

**FINANCE & ADMINISTRATION COMMITTEE MEETING
AGENDA FOR
April 16, 2018
1:15 p.m. – City Council Briefing Center**

The Spokane City Council's Finance & Technology Committee meeting will be held at **1:15 p.m. on April 16, 2018** in City Council Briefing Center –Lower Level City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council.

The meeting will be open to the public, with the possibility of moving or reconvening into executive session only with the members of the City Council and the appropriate staff. No legislative action will be taken. No public testimony will be taken and discussion will be limited to appropriate officials and staff.

AGENDA

I. Call to Order

II. Approval of Minutes from March 19, 2018 Meeting

III. Consent Items

- Parks SBO – Parks Planning Technician – Garrett Jones
- Bond Counsel Contract Amendment – Gavin Cooley
- Purchase of Wastewater Cast Iron Products – Raylene Gennett
- Removal of Board & Commission Members by City Council – Candace Mumm
- Purchase a Paver for the Street Department – Steve Riggs
- WSDOT Interagency Agreement – Mike Sloon
- Microsoft Select Agreement with SHI International – Mike Sloon
- Journal Technologies Inc Annual Support and Upgrades – Mike Sloon
- Workers' Compensation Billing Contract – Meghann Steinolfson

IV. Council Requests

- Limited Tax General Obligation Bond \$7.5 mil – Council Member Mumm
- North Monroe Street Business Improvement (Façade) Program Applications – Heather Trautman/Andrew Worlock

V. Staff Requests

- | | |
|---|------------------|
| 1. State Auditor's Accountability Exit Conference for 2016 (15 min) | State Auditor |
| 2. 2019-2024 CIP Review of Key Dates (5 min) | Crystal Marchand |
| 3. Nuvodia LLC Project Management Assistance (5 min) | Eric Finch |
| 4. Volt Workforce Solutions Project Management Assistance (5 min) | Eric Finch |

5. Financial Update (10 min)
 - A. Economic Policy & Forecasting Update
6. IT Update (10 min)

Gavin Cooley
Eric Finch

VI. **Executive Session:**

VII. **Adjournment:**

Next Finance & Technology Committee meeting will be on Monday, May 21, 2018.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

General Fund
 Changes in Fund Balance
 Estimates as of March 20, 2017

2017 ADJUSTMENTS

	12/31/2016	PP & Other Misc	SIP	Adjust to C/O	Interest	Curr. Yr. Surp/Def
Non Spendable FB	961,267		597,499			
Restricted FB	0					
Committed FB	\$ 14,962,258					
Contingency Reserves	14,258,093				312,987	
Revenue Stabilization	704,165				12,232	
Assigned FB	1,089,502			268,351		
Unassigned FB	19,049,125	52,885	(597,499)	(268,351)	(325,219)	9,666,275
	<u>36,062,152</u>	<u>52,885</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,666,275</u>

Reconciliation of Unassigned FB to "Checkbook" Balance

Prior Period Adjustment Summary

\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

	2017
Unassigned Fund Balance	27,577,216
Less Receivables	(30,820,918)
Plus Payables & Deferred Resources	8,410,696
Net Unrealized (Gain) / Loss	6,514,979
Amort. Prem/Discount	651,980
Estimated Checkbook Balance 12/31/16	12,333,953
	3,862,135

2018 Budget	Cont Rsv	Rev Stab
181,638,105	8.02%	0.39%
	14,571,080	
	3,862,135	
	18,433,214	
	10.1%	

Est.				
12/31/2017				
	1,558,766			
	0			
		\$ 15,287,477	Adopted Budget	177,877,633
	14,571,080			8.19%
	716,397			0.40%
	1,357,853			6,225,717
	27,577,216	8,528,091		18,433,214
	<u>45,781,312</u>	126.95%		0.103628623
2016				
	19,049,125	8,528,091		2017 Adopted
	(28,183,478)	(2,637,441)		181638105
	8,747,929	(337,233)		0.101483189
	<u>8,502,693</u>	(1,987,713)		
	<u>355,550</u>	296,431		
	8,471,819	3,862,135		
Change in Checkbook Balance				

ORDINANCE NO. C-_____

An ordinance relating to standards for the for-cause removal of members of boards and commissions; enacted new sections 04.01.035, 04.05.025, 04.06.035, 04.06.125, 04.07.020, 04.08.035, 04.10.025, 04.11.020, 04.12.035, 04.14.045, 04.16.045, 04.20.045, 04.28.035, 04.30.025, 04.34.035, and 04.35.035; and amending sections 04.01.030, 04.13.030 and 04.23.040 of the Spokane Municipal Code.

WHEREAS, the City has many boards and commissions, to which the City Council appoints many interested and involved members of our community who volunteer to serve; and

WHEREAS, the vast majority of the time, these volunteer board and commission members perform their duties and obligations with exception dedication, professionalism, and pride; and

WHEREAS, however, in very rare circumstances, members must be removed from the board or commission on which they serve; and

WHEREAS, although the City Council has the authority to appoint members of most of the boards and commissions established by Charter or code, the Spokane Municipal Code does not, except in rare cases, contain anything in the way of process, guidance, or standards for the removal of such members; and

WHEREAS, the City Council intends to treat the removal process and standards for members of boards and commissions in the same way for all such boards and commissions, to assure a baseline standard for removal, to increase transparency in the actions of the City Council, and to ensure due process is available in the removal process.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 04.01.030 of the Spokane Municipal Code is amended to read as follows:

Section 04.01.030 Appointment

- A. Appointments to City boards, commissions or agencies made by the City Council shall be made by City Council resolution and are to be made from residents of the City (~~(, unless the provision establishing the requirement for the appointment specifically permits or requires the appointment of a nonresident)~~). Any current member of a board, commission or agency who is not a resident of the City shall be permitted to complete his or her term and any subsequent reappointment.

- B. Appointees shall be at least eighteen (18) years of age unless the state law or City ordinance creating the board, commission or agency provides (~~for appointees under the age of eighteen~~)otherwise.
- C. Appointees shall have indicated a willingness to serve in such capacity in response to efforts by the mayor to extend the opportunity for service to all concerned citizens and groups so as to achieve the greatest degree of public confidence and expertise.
- D. Unless otherwise specifically prohibited by the document creating the appointment to a City board, commission or agency, the incumbent members appointed by the city council shall continue to serve and remain a voting member beyond the expiration of his or her term until a replacement member has been appointed and assumed the position.

Section 2. That there is enacted a new section 04.01.035 of the Spokane Municipal Code to read as follows:

Section 04.01.035 Removal

Removal of members of boards, commissions, and committees established by this Title 04 shall be done by Council resolution passed by the affirmative vote of at least five (5) Council members and according to the standards contained in the code chapter specific to that board, commission or committee.

Section 3. That there is enacted a new section 04.05.025 of the Spokane Municipal Code to read as follows:

Section 04.05.025 Removal

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 4. That there is enacted a new section 04.06.035 of the Spokane Municipal Code to read as follows:

Section 04.06.035 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for a disqualifying change of residence or for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 5. That there is enacted a new section 04.06.125 of the Spokane Municipal Code to read as follows:

Section 04.06.125 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 6. That there is enacted a new section 04.07.020 of the Spokane Municipal Code to read as follows:

Section 04.07.020 Removal

The commission member appointed by the City Council pursuant to section 52 of the City Charter shall not be removed from office by the City Council before the expiration of his or her term except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 7. That there is enacted a new section 04.08.035 of the Spokane Municipal Code to read as follows:

Section 04.08.035 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 8. That there is enacted a new section 04.10.025 of the Spokane Municipal Code to read as follows:

Section 04.10.025 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 9. That there is enacted a new section 04.11.020 of the Spokane Municipal Code to read as follows:

Section 04.11.020 Removal

Pursuant to section 41 of the City Charter, board members shall not be removed from office by the City Council before the expiration of their terms except for a disqualifying change of residence, for excessive absences as described in section 43 of the City Charter, or for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 10. That there is enacted a new section 04.12.035 of the Spokane Municipal Code to read as follows:

Section 04.12.035 Removal

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 11. That section 04.13.030 of the Spokane Municipal Code is amended to read as follows:

Section 04.13.030 Appointment and Removal

~~((Appointment and Removal.))~~

A. Members of the board shall be nominated by the mayor and appointed by the city council. The community assembly may submit recommendations to the mayor for nomination of the designated liaison from the community assembly.

B. Members may be removed for cause by the city council based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 12. That there is enacted a new section 04.14.045 of the Spokane Municipal Code to read as follows:

Section 04.14.045 Removal

Board members appointed by the City Council pursuant to SMC 04.14.040(A)(1) shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 13. That there is enacted a new section 04.16.045 of the Spokane Municipal Code to read as follows:

Section 04.16.045 Removal

Board members appointed by the City Council pursuant to SMC 04.16.040 shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 14. That there is enacted a new section 04.20.045 of the Spokane Municipal Code to read as follows:

Section 04.20.045 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 15. That section 04.23.040 of the Spokane Municipal Code is amended to read as follows:

Section 04.23.040 Removal for Cause

~~((Among other reasons,))~~Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, malfeasance, or unexcused absence from three (3) meetings of the commission in any year~~((is cause for removal of a member))~~. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 16. That there is enacted a new section 04.28.035 of the Spokane Municipal Code to read as follows:

Section 04.28.035 Removal

Committee members shall not be removed from office by the Park Board before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 17. That there is enacted a new section 04.30.025 of the Spokane Municipal Code to read as follows:

Section 04.30.025 Removal

Committee members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 18. That there is enacted a new section 04.34.035 of the Spokane Municipal Code to read as follows:

Section 04.34.035 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

Section 19. That there is enacted a new section 04.35.035 of the Spokane Municipal Code to read as follows:

Section 04.35.035 Removal

Board members appointed by the City Council pursuant to SMC 04.35.020 shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance. Removal shall be made by Council resolution passed by the affirmative vote of at least five (5) Council members.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

DRAFT

Briefing Paper

Finance & Administration Committee

Division & Department:	Public Works, 4310 Wastewater Maintenance
Subject:	Purchase of Wastewater Cast Iron Products
Date:	4/16/2018
Author (email & phone):	Raylene Gennett, rgennett@spokanecity.org , x7909
City Council Sponsor:	---
Executive Sponsor:	---
Committee(s) Impacted:	---
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Funding for these purchases will come from the Wastewater Maintenance department budget.
Strategic Initiative:	Innovative Infrastructure, Urban Experience
Deadline:	Products needed to support 2018 construction season
Outcome: (deliverables, delivery duties, milestones to meet)	This order supports procurement of products required to support state projects on Division Street and Trent Avenue and to restock department inventory.
Background/History: <i>On Monday, April 2, 2018 sealed bids were opened to provide the Wastewater Maintenance department with Wastewater Cast Iron Products in support of the 2018 construction season. Three (3) bids were received; award is recommended to the low bid meeting specifications, D&L Supply.</i>	
Executive Summary: <ul style="list-style-type: none"> • Purchase competed on bid request #4452-18 • Award recommended to D&L Supply at \$192,576.00 including tax 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: N/A Other budget impacts: N/A	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: N/A Known challenges/barriers: N/A	

Briefing Paper

Finance & Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Journal Technologies, Inc. Annual Support and Upgrades
Date:	March 1, 2018
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Finance and Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Annual Support and Upgrades of Justware Case Management Software and annual subscription of Business Intelligence.
Strategic Initiative:	
Deadline:	March 31, 2019
Outcome: (deliverables, delivery duties, milestones to meet)	Ongoing support
Background/History:	
<p><i>This contract combines the annual maintenance and support for City Prosecutor, Probation, Public Defender, and Municipal Court. Using the same case management software package with custom modules designed specifically for the various agencies, improves efficiency and aids in establishing consistency in case counting methodology and reporting across the various agencies, in addition to allowing each agency to use the City's existing document imaging system to move towards a paperless environment.</i></p>	
Executive Summary:	
<ul style="list-style-type: none"> • Requesting \$117,327.76 including tax for the renewal of this contract. • 2017 contract amount was \$113,816.48. • Utilizing budget account # 5300-73300-18850-54820. <p>This 2.99% increase is consistent with the annual license and maintenance fees established in the Support Service Agreement from Journal Technologies, Inc. to City of Spokane.</p>	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper Finance Committee

Division & Department:	Council Office
Subject:	Standards for For-Cause Removal of member from Boards and Commissions
Date:	4/9/2018
Contact (email & phone):	Kandace Watkins (kwatkins@spokanecity.org 625-6718)
City Council Sponsor:	Candace Mumm
Executive Sponsor:	
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	Enacting new sections in SMC under 04.01.035, 04.06.035, 04.06.125, 04.07.020, 04.08.035, 04.10.025, 04.11.020, 01.12.035, 04.14.045, 04.16.045, 04.20.045, 04.28.035, 04.30.025, 04.34.035, 04.35.035 and amending sections 04.01.030, 04.13.030, 04.23.040
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Allowing council the authority to appoint and remove members, ensuring a standard baseline for removal and to increase transparency in the actions of the City Council
Background/History:	
<ul style="list-style-type: none"> Although the City Council has the authority to appoint members of most of the boards and commissions established by Charter or code, the SMC does not, except in rare cases, contain anything in the way of process, guidance or standards for the removal of such board members and to ensure consistent a consistent and transparent process. 	
Executive Summary:	
<ul style="list-style-type: none"> Allowing council the authority to appoint and remove members, ensuring a standard baseline for removal and to increase transparency in the actions of the City Council 	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Specify changes required: the included ordinance provides a standard and transparent process for City council to remove appointed board members	
Known challenges/barriers:	

Briefing Paper

Finance & Administration Committee

Division & Department:	Public Works, Fleet Services
Subject:	Purchase a Paver for the Street Department
Date:	April 16, 2018
Author (email & phone):	Steve Riggs, sriggs@spokanecity.org 625-7706
City Council Sponsor:	
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	Finance & Administration Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History:	
<p>This paver will replace a paver that has reached the end of its economic life. This new Vogele paver will be purchased on the NJPA contract from Modern Machinery (Spokane, WA) for \$468,489.54 including tax.</p>	
Executive Summary:	
<u>Impact</u>	
<ul style="list-style-type: none"> This paver will enhance the Street Department's ability to pave the streets of Spokane. 	
<u>Action</u>	
<ul style="list-style-type: none"> Recommend approval for the purchase of this paver from Modern Machinery (Spokane, WA) utilizing the National Joint Powers Alliance (NJPA) contract 	
<u>Funding</u>	
<ul style="list-style-type: none"> Funding for this is included in the Street Department replacement fund 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



City of Spokane

AGREEMENT

**Title: SELF-INSURED WORKERS'
COMPENSATION BILL REVIEW AND
PHARMACY SERVICES**

THIS AGREEMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **EQUIAN, LLC** whose address is 5975 Castle Creek Parkway Suite 100, Indianapolis Indiana, 46250, as ("Company"). Individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE**. The Company shall perform the following services for the City of Spokane's Workers Compensation Department, in accordance with the City's Request for Proposal, (RFP #4339-17), to include, but not be limited to the following tasks:
 - a. Provide bill review services for the City of Spokane.
 - b. Provide pharmacy card services for the City of Spokane.
 - c. Provide pharmacy cost containment program that offers maximum PPO network penetration, first fill program, formulary management, brand to generic conversion, mail order program, aggressive drug utilization management and provide for electronic billing from pharmacies.
 - d. Review all bills within thirty days of receipt for compliance with applicable fee schedules and reduce accordingly, including those that fall outside of a fee schedule or PPO network and those that the City of Spokane identifies to pay in full.
 - e. Identify and reduce all duplicate billings.
 - f. Deny charges for all items not required for injury described.
 - g. Identify all unauthorized charges to insure billing does not exceed parameters of injured workers' treatment plan.
 - h. Maintain current and active contracts with effective PPO organizations (including pharmacies), that include providers in the City of Spokane area.
 - i. Provide reports on a weekly, monthly and annual basis outlining bill review activity, savings and costs as well as pharmacy program utilization including special reports for opioid utilization. Provide ad hoc reports as necessary.
 - j. Provide a computer system that interfaces with the City's Workers' Compensation System and the utilization review provider.
 - k. Handle all provider inquiries regarding bill reductions.
 - l. Document the methodology for making corrections without resulting in additional charges to the City.
 - m. On a weekly basis, e-mail or make available on a secure STP site that is password protected, a high security file of all new charges reviewed and the City will import the file into the City's RMIS system. This shall allow the checks and Explanation of Benefits to be printed from the City of Spokane RMIS system. If the layout of the above file shall change, Firm shall provide at least thirty (30) days' notice to the City along with a detailed description of the changes that were made.

- n. Weekly, the City will e-mail to Company all claims that are currently open and all claims that have been closed in the last six (6) months. All vendors currently in the City's RMIS system and all claims requiring pharmacy cards through Company's high security email system. This file and data should be imported into Company's bill review system.
- o. Weekly, Company shall provide Explanation of Benefits in hard copy format for all recently adjusted medical bills. Vendor Addresses and information shall match the information provided on all vendor bills.
- p. All patient information exchanged between Company and the City shall be secure via electronic encryption, in compliance with HIPAA standards.
- q. Company shall provide prepaid FEDEX mailing labels for medical bill pick-up and will return at no cost to the City.
- r. Company shall also provide electronic data interfaces (EDI) and processes to ensure that the City continues to comply with all Washington state and federal reporting requirements related to bill review activities including SIRAS.

2. TIME OF PERFORMANCE. This Agreement shall begin January 1, 2018 and run through October 1, 2021, unless terminated earlier. This Agreement may be renewed by written agreement of the parties not to exceed two (2) additional two year renewals.

3. MODIFICATIONS. The City may modify this Agreement and order changes in the work whenever necessary or advisable. Company will review modifications when ordered in writing by the Director of Human Resources, or designee, and determine if such modifications require an increase to the compensation as listed below.

