

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE (Replaces ADMIN 0320-17-07 and ADMIN 0260-10-01)	ADMIN 0260-24-01 LGL 2006-0032
TITLE: CITY COUNCIL STANDING COMMITTEE AND AGENDA PROCEDURES	
EFFECTIVE DATE: August 1996	
REVISION EFFECTIVE DATE: October 26, 2010; May 15, 2024	

1.0 GENERAL

- 1.1 This document provides procedures for the standing committee meetings and legislative meetings of the City Council.
- 1.2 This document also provides control measures for designating departmental submitters in the City's OnBase system for the completion and submission of electronic City Council Standing Committee and Legislative Agenda submission sheets. The intent of these control measures is to minimize costs, to promote consistency in the electronic agenda sheet submission and approval process, and to allow proper training of any newly added designated submitters.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the City Council and all City departments and divisions.

3.0 REFERENCES

SMC 2.005.010
City Council Rules of Procedure
ADMIN 0325-18-1

4.0 DEFINITIONS

- 4.1 OnBase is the Hyland Software platform utilized by the City for electronic document management and to manage the City Council agenda sheet submission workflow and automated agenda standing committee meeting and legislative meeting preparation processes.
- 4.2 City Council agenda submitters and backup submitters are those selected employees from each department designated to complete and file electronic City Council agenda sheet submissions.
- 4.3 City Council agenda approvers and backup approvers are those designated employees authorized to approve electronic OnBase agenda sheet submissions in the OnBase workflow queues for placement of items on designated City Council Standing Committee and Legislative Agendas. Approvers consist of department heads, division heads, and those employees selected to approve items in the OnBase agenda submission workflow queues on behalf of Finance, City Attorney's Office, "For the Mayor," and other occasional needed approvers (such as on behalf of Contracts and Purchasing, Accounting and Grants, and Management and Budget).

5.0 POLICY

- 5.1 It is the policy of the City Council to utilize standing committee meetings to facilitate Council business and to become fully informed on City administration activities and strategic initiatives of interest to the Council.
- 5.2 It is the policy of the City Council that briefing papers and agenda sheets provide enough data so that a balanced, productive Council standing committee discussion may occur. In addition, once the briefing paper and agenda sheet pass through committee to the legislative agenda and full City Council for consideration, a productive decision can be made; and the public can understand the item under consideration by Council. In essence, those discussing and acting on an agenda item need to know who, what, when, where, why, how, and how much (cost/revenue).
- 5.3 The preparation, publication, and dissemination of the standing committee and legislative agendas for the City Council are weekly activities for which several timely, coordinated actions must be performed. If problems and delays are to be avoided, all divisions and departments must adhere to fundamental format and procedure requirements.
- 5.4 It is the policy of the City that there be controls in place that promote efficiencies and consistencies, as well as reduce rework, in the preparation of regular weekly electronic agenda sheet submissions.

6.0 PROCEDURE

- 6.1 The City Council has established four (4) standing committees. Those committees and their meeting times and locations are as follows:

Public Safety and Community Health – Meets first Monday of each month at 1:15 p.m.

Urban Experience Committee – Meets second Monday of each month at 1:15 p.m.

Public Infrastructure, Environment and Sustainability Committee – Meets third Monday of each month at 1:15 p.m.

Finance and Administration Committee – Meets fourth Monday of each month at 1:15 p.m.

- 6.2 If a City Council Monday legislative meeting is cancelled, standing committee meetings scheduled for that day may be rescheduled to the next available Monday at 10:00 a.m.

- 6.3 Standing committee meetings are intended to provide members of the City Council and City staff an opportunity to review and discuss in detail issues or topics that are of interest to the City administration and the City Council and to facilitate the efficient conduct of Council business.

- 6.4 No public testimony will be taken during standing committee meetings. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, and other individuals recognized by the committee.

- 6.5 Absent permission from the respective committee chairs as provided in the council rules, departments must submit their agenda items to the standing committee assigned to their department. (See Attachment No. 1). Agenda items for special budget ordinances may be submitted either to the standing committee for the department whose budget is affected by the SBO, or to the Finance and Administration Committee.

