


Agenda Sheet for City Council Meeting of:

12/13/2021

Date Rec'd

11/30/2021

Clerk's File #

OPR 2018-0556

Renews #**Submitting Dept**

PUBLIC WORKS

Cross Ref #**Contact Name/Phone**

CORIN MORSE 625-6855

Project #**Contact E-Mail**

CMORSE@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Contract Item

Requisition #**Agenda Item Name**

5200 - PAYMENT PROCESSING SERVICES – SPOKANE COUNTY

Agenda Wording

Interlocal Agreement Extension with Spokane County Treasurer for processing payments of utility bills.

Summary (Background)

• The City of Spokane entered into a partnership with the Spokane County Treasurer's Office to process Utility Billing payments that are in the form of a check. • Interlocal Agreement, OPR 2018-0556 and term of 10/5/2018 to 12/31/2021 had a cost of 0.22 per unit. Due to a continued decrease in check payment volume, the ILA extension (1/1/2022 to 12/31/2024) includes a reduced cost of 0.20 per unit. • The total est. cost per year is \$65,000. including processing, maintenance & software updates.

Lease? NO

Grant related? NO

Public Works? YES

Fiscal Impact**Budget Account**

Expense \$ 65,000.00

5200-30210-38141-54261-99999

Select \$

#

Select \$

#

Select \$

#

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

FEIST, MARLENE

Study Session\Other

Public Safety 12/6/2021

Division Director

FEIST, MARLENE

Council Sponsor

Council President Breean Beggs

Finance

ALBIN-MOORE, ANGELA

Distribution List**Legal**

ODLE, MARI

jsalstrom@spokanecity.org

For the Mayor

PERKINS, JOHNNIE

mfeist@spokanecity.org

Additional Approvals

cmorse@spokanecity.org

Purchasing

eschoedel@spokanecity.org

haller@spokanecity.org

gbyrd@spokanecity.org

Approved by Spokane City**Council on: 12/13/2021**

DocuSigned by:

CC56CBA4DCC84D6...
City Clerk

Briefing Paper

Finance & Administration Committee

Division & Department:	Public Works & Utility Billing Program
Subject:	Payment Processing Services – Spokane County
Date:	December 6, 2021
Author (email & phone):	Corin Morse (cmorse@spokanecity.org & 625-6855)
City Council Sponsor:	Council President Breann Beggs
Executive Sponsor:	Marlene Feist, Director of Public Works
Committee(s) Impacted:	N/A
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	Budget
Strategic Initiative:	Spokane County Payment Processing – Interlocal Agreement Extension
Deadline:	Implementation date of 1/1/2022
Outcome:	Interlocal Agreement with Spokane County Treasurer for processing payments of utility bills.
Background/History:	
<ul style="list-style-type: none"> The City of Spokane entered into a partnership with the Spokane County Treasurer’s Office to process Utility Billing payments that are in the form of a check. Interlocal Agreement, OPR 2018-0556 and term of 10/5/2018 to 12/31/2021 had a cost of 0.22 per unit. Due to a continued decrease in check payment volume, the ILA extension (1/1/2022 to 12/31/2024) includes a reduced cost of 0.20 per unit. The total estimated cost per year is \$65,000, including processing, maintenance and software updates. 	
Executive Summary:	
<ul style="list-style-type: none"> The continued partnership with the Spokane County Treasurer provides for business continuity and resiliency. The County uses industry standard equipment, zero unexpected lapses in processing over the past three years and robust daily reports to Utility Billing and City Treasury. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



City of Spokane

**INTERLOCAL AGREEMENT AMENDMENT /
EXTENSION**

Title: Interlocal Agreement between the City of Spokane and the Spokane County Treasurer For Payment Processing Services for the City Public Works Division

This Interlocal Agreement Amendment / Extension is made and entered into by and between the **City of Spokane** ("City"), a Washington municipal corporation, and **Spokane County and the Spokane County Treasurer** ("County"), a political subdivision of the State of Washington, whose address is 1116 West Broadway Avenue, Spokane, Washington 99260, individually hereafter referenced as a "County", and together as the "Parties".

