wide-range of parameters contained within the database you require such as case type, case number, case name, party name, unique person identifier, statute number or charge, docket code, calendar date, event type, or date, etc. Search results can be sorted by column and “drill down” into case information via hyperlinks. They can also be downloaded as Microsoft Excel, .pdf, .rtf, .xml and .csv format documents.

- *Saved Searches* – Often times, users run certain searches more frequently than others. eCourt provides “saved search” functionality in which an individual’s search parameters can be saved for future use and are readily accessible from the left hand navigation panel under “My Saved Searches.”
- *Reports* – eCourt provides full reporting capabilities, with possibilities to output the reports into pdf, xls, html, xml and many other formats. eCourt supports ad-hoc as well as batch processing of pre-designed reports. The reporting module is fully integrated with the eCourt workflow system, which allows automatic and batch processing of reports. It also uses the bundled document management system for storing reports on demand or when they are automatically processed in batch mode. The report module is based on a popular, open source, reporting framework called Jasper Reports (<http://jasperforge.org>). With this system, agencies use their tools of choice (such as the iReport free desktop application, <http://jasperforge.org/projects/ireport>) to design the reports. Then the report designs are uploaded into eCourt and configured, and thus become available for ad-hoc or batch processing. You can also use Crystal Reports.
- *Expression Builder* - The ability to perform configurable searching and reporting in eCourt is due to our Expression Builder utility which is the backbone of nearly all customized inquiries to the database including Searches, Reporting (including statistics), Work Queues, Form Builder, etc. To shield users from the complexity of generating these queries, the Expression Builder allows users to “point-and-click” their way into creating whatever queries are necessary.

From the Project Work Plan – Searches and Reports

Task Name	Category	Resource Names
WORKGROUP FOR SEARCHES AND REPORTS (Training provided)		
Demonstrate searches		
Library of pre-defined searches	Design	JTI
Custom searches can be configured across all data elements	Design	JTI
Save Searches allows you to save search parameters and to list the completed searches including the search criteria on My Search Page which also lists any archived search results	Design	JTI
Saved Searches can be scheduled to run at specified times as set forth in the workflows and listed as an archived search on My Search Page.	Design	JTI
Configurable Search features -	Design	JTI
Multiple select dropdowns	Design	JTI
Most used criteria listed on search screen with seldom used criteria hidden ("More Options") until selected	Design	JTI
Provides access to SQL query language (equals, not equals, contains, starts with, etc.)	Design	JTI
Soundex ("Join" will return "john" results)	Design	JTI
Results can be "Group by ____" to separate the results into groups	Design	JTI
Search for cases included in a category can exclude one or more types of cases in that category	Design	JTI
One search criteria can be utilized to produce up to three different Search Results screens	Design	JTI
Determine the maximum number of results	Design	JTI
Search results can be exported (one page or all results) to Excel, Word, PDF, CSV, RTF, XML, archive	Design	JTI
Pivot searches - Search and return results for statistical and case loads, for example, cases filed by month, quarter, year, case load by judge and by case type	Design	JTI
Configurable Search Results screen features -	Design	JTI
Configurable Mass Actions, including mass updates, provide checkboxes for each row listed on the search results screen as well as the function to select/deselect all boxes to, for example, assign/reassign a judge to multiple cases	Design	JTI
Configurable drilldowns expand the initial case "row" search results to provide a more in-depth search result (Drilldown results can also be selected for Mass Actions.)	Design	JTI
Click the column headers to sort by ascending/descending order	Design	JTI



Demonstrate Reports		
Reports can be categorized as (i) personal "My" and (ii) court and can be scheduled to run at a desired time, distributed to desired recipients, archived (output is saved and stored in eCourt)	Design	JTI
These reports listed under separate Tabs in your Workspace as My Archived Reports, My Reports, All Reports, All Archived Reports and Shared Reports.	Design	JTI
There are two types of listings - chronological with most recent report first or by Category by time frame (Daily, Weekly, Monthly, Annual, Other)	Design	JTI
Each report listing expands to summarize the report parameters. Change the parameters of existing reports to create future reports or create a new report using the same formats	Design	JTI
For example, to create a report -	Design	JTI
Jasper iReports and Crystal Reports are runtime integrated	Design	JTI
Name	Design	JTI
Category and sub-category	Design	JTI
Auto-run	Design	JTI
Yes/no	Design	JTI
Daily, weekly, monthly, once	Design	JTI
Start time	Design	JTI
Days of week	Design	JTI
Start and end date	Design	JTI
Sharing	Design	JTI
Private	Design	JTI
Other recipients	Design	JTI
Index for reports	Design	JTI
Provide a list of searches and reports by category of internal vs. external and frequency and provide samples	Design	Court
Review the list and samples to consolidate when possible and determine which reports can become searches	Design	Court/JTI
Eliminate some dependency on reports especially for internal analysis	Design	Court
Expand the updated list to include the following for searches	Design	Court

which can also be printed and reports (Search results formats are less versatile than report formats)		
Template for search definitions based on your requirements:	Design	Court
Search criteria, for example, case name, party name, department, case type, judge etc.	Design	Court
How to search - e.g. Party name, search with contains, begins, ends, etc.	Design	Court
Order of criteria	Design	Court
Additional criteria's for e.g. party type, event type, AKAs, etc.	Design	Court
Result elements – what shows in results, order of results, sort order, rules restricting list options	Design	Court
Date range criteria for e.g. do not search for more than 30 days, Search Events in the last year, etc.	Design	Court
Saved Searches - which searches show in Dashboard for groups of users.	Design	Court
Template for report definitions based on your requirements -	Design	Court
Input Search Parameters for the Report (Date Range, Department, etc.)	Design	Court
Report header information	Design	Court
Font size	Design	Court
Page size	Design	Court
Required/optional inputs	Design	Court
Report security requirements	Design	Court
Input range limitations ("cannot be future date")	Design	Court
Formats -	Design	Court
Column headers	Design	Court
Grouping	Design	Court
Sub-grouping	Design	Court
Sorting	Design	Court
New page with each group?	Design	Court
Abbreviations	Design	Court
Truncations	Design	Court
Group totals	Design	Court
Report totals	Design	Court
Page footers	Design	Court
Highlights (* if value above...)	Design	Court
Rounding (00s, 000s)	Design	Court
Distribution list	Design	Court
Configure searches and reports using the Templates	Config	JTI/Court
Approve search and report formats	Config	Court

D.2 Implementation Methodology

DESCRIPTION OF IMPLEMENTATION METHODOLOGY INCLUDING DELIVERABLES. FOR EACH DELIVERABLE, DESCRIBE THE DELIVERABLE, THE PURPOSE OF THE DELIVERABLE



OR HOW IT WILL BE USED, IDENTIFY HOW IT WILL BE DELIVERED, AND WHO HAS PRIMARILY RESPONSIBILITY FOR COMPLETION.

The system implementation and configuration processes begin with the eSuite demonstrations to the court's subject matter experts and supervisors. (We have provided demonstrations to each agency.)

We will utilize the results of the initial planning meetings guided by the Project Work Plan to jointly build the installation tasks and the responsibilities.

Our implementation team will be onsite for a significant portion of the configurations. The availability of each agency's personnel will determine the schedule. In addition, the timelines for the implementations depend on the completion of the interfaces and conversions.

The implementation for each agency will be segmented into four general areas: configurable case initiation forms for each case type, configuration of other screens and workflows, data migration/interface development, and the Public Portal.

Because eSuite is configurable, your users will not be "forced" into using a system that doesn't meet their expectations. We will facilitate the "configuration work sessions", and with your staff, configure the components of the system to your specific requirements.

Our individual staff members will do multiple tasks – configuration of screens and workflows, notices and documents, searches and reports, and training your administrators and staff trainers. Our implementation team seldom has the need to request code changes from developers since the tools they need to configure your system already exist in eCourt. We do not plan to use third-party contractors.

Once the case initiation forms are completed, the case information fields will be known and data migration will begin. As the configurations are tested by the court, user screens will be finalized, allowing the interface development for the court to be completed. As the court's data conversion and interfaces are accepted, data searches, reports, and documents needed by the court will be completed. eCourt has a robust API module that has been used to develop many interfaces. We follow the Agile model of system implementation and configuration. The required changes can be made in real time or divided into two-week sprints. Instead of waiting a long time for configuration to be done and then reviewing all of them together, this Agile methodology will allow for frequent reviews and hands-on training of the system. We will train the court's IT staff to be able to make future changes. Any configuration changes are stored in the database thus eliminating code check-in check-out. We usually make these configuration changes on a configuration environment and then export the changes, which are XML files, into the test system.

Typically, we host the system during the design and configuration phases while providing you with access just as if it had been created on your hardware. With at least some of the configuration data and sample personnel/scheduling information in eCourt, the system will start to come alive, and you can begin to check off your functionality requirements.

We have developed the following major configuration tracks, which are further segmented into design and configuration, and then implementation/roll-out in the Project Work Plan. Many of the tracks are fairly independent and can be done in parallel. The agencies will have its own screens, searches and reports.



D.3 Implementation Schedule

PROVIDE HIGH-LEVEL IMPLEMENTATION SCHEDULE



eCourt schedule

Facilities/Organization/Personnel/Case, Hearing, Event and Other Types

JTI to demonstrate and train the Court personnel responsible for the following information so that they assist and make future changes.

Facilities

Court to provide its facilities data to the extent desired (locations, floors, court rooms, etc.)

Court to supply additional facility data, including resource characteristics – capacity, handicap access, equipment, etc. to the extent desired.

JTI to configure and load facility data.

Organization

Court to provide its organizational structure (divisions, departments, etc.)

JTI to configure and load organizational data.

Case Types

Court to supply case types, sub case types.

JTI to configure and load these types.

Hearing, event and other types and case phases

Court to supply list of hearings, events and other types by case type/sub case type.

JTI to configure and load these types.

Roles

Court to provide roles (not individual job titles) for both Court and non-court personnel serving the Court and ancillary data requirements for each role, such as bar number, badge number, former law firms, classes attended, bond companies, etc.

JTI to configure and load role data.

Personnel

Court to supply list of personnel for both Court and non-court.

JTI to configure and load personnel data.

Court will keep the Directory current.

INFORMATION UPDATES

COURT TO PROVIDE ANY CHANGES TO FACILITIES, ORGANIZATION, CASE, HEARING, EVENT AND OTHER TYPES TO JTI WHICH WILL MAINTAIN THE TABLES UNTIL THE GO-LIVE.

Calendar and Scheduling

Holidays and other Calendar Information

Court to supply Court holidays, standard working hours and any special types of court business and off time.

JTI to enter holidays and standard working hours and configure court business and off time types.

Calendar and Scheduling (Configured and will only need to be update)

Court to provide the case assignment process, weighted case assignment rules, caseload balancing policies and conflict rules.

JTI to build assignment business rules.



Court to determine which roles/individuals/courtrooms are to have calendars.

Court to provide scheduling procedures when hearing assignments are made on a daily basis rather than on a case assignment basis, if applicable.

Court to determine if they want to use calendar time slots for each individual.

Court to determine configurable information on the individual Daily, Weekly and Monthly Court Calendars.

JTI to create assignment procedures and configure the calendars.

Court to maintain/modify the Calendars if requirements change.

JTI to demonstrate using Conference Room Pilot.

Case Initiation and Navigation (Some cases could be received electronically.)

Case Initiation (Configured and will only need to be updated.)

Court to provide case initiation and update screen shots and lookup lists of the current system.

Court to provide the information/format received from other agencies that also initiate cases.

Court to provide rules for case numbering and the processing procedures for cases that have not yet been filed with the court, for example, a person wants to pay traffic ticket before the case/citation reaches the court.

Court to supply any additional data elements, including person data elements, required for case initiation screens, along with required fields and which fields are confidential.

Court and JTI to determine case initiation validation rules and error messages.

JTI will configure case initiation and update screens and lookup lists.

Navigation and Other Screens (Configured and will only need to be updated.)

Court to provide information to be included on the configurable Case Header, including the composition of the case name for internal purposes, and the Case Summary screens. In addition, Court to provide a list of Alerts (minor, requires interpreter, possible bond forfeiture, high risk, Brady list, drugs, etc.) for the case header and throughout the system.

JTI to configure Navigation and other screens.

JTI to demonstrate using Conference Room Pilot.

Court Business Process Review and Workflow for each case type

Court to have available any existing workflow diagrams, notices, reports, minutes, etc. for each case process.

JTI to facilitate discussions with Court to review its processes, identify potential process improvement opportunities and determine the processes to be automated using workflow. (Many workflow processes have been configured, and they will be updated to accommodate the Court's requirements.)

JTI and Court to review the procedures and processes to determine initial and eventual utilization of Time Standards. (For example, automatically schedule a hearing 14 days after an event.)

JTI to build workflows and time standards.

JTI to demonstrate using Conference Room Pilot.

Notices and Documents



Court to provide current notices/documents used for internal and external communications and any regularly filed type of documents. This includes the library of standard motions that will be included in My Notes Library or the Judge's/Court's Library for all to use.

Court to review notices/documents to consolidate as appropriate and indicate the filed documents that are related, if any, as they can be grouped in the Register of Actions.

Court to provide Word documents for each notice/document and Court and JTI to map variables to the database and setup Document Templates.

JTI and Court to determine business rules for when notices/documents are generated and relate to workflow, if desired, who reviews, if fees charged ,etc.

Minutes

Court will provide samples of meetings and suggest additions.

JTI will create Minutes for each type of hearings/meetings and Court and JTI will create MS Word documents to reflect the decisions.

JTI to demonstrate using Conference Room Pilot.

Dashboard (Internal and Public Portal) – Configured and will only need to be updated

Court to determine the dashboard views, including internal views and Public Portal views some of which are created by pre-defined searches, which then can be selected by each individual to tailor their personal dashboard.

Court to decide to put any other case/calendar-type information on the Public Portal.

Court to determine if they will accept electronic documents via the Public Portal directly from lawyers; you could then electronically view and search these documents.

JTI to configure the Public Portal, and the Court to provide a link from its existing website.

Reports and Searches - Searches can be used to eliminate the need for some existing reports.

Reports (Examples to be updated)

Court to provide copy and categorize reports by consumer (outside court, internal use), by case type and frequency.

Court to review and consolidate as appropriate with JTI's guidance.

JTI to create the reports.

Searches (Examples to be updated)

Court to suggest the format for some searches, JTI to suggest others.

JTI and Court will configure searches.

Statutes, Bail Schedules and Assessment Distributions (Special Training provided)

Court will supply statutes, bail schedules and distributions of fines and fees using our import worksheet and JTI will load this information.

Court will approve the accounting for each fine and fee.

Accounting/Cashiering (Special Training provided)

Court will provide current Chart of Accounts and bank account information and JTI will load this information.



Court to provide a list of the cashiers and collection personnel, if appropriate, and JTI to create tills

Court to review and approve the accounting reports and some processes, including the deposit slips and reports that summarize/detail the entries to support the case general ledger, etc.

Other Processes

Seal cases and documents

Court to provide seal-type information.

JTI to configure.

Warrants and Subpoenas

Court to provide warrant and subpoena processes, including modifications, forms, etc.

JTI to configure.

Archive

Court to determine process to archive cases.

JTI to configure archive processes. (Also part of workflow.)

Interfaces using the API

Court will provide the requirements for the information exchange, i.e., the conditions that trigger it, what information will be transferred, the format of the information exchange, the manner of the exchange (real time or batch), required controls (such as header and trailer records), etc.

JTI will configure and unit test the API and provide test entries, and the Court will determine go-live readiness.

Data Conversion

Court confirms data to convert and transfers the legacy data to a common database system from which JTI will insert it into eCourt.

(Court to do data cleaning or scrubbing in the legacy database after the iterations, if necessary JTI to transfer the data from the common databases to eCourt.

Court and JTI determine go-live readiness.

Testing

Acceptance Testing

JTI and Court to develop acceptance plans centered around Conference Room Pilots and test cases.

JTI to certify that eCourt is ready for acceptance testing.

Court to test eCourt per the acceptance test plan and note any defects.

Training

Court to assign in-house help desk personnel early in the project. They should participate in all stages.



JTI to train IT personnel and administrative users, including help desk personnel, from day one with the training to continue throughout the project.

JTI to directly train the accounting personnel.

Court and JTI to develop end user training plans.

Implementation

JTI to prepare eCourt for implementation.

Court Administrative users and super-users to train end users.

JTI and Court to migrate data from legacy information systems.

Court to conduct implementation testing over weekend prior to implementation.

Court and JTI to conduct “go / no go” review.

eCourt to be implemented in production.

(Although eCourtPublic will be implemented, the Court may not wish to immediately expose this site to the public pending any post-implementation data clean-up activities that may be required.)

Technical Environment

JTI to setup a configurable system in Los Angeles and to provide the Court’s implementation staff with access.

JTI to provide hardware, software and system network specifications

JTI to train the IT personnel for the system installation, if needed

Court IT to setup Production system, including the Public Portal, Testing, Training, Staging system and provide JTI with VPN credentials.

Court and JTI to verify that all systems are ready to go-live

eProsecutor/eDefender

Facilities/Organization/Personnel/Case, Hearing, Event and Other Types

JTI to demonstrate and train the agency personnel responsible for the following information so that they assist and make future changes.

Facilities

Agency to provide its facilities data to the extent desired (locations, floors, Agency rooms, capacity, handicap access, equipment, etc.)

JTI to configure and load facility data.

Organization

Agency to provide its organizational structure (divisions, departments, etc.)

JTI to configure and load organizational data.

Personnel

Agency to supply list of personnel for both Agency and non-Agency.

JTI to configure and load personnel data.

Agency will keep the Directory current.

Roles

Agency to provide roles (not individual job titles) for both Agency and non-Agency personnel serving the Agency and ancillary data requirements for each role, such as bar number, badge number, former law firms, classes attended, bond companies, etc.

JTI to configure and load role data.

Case Types

Agency to supply case types, sub case types.

JTI to configure and load these types.

Hearing, event and other types and case phases

Agency to supply list of hearings, events and other types by case type/sub case type.

JTI to configure and load these types.

Information Updates

Agency to provide any changes to facilities, organization, case, hearing, event and other types to JTI which will maintain the tables until the go-live.

endars and Scheduling

Holidays and other Calendar Information



Agency to supply Agency holidays, standard working hours and any special types of Agency business and off time.

JTI to enter holidays and standard working hours and configure Agency business and off time types.

Calendar and Scheduling (Configured and will only need to be updated)

Agency to determine which roles/individuals/Agency rooms are to have calendars.

Agency to provide scheduling procedures when hearing assignments are made on a daily basis rather than on a case assignment basis, if applicable.

Agency to determine if they want to use calendar time slots for any events.

Agency to determine configurable information on the individual Daily, Weekly and Monthly Agency Calendars.

JTI to create assignment procedures and configure the calendars.

Agency to maintain/modify the Calendars if requirements change.

JTI to demonstrate using Conference Room Pilot.

Case Initiation and Navigation (Some cases could be received electronically.)

Case Initiation (Configured and will only need to be updated.)

Agency to provide case initiation and update screen shots and lookup lists of the current system. (workbook)

Agency to provide the information/format received from other agencies that also initiate cases.

Agency to provide rules for case numbering and the processing procedures for cases that have not yet been filed with the Court, for example, an agency-initiated investigation or a grand jury investigation.

Agency to supply any additional data elements, including person data elements, required for case initiation screens, along with required fields and which fields are confidential.

Agency and JTI to determine case initiation validation rules and error messages.

JTI will configure case initiation and update screens and lookup lists.

Navigation and Other Screens (Configured and will only need to be updated.)

Agency to provide information to be modified on the Case Header, including the composition of the case name for internal purposes, alerts, and any case information not currently included.

Agency to provide information to be modified on the Case Summary screens.

Agency to provide a list of Alerts (minor, requires interpreter, possible bond forfeiture, high risk, Brady list, drugs, etc.) for the case header and for pop-up messages.

JTI to configure Navigation and other screens.

JTI to demonstrate using Conference Room Pilot.

Agency Business Process Review and Workflow for each case type

Agency to have available any existing workflow diagrams, notices, reports, minutes, etc. for each case process.

JTI to facilitate discussions with Agency to review its processes, identify potential process improvement opportunities and determine the processes to be automated using workflow. (Many workflow processes have been configured, and they will be updated to accommodate the Agency's requirements.)

JTI and Agency to review the procedures and processes to determine Time Standards. (For example, automatically schedule a hearing 14 days after an event.)

Agency to provide the case assignment process, weighted case assignment rules, caseload balancing policies and conflict rules.

JTI to build assignment business rules.

JTI to build workflows and time standards.

JTI to demonstrate using Conference Room Pilot.

Notices and Documents

Agency to review notices/documents to consolidate as appropriate.

Agency to provide current notices/documents used for internal and external communications and any regularly created documents. This includes the library of standard motions that will be included in My Notes Library or the Agency's Library for all to use.

Agency to provide Word documents for each notice/document and Agency.

JTI to map variables to the database and set up Document Templates.

JTI and Agency to determine business rules for generating notices/documents and relationship to workflows

Minutes (if utilized)

Agency will provide samples of meetings and suggest additions.

JTI will create Minutes for each type of hearings/meetings and Agency and JTI will create MS Word documents to reflect the decisions.

JTI to demonstrate using Conference Room Pilot.

Dashboard (Internal and Public Portal) – Configured and will only need to be updated

Agency to determine the dashboard views, including internal views and Public Portal, which then can be selected by each individual to tailor their personal dashboard.

Agency to decide to put any other case/calendar-type information on the Public Portal.

Agency to determine if they will accept electronic documents via the Public Portal directly from lawyers.

JTI to configure the Public Portal, and the Agency to provide a link from its existing website.

Searches and Reports

Searches can be used to eliminate the need for some existing reports.

Agency to provide copy and categorize reports by consumer (outside Agency, internal use), by case type and frequency.

Agency to review and consolidate as appropriate with JTI's guidance.

Agency and JTI to review existing Searches and Reports.

Agency and JTI create Search and Report configuration list.

JTI and Agency to create the searches and reports.



Statutes, Dispositions, Bail Schedules and Assessment Distributions (Special Training provided)

Agency will supply statutes, disposition types, bail schedules and distributions of fines and fees using our import worksheet

JTI will load information

Agency will approve the accounting for each fine and fee.

Accounting/Cashiering-if needed. (Special Training provided)

Agency will provide current Chart of Accounts and bank account information and JTI will load this information.

Agency to provide a list of the cashiers and collection personnel, if appropriate, and JTI to create tills

Agency to review and approve the accounting reports and some processes, including the deposit slips and reports that summarize/detail the entries to support the case general ledger, etc.

Other Processes

Seal cases and documents

Agency to provide seal-type information.

JTI to configure.

Warrants and Subpoenas

Agency to provide warrant and subpoena processes, including modifications, forms, service tracking, etc.

JTI to configure.

Archive

Agency to determine process to archive cases.

JTI to configure archive processes. (Also part of workflow.)

eProbation

Facilities/Organization/Personnel/Case, Hearing, Event and Other Types

JTI to demonstrate and train the agency personnel responsible for the following information so that they assist and make future changes.

Facilities

Agency to provide its facilities data to the extent desired (locations, floors, Agency rooms, etc.)

Agency to supply additional facility data, including resource characteristics – capacity, handicap access, equipment, etc. to the extent desired.

JTI to configure and load facility data.

Organization

Agency to provide its organizational structure (divisions, departments, etc.)

JTI to configure and load organizational data.

Case Types

Agency to supply case types, sub case types.

JTI to configure and load these types.

Hearing, event and other types and case phases

Agency to supply list of hearings, events and other types by case type/sub case type.

JTI to configure and load these types.

Roles

Agency to provide roles (not individual job titles) for both Agency and non-Agency personnel serving the Agency and ancillary data requirements for each role, such as bar number, badge number, former law firms, classes attended, bond companies, etc.

JTI to configure and load role data.

Personnel

Agency to supply list of personnel for both Agency and non-Agency.

JTI to configure and load personnel data.

Agency will keep the Directory current.

INFORMATION UPDATES

Agency to provide any changes to facilities, organization, case, hearing, event and other types to JTI which will maintain the tables until the go-live.

endars and Scheduling

Holidays and other Calendar Information

Agency to supply Agency holidays, standard working hours and any special types of Agency business and off time.

JTI to enter holidays and standard working hours and configure Agency business and off time types.

Calendar and Scheduling (Configured and will only need to be updated)

Agency to provide the case assignment process, weighted case assignment rules, caseload balancing policies and conflict rules.



JTI to build assignment business rules.

Agency to determine which roles/individuals/Agency rooms are to have calendars.

Agency to provide scheduling procedures when hearing assignments are made on a daily basis rather than on a case assignment basis, if applicable.

Agency to determine if they want to use calendar time slots for any events.

Agency to determine configurable information on the individual Daily, Weekly and Monthly Agency Calendars.

JTI to create assignment procedures and configure the calendars.

Agency to maintain/modify the Calendars if requirements change.

JTI to demonstrate using Conference Room Pilot.

Case Initiation and Navigation (Some cases could be received electronically.)

Case Initiation (Configured and will only need to be updated.)

Agency to provide case initiation and update screen shots and lookup lists of the current system. (workbook)

Agency to provide the information/format received from other agencies that also initiate cases.

Agency to provide rules for case numbering and the processing procedures for cases that have not yet been filed with the Court, for example, an agency-initiated investigation or a grand jury investigation.

Agency to supply any additional data elements, including person data elements, required for case initiation screens, along with required fields and which fields are confidential.

Agency and JTI to determine case initiation validation rules and error messages.

JTI will configure case initiation and update screens and lookup lists.

Navigation and Other Screens (Configured and will only need to be updated.)

Agency to provide information to be modified on the Case Header, including the composition of the case name for internal purposes, alerts, and any case information not currently included.

Agency to provide information to be modified on the Case Summary screens.

Agency to provide a list of Alerts (minor, requires interpreter, possible bond forfeiture, high risk, Brady list, drugs, etc.) for the case header and for pop-up messages.

JTI to configure Navigation and other screens.

JTI to demonstrate using Conference Room Pilot.

Agency Business Process Review and Workflow for each case type

Agency to have available any existing workflow diagrams, notices, reports, assessments, etc. for each case process.

JTI to facilitate discussions with Agency to review its processes, identify potential process improvement opportunities and determine the processes to be automated using workflow. (Many workflow processes have been configured, and they will be updated to accommodate the Agency's requirements.)

JTI and Agency to review the procedures and processes to determine initial and eventual utilization of Time Standards. (For example, automatically schedule a hearing 14 days after an event.)

JTI to build workflows and time standards.



JTI to demonstrate using Conference Room Pilot.

Notices and Documents

Agency to review notices/documents to consolidate as appropriate and indicate the filed documents that are related, if any, as they can be grouped in the Register of Actions.

Agency to provide current notices/documents used for internal and external communications and any regularly filed type of documents. This includes the library of standard motions that will be included in My Notes Library or the Agency's Library for all to use.

Agency to provide Word documents for each notice/document and Agency.

JTI to map variables to the database and set up Document Templates.

JTI and Agency to determine business rules for when notices/documents are generated and relate to workflow, if desired, who reviews, if fees charged ,etc.

Assessments

Agency will provide samples of risk assessments and suggest additions.

JTI will create risk assessments for each type of use and Agency and JTI will create MS Word documents (as needed) based on Agency processes.

JTI to demonstrate using Conference Room Pilot.

Dashboard (Internal and Public Portal) – Configured and will only need to be updated

Agency to determine the dashboard views, including internal views and Public Portal, which then can be selected by each individual to tailor their personal dashboard.

Agency to decide to put any other case/calendar-type information on the Public Portal.

Agency to determine if they will accept electronic documents via the Public Portal.

JTI to configure the Public Portal, and the Agency to provide a link from its existing website.

Searches and Reports - Searches can be used to eliminate the need for some existing reports.

Searches and Reports (Examples to be updated)

Agency to provide copy and categorize reports by consumer (outside Agency, internal use), by case type and frequency.

Agency to review and consolidate as appropriate with JTI's guidance.

Agency and JTI to review existing Searches and Reports.

Agency and JTI create Search and Report configuration list.

JTI and Agency to create the searches and reports.

Statutes, Dispositions, Bail Schedules and Assessment Distributions (Special Training provided)

Agency will supply statutes, disposition types, bail schedules and distributions of fines and fees using our import worksheet and JTI will load this information.

Agency will approve the accounting for each fine and fee.

Accounting/Cashiering-if needed. (Special Training provided)

Agency will provide current Chart of Accounts and bank account information and JTI will load this information.



Agency to provide a list of the cashiers and collection personnel, if appropriate, and JTI to create tills

Agency to review and approve the accounting reports and some processes, including the deposit slips and reports that summarize/detail the entries to support the case general ledger, etc.

Other Processes

Seal cases and documents

Agency to provide seal-type information.

JTI to configure.

Warrants and Subpoenas

Agency to provide warrant and subpoena processes, including modifications, forms, service tracking, etc.

JTI to configure.

Archive

Agency to determine process to archive cases.

JTI to configure archive processes. (Also part of workflow.)

Interfaces using the API

Agency will provide the requirements for the information exchange, i.e., the conditions that trigger it, what information will be transferred, the format of the information exchange, the manner of the exchange (real time or batch), required controls (such as header and trailer records), etc.

JTI will configure and unit test the API and provide test entries, and the Agency will determine go-live readiness.

Interfaces

Agency confirms data to exchange between eProbation and external system(s).

JTI to iterate through development and Agency testing.

Agency and JTI determine go-live readiness.

Testing

Acceptance Testing

JTI and Agency to develop acceptance plans centered on Conference Room Pilots and test cases.

JTI to certify that eProbation is ready for acceptance testing.

Agency to test eProbation per the acceptance test plan and note any defects.

Training

Agency to assign in-house help desk personnel early in the project. They should participate in all stages.



JTI to train IT personnel and administrative users, including help desk personnel, from day one with the training to continue throughout the project.

JTI to directly train the accounting personnel.

Agency and JTI to develop end user training plans.

Implementation

JTI TO PREPARE EPROBATION FOR IMPLEMENTATION.

AGENCY ADMINISTRATIVE USERS AND SUPER-USERS TO TRAIN END USERS.

Agency to conduct implementation testing over weekend prior to implementation.

Agency and JTI to conduct “go / no go” review.

eProbation to be implemented in production.

(Although the Public Portal will be implemented, the Agency may not wish to immediately expose this site to the public pending any post-implementation data clean-up activities that may be required.)

Technical Environment

JTI to setup a configurable system in Los Angeles and to provide the Agency’s implementation staff with access.

JTI to provide hardware, software and system network specifications

JTI to train the IT personnel for the system installation, if needed

Agency IT to setup Production system, including the Public Portal, Testing, Training, Staging system and provide JTI with VPN credentials.

Agency and JTI to verify that all systems are ready to go-live

D.4 Implementation Team

LISTING OF PROJECT TEAM FOR BOTH THE CITY AND CONSULTANT. EACH RESOURCE SHOULD BE IDENTIFIED WITH A DESCRIPTION OF THE RESOURCE’S ROLE.

Sr. Project Managers from the City and JTI will work together for resource planning as part of the project plan and WBS.

D.5 Project Staffing

STAFFING / HOUR EXPECTATIONS FOR BOTH THE CITY AND CONSULTANT. NON-PROJECT TEAM HOURS SHOULD ALSO BE IDENTIFIED (SUBJECT MATTER EXPERTS, TESTING, ETC)

Sr. Project Managers from the City and JTI will work together for resource planning as part of the project plan and WBS

D.6 Roles and Responsibilities for Key Project Activities

SIMILAR TO INFORMATION PROVIDED IN THE RFC RESPONSE, THIS SECTION SHOULD IDENTIFY RESPONSIBILITY FOR KEY ACTIVITIES DURING THE IMPLEMENTATION.



Sr. Project Managers from the City and JTI will work together for resource planning as part of the project plan and WBS Data Conversion

Section E: Training

THIS SECTION SHOULD IDENTIFY ALL PROPOSED TRAINING AND PROVIDE A DESCRIPTION OF THE TRAINING STRATEGY. FOR EACH OF THE GROUPS IDENTIFIED BELOW, THE SOW SHOULD DETAIL THE TRAINING STRATEGY, PLANNED PARTICIPANTS, MAXIMUM NUMBER OF PARTICIPANTS, HOURS FOR THE TRAINING, ADDITIONAL TRAINING RESPONSIBILITIES, TRAINING EXPECTATIONS, AND APPROXIMATE DATES/TIMELINE FOR TRAINING.

FOR EACH TRAINING GROUP, CONSULTANT SHOULD IDENTIFY THE INTENDED OUTCOME OF THE TRAINING. FOR EXAMPLE, AFTER TRAINING IT IS EXPECTED THAT X TRAINING GROUP WILL BE SKILLED ON REPORT WRITER, DATA ENTRY, SYSTEM ADMIN, ETC.

