



Agenda Sheet for City Council:

Committee: PIES **Date:** 06/16/2025

Committee Agenda type: Discussion

Date Rec'd

6/11/2025

Clerk's File #

OPR 2025-0459

Cross Ref #

OPR 2020-0923

Project #

Council Meeting Date: 06/30/2025

Submitting Dept

FIRE

Bid #

Contact Name/Phone

MAGGIE YATES 6753

Requisition #

Contact E-Mail

MYATES@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

BWILKERSON

ZZAPPONE

KKLITZKE

Sponsoring at Administrators Request

NO

Lease? NO

Grant Related? NO

Public Works? NO

Agenda Item Name

INTERLOCAL COOPERATION AGREEMENT COMBINED COMMUNICATIONS

Agenda Wording

The purpose of this Agreement is to set forth the Parties' understandings regarding the ownership, administration, management, on-going operations and payment for lease and services of the CCB.

Summary (Background)

INTERLOCAL COOPERATION AGREEMENT COMBINED COMMUNICATIONS BUILDING OPERATIONS

Approved by Spokane City Council
on: 6/30/2025

city clerk

What impacts would the proposal have on historically excluded communities?

N/A

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

N/A

Council Subcommittee Review

--

Fiscal Impact

Approved in Current Year Budget? NO

Total Cost \$

Current Year Cost \$

Subsequent Year(s) Cost \$

Narrative

for retroactive expenses incurred.

Amount**Budget Account**

Select \$ #

Select \$ #

Select \$ #

Select \$ #

Select \$ #

Select \$ #

Funding Source**Funding Source Type** Select**Is this funding source sustainable for future years, months, etc?****Expense Occurrence****Other budget impacts (revenue generating, match requirements, etc.)****Approvals****Dept Head**

GBYRD

Division Director

GBYRD

Accounting Manager

GBYRD

Legal

GBYRD

For the Mayor

GBYRD

Additional Approvals**PS EXEC REVIEW**

YATES, MAGGIE

Distribution List

tmwilliams@spokanecity.org

myates@spokanecity.org

NO. 25 - 0317

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF APPROVING AN
INTERLOCAL AGREEMENT BETWEEN
SPOKANE COUNTY, CITY OF SPOKANE,
AND SPOKANE REGIONAL EMERGENCY
COMMUNICATIONS

R E S O L U T I O N

WHEREAS, pursuant to the Constitution and laws of the State of Washington, Spokane County, Washington ("County") is a class A county duly organized and existing; and

WHEREAS, pursuant to the provisions of RCW 36.01.030, the powers of the County can only be exercised through the Board of County Commissioners of Spokane County, Washington ("Board" or "Board of County Commissioners"); and

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

WHEREAS, pursuant to Chapter 39.34 RCW, any two or more public agencies may enter into agreements with one another for joint or cooperative action; and

WHEREAS, pursuant to Resolution No. 00-0875, the Board found that the health, welfare, and safety of the County's residents would be furthered by the acquisition, construction, installation, operation and maintenance of a Combined Communications Building ("CCB"); and

WHEREAS, a previous interlocal agreement was executed in 2004 between the County, the 911 Board, and the City of Spokane ("City") which governed the management of the CCB; and

WHEREAS, both the City and the County made significant contributions to the capital costs of the CCB; and

WHEREAS, pursuant to Chapter 35.21 RCW and Resolution No. 18-0245, Spokane County created Spokane Regional Emergency Communications ("SREC") to undertake, assist with, and otherwise facilitate the public function of providing an emergency communications and emergency management services, including dispatch, and performing any other public function relating to providing such service; and

WHEREAS, the City of Spokane Police Department, the City of Spokane Fire Department, and both the City and County IT Departments currently use a portion of the CCB; and

WHEREAS, in 2019, SREC began offering certain dispatch and related services ("Services") to Spokane County Fire Districts and the Spokane County Sheriff's Office; and

WHEREAS, the Services provided utilize the CCB, and Spokane County, City of Spokane, and SREC agree they should pay a pro-rata share of CCB expenses as it relates to their use of the CCB; and

WHEREAS, Spokane County, City of Spokane, and SREC desire to execute an Interlocal Agreement setting forth the terms of paying pro-rata shares of CCB expenses related to the use of the CCB.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Spokane County, Washington, that the Interlocal Agreement, attached hereto and incorporated herein, between Spokane County, City of Spokane, and SREC is hereby approved.