4. COMPENSATION. Total compensation for Company's services under this Agreement shall not exceed **EIGHTY FIVE THOUSAND AND NO/100 DOLLARS (\$85,000.00) annually (beginning January 1, 2018)**, unless modified by a written amendment to this Agreement. Fees shall be as described in Exhibit A to this Agreement.

5. PAYMENT. Company shall submit its applications for payment to Human Resources Department, Administration Office, Fourth Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH within thirty (30) days after receipt of Company's application except as provided by state law.** If the City objects to all or any portion of the invoice, it shall notify Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

6. TERMINATION. Either party may terminate this Agreement by thirty (30) days written notice to the other party. In the event of such termination, the City shall pay Company for all work previously authorized and performed prior to date of termination.

7. LIABILITY. In the performance of this Agreement, Company is an independent contractor and Company, its officers, employees, agents, or subcontractors shall not be considered an employee or agent of the City. Each party (the "Indemnifying Party") shall defend, indemnify and hold harmless the other and its officers and employees (collectively the "Indemnified Party"), from and against all claims for damages, liability, cost and expense arising out of the negligent conduct of the Indemnifying Party and its officers, employees and subcontractors in connection with the performance of the Agreement, except to the extent of those claims arising from the Indemnified Party's own negligence or that of its officers and employees. Such indemnification shall include any and all costs, expenses, attorneys' fees and liability incurred by the Indemnified Party and its officers and employees in defending against such claims, whether or not litigation is instituted.

8. COMPLIANCE WITH LAWS. Company shall comply with all applicable federal, state, and local laws and regulations.

9. **INSURANCE.** During the term of the Agreement, Company shall maintain in force at its own expense, each insurance coverage noted below:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to COMPANY' services to be provided under this Agreement; and
- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
- D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two (2) years after the Agreement is completed. Such insurance shall not be reduced nor canceled by vendor unless such insurance be replaced by another qualified carrier without a lapse in coverage. Any changes in carriers shall include a retroactive date covering any losses from the effective date of this Agreement. As evidence of the insurance coverage(s) required by this Agreement, Company shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy Company, the sixty (60) day cancellation clause, and the deduction or retention level. Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

10. **ASSIGNMENTS.** This Agreement is binding on the parties and their heirs, successors, and assigns. Neither party may assign or transfer its interest, in whole or in part, without the other party's prior written consent.

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

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

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

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

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

16. DEBARMENT AND SUSPENSION. The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

EQUIAN, LLC

 4/3/18
Signature Date

Scott Gullett
Type or Print Name

President
Title

Attest:

City Clerk

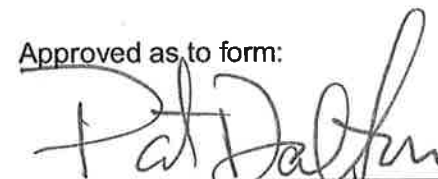
CITY OF SPOKANE

Signature Date

Type or Print Name

Title

Approved as to form:



Assistant City Attorney

Attachment which is a part of this Agreement:
Certificate Regarding Debarment

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this exhibit, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. The undersigned may contact the City for assistance in obtaining a copy of these regulations.
5. I understand that a false statement of this certification may be grounds for termination of the contract.

Equian, LLC

Name of Subrecipient/Contractor/Consultant (Type or Print)

Scott Gullett


Name of Certifying Official (Type or Print)

President

Title of Certifying Official (Type or Print)

SELF-INSURED WORKERS'
COMPENSATION BILL REVIEW AND
PHARMACY SERVICES

Program Title (Type or Print)



Signature

4/3/18

Date (Type or Print)

EXHIBIT A

FEES

Service Offering	Rate
Medical Bill Review	\$1.35 Per Line
Clinical Coding Logic Audit	25% of Savings Below Fee Schedule
PPO Network Access	25% of Savings Below Fee Schedule
Pharmacy Benefit Management – Retail	Brand: AWP - 10% + \$4.50 Generic: AWP - 50% + \$4.50

North Monroe Façade Improvement Program - Application List 4-12-2018

Date Submitted	Time Submitted	Primary Contact Name	Primary Contract Address	Business Name	Business Address	Grant Amount Requested	Grant Amount Qualified*	Total Estimated Cost of Improvement
4/9/2018	8:00 AM	Gene Fitzpatrick	1930 N Monroe Street	Spokane City Credit Union	1930 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 201,000.00
4/9/2018	8:01 AM	Bob Kenney	2606 N Monroe Street	Ross's Memories on Monroe / Pat Kenney Rea	2606 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 25,056.64
4/9/2018	8:02 AM	John Hilzendeger	3121 N Monroe Street	Monroe Street Powerwash	3121 N Monroe Street	\$ 6,400.00	\$ 6,400.00	\$ 12,803.00
4/9/2018	8:02 AM	Brianna Musser	1204 W Montgomery Ave	Bellwether Brewing	2019 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 29,881.90
4/9/2018	8:02 AM	Gary Husted	3104 N Monroe Street	Custom Body	3104 N Monroe Street	\$ 9,578.36	\$ 9,578.36	\$ 19,156.72
4/9/2018	8:02 AM	Jill A Leonetti	1914 N Monroe Street	Prohibition Gastropub	1914 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 39,249.46
4/9/2018	8:02 AM	Robert L Kennedy	121 N Waverly Place	Rogue Heart Media	2916 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 101,057.10
4/9/2018	8:02 AM	Mark Agee	4905 S Skymeadow Lane Greenacres WA 99016	Carnegie Library Building	2220 N Monroe Street/925 W Mc	\$ 10,000.00	\$ 10,000.00	\$ 58,000.00
4/9/2018	8:03 AM	Stephanie Hille	2713 N Monroe Street	Nails With Pzazz and Paramount Spa	2713 N Monroe Street	\$ 10,000.00	\$ 9,886.58	\$ 23,663.58
4/9/2018	8:03 AM	Jim Orcutt	107 S Howard Street #500	Tossed & Found	2607 N Monroe Street	\$ 3,870.88	\$ 3,870.88	\$ 7,741.75
4/9/2018	8:03 AM	Jim Orcutt	107 S Howard Street #500	Just LAF / Tossed & Found	2611 N Monroe Street	\$ 3,185.36	\$ 3,185.36	\$ 6,370.71
4/9/2018	8:03 AM	Jim Orcutt	107 S Howard Street #500	Gerardo's	2706 N Monroe Street	\$ 2,540.16	\$ 2,540.16	\$ 5,080.31
4/9/2018	8:03 AM	Jim Orcutt	107 S Howard Street #500	Spokane Furniture Co	2801 N Monroe Street	\$ 5,326.00	\$ 5,326.00	\$ 10,652.00
4/9/2018	8:03 AM	Jim Orcutt	107 S Howard Street #500	Kingsley & Scout	2810 N Monroe Street	\$ 4,112.10	\$ 1,310.50	\$ 8,224.19
4/9/2018	8:03 AM	Dale M Westhaver	2625 N Monroe Street	Waffles Plus	2625 N Monroe Street	\$ 4,578.86	\$ 4,578.86	\$ 9,157.72
4/9/2018	8:07 AM	Mark Agee	4905 S Skymeadow Lane Greenacres WA 99016	Hi Neighbor Tavern	2201 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
4/9/2018	8:07 AM	Mark Agee	4905 S Skymeadow Lane Greenacres WA 99016	Cordant Labs	2207 and 2205 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 22,000.00
4/9/2018	8:08 AM	Jim Orcutt	2824 N Monroe Street	1889 Salvage	2824 N Monroe Street	\$ 3,784.01	\$ 2,615.51	\$ 7,568.01
4/9/2018	8:10 AM	Mark Agee	4905 S Skymeadow Lane Greenacres WA 99016	Elliot's Urban Kitchen	2209 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
4/9/2018	8:10 AM	Mark Agee	4905 S Skymeadow Lane Greenacres WA 99016	Volunteers of America	2211 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
4/9/2018	8:10 AM	Jim Orcutt	107 S Howard Street #500	Spokane Graphics and Glass	3221 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 48,775.54
4/9/2018	8:11 AM	Dave Richardson	2926 N Monroe Street	The Hub Tavern	2926 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 25,657.00
4/9/2018	8:12 AM	Jim Orcutt	107 S Howard Street #500	Paul Badaeux	3107 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 33,973.00
4/9/2018	8:12 AM	Jim Orcutt	107 S Howard Street #500	Not Rented	3109 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 33,973.00
4/9/2018	8:12 AM	Jim Orcutt	107 S Howard Street #500	Marilyn's on Monroe	3111 N Monroe Street	\$ 10,000.00	\$ 10,000.00	\$ 33,973.82
4/9/2018	8:50 AM	Dale Hearn	2105 N Monroe Street	Hearn Bros Property	2105 N Monroe Street	\$ 3,783.00	\$ 3,783.00	\$ 7,566.18
4/9/2018	9:27 AM	Chris Banka	2802 N Monroe Street	Brickyard Barbershop	2802 N Monroe Street	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
						Total Funds Available:	\$ 150,000.00	Total Estimated Cost of Improvement:
						Total Funds Requested:	\$ 211,658.73	\$ 207,575.20
						Total Funds Remaining:	\$ (61,658.73)	\$ (57,575.20)

*Based on preliminary review. Full review with Development Services is in progress and may result in changes to award amounts.

Briefing Paper

Finance & Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Nuvodia, LLC Project Management Assistance
Date:	April 16, 2018
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Nuvodia, LLC contract extension of time and increase of funds for Project Management assistance.
Strategic Initiative:	
Deadline:	December 31, 2018
Outcome: (deliverables, delivery duties, milestones to meet)	Continued assistance in order to keep our active projects on schedule.

Background/History:

This is an extension of time and increase of funds to OPR2017-0267 with Nuvodia, LLC for Project Management assistance.

This budget request covers both planned and budgeted amounts for 2018 projects and an added request for business continuity and resiliency due to a recent unexpected loss of personnel. As briefed in previous Council sessions, City project management like construction project management will require external support either based on subject matter expertise or to have capacity for new one-time projects. With over 80 projects in progress and projected not approving additional capacity will stop efforts in key specialty areas.

Planned and budgeted project management needs for 2018:

Criminal Justice projects - This was planned/budgeted for up to \$100,000 but moved to internal PM staff on recent hiring someone with that expertise.	\$ 0
Financial Management Systems projects - Covering six primary areas and over 100 financial interfaces between departments and different systems	\$129, 744
Development Service Center projects - Covering several high profile customer improvement projects	\$85,296
PM Capacity for 2018 projects - This is planned capacity need for new projects	\$65,632
	280,672

Unplanned but partially budgeted project management needs for 2018:

Business Continuity/Resiliency - New addition to continue this project without delay due to unexpected loss of senior staff assigned. Position being reviewed for 2019 budget. Lack of approval means 3-6+ month delay.	\$120,000
--	-----------

Executive Summary:

- Requesting \$400,672.00 for the remainder of 2018.

- 2017 amount was \$489,840.00.
- Utilizing budget account # 5300-30210-18880-54201.

Budget Impact:

Approved in current year budget? Yes No

Annual/Reoccurring expenditure? Yes No

If new, specify funding source:

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

Operations Impact:

Consistent with current operations/policy? Yes No

Requires change in current operations/policy? Yes No

Specify changes required:

Known challenges/barriers:

Briefing Paper

Finance & Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Microsoft Select + Agreement with SHI International, Corp.
Date:	April 16, 2018
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Microsoft Select + Agreement with SHI International, Corp. for two years.
Strategic Initiative:	
Deadline:	May 30, 2020
Outcome: (deliverables, delivery duties, milestones to meet)	Continued Right to Use Licensing and Software Assurance costs for applications.
Background/History:	
<p><i>This contract is for year two and three of the Microsoft Select Agreement utilizing the WA State DES/Microsoft Contract. The Microsoft Select Agreement is for State and Local Governments to use for Right to Use Licensing and Software Assurance costs for Applications (i.e. MS Project, FrontPage, MSDN) and Desktop Systems (i.e. MS SQL Database, Exchange CAL's) and Servers (i.e., Windows Operating Systems, Outlook). It is imperative to the City that the functionality of the Microsoft products and the software is stable and consistent.</i></p>	
Executive Summary:	
<ul style="list-style-type: none"> • Requesting \$114,068.90 plus tax for 2018 and \$114,068.90 plus tax for 2019. • 2017 amount was \$119,826.27 plus tax. • Utilizing budget account #'s: 5300-73450-18850-54820 - \$45,553.14; 5300-73900-18850-54820 - \$66,539.00; 5300-73600-18850-54820 - \$12,016.00. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance & Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Volt Workforce Solutions Project Management Assistance
Date:	April 16, 2018
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Volt Workforce Solutions contract extension of time and increase of funds for Project Management assistance.
Strategic Initiative:	
Deadline:	December 31, 2018
Outcome: (deliverables, delivery duties, milestones to meet)	Continued assistance in order to keep our active projects on schedule.
Background/History:	
<p><i>This is an extension of time and increase of funds to OPR2017-0876 with Volt Workforce Solutions for Project Management assistance. Volt is currently assisting in managing or supporting: GovQA Implementation, Innovation Team, eSuite Upgrade Business Analysis, and Project Charter Request Business Analyst Support.</i></p>	
Executive Summary:	
<ul style="list-style-type: none"> • Requesting \$56,146.00 for the remainder of 2018. • 2017 amount was \$78,816.55. • Utilizing budget account # 5300-30210-18810-08500. 	
Budget Impact:	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Finance & Administration Committee

Division & Department:	Innovation and Technology Services Division
Subject:	WSDOT Interagency Agreement
Date:	April 16, 2018
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	City of Spokane – Interagency Agreement with WSDOT for infrastructure partnership.
Strategic Initiative:	
Deadline:	April 30, 2028
Outcome: (deliverables, delivery duties, milestones to meet)	Formalize agreement between the City and WSDOT
Background/History:	
<p><i>The parties desire to formalize in a comprehensive written document the operation, maintenance, and repair obligations for the ITS fiber optic cable, conduit, vaults, inner duct, and associated equipment located within WSDOT and CITY owned right of way that was previously agreed to by the parties and which has been implemented in practice.</i></p>	
Executive Summary:	
<ul style="list-style-type: none"> • <i>No Cost Agreement</i> • <i>The term of this Agreement shall be ten (10) years, commencing upon the last signature date of execution by both parties and terminating at 11:59 p.m. on the day before the eleventh (11th) anniversary of the commencement date, unless terminated earlier.</i> 	
Budget Impact:	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact:	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Invoice

Page: 1

JOURNAL TECHNOLOGIES, INC.
843 South 100 West
Logan, UT 84321 USA
accounting@journaltech.com
Phone: 435-713-2100

Number: 0000003675
 Date: 2/16/2018

Salesperson:
 Customer: 3212

Please make check payable to: Journal Technologies, Inc., 915 E. 1st Street, Los Angeles, CA 90012

Sold To	Ship To
SPOKANE MUNICIPAL PROSECUTORS, PROBATION 808 W Spokane Falls Blvd Spokane, WA 99201 USA	SPOKANE MUNICIPAL PROSECUTORS, PROBATION 808 W Spokane Falls Blvd Spokane, WA 99201 USA

Customer P.O.	Ship Via	F.O.B	Terms
3212-S			Net 30 days

Description	Qty Shipped	Price	Amount
Support: 69 JustWare, 2 API, Pro.Prob.Pubd.	1.00	49,651.00	49,651.00
Taxes and Other Fees 8.8% Pros., Prob., Pubd.	1.00	4,369.28	4,369.28
Support: 46 JustWare, API, Web, Crt.	1.00	54,844.00	54,844.00
Taxes and Other Fees 8.8% Crt.	1.00	4,826.27	4,826.27
BI Annual Subscription 25 Hours Pros., Prob., Pubd., Crt.	1.00	3,343.00	3,343.00
Taxes and Other Fees 8.8% Pros., Prob., Pubd., Crt.	1.00	294.21	294.21
LAST ITEM			

Annual Sup Renewal 04/01/2018-03/31/2019		Subtotal	117,327.76
		Freight	0.00
		Sales Tax	0.00
		Trade Discount	0.00
		Payment/Credit Amount	0.00
		Balance	117,327.76

ORDINANCE NO _____

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Park and Recreation Fund which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	1400-30210	Park and Recreation Fund	
	76150-08500	Park Planning – Project Employee	<u>\$34,354</u>
TO:	1400-30210	Park and Recreation Fund	
	76150-02490	Parks Planning - Park Planning Technician (from 0 to 1 position)	<u>\$34,354</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to create an additional Park Planning Technician position, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to form: _____
Assistant City Attorney

Mayor

Date

Effective Date

ORDINANCE NO _____

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

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TO:	1400-30210	Park and Recreation Fund	
	76150-02490	Parks Planning - Park Planning Technician (from 0 to 1 position)	<u>\$34,354</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to create an additional Park Planning Technician position, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to form: _____
Assistant City Attorney

Mayor

Date

Effective Date

RESOLUTION

A RESOLUTION declaring JustWare by Journal Technologies, Inc. as a sole source for Legal Case Management Systems software and authorizing staff to negotiate and execute a contract with Journal Technologies, Inc., for the procurement at a cost of \$117,327.76 including tax.

WHEREAS the City Prosecutor's Office, City Public Defender's Office, Municipal Court and City Probation Department all already use JustWare to manage their criminal justice responsibilities and caseload for the City of Spokane; and

WHEREAS the City Prosecutor's Office, City Public Defender's Office, Municipal Court and City Probation Department has gone entirely paperless in an effort to reduce costs, increase the efficiency and speed of case handling; and

WHEREAS the contract before the City will include API (Application Programming Interfaces) software to link the City Prosecutor's Office, City Public Defender's Office, Municipal Court and City Probation Department to other participating offices and departments within the City as well as state agencies to speed the receipt and handling of criminal cases before it and between one another; and

WHEREAS extensive experience exists with this program and its vendor and there are city employees well trained in the program's requirements, capabilities, hardware needs, and the business requirements of the Offices, Department, and the Court; and

BE IT RESOLVED by the City Council for the City of Spokane that it declares JustWare Municipal Court by Journal Technologies, Inc. a sole source and authorizes its purchase from Journal Technologies, Inc. without public bidding at a cost of \$117,327.76, including sales tax.