We provide direct training for those with specialties, including accounting personnel, and train-the-trainer for others. Training will be integrated into all facets of configuration and implementation. Training begins day one. The more you do, the more you learn...and that is the basic training! Then you will be able to configure eSuite when your business processes change and moreover support the system from day one. We have an unlimited budget for implementation training; we will train until you want no more.

E.1 Project Team Training

System administrators will be involved (trained) from the start and will include configuration, workflow and the associated business rules, notice mapping, form generating, document scanning, etc. A major part of the training will be on-site.

E.2 Technical Training

The Court's subject matter experts and in-house help desk personnel will be trained at each step of the implementation. The in-house Help Desk personnel must be ready to provide help during the roll-out and help train new personnel. The Court's subject matter experts and in-house help desk

personnel will be trained at each step of the implementation. The in-house Help Desk personnel must be ready to provide help during the roll-out and help train new personnel

E.3 End User Training

End user training will be led by City SME and Power users that have been trained in the train-the-trainer method. They will be assisted by JTI implementation staff.

E.4 Training Content Development / Coordination

THIS SECTION SHOULD IDENTIFY TRAINING RESPONSIBILITIES AND ROLES FOR ADMINISTRATION OF TRAINING INCLUDING TRAINING MATERIAL DEVELOPMENT, IDENTIFICATION OF TRAINING NEEDS, ETC.



The training program and documentation will be tailored to your configured screens, processes and procedures for each court and case type or group of case types. We need to train what was configured. The court's staff will be deeply involved in the configuration and workflow processes, and from these sessions will come a jointly developed training program and content.

E.5 Other Knowledge Transfer

THIS SECTION SHOULD DESCRIBE HOW CONSULTANTS PLAN TO TRANSFER KNOWLEDGE OUTSIDE OF FORMAL CLASSROOM OR WEB-BASED OR SELF-PACED TRAINING. WHAT ACTIVITIES, STRATEGIES, ETC. WILL BE USED TO ENSURE KNOWLEDGE TRANSFER TO CITY RESOURCES

Training and online “help” share the three components of the online documentation. All of the help functions can also accommodate both audio and video.

1. The universal view provides the complete eCourt documentation; its Table of Contents can be sorted by role to parallel training courses and facilitate the focus during “refresher” reviews.
2. Most screens have “help” that is brought to the user's open screen when you click on the “?” at the top of the screen. Consequently, the user continues to see what they are working on while they view the help information.
3. Every element on the screens can also have tailored help. Just insert a “?”, for example, next to a dropdown, and then click on it to see a note explaining the dropdown while the screen remains open.

We work to minimize future dependency on us through knowledge transfer and the development of a client Help Desk that is staffed by experienced individuals who have worked on the project and thus have both a firm grasp of eCourt and how it was implemented. As a result, they are able to effectively triage problem reports with hardware, network, and user errors being handled locally in an expeditious manner with us standing by to provide support or to handle problems related to software defects or functionality deficiencies.

From Project Work Plan – Training Technical and Non-Technical Personnel

Task Name	Category	Resource Names
TRAINING FOR TECHNICAL PERSONNEL		
Actual learning takes place by doing; thus, the technical staff will be involved in all stages of the implementation	Train	JTI
Focus -	Train	JTI
Metadata/database structure and dropdowns - an understanding of the eCourt database elements	Train	JTI
Entities	Train	JTI
Viewing entity definitions	Train	JTI
Viewing entity field details	Train	JTI
Modifying an entity field	Train	JTI
Adding a new entity field	Train	JTI



Deleting an entity field	Train	JTI
Using forms	Train	JTI
Using validations	Train	JTI
Using rules	Train	JTI
Adding a new entity	Train	JTI
Exporting all entity definitions	Train	JTI
Exporting the data dictionary	Train	JTI
Archives	Train	JTI
Viewing metadata archives	Train	JTI
Searching for a metadata archive	Train	JTI
Archiving metadata	Train	JTI
Restoring archived metadata	Train	JTI
Deleting an archive entry	Train	JTI
Comparing metadata archives	Train	JTI
Working with Lookup Lists	Train	JTI
Viewing the lookup list screen	Train	JTI
Viewing the lookup list items	Train	JTI
Searching for a lookup list	Train	JTI
Using lookup lists	Train	JTI
Lookup Items	Train	JTI
Create lookup list relationships	Train	JTI
Displaying metadata usages	Train	JTI
Adding a new lookup list	Train	JTI
Deleting a lookup list	Train	JTI
Exporting a lookup list	Train	JTI
Importing a lookup list	Train	JTI
Forms - The form builder provides the toolkit used to consume the eCourt metadata.	Train	JTI
Introduction - what is a web form?	Train	JTI
Types of forms	Train	JTI
Case initiation	Train	JTI
Header	Train	JTI
Folder views	Train	JTI
Add	Train	JTI
Update	Train	JTI
Search	Train	JTI
General form features	Train	JTI
Panels	Train	JTI
Lookup	Train	JTI
Auto complete	Train	JTI
Zip code lookup	Train	JTI
Date/time picker	Train	JTI



Cascading drop-downs	Train	JTI
Show if	Train	JTI
Help messages	Train	JTI
Forms footer icons	Train	JTI
Data integrity check features	Train	JTI
Required fields	Train	JTI
Hidden form items with default values	Train	JTI
Data validations	Train	JTI
Business rules	Train	JTI
Using the form builder	Train	JTI
Forms list screens	Train	JTI
Form general options	Train	JTI
Form items	Train	JTI
Add data fields	Train	JTI
Add panel	Train	JTI
Add static text	Train	JTI
Add XREF (Cross Reference)	Train	JTI
Form panel	Train	JTI
Zip code module - Zip code search	Train	JTI
Importing/exporting forms	Train	JTI
Case initiation forms	Train	JTI
Creating a case initiation form	Train	JTI
Running a case initiation form	Train	JTI
Case initiation from the navigation bar	Train	JTI
Header forms	Train	JTI
Creating a header form	Train	JTI
Displaying a header form	Train	JTI
Folder views	Train	JTI
Creating a folder view	Train	JTI
Displaying a folder view	Train	JTI
Add forms	Train	JTI
Creating an add form	Train	JTI
Displaying an add form	Train	JTI
Saving an update form as an add form	Train	JTI
Update forms	Train	JTI
Creating an update form	Train	JTI
Displaying an update form	Train	JTI
Saving an add form as an update form	Train	JTI
Search forms	Train	JTI
Creating a search form	Train	JTI
Search form items table	Train	JTI
Search criteria specific field properties	Train	JTI



Sub-query field property	Train	JTI
Pivot table searches	Train	JTI
Mass forms	Train	JTI
Mass add forms	Train	JTI
Mass update forms	Train	JTI
Navigation menus	Train	JTI
Creating a top navigation menu	Train	JTI
Creating a left navigation menu	Train	JTI
Creating a case navigation menu	Train	JTI
Menu Items	Train	JTI
Calendar - Calendar functions, as well as eCourt's time slot and scheduling features.	Train	JTI
Working with the Calendar view	Train	JTI
Displaying events by month	Train	JTI
Displaying events by week	Train	JTI
Displaying events by day	Train	JTI
Searching events in the Calendar view	Train	JTI
Using the search bar	Train	JTI
Working with saved searches	Train	JTI
Scheduled events in the Calendar view	Train	JTI
Using the schedule event screen	Train	JTI
Using the calendar assistant widget	Train	JTI
Using bulk schedule from a search	Train	JTI
Rescheduling an event	Train	JTI
Removing a scheduled event	Train	JTI
Working with time slot templates	Train	JTI
Searching for a time slot template	Train	JTI
Viewing a time slot template	Train	JTI
Creating a time slot template	Train	JTI
Removing a time slot template	Train	JTI
Working with time slots	Train	JTI
Viewing time slots	Train	JTI
Modifying a time slot	Train	JTI
Adding additional time slots	Train	JTI
Removing a time slot	Train	JTI
Configuring holidays	Train	JTI
Adding a new holiday	Train	JTI
Deleting a holiday	Train	JTI
Holiday schedule	Train	JTI
Configuring location off-time	Train	JTI
Adding a location off-time	Train	JTI
Deleting a location off-time	Train	JTI

Configuring person off-time	Train	JTI
Adding a location off-time	Train	JTI
Deleting a location off-time	Train	JTI
Documents - Learn how to create document templates using Microsoft Word and the eCourt template builder.	Train	JTI
Create a new document definition	Train	JTI
Create document templates	Train	JTI
Document template fields	Train	JTI
Document template root	Train	JTI
Document template fields	Train	JTI
Create document template in Word	Train	JTI
Install document mapping macro	Train	JTI
Use document mapping macro	Train	JTI
Assign the template to document definition – document root configuration	Train	JTI
Document generation	Train	JTI
Frequently asked questions	Train	JTI
Install the eCourt Document MacroEnable or Trusting the Macro	Train	JTI
Directory - Learn to setup Directory with the court's personnel list, as well as lists of people and organizations with which the court regularly interacts.	Train	JTI
Organizational directory	Train	JTI
Adding a new organization	Train	JTI
Using organization information	Train	JTI
Searching for an organization	Train	JTI
Deleting an organization	Train	JTI
Importing multiple organizations	Train	JTI
Person directory	Train	JTI
Adding a new person	Train	JTI
Using person information	Train	JTI
Searching for a person	Train	JTI
Deleting a person	Train	JTI
Importing multiple people	Train	JTI
Assigning person security	Train	JTI
System properties	Train	JTI
Business processes - foundation to build business process workflows.	Train	JTI
Process group	Train	JTI
Process	Train	JTI
Process general	Train	JTI
Process triggers	Train	JTI
Work queue	Train	JTI



Manual work queue	Train	JTI
Automatic work queue	Train	JTI
Process graph	Train	JTI
Workflow monitor	Train	JTI
Checklists - Learn how to create configurable checklists that can be automatically added to cases based on predefined criteria.	Train	JTI
Using the checklist screen	Train	JTI
Update a checklist item	Train	JTI
Additional checklist item	Train	JTI
Notes - features allow users to create case notes and to store and categorize important content for later user.	Train	JTI
My notes	Train	JTI
Custom note templates	Train	JTI
Shared notes	Train	JTI
Case notes	Train	JTI
Search and filter case notes	Train	JTI
Additional case notes	Train	JTI
Security - Tools to setup, restrict views and actions.	Train	JTI
Groups tab	Train	JTI
Creating a group	Train	JTI
Deleting a group	Train	JTI
Security permissions summary	Train	JTI
Users tab	Train	JTI
Creating a new user	Train	JTI
Removing a user	Train	JTI
Searching/filtering users	Train	JTI
Applying a group to a single user	Train	JTI
Applying a group to multiple users	Train	JTI
Authorities tab	Train	JTI
Creating authorities	Train	JTI
Access level permissions	Train	JTI
Deleting authorities	Train	JTI
URLS tab	Train	JTI
Creating a URL pattern	Train	JTI
Removing a URL pattern	Train	JTI
URL pattern types	Train	JTI
Entity/Case type tab	Train	JTI
Creating entity/case type permissions	Train	JTI
Removing entity case type permissions	Train	JTI
Tasks tab	Train	JTI
Editing task permissions	Train	JTI



Task definitions	Train	JTI
Forms tab - editing form security	Train	JTI
Reports tab	Train	JTI
Rules tab	Train	JTI
Creating rules	Train	JTI
Removing a rule	Train	JTI
ACLS tab	Train	JTI
Logs tab	Train	JTI
Reports/Searches - JTI will provide entity relationship training in support of the court's report/search building needs.	Train	JTI
Report screen tab	Train	JTI
Common report screen icons	Train	JTI
Report search criteria	Train	JTI
Input parameters for archived reports only	Train	JTI
Run report form buttons	Train	JTI
Public Portal - How to setup and maintain	Train	JTI
Download the eCourtPublic installation package	Train	JTI
Install MySQL	Train	JTI
Install MySQL Client Tools	Train	JTI
Setup the Database	Train	JTI
Setup the Application User	Train	JTI
Grant the Application User	Train	JTI
Install PHP	Train	JTI
Install PEARInstall eCourtPublic Application	Train	JTI
Review Configurations -	Train	JTI
Screens	Train	JTI
Advanced screen conditions	Train	JTI
Workflows	Train	JTI
Time standards	Train	JTI
Notice mapping	Train	JTI
Searches and reports	Train	JTI
Minutes	Train	JTI
Dispositions	Train	JTI
Accounting including fines, fees, etc.	Train	JTI
WORKGROUP FOR TRAINING NON-TECHNICAL PERSONNEL		
The Court's subject matter experts and in-house help desk personnel will be trained at each step of the implementation. The in-house Help Desk personnel must be ready to provide help during the roll-out and help train new personnel	Train	Court
The Court's train-the-trainers will take charge after the	Train	Court



configuration is completed. (They have to train the users on the configured system.)		
Provide basic user documentation -	Train	JTI
Log-in	Train	JTI
Navigation	Train	JTI
Directory	Train	JTI
Contact Groups	Train	JTI
Calendar and scheduling events	Train	JTI
Case views	Train	JTI
Case initiation	Train	JTI
Joinders	Train	JTI
Notes Library and Case Notes	Train	JTI
Docket, Minutes and disposing changes	Train	JTI
Checklists	Train	JTI
Workflow and time standards	Train	JTI
Accounting	Train	JTI
Prepare for end-user training	Train	Court
On-screen help -	Train	Court
The universal view provides the complete eCourt documentation; its Table of Contents can be sorted by role to parallel training courses and facilitate the focus during "refresher" reviews	Train	Court
Most screens have "help" that is brought to the user's open screen when you click on the "?" at the top of the screen. Consequently, the user continues to see what they are working on while they view the help information	Train	Court
Every element on the screens can also have tailored help. Just insert a "?", for example, next to a dropdown, and then click on it to see a note explaining the dropdown while the screen remains open	Train	Court
Video -		Court
Incorporate video instructions from supervisors for each screen or task, for example, filing a document	Train	Court
Create course curriculum for each role using the configured screens and workflows. Typically, this includes a basic user training course that covers the subjects listed as documents above and a specific business area course	Train	Court/JTI
Prepare the training schedule, arrange for the facilities and notify the end users	Train	Court
Train the users	Train	Court

Section F: Post Go-Live Support

F.1 DESCRIBE WHAT IS INCLUDED FOR POST GO LIVE SUPPORT INCLUDING SPECIFIC SERVICES TO BE PERFORMED, HOW SERVICES WILL BE PERFORMED, RESPONSIBILITY, AND ANY RELEVANT SERVICE LEVELS **Overview of Post Go-Live Support**

The annual license and maintenance fees include licenses, updates, upgrades and routine support. Non-routine projects including training subsequent to the go-live, will be done pursuant to a Statement of Work using an agreed upon hourly rate. However, because eCourt is configurable, the IT department and power users will be able to make most changes.

Your eCourt administrators should be the front line of support for your end users. They can access our support staff via toll-free phone, email and online chat, during regular business hours, Monday through Friday. We are also available to respond to emergency issues at other times.

All support issues are logged into our internal database and assigned a case ID. Every case has a history of notes, correspondence, involved parties, and solution information. This centralized database ensures that our staff has all the information they need to resolve your issues.

We have remote access for all of our clients, and we will adapt to the agency's remote access methods.

We provide quarterly service level releases which consist of patches and bug fixes and an annual release of a new version. The upgrades in versions are deployed as "war" files, which contain upgraded java code for new features or fixes that have been released. Also included in the upgrade file are upgrade scripts for databases, which will refactor or change any database changes that have been made in the product. All these upgrades apply only to the core features of eCourt and do not affect any custom changes made for a particular client, so any configuration made by you will remain intact. Your IT staff will be training to do the upgrades.

Support for the eCourt API is provided via the API Support Internet Forum. We will generally provide an initial response within four hours of first contact. We will use all reasonable diligence in correcting verifiable and reproducible errors reported to you. We will, after verifying that such an error is present, initiate work in a diligent manner toward development of a solution. If the error is categorized as "Critical" (meaning an error for which there is no workaround and which causes data loss, affects a mission critical task or poses a possible security risk that could compromise the system), we will provide a solution through a service release as soon as possible. We will not be responsible for correcting errors in any version of the Licensed Software other than the current version, with the exception of Critical errors, for which a service release will be provided for the most recent previous version as well. We will not be responsible for errors caused by hardware limitations or failures, network infrastructure, operating system problems, operator errors or any errors related to processes, interfaces or other software.

F.2 Service Level Agreements

Section G: Project Assumptions

PLEASE LIST ALL PROJECT ASSUMPTIONS, EVEN IF THEY HAVE BEEN STATED PREVIOUSLY IN THE SOW. AVOID LISTING ASSUMPTIONS THAT ARE MORE APPROPRIATE TO THE SERVICE CONTRACT DOCUMENT, SUCH AS PRICING SCHEMES AND SO ON, IN ORDER TO AVOID POTENTIAL CONFLICT AND LATER CONFUSION.]



[ASSUMPTIONS SHOULD BE CATEGORIZED. EXAMPLES OF CATEGORIES THE CONSULTANT MIGHT USE INCLUDE: RESOURCES, INTERFACES, CONVERSIONS, CUSTOMIZATIONS, TRAINING, SUPPORT, CHANGE MANAGEMENT, IMPLEMENTATION, AND/OR GENERAL.

1. City of Spokane I.T. will be heavily involved in data conversion and interface efforts.
2. IT responsible for server hardware and infrastructure.
3. Our overarching plan is to ensure eSuite knowledge and technical transfer to City from JTI.
4. Every document and report in the current system is out of scope. Project teams will jointly identify core documents and reports for the new system.
5. Our response to functional document is yes, in scope or no, not in scope.



Section H: City

H.1 Contract Amount

THIS SECTION SHOULD IDENTIFY THE TOTAL COST OF THE CONTRACT. PLEASE DESCRIBE THE COST BREAKDOWN; WHICH SHOULD INCLUDE, BUT IS NOT LIMITED TO, LICENSE FEES, PROFESSIONAL SERVICES (INCLUDING IMPLEMENTATION), INTERFACE DEVELOPMENT, AND PROJECT EXPENSES.

See Pricing proposal.

H.2 Payment Schedule

PLEASE STATE THE PAYMENT SCHEDULE.

See Pricing proposal.



Section I: Appendix

I.1 Functional Requirements

This section details the functional requirements that are being requested in this statement of work.

Item #	Requirement Title	Requirement Description	In Scope	High Priority
A. Statute management				
A.1	Expire statutes	The ability to expire statutes when they are no longer needed.	y	
A.2	Schedule a future statute	The ability to schedule a statute for use in the future.	y	
A.3	Render fees and statute information in case based on previously expired statutes	The ability to populate fees and statute information in a case when a previously expired statute is selected for a case.	Y	
A.4	Bulk management of statutes	The ability to manage penalty and statute attributes for a statute in a bulk method; instead of one by one.	Y	
A.5	Pull statute from source of truth	The system must have one source of truth where statutes are managed and pushed out to all agencies in all environments and used the same way.	N	
B. Document management				
B.1	Populate documents with data from database to save into case	The ability to automatically populate a document within a name or case record using data from the database.	Y	
B.1.a	Manual automation	The automation will need to be triggered manually by the user behind the scenes and then added to the specified name or case record.	Y	
B.1.b	Automation triggered automatically	The automation will need to be triggered automatically behind the scenes and then added to the specified name or case record.	Y	
B.1.c	Admins/power users to author automated documents	The Administrator of the system must be able to author automated documents	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
B.1.d	Populate document with default values	The automation software must provide the ability to populate the document with default values specified from the database when returning data.	y	
B.2	Simple document automation	The system must not require more than two clicks for document generation	Requires more than 2 clicks unless use workflow. Similar clicks to JDA	
B.2.a	Document generation via hot key	The system must have the ability to use a hot key for document generation	N	
B.3	Automated documents with signatures	The system must be able to automatically assign the currently logged in user's signature to a document that has been automatically generated.	y-Stamp sigs	
B.3.a	Add a signature to a document	The ability to add an electronic signature of another user in the system to a document.	Y	X
B.3.b	Add multiple signatures to a document	The ability to add multiple user signatures to a document.	y-Stamp sigs	
B.4	Edit documents	The system must have the ability to edit documents.	Y	
B.4.a	Calculations	If the system uses Microsoft Word for documents then it must give the user access to calculations for editing.	N	
B.4.b	Active X fields	If the system uses Microsoft Word for documents then it must give the user access to ActiveX controls for editing.	N	
B.4.c	Control over Microsoft Word formatting and settings	If the system uses Microsoft Word for documents then it must give the user access to the tools and settings of Microsoft Word for editing.	Y	X