- 6.6 Staffing

6.6.1 The City Council Office Director is in charge of coordination and execution of meeting notices with approval from the standing committee chairs and their staff.

6.6.2 The Legislative Assistant of the Council Member chairing the standing committee shall assist the chairperson of the standing committee by taking minutes and distributing material.

6.6.3 Agendas for standing committee meetings shall be set in accordance with City Council Rules of Procedure.

6.6.4 City staff is not required to attend portions of the meeting in which they are not expected to participate.

6.7 Electronic Agenda Submittal Process

6.7.1 A formal electronic agenda sheet is prepared by the submitting department. Attached to this should be a briefing paper (see sections 6.7.2 and 6.7.3) and any supporting documentation and/or proposed legislation. The information provided in the briefing paper will be of assistance when completing the various fields of the electronic agenda sheet.

6.7.2 Staff for the department or division which is bringing forward the topic or item under consideration by the standing committee shall prepare a briefing paper on each topic being submitted to the standing committee, which shall be formatted using the attached template (Attachment No. 2-A). The briefing paper shall be included in any committee materials as required by the City Council Rules of Procedure. For items brought forth for committee consideration by a council member, the legislative assistant for that council member shall prepare and submit the briefing paper as required by the City Council Rules of Procedure.

6.7.3 There is a different format for briefing papers related to special budget ordinances. The staff for the department or division which is bringing forward the special budget ordinance under consideration by the committee shall prepare an "SBO Briefing Paper" for each special budget ordinance submitted to committee, which shall be formatted using the attached template (Attachment No. 2-B). The briefing paper shall be included in any committee materials as required by the City Council Rules of Procedure.

6.7.4 The designated departmental agenda submitter is responsible for routing the electronic agenda sheet for department head approval and other approvals by the department's division director, city attorney, accounting manager, the Mayor's designated representative, etc. before submission to the Council Director's OnBase queue.

6.7.5 If an agenda sheet is incomplete or confusing, it will be returned to the submitting department for correction/completion. If this should occur, the item may miss placement on the proper council standing committee agenda and council agenda for which the submitting department had intended it to appear.

6.8 Agenda Sheet Preparation

- 6.8.1 The purpose of the agenda sheet is to provide enough data so that a balanced, productive committee discussion may occur, and an informed decision can be made once the item is submitted to the full City Council. The agenda sheet also enables the public to better understand the item under consideration. See Attachment No. 3 for a sample completed agenda sheet.
- 6.8.2 The agenda sheet itself is automatically generated by OnBase based on the information provided by the submitter. The responsibility for a completed agenda sheet lies with the submitting department. When preparing to submit an agenda sheet, review the Submitter Checklist (See Attachment 4) which provides a checklist of items required (at minimum) for specific agenda types. (See section 6.8.3.h.)
- 6.8.3 The following is an explanation of what is to be included in each section of the agenda sheet. Refer to the corresponding numbers on the sample blank agenda sheet (See Attachment No. 5).
- a. Committee:
Select from the dropdown the name of the appropriate standing committee name. The committee name selected needs to be the standing committee associated with the division from which the agenda item originates. (See section 6.5.)
 - b. Date:
Select date of the Council standing committee meeting that item is to be considered.
 - c. Committee Agenda Type:
Select the appropriate standing committee option from the drop-down list, which consists of the following:
 - 1) Consent Agenda: Items selected for the Committee Consent Agenda are typically for committee review only and often the person responsible for introducing/briefing the item (see section 6.8.3.f below) will not be requested to speak during the committee meeting.
 - 2) Discussion Item: This selection will require a duration of time to be input into the "Duration" field, and the responsible person (see 6.8.3.f below) will speak to the item and respond to questions from standing committee members.
 - 3) Information Only: This option is for items that will not move forward in the legislative process, such as monthly or quarterly reports, etc. that serve to update standing

committee members on a particular topic or subject matter where no official action is needed. Oftentimes these items may entail no discussion but could at the request of a council member.