ADOPTED BY THE CITY COUNCIL ON _____

City Clerk

Approved as to form:

Assistant City Attorney

Revenue Report
City of Spokane - General Fund Variance Analysis
March, 2018

Revenues	<u>Year-to-date</u>	<u>Budgeted YTD</u>	/----- V
			<i>Over / (Under)</i> <i>Budget</i>
Sales Tax - General Fund Only	2,981,646	2,814,448	167,197
Admissions Tax	166,077	122,398	43,679
Private Utility Taxes/Franchise Fees	5,394,656	6,334,864	(940,209)
Utility Tax - Water	895,471	895,174	297
Utility Tax - Sewer	2,855,947	2,697,976	157,971
Utility Tax - Solid Waste (Interfund)	1,418,530	1,318,560	99,970
Utility Tax - Stormwater	250,191	250,061	129
Utility Tax - IF Electric	60,743	33,688	27,056
Other Bus License/Permit Revenue	915,676	975,618	(59,943)
Interest Revenue	2,294,217	1,525,000	769,217
Traffic & Parking Violations	570,431	582,187	(11,756)

-----	-----	-----
17,803,583	17,549,974	253,609

2,814,448	167,197
14,735,526	86,411
17,549,974	253,609

Gross Surplus / (Shortfall) 253,609

253,609

Variations -----/

Variance Prior Month	Increase / (decrease)
0	167,197
7,050	36,629
(134,410)	(805,799)
(8,112)	8,410
64,027	93,944
29,453	70,517
(523)	652
0	27,056
(20,963)	(38,980)
322,923	446,293
3,235	(14,991)
-----	-----
262,680	(9,071)

5.94% sales tax only
0.59% excluding sales tax
1.45% Total of above



Pricing Proposal
 Quotation #: 15116486
 Created On: 4/3/2018
 Valid Until: 4/30/2018

CITY OF SPOKANE

Shelley McCarrey

808 W. SPOKANE FALLS BLVD
 ATTN: AP
 SPOKANE, WA 99201
 United States
 Phone: 509-625-6474
 Fax:
 Email: smccarrey@spokanecity.org

Inside Account Manager

Nicole Podraza

290 Davidson Ave
 Somerset, NJ 08873
 Phone: 732-652-6427
 Fax:
 Email: Nicole_Podraza@shii.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 PrjctPro SNGL SASU MVL PrjctStd w1PrjctSvrCAL Microsoft - Part#: H30-00912 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	8	\$154.24	\$1,233.92
2 Microsoft Excel - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 065-03516 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	1	\$35.02	\$35.02
3 Microsoft Project - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 076-01920 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	49	\$107.63	\$5,273.87
4 Microsoft SQL Server Standard Edition - Software assurance - 1 server - Select, Select Plus - Win - Single Language Microsoft - Part#: 228-04529 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	5	\$147.80	\$739.00
5 Microsoft Office Professional Plus - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 269-05708	2	\$97.10	\$194.20

Contract Name: NASPO ValuePoint - Software VAR
Contract #: ADSPO16-130651
Subcontract #: 06016
Coverage Term: 6/1/2018 – 5/31/2019
Note: Enrollment B622BB8C

6	Microsoft Exchange Server - Software assurance - 1 user CAL - Select, Select Plus - Single Language Microsoft - Part#: 394-00559 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	215	\$14.45	\$3,106.75
7	VSPProSubMSDN ALNG SA MVL Microsoft - Part#: 77D-00111 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	10	\$309.43	\$3,094.30
8	SQLSvrEntCore SNGL SA MVL 2Lic CoreLic Microsoft - Part#: 7JQ-00355 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	17	\$2,265.55	\$38,514.35
9	Microsoft SQL Server Standard Core Edition - Software assurance - 2 cores - Select, Select Plus - Win - Single Language Microsoft - Part#: 7NQ-00301 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	15	\$590.82	\$8,862.30
10	Microsoft SQL Server Enterprise Edition - Software assurance - 1 server - Select, Select Plus - Win - Single Language Microsoft - Part#: 810-04862 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	2	\$1,415.76	\$2,831.52
11	Microsoft Windows Server Datacenter Edition - Software assurance - 2 cores - Select Plus - Single Language Microsoft - Part#: 9EA-00268 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	8	\$126.86	\$1,014.88
12	Microsoft Windows Server Standard Edition - Software assurance - 2 cores - Select Plus - Single Language Microsoft - Part#: 9EM-00263 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651	896	\$18.12	\$16,235.52

Subcontract #: 06016
Coverage Term: 6/1/2018 – 5/31/2019
Note: Enrollment B622BB8C

13	Microsoft System Center Standard Edition - Software assurance - 2 cores - Select Plus - Win - Single Language Microsoft - Part#: 9EN-00191 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	440	\$18.12	\$7,972.80
14	Microsoft System Center Datacenter Edition - Software assurance - 2 cores - Select Plus - Win - Single Language Microsoft - Part#: 9EP-00198 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	40	\$49.47	\$1,978.80
15	Microsoft Visio Standard - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: D86-01252 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	11	\$47.63	\$523.93
16	Microsoft Visio Professional - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: D87-01158 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	41	\$92.08	\$3,775.28
17	Microsoft Project Professional - Software assurance - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: H30-00256 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	2	\$179.39	\$358.78
18	Microsoft Visual Studio Enterprise with MSDN - Software assurance - 1 user - Enterprise - Win - All Languages Microsoft - Part#: MX3-00117 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Subcontract #: 06016 Coverage Term: 6/1/2018 – 5/31/2019 Note: Enrollment B622BB8C	16	\$1,080.49	\$17,287.84
19	Microsoft Windows Server - Software assurance - 1 user CAL - Select, Select Plus - Single Language Microsoft - Part#: R18-00086 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651	166	\$6.24	\$1,035.84

Subcontract #: 06016
Coverage Term: 6/1/2018 – 5/31/2019
Note: Enrollment B622BB8C

Total \$114,068.90

Additional Comments

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SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



Pricing Proposal
 Quotation #: 15134199
 Created On: 4/5/2018
 Valid Until: 4/30/2018

CITY OF SPOKANE

Shelley McCarrey

808 W. SPOKANE FALLS BLVD
 ATTN: AP
 SPOKANE, WA 99201
 United States
 Phone: 509-625-6474
 Fax:
 Email: smccarrey@spokanecity.org

Inside Account Manager

Nicole Podraza

290 Davidson Ave
 Somerset, NJ 08873
 Phone: 732-652-6427
 Fax:
 Email: Nicole_Podraza@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 PrjctPro SNGL SASU MVL PrjctStd w1PrjctSvrCAL Microsoft - Part#: H30-00912 Contract Name: NASPO ValuePoint - Software VAR Contract #: ADSPO16-130651 Coverage Term: 6/1/2019 – 5/31/2020 Note: Enrollment B622BB8C	8	\$154.24	\$1,233.92
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			Total	\$114,068.90

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TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

Financial Update

Urban Experience Committee

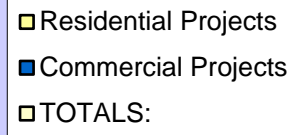
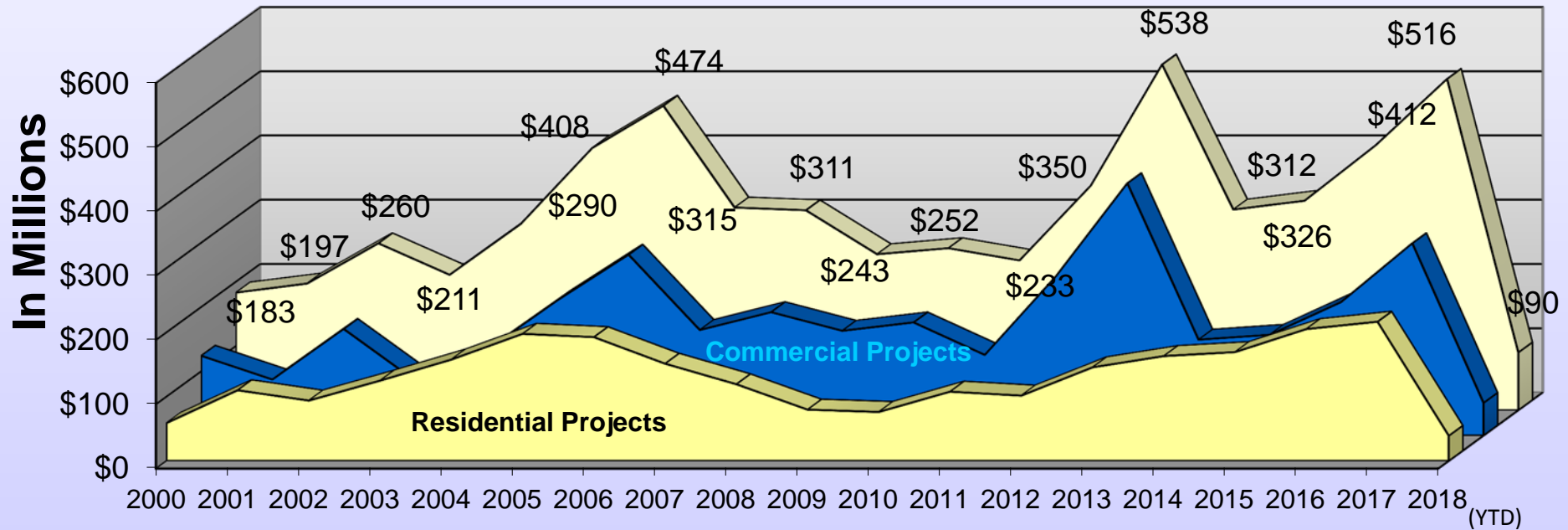
4-9-18



City of Spokane Permit Activity

- ▶ **Total Permit Activity up 7% (vs. up 14.5% last month)**
 - 4,577 permits were issued through March 2018 compared to 4,281 that were issued in the first 3 months of 2017. Permit volume is down 5% from 2016.
- ▶ **New Single Family Residences up 15% (vs. down 11% last month)**
 - There were 70 SFR permits issued through March 2018 and 61 permits issued through March 2017. SFR permits are down 10% from 2016 when 78 permits were issued.
- ▶ **Construction Valuation down 25% (vs. down 32% last month)**
 - The valuation of permits issued through March 2018 was \$90M, the valuation for permits issued in the first 3 months of 2017 was \$119M. Valuations are down 17% from March 2016.

Yearly Construction Valuations



City of Spokane 2018 Commercial Permits



Legend

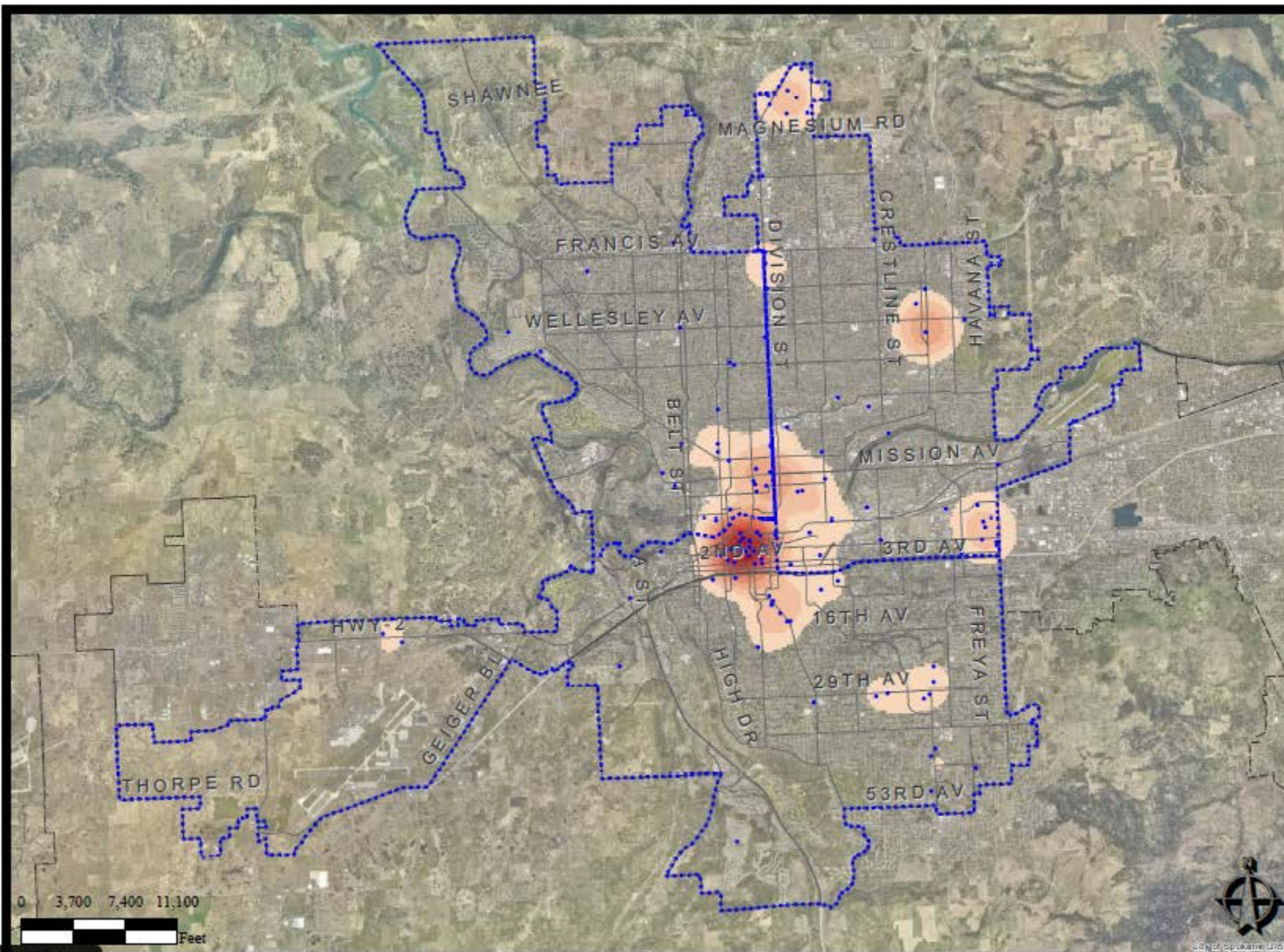
-  City Council District
-  City Limits
-  Commercial Permits



The locations of the structural permits shown on this map are compiled from a survey. Because not all of the buildings were able to be assessed, the survey is not a complete representation of all structural permits. Some structural permits may be present but not represented on the map.

THIS IS NOT A LEGAL DOCUMENT:
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of districts or boundaries or property lines, zoning lines, streets, etc.