Item #	Requirement Title	Requirement Description	In Scope	High Priority
B.5	Store electronic documents and files	The ability to store the following types of files, with no size limitations, within a case or name record:	Y	
B.5.a	Image file	.JPG, .JPEG	Y	
B.5.b	Image file	.BMP	Y	
B.5.c	Image file	.GIF	Y	
B.5.d	Document	.DOC, .DOCX,	Y	
B.5.e	Video file	.MP3	Y	
B.5.f	Video file	.MPV	Y	
B.5.g	Video file	.MOV	Y	
B.5.h	Image file	.TIFF, .TIF	Y	
B.5.i	Document	.PDF	Y	
B.5.j	Audio file	.WAV	Y	
B.5.k	Email	.MSG	Y	
B.5.l	Web document	.HTML, .HTM	Y	
B.5.m	Document	.TXT	Y	
B.5.n	Spreadsheet	.CSV	Y	
B.5.o	Spreadsheet	.XLS	Y	
B.5.p	Video file	.MP4 (Body cams)	Y	X
B.6	Scan document directly into record	The ability to scan a document directly into a case or name record.	Y	
B.6.a	Batch scanning	The ability to do batch document scanning	Y	X
B.6.b	Entering batch scans into specified records	The ability to add batch scanned documents into a user specified case(s) or name record(s) within one action.		
B.7	Email document from within system	The ability to send a document directly via email from within the system to an email address internal or external to the system.	Y	
B.7.a	Email multiple documents from within application	The ability to send multiple documents from within the system at once without having to save them first outside the system.	N	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
B.7.b	Drag files from a record into an email	The ability to drag one or more documents or files from a name record or case record, within the case management system, into an email.	N	
B.8	Populate database via a document form; "dynamic document" capability	The system shall have the functionality for a user to fill out a dynamic document which will then populate the system's database.	N	X
B.9	Drag and drop files	The ability for a user to drag and drop one or more files into the system's document repository.	N	
B.10	Multiple case numbers on one document	The ability to add multiple case numbers to one document and save that document into all relevant document repositories.	N	
B.11	Manual "Filed" stamp	The ability to manually add a "Filed" stamp to documents generated within the system as well as documents added from outside the system.	Y	
B.11.a	Automatic "Filed" stamp	The ability to automatically add a "Filed" stamp to documents generated within the system as well as documents added from outside the system.	Y	
B.12	Hide unwanted system features	The ability for an administrator to hide reports, folders, views and views within the program.	Y	
B.13	Defendant signs system generated document with signature pad	The ability for a defendant to sign any electronic document, that is generated within the system, with a signature pad	Y	
B.13.a	Signature pad	The system must be compatible with ePad II Interlink Electronics signature pads	N	
B.14	Save a generated document as a PDF file	The system must provide functionality for saving a system-generated document as a PDF file format within the case management system.	Y	
B.15	Folder management in the system document repository.	The system must allow an administrator to group like document types into folders within the system's document repository.	N	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
B.15.a	Add folders	The system must allow an administrator to add a folder in the system's document repository.	N	
B.15.b	Delete folders	The system must allow an administrator to delete a folder in the system's document repository if it has no child records.	N	
B.17	Document versioning	The system must have the ability to turn on document versioning by an end user when the need is required and to easily turn it off again when no longer needed.	Y	
B.18	Create a document	The system must have the ability for a user to create a document within the system	Y	
B.19	Delete a document	The system must allow a user to delete a document from within the system	Y	
C. Business rules/workflow				
C.1	Create system automations	The system must be able to configure automation on case and name records.	Y	
C.1.a	Admins/power users to author business rules	The Administrator of the system must be able to author business rules.	Y	
C.1.b	Automation - Add or Update Events	The system must allow an admin to configure a business rule that will automatically add or update an event on a case or name record.	Y	
C.1.c	Automation - Add or Update Tasks	The system must allow an admin to configure a business rule that will automatically add or update a task on a case or name record.	Y	
C.1.d	Automation - Add or Update case involved parties	The system must allow an admin to configure a business rule that will automatically add or update a case involved party on a case or name record.	Y	
C.1.e	Automation - Add or Update documents	The system must allow an admin to configure a business rule that will automatically add or update a document on a case or name record.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
C.1.g	Automation - Send documents	The system must allow an admin to configure a business rule that will automatically send documents via email to case involved parties	Y	
C.1.h	Automation - Send case updates	The system must allow an admin to configure a business rule that will automatically send email notifications to case involved parties as a result of case updates	Y	
C.2	Schedule a business rule to run as a batch	The system must be able to schedule multiple business rules to be automatically run at the same time to update numerous case and/or name records on an hourly basis.	Y	
C.2.a	Prioritize business rules that run in a batch	The system must be able to prioritize the order of business rules to be run as a batch.	Y	
C.3	Business rule to run for specific agency/group	The system administrator must be able to configure a business rule, or set of rules, to affect a specified group of users.	Y	
C.3.a	Business rule to run for specific user(s)	The system administrator must be able to configure a business rule, or set of rules, to affect specified user(s).	Y	
C.4	Business rules execute when saved.	The system must immediately execute a business rule for all affected users as soon as it is saved in the system.	Y	
C.8	Track offers in case files	The system must have the ability to track offers in a given case file by user and date	Y	
C.8.a	Transfer offers tracking to sentencing	The system must transfer tracking data of offers to sentencing data once the case is resolved.	Y	
C.9	Complete case management capabilities for trial purposes	The system must have complete case management capabilities for trial purposes.	Y	
C.9.a	Discovery exchange and logging	The system must be able to perform discovery exchange and logging.	Y	
C.9.b	Jury instructions creation and updates	The system must be able to create jury instructions and updates.	Y	
C.9.c	Subpoena generation and tracking	The system must be able to generate subpoenas and tracking.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
C.9.d	Witness/victim management and contact information	The system must be able to manage witnesses/victims and contact information.	Y	
C.9.e	Evidence gathering and tracking	The system must be able to gather evidence and track.	Y	
C.9.f	Trial management outline and documents	The system must be able to manage trial outlines and documents.	Y	
C.9.g	Reminders and notifications	The system must be able to create reminders and notifications.	Y	
<i>D. System reports- Reporting requirements pertain to the capability to produce a variety of reports for the purposes of managing cases, caseload, calendars, financials, etc.</i>				
D.1	Out-of-the-box reports	The ability to report on the data in the system using functional, out-of-the-box reports for all agencies.	Y	
D.1.a	Accounting reports	The system must have the ability to generate reports that utilize accounting data elements and case records.	Y	
D.1.b	Audit reports	The system must have the ability to generate reports that utilize the audit log tracking to report changes, deletions, and other system changes.	Y	
D.1.c	Security reports	The system must have the ability to generate reports that detail current security settings for users.	Y	
D.1.d	Management reports	The system must have the ability to generate reports that detail high level administrative tasks and function; such as caseload reporting.	Y	
D.1.e	Clean up reports	The system must have the ability to generate reports that display case and name record details for use in closing or correcting data.	Y	
D.1.f	Calendar reports	The system must have the ability to generate reports that display calendaring events and details.	Y	
D.1.g	Miscellaneous reports	The system must have the ability to generate reports that display various types of case and name record data in one format.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
D.1.h	Data Exchange reports	The system must have the ability to generate reports that are utilized for data exchange purposes.	Y	
D.1.i	Exception reports	The system must have the ability to generate exception reports.	Y	
D.1.k	Agency reports	The system must have the ability to generate reports that are specific to each agency.	Y	
D.1.l	Case load reports	The system must have the ability to generate reports that show the defendants, their cases, and the number of cases.	Y	
D.1.l.1	Case load report groupings	The ability to group Case load reports by assigned Prosecutor, Probation Officer, Public Defender, or Judge.	Y	
D.1.m	Statute detail reports	The system must have the ability to generate reports that display statute details	Y	
D.1.n	Witness Fee reports	The system must have the ability to generate reports that display witness fee reports.	Y	
D.2	Custom/Adhoc reports	The system must allow a user the ability to write custom reports as needed.	Y	
D.2.a	Admins/power users to write reports without SQL	The ability for administrators and power users to design queries/reports without writing SQL.	Y	
D.2.b	Customized reports not overwritten by upgrades	The system must not overwrite custom reports when an update is applied.	Y	
D.2.c	Recurring reports created through the interface	The ability to create recurring reports through the application user interface.	Y	
D.2.d	Adhoc reports created through the interface	The ability to create adhoc reports through the application user interface.	Y	
D.2.e	Save an Adhoc report	The ability to save an Adhoc report.	Y	
D.2.f	Delete an Adhoc report	The ability to delete an Adhoc report.	Y	
D.2.g	Configurable	The system must allow for configurable reports based on business need.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
D.2.h	Scheduled	The system must allow for any configured report to be scheduled to run automatically.	Y	
D.2.i	Formats	The systems must allow any generated report to be converted to other electronic formats. This would include (but not limited to) PDF, TXT, DOC, XLS, and CSV.	Y	
D.2.j	Automate sending of scheduled reports	The ability to automate the sending of scheduled reports.	Y	
D.2.k	Security of adhoc reports	The system's adhoc reports must not override the permissions of the user that is generating report.	Y	
D.3	Admins to manage reports	The ability for administrators to manage reports.	Y	X
D.3.a	Admins to delete any report	The ability to delete any report	Y	
D.3.b	Admins to manage report folders	The ability for administrators to manage report folders.	Y	
D.4	Existing reports are replicated	The system must be able to replicate existing reports, if needed, and with editing as required.	Y	
D.5	Export a report	The system must be able to export a report (the structure of the report, not the data) from one system and import it into another system so the report can be used in another environment.	Y	
D.5.a	Import a report	The system must be able to import a report (the structure of the report, not the data) from one system and import it into another system so the report can be used in another environment.	Y	
D.6	Send a report	The ability to email a report from the system to internal and external recipients.	Y	
D.6.a	History of log reports	The system shall provide a log of all reports that are sent and the log can be queried.	Y	
D.6.b	Emailed reports use the Exchange server	All emails sent from the system to internal and external recipients will be sent through and logged in the Microsoft Exchange Server.	Y	
D.7	Report permissions	The ability to share a report with all users	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
D.8	Report restrictions	The ability to limit who can use or see a report in the system either by group or individual.	Y	
D.9	Automate the printing of reports	The ability to automate the printing of reports on a schedule	Y	
E. Partitioning				
E.1	Partition data in the system by agency	The ability to partition data between public defender, prosecutor, probation and court.	Y	
E.1.a	Partition data by sub-agencies (RLP, DVA, etc.)	The ability to partition data between groups within a single agency.	Y	
E.2	Partition data in the system by role	The ability to partition data away from individuals within a specific group within a specific agency.	Y	
E.4	Apply partitioning rules	The ability to partition data within user views by using code and master code.	Y	
F. Financials				
F.1	Maintain obligations	The ability to add, delete and edit obligations	Y	
F.2	Pay obligations	The system must allow payments made to be applied to obligations.	Y	
F.3	Pay non-case payments	The system must allow payments made to be applied to items not related to cases.	Y	
F.4	Maintain bonds - add	The system must have the ability to add bonds on a case.	Y	
F.4.a	Maintain bonds - edit	The system must have the ability to edit bonds on a case.	Y	
F.4.b	Maintain bonds - delete	The system must have the ability to delete bonds on a case prior to receipting.	Y	
F.5	Accounts Payable	The system must provide a way to process refunds and/or bail to a case.	Y	
F.6	Split obligations among BARS codes	The system must allow obligations to be split among BARS codes.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.6.a	Distribute payments to BARS codes and sub-accounts	The system must have the ability to distribute payments to the appropriate BARS sub-accounts.	Y	
F.7	Bank reconciliation	The system must have the ability to perform a bank reconciliation and maintain a check register for all financial transactions within the system.	N	
F.8	Manage trust money	The ability to apply trust money w/out reversing original transaction	Y	
F.10	Accurate reconciliation	The ability to report on amount deposited against amount collected on a daily basis.	Y	
F.10.a	Accurate deposit records	The system must accurately record amounts collected allowing the ability to adjust for discrepancy in physical deposit.	Y	
F.11	Reverse payments - others	The ability for users to reverse others' transactions in their absence based on permission as set by an Administrator.	Y	
F.11.a	Reverse payments - self	The ability for users to adjust or reverse their own transactions.	Y	
F.11.b	Reverse payments log	Record who and when adjusted/reversed a transaction	Y	
F.12	Generate and print receipts	The ability to generate and print receipts.	Y	
F.12.a	Quick receipt generation	The system must generate a receipt in less than 5 seconds.	Y	
F.12.b	Customized receipt	The ability to customize receipts	Y	
F.13	Financial view management	The ability to turn off the view of financials.	Y	
F.14	Manage and maintain BARS codes	The system must be able to manage and maintain BARS/Accounting codes.	Y	
F.15	Audit trails for all adjustments, overpayments, and refunds	The system must provide transparent audit trails for all adjustments, overpayments, and refunds and doesn't compromise integrity of data.	Y	
F.17	Interface with financial management system	The ability to interface with Mitchell Humphries FMS system to reduce the risk of error and manual processes.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.18	Set user-level permissions to meet financial policies	The ability to set permissions at a user-level for internal controls and in order to meet financial policies.	Y	
F.19	Search financial records	The ability to search all financial records based on fields selected by a user in the user interface.	Y	
F.20	Preserve details and history related to a canceled payment plan	The ability to cancel a payment plan but preserve the details and history related to the payment plan.	Y	
F.21	Payment Methods	The system must allow for configuration of specific payment methods, including which payments are available for physical deposit.	Y	
F.22	Amount Adjusted/Waived -Tracking	The system must allow for tracking of any amounts waived or adjusted.	Y	
F.23	Amount Adjusted/Waived -Tracking	The system must capture totals by amount type that are waived or adjusted.	Y	
F.24	Amount Adjusted/Waived -Tracking	The system must be able to generate a report showing totals of amounts waived or adjusted by amount type.	Y	
F.25	Amount Adjusted/Waived -Tracking	The system must capture reason for any amounts waived or adjusted.	Y	
F.26	Collection Notices	The system must generate collection notices upon selection for collections.	Y	
F.27	Collection Notices	The system must allow for collections notices to be issued to multiple parties.	Y	
F.28	Collections Case Report	The system must have to ability to record notice, assignment, and removal of accounts from PAR/VEC.	Y	
F.29				
F.30	Collections	The system must have defined and adjustable rules to select cases for collection.	Y	
F.31	Collection Notices	The system must allow for collection notices to be sent to multiple addresses listed for a party.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.32	Collection Notices	The system must allow for selection of either printed and/or electronic notices.	Y	
F.33	Collection Notices - Duplicates	The system must be able to manually request duplicate notices.	Y	
F.34	Collections Reconciliation Report	The system must have the ability to run reconciliation report on cases assigned to collections.	Y	
F.35	Collections Reconciliation Updates	The system must have the ability to generate a report to notify collection agency of changes to cases assigned to collections.	Y	
F.36	Time Payments	The system must allow for time payment plans to be combined with any other case type per defendant on one time pay.	Y	
F.37	Vendor Receipting	The system must allow 3rd party access to receipt payment information via a data exchange.	Y	
F.39	Payment Reversals	The system shall allow payment reversals by other staff to not affect either staff member's end of day balances.	N	
F.40	Payment Reversals	The system shall limit per court configuration which staff are allowed to reverse payments.	Y	
F.41	Over and Under Payments	The system must allow for local court configuration based on business rules on over and under payments; example: an overpayment of \$9.50 is kept; overpayment of \$11 is refunded.	Y	
F.42	Overpayment - Display	The system shall display overpayment balance before receipting to a case.	Y	
F.43	Overpayment - Search Def	The system shall display all outstanding fine balances for identified person records when overpayment is displayed.	Y	
F.44	Overpayment -Receipting	The system shall allow user to apply pending overpayment to outstanding fines owed by defendant.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.45	Overpayment - Apply Balance	The system shall allow courts to override configuration to apply overpayment balance to other open A/R.	Y	
F.46	Apply Balance Event Creation	The system shall generate event entry on original case showing balance applied to one or more cases including case numbers and amount.	Y	
F.47	Outstanding Balance Display	The system shall display, at minimum, all outstanding fine balances including total amount owed, collection status and any holds for a record.	Y	
F.48	Overpayment - Trust Account	The system must create payable if overpayment exceeds court maximum overpayment.	Y	
F.49	Overpayment - Payor Details	The system must capture and retain payor details for overpayments for refund process.	Y	
F.50	Payment Reversals	The system must have ability to reverse payments that have been applied to one or more cases.	Y	
F.51	Payment Reversals	The system must track original payment method and information when reversing payments.	Y	
F.52	Payment Reversals	The system must generate a tracking report for auditing purposes showing all reversals.	Y	
F.53	Payment Reversals	The system must have an indicator showing reason for reversal.	Y	
F.54	Payment Reversals	The system shall generate an automatic event entry showing reversal and reason code.	Y	
F.55	Trust Account	The system must allow for monies to be posted to trust account on filed cases.	Y	
F.56	Trust Account Notes	The system must capture trust account payor information and event notes.	Y	
F.57	Trust Accounts	The system must allow for monies posted to be applied to a created accounts receivable.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.58	Trust Accounts - Transfer	The system must allow monies posted to be transferred to other open cases.	Y	
F.60	Trust Accounts - Tracking	The system shall generate indicator when a trust account payment has been held for specific days.	Y	
F.61	Multiple Accounts Receivable	The system must allow for multiple accounts receivable per case.	Y	
F.62	Multiple Accounts Receivable	The system must allow for multiple accounts receivable per case to have multiple due dates.	Y	
F.63	Multiple Accounts Receivable	The system must allow for multiple accounts receivable per case to have multiple time payment plans.	Y	
F.64	Time Payments - Multiple Cases	The system must allow a time payment plan to be attached to any open case with a created accounts receivable.	Y	
F.65	Payment Priority	The system must apply payments according to set time payment plan's priority.	Y	
F.66	Select Payment Case	The system must allow user to select specific case to apply payment.	Y	
F.67	Select Payment Case -Overrides	The system must allow selected case receiving payment to override time payment priority.	Y	
F.68	Time Payments - Prepay	The system must calculate next payment due date based upon amount paid.	N	
F.69	Display Accounts Owing	The system must display all outstanding fine balances within local court for identified party.	Y	
F.71	Accounting Activities	The system shall display all accounting activities attached to party record.	Y	
F.72	Accounting Activities - Options	The system shall allow configurable display options for accounting activities attached to party record.	Y	
F.73	Accounting Activities	The system must display all accounting activities for one case.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.74	Trust Account - Separation	The system must record trust account activities separate from all case account receivables.	Y	
F.75	Trust Account - Link	The system must link all trust account activities to the accounting activity display.	Y	
F.76	Trust Account - Transfer	The system must allow trust account amounts to be transferred to any created accounts receivable.	Y	
F.81	Miscellaneous Receipting - Data Elements	The system must have required statewide configured data elements available for receipt process.	Y	
F.82	Miscellaneous & Civil Receipting - Non-Valid Payments	The system must be able to create an additional amount due upon return for non-valid payment.	Y	
F.83	Miscellaneous & Civil Receipting - Collections	The system must have the ability to send any open fine/fee amount owed to collections.	Y	
F.85	Receipting	The system must be able to process multiple types of payments per transaction.	Y	
F.86	Receipting	The system must have receipting print options; example: turn on and off receipts, multiple copies generated, electronic only.	Y	
F.90	Transaction Review	The system must be able to search transactions based upon various transaction elements/details.	Y	
F.91	Transaction Review	The system must be able to print any transaction search results on demand.	Y	
F.92	Unidentified Funds	The system must be able to apply unidentified monies to an existing case accounts receivable.	Y	
F.93	Escheating	The system must allow for electronic transfer of escheated funds to Dept. of Revenue or other local jurisdiction.	N	
F.94	Check Scanning	The system shall have the ability to utilize check scanning equipment.	N	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.95	Check Scanning	The system shall have the ability to pull payor and account information into receipting process screens.	Y	
F.96	Check Scanning - EFT	The system shall have the ability to perform Electronic Funds Transfer (EFT) when check is scanned.	N	
F.97	Receipting - Alternative Programs	The system must have the ability to apply alternative program payment methods to accounts receivable.	Y	
F.98	Receipting - Alternative Programs	The system must not affect daily cashiering totals when alternative program payments are applied.	Y	
F.99	Transaction -Statistics	The system must have ability to run statistical reports based on transaction details.	Y	
F.105	Public Online Access - Payments	The system must allow for payments to be made via public online access method.	Y	
F.106	Public Online Access - Payments	The system must allow for any payee to make payment via public online access method using specific details.	Y	
F.107	Public Online Access - Payments	The system must allow for registered public online access users to view all open accounts.	Y	
F.108	Public Online Access - Payments	The system must allow for registered public online access users to indicate multiple eligible case payments for a singular transaction.	Y	
F.109	Public Online Access - Payments	The system must require user to indicate case number and amount when making multiple case payment(s) via public online access method.	Y	
F.110	Public Online Access - Payments	The system must generate payment confirmation receipt per transaction.	Y	
F.111	Vendor Receipting - Exceptions	The system must generate an exception notification when errors occur during vendor receipting.	Y	
F.112	Vendor Receipting - Exceptions	The system must send an exception notification to vendor.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.113	Vendor Receipting - Exceptions	The system must have ability to send EFT back to vendor during exception processing.	N	
F.114	Vendor Receipting - Report	The system must be able to generate listing of transactions and case details for vendor payment.	Y	
F.115	End of Day - Deposit	The system must allow for separation of physical deposits from electronic deposits.	Y	
F.116	End of Day - Deposit	The system must allow for preparing separate bank deposit statements for either physical or electronic deposits.	Y	
F.117	End of Day - Deposit Report	The system must generate a report/statement showing both deposits including totals.	Y	
F.118	Payments - A/R Adjustment	The system must automatically apply receipted payment(s) to indicated account receivable(s) and reduce remaining balance.	Y	
F.120	Collections - A/R Types	The system must have a local configuration on which A/R types may not be sent to collections.	Y	
F.121	Partial Payment - Local Rule	The system shall have locally defined business rules to trigger automatic process flow when partial payment is receipted on a case.	Y	
F.122	Time Pay - Documentation	The system shall auto generate time payment document when case(s) are selected for payment plan.	Y	
F.123	Vendors - Case Assignments	The system must allow for case(s) to be assigned to a vendor.	Y	
F.124	Vendors - Case Assignments Modified	The system must allow for case(s) assigned to a vendor to be modified individually or in a batch.	Y	
F.125	Vendor - Reports	The system must be able to receive electronic reports from vendors.	Y	
F.126	Vendor - Reports	The system shall allow local business rules to trigger automatic process flows when vendor reports are received.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.127	Time Payment - Paid in Full	The system must remove case(s) from Time Payment Plan automatically when case(s) are paid in full.	Y	
F.128	Time Payment - Auto Adjust Plan	The system shall automatically reconfigure time payment agreement on remaining cases when Payment In Full (PIF) case(s) removed due to paid in full/zero balance.	Y	
F.129	Time Payment - A/R Zero	The system must remove case(s) from Time Payment Plan automatically when case(s) A/R is adjusted to zero.	Y	
F.130	Accounts Receivable - History	The system shall maintain accounts receivable histories for a person.	Y	
F.131	Accounts Receivable - History Filters	The system shall include various filter capabilities on accounts receivable history screen.	Y	
F.132	Accounts Receivable - History	The system must allow for users to view specific case details from accounts receivable history screen.	Y	
F.133	Delinquent Notices	The system must generate delinquent notices when a case is indicated as delinquent status.	Y	
F.134	Delinquent Notices	The system must allow for delinquent notices to be issued to multiple parties.	Y	
F.135	Delinquent Case Report	The system must generate report listing of all cases indicated as delinquent.	Y	
F.136	Delinquent Case	The system must allow for court option for selection of parties by default.	Y	
F.137	Delinquent Case	The system must have defined and adjustable rules to indicate case(s) as delinquent.	Y	
F.138	Delinquent Notices	The system must allow for delinquent notices to be sent to multiple addresses listed for party.	Y	
F.139	Delinquent Notices	The system must allow for selection of either printed and/or electronic delinquent notices.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.140	Delinquent Notices - Duplicates	The system must be able to manually request duplicate delinquent notices.	Y	
F.141	Bail/Bond - Forfeiture Payments	The system must have ability to receipt bail/bond forfeiture payments to a separate A/R on the case.	Y	
F.142	Bond - Forfeiture Payments	The system must have ability to capture forfeited bond number on forfeited payment receipt.	Y	
F.143	Bond - Forfeiture Payments	The system must have ability to link bond forfeiture payments to the original bond posting.	Y	
F.144	Bail Release	The system must have ability to release partial posted bail amounts.	Y	
F.145	Bail Release Apply	The system must have ability to apply released bail funds to created accounts receivable on any case for the defendant.	Y	
F.146	Restitution - Accounts Receivable	The system must have a separate accounts receivable for any restitution ordered on a case.	Y	
F.147	Restitution - Types	The system must have statewide configurable restitution types.	Y	
F.148	Restitution - Party Link	The system must have ability to link restitution types to a restitution recipient party record.	Y	
F.149	Restitution -Party Preferences	The system shall have ability to capture restitution party preferences for payment option.	Y	
F.150	Restitution - Payment Hold	The system must have ability to receipt a restitution payment before a restitution party is linked.	Y	
F.151	Restitution - Priority	The system must have ability to prioritize restitution payment parties.	N	
F.152	Restitution - Joint & Several	The system must have ability to link a restitution type to multiple documented co-defendants.	Y	
F.153	Restitution - Joint & Several	The system shall have ability to indicate percentage of restitution type amount owed on linked co-defendants.	N	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.154	Restitution - Pass Through Payments	The system must have ability to document pass through payments for restitution recipients from payor.	Y	
F.155	Restitution - Pass Through Payments	The system must have ability to reduce created restitution A/R balance by amount of pass through payment indicated.	Y	
F.156	Restitution - History	The system must capture history of any and all restitution activities for a case.	Y	
F.157	Trust Accounts - Payees	The system must have ability to generate payments from trust account to designated civil payees.	Y	
F.158	Check Scanning	The system shall have the ability for check scanning to read memo lines and other information contained on check.	N	
F.159	Fee Waivers - Amounts	The system must have ability to capture waived fee amounts when ordered.	Y	
F.160	Fee Waivers - Amounts Multiples	The system must have ability to capture one or more waived fee amounts in one transaction.	Y	
F.161	Batch Receipting and/or Waiving	The system must have ability to receipt and/or waive fees in batch.	Y	
F.162	Batch Receipting and/or Waiving	The system must have ability to receipt and/or waive fee in batch for one case.	Y	
F.163	Cut-Off - Users	The system must have ability for a user to have multiple cut-offs during an accounting period.	Y	
F.164	Cut-Off - Users	The system must have ability for court to cut-off an individual user or batch users during an accounting period.	Y	
F.165	Trust Account - Details	The system must have ability to see all trust account activities for a jurisdiction.	Y	
F.166	Trust Account - Details Filter/Sort	The system must have ability to filter and sort all trust details for a jurisdiction.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.167	Trust Account - Types	The system must have statewide configurable trust account types.	Y	
F.168	Cut-Off - Users Reporting	The system must have ability to display totals of all financial transactions for a time period for a specific user.	Y	
F.169	Cut-Off - Users Reporting	The system must have ability to display details of all financial transactions for a time period for a specific user.	Y	
F.170	Cut-Off End of Period Reporting	The system must have ability to display totals of all financial transactions for a time period for all users in an individual court or all courts within a jurisdiction.	Y	
F.171	Cut-Off End of Period Reporting	The system must have ability to display details of all financial transactions for a time period for all users in an individual court or all courts within a jurisdiction.	Y	
F.172	Cut-Off End of Period Details	The system shall have all financial transaction groups by payment mode.	Y	
F.173	Cut-Off End of Period Filter/Sort	The system shall have the ability to filter and sort all financial transaction reports.	Y	
F.174	Cut-Off End of Period Reporting	The system must have ability to generate a report from any cut-off end of period display.	Y	
F.175	Cut-Off End of Period Activities	The system shall allow financial activities to continue without delay or impact to previous period's cut-off.	Y	
F.176	Amount Adjusted/ Waived - Notes	The system shall allow for entry of free form text attached to any adjustment reason.	Y	
F.177	Amount Adjusted/ Waived - Attachments	The system shall allow for attachment of documents to amount types waived or adjusted.	Y	
F.178	Receipt - Details	The system must have statewide configuration of receipt details.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.179	Receipt - Generation	The system must be able to print, reprint, and/or send any receipt generated via electronic methods.	Y	
F.180	Register/Till - Change	The system shall calculate and display change due when receipting.	Y	
F.181	Pass Through Payments - Returns	The system shall have ability to document pass through payments for restitution recipients from payor or civil judgments that have been returned.	Y	
F.182	Pass Through Payments - Returns	The system shall have ability to reverse any adjustments made to accounts receivable or judgment total when pass through payments are returned.	Y	
F.183	Pass Through Payments - Returns	The system must have ability to generate a report display for all pass through payment activities.	Y	
F.184	Deposit - Batches	The system must allow for each daily deposit to contain multiple batches.	Y	
F.185	Payment Machine Integration	The system shall have ability to support various types of payment methods that feed payment information into CMS.	Y	
F.186	Unclaimed Property - Escheat Report	The system must be able to generate a report of all unclaimed property to be escheated to Dept. of Revenue.	Y	
F.187	Unclaimed Restitution - Escheat Report	The system must be able to generate a report of all unclaimed restitution to be escheated to local treasurer.	Y	
F.188	Write Off Report	The system must have ability to generate listing of cases eligible for write-off procedures.	Y	
F.189	Write Off- Automated Waivers	The system shall have ability to run automated write-off procedure in CMS.	Y	
F.190	Trust Account - Details Historical	The system must be able to display historical details of trust accounts.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.191	NSF - Reversal	The system must allow for NSF payment reversals to not impact cashier totals for current time period.	Y	
F.192	NSF - Auto Adjust	The system must auto adjust the accounts receivable when NSF payments are processed.	Y	
F.193	Reports	The system must be able to generate reports based upon any accounting details.	Y	
F.194	Accounts Receivable	The system must calculate total amount due based upon charge(s) entered.	Y	
F.195	Accounts Receivable	The system must allow for modifications to amount due during case initiation.	Y	
F.196	Accounts Receivable	The system must modify accounts receivable when changes to amount due have been made.	Y	
F.197	Accounts Receivable - Disposition	The system shall have locally configurable business rules to adjust existing accounts received for specific charge dispositions.	Y	
F.198	Accounts Receivable - Modification	The system must have ability to modify created accounts receivable.	Y	
F.199	Accounts Receivable - Auto Modification	The system shall have locally configurable business rules to adjust existing accounts received for specific actions taken on case.	Y	
F.200	Accounts Receivable - Payment Adjustments	The system must have ability to automatically adjust accounts receivable when payment transactions are transferred between cases.	Y	
F.201	Accounts Receivable - Payment Adjustments	The system must have ability to transfer payments between cases or created accounts receivable on a case.	Y	
F.202	Orders - A/R Upload	The system must utilize financial data elements from generated order to pre-fill accounts receivable.	Y	
F.203	Orders - A/R Upload	The system must require court staff to approve uploaded financial details prior to finalizing the accounts receivable.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.204	Orders - A/R Upload	The system must create a new accounts receivable each time a new judgement and sentence order is finalized.	Y	
F.205	Account Receivable - Merge	The system must have ability to merge part of or all accounts receivable on a case.	Y	
F.206	BARS	The system must allow for Budgeting Accounting Reporting System (BARS) codes to be statewide configurable.	Y	
F.207	Accounts Receivable	The system must automatically split total accounts receivable created and/or modified into individual A/R types as per statute.	Y	
F.208	Accounts Receivable	The system must automatically split total accounts receivable created and/or modified into individual A/R types as per local configuration.	Y	
F.209	Accounts Receivable	The system must automatically adjust accounts receivable when RCW is changed per charge.	N	
F.210	Accounts Receivable -Override	The system must allow for manual override to modify/delete amounts associated with A/R types on the accounts receivable.	Y	
F.211	Accounts Receivable -Non-Waivable Amounts	The system must have ability to create business rules to determine which A/R types are non-waivable.	Y	
F.212	Accounts Receivable Types	The system must have statewide configurable accounts receivable types.	Y	
F.213	Accounts Receivable Types	The system must associate a BARS code to each accounts receivable type.	Y	
F.214	BARS - Sub Accounts	The system must allow for each BARS code attached to an A/R Type to have the ability to have one or more sub account.	Y	
F.215	BARS - Sub Accounts	The system must allow BARS sub accounts to be associated with a secondary BARS code.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
F.216	BARS - Sub Accounts	The system must have the ability to attach additional local accounting codes to sub accounts.	Y	
F.217	BARS - Updates	The system must allow for statewide changes to be made to BARS and BARS sub accounts.	Y	
F.218	Payments - Processing	The system must apply monies receipted to open A/R or individually receipted A/R type by priority or proportionally between A/R types.	Y	
F.219	Payments - Processing	The system must apply monies receipted to the individual A/R type and post it against ledger accounts associated with any BARS or BARS sub accounts.	Y	
F.220	Ledger	The system must track all payments applied to the BARS accounts until remittance process is completed.	Y	
F.221	Accounts Receivable Type - Rules	The system must have locally configurable business rules to specify monies receipted per A/R type code that would be retained locally.	Y	
F.222	Accounts Receivable Type - Rules	The system shall have locally configurable business rules to limit payment modes allowed on specific A/R types.	Y	
F.223	Remittance	The system must be able to electronically transfer remittance funds and reports.	Y	
F.224	Remittance	The system shall allow for all remittance funds to be transmitted to local Treasurer for disbursement.	Y	
F.225	Probation Costs and Fees	The system must have ability to send probation costs and fees to a collection agency from probation module.	Y	
F.226	Bond payments	The system must have the ability to allow payments to be applied to bonds at the charge level.	Y	
G. Maintain Defendant/Client case record				
G.1	Maintain basic case information	The ability to maintain all case record information	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
G.1.a	Reason for case record change	The ability for a user to capture a reason for a change to the case record.	Y	
G.1.b	Separate a case by case type	The system must have a way to separate different kinds of cases (ex. Misdemeanor, Infraction, etc.)	Y	
G.1.c	Assign a case a status	The system must have a way to assign a case a status (open, closed, etc.)	Y	
G.2	Tracking on conditions	The system must have the ability to track on conditions	Y	
G.2.a	Time imposed duration	The system must track completion of conditions with time components.	Y	
G.2.b	Log time completed	The system, after calculation, must be able to update that condition time has been completed .	Y	
G.2.c	Time calculations	The system must be able to calculate (based on a start date) how much more time is left on a condition or field that has been previously designated as a time field.	Y	
G.3	Multiple criteria selection in filters	The system must have the ability for a user to select multiple categories/criteria in the filter.	Y	
G.4	Updates to Multiple Cases	The system must be allow a user to assign a court date to several cases at one time.	Y	
G.5	Conflict check with visual results	The system must have the ability to do conflict checking and present the user with a visual indicator when a conflict is present without the user being required to take any action on their part.	Y	
G.5.a	Public Defender conflict	The system must identify potential conflicts using a predetermined set of rules from the public defenders office; to include checking previous active or inactive cases of any case involved persons (client, vicitm, attonrey etc....).	Y	
G.5.b	Rival Gang Member conflict	The ability to identify a conflict with a rival gang member	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
G.6	Access to multiple cases at once	The ability for a user to work in multiple case records on the same workstation while logged in as the same user.	Y	
G.6.a	Quickly navigate between records	The user must be able to quickly navigate between all open records on the same workstation.	Y	
G.6.b	Saving changes to multiple records	The system must accurately save all changes made to all active records being edited by the same user.	Y	
G.7	Integrate appointments with Outlook	The system must have the ability to integrate with Outlook for appointments.	Y	
G.8	Defender-based system	The system must have the ability to track in one "file" versus multiple cases.	Y	
G.9	Pivot tables	The system must have the ability to input pivot tables in areas like "conditions" where multiple items need to be added at the same time.	N	
G.10	Offers exchange	The system must have the ability to exchange offers among agencies.	Y	X
G.10.a	History of offers	The system must retain the history of all offers on a case in chronological order.	Y	X
G.11	Validation for data entry	The system must prevent a case record from being saved unless all mandatory fields have valid data entered.	Y	
G.11.a	Data field validation	The ability for an administrator to determine which fields on a case record are mandatory for saving.	Y	
G.12	Speedy trial calculations	The system must be able to perform speedy trial calculations.	Y	
G.13	Sufficient number of customizable fields	The system must have a sufficient number of customizable fields to track cases or the ability to add fields to a table that can then be accessed via the user interface of the system.	Y	
G.13.a	Customizable field permissions	The ability to utilize the same system permission capabilities as system fields for all customized fields.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
G.14	Reassign case	The system must allow an admin/power user to reassign a case from one attorney to another attorney.	Y	
G.14.a	One click reassignment	The system shall require no more than one action to reassign a case from one user to another user.	Y	X
G.14.b	Multiple case reassignments	The system shall allow an administrator to easily reassign a group of selected cases from one user to another user.	Y	
G.14.b.1	Multiple case reassignments reversal	The system shall allow an administrator to reverse or correct the assignment of a group of cases to an incorrect user.	Y	
G.15	Case reassignment based on attributes or other identifying factors	A system administrator must be able to reassign, by business rule or manually, a case based on it's case attributes, type, status, or other identifying factors.	Y	
G.16	View case in one screen	The ability for a user to view a case record in one screen (at least a summary).	Y	
G.17	New case record	The system must be able to create new case records.	Y	
G.17.b	Duplicate case record warning	The system shall generate a warning that a newly created case record may already exist before the record is saved.	Y	
G.17.b.1	Duplicate case record not allowed	They system shall not allow a duplicate case record to be created.	Y	
G.17.c	Case record fields	Please see refer to the attached Appendix I.4 - Name and Case record fields.	Y	
G.18	Delete case record	The system shall allow case records to be deleted by a user with permissions as assigned by an administrator.	Y	
G.19	Track changes	The system must track the history of all changes to a case record.	Y	
G.19.a	Flag changes	The system shall flag certain elements of a case record when a change has occurred.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
G.19.b	Flag settings	The system will allow administrators to identify what elements should be flagged when a change occurs.	N	
<i>H. Name/Participant Management- Requirements pertaining to the identifying, creating, and managing of name records within the case management system</i>				
H.1	Maintain name record	The ability to maintain all name record information.	Y	
H.1.a	Reason for name record change	The system must capture a reason for the change.	Y	
H.2	Manage relationships	The ability to manage relationships in the name record.	Y	
H.2.a	Manage Aliases	The system must be able to capture multiple names for each name record.	Y	X
H.2.a.1	Legal Name	There must be a field for Legal Name	Y	
H.2.a.2	Maiden Name	There must be a field for Maiden Name	Y	
H.2.a.3	Aliases	There must be additional fields to enter multiple aliases	Y	
H.2.a.4	Alias names identified system-wide	The system will recognize and display name and case information for all alias name records consistently throughout the system (e.g. in reports)	Y	
H.2.a.5	Linked aliases	The system must link and make visible all aliases within name records	Y	
H.2.b	Permission to view name record aliases	The system will restrict a name record alias from being viewed by unauthorized parties via a setting within the name record.	Y	
H.2.c	Family Relationships	The system must have the ability to connect name records with other records that are family or household members.	Y	
H.3	Demographics	The ability to input family, education, veteran, employment, financial, mental health, substance abuse, ethic, religious, and miscellaneous data.	Y	
H.4	Duplicate name detection	The ability to detect a duplicate name.	Y	
H.4.a	Identify duplicate names	The software should have a way to show duplicate names without going into a case or name and specifically looking for it.	Y	X