- d. Council Meeting Date:
Date at which you would like the item to be considered by the full council.
- e. Submitting Dept.:
Name of submitting department. Select the department name from the pre-set drop-down list in OnBase.
- f. Contact Name/Phone:
Contact name and phone number if further information or clarification on an item is needed. Also, contact name should be the point of contact for the item and name of the person who will be responsible for briefing the item at standing committee and to the City Council. If the specified contact is unavailable to brief the item at the standing committee meeting, then that person or someone in their department will need to notify the Council Director or designee as to who will be present to report on the item. If the specified contact is unavailable to brief the item once it is placed on the City Council agenda, then that person or someone in their department will need to notify the City Administrator as to who will be present to report on the item.
- g. Contact E-Mail:
Email address of the contact name.
- h. Agenda Item Type:
Select an agenda item type from a pre-set drop-down list in OnBase.
- i. Council Sponsor(s):
Council sponsors are by default the chair and vice-chairs of the standing committee to which an item is submitted. (See Attachment No. 1) Therefore, submitters should select the chair and vice-chairs of the standing committee as the sponsors. Council members and council staff later will confirm the actual sponsors prior to publication of the final committee agenda. Note: Ordinances and resolutions need two council sponsors.
- j. Agenda Item Name:
Brief description of the agenda item, beginning with the department number. Example: 0680 Interlocal Agreement for police services at STA Plaza.

k. Date Rec'd / Clerk's File # / Renewals # / Cross Ref # / Project # / Bid # / Requisition #:

- 1) Date Rec'd: The date the agenda item lands in the Council Director's OnBase queue.
- 2) Clerk's File #: The City Clerk's file number. If a new item is submitted, the Office of the City Clerk will assign a new file number. If the file already exists, the number for the existing file should be inserted by the submitting department. New file numbers will only be assigned when the agenda item lands in the City Clerk's OnBase queue for placement on the City Council agenda.
- 3) Cross Ref #: If an item relates to another item on file with the Office of the City Clerk, indicate the file number on this line.
- 4) Project #: If an item has a department project number, indicate the number on this line.
- 5) Bid #: If an item has been put out for bid, quote, or RFP, indicate the number on this line.
- 6) Requisition #: If an item has a requisition number (for accounting purposes), indicate the number on this line. Also indicate if it is "CR" (contract requisition) or "RE" (requisition).

l. Agenda Wording:

Brief and concise phrase describing the item to be discussed at committee and considered by the full City Council. Wording should be the exact wording that will appear on the City Council agenda. This area should not be used as a summary. It should describe who is involved, what is being done, when it is being done, and costs/revenues (if any). Any necessary explanation should be included in the "Background" section.

When preparing the Agenda Wording statement, keep the following in mind:

- 1) Always include the location (city and state) of the contractor in parentheses behind the contractor's name.
- 2) Always include the tax in the cost of the project and place "including tax" in parentheses behind the total cost. If no tax is involved, place "no tax involved" in parentheses behind the total cost of the project. For accounting purposes, under "Fiscal Impact," place the total cost of the project including tax.

- 3) If the item is a contract, include the term (effective and expiration dates).
- 4) If the item is a change order or contract amendment, the total cost-to-date (including the amount of the new change order or amendment) should be included in the agenda wording.
- 5) If the item is an ordinance or resolution, whenever possible, the agenda wording should match the title of the accompanying ordinance or resolution.

m. Summary (Background):

The primary purpose of this section is to transmit specific facts to the Mayor, City Council, and the public. Whenever possible, use abbreviated paragraphs and avoid long sentences or technical jargon and acronyms. Make sure this section includes only necessary and pertinent information. If the item has been approved by a board or commission, note that information here. If the item is a continuation of a previous City Council decision, so note.

n. Lease? / Grant related? / Public Works?:

Mark yes or no if the item is a lease, is grant related, or is public works related.

o. Fiscal Impact:

Complete the relevant fields under Fiscal Impact. The fields under this section include the following:

- Approved in Current Year Budget?
- Total Cost
- Current Year Cost
- Subsequent Year(s) Cost

p. Narrative: Add any explanatory information under this section that would assist in explaining the Fiscal Impact.

q. Amount / Budget Account:

Indicate the expense and/or revenue amount(s) and associated budget account number(s) from where the funds will be withdrawn / deposited.

r. Approvals:

Approvals are electronically obtained from City Council Agenda approvers or designated backup approvers in the OnBase workflow after the item has been submitted. All required

approvals on the agenda sheet should be obtained by the submitting department and approved in OnBase by the relevant deadline.

