CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE (Replaces ADMIN 0320-17-07 and ADMIN 0260-24-01)	ADMIN 0260-25-01 LGL 2006-0032

TITLE: CITY COUNCIL STANDING COMMITTEE AND AGENDA PROCEDURES
EFFECTIVE DATE: August 1996
REVISION EFFECTIVE DATE: October 26, 2010; May 15, 2024, January 1, 2025

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.

1.3 TABLE OF CONTENTS

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 agenda sheets provide enough data so that a balanced, productive Council standing committee discussion may occur. In addition, once the agenda sheet passes 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.

5.5 The City Council no longer conducts "briefing sessions." Instead, each Monday

at 3:30 p.m. the council holds an "Agenda Review" session to receive staff reports and consider any adjustments on the draft and final agendas. (See Council Rule 2.1.B). City staff are not expected to appear at Agenda Review to brief an item _unless_ they receive prior notification by email on the morning of the agenda review session from the City Council Office Director or the City Administrator.

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 12:00 noon.

> Urban Experience Committee – Meets second Monday of each month at 12:00 noon.

> Public Infrastructure, Environment and Sustainability Committee – Meets third Monday of each month at 12:00 noon.

> Finance and Administration Committee – Meets fourth Monday of each month at 12:00 noon.

6.2   Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair. If a City Council Monday legislative meeting is cancelled, standing committee meetings scheduled for that day may be rescheduled to the following Thursday at 12:00 noon or the next available Monday at 10:00 a.m., at the discretion of the chair.

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   Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, other individuals recognized by the committee, and members of the public who submit a timely request to testify pursuant to Council Rules.

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 are 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 any supporting documentation and/or proposed legislation.

　6.7.2　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.

　6.7.3　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.

　6.7.4　Items requiring both an ordinance and a contract approval (i.e. a contract with a companion SBO), or other such related items that require separate actions, need to be uploaded into OnBase as two separate items. Note the fact of a related document in the agenda summary. In addition, contracts or purchases awarded to multiple vendors require a separate agenda sheet for each vendor.

　6.7.5　Items must be uploaded into OnBase no later than 5:00 p.m. on the Wednesday prior to the committee meeting date of the committee to which the item is submitted, and receive all approvals in OnBase by 9:00 a.m. the following day.

　6.7.6　Items requiring accelerated consideration, or submitted after council deadlines, typically will trigger the need for the council to suspend its rules to consider the item at the time requested. "Rules Suspensions"

are highly discouraged and are dependent on approval of the Council.

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. 2 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 3) 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. 4).

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 and where no official action is needed. Often these items entail no discussion but staff may be asked to provide additional information at the request of a council member.

d. Council Meeting Date:
Date at which the submitter would like the item to be considered by the full council. The Council meeting date selected for an ordinance should be the date that it receives its first reading. If there are any questions as to what should be selected from the drop-down list, please contact the City Clerk's Office.

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.

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. If there are any questions as to what should be selected from the drop-down list, please contact the City Clerk's Office.

i. Council Sponsor(s):
Any single council member may sponsor an item for the committee agenda. If no specific sponsor is known, submitters may use by default the chair and vice-chairs of the standing committee to which an item is submitted. (See Attachment No. 1). 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 before moving from committee to the council agenda.

j. Sponsoring at Administration Request [Check Box].
    This box should be checked if the administration has prepared the ordinance (including SBOs), resolution, contract, or other consent agenda item and the named council sponsors are listed as an accommodation to the administration.

k. Lease? / Grant related? / Public Works?:
    Mark yes or no if the item is a lease, is grant related, or is public works related.

l. Date Rec'd / Clerk's File # / Renews # / 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).

m. Agenda Item Name:
    Brief description of the agenda item. Example: "Interlocal Agreement for police services at STA Plaza."

n. 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. The title of an ordinance or resolution is the first paragraph below the ordinance or resolution number.

o. <u>Summary (Background)</u>:
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.

p. <u>Impacts / Data Collection / Alignment with City Policies</u>
The primary purpose of these sections is to ensure that equity considerations have informed the preparation of the particular agenda item, and that consideration is given to ensuring the proposed action is effective and consistent with current City policies. Responses such as "N/A" and "not applicable" are not appropriate and a good faith effort to respond to these questions is expected.

Dashboard on SharePoint.

x.   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. When using 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 the agenda wording.

6.9.4   If an item requires an amendment or substitution, contact the Council Officer Director or Council Policy Advisor for assistance.

6.10   Minutes

6.10.1   Standing Committee meeting minutes shall be prepared using the attached template (Attachment No. 5). 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. 6). 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 If a department is requesting an addition of a newly named agenda sheet submitter, the general rule is that newly named individual will replace 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 – Sample Agenda Sheet

Attachment No. 3 – Submitter Checklist

Attachment No. 4 – Sample Blank Agenda Sheet

Attachment No. 5 – Minutes Template

Attachment No. 6 – Agenda Submitter Change Request Form

APPROVED BY:

Michael J. Piccolo
Michael J. Piccolo (Jun 2, 2025 08:46 PDT)
_____
City Attorney

Jun 2, 2025
_____
Date

Terri Pfister
_____
City Clerk

Jun 2, 2025
_____
Date

Betsy Wilkerson
Betsy Wilkerson (Jun 3, 2025 14:43 PDT)
_____
Council President

Jun 3, 2025
_____
Date

Alexander Scott
Alexander Scott (Jun 3, 2025 14:54 PDT)
_____
City Administrator

Jun 3, 2025
_____
Date

Attachment 1

Attachment A:
2025 Spokane City Council Board, Commission, & Committee Appointments

Council President Pro-Tempore: Dillon

Public Safety & Community Health Committee	Council Member(s):	Urban Experience Committee	Council Member(s):	Public Infrastructure, Environment, & Sustainability Committee	Council Member(s):	Finance & Administration Committee	Council Member(s):
Standing Committee Chair	Zappone	Standing Committee Chair	Bingle	Standing Committee Chair	Klitzke	Standing Committee Chair	Dillon
Vice Chair	Wilkerson	Vice Chair	Navarrete	Vice Chair	Bingle	Vice Chair	Cathcart

City Divisions Associated with Standing Committee: Spokane Police Department; Spokane Fire Department; Emergency Management; Municipal Court	City Divisions Associated with Standing Committee: Neighborhood Housing & Human Services; Community & Economic Development; Parks; Library	City Divisions Associated with Standing Committee: Public Works	City Divisions Associated with Standing Committee: Finance; Human Resources; IT; City Attorney; Communications; Civil Rights, Equity & Inclusion

Public Safety & Community Health

Council Subcommittees & Ad Hoc Committees / Workgroups:	
Internal Boards, Committees, & Commissions:	
Police Advisory Committee	Zappone
External Boards, Committees, & Commissions:	
C.O.P.S. (Liaison Member)	Cathcart

Urban Experience

Council Subcommittees & Ad Hoc Committees / Workgroups:	
Housing Action Subcommittee	Navarrete
Neighborhood Council Workgroup	Cathcart; Navarrete; Klitzke
Internal Boards, Committees, & Commissions:	
CHHS Board	Navarrete
Community Assembly	Wilkerson
Human Rights Commission	Navarrete
Plan Commission	Klitzke
External Boards, Committees, & Commissions:	
Downtown Spokane BID Board (Liaison Member)	Bingle
Downtown Spokane Partnership (Liaison Member)	Cathcart
East Sprague BID Board (Liaison Member)	Dillon
GMA Steering Committee of Elected Officials	Cathcart; Klitzke; Dillon
Library Board	Klitzke
Park Board	Bingle
Park Board Exec Committee	Bingle
Priority Spokane	Navarrete
Regional Homeless Authority	Bingle; Zappone
Spokane Arts	Dillon

Public Infrastructure, Environment, & Sustainability

Council Subcommittees & Ad Hoc Committees / Workgroups:	
Internal Boards, Committees, & Commissions:	
Airport Board	Wilkerson
External Boards, Committees, & Commissions:	
BROADLINC Governing Board	Cathcart
Salmon Restoration Lead Entity Community Advisors	Klitzke
Spokane Regional Solid Waste Liaison Board	Klitzke
Spokane Regional Transportation Council	Klitzke; Bingle
Spokane Transit Authority (all members are alternates)	Zappone; Navarrete; Klitzke; Cathcart
Transportation Commission (Liaison Member)	All Council Members are Liaisons

Finance & Administration

Council Subcommittees & Ad Hoc Committees / Workgroups:	
Council Office Operations Workgroup	Wilkerson; Dillon; Cathcart
Equity Subcommittee	Navarrete
Fiscal Impact Workgroup	Cathcart; Dillon; Zappone
Language Access Workgroup	Cathcart; Navarrete
Legislative Committee	Dillon; Bingle; Zappone
Internal Boards, Committees, & Commissions:	
Investment Committee	Dillon
SERS Board	Bingle
External Boards, Committees, & Commissions:	
Aging and Long Term Care	Wilkerson
Association of Washington Cities Board	Zappone
Fire Pension (must include Finance Committee Chair)	Dillon
Lodging Tax Advisory Committee (PFD)	Wilkerson
Tourism and Cultural Investment Committee (TACI)	Zappone
Launch Northwest	Bingle
Police Pension (must include Council President)	Wilkerson
Spokane County Veterans Advisory Board	Klitzke
TPA Commission/Hotel Motel Commission	Zappone
University District PDA	Wilkerson
University District Development Association	Wilkerson
Visit Spokane	Zappone
West Plains PDA/SBR3	Wilkerson
Northeast PDA	Cathcart

Wilkerson	10
Zappone	10
Cathcart	11
Bingle	10
Dillon	10
Klitzke	7
Navarrete	9

Agenda Sheet for City Council:	Date Rec'd	2/11/2025
Committee: Finance & Administration **Date:** 02/24/2025	**Clerk's File #**	OPR 2023-0311
Committee Agenda type: Consent	**Cross Ref #**	
Council Meeting Date: 03/10/2025	**Project #**	

Submitting Dept	SOLID WASTE DISPOSAL	**Bid #**	IPWQ 5809-23
Contact Name/Phone	CHRIS AVERYT 625-6540	**Requisition #**	CR 27251
Contact E-Mail	CAVERYT@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO		**Public Works?** YES
Agenda Item Name	4490 CONTRACT RENEWAL FOR VACUUM SUPPORT SERVICES		

Agenda Wording

Contract renewal 2 of 4 with Big Sky Industrial Services (Colbert, WA) for vacuum support services at the Waste to Energy Facility from 4/1/25-3/31/26 and a total cost not to exceed $180,000.00 plus tax.

Summary (Background)

During maintenance outages at the Waste to Energy Facility, sandblasting is done throughout the boilers to clean the surface of the tubes. Vacuum services are needed for removal of the sand. Bidding closed on IPWQ 5809-23 for these services on February 1, 2023 and Big Sky Industrial Services was the only respondent The initial contract award was for one year with the possibility of four (4) additional one-year renewals. This will be the second renewal.

What impacts would the proposal have on historically excluded communities?

Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community and to respond to gaps in services identified in various City plans.

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?

Data will not be collected.

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

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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?

This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

No subcommittee for this topic.

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 180,000.00
Current Year Cost	$ 180,000.00
Subsequent Year(s) Cost	$

Narrative

This is a routine repair and maintenance service expense that is planned for annually in the Solid Waste Disposal budget.

Amount		Budget Account
Expense	$ 180,000.00	# 4490-44100-37148-54803-34002
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	Recurring
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Yes

Expense Occurrence	Recurring

Other budget impacts (revenue generating, match requirements, etc.)

N/A

Approvals

Approvals		Additional Approvals	
Dept Head	AVERYT, CHRIS	**PURCHASING**	PRINCE, THEA
Division Director	FEIST, MARLENE		
Accounting Manager	ALBIN-MOORE, ANGELA		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List

Brian Rochelle, brian@bigsky.pro	mdorgan@spokanecity.org
jsalstrom@spokanecity.org	tprince@spokanecity.org

Attachment 3

<u>Submitter Checklist</u>

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 (Note: Briefing papers are no longer required. Some of the questions in the briefing paper have been merged with the OnBase Agenda Sheet.)
2. Fill out OnBase Agenda Sheet form completely
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.

<u>Information details for each Agenda Sheet item option</u>

- **<u>Report Item</u>**
    - o Report (if applicable)

- **<u>Contract Item</u>**
    - o Contract in final form
    - o Supporting documentation
        - ▪ BID, Req, etc.
        - ▪ Business License
    - o Spokane endorsement (if needed) (active and unexpired)
        - ▪ Proof of Insurance (active and unexpired)
        - ▪ Grant material (if grant related)
    - o 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
        - o 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?
   o If it is an Extension or Amendment, what is the cost of this contract and what is the total cost of the combined contracts?
   o 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**
  o Supporting documentation
    ▪ BID #, Req #, bid tab, quote etc.
    ▪ Business License
      o Spokane endorsement (if needed) (active and unexpired)

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
   o 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?
   o 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?
   o Renewals do not need the combined total amount

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

- **Boards & Commission**
  o Agenda Sheet Only

- **Information Only – Committee**
  o Report, presentation, etc. – Whatever is being brought forward to Council (if applicable)

- **Special Budget Ordinance**

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

- **Emergency Ordinance**
  - Ordinance
  - Any additional supporting documentation

- **Resolution**
  - 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.
  - Ordinance
  - Any additional supporting documentation

- **First Reading Ordinance**
  - 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**
  - 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.
    - Ordinance
    - Any additional supporting documentation

- **Engineer Construction Contract**
  - To accommodate narrow construction windows, engineering construction contract items may be submitted to committee prior to bid opening as long as the item includes the engineer's cost estimate and estimated construction timeline. When final construction contract information is received, these items may be resubmitted to the council office director, or their designee, for submission to the city clerk for consideration at a future council legislative session. See below for a checklist of items for Engineer construction contracts:
  - 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.

Agenda Sheet for City Council:

(a) Committee: **(b)** Date:

(c) Committee Agenda type:

(d) Council Meeting Date:

(e) **Submitting Dept**	
(f) **Contact Name/Phone**	
(g) **Contact E-Mail**	
(h) **Agenda Item Type**	
(i) **Council Sponsor(s)**	
(j) **Sponsoring at Administrators Request**	

(l)(1) **Date Rec'd**	
(l)(2) **Clerk's File #**	
(l)(3) **Cross Ref #**	
(l)(4) **Project #**	
(l)(5) **Bid #**	
(l)(6) **Requisition #**	

(k) **Lease?** **Grant Related?** **Public Works?**

(m) **Agenda Item Name**

(n) **Agenda Wording**

(o) **Summary (Background)**

(p) **What impacts would the proposal have on historically excluded communities?**

(p) **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?**

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

(p) **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?**

(q) **Council Subcommittee Review**

(r) Fiscal Impact

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

(s) Narrative

(t) Amount | **Budget Account**

Amount		Budget Account
Expense	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

(u) Funding Source

Funding Source Type

Is this funding source sustainable for future years, months, etc?

(v) Expense Occurrence

Other budget impacts (revenue generating, match requirements, etc.)

(w) Approvals | **Additional Approvals**

Approvals		Additional Approvals	
Dept Head		**PURCHASING**	
Division Director			
Accounting Manager			
Legal			
For the Mayor			

(x) Distribution List

STANDING COMMITTEE MINUTES
City of Spokane
Committee Name
Committee Location
Date

Call to Order: insert time

Recording of the meeting may be viewed here: insert link

Attendance

Committee Members Present:
List names of Council Members Present and times of arrival/departure if not there for the entire meeting. List in the following order: Chair, Vice Chair, Council President, Order of Seniority

Staff/Others Present:
List names of staff or other attendees who are present

Approval of Minutes

➢ Action taken
   Include name of the CM who makes the motion, name of the CM who seconds and the vote tally.

Agenda Items
List agenda items as presented to the Committee or as outlines in the meeting notice. Please give a brief description of the action taken on each item.

Discussion items
   1. Sample Item #1
      ➢ Action taken
         Committee action on agenda items such as deferral, tabled, approval to forward to Council for consideration, etc. List CMs who agree to sponsor it to move forward.
   2. Sample Item #2
      ➢ Action taken
         Committee action on agenda items such as deferral, tabled, approval to forward to Council for consideration, etc. List CMs who agree to sponsor it to move forward.

Consent items
   1. List items from the Committee's consent agenda

2.

<u>Executive session</u>

None.

<u>Adjournment</u>
The meeting adjourned at _____ p.m.

Minutes prepared and submitted for publication in the XXX XX, 2025, issue of the Official Gazette.

_____
Insert your name and role

Approved by City Council on XXX XX, 2025.

_____
Betsy Wilkerson
City Council President

Attest:

_____
Terri L. Pfister
City Clerk

Agenda Submitter Change Request Form

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 0260-25-01 (City Council Standing Committee and Agenda Procedures)

Final Audit Report — 2025-06-03

Created:	2025-05-16
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnX9Rhdca21qXtnWDcvrvZGmbb59CgOXo

"ADMIN 0260-25-01 (City Council Standing Committee and Agenda Procedures)" History

Document created by Daniel Rose (drose@spokanecity.org)
2025-05-16 - 10:28:14 PM GMT

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2025-06-02 - 3:46:03 PM GMT

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2025-06-03 - 9:43:10 PM GMT

Document e-signed by Betsy Wilkerson (bwilkerson@spokanecity.org)

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Signer ascott@spokanecity.org entered name at signing as Alexander Scott

2025-06-03 - 9:54:19 PM GMT

Document e-signed by Alexander Scott (ascott@spokanecity.org)

Signature Date: 2025-06-03 - 9:54:21 PM GMT - Time Source: server

Agreement completed.

2025-06-03 - 9:54:21 PM GMT