Item #	Requirement Title	Requirement Description	In Scope	High Priority
H.5	One name record type	The system must have only one type of name record.	Y	
H.6	Unique Identification Number	The system must create a unique identifying number for each name record.	Y	
H.7	New name record	The system must be able to create new name records.	Y	
H.7.a	Mandatory name record Information	The system will restrict a new name record from being created unless the required fields are populated.	Y	
H.7.b	Duplicate name record warning	The system shall generate a warning that a newly created name record may already exist before the record is saved.	N	
H.7.c	Duplicate name record cannot be created	The system shall not allow a duplicate name record to be created.	N	
H.7.c	Name record fields	Please see refer to the attached Appendix I.4 - Name and Case record fields		
H.8	Delete name record	The system shall allow name records to be deleted if there are no active/open cases associated with it.	Y	
H.8.a	Deleting name record will be logged and reported	The system shall log and report all name record deletions.	Y	
H.9	Track changes	The system must track the history of all changes to a name record.	Y	
H.9.a	Flag changes	The system shall flag certain elements of a name record when a change has occurred.	Y	
H.10	Name record photographs	The system shall allow the management of photographs in a name record.	Y	
H.10.a	Attach name record Photographs	The system shall allow the attachment of photographs to a name record.	Y	
H.10.b	Delete name record Photographs	The system shall allow the deletion of photographs from a name record.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
H.11	Existing address	The system shall generate a warning that a newly entered address already exists before the change is saved.	Y	
H.12	Name record addresses	The system shall allow for multiple addresses to be saved	Y	
H.13	Permission to view name record address	The system will restrict a name record address from being viewed by unauthorized parties via a setting within the name record.	Y	
H.14	Address Type	A user must be able to select a type of address.	Y	
H.15	Bail/Bond records	The system must be able to store a Bail/Bond company as a name record and tie it to a case.	Y	
H.16	Tow Company Records	The system must be able to store a Tow company as a name record and tie it to a case.	Y	
H.19	Treatment Provider Agencies	The system must be able to store a Treatment Provider as a name record and tie it to a case.	Y	
H.20	Secured area for private information	The system must provide an area in the name record that can be secured with permission restrictions by an administrator so that unauthorized users cannot access the information.	Y	
H.21	Access to multiple name records at once	The ability for a user to work in multiple name records on the same workstation while logged in as the same user.	Y	
H.21.a	Quickly navigate between records	The user must be able to quickly navigate between all open records on the same workstation.	Y	
H.21.b	Saving changes to multiple records	The system must accurately save all changes made to all active records being edited by the same user.	Y	
H.22	Postal code autofill	The system must automatically populate a full postal code based on the first 5 digits that are entered.	Y	
I. Logging				
I.1	Log changes in partitioning	The system must log changes in partitioning.	N	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
I.2	Log changes to security/permissions	The system must log changes to security or permissions settings.	Y	
I.3	Log when users log on/off of system	The system must log when users log on or log off of the system.	Y	
I.4	Log when user changes case/name record	The system must log changes to case records and name records (including data within the records) by a user.	Y	
I.5	Log when a user views a case or anything in it	The system must log when a user views a case or any of the data in it.	Y	
I.6	Log when a user delete a log	The system must log when a user deletes a log.	Y	
I.7	Log when a business rule runs and its outcome	The system must log when a business rule runs and the results of that run.	Y	
I.8	Log when an email is sent from the system	The system must log when an email is sent from the system.	y	
I.9	Log when a reminder is presented and acknowledged	The system must log when a reminder is presented and acknowledged.	Y	
I.10	Logging through public portal	The system must log through the public portal.	Y	
I.11	Logging phone calls, emails and SMS messages.	The system must log phone calls, emails, and SMS messages.	Y	
J. Docket/Calendar				
J.1	Tie case events to calendar/docket entries	The ability to tie case events to calendar/docket entries.	Y	
J.2	Common/centralized docket data	The system must have common/centralized docket data; This would include date, time, location, and type.	Y	X
J.2.a	Docket and calendar management via data exchange with court	The system must have all docketing and calendar management handled via data exchange with the courts.	Y	
J.3	AKA's shown in docket	The system must show alias names in the docket.	Y	
J.4	Close docket without deleting	The ability to "close" dockets without deleting Events/Docket Instances.	Y	
J.5	Create docket templates using the previous year	The ability to copy or create a template using a previous year	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
J.6	Alerts on dockets	The system must be able to manage alerts on dockets	Y	
J.6.a	Create docket alerts	The ability to create an alert on a docket automatically through a business rule.	Y	
J.6.b	Edit docket alerts	The ability to edit an alert on a docket	Y	
J.6.c	Delete docket alerts	The ability to delete an alert on a docket	Y	
J.7	Docket module access	The ability for all system users to have the ability to access the docket module.	Y	
J.7.a	Docket module restrictions	The system must be able to restrict particular users from accessing the docket module on an individual or group basis.	Y	
J.8	Managing holidays	The system must be able to manage holidays.	Y	
J.8.a	Managing holidays - Add	The ability to add a holiday.	Y	
J.8.b	Managing holidays - Edit	The ability to edit a holiday.	Y	
J.8.c	Managing holidays - Delete	The ability delete a holiday.	Y	
J.9	Case status change within docket management	The system must have docket management that allows cases to change status with or without leaving docket management.	Y	
J.10	Court Closure - Denial	The system must not allow a hearing to be set during a court closed time or date period.	Y	
J.11	Court Closure – Override	The system must allow for a Master Calendar override with authorization.	Y	
J.12	Hearing Type Code - Exclusions	The system shall have the ability to prevent hearing types based upon case type and hearing code.	Y	
J.13	Master Calendar	The system must be able to maintain a master calendar	Y	
J.13.a	Master Calendar - Limits	The system must allow for case load limits per calendar date/time.	Y	
J.13.b	Master Calendar - Business Rules	The system must support various business rules within configuration of a Master Calendar.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
J.13.c	Master Calendar - Authorized Overrides	The system must allow for authorized overrides of the Master Calendar configuration.	Y	
J.13.d	Batch Calendaring	The system must allow for batch scheduling of cases.	Y	
J.13.e	Batch Calendaring	The system must allow for batch rescheduling of cases.	Y	
J.13.f	Calendaring Suggestions	The system shall generate suggested hearing dates based upon Master Calendar.	Y	
J.14	Hearings	The system must be able to maintain all hearings.	Y	
J.14.a	Hearing Cancellation - PIF	The system must have the ability to automatically cancel a hearing, based on case type, if particular case obligations are paid in full after the hearing was set.	Y	
J.14.b	Hearing Cancellation - Warning	The system must generate indicator that hearing was canceled due to payment in full within "X" days of court date.	Y	
J.14.c	Future Party Hearing Display	The system must display for a selected party, any future hearing dates already set.	Y	
J.14.e	Schedule warning	The system must generate a warning indicator to the court user when the court dates limit is being approached.	Y	
J.15	Hearing Notices	The system must allow for selection of party or parties for generated notices.	Y	
J.15.a	Notification method	The system must allow selection of one or more addresses to send notices to include electronic/social media.	Y	
J.15.b	Configurable setting	The system must allow configurable settings to determine default parties to receive notice per hearing type.	Y	
J.15.c	Default Override	The system must allow for ability to override default settings for hearing notices.	Y	
J.15.d	Print/Send On Demand	The system must allow for any hearing notice to be printed or sent on demand.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
J.15.e	Auto Generate	The system must be able automatically generate notices.	Y	
J.15.f	Auto Send	The system must be able to automatically send notices.	Y	
J.16	Display Case Load	The system must be able to display total number of cases by a user defined setting such as day, week, or month.	Y	
J.16.a	Filter	The system must be able to filter the displayed cases.	Y	
J.17	Hearing duration	The system must show the start and end time of a hearing and also the duration.	Y	
J.18	Public Online Access - Hearings	The system must provide a way to display hearings online for public consumption.	Y	
L. Emails/reminders				
L.1	Popup reminders for events	The system must be able to generate popup reminders for events.	Y	
L.1.a	Reminder management	The ability for an administrator to manage popup reminders for users and groups of the system.	Y	
L.2	Create correspondence in system	The system must allow a user to create correspondence within the system	Y	
L.2.a	Email correspondence	The system must allow a user to email their system correspondence to an email address, both internal and external.		
L.3	Email reminders for events	The system must be able to email a reminder to any email address.	Y	
L.3.a	Configurable email reminders - On and Off	A system administrator must be able to turn on or off email reminders for all users, groups of users, or individual users.	Y	
L.3.b	Configurable email reminders - Assign to specific events	A system administrator must be able to assign email reminders to specific events.	Y	
L.3.c	Configurable email reminders - Automatic for specified event types	A system administrator must be able to assign an email reminder to be triggered automatically by event type.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
L.3.d	Configurable email reminders - Customizable template for reminders	The system should provide the ability to customize an email template.	Y	
L.4	Generate emails from the system containing data from system	The system must allow an end user to generate an email in the system using data from within the system; such as appointment dates, court dates, balance owed, and next hearing date.	Y	
L.5	Logging of correspondence	The system must log all correspondence created in the system including date, time email was sent, sender, receiver, and body of the email.	N	
O. Permissions/security				
O.1	Setting permissions for case records	The ability for an administrator to set view/edit/delete/add permissions on case records in the system for a specified end user, group, or all users.	Y	
O.1.a	Setting permissions for name records	The ability for an administrator to set view/edit/delete/add permissions on name records in the system for a specified end user, group, or all users.	Y	
O.1.b	Setting permissions for reports and documents	The ability for an administrator to set view/edit/delete/add permissions on reports and documents in the system for a specified end user, group, or all users.	Y	
O.1.c	Setting permissions for calendars and dockets	The ability for an administrator to set view/edit/delete/add permissions on calendars and dockets in the system for a specified end user, group, or all users.	Y	
O.2	Cross domain logins	The system must allow users using other accounts from other domains, but with access to the City's domain, to be able to log in across domains.	Y	X
O.3	Integrate login with network account	The system must have the ability to integrate a Microsoft Exchange Active Directory (AD) account in order for a user to log in.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
O.3.a	Utilize Active Directory groups	The system must be able to utilize AD security groups to determine permissions for each user.	N	
O.4	Partitioned data as per CJIS	The system must ensure that each agency's data is partitioned as per CJIS regulations.	N	
O.5	All data must be secured	The system must ensure that each agency's data is partitioned from each other so that data is not accessed inadvertently or deliberately by a party that does not have permission.	Y	
O.6	CJIS compliance	The system must be compliant with CJIS requirements so that it has to ability to store NCIC/III documents in the system.	Under Review	X
O.7	File Folder permissions	The ability for an administrator to set the permissions for end users or groups of users to read/write/delete the folders for all files within the system.	N	
O.7.a	File permissions	The ability for an administrator to set the permissions for end users or groups of users to read/write/delete for all files within the system.	Y	
P. Web				
P.1	E-filing documents	The ability to define document names for e-file acceptance	Y	
P.2	Document posting and payment	The ability to prepare court documents/records for public requests.	Y	
P.2.a	Charging per page	The ability to define costs per page and create a payable obligation for public retrieval of documents/court records.	Y	
P.2.b	Notice for public request	The system must be able to send a notice to the requesting party that court documents/records are prepared for payment and retrieval.	Y	
P.2.c	Pay and retrieve court documents	The system must allow public access to pay and retrieve court documents/records when prepared (save or print).	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
P.3	Security stepped web access to file information and documents	The ability to define levels of security for non-user access to file information and documents; this would include, but is not limited to, Defendant access, Attorney access, and General public access.	Y	
P.4	Compatibility with all modern browsers	The system must be compatible with all modern browsers (ex. IE 9+, Firefox, Chrome and Safari)	Y	
Q. Hot keys				
Q.1	Hot keys	The ability to access most functions in the system through the use of Hot Keys (or keyboard shortcuts).	N	
Q.1.a	Hot key for document generation	The system must have a hot key designated for document generation.	Y	
Q.1.b	Hot key display	The system must display on screen, whenever possible, the hot key assigned to a function.	Y	
Q.1.c	Hot key configuration	The ability to configure hot keys for system functions	Y	
R. Tasks				
R.1	Manage tasks	The ability for a system administrator to manage tasks in the system.	Y	
R.1.a	Users scheduling tasks for other users	The ability for one user to schedule tasks for others (ex. Atty to clerk).	Y	X
R.1.b	Add tasks	The system must allow tasks to be created.	Y	
R.1.c	Edit tasks	The system must allow tasks to be edited.	Y	
R.1.d	Delete tasks	The system must allow tasks to be deleted.	Y	
R.1.e	Schedule tasks manually	The ability for a system administrator to schedule a task for a particular event, event type, or business rule.	Y	
R.1.e.1	Schedule restrictions	The ability to restrict some tasks from being assigned to a user by another user.	Y	
R.1.f	Schedule tasks automatically	The ability for a system administrator to schedule a task that will be automatically triggered for a particular event, event type, or business rule.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
S. Customization				
S.1	Customized views	The ability to have an administrator determine the basic information displayed in a view for any specified person or case.	Y	X
S.1.b	Push a view to users	The ability for an admin to push a customized view out to other users.	Y	
S.1.c	Consistently maintain user's established settings	The system must consistently and accurately maintain a user's established settings.	Y	
S.2	Customize view components	The ability for a user to customize various components in a view.	Y	X
S.2.a	User changes	The ability for a user to change colors and font size.	Y	
S.2.b	Move dashboard components	The ability for a user to move dashboard components around on their screen	Y	
S.2.c	Date field movement	The ability for a user to move data fields around with the exception of locked pieces.	N	
T. Data				
T.1	Data conversion	All data that is in the current system shall be converted to the new system.	Y	
T.4	Access to NCIC data	The system must allow secure, continuous, and immediate access to NCIC data.	Y	
T.4.a	NCIC data maintenance	The ability to maintain NCIC data within the system.	Y	
U. Training				
U.1	Training	All potential users of the new system must have comprehensive training.	Y	
U.1.a	End User Training	Training shall be provided to all end users of the system.	N	Train the Trainer
U.1.b	Super User Training	Training shall be provided to all Super Users/Administrators of the system.	Y	



Item #	Requirement Title	Requirement Description	In Scope	High Priority
U.1.c	Technical Support Training	Training shall be provided to all Technical Support internal staff of the system.	Y	
U.2	User Manual	The system shall have a user manual as a reference for new users at all permission levels within the system.	Y	
V. User Interfaces				
V.1	Consistent case management interface	The system must have a consistent interface for managing and administrating the case management system	Y	
V. 2	Consistent court file and document interface	The system must have a user friendly interface for in court file and docket management by attorneys and/or staff.	Y	
V.6.a	Limitations on flexible display	The ability for an administrator to limit what interface features can be moved/changed.	Y	
V.7	Hide financial view	The ability for a user to turn off any view of financials.	N	
W. Search				
W.1	User level searching and/or query capabilities	The system must allow for user-level searching and/or query capabilities	Y	
W.1.a	Saved Searches	The system must allow searches to be saved by the user through the user interface.	Y	
W.1.b	Search Records	The ability to search through all existing records using any system field or fields as selected by the user.	Y	X
W.1.c	Restricted Records Search	The system must not return search results that the active user does not have permission to view.	Y	
W.3	Filterable Search	The system must be able to filter out records based on user-selected search settings.	Y	
W.3.a	Filter out expired/inactive codes	The system must have filter capabilities, within each Agency, to select all data or only non-expired data.	Y	
X. Parking - Requirements pertaining to the management of parking in the case management system				



Item #	Requirement Title	Requirement Description	In Scope	High Priority
X.1	Parking citations	The ability to maintain all vehicle violation records in conjunction with all other case types and records.	Y	
X.1.a	Parking citations accessible by Prosecution	The ability for Prosecution to have full access to parking cases that are being contested.	Y	
X.1.b	Enter a parking citation	The ability to manually enter or import a parking citation.	Y	
X.1.b.1	Unique identifier for a parking citation	The system must create a unique identifying number for each parking citation that must directly connect to the actual parking citation number.	Y	
X.1.b.2	Manually assigning a unique identifier	The system must have the ability to allow users to assign a unique identifying number for parking citations.	Y	
X.1.c	Edit a parking citation	The ability to edit any field in a parking citation.	Y	
X.1.d	Delete a parking citation	The ability to delete/archive a parking citation.	Y	
X.1.e	Parking citation tied to person	The system must allow vehicle violation cases to be connected to a name record.	Y	
X.2	Parking ticket tied to ordinance	The ability to tie a parking ticket to an ordinance (statute).	Y	
X.3	Store vehicle information	The ability to store vehicle information; VIN #, license plate, model/make, and year	Y	
X.4	Store registered owner information	The ability to store registered owner information; including name, address, email, and phone number.	Y	
X.4.a	Capture multiple addresses	The system shall allow for multiple addresses to be saved	Y	
X.5	Store defendant information	The ability to store defendant information; name, address, email, and phone number.	Y	
X.6	Store citation information	The ability to store citation information; citation number, issue date and time, location, and status of citation.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
X.6.a	Citation history for vehicles	The system must maintain all vehicle violation history for each vehicle record.	Y	
X.6.b	Citation history for person	The system must maintain all vehicle violation history linked to name records.	Y	
X.7	Store images and/or documents regarding the citation	The ability to store images and/or documents regarding the citation; this would include the front/back of a ticket and additional supporting documents and/or images.	Y	
X.8	Store badge number	The ability to store badge number; including fees, payment plans, and orders.	Y	
X.9	Search Records	The system must allow for vehicle violations to be searched by multiple criteria.	Y	
X.10	Search Filter	The system must allow filtering of violations on search results.	Y	
X.11	Out of State records	The system shall capture out of state license records.	Y	
X.12	History by license plate	The system shall retain a history of all vehicle violations issued to a specific license plate.	Y	
X.12.a	Handicap placard	The system must be able to retain handicap placard information associated with a license plate.	Y	
X.13	Delinquent notices	The system must allow for delinquent notices to be issued to multiple parties.	Y	
X.14	Collections for parking	The system must be able to recognize that the responsible party is the registered owner and not the defendant.	Y	
X.15	Store attorney information	The ability to store attorney information; name, address, email, and phone number.	Y	
Y. Technical				
Y.1	System Infrastructure	The minimum and recommended computer configuration must meet industry's standards.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
Y.1.a	Min. Operating System	The minimum and recommended computer configuration must meet industry's standards.	Y	
Y.1.b	Min. Web Browser	The minimum and recommended computer configuration must meet industry's standards.	Y	
Y.1.c	Min. Memory	The minimum and recommended computer configuration must meet industry's standards.	Y	
Y.1.d	Min. Processor Speed	The minimum and recommended computer configuration must meet industry's standards.	Y	
Y.2	Application Programming Interface (API)	APIs must be available for use for critical data exchange/interface requirements. All APIs must be clearly documented and must be supported by vendor's Support Desk via phone or email as part of annual maintenance and support.	Y	
Y.2.a	API Availability	The API must be available to process requests upon first submission	Y	
Y.3	Modules Integration	All functions of the proposed system, whether provided in a single software product or components from multiple vendors, must be fully integrated and operate as if they are one system. Systems supporting case management functions, financial management functions, content management, imaging solutions, etc. are to be fully integrated.	Y	
Y.4	System High Availability	The system must allow for high availability architecture for daily operations, including a fault-tolerant architecture to protect against catastrophic failures to avoid unexpected down time. In the event of a system failure, the system should have the capability to recover quickly, minimize loss of data, and limit impact on operations.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
Y.5	Set up and configuration related to recovery operations	The Vendor must provide recommendations and assist in set up and configurations that relates to Fault Tolerance, Fail-Over, Hot Backups, Disaster Recovery, Point-in-Time Recovery, and Version Rollback.	Y	
Y.6	IT's access to the database	The vendor must provide a data dictionary and a database schema. City IT must have the ability to directly access the database which the system uses. The system must provide the ability for City IT to write custom jobs to monitor application health, integrity, and accuracy.	N	
Y.11	Access to log files	The system must have logging capability. City IT staff must have the ability to access the log files - a name record side log file, a log file on the server, or a table in the database.	Y	
Y.12	Verbose logging	The ability to log not only basic elements of a user's experience in the application but also detailed data elements	Y	
Y.13	Custom logging	The ability to choose the data elements that are logged.	Y	
Y.14	Compatibility with Cisco AnyConnect VPN	The system must be compatible with Cisco AnyConnect VPN so that users will be able to connect remotely with minimal disruption.	Y	
Y.15	Responsive and able to handle mutiple cases	The abilty to view data in a courtroom setting with only a couple of "clicks" and be able to have limited lag time when bringing up information on the screen; including being able to have multiple cases viewable at the same time.	Y	
Y.16	Error handling	The system must have error handling in place to notify users when a system exception occurs.	Y	
Z. Tools				
Z.1	Evidence-based standardized test	The system shall have an evidence-based standardized test built into the system.	Y	

Item #	Requirement Title	Requirement Description	In Scope	High Priority
Z.1.a	Assessment tool	The system must have a tool for a user to create their own type of assessment.	Y	
BB. Support				
BB.1	Escalation of support	The vendor must provide immediate support for escalated issues which severely impact operations in production.	Y	
BB.2	Accessible support	The vendor's technical support desk should be easily accessible by IT and the customer within City's business hours of Monday through Friday 8:00 a.m to 5:00 p.m. Pacific Time.	Y	
BB. 2.a	Support by Phone and Email	Support will need to be available by both phone and email in accordance with the agreement as laid out in the SLA.	Y	
BB.3	Release notes	The vendor must provide release notes with every new software builds of the product.	Y	
BB.4	Release schedule	The vendor must provide a release schedule to assist the City in planning and keeping the system up to date.	Y	
BB.5	Notifications of updates	The vendor must notify the City when new updates are made available.	Y	

I.2 Interface Exchanges

This section details the interface exchanges that are being requested in this statement of work.

A. ATI

LCMS	Direction	Destination System
Unique name ID	-->	
Agency name (Spokane Public Defender, Probation or Muni Court)	-->	



LCMS	Direction	Destination System
Last name	-->	
Defendant notification preference	-->	
Phone number	-->	
Event date and time (appointment, hearing etc.)	-->	
	<--	Result of call (failed, success, etc.)
	<--	Date/time call was made.
	<--	Errors/exceptions

B. Parking

LCMS	Direction	Parking System	Notes
License plate	<--	License plate	
License plate state	<--	License plate state	
Vehicle Make	<--	Vehicle Make	
Vehicle Model	<--	Vehicle Model	
Vehicle Year	<--	Vehicle Year	
Vehicle Style	<--	Vehicle Style	
Vehicle VIN#	<--	Vehicle VIN#	
Incident date/time	<--	Date/time ticket issued	
Charge statute	<--	Violation (SMC, RCW, etc.)	
Penalty Amout	<--	Penalty Amout	
Incident location	<--	Incident location	
Incident location	<--	Incident location (Alley)	
Meter number	<--	Meter number	
Officer	<--	Officer name	
Officer badge number	<--	Badge No.	
Notes	<--	Comments	
Notes	<--	Officer notes	
Citation number	<--	Citation number	
Document repository	<--	PDF of the citation (front and back)	



LCMS	Direction	Parking System	Notes
Document repository	<--	PDF of additional images (front and back)	
Document repository	<--	Images (supporting evidence)	

C. OMS/JTNS

LCMS	Direction	Destination System	Notes
	<--	Custody status (ex. In custody, out of custody, etc.)	
	<--	Custody status date	
	<--	Custody reason	Why were they booked?
	<--	Cases in custody on	
	<--	Gang affiliation	
	<--	Mugshot images	
	<--	AKA / Alias names	
	<--	Bond amounts	
	<--	CID# (Criminal tracking number)	
	<--	Medical observations	Ex. toxicology, physical condition

D. Spokane Police Warrant System

D.1. Declaration of Bail Forfeiture database

LCMS/State JIS System	Direction	Destination System	Notes
Court	-->		
Violation date	-->		
File date	-->		
Law Enforcement Agency	-->		
Jurisdiction	-->		
Case Number	-->		
Is DV case?	-->		
Criminal Traffic or Criminal Non-Traffic?	-->		
Defendant name	-->		
JIS Name code	-->		
Date of Birth	-->		
Race	-->		
Gender	-->		
Business phone	-->		
Home phone	-->		
Address	-->		
City	-->		
State	-->		
Postal	-->		
Driver license Number	-->		
Driver license State	-->		
Driver license expire date	-->		
DOC Number	-->		
State ID number	-->		
Juvenile ID number	-->		
Charges (RCW code)	-->		



LCMS/State JIS System	Direction	Destination System	Notes
Charges (RCW code description)	-->		
Police report number	-->		
Warrant issued date	-->		
Warrant expiration date	-->		
Served date	-->		
Cancel date	-->		
Return date	-->		
Warrant type	-->		
Updated date	-->		
FTA (Failure to appear)?	-->		
FAH (Failure to appear for hearing)?	-->		
FTC (Failure to comply with court order)?	-->		
FTP (Failure to pay)?	-->		
Probable cause?	-->		
Cash bail only?	-->		
No bail allowed?	-->		
Bail amount	-->		
Height (feet)	-->		
Height (inches)	-->		
Weight	-->		
Eye color	-->		
Hair color	-->		
Employer	-->		
SSN (only last 4)	-->		
Vehicle license plate	-->		
Vehicle license plate state	-->		
Vehicle license plate expires	-->		
Vehicle year	-->		
Vehicle make	-->		
Vehicle type	-->		



LCMS/State JIS System	Direction	Destination System	Notes
Vehicle color	-->		
Officer name	-->		
Officer badge number	-->		
AddtlIn1 - AddtlIn4 (AKA's and notes)	-->		
Judge	-->		
AKA's	-->		

D.2. Bench Warrant Recall database

JIS	Direction	Destination System	Notes
Case number	-->		Case number
Defendant name	-->		Defendant's name
DOB	-->		Defendant's date of birth
Report number	-->		The report number
Warrant date	-->		Date of the warrant
Warrant recall date/time	-->		Date and time warrant was recalled
Recalled by	-->		Name of the clerk who recalled the warrant
Received date/time	-->		Date and time the recall was received
Received by	-->		Name of the clerk who received the recall
AKA's	-->		Defendant AKA's
LEA	-->		Law enforcement agency
Recall type	-->		The recall type
Returned	-->		True/false regarding the warrant being returned
	<--		Note regarding warrant being recalled is added back in JIS within the CDK screen

E. AOC/JIS

E.1 Probation new charges BOXI)

JIS/BOXI	Direction	Email	Notes
Defendant name	-->		Name of the defendant
Review Court	-->		Court that the case to review originated from.
Review Case	-->		Case number of the original case that is being reviewed.
Review Type	-->		Type of review (ex. NCO, NVI, etc.)
New Filing Court	-->		The court that the new charge was filed in
New Case number	-->		The number of the new case
Violation Date	-->		The violation date of the new case
File Date	-->		The filed date of the new case
Charge #	-->		The charge # on the new case
Charge	-->		The charge on the new case

E.2 Afternoon transport list

JIS	Direction	Destination	
Calendar information	-->		Only for mental health cases
Case number	-->		
Defendant name	-->		
DOB	-->		



F. PAR/VEC

F.1. Collections Notices (Muni Court)

LCMS	Direction	PAR/VEC	Notes
Notice date	-->		
Final	-->		The text for the final notice
Remit to	-->		The agency and address to remit to. For Spokane MC it is "SPOKANE MUNICIPAL 1100 W MALLON SPOKANE WA 99260"
CaseNum	-->		The court number and case type
Violation date	-->		
Last name	-->		
First name	-->		
Middle name	-->		
Address	-->		
City	-->		
State	-->		
Postal	-->		
Restitution amount	-->		
Probation amount	-->		
Fines amount	-->		
Balance due	-->		
Payments amount	-->		
Due date	-->		
Issue	-->		The SMC for the issue
Issue description	-->		The SMC description for the issue
CaseID			The ID of the case from the LCMS.
EventID	-->		The ID of the event from the LCMS that flagged the case to be picked up.



F.2. Collections Assigned (Muni Court)

LCMS	Direction	PAR/VEC	Notes
CaseID	-->		The ID of the case from the LCMS.
EventID	-->		The ID of the event from the LCMS that flagged the case to be picked up.
Event date	-->		The date of the collections event
Event status	-->		The status of the collections event (ex. Removed)
Obligator	-->		The name of the obligator
JIS name code	-->		The name code from JIS
Name type	-->		
Address	-->		
City	-->		
State	-->		
Postal	-->		
Home phone	-->		
Work phone	-->		
Employer name	-->		
Drivers license number	-->		
Drivers license state	-->		
Drivers license expires	-->		
Race	-->		
Gender	-->		
Date of birth	-->		
Alias type	-->		The type of alias if not the "true" name
True obligator	-->		Used if alias type is not "true"
True address	-->		Used if alias type is not "true"
True city	-->		Used if alias type is not "true"
True state	-->		Used if alias type is not "true"
True postal	-->		Used if alias type is not "true"
True home phone	-->		Used if alias type is not "true"



LCMS	Direction	PAR/VEC	Notes
True work phone	-->		Used if alias type is not "true"
True employer name	-->		Used if alias type is not "true"
True drivers license number	-->		Used if alias type is not "true"
True drivers license state	-->		Used if alias type is not "true"
True drivers license expires	-->		Used if alias type is not "true"
True race	-->		Used if alias type is not "true"
True gender	-->		Used if alias type is not "true"
True date of birth	-->		Used if alias type is not "true"
Restitution amount	-->		
Probation amount	-->		
Fines amount	-->		
Total amount	-->		
Payment amount	-->		
Issue	-->		The SMC for the issue
Issue description	-->		The SMC description for the issue
Violation date	-->		
Judgment date	-->		

F.3. Assignment/updates to PAR/VEC (Muni Court)

LCMS	Direction	PAR/VEC	Notes
CaseID	-->		The ID of the case from the LCMS.
EventID	-->		The ID of the event from the LCMS that flagged the case to be picked up.
Event date	-->		The date of the collections event
Event status	-->		The status of the collections event (ex. Removed)
Obligator	-->		The name of the obligator
JIS name code	-->		The name code from JIS
Name type	-->		
Address	-->		



LCMS	Direction	PAR/VEC	Notes
City	-->		
State	-->		
Postal	-->		
Home phone	-->		
Work phone	-->		
Employer name	-->		
Drivers license number	-->		
Drivers license state	-->		
Drivers license expires	-->		
Race	-->		
Gender	-->		
Date of birth	-->		
Alias type	-->		The type of alias if not the "true" name
True obligator	-->		Used if alias type is not "true"
True address	-->		Used if alias type is not "true"
True city	-->		Used if alias type is not "true"
True state	-->		Used if alias type is not "true"
True postal	-->		Used if alias type is not "true"
True home phone	-->		Used if alias type is not "true"
True work phone	-->		Used if alias type is not "true"
True employer name	-->		Used if alias type is not "true"
True drivers license number	-->		Used if alias type is not "true"
True drivers license state	-->		Used if alias type is not "true"
True drivers license expires	-->		Used if alias type is not "true"
True race	-->		Used if alias type is not "true"
True gender	-->		Used if alias type is not "true"
True date of birth	-->		Used if alias type is not "true"
Restitution amount	-->		
Probation amount	-->		
Fines amount	-->		



LCMS	Direction	PAR/VEC	Notes
Total amount	-->		
Payment amount	-->		
Issue	-->		The SMC for the issue
Issue description	-->		The SMC description for the issue
Violation date	-->		
Judgment date	-->		

F.4. Pre-Collections Referral (Parking)

LCMS	Direction	PAR/VEC	Notes
Court's case number	-->		
Vehicle Plate #	-->		
Plate State of issue	-->		
Vehicle description (make/model)	-->		
Additional Vehicle info	-->		
Make	-->		Separated by a TAB within " " separator for Additional Vehicle info
Model	-->		
Sub-model	-->		
Year	-->		
Violation	-->		
RCW code	-->		Separated by a TAB within " " separator for Violation
RCW description	-->		Separated by a TAB within " " separator for Violation
Location of violation	-->		
Violation date/time	-->		
Owner name	-->		Note that there can be more than one owner
First name	-->		Separated by a TAB within " " separator for owner
Middle initial	-->		Separated by a TAB within " " separator for owner
Last name	-->		Separated by a TAB within " " separator for owner
Suffix	-->		Separated by a TAB within " " separator for owner



LCMS	Direction	PAR/VEC	Notes
Owner address	-->		
Address	-->		Separated by a TAB within " " separator for Owner address
Address2	-->		Separated by a TAB within " " separator for Owner address
City	-->		
State	-->		
Postal	-->		
N/A	-->		Empty field
Original amount of ticket	-->		
N/A	-->		Empty field
Penalty amount	-->		
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field
Balance due	-->		The sum of the original and penalty amount
N/A	-->		Empty field
Date file sent to us	-->		
Default date, ie, when delinquent	-->		

F.5. Collections Referral (Parking)

LCMS	Direction	PAR/VEC	Notes
Court's case number	-->		
Vehicle Plate #	-->		
Plate State of issue	-->		
Vehicle description (make/model)	-->		
Additional Vehicle info	-->		



LCMS	Direction	PAR/VEC	Notes
Make	-->		Separated by a TAB within " " separator for Additional Vehicle info
Model	-->		
Sub-model	-->		
Year	-->		
Violation	-->		
RCW code	-->		Separated by a TAB within " " separator for Violation
RCW description	-->		Separated by a TAB within " " separator for Violation
Location of violation	-->		
Violation date/time	-->		
Owner name	-->		Note that there can be more than one owner
First name	-->		Separated by a TAB within " " separator for owner
Middle initial	-->		Separated by a TAB within " " separator for owner
Last name	-->		Separated by a TAB within " " separator for owner
Suffix	-->		Separated by a TAB within " " separator for owner
Owner address	-->		
Address	-->		Separated by a TAB within " " separator for Owner address
Address2	-->		Separated by a TAB within " " separator for Owner address
City	-->		
State	-->		
Postal	-->		
N/A	-->		Empty field
Original amount of ticket	-->		
N/A	-->		Empty field
Penalty amount	-->		
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field
N/A	-->		Empty field



LCMS	Direction	PAR/VEC	Notes
Balance due	-->		The sum of the original and penalty amount
N/A	-->		Empty field
Date file sent to us	-->		
Default date, ie, when delinquent	-->		

F.6. Changes in Assignments

LCMS	Direction	PAR/VEC	Notes
	<--	Court's case number	
	<--	First name	
	<--	Middle initial	
	<--	Last name	
	<--	Suffix	
	<--	Date of Birth	
	<--	Payment date	
	<--	Payment amount	
	<--	Remaining balance	
	<--	Status	

G. FMS II

G.1 AP LCMS to FMS II

LCMS	Direction	FMS II	Notes
Batch Header Record (first record in file)			
Batch type	-->		The batch type
Batch number	-->		6 Blanks



LCMS	Direction	FMS II	Notes
Period	-->		2-digit financial period to which transactions are to be posted. Right justified, zero-filled (i.e. period 1 would be 01)
Year	-->		2-digit year to which transactions are to be posted (i.e. 2001=01)
Batch Total	-->		Seventeen-character financial net amount, including decimal point and sign 9(13).99-. Right justified, zero filled on left. \$2,000.00 would be 0000000002000.00+
Document Header count	-->		Six numeric characters which represent the number of document header records (DN or DH records) in the batch. Right justified, zero filled.
Transaction Record count	-->		Six numeric characters which represent the number of transaction records (TD) in the batch. Right justified, zero filled. Required if transaction count totals are used on batch type.
BH description 1	-->		Fifty character batch header description 1
BH description 2	-->		Fifty character batch header description 2
User Code	-->		Three-character AP user code. All activity within the batch must be for the same user. Ex. 010
Filler-16	-->		Sixteen digit space filled
Bank ID	-->		1000



LCMS	Direction	FMS II	Notes
Filler-20	-->		Nineteen digit space filled
Document Header Record (second record in file)			
DN record type	-->		DN
Filler-26	-->		Twenty-six digit space filled.
Document Type	-->		Two-character document type. Must exist in \$AP-DOCTYPE table if batch format is "IN"
Document Number	-->		Up to Twenty-two characters, same numbering convention and tracking ability as PB batch document number.
FMS Vendor Number	-->		Six digit FMS Vendor Number
Filler-18	-->		Eighteen digit space filled
User Code	-->		Three-character AP user code. All activity within the batch must be for the same user. Ex. 010
Document Date	-->		Eight-character document date in CCYYMMDD format.
Filler-98	-->		Fifteen digit space filled
Filler-83	-->		Eighty-Three digit space filler
Transaction Records (starting with third record in the file)			
Record type	-->		TD
Tran code	-->		Three characters containing a valid AP transaction code 101.
Ref date	-->		Eight-character reference date in CCYYMMDD format.
Amount	-->		Seventeen-character financial net amount, including decimal point and sign 9(13).99-. Right justified, zero filled on left. \$2,000.00 would be 0000000002000.00+



LCMS	Direction	FMS II	Notes
Account Number	-->		Twenty-four numeric account number Ex. 460055100766115445199999
Filler-90	-->		Ninety Digit space filled
Bank	-->		1000
Filler-37	-->		Thirty-seven digit space filled

G.2 FMS II to LCMS

LCMS	Direction	FMS II	Notes
	<--	Check #	The number of the check
	<--	Amount	The amount of the check
	<--	Check date	The date of the check
	<--	Unique identifier	Case number
	<--	Reconciliation	Was it reconciled?
	<--	Cleared date	Date the check cleared if cleared
	<--	Recipient of check	Name of who the check went to
	<--	Recipient address	
	<--	Check Memo	What was the payment for?