Printed by: edjohnson
Print date: 4/6/2018



City of Spokane 2018 Residential Permits



Legend

● Residential Permits

▭ City Limits

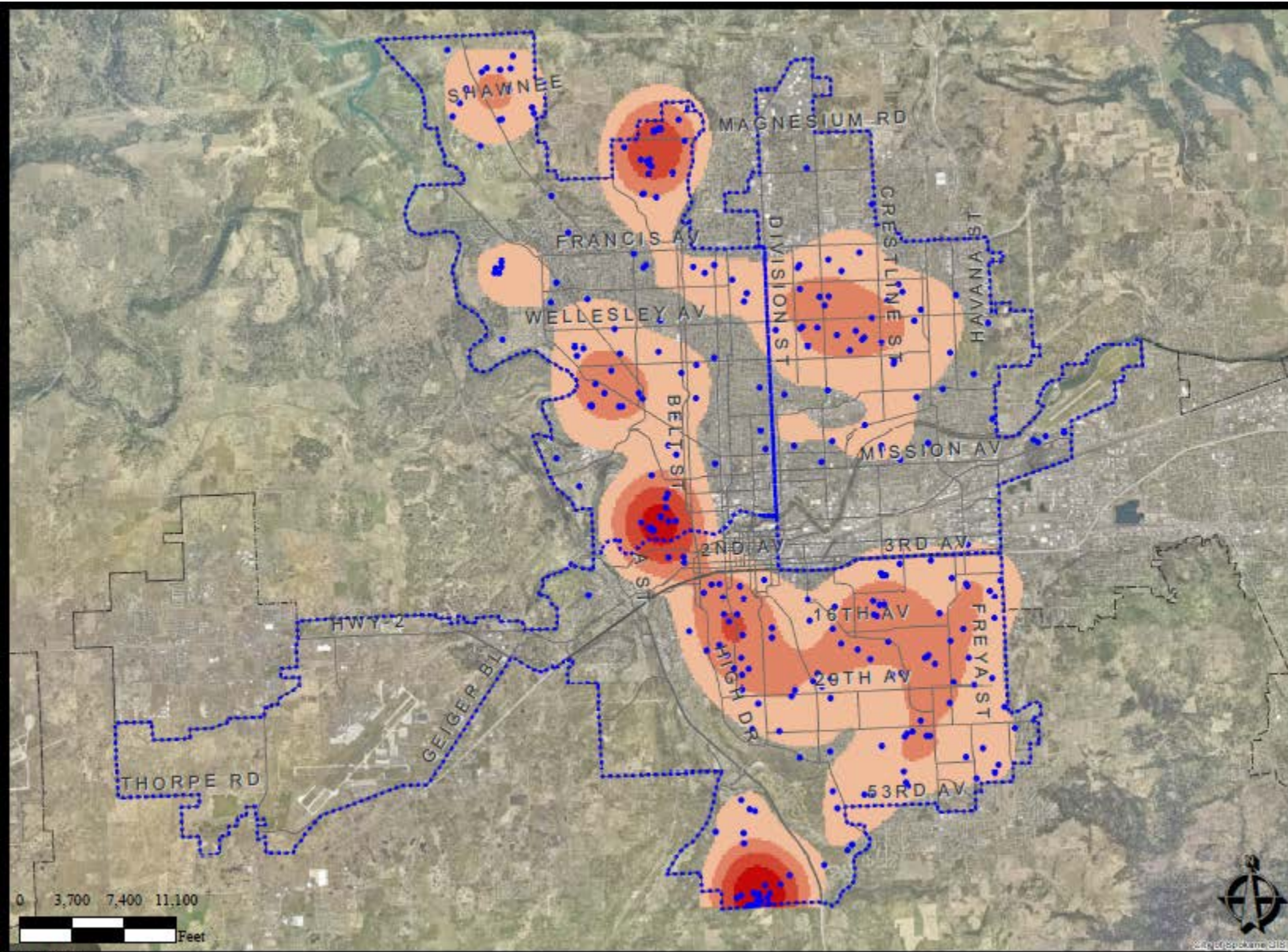
▭ City Council District



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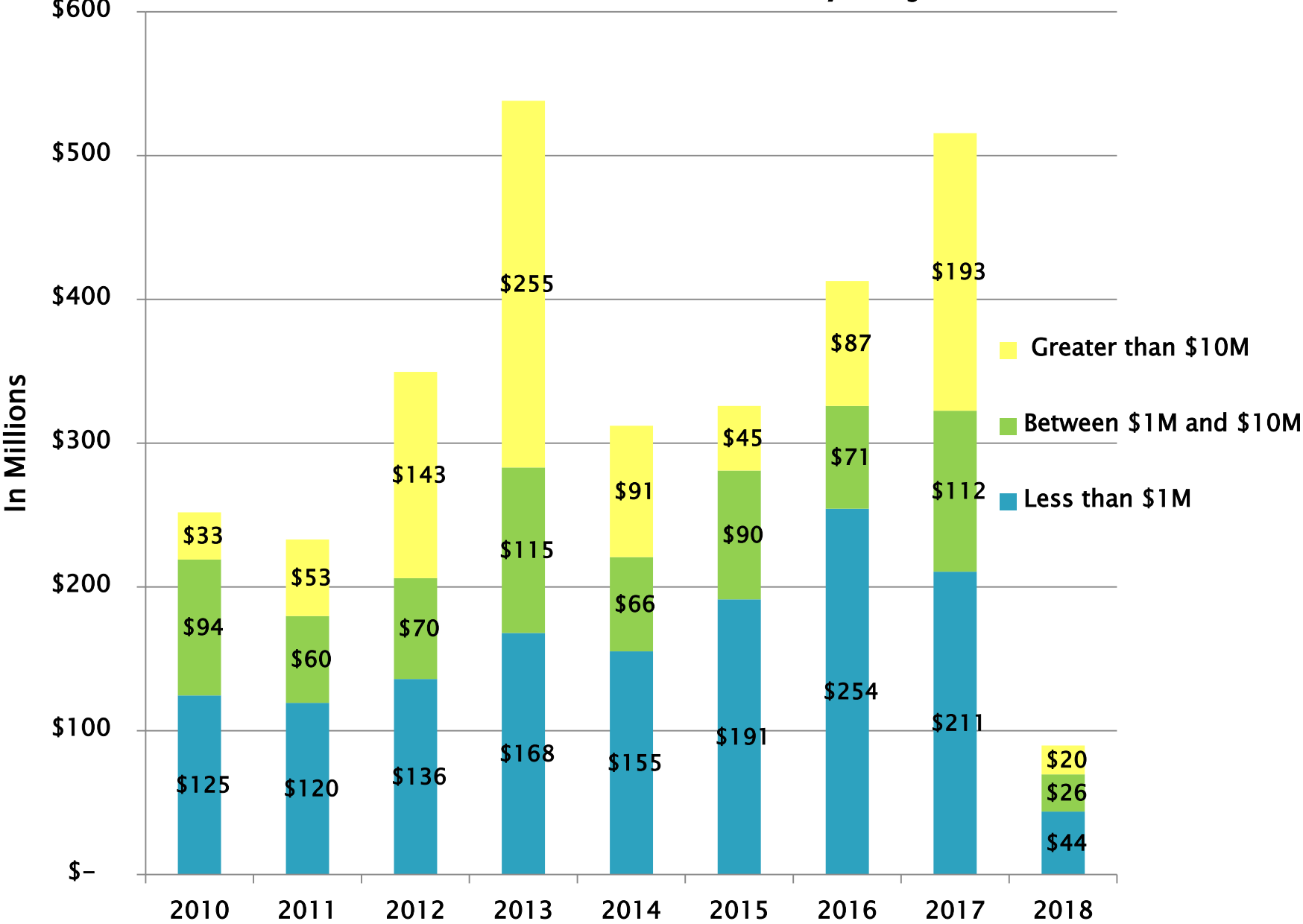
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Printed by: edjohnson
Print date: 4/6/2018



City of Spokane GIS

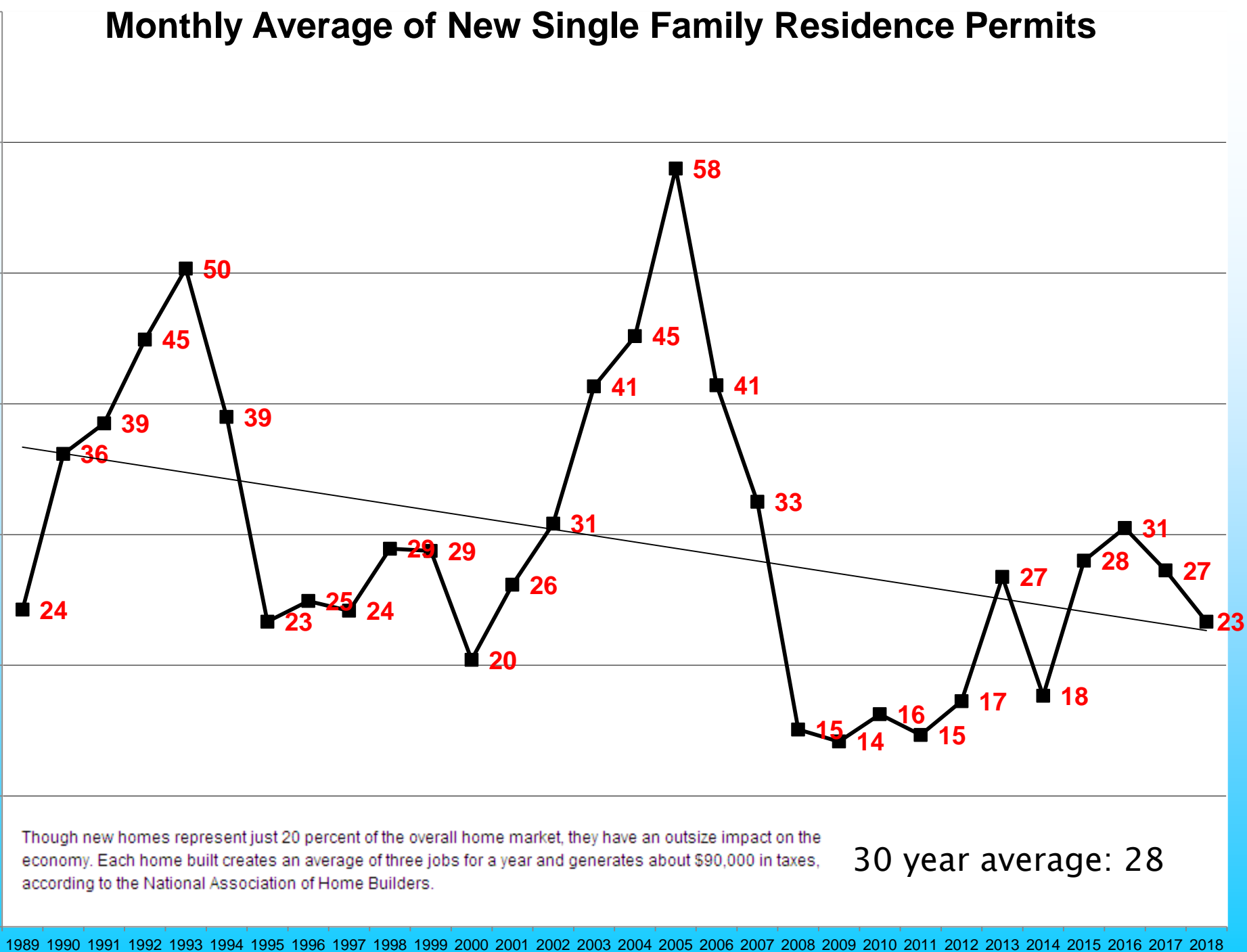
Annual Construction Valuations by Project Size



Construction Valuation Comparison of Publicly and Privately Funded Projects

		Private	Public	Total	Public %
In Millions of Dollars	2018	\$ 58	\$ 32	\$ 90	35%
	2017	\$ 458	\$ 57	\$ 516	11%
	2016	\$ 350	\$ 63	\$ 413	15%
	2015	\$ 291	\$ 35	\$ 326	11%
	2014	\$ 253	\$ 57	\$ 310	18%
	2013	\$ 440	\$ 98	\$ 538	18%
	2012	\$ 235	\$ 114	\$ 349	33%
	2011	\$ 182	\$ 51	\$ 233	22%
	2010	\$ 142	\$ 110	\$ 252	44%
	2009	\$ 150	\$ 93	\$ 243	38%
Averages:	\$ 256	\$ 71	\$ 327	22%	

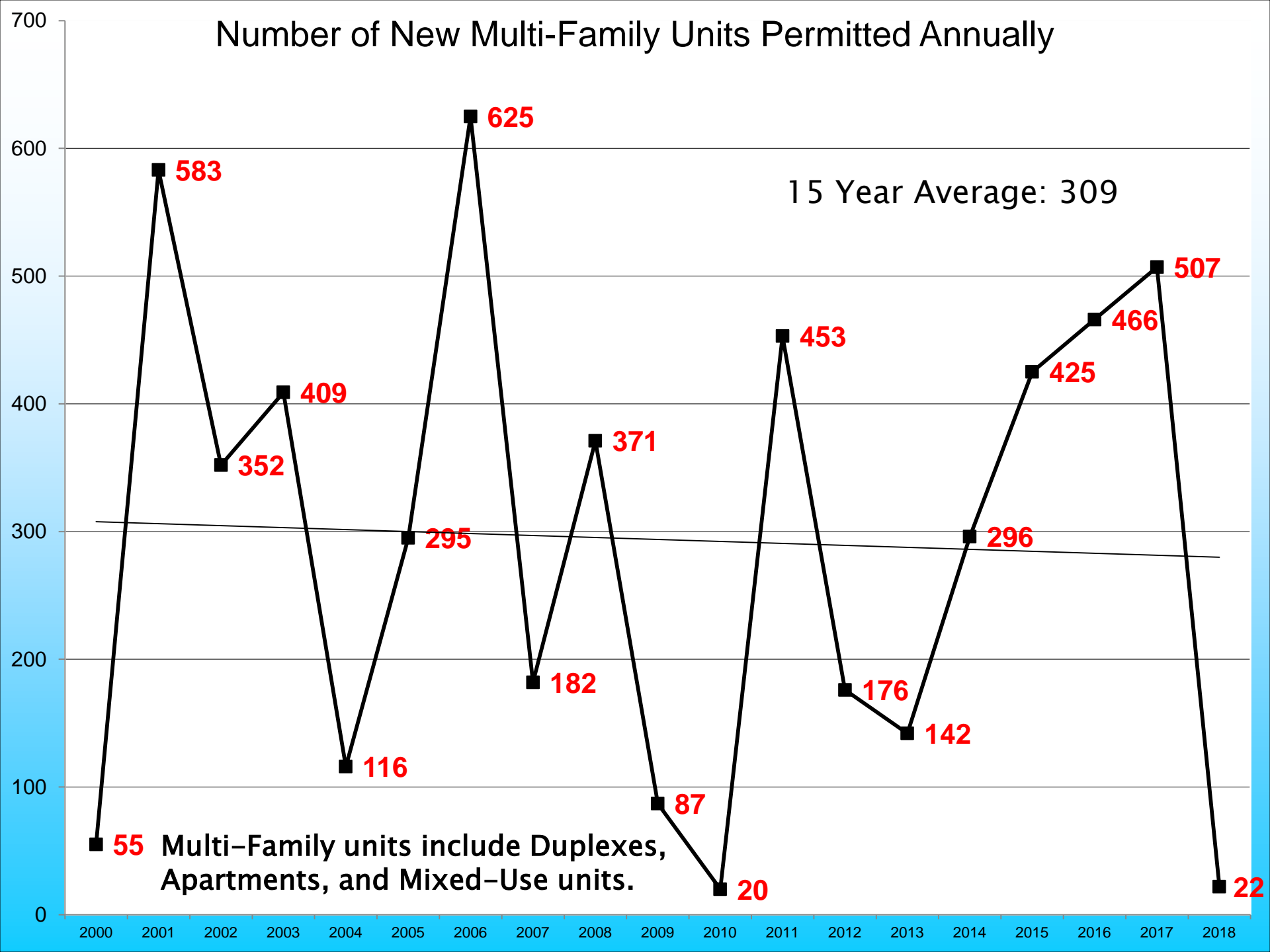
Monthly Average of New Single Family Residence Permits



Though new homes represent just 20 percent of the overall home market, they have an outside impact on the economy. Each home built creates an average of three jobs for a year and generates about \$90,000 in taxes, according to the National Association of Home Builders.

30 year average: 28

Number of New Multi-Family Units Permitted Annually



Construction Valuation Comparisons

	City	Valley	County	Total	City %
2017	\$ 515,642,426	\$ 273,460,000	\$ 309,626,794	\$ 1,098,729,220	47%
2016	\$ 412,764,824	\$ 262,450,000	\$ 272,716,073	\$ 947,930,897	44%
2015	\$ 325,863,780	\$ 98,180,000	\$ 256,109,833	\$ 680,153,613	48%
2014	\$ 312,104,458	\$ 111,876,535	\$ 225,905,141	\$ 649,886,134	48%
2013	\$ 534,607,011	\$ 173,820,000	\$ 317,800,000	\$ 1,026,227,011	52%
2012	\$ 349,474,428	\$ 111,594,294	\$ 221,030,312	\$ 682,099,034	51%
2011	\$ 233,012,833	\$ 65,378,378	\$ 245,839,900	\$ 544,231,111	43%
2010	\$ 252,003,323	\$ 86,463,600	\$ 186,776,741	\$ 525,243,664	48%
2009	\$ 242,594,589	105192518	\$ 178,725,029	\$ 526,512,136	46%

Largest Projects of 2018		Valuation		Valuation	Largest Projects of 2017
SCC Main Bldg Renovation	\$20,000,000	1	\$34,658,000	Myrtle Woldson Performing Arts Center	
STA NW Garage	\$10,700,000	2	\$27,397,406	Copper River Apartments	
RFP - Howard St. Promenade	\$3,800,000	3	\$26,000,000	UHS Behavioral Health	
Dick's TI - Northpointe	\$3,400,000	4	\$20,200,000	Franklin Elementary TI & Addition	
Garfield St. Townhomes	\$2,517,433	5	\$20,000,000	Macy's Shell	
GU Humanities Bldg	\$2,500,000	6	\$18,000,000	Center for Athletic Achievement	
Market Street Storage	\$1,884,747	7	\$13,200,000	SFCC Gym Addition and Reno	
TI - Westfall Village	\$1,715,380	8	\$11,783,348	Riverview Lofts	
WTB Ops Center	\$1,650,000	9	\$11,751,170	Iron Bridge	
TI - Macy's Level 4 Residential Buildout	\$1,250,000	10	\$10,054,859	Holy Names Haven	
	\$49,417,560		\$193,044,783		