BE IT FURTHER RESOLVED that a majority of the Board, the Chair of the Board, or the Chief Executive Officer or his designee may execute, at other than an open public meeting, the attached Interlocal Agreement, as well as any other document necessary to give effect to this resolution.

PASSED AND ADOPTED this 8th day of July, 2025.



BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

Mary L. Kuney
MARY L. KUNEY, CHAIR

ATTEST:

Ginna Vasquez
Ginna Vasquez
Clerk of the Board

Josh Kerns
JOSH KERNS, VICE-CHAIR

Al French
AL FRENCH, COMMISSIONER

Amber Waldref
AMBER WALDREF, COMMISSIONER

Chris Jordan
CHRIS JORDAN, COMMISSIONER

TP
TP

Return to:
City Clerk for City of Spokane
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

Jul 28, 2025

OPR 2025-0459

City Clerk's No. ~~OPR 2020-0923~~

INTERLOCAL COOPERATION AGREEMENT
COMBINED COMMUNICATIONS BUILDING OPERATIONS

THIS INTERLOCAL COOPERATION AGREEMENT (the "Agreement") is entered into by the CITY OF SPOKANE (the "City") on behalf of its Fire and Police Department's dispatch operations and the City of Spokane ITSD Department, the COUNTY OF SPOKANE, (the "County") on behalf of its IT Department, and Spokane Regional Emergency Communications (the "SREC"), jointly referred to as the "Parties."

WITNESSETH:

WHEREAS, the Interlocal Cooperation Act (chapter 39.34 RCW) permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other public entities to provide services in a manner best serving the needs of local communities; and

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

WHEREAS, the City, pursuant to RCW 35.22.280(3), has the power to control the finances and property of the City; and

WHEREAS, the Board of County Commissioners (the "Board"), by Resolution No. 00-0875, adopted on October 10, 2000, found that the health, welfare and safety of the County's residents would be furthered by the acquisition, construction, installation, operation and maintenance of a Combined Communications Building (the "CCB"); and

WHEREAS, there was a previous Interlocal Agreement governing the management of the CCB which included the County, the 9-1-1 Board and the City, adopted in 2004; and

WHEREAS, both the City and County made significant contributions to the capitol costs of the CCB; and

WHEREAS; pursuant to Resolution No. 2018-0245, Spokane County under RCW 35.21.730-.759 created Spokane Regional Emergency communications (the "SREC") to undertake, assist with, and otherwise facilitate the public function of providing an emergency communications and emergency management services, including but not limited to dispatch, and perform any other public function relating to providing such service; and

WHEREAS, the IT Departments of both the City and the County are also using a portion of the CCB as well as City Police and City Fire; and

WHEREAS, SREC began offering certain dispatch and related services to Spokane County Fire Districts and the Spokane County Sheriff's Office (the "Services") on or about July 1, 2019; and

WHEREAS, these Services are provided utilizing the CCB, all Parties to this Agreement agree they should pay a pro-rata share of CCB expenses as it relates to their use of the CCB facility; and

WHEREAS, this agreement is intended to commence on January 1, 2025 for all current operations listed in Section 6(B) and is a correction for previous capital costs as listed in Section 6(A). The term of this contract is 24 months though previous expenses are captured as set forth below.

Now, Therefore,

The Parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to set forth the Parties' understandings regarding the ownership, administration, management, on-going operations and payment for lease and services of the CCB. For the purpose of this Agreement, the terminology CCB shall mean that building and all property associated therewith, including parking, located at 1620 N. Rebecca Street, Spokane, Washington 99217.
2. OWNERSHIP. The City will continue to own the building housing the CCB, however there will be no lease cost to the Parties throughout the term of this Agreement.
3. PREMISES. The City agrees that the Parties will occupy space in the CCB based on their proportion of occupancy and use costs as agreed by the Parties and as set forth in Section 6A in this Agreement.
4. ADMINISTRATION/ MANAGEMENT.
 - A. Management of each operational function and area within the CCB is the responsibility of the Party occupying that space.
 - B. The City Fire Chief will be responsible for the administration of this Agreement and ensuring that the adopted policies of the Site Council are implemented in an effective and timely manner.
 - C. A Site Manager will be assigned by the City Fire Chief. The Site Manager will be responsible for the management and maintenance of the CCB's building and grounds. The Site Manager will work directly with the division heads from each of the Parties to ensure that policy, procedures, training and maintenance are carried out and that coordination of activities occurs to maintain appropriate standards. The cost of the time the Site Manager spends on these duties will be shared among the Parties and will be included in the annual budget for the CCB and shared among the Parties as provided for in Section 6 A hereinafter.
 - D. Each Party will commit staff to developing and maintaining, with the other Parties, a building operations procedure manual that will be followed by all personnel working in the building. The final manual shall be jointly approved by the City Fire Chief and the Site Council.

5. MAINTENANCE/OPERATION.

- A. The Site Manager will be responsible for obtaining operational and maintenance services for the CCB, including:
- 1) Utilities - telephone service (not associated with 911 systems, switches, or other equipment), gas, water, electric, sewer, solid waste, aquifer protection, storm water and other similar services.
 - 2) Site Maintenance - lawn care, lawn sprinkler care, snow removal, private road and parking lot repair/ maintenance, including fencing, and other similar services.
 - 3) Operational and Building Maintenance - janitorial, HVAC, detection / protection / security systems testing and maintenance, property insurance coverage for building, emergency power facilities/ features including generator / UPS / battery backup and general building condition.
- B. The Site Manager is not responsible for any equipment associated with the direct operation of any party (e.g., Enhanced 911 system, radios, consoles, CAD systems).

6. BUDGET/FINANCE/COSTS.

- A. Costs. Commencing effective July 1, 2019, all maintenance/operational and building and site capital costs, including insurance, will be allocated and paid by the Parties based on the square footage of their dedicated and shared space within the building. The percentage allocations are as follows:
- | | |
|-------------------------|-------------|
| a. Spokane Fire = | 11.5% |
| b. Spokane Police = | 14.7% |
| c. SREC= | 71.8% |
| d. City of Spokane IT = | 1.0% |
| e. Spokane County IT= | <u>1.0%</u> |
| f. Total = | 100.0% |
- B. Commencing effective November 1, 2022, all maintenance/operational and building and site capital costs, including insurance, will be allocated and paid by the Parties based on the square footage of their dedicated and shared space within the building. The percentage allocations are as follows:
- | | |
|-------------------------|-------------|
| a. Spokane Fire = | 0% |
| b. Spokane Police = | 20.45% |
| c. SREC = | 77.55% |
| d. City of Spokane IT = | 1.0% |
| e. Spokane County IT = | <u>1.0%</u> |
| f. Total = | 100.0% |

These percentages are based on the actual square footage calculations of spaces occupied. IT space has been approximated based on server- rack footprints.

These percentages will remain in place until there are changes to the space allocation for a Party that would substantially change the percentages. The Site Council will approve any change in the percentages.