Agenda submitters can monitor approvals in the OnBase approval workflow by accessing the OnBase Legislative Dashboard on SharePoint.

s. Distribution List:

List everyone to whom the item should be distributed after Council action. If the item is a contract, include the email address of the authorized signatory for the vendor.

6.9 Important Notes

6.9.1 All ordinances and resolutions must be uploaded to the agenda submission sheet in Word format. This will allow City Council staff and City Clerk staff the flexibility to incorporate (1) any changes that may come out of standing committee review, (2) amendments approved during the City Council's consideration of the matter, and/or (3) to make clerical corrections. In addition, as there are certain publication requirements for some agenda items, this will allow City Clerk staff to move forward expeditiously with getting the item published. Whenever possible, it is also requested that contracts be uploaded in Word format so that any necessary changes or amendments may be made during the standing committee and legislative process.

6.9.2 Do not upload locked documents to OnBase. If you have a digitally signed or otherwise locked document, please print the document using the "Microsoft print to PDF" option before uploading the document. Locked documents cause disruption in the agenda packet generation.

6.9.3 Do not use all capitals in your agenda wording.

6.10 Minutes

6.10.1 Standing Committee meeting minutes shall be prepared using the attached template (Attachment No. 6). Council staff are responsible for preparing standing committee meeting minutes. Original approved and signed standing committee meeting minutes shall be filed with the City Clerk's Office and posted online.

6.10.2 The City Clerk shall prepare the regular City Council and any special legislative meeting minutes.

6.10.3 Minutes of standing committee meetings and City Council

meetings, including any special meetings, shall be published in the *Official Gazette* and retained pursuant to the applicable retention schedules.

6.11 Requests for Changes or Updates to Designated Department Agenda Sheet Submitters

6.11.1 A list of designated department agenda sheet submitters has been established and will be maintained by the Office of the City Clerk. Any requests for changes or updates to the designated department agenda sheet submitter list will require completion of an Agenda Submitter Change Request Form (See Attachment No. 7). To minimize OnBase usage costs, any requests for changes or updates to the current established list will require review and approval by the requesting submitter's department head, division director, and City Clerk or designee. The form will then be routed to IT to provide required submitter permissions.

6.11.2 The general rule will be, if a department is requesting an addition of a newly named agenda sheet submitter, that named individual will be replacing another individual currently named on the list. Any newly established departments will be able to designate up to two department agenda sheet primary submitters and up to two back up submitters.

6.11.3 City Clerk staff will provide training on the completion of agenda sheets to any newly named agenda sheet submitters. City Clerk staff will also provide refresher training to other agenda sheet submitters upon request.

7.0 RESPONSIBILITIES

The Council President or designee, with the assistance of the City Clerk's Office and City administration, shall administer this policy.

8.0 APPENDICES

As long as no language changes are needed under Sections 1-7 of this policy, the following attachments to this policy may be updated as needed by the City Clerk or designee should any updates occur to the City Council's Rules of Procedure that would effectuate needed changes to the attachments. If any updates to the attachments affect the language of the above procedures, then City staff will amend this policy in accordance with ADMIN 0325-18-1 (Standardized Formats and Uniform Procedures for Adoption and Maintenance of Administrative Policies and Procedures, Departmental Policies and Procedures, Executive Orders, and Public Rules and Regulations).