COMPARISON OF PROJECTS ISSUED with PROJECTS IN PLAN REVIEW

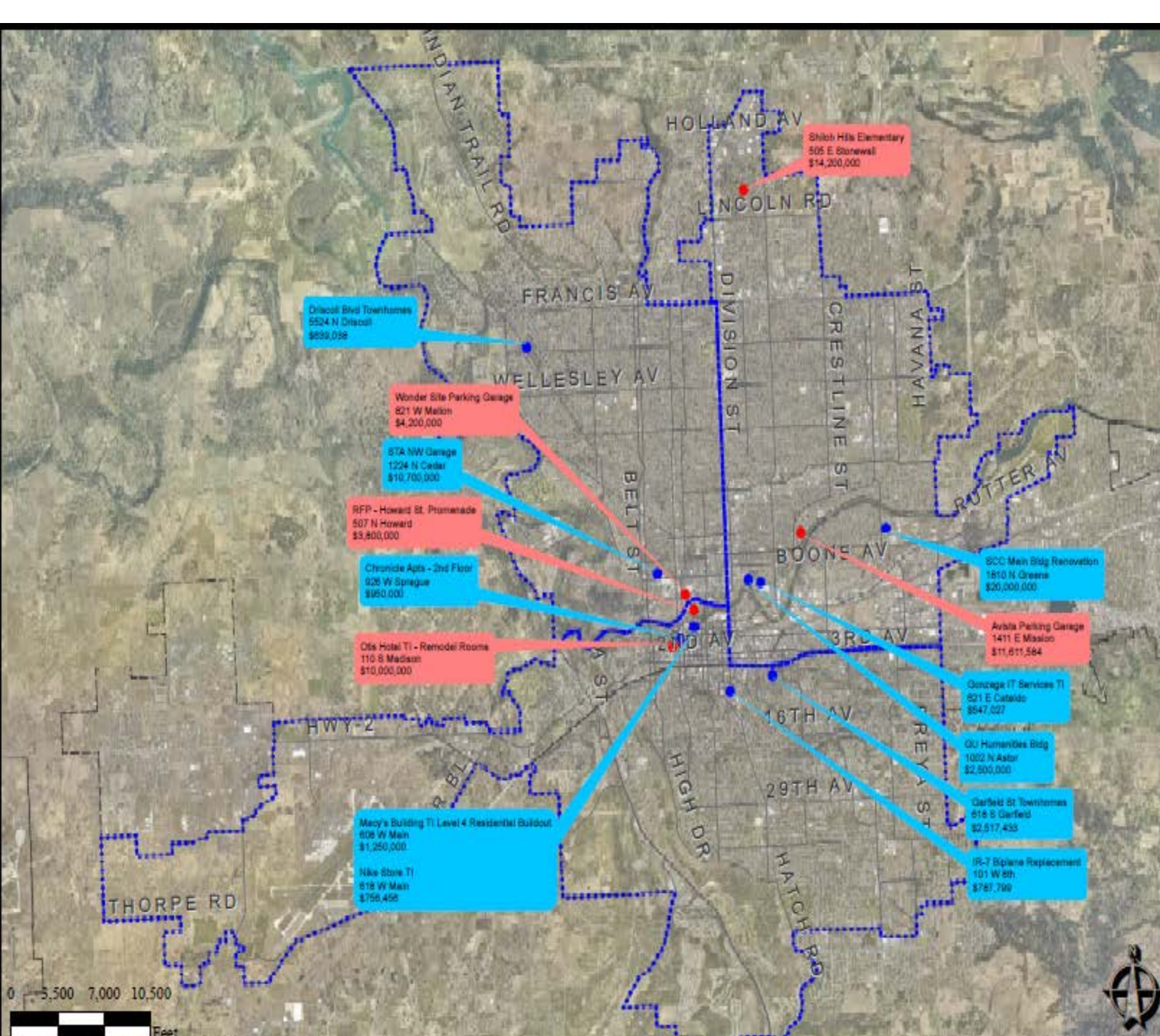
Largest Projects of 2018		Valuation		Valuation	Largest Projects in Review
SCC Main Bldg Renovation	\$20,000,000	1	\$36,800,000	Integrated Science & Engineering	
STA NW Garage	\$10,700,000	2	\$17,645,300	INB Perf. Arts Center TI	
RFP - Howard St. Promenade	\$3,800,000	3	\$14,200,000	Shiloh Hills Elementary	
Dick's TI - Northpointe	\$3,400,000	4	\$11,611,584	Avista Parking Garage	
Garfield St. Townhomes	\$2,517,433	5	\$10,000,000	Otis Hotel TI - Remodel Rooms	
	\$40,417,433		\$90,256,884		

City of Spokane 2018 Large Projects



Legend

- Permits In review
- Issued Permits
- City Limits
- City Council District



The location of the structural sidewalk shown on this map is compiled from a survey. Because not all of the buildings were able to be surveyed, this survey is not a complete representation of all structural sidewalk. Some structural sidewalk may be present that was not represented on the map.

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0 3,500 7,000 10,500

Feet



Printed by: edjohnson
Print date: 3/7/2018

Proposed Projects:

The Falls	2020 Construction	\$60,000,000
Touchmark Memory Care	Late 2018	\$15,000,000
RFP US Pavilion	Summer 2018	\$15,000,000
Medical Professional Offices	Winter 2017	\$12,000,000
Eagle Ridge West	June 2018	\$12,000,000
SIA Springhill	Spring 2019	\$10,000,000
Jayne Auld Apartments	2019	\$7,000,000
Cathedral Plaza	Late 2018	\$5,000,000
Vinegar Flats Mixed Use	Summer 2018	\$4,500,000
Circle K – 3 locations	Fall 2018	\$4,500,000
Bouten Construction Corporate Office	Summer 2018	\$2,450,000

Largest Projects Issued in 2018

- ▶ **SCC Main Building Renovation** – 1810 N. Greene St. – Partial renovation of the existing instructional spaces and a 6,000 sf addition. \$20.0m
- ▶ **STA NW Garage** – 1224 N. Cedar – Construct a one story transit vehicle storage building. The building houses vehicle fueling, fare retrieval, vehicle washing and staff support functions for STA. \$10.7M
- ▶ **Riverfront Park Howard Street Promenade** – 507 N. Howard – Park improvements including civil, lighting and electrical, sidewalks, planting, and irrigation. \$3.8m
- ▶ **TI – Dick’s Sporting Goods Northpointe Plaza** – 9620 N. Newport Highway – Interior tenant improvement with selective exterior improvements. \$3.4m
- ▶ **Garfield Street Townhomes** – 618 S. Garfield – New townhouse buildings with garages underneath – 14 units in two buildings. \$2.5m

Largest Projects Issued in 2018

- ▶ **Gonzaga Humanities Building TI** – 1002 N. Astor – Partial renovation, repair, and upgrades to existing building. Mechanical replacement, lighting upgrades, new fire alarm, and fire sprinklers. \$2.5m
- ▶ **Market Street Storage** – 4415 N. Market Street – New self storage facility including 8 buildings and site improvements to be constructed in 2 phases. \$1.9m
- ▶ **Westfall Village TI** – 3724 N. Cook – Replace windows and siding for 11 buildings and community building. Also repair decks on 11 buildings. \$1.7m
- ▶ **Washington Trust Bank Ops Center** – 176 Post – Interior remodel of a 3-story office building, including reconfiguration of spaces and updating finishes. Electrical and mechanical systems will also be updated \$1.7m
- ▶ **Macy's 4th Floor TI/COU** – 608 W. Main Residential Unit Build Out for Level 4 – 16 Units \$1.3m

Largest Projects in Plan Review

- ▶ **Integrated Science and Engineering** – 502 E. Boone Ave – New mixed use university classroom and lab building with three levels. \$36.8M
- ▶ **INB Performing Arts Center TI** – 334 W. Spokane Falls Blvd – Interior remodel of the INB Performing Arts Center including replacement of the curtain wall, update MEP systems, re-roof with new insulation and membranes, refinish and update lobby, dressing rooms, and music room, new music room bar, and new backstage elevator. \$17.6m
- ▶ **Shiloh Hills Elementary School Addition and Modernization** – 505 E. Stonewall – 11,000 sf addition and modernization of existing elementary school including parking reconfiguration and site work \$14.2m
- ▶ **Avista Corporation Parking Garage** – 1411 E. Mission Ave – New 500 stall parking garage \$11.6m
- ▶ **Otis Hotel** – 110 S. Madison – Tenant improvement to remodel rooms, remove some walls to reduce the number of rooms from 41 to 29 per floor. \$10.0m

Proposed Projects Descriptions

- ▶ **Circle K – 3 locations:** Market/Haven, 29th/Regal, 4221 S. Cheney–Spokane Road – Construction of new convenience stores, automotive vehicle fueling canopy, and automatic car wash.
- ▶ **Bouten Construction Corporate Headquarters – 627 N. Napa –** Demolition of two existing buildings and construction of a new two-story office building.

Proposed Projects Descriptions

- ▶ **The Falls** – 829 W. Broadway – Mixed use building with retail, office, and residential (rent & condo). The scope of work is two 13 floor towers and a podium building over below grade parking.
- ▶ **Touchmark Memory Care** – 2929 S. Waterford Drive – New 12,000 sf resident/community use health and fitness center and a new two-story memory care building of approximately 63,000 sf. Site development is also included.
- ▶ **Riverfront Park – US Pavilion** – 610 W. Spokane Falls Blvd – Reconstruction of US Pavilion within existing structure. Outdoor space will be configured as an assembly area for concerts.
- ▶ **Medical Professional Offices** – 307 W. 4th Ave. – New medical office building with six floors and a parking garage with 3.5 floors and a basement.
- ▶ **Eagle Ridge West** – 6321 S. Cheney–Spokane Road – Development of a 240-lot plat for future construction of single family homes. The scope of work includes a pedestrian tunnel under Cedar Road.

Proposed Projects Descriptions

- ▶ **SIA Springhill** – 9000 W. Airport Drive – New 4–story hotel and associated parking lot and site work.
- ▶ **Jayne Auld Apartments** – 2830 E. Francis – Construction of several buildings and development of the site. The project will include a 36 unit apartment building, five duplexes, and a community center with two dwelling units on the second.
- ▶ **Cathedral Plaza** – 1120 W. Sprague – The scope of work is the remodel of an existing residential building with 15 floors and a basement. The extent of the remodel is primarily finishes, new appliances, and the addition of sprinklers to the building.
- ▶ **Vinegar Flats Mixed Use** – Construction of two, possibly three, separate mixed–use buildings, 5–stories above underground parking, built in a phased approach.

Sales Tax vs Budget

Last three months

		2017			2017			2017 Actual vs. Budgeted		
		Collected	vs. Prior Yr \$	vs. Prior Yr %	Collected	vs. Prior Yr \$	vs. Prior Yr %	Monthly Budgeted:	Budgeted vs. Actual \$	Budgeted vs. Actual %
JAN		3,151,558	238,809	8.2%	3,463,145	311,587	9.9%	3,000,131	151,427	5.2%
FEB		3,010,523	(44,660)	-1.5%				3,146,838	(136,315)	-4.5%
MAR		3,821,870	256,489	7.2%				3,672,342	149,528	4.2%
APR		3,323,666	(64,967)	-1.9%				3,490,293	(166,626)	-4.9%
MAY		3,768,037	348,667	10.2%				3,521,951	246,086	7.2%
JUN		4,230,090	319,680	8.2%				4,027,722	202,367	5.2%
JUL		3,969,355	372,213	10.3%				3,705,056	264,299	7.3%
AUG		4,501,651	702,494	18.5%				3,913,132	588,519	15.5%
SEP		4,215,518	292,211	7.4%				4,041,006	174,512	4.4%
OCT		3,839,635	380,098	11.0%				3,563,323	276,312	8.0%
NOV		3,772,644	216,878	6.1%				3,662,439	110,205	3.1%
DEC		4,624,019	314,995	7.3%				4,438,295	185,724	4.3%

2018: 2.5%

2017 & 16' & 15' were 3%

Jan

+9.9% (vs. 2.5% budget)

\$165,990

3 Months + \$462k

REVENUE REPORT – PERIOD 13	Over / (Under)			Variance	Increase /
	Year-to-date	Budgeted YTD	Budget	Prior Month	(decrease)
Sales Tax - General Fund Only	41,678,567	38,820,000	2,858,567	2,889,164	(30,598)
Admissions Tax	915,100	870,000	45,100	(21,472)	66,571
Private Utility Taxes/Franchise Fees	28,253,882	27,960,000	293,882	68,640	225,242
Utility Tax - Water	8,113,135	8,160,000	(46,865)	(33,676)	(13,189)
Utility Tax - Sewer	18,247,483	17,840,000	407,483	(1,259,134)	1,666,617
Utility Tax - Solid Waste (Interfund)	9,004,967	8,950,000	54,967	90,355	(35,387)
Utility Tax - Stormwater	1,470,907	1,470,000	907	1,467	(560)
Utility Tax - IF Electric	482,008	470,000	12,008	3,781	8,226
Other Bus License/Permit Revenue	4,032,191	3,610,000	422,191	351,261	70,930
Interest Revenue	7,601,879	6,100,000	1,501,879	1,510,213	(8,333)
Traffic & Parking Violations	2,771,794	2,289,500	482,294	266,671	215,623
Totals	122,571,912	116,539,500	6,032,412	3,867,271	2,165,142

Revenue Report

City of Spokane - General Fund Variance Analysis

March, 2018

	/----- Variances -----/				
Revenues	<u>Year-to-date</u>	<u>Budgeted YTD</u>	<i>Over / (Under)</i> <u>Budget</u>	Variance <u>Prior Month</u>	Increase / (decrease)
Sales Tax - General Fund Only	2,981,646	2,814,448	167,197	0	167,197
Admissions Tax	166,077	122,398	43,679	7,050	36,629
Private Utility Taxes/Franchise Fees	5,394,656	6,334,864	(940,209)	(134,410)	(805,799)
Utility Tax - Water	895,471	895,174	297	(8,112)	8,410
Utility Tax - Sewer	2,855,947	2,697,976	157,971	64,027	93,944
Utility Tax - Solid Waste (Interfund)	1,418,530	1,318,560	99,970	29,453	70,517
Utility Tax - Stormwater	250,191	250,061	129	(523)	652
Utility Tax - IF Electric	60,743	33,688	27,056	0	27,056
Other Bus License/Permit Revenue	915,676	975,618	(59,943)	(20,963)	(38,980)
Interest Revenue	2,294,217	1,525,000	769,217	322,923	446,293
Traffic & Parking Violations	570,431	582,187	(11,756)	3,235	(14,991)
	17,803,583	17,549,974	253,609	262,680	(9,071)
		2,814,448	167,197	5.94% sales tax only	
		14,735,526	86,411	0.59% excluding sales tax	
		17,549,974	253,609	1.45% Total of above	
Gross Surplus / (Shortfall)			253,609		

General Fund									
Changes in Fund Balance									
Estimates as of March 20, 2017									
		2017 ADJUSTMENTS							
		12/31/2016	PP & Other Misc	SIP	Adjust to C/O	Interest	Curr. Yr. Surp/Def	Est. 12/31/2017	
Non Spendable FB		961,267		597,499				1,558,766	
Restricted FB		0						0	
Committed FB		\$ 14,962,258							
Contingency Reserves		14,258,093				312,987		14,571,080	
Revenue Stabilization		704,165				12,232		716,397	
Assigned FB		1,089,502			268,351			1,357,853	
Unassigned FB		19,049,125	52,885	(597,499)	(268,351)	(325,219)	9,666,275	27,577,216	
		36,062,152	52,885	0	0	0	9,666,275	45,781,312	
		Reconciliation of Unassigned FB to "Checkbook" Balance							
							2017	2016	
Prior Period Adjustment Summary		Unassigned Fund Balance					27,577,216	19,049,125	
		<i>Less Receivables</i>					(30,820,918)	(28,183,478)	
\$ -		<i>Plus Payables & Deferred Resources</i>					8,410,696	8,747,929	
\$ -		<i>Net Unrealized (Gain) / Loss</i>					6,514,979	8,502,693	
\$ -		<i>Amort. Prem/Discount</i>					651,980	355,550	
\$ -									
\$ -		Estimated Checkbook Balance 12/31/16						12,333,953	8,471,819
\$ -								3,862,135	Change



One Vision. One Plan.
One Voice.
 Safer. Smarter. Healthier.

Spokane is a safe, diverse, resilient, sustainable, and growing city known for its natural beauty, economic prosperity, and exceptional quality of life for all.



Community Investment Plan

	REET Capital	Asset Mgmt Capital	Arterial Streets Capital	Development Services	Utility Strategic Investments	Surplus Property	Parks Investments	RPS Refinance	General Fund Carryforward	TOTALS
SOURCES OF FUNDING										
2017 REET Reserve Balance	10,000,000									10,000,000
1% Levy Financing + Match (Public Safety)		10,000,000								10,000,000
Arterial Streets Project Carryover			10,000,000							10,000,000
Development Services One-Time Reserve				1,000,000						1,000,000
Utility Investments					8,000,000					8,000,000
Sale of Surplus Property 2018 & 2019						4,000,000				4,000,000
Parks Strategic Investments							3,000,000			3,000,000
RPS Refinance 2017								1,900,000		1,900,000
General Fund Carryover 2017									4,000,000	4,000,000
TOTAL SOURCES	10,000,000	10,000,000	10,000,000	1,000,000	8,000,000	4,000,000	3,000,000	1,900,000	4,000,000	51,900,000
STRATEGIC INVESTMENTS										
INNOVATIVE INFRASTRUCTURE										
IMPROVING STREETS - Accelerate Grind/Overlay - Arterials			5,000,000							5,000,000
IMPROVING STREETS - Accelerate Residntl/Umimp Streets			2,000,000							2,000,000
TARGETED AREAS - PDA Street Investments			3,000,000							3,000,000
TARGETED AREAS - PDA Impact Fee Waiver				1,000,000						1,000,000
TARGETED AREAS - PDA Utility Investements					2,400,000					2,400,000
MAXIMIZE PUBLIC ASSETS - Urban Utility Installation Fund					500,000					500,000
SUSTAINABILITY - WaterSmart Conservation Investments					1,500,000		1,500,000*			3,000,000
URBAN EXPERIENCE										
RIVER CONNECTION - Trail/River Access Investments	3,000,000				600,000	2,000,000	1,500,000*			7,100,000
MAXIMIZE PUBLIC ASSETS - North Bank/Sportsplex	5,000,000									5,000,000
STRATEGIC INVESTMENT FUND - Projects of Citywide Significance								1,900,000		1,900,000
ARTS/CULTURE/DIVERSITY - Arts & Diversity Strategic Investments						1,000,000				1,000,000
PUBLIC AMENITIES - Library Pre-Design									500,000	500,000
SAFE & HEALTHY										
SAFER COMMUNITY - Vehicles & Equipment for Safer Community		10,000,000								10,000,000
HOUSING/VULNERABLE - Homeless Housing - 2018 & 2019	2,000,000									2,000,000
SAFER COMMUNITY - Clean & Safe Neighborhood Investments					1,400,000	1,000,000				2,400,000
VULNERABLE POPULATIONS - Utility Assistance Program					600,000					600,000
SUSTAINABLE RESOURCES										
SUSTAINABLE PRACTICES - Increase GF Reserve Balance									2,500,000	2,500,000
TARGETED AREAS/MARKETING SPOKANE - (See Attached)									1,000,000	1,000,000
SUSTAINABLE PRACTICES - Resiliency IT/Capital Investments					1,000,000					1,000,000
TOTAL STRATEGIC INVESTMENT PLAN	10,000,000	10,000,000	10,000,000	1,000,000	8,000,000	4,000,000	3,000,000	1,900,000	4,000,000	51,900,000