H. Interagency Exchange

H.1. Prosecutor to Muni Court and Probation

LCMS Instance	Direction	LCMS Instance(s)	Entity	Property	Notes
Prosecutor	-->	Muni Court Probation	Case	Case type	
				Case filed date	
				Court number	
				Case involved agencies/parties	Judge, Public Defender, Police Officer, Victim, etc.
				Case charges/violations	



LCMS Instance	Direction	LCMS Instance(s)	Entity	Property	Notes
				Police report number	
				Case	AKA Violation date
				Arrest date	AKA Issued date
				Case events	
				Case documents	
				Sector citation information	Any section information identified in interface "J. Sector" not listed above.
Prosecutor	-->	Muni Court Probation	J & S	Sentence	
				Judgment	
				Conditions	
				Credit/suspend	
				J&S documents	
Prosecutor	-->	Muni Court Probation	Name	Name documents	
				Last Name	
				First Name	
				Middle Name	
				Prefix	
				Suffix	
				Date of birth	
				Name numbers	Ex. drivers licenses, JIS name codes, etc.
				Race	
				Gender	
				Height	
				Weight	
				Hair Color	
				Eye Color	
				Statistics/demographics	
				Addresses	
				Phone numbers	



LCMS Instance	Direction	LCMS Instance(s)	Entity	Property	Notes
				Email Addresses	
				Name attributes/flags	In custody, warrant, etc.
				Relationships	
				Defendant employer	
				Vehicle registerd owner	
				Vehicle make	
				Vehicle model	
				Vehicle year	
				Vehicle license plate	

H.2 Prosecutor to Public Defender

LCMS Instance	Direction	LCMS Instance	Entity	Property	Notes
Prosecutor	-->	Public Defender	Case	Case type	
				Case filed date	
				Court number	
				Police report number	
				Incident date	AKA Violation date
				Arrest date	AKA Issued date
				Case involved agencies/parties	
				Case charges/violations	
				Case events	
				Case documents	Ex. police reports
				Sector citation information	Any section information identified in interface "J. Sector" not listed above.
Prosecutor	-->	Public Defender	Name	Last Name	
				First Name	
				Middle Name	
				Prefix	



LCMS Instance	Direction	LCMS Instance	Entity	Property	Notes
				Suffix	
				Date of birth	
				Name numbers	Ex. drivers licenses, JIS name codes, etc.
				Race	
				Gender	
				Height	
				Weight	
				Hair Color	
				Eye Color	
				Statistics/Demographics	
				Addresses	
				Phone numbers	
				Email Addresses	
				Name attributes/flags	In custody, etc.
				Relationships	

H.3. Muni Court to Prosecutor, Public Defender and Probation

LCMS Instance	Direction	LCMS Instance(s)	Entity	Property	Notes
Muni Court	-->	Prosecutor Public Defender Probation	Case	Case type	
				Case filed date	
				Court number	
				Case involved agencies/parties	Ex. judge recusals
				Case charges/violations	
				Police report number	
				Incident date	AKA Violation date
				Arrest date	AKA Issued date
				Case events	
				Case documents	



LCMS Instance	Direction	LCMS Instance(s)	Entity	Property	Notes
				Sector citation information	Any section information identified in interface "J. Sector" not listed above.
Muni Court	-->	Prosecutor Public Defender Probation	J & S	Sentence	
				Judgment	
				Conditions	
				Credit/suspend	
				Financial amounts/balances	Probation fees, etc.
				J&S documents	
Muni Court	-->	Prosecutor Public Defender Probation	Name	Name documents	
				Last Name	
				First Name	
				Middle Name	
				Prefix	
				Suffix	
				Date of birth	
				Name numbers	Ex. drivers licenses, JIS name codes, etc.
				Race	
				Gender	
				Height	
				Weight	
				Hair Color	
				Eye Color	
				Statistics/demographics	
				Addresses	
				Phone numbers	
				Email Addresses	
				Name attributes/flags	In custody, warrant, etc.
				Relationships	
				Defendant employer	

LCMS Instance	Direction	LCMS Instance(s)	Entity	Property	Notes
				Vehicle registerd owner	
				Vehicle make	
				Vehicle model	
				Vehicle year	
				Vehicle license plate	
Muni Court	<-->	Prosecutor Public Defender Probation	Statute Table	Statute code	Source is MC but other agencies need to be able to amend.
				Statute description	
				Active date range	
				Penalty	
Muni Court	-->	Prosecutor Public Defender Probation	Docket	Docket type	Hearings, arraignments, etc.
				Docket involved parties	
				Docket date	
				Docket status	Canceled, rescheduled, etc.

H.4 Public Defender to Muni Court, Prosecutor, Probation

LCMS Instance	Direction	LCMS Instance	Entity	Property	Notes
Public Defender	-->	Muni Court Prosecutor Probation	Case	Case involved agencies/parties	PD assigned
				Case documents	NOA
Public Defender	-->	Muni Court Prosecutor Probation	Name	Name attributes/flags	In custody, etc.
				Race	
				Gender	
				Height	
				Weight	
				Hair Color	
				Eye Color	
				Statistics/demographics	





H.5 All agencies document exchange

LCMS Instance	Direction	LCMS Instance	Entity	Property	Notes
Muni Court Prosecution Probation Public Defender	<-->	Muni Court Prosecution Probation Public Defender	Case	Case documents	Some documents will need to be transferred back and forth between agencies (ex. Probation's PVN's)

I. Beast (Bar-Coded Evidence Analysis Statistical Tracking)

LCMS	Direction	Destination System
	<--	Department case number
	<--	Offense date and time
	<--	Case officer
	<--	Offense code
	<--	Defendant first name
	<--	Defendant middle name
	<--	Defendant last name
	<--	Defendant gender
	<--	Defendant race
	<--	Defendant date of birth
	<--	Item number
	<--	Item type
	<--	Item description
	<--	Item status (destroyed, in location, etc.)
	<--	Item notes
	<--	Serial number
	<--	Quantity
	<--	Owner
	<--	Collection date/time



LCMS	Direction	Destination System
	<--	Collection officer

J. Sector

LCMS	Direction	Sector
	<--	Citation PDF document
	<--	Citation filed date
	<--	Citation case number
	<--	Police report number
	<--	Issuing agency
	<--	Incident location
	<--	Accident flag
	<--	Date sent to AOC
	<--	Violation date
	<--	Issued date
	<--	Violation/statute
	<--	CitationType
	<--	Defendant first name
	<--	Defendant last name
	<--	Defendant Address
	<--	Defendant City
	<--	Defendant State
	<--	Defendant Postal
	<--	Defendant Employer
	<--	Defendant Phone
	<--	Defendant Email
	<--	Defendant Gender
	<--	Defendant DOB
	<--	Defendant drivers license number
	<--	Defendant drivers license state



LCMS	Direction	Sector
	<--	Vehicle registered owner
	<--	Vehicle make
	<--	Vehicle model
	<--	Vehicle year
	<--	Vehicle license plate
	<--	Victim first name
	<--	Victim last name
	<--	Victim Address
	<--	Victim City
	<--	Victim State
	<--	Victim Postal
	<--	Victim Employer
	<--	Victim Phone
	<--	Victim Email
	<--	Victim Gender
	<--	Victim DOB
	<--	Type of service
	<--	Officer first name
	<--	Officer last name
	<--	Officer badge number
	<--	Officer's organization

K. JBRS

LCMS	Direction	JBRS	Notes
	<--	SSN	If not already in the LCMS or different than what we already have.
	<--	Custody status	Custody
	<--	Mugshot (image)	Mugshot image
	<--	Phone number	If different than what we already have in LCMS
	<--	Address	If different than what we already have in LCMS



LCMS	Direction	JBRS	Notes
	<--	City	
	<--	State	
	<--	Postal	
	<--	FBI Number	NOTE: This is CJIS compliant data and will need to be treated specially
	<--	Attributes	Ex. Scars, marks, tattoos, etc.

L. OLR (Probation Online Referral Tool)

LCMS	Direction	Destination System
Defendant first name	-->	
Defendant middle name	-->	
Defendant last name	-->	
Date of birth	-->	
Case number(s)	-->	
Probation officer	-->	
Referral PDF file	-->	
Treatment agency	-->	
	<--	Report date
	<--	Reporting agency
	<--	Counselor name
	<--	Counselor phone number
	<--	Diagnosis
	<--	Evaluation date
	<--	Current care level
	<--	Treatment status
	<--	Treatment start date
	<--	Treatment completion
	<--	Recommended treatment groups
	<--	Attended treatment groups
	<--	Recommended individual counseling sessions



LCMS	Direction	Destination System
	<--	Attended individual counseling sessions
	<--	Recommended self help groups
	<--	Attended self help groups
	<--	Drug test(s)
	<--	Drug test(s) type (UA, PBT, etc.)
	<--	Drug test(s) date
	<--	Drug test(s) reading
	<--	Drug test(s) explanation
	<--	Narrative
	<--	Report PDF file

M. OnBase

LCMS	Direction	OnBase
	<--	Document type (see below M.1 for document types)
	<--	Report number
	<--	Report date
	<--	Agency
	<--	Defendant name
	<--	Offense code
	<--	Location
	<--	PDF/Image of document



M.1. OnBase Document Types

NOTE: PD = Police Department, not Public Defender

Document Types
PD - Additional - Detective
PD - Additional - Other
PD - Arrest - Booked
PD - Arrest - Cite Release
PD - Arrest Report
PD - Citation
PD - Collision Report
PD - Forensics
PD - Incident Report
PD - Infraction NON-Traffic
PD - Infraction Traffic
PD - Misc - Other
PD - Photo Log
PD - Tip
PD - Warrant Arrest
PD - Warrant Recall Quash

LCMS to Department of Licensing (DOL)

TBD



I.3 Reports and Documents

This section details the reports and documents that exist or have at one time been created in current system. All reports and documents are custom and NOT part of the scope of this project. During the implementation the City will be responsible to prioritize and assist JTI in building core Documents, Reports and Searches for new system.

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
1	Prosecutor	_Spokane MuniCourt Schedule2	APPARENTLY SCHEDULE FOR THAT DAY ONLY	UNKNOWN		CUSTOM
2	Prosecutor	Account Lookup	no application for prosecution	NEVER		
3	Public Defender	active attorney check	report by date to check for cases missing active attorney dates	daily		CUSTOM
4	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by City and Date		UNKNOWN		CUSTOM
5	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by Gender		UNKNOWN		CUSTOM
6	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by Prob Event And Date		UNKNOWN		CUSTOM
7	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by Probation Event And Date		UNKNOWN		CUSTOM
8	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by Race		UNKNOWN		CUSTOM
9	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by Race And Date		UNKNOWN		CUSTOM
10	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by State And Date		UNKNOWN		CUSTOM
11	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by Violation Notice		UNKNOWN		CUSTOM
12	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS by Zip And Date		UNKNOWN		CUSTOM
13	Prosecutor - Active Case Load	ACTIVE CASE LOAD REPORTS with Charges		UNKNOWN		CUSTOM
14	Prosecutor	Active Cases by Agency	extremely limited application	NEVER		



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
15	Probation - Referral	Active OLR Referrals	Not working - error	Monthly		
16	Public Defender	ad-hoc pd duplicate DA's	ad-hoc report that looks for cases with 2 attorney's attached	daily		CUSTOM
17	Public Defender	ad-hoc pd status date report	created after a problem with jw to check status dates	daily		CUSTOM
18	MC - Non-Parking	Adjusted Penalty Fine Imposed		Monthly		CUSTOM
19	MC - Non-Parking	Adjusted Receivables		Monthly		CUSTOM
20	MC - Non-Parking	Advanced Calendar	Status of all hearings past/future	As Needed		CUSTOM
21	Prosecutor	Advanced Calendar	POTENTIALLY VIABLE REPORT IF REFORMATTED	YEARLY		CUSTOM
22	Prosecutor	Advanced Calendar Report (Set Unfamiliar Parameters to 'All')	potentially viable report if reformatted	YEARLY		CUSTOM
23	MC - Non-Parking	Advanced Case Involvements		As Needed		CUSTOM
24	Prosecutor	ADVANCED CASE INVOLVEMENTS	SEEMS DUPLICATIVE OF OTHER REPORT	NEVER		CUSTOM
25	Prosecutor	Advanced Case Involvements (Conflict Checker)	potentially viable for other purposes	NEVER		CUSTOM
26	MC - Non-Parking	Advanced Case Search		As Needed		CUSTOM
27	Prosecutor	Advanced Case Search	Large Variety of Search Options	MONTHLY		CUSTOM
28	Public Defender	advanced case search	canned report - NEW REPORT WOULD NEED TO BE REFINED	occasionally		CUSTOM
29	MC - Non-Parking	Advanced Case Search with Statute		As Needed		CUSTOM
30	Prosecutor	Advanced Case Search with Statute	Large Variety of Search Options	MONTHLY		CUSTOM
31	MC - Non-Parking	Advanced Event Matrix	Matrix of events/outcomes; would be ideal if details were optional as well	As Needed		CUSTOM
32	MC - Non-Parking	Advanced Name Search		As Needed		CUSTOM
33	Prosecutor	Advanced Name Search	Large Variety of Search Options	QUARTERLY		CUSTOM
34	Public Defender	advanced name search	canned report	occasionally		CUSTOM
35	MC - Non-Parking	Advanced Statute Search		As Needed		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
36	MC - Non-Parking	Age of Active Pending Caseload	Not currently used; requires additional parameters such as involvement and dates	Monthly		CUSTOM
37	MC - Non-Parking	Agency Active Cases by Status	Not currently in use, but similar report will be required in new system when agencies interface in place	As needed		CUSTOM
38	MC - Non-Parking	Agency User Logging		As needed		CUSTOM
39	Prosecutor	Agency User Logging	format needs to be fixed	QUARTERLY		CUSTOM
40	Public Defender	agency user logging	login information on users	occasionally		CUSTOM
41	Probation - General	Alive At 25 Report		Monthly		CUSTOM
42	Public Defender	Appointments	total appointments by time NEW REPORT WOULD ALSO SHOW NEXT COURT DATE	daily		CUSTOM
43	Prosecutor	Attorney Active Files	cases listed by prosecutor / status + date	QUARTERLY		CUSTOM
44	Public Defender	attorney Active files	needed to determine case count	daily		CUSTOM
45	Public Defender	attorney status report	Report on status used for monthly stats.	daily		CUSTOM
46	MC - Non-Parking	Audit - PAR - VEC	Queued for transfer	Weekly		CUSTOM
47	MC - Non-Parking	Bond Information	In use	Weekly		CUSTOM
48	MC - Non-Parking	Calendar Docket Instances	Snapshot of dockets and docket loads	As needed		CUSTOM
49	Prosecutor	Calendar Docket Instances (Docket Module)	we don't use docket module	NEVER		CUSTOM
50	MC - Non-Parking	Calendar Dockets	Current dockets w/configuration details; used to build out future dockets	Yearly/As needed		CUSTOM
51	Prosecutor	CALENDAR DOCKETS	we don't use docket module	NEVER		CUSTOM
52	Prosecutor	Calendar Dockets (Docket Module)	appears BROKEN; we don't use module	NEVER		



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
53	Prosecutor	Case Age CaseLoad	LOCATED BELOW CASE TOTALS BY CHARGE DUE TO SPACE	NEVER		CUSTOM
54	Prosecutor	Case Age Caseload	number of case by Age (Days) old	YEARLY		CUSTOM
55	Prosecutor	Case Attribute Details	limited use; format needs to be fixed	MONTHLY		CUSTOM
56	Prosecutor	Case Attribute Matrix	same input as "Details"; better format but still needs to be fixed	MONTHLY		CUSTOM
57	Prosecutor	Case by Statutes (Counts Status Disposition Age)	format needs to be fixed	UNKNOWN		CUSTOM
58	Prosecutor	CASE CONFLICT CHECK	LIMITED TO NO USE	NEVER		CUSTOM
59	Prosecutor	Case Discovery Packet Details	BROKEN - NOT USED	NEVER		CUSTOM
60	MC - Non-Parking	Case Involvements		As needed		CUSTOM
61	Prosecutor	Case Involvements	Relate to PIP in "Case"?	MONTHLY		CUSTOM
62	Public Defender	Case involvements w/ court events	link to courts jw showing court events	daily		CUSTOM
63	MC - Non-Parking	Case Involvements with Court Events		Daily		CUSTOM
64	Prosecutor	Case Involvements with Court Events	points to Muni Court Server	MONTHLY		CUSTOM
65	Prosecutor	Case Logging - Cases by date	Appears to be turned off (No Results)	NEVER		CUSTOM
66	Public Defender	case logging- cases by date	cases input into the system by date - similar to another report but this report is also helpful	occasionally		CUSTOM
67	Public Defender	case note search	needed to search notes for specific words	occasionally		CUSTOM
68	MC - Non-Parking	Case Notes	Not currently used	As needed		CUSTOM
69	Prosecutor	Case Notes	only large "Notes" field	YEARLY		CUSTOM
70	MC - Non-Parking	Case Notes Complete		As needed		CUSTOM
71	Prosecutor	Case Notes Complete	all notes fields in case	YEARLY		CUSTOM
72	MC - Non-Parking	Case Notes Search		As needed		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
73	Prosecutor	CASE NOTES SEARCH	alpha search of notes (entire database)	YEARLY		CUSTOM
74	Prosecutor	Case Notes Search (Case Notes Not Event Notes)	alpha search of notes (entire database)	YEARLY		CUSTOM
75	Public Defender	case report county by status da	list of reports by status and attorney	monthly		CUSTOM
76	MC - Non-Parking	Case Search by Case Type		As needed		CUSTOM
77	Prosecutor	Case Search by Case Type	format needs to be fixed	MONTHLY		CUSTOM
78	Prosecutor	Case Search by Date of Occurrence	format needs to be fixed	YEARLY		CUSTOM
79	Prosecutor	Case Summary	points to Muni Court Server	DAILY		CUSTOM
80	Public Defender	case summary	link to court jw showing case summary	daily		CUSTOM
81	Public Defender	case summary (cdk)	pd case summary in order entered	daily		CUSTOM
82	Public Defender	case summary CDK	link to court jw showing case summary	daily		CUSTOM
83	MC - Non-Parking	Case Summary Logging		As needed		CUSTOM
84	Prosecutor	Case Summary Logging	Admin review of individual case log	WEEKLY		CUSTOM
85	Public Defender	case summary logging	logged information by case id note not everything comes through like popup information - need similar type report	occasionally		CUSTOM
86	Prosecutor	Case Summary SC	with status changes	UNKNOWN		CUSTOM
87	Prosecutor	Case Totals By Charge and Statute	format needs to be fixed	QUARTERLY		CUSTOM
88	Public Defender	cases added by broker (new)	all cases added to our system via the broker	daily		CUSTOM
89	Prosecutor	Cases Added by Broker (Result Should Be None)	extremely limited application	NEVER		CUSTOM
90	MC - Non-Parking	Cases by Statute		As needed		CUSTOM
91	Prosecutor	Cases by Statute	format needs to be fixed	MONTHLY		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
92	Public Defender	cases by statute	reports back under statute number (WOULD LIKE NEW REPORT TO HAVE A DROP DOWN and multiple picks)	occasionally		CUSTOM
93	MC - Non-Parking	Cases Missing Court Events	Open misdemeanors w/out future date	Weekly		CUSTOM
94	Public Defender	cases missing NOA's	Finds cases by attorney and date that do not have an NOA files New report should have client name.	daily		CUSTOM
95	MC - Non-Parking	Cases with Unknown Officer		Weekly		CUSTOM
96	MC - Parking	Cash Drawer Summary Report	Summary of cash drawers for a selected date range	Daily		CUSTOM
97	MC - Parking	Citation Aging by Year Report	Not Currently in use. Summary of tickets in open status or closed status displayed by year of issuance for last 5 years and prior including penalty/fine amounts totals	Yearly/As needed		CUSTOM
98	MC - Parking	Citation Aging Report	Submitted annually to Accounting. Summary of all tickets in open status and closed status over defined time periods (current, 31-90 days, 91-1YR etc.) including penalty/fine amounts totals	Yearly/As needed		CUSTOM
99	MC - Parking	Citation Closed Reasons	Not currently in use but has value for auditing. List of citations in a specified date range - sort by closed reason	As needed		CUSTOM
100	MC - Parking	Citation NSF Fees Assessed - Paid	List of tickets assessed with fee and list of tickets when NSF paid	Weekly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
101	MC - Parking	Citations at Collection	Not currently in use, value for auditing and stats. List of cases by date sent to collections for a specified date range	As needed		CUSTOM
102	MC - Parking	Citations Sent to Collections Report		Weekly		CUSTOM
103	MC - Parking	Citations with RO but 1st Notice Not Sent		Monthly		CUSTOM
104	MC - Parking	Citations with RO but 2nd Notice Not Sent	List of citations with RO, aged but 2 st notice was not sent.	Monthly		CUSTOM
105	Prosecutor	Clearance Rates	limited CRP Report (unknown usage)	UNKNOWN		CUSTOM
106	MC - Non-Parking	Clearance Rates		Monthly		CUSTOM
107	Prosecutor	Clearance Rates	Duplicate name?	UNKNOWN		CUSTOM
108	MC - Parking	Cleared Citations Report (Detail)				CUSTOM
109	MC - Parking	Cleared Citations Summary Report				CUSTOM
110	MC - Parking	Collections Recall Report	Custom for accounts recalled from collection **Only identifies tickets initiated in Duncan	Daily		CUSTOM
111	Prosecutor	Conflict Check	use "... with Name Search" and add NameID	NEVER		CUSTOM
112	Prosecutor	Conflict Check Name Search	format needs to be fixed; same info as "Conflict Check" with more variables	NEVER		CUSTOM
113	Public Defender	Conflict check report	assisting in determining if conflict in case	not working yet		CUSTOM
114	MC - Non-Parking	Court Calendar		As needed		CUSTOM
115	Prosecutor	Court Calendar	limited use	QUARTERLY		CUSTOM
116	Prosecutor	Court Calendar (Any Docket Date(s) Any Time)	extremely limited application	NEVER		CUSTOM
117	Public Defender	court date missing	review of cases missing court dates	weekly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
118	MC - Parking	Court Docket (calendar)	Calendars	Weekly		CUSTOM
119	MC - Parking	Court Docket Report				CUSTOM
120	MC - Non-Parking	Court Hearings By Date	Docket schedule for public	Daily		CUSTOM
121	MC - Parking	Credit Balance Report	List of tickets with overpayments	Weekly		CUSTOM
122	MC - Parking	Current Open Citations Report	List of open citations in a specified date range	As needed		CUSTOM
123	Public Defender	da case count by active date expanded	list of all cases associated w/ attorney by date range	monthly		CUSTOM
124	MC - Non-Parking	Daily Docket Schedule		Daily		CUSTOM
125	MC - Parking	Daily Payments Received Report		Daily		CUSTOM
126	MC - Non-Parking	Data Partitioning by Security Profile		As needed		CUSTOM
127	Prosecutor	DATA PARTITIONING BY SECURITY PROFILE	EXTREMELY LIMITED APPLICATION	NEVER		CUSTOM
128	Public Defender	dc case count by active date expanded	list of all cases associated w/ clerk by date range	monthly		CUSTOM
129	Prosecutor	Defendants with Multiple Cases	extremely limited application; appears BROKEN	NEVER		CUSTOM
130	Probation - General	Defendants with Multiple Cases		Monthly		CUSTOM
131	MC - Non-Parking	Deferred Cases Missing Court Events	Audit	Weekly		CUSTOM
132	MC - Non-Parking	Deleted Cases		Monthly		CUSTOM
133	MC - Non-Parking	Delinquent Payment Plans Report	In use	As needed		CUSTOM
134	MC - Non-Parking	Delinquent Payment Schedules		As needed		CUSTOM
135	MC - Non-Parking	Deposit Report	Not in use; but good for audit as it displays items sequentially by receipt number, by payment type (no cashier ID info). There is a report tilted the same in the Cashier Folder but it is more detailed, grouped by cashier ID and currently in use.	Daily		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
136	MC - Non-Parking	Deposit Report (Financial folder)				CUSTOM
137	MC - Non-Parking	Deposit Report Detail (Cut Off Detail)	In use	Daily		CUSTOM
138	Public Defender	disposition report	list of disposition by attorney	weekly		CUSTOM
139	Prosecutor	Docket Events	unknown	UNKNOWN		CUSTOM
140	Prosecutor	Docket Report by Date Type Prosecutor	format needs to be fixed	UNKNOWN		CUSTOM
141	Prosecutor	DOCKET SCHEDULE	APPEARS TO BE BROKER; CANNOT IMPUT CRITERIA	NEVER		CUSTOM
142	Public Defender	Document Logging	All documents input in the system via broker or manual by event type.	occasionally		CUSTOM
143	Prosecutor	Document Logging - Documents by date	Appears to be turned off (No Results)	NEVER		CUSTOM
144	Public Defender	documents added to cases	Ability to see when specific documents were added to case either via broker or user	daily		CUSTOM
145	MC - Non-Parking	DOL Notification		Daily		CUSTOM
146	MC - Parking	Drawer Activity Report	Run by cashiers used to balance cash drawer	Daily		CUSTOM
147	Public Defender	duplicate law number	Review of duplicate cases entered or duplication in police report number.	daily		CUSTOM
148	Prosecutor - EHM Reports	EHM Calendar Review Report		NEVER		CUSTOM
149	Probation - EHM	EHM Calendar Review Report	When printed, data goes to 2nd sheet (only title into on top with lots of blank space)	Weekly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
150	Prosecutor - EHM Reports	EHM Jail Project		NEVER		CUSTOM
151	Probation - EHM	EHM Jail Project	Needs to be rewritten and we need to put place in JustWare where we can track jail project defendant's	Daily		CUSTOM
152	Prosecutor	Event Logging - Events by date		QUARTERLY		CUSTOM
153	Public Defender	event logging - events by date	all events input in the system	weekly		CUSTOM
154	MC - Non-Parking	Event_Search_By_Defendant_Name	Hearing events for all names/aliases	As needed		CUSTOM
155	MC - Non-Parking	Export Pending		Weekly		CUSTOM
156	MC - Non-Parking	Financial Accounts	Not currently in use; value for audit	As needed		CUSTOM
157	MC - Non-Parking	FTA Review Report				CUSTOM
158	MC - Non-Parking	General Ledger	Not currently in use; value for audit, undermined if sufficient in current format	Monthly		CUSTOM
159	Prosecutor	Hearing Outcome Report (Under Construction)	format needs to be fixed	NEVER		CUSTOM

STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
160	MC - Non-Parking	Infraction Failed to Respond		Daily		CUSTOM
161	MC - Non-Parking	Involved Person Contact Info	Not currently used	As needed		CUSTOM
162	Prosecutor	Involved Person Contact Info	address, phone, etc of involved persons	YEARLY		CUSTOM
163	Prosecutor	JDA Activity Workflow Log	BROKEN - NOT USED	NEVER		CUSTOM
164	Prosecutor	JDA TEMPLATES	LOTS OF 1s AND Os; DUPLICATE?	NEVER		CUSTOM
165	Prosecutor	JDA Templates (Admin Use - Show JDAs and Table Links)	extensive data, but unknown usage	UNKNOWN		CUSTOM
166	MC - Non-Parking	JIS Notification		Daily		CUSTOM
167	MC - Non-Parking	JTNS Summary Report_5	Believe this is required by IT for JTNS functionality; were not able to confirm (1/20 email)			CUSTOM
168	Prosecutor	JusticeBrokerAuditLog		UNKNOWN		CUSTOM
169	Prosecutor	JusticeWeb Audit Log	BROKEN - NOT USED	UNKNOWN		CUSTOM
170	MC - Non-Parking	JustWare Code Tables		As needed		CUSTOM
171	Prosecutor	JustWare Code Tables	Lists various code tables used by agency	YEARLY		CUSTOM
172	Public Defender	JustWare code tables	canned report	occasionally		CUSTOM
173	Public Defender	JustWare code tables (printable)	canned report	occasionally		CUSTOM
174	Prosecutor	JW Usage Audit	appears to be BROKEN	NEVER		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
175	MC - Non-Parking	Locked Documents	Only required if needed as management tool as we use it currently	Weekly		CUSTOM
176	Prosecutor	Locked Documents	Results are blank (possibly intentional?)	NEVER		CUSTOM
177	Public Defender	locked documents	needed for jw issue with documents locked by user and not clearing	monthly		CUSTOM
178	Prosecutor	Management - Attributes Added to Cases by Date	would be better if reformatted	QUARTERLY		CUSTOM
179	Prosecutor	Management - Cases Without Offers	used daily to ensure offers are in cases	WEEKLY		CUSTOM
180	Prosecutor	Management - Charge Outcome by Statute	need a LOT of reformatting to make sense; good report	MONTHLY		CUSTOM
181	Prosecutor	Management - Commissioned Police Officers	Not sure how this is updated; possible use for SPD?	MONTHLY		CUSTOM
182	Prosecutor	Management - Count Amendment Report	reformat for better consistency	QUARTERLY		CUSTOM
183	Prosecutor	Management - Count History Report on All Cases	determines if charges changed prior to dispo	YEARLY		CUSTOM
184	Prosecutor	Management - Deleted or Merged Cases	shows which cases have been merged or deleted	YEARLY		CUSTOM
185	Prosecutor	Management - DWLS 3 Diversion Cases History	BROKED - CONTINUOUS SPINS	UNKNOWN		CUSTOM
186	Prosecutor	Management - Event by Case Type by Status by Date		QUARTERLY		CUSTOM
187	Prosecutor	Management - Limited Commission Police Officers	Not sure how this is updated; possible use for SPD?	MONTHLY		CUSTOM
188	Prosecutor	Management - Mental Health Cases with Non-MH Prosecutors	QA check for case assignment			CUSTOM
189	Prosecutor	Management - Missing Court Numbers	QA check for missing court numbers	MONTHLY		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
190	Prosecutor	Management - Missing Police Report Numbers	QA check for missing report numbers	MONTHLY		CUSTOM
191	Prosecutor	Management - Missing PTE Events List	57 page list of apparent crap	NEVER		CUSTOM
192	Prosecutor	Management - Open Cases No Citation File	Unknown and limited application; possible QA?	UNKNOWN		CUSTOM
193	Prosecutor	Management - Open Cases With Citation File	Unknown and limited application; possible QA?	UNKNOWN		CUSTOM
194	Prosecutor	Management - Outcome by Statute w NameID	would be better if reformatted	QUARTERLY		CUSTOM
195	Prosecutor	Management - Overdue Open Cases	Unknown and limited application; continuous spins; may be BROKEN?	NEVER		CUSTOM
196	Prosecutor	Management - Overdue Probation Cases	would be better if reformatted	YEARLY		CUSTOM
197	Prosecutor	Management - Overdue Probation Cases by Date Range by Prosecutor by Misdemeanor Type	would be better if reformatted	YEARLY		CUSTOM
198	Prosecutor	Management - Overdue Probation Cases wPTE Filter	would be better if reformatted; possible DUPLICATE	YEARLY		CUSTOM
199	Prosecutor	Management - Pending Probation Tasks by User		UNKNOWN		CUSTOM
200	Prosecutor	Management - Probation Case County by Judge by Date Range	unknown what the purpose of this report is	UNKNOWN		CUSTOM
201	Prosecutor	Management - Relicensing Event Search	would improve by reformatting	QUARTERLY		CUSTOM
202	Prosecutor	Management - Relicensing Event Search with Alias	duplicate with alias additional information	QUARTERLY		CUSTOM
203	Prosecutor	Management - Sentence Description Field Misuse Report	unknown use or purpose	UNKNOWN		CUSTOM
204	Prosecutor	Management - Single County Charge Cases by Crime by Date	not user friendly	NEVER		CUSTOM
205	Prosecutor	Management - SPD DUI DID Amended Charges Report	single use report	NEVER		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
206	Prosecutor	Management - SPD DUI DID Report	single use report	NEVER		CUSTOM
207	Prosecutor	Management - SPD DUI DID Report 1	single use report	NEVER		CUSTOM
208	Prosecutor	Management - Theft Survey	single use report	NEVER		CUSTOM
209	Prosecutor	Management - Unavailable Police Officers	unknown use or purpose	UNKNOWN		CUSTOM
210	Prosecutor	Management - Undeclared "Not Filed" Cases	very limited application	YEARLY		CUSTOM
211	Prosecutor	Management - Unofficial Mugshot List	unknown use or purpose	MONTHLY		CUSTOM
212	Public Defender	missing disposition dates	find cases w/ missing disposition dates	monthly		CUSTOM
213	MC - Non-Parking	Monthly Case Type Count (Matrix)		As needed		CUSTOM
214	Prosecutor	Monthly Case Type Count (Matrix)	very limited application (other reports)	QUARTERLY		CUSTOM
215	Prosecutor	Monthly Case Type Count (Matrix --Count Totals)		QUARTERLY		CUSTOM
216	MC - Parking	Multiple Ticket Listing Report	In use. List of tickets sorted by RO, includes status of ticket, amount due.	As needed		CUSTOM
217	MC - Non-Parking	My Recent Activity		As needed		CUSTOM
218	Prosecutor	My Recent Activity	very limited application; reformat if kept	UNKNOWN		CUSTOM
219	Public Defender	my recent activity	Recent activity done by person logged in at that time.	monthly		CUSTOM
220	Prosecutor	My Team Active Cases	Limited Use - CHART	UNKNOWN		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
221	Public Defender	my team active cases	list of all cases associated w/ attorney or clerk NEW REPORT WOULD NEED TO BE REFINED	daily		CUSTOM
222	MC - Non-Parking	My Team Recent Activity		As needed		CUSTOM
223	Prosecutor	My Team Recent Activity	very limited application; reformat if kept	UNKNOWN		CUSTOM
224	Public Defender	my team recent activity	recent activity done by selected person - would be more helpful if date range were used	occasionally		CUSTOM
225	Public Defender	name information w/ mugshot	pulls mugshot report from name id	occasionally		CUSTOM
226	MC - Non-Parking	Name Information with Mugshot	Not currently in use	As needed		CUSTOM
227	Prosecutor	Name Information with Mugshot	reformat case involvement section	UNKNOWN		CUSTOM
228	MC - Non-Parking	Name Summary		Daily		CUSTOM
229	Prosecutor	Name Summary	reformat case involvement section	DAILY		CUSTOM
230	MC - Non-Parking	NCOs Without Recalls On Dismissed Charges on Closed Cases		Weekly		CUSTOM
231	Public Defender	NOA detail by attorney	detailed list of NOA's filed by attorney New report would need to be cleaned up a bit	monthly		CUSTOM
232	Public Defender	NOA summary	list with totals only of NOA's filed by attorney	monthly		CUSTOM
233	Prosecutor	Non-Court Events Report (PD Screening and Others -- Partitioned)		NEVER		CUSTOM
234	MC - Non-Parking	Non-Payment Schedule Aging Report (ACCOUNTING-MONTHLY)		Monthly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
235	MC - Non-Parking	Non-Payment Schedule Aging Report (CUSTOM)				CUSTOM
236	MC - Non-Parking	Notification Log		Daily		CUSTOM
237	Prosecutor	Notification Log	some application to track notifications	YEARLY		CUSTOM
238	Prosecutor	Notification Log (By Date By Prosecutor)		YEARLY		CUSTOM
239	MC - Parking	NSF Assessed and Paid		Weekly		CUSTOM
240	MC - Non-Parking	Obligation Sheet	Training tool	As needed		CUSTOM
241	MC - Non-Parking	Obligation Total by Date Report	Not currently in use, value for audit and reporting	As needed		CUSTOM
242	MC - Non-Parking	Obligation_Summary_Report_Monthly		Monthly		CUSTOM
243	Prosecutor	Offers By Docket	lists offers for specific docket	WEEKLY		CUSTOM
244	MC - Parking	Open Citations Without RO Info Report	No RO but other associated responsible parties	Monthly		CUSTOM
245	Public Defender	outstanding police reports request	aid in tracking police reports not received mostly used now for county conflicts	occasionally		CUSTOM
246	MC - Non-Parking	Over Under Summary	Not currently in use; not recording over/shorts. But necessary in new system when recording deposits	Daily		CUSTOM
247	MC - Non-Parking	Overpay Amount Details	Daily Overpayments	Daily		CUSTOM
248	MC - Non-Parking	Overpay Amount Details (2)	In use, list of amount in overpay account	Weekly		CUSTOM
249	MC - Non-Parking	Overpayment Activity (ACCOUNTING-MONTHLY)				CUSTOM
250	MC - Non-Parking	Overpayment Activity (CUSTOM)				CUSTOM
251	MC - Non-Parking	Overpayment Pending				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
252	MC - Non-Parking	PAR Audit - Defendant Address Missing				CUSTOM
253	MC - Non-Parking	PAR Audit - Judgment Date Missing				CUSTOM
254	MC - Non-Parking	PAR Audit - Obligation Missing or Zero Dollars				CUSTOM
255	MC - Non-Parking	PAR Audit - Violation Date Missing				CUSTOM
256	MC - Parking	Parking Citation Payment Refunds	List of issued refunds			CUSTOM
257	MC - Parking	Parking Citation Payment Reversals Report	List of payment reversals in a selected date range. Ideally would like option to sort by user ID			CUSTOM
258	MC - Parking	Payment Batch Summary Report	Summary of number of payments in a batch for a specified date range			CUSTOM
259	MC - Parking	Payment Plans Past Due Report	**Requires modification - currently returns ALL payment plans			CUSTOM
260	MC - Non-Parking	Payment Receipt				CUSTOM
261	MC - Non-Parking	Payment Receipt (non-case related)				CUSTOM
262	MC - Non-Parking	Payment Schedule Aging Report (ACCOUNTING-MONTHLY)				CUSTOM
263	MC - Non-Parking	Payment Schedule Aging Report (CUSTOM)				CUSTOM
264	MC - Non-Parking	Payment Schedule Report	In use run from Nav Pane Reports drop down (but run from System Reports>Financial folder)			CUSTOM
265	Prosecutor	Payments	payments received by JW user	NEVER		CUSTOM

STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
266	MC - Parking	Payments Received Report (sorted by Agency)	List of payments and ticket numbers for a specified date range sorted by Batch, Agency or Transaction Source. Can search all transactions or limit search by user ID			CUSTOM
267	MC - Non-Parking	Payments Voided				CUSTOM
268	Prosecutor	Physical Location Capacity and Headcount	appears to be BROKEN	NEVER		CUSTOM
269	Prosecutor	Physical Location Information	unknown and limited application	NEVER		CUSTOM
270	Prosecutor	PIP Name Information	should be located in "Case" folder	UNKNOWN		CUSTOM
271	Probation - Active Case Load	Probation Active Case Load By Event	Only include active alpha PO's, do not include Clerks, EHM or specialty caseloads in the "Probation Officer" parameter drop-down			CUSTOM
272	Probation - Active Case Load	Probation Active Case Load By Gender				CUSTOM
273	Probation - Active Case Load	Probation Active Case Load by PO Type	Remove EHM File Reviews from Alpha PO Lists			CUSTOM
274	Probation - Active Case Load	Probation Active Case Load By Race	Only include EHM, specialty and alsph PO's in "Probation Officer" parameter drop-down; Alphabetize by last name, first name middle name (the def's); logic incorrect - totals don't match Active Caseload report			CUSTOM
275	Prosecutor	Probation Active Cases Per PO		PROBATION		CUSTOM
276	Probation - Active Case Load	Probation Active Cases Per PO		Daily		CUSTOM
277	Probation - Active Case Load	Probation Active Cases with Charges		Weekly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
278	Probation - Active Case Load	Probation Active Offenders By City and Date	Fix drop-down; caseload logic - numbers are incorrect; add graph - Spokane, Spokane Valley, Other	Yearly		CUSTOM
279	Probation - Active Case Load	Probation Active Offenders By Conditions And Date	Fix drop-down; change logic so it doesn't pull any conditions with a status of "Not Ordered"	Monthly		CUSTOM
280	Probation - Active Case Load	Probation Active Offenders By Gender and Date	Fix drop-down; alphabetize def's by last name; totals not correct	Yearly		CUSTOM
281	Probation - Active Case Load	Probation Active Offenders By Prob Event And Date	Fix PO drop-down; check total logic	Weekly		CUSTOM
282	Probation - Active Case Load	Probation Active Offenders By Race And Date	Fix PO drop-down; check total logic; alphabetize by def last name	Yearly		CUSTOM
283	Probation - Active Case Load	Probation Active Offenders By State and Date	Fix PO drop-down; check total logic; alphabetize by def last name	Yearly		CUSTOM
284	Probation - Active Case Load	Probation Active Offenders By Violation Notice	Rename report to "Active Offenders by PVN Type"; alphabetize def's by last name; add "EHM PVN" types	Monthly		CUSTOM
285	Probation - Active Case Load	Probation Active Offenders By Zip And Date	Fix PO drop-down; caseload number total logic incorrect; alphabetize def by last name	Yearly		CUSTOM
286	Prosecutor	Probation Attributes By Condition		PROBATION		CUSTOM
287	Probation - General	Probation Attributes By Condition				CUSTOM
288	Probation - General	Probation Calendar Review Report	When emailing subscription for these - change default view of conditions to collapsed (not expanded)	Weekly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
289	Prosecutor	Probation Case Closure Report		PROBATION		CUSTOM
290	Probation - General	Probation Case Closure Report	Fix PO drop-down; on formatting - move date to end of case string to save room	Monthly		CUSTOM
291	Prosecutor	Probation Case Correspondence	Appears BROKEN	PROBATION		CUSTOM
292	Probation - Audit	Probation Case Number Audit Report	Fix PO drop-down so only brings in Active PO's (all)	Weekly		CUSTOM
293	Prosecutor	Probation Cases By Defendant Alpha		PROBATION		CUSTOM
294	Probation - General	Probation Cases By Defendant Alpha	Check logic on totals; add columns for MHC, VET, EHM; update "Note" and take out Dubois	Monthly		CUSTOM
295	Prosecutor - Audit Reports	Probation Cases With Invalid Referrals		PROBATION		CUSTOM
296	Probation - Audit	Probation Closed Cases With Active Case	Add def's full name; alphabetize by last name; alphabetize PO by last name	Weekly		CUSTOM
297	Probation - General	Probation Compliance Report				CUSTOM
298	Probation - General	Probation Conditions By Probation Attributes				CUSTOM
299	Probation - General	Probation Document Counts By Type	Doesn't appear to be pulling in all document types; didn't see PVN's, Tx reports; alphabetize doc types within each PO/Clerk grouping; add grand totals of how many of each document at the end	Weekly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
300	Probation - Audit	Probation Duplicate Cases	Should include both "Pending Probation" and "Probation" Case Types	Weekly		CUSTOM
301	Probation - General	Probation DV Cases with Conditions	Total active is not correct; Change title - check logic to see exactly what this is pulling	Monthly		CUSTOM
302	Prosecutor	Probation Fees		PROBATION		CUSTOM
303	Probation - General	Probation Fees	Alphabetize def's by last name; add graph show percentage of fees waived (split into by PO, by Judge, reduced by PO, reduced by Judge); Add field of "Status" and "Alleged Amount"; add EHM fees; add field showing which Judge/Commissioner/PO waived and totals for each	Monthly		CUSTOM
304	Prosecutor	Probation Gang Report		PROBATION		CUSTOM
305	Probation - General	Probation Gang Report		On occasion		CUSTOM
306	Prosecutor	Probation Gang Report with Mugshot		PROBATION		CUSTOM
307	Probation - General	Probation Gang Report with Mugshot	Add ability to choose "Active" vs "Closed"; add graph that shows % split of each type of gang; add conditions and PO Name; add "PO" and "Court Type" parameter so can be ran for specific caseloads; add feature where there's some identifying factor next to "new" additions (within 1 month)	Weekly		CUSTOM
308	Probation - General	Probation Judgement Type Report	Fix PO drop-down; alphabetize PO's			CUSTOM
309	Prosecutor	Probation Name Attributes		PROBATION		



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
310	Probation - General	Probation Name Attributes	Add parameter for expandable "Open" and "Closed" cases; add date range parameter; make cases listed under def expandable and put all info on one line to save space; change to landscape if needed	On occasion		CUSTOM
311	Prosecutor - Audit Reports	Probation Name Record Audit		PROBATION		CUSTOM
312	Probation - Audit	Probation Name Record Audit	Remove "Mugshot" as a column; alphabetize PO's by last name	Weekly		CUSTOM
313	Prosecutor - Audit Reports	Probation Open Case With No file Review		PROBATION		CUSTOM
314	Probation - Audit	Probation Open Case with No File Review	Can now track this with our working caseload report			CUSTOM
315	Prosecutor - Audit Reports	Probation Open Cases With No Active PO		PROBATION		CUSTOM
316	Probation - Audit	Probation Open Cases With No Active PO	Change logic to add all PO Types (Vet, MHC); change formatting of report where case number link and name are in the same line (saves space)	Weekly		CUSTOM
317	Probation - Audit	Probation Open Cases With No Conditions in Pros Case	Alphabetize PO by last name; put cases in alpha/numeric order	Weekly		CUSTOM
318	Prosecutor	Probation Violation Notices Count		PROBATION		CUSTOM
319	Probation - General	Probation Violation Notices Count	Alphabetize PO's by last name in drop-down; does it include ALL PVN types (including EHM?); add "Category" field	Monthly		CUSTOM
320	MC - Parking	Processing Activity Report				CUSTOM
321	Public Defender	prosecutor offers	pulls from cases the offer	occasionally		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
322	Probation - Audit	Prosecutors Cases With No Probation Case				CUSTOM
323	Probation - General	Public Defender Application Data	Calendar picker to date parameters; add parameter for Clerks, but keep a grand total as well; add graph with percentages of each	Monthly		CUSTOM
324	Prosecutor	Public Defender Application Date		PROBATION		CUSTOM
325	Prosecutor	Public Defense Cases	PD case count	NEVER		CUSTOM
326	Prosecutor	Relicensing	points to Muni Court Server	DAILY		CUSTOM
327	Public Defender	relicensing	linked through the courts - relicensing name summary information	occasionally		CUSTOM
328	MC - Non-Parking	Remittance Detail Report	As needed to drill into summary			CUSTOM
329	MC - Non-Parking	Remittance Summary Report				CUSTOM
330	MC - Non-Parking	Remittance_Summary_Report_Monthly				CUSTOM
331	MC - Non-Parking	Reports-Review_of_JW_Canned				CUSTOM
332	MC - Non-Parking	Restitution Adjustment Audit				CUSTOM
333	MC - Non-Parking	Restitution Out of Balance	Adjustments			CUSTOM
334	MC - Non-Parking	School Zone Safety Obligations entered as Other Costs	Identifying financials created using wrong obligation type			CUSTOM
335	MC - Non-Parking	Security Permissions by Profile		As needed		CUSTOM
336	Prosecutor	Security Permissions By Profile	lists all security for specified user type	QUARTERLY		CUSTOM
337	Prosecutor	Security Permissions By Profile (Admin)		NEVER		CUSTOM
338	Prosecutor	Security Permissions By User	lists all security for specified user	NEVER		CUSTOM
339	Prosecutor	Security Permissions By User (Admin)		NEVER		CUSTOM
340	MC - Non-Parking	Sentencing Information (Media)				CUSTOM
341	Probation - General	SOC Stat5 Prosecutor Cases With Conditions				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
342	Public Defender	Spokane muni court calendar	link to courts dockets	daily		CUSTOM
343	MC - Non-Parking	Spokane MuniCourt Calendar	Used by other agencies to view court dockets	Daily		CUSTOM
344	Prosecutor	Spokane MuniCourt Calendar	points to Muni Court Server	WEEKLY		CUSTOM
345	Prosecutor	Spokane MuniCourt Schedule	used daily	DAILY		CUSTOM
346	Prosecutor	Spokane MuniCourt Schedule	has default; is default setting for PROS	DAILY		CUSTOM
347	MC - Non-Parking	Statute Total by Obligation	Not currently in use; value for reporting	As needed		CUSTOM
348	Prosecutor	Statutes by Case Status Mastercode	case count by statute / crime	QUARTERLY		CUSTOM
349	MC - Parking	Suspended Citations				CUSTOM
350	Public Defender	Telephone Log	Logs all telephone messages taken. NEW REPORT WOULD LIKE TO ADD CLIENT NAME UNDER CASE NUMBER	daily		CUSTOM
351	MC - Non-Parking	Time to Disposition	Not currently used	Monthly		CUSTOM
352	MC - Non-Parking	Trust Account Summary	Weekly/as needed			CUSTOM
353	Prosecutor	Unit Log	no explanation of "Unit"; appears BROKEN	NEVER		CUSTOM
354	MC - Non-Parking	Unpaid Receivables By Date	In use; sorted by case type			CUSTOM
355	Prosecutor	User Access Logging	no lists in input dropdowns; appears BROKEN	NEVER		CUSTOM
356	Public Defender	user access logging	shows log in and logout of users	occasionally		CUSTOM
357	MC - Parking	Violation Summary Report	In use. Summary of citations issued by violation, within a specified date range and agency			CUSTOM
358	MC - Non-Parking	Voucher List	Not currently in use but necessary for issuing checks in new system			CUSTOM
359	Prosecutor	Voucher List	Possible use for infraction witnesses?	NEVER		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Report Name	Description	Frequency	In Scope	Standard vs. Custom
360	MC - Non-Parking	Voucher List By Status	Not currently in use but necessary for issuing checks in new system			CUSTOM
361	MC - Non-Parking	Voucher List Old	Not currently in use but necessary for issuing checks in new system. Ability to group by date written or recipient			CUSTOM



Documents that will be required at the time of deployment are as follows:

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
1	Prosecutor - Relicensing	AA RP - Invoice				CUSTOM
2	Prosecutor - Relicensing	Adjudication Slip - Airway Heights Municipal	NOW ADJUDICATION SLIPS - CRP			CUSTOM
3	Prosecutor - Relicensing	Adjudication Slip - Cheney Municipal	NOW ADJUDICATION SLIPS - CRP			CUSTOM
4	Prosecutor - Relicensing	Adjudication Slip - Medical Lake Municipal	NOW ADJUDICATION SLIPS - CRP			CUSTOM
5	Prosecutor - Relicensing	Adjudication Slip - Pend Oreille District	NOW ADJUDICATION SLIPS - CRP			CUSTOM
6	Prosecutor - Relicensing	Adjudication Slip - Spokane District	NOW ADJUDICATION SLIPS - CRP			CUSTOM
7	Prosecutor - Relicensing	Adjudication Slip - Spokane Municipal	NOW ADJUDICATION SLIPS - CRP			CUSTOM
8	Prosecutor - Relicensing	Adjudication Slips - CRP	CURRENT - UNIVERSAL ADJ SLIP			CUSTOM
9	Prosecutor - Unfiled	Adjudication Slips - CRP (Draft)				CUSTOM
10	Prosecutor - JDA2	Affidavit of Prejudice				CUSTOM
11	Prosecutor - JDA2	Affidavit of Testimony				CUSTOM
12	Public Defender	Arraignment	arraignment court date letter			CUSTOM
13	Public Defender	attorney case county approval	Request for extraordinary case counting measures.			CUSTOM
14	MC - Current	Bank Info Request - Reply	LETTER	As needed		CUSTOM
15	Prosecutor - JDA2	Bill of Particulars				CUSTOM
16	Public Defender	BW	Notification of bench warrant letter			CUSTOM
17	Public Defender	BWR	Bench warrant recall date letter			CUSTOM

STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
18	MC - Current	Case Setting - Infraction Motion - In Person	Infraction Motion Notice - In Person	Daily		CUSTOM
19	MC - Current	Case Setting Notice - Motion - Criminal	General motion; non-def	Daily		CUSTOM
20	MC - Current	Case Setting Notice - Motion - Criminal - Defendant	PARTITION; NCO specific	Daily		CUSTOM
21	Public Defender	CC BW	Community court bench warrant recall date letter			CUSTOM
22	Prosecutor - JDA2	CCT - Transfer Order				CUSTOM
23	MC - Current	Check Return-Includes District Court Pymt	LETTER; PARTITION	As needed		CUSTOM
24	MC - Current	Check Return-NSF	LETTER; PARTITION	As needed		CUSTOM
25	MC - Current	Check Return-Request Dismiss or Reduce	LETTER; PARTITION	As needed		CUSTOM
26	MC - Current	Check Return-Unable to Accept	LETTER; PARTITION	As needed		CUSTOM
27	MC - Current	Citations Affecting License	LETTER; should refer to DOL regarding license status	As needed		CUSTOM
28	Public Defender	Client Label (new)	3 labels case file, case address file, and defendant mailing label			CUSTOM
29	MC - Current	Commitment Order	Standardized heading	Daily		CUSTOM
30	Public Defender	Community court	community court date letter			CUSTOM
31	Prosecutor - JDA2	Complaint - Amended				CUSTOM
32	Prosecutor - JDA2	Complaint - Coversheet	Howard's Proposal for E-filing			CUSTOM
33	Prosecutor - Unfiled	Complaint - Coversheet (Draft)				CUSTOM
34	Prosecutor - JDA2	Complaint - Prosecutor				CUSTOM
35	Prosecutor - JDA2	Complaint - Request and Decline FORM	Designed for E-process of referrals			CUSTOM
36	Prosecutor - JDA2	Complaint - Summons				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
37	Prosecutor - JDA2	Complaint - Warrant				CUSTOM
38	Prosecutor - Unfiled	Complaint Request (Draft)				CUSTOM
39	Prosecutor - Relicensing	Completion Certificate				CUSTOM
40	Public Defender	Conflict Form	conflict form to be sent out NEEDS TO BE UPDATED	Daily when finished		CUSTOM
41	Probation	Consent for Release	Need to add revision footer	Daily (As Needed)		CUSTOM
42	Probation	Contact Letter	Need to add revision footer; uses macros "ALT" + "C" and all conditions not chosen go away; needs to be reviewed to match changing procedures/policies	Daily (As Needed)		CUSTOM
43	Probation	Criminal Justice System Referral	Need to add corrected version footer; possible revisions - removing "First", "Subsequent" and/or "BA"	Daily (As Needed)		CUSTOM
44	Prosecutor - JDA2	Declaration - Mailing				CUSTOM
45	Prosecutor - JDA2	Declaration - Personal Service				CUSTOM
46	MC - Current	Declaration of Non-Surrender		Daily		CUSTOM
47	MC - Current	Defendant Must Respond	LETTER	As needed		CUSTOM
48	MC - Signatures	DefendantSign		Daily		CUSTOM
49	Public Defender	Defense Discovery Demand	discovery demand - NEEDS TO BE UPDATED			CUSTOM
50	Probation	Deferred Prosecution Completion Memo	This form is currently a Word template; revision footer needs to be added	Monthly		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
51	Probation	Deferred Prosecution PO Recommendation	We are in the process of updating this procedure as we speak; so the form will look a little different in about 2 weeks, but same basic information; we will also want it to automatically email the MC-Admin once saved	Monthly		CUSTOM
52	Prosecutor - JDA2	Discovery - Plaintiff - Demand				CUSTOM
53	Prosecutor - JDA2	Discovery - Plaintiff - Demand - Infraction	see Infraction Discovery Demand			CUSTOM
54	Prosecutor - JDA2	Discovery - Plaintiff - Response				CUSTOM
55	Prosecutor - JDA2	Discovery - Plaintiff - Response - Supplemental				CUSTOM
56	MC - Current	Dismiss Insur Charge-Fee Due	LETTER	As needed		CUSTOM
57	MC - Current	Dismissed Charges	LETTER	As needed		CUSTOM
58	Probation	DOC Work Crew Appointment	We don't need two of these per page anymore; add revision date footer	Daily (As Needed)		CUSTOM
59	Probation	DOC Work Crew Referral	We don't need two of these per page anymore; add revision date footer	Daily (As Needed)		CUSTOM
60	Prosecutor - JDA2	DOL Request - CCDR	autofills			CUSTOM
61	Prosecutor - JDA2	DV - Advocates - Victim Letter Conviction				CUSTOM
62	Prosecutor - JDA2	DV - Advocates - Victim Letter Dismissal				CUSTOM
63	Prosecutor - JDA2	DV - Advocates - Victim Letter NCO Amended				CUSTOM
64	Prosecutor - JDA2	DV - Advocates - Victim Letter NCO Motion				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
65	Prosecutor - JDA2	DV - Advocates - Victim Letter NCO Recalled				CUSTOM
66	Prosecutor - JDA2	DV - Firearm Revocation				CUSTOM
67	Prosecutor - JDA2	DV - NCO				CUSTOM
68	Prosecutor - JDA2	DV - NCO RECALL				CUSTOM
69	Prosecutor - JDA2	DV - Prosecutors - Victim Letter Conviction				CUSTOM
70	Prosecutor - JDA2	DV - Prosecutors - Victim Letter Dismissal				CUSTOM
71	Prosecutor - JDA2	DV - Prosecutors - Victim Letter First Appearance				CUSTOM
72	Prosecutor - JDA2	DV - Prosecutors - Victim Letter NCO Modification				CUSTOM
73	Prosecutor - JDA2	DV - Prosecutors - Victim Letter NCO Recall				CUSTOM
74	Prosecutor - JDA2	DV - Prosecutors - Victim Letter New Case (Summons)				CUSTOM
75	Prosecutor - JDA2	DV - Prosecutors - Victim Letter New Case (Warrant)				CUSTOM
76	Prosecutor - JDA2	DV - Prosecutors - Victim Letter Offer				CUSTOM
77	Prosecutor - JDA2	DV - Prosecutors - Victim Letter SOC				CUSTOM
78	Prosecutor - JDA2	DV - Prosecutors - Victim Letter Trial Notification				CUSTOM
79	Prosecutor - JDA2	DV - Prosecutors - Victim Letter Trial Notification with Subpoena				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
80	Prosecutor - JDA2	DV - Prosecutors - Witness Letter Trail Notification with Subpoena				CUSTOM
81	Prosecutor - JDA2	DV - Prosecutors - Witness Letter Trial Notification				CUSTOM
82	Prosecutor - JDA2	DV - SOC				CUSTOM
83	Prosecutor - JDA2	DV - SRDVT Letterhead with Envelope - Blank				CUSTOM
84	Prosecutor - JDA2	DV - Victim Input Statement				CUSTOM
85	Prosecutor - JDA2	DV - Victim Letter - SRDVT				CUSTOM
86	Prosecutor - JDA2	DV - Victim Restitution Estimate				CUSTOM
87	Prosecutor - Unfiled	DV Victim Letter - SRDVT (Draft)				CUSTOM
88	Prosecutor - JDA2	DV-NCO	SIGNATURE BLOCK FOR JUDGE - 12.08.15 (DRAFT)			CUSTOM
89	Prosecutor - Unfiled	DV-NCO				CUSTOM
90	Prosecutor - JDA2	DWLS3 Diversion Letter				CUSTOM
91	Prosecutor - JDA2	DWLS3 Diversion Mitigation	use Order - Infraction Resolution on Diversion			CUSTOM
92	Prosecutor - JDA2	DWLS3 Diversion Order				CUSTOM
93	Probation	Early Closure Recommendation	Need to add revision footer; is only pulling in name and date currently; also needs to pull in Case #, disposition date; length of Probation/SOC/Deferred, charge, police report # and Probation Officer	Monthly		CUSTOM
94	Prosecutor - JDA2	Envelope - Witnesses				CUSTOM
95	Prosecutor - JDA2	Facesheet				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
96	Probation	Fax	Want to create a JDA template that pre-fills in agency and/or def info, person requesting info as needed	Daily (As Needed)		CUSTOM
97	Probation	Field Interview Report (Gangs)	Want to create a JDA template that pre-fills def data and person creating report; then once saved, automatically emailed to Gang Task Force (business rule)	Weekly (As Needed)		CUSTOM
98	MC - Sub-Documents	Filed wDate Stamp		Daily		CUSTOM
99	MC - Current	Financial - Motion to Modify Obligations - Defendant	If can be generated w/out saving unfilled version	As needed		CUSTOM
100	Prosecutor - Relicensing	Financial Statement				CUSTOM
101	Prosecutor - JDA2	HeaderLeft	DRAFT			CUSTOM
102	Prosecutor - JDA2	HeaderTop	DRAFT			CUSTOM
103	Prosecutor - JDA2	HeaderTop2	DRAFT			CUSTOM
104	MC - Under Construction	Hearing Request - Warrant	LETTER	As needed		CUSTOM
105	MC - Current	Hearing Set in Error	LETTER	As needed		CUSTOM
106	Probation	IID Fail to Install Notice	Need to add revision footer; needs to pull in Case #	Daily (As Needed)		CUSTOM
107	Public Defender	Immigration form	blank immigration form to be printed no autofills currently - NEEDS TO BE UPDATED TO AUTOFILL	Occasionally		CUSTOM
108	MC - Current	Ineligibility to Possess Firearms		Daily		CUSTOM
109	MC - Current	Infraction - Statement of Defendant - Contested	Only if generated w/out saving unfilled version	As needed		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
110	MC - Current	Infraction - Statement of Defendant - Mitigation	Only if generated w/out saving unfilled version	As needed		CUSTOM
111	MC - Letters - General	Infraction - Written Statement Ltr - Contest				CUSTOM
112	MC - Letters - General	Infraction - Written Statement Ltr -Mitigate				CUSTOM
113	MC - Current	Infraction Certificate of Mailing	Standardized heading	Daily		CUSTOM
114	MC - Current	Infraction Deferral Granted Order	Standardized heading	Daily		CUSTOM
115	MC - Current	Infraction Deferral Review		Daily		CUSTOM
116	MC - Court Documents	Infraction Deferred Findings Motion and Order	Standardized heading	Daily		CUSTOM
117	Prosecutor - JDA2	Infraction Discovery Demand				CUSTOM
118	Prosecutor - JDA2	Infraction Discovery Response				CUSTOM
119	MC - Current	Infraction Judgment	Standardized heading	Daily		CUSTOM
120	MC - Current	Infraction Notice of Contested Hearing		Daily		CUSTOM
121	MC - Current	Infraction Notice of Contested Hearing by Mail		Daily		CUSTOM
122	MC - Current	Infraction Notice of Contested PreHearing		Daily		CUSTOM
123	MC - Current	Infraction Notice of Mitigation Hearing		Daily		CUSTOM
124	MC - Current	Infraction Notice of Mitigation Hearing by Mail		Daily		CUSTOM
125	MC - Current	Infraction Order	Standardized heading	Daily		CUSTOM
126	MC - Current	Infraction Order on Time Pay	Standardized heading	Daily		CUSTOM
127	MC - Current	Infraction Untimely Response	LETTER - Standardized heading	Daily		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
128	Prosecutor - JDA2	Infraction Witness Call Off				CUSTOM
129	Prosecutor - JDA2	Infraction Witness Notificaiton				CUSTOM
130	MC - Current	Infraction-Motion-Notice of Case Setting-Telephonic	Infraction Motion Notice - Telephonic	As needed		CUSTOM
131	Prosecutor - Relicensing	Insurance Quote				CUSTOM
132	Prosecutor - Relicensing	Inter-Jurisdiction Motion and Order - Airway Heights				CUSTOM
133	Prosecutor - Relicensing	Inter-Jurisdiction Motion and Order - Cheney				CUSTOM
134	Prosecutor - Relicensing	Inter-Jurisdiction Motion and Order - Cheney (Old)				CUSTOM
135	Prosecutor - Relicensing	Inter-Jurisdiction Motion and Order - Medical Lake				CUSTOM
136	Prosecutor - Relicensing	Inter-Jurisdiction Motion and Order - Medical Lake (Old)				CUSTOM
137	Prosecutor - Relicensing	Inter-Jurisdiction Motion and Order - Pend Orielle				CUSTOM
138	Prosecutor - Relicensing	Inter-Jurisdiction Motion and Order - Pend Orielle (Old)				CUSTOM
139	Prosecutor - Relicensing	Inter-Jurisdiction Request - Relicensing				CUSTOM
140	Prosecutor - Relicensing	Inter-Jurisdictional Motion and Order - Airway Heights (Old)				CUSTOM
141	Public Defender	JTR-JT	jury trial readiness and jury trial date letter	daily		CUSTOM
142	MC - Court Documents	Judgment and Sentence - DUI	Convert to Adobe; Standardized heading	Daily		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
143	MC - Court Documents	Judgment and Sentence - DV	Convert to Adobe; Standardized heading	Daily		CUSTOM
144	MC - Signatures	JudicialSign		Daily		CUSTOM
145	MC - Signatures	JudicialSign_w_Date		Daily		CUSTOM
146	MC - Signatures	JudOfficer				CUSTOM
147	Public Defender	Jury Trial Date	Jury trial date letter	Daily		CUSTOM
150	Prosecutor - JDA2	Labels - Prosecutor				CUSTOM
151	Prosecutor - Relicensing	Letter - 60 Day Review Rescheduled				CUSTOM
152	Prosecutor - JDA2	Letter - Blank with Envelope				CUSTOM
153	Prosecutor - JDA2	Letter - Brady				CUSTOM
154	Prosecutor - Relicensing	Letter - Missed 60 Day Review				CUSTOM
155	Prosecutor - Relicensing	Letter - Missed Legal Garnishment Payment				CUSTOM
156	Prosecutor - JDA2	Letter - Missed Payment	see Relicensing Letter same name			CUSTOM
157	Prosecutor - Relicensing	Letter - Missed Payment Letter				CUSTOM
158	Prosecutor - Relicensing	Letter - Need Amended Order Signed				CUSTOM
159	Prosecutor - JDA2	Letter - Restitution				CUSTOM
160	Prosecutor - Relicensing	Letter - Where to Make Payments				CUSTOM
161	Prosecutor - JDA2	Letterhead - Blank	ALSO INCLUDES ENVELOPE			CUSTOM
162	Prosecutor - JDA2	Letterhead - with Envelope	INCLUDES ENVELOPE; DUPLICATE			CUSTOM
163	Prosecutor - JDA2	LetterHead Template	DRAFT			CUSTOM
164	MC - Sub-Documents	Letterhead-Case Info				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
165	MC - Sub-Documents	Letterhead-Case Info & Greeting3				CUSTOM
166	MC - Sub-Documents	Letterhead-Simple				CUSTOM
167	Prosecutor - Relicensing	Matrix - Relicensing				CUSTOM
168	Prosecutor - Relicensing	Memo of Transmittal - Airway Heights Municipal Court				CUSTOM
169	Prosecutor - Relicensing	Memo of Transmittal - Cheney Municipal Court				CUSTOM
170	Prosecutor - Relicensing	Memo of Transmittal - Medical Lake Municipal Court				CUSTOM
171	Prosecutor - Relicensing	Memo of Transmittal - Pend Oreille County District Court				CUSTOM
172	Public Defender	MH	Mental Health court date letter			CUSTOM
173	Prosecutor - JDA2	MHC - Case Transfer Order				CUSTOM
174	Prosecutor - JDA2	MHC - Notice of Alleged Court Order Violation				CUSTOM
175	Prosecutor - JDA2	MHC - Send Back to Alpha				CUSTOM
176	Prosecutor - JDA2	MHC - SOC				CUSTOM
177	Prosecutor - JDA2	MHC - Staffing Rejection Letter - DNMC				CUSTOM
178	Prosecutor - JDA2	MHC - Staffing Rejection Letter - Misc Reason				CUSTOM
179	Prosecutor - Unfiled	MHC Referral (Draft)				CUSTOM
180	Prosecutor - Unfiled	MHC Release of Information				CUSTOM
181	Public Defender	Mheval	Mental Health eval date letter	daily		CUSTOM
182	MC - Current	Misdemeanor Order		Daily		CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
183	MC - Current	Misdemeanor Order on Timepay	Standardized heading	Daily		CUSTOM
184	MC - Current	Misdemeanor SOC Dismissal	Standardized heading	Daily		CUSTOM
185	MC - Letters - General	Mitigation by Mail	Link to new sub-document			CUSTOM
186	Public Defender	Moti with jtr jt	motion w/ jury trial / readiness letter	Daily		CUSTOM
187	Prosecutor - JDA2	Motion - Blank FORM				CUSTOM
188	MC - Court Documents	Motion and Order on issue of Law	Standardized heading			CUSTOM
189	Public Defender	Motion Date	motion date letter	Daily		CUSTOM
190	MC - Current	Motion Order	Standardized heading			CUSTOM
192	MC - Current	NCO & Weapons Recall Order - All				CUSTOM
193	Public Defender	NCO motion	No contact order motion date	Daily		CUSTOM
194	MC - Letters - General	No Payment Enclosed	Link to new sub-document			CUSTOM
195	Public Defender	NOA-Report	notice of appearance - to be filed with pros and court -	Daily		CUSTOM
196	Public Defender	Non-Jury Trial	non- jry trial court date letter	Daily		CUSTOM
197	Prosecutor - Relicensing	NOP - Revised				CUSTOM
198	Prosecutor - Unfiled	NOP Relicensing (Draft)				CUSTOM
199	MC - Current	Notice of Case Setting	Standardized heading			CUSTOM
200	MC - Current	Notice of Case Setting - Motion - Telephonic	Misdemeanor Motion Notice - Telephonic			CUSTOM
201	MC - Court Documents	Notice of Case Setting for Impoundment Hearing	Standardized heading			CUSTOM
202	Parking	Notice of Overdue Parking Violation	Currently generated at City Hall			CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
203	MC - Current	Notice of Right to an Attorney	TAS Only			CUSTOM
204	Public Defender	Notify Court Date	Misc court date letter	Daily		CUSTOM
205	Prosecutor - JDA2	Order - Blank				CUSTOM
206	Prosecutor - JDA2	Order - Bond Forfeiture				CUSTOM
207	Prosecutor - JDA2	Order - Bond Forfeiture with Infractions				CUSTOM
208	MC - Current	Order - BWR Motion				CUSTOM
209	Prosecutor - JDA2	Order - Conditions of Release	COURT FORM NOW			CUSTOM
210	Prosecutor - JDA2	Order - Continuance	COURT FORM NOW			CUSTOM
211	Prosecutor - JDA2	Order - Dismissal				CUSTOM
212	MC - Current	Order - First Appearance	PARTITION (HFD new version)			CUSTOM
213	Prosecutor - Relicensing	Order - Granting Denying Readmission				CUSTOM
214	Prosecutor - JDA2	Order - Infraction Resolution				CUSTOM
215	MC - Current	Order - Motion by in Custody Party	Standardized heading			CUSTOM
216	MC - Current	Order - Motion for Fee Waiver	Standardized heading			CUSTOM
217	MC - Current	Order - Motion to Modify Financial	Standardized heading			CUSTOM
218	Prosecutor - Unfiled	Order - Quash (Draft)				CUSTOM
219	Prosecutor - JDA2	Order - Quashing Bench Warrant				CUSTOM
220	Prosecutor - JDA2	Order - Recall of NCO				CUSTOM
221	Prosecutor - JDA2	Order - Resitution				CUSTOM
222	MC - Current	Order - Telephonic Hearing	Order on request			CUSTOM
223	MC - Court Documents	Order Appointing Public Defender				CUSTOM
224	MC - Current	Order Dismissing Deferred Pros				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
225	MC - Current	Order Dismissing SOC				CUSTOM
226	MC - Current	Order of Reassignment				CUSTOM
227	MC - Current	Order on Arraignment TAS	TAS Only			CUSTOM
228	MC - Current	Order on First Appearance	Delete when "Order - First Appearance" partitioned			CUSTOM
229	MC - Current	Order on Home Detention	Standardized heading			CUSTOM
230	MC - Court Documents	Order On Show Cause				CUSTOM
231	MC - Court Documents	Order Quashing Bench Warrant and Granting New Hearing				CUSTOM
232	Public Defender	order releaseing defendant	court order NEEDS UPDATING	Daily after update		CUSTOM
233	Prosecutor - Unfiled	Order Resolving Infractions (Draft)	IN PRODUCTION USE			CUSTOM
234	MC - Current	Order to Surrender Weapons 1.28.15 wStamp				CUSTOM
235	MC - Current	Payment Reset And Reschedule	Standardized heading; only saved after signature			CUSTOM
236	Public Defender	PD_Generic_header	sub document for all letters	Daily		CUSTOM
237	Public Defender	Plea - Reckless Endangerment	Plea - this one on reckless endangerment - NEEDS UPDATING AND WILL NEED ONE FOR EACH CHARGE.	Daily after update		CUSTOM
238	Public Defender	plea date	plea date letter	Daily after update		CUSTOM
239	Prosecutor - JDA2	Pleading - Blank				CUSTOM
240	MC - Sub-Documents	Pleading Template				CUSTOM
241	MC - Sub-Documents	Pleading Template - Address				CUSTOM
242	MC - Current	Pleading Template With Date Stamp	SUB-DOCUMENT			CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
243	Public Defender	Police Report request	NO longer needed UNLESS DEEMED NECESSARY BY SYSTEM UPDATES	Occasionally		CUSTOM
244	MC - Current	Probable Cause - Preliminary Finding	Standardized heading			CUSTOM
245	Probation	Probation Intake	Multiple changes are needed to this form; but there is a pending intake program that is pending for both City and County at this time; by the end of March, we'll know how this affects us and we'll know if we even need this form anymore or not.	Daily (As Needed)		CUSTOM
246	Probation	Probation Violation Notice	We actually currently create this outside of JustWare (because we need the subsequent charging data from JIS) and it also pulls data from within JW. Once complete, we then change it to PDF and drag it into JW; we are also looking at having a version with and without a signature line for the judges (pending)	Daily (As Needed)		CUSTOM
247	MC - Current	Proof-Receipt for Surrender Weapons	Standardized heading; unfilled version not saved			CUSTOM
248	Public Defender	PSI date	Post sentencing hearing date letter	Occasionally		CUSTOM
249	Public Defender	PTC	Pre trail court date letter	Daily		CUSTOM
250	Public Defender	ReAppt	Rescheduled appointment letter	Weekly		CUSTOM
251	Public Defender	Reg for investigator or expert	Request for investigator or expert on a case	Daily		CUSTOM
252	Prosecutor - Relicensing	Reinstatement Plan - Tier 1				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
253	Prosecutor - Relicensing	Reinstatement Plan - Tier 2				CUSTOM
254	Prosecutor - Relicensing	Reintatement Plan - Tier 3				CUSTOM
255	Prosecutor - Relicensing	Release of Information				CUSTOM
256	Prosecutor - JDA2	Request - 911				CUSTOM
257	Prosecutor - Unfiled	Request - 911 (Draft)				CUSTOM
258	Prosecutor - JDA2	Request - DOL (Fax)				CUSTOM
259	Prosecutor - JDA2	Request - Jail Phone Records				CUSTOM
260	Prosecutor - JDA2	Request - Photolab	NOW THRU WEBSITE			CUSTOM
261	Public Defender	review date	review date letter			CUSTOM
262	MC - Under Construction	Revised Scheduling Order	Standardized heading			CUSTOM
263	Public Defender	scheduling order	Scheduling order NEEDS UPDATING	Daily after update		CUSTOM
264	MC - Court Documents	Scheduling Order (Proposed)	Standardized heading			CUSTOM
265	MC - Court Documents	Sex Offender Registration Attachment to Statement on Plea of Guilty				CUSTOM
266	Public Defender	Signatures	sub document for NOA and other court documents that will require attorney signature	Daily		CUSTOM
267	Prosecutor - Jury Instructions (New)	SMC 10.11.010 Assault	in draft			CUSTOM
268	Prosecutor - JDA2	SOC - Code Enforcement - Abatement				CUSTOM
269	Prosecutor - JDA2	SOC - General				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
270	Prosecutor - JDA2	SOC - Relcensing				CUSTOM
271	Prosecutor - Unfiled	Statement on Plea of Guilty (Draft)				CUSTOM
272	MC - Current	STOP_Dismissal	LETTER			CUSTOM
273	MC - Current	Stop_Unable_To_Complete_Ltr	LETTER			CUSTOM
274	MC - Current	Stop_UnQualified_Ltr	LETTER			CUSTOM
275	Prosecutor - Unfiled	subdoc - Letter - Blank (Draft)				CUSTOM
276	Prosecutor - JDA2	subdoc - Letterhead	subdoc			CUSTOM
277	Prosecutor - JDA2	subdoc - Masthead	subdoc			CUSTOM
278	Prosecutor - JDA2	subdoc - Signature of Active Prosecutor	subdoc			CUSTOM
279	Prosecutor - JDA2	subdoc - Signature of Current User	subdoc			CUSTOM
280	Prosecutor - JDA2	Subpoena - BAC Technician				CUSTOM
281	Prosecutor - JDA2	Subpoena - Duces Tecum				CUSTOM
282	Prosecutor - JDA2	Subpoena - General				CUSTOM
283	Prosecutor - JDA2	Subpoena - Multiselect	DRAFT			CUSTOM
284	Prosecutor - JDA2	Subpoena - Police				CUSTOM
285	Prosecutor - JDA2	Subpoena - Toxicologist				CUSTOM
286	MC - Court Documents	Subpoena to Appear				CUSTOM
287	Prosecutor - Unfiled	Subpoena Universal (Draft)				CUSTOM
288	MC - Current	Summons - Complaint				CUSTOM
289	MC - Court Documents	Summons - Prosecutor Complaint				CUSTOM
290	MC - Current	Summons on Probation Violation				CUSTOM
291	MC - Current	Summons on SOC	Standardized heading			CUSTOM
292	Prosecutor - Relicensing	Termination - Court Notification				CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
293	Prosecutor - Relicensing	Termination - Court Notification with Envelope				CUSTOM
294	Prosecutor - Relicensing	Termination - Vacation				CUSTOM
295	Public Defender	TR	Treatment review date letter			CUSTOM
296	Prosecutor - Relicensing	Transmittal - Tier 1 - Completion				CUSTOM
297	Prosecutor - Relicensing	Transmittal - Tier 2 - Completion				CUSTOM
298	Prosecutor - Relicensing	Transmittal - Tier 2 - Participation				CUSTOM
299	Prosecutor - JDA2	VCT - Autorization to Release Healthcare Information				CUSTOM
300	Prosecutor - JDA2	VCT - Order Transferring Case to Vet Court				CUSTOM
301	Prosecutor - JDA2	VCT - Referral Form				CUSTOM
302	Prosecutor - JDA2	VCT - SOC				CUSTOM
303	MC - Current	Waiver of Counsel-TAS	TAS Only			CUSTOM
304	MC - Current	Warrant – 2015 AOC				CUSTOM
305	Prosecutor - Unfiled	Warrant - AOC 2015 (Draft)	IN PRODUCTION TEST			CUSTOM
306	MC - Current	Weapons-Order Releasing-Defendant	NEED PARTITIONED			CUSTOM
307	Prosecutor - Jury Instructions (New)	WPIC 10.02 Knowledge	in draft			CUSTOM
308	Prosecutor - Jury Instructions (New)	WPIC 10.05 Willfully	in draft			CUSTOM
309	Prosecutor - Jury Instructions (New)	WPIC 16.04 Aggressor	in draft			CUSTOM



STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
310	Prosecutor - Jury Instructions (New)	WPIC 16.08 No Duty to Retreat	in draft			CUSTOM
311	Prosecutor - Jury Instructions (New)	WPIC 17.02 Lawful Force	in draft			CUSTOM
312	Prosecutor - Jury Instructions (New)	WPIC 18.10 Voluntary Intoxication	in draft			CUSTOM
313	Prosecutor - Jury	ZZ-A Single Defendant Multiple Crimes - No Exhibits				CUSTOM
314	Prosecutor - Jury	ZZ-A Single Defendant Multiple Crimes - With Exhibits				CUSTOM
315	Prosecutor - Jury	ZZ-A Single Defendant Single Crime - No Exhibits				CUSTOM
316	Prosecutor - Jury	ZZ-A Single Defendant Single Crime - With Exhibits				CUSTOM
317	Prosecutor - Jury	ZZ-AA How to Use JW Jury Instructions				CUSTOM
318	Prosecutor - Jury	ZZ-Accomplice Instruction				CUSTOM
319	Prosecutor - Jury	ZZ-Assault (City) Instruction				CUSTOM
320	Prosecutor - Jury	ZZ-Disorderly Conduct -				CUSTOM
321	Prosecutor - Jury	ZZ-Disorderly Conduct - Boisterous Conduct				CUSTOM
322	Prosecutor - Jury	ZZ-Disorderly Conduct - Disrupt Assembly				CUSTOM
323	Prosecutor - Jury	ZZ-Disorderly Conduct - Tumultuous Behavior				CUSTOM
324	Prosecutor - Jury	ZZ-Driving While License Revoked First Degree				CUSTOM



#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
325	Prosecutor - Jury	ZZ-Driving While License Suspended or Revoked Second Degree				CUSTOM
326	Prosecutor - Jury	ZZ-Driving While License Suspended or Revoked Second Degree 3_7_2011				CUSTOM
327	Prosecutor - Jury	ZZ-Driving While License Suspended or Revoked Third Degree				CUSTOM
328	Prosecutor - Jury	ZZ-Driving While License Suspended or Revoked 2d Degree 3_7_11				CUSTOM
329	Prosecutor - Jury	ZZ-Driving Without A License				CUSTOM
330	Prosecutor - Jury	ZZ-Driving Without Ordered Ignition Interlock				CUSTOM
331	Prosecutor - Jury	ZZ-DUI - Alcohol and Drugs - Blood Only				CUSTOM
332	Prosecutor - Jury	ZZ-DUI - Alcohol and Drugs - Breath and Blood				CUSTOM
333	Prosecutor - Jury	ZZ-DUI - Alcohol and Drugs - Breath Only				CUSTOM
334	Prosecutor - Jury	ZZ-DUI - Alcohol and Drugs - Refusal				CUSTOM
335	Prosecutor - Jury	ZZ-DUI - Alcohol Only (No Drugs) - Blood				CUSTOM
336	Prosecutor - Jury	ZZ-DUI - Alcohol Only (No Drugs) - Breath				CUSTOM
337	Prosecutor - Jury	ZZ-DUI - Alcohol Only (No Drugs) - Breath and Blood				CUSTOM



#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
338	Prosecutor - Jury	ZZ-DUI - Alcohol Only (No Drugs) - Refusal				CUSTOM
339	Prosecutor - Jury	ZZ-DUI - Drugs (No Alcohol) - Blood	blood only			CUSTOM
340	Prosecutor - Jury	ZZ-DUI - Drugs (No Alcohol) - Refusal				CUSTOM
341	Prosecutor - Jury	ZZ-DUI or Physical Control Refusal and Expert Witness Instruction (Extra)				CUSTOM
342	Prosecutor - Jury	ZZ-Fail to Obey Officer - Fail to Identify				CUSTOM
343	Prosecutor - Jury	ZZ-Fail to Obey Officer - Fail to Stop				CUSTOM
344	Prosecutor - Jury	ZZ-Failure to Disperse				CUSTOM
345	Prosecutor - Jury	ZZ-Family or Household Member - Definition				CUSTOM
346	Prosecutor - Jury	ZZ-Furnish Licquor to Minor - Sell, Give, Otherwise Supply				CUSTOM
347	Prosecutor - Jury	ZZ-Furnish Liquor to Minor - Premises - Owned or Controlled				CUSTOM
348	Prosecutor - Jury	ZZ-Harassment - All Options				CUSTOM
349	Prosecutor - Jury	ZZ-Harassment - Threats to Person and Property				CUSTOM
350	Prosecutor - Jury	ZZ-Harassment - Threats to Person Only				CUSTOM
351	Prosecutor - Jury	ZZ-Hit and Run - Attended Vehicle				CUSTOM
352	Prosecutor - Jury	ZZ-Hit and Run - Unattended - Drive Does Not Own Car				CUSTOM



#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
353	Prosecutor - Jury	ZZ-Hit and Run - Unattended Property - Defendant Does Own Car				CUSTOM
354	Prosecutor - Jury	ZZ-Hit and Run - Unattended Property - Drive Does Not Own Car				CUSTOM
355	Prosecutor - Jury	ZZ-Hit and Run - Unattended Vehicle - Defendant Does Not Own Car				CUSTOM
356	Prosecutor - Jury	ZZ-Hit and Run - Unattended Vehicle - Defendant Does Own Car				CUSTOM
357	Prosecutor - Jury	ZZ-Hit and Run - Unattended Vehicle - Defendant Owns Car				CUSTOM
358	Prosecutor - Jury	ZZ-Interference With The Reporting of a Domestic Violence Offense				CUSTOM
359	Prosecutor - Jury	ZZ-Interpreter Instruction for Witness				CUSTOM
360	Prosecutor - Jury	ZZ-Jury Unanimity - Petrich Instruction				CUSTOM
361	Prosecutor - Jury	ZZ-Lesser Included Instruction With Exhibits				CUSTOM
362	Prosecutor - Jury	ZZ-Lesser Included Instruction Without Exhibits				CUSTOM
363	Prosecutor - Jury	ZZ-Lewd Conduct				CUSTOM
364	Prosecutor - Jury	ZZ-Lewd Conduct After 12/10/2011				CUSTOM
365	Prosecutor - Jury	ZZ-Lewd Conduct Before 12/11/2011				CUSTOM



#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
366	Prosecutor - Jury	ZZ-Loitering For Prostitution				CUSTOM
367	Prosecutor - Jury	ZZ-Making A False Or Misleading Statement To A Public Servant				CUSTOM
368	Prosecutor - Jury	ZZ-Making or Having Burglar or Auto Theft Tools				CUSTOM
369	Prosecutor - Jury	ZZ-Malicious Mischief				CUSTOM
370	Prosecutor - Jury	ZZ-Malicious Mischief Graffiti				CUSTOM
371	Prosecutor - Jury	ZZ-Minor in Possession of Alcohol - Motor Vehicle - Public Place				CUSTOM
372	Prosecutor - Jury	ZZ-Minor In Possession of Alcohol - Possess - Consume - Otherwise Acquire				CUSTOM
373	Prosecutor - Jury	ZZ-Minor in Possession of Alcohol - Public Place				CUSTOM
374	Prosecutor - Jury	ZZ-Negligent Driving First Degree - Alchol & Illegal Drug & Intoxicating or Hallucinatory Chemical				CUSTOM
375	Prosecutor - Jury	ZZ-Negligent Driving First Degree - Alcohol Only				CUSTOM
376	Prosecutor - Jury	ZZ-Negligent Driving First Degree - Alcolol & Illegal Drug				CUSTOM
377	Prosecutor - Jury	ZZ-Negligent Driving First Degree - Chemical Ingested or Inhaled				CUSTOM
378	Prosecutor - Jury	ZZ-Negligent Driving First Degree - Drug Only				CUSTOM
379	Prosecutor - Jury	ZZ-Nuisance A				CUSTOM
380	Prosecutor - Jury	ZZ-Nuisance B				CUSTOM

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
381	Prosecutor - Jury	ZZ-Nuisance C				CUSTOM
382	Prosecutor - Jury	ZZ-Obstructing A Law Enforcement Officer				CUSTOM
383	Prosecutor - Jury	ZZ-Patronizing A Prostitute				CUSTOM
384	Prosecutor - Jury	ZZ-Physical Control - Alcohol and Drugs - Blood and Breath				CUSTOM
385	Prosecutor - Jury	ZZ-Physical Control - Alcohol and Drugs - Blood Only				CUSTOM
386	Prosecutor - Jury	ZZ-Physical Control - Alcohol and Drugs - Breath Only				CUSTOM
387	Prosecutor - Jury	ZZ-Physical Control - Alcohol and Drugs - Refusal				CUSTOM
388	Prosecutor - Jury	ZZ-Physical Control - Alcohol Only (No Drugs) - Blood				CUSTOM
389	Prosecutor - Jury	ZZ-Physical Control - Alcohol Only (No Drugs) - Breath				CUSTOM
390	Prosecutor - Jury	ZZ-Physical Control - Alcohol Only (No Drugs) - Breath and Blood				CUSTOM
391	Prosecutor - Jury	ZZ-Physical Control - Alcohol Only (No Drugs) - Refusal				CUSTOM
392	Prosecutor - Jury	ZZ-Physical Control - Drugs Only (No Alcohol) - Blood				CUSTOM
393	Prosecutor - Jury	ZZ-Physical Control - Drugs Only (No Alcohol) - Refusal				CUSTOM
394	Prosecutor - Jury	ZZ-Physical Control - Safely Off The Roadway Defense				CUSTOM
395	Prosecutor - Jury	ZZ-Possession				CUSTOM

STATEMENT OF WORK
CITY OF SPOKANE LCMSR PROJECT

#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
396	Prosecutor - Jury	ZZ-Possession Dangerous Weapon - Gravity Knife				CUSTOM
397	Prosecutor - Jury	ZZ-Possession Dangerous Weapon - Mechanical Release Knife				CUSTOM
398	Prosecutor - Jury	ZZ-Possession Dangerous Weapon - Metal Knuckles				CUSTOM
399	Prosecutor - Jury	ZZ-Possession Dangerous Weapon - Sand Club				CUSTOM
400	Prosecutor - Jury	ZZ-Possession Dangerous Weapon - Slungshot				CUSTOM
401	Prosecutor - Jury	ZZ-Possession Dangerous Weapon - Spring Knife				CUSTOM
402	Prosecutor - Jury	ZZ-Possession Dangerous Weapons - Spring Blade Knife				CUSTOM
403	Prosecutor - Jury	ZZ-Possession of Marijuana				CUSTOM
404	Prosecutor - Jury	ZZ-Prostitution				CUSTOM
405	Prosecutor - Jury	ZZ-Public Urination After 12_10_2011				CUSTOM
406	Prosecutor - Jury	ZZ-Reckless Driving or Racing				CUSTOM
407	Prosecutor - Jury	ZZ-Reckless Endangerment				CUSTOM
408	Prosecutor - Jury	ZZ-Refusal To Cooperate				CUSTOM
409	Prosecutor - Jury	ZZ-Rendering Criminal Assistance				CUSTOM
410	Prosecutor - Jury	ZZ-Resisting Arrest				CUSTOM
411	Prosecutor - Jury	ZZ-Single Defendant Multiple Crimes -- No Exhibits				CUSTOM
412	Prosecutor - Jury	ZZ-Stalking				CUSTOM
413	Prosecutor - Jury	ZZ-Telephone Harassment				CUSTOM



#	Agency	Document Name	Description	Frequency	In Scope	Standard vs. Custom
414	Prosecutor - Jury	ZZ-Theft				CUSTOM
415	Prosecutor - Jury	ZZ-Trespass First Degree				CUSTOM
416	Prosecutor - Jury	ZZ-Trespass First Degree Defense				CUSTOM
417	Prosecutor - Jury	ZZ-Trespass Second Degree				CUSTOM
418	Prosecutor - Jury	ZZ-Trespass Second Degree Defense				CUSTOM
419	Prosecutor - Jury	ZZ-Unanimity Instruction				CUSTOM
420	Prosecutor - Jury	ZZ-Unlawful Display Of A Weapon				CUSTOM
421	Prosecutor - Jury	ZZ-Use of Drug Paraphernalia				CUSTOM
422	Prosecutor - Jury	ZZ-Vehicle Prowling Second Degree				CUSTOM
423	Prosecutor - Jury	ZZ-View Of The Site				CUSTOM
424	Prosecutor - Jury	ZZ-Violation of a Court Order				CUSTOM
425	Prosecutor - Jury	ZZ-Violation of a Court Order (RCW 26.50, 10.99, 26.09 .10 .26, 74.34, 7.90 or 26.52.020				CUSTOM
426	Prosecutor - Jury	ZZ-Violation of a Court Order (RCW 26.50, 10.99, 26.09 .10 .26, 74.34, 7.90 or 26.52.020				CUSTOM

I.4 Requirements - Name and Case Record fields

This is an attached document detailing the name and case record fields being requested in this statement of work.





Agenda Sheet for City Council Meeting of:
03/27/2017

Date Rec'd	3/10/2017
Clerk's File #	ORD C35486
Renews #	

Submitting Dept	CITY COUNCIL	Cross Ref #	
Contact Name/Phone	BREEAN BEGGS 509-625-6714	Project #	
Contact E-Mail	HALLERS@SPOKANECITY.ORG	Bid #	
Agenda Item Type	First Reading Ordinance	Requisition #	
Agenda Item Name	0320 ASSET FORFEITURE ORDINANCE		

Agenda Wording

An ordinance relating to the asset forfeiture policy of the City of Spokane; enacting a new Chapter 08.19 of the Spokane Municipal Code.

Summary (Background)

This ordinance would create a new Chapter 08.19 of the Spokane Municipal Code relating to the process for using funds received via asset forfeiture by the Spokane Police Department and ensuring such expenditures are approved under City budgetary processes.

Fiscal Impact		Budget Account	
Select	\$		#
Select	\$		#
Select	\$		#
Select	\$		#
Approvals		Council Notifications	
Dept Head	MCDANIEL, ADAM	Study Session	
Division Director		Other	Finance Committee on
Finance	DOVAL, MATTHEW	Distribution List	
Legal	DALTON, PAT		
For the Mayor	SANDERS, THERESA		
Additional Approvals			
Purchasing			

ORDINANCE NO. C35486

An ordinance relating to the asset forfeiture policy of the City of Spokane; enacting a new chapter 08.19 of the Spokane Municipal Code.

WHEREAS, the long and well-established laws of the State of Washington provide for law enforcement agencies to seize and subsequently, through legal process, cause the forfeiture of assets used in, or gained from, illegal activity to be disposed of; and

WHEREAS, in 2014, the Spokane Police Department implemented comprehensive policies and ethical standards in regards to seizing property; and

WHEREAS, the Spokane Police Department undergoes annual audits by the Washington State Auditor's Office regarding the receipt and use of proceeds of those seizures; and

WHEREAS, Section 12 of the Spokane City Charter provides that "[a]ll legislation and appropriations of money shall be by ordinance;" and

WHEREAS, Washington law provides for the process of seizure, forfeiture, and distribution of assets for the purpose of the "expansion and improvement" of law enforcement activity and may not supplant pre-existing funding sources; and

WHEREAS, the Washington State Auditor's Office has confirmed that the Legislature has not provided a definition beyond the plain meaning of "law enforcement activity"; and

WHEREAS, the Washington State Legislature, in enacting seizure and forfeiture laws, recognized that "state and local governmental agencies incur immense expenses in the investigation, prosecution, adjudication, incarceration," resulting from criminal conduct that are not adequately resourced by existing funding sources; and

WHEREAS, police youth programs are proven methods of expanding and improving law enforcement activity to reduce the crimes targeted by the above forfeiture statutes, particularly youth drug diversion, prevention, and mitigation strategies; and

WHEREAS, police participation in community court programs is also a proven method of expanding and improving law enforcement activity to reduce the crimes targeted by the above forfeiture statutes, recidivism and overall criminal justice expenditures; and

WHEREAS, police participation in units devoted to monitoring and engaging with persons with a history of chronic property offenses is also a proven method of

expanding and improving law enforcement activity to reduce the crimes targeted by the above forfeiture statutes, recidivism and overall criminal justice expenditures; and

WHEREAS, the Spokane City Council intends to ensure that the proceeds legally obtained by the Police Department are used for the “expansion and improvement” of law enforcement within the City of Spokane that is proven to reduce crime and recidivism as well to establish specific requirements and accountability relating to seizure and forfeiture cases.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new chapter 08.19 of the Spokane Municipal Code as follows:

Chapter 08.19 Asset Forfeiture Program

Section 08.19.010 Purpose and Intent

- A. The City Council recognizes that asset forfeitures can be a useful law enforcement tool by removing the financial incentive for various criminal enterprises.
- B. Coupling the proceeds of asset forfeitures with programs to expand and improve law enforcement activities which help reduce criminal activity and recidivism accomplishes the intent of Washington State Law to assist the criminal justice system in protecting the community.

Section 08.19.020 Process

- A. No later than 180 days after the latest to occur of (1) the closure of a case; (2) the expiration of the final opportunity for appeal; or (3) the date an asset is no longer required as evidence in an active case, the police department shall dispose of forfeited property, by auction or other commercially-reasonable method, such as by sealed bids, except as provided for in sections G. and H.
- B. No less than 10 days prior to an auction or solicitation of bids pursuant to SMC 08.19.020(A), the police department shall place a public notice in the City Gazette and in a newspaper of general circulation notifying the public of the date and time of the auction or solicitation of bids.
- C. The Police Department shall comply with all federal and state property disposition procedural requirements. And no expenditures of funds arising from forfeiture that violate state or federal law will be approved by City Council.
- D. The Police Department shall not utilize seizure and forfeiture laws as an aspect of case development criterion.

- E. The Police Department shall document in each and every case involving a seizure and forfeiture the legal basis for the seizure and forfeiture including the specific Washington state or federal law under which the asset/s were seized, forfeited or obtained.
- F. The Police Department shall establish a procedure for a yearly audit by a qualified financial professional outside of the Police Department of all seizures, forfeitures, proceeds distributions and expenditures, the results of which shall be provided to the Mayor and City Council. This annual requirement is satisfied by an audit of the forfeiture funds by the Office of the Washington State Auditor.
- G. The Police Department may choose to use forfeited property indefinitely prior to auctioning off the item, if there is a demonstrated law enforcement purpose for the item and the use of the property would allow the Police Department to avoid the need to purchase additional equipment.

Section 08.19.030 Permitted Use of Funds

- A. No asset forfeiture funds may be expended beyond the purposes allowed under applicable state and federal law and may not supplant existing funding.
- B. Asset forfeiture funds under the control of the Police Department may only be spent by appropriation and approval of the Spokane City Council under its applicable policies for approving budgets and expenditures.
- C. The City Council will not approve spending of any asset forfeiture funds absent a request by the Chief of Police. The Chief of Police may request expenditure of asset forfeiture funds as part of the preparation and submission of the annual budget to City Council or by requesting approval of an emergency budget ordinance.

Section 08.19.040 Reporting on Use of Funds

The Police Department shall provide to the Spokane City Council Public Safety Committee quarterly and yearly reporting of the receipt of proceeds from all civil forfeiture funds, the specific source of all forfeiture funds and all expenditures of forfeiture funds including the amount paid from the proceeds to the Washington State Treasurer. The reports shall also provide information related to and certification that all seized funds were spent consistent with any limitations imposed by federal or state law.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

City of Spokane
City Council

TO: Council Member Breean Beggs

FROM: Brian McClatchey, Policy Advisor

DATE: March 7, 2017

RE: Analysis of possible conflicts between proposed asset forfeiture ordinance and state law on asset forfeitures.