Attachment No. 1 – Department Committee Assignments

Attachment No. 2 – Briefing Paper Templates

2-A: Standard Briefing Paper

2-B: SBO Briefing Paper

Attachment No. 3 – Sample Agenda Sheet

Attachment No. 4 – Submitter Checklist

Attachment No. 5 – Sample Blank Agenda Sheet

Attachment No. 6 – Minutes Template

Attachment No. 7 – Agenda Submitter Change Request Form

APPROVED BY:

Michael J Piccolo
Michael J Piccolo (May 8, 2024 16:17 PDT)

City Attorney

May 8, 2024

Date

Terri Pfister
Terri Pfister (May 15, 2024 18:01 PDT)

City Clerk

May 15, 2024

Date

Betsy Wilkerson
Betsy Wilkerson (May 15, 2024 12:25 PDT)

Council President

May 15, 2024

Date

G. Jones
Garrett Jones (May 15, 2024 13:41 PDT)

City Administrator

May 15, 2024

Date

Attachment No. 1

Attachment A: Division Standing Committee Assignments

<p>City Divisions Associated with Public Safety & Community Health Committee: Spokane Police Department; Spokane Fire Department; Emergency Management; Municipal Court</p>	<p>City Divisions Associated with Urban Experience Committee: Neighborhood Housing & Human Services; Community & Economic Development; Parks; Library</p>	<p>City Divisions Associated with Public Infrastructure, Environment, & Sustainability Committee: Public Works</p>	<p>City Divisions Associated with Finance & Administration Committee: Finance; Human Resources; IT; City Attorney; Communications; Civil Rights, Equity & Inclusion</p>
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Council Briefing Paper
Select Committee Name

Committee Date	
Submitting Department	
Contact Name	
Contact Email & Phone	
Council Sponsor(s)	
Select Agenda Item Type	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	
Proposed Council Action	<input type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	
<p>*use the Fiscal Impact box below for relevant financial information</p>	
<p>Fiscal Impact</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Total Cost: Click or tap here to enter text.</p> <p> Current year cost:</p> <p> Subsequent year(s) cost:</p> <p>Narrative: Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue</p> <p>Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Specify funding source: Select Funding Source*</p> <p>Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.</p> <p>Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impacts (If N/A, please give a brief description as to why)</p> <ul style="list-style-type: none"> • What impacts would the proposal have on historically excluded communities? • 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? 	

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

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

Council Briefing Paper
Select Committee Name

Committee Date	
Submitting Department	
Contact Name	
Contact Email & Phone	
Council Sponsor(s)	
Select Agenda Item Type	<input checked="" type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Special Budget Ordinance -
Grant Item	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Council Action	<input type="checkbox"/> Approval to proceed to Legislative Agenda
Summary What is the specific purpose or need for the budget adjustment? What changes or developments have triggered this request?	
Fiscal Impact Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: Click or tap here to enter text. Current year cost: Subsequent year(s) cost: Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A Specify funding source: Select Funding Source* Is this funding source sustainable for future years, months, etc? Click or tap here to enter text. Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why) <ul style="list-style-type: none"> • What are the net impacts this adjustment will have on the specifically affected line items? • What operational changes will occur because of this adjustment? • What are the potential risks or consequences of not approving the budget adjustment? 	

- 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?

What current racial and other inequities might this special budget ordinance address?

Attachment No. 3



Agenda Sheet for City Council:

Committee: PIES **Date:** 02/26/2024

Committee Agenda type: Consent

Date Rec'd 2/13/2024

Clerk's File # OPR 2020-0341

Cross Ref #

Project #

Council Meeting Date: 03/11/2024

Submitting Dept	SOLID WASTE DISPOSAL	Bid #	PW ITB 5238-20
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Contact Name/Phone	DAVID PAINE 625-6878	Requisition #	CR 26021
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Contact E-Mail	DPAINE@SPOKANECITY.ORG		
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Agenda Item Type	Contract Item		
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Council Sponsor(s)	BWILKERSON JBINGLE KKLITZKE		
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Agenda Item Name	4490 CONTRACT AMENDMENT FOR BOILERMAKER SERVICES		
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Agenda Wording

Contract amendment with Helfrich Brothers Boiler Works, Inc. (Lawrence, MA) for boilermaker services at the Waste to Energy Facility from 4/1/23-3/31/24 for an additional \$500,000 and a total annual cost of \$2,351,000.00 including tax.