WHEREAS, the Parties entered into that certain "Interlocal Agreement Between the City of Spokane and Spokane County" on October 1, 2018 (the "Interlocal Agreement"), a copy of which is attached hereto as Exhibit "A", wherein Spokane County Treasurer will provide staff, equipment, and facilities to process check payments for the City of Spokane Public Works Division; and

WHEREAS, a change or revision of the Work has been requested, and the parties wish to extend the term of the Interlocal Agreement an additional three (3) years, thus the original Interlocal Agreements 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. INCORPORATION BY REFERENCE.

The Interlocal Agreement, dated October 5, 2018, is hereby incorporated by reference into this Interlocal Agreement Extension as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Interlocal Agreement Extension shall become effective on January 1, 2022.

3. EXTENSION.

The Interlocal Agreement is hereby extended and shall run through December 31, 2024.

4. AMENDMENT. Section 3 shall be amended as follows:

Section 3: Reimbursement of Costs:

...

Based on the current utility check payment volumes, anticipated staffing level and work load the estimated average monthly cost to CITY is (~~(\$5,000)~~ \$3,500 or an estimated (~~(0.22)~~ 0.20 per payment processed. Since this is based upon actual labor usage, and since other direct costs, allocated departmental costs, and the COUNTY's indirect allocated costs are not included, actual

amounts may vary. Each month, the CITY will be provided an itemized invoice of charges for payment to the COUNTY for services rendered.

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 Interlocal Agreement Extension by having legally-binding representatives affix their signatures below.

APPROVED by the City of Spokane on December 13, 2021.

CITY OF SPOKANE

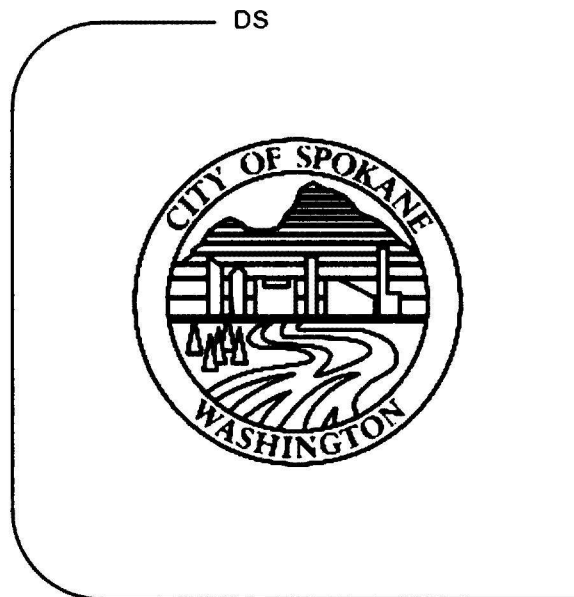
By: DocuSigned by:
[Signature]
39651E7EC71D4A0...
Its: Mayor

Attest:

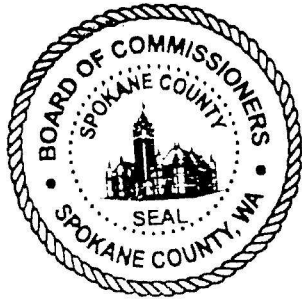
Approved as to form:

DocuSigned by:
[Signature]
CC568BA40CC84D6
City Clerk

DocuSigned by:
Mike Piccolo
Assistant City Attorney



APPROVED by the County of Spokane, Spokane County Treasurer, on
January 18, 2022



BOARD OF COUNTY COMMISSIONERS

Mary E. Kenney
Chair

Al. Funch
Vice-Chair

Josh. [Signature]
Commissioner

Attest:

Ginna Vasquez
Ginna Vasquez
Clerk of the Board

Approved as to form:

[Signature] 30505
Deputy Civil Prosecuting Attorney

2021-107

NO. 22-0042

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER APPROVING AN)
INTERLOCAL AGREEMENT BETWEEN)
THE CITY OF SPOKANE AND THE)
SPOKANE COUNTY TREASURER'S)
OFFICE REGARDING PAYMENT)
PROCESSING SERVICES FOR THE CITY)
OF SPOKANE PUBLIC WORKS DIVISION)

RESOLUTION

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County, Washington (hereinafter sometimes referred to as the "Board") has the care of County property and the management of County funds and business; and

Whereas, the City of Spokane is a first-class charter city duly incorporated and validly existing under the laws and Constitution of the State of Washington; and

Whereas, pursuant to chapter 39.34 (Interlocal Cooperation Act), two or more public entities may jointly cooperate between themselves to perform functions which each may individually perform; and

Whereas, the parties desire to enter into an interlocal agreement for the purpose of aligning resources and services to facilitate the processing of utility check payments for the City of Spokane Public Works Division: and

Whereas, the City of Spokane passed an Interlocal Agreement on 12-31-2021, authorizing the Spokane County Treasurer to process utility check payments for the City of Spokane Public Works Division, as stated in Attachment "A", said agreement agreed as to form by Mark McClain, Spokane County Deputy Prosecuting Civil Attorney, representing the Spokane County Treasurer's Office.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Spokane County, Washington, pursuant to the provisions of RCW 39.34, that the Board does hereby authorize and adopt the Interlocal Agreement authorizing the Spokane County Treasurer to process utility check payments for the City of Spokane Public Works Division, as stated in Attachment "A".

PASSED AND ADOPTED this 18th day of January, 2022.



ATTEST:

Ginna Vasquez
Ginna Vasquez, Clerk of the board

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE, COUNTY, WASHINGTON

Mary L. Kuney
MARY L. KUNEY, Chair

Al French
AL FRENCH, Vice-chair

Josh Kerns
JOSH KERNS, Commissioner

Attachment "A"

NO. 18 - 0822

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER APPROVING AN)
INTERLOCAL AGREEMENT BETWEEN)
THE CITY OF SPOKANE AND THE)
SPOKANE COUNTY TREASURER'S)
OFFICE REGARDING PAYMENT)
PROCESSING SERVICES FOR THE CITY)
OF SPOKANE PUBLIC WORKS DIVISION)

RESOLUTION

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County, Washington (hereinafter sometimes referred to as the "Board") has the care of County property and the management of County funds and business; and

Whereas, the City of Spokane is a first-class charter city duly incorporated and validly existing under the laws and Constitution of the State of Washington; and

Whereas, pursuant to chapter 39.34 (Interlocal Cooperation Act), two or more public entities may jointly cooperate between themselves to perform functions which each may individually perform; and

Whereas, the parties desire to enter into an interlocal agreement for the purpose of aligning resources and services to facilitate the processing of utility check payments for the City of Spokane Public Works Division: and

Whereas, the City of Spokane passed an Interlocal Agreement on October 5, 2018, authorizing the Spokane County Treasurer to process utility check payments for the City of Spokane Public Works Division, as stated in Attachment "A", said agreement agreed as to form by Ronald Arkills, Spokane County Deputy Prosecuting Civil Attorney, representing the Spokane County Treasurer's Office.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Spokane County, Washington, pursuant to the provisions of RCW 39.34, that the Board does hereby authorize and adopt the Interlocal Agreement authorizing the Spokane County Treasurer to process utility check payments for the City of Spokane Public Works Division, as stated in Attachment "A".