Issues:

1. Does a proposed ordinance, which creates a new chapter 08.19 to the Spokane Municipal Code, creating regulations on the use of funds forfeited to, and seized by, the Spokane Police Department, conflict with state law concerning the permissible use(s) of such funds?
2. Does legislation creating regulations for the use of funds seized by the Spokane Police Department conflict with Spokane City Charter section 22?

Short answers:

1. The proposed ordinance does not likely conflict with state law concerning the permissible use of forfeiture funds or the procedures contained in state law concerning forfeited property.
2. The proposed ordinance does not appear to conflict with City Charter section 22.

Detailed scope:

Specifically, this memorandum examines the following issues:

1. Under state law, do law enforcement agencies have the authority to determine how to spend the proceeds of seized and forfeited property?
2. Can the City Council pass legislation creating regulations, guidelines, or prohibitions on the use of funds derived from seized and forfeited property sold by the Police Department without running afoul of the prohibition on “directing” City employees who report to the Mayor?
3. Are there any procedural differences or conflicts between the proposed ordinance and state law?

Analysis:

1. Different sources of funds drive different permissible uses of proceeds from forfeited property.

Several provisions of state law govern the use of funds derived from the sale of property seized and forfeited due to its connection with various types of criminal activity:

Prostitution crimes

State law allows police departments three options when it comes to disposal of items of property seized in connection with crimes related to prostitution: they may “[r]etain it for official use . . . ; sell that which is not required to be destroyed . . . or [r]equest the appropriate sheriff or director of public safety to take custody of the property . . .”¹ If the property is sold, net proceeds (after payment of various expenses) “shall be retained by the seizing law enforcement agency for the exclusive use of enforcing the provisions of this chapter [prohibitions on prostitution] or chapter 9.68A RCW [relating to sexual exploitation of children].”²

Commission of a felony

Similarly, with respect to the disposition of property seized by a police department and forfeited in connection with the commission of a felony, police departments have two options: they may “[r]etain if for official use . . . [or they may] [s]ell that which is not required to be destroyed by law and which is not harmful to the public.”³ If the property is sold, the net proceeds (again, after payment of relevant expenses), “shall be retained by the seizing law enforcement agency exclusively for the expansion and improvement of law enforcement activity.”⁴ Also, funds derived from the sale of property seized under this section “may not be used to supplant preexisting funding sources.”⁵

Controlled substances laws

And with respect to property seized in connection with enforcement controlled substances laws, the police department has four options: it may “[r]etain it for official use . . . [s]ell that which is not required to be destroyed by law and which is not harmful to the public; [r]equest the appropriate sheriff or director of public safety to take custody of the property . . . ; or [f]orward it to the drug enforcement administration for disposition.”⁶ If sold, the proceeds “shall be retained by the seizing law enforcement agency exclusively for the expansion and improvement of controlled substances related law enforcement activity.”⁷ And as with prostitution-related seizures, net proceeds of the

¹ RCW 9A.88.150(7).

² RCW 9A.88.150(10).

³ RCW 10.105.010(6).

⁴ RCW 10.105.010(7)(c).

⁵ *Id.*

⁶ RCW 69.50.505(7).

sale of drug crime-related property “may not be used to supplant existing funding sources.”⁸

Procedure

In any case, regardless of the source of the property seized and regardless of the crime committed, there are three stages, each with their own procedural safeguards: seizure, forfeiture, and disposition.

Seizure

Generally property which is connected with the commission of a crime may not be seized without process issued by superior court.⁹ There are, however, exceptions to that rule. First, property may be seized without process if “incident to an arrest or a search under a search warrant,”¹⁰ if the property “has been the subject of a prior judgment,”¹¹ or if the police officer “has probable cause to believe that the property was used or is intended to be used” in the commission of a crime,¹² or “the officer has probable cause to believe that the property is directly dangerous to health or safety”¹³ or “indirectly dangerous to health or safety.”¹⁴

Forfeiture

Upon seizure, the seizing law enforcement agency must give notice to the property owner prior to a determination of forfeiture.¹⁵ Notice must be given within 15 days of the seizure, and the owner has 45 days to contest the proposed forfeiture in writing.¹⁶ Failure of the owner to do so means that the property is deemed forfeited.¹⁷ The proposed ordinance set a maximum time of 180 days after the latest to occur of: (1) the closure of a case, (2) the last date to appeal a conviction, or (3) the date the property is no longer needed as evidence, as the time in which the property must be disposed of.¹⁸

⁷ RCW 69.50.505(10).

⁸ Id.

⁹ See RCW 9A.88.150(2) (“property subject to forfeiture . . . may be seized by any law enforcement officer of this state upon process issued by any superior court having jurisdiction over the property.”)

¹⁰ RCW 9A.88.150(2)(a) (concerning sexual exploitation of children, indecent exposure, and prostitution crimes).

¹¹ RCW 9A.88.150(2)(b).

¹² RCW 9A.88.150(2)(c); RCW 69.50.505(2)(c) (violation of controlled substances laws).

¹³ RCW 10.105.010(2)(c) (commission of a felony); RCW 69.50.505.

¹⁴ RCW 69.50.505(2)(c).

¹⁵ See RCW 9A.88.150(3)-(4); RCW 10.105.010(3)-(4); RCW 69.50.505(3)-(4).

¹⁶ See RCW 9A.88.150(3)-(4); RCW 10.105.010(3)-(4); RCW 69.50.505(3)-(4).

¹⁷ See RCW 9A.88.150(4); RCW 10.105.010(4); RCW 69.50.505(4).

In essence, the proposed ordinance allows the Police Department six months to determine the best way to dispose of forfeited property among the legally permissible alternatives (i.e., sale, transfer, use, etc.).

If the owner does timely contest the proposed forfeiture, there is to be a hearing before the chief law enforcement officer of the seizing agency (in our case, Police Chief Meidl) or his or her designee,¹⁹ and judicial review of that decision.

Once forfeited, property can be sold or disposed of by law enforcement agencies. Proceeds (net of expenses and taxes) from the sale of forfeited property may only be used for specific statutory purposes, depending on the crime from which the funds were derived. For example, funds derived from forfeiture of property used in sexual exploitation of children, indecent exposure, or prostitution may only be used “for the exclusive use of enforcing” those laws.²⁰ Funds derived from the sale of property used in the commission of a felony may only be used “exclusively for the expansion and improvement of law enforcement activity.”²¹ Funds from the sale of property used in the violation of controlled substances laws may only be used “exclusively for the expansion and improvement of controlled substances related law enforcement activity.”²²

The proposed ordinance does not mandate that forfeiture funds be used for any particular purposes; instead, it requires that funds are to be appropriated by the Council in its normal budget process and that no funds are to be expended in a way that violates state or federal law.²³ In fact, “no expenditures of funds arising from forfeiture that violate state or federal law will be approved by [the] City Council.”²⁴

One change that was recently made to the proposed ordinance is the requirement that forfeited controlled substances are to be forwarded to the DEA²⁵ as state law requires, rather than, as the previously proposed ordinance would have it, destroyed.²⁶

Preemption

¹⁸ [Proposed] SMC 08.19.020(A).

¹⁹ See RCW 9A.88.150(5); RCW 10.105.010(5); RCW 69.50.505(5).

²⁰ RCW 9A.88.150(10).

²¹ RCW 10.105.010(7)(c).

²² RCW 69.50.505(10).

²³ [Proposed] SMC 08.19.020(C).

²⁴ Id.

²⁵ See RCW 69.50.505(7)(d).

²⁶ [Proposed] SMC 08.19.020(G).

Is the proposed ordinance preempted by state law by placing procedural requirements on the use of funds derived from the sale of forfeited property? In determining whether a city ordinance is preempted by Washington state law, the key question is whether the local ordinance “permits what state law forbids or forbids what state law permits.”²⁷ Notably, the inquiry focuses on the substantive content of the two laws, and “[a] conflict arises when the two provisions are contradictory and cannot coexist.”²⁸

The Supreme Court in *Arnold v. City of Seattle* reviewed a city ordinance which provided that employees may be represented at civil service hearings at their own expense. This was in contrast with state law, which required the employer to pay the employee’s attorneys’ fees in any action in which the employee recovers wages. That city ordinance prohibited that which state law permitted, and so was preempted.

Kirwin concerned a local ordinance which made littering an offense from which a fine and jail time could result, while the state law merely provided that littering is a class 3 civil infraction, the maximum penalty for which was a \$50 fine. Reasoning that it is the conduct proscribed by the two laws, and not the punishment for violation of the laws, which is important for conflict analysis, the Supreme Court held that “[t]he two laws coexist because, although the degree of punishment differs, their substance is nearly identical and therefore no irreconcilable conflict arises.”²⁹

In a case involving a constitutional challenge to a city ordinance proscribing disorderly conduct on a bus,³⁰ the Supreme Court held that an ordinance which prohibits “unreasonably disturb[ing] others” on a bus did not conflict with a state statute which prohibited “intentionally disturb[ing] others by engaging in loud or unruly behavior.”³¹ The court reasoned that the ordinance does not prohibit what the statute permits; “nor does it forbid what the legislature has expressly licensed, authorized, or required. . . . Unless legislative provisions are contradictory in the sense that they cannot coexist, they are not to be deemed inconsistent because of mere lack of uniformity in detail.”³²

At least two Attorney General Opinions appear to lead to the conclusion that a city ordinance of the kind contemplated here can in fact coexist with the relevant state statutes. In 1995, Attorney General Gregoire opined that proceeds from the sale of assets forfeited due to their connection with controlled substances laws may be used for other purposes “that relate to” the enforcement of controlled substances laws.³³

²⁷ *Arnold v. City of Seattle*, 185 Wash.2d 510, 528 (2016) (quoting *State v. Kirwin*, 165 Wash.2d 818, 825 (2009) (citing *Parkland Light & Water Co. v. Tacoma-Pierce County Bd. of Health*, 151 Wash.2d 428, 433 (2004))).

²⁸ *Kirwin*, 165 Wash.2d at 826 (citing *Parkland*, 151 Wash.2d at 433).

²⁹ *Id.* at 827.

³⁰ *City of Seattle v. Eze*, 111 Wash.2d 22 (1988).

³¹ *C.f.*, SMC 12A.12.040(F), with RCW 9.91.025(1)(f).

³² *Eze*, 111 Wash.2d at 33 (quoting *Bellingham v. Schampera*, 57 Wash.2d 106, 111 (1960)).

Specifically, “RCW 69.50.505(i) does not restrict the use of drug forfeiture proceeds to law enforcement activities that are closely related to controlled substances.”³⁴

The 1995 Attorney General Opinion concerned whether certain uses of proceeds from the sale of forfeited property were precluded by the statutory requirement that funds be used “exclusively for the expansion and improvement of controlled substances related law enforcement activity”³⁵ notwithstanding that these other activities “also further other law enforcement purposes.”³⁶ “Related” means “having a connection.” The opinion further explains that this means that the activity must have a “significant relationship” or “a close and demonstrable relationship” between the law enforcement activity funded and the enforcement of controlled substances laws.

In 2010, Attorney General McKenna opined that law enforcement agencies can use the proceeds of property seized and forfeited due to a connection with the commission of a felony under chapter 10.105, RCW, for accreditation and re-accreditation, and associated training activities.³⁷ That opinion focused on the use of the words “expansion and improvement” of law enforcement agency activities. In that context, accreditation, reaccreditation, and training are connected to “increasing the extent, size, number, volume, or scope” of law enforcement activity, and are certainly connected to the “enhancement or augmentation of value or quality” of law enforcement activities.

Although these opinions referred to specific property forfeiture laws, the language they both analyzed was the “exclusive use” concept which is before us now.³⁸ For that reason, AGO 1995 No. 11 and AGO 2010 No. 1 should be considered highly persuasive commentary on the question at issue here.

However, the different statutory language used with respect to the proceeds of property seized due to its involvement in prostitution³⁹ likely would compel a different result and a different, narrower, allowable use of the funds.⁴⁰ In any event, the Police Department

³³ AGO 1995 No. 11 (Aug. 30, 1995).

³⁴ Id. (emphasis added).

³⁵ RCW 69.50.505(i).

³⁶ AGO 1995 No. 11.

³⁷ AGO 2010 No. 1 (Jan. 6, 2010).

³⁸ C.f., RCW 10.105.010(7)(c) (“exclusive use for the improvement and enhancement of law enforcement related activity.”); RCW 69.50.505(10) (“exclusively for the expansion and improvement of controlled substances related law enforcement activity”).

³⁹ RCW 9A.88.150(10) (“exclusive use of enforcing the provisions of this chapter [prohibitions on prostitution] or chapter 9.68A RCW [relating to sexual exploitation of children]”).

⁴⁰ See, e.g., AGO 2010 No. 1 at *3 (“Although your inquiry does not specify the nature of the criminal activity that

would be presenting its proposed use of these funds in its annual budget, to be approved by the City Council, the approval of which, by the plain terms of the SMC, may not conflict with state law. There seems little, if any, reason to think there is a conflict between the proposed ordinance and state law.

- (1) Such ordinances do not likely create a conflict with section 22 of the City Charter, because the appropriation of all city money is to be done by ordinance.

Section 22 of the City Charter provides, in relevant part:

Except as otherwise provided by this Charter, neither the council president, the city council, nor any member thereof shall give orders to any subordinate of the City under the jurisdiction of the mayor, either publicly or privately. However, the city council and the council president are not precluded from requesting information from city staff. The council president or any council member shall not attempt to coerce or influence a city employee regarding any contract or the purchase of any supplies.⁴¹

This section's plain language shows that it does not prohibit the City Council from making policy determinations concerning the use of City funds. Section 22 makes direct reference to other provisions of the Charter ("Except as otherwise provided by this Charter . . ."), such as the budget and appropriations process. The City Council's fiscal authority is "otherwise provided by this Charter" and clearly stated in section 12: "All legislation and appropriations of money shall be by ordinance . . ."⁴²

Section 22 does not prohibit the Council from giving City departments policy direction, but rather prohibits the Council members from trying to supervise or manage individuals within the administration (i.e., "any subordinate of the City under the jurisdiction of the mayor"), to clearly delineate that the policy-making function of the Council does not include the day-to-day management of City employees (other than Council staff).

Conclusions:

- City ordinances providing for the use of funds derived from the sale of property forfeited under state law may not conflict with state law, depending upon the source of the funds or provenance of the forfeited property.

The contemplated use of funds derived from the sale of forfeited property will determine whether there is an irreconcilable conflict between the ordinance and state law.

gives rise to the forfeited property, the legislature has put more specific constraints on certain kinds of state asset forfeiture funds.")

⁴¹ City Charter, section 22 (emphasis added).

⁴² City Charter, section 12 (emphasis added).

Property seized due to its involvement in the commission of a felony may be used for any purpose having a close connection or a significant and demonstrable relationship with the improvement or enhancement of law enforcement activity. So, using funds derived from property seized due to the commission of a felony to improve community engagement with at-risk youth, improving community relationships with law enforcement, and reducing criminal activity⁴³ can have a close or a demonstrable connection with the improvement and enhancement of law enforcement activity.

As well, funds derived from the sale of property seized due to its involvement in the commission of violations of controlled substances laws may be used for any purpose having a close connection or a significant and demonstrable relationship with the improvement or enhancement of the enforcement of controlled substances laws. In that connection, the use of these funds for programs designed to reduce drug use and abuse among at-risk youth⁴⁴ can be shown to have a close connection or a significant demonstrable connection with the improvement and enhancement of controlled substances law enforcement activity.

Property seized due to its involvement in the violation of criminal prohibitions on prostitution may be used for the enforcement of prostitution laws.⁴⁵

- The proposed ordinance does not likely create a conflict with section 22 of the City Charter, because the appropriation of all city money is to be done by ordinance.

By referring to other provisions of the Charter, section 22 expressly allows the City Council to make fiscal and appropriations decisions for the City as a whole through the express grant of authority to do so provided in section 12 of the Charter.

Section 22's prohibition is focused on preventing the Council Members from acting as day-to-day managers of the City and plainly does not preclude the City Council from setting fiscal policy by directing the use of otherwise unencumbered funds received by the Police Department.

- Timelines do not present procedural issues, because the time frame in which the Police Department is to dispose of forfeiture property only begins to run after all legal avenues have been exhausted, and the ordinance does not speak to the process for forfeiture itself.

⁴³ See, e.g., proposed SMC 08.19.030(C).

⁴⁴ See, e.g., proposed SMC 08.19.030(A).

⁴⁵ C.f., proposed SMC 08.19.030(B) (use of those funds determined by state law).



Agenda Sheet for City Council Meeting of:
03/27/2017

Date Rec'd	3/15/2017
Clerk's File #	ORD C35487
Renews #	

Submitting Dept	INNOVATION & TECHNOLOGY	Cross Ref #	
Contact Name/Phone	MICHAEL 625-6468	Project #	
Contact E-Mail	MSLOON@SPOKANECITY.ORG	Bid #	
Agenda Item Type	First Reading Ordinance	Requisition #	
Agenda Item Name	5300 - ORDINANCE		

Agenda Wording

An ordinance relating to the creation of 4 new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 & adopting new sections 3.01A.341, 3.01A.342, & 3.01A.344 to chapter 3.01A of the Spokane Municipal Code

Summary (Background)

The ITSD is responsible for strategic & operational information technology system support, to include electronic mail, telephone system, network infrastructure, enterprise server & Cloud services, desktop support, Geographic Information Systems, datacenter operations, & security & monitoring systems. Central management of technology innovation & strategic planning, information security, administration, technology contracts & procurement, & mail center functions are maintained @ division level.

Fiscal Impact		Budget Account	
Neutral	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Approvals		Council Notifications	
Dept Head	SLOON, MICHAEL	Study Session	Fin & Tech Meeting
Division Director	FINCH, ERIC	Other	
Finance	DOVAL, MATTHEW	Distribution List	
Legal	PICCOLO, MIKE	Accounting - kkeck@spokanecity.org	
For the Mayor	SANDERS, THERESA	Contract Accounting - jsalstrom@spokanecity.org	
Additional Approvals		Legal - hwhaley@spokanecity.org	
Purchasing		Purchasing - cwahl@spokanecity.org	
		IT - itadmin@spokancity.org	
		Taxes & Licenses	

ORDINANCE NO. C35487

An ordinance relating to the creation of four new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 and adopting new sections 3.01A.341, 3.01A.342, 3.01A.343 and 3.01A.344 to chapter 3.01A of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. That SMC section 3.01A.340 is amended to as follows:

3.01A.340 Innovation and Technology Services Division (ITSD)

~~((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.))~~

The innovation and technology services division is responsible for strategic and operational information technology system support, to include electronic mail, telephone system, network infrastructure, enterprise server and Cloud services, desktop support, Geographic Information Systems, datacenter operations, and security and monitoring systems. Central management of technology innovation and strategic planning, information security, administration, technology contract/procurement management, and mail center functions are maintained at the division level.

Section 2. That there is adopted a new section 3.01A.342 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.341 ITSD – Public Works Technology Department

The innovation and technology services – public works technology department provides dedicated and integrated technology roles for systems and related process needs that can match or exceed the other parts of the City ITSD budget.

Section 3. That there is adopted a new section 3.01A.342 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.342 ITSD – Program Management Department

The innovation and technology services – program management department provides strategic partnerships, innovation support, project management, continuous improvement, resiliency and business continuity planning, and open government/open data services.

Section 4. That there is adopted a new section 3.01A.343 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.343 ITSD – Information Delivery Services Department

The innovation and technology services – information delivery services department provides application, GIS, database and records management support that focus on delivering digital solutions and information directly to both internal and external users.

Section 5. That there is adopted a new section 3.01A.344 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.344 ITSD – Technology Operations Department

The innovation and technology services – technology operations department provides critical back-office functions including desktop support, physical and wireless communications infrastructure, enterprise services, and data center services.

PASSED BY THE CITY COUNCIL ON _____, 2017.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date



Agenda Sheet for City Council Meeting of:
03/27/2017

Date Rec'd	3/16/2017
Clerk's File #	OPR 2017-0211
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY COUNCIL
Contact Name/Phone	LORI KINNEAR 625-6261
Contact E-Mail	LKINNEAR@SPOKANECITY.ORG
Agenda Item Type	Special Considerations
Agenda Item Name	0320 - LETTER OUTLINING GOALS FOR POLICE GUILD NEGOTIATIONS

Agenda Wording

This item is a proposed letter which outlines the City Council's goals and objectives for the upcoming collective bargaining negotiations with the Police Guild.

Summary (Background)

The City Council wishes to state its desires and goals for the next version of the Police Guild collective bargaining agreement, including fiscal and operational matters and significant improvements to the civilian oversight function provided by the Office of the Police Ombudsman.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Neutral	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	MCCLATCHEY, BRIAN	<u>Study Session</u>	
<u>Division Director</u>		<u>Other</u>	
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	DALTON, PAT		
<u>For the Mayor</u>	SANDERS, THERESA		
<u>Additional Approvals</u>			
<u>Purchasing</u>			

Mayor David A. Condon
City of Spokane, City Hall
808 W. Spokane Falls Blvd.
Spokane, WA 99201

April 10, 2017

Mayor Condon:

We are writing to share the City Council's goals for the next round of negotiations with the Spokane Police Guild. We ask your negotiations with the Guild seek the improvements to the City's contract outlined in this letter.

While this letter briefly describes improvements the Council seeks in the next Guild agreement, we would be happy to meet with you in executive session to provide more thorough specifics of these proposals.

General provisions

We have specific suggestions and concerns which we have shared with you over the past several months, and we request that you negotiate for the following improvements to the agreement with the Guild. They are listed here in no order of priority or importance:

- Amend SPD policy to institute a cap on overtime for SPD regular duty. In the case of "special duty" for private entities, institute a cap, per SPD policy, on the total of overtime hours or total work hours (i.e., regular time plus overtime and off-duty/special duty work hours). We also believe that there should be an annual cap on overtime hours for each officer, again established by SPD policy. We share the concerns raised in section 1040.3(d) of SPD Police Policy regarding potential performance and employee efficiency impacts to our officers. Off-duty police work can affect overtime use if officers take leave to work off-duty, as other officers must back fill for the employee on leave. Additionally, officers who work both overtime and off-duty may be at risk of fatigue and increased use of sick leave.
- Reform SPD's policy of assigning overtime based solely on seniority in favor of a more equitable approach, such as a rolling seniority roster similar to the approach used by the Fire Department, in order to greatly reduce the overall cost to the City of police department overtime.
- Allow SPD to employ non-commissioned property crimes technicians for routine administrative work surrounding property crimes (i.e., processing evidence, engaging with the public at their residences following a burglary, etc). Doing so would leave commissioned officers free to engage in patrol and investigation duties. These property crime technician job positions shall not

supplant existing or future commissioned officer positions. This efficiency measure has been discussed by Council members for some months now.

OPO ordinance changes:

We also strongly believe that the next collective bargaining agreement with the Police Guild should be consistent with an updated OPO ordinance, that can be improved in the following ways to better deliver on the will of the voters who, in 2013, enacted sections 129 and 130 of the City Charter ("Prop. 1"). To do this, we want to see the many existing OPO provisions of the Guild agreement remain in place, with the following management prerogative changes to the ordinance, in no particular order of priority or importance:

- **Types of Incidents Involved**

Add Administrative Review Panels of critical incidents, use of force and deadly incidents, vehicle pursuits, and vehicle collisions to the list of OPO-Involved Investigations.

- **Independent Investigations**

The OPO must be able to investigate complaints if IA chooses not to fully investigate a complaint after being requested to do so by OPO. Before initiating an independent investigation, the OPO should be required to notify IA of the intent to conduct an independent investigation. The scope of OPO-Involved Investigations is to be determined solely by the OPO, provided that the investigation does not interfere with an IA or criminal investigation.

- **Closing Reports or Letters**

The Council reiterates that the OPO should write closing reports concerning the complaints that originated with the OPO, and should have the discretion to independently determine whether to write closing reports on incidents that originate with IA which the OPO deems to be of public importance, provided that the closing reports will not identify the involved officers or comment on discipline, and shall not be issued until after all disciplinary action, including any related arbitration, has been completed. If the OPO makes formal recommendations to the Police Department, the Police Department's leadership should be required to respond within 30 days of receiving the recommendations.

- **Umbrella of Police Ombudsman**

The definition of "OPO" must include both the Police Ombudsman himself, but also the employees within the office, so that the OPO can efficiently conduct document review and discharge other administrative duties of the OPO, provided that only the appointed Ombudsman may participate in IA interviews of bargaining unit members, and may ask questions in IA interviews. In that connection, all OPO office employees, staff, interns, agents, and the like would also be subject to appropriate background checks, and confidentiality agreements.

- Selection of the OPO

The fifth member of the OPO selection committee should be a member of the OPOC. SMC 04.32.060(I) should be amended to provide that the OPO must be a resident of Spokane County or become a resident of Spokane County within 6 months of beginning work.

- OPO Qualifications

Applicants for the position of OPO should have 5 years of legal or investigative experience in criminal procedure, police practices, or civil rights, as well as at least 5 years of experience with the law of criminal procedure, civil rights, or police practices, as well as knowledge of national models of civilian police oversight at the time of application.

- Statements Concerning Inability to Use OPO reports in discipline of an Officer

We need to reiterate that both the City and SPD are precluded from using OPO reports outside and after the IA process in the disciplinary proceedings of bargaining unit members.

- "OPO-Involved Investigation" definition

We should amend the definition of "OPO-Involved Investigation" to include any allegation of police officer misconduct against a community member or a serious matter.

- Monthly and Annual Council Reporting

We should require monthly reports to the Council's Public Safety Committee by the Commission chair (or designee), OPO, and IA, as well as annual reports from both the OPO and the Commission to the City Council concerning the prior years' activities and the coming year's work plan.

There are many issues subject to mandatory bargaining that we believe also should be included in the next contract in order to strengthen the management prerogatives of civilian oversight. The Guild largely approved them in the last contract and we urge that the administration maintain the attached current contract language vesting the City with this authority and to also secure the following modifications in the next contract.

For example, although the OPO can currently determine whether to certify whether an investigation was timely, thorough, and objective, the OPO's certification authority should be expanded to include certification of the accuracy and completeness, on a more probable than not basis, of any key factual findings published by IA, including the ability to certify investigations upon the completion of further factual findings.

The OPO should also continue to have the authority to either complete (or seek a third party to complete), to the OPO's satisfaction, an IA investigation of a bargaining unit member if the Police Department is not willing to complete the investigative activities recommended by the OPO.

Again, we would be happy to discuss with you further details of these requests, in executive session.

As we see it, the City has the opportunity within this window of bargaining improve SPD policy, provide more efficient personnel arrangements, improve public safety generally, and to implement Prop. 1, while at the same time supporting our dedicated police officers. As you enter this, the last Guild negotiation of your tenure, we hope to partner with you to obtain these much needed changes which will restore public trust, improve officer working conditions, and improve public safety for our citizenry.

Sincerely yours,

Council President Ben Stuckart

Council Member Lori Kinnear

Council Member Amber Waldref

Council Member Candace Mumm

Council Member Karen Stratton

Council Member Mike Fagan

Council Member Breean Beggs

**Agenda Sheet for City Council Meeting of:**

02/06/2017

Date Rec'd

1/25/2017

Clerk's File #

ORD C35471

Renews #**Submitting Dept**

CITY COUNCIL

Cross Ref #**Contact Name/Phone**

BEN STUCKART 6258

Project #**Contact E-Mail**

BSTUCKART@SPOKANECITY.ORG

Bid #**Agenda Item Type**

First Reading Ordinance

Requisition #**Agenda Item Name**

0320 - AN ORDINANCE STREAMLINING THE DEVELOPMENT CODE AMENDMENT PROCESS

Agenda Wording

An ordinance relating to the process for amending the unified development code; amending section 17G.025.010 of the Spokane Municipal Code.

Summary (Background)

This ordinance would streamline the process for amending the unified development code by allowing changes to the international building codes (such as the international plumbing, electrical, and fire codes, for example) to be made under the normal ordinance amendment process, rather than the more detailed and lengthy process required by the Growth Management Act.

Fiscal Impact**Budget Account**

Neutral \$

#

Select \$

#

Select \$

#

Select \$

#

Approvals**Council Notifications****Dept Head**

MCCLATCHEY, BRIAN

Study Session**Division Director****Other**

PED Comm. 1-23-2017

Finance

DOVAL, MATTHEW

Distribution List**Legal**

RICHMAN, JAMES

For the Mayor

SANDERS, THERESA

Additional Approvals**Purchasing**

ORDINANCE NO. C35471

An ordinance relating to the process for amending the unified development code; amending section 17G.025.010 of the Spokane Municipal Code.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 17G.025.010 of the Spokane Municipal Code is amended to read as follows:

Section 17G.025.010 Text Amendments to the Unified Development Code

A. Initiation.

Text amendments to this code may be initiated by any of the following:

1. Property owner(s) or their representatives;
2. Any citizen, agency, neighborhood council, or other party; or
3. A City department, the plan commission, or the city council.

B. Applications. Applications shall be made on forms provided by the City.

C. Application Submittal.

1. After submittal of an applicant-initiated application, the application shall be subject to a pre-application conference, counter-complete determination, and fully complete determination pursuant to chapter 17G.060 SMC.
2. After submittal, the application shall be placed on the next available plan commission agenda.

D. Notice of Public Hearing.

Amendments to this code require a public hearing before the plan commission.

1. Contents of Notice.

A notice of public hearing shall include the following:

- a. The citation, if any, of the provision that would be changed by the proposal along with a brief description of that provision;
- b. A statement of how the proposal would change the affected provision;
- c. The date, time, and place of the public hearing;
- d. A statement of the availability of the official file; and
- e. A statement of the right of any person to submit written comments to the planning commission and to appear at the public hearing of the planning commission to give oral comments on the proposal.

2. Distribution of Notice.

The department shall distribute the notice to the applicant, newspaper, City Hall and the main branch of the library. The applicant is then responsible for following the public notice requirements outlined in SMC 17G.060.120, Public Notice – Types of Notice.

E. Plan Commission Recommendation – Procedure.

Following the public hearing, the plan commission shall consider the proposal and shall prepare and forward a recommendation to the city council. The plan commission shall take one of the following actions:

1. If the plan commission determines that the proposal should be adopted, it may, by a majority vote, recommend that the city council adopt the proposal. The plan commission may make modifications to any proposal prior to recommending the proposal to city council for adoption;
2. If the plan commission determines that the proposal should not be adopted, it may, by a majority vote, recommend that the city council not adopt the proposal; or
3. If the plan commission is unable to take either of the actions specified in subsection (E)(1) or (2) of this section, the proposal will be sent to city council with the notation that the plan commission makes no recommendation.

F. Approval Criteria.

The City may approve amendments to this code if it finds that:

1. The proposed amendment is consistent with the applicable provisions of the comprehensive plan; and
2. The proposed amendment bears a substantial relation to public health, safety, welfare, and protection of the environment.

G. City Council Action.

Within sixty days of receipt of the plan commission's findings and recommendations, the city council shall consider the findings and recommendations of the commission concerning the application and shall hold a public hearing pursuant to council rules. Notice of city council hearings must be published in the *Official Gazette*. The applicant shall also publish a legal notice in the newspaper at least two weeks prior to the hearing by the city council. By a majority vote, the city council shall:

1. Approve the application;
2. Disapprove the application;
3. Modify the application. If modification is substantial, the council must either conduct a public hearing on the modified proposal; or
4. Refer the proposal back to the plan commission for further consideration.

H. Transmittal to the State of Washington.

At least sixty days prior to final action being taken by the city council, the Washington ((State)) department of ((community, trade and economic development (CTED)))commerce ("commerce") shall be provided with a copy of the amendments in order to initiate the sixty-day comment period. No later than ten days after adoption of the proposal, a copy of the final decision shall be forwarded to ((CTED))commerce.

I. Inapplicability to certain chapters.

This section does not apply to the following chapters of the Spokane Municipal Code: 17F.040 (International Building Code, International Residential Code, International Energy Conservation Code), 17F.050 (National Electrical Code), 17F.080 (International Fire Code), 17F.090 (International Mechanical Code), and 17F.100 (Uniform Plumbing Code) (collectively referred to as the "construction standards"). The construction standards specified in this subsection may be amended, after notice to the Plan Commission, pursuant to the City Council's regular legislative process, subject to the requirements of Chapter 43.21C RCW, if any, and further subject to RCW 19.27.040 and 19.27.060, and shall, to the extent they apply to single-family or multifamily residential buildings, be submitted for the approval of the State Building Code Council pursuant to RCW 19.27.074(1)(b).

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date