- C. Budgeting - Special Revenue Fund. The CCB will be operated as a separate Special Revenue Fund within the City's budgeting structure. All non-retroactive payments to the City for CCB services will be deposited in this Fund and CCB expenditures will be made from this Fund. The monies in this fund will be held by the City for the sole purposes of maintaining and operating the CCB so long as the CCB is used for the purpose intended. In the event the CCB is not used for the purpose intended, any money in the Fund will be returned to the Parties based on their proportionate payment into the Fund. The City may not borrow any moneys from this fund without prior approval from the Site Council. By its very nature, this Special Revenue Fund is a rollover fund through which all reserve, cash carryover and unencumbered funds from one fiscal year will carry over to the next fiscal year. The Site Manager is responsible for managing this Fund within the policy direction established by the Site Council.
- D. Audit. The Site Council or any party to this Agreement may call for an audit of the Special Revenue Fund at any time. Cost of the audit requested by the Site Council will be borne by the Parties on the same percentage basis as set forth in Section 6 A herein above. Cost of an audit requested by a Party to this Agreement shall be borne by that Party.
- E. Accounting. All accounting of revenue and expenditures of the CCB will be through the City Accounting Department using generally accepted accounting principles. Any capital replacement cost will be determined by the Site Council and depreciated over its expected useful life. These amortized costs will be shared based on each Party's payment percentage.
- F. Billing/Payments:
 - 1) Annual Charges. Each year by December 1st, the Site Manager will provide to the Site council, for its consideration, the expected annual charges for each Party for the next calendar year. This estimated cost would be based on previous years' experience plus any additional charges approved by the Site Council.
 - 2) Prior Charges. The parties recognized that the prior Agreement for the CCB expired on December 31, 2021. The parties agree to the payment for past shared costs set forth this is paragraph.

For the time period of January 1, 2022 to October 31, 2022, the Site Manager has compiled the expenses for the CCB to be \$341,599.94. For the time period of November 1, 2022 through December 31, 2023, the Site Manager has compiled the expenses for the CCB to be \$465,592.11. For the time period of January 1, 2024 through December 31, 2024, the Site Manager has compiled the expenses for the CCB to be \$445,539.48. These costs will be allocated to the Parties based on the percentages set

forth in Section 6 A & B herein. SREC and the County will remit these amounts to the City within thirty (30) days of the execution of the Agreement. Adjustments (either refunds to those who overpaid or additional payments by those who may have underpaid) will be promptly remitted.

- 3) Billing. Each Party will be billed the annual contract amount pursuant to Section 6 B which is to be paid to the City no later than March 1st of each year, beginning in 2025. The annual contract amount shall be based on the budget amount approved by the Site Council. By April 15th of each year the Site Manager will reconcile the actual expenses incurred by the City against the payments received from the Parties to this Agreement for the previous year. Each Party will then either be billed for the pro-rata amount of excess expenses or be provided refunds for overpayment. If costs are projected to be exceed the budgeted amount, resulting in a potential billing in the next year for excess costs, the City will inform the Site Council of such event as soon as reasonably known.

- 4) Dispute Resolution. Any Party may appeal its annual charge. Any appeal shall be in writing and shall be received by the chairperson of the Site Council within ten (10) working days of the Party's receipt of its annual billing. Upon receipt of the appeal, the Site Council chairman shall convene the Site Council to consider the appeal. The Party appealing the annual charge shall be afforded an opportunity to personally appear through its representative in front of the Site Council to address its appeal. The Site Council shall issue a written decision on the appeal. The appealing member of the Site Council shall not participate in their/its appeal. The written decision of the Site Council shall be binding on the appealing Party.

7. INSURANCE. The Site Manager shall ensure that the City obtains and keeps in force property insurance for the replacement cost of the building. Each Party shall be responsible for its own comparative negligence, property damage covering its personal contents and equipment, business interruption, Worker's Compensation (if appropriate), general liability, automobile liability.

8. LIABILITY.

- A. Each Party shall defend, indemnify and hold harmless the other parties from any liability, loss, cost or expense claimed by third parties for property damage and bodily injury, including death, caused by any act or omission of the indemnified Party, its officers, employee and agents in connection with this Agreement.
- B. Each Party waives immunity under Title 51 RCW solely as to the other Parties. The Parties have specifically negotiated this provision.

9. TERM. The initial term of this Agreement shall be twelve (12) months beginning January 1, 2025 and ending on December 31, 2025, renewable for additional periods as agreed among the Parties. The parties agree to coordinate with each other regarding

the expiration of this agreement in order to accommodate each party's transition. The parties agree to provide one hundred eighty (180) days advanced written notice to terminate the agree pursuant to Section 10 below.

10. **TERMINATION.** Any Party may otherwise terminate its participation in this Agreement at any time with one hundred eighty (180) days advanced written notice to the other Parties.

11. **NOTICES.** All notices shall be in writing and served either personally or by certified mail, postage prepaid, return receipt requested to the following persons. Notices sent by certified mail shall be deemed served when deposited in the United States mail, postage prepaid.

► City: Mayor of the City of Spokane
Seventh Floor, City Hall
808 West Spokane Falls Blvd
Spokane, Washington 99201

City Clerk, City of Spokane
Fifth Floor, City Hall Blvd
808 West Spokane Falls Blvd
Spokane, Washington 99201

► County: Spokane County IT
1100 West Mallon Avenue
Spokane, Washington 99260-0300

Spokane County Clerk of the
Board of Commissioners
1116 West Broadway Avenue
Spokane, Washington 99260-0100

► SREC
1620 N. Rebecca Street
Spokane, Washington 99217

12. **NO SEPARATE ENTITY CREATED.** This Agreement does not create nor seek to create a separate legal entity pursuant to RCW 39.34.030(3)(b).

13. **FILING OF THIS AGREEMENT.** The City shall cause this Agreement to be filed with the Spokane County Auditor.

14. **PROPERTY UPON TERMINATION.** Title to all property acquired by a Party under this Agreement shall remain with the acquiring party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

15. **AMENDMENTS.** This Agreement may be amended at any time by mutual Agreement of all Parties executed with the same formalities as the present Agreement.

16. **SEVERABILITY.** Any provision of the Agreement which is declared invalid, void or illegal shall in no way affect, impair, or invalidate any other provision hereof; and such other provision shall remain in full force and effect.

17. **ENTIRE AGREEMENT.** This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements or understandings pertaining to any such matters shall be effective for any purpose.

18. **HEADING.** The section headings appearing in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to define, limit or extend the scope or intent of the sections to which they pertain.

19. **EXECUTION AND APPROVAL.** The Parties warrant that the officers executing below have been duly authorized to act for and on behalf of the party for purposes of confirming this Agreement.

20. **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.

21. **NO THIRD-PARTY BENEFICIARIES.** Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly, any benefit or right, greater than that enjoyed by the general public, to third persons.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed on date and year opposite their respective signatures.

COUNTY OF SPOKANE

By Mary L. Kunley 7/8/25
Signature Date

Mary L. Kunley
Type or Print Name

Chair, Board of County Commissioners
Title

Attest:

Diana Vasquez
Clerk of the Board



CITY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Attest

City Clerk

Approved as to form:

Assistant City Attorney

COUNTY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Attest:

Clerk of the Board

CITY OF SPOKANE

By Maggie Yates 7/18/2025
Signature Date

Maggie Yates
Type or Print Name

Assistant City Administrator
Title

Attest:

Lori Markham
City Clerk

Approved as too form:

Elizabeth Schoedel
Assistant City Attorney

SPOKANE REGIONAL EMERGENCY
COMMUNICATIONS

By Lori Markham 7/2/2025
Signature Date

Lori Markham
Type or Print Name

Executive Director
Title



Certificate Of Completion

Envelope Id: BB1670EF-AF8E-48CD-B51C-D651D7E24B33

Status: Completed

Subject: OPR 2025-0459 - CONTRACT - SPOKANE COUNTY INTERLOCAL AGREEMENT COMBINED COMMUNICATIONS BUILDING CCB

Source Envelope:

Document Pages: 10

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Daniel Rose

AutoNav: Enabled

Stamps: 1

808 W. Spokane Falls Blvd.

Envelopeld Stamping: Enabled

Spokane, WA 99201

Time Zone: (UTC-08:00) Pacific Time (US &

drose@spokanecity.org

Canada)

IP Address: 198.1.39.252

Record Tracking

Status: Original

Holder: Daniel Rose

Location: DocuSign

7/1/2025 2:06:37 PM

drose@spokanecity.org

Signer Events

Signature

Timestamp

Terri L. Pfister

tpfister@spokanecity.org

City Clerk

City of Spokane

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image
Using IP Address: 198.1.39.252

Sent: 7/1/2025 2:12:01 PM

Viewed: 7/2/2025 9:25:14 AM

Signed: 7/2/2025 9:25:21 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lori Markham

LORI.MARKHAM@SREC911.ORG

Executive Director

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 72.10.70.162

Sent: 7/2/2025 9:25:22 AM

Viewed: 7/2/2025 9:29:58 AM

Signed: 7/2/2025 9:30:34 AM

Electronic Record and Signature Disclosure:

Accepted: 3/5/2024 3:22:03 PM

ID: a6675b6f-df8d-4b4d-b24b-b01516f09c98

Elizabeth Schoedel

eschoedel@spokanecity.org

Assistant City Attorney - approved as to form only

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 155.190.3.7

Sent: 7/2/2025 9:30:35 AM

Viewed: 7/2/2025 10:20:32 AM

Signed: 7/2/2025 10:20:38 AM

Electronic Record and Signature Disclosure:

Accepted: 7/2/2025 10:20:32 AM

ID: 8b766119-9bf3-4328-8390-bc2a8bfa2e28

Maggie Yates

myates@spokanecity.org

Assistant City Administrator

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 155.190.3.6

Sent: 7/2/2025 10:20:40 AM

Resent: 7/7/2025 8:07:52 AM

Resent: 7/9/2025 1:17:31 PM

Resent: 7/11/2025 8:29:35 AM



Viewed: 7/15/2025 8:29:50 AM

Signed: 7/18/2025 10:27:40 AM

Electronic Record and Signature Disclosure:

Accepted: 7/18/2025 10:26:59 AM

ID: 392f9ec4-2ea5-45b4-8471-109b226fe00f

Signer Events	Signature	Timestamp
Terri L. Pfister tpfister@spokanecity.org City Clerk City of Spokane Security Level: Email, Account Authentication (None)	 	Sent: 7/18/2025 10:27:41 AM Viewed: 7/18/2025 1:59:40 PM Signed: 7/18/2025 2:00:00 PM

Signature Adoption: Uploaded Signature Image
Using IP Address: 198.1.39.252

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/1/2025 2:12:01 PM
Certified Delivered	Security Checked	7/18/2025 1:59:40 PM
Signing Complete	Security Checked	7/18/2025 2:00:00 PM
Completed	Security Checked	7/18/2025 2:00:00 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

CONSUMER DISCLOSURE

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact SHI International Corp OBO City of Spokane:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: klund@spokanecity.org

To advise SHI International Corp OBO City of Spokane of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at klund@spokanecity.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from SHI International Corp OBO City of Spokane

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI International Corp OBO City of Spokane

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.

Submit to Clerk of the Board with available supporting materials (Resolutions, Agreements, Presentations, etc.)

AGENDA SHEET

SUBMITTING DEPARTMENT: Information Technology

CONTACT PERSON: Kevin Norris

PHONE NUMBER: 509-477-4231

CHECK TYPE OF MEETING BELOW:

☒ Board Briefing Session Agenda

BELOW FOR CLERK'S USE ONLY:

Clerk's Resolution No.

25 - 0317

Approved:

Majority/Unanimous

Denied:

Majority/Unanimous

Renews/Amends No.

Public Works No.

Purchasing Dept. No.

AGENDA TITLE (please provide a reasonably descriptive agenda title for this item): In the matter of approving an Interlocal Agreement for defining the administration of business operations in the Combined Communications Building (CCB) for Spokane County, City of Spokane, and Spokane Regional Emergency Communications (SREC).

DESCRIPTIVE SUMMARY (please provide anticipated fiscal and budgetary information & reason for request): For many years, as part of the County's Data Disaster Recovery plan, IT has leased floor space in the City-owned Combined Communications Building for the purpose of hosting a Backup Data Center. The County's footprint is 1% of the space available for lease and, per a previous ILA, County IT pays a pro-rata share (1%) of the CCB expenses as it relates to the County's use of the CCB facility.

This ILA has an intended commencement date of 01/01/2025 for all current operations (including County IT) and corrects the Budget/Finance/Cost percentages of the leasing parties. County IT's percentage allocation (based on dedicated square footage) remains at 1% in this new ILA.

Since 2022, County IT has not received an invoice from the City.

Within the ILA - see Item 6. F. 2 - Prior Charges - the ILA states the guidelines for making prior year payments. County IT intends to pay all prior charges - see Fiscal Impact Below.

FISCAL IMPACT (please provide anticipated fiscal and budgetary impact, with amount and source of funds, if applicable): County IT has not been billed since 2021 for space leased in the CCB building. Per the ILA, County IT owes \$24,076.42 (for 2022, 2023, 2024, & 2025). County IT can absorb and plans to pay prior and current year charges owing once the updated ILA has been executed.

Time Frame	CCB Bldg	County %
Cost of Leased Space	100%	1%
January 1, 2022 to October 31, 2022	\$ 525,933.34	\$ 5,259.33
November 1, 2022 through December 31, 2023	\$ 649,925.51	\$ 6,499.26
January 1, 2024 through December 31, 2024	\$ 629,872.88	\$ 6,298.73
January 1, 2025 through December 31, 2025	\$ 601,911.00	\$ 6,019.11
	Total	\$24,076.42

REQUESTED BOARD ACTION (if any): IT respectfully requests the BoCC's approval of the Inter Local Agreement which defines the terms for the continuance of leasing space and services for on-going County technical operations within the Combined Communications Building.

Other County Departments Impacted - List any other departments that were notified in advance of this agenda item: Spokane County IT, Budget, BoCC






OPR 2025-0459

Final Audit Report

2025-07-28

Created:	2025-07-28
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZgp2Y360WmOxyyRW_SONfEJVuatbiK1j

"OPR 2025-0459" History

-  Document created by Daniel Rose (drose@spokanecity.org)
2025-07-28 - 6:39:26 PM GMT
-  Document emailed to Terri Pfister (tpfister@spokanecity.org) for signature
2025-07-28 - 6:39:34 PM GMT
-  Email viewed by Terri Pfister (tpfister@spokanecity.org)
2025-07-28 - 6:40:30 PM GMT
-  Document e-signed by Terri Pfister (tpfister@spokanecity.org)
Signature Date: 2025-07-28 - 6:40:57 PM GMT - Time Source: server
-  Agreement completed.
2025-07-28 - 6:40:57 PM GMT

Certificate Of Completion

Envelope Id: 5AC0403B-C830-4433-B5BE-2B0AA9D4FBB3	Status: Sent
Subject: OPR 2025-0459 - CONTRACT - SPOKANE COUNTY INTERLOACL AGREEMENT COOPERATION AGREEMENT SPOKANE	
Source Envelope:	
Document Pages: 15	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Daniel Rose
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	808 W. Spokane Falls Blvd.
	Spokane, WA 99201
	drose@spokanecity.org
	IP Address: 155.190.3.6

Record Tracking

Status: Original	Holder: Daniel Rose	Location: DocuSign
7/28/2025 11:50:22 AM	drose@spokanecity.org	

Signer Events

Signature	Timestamp
Lori Markham	Sent: 7/28/2025 11:56:40 AM
Lori.Markham@srec911.org	Resent: 7/30/2025 11:57:18 AM
Security Level: Email, Account Authentication (None)	Resent: 8/1/2025 4:02:32 PM
Electronic Record and Signature Disclosure:	
Accepted: 3/5/2024 3:22:03 PM	
ID: a6675b6f-df8d-4b4d-b24b-b01516f09c98	
Elizabeth Schoedel	
eschoedel@spokanecity.org	
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Accepted: 7/30/2025 11:04:12 AM	
ID: 050070a8-a4f4-428f-91d0-8d298bb90a2e	
Maggie Yates	
myates@spokanecity.org	
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Accepted: 7/25/2025 10:40:55 AM	
ID: a9452804-bd50-4d53-8100-f849a8fd21cf	
Terri L. Pfister	
tpfister@spokanecity.org	
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Not Offered via Docusign	

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	7/28/2025 11:56:40 AM
Envelope Updated	Security Checked	8/4/2025 8:08:23 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

CONSUMER DISCLOSURE

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact SHI International Corp OBO City of Spokane:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: klund@spokanecity.org

To advise SHI International Corp OBO City of Spokane of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at klund@spokanecity.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from SHI International Corp OBO City of Spokane

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI International Corp OBO City of Spokane

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.