Summary (Background)

Each year two scheduled outages are performed at the facility to repair or replace worn components in the boilers. Helfrich Brothers Boiler Works, Inc. was awarded a two year contract with three one-year renewals for these services based on their response to PW ITB 5238-20. The contract is currently on the second of the three renewals. Due to unanticipated work needed in 2023, an additional \$500,000.00 is needed for work planned through the end of the contract term ending on 4/1/24.

Lease? NO Grant related? NO Public Works? YES

Fiscal Impact

Approved in Current Year Budget? YES

Total Cost	\$ 2,351,000.00
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Current Year Cost	\$ 500,000.00
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Subsequent Year(s) Cost	\$
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Narrative

This is an annual operating and maintenance expense. The additional funds needed for this contract will be offset by adjustments to other planned maintenance in 2024.

Amount	Budget Account
Expense \$ 500,000.00	# 4490-44100-37148-54803
Select \$	#
Select \$	#
Select \$	#
\$	#
\$	#



Continuation of Wording, Summary, Approvals, and Distribution

Agenda Wording

Summary (Background)

Approvals

<u>Dept Head</u>	AVERYT, CHRIS
<u>Division Director</u>	FEIST, MARLENE
<u>Accounting Manager</u>	ALBIN-MOORE, ANGELA
<u>Legal</u>	HARRINGTON,
<u>For the Mayor</u>	PICCOLO, MIKE

Additional Approvals

<u>PURCHASING</u>	PRINCE, THEA

Distribution List

Dennis Lincoln, dlincoln@hbbwinc.com	mdorgan@spokanecity.org
jsalstrom@spokanecity.org	tprince@spokanecity.org
rrinderle@spokanecity.org	

Attachment No. 4

Submitter Checklist

This provides a checklist of items required (at minimum) for specific agenda item types before submitting “Agenda Sheet for City Council” in OnBase for approvals.

1. Gather all required information (see below for details) prior to filling out OnBase Agenda Sheet form
2. Fill out OnBase Agenda Sheet form completely [see section 6.8 (Agenda Sheet Preparation) of the City Council Standing Committee and Agenda Procedures]
3. Upload all supporting documentation (see below)
4. Monitor your Agenda Sheet item in the OnBase/Legislative dashboard to assure it goes through all workflow approvals and lands in its final queue prior to specifically set deadlines. Note: It is the submitter’s responsibility to make sure the Agenda Sheet lands in the final queue before the deadline.

Information details for each Agenda Sheet item option

- **Report Item**
 - Standard Briefing Paper
 - Report (if applicable)

- **Contract Item**
 - Standard Briefing Paper
 - Contract in final form
 - Supporting documentation
 - BID, Req, etc.
 - Business License
 - Spokane endorsement (if needed) (active and unexpired)
 - Proof of Insurance (active and unexpired)
 - Grant material (if grant related)
 - OnBase Agenda Sheet form specific information
 - BID #, Req #, etc. – This will need to be entered into the OnBase Agenda Sheet form
 - OPR Number (for contract extension/amendment) (Leave blank if new contract)

Contract wording per the City Clerk’s Office

In the Agenda Sheet the **Contract** wording should all follow the same basic format:

1. What type of item is it? Contract, Contract Renewal, Extension or Amendment
 - If it is a Renewal, Extension or Amendment, include original OPR number in the Clerk’s File # field.
2. Who is it with? Company name followed by (City, State)
3. What is it for? Description of what the contract is for
4. Timeframe if applicable. **From** xx/xx/xxxx **through** xx/xx/xxxx.

5. What is the cost or revenue? Including tax (preferred) or plus tax? Annually or simply one time?
 - If it is an Extension or Amendment, what is the cost of this contract and what is the total cost of the combined contracts?
 - Renewals do not need the combined total amount.

Upload contracts whenever possible in Word format.

Lastly, please remember to add the signer info in the first line of your distribution list. This must include the first and last name and the email address for the person signing for the vendor. This will assist City Clerk staff in routing the contract for approvals once the item is approved by City Council.

- **Purchase w/o Contract**

- Standard Briefing Paper
- Supporting documentation
 - BID #, Req #, bid tab, quote etc.

Purchase w/o Contract wording per the Clerk's Office

In the Agenda Sheet the Purchase w/o Contract wording should all follow the same basic format:

1. What type of item is it? Purchase, Value Blanket, Value Blanket Renewal, Pre-approval to Purchase
 - a. If it is a Renewal, Extension or Amendment, include original OPR number in the Clerk's File # field
2. Who is it with? Company name followed by (City, State)
3. What is it for? Description of what the contract is for
4. Timeframe if applicable. **From** xx/xx/xxxx **through** xx/xx/xxxx.
5. What is the cost or revenue? Plus tax or Including Tax? Annually or simply one time?
 - If it is an Extension or Amendment what is the cost of this purchase w/o contract and what is the total cost of the combined contracts?
 - Renewals do not need the combined total amount

- **Claim Item**

- This is only used by Accounts Payable and Payroll – No other submitter will utilize this agenda item type

- **Boards & Commission**

- Agenda Sheet Only

- **Information Only – Committee**

- Standard Briefing Paper
- Report, presentation, etc. – Whatever is being brought forward to Council (if applicable)

- **Special Budget Ordinance**
 - SBO Briefing Paper
 - Ordinance
 - Budget Codes with dollar amounts – This will need to be entered into the OnBase form online
 - Any additional supporting documents

- **Emergency Ordinance**
 - Standard Briefing Paper
 - Ordinance
 - Any additional supporting documentation

- **Resolution**
 - Standard Briefing Paper
 - Resolution
 - Any additional supporting documentation

- **Final Reading Ordinance**

This agenda type is used for ordinances that only require one reading such as the annual budget ordinance or assessment roll ordinances. First reading ordinances will be changed to final reading by City Clerk staff.

 - Standard Briefing Paper
 - Ordinance
 - Any additional supporting documentation

- **First Reading Ordinance**
 - Briefing Paper
 - Ordinance
 - Any additional supporting documentation

Resolutions and Ordinances

In the Agenda Sheet the **Resolution & Ordinance** wording should all follow the same basic guideline:

Simply copy the first paragraph of the resolution or ordinance into the wording section. This will be correct for the vast majority of these types of documents. If the first paragraph does not contain a summary of the resolution or ordinance you will instead need to write a summary or copy it from where it is located in the document.

Upload ordinances and resolutions in Word format.

- **Special Consideration**
 - Standard Briefing Paper
 - Resolution or Ordinance or other main document such as a letter
 - Any additional supporting documentation

- **Hearing**
 - This item is mainly used by the Clerk’s Office but there are few occasions when Hearings need to be scheduled specifically by administration. This is normally around Budget adoption and significant land use matters.
 - Standard Briefing Paper
 - Ordinance
 - Any additional supporting documentation

- **Engineer Construction Contract**
 - This agenda item will be submitted twice (at separate times)
 - First Submission
 - Briefing Paper (select Engineering Submission)
 - Second Submission
 - Updated Briefing Paper
 - Contract
 - Supporting documentation
 - BID #, Req #, etc.
 - Business License
 - Spokane endorsement (if needed)
 - Proof of Insurance
 - Grant material (if grant related)
 - OnBase form specific information – this will need to be entered into the OnBase form online
 - BID #, Req #,
 - OPR Number (for contract extension/amendment)

Applicable to all Agenda Sheet Items:

- Please avoid using acronyms in your agenda wording.
- Please NO all capitals in your agenda wording.
- NO ‘locked’ documents can be uploaded to OnBase. If you have a digitally signed or otherwise ‘locked’ document, please print the document using the “Microsoft print to PDF” option before uploading.

Attachment No. 5



Agenda Sheet for City Council:

(a) Committee: _____ Date: __/__/____ (b)
 Committee Agenda type: (c)

(k)(1)
(k)(2)
(k)(3)
(k)(4)

Date Rec'd

Clerk's File #

Cross Ref #

Project #

Bid #

Requisition #

(d) **Council Meeting Date:**

(e) **Submitting Dept**

(f) **Contact Name/Phone**

(g) **Contact E-Mail**

(h) **Agenda Item Type**

(i) **Council Sponsor(s)**

(j) **Agenda Item Name**

(l) **Agenda Wording**

(m) **Summary (Background)**

(n) Lease? Grant related? Public Works?

(o) **Fiscal Impact**

Approved in Current Year Budget?

Total Cost \$

Current Year Cost \$

Subsequent Year(s) Cost \$

(p) **Narrative**

(q) **Amount**

(q) **Budget Account**

Expense \$ #

Select \$ #

Select \$ #

Select \$ #

\$ #

\$ #

Attachment No. 6

STANDING COMMITTEE MINUTES
City of Spokane
Meeting Location
Committee Name
Date

Call to Order: [Insert time Chair commences the meeting]

Recording of the meeting may be viewed here: [insert link / URL]

Attendance

Include names of individuals in attendance.

Approval of Minutes:

Approval of minutes should be obtained.

Agenda Items:

List agenda items as presented to the Committee (or as outlined in the meeting notice). Please give a brief description of action taken on each item. Include within the agenda items the following:

- ▶ **Action Taken:**
- ▶ Committee action on agenda items such as deferral, tabled, approval to forward to City Council or other standing committees.

Executive Session:

[Indicate whether an executive session occurred, the stated purpose of the executive session, and the time executive started and ended].

Adjournment:

The meeting adjourned at [insert time meeting adjourned]

Prepared by:

[Insert Name]

Approved by:

[Insert Council Member Name]

Agenda Submitter Change Request Form

Attachment No. 7

Date:

04/04/2024

Submitted by:

FLEIGER, NATHAN

Department: *

CITY CLERK

Name of agenda submitter to be added: * Email: *

SAMPLE

SAMPLE

Name of agenda submitter to be deleted:

SAMPLE

Will they be a primary submitter or backup submitter? *

Primary

How often do you anticipate they will be submitting agenda sheets? *

Weekly

Monthly

Every other month

Rarely

Reason for requesting this change: *

SAMPLE

Would you like us to schedule a training session for the added submitter on how to complete an agenda submission in OnBase? *

Yes

Approvals

Department Head:

Date:

Division Head:

Date:

City Clerk:

Date:











ADMIN 0260-24-01 (City Council Standing Committee and Agenda Procedures)


Final Audit Report

2024-05-16

Created:	2024-05-08
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAALa9j_wqJZMktN775Nv5rOKE1yMIQQZKa

"ADMIN 0260-24-01 (City Council Standing Committee and Agenda Procedures)" History


-  Document created by Daniel Rose (drose@spokanecity.org)
2024-05-08 - 11:06:46 PM GMT
-  Document emailed to mpiccolo@spokanecity.org for signature
2024-05-08 - 11:08:21 PM GMT
-  Email viewed by mpiccolo@spokanecity.org
2024-05-08 - 11:15:32 PM GMT
-  Signer mpiccolo@spokanecity.org entered name at signing as Michael J Piccolo
2024-05-08 - 11:17:10 PM GMT
-  Document e-signed by Michael J Piccolo (mpiccolo@spokanecity.org)
Signature Date: 2024-05-08 - 11:17:12 PM GMT - Time Source: server
-  Document emailed to bwilkerson@spokanecity.org for signature
2024-05-08 - 11:17:14 PM GMT
-  Email viewed by bwilkerson@spokanecity.org
2024-05-15 - 7:24:43 PM GMT
-  Signer bwilkerson@spokanecity.org entered name at signing as Betsy Wilkerson
2024-05-15 - 7:24:58 PM GMT
-  Document e-signed by Betsy Wilkerson (bwilkerson@spokanecity.org)
Signature Date: 2024-05-15 - 7:25:00 PM GMT - Time Source: server
-  Document emailed to Garrett Jones (gjones@spokanecity.org) for signature
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 Email viewed by Garrett Jones (gjones@spokanecity.org)

2024-05-15 - 8:40:38 PM GMT

 Document e-signed by Garrett Jones (gjones@spokanecity.org)

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2024-05-15 - 8:41:24 PM GMT

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2024-05-16 - 1:00:10 AM GMT

 Document e-signed by Terri Pfister (tpfister@spokanecity.org)

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 Agreement completed.

2024-05-16 - 1:01:17 AM GMT