PASSED AND ADOPTED this 6th day of Nov., 2018.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE, COUNTY, WASHINGTON



ATTEST:

Ginna Vasquez
Ginna Vasquez, Clerk of the board

Josh Kerns
JOSH KERNS, Chair

Mary E Kuney
MARY KUNEY, Vice-chair

Al French
AL FRENCH, Commissioner

payments. Although, mail and payments are usually processed on the day received, the Treasurer has established a 3 business day rule for processing payments.

Section 2: Treasurer's Duties:

- Ensure that the operations are adequately staffed and staff is properly trained and supervised.
- Open mail and process payments. Provide to the CITY daily reports and a full reconciliation of all transactions including but not limited to type and amounts of payment, and any errors or discrepancies, Transmit image cash letter for deposit of payments and transmit electronic file and images to the CITY.
- Track labor and other costs of COUNTY's management, technical and support staff and rate for reimbursement by the CITY. Costs will include both direct and allocated.
- The Treasurer shall provide a monthly written invoice for said costs to the CITY Public Works Division. The CITY shall make payment of each invoice within thirty (30) days of receipt.
- Make available to the CITY all records associated with the service.
- Provide for periodic meetings as necessary.

Section 3: Reimbursement of Costs:

The intent of the Agreement is to reimburse the COUNTY for the full costs of the services provided including direct, allocated, indirect and other costs.

The CITY agrees to pay the direct labor and other costs associated with the payment processing. The direct labor will be tracked in 15-minute increments each day of operation. Management and administrative costs will be allocated based upon direct labor hour.

All reasonable costs associated with the management and operation including software, services, equipment, capital and supplies will be allocated based upon the monthly count of checks or monthly count of items processed at the discretion of the Treasurer. The method of allocation will be used uniformly amongst all participants in the payment processing service provided by the Treasurer. The Treasurer reserves the right to change the method of allocation with or without notification, but the method must be uniform and represent a reasonable apportionment of the shared costs.

All reasonable costs associated with the management and operation, including software, services, equipment, capital and supplies required by the Treasurer to implement, maintain, or continue operations specifically and directly associated with the CITY will be billed directly to the CITY. Any single amount billed that exceeds \$2,000

and effect.

F. Compliance with Laws. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this agreement.

G. Nondiscrimination. In the performance of this Agreement, the Parties shall not discriminate on the basis of race, color, sex, religion, national origin, creed, marital status, age or the presence of any sensory, mental status, age or the presence of any sensory, mental or physical handicap in employment or application for employment or in the administration or delivery of service or any other benefits under the agreement.

H. Venue Stipulation. This Agreement shall be construed under the laws of Washington State. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

APPROVED by the City of Spokane on October 5, 2018.



CITY OF SPOKANE

By: David A. C. Wm

Its: Mayor

Attest:

Approved as to form:

Jim Hight

City Clerk

Marv Allen

Assistant City Attorney

APPROVED by the County of Spokane, Spokane County Treasurer, on Nov 16, 2018.

BOARD OF COUNTY COMMISSIONERS

Upgrade and Extension for the City of Spokane Utility Payments

Cost of Implementation	Price	City	Description
Scanning and Data Entry Work Station	\$2,495	100% \$2,495	Licensing
Parascript CAR Engine (250,000 annually)	\$6,050	100% \$6,050	Licensing
Additional Check 21 Licensing	\$1,995	100% \$1,995	Licensing
Annual software licensing and support	\$2,213	100% \$2,213	Licensing
Programming, Installation, and Training	\$4,000	50% \$2,000	Programming
Check21 Programming Configuration, Testing	\$2,800	50% \$1,400	Programming
Onbase File Upload Configuration Programming	\$5,000	50% \$2,500	Programming
Up Front Cost - City of Spokane		\$18,653	

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

09/10/2018

Date Rec'd	8/22/2018
Clerk's File #	OPR 2018-0556
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	CR #19638

Submitting Dept	PUBLIC WORKS
Contact Name/Phone	CORIN MORSE 625-6855
Contact E-Mail	CMORSE@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	5200 - INTERLOCAL AGREEMENT WITH SPOKANE COUNTY TREASURER

Agenda Wording

Interlocal Agreement with Spokane County Treasurer for processing payments of utility bills.