Year-end General Fund Balances

Reserves & Fund Balances	12/31/15	12/31/16	Goal vs. Actual (% of GF Exp)	Goal \$	Over/(Under) 12/31/16
<u>Reserves:</u>					
-Contingency	14,523,435	14,258,093	10% / 7.9%	18,146,670	(3,888,577)
-Revenue Stabilization	764,692	704,165	3.5% / .4%	6,351,335	(5,647,169)
Unassigned	19,967,263	19,049,125	N/A		
Non-spendable & Assigned	2,293,964	2,050,769	N/A		
Total	37,549,355	36,062,153	20% / 19.9%	36,293,341	(231,188)
<i>'Checkbook Bal.'</i> <i>(in 'Total' above)</i>	<i>5,090,781</i>	<i>6,189,324</i>	<i>VAR.</i>	<i>VAR.</i>	<i>VAR.</i>

Elements of Ongoing Structural Balance

					/----- AVERAGES -----/	
					13 Year	6 YEAR
	2017	2018			05' - '18	13' - '18
MHI	\$ 46,818	\$ 47,988	Estimate			
Cumulative Change	35%	38%	Estimate		2.9%	3.4%
annual chg	2%	2%				
FTEs (Budget)	2,184	2,225				
annual chg	2%	7%			4.1%	2.7%
Sal & Wages / FTE	\$ 80,559	\$ 84,533				
Cumulative Change	43%	50%			3.8%	2.6%
annual chg	-1%	5%				

Looking Ahead - Yield Curve Discussion

- ▶ [Link: Yield Curve Discussion](#)

Financial Update

Urban Experience Committee

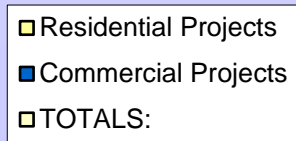
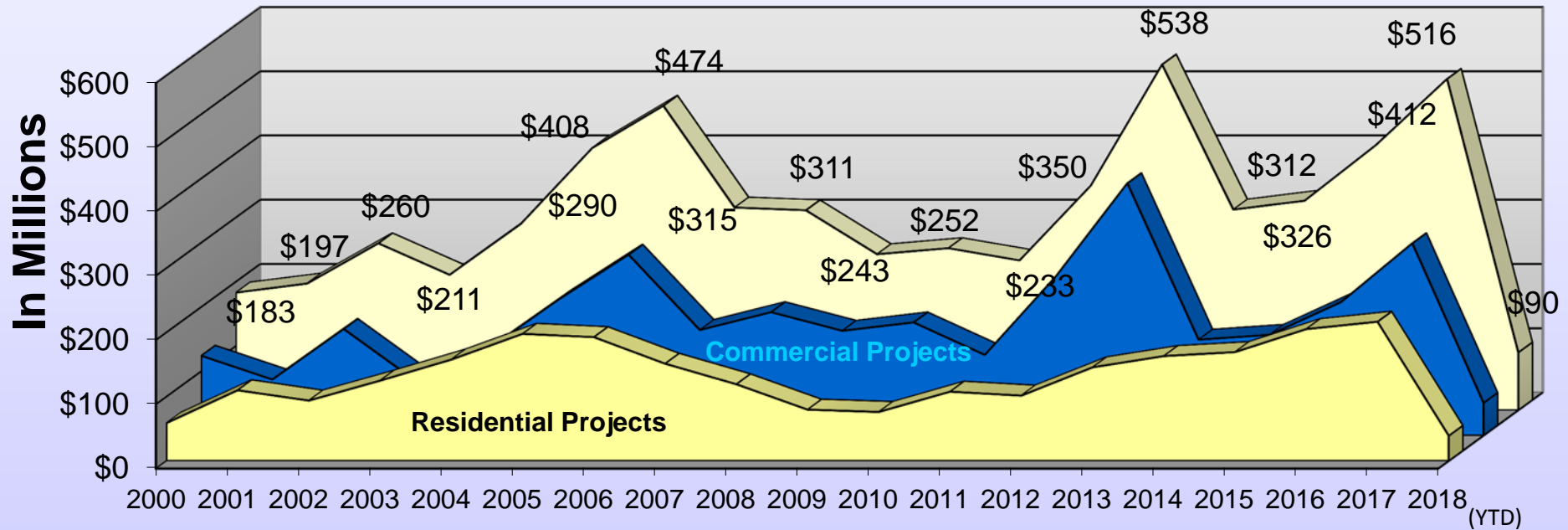
4-9-18



City of Spokane Permit Activity

- ▶ **Total Permit Activity up 7% (vs. up 14.5% last month)**
 - 4,577 permits were issued through March 2018 compared to 4,281 that were issued in the first 3 months of 2017. Permit volume is down 5% from 2016.
- ▶ **New Single Family Residences up 15% (vs. down 11% last month)**
 - There were 70 SFR permits issued through March 2018 and 61 permits issued through March 2017. SFR permits are down 10% from 2016 when 78 permits were issued.
- ▶ **Construction Valuation down 25% (vs. down 32% last month)**
 - The valuation of permits issued through March 2018 was \$90M, the valuation for permits issued in the first 3 months of 2017 was \$119M. Valuations are down 17% from March 2016.

Yearly Construction Valuations



City of Spokane 2018 Commercial Permits



Legend

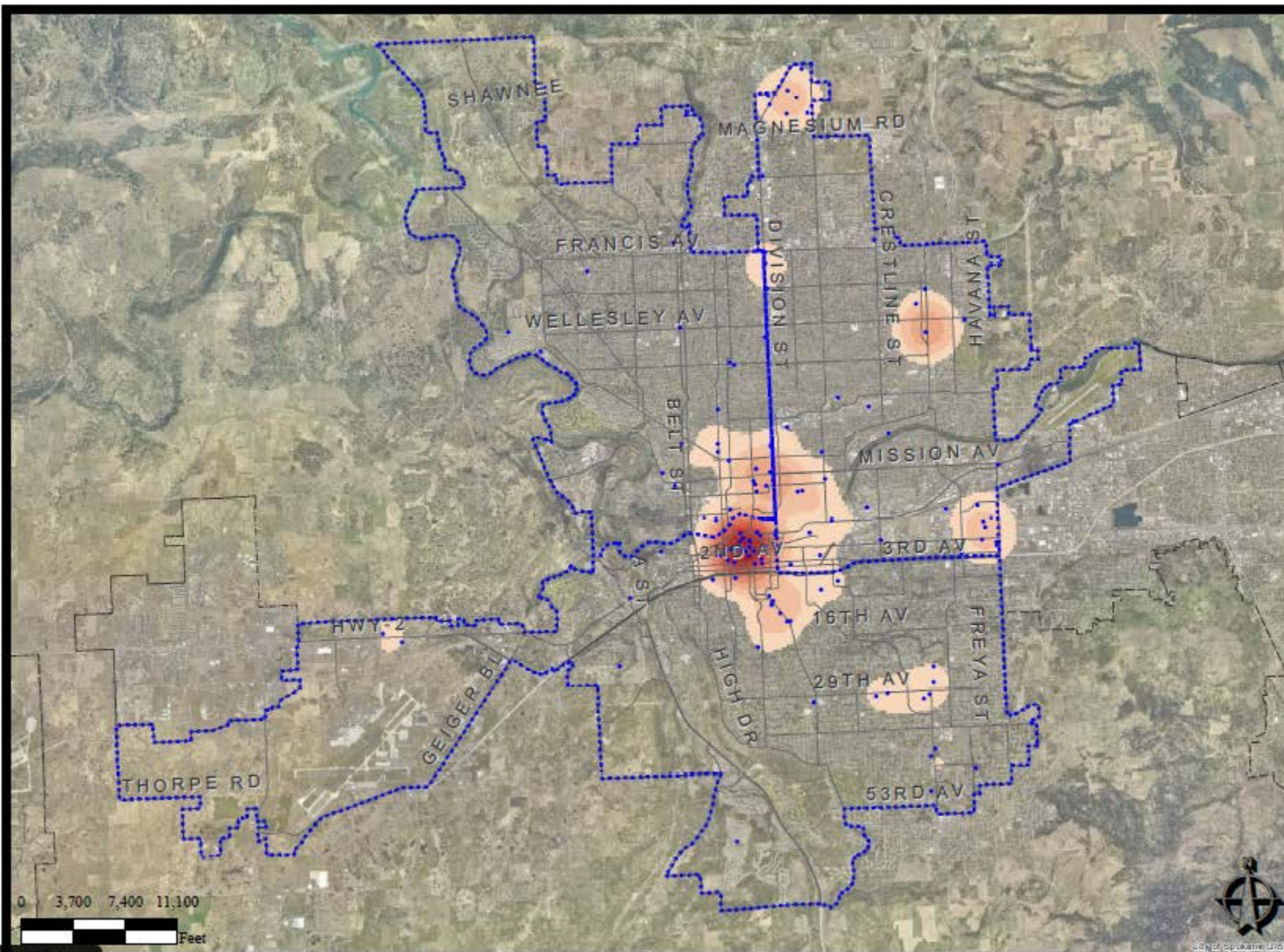
-  City Council District
-  City Limits
-  Commercial Permits



The locations of the structural address, shown on this map, are compiled from a survey. Because not all of the buildings were able to be assessed, the survey is not a complete representation of all structural addresses. Some structural addresses may be present but not represented on the map.

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City of Spokane 2018 Residential Permits



Legend

Residential Permits

City Limits

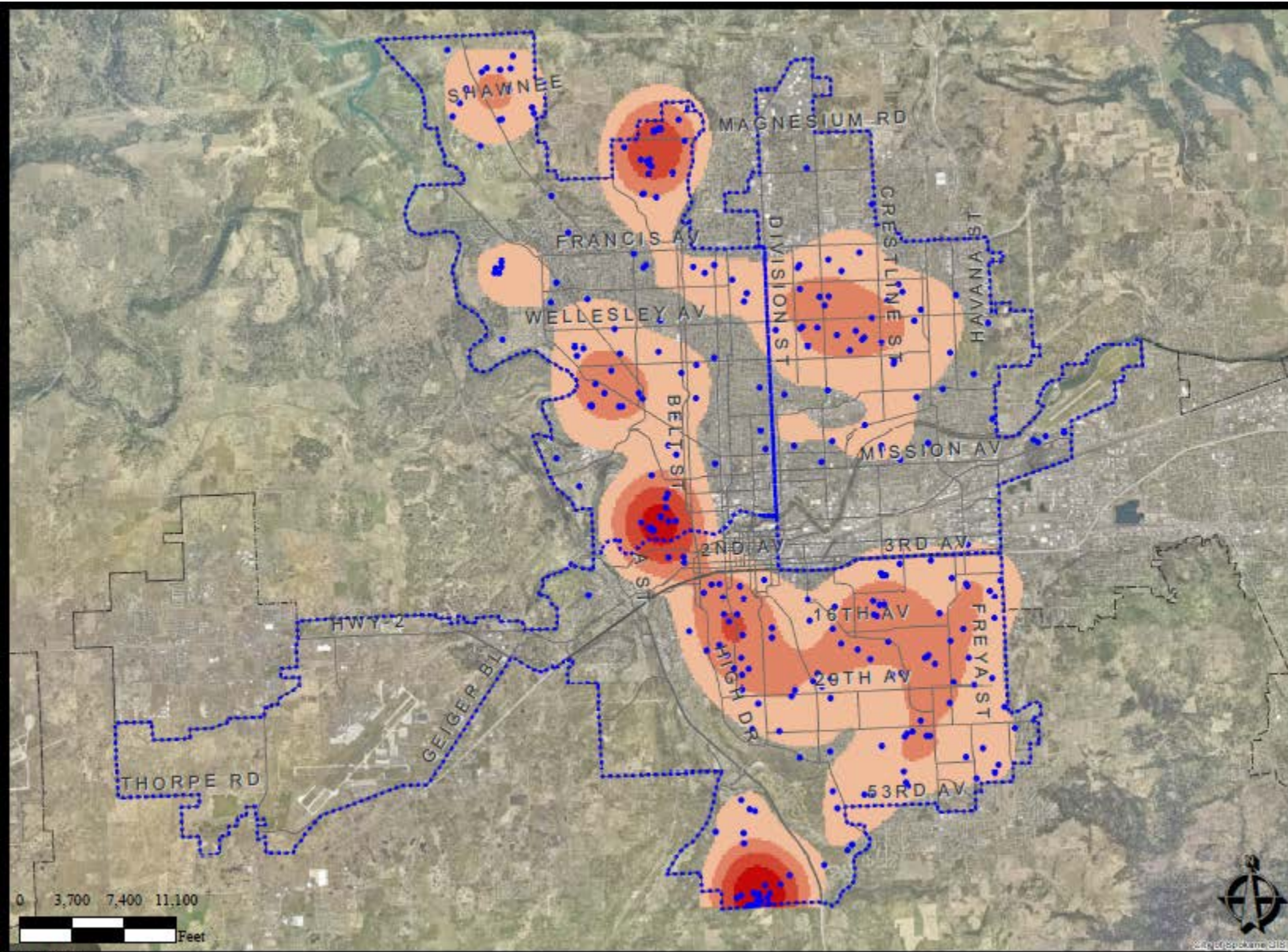
City Council District



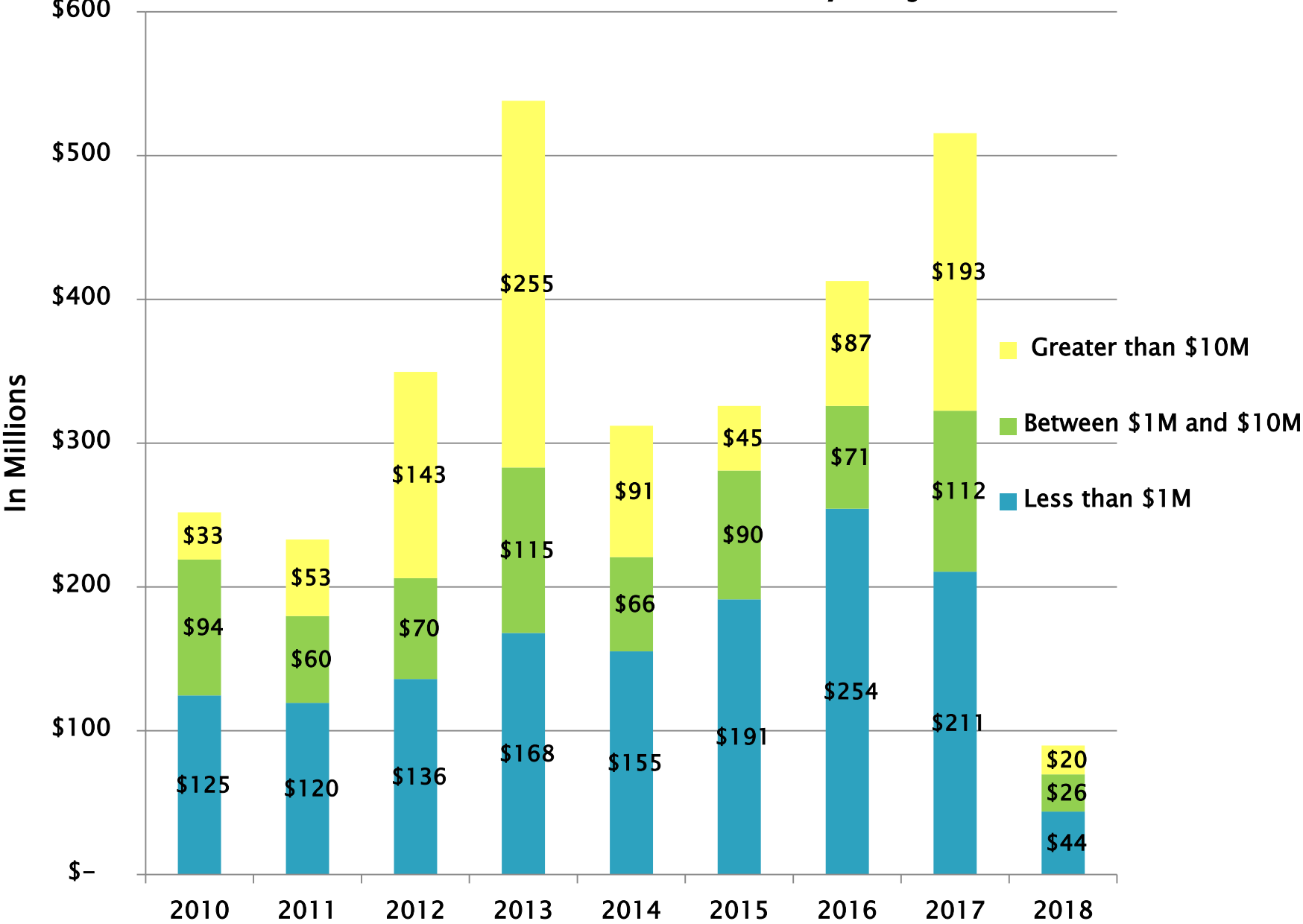
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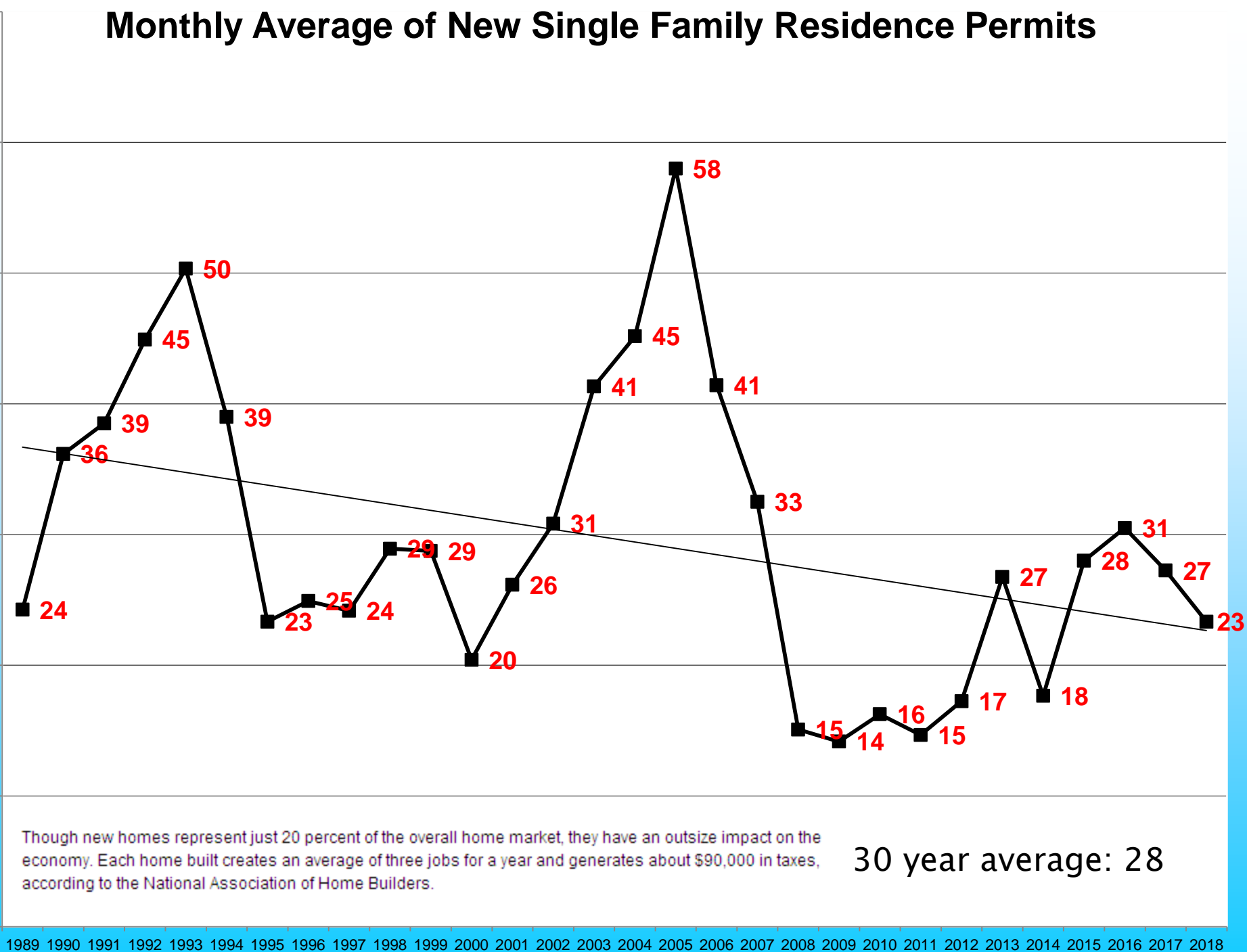
Annual Construction Valuations by Project Size



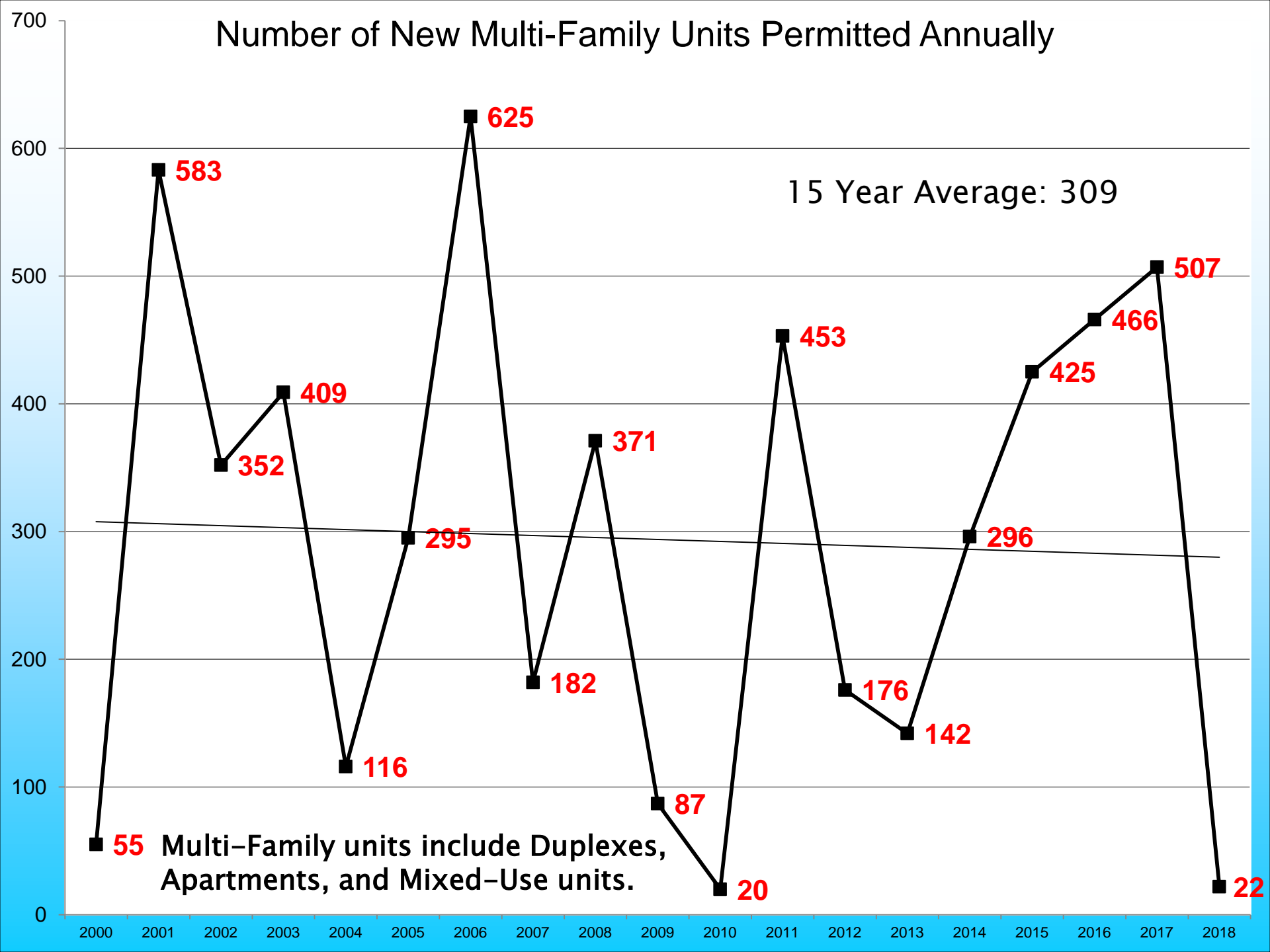
Construction Valuation Comparison of Publicly and Privately Funded Projects

		Private	Public	Total	Public %
In Millions of Dollars	2018	\$ 58	\$ 32	\$ 90	35%
	2017	\$ 458	\$ 57	\$ 516	11%
	2016	\$ 350	\$ 63	\$ 413	15%
	2015	\$ 291	\$ 35	\$ 326	11%
	2014	\$ 253	\$ 57	\$ 310	18%
	2013	\$ 440	\$ 98	\$ 538	18%
	2012	\$ 235	\$ 114	\$ 349	33%
	2011	\$ 182	\$ 51	\$ 233	22%
	2010	\$ 142	\$ 110	\$ 252	44%
	2009	\$ 150	\$ 93	\$ 243	38%
Averages:	\$ 256	\$ 71	\$ 327	22%	

Monthly Average of New Single Family Residence Permits



Number of New Multi-Family Units Permitted Annually



Construction Valuation Comparisons

	City	Valley	County	Total	City %
2017	\$ 515,642,426	\$ 273,460,000	\$ 309,626,794	\$ 1,098,729,220	47%
2016	\$ 412,764,824	\$ 262,450,000	\$ 272,716,073	\$ 947,930,897	44%
2015	\$ 325,863,780	\$ 98,180,000	\$ 256,109,833	\$ 680,153,613	48%
2014	\$ 312,104,458	\$ 111,876,535	\$ 225,905,141	\$ 649,886,134	48%
2013	\$ 534,607,011	\$ 173,820,000	\$ 317,800,000	\$ 1,026,227,011	52%
2012	\$ 349,474,428	\$ 111,594,294	\$ 221,030,312	\$ 682,099,034	51%
2011	\$ 233,012,833	\$ 65,378,378	\$ 245,839,900	\$ 544,231,111	43%
2010	\$ 252,003,323	\$ 86,463,600	\$ 186,776,741	\$ 525,243,664	48%
2009	\$ 242,594,589	105192518	\$ 178,725,029	\$ 526,512,136	46%

Largest Projects of 2018		Valuation		Valuation	Largest Projects of 2017
SCC Main Bldg Renovation	\$20,000,000	1	\$34,658,000	Myrtle Woldson Performing Arts Center	
STA NW Garage	\$10,700,000	2	\$27,397,406	Copper River Apartments	
RFP - Howard St. Promenade	\$3,800,000	3	\$26,000,000	UHS Behavioral Health	
Dick's TI - Northpointe	\$3,400,000	4	\$20,200,000	Franklin Elementary TI & Addition	
Garfield St. Townhomes	\$2,517,433	5	\$20,000,000	Macy's Shell	
GU Humanities Bldg	\$2,500,000	6	\$18,000,000	Center for Athletic Achievement	
Market Street Storage	\$1,884,747	7	\$13,200,000	SFCC Gym Addition and Reno	
TI - Westfall Village	\$1,715,380	8	\$11,783,348	Riverview Lofts	
WTB Ops Center	\$1,650,000	9	\$11,751,170	Iron Bridge	
TI - Macy's Level 4 Residential Buildout	\$1,250,000	10	\$10,054,859	Holy Names Haven	
	\$49,417,560		\$193,044,783		

COMPARISON OF PROJECTS ISSUED with PROJECTS IN PLAN REVIEW

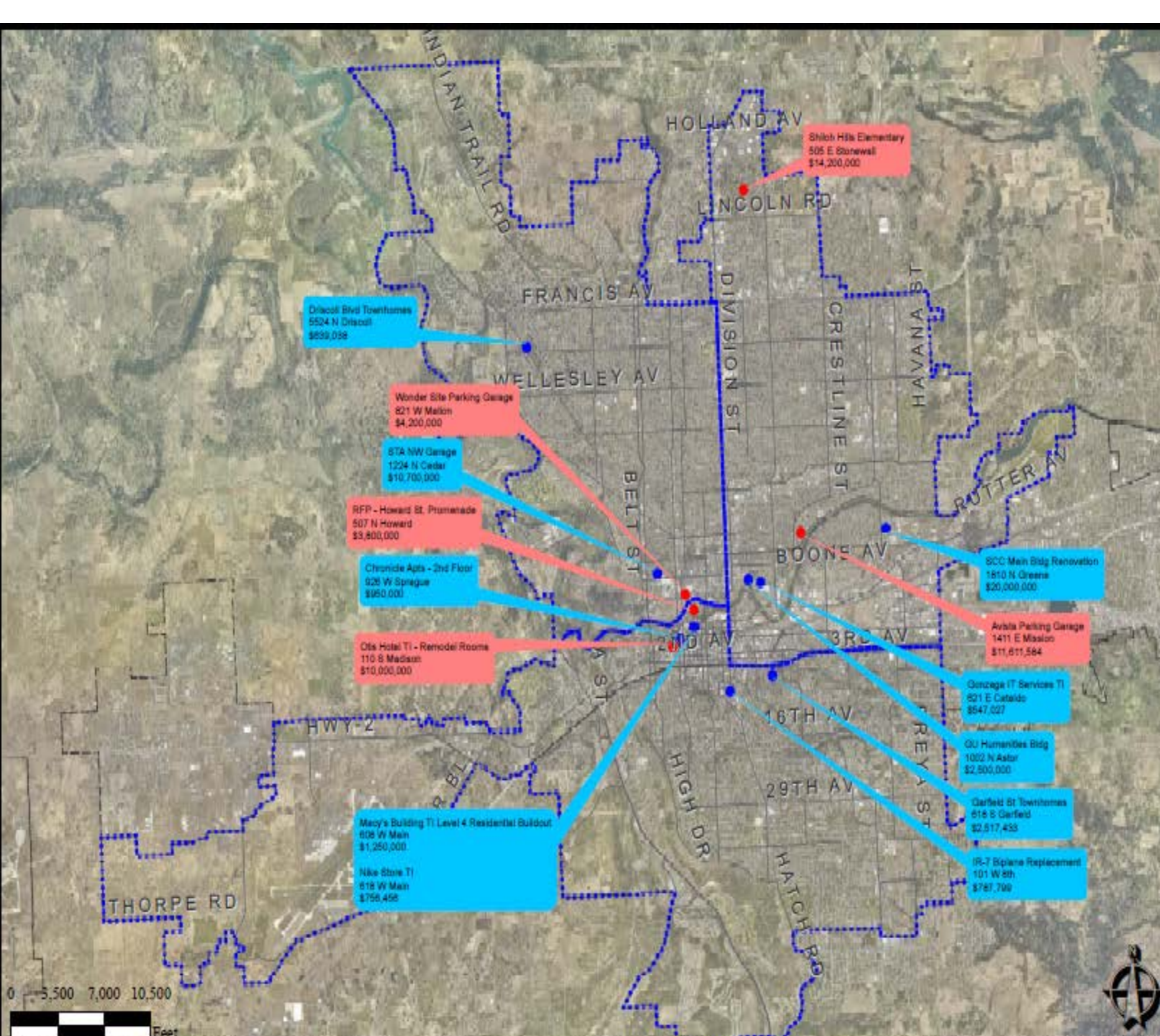
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RFP - Howard St. Promenade	\$3,800,000	3	\$14,200,000	Shiloh Hills Elementary	
Dick's TI - Northpointe	\$3,400,000	4	\$11,611,584	Avista Parking Garage	
Garfield St. Townhomes	\$2,517,433	5	\$10,000,000	Otis Hotel TI - Remodel Rooms	
	\$40,417,433		\$90,256,884		

City of Spokane 2018 Large Projects



Legend

- Permits In review
- Issued Permits
- City Limits
- City Council District



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0 3,500 7,000 10,500

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Largest Projects Issued in 2018

- ▶ **SCC Main Building Renovation** – 1810 N. Greene St. – Partial renovation of the existing instructional spaces and a 6,000 sf addition. \$20.0m
- ▶ **STA NW Garage** – 1224 N. Cedar – Construct a one story transit vehicle storage building. The building houses vehicle fueling, fare retrieval, vehicle washing and staff support functions for STA. \$10.7M
- ▶ **Riverfront Park Howard Street Promenade** – 507 N. Howard – Park improvements including civil, lighting and electrical, sidewalks, planting, and irrigation. \$3.8m
- ▶ **TI – Dick’s Sporting Goods Northpointe Plaza** – 9620 N. Newport Highway – Interior tenant improvement with selective exterior improvements. \$3.4m
- ▶ **Garfield Street Townhomes** – 618 S. Garfield – New townhouse buildings with garages underneath – 14 units in two buildings. \$2.5m

Largest Projects Issued in 2018

- ▶ **Gonzaga Humanities Building TI** – 1002 N. Astor – Partial renovation, repair, and upgrades to existing building. Mechanical replacement, lighting upgrades, new fire alarm, and fire sprinklers. \$2.5m
- ▶ **Market Street Storage** – 4415 N. Market Street – New self storage facility including 8 buildings and site improvements to be constructed in 2 phases. \$1.9m
- ▶ **Westfall Village TI** – 3724 N. Cook – Replace windows and siding for 11 buildings and community building. Also repair decks on 11 buildings. \$1.7m
- ▶ **Washington Trust Bank Ops Center** – 176 Post – Interior remodel of a 3-story office building, including reconfiguration of spaces and updating finishes. Electrical and mechanical systems will also be updated \$1.7m
- ▶ **Macy's 4th Floor TI/COU** – 608 W. Main Residential Unit Build Out for Level 4 – 16 Units \$1.3m

Largest Projects in Plan Review

- ▶ **Integrated Science and Engineering** – 502 E. Boone Ave – New mixed use university classroom and lab building with three levels. \$36.8M
- ▶ **INB Performing Arts Center TI** – 334 W. Spokane Falls Blvd – Interior remodel of the INB Performing Arts Center including replacement of the curtain wall, update MEP systems, re-roof with new insulation and membranes, refinish and update lobby, dressing rooms, and music room, new music room bar, and new backstage elevator. \$17.6m
- ▶ **Shiloh Hills Elementary School Addition and Modernization** – 505 E. Stonewall – 11,000 sf addition and modernization of existing elementary school including parking reconfiguration and site work \$14.2m
- ▶ **Avista Corporation Parking Garage** – 1411 E. Mission Ave – New 500 stall parking garage \$11.6m
- ▶ **Otis Hotel** – 110 S. Madison – Tenant improvement to remodel rooms, remove some walls to reduce the number of rooms from 41 to 29 per floor. \$10.0m

Proposed Projects Descriptions

- ▶ **Circle K – 3 locations:** Market/Haven, 29th/Regal, 4221 S. Cheney–Spokane Road – Construction of new convenience stores, automotive vehicle fueling canopy, and automatic car wash.
- ▶ **Bouten Construction Corporate Headquarters – 627 N. Napa –** Demolition of two existing buildings and construction of a new two-story office building.

Proposed Projects Descriptions

- ▶ **The Falls** – 829 W. Broadway – Mixed use building with retail, office, and residential (rent & condo). The scope of work is two 13 floor towers and a podium building over below grade parking.
- ▶ **Touchmark Memory Care** – 2929 S. Waterford Drive – New 12,000 sf resident/community use health and fitness center and a new two-story memory care building of approximately 63,000 sf. Site development is also included.
- ▶ **Riverfront Park – US Pavilion** – 610 W. Spokane Falls Blvd – Reconstruction of US Pavilion within existing structure. Outdoor space will be configured as an assembly area for concerts.
- ▶ **Medical Professional Offices** – 307 W. 4th Ave. – New medical office building with six floors and a parking garage with 3.5 floors and a basement.
- ▶ **Eagle Ridge West** – 6321 S. Cheney–Spokane Road – Development of a 240-lot plat for future construction of single family homes. The scope of work includes a pedestrian tunnel under Cedar Road.