Summary (Background)

The current OCR check payment processing machine which is >15 years old has experienced a high rate of operational failures in recent years. Since January of 2018, the OCR has experienced 9 mechanical failures of multiple types. The Annual Service rate is currently \$48,000 per year and the cost of replacement was quoted at \$176,000 in 2015. The City has an opportunity to partner with the Spokane County Treasurer who in recent years, has invested into payment processing technology.

Fiscal Impact	Grant related? NO	Budget Account
	Public Works? NO	
Expense	\$ variable	# 5200 72700 38148 54201 9999
Select	\$	#
Select	\$	#
Select	\$	#

Approvals		Council Notifications	
Dept Head	SIMMONS, SCOTT M.	Study Session	
Division Director	SIMMONS, SCOTT M.	Other	F & A 8/27/18
Finance	ALBIN-MOORE, ANGELA	Distribution List	
Legal	ODLE, MARI	eraea@spokanecity.org	
For the Mayor	SANDERS, THERESA	cmorse@spokanecity.org	
Additional Approvals		smsimmons@spokanecity.org	
Purchasing		bpatrick@spokanecity.org	
		jmccoy@spokanecity.org	

APPROVED BY
SPOKANE CITY COUNCIL:

9/24/2018

 CITY CLERK



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

Based on the anticipated staffing level and work load the estimated average monthly cost to CITY is \$5,000. Since this is based upon actual labor usage, and since other direct costs, allocated departmental costs, and the COUNTY's indirect allocated costs are not included, actual amounts may vary.

This partnership would present an estimated annual cost savings to the City of \$62,000.00.

Fiscal Impact

Select \$

Budget Account

#

Select \$

#

Distribution List

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SPOKANE
AND THE SPOKANE COUNTY TREASURER REGARDING
PAYMENT PROCESSING SERVICES FOR THE CITY OF SPOKANE
PUBLIC WORKS DIVISION**

THIS AGREEMENT is between the **City of Spokane**, a Washington State municipal corporation, having offices for the transaction of business at 808 W. Spokane Falls Boulevard, Spokane, Washington 99201, hereinafter referred to as "CITY" and **Spokane County** and the **Spokane County Treasurer**, a political subdivision of the State of Washington, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington 99260, hereinafter referred to as "COUNTY," and jointly hereinafter referred to as the "Parties."

WITNESSETH:

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County, Washington, has the care of county property and the management of county funds and business; and

WHEREAS, the City of Spokane is a first-class charter city duly incorporated and validly existing under the laws and Constitution of the State of Washington; and

WHEREAS, pursuant to chapter 39.34 RCW (Interlocal Cooperation Act), two or more public entities may jointly cooperate between themselves to perform functions which each may individually perform; and

WHEREAS, the Parties desire to enter into this interlocal agreement for the purpose of aligning resources and services to facilitate the processing of utility check payments for the City of Spokane Public Works Division.

NOW, THEREFORE, the Parties hereby agree as follows:

Section 1: PURPOSE

The purpose of this Interlocal Agreement is to set forth the Parties' understanding of the terms and conditions under which the Spokane County Treasurer will provide staff, equipment, and facilities to process check payments for the City of Spokane Public Works Division. Various COUNTY staff will be assigned to the function and the CITY will be charged for the direct labor costs, departmental allocated management and administrative costs, COUNTY indirect costs, and equipment, software, and capital charges properly allocable to processing CITY utility check

payments. Although, mail and payments are usually processed on the day received, the Treasurer has established a 3 business day rule for processing payments.

Section 2: Treasurer's Duties:

- Ensure that the operations are adequately staffed and staff is properly trained and supervised.
- Open mail and process payments. Provide to the CITY daily reports and a full reconciliation of all transactions including but not limited to type and amounts of payment, and any errors or discrepancies, Transmit image cash letter for deposit of payments and transmit electronic file and images to the CITY.
- Track labor and other costs of COUNTY's management, technical and support staff and rate for reimbursement by the CITY. Costs will include both direct and allocated.
- The Treasurer shall provide a monthly written invoice for said costs to the CITY Public Works Division. The CITY shall make payment of each invoice within thirty (30) days of receipt.
- Make available to the CITY all records associated with the service.
- Provide for periodic meetings as necessary.

Section 3: Reimbursement of Costs:

The intent of the Agreement is to reimburse the COUNTY for the full costs of the services provided including direct, allocated, indirect and other costs.

The CITY agrees to pay the direct labor and other costs associated with the payment processing. The direct labor will be tracked in 15-minute increments each day of operation. Management and administrative costs will be allocated based upon direct labor hour.

All reasonable costs associated with the management and operation including software, services, equipment, capital and supplies will be allocated based upon the monthly count of checks or monthly count of items processed at the discretion of the Treasurer. The method of allocation will be used uniformly amongst all participants in the payment processing service provided by the Treasurer. The Treasurer reserves the right to change the method of allocation with or without notification, but the method must be uniform and represent a reasonable apportionment of the shared costs.

All reasonable costs associated with the management and operation, including software, services, equipment, capital and supplies required by the Treasurer to implement, maintain, or continue operations specifically and directly associated with the CITY will be billed directly to the CITY. Any single amount billed that exceeds \$2,000

will require prior approval of the CITY.

Prior to the COUNTY'S commencement of services under this Agreement, the CITY shall pay the COUNTY the sum of \$18,653.00 in order to reimburse the COUNTY for its startup costs, as per the attached.

The COUNTY will charge its standard indirect cost rate or negotiated rate agreed upon by the Board of County Commissioners on all costs associated with the service.

Based on the current utility check payment volumes, anticipated staffing level and work load the estimated average monthly cost to CITY is \$5,000 or an estimated 0.22 per payment processed. Since this is based upon actual labor usage, and since other direct costs, allocated departmental costs, and the COUNTY's indirect allocated costs are not included, actual amounts may vary. Each month, the City will be provided an itemized invoice of charges for payment to Spokane County for services rendered.

Section 4: Term of the Agreement:

The agreement is effective from the date of execution by both Parties to 12/31/2021. By 12/31/2018 both Parties agree to good faith negotiations to clarify language or adjust or amend the agreement to address unforeseen issues.

Section 5: Termination of Interlocal:

Either party may terminate this Interlocal Agreement by providing a minimum of 180 days written notice to the other party.

Section 6: Miscellaneous

A. Non-Waiver. No waiver by either party of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that party in the future.

B. Entire Agreement. This Agreement contains the entire understanding of the parties. No representations, promises, or agreements not expressed herein have been made to induce either party to sign this agreement.

C. Modification. No modification or amendment to this agreement shall be valid until put in writing and signed with the same formalities as this agreement. After the one-year anniversary of this Agreement, the Parties agree to negotiate in good faith any necessary changes to the Agreement.

D. Assignment. Neither party may assign its interest in this agreement without the express written consent of the other party.

E. Severability. In the event any portion of this Agreement should become invalid or unenforceable, the rest of the Agreement shall remain in full force

and effect.

F. Compliance with Laws. The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this agreement.

G. Nondiscrimination. In the performance of this Agreement, the Parties shall not discriminate on the basis of race, color, sex, religion, national origin, creed, marital status, age or the presence of any sensory, mental status, age or the presence of any sensory, mental or physical handicap in employment or application for employment or in the administration or delivery of service or any other benefits under the agreement.

H. Venue Stipulation. This Agreement shall be construed under the laws of Washington State. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

APPROVED by the City of Spokane on October 5, 2018.



CITY OF SPOKANE

By: David A. Cullen

Its: Mayor

Attest:

Approved as to form:

Yvonne Z. Pfeiffer

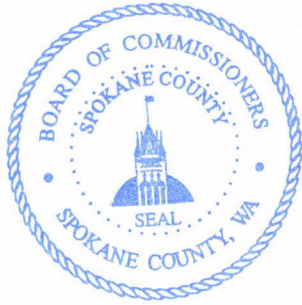
Maw Balle

City Clerk

Assistant City Attorney

APPROVED by the County of Spokane, Spokane County Treasurer, on Nov. 6, 2018.

BOARD OF COUNTY COMMISSIONERS



Tom King

Mary Z. Kuper

Al Greese

Attest:

Approved as to form:

Ginna Vasquez

Ginna Vasquez
Clerk of the Board

John D. Dinsdale

Deputy Civil Prosecuting Attorney

RECEIVED

NOV 21 2018

NO. 18 - 0822

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

CITY CLERK'S OFFICE

IN THE MATTER APPROVING AN)
INTERLOCAL AGREEMENT BETWEEN)
THE CITY OF SPOKANE AND THE)
SPOKANE COUNTY TREASURER'S)
OFFICE REGARDING PAYMENT)
PROCESSING SERVICES FOR THE CITY)
OF SPOKANE PUBLIC WORKS DIVISION)

RESOLUTION

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County, Washington (hereinafter sometimes referred to as the "Board") has the care of County property and the management of County funds and business; and

Whereas, the City of Spokane is a first-class charter city duly incorporated and validly existing under the laws and Constitution of the State of Washington; and

Whereas, pursuant to chapter 39.34 (Interlocal Cooperation Act), two or more public entities may jointly cooperate between themselves to perform functions which each may individually perform; and

Whereas, the parties desire to enter into an interlocal agreement for the purpose of aligning resources and services to facilitate the processing of utility check payments for the City of Spokane Public Works Division; and

Whereas, the City of Spokane passed an Interlocal Agreement on October 5, 2018, authorizing the Spokane County Treasurer to process utility check payments for the City of Spokane Public Works Division, as stated in Attachment "A", said agreement agreed as to form by Ronald Arkills, Spokane County Deputy Prosecuting Civil Attorney, representing the Spokane County Treasurer's Office.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Spokane County, Washington, pursuant to the provisions of RCW 39.34, that the Board does hereby authorize and adopt the Interlocal Agreement authorizing the Spokane County Treasurer to process utility check payments for the City of Spokane Public Works Division, as stated in Attachment "A".

PASSED AND ADOPTED this 6th day of Nov., 2018.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE, COUNTY, WASHINGTON

ATTEST:



GINNA VASQUEZ
GINNA VASQUEZ, Clerk of the board

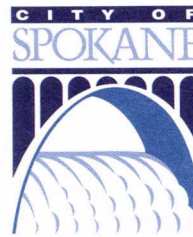
JOSH KERNS
JOSH KERNS, Chair

MARY KUNEY
MARY KUNEY, Vice-chair

AL FRENCH
AL FRENCH, Commissioner

Upgrade and Extension for the City of Spokane Utility Payments

Cost of Implementation	Price	City	Description
Scanning and Data Entry Work Station	\$2,495	100%	\$2,495 Licensing
Parascript CAR Engine (250,000 annually)	\$6,050	100%	\$6,050 Licensing
Additional Check 21 Licensing	\$1,995	100%	\$1,995 Licensing
Annual software licensing and support	\$2,213	100%	\$2,213 Licensing
Programming, Installation, and Training	\$4,000	50%	\$2,000 Programming
Check21 Programming Configuration, Testing	\$2,800	50%	\$1,400 Programming
Onbase File Upload Configuration Programming	\$5,000	50%	\$2,500 Programming
Up Front Cost - City of Spokane			\$18,653



OFFICE OF THE CITY CLERK
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3342
509.625.6350

September 24, 2018

City Clerk File No.:
OPR 2018-0556

COUNCIL ACTION MEMORANDUM


RE: INTERLOCAL AGREEMENT WITH SPOKANE COUNTY TREASURER FOR PROCESSING PAYMENTS OF UTILITY BILLS (Deferred from September 17, 2018, Agenda)

During the Spokane City Council's 3:30 p.m. Administrative Session held Monday, September 24, 2018, upon review of the September 24 Current Agenda, Corin Morse, Utilities Division Customer Service Program Manager, provided an overview of the Interlocal Agreement with Spokane County Treasurer (as revised) regarding payment processing services for the Public Works Division for an annual cost of \$60,000 and a one-time start up implementation cost of \$18,000. Council Member Mumm inquired what the agreement length is – whether we renew it annually – and whether there is a per check fee. Ms. Morse noted the agreement is annual and that the estimated cost per item is 22 cents. The following action was taken:

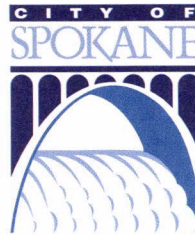
Motion by Council Member Fagan, seconded by Council Mumm, **to accept** the revised version of OPR 2018-0556 (Consent Agenda Item No. 10—Interlocal Agreement Spokane County Treasurer); **carried unanimously.**

[Clerical note: Following the City Council meeting, it was discovered the latest revised version of the Interlocal Agreement, which includes the language for the one-time startup implementation cost of \$18,653 and the language referencing “an estimated 22 cents per payment processed,” was not filed with the City Clerk or City Council in advance of the City Council meeting due to a clerical oversight. As staff specifically reported on these changes to the City Council, the latest revised version of the Interlocal Agreement (received by City Clerk's Office on October 1, 2018), which includes the revisions reported on by Ms. Morse, will be the version circulated for City and County signatures.]

As part of its consideration of the September 24, 2018, Current Consent Agenda items, the City Council **unanimously approved** the Interlocal Agreement with Spokane County Treasurer regarding payment processing services for the Public Works Division.



Terri L. Pfister, MMC
Spokane City Clerk



OFFICE OF THE CITY CLERK
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3342
509.625.6350

September 17, 2018


City Clerk File No.:
OPR 2018-0556

COUNCIL ACTION MEMORANDUM

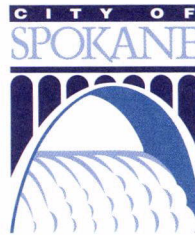
RE: INTERLOCAL AGREEMENT WITH SPOKANE COUNTY TREASURER FOR
PROCESSING PAYMENTS OF UTILITY BILLS

During the Spokane City Council's 3:30 p.m. Administrative Session held Monday, September 17, 2018, upon review of the September 17 Current Agenda, the following action was taken:

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to defer** for one week (to September 24, 2018) the Interlocal Agreement with Spokane County Treasurer for processing payments of utility bills; **carried unanimously.**



Terri L. Pfister, MMC
Spokane City Clerk



OFFICE OF THE CITY CLERK
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3342
509.625.6350

September 10, 2018

City Clerk File No.:
OPR 2018-0556

COUNCIL ACTION MEMORANDUM

RE: INTERLOCAL AGREEMENT WITH SPOKANE COUNTY TREASURER FOR
PROCESSING PAYMENTS OF UTILITY BILLS

During the Spokane City Council's 3:30 p.m. Administrative Session held Monday, September 10, 2018, upon review of the September 10 Current Agenda, the following action was taken:

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to defer** for one week (to September 17, 2018) the Interlocal Agreement with Spokane County Treasurer for processing payments of utility bills; **carried unanimously (Council President Stuckart and Council Member Beggs absent).**

A handwritten signature in blue ink, appearing to read "Terri Pfister", written over a horizontal line.

Terri L. Pfister, MMC
Spokane City Clerk