Proposed Projects Descriptions

- ▶ **SIA Springhill** – 9000 W. Airport Drive – New 4–story hotel and associated parking lot and site work.
- ▶ **Jayne Auld Apartments** – 2830 E. Francis – Construction of several buildings and development of the site. The project will include a 36 unit apartment building, five duplexes, and a community center with two dwelling units on the second.
- ▶ **Cathedral Plaza** – 1120 W. Sprague – The scope of work is the remodel of an existing residential building with 15 floors and a basement. The extent of the remodel is primarily finishes, new appliances, and the addition of sprinklers to the building.
- ▶ **Vinegar Flats Mixed Use** – Construction of two, possibly three, separate mixed–use buildings, 5–stories above underground parking, built in a phased approach.

Sales Tax vs Budget

Last three months

		2017			2017			2017 Actual vs. Budgeted		
		Collected	vs. Prior Yr \$	vs. Prior Yr %	Collected	vs. Prior Yr \$	vs. Prior Yr %	Monthly Budgeted:	Budgeted vs. Actual \$	Budgeted vs. Actual %
JAN		3,151,558	238,809	8.2%	3,463,145	311,587	9.9%	3,000,131	151,427	5.2%
FEB		3,010,523	(44,660)	-1.5%				3,146,838	(136,315)	-4.5%
MAR		3,821,870	256,489	7.2%				3,672,342	149,528	4.2%
APR		3,323,666	(64,967)	-1.9%				3,490,293	(166,626)	-4.9%
MAY		3,768,037	348,667	10.2%				3,521,951	246,086	7.2%
JUN		4,230,090	319,680	8.2%				4,027,722	202,367	5.2%
JUL		3,969,355	372,213	10.3%				3,705,056	264,299	7.3%
AUG		4,501,651	702,494	18.5%				3,913,132	588,519	15.5%
SEP		4,215,518	292,211	7.4%				4,041,006	174,512	4.4%
OCT		3,839,635	380,098	11.0%				3,563,323	276,312	8.0%
NOV		3,772,644	216,878	6.1%				3,662,439	110,205	3.1%
DEC		4,624,019	314,995	7.3%				4,438,295	185,724	4.3%

2018: 2.5%

2017 & 16' & 15' were 3%

Jan

+9.9% (vs. 2.5% budget)

\$165,990

3 Months + \$462k

REVENUE REPORT – PERIOD 13	Over / (Under)			Variance	Increase /
	<u>Year-to-date</u>	<u>Budgeted YTD</u>	<u>Budget</u>	<u>Prior Month</u>	<u>(decrease)</u>
Sales Tax - General Fund Only	41,678,567	38,820,000	2,858,567	2,889,164	(30,598)
Admissions Tax	915,100	870,000	45,100	(21,472)	66,571
Private Utility Taxes/Franchise Fees	28,253,882	27,960,000	293,882	68,640	225,242
Utility Tax - Water	8,113,135	8,160,000	(46,865)	(33,676)	(13,189)
Utility Tax - Sewer	18,247,483	17,840,000	407,483	(1,259,134)	1,666,617
Utility Tax - Solid Waste (Interfund)	9,004,967	8,950,000	54,967	90,355	(35,387)
Utility Tax - Stormwater	1,470,907	1,470,000	907	1,467	(560)
Utility Tax - IF Electric	482,008	470,000	12,008	3,781	8,226
Other Bus License/Permit Revenue	4,032,191	3,610,000	422,191	351,261	70,930
Interest Revenue	7,601,879	6,100,000	1,501,879	1,510,213	(8,333)
Traffic & Parking Violations	2,771,794	2,289,500	482,294	266,671	215,623
Totals	122,571,912	116,539,500	6,032,412	3,867,271	2,165,142

Revenue Report

City of Spokane - General Fund Variance Analysis

March, 2018

	/----- Variances -----/				
	Year-to-date	Budgeted YTD	Over / (Under) <i>Budget</i>	Variance Prior Month	Increase / (decrease)
Revenues					
Sales Tax - General Fund Only	2,981,646	2,814,448	167,197	0	167,197
Admissions Tax	166,077	122,398	43,679	7,050	36,629
Private Utility Taxes/Franchise Fees	5,394,656	6,334,864	(940,209)	(134,410)	(805,799)
Utility Tax - Water	895,471	895,174	297	(8,112)	8,410
Utility Tax - Sewer	2,855,947	2,697,976	157,971	64,027	93,944
Utility Tax - Solid Waste (Interfund)	1,418,530	1,318,560	99,970	29,453	70,517
Utility Tax - Stormwater	250,191	250,061	129	(523)	652
Utility Tax - IF Electric	60,743	33,688	27,056	0	27,056
Other Bus License/Permit Revenue	915,676	975,618	(59,943)	(20,963)	(38,980)
Interest Revenue	2,294,217	1,525,000	769,217	322,923	446,293
Traffic & Parking Violations	570,431	582,187	(11,756)	3,235	(14,991)
	17,803,583	17,549,974	253,609	262,680	(9,071)
		2,814,448	167,197	5.94%	sales tax only
		14,735,526	86,411	0.59%	excluding sales tax
		17,549,974	253,609	1.45%	Total of above
Gross Surplus / (Shortfall)			253,609		

General Fund		2017 ADJUSTMENTS							Est.
Changes in Fund Balance		12/31/2016	PP & Other Misc	SIP	Adjust to C/O	Interest	Curr. Yr. Surp/Def	12/31/2017	
Estimates as of March 20, 2017									
Non Spendable FB		961,267		597,499				1,558,766	
Restricted FB		0						0	
Committed FB	\$ 14,962,258								
Contingency Reserves		14,258,093				312,987		14,571,080	
Revenue Stabilization		704,165				12,232		716,397	
Assigned FB		1,089,502			268,351			1,357,853	
Unassigned FB		19,049,125	52,885	(597,499)	(268,351)	(325,219)	9,666,275	27,577,216	
		36,062,152	52,885	0	0	0	9,666,275	45,781,312	
Reconciliation of Unassigned FB to "Checkbook" Balance									
							2017	2016	
Prior Period Adjustment Summary		Unassigned Fund Balance					27,577,216	19,049,125	
		<i>Less Receivables</i>					(30,820,918)	(28,183,478)	
\$	-	<i>Plus Payables & Deferred Resources</i>					8,410,696	8,747,929	
\$	-	<i>Net Unrealized (Gain) / Loss</i>					6,514,979	8,502,693	
\$	-	<i>Amort. Prem/Discount</i>					651,980	355,550	
\$	-								
\$	-	Estimated Checkbook Balance 12/31/16					12,333,953	8,471,819	
\$	-						3,862,135	Change	



One Vision. One Plan.
One Voice.
 Safer. Smarter. Healthier.

Spokane is a safe, diverse, resilient, sustainable, and growing city known for its natural beauty, economic prosperity, and exceptional quality of life for all.



Community Investment Plan

	REET Capital	Asset Mgmt Capital	Arterial Streets Capital	Development Services	Utility Strategic Investments	Surplus Property	Parks Investments	RPS Refinance	General Fund Carryforward	TOTALS
SOURCES OF FUNDING										
2017 REET Reserve Balance	10,000,000									10,000,000
1% Levy Financing + Match (Public Safety)		10,000,000								10,000,000
Arterial Streets Project Carryover			10,000,000							10,000,000
Development Services One-Time Reserve				1,000,000						1,000,000
Utility Investments					8,000,000					8,000,000
Sale of Surplus Property 2018 & 2019						4,000,000				4,000,000
Parks Strategic Investments							3,000,000			3,000,000
RPS Refinance 2017								1,900,000		1,900,000
General Fund Carryover 2017									4,000,000	4,000,000
TOTAL SOURCES	10,000,000	10,000,000	10,000,000	1,000,000	8,000,000	4,000,000	3,000,000	1,900,000	4,000,000	51,900,000
STRATEGIC INVESTMENTS										
INNOVATIVE INFRASTRUCTURE										
IMPROVING STREETS - Accelerate Grind/Overlay - Arterials			5,000,000							5,000,000
IMPROVING STREETS - Accelerate Residntl/Umimp Streets			2,000,000							2,000,000
TARGETED AREAS - PDA Street Investments			3,000,000							3,000,000
TARGETED AREAS - PDA Impact Fee Waiver				1,000,000						1,000,000
TARGETED AREAS - PDA Utility Investements					2,400,000					2,400,000
MAXIMIZE PUBLIC ASSETS - Urban Utility Installation Fund					500,000					500,000
SUSTAINABILITY - WaterSmart Conservation Investments					1,500,000		1,500,000*			3,000,000
URBAN EXPERIENCE										
RIVER CONNECTION - Trail/River Access Investments	3,000,000				600,000	2,000,000	1,500,000*			7,100,000
MAXIMIZE PUBLIC ASSETS - North Bank/Sportsplex	5,000,000									5,000,000
STRATEGIC INVESTMENT FUND - Projects of Citywide Significance								1,900,000		1,900,000
ARTS/CULTURE/DIVERSITY - Arts & Diversity Strategic Investments						1,000,000				1,000,000
PUBLIC AMENITIES - Library Pre-Design									500,000	500,000
SAFE & HEALTHY										
SAFER COMMUNITY - Vehicles & Equipment for Safer Community		10,000,000								10,000,000
HOUSING/VULNERABLE - Homeless Housing - 2018 & 2019	2,000,000									2,000,000
SAFER COMMUNITY - Clean & Safe Neighborhood Investments					1,400,000	1,000,000				2,400,000
VULNERABLE POPULATIONS - Utility Assistance Program					600,000					600,000
SUSTAINABLE RESOURCES										
SUSTAINABLE PRACTICES - Increase GF Reserve Balance									2,500,000	2,500,000
TARGETED AREAS/MARKETING SPOKANE - (See Attached)									1,000,000	1,000,000
SUSTAINABLE PRACTICES - Resiliency IT/Capital Investments					1,000,000					1,000,000
TOTAL STRATEGIC INVESTMENT PLAN	10,000,000	10,000,000	10,000,000	1,000,000	8,000,000	4,000,000	3,000,000	1,900,000	4,000,000	51,900,000

Year-end General Fund Balances

Reserves & Fund Balances	12/31/15	12/31/16	Goal vs. Actual (% of GF Exp)	Goal \$	Over/(Under) 12/31/16
<u>Reserves:</u>					
-Contingency	14,523,435	14,258,093	10% / 7.9%	18,146,670	(3,888,577)
-Revenue Stabilization	764,692	704,165	3.5% / .4%	6,351,335	(5,647,169)
Unassigned	19,967,263	19,049,125	N/A		
Non-spendable & Assigned	2,293,964	2,050,769	N/A		
Total	37,549,355	36,062,153	20% / 19.9%	36,293,341	(231,188)
<i>'Checkbook Bal.'</i> <i>(in 'Total' above)</i>	<i>5,090,781</i>	<i>6,189,324</i>	<i>VAR.</i>	<i>VAR.</i>	<i>VAR.</i>

Elements of Ongoing Structural Balance

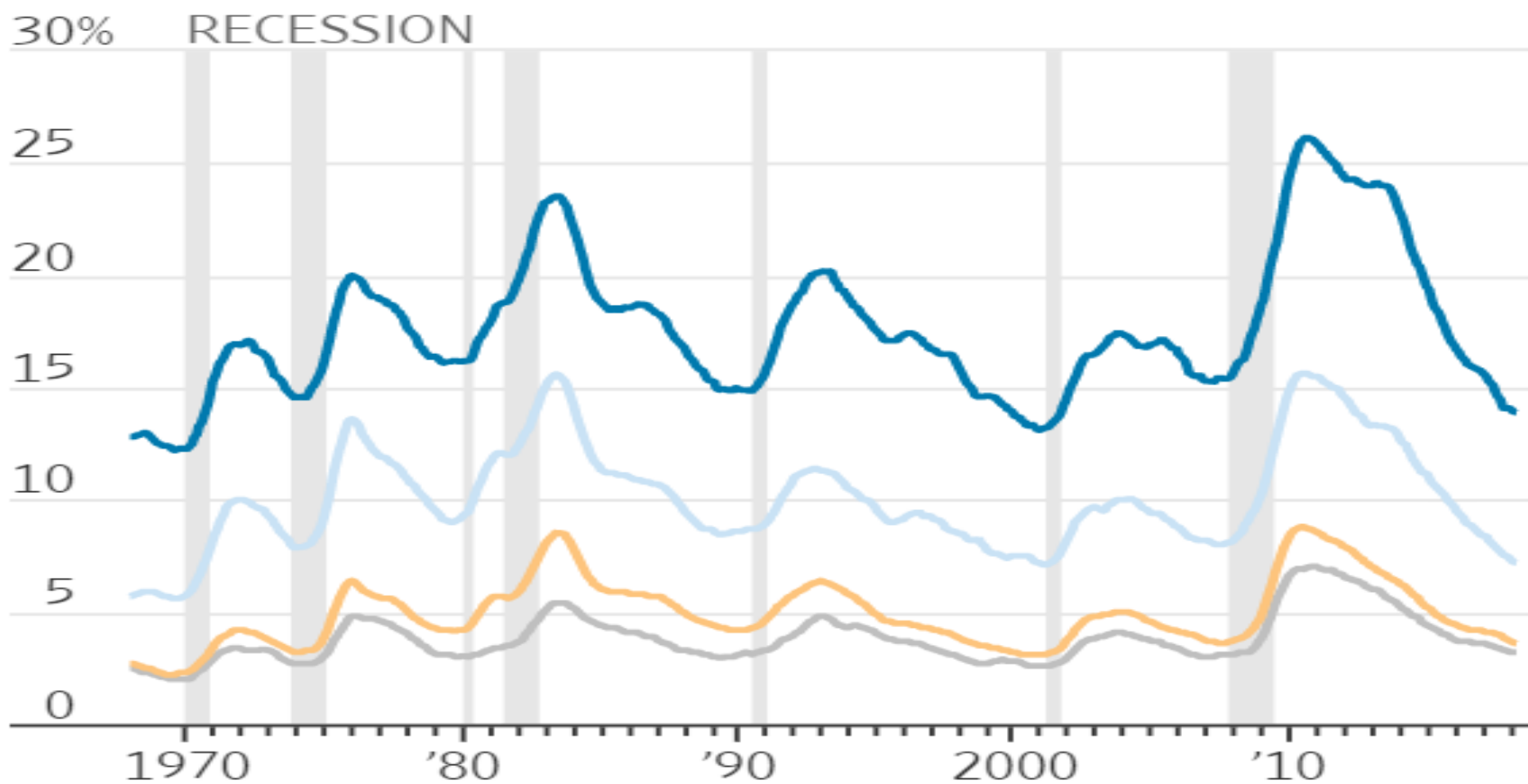
					/----- AVERAGES -----/	
					13 Year	6 YEAR
	2017	2018			05' - '18	13' - '18
MHI	\$ 46,818	\$ 47,988	Estimate			
Cumulative Change	35%	38%	Estimate		2.9%	3.4%
annual chg	2%	2%				
FTEs (Budget)	2,184	2,225				
annual chg	2%	7%			4.1%	2.7%
Sal & Wages / FTE	\$ 80,559	\$ 84,533				
Cumulative Change	43%	50%			3.8%	2.6%
annual chg	-1%	5%				

Looking Ahead - Yield Curve Discussion

- ▶ [Link: Yield Curve Discussion](#)

Unemployment Rate by Age

■ 16-19 ■ 20-24 ■ 25-54 ■ 55+



Note: Data are 12-month averages.

Source: Labor Department

Briefing Paper

Finance & Administration Committee

Division & Department:	Human Resources
Subject:	Workers Compensation Bill Review & Pharmacy Services Contract with Equian, LLC
Date:	April 5, 2018
Author (email & phone):	Meghann Steinolfson (msteinolfson@spokanecity.org , 625-6903)
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	Finance Committee
Type of Agenda item:	x <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
Strategic Initiative:	Sustainable Resources
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Effective bill review services, pharmacy card services and pharmacy cost containment program for the Workers Compensation claims.
<p>Background/History: An RFP was issued by Workers Compensation to seek consultant services for bill review, pharmacy cards and a pharmacy cost containment program for the City's Workers Compensation claims. The current contract for this work is with Corvel Corporation, however they chose not to make a bid for the new RFP. We have an extension on their contract through 4/30/18 but no options for services after that date. We received and evaluated 3 responses to the RFP. Equian, LLC scored the highest and was selected. This request is for a contract with Equian, LLC for \$85,000, beginning January 1, 2018 through October 1, 2021.</p> <p>This work has historically always been outsourced. External vendors have a computer system that adjusts the bills according to the L&I fee schedule, and they also have preferred provider contracts with different medical vendors that get us additional savings on the bills above the savings that we get for just the L&I fee schedule adjustments. They also have an employee dedicated to only adjusting the bills. Finally, the contract also supplies the pharmacy cards for the employee's claims, as well as the billing services (same as above) for all of the prescriptions for the claims. As an employer, we could not provide pharmacy cards if this work was performed in-house, nor would we have access to provider savings or the networks.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> • Current contract with Corvel Corporation expires 4/30/18 with no option for service after that date. • Work has historically always been outsourced due to the benefits external vendors have access to. • Access to preferred provider contracts and networks results in a cost savings to the City. • Provides pharmacy cards and billing services for prescriptions, which employers are not allowed to provide. • Contracting with Equian, LLC in the ongoing bill review, and pharmacy cards will provide the continuation of necessary services for Workers Compensation. • Cost of contract: \$85,000 	

Budget Impact:

Approved in current year budget? Yes No

Annual/Reoccurring expenditure? Yes No

If new, specify funding source:

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

Operations Impact:

Consistent with current operations/policy? x Yes No

Requires change in current operations/policy? Yes No

Specify changes required:

Known challenges